COLORADO
Department of Education

Student Interchange: Timeline

Overview

This timeline provides a broad overview of the Student Interchange and how it is utilized throughout the school year. The Student Interchange is designed for ongoing and regular updates throughout the school year, ensuring data accurately reflects the status of student data. Uploading Student Interchange files frequently allows all data collections that utilize the Student Interchange data to be more manageable as data cleanup occurs routinely.

This timeline shows information regarding which interchange is open (current or prior year) and which collections are utilizing Student Interchange data at that time. Individual data collections will have specific target dates and deadlines for error-free student interchange files as it pertains to the collection.

Files

The Student Interchange consists of three primary files and one supporting file.

1. Student Demographic
    -   Single record per student
2. Student School Association
    -   Enrollment history may contain multiple records per student.
3. Graduation Guidelines
    -   Secondary students only, may contain multiple records per student.
    -   Connects to Student End of Year collection only.
4. Adjustments
    -   Supporting file for Student End of Year collection only
    -   Used in a few specific circumstances which means many districts will not utilize this file during a collection year.
    -   See the SEY website for more information.

Collections that Utilize Student Interchange Data

-   **Student October**
    -   Contains pupil enrollment information as of the student count date
    -   Used to determine the school demographics, number of students in instructional programs, free and reduced lunch counts, and distribution of school finances across the state
    -   Obtain required student level data provided by state statute, including information regarding students funding eligibility
    -   Used to derive pupil membership statistics
-   **Student End of Year**
    -   Collects enrollment and outcome information for students during a school year, including demographic information and student's entry and exit from public schools within a district
    -   Requires graduation guidelines file
    -   Used to derive the graduation, dropout, mobility, and stability rates

- **Attendance**
  - Capture and report the student level attendance information for each school
  - Used to derive truancy rates and chronic absenteeism
- **Special Education December Count**
  - Annual count of Eligible students under Part B of the Individuals with Disabilities Education Act (IDEA) as of December 1st
  - Required to obtain data on special education staff employed by administrative units on December 1st of each year
- **Special Education End of Year**
  - Obtain information on students who were referred, evaluated, and/or received special education services in an Administrative Unit or State Operated Program during the specified reporting period.
- **Special Education Discipline**
  - Obtain information on children with disabilities served under IDEA subject to disciplinary removal
- **READ Assessment**
  - Obtain information on K-3 students and 4-12 READ Cohort students as outlined in the Colorado READ Act
  - Used to derive READ Act funding for districts and statistics regarding the prevalence of K-3 students with a Significant Reading Deficiency (SRD)
- **Student Biographical Data (SBD) for Spring Assessments**
  - Provides districts the opportunity to verify the accuracy of demographic data submitted for each student participating in Spring assessments; WIDA Access, CMAS, PSAT/SAT, and DLM
  - Optional data collection. State and Federal accountability reporting rely on accurate demographic and test score data
- **Student Discipline**
  - Obtain information about students disciplined based on behavior and the action taken during the reported school year.

Timeline

July through December two school years are open in the Student Interchange. The prior year focuses on collections that are finalizing data from the prior school year and the current year focuses on current and upcoming data collections within the school year.

July
- Current school year interchange opens
- Prior year collections are open (Student End of Year, Special Education Discipline, Special Education End of Year, Student Discipline)
- READ Assessments collection final phase (prior school year)
- Attendance closes (prior school year)
  - Error Free Student Interchange files required (prior school year)

August
- Student October opens (current school year)
- Special Education Discipline closes (prior school year)
- Student Discipline closes (prior school year)
- Student End of Year (Phase 1) target dates (prior school year)
  - Error Free Student Interchange files required (prior school year)
- Suggestion: Initial upload of Student Interchange Files (current school year)

- o Begin conversations with program staff regarding any errors that affect student programming for the year, such as English Learner status, postsecondary programs, free-reduced lunch, McKinney Vento, etc.

September
- Student End of Year (Regular Phase 1) closes (prior school year)
  - o Error Free Student Interchange files required (prior school year)
- Student End of Year (Cross-LEA Phase 2A) opens (prior school year)
- Special Education End of Year closes (prior school year)

October
- Student October has Student Interchange target dates (current year)
  - o Error free DEM & SSA Interchange files required (current year)
- Student End of Year (Cross-LEA Phase 2A) closes (prior school year)
  - o Error Free Student Interchange files required (prior school year)
- Student End of Year (Post-Cross LEA Phase 2B) opens (prior school year)

November
- Student October closes (current school year)
  - o Error free DEM & SSA Interchange files required (current year)
- Special Education December Count opens (current school year)
- Student End of Year (Post-Cross LEA Phase 2B) closes (prior school year)
- Suggestion: Upload initial Graduation Guidelines file and review Graduation Guidelines COGNOS/CEDAR reports. Share them with Graduation Guidelines program staff in district to begin monitoring students expected to graduate during the school year (current school year)

December
- Student End of Year closes (prior school year)
- Suggestion: Update Student Interchange files in preparation for Special Education December Count (current year)

January
- Special Education December Count has Student Interchange target dates (current year)
  - o Error free DEM & SSA Interchange files required (current year)
- Suggestion: Update Student Interchange files in preparation for Spring Assessments
  - o SBD collections occur after Spring Assessments end, but it is beneficial to review student data as initial rosters for Spring Assessments are generated based on Student October data with enrollment changes updated by districts as part of the assessment administration cycle and SBD collection cycle.

February
- Suggestion: Reconcile English Learner demographic errors for newly enrolled students
  - o Benefits WIDA ACCESS 2.0 assessments to ensure all required students are tested
  - o Helps districts cross-reference newly enrolled students who may have a home language other than English and need to be screened for English Learner identification per ELD program requirements.

March
- SBD collection – WIDA Access for ELLs (current school year)
- Student End of Year soft open (current school year)

<mark>o Upload updated Graduation Guidelines file (current school year) and review Graduation Guidelines COGNOS/CEDAR reports to continue monitoring students expected to graduate this school year</mark>

April
- READ Assessment opens (current school year)
- Attendance opens (current school year)
- <mark>Upload updated student interchange files (DEM, SSA, GG) in preparation for end of year data collections. These data collections expect an updated date on or after April 1st.</mark>
    - o READ Assessment, Attendance, Special Education End of Year, Special Education Discipline, Student End of Year

May
- Student End of Year opens (current school year)
- Special Education End of Year opens (current school year)
- Special Education Discipline opens (current school year)
- SBD collections – CMAS and PSAT/SAT (current school year)
- Student Discipline opens (current school year)
- Suggestion: Update Student Interchange files (Demographic and Student School Association) to look for potential errors. These errors may inform updates to your Student Information System that impact demographic data collected as part of the SBD collections. This will help ensure the accuracy of SBD collections and prepare accurate data for all other collections during this time.
    - o READ Assessment, Attendance, Special Education End of Year, Special Education Discipline, Student End of Year

June
- <mark>Error free DEM, SSA, GG Student Interchange files required (current year)</mark>
- SBD Collection – DLM (current school year)
- READ Assessment data collection phase closes (current school year)
- Student End of Year target dates for error free Student Interchange files (current year)
- Attendance target dates for error free Student Interchange files (current year)
- Special Education End of Year target dates for error free Student Interchange files (current year)
- Special Education Discipline target dates for error free Student Interchange files (current year)