

Exception Request Instructions

Student Discipline Snapshot Collection

Overview

Reporting Exceptions, or ‘exceptions’ refer to overriding Data Pipeline errors. CDE occasionally overrides these business rule errors because, although errors are legitimate, the case needs to be corrected to accurately reflect the student discipline snapshot. This occurs under unique circumstances when a student discipline snapshot record does not follow the anticipated coding patterns outlined in the business rules for the collection. When an exception is granted, it allows the district to leave the student discipline snapshot unchanged. The student discipline snapshot coding must still fall within the parameters of the data collection for an exception to be granted.

Exception Determination

Districts may request an exception when they are unable to clear an error for a school who is accurately coded. Approved exceptions allow the data to remain unchanged.

Example: The Student Discipline Snapshot error SD007 will trigger when a school within the district has no incidents. If this is correct, an exception is required.

If you are unsure if reporting an exception is needed for a specific student discipline snapshot situation, please reach out to the [Student Discipline](#) collection lead.


Steps

1. Download the exception request template on the Student Discipline Snapshot webpage found under the ‘Templates’ section.
 - a. This is an excel document.
 - b. IMPORTANT: Do not modify the excel file by adding, deleting or reordering columns.**
2. Enter all information directly from your Error Detail Report in Data Pipeline or CEDAR/COGNOS. This will ensure that you have the correct Error Code, Error Type, District Code and School Code for your exception.
 - a. IMPORTANT: The exception will not process if the request form information is not accurate.**
 - b. Each error requires a separate row on the exception request. Multiple exceptions are allowed on one sheet.
 - c. Create a new exception form when additional exceptions are needed. Districts are encouraged to include the date in exception request documents because multiple exception request templates may be submitted through the collection cycle.
 - d. The ‘Reason for Exception’ must be concise but detailed enough to explain the reason behind the exception. (300 characters or less)
 - e. Leading zeros are required. (District Code, School Code)
 - f. Some exception requests require additional documentation/forms to be included with the request. These forms should also be uploaded to Syncplicity and referenced in the reason for exception.



Error Code	Error Type	District Code	Admin Unit Code (Leave Blank)	School Code	Grade Level (Leave Blank)	SASID (Leave Blank)	EDID (Leave Blank)	Primary Disability (Leave Blank)	Reason For Exception (300 character limit)
SD007	E	1234		9012					Brief reason, 300 characters or less.

3. Save the exception request to your computer and then upload it to your district's Student Discipline Snapshot Syncplicity folder into the appropriate collection subfolder.

- a. Click [here](#) to access the Syncplicity website.
- b. Select the upload button  and select a file to upload from your computer.

File name:

All Files

Open

Cancel

- c. Contact the Collection Lead if you do not have access to your district's Student Discipline Syncplicity folder.
4. Email the Student Discipline collection lead to notify them a document has been uploaded to Syncplicity.
 - a. The Collection Lead will review your request and notify you of the outcome.
 - i. Approved requests - Collection Lead will email you once the exception has been processed and provide guidance to create a new snapshot.
 - ii. Denied requests - Collection Lead will provide next steps for clearing the error
 - iii. Additional information needed - Collection Lead will request more information.