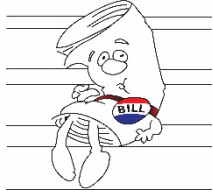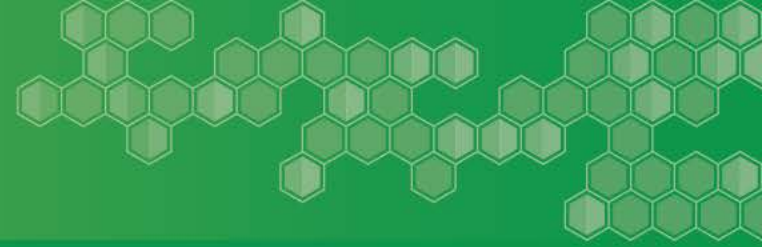# Report Card March
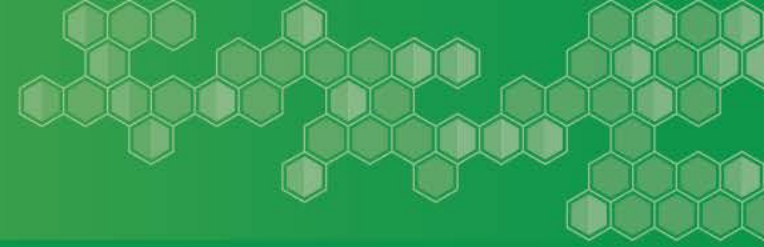# 2020-2021 School Year Training

- What is Report Card March?

- IdM Role

- Re-envision Process

- FAQs

- Step by Step Instructions for Submitting Data

- Final Thoughts

- Questions

- Contact

What is Report Card March?

➤ The Report Card March is a mandatory collection that contains school descriptors such as a school's course offerings, health and wellness information, and programs offered.

➤ A mandatory collection is defined by the Education Data Advisory Committee (EDAC) as a statutorily required collection to be completed by all appropriate agencies. Funding or services may be withheld if not submitted.

➤ **Legislation:** Performance reports – contents – rules, 22-11-503, C.R.S.; Courses and 1 CCR 301-1 11.05(G) - Health and Wellness

➢ **In order to submit Report Card March data, a district data respondent must be assigned a role in the CDE Identity Management System (IdM) for Report Card March. The following slide describes the various roles and how to be assigned a role.**
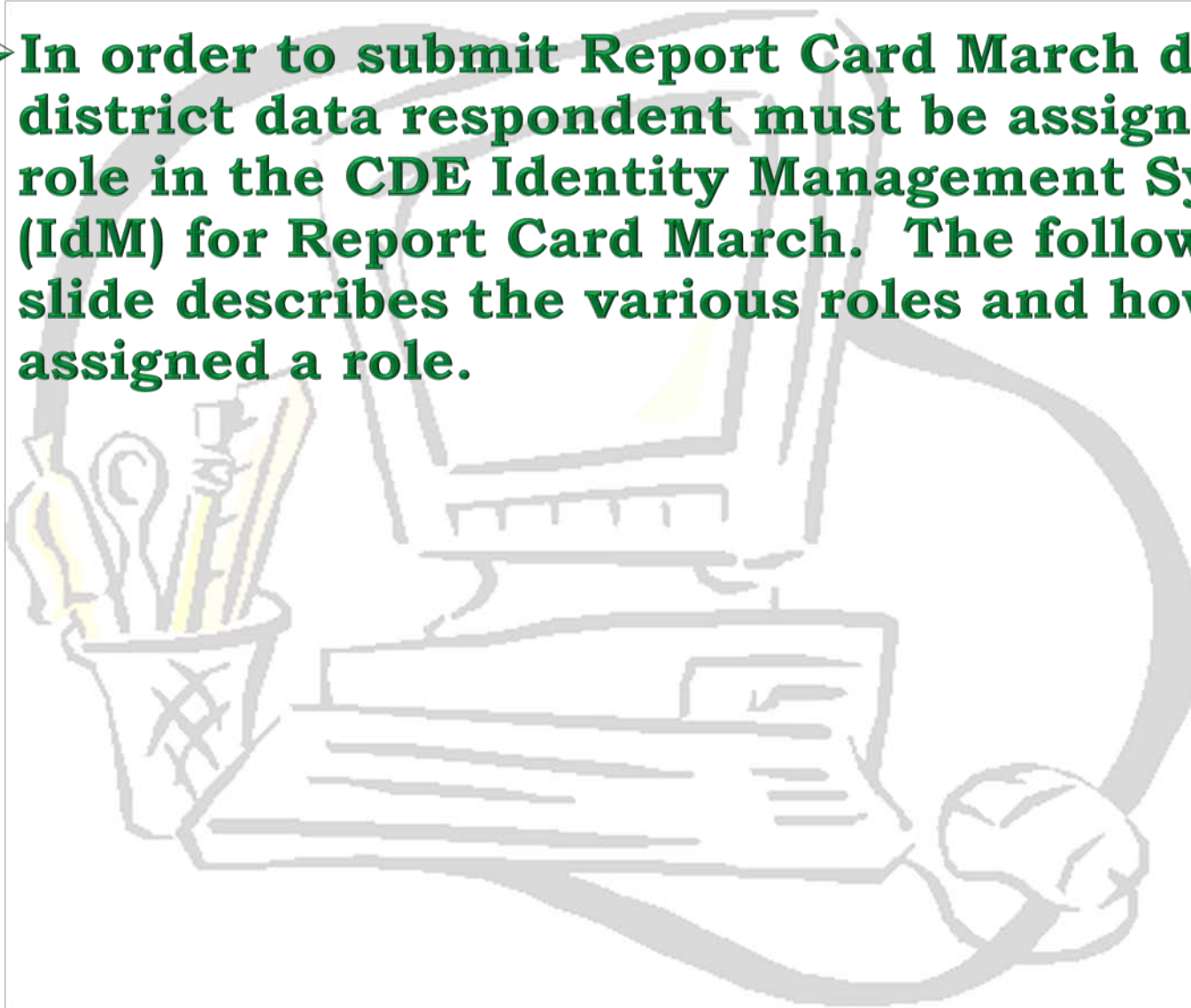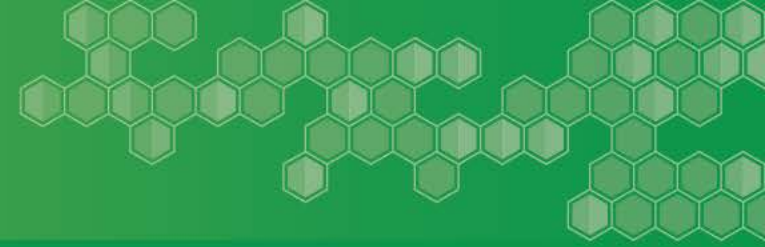
➢Identity Management groups are available.

- Acronym is RCM
- Examples:
  - MOFFAT_2 PIPELINE-2800-**RCM**~LEAVIEWER Read-Only Role
  - SILVERTON_1 PIPELINE-2820-**RCM**~LEAUSER Submit and Modify Role
  - CENTER_26_JT PIPELINE-2810-**RCM**~LEAAPPROVER Approver Role

➢Work with your LAM to get the role assigned before the collection opens.

➢Only one role can be assigned.

➤ To alleviate data burden for LEAs, the Report Card March collection went through a re-envision process in 2020 with EDAC to eliminate fields where the data is already collected elsewhere in CDE collections.

➤ As a result, 31 data fields were eliminated. Woohoo!

➤ However, 4 fields were added. These added fields will be covered in the Report Card March FAQs in a later slide.

➢Please visit the Report Card March web page for an updated and finalized 20-21 file layout (2nd bullet) as well as for a layout with the marked changes (1st bullet) at:

https://www.cde.state.co.us/datapipeline/per_report-march

Important FAQS for Report Card March

For this year report the data as if COVID had not happened. In other words, report the data as if it were a normal school year and for what is normally offered or done.

There are two ways to submit your school data, either by a file upload (Excel is the easiest format) or by the Edit Record screen to submit by form. You must commit to one or another as you cannot submit by file and then by form or vice versa as this will result in errors.

If you choose to submit the data by the edit screen form method (this is usually only applicable to smaller districts), you will see zeros in the Status Dashboard. This tool only shows actual numbers for data that is uploaded by file.

When submitting data by file use the number "0" for no and the number "1" for yes.

Important FAQS for Report Card March

To report professional development days use only whole numbers or for half days use .5 as the system will not allow any other decimals. This year the number of professional days reported can be up to 21 before a warning message is generated.

Reportable professional days for the 20-21 School Year are any days between July 1, 2020 until June 30th 2021.

Please note that 4 additional data fields were added to the 2020-2021 Report Card March collection which are: Bullying Policy: Biennial Survey Flag, Bullying Policy: Prevention Team Flag, Bullying Policy: Consequences Flag and Facing History and Ourselves Flag. Please see file layout for descriptions of the new fields. This is in addition to the 31 RCM fields that were eliminated from the previous school year.

The Report Card March data is reported on CDE's School View Web page in Data Center. This data collection is mandated by state statute and is used by parents, policymakers, advocacy organizations, the media.

Important FAQS for Report Card March

In the text fields avoid using apostrophes as this causes a fatal errors when saving the file/form.
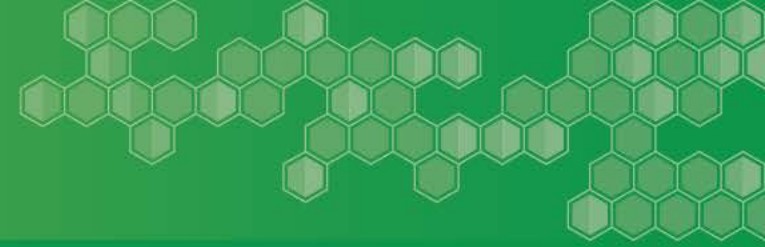
Remember that if you are uploading a file, the file name should not contain spaces.

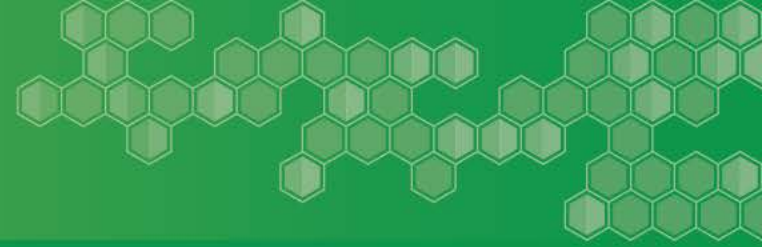Don't forget to finalize the data and submit the superintendent sign-off sheet.

➢ Go to Data Pipeline through the IdM single sign on link at https://www.cde.state.co.us/idm/datapipeline

About Data Pipeline

Data Pipeline is a streamlined approach to efficiently move required education information from school districts to CDE. Data Pipeline reduces data redundancy, captures closer to real-time data, streamlines the data collection process and allows districts to exchange information on transferred students.
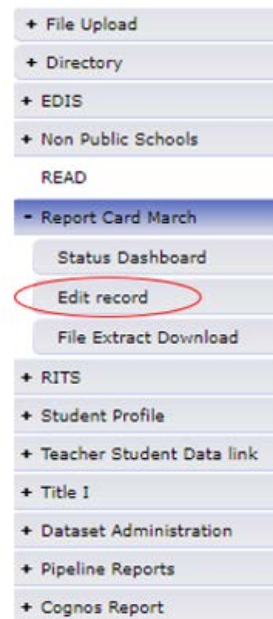
Log in to Data Pipeline

➢ There are two methods to submit the Report Card March data; either through form submission using the edit screen or through file submission using file upload.

Form Submission Method

➢If using form submission to submit data, go to the Report Card March link on the left side of the Data Pipeline homepage. Select Edit record.

➢On the Edit Record page select the following:

   a.   File Type-Report Card

   b.   School Year-select the current school year

   c.   Organization/LEA-select your LEA

   d.   School Code-Select all schools or a specific school

➢Next press the search button at the bottom of the page which will then bring up all the school data fields on Report Card March.

Edit Record

| File Type * | Report Card ✔ | School Year * | 2020-21 ✔ | Organization/LEA * | 0960-Agate 300 | ✔ |

Fields marked with * are mandatory

| School Code | All ✔ |

Search

➢For the data fields select yes/no for all the applicable fields. Type in the number of professional development days in the field that requests that information.

Drama or Theatre Flag	Dance Flag	Comprehensive Health Education Flag	Concurrent Enrollment Classes on School Property Flag	Opportunities for Civic or Community Engagement Flag	Internet Safety Programs Flag	Extracurricular Activities Flag	Athletics Flag	Library Flag
1-Yes	1-Yes	1-Yes	0-No	1-Yes	1-Yes	1-Yes	1-Yes	1-Yes

	Professional Development Days	Work_Based Education Experience Flag	Bullying Policy: Biennial Survey Flag	Bullying Policy: Bullying Prevention Team Flag	Bullying Policy: Consequences Flag	I
	7	0-No	0-No	0-No	0-No	

➢ To go to the next page or a prior page use the arrows at the bottom of the page

➢ Press the green "save" button at the bottom of each page before advancing to the next page.

➢ Please note that you can choose the number of schools to display (25, 50, 75 or 100) on each page by using the down arrow at the bottom where it reads per page but do this at the beginning of the data entry.

If you submitted by Form please note that under Total Records, it will show 0. This is because a number other than 0 will only show up when submitting via a file upload.

File Submission Method

➢You can do any of the following: 1)download the spreadsheet of the prior years' data and make any needed changes and then re-upload; or 2) download the file extract your vendor has established; or 3) use the file upload template on the Report Card March Web page at: https://www.cde.state.co.us/datapipeline/per_report-march

➢Save the file using any name but file name should not contain spaces.

➢To upload Report Card March into Data Pipeline, first go to the File Upload link located on the left top of the screen and click on it.
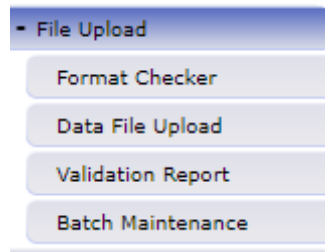
Report Card March-Submission Steps

➢Check file in Format Checker using the link on the left that has the lable "Format checker" under the "File Upload" link. Format checker just checks the first line of your spreadsheet to ensure the formatting is correct. Select the following:

a. Dataset-Report Card

b. File Type-Report Card

c. School Year-Select the current school year

d. File Name-Locate file by using the browse button at the bottom of the blue box.
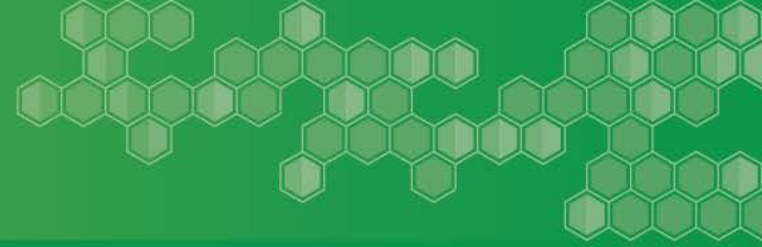
➢If after uploading your file in Format Checker all the rows indicated "pass" in green, then precede to the next step of uploading your file. If there is a row with an error marked in red, go back and redo the file layout. Please note that Format Checker only checks the first row.

➢Next click on the Data File Upload button and select the following (see screenshot on next slide):

a. Dataset-Report Card

b. File Type-Report Card

c. School Year-Select the current school year

d. Organization/LEA-Select your LEA

e. Locate file by using the browse button and attach. Then press the green submit button at the bottom of the blue box.

Report Card March-Submission Steps

Report Card March-Submission Steps

➢ Once the file is successfully uploaded you will receive a message saying so, as well as you'll receive a batch number. You will also receive an email. See example below:

Data File Upload

The File Upload request has been successfully submitted. Batch ID for the submitted request is 364663. An email will be sent after the processing is complete.

Exception File	☐
Dataset *	Report Card
File Type *	Report Card
School Year *	2020-21
Organization/LEA *	0100-Alamosa RE-11J
Locate File *	Choose File No file chosen
	Submit

➤ To check the information, go to Cognos Reports (link on bottom left of screen in blue) and then next click on the Report Card March button on the Pipeline Reports tab.
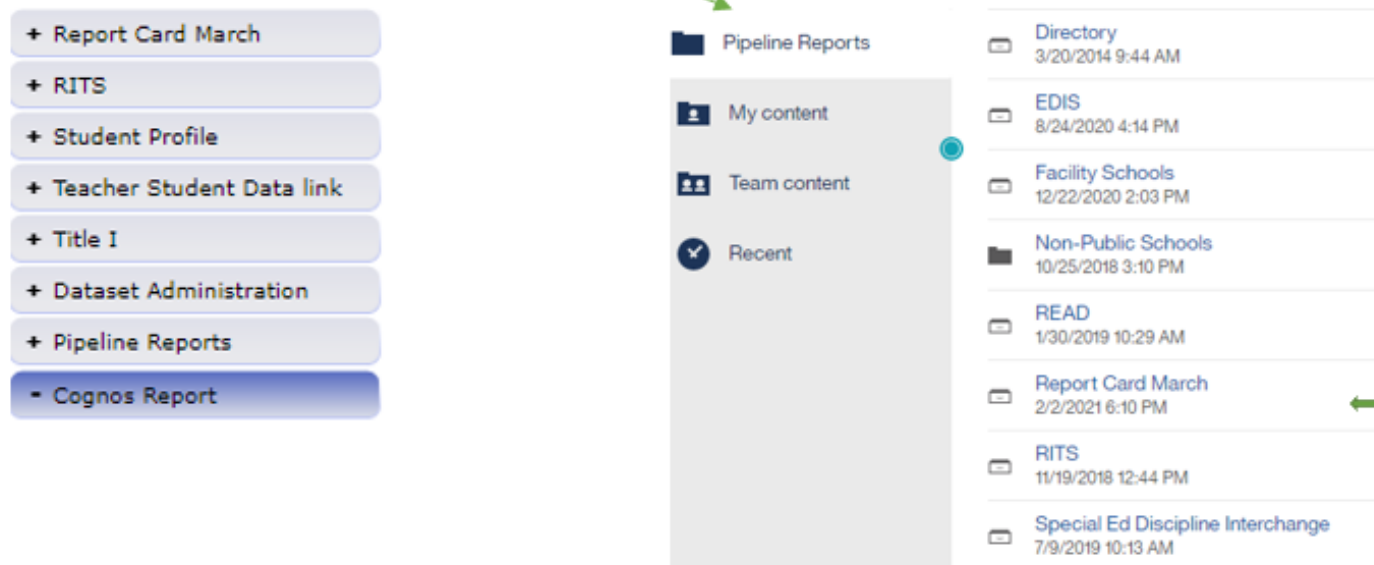
➢There are three reports you may review:

1) Data Summary Report

2) RCM Error Detail Report

3) RCM Error Summary Report

These reports are helpful in locating and correcting any errors. It's highly recommended that you refer to these reports.

Data Summary Report
2/2/2021 6:34 PM

RCM Error Detail Report
2/2/2021 1:34 PM

RCM Error Summary Report
3/19/2014 9:23 AM

➢To review the Cognos Reports do the following:

a. Click on desired report

b. Fill in boxes as previously done

c. Click the "finish button"

Please note that warnings won't prohibit the data from being submitted but you may still want to look the warnings over in addition to correcting the errors.

➢You can view any of the Cognos reports in Excel (or other formats). Simply press the arrow button on the top left-hand side of your screen next to the State/CDE logos and select the format wanted.
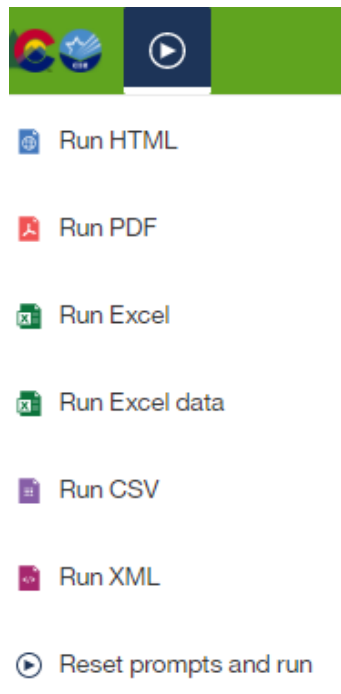
File Upload

Format Checker

Data File Upload

Validation Report

Batch Maintenance

➢ Finally on a last note, you may use the batch maintenance feature to view the status of your file upload.

Batch Maintenance

| Dataset * | Report Card | | File Type * | Report Card | School Year * | 2020-21 |
| Organization/LEA * | 0100-Alamosa RE-11J | | Submitted By Me ☐ | | | |

Submit

Excel

Select	Batch ID	File Name	Record Count	Errors Count	Processed Indicator	Submitted User	Submitted Date	LEA
☐	364663	RCM_Alamosa_Test.xlsx	4	30	Yes	▮▮▮▮	▮▮▮▮	0100-Alamosa RE-11J
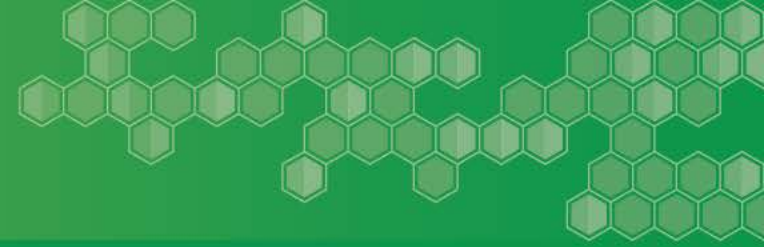
Page 1 of 1 |< < > >| 25 ∨ Per Page   Total No. of Records: 1

➢ The Validation Report will allow you to see error codes, messages and the error count by each type of error.

Error Code	Error Type	Error Message	Count
RC002	E	School Code must be a valid code.	1
RC011	E	Drama or Theatre Flag must be a valid code.	1
RC013	E	Dance Flag must be a valid code.	1
RC015	E	Comprehensive Health Education Flag must be a valid code.	1
RC023	E	Concurrent Enrollment Classes on School Property Flag	1
RC025	E	Opportunities for Civic or Community Engagement Flag must be a valid code.	1

Report Card March-Submission Steps

➢ Once all the data is correct, go to the Status Dashboard (located on the main Data Pipeline page on the left side under the Report Card March link) and press approve/finalize button.

➢ After all the data is submitted, have your district superintendent sign off on the superintendent letter that will come up and email it back to CDE following the instructions that will come with the letter.

Below is what is being certified:

A. The summary reports provided by CDE should be reviewed carefully for completeness and accuracy. The reports will include the data necessary to verify your data for each school.

B. All school systems must submit a verification form, signed by the local superintendent of schools that certifies agreement with the summary data report.

I have reviewed the Report Card Data Summary Reports in their entirety and hereby certify that the data submitted to the Colorado Department of Education for the school year 2019-20 Report Card Data Summary Reports is accurate and complete to the best of my knowledge and belief for use in the Report Card reports.

The key to success is submitting data early! The last day to submit data before the collection closes is April 9th! This is one of the quicker and easier data collections to complete.
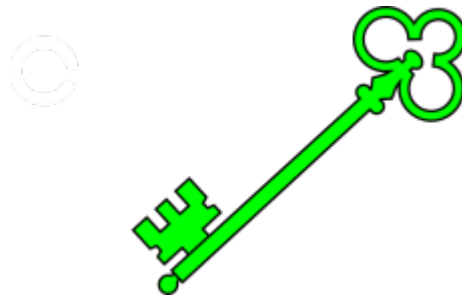
Help!!!

If you discover that you need to make any corrections and need to have your data unlocked, please email Genevieve Hale at hale_g@cde.state.co.us who can unlock your data for you to re-submit however, this all must be done by Friday, April 9th!

Questions?

Report Card March Contact

Genevieve Hale

hale_g@cde.state.co.us