# Student October Pupil Enrollment Count Process

## Contents

Overview .................................................................................................................. 5
Following the Links.................................................................................................. 5
Student October Membership .................................................................................. 5
Purpose of Student October ..................................................................................... 5
  Reporting Accurate Data........................................................................................ 6
Student October Collection Lead .......................................................................... 6
What is the Student October Snapshot? ................................................................ 6
Student October Snapshot Criteria ......................................................................... 7
Good Practices for Completing the Collection....................................................... 7
When You Have Questions ..................................................................................... 8
  Data Element Related-Questions ........................................................................... 8
  Want a Faster Response ......................................................................................... 8
Student October Timeline ....................................................................................... 8
  Importance of Suggested Timelines ..................................................................... 8
  Collection Closes Date ......................................................................................... 9
Student Privacy ........................................................................................................ 9
  What is PII? ........................................................................................................... 9
  Secure File Transfer Protocol (SFTP) Registration .............................................. 9
  Sending and Receiving Files with PII ................................................................. 10
  What Can be Sent Via Email? .............................................................................. 10
CPP/Early Childhood materials/training ................................................................. 11
Checklist of Steps .................................................................................................... 11
  Alternate Count Date Request – non PK ............................................................. 11
    Alternate Count Date: Eligible Programs ......................................................... 11
    Ensuring Students with an Alternate Count Date are Included in Your District’s Snapshot ........................................................................................................... 11
  Audit Documentation ............................................................................................ 12
  SASIDs and RITS ................................................................................................. 12
  School-related changes ....................................................................................... 12
  Identity Management Roles ................................................................................ 13
  Understanding the data before you load ............................................................ 13
  Staying abreast of changes and news ................................................................. 14
Student October Pupil Enrollment Count Process

Who receives emails? ........................................................................................................................................ 14
Data Loads and Verification – Steps that Repeat ........................................................................................................ 14
Some of the reasons for re-loading (or editing) files/students: .............................................................................. 14
Data Pipeline .......................................................................................................................................................... 15
Production Data Pipeline ......................................................................................................................................... 15
Testing (QA) Data Pipeline ...................................................................................................................................... 15
Some Reasons for Using the Testing Version of Data Pipeline .................................................................................. 15
Are you in production or QA (testing environment)? ............................................................................................... 15
Student Profile Interchange File Setup ..................................................................................................................... 15
DEM and SSA Files Needed to Load .......................................................................................................................... 16
Managing Your Files ................................................................................................................................................ 16
Editing Your Files .................................................................................................................................................... 16
Convert from text/csv to Excel ................................................................................................................................ 16
Pre-load Verification ................................................................................................................................................ 16
Load Demographic (DEM/Student) file ..................................................................................................................... 16
What Can Trigger File Upload Errors: ..................................................................................................................... 17
Did DEM (or SSA if loading that) file upload complete? ............................................................................................ 17
Load the Student School Association (SSA) ............................................................................................................. 18
Preschool Students – Using Alternate Count Date (in November) ............................................................................ 18
Reviewing and Correcting DEM, SSA, Snapshot Errors and Warnings ........................................................................ 19
Error and Warning Types .......................................................................................................................................... 19
Reviewing Errors and Warnings ................................................................................................................................. 19
Determining the Reason for the Errors and How to Correct ....................................................................................... 20
To Understand Why You Received an Error ............................................................................................................. 20
Request an Exception ................................................................................................................................................ 21
To Clear the Errors for the Excepted IDs and Edits ...................................................................................................... 22
Common/Recurring Questions on Errors and Warnings ............................................................................................... 22
Receiving the 99999 error ......................................................................................................................................... 22
Methods for Correcting DEM, SSA, and STUOCT Snapshot Errors ........................................................................ 22
Do You Need to Correct all DEM and SSA Records Before Creating a Snapshot? .................................................. 23
Title I Interchange ........................................................................................................................................................ 23
Home Based Education (non-funded) ......................................................................................................................... 23
Student October Snapshot ....................................................................................................................................... 24
How to Determine if Snapshot Completed ................................................................. 24
Review Snapshot level Errors and Warnings ............................................................. 25
Troubleshooting: Why is a student not in the snapshot? ............................................. 25
CPP Allotments ............................................................................................................. 26
Verify/Confirm Student October Data ........................................................................... 26
Student(s) Missing from Snapshot .............................................................................. 27
Resolving Duplicate Funding (before formal process begins after collection closes) ............. 27
Submit your district’s snapshot to CDE ....................................................................... 28
Changes/corrections after collection closes first week in November ................................. 29
Unlock snapshot .......................................................................................................... 29
Types of changes you can make .................................................................................. 29
Duplicate Funding Audit Exception process in November (Cross LEA Validation) ............... 29
If you do not receive an email ...................................................................................... 30
Personally Identifiable Information (PII) for Duplicate Resolution ................................. 30
Signed Student October verification form ..................................................................... 31
Error Corrections Following end of Student October Duplicate Process ............................ 31
Diagram of Adding to Student October snapshot ......................................................... 33
Flowchart of process (let’s assume your district only has one student) ............................ 34
Data Files ..................................................................................................................... 35
Naming Conventions .................................................................................................... 35
File Management .......................................................................................................... 36
Determining tag value: “Student October” (OCT) or “None” ........................................ 38
Pre-coded labels for ACCESS for ELLs ......................................................................... 38
Should I tag? ................................................................................................................. 39
What happens when you tag an Interchange during “File Upload” for a school year? ........... 39
Impact of your decision and benefits/disadvantages ....................................................... 39
“Replace” or “Append” file upload option .................................................................. 40
Demographic (DEM) file completed sample email: ..................................................... 41
Student School Association (SSA) file completed sample email: .................................... 41
Student October file completion sample email ................................................................ 42
File Error Example Emails .......................................................................................... 42

Line format problem – go to line indicated + 1 in your file for the row with the error ........... 42
Where file type = “Student” (DEM) but loaded an SSA file: ......................................... 43
Loading a .csv file and have blank lines in the middle of the file................................................................. 44
Pipeline Reports -> “Error Report” Process ................................................................. 44
Screen entry for creating a Student October snapshot ................................................................. 45
Student October PK Snapshot Date: ........................................................................ 46
Record Type: ........................................................................................................ 46
Update Snapshot Options – A Request has been made to deactivate these options to avoid confusion .................. 46
Other Resources........................................................................................................ 47
CDE’s Site Index........................................................................................................ 47
Field Analyst Support Team website............................................................................ 47
Data codes needed for collection .............................................................................. 47
Student October Pupil Membership Reports ................................................................. 47
Title I: .................................................................................................................... 47
Walk-through of the Student October process .................................................................. 47
Frequently Asked Questions (FAQs) Not Related to Data Elements ........................................ 47
FAQs on Errors and Warnings .................................................................................. 50
Overview
The following information is provided as a tool to help you understand the Student October Pupil Membership collection, load data into the student interchange, correct errors, and to create an error-free Student October snapshot for submission to the Colorado Department of Education.

There are many resources to learn about the Student October Collection and the calculations for Pupil Membership including this document. You may find other resources at the following websites:

- The Student October Snapshot page on the Data Pipeline Website
- The Student Interchange page on the Data Pipeline Website
- The Field Analyst Support Team Pupil Count website

If none of those websites answer the question you are looking for or you wish to talk with someone about the collection please do not hesitate to email or call the Student October Collection Lead (Morgan Holmgren) via email or phone (303-866-6961).

Following the Links
For the Table of Contents and wherever wording is underlined in this documentation, you can press the [Ctrl] key and click your mouse (over the item). That will bring you to additional information on the item.

Student October Membership
The Student October Count is based on a one (1) day membership count in which districts are asked to report all students who are actively enrolled and attending classes through their district on that date.

- The official count date is October 1
  - The count day will fall on the first school day of October that does not coincide with an official state holiday or religious holiday. For the 2016-2017 school year the day will be October 5, 2016.
- An alternate count date can be requested (not needed for preschool students)
  - The Field Analyst Support Team (FAST) must approve
- For preschool students an alternate count date of November 1 can be used. Approval for using November 1 for PK students is not required.

Students enrolled and in attendance on the count date can be included. Any student your district expects to receive state funding for, except for IDEA funding should be reported by your district even if they are not enrolled or attending a school in your district.

If the student is absent/does not attend on the pupil enrollment count day, the student must have:

- attended school during the current school year prior to the pupil enrollment count day and
- resumed attendance within 30 calendar days following the pupil enrollment count day

If a student is not enrolled on the Student October count day they may be counted under a limited set of circumstances and a Transfer Student Enrollment Exception has been approved. The Student(s) Missing from Snapshot of this document gives more detail on how this process works.

Purpose of Student October
Some of the primary reasons for this collection are:
1. Obtain required student level data as provided for by state statute, including information regarding students’ funding eligibility as outlined in the Public School Finance Act of 1994, as amended (22-54-101, C.R.S.).

2. **Data used for determining school district funding**
   
   How is Student October data translated to funding?
   
   Please refer to "Understanding Colorado School Finance and Categorical Funding" posted at [http://www.cde.state.co.us/cdefinance/generalinfo.htm](http://www.cde.state.co.us/cdefinance/generalinfo.htm)

   
   EDFacts is a U. S. Department of Education initiative to put performance data at the center of policy, management and budget decisions for all K-12 educational programs.

4. Other reporting and analysis (for instance for grants, news articles, decision making)

**Reporting Accurate Data**

Considering how the data is used, it is important that your district’s/BOCE’s data be accurate. See “Verify Student October” for suggestions on ensuring the data you submit is accurate.

Do **not** report inaccurate data to work around the need to correct errors. This is inappropriate and can be considered unethical and if you do it is possible to:

- Get funds to which your district is not entitled from a limited amount of funding for the whole state
- Improperly identify or not identify English Learner (EL) students, which skirts the intent and purpose of state and federal laws

**Student October Collection Lead**

Morgan Holmgren ([Holmgren_m@cde.state.co.us](mailto:Holmgren_m@cde.state.co.us))

Backup: Kevin Smith ([smith_k@cde.state.co.us](mailto:smith_k@cde.state.co.us))

**What is the Student October Snapshot?**

In other words: What does it mean to create or re-create a Student October snapshot?

Data is extracted from:

- the **Demographic** (DEM) file
  
  - Also known as the “Student” file
  
  - One record per student/district

- the **Student School Association** (SSA) file
  
  - Enrollment records
  
  - Can have multiple records per student

- The **Title I Interchange** ([click for how to determine if you need to complete this](#)) for Targeted Assistance schools

- And some data is calculated
  
  - **At-Risk**

  - **Calculation is changed for 2015:**
    
    1. Identified as English Learner (EL): NEP or LEP on most recently completed October count
    
    **Example**
    
    For Student October 2015 at-risk calculation, the most recently completed Student October would be Student October 2014

    2. **Required to take state assessments:** enrolled in grades 3-12 on most recent October count

    3. **Has not been continuously enrolled in Colorado for 3-years:** not listed as attending a Colorado public school for one or more of the three most recent October count collections
a. Public school includes charter schools
   o School Wide (SW) Title I
     - Title 1 School-Wide (SW) schools and applicable grades can be accessed at [http://www.cde.state.co.us/datapipeline/inter_titlei](http://www.cde.state.co.us/datapipeline/inter_titlei)
     If a student within the Student October snapshot is in a school and grade that is in that file as SW, then the student will be marked as Title I

**IMPORTANT!**
- Data is **not** automatically added to or removed from a snapshot!
- Updates to the DEM, SSA, and Title I files are not automatically reflected in a snapshot

**You need to create (or re-create the snapshot) to bring data into it**

**You cannot edit snapshot data directly.**

**To reflect changes in the snapshot, you must re-create your snapshot every time you:**
   o Add new students to the DEM and SSA files
   o Make changes to the DEM, SSA, or Title I files
   o Delete students from the DEM, SSA, or Title I files

**Student October Snapshot Criteria**
For a SASID to be added to the Student October snapshot it must:

- Be in both the Demographic (DEM) and Student-School Association (SSA) files
- Be error free in both those files
  - Warnings are OK – a student with just warnings will be added to the snapshot
*And*
- Meet the following criteria (fields referenced are in the Student School Association (SSA) file):
  1. The field [PRIMARY SCHOOL] = ‘1’ in **AND**
  2. [SCHOOL ENTRY DATE] <= count date for the current school year **AND**
  3. [SCHOOL EXIT DATE] is zero-filled **OR** >= (on or after) count date for the current school year **AND**
  4. One of these conditions is met:
     a. The student’s age as of the count date >= 2 and <= 21 **OR**
     b. 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**
  5. [PRIMARY DISABILITY] (from the Demographics file) <> ‘00’ (student has a disability as indicated on his/her IEP) then calculated age as of December 31 of the reporting school year <= 21

**Good Practices for Completing the Collection**
Goal is not only to complete collection on time, but to:
- Submit accurate data to maximize your district’s funding
- Be organized throughout the collection
- Avoid last minute stresses
To do this:

- Keep moving through the process
  - Do not wait until the last minute
- Verify you completed all steps in the checklist below
- Create snapshots even though not yet free of DEM and SSA errors
- Document what you are doing/file management
- Email if questions or unsure how to code
- Verify your district’s data!

**When You Have Questions**

On the Student October website, the document "Contacts for Questions, Including Data Owners (PPT)" ([http://www.cde.state.co.us/datapipeline/stuoctcontactsquestions](http://www.cde.state.co.us/datapipeline/stuoctcontactsquestions)) includes:

1. Contacts for specific type of questions
2. Business Owners of the data elements
3. Field Analyst Support Team (FAST, formerly “Audit”) contact information

**Data Element Related-Questions**

Remember if your question is regarding a data element, the Student October Liaison will likely need to copy in the business owner or ask the owner to respond. Therefore, you can receive a response more quickly by contacting them.

FAST has requested that all audit-related questions be forwarded to them.

**Want a Faster Response**

Include in emails:

- Your district code
- Screen shots of problems
- SASIDs in question, if applicable
- Error codes you are receiving, perhaps with some sample SASIDs

This will make it easier and quicker to research and respond

**Student October Timeline**

Is posted at [http://www.cde.state.co.us/datapipeline/stuoctdeadlines](http://www.cde.state.co.us/datapipeline/stuoctdeadlines) under “Deadlines”

**Importance of Suggested Timelines**

1. These help ensure you do not wait for the last minute to complete the submission
   - Last minute equates to:
     a) **Stress**
     b) **You are rushed** = increased possibility of submitting data in error and thus possibility of not receiving all the funding to which your district might be entitled
     c) May have **longer wait-time for responses** to your questions (as more questions come in towards the end of the collection)
d) May have longer wait-time for new SASIDs (again, more requests come in towards the end of the collection)

2. In fairness/consideration of all other districts/BOCES:
   - Districts work with other districts to resolve duplicate funding before the close of the collection. If you do not create a snapshot until the last minute, other districts cannot work with your district. They must wait for the formal process.
   - If you are delayed, all districts/BOCES and CDE processes could be impacted as they need to wait for you.

Collection Closes Date
By this date:
- You need to have created a Student October snapshot for your district/BOCES
  - All students enrolled and in attendance as of the count date should be in the snapshot
  - Important! Records in error are not pulled into the snapshot and records will be excluded if they do not meet the criteria for inclusion in the snapshot
- You should have confirmed your data (see “Verify/Confirm Student October Data” for suggestions) including does the snapshot include all students who should be included
- You should not have any errors on the Demographic (DEM) or Student School Association (SSA) files
- And to expedite the remainder of the Student October process, you should have worked with other districts to resolve any duplicates

Student Privacy
CDE safeguards student data in accordance with the Family Educational Rights and Privacy Act (FERPA)

- Please remember to protect the privacy of student data in all your efforts (not just in what you send to the CDE).
- Email is not secure. Do not send personally identifiable information (PII) via email
- Contact the person to whom you need to send information first to determine a secure method for sending.

What is PII?

PII includes but is not limited to:

- Full name
- Home address
- Gender
- Birthdate
- Email address
- Telephone number
- Identification IDs

For Student October Secure File Transfer Protocol (SFTP) is used for the transfer of files containing PII

Secure File Transfer Protocol (SFTP) Registration
To send a file, you will need to be registered first (one time set up, less than 5 minutes)
https://transfer.cde.state.co.us/bds/Login.do
**Next screen:**

Password should contain upper case, lower case, and numbers
After entering the required information, press “Register”
You will then receive an “activation” email.
Click the link in the email to activate your account

**Sending and Receiving Files with PII**

- If the Student October Liaison needs data from you that contains PII, the liaison will send you a request using the SFTP program.
  - You will receive an email sent through the SFTP program
  - You will be prompted to log into the SFTP server and attach the file there
- Correspondingly, if CDE needs to send you a file containing PII, the file will be added to the SFTP server.
  - You will receive an email indicating this.
  - You can log into the SFTP server to access the file and can download it from there

**Important!**

- Before you send a file, CDE must first initiate the request and you can reply with the attachment.
  - Therefore, please first send an email to the Student October Liaison letting him/her know you wish to send a file.
- SFTP server emails should not be used for regular email communication; only to note sending/receiving files
- Files on the SFTP server are purged after a period of time – you will receive an email regarding this
- In email, you can send SASID without identifying PII (for instance, without full name and DOB)
  
  **Example**
  
  If you want to send a Cognos error report, you can send that, but first please remove name and DOB from the file

- If you are unsure what you can send, please contact the Student October Liaison

- If you inadvertently include PII in an email, the PII reference will be removed in any responses to the email

**What Can be Sent Via Email?**

- Best not to send any identifying information, but there are situations where it is necessary

- You can send the Student October liaison SASID without identifying PII (for instance, without full name and DOB)
  
  **Example**
If you want to send a Cognos error report, you can send that, but first please remove name and DOB from the file

- Again, FAST does not want SASID sent to them in emails
- If you are unsure what you can send, please contact the Student October liaison first
- If you inadvertently include PII in an email, the PII reference will be removed in any responses to the email

CPP/Early Childhood materials/training

The Office of Early Learning and School Readiness has put together an Early Childhood Guide for Student October. It is posted to the Colorado Preschool Program website at www.cde.state.co.us/cpp

Checklist of Steps

This is a guideline only; you can modify for any additional steps you perform

Altimate Count Date Request – non PK

This does not apply to pre-school (PK)

Districts do not need approval for using November 1st as the alternate count date for pre-school students

☐ Does your district need an alternate count date for a school or program?
  o Send a letter of request to Scott Abbey at abbey_s@cde.state.co.us
  o Must be submitted by September 15

Alternate Count Date: Eligible Programs

1. A program designed to return dropout students to a school program leading to the completion of the 12th-grade.
2. A program not in session for at least the entire month prior to the pupil enrollment count day.
3. Alternative count day must be not more than 45 calendar days after the first school day occurring after the pupil enrollment count day.
4. The alternative count will be conducted in the same manner as the count on the pupil enrollment count day.
5. In no case shall a student be counted on more than one count date.
6. Students transferring to a school using an alternative count day, after the pupil enrollment count day, must have certification from the former Colorado district that the student was not included in their official pupil enrollment count day. See rules for transfer in the Student October Count Resource Guide.

Ensuring Students with an Alternate Count Date are Included in Your District's Snapshot

☐ After loading these students to Pipeline, complete an exception request listing the students, school, and their alternate count date
☐ An exception request template can be accessed on the Student October website at http://www.cde.state.co.us/datapipline/snap_studentoctober
☐ Send the completed template to the Student October Liaison
☐ Be sure to verify that the students are included in your snapshot
☐ Contact the liaison if you need help verifying or if you want the liaison to check too
Audit Documentation

Before and during the collection window:

☐ You should be collecting all audit documentation this is needed as per the Student October Resource Guide maintained by the Field Analyst Support Team (FAST)
  - The guide can be accessed at [http://www.cde.state.co.us/cdefinance/auditunit_pupilcount](http://www.cde.state.co.us/cdefinance/auditunit_pupilcount)

SASIDs and RITS

☐ Obtain State Assigned Student IDs (SASIDs) for all students

Please begin this process as early as possible so that Student October Count runs smoothly.

- When requesting a SASID for student(s) new to your district:
  - Check to see if they’ve already been issued one even if they are below kindergarten age.
- If the student already has a SASID:
  - All that is needed is an update to reflect your district’s information.
- SASIDS can be obtained by:
  1. Going directly into RITS or
  2. Through Data Pipeline which feeds into RITS.
- To request SASIDS the user must have district admin privileges granted through the district’s Local Access Manager (LAM).

Please refer to [http://www.cde.state.co.us/datapipeline/yr_rits](http://www.cde.state.co.us/datapipeline/yr_rits) for more information on the RITS process.

☐ If applicable, update RITS for legal name change (Please follow documentation guidance at link above)

This is an ongoing task throughout the collection

School-related changes

School related changes
1. School closures
2. Opening of new schools
3. Grade changes
4. Name changes

☐ Form to request these can be accessed at [http://www.cde.state.co.us/datapipeline/snap_studentoctober](http://www.cde.state.co.us/datapipeline/snap_studentoctober)

☐ For 3 and 4: a letter (on district letterhead) from the district superintendent is required indicating the changes. Once the letter is signed by the superintendent, FAX the letter to the attention of Dennis St. Hilaire at (303) 866-6888.

☐ Update school information in Directory
  - For more information: [http://www.cde.state.co.us/datapipeline/yr_directory](http://www.cde.state.co.us/datapipeline/yr_directory)
Identity Management Roles

Before you do any loads to Data Pipeline, ensure you have the correct roles:

For uploading and editing DEM and SSA files: Submit and Modify Role LEAUSER

Example

Student Profile: WESTMINSTER_50 PIPELINE-0070-STD~LEAUSER Submit and Modify Role

For submitting Student October snapshots:

Example

Student October: SILVERTON_1 PIPELINE-2820-OCT~LEAUSER Submit and Modify Role

Reviewing data only: Read only role (cannot edit data or submit snapshots): LEAVIEWER

Example:

Student Profile: DOUGLAS_RE1 PIPELINE-0070-STD~LEAVIEWER Read-Only Role
Student October: SHERIDAN_2 PIPELINE-0123-OCT~LEAVIEWER Read-Only Role

To create a Student October snapshot in Pipeline, you will need to have a role in Identity Management (IdM) of either:

- OCT~LEAUSER Submit and Modify Role
- OCT~LEAAPROVER Approver Role

Sign off on Student October: Approver Role LEAAPROVER

Example:

Student Profile: N/A
Student October: BOULDER_RE2_BOULDER PIPELINE-07020-OCT~LEAAPROVER Approver Role

- You will need to ask your Local Access Manager (LAM) for the necessary rights if you do not have them
- Please contact the Student October Liaison if you do not know your LAM to obtain this information

Understanding the data before you load

- Review documents which show the file layouts and the definitions of the file elements you will need to load for Student October at [http://www.cde.state.co.us/datapipeline/inter_student](http://www.cde.state.co.us/datapipeline/inter_student)
  - Student Demographics (DEM)
  - Student School Association (SSA)

- Attend trainings or review training PowerPoint presentations and webinars that provide more detail on the data elements
  - They are posted on the Student October website, [http://www.cde.state.co.us/datapipeline/snap_studentoctober](http://www.cde.state.co.us/datapipeline/snap_studentoctober)

- Review the Student October Resource Guide posted on the Field Analyst Support Team’s website, [http://www.cde.state.co.us/cdefinance/auditunit_pupilcount](http://www.cde.state.co.us/cdefinance/auditunit_pupilcount)
Contact data owners for more information on data elements
Data owners and their contact information can be accessed at:
http://www.cde.state.co.us/datapipeline/snap_studentoctober under “Additional Resources”

Student October Contacts for Questions Including Data Owners (PPTX)

Staying abreast of changes and news

Important information on the collection, including:
- Upcoming due dates
- Any changes in the dates
- Edits that are not working
- New and changed edits
- New and changed reports
- Additional helpful information

Attend Data Pipeline Town Halls on Thursdays from 9:00 a.m. to 10:00 a.m.
- Call-in number is 1-866-764-6750
- The webinar (Adobe Connect) can be accessed at http://connect.enetcolorado.org/cde-data-pipeline

Review previous Town Hall webinars and/or PPTs
- Can be accessed at http://www.cde.state.co.us/datapipeline/datapipelinetownhallpresentations

Read emails I send (will include information from Town Halls)

Who receives emails?
- Staff with roles in Identity Management for Student October (OCT) or Student Interchange (STD)

Attend webinars and review documentation provided by Field Analyst Support Team (FAST)

Data Loads and Verification – Steps that Repeat

Important!
The load and verification steps described below may be repeated as often as needed.

Some of the reasons for re-loading (or editing) files/students:
1. Have additional students to add to your district’s membership
2. There are errors (or warnings) that you wish to correct
3. Data in your SIS (student) database changed and you want to load current data
4. There are preschool students that you now need to include
   a. If you are using the alternate count date for preschoolers, you might not have this information until November

To upload and edit Student Profile files in Pipeline, you will need to have a role in Identity Management (IdM)
See section above on Identity Management
Data Pipeline

Production Data Pipeline
☐ Access Data Pipeline from the menu at https://cdeapps.cde.state.co.us/index.html or http://www.cde.state.co.us/datapipeline

Testing (QA) Data Pipeline
The testing system (QA) can be accessed at http://www.cde.state.co.us/datapipeline/train_trainings

Some Reasons for Using the Testing Version of Data Pipeline
1. You are new to using Pipeline and want to practice
   a. You do not need to worry about “messing up” real data
2. You want to test changes without impacting production data

Are you in production or QA (testing environment)?
QA looks like this (center top is in red):

Production looks like this (center top is in blue):

Working in QA has no impact on production and vice versa
And data will not be transferred by CDE from one to the other

Student Profile Interchange File Setup
☐ Review the “File Layout and Definitions” documents at http://www.cde.state.co.us/datapipeline/inter_student for the two student files you will need to load:
   o Student Demographics (DEM)
   o Student School Association (SSA)

Information provided in these documents:
   o File Layout
Definitions of the data elements
Examples of the data elements
Valid values for the data elements

**DEM and SSA Files Needed to Load**

- Create or extract from your Student Information System (SIS) two Student Profile files:
  - **Student Demographics (DEM)**
    - This is demographic data: there should only be one SASID per district in your file
  - **Student School Association (SSA)**
    - There can be multiple SASIDs per district in your file

See sections below entitled **Data Files** and **Naming Conventions** for naming conventions and tips to avoid receiving file load errors. That includes backing up a file before you modify it!

- There are also templates on [http://www.cde.state.co.us/datapipeline/inter_student](http://www.cde.state.co.us/datapipeline/inter_student) which have the fields you need to load should you wish to create your file from scratch by populating the template

**Managing Your Files**
Managing your data and files is important

- It will save you much time and help ensure data accuracy if you have a system that is consistently used for naming and managing your files
- For detailed information and suggestions, please go to "File Management"

**Editing Your Files**

- If you need to edit your file, use the appropriate editor for the file type:
  - Excel files (XLSX, XLS) should be opened in Excel
  - Text files (TXT, CSV) should be opened using a text editor

**Convert from text/csv to Excel**

- You can also convert a text or csv file to Excel:
  - On Data Pipeline menu, select "Resources" and then “Convert CSV file to Excel and not lose the leading zeros (PDF)"
  - A direct link is [http://www.cde.state.co.us/datapipeline/convertcsvtoexcel](http://www.cde.state.co.us/datapipeline/convertcsvtoexcel)

**Pre-load Verification**

- Before you upload your file, open it up and be sure there are preceding zeroes
  - This will save you lots of time should your file not have preceding zeroes
  - **Important!**
    - Excel files (XLSX, XLS) should be opened in Excel
    - Text files should be opened using a text editor
    - For instance, TotalEdit, a freeware ([www.codertools.com/totaledit.aspx](http://www.codertools.com/totaledit.aspx))

- In Data Pipeline, select “Format Checker” and upload your DEM or SSA file to check format (will only check 1st record following header row)
  - If errors, fix and re-upload

**Load Demographic (DEM/Student) file**

- First upload your Demographic (DEM) file by selecting “File Upload”
Note what you place in the “Tag” field and use it for both DEM (you can change later if you want) and Student School Association (SSA).

Determining tag value: “Student October” or “None”

Do I use “Replace” or “Append”?

Important!
Be sure school year is 2015-16!
Common problem is to load the previous school year for Student October.

You will see a green message on the top after you press “Submit”:
*The File Upload request has been successfully submitted. Batch ID for the submitted request is ____. An email will be sent after the processing is complete.*

Important!
1. Do not press “Submit” multiple times
   a. Otherwise get duplicate data and lots of errors!
2. Do not load your Student School Association (SSA) file until the DEM load has completed

What Can Trigger File Upload Errors:
1. Your file is not formatted correctly
2. One row is not formatted correctly
3. Your file is open on your PC (close it to fix)
4. Your file does not meet naming conventions
   i. See “Data Files” section below for naming conventions

Did DEM (or SSA if loading that) file upload complete?
- Wait until complete before checking for errors. How to check? One of these methods:
  o You will receive an email indicating it completed and noting number of records processed and number with errors
  o Under “File Upload” select “Batch Maintenance”
Student October Pupil Enrollment Count Process

- [Processed Indicator] on that screen will have “Yes” if completed

**Batch Maintenance: file uploading**

<table>
<thead>
<tr>
<th>Batch ID</th>
<th>File Name</th>
<th>Record Count</th>
<th>Error Count</th>
<th>Processed Indicator</th>
<th>Submitted User</th>
<th>Submitted Date</th>
<th>Tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>35002</td>
<td>falcon49_SSA_2015_103014_4619.xlsx</td>
<td>223</td>
<td>1</td>
<td>Yes</td>
<td><a href="mailto:mabula_a@state.co.us">mabula_a@state.co.us</a></td>
<td>02/24/2015 02:24 PM</td>
<td>CDT</td>
</tr>
</tbody>
</table>

Click here for sample email of DEM file completing

If the file upload did **not** complete the email you received should have the reason.
- Is there an “Error Details” line near bottom? If yes:
  - Open your file. Go the line number + 1 (1 is the header) and see if you can find the error. There could be an extra comma, incorrect formatting
  - There is an example email below

See section below “File Error Example Emails”

Data Pipeline-> File Upload -> Batch Maintenance will also show if the file uploaded

**Batch Maintenance: file not uploading**

- Fix problem and continue at “File Upload” step

**Load the Student School Association (SSA)**

- After your DEM file has completed loading, load your SSA file
  - **Important!**
    1. Do not load SSA until DEM load is complete
    - See “Did DEM (or SSA file if loading that) file upload complete?” for how to determine if it completed
  2. Use the same value for “Tag” that you used for DEM

- Wait until complete before checking for errors. How to check? Same method as for the DEM file

Click here for sample email of SSA file completing

**Preschool Students – Using Alternate Count Date (in November)**

Although there can be an alternate date for preschool (PK) students in November:

- There is not a separate Student October collection for preschoolers
- PK students need to be added to your K-12 file or loaded using “Append”
- A snapshot then needs to be created with all students PK-12

**Important to start loading Preschool students as soon as possible** (even if you do not have complete information):
1. If you wait until the PK count date, you only have a short window for loading and verifying
2. Avoid last minute stresses and issues getting SASIDs and verifying information
3. Can monitor use of CPP/ECARE allotments
   - Cognos report -> “District Summary of CPP Allotments” for use vs. allotments assigned

Reviewing and Correcting DEM, SSA, Snapshot Errors and Warnings

Error and Warning Types

1. DEM or SSA Errors
   - You need to correct all DEM and SSA errors
   - Records with either DEM and/or SSA errors will not be added to the snapshot
   - **Example**
     - SASID 1234567891 has a DEM error but no SSA errors
     - This ID will not be added to the Student October snapshot until the error is corrected

2. Warnings
   - Warnings do not need to be corrected
   - Do not require exceptions
   - Do not prevent you from moving forward in your process
     - Student with warnings would still be included in the snapshot (provided the student does not have errors)
   - They indicate the possibility that your district’s data may be incorrect
   - Review to determine whether or not a problem/error exists (your district’s data is incorrect)
   - Correct if needed

3. Snapshot Errors
   - Records with snapshot level errors will be added to the snapshot but need to be corrected in order to submit your district’s snapshot to CDE
   - You need to make the corrections to the DEM and/or SSA files and then re-create your snapshot to have the changes added to the snapshot!
   - Changes made to DEM and SSA are not automatically reflected in the snapshot!
   - If you make corrections but there are errors at the DEM or SSA level, the SASIDs in error will not be added to the snapshot

Reviewing Errors and Warnings

☐ Review summary count of errors by error/warning code (if desired):
   - Data Pipeline -> File Upload -> Validation Report
   - Cognos Report -> Student Profile ->
     - Student Demographics Error Summary Report
     - Student School Association Error Summary Report

Both options output the same data

Sample of the Validation report:
Determining the Reason for the Errors and How to Correct

- As a first step to that, output errors/warnings you received using one of the following methods:

  Important! Be sure to select the correct tag!
  - Cognos Report -> Student Profile ->
    - Student Demographics Error Detail Report
    - Student School Association Error Detail Report
  Suggest output as “View in Excel 2007 Data:
  - On the main Pipeline menu, select “Pipeline Reports” -> “Error Report”
    - Click here for more information and detail on this option
  - “Edit Record” option in Pipeline to select only records with errors (select [Error Records] = “Yes” from dropdown on that screen
    - Not recommended

  ➢ All of these options will show what you loaded for the records in error
  ➢ Easiest to use the Pipeline error reports
  ➢ “Edit Record” may require the most work and makes it more difficult to track and reproduce (if needed) the changes

  Suggest outputting the reports to Excel and then sorting by one of the following to streamline resolving (whichever seems easier to help you resolve)

  o By error code (default sorting) – as sometimes the same error applies to a group of records
  o SASID or name (as the errors for an ID can be related; if you correct one, the others will also be corrected)

To Understand Why You Received an Error
- Review the error message comparing to the data

Example:
SP352: Language Background cannot be coded as English if student is coded as PHLOTE or FELL.
Resolution:
Language Background is coded with eng (English) but Language Proficiency is 4 (PHLOTE) or 5 (FELL).
That is not correct. If the student is FELL or PHLOTE, the language background just be noted, not English
If the error does not make sense:
- Check the FAQs on Errors and Warnings section below to see if the error is listed there
- Email Student October Liaison for clarification
  Important! Please do not email name, DOB, gender (PII)

Do you feel that the data you submitted for a SASID is correct and you should not have received an error for the ID?

Request an exception:

Request an Exception
- Exceptions should be requested if you believe you are reporting correctly
- Do not code to correct the errors (and bypass the exception process)!
- Code correctly and request exceptions

If needed (especially for English Learner exceptions) speak to your district’s data owner/subject matter expert (example: EL Director) to get complete details as to why an exception should be granted

Use the “Exceptions Request Template” found on the Student Interchange, Student October, and Student End of Year websites (all are the same).
  Student Interchange: [http://www.cde.state.co.us/datapipeline/inter_student](http://www.cde.state.co.us/datapipeline/inter_student)

- Instructions for completing the form are on the first tab of the worksheet

Easiest to copy and paste from the DEM or SSA Error Detail report the student information you need for the SASIDs/edits for which you are requesting exceptions
- School Year would not be on the error detail. Fill in.
  Example
  2015-2016
- If grade level and school code are not on the error detail report, then you do not need to include those fields

Give a very detailed explanation as to why you are requesting an exception
No exceptions will be granted for errors unless they are listed on the template

These are not good reasons as they lack detail:
- The student is not an ELL
- We got an exception for this last year
- (blank)

Securely send the completed template to the Student October Liaison
- Exception requests will be reviewed
- You will be notified of whether an exception request is granted
- We may need to work with the data owner for approval
- If needed we will forward the request to the data owner for approval
- You may be asked for additional information to clarify the request
- Exceptions are only granted for the IDs and errors on the exception request spreadsheet
- Additional errors require a new request form
- Exceptions apply for the entire school year only (so will also apply to Student End of Year)
To Clear the Errors for the Excepted IDs and Edits
Do this step after exceptions have been granted and loaded to Data Pipeline (you will be notified)

For interchange level errors (begin with SP):

1. Re-upload the Demographic (DEM) or Student School Association(SSA) file or
   a. DEM if the error was a DEM error
   b. SSA if the error was a SSA error

2. In Pipeline, select “Edit Record” for each of these IDs, place a checkmark to the left of the record (by clicking the box), and press “Save”

Use 2 if you only have one or a few errors to clear however keep in mind that any changes made through “Edit Record” will not be reflected in your data file upload unless you update there as well.

If these are English Learner (EL) edits, it is possible you will receive additional errors for the excepted IDs

For snapshot level errors (begin with OC):
Re-create your district’s/BOCE’s Student October snapshot

Common/Recurring Questions on Errors and Warnings
For common questions/answers on Errors and Warnings, please see “FAQs on Errors and Warnings”

Receiving the 999999 error
This means the following data does not match RITS system vs. Pipeline (what is in your DEM or SSA file):

- Last name
- First Name
- Middle Name
- Date of Birth
- Gender

RITS changes are updated in Pipeline on an hourly basis (not immediately)

Therefore, if you receive this error but believe your data matches (double check!) wait one hour and then do one of the following to see if the error clears:

- Re-upload the Demographic (DEM) or Student School Association(SSA) file or
  a. DEM if the error was a DEM error
  b. SSA if the error was a SSA error

- In Pipeline, select “Edit Record” for each of these IDs, place a checkmark to the left of the record (by clicking the box), and press “Save”

- If you still receive the error, please compare RITS to your DEM/SSA file carefully. Some common issues are:
  1. Name parts in the wrong location (for instance Last Name in the Middle Name field)
  2. Missing preceding zeros in the DOB value within Pipeline (such as 8152007 vs. 08152007)

Methods for Correcting DEM, SSA, and STUOCT Snapshot Errors
- Correct in your Student Information System (SIS) and then download a new SIS file and re-upload
- Correct in the file you loaded or a new file to load
  - IMPORTANT – if it is a text file, edit with a text editor, not Excel
- In Data Pipeline -> “Edit Record” to change or delete
In Data Pipeline -> “Add Record” to add a record

**Suggested method**
1. Correct in your SIS system if possible and re-download – will make your future work/loads easier *or*
2. (if you cannot do that), add to your file and re-upload
   Quicker and more efficient

**Do not suggest**
Using “Edit Record”
These are *some* reasons:
1. Your data source should be correct
2. More manual work involved
3. Takes more time overall
4. More prone to error
5. May also need to make these corrections in other loads (pre-coded labels)

**Do You Need to Correct all DEM and SSA Records Before Creating a Snapshot?**
- No
- You can correct some/none and create a snapshot to see snapshot errors you will receive at that point in time (remembering records at the Interchange level with DEM and/or SSA errors are not added to the snapshot)
- But do not forget to correct them!

**Title I Interchange**

☐ Complete if your district has at least one Title I school that has a Targeted Assistance (TA) program, only for those specific TA schools.

- Title 1 Targeted Assistance (TA) schools and applicable grades can be accessed at [http://www.cde.state.co.us/datapipeline/inter_titlei](http://www.cde.state.co.us/datapipeline/inter_titlei)
- If a student is in the Student October snapshot in a TA school and grade and is in the Title I interchange for that applicable TA school/grade, then the student will be marked as Title I in the Student October snapshot

? Contact Donna Morganstern at morganstern_d@cde.state.co.us

**Home Based Education (non-funded)**

☐ Summarize by grade students with home-based education who are not eligible for funding

This is only for those that are *not* receiving any educational services from the district

Data Pipeline -> Student Profile -> Home School Data
Student October Pupil Enrollment Count Process

Student October Snapshot

Do this when you have either:

- Added DEM and SSA records (and have not yet created a Student October snapshot)
- Updated DEM or SSA records (after creating a Student October snapshot)
- Added a new record in DEM or SSA (after creating a Student October snapshot)
- Removed records from DEM or SSA (after creating a Student October snapshot)

☐ See Identity Management section for roles you need to create a Student October snapshot

☐ Create Student October snapshot
   In Pipeline select Student Profile -> Snapshot
   In most instances, select “Create Snapshot”
   Top of screen will show “Snapshot creation triggered and processing. A notification email will be sent upon completion.”
   See “Creating Snapshot” section below for information on the “Update Snapshot” option

☐ Wait until the snapshot completes before reviewing error/warning and other Student October reports

How to Determine if Snapshot Completed

- You will receive an email when it is done
  - Click here for sample Student October completion email
- In Pipeline select Student Profile -> Status Dashboard -> File Type = Student October

If complete, “Data Exists” will be set to Y and “Last Updated Date” will be the date and time you created the snapshot

Important! Be sure the “Last Updated Date” is the date of your most recent snapshot (the one you just did)
Review Snapshot level Errors and Warnings

There are two places for viewing these

☐ For both, select whether you want errors and/or warnings
☐ For both, you can view some errors/warnings or all

1. Data Pipeline: Pipeline Reports -> Error Report -> File Type = “Student October”
   - Click here for more information and detail on this option

2. Data Pipeline: Cognos Report -> Student October ->
   - October Error Summary Report
   - October Error Detail Report

☐ You will need to correct all Errors (Error Type = Errors)

☐ Do you need to make corrections, changes, or add new IDs?
  - You will need to make corrections in the DEM and SSA files using the methods described above under “Reviewing and Correcting Errors and Warnings”

☐ Re-create the snapshot every time after corrections, changes, and additions:
  - Important! (Additional information)
    Every time you add a student, delete a student, OR make a change to the DEM or SSA data (as well as Title I Interchange), you need to re-create the snapshot in order to reflect those changes in the snapshot

Troubleshooting: Why is a student not in the snapshot?

Common issues:

1. Primary School = 0 in the Student School Association (SSA) file
   If Primary School = 0 and there are not any other SSA records in the October Count window with Primary School = 1, then the SASID would not be included in the Student October snapshot
   
   For snapshot criteria, see “Student October Snapshot Criteria”

2. Loading a record to SSA but not to DEM or vice versa
a. Need error free records in both to be included in the snapshot

3. The exit date for the SSA record that applies is before the count date

**CPP Allotments**
If your district needs additional slots, please contact the Office of Early Learning. Contacts are listed on the Student October website at [http://www.cde.state.co.us/datapipeline/stuoctcontactsquestions](http://www.cde.state.co.us/datapipeline/stuoctcontactsquestions)

There may be additional slots available or you can be placed on a wait list.

If your district does not need all of the slots assigned, please let the Office of Early Learning know so they can re-assign the slots.

The Student October report “District Summary of CPP Allotments” will have allotments used vs. allotments assigned.

**Verify/Confirm Student October Data**
☐ When corrections and additions are complete (or you can do this step even when they are not done to verify the data): review Student October Cognos reports
   Cognos Report -> Student October ->

   Suggest review all reports, especially:
   - Pupil count by District and Schools
   - Summary of Pupil Counts for Specific Schools
     Including the sub-reports, especially:
     - District Summary of Pupil Counts
     - Summary of Pupil Counts by School
   - District Summary of CPP Allotments
   - District Summary of English Language Learners
   - Snapshot Records Excluded Due to Profile Errors
     (This report does not currently contain records excluded due to not meeting snapshot criteria)

**What are you looking for/verifying?**

**Some suggested** starting points are:
☐ Verify against your district’s files, reports, and data – do your records match CDE report counts?

☐ Are all CPP allotments used?
   - If not, please notify the Office of Early Learning & School Readiness so they can re-assign the unused slots to another district
   - It is possible a record with CPP funding was not pulled into your snapshot.
     - Check error reports

☐ Did you code the students enrolled in post-secondary programs in the field [Post-Secondary Program Enrollment]? (ASCENT, Concurrent, Early College, Dropout Recovery)

☐ Why were students excluded from the snapshot? Should they have been included?

☐ Students coded as part-time when they should have been full-time

☐ Do all grade levels have student counts?
Did you correctly code Free and Reduced Counts?
- Be sure to review Student October warnings that compare to last year’s count
- Ask your Food-Services Unit to review counts if possible (for instance the District Summary of Pupil Counts)

Do you have full-day Kindergarten students and were they coded as full-day (grade = 007)?
- Grade <> funding eligibility
- Attending for full day, but only receiving part-time funding, should report as full day Kindergarten (007)

Verify preschool students are in the snapshot (especially any PK students enrolling on an alternate count date)

Verify students with alternate count dates are in the snapshot

English Learner data:
- No errors received does not equate to correct reporting
- Confirm the EL reporting of students not receiving errors
- Forward to the business subject matter experts/data owners to confirm before signing off

That is not a complete list of what you should check!
Suggest reviewing and verifying all reports

Student(s) Missing from Snapshot
You may notice while verifying your data that not every student you consider in your district and should be included in your Student October Records (a Congos Report) is included. There are a few possible reasons a student might be excluded:

- The student does not have the primary school flag set to 1
- The student’s enrollment record (entry and exit type on the SSA file) does not overlap with the count day.
  - If the student enrolled after the count day under the following circumstances the student may still be counted:
    - The student had established membership (enrollment and attendance) at another Colorado School District prior to the count day,
    - And the student does not qualify for funding in any other Colorado School District
    - And the student enrolled in your school district before the end of the eleven (11) day count window.
  - If a student qualifies you must submit an Transfer Student Enrollment Date Exception Request to the Student October Collection Lead (Morgan Holmgren). The exception request form is different than the other exception request forms, it can be accessed here.
    - More details on the specific instances when you can apply for a Transfer Student Enrollment Exception via the FAST guide.

Resolving Duplicate Funding (before formal process begins after collection closes)
See what other districts are claiming a student for funding which your district is also claiming for funding.
Strongly suggest resolving before the formal process:
- Resolving it outside of FAST makes everyone’s work easier and requires less time

☐ Duplicates (before Cross-LEA validation process is run where you receive an email noting that your district has duplicates) can be found in the report “Summary of Pupils Being Reported by Another District”

Avoid the Audit exception time crunch by resolving before that period
- Student October approvers’ contact information will be on the report
- For any duplicates, contact the approver and work to resolve
  **Remember!**
  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.

☐ Do not send **personally identifiable information (PII)** via email
  - Work with the other district to determine safe method for transferring any information

☐ Some districts may not have created their snapshots or may be updating; therefore, **run this report frequently**

☐ If you cannot resolve a duplicate, begin collecting documentation on the SASID which will be needed for the formal duplicate resolution process

Submit your district’s snapshot to CDE
- Once **all** data has been verified and you no longer have any errors, submit approval of your data to CDE
  - The staff member in your district with a role of LEAAPPROVER must do this
  - To submit (approve): select Student Profile -> Status Dashboard -> Submit to CDE

After submitting, you will receive an email similar to this:

From: CDE PROD <Data_Pipeline@cde.state.co.us>
Date: Fri, Nov 21, 2015 at 1:41 PM
Subject: Data Pipeline - 1111 – SOME DISTRICT RITS: Record(s) is submitted for approval
To: CDE PROD Data_Pipeline@cde.state.co.us

Hi
The Record(s) (DataPipeline - Student Profile - Student October Data) for School Year 2015-16 and LEA 1111 – SOME DISTRICT has been submitted for your approval. Please login to Data Pipeline to review this submission.

Data Pipeline can be accessed here: https://cdx.cde.state.co.us/pipeline

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**Changes/corrections after collection closes first week in November**

After the collection closes, changes are only permitted during certain time frames, typically the audit exception window.

It is possible you may need to make corrections and/or changes to your Student October data during the Duplicate Resolution (Cross-LEA) process. If you do:

**Unlock snapshot**
- Contact the Student October Liaison (Morgan Holmgren; Holmgren_m@cde.state.co.us) to unlock your snapshot (it is locked when your district’s snapshot is approved)

- Make changes to the following as needed:
  - Demographic file
  - Student School Association file
  - Title I Interchange
  - Home School Data

**Types of changes you can make**

You may need to make any changes requested by:

1. the Field Analyst Support Team
2. the Colorado Preschool Program unit (will be re-assigning any unused allotments)
3. Other corrections needed noted by your district/BOCES staff
4. You can re-verify and correct other data

**Do not add new IDs without first asking** (need to check if duplicate funding would result)

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**Duplicate Funding Audit Exception process in November (Cross LEA Validation)**

- Typically one week following closing
- Student October Liaison needs to wait for all districts/BOCES to submit their snapshots before running this process

- However, you can/should start collecting needed documentation for a student your district is claiming before the process runs

- Before the process runs, use the report “Summary of Pupils Being Reported by Another District” to know which districts are claiming the student for funding

Student October Liaison will notify all districts when this process has been run

- Your district’s staff member with a role of LEAAPPROVER will receive an email if your district has either district or Approved Facility School duplicate funding
  - Next steps will be outlined in the email
• District duplicate – SASIDs will not be attached to email
• Facility duplicate – SASIDs will be attached to email

**Important!**
LEA APPROVER should forward to the appropriate staff within his/her organization regarding this.

☐ Once the cross-LEA validation process has run, the duplicates can be viewed in the Cognos Report “Audit Exception Report” from Cognos -> “Pipeline” -> “Student October” -> “Audit Exception Report”

There are two pages to the report:
• Page 1 has district duplicate funding
• Page 2 has duplicates with Approved Facility Schools

☐ Note: this report is only available after the Cross LEA Validation is run. Before then, use “Summary of Pupils Being Reported by Another District”

**If you do not receive an email**
• Your district does not have audit exceptions
• You can verify by reviewing the “Audit Exception Report” – remember to check both pages!

**Personally Identifiable Information (PII) for Duplicate Resolution**
☐ Do not send SASIDs or any personally identifiable information (PII) to FAST (or the Student October Liaison, backup, or any DSU member)

• Contact FAST to determine how data should be sent to them: audit@cde.state.co.us

☐ Send documentation to the Field Analyst Support Team (FAST) via CDE’s Secure Transfer Site or in person by due date

Please refer to the email or email FAST for information
• The email lists due dates and needed documentation
• There are no exceptions to these dates
• Do not send documentation to the Student October Liaison (not involved in the duplicate process)

☐ If you have audit exceptions (duplicate funding) submit documentation by due date to the Field Analyst Support Team (FAST) per the instructions in the email you will receive.

• FAST will determine which district can count the student for funding

☐ By the date stated in trainings/email, FAST will let you know what changes you need to make, if any
• You do not need to make all changes at once

☐ Any changes will need to be made at the Interchange level:
☐ If you need to delete/remove an ID, delete from the following interchanges (by using the “Edit Record” function or by uploading a new file):
  • DEM
  • SSA
  • Title I
If you need to change any data (for instance, funding code) change it in the appropriate interchange and then re-create your snapshot
- Review reports to ensure there are no interchange level errors and your data is correct

All changes made will need to be reflected in your district’s snapshot
- After making any changes, send a request to the Student October Liaison to unlock your district’s snapshot
  - Important!
    - Do not request an unlock unless you have made your changes and are ready to re-create a snapshot
- After you are informed that your district’s snapshot is unlocked, re-create your snapshot
- Re-review all reports as described above
- District staff member with LEAAPPROVER role will need to approve and re-submit snapshot as described above
  - Important!
    - Do not approve until you and your district have verified the data

Did you previously send CDE a signed verification form?
- If you did, compare the verification form now to the form that was signed and sent to CDE.
  - If there are any changes, you will need to print and get this form signed again

**Signed Student October verification form**

This will be due in December

**IMPORTANT!**
- If you have duplicates or anticipate needing to make changes, suggest not requesting signatures until after those changes
  - Otherwise, if there are changes to the numbers on this form after this form is signed, you will need to re-print this form and get it signed again.

- In Pipeline: Student Profile -> Status Dashboard -> Download Sign Off Form
  - I suggest not doing this until the duplicate process is completed end of November

- Ask Secretary of Board of Education to sign the “Verification of Student October Data”
- Fax or email signed Student October verification form for your district to Student October Liaison (Annie)
- Confirm with Student October Liaison

**Error Corrections Following end of Student October Duplicate Process**

Generally you cannot make corrections following the date duplicates must be resolved by

There are some instances where Finance requests and approves changes in December

Student October must move forward with:
- Other departments receiving the data
- Funding processes
Reporting

Once those start, no corrections can be made.

However, if you find a funding related error, this can be resolved during the audit that occurs sometime between July and December.
Important!

Must create (or re-create) s snapshot in order to have a SASID included in the snapshot and have any changes you made reflected in the snapshot.
Flowchart of process (let’s assume your district only has one student)
(Does not include Title I interchange – refer to other diagram for Title I)
Data Files

- Pipeline only accepts file extensions of: csv  txt  xls xlsx
- You need a header row (first row)
- Pipeline only accepts field delimiters of: ,  |   ~
- Include leading zeros (0) for required fields (for instance 01 or 02 for gender)
- Non-numeric/non-letter characters (except underscore) should not be included in file names as they can cause problems due to the fact that they have special system meanings.
  - # is one of them
- Spaces should not be in file name
  - Currently have a request to allow this
- Do not edit a text file with Excel; you may lose preceding zeros
  - See “Convert from text/csv to Excel” for how to convert a CSV to Excel
- Remove any blank last lines
  To remove the blank rows, this is what I suggest doing:
  1. First back up your file in case anything goes wrong. Just save as something like “StudentProfile0560_RemovingBlanks.xls”
  2. You will modify the file you just saved
  3. Highlight the records (all columns and rows and headers) excluding the blank rows
  4. Copy to a new tab
  5. Delete the first tab with the blank rows – please let me know if you need instructions on how to do this

- Save files for reference and perhaps re-loading
  - See “File Management”
- Back-up before editing/changing a file:
  - Can use backup file if you make a mistake (for instance lose preceding zeros)

**Example:**

1. Before making any changes to the demographic file used for Student October, StuOct2015_DEM_080115_tagOCT.xlsx on 8/16/15, I create a copy of that file, naming it StuOct2015_DEM_081615_tagOCT.xlsx
2. I then modify the latter, StuOct2015_DEM_081615_tagOCT.xlsx
3. If I make a major mistake to that file (for instance inadvertently delete LASIDs), I can revert back to StuOct2015_DEM_080115_tagOCT.
4. Again before I make any changes, I would first rename it to the current date, for instance, StuOct2015_DEM_101515_tagOCT and edit that new file.

**Naming Conventions**

Highly recommend a naming convention for all files loaded to the Student Interchanges Include versioning (explained below under “File Management”) so you know what changes have been made to the data
Example: 
StuOct2015_DEM_080115_tagNONE.xlsx (the demographic file is for Student October 2015 and was created/modified on 8/01/15. No tag will be used when the file is loaded to Pipeline.

**File Management**

File management is the system you have in place for managing your files in a manner that simplifies your work efforts.

**Practice sound file management and maintenance skills:**

**What good file management entails:**

1. **Positive thinking**
   - Avoid negative thoughts that will discourage you from this task and add stress such as
     - “This is a waste of time”
     - “There is no need to be organized”
     - “I do not have the time!!!!”
     - Common excuse
     - When problems happen, you are going to spend extra time correcting, finding files, determining what to do, worrying, etc.

2. **Consistency**
   - Naming conventions
   - Where placed
   - How you work with them
   - Consistency = less time to do work (whatever your work is)

3. **Shared Files** (even if you don’t think it is needed)
   - Network or SharePoint
   - AKA: keep off hard drive
     - Others cannot find if needed
     - Hard drive can crash
   - You can win the lotto
   - May be transition/change – cross train/transfer knowledge!

4. **Organized**
   - Know where data is
   - Directory naming with structure

   **Examples**
   - K:/Files Loaded and Documentation/Student October with subdirectories
     - 2014-15
     - 2015-16
   - K:/Files Loaded and Documentation/December Count with subdirectories
     - 2014-15
   - or
5. **Order**
   - Files are orderly – give a sense of progression of your work
   - Dates are good indicators of order
     - Dates within the file name vs.
     - System date with the file
       - System date can change even if you did not intend it to
       - Date in name gives indicator and is unchanged (unless you intentionally change it)

6. **Understanding**
   - Files have meaningful names
     - *Examples*
       07152015_2015_16yr_DEM_STUOCT_tagOCT.xlsx
       08122015_2014_15yr_SSA_SEY_tagNone.xlsx
     - You know what you did with the files
   - **Version Control**
     - Do not have multiple copies of the same file located in different places
       - *Example*
         100062015_OCT_2015_16_tagNone.csv in K:/Files Loaded and in K:/OCT/Files Loaded
     - Why?
     - You should only have one
     - Uncertainty (yours and colleagues) as to which one was used and which was modified for changes

7. **Minimize manual changes**
The more you do manually, the harder it is to reproduce those changes or to respond to questions later
- Document any manual changes! (edits, deletes, additions)
- Do not suggest use of “Edit Record” and “Add Record” (and if you do, document!)
- Better to have your database updated and download new files
- If you cannot do that, better to update files (documenting changes!) and reload

Some Advantages
1. Easier to reload files if needed
2. You know what you did
3. Less time needed

Part of an example of documentation of work done for the Student October:

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Brief Description</th>
<th>Assigned to fix</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>99999 (SSA)</td>
<td>The SASID is invalid or name, birth date, or gender doesn’t match what’s in the RITS system for the entered SASID</td>
<td>Rocky the Road Runner</td>
<td>Emailed 9-8-14, ask fix by 9-16 noon.</td>
</tr>
<tr>
<td>SP138 (SSA)</td>
<td>School Code must be a valid non-public school if attendance code is 27.</td>
<td>Albert the Alligator</td>
<td>Sent 9/11 and asked fix by 9/12. Follow up 9/15</td>
</tr>
<tr>
<td>SP151 (DEM)</td>
<td>English speaking students must have a Language Proficiency code of 0.</td>
<td>Eli the EL Director</td>
<td>Complete if coded incorrectly in IC (downloaded and loaded new file 9/10/14)</td>
</tr>
<tr>
<td>N/A</td>
<td>Send Cognos report “District Summary of ELL Students” to be reviewed and confirmed</td>
<td>Eli the EL Director</td>
<td>Emailed 9/15/14</td>
</tr>
</tbody>
</table>

These are only suggestions and possible methods to work effectively and efficiently with files and the collections

**Do what works for you!**
(And you’ll notice positive results)
Reach out to Student October Liaison if you need help or suggestions!

**Determining tag value: “Student October” (OCT) or “None”**
- The tag should be the same in both the DEM and SSA files (either OCT or None)
- Note: if you use a tag OCT for the file loads but then use Pipeline’s “Add Record” to insert new records, then a tag will not be assigned to the records inserted using this option. Tag for that record will be blank (None)

**Pre-coded labels for ACCESS for ELLs**
- An untagged load for pre-coded labels for ACCESS for ELLs is due around the same time as the close of Student October early November
  - Labels are pulled from information in the Student Interchange Files
    - Demographic
    - Student School Association

**Important!**
Data for pre-coded labels should be as of current date but data for Student October is as of count date (typically 10/1)

Should I tag?
- Weigh the benefits and consider reasons first and then make a decision as to whether to use tag = OCT
- Consider work needed if you tag vs. work needed if you do not tag
- Tagging may make it easier for you to know which data sets you are working with
- If you tag = OCT for Student October and tag = None for labels, be sure:
  - Student October data (OCT) is as of count date
  - Tag= None data is current and as of the November date in which you submit the file for labels
- If unsure, please ask

What happens when you tag an Interchange during “File Upload” for a school year?
- Interchange records are loaded to interchange tables (DEM, SSA, ACC)
- One of the fields in those tables is [Tag]
- That field gets populated with whatever tag you selected on the “File Upload” screen

Example
First, you load one DEM file containing 2 students for Student October and tag OCT
- SASID 1111111111 Tag = OCT
- SASID 2222222222 Tag = OCT

Then you load another DEM file (with different SASIDs) with a different tag (say, for your pre-coded labels load)
- SASID 4444444444 Tag = NONE
- SASID 6666666666 Tag = NONE

Result = There would be tagged and untagged records in the DEM file

Impact of your decision and benefits/disadvantages

**ACTION:**
You use tag= OCT for Student October and tag = None for labels

- Are your files exactly the same (and both as of Student October)?
  - No reason to tag OCT then (but see below as having the files the same is not recommended)

**Advantages**
- Easier to verify data
- Easier to be sure you are including the correct students and data
- Easier data management

**Disadvantages**
- Possibly more work
- If you wait until the last minute, you might not have enough time to correct data for labels
  - Corrections would need to wait and be done as part of bubbling corrections in books
- Other last minute stresses if you wait
Therefore (to avoid these issues):
Do not wait until the last minute to load tag None

**ACTION:**
You use tag = *None* for both STUOCT and labels
And your DEM/SSA files contain only records through the STUOCT count date

- For pre-coded ACCESS for ELLs labels
  - You would need to add in students enrolled following Student October and make any other changes that occurred following Student October
  - These changes would need to be bubbled in the book and this takes time
  - No opportunity for districts to change data between the extract date and the printing of the pre-coded labels.
  - After the extract is pulled the district could choose to not use the label and hand bubble the book or correct the data during the SBD review but they are not able to update their information for the ACCESS test labels.
- How much time would you need for hand bubbling changes?
  - **Big district** = likely more manual work
  - **Smaller district** = consider work needed for loading untagged and tagged DEM, SSA files vs. work needed for manual corrections

**ACTION:**
You use tag = *None* for both STUOCT and labels
And your DEM, SSA files contain records through November pre-coded label date

* **I do not recommend this option**

The Demographic data on your files should be as of the count date, not the Access labels date!
- Be sure to confirm that!
- May be more difficult to do this type of extract from your SIS system

Your files could contain students through November with post October enrollment records in SSA (for pre-coded labels)
- Student October would extract only those records as of the count date
  - It may, however, be more difficult for you to confirm your counts and data for Student October if you use this method
- ACCESS for ELLs pre-coded labels would pull all enrolled students
  - Since the demographic data for each student should be as of Student October count date, you might still have to do manual bubble corrections

Again, very important to confirm your counts and data!

---

**“Replace” or “Append” file upload option**

<table>
<thead>
<tr>
<th>Replace</th>
<th>Append</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will override (replace) any files loaded for the specific tag you are using (<em>None</em> or OCT)</td>
<td>Will add (append) the records you are loading to the file(s) you have already loaded</td>
</tr>
<tr>
<td>Use if:</td>
<td>Use if:</td>
</tr>
</tbody>
</table>
Loading a replacement file:
- IDs already loaded for the tag (can have some new IDs too), you made corrections, and are reloading
- The file contains all students you want to load

This is a new file of IDs that has not yet been loaded where you do not want to replace the IDs already loaded

Examples:
- File of preschool students (not in the files already loaded)
- File of charter school students (not in the files you already loaded)

You do not have to use “Append”

Combine files outside Pipeline and load using “Replace”

Question
- If I Replace my tag = OCT records will it also override my untagged records?
  Or If I Replace my untagged records, will it also override my tag=OCT records?

Answer
- No
- Any changes made to tag = OCT will have no impact on tag = None and vice versa
- Replacing a file that is tagged OCT will only replace any previously loaded file(s) with tag = OCT

Demographic (DEM) file completed sample email:

-----Original Message-----
From: CDE PROD [mailto:Data_Pipeline@cde.state.co.us]
Sent: Friday, October 16, 2015 9:20 AM
To: CDE PROD
Subject: 1111 – SOME DISTRICT Data Pipeline - Student: File Successfully Submitted

Student Profile Processed by Data Pipeline for School year 2015-16:
  Dataset: Student Profile
  File Type: Student
  File: DEM_2015_16_101415_forStudentOct_tagOCT.xlsx
  Submission ID: 35818
  District: 1111 – SOME DISTRICT
  Date: 10/16/2015 09:09 AM
  Collection Type: Student Profile  Student
  Name: Annie Matula
  User ID: matula_a@cde.state.co.us
  Email: matula_a@cde.state.co.us
  Record Count: 21400
  Error Count: 31
Data Pipeline can be accessed here: https://cdx-test.cde.state.co.us/pipeline

Student School Association (SSA) file completed sample email:

-----Original Message-----
From: CDE PROD [mailto:Data_Pipeline@cde.state.co.us]
Sent: Friday, October 16, 2015 4:12 PM
Student October Pupil Enrollment Count Process

To: CDE PROD  
Subject: 1111 – SOME DISTRICT Data Pipeline - Student School Association: File Successfully Submitted

Hi
Student Profile Processed by Data Pipeline for School year 2015-16:
  Submission ID: 135313  
  District: 1111 – SOME DISTRICT  
  Date: 10/16/2015 04:05 PM  
  Collection Type: Student Profile  
  Name: Happy Worker  
  User ID: happyworker@somedistrict.org  
  Email: happyworker@somedistrict.org  
  Record Count: 20541  
  Error Count: 24  

Data Pipeline can be accessed here: https://cdx.cde.state.co.us/pipeline

Student October file completion sample email

-----Original Message-----
From: CDE PROD [mailto:Data_Pipeline@cde.state.co.us]  
Sent: Friday, October 23, 2015 10:52 AM  
To: CDE PROD  
Subject: Data Pipeline - Student October: Snapshot Created/Updated

Student October Snapshot Creation/Update Processed by Data Pipeline for School year 2015-16:  
  District: 1111 – SOME DISTRICT  
  Date: 10/23/2015 10:51 AM  
  Collection Type: Student October Data  
  Name: Happy Worker  
  User ID: happyworker@somedistrict.org  
  Email: happyworker@somedistrict.org  
  Record Count: 7  
  Error Count: 15

There are record(s) with errors in the student profile (Student/Student School Association) which may need to be resolved so all the relevant records can be included

Data Pipeline can be accessed here: https://cdx.cde.state.co.us/pipeline

File Error Example Emails

Problem 1

Line format problem – go to line indicated + 1 in your file for the row with the error

In this example, line 392

From: Data Pipeline [mailto:Data_Pipeline@cde.state.co.us]  
Sent: Wednesday, September 16, 2015 10:06 AM  
To: Respondent, Some  
Subject: Data Pipeline File Upload Errors
This message is to notify you of the Data Pipeline file upload errors. The errors must be corrected and the file must be uploaded again.

File Submission Processed by Data Pipeline:
Submission ID: 15542
Date: 09/16/2015 11:06 AM
Name: Some Respondent
Year: 2016
User ID: some_R@asdfg.org
Error: Error in file upload with batch id 15542

Error Details:
Line 391 : Section 504, Primary Disability, Attends Ged Program, Language Proficiency

Problem 2

Where file type = “Student” (DEM) but loaded an SSA file:

-----Original Message-----
From: Data Pipeline [mailto:Data_Pipeline@cde.state.co.us]
Sent: Tuesday, September 15, 2015 2:24 PM
To: Matula, Annie
Subject: Data Pipeline File Upload Errors

This message is to notify you of the Data Pipeline file upload errors. The errors must be corrected and the file must be uploaded again.

File Submission Processed by Data Pipeline:
Submission ID: 35822
Date: 09/15/2015 02:24 PM
Name: Annie Matula
Year: 2016
User ID: matula_a@cde.state.co.us
File Name: SSA_2015_2016_0903014_forStudentOctober.xlsx
Error: Error in file upload with batch id 35822

Error Details:
Line 2: data too large for Gender Student: 08252010 (2 max length), Gender Student, Address State Student, Ethnicity Student, Race Indian Student, Race Asian Student, Race Black Student, Migrant
Line 3: data too large for Gender Student: 03182010 (2 max length), Gender Student, Address State Student, Ethnicity Student, Race Indian Student, Race Asian Student, Race Black Student, Migrant
Line 4: data too large for Gender Student: 10242010 (2 max length), Gender Student, Address State Student, Ethnicity Student, Race Indian Student, Race Asian Student, Race Black Student, Migrant
Line 5: data too large for Gender Student: 01092010 (2 max length), Gender Student, Address State Student, Ethnicity Student, Race Indian Student, Race Asian Student, Race Black Student, Migrant
Problem 3

Loading a .csv file and have blank lines in the middle of the file

File Submission Processed by Data Pipeline:

Submission ID: 107330
Date: 11/04/2015 12:15 PM
Name: Happy User
Year: 2016
User ID: user_h@some_district.org
Error: Error in file upload with batch id : 107330

Error Details:

Line 2:
Line 3:
Line 4:
Line 5:
Line 6:
Line 7:
Line 8:
Line 9:
Line 10:
Line 11:

Pipeline Reports -> “Error Report” Process

This shows the data you loaded with the error and error code

Data Set = Student Profile

Select one of the following File Types:

- [ ] Student (DEM)
- [ ] Student School Association (SSA)
- [ ] Student October (OCT)

Error Type: Do you want to view Errors and/or Warnings
Tag: the tag you used in uploading your files
Sample output:

Do you want to view all errors and/or warnings shown on the screen or only some?

**All:** select “View Details”

**One or some:**
- Press “Deselect All”
- Place a checkmark at the errors/warnings you want to view detail
- Press “View Details”

Next screen shows the error, error message, and the data you loaded for the record

**Export to Excel** by selecting “Excel”

**Go back** to the previous screen by selecting “Back”

**Screen entry for creating a Student October snapshot**

You can always use the “Create Snapshot” option to create or re-create your Student October snapshot. It may avoid confusion with what is updated and/or added using the “Update Snapshot Option.”
An explanation of the snapshot options:

**Student October PK Snapshot Date:**
What is the count date for your district’s pre-school students?
If you do not know at the start of the collection, that is OK. You can re-create the snapshot with the correct date later.
**You should use the date that returns the highest count**

**Record Type:**
- If you selected a tag = ‘OCT’ when loading both DEM and SSA, then select “October Tagged Records Only”
- If you did not use a tag (tag selected = ‘None’) with either DEM or SSA, select “October Tagged and Untagged Records”
- If you used tag = ‘OCT’ but then added records using the “Add Record” option in Pipeline, select “October Tagged and Untagged Records”
- If you used a combination of OCT and tag = ‘None’ (not suggested) then select “October Tagged and Untagged Records”

**Update Snapshot Options – A Request has been made to deactivate these options to avoid confusion**

*Demographic Information*
If you created a snapshot and then changed Demographic or Student School Association data, you can select this option to update the snapshot with the changes.

**IMPORTANT!**
It will not add any new records; only update records already in the snapshot.

*Add Record Insert*
If you created a snapshot and added new demographic and/or Student School Association records (added a record with a new school; that is, the school is not currently in your SSA file for Student October), you can use this option to add the new records only to the snapshot.

**IMPORTANT!**
No existing records will be updated.
Student October Pupil Enrollment Count Process

Other Resources

CDE’s Site Index
http://www.cde.state.co.us/siteindex

Field Analyst Support Team website
http://www.cde.state.co.us/cdefinance/auditunit_pupilcount

Data codes needed for collection

Includes:
- School
- Organization (District/BOCES)
- Country
- Language Background
http://www.cde.state.co.us/datapipeline/org_orgcodes

Student October Pupil Membership Reports

Most Recent Year: http://www.cde.state.co.us/cdereval/pupilcurrent
Past Years: http://www.cde.state.co.us/cdereval/rvprioryearpmdata

Title I:

Interchange: http://www.cde.state.co.us/datapipeline/inter_titlei
School lists: http://www.cde.state.co.us/fedprograms/dper/tiaschlst

Walk-through of the Student October process

For a walk-through webinar of the steps of loading and verifying the data:
The “Pupil Enrollment Count Walk-Through Steps Related to Student October” posted at
http://www.cde.state.co.us/datapipeline/snap_studentoctober

Frequently Asked Questions (FAQs) Not Related to Data Elements

<table>
<thead>
<tr>
<th>Topic</th>
<th>Question/Issue</th>
<th>Answer</th>
</tr>
</thead>
</table>
| Accessing Pipeline           | I cannot access Data Pipeline                                                | 1. Password is case-sensitive. Be sure “Caps Lock” is not on  
|                              |                                                                               | 2. Close your browser completely and try again                                                                                       |
| Adding Records               | Can I use the “Add Record” option to add new records?                         | Yes, but not the most efficient method: 
|                              |                                                                               | Best to add to your Student Information System if you have one 
<p>|                              |                                                                               | Otherwise, add to your files and re-upload                                                                                         |
| Audit phase -- need to remove students | I have students that I need to drop from our October Count records. Do I need to create a new snapshot or will CDE make the modifications based on the audit team findings (which district gets to claim a student)? | You will need to make the changes then re-create your snapshot. Please see “Duplicate Funding Audit Exception process in November (Cross LEA Validation)” for more information |</p>
<table>
<thead>
<tr>
<th>Topic</th>
<th>Question/Issue</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes to SIS system</td>
<td>I made a change to our SIS system and downloaded a new file but the change is not there</td>
<td>Some changes may not be posted until later (evening, next day, etc.) Check with your SIS contact.</td>
</tr>
<tr>
<td>Contacts</td>
<td>Where can I find the names, phone, and email addresses of Student October Coordinators?</td>
<td>Student October coordinators can be found in Data Pipeline under Cognos Report. Select “Student October” and then “Student October Contact List.” These are staff with the role of “LEAAPROVER” within Pipeline.</td>
</tr>
<tr>
<td>Data Files</td>
<td>I cannot load a file</td>
<td>Have you sent the file through the Format Checker (that would show you errors with the first record following the header row)? More information is above at “Pre-load Verification.” Is the file open on your desktop? It should be closed.</td>
</tr>
<tr>
<td>Data Pipeline Support</td>
<td>I emailed Data Pipeline support with a question but have not heard back</td>
<td>It is possible the case was mis-assigned. Please re-send and cc the Student October Liaison.</td>
</tr>
<tr>
<td>Deadlines</td>
<td>What are the Student October deadlines?</td>
<td>See “Student October Timeline” above</td>
</tr>
<tr>
<td>Emails</td>
<td>I do not want to receive emails related to Student October. They should go to ________ instead.</td>
<td>Your name needs to be deactivated within Identity Management and the other person’s name needs to be added as a Student October and/or Student Profile respondent. Your Local Access Manager (LAM) can do this.</td>
</tr>
<tr>
<td>Emails</td>
<td>Remove me from the email lists</td>
<td>Ask your Local Access Manager (LAM) to deactivate your name and add the new respondent’s name in IdM. Please refer to “Steps to Assign Pipeline Access to Student October and Student Interchanges (PDF)” on the Student October website (<a href="http://www.cde.state.co.us/datapipeline/snap_studentoctober">http://www.cde.state.co.us/datapipeline/snap_studentoctober</a>) for activating or deactivating Pipeline access.</td>
</tr>
<tr>
<td>Emails</td>
<td>I did not receive the Student October email</td>
<td>Emails are sent to people who have IdM roles for the Student October snapshot and Student Interchange. Do you have one of those role?</td>
</tr>
<tr>
<td>Exceptions - Requesting</td>
<td>How do I submit a request for an exception?</td>
<td>Please see section “Request An Exception” above</td>
</tr>
<tr>
<td>Exceptions – Student Interchange</td>
<td>If a student interchange (DEM, SSA) exception is requested, does it also apply for Student End of Year?</td>
<td>Yes. Exceptions apply to all Student Interchange loads for the current school year.</td>
</tr>
<tr>
<td>Free Reduced Lunch Cts on Reports</td>
<td>I have ____ students who are not eligible for funding. They are not showing up on the “Summary of Pupil Counts” report</td>
<td>The FRL counts do not reflect students who are not eligible for funding. The report specifications can be found on the Student October snapshot website, <a href="http://www.cde.state.co.us/datapipeline/snap_studentoctober">www.cde.state.co.us/datapipeline/snap_studentoctober</a> under “Reports”</td>
</tr>
<tr>
<td>Local Access Manager</td>
<td>How do I find out who my Local Access Manager is?</td>
<td>You can ask your district’s staff member who approves Student October (LEAAPROVER role) or ask the Student October Liaison at CDE</td>
</tr>
<tr>
<td>Make Data Changes After Submission</td>
<td>May I make changes to my data after I have submitted the snapshot to CDE?</td>
<td>Yes; generally, you can make changes before the duplicate process concludes. You will need to request that your snapshot be unlocked so that you can re-create the snapshot to reflect the changes.</td>
</tr>
<tr>
<td>New to</td>
<td>I am new to the collection.</td>
<td>This one, especially the “Checklist of Steps” section</td>
</tr>
</tbody>
</table>

Note: The data and responses are based on the content visible in the provided image.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Question/Issue</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student October</td>
<td>What materials would be helpful for learning the collection?</td>
<td>Spending 1 hour to watch the walk-through webinar. You’ll probably get the hour back in the time saved by not having to learn through trial and error. The webinar can be accessed at <a href="http://www.cde.state.co.us/datapipeline/snap_studentoctober">http://www.cde.state.co.us/datapipeline/snap_studentoctober</a>. If you are not familiar with the Student October data elements, you might want to review the data elements PPT and/or webinar on that website too. You might also want to review the Field Analyst Support Team’s Student October Resource Guide (which focuses on auditing related requirements) that can be accessed from that website <a href="http://www.cde.state.co.us/cdefinance/auditunit_pupilcount">http://www.cde.state.co.us/cdefinance/auditunit_pupilcount</a> The last good training material on the Student October website is the Main Student October Pupil Enrollment Count-Data Pipeline Training. That gives a good overview of the process as well as recurring issues/problems that districts encounter with solutions.</td>
</tr>
<tr>
<td>Resolving duplicates</td>
<td>What is the process for resolving situations where another district is also claiming a student for funding?</td>
<td><strong>Before formal duplicate process is run</strong>&lt;br&gt;<strong>During formal duplicate process (Cross-LEA, where FAST resolves)</strong></td>
</tr>
<tr>
<td>School Addresses</td>
<td>Where can I find the addresses of Colorado schools?</td>
<td>Under &quot;Mailing Labels&quot; posted at <a href="http://www.cde.state.co.us/cdereval/related">http://www.cde.state.co.us/cdereval/related</a></td>
</tr>
<tr>
<td>Sign off form</td>
<td>What are the names of the reports I am supposed to give to my finance department to sign?</td>
<td>In Pipeline -&gt; Student Profile -&gt; Status Dashboard -&gt; <a href="http://www.cde.state.co.us/cdereval/related">Download Sign Off Form</a></td>
</tr>
<tr>
<td>Signed verification form</td>
<td>Our district LEAPPROVER has approved our snapshot. Do I need to submit a signed verification form?</td>
<td>You do not need to submit a signed verification form until after duplicate process concludes in November. One of the reasons is: your district may need to make changes to snapshot data during the Audit phase (for instance to remove a student); therefore, if you already had the form signed, you would need to have the new form (with updated counts) signed following the changes. More information: <a href="http://www.cde.state.co.us/cdefinance/auditunit_pupilcount">Signed Student October Verification Form</a></td>
</tr>
<tr>
<td>Student not in Snapshot</td>
<td>Student has no errors in DEM or SSA but not in snapshot</td>
<td>The student likely is not meeting the <a href="http://www.cde.state.co.us/cdefinance/auditunit_pupilcount">snapshot criteria</a></td>
</tr>
<tr>
<td>Unlocking snapshot</td>
<td>Our district's Student October snapshot needs to be unlocked. What must I do?</td>
<td>Ask <a href="http://www.cde.state.co.us/cdefinance/auditunit_pupilcount">Student October Liaison</a> to unlock. This must be done if your LEAPPROVER submitted the Student October snapshot and you need to make changes to it. You should have made all changes at the Student Profile level before requesting an unlock and now be ready to re-create your Student October snapshot. I also suggest reviewing your district’s Student October reports to confirm that the data is accurate.</td>
</tr>
<tr>
<td>Topic</td>
<td>Question/Issue</td>
<td>Answer</td>
</tr>
<tr>
<td>-------</td>
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</tr>
<tr>
<td>Warnings</td>
<td>Do I need an exception for a warning?</td>
<td>No. Please see Errors and Warning Types for more information.</td>
</tr>
<tr>
<td>Webinar PPT</td>
<td>May I have a copy of _____ webinar PPT?</td>
<td>You should use the PowerPoint (PPT) on the Student October website. The reason is the version on the web is updated for clarifications and additional information. The first page has the last date the PPT was updated. To access the PowerPoint, go to: <a href="http://www.cde.state.co.us/datapipeline/snap_studentoctober">http://www.cde.state.co.us/datapipeline/snap_studentoctober</a> under Trainings</td>
</tr>
</tbody>
</table>

**FAQs on Errors and Warnings**

<table>
<thead>
<tr>
<th>File</th>
<th>Error Code</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>NA</td>
<td>I do not have any interchange (SP) errors but I received snapshot (OC) errors. Why?</td>
<td>Snapshot errors (begin with OC) are errors at the snapshot level. These are additional errors that typically would not apply to other student collections.</td>
</tr>
<tr>
<td>SSA</td>
<td>SP128</td>
<td>Please clarify: Pupil age must be 2-6 years old for the provided Public School Finance Funding Status code.</td>
<td>The student has a disability and you are coding the student with SPED funding code 84 for preschooler. The student is now over age 6 and that funding no longer applies.</td>
</tr>
<tr>
<td>Snapshot</td>
<td>OC12</td>
<td>Why am I getting this error? PK 1/2 day CPP/ECARE allotments used cannot exceed the allowable PK 1/2 day CPP/ECARE allotment for the school district. Allowable allotments can be found in the STUOCT report “District Summary Of CPP Allotments.”</td>
<td>PK PT CPP allotments in your snapshot (grade 004, funding 83) in your district’s snapshot do not match the allotments assigned by the Office of Early Childhood. Please check the report “District Summary of CPP Allotments” for the discrepancy. - If you made changes to your interchange (SSA) did you remember to re-create your snapshot to reflect those changes in the snapshot?</td>
</tr>
<tr>
<td>Snapshot</td>
<td>OC90</td>
<td>Please clarify this error: Preschool Special education students are not allowed to be funded with Colorado Preschool Program Funds. Preschool Special Education students should be coded with a funding code of 84.</td>
<td>You are coding this student with CPP funding (81, 83, or 89). But the student has a disability code as per the IEP. For that reason, you cannot fund them with CPP funds; only IEP funding (84) if they are eligible for it. Cannot use 84 if the student is over 6 years old.</td>
</tr>
<tr>
<td>Snapshot</td>
<td>OC99</td>
<td>Why am I getting this error? My ASCENT count is correct. Total FTE of students coded as ASCENT must equal the total FTE provided by the Post-Secondary Unit for your district.</td>
<td>The funding for the ASCENT students does not match the FTE (funding) allotted. Some possible reasons: - You coded some ASCENT students as Part-time or non-funded - You coded correctly but the FTE needs to be updated in</td>
</tr>
<tr>
<td>File</td>
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</tr>
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|      | OC102      | **What does OC102 mean?** If PAI is 05 and district of parent residence, parent state, or parent country is not zero-filled (meaning the student is not a resident of the reporting district) and the school is a detention center, then funding code must be 86 or 87 | Was requested by Finance and the Field Analyst Support Team to ensure that students attending detention centers are not misreported.  
If the district of residence is not claiming the student for funding, please complete an exception request template for them.                                                                                                                                 |
|      | OC103      | **We are getting OC103 (Grade _ is listed as a valid grade for _ (school code) but no students are reported in this grade) but the grade does not apply to this school.** | The edit looks at the low and high grades for a school. It then checks for students at all grades.  
We do not have any information on which grades in a range may not apply; therefore, Pipeline checks all grades.  
It is only a warning; you should review and confirm but there is no need for exceptions.                                                                                           |