



Data Pipeline – Student October Count Checklist

What is Student October Snapshot?

The Student October (Pupil Enrollment) snapshot contains student enrollment information as of the pupil enrollment count date. This information is used to determine the school demographics, number of students in instructional programs, free and reduced lunch counts, and distribution of School Finances across the state. The Student October snapshot is a single collection created for each school district. The snapshot is made up of multiple data interchange 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

The **Student October snapshot** pulls data from two interchanges – the Student and Title I Interchanges. **Note:** only districts with targeted assistance schools need to submit the Title I Targeted Assistance Funding file. To successfully create the Student October snapshot, the applicable files listed below must be uploaded.



Snapshot	Powered By	Files required for Snapshot
Student October	Student Interchange Title 1 Interchange	1.Student Demographics 2.Student School Association 3.Title I Targeted Assistance (TA) Funding (only if TA applies) 4.Enter Home School data

Identity Management (IdM)

- Contact your Local Access Manager (LAM) for your Single Sign- On User ID (if required) and **Data Pipeline Group Membership**.
- Ensure there is one person in your team who is assigned as an **LEA User** for the Student Interchange and the Title I Interchange. The LEA User’s main role is to upload data for a data set and to make corrections to that data.
For example,
LEA User: PIPELINE-7777-STD~LEAUSER
LEA User: PIPELINE-7777-TI1~LEAUSER
- Ensure there is one person in your team who is an **LEA Approver** for the Student October Snapshot. The LEA Approver’s main role is role is to provide final sign-off for an LEA’s data.
For example,
LEA Approver: PIPELINE-7777-OCT~LEAAPPROVER

Additional Student October Snapshot Links – just click!
[Student Interchange Webpage](#)
[Title I Interchange Webpage](#)
[Student October Webpage](#)
[Steps to assign Student October Groups in IdM](#)



Student October Snapshot Criteria

Dependencies:

Student has been assigned a SASID and updated in the RITS system. Student has a record in the student interchange for:

- Demographic
- Student School Association

Also, extract students from the Title I interchange

Criteria for inclusion in the Student October snapshot:

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

Pull Student School Association records that meet the following criteria:

- PRIMARY_SCHOOL = '1' **AND**
- SCHOOL_ENTRY_DATE <= count date for the current school year **AND**
- SCHOOL_EXIT_DATE is zero-filled **OR** SCHOOL_EXIT_DATE >= count date for the current school year **AND**
- 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

NOTE: The application will allow districts to indicate they are using October 1st (or Count date if October 1st falls on a weekend or holiday) or November 1st for the pupil count date for preschool students

(ENTRY_GRADE_LEVEL = '004'). All other grade levels will use pupil enrollment date (October 1st or Count date).

NOTE: 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.



Data Pipeline System

Visit the Data Pipeline website: <http://www.cde.state.co.us/datapipeline>

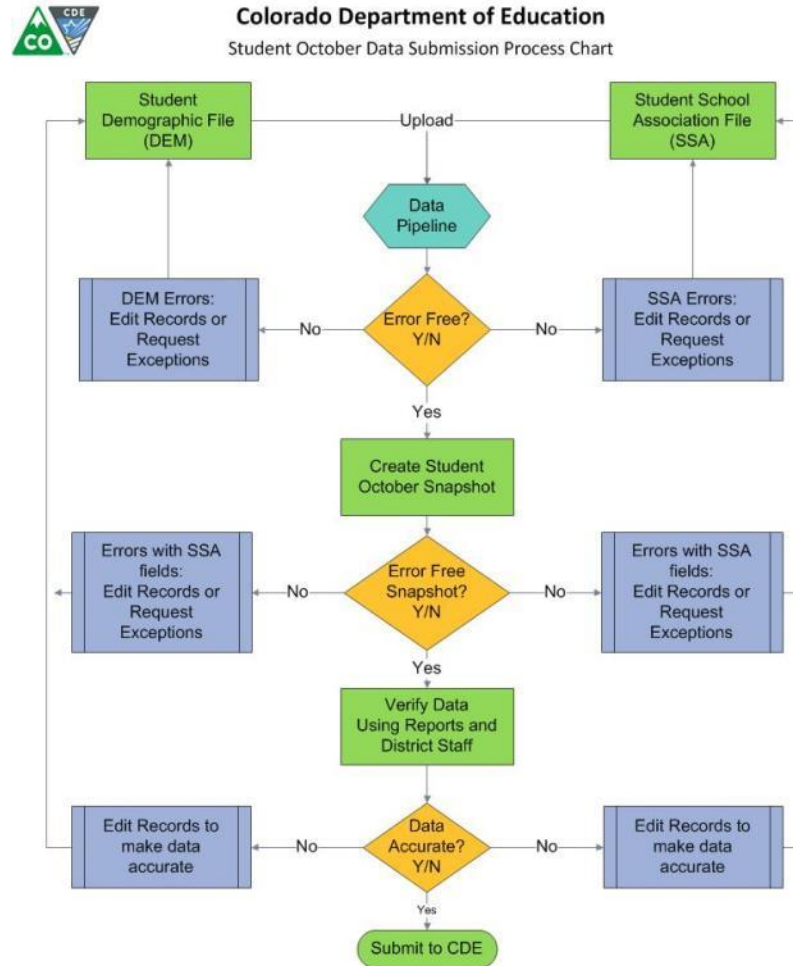
Data Pipeline Single Sign-On Login: <https://cdeapps.cde.state.co.us/index.html>

Student October Count Quick Checklist

- ✓ Obtain/Update State Assigned Student IDs (SASIDs) for all students through our Record Integration Tracking System (RITS)
- ✓ Update school information in Directory
- ✓ Download and review the Student and Title I Interchange file templates, file layouts, business rules, and other helpful resources on our Interchange Webpages. **Remember**, the Title I Targeted Assistance Funding file is only applicable for districts with targeted assistance schools.
- ✓ Extract your Student Demographic and Student School Association Files from your Student Information System (SIS)
- ✓ Validate your files using **Format Checker**. **Remember**, you must have the appropriate role within Identity Management to upload Student Interchange or Title I files.
- ✓ Correct any errors found and validate again using **Format Checker**.
- ✓ Confirm the files are error-free (All columns "PASS")
- ✓ Perform the file uploads using **Data File Upload**. **Remember**, we always recommend that you upload your Demographic File, first, wait until the upload is complete and then proceed with the other files.
- ✓ View the status of the files, record counts, and error counts in the **Batch Maintenance or Status Dashboard** screen.
- ✓ View the errors related to the file through the **Pipeline Reports - Error Report**
- ✓ Correct any errors found and re-upload the files using **Data File Upload**
- ✓ Generate the **Student October snapshot**.
- ✓ View the errors related to the snapshot through the **Pipeline Reports - Error Report**
- ✓ Correct any errors found and re-upload the Student Interchange files using **Data File Upload**
- ✓ Generate the **Student October snapshot** and repeat until the Student Interchange files are error free AND the

Student October snapshot is error free.

- ✓ Run various reports in **Cognos** to verify the accuracy of your district's data.
- ✓ Complete the **Home School Data** by-grade summary in Pipeline
- ✓ **Submit** the data to CDE (need to be LEAAPPOVER)



Updated: 8/24/2016 – Morgan Holmgren