

The Data Submissions Process

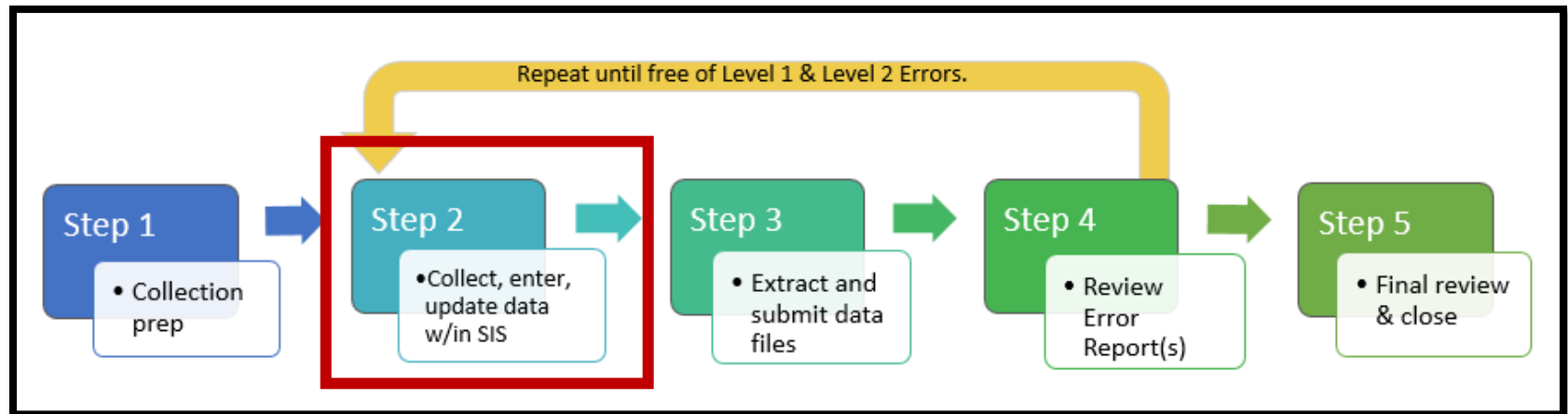
Step 2 (Data Collection, Entry, & Update)

Data Submissions

Recorded July 2021



The Data Submissions Process





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

<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 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](#)
End of Year
[EXIT DATES/TYPES](#) | [ATTENDANCE](#)
Both October Count and End of Year
[EARLY COLLEGE](#) | [FREE AND REDUCED LUNCH](#) | [MILITARY CONNECTED](#) | [FILE](#)

This checklist contains strategies and other submission files **strongly encouraged** to use ensuring the completeness of file layouts for each collection.

If you have any questions or document, please email the

October Count

Student Count (Enrollment)

- Confirm that you are using an alternative count date.
- Confirm that your school (unless school has been approved) **September 6th, 2019**.

Pupil Count Grades	October Count
PK-12	Wednesday

- Confirm that all students are coded under an IEP and
- Confirm that students are coded on the 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

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Record Check Tool

District	SASID	LASID	FirstNa	Middle	LastSur	Gender	BirthDa	Hispan	Americ	Asian	BlackO	White	Native	School	Section	Immigr	Langua	Disabil	Attend	HomeL	Primar	Langua	Langua	Special	CSA
8001	2.25E+09	100242	Elias	Lee	Leventhal	2	4272009	1	0	1	0	0	0	0	0	0	spa	0	0	0	0	1	0	0	
8001	9.67E+09	100240	Kina	NMN	Dungan	2	1082011	1	0	1	0	0	0	0	0	0	spa	0	0	0	0	1	1	0	
8001	6.07E+09	100241	Maren	NMN	Ryerson	2	4132012	1	0	1	0	0	0	0	0	0	spa	0	0	0	0	2	1	0	
8001	4.37E+09	100404	Maris	NMN	Pyne	2	8212007	1	0	0	0	1	0	0	0	0	spa	0	0	0	0	4	0	0	
8001	5.26E+09	100218	Douglas	NMN	Dulle	1	11292005	1	0	0	0	0	0	1	0	0	spa	0	0	0	0	8	1	0	
80010	5.24E+09	100064	Elouise	A	Hartigan	2	5112010	1	0	0	0	1	0	2	0	0	spa	0	0	0	0	6	1	0	
8001	9.83E+09	100032	Hilda	NMN	Yount	1	6182009	1	0	0	0	1	0	1	0	0	spa	0	0	0	0	1	1	0	
8001	5.87E+09	100057	Kindra	Naime	Rosenow	1	1062011	1	0	0	0	1	0	1	0	0	spa	0	0	0	0	2	1	0	
8001	6.79E+09	100217	Cecil	NMN	Borges	1	4302005	1	0	0	0	1	0	1	0	0	eng	0	0	0	0	0	0	0	
8001	7.63E+09	100324	Normand	Azary	Leonardi	2	7222009	1	0	0	0	1	0	0	0	0	eng	0	0	0	0	0	0	0	
8001	3.57E+09	100394	Kris	Sophia	Janzen	1	2152013	1	0	0	0	1	0	0	0	0	eng	0	0	0	0	0	0	0	
8001	3.23E+09	100153	Chia	NMN	Kulpa	1	1152006	1	0	0	0	1	0	1	0	0	spa	0	0	0	0	7	1	0	
8001	3.34E+09	100098	Cletus	NMN	Puffer	1	10082009	1	0	0	0	1	0	0	0	0	spa	0	0	0	0	5	0	0	
8001	1.69E+09	100009	Boyce	NMN	Carrasco	0	8032012	1	0	0	0	1	0	0	0	0	spa	0	0	0	0	1	1	0	
8001	4.58E+09	100212	Latia	NMN	Snedeker	2	11132005	1	0	0	0	1	0	0	0	0	spa	0	0	0	0	8	1	0	
8001	5.37E+09	100066	Irvine	Yareli	Lagrange	1	9212006	1	0	0	0	1	0	0	0	0	spa	0	0	0	0	2	1	0	
8001	4.5E+09	100074	Carson	Fabiola	Inslay	1	3082008	1	0	0	0	1	0	0	0	0	spa	0	0	0	0	2	1	0	
8001	3.36E+09	100211	Danette	E	Knox	1	11022005	1	0	0	0	1	0	0	0	0	spa	0	0	0	0	2	1	0	
8001	8.87E+09	100210	Emmett	NMN	Crawford	2	5142006	1	0	0	0	1	0	0	0	0	spa	8	0	0	0	1	1	0	
8001	8.9E+09	100393	Annabelle	Rae	Hogsett	1	5052005	1	0	0	0	1	0	0	0	0	eng	0	0	1	0	0	0	0	
8001	6.7E+09	100046	Bennett	Manuel	Foust	2	10072007	1	0	0	0	1	0	2	0	0	spa	0	0	0	0	1	1	0	
8001	8.81E+09	100063	Violette	Angel	Losoya	2	1242010	1	0	0	0	1	0	0	0	0	spa	0	0	0	0	0	0	0	
8001	3.24E+09	100209	Aundrea	Antonio	Dennisior	2	0	1	0	0	0	1	0	0	0	0	spa	0	0	0	0	0	0	0	
8001	6.32E+09	100232	Margert	Solomon-	Mickens	2	9162009	1	0	0	0	0	0	0	0	0	spa	0	0	0	0	0	0	0	
8001	3.7E+09	100250	Nannie	PlumFinal	Petrey	1	1292012	1	0	0	0	1	0	0	0	0	spa	0	0	0	0	0	0	0	
8001	8.95E+09	100298	Frederick	Viviana	Bond	1	9192006	1	0	0	0	0	1	0	0	0	spa	0	0	0	0	0	0	0	
8001	5.55E+09	100291	Lizette	NMN	Overlock	2	12082010	1	0	0	0	1	0	0	0	0	spa	0	0	0	0	0	0	0	
8001	6.61E+09	100292	Ilana	NMN	Niemeyer	1	12082010	1	0	0	0	1	0	0	0	0	spa	0	0	0	0	0	0	0	

SD File Checks Tab

District	CoSASID	SchoolCoc	FirstNa	LastSur	Sex	BirthDate	EntryDate	EntryGrad	EntryType	ExitWithd	ExitWithd	Retention	PupilsAtt	CountyCo	DistrictPa	ParentsRe	ParentsRe	PublicSch	DateFirstE	primarySc	ProgramP	ProgramP	HomeBas	Gifted	Ger/Gif
8001	2.31E+09	1234	Georgine	Saad	2	4272009	7012019	50	2	0	0	0	4	0	880	0	0	0	80	0	1	0	0	0	0
8001	9.08E+09	1234	Hermila	Riel	2	1082011	7012019	30	2	0	0	0	4	0	880	0	0	0	80	0	1	0	0	0	0
8001	4.07E+09	1234	Drucilla	Hidalgo	2	4132012	7012019	20	2	0	0	0	4	0	880	0	0	0	80	0	1	0	0	0	0
8001	4.32E+09	1234	Kylie	Rodenber	2	11162006	8132019	60	11	0	0	0	0	30	0	CO	0	80	0	1	0	0	0	0	
80010	5.86E+09	1234	Veta	Brannigan	1	11292005	7012019	80	2	0	0	0	4	0	70	0	0	0	80	0	1	0	0	0	0
8001	4.27E+09	1234	Brittane	Primm	2	5112010	7012019	40	2	0	0	0	4	0	880	0	0	0	80	0	1	0	0	0	0
8001	5.43E+09	1234	Noe	Haber	1	6182009	7012019	50	2	0	0	0	4	0	70	0	0	0	80	0	1	0	0	0	0
8001	5.65E+09	1234	Neta	Stours	1	1062011	7012019	30	2	8152019	0	0	4	0	1420	0	0	0	80	0	1	0	0	0	0
8001	0	1234	Theresa	Alessi	1	4302005	8132019	80	2	0	0	0	4	0	880	0	0	0	80	0	1	0	0	0	0
8001	3.73E+09	1234	Lance	Metzinger	1	3312009	7222019	50	5	0	0	0	4	0	0	0	0	0	80	0	1	0	0	0	0
8001	3.58E+09	1234	Ashely	Seipel	1	11102013	7012019	7	1	0	0	0	4	0	30	0	0	0	80	0	1	0	0	0	0
8001	3.32E+09	1234	Noel	Deckard	2	8092014	7172019	7	1	0	0	0	4	0	20	0	0	0	80	0	1	0	0	0	0
8001	3.15E+09	1234	Federico	Ingalls	1	1152006	7012019	80	2	0	13	0	4	0	880	0	0	0	80	0	1	0	0	0	0
8001	1.45E+09	1234	Christiane	Olah	1	3142008	8132019	60	11	0	0	0	4	0	20	0	0	0	80	0	1	0	0	0	0
8001	9.48E+09	1234	Benedict	Roessler	2	12282005	8132019	80	11	0	0	0	4	0	30	0	0	0	80	0	1	0	0	0	0
8001	7.73E+09	0	Alysia	Wilfong	1	10082009	7012019	40	2	0	0	0	4	0	880	0	0	0	80	0	1	0	0	0	0
8001	8.72E+09	1234	Rosalie	Ogles	1	8032012	0	20	2	0	0	0	4	0	880	0	0	0	82	0	1	0	0	0	0
8001	6.59E+09	1234	Nohemi	Harig	2	11132005	7012019	80	2	0	0	0	4	0	20	0	0	0	80	0	1	0	0	0	0
8001	7.67E+09	1234	Kum	Diggins	1	9212006	7012019	60	2	0	0	0	4	0	880	0	0	0	80	0	1	0	0	0	0
8001	2.88E+09	1234	Dena	Hardt	1	3082008	7012019	50	2	0	0	0	4	0	880	0	0	0	80	0	1	0	0	0	0
8001	6.59E+09	1234	Mechelle	Simon	1	11022005	8132019	80	2	0	0	0	4	0	20	0	0	0	80	0	1	0	0	0	0
8001	5.39E+09	1234	Shalon	Paschke	2	0	7012019	70	2	0	0	0	4	0	1420	0	0	0	80	0	1	0	0	0	0
8001	7.23E+09	1234	Sherley	Kunkel	1	9192006	8132019	80	2	0	0	0	4	0	880	0	0	0	80	0	1	0	0	0	0

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.





Thank you!

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

