



# OCT District Process Instructions – Duplicate Process

Student October (OCT) Snapshot

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## Overview

The following information is provided as a tool to help you understand the Student October Pupil Membership Duplicate Process part of the collection. The Duplicate Process, also known as Cross-LEA Validation, is a process that identifies students submitted for funding by multiple districts. Funding duplicates are students that were claimed over 1.0 FTE. To ensure no student exceeds the maximum funding level, the Duplicate Process is run after all districts and CSI have submitted their Student October Snapshots. After November 10<sup>th</sup>, the School Auditing Office in conjunction with the Data Services Unit will run this process in the background to “pull” students that exceed this FTE. Once this process has been run, districts will receive an email instructing them to access their Audit Exception report in Cognos if they have students appearing to be duplicates. **Note: If your district does not have any duplicates/does not receive an email, you will not be included in this process and are done with the collection. You can verify this by reviewing the “Audit Exception Report” in Cognos.** Districts who are included in the Duplicate Process must provide all required audit documentation to the School Auditing Office by uploading it to the district’s audit Syncplicity folder by the deadline noted. For more information about this process please see the [School Auditing Website](#).

If your district is involved in the Duplicate Count Process, the Student October Collection lead will automatically unlock your data to begin making the appropriate updates. You should receive an email from Data Pipeline indicating that your snapshot has been unlocked along with the email from the School Auditing Office indicating duplicates.

## Cognos Audit Exception Report

The Duplicate Process relies on the Cognos Report, Audit Exception Report, to assist with this process. The Cognos Audit Exception Report for each district lists students who are being submitted for funding by at least one other district AND whose total funding exceeds the state’s maximum allowable level. This report consists of two sections:

- Summary of Pupils Being Reported by Another District: Funding Duplicates
  - Do submit documentation to the School Auditing Office for these students
  - If you do not submit documentation, your district will automatically lose funding
- Summary of Pupils Being Reported by Another District: PAI Duplicates
  - Do not submit documentation to the School Auditing Office for these students
  - A student listed in this section has been reported by a BOCES with a 01-08 Pupil Attendance Information (PAI) code and by a district with a 01-08 code. Districts may want to change the student’s PAI code to 31 or 33.

## Preparation

The Duplicate Process in general has a very short timeline so it is essential that your district is prepared to be involved in this process. The turnaround time for providing duplicate count documentation is very short within this process. Therefore, we encourage districts to monitor the “Summary of Pupils Being Reported by Another District” Cognos report **as soon as they submit a snapshot**. This report should be utilized throughout the entire collection as students pop-up as duplicates within this report. We encourage contacting the other district to talk through why this student is being marked as a duplicate and, if appropriate, begin to gather electronic documentation evidencing funding eligibility.

## Updating Files

Once the School Auditing Office has reviewed all documents for each student to determine who should submit the student for funding, again, the School Auditing Office will notify each district of its duplicate count findings.



These decisions will be uploaded to the district’s Syncplicity Duplicate Count subfolder. If your district is involved in the Duplicate Count Process, the Student October Collection lead will automatically unlock your data to begin making the appropriate updates. You should receive an email from Data Pipeline indicating that your snapshot has been unlocked. It is then required to make the appropriate changes to your interchange files, reupload those files, create a snapshot and re-submit to CDE. The steps below are the same as uploading during the main phase of the collection.

Types of changes you can make: Changes requested by the School Auditing Office

**All other changes must be confirmed/verified by the Student October Collection Lead.**

## File Upload Steps

1. Login to [Data Pipeline](#)
2. Select *File Upload*
3. Select *Data File Upload*
4. Complete the Dropdown menus, indicating the specific file you are uploading.
  - a. Dataset = Student Profile
  - b. File Type = Student Demographic or Student School Association
  - c. School Year = OCT collection year
  - d. Organization/LEA = Your district
  - e. File Name: Choose File → Select file from your computer.
    - i. .csv, .xls, .xlsx
    - ii. Spaces are not allowed in the file name.
  - f. Upload Type = Append or Replace
    - i. Replace is recommended.
5. Select *Submit*

The screenshot shows the 'Data File Upload' interface. On the left is a sidebar with navigation options: 'Login to Data Pipeline' (1), 'File Upload' (2), 'Data File Upload' (3), 'Validation Report', 'Batch Maintenance', '+ Student Profile', '+ Pipeline Reports', and '+ Cognos Report'. The main area is titled 'Data File Upload' and contains the following fields: 'Exception File' (checkbox), 'Dataset' (dropdown menu, 4), 'File Type' (dropdown menu, 4), 'Tag' (dropdown menu, 4), 'School Year' (dropdown menu, 4), 'Organization/LEA' (dropdown menu, 4), 'Locate File' (input field with 'Choose File' and 'No file chosen' buttons, 4), and 'Upload Type' (radio buttons for 'Append' and 'Replace', 4). A green 'Submit' button (5) is at the bottom right. A 'Logout' button is in the top right corner.

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

OCT Tip: Upload your Student (Demographic) file first and allow it to fully process before uploading your Student School Association file. The two files need to fully process before creating an OCT snapshot.

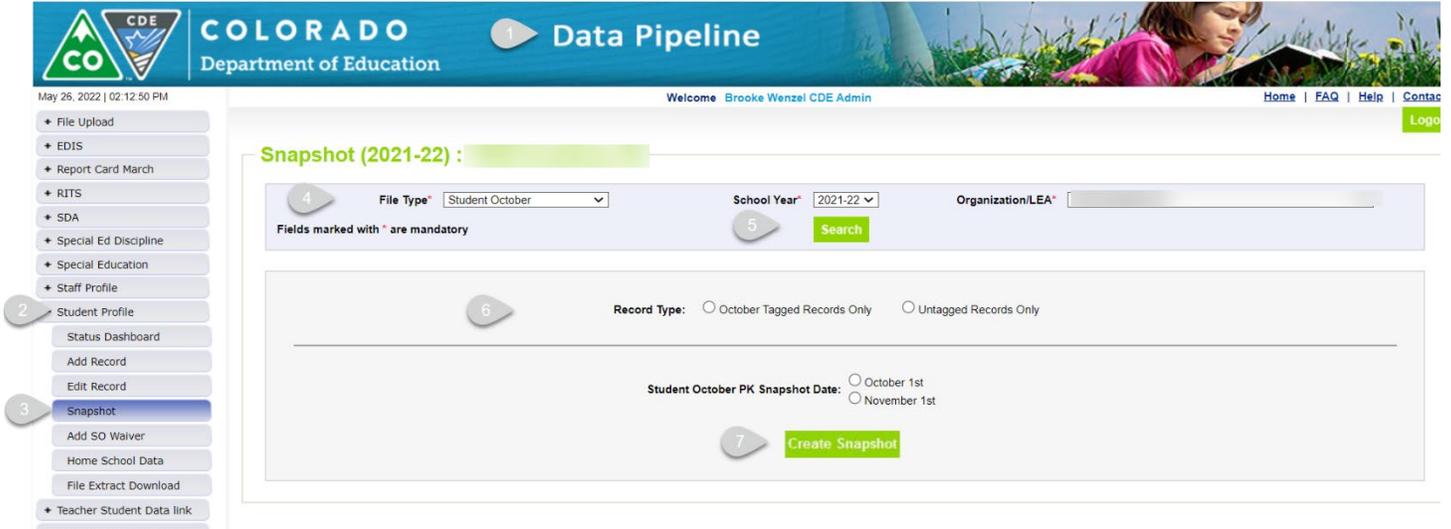
## Re-creating a Snapshot

Creating a snapshot triggers the data elements from the source files (Student Demographic and Student School Association) to combine with any internal information called ‘internal flags’ to create the OCT snapshot file. Upon re-creating this snapshot, you must verify that the changes required by the School Auditing Office are reflected in your district’s snapshot. **You will not be able to re-create a snapshot unless your district’s data is unlocked.** Please make sure that you review your snapshot data again to make sure all students and accurate information are being reflected in this data. Re-reviewing Cognos Reports will be helpful at this time!

Note: Whenever a snapshot is created during the collection, all existing OCT snapshot records are removed and replaced by the new snapshot information.

### Snapshot Creation Steps

1. Login to [Data Pipeline](#)
2. Select ‘Student Profile’
3. Select ‘Snapshot’
4. Complete the drop-down menus.
  - a. File Type = ‘October’
  - b. School Year = current school year
  - c. Organization/LEA = Your district
5. Select ‘Search’
6. Fill out ‘Record Type’
7. Select ‘Create Snapshot’



The screenshot shows the 'Data Pipeline' interface for the Colorado Department of Education. The main content area is titled 'Snapshot (2021-22)'. It features a search form with the following fields and options:

- File Type\***: A dropdown menu currently set to 'Student October'.
- School Year\***: A dropdown menu currently set to '2021-22'.
- Organization/LEA\***: A text input field.
- Search**: A green button to execute the search.
- Record Type**: Two radio button options: 'October Tagged Records Only' and 'Untagged Records Only'.
- Student October PK Snapshot Date**: Two radio button options: 'October 1st' and 'November 1st'.
- Create Snapshot**: A green button to initiate the snapshot creation process.

A sidebar menu on the left contains various navigation options, with 'Snapshot' highlighted. The top navigation bar includes 'Home', 'FAQ', 'Help', and 'Contact' links.

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

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

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

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

## Submitting OCT Snapshot

Once you have reviewed your Student October data, the district staff member with the LEAAPPROVER role will need to approve and re-submit snapshot as described below. This will lock your data and indicate to the CDE Collection lead that you have completed the Student October Collection and are ready to submit the Verification Form. The submission button is located on the status dashboard. Only snapshots with zero validation errors can be submitted.

1. Login to [Data Pipeline](#)
2. Select 'Student Profile'
3. Select 'Status Dashboard'
4. Complete the drop-down menus
  - a. File Type = desired file (Student Demographic, Student School Association, Student October)
  - b. School Year = current year
  - c. Organization/LEA = your district
5. Select 'Search'
6. Select 'Submit to CDE'

The screenshot shows the 'Status Dashboard' interface. On the left is a navigation menu with 'Login to Data Pipeline' highlighted (1), 'Student Profile' (2), and 'Status Dashboard' (3). The main area has dropdowns for 'File Type' (4), 'School Year' (2021-22), and 'Organization/LEA' (5), followed by a 'Search' button (5). Below this is the 'Student October Status Dashboard (2022-23)'. It displays fields for 'Data Exists' (Y), 'Data Locked' (N), 'Cross LEA Validation' (N), and 'Last Updated Date' (07/27/2022 07:38 AM). 'Validation Errors' is 0. 'Overall Status' is P (Pending). 'Ignore Errors' is N. A 'Submit to CDE' button (6) is at the bottom. Callouts explain: 'Snapshot processed and contains records' points to 'Data Exists'; 'Data Locked = N, district can still create a snapshot. Data Locked = Y, cannot create a snapshot' points to 'Data Locked'; 'P = Pending S = Submitted' points to 'Overall Status'.

## Verification Form

Verification Forms are required for submission to verify that data has been checked by others within your district. The Secretary Board of Education will need to sign the bottom of this form. Once this is signed, a copy must be sent via email to the Student October Collection Lead before the deadline data at the beginning of December. It is recommended to send this form over **after** the Duplicate Process has been completed. If at any point changes are made and the form has been submitted to CDE, a new form with another signature must be provided to CDE.

1. Login to [Data Pipeline](#)
2. Select 'Student Profile'
3. Select 'Status Dashboard'
4. Complete the drop-down menus



- a. File Type = desired file (Student, Student School Association, Student October)
  - b. School Year = current year
  - c. Organization/LEA = your district
5. Select 'Search'
6. Select 'Download Sign Off Form'