

Steps for Completing the December Count Collection

1. Review all the modules related to the 5 steps of the Data Submissions process along with any other trainings on that page that would be beneficial. Those can be found in the [General Data Submissions Resources](#) page on the CSI Website.
2. Familiarize yourself with the File Layout and Definition Document, which will help you to populate and update the files you are submitting. [File Layout Resource Overview](#)
3. Now that you have an understanding of how to read and use the File Layout and Definition document, review the [Child](#) and [Participation](#) File Layout and Definition Documents so you are familiar with what is being collected in each file. Anything highlighted is new for the year and anything in a red strikethrough has been removed.
4. Review all the necessary training and resources located on the [CSI December Count page](#). There is training for newer staff called the General Overview and one called New this Year for returning staff. All staff should review the Data Entry training prior to the others.
5. Update your plan management system (Enrich or Infinite Campus) or the Excel version of the Child and Participation files, using the File Layout and Definition Documents as guides for what data to input for each field. If using a data management system, extract the Child and Participation files from your data management system.
 - **Enrich Users**, please review any resources or materials posted to the Learning Center section of your Enrich instance. CSI will be providing documentation as well on the [December Count](#) page.
 - **Infinite Campus users**, log in to review the resources from [Campus Community](#) for how to extract the necessary files.
 - Once you've extracted the Child and Participation files from your data management system, please remember NOT to open the file directly or the file will lose the required formatting. Please see the [Excel training](#) located in the General Submissions Additional Trainings section for instructions on opening files with leading zeros.
6. Save your files using the standard naming convention:

(SchoolCode_SchoolAbbreviation_FileName_Date)
Examples:
3393_GVCA_Child_09302023
5851_MSCS_Participation_09302023

To rename the .csv file without losing the leading zeroes in the file, you can right click on the file and choose the rename option.

7. It is recommended that schools run their files through the Record Checker at this point. If issues are identified, they can be corrected prior to initial submittal. Both the [Tool](#) and [Instructions](#) are available on the Human Resources page or in the links above
8. Once your files include all required information, upload them to the December Count folder in G-Drive (Files to Run folder).
 - **You do not need to wait** until the initial file submission deadline to submit. Submit early and often! Ensure all students in Special Education are included on your files.
9. Email submissions_CSI@csi.state.co.us to let us know you're ready for CSI staff to process your December Count files.
10. Once you receive an email letting you know that error reports are in G-Drive, download the error report(s).
 - There's an error report for the Child file and an error report for the Participation files. These error reports are referred to as Level 1 error reports.
 - Once you clear Level 1 errors, CSI will run a December Count snapshot, which will generate two Level 2 error reports, one for Staff errors (which typically require updates to the Staff Profile or Staff Assignment files that your HR contact has been providing) and one for Student errors (which typically require updates to the Child or Participation file). HR and SPED staff need to work closely together on the Level 2 error clearance.
11. Using the error report as a checklist, walk through each error (i.e. row of data in the error report), updating your Child, Participation, Staff Profile or Staff Assignment Excel file to resolve the error. Reports can also be filtered by SASID or Error code to clear groups.
 - Please note that all updates should be made to your data management system or the Child and Participation files generated from your data management system; updates should NOT be made to the error reports.
 - For guidance on how to resolve various errors, please make use of [CSI's Troubleshooting Errors](#) document. There's a tab for Child file Level 1 Errors, Participation file Level 1 Errors, December Count-Student Level 2 Errors, and December Count-Staff Level 2 Errors.
 - If you are unsure of how to resolve a particular error, please email submissions_CSI@csi.state.co.us with the error code and SASID/EDID affected, and we'll provide guidance.
12. Go back to #4 above and walk through this process again until you have cleared all errors.