The Data Submissions Process
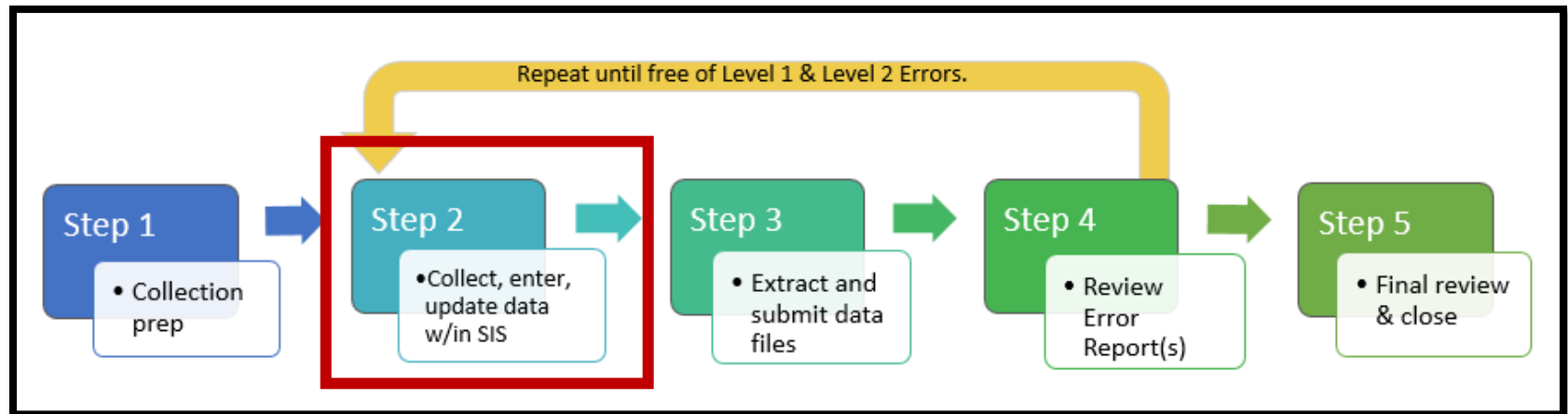## *Step 2 (Data Collection, Entry,& Update)*

Data Submissions

Recorded July 2021

COLORADO
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The Data Submissions Process

Repeat until free of Level 1 & Level 2 Errors.

Step 1
- Collection prep

Step 2
- Collect, enter, update data w/in SIS

Step 3
- Extract and submit data files

Step 4
- Review Error Report(s)

Step 5
- Final review & close

Data Integrity

Consistent	• Data entry plan that identifies Who, How often, Process & procedures
Accurate	• Data is true to life • Follow up on unknowns
Valid	• Data Validation Tools • File Layouts
Verifiable	• Data system has master data
Complete	• Comprehensive data for all students/staff and related elements

Collection-Specific Data Validation

Data Validation Resources

The Record Checker: Tutorial (13 min.)	The Record Checker: Instructions	Record Checker Tool
Slides Webinar	Open	Open

SD / SSA Validation Strategies Checklist	Mobility Rate Validation Instructions (use when reviewing Summary Report)
Open	Open

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

Collection-Specific Data Validation

Data Validation Resources

The Record Checker: Tutorial (13 min.)

Slides

Webinar

SD / SSA Validation Strategies Checklist

Open

CSI Data Submissions Resou...

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

October Count
STUDENT COUNT | FUNDING

End of Year
EXIT DATES/TYPES | ATTEND

Both October Count a
EARLY COLLEGE | FREE AND
MILITARY CONNECTED | FILE

This checklist contains strat
and other submission files r
strongly encouraged to use
ensuring the completeness
file layouts for each collecti

If you have any questions o
document, please email the

October Cou

Student Count (Enr

☐ Confirm that you are u
an alternative count date–
☐ Confirm that your scho
(unless school has been ap
September 6th, 2019).

Pupil Count Grades	Octobe
PK-12	Wedn

☐ Confirm that all studen
services under an IEP and

☐ Confirm that students
count date.

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

Data Validation Tool

Data Validation Resources

The Record Checker: Tutorial (13 min.)

Slides

Webinar

The Record Checker: Instructions

Open

Record Checker Tool

Open

SD / SSA Validation Strategies Checklist

Open

Mobility Rate Validation Instructions (use when reviewing Summary Report)

Open

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Record Check Tool

SD File Checks Tab

SSA File Checks Tab

Step 2 Resources & Supports

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

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 or the written directions on how to use The Record Checker.

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Thank you!

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