

# The Data Submissions Process

## *Step 5 (Review & Certify Data)*

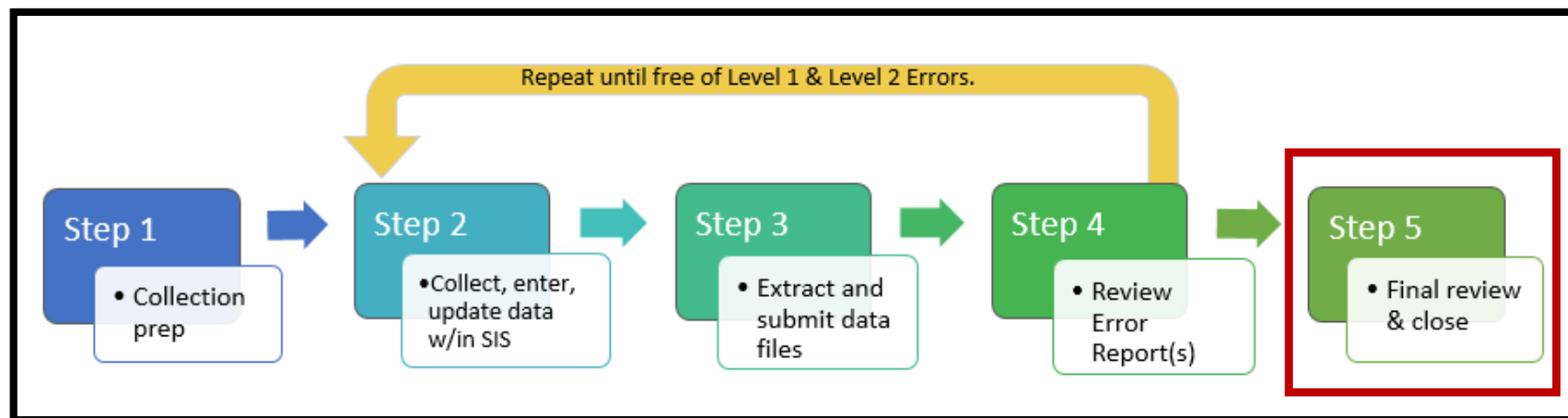
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Data Submissions

*Recorded July 2021*



# The Data Submissions Process





# Step 5: Troubleshoot and Resolve Errors



# Summary Report Do's and Don'ts

## DO

- Do review each tab of data thoroughly to verify accuracy
- Include all necessary staff in review to verify subsets of data are correct (FRL, EL, SPED etc.)
- Submit new files if inaccuracies are found
- Return signed summary by the deadline

## DO NOT

- DO NOT fail to review each tab for accuracy
- DO NOT submit prior to all applicable staff completing a thorough review
- DO NOT miss the deadlines for changes or signed submittals
- DO NOT sign without reviewing the data



# Data Collection Summary Report

- Reports provided by CSI (in FileZilla) upon Level 1 and 2 error clearance (if applicable)
- Last opportunity for schools to make final edits
- Team effort to review & certify accuracy of data
  - all staff involved with data should review applicable sections (i.e. SPED staff, EL staff, Registrar, etc.)

Note: Early error clearance will provide an opportunity for more time to review and reach out to CSI for changes if necessary

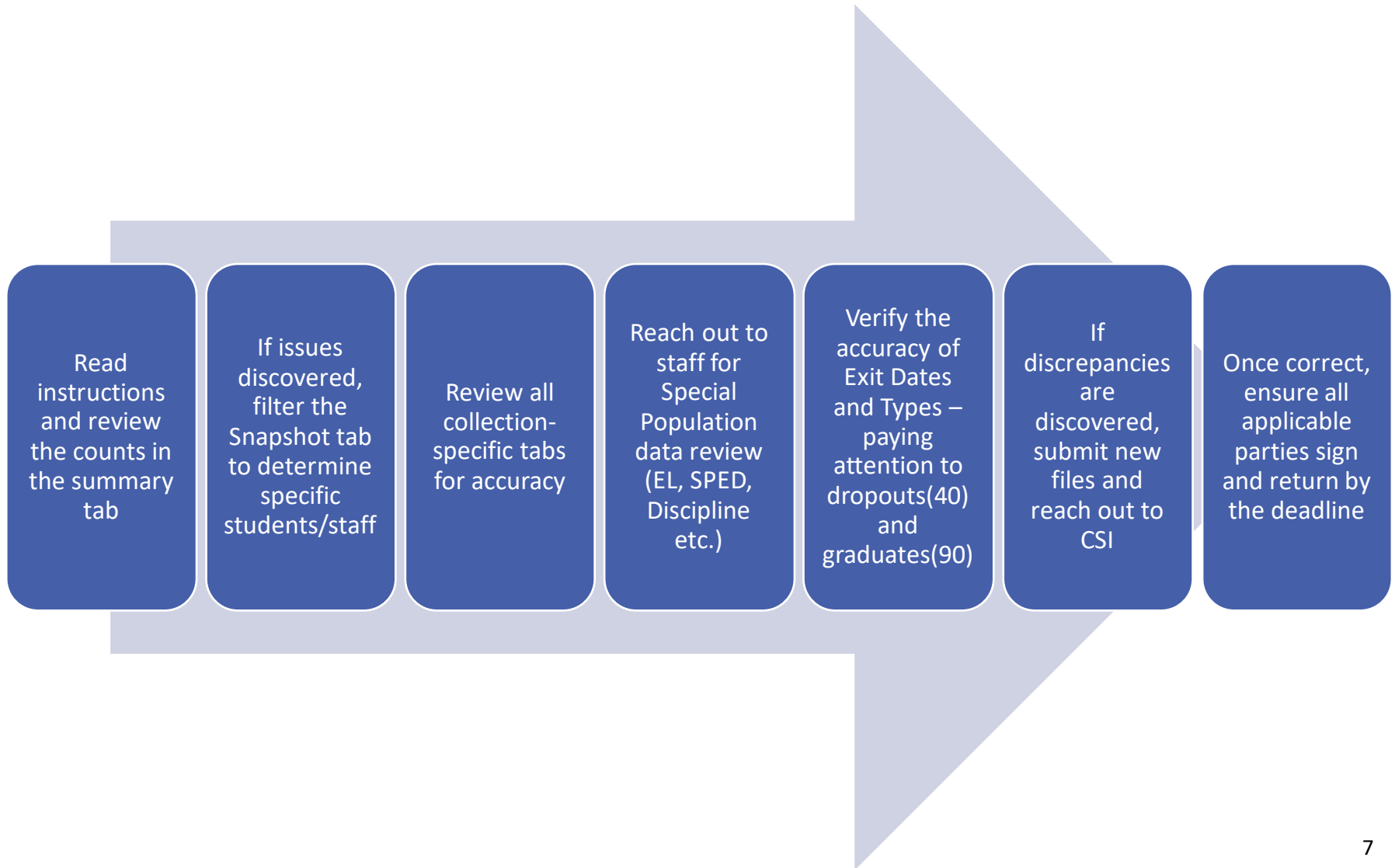


# Importance of Thorough Review

- Schools are responsible for thoroughly reviewing data for accuracy. An internal process for this review is recommend. The collection data reported to the State and Federally is used for:
  - Funding
  - Accountability
  - Compliance Monitoring
- In addition, CSI uses the data for the CSI Annual Review of Schools (CARS), Student Screener, enrollment projections, the determination of tiered supports, among others.
- **Please review all data thoroughly and reach out to CSI when changes or updates are necessary**



# Data Validation Process





# Summary Report Tabs

- Varies depending on Collection. All should include an Instructions tab, a Snapshot tab and a Certification Page
- Remaining tabs will vary based on collection and information necessary to review
- All tabs should be reviewed thoroughly and involve multiple staff depending on specialties

## October Count

<b>Instructions</b>	Certification	Funding Est	ELPA Funding	Grade Counts	Gender-Ethnicity	Program Participation	Snapshot Records
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## December Count

<b>Instructions</b>	Certification	SPED Student Counts	Student Snapshot Records	Staff Snapshot Records	Students Excluded from Snapshot	Staff Excluded from Snapshot
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## Human Resources

<b>Instructions</b>	Certification	Staff Summary	All Staff Report	License Information	Snapshot Records
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# Instructions Tab

- **Always** read the instructions tab first.
- Provides details on data files utilized and snapshot inclusion
- Ensure you follow the data discrepancy process instructions
- Includes descriptions of all tabs report contains
- Shows file update and signature deadline dates

## 2021-2022 October Count Summary Report

### Instructions

You are receiving this summary report because your school has completed the process of reporting your **2020-2021** October Count data submissions and have cleared all known errors. Reviewing your school's summary report completely will ensure that your data is accurate and that you receive the maximum amount of funding for all students enrolled at your school according to the requirements set forth in the Public School Finance Act of 1994 (<https://www.cde.state.co.us/cdefinance/sfdetails>).

The data included in this summary were derived from the Student Demographic (SD), Student School Association (SSA), and Title I (if applicable) files provided in the October Count data collection from your school. **Please review each tab in this report carefully.** In some cases, prior year data has been provided so that you can compare to current year counts. Consult the **2020-2021** October Count SD and SSA file layouts regarding codes used in the Snapshot Record tab (<https://resources.csi.state.co.us/october-count/>). Be sure to share this report with all appropriate staff at your school to ensure the data has been fully reviewed for accuracy. Many of the individual tabs in this report have calculated cell values and those will be in **green font**, so if you alter any data in this summary report, then those calculations could be negatively impacted.

**If you find any discrepancies**, please be sure to update your SIS first (i.e. PowerSchool, Infinite Campus, etc.) or the incorrect data could very likely create issues with other state collections for this school year. Once you've corrected the data in your SIS, then you have the option to 1) create new SD, SSA, or Title I file(s) and submit them to CSI or 2) you can notify CSI of the errors and we will correct the applicable files on our end. The second option is often preferable to limit the possibility of altering other data in your files and potentially creating new errors. We only follow this option after you are error free and have been provided your first summary report. After we have corrected the data, then CSI will provide you with an updated summary report to review again. To notify CSI of discrepancies in your data, simply send an email to [submission\\_csi@csi.state.co.us](mailto:submission_csi@csi.state.co.us).

**After your review is complete and your school is in agreement with the data provided**, then have all required staff sign the Certification tab and return an electronic copy to CSI. Please email electronic copies to [submissions\\_csi@csi.state.co.us](mailto:submissions_csi@csi.state.co.us). **You must complete your review and return the certification tab by the deadline of November 5th.** Please notify CSI as soon as possible of any discrepancies so that we can get those corrected and provide you with a new summary report as quickly as possible and stay well within the CDE deadlines for the October Count collection.

The Snapshot Records tab in this report consists of all the records from your SD and SSA files that will be included in the official **2020-2021** October Count (often also called "Pupil Count") data. CDE uses specific criteria to determine which students will be included in the Snapshot records.

**Criteria for inclusion in the Student October Snapshot:**

- For a SASID to be added to the snapshot it must:
  - Be in both the Demographic and Student-School Association files
  - Be error free in both of those files
- Pull Student School Association records that meet the following criteria:
  - PRIMARY\_SCHOOL = '1' **AND**
  - SCHOOL\_ENTRY\_DATE <= count date for the current school year **AND**
  - SCHOOL\_EXIT\_DATE is zero-filled OR SCHOOL\_EXIT\_DATE >= count date for the current school year **AND**
  - One of these conditions is met:
    - The student's age as of the count date >= 2 and <= 21 **OR**



# Snapshot Tab

- The snapshot tab is a listing of error-free students, staff or other collection specific information that is being reported to the state.
- Snapshot data can be filtered to review specific sub-sets (i.e. grade level, gender, exit types, Language, FRL, etc.) of students that make up the total counts on the summary tab.
- Review to ensure that all are not only reported on all files but are being included in the snapshot.

The screenshot shows the Microsoft Excel interface with the 'Data' ribbon selected. The 'Filter' button is highlighted with a red box. Below the ribbon, a data table is visible with columns for District, LASID, SASID, and various student identifiers. The table contains 15 rows of data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	District	LASID	SASID	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Student	Language	Free/Re	Language	Language	T
2	8001	00000120					01	06122013	0	0	0	0	1	0	05	eng	00	0	00	0
3	8001	00000118					01	09142011	0	0	0	0	1	0	05	eng	02	0	00	0
4	8001	00000120					01	04262009	0	0	0	0	1	0	05	eng	00	0	00	0
5	8001	00000117					01	10012010	1	0	0	0	1	0	04	eng	00	0	00	0
6	8001	00000119					01	03132012	0	0	0	0	1	0	05	eng	01	0	00	0
7	8001	00000119					02	09282012	0	0	1	0	0	0	02	hin	00	2	04	0
8	8001	00000120					01	09142009	0	0	1	0	0	0	02	eng	00	0	00	0
9	8001	00000120					02	12282012	0	0	0	0	1	0	05	eng	00	0	00	0
10	8001	00000118					02	02072010	0	0	0	0	1	0	05	eng	00	0	00	0
11	8001	00000119					02	08012011	0	0	0	0	1	0	05	eng	00	0	00	0
12	8001	00000119					01	02262008	0	0	0	0	1	0	05	eng	01	0	00	0
13	8001	00000115					01	02192009	0	0	0	0	1	0	05	eng	01	0	00	0
14	8001	00000119					02	09282009	0	0	0	0	1	0	05	eng	01	0	00	0
15	8001	00000119					02	09282009	0	0	0	0	1	0	05	eng	01	0	00	0



# Certification Tab

- Collection certifications require a team effort on reviewing data and signatures.
- Ensure that all team members are aware that they will need to review and sign off on the data.

**2020-2021 October Count Certification**

By signing below, I agree that I have reviewed all applicable data for the 2020-2021 October Count submission and certify its accuracy to the best of my knowledge (all staff positions listed should review the data in this report and sign on the designated signature line).

	Signature	Date
School Leader		
Data Submissions Coordinator		
Special Education Coordinator		
Section 504 Coordinator		
ELL Coordinator		
Gifted/Talented Contact		
Free and Reduced Lunch Contact		
Homeless Liaison		
Business Managers/Finance Contact		

If you find discrepancies in the data, please see the Instructions tab for guidance on next steps you need to take.

**This signed certification is due to CSI no later than November 5, 2020. Simply email just this signed p...**

2019-2020 School Discipline Collection

**2019-2020 School Discipline Certification**

By signing below, I agree that I have reviewed all applicable data for the 2019-2020 School Discipline submission and certify its accuracy to the best of my knowledge.

	Signature	Date
School Leader		
Data Submissions Coordinator		
Primary Discipline Contact		

If you find discrepancies in the data, please update and resubmit the applicable files (Action, Firearm, Dis...  
CSI will re-run your data and provide you with updated summary reports to review and certify.

Please return this signed certification to submissions\_CSI@csi.state.co.us **no later than June 19, 2020**

**2019-2020 Special Education End of Year Certification**

By signing below, I agree that I have reviewed all applicable data for the 2019-2020 SPED EOY submission and certify its accuracy to the best of my knowledge.

	Signature	Date
School Leader		
Data Submissions Coordinator		
Special Education Contact		

Please return this signed certification to submissions\_CSI@csi.state.co.us no later than **June 18th, 2020**.

- Allow plenty of time before final deadline to review in case changes are needed.



# Step 5 Resources & Supports

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

## Optional Exercises to Complete:

- Complete a full review of the example summary report linked in this slide and identify 6 data issues or discrepancies that may be encountered when reviewing a typical summary report. Full instructions and location to place identified issues located on the Exercise Instructions tab of the report.

All exercises for this step are listed under the Practice Files section of the CSI Boot Camp Page here: <https://resources.csi.state.co.us/data-submissions-bootcamp/>

## Optional Quiz

[The Data Submissions Process – Steps 1-5 Quiz](#)



# Thank you!

For questions contact the CSI Submissions Inbox at:  
[submissions\\_csi@csi.state.co.us](mailto:submissions_csi@csi.state.co.us)