Post-Cross LEA Instructions

Student End of Year (SEY) Snapshot

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Post-Cross LEA Phase

Overview

The Post-Cross LEA Validation phase is the third and final phase of the Student End of Year data collection. This phase is focused on students listed as transfers who were not recovered by other districts, dropouts who were recovered by other districts, and coding for postsecondary and/or transition students as it connects to the subsequent Student October collection. SE900 series errors and warnings are triggered during the Post-Cross LEA Validation. Only students with SE900 series errors can be updated by the SEY respondent during this phase without an approved exception request or Post-Cross LEA change request. All other data updates to address SE900 warnings, any other error, or other requested changes will require either an exception request or post-cross lea change request to be submitted to the SEY Collection lead.

Only a limited number of data fields may be updated during this phase.

- School Exit Date
- School Exit Type
- Retention Code
- Possibly other fields by request, e.g., School Entry Date or School Entry Type.

Districts DO NOT upload new Demographic or Student School Association files when addressing SE900 series errors. All edits are done through the Data Pipeline Edit Record tool. Districts are encouraged to update their Student Information System to match any updates made in data pipeline during this phase.

Districts may continue to use the file upload feature for Graduation Guidelines or Adjustment files.

The Post-Cross LEA phase begins late-October and ends mid-November. Districts then have until the first of December to submit their superintendent verification form, signifying the completion of the Student End of Year collection. Please see the collection timeline posted on the SEY website for specific dates.

District Requirements

All districts will have some action to take during this phase of the collection, even if they do not have any new errors that were triggered when the SE900 business rules were enabled.

Minimum Required Action:

- Review SE900 series warnings.
- Review graduation/completion rates, dropout rates, mobility/stability rates.
- Update the SEY snapshot at least once.
- Submit a signed Superintendent Verification form by the deadline.

Required Action for Districts with Errors:

- Review errors
- Review SE900 series warnings.
- Update information using the edit record tool in data pipeline as needed to resolve errors.
- Update the SEY snapshot to clear SE900 series errors based on updated information.
  - Request an exception if the data is accurate, but the rule needs to be overridden.
  - Request a Post-Cross LEA data change if data needs to be updated for a student who is not receiving a SE900 series error.
- Review graduation/completion rates, dropout rates, mobility/stability rates.
- Submit a signed Superintendent Verification form by the deadline.

Steps

1. Review Post-Cross validation errors and warnings.
2. Edit current year student records as needed.
   a. SE900 series errors are addressed by manually editing exit types/dates on the School Association File in data pipeline.
   b. SE900 warnings must be addressed by updating the subsequent Student October data or by manually editing exit types/dates/retention codes on the SSA file in data pipeline **and** requesting a Post-Cross LEA Data Change.
   c. Any SE001-SE700 series errors that arise must be addressed with an exception request or a Post-Cross LEA data change form.
      i. Exception Request – data is accurate as reported.
      ii. Post-Cross LEA Change Request – updates need to be made to this student's record.
3. Update student end of year (SEY) snapshot
   a. Repeat steps 1-3 as needed.
4. Validate education statistics.
   a. Graduation/Completion/Dropout/Mobility/Stability
5. Submit Superintendent Verification Form (Sign-Off)
   a. Email signed forms to StudentEndOfYear@cde.state.co.us.

Checking Business Rules: Errors & Warnings

Business rules are the list of errors and warnings that are checked when a file is uploaded, or a snapshot created for a specific data collection. They help ensure data accuracy by alerting you to common coding irregularities. For example, SEY business rules are focused on ensuring accurate data when calculating graduation/completion, dropout, and mobility/stability rates. Whereas student interchange business rules (file specific) address common data irregularities that apply to the several data collections that utilize the student interchange files.

Most business rules are related to a specific student's information, but some indicate a data inconsistency that applies to all data within a data field. These are sometimes referred to as 'snapshot level' or 'collection level' errors/warnings. For example, there is a warning triggered if no students are indicated as being Free/Reduced lunch eligible. This might indicate missing information for many students instead of just one student as it is unlikely (though not impossible) that no students within the district are Free/Reduced Lunch eligible within a given year.

Errors

Errors must be addressed to submit data for a given data collection such as Student End of Year. Errors on student interchange files will prevent a student's records from being pulled into the SEY snapshot. During the Post-Cross LEA phase errors must be addressed by manually editing records in data pipeline or by requesting a reporting exception.

Warnings

Warnings indicate possible data inconsistencies/coding issues. It is beneficial to review warnings to ensure data accurately reflects a student's educational history. During the Post-Cross LEA phase some warnings can be addressed by updating data in the subsequent Student October snapshot and then updating your SEY snapshot. Other warnings may only be addressed by requesting a Post-Cross LEA data change

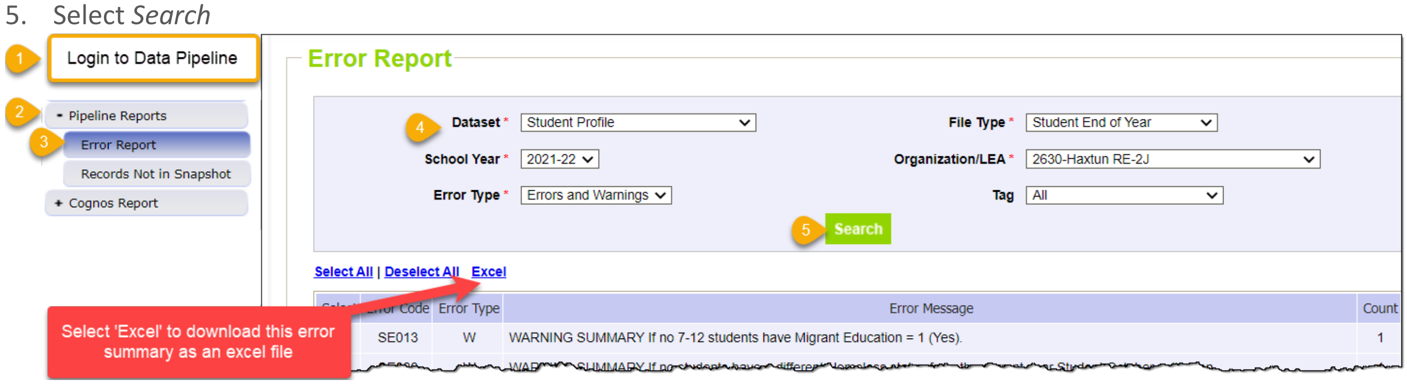
SE900 errors/warning

SE900 errors/warnings are dynamic and will clear when data has been updated to resolve the situation. Several of these errors are follow-up errors to SE700 series warnings from the Cross-LEA phase. Some require districts to upload a copy of the adequate documentation of transfer for the student.

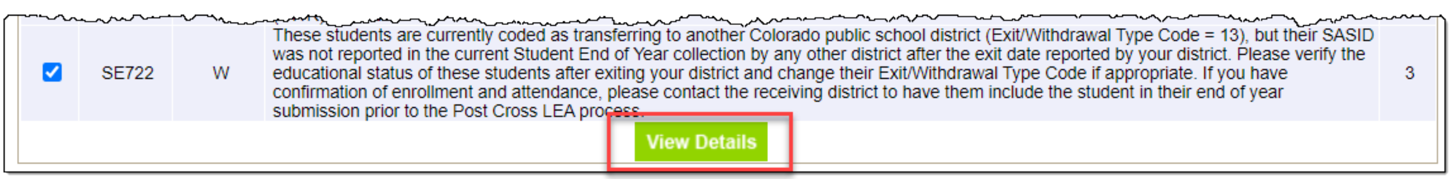
Instructions to address SE900 series warnings, SE900 series errors, and addressing any additional errors that arise can be found on the Student End of Year website in the Post-Cross LEA section.

Data Pipeline

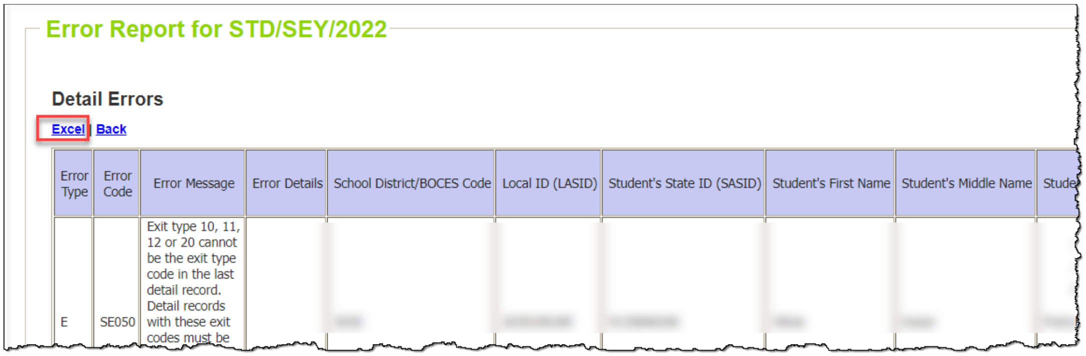
1. Login to Data Pipeline
2. Select *Pipeline Reports*
3. Select *Error Report*
4. Complete the drop-down menus for the desired file/snapshot
    a. Dataset = Student Profile
    b. File Type = desired file/snapshot (Student, Student School Association, Graduation Guidelines, Student End of Year)
    c. School Year = SEY collection year (Note: Other years may be available, so please ensure you select the desired year)
    d. Organization/LEA = your district
    e. Error Type = Desired type of Business Rules (Errors and Warnings recommended)
    f. Tag = None (SEY does not use Tags.)
5. Select *Search*



To view specific student records that are triggering an error/warning, select *View Details* at the bottom of the screen.



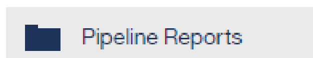
The detailed list of student records can be downloaded using the 'excel' button at the top of the new page.



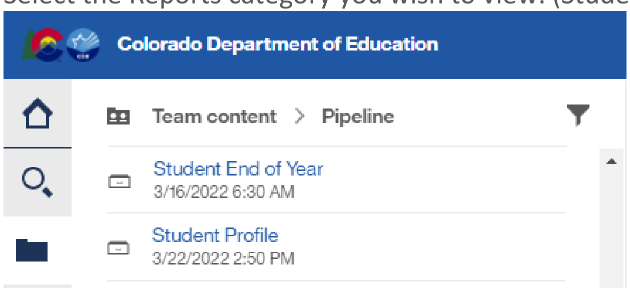
CEDAR/COGNOS

The Colorado Education Data Analysis and Reporting System (CEDAR) is often referred to as COGNOS since this is the software powering this reporting system. These two terms are synonymous. Data respondents automatically have access to the CEDAR/COGNOS reports that match their level of access in the Data Pipeline system. Student End of Year data respondents can view 'Student Profile' and 'Student End of Year' reports in CEDAR/COGNOS.

1. [Login to CEDAR/COGNOS]()
2. Select the *Pipeline Reports* folder on the left.

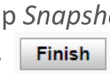


3. Select the Reports category you wish to view. (Student Profile or Student End of Year)

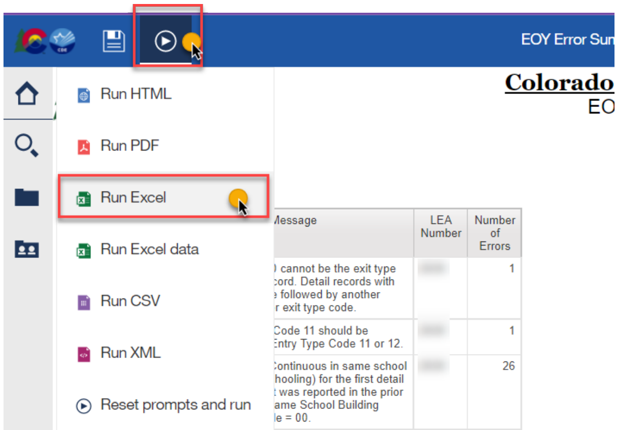


4. Select the Error Detail or Error Summary report for the file/snapshot you wish to review.
   a. Select 'Student Profile' to view Student Demographics, Student School Association, Adjustments, or Graduation Guidelines error reports.
   b. Select 'Student End of Year' to review the Student End of Year error reports.

5. Complete the drop-down menu selections.
   a. Select the workflow step *Post Cross LEA Edits* to see the SE900 series errors/warnings
   b. Select the workflow step *Snapshot Edits* to see all other errors/warnings
6. Select *Finish* to view the report.



Reports can be downloaded using the 'run excel' feature at the top of the page.



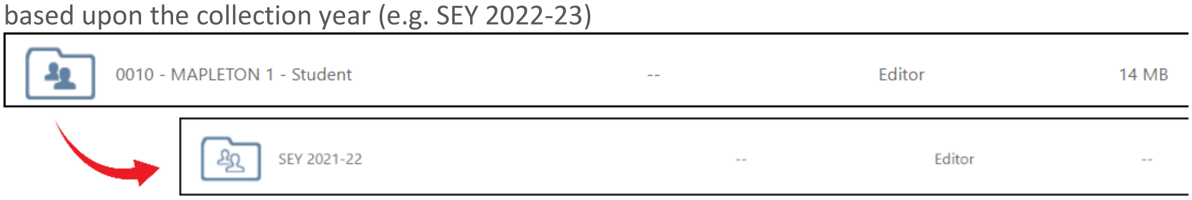
Adequate Documentation of Transfer

Districts are required to maintain adequate documentation of transfer when coding students as transferring out of their district. This documentation is required to avoid incorrectly coding students as dropouts. Documentation requirements vary based on school exit type. The most common type of documentation is **Confirmation of Enrollment and Attendance** which is used to verify a variety of school exit types, including school exit type 13 (students who are transferring to another Colorado public school). To see a full list of documentation requirements and sample forms, please visit the [adequate documentation webpage].

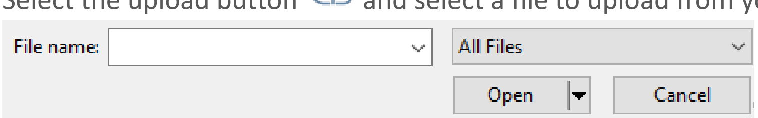
During the Post-Cross LEA phase districts may need to upload a copy of the adequate documentation to Syncplicity for a student to assist in resolving errors, most notably the SE903 errors. When resolving SE903 errors, the confirmation of enrollment and attendance must reflect the student attended the receiving Colorado public school during the SEY collection school year (July 1st through June 30th) to allow a student to remain coded with school exit type 13. If the documentation shows a student transferred to another educational environment, the district will be instructed to change the exit type accordingly. Students who do not attend another educational environment or Colorado public school during the SEY collection year must be changed to dropouts with Exit Type 40.

This documentation should be uploaded to your district's student Syncplicity folder into the SEY 2022-23 subfolder along with an exception request template.

- Upload a copy of the student's **confirmation of enrollment and attendance** and a completed **exception request template** to your student Syncplicity file.
    - Login to Syncplicity https://my.syncplicity.com/
    - 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)



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



  - Repeat this process as needed.
- Email the SEY Data Collection lead, StudentEndOfYear@cde.state.co.us, to let them know there are files for review in Syncplicity.

Reporting Exceptions – Data accurate as reported

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.

Reporting exceptions are requested using an *exception request template*, found on the SEY website. Some SEY reporting exceptions may require additional supporting documentation.

Please see the *Exception Request Directions* posted on the SEY website for detailed information regarding the steps needed to request an exception and possible additional supporting documentation needed for some SEY exception request.

Requesting Post-Cross LEA Data Changes

The Post-Cross LEA phase greatly restricts updates districts can make on their own without approval from the SEY Collection lead. Districts can only update the data fields *school exit date, school exit type,* and *retention code* on their own when a student is receiving a SE900 error. If any other changes need to be made, including for students receiving SE001-SE700 series errors, a Post-Cross LEA Data Change request is required.

Post-Cross LEA Data changes are requested using the post-cross data change template, found on the SEY Website. Districts remain limited to changes to the data fields *school exit date, school exit type,* and *retention code* unless extenuating circumstances require other fields to be updated. Only changes approved by the SEY Collection Lead can be made during this phase.

Steps for requesting a post-cross lea data change:

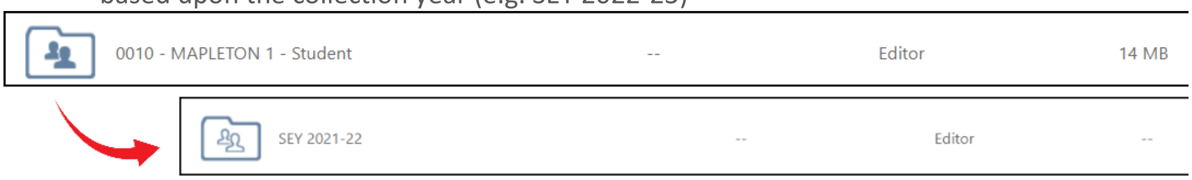
1. Download the Post-Cross LEA Data Change Request template from the Student End of Year website found under the 'Templates' section.
   a. This is an excel document.
   b. The first sheet of this document contains instructions about permissible data for each field on the template. The second sheet contains the form to complete for each Post-Cross data change request.
2. Copy and paste all information directly from your Error Detail Report in Data Pipeline or CEDAR/COGNOS when requesting a change based on a specific error. Copy/Paste data from your SSA file when requesting a change for any other reason. This will ensure that you have the correct SASID, Error Code, School Code, Grade Level, School Exit Type, School Exit Date, and Retention Code for your request.
   a. **IMPORTANT:** The request will not process if the request form information is not accurate.
   b. Each change requires a separate row on the request form. Multiple requests are allowed on one sheet.
   c. Create a new request form when additional Post-Cross LEA data changes are needed. Districts are encouraged to include the date in the request document because multiple requests may be submitted throughout the Post-Cross LEA Phase.

d. The 'Reason for Exception' must be concise but detailed enough to explain the reason behind the request. (300 characters or less).

e. Leading zeros are required. (District Code, School Code, Grade Level, School Exit Date, School Exit Type)

School Year	Error Code	Error Type	District Code	School Code	Grade Level	SASID	Reason For Exception	Requester name, phone, email	School Exit Date	School Exit Type	Retention Code	Internal Use Only: CDE Review Date	Internal Use Only: CDE Comments (if needed)
2022-2023	SE906	E	1234	5678	070	1234567890	Brief reason, 300 characters or less. Include supporting documentation file name if needed.	Name, phone, Email	mmddyyyy	00	0		

3. Save the Post-Cross LEA Data Change Request form 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 the Student October, Attendance, 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. 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. Manually update the student's record in data pipeline using the edit record screen to reflect the requested change.
5. Email the Student End of Year Collection Lead, StudentEndOfYear@cde.state.co.us, 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 – Update your SEY snapshot for the change to take effect.
        ii. Denied requests – collection lead will provide next steps.
        iii. Additional information needed – collection lead will request more information.

Updating Data in Pipeline: Edit Record Screen

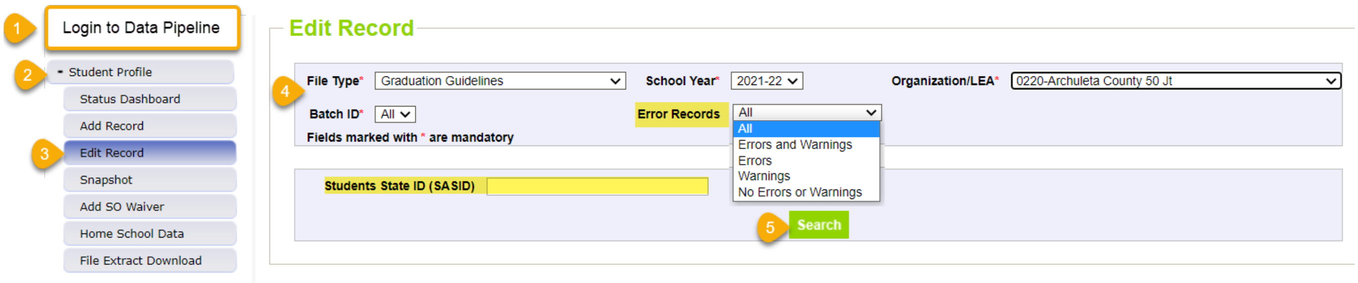
During the Post-Cross LEA phase, districts must update Student Demographic (DEM) and Student School Association (SSA) records directly in data pipeline using the edit record screen. Only the Graduation Guidelines (GG) and Adjustment (Adj) files may continue to use the file upload function.

Filters allow you to search for search for an individual student by SASID. Most updates during the Post-Cross phase take place on the Student School Association (SSA) file, specifically the data fields *school exit type, school exit date,* and *retention code.* Be sure to select 'Go to Standard View' when working on the edit record screen in data pipeline to find the retention code data field.

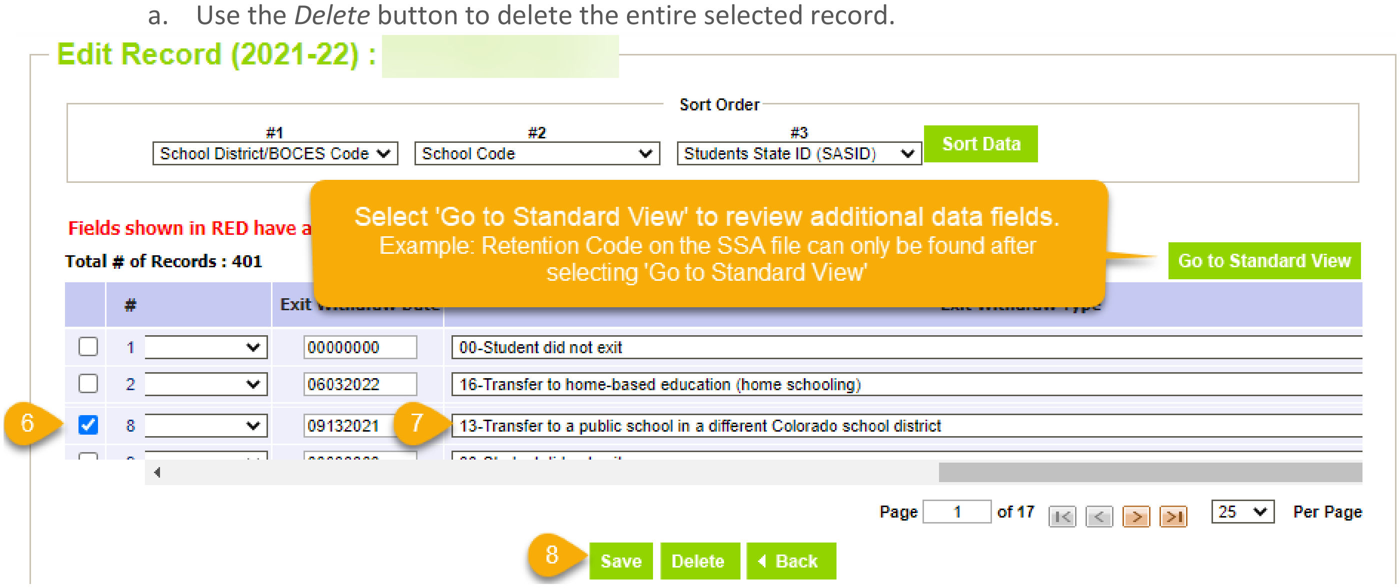
Pro Tip: Use the file extract download feature in data pipeline to download your student interchange file after you've finished making any manual updates. This will give you a clean file that includes all updates for your records.

1. Login to Data Pipeline
2. Select *Student Profile*
3. Select *Edit Record*

4. Complete the drop-down menus for the desired file.
    a. File Type = desired file (Student, Student School Association, Graduation Guidelines, Adjustments)
    b. School Year = current year
    c. Organization/LEA = your district
    d. OPTIONAL: Error Records = desired category
    e. OPTIONAL: Student State ID (SASID) = Student's SASID
5. Select *Search*



6. Check the box indicating the record being updated.
7. Input the updated information into the desired data field. Some fields are drop-down menus and others are text fields.
    a. Use the scroll bar across the bottom of the screen to locate the desired data field.
    b. If the desired data field is not showing, select 'Go to Standard View' to view additional data fields.
8. Select *Save*
    a. Use the *Delete* button to delete the entire selected record.



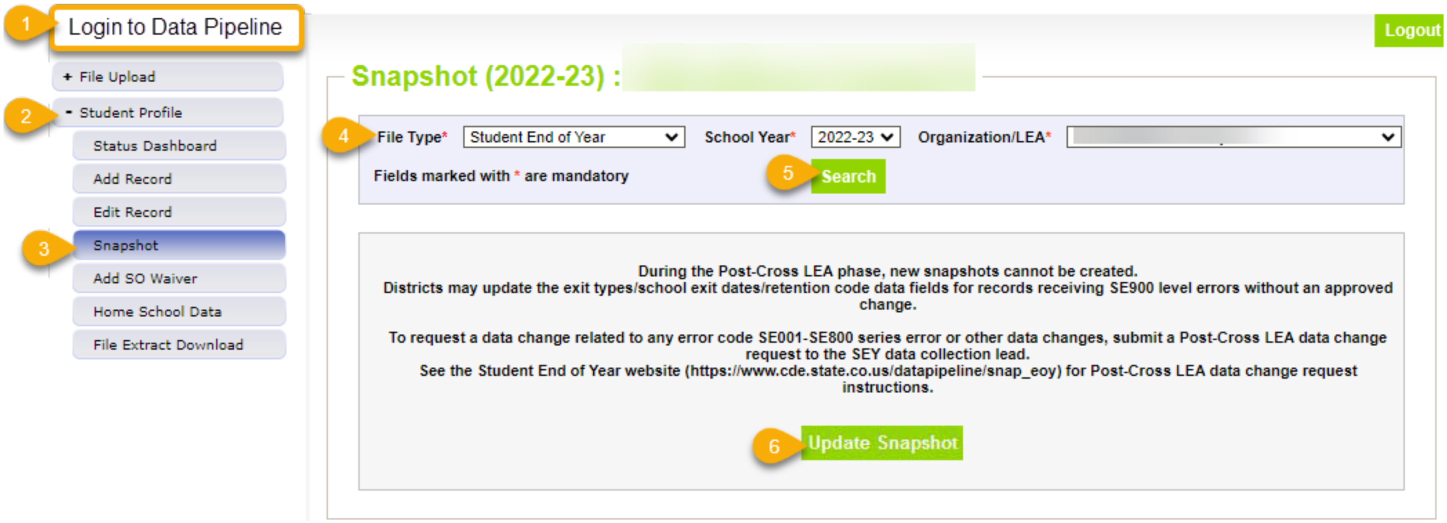
Update SEY Snapshot

Updating the SEY snapshot triggers pipeline to update the school exit types for those students receiving SE900 series errors, recheck the SE900 warnings, or update data for approved post-cross lea data changes. If the student is not on the list of approved changes or receiving an SE900 error, no update is made to their record.

Districts are encouraged to complete this step multiple times during the Post-Cross LEA phase to check that editing records has cleared SE900 level errors/warnings.

Snapshot Update Steps

1. Login to [Data Pipeline]
2. Select *Student Profile*
3. Select *Snapshot*
4. Complete the drop-down menus
    a. File Type = Student End of Year
    b. School Year = current school year
    c. Organization/LEA = Your district
5. Select *Search*
6. Select *Update Exit Types*



A message will display across the top of the screen indicating a snapshot creation has been triggered and is processing. You will receive a notification email from Data Pipeline once the snapshot has completed processing. If a snapshot creation is already in progress, you will receive a message to ask you to try again later.

Snapshot creation triggered and processing. A notification email will be sent upon completion.

Snapshot create/update/validate already in progress. Please try again later.

Validate SEY Data

A file/snapshot may still have data inaccuracies even if no business rules are triggering for that file/snapshot. To support districts in validating their data there are many CEDAR/COGNOS reports available for review. Student End of Year CEDAR/COGNOS reports are focused on the information needed to accurately report a student's educational history and validating graduation, completion, dropout, mobility, and stability rates.

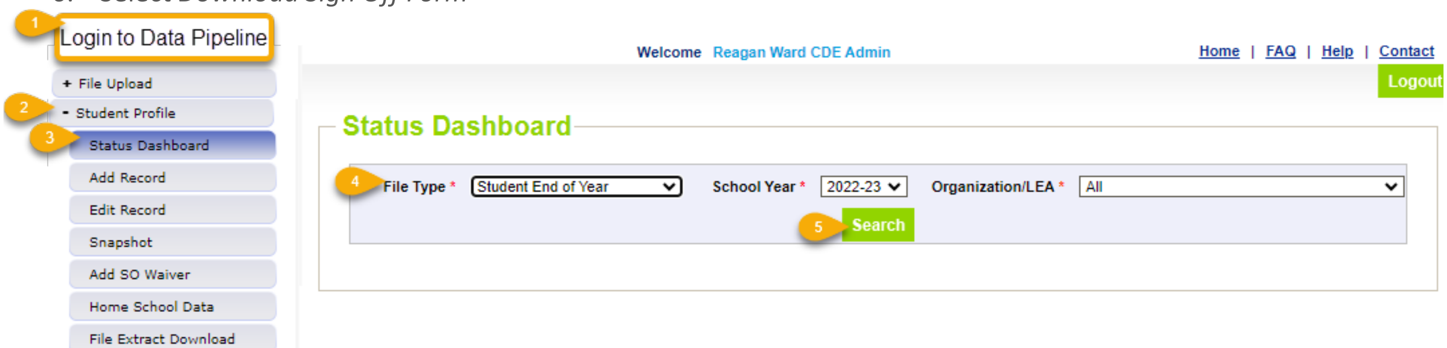
After you've successfully created an error free SEY snapshot, use CEDAR/COGNOS reports to review graduation, completion, dropout, mobility, and stability rates for your district/schools. Look for data that seems inconsistent with prior year information or with the known circumstances of your district/schools.

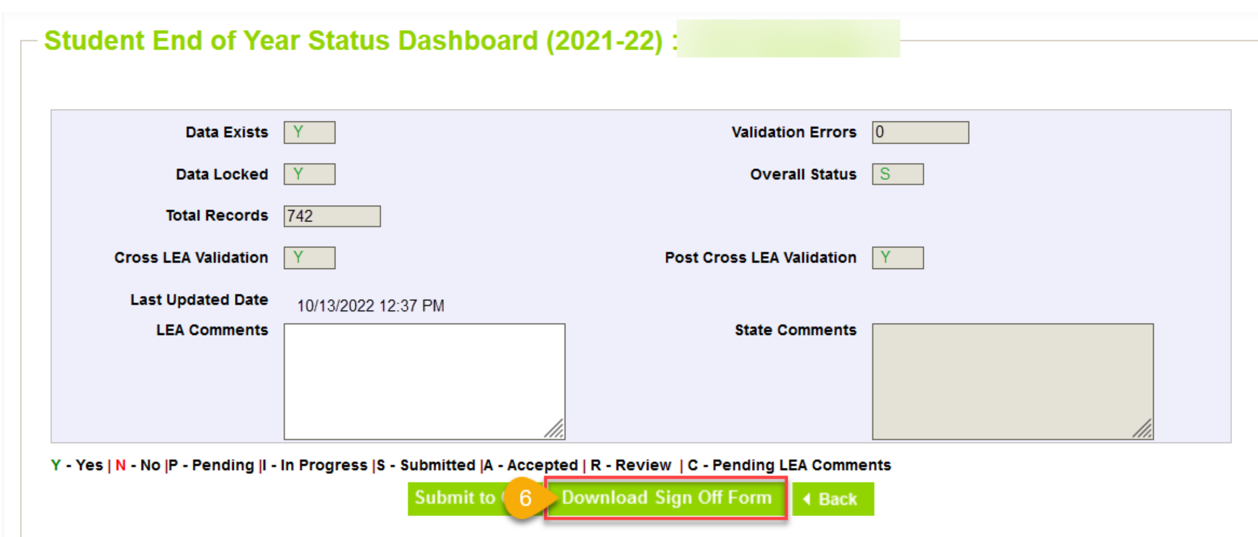
For more information about available CEDAR/COGNOS reports and directions for navigating CEDAR/COGNOS, please see the SEY CEDAR/COGNOS Report Guide posted on the [SEY website] under the 'Rate and Report Information' section or the data validation Short Byte videos posted in the 'Training' section of the SEY website.

Superintendent Verification Form (Sign-Off)

To complete the SEY collection districts must submit a signed Superintendent Verification Form, commonly known as the 'Sign-Off' form. This form signifies that your district has verified its graduation/completion/ dropout/mobility/stability rates and certifies that the Student End of Year and Graduation Guidelines information for your district is accurate and complete to the best of your knowledge. Districts must have an error-free SEY collection before the signature form will be accepted by the SEY Data Collection Lead and must have a 'last updated date' indicating they completed the minimum requirement for the Post-Cross LEA phase of updating their snapshot at least once. If a district makes any updates to its SEY data after submitting their verification form a new form will be required with a signature dated after the last update occurred.

1. Login to Data Pipeline
2. Select *Student Profile*
3. Select *Status Dashboard*
4. Complete the drop-down menus
    a. File Type = desired file (Student, Student School Association, Graduation Guidelines, Adjustments, Student End of Year)
    b. School Year = current year
    c. Organization/LEA = your district
5. Select *Search*
6. Select *Download Sign Off Form*





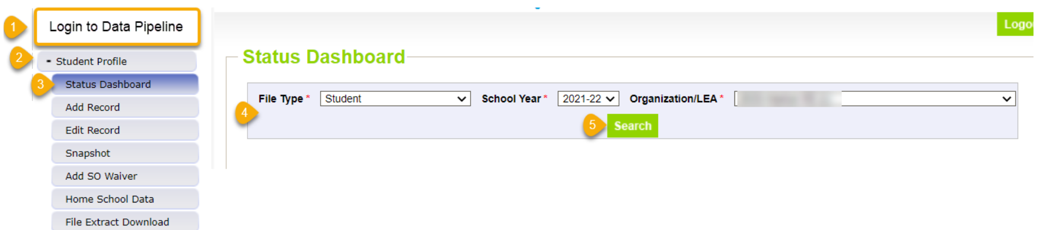
7. Email signed forms to the SEY Data Collection Lead, StudentEndOfYear@cde.state.co.us.

Data Pipeline Tools: Student Profile

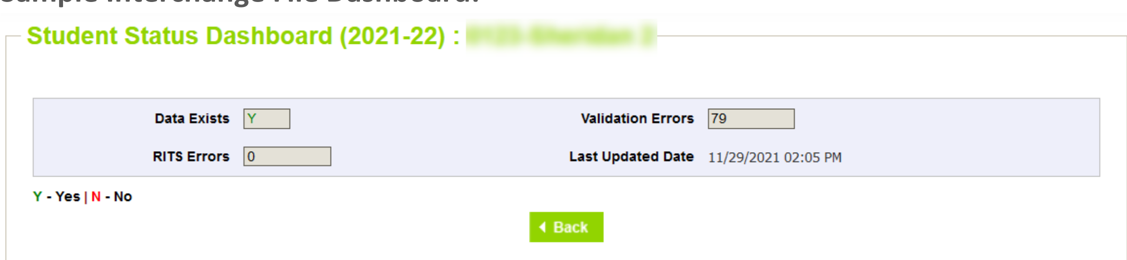
Status Dashboard

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 collection.

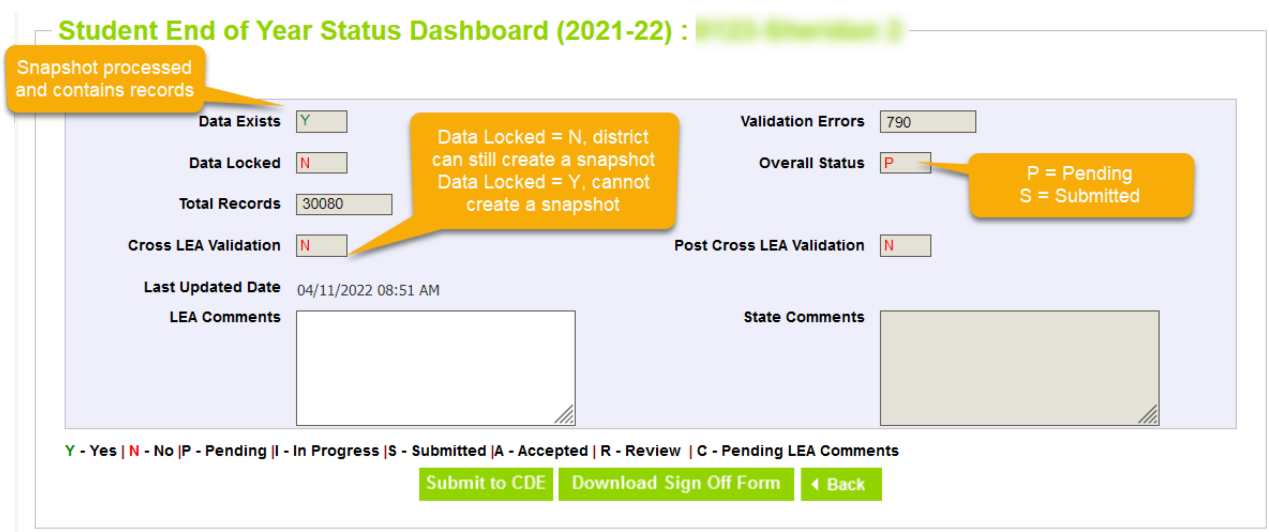
1. Login to [Data Pipeline]
2. Select *Student Profile*
3. Select *Status Dashboard*
4. Complete the drop-down menus
   a. File Type = desired file (Student, Student School Association, Graduation Guidelines, Adjustments, Student End of Year)
   b. School Year = current year
   c. Organization/LEA = your district
5. Select *Search*



Sample Interchange File Dashboard:



Sample Student End of Year Dashboard:



Note: Order of file edits and snapshot update matter. A snapshot won't reflect the changes made to a file edit unless the last updated date for the snapshot is later than the last updated date for a file upload.

Recommended Order (always update a snapshot last)

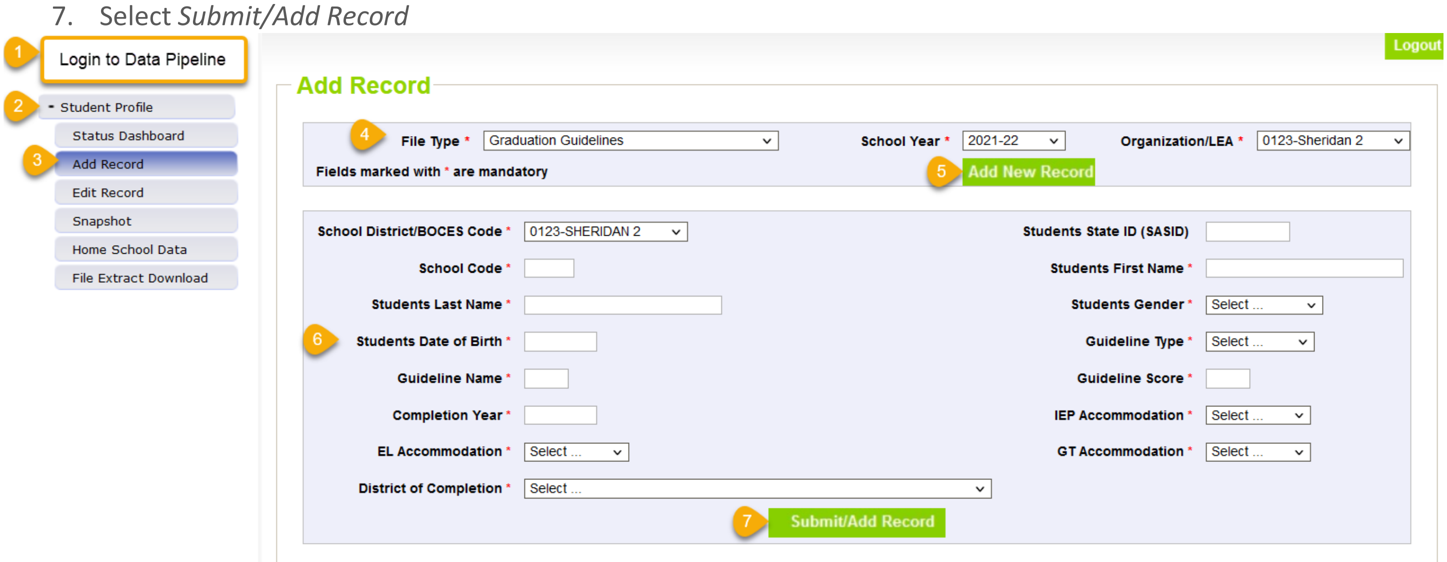
Student Demographic → Student School Association → Graduation Guidelines → Adjustments → Student End of Year Snapshot

Add Record

This screen can be used to add a single record to a Student Interchange file without uploading a new file. This is most beneficial when working with only a few records.

Important Note: Any newly added record during the Post-Cross LEA phase requires a Post-Cross LEA data change request to be submitted to the SEY data collection lead. The record will not be pulled into the snapshot without an approved data change request.

1. Login to Data Pipeline
2. Select *Student Profile*
3. Select *Add Record*
4. Complete the drop-down menus for the desired file.
   a. File Type = desired file (Student, Student School Association, Graduation Guidelines, Adjustments)
   b. School Year = current year
   c. Organization/LEA = your district
5. Select *Add New Record*
6. Complete all fields on the add record screen.
   a. * indicates required fields (SASID is always a required field)
   b. Zero fill any optional fields
   c. Refer to the file layout on the Student Interchange website for more information about each data field on a specific file. (Adjustment File layout is on the SEY website)
7. Select *Submit/Add Record*



File Extract Download

A copy of a desired student interchange file or the SEY snapshot can be extracted from data pipeline for future reference. This is especially beneficial if you want to download a copy of an interchange file after you've made several manual additions or edits to the data, allowing you to have record of those updates.

1. Login to Data Pipeline
2. Select *Student Profile*
3. Select *File Extract Download*
4. Complete the drop-down menus
    a. File Type = desired file (Student, Student School Association, Graduation Guidelines, Adjustments, Student End of Year)
    b. School Year = current year
    c. Organization/LEA = your district
    d. Batch ID = All (or desired date/time of a file upload)
    e. Extract Type = desired value
    f. File Content Type = CSV, TEXT, or Excel
    g. Records Edited Online = All Records or Online Edits
5. Select *Download Standard Extract*
6. Open the downloaded file and/or save it to your computer.