

Report Card March (RCM)

2021-2022 Instructions to CSI Schools



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General Overview

The Report Card March (RCM) collection contains descriptors of schools, including course offerings, health and wellness information, and programs. The data is used to populate school descriptors in [SchoolVIEW](#), the Colorado Department of Education online data and accountability application for the purpose of analyzing student performance and to inform education improvements at the policy, state board and classroom level.

Please follow the instructions in this document to successfully complete the Report Card March collection for your school. **New or modified text for this year is highlighted in yellow throughout the instructions below.**

Timeline & Deadlines

- Check the [Data Submissions Calendar](#) for collection deadlines.
- Watch the **Weekly Update** emails for announcements and the current progress for your school.

****Please note: If your school is scheduled to be on Spring Break during dates that coincide with the Report Card March timeline, then you are highly encouraged to submit your files earlier than the deadlines.****

File Layout Resource

- You will need to download a copy of the current year **Report Card March File Layout - CSI Additions** available on the [RCM webpage](#).
- The [RCM File Layout](#) contains data definitions for each field in the RCM to help you determine the most appropriate response for each field. **Do not use a prior year file layout!**
- **For 21-22, CDE has added a new field named “COVID Response Remote Learning Days”.** Schools should carefully review the field definition within the 21-22 file layout document in order to report accurately for this new field. For all other fields, schools should report the RCM data as it would be for a normal year without the effects of the COVID pandemic.
- **All fields are required and cannot be left blank** except for the final “If Other (Specify)” field in the bullying section (if you answered YES to the field just before it).
- **Please read the definition** of each field before selecting your response.
- The **Professional Development Days** field must be populated with a numeric value of the scheduled number of PD days in the current school year (fiscal year), i.e. July through June. It is not a Yes/No field! Calculate in terms of days and not hours. A warning will be issued if the value is greater than 21. See the File Layout for more specifics

and how to code half days.

File Submission Process

Returning Schools (reported RCM the prior school year)

Returning schools can choose between the two options below for submitting a file for this year. **Schools will usually find it much easier to use Option 1.**

- **Returning School Option 1**— Use the prepopulated starting point file to create your file for this year.
 - Prepopulated starting point files have been uploaded to FileZilla under March Report Card/SY 21-22/Starting Point.
 - The data in the starting point file is based on what your school reported during the prior school year. For 21-22, the starting point file will include the new “COVID Response Remote Learning Days” field.
 - Follow these steps to submit your file:
 - Download the starting point file from FileZilla to your computer.
 - Update all data fields in the starting point file for the current year using the [File Layout](#) resource to correctly update each field. Be sure to review each field definition in order to report accurately—please do not assume what the data should be based on the field name.
 - Name the file with the following format: school code_school_RCM_currentdate (Example for High Point Academy: 0655_HPA_RCM_03042022)
 - Upload the updated file to FZ under March Report Card/SY 21-22/Files to Run.
 - Send an email to submissions_csi@csi.state.co.us to let CSI know that you have uploaded your file. CSI will process your file and let you know if there are errors along with next steps.
 - **If you find there are no changes** that need to be made for this year in your starting point file, then simply send an email to submissions_csi@csi.state.co.us with an explanation that there are no changes to be made. CSI will let you know next steps.
 - The above point is typically true, but for 21-22 you will need to address the new field.
- **Returning School Option 2**— Extract a new file from your SIS.
 - The RCM extract may still not be available in Infinite Campus. Historically, it has only been available for PowerSchool.
 - Please know that if your school did not update your SIS correctly at the start of school year for the data attributes associated with the Report Card March, then the extract file will not pull the correct data and you will need to manually edit the file before submitting to CSI. **(You should always double check the file results anyway!)**
 - Follow these steps to submit your file:
 - Extract the Report Card March file from your SIS (look under state report extracts).
 - Using the File Layout resource, review each field in the file for accuracy and update as needed.
 - Name the file with the following format: school code_school_RCM_currentdate (Example for High Point Academy: 0655_HPA_RCM_03042022)
 - Upload the updated file to FZ under March Report Card/SY 21-22/Files to Run.
 - Send an email to submissions_csi@csi.state.co.us to let CSI know that you have uploaded your file. CSI will process your file and let you know if there are errors along with next steps.

New Schools (did not report RCM the prior school year)

New schools can choose between the two options below for submitting a file for this year.

- **New School Option 1**— Use the current year **Report Card March Template** to create your file for this year.
 - Follow these steps to submit your file:
 - Download the template available on the [RCM webpage](#) to your computer.
 - The template is simply a blank Excel file with a header row consisting of each field that needs to be reported in the RCM.
 - Populate all data fields in the template file for the current year using the File Layout resource to correctly fill in each data value.
 - Name the file with the following format: school code_school_RCM_currentdate (Example for High Point Academy: 0655_HPA_RCM_03042022)
 - Upload the file to FZ under March Report Card/SY 21-22/Files to Run.
 - Send an email to submissions_csi@csi.state.co.us to let CSI know that you have uploaded your file. CSI will process your file and let you know if there are errors along with next steps.
- **New School Option 2**— Extract a new file from your SIS.
 - The RCM extract may still not be available in Infinite Campus. Historically, it has only been available for PowerSchool.
 - Please know that if your school did not update your SIS correctly at the start of school year for the data attributes associated with the Report Card March, then the extract file will not pull the correct data and you will need to manually edit the file before submitting to CSI. (You should always double check the file results anyway!)
 - Follow these steps to submit your file:
 - Extract the Report Card March file from your SIS (look under state report extracts).
 - Using the File Layout resource, review each field in the file for accuracy and update as needed.
 - Name the file with the following format: school code_school_RCM_currentdate (Example for High Point Academy: 0655_HPA_RCM_03042022)
 - Upload the updated file to FZ under March Report Card/SY 21-22/Files to Run.
 - Send an email to submissions_csi@csi.state.co.us to let CSI know that you have uploaded your file. CSI will process your file and let you know if there are errors along with next steps.

Correcting Errors

- CSI will let you know if there are errors to correct in your file. This collection doesn't have typical error reports.
- If you have errors, then you will want to use the resources listed below to correct your data and resubmit a new file in FileZilla (under March Report Card/SY 21-22/Files to Run).
 - Look up error correction guidance by specific error code in our [Troubleshooting Errors](#) Google document.
 - Oftentimes, the File Layout resource on the [RCM webpage](#) will provide helpful information/clues on fixing errors.
- Please be sure to update the current date in each corrected file version you upload to FileZilla so that CSI can keep track of the most recent file. If you submit multiple files on the same date, then leave the date the same in the file name and just add on V2, V3, etc.

Certification Form

Once your file is error free for this year, then a **Certification** form (rather than a full summary report) will be made available for you to conduct a final data review, sign off on, and provide back to CSI as confirmation that the data you have provided is complete and accurate to the best of your knowledge.

- Certification forms will be uploaded to FileZilla under March Report Card/SY 21-22/Certification Form.
- Once CSI has notified you that the form is available in FileZilla:
 - Download and print the form.
 - Conduct a review of the data with your Head of School.
 - **If everything is correct**, then the Head of School signs and dates the document.

Scan and upload the signed certification back to FileZilla or email to submissions_csi@csi.state.co.us. Please notify CSI at this email address if you upload the form to FileZilla.

- **If you find data to correct**, then submit a corrected RCM data file to FileZilla under March Report Card/**SY 21-22**/Files to Run and notify CSI at submissions_csi@csi.state.co.us that you have uploaded a new file. CSI will process the file and provide an updated Certification form.
 - Instead of submitting a corrected RCM data file, you may also contact CSI with a description of what needs to be corrected and we will make the corrections on our end.
 - Please do not update data in the Certification form and return it without letting CSI know that you made changes. We will not be expecting you to make changes to the form, which means that the changes will not be made in the official submission to the state.