

The Data Submissions Process

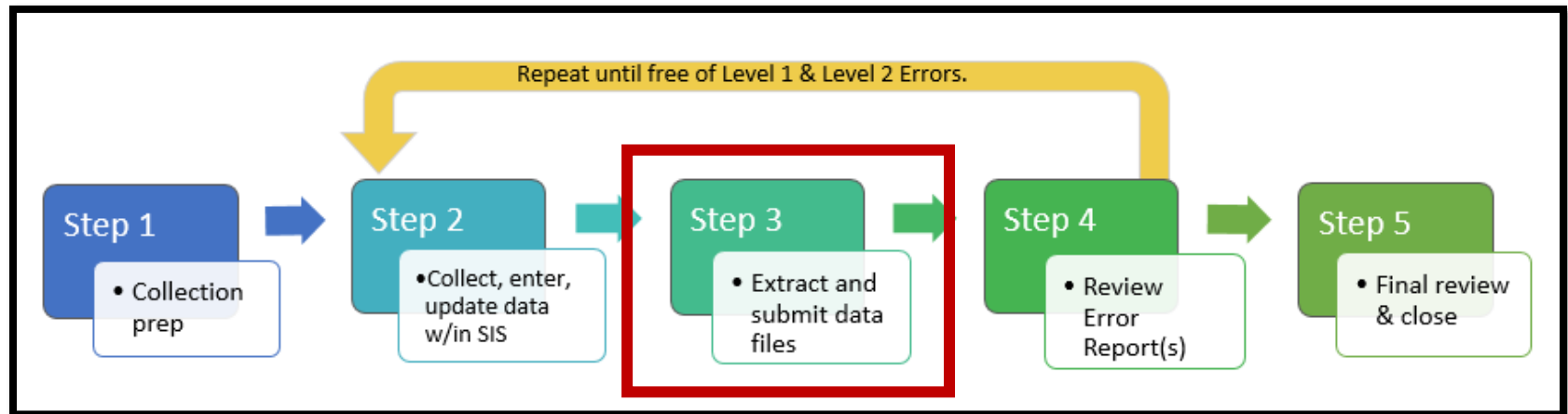
Step 3 (Data Extract & Submission)

Data Submissions

Recorded July 2021



The Data Submissions Process





PowerSchool File Extractions

PowerSchool

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

Start Page > Reports > Reports (State Reports)

Alerting
SwiftReach SwiftK12

Functions
Attendance
Daily Bulletin
Enrollment Summary
Master Schedule
Dashboard
Special Functions
Teacher Schedules

Reports
System Reports
ReportWorks

People
Student Search
Staff Search
Contact Search
Enroll New Student
New Staff Entry
New Contact Entry

Setup
School
System
Personalize

Applications
PowerLunch
PT Administrator
ReportWorks Developer
PowerSchool
Registration

Reports

System ReportWorks **State** Engine Setup Enterprise Reporting

Report	Version	Description
Civil Rights Data Collection (2017-2018)		
CRDC Report (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 Certification	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 File Extractions

Infinite Campus

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

The screenshot shows the 'Student Profile Interchange' tool interface. On the left is a navigation menu with 'CO State Reporting' and 'Data Pipeline' highlighted in red boxes. A red arrow points from 'Data Pipeline' to the 'Student Interchange' option. The main content area is titled 'Student Profile Interchange' and contains the following sections:

- Extract Options:** Includes dropdowns for 'Which report would you like to run:' (set to 'Student Layout'), 'Select report format:' (set to '2019-2020 Format'), 'Ad Hoc Filter', 'Effective Date' (set to '07/07/2020'), 'Report Legal Name' (checkbox), and 'Format' (set to 'CSV'). There are 'Generate Extract' and 'Submit to Batch' buttons.
- Select Calendars:** Includes a dropdown for 'Which calendar(s) would you like to include in the report?' with radio buttons for 'active year' (selected), 'list by school', and 'list by year'. Below is a list of calendars for '19-20', including 'CECA', 'CECFC HS', 'CECFC HS WM', 'CECFC MS', 'CECFC WMS', 'CECP HS', 'CECP HS HR', 'CECW EP', 'CECW EP DO NOT USE 7', 'CECW MS', 'CSEC', and 'Network Support Center'. A note at the bottom says 'CTRL-click or SHIFT-click to select multiple'.

At the bottom, there is a 'Refresh' button, a 'Show top' dropdown (set to '50'), and a date range filter for 'tasks submitted between' (06/30/2020 and 07/07/2020). Below this is a 'Batch Queue List' table with columns for 'Queued Time', 'Report Title', 'Status', and 'Download'.



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) <input type="checkbox"/> Clear All
Select Students*	The Selected 0 Students Only <input checked="" type="radio"/> All Students <input type="checkbox"/>
Point in Time Date (Optional)	MM/DD/YYYY <input type="text"/> <input type="button" value="..."/> 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) <input type="checkbox"/> Clear All
Select Students*	The Selected 0 Students Only <input checked="" type="radio"/> All Students <input type="checkbox"/>
Fall or Spring*	Fall <input type="checkbox"/>
Report Start Date	05/20/2019 <input type="text"/> <input type="button" value="..."/> First Day of School
Report End Date	11/06/2019 <input type="text"/> <input type="button" value="..."/> 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: [Empty]
- Effective Date: 10/07/2020
- Report Legal Name: [Empty]
- Format: CSV
- Buttons: 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: [Empty]
- Effective Date: 10/07/2020
- Count Date: 10/01/2020
- Include Partial Enrollment:
- Report Legal Name: [Empty]
- Format: CSV
- Buttons: 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





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

School Code_School Name/Abbreviation_Interchange
File Type_Date

October Count File Name Examples:

Student Demographic (SD) interchange file for Golden View Classical Academy

3393_GVCA_SD_09022021

School Student Association (SSA) interchange file for High Point Academy

0655_HPA_SSA_09022021





Transfer Files to FileZilla

Local Site (your computer)

File share with CSI (remote site)

Local site: C:\Users\Hartung_R\Desktop\Temp Files to Process\October Count Files\

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

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 ...

2 files. Total size: 193,269 bytes

Filename	Filesize	Filetype	Last modified	Permis...	Owner...
..					
Empty directory listing					

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	L	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: Done (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	

Email Submissions_CSI@csi.state.co.us to request the Weekly Update email if you are not receiving them





Step 3 Resources & Supports

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

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 and CSI staff can confirm whether it was successful.





Thank you!

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

