This document explains the steps required to complete the second phase of the End of year collection. This phase has eleven warnings which require districts to load adjustments or work with other districts to resolve issues. A majority of the warnings are associated with students who dropped out (exit type 40), expelled (exit type 50), or transferred to a GED program (exit type 70) in a prior year and these students are being reported as attending a different district in the current year. In these cases, districts are encouraged to use the adjustment file to remove these students from their graduation cohort base. Here are the steps for the Cross LEA validation process

1. District respondent receives email indicating Cross LEA validation is complete.
2. District goes into the data pipeline system and runs the Student End of Year error report. Please see the below steps:
    a. Log into the data pipeline system
    b. Click Pipeline Report on the bottom left side
    c. Select appropriate values from the dropdowns
        i. Dataset -> Student Profile
        ii. File Type -> Student End of Year
        iii. School year -> 2016-2017
        iv. District -> your district
        v. Error Type -> Errors
    d. Click the Search button
    e. To view the individual students receiving the errors click the View Details button
    f. Extract the report to a spreadsheet.
        i. Click the Excel link under Detail Errors
3. **Review the error messages for each error. Some errors will reference students in your current End of Year submission. Please see Steps 4-6 to resolve those errors. SE700 level errors may refer to students in prior school years. Please see step 7 to resolve those.**

4. For errors SE061, SE094, SE702 and SE712, please use the Edit Record screen to make the appropriate changes to those records
    a. Click Student Profile on the top left side
    b. Click Edit Record
        i. File Type -> Student School Association
        ii. School year -> 2016-2017
        iii. District -> your district
        iv. Error Record -> All
        v. Search for the student by name or SASID
    c. Change the Exit type to 93, 94, or 13 as appropriate
    d. If the student has a 00000000 School Exit Date, please change that date to the last day of school for your district
    e. Select the check mark box on the left side of the record for those records you modified
    f. Hit the green Save Record button below

      g.   Review to make sure that no fields are highlighted Red when the page refreshes

5.   SE702 (Students reported as completing in multiple districts) requires districts to work together to resolve the error.

      a.   Please have one district use the Edit Record to change the student to exiting with an Exit type 13 and save the record

      b.   Once the other district reports the student as exiting with a 13, the other district receiving this error should to change the school Exit date to 06302017 and save the record using the edit record tool. This ensure that the student's graduation is appropriately captured

      c.   Both district must save the record in error in the Edit Record Screen in order to resolve the error. The district not claiming the graduate must save their record before the district claiming the graduate.

6.   You can also upload a new Student School Association file to resolve multiple errors using the same steps you used in the Regular Process.

7.   For errors SE703, SE704, SE706, SE710

   (As of the 2015-16 school year, other Cross LEA warnings do not require adjustments. These students are no longer included in their previous AYG cohort because they have been recovered by another district)

      a.   Click Student Profile on the top left side

      b.   Click Add Record

          i.   File Type -> Adjustments

         ii.   School year -> 2016-2017

        iii.   District -> your district

      c.   Enter the students information exactly as it appears on the Error Report

          i.   For Adjustment Justification Code, please review the Error Message you received for that student and the Exit Type listed on the Error Report.

              1.   For an exit type of 50, use the 52 adjustment code

              2.   For an exit type of 70, use the 77 adjustment code

              3.   **For all other exit types**, use the 42 adjustment code.

         ii.   For the Adjustment School Code, enter the school code of the last school the student attended in your district. **This is the School Code listed on the error report.**

        iii.   For the **Adjustment Year** use the **most recent** year in the school year the student last attended. It does not matter when in the school year the student left. For example, if the student left on December 1st, 2013 of the 2013-14 school year, you will enter **2014** for the Adjustment Year.

      d.   Hit the green Add Record button below

      e.   Review to make sure that no fields are highlighted Red when the page refreshes

      f.   If there are Errors, you can use the Edit Record tool to make corrections.

          i.   Click Edit Record

1. File Type -> Adjustments
2. School year -> 2016-2017
3. District -> your district
4. Error Record -> Errors

8. **OPTIONAL:** You can also upload the Adjustment file if you have a large number of adjustments to make
    a. Go back to the data pipeline system
    b. Click File Upload
    c. Click Data File Upload
    d. Fill in the drop downs
        i. Dataset -> Student Profile
        ii. File Type -> Adjustments
        iii. School Year -> 2016-2017
        iv. Organization/LEA -> your organization
        v. Browse -> Select the adjustment file you saved in step 3.
        vi. Upload Type -> Replace
        vii. Click the green Submit button
    e. Review errors on the Adjustment file
        i. Click Cognos Report in the bottom left corner
        ii. Click Student End of Year
        iii. Click EOY Adjustments Error Detail Report
        iv. Fill in the drop down boxes
            1. School Year -> 2016-17
            2. District -> Your district
            3. Click Finish
        v. If there are errors, please correct the errors in the file and repeat the upload process starting back at 4a. Repeat this process until there are no more errors in the Adjustment file

9. Once the Adjustment file is loaded and has no errors, it is time to create a Student End of Year snapshot.
    a. Create Student End of Year snapshot
        i. In Data Pipeline system click on Student Profile on the left side
        ii. Click on Snapshot
        iii. Fill drop downs on snapshot screen
            1. File Type -> Student End of Year
            2. School Year -> 2016-17
            3. Organization/LEA -> Your organization
            4. Click the Search button
        iv. Click the green Create Snapshot button. Do not check any of the check boxes. There is no reason to check these check boxes.

v. Wait for email indicating snapshot is created. If the email indicates zero errors go to review reports and validate data. If the email indicates there are errors, please continue with the below steps.

vi. To see the Student End of Year snapshot errors that were indicated in the email, follow the below steps

1. Click on the Cognos Reports on the bottom left
2. Click the Student End of Year link
3. Click the EOY Error Detail Report
4. Fill in the EOY Error Detail Report drop downs
    a. School Year -> 2015-16
    b. District -> Your District
    c. Workflow Step -> Snapshot Edits
5. Click the Finish button
6. Review the errors and make the appropriate changes in the student or student school association file. Once the changes are done, you will need to reload these files and go back to the main step 5 and recreate the snapshot. Several of the Cross LEA warnings have been elevated to errors. These changes are now required of districts unless they request an exception.

vii. Continue this process until you receive and email with zero errors for the snapshot.

10. Validate the data and review the data reports. Follow the below steps to view the data reports
a. Click Cognos Report on the bottom left
b. Click Student End of Year link
c. Click the appropriate report in order to validate the data. Common reports are the EOY End of Year School Membership and Dropout for Grades 7-12, EOY On-Time Graduation and Completion Rates, and EOY Mobility Rates by School, Grade, Race/Ethnicity, Gender and IPST.
d. Another good report to validate the data is the EOY Snapshot Records report
e. Validate the data and make sure the information is accurate.
f. Once satisfied with the data, please move on to the next step

11. Final step is to submit the snapshot to CDE
a. Go into the Data Pipeline system
b. Click on the Student Profile on the left side of the screen
c. Click on the Status Dashboard
d. Fill in the drop downs with the appropriate values
    i. File Type -> Student End of Year
    ii. School Year -> 2016-17
    iii. Organization/LEA -> Your district
e. Click on green Submit button
f. Review the data and make sure the Validation Errors is zero
g. Down in the bottom left there should be a green Submit to CDE button

      h. Click on the green Submit to CDE button
12. You are done with this second phase of the Student End of Year process.
      a. An email will be sent out in early November on how to complete the third phase of the Student End of Year collection. This phase is called the Post Cross LEA validation phase.