



Kindergarten School Readiness

Data Collection Manual

Contents

Introduction	2
Purpose of Data Submission Guide	2
Statute Related to Data Collection	2
KSR Data Collection General Guidelines	2
Prior to the Collection Window Checklist	2
During Collection Window Checklist	2
Completion Steps in Data Pipeline	3
Step 1: Uploading a File	3
Step 2: Check Data Pipeline Error Report	4
Step 3: Correct Errors and Reupload	5
Step 4: Lock District Submission	5
Helpful Resources and Links	6

Introduction

Purpose of Data Submission Guide

This guide is designed to help local education providers (LEPs), also referred to as districts, prepare for and complete the annual Kindergarten School Readiness (KSR) Data Collection. This is a document that will be updated and added to annually and serves as your “one-stop-shop” for reminders, resources, tutorials, and guidance on the KSR Data Collection.

Please also utilize the [KSR data collection website](#).

Statute Related to Data Collection

This collection is supported by a few key bills and sections of statute, including C.R.S. 22-7-1002 and C.R.S. 22-7-1014.

KSR Data Collection General Guidelines

Prior to the Collection Window Checklist

There are some steps that a district data respondent may want to take in order to ensure a smooth collection for their district. The following steps can occur before the collection opens:

1. Please ensure that the district data respondent is assigned to the collection in CDE’s Access Management/IdM system. This will ensure the district data respondent receives all communications from the data collection lead around the collection. Please also note that it is the district’s local access manager (LAM) must assign the role.
2. There are three roles available viewer, user, and approver. Every district must have one person with the approver role to complete the collection.

During Collection Window Checklist

After the collection opens and during the collection window, please take the following steps:

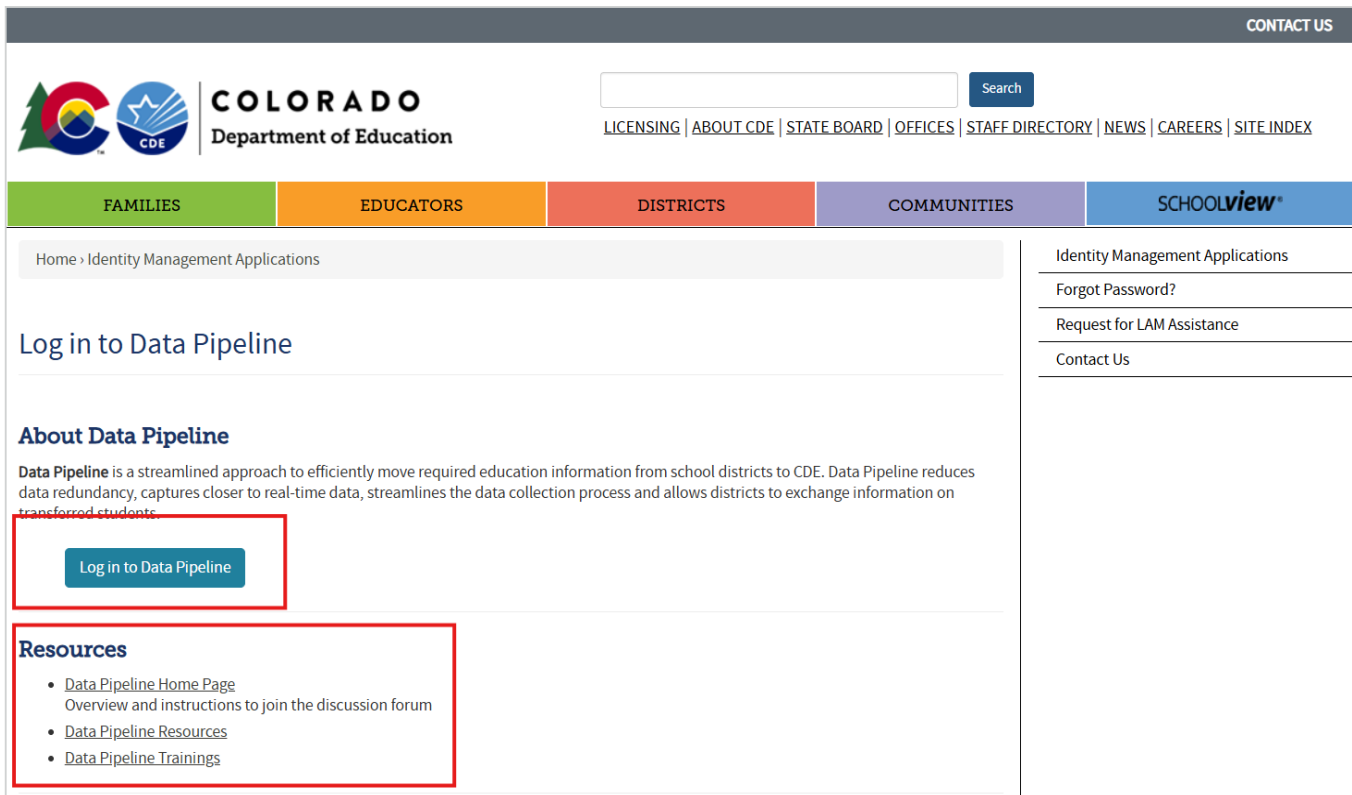
1. Get an extract of the KSR results from the assessment tool used by the district/school.
 - a. Some vendors provide a Colorado specific report that meets the requirements of
2. If the KSR assessment vendor used doesn’t provide a Colorado specific report, aggregate the data at the school level matching the file layout found at the [KSR collection website](#).

Completion Steps in Data Pipeline


Step 1: Uploading a File

Once your file meets the file layout specifications, please follow the directions below to complete an upload:

1. Login to [Data Pipeline](#)
2. Select File Upload → Data File Upload
 - a. Dataset = School Readiness
 - b. File type = School Readiness Collection
 - c. School Year = Select current year
 - d. Organization/LEA = Select your organization
3. Select your file to upload
4. Select Replace



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Log in to Data Pipeline

About Data Pipeline

Data Pipeline is a streamlined approach to efficiently move required education information from school districts to CDE. Data Pipeline reduces data redundancy, captures closer to real-time data, streamlines the data collection process and allows districts to exchange information on transferred students.

[Log in to Data Pipeline](#)

Resources

- [Data Pipeline Home Page](#)
Overview and instructions to join the discussion forum
- [Data Pipeline Resources](#)
- [Data Pipeline Trainings](#)

Identity Management Applications

[Forgot Password?](#)

[Request for LAM Assistance](#)

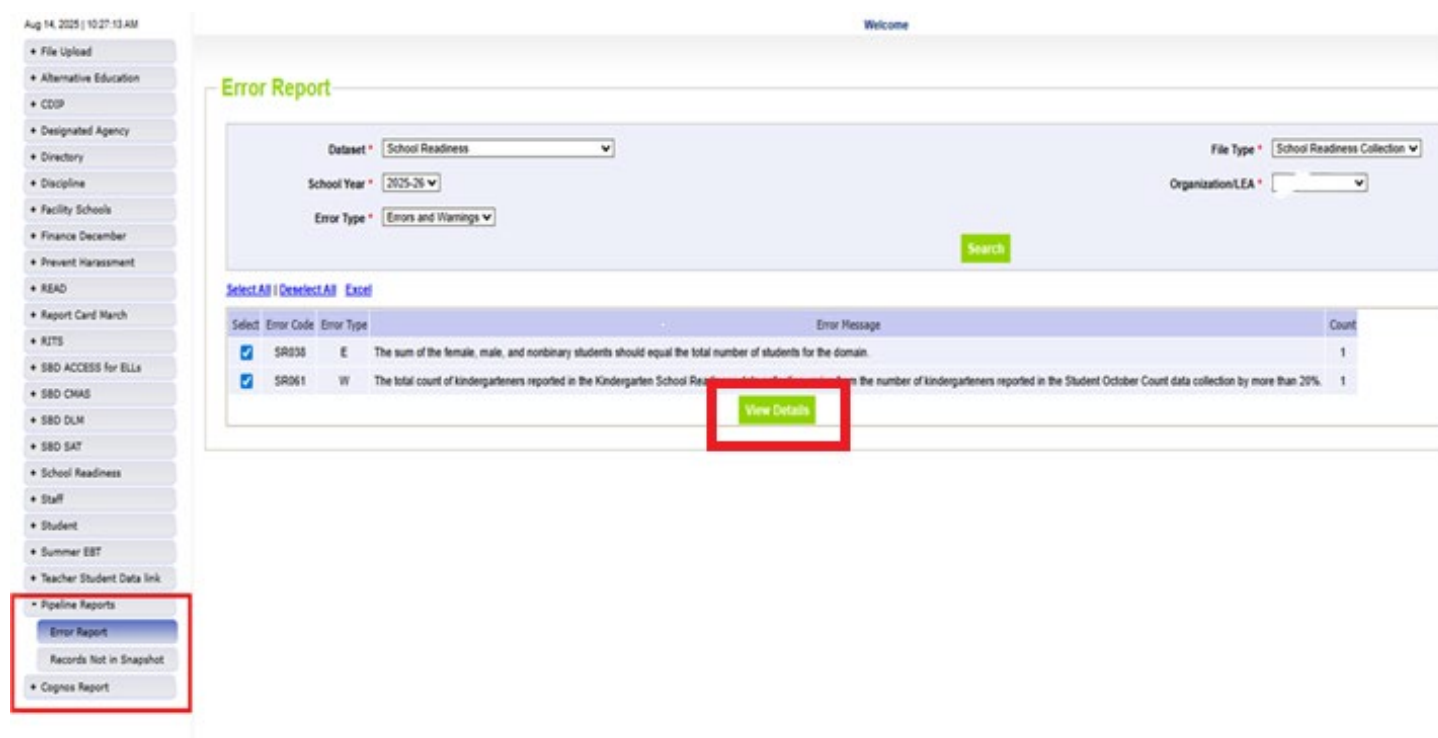
[Contact Us](#)

Step 2: Check Data Pipeline Error Report

After uploading, Pipeline will send an automated email that will state how many errors exist in your file.

After receiving this email, you can check your error report in Data Pipeline. Your error report will detail what corrections need to be made in your file. The error report will provide you the record that is triggering the business rule and the error message should provide enough information to fix the record. If it does not or if you believe that you are hitting the business rule in error, please reach out to the KSR data collection lead at KSRData@cde.state.co.us. In order to view your error report, please follow these steps:

- First, find the gray box labeled “Pipeline Reports”. Clicking on this will open a submenu that will provide an option of “Error Report”. Click on this.
- After selecting this option, a new screen should load. On that screen, please make the following selections:
 - Dataset: School Readiness
 - File Type: School Readiness Collection
 - School Year: Select the year for which you are submitting
 - Organization/LEA: Select your district
 - Error Type: Select “Errors and Warnings” in order to see both types of edits.
 - NOTE: Errors will need to be fixed, as they prohibit your file submission from being locked and officially submitted. Warnings do not prohibit locking but are there to ensure data accuracy. Please see the screenshot below.
 - After making these selections, click on “Search”.



Aug 14, 2025 | 10:27:13 AM

File Upload
Alternative Education
CDSP
Designated Agency
Directory
Discipline
Facility Schools
Finance December
Prevent Harassment
READ
Report Card March
RTTS
SBO ACCESS for ELLs
SBO CHAS
SBO DLM
SBO SAT
School Readiness
Staff
Student
Summer EBT
Teacher Student Data link

Pipeline Reports
Error Report
Records Not in Snapshot
Cognex Report

Welcome

Error Report

Dataset: School Readiness
File Type: School Readiness Collection
School Year: 2025-26
Organization/LEA:
Error Type: Errors and Warnings
Search

Select All | Deselect All | Excel

Select	Error Code	Error Type	Error Message	Count
<input checked="" type="checkbox"/>	SR038	E	The sum of the female, male, and nonbinary students should equal the total number of students for the domain.	1
<input checked="" type="checkbox"/>	SR061	W	The total count of kindergarteners reported in the Kindergarten School Readiness data collection is more than 20% from the number of kindergarteners reported in the Student October Count data collection by more than 20%.	1

View Details

Step 3: Correct Errors and Reupload

Please continue this process of uploading and checking your error report (Steps 1 and 2) until you reach zero errors.

For error SR070 - “No kindergartners are reported at this school. If no kindergartners are presently enrolled at a school, please request an exception.”

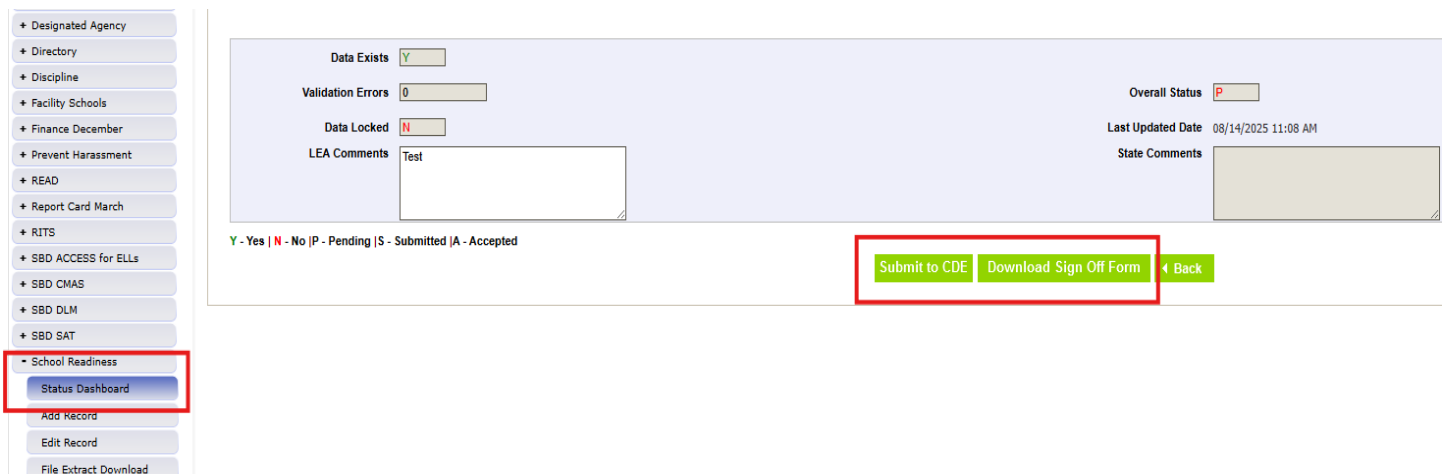
- Request an exception - Email KSRData@cde.state.co.us requesting an exception
- Once exception is granted, resubmit your file and SR070 should no longer be returned

Step 4: Lock District Submission

After you have reached zero errors and have reviewed your data for accuracy, please lock your submission in Data Pipeline. This will ensure that no further changes are made to your file. Your submission is not considered complete until this step is taken.

This can be done through the Status Dashboard:

- In Data Pipeline select School Readiness → Status Dashboard
- Select Submit to CDE
 - Must have LEA approver role
- Select Download Sign Off Form
- Sign and return form to KSRData@cde.state.co.us



The screenshot shows the 'Status Dashboard' interface. On the left is a sidebar menu with various options, including 'Designated Agency', 'Directory', 'Discipline', 'Facility Schools', 'Finance December', 'Prevent Harassment', 'READ', 'Report Card March', 'RITS', 'SBD ACCESS for ELLs', 'SBD CMAS', 'SBD DLM', 'SBD SAT', 'School Readiness', 'Status Dashboard', 'Add Record', 'Edit Record', and 'File Extract Download'. The 'School Readiness' section is expanded, and 'Status Dashboard' is highlighted. The main content area displays the following information:

- Data Exists:
- Validation Errors:
- Data Locked:
- LEA Comments:
- Overall Status:
- Last Updated Date: 08/14/2025 11:08 AM
- State Comments:

At the bottom of the main content area, there are three buttons: 'Submit to CDE', 'Download Sign Off Form', and 'Back'. The 'Submit to CDE' and 'Download Sign Off Form' buttons are highlighted with a red box. Below the buttons, a legend indicates: Y - Yes | N - No | P - Pending | S - Submitted | A - Accepted.

Helpful Resources and Links

If you are unfamiliar with or new to Data Pipeline, we recommend visiting the Data Pipeline User Manual before using this guide. Individuals who are familiar with Data Pipeline will have the technical background they need for this collection.

Please also visit the file layout for additional field explanations and the business rules document for information on how your data will be processed and what errors might arise when uploading.

- [KSR Data Collection](#)

Information updates are also provided on a weekly basis during the collection window at CDE's Data Pipeline Town Hall. Information around Data Pipeline Town Hall can be found [here](#).

Lastly, please do not hesitate to reach out to the READ data collection lead by emailing KSRData@cde.state.co.us