

**ACCESS SBD Review**

2024-2025 Instructions for CSI Schools

**Purpose of the ACCESS SBD Review**

This review is the final opportunity to verify and correct ACCESS for ELLs language proficiency assessment data before scoring is finalized.

**Impact of the ACCESS SBD Review**

Accurate data directly impacts accountability reporting, including School and District Performance Frameworks (SPF/DPF), priority and focus school designations, and Title III funding allocations for LEP students.

All schools are required to complete the SBD review. If you are new or newer to SBD, read this document in full to ensure accuracy.

**Timeline & Deadlines**

|  |  |
| --- | --- |
| Task | Deadline |
| School reviews begin | Tuesday, March 18 |
| Final error-free files due | **Tuesday, March 25 at 5:00 p.m. MST** (No extensions) |

Important Notes:

* Start early! More than one file submission may be needed.
* Spring Break does not exempt schools from review responsibilities.
* CSI cannot grant extensions, as the final deadline is set by the state.

**2025 Updates**

* File Layout:
	+ New changes from 2023-2024 are emphasized with yellow shading.
	+ Deleted text from 2023-2024 is shown with ~~text style subtle reference~~.

**Collection Documentation**

All ACCESS SBD resources, including this document, will be posted on the [ACCESS SBD webpage.](https://resources.csi.state.co.us/sbd-access/) Documentation includes:

* File Layout and Definitions
* Business Rules

**Background Information**

The ACCESS SBD review is different from other collections!

* Schools do NOT extract files from their SIS.
* Instead, CSI provides an “SBD” file for review and correction.
* Schools submit the corrected file back to CSI for processing.

Schools that followed the testing phase requirements will typically have few or no corrections.

Clusters:

* WIDA ACCESS tests are based on grade clusters rather than specific grade levels
* There are 4 cluster fields, one for each test domain.
* Each cluster field contains the test taken by the student for that domain.
* There is no parent opt-out for ACCESS.
* If you identify multiple records for the same student, do not delete any records. Ensure that the SASID and grade match across all records. These records will be merged by DRC after the SBD review.
	+ This is usually caused by mis-bubbled information on paper tests. If the Grade or SASID on a paper test does not match the student record in WIDA AMS, it will create a second record.

**General Steps Explained**

**Step 1: Accessing Your SBD File**

* On March 17, CSI will upload the SBD file to G Drive:
	+ Assessments > SBD > ACCESS > 24-25
* CSI will send an email notification when files are ready.
	+ Who gets notified? Data Respondents and School Assessment Coordinators.
	+ Plan ahead: Work together to determine who will correct & upload files.
* File name format:
	+ SBDACCESS\_schoolcode\_school\_03172025.xlxs
* Download and make a copy to make corrections.

**Step 2: Reviewing Errors & Warnings**

* If errors are detected when CSI pulls the file, an error report is included.
* Error report format:
	+ SBDACCESS\_[schoolcode]\_ErrorReport\_03122025.xlxs
* No error report? That means no system-detected errors, but you still must review for accuracy!

## Fixing Errors:

1. Check the Error Report (if provided).
2. Use the Business Rules and File Layout documents to troubleshoot.
3. Correct errors in your SBD file, NOT the error report.

## Common Data Errors

|  |  |
| --- | --- |
| Issue | Fix |
| Student tested but should not have | Ensure only NEP/LEP students are included. The record will be invalidated. |
| Language Proficiency Code incorrect | Must be 1 (NEP) or 2 (LEP) – All other codes will trigger an error. |
| Language Instruction Program field | Students must be in a program if NEP or LEP. If a student has been opted out of a language program by a parent, code as 98.00 or Blank will trigger an error! |
| Incorrect Language Background | Must be a valid 3-letter code (ENG is NOT allowed). |
| Invalid Test Cluster | Test clusters must match the student’s grade. |
| Incomplete Test Domains  | If a cluster field is blank, that domain was not completed. No overall score will be reported.  |

Involve ELD Coordinators to verify language proficiency status! In prior years, some students had their tests invalidated because they were incorrectly coded in a school’s SIS.

## Updating Data

* Fill in any blank cells in updatable columns (Use the Excel sort and filter tools to find these records).
* **Do not delete or add rows to the file**; only make changes to existing records in columns that are updatable. Notify CSI if you believe records should be added or removed.
* If your file contains records of any students who moved before or during the WIDA test window, notify CSI.
* You **must indicate all corrections** you make in the SBD file by highlighting-- (filling) the cells with some other color than white. Otherwise, we will not know what data you have edited.

## Reason Not Tested Codes

A two-character code that indicates the reason why a student did not take the assessment. This code will apply to the entire record and can be used only for students who did not start any of the four domains.

|  |  |
| --- | --- |
| Code | Reason |
| 00 | Absent |
| 03 | Withdrew Before/During Testing |
| 04 | Student Refusal |
| 07 | Medical Exemption |
| 10 | Did Not Attend |
| 11 | Data Error (the student is not NEP or LEP) |

## Invalidation Codes (Do Not Score)

INV – Invalidation: Even though a student may have completed some or all of the domain, the testing was not valid and no score should be reported for that domain.

Important Notes:

* The use of this code should have been discussed with the CSI District Assessment Coordinator at the time of test administration.
* Invalid scores cannot be included in growth calculations.
* Not updateable during SBD.

**Step 3: Uploading Your Corrected File**

* + Upload the corrected file back to G-Drive.
	+ Use the same folder location as the original file.
	+ Rename your file slightly to indicate corrections.
		- Example: SBDACCESS\_[schoolcode]\_corrected\_03132025.xlxs
	+ Correcting all issues can take several rounds of back and forth, so please do not wait until the deadline, as there may not be enough time for CSI to help you.
	+ **Notify CSI by email** at kaliwinn@csi.state.co.us
	+ Email Subject: SBD File Submission – [School Name]
	+ In the email, confirm whether:
1. You uploaded a corrected/updated file.
2. You have reviewed the file and have no updates.
	* **Your school’s data review will not be marked complete if CSI does not receive a notification**. Even if your data is correct, you must still notify CSI.

**Final Checklist**

* Download your SBD file from G Drive.
* Review all student records and fix any errors.
* Check Not Tested Reasons and Invalidation Codes.
* Highlight all corrections in your file.
* Upload the corrected file before **March 25**. Multiple rounds of submissions may be needed, so do not wait until the deadline.
* Email CSI (kaliwinn@csi.state.co.us) to confirm submission.