



Finalize Submission Process: Submit to CDE

Once all collection errors are resolved and data has been reviewed, a respondent with the LEA Approver role must press the 'Submit to CDE' button by the specified collection deadline to signify their LEA has validated and approved the data. Both periodic and snapshot collection types require the data to be finalized, which is accomplished by completing the following steps. This does not apply to interchange files or year-round collections.

Status Dashboard Overview

The status dashboard shows the last date a file or snapshot was updated, the quantity of validation errors, and if data has been submitted (locked) for a data collection. Interchange, snapshot, and periodic collections include a status dashboard screen in data pipeline.

The status dashboard is also used by data respondents with the LEA Approver role to submit data to CDE at the end of different phases of a collection. LEA Approvers also will download the Sign-Off forms from this screen at the end of a collection. Only snapshot and periodic collections will include the buttons 'Submit to CDE' and 'Download Sign Off Form' on the status dashboard.

Status Dashboard Steps

1. Login to [Data Pipeline](#)
2. Select the collection type/name from the left-hand navigation bar
3. Select **Status Dashboard**
4. Complete the drop-down menus
 - a. File Type: desired file
 - b. School Year: current year
 - c. Organization/LEA: your district
5. Select **Search** or **Submit** (Staff collections)
 - a. Note: This submit button does not submit your data

1 Login to Data Pipeline

2 Student

3 Status Dashboard

4 File Type * Student End of Year

5 Search

Status Dashboard

File Type * Student End of Year School Year * 2024-25 Organization/LEA *

Student End of Year Status Dashboard (2024-25) :

Data Exists	<input type="checkbox"/> Y	Validation Errors	<input type="text" value="0"/>
Data Locked	<input type="checkbox"/> Y	Overall Status	<input type="text" value="S"/>
Total Records	<input type="text" value="1146"/>	Post Cross LEA Validation	<input type="text" value="N"/>
Cross LEA Validation	<input type="checkbox"/> Y	State Comments	<input type="text"/>
Last Updated Date	08/25/2025 07:49 AM		
LEA Comments	<input type="text"/>		

P = Pending
S = Submitted

Only visible to 'LEA Approvers' for Snapshot and Periodic Collections



Step 6: Submit to CDE

Respondents with the LEA Approver must press the ‘submit to CDE’ button to submit and lock their data collection. This indicates that the LEA has completed the data collection or phase of the data collection.

Once submitted, updates cannot be made to the data. LEAs may request to have their collection unlocked by contacting the CDE Data Collection Lead for the specific collection.



Step 7: Download Sign-Off Form

Respondents with the LEA Approver must download the Sign-off form using the Download Sign Off Form button on the status dashboard screen at the end of the collection. This form will be signed and returned to the collection lead via email or Syncplicity. This form cannot be downloaded until the LEA’s data is error free and submitted. Collections with multiple phases may not allow LEAs to download the sign-off form until the final phase of the collection.

