

Student End of Year Post Cross LEA documentation
10/25/2018 – 12/06/2018

This document explains the steps required to complete the third and final phase of the Student End of year collection. This phase has three errors which require districts to change exit types in the student school association. These are: SE901, SE902, and SE903.

1. District respondents receive an email indicating Post Cross LEA validation is complete.
2. District goes into the data pipeline system and runs the Post Cross LEA edit report. Please see the below steps:
 - a. Log into the data pipeline system
 - b. Click on Pipeline Reports on the bottom left side
 - c. Click Error Report link
 - d. Select appropriate values from the dropdowns
 - i. File Type -> Student End of Year
 - ii. School year -> 2017-18
 - iii. District -> your district
 - iv. Error Type -> Errors & Warnings
 - e. Review SE900+ Errors

OR

- f. Click Cognos Report on the bottom left side
 - g. Click Student End of Year link
 - h. Click EOY Error Detail Report
 - i. Select appropriate values from the dropdowns
 - i. School year -> 2017-2018
 - ii. District -> your district
 - iii. Workflow Step -> Post Cross LEA Edits (Need to use drop down)**
 - iv. Error Type -> Errors & Warnings
 - j. Click the finish button
 - k. Optional: Extract the report to a spreadsheet.
 - i. In the upper right corner in Cognos, find the HTML page with an arrow next to it.
 - ii. Click on the arrow and select View in Excel Options
 - iii. Select View in Excel 2007 Data
3. Do you have errors?
 - a. If the report displays errors, then go to step 4
 - b. If the report does not display any errors, then go to step 8
4. Review the instruction document for each error. The instruction document can be found in the Post Cross LEA Validation section located on the Student End of Year website:
http://www.cde.state.co.us/datapipeline/snap_eoy
5. Make changes in your student school association file or use the edit record screen in the student school association file
 - a. Review the errors on the report and make the appropriate adjustments in your student school association file.

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- b. Upload the modified school association file into the student interchange for the 2017-2018 school year
 - OR
 - c. Go back to the data pipeline system
 - d. Click on Student Profile
 - e. Click on the Edit Record
 - f. Enter the student's sasid from the error report and press search
 - g. Modify the student's Exit Withdraw Type as required by the report
 - h. Repeat the process starting back at c for the next student
6. Check the school association Cognos report for errors
- a. Click on Cognos Report
 - b. Click on Student Profile
 - c. Click on the Student School Association Error Detail Report
 - i. Fill drop downs on report screen
 1. School Year -> 2017-2018
 2. District -> your district
 3. Tag -> None
 4. Click Finish
 - ii. Review report and make sure there are no errors
 1. If there are errors , go back to step 4 and fix the errors
 2. Repeat step 4, 5, and 6 until the report shows no errors
7. The school association file is error free and you are ready to update the Student End of Year snapshot.
- a. Update Student End of Year snapshot
 - i. In Data Pipeline system click on Student Profile on the left side
 - ii. Click on Snapshot
 - iii. Fill drop downs on snapshot screen
 1. File Type -> Student End of Year
 2. School Year -> 2017-18
 3. Organization/LEA -> Your organization
 4. Click the Search button
 - iv. NOTE: During the Post-Cross LEA phase, new snapshots cannot be created. When you click the Update Exit Types only the exit type on records receiving 900 level errors are updated. If you've loaded a new adjustment file, those adjustment records will also be included. If other changes are required, please contact the EOY custodian.
 - v. Click the green Update Exit Types button
 - vi. Wait for two emails. The first email is for the Post Cross Lea Validation errors. The second email indicates the snapshot has been updated.
 - vii. If the first and second email indicates zero errors go to step 8
 - viii. If the first email shows errors, go back to step 2 and review the errors.

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- ix. If the second email shows errors, these are snapshot level errors and you would want to run the EOY error detail report for the snapshot level edits.
8. Validate the data and review the data reports. Follow the below steps to view the data reports
 - a. Click Cognos Report on the bottom left
 - b. Click Student End of Year link
 - c. Click the appropriate report in order to validate the data. Common reports are the EOY End of Year School Membership and Dropout for Grades 7-12, EOY On-Time Graduation and Completion Rates, and EOY Mobility Rates by School, Grade, Race/Ethnicity, Gender and IPST.
 - d. Another good report to validate the data is the EOY Snapshot Records report
 - e. Validate the data and make sure the information is accurate.
 - f. Once satisfied with the data, please move on to the next step
9. Final step is to download the sign off form and send it to CDE
 - a. Go into the Data Pipeline system
 - b. Click on the Student Profile on the left side of the screen
 - c. Click on the Status Dashboard
 - d. Fill in the drop downs with the appropriate values
 - i. File Type -> Student End of Year
 - ii. School Year -> 2017-18
 - iii. Organization/LEA -> Your district
 - e. Click on green Submit button
 - f. Review the data and make sure the Validation Errors is zero
 - g. Down in the bottom center there should be a Download Sign Off button
 - h. Click on the green Download Sign Off button
 - i. Print out the report and follow the directions on the report.
 - j. Please email the form to callinan_a@cde.state.co.us or fax the form to (303) 866-6888.
10. You have completed the final phase of the Student End of Year process.
 - a. An email will be sent out once the data has been accepted in early December.