Your district has been identified as having a duplicate SASID with another district in Colorado for the READ Collection. Your district's READ respondent has access to these duplicates through Data Pipeline. There is a Cross LEA validation report available in Cognos. This can be accessed by logging into the Data Pipeline and then going to menu options: Cognos Report => READ => Cross LEA validation report. The Cross LEA Validation report contains duplicates with other districts. The steps to verify attendance for duplicate SASIDs are as follows.

**STEP ONE:**

From July 21 -25 districts will work with each other to determine which students to remove or keep on their data submissions. First, districts should review the test date. The district with the latest test date would keep the student in their submission. However, if a district used a generic test date that was early in the window then the two districts will want to verify who ended the year with the student. Please contact the districts that you have duplicate submission with to verify ending enrollment for the 13-14 school year.

If corrections are made to your district’s submission, an updated file must be submitted and approved by end of business Friday, July 25. No exceptions.

**STEP TWO:**

If the two districts are unable to resolve the duplicate SASID, then both districts should submit their documentation to The CDE Office of Literacy by **July 31 at noon.** No extensions will be given.

Email the following documentation:

1. Enrollment data showing the ending date for the student in the district and the student SASID for every student you would like to be reviewed by the Office of Literacy:

Send the email to Dian Prestwich at [Prestwich\_d@cde.state.co.us](mailto:Prestwich_d@cde.state.co.us) Please note any documentation emailed to CDE **cannot include both the name and Student's State ID Number.**

Please Note: Documentation submitted after the deadline will not be reviewed or considered. You are encouraged to submit your documentation early in the event additional information or clarification is required.

**STEP THREE:**

CDE will evaluate all documentation to determine which district will keep the student in their submission. If the documentation does not support enrollment eligibility of the duplicate students, districts will be contacted and asked to remove them from their file. Once districts have made the corrections to their READ data files, please contact Dian Prestwich [Prestwich\_d@cde.state.co.us](mailto:Prestwich_d@cde.state.co.us) or Donna Bright [bright\_d@cde.state.co.us](mailto:bright_d@cde.state.co.us). Districts with duplicate SASIDs must contact Dian or Donna by end of the day August 8th to go through the READ resubmission and approval process one last time.

Districts then run the READ Status K-3 report for updated numbers.

Thank you for working with us to resolve these duplicate SASIDs.

Sincerely,

Dian Prestwich, [prestwich\_d@cde.state.co.us](mailto:prestwich_d@cde.state.co.us), 303-866-6150

Donna Bright, [bright\_d@cde.state.co.us](mailto:bright_d@cde.state.co.us), 303-866-6002