

# Cross LEA Phase Instructions

## Student End of Year (SEY) Snapshot



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## Cross LEA Phase

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### Overview

The Cross-LEA Validation phase is the second phase of the Student End of Year data collection. This phase is designed to assist districts in data validation and reconcile coding related to graduates/completers/dropouts. During this phase additional business rules are activated causing districts to receive new errors/warnings to resolve. These errors/warnings require districts to review exit codes for students, work with other districts to resolve issues, and load adjustments when needed. The newly activated business rules for this phase are the SE700 and SE800 series business rules. All business rules in the SE001-SE400 series remain active and must also be resolved if they arise. See the student end of year business rules posted on the [SEY website](#) for details about each error/warning.

Although districts can update any data field during the Cross-LEA phase, the following information is the primary focus when resolving errors/warnings and validating data:

- Student Entry/Exit dates and types
- Ensure any necessary SASID merges are resolved
- Update summer graduate/completer exit types
- Ensure correct retention code usage
  - Academic, Postsecondary Programs, SPED Transition
- Verify student demographic information
  - Homeless status, postsecondary program codes, FRL status, Military Enlisted, Military Connected, etc.

Data elements from the Student Interchange files are combined, along with a few additional data fields/internal flags, to create the SEY snapshot. See the [Student Interchange website](#) for complete Student Demographic, Student School Association, Graduation Guidelines, and Adjustments file layouts. See the [Student End of Year website](#) for the SEY file layout which shows the source file (interchange file) is associated with each data field.

The Cross LEA phase begins mid-September and ends early October. See the collection timeline posted on the [SEY website](#) for specific dates.

### District Requirements

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All districts will have some action to take during this phase of the collection, even if they do not have any new errors that were triggered when the SE700 and SE800 series business rules were enabled.

#### Minimum Required Action:

- Review warnings.
- Verify student demographic counts.
- Review graduation/completion rates, dropout rates, mobility/stability rates.
- Create at least one SEY snapshot.
- Submit error-free snapshot by the Cross-LEA Phase deadline.

#### Required Action for Districts with Errors:

- Review errors and warnings
- Update information on Student Interchange files as needed to resolve errors.
- Create a SEY snapshot to clear errors based on updated information.
- Review graduation/completion rates, dropout rates, mobility/stability rates.
- Verify student demographic counts.
- Submit error-free snapshot by the Cross-LEA Phase deadline.

## Cross LEA Steps

1. Review cross validation errors and warnings
2. Edit student records as needed to resolve snapshot errors/warnings (DEM, SSA, GG)
  - a. Update Title I Interchange for targeted assistance schools as needed.
  - b. Upload Special Education IEP interchange files as needed.
  - c. Resolve any interchange errors that arise on your DEM, SSA, GG, Title I, or SPED Participation files
3. Upload adjustment records as needed.
4. Create SEY snapshot, repeating steps 1 through 4 as needed.
5. Validate SEY data using CEDAR/COGNOS reports.
  - a. Graduation/Completion/Dropout/Mobility/Stability rates
6. Submit error-free SEY snapshot by the October deadline.
  - a. SEY~LEAApprover role in Identity Management (IdM) required.

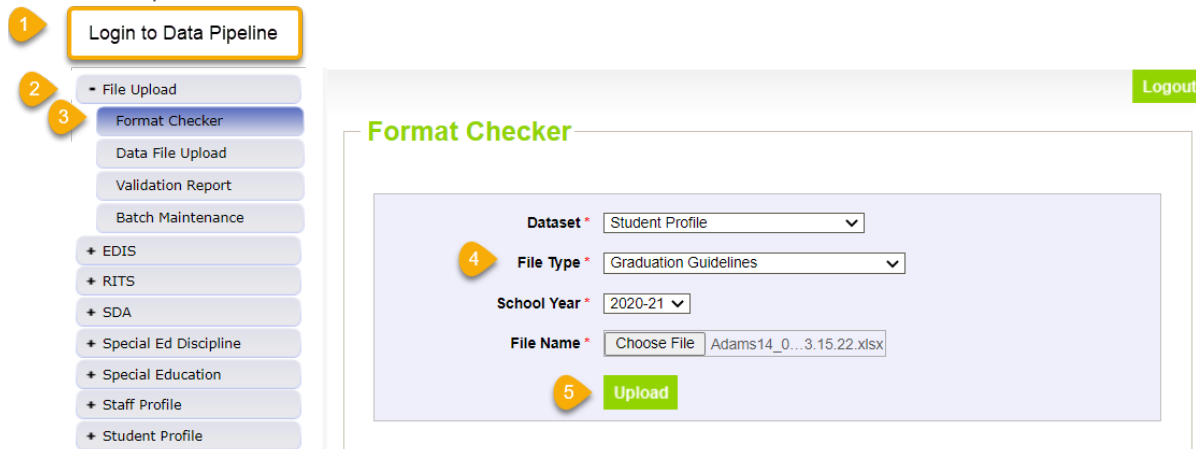
## Uploading Files

These steps can be used to upload any file into data pipeline, not just the three primary files needed to complete the SEY collection. One common supporting file for the SEY collection is the *Adjustment File*. Adjustment files are used to provide additional information about a 7<sup>th</sup>-12<sup>th</sup> grade students who were previously enrolled in a district and did not enroll in the current school year. This file is typically used during the Cross LEA phase but can be uploaded at any point during the SEY collection.

### Format Checker

The format checker can be used to ensure a file is in the proper format for the given file type and school year.

1. Login to [Data Pipeline](#)
2. Select *File Upload*
3. Select *Format Checker*
4. Complete the Dropdown menus, indicating the specific file you are uploading.
  - a. Dataset = Student Profile
  - b. File Type = Student, Student School Association, Graduation Guidelines, or Adjustments
  - c. School Year = SEY collection year (Note: Other years may be available, so please ensure you select the correct 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
5. Select *Upload*



The screenshot shows the 'Format Checker' interface within the 'Data Pipeline'. On the left is a sidebar with navigation options: 'Login to Data Pipeline' (1), 'File Upload' (2), 'Format Checker' (3), 'Data File Upload', 'Validation Report', 'Batch Maintenance', and a list of districts (EDIS, RITS, SDA, Special Ed Discipline, Special Education, Staff Profile, Student Profile). The main area is titled 'Format Checker' and contains a form with the following fields:

- Dataset \***: A dropdown menu with 'Student Profile' selected. (4)
- File Type \***: A dropdown menu with 'Graduation Guidelines' selected.
- School Year \***: A dropdown menu with '2020-21' selected.
- File Name \***: A text input field with 'Choose File' and 'Adams14\_0...3.15.22.xlsx'.
- Upload**: A green button. (5)

A 'Logout' button is visible in the top right corner of the main area.

The format checker screen shows data fields that are the correct/incorrect length. This may indicate the file layout does not have the data elements listed in the correct order or that leading zeros are missing for some data fields. Note: It is possible for a file to pass the format checker and still have underlying errors. Blank data fields or alpha characters in numeric only data fields are common underlying errors that cause file upload failures.

### Format Checker

**Dataset \*** Student Profile ▼

**File Type \*** Graduation Guidelines ▼

**School Year \*** 2021-22 ▼

**File Name \*** Choose File No file chosen

Upload

Data Element Name	Excel Column	Data Element Length	Original Length From File	Result
District Code	A2	4	5	Fail
Sasid	B2	10	10	Pass
School Code	C2	4	5	Fail
First Name Student	D2	30	6	Pass
Last Name Student	E2	30	6	Pass
Gender Student	F2	2	2	Pass
Birth Date Student	G2	8	8	Pass
Guideline Type	H2	1	1	Pass
Guideline Name	I2	3	2	Pass
Guideline Score	J2	3	1	Pass
Completion Year	K2	8	8	Pass
Iep Accommodation	L2	1	0	Pass
EI Accommodation	M2	1	0	Pass
Gt Accommodation	N2	1	0	Pass
District Of Completion	O2	4	0	Pass

### File Upload Steps

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 = Student, Student School Association, Graduation Guidelines, or Adjustments
  - c. School Year = SEY collection year (Note: Other years may be available, so please ensure you select the correct 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*

- 1 Login to Data Pipeline
- 2 File Upload
- 3 Data File Upload
- 4 Validation Report
- 5 Batch Maintenance

- + Student Profile
- + Pipeline Reports
- + Cognos Report

[Logout](#)

### Data File Upload

Exception File ☐

Dataset \*
Student Profile

File Type \*
Graduation Guidelines

School Year \*
2021-22

Organization/LEA \*
0220-Archuleta County 50 Jt

Locate File \*
Choose File Archuleta\_0...3.29.22.xlsx

Upload Type \*
☐ Append ☒ Replace

Submit

A message will be displayed across the top of the screen indicating a batch number or that there was an error uploading the file. Data pipeline sends an email to data respondents once the file has processed. This email will indicate the number of records uploaded into data pipeline and the number of errors related to this file upload.

SEY Tip: Upload your Student (demographic) file first and allow it to fully process before uploading your Student School Association, Graduation Guidelines and/or Adjustments file. All files need to fully process before creating a SEY snapshot.

## Validation Report

The Validation Report shows a high-level view of the errors for a specific file upload.

1. Login to [Data Pipeline](#)
2. Select *File Upload*
3. Select *Validation Report*
4. Complete the Dropdown menus, indicating the specific file you are uploading.
  - a. Dataset = Student Profile
  - b. File Type = Student, Student School Association, Graduation Guidelines, or Adjustments
  - c. School Year = SEY collection year (Note: Other years may be available, so please ensure you select the correct year)
  - d. Organization/LEA = Your district
  - e. Batch ID = number and date of the specific file upload as indicated on the data file upload screen and/or the subsequent email.
5. Select *View Report*

- 1 Login to Data Pipeline
- 2 File Upload
- 3 Validation Report
- 4 Batch Maintenance

- + EDIS
- + RITS
- + SDA
- + Special Ed Discipline
- + Special Education
- + Staff Profile
- + Student Profile
- + Title I
- + Dataset Administration
- + Pipeline Reports

[Logout](#)

### Validation Report

Dataset \*
Student Profile
File Type \*
Graduation Guidelines

School Year \*
2021-22
Organization/LEA \*

Batch Id \*
680930 - 03/22/2022 01:34 PM

View Report

Error Code	Error Type	Error Message	Count
SG50	E	School Code is a required field.	12
SG9	E	School Code does not contain a valid code	12

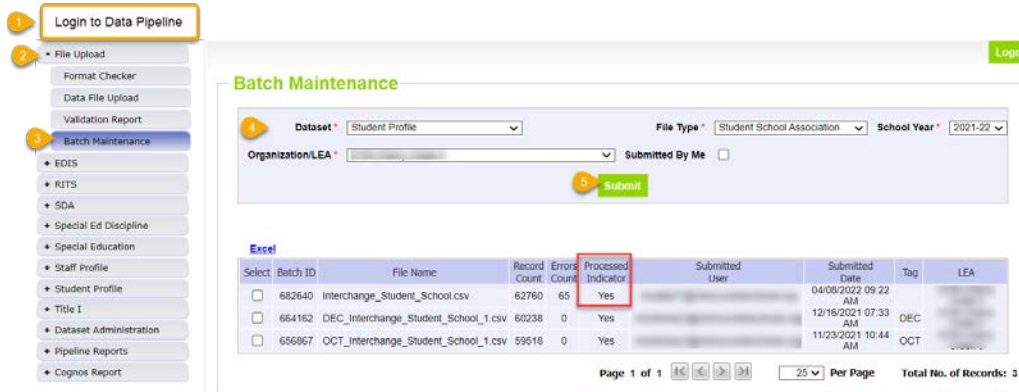
This is a high level view of errors. For more detailed information see the pipeline error report.

## Batch Maintenance

This screen provides information regarding the status of a file upload and can be used to determine if a file has completed processing.

Note: If a file is taking a significant amount of time to process (an hour or more) and you have not received an automated email from Data Pipeline regarding the file, please contact the SEY collection lead for support.

1. Login to [Data Pipeline](#)
2. Select *File Upload*
3. Select *Batch Maintenance*
4. Complete the Dropdown menus, indicating the specific file you are uploading.
  - a. Dataset = Student Profile
  - b. File Type = Student, Student School Association, Graduation Guidelines, or Adjustments
  - c. School Year = SEY collection year (Note: Other years may be available, so please ensure you select the correct year)
  - d. Organization/LEA = Your district
5. Select *Submit*



Select	Batch ID	File Name	Record Count	Errors Count	Processed Indicator	Submitted User	Submitted Date	Tag	LEA
<input type="checkbox"/>	682640	Interchange_Student_School.csv	62760	65	Yes		04/06/2022 09:22 AM		
<input type="checkbox"/>	664162	DEC_Interchange_Student_School_1.csv	60238	0	Yes		12/16/2021 07:33 AM	DEC	
<input type="checkbox"/>	656967	OCT_Interchange_Student_School_1.csv	59518	0	Yes		11/23/2021 10:44 AM	OCT	

## Creating a Snapshot

Creating a snapshot triggers the data elements from the source files (Student Demographics, Student School Association, and Graduation Guidelines) to combine with any internal information called 'internal flags' to create the SEY snapshot file. This also triggers the Data Pipeline system to check all of the business rules for the snapshot to look for errors and warnings (or clear errors/warnings based upon updated Student Interchange files).

Note: Whenever a snapshot is created during the Regular Phase and Cross-LEA phase, all existing SEY snapshot records are removed and replaced by the new snapshot information.

### Snapshot Creation Steps

1. Login to [Data Pipeline](#)
2. Select *Student Profile*
3. Select *Snapshot*
4. Complete the drop-down menus
  - a. File Type = Student End of Year
  - b. School Year = current school year
  - c. Organization/LEA = Your district
5. Select *Search*
6. Select *Confirm Snapshot Creation*

1 Login to Data Pipeline

2 Student Profile

3 Snapshot

4 File Type\* Student End of Year School Year\* 2021-22 Organization/LEA\* 0220-Archuleta County 50 Jt

5 Search

6 Confirm Snapshot Creation

A message will be displayed across the top of the screen indicating a snapshot creation has been triggered and is processing. You will receive a notification email from Data Pipeline once the snapshot has completed processing. If a snapshot creation is already in progress, you will receive a message to ask you to try again later.

**Snapshot creation triggered and processing. A notification email will be sent upon completion.**

**Snapshot create/update/validate already in progress. Please try again later.**

Note: Snapshots may take a while to process, especially for larger school districts. If your snapshot is taking a significant amount of time to process (3 hours or more), please contact the SEY data collection lead.

## Checking Business Rules: Errors & Warnings

Business rules are the list of errors and warnings that are checked when a file is uploaded, or a snapshot created for a specific data collection. They help ensure data accuracy by alerting you to common coding irregularities. For example, SEY business rules are focused on ensuring accurate data when calculating graduation/completion, dropout, and mobility/stability rates. Whereas student interchange business rules (file specific) address common data irregularities that apply to the several data collections that utilize the student interchange files.

Most business rules are related to a specific student's information, but some indicate a data inconsistency that applies to all data within a data field. These are sometimes referred to as 'snapshot level' or 'collection level' errors/warnings. For example, there is a warning triggered if no students are indicated as being Free/Reduced lunch eligible. This might indicate missing information for many students instead of just one student as it is unlikely (though not impossible) that no students within the district are Free/Reduced Lunch eligible within a given year.

### Errors

Errors must be addressed to submit data for a given data collection such as Student End of Year. Errors on student interchange files will prevent a student's records from pulling into the SEY snapshot. Errors can be addressed by updating the related data field and reuploading your interchange files or by requesting an exception. For more information about exceptions, please see the [SEY reporting exceptions](#) information page or the exception request instructions

### Warnings

Warnings indicate possible data inconsistencies/coding issues. It is beneficial to review warnings to ensure data accurately reflects a student's educational history. Some SEY warnings indicate issues that will turn into errors in the post collection phases if not addressed. A snapshot can be submitted even if warnings are present. During the SEY collection it is common for warnings to indicate a student's demographic or instructional program service type has changed from the Student October to the Student End of Year collection.



## SE700/SE800 errors/warning

The SE700 series errors/warnings are dynamic and will clear when data has been updated to resolve the situation. Some SE700 series warnings indicate coding situations that will become an error in the Post-Cross LEA phase if the record is not corrected during the Cross LEA phase.

SE800 series warnings are static and will remain in place even after data updates. The SE800 series warnings feed the COGNOS/CEDAR report 'EOY Cross-LEA Edits' that indicates the other connected reporting district for this student.

Many SE700/SE800 series errors/warnings check against prior SEY data. This means some records can only be resolved using the adjustment file because the student does not have a record in the current SEY school year.

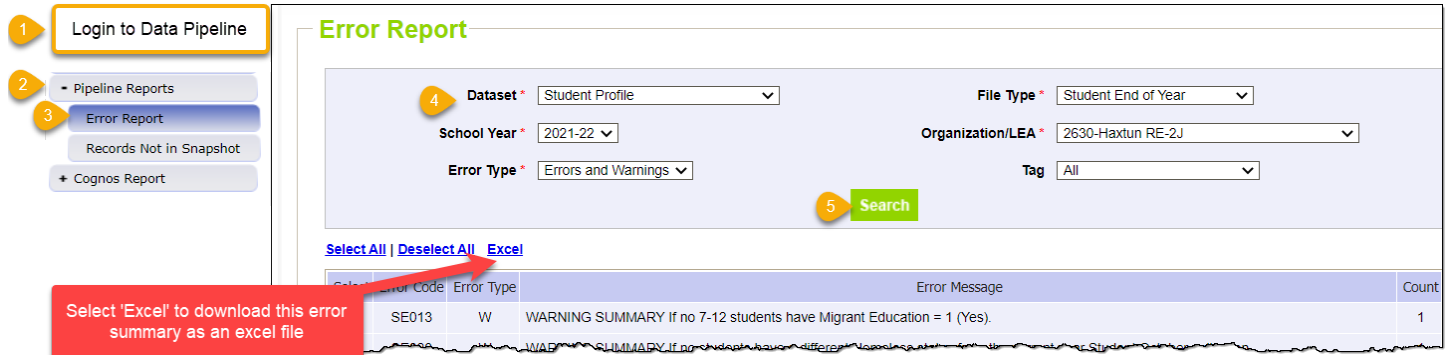
Instructions to address SE700 series warnings can be found on the Student End of Year website [here](#).

Instructions to address SE700 series errors can be found on the Student End of Year website [here](#).

## Data Pipeline

1. Login to [Data Pipeline](#)
2. Select *Pipeline Reports*
3. Select *Error Report*
4. Complete the drop-down menus for the desired file/snapshot
  - a. Dataset = Student Profile
  - b. File Type = desired file/snapshot (Student, Student School Association, Graduation Guidelines, Student End of Year)
  - c. School Year = SEY collection year (Note: Other years may be available, so please ensure you select the desired year)
  - d. Organization/LEA = your district
  - e. Error Type = Desired type of Business Rules (Errors and Warnings recommended)
  - f. Tag = None (SEY does not use Tags.)

5. Select *Search*



To view specific student records that are triggering an error/warning, select *View Details* at the bottom of the screen.

<input checked="" type="checkbox"/>	SE722	W	These students are currently coded as transferring to another Colorado public school district (Exit/Withdrawal Type Code = 13), but their SASID was not reported in the current Student End of Year collection by any other district after the exit date reported by your district. Please verify the educational status of these students after exiting your district and change their Exit/Withdrawal Type Code if appropriate. If you have confirmation of enrollment and attendance, please contact the receiving district to have them include the student in their end of year submission prior to the Post Cross LEA process.	3
<div>View Details</div>				

The detailed list of student records can be downloaded using the 'excel' button at the top of the new page.

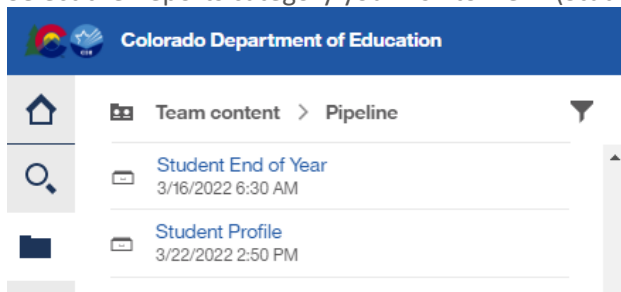


Error Report for STD/SEY/2022									
Detail Errors									
<a href="#">Excel</a>	<a href="#">Back</a>								
Error Type	Error Code	Error Message	Error Details	School District/BOCES Code	Local ID (LASID)	Student's State ID (SASID)	Student's First Name	Student's Middle Name	Student's Last Name
E	SE050	Exit type 10, 11, 12 or 20 cannot be the exit type code in the last detail record. Detail records with these exit codes must be							

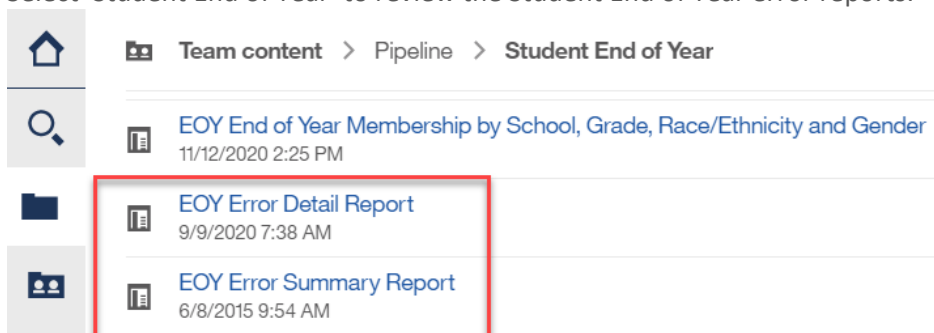
## CEDAR/COGNOS

The Colorado Education Data Analysis and Reporting System (CEDAR) is often referred to as COGNOS since this is the software powering this reporting system. These two terms are synonymous. Data respondents automatically have access to the CEDAR/COGNOS reports that match their level of access in the Data Pipeline system. Student End of Year data respondents can view 'Student Profile' and 'Student End of Year' reports in CEDAR/COGNOS.

1. [Login to CEDAR/COGNOS](#)
2. Select the *Pipeline Reports* folder on the left.
3. Select the Reports category you wish to view. (Student Profile or Student End of Year)

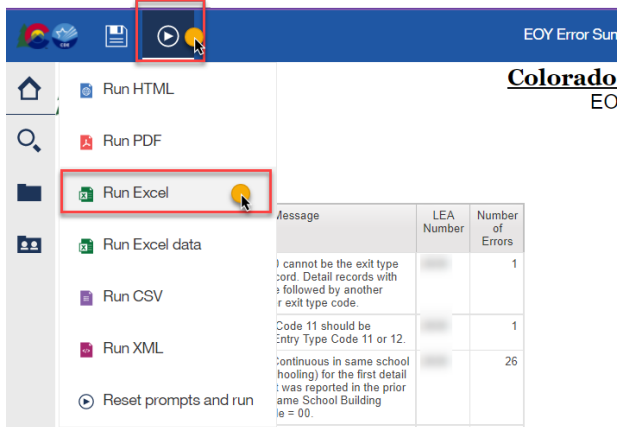


4. Select the Error Detail or Error Summary report for the file/snapshot you wish to review.
  - a. Select 'Student Profile' to view Student Demographics, Student School Association, Adjustments, or Graduation Guidelines error reports.
  - b. Select 'Student End of Year' to review the Student End of Year error reports.



- c. Use the report 'EOY Cross LEA Edits' to review the static SE800 series warnings.
  - d. Use the report 'EOY Error Detail Report' to review specific students triggering errors, including SE700 series errors.
5. Complete the drop-down menu selections.
  6. Select *Finish* to view the report. [Finish](#)

Reports can be downloaded using the 'run excel' feature at the top of the page.



Message	LEA Number	Number of Errors
I cannot be the exit type 00. Detail records with 00 followed by another exit type code.		1
Code 11 should be Entry Type Code 11 or 12.		1
Continuous in same school (hooling) for the first detail was reported in the prior same School Building (e = 00.		26

## Reporting Exceptions

Reporting Exceptions, or 'exceptions' refer to overriding Data Pipeline errors. CDE occasionally overrides these business rule errors because, although errors are legitimate, the case needs to be corrected to accurately reflect the student's educational history. This occurs under unique circumstances when a student's educational history does not follow the anticipated coding patterns outlined in the business rules for an interchange file or snapshot. The student's coding must still fall within the parameters of the data collection for an exception to be granted.

Typically, exceptions are used to clear errors, but in some cases an exception may be used to clear a warning too. Exceptions used to clear warnings are most often used during the Post-Cross LEA phase of the SEY data collection cycle.

Most reporting exceptions are requested using an exception request template, found on the [SEY website](#). Some SEY reporting exceptions may require additional supporting documentation.

Please see the [SEY Reporting Exceptions how-to guide](#) for detailed information regarding the steps needed to request an exception and possible additional supporting documentation needed for some SEY exception request.

## Adjustment File

The Adjustment File is not an exception file. It is uploaded directly into data pipeline by the district in the same manner as the other Student Interchange files. If a district needs to use the adjustment file they typically build this file manually using the template posted on the [Student End of Year](#) or [Student Interchange](#) websites.

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) For more information about when to use an adjustment file, see the Adjustment File Instructions posted on the [Student End of Year website](#).

When adding an adjustment record for a student to your adjustment file it is crucial that you know the final exit status, final 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 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*

**2** File Upload

Format Checker

**3** Data File Upload

Validation Report

Batch Maintenance

### Data File Upload

Exception File ☐

**4** Dataset \* Student Profile

File Type \* Adjustments

School Year \* 2021-22

Organization/LEA \*

Locate File \* Choose File No file chosen

Upload Type \* ☐ Append ☐ Replace

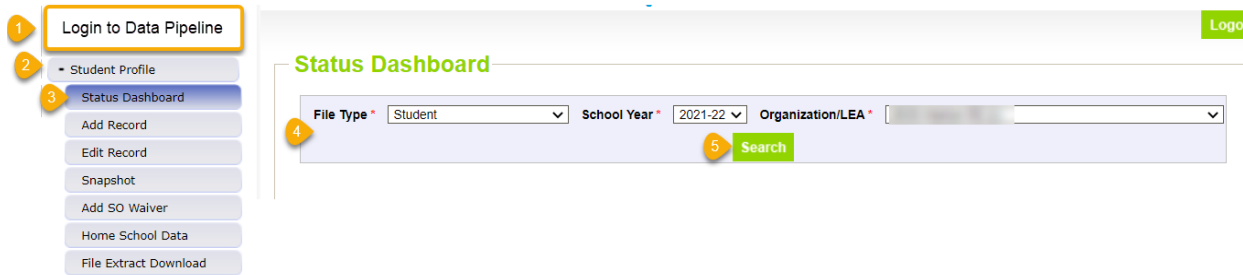
**5** Submit

# Data Pipeline Tools: Student Profile

## Status Dashboard

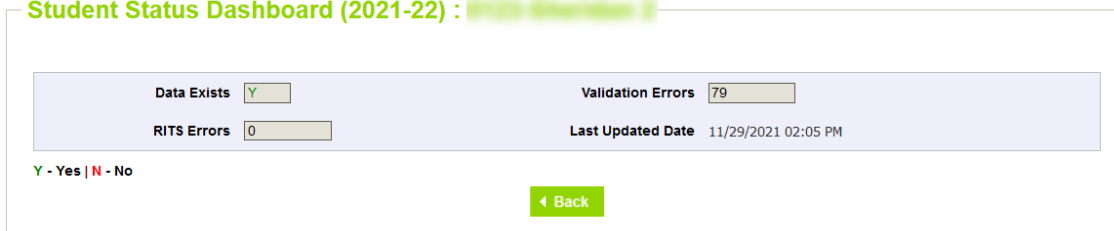
The status dashboard shows the last date a file or snapshot was updated, the quantity of validation errors, and if data has been submitted (locked) for a collection.

1. Login to [Data Pipeline](#)
2. Select *Student Profile*
3. Select *Status Dashboard*
4. Complete the drop-down menus
  - a. File Type = desired file (Student, Student School Association, Graduation Guidelines, Adjustments, Student End of Year)
  - b. School Year = current year
  - c. Organization/LEA = your district
5. Select *Search*



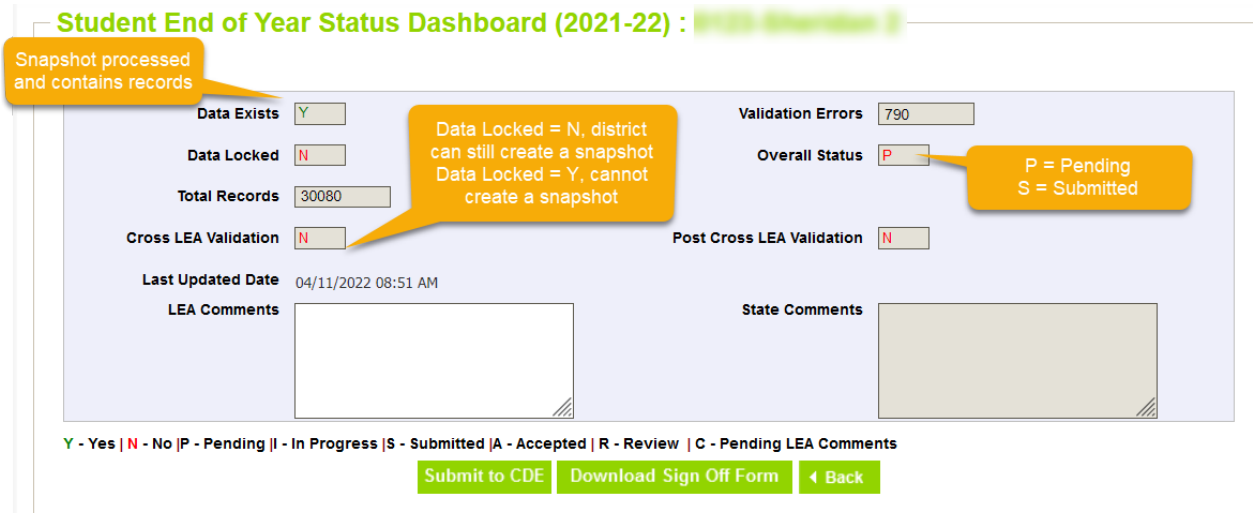
## Sample Interchange File Dashboard:

### Student Status Dashboard (2021-22) :



## Sample Student End of Year Dashboard:

### Student End of Year Status Dashboard (2021-22) :



Note: Order of file submission and snapshot creation matter. A snapshot won't reflect the changes made to a file upload unless the last updated date for the snapshot is later than the last updated date for a file upload.

Recommended Order (always create a snapshot last)

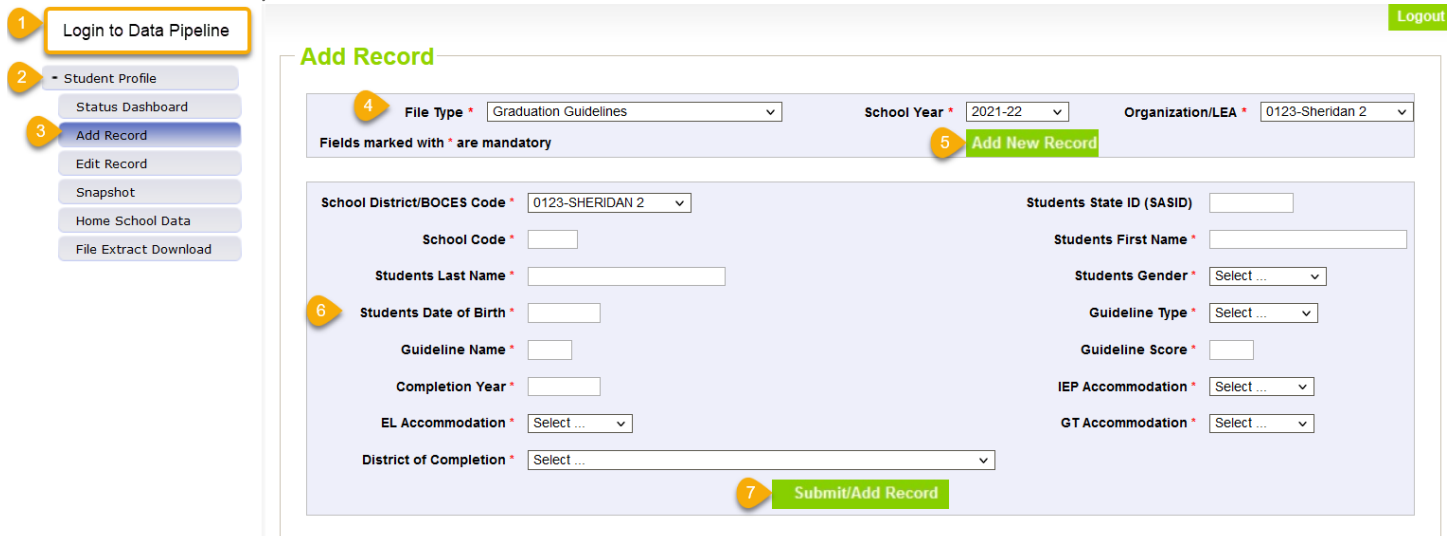
Student Demographic → Student School Association → Graduation Guidelines → Student End of Year Snapshot

## Add Record

This screen can be used to add a single record to a Student Interchange file without uploading a new file. This is most beneficial during the post collection phases of the SEY collection when working with only a few records.

Important Note: A new file upload will delete any manually added records, so only use this step if you are no longer planning to upload new data files *or* if you have also updated your file before the new upload.

1. Login to [Data Pipeline](#)
2. Select *Student Profile*
3. Select *Add Record*
4. Complete the drop-down menus for the desired file.
  - a. File Type = desired file (Student, Student School Association, Graduation Guidelines, Adjustments)
  - b. School Year = current year
  - c. Organization/LEA = your district
5. Select *Add New Record*
6. Complete all fields on the add record screen.
  - a. \* indicates required fields (SASID is always a required field)
  - b. Zero fill any optional fields
  - c. Refer to the file layout on the [Student Interchange](#) website for more information about each data field on a specific file. (Adjustment File layout is on the [SEY website](#))
7. Select *Submit/Add Record*



## Edit Record

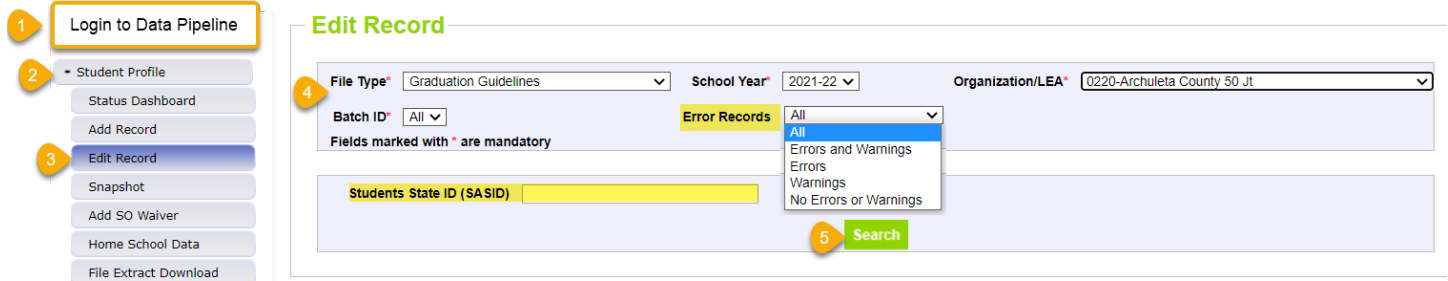
This screen can be used to update a record to a Student Interchange file without uploading a new file. Filters allow you to search for records in error (interchange level errors only) or to search for an individual student by SASID. This is most beneficial during the post collection phases of the SEY collection when working with only a few records.

During the Post-Cross LEA phase, this is the primary method for updating records.

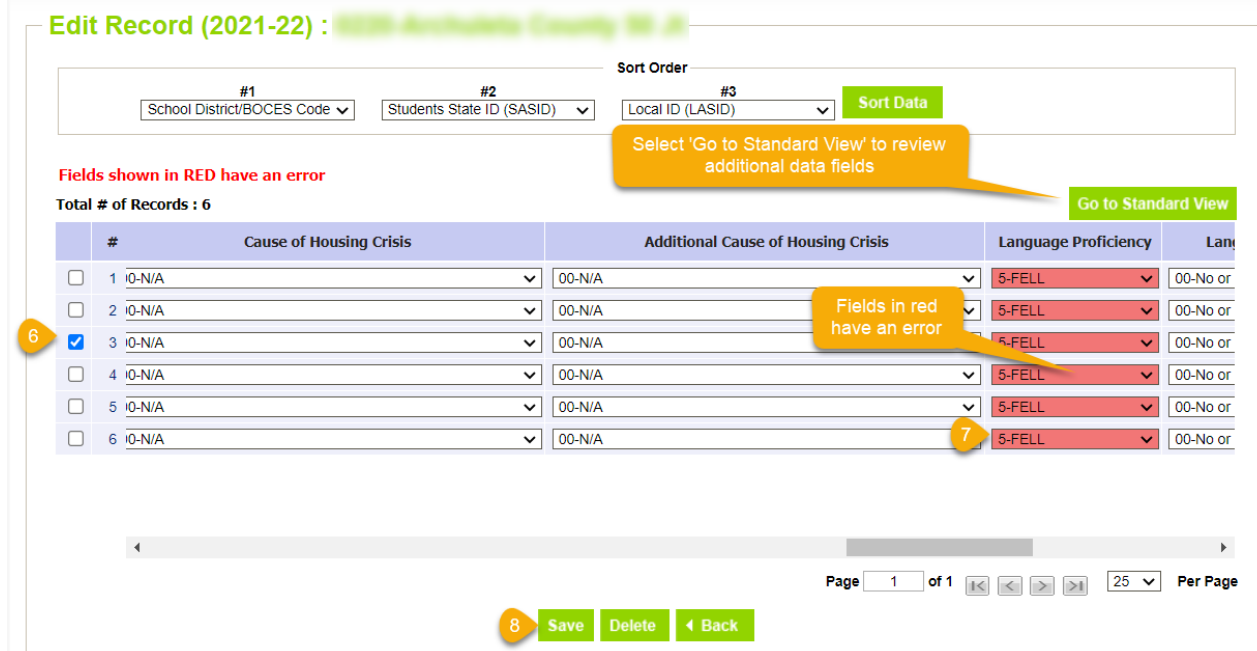
Important Note: A new file upload will delete any manually added records, so only use this step if you are no longer planning to upload new data files or if you have also updated your file before the new upload.

1. Login to [Data Pipeline](#)
2. Select *Student Profile*
3. Select *Edit Record*
4. Complete the drop-down menus for the desired file.
  - a. File Type = desired file (Student, Student School Association, Graduation Guidelines, Adjustments)
  - b. School Year = current year
  - c. Organization/LEA = your district
  - d. OPTIONAL: Error Records = desired category
  - e. OPTIONAL: Student State ID (SASID) = Student's SASID

5. Select *Search*



6. Check the box indicating the record being updated.
7. Input the updated information into the desired data field. Some fields are drop-down menus and others are text fields.
  - a. Use the scroll bar across the bottom of the screen to locate the desired data field.
  - b. If the desired data field is not showing, select 'Go to Standard View' to view additional data fields.
8. Select *Save*
  - a. Use the *Delete* button to delete the entire selected record.



**Edit Record (2021-22) : 0220-Archuleta County 50 Jt**

Sort Order: #1 School District/BOCES Code, #2 Students State ID (SASID), #3 Local ID (LASID) [Sort Data]

Fields shown in RED have an error

Total # of Records : 6

#	Cause of Housing Crisis	Additional Cause of Housing Crisis	Language Proficiency	Language
<input type="checkbox"/> 1	00-N/A	00-N/A	5-FELL	00-No or
<input type="checkbox"/> 2	00-N/A	00-N/A	5-FELL	00-No or
<input checked="" type="checkbox"/> 3	00-N/A	00-N/A	5-FELL	00-No or
<input type="checkbox"/> 4	00-N/A	00-N/A	5-FELL	00-No or
<input type="checkbox"/> 5	00-N/A	00-N/A	5-FELL	00-No or
<input type="checkbox"/> 6	00-N/A	00-N/A	5-FELL	00-No or

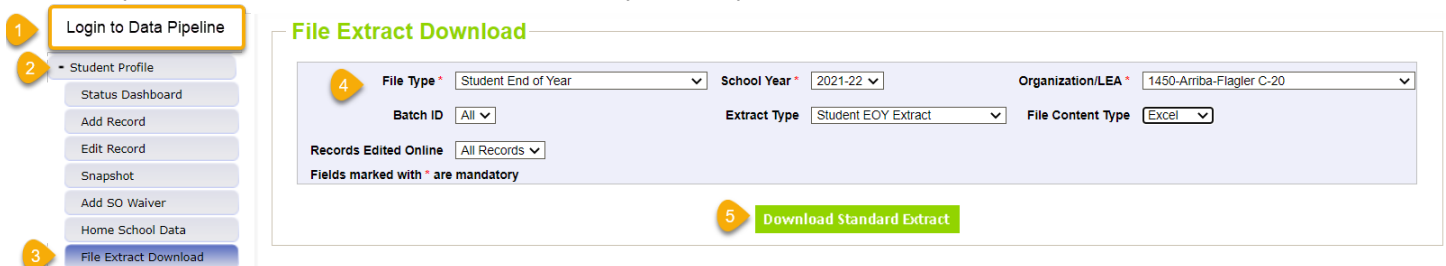
Page 1 of 1 [Navigation Buttons] 25 Per Page

[Save] [Delete] [Back]

## File Extract Download

A copy of a desired student interchange file or the SEY snapshot can be extracted from data pipeline for future reference. This is especially beneficial if you want to download a copy of an interchange file after you've made several manual additions or edits to the data, allowing you to have record of those updates.

1. Login to Data Pipeline
2. Select *Student Profile*
3. Select *File Extract Download*
4. Complete the drop-down menus
  - a. File Type = desired file (Student, Student School Association, Graduation Guidelines, Adjustments, Student End of Year)
  - b. School Year = current year
  - c. Organization/LEA = your district
  - d. Batch ID = All (or desired date/time of a file upload)
  - e. Extract Type = desired value
  - f. File Content Type = CSV, TEXT, or Excel
  - g. Records Edited Online = All Records or Online Edits
5. Select *Download Standard Extract*
6. Open the downloaded file and/or save it to your computer.



The screenshot shows the 'File Extract Download' interface. On the left is a sidebar with a menu. Step 1 points to 'Login to Data Pipeline'. Step 2 points to 'Student Profile' in the menu. Step 3 points to 'File Extract Download' in the menu. The main area is titled 'File Extract Download'. Step 4 points to the form fields: 'File Type' (Student End of Year), 'School Year' (2021-22), 'Organization/LEA' (1450-Arriba-Flagler C-20), 'Batch ID' (All), 'Extract Type' (Student EOY Extract), 'File Content Type' (Excel), and 'Records Edited Online' (All Records). Step 5 points to the 'Download Standard Extract' button. A note at the bottom states 'Fields marked with \* are mandatory'.

## Validating Data

A file/snapshot may still have data inaccuracies even if no business rules are triggering for that file/snapshot. To support districts in validating their data there are many CEDAR/COGNOS reports available for review. Student End of Year CEDAR/COGNOS reports are focused on the information needed to accurately report a student's educational history and validating graduation, completion, dropout, mobility, and stability rates.

After you've successfully created an error free SEY snapshot, use CEDAR/COGNOS reports to review graduation, completion, dropout, mobility, and stability rates for your district/schools. Look for data that seems inconsistent with prior year information or with the known circumstances of your district/schools.

For more information about available CEDAR/COGNOS reports and directions for navigating CEDAR/COGNOS, please see the SEY CEDAR/COGNOS Report Guide posted on the [SEY website](#) under the 'Rate and Report Information' section.

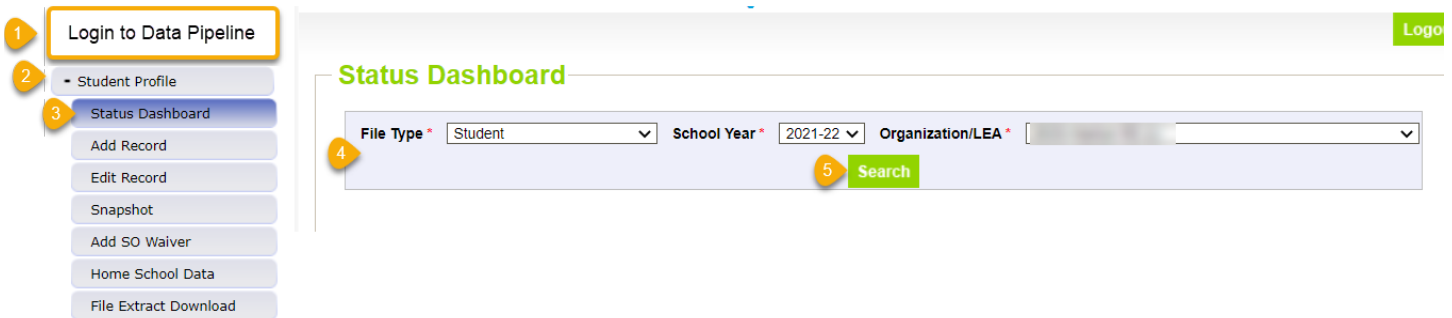
## Submitting SEY Snapshot

To complete the Regular phase, submit your SEY Snapshot. This will lock your data and indicate to the CDE Collection lead that you are ready for the next phase of the data collection. The submission button is located on the status dashboard. Only snapshots with zero validation errors can be submitted.

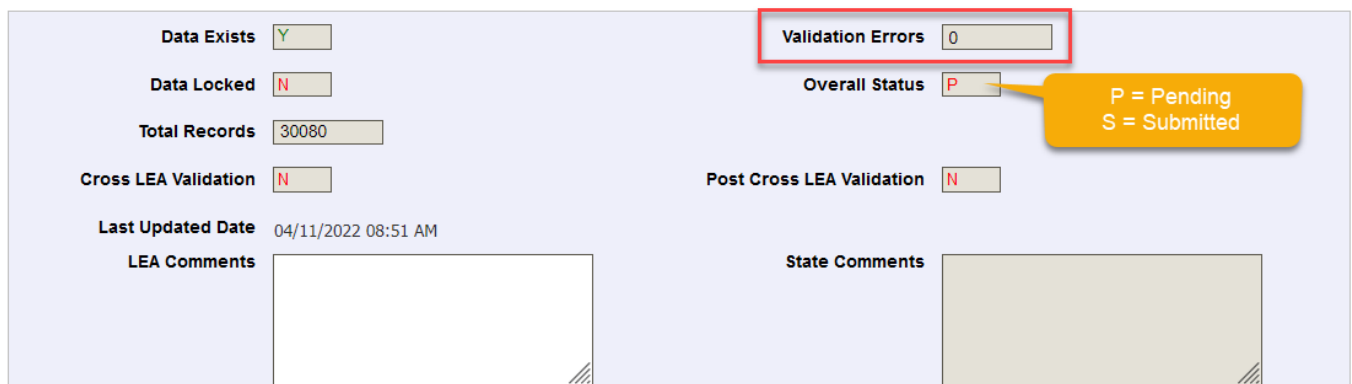
1. Login to [Data Pipeline](#)
2. Select *Student Profile*
3. Select *Status Dashboard*



4. Complete the drop-down menus
  - a. File Type = desired file (Student, Student School Association, Graduation Guidelines, Adjustments, Student End of Year)
  - b. School Year = current year
  - c. Organization/LEA = your district
5. Select *Search*
6. Select *Submit to CDE*



### Student End of Year Status Dashboard (2021-22) : [Redacted]



Y - Yes | N - No | P - Pending | I - In Progress | S - Submitted | A - Accepted | R - Review | C - Pending LEA Comments

