

The Data Submissions Process

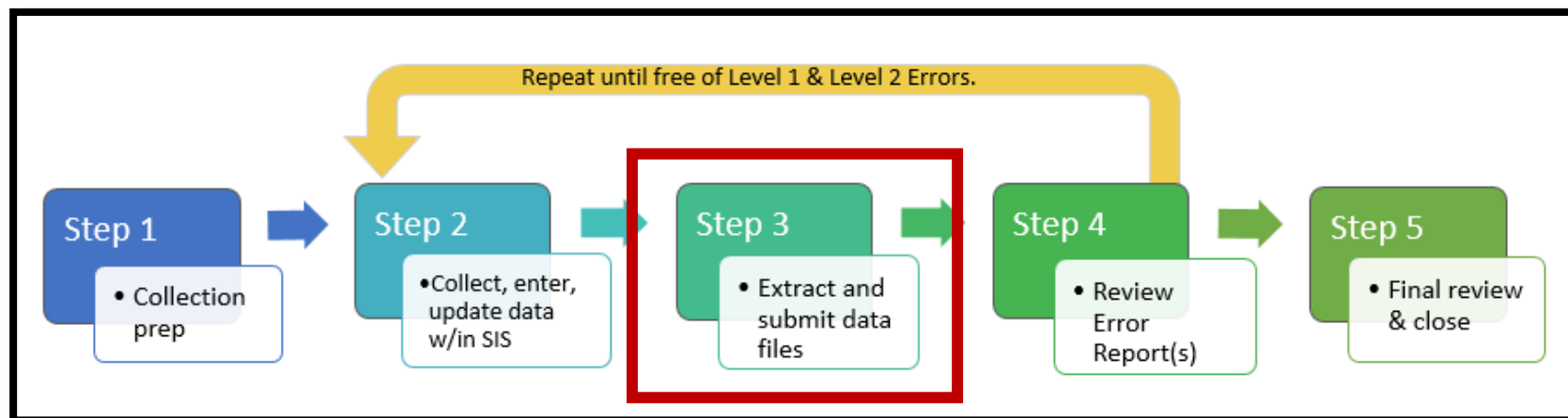
Step 3 (Data Extract & Submission)

Data Submissions

Recorded July 2022



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

Collection	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. The left sidebar contains a navigation menu with the following items: Index, Search, Search Campus Tools, User Communication, Assessment, System Administration, FRAM, Messenger, Surveys, **CO State Reporting** (highlighted), Pre-Coded Labels, VE-135 File, Standard Course Code Extract, READ Act Extract, **Data Pipeline** (highlighted), EDIS Export, RITS Export, EDIS/RITS Import, School Discipline and Att, SPED Discipline Intercha, SPED IEP Interchange, **Student Interchange** (highlighted), Title 1, TSDL Interchange, Kindergarten Readiness, Federal Reporting, and Professional Development. A red arrow points from the 'Data Pipeline' menu item to the main content area.

The main content area is titled 'Student Profile Interchange' and contains the following sections:

- Extract Options:**
 - Which report would you like to run: Student Layout
 - Select report format: 2019-2020 Format
 - Ad Hoc Filter: [Dropdown]
 - Effective Date: 07/07/2020
 - Report Legal Name: [Checkbox]
 - 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
 - 19-20 CECA
 - 19-20 CECFC HS
 - 19-20 CECFC HS WM
 - 19-20 CECFC MS
 - 19-20 CECFC WMS
 - 19-20 CECFP HS
 - 19-20 CECFP HS HR
 - 19-20 CECW EP
 - 19-20 CECW EP DO NOT USE 7.
 - 19-20 CECW MS
 - 19-20 CSEC
 - 19-20 Network Support Center

At the bottom of the main content area, there is a 'Batch Queue List' table with columns: Queued Time, Report Title, Status, and Download. Above the table, there are controls for 'Refresh', 'Show top 50 tasks submitted between 06/30/2020 and 07/07/2020'.



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) Clear All

Select Students*: The Selected 0 Students Only All Students

Point in Time Date (Optional): MM/DD/YYYY

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 Detection: 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) Clear All

Select Students*: The Selected 0 Students Only All Students

Fall or Spring: Fall

Report Start Date: 05/20/2019

Report End Date: 11/05/2019

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





Use G-Drive for File Transfers

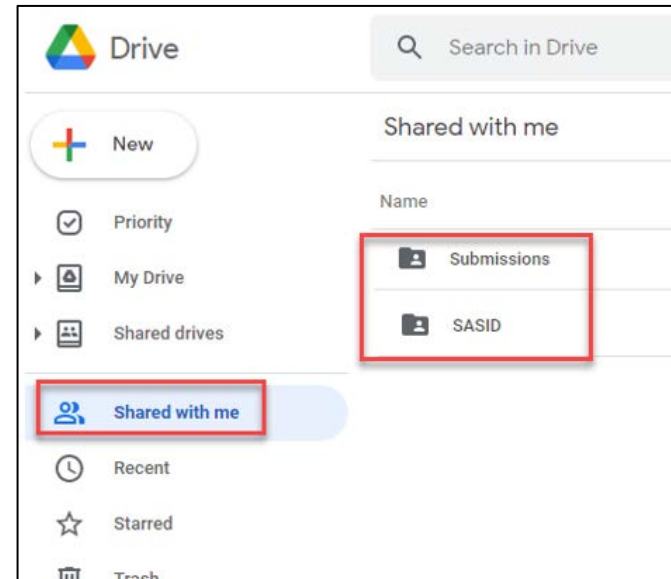
- Schools should exchange all sensitive data with CSI, including files with Personally Identifiable Information (PII) through G-Drive.
- CSI's Data Submissions Team will share G-Drive folders to school contacts with active Google (Gmail) accounts who have been officially designated by their school as needing access to specific folders as part of their job responsibilities.
- If you do not yet have access, please email Submissions_CSI@csi.state.co.us





Upload Files to G-Drive

- To upload a file, simply drag and drop the file into the appropriate folder.
- Data collection files should remain in the native xlsx or csv format and **not** converted to Google Sheets.



Available Resources:

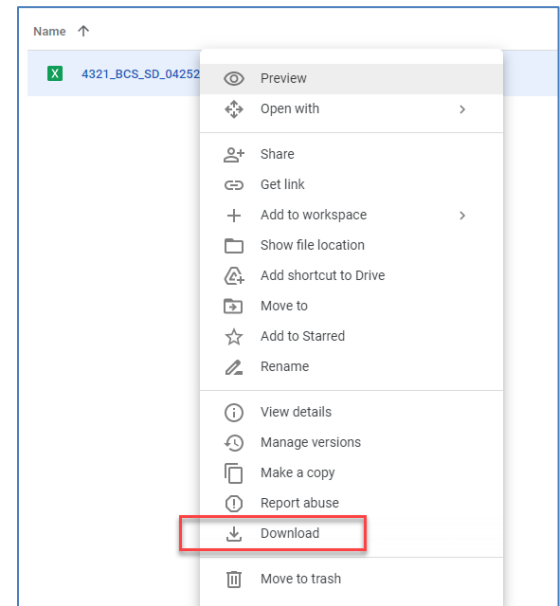
G-Drive Instructions: <https://resources.csi.state.co.us/data-security/>





Download Files from G-Drive

- To download a file to your computer, simply right click on the file and then pick the Download option
- You **cannot** drag and drop files from shared folders in G-Drive to your computer.



Available Resources:

G-Drive Instructions: <https://resources.csi.state.co.us/data-security/>





Data Submissions Tracker

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
School Name	School Code	Last File Run	Submit Initial SD file (Due: 7/30/2019)	Submit Initial SSA file (Due: 7/30/2019)	Must Remove SD Duplicates for SBD	SPJAB Errors	Level 1 Error Count SD (Include 189%, add them to column M)	Level 1 Error Count SSA	Does the school have additional Applications errors related to DC?	Clear Level 1 Errors Due: 8/13/2020	Days Until Error Clearance: 10 (If Level 1 Cleared, Column is Blank)	Level 2 Error Count								
	0667	6/28/2019	2/6/2019	2/6/2019		0	0	0		6/21/2019		0								
	0075	6/30/2019	2/20/2019	2/20/2019						04/16/2019		0								
	1275	6/21/2019	2/14/2019	2/14/2019		0	0	0		3/27/2019		0								
	1633	7/11/2019	2/20/2019	2/20/2019		0	0	0		6/13/2019		1								
	2067	6/21/2019	2/20/2019	2/20/2019		0	0	0		6/21/2019		15								
	2236	7/11/2019	2/29/2019	2/29/2019		0	0	0		6/1/2019		0								
	1505	7/11/2019	2/20/2019	2/20/2019		0	0	0		02/27/2019		35								
	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 3/8/2020 Yes	Clear by 5/10/2020 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](#)
- [G-Drive 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 G-Drive 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 G-Drive 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

