

Student October FAQs

(More Information here -> <https://www.cde.state.co.us/datapipeline/stuoct-manual>)

EL Coding

1. What is the difference between PHLOTE and FELL?

- PHLOTES have not received any services regarding language instruction programs. FELL students have received some sort of language instruction in either your district or in another district. Most of the time, PHLOTEs will be foreign exchange students as many, not all, come in and demonstrate that they are fluent in English, but have a primary home language other than English.

2. What if a student exits an ESL or Bilingual program after monitoring, leaves my district, and then returns the following year?

- Returning students should be re-tested for language proficiency. If they are found to be Limited English Proficient (LEP) or Non-English Proficient (NEP), they can be returned to an ESL or Bilingual program. These students should then be coded with an ESL or Bilingual status of 1.
- NOTE: If an ELL student exits your district but returns before the end of the same school year, they do not need to be re-tested for language proficiency. The coding in their language fields (language background, language proficiency, and either ESL or bilingual) must show consistency with (or appropriate progression from) the prior years' coding in these fields.

3. How should a district code a student whose home language survey indicates that their home language is not English but, after taking an English Language assessment, is found to be Fluent English Proficient (FEP)?

- The student's Language Background should be coded as the student's home language, and he or she should have a Language Proficiency code of 4 (PHLOTE) or 5 (FELL). PHLOTE indicates the student is fluent in English and has a primary home language other than English and the student has never been in an EL program. FELL indicates the student is fluent in English and has a primary home language other than English and the student has been in an EL program in another district prior to enrolling in the current district.

4. What if a student was reported as an English language learner in prior years, but was later determined to have a language background of English? Or a student who was previously reported as having a language background of English and was later determined to not speak English at home?

- The district will need to request an Exception for the errors that result from the proper coding. Send the exception request form to the Student October data owner using a secure file transfer system (like Syncplicity). The exception form is located on the Student October webpage.

5. Where is the Language Background List? What if my Language Background is not on the list?

- If you need to do more research on language background coding, we have a list of language backgrounds and their corresponding codes listed under Frequently Requested Codes on our website. This contains a list of languages that have been reported to CDE over the years. If the language you are looking for is not on that list, please reach out to Doris and let her know that the language you are trying to code is not on that list. Doris will then relay that message to me to update our information on Data Pipeline.

Transfer Students

1. What happens if a student transfers and attends both on pupil enrollment count day?

- If a student transfers between districts and attends both districts on the pupil enrollment count day, the receiving district is entitled to include the student in its funded count.

2. (From Student October Count Audit Resource Guide) Scenario: Student is enrolled at District A on 10/1 but was absent on 10/1. Student attended district A on 9/30 and 10/2, but then transferred to District B on 10/5 (during the count period). The student establishes attendance at District B on 10/5. Who Can Count the Student?

- District A can submit the student for funding since the student met both the enrollment and attendance criteria for funding eligibility at District A prior to transferring to District B.

3. (From Student October Count Audit Resource Guide) Scenario : Student was last enrolled and attending at District A during the previous school year, but did NOT establish attendance during the current school year prior to transferring to District B on 10/5 (during the count period). The student establishes attendance at District B on 10/5. Who Can Count the Student?

- Neither district can submit the student for funding. o Since the student did NOT meet the enrollment and attendance requirements as of the pupil enrollment count date (10/1) prior to transferring, the student is not eligible for funding at District A (even if the student had a schedule).
- Since the student transferred from another Colorado Public School District, but did NOT attend during the current school year, District B cannot submit the student for funding (even though the student transferred in and established attendance during the 11-day count period).

Preschool

- 1. I have a SPED student who will be receiving services at a district school. The parents also need wrap around care and have the student at an off-site preschool, partnering**

with CPP. How would I code a ½ day of funding through SPED and a ½ day of funding through CPP?

- A child who is receiving ½ a day of funding through SPED and a ½ a day of funding through CPP will be coded as 64.
- Here is a quick Pre-K funding code run-down.

Code	Funding Type
64	½ day SPED + ½ day CPP
81	Full day CPP
83	½ day CPP
84	½ day SPED

2. Who can I talk to about my CPP allotments?

- We recommend that you reach out to the P-3 Office. Currently, the CPP contact is Tanna George, George_t@cde.state.co.us.

Student October Snapshot/Count

1. Why isn't my student showing up in the Student October Snapshot?

- The criteria for being included in the Student October Snapshot is as follows:
 - i. For a SASID to be added in the snapshot it must be in both the Demographic and the Student School Association files **AND** be error free in both files.
 - ii. Pull Student School Association records that meet the following criteria PRIMARY_SCHOOL = '1' **AND** SCHOOL_ENTRY_DATE <= count date for the current school year **AND** SCHOOL_EXIT_DATE is zero-filled **OR** SCHOOL_EXIT_DATE >= count date for the current school year **AND** one of these conditions is met:
 1. The student's age as of the count date >= 2 and <= 21 **OR**
 2. The student's age as of the count date <= 21 (typically under 2) and there is an age waiver for the district or district and school code **OR**
 3. PRIMARY_DISABILITY (from the Demographic file) <> '00' then calculated age as of December 31st of the reporting school year <= 21
- There are two Cognos reports relating to students excluded from snapshot, Snapshot Records Excluded Due to Profile Errors and Students Excluded from Student October Snapshot.

2. I received this error for a student:

FREE_REDUCED_LUNCH	OC134	Error	Student has been identified as Free Lunch eligible (01). Please change the student's status in the demographic file and contact your nutrition office.
--------------------	-------	-------	---

What does this mean and what do I do?

- This student has been reported as reduced-price or paid and has been identified, based on CDHS records, as being eligible for free school meals. The student status must be updated to free and you should contact your nutrition services office to ensure the student is marked as free and receiving free school meals.

DEM/SSA File

1. Can there be more than one SASID in the DEM file?

- There can only be one SASID in the DEM file. The DEM file's purpose is to capture and verify the attributes of a student while he/she attended your district in the currently selected school year.

3. How do I get rid of Error 99999?

- Error 99999 states, "The SASID is invalid or name, birth date, or gender doesn't match what is in the RITS system". RITS updates to Pipeline run hourly; the change may not yet be reflected in the Pipeline. You can either:
 - i. Wait one hour and re-upload your file or in Pipeline, select "Edit Record" for the IDs with this error, place a checkmark to the left of the record (by clicking the box) and save the record. If the SASID update is now reflected in Pipeline, the red highlight of SASID should go away. Otherwise, it is possible there is a discrepancy. Verify the Date of Birth, Name and Gender.

4. How do I clear my errors after an exception has been processed?

- Always reupload your DEM and SSA files. This will ensure you have the files up to date or go through the "Edit Record" screen, select all SASIDs and click Save.

5. When should School Code 0000 be used?

- A student should be assigned school code 0000 if they are a resident of the district. However, they are attending school at a non-district site. The student's legal residence is within the school district and the student attends a program providing educational services from the staff of the reporting district at a non-district site. Some examples are teachers providing services to expelled or preschool pupils at a non-school site.

6. How do I decide between Pupil Attendance Information Codes 01 and 08?

- Use 08 if the student is required to attend a certain school within the district because of behavior (detention center, court mandated, etc.) or because the student needs special services which are only offered at that school. In these

cases, the student is required to attend this school to receive services (and does not have the option to attend a different school). Use a 01 in all other cases.

7. I have warnings, SP426 and SP169, how should I go about this?

- The SP426 and SP169 warnings are related to the student's age. For the SP169 error, the PAI code used must be a student with age 3. The SP426 error flags when a student's age does not line up with what is "expected", see link below. Warnings will not inhibit you from submitting your data, only errors will.
<https://www.cde.state.co.us/datapipeline/gradetoageedit>

8. How do I determine if a student should be coded as Free or Reduced Lunch?

- Students are reported as eligible for Free and Reduced Lunch if you have any of the following documentation.
 - i. Direct Certification (Free)
 - ii. Application for Free and Reduced Price Meals (Free or Reduced)
 - iii. That they are Migrant, Homeless, Runaway or Foster (Free)
 - iv. Head Start Documented Participation (Free)
 - v. Family Economic Data Survey Form (Free or Reduced)
- Report each student's eligibility, not if they are receiving Free or Reduced Meals. If a school/district participates in Community Eligibility, that does not mean that all students should be reported as eligible.

Data Pipeline

1. Can there be more than one SASID in the DEM file?

- There can only be one SASID in the DEM file. The DEM file's purpose is to capture and verify the attributes of a student while he/she attended your district in the currently selected school year.

2. Why isn't the "Edit Record" screen displaying certain fields?

- On the "Edit Record" screen, after you have selected the ID you wish to edit, select the button "Go to Standard View" in the right corner. After you press it and it processes, the button should change to "Go to Compact View". These two fields either display all fields or a limited version of them.

3. How do I get rid of the "Internal Database Error"?

- First try to clear your cache from your web browser and reupload the files. Sometimes the file contains many errors and Pipeline will not allow the upload. It is all dependent on the business rules that are being flagged. Please check your file layout and the number of characters each field contains, i.e. ENTRY_DATE should be 10 characters long. If this does not work, you will need to contact the Student October Data Respondent to clear the errors in the background.

4. Which file should I submit first? Does it matter?

- It technically does not matter, but we recommend that you submit the DEM file first before the SSA file. Do not upload another file until the previous file has been completed processed.
- NOTE: Do not press the “Submit” button multiple times after submitting your file, otherwise you will get duplicate data and many, many errors.

Funding

1. How old does a preschooler have to be to receive funding?

- First grade students no longer must be 6 years old as of October 1 to be eligible for full-time funding. As such, we need to make sure that the edit checks allow for a 1st grader to be submitted for full-time or part-time funding if they are at least 5 years old as of October 1.
- Rerevised House Bill 20-1418
(http://leg.colorado.gov/sites/default/files/documents/2020A/bills/2020a_1418_rer.pdf) See page 40 (22-54-103 (10)(a)(IV)(A) and (B)

2. How should I code Full-time, Half-time, or under in regards to the Public School Finance Status?

- Full-time funding (1.0 FTE) can be 64, 80, 81, 91 and 92
- Part-time funding (0.5 FTE) can be 82, 83, 84, 85, 94 and 95
- No funding (0.0 FTE) can be 86, 87, 89, 96

3. What are the stipulations regarding homeschooled students and funding? What do I do with that student?

- If your district is providing some services for the student, you may include them in your Student October Collection. Mark Home Based Education as 1. If the student has at least 90 scheduled hours of pupil-teacher contact time, they are eligible for part-time funding (85 funding code). Again mark the Home Based Education flag to 1. If they are online, please use the correct online funding code. Home school students are not eligible for full-time funding.
- If your district has received a letter of intent to home school and no other student information, report them in the home school data screen in Data Pipeline as a count of students by grade.

4. I have students that I need to drop from our Student October Count records. Do I need to create a new snapshot or will CDE make the modifications based on the School Auditing Office?

- You will need to make the changes and then re-create your snapshot.

ASCENT

1. How should ASCENT students be coded?

- Student October Data Reporting 2019-2020
 - a. Student Demographics File:

- i. POSTSECONDARY ENROLLMENT = 01, 09, 10
 - 1. 01 – ASCENT Current Year
 - 2. 09 – ASCENT Carryforward full-time
 - 3. 10 – ASCENT Carryforward part-time
- a. Student School Association File:
 - i. RETENTION CODE = 0
 - ii. NON-SCHOOL PROGRAM = 04 (Third Party Contract w/ IHE)
 - iii. PUBLIC SCHOOL FINANCE STATUS
 - 1. Carryforward = 87 (Non-Eligible, Tuition)
 - 2. Current Year = 80, 82 (Full-time and part-time)
 - a. Current Year Students should be coded to receive funding
- If district is using a ½ carry forward and ½ current year slots to fund a student full-time:
 - i. RETENTION CODE = 0
 - ii. NON-SCHOOL PROGRAM = 04 (Third Party Contract w/ IHE)
 - iii. PUBLIC SCHOOL FINANCE STATUS = 82

2. What is required for attendance verification of an ASCENT student?

- Starting with 19/20, IHE attendance is no longer required for postsecondary courses. In these cases, the district will need to show that:
 - The student was enrolled with the district as of the pupil enrollment count date
 - The student had a schedule as of the pupil enrollment count date that lists the courses the student was scheduled to take and complete during the semester of the pupil enrollment count date
 - The District paid its nonrefundable obligation of the student share of tuition directly to the IHE
 - a. Verification as to the number of credits for which the district paid (to determine funding level eligibility)
 - i. 3-11 credits = part-time
 - ii. 12+ credits = full-time
- The District had a cooperative agreement with the IHE

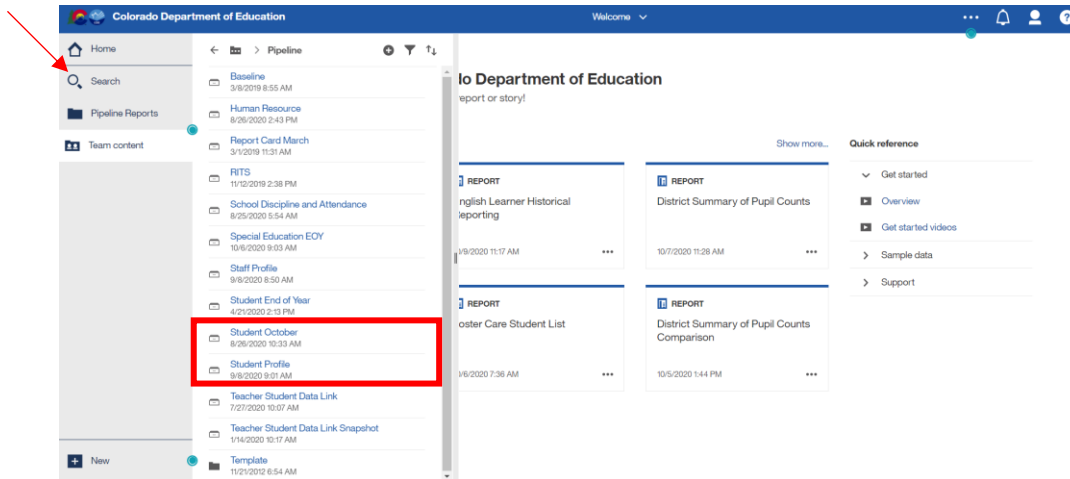
Data Validation

1. How should I ensure my 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
 - Finance Department, English Learner Department, Special Education, Registrars
- Use the Cognos Reports Available through Data Pipeline

2. I cannot find a Cognos Report. What should I do?

- There is a search icon on the top left-hand side of the screen. Do not use too many words when searching.
- For Student October, you will mostly live in the Student October menu and the Student Profile menu.



Syncplicity

1. What is Syncplicity?

- Syncplicity is CDE's secure file sharing service of choice. Since we cannot send personal data over email, we use Syncplicity to share documents in which contain sensitive information (PII). Personally Identifiable Information is information that alone or in combination can be linked to a specific student, faculty, or person.
- Each district has their own Syncplicity folder:
 - ##### - DISTRICT NAME – Student
 - This folder is shared with the CDE Student October Collection Lead and the Student End of Year Collection Lead with your collection data respondents.

2. How do I get access to my Student folder?

- Call or email to gain access to this folder. The Student October Collection Lead or the Student End of Year Collection Lead can assist you.

3. What kind of documents would I see in Syncplicity?

- Exception Requests, Student School Association file, Student Demographic File, Information/Question about a student you would like researched (with PII), some error reports
- **PLEASE NOTE: The School Auditing Office has separate Syncplicity folders.**

