



Student Interchange Timeline

Month-by-Month

Overview

The [Student Interchange](#) is the data source for many data collections throughout the school year. It is designed for ongoing and regular updates (monthly or more) throughout the school year, ensuring data accurately reflects the status of student data for a LEA. Uploading files frequently allows all data collections that utilize this information to be more manageable as well.

This timeline is a suggested month-by-month approach to student interchange data, indicating the timeframes of the many data collections to show overlapping workflows between student collections. The individual data collections post specific interim deadlines for error-free files as it pertains to the collection.

Files

The Student Interchange consists of three primary files and one supporting file. LEAs should maintain accurate data in their Student Information System (SIS) so these files can be extracted directly from their SIS and uploaded into Data Pipeline. See the posted file layouts on the Student Interchange website for data field descriptions.

File 1: Student Demographic (DEM)

- Describes attributes of the student
- Single record per student

File 2: Student School Association (SSA)

- Enrollment history
- May contain multiple records per student
- Student Pupil Attendance Information and Primary School data fields are critical fields to determine if a record is included in a specific collection. See the snapshot file layout criteria for details regarding when a SSA record is used for a collection.

File 3: Graduation Guidelines (GG)

- Required for the Student End of Year collection only
- Secondary students only
- May contain multiple records per student

File 4: Adjustments (ADJ)

- Supporting file for Student End of Year (SEY) collection only
 - Used in a few specific circumstances which means many districts will not utilize this file during a collection year
 - See the [SEY website](#) for more information
- Does not open until Regular Phase of the SEY collection each Spring



Collections that Utilize Student Interchange Data

Error free student interchange records are required for a student's interchange data to be utilized in a data collection.

Connected Student Collection	Collection Window
Student October Snapshot	August to December
Student Attendance Snapshot	April to July
Student End of Year Snapshot	May to December (<i>Soft open April</i>)
Student Discipline Snapshot	April to June
Teacher Student Data Link (TSDL) Snapshot	February to September
PWR Collection	April to June
SPED December Snapshot	November to February
SPED Discipline Snapshot	April to June
SPED End of Year Snapshot	May to September
WIDA ACCESS SBD	March
Assessment SBD Snapshot	April/May
Alternative Education Campus (AEC) Collection: Renewal Applicant File	March/April
READ Spring Assessments	April to June

Month-by-Month Timeline

July

- Reporting school year begins July 1st
- **Current Year** Student Interchange opens mid-month
- **Prior Year** Open collections include Student Attendance, TSDL, SPED End of Year, Student End of Year
 - Student Attendance closes
 - Error free prior year student interchange files required

August

- **Current Year** Student October collection opens
 - Ensure all students have an assigned SASIDs.
 - See the [RITS website](#) for more information.
 - LEAs are encouraged to upload their initial Student Interchange files.
 - **Recommendation** Collaborate with program staff regarding errors that impact student programming for the year such as Multilingual Learner status, postsecondary programs, free-reduced lunch, McKinney Vento, etc.
- **Prior Year** Open collections include TSDL, SPED End of Year, Student End of Year
 - **Recommendation** SPED End of Year and Student End of Year respondents are encouraged to validate data for students with IEPs together to ensure consistency and accuracy across these collections.



September

- **Current Year** Open collections include Student October
- **Prior Year** Open collections include TSDL, SPED End of Year, Student End of Year
 - TSDL closes
 - SPED End of Year closes
 - Student End of Year state deadline for Regular Phase
 - Error free prior year student interchange files required
 - Student End of Year Cross LEA Phase begins

October

- **Current Year** Open collections include Student October
 - Error free current year DEM & SSA interchange files required
- **Prior Year** Open collections include Student End of Year
 - Student End of Year Cross LEA phase ends
 - Error free prior year student interchange files required
 - Student End of Year Post-Cross LEA phase begins
 - **Recommendation** Check Student End of Year coding compared to Student October coding, especially for retention codes in SEY compared to OCT.

November

- **Current Year** Open collections include Student October and SPED December Count
 - Student October closes
 - Error free current year DEM & SSA interchange files required
 - **Recommendation** Upload initial current year GG file. Collaborate with graduation guidelines program staff in the LEA to begin monitoring students who are expected to graduate during the current school year.
- **Prior Year** Open collections include Student End of Year
 - Student End of Year Post-Cross LEA phase ends
 - Error free prior year student interchange files required.

December

- **Current Year** Open collections include SPED December Count
 - **Recommendation** Update DEM & SSA files to support SPED December Count reporting
- **Prior Year** Student End of Year closes



January

- **Current Year** Open Collections include SPED December Count
 - Error free DEM & SSA interchange files required
- **Recommendation**
 - Update student interchange files to reflect mid-year transfer students.
 - Address Multilingual Learner DEM errors for newly enrolled students.
 - Supports WIDA ACCESS assessment, ensuring all required students are tested.
 - Supports LEAs as they determine the language proficiency for newly enrolled students per the [ELD Program Requirements](#)
 - Begin preparing for Spring state assessments.
 - Note: Initial rosters for Spring assessments are generated based on Student October data with enrollment changes updated by LEAs as part of the assessment administration cycle and SBD collection cycle.

February

- **Current Year** Open Collections include SPED December Count
 - SPED December Count closes
- **Recommendation** Upload student interchange files and resolve errors to maintain clean interchange files.

March

- **Current Year** Open Collections include WIDA ACCESS SBD, AEC Renewal File, TSDL
- **Recommendation** Upload updated GG file capturing any measures completed in the Fall to continue collaboration with graduation guideline staff as they monitor students who are expected to graduate during the current school year.

April

- **Current Year** Open collections include AEC Renewal File, Student Attendance, Student Discipline, SPED Discipline, Assessment SBD, READ Spring Assessments, Postsecondary Workforce Readiness, Student End of Year (soft open)
- **Recommendation**
 - Upload student interchange files (DEM, SSA, GG) in preparation for the various Spring data collections.
 - Address Multilingual Learner DEM errors for students with mid-year ML changes.
 - Supports Student End of Year collection.
 - Allows time for LEAs to receive feedback from CDE's Culturally and Linguistically Diverse Education team if needed.
 - Note: LEAs must follow the standardized ML redesignation procedures, which means any mid-year ML changes should be based upon these procedures and are typically reflective of data issues in Student October reporting.



May

- **Current Year** Open collections include TSDL, Student Attendance, Student Discipline, SPED Discipline, Assessment SBD, READ Spring Assessments, Postsecondary Workforce Readiness, SPED End of Year, Student End of Year
- **Recommendation**
 - Include attendance data in all SSA file uploads from this point forward instead of zero filling these fields.
 - Address DEM and SSA errors, ensuring these files are error free and your Student Information System is up to date.
 - Collaborate with program staff regarding data for graduating/completing secondary students, especially related to special populations and programs.
 - SPED and Student data respondents are encouraged to validate data for students with IEPs together to ensure consistency and accuracy across discipline and end of year collections.

June

- Reporting school year ends June 30th
- **Current Year** Open collections include TSDL, Student Attendance, Student Discipline, SPED Discipline, Assessment SBD, READ Spring Assessments, Postsecondary Workforce Readiness, SPED End of Year, Student End of Year
 - Student & SPED Discipline collections close
 - READ Spring Assessment collection closes
 - Postsecondary Workforce Readiness collection closes
 - **Recommendation** Maintain error free student interchange files with complete attendance data from this point forward.
- **Upcoming Year** Prepare for next year's student interchange to open in July.
 - **Recommendation**
 - Ensure language proficiency (ML status) reflects the student's accurate coding for the year even for students who transfer out of the LEA over the summer. This includes newly redesignated students or students moving along the ML progression from year to year.
 - Create one-day records for students who transferred out of the LEA over the summer with a 7/1 school entry date and 7/1 school exit date.
 - Verify grade level placement in the upcoming school year, updating retention codes in the prior year data or completing grade reassignment coding patterns for students who will skip (accelerate) a grade.