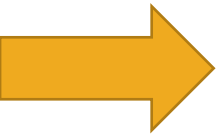


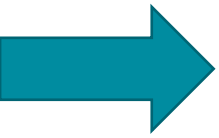
2020-21 Data Submissions Process

Data Submissions Boot Camp
July 2020



Roles and Resources

- School Data Submission Coordinator expectations
- CSI Data Submissions Team roles



The Data Submissions Process

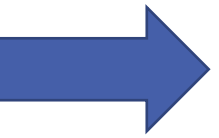
Step 1: Collection Prep

Step 4: Resolve Errors

Step 2: Collect Data

Step 5: Certify

Step 3: Submit to CSI



Final Exercises and Review





Roles



Your Role

School Roles & Responsibilities

Primary: To ensure data integrity by providing accurate and comprehensive school data to the CSI Data Submissions Team in a timely manner.

- SIS and plan management system set-up, upkeep, and audits.
- Consistent data entry practices.
- Review The Weekly Email Update.
- Follow to the Submission Process from start to finish for each collection.
- Meet CSI submissions deadlines.
- Request SASIDs and EDIDs.
- Coordinate/collaborate with other school staff.



Our Role

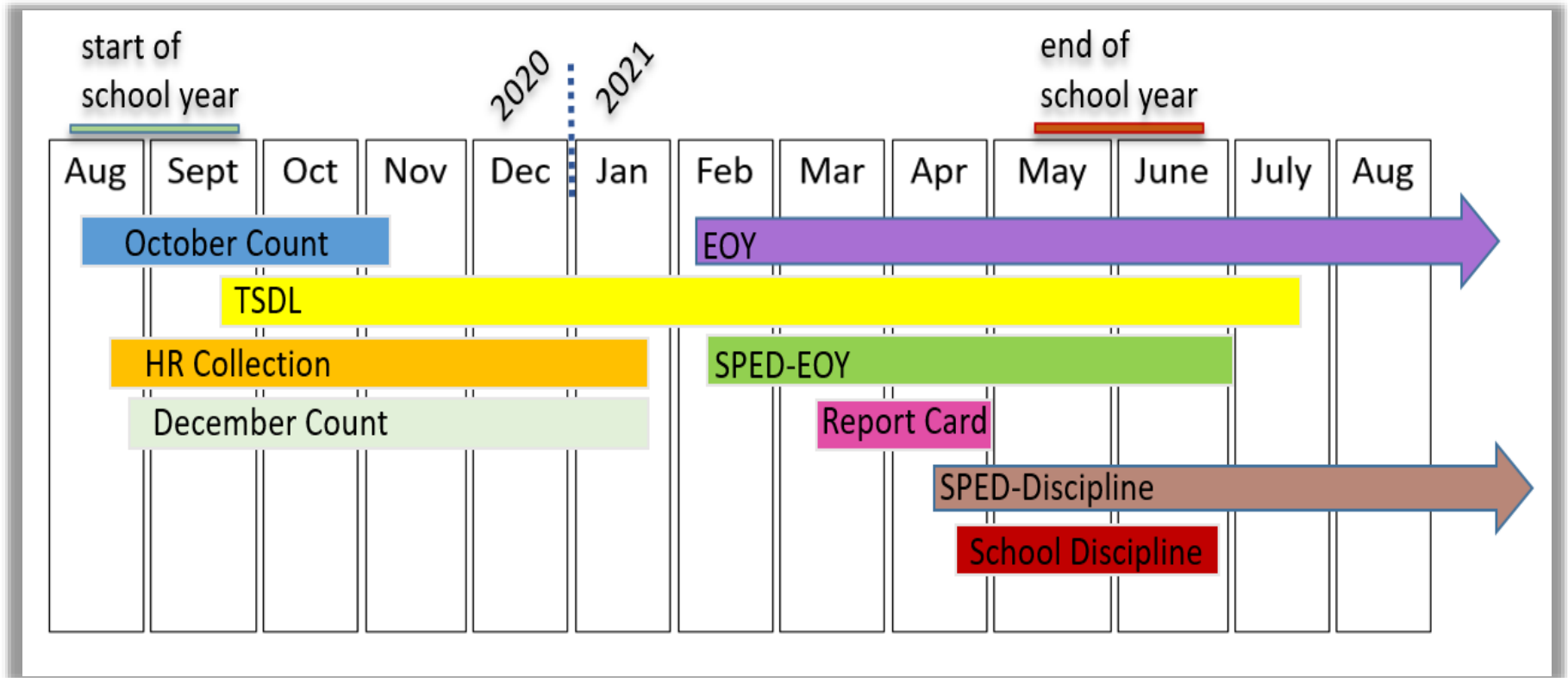
CSI Roles & Responsibilities

Primary: To support CSI schools in the submission of accurate and comprehensive data, in a timely manner, across collections.

- Create online training videos and tutorials.
- Develop, maintain, and update resources.
- Provide a Weekly Progress Email on each schools progress on all ongoing collections.
- Process files for schools, uploading them to the CDE Data Pipeline.
- Provide error reports and guidance on clearing errors.
- Assist with hands-on troubleshooting.
- Fulfill SASID and EDID requests and edits.
- Answer questions and incorporate feedback from schools.



SY20-21 Collections Timeline



STOP HERE



Courtesy of clipart-library.com

Please complete the review of the below resources and optional exercises before continuing with this training

Resources to Review:

- CSI Data Submissions Handbook:
- <https://resources.csi.state.co.us/data-submissions-handbook/>

Exercises to Complete:

- Review the CSI Data Submission Handbook for clarification on your role. Pay close attention to the Appendix at the end that suggests who else you need to coordinate with in your school during specific collections.



Resources



Accessing the CSI Resource Site for the first time:



From the CSI Home Page click the 'Resource Site' at the top-right of the page.

CSI Data Submissions Resources Page: <https://resources.csi.state.co.us/data-submissions-library/>



Welcome to the CSI Resource Library

Find the resources you are looking for by accessing the menu bar above or the search bar below.

Quick links for each department can also be accessed below.

Search Library

Search

Accountability

CSI Annual Review of Schools
Unified Improvement Planning
Annotated CARS Report

View More

Assessments

ACCESS for ELLs
CMAS
SAT/PSAT

View More

Data Submissions

Calendar and Instructional Hours
End of Year
Special Education End of Year

View More

Finance

Sample Financial Policies
Financial Transparency
Assistance Fund

View More

Legal and Policy

Organizational Submissions & Audits
CSI Grievance Policy
Waiver Requests

View More

Board Governance

School Board Roles & Responsibilities
Board Meeting Compliance Checklist
Governance Needs Assessment

View More

Student Services

Special Education
English Language Learners
Gifted Education

View More

School Leadership

New Leader Orientation
Human Resources
Communications

View More

Quick Links

News
Calendar
School Portfolio

Access the Data Submissions Resource Library

The screenshot shows the 'Data Submissions Library' page. At the top, there is a navigation bar with links for 'Accountability', 'Assessments', 'Data Submissions', and 'Finance'. Below the navigation bar, the page title 'Data Submissions Library' is displayed. A search bar with the placeholder text 'Search Data Submissions' and a 'Search' button is present. Below the search bar, there is a section titled 'General Resources' which contains six resource cards: 'General Data Submissions Resources', 'School Calendar and Instructional Hours', 'Student Information Systems', 'Plan Management Systems', 'Data Submissions Bootcamp', and 'Free and Reduced Lunch Eligibility'. A blue arrow points from the 'View More' button in the 'Data Submissions' section of the main page to the 'Data Submissions Library' page.

CSI Data Submissions Resources Page:
<https://resources.csi.state.co.us/data-submissions-library/>



CSI Data Submissions Library

Accountability Assessments Data Submissions Finance Other

Data Submissions Library

Click on one of the data collections below to access resources for that data collection, or use the search bar to find resources within any of the data collections. For questions or support, please email submissions_CSI@csi.state.co.us.

 Search

- ▷ Resources on 25 topics
- ▷ 12 Collections
- ▷ General Resources
 - School Data Submission Coordinator Handbook
 - Calendar of Collection specific dates
 - Troubleshooting Errors
 - Training modules – including converting CSV to Excel
- ▷ SASID and EDID requests
- ▷ Student eligibility codes
- ▷ Other non-collection resources

→ CSI Data Submissions Resource Page: <https://resources.csi.state.co.us/data-submissions-library/>



New Layout!

By collection type

Special Education Collections

December Count	Special Education Discipline	Special Education End of Year
----------------	------------------------------	-------------------------------

Staff Collections

Human Resources Data Collection

Student Collections

Career Development Incentive Program (CDIP)	Alternative Education Campus	End of Year
Impact Aid	October Count	READ Data Collection
Student Biographical Data (SBD) Reviews	Teacher Student Data Link	



Data Submissions General Resources

The same General Resources are found at the top of every collection resource page.

The screenshot shows a section titled "General Data Submissions Resources" with four resource cards. Red circles highlight the "Recording" and "Slides" buttons in the first card, the "Open" button in the second card, the "2019-20 Calendar" and "2020-21 Calendar" buttons in the third card, and the "Open" button in the fourth card.

Resource Title	Buttons
What's New for 2020-2021	Recording, Slides
CSI Data Submissions Handbook	Open
CSI Data Submissions Calendar	2019-20 Calendar, 2020-21 Calendar
Troubleshooting Errors	Open

CSI Data Submissions Resources Page: <https://resources.csi.state.co.us/data-submissions-library/>



Weekly Progress Emails

- Includes:
- Current Events/Concerns
- SIS updates
- Collection Updates
- SASID/EDID Updates
- General Reminders

SIS Users

- **PowerSchool:** General update 20.4.1.0 has been released. Please consult the Power Source release notes if you would like to see full details (location of the release notes is described further below).

State reporting version 20.6.2.0 is supposed to be the most recent update with changes affecting Colorado.

 - The Student School Association extract report is updated to correctly report the student Exit Date, based on the last in-session day in the school calendar.
 - Students who are enrolled at the end of the year are now reported with an Exit Date when that date is less than the report parameter End Date and less than the last in-session day in the school calendar.

PS general release notes are available within the PowerSchool SIS Admin Help site at <https://docs.powerschool.com/PSHSA> (Login not required and look under the Release Notes menu option on the top left side). The easiest method to get current information on releases is to subscribe to receive the email announcements. PS Colorado state reporting release notes are also available at the link above and at <https://docs.powerschool.com/USACO> (no login required) and then look under the Release Notes category in the left-hand menu.
- **Infinite Campus:** Version 2028 is now available with 2028.1 Rx Pack released. Multiple general fixes and enhancements included and are too numerous to list here.
 - Colorado state specific enhancements or fixes related to state collections include modifications to:
 - Logic of the Language Proficiency field in the Student Demographic report (file) extract. See <https://kb.infinitecampus.com/help/student-layout-colorado>
 - New extract options for the School Discipline and Attendance Reports - Discipline by Action, Discipline by Student Demographic and Firearm Discipline Files. Also, changes to consolidated counts versus student level data.
 - Discipline events are only considered between the entered start and end dates.
 - Behavior resolution code options.
 - Student School Association report/file:
 - Attendance start and end date fields have been added.
 - The following fields use the Start Date and End Date values entered on the Extract Editor to determine values:
 - Total Days Attended
 - Total Days Excused
 - Total Days Unexcused
 - Total Possible Attendance Days
 - Habitually Truant
 - Total Days Missed Due to Out of School Suspensions
- IC release notes are available at <https://community.infinitecampus.com/kb/display/DOC/Campus+Release+Notes> (login required). Within Campus Community look under Knowledgebase→Release Information→Campus Release Notes.

STOP HERE



Courtesy of clipart-library.com

Please complete the review of the below resources and optional exercises before continuing with this training

Resources to Review:

- [CSI Data Submissions Resource Page](#)
- [What's New for 2020-2021 SY](#)
- [20-21SY Data Submissions Calendar](#)
- Weekly Update email

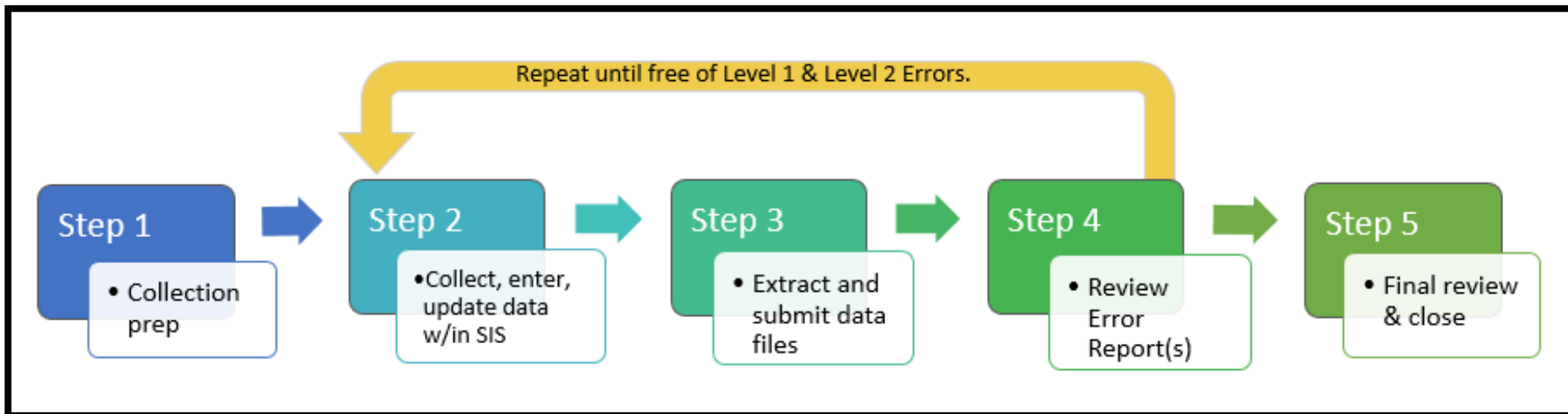
Exercises to Complete:

- Review the Data Submission Resource page to better understand what collection resources are available and where they are located on the site.
- Watch the complete training of the What's New for 2020-2021 SY module.
- Print the 20-21 Data Submissions Calendar and add all dates to your work calendar.
- Read in full the most recent Weekly Update email available.

The Data Submissions Process



The Data Submissions Process





Step 1: Collection Prep



Step 1: Collection Prep – Review Collection Timeline



CSI Data Submissions 20-21 Submission Calendar:

<https://resources.csi.state.co.us/data-submissions-calendar/>

- Training release date
- Initial Submission
- Level 1 Error Clearance
- Level 2 Error Clearance
- Summary Report deadline



Step 1: Collection Prep - Trainings

Training

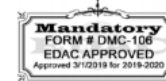
<p>(NEW!) How CSI Uses School Data (13 min.)</p> <p>Slides</p> <p>Webinar</p>	<p>(NEW!) EOY Training: The Graduation Guideline File (10 min.)</p> <p>Slides</p> <p>Webinar</p>	<p>EOY Training: Exit Fields (18 min.)</p> <p>Slides</p> <p>Webinar</p>
<p>EOY Training: Attendance Fields (13 min.)</p> <p>Slides</p> <p>Webinar</p>	<p>EOY Training: General Overview (14 min.)</p> <p>Slides</p> <p>Webinar</p>	<p>EOY Training: New This Year (6 min.)</p> <p>Slides</p> <p>Webinar</p>

CSI Data Submissions Resources Page: <https://resources.csi.state.co.us/data-submissions-library/>

Step 1: Collection Prep –File Layout(s)



2019-2020 – Student Demographics (SD) File Layout



CSI clarifications and additions are in green font in this document.

Purpose:

The purpose of the Student Demographic file is to capture and verify the attributes of a student while he/she attended your district in the currently selected school year.

Dependencies:

Student has been assigned a SASID and updated in the RITS system.

Record Expectation:

In the Student Interchange-Student Demographic file the LEA should submit 1 record per student per LEA for any student who enrolled at any point in the currently selected school year.

Use Summary: (Fields from this file are used in the following CDE Collection

[Student October](#), [Student End of Year](#), [Special Education December Count](#), [S\(SBD\) ACCESS](#), [SBD SAT](#), [SBD CMAS](#), [SBD DLM](#)



NOTE: ZERO-FILL ALL NON-ALPHANUMERIC
You need

Please note the requires field/digit length for

Name of Field	Field Length	Text Start Position	Position	order	Column	Examples	Remarks
School District/BOCES Code*	4	1	4	1	A2	0000	8001 for CSI schools.
Student's State ID (SASID)*	10	5	14	2	B2	0000000000	
Local ID (LASID)*	10	15	24	3	C2	0000000000	
Student's First Name*	30	25	54	4	D2	Valid name	
Student's Middle Name*	30	55	84	5	E2	Valid name	

- ▷ VERY strong collect prep and error clearance tool
- ▷ Data definitions
- ▷ Data format
 - Length and expectations
- ▷ Valid codes per field and code definitions



Step 1: Collection Prep

– Data Validation

18-19 SPED Discipline
Validation Strategies Checklist

Open

SPED-Discipline
Validation

SD / SSA Data Validation
Strategies

Open

October Count
Validation

19-20 HR Data Verification
Strategies

Open

HR Collection
Validation



Step 1: Collection Prep - SASID and EDID Attainment/Update Process

SASID/EDID Resources

SASID = State Assigned Student Identifier
EDID = Educator Identifier

SASID Request/Update Guide Open	SASID Request Template Open	RITS Access Open
EDID Request/Update Guide Open	EDID Request Template Open	EDIS Access Open

CSI SASID and EDID Page:
<https://resources.csi.state.co.us/sasid-edid-requests/>



Step 1: Collection Prep - SASID and EDID Attainment/Update Process

Data Submissions Library

Click on one of the data collections below to access resources for that data collection, or use the search bar to of the data collections. For questions or support, please email submissions_CSI@csi.state.co.us.

Search Data Submissions

General Resources

- General Data Submissions Resources
- School Calendar and Instructional Hours
- Student Info
- Plan Management Systems
- Data Submissions Bootcamp
- Free and Reduced Lunch Eligibility
- SASID/EDID Requests**

SASID/EDID Resources

SASID = State Assigned Student Identifier
EDID = Educator Identifier

- SASID Request/Update Guide (Open)
- SASID Request Template (Open)
- RITS Access (Open)**
- EDID Request/Update Guide (Open)
- EDID Request Template (Open)
- EDIS Access (Open)**

CSI SASID and EDID Page:

<https://resources.csi.state.co.us/sasid-edid-requests/>



Collection Specific Resources: Other Resources

Other Resources

CDE Student End of Year
Adequate Documentation

Open

(NEW!) Quick Reference:
Entry/Exit Fields

Open

Finding Staff/Student District
of Residence

Open

Free and Reduced Lunch
Resources

Open

English Language Instructional
Program Options

Open

English Learner Coding
Scenarios

Open



Weekly Progress Emails

Dear Academy of Arts and Knowledge Data Submissions (General & DC) Contacts,

Updates and Reminders (yellow highlighted text is new or updated for this week)

Please see below for key updates regarding collections as well as your school's status towards meeting the collection deadlines.

School Status as of 4/29/2020

School Year	Collection	Initial File Received	Level 1 Error Count	Level 2 Error Count	Summary Report Provided to School	Signed Certification Received by CSI	Other
19-20	Teacher Student Data Link (TSDL)	<i>Due 9/17/2019</i> n/a	<i>Clear by 12/20/2019</i> Course Code: n/a <i>Clear by 6/16/2020</i> Course Enrollment: n/a	N/A	n/a	<i>Due 7/9/2020</i> n/a	
19-20	End of Year (EOY)	<i>Due 3/9/2020</i> Yes	<i>Clear by 6/10/2020</i> SD: 0 SSA: 428 ACC: n/a Title I: Grad: n/a	<i>Clear by 7/14/2020</i> EOY: Attendance:		<i>To be Announced Later</i>	
19-20	SPED EOY	<i>Due 3/12/2020</i> Yes	<i>Clear by 5/12/2020</i> Child: 0 Participation: 0	<i>Clear by 6/4/2020</i>		<i>Due 6/18/2020</i>	
19-20	School Discipline	<i>Due 5/7/2020</i>	<i>Clear by two business days after first error report</i> Action: Demographic: Firearm:	N/A		<i>6/19/2020</i>	
19-20	SPED Discipline	<i>Due 5/11/2020</i>	<i>Clear by 6/3/2020</i>	<i>Clear by 7/16/2020</i>		<i>To be Announced Later</i>	

STOP HERE



Courtesy of clipart-library.com

Please complete the review of the below resources and optional exercises before continuing with this training

Resources to Review:

- [Data Submission Calendar](#)
- Collection specific trainings
- [SD](#) and [SSA](#) File Layouts
- [SD / SSA Validation Strategies Checklist](#)

Exercises to Complete:

- [Data Submissions Deadline Quiz](#)
- Select a collection or two and review what resources are available and map out in your mind how you would approach preparing for the collection. Which resources would you review and why? What are other resources available for this collection?
- Review the SD / SSA Validation Strategies Checklist October Count options.



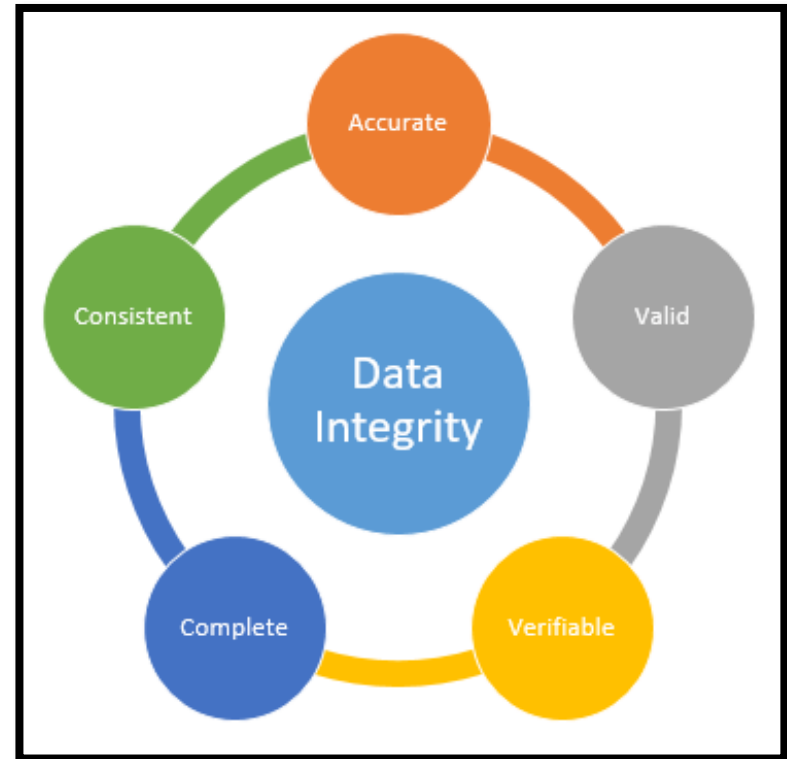
Step 2: Data Collection, Entry, and Data Update



Data Integrity

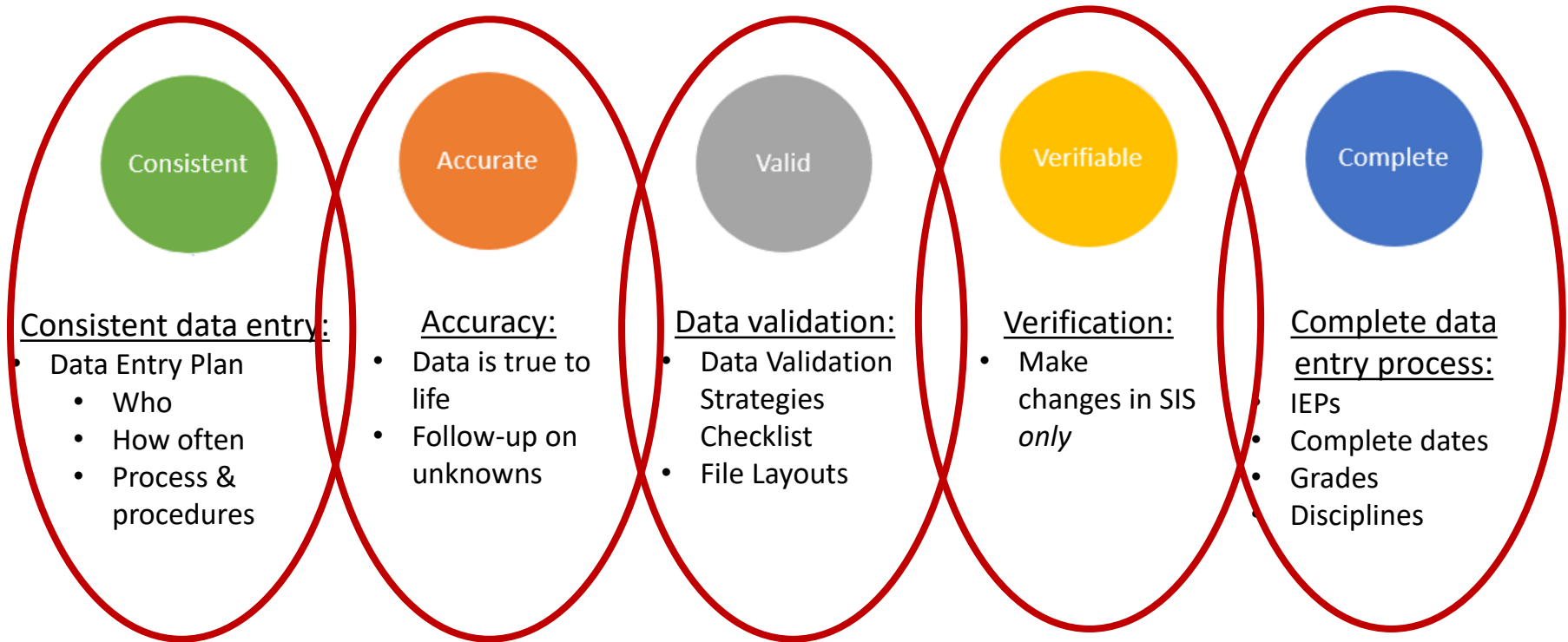
Data entry is all about data integrity.

So, what is data integrity?





Data Integrity



Consistent

Consistent data entry:

- Data Entry Plan
 - Who
 - How often
 - Process & procedures

Accurate

Accuracy:

- Data is true to life
- Follow-up on unknowns

Valid

Data validation:

- Data Validation Strategies Checklist
- File Layouts

Verifiable

Verification:

- Make changes in SIS *only*

Complete

Complete data entry process:

- IEPs
- Complete dates
- Grades
- Disciplines



Data Integrity: Data Entry



Consistent

Consistent data entry:

- Data Entry Plan
 - Who
 - How often
 - Process & procedures



Accurate

Accuracy:

- Follow-up on unknowns
- Data is true to life
- Crosswalk documentation
- SIS Resources





Complete

Complete data entry process:

- IEPs
- Complete dates
- Grades
- Disciplines



Data Integrity: Review & Update

 <p>Valid</p>	 <p>Verifiable</p>
<p><u>Data validation:</u></p> <ul style="list-style-type: none">• Data Validation Strategies Checklist• File Layouts	<p><u>Verification:</u></p> <ul style="list-style-type: none">• Make changes in SIS <i>only</i>

Collection Specific Resources: Data Validation

Data Validation Resources

<p>The Record Checker: Tutorial (13 min.)</p> <p>Slides</p> <p>Webinar</p>	<p>The Record Checker: Instructions</p> <p>Open</p>	<p>Record Checker Tool</p> <p>Open</p>
<p>SD / SSA Validation Strategies Checklist</p> <p>Open</p>	<p>Mobility Rate Validation Instructions (use when reviewing Summary Report)</p> <p>Open</p>	

Collection Specific Resources: Data Validation

Data Validation Resources

The Record Checker: Tutorial
(13 min.)

Slides

Webinar

SD / SSA Validation Strategies
Checklist

Open

CSI Data Submissions Resource



2019-2020 Data Validation Strategies Checklist SD and SSA Colorado Charter School Institute

October Count

[STUDENT COUNT](#) | [FUNDING STATUS](#) | [HOME BASED ED](#)

End of Year

[EXIT DATES/TYPES](#) | [ATTENDANCE](#)

Both October Count and End of Year

[EARLY COLLEGE](#) | [FREE AND REDUCED LUNCH](#) | [PROGRAM DATA](#) | [ENGLISH LEARNER](#) | [FOREIGN EXCHANGE & MILITARY CONNECTED](#) | [FILE SUBMISSIONS](#) | [RETENTION](#)

This checklist contains strategies for validating the Student Demographic (SD), Student School Association (SSA) and other submission files required for the October Count and End of Year data collections. Each CSI school is **strongly encouraged** to use this validation checklist throughout the year as part of your internal process for ensuring the completeness and accuracy of each collection. It's best to use this document in tandem with the file layouts for each collection (available on the collection webpages of the CSI website)

If you have any questions or would like to share your data validation strategies that can be added to this document, please email the CSI Data Submissions Team at submissions_csi@csi.state.co.us.

October Count

[Student Count \(Enrollment, Attendance, Scheduling\)](#)

- Confirm that you are using **October 2nd** as the count **date** (unless school has been approved for an alternative count date—request is due to CSI by **September 6th, 2019**).
- Confirm that your school is using the appropriate count **window** (period) using the table below (unless school has been approved for an alternative count window—request is due to CSI by **September 6th, 2019**).

October Count 2019-2020		
Pupil Count Grades	October Count Date (2019-2020)	11-Day Count Window
PK-12	Wednesday, October 2nd, 2019	Wed, Sept 25th - Wed, Oct 9th

October Count

- Confirm that all students are under the age of 21 as of the count date unless they are receiving services under an IEP and reach the age of 21 during the semester of the count date.
- Confirm that students have not met the minimum school graduation requirements as of the count date.

Data Validation



Program Data

- Compare Gifted/Talent with number of ALPs.
- Compare Primary Disability with number of IEPs.
- Compare 504 with number of 504s.
- Compare Language Proficiency values for EL students with your Plan Management System.
- Compare Homeless with number of McKinney Vento forms signed and approved by CSI (please do not mark a student as homeless until you have the signed form from CSI)
- All field types listed in the checks above should not vary significantly between the October Count and EOY in the same school year.
- Confirm that all students enrolled in post-secondary programs (concurrent enrollment and ASCENT) have been reported

Both OC & EOY

English Learner

- Confirm that English Learner students are coded properly to reflect their current status. There are 3 fields in the SD file tied to EL status: Language Proficiency; Language Background; and Language Instructional Program.
- Check that all students coded as EL have a Language Background of something other than English.
- Verify that all EL students also have both a Language Proficiency and Language Instruction Program that are non-zero filled and that they follow the logical EL progression based on how they were coded in the prior year unless there is strong evidence to not follow the progression.

Both OC & EOY

Foreign Exchange and Military Connected

- Confirm that Country of Parent's Residence is not zero-filled.
- For October Count, proof of a J-1 visa is required for funding in order to prove that the student is not paying tuition to attend your school. Submit a copy of the J-1 visa or a copy of the passport if the visa type is listed to CSI.
- Ensure that only students who have a parent or guardian who is an active duty member of the Armed Forces or full-time National Guard are coded with a "1".

Both OC & EOY



NEW! Data Validation Tool

Data Validation Resources

<p>The Record Checker: Tutorial (13 min.)</p> <p>Slides</p> <p>Webinar</p>	<p>The Record Checker: Instructions</p> <p>Open</p>	<p>Record Checker Tool</p> <p>Open</p>
<p>SD / SSA Validation Strategies Checklist</p> <p>Open</p>	<p>Mobility Rate Validation Instructions (use when reviewing Summary Report)</p> <p>Open</p>	

STOP HERE



Courtesy of clipart-library.com

Please complete the review of the below resources and optional exercises before continuing with this training

Resources to Review:

- [SD / SSA Validation Strategies Checklist](#)
- [The Record Checker: Instructions](#)
- [The Record Checker: Tutorial](#)

Exercises to Complete:

- Review the SD / SSA Validation Strategies Checklist for the validation tasks that should be done for *both* OC and EOY
- Review either the recorded training on written directions on how to use The Record Checker.



Step 3: File Extraction and Submission to CSI



Step 3: SIS File Extractions

PowerSchool

Login → Start Page → System Reports → Select applicable files depending on Collection

The screenshot shows the PowerSchool Reports interface. The left sidebar contains navigation menus for Alerting, Functions, Reports, People, Setup, and Applications. The main area is titled 'Reports' and has tabs for System, ReportWorks, State, Engine, Setup, and Enterprise Reporting. The 'State' tab is selected, showing a list of reports. Red arrows point from the 'State' tab to the 'Interchanges' section, and from the 'Interchanges' section to the 'SPED Discipline Interchange' report.

Report Name	Version	Description
Civil Rights Data Collection (2017-2018)	1.3	2017-2018 Civil Rights Data Collection (CRDC) Report
Colorado Reports		
Federal Race/Ethnicity Export	1.1	This report will extract a record for each student that contains the federal race/ethnicity values in PowerSchool as well as the state reporting race/ethnicity value string. This report is for data auditing purposes and can be run for the entire district, a single school, all students, or a selection of students.
Direct Certificate	1.6	This is a district level report that will have one record for every student enrolled on the reporting date.
Interchanges		
SPED Discipline Interchange	2.2	The purpose of the Discipline Interchange file is to capture and verify the attributes of a student with disabilities who were reported with a disciplinary action resulting from a disciplinary incident in the currently selected school year.
Statewide Course Code Mapping	1.5	This report collects information regarding the courses that are offered in the current year. The report is intended to be run district wide, but it may be run for a select school. The report extracts one record for each course that's active for the current year, into a tab-delimited file.
Graduation Guideline	1.2	The purpose of the Graduation Guidelines file is to record the credentials earned by students during the current school year.
Student - Demographic Data	2.7	The purpose of the Student Demographic file is to capture and verify the attributes of a student while he/she attended your district in the currently selected school year.
Student - School Association Data	4.4	The School Association Data Pipeline provides the records required for the Student Interchange - School Association.
Student - School Association Data - (2018-2019)	3.7	The School Association Data Pipeline provides the records required for the Student Interchange - School Association.
Student - Advanced Course Completion	3.4	This export provides the required records for the Course Completion Interchange Requirements
Teacher Student Data Link - Course Enrollment	3.7	The purpose of the Student-Teacher Data Link Interchange-Course Enrollment file is to capture the data that links the students enrolled in courses instructed during the reported school year.
Teacher Student Data Link - Course Instructor	2.6	The purpose of the Student-Teacher Data Link Interchange-Course Instructor File is to capture data that links the courses with the educator of records and contributing professionals as applicable during the reported school year.
Title I Interchange	1.2	The Title I Interchange file represents those students who have received, or will receive, Title I Targeted Assisted funding at any time during the academic year selected and the specific Title I service(s) received (e.g., Reading, Math).

Infinite Campus

Login → Start Page → CO State Reporting → Data Pipeline → Select applicable files depending on Collection

The screenshot shows the Infinite Campus 'Student Profile Interchange' tool configuration page. The left sidebar contains a navigation menu with 'CO State Reporting' expanded to show 'Data Pipeline' and 'Student Interchange'. The main area is titled 'Student Profile Interchange' and contains 'Extract Options' and 'Select Calendars' sections. Red arrows point from the 'CO State Reporting' menu to 'Data Pipeline' and then to 'Student Interchange'.

Extract Options:

- Which report would you like to run: Student Layout
- Select report format: 2019-2020 Format
- Ad Hoc Filter: [Dropdown]
- Effective Date: 07/07/2020
- Report Legal Name: [Input]
- Format: CSV

Select Calendars:

- Which calendar(s) would you like to include in the report?
 - active year
 - list by school
 - list by year

Calendar List:

- 19-20 CECA
- 19-20 CECFC HS
- 19-20 CECFC HS WM
- 19-20 CECFC MS
- 19-20 CECFC WMS
- 19-20 CECR HS
- 19-20 CECR HS HR
- 19-20 CECW EP
- 19-20 CECW EP DO NOT USE 7
- 19-20 CECW MS
- 19-20 CSEC
- 19-20 Network Support Center

Buttons: Generate Extract, Submit to Batch

Footer: Refresh, Show top 50 tasks submitted between 06/30/2020 and 07/07/2020

PowerSchool Extraction Prompt Example – Student Interchange

Student - Demographic Data

Report Information

Description The purpose of the Student Demographic file is to capture and verify the attributes of a student while he/she attended your district in the currently selected school year.
Record Expectation: In the Student Demographic file the LEA should submit 1 record per student per LEA for any student who enrolled at any point in the currently selected school year.

Version 2.7

Output File Name StudentDataPipeline_ [DistrictNumber_or_School_Abb]_PIT_ [specificDate_] [Timestamp]

Category Interchanges

Published Date 07/05/2020 05:39 AM

Comments The Point in Time (PIT) date is an OPTIONAL field. If a date is entered, only students enrolled on that date will be reported. If left blank, the report will run for all students enrolled at any time during the current school year.
Note: The student's exit date must be on or after the student's entry date.

Report Parameters (Check box on the right to save as default value)

Select Schools* Ross Montessori School - (7512) Clear All

Select Students* The Selected 0 Students Only All Students

Point in Time Date (Optional) MM/DD/YYYY **Leave Blank**

Scheduling

Please select when to run

Run Now Schedule

Student - School Association Data

Report Information

Description The purpose of the Student School Association (SSA) file is to capture the school(s) in which a student attends in your district throughout the currently selected school year for funding and accountability purposes.
Record Expectation: The LEA should submit any incident of mobility (entry, exit, grade change, etc) for each school within the LEA at any point in the currently selected school year. Since the SSA file contains funding information, a district is required to have a record at this level. For this file, a student must have at least one record and may have multiple records at the school level.

Version 4.4

Output File Name SchoolAssoc_ [fallorSpring]_ [DistrictNumber_or_School_Abb]_ [Timestamp]

Category Interchanges

Published Date 07/05/2020 05:39 AM

Comments **Record Selection:**
Student cannot be excluded from state reporting.
School cannot be excluded from state reporting.
Student has at least one enrollment record within the start and end dates of the selected school year.
Exit Dates and Exit Codes will be reported for students that have either been set as graduating or if they have exited out of school prior to the last in-session day of the year and prior to the report end date.

Report Parameters (Check box on the right to save as default value)

Select Schools* Ross Montessori School - (7512) Clear All

Select Students* The Selected 0 Students Only All Students

Fall or Spring* Fall

Report Start Date 05/20/2019 **First Day of School**

Report End Date 11/06/2019 **Last Day of School or Current Date**

Scheduling

Please select when to run

Run Now Schedule

Available Resources: Colorado PowerSchool Student Interchange File Resources

<https://docs.powerschool.com/USACO/colorado-reports-in-powerschool/reports/student-demographic-data>

<https://docs.powerschool.com/USACO/colorado-reports-in-powerschool/reports/student-school-association-data>

Infinite Campus Extraction Prompt Example – Student Interchange

Student Profile Interchange
This tool will extract data to complete the Student and Enrollment Interchange files.

Extract Options

- Which report would you like to run: **Student Layout**
- Select report format: **2019-2020 Format**
- Ad Hoc Filter: []
- Effective Date: **10/07/2020**
- Report Legal Name: []
- Format: **CSV**
- Generate Extract**
- Submit to Batch

Select Calendars

Which calendar(s) would you like to include in the report?

- active year
- list by school
- list by year

CTRL-click or SHIFT-click to select multiple

Annotations:

- Student Layout is the SD file Extraction
- Use 2020-2021 when Available

Student Profile Interchange
This tool will extract data to complete the Student and Enrollment Interchange files.

Extract Options

- Which report would you like to run: **School Association**
- Select report format: **2019-2020 Format**
- Ad Hoc Filter: []
- Effective Date: **10/07/2020**
- Count Date: **10/01/2020**
- Include Partial Enrollment:
- Report Legal Name: []
- Format: **CSV**
- Generate Extract**
- Submit to Batch

Select Calendars

Which calendar(s) would you like to include in the report?

- active year
- list by school
- list by year

CTRL-click or SHIFT-click to select multiple

Annotations:

- School Association to Extract SSA File
- Use 2020-2021 when Available
- Current Date File is being extracted
- 10/01/20 = Count Day for the year

Available Resources: Campus Community Student Interchange File Resource

<https://kb.infinitecampus.com/help/student-interchange-colorado>



File Naming Structure

- Once files are extracted, access your downloads folder to save your new files
- Do not open the files prior to saving, which will result in a loss of leading zeros. Select the Save As option and save files to a pre-created folder
- Always name files using the example below. If multiple files submitted in one day, use v2 at the end
- File names should not contain spaces

File Names Examples:

School Code, School name/abbreviation, interchange type, and date

- Student demographic Interchange file for Two Rivers Charter Academy
 - 8821TRCSSD10032020
- School student interchange file for James Irwin Charter Academy
 - 4403JICASSA10052020
- Discipline Action file for Colorado Springs Early College
 - 1795CSECDisciplineAction10102020
- SPED Participation file for Salida Montessori Charter School
 - 8061SMCSParticipation10102020



Transfer Files to FileZilla

Local Site (your computer)

File share with CSI (remote site)

The screenshot shows the FileZilla interface with two panels. The left panel, titled 'Local site', shows the local file system path 'C:\Users\Hartung_R\Desktop\Temp Files to Process\October Count Files\'. A red arrow points to the 'October Count Files' folder, which is highlighted with a red box. Below the folder view is a table of files:

Filename	Filesize	Filetype	Last modified
..			
1505_CMA_SD_10012020.csv	87,398	Microsoft...	3/10/2020 ...
1505_CMA_SSA_10012020.csv	105,871	Microsoft...	3/10/2020 ...

The right panel, titled 'Remote site', shows the path '/Colorado Military Academy/Submissions/October Count/SY 20-21/Files to Run'. A blue arrow points to the 'Files to Run' folder, which is highlighted with a blue box. Below the folder view is an empty directory listing table:

Filename	Filesize	Filetype	Last modified	Permis...	Owner...
..					

A red arrow points from the 'October Count Files' folder in the local site to the 'Files to Run' folder in the remote site. The status bar at the bottom of the local site shows '2 files. Total size: 193,269 bytes', and the remote site status bar shows 'Empty directory.'

Available Resources:

Securely sharing Data with CSI Webinar: <https://resources.csi.state.co.us/securely-sharing-data-with-csi/>

FileZilla Instructions: http://resources.csi.state.co.us/wpcontent/uploads/2019/01/CSI_FileZilla_Instructions.pdf



Transfer Files to FileZilla

- If you have not been set up with FileZilla access, please reach out to the CSI Submissions Inbox (submissions_csi@csi.state.co.us)
- Permissions vary among staff, reach out to CSI if you need access.
- Include a path or screen shot from FileZilla.
- Verify files “Files Transferred Successfully”.
- Saves CSI time on processing, gets you error reports faster!

Remote site: /Colorado Military Academy/Submissions/October Count/SY 20-21/Files to Run

- ? Career Development Incentive Program
- ? December Count
- EOY
- ? Impact Aid
- ? Industry Recognized Credential
- ? March Report Card
- October Count
 - ? SY 17-18
 - ? SY 18-19
 - ? SY 19-20
 - SY 20-21
 - ? Error Reports
 - Files to Run
 - ? Summary Certifications
- ? READ Act

Be sure to include the path that the files were submitted to

Filename	Filesize	Filetype	Last modified
1505_CMA_SSA_10012020.csv	105,8...	Microsoft Excel Co...	7/7/2020 3:25:53 PM
1505_CMA_SD_10012020.csv	87,398	Microsoft Excel Co...	7/7/2020 3:25:53 PM



Data Submissions Tracker

	A	B	H	I	J	K	M	N	O	P	Q	R	S
	School Name	School Code	Last File Ran	Submit Initial SD File (Due: 2/20/2019)	Submit Initial SSA File (Due: 2/20/2019)	Must Remove SD Duplicates for SED	SPED Errors	Level 1 Error Count SD (include 10%, add them to column M)	Level 1 Error Count SSA	Does the school have additional duplicate errors related to DC?	Clear Level 1 Errors Due: 06/13/2019	Days Until Error Cleared: (If Level 1 Cleared, Column is Blank)	Level 2 Error Count
2		0657	5/28/2019	2/5/2019	2/5/2019		0	0	0		5/21/19		0
3		0075	6/5/2019	2/20/2019	2/20/2019			0	0		04/16/2019		0
4		1279	6/21/2019	2/14/2019	2/14/2019		0	0	0		3/27/2019		0
5		1633	7/11/2019	2/20/2019	2/20/2019		0	0	0		6/13/2019		1
6		2067	6/21/2019	2/20/2019	2/20/2019		0	0	0		6/21/2019		15
7		2196	7/11/2019	2/19/2019	2/19/2019		0	0	0		6/7/2019		0
8		1505	7/11/2019	2/20/2019	2/20/2019		0	0	0		02/27/2019		35
9		1791	6/6/2019	2/20/2019	2/20/2019		0	0	0		2/20/2019		0



Weekly Update

Colorado Charter School Institute

Dear Data Submissions (General & DC) Contacts,

Updates and Reminders (yellow highlighted text is new or updated for this week)

Please see below for key updates regarding collections as well as your school's status towards meeting the collection deadlines.

School Status as of 6/26/2020 at 10:00AM
This table contains data specific to your school. Please read review it each week.

School Year	Collection	Initial File Received	Level 1 Error Count	Level 2 Error Count	Summary Report Provided to School	Signed Certification Received by CSI	Other
19-20	Teacher Student Data Link (TSDL)	Due 9/17/2019 n/a	Clear by 12/20/2019 Course Code: n/a Clear by 6/16/2020 Course Enrollment: n/a	N/A	n/a	Due 7/9/2020 n/a	
19-20	End of Year (EOY)	Due 3/9/2020 Yes	Clear by 6/10/2020 SD: 0 SSA: 0 ACC: n/a Title I: 0 Grad: n/a	Clear by 7/14/2020 EOY: 0 Attendance: 0		To be Announced Later	
19-20	SPED EOY	Due 3/12/2020 Yes	Clear by 5/12/2020 Child: 0 Participation: 0	Clear by 6/4/2020 0	Yes	Due 6/18/2020 Yes	

Reach out to Julie Eddy (jeddy@csi.state.co.us) to request the weekly email updates if you are not receiving them

STOP HERE



Courtesy of clipart-library.com

Please complete the review of the below resources and optional exercises before continuing with this training

Resources to Review:

- Colorado PowerSchool Student Interchange File Resources ([SD](#) and [SSA](#))
- [Campus Community Student Interchange File Resource](#)
- [Securely Sharing Data with CSI Webinar](#)
- [FileZilla Instructions](#)
- Similar files for other collections (SPED, Discipline etc.) can be reviewed as well, but will be covered in CSI's Resources Boot Camp module

Exercises to Complete:

- Complete a test file extraction for both the SD and SSA files. Name the files correctly and place them in FileZilla in the correct folder. Please include the word "Test" at the end of your file. Reach out to CSI to notify that the test files are available in FileZilla with necessary details included in the email.
 - **Test files should be submitted within 1 week of reviewing this training**



Step 4: Troubleshoot and Resolve Errors



Error Report Do's and Don'ts

Do



- **DO** use the error report as your checklist to ensure all errors have been reviewed and adjusted
- **DO** update your SIS based on errors and extract new files
- **DO** use the CSI resources, including the Troubleshooting Doc and File Layouts for error clearing assistance
- **DO** review each warning to determine accuracy and make updates if necessary
- **DO** provide accurate data and reach out to CSI if an exception is needed

Don't



- **DO NOT** just clear out a few errors and resubmit
- **DO NOT** make updates to the Error Report
- **DO NOT** guess at how to resolve an error
- **DO NOT** assume all data in warnings is accurate
- **DO NOT** change data just to clear an error

Step 4 - Retrieving Error Reports from FileZilla

Accessing error reports in FileZilla is essentially the same transfer process, but in reverse. Drag from the remote site directly onto your computer

Local Site (your computer)

File share with CSI (remote site)

The screenshot shows the FileZilla interface with two panels. The left panel shows the local site structure, and the right panel shows the remote site structure. A red arrow points from the 'Error Reports' folder in the remote site to the local site.

Local Site (ng_R\Desktop\Temp Files to Process\October Count Files\Error Reports to Work on)	Remote Site (/Colorado Military Academy/Submissions/October Count/SY 20-21/Error Reports)
Empty directory.	2 files. Total size: 173,867 bytes

Available Resources:

Securely sharing Data with CSI Webinar: <https://resources.csi.state.co.us/securely-sharing-data-with-csi/>

FileZilla Instructions: http://resources.csi.state.co.us/wpcontent/uploads/2019/01/CSI_FileZilla_Instructions.pdf



State Reporting Error Types

- **Level 1 Errors** – Errors related to specific file that you are working on. Typically, you will see one error report for each file submitted (if applicable).
- **Level 2 Errors** – Errors due to discrepancies across files in a collection or even across collections. Clearing errors will require understanding on which file contains information that is incorrect. Not all collections have Level 2 errors (ex. School Discipline)
- **Additional Errors** – CSI provided additional errors not included in error reports. Will require additional steps to clear
 - **SE404 errors for Student Interchange**
 - **SY108 errors for SPED Interchange**
 - **SP149 errors for the Student Demographic file (OC and EOY)**
- **Warnings** – All warnings should be reviewed for data accuracy and adjustments should be made if necessary. Several warnings will turn into errors at later phases of a collection.



Reviewing Error/Warning Reports

- All Errors must be reviewed and updated in the schools SIS with new files being submitted
- Reports can be filtered in many ways to complete error clearance, including:
 - By student name or SASID
 - Error Code
- Corrections should not be made on error reports
- All warnings should be reviewed for accuracy and updated if necessary

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	District	Error Ty	Code	Error Message	SASID	School Code	First Na	Last Na	Gender	Birth D	School	Entry G	School	School Exit Date	School	F
2	8001	E	99999	The SASID is invalid or name, birth d		1234			02	05192008	08152019	050	02	05212020	00	C
3	8001	E	SP382	There is not a matching student rec		1234			01	03292013	08152019	010	13	08262019	13	C
4	8001	E	SP136	Student does not have a valid public		1234			01	03162015	08152019	004	01	05212020	00	C
5	8001	E	SP136	Student does not have a valid public		1234			02	09052014	08222019	007	13	05212020	00	C
6	8001	E	SP136	Student does not have a valid public		1234			01	04032015	08152019	004	01	05212020	00	C
7	8001	E	SP136	Student does not have a valid public		1234			02	04092014	08202019	007	13	05212020	00	C
8	8001	E	SP136	Student does not have a valid public		1234			02	12042013	08152019	007	01	05212020	00	C
9	8001	E	SP136	Student does not have a valid public		1234			01	04202014	08152019	007	06	05212020	00	C
10	8001	E	SP136	Student does not have a valid public		1234			02	01132014	08152019	007	01	05212020	00	C
11	8001	E	SP136	Student does not have a valid public		1234			02	09062013	08152019	007	02	05212020	00	C
12	8001	E	SP136	Student does not have a valid public		1234			01	08302013	08152019	007	01	05212020	00	C
13	8001	E	SP136	Student does not have a valid public		1234			01	07312015	08152019	004	01	05212020	00	C
14	8001	E	SP136	Student does not have a valid public		1234			01	09152014	08152019	007	02	05212020	00	C
15	8001	E	SP136	Student does not have a valid public		1234			01	01102014	08152019	007	01	05212020	00	C
16	8001	E	SP136	Student does not have a valid public		1234			01	08112014	08152019	004	01	05212020	00	C
17	8001	E	SP136	Student does not have a valid public		1234			02	07112015	08152019	004	01	05212020	00	C
18	8001	E	SP136	Student does not have a valid public		1234			01	02142014	08152019	007	02	05212020	00	C
19	8001	E	SP136	Student does not have a valid public		1234			01	11222013	08152019	007	13	05212020	00	C

CSI Troubleshooting Errors Resource



Student Demographics Error Guidance								
Submission File Name	Submission File Acronym	Submission File Field Name	Submission File Excel Column	Data Element Name	Error/Warning Code	Error Type	Message	CSI Troubleshooting Notes
Student Demographic	SD	Attends District Funded HSED Program T		ATTENDS_GED_PROGRAM	SP49	Error	Attends GED Program does not contain a valid code.	Allowed values for the "Attends District Funded HSED Program" are 0=No and 1=Yes.
Student Demographic	SD	Language Proficiency Language Instruction Program	W X	LANGUAGE_PROFICIENCY LANGUAGE_INSTRUCTION_PROGRAM	SP152	Error	Student is coded with a Language Instruction Program value NOT None or NA (00) and a Language Background of English (eng). Students with a Language Background of English (eng) can only have a Language Instruction Program code of 00. English speaking students cannot be in a Language Instruction Program.	Consult the SD file layout if more clarification is needed for coding scenarios of these fields. Correct the student record in your SIS.
Student Demographic	SD	Language Proficiency	W	LANGUAGE_PROFICIENCY	SP183	Error	Student is coded as: Language Instruction Program = 00 and Language Proficiency = 1, 2, 6, or 7. All students with a Language Proficiency code of NEP (1), LEP (2), 6 (FEP M1), or 7 (FEP M2) must be reported in a Language Instruction program or as a parental refusal (96).	Consult the SD file layout if more clarification is needed for coding scenarios of these fields. Correct the student record in your SIS.
Student Demographic	SD	Language Proficiency	W	LANGUAGE_PROFICIENCY	SP181	Error	Student does not follow logical sequence for EL. Student is coded with a language proficiency code of FEP (Language Proficiency = 6, 7, 8, or 9). Last October student was coded with a Language Proficiency of FELL (5). Students who coded as FELL one year should not be coded FEP the following year.	This error is caused by an incorrect Language Proficiency status reported in the October Count data for the current school year based on what was being reported last year. Schools should not redesignate students for the current school year based on what was reported last year. You should use the next logical step in the EL Process for October Count using the suggestion in the error message unless what was coded last year was reported incorrectly. If that's the case, then email CSI an explanation as to why the student was miscoded in the October Count and CSI will request an exception from CDE.
Student Demographic	SD	Language Proficiency	W	LANGUAGE_PROFICIENCY	SP183	Error	Student does not follow logical sequence for EL. They are currently coded as Language Proficiency = FEP Monitor Year 2 (7) and last October they were coded as NEP (1) or LEP (2). Students who are redesignated to FEP must have a full year as Monitor Year 1 (8) prior to being Monitor Year 2.	This error is caused by an incorrect Language Proficiency status reported in the October Count data for the current school year based on what was being reported last year. Schools should not redesignate students for the current school year based on what was reported last year. You should use the next logical step in the EL Process for October Count using the suggestion in the error message unless what was coded last year was reported incorrectly. If that's the case, then email CSI an explanation as to why the student was miscoded in the October Count and CSI will request an exception from CDE.
Student Demographic	SD	Language Proficiency	W	LANGUAGE_PROFICIENCY	SP185	Error	Student does not follow logical sequence for EL. Student is coded as FEP Monitor Year 1, Year 2, or Exited Year 1 (Language Proficiency = 6, 7, or 8). Last October student was coded as FEP Exited (Language Proficiency = 3 and ESL/Bilingual = 4). This student was in their first year of exited status and should be coded as FEP Exit Year 2 (Language Proficiency = 8) to follow the EL sequence.	This error is caused by an incorrect Language Proficiency status reported in the October Count data for the current school year based on what was being reported last year. Schools should not redesignate students for the current school year based on what was reported last year. You should use the next logical step in the EL Process for October Count using the suggestion in the error message unless what was coded last year was reported incorrectly. If that's the case, then email CSI an explanation as to why the student was miscoded in the October Count and CSI will request an exception from CDE.

- One of *the* strongest tools you have access to.
- 24 tabs of common errors across all collections
- Living document: we *always* appreciate hearing your troubleshooting solutions
- Better when used in conjunction with collection specific File Layout – CSI additions

Available Resources:

CSI Troubleshooting Document: <https://resources.csi.state.co.us/troubleshooting-errors/>



Troubleshooting Errors Resource and File Layout and Definition Documents

Click here to return to Home tab	Submission File Name	Submission File Acronym	Submission File Field Name	Submission File Excel Column	Data Element Name	Error/Warning Code	Error Type	Message	CSI Troubleshooting Notes
	Student Demographic	SD	Language Proficiency Language Instruction Program	W X	LANGUAGE_PROFICIENCY LANGUAGE_INSTRUCTION_PROGRAM	SP152	Error	Student is coded with a Language Instruction Program value NOT None or N/A (00) and a Language Background of English (eng). Students with a Language Background of English (eng) can only have a Language Instruction Program code of 00. English speaking students cannot be in a Language Instruction Program.	Consult the SD file layout if more clarification is needed for coding scenarios of these fields. Correct the student record in your SIS.
	Student Demographic	SD	Language Proficiency	W	LANGUAGE_PROFICIENCY	SP163	Error	Student is coded as: Language Instruction Program = 00 and Language Proficiency = 1, 2, 6, or 7. All students with a Language Proficiency code of NEP (1), LEP (2), 6 (FEP M1), or 7 (FEP M2) must be reported in a Language Instruction program or as a parental refusal (98).	Consult the SD file layout if more clarification is needed for coding scenarios of these fields. Correct the student record in your SIS.
	Student Demographic	SD	Language Proficiency	W	LANGUAGE_PROFICIENCY	SP181	Error	Student does not follow logical sequence for EL. Student is coded with a language proficiency code of FEP (Language Proficiency = 6, 7, 8, or 9). Last October student was coded with a Language Proficiency of FELL (5). Students who coded as FELL one year should not be coded FEP the following year.	This error is caused by an incorrect Language Proficiency status reported in the October Count data for the current school year based on what was being reported last year. Schools should not redesignate students for the current school year based on what was reported last year. You should use the next logical step in the EL Process for October Count using the progression in



2019-2020 – Student Demographics (SD) File Layout

CSI clarifications and additions are in green font in this document.

Purpose:
The purpose of the Student Demographic file is to capture and verify the attributes of a student while he/she attended your district in the currently selected school year.

Dependencies:
Student has been assigned a SASID and updated in the RITS system.

Record Expectation:
In the Student Interchange-Student Demographic file the LEA should submit 1 record per student per LEA for any student who enrolled at any point in the currently selected school year.

Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort):
[Student October](#), [Student End of Year](#), [Special Education December Count](#), [Special Education End of Year](#), [Special Education Discipline](#), [Student Biographical Data \(SBD\) ACCESS](#), [SBD SAT](#), [SBD CMAS](#), [SBD DLM](#)

🔑 - Indicates Primary Key

* Indicates required

NOTE: ZERO-FILL ALL NON-APPLICABLE FIELDS - No blanks are allowed.
You need a header row on your file

Please note the requires field/digit length for each entry to prevent Level 1 Errors in advance.

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
School District/BOCES Code*	4	1	4	1	A2	0000	8001 for CSI schools.
Student's State ID (SASID)*	10	5	14	2	B2	0000000000	
Local ID (LASID)*	10	15	24	3	C2	0000000000	
Student's First Name*	20	25	44	4	D2	Valid name	

Available Resources:

SD File Layout and Definitions Document: <https://resources.csi.state.co.us/student-demographic-file-layout-csi-additions/>

SSA File Layout and Definitions Document: <https://resources.csi.state.co.us/student-school-association-file-layout-csi-additions/>



Other Error Clearance Resources

Resources listed below are available for most collections

Resource	Description
Data Validation Strategies Checklist	Previously discussed, but is a great option when reviewing errors to determine the correct coding
CSI Collection Specific Trainings	CSI posts collection specific trainings annually for each collection and includes a “General Overview” and a “New This Year” training
Coding Scenarios Documents	Many collections have coding scenarios documents to determine correct coding in topics such as: English Learners. SPED Participation, Human Resources, etc.
CSI Staff – Submissions Inbox	If all resources have been reviewed and you still need assistance, reach out to the submissions inbox at: csi_submissions@csi.state.co.us

All collection resource pages can be accessed from [CSI Data Submissions Library](#)



Exception Requests

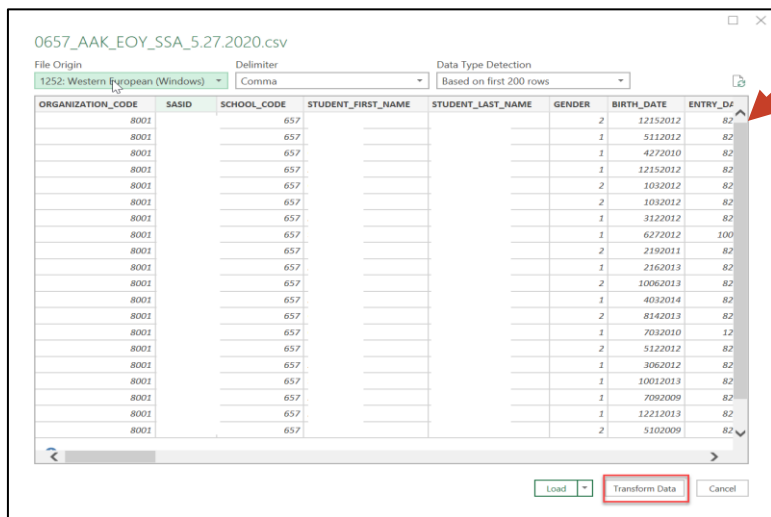
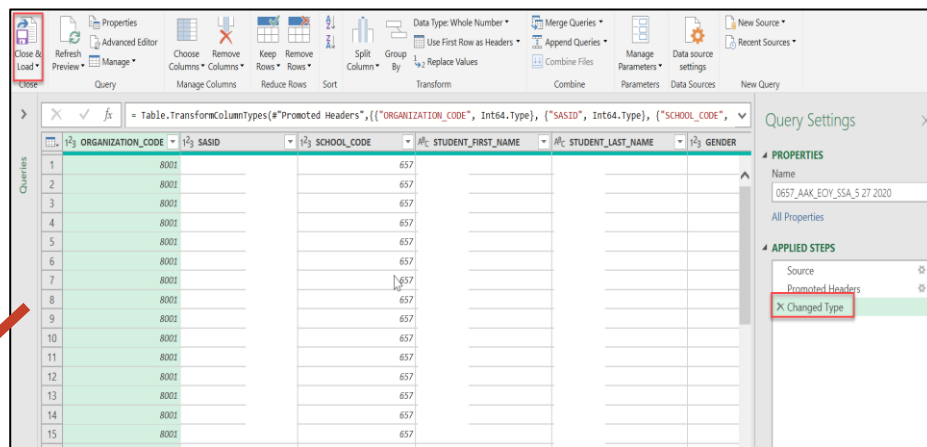
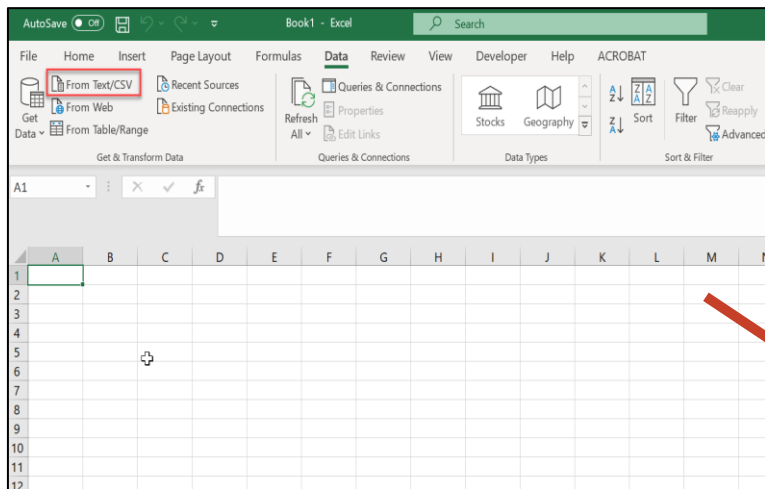
CSI believes it is more important to submit accurate data over error free. If you feel your data is correct, follow these steps:

1. Discuss error with CSI submissions staff
2. Submit the request in writing to the CSI Submissions Inbox
3. CSI will process the request with CDE
4. CDE will review the request and either approve it or provide additional coding options for the scenario and contact CSI
5. CSI will contact school to notify if exception was approved or additional file changes are necessary



Opening CSV as XLSX

Extract all files using the “Save As” option rather than opening and saving, which could lead to a loss of leading zeros.



Do NOT open the CSV file directly (use save option when extracting)– follow [instructions for converting your CSV file to an Excel \(XLS, XLSX\) file](#)

STOP HERE



Courtesy of clipart-library.com

Please complete the review of the below resources and optional exercises before continuing with this training

Resources to Review:

- [Securely sharing data with CSI Webinar](#)
- [FileZilla Instructions](#)
- [CSI Troubleshooting Errors Resource](#)
- Navigate to various collection pages to review resources on slide 64
- [Instructions for Converting your CSV file into Excel](#)

Exercises to Complete:

- 20-21 Step 4 Error Review Exercise – review the sample error report in tab 1 and complete the questions in tab 2
- Open one of the test CSV's extracted in step 3 as an Excel (xls/xlsx) file. Review the fields to ensure the leading zeros remain (i.e. Gender, DOB)

All exercises for this step are listed under the Practice Files section of the CSI Boot Camp Page here: <https://resources.csi.state.co.us/data-submissions-bootcamp/>



Step 5: Review and Certify Data



Summary Report Tips and Reminders

- Final data approval process completed to finalize collections
- Last opportunity for schools to make final edits based on information
- Reports will be provided (in FileZilla) upon Level 2 error clearance
- Team effort review – all staff involved with data should review applicable sections (i.e. SPED staff, EL staff, Registrar, etc.)
- Multiple staff members must sign off on data (collection dependent)
- Signed Certification tab can be emailed or placed in FileZilla. Do not email entire Summary Report.

Note: Early error clearance will provide an opportunity for more time to review and reach out to CSI for changes if necessary



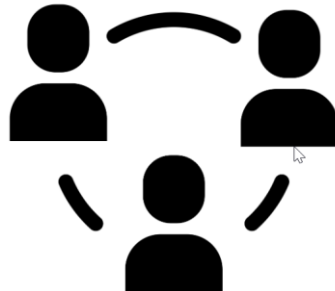
Importance of Thorough Review

Schools are responsible for thoroughly reviewing data for accuracy. An internal process for this review is recommend. The collection data reported to the State and Federally is used for:

- Funding
- Accountability
- Compliance Monitoring

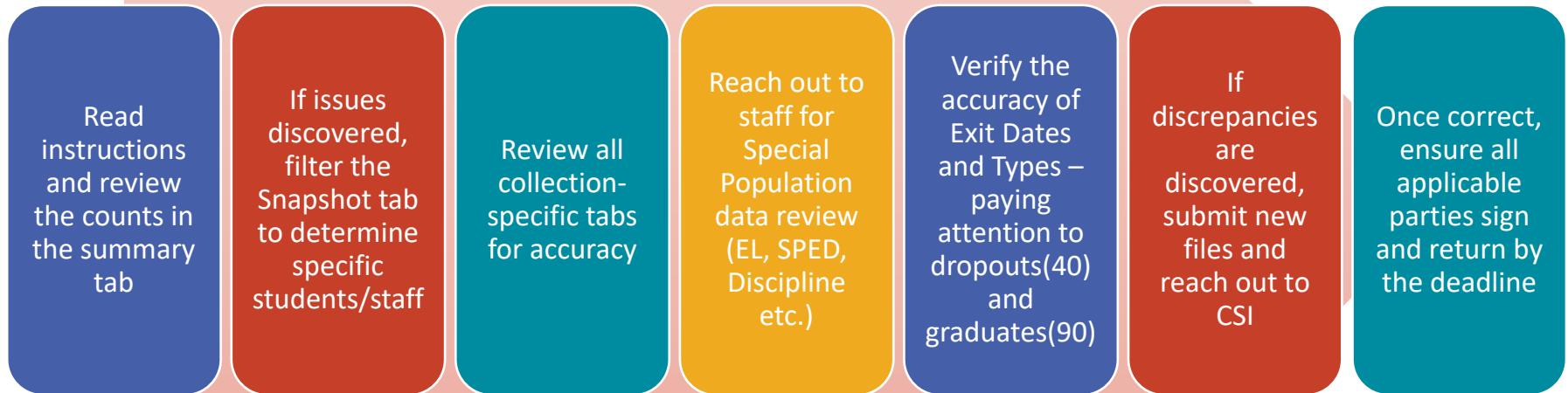
In Addition CSI uses the data for the CSI Annual Review of Schools (CARS), Student Screener, enrollment projections, the determination of tiered supports, among others.

Please review all data thoroughly and reach out to CSI when changes or updates are necessary





Data Validation Process





Summary Report Tabs

- Varies depending on Collection. All should include an Instructions tab, a Snapshot tab and a Certification Page
- Remaining tabs will vary based on collection and information necessary to review
- All tabs should be reviewed thoroughly and involve multiple staff depending on specialties

October Count

Instructions	Certification	Funding Est	ELPA Funding	Grade Counts	Gender-Ethnicity	Program Participation	Snapshot Records
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December Count

Instructions	Certification	SPED Student Counts	Student Snapshot Records	Staff Snapshot Records	Students Excluded from Snapshot	Staff Excluded from Snapshot
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Human Resources

Instructions	Certification	Staff Summary	All Staff Report	License Information	Snapshot Records
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Instructions Tab

- **First** step should always be to read the Instructions tab.
- Data files utilized and snapshot inclusion details are provided
- Ensure you follow the data discrepancy process instructions
- Provides additional tab specific descriptions and details
- Deadline dates for data updates and submission of signed certification tab will be listed here

2019-2020 October Count Summary Report

Instructions

You are receiving this summary report because your school has completed the process of reporting your **2019-2020** October Count data submissions and have cleared all known errors. Reviewing your summary report completely is an important step for your school to take in order to ensure that your data is accurate, and that you receive the maximum amount of funding for all students enrolled at your school according to the requirements set forth in the Public School Finance Act of 1994 (<https://www.cde.state.co.us/cdefinance/sfdetails>)

The data included in this summary were derived from the Student Demographic (SD), Student School Association (SSA), and Title I (if applicable) files provided in the October Count data collection from your school. **Please review the Instructions tab in this report carefully.** In some cases, prior year data has been provided so that you can compare to current year counts. Consult the **2019-2020** October Count SD and SSA file layouts regarding codes used in the Snapshot Record tab (<https://resources.csi.state.co.us/october-count-2/>). Be sure to share this report with all appropriate staff at your school to ensure the data has been fully reviewed for accuracy. Many of the individual tabs in this report have calculated cell values and those will be in **green font**, so if you alter any data in this summary report, then you could throw off those calculations.

If you find any discrepancies, please be sure to update your SIS first (i.e. PowerSchool, Infinite Campus, etc.) or the incorrect data could very likely create issues with other state collections for this school year. Once you've corrected the data in your SIS, then you have the option to create new SD, SSA, or Title I file(s) and submit them to CSI or you can notify CSI of the errors and we will correct the applicable files on our end. The second option is often preferable to limit the possibility of altering other data in your files and potentially creating new errors. We only follow this process after you are error free and have been provided your first summary report. After we have corrected the data, then CSI will provide you with an updated summary report to review again. To notify CSI of discrepancies in your data, simply send an email to submission_csi@csi.state.co.us.

After your review is complete and your school is in agreement with the data provided, then have all required staff sign the Certification tab and return an electronic copy to CSI. Please email electronic copies to submissions_csi@csi.state.co.us. **You must complete your review and return the certification tab by the deadline of November 5th.** Please notify CSI as soon as possible of any discrepancies so that we can get those corrected and provide you with a new summary report as quickly as possible and stay well within the CDE deadlines for the October Count collection.

The Snapshot Records tab in this report consists of all the records from your SD and SSA files that will be included in the official **2019-2020** October Count (often also called "Pupil Count") data. CDE uses specific criteria to determine which students will be included in the Snapshot records.

Criteria for inclusion in the Student October Snapshot:

For a SASID to be added to the snapshot it must:

- Be in both the Demographic and Student-School Association files
- Be error free in both of those files

Pull Student School Association records that meet the following criteria:

PRIMARY_SCHOOL = '1' **AND**
SCHOOL_ENTRY_DATE <= count date for the current school year **AND**
SCHOOL_EXIT_DATE is zero-filled OR SCHOOL_EXIT_DATE >= count date for the current school year **AND**
One of these conditions is met:

The student's age as of the count date >= 2 and <= 21 **OR**

The student's age as of the count date <= 21 (typically under 2) and there is an age waiver for the district or district and school code **OR**

PRIMARY_DISABILITY (from the demographics file) <> '00' then calculated age as of December 31 of the reporting school year <= 21

Note: if a student transfers between districts and attends both districts on the pupil enrollment count day, the receiving district is entitled to include the student in its funded count.



Snapshot Tab

- The snapshot tab is the total listing of error-free students, staff or other collection specific information that is being reported to the state.
- Snapshot data can be filtered to review specific sub-sets (i.e. grade level, gender, exit types, Language, FRL, etc.) of students that make up the total counts on the summary tab.
- Review to ensure that all students, staff etc. are not only reported on all files, but are being included in the snapshot.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	District	LASID	SASID	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Language	Free/Reduced Lunch	Language	Language	T
2	8001	000001204					01	06122013	0	0	0	0	1	0	05	eng	00	0	00	0
3	8001	000001184					01	09142011	0	0	0	0	1	0	05	eng	02	0	00	0
4	8001	000001207					01	04262009	0	0	0	0	1	0	05	eng	00	0	00	0
5	8001	000001177					01	10012010	1	0	0	0	1	0	04	eng	00	0	00	0
6	8001	000001194					01	03132012	0	0	0	0	1	0	05	eng	01	0	00	0
7	8001	000001194					02	09282012	0	0	1	0	0	0	02	hin	00	2	04	0
8	8001	000001204					01	09142009	0	0	1	0	0	0	02	eng	00	0	00	0
9	8001	000001207					02	12282012	0	0	0	0	1	0	05	eng	00	0	00	0
10	8001	000001184					02	02072010	0	0	0	0	1	0	05	eng	00	0	00	0
11	8001	000001194					02	08012011	0	0	0	0	1	0	05	eng	00	0	00	0
12	8001	000001194					01	02262008	0	0	0	0	1	0	05	eng	01	0	00	0
13	8001	000001155					01	02192009	0	0	0	0	1	0	05	eng	01	0	00	0
14	8001	000001194					02	09282009	0	0	0	0	1	0	05	eng	01	0	00	0
15	8001	000001194					02	09282009	0	0	0	0	1	0	05	eng	01	0	00	0



Certification Tab

- Collection certifications require a team effort on reviewing data and signatures.
- Make sure that all team members are aware that they will need to review and sign off on the data.

2019-2020 October Count Certification

By signing below, I agree that I have reviewed all applicable data for the 2019-2020 October Count submission and certify its accuracy to the best of my knowledge (all staff positions listed should review the data in this report and sign on the designated signature line).

	Signature	Date
School Leader:		
Data Submissions Coordinator:		
Special Education Coordinator:		
Section 504 Coordinator:		
ELL Coordinator:		
Gifted/Talented Contact:		
Free and Reduced Lunch Contact:		
Business Managers/Finance Contact:		

If you find discrepancies in the data, please see the Instructions tab for guidance on next steps you need to take.

This signed certification is due to CSI no later than November 5, 2019. Simply email j...

2019-2020 School Discipline Collection

2019-2020 School Discipline Certification

By signing below, I agree that I have reviewed all applicable data for the 2019-2020 School Discipline submission and certify its accuracy to the best of my knowledge.

	Signature	Date
School Leader:		
Data Submissions Coordinator:		
Primary Discipline Contact:		

If you find discrepancies in the data, please update and resubmit the applicable files (Action, Firearm, Discipline) to CSI. CSI will re-run your data and provide you with updated summary reports to review and certify.

Please return this signed certification to submissions_CSI@csi.state.co.us **no later than June 19, 2020**

2019-2020 Special Education End of Year Certification

By signing below, I agree that I have reviewed all applicable data for the 2019-2020 SPED EOY submission and certify its accuracy to the best of my knowledge.

	Signature	Date
School Leader:		
Data Submissions Coordinator:		
Special Education Contact:		

Please return this signed certification to submissions_CSI@csi.state.co.us no later than **June 18th, 2020**.

•Be sure to allow plenty of time before final collection deadline to review in case data changes are needed.

STOP HERE



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Please complete the review of the below resources and optional exercises before continuing with this training

Resources to Review:

- [Special Education End of Year Training – Summary Report Review](#)

Exercises to Complete:

- Complete a full review of the example summary report linked in this slide and identify 6 data issues or discrepancies that may be encountered when reviewing a typical summary report. Full instructions and location to place identified issues located on the Exercise Instructions tab of the report.

All exercises for this step are listed under the Practice Files section of the CSI Boot Camp Page here: <https://resources.csi.state.co.us/data-submissions-bootcamp/>



Quiz Time!!!

Click on the link in this slide to complete a short quiz on the information contained in this training. All staff reviewing this training are required to complete. Good luck!

Data Submissions Process Quiz

* Required

Roles and Resources

Your role as school Data Submissions Coordinator includes (check all that apply):

- Review weekly email update
- Meet all CSI Submission deadlines
- Inconsistent data entry practices
- Coordinate with other school staff
- Process your own files in the data pipeline
- Do not coordinate with other school staff on collections
- Request SASIDs and EDIDs

[Back](#) [Next](#)



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https://docs.google.com/forms/d/e/1FAIpQLSd_cUqEsK12G63u396EwmB9W9oZfZuXV_X_2ZpykPw_u3-Rlsw/viewform?usp=sf_link



Thank you for Reviewing this Training

Contact the Submissions Inbox with Questions:
Submissions_CSI@csi.state.co.us

