2015-2016
Assessment Unit Data Pipeline Manual for SBD

For
ACCESS for ELLs & Alternate ACCESS for ELLS
CMAS & CoAlt: Science and Social Studies
CMAS: English Language Arts and Mathematics (PARCC) and Colorado Spanish
Language Arts (CSLA)
CoALT DLM: Dynamic Learning Maps
CO ACT
CO PSAT

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Overview

The purpose of this manual is to provide District Assessment Coordinators (DACs) both an overview and step-by-step instructions to complete the Assessment Unit's Data Pipeline collections.

In the 2015-2016 school year, there will be five Assessment Unit Data Pipeline collections, each associated with current state assessments:

- Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS for ELLs®)
- Colorado Measures of Academic Success (CMAS) and Colorado Alternate assessment (CoAlt): Science and Social Studies, CMAS: English Language Arts and Mathematics (PARCC) assessments, and the Colorado Spanish Language Arts (CSLA) assessment
- CoAlt DLM: English Language Arts and Mathematics
- Colorado ACT (CO ACT)
- Colorado PSAT (CO PSAT).

This year, the CMAS/CoAlt: Science and Social Studies, CMAS: English Language Arts and Mathematics (PARCC), and Colorado Spanish Language Arts (CSLA) assessment programs will be included in a single Data Pipeline collection. All five of these Data Pipeline collections consist of two distinct pieces: the pre-ID extract and the Student Biographical Data (SBD) review. The general policies and instructions for the pre-ID extract and SBD review are the same across the state assessments.

This manual provides:

- General information about assigning users to the Data Pipeline SBD collection,
- General information about how to upload files to Data Pipeline's Student Interchange,
- General information about how to review Data Pipeline's Cognos reports,
- Separate step-by-step instructions for completing the pre-ID extract and SBD review, and
- An outline of unique features of data collection for each assessment.

This document is organized so that districts may use the table of contents to locate information easily. The document is updated annually and posted to the 'Assessment Trainings' website page at: http://www.cde.state.co.us/assessment/trainings. However, it is intended to be an online document that can be revised as needed. Please refer to the date in the document footer to verify the date most recently updated.

The Assessment Unit coordinates all pre-ID extract and SBD activities. The Assessment Unit primarily communicates with DACs and with Data Pipeline SBD collection respondents for each collection. All district specific communication and coordination is the responsibility of the district.

What is the pre-ID extract?

Pre-ID extracts leverage data that districts are already submitting to Data Pipeline's Student Interchange. For each state assessment at a set time during the school year, CDE will download data from the untagged student demographic and student school association files. DACs and Data Pipeline Respondents will be notified of the extract dates in the beginning of each school year and will be sent a reminder prior to the data being pulled from the Student Interchange. It is important to note that this is not a true Data Pipeline snapshot. Records that contain errors will be included in the extracts.

Pre-ID extracts serve an important role in the assessment cycle. For ACCESS for ELLs and CO ACT, the vendors use this data to print student labels that can be attached to test books. Using these labels reduces the need for districts to "bubble" in the demographic information on the test booklet. For CMAS/CoAlt: Science and Social Studies, CMAS: PARCC (including CSLA), and CoAlt: DLM, the data will be used as an initial upload to the vendor's data base. DACs will coordinate pre-ID extract activities with their district Student Interchange respondents or be assigned a Student Interchange user role to upload data to the Student Interchange for this extraction.

What is the SBD review?

The purpose of the SBD review is to allow districts the opportunity to verify the accuracy of student level demographic data submitted for each state assessment. The review process takes place after testing has been completed but before scores are released. This step is intended to be a review of data already collected. The SBD review should not be the first point at which data is being submitted.

For each SBD review, districts will log into the state Data Pipeline system and download a data file containing demographic data from student assessment records. For the ACCESS for ELLs and CO ACT SBDs, the records come from all the test booklets submitted for scoring. For CMAS/CoAlt: Science and Social Studies, CMAS: PARCC, and CSLA, all student records in PearsonAccess[Next] are included. For CoAlt: DLM, the records are from any student uploaded to the KITE system. During SBD, districts review and update the student demographic data. Once all corrections are made, districts submit/approve the file to Data Pipeline. CDE then returns approved student demographic data to the vendor. The vendor merges this data with the score data and then provides districts with the updated data along with the scores directly in a downloadable file.

The Assessment Unit coordinates all SBD activities and communicates directly with DACs and registered Data Pipeline respondents. DACs are responsible for setting up district specific policies and procedures for completing the SBD process. DACs and SBD collection respondents may need to coordinate with other district staff to ensure accurate data. This may include staff related to state student ID (SASID) assignments, special education, English language acquisition, and Title 1:

- Information Management Services (IMS) Unit staff may be involved in verifying SASIDs attached to student records. Each SBD collection will run a verification of individual SBD records against the information in CDE's Record Integration Tracking System (RITS).
- Special education staff may be involved in verifying IEP status.
- English language development staff may be involved in verifying English learner fields.
- Title 1 staff may be involved in verifying and updating student Title 1 status.

SBD is currently a voluntary process. Districts may choose to participate or not to participate in each SBD collection process. State and federal accountability reporting[1] (including school and district performance framework ratings and priority and focus school designations) all rely on accurate demographic and test score data. Therefore, the impact of the SBD review of demographic data on accountability reporting is profound. Districts must know that performance framework requests for reconsideration will not be heard unless a district completes SBD review processes.

Additionally, SBD is not a guaranteed data collection. The availability of SBD each year and for each assessment depends on many data operations occurring successfully throughout the testing cycle. For ACCESS for ELLS and CO ACT, every district in the state must return their complete set of booklets to be scored in a timely manner, and the test vendor must receive, process, and scan every booklet to create the SBD file provided to CDE. Final timelines for reporting assessment data (i.e., ACCESS for ELLs by May and CO ACT by August) cannot be moved. If the timing of the SBD process results in delays of the final reporting timelines, SBD will be suspended for that assessment.

Data Pipeline

In 2013-2014, Data Pipeline replaced the Automated Data Exchange (ADE) as the primary system for districts to transfer district data to CDE. Each of the five assessment Data Pipeline collections has two distinct pieces in Data Pipeline. For the pre-ID extract, CDE downloads data that districts have uploaded into Data Pipeline's untagged Student Interchange. These data are provided to assessment vendors to either print student labels that are attached to assessment books or to use as an initial upload into the vendor's database. The second piece is the SBD review. For this piece, the vendor provides CDE demographic data that has been collected during the assessment cycle. CDE loads this data into Data Pipeline. Districts then have the opportunity to review, to correct, and to approve this data. When the SBD window closes, CDE provides an updated file to the assessment vendors. The districts receive the data as part of the score file provided by the vendor.

Data Pipeline Assessment Collection Websites

The main Data Pipeline webpage (http://www.cde.state.co.us/datapipeline) contains information about all Data Pipeline collections.

Each assessment collection has a webpage that can be accessed from this main webpage under the Periodic Collections selection on the left side of the screen (see Figure 1).

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[1]More information about the Colorado accountability process is available at http://www.cde.state.co.us/accountability/PerformanceFrameworks.asp.

Figure 1: Data Pipeline Main Page
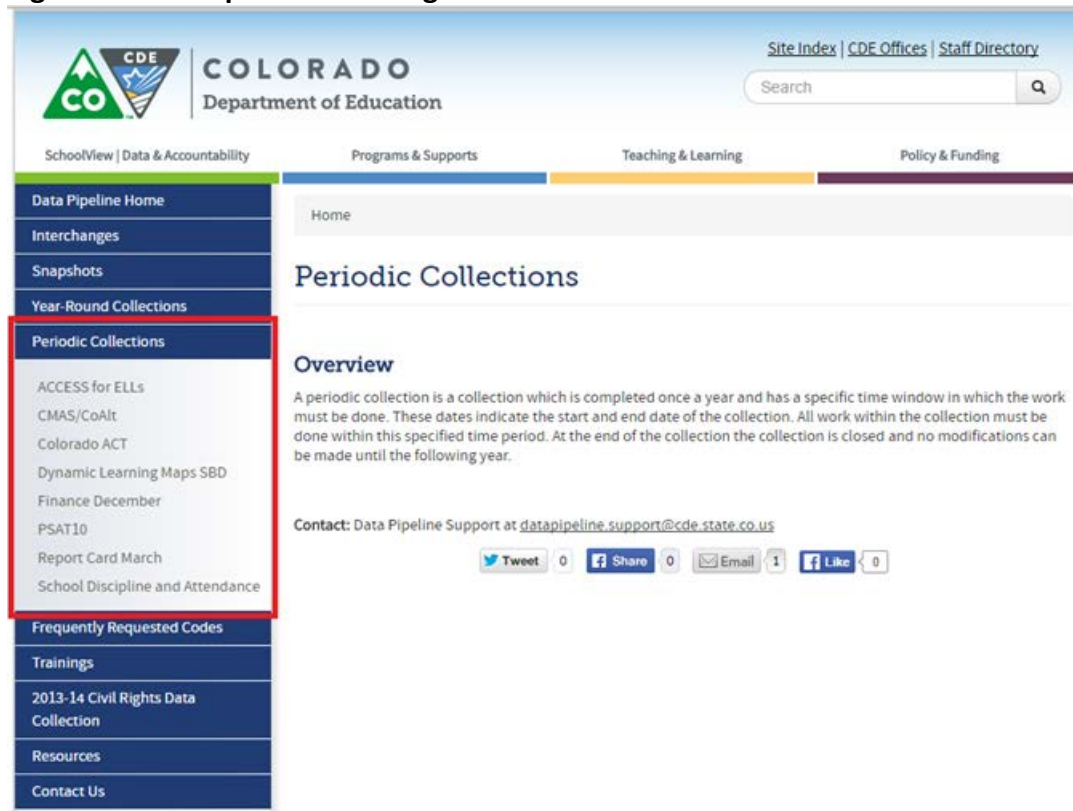
The following documentation is available on the individual collection webpages. This information will be updated as needed each fall.

- **Overview:** A brief description of the pre-ID extract and SBD review processes
- **File layout and definitions**: The SBD file layout and variable definitions
- **Business rules**: Collection warnings and errors when there are problems or inconsistencies in the data submission
  - Errors need to be resolved before a file can be approved.
  - Warnings alert users to a potential problem that should be carefully checked, but they do not block file approval.
- **Trainings**: Links to assessment-specific SBD review trainings

For more detailed information about each individual assessment, please see the Assessment Unit webpage at: http://www.cde.state.co.us/assessment.

Assigning User Roles to Data Pipeline Assessment Collections

Data Pipeline is part of CDE's Identity Management System (https://cdeapps.cde.state.co.us/index.html). Passwords and access to Data Pipeline are managed at the district level by a Local Access Manager (LAM). By assigning user roles and permissions, the LAM provides a user access to Data Pipeline collections. To request assistance from your LAM, complete the Assistance Request Form available here: https://edx.cde.state.co.us/CDEIdM/districtLAMSupport.jsp.

In order to gain access to the Data Pipeline SBD collections, a user must be assigned to the collection **and** given a user role. The Assessment Unit's collections are identified by the following Data Pipeline groups:

- **ACC**: ACCESS for ELLs SBD collection
- **CMS**: CMAS/CoAlt: Science and Social Studies, CMAS: English Language Arts and Mathematics (PARCC), and CSLA SBD collection
- **DLM**: CoAlt: Dynamic Learning Maps (DLM) SBD collection
- **ACT**: CO ACT SBD collection
- **SAT**: CO PSAT SBD collection.

Assessment Unit collections have three different district user roles:

- **LEA viewer**: Can only view the data and reports
- **LEA user**: Have the same permissions as the LEA viewer plus can download, edit, and upload data
- **LEA approver**: Have the same permissions as the LEA user plus can approve data

Notes about user roles in Data Pipeline:

- An individual may only have one user role per Assessment Unit collection. For example, an individual cannot be both an LEA Approver and LEA Viewer for the ACCESS for ELLs collection.
- An individual may be assigned roles in several or all Assessment Unit collections. For example, an individual can be an LEA approver for the ACCESS for ELLs collection and an LEA viewer for the CO ACT collection.

For more information about how to assign user roles to collections and more detail on Data Pipeline user roles, see the *Data Pipeline District User Manual* available on the Data Pipeline Trainings website at: http://www.cde.state.co.us/datapipeline/datapipelinedistrictusermanual.

Logging onto Data Pipeline

1. On the Identity Management webpage (https://cdeapps.cde.state.co.us/index.html), select Data Pipeline under Applications on the left side of the screen.
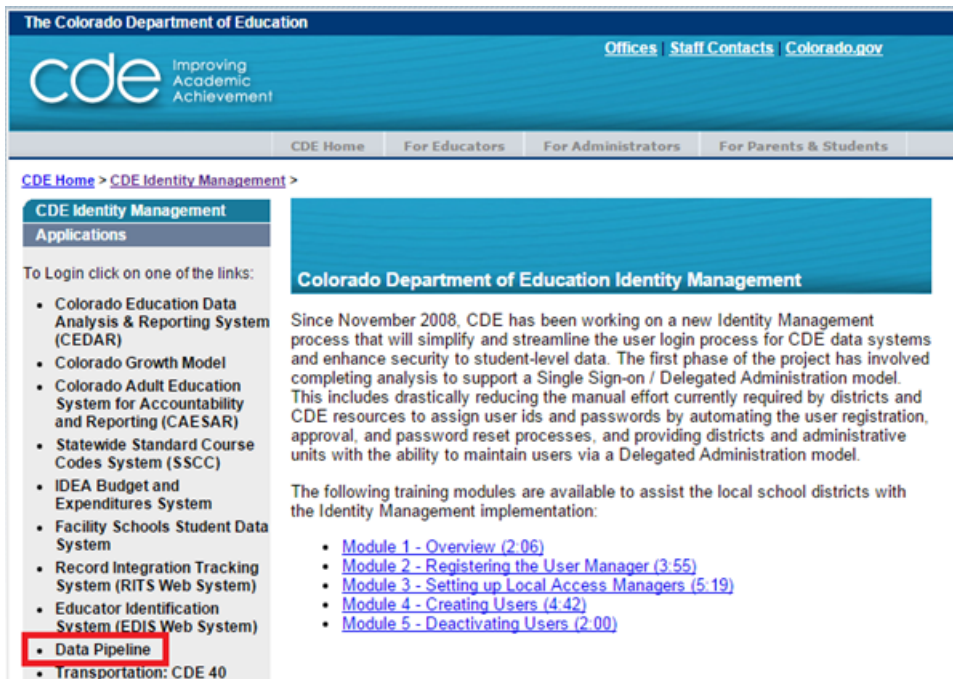
2. Enter your username and password information on the next screen.
   a. Your username should be your work e-mail.
   b. If you need assistance with your password, select I forgot my password.
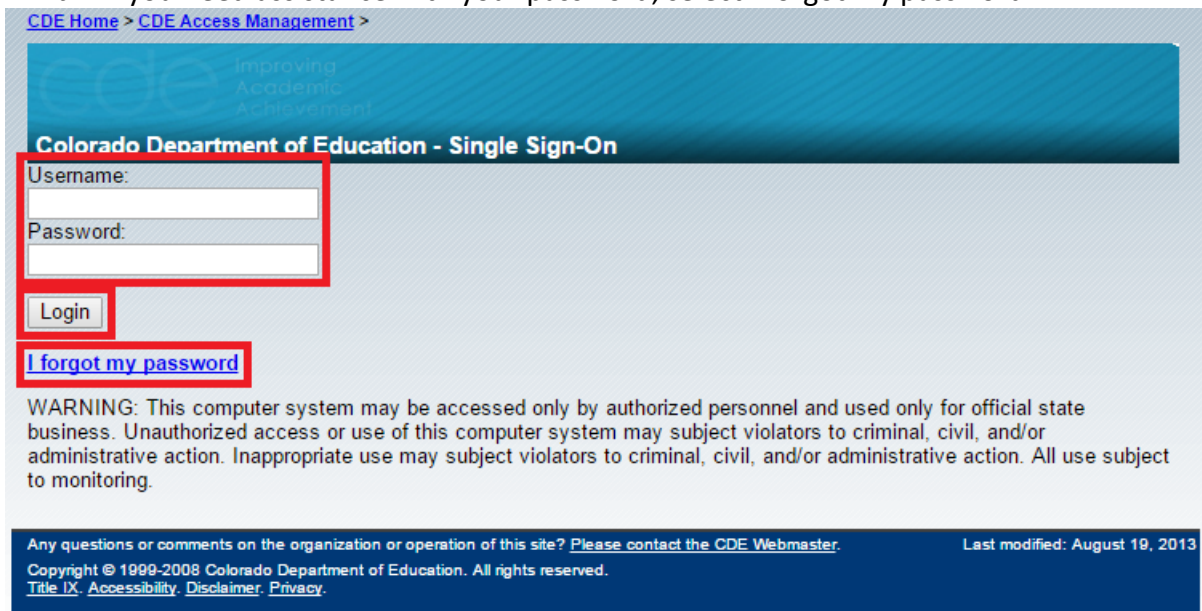
3. Select Login.

Data Pipeline Home Page

Figure 2 provides a screenshot of an initial Data Pipeline Screen.
- **User Name**: Name of the individual logged into Data Pipeline
- **User Role**: Role of the individual logged into Data Pipeline
- **Helpful Links**
  - **Home**: Returns user to this home page
  - **FAQ**: Brings up the Data Pipeline's secure 'Frequently Asked Questions' page
  - **Contact**: Brings up the general contact link for Data Pipeline
- **Logout**: Logs the user out of Data Pipeline
- **Navigation Menu**: List of the collections that the user who is logged in can access – Each section can be expanded so that more options will appear.

Figure 2: Example Data Pipeline Home Page
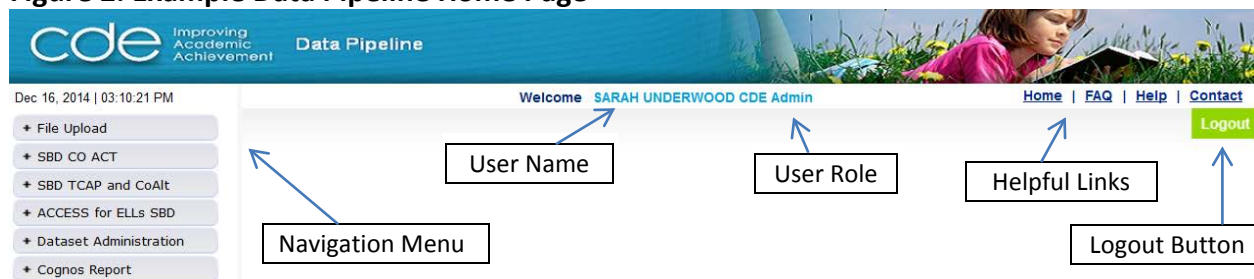
Data Pipeline Assessment Collections Overview

This section covers general information and instructions that are common to all of the Data Pipeline assessment collections. All five Data Pipeline collections consist of two distinct pieces, the pre-ID extract and the SBD review. Specific information regarding each individual collection can be found in the assessment specific sections presented later in this manual.

Pre-ID Extract

CDE provides the data from these extracts to the assessment vendors. For paper based assessments, the data are used to print labels pre-populated with student demographic data that can be attached to the test books. This reduces the need to hand bubble this information onto the test book. For online assessments, data are uploaded into vendor databases and districts can work with the data when they access the system. In both situations, districts can update any incorrect data during the assessment window.

For pre-ID extracts, the Assessment Unit will pull the most current data in the <u>untagged</u> Student Interchange student demographic and student school association files. DACs will receive information on the schedule at the beginning of the school year and will be sent a reminder two weeks before the data are extracted.

The pre-ID extracts originate from the Student Interchange[2], and district updates are made directly in the interchange files. Only data fields that are part of the assessment collection will be pulled (e.g., gender is pulled, but enrollment codes are not pulled). Additionally, only students who are eligible for the assessment will be included in extracts. For example, the CO ACT extract only includes students enrolled in the 11th grade. Districts can use the SBD file layouts to identify which variables are extracted for each individual assessment.

There are two variables in the pre-ID extracts that Data Pipeline will auto-calculate. The calculated values will appear in Cognos reports.

- **Federal Race/Ethnicity:** Calculated by using the ethnicity and individual race fields in the student demographic file – If the field is incorrect, updates should be made to the fields in the student demographic file.
- **Title 1:** If a school is designated as school-wide Title 1, then any student in that school is noted as Title 1. If the school is noted as a targeted assistance school, Data Pipeline looks for a student record in the Title 1 interchange. If a student has a record in the Title 1 interchange, this student is noted as Title 1. If the information in the pre-ID extract report is incorrect for a student in a:
  - School-wide Title 1 program, contact Donna Morganstern (Morganstern_D@cde.state.co.us) to have the Title 1 school table updated.
  - Targeted assistance school, check the student information in the Title 1 interchange.
    - If the information is incorrect, update the Title 1 interchange and re-run the pre-ID extract report after the data have processed to verify that the update has been included in the extract. Contact Donna Morganstern at Morganstern_D@cde.state.co.us with questions about the Title 1 interchange.
    - If the information in the Title 1 interchange is correct but the pre-ID extract report is incorrect, contact the Assessment Unit.

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[2]More information about the Student Interchange is available at http://www.cde.state.co.us/datapipeline/inter_student.

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Steps to Complete the Pre-ID Extract

1.	Log into Data Pipeline (see page 7 of this manual).
2.	Select File Upload on the navigation menu, then select Data File Upload under the File Upload menu.
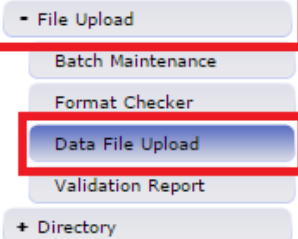
3.	Select the following options for each field on the Data File Upload Screen:

- **Data Set**: Student Profile
- **File Type**:
  - Student for uploading a student demographic file
  - Student School Association for uploading a school association file
- **Tag:** None
- **School Year**: Current school year
- **Organization/LEA**: Will default to your district
- **Locate File**: Select Choose File, then locate the file on your computer.
- **Upload Type**
  - Append: Adds records to what is already in the file
  - Replace: Replaces all records you have uploaded

4.	Select Submit. You will receive an e-mail to let you know when the file has finished processing.
5.	Once you receive the e-mail confirming that the file has been processed, review the SBD pre-coded labels reports. See the Assessment Collection Cognos Reports section of this manual (page 26) for instructions on how to view these reports so that errors in the data can be corrected.
6.	Repeat steps 2-5 until the data are complete.

After the file has processed as noted in step 4 of completing the pre-ID extract, there are two reports with which districts can review the student data to ensure that it meets the extract criteria:

- The *Pre-Coded Labels Frequency Distribution Report* provides a school-level summary of the number of labels ordered.
- The *Pre-Coded Labels Report* provides a student-level file showing the demographic information associated with every student extracted for your district.

These reports are generated 'on the fly;' so districts should download and save a copy of a report run on the day of the extract to have a record of the data included in the extract.

Districts can choose to clear errors or to allow some errors to be in the data file. **The Assessment Unit recommends that districts clean all RITS errors and as many errors related to fields found on the SBD file layout as possible.** Having clean data in the pre-ID extract will mean less clean up during the administration window and during the SBD window.

For information on how to access the reports and the contents of these reports, see the Assessment Collection Cognos Reports section (page 25) of this manual. Remember to save these reports when the data submission is final. These reports are based on the data currently in the Student Interchange; so updates to the Student Interchange may change the contents of the report.

Student Biographical Data (SBD) Review

The SBD Review is an opportunity for districts to review the demographic data associated with the state assessments. These data originated with the pre-ID extract and may have been updated by bubbling paper based assessment information or, for online assessments, by districts directly updating the vendor database. Districts should keep in mind that the SBD review is scheduled every year but is not guaranteed. For example, if a snow storm prevents test books from being processed on time, SBD may be canceled to ensure the score release happens on time.

Data Pipeline will auto-calculate two fields in the SBD uploads: the federal race/ethnicity and Title 1 fields. The calculations are completed every time the district submits the file to Data Pipeline. The calculated values will appear in Cognos reports.

- **Federal race/ethnicity:** Calculated by using the ethnicity and individual race fields in the SBD file – If the field is incorrect, make updates to the ethnicity and individual race fields in the SBD file.
- **Title 1:** If a school is designated as Title 1, then any student in that school is also noted as Title 1. If the school is marked as targeted assistance school, Data Pipeline looks for a student record in the Title 1 interchange. If a student has a record in the Title 1 interchange, this student is noted as Title 1. If the information in the *Pre-Coded Labels Report* is incorrect for a student in a:
  - School wide Title 1 program, contact Donna Morganstern (Morganstern_D@cde.state.co.us) to have the Title 1 school table updated.
  - Targeted assistance school, check the student information in the Title 1 interchange.
    - If the information is incorrect, update the Title 1 interchange and re-run the *Pre-Coded Labels Report* after the data have been processed to verify that the update has been included in the extract. Contact Donna Morganstern with questions about the Title 1 interchange.

- If the information in the Title 1 interchange is correct but the *Pre-Coded Labels Report* is incorrect, contact the Assessment Unit.
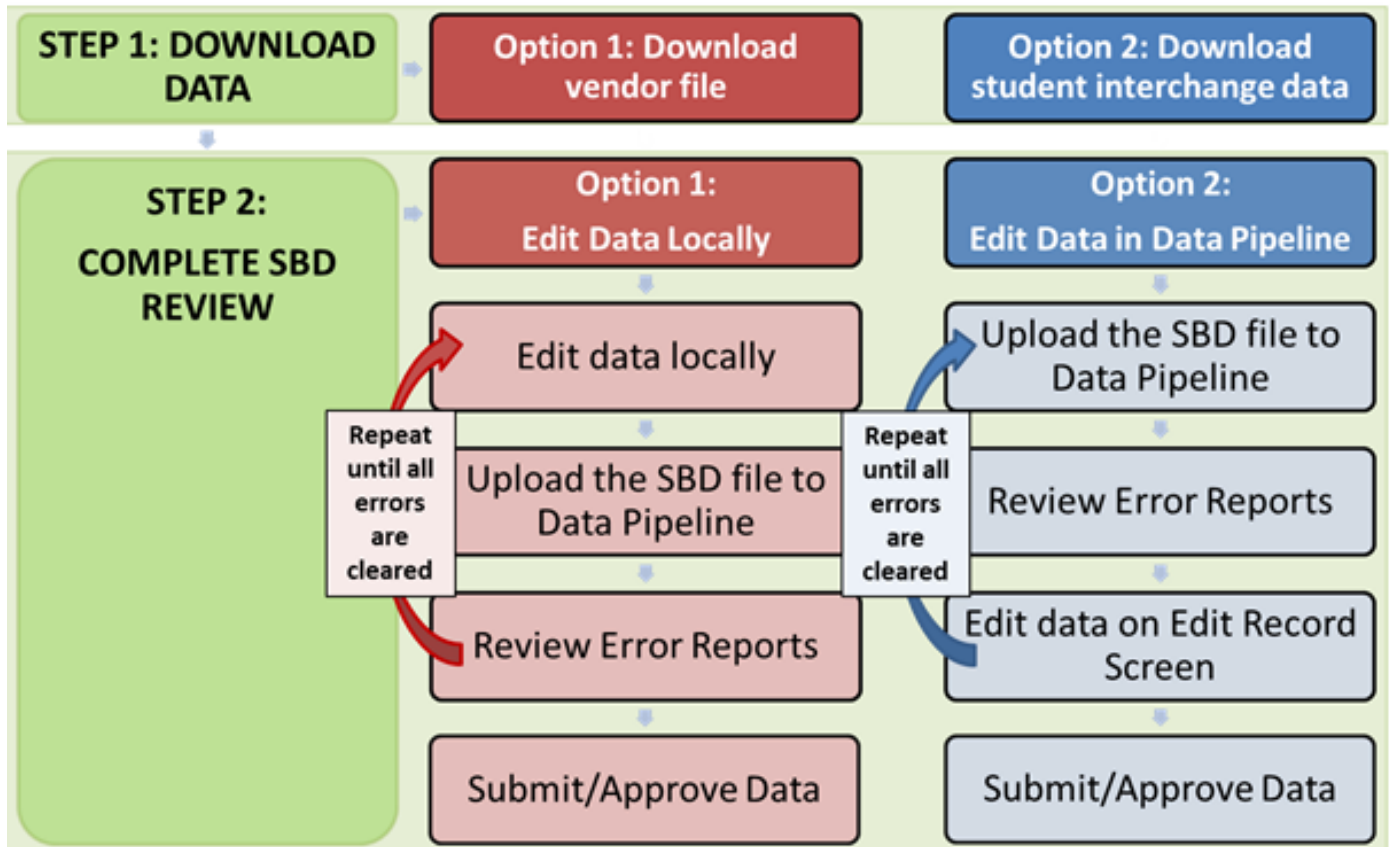
Steps to Complete the SBD Review

Beginning this year, districts will have two options when extracting the vendor data for SBD review: downloading the vendor file with the data that was in the vendor system or downloading the vendor file with updated data from Data Pipeline Student Interchange (see Figure 3). When deciding which data source to select, districts should determine whether the student biographical data in the vendor's system or the data in Student Interchange most accurately reflects their students' data at the time of testing. If districts update student data in Student Interchange between the pre-ID extract and SBD review, the data from the Student Interchange should have fewer errors to correct during the SBD review. This will be most helpful for assessments where the data sent during Pre-ID is not updateable (such as COACT) or district who do not want to enter data into the vendor systems. For districts who maintain data in the vendor system on applicable assessments, the vendor data may be more accurate for the time of testing.

Please note that some student demographic information may change for a student during the school year and that the testing data should reflect the student's status at the time of testing. For example, in many cases, a student's status as an English learner or as a student with disabilities is tied to an accommodation that was received during testing. Districts that choose to pull student data from Student Interchange should be aware of potential changes to English learner or disability status and ensure that students who received an accommodation tied to these fields are appropriately identified.

Once data are downloaded, Data Pipeline provides two options for districts to complete the SBD review (Figure 3). In option 1, districts edit the file locally. In option 2, districts edit the file online directly in Data Pipeline. For simplicity, both options are presented separately in this manual. Districts can also use a hybrid approach. For example, a district may initially choose to make corrections locally and upload a data file to Data Pipeline. If there is only one error to correct, this correction can be made online. This section provides step-by-step directions for both options.

Figure 3: SBD Review Options

STEP 1: DOWNLOAD DATA	Option 1: Download vendor file	Option 2: Download student interchange data

STEP 2: COMPLETE SBD REVIEW	Option 1: Edit Data Locally	Option 2: Edit Data in Data Pipeline
	Edit data locally	Upload the SBD file to Data Pipeline
	Repeat until all errors are cleared → Upload the SBD file to Data Pipeline	*Repeat until all errors are cleared* → Review Error Reports
	Review Error Reports	Edit data on Edit Record Screen
	Submit/Approve Data	Submit/Approve Data

Note: ACCESS for ELLs is being used as the example and will appear in all screenshots. However, the process presented is the same for all collections.
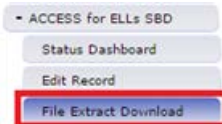
Getting Started (Initial Steps for both Options 1 and 2)

1.	Log into Data Pipeline (see page 7 of this manual).

2.	Select the appropriate assessment on the navigation menu.
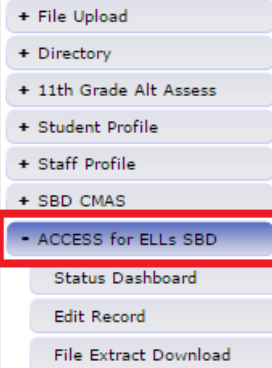
3.	Select File Extract Download on the navigation menu.

4.	Download your district's SBD file. On the File Extract Download screen, select the following options for each field:
	
	• **File Type**: (*Assessment*) Vendor File
	   o Note: This selection chooses the original data for your district that the vendor sent to CDE.
	• **School Year**: Current school year
	• **Organization/LEA**: Will default to your district
	• **Batch ID:** All (This option will be used later.)
	• **Extract Type**:
	   o SBD Extract: Download the vendor file from Data Pipeline
	   o SBD Extract using Student Profile (new option to districts): Download student data file from the Data Pipeline Student Interchange
	• **File Content Type**: Choose Text for fixed text length, CSV for comma delimited, or Excel for Excel format.
	• **Records Edited Online**: All Records (This option may be used later.)

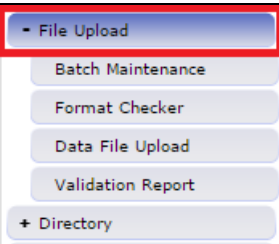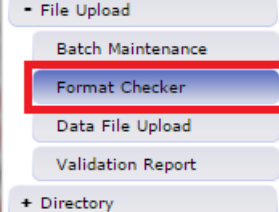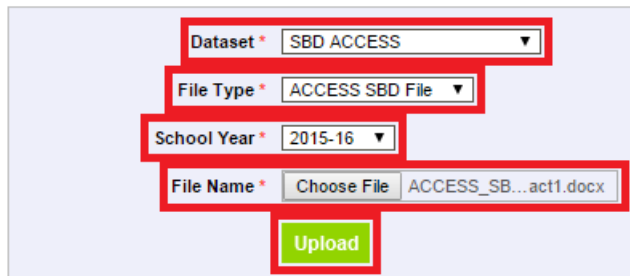|	
5.	Select Download Standard Extract.
6.	Save the downloaded file to your local network or computer. a. Develop a naming convention to help track the file. For example, name the file *AssessmentName*_SBD_Extract1.

Once data are downloaded, there are two options to proceed (see Figure 3, page 13 of this manual):

- Option 1: Edit the downloaded file locally, and upload the file when edits are complete (see page 15 of this manual).
- Option 2: Re-upload the vendor file, and make edits directly in Data Pipeline (see page 18 of this manual).
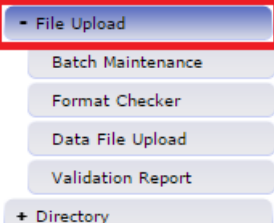
<u>Directions for Option 1: Edit Data Locally</u>

1. Make corrections to the SBD file on your computer/district server.	
2. Select File Upload on the navigation menu.	
3. Select Format Checker to check the file format before uploading the file for edit/warning checks. *This step will alert you to any file format issues without waiting for an entire file to process.*[3]	

4.   Select the following options for each field:
   a. **Data Set**: SBD (*Assessment*)
   b. **File Type**: (*Assessment*) SBD File
   c. **School Year**: Current school year	

5. Select Upload.	

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[3]More information about the format checker is available on the Format Checker section of the Data Pipeline District User Manual at http://www.cde.state.co.us/datapipeline/datapipelinedistrictusermanual.

NOTE: Data Pipeline collections require that each submission contains the same number of records in your original download. Districts may not add or delete records during SBD. Therefore, only the replace option is available to districts during a file upload. If a district needs to remove or to add a student record during SBD, they must contact the Assessment Unit directly.	
6. Make corrections to the SBD file on your computer/district server.	
7. Select File Upload on the navigation menu.	
8. Select Data File Upload[4] to upload the SBD file to Data Pipeline to run error/warning checks.	
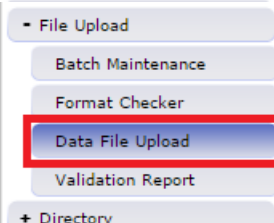
9. Select the following options for each field:
   a. **Dataset**: SBD (*Assessment*)
   b. **File Type**: (*Assessment*) SBD File
   c. **School Year**: Current school year
   d. **Organization/LEA**: Will default to your district
   e. **Locate File**: Select Choose File, and upload the file on your local network or computer.	

10. Select Submit.	

11. See the Assessment Collection E-Mails section (page 25) of this manual. Review the Data Pipeline e-mails:
   a. **Submission Notification** e-mail: Notification that a file has been submitted to the *Assessment* SBD Data Pipeline collection
   b. **File Upload Summary** e-mail: Notification that a file has been successfully processed and that a summary of the number of errors and warnings is included in the latest upload	

12. Review errors/warnings. See the	

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[4] More information about uploading files to Data Pipeline is available on the Data File Upload section of the Data Pipeline District User Manual at http://www.cde.state.co.us/datapipeline/datapipelinedistrictusermanual.

Correct errors for <u>multiple</u> records using the Edit Record screen: Fields with errors are indicated in red.

Fields shown in RED have an error

Total # of Records : 1

Go to C[

	# ency	Bilingual	ESL Status
☐	1 ▼	1-Yes - Bilingual Program ▼	1-Yes - ESL Program ▼

1. Correct errors on the Edit Record screen:
   a. Mark the check box at the left of the individual record being updated.
   b. Correct the data element.
   c. Save the record.

Fields shown in RED have an error

Total # of Records : 1

Go to Standard View

	# roficiency	Bilingual	ESL Status	Co Cont
☑	1 cable ▼	0-No or Not Applicable ▼	1-Yes - ESL Program ▼	0-N(

1. Select Record(s)

2. Correct Data Element

3. Save Changes

Page 1 of 1 |< < > >| 25 ▼ Per Page

Save ◄ Back

13. Reviewing Errors section (page 20) of this manual.

14. Correct errors and review warnings to the SBD file on your computer/district server.

| 15. Repeat steps 3 through 8 until the file is error free and warnings are acceptable. *If there are errors in the file that the district believes are not true errors or cannot resolve, call the Assessment Unit SBD contact.* |
| 16. To submit/approve data, see the Submitting/Approving SBD Data section (page 22) of this manual. |

<u>Directions for Option 2: Edit Data in Data Pipeline</u>
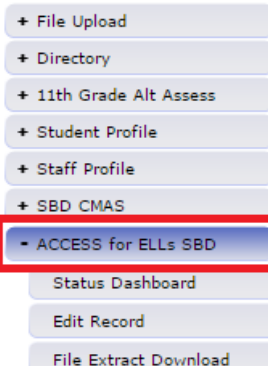
1. Select the appropriate assessment on the navigation menu.	
2. Select Edit Record on the navigation menu.	
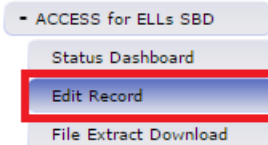
3. Select the following options for each field:
    a. **File Type**: (*Assessment*) SBD File
    b. **School Year**: Current school year
    c. **Organization/LEA**: Will default to your district
    d. **Batch ID**: Only the most recent upload will be available
    e. **Error Records**:
        i. All: View all records in your last upload
        ii. Yes: View only records with errors
        iii. No: View only records without errors
    f. **SASID Errors**:
        i. All =View all SASID errors
        ii. No= Do not view SASID errors.
    g. Optionally, selections can be filtered by school code, school name, grade, SASID, and last name.	

4. Select Search.	

Correct errors for a <u>single</u> record on the Edit Record screen

1. Select the record number hyperlink on the Edit Record screen.

2. Make corrections to the fields with errors.

3. Save the record and select the Back button to return to the Edit Record screen.

4. When the file is error free and warnings are acceptable, submit/approve the data. For detailed instructions, see the Submitting/Approving SBD Data section (page 22) of this manual.

Correct errors for <u>multiple</u> records using the Edit Record screen: Fields with errors are indicated in red.

2. Correct errors on the Edit Record screen:
    a. Mark the check box at the left of the individual record being updated.
    b. Correct the data element.
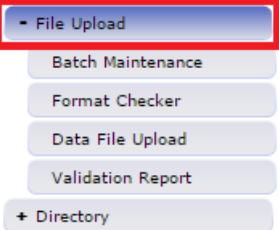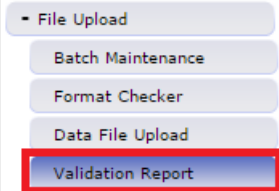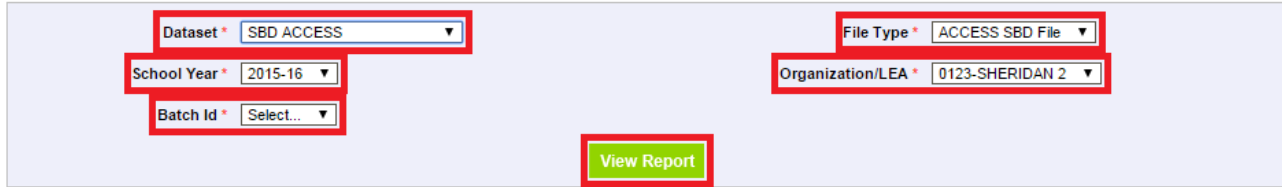   c. Save the record.

Reviewing Errors

There are two options for reviewing SBD errors:
- View errors within Data Pipeline's Validation Report.
- View errors in Cognos reports: SBD Cognos reports are similar to error reports in other Data Pipeline collections. See the Assessment Collection Cognos Reports section (page 25) of this manual for detailed instructions on how to view these reports.

Note: Please verify that every student who is eligible for the particular assessment and who should be included in the SBD file is actually included in the SBD file. Look for both students who are in the file but who were not eligible for the assessment and so should not be included in the file. Also be sure to look for students who were eligible for the assessment but who are missing from the file so that they can be added to the file. If either of these situations occurs, contact the Assessment Unit staff responsible for the collection.

Viewing the Validation Report

1. Select File Upload on the navigation menu.	**• File Upload** Batch Maintenance Format Checker Data File Upload Validation Report **+ Directory**
2. Select Validation Report.	**• File Upload** Batch Maintenance Format Checker Data File Upload **Validation Report**
3. On the Validation Report screen, select the following options for each field: a. Data Set: SBD (*Assessment*) b. File Type: (*Assessment*) SBD File c. School Year: Current school year d. Organization/LEA: Will default to your district e. Batch ID: Only the most recent upload will be available **Validation Report** Dataset * [SBD ACCESS ▼] File Type * [ACCESS SBD File ▼] School Year * [2015-16 ▼] Organization/LEA * [0123-SHERIDAN 2 ▼] Batch Id * [Select... ▼] [View Report]	
4. Select View Report.	

The report shows the error code, error type (i.e., 'E' for error or 'W' for warning), error message, and number of errors in the file.
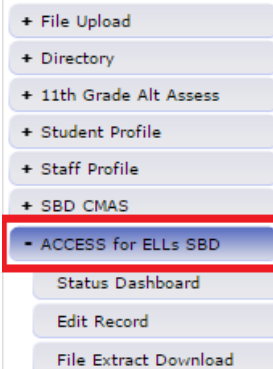
Report mock up:

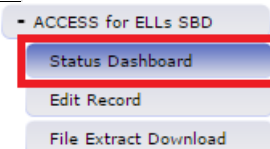| Error Code	Error Type	Error Message	Count
CS002	E	District Code must be unchanged from the vendor file for this sequence number.	5
99999	E	The SASID is invalid; or name, birth date, or gender doesn't match what's in the RITS system for the data entered.	4
CS075	W	Bilingual students coded as 2 (monitored Y1), 3, (monitored Y2) and 4 (exited Y3+) should not have been administered this assessment.	6

Submitting/Approving SBD Data

SBD is currently a voluntary process. Districts can choose to participate or not to participate in each SBD process. State and federal accountability reporting [5] (including school and district performance framework ratings and priority and focus school designations) all rely on accurate demographic and test score data. Therefore, the impact of the SBD review of demographic data on accountability reporting is profound. Districts must know that performance framework requests for reconsideration will not be heard unless a district participates in the SBD process.

1. Select the appropriate assessment on the navigation menu.	+ File Upload
	+ Directory
	+ 11th Grade Alt Assess
	+ Student Profile
	+ Staff Profile
	+ SBD CMAS
	- ACCESS for ELLs SBD
	    Status Dashboard
	    Edit Record
	    File Extract Download

2. Select Status Dashboard on the navigation menu.	- ACCESS for ELLs SBD **Status Dashboard** Edit Record File Extract Download

3. On the Status Dashboard screen, select the following options for each field:
   a. File Type: (*Assessment*) SBD File
   b. School Year: Current school year
   c. Organization/LEA: Will default to your district	

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[5] More information about the Colorado accountability process is available at http://www.cde.state.co.us/accountability/PerformanceFrameworks.asp.

4. Select Submit.

5. Review information on the Status Dashboard screen.
   a. **Data Exists:**
      i. Y: The district has uploaded the SBD data to Data Pipeline.
      ii. N: The district has not uploaded SBD data to Data Pipeline.
   b. **Validation Errors:** Number of errors in the SBD Data
      i. Must be zero, or districts have contacted the Assessment Unit for an exception
   c. **Data Locked:**
      i. Y: Data are locked for editing – To get data unlocked, contact the Assessment Unit SBD contact.
      ii. N: Data are not locked for editing.
   d. **LEA Comments:** Space for LEA to write comments.
   e. **Overall Status:**
      i. P: Data submission is pending.
      ii. S: Data submission is complete.
   f. **RITS Errors:** Number of errors in the data that do not match the RITS system
   g. **Last Updated Date:** Date of the latest data activity
   h. **State Comments:** Space for the Assessment Unit SBD contact to write comments

6. After all validation errors are cleared or you have spoken to CDE's Assessment Unit to bypass remaining errors, select the Submit to CDE button to approve the data.

7. To confirm your approval, select Yes on the pop-up window.

8. If you need to make additional changes after approval:
   a. Contact CDE's Assessment Unit SBD contact.
   b. Update the file.
   c. Approve the file again.

Assessment Collection E-Mails

The Assessment Unit's primary communication to the districts is through the DAC listserv; however, the Assessment Unit also sends relevant communication to assessment data respondents. Additionally, Data Pipeline will automatically send registered SBD collection users emails. Table 1 provides an overview of the emails.

Table 1: Data Pipeline Assessment Collection E-Mails

E-Mail	Purpose
Data Collection File Submission Reminder	Reminds LEA about collection due date – Reminders are sent one week prior to the collection opening and then every day until collection is approved.
Incorrect File Format	A notification that a file upload failed due to an incorrect file format
File Upload Summary	Notification that a file has been successfully processed and that a summary of the number of errors and warnings is included in the latest upload
Submission Notification	Notification that a file has been submitted to the *Assessment* SBD Data Pipeline collection
Collection Processing Summary	Notification that the file has been successfully processed – Includes a separate count of the number of errors and warnings in the file
Data Collection Unlocked	Notification that CDE has unlocked an approved data file at the district's request

Assessment Collection Cognos Reports

All the Data Pipeline collections have the same Cognos reports. Districts should use the pre-ID extract reports to review the number of records included in the extract and to keep a record of the file CDE sends to the vendor. Districts should use the SBD reports to identify errors/warnings during the SBD window and to keep a record of both the original and final SBD data. This section provides a brief overview of:

- How to access and to navigate the Cognos Report screen,
- Descriptions of the Data Pipeline assessment collection Cognos reports, and
- How to view the Data Pipeline assessment collection Cognos reports.

Figure 4 provides a screenshot of the Data Pipeline navigation menu. Select Cognos Report.

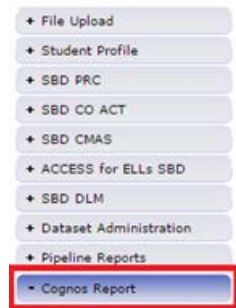**Figure 4. Data Pipeline Navigation Menu**

Figure 5 provides a screenshot of the Cognos Report menu. Select the appropriate assessment collection link.
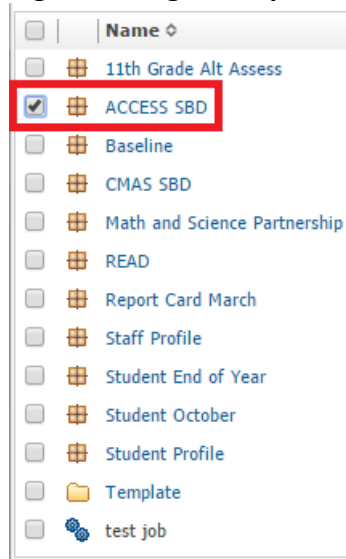
Figure 5. Cognos Report Menu

Figure 6 provides a screenshot of the reports available for the ACCESS for ELLs SBD collection.

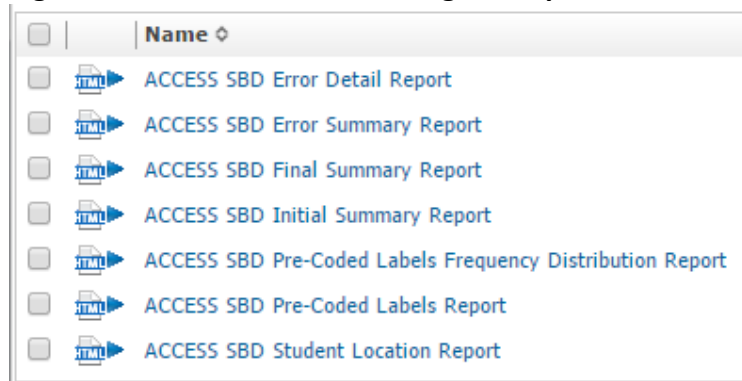**Figure 6: ACCESS for ELLs SBD Cognos Report Menu**

Table 2 provides a summary of the purpose of each SBD collection Cognos report. The remainder of this section provides step-by-step instructions on accessing each report and details about the contents of each report.

Table 2: Overview of Assessment Collection Cognos Reports

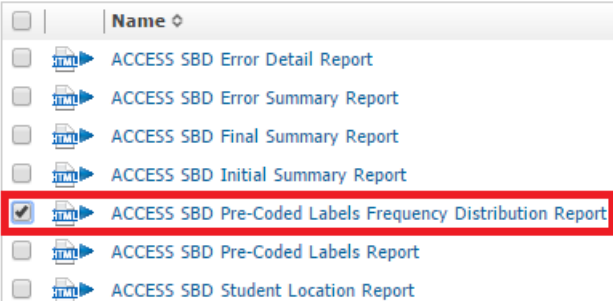| Report Title	Content
(*Assessment*) SBD Pre-Coded Labels Reports	
(Assessment) SBD Pre-Coded Labels Frequency Distribution Report	School level count of the number of records in the pre-coded label extract
(Assessment) SBD Pre-Coded Labels Report	A student level report of all the data fields to be provided by CDE to the vendor – Only students eligible for taking the particular assessment will be included in this report*
(*Assessment*) SBD Reports	
(Assessment) SBD Error Detail Report	A single record of each error and warning in the data file
(Assessment) SBD Error Summary Report	A summary of the number of each error or warning in the data file
(*Assessment*) SBD Summary Reports	
(Assessment) SBD Initial Summary Report	Data from the initial vendor file reported as a summary count of the SBD data fields organized by grade and by content area for each school
(Assessment) SBD Final Summary Report	Data from the final SBD file reported as a summary count of the SBD data fields organized by grade and by content area for each school
(Assessment) SBD Student Location Report	Compares student district enrollment in the SBD file and in RITS – This file returns records that are not a match

*See the individual assessment sections of this manual for assessment-specific criteria.

(Assessment) SBD Pre-Coded Labels Reports

(Assessment) SBD Pre-Coded Labels Frequency Distribution Report
The *(Assessment) SBD Pre-Coded Labels Frequency Distribution Report* provides an overview of the number of students in the data extract. Remember to save the report once you have finalized your data submission. The contents of this report will change as the Student Interchange is updated. To run the report:

1. Select the report link.	**Name ◇** ☐ ACCESS SBD Error Detail Report ☐ ACCESS SBD Error Summary Report ☐ ACCESS SBD Final Summary Report ☐ ACCESS SBD Initial Summary Report ☑ ACCESS SBD Pre-Coded Labels Frequency Distribution Report ☐ ACCESS SBD Pre-Coded Labels Report ☐ ACCESS SBD Student Location Report

2. Select the current school year from the drop down menu.

Required Selection

Select School Year: 2015-16 ▼

Cancel   Finish

3. Select Finish.

Report mock up:

District Code	District Name	School Code	School Name	Number of Pupils
9999	DistrictA	9999	Elementary School	12
9999	DistrictA	9998	Middle School	25
9999	DistrictA	9997	High School	14

(Assessment) SBD Pre-Coded Labels Report
The *(Assessment) SBD Pre-Coded Labels Report* shows the student level data that CDE will send to the assessment vendor. The layout is determined by the format required by the vendor; so each Assessment collection pre-coded label report has a different layout. In general, the fields that are included in these reports are the same fields that will be part of the SBD review process. Remember to save the report once you have finalized your data submission. The contents of this report will change as the Student Interchange is updated. To run the report:

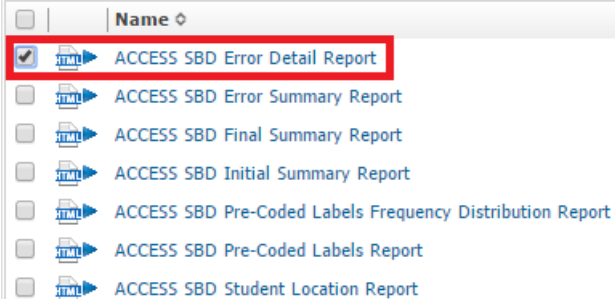|	
1. Select the report link.	

2. Select the following options for each field:
    a. Select School Year: Current school year
    b. Select District: Will default to your district
    c. Select File Type:
        i. ACCESS for ELLs
        ii. CMAS/CoAlt Science and Social Studies
        iii. CMAS: PARCC
        iv. CoAlt: DLM	

3. Select Finish.	

(*Assessment*) SBD Reports

(Assessment) SBD Error Detail Report
The *(Assessment) SBD Error Detail Report* is a student level report of each error or warning in your file. All reports contain the error code and the error message to help the user correct the error. To run the report:

1. Select the report link.	

2. Select the following options for each field:
    a. Select School Year: Current school year
    b. Select District: Will default to your district
    c. Select Error Type:
        i. Errors & Warnings: View both errors and warnings
        ii. Errors: View only errors
        iii. Warnings: View only warnings
    d. Optional Selection: Select the specific errors or warnings to include in the report.	

3. Select Finish.	

(Assessment) SBD Error Summary Report
The *(Assessment) SBD Error Summary Report* summarizes the total number of the individual errors and warnings in the most recent SBD file upload. To run the report:

1. Select the report link.	

2. Select the following options for each field:
   a. Select School Year: Current school year
   b. Select District: Will default to your district
   c. Error Type:
      i. Errors & Warnings: View both errors and warnings
      ii. Errors: View only errors
      iii. Warnings: View only warnings
   d. Optional Selection: Select the specific errors or warnings to include in the report.

3. Select Finish.

Report mock up:

LEA Number	Error Type*	Error Code	Error Message	Number of Errors
9999	E	CS002	District Code must be unchanged from the vendor file for this Sequence Number	5
9999	E	99999	The SASID is invalid or name, birth date, or gender doesn't match what's in the RITS system for the entered	4

*E=Error, W=Warning.

(Assessment) SBD Summary Reports
The *(Assessment) SBD Initial Summary Report* provides a summary of the fields in the initial SBD file organized by school, by grade, by assessment, and by field. The *(Assessment) SBD Final Summary Report* provides a summary of the fields in the current SBD file organized by school, by grade, by assessment, and by field. To run the report:

1. Select one of the report links.	
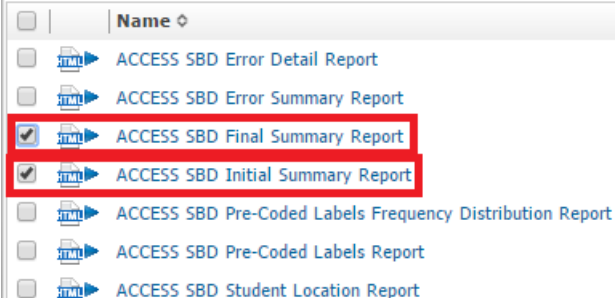
2. Select the following options for each field:
    a. Select School Year: Current school year
    b. Select District: Will defaults to your district
    c. Optional Selection: Select the specific schools to view in the report.	

3. Select Finish.	

(Assessment) SBD Student Location Report

The *(Assessment) SBD Student Location Report* provides a summary of students who are reported as either enrolled in a different district in RITS than the SBD file or are enrolled in a different school in RITS than the SBD file. The purpose of this report is to help districts identify student transfers that occurred after the testing window. If a student record needs to be moved to the ne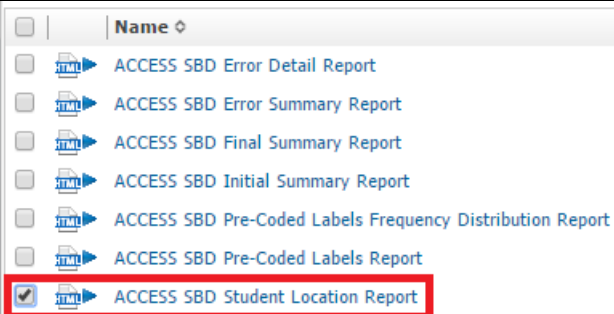w district, the DAC of the submitted district should contact the DAC of the enrolled district to confirm the student enrollment. Both DACs should then contact CDE. CDE will authorize the vendor to move records after SBD is closed if both DACs agree to the transfer.

1. Click on the report link.	

2. Select the following options for each field:
   a. Select School Year: Current school year
   b. Select District: Will defaults to your district	

3. Select Finish.	

Report mock up:

Submitted District	Submitted School Code	Enrolled District	Enrolled School	SASID	Last Name *Assessment*	First Name *Assessment*	Middle Name *Assessment*
1040 – Academy 20	2358 – Eagle View Middle School	0180 – Adams Arapahoe 28J	0914 – Boston K-8 School	99999999999	Example	Student	A

Note: The information in the Enrolled District and Enrolled School columns is from RITS. Information from the remaining columns is from the SBD file.

Figure 7 provides a brief key to the navigation tools available while viewing a Cognos report. Selecting the **run report** icon reruns the current report. The **change format** icon allows users to choose the format of the report. Reports can be viewed and downloaded in HTML, PDF, XML and Excel formats. Selecting the **add shortcut to report** icon allows the user to save a report.

Figure 7: Cognos Report Navigation Tools
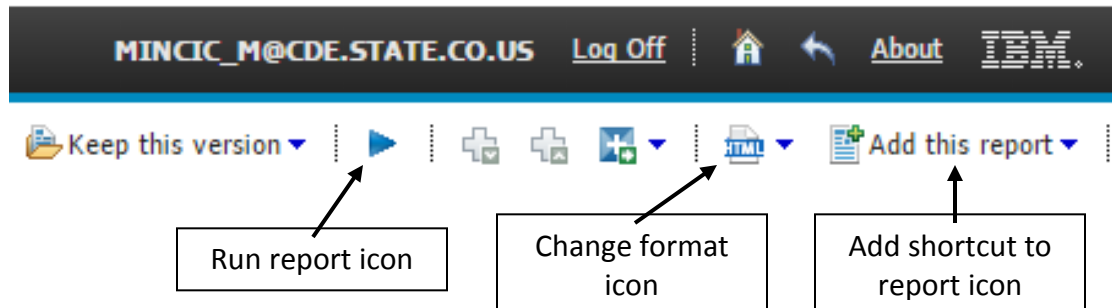
Pre-ID Extract and SBD Timelines

DACs and data respondents will receive specific pre-ID extract and SBD dates as soon as they are available. It should be noted that SBD is not a guaranteed process; that is, unforeseen circumstances could cause an SBD review to be canceled if conducting the SBD will delay score release.

Table 3: General Timeline

Assessment	General Dates
Pre-ID Extract	
ACCESS for ELLs	November
CMAS/CoAlt: Science and Social Studies, CMAS: English Language Arts and Mathematics (PARCC), and CSLA	December
CO ACT	December
CO PSAT	December
SBD Review Opening (Approximately 10 Day Window)	
ACCESS for ELLs	March
CMAS/CoAlt: Science and Social Studies, CMAS: English Language Arts and Mathematics (PARCC), and CSLA	End of May/Beginning of June
CoAlt DLM: Dynamic Learning Maps	June
CO ACT	June
CO PSAT	July

Communication and CDE Contacts

The pre-ID extract and SBD dates are set to ensure that administration windows and score releases happen on time. Due to the critical nature of these deadlines, districts need to be able to get in contact with the right people at the right time to keep the process going smoothly. This section outlines the individual(s) at CDE who should be contacted for questions.

Assessment uses the DAC e-mail list as the main communication tool for assessment topics. For the SBD collections, LEA approvers, LEA users, and LEA viewers are also included on e-mails. Please make sure that both your DAC and SBD respondents' information is up to date. To update your DAC information, follow the instructions at:
http://www.cde.state.co.us/sites/default/files/documents/assessment/documents/training/dac_appointment_form.doc.

Table 4: CDE Assessment Unit Contacts for SBD Review Windows

	Assessment Collection	SBD Contact	E-Mail Address	Phone
1	ACCESS for ELLS	Melissa Mincic	Mincic_M@cde.state.co.us	303.866.6281
2	CMAS/CoAlt: • CMAS: Science and Social Studies • CoAlt: Science and Social Studies • CMAS: English Language Arts (and Spanish Language Arts accommodated form) and Mathematics (PARCC) • CSLA			
3	CoAlt DLM: Dynamic Learning Maps			
4	CO ACT			
5	CO PSAT	Shangte Shen	Shen_S@cde.state.co.us	303.866.6877

Table 5: Additional CDE Contacts

Topic	CDE Office	Contact	E-Mail	Phone
State accountability (*School* and *District Performance Frameworks*)	Accountability, Performance and Support	Josh Perdue	Perdue_J@cde.state.co.us	303.866.2865
NCLB waiver program	Accountability, Performance and Support	Nazie Mohajeri-Nelson	Mohajeri-Nelson_N@cde.state.co.us	303.866.6205
SASIDs	Information Management Services Unit	Genevieve Hale	Hale_G@cde.state.co.us	303.866.6612
Policies about English language development	Office of Language, Culture and Equity	Morgan Cox	Cox_M@cde.state.co.us	303.866.6138

Assessment Specific SBD Review Information

While the general steps of each SBD review are consistent, each collection is unique. Here are a few items to keep in mind when completing the SBD review process for each assessment.

ACCESS for ELLS SBD Review Information

What's New for 2015-2016
- **October New to School field**: This field has been removed. A blank "filler" field is in its place.
- **Colorado Continuously field**: CDE has developed new guidance concerning the definition of continuous enrollment: Student has been enrolled in a Colorado public school since 10/1/2013. This rule applies only for grades 3-12; pre-kindergarten and kindergarten do NOT count towards continuous enrollment.
- **Continuously in District field**: CDE has developed new guidance concerning the definition of continuous enrollment: Student has been enrolled in the district since 10/1/2015.
- **Continuously in School field:** CDE has developed new guidance concerning the definition of continuous enrollment: Student has been continuously enrolled in the school since 10/1/2015.

ACCESS for ELLs SBD Review Specifics
- The field noting student immigrant status is an optional field.
- **One row per student taking the assessment**: All data specific to each of the four domains of the test (i.e., listening, speaking, reading, and writing) will be included in one row.
- **Test invalidation codes**: Each student record has a separate invalidation field for each of the four domains of the test (i.e., listening, speaking, reading, and writing). Please see the *Schedule and Special Instructions for Colorado* document included in with your testing material, or contact the Assessment Unit for more information.
- **Grade level clusters:** ACCESS for ELLs is administered to grades K-12. The test forms are divided into five grade level clusters (kindergarten, 1-2, 3-5, 6-8 and 9-12). This field is not updatable in SBD because it describes the already administered assessment.
- **Tiers:** With the exception of kindergarten, each grade level cluster is divided into three test forms or tiers. See the appropriate ACCESS for ELLs test administration manual at https://www.wida.us/assessment/ACCESS20.aspx for more information. This field is not updatable in SBD because it describes the already administered assessment.
- **Home language codes**: Students' home language is data collected for the ACCESS for ELLs assessment. A link to a file containing the current home language codes can be found on the Data Pipeline 'Frequently Requested Codes' page at http://www.cde.state.co.us/datapipeline/org_orgcodes.
  - Please keep in mind that students with a Home Language code of 'eng' should **not** complete the ACCESS for ELLs assessment.

CMAS/CoAlt: Science and Social Studies, English Language Arts and Mathematics (PARCC), and CSLA SBD Review Information

What's New for 2015-2016
- The CMAS/CoAlt: Science and Social Studies, CMAS/CoAlt: PARCC English Language Arts and Mathematics, and CSLA assessments SBD processes have been consolidated into one window. The Spanish Language Arts accommodated form of the English Language Arts assessment will also be included in this SBD window. Students can have up to three unique assessments. They may have more lines of data in the case of duplicate test attempts.
- **October New to School field**: This field has been removed. A blank "filler" field is in its place.
- **Colorado Continuously field**: CDE has developed new guidance concerning the definition of continuous enrollment: Student has been enrolled in a Colorado public school since 10/1/2013. This rule applies only for grades 3-12; pre-kindergarten and kindergarten do NOT count towards continuous enrollment.
- **Continuously in District field**: CDE has developed new guidance concerning the definition of continuous enrollment: Student has been enrolled in the district since 10/1/2015.
- **Continuously in School field:** CDE has developed new guidance concerning the definition of continuous enrollment: Student has been continuously enrolled in the school since 10/1/2015.
- **Test Status:** Indicates whether a student is in an assigned or attempted status. Students in assigned status were assigned an assessment but did not begin testing. Attempted status indicates that the student did begin testing, but it does not guarantee that they attempted enough items to receive a score. This field determines whether the Not Tested Reason or Void Reason will be applied to the record.

Reminder: Check the file to ensure that no students tested are missing and that students in the file belong to your district. If either of these situations occurs, call Melissa Mincic in the Assessment Unit at 303.866.6281.

CMAS/CoAlt: Science and Social Studies, CMAS: English Language Arts and Mathematics (PARCC), and CSLA SBD Review Specifics
- The field noting student immigrant status is an optional field.
- **Test District/School and Responsible District/School:** CMAS/CoAlt collects information on both the testing site (test district/school) and responsible site (responsible district/school). For most student records, the test site and reporting site will be the same. It will be different for student records where students test at a district/school different from their district/school of primary enrollment. Testing site information is read only during SBD. SBD records are assigned to districts to review in the Responsible District Code field. Districts can only update the reporting school code. If the Responsible District Code field needs to be updated, districts must contact the Assessment Unit.
- The following criteria are used to identify student's eligibility:
  - Public school finance is NOT 85 or 88
  - Attendance = 01, 02, 03, 04, 05, or 08
  - School exit date = 00000000 or null
  - Primary school = 1

- o Grade
  - ▪ CMAS and CoAlt: Science/Social Studies - 040, 050, 070, 080, 110
  - ▪ CMAS: PARCC – 030 to 090
  - ▪ CSLA: 030, 040
- o Tag code = "Null" in both the school demographic and school association files
- o Alternate assessment eligible
  - ▪ 0 to indicate CMAS students in extract
  - ▪ 1 to indicate CoAlt students in extract
- o CSLA assessment eligible
  - ▪ Eligibility criteria are described in the following link: http://www.cde.state.co.us/assessment/cslaflowchart.

CoAlt DLM: Dynamic Learning Maps SBD Review Information

What's New for 2015-2016
- **October New to School field**: This field has been removed. A blank "filler" field is in its place.
- **Colorado Continuously field**: CDE has developed new guidance concerning the definition of continuous enrollment: Student has been enrolled in a Colorado public school since 10/1/2013. This rule applies only for grades 3-12; pre-kindergarten and kindergarten do NOT count towards continuous enrollment.
- **Continuously in District field**: CDE has developed new guidance concerning the definition of continuous enrollment: Student has been enrolled in the district since 10/1/2015.
- **Continuously in School field:** CDE has developed new guidance concerning the definition of continuous enrollment: Student has been continuously enrolled in the school since 10/1/2015.
- **AYP School:** AYP school is DLM's label for the Responsible School/District. This is updateable during SBD and will determine the district and school that receive student reports.
- **Invalidation Code ELA and Math:** This field will be populated with the DLM Special Circumstances Code if they were entered in KITE.

CoAlt DLM: Dynamic Learning Maps SBD Review Specifics
- Invalidation codes can now be entered through the KITE system.
- The following criteria are used to identify students' eligibility for CoAlt DLM:
  - o Public school finance is NOT 85 or 88
  - o Attendance = 01, 02, 03, 04, 05, or 08
  - o School exit date = 00000000 or null
  - o Primary school = 1
  - o Grade
    - ▪ English language arts = 030-110
    - ▪ Mathematics = 030-110
  - o Tag code = "Null" in both the school demographic and school association files
  - o Alternate assessment eligible = 1.
- The fields beginning with Free/Reduced Lunch Eligible are not collected by DLM and will be populated from the Student Interchange data. These fields will not be returned to DLM.

CO ACT SBD Review Information

What's New for 2015-2016
- **Gender:** Gender has been recoded to M/F to avoid confusion.
- **October New to School field**: This field has been removed. A blank "filler" field is in its place.
- **Q1 Continuously Enrolled:** CDE has developed new guidance concerning the definition of continuous enrollment: Student has been enrolled in the district since 10/1/2015.
- **Q3 Migrant**: Immigrant was removed from the field and it now only indicates migrant status.
- **Q13 Language Background**: This is a new field to collect language background which was recently removed from the Language Proficiency field.

CO ACT Pre-ID Extract Criteria
- The following criteria are used to identify student's eligibility for CO ACT:
  - Public school finance is NOT 85 or 88
  - Attendance = 01, 02, 03, 04, 05, or 08
  - School exit date = 00000000 or null
  - Primary school = 1
  - Grade = 110
  - Tag code = "Null" in both the school demographic and school association files
  - Alternate assessment eligible = 0.

CO ACT SBD Review Specifics
- The field noting student immigrant status is an optional field.
- **ACT high school code**: ACT uses a six-digit high school code for their test processing. This code is included along with the four-digit school and district codes used by CDE. You can download a crosswalk between the CO ACT codes and the CDE codes on the Colorado ACT Data Pipeline web page at: http://www.cde.state.co.us/datapipeline/per_co-act.
  - Students may be moved to a different school within a district during SBD. If a student needs to be moved across districts, the Assessment Unit must do this.
- Only CO ACT records are included in the CO ACT SBD for 11th grade students.
  - If a student who completed the ACT is not in 11th grade, report this to the Assessment Unit.

CO PSAT SBD Review Information

What's New for 2015-2016
- The CO PSAT is a brand new collection beginning this year.

CO PSAT Pre-ID Extract Criteria
- The following criteria are used to identify student's eligibility for CO ACT:
    o Public school finance is NOT 85 or 88
    o Attendance = 01, 02, 03, 04, 05, or 08
    o School exit date = 00000000 or null
    o Primary school = 1
    o Grade = 100
    o Tag code = "Null" in both the school demographic and school association files
    o Alternate assessment eligible = 0.

CO PSAT SBD Review Specifics
- **AICODE:** This is the College Board code associated with the school. This will be provided in addition to the Colorado school and district code.
    o Students may be moved to a different school within a district during SBD. If a student needs to be moved across districts, the Assessment Unit must do this.
- The fields beginning with Free/Reduced Lunch Eligible and ending with ESL Program are populated from the Student Interchange data.
- Invalidations must be entered during SBD for this year. The invalidations will be the same as those used for CMAS/PARCC.
    o Not Tested Codes should be applied when Student Participated field is scored 'N.' If a district does not provide a Not Tested Code for a student who did not complete the PSAT, the Not Tested Code 'Absent' will be assigned to the record by default.
    o Void Test Score Codes should be applied when Student Participated field is scored 'Y.' This code will only invalidate the test for CDE reporting and accountability; it will not invalidate the test within the College Board system.
    o Not Tested and Void Test Score Codes are available at: http://www.cde.state.co.us/assessment/2016cmasvoidntreasons.
- Only CO PSAT records are include in the CO PSAT SBD for 10th grade students.
    o If a student who completed the PSAT is not in 10th grade, report this to the Assessment Unit.