



General Overview End of Year



Recorded January 2023





End of Year (EOY) Data Collection

- **Purpose:** to collect student demographic, enrollment, and outcome data for the school year
- **Uses:**
 - Determines graduation, dropout, mobility, stability and attendance rates
 - Considered in both CSI and state accountability reports
 - Included in federal reporting
 - Inform various program supports at CSI (equity dashboard, enrollment projection workbook) and state level (dropout prevention)





Who is Reported?

- All students enrolled at your school at any points in the given school year
- This includes:
 - One day entry/exit records for students who were expected to return for the school year but did not
 - Students who attended even for just one day
 - Students who have transferred out or transferred in at any point in the school year





Files Needed for EOY

- Extract the necessary files for EOY for the School SIS:
 - Student Demographic
 - Student School Association
 - Graduation Guidelines (*only for schools with 9-12th grades*)
 - Title I (*only schools that submitted Title I for the October Count data collection*)
- Please review the File Layouts on our [EOY webpage](#) for more details about what data will be captured through each of these files





EOY Timeline Overview



Regular Phase:

Now through fall (after the end of this school year)
Work towards error-free and accurate files, data can be updated



Cross-LEA Phase:

End Sept-Early Oct
Validate students reported as moving between districts, data can be updated



Post-Cross LEA Phase:

End of Oct-Early Nov
Validate student exit data, limited opportunity for minimal exit code adjustments





Regular Phase Timeline

Deadline	Task
3/7/2023	Initial File Submissions Due (SD and SSA)
6/8/2023	Schools must have all Level 1 errors <u>cleared</u>
7/12/2023	Schools must have all Level 2 errors <u>cleared</u>
08/29/2023	Initial Summary Certification Approval Email Due to CSI
11/01/2023	Final Signed Summary Certification Due to CSI

[CSI Data Submissions Calendar](#)

[CSI Google Event Calendar](#)

School submission contacts should plan to work with CSI to meet deadlines earlier if you will not be available during the summer months to work on the collection.





End of Year Resources

- CSI [End of Year](#) webpage has several – a few to highlight:
 - **Training Modules** – review each applicable module prior to starting the collection
 - **Record Checker Tool (RCT)** – use this to review/clean your data 1-2 weeks prior to submitting initial files to CSI
 - **File Layouts** – detail of data attributes included in each file submission
- “Weekly Update” emails from CSI – important collection announcements and status table
- [Data Submissions Handbook](#) & [Submissions Calendar](#)
- [CSI Data Management Systems](#) – SIS related general and some EOY help information for Infinite Campus and PowerSchool





Data Consistency

- Students reported as ELL, Military Connected, or Homeless during the October Count collection should remain identified as such in the End of Year collection
 - The exception to this would be if you found that a student was misreported in one of these areas in the October Count – contact CSI if this is the case
- Free and Reduced Lunch Eligibility status typically remains the same unless a new status is needed
 - Prior year, carryover status if reported in the October Count this year expired on count day. Get a new status
 - When end dating FRL status in your SIS, please do NOT use the last day of school. Use 6/30 instead

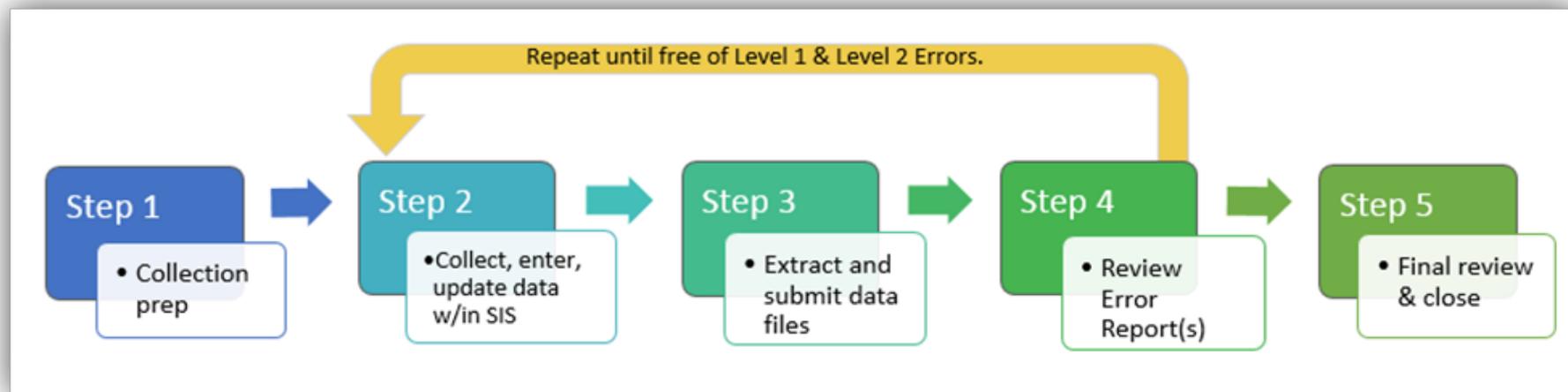




EOY Submission Process Overview



Data Submissions Process



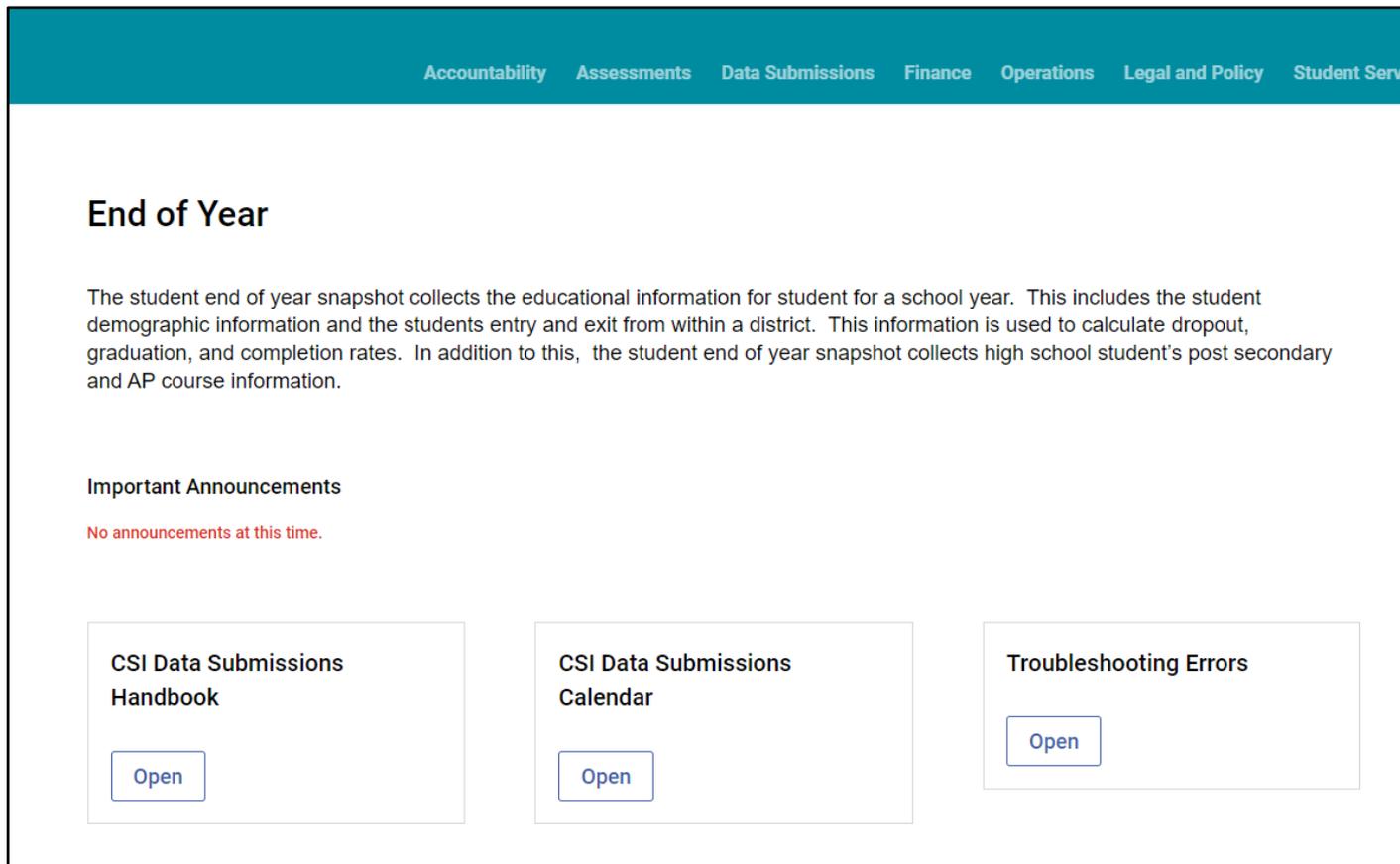
[CSI Data Submissions Handbook](#)





Step 1: Collection Prep

- Visit the [EOY webpage](#)



The screenshot shows a webpage with a teal header containing navigation links: Accountability, Assessments, Data Submissions, Finance, Operations, Legal and Policy, and Student Serv. The main content area is titled "End of Year" and contains a paragraph explaining the student end of year snapshot. Below this is a section for "Important Announcements" with a red message stating "No announcements at this time." At the bottom, there are three white boxes with blue borders. The first box is titled "CSI Data Submissions Handbook" and has an "Open" button. The second box is titled "CSI Data Submissions Calendar" and has an "Open" button. The third box is titled "Troubleshooting Errors" and has an "Open" button.

Accountability Assessments Data Submissions Finance Operations Legal and Policy Student Serv

End of Year

The student end of year snapshot collects the educational information for student for a school year. This includes the student demographic information and the students entry and exit from within a district. This information is used to calculate dropout, graduation, and completion rates. In addition to this, the student end of year snapshot collects high school student's post secondary and AP course information.

Important Announcements

No announcements at this time.

CSI Data Submissions Handbook

Open

CSI Data Submissions Calendar

Open

Troubleshooting Errors

Open





Step 2: Data Entry & Update

Data Validation Resources

The Record Checker: Tutorial
(13 min.)

[Slides](#)

[Webinar](#)

The Record Checker Tool

[Download](#)

SPED EOY & EOY: Cross
Collection Exit Coding
Discrepancies

[Open](#)

Clearing SE700s Warnings

[Open](#)

Mobility Rate Validation
Instructions (use when
reviewing Summary Report)

[Open](#)





Step 3: Submit Data to CSI

- Extract applicable files from your SIS
 - SD and SSA due from all schools by initial submission deadline
 - Graduation Guidelines and Title I files if applicable may be submitted later – CSI will communicate due dates for those
- Upload to G-Drive > EOY > *current year* > Files to Run
 - Use correct file naming conventions! See the [Data Submissions Handbook](#)
- Email Submissions_CSI@csi.state.co.us to notify CSI that files have been uploaded





Step 4: Clear Errors

- Review Error Reports CSI Uploads to G-Drive
 - Adjust data in your SIS as appropriate to correct errors
 - Review all warnings and correct data if needed
 - Warnings do not necessarily mean the data is incorrect, but it can be an indicator that it is
- Use the [Troubleshooting Errors](#) resource to help resolve errors
 - The file layout documents are also commonly needed to resolve errors





Step 4: Clear Errors

SP149 Error (SD Level 1)

- **Cause of Error:** This error typically is due to a student transferring between CSI schools and both schools' SD files have the student included
- **Action Step:** CSI will resolve this as schools resolve Level 1 errors





Step 4: Clear Errors

SE700 Series Warnings (Level 2)

- **Cause of Error:** Mainly warnings SE720, SE721, SE722, and SE724 related to inconsistent/possibly inaccurate exit coding
- **Action Step:**
 - These warnings must be addressed once your school begins receiving Level 2 error/warning reports
 - They will become errors later in the collection and will be more difficult to correct
 - See the resource [Clearing SE700 Warnings for EOY Collection](#) for help





Step 4: Clear Errors

SE404 Error (Level 2)

- **Cause of Error:** Students reported with an Exit Code 00 (expected to return next year) in the prior EOY collection but they are not reported in the current year EOY collection. (Ex: 8th graders at a K-8 school)
- **Action Step:**
 - CSI School should follow up with student/family to confirm where student attended and gather Confirmation of Enrollment and Attendance
 - Schools will have to code 7-12 grade students as a dropout if they cannot confirm where the student went
 - CSI School may need to add a record for the students in the current year EOY. CSI will clarify next steps with the school





Step 5: Final Review of Data

- **School** Review and Validations:
 - Use the Record Checker Tool to help validate data along the way
 - Initial Summary Report in the fall will be the main opportunity to review/update all data
- **CSI** Review and Validations:
 - EOY and SPED EOY data syncing
 - Significant, unexplained discrepancies between OC and EOY data
- **CDE** Review and Validations
 - Review exit coding across districts





Send questions to:
submissions_csi@csi.state.co.us

Thank you!

