Cross LEA Validation – Error SE709 Instructions

The students listed were reported as transfers to a detention center within the district (Exit Code=12) in a prior year and were reported as attending another Colorado school district in the current year. Required action: District with exit 12 in prior year needs to enter adjustment 41.

Using the information provided in the report titled **"EOY Cross LEA Edit Report"**, you will need to create a row in your current adjustment file with a membership base adjustment for each student listed. You should be able to pull the students last reported record from the information in the EOY Cross LEA Edit Report. Please use adjustment justification code 41 for these students.

Example:
Assume your district number is 9999 and the following entry appears on the EOY Cross LEA Edit Report below:

Error Code	Error Message	District Code	SASID	Student's Last Name	Student's First Name	Student's Gender	Student's Birth Date	Adjustment Justification Code	School Code	School Year	Remaining fields for current year information
SE809	The students listed were reported as transfers to a detention center within the district (Exit Code=12) in a prior year and were reported as attending another Colorado school district in the current year. Required action: District with exit 12 in prior year needs to enter adjustment 41.	9999	1234567891	SMITH	JOHN	02	1231995		1234	2014	…

You would need to copy the above information into an adjustment record for John Smith in the adjustment file. Below is an example of the values which should be used for the adjustment file. These values can be copied directly from the **EOY Cross LEA Edit Report**.

Adjustment Field Name	Value from report
District Code	**9999**
SASID	**1234567891**
Last Name Student	**SMITH**
First Name Student	**JOHN**
Gender	**02**
Birth Date	**12311995**
Adjustment Justification Code	**41**
Adjustment School Code	**1234** *Copy the value in the School Code column of the Error Report.* (This is the school John attended when he dropped out)
Adjustment Year	**2014** *Copy the value in the School Year column of the Error Report.* (This is the School Year code of the year in question)

By performing this membership base adjustment, submitting the adjustment file and recreating the Student End of Year snapshot, the student will be removed from the membership base (or cohort) for his or her graduating class. This will increase the graduation and completion rates for your district/school for the year in which the student would have graduated.