



## Student End of Year: Cross-LEA Validation SE900 Error Instructions

### SE901

This student is currently coded as a dropout, expulsion, or transfer to a HSED program (school exit type 40, 50, or 70), but has been reported as attending another Colorado public school district after the school exit date reported by your organization. Change the student's school exit type to 13 (transfer to a public school in a different school district).

#### Steps:

1. Review this student's information using the Student End of Year error detail report.
2. Using the 'edit record' screen in data pipeline, change this student's school exit type to 13 on your student school association file.
3. Update your student end of year snapshot using the 'update snapshot' button in data pipeline. (This was previously the 'confirm snapshot' button during the earlier phases of the SEY data collection)

#### Result:

If this student is in grades 9-12, the student will be removed from the AYG membership base (or cohort) for his or her AYG cohort in your district. If the student had been coded as a dropout, they will no longer be counted as a dropout.

### SE902

This student is currently coded as transferred to a non-district education environment or illness/injury (school exit code 18, 19, 21, or 30), but has been reported as attending another Colorado public school district after the exit date reported by your organization. Change the student's school exit type to 13 (transfer to a public school in a different school district).

#### Steps:

1. Review this student's information using the Student End of Year error detail report.
2. Using the 'edit record' screen in data pipeline, change this student's school exit type to 13 on your student school association file.
3. Update your student end of year snapshot using the 'update snapshot' button in data pipeline. (This was previously the 'confirm snapshot' button during the earlier phases of the SEY data collection)

### General Information

SE900 series errors require action in the data pipeline system by the reporting district.

During the Post-Cross LEA phase, districts are only able to update the school exit types for students receiving SE900 errors. Any additional SE900 warnings or errors outside of the SE900 series must be addressed by submitting a Post-Cross LEA data change request to the Student End of Year Collection lead.

### Additional Information

All SE800 series warnings are static duplicates of SE700 errors and warnings from the Cross-LEA phase. They are for historical purposes only and will not change upon a snapshot update.



**Result:**

If this student is in grades 9-12, the student will be removed from the AYG membership base (or cohort) for his or her AYG cohort in your district.

**SE903**

This student is currently coded as transferring to another Colorado public school district (school exit type 13), but their SASID was not reported in the current SEY collection by any other district after the school exit date reported by your district. Verify the educational status of this student after exiting your district and change their school exit type as appropriate. School exit types can be changed to 40, 00, 01, 02, 12, 14, 15, 16, 18, 19, 21, 50, 70, 90, 92, 93, 94, 95, or 96. If your district has adequate documentation showing this student attended another CO public school within the current SEY school year, request an exception for this student to remain coded with school exit type 13 from the SEY Collection Lead including a copy of the adequate documentation.

**Steps:**

1. Review your records to verify the student’s educational status. There are three possible outcomes as you verify this information. Please note that districts should maintain adequate documentation of student transfer. Please see the [adequate documentation site](#) for more information.

Outcome	Outcome Details	Related Action
Outcome 1	Student did not transfer to a Colorado public school, but rather a different educational environment (e.g. non-public school, home-based education, etc.)	Update the student’s school exit type to reflect the accurate transfer to a different educational environment
Outcome 2	Student does not have adequate documentation of transfer	Update the student’s exit type = 40 (dropped out)
Outcome 3	Student transferred to a different Colorado public school, as evidenced by confirmation of enrollment and attendance	Submit an exception request and adequate documentation to the Student End of Year collection lead to keep this student coded with school exit type 13.

**Steps for Outcomes 1:**

2. Using the ‘edit record’ screen in data pipeline, update this student’s school exit type on your student school association file to reflect the student’s movement.
3. Update your SEY snapshot using the ‘update snapshot’ button in data pipeline. (This was previously the ‘confirm snapshot’ button during the earlier phases of the SEY data collection)

**Steps for Outcome 2:**

2. Using the ‘edit record’ screen in data pipeline, update this student’s exit/withdraw code to 40 (dropped out) on your student school association file.
3. Update your SEY snapshot using the ‘update snapshot’ button in data pipeline. (This was previously the ‘confirm snapshot’ button during the earlier phases of the SEY data collection)

**Steps for Outcome 3:**

2. Upload a copy of the student’s confirmation of enrollment and attendance and a completed exception request template to your student Syncplicity folder.
  - Note: Student End of Year Syncplicity folders have the following naming convention:
    - *District code – district name – Student*
      - Subfolder: *SEY collection year*



3. Email the Student End of Year Collection Lead to notify them that you've uploaded an exception request.
4. If your exception is approved, update your student end of year snapshot using the 'update snapshot' button in data pipeline. (This was previously the 'confirm snapshot' button during the earlier phases of the SEY data collection)
  - a. If your exception is not approved, follow the guidance of the Student End of Year collection lead for next steps.

Results:

- Outcome 1 – Student may be transferred out of your district and removed from your graduation/completion and dropout calculations depending on the exit type being used. Please see the resource document "Exit Type Codes that Comprise of the Graduation Cohort" on [the Student End of Year website](#) for more information.
- Outcome 2 – Student will remain in your graduation/completion and dropout calculations, being counted as a dropout.
- Outcome 3 – If this student is in grades 9-12, the student will be removed from the AYG membership base (or cohort) for his or her AYG cohort in your district.

### SE905

This student is currently coded as transferring to another Colorado public school district (school exit type 13). Although their SASID was not reported in the current SEY collection by any other district after the school exit date reported by your district, the student did complete a HSED during this school year. Change the student's school exit type to 93 or 94 as appropriate. If you believe this student was incorrectly indicated as a HSED recipient on the HSED list, request an exception from the SEY collection lead for this error.

Steps:

1. Review this student's information using the Student End of Year error detail report.
2. Using the 'edit record' screen in data pipeline, change this student's school exit type to 93 or 94 as applicable on your student school association file.
3. Update your student end of year snapshot using the 'update snapshot' button in data pipeline. (This was previously the 'confirm snapshot' button during the earlier phases of the SEY data collection)

Result:

Student will be counted as a completer for their AYG graduation cohort, thus increasing your district's completion rate.

### SE907

This student is currently coded as a dropout, expulsion, or transfer to a HSED program (school exit type 40, 50 or 70), but has been reported as attending a Colorado detention center after the school exit date reported by your organization. Change the school exit type to 26 (Transfer to a Colorado detention center in a different school district).

Steps:

1. Review this student's information using the Student End of Year error detail report.
2. Using the 'edit record' screen in data pipeline, change this student's school exit type to 26 on your student school association file.
3. Update your student end of year snapshot using the 'update snapshot' button in data pipeline. (This was previously the 'confirm snapshot' button during the earlier phases of the SEY data collection)

Result:

Student's education history will be accurately reflected and will remain in your graduation cohort base.