



Student End of Year Collection Timeline

2024-2025

Soft Open Phase

This phase is provided as a courtesy to districts who wish to begin work on the collection before it officially opens in May. Business rules will continue to be updated throughout this phase. Districts should also prepare their graduation guidelines interchange file during this phase. Districts are encouraged to upload student interchange files regularly throughout the year to support collections that utilize student interchange data.

| Date | Event | Event Description |
|----------------------------|----------------|---|
| 03/31/2025 | Open | Districts may begin creating snapshots. |
| 04/02/2025 9:00-11:00am | Training Event | Collection Overview Training 1 of 2: <i>This training covers all elements of the Student End of Year collection. This training is being offered in two identical sessions to provide the opportunity for all SEY data respondents to attend a live session.</i> Collection Overview 1 of 2 Registration |
| 04/10/2025 | Other Date | Suggestion: Upload Graduation Guidelines (GG) interchange file and review CEDAR/COGNOS reports. Students expected to graduate in 2024-2025 must have met both English and Math minimum requirements. |
| 4/22/2025 1:00-2:00pm | Training Event | Special Education 18-21 Transition Services <i>This webinar is designed for data respondents and district special education staff who support 18-21 transition services.</i> Secondary Transition Collaborative Webinar Registration |
| 04/24/2025 to 4/30/2025 | Closed | Soft open phase ends and snapshots are closed until the next phase. |

Regular Phase

Primary data collection and clean-up phase for the Student End of Year collection. SE001 to SE500 series business rules are the focus of this phase.

| Date | Event | Event Description |
|--------------------------|------------------|---|
| 4/29/2025 1:00-3:00pm | Training Event | Collection Overview Training 2 of 2: <i>This training covers all elements of the Student End of Year collection. This training is being offered in two identical sessions to provide the opportunity for all SEY data respondents to attend a live session.</i> Collection Overview 2 of 2 Registration |
| 05/01/2025 | Open | Collection officially opens. <ul style="list-style-type: none">◆ Districts may create snapshots.◆ Adjustment (ADJ) interchange file opens. |
| 05/09/2025 | Interim Deadline | Upload the initial end of year interchange files. <ul style="list-style-type: none">◆ Student Demographic (DEM)◆ Student School Association (SSA)◆ Graduation Guidelines (GG)◆ Title 1 (Targeted Assistance schools only) Districts are expected to have an upload date 04/01/2025 or later to meet this interim deadline. |

| Date | Event | Event Description |
|-----------------------------|------------------|--|
| 05/13/2025 10:30-11:30am | Training Event | May SEY Office Hours: On demand topics <i>SEY office hours are offered monthly to address FAQs, updates, and collection pertinent information throughout the SEY collection.</i> May SEY Office Hours Recording |
| 05/29/2025 | Interim Deadline | Create an initial Student End of Year (SEY) snapshot. |
| 06/11/2025 | Interim Deadline | Error free interchange files. <ul style="list-style-type: none"> ♦ Student Demographic (DEM) ♦ Student School Association (SSA) ♦ Graduation Guidelines (GG) ♦ Title 1 (Targeted Assistance schools only) |
| 6/10/2025 10:30-11:30am | Training Event | June SEY Office Hours: On demand topics <i>SEY office hours are offered monthly to address FAQs, updates, and collection pertinent information throughout the SEY collection.</i> June SEY Office Hours Recording |
| 7/15/2025 10:30-11:30am | Training Event | July SEY Office Hours: On demand topics <i>SEY office hours are offered monthly to address FAQs, updates, and collection pertinent information throughout the SEY collection.</i> July SEY Office Hours Registration |
| 7/31/2025 | Interim Deadline | Submit any necessary reporting exceptions for review. |
| 8/12/2025 10:30-11:30am | Training Event | August SEY Office Hours: Reviewing Reports and Data Validation <i>SEY office hours are offered monthly to address FAQs, updates, and collection pertinent information throughout the SEY collection.</i> August SEY Office Hours Registration |
| 8/14/2025 | Interim Deadline | Error free SEY snapshot. |
| 8/14/2025 to 9/4/2025 | Report Review | Validate Student End of Year data using CEDAR/COGNOS reports. Submit snapshot as soon as review is complete. |
| 9/4/2025 | State Deadline | Submit Student End of Year snapshot. |
| 9/5/2025 to 9/17/2025 | Closed | SEY Snapshot is closed until the start of the Cross LEA phase. |

Cross LEA Phase

The first post-collection phase focused on data validation across Colorado school districts/BOCES. SE700 series business rules are triggered. This phase is the final opportunity for LEAs to update demographic information including Title 1 targeted assistance status.

| Date | Event | Event Description |
|-----------------------------|------------------|--|
| 9/16/2025 10:30-11:30am | Training Event | September SEY Office Hours: Cross LEA Phase <i>SEY office hours are offered monthly to address FAQs, updates, and collection pertinent information throughout the SEY collection.</i> September SEY Office Hours Registration |
| 09/18/2025 | Open | Districts may begin creating snapshots as soon as they receive a 'snapshot unlocked' notification from data pipeline; typically mid-day. |
| 10/6/2025 | Interim Deadline | Error free Cross LEA Student End of Year snapshot. |
| 10/6/2025 to 10/16/2025 | Report Review | Validate Student End of Year data using CEDAR/COGNOS reports. Submit snapshot as soon as review is complete. |
| 10/16/2025 | Deadline | Resubmit Student End of Year snapshot. |
| 10/17/2025 to 10/22/2025 | Closed | SEY Snapshot is closed until the start of the Post-Cross LEA phase. |

Post-Cross LEA Phase

The second post-collection phase focused on data validation between the current Student End of Year collection and subsequent Student October collection along with data validation across Colorado school districts/BOCES. SE900 series business rules are triggered.

This phase allows extremely limited changes. LEAs may correct exit types for students with SE900 series errors without support from the SEY collection lead. Any other change during this phase, including changes to address SE001 to SE700 series business rules require support from the SEY collection lead.

| Date | Event | Event Description |
|-----------------------------|------------------|---|
| 10/21/2025 10:30-11:30am | Training Event | October SEY Office Hours: Post-Cross LEA Phase <i>SEY office hours are offered monthly to address FAQs, updates, and collection pertinent information throughout the SEY collection.</i> October SEY Office Hours Registration |
| 10/23/2025 | Open | Districts may begin updating their snapshot to address post-cross LEA business rules. Note: Only records receiving SE900 series errors may be updated without an approved post-cross change request or exception request. |
| 11/10/2025 | Interim Deadline | Error free Student End of Year snapshot and responses provided to any request for adequate documentation by another district/BOCES. |
| 11/12/2025 | Other Date | LEAs may begin submitting Superintendent Verification (sign-off) forms. Forms will not be accepted prior to this date. |
| 11/12/2025 to 11/18/2025 | Report Review | Validate Student End of Year data using CEDAR/COGNOS reports. Note, there is no submit button at the end of this phase. |
| 11/18/2025 (noon) | Deadline | Post-cross phase ends. Districts must have error free Student End of Year snapshots and have addressed any necessary post-cross change. |
| 11/19/2025 | Closed | SEY Snapshot is closed. Only LEAs with approved changes during the report review window will be able to make any additional updates. |

Final Dates

Final opportunity for districts to review their graduation/completion, dropout, and mobility/stability rates before the collection is finalized. CDE completes a final review between the Post-Cross LEA phase and these final dates, notifying districts if data issues are found that need to be addressed before finalizing the collection.

| Date | Event | Event Description |
|--------------------------------------|---------------|---|
| 11/21/2025 - 11/25/2025 (noon) | Report Review | Final review of graduation/completion, dropout, and mobility/stability rates. ♦ Reconcile any issues found in CDE's final review process. SEY Collection lead will notify impacted districts/BOCES directly. ♦ Reminder: Any changes will require a new Superintendent Verification Form. |
| 12/02/2025 | Deadline | Superintendent Verification (Sign-Off) form due. Data remains embargoed until the official release in January. |
| 12/03/2025 | Closed | Collection is closed. Absolutely no data changes can be made at this point. |

Data Release

Student End of Year data remains embargoed until the official release in January.

SEY data respondents will receive embargoed statewide data approximately one week before the official release. Respondents should share the embargoed statewide data with their leadership to be used for internal preparations before the official release.

SEY Data respondents will receive notification on the release day when the embargo lifts and data is posted on the CDE website.

| Date | Event | Event Description |
|------------|--------------|---|
| 01/13/2026 | Data Release | Official data release and embargo lifts. Graduation/completion, dropout, and mobility rates posted on the CDE website and released to the public. |

Collection Event Definitions

| Event | Definition |
|------------------|---|
| Open | Collection is available for LEAs. |
| Training Event | Opportunity for respondents to learn about the data collection. |
| Interim Deadline | LEAs should meet these criteria by this point in time; if not complete, then notification is required with frequent check-ins by the collection lead until the criteria is met. |
| Report Review | LEAs should use this time to review reports prior to the deadline. Typically, one week prior to the deadline. |
| Deadline* | LEAs must finalize by this time as set by the collection lead. |
| State Deadline** | LEAs must finalize by this time as set by legislation. |
| Data Release | Education statistics based upon this collection are publicly released and the embargo is lifted for this dataset. |
| Closed | Collection is no longer available for LEAs. |

*Extensions may be granted due to extreme circumstances as determined by the collection lead.

**Extensions are not allowed as this deadline is set in legislation.