

# The Data Submissions Process

## *Step 4 (Troubleshooting & Resolving Errors)*

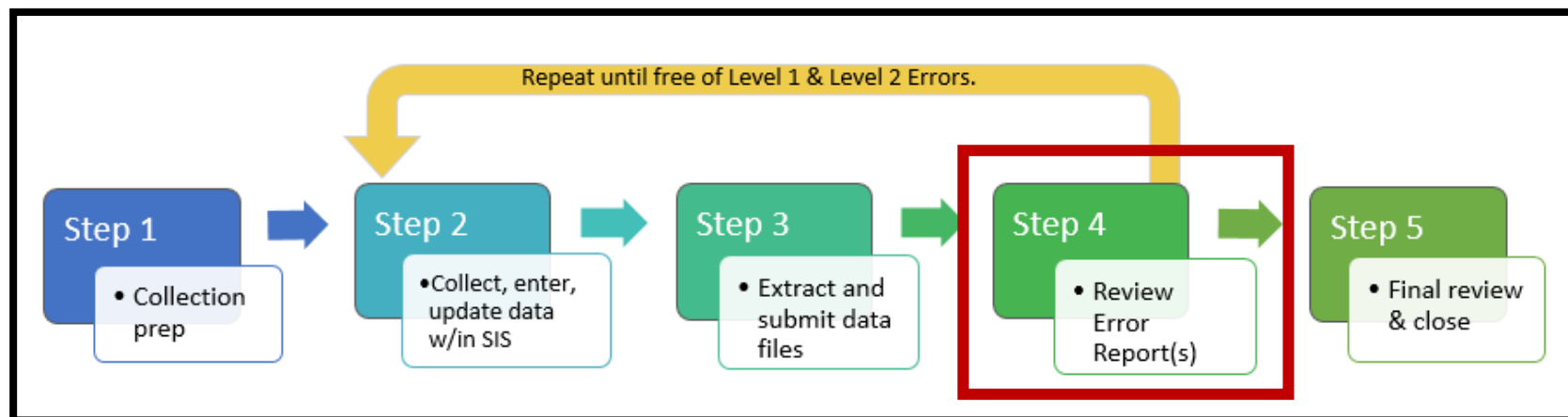
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Data Submissions

*Recorded July 2022*



# The Data Submissions Process





# Step 4: Troubleshoot and Resolve Errors



# Error Report Do's and Don'ts

## DO

- Do use the error report as your checklist to ensure all errors have been reviewed and adjusted
- Do update your SIS based on errors and extract new files
- Do use the CSI resources (Troubleshooting Doc, File Layouts) for error clearing assistance
- Do review each warning for accuracy and make updates if necessary
- Do provide accurate data and reach out to CSI if an exception is needed

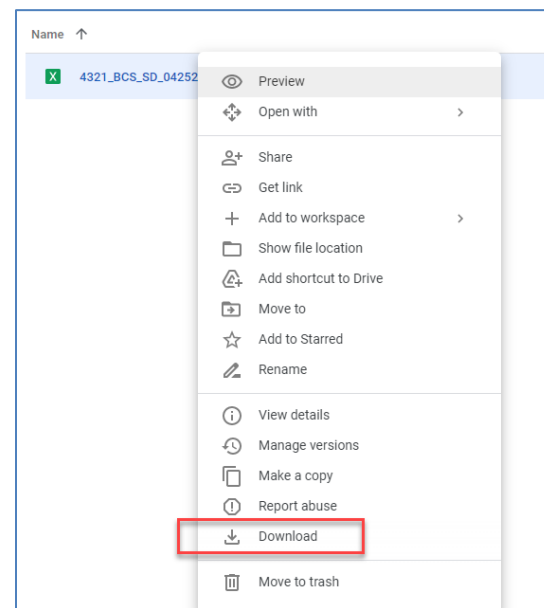
## DO NOT

- DO NOT just clear out a few errors and resubmit
- DO NOT make updates to the Error Report
- DO NOT guess at how to resolve an error
- DO NOT assume all data in warnings is accurate
- DO NOT change data just to clear an error



# Download Error Reports from G-Drive

- Navigate to the Error Reports folder within the appropriate collection folder.
- 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/>





# State Reporting Error Types



**Level 1 Errors** – Errors related to specific file that you are working on. Typically, you will see one error report for each file submitted (if applicable).



**Level 2 Errors** – Errors due to discrepancies across files in a collection or even across collections. Clearing errors will require understanding on which file contains information that is incorrect. Not all collections have Level 2 errors (ex. School Discipline)



**Additional Errors** – CSI provided additional errors not included in error reports. Will require additional steps to clear

SE404 errors for Student Interchange  
SY108 errors for SPED Interchange  
SP149 errors for the Student Demographic file (OC and EOY)



**Warnings** – All warnings should be reviewed for data accuracy and adjustments should be made if necessary. Several warnings will turn into errors at later phases of a collection.



# Reviewing Error/Warning Reports

- All Errors must be reviewed and updated in the schools SIS with new files being submitted
- Corrections should not be made on error reports
- All warnings should be reviewed for accuracy and updated if necessary

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
	LEA Nur	Error Ty	Code	Message	SASID	LASID	First Na	Last Na	Gender	Birth Da	Primary	School	Special	Entry Gr	District	Pupil At	State of	Eduatio	Parenta	Special	Educati
2	80010	E	SE119	School Coc	4331777611	000000015	Benjamin	Jackson	02	02112009	04	1234	0000	060	8001	04	CO	00	00	50	301
3	80010	E	SE121	Dist of Atte	4331777611	000000015	Benjamin	Jackson	02	02112009	04	1234	0000	060	8001	04	CO	00	00	50	301
4	80010	E	SE129	If Special	2308511928	000000234	Marcus	Sanchez	01	11152012	13	1234	0000	020	8001	04	CO	00	00	50	301
5	80010	E	SE129	If Special	3311016159	000000176	Jennifer	Fischer	01	10142009	13	1234	0000	050	8001	04	CO	00	00	50	301
6	80010	E	SE129	If Special	4012311457	000000091	Pablo	Jones	02	03132013	04	1234	0000	020	8001	04	CO	00	00	50	301
7	80010	E	SE129	If Special	5124062024	000000043	Amanda	Cruz	02	02112010	08	1234	0000	050	8001	04	CO	00	00	50	301
8	80010	E	SE129	If Special	5127594767	000000180	Nicholas	Smith	02	08182010	04	1234	0000	040	8001	04	CO	00	00	50	301
9	80010	E	SE129	If Special	5835643392	000000135	Jean	Martinez	01	08292013	04	1234	0000	020	8001	04	CO	00	00	50	301
10	80010	E	SE129	If Special	6828984935	000000146	Iqgy	Martinez	02	12262012	04	1234	0000	020	8001	04	CO	00	00	50	301
11	80010	E	SE129	If Special	7701784285	000000148	Mary	Hopper	01	08042010	04	1234	0000	050	8001	04	CO	00	00	50	302
12	80010	E	SE129	If Special	8425197216	000000164	Allison	Grant	01	04182009	04	1234	0000	060	8001	04	CO	00	00	50	301
13	80010	E	SE135	Calculated	4331777611	000000015	Benjamin	Jackson	02	02112009	04	1234	0000	060	8001	04	CO	00	00	50	301
14	80010	E	SE144	If Special	2308511928	000000234	Marcus	Sanchez	01	11152012	13	1234	0000	020	8001	04	CO	00	00	50	301
15	80010	E	SE144	If Special	3307816159	000000176	Jennifer	Fischer	01	10142009	13	1234	0000	050	8001	04	CO	00	00	50	301
16	80010	E	SE144	If Special	4073311457	000000091	Pablo	Jones	02	03132013	04	1234	0000	020	8001	04	CO	00	00	50	301
17	80010	E	SE144	If Special	5357994767	000000180	Nicholas	Ochoa	02	08182010	04	1234	0000	040	8001	04	CO	00	00	50	301
18	80010	E	SE144	If Special	5837883392	000000135	Jean	Cage	01	08292013	04	1234	0000	020	8001	04	CO	00	00	50	301
19	80010	E	SE144	If Special	6821774935	000000146	Iker	Jefferson	02	12262012	04	1234	0000	020	8001	04	CO	00	00	50	301
20	80010	E	SE144	If Special	7706628285	000000148	Mary	Grant	01	08042010	04	1234	0000	050	8001	04	CO	00	00	50	302
21	80010	E	SE144	If Special	8425597216	000000164	Isabelle	Gomez	01	04182009	04	1234	0000	060	8001	04	CO	00	00	50	301
22	80010	E	SE186	If Special	5442089335	000000013	Paola	Gonzalez	01	12272010	04	1234	0000	040	8001	04	CO	00	00	50	301
23	80010	E	SE186	If Special	2308511928	000000064	Jack	Sanchez	02	12152012	03	1234	0000	020	8001	04	CO	00	00	50	301
24	80010	E	SE227	Total Scho	4011552084	000000266	Jessica	Richards	01	06052016	11	1234	0000	004	8001	00	CO	00	00	00	209
25	80010	E	SE299	Special Edu	2044671819	000000040	Jose	Melendez	02	11272009	00	1234	0000	040	8001	00	CO	00	00	00	000
26	80010	E	SE299	Special Edu	4016652084	000000266	Jessica	Richards	01	06052016	11	1234	0000	004	8001	00	CO	00	00	00	209
27	80010	E	SE313	Students w	6777733254	000000005	Juanita	Perez	01	02162009	08	1234	0000	050	8001	04	CO	00	00	50	301
28	80010	E	SE323	An EDID h	4331777611	000000015	Benjamin	Jackson	02	02112009	04	1234	0000	060	8001	04	CO	00	00	50	301
29	80010	E	SE354	Pupils Atte	4331777611	000000015	Benjamin	Jackson	02	02112009	04	1234	0000	060	8001	04	CO	00	00	50	301
30	80010	E	SE355	Students w	4331777611	000000015	Benjamin	Jackson	02	02112009	04	1234	0000	060	8001	04	CO	00	00	50	301
31	80010	E	SE355	Students w	6771333254	000000005	Isabella	Perez	01	02162009	08	1234	0000	050	8001	04	CO	00	00	50	301
32																					
33																					
34																					
35																					



# Error Clearance Approach

Reports can be filtered in many ways to complete error clearance, including:

## By Name or SASID

LEA Nur	Error Ty	Code	Message	SASID	LASID	First Na	Last Na	Gender	Birth Da	Primary	School	Special	Entry Gr	District	Pupil At	State of	Educatio	Parenta	Special	Educatic
80010	E	SE119	School Co	4331777611	000000019	Benjamin	Jackson	02	02112009	04	1234	0000	060	8001	04	CO	00	00	50	301
80010	E	SE121	Dist of Att	4331777611	000000019	Benjamin	Jackson	02	02112009	04	1234	0000	060	8001	04	CO	00	00	50	301
80010	E	SE135	Calculated	4331777611	000000019	Benjamin	Jackson	02	02112009	04	1234	0000	060	8001	04	CO	00	00	50	301
80010	E	SE323	An EDID h	4331777611	000000019	Benjamin	Jackson	02	02112009	04	1234	0000	060	8001	04	CO	00	00	50	301
80010	E	SE354	Pupils Att	4331777611	000000019	Benjamin	Jackson	02	02112009	04	1234	0000	060	8001	04	CO	00	00	50	301
80010	E	SE355	Students w	4331777611	000000019	Benjamin	Jackson	02	02112009	04	1234	0000	060	8001	04	CO	00	00	50	301

## By Error Code

LEA Nur	Error Ty	Code	Message	SASID	LASID	First Na	Last Na	Gender	Birth Da	Primary	School	Special	Entry Gr	District	Pupil At	State of	Educatio	Parenta	Special	Educatic
80010	E	SE129	If Special	2308565928	000000234	Marcus	Sanchez	01	11152012	13	1234	0000	020	8001	04	CO	00	00	50	301
80010	E	SE129	If Special	3306016159	000000176	Jennifer	Fischer	01	10142009	13	1234	0000	050	8001	04	CO	00	00	50	301
80010	E	SE129	If Special	4073311457	000000091	Pablo	Jones	02	03132013	04	1234	0000	020	8001	04	CO	00	00	50	301
80010	E	SE129	If Special	5234062024	000000043	Amanda	Cruz	02	02112010	08	1234	0000	050	8001	04	CO	00	00	50	301
80010	E	SE129	If Special	5357594767	000000180	Nicholas	Smith	02	08182010	04	1234	0000	040	8001	04	CO	00	00	50	301
80010	E	SE129	If Special	5837343392	000000135	Jean	Martinez R	01	08292013	04	1234	0000	020	8001	04	CO	00	00	50	301
80010	E	SE129	If Special	6821184935	000000146	Iqyy	Martinez	02	12262012	04	1234	0000	020	8001	04	CO	00	00	50	301
80010	E	SE129	If Special	7705428285	000000148	Mary	Hopper	01	08042010	04	1234	0000	050	8001	04	CO	00	00	50	302
80010	E	SE129	If Special	8425597216	000000164	Allison	Grant	01	04182009	04	1234	0000	060	8001	04	CO	00	00	50	301





# CSI Troubleshooting Errors Resource

Student Demographics Error Guidance								
Click here to view all errors	Submission File Name	Submission File Acronym	Submission File Field Name	Submission File Excel Column	Data Element Name	Error/Warning Code	Error Type Message	CSI Troubleshooting Notes
	Student Demographic	SD	Atlanta District Funded HSED Program Y		ATTENDS_OED_PROGRAM	SP48	Error Atlanta OED Program does not contain a valid code.	Allowed values for the "Atlanta District Funded HSED Program" are 0=No and 1=Yes.
	Student Demographic	SD	Language Proficiency Language Instruction Program	W X	LANGUAGE_PROFICIENCY LANGUAGE_INSTRUCTION_PROGRAM	SP152	Error Student is coded with a Language Instruction Program value NOT None or NA (00) and a Language Background of English (eng). Students with a Language Background of English (eng) can only have a Language Instruction Program code of 00. English speaking students cannot be in a Language Instruction Program.	Consult the SD file layout if more clarification is needed for coding scenarios of these fields. Correct the student record in your SIS.
	Student Demographic	SD	Language Proficiency	W	LANGUAGE_PROFICIENCY	SP165	Error Student is coded as Language Instruction Program = 00 and Language Proficiency = 1, 2, 6, or 7. All students with a Language Proficiency code of NEP (1), LEP (2), S (FEP) (6), or 7 (FEP M2) must be reported in a Language Instruction program or as a parental refusal (8).	Consult the SD file layout if more clarification is needed for coding scenarios of these fields. Correct the student record in your SIS.
	Student Demographic	SD	Language Proficiency	W	LANGUAGE_PROFICIENCY	SP181	Error Student does not follow logical sequence for EL. Student is coded with a language proficiency code of FEP (Language Proficiency = 6, 7, 8, 9). Last October student was coded with a Language Proficiency of FELL (5). Students who coded as FELL one year should not be coded FEP the following year.	This error is caused by an incorrect Language Proficiency status reported in the October Count data for the current school year based on what was being reported last year. Schools should not redesignate students for the current school year based on what was reported last year. You should use the next logical step in the EL Process for October Count using the suggestion in the error message unless what was coded last year was reported incorrectly. If that's the case, then email CSI an explanation as to why the student was miscoded in the October Count and CSI will request an exception from CDE.
	Student Demographic	SD	Language Proficiency	W	LANGUAGE_PROFICIENCY	SP182	Error Student does not follow logical sequence for EL. They are currently coded as Language Proficiency = FEP Monitor Year 2 (7) and last October they were coded as NEP (1) or LEP (2). Students who are redesignated to FEP must have a full year as Monitor Year 1 (8) prior to being Monitor Year 2.	This error is caused by an incorrect Language Proficiency status reported in the October Count data for the current school year based on what was being reported last year. Schools should not redesignate students for the current school year based on what was reported last year. You should use the next logical step in the EL Process for October Count using the suggestion in the error message unless what was coded last year was reported incorrectly. If that's the case, then email CSI an explanation as to why the student was miscoded in the October Count and CSI will request an exception from CDE.
	Student Demographic	SD	Language Proficiency	W	LANGUAGE_PROFICIENCY	SP185	Error Student does not follow logical sequence for EL. Student is coded as FEP Monitor Year 1, Year 2, or Exited Year 1 (Language Proficiency = 6, 7, or 8). Last October student was coded as FEP-Exited (Language Proficiency = 3) and EDU(Bilingual = 4). This student was in their first year of exited status and should be coded as FEP Exit Year 2 (Language Proficiency = 9) to follow the EL sequence.	This error is caused by an incorrect Language Proficiency status reported in the October Count data for the current school year based on what was being reported last year. Schools should not redesignate students for the current school year based on what was reported last year. You should use the next logical step in the EL Process for October Count using the suggestion in

- One of *the* strongest tools you have access to.
- 24 tabs of common errors across all collections
- Living document: we *always* appreciate hearing your troubleshooting solutions
- Better when used in conjunction with collection specific File Layout – CSI additions

## Available Resources:

CSI Troubleshooting Document: <https://resources.csi.state.co.us/troubleshooting-errors/>



# Troubleshooting Errors Resource and File Layout and Definition Documents

Click here to return to Home tab	Submission File Name	Submission File Acronym	Submission File Field Name	Submission File Excel Column	Data Element Name	Error/Warning Code	Error Type	Message	CSI Troubleshooting Notes
	Student Demographic	SD	Language Proficiency Language Instruction Program	W X	LANGUAGE_PROFICIENCY LANGUAGE_INSTRUCTION_PROGRAM	SP152	Error	Student is coded with a Language Instruction Program value NOT None or N/A (00) and a Language Background of English (eng). Students with a Language Background of English (eng) can only have a Language Instruction Program code of 00. English speaking students cannot be in a Language Instruction Program.	Consult the SD file layout if more clarification is needed for coding scenarios of these fields. Correct the student record in your SIS.
	Student Demographic	SD	Language Proficiency	W	LANGUAGE_PROFICIENCY	SP163	Error	Student is coded as: Language Instruction Program = 00 and Language Proficiency = 1, 2, 6, or 7. All students with a Language Proficiency code of NEP (1), LEP (2), 6 (FEP M1), or 7 (FEP M2) must be reported in a Language Instruction program or as a parental refusal (98).	Consult the SD file layout if more clarification is needed for coding scenarios of these fields. Correct the student record in your SIS.
	Student Demographic	SD	Language Proficiency	W	LANGUAGE_PROFICIENCY	SP181	Error	Student does not follow logical sequence for EL. Student is coded with a language proficiency code of FEP (Language Proficiency = 6, 7, 8, or 9). Last October student was coded with a Language Proficiency of FELL (5). Students who coded as FELL one year should not be coded FEP the following year.	This error is caused by an incorrect Language Proficiency status reported in the October Count data for the current school year based on what was being reported last year.  Schools should not redesignate students for the current school year based on what was reported last year.  You should use the next logical step in the EL Process for October Count under the assumption to



## 2021-2022 Student Interchange – Student Demographic

CSI clarifications and additions are in green font in this document.

**Purpose:**  
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.

**Dependencies:**  
Student has been assigned a SASID and updated in the RITS system.

**Record Expectation:**  
In the Student Interchange-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.

**Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort):**  
[Student October](#), [Student End of Year](#), [Special Education December Count](#), [Special Education End of Year](#), [Special Education Discipline](#), [Student Biographical Data \(SBD\) ACCESS](#), [SBD SAT](#), [SBD CMAS](#), [SBD DLM](#)

🔑 - Indicates Primary Key

\* Indicates required

**NOTE: ZERO-FILL ALL NON-APPLICABLE FIELDS - No blanks are allowed.**  
You need a header row on your file

Please note the requires field/digit length for each entry to prevent Level 1 Errors in advance.

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
School District/BOCES Code*	4	1	4	1	A2	0000	8001 for CSI schools.
Student's State ID (SASID)*	10	5	14	2	B2	0000000000	
Local ID (LASID)*	10	15	24	3	C2	0000000000	
Student's First Name*	20	25	44	4	D2	Valid name	

## Available Resources:

SD File Layout and Definitions Document: <https://resources.csi.state.co.us/student-demographic-file-layout-csi-additions/>  
 SSA File Layout and Definitions Document: <https://resources.csi.state.co.us/student-school-association-file-layout-csi-additions/>



# Other Error Clearance Resources

Resources listed below are available for most collections

Resource	Description
Data Validation Strategies Checklist/Toolkits	Previously discussed, but is a great option when reviewing errors to determine the correct coding
CSI Collection Specific Trainings	CSI posts collection specific trainings annually for each collection and includes a “General Overview” and a “New This Year” training
Coding Scenarios Documents	Many collections have coding scenarios documents to determine correct coding in topics such as: English Learners. SPED Participation, Human Resources, etc.
CSI Staff – Submissions Inbox	If all resources have been reviewed and you still need assistance, reach out to the submissions inbox at: <a href="mailto:csi_submissions@csi.state.co.us">csi_submissions@csi.state.co.us</a>

All collection resource pages can be accessed from [CSI Data Submissions Library](#)



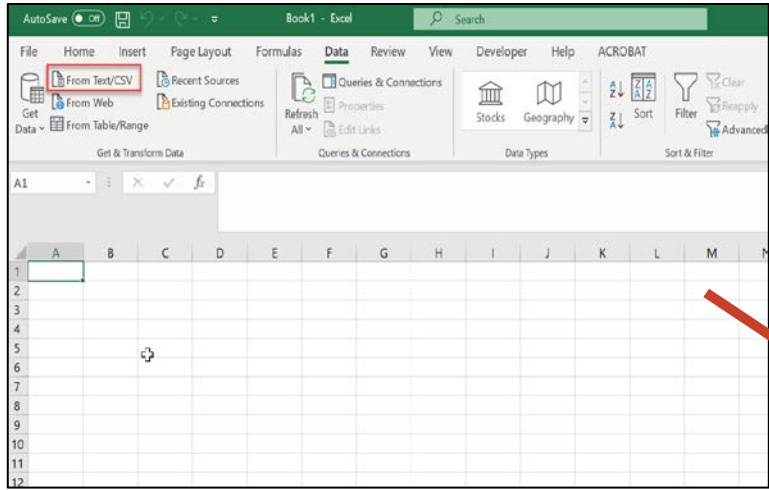
# Exception Requests

**CSI believes it is more important to submit accurate data over error free. If you feel your data is correct, follow these steps:**

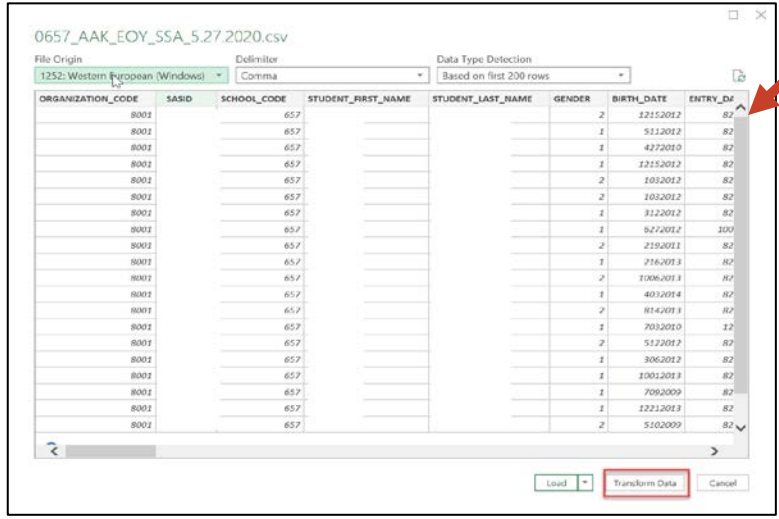
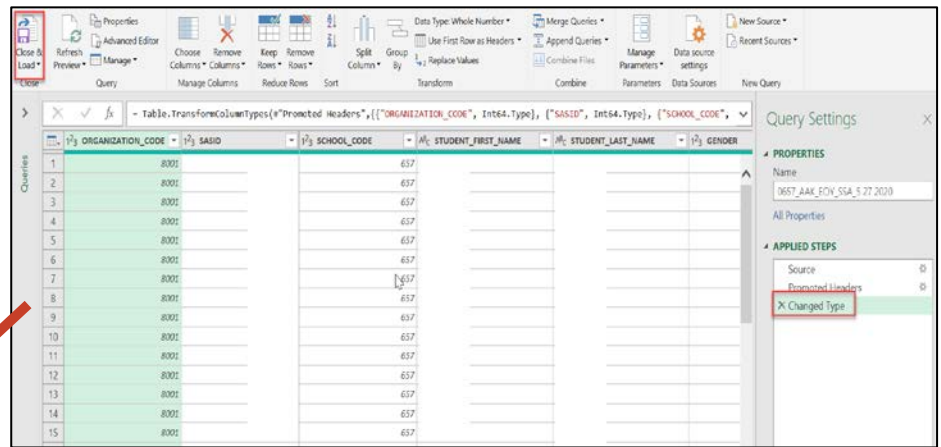
1. Discuss error with CSI submissions staff
2. Submit the request in writing to the CSI Submissions Inbox
3. CSI will process the request with CDE
4. CDE will review the request and either approve it or provide additional coding options for the scenario and contact CSI
5. CSI will contact school to notify if exception was approved or additional file changes are necessary



# Opening CSV as XLSX



Extract all files using the “Save As” option rather than opening and saving, which could lead to a loss of leading zeros.





# CSV to XLSX Demo

*Recording removed to reduce file size and for PDF formatting. Watch the recorded module to review the demo*



# Step 4 Resources & Supports

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

## Resources to Review:

- [Securely sharing data with CSI Webinar](#)
- [G-Drive Instructions](#)
- [CSI Troubleshooting Errors Resource](#)

## Optional Exercises to Complete:

- Step 4 Error Review Exercise – review the sample error report in tab 1 and complete the questions in tab 2
- Open one of the test CSV's extracted in step 3 as an Excel (xls/xlsx) file. Review the fields to ensure the leading zeros remain (i.e. Gender, DOB)

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/>



# Thank you!

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