



Summer EBT Data Collection Manual

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Verifying Access and Necessary Software

Identity Management and Pipeline

Before attempting to upload any files, the data respondent will need appropriate Identity Management (IdM) roles. To verify that the data respondent has the correct Summer EBT roles to upload data, click on “Identity Management (Access Management)” on the CDE Identity Management website (<https://www.cde.state.co.us/idm>). Login using your CDE credentials, then select the tab labeled “Application Access Rights”. The following role should be applied: “PIPELINE-(your district code)-PBT-LEAAPPROVER”. If this role is not assigned, contact your district’s Local Access Manager (LAM).

Once proper roles are assigned, login to Data Pipeline (listed under “Applications” at the IdM link above). Verify that the “Summer EBT” tab appears on the left side of the screen along with any other collections for which you are the data respondent.



Necessary Software

At a minimum, data respondents should have access to their LEA’s Student Information System (SIS) and Microsoft Excel. Any issues accessing this software will need to be resolved by the LEA.

LEAs use different SIS vendors, so specific issues with these programs should be directed towards your LEA’s IT staff or the SIS vendor themselves. Every SIS vendor should have a report available to download Summer EBT data. If your SIS vendor does not have a Summer EBT report available, we highly recommend notifying them of this issue and including CDE’s S-EBT team on communications.

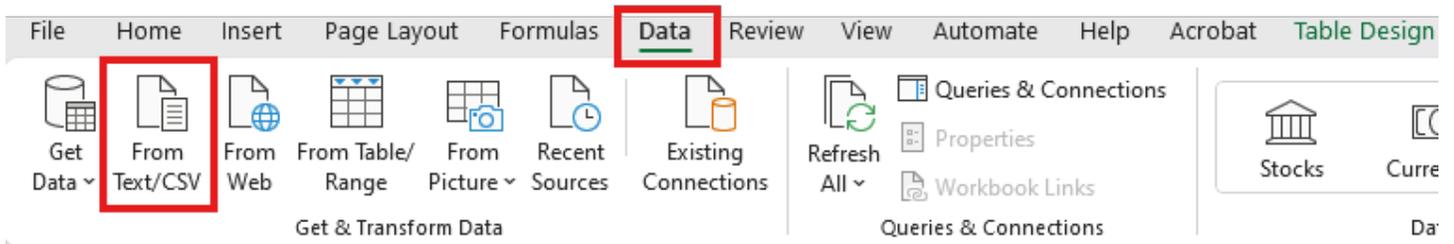
Microsoft Excel is often necessary to correct formatting errors and manually modify incorrect data. While it may be possible to edit S-EBT reports in Google Sheets, unexpected formatting issues may occur when importing data and converting between file types.

Additionally, access to a video conference program (Microsoft Teams, Zoom, etc.) is strongly recommended if you need to attend office hours. You should verify that you can share your screen with CDE staff before meeting for office hours.

Checking and Uploading Data

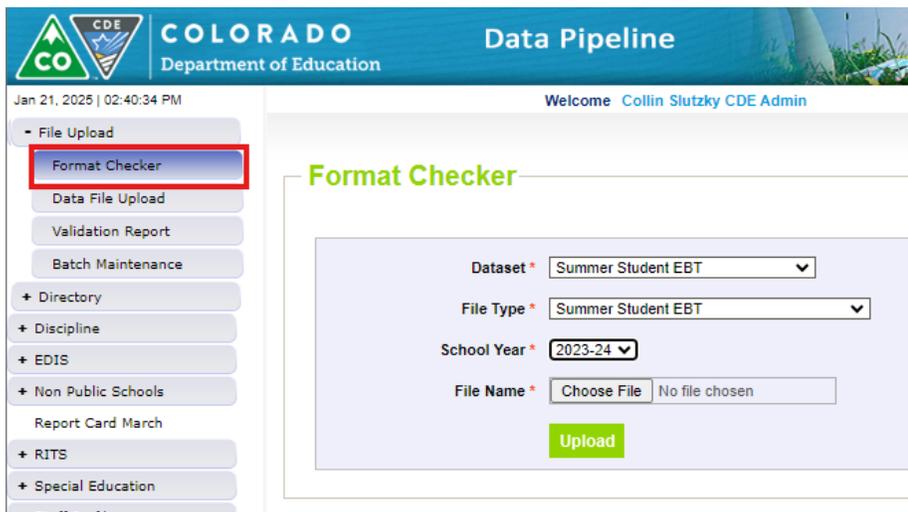
Checking Formatting and Content

While your SIS vendor should provide an up-to-date report featuring all necessary data, it is possible that this report may feature incorrect formatting, or a field has failed to import. For this reason, it is important to open your file in Excel and verify that it fits the Summer EBT file layout. **When opening your report in Excel for the first time, do not open the file directly.** Open a blank Excel document, click on the “Data” tab, select “From Text/CSV”, select the appropriate file, ensure that the “Delimiter” drop-down is set to “Comma”, and select “Transform Data”. Then highlight all your data and change the “Data Type” to “Text”. [Detailed instructions on this process with screen captures can be found here.](#)



After completing the above steps, you should have an Excel document with leading zeros left intact. If you notice leading zeros missing from date fields, one or more of the steps above may have been missed. It is best to download a fresh report from your SIS and repeat the above steps if this is the case.

Once your file is correctly imported and you have verified that leading zeros have been maintained, [you should verify your file matches the required file layout](#). It is best to go through each field in the file layout and verify that it is present in your Excel file and in the correct order. For additional verification, you can use the format checker in Data Pipeline. To do so, login to Pipeline and select the “File Upload” tab on the top left of your screen. Select “Format Checker”, choose the “Summer Student EBT” dataset, the “Summer Student EBT” file type, and the appropriate school year.

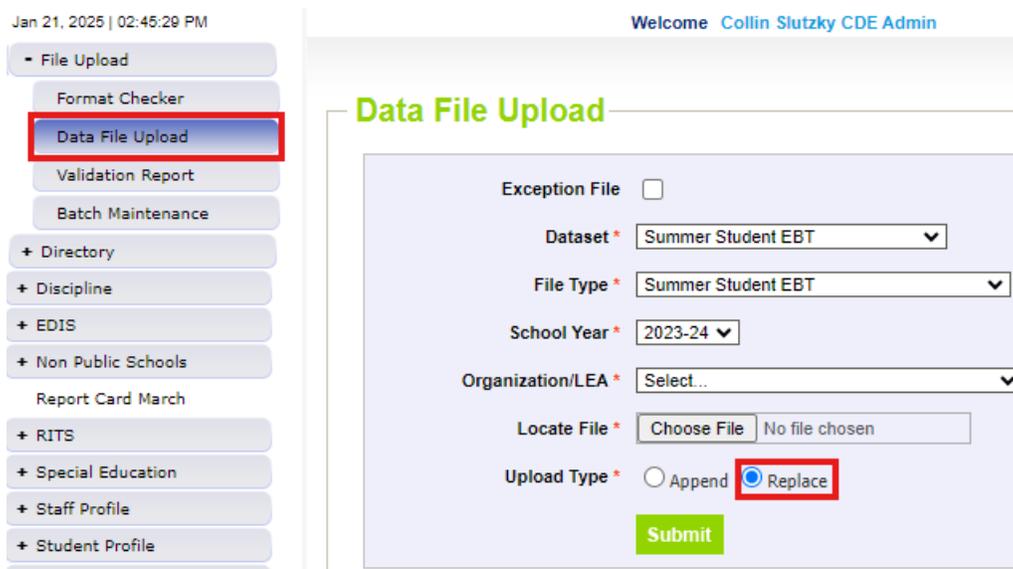


While the format checker cannot identify errors in your data, it provides an indicator of whether Pipeline will reject your file for formatting errors. If an issue is identified by the format checker, check your report and verify that all necessary fields are present, in the correct order, and have maintained leading zeros if applicable.

Although you may not receive an error for invalid parent/guardian information, it is extremely important that a single valid parent/guardian exists for each student. Failure to provide this information will delay benefits getting to families.

Uploading to Pipeline

After verifying that file layout requirements are met, it is helpful to upload your file to Pipeline so other errors can be identified. Log in to Pipeline, select the “File Upload” tab on the top side of the screen, select the “Data File Upload” tab, choose “Summer Student EBT” for both the dataset and file type, and choose your LEA. After selecting the file you intend to upload, click the “replace” option and submit your report.



The screenshot shows the Pipeline web interface. On the left is a navigation menu with options like 'File Upload', 'Format Checker', 'Data File Upload' (highlighted with a red box), 'Validation Report', 'Batch Maintenance', 'Directory', 'Discipline', 'EDIS', 'Non Public Schools', 'Report Card March', 'RITS', 'Special Education', 'Staff Profile', and 'Student Profile'. The main content area is titled 'Data File Upload' and contains the following fields:

- Exception File:
- Dataset *: Summer Student EBT (dropdown)
- File Type *: Summer Student EBT (dropdown)
- School Year *: 2023-24 (dropdown)
- Organization/LEA *: Select... (dropdown)
- Locate File *: Choose File | No file chosen
- Upload Type *: Append Replace (the 'Replace' radio button is highlighted with a red box)
- Submit (green button)

After submitting your file, you will receive an automated email from the Pipeline system either indicating that the system rejected your file or reporting the number of records Pipeline recognized in your file.

Addressing Errors

Verifying Record Count

After submitting your file, you may receive an email that indicates that Pipeline failed to upload your file. This generally indicates that a formatting issue is preventing Pipeline from reading your file correctly. The automated email you receive should list offending records and fields which you can refer to when double-checking your formatting.

If your file was uploaded successfully, you will receive an email with information about your upload. This will include a count of records submitted and the number of errors present. Before addressing errors, it is important to verify that the record count matches the number of rows in your file. If the record count on the email you receive is less than the number of rows in your file, there is likely a blank row. Pipeline will not recognize any records below a blank row. To fix this, open your file and scroll to the row number that matches the record count in your submission email. Right click on row number and delete the row. If there are multiple blank rows in your file, you may need to repeat this process until the Pipeline email you receive contains the expected number of records.

Summer Student EBT Processed by Data Pipeline for School year 2024-25:

Dataset: Summer Student EBT
 File Type: Summer Student EBT
 File: testfile_0123_updated.xlsx
 Submission ID: 775612
 District: 0123 - Sheridan 2
 Date: 12/16/2024 09:54 AM
 Collection Type: Summer Student EBT Summer Student EBT
 Name: Sheridan EOY Test
 User ID: 0123stdleouser@pipeline.com
 Email: 0123stdleouser@pipeline.com

Record Count: 1025
 Error Count: 349

Viewing Error Details

The automated email you receive after submitting your file into Pipeline will also include a row labeled “Error Count”. If this field shows you have any errors, you will login into Pipeline and navigate to the “Pipeline Reports” tab. Select the option for “Error Report”, select the “Summer Student EBT” dataset and file type, select “Errors and Reports” in the “Error Type” dropdown menu, and fill out the other fields for your LEA and school year. After clicking the search button, you will see a list of each type of error in your file and how frequently the error appears.

Error Report

Dataset *

School Year *

Error Type *

File Type *

Organization/LEA *

[Select All](#) | [Deselect All](#) | [Excel](#)

Select	Error Code	Error Type	Error Message	Count
<input checked="" type="checkbox"/>	PB26	W	The State entered is not CO-Colorado Please confirm the student lives outside of the state of Colorado.	3
<input checked="" type="checkbox"/>	PB30	E	School Code does not contain a valid code within the District.	28

In the “Error Type” field, you may see either “W” or “E”. If error type “W” is present, this is a warning. Warnings will not prevent you from submitting your file but should be manually reviewed to ensure that the information causing this message is accurate. Errors, indicated by an “E”, must be corrected before your file can be submitted.

For more information on the records causing errors, click on the “View Details” button. This will provide you with a downloadable spreadsheet showing the exact location and type of errors in your file. [A full list of errors can be found on the S-EBT Business Rules.](#)

Common Errors

PB30

This error appears when the school code associated with one or more students is not listed in Pipeline as being associated with your LEA. Most often, this is the result of a typo and can be manually corrected. In some instances, this is caused by Pipeline not being updated with the most current school codes or your LEA submitting data for a Headstart or charter program that CDE staff were not expecting. If you are certain that a school code is correct but are receiving a PB30 error, contact the S-EBT data collection lead so this error can be ignored on the back end of Pipeline.

99999

This error occurs when a student’s name, birth date, or gender does not match the information used to register them for a State Student ID (SASID). This is usually caused by either a typo on the Summer EBT file or a change in that student’s information that has not been reflected in the RITS system. If you are certain that a student’s information in RITS is no longer accurate, you can contact the person at your LEA responsible for RITS updates or contact CDE staff.

PB272

Submissions for Summer EBT must include all students enrolled in your district at any point in the current school year. If you receive this error, there were students present in your LEA’s submission for Student October Count that did not appear in your submission for Summer EBT. If you receive this error, verify that all students enrolled for any length of time in your district during the current school year are present. If you believe that the Summer EBT report you receive from your SIS vendor is not formatted correctly, contact them immediately and include CDE S-EBT staff on communications so we may notify other districts using the same vendor.

Issues with parent or student names

You will receive errors if parent or student names contain anything other than characters A-Z, 0-9, blank, apostrophe, hyphen, comma and period. While it is unlikely that your records will contain any names that do not meet this requirement, records may contain typos. If you are certain that a student’s name does not meet this requirement, defer to the spelling of the student’s name as it appears in the RITS system. If a parent name contains an invalid character and you are certain that this is not the result of a typo, please contact CDE to discuss the best course of action.

PB159

This error indicates that students are listed in a grade level that does not match CDE’s records for grade levels at that student’s listed school. If you are certain that both school code and grade level are correctly listed for a student but still receive this error code, contact CDE Summer EBT staff to ignore the error and correct the information in Pipeline for the school.