



COLORADO
Department of Education

Student October Count Office Hour: Data Validation and Cognos Reports

2021-2022

Accuracy of
Data is
Important!

- Funding relies on how students are reported
- Demographic reports should accurately represent school and district populations
- Data is required by the state Public School Finance Act of 1994 & by the federal Every Student Succeeds Act (ESSA)



How to ensure your data is accurate?

- Complete the basics of the collection early
 - Get files error free and create snapshots by the middle of October
- An error free snapshot does not guarantee accurately reported data
- Thoroughly review your data
- Ask your district's subject area experts to assist in verifying data
 - That might include people from: Finance Department, English Learner Department, Special Education, and Registrar
- Use the COGNOS reports available through Data Pipeline to assist in data verification



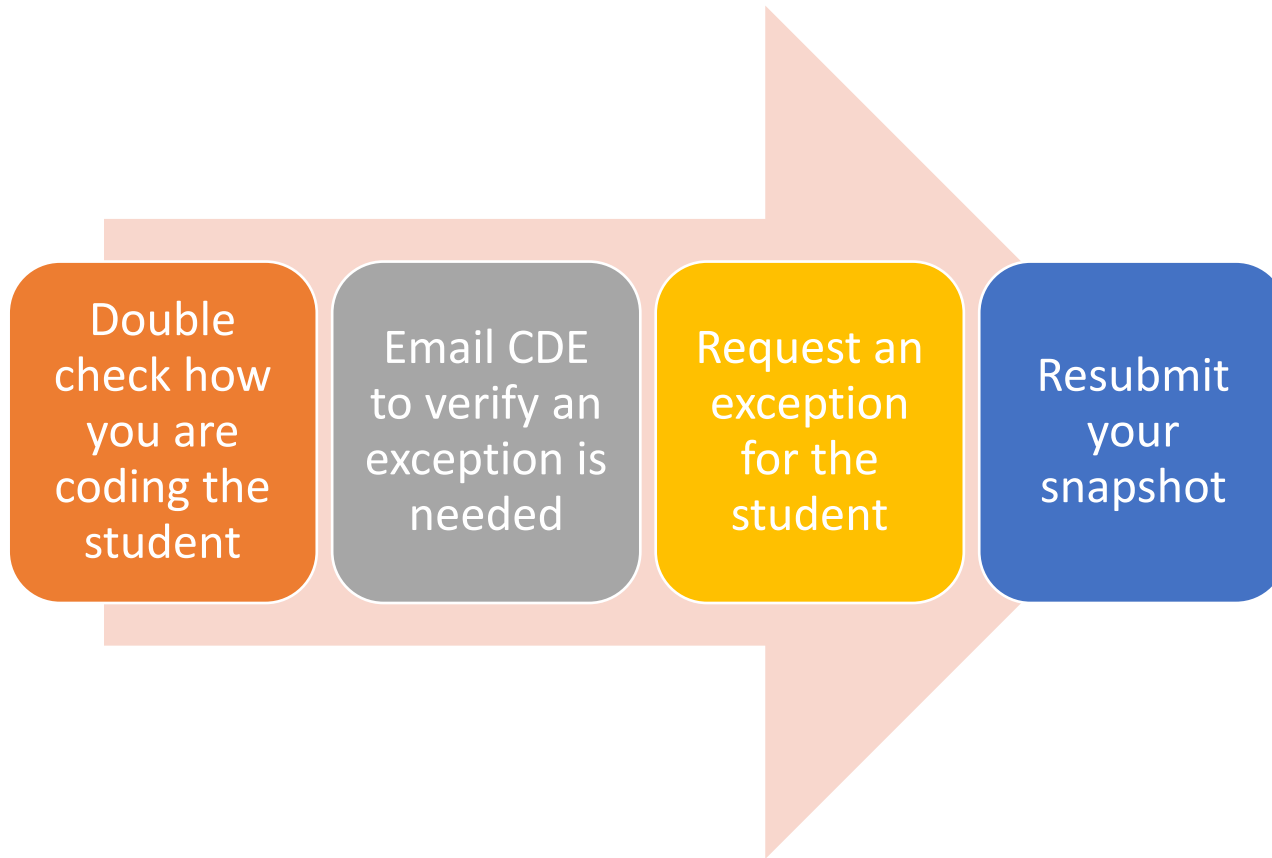
Some More Tips for Accurate Data Reporting

- ✓ Data respondents should be coordinating with their district/LEA business officials
- ✓ Prior to finalizing Student October Count data, districts should review, at a minimum, the counts that will be used to determine Total Program funding. This includes:
 - FTE counts by grade
 - Free and **Reduced-Price** lunch counts for all funded students
 - **New:** English language learner counts (language proficiency of NEP or LEP)

*Please note that comparisons between current year data and prior year data should be made to ensure that districts are accurately reporting these counts. Once the data collection is closed, no additional changes can be made until the School Auditing Office conducts the pupil and at-risk count compliance audit (usually 2-4 years after the data is finalized).



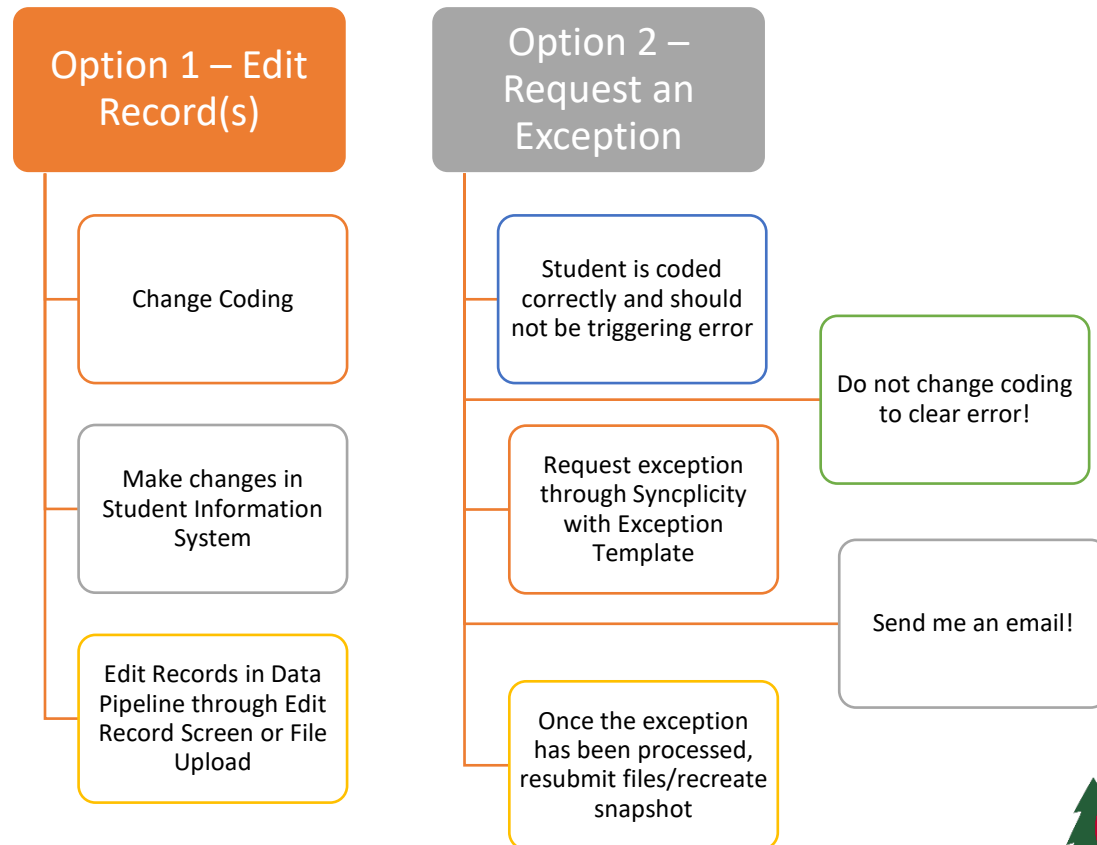
Do NOT report inaccurate data to avoid errors:





Resolving Errors

- Carefully read the error message to understand the error and why it is being triggered.





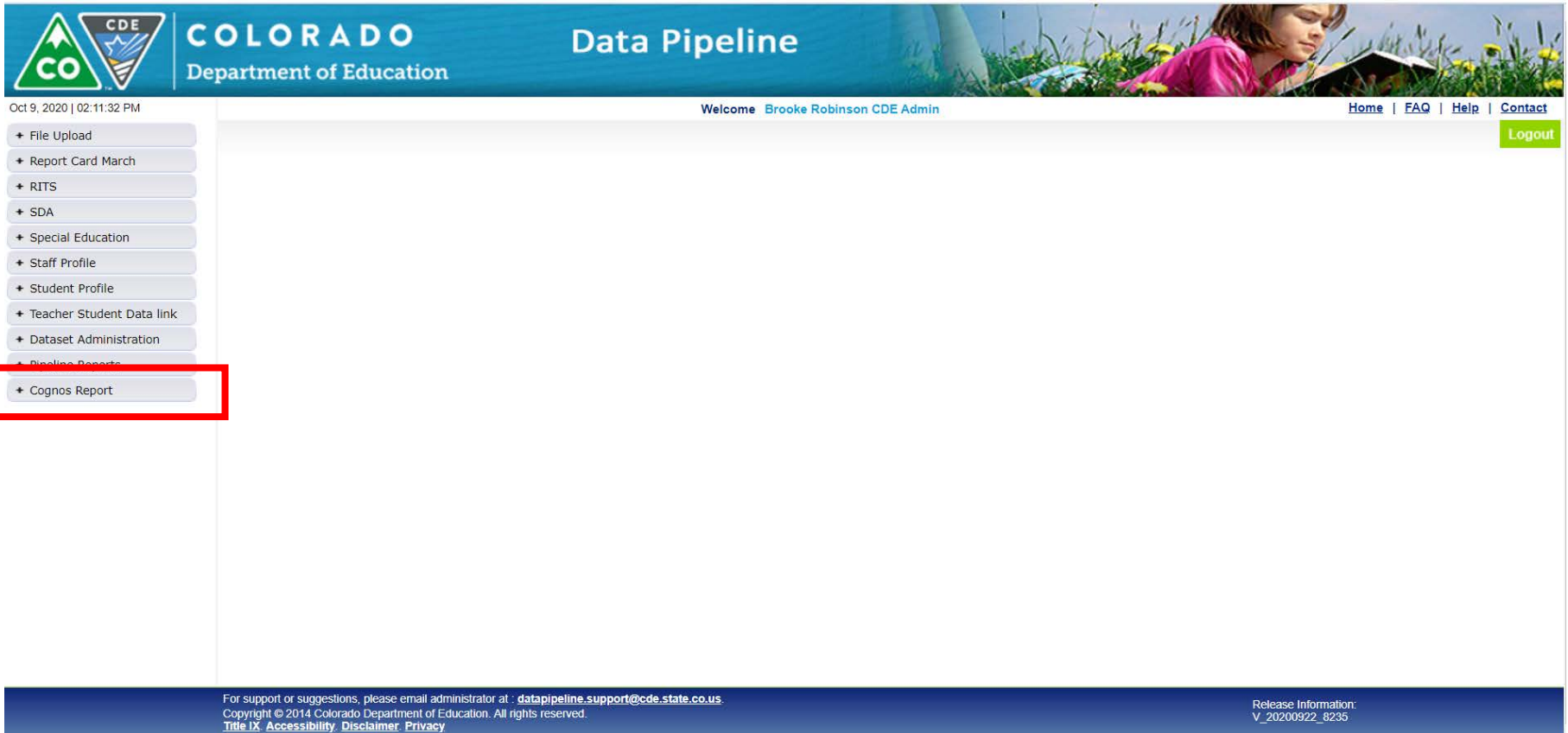
Exception Requests

- Each error needs a row, even if the same SASID is generating multiple errors
 - You can use the same explanation multiple times though
- Fields Required for exceptions to errors in Demographic File

	A	B	C	D	F	G	H	K	L	M
1	Enter (copy and paste) all exception requests which you have not previously submitted for the school year. However, please have ELL exception requests on a separate template.									
2	Only one error code per row									
3	School Code and Grade Level are only required for school level errors. Can leave blank for Demographic (DEM) errors.									
4	School Year	Error Code	Error Type	District Code	School Code	Grade Level	SASID	Reason For Exception	Requester name, phone, email	Internal Use Only
5	2017-2018	SP151	E	9999	9999	999	9999999999	Explanation for why exception is necessary	Your name, phone, and email	

- Fields required for exceptions to errors in OCT and SSA errors

COGNOS Reports



Oct 9, 2020 | 02:11:32 PM

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- + File Upload
- + Report Card March
- + RITS
- + SDA
- + Special Education
- + Staff Profile
- + Student Profile
- + Teacher Student Data link
- + Dataset Administration
- + Pipeline Reports
- + Cognos Report**

For support or suggestions, please email administrator at : datapipeline.support@cde.state.co.us.
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V_20200922_8235

Data Validation and Cognos Reports

Some helpful tips...

Colorado Department of Education

Welcome

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Pipeline Reports

Team content

New

Pipeline

- Baseline
3/8/2019 8:55 AM
- Human Resource
8/26/2020 2:43 PM
- Report Card March
3/1/2019 11:31 AM
- RITS
11/12/2019 2:38 PM
- School Discipline and Attendance
8/25/2020 5:54 AM
- Special Education EOY
10/6/2020 9:03 AM
- Staff Profile
9/8/2020 8:50 AM
- Student End of Year
4/21/2020 2:13 PM
- Student October
8/26/2020 10:33 AM
- Student Profile
9/8/2020 9:01 AM
- Teacher Student Data Link
7/27/2020 10:07 AM
- Teacher Student Data Link Snapshot
1/14/2020 10:17 AM
- Template
11/21/2012 6:54 AM

Colorado Department of Education

Report or story!

Show more...

Quick reference

- Get started
- Overview
- Get started videos
- Sample data
- Support



Student Profile Reports in COGNOS for October Count

Date First Enrolled in US Report

English Learner Historical Reporting

English Learner Historical Reporting for Multiple SASIDs

English Learner Historical Reporting by District

Homeless Detail Report

Migrant Student List

Student Demographics Error Detail Report

Student Demographics Error Summary Report

Student School Association Error Detail Report

Student School Association Error Summary Report



Cognos Reports to Review

Most reports are useful in their own way here are a few to focus on when creating snapshots, reviewing OC errors, and prepping for the duplicate process

➤ **Students Excluded from Student October Snapshot**

- Lists students excluded from snapshot because they did not meet October Requirements

➤ **Snapshot Records Excluded Due to Profile Errors**

- Lists students excluded from snapshot because of DEM or SSA errors

➤ **District Summary of CPP Allotments**

- If you have errors related to CPP/ECARE slots this report should help

➤ **District Summary of Post Secondary Programs**

- To Review your ASCENT slots

➤ **Summary of Pupils Being Reported by Another District**

- A report to allow the resolution of duplicates prior to duplicate process

<https://www.cde.state.co.us/datapipeline/studentoctoberreportdefinitions>



Error Reports

➤ October Error Detail Report

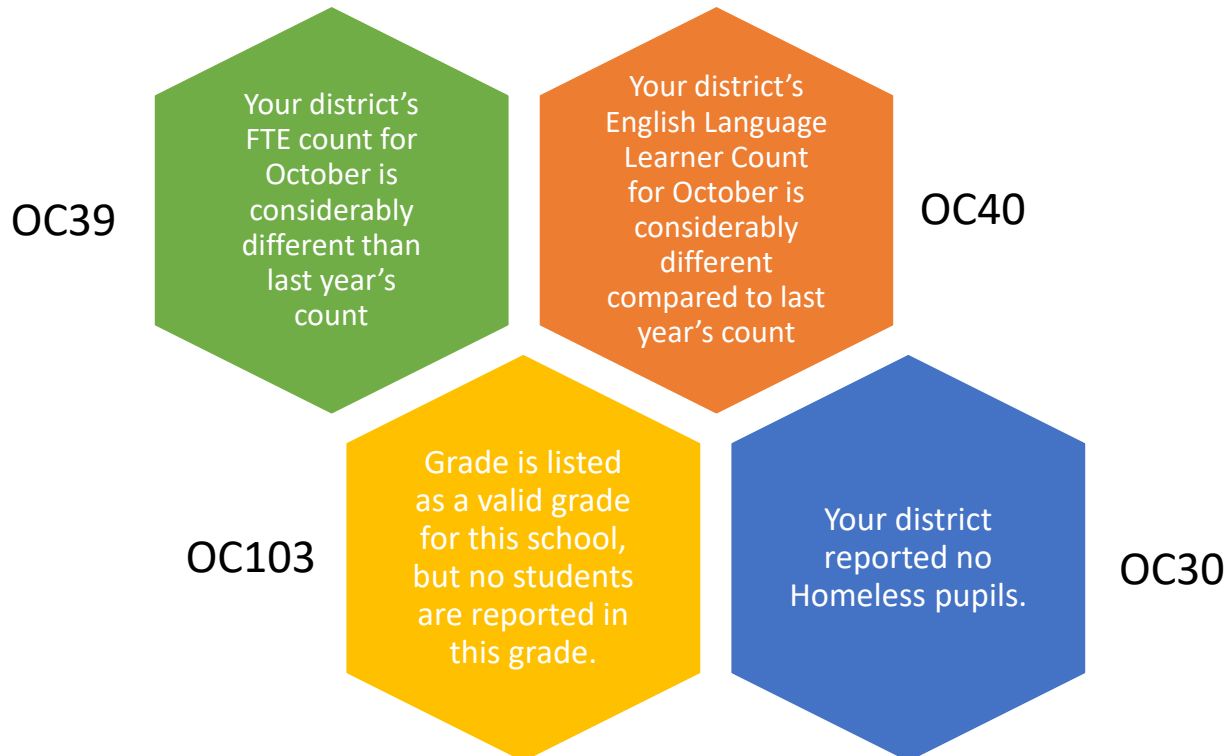
- Student Level Errors
- Global Errors
 - Tolerance Values
 - Warnings only that trigger if counts are significantly different from the previous year

	Last Year's Count	Current Year's Count	Membership Diff	Warning Basis	Corresponding Business Rule
# ATTEND REPORT DISTRICT (Column 1)	2,214	1,911	-13.69%	5%	OC36
FREE LUNCH ELIGIBLE (Column 9)	770	307	-60.13%	5%	OC37
REDUCED LUNCH ELIGIBLE (Column 10)	209	11	-94.74%	5%	OC38
TOTAL FTE (Column 7)	2,054.5	1,835	-10.68%	5%	OC39
ENGLISH LANGUAGE LEARNER	226	179	-20.80%	2%	OC40
SPECIAL EDUCATION	265	241	-9.06%	5%	OC41
ONLINE	0	0	0.00%	5%	OC42
HOMELESS	1	1	0.00%	5%	OC43
HOMESCHOOL	0	0	0.00%	5%	OC44
RESIDENT	2,213	1,911	-13.65%	5%	OC45
NONRESIDENT STATE/COUNTRY	1	1	0.00%	5%	OC46
POST SECONDARY	2	0	-100.00%	10%	OC47
GIFTED	102	95	-6.86%	50%	OC121



Warnings

- Will help greatly!
- Does not prevent you from submitting your data to CDE, but will help you check your data





Some Other Handy Resources to Reference

➤ Student October Snapshot Webpage

https://www.cde.state.co.us/datapipeline/snap_studentoctober

- Contains Recorded Trainings, File Layouts, Valid Code Combinations, Manuals, etc.

➤ School Auditing Webpages

https://www.cde.state.co.us/cdefinance/auditunit_pupilcount

https://www.cde.state.co.us/cdefinance/auditunit_trainings

- Contains Recorded Trainings, Audit Resource Guide, Remote Coding Guidance, etc.



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