

The Data Submissions Process

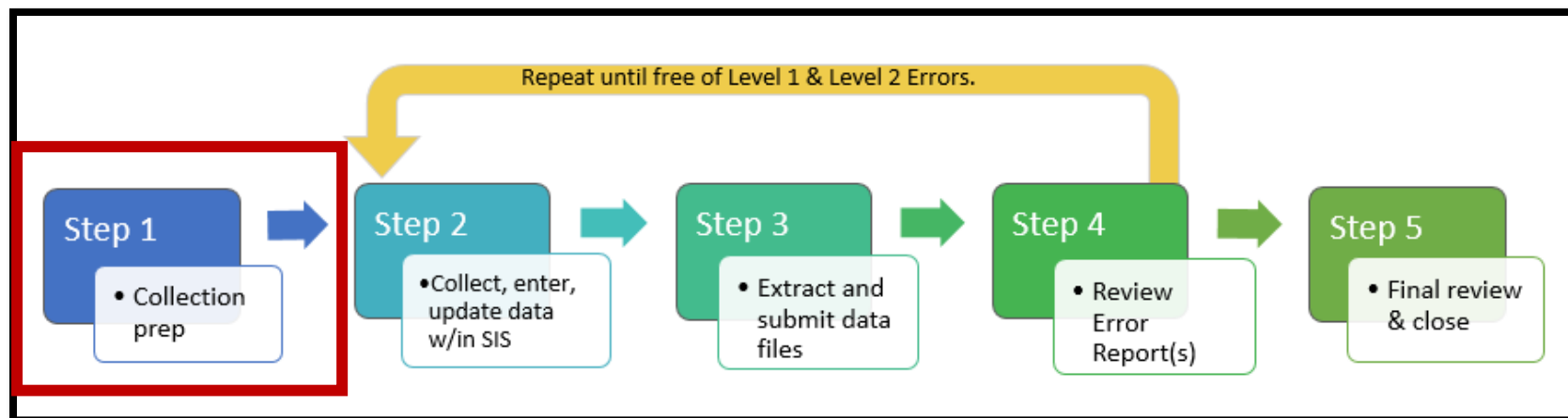
Step 1 (Collection Prep)

Data Submissions

Recorded July 2021



The Data Submissions Process





Step 1: Collection Prep





Review Collection Timeline



General Resources

General Data Submissions Resources

- Training release date
- Initial Submission
- Level 1 Error Clearance
- Level 2 Error Clearance
- Summary Report deadline
- OC & DC count days and count windows





Review Relevant 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>

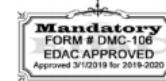
CSI Data Submissions Resources Page: <https://resources.csi.state.co.us/data-submissions-library/>





Review the File Layout

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 for a 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 for the currently selected school year.

Use Summary: (Fields from this file are used in the following CDE Collections which require

[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](#)

This resource includes:

- Data definitions
- Data format (length and expectations)
- Valid codes for each data element

- 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*	30	25	54	4	D2	Valid name	
Student's Middle Name*	30	55	84	5	E2	Valid name	





Review Initial Data Validations

Data Validation Strategies
Checklist – Discipline
Collections

Open

SPED-Discipline
Validation

October Count Validations

Open

October Count
Validation

HR Data Validation Strategies

Open

HR Collection
Validation





Record Checker Tool

Data Validation Resources

The Record Checker: Tutorial
(13 min.)

[Slides](#)

[Webinar](#)

The Record Checker Tool

[Download](#)





Obtain/Update SASID/EDIDs

See trainings on SASID and EDID Requests for more information.

SASID = State Assigned Student Identifier
EDID = Educator Identifier

SASID/EDID Resources

<p>SASID Request/Update Guide</p> <p>Open</p>	<p>SASID Request Template</p> <p>Open</p>	<p>RITS Access</p> <p>Open</p>
<p>EDID Request/Update Guide</p> <p>Open</p>	<p>EDID Request Template</p> <p>Open</p>	<p>EDIS Access</p> <p>Open</p>

CSI SASID and EDID Page:

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





Review Additional 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

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





Review the Weekly Update

Dear Academy of Arts and Knowledge Data Submissions Contacts,

All persons who have been designated as a contact for any of the student, staff (HR), or SPED collections will receive this Weekly Update. For instance, if you asked to be a secondary contact for any collections because you wish to receive communications about the collection, then you will receive this email every week. If you feel that you should no longer be a contact for collections, then please send an email to submissions.CSI@csi.state.co.us and we will work with you on updating our contacts tracking system.

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 **6/17/2021**

This table contains data specific to your school. Please 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
20-21	Teacher Student Data Link (TSDL)	Due 2/19/2021 N/A	Clear by 6/16/2021 N/A	N/A	N/A	Due 7/9/2021 N/A	
20-21	End of Year (EOY)	Due 3/9/2021 Yes	Clear by 6/10/2021 SD: 1 SSA: 1 Title I: N/A Grad: N/A	Clear by 7/14/2021 EOY: 10 Attendance: 0		To be Announced Later	Record Checker File 1 st Version Received (by 3/2/2021): Yes Record Checker File 2 nd Version Received (by mid-July 2021):
20-21	SPED EOY	Due 3/12/2021 Yes	Clear by 5/12/2021 Child: 0 Participation: 0	Clear by 6/4/2021 0	Yes	Due 6/18/2021 Yes	
20-21	School Discipline	Due 5/7/2021 No Data Provided	Clear by two business days after first error report Action: N/A Demographic: N/A Firearm: N/A	N/A	Yes	Yes	
20-21	SPED Discipline	Due 5/10/2021 No Data Provided	Clear by 6/2/2021 n/a	Clear by 7/16/2021 n/a		To be Announced Later	

Note: The numbers above refer to the numbers of errors that need to be cleared for each file/collection. If you have a zero, it means you have no errors. If Initial Files Received is blank, it means that the due date has not yet been reached or a technical issue has delayed the due date. If Level 1 is blank, it means the initial files have not yet been uploaded. If you have not cleared Level 1 errors, then your Level 2 error count will be blank. If the Summary Report Provided to School cell is blank, then CSI has not yet started to provide those.

Please be aware that there could be changes that have taken place in the statuses listed above since the time a school submitted data and your receipt of this weekly update.

If you do not have an error report that aligns with the error counts shown above, please let us know ASAP so we can provide you with the most up to date error report.





Step 1 Resources & Supports

For additional support, consider reviewing the following resources and optional exercises.

Resources to Review:

- [Data Submission Calendar](#)
- Collection specific trainings
- [SD](#) and [SSA](#) File Layouts
- [October Count Validations](#)

Exercises to Complete:

- 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.





Thank you!

For questions contact the CSI Submissions Inbox at:
submissions_csi@csi.state.co.us

