



## Student End of Year: Adjustments

### Overview:

If a school district receives notification that a student reported as not exiting, dropout, expulsion, or HSED Transfer during a prior year is completing their education or has completed their education through another education agency, a cohort membership base adjustment can be made. These records are most commonly used during the Cross LEA phase of the Student End of Year (SEY) collection to address SE700 series errors, but can be added at any point during the collection cycle.

Adjustment records are only used for 7<sup>th</sup>-12<sup>th</sup> grade students who attended the district in a prior year and did not attend the district in the current year. These students do not have a record in the current year student end of year collection. Adjustments can only be made for a student reported as not exiting, dropout, expulsion, or HSED Transfer from a school administered by the reporting district (Exit Types 00, 40, 50, or 70).

### Adjustment Determination:

Use the following questions to help determine if an adjustment record is needed for a student.

- Is this student receiving a SE700 series error that indicates an adjustment record should be used? (SE703, SE704, SE706)
  - If yes, create an adjustment record for the student based upon the error message using the adjustment justification code matching their circumstances.
    - SE703 indicates a student with an adjustment record in the current year who was reported attending another Colorado district in the current reporting year.
    - SE704 indicates a student with Exit 40, 50, or 70 in a prior year who received a HSED in the current year.
    - SE706 indicates a student with Exit 18, 19, 21, 26, or 30 in a prior year who received a HSED in the current year.
- Did this student exit your district in a prior year with Exit Type 00, 40, 50, or 70, was not enrolled in the current year, and your district has received notification they are continuing their education elsewhere, have completed their education, or received their HSED?
  - If yes, create an adjustment record for this student based upon their final exit type in your district and the adjustment code matching their circumstance.
- Did this student exit your district with Exit Type 00, 40, 50, or 70 in a prior year, but has returned in the current year to continue their education?
  - These students should not have adjustment records. Review the [Student School Association file layout](#) to determine the appropriate entry type code for this student.
- Was this student previously reported as not exiting (Exit Type 00) during the adjustment year, but the district awarded the student a diploma during the adjustment year and the student did not attend school in the current year?
  - If yes, create an adjustment record indicating this student was a misreported graduate. Note: graduating students with an AYG of 2021 or beyond must have reported graduation guidelines measures in English and Math.

### Adjustment Record Guidance:

When adding an adjustment record for a student to your adjustment file it is crucial that you know the final school exit type, final school exit date, and final school code of the student for whom you are adding the



adjustment record. These pieces of information will help determine the three critical elements of the adjustment record for the student as all other data elements on this file are student identification information.

Adjustment Justification Code: This code describes the specific circumstances of the adjustment and corresponds to the exit type being adjusted for the student. The adjustment code updates the cohort membership base for the district/school. Please see the adjustment file layout posted on the [Student End of Year webpage](#) for detailed descriptions of all adjustment codes/scenarios.

Adjustment School Code: This is the school code for the last school attended by the student in your district.

Adjustment Year: This is the school year that the student’s final school exit date falls within. School year is represented by the year of the Spring semester. For example, 2019-2020 would be represented as ‘2020’ for the adjustment year. Any exit date that falls within the 2019-2020 school year is represented as ‘2020’ for the adjustment year on the student’s adjustment record. (12/10/2019 uses adjustment year 2020 and 03/31/2020 uses adjustment year 2020)

Utilize the adjustment file template found on the [Student End of Year webpage](#) to create an adjustment file with one record per student needing an adjustment.

District Code	SASID	Student First Name	Student Last Name	Student Gender	Student Birth Date	Adjustment Justification Code	Adjustment School Code	Adjustment Year
1234	1234567890	Sample	Student	01	01/01/2003	42	4321	2020

### Uploading Adjustment File:

1. Login to [Data Pipeline](#)
2. Select *File Upload*
3. Select *Data File Upload*
4. Complete the Dropdown menus, indicating the specific file you are uploading.
  - a. Dataset = Student Profile
  - b. File Type = Adjustments
  - c. School Year = SEY collection year
  - d. Organization/LEA = Your district
  - e. File Name: Choose File → Select file from your computer
    - i. .csv, .xls, .xlsx
    - ii. Spaces are not allowed in the file name
  - f. Upload Type = Append or Replace
    - i. Relace is recommended
5. Select *Submit*