

Overview

Reporting Exceptions, or ‘exceptions’ refer to overriding Data Pipeline errors. CDE occasionally overrides these business rule errors because, although errors are legitimate, the case needs to be corrected to accurately reflect the student’s educational history. This occurs under unique circumstances when a student’s educational history does not follow the anticipated coding patterns outlined in the business rules for an interchange file or snapshot. When an exception is granted, it allows the district to leave the student’s coding unchanged. The student’s coding must still fall within the parameters of the data collection for an exception to be granted.

Typically, exceptions are used to clear errors, but in some cases an exception may be used to clear a warning too. Exceptions used to clear warnings are most often used during the Post-Cross LEA phase of the SEY data collection cycle.

Exception Determination:

Districts may request an exception when they are unable to clear an error for a student who is accurately coded. Approved exceptions allow the data to remain unchanged.

Example: The Student End of Year error SE060 will trigger if you have a student who has enrollment history through October 1st, but the student was not included in your Student October submission and/or was included at a different school in your district in the Student October submission. If the student was incorrectly coded for Student October, an exception may be used to override this error to allow the correct coding to be used for Student End of Year.

Other somewhat common Student End of Year errors are related to SASID merges. If a student is found to have been erroneously assigned multiple SASIDs in the RITS system, the RITS Coordinator may perform a SASID merge. When this occurs districts may receive SE049, SE060 or SE404 errors in the SEY collection. An exception would be used to clear any SEY errors triggered due to the SASID merge.

If you are unsure if a reporting exception is needed for a specific student’s situation, please reach out to the Student End of Year collection lead.

Exception Request Steps:

1. Download the exception request template on the [Student End of Year webpage](#) found under the ‘Templates’ section.
 - a. This is an excel document.
 - b. The first sheet of this document contains directions, and the second sheet contains the exception request form to complete for each reporting exception.
- Instructions Exceptions Requests
2. Copy and paste all information directly from your Error Detail Report in Data Pipeline or CEDAR/COGNOS. This will ensure that you have the correct SASID, Error Code, School Code, and Grade Level for your exception.
 - a. **IMPORTANT: The exception will not process if the request form information is not accurate.**
 - b. Each error requires a separate row on the exception request. Multiple exceptions are allowed on one sheet.
 - c. Keep exception ‘types’ separate. Use a separate document for EL exceptions, all other DEM exceptions, SSA exceptions, and SEY exceptions.
 - d. Create a new exception form when additional exceptions are needed. Districts are encouraged to include the date in exception request documents because multiple exception request templates may be

Reporting Exceptions

Student End of Year

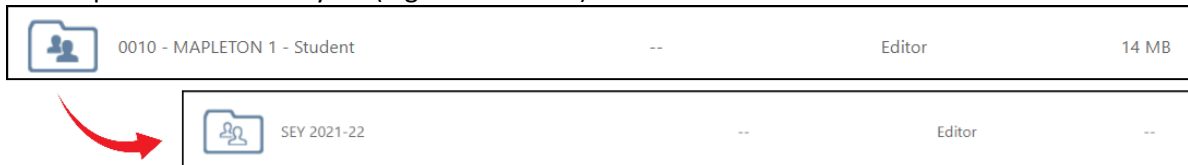


submitted through the collection cycle. This is especially true of the SEY collection due to the multiple phases of this collection.

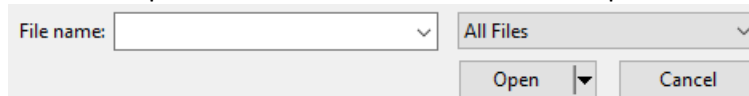
- e. School Code and Grade Level are only required for school level errors. You can leave these fields blank for Demographic errors and snapshot errors that reflect a group of students.
- f. The ‘Reason for Exception’ must be concise but detailed enough to explain the reason behind the exception. (300 characters or less)
- g. Leading zeros are required. (District Code, School Code, Grade Level)
- h. Some exception requests require additional documentation/forms to be included with the request. These forms should also be uploaded to Syncplicity and referenced in the reason for exception.

| School Year | Error Code | Error Type | District Code | School Code | Grade Level | SASID | Reason For Exception | Requester name, phone, email | Internal Use Only: CDE Review Date | Internal Use Only: CDE Comments (if needed) |
|-------------|------------|------------|---------------|-------------|-------------|------------|---|------------------------------|------------------------------------|---|
| 2022-2023 | SE060 | E | 1234 | 5678 | 070 | 1234567890 | Brief reason, 300 characters or less. Include supporting documentation file name if needed. | Name, phone, Email | | |

- 3. Save the exception request to your computer and then upload it to your district’s student Syncplicity folder into the SEY collection subfolder. Please note, the student Syncplicity folder is used by both Student October and Student End of Year data respondents/CDE collection leads.
 - a. [Click here to access the Syncplicity website.](#)
 - b. Navigate to your district’s student folder to find the provided SEY subfolder. This subfolder is dated based upon the collection year (e.g. SEY 2022-23)



- c. Select the upload button and select a file to upload from your computer.



- d. Contact the Student End of Year collection lead if you do not have access to your district’s Student Syncplicity folder, StudentEndOfYear@cde.state.co.us.
- 4. Email the Student End of Year Collection Lead to notify them a document has been uploaded to Syncplicity.
 - a. The collection lead will review your request and notify you of the outcome.
 - i. Approved requests – reupload the interchange file and/or create a new SEY snapshot to clear the error.
 - ii. Denied requests – collection lead will provide next steps for clearing the error (this occurs when there is another way to code the student that fits their educational history and the business rules for the collection)
 - iii. Additional information needed – collection lead will request more information.

Reporting Exceptions that may require additional information:

Districts are welcome to upload any supporting documentation to Syncplicity for review when requesting an exception if they feel the ‘reason for exception’ field does not provide enough space to describe the student’s circumstances. Below are a few common reasons additional information may be requested or required for SEY exceptions.

- If the reason stated in the ‘reason for exception’ field is unclear, clarification may be requested.

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Student End of Year



- SASID merge situations – work with the RITS coordinator (RITS@cde.state.co.us) to resolve the SASID merge situation.
 - Sometimes there are remaining errors that require exceptions after a SASID merge, but these cannot be cleared until the SASID merge has been completed, all interchange files updated, and a new snapshot created.
- English Learners whose language proficiency status changed mid-year.
 - A [Mid-Year EL Coding Change form](#) is used when a student’s EL coding is changing after October Count in the same school year and same district with an EL history > 2 years (3 Student October, 2 Student End of Year collections).
 - A regular exception request template is used when a student’s EL coding is changing after October Count in the same school year and district with an EL history < 2 years.
 - A regular exception request template is used when a student’s language proficiency changes mid-year because the student moved districts and was rescreened upon entry to the receiving school district per the EL standardized identification process. Be sure to indicate in the ‘reason for exception’ that the request is due to a mid-year change in district when a student was screened upon entry into the new district.
 - These requests may be reviewed by other CDE departments.
- Post Cross LEA SE903 errors
 - Adequate documentation is required for a student to remain coded as Exit 13 (transfer to a public school in another CO district). [Please see the adequate documentation webpage for more information.](#)
 - If adequate documentation is not available, SE903 errors are cleared by changing the student’s exit type to a code other than 13.
- Missing Graduation Guidelines records for a graduating student (SE301)
 - [Link: SE301 exception request supporting documentation](#)
 - These exceptions are exceedingly rare. Districts are encouraged to reach out to the SEY collection lead if they believe they may need an SE301 exception prior to submitting documentation.
 - These requests may be reviewed by other CDE departments.