



Ensure the appropriate special education staff and data submissions staff are Full Users within Alpine and have the necessary permissions

Please ensure staff responsible for inputting special education data into Alpine Achievement have the permissions below and are full users in Alpine Achievement. If you are not a full user of Alpine Achievement, please contact your Alpine Achievement administrator to ensure staff have the necessary permissions.

1. Click **System** on the left sidebar.
2. Click on **Profile Permissions** under Accessibility.
3. Once on the Profile Permissions page, click the pencil icon under Actions next to **Special Education / SPED** group to edit the group's permissions.
4. In the Edit Permissions Profile Settings page, please be sure the **Special Education checkbox** is checked under Reporting Field Visibility.
5. Please be sure **Edit Any** is selected from the **Data Entry/Editing** dropdown under Measure Default Settings.
6. Then click **Update**.
7. To confirm whether the appropriate special education staff are included in the **Special Education / SPED** group identified above, from the Profile Permissions screen, click on the **# of Users** next to the **Special Education / SPED** group to see the users with these permissions.

The following steps will be followed by the staff member responsible for updating special education data and extracting it from Alpine for submission to CSI. (Please note: this staff member must be a Full User in Alpine.)

Ensure you have the State Reporting fields turned on. **For greatest efficiency, this step should be done at the BEGINNING OF THE SCHOOL YEAR.**

This step should be done by any staff members who are updating special education plans within their Alpine Account.

1. Click on Measures, then click on **Special Ed Plans** then **SpEd IEP**.
2. On the black menu bar, click on **Show Restr Fields**.
3. Click the “No” box next to **SpEd** so that it says “Yes.”
4. Click **“SpEd Stay On.”** By clicking “SpEd Stay On,” each of the SpEd State Reporting Fields will be visible for you to fill out each time you're updating an IEP.
5. Click **Update**.

Access the State Reporting tool

1. Click on Measures, then click on **Special Ed Plans** then **SpEd IEP**.
2. Click **Utilities**.
3. Underneath, SpEd State Reporting, click on **Verify for State**.
4. In the SpEd IEP State Verify Home screen, click the gray box next to **Add new submission**.

Actions	Name	School Year	Date
	December Count 2017	17-18	12/01/2017
	EOY 2017	16-17	06/30/2017
	December Count 2016	16-17	12/01/2016
	EOY 2016	15-16	06/30/2016
	December Count 2015	15-16	12/01/2015

SpEd IEP Home > SpEd IEP State Verify

Update Report #1-11

Name	End of Year 2021																									
Report Type	End of Year																									
Data Date Range	07/01/2020 to 06/30/2021																									
Administrative Unit	Charter School Institute																									
When was your 1st day of school?	08/24/2020																									
Include the following types of records:	<input type="checkbox"/> IEP - Always Included <input checked="" type="checkbox"/> Eligibility <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Verified for State <input checked="" type="checkbox"/> Transfer <input type="checkbox"/> Other																									
Keep submission up-to-date?	Yes																									
Include inactive records?	Yes																									
Use Additional Exclusion Rules	No View Exclusion Rule Report																									
Only include currently enrolled students?	No																									
Additional Students	Enter one SASID per line																									
Sort By	Student name																									
Show Excluded Students on Step 2?	Show																									
Excluded Students	<table border="1"> <thead> <tr> <th>Exclude</th> <th>SASID</th> <th>Name</th> <th>School</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>2285017947</td> <td>Lamy, Deven</td> <td>(no school)</td> <td>2</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3046575421</td> <td>Robinson, Ryleigh</td> <td>High Point Academy</td> <td>4</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2700790409</td> <td>Monroya, Jaeden</td> <td>High Point Academy</td> <td>5</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2990273236</td> <td>Smith-Nesl, DeSean</td> <td>High Point Academy</td> <td>5</td> </tr> </tbody> </table>	Exclude	SASID	Name	School	Grade	<input type="checkbox"/>	2285017947	Lamy, Deven	(no school)	2	<input type="checkbox"/>	3046575421	Robinson, Ryleigh	High Point Academy	4	<input type="checkbox"/>	2700790409	Monroya, Jaeden	High Point Academy	5	<input type="checkbox"/>	2990273236	Smith-Nesl, DeSean	High Point Academy	5
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Save | - or - Cancel

Step 1: Set the Submission Settings

1. Name: 20-21 End of Year
2. Report Type: End of Year
3. Data Date Range: July 1, 2020 – June 30, 2021

Note: Using this date range will pull MORE students than should be included in the report but is used to make sure the report is not missing any students. You will need to go through and remove students who were not active in the current year in the following steps.

4. Administrative Unit: Charter School Institute
5. When was your first day of school: **Add your first day of school**
6. Check all boxes (other than 'Other') for the corresponding types of records
7. Keep submissions up-to-date: Yes
8. Include inactive records: Yes
9. Use Additional Exclusion Rules: No*
10. Only include currently enrolled students: (Yes for December Count, No for End of Year)
11. Click the **Add** button
12. When taken back to the SpEd IEP State Verify Home screen, click the Action icon to the left of the 20-21 End of Year report you just created.

**Note: Verify that the "Additional Exclusions" option is marked as "No". Marking this as "Yes" tends to exclude transfer records when Date of Entry is Blank. Excluding some records may be necessary when doing this but marking "No" will ensure students will not be missed.*

Reports #12

Actions	Name	School Year	Date
	19-20 End of Year	19-20	12/01/2019
	18-19 End of Year	18-19	06/30/2019
	December Count 2018	18-19	12/01/2018
	17-18 End of Year	17-18	06/30/2018
	December Count 2017	17-18	12/01/2017
	EOY 2017	16-17	06/30/2017
	December Count 2016	16-17	12/01/2016
	EOY 2016	15-16	06/30/2016
	December Count 2015	15-16	12/01/2015
	Add new submission		

Control Panel

[Step 1: Submission Settings](#)
Click here to modify the settings of this submission, such as the data date range or name. #

Step 2: Reconcile Duplicates and Missing Data
Check your data for duplicate records and missing data in fields that are required.
Students w/Data: 42 | Students Entered: 38 | Last Upload On: 05/11/2017

[Step 3: Find and Correct Errors](#)
Use this process to check your data for errors and fix them.
Last Upload On: 07/20/2017

[Step 4: Format for CDE](#)
Once your data are ready, use this process to format it to the expected CDE format.

Step 2: Reconcile Duplicate and Missing Data

[Download File](#)
Download all data within the data date range for reconciling duplicates and missing data. #2

Upload File
After reconciling duplicates and missing data, select and upload your saved file.

File:
 No file chosen

Reference Fields #3

Student	CurSch	CurGrd	MtgDate	MtgType	Active	Keep?
Keep -->						
		5	10132015	IEP:Reeval	yes	
		5	12012015	Computed4Stat	yes	
		5	12012015	Verified4State	yes	yes
		6	10272015	IEP:Annual	yes	
		6	12012015	Computed4Stat	yes	
		6	12012015	Verified4State	yes	yes

Control Panel

[Step 1: Submission Settings](#)
Click here to modify the settings of this submission, such as the data date range or name. #5

Step 2: Reconcile Duplicates and Missing Data
Check your data for duplicate records and missing data in fields that are required.
Students w/Data: 42 | Students Entered: 38 | Last Upload On: 05/11/2017

[Step 3: Find and Correct Errors](#)
Use this process to check your data for errors and fix them.
Last Upload On: 07/20/2017

[Step 4: Format for CDE](#)
Once your data are ready, use this process to format it to the expected CDE format.

Step 2: Reconcile Duplicate and Missing Data

[Download File](#)
Download all data within the data date range for reconciling duplicates and missing data. #6-7

Upload File
After reconciling duplicates and missing data, select and upload your saved file.

File:
 No file chosen

Step 2: Reconcile Duplicates and Missing Data

1. On the SpEd IEP State Verify page, click on **Step 2**.
2. Click **Download File**.

3. Upon opening the downloaded file:
 - a. Check the yellow rows as these will be the rows included in your state reporting files.



Note: If you are missing students from this file, please review Step 1 above to ensure the criteria were set appropriately. Reach out to Alpine Achievement support staff if need be.

- b. If there are students who have NOT been enrolled in the 20-21 school year, change the "Keep?" column to 'No'.



Note: Please take the time to remove students who have not been enrolled this school year as this is an essential step for ensuring you are only addressing errors for reported students.

4. Save the Excel file. (ex: Alpine.Step2File.03032021).
5. In Alpine, go to the SpEd IEP State Verify page and choose **Step 2** again.
6. This time, click **Browse**, and select the file you saved (ex: Alpine.Step2File.03032021).
7. Click **Upload**.

Identification Fields			#3
AdminUnit	002	117	
x	1	0	
80010			
80000			!

Identification Fields			#4
AdminUnit	002	117	
x	1	0	
80010			
80000			!

Control Panel

Step 1: Submission Settings #6
Click here to modify the settings of this submission, such as the data date range or name.

Step 2: Reconcile Duplicates and Missing Data
Check your data for duplicate records and missing data in fields that are required.
Students w/Data: 42 | Students Entered: 38 | Last Upload On: 05/11/2017

Step 3: Find and Correct Errors
Use this process to check your data for errors and fix them.
Last Upload On: 07/20/2017

Step 4: Format for CDE
Once your data are ready, use this process to format it to the expected CDE format.

Step 3: Find and Correct Errors #7-

Download File
Download all reconciled records with errors marked for correction.

Upload File
After correcting errors, reupload your file below.

File:
 No file chosen

Continue this process until you have resolved all errors in this file.

5. Once you have addressed errors within this file, save the Excel file. (ex: Alpine.Step3File.03032021).
6. In Alpine, go to the SpEd IEP State Verify page and choose Step 3 again.
7. This time, click **Choose File**, and select the file you saved (ex: Alpine.Step3File.03032021).
8. Click **Upload**.

Control Panel

Step 1: Submission Settings #1
Click here to modify the settings of this submission, such as the data date range or name.

Step 2: Reconcile Duplicates and Missing Data
Check your data for duplicate records and missing data in fields that are required.
Students w/Data: 42 | Students Entered: 38 | Last Upload On: 05/11/2017

Step 3: Find and Correct Errors
Use this process to check your data for errors and fix them.
Last Upload On: 07/20/2017

Step 4: Format for CDE
Once your data are ready, use this process to format it to the expected CDE format.

Step 4: Format for CDE #2

Submission: Data Pipeline

File Format: CSV

Download Student File
Click here to download the Student file formatted for upload to the the CDE data pipeline.

Download Participation File
Click here to download your Participation file formatted for upload to the CDE data pipeline.

Step 4: Format for CDE

1. On the SpEd IEP State Verify page, click on **Step 4**.
2. Click on the **Download Student File**.
3. Click on **Download Participation file**.

DO NOT open the .csv files directly. Instead, navigate to where you've downloaded these files on your computer. Then, right click on the downloaded files to rename them, following this naming convention:

Schoolcode_schoolabbrev_file_date

3439_GVAN_Child_03032021

6219_NASL_Participation_03032021

Submit to CSI

1. Upload the Child and Participation files to FileZilla/Syncplicity (Files to Run folder). If you are new to using FileZilla, please review this module [Securely Sharing Data with CSI](#).
2. Email submissions_CSI@csi.state.co.us to let us know you're ready for us to process your December Count files.

School Updates Errors in Alpine

Once you receive an error report from CSI, you want to use the CSI error report to identify and address errors within Alpine.

1. To do so, start with the Step 2 instructions above and follow through the steps above until you are ready to extract a new Child and Participation file to submit to CSI.

Frequently Asked Questions

1. **The errors I'm seeing for SPED End of Year are the same errors I already fixed for December Count. Why?!** The updates you have made during December Count should be documented within the Alpine system. If you are not seeing those updates, please start with Step 2 in the process above.
2. **I extracted my Child and Participation files, used the Alpine Excel Tool to clean up most of the errors, and CSI is confirming my Child and Participation files are error free! However, I just added a new student to SPED/had an annual review completed since then. Do I have to go through the whole process again so that my file includes this student?** Your Child and Participation files for December Count need to include all students as of December 1st. Your Child and Participation files for SPED End of Year need to include all students over the course of the year. Please go back to Step 1 above and confirm that the *Keep submission up-to-date?* option is *Yes*. If it is, you just need to start with Step 2-4 in the process above and the changes/new additions will be included in your files.

Keep submission up-to-date?	Yes *
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4. **Should an IEP be frozen in Alpine?** Alpine does have the functionality to freeze an IEP, but there currently aren't any state laws that require schools to freeze an IEP. CSI highly recommends that schools freeze IEP's in order to ensure that the IEP content isn't changed. In the event that an IEP is altered, Alpine does have an administrative feature that tracks date/time and who logs into the IEP's.
5. **Is it okay to correct typos or edit information in an IEP?** Information in an IEP can be changed at any time as long as the IEP case manager follows the specific procedures aligned to the type of change. For example, if there's no significant change of placement (i.e. LRE is not changed), the amendment process would be followed (note that CSI recommends that these types of changes be done temporarily on the "Additional State Reporting Requirements" page to satisfy state report collections). On the other hand, if there is a significant change of placement where changes do alter the placement or services offered to the student (i.e. student would be receiving or a change in the service provider area or the staff providing services such as a change from a speech therapist to a psychologist), these type of changes would need to be made at an IEP meeting and typically, an evaluation to collect data to support the changes would need to be conducted.