



Attendance Snapshot Process

Overview

This document is provided as a resource for districts to complete the Attendance snapshot collection. Data Pipeline School Discipline and Attendance (SDA) periodic data collection. The purpose of the Attendance snapshot is to capture the student-level attendance information.

Identity Management Roles

An Identity Management Role must be assigned by a Local Access Manager (LAM) for district respondent(s) prior to having access to the Attendance Snapshot collection in Data Pipeline. Contact your LAM and ask to be assigned to the appropriate role. You may only be assigned to one role for SDA (which provides access to both the School Discipline collection and the Attendance snapshot).

Identity Management Role	Enables User to:
SDA~LEAAPPROVER	Finalize, Submit, Modify and View Data
SDA~LEAUSER	Submit, Modify and View Data
SDA~LEAVIEWER	View Data

Attendance Snapshot Criteria

Pull all error-free records from the Student School Association file that match the following criteria:

- School Code is a valid public school AND
- Pupil Attendance Information between 01 and 08 (students attending an educational program operated by the reporting district) AND
- Total Possible Attendance Days is greater than or equal 10
- Grade Level between 004 and 120 (PK-12th)

Step by Step Process

- 1) Have both the Student Profile and Student School Association (SSA) files uploaded into Data Pipeline.
 - a. To upload these files; one of the following Identity Management Roles is needed: STD~LEA User or STD~LEA Approver
 - b. The attendance fields (Total Days Attended, Total Days Unexcused, Total Days Excused, and Total Days Possible) must be formatted as a number with a decimal point in the SSA File.
 - c. Steps and guidance for these files are posted on the [Student Interchange Website](#).

NOTE: The records in these files must meet the Attendance snapshot records criteria in order to be included in the Attendance Snapshot

Brief Guide

Attendance Data Fields must be formatted as numbers with the decimal point included in the SSA file

The SDA role in Identity Management is used for both the Attendance snapshot and the School Discipline

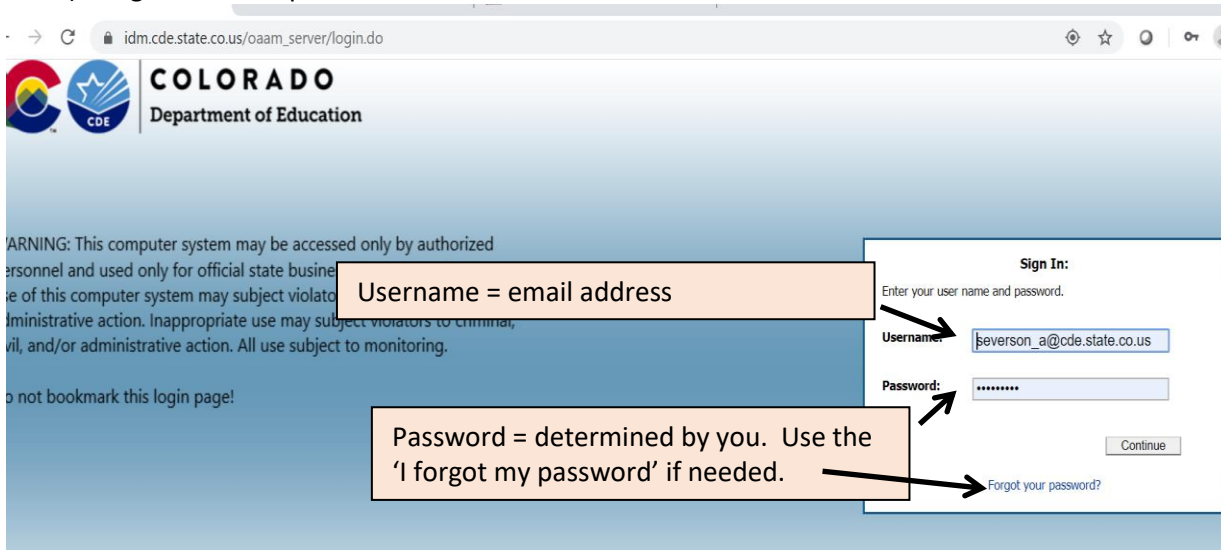
[Step by Step Directions](#)

[Snapshot Layout and Additional Resources](#)

Additional Assistance Needed?

Contact the Attendance Collection Lead (contact information on bottom of [Attendance Website](#))

2) Log into Data Pipeline



WARNING: This computer system may be accessed only by authorized personnel and used only for official state business. Misuse of this computer system may subject violators to criminal, civil, and/or administrative action. All use subject to monitoring. Do not bookmark this login page!

Sign In:
Enter your user name and password.

Username:

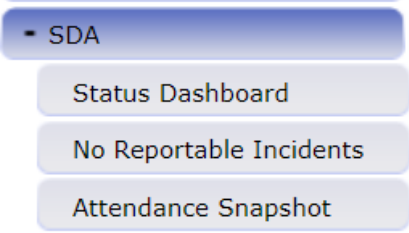
Password:

[Forgot your password?](#)

Username = email address

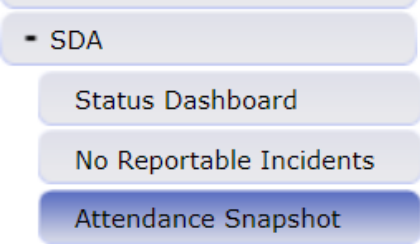
Password = determined by you. Use the 'I forgot my password' if needed.

3) Click on the 'SDA' tab on the left:



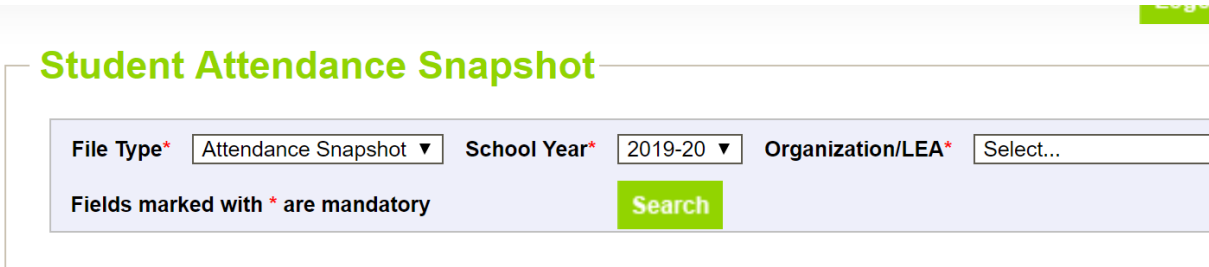
- SDA
- Status Dashboard
- No Reportable Incidents
- Attendance Snapshot

4) Click on the 'Attendance Snapshot' underneath the SDA



- SDA
- Status Dashboard
- No Reportable Incidents
- Attendance Snapshot

5) Choose the File Type = Attendance Snapshot, Year = Current Year and your Organization/LEA. Then click 'Search':



Student Attendance Snapshot

File Type* School Year* Organization/LEA*

Fields marked with * are mandatory

- 6) Click on the 'Create Snapshot' that next appears:

Student Attendance Snapshot

File Type* School Year* Organization/LEA*

Fields marked with * are mandatory

- 7) A message will appear, stating the snapshot is being processed:

Student Attendance Snapshot

Snapshot creation triggered and processing. A notification email will be sent upon completion.

- 8) Once email notification is received for the snapshot completion OR at least one hour has passed, you may use the Status Dashboard to check the status by clicking on the 'SDA' tab on the left and then the 'Status Dashboard' underneath:

- SDA

Status Dashboard

No Reportable Incidents

Attendance Snapshot

- 9) Choose the File Type = Attendance Snapshot, Year = Current Year and your Organization/LEA. Then click 'Submit':

Status Dashboard

File Type* School Year* Organization/LEA*

Fields marked with * are mandatory

10) The Status for the Attendance Snapshot will appear:

Status Dashboard

File Type * School Year * Organization/LEA *

Fields marked with * are mandatory

Finalized : No

Please note: Not all data issues are presented as warnings or errors. Review Cognos data reports for additional analysis regarding data quality.

[Select All](#) | [Deselect All](#) | [Excel](#)

LEA	Data Exists	Validation Errors	Ignore Errors	Overall Status	Data Locked	Last Updated Date
	Y	10	N	P	N	04/23/2020 01:50 PM

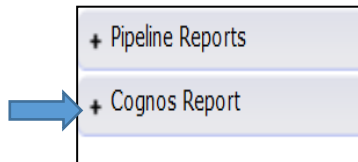
Data Exists – If Y, then the snapshot was processed. If N, the snapshot was not processed.

Validation Errors – the number of errors in your snapshot. The goal is to have this be 0.

Last Updated Date: Provides Date and Time of latest snapshot.

11) Review Errors and Warnings – Using Cognos (OR Using Pipeline Reports, skip to Step 12):

a. Select “Cognos Report”:



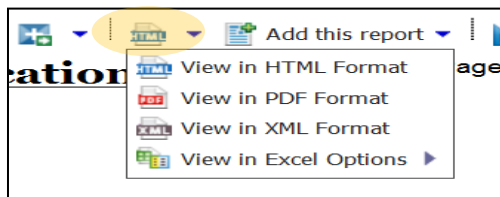
b. Then choose “School Discipline and Attendance” by clicking on the title:



c. Select the Attendance Snapshot Error Report

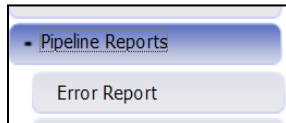
NOTE: If there are no errors for your district for the file OR the file was not processed for your district yet, there will be no error report available

d. Error reports can be downloaded into excel:

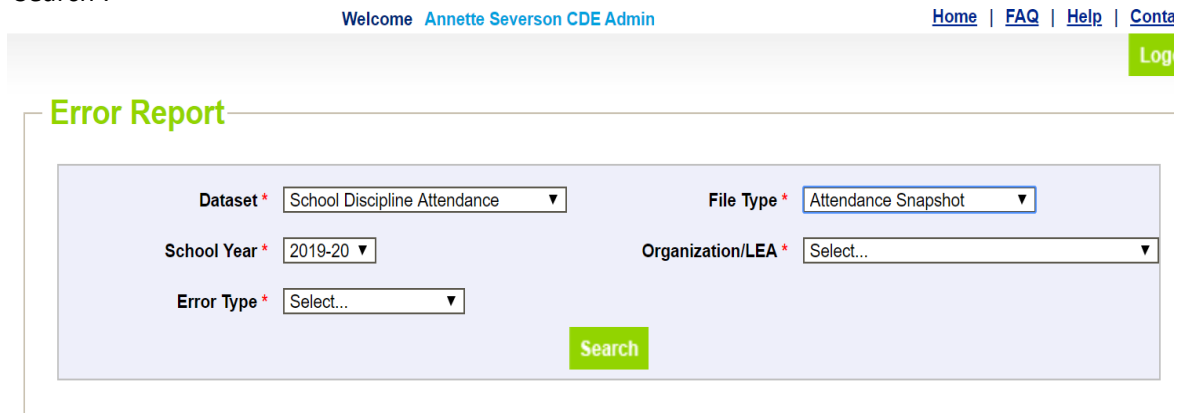


12) Review and Correct Edit Errors – Using Pipeline Reports (OR Using Cognos Reports, refer to Step 11):

- a. Select “Pipeline Reports” then “Error Report”:



- b. Select the Data Set = ‘School Discipline Attendance’, File Type = ‘Attendance Snapshot’, School Year = Current Year, Organization/LEA as your own and Error Type = Errors and Warnings. Click ‘Search’:



- c. If there are no errors for your district in the file OR the file was not processed for your district yet, there will be no error report available. If there are errors, the summary and count of each will be provided first.
- d. You may select all or one at a time and then “View Details” to see which records have each error.
- e. This error report can also be downloaded into excel, by clicking on the “Excel” at the top of the error report.

13) Make appropriate corrections to the SSA file and re-upload (you will need to coordinate with the Student respondent at your LEA/Organization).

14) Create a new Attendance Snapshot (Steps 3-7)

15) Continue until there are no errors in the Attendance Snapshot:

– **Status Dashboard**

File Type * School Year * Organization/LEA *

Fields marked with * are mandatory

Finalized : Nc

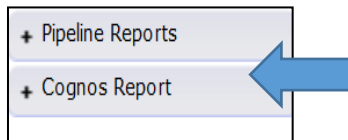
Please note: Not all data issues are presented as warnings or errors. Review Cognos data reports for additional analysis regarding data quality.

[Select All](#) | [Deselect All](#) | [Excel](#)

	LEA	Data Exists	Validation Errors	Ignore Errors	Overall Status	Data Locked	Last Updated Date
<input type="checkbox"/>	0890-Dolores County RE No.2	Y	0	N	P	N	04/23/2020 01:50 PM

16) Review and Validate Reports:

- a. Select “Cognos Report”



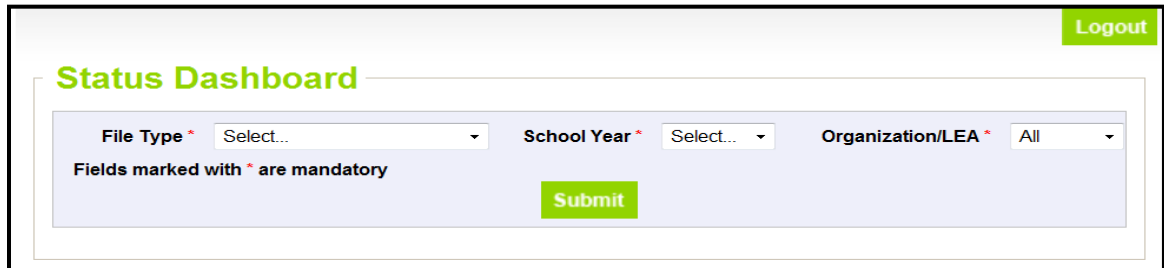
- b. Then select “School Discipline and Attendance”



- c. Select each Attendance Snapshot Report to review for accuracy

17) Once data is validated and accurate the LEAAPPROVER role can Finalize

- a. Select “SDA” then select “Status Dashboard”
- b. Select the ‘Attendance Snapshot’ File to be finalized; school year and LEA, then click “Submit”
- c.



Status Dashboard

File Type * School Year * Organization/LEA *

Fields marked with * are mandatory

- d. Click on “Submit to CDE” to finalize



ATT Status Dashboard (2014-15): 0880-DENVER COUNTY 1

Data Exists	<input type="text" value="Y"/>	Ignore Errors	<input type="text" value="N"/>
Validation Errors	<input type="text" value="0"/>	Data Locked	<input type="text" value="N"/>
Overall Status	<input type="text" value="P"/>	Last Updated	
LEA Comments	<input type="text"/>		

Y - Yes | N - No | P - Pending | S - Submitted | A - Accepted

Data Exists = Y (data must be processed)
Validation Errors = 0 (must be 0 in order to finalize)
Overall Status = Will be updated to "S" once finalized
Last updated date = last date of upload

18) Download the Verification Form. This will need to be reviewed and signed by the superintendent and then sent to the Attendance Collection Lead. Electronic signatures are acceptable.