



Student October Pupil Enrollment Count Process

Overview

The following instructions are provided as a tool to help you load data into the student interchange, correct errors, and create an error-free Student October snapshot to submit to the Colorado Department of Education.

If you have questions about this document or Student October please do not hesitate to contact the Student October Collection Lead at CDE, Brooke Wenzel (wenzel_b@cde.state.co.us)

The Student October Collection is a required collection for school districts in Colorado and is used for various state and federal reporting purposes. Most notably the Student October collection is used to determine the State of Colorado's general fund support for Colorado school districts.

Following the links

Wherever something is underlined in this documentation, you can press the [Ctrl] key and click your mouse (over the item). That will bring you to additional information on the item.

What is the Student October snapshot?

The Student October snapshot is a single data file created for each school district that records student level data using data from multiple data files uploaded by the school district and CDE. Each student should have a single record in the Student October snapshot, though there are some exceptions where a student may have a single record in multiple districts.

Data is extracted from:

- the Demographic (DEM) file
- the Student School Association (SSA) file
- The Title I Interchange (Targeted Assistance schools)

And some data is calculated by CDE using support files:

- At-Risk
- School Wide Title I
- CPP Allotments
- ASCENT Allotments
- Migrant Student List

IMPORTANT!

Data is **not** automatically added to or removed from a snapshot!

Updates to the DEM, SSA, and Title I files are not automatically reflected in a snapshot

You need to create (or re-create the snapshot to bring data into it)

You cannot edit snapshot data directly.

To reflect changes in the snapshot, you must re-create your snapshot every time you:

- Add new students to the DEM and SSA files
- Make changes to the DEM, SSA, or Title I files
- Delete students from the DEM, SSA, or Title I files



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Student October Snapshot Criteria

For a SASID to be added to the snapshot it must:

- Be in both the Demographic and Student-School Association files
- Be error free in both those files

And

- Meet the following criteria (fields referenced are in the Student School Association file):
 - The field [PRIMARY_SCHOOL] = '1' **AND**
 - [SCHOOL_ENTRY_DATE] <= count date for the current school year **AND**
 - [SCHOOL_EXIT_DATE] is null **OR** [SCHOOL_EXIT_DATE] >= count date for the current school year **AND**
 - OR student is included in Alternate Count Date or Transfer Exception File, approved and uploaded by CDE
 - One of these conditions is met:
 - The student's age as of the count date >= 2 and <= 21 **OR**
 - The student's age as of the count date <=21 (typically under 2) and there is an age waiver for the district or district and school code **OR**
 - [PRIMARY_DISABILITY] (from the Demographics file) <> '00' then calculated age as of December 31 of the reporting school year <= 21



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Checklist of Steps

This is a guideline only; you can modify for any additional steps you perform

- ☐ Obtain State Assigned Student IDs (SASIDs) for all students – RITS
- ☐ If applicable, update RITS for legal name change
- ☐ Update school information in Directory

Student Profile Interchanges

- ☐ Review documents which show the file layouts and the definitions of the file elements at http://www.cde.state.co.us/datapipeline/inter_student
 - Student Demographics (DEM)
 - Student School Association (SSA)
- ☐ There are also templates on that page which have the fields you need to load
- ☐ Create or extract from your Student Information System (SIS) two Student Profile files:
 - Student Demographics (DEM)
 - Student School Association (SSA)

All students should have a State Assigned Student Identifier (SASID) – separate process, RITS

See sections below entitled “[Data Files](#)” and “[Naming Conventions](#)” for naming conventions and tips to avoid receiving file load errors. That includes **backing up a file before you modify it!**

- ☐ To upload and edit Student Profile files in Pipeline, you will need to have a role in [Identity Management \(IdM\)](#) : **STD~LEAUSER Submit and Modify Role**
 - You will need to ask your Local Access Manager (LAM) for the necessary rights if you don’t have them.
- ☐ Access Data Pipeline
 - Are you in production?
 - Production header is in blue
 - QA (for testing/learning) is in red and has “Data Pipeline – TEST System”
 - CDE will not transfer data from QA to Production
- ☐ In Data Pipeline, select “**Format Checker**” and upload the file to check format (will only check 1st record following header row)
 - If errors, fix and re-upload
- ☐ First upload your Demographic (DEM) file by selecting “**File Upload**”
 - Note what you place in the “Tag” field and use it for both DEM (you can change later if you want) and Student School Association (SSA)

See the “Data Files” section below for what can trigger errors



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- ☐ Did DEM file upload complete? Wait until complete before checking for errors. How to check? One of these methods:
 - You will receive an email indicating it completed and noting number of records processed and number with errors
 - Under “**File Upload**” select “**Batch Maintenance**”
 - [Processed Indicator] on that screen will have “Yes” if completed

[Click here for sample email of DEM file completing](#)

- ☐ If the file upload did **not** complete the email you received should have the reason.
 - ☐ Is there an “Error Details” line near bottom? If yes:
 - Open your file. Go the line number + 1 (1 is the header) and see if you can find the error. File upload errors are generally caused by incorrect formatting like an extra comma or a field with a value that is too long.
 - There is an example email below

See section below “[File Error Example Email](#)”

- ☐ Fix problem and continue at “**File Upload**” step
- ☐ Load the Student School Association (SSA)
 - **Important!**
 - Do not load SSA until DEM load is complete
 - Use the same value for “Tag” that you used for DEM
- ☐ Did SSA file upload complete? Wait until complete before checking for errors. How to check? Same method as for the DEM file

[Click here for sample email of SSA file completing](#)

- ☐ Review summary errors (if desired):
 - ☐ **Data Pipeline -> File Upload -> Validation Report**
 - ☐ **Cognos Report -> Student Profile ->**
 - Student Demographics Error Summary Report
 - Student School Association Error Summary Report
- ☐ Review individual records with errors or warnings:
 - Important!** Be sure to select the correct tag!
 - ☐ **Pipeline Reports -> Error Report**
 - Select Student Profile, File Type (Student Profile/Student School Association), Year, Error Type (Errors, Warnings, or Both), and tag value
 - Selecting ‘All’ for tagged data may result in viewing duplicate errors
 - ☐ **Or Cognos Report -> Student Profile ->**
 - Student Demographics Error Detail Report
 - Student School Association Error Detail Report
 - You may download the Cognos Report



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- ☐ Or use “Edit Record” option in Pipeline to select only records with errors (select [Error Records] = “Yes” from dropdown on that screen)
- ☐ Correct DEM and SSA errors. Some methods:
 - ☐ Correct in your SIS system and then download a new SIS file and re-upload ([recommended method](#))
 - ☐ Correct in the file
 - **Make sure you don’t lose leading zeros.** Avoid opening in Excel to prevent this issue.
 - ☐ In Data Pipeline -> “Edit Record” to change or delete
 - ☐ In Data Pipeline -> “Add Record” to add a record
- ☐ Do you feel that the data you submitted for a SASID is correct and you should not have received an error for the ID?
 - Request an exception -
 - Speak to the data owner/subject matter expert (example: EL Director) to get complete details as to why an exception should be granted
 - Use the “Exceptions Request Template” found on the Student Interchange, Student October, and Student End of Year websites (all are the same).
 - Student Interchange: http://www.cde.state.co.us/datapipeline/inter_student
 - Submit exception request via Syncplicity
 - [Steps to accessing and using Syncplicity](#)
 - Once request is approved reload DEM or SSA file
 - Errors will not clear automatically

Title I Interchange

- ☐ Complete if your district has at least one Title I school that has a Targeted Assistance (TA) program, only for those specific TA schools.
 - Find information on the Title I Interchange here: http://www.cde.state.co.us/datapipeline/inter_title

Home Based Education (non-funded)

- ☐ Summarize by grade students with home-based education who are not eligible for funding
 - **Data Pipeline -> Student Profile -> Home School Data**
 - Home School Data must be submitted prior to submitting Student October data to CDE

Student October Snapshot

- ☐ To create a Student October snapshot in Pipeline, you will need to have a role in [Identity Management \(IdM\)](#) of either:
 - **OCT~LEAUSER Submit and Modify Role**
 - **OCT~LEAAPPROVER Approver Role**
 - You will need to ask your Local Access Manager (LAM) for the necessary rights if you do not have them
- ☐ Create Student October snapshot
 - In Pipeline select **Student Profile -> Snapshot**
 - In most instances, select **“Create Snapshot”**



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Top of screen will show “Snapshot creation triggered and processing. A notification email will be sent upon completion.”

See “[Creating Snapshot](#)” section below for information on the “Update Snapshot” option

- ☐ Wait until the snapshot completes before reviewing error/warning and other Student October reports
How to determine if it completed:
 - You will receive an email when it is done
 - In Pipeline select **Student Profile -> Status Dashboard -> File Type = Student October**
If complete, “**Data Exists**” will be set to Y and “**Last Updated Date**” will be the date and time you created the snapshot
- ☐ Review snapshot level errors **and** warnings
 - **Cognos Report -> Student October ->**
 - October Error Detail Report
 - October Error Summary Report
- ☐ Corrections, changes, and new IDs?
 - You will need to make corrections in the DEM and SSA files using the methods described above (Edit/Add functionality or load files with changes)
 - If you need exceptions please request using the same template as the one for the student interchange and submit it through the same Syncplicity folder
- ☐ Re-create the snapshot every time after corrections, changes, and additions:
Important! (Additional information)
Every time you add a student, delete a student, OR make a change to the DEM or SSA data (as well as Title I Interchange), you need to re-create the snapshot in order to reflect those changes in the snapshot
- ☐ When corrections and additions are complete (or you can do this step even when they are not done to verify the data): review Student October Cognos reports
Cognos Report -> Student October ->
Suggest review **all** reports, especially:
 - Pupil count by District and Schools
 - Ensure that your district and school student counts are accurate
 - Summary of Pupil Counts for Specific Schools
 - Ensure grade level and fte counts are correct for schools
 - District Summary of CPP Allotments
 - Make sure you are using all CPP slots allotted to your district
 - District Summary of English Language Learners
 - School level report of student by Language Proficiency and EL Status/Bilingual
 - Snapshot Records Excluded Due to Profile Errors
 - Students not included because their records are not error free
 - Students Excluded from Student October Snapshot
 - Students not included because they do not meet other snapshot criteria

What are you looking for/verifying? **Some suggested** starting points are:

 - Verify against your district’s files, reports, and data – do your records match CDE report counts?
 - Are all CPP allotments used? If not, please notify [Preschool through 3rd Grade Office](#) so they can re-assign the unused slots to another district



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- Did you code the students enrolled in post-secondary programs in the field [Post-Secondary Program Enrollment]? (ASCENT, Concurrent, Early College, Dropout Recovery)
- Why were students excluded from the snapshot? Should they have been included?
- Students coded as part-time when they should have been full-time
- Do all grade levels have student counts?
- Do you have full-day Kindergarten students and were they coded as full-day (grade = 007)?

Not a complete list of what you should check; suggest reviewing and verifying **all** reports

☐ Work with districts to resolve SASID duplicates

- Duplicates (before Cross-LEA validation process is run where you receive an email noting that your district has duplicates) can be found in the report “Summary of Pupils Being Reported by Another District”
- **Avoid the Audit exception time crunch by resolving before that period**

Remember!

If a student transfers between districts and attends both districts on the pupil enrollment count day, the **receiving** district is entitled to include the student in its funded count.

☐ Once **all** data has been verified and you no longer have any errors, submit approval of your data to CDE

- The staff member in your district with a role of LEAAPPROVER must do this
- To submit (approve): select **Student Profile -> Status Dashboard -> Submit to CDE**
- If you need to make changes after approving you must request having data opened by CDE

☐ Print the Student October verification form for your district (Sign-Off) form:

(I do not recommend doing this until the Student October process is complete end of November)

- In Pipeline: **Student Profile -> Status Dashboard -> Download Sign Off Form**
- Your Board of Education will need to sign this

IMPORTANT!

- If you have duplicates or anticipate needing to make changes, suggest not requesting signatures until after then (otherwise, if there are changes to the numbers on this form after this form is signed, you will need to re-print this form and get it signed again)

After collection closes first week in November

- ☐ It is possible you may need to make corrections and/or changes to your Student October data during the duplicate resolution process. If you do, please contact Brooke (wenzel_b@cde.state.co.us) to unlock your snapshot (it is locked when your district's snapshot is approved) – changes are only permitted during certain time frames, typically the audit exception window

Audit Exception process in November (Cross LEA Validation)

- ☐ If you have audit exceptions (duplicate funding) submit documentation to the [School Auditing Office](#) per the instructions in the email you will receive.
- ☐ The duplicates can be viewed in the Cognos Report “Audit Exception Report” from Cognos -> “Pipeline” -> “Student October” -> “Audit Exception Report”



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- Note: this report is only available after the Cross LEA Validation is run. Before then, use “Summary of Pupils Being Reported by Another District”

If you do not receive an email, you do not have audit exceptions.

You can verify though by reviewing the Audit Exception Report

- ☐ School Auditing will let you know what changes you need to make, if any
 - Do not make changes on duplicate SASID prior to hearing from School Auditing once the audit exception process has begun.
- ☐ Any changes will need to be made at the Interchange level:
 - If you need to delete an ID delete it in all interchanges in which the ID may be (by using the “Edit Record” function or by uploading a new file)
 - ☐ DEM
 - ☐ SSA
 - ☐ Title I
 - If you need to change any data (for instance, funding code) change it in the appropriate interchange
 - Review reports to ensure there are no interchange level errors
- ☐ After making any changes, re-create your district’s Student October snapshot
- ☐ Re-review all reports as described above
- ☐ District staff member with **LEAAPPROVER** role will need to approve and re-submit snapshot as described above
- ☐ Did you previously send CDE a signed verification form? If you did, compare the verification form now to the form that was signed and sent to CDE. If there are any changes, you will need to print and get this form signed again

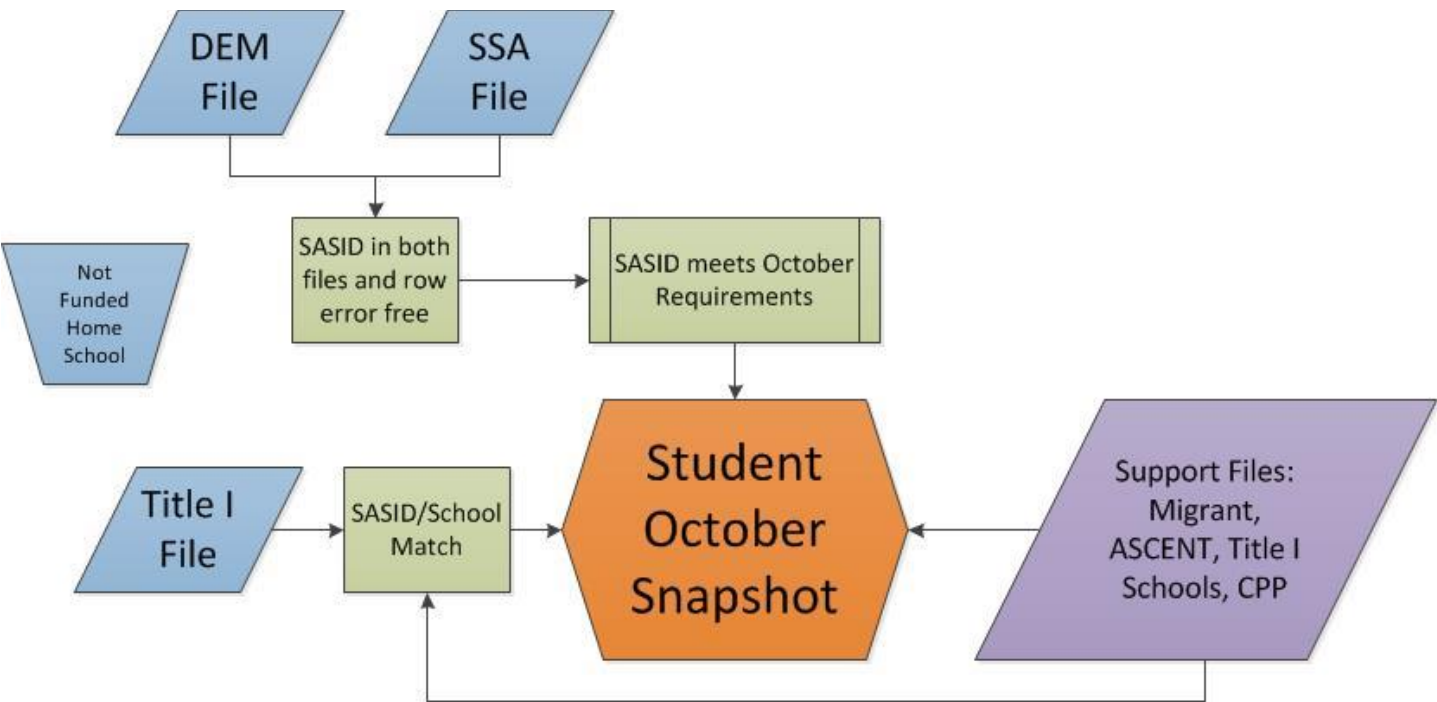
Signed Student October verification form

- ☐ Ask Secretary of Board of Education to sign the “Verification of Student October Data”
- ☐ Email signed Student October verification form for your district to Brooke Wenzel
- ☐ Confirm with Brooke that the form was received



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Diagram of Adding to Student October snapshot



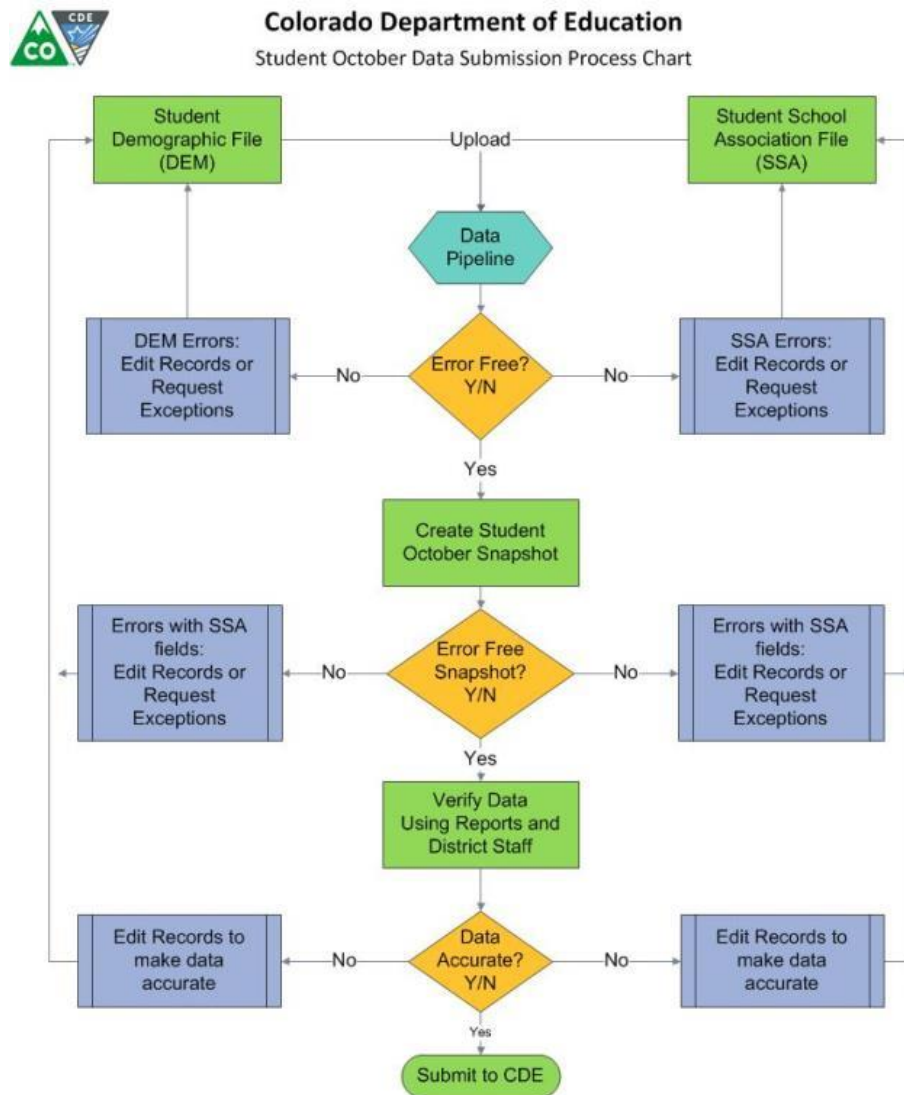
Important!
Must create (or re-create snapshot) in order to have a SASID included in the snapshot and have any changes you made reflected in the snapshot



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Flowchart of process (let's assume your district only has one student)

(Does not include Title I interchange – refer to other diagram for Title I)



Updated: 8/24/2016 – Morgan Holmgren

Identity Management Roles

For uploading and editing files: Submit and Modify Role **LEAUSER**

Example:

Student Profile: WESTMINSTER_50 PIPELINE-0070-STD~LEAUSER Submit and Modify Role

Student October: SILVERTON_1 PIPELINE-2820-OCT~LEAUSER Submit and Modify Role

Reviewing data only: Read only role (cannot edit data) **LEAVIEWER**



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Example:

Student Profile: DOUGLAS_RE1 PIPELINE-0070-STD~LEAVIEWER Read-Only Role

Student October: SHERIDAN_2 PIPELINE-0123-OCT~LEAVIEWER Read-Only Role

Sign off on Student October: Approver Role **LEAAPPROVER**

Example:

Student Profile: N/A

Student October: BOULDER_RE2_BOULDER PIPELINE-07020-OCT~LEAAPPROVER Approver Role

Data Files

- Pipeline only accepts file extensions of: csv txt xls xlsx
- You need a header row (in first row)
- Pipeline only accepts field delimiters of: , | ~
- Include leading zeros (0) for required fields (for instance 01 or 02 for gender)
- Non-numeric/non-letter characters (except underscore) should not be included in file names as they can cause problems due to the fact that they have special system meanings. # is one of them.
- Spaces should not be in file name
- Do not edit a text file with Excel; you may lose preceding zeros.
- Remove any blank last lines
- Save files for reference and perhaps re-loading
- **Back-up before editing/changing a file:**
 - Can use backup file if you make a mistake (for instance lose preceding zeros)

Example:

1. Before making any changes to the demographic file used for Student October, **StuOct2021_DEM_080121_tagOCT.xlsx** on 8/16/21, I create a copy of that file, naming it **StuOct2021_DEM_081621_tagOCT.xlsx**
2. I then modify the latter, **StuOct2021_DEM_081621_tagOCT.xlsx**
3. If I make a major mistake to that file (for instance inadvertently delete LASIDs), I can revert back to **StuOct2021_DEM_080121_tagOCT**.
4. Again before I make any changes, I would first rename it to the current date, for instance, **StuOct2021_DEM_101521_tagOCT** and edit that new file.

Naming Conventions

Highly recommended to have a naming convention for all files loaded to the Student Interchanges
Include versioning so you know what changes have been made to the data

Example:

StuOct2021_DEM_080121_tagNONE.xlsx(the demographic file is for Student October 2021 and was created/modified on 8/01/21. No tag will be used when the file is loaded to Pipeline.



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Demographic (DEM) file completed sample email:

-----Original Message-----

From: CDE PROD [mailto:Data_Pipeline@cde.state.co.us]

Sent: Wednesday, May 19, 2021 12:49 PM

To: CDE PROD

Subject: Data Pipeline - Student: SASID Validation is Processed

Student Profile SASID/EDID Validation Processed by Data Pipeline for School year 2020-21:

Submission ID: 67347

District: 1111 – SOME DISTRICT

Date: 05/19/2021 12:41 PM

Collection Type: Student Profile -Student

Name: Happy Worker

User ID: happyworker@somedistrict.org

Email: happyworker@somedistrict.org

Record Count: 12599

SASID Error Count: 1

Data Pipeline can be accessed here: <https://cdx.cde.state.co.us/pipeline>

Student School Association (SSA) file completed sample email:

From: CDE PROD [mailto:Data_Pipeline@cde.state.co.us]

Sent: Wednesday, May 19, 2021 12:53 PM

To: CDE PROD

Subject: 1111 – SOME DISTRICT Data Pipeline - Student: File Successfully Submitted

Hi

Student Profile Processed by Data Pipeline for School year 2020-21:

Submission ID: 67349

District: 1111 – SOME DISTRICT

Date: 05/19/2021 12:41 PM

Collection Type: Student Profile Student

Name: Happy Worker

User ID: happyworker@somedistrict.org

Email: happyworker@somedistrict.org

Record Count: 12599

Error Count: 25

Data Pipeline can be accessed here: <https://cdx.cde.state.co.us/pipeline>

File Error Example Email:

From: Data Pipeline [mailto:Data_Pipeline@cde.state.co.us]

Sent: Monday, September 14, 2020 10:06 AM



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To: Respondent, Some
Subject: Data Pipeline File Upload Errors

This message is to notify you of the Data Pipeline file upload errors. The errors must be corrected and the file must be uploaded again.

File Submission Processed by Data Pipeline:

Submission ID: 15542
Date: 09/14/2020 11:06 AM
Name: Some Respondent
Year: 2021
User ID: some_R@asdfg.org
Error: Error in file upload with batch id 15542

Error Details:

Line 391 : Section 504,Primary Disability,Attends Ged Program,Language Proficiency

Creating Student October Snapshot

Use the “Create Snapshot” option to create or re-create your Student October snapshot. This is found under Student Profile->Snapshot.

An explanation of the snapshot options:

Record Type: ☐ October Tagged Records Only ☐ Untagged Records Only
Student October PK Snapshot Date: ☐ October 1st ☐ November 1st
[Create Snapshot](#)

Student October PK Snapshot Date:

What is the count date for your district’s pre-school students? If you do not know at the start of the collection, that is OK. You can re-create the snapshot with the correct date later.

You should use the date that returns the highest count.

Record Type:

- If you selected a tag = ‘OCT’ when loading both DEM and SSA, then select “October Tagged Records Only”
- If you did not use a tag (tag selected = ‘None’) with either DEM or SSA, select “October Tagged and Untagged Records”
- If you used tag = ‘OCT’ but then added records using the “Add Record” option in Pipeline, select “October Tagged and Untagged Records”
- If you used a combination of OCT and tag = ‘None’ (not suggested) then select “October Tagged and Untagged Records”



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If you created a snapshot and then changed Demographic or Student School Association data, your data will not be updated in the Student October Snapshot until you create another snapshot.

Syncplicity Access and Use

Syncplicity is an online platform used for secure file sharing. A web browser is all that is needed to access and securely share files.

In order to share files with CDE staff for the Student Interchange, Student October, or Student End of Year please email Brooke Wenzel (wenzel_b@cde.state.co.us) or Reagan Ward (ward_r@cde.state.co.us) and they will share a folder for those collections for your district named:

- “##### - DISTRICT NAME – Student.”

Once the folder is shared you should receive an email to access the folder from Syncplicity, you will need to create an account. Once you have access you may upload files into the folder.

Please remember to email the person you wish to look at the file when you upload a new file. Syncplicity does not send a notification on its own.