



Student End of Year: Post-Cross LEA Validation SE900 Warning Instructions

SE904

This student is currently coded as transferring to a Colorado detention center, but their SASID was not reported at another district (detention center) after the exit date reported by your district. Please verify the educational status of these students after exiting your district and change their school exit type as appropriate. School exit types may be changed to 40, 00, 01, 02, 12, 14, 15, 16, 18, 19, 21, 50, 70, 90, 91, 92, 93 or 94. Districts may request an exception to clear this warning if they've verified that school exit type 26 is accurate.

Steps:

1. Review this student's information using the Student End of Year error detail report.
2. Review your local records regarding this student's educational status.
3. If this student is accurately coded, no action is required.
 - a. Note: You may request an exception to clear this warning.
4. If this student's school exit type needs to be updated, please do so using the 'edit record' screen in data pipeline for your student school association file.
5. Update your SEY snapshot with the 'update snapshot' button in pipeline.
6. Confirm the desired change went into effect using the CEDAR/COGNOS report *EOY and OCT (prior, current, subsequent year) – SASID lookup*.
 - a. Request a Post-Cross LEA data change from the SEY collection lead if the desired change did not take effect.

Result:

These students will remain in their previous graduation cohort unless their school exit type code is updated to a verified transfer out of district. Please see the resource document "Exit Type Codes that Comprise of the Graduation Cohort" on [the Student End of Year website](#) for more information.

SE906

This 12th grade student is marked as retained in your Student End of Year Snapshot (retention codes 1, 2, or 3). However, they were not included in the subsequent Student October snapshot. Please confirm that this student did not graduate/complete over the summer or was coded as retained in error. To update this student's retention code, school exit type, or school exit date request a Post-Cross LEA data change from the SEY Collection lead.

General Information

SE900 series warnings should be reviewed by the reporting district and may require action.

During the Post-Cross LEA phase, districts are only able to update the school exit types for students receiving SE900 errors.

To update student information in response to SE900 warnings or errors outside of the SE900 series, Post-Cross LEA data change request must be submitted to the Student End of Year Collection lead.

Additional Information

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



Steps:

1. Review this student’s information using the Student End of Year error detail report.
2. Review your local records regarding this student’s educational status.

Outcome	Outcome Details	Related Action
Outcome 1	Student was omitted from subsequent Student October snapshot in error.	Create a record for this student in the subsequent Student October snapshot.
Outcome 2	Student was omitted from subsequent Student October snapshot because they exited before October 1 st .	No action required at this time. Ensure this student has an enrollment record in the subsequent Student End of Year to show they exited prior to October 1 st .
Outcome 3	Student graduated/completed over the summer. (On or before August 31 st)	Submit a Post-Cross LEA data change request to update this student’s school exit type to reflect that the student was a summer graduate/completer and remove their retention code.

Outcome 1 Steps:

3. Add a record for this student in your subsequent Student October snapshot by updating your Student Interchange files and creating a Student October snapshot.
 - a. Contact the Student October Collection Lead for more information.
StudentOctober@cde.state.co.us
4. 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. Note: Updating your SEY snapshot will not change the SEY information for this student. Instead, it will trigger the system to cross-check this student’s records with the subsequent Student October snapshot to clear this warning.

Outcome 2 Steps:

No additional action required at this time.

Outcome 3 Steps:

3. Using the ‘edit record’ screen in data pipeline, update this student’s school exit date, update their school exit type to indicate their graduation/completion status (school exit types 90-96), and remove the retention code on your student school association file.
4. Upload a completed Post-Cross LEA data change request 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*
5. Email the Student End of Year Collection Lead to notify them that you’ve uploaded an exception request.
StudentEndofYear@cde.state.co.us
6. After you receive notification from the SEY Collection lead that your exception has been approved/processed, 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)
7. Confirm the desired change went into effect using the CEDAR/COGNOS report *EOY and OCT (prior, current, subsequent year) – SASID lookup*.



Results:

- Outcome 1 – Student will remain in their AYG cohort as they continue their education in the subsequent year.
- Outcome 2 – Student will remain in their AYG cohort as they continue their education in the subsequent year.
- Outcome 3 – Student will remain in their AYG cohort, being counted as a graduate/completer. This will increase the graduation rate and/or completion rate for your district.

SE908

This 12th grade student is NOT marked as retained in your Student End of Year Snapshot (retention code 0). However, they were included in the subsequent Student October snapshot with a postsecondary program code indicating they are participating in an ASCENT, PTECH years 5-6, or TREP program (postsecondary program codes 01, 16, 17, 18, 19, or 20). Please confirm that the student is participating in the ASCENT, PTECH years 5-6, or TREP program. To update this student’s retention code, school exit type, or school exit date request a Post-Cross LEA data change from the SEY Collection lead.

Important Notes:

- These students may be receiving an error on the Student School Association (SSA) file in the subsequent year as you work on Student October data instead of receiving a SE908 warning. The steps below can be used to resolve subsequent year SSA errors in addition to SE908 warnings.

Steps:

1. Review this student’s information using the Student End of Year error detail report.
2. Review your local records regarding this student’s educational status.

Outcome	Outcome Details	Related Action
Outcome 1	Student is participating in a postsecondary program for the subsequent year and should have been marked retained in Student End of Year.	Submit a Post-Cross LEA change request to update this student’s record to retention code 2.
Outcome 2	Student is not participating in a postsecondary program and was incorrectly included in the subsequent Student October snapshot.	Remove this student from your Student October snapshot.

Outcome 1 Steps:

3. Using the ‘edit record’ screen in data pipeline, change this student’s retention code to 2 (retained to participate in an approved postsecondary program in the next year) on your student school association file.
4. Upload a completed [Post-Cross LEA Data Change request](#) 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*
5. Email the Student End of Year Collection Lead to notify them that you’ve uploaded an exception request. StudentEndofYear@cde.state.co.us
6. After you receive notification from the SEY Collection lead that your exception has been approved/processed, 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)

7. Confirm the desired change went into effect using the CEDAR/COGNOS report *EOY and OCT (prior, current, subsequent year) – SASID lookup*.

Outcome 2 Steps:

3. Remove this student from your subsequent Student October snapshot. Contact the Student October Collection Lead for more information. StudentOctober@cde.state.co.us
4. 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. Note: Updating your SEY snapshot will not change the SEY information for this student. Instead it will trigger the system to cross check this student's records with the subsequent Student October snapshot to clear this warning.

Results:

- Outcome 1 – Student will remain in their AYG cohort and be indicated as returning to participate in an approved postsecondary program.
- Outcome 2 – Student will remain in their AYG cohort and will not be included in the subsequent Student October snapshot as a returning student.