



**COLORADO**  
Department of Education

# WIDA ACCESS and Alternate ACCESS SBD Manual 2025-2026

WIDA ACCESS  
WIDA ACCESS Alternate

Assessment and Accountability Analytics Division  
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## Introduction

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The purpose of this manual is to provide District Data Respondents with an overview of the WIDA ACCESS Data Pipeline Student Biographical Data (SBD) review process. SBDs for other collections are no longer using this process. CMAS SBD will be done within the PearsonACCESS<sup>Next</sup> system. Colorado PSAT/SAT and Dynamic Learning Maps demographics will be submitted via a snapshot from the Student Interchange.

### What is the SBD Review?

SBD reviews provide districts with an opportunity to verify the accuracy of student level demographic and testing administration data prior to public reporting and accountability calculations. The data being reviewed during SBD comes from the WIDA Assessment Management System (AMS). Districts have the opportunity to review data in the vendor system during the testing window, but the WIDA AMS system does not have data verification checks. SBD review gives an opportunity to review the data within the CDE Data Pipeline system and provides additional checks such as State Student Identifier validation.

Once the review is complete, the data for districts that completed their review are updated and loaded back into the vendor system. The updated data are then used in the final data files and reports, as well as in public reporting and accountability calculations (additional details on how this data is used for accountability calculations is included in the “Uses in Accountability” section beginning on page 19).

### SBD Collections

In the 2025-2026 school year, only WIDA ACCESS and ACCESS Alternate will have a separate Data Pipeline Assessment collection. Colorado PSAT/SAT and DLM will have a snapshot from the Student Interchange that will be open during the testing window. Tentative dates for these collections are included in Table 1 below; these dates are subject to change.

Records for assessments that are covered in the same collection will appear in the same data file.

**Table 1. Tentative Dates for SBD Review Windows**

Assessment	SBD Review Window
ACCESS for ELLs® ACCESS for ELLs Alternate	March 16 - 24, 2026
Colorado PSAT/SAT and DLM Student Interchange Snapshot	April 6 <sup>th</sup> - May 8th, 2026
CMAS All Content Areas and CoAlt Science and Social Studies (in PearsonAccess <sup>Next</sup> )	April 6 <sup>th</sup> - May 8th, 2026

### Changes for the 2025-26 SBD Cycle

There are no layout changes to the WIDA ACCESS SBD collection.

Colorado PSAT/SAT and DLM will have a snapshot from the Student Interchange. The [Student Interchange Data Pipeline page](#) has instructions for updating records in the Student School Association and Student Demographic Interchanges. SBD Snapshot supporting documents can be found on the [Assessment SBD Snapshot page](#).

## Data Pipeline

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### Accessing Data Pipeline Collections

Data Pipeline is accessed through CDE's Identity Management System (<https://cdeapps.cde.state.co.us/index.html>). Passwords and access to collections are managed at the district level by a Local Access Manager (LAM). The LAM provides a user with access to Data Pipeline collections and assigns user roles. If there are issues with the LAM providing access to users for the SBD collections, they should complete and submit the [LAM Assistance Request Form](#) or contact Data Pipeline Support. Assessment Division staff cannot provide access to collections for district users.

If you log in to Data Pipeline and do not see the SBD Collection in the menu on the left side of the screen, contact your LAM and ask them to give you access to the appropriate group:

- **ACC:** WIDA ACCESS and ACCESS Alt
- **SBD:** CO PSAT/SAT and DLM Snapshot.

Data Pipeline Assessment collections have three possible user roles:

- **LEA Viewer:** Can only view the data and reports
- **LEA User:** Has the same permissions as the LEA viewer plus can download, edit, and upload data
- **LEA Approver:** Has the same permissions as the LEA user plus can approve data

A user can only have one of the above roles for each collection, but may have different roles across collections. Each SBD collection will require a user to be given the **LEA Approver** role in order to approve and complete the collection.

## SBD Support Helpdesk

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CDE provides a general SBD Support phone number and email address that should be used as the point of contact for all SBD collections. Members of the Assessment Division, Accountability Unit, and Information Management Systems Unit will be available to provide assistance.

**Email Address:** [sbdsupport@cde.state.co.us](mailto:sbdsupport@cde.state.co.us)

**Phone Number:** 720-696-0185

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## Step by Step SBD Guide

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This section provides a step-by-step guide to the WIDA ACCESS SBD process with select screen shots. This section also includes suggestions for best practices for data validation.

A full review of SBD data will include the following steps detailed in this step-by-step guide:

1. Review collection documentation
2. Log in to Data Pipeline
3. Download a Vendor SBD Data Extract
4. Upload data files
5. Review errors and warnings
6. Correct data errors
7. Data validation
8. Submit final data

### Step 1: Review Collection Documentation

- Download and review the [File Layout and Definitions](#) - this document provides the SBD extract layout with field definitions, valid values, and instructions for updating fields
- Download and review the **Business Rules** - this document lists the errors and warnings for the collection



## Step 2: Log in to Data Pipeline

Access Data Pipeline through CDE's [Identity Management System](#) by selecting **Data Pipeline**. See the screenshot below:

### – Data Pipeline

#### 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](#)

#### Resources and Support

[Data Pipeline Home Page](#)

[Data Pipeline Training](#)

[Data Pipeline Contacts](#)

- Once you are logged into Data Pipeline, check the following:
  - Your user role (at the top of the screen)
    - You must have the **LEA Approver** Role to submit the SBD Collection
    - **If your role is not correct, contact your LAM** (CDE cannot assign user roles)
  - Available Collections (on the left side of the screen)
    - If you cannot see the SBD WIDA ACCESS collection:
      - **Contact your LAM** to make sure you are in the correct group (see page 4 for the collection codes)



Feb 13, 2026 | 02:24:18 PM

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- + File Upload
- + Alternative Education
- + At Risk
- + CDIP
- + Designated Agency
- + Directory
- + Discipline
- + EDIS
- + Facility Schools
- + Finance December
- + Instructional Days and Hours
- + Postsecondary Workforce
- + Prevent Harassment
- + READ
- + Report Card March
- + RITS
- + SBD WIDA ACCESS**
- + SBD CMAS**
- + SBD DLM**
- + SBD SAT**
- + School Readiness
- + Staff
- + Student
- + Summer EBT
- + Teacher Student Data link
- + Pipeline Reports
- + Cognos Report

User Role

Navigation menu with available collections



### Step 3: Download a Vendor SBD Data Extract



- On the File Extract Download Screen, select the following options for these fields (the rest will be left as default):
  - File Type:** ACCESS SBD Vendor File
  - School Year:** Current School Year
  - Extract Type:**
    - SBD Extract using Vendor Data: This extract pulls the original student demographics from the vendor file.
    - SBD Extract using Student Interchange: This extract pulls the student demographics from the Student Interchange untagged records and includes calculated values for the Continuous in School and District fields and Date First Enrolled US based on October Count.
  - File Content Type:**
    - CSV - Comma Separated Values
    - Text - Positional Text File
    - Excel - MS Excel (If you are using Excel or Access, use this option rather than CSV)
  - Click on **Download Standard Extract**
  - Save the downloaded file to your local network or computer.

#### File Extract Download

File Type \*  School Year \*  Organization/LEA \*

Batch ID  Extract Type  File Content Type

Records Edited Online

Fields marked with \* are mandatory

Download Standard Extract

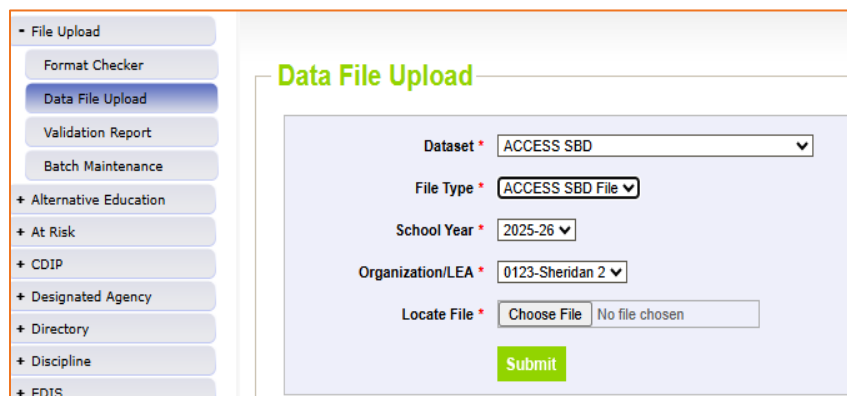
#### Data Quality Tips:

- Depending on your district clean up and data procedures, one of these extracts may be more accurate than the other. CDE suggests downloading both, if there are issues with switched SASIDs or duplicate records the original vendor data may provide clues to resolve these issues as the Interchange Extract overwrites student information based on the provided SASID.
- Establish a naming convention to help keep track of the data files. For Example: ACCESS\_Initial\_Vendor\_Data\_032026.xls.

## Step 4: Upload Data Files

For most districts, the best way to start your SBD review is to upload the initial Vendor SBD Data Extract with no edits. You will get an immediate sense of how clean the data are by the number of errors in the initial file. Uploading also allows access to the **Edit Records Screen** and the COGNOS summary reports

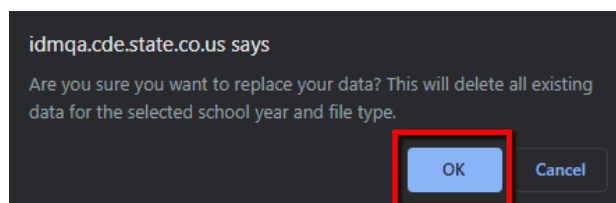
- Upload the Vendor **SBD** Data Extract
  - Select **File Upload** on the navigation menu
  - Select **Data File Upload**
  - Select the following options for each field
    - **Dataset:** WIDA ACCESS SBD
    - **File Type:** WIDA ACCESS SBD File
    - **School Year:** Current School Year
    - **Organization:** will default to your district
  - Click on **Choose File** and navigate to the file you want to upload
  - Click **Submit**
    - There will be a pop-up warning that you are replacing your data. This upload only overwrites any other uploads you have made, not the original vendor data. You can always start over by downloading a vendor file again. Click OK to continue.



The screenshot shows the 'Data File Upload' interface. On the left is a navigation menu with options: File Upload, Format Checker, Data File Upload (highlighted), Validation Report, Batch Maintenance, Alternative Education, At Risk, CDIP, Designated Agency, Directory, Discipline, and EDIS. The main area is titled 'Data File Upload' and contains the following fields:

- Dataset \***: ACCESS SBD
- File Type \***: ACCESS SBD File
- School Year \***: 2025-26
- Organization/LEA \***: 0123-Sheridan 2
- Locate File \***: Choose File (No file chosen)

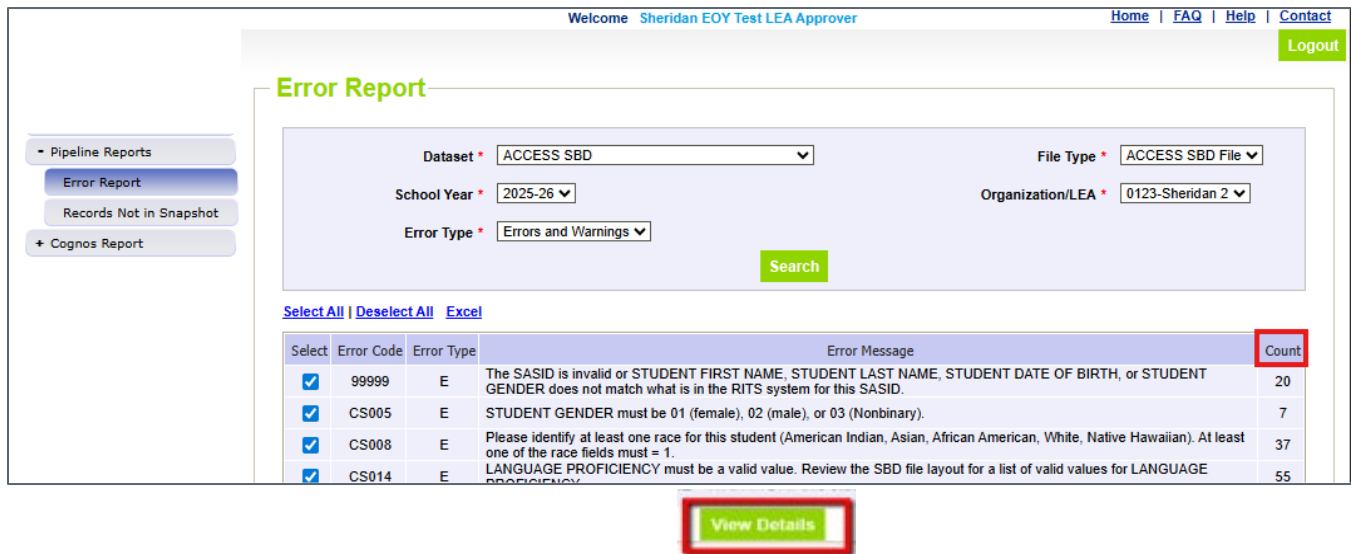
A green **Submit** button is located at the bottom of the form.



- After submission you will receive two emails:
  - **Submission Notification**
  - **File Upload Summary:** Notification of a successful file upload as well as the number of errors and warnings triggered by the file.
  - 
  - If you receive an email with the subject line “**Data Pipeline File Upload Errors**”, refer to the troubleshooting suggestions on page 22.

## Step 5: Review Errors and Warnings

- Once the file is uploaded, you can find the number of each error type in two places:
  - Pipeline Report**
    - Select **Pipeline Reports** on the navigation menu
      - Dataset:** ACCESS SBD
      - File Type:** ACCESS SBD File
      - School Year:** Current School Year
      - Organization:** will default to your district
  - COGNOS Error Summary Report** (see page 16 for details on the COGNOS reports)
  - All reports will give the error code, type (warning vs. error), error message, and count.



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**Error Report**

Dataset \* ACCESS SBD File Type \* ACCESS SBD File

School Year \* 2025-26 Organization/LEA \* 0123-Sheridan 2

Error Type \* Errors and Warnings [Search](#)

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

Select	Error Code	Error Type	Error Message	Count
<input checked="" type="checkbox"/>	99999	E	The SASID is invalid or STUDENT FIRST NAME, STUDENT LAST NAME, STUDENT DATE OF BIRTH, or STUDENT GENDER does not match what is in the RITS system for this SASID.	20
<input checked="" type="checkbox"/>	CS005	E	STUDENT GENDER must be 01 (female), 02 (male), or 03 (Nonbinary).	7
<input checked="" type="checkbox"/>	CS008	E	Please identify at least one race for this student (American Indian, Asian, African American, White, Native Hawaiian). At least one of the race fields must = 1.	37
<input checked="" type="checkbox"/>	CS014	E	LANGUAGE PROFICIENCY must be a valid value. Review the SBD file layout for a list of valid values for LANGUAGE PROFICIENCY.	55

[View Details](#)

If you have no errors in the Vendor SBD Extract, congratulations! You can skip to **Step 7: Data Validation**.

If you have errors, there are three options for identifying specific error records:

- Download the **COGNOS Error Detail Report** (page 18)
- Click on the **View Details** button on the bottom of the page in the **Pipeline Report**. This page is separated into two sections:
  - Detail Errors:** This section lists errors and warnings that are associated with a specific record in the file. For example, a record that has an invalid value for Free/Reduced Lunch will be identified in this section.
  - Global Errors:** This section lists errors and warnings that are associated with all the records in the file or all records for a school. For example, if less than 80% of the students are coded as Continuous in District.
- Go to the **Edit Records Page**
  - Select **Edit Records** under the appropriate assessment
  - Use the same options for each field as the **Validation Report** above.
  - Use filters to view only records with errors
  - Fields with errors within a record are shaded red and warnings are shaded yellow
  - Hovering your mouse over the highlighted field will display the error message text



### Edit Record

File Type*	ACCESS SBD File	School Year*	2025-26	Organization/LEA*	0123-Sheridan 2
Batch ID*	778716 - 02/12/2026 02:23 PM	Error Records	All	SASID Errors	All

Fields marked with \* are mandatory

Responsible School Code	All	Responsible School Name	
Grade Level	All	SASID	
Student Last Name			

**Search**

## Step 6: Correct Data Errors

There are two methods for correcting errors:

1. Correct data errors in the **Vendor SBD Extract**. This method is recommended for most districts as a first step and is the best way to make many changes at once. Either the SBD Extract with Vendor Data or the SBD Extract using Student Profile can be used as a starting point.
  - Use the **COGNOS Error Detail Report** or **Data Pipeline Reports View Details** screen to identify records with fields in error
  - Open the Vendor SBD Extract in your chosen program
  - Update the data in each record to correct errors
    - Start with **SASID Validation Errors (99999)** as these may require investigation using the RITS system or other district databases
    - Use the **Data File Layout and Field Definitions** document to find valid values and field specific rules
    - **Repeat Steps 4-6** until all errors are resolved
      - If you have issues loading the file after editing, see **Troubleshooting** (Page 19)
      - If there are only a few errors left, the Edit Records page can be used rather than uploading a new file
      - If there are errors that cannot be cleared (for example RITS errors for Homeschool students) or errors that you think are incorrect, contact **SBD Support**
  - **Do not delete or change data in fields that are marked as NO in the updateable column in the Data File Layout**

Any data that is changed in these fields will be ignored and the original values will be used.

2. Correct data errors using the **Edit Records** page. This method is best for districts with a small number of records or when cleaning up a small number of errors.
  - Select the check box next to record that you would like to edit
  - Update fields with errors or warnings to the correct field value
    - This can be done for multiple fields within a record and multiple records on a page

**Edit Record (2025-26) : 0123-Sheridan 2**

Sort Order

#1  #2  #3

Fields shown in RED have an error

Total # of Records : 339

	# Sequence Number	Responsible District Code	Responsible District Name	Responsible School Code	Responsible School Name	Grade Level	
<input type="checkbox"/>	3	8227384	0123	Sheridan 2	7837	Fort Logan Northgate	03-Third Grade
<input type="checkbox"/>	4	8229231	0123	Sheridan 2	7837	Fort Logan Northgate	07-Seventh Grade

- Check the box next to record you would like to edit

- Correct the data in the fields highlighted in red. (Fields highlighted in yellow are warnings).
- Make sure that the box along the left-hand side is checked, and then click “Save” to save the edits

## Step 7: Data Validation

**Data Pipeline errors can only check for certain types of data errors.** They can check for valid values, fields that are internally related (such as Language Proficiency, Language Background, and Language Instruction Program) or fields based on October Count data (such as Continuous in District or Date First Enrolled US).

The Data Pipeline cannot validate the demographic data for accuracy. The following section has some suggestions for how to validate the accuracy of your data beyond clearing errors.

- Compare the **SBD Final Summary Report** (page 17) to last year's data
  - This report lists all the SBD fields with discreet values and the distribution of students with each value (this does not include date fields).
  - Compare the report to summary reports from the previous year's data to determine if the numbers are similar to the previous year.

Large fluctuations in the number of students in a category could indicate an issue with coding (such as mixing up race/ethnicity codes) or incorrect data in the vendor system or student interchange.

- Review invalidations for accuracy
  - WIDA ACCESS assessments are not included in the accountability participation calculations, so it is not necessary to assign an invalidation code for all non-testers. The Do Not Score fields should only be used for students who took a test but should not have due to a misidentification or other error with the test administration.

If any changes need to be made, go back to **Step 6** to make corrections.



## Step 8: Submit SBD Data

Having zero errors does not mean that the collection is complete. Data must be submitted to CDE for the changes to be saved!

- Download an SBD Data Extract to keep for your records
  - Follow the instructions from **Step 2** but select **File Type: ACCESS SBD Extract**
- Select **Status Dashboard** under the assessment on the Navigation menu
- Select **Status Dashboard** under the assessment menu
- On the Status Dashboard screen select the following options:
  - **File Type:** ACCESS SBD File
  - **School Year:** Current School Year
  - **Organization/LEA:** Will default to your district
  - Click **Submit**

Feb 18, 2026 | 11:45:02 AM

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### Status Dashboard

File Type \* ACCESS SBD File

School Year \* 2025-26

Organization/LEA \* 0123-Sheridan 2

Submit

- + File Upload
- + Alternative Education
- + At Risk
- + CDIP
- + Designated Agency
- + Directory
- + Discipline
- + EDIS
- + Facility Schools
- + Finance December
- + Instructional Days and Hours
- + Postsecondary Workforce
- + Prevent Harassment
- + READ
- + Report Card March
- + RITS
- SBD WIDA ACCESS
- Status Dashboard**
- Edit Record
- File Extract Download

- Review information on the Status Dashboard screen.
  - **Data Exists:**
    - Y: The district has uploaded the SBD data to Data Pipeline.
    - N: The district has not uploaded SBD data to Data Pipeline.
  - **Validation Errors:** Number of errors in the SBD Data
    - Must be zero unless **SBD Support** has ignored errors.
  - **Data Locked:**
    - Y: Data have already been submitted and are locked - To get data unlocked, contact **SBD Support**.
    - N: Data are not locked for editing.
  - **LEA Comments:** Space for LEA to write comments.
  - **Overall Status:**
    - P: Data submission is pending.
    - A: Data submission is complete.
  - **RITS Errors:** Number of errors in the data that do not match the RITS system.
    - This must be zero unless **SBD Support** has ignored errors.
  - **Last Updated Date:** This is the date of the latest data activity.
  - **State Comments:** SBD Support will fill out this field to document when errors are ignored.

## ACCESS SBD File Status Dashboard (2025-26) : 0123-Sheridan 2

Data Exists	<input type="text" value="Y"/>	Overall Status	<input type="text" value="P"/>
Validation Errors	<input type="text" value="896"/>	RITS Errors	<input type="text" value="20"/>
Data Locked	<input type="text" value="N"/>	Last Updated Date	02/12/2026 02:24 PM
LEA Comments	<input type="text"/>	State Comments	<input type="text"/>

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

### Data Validation Tips: Ignoring Errors

If there is an error that cannot be cleared, SBD Support can ignore the error. Before contacting SBD Support, please check the following:

- All other errors have been handled
- No further data edits are needed

**If a new file is uploaded after errors have been ignored, the status will be reset and you will have to contact SBD Support again.**

When all errors are cleared or ignored and you are ready to approve your data, click on the Submit to CDE button. If you do not see the option to Submit to CDE, verify that you have the LEA Approver Role and contact your LAM if you do not. Next, confirm your approval by clicking Yes in the pop-up window. Congratulations, you've completed SBD!

If your data were submitted successfully, you will receive an email from Data Pipeline with a subject "Records are Submitted by District". If you do not receive this email, then there was an error that prevented the data from submitting. Please contact SBD Support for assistance in identifying the issue.

If you need to make additional changes after approval, contact SBD Support to request that your data be unlocked. If your data are unlocked, you must go through the submission steps (Step 8) again after making changes for your changes to be saved.

## Moving Students

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### Moving Students between Districts

Students cannot be moved from one district to another without approval from the receiving district. If a student appears in your district, but was enrolled in a different district **during testing**, you must submit a **Failsafe** document to CDE through the Syncplicity file sharing program and send an email to **SBD Support** so that there is a record that the failsafe was sent. If the student tested in another district, this will create a duplicate record in the WIDA ACCESS data that will appear in the other district's data. CDE will resolve these cases with DRC.

If you are missing a student that you believe should be in your district, you can check RITS for other possible enrollments. If the student is enrolled in your district in RITS and you have no other information on where they might be, contact **SBD Support** for assistance.

## Invalidations

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The **Data File Layout and Definitions** documents have details on invalidations for each collection. The following list includes links for the collection specific documentation on the correct usage of each code. These documents are intended to be used by the school and district at the time of testing but can be useful during SBD for validation.

- WIDA ACCESS [Colorado Assessment Resources](#)



## COGNOS Reports

COGNOS reports provide summaries of data and errors that can help with data validation and error correction. The link to the COGNOS reports is at the bottom of the navigation menu on the left of the Data Pipeline page. The COGNOS system has been upgraded recently. This document provides instructions on viewing and downloaded reports in the new system:

<http://www.cde.state.co.us/datapipeline/cognosreportupgrade>.

**Table 2. COGNOS Reports List**

Name of report	Content/Function
SBD Error Summary Report	This report shows a count of records with an error or warning in the <b><u>most recently uploaded SBD file</u></b> .
SBD Error Detail Report	This report shows every record that has an error or warning in the <b><u>most recently uploaded SBD file</u></b> . Each record in the report shows the error or warning followed by the entire SBD record.  <b>HINT:</b> This report can be converted to an Excel file making it easier to sort and search.
Accountability Comparison Report	This report compares CDE’s calculated value to the value in the <b><u>initial data</u></b> of the following accountability fields: <ul style="list-style-type: none"> <li>• Date First Enrolled in US</li> <li>• Continuous in District</li> <li>• Continuous in School</li> </ul> <p>This is a good report to use if you want to see the CDE calculated values for these three fields especially if you are getting errors telling you that the CDE calculated values do not align with the value you want to load in the SBD file.</p>
SBD Initial Summary Report	This report shows a summary of the data from the <b><u>vendor file</u></b> organized by school, grade, and content area.  The summary report shows the distribution for each field and value in the SBD collection.
SBD Final Summary Report	This report shows a summary of the data from the <b><u>most recently uploaded SBD file</u></b> organized by school, grade, and content area  The summary report shows the distribution for each field and value in the SBD collection.
Pre-SBD and Post SBD Comparison Report	This report compares the Initial and Final Summary reports to help confirm where changes were made during SBD.



Name of report	Content/Function
SBD Data Quality Summary Report	<p>A summary of missing and invalid values for the following demographics:</p> <ul style="list-style-type: none"><li>• Continuous in District</li><li>• Continuous in School</li><li>• Expelled</li><li>• Federal Race</li><li>• Free/Reduced Lunch Eligible</li><li>• Gender</li><li>• Grade</li><li>• Language Proficiency</li><li>• SASID</li></ul>

## Troubleshooting

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This section covers some common issues that districts encounter during SBD. Please check this section before contacting the SBD Support Line.

### Issues with the Data File Upload

Some of the most common issues are errors on the data file upload. If you receive an email after uploading a file with the subject “Data File Upload Errors”, please start by checking the Error Details at the bottom of the email. The following are some common errors that cause the upload to fail:

- If data in a field are too long for the layout, the email will point to the record and field that needs to be changed.
- The data file layout has been changed in your upload file.
  - Fields cannot be added or deleted from the SBD file extract.
- Records have been deleted.
  - Records cannot be removed from your SBD file by deleting them from the upload. The number of records must be the same in the upload as it was in the initial downloaded file.
- The header row has been deleted.
- The formatting of the fields has been changed (e.g. adding alpha characters to a number only field).
  - Use the **Format Checker** in Data Pipeline to confirm that the format of the file is still correct after opening and saving the file.
    - Select **File Upload** in the navigation menu
    - Select **Format Checker**
    - Select the **Dataset**, **File Type**, and current school year
    - Click on **Choose File** to navigate to the file you are trying to upload
    - Review the report to find any fields that are not the correct format

**TIP:** Opening a .csv file in Excel will remove all formatting, including leading zeros. If you are planning to use Excel for your review, make sure to use the Excel version of the SBD file.

If you have checked all of these cases and did not find any issue with your file, please contact **SBD Support**.



Feb 18, 2026 | 12:18:09 PM

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- File Upload
  - Format Checker**
  - Data File Upload
  - Validation Report
  - Batch Maintenance
- + Alternative Education
- + At Risk
- + CDIP
- + Designated Agency
- + Directory
- + Discipline
- + EDIS
- + Facility Schools
- + Finance December
- + Instructional Days and Hours
- + Postsecondary Workforce
- + Prevent Harassment
- + READ
- + Report Card March
- + RITS
- + SBD WIDA ACCESS
- + SBD CMAS
- + SBD DLM
- + SBD SAT
- + School Readiness

### Format Checker

Dataset \* ACCESS SBD

File Type \* ACCESS SBD File

School Year \* 2025-26

File Name \* Choose File | No file chosen

**Upload**

Data Element Name	Excel Column	Data Element Length	Original Length From File	Result
Sequence Access	A2	7	7	Pass
District Code	B2	4	4	Pass
District Name Access	C2	50	10	Pass
School Code	D2	4	4	Pass
School Name Access	E2	50	20	Pass
Grade Access	F2	2	2	Pass
Sasid	G2	10	10	Pass
Lasid	H2	15	10	Pass
Last Name Access	I2	30	12	Pass
First Name Access	J2	30	5	Pass
Middle Name Access	K2	30	8	Pass

## Issues Clearing Errors

There are some cases where it is difficult to clear an error or it seems like an error is being applied incorrectly. In this case go through the following steps:

- Check the error message and field definition.
  - There are some cases where an error will be triggered because usually the situation is not allowed and changing these data requires further review or changes in other fields (usually for changes that will invalidate a record). The error message will instruct you to contact **SBD Support**.
- If you are missing required fields, check the Student Interchange data or your local database for the correct data.
  - **Do not make up data or give all students the same value just to clear an error. Doing so could negatively impact your reports and accountability calculations.**
- If the data are accurate but the error persists, contact **SBD Support** to determine if your errors need to be ignored.
  - Be sure that your data are validated and the only errors left on your file are the ones that you would like to be ignored.
  - If you upload another file after errors are ignored, you will have to contact **SBD Support** to have the errors ignored again.
- Warnings
  - Warnings should be reviewed to make sure that the data triggering the warning are correct.
  - Some warnings are for informational purposes only; they will not prevent you from submitting (for example there is a warning to check the number and percent of students coded as Parent Excuse in CMAS so that users are alerted to any possible issues in coding).
  - Please do not contact **SBD Support** to “clear” warnings.

## Uses in Accountability

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The SBD process is important for school and district accountability because it informs how student records are coded and reported in the [School and District Performance Frameworks](#) (SPF/DPF) and informs [federal identification](#) (e.g., Comprehensive Support, Targeted Support, and Additional Targeted Support) calculations. This section describes the ways these data are used by the state to calculate achievement, growth, and participation results, and identify schools and districts under the state and federal system. For additional information on how SPF/DPF data is calculated, see the [Calculation Guidebook](#).

### Impact of Test Administration Codes on Achievement and Growth Calculations

The calculations used to inform state and federal identifications only reflect student outcomes that are considered valid under state and federal accountability policies. Invalid records are identified based on information provided to CDE during the test administration window or during SBD. There are a series of exclusion rules that remove a student record from state and federal achievement and growth calculations (i.e., not included in the denominator for accountability calculations). Excluded records include students who meet one or more of the following conditions:

- **Not Continuously Enrolled:** Calculations only reflect outcomes for students who were continuously enrolled from October Count through the testing window. For the DPF, this means students who were continuously enrolled within the district, either at the same school or at multiple schools within the district. For the SPF, this means students enrolled at the same school from October Count to testing. This is described in more detail in the section titled “Impact of Continuous or Not Continuous Codes on Performance Framework Calculations”.
- **Test Invalid:** Achievement and growth calculations only reflect student outcomes that are considered valid under state and federal accountability policies, either during the test window or during SBD (for example, students who did not complete the assessment and did not receive a score would not be included in calculations).
- **Expelled:** School calculations do not include results for students who were reported as expelled during the test window. For districts, there are no conditions on expulsion status because the district is still obligated to provide services to expelled students.
- **Void Grade Level Information:** For a test record to be included in performance framework calculations, the grade level information associated with the record must be consistent with the grade level information listed in the official directory maintained by CDE. If the grade level information is not consistent, test records are not included in framework calculations. For example, if a test record lists a student as a 7th grader but the directory information for the school associated with the record shows that the school only serves students in grades K-5, the record will be excluded from framework calculations.
- **Detention Facility:** Records associated with schools designated as detention facilities in the CDE directory are not included in performance framework calculations.
- **Home-Based Education:** Records associated with schools designated as home options programs are not included in performance framework calculations.
- **Tested Off-Grade:** CDE has established criteria for what tests are to be administered to students at each grade level. Performance frameworks do not include test results for students who completed a test that was not intended to be administered to students at their grade level.
- **Void District/School Association:** Performance frameworks do not include test records that are not associated with a valid district code or are coded in a way that reflects an invalid relationship between a school code and a district code. For instance, a test record may have a school code that according to the directory should be associated with a certain district, but



instead the record itself identifies it as being associated with a different district. These types of records are identified by cross-referencing the district and school code information associated with the assessment results against the information in the official CDE directory.

- **No Score:** Students may meet all the criteria to be included in performance framework calculations but nevertheless have no actual test result to be included (e.g., no scale score is associated with the record).
- **No Student Growth Percentile:** Students may meet all the criteria to be included in performance framework calculations but do not have enough data to calculate a growth percentile. To receive a growth percentile, a student must have valid assessment outcomes for at least two consecutive years, and the scores must follow the normal grade progression.

### **Impact of Continuous or Not Continuous Codes on Performance Framework Calculations**

For a student to be included in achievement and growth calculations, the record must be labeled as “continuous” during the SBD process. The state will automatically label students as either continuous or not continuous based on these conditions:

- **Continuous:** For schools, students who were enrolled in the same school/district for October Count and during testing. For districts, students who were enrolled in the same school or multiple schools within the same district for October Count and during testing.
- **Not Continuous:** Students who have a different October Count and testing school/district.

In general, the performance framework should reflect data for students who have been continuously enrolled in the same school from October Count (i.e., the beginning of the year) through testing (i.e. the end of the year).

There are some possible exceptions to this rule, including:

*Continuous absence policies.* Some districts have their own local policies around disenrolling students after a certain number of continuous absences. In these instances, the state does allow districts the opportunity to overwrite the state-calculated values for this field based on their local student information systems and code these students as not continuous.

*Expulsions:* For schools, students who are expelled during the school year are automatically counted as not continuous and are not included in accountability calculations. For the district, these students are marked as continuous (because the district is still obligated to provide services to expelled students) and, thus, are included in district accountability calculations.

During SBD, the district should check to make sure the state calculations accurately reflect whether a student was continuously enrolled in the district and/or school. This ensures that student’s performance results are included in school and district performance frameworks. As mentioned in the Cognos Reports section, the Accountability Comparison Reports and the SBD Data Quality Summary Report can be used to validate students reported as continuous in school, continuous in district, and/or expelled.

### **Impact of Student Demographic Codes on Performance Framework Calculations**

For each grade range and subject area, the performance framework reports include performance results for all students, Multilingual Learners, students qualifying for free or reduced-price lunch, minority students, and students with disabilities. The following definitions are used to determine whether a student falls into one of these student groups:

- **All Students:** All students who received a valid score at the designated grade level and subject area. No demographic information needs to be referenced to identify a student in this group.



- **Multilingual Learners:** All students reported as Non-English Proficient (NEP), Limited English Proficient (LEP), Fully English Proficient (FEP - Monitor Year 1; FEP - Monitor Year 2; FEP - Exited Year 1, and FEP - Exited Year 2).
- **Free/Reduced Price Lunch Eligible Students:** All students who were reported as eligible for free or reduced-price lunch.
- **Minority Students:** All students who were reported as having a racial or ethnic background other than White.
- **Students with Disabilities:** All students who were reported as having an Individualized Education Program (IEP).

During SBD, the district should check to make sure student language proficiency, federal race, free/reduced price lunch eligible, and grade accurately match the reported student SASID. This will ensure student performance for the various student groups are reported accurately in state accountability data reports. Schools and districts can use the SBD Data Quality Summary Report (described in the Cognos Reports section) to validate student demographic data.

For additional questions about state accountability or performance frameworks, email [accountability@cde.state.co.us](mailto:accountability@cde.state.co.us). For questions about federal accountability and ESSA identifications, email [ESSAquestions@cde.state.co.us](mailto:ESSAquestions@cde.state.co.us).