

**DLM SBD Review**

Spring 2025 Guidance for CSI Schools

**Purpose of the DLM SBD Review**

The DLM (Dynamic Learning Maps English Language Arts and Mathematics) Student Biographical Data (SBD) review is the final opportunity for schools to verify and correct assessment data, including demographic and test score information, before scoring is finalized.

**Impact of the DLM SBD Review**

Accurate data directly impacts state and federal accountability reporting, including School and District Performance Framework ratings, Title III AMAOs, and federal school designations. Therefore, all CSI schools are required to participate in the SBD reviews.

**Timeline & Deadlines**

|  |  |
| --- | --- |
| School Reviews Begin | Final Error-Free Files Due |
| Thursday, May 29 | 5:00 pm Tuesday, **June 3** |

Important Reminders:

* Start early! Multiple file submissions may be needed to resolve all issues, so please do not wait until the deadline.
* Breaks or school closures do not exempt schools from review responsibilities.
* CSI cannot grant extensions; the final deadline is set by the state.
* Even if no updates are needed, **schools must notify CSI for your review to be marked complete**.
* Experienced schools may review this document up through the “Spring 2025 Updates” section and skip the general instructions.
* New or newer schools should read this entire document to avoid unintentionally altering data.
* All schools must review the collection documentation, especially the file layout.

**Spring 2025 Updates**

* The 100002 Special Circumstances code has been removed.

**Collection Documentation**

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

* **File Layout** 
  + Contains field definitions, valid values, collection-specific instructions, and CSI-specific notes.
  + Do **not** delete or change fields marked as “No” in the Updateable column.
  + Do **not** use a prior year’s file layout.
* **Business Rules**
  + Lists errors and warnings with guidance for resolving issues.

**SBD Background**

The DLM SBD process differs from other collections:

* Schools do not extract files from their SIS.
* Instead, CSI provides an SBD file for review and correction.
* Schools return the corrected file to CSI for processing.

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

Note: CDE’s Data Pipeline can detect certain errors (e.g., valid values, internally related fields such as Language Proficiency, Language Background, and Language Instruction Program) but cannot validate accuracy, especially for not tested/invalidation reasons. This is why manual review is essential, even if your school receives no error report.

**General Steps Explained**

Step 1: Access Your SBD File

* On May 28, CSI will upload the SBD file to Google Drive: Assessments [School Name] > SBD > DLM > 24-25
  + SBD File Name Format: SBDDLM\_[School Code]\_[School Name]\_05282025.xlsx
* Notification emails will be sent to Data Respondents and School Assessment Coordinators.
* Decide in advance how to work together to review the file, make corrections, and upload the final version.
  + Both contacts are encouraged to review the file line by line.
* Make a copy of the file before making any changes.

Step 2: Review Errors and Warnings

* If system errors exist, an error report will be included in the Google Drive folder.
  + Error Report File Name Format: SBDDLM\_[School Code]\_[School Name]\_05282025\_ErrorReport.xlsx
* If no error report is included, there are no system-detected errors, but **you must still review** the file for corrections (especially assessment-related fields).
* **Do not** correct errors in the error report—only update the SBD file.
* Use the file layout and business rules for reference.

Questions? Contact [kaliwinn@csi.state.co.us](mailto:kaliwinn@csi.state.co.us) if you are unsure how to correct values or resolve errors.

Step 3: Review and Update Data

* Fill in blank cells in updateable columns using Excel’s sort and filter tools.
* **Do not delete or add rows**. Only update values in existing rows and updateable columns.
  + Contact CSI if you believe records should be added or removed.
* If a student moved before or during the testing window, notify CSI to move the record.
* You **must indicate all corrections** in the SBD file by highlighting-- (filling) the cells with a color than white (see example below). Otherwise, CSI will not know what data you have edited, and changes will not be processed.

Table illustrating how to highlight cells with changed data in yellow.

Special Fields to Review:

* **IEP** and **Primary Disability**
  + All students taking the DLM assessment must have both an IEP and Primary Disability
  + Refer to the file layout for more details.
* Special Circumstance Codes:

|  |  |
| --- | --- |
| Code | Reason |
| 03454 | Medical Waiver |
| 13813 | Chronic Absences |
| 13815 | Home Schooled |
| 13818 | Special Treatment Center (District Education Services) |
| 13820 | Parent Excuse |
| 13824 | Homebound (District Education Services) |
| 13826 | Student Refusal |
| 13831 | Other Reason for Nonparticipation (Took General Assessment) |
| 13832 | Interrupted/Not Completed |
| 13836 | Misadministration |
| 09999 | Withdrew Before/During Testing |

* + Special Circumstance Codes invalidate a student record, and the student will not receive a score for that subject.
  + Different codes can be used for ELA and Math.

Step 4: Upload and Notify

* Upload the corrected file to the same folder in Google Drive.
* Rename the file slightly to reflect that it has been updated.
  + Example: SBDDLM\_[School Code]\_[School Name]\_**corrected**\_**05292025**.xlsx
* Notify CSI by email at [kaliwinn@csi.state.co.us](mailto:kaliwinn@csi.state.co.us).
  + Example Subject Line: SBD File Submission – [School Name]
  + In your email, confirm:
    - That you uploaded a corrected file, **or**
    - That you reviewed the file and found no updates.
  + **Your SBD review will not be marked complete without this email notification.**

**Final Checklist**

* Download the SBD file from Google Drive.
* Review all student records and correct errors.
* Verify Special Circumstance Codes.
* Highlight all updated cells (use a color other than white).
* Upload your corrected file by 5:00 p.m. on **June 3**.
* Email [kaliwinn@csi.state.co.us](mailto:kaliwinn@csi.state.co.us) to confirm submission.