

# New This Year: 2021-22 End of Year

Recorded February 2022



# New this year:

- Collection Dates
- Record Checker: Attendance by Special Populations table
- Graduation Guidelines – GG coding and population

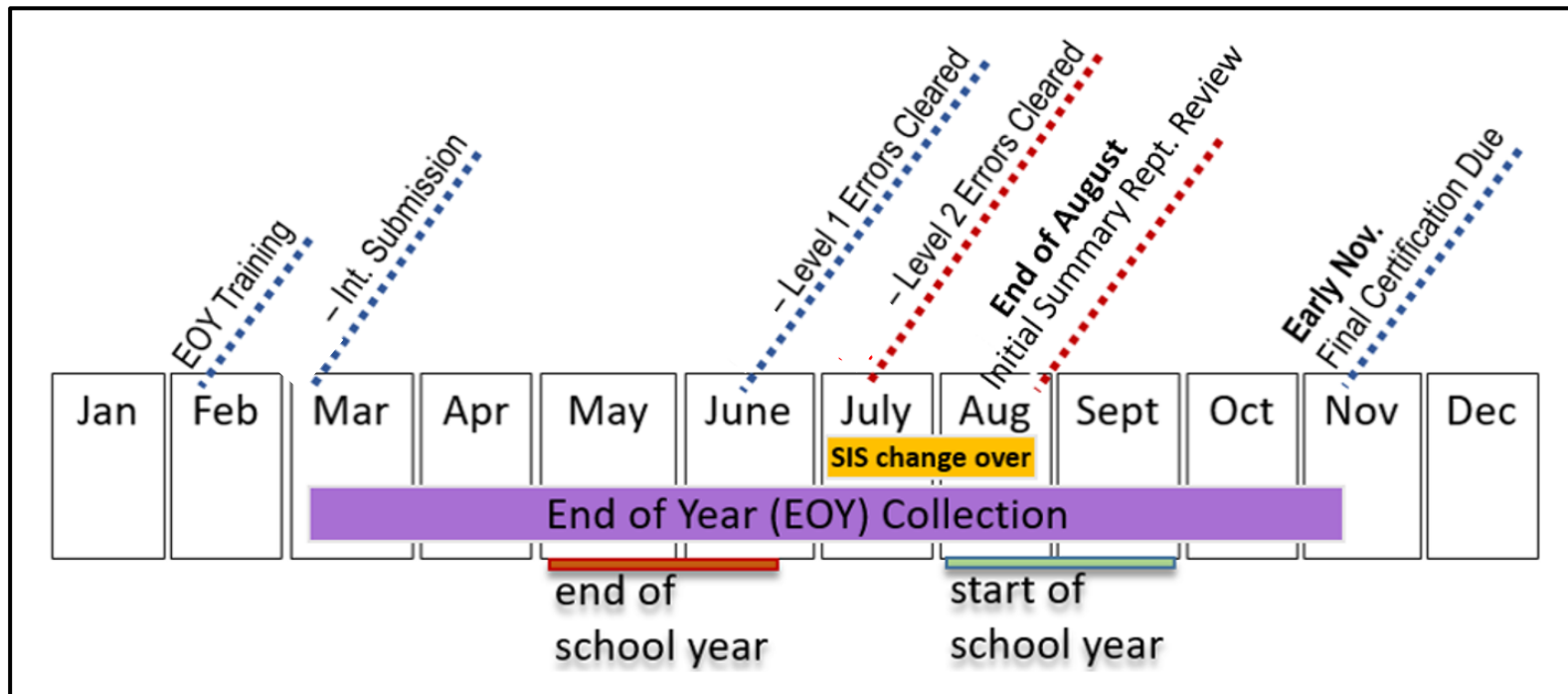
## Reminders

- Attendance Requirements
- English Learners -Potential EL issues
- FRL
- Entry/Exit coding



# Collection Dates

- ~~Record Checker Submission~~
- **March 8<sup>th</sup>** – Initial Submission
- **June 9<sup>th</sup>** – Level 1 Errors Cleared
- **July 13<sup>th</sup>** – Level 2 Errors Cleared
- **Early August** – Summary Report Review Training (required for all schools)
- **Late August** – Initial Summary Report Review
- **Early November** – Final Certification Due





# Record Checker Tool



# Data Overview Tab

CSI's Diversity & Equity Initiative: promote data quality, particularly around the identification of special populations

21-22 End of Year Collection Record Checker

**Data Overview Page**

This data serves as both a way to **check for errors before initial submission** as well a general **data validation tool**. Think of it as a preemptive Summary Report.

This first page will show issues with your current data that will trigger errors. These errors, for the most part, are highlighted in yellow on the SD & SSA File Error Checks tabs. Be sure to address these and check them with the Record Checker before your initial submission.

Please share this data overview with staff who work in those areas. Share the FRL and Homeless page with your MKV coordinator; IEP enrollments with your SPED coordinator; GT data with GT coordinator, etc.

## Attendance by Demographic

Population	# of students with unexcused absences	Total days of unexcused absences	Average Days Unexcused Absences	Truant 4 or more days a month	Truant 10 or more days a school year	Truant both conditions	Days missed for out of school suspension (OSS)
504	51	201	3.94	1	1	0	0
SWD	89	582.5	6.54	3	1	0	21
MKV	14	95.5	6.82	1	1	1	0
EL	169	862.5	5.1	1	1	1	38

Students Exiting w/in last two weeks of school (students exiting two weeks prior to the	2	EL students needing language instruction (LIP) code (check that student is not wrongly marked non-eng. if	2

End of Year Collection Record Checker 1 SY 21-22



# Graduation Guidelines



# What's new this year

GG File Initial Submission Deadline

**03/08/2022**





# Who



- All students with Anticipated Year of Graduation (AYG) of 2022
- This includes
  - 3 year graduates
  - 5<sup>th</sup>+ year seniors who were to graduation in 2021





# Reminders



# Attendance Requirements

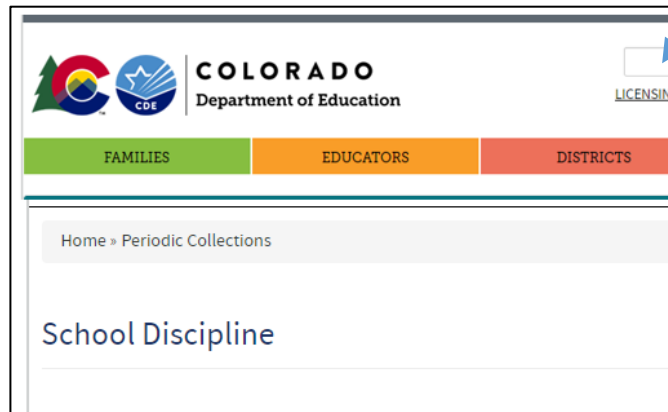
Complete and accurate attendance data is required for all CSI schools.

Aggregate to Individual



Attendance Snapshot MUST be error free by

**MAY 13<sup>th</sup>**





# Consistency between OC and EOY

## EL FIELDS STAY THE SAME

ACCESS Testing

SIS rollover to 21-22 SY

Update EL status based on ACCESS testing

S	X	AA
Language Background	Language Proficiency	Language Instruction Program
eng	0	00
spa	2	01
spa	2	01
spa	2	04

Updates from ACCESS testing should not be made until after your SIS roll-over to the new school year.



# Reminder: FRL Eligibility Status End Date

**FRL**  
end date  $\neq$  LAST DAY  
of SCHOOL

If a student's Free and Reduced Lunch eligibility takes them through the end of the school year then status end dates **should not** be the last day of school.

**USE DATE NO  
EARLIER THAN 06/30**



# To avoid misreporting FRL data

- Use end date 06/30 - **NOT** the last day of school
- Compare FRL data on Record Checker Tool

Free/Reduced Lunch (data from SD file)	
Free Lunch	328
Reduced Lunch	168
Total	496



Free/Reduced Lunch (data from SD file)	
Free Lunch	5
Reduced Lunch	2
Total	7

- **ALWAYS** review Summary Report FRL data

	Not Eligible Lunch count in SD File	Free Lunch count in SD File	Reduced Lunch count in SD File	Your October Count FRL counts varied significantly. Please be sure to check your FRL Counts.
EOY FRL-->	291	2	0	
OC FRL-->	51	165	45	



# Reminder: Review Entry/Exit Codes and Dates

## End of Year File Layouts

Student School Association  
(SSA) File Layout – CSI  
Additions

Open

## Training

EOY Training: Exit Fields

Slides

Webinar

## Other Resources

Quick Reference: Entry/Exit  
Fields

Open

Review Exit Codes  
on the SAA File  
Layout.





# Next Steps



# <https://resources.csi.state.co.us/end-of-year/>

**EOY Record Checker Instructions (updated)**  
(Please read instructions in full)

The Record Checker Tool is an Excel template which identifies missing data and potential errors by highlighting data cells that could cause errors.  
**Note:** For EOY 20-21 you will need to submit your completed Record Checker to CSI via FileZilla twice during the collection. The first time will be prior to your initial submission in order to clear early errors. The second Record Check submission will be prior to rolling over your SIS to the 21-22 calendar. This is for you to check that EL, FRL, and Attendance numbers are same values, or very close, as they were during your first submission. There should not be significant changes in these numbers between submissions.

**General overview:**

1. Make a copy of this template/file and name it **EOY\_Collection\_RecordCheck\_[date]** being sure to insert today's date in the [date] field.
2. Download SD data from SIS, saving as a CSV file. Copy/paste this data into 'SD Raw Data' tab.
3. Download SSA data from SIS, saving as a CSV file. Copy/paste this data into 'SSA Raw Data' tab.  
**Note:** Once downloaded, these files can be opened and reviewed. You will not see the leading zeros on the opened CSV, but the Record Checker Tool is designed to flag issues on the file without leading zeros. This is for ease of use so schools can just open the file and paste rather than opening the CSV file as an Excel before using the template.
4. Review the SD File Error Checks and SSA File Error Checks tabs. Cells containing data issues that will trigger errors are highlighted. A list of errors that will be flagged can be found below on the second page of this tab.
5. **New this year** is the Data Overview tab. This tab is modeled after many of the data validations you see in Summary Reports. The tab serves to highlight some potential errors as well as validate data and student population numbers. While the Data Overview tab does highlight some errors, it by no means covers everything highlighted on the SD File Error Checks and SSA File Error Checks tabs so be sure to review those tabs in full.
6. Make the necessary corrections in your SIS.
7. Once updates are complete, new files can be extracted and pasted into the template to double check all issues have been addressed.
8. Submit your completed Record Checker to FileZilla.

Potential errors NOT flagged by the Record Checker	Potential Flags of Accurate Data
Issues with SASIDs not matching what is in RITS.	Part-Time Funding for students not in Kindergarten may be correct.
Age to Grade inconsistencies.	Students coded as FEP Exited Year 1 or 2 (8 or 9) may not need a Language Instruction Program.
Duplicate SASIDs across CSI schools.	District of Residence field may potentially be zero filled in very rare circumstances where State of residence field is included.
Overlapping enrollments across CSI schools.	The Pupils Attendance Information may not be 04 on extremely rare occasion.
Incorrect School Codes.	All Attendance fields will flag if zero filled, including excused and unexcused. This may be accurate for students with no absences.
English Learner logical progression issues.	





Send questions to:  
[submissions\\_csi@csi.state.co.us](mailto:submissions_csi@csi.state.co.us)

Thank you

Graphics from pixabay.com