

**Report Card March (RCM)**

2023-2024 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](https://www.cde.state.co.us/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. New or modified text for this year is highlighted in yellow.**

# **Timeline & Deadlines**

* Check the [Data Submissions Calendar](https://resources.csi.state.co.us/data-submissions-calendar/) for collection deadlines.
* Watch the **Weekly Update** emailsfor announcements and the current progress for your school.

\*\*Please note: If your school’s Spring Break coincides with the Report Card March timeline, then you are highly encouraged to submit your files earlier than the deadlines.\*\*

# **File Layout Resource**

* Download a copy of the **Report Card March File Layout - CSI Additions** available on the [RCM webpage](https://resources.csi.state.co.us/report-card-march/).
  + The RCM File Layout contains data definitions to help you determine the most appropriate response for each field. **Please read the definition** of each field before selecting your response.
* **All fields are required and cannot be left blank** except for the final “If Other (Specify)” field in the bullying section; this field should be completed if you answered YES to the field just before it.
* The **Professional Development Days** field must be populated with the **number** of scheduled 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. See the File Layout for more specifics and how to code half days.

# **File Submission Process**

There are three ways schools can complete the file for this collection.

## **Option #1 Starting Point File *(ONLY for schools that reported RCM the prior school year)***

* Prepopulated starting point files have been uploaded to G-Drive: Report Card March/SY 23-24/Starting Point.
* The starting point file includes what your school reported last school year.
  + Blank cells must be filled in and are highlighted in red/orange (ex: the new bullying policy fields).
  + Yellow cells include data from prior year that could very likely require adjustments (ex: # of PD days, # of COVID remote learning days).
* To submit your file:
  + Download the starting point file from G-Drive to your computer.
  + Update all data fields in the starting point file for the current year using the RCM File Layout resource (found on the [RCM webpage](https://resources.csi.state.co.us/report-card-march/)).
  + Name the file with the following format: school code\_school\_RCM\_currentdate (Example for High Point Academy: 0655\_HPA\_RCM\_03032024)
  + Upload your updated file to G-Drive under Report Card March/SY 23-24/Files to Run.
  + Send an email to [submissions\_csi@csi.state.co.us](mailto:submissions_csi@csi.state.co.us) to notify us that you have uploaded your file. CSI will process your file and let you know if there are errors and next steps.

## **Option #2 Extract from SIS *(ONLY for PowerSchool schools)***

* To submit your file:
  + Extract the Report Card March file from your SIS (look under state report extracts).
    - If your school did not update relevant fields in your SIS, 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 before submitting to CSI!)
  + 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\_03032024)
  + Upload the updated file to G-Drive under Report Card March/SY 23-24/Files to Run.
  + Send an email to [submissions\_csi@csi.state.co.us](mailto:submissions_csi@csi.state.co.us) to notify us that you have uploaded your file. CSI will process your file and let you know if there are errors and next steps.

## **Option #3 Create File in Spreadsheet**

* To submit your file:
  + Download the template available on the [RCM webpage](https://resources.csi.state.co.us/report-card-march/) to your computer.
  + The template is a blank Excel file with a header row consisting of each field that needs to be reported in the RCM.
  + Populate all cells in the template file for the current year. Use the RCM File Layout resource (found on the [RCM webpage](https://resources.csi.state.co.us/report-card-march/)) to understand what data requirements are.
  + Name the file with the following format: school code\_school\_RCM\_currentdate (Example for High Point Academy: 0655\_HPA\_RCM\_03032024)
  + Upload the file to G-Drive under Report Card March/SY 23-24/Files to Run.
  + Send an email to [submissions\_csi@csi.state.co.us](mailto:submissions_csi@csi.state.co.us) to notify us that you have uploaded your file. CSI will process your file and let you know if there are errors and next steps.

# **Correcting Errors**

* This collection doesn’t typically have error reports. CSI will let you know if there are errors to correct in your file.
* If you have errors, look up error correction guidance in our [Troubleshooting Errors](https://docs.google.com/spreadsheets/d/1qzfnPLqbc3oNdp1Y_Q5HkbV6Jxibbnh-_cSLEbkaNE8/edit#gid=2047132356) Google document. Oftentimes, the File Layout resource on the [RCM webpage](https://resources.csi.state.co.us/report-card-march/) will provide helpful information/clues on fixing errors.
* Please be sure to update the current date in each corrected file version you upload to G-Drive 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 V2, V3, etc.

# **Certification Form**

Once your file is error free, CSI will provide a **Certification** form (rather than a full summary report) 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 G-Drive under Report Card March/SY 23-24/Certification Form**.**
* Once CSI has notified you that the form is available in G-Drive:
  + 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 G-Drive or email to [submissions\_csi@csi.state.co.us](mailto:submissions_csi@csi.state.co.us). Please notify CSI at this email address if you upload the form to G-Drive.

* + - **If you find data to correct,** then submit a corrected RCM data file to G-Drive under Report Card March/SY 23-24/Files to Run and notify CSI at [submissions\_csi@csi.state.co.us](mailto: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 an updated 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 as those changes will not be reflected in the official submission to the state.**