

### **Cross LEA Validation – SE802 Instructions**

Our post-collection research has revealed that the students listed on the EOY Cross LEA Edit Report have been reported in the current school year as a graduate or completer in your district and as a graduate, completer, or continuing to the next school year in another district. Required action: Districts will need to work together to figure out who would get credit for the student and then one would code as a graduate/completer the other as transfer (exit type=13).

Please run the “EOY Contact List” report under the Student End of the Year Cognos reports to identify the other district’s respondent. Once the issue is resolved, one or both of your organizations will need to change the student’s exit type code (and potentially the retention code) for this student in your current student school association file. There are several possible scenarios that may have caused this situation.

1. The student has been designated as Special Education status and will be receiving transition services from District B in subsequent years. In this case, the student should NOT be listed as graduating or completing in the current school year. Instead, s/he should be reported as transferring from district A (change exit type to 13), and transferring to district B (use entry type 13). District B should report the student as a retained 12<sup>th</sup> grader until s/he completes the transition services program or turns 21.
2. The student really did graduate or complete in district A, then enrolled in district B. In general, CDE does not provide state funding for a student who has already graduated, but does provide funding for a student who received a GED and then later decides to pursue a diploma.
3. In a case that District A is assigning type 94, (student exited the district and received a GED certificate in the current school year) District A was not aware that the student attended another Colorado public school before receiving his or her GED certificate. It will increase the graduation rate for District A if the student’s exit type is changed from 94 to 13.
4. The student may have exited several districts during the school year before ultimately receiving a GED certificate. In this case, only the last district attended should code the student as a GED recipient/completer (Exit 93 for district-run GED programs or 94 for independent GED programs). All other districts attended by the student should use exit code 13 (transfer to another Colorado school district).
5. Two distinct students are sharing a single SASID. If none of the four scenarios above are true, it may be worth confirming the first, middle, and last name, as well as the date of birth for the student using your respective student files (birth certificate, enrollment documents, etc).