



## Contents

Overview .....	5
Following the Links.....	5
Special Education December Count.....	5
Purpose of the Special Education December Count .....	5
Reporting Accurate Data.....	5
December Count Collection Lead .....	6
What is the December Count Snapshot?.....	6
December Count Snapshot Criteria .....	7
Good Practices for Completing the Collection.....	7
When You Have Questions .....	7
Data Element Related-Questions.....	8
Want a Faster Response .....	8
December Count Timeline .....	8
Importance of Suggested Timelines.....	8
Collection Closes Date.....	9
Student Privacy .....	9
What is PII? .....	9
Syncplicity .....	9
What Can be Sent Via Email? .....	9
Checklist of Steps .....	10
Identity Management Roles.....	10
SASIDs and RITS.....	11
EDIDs and EDIS.....	11
School-related changes.....	12
Understanding the data before you load.....	12
Staying abreast of changes and news.....	12
Who receives emails? .....	13
Data Loads and Verification – Steps that Repeat .....	13
Some of the reasons for re-loading (or editing) files:.....	13
Data Pipeline .....	13
Production Data Pipeline .....	13



- Testing (QA) Data Pipeline ..... 13
- Some Reasons for Using the Testing Version of Data Pipeline ..... 13
- Are you in production or QA (testing environment)? ..... 14
- IEP Interchange File Setup ..... 14
- Child and Participation Files Needed to Load ..... 14
- Staff Interchange File Setup ..... 15
- Staff Profile and Staff Assignment Files Needed to Load ..... 15
- Student Interchange File Setup ..... 15
- Student Demographics and School Association Files ..... 15
- Working with the Data Files ..... 16
- Managing Your Files ..... 16
- Editing Your Files ..... 16
- Convert from text/csv to Excel ..... 16
- Pre-load Verification ..... 16
- Load Child file ..... 16
- What Can Trigger File Upload Errors: ..... 17
- Did the file upload complete? ..... 17
- Load the Participation file ..... 18
- Load the Staff Profile file *(if you are also loading Staff files, this may be a coworker's responsibility)* ..... 18
- Load the Staff Assignment file *(if you are also loading Staff files, this may be a coworker's responsibility)* ..... 19
- Reviewing and Correcting Interchange and Snapshot Errors and Warnings ..... 19
- Error and Warning Types ..... 19
- Reviewing Errors and Warnings ..... 19

The screenshot shows a 'Validation Report' interface with a sidebar on the left containing navigation options like 'File Upload', 'Batch Maintenance', 'Format Checker', 'Data File Upload', 'Validation Report', 'Special Education', 'Student Profile', 'Staff Profile', 'Discipline', 'EDIS', 'Dataset Administration', 'Pipeline Reports', and 'Cognos Report'. The main area displays a form with the following fields: Dataset (Special Education EP Interchange), School Year (2016-17), Batch Id (45040 - 12/13/2016 12:01 PM), File Type (Student Special Ed Participation), and Organization/LEA (10010-DOUGLAS RE-1). A 'View Report' button is visible. Below the form is a table with columns for Error Code, Error Type, Error Message, and Count.

Error Code	Error Type	Error Message	Count
SE277	E	FUNDING STATUS must be 50 or 51 for reported attendance code.	168
SE351	E	District of Attendance is required with the reported Pupil's Attendance Information Code (01,02,04,05,08,11,12,14,15,23,24,31)	155
SE354	E	Pupil's Attendance Information Code and Special Education Funding Status should be zero-filled for Part C only Evaluations.	126
SE259	E	Pupil's Attendance Code designated for this pupil requires a PUBLIC school code or zero-filled.	88
SE313	E	If the Student is not currently eligible for Special Education, Pupil's Attendance Information, Special Education Funding Status and Start Date of Special Education must be zero-filled.	70
SE348	E	Pupil's Attendance Info Code, Primary Disability, and Date of Entry to Special Education are required and cannot be zero-filled when Funding Status is not zero-filled. If student is not attending please zero-fill Funding Status.	63
SE009	E	School code must be a valid public, non-public, head start, facility or detention center code or zero-filled	62
SE347	E	Start Date of Sped cannot be zero-filled for Student's receiving services as indicated by the Pupil's Attendance Info Code and Funding Status codes are not zero-filled	46
SE293	E	PARENTALLY PLACED IN PRIVATE SCHOOL must be 01 for Attendance Codes 14, 15, 16 or 17.	26

- ..... 20
- Summary reports summarize the errors received by giving you a total count of how many records received each error. .... 20



- Detail error reports show each error and which records received that error. You will need to review the Detail error reports to see which records need corrections and what those corrections are. .... 20
- Determining the Reason for the Errors and How to Correct ..... 20
- To Understand Why You Received an Error..... 21
- Request an Exception..... 21
- To Clear the Errors for the Excepted Records and Edits ..... 22
- Common/Recurring Questions on Errors and Warnings ..... 22
- Receiving the 99999 error..... 22
- Methods for Correcting Snapshot Errors..... 22
- Do You Need to Correct ALL Interchange Errors Before Creating a Snapshot?..... 23
- December Count Snapshot ..... 23
  - How to Determine if Snapshot Completed ..... 23
  - Review Snapshot level Errors and Warnings ..... 24
  - Troubleshooting: Why is a record not in the snapshot?..... 25
  - Verify/Confirm December Count Data..... 25
  - Student(s) Missing from Snapshot..... 26
  - Resolving Duplicates (before formal process begins after collection closes)..... 26
  - December Count Snapshot Completion in Preparation for the Formal Duplicate Process..... 27
- Changes/corrections after Snapshot Completion..... 27
  - If you need to unlock your Snapshot ..... 27
  - Types of changes you can make..... 27
- Duplicate Resolution Phase ..... 28
  - If you do not receive an email..... 28
  - Personally Identifiable Information (PII) for Duplicate Resolution..... 28
  - Resolving Your Duplicates..... 28
- Submit Signed December Count Reports ..... 29
- Data Corrections Following end of December Count Duplicate Process..... 29
- December Count Snapshot Process Overview..... 30
- Data Files..... 31
- Naming Conventions..... 31
- File Management ..... 31
- “Replace” or “Append” file upload option..... 34
- Child file completed sample email:..... 34



Participation file completed sample email: ..... 34

December Count Snapshot completion sample email ..... 35

File Error Example Emails..... 36

    Line format problem – go to line indicated + 1 in your file for the row with the error..... 36

    Where file type loaded is not the file type you meant to load:..... 36

    Loading a .csv file and have blank lines in the middle of the file..... 37

Pipeline Reports -> “Error Report” Process ..... 37

Other Resources..... 39

    CDE’s Site Index..... 39

    Data codes needed for collection ..... 39

    December Count Publicly Posted Reports ..... 39

    December Count, IEP Interchange and Staff Interchange Trainings and Additional Resources posted at the following pages: ..... 39

Frequently Asked Questions (FAQs) Not Related to Data Elements ..... 39

FAQs on Errors and Warnings ..... 42

## Overview

The following information is provided as a tool to help you understand the Special Education December Count data collection, loading IEP, Staff, and Student interchange files, correcting errors, and create an error-free Special Education December Count snapshot for submission to the Colorado Department of Education.

There are many resources to learn about the Special Education December Count data collection including this document. You may find other resources at the following websites:

- [http://www.cde.state.co.us/datapipeline/snap\\_sped-december](http://www.cde.state.co.us/datapipeline/snap_sped-december)
- [http://www.cde.state.co.us/datapipeline/inter\\_sped-iep](http://www.cde.state.co.us/datapipeline/inter_sped-iep)
- [http://www.cde.state.co.us/datapipeline/inter\\_staff](http://www.cde.state.co.us/datapipeline/inter_staff)
- [http://www.cde.state.co.us/datapipeline/inter\\_student](http://www.cde.state.co.us/datapipeline/inter_student)

If none of those websites answer the question you are looking for or you wish to talk with someone about the collection please do not hesitate to email or call the Special Education December Count data team (Kristi Gleason – Collection Lead 303-866-4620 [gleason\\_k@cde.state.co.us](mailto:gleason_k@cde.state.co.us); Lindsey Heitman 303-866-5759 [heitman\\_l@cde.state.co.us](mailto:heitman_l@cde.state.co.us); Orla Bolger 303-866-6896 [bolger\\_o@cde.state.co.us](mailto:bolger_o@cde.state.co.us)).

## Following the Links

For the **Table of Contents** and wherever **wording is underlined** in this documentation, you can press the [Ctrl] key and click your mouse (over the item). That will bring you to additional information on the item.

## Special Education December Count

The Special Education December Count data collection is an annual count of Eligible Students under Part B of the Individuals with Disabilities Education Act (IDEA) and a reporting of the staff who serve them. The official count date is December 1<sup>st</sup> of each year. The student data reported is linked to the staff data reported to fulfill required staff verifications.

## Purpose of the Special Education December Count

The Special Education December Count Student data is required to fulfill state and federal reporting requirements. In addition to Federal ED*Facts* reporting, data is also used to report Indicators 5, 6, 9, 10, to generate the sample lists for Indicator 8 and record reviews, as well as determine ECEA funding for Students with Disabilities. As well as other reporting and analysis (for instance: grants, research requests, decision making).

- a. ED*Facts* Reporting (<http://www2.ed.gov/about/inits/ed/edfacts/index.html>) ED*Facts* is a U. S. Department of Education initiative to put performance data at the center of policy, management and budget decisions for all K-12 educational programs.

Special Education December Staff Data is required to obtain actual data on special education staff employed by administrative units on December 1<sup>st</sup> of each year so that appropriate licensure and endorsement of staff can be verified; and reports can be made to the State Legislature, Federal government, local administrative units, and the public.

## Reporting Accurate Data

Considering how the data is used, it is important that your district's/BOCE's/Administrative Unit's data be accurate

Do **not** report inaccurate data to work around the need to correct errors. This is inappropriate and can be considered unethical and if you do it is possible to:

- Get funds to which your district or administrative unit is not entitled from a limited amount of funding for the whole state

## December Count Collection Lead

Kristi Gleason –303-866-4620 [gleason\\_k@cde.state.co.us](mailto:gleason_k@cde.state.co.us)

Lindsey Heitman 303-866-5759 [heitman\\_l@cde.state.co.us](mailto:heitman_l@cde.state.co.us)

Orla Bolger 303-866-6896 [bolger\\_o@cde.state.co.us](mailto:bolger_o@cde.state.co.us)

## What is the December Count Snapshot?

In other words: What does it mean to create or re-create a December Count Snapshot?

Data is extracted from 3 Data Pipeline Interchanges and the Educator Licensure Database:

- **IEP Interchange** (*Administrative Units upload these files*)
  - Child file
  - Participation file
- **Staff Interchange** (*Administrative Units OR member Districts/Boces upload these files*)
  - Staff Profile file
  - Staff Assignment file
- **Student Interchange** (*member Districts/Boces upload these files*)
  - Demographic file
  - Student School Association
- And some data is calculated:
  - Federal Race/Ethnicity reporting category
  - ELL Status
  - Active Colorado License for Staff

### IMPORTANT!

- Data is **not** automatically added to or removed from a snapshot!
- Updates to Interchange files are not automatically reflected in a snapshot

**You need to create (or re-create the snapshot) to bring updated or new data into it**

**You cannot edit snapshot data directly.**

To reflect changes in the snapshot, you must re-create your snapshot every time you:

- Add new students or staff to the interchange files
- Make changes to the files
- Delete students or staff from the files

## December Count Snapshot Criteria

For a student SASID to be included in the December Count snapshot it must:

- Be in both the Child file and Participation file
- Be error free in both those files
  - Warnings are OK – a student with just warnings will be added to the snapshot

### And

- Meet the following criteria (fields referenced are in the Participation file:
  1. [Date of Entry to Special Education] <= count date for the current school year **AND**
  2. [Date of Exit from Special Education] is zero-filled **OR** >= (on or after) count date for the current school year

For a staff EDID to be included in the December Count snapshot it must:

- Be in both the Staff Profile file and Staff Assignment file
- Be error free in both those files
  - Warnings are OK – a staff with just warnings will be added to the snapshot

### And

- Meet the following criteria (fields referenced are in the Participation file:
  1. [Special Education Assignment Flag] is 1
  2. [Start Date of Assignment] <= count date for the current school year **AND**
  3. [End Date of Assignment] is zero-filled **OR** >= (on or after) count date for the current school year
  4. [Employment Status Code] is 11, 12, 13, 23, 25 or 26

## Good Practices for Completing the Collection

Goal is not only to complete collection on time, but to:

- Submit accurate data to maximize your district's/BOCES'/Administrative Unit's funding
- Be organized throughout the collection
- Avoid last minute stresses

To do this:

- Keep moving through the process
  - Do **not** wait until the last minute
- Verify you completed all steps in the checklist below
- Create snapshots even though not yet free of interchange errors
- Document what you are doing/ file management
- Email if questions or unsure how to code
- Verify your data!

## When You Have Questions

First check the December Count, IEP Interchange and Staff Interchange websites. In particular, review the documents posted under Additional Resources, Additional Links and Trainings:

- [http://www.cde.state.co.us/datapipeline/snap\\_sped-december](http://www.cde.state.co.us/datapipeline/snap_sped-december)
- [http://www.cde.state.co.us/datapipeline/inter\\_sped-iep](http://www.cde.state.co.us/datapipeline/inter_sped-iep)



- [http://www.cde.state.co.us/datapipeline/inter\\_staff](http://www.cde.state.co.us/datapipeline/inter_staff)
- For School Codes or Facility Codes please check: [http://www.cde.state.co.us/datapipeline/org\\_orgcodes](http://www.cde.state.co.us/datapipeline/org_orgcodes)

## Data Element Related-Questions

If none of those websites above answer the question you are looking for or you wish to talk with someone about the collection please do not hesitate to email or call the Special Education December Count data team (Kristi Gleason – Collection Lead 303-866-4620 [gleason\\_k@cde.state.co.us](mailto:gleason_k@cde.state.co.us); Lindsey Heitman 303-866-5759 [heitman\\_l@cde.state.co.us](mailto:heitman_l@cde.state.co.us); Orla Bolger 303-866-6896 [bolger\\_o@cde.state.co.us](mailto:bolger_o@cde.state.co.us)).

## Want a Faster Response

Include in emails:

- Your District/BOCES/Administrative Unit code
- Screen shots of system errors if applicable
- Error codes you are receiving, if needed you can upload record specific information into your Syncplicity folder for us to review (*please do not email us any PII info.*)
- If you contact us for guidance on an error or data situation, please do not change that data until after we have had a chance to look at it. Once you upload new files or run a new snapshot the error may go away or change

This will make it easier and quicker to research and respond

## December Count Timeline

Is posted at <http://www.cde.state.co.us/datapipeline/2016-2017specialeducationdecembercount>

## Importance of Suggested Timelines

1. These help ensure you do not wait for the last minute to complete the submission  
Last minute equates to:
  - a) **Stress**
  - b) **You are rushed** = increased possibility of submitting data in error and thus possibility of not receiving all the funding to which your district might be entitled
  - c) May have **longer wait-time for responses** to your questions (as more questions come in towards the end of the collection)
  - d) May have **longer wait-time for new SASIDs or EDIDs** (again, more requests come in towards the end of the collection)
2. In fairness/consideration of all other Districts/BOCES/Administrative Units:
  - Districts/BOCES/Administrative Units may work to resolve duplicates before the close of the collection. If you do not create a snapshot until the last minute, they must wait for the formal process.
  - If you are delayed, all District/BOCES/Administrative Unit and CDE processes could be impacted as they need to wait for you to create a complete Snapshot





## Collection Closes Date

By this date:

- You need to have **created a December Count Snapshot** for your District/BOCES/Administrative Unit
  - All students enrolled and in attendance as of the count date should be in the snapshot
  - **Important!** Records in error are not pulled into the snapshot and records will be excluded if they do not meet the criteria for inclusion in the snapshot
- You should have **confirmed your data** including does the snapshot include all students who should be included
- You should **not have any errors** on the Interchange files for records that should be included in snapshot
- And to expedite the remainder of the December Count process, you should **have worked with other Districts/BOCES/Administrative Units** to resolve any duplicates

## Student Privacy

CDE safeguards student data in accordance with the Family Educational Rights and Privacy Act (FERPA)

- Please remember to protect the privacy of student data in **all** your efforts (not just in what you send to the CDE).
- **Email is not secure.** Do not send personally identifiable information (PII) via email
- Contact the person to whom you need to send information first to determine a secure method for sending.

### What is PII?

PII includes but is not limited to:

- ✓ Full name
- ✓ Home address
- ✓ Gender
- ✓ Birthdate
- ✓ Email address
- ✓ Telephone number
- ✓ Identification IDs

For December Count and all Data Pipeline Collections, Syncplicity is used for the transfer of files containing PII <http://www.cde.state.co.us/datapipeline/syncplicity>

### Syncplicity

To send a file, you will need to be registered first. Please see the linked training document on how to set up your Syncplicity account and how to send/receive files in your Syncplicity folder:

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

Any data that is PII should only be shared via Syncplicity. This is where CDE will share data with you on duplicates and where you can upload your exceptions files.

### What Can be Sent Via Email?

- It is best not to send any identifying information, instead send info through Syncplicity.
- If you have an error you need help with, simply email us the error code (such as DC115) and we can look at your Cognos report from our end. Do not send us any identifying info such as sasis, name or DOB, etc.



- If you are unsure what you can send, please contact the December Count liaison first
- If you inadvertently include PII in an email, the PII reference will be removed in any responses to the email

## Checklist of Steps

This is a guideline only; you can modify for any additional steps you perform

### Identity Management Roles

- The first Hurdle for Accessing the Data Pipeline system is having the right privileges which is managed through CDE's Identity Management System (IdM). Before you do any loads to Data Pipeline, ensure you have the correct roles:
  - LEAVIEWER – can only view the data submitted and applicable reports
  - LEAUSER – can upload data or run snapshots and view applicable reports
  - LEAAPPROVER – can upload data or run snapshots, view applicable reports and approve finalized snapshots

**For uploading and editing IEP Interchange Child and Participation files:** Submit and Modify Role **LEAUSER**

*Example*

IEP Interchange: **SPE~LEAUSER** Submit and Modify Role

**For uploading and editing Staff Interchange Staff Profile and Assignment files:** Submit and Modify Role **LEAUSER**

*Example*

Staff Interchange: **STF~LEAUSER** Submit and Modify Role

**For creating December Count snapshots:**

*Example*

December Count: **DEC~LEAUSER** Submit and Modify Role

**Reviewing data only:** Read only role (cannot edit data or create snapshots): **LEAVIEWER**

*Example:*

IEP Interchange: **SPE~LEAVIEWER** Read-Only Role

Staff Interchange: **STF~LEAVIEWER** Read-Only Role

December Count: **DEC~LEAVIEWER** Read-Only Role

**To create a December Count snapshot** in Pipeline, you will need to have a role in Identity Management (IdM) of either:

- **DEC~LEAUSER** Submit and Modify Role
- **DEC~LEAAPPROVER** Approver Role

**Sign off on December Count:** Approver Role **LEAAPPROVER**

*Example:*

IEP Interchange: N/A



Staff Interchange: N/A

December Count: **DEC~LEAAPPROVER** Approver Role

- You will need to ask your Local Access Manager (LAM) for the necessary rights if you do not have them
- Please contact the December Count Liaison if you do not know your LAM to obtain this information

## SASIDs and RITS

- Obtain State Assigned Student IDs (SASIDs) for all students

**Please begin this process as early as possible so that December Count runs smoothly.**

- o When requesting a SASID for **student(s) new to your district**:
  - Check to see if they've already been issued one even if they are below kindergarten age.
- o If the student **already has a SASID**:
  - All that is needed is an update to reflect your district's information.
- o SASIDS can be obtained by:
  1. Going directly into RITS or
  2. Through Data Pipeline which feeds into RITS.
- o To request SASIDS the user must have **district admin privileges** granted through the district's Local Access Manager (LAM).

Please refer to [http://www.cde.state.co.us/datapipeline/yr\\_rits](http://www.cde.state.co.us/datapipeline/yr_rits) for more information on the RITS process

- If applicable, **update RITS for legal name change** (Please follow documentation guidance at link above)

**RITS may be an ongoing task throughout the collection**

## EDIDs and EDIS

- Obtain State Assigned Educator IDs (EDIDs) for all staff

**Please begin this process as early as possible so that December Count runs smoothly.**

- o When requesting an EDID for **staff members new to your district**:
  - Check to see if they've already been issued one.
- o If the staff member **already has an EDID**:
  - All that is needed is an update to reflect your district's information.
- o EDIDs can be obtained by:
  3. Going directly into EDIS or
  4. Through Data Pipeline which feeds into EDIS.
- o To request EDIDs the user must have **district admin privileges** granted through the district's Local Access Manager (LAM).

Please refer to [http://www.cde.state.co.us/datapipeline/yr\\_edis](http://www.cde.state.co.us/datapipeline/yr_edis) for more information on the EDIS process

- If applicable, **update EDIS for legal name change** (Please follow documentation guidance at link above)

EDIS may be an ongoing task throughout the collection

## School-related changes

School related changes

1. School closures
2. Opening of new schools
3. Grade changes
4. Name changes

Please note that some school related changes might not be able to be made after Student October.

- Update school information in Directory
  - o For more information: [http://www.cde.state.co.us/datapipeline/yr\\_directory](http://www.cde.state.co.us/datapipeline/yr_directory)
- ? Contact Dennis St. Hilaire at the number above or [st.hilaire\\_d@cde.state.co.us](mailto:st.hilaire_d@cde.state.co.us)

## Understanding the data before you load

- Review documents which show the **file layouts** and the **definitions** of the data elements you will need to load for December Count Snapshot:
  - o IEP Interchange: [http://www.cde.state.co.us/datapipeline/inter\\_sped-iep](http://www.cde.state.co.us/datapipeline/inter_sped-iep)
    - Child file
    - Participation file
  - o Staff Interchange: [http://www.cde.state.co.us/datapipeline/inter\\_staff](http://www.cde.state.co.us/datapipeline/inter_staff)
    - Staff Profile file
    - Staff Assignment file
- Attend trainings or review training** PowerPoint presentations and webinars that provide more detail on the data elements
  - o They are posted on the IEP Interchange, Staff Interchange and December Count websites in the sections called Training and Additional Resources or Links,
    - [http://www.cde.state.co.us/datapipeline/inter\\_sped-iep](http://www.cde.state.co.us/datapipeline/inter_sped-iep)
    - [http://www.cde.state.co.us/datapipeline/inter\\_staff](http://www.cde.state.co.us/datapipeline/inter_staff)
    - [http://www.cde.state.co.us/datapipeline/snap\\_sped-december](http://www.cde.state.co.us/datapipeline/snap_sped-december)
- Contact December Count Data Team** for more information on data elements
  - Kristi Gleason –303-866-4620** [gleason\\_k@cde.state.co.us](mailto:gleason_k@cde.state.co.us)
  - Lindsey Heitman 303-866-5759 [heitman\\_l@cde.state.co.us](mailto:heitman_l@cde.state.co.us)
  - Orla Bolger 303-866-6896 [bolger\\_o@cde.state.co.us](mailto:bolger_o@cde.state.co.us)

## Staying abreast of changes and news

Important information on the collection, including:



- Upcoming due dates
  - Any changes in the dates
  - Edits that are not working
  - New and changed edits
  - New and changed reports
  - Additional helpful information
- Attend Data Pipeline Town Halls on Thursdays from 9:00 a.m. to 10:00 a.m.
    - call-in number is 1-866-764-6750
    - the webinar (Adobe Connect) can be accessed at <https://cdeinfotech.adobeconnect.com/cde-data-pipeline/>
  - Review previous Town Hall webinars and/or PPTs
    - Can be accessed at <http://www.cde.state.co.us/datapipeline/datapipelinetownhallpresentations>
  - Read collection update emails

### Who receives emails?

- Staff with roles in Identity Management for December Count (DEC)

## Data Loads and Verification – Steps that Repeat

### Important!

The load and verification steps described below may be repeated as often as needed.

### Some of the reasons for re-loading (or editing) files:

1. Have additional students or staff to add to your files
2. There are errors (or warnings) to correct
3. Data in your database changed and you want to load current data

- To upload and edit files in Pipeline, you will need to have the appropriate role in Identity Management (IdM)  
See section above on [Identity Management](#)

## Data Pipeline

### Production Data Pipeline

- Access Data Pipeline from the menu at <https://cdeapps.cde.state.co.us/index.html> or <http://www.cde.state.co.us/datapipeline>

### Testing (QA) Data Pipeline

The testing system (QA) can be accessed at [http://www.cde.state.co.us/datapipeline/train\\_trainings](http://www.cde.state.co.us/datapipeline/train_trainings)

### Some Reasons for Using the Testing Version of Data Pipeline

1. You are new to using Pipeline and want to practice
  - a. You do not need to worry about “messing up” real data
2. You want to test changes without impacting production data

Are you in production or QA (testing environment)?

QA looks like this (center top is in red):



Production looks like this (center top is in blue):



**Working in QA has no impact on production and vice versa  
And data will not be transferred by CDE from one to the other**

## IEP Interchange File Setup

- Review the “File Layout and Definitions” documents at [http://www.cde.state.co.us/datapipeline/inter\\_sped-iep](http://www.cde.state.co.us/datapipeline/inter_sped-iep) for the two IEP Interchange files you will need to load:
  - Child file
  - Participation file

Information provided in these documents:

- File Layout
- Definitions of the data elements
- Examples of the data elements
- Valid values for the data elements

### Child and Participation Files Needed to Load

- Create or extract from your IEP System and/or Student Information System (SIS) two files:
  - Child file
    - This is demographic data: there should only be one record per student in your file. This data should reflect the student’s status on 12/1 of the current school year.
  - Participation file
    - This is the special education details data: there should only be one record per student in your file. This data should reflect the student’s status on 12/1 of the current school year.

See sections below entitled “[Data Files](#)” and “[Naming Conventions](#)” for naming conventions and tips to avoid receiving file load errors. That includes **backing up a file before you modify it!**



- There are also templates on [http://www.cde.state.co.us/datapipeline/inter\\_sped-iep](http://www.cde.state.co.us/datapipeline/inter_sped-iep) which have the fields you need to load should you wish to create your file from scratch by populating the template

## Staff Interchange File Setup

### Staff Profile and Staff Assignment Files Needed to Load

- Review the “File Layout and Definitions” documents at [http://www.cde.state.co.us/datapipeline/inter\\_staff](http://www.cde.state.co.us/datapipeline/inter_staff) for the two Staff Interchange files you will need to load:
  - Staff Profile file
  - Staff Assignment file

Information provided in these documents:

- File Layout
- Definitions of the data elements
- Examples of the data elements
- Valid values for the data elements

- Create or extract from your HR data system two files:
  - Staff Profile file
    - This is demographic data: there should only be one record per staff in your file. This data should reflect the staff member’s status on 12/1 of the current school year.
  - Staff Assignment file
    - This is the assignment details data: there may be multiple records per staff member, one for each assignment. This data should reflect the staff’s status on 12/1 of the current school year.

See sections below entitled “[Data Files](#)” and “[Naming Conventions](#)” for naming conventions and tips to avoid receiving file load errors. That includes **backing up a file before you modify it!**

- There are also templates on [http://www.cde.state.co.us/datapipeline/inter\\_staff](http://www.cde.state.co.us/datapipeline/inter_staff) which have the fields you need to load should you wish to create your file from scratch by populating the template

## Student Interchange File Setup

### Student Demographics and School Association Files

- Student Interchange files are uploaded and maintained by school districts, not Administrative Units. You may need to work with your regular education counterpart to update data in the Student Demographics or Student School Association files.
- The “File Layout and Definitions” documents are at [http://www.cde.state.co.us/datapipeline/inter\\_student](http://www.cde.state.co.us/datapipeline/inter_student)

## Working with the Data Files

### Managing Your Files

Managing your data and files is important

- It will save you time and help ensure data accuracy if you have a system that is consistently used for naming and managing your files
- For detailed information and suggestions, please go to "[File Management](#)"

### Editing Your Files

- If you need to **edit your file**, use the appropriate editor for the file type:
  - Excel files (XLSX, XLS) should be opened in Excel
  - Text files (TXT, CSV) should be opened using a text editor

### Convert from text/csv to Excel

- You can also **convert a text or csv file to Excel**:
  - On Data Pipeline menu, select "Resources" and then "**Convert CSV file to Excel and not lose the leading zeros (PDF)**"
  - A direct link is <http://www.cde.state.co.us/datapipeline/convertcsvtoexcel>

### Pre-load Verification

- Before you upload your file, open it up and **be sure there are preceding zeroes** also known as leading zeros  
This will save you lots of time should your file not have preceding zeroes

#### Important!

- Excel files (XLSX, XLS) should be opened in Excel
- Text files should be opened using a text editor
  - For instance, TotalEdit, a freeware ([www.codertools.com/totaledit.aspx](http://www.codertools.com/totaledit.aspx))
- In Data Pipeline, select "**Format Checker**" and upload your file to check format (will only check the 1<sup>st</sup> record following the header row)
  - If errors, fix and re-upload

### Load Child file

- First upload your Child file by selecting "**File Upload**"



[Do I use "Replace" or "Append"](#)

### Important!

Be sure the school year is correct for the file you are uploading!

A common problem is to load the previous or next school year

You will see a green message on the top after you press "Submit":

*The File Upload request has been successfully submitted. Batch ID for the submitted request is \_\_\_\_\_. An email will be sent after the processing is complete.*

### Important!

1. Do not press "Submit" multiple times
  - a. Otherwise you may get duplicate data and ***lots*** of errors!

### What Can Trigger File Upload Errors:

1. Your file is not formatted correctly
2. One row is not formatted correctly
3. Your file is open on your PC (close it to fix)
4. Your file does not meet naming conventions
  - i. See "[Data Files](#)" section below for naming conventions

### Did the file upload complete?

- Wait until the file has completed processing before checking for errors. How to check?
  - o You will receive an email indicating it completed and noting number of records processed and number with errors
  - o Under "File Upload" select "Batch Maintenance"
    - [Processed Indicator] on that screen will have "Yes" if completed

*Batch Maintenance: file uploading*



**Batch Maintenance**

Dataset: Special Education EP Interchange | File Type: Special Education Child | School Year: 2016-17  
 Organization/LEA: 30010-LOGAN RE-1 VALLEY | Submitted By Me:

Select	Batch ID	File Name	Record Count	Errors Count	Processed Indicator	Submitted User	Submitted Date	LEA
<input type="checkbox"/>	44560	30010CH05.xlsx	376	0	Yes	gleason_j@cde.state.co.us	11/02/2016 01:21 PM	30010-LOGAN RE-1 VALLEY

Page 1 of 1 |

[Click here for sample email of Child file completing \(link needs updating\)](#)

- If the file upload did **not** complete, the email you received should have the reason.
  - Is there an “Error Details” line near bottom? If yes:
    - Open your file. Go the line number + 1 (1 is the header) and see if you can find the error. There could be an extra comma or incorrect formatting
    - There is an example email below

See section below “[File Error Example Emails](#)” (link needs updating)

- Data Pipeline-> File Upload -> **Batch Maintenance** will also show if the file uploaded

*Batch Maintenance: file not uploading*

**Batch Maintenance**

Dataset: Special Education EP Interchange | File Type: Special Education Child | School Year: 2016-17  
 Organization/LEA: 66050-C50B | Submitted By Me:

Select	Batch ID	File Name	Record Count	Errors Count	Processed Indicator	Submitted User	Submitted Date	LEA
<input type="checkbox"/>	41915	STD0000.xlsx		0	No	mccormic_g@cde.state.co.us	06/22/2016 10:48 AM	66050-C50B

Page 1 of 1 |

- Fix problem and continue at “**File Upload**” step

### Load the Participation file

- After your Child file has completed loading, load your Participation file
- Wait until complete before checking for errors. How to check? Same method as for the DEM file

[Click here for sample email of SSA file completing \(link needs updating\)](#)

### Load the Staff Profile file (if you are also loading Staff files, this may be a coworker’s responsibility)

- First upload the Staff Profile file (or if you are not uploading Staff files yourself, check with the person who is to be sure they have been loaded)
- Wait until complete before checking for errors. How to check? Same method as for the Child and Participation files

[Click here for sample email of SSA file completing \(link needs updating\)](#)



**Load the Staff Assignment file** (if you are also loading Staff files, this may be a coworker's responsibility)

- Next upload the Staff Assignment file (or if you are not uploading Staff files yourself, check with the person who is to be sure they have been loaded)
- Wait until complete before checking for errors. How to check? Same method as for the Child and Participation files

[Click here for sample email of SSA file completing \(link needs updating\)](#)

## Reviewing and Correcting Interchange and Snapshot Errors and Warnings

### Error and Warning Types

#### 1. Interchange File Errors

- You need to correct all errors in the IEP Interchange files and Staff Interchange files
- Records with any Interchange errors will not be added to the snapshot
- Staff records must be error-free in both the Staff Profile file and Assignment file to be included in the December Count Snapshot
- Student records must be error-free in both Child file and Participation file to be included in the December Count Snapshot

#### Example

- SASID 1234567891 has a Child error but no Participation errors
- This ID will not be added to the December Count snapshot until the error is corrected

#### 2. Interchange File Warnings

- Warnings do not need to be corrected
- Do not require exceptions
- Do not prevent you from moving forward in your process
  - Student or Staff records with warnings would still be included in the snapshot (provided there are no errors)
- Warnings indicate the *possibility* that your data may be incorrect
- Review warnings to determine whether or not a problem/error exists
- Correct if needed

#### 3. Snapshot Errors

- Records with snapshot level errors will be added to the snapshot but need to be corrected in order to [submit your finalized snapshot to CDE](#)
- You need to make the corrections to the Interchange files and then re-create your snapshot to have the changes added to the snapshot!
- **Changes made to the Interchange files are not automatically reflected in the snapshot!**
- If you make corrections but there are errors at the Interchange level, the SASIDs or EDIDs in error will not be added to the snapshot

### Reviewing Errors and Warnings

- Review **summary count of errors by error/warning code** (if desired):

Data Pipeline -> File Upload -> Validation Report, OR



- Data Pipeline -> Pipeline Reports, OR
- Cognos Report -> Special Education IEP ->
  - Special Ed Child Error Summary Report
  - Special Ed Student Participation Error Summary Report
- Cognos Report -> Staff Profile ->
  - Staff Demographics Error Summary Report
  - Staff Assignment Error Summary Report

All options output the same data

Sample of a Validation report:

Error Code	Error Type	Error Message	Count
SE277	E	FUNDING STATUS must be 50 or 51 for reported attendance code.	168
SE351	E	District of Attendance is required with the reported Pupil's Attendance Information Code (01,02,04,05,08,11,12,14,15,23,24,31)	155
SE354	E	Pupil's Attendance Information Code and Special Education Funding Status should be zero-filled for Part C only Evaluations.	126
SE259	E	Pupil's Attendance Code designated for this pupil requires a PUBLIC school code or zero-filled.	88
SE313	E	If the Student is not currently eligible for Special Education, Pupil's Attendance Information, Special Education Funding Status and Start Date of Special Education must be zero-filled.	70
SE348	E	Pupil's Attendance Info Code, Primary Disability, and Date of Entry to Special Education are required and cannot be zero-filled when Funding Status is not zero-filled. If student is not attending please zero-fill Funding Status.	63
SE009	E	School code must be a valid public, non-public, head start, facility or detention center code or zero-filled.	62
SE347	E	Start Date of Sped cannot be zero-filled for Student's receiving services as indicated by the Pupil's Attendance Info Code and Funding Status codes are not zero-filled.	46
SE293	E	PARENTALLY PLACED IN PRIVATE SCHOOL must be 01 for Attendance Codes 14, 15, 16 or 17.	26

- Summary reports summarize the errors received by giving you a total count of how many records received each error.
- Detail error reports show each error and which records received that error. You will need to review the Detail error reports to see which records need corrections and what those corrections are.

## Determining the Reason for the Errors and How to Correct

Extract the details of the errors/warnings you received using one of the following methods:

- Cognos Report -> Special Education IEP ->
  - Special Ed Child Error Detail Report
  - Special Ed Participation Error Detail Report
- Cognos Report -> Staff Profile ->
  - Staff Demographics Error Detail Report
  - Staff Assignment Error Detail Report

*Suggested to extract output as "View in Excel 2007 Data":*

- On the main Pipeline menu, select "Pipeline Reports" -> "Error Report"
  - [Click here for more information and detail on this option \(update or verify this link\)](#)
- "Edit Record" option in Pipeline to select only records with errors (select [Error Records] = "Yes" from dropdown on that screen)



- Not recommended
  - All of these options will show what you loaded for the records in error
  - Easiest to use the Pipeline error reports
  - “Edit Record” may require the most work and makes it more difficult to track and reproduce (if needed) the changes
- It is suggested to extract the detail error reports to Excel and then sort by one of the following to streamline the resolving of errors (whichever seems easier to help you resolve)
  - By error code (default sorting) – as sometimes the same error applies to a group of records
  - SASID/EDID or name (as the errors for an ID can be related; if you correct one, the others will also be corrected)

## To Understand Why You Received an Error

- Review the error message and the data fields referenced in the error message. Do you have a field zero-filled that should have data in it? Are the fields referenced in the error message correct?

### Example:

SE347: Start Date of Sped cannot be zero-filled for Student's receiving services as indicated by the Pupil's Attendance Info Code and Funding Status codes are not zero-filled

### Resolution:

Fill out the Start Date of Sped. All students who are receiving special education services must have a Start Date of Sped reported. The Start Date of Sped is used to determine if the record should be included in the December Count Snapshot.

- If the error does not make sense:
  - Check the [FAQs on Errors and Warnings](#) section below to see if the error is listed there
  - Email December Count Team for clarification  
**Important!** Please do not email name, DOB, gender or other PII

## Do you feel that the data you submitted for a SASID or EDID is correct and you should not have received an error for the ID?

- Request an exception:

### Request an Exception

- Exceptions should be requested if the data reported is indeed correct
- **Do not change coding to correct the errors (and bypass the exception process)!**
- Code correctly and request exceptions

- Use the “Exceptions Request Template” found on the December Count Snapshot website.  
December Count Snapshot: [http://www.cde.state.co.us/datapipeline/snap\\_sped-december](http://www.cde.state.co.us/datapipeline/snap_sped-december)

- Instructions for completing the form are on the first tab of the worksheet

- Please provide a very detailed explanation as to why you are requesting an exception

These are **not good reasons** as they lack detail:

- The grade level is correct
  - We got an exception for this last year
  - (blank)
- Securely upload the completed Exceptions template to the December Count Team via **Syncplicity**
- Exception requests will be reviewed
  - You will be notified of whether an exception request is granted
  - You may be asked for additional information to clarify the request
  - Exceptions are only granted for the IDs and errors on the exception request spreadsheet
  - Additional errors require an additional exceptions request
  - Exceptions apply for the December Count Snapshot only

## To Clear the Errors for the Excepted Records and Edits

After exceptions have been granted and loaded to Data Pipeline (you will be notified)

### *For snapshot level exceptions to errors:*

Re-create your AU's December Count October snapshot

## Common/Recurring Questions on Errors and Warnings

For common questions/answers on Errors and Warnings, please see "[FAQs on Errors and Warnings](#)"

## Receiving the 99999 error

This means the following data does not match RITS or EDIS system vs. Pipeline (what is in your Child, Participation, Staff Profile or Staff Assignment file):

- Last name
- First Name
- Middle Name
- Date of Birth
- Gender

RITS and EDIS changes are updated in Pipeline on an hourly basis (not immediately)

Therefore, if you receive this error but believe your data matches (double check!) **wait one hour and then** do one of the following to see if the error clears:

- Re-upload the Interchange file where the error was received
- If you still receive the error, please compare RITS or EDIS to your files carefully. Some common issues are:
  1. **Name parts in the wrong location** (for instance Last Name in the First Name field)
  2. **Missing preceding zeros in the DOB** value within Pipeline (such as 8152007 vs. 08152007)

## Methods for Correcting Snapshot Errors

- Correct in your Student Information System (SIS)/IEP System or HR System and then download a new file and re-upload
- Correct in the file you loaded or a new file to load

- **IMPORTANT** – if it is a text file, edit with a text editor, not Excel

**CDE does not suggest** using “Edit Record”

These are *some* reasons:

1. Your data source should be correct
2. More manual work involved
3. Takes more time overall
4. More prone to error
5. May also need to make these corrections in other data collections
6. Correcting data in the source system ensures you only have to correct it once!

## Do You Need to Correct ALL Interchange Errors Before Creating a Snapshot?

- No
- You can correct some or none and create a snapshot to see snapshot errors you will receive at that point in time (please remember records at the Interchange level with errors are not added to the snapshot)
- But do not forget to correct them!

## December Count Snapshot

Do this when you have either:

- Added records to Interchange files (and have not yet created a December Count snapshot)
- Updated records in an Interchange file (after creating a December Count snapshot)
- Removed records from Interchange files (after creating a December Count snapshot)

See [Identity Management](#) section for roles you need to create a December Count snapshot

Create December Count snapshot

In Pipeline select **Special Education -> Snapshot**

Select your file type, school year and organization, then click search

Select “December Tagged and Untagged Records”, then click “Create Snapshot”

The top of the screen will show “Snapshot creation triggered and processing. A notification email will be sent upon completion.”

See [“Creating Snapshot”](#) section below for information on the “Update Snapshot” option

Wait until the snapshot completes before reviewing errors/warnings and other reports

## How to Determine if Snapshot Completed

- You will receive an email when it is done

o [Click here for sample Student October completion email \(link needs updating\)](#)



- In Pipeline select Special Education -> Status Dashboard -> File Type = Sp. Ed Dec Count Snapshot

**Status Dashboard**

File Type: Sp. Ed Dec Count Snapshot | School Year: 2016-17 | Organization/LEA: 18010-DOUGLAS RE-1

LEA	Type	Data Exists	Total Records	Validation Errors	Ignore Errors	Overall Status	Data Locked	Last Updated Date
18010-DOUGLAS RE-1	Student	Y	6904	2153	N	P	N	12/14/2016 07:52 AM
18010-DOUGLAS RE-1	Staff	N	0	4	N	P	N	12/14/2016 07:52 AM

If complete, “Data Exists” will be set to Y and “Last Updated Date” will be the date and time you created the snapshot

**Important!** Be sure the “Last Updated Date” is the date of your most recent snapshot (the one you just did)

## Review Snapshot level Errors and Warnings

There are two places for viewing these

- For both, select whether you want errors and/or warnings
- For both, you can view some errors/warnings or all

1. Data Pipeline: Pipeline Reports -> Error Report -> Dataset -> Special Education IEP Interchange -> File Type = “Sp. Ed December Count Student” or “Sp. Ed December Count Staff”

▪ [Click here for more information and detail on this option](#)

2. Data Pipeline: Cognos Report -> Special Education December ->
  - Errors: Staff Detail Report of Errors to Correct
  - Errors: Staff Summary Report of Errors to Correct
  - Errors: Student Detail Report of Errors to Correct
  - Errors: Student Summary Report of Errors to Correct

- You will need to correct all Errors (Error Type = Errors)
- Do you need to make corrections, changes, or add new records?
  - You will need to make corrections in the Interchange files using the methods described above under “[Reviewing and Correcting Errors and Warnings](#)”



- Re-create the snapshot every time after corrections, changes, and additions:

**Important!**

**Every time you add a record, delete a record, or make a change to the Interchange file, you need to re-create the snapshot in order to reflect those changes in the snapshot**

## Troubleshooting: Why is a record not in the snapshot?

### Common issues:

- Record is in one Interchange file but not the other
  - Student record is in Child file but not Participation file (or vice versa)
  - Staff record is in Profile file but not the Assignment file (or vice versa)
- The record is in both Interchange files but has an error in one or both of the Interchange files
  - Student record has an error in either the Child file or the Participation file (or both)
  - Staff record has an error in either Profile file or the Assignment file (or both)
- The record does not meet the Snapshot Criteria  
For snapshot criteria, see "[December Count Snapshot Criteria](#)"

### How to figure out why a record is not in December Snapshot:

- Data Pipeline -> Pipeline Reports -> Records Not in Dec -> December Student
  - Select File Type to search either Child file or Participation file to see if any Interchange records were not included in the Snapshot
- Data Pipeline -> Pipeline Reports -> Records Not in Dec -> December Staff
  - Select File Type to search either Profile file or Assignment file to see if any Interchange records were not included in the Snapshot
- Cognos Report -> Special Education December -> Excluded Snapshot Records: IEP Interchange
- Cognos Report -> Special Education December -> Excluded Snapshot Records: Staff Interchange

The above reports will help you figure out which records are not making it to the December Count Snapshot and why.

## Verify/Confirm December Count Data

- When corrections and additions are complete (or you can do this step even when they are not done to verify the data): review December Count Cognos reports

Cognos Report -> Special Education December ->

Review **ALL** reports, Staff and Student, especially the signature reports. Some things to review are:

- o Does the number of records in Snapshot align with how many records you submitted in your Interchange files?
- o Do the counts make sense for your AU? Are there any categories with a count of 0 that shouldn't be 0?
- o Are there any flagged significant changes on the Year to Year reports? Do the significant changes make sense for your AU?

### What are you looking for/verifying?

**Some suggested** starting points are:



- Verify **against your Administrative Unit's files**, reports, and data – do your records match the December Count report counts? *(Be sure to keep the report criteria in mind, not all records are reflected on all reports.)*
- Review the records **excluded from the snapshot**. Should they have been included? If they should have been included, please make the needed corrections to Interchange files, upload the updated Interchange files and create a new December Count Snapshot.
- Do all **grade levels** have student counts?
- Do all categories on the **Year to Year** reports have counts? If not, should they have?
  - Do the counts this year compared to last year make sense?
  - Were any groups of students inadvertently missed in being reported?
- Review the Staff Approval Matrix (SAM) Reports
  - Do the reports reflect the data you expected? Are there any surprises? If so, research and make sure the data reported is accurate.

**That is not a complete list of what you should check! Administrative Units are responsible for the accuracy of the data they submit to CDE in their finalized Snapshot.**

Suggest reviewing and verifying **all** reports

## Student(s) Missing from Snapshot

You may notice while verifying your data that not every student you consider in your Administrative Unit and should be included in your **December Count Records** (a Congos Report) is included. There are a few possible reasons a student might be excluded:

- The student does not have matching records in both the Child file and Participation file
- The student's **Date of Entry to Special Education** is zero-filled or after the count date of 12/1
- The student's **Date of Exit from Special Education** is before the count date of 12/1
- The student's records at the Interchange in Child or Participation file have errors

## Resolving Duplicates (before formal process begins after collection closes)

See what other districts are claiming a student for funding which your district is also claiming for funding.  
See what other districts are claiming a student as attending which your district is also claiming as attending.

**We strongly suggest resolving before the formal process if you have time:**

- Resolving duplicates before the official duplicates phase makes the duplicate phase easier on everyone

Duplicate warnings can be found in the report "**Errors: Student Detail Report of Errors to Correct**"

**Avoid the Duplicate Phase time crunch by resolving your duplicates early if you can!**

- December Count respondent contact information can be found in the report called: "**Sped December Count Respondent Contact List**"



- Research all records with warnings **DC154** or **DC214** in the report called **Errors: Student Detail Report of Errors to Correct**
- Verify enrollment and attendance records and update Start and Exit dates in the Participation file as necessary, then update your December Count Snapshot by running a new Snapshot.

### Remember!

- Do not send **personally identifiable information (PII)** via email
  - o Work with the other Administrative Unit's to determine a safe method for transferring any information or simply pick up the phone and give them a call

Other Administrative Unit's may be working at a different pace than you are so the duplicate warnings may change frequently

If you cannot resolve a duplicate, begin collecting documentation on the SASID which may be needed for the formal duplicate resolution process

### December Count Snapshot Completion in Preparation for the Formal Duplicate Process

- Once your December Count Snapshot is complete, **all** data has been verified and you no longer have any errors, you are ready for the duplicates phase.
- Do not make any changes to your Snapshot until it's time to resolve the duplicates
- You will also need to submit the **Data Validity Certification reports** to the ESSU **Data Management System** Profile tab
  - Staff Data Validity Certification Report
  - Student Data Validity Certification Report

## Changes/corrections after Snapshot Completion

Once you have generated your complete and error free December Count Snapshot, changes are only permitted during certain time frames, typically the report review or duplicates phases

It is possible you may need to make corrections and/or changes to your data during **the Report Review or Duplicates Phase**. If you do:

### If you need to unlock your Snapshot

- Contact the December Count Team to unlock your snapshot
- Make changes to the following as needed:
  - Child file
  - Participation file
  - Staff Profile file
  - Staff Assignment file

### Types of changes you can make

You may need to make any changes requested by:

1. CDE during duplicate and data validity checks

2. Corrections to resolve duplicates with other Administrative Units
3. Corrections to resolve errors you found while validating reports during report review

Do not add new records without first checking with the December Count Team (we need to check if duplicates would result)

## Duplicate Resolution Phase

- Begins typically one week following Snapshot completion deadline after completing report review
- December Count Team needs to wait for all Administrative Units to submit their complete snapshots before running all of the duplicate reports
- However, you **can/should start reviewing duplicates and gathering needed documentation** for any students who are receiving warnings DC154 or DC214
- The December Count Team Lead will notify all Administrative Units once lists of their duplicates have been placed in their Syncplicity folders
  - Next steps will be outlined in the email notification
  - SASIDs will no longer be sent via email

### If you do not receive an email

- Please be patient, it may take us some time to get out emails to each Administrative Unit
- If you do not have any duplicates to resolve you will be notified of such and that you may finalize your December Count Snapshot

### Personally Identifiable Information (PII) for Duplicate Resolution

- Please do **not** send SASIDs or any **personally identifiable information (PII)** via email as email is not secure
- Send information to CDE and the December Count Team via your folder in Syncplicity <http://www.cde.state.co.us/datapipeline/syncplicity>

### Resolving Your Duplicates

- Please research each sasid listed in your duplicates file that was shared to you via Syncplicity
  - Verify the enrollment and attendance records to see if the student was in attendance on 12/1
  - If you find a student had exited prior to the count date, please update the exit information in the Participation file
  - Please work with other AUs to resolve duplicates in a timely fashion
  - Once you have made all of the changes you need to, you will upload an updated Participation file and once it has finished processing and is error free, run a new Snapshot
- Any changes will need to be made at the Interchange level:



- If you need to update or delete/remove a record, update your source system and upload a updated Interchange file as needed:
  - Child
  - Participation
  - Staff Profile
  - Staff Assignment
  
- If you need to change any data (for instance, funding code) change it in the appropriate interchange
- Review reports to ensure there are no interchange level errors and your data is correct

All changes made will need to be reflected in your Administrative Unit's snapshot

- Once all data changes are made in the Interchange files, recreate the December Count Snapshot
- The DEC~LEAAPPROVER role will need to [approve and re-submit snapshot as described above](#)  
**Important!**
  - Do not approve until you and your special education director have reviewed and verified the data

## Submit Signed December Count Reports

Once you have generated your final complete December Count Snapshot following the resolution of duplicates you will need to submit final reports signed by your special education director to the ESSU Data Management System Profile tab. The list of reports that must be submitted is detailed on the December Count Timeline:

<http://www.cde.state.co.us/datapipeline/2016-2017specialeducationdecembercount>

### IMPORTANT!

- If you have lingering duplicates or anticipate needing to make changes, we suggest not requesting signatures until after those changes
  
- In Pipeline: Cognos -> Special Education December -> *each of the reports listed in timeline*  

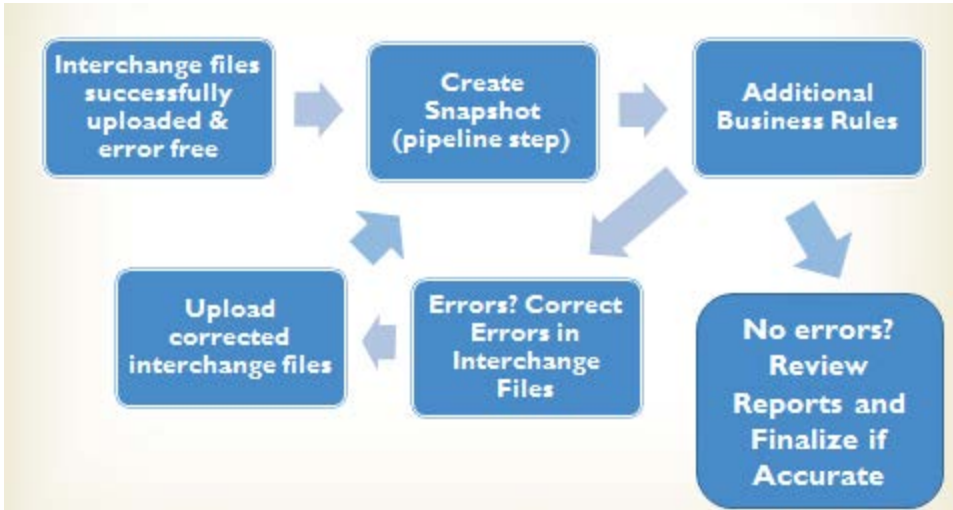
I suggest not doing this until the duplicate process is complete
  
- Upload your final December Count Snapshot reports (and flag explanations if needed) signed by your special education director to the ESSU Data Management System Profile tab
- Confirm with December Count Team that all needed reports (and flag explanations) have been received and are complete

## Data Corrections Following end of December Count Duplicate Process

Generally you cannot make further corrections or changes following the final report review after the date duplicates must be resolved by. If you find an error or would like to make a change after the collection has completed, please contact us immediately. In some limited instances we may be able to allow changes.

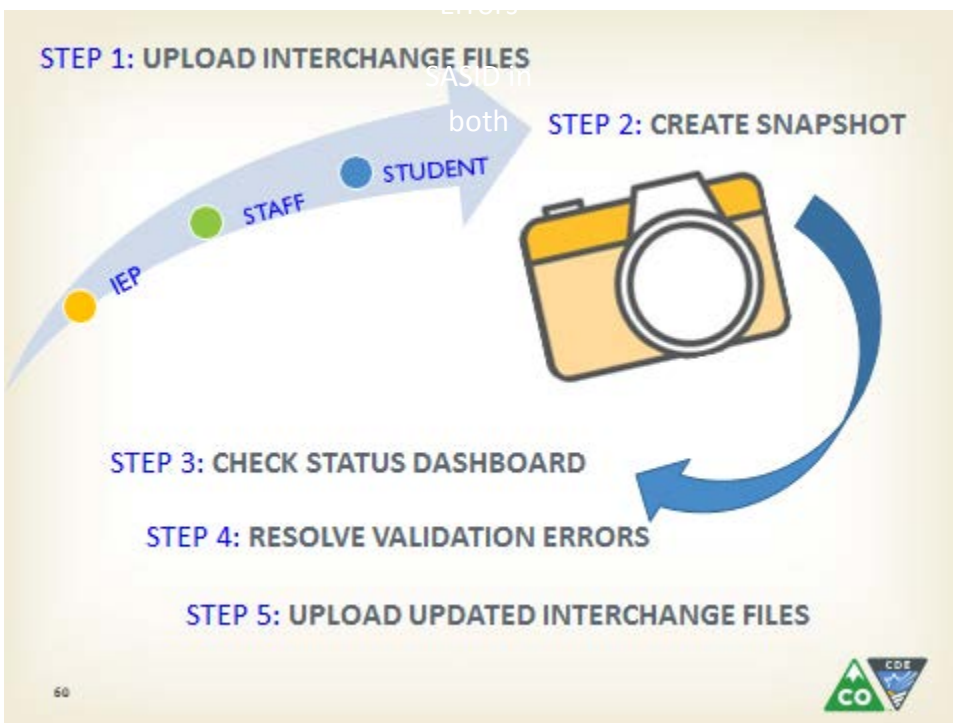
Once the data has been reported federally to EdFacts, no further changes can be made.

## December Count Snapshot Process Overview



### Important!

Please note you must create (or re-create) a snapshot in order to update a snapshot and have any changes you made in Interchange files reflected in the snapshot



## Data Files

- Pipeline only accepts file extensions of: csv txt xls xlsx
- You need a header row (first row)
- Pipeline only accepts field delimiters of: , | ~
- Include leading zeros (0) for required fields (for instance 01 or 02 for gender)
- Non-numeric/non-letter characters (except underscore) should not be included in file names as they can cause problems due to the fact that they have special system meanings.
  - # is one of them
- Spaces should not be in file name
  - Currently have a request to allow this
- Do not edit a text file with Excel; you may lose preceding zeros
  - See "[Convert from text/csv to Excel](#)" for how to convert a CSV to Excel
- Remove any blank last lines
  - To remove the blank rows, this is what I suggest doing:
    1. First back up your file in case anything goes wrong.
    2. You will modify the file you just saved
    3. Highlight the records (all columns and rows and headers) excluding the blank rows
    4. Copy to a new tab
    5. Delete the first tab with the blank rows – please let me know if you need instructions on how to do this
- Save files for reference and perhaps re-loading
  - See "[File Management](#)"
- **Back-up before editing/changing a file:**
  - Can use backup file if you make a mistake (for instance lose preceding zeros)

## Naming Conventions

Highly recommend a naming convention for all files loaded to the Student Interchanges Include versioning (explained below under "File Management") so you know what changes have been made to the data

### Example:

AU01010\_ChildFile\_1-1-2017.xlsx (this child file is for AU 01010 and was created/modified on 1/1/2017.

## File Management

File management is the system you have in place for managing your files in a manner that simplifies your work efforts

Practice sound file management and maintenance skills:

Know what you did: Where did you place the files? What files did you load? Did you use Edit option? For what?

What good file management entails:



## 1. Positive thinking

Avoid negative thoughts that will discourage you from this task and add stress such as

“This is a waste of time”

“There is no need to be organized”

“I do not have the time!!!!”

- Common excuse
- When problems happen, you are going to spend extra time correcting, finding files, determining what to do, worrying, etc.

## 2. Consistency

- Naming conventions
- Where placed
- How you work with them
- Consistency = less time to do work (whatever your work is)

## 3. Shared Files (even if you don't think it is needed)

- Network or SharePoint
- AKA: keep off hard drive
  - Others cannot find if needed
  - Hard drive can crash
- You can win the lotto
- May be transition/change – cross train/transfer knowledge!

## 4. Organized

- Know where data is
- Directory naming with structure

### **Examples**

K:/Files Loaded and Documentation/December Count files with subdirectories

- 2014-15
- 2015-16

K:/Files Loaded and Documentation/December Count files with subdirectories

- 2014-15

or

State Reporting/Dec Count/15-16/submissions

State Reporting/Dec Count/15-16/documentation

## 5. Order

- Files are orderly – give a sense of progression of your work
- Dates are good indicators of order
  - Dates within the file name vs.
  - System date with the file
    - System date can change even if you did not intend it to
    - Date in name gives indicator and is unchanged (unless you intentionally change it)
- **Consistency** in how you use the dates and what they represent

### **Examples**

- Date you submitted/loaded the file
- Date you edited the file





## 6. Understanding

- Files have meaningful names
  - You know what you did with the files
  - **Version Control**
    - Do not have multiple copies of the same file located in different places
    - You should only have one
    - Uncertainty (yours and colleagues) as to which one was used and which was modified for changes
  - No Gaps
    - Know what you did from start to finish
    - Document!
      - Takes time but saves you time in a long run
      - If Excel, you can use 2nd+ tabs to note what you did with the file
- Example**  
On 8/12/15, after downloading, edited to correct finance code for LASID 123445677  
On 8/14/15, used “Edit Record” function to change gender of LASID 34535355 from blank to 01  
On 8/16/15, used “Edit Record” function to delete LASID 65534543
- Otherwise (or as an alternative), keep notes in separate document or worksheet):
- Example**  
What\_I\_did\_forDecemberCount2016\_17.docx

## 7. Minimize manual changes

- The more you do manually, the harder it is to reproduce those changes or to respond to questions later
  - Document any manual changes! (edits, deletes, additions)
- Do not suggest use of “Edit Record” and “Add Record” (and if you do, document!)
- Better to have your database updated and download new files
- If you cannot do that, better to update files (documenting changes!) and reload

### Some Advantages

1. Easier to reload files if needed
2. You know what you did
3. Less time needed

These are only suggestions and possible methods to work effectively and efficiently with files and the collections

### **Do what works for you!**

(And you’ll notice positive results)

Reach out to the December Count Team if you need help or suggestions!



## “Replace” or “Append” file upload option

<b>Replace (recommended)</b>	<b>Append</b>
Will override (replace) any files loaded	Will add (append) the records you are loading to the file(s) you have already loaded
Use if: <ul style="list-style-type: none"> <li>• Loading a replacement file:                             <ul style="list-style-type: none"> <li>○ IDs already loaded for the tag (can have some new IDs too), you made corrections, and are reloading</li> </ul> </li> <li>• The file contains all students you want to load</li> </ul>	Use if: <ul style="list-style-type: none"> <li>• This is a new file of IDs that has not yet been loaded where you do not want to replace the IDs already loaded</li> </ul> <i>Examples:</i> <ul style="list-style-type: none"> <li>• File of facility students (not in the files already loaded)</li> <li>• File of charter school students (not in the files you already loaded)</li> </ul>

- You do not have to use “Append”  
**Combine files outside Pipeline and load using “Replace”**

## Child file completed sample email:

-----Original Message-----  
 From: CDE PROD [mailto:Data\_Pipeline@cde.state.co.us]  
 Sent: Wednesday, January 04, 2017 3:24 PM  
 To: CDE PROD  
 Subject: Data Pipeline-Special Education Child: File Successfully Submitted

Special Education IEP Interchange Processed by Data Pipeline for School Year 2016-17:

File Type: SPED Student Demographic Information  
 Batch ID: 284497  
 District: ##### - AU12345  
 Date: 01/04/2017 03:23 PM  
 Collection Type: Special Education IEP Interchange - SPED Student Demographic Information

Name:  
 User ID: [email@email.com](mailto:email@email.com)  
 Email: [email@email.com](mailto:email@email.com)  
 Record Count: 692  
 Error Count: 0

Data Pipeline can be accessed here: <https://cdx.cde.state.co.us/pipeline>

## Participation file completed sample email:

-----Original Message-----  
 From: CDE PROD [mailto:Data\_Pipeline@cde.state.co.us]  
 Sent: Wednesday, January 04, 2017 3:24 PM



To: CDE PROD  
Subject: Data Pipeline-Special Education Student Participation: File Successfully Submitted

Special Education IEP Interchange Processed by Data Pipeline for School Year 2016-17:

Batch ID: 284496  
District: ##### - AU12345  
Date: 01/04/2017 03:23 PM  
Collection Type: Special Education IEP Interchange - Special Education Program and

Participation Data

Name:  
User ID: [email@email.com](mailto:email@email.com)  
Email: [email@email.com](mailto:email@email.com)  
Record Count: 692  
Error Count: 0

Data Pipeline can be accessed here: <https://cdx.cde.state.co.us/pipeline>

## December Count Snapshot completion sample email

-----Original Message-----

From: CDE PROD [mailto:[Data\\_Pipeline@cde.state.co.us](mailto:Data_Pipeline@cde.state.co.us)]  
Sent: Wednesday, January 04, 2017 3:18 PM  
To: CDE PROD  
Subject: Sp. Ed December Count Snapshot is complete

2016-17 Special Education December Count Snapshot Creation Processed by Data Pipeline:

District: ##### - AU12345  
Date: 01/04/2017 03:17 PM  
Collection Type: Special Education IEP Interchange Sp. Ed Dec Count Snapshot from DSF and DST file type snapshots.  
Name:  
User ID: [email@email.com](mailto:email@email.com)  
Email: [email@email.com](mailto:email@email.com)  
Staff Record Count 1722  
Staff Error Count 53  
Student Record Count 6736  
Student Error Count 74

There are record(s) with errors in the Special Education (Student Demographics/Student School Association/Staff Demographics) which may need to be resolved so all the relevant records can be included

*\*Note that this email notification alerts you when records are not being included in the Snapshot due to Interchange level errors\**



## File Error Example Emails

### Problem 1

**Line format problem – go to line indicated + 1 in your file for the row with the error**

In this example, line 392

From: Data Pipeline [[mailto:Data\\_Pipeline@cde.state.co.us](mailto:Data_Pipeline@cde.state.co.us)]  
Sent: Wednesday, September 16, 2015 10:06 AM  
To: Respondent, Some  
Subject: Data Pipeline File Upload Errors

-----  
This message is to notify you of the Data Pipeline file upload errors. The errors must be corrected and the file must be uploaded again.  
-----

File Submission Processed by Data Pipeline:  
Submission ID: 15542  
Date: 09/16/2015 11:06 AM  
Name: Some Respondent  
Year: 2016  
User ID: some\_R@asdfg.org  
Error: Error in file upload with batch id 15542

Error Details:  
Line 391 : Section 504,Primary Disability,Attends Ged Program,Language Proficiency

### Problem 2

**Where file type loaded is not the file type you meant to load:**

-----Original Message-----  
From: Data Pipeline [[mailto:Data\\_Pipeline@cde.state.co.us](mailto:Data_Pipeline@cde.state.co.us)]  
Sent: Tuesday, September 15, 2015 2:24 PM  
To: Matula, Annie  
Subject: Data Pipeline File Upload Errors

-----  
This message is to notify you of the Data Pipeline file upload errors. The errors must be corrected and the file must be uploaded again.  
-----

File Submission Processed by Data Pipeline:  
Submission ID: 35822  
Date: 09/15/2015 02:24 PM  
Name: Annie Matula  
Year: 2016  
User ID: [matula\\_a@cde.state.co.us](mailto:matula_a@cde.state.co.us)  
File Name: SSA\_2015\_2016\_0903014\_forStudentOctober.xlsx  
Error: Error in file upload with batch id : 35822

Error Details:



Line 2 : data too large for Gender Student: 08252010 (2 max length) ,Gender Student,Address  
State Student,Ethnicity Student,Race Indian Student,Race Asian Student,Race Black  
Student,Migrant  
Line 3 : data too large for Gender Student: 03182010 (2 max length) ,Gender Student,Address  
State Student,Ethnicity Student,Race Indian Student,Race Asian Student,Race Black  
Student,Migrant  
Line 4 : data too large for Gender Student: 10242010 (2 max length) ,Gender Student,Address  
State Student,Ethnicity Student,Race Indian Student,Race Asian Student,Race Black  
Student,Migrant  
Line 5 : data too large for Gender Student: 01092010 (2 max length) ,Gender Student,Address  
State Student,Ethnicity Student,Race Indian Student,Race Asian Student,Race Black  
Student,Migrant  
Line 6 : data too large for Gender Student: 06092010 (2 max length) ,Gender Student,Address  
State Student,Ethnicity Student,Race Indian Student,Race Asian Student,Race Black  
Student,Migrant  
Line 7 : data too large for Gender Student: 09212009 (2 max length) ,Gender Student,Address  
State Student,Ethnicity Student,Race Indian Student,Race Asian Student,Race Black  
Student,Migrant  
Line 8 : data too large for Gender Student: 02092010 (2 max length) ,Gender Student,Address  
State Student,Ethnicity Student,Race Indian Student,Race Asian Student,Race Black  
Student,Migrant  
Line 9 : data too large for Gender Student: 09182009 (2 max length) ,Gender Student,Address  
State Student,Ethnicity Student,Race Indian Student,Race Asian Student,Race Black  
Student,Migrant

<snip >

### Problem 3

#### Loading a .csv file and have blank lines in the middle of the file

File Submission Processed by Data Pipeline:  
Submission ID: 107330  
Date: 11/04/2015 12:15 PM  
Name: Happy User  
Year: 2016  
User ID: [user\\_h@some\\_district.org](mailto:user_h@some_district.org)  
Error: Error in file upload with batch id : 107330

#### Error Details:

Line 2 :  
Line 3 :  
Line 4 :  
Line 5 :  
Line 6 :  
Line 7 :  
Line 8 :  
Line 9 :  
Line 10 :  
Line 11 :

### Pipeline Reports -> "Error Report" Process

This shows the data you loaded with the error and error code



Data Set = Special Education IEP Interchange

Select one of the following File Types:

- Special Education Child
- Student Special Ed Participation
- Sp. Ed December Count Student
- Sp. Ed December Count Staff

Error Type: Do you want to view Errors and/or Warnings

Sample output:

**Error Report**

Dataset: Special Education EP Interchange | File Type: Sp. Ed December Count Student  
 School Year: 2016-17 | Organization/LEA: 03050-ADAMS-ARAP 28J AURORA  
 Error Type: Errors and Warnings

Select All | Deselect All | Excel

Select	Error Code	Error Type	Error Message
<input checked="" type="checkbox"/>	DC114	E	For all students, at least one provider reported must have a job class code of 202 or 238.
<input checked="" type="checkbox"/>	DC115	E	Student records must have an edid with Job Class Code 202 or 238 reported and the grade levels reported on the Staff record must include the grade level of this student. Please verify that the associated Staff records made it to Snapshot and have the correct grades marked yes.
<input checked="" type="checkbox"/>	DC117	W	Warning: The following students are listed with the same LAST NAME, FIRST NAME and DATE OF BIRTH. Please verify that this is not a duplicate student record
<input checked="" type="checkbox"/>	DC154	W	Another AU is also claiming a Funding Status of 50 for this student. Please verify attendance and enrollment records for December 1st. If your record is correct you may leave it the same.
<input checked="" type="checkbox"/>	DC156	W	The following SASIDs were reported in the Special Education EP Interchange but no record was found in the Student Interchange.
<input checked="" type="checkbox"/>	DC176	E	Students who are receiving Special Education Services in your Administrative Unit on 12/1 must have a Funding Status reported.
<input checked="" type="checkbox"/>	DC187	W	LASD exists in Snapshot but is NOT in the SPE Child file. Please see Records Not in Dec Report under Pipeline Reports for more details.
<input checked="" type="checkbox"/>	DC188	W	LASD exists in Snapshot but is NOT in the SPE Student Participation file. Please see Records Not in Dec Report under Pipeline Reports for more details.
<input checked="" type="checkbox"/>	DC214	W	Another AU is reporting that this student is attending in their AU. Please verify attendance and enrollment records for December 1st. If your record is correct you may leave it the same and ignore this warning.
<input checked="" type="checkbox"/>	DC221	E	The following students have one or more staff edds reported that are not included in the snapshot, please verify your interchange data and errors to be sure all the staff records are included in the file and error free at the interchange.

View Details

Do you want to view all errors and/or warnings shown on the screen or only some?

All: select "View Details"

One or some:

- Press "Deselect All"
- Place a checkmark at the errors/warnings you want to view detail
- Press "View Details"

Next screen shows the error, error message, and the data you loaded for the record

**Export to Excel** by selecting "Excel"

You can **go back** to the previous screen by selecting "Back"

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
	Admin Unit/SOP Code	Error Type	Error Code	Message	Student's State ID (SASID)	Student's Local ID (LASID)	Student's First Name	Student's Middle Name	Student's Last Name	Student's Gender	Student's Date of Birth	Student's Ethnicity: Hispanic or Latino	Student's Race: American Indian or Alaska Native	Student's Race: Asian	Student's Race: Black or American
1															
2		E	DC114	For all students, at least one provider reported must have a job class code of 202 or 238.								1	0	0	0
3		E	DC114	For all students, at least one provider reported must have a job class code of 202 or 238.								1	0	0	0
4		E	DC114	For all students, at least one provider reported must have a job class code of 202 or 238.								1	0	0	0



## Other Resources

### CDE’s Site Index

<http://www.cde.state.co.us/siteindex>

### Data codes needed for collection

Includes:

- Schools
- Organization (District/BOCES)
- Country

[http://www.cde.state.co.us/datapipeline/org\\_orgcodes](http://www.cde.state.co.us/datapipeline/org_orgcodes)

### December Count Publicly Posted Reports

[http://www.cde.state.co.us/cdesped/sped\\_datareports](http://www.cde.state.co.us/cdesped/sped_datareports)

[http://www.cde.state.co.us/cdesped/data\\_reports\\_walkthrough](http://www.cde.state.co.us/cdesped/data_reports_walkthrough)

### December Count, IEP Interchange and Staff Interchange Trainings and Additional Resources posted at the following pages:

[http://www.cde.state.co.us/datapipeline/snap\\_sped-december](http://www.cde.state.co.us/datapipeline/snap_sped-december)

[http://www.cde.state.co.us/datapipeline/inter\\_sped-iep](http://www.cde.state.co.us/datapipeline/inter_sped-iep)

[http://www.cde.state.co.us/datapipeline/inter\\_staff](http://www.cde.state.co.us/datapipeline/inter_staff)

## Frequently Asked Questions (FAQs) Not Related to Data Elements

Topic	Question/Issue	Answer
Accessing Pipeline	I cannot access Data Pipeline	<ol style="list-style-type: none"> <li>1. Password is case –sensitive. Be sure “Caps Lock” is not on</li> <li>2. Close your browser completely and try again</li> </ol>
Adding Records	Can I use the “Add Record” option to add new records?	Yes, but is not recommended: Best to add to your SIS or IEP System if you have one Otherwise, add to your files and re-upload
Audit phase -- need to remove students	I have students that I need to drop from our December Count records. Do I need to create a new snapshot or will CDE make the modifications?	You will need to make the changes then re-create your snapshot. Please see <a href="#">“Duplicate Funding Audit Exception process in November (Cross LEA Validation)”</a> for more information
Changes to SIS system	I made a change to our SIS system and downloaded a new file but the change is not there	Some changes may not be posted until later (evening, next day, etc.) Check with your SIS contact.
Contacts	Where can I find the names, phone, and email addresses of December Count Coordinators?	December Count coordinators can be found in Data Pipeline under Cognos Report. Select “Special Education December” and then <a href="#">“Sped December Count Respondent Contact List.”</a>
Data Files	I cannot load a file	Have you sent the file through the Format Checker (that would show you errors with the first record following the header row)? More information is above at <a href="#">“Pre-load Verification”</a>



Topic	Question/Issue	Answer
		Is the file open on your desktop? It should be closed.
Data Pipeline Support	I emailed Data Pipeline support with a question but have not heard back	It is possible the case was mis-assigned. Please re-send and cc the December Count Team.
Deadlines	What are the December Count deadlines?	See " <a href="#">December Count Timeline</a> " above
Emails	I do not want to receive emails related to December Count. They should go to _____ instead.	Your name needs to be deactivated within Identity Management and the other person's name needs to be added as a December Count and/or IEP Interchange respondent. Your Local Access Manager (LAM) can do this.
Emails	Remove me from the email lists	Ask your Local Access Manager (LAM) to deactivate your name and add the new respondent's name in IdM. Please refer to " <a href="#">Steps to Assign Pipeline Access to December Count and IEP Interchanges (PDF)</a> " on the Student October website ( <a href="http://www.cde.state.co.us/datapipeline/snap_studentoctober">http://www.cde.state.co.us/datapipeline/snap_studentoctober</a> ) for activating or deactivating Pipeline access.
Emails	I did not receive the December Count email	Emails are sent to people who have IdM roles for the December Count snapshot and IEP Interchange. Do you have one of those role?
Exceptions - Requesting	How do I submit a request for an exception?	Please see section " <a href="#">Request An Exception</a> " above
Exceptions – December Count	If December Count exception is requested, does it also apply for Sped End of Year?	No, exceptions are snapshot specific and will need to be requested for Sped EOY as well. Be sure to save your exceptions spreadsheet from December Count so you can update it for Sped EOY.
Local Access Manager	How do I find out who my Local Access Manager is?	You can ask your district's staff member who approves December Count (LEAAPROVER role) or ask the December Count Liaison at CDE
Make Data Changes After Submission	May I make changes to my data after I have submitted the snapshot to CDE?	Yes; generally, you can make changes before the duplicate process concludes. You may need to <a href="#">request that your snapshot be unlocked</a> so that you can re-create the snapshot to reflect the changes.
New to December Count	I am new to the collection. What materials would be helpful for learning the collection?	<p>This one, especially the "Checklist of Steps" section                      Spending 1 hour to watch the walk-through webinar. You'll probably get the hour back in the time saved by not having to learn through trial and error. The webinar can be accessed at <a href="http://www.cde.state.co.us/datapipeline/snap_studentoctober">http://www.cde.state.co.us/datapipeline/snap_studentoctober</a></p> <p>If you are not familiar with the Student October data elements, you might want to review the data elements PPT and/or webinar on that website too.</p> <p>You might also want to review the Field Analyst Support Team's <a href="#">Student October Resource Guide</a> (which focuses on auditing related requirements) that can be accessed from that website <a href="http://www.cde.state.co.us/cdefinance/auditunit_pupilcount">http://www.cde.state.co.us/cdefinance/auditunit_pupilcount</a></p> <p>The last good training material on the Student October website is the <a href="#">Main Student October Pupil Enrollment Count-Data Pipeline Training</a>.</p>





Topic	Question/Issue	Answer
		That gives a good overview of the process as well as recurring issues/problems that districts encounter with solutions.
Resolving duplicates	What is the process for resolving situations where another district is also claiming a student for funding?	<u>Before formal duplicate process is run</u> <u>During formal duplicate process (Cross-LEA, where FAST resolves)</u>
School Addresses	Where can I find the addresses of Colorado schools?	Under "Mailing Labels" posted at <a href="http://www.cde.state.co.us/cdereval/related">http://www.cde.state.co.us/cdereval/related</a>
Sign off form	What are the names of the reports I am supposed to give to my finance department to sign?	In Pipeline -> Student Profile -> Status Dashboard -> <u>Download Sign Off Form</u>
Signed verification form	Our district LEAPPROVER has approved our snapshot. Do I need to submit a signed verification form?	You do not need to submit a signed verification form until after duplicate process concludes in November. One of the reasons is: your district may need to make changes to snapshot data during the Audit phase (for instance to remove a student); therefore, if you already had the form signed, you would need to have the new form (with updated counts) signed following the changes. More information: <u>Signed Student October Verification Form</u>
Student not in Snapshot	Student has no errors in Child or Participation but not in snapshot	The student likely is not meeting the <u>snapshot criteria</u>
Unlocking snapshot	Our district's December Count snapshot needs to be unlocked. What must I do?	Ask the December Count Team to <u>unlock</u> This must be done if your LEAPPROVER <u>December Count snapshot</u> and you need to make changes to it. You should have made all changes at the Interchange level before requesting an unlock and now be ready to re-create your December Count snapshot. I also suggest reviewing your December Count reports to confirm that the data is accurate. <u>Please re-submit (approve) your snapshot</u>
Warnings	Do I need an exception for a warning?	No. Please see <u>Errors and Warning Types</u> for more information.
Webinar PPT	May I have a copy of ____ webinar PPT?	You should use the PowerPoint (PPT) on the December Count website. The reason is the version on the web is updated for clarifications and additional information. The first page has the last date the PPT was updated.  To access the PowerPoint, go to: <a href="http://www.cde.state.co.us/datapipeline/snap_sped-december">http://www.cde.state.co.us/datapipeline/snap_sped-december</a> under Trainings



## FAQs on Errors and Warnings

File	Error Code	Question	Answer
NA	NA	I do not have any interchange (SE or ST) errors but I received snapshot (DC) errors. Why?	Snapshot errors (begin with DC) are errors at the snapshot level. These are additional errors that typically would not apply to other collections.
Snapshot	DC104	Age is outside of the min/max range for this grade level. If grade level is accurate, please refer to the Exception Request Instructions.	Please note that grade level pulls from the Student Interchange, so if it does not match what you are reporting in the IEP Interchange please consult with your regular ed counterpart to verify the student's grade level. If the grade level in Snapshot is correct please request an exception: See Exceptions Instructions and Template under Additional Links: <a href="http://www.cde.state.co.us/datapipeline/snap_sped-december">http://www.cde.state.co.us/datapipeline/snap_sped-december</a>
Snapshot	DC221	The following students have no staff reported in the snapshot, please verify your interchange data and errors to be sure the staff records are included in the file and error free at the interchange.	For the students that receive this error please verify that the edids reported as their providers are reported in both the Staff Profile and Staff Assignment files, are error free at the Interchange and meet the December Count Snapshot criteria. Most likely the staff records have errors at the Interchange and are not pulling into Snapshot.
Snapshot	DC114	For all students, at least one provider reported must have a job class code of 202 or 238.	Verify that at least one of the providers reported on a student's record is a JCC 202 or 238. If there isn't one, please add a provider edid with one of those JCCs. Also, see the answer for DC221.
Snapshot	DC115	Student records must have an edid with Job Class Code 202 or 238 reported and the grade levels reported on the Staff record must include the grade level of this student. Please verify that the associated Staff records made it to Snapshot and have the correct grades marked yes.	First check to see if all staff records have indeed made it to Snapshot, also see the answer for DC221. If they have you will want to download the Staff Included Records report to Excel. For each Student record receiving DC115 look up the provider edids in the Staff Included Records report and verify that the student's grade level is marked yes on the Staff Assignment Record.
Snapshot	DC136 or DC112	Educational Environment is not valid for associated age.	A student's whole age in years, not grade level, determines which set of educational environment codes should be used. For example, a student who is 5 years and 8 months old is considered 5 years old and thus an educational environment code in the 200's should be reported. <a href="http://www.cde.state.co.us/datapipeline/decembercounteducationalenvironments2015">http://www.cde.state.co.us/datapipeline/decembercounteducationalenvironments2015</a>



File	Error Code	Question	Answer
Snap-shot	DC154	Another AU is also claiming a Funding Status of 50 for this student. Please verify attendance and enrollment records for December 1st. If your record is correct you may leave it the same.	This warning lists your likely duplicates. Please verify your enrollment and attendance records. If the student was in attendance in your AU on 12/1 please leave your record the same. You may work with the other AU at this time if you wish or wait until the official duplicates phase.
Snap-shot	DC214	Another AU is reporting that this student is attending in their AU. Please verify attendance and enrollment records for December 1st. If your record is correct you may leave it the same and ignore this warning.	This warning lists your likely duplicates. Please verify your enrollment and attendance records. If the student was in attendance in your AU on 12/1 please leave your record the same. You may work with the other AU at this time if you wish or wait until the official duplicates phase.
Snap-shot	DC019	JOBCLASS CODES 202 (Teachers) and 238 (Speech Language Pathologists) must have a student caseload.	The Teachers and SLPs with this error are not reported on any student records in the Snapshot. First make sure all the student records have made it to Snapshot. If all student records are included in the Snapshot and this error occurs you may need to report these staff as a different job class code if they do not have a student caseload.
Snap-shot	DC020	Teaching grade level must be an exact match to the grades of the students reported on the caseload.	Did the edid with this error pull into Snapshot? Did all staff assignment records for this edid pull into Snapshot? If not, please correct the staff file interchange errors and resubmit interchange files, once processed, run a new snapshot. Please ensure the grade levels of the students where this edid is reported are accounted for on the staff assignment records for this edid. Download the student included records report and filter the provider edid columns to see all the students and grades where this edid appears. Then compare the grades to the grades marked yes on the staff assignment file records. If any grades are marked no that should be yes, change them to yes, resubmit interchange files and once processed run a new snapshot.
Snap-shot	DC191 – DC205	These staff have X graders on the student side, but X grade is not marked yes in the snapshot, please verify the assignment record is included in the snapshot and has X grade marked. (each grade level has its own error)	Did all staff assignment records for this edid pull into Snapshot? If not, please correct the staff file interchange errors and resubmit interchange files, once processed run a new snapshot. If all the staff assignment records for this edid made it to snapshot, then check the grade levels marked yes and be sure the grade level referred to in the error is indeed marked yes.



File	Error Code	Question	Answer
Snap-shot	DC208	SAM Warning - Staff reported in this Job Class Code do not hold a valid license as of the collection date of December 1st.	
Snap-shot	DC209	SAM Warning - Staff reported in this Job Class Code do not hold an appropriate endorsement for the assignment.	
Snap-shot	DC210	SAM Warning - Staff reported in this Job Class Code do not hold an appropriate endorsement for the majority (50% or more) of student disabilities in the caseload.	
Snap-shot	DC211	SAM Warning - Staff reported in this Job Class Code do not hold a valid license.	
Snap-shot			
Snap-shot			