



SSA Record Guide

School Entry/Exit Types and Other Core Data Fields 2025-2026

Table of Contents

Overview	4
Core SSA Data Fields for Enrollment/Attendance Records	4
Student Data Collection Parameters.....	5
Student October (OCT) Criteria:.....	6
Student Attendance Collection (ATS) Criteria:	6
Student End of Year Collection (SEY) Criteria:	6
Student Discipline (DIS) Criteria:	7
Other Student Collections	7
School Entry/Exit Codes.....	7
Standard Progression (Year to Year)	7
Completed the School Year: School Exit Type 00 (did not exit)	8
Expected Entry in the Following Year: School Entry Types 02 and 11	8
Grade Level Progression	8
Movement in/out of a Colorado LEA	9
Transfer between Colorado Public LEAs (School Entry/Exit 13)	9
Other Movement In/Out of a LEA.....	11
One Day Records (Transfer out between school years)	13
Movement within a LEA.....	13
Same Year.....	13
Across Years	14
Detention Centers	16
In-District Detention Center.....	16
Out of District Detention Center	16
Entry/Exit Type Restrictions	16
In-District Facility Schools (Applicable LEAs Only).....	17
Entry/Exit Type Restrictions	17
Final School Exit Types in a School Year	18



Retention Codes.....	20
Anticipated Year of Graduation (AYG) Cohort	21
Data Implications	23
Student October	23
Assessment	23
READ Spring Assessments	23
Attendance	23
Student End of Year	24
Adequate Documentation of Transfer	24
Common Coding Scenarios.....	25
Contract Students: Year Transferring to Contracted Location.....	25
SPED/BOCES Program	25
BOCES/Another Colorado LEA School	26
Other Educational Setting	27
Enrollment Status Change	27
Example 1: Returning from Expelled Education Services (Critical change)	27
Example 2: Non-School Program Code Change (Critical change)	27
Example 3: Homebased Education Change (Critical change).....	28
Example 4: Post-Secondary Program Enrollment (Critical change in most situations).....	28
Example 5: Other Optional Changes for October only data fields	28
Other Notes:	29
Expelled Students	29
Scenario 1: Expelled without services through the end of the school year	29
Scenario 2: Expelled without services and returns before the end of the school year	29
Scenario 3: Expelled with educational services	30
Grade Reassignment	30
One-Day Record: Grade misaligned from prior year final exit	31
Mid-Year Grade Reassignment	32
Grade Reassignment and Retention Implications on AYG Cohort	32
Home Based Education Students attending a LEA School Part-Time	32
Restricted School Exit Types	33
SEY Coding for students with an AYG after the current year.....	33
SEY Coding for Students with an AYG in the current or prior year	33
Instances of Mobility	34



Example: Extended Absence 10+ days through 6 weeks	34
Example: Discontinued Education 6+ weeks but returned	34
Postsecondary Programs	35
ASCENT	35
P-TECH	36
TREP	37
Other Postsecondary Programs	38
Frequently Asked Questions	39
School Code Changes.....	40
New School Code.....	40
Grade Range Change	41
Closing.....	41
School Code Moves Between Authorizing LEAs	41
Special Education Transition (Secondary Transition).....	43
Coding Examples: Students continuous in the same LEA.....	43
Coding Example: Students transferring from another educational environment	46
Coding Examples: Students transferring between Colorado LEAs.....	46
Frequently Asked Questions	49
Summer Dropout.....	51
Summer School Dropout	51
Summer District Dropout	51

Overview

A student's educational history is documented through enrollment/attendance records that are included in the Student School Association (SSA) file. Relevant data from the SSA file is pulled into data collections, or snapshots. This guide focuses on those critical data fields that determine a record's inclusion or exclusion from a collection and the interplay of school entry and school exit types across SSA records.

Visit the [Student Interchange website](#) to review the complete Student School Association file layout, including data field descriptions. This guide may utilize shortened or general descriptions of some codes that have more detailed descriptions on the SSA file layout.

Core SSA Data Fields for Enrollment/Attendance Records

- **School Code:** A unique 4-digit code assigned by CDE to a school building. Refer to the school code list posted on the [data pipeline frequently requested codes and resources page](#).
- **School Entry Date:** The month, day, and year in which a student enters and begins to receive an education program in a school for the applicable school year.
 - School entry date **IS NOT** the date the student enrolled in a LEA, but rather the *date they began attending* the LEA.
- **School Entry Type:** The circumstances under which a student enters a school during a given school year.
 - Works in tandem with school exit types across schools, LEAs, and years.
- **School Exit Date:** The month, day, and year a student exited a school or grade in an LEA. Student is no longer in attendance in the school.
 - School exit date **IS NOT** the date withdrawal paperwork was received by the LEA, but rather the *last date they attended* the LEA.
 - Accurate school exit dates have implications across many data collections. See the [data collection implications section below](#) for more information.
 - LEAs are encouraged to review school exit dates when working on data collections to ensure accurate reporting. This is especially important for instances where a LEA has been tracking multiple consecutive absences while working to re-engage the student.
- **School Exit Type:** The circumstances under which the student exited from membership.
 - Work in tandem with school entry types across schools, LEAs, and years.
 - Adequate documentation of transfer must be maintained by a LEA for school exit types indicating a student left the LEA. [See the SEY Adequate Documentation site for more information.](#)
- **Retention Code:** Indicates if a student is being retained at the current grade level for *the next school year*.
 - Only applied to a student's final enrollment record in a given year.
 - This field is forward looking meaning it indicates what *will occur* the next school year, not what did occur in the current year.
 - This is a critical data field for students who will participate in postsecondary programs or special education 18-21 transition services the next school.

- **Grade Level:** The 3-digit grade level code indicates the primary instructional level at which a student enters a school or educational institution during a given school year.
 - Students without a retention code are expected to progress from one grade level to the next from year to year. Last year's final grade level + 1 is the beginning of this year's grade level.
 - Students with a retention code in the prior year are expected to begin the current year in the same grade level as their final grade level in the prior year.
- **Primary School:** Indicates the school is the primary school of instruction for a student in your LEA.
 - Students are funded based upon their primary school record.
 - Students are accountable to their primary school for mobility/stability, graduation/completion, dropout rates, state assessment, and state accountability frameworks.
 - Students cannot have primary enrollment/attendance records with overlapping school entry/exit dates.
 - Students may have a secondary enrollment/attendance record if they are simultaneously attending (dual enrolled) in two different schools within a LEA. These enrollment/attendance records are excluded from most student data collections.
 - ***This guide focuses on primary enrollment records only.***
- **Student Pupil Attendance Information (PAI):** A code indicating the type of school attendance in a LEA. Students are indicated as part of either group A or group B. ***This guide primarily focuses on Group A records.***
 - **Group A** students are students currently attending an educational program in a district/BOCES.
 - Codes 01 through 08
 - Used for all student data collections.
 - **Group B** students are resident students attending an educational program that is not operated by the reporting district/BOCES.
 - Codes 24 through 33
 - Only used in a few data collections.
 - Often considered 'contract' student records. See the *Contract Agreement Students: Impact of Pupil Attendance Information* guide posted on the [Student Interchange website](#) for more information regarding Group B PAI code records.

The other data fields on the SSA file capture enrollment specific details as needed for various student data collections except for the date first enrolled in US and gifted and talented data fields. The date first enrolled in US and gifted and talented data fields should be treated like student demographic information in that they match across all SSA records for a student.

Data fields such as Home Based Education, Non-School Program, Expelled Education, and Postsecondary Program Enrollment may change throughout the year across enrollment/attendance records for a student. Changes in these data fields are considered enrollment status changes and may require special handling. See the section regarding in-district movement for information regarding enrollment status changes.

Student Data Collection Parameters

Some student data collections capture information on the active enrollment/attendance record for a student on a given date. Other student data collections capture information on all enrollment/attendance records for a student within a school year. The data fields of student pupil attendance information, primary

school, school entry date, and school exit date determine if a SSA record should be utilized in a data collection. Some data collections also have parameters surrounding grade level or date of birth. All data collections list detailed criteria for inclusion in the collection on the specific collection file layout.

For state reporting purposes, the academic school year begins on July 1st and ends the following June 30th. Each district creates its own academic calendar that falls within these dates.

There is one exception to the June 30th date for students who are graduating/completing high school. A student may be counted as graduating/completing high school if they finish necessary requirements to exit by August 31st, allowing them the summer to complete any missing requirements. See the collection manual on the [Student End of Year collection page](#) for more information about this exception.

Student October (OCT) Criteria:

- Includes all students (PK-12) with an active enrollment/attendance record on the October count date based upon school entry/exit dates.
 - Only records where primary school = 1 (yes) are included.
- The student's age as of count day must be greater than or equal to 2 and less than or equal to 21
 - Students under age two must have an age waiver to be included
 - Students over 21 on October count day with a primary disability, indicating they are a student on an IEP, who are less than or equal to 21 as of December 31st of the reporting year may be included
 - Students over 21 attending an Alternative Education Campus (AEC) who meet criteria per HB25-1167 may be included upon LEA request
- All Student Pupil Attendance Information codes are included
 - Group A PAI Codes are used for pupil membership counts and funding purposes.
 - Group B PAI codes are only used for funding purposes.
- This is the only collection that uses the following SSA data fields
 - Public School Finance Funding Status
 - County Code of Residence for Joint School Districts
 - District of Parent's Residence
 - Country of Parent's Residence for Non-Residence Students
 - State of parent's Residence for Non-Residence Students
 - Alternative Instruction Courses data fields

Student Attendance Collection (ATS) Criteria:

- Includes all active attendance records for PK-12 students in Colorado public schools within the school year based upon school entry/exit dates.
 - Only records where primary school = 1 (yes) are included.
 - Students with a grade level of '002' infant are excluded from this collection.
- Students must have at least 10.0 total possible days of attendance to be included in this collection.
- Only Group A PAI codes are used in this collection.
- This collection is focused on the attendance data fields and is the only collection that utilizes those specific SSA data fields.

Student End of Year Collection (SEY) Criteria:

- Includes all PK-12 students with an active enrollment/attendance record at a Colorado public school at any point in the current school year.

- Only records where primary school = 1 (yes) are included.
- Students with a grade level of '002' infant are excluded from this collection.
- Students age 21 or over as of July 1st cannot have a record in the collection unless they meet parameters for inclusion in the current year student October collection under HB25-1167 at an Alternative Education Campus or based upon an active IEP serving a student who has not yet met FAPE.
- Students age 21 or over as of June 30th cannot be retained, indicating they are returning the following school year, unless they meet parameters for inclusion in the following year student October collection under HB25-1167 at an Alternative Education Campus or based upon an active IEP serving a student who has not yet met FAPE.
- Only Group A PAI codes are used in this collection.
- This collection has extensive data checks across school years, other data collections, and LEAs.
- This collection focuses heavily on school entry and school exit types.
- This is the only collection that uses the following SSA data fields
 - School Entry Type
 - School Exit Type
 - Retention Code
 - Military Enlisted

Student Discipline (DIS) Criteria:

- Includes all records from the discipline interchange indicating students who have been disciplined with their matching student interchange data, regardless of their pupil attendance information code or primary school code.
- The discipline incident indicated in the discipline interchange must fall between the school entry and school exit dates of the SSA record where the school code matches the location the incident occurred.

Other Student Collections

Data collections such as READ Spring Assessments and Assessment SBDs expect active enrollment (group A pupil attendance, primary school = 1) records based upon school entry/exit dates on the date of an assessment/assessment window.

See the Special Education Collection file layouts for details regarding matching criteria for these collections to student interchange data.

School Entry/Exit Codes

School Entry and Exit codes follow expected patterns. The Student End of Year collection checks these patterns across school years, across records in the same LEA, and across records in different LEAs within the state. Only records that meet the criteria for the SEY collection

Standard Progression (Year to Year)

Students who remain in the same LEA year after year typically follow a standard progression from one grade to the next and from one school to the next. Students complete a school year in a given grade, enter the next year in the next higher grade at either the same school or a different school in the LEA. This continues until they complete their high school education.

Completed the School Year: School Exit Type 00 (did not exit)

This school exit type signifies a student who completed the current school year in the given grade level within a LEA. School exit type 00 should be used for every student who completes the school year in a LEA regardless of their anticipated enrollment status at the beginning of the next year.

Per the Colorado Code of Regulations (1-CCR-301-1), “students shall be counted as completing (finishing) the school year if they leave school within three weeks of the last day of school or have completed all coursework early, meaning they have completed the locally defined requirements for the current grade and will be promoted to the next higher grade the following school year.”

Expected Entry in the Following Year: School Entry Types 02 and 11

Students who had school exit type 00 in the prior school year must have at least a one-day record in the current school year. The school entry type used will be dependent upon the school code the student is reported at for their first record in the current year (earliest school entry date). When the school code is the same in the prior year and current year, use school entry type 02. When the school code is different in the prior year compared to the current year, use school entry type 11.

See the common coding scenario section if the school code has experienced a change (grade range change, school closure, school moved between authorizing LEAs) or if the student is a summer dropout.

Examples

Prior Year Exit Scenario	Current Year Entry Scenario	Current Year Entry Type
4 th grade student completed the year with school exit type 00 at school code 1111	Student is returning as a 5 th grade student at the same school code 1111	02
4 th grade student completed the year with school exit type 00 at school code 1111	The student is returning to the LEA as a 5 th grade student, but has transferred to a different school code (2222)	11
8 th grade student completed the year with school exit type 00 at school code 3333	The student will matriculate to 9 th grade at an LEA high school with a different school code (4444)	11

Grade Level Progression

The retention code data field is used to indicate a student who will repeat the same grade the following year. This is the only forward-looking data field in the student interchange, indicating what *will* happen next year instead of what *has happened* in the current year.

- Students without a retention code are expected to move up one grade level for the first record (earliest entry date) in the next school year.
- Students with a retention code are expected to start the next school year (earliest entry date) at the same grade level code they finished the prior year (record with exit type 00 in the prior year).
- Students who skip a grade from year to year will need a grade reassignment coding pattern to reflect that change. See the grade reassignment section of the common coding patterns below.

Examples

Prior Year Final Exit Record	Expected current year grade level for record with earliest entry date
School Exit Type 00 Grade Level 040 Retention Code 0	Grade Level 050

Prior Year Final Exit Record	Expected current year grade level for record with earliest entry date
School Exit Type 00 Grade Level 040 Retention Code 1	Grade Level 040

Movement in/out of a Colorado LEA

Many school entry and school exit types are specifically designed to indicate a student's movement into or out of a Colorado LEA. They indicate a scenario where the immediate prior educational setting or immediately following educational setting are not a Colorado public school in the reporting LEA.

Some entry and exit scenarios have accompanying data checks when comparing exit and entry types across school years or educational settings in Colorado.

Adequate documentation of transfer is necessary for school exit types showing a student transferred out of a LEA. The required documentation varies by school exit type. [See the SEY adequate documentation site for details regarding specific documentation for each school exit type.](#)

- Students in grades PK-6 without adequate documentation of transfer should use school exit type 06, transfer to an unknown educational setting.
- Students in grades 7-12 without adequate documentation of transfer should have school exit type 40, dropped out.

Transfer between Colorado Public LEAs (School Entry/Exit 13)

Students who move between Colorado public LEAs will have an enrollment record with school exit type '13' in the LEA they are leaving (sending LEA) and an enrollment record with school entry type '13' in their new LEA (receiving LEA). School exit type 13/entry type 13 should only be used when students are transferring between Colorado public LEAs listed on the [data pipeline frequently requested codes and resources page](#).

LEAs should ensure they are using the correct SASID for students transferring between Colorado public LEAs. If a student is found to have two different SASIDs, contact the RITS coordinator (RITS@cde.state.co.us) to request the student's SASIDs are merged.

Receiving LEAs are required to provide confirmation of enrollment and attendance to the sending LEA within two weeks of receiving a request from the sending LEA. If a student is in an out-of-home placement, receiving LEAs must provide confirmation of enrollment and attendance within five days. Sending LEAs must provide transcripts to the receiving LEA within the same time frames.

Students who transfer to other educational settings such as a non-public school, approved facility school, detention center, etc. should not have school exit type 13 as there are other school exit types that indicate these types of circumstances.

During the SEY collection, students with school exit type 13 who do not have a record at another Colorado LEA with school entry type 13 and an entry date after the sending district's school exit date will trigger collection errors that must be reconciled. The SEY collection lead may ask a sending district to provide a copy of the adequate documentation (confirmation of enrollment and attendance) that supports the use of school exit type 13. See the [SEY adequate documentation site for sample confirmation of enrollment and attendance forms](#).

Scenario with process and data notes

Sending LEA

1. A 9th grade student transferred out of the LEA, indicating they will be attending another CO public school/LEA.
 - Update data fields:
 - School Exit Date = last date of attendance in the school
 - School Exit Type = 88, TBD—Waiting on documentation of transfer
2. Sending LEA requests confirmation of enrollment and attending from Receiving LEA
3. Confirmation of enrollment and attendance indicates this student (matching SASID, name, and date of birth) began **attending** the receiving LEA within the current school year
 - Date began attending after the school exit date in the sending LEA and before the end of the reporting year on 06/30
4. Update School Exit Type to 13 now that adequate documentation has been received
 - Follow LEA process to file/save this documentation

Receiving LEA

1. A 9th grade student enrolled in a LEA school, indicating their prior school was a CO public school.
2. Receiving LEA follows all district policies/processes for enrolling students
 - Note: Receiving LEA should expect a SASID already exists in RITS when a student is transferring from another CO public school. Please ensure this is the SASID claimed by the receiving LEA instead of requesting a new SASID.
3. Entry Data Fields:
 - School Entry Date = date student began attending the receiving LEA
 - School Entry Type = 13
4. Receiving LEA responds to the request for confirmation of enrollment and attendance in a timely manner, ensuring the sending LEA has documentation indicating the date the student began **attending** the receiving LEA
 - Note: LEAs must respond to requests for documentation within 2 weeks (or 5 days for students in out of home placement). If needed, the receiving LEA may respond 'enrolled but not yet attending' within the 2 weeks, and then follow up again with an updated confirmation of enrollment and attendance when the student starts attending to provide the date the student began attending the receiving LEA.

SEY Data Notes

- **Sending LEA:**
 - Data validation checks that another CO public school reports the SASID with a school entry date after the school exit date reported by the sending LEA
 - If no other LEA reports the SASID, SE722 warnings trigger in the regular and cross lea data collection phases. These become SE903 errors in the post-cross data collection phase that must be addressed via an exception request when confirmation of enrollment and attendance can be provided to support the expected coding
- **Receiving LEA:**
 - SE500 errors trigger when CDE data collection lead has received evidence that confirmation of enrollment and attendance was provided by the receiving LEA to the sending LEA, indicating a record is expected by the receiving LEA in the current school year but is missing
 - Receiving LEA may place the student at any grade level per their local policies and review of student records without receiving grade progression errors
 - Age to grade error may still trigger on the SSA file

- If the student already has an assigned Anticipated Year of Graduation, it will not change

Other Movement In/Out of a LEA

The following entry and exit types reflect circumstances where a student is transferring into or out of a LEA. These are not final school exit types, meaning the student may still return to the LEA or another Colorado LEA in the current year or a future year. These school entry and exit types are partners across school years and educational settings.

[See the Student School Association file layout posted on the Student Interchange website for the full description of each entry/exit type listed.](#)

Exit Type	Exit Description	Entry Type	Entry Description	Notes
None	No matching exit type	00	No/Not Applicable	This entry type is only used for the summer district dropout coding pattern. See the common coding patterns section for more information.
None	No matching exit type	01	New to educational system	<ul style="list-style-type: none"> • Used when the student has no prior formal education such as a Preschool or Kindergarten student. • Occasionally applies to a first grade or another lower elementary grade student. • This code should not be used for students who were already assigned a SASID in a prior year.
02	Death	None	No matching entry type	Errors will trigger if this SASID is reported in any future years as this is a final exit type only
05	Transfer to a school located in a different country	05	Transfer from a school located in a different country	None
06	PK-6 student exiting to an unknown educational setting/status	06	Transfer from an unknown educational setting/status	<ul style="list-style-type: none"> • Exit type used when adequate documentation of transfer is unavailable for a PK-6 student. • Entry type used when no prior educational records are available for a PK-6 student.
14	Transfer to a school located in a different state or US Territory	14	Transfer from a school located in a different state or US Territory	<ul style="list-style-type: none"> • 50 states and district of Columbia • Bureau of Indian Education Schools • Department of Defense Schools • Puerto Rico, America Samoa, Guam, Northern Marina Islands, and US Virgin Islands
15	Transfer to a non-public school	15	Transfer from a non-public school	Non-public school codes and names are available on the frequently requested codes page
16	Transfer to home-based education	16	Transfer from home-based education	None
18	Transfer to a Career and Technical (vocational) Education program not administered by a Colorado LEA	18	Transfer from a Career and Technical (vocational) Education program not administered by a Colorado LEA	For example, an Institute of Higher Education or Job Corps not located in a Colorado LEA

Exit Type	Exit Description	Entry Type	Entry Description	Notes
19	Transfer to an approved facility school or state operated program	19	Transfer from an approved facility school or state operated program	Facility school codes and names are available on the frequently requested codes page
21	Transfer to a facility operated by the Colorado Department of Corrections or Division of Youth Corrections	21	Transfer from a facility operated by the Colorado Department of Corrections or Division of Youth Corrections	<ul style="list-style-type: none"> Department of Corrections/Divisions of Youth Corrections school codes and names are available on the frequently requested codes page Student is incarcerated in a correctional facility.
26	Transfer to a detention center (Out of LEA)	26	Transfer from a detention center (Out of LEA)	Detention Center school codes and names are available on the frequently requested codes page
30	Exit due to serious illness/injury	30	Entry after serious illness/injury	None
31	Transfer to a HS Diploma Program at a Colorado Community College	31	Transfer from a HS Diploma Program at a Colorado Community College	<ul style="list-style-type: none"> New code in 2025-2026 Must be a community college program established per SB23-007 and SB24-051
40	Dropped Out	40	Re-entry after dropping out in a prior year	Records must span one or more school years
50	Expelled	50	Re-entry after being expelled in a prior year	<ul style="list-style-type: none"> Records must span one or more school years Only used when a student is expelled without educational services through the end of the school year.
70	HSED transfer (external program not administered by the LEA)	70	Re-entry after transferring to an external HSED program	<ul style="list-style-type: none"> Age 16+ E.g., program offered through an institute of higher education or a private company
88	TBD - waiting on documentation of transfer	None	No matching entry type	<ul style="list-style-type: none"> New code in 2025-2026 Placeholder code during the school year while LEA is following up with the family regarding the student's educational status to obtain adequate documentation of transfer. Must be updated prior to the SEY collection. <ul style="list-style-type: none"> Errors will trigger in the SEY collection if in use at that point.
90 and 13	Graduate (in a prior school year) And Transfer to another CO LEA in the current year	98	Prior Graduate from a public school in another Colorado LEA transferring to participate in Special Education 18-21 transition services	<ul style="list-style-type: none"> New code in 2025-2026 The student must have been counted as a graduate in a prior school year The student will have exit type 13 in the current school year at the sending LEA See the SEY Collection Manual for sample transition coding patterns

One Day Records (Transfer out between school years)

One day records are used to reconcile the exit status of a student who completed the prior school year (school exit type 00) but then transferred out of the LEA before the start of the next school year per the LEA's school calendar.

Best practice is to use a school entry and exit date **on the same day** well before the start of the LEA's actual first day of school to differentiate between these records and traditional student records for attending students. The date 07/01 is encouraged because it is the first possible date of the academic reporting year, and signals to all that the record is specifically a one-day record for this reconciliation purpose. In the event of a dispute between LEAs regarding who is the last district of attendance for a student, school entry and exit dates are used to track the movement of the student. When LEAs consistently use 07/01 for one-day records this help provide clarity to student movement between LEAs as well.

Final Enrollment Record (2024-2025)	One-Day Record (2025-2026)
<ul style="list-style-type: none"> • School Code: 1111 (Star Elementary) • Grade Level: 040 • School Exit Date: 00000000 • School Exit Type: 00 (did not exit) 	<ul style="list-style-type: none"> • School Entry Date: 07012025 • School Entry Type: 02 • School Code: 1111 (Star Elementary) • Grade Level: 050 • School Exit Date: 07012025 • School Exit Type: 14

Movement within a LEA

Student enrollment/attendance records may indicate a student exits and returns to the same school within a LEA or moves across schools in the same LEA. This can occur within a school year or across school years.

Same Year

Students may have multiple enrollment/attendance records within the same school, or same LEA throughout the school year. Students with an enrollment record that initiates movement within a school year, indicated by the school exit type, must always be followed by an enrollment record with a school entry type that reconciles the movement in the same year.

Exit Type	Exit Description	Entry Type	Entry Description	Notes
10	Grade reassignment within same LEA	10	Grade reassignment within the same LEA	The grade level of these two records must be different
11	Transfer to a public school in the same LEA	11	Transfer from a public school in the same LEA	<ul style="list-style-type: none"> • The school code for these two records is expected to be different • Prior to 2025-2026, this exit/entry code combination was also used for enrollment status changes in the same school code
25	Extended absence (10+ days to 6 weeks)	25	Return after extended absence (10+ days to 6 weeks)	See capturing instances of mobility example in the common coding scenarios section below
45	Student discontinued schooling (6+ weeks) but returned in the same school year	45	Re-entry after discontinuing schooling (6+ weeks) earlier in the same school year	See capturing instances of mobility example in the common coding scenarios section below

Exit Type	Exit Description	Entry Type	Entry Description	Notes
55	Expelled without educational services and returned before the end of the school year	55	Re-entry after being expelled without educational services earlier in the same school year	See expelled students example in the common coding scenarios section below
56	Expelled with educational services	56	Re-entry after being expelled with educational services	See expelled students example in common coding pattern section below
60	Enrollment status change in the same school	60	Enrollment status change in the same school	See the enrollment status change example in the common coding scenarios section below

Across Years

A student's exit and re-entry to a LEA can span across years in some circumstances. When this happens, a student's school entry type in the current year must align with their final school exit type in the prior year.

Exit Type	Exit Description	Entry Type	Entry Description	Notes
00	Student did not exit	00	No/Not Applicable (grades 7-12)	See the summer district dropout coding pattern example in the common coding scenarios section below.
00	Student did not exit	02	Continuous in the same school	Standard Progression
00	Student did not exit	03	Continuous in a school that has either closed or whose grade range has changed.	See the school code changes section of the common coding scenarios section below.
00	Student did not exit	11	Transfer to a public school in the same LEA.	Standard Progression
06	PK-6 student exiting to an unknown educational setting/status	06	PK-6 student exiting to an unknown educational setting/status	
30	(Serious) Illness/injury	30	Re-entry to the same LEA after prolonged illness/injury	Do not use this code for students who are receiving educational services through a home-bound program
40	Dropped out	40	Re-entry after dropping out from the same LEA	
50	Expulsion: Expelled without services and did not return before the end of the school year.	50	Re-entry after expulsion without educational services from the same LEA in a prior year	
70	HSED Transfer: Exits to participate in a HSED preparation program not administered by the LEA.	70	Re-entry after transferring to an external HSED program in a prior year.	

Exit Type	Exit Description	Entry Type	Entry Description	Notes
90	Graduated with a regular diploma	90	Re-entry after being reported as a graduate in a prior year.	<ul style="list-style-type: none"> The student typically has retention code 2 or 3 partnered with school exit type 90 in the prior year. Students participating in postsecondary programs will have exit type 23 or 24 at the end of the current year Students participating in SPED transition will have exit type 27 or 28 at the end of the current year Students who were miscoded as graduates in the prior year will have exit type 22 in the current year
92	Other Completer	92	Re-entry after receiving a non-diploma certificate of completion.	<ul style="list-style-type: none"> If the student completes graduation requirements, use exit type 90 in the current year If the student does not complete graduation requirements by the end of the current year, use school exit type 92 again.
93	HSED Recipient: LEA program	93	Re-entry after receiving a HSED	<ul style="list-style-type: none"> If the student completes graduation requirements, use exit type 95 at the end of the current year If the student does not complete graduation requirements by the end of the current year, use school exit type 93 again.
94	HSED Recipient: out of LEA program	93	Re-entry after receiving a HSED	<ul style="list-style-type: none"> If the student completes graduation requirements, use exit type 95 at the end of the current year If the student does not complete graduation requirements by the end of the current year, use school exit type 94 again.
23 with retention 2	Previous graduate who did not complete a Postsecondary Program (i.e., ASCENT, PTECH, TREP)	90	Re-entry after being reported as a graduate in a prior year.	The student will either have exit type 23 with retention 0 or exit type 24 with retention 0 in the current year
27 with retention 3	Previously counted as a graduate and will participate in SPED 18-21 transition services next year.	90	Re-entry after being reported as a graduate in a prior year.	The student with either have exit type 27 with retention 3 or exit type 28 with retention 0 in the current year

Detention Centers

The entry/exit codes utilized when a student transfers to a detention center from a Colorado public school are dependent upon the LEA operating the detention center. See the detention center list on the [Data Pipeline frequently requested codes and resources page](#) to determine which LEA operates a given detention center.

Detention center records are included in the SEY collection; however, detention centers do not receive dropout, graduation/completion, or mobility/stability rates and do not impact the district level rates of the operating LEA. The use of a school exit type or school entry type indicating a student transfers to or from a detention center are validated during the SEY collection.

In-District Detention Center

LEAs that operate detention centers use school entry/exit types 12 as applicable to their LEA. The entry/exit partnership is less straightforward because the detention center uses entry/exit types 11 to show movement in and out of the school where the traditional district school uses entry/exit 12.

Location	Entry Type	Entry Description	Exit Type	Exit Description
Detention Center	11	Transfer from a public school in the same Colorado LEA	11	Transfer to a public school in the same Colorado LEA
School	12	Transfer from a detention center in the same Colorado LEA	12	Transfer to a Detention Center in the same Colorado LEA

Out of District Detention Center

Location	Entry Type	Entry Description	Exit Type	Exit Description
Detention Center	13	Transfer from a public school in a different Colorado LEA	13	Transfer to a public school in a different Colorado LEA
Detention Center	26	Transfer from a detention center in a different Colorado LEA	26	Transfer to a Detention Center in a different Colorado LEA
School	26	Transfer from a detention center in a different Colorado LEA	26	Transfer to a Detention Center in a different Colorado LEA

Entry/Exit Type Restrictions

Some school entry and exit types do not apply to detention centers because detention centers do not receive mobility/stability, graduation/completion, or dropout rates.

School Entry Type Restrictions

The following school entry types cannot be used as the record with the earliest entry date at a detention center because students transferring to an in-district detention center are expected to have school entry type 11.

- 12—transfer from an in-district detention center
- 25—return after an extended absence (10+ days through 6 weeks)
- 45—returned after discontinuing education earlier in the year (6+ weeks)
- 55—re-entry after being expelled without educational services earlier in the same school year
- 56—re-entry after being expelled with educational services earlier in the same school year
- 60—enrollment status change in the same school

School Exit Type Restrictions

The following school exit types cannot be used as the record with the latest exit date at a detention center because detention centers do not receive graduation/completion rates. Students completing their education at a detention center should have a final record at their last district of attendance to count the student as a graduate or completer.

- 90—graduated with regular diploma
- 92—other completer
- 93—High School Equivalency Diplomas (in district)
- 94—HSED Recipient (out of district)
- 95—regular diploma after being reported as an HSED recipient in a prior year
- 96—graduated and completed a postsecondary program

In-District Facility Schools (Applicable LEAs Only)

LEAs that operated facility schools use school entry/exit types 20 as applicable to their LEA. The entry/exit partnership is less straightforward because the facility school uses entry/exit types 11 to show movement in and out of the school where the traditional district school uses entry/exit 20.

Location	Entry Type	Entry Description	Exit Type	Exit Description
Facility School	11	Transfer from a public school in the same Colorado LEA	11	Transfer to a public school in the same Colorado LEA
School	20	Transfer from a facility administered by the LEA	20	Transfer to a facility administer by the LEA

Entry/Exit Type Restrictions

Some school entry and exit types do not apply to district administered facility schools because they do not receive mobility/stability, graduation/completion, or dropout rates.

School Entry Type Restrictions

The following school entry types cannot be used as the record with the earliest entry date at a district administered facility school because students transferring to an in-district facility school are expected to have school entry type 11.

- 12—transfer from an in-district detention center
- 25—return after an extended absence (10+ days through 6 weeks)
- 45—returned after discontinuing education earlier in the year (6+ weeks)
- 55—re-entry after being expelled without educational services earlier in the same school year
- 56—re-entry after being expelled with educational services earlier in the same school year
- 60—enrollment status change in the same school

School Exit Type Restrictions

The following school exit types cannot be used as the record with the latest exit date at a district administered facility school because they do not receive graduation/completion rates. Students completing their education at a district administered facility school should have a final record at their last school of attendance to count the student as a graduate or completer.

- 90—graduated with regular diploma
- 92—other completer
- 93—High School Equivalency Diplomas (in district)
- 94—HSED Recipient (out of district)
- 95—regular diploma after being reported as an HSED recipient in a prior year

Final School Exit Types in a School Year

Some school exit types are designed to only be the final school exit type for a student in a given school year. When one of these exit types is used, no record with an entry date after the exit date for the final exit type can be included. Some school exit types are expected to be the final record for a student for their entire PK-12 educational history.

9th-12th grade students who have completed their education during the current school year should have a final school exit type that indicates if they are a graduate or completed high school in another manner. Students with an anticipated year of graduation of 2020-2021 and beyond must have reported graduation guidelines measures if they are exiting as a graduate with a regular high school diploma (Exit Types 90, 95, & 96). See the graduation guidelines file layout posted on the [Student Interchange website](#) for reporting data elements.

In some circumstances, a student who graduated or completed high school in a prior year will return to continue their education. When this occurs, students must have an entry type that indicates they were previously counted as a graduate and have a school exit type that reflects their circumstance. Additional data fields in the student interchange further describe the situation. Students who were previously counted as graduates cannot be counted as graduates again, so special exit types have been created to support their circumstances.

Students returning to participate in a postsecondary program (ASCENT/PTECH 5-6/TREP) or Special Education 18-21 transition services who have been counted as a graduate in a prior year are the most common type of student who needs these special entry/exit codes. As a reminder, these students were counted as graduates with a retention code (2-postsecondary or 3-SPED transition) but were **not yet issued their high school diploma** because they were going to return. Their high school diploma is issued at the end of their postsecondary program or Special Education transition services.

Exit Type	Exit Description	Final Status (Graduation Rates)	Notes
00	Did not Exit	Still Enrolled	May use a retention code in partnership with this school exit type for students returning to the same grade level at the start of the next school year.
01	Reached Maximum Age for Services	Dropped Out	Final PK-12 Educational Record, cannot reenter in future year
02	Death	Verified Transfer Out	Final PK-12 Educational Record, cannot reenter in future year
22	Exited the LEA after previously being coded as a graduate in a prior year	Graduate (previously counted)	This code is specifically designed for scenarios where a student was miscoded as a graduate in a prior year. Do not use this code for students participating in postsecondary programs or SPED Transition.

Exit Type	Exit Description	Final Status (Graduation Rates)	Notes
23	Previous graduate who did not complete a postsecondary program	Graduate (previously counted)	<ul style="list-style-type: none"> May use retention code 2 in partnership with this school exit type for students returning to participate in TREP year 6 or PTECH year 6 the following school year. The student must have a postsecondary program code indicating ASCENT, PTECH 5-6, or TREP.
24	Previous graduate who completed postsecondary program	Graduate (previously counted)	<ul style="list-style-type: none"> Final PK-12 Educational Record, cannot reenter in future year The student must have a postsecondary program code indicating ASCENT, PTECH 5-6, or TREP.
27	Previous graduate who will participate in special education 18-21 services next year	Graduate (previously counted)	<ul style="list-style-type: none"> Must be partnered with retention code 3 Student must have a SPED Transition code indicating the student is in transition years 1, 2, or 3
28	Previous graduate who completed special education 18-21 transition services	Graduate (previously counted)	<ul style="list-style-type: none"> Final PK-12 Educational Record, cannot reenter in future year Student must have a SPED Transition Code indicating the student is in transition years 1, 2, 3, or 4
40	Dropped Out	Dropped Out	The student may return in a future year with entry type 40
50	Expulsion: Expelled without services and did not return before the end of the school year.	Remain in Cohort	The student may return in a future year with entry type 50
70	HSED Transfer: Exits to participate in a HSED preparation program not administered by the LEA.	Remain in Cohort	The student may return in a future year with entry type 70
90	Graduated with a regular diploma	Graduate	<ul style="list-style-type: none"> May use retention code 2 or 3 in partnership with this school exit type for students returning to participate in a Postsecondary Program or SPED Transition. If the exit type is not partnered with a retention code, this is expected to be the student's final PK-12 record in their educational history.
92	Other Completer	Completer	<ul style="list-style-type: none"> Generally expected to be the final PK-12 record in a student's educational history. In rare instances, a student will return the following year with entry type 92 to pursue their regular high school diploma. Students participating in SPED Transition who will be other completers should not have this exit type until their final year of services.

Exit Type	Exit Description	Final Status (Graduation Rates)	Notes
93	HSED Recipient: LEA program	Completer: HSED Recipient	<ul style="list-style-type: none"> Generally expected to be the final PK-12 record in a student's educational history. In rare instances, a student will return the following year with entry type 93 to pursue their regular high school diploma. Students participating in SPED Transition who will be HSED Recipients should not have this exit type until their final year of services.
94	HSED Recipient: out of LEA program	Completer: HSED Recipient	<ul style="list-style-type: none"> Generally expected to be the final PK-12 record in a student's educational history. In very rare instances, a student will return the following year with entry type 93 to pursue their regular high school diploma. Students participating in SPED Transition who will be HSED Recipients should not have this exit type until their final year of services.
95	Received a regular diploma (graduate) in the current year after being reported as a HSED recipient by the reporting LEA in a prior year	Graduate	The student must have entry type 93 to use this exit type. This will change the student's final graduation rate status from completer to graduate.
96	Graduated and completed a postsecondary program	Graduate	The student must have a postsecondary program code indicating ASCENT, PTECH 5-6, or TREP.

Retention Codes

Retention codes are used to indicate if a student will repeat the same grade the next year as they are completing in the current year. They are a forward-looking data field indicating what **will happen** instead of what has happened. Retention codes can only be applied to the final enrollment record for a student in a school year and must be partnered with specific school exit types and/or conditions.

Code	Retention Description	Conditions/Related School Exit Type
0	No/Not Applicable	Cannot be used for 12 th grade students with school exit type 00.
1	Yes, student will repeat this grade	<ul style="list-style-type: none"> Partners with school exit type 00. Must be in grade K-12. Cannot be used for students with school entry type 90.
2	Yes, 12 th grade student returning for Postsecondary Program (i.e., ASCENT, PTECH, TREP)	<ul style="list-style-type: none"> Student must be in grade 120. Partners with school exit type 00 or 23. Students with school exit 23 and retention 2 should also have a postsecondary program code indicating PTECH year 5 or TREP year 5. Students must have an AYG that indicates they are eligible to participate in ASCENT, PTECH, or TREP in the next school year.
3	Yes, 12 th grade student returning for Special Education 18-21 Transition Services	<ul style="list-style-type: none"> Student must be in grade 120. Partners with school exit type 00 or 27. Students with school exit type 27 are required to have retention 3. Student must be indicated as a special education student through the IEP interchange. Students in their 4th year of SPED Transition may not have a retention code.

Anticipated Year of Graduation (AYG) Cohort

The Anticipated Year of Graduation (AYG) cohort is the group of students with the same assigned AYG within a school/district that make up the graduation base count (denominator) in graduation and completion rates posted on the [graduation statistics site](#). School Exit Types 90-96 indicate students who are counted in the numerator of either graduation or completion rates as well as the denominator since these are students who have graduated or completed their high school education.

Students who are considered ‘verified transfers out’ of a district are removed from the graduation cohort upon exit from the school/district. In some instances, a student will exit a school/district but remain in the graduation cohort based upon the circumstances around their transfer. The list below reflects the school exit types that indicate students who remain in a graduation cohort. A student’s inclusion in the AYG cohort is based upon their final school exit type in a school/district.

Some school exit types may have adjustment justification codes applied later that remove the student from the AYG cohort or update their status to allow them to count as a graduate or completer within their AYG cohort under very specific circumstances. [For more information about adjustment records, see the Student End of Year website.](#)

Verified Transfer Out

When the following school exit types and adjustment justification codes are used as the final exit status for a student from an LEA, the student is removed from the AYG cohort as these students are considered verified transfers out of the cohort. Adequate documentation of transfer is required for each of these school exit types as verification the student transferred out of the LEA. [See the SSA & ADJ file layouts posted on the Student Interchange website for detailed descriptions of each school exit type and adjustment justification code.](#)

File	Data Field	Code	Short Description
SSA	School Exit Type	02	Death
SSA	School Exit Type	05	Transfer to a school in a different country
SSA	School Exit Type	13	Transfer to a public school in a different Colorado LEA
SSA	School Exit Type	14	Transfer to a school in a different state or US Territory
SSA	School Exit Type	15	Transfer to a non-public school
SSA	School Exit Type	16	Transfer to home-based education (home schooling)
ADJ	Adjustment Justification Code	41	Request for Transcripts received - prior dropout or transfer that remains in the cohort (prior exit type 40, 00, 18, 19, 21, 26, 30)
ADJ	Adjustment Justification Code	51	Request for Transcripts received - prior expulsion (prior exit type 50)
ADJ	Adjustment Justification Code	71	Request for Transcripts received - prior HSED transfer (prior exit 70)

Remains in Cohort

When the following school exit types and adjustment justification codes are used as the final exit status for a student from an LEA, the student remains in the AYG cohort as these students are considered accountable to the LEA for graduation rate purposes. LEAs are encouraged to follow up annually with students who have left the LEA in a manner where they remain in the AYG cohort to determine if their final educational status has changed, requiring the LEA to update their SEY records to count the student as a graduate or completer. Some of these school exit types require adequate documentation. [See the SSA & ADJ file layouts posted on the Student Interchange website for detailed descriptions of each school exit type and adjustment justification code.](#)

File	Data Field	Code	Short Description
SSA	School Exit Type	00	Student did not exit
SSA	School Exit Type	01	Reached maximum age for services
SSA	School Exit Type	12	Transfer to a detention center within district
SSA	School Exit Type	18	Transfer to a Career and Technical (Vocational) Education program not administered by a Colorado school district or BOCES
SSA	School Exit Type	19	Transfer to a Licensed Eligible Approved Facility School or State Operated Program
SSA	School Exit Type	21	Transfer to a facility operated by the Colorado Department of Corrections or Division of Youth Corrections
SSA	School Exit Type	26	Transfer to a detention center out of district
SSA	School Exit Type	30	Illness/Injury
SSA	School Exit Type	31	Transfer to a HS Diploma Program at a Colorado Community College
SSA	School Exit Type	40	Dropped out
SSA	School Exit Type	50	Expulsion - student not receiving services and does not return before the end of the year
SSA	School Exit Type	70	HSED Transfer
SSA	School Exit Type	90	Graduated with Regular Diploma Note: Student is counted as a graduate for graduation rates
SSA	School Exit Type	92	Other Completer Note: Student is counted as completer for completion rates
SSA	School Exit Type	93	HSED Recipient - in district program Note: Student is counted as an HSED recipient for completion rates
SSA	School Exit Type	94	HSED Recipient - out of district program Note: Student is counted as an HSED recipient for completion rates
SSA	School Exit Type	95	Received regular diploma in current year after being reported as an HSED Recipient in a prior year Note: Student is counted as a graduate for graduation rates
SSA	School Exit Type	96	Graduated and completed a Postsecondary Program Note: Student is counted as a graduate for graduation rates17T
ADJ	Adjustment Justification Code	40	No Documentation of Reenrollment (dropout) - Prior exit type 00
ADJ	Adjustment Justification Code	42	Received HSED from a program not administered by the LEA - Prior dropout (prior exit type 40) Note: Student is counted as an HSED recipient for completion rates
ADJ	Adjustment Justification Code	52	Received HSED from a program not administered by the LEA - Prior expulsion (prior exit type 50) Note: Student is counted as an HSED recipient for completion rates
ADJ	Adjustment Justification Code	77	Received HSED from program not administered by the LEA - Prior HSED transfer (prior exit type 70) Note: Student is counted as an HSED recipient for completion rates
ADJ	Adjustment Justification Code	90	Misreported Graduate - Prior school exit 00 Note: Student is counted as a graduate for graduation rates
ADJ	Adjustment Justification Code	96	Misreported Graduate, Postsecondary Program - Prior school exit 00 Note: Student is counted as a graduate for graduation rates

Data Implications

Stuff This section highlights the use of enrollment data, with special consideration to the use of accurate school entry and exit dates, across many student data collections. The [important enrollment data fields](#) indicated in this guide are key factors in ensuring accurate data reporting for student data collections. All data collections maintain collection specific websites with detailed information regarding the purpose of the collection, data included, statistics generated by the collection, etc.

Student October

Students in attendance on count day are included in the data collection regardless of funding status (part-time, full-time, non-funded).

Students in attendance on count date would have a student interchange file record with an entry date before count day and an exit date after count day (or zero-filled) with the attending school code

LEAs should report students at the school code they attended on count day, not a future school code based on an anticipated transfer. This ensures the publicly and federally reported pupil membership data provides the true count and location of students based on their October count day membership.

For students transferring within the Student October count window in the same LEA, please reference the within-district transfer information in the Audit Resource Guide on the [Pupil Count website](#). The [Student October website](#) includes a template and guidance for completing transfer exceptions to ensure students are reported correctly. See the student October collection manual for more information.

Assessment

Initial vendor files for Spring assessments are based on the reported enrollment information in Student October.

Accurate enrollment data helps LEAs who participate in the Student Biographical Data (SBD) collections as they validate the 'Continuous in District' and 'Continuous in School' data fields when participating in the SBD collections. These data fields are connected to the state accountability frameworks. See the [Accountability Resources website](#) to review the *2024 Accountability Use of Data from Data Pipeline & Assessment Collections...* resource for more information about how accountability frameworks utilize this information.

READ Spring Assessments

Expects students reported in this collection to have a matching enrollment record in the student interchange files. All enrolled K-3 students are expected to have a record in this collection. School entry and exit dates indicate if the student was in attendance in the Spring to participate in READ Spring Assessments.

Attendance

Accurate school entry and exit dates are necessary for the attendance fields to be calculated correctly. If a student's exit date does not reflect their last date of attendance in the school, their days absent (excused or unexcused) may be inflated which increases the possibility they are reported as chronically absent inaccurately.

Instances of mobility that are used for the student end of year collection are captured in the attendance collection as well and are beneficial because they reflect the time periods when the student was not considered enrolled in the school, therefore not accumulating possible days of attendance and absences.

Refer to the resources on the [Attendance Policy website](#) regarding Colorado Attendance Laws and Board rules. LEAs should establish a system to monitor individual student attendance and have a plan for addressing truancy. But the plan for addressing truancy does not mean that LEAs report inaccurate entry/exit dates for in student data collections.

Student End of Year

The SEY Collection Manual posted on the [Student End of Year website](#) includes detailed information regarding this collection and its use for graduation, dropout, and mobility rates.

This collection includes an enrollment record for each school a student attends within a school year.

Per state board rule, 1-CCR-301-1, LEAs are required to report all instances of mobility, defined as a gap of 10+ consecutive days or more in attendance.

Multiple student enrollment records are required to reflect multiple schools and/or different enrollment dates for students that transfer in/out of the same or different school(s).

LEAs should not include students who have enrolled but never attended a school within the LEA. By incorrectly including these students in the file, it could cause the LEA to then report the student as a dropout if the student doesn't attend any Colorado school after only enrolling at the LEA.

LEAs *should* include one-day records to show students who finished the prior year at the LEA but then do not return the following school year due to a move or other circumstance. These students would have been reported with an exit type 00, and zero-filled date in the prior year. One-day records have the same entry and exit date, typically a date well before the LEA's school calendar begins, such as 07/01, and an exit type reflective of their transfer circumstances. If no documentation of transfer is available for a 7th-12th grade student then they are coded with exit type 40, dropped out.

Adequate Documentation of Transfer

Visit the [SEY Adequate documentation site](#) for more information regarding Adequate Documentation of Transfer and sample **Confirmation of Enrollment/Attendance** forms.

Sending LEA

Requests documentation from the receiving LEA. The sending LEA reflects the last date the student attended as the school exit date on their student records. This date should be before the first date of attendance shown on the confirmation of enrollment and attendance provided by the receiving district.

Receiving LEA

Provides confirmation of enrollment of attendance to the sending LEA. Once confirmation of enrollment and attendance is provided, the receiving LEA includes a student record within their student interchange files with appropriate attendance information for the student, regardless of the attendance length. The receiving LEA is now considered the district of accountability for the student.

Common Coding Scenarios

This section covers many of the common coding scenarios for enrollment/attendance records that impact student data collections. Using the applicable coding pattern for a student's circumstances helps ensure the record will pass the error checks for student data collections and increases data accuracy.

Contract Students: Year Transferring to Contracted Location

Students placed in another educational environment on a contract by a resident school district have unique reporting requirements for the resident LEA and possibly attending LEA depending on the contract scenario. When a student is transferring to another setting, it is important to determine if the student will be attending a Colorado Public school/BOCES school, a SPED/BOCES program, or another educational setting.

- **Colorado Public schools/BOCES Schools** have an assigned school code on the List of Colorado Schools posted on the [data pipeline frequently requested codes and resources site](#).
- **SPED/BOCES Programs** are listed on the Special Education Program Codes list posted on the [data pipeline frequently requested codes and resources site](#).
- **Other Educational Settings** such as a non-public school, facility school, or out of state school may or may not have an assigned code listed on the [data pipeline frequently requested codes and resources site](#).

The following examples apply in the year the student transfers to the contracted educational services. See the detailed ***Contract Students: Impact of PAI Codes guide*** on the [Student Interchange](#) website for expanded information regarding reporting for students in contracted educational services.

SPED/BOCES Program

Resident District

The student will continue to be reported by the resident school district with a group A student pupil attendance information code but will have a non-school program code to indicate the student is attending an educational program contracted by the district in an off-site location.

[See the Audit Resource Guide posted on CDE's Pupil Count website for any related documentation and funding considerations for students attending non-school programs.](#)

Student completes the year at the SPED/BOCES Program:

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Non-School Program	Student Pupil Attendance Info
#1: point enrollment status changes to SPED/BOCES program	5678	08152025	02	10152025	60	00	01-08
#2: attending SPED/BOCES program	5678	10162025	60	00000000	00	03	01-08

Student returns to school after attending a SPED/BOCES program for a portion of the year:

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Non-School Program	Student Pupil Attendance Info
#1: point enrollment status changes to BOCES program	5678	08152025	02	10152025	60	00	01-08
#2: attending BOCES program	5678	10162025	60	02012026	60	03	01-08
#3: return from BOCES program	5678	02022026	60	00000000	00	00	01-08

BOCES/Another Colorado LEA School

Students attending BOCES/Another Colorado LEA School are transferred out of the resident district to the BOCES/Another Colorado LEA school for the purposes of student reporting (group A pupil attendance information). Resident districts maintain a record with a group B pupil attendance information code for Student October and Special Education reporting. Students in grades 9-12 are transferred out of the graduation cohort for the resident district and into the graduation cohort for the BOCES/Another Colorado LEA school.

Resident District

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#1: transfer to BOCES/Another CO LEA school	5678	08152025	02	10152025	13	Group A: 01-08
#2: attending BOCES school (automatically excluded from student collections that do not utilize group B PAI Codes)	Attending School Code	10162025	60*	00000000	00	Group B: 31 or 33

*School entry type for Group B records may be any code as it does not impact the Student October or Special Education collections. The school entry type field is only used in the SEY collection for Group A pupil attendance records.

The resident district does not need a record with a Group A PAI code the following school year if the student is continuing to attend the BOCES/Another Colorado LEA School on a contract. A record with a group A PAI code will not be used by the resident district until the point the student returns to attending a school located in the resident district.

BOCES/Attending LEA School

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#1: transfer from resident school	Attending School Code	10162025	13	00000000	00	Group A: 02 or 04

Other Educational Setting

Students attending other educational settings are transferred out of the resident district to the other educational setting for the purposes of student reporting (group A pupil attendance information). Resident districts maintain a record with a group B pupil attendance information code for Student October and Special Education reporting.

Resident District

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#1: transfer to Other Educational Setting	5678	08152025	02	10152025	14, 15, 19, 21, 26	Group A: 01-08
#2: attending Other Educational Setting (automatically excluded from student collections that do not utilize group B PAI Codes)	Applicable Code	10162025	60*	00000000	00	Group B: 24, 27, 28, 29, 30

The resident district does not need a record with a Group A PAI code the following school year if the student is continuing to attend the other educational setting on a contract. A record with a group A PAI code will not be used by the resident district until the point the student returns to attending a school located in the resident district.

Enrollment Status Change

The SSA file includes data fields pertinent to a student's enrollment. Sometimes this information remains constant for a student for the entire school year and other times this status may change mid-year. When changes occur in data fields that impact the SEY collection for a student remaining at the same school instead of transferring between schools in the LEA, two separate records are needed to capture the change.

Changes to the data fields primary school or student pupil attendance information (group A vs group B codes) are not enrollment status changes because they impact whether the record meets the criteria for many student collections, especially the SEY collection.

Example 1: Returning from Expelled Education Services (Critical change)

SSA Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Expelled Education
1	5678	08152025	02	01052026	60	1
2	5678	01062026	60	00000000	00	0

Example 2: Non-School Program Code Change (Critical change)

SSA Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Non-School Program
1	5678	08152025	02	01052026	60	00
2	5678	01062026	60	00000000	00	01, 02, 03, or 04

Example 3: Homebased Education Change (Critical change)

SSA Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Homebased Education
1	5678	08152025	02	01052026	60	0
2	5678	01062026	60	00000000	00	1

Example 4: Post-Secondary Program Enrollment (Critical change in most situations)

It is best practice to capture any changes in this field. However, changes in Concurrent Enrollment status without the use of the enrollment status change pattern (school exit type 60/school entry type 60) will not trigger any errors in the SEY collection. For concurrent enrollment, it is preferred to have the status be cumulative adding students who were CE second semester but perhaps not first semester rather than removing the CE coding from a student who added CE first semester and not second semester.

If the student's post-secondary program enrollment status is changing and the student is moving between school codes, then the change is not considered an enrollment status change. Instead, it is an in-district transfer situation.

SSA Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Post-Secondary Program Enrollment
1	5678	08152025	02	01052026	60	00
2	5678	01062026	60	00000000	00	15

Example 5: Other Optional Changes for October only data fields

LEAs may use the enrollment status change coding pattern to capture other changes for SSA data fields used solely in the Student October collection for internal tracking purposes per LEA local practices.

SSA fields used only in OCT that do not impact SEY:

- Public School Finance Funding Status
- County code of residence for joint school districts
- District of parent's residence
- Country of parent's residence for non-residence students
- State of parent's residence for non-residence students
- Independent study course
- Work-based learning opportunity course
- Blended learning course
- Supplemental online course

SSA Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Public School Finance
1	5678	08152025	02	01052026	60	85
2	5678	01062026	60	00000000	00	80

Note: Attendance data fields are not a reason to utilize an enrollment status change. Instead, attendance data fields capture the total days attended, excused, unexcused, etc. for the time frame of the attendance record (primary school = 1, student pupil attendance information between 01 and 08).

Other Notes:

- When capturing an enrollment status change, the **school code should be the same** for both records and the **school exit/school entry dates should be less than 10 days apart** to ensure the record is not counted as an instance of mobility. Changes that occur across school codes are not considered enrollment status changes, but rather a transfer within the LEA even if the transfer also includes a change of a critical SSA field.
- Enrollment status changes do not apply to the *Date First Enrolled in US* or any of the 14 *Gifted and Talented* data fields as these fields should have identical information across all SSA records for a given SASID, being treated as demographic information instead of enrollment-based information.

Expelled Students

A student who leaves school involuntarily due to an incident where Local Board Policy determines expulsion is the appropriate course of action. Educational services may be offered to a student during the term of expulsion by the Local Education Agency pursuant to 22-33-203(2) C.R.S.

Coding for an expelled student's enrollment history should reflect if the student is receiving educational services during their term of expulsion or if the student is not receiving educational services. It is also impacted by the term of expulsion without services as students who do not return before the end of the school year have a separate coding pattern from those who do return before the end of the school year.

The coding patterns below take into account these different scenarios and show how a student's enrollment history is impacted across multiple school years in most circumstances for the purposes of the Student End of Year collection. [See the Student Discipline collection site for information about reporting expulsion incidents as part of the Student Discipline collection.](#)

Scenario 1: Expelled without services through the end of the school year

Students who are expelled through the end of the school year without services have a final school exit type indicating expulsion. When they re-enter the district in a subsequent school year their school entry type indicates they have returned from expulsion.

School Year	Relevant Data Field
Year student is expelled without services	Final School Exit Type for the given school year: 50
Year student returns to school after being expelled without services in a prior year	Earliest school entry type for the given school year: 50

Scenario 2: Expelled without services and returns before the end of the school year

Students expelled without services who return before the end of the reporting school year will have at least two enrollment records within the school year to reflect the portion of the year that they were expelled.

Record	District Code	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type
#1: point of expulsion	1234	5678	08152025	02	09252025	55
#2: return from expulsion	1234	5678	05012026	55	00000000	00

Scenario 3: Expelled with educational services

Students receiving educational services during their term of expulsion will have these services indicated on their enrollment record through the 'expelled student' data field on the Student School Association (SSA) file. The types of services provided by a district may vary, which impact coding in the 'non-school program' data field on the SSA file.

The 'non-school program' data field should reflect an applicable code for the type of educational services the student is receiving during their term of expulsion. 01, 02, and 04 are common non-school programs for students receiving expelled education services. [See the field definitions on the SSA file layout posted on the Student Interchange site for more information.](#)

[See the Audit Resource Guide posted on CDE's Pupil Count website for any related documentation and funding considerations for expelled students receiving educational services.](#)

Term of expulsion ends within the school year

Record	District Code	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Expelled Student	Non-School Program
#1: point of expulsion	1234	5678	08152025	02	09252025	56	0	00
#2: expelled services	1234	*5678	09262025	56	04012026	60	1	01, 02, 04
#3: return from expulsion	1234	5678	04022026	60	00000000	00	0	00

Term of expulsion ends in the subsequent school year

Record (year)	District Code	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Expelled Student	Non-School Program
#1 (current): point of expulsion	1234	5678	08152025	02	09252025	56	0	00
#2 (current): expelled services	1234	*5678	09262025	56	00000000	00	1	01, 02, 04
#1 (subsequent): continued expelled services	1234	*5678	08102026	02	09252026	60	1	01, 02, 04
#2 (subsequent): return from expulsion	1234	5678	09262026	60	00000000	00	0	00

Grade Reassignment

The SEY collection checks (error) prior year grade level coding to current year grade level coding for students remaining in the same LEA, expecting students to follow a standard progression of increasing their grade level by one grade each year. This comparison is based upon the final record for a student in the prior year compared to the first record (with a group A PAI code) in the current year in the same LEA. Students with a retention code in the prior year are expected to begin the current year in the same grade level. The SSA file has warnings regarding these situations to help LEAs review and address grade misalignments throughout the year instead of waiting until errors trigger during the SEY collection.

Examples:

- Student completed the prior year in grade 050. Student is expected to begin the current year in 060.
- Student completed the prior year in grade 050 with retention code 1 indicated. Student is expected to begin the current year in grade 050.

School Exit Type 10/Entry Type 10 are used to indicate a grade reassignment. Grade reassignments may take place within the same school code, or across schools within the same LEA.

Grade reassignments using entry/exit type 10 are not needed when a student moves between two different Colorado LEAs because there is no grade level check across LEAs at this time. The receiving LEA using school entry type 13 places the student in the applicable grade level per their review of the student's records and local policies.

One-Day Record: Grade misaligned from prior year final exit

When a student's prior year coding indicates an expected grade level in the current year that does not align with the actual grade level placement for the student, either due to incorrect retention coding in the prior year or a student who skips a grade, a one-day record at the expected grade is used to initiate a grade reassignment. The student's actual attendance record for the year will show the applicable grade level placement for the student, completing the grade reassignment with the use of entry type 10.

Prior Year retention code yes, current year student progressed instead of retained

Record Type	School Code	School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type
One-Day	Applicable code	07012025	02	070	07012025	10
Actual Attendance Record	Applicable code (does not have to match one-day record)	08152025	10	080	00000000	00

SSA File Note: Warning code SP571 triggers when a student is marked retained in the prior year, but their first SSA record's grade in the current year advances +1. This coding pattern will clear the SP571 warning and prevent follow up SEY errors.

Prior Year Retention Code No, current year student was retained

Record Type	School Code	School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type
One-Day	Applicable code	07012025	02	090	07012025	10
Actual Attendance Record	Applicable code (does not have to match one-day record)	08152025	10	080	00000000	00

SSA File Note: Warning code SP572 triggers when a student is marked retention code 0 (no) in the prior year, but their first SEY record's grade in the current year does not advance +1. This coding pattern will clear the SP572 warning and prevent follow up SEY errors.

Grade Acceleration

Student advanced more than +1 grade when comparing prior year to current year.

Record Type	School Code	School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type
One-Day	Applicable code	07012025	02	070	07012025	10
Actual Attendance Record	Applicable code (does not have to match one-day record)	08152025	10	090	00000000	00

SSA File Note: Warning code SP572 triggers when a student's first SSA record's grade in the current year advances more than +1 grade. This coding pattern will clear the SP572 warning and prevent follow up SEY errors.

Mid-Year Grade Reassignment

Districts/LEAs may reassign a student's grade level up or down mid-year as needed to align with the locally determined grade level of a student. [See the posted grade to age chart for information about expected ages for students in each grade and the ages that will cause errors or warnings on the SSA file.](#) Request a reporting exception if a student is receiving an error based upon their age for a specific grade level and the district has determined the student should be placed in that grade level even if they are out of the age range.

Record Type	School Code	School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type
Initial Grade	Applicable code	08152025	02	110	11052025	10
Reassigned Grade	Applicable code (does not have to match one-day record)	11062025	10	120	00000000	00

Grade Reassignment and Retention Implications on AYG Cohort

Grades K-8

Students in grades K-8 experiencing a grade reassignment or retention will not impact the AYG cohort because they do not yet have an assigned AYG.

Entering Colorado Public High School for the First Time in Reporting Year

Students entering high school for the first time in the reporting year will have their AYG set based upon the highest reported grade level on or after October 1st across all Colorado LEAs. Grade reassignments/retentions that occur prior to October 1st will not impact the AYG assigned to the student. Grade reassignments after October 1st will impact the assigned AYG because the highest reported grade level will be used to determine AYG even if the student was grade reassigned down to a lower grade.

Student with an assigned AYG

Students with an assigned AYG, as determined in prior year SEY reporting when the student first entered a Colorado public high school, will maintain their assigned AYG even if they experience a grade reassignment/retention. Once assigned, AYG does not change.

Home Based Education Students attending a LEA School Part-Time

The 'home based education' data field on the SSA file indicates a home school student who is receiving some services from the district. These students are included in student collections but do have some considerations for coding.

- **Public School Finance Funding Status:** home-based education students are only eligible for a maximum of part-time funding. [See the audit resource guide for details.](#)
- **School Exit Type:** some school exit types cannot be used when a student is indicated as home-based education '1' (yes).
 - Additionally, students with an AYG that places them in the 4-, 5-, 6-, or 7- year graduation rates must have a school exit type at the end of the year that removes them from the AYG cohort, so they do not negatively impact the district/LEA's graduation rates.

Restricted School Exit Types

The following list of school exit types cannot be used when a student is indicated as home-based education '1' since the student is accountable to their home-based education program for their final educational outcome. The student's home-based education status would need to be set to '0' (no) if one of the following school exit types applies to the student. This also means the student will remain in the AYG graduation cohort for the district.

- School Exit Type 40—dropped out
- School Exit Type 01—reached maximum age for services
- School Exit Type 90—graduated with a regular high school diploma
- School Exit Type 92—other completer
- School Exit Type 93—HSED recipient in district program
- School Exit Type 94—HSED recipient out of district program
- School Exit Type 95—graduated after receiving an HSED in a prior year
- School Exit Type 96—graduated and completed a postsecondary program

SEY Coding for students with an AYG after the current year

When the student's AYG is not yet assigned (PK-8) or their AYG is in a future year, students are coded in the same manner as any other student completing the school year. The student is coded with school exit type 00 (did not exit) because they completed the school year.

The following school year the student with entry type '02' or '11' based upon the school they will be attending. If the student transfers out of the district/LEA over the summer, a one-day record is used to show how they left the district/LEA.

SEY Coding for Students with an AYG in the current or prior year

If a student's AYG is in the current year or a prior year they will be part of the 4-, 5-, 6-, or 7- year graduation cohort based upon their AYG. Home based education students are accountable to their home-based education program as this is the graduation or completion requirements they are working towards to complete high school. These students must exit a district/LEA at the end of the school year in a manner that removes them from the AYG cohort to ensure they do not negatively impact the district/LEA's graduation cohort and because they should not be reported in the AYG cohort for federal EdFacts reporting. The most common coding scenarios are listed below. It is important to note that school exit types 02, 05, 14, and 15 also remove a student from the AYG cohort and can be used for students with home-based education '1' (yes) if applicable.

Student will not return in the subsequent year

School Code	Grade Level	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Home Based Education	Internal Flag: AYG
Applicable code	120 or applicable grade	08152024	Applicable code	Last day of school	16	1	Current (2026) or prior year (2025, 2024, 2023)

Student will return in the subsequent year

School Year	Grade Level	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Home Based Education	Internal Flag: AYG
Current	120 or applicable grade	08152025	Applicable code	Last day of school	16	1	Current (2026) or prior year (2025, 2024, 2023)
Subsequent	120 or applicable grade	08102026	16	Last day of school	16	1	Prior year (2026, 2025, 2024)

Instances of Mobility

State board rule 1-CCR-301-1 states, “Districts and the institute shall indicate an instance of mobility for a student after ten consecutive days of excused or unexcused absence.”

Student collections (SEY, Attendance, etc.) focus on the time in which the student is **attending** a LEA school. This means at least two SSA records are needed to capture the mobility instance. The first record initiates the mobility instance with a school exit type 25 or 45 on the student’s last day of attendance. The second record completes the mobility instance with school entry type 25 or 45 on the date of the student’s return, at least 10 days after the student’s exit date in the first record. These two records work together to capture the student’s mobility instance, or extended absence.

LEAs should refer to their own internal policies/practices/procedures to document the time in which the student is not attending during an instance of mobility to ensure any LEA procedures for pursuing truancy or attempting to reengage the student are met. LEAs determine steps taken during this time of non-attendance such as communication with families, truancy procedures, and return to attendance procedures. **The time period of extended absence/discontinued education is not state reportable for student collections.**

Example: Extended Absence 10+ days through 6 weeks

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
Mobility Instance Initiated	5678	08152025	02	12012025	25	01-08
LEA internal record	Not reportable	Not reportable	Not Reportable	Not Reportable	Not Reportable	Not Reportable
Mobility Instance Resolved	5678	01252026	25	00000000	00	01-08

Example: Discontinued Education 6+ weeks but returned

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
Mobility Instance Initiated	5678	08152024	02	09152024	45	01-08
LEA internal record	Not reportable	Not reportable	Not Reportable	Not Reportable	Not Reportable	Not Reportable
Mobility Instance Resolved	5678	01252025	45	00000000	00	01-08

Postsecondary Programs

The Postsecondary Program field on the Student School Association file includes several types of postsecondary programs. Some are programs students participate in at any point in high school while others are very specific to students in their 5th or 6th year of high school per Anticipated Year of Graduation (AYG). [See the Postsecondary and Workforce Readiness website for details regarding all postsecondary program offerings and program requirements.](#)

In the 2025-2026 school year, there are three postsecondary programs designed for students to participate in after their 4th year of high school per AYG. Students participating in these programs, ASCENT, P-TECH years 5-6, and TREP, can be counted as graduates at the end of their 4th year of high school and return to participate in the program per state statute. This is different than conferring a student's high school diploma.

The ASCENT program will sunset and no longer be available beginning in the 2026-2027 school year.

The state statute surrounding ASCENT/PTECH/TREP does not change the requirements with regard to an ASCENT/PTECH/TREP student's high school diploma, in that an ASCENT/PTECH/TREP student's high school diploma cannot be dated and conferred to the student until they have completed the ASCENT/PTECH/TREP (5th or 6th) year. The date of graduation on the ASCENT/PTECH/TREP student's official high school transcript must reflect the date that the student completes their ASCENT/PTECH/TREP (5th or 6th) year or is no longer participating in the ASCENT/PTECH/TREP program. This ensures a student remains classified as a high school student in their 5th or 6th year and is eligible to receive ASCENT/PTECH/TREP funding. When a student is counted as a graduate at the end of their 4th year, their diploma is not conferred until the student has completed their postsecondary program or is no longer participating in the postsecondary program.

Districts/LEAs may decide if they will allow ASCENT/PTECH/TREP students to participate in regular graduation ceremonies during their 4th year without receiving their official diploma or wait to participate in graduation ceremonies upon completion of their final ASCENT/PTECH/TREP year.

The Student October Pupil Enrollment collection contains student enrollment information as of the pupil enrollment count date. This information is used to determine the school demographics, number of students in instructional programs, free and reduced lunch counts, and distribution of school finances across the state. Students participating in postsecondary programs are indicated as such during this data collection to ensure appropriate funding allocation for these students.

See the [Student October collection website](#) and the [School Auditing - Pupil Count website](#) for more information regarding Student October coding and funding for postsecondary students.

ASCENT

Accelerating Students through Concurrent Enrollment (ASCENT) is a 5th year high school program that allows students to participate in concurrent enrollment the year after 12th grade, to enroll in postsecondary courses and earn college credit at no tuition cost to them or their families. Students must be in their 5th year of high school per AYG to participate in this program and must be indicated as retained to participate in ASCENT at the end of their 4th year of high school per AYG. **The ASCENT program will sunset and no longer be available beginning in the 2026-2027 school year.** Use the applicable coding guide below for these students.

ASCENT student counted as a graduate in their 4th year (2024-2025):

Students may not be retained at the end of the 2025-2026 school year to participate in ASCENT in 2026-2027 because this program is sunseting.

Data Field	2024-2025 4 th Year Code	2025-2026 5 th year Code
Grade Level	120	120
Postsecondary Program Enrollment	00 or 02	01
School Entry Type	02 or applicable code	90
School Exit Type	90 (graduate)	24 (previous graduate, completed) 23 (previous graduate, did not complete)
Retention Code	2	0

ASCENT student counted as a graduate in their 5th year:

Students may not be retained at the end of the 2025-2026 school year to participate in ASCENT in 2026-2027 because this program is sunseting.

Data Field	2024-2025 4 th Year Code	2025-2026 5 th year Code
Grade Level	120	120
Postsecondary Program Enrollment	00 or 02	01
School Entry Type	02 or applicable code	02 or 11
School Exit Type	00 (did not exit)	96 (graduated and completed)
Retention Code	2	0

Home-Based Education student participating in ASCENT:

Data Field	2024-2025 4 th Year Code	2025-2026 5 th year Code
Grade Level	120	120
Home Based Education	1	1
Postsecondary Program Enrollment	00 or 02	01
School Entry Type	02 or applicable code	16 (transfer from homebased education)
School Exit Type	16 (transfer to homebased education)	16 (transfer to homebased education)
Retention Code	0	0

P-TECH

Pathways in Technology Early College High Schools (P-TECH) is intended to create a public-private partnership to prepare thousands of Colorado students for high-skill jobs of the future. P-TECH is an innovative partnership between a school district, a community college(s), and one or more local high growth industry employer(s). Students begin in 9th grade and can continue for up to six years (i.e., high school and two equivalent years of college) for a total of 6 years per AYG. As such, students graduate with both a high school diploma and an industry-recognized associate degree, in addition to gain relevant workplace skills. The associate degree is in a Science, Technology, Engineering or Math (STEM) focused high-growth industry.

P-TECH may be offered through a stand-alone school with its own school code, or a program within an existing high school. [Visit this site for an approved list of P-TECH Schools/Programs.](#)

P-TECH student counted as graduate in 4th year:

Data Field	1 st year	2 nd year	3 rd year	4 th year	5 th year	6 th year
Grade Level	090	100	110	120	120	120
School Code	*PTECH school	*PTECH school	*PTECH school	*PTECH school	*PTECH school	*PTECH school
Postsecondary Program Enrollment	15	15	15	15	16	16
School Entry Type	02**	02**	02**	02	90	90
School Exit Type	00	00	00	90	23	24 or 23
Retention Code	0	0	0	2	2	0

Notes:

- *Must be an approved PTECH school code
 - Students may transfer into a PTECH school throughout years 1-4 but must complete their 4th year at a PTECH school code if they are returning for P-TECH years 5-6.
- **School entry type in years 1, 2, and 3 may be any applicable code.
- School Exit Type 90 (graduated)
- School Exit Type 23 (previous graduate who has not completed a postsecondary program)
 - Used with retention code 2 when the student is retuning the next year. Also used if student chooses to leave before completing the program.
- School Exit Type 24 (previous graduate who completed a postsecondary program)

P-TECH student counted as graduate in 6th year:

Data Field	1 st year	2 nd year	3 rd year	4 th year	5 th year	6 th year
Grade Level	090	100	110	120	120	120
School Code	*PTECH school	*PTECH school	*PTECH school	*PTECH school	*PTECH school	*PTECH school
Postsecondary Program Enrollment	15	15	15	15	16	16
School Entry Type	02**	02**	02**	02	02	02
School Exit Type	00	00	00	00	00	96
Retention Code	0	0	0	2	2	0

Notes:

- *Must be an approved PTECH school code
 - Students may transfer into a PTECH school throughout years 1-4 but must complete their 4th year at a PTECH school code if they are returning for P-TECH years 5-6.
- **School entry type in years 1, 2, and 3 may be any applicable code.
- School Exit Type 96 (graduated and completed P-TECH)

TREP

The Teacher Recruitment Education and Preparation (TREP) program was created by S.B. 21-185 and went into effect in the 2022-2023 school year. The TREP program creates the opportunity for qualified students in an educator career pathway to concurrently enroll in postsecondary courses and earn college credit at no tuition costs to them or their families, for up to two years after the 12th grade year. Additional costs, such as textbooks, fees, and transportation, are not required by the district to cover, though some do.

Qualified students who have completed one course in the [Educator Pathway](#) during their 12th grade year may be eligible to participate. TREP uses an allocation model with 200 slots being allocated in the 2022-2023 school year. [Visit the TREP site](#) for more guidelines and FAQs regarding TREP and the allocation model.

TREP student counted as a graduate in their 4th year:

Data Field	4 th Year Code	5 th year Code	6 th year Code
Grade Level	120	120	120
Postsecondary Program Enrollment	00 or 02	17, 18, 19	20
School Entry Type	02 or applicable code	90	90
School Exit Type	90	23	24 or 23
Retention Code	2	2	0

Notes:

- School Exit Type 90 (graduated)
- School Exit Type 23 (previous graduate who has not completed a postsecondary program)
 - Used with retention code 2 when the student is retuning the next year. Also used if student chooses to leave before completing the program.
- School Exit Type 24 (previous graduate who completed a postsecondary program)
- Postsecondary program codes 17, 18, 19 all indicate a 5th year student participating in TREP. [See the definitions on the SSA file layout to determine the appropriate code based upon the student's slot allocation.](#)

TREP student counted as a graduate in their 6th year:

Data Field	4 th Year Code	5 th year Code	6 th year Code
Grade Level	120	120	120
Postsecondary Program Enrollment	00 or 02	17, 18, 19	20
School Entry Type	02 or applicable code	02	02
School Exit Type	00	00	96
Retention Code	2	2	0

Notes:

- School Exit Type 96 (graduated and completed TREP)
- Postsecondary program codes 17, 18, 19 all indicate a 5th year student participating in TREP.

Other Postsecondary Programs

Concurrent Enrollment, Early College, and Dropout Recovery at a Community College are all other postsecondary programs a student may participate in during a school year. Participating students should be indicated as such in the postsecondary program enrollment field within their enrollment record. Sometimes students participate in the program all year long which means only one enrollment record is needed for the student. If the student participates in one of these programs for a portion of the school year and not the other, then two enrollment records are needed to capture the portion of the year the student is participating in the program as opposed to the portion of the year they did not participate in the program.

Year Long Program Participant

Data Field	Code	Notes
Postsecondary Program Enrollment	02 (concurrent enrollment) 07 (early college) 08 (dropout recovery)	Students participating in Early College must be attending an approved Early College school. See the list of approved early colleges on the PWR website.
School Entry Date	Beginning of school year	
School Exit Date	00000000	Or applicable date if student withdrew.

Left or Entered Program Mid-Year

This scenario requires two enrollment records. This will help ensure the postsecondary data reported in SEY aligns with the expectations of the collection, reflecting a student who participated in a postsecondary program at any point during the school year even if they are not participating in that program on the last day of school.

Record 1

Data Field	Code	Notes
Postsecondary Program Enrollment	00 (not applicable) 02 (concurrent enrollment) 07 (early college) 08 (dropout recovery)	Students participating in Early College must be attending an approved Early College school. See the list of approved early colleges on the PWR website.
School Code	1234	Any applicable code
School Entry Date	Beginning of school year	Applicable date
School Exit Date	End of status	Applicable date
School Exit Type	60 (enrollment status change)	Updated code for 2025-2026

Record 2

Data Field	Code	Notes
Postsecondary Program Enrollment	00 (not applicable) 02 (concurrent enrollment) 07 (early college) 08 (dropout recovery)	Students participating in Early College must be attending an approved Early College school. See the list of approved early colleges on the PWR website.
School Code	Applicable code	May be the same as Record 1
School Entry Date	Date new status begins	May be one day after the school exit date in Record 1
School Entry Type	60 (enrollment status change)	Updated code for 2025-2026
School Exit Date	00000000	Or applicable date if student withdrew.

General status change note change note: This type of pattern is designed to take place with the school exit date of the first record taking place less than 10 days before the school entry date of the second record.

Frequently Asked Questions

Question: A student will be returning to participate in both a postsecondary program and Special Education 18-21 Transition services, what retention code should be used?

Use retention code 3 per the SPED 18-21 Transition services coding pattern. This student will receive an error in the subsequent October collection when indicating the postsecondary program code for ASCENT/PTECH years 5-6/or TREP. Request an exception to clear the error in the subsequent year indicating the reason for the exception is a student who is both transition and a postsecondary program participant.

Question: Student was planning to participate in ASCENT/PTECH Years 5-6/TREP, but changed their mind before the school year began, how should they be coded?

It depends if the situation was caught before the SEY collection closed. Due to the overlap between the prior year SEY collection and the current school year Student October, LEAs should be able to

address these situations before the prior year SEY collection closes. Addressing the situation before the close of the SEY collection is the preferred method.

Correct prior year SEY based on current year information

During the Cross LEA and Post-Cross LEA phases of the SEY collection, LEAs may continue to update the school exit type and retention code information for the prior school year.

Remove the use of retention code 2 in the prior school year and ensure the student has an accurate school exit type.

Prior year SEY is closed; include a one-day record in the current year SEY

Include a one-day record to show student planned to attend and then did not. Postsecondary program code will still reflect ASCENT/PTECH Year 5-6/TREP. School Exit type will be 23 for students counted as graduates in their 4th year or 96 for students who have not yet been counted as a graduate.

School Code Changes

School code changes can impact the coding used in the SEY collection, most specifically related to school entry types and the use of a one-day record. If a school code that is valid in the current year is known to have a change for the following, it is the following year where the coding will be impacted. Students who complete the current year at that school code will still utilize school exit type 00 to show they finished the year.

School entry type 03 is specifically designed for one-day records where the school code and grade level were valid in the prior year for a specific LEA but are no longer valid in the current year.

New School Code

When a LEA opens a new school, the school entry type on the first SEY for students transferring between schools in the LEA from one year to the next will be school entry type 11. The school entry type for students transferring from another educational setting/LEA will remain any applicable entry type code.

In-District/LEA Student Example

School Year	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type
2024-2025 Final Record	5678	08152024	02	00000000	00
2025-2026 First Record Transfer to new school code	1234	08152025	11	00000000	00

Incoming Transfer (Out of LEA) Student Example

School Year	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type
2025-2026 First Record Incoming transfer to new school code	1234	08152024	13 or any applicable code	00000000	00

Grade Range Change

Grade range changes are only impactful for one-day records when the student transfers out of your LEA between school years and the grade they would have been in for the current year at their prior school code is no longer an option due to the grade range change.

The one-day record used for the transfer out scenario will show a grade level that was valid the prior year but is no longer valid in the current year because of the grade range change.

One-Day Record Scenario: Grade Range Change for School Code

In the scenario below, school code 5678 served Grades K-8 in 2024-2025 and is only serving grades K-5 in 2025-2026. This student transferred finished the 2024-2025 school year as a 6th grader, then transferred out of the LEA before the start of the next school year.

School Year	School Code	Grade Level	School Entry Date	School Entry Type	School Exit Date	School Exit Type
2024-2025 Final Record	5678	060	08152024	02	00000000	00
2025-2026 One-Day Record	5678	070	07012025	03	07012025	Applicable code

Closing

When a school code closes, there are two different coding scenarios. Students who are transferring to another school within the LEA are handled like any movement between schools in the LEA between years, using school entry type 11. The greater coding impact is for one-day records when the student transfers out of your LEA between school years and the school code they attended in the prior year is no longer valid.

Scenario 1: In-District/LEA Transfer

School Year	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type
2024-2025 Final Record	5678	08152024	02	00000000	00
2025-2026 First Record Transfer to new school code	1234	08152025	11	00000000	00

Scenario 2: One-Day Record

In this scenario, both the school code and grade level of the one-day record must be a school code and grade level that was valid in the prior year but is no longer valid in the current year.

School Year	School Code	Grade Level	School Entry Date	School Entry Type	School Exit Date	School Exit Type
2024-2025 Final Record	5678	060	08152024	02	00000000	00
2025-2026 One-Day Record	5678	070	07012025	03	07012025	Applicable code

School Code Moves Between Authorizing LEAs

When a school code moves between authorizing LEAs there are impacts to both the prior LEA and the new LEA. The coding impacts occur at the start of the year the school code belongs to a new authorizing LEA. This type of school code change most commonly occurs when a charter school moves between authorizing LEAs.

Former Authorizing LEA

There are two situations that occur. Either the student transfers out of the LEA (remains with school code or leaves to another educational setting) or the student transfers to another school within the LEA. The coding for these two scenarios is different since transferring out of the LEA requires a one-day record and remaining with the LEA only impacts the entry type for their record within the LEA.

Student transfers to another school in the LEA

School Year	District Code	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type
2024-2025 Final Record	1234	5678	08152024	02	00000000	00
2025-2026 First Record Transfer to school within the LEA	1234	1234	08152025	11	00000000	00

One-Day Record: Student transfers out of the LEA

The school moving between authorizing LEAs must provide the former authorizing LEA with information to appropriately code these students, this includes copies of adequate documentation of transfer to support the applicable school exit type for the one-day record.

School Year	District Code	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type
2024-2025 Final Record	1234	5678	08152024	02	00000000	00
2025-2026 First Record Transfer out of the LEA	1234	5678	07012025	03	07012025	13 if remains with school code or any applicable code

New Authorizing LEA

The new authorizing LEA will use a school entry type 13 for students moving between LEAs along with the school code. They should provide the prior LEA with adequate documentation of transfer to support the prior LEA's use of school exit type 13.

School Year	District Code	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type
2024-2025 Final Record Prior authorizing LEA Record	1234	5678	08152024	02	00000000	00
2025-2026 First Record New authorizing LEA	5678	5678	08152025	13 (or other applicable code for students new to the school)	00000000	00

Special Education Transition (Secondary Transition)

When H.B. 19-1066 went into effect in 2020-2021, allowing students to both (1) be marked as a graduate when the student meets all local and state graduation requirements, and (2) receive special education transition services (and funding) in subsequent year(s), new coding patterns went into in the SEY collection to reflect this statute. *This change does not impact the coding for students receiving an HSED or non-diploma certificates of. These students are coded as an 'other completer' or 'HSED recipient' upon completion of 18-21 transition services (a.k.a. secondary transition services).*

The ability to count a student as a graduate and have them return for SPED transition services only impacts the coding in the SEY collection. It does not change the coding utilized for the Special Education End of Year collection as this collection focuses on a student's exit from special education services (SPED Basis of Exit), not from a school (School Exit Type). Students counted as graduates in alignment with H.B. 19-1066 during SEY remain eligible for special education services until FAPE ends.

It is also important to note that H.B. 19-1066 does not change the requirements regarding a Special Education transition student's high school diploma. High school diploma cannot be dated and conferred to the student until they have completed their transition services. The date of graduation on the student's official high school transcript must reflect the date that the student completes their transition services and will not be returning to a Colorado public school.

- [See the Secondary Transition website for information regarding 18-21 transition services for special education students, including requirements and resources.](#)
- [See the Special Education End of Year website for information regarding the SPED EOY collection.](#)

The following interchange files are impacted by the coding required for secondary transition students.

- Student Interchange - Student Demographic (DEM)
- Student Interchange - Student School Association (SSA)

Special Education IEP Interchange - Special Education Participation File (SPED Participation)

Coding Examples: Students continuous in the same LEA

Students continuously enrolled in the same LEA throughout their educational career should follow one of the following coding patterns depending on the expected outcome of their education. Expected outcomes include graduate (impacted by H.B.19-1066), other completer, HSED recipient, met maximum age for educational services.

Graduate

This coding pattern applies to students who are both being counted as a graduate and participating in SPED Transition in the same school district/LEA. If the student is known to be transferring between LEAs, see the transfer between LEAs coding options below.

Per H.B. 19-1066, students are counted as graduates in the year they met both local and state graduation requirements even if they are known to be returning the following year to participate in transition services. This means some students will not follow this coding pattern until the year they meet graduation requirements, even if this occurs in one of their transition years instead.

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
12 th grade	0	120	02*	90	3	00
Transition year 1	1	120	90	27	3	00
Transition year 2	2	120	90	27	3	00
Transition year 3	3	120	90	27	3	00
Transition year 4	4	120	90	28	0	90

Notes:

- *School Entry Type in the 12th grade year may be any applicable code.
- A student will have School Exit Type 00 (did not exit) with Retention 3 if they have yet not met local/state graduation. In this instance, their subsequent School Entry Type will be 02 or 11.
 - A student may participate in Transition even if they have not yet met local/state graduation requirements.
- School Exit Type 90 is used in the year a student has met state and local graduation requirements.
 - Use school exit type 90 in the year it applies and then pick up the above coding pattern from that point forward.
- School Exit Type 27 is used when a student *will continue* in transition services the following year.
- School exit type 28 is used when a student *will not continue* in transition services the following year.
- Not all students will participate in 4 years of transition services. Use the final year of services coding when the student will no longer be returning for services with the applicable year of transition indicated.
- SPED Basis of Exit data field *does not* pull into the Student End of Year collection. This data field is only utilized in the Special Education collections. SPED Basis of Exit 90 indicates a graduate for whom FAPE has ended.

Other Completer (Non-Diploma Certificate of Completion)

H.B. 19-1066 does not change the coding pattern for students receiving non-diploma certificates of completion instead of a regular high school diploma. These students are counted as ‘other completers’ for completion rate purposes using school exit type 92.

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
12 th grade	0	120	02*	00	3	00
Transition year 1	1	120	02 or 11	00	3	00
Transition year 2	2	120	02 or 11	00	3	00
Transition year 3	3	120	02 or 11	00	3	00
Transition year 4	4	120	02 or 11	92	0	92

Notes:

- *School Entry Type in the 12th grade year may be any applicable code.
- School exit type 92 is used when a student *will not continue* in transition services the following year *and* is receiving a non-diploma certificate of completion.

- Not all students will participate in 4 years of transition services. Use the final year of services coding when the student will no longer be returning for services with the applicable year of transition indicated.
- SPED Basis of Exit data field **does not** pull into the Student End of Year collection. This data field is only utilized in the Special Education collections. SPED basis of exit and school exit type should match each collection year as these students are not impacted by H.B. 19-1066.

HSED Recipient

H.B. 19-1066 does not change the coding pattern for students who complete high school with their HSED instead of a regular high school diploma. These students are counted as ‘other completers’ for completion rate purposes using school exit type 93 or 94.

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
12 th grade	0	120	02*	00	3	00
Transition year 1	1	120	02 or 11	00	3	00
Transition year 2	2	120	02 or 11	00	3	00
Transition year 3	3	120	02 or 11	00	3	00
Transition year 4	4	120	02 or 11	93 or 94	0	94 or 94

Notes:

- *School Entry Type in the 12th grade year may be any applicable code.
- School exit type 93 is used when a student **will not continue** in transition services the following year AND completed their HSED at a program administered by the LEA.
- School exit type 94 is used when a student **will not continue** in transition services the following year AND completed their HSED at a non-LEA run HSED program.
- Not all students will participate in 4 years of transition services. Use the final year of services coding when the student will no longer be returning for services with the applicable year of transition indicated.
- SPED Basis of Exit data field **does not** pull into the Student End of Year collection. This data field is only utilized in the Special Education collections. SPED basis of exit and school exit type should match each collection year as these students are not impacted by H.B. 19-1066.

Reached Maximum Age for Services

Students who do not receive a diploma, HSED, or a non-diploma certificate of completion before they reach the maximum age for 18-21 transition services are coded as School Exit Type 01. **This school exit type is counted as a dropout for dropout rate purposes.**

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
12 th grade	0	120	02 or 11	00	3	00
Transition year 1	1	120	02 or 11	00	3	00
Transition year 2	2	120	02 or 11	00	3	00
Transition year 3	3	120	02 or 11	00	3	00
Transition year 4	4	120	02 or 11	01	0	01

Notes:

- *School Entry Type in the 12th grade year may be any applicable code.
- School exit type 01 is used when a student **will not continue** in transition services the following year **and** did not receive a regular diploma, HSED certificate, or a non-diploma certificate of completion.
 - Student is counted as a dropout for state dropout rates.
- Not all students will participate in 4 years of transition services. Use the final year of services coding when the student has reached 21 and will no longer be returning for services with the applicable year of transition indicated.
- SPED Basis of Exit data field **does not** pull into the Student End of Year collection. This data field is only utilized in the Special Education collections. SPED basis of exit and school exit type should match each collection year as these students are not impacted by H.B. 19-1066.

Coding Example: Students transferring from another educational environment

Students transferring from another educational environment **without a high school diploma** should follow the LEA's local procedures to review their transcripts, work with an IEP team for placement into secondary transition, and determine the coursework needed for the student to meet local and state graduation (or completion) requirements. Students transferring from another educational environment may include students transferring from out of state, out of country, a non-public school, or other educational setting.

Once the LEA determines the coursework and services needed for the student, then they may utilize the coding applicable to the outcomes of the student (graduate, HSED recipient, other completer, reached maximum age for services).

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Notes
12 th grade or a specific year of transition	0 or applicable code	120	Applicable code (05, 14, 15, 16, etc.)	Utilize the exit coding pattern for 'continuous in same LEA' that applies to the student's outcomes. (graduate, HSED recipient, other completer, reached maximum age for services)

Coding Examples: Students transferring between Colorado LEAs

Students who transfer between districts/LEAs will have additional coding needs. LEAs should work together to determine the scenario below that best matches the individual student's circumstances. Students who have not yet been counted as a graduate in a prior year by a Colorado LEA are handled differently than students who were counted as a graduate in a prior year and LEA per H.B. 19-1066.

In general, the LEA who counts the student as a graduate is the LEA who will likely be issuing a diploma for the student upon completion secondary transition services. LEAs are encouraged to ensure parents understand which LEA will be issuing a high school diploma for the student upon completion of secondary transition and to prevent confusion.

Scenario 1: Student will be counted as a graduate at the receiving LEA

Students transferring from another Colorado LEA who have *never been counted as a graduate* should follow the receiving LEA's local procedures to review their transcripts, work with an IEP team for placement into secondary transition, and determine the coursework needed for the student to meet local and state graduation (or completion) requirements.

Sending LEA

The sending LEA will use retention code 3 with school exit type 00 at the end of the school year they completed with the LEA even if they know the student is transferring over the summer to a receiving LEA. It is the following year where a one-day record is used to transfer the student out of the LEA.

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
12 th grade	0	120	02 or 11	00	3	00
Transition year 1 (one-day record)	1	120	02	13	0	00

Receiving LEA

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
Transition year 1	1	120	13	90	3	00
Transition year 2	2	120	90	27	3	00
Transition year 3	3	120	90	27	3	00
Transition year 4	4	120	90	28	0	90

Notes/Reminders

- All graduating students must have reported Graduation Guidelines measures to be counted as a graduate. These measures may be reported by any LEA and in any year prior to or within the school year the student is counted as a graduate.
- Not all students will participate in 4 years of transition services. Use the final year of services coding when the student will no longer be returning for services with the applicable year of transition indicated.
- The receiving LEA will issue the diploma at the end of services.
- The receiving LEA will count the student as a graduate when applicable.
- The student will be included in the AYG cohort for the receiving LEA.

Scenario 2: Student counted as a graduate by the sending LEA

Student who met graduation requirements in the sending LEA, was counted as a graduate in the sending LEA, and transferred to the receiving LEA to receive 18-21 services in a subsequent school year. At the end of transition services, the receiving LEA will transfer the student back to the sending LEA so the sending LEA can include a one-day record to show they've issued the student's diploma.

Sending LEA Initial Records

The sending LEA will use retention code 3 with school exit type 90 at the end of the school year they were counted as a graduate by the sending LEA even if they know the student is transferring over the summer to a receiving LEA. It is the following year where a one-day record is used to transfer the student out of the LEA.

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
12 th grade	0	120	02 or 11	90	3	00
Transition year 1 (one-day record 7/1)	1	120	02	13	0	Applicable code

Receiving LEA

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
Transition year 1	1	120	98	27	3	00
Transition year 2	2	120	90	27	3	00
Transition year 3	3	120	90	27	3	00
Transition year 4	4	120	90	13	0	Applicable code

Sending LEA Final Record - Issue Diploma

The sending LEA will use a one-day record at the end of the student's final year of transition with school entry type 13 and school exit type 28 to indicate the student's diploma has been issued and FAPE has ended.

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
Transition year 4 (one-day record 6/30)	4	120	98	28	0	90

Scenario 2 Notes/Reminders

- All graduating students must have reported Graduation Guidelines measures to be counted as a graduate. These measures may be reported by any LEA and in any year prior to or within the school year the student is counted as a graduate.
- Not all students will participate in 4 years of transition services. Use the final year of services coding when the student will no longer be returning for services with the applicable year of transition indicated.
 - LEAs should remain in communication with one another to know when the final year coding steps need to occur.

- The sending LEA counted the student as a graduate.
- The sending LEA will issue the diploma at the end of services.
- The student remains included in the AYG cohort for the sending LEA.

Scenario 3: Student is counted as an other completer, HSED recipient, or reached maximum age for services by the receiving LEA

Students transferring from another Colorado LEA who will receive a non-diploma certificate of completion, HSED, or reach maximum age for services instead of being counted as a graduate transfer into the receiving LEA and follow the receiving LEA's local procedures to review their transcripts, work with an IEP team for placement into secondary transition, and determine the coursework needed for the student to meet local requirements for a non-diploma certificate of completion or be an HSED recipient/reach maximum age for services.

Sending LEA

The sending LEA will use retention code 3 with school exit type 00 at the end of the school year they completed with the LEA even if they know the student is transferring over the summer to a receiving LEA. It is the following year where a one-day record is used to transfer the student out of the LEA.

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
12 th grade	0	120	02 or 11	00	3	00
Transition year 1 (one-day record)	1	120	02	13	0	00 or 13

Receiving LEA

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
Transition year 1	1	120	13	00	3	00
Transition year 2	2	120	02	00	3	00
Transition year 3	3	120	02	00	3	00
Transition year 4	4	120	02	92, 93, 94, or 01	0	92, 93, 94, or 01

Notes/Reminders

- Not all students will participate in 4 years of transition services. Use the final year of services coding when the student will no longer be returning for services with the applicable year of transition indicated.
- The student will be included in the AYG cohort for the receiving LEA.

Frequently Asked Questions

Question: When is a transition student reported as a graduate in the SEY collection?

For the purpose of H.B. 19-1066, students must be counted in the state graduation rate the year in which the student completes the graduation requirements. This is the date the LEA should report for state accountability purposes. HB 19-1066 makes clear that nothing within the legislation limits the right of a student who has met the local LEP's graduation requirements to continue access to free

and appropriate public education (FAPE) as provided by the Individuals with Disabilities Education Act (IDEA), the Exceptional Children's Educational Act (ECEA), or any other federal or state law or rule.

Question: What date goes on a transition student's diploma?

The date on the diploma should reflect the year in which the student's IEP team determined the student met all the requirements of FAPE. When a student is counted as a graduate per HB19-1066 and returns to participate in transition services, the student is not issued their diploma until the transition services end because FAPE does not end until transition services have ended or the student ages out.

Question: Has reporting changed for Special Education End of Year?

The reporting process for Special Education End of Year has not changed. Transition students should not be exited from SPED services with a 90 until they complete transition and exit Special Education services completely. This means that the exit code fields will contain different values for regular SEY and Special Education EOY collections within the same reporting years. Special Education EOY uses the exit field SPED Basis of Exit. SEY uses the exit field School Exit Type. The student should have a zero-filled SPED basis of exit in the Special Education EOY until the year in which the student exits or completes the transition program.

Question: How does this impact Student October?

By following the coding patterns in this guide, a student will be able to receive funding for transition services in subsequent years after graduation if they meet the funding requirements outlined in the Audit Resource Guide.

For example, if a Special Education student graduates in the 2023-2024 school year and is marked with School Exit Type '90' and Retention Code '3' in Student End of Year, in the 2024-2025 school year, the student will receive funding if the student is marked with Special Education Transition '1' and School Entry Type '90' in Student October along with the appropriate funding codes. See the [School Auditing Office Pupil Count website](#) and the [Student October website](#) for more information about the October collection.

Question: Why does the sending LEA need retention code '3' if they know the student will be transferring to another LEA to participate in transition services in the following year?

Retention codes are forward looking data fields, reflecting what **will happen** in the next school year instead of what did happen in the current year. The use of retention code 3 indicates the student will return the next year to continue their education. If a LEA knows the student will return for transition, even if they are expected to transfer between school years to another LEA, retention code 3 is needed. The sending LEA will have a one-day record to capture the transfer in the following year when the receiving LEA reports the student as entering their LEA.

This is the practice as one-day records used when a student had exit type 00 in the prior year and transferred over the summer before the current year, but requires the additional use of the retention code 3 because the student is reported in grade 12 and some students also have exit type 90 or 27 when counted as a graduate per H.B. 19-1066 but are returning for transition.

Summer Dropout

Summer dropouts are students who dropout after the end of the prior school year and before the beginning of the current school year per the district's academic calendar. These students were coded with school exit type 00 (did not exit) in the prior SEY collection. A one-day record is required in the current school year to show the student dropped out. In most cases, the student is attributed to their last school of attendance and is considered a summer **school** dropout. If the student was supposed to matriculate between buildings before dropping out, then the student can be attributed to the district only as a summer **district** dropout.

For example, a student who completed 8th grade in the prior year with school exit type 00 who should be matriculating to 9th grade in a different school within the district would be considered a summer **district** dropout instead of a summer **school** dropout if 8th grade is the highest possible grade level offered in their school from the prior year.

Summer School Dropout

Applies to 7th-12th grade students who **are not matriculating** between buildings. This student impacts the dropout rate for their last school of attendance, which is the school indicated by the school code on the record.

School Code	School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type
Last school attended (matches final record in prior year)	07012025	02	Prior year + 1	07012025	40

Summer District Dropout

Applies to 7th-11th grade students who **are matriculating** between buildings, typically students entering 9th grade. This student impacts the dropout rate for the district but does not penalize the anticipated school of attendance.

This coding pattern is the only acceptable use of school code '0000' on the SSA file as this school code is specifically designed for this purpose. This coding pattern is also the only acceptable use of school entry date 00000000 and school entry type 00.

Pupil Attendance Information	School Code	School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type
03	0000	00000000	00	090 (applicable grade)	00000000	40