

Student End of Year (SEY) Collection Manual

2025-2026

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Section 1: Overview

The purpose of the Student End of Year Snapshot (SEY) is to collect enrollment and outcome information for PK-12th grade students during a school year. This includes demographic information and student's entry and exit from public schools within a district. The data from this collection is used to derive graduation/completion, dropout, and mobility/stability rates for both state and federal reporting.

Data from this collection is embargoed until the statewide data release in January following the SEY collection. Embargoed data may only be shared internally with applicable district staff (Superintendent, district accountability contact, etc.).

Visit the [Student End of Year site](#) to review the **collection timeline (pdf)**, **file layout (pdf)**, resources, and more information.

General Information

Snapshot data collections compile data from specific source files. Typically, the source files are called interchange files. The SEY snapshot is made up of three primary student interchange files with supporting information in specific circumstances from additional interchange files. The primary student interchange files are the Student Demographic (DEM), Student School Association (SSA), and Graduation Guidelines (GG) files. These three files come together to fill in the data fields of the SEY snapshot along with additional CDE internal data sources. If a change is needed to a data field on the SEY snapshot, the change must be made in the interchange file that feeds that data field. Then, a new snapshot is created to refresh the data in the snapshot to reflect the change on the interchange file.

Other interchange files used in specific circumstances during this collection are the student interchange adjustments (ADJ) file, Title 1 interchange file, and Special Education IEP interchange files.

At least one SEY record should be included for every student, grades PK-12, that was counted in membership at any time between July 1 and June 30 of the reported school year. This includes students that left a school/district during that time period.

Only students who are attending an educational program operated by the reporting school district (student pupil attendance information 'group A' codes 01 through 08) are included in the SEY snapshot. Any resident students attending an educational program that **is not** operated by the reporting district who are included on the district's SSA enrollment file (student pupil attendance information 'group B' codes 24-33 & 99) are by default excluded from the SEY snapshot based upon the snapshot criteria.

Review the full set of SEY snapshot criteria using the **Student End of Year File Layout and Definitions (PDF)** [\(SEY site\)](#).

Additionally, students who complete requirements to graduate or complete high school the summer after the end of the school year may be counted as graduates or completers of that school year. To be considered a graduate or a completer of the current (reporting) school year,

students must meet graduation or completion requirements by August 31st, allow the use of school exit type 90 through 96 an additional two months past the typical June 30th end of the academic year.

For example, students graduating/completing in the 2025-2026 academic year are coded as such (school exit types 90 to 96) through August 31, 2026. All other students must be coded as exiting by June 30, 2026, **or** as not exiting with school exit type 00 and school exit date 00000000.

Critical Resources and Websites

The [Colorado Department of Education website](#) contains a wealth of information for LEAs over many topics. The [Data Pipeline section](#) of this site is designed to support data respondents as they complete state reporting. This table includes links and notes about the commonly used resources needed by SEY data respondents as they complete the Student End of Year collection.

Site Name/Link	Information/Uses
Data Pipeline Home Page	Starting point for all pipeline collections, training, and resources
↳ Student End of Year	Primary site for SEY Collection information • SEY Collection Manual (PDF) • Contains file layouts, templates, business rules, and resources • Training registration, recordings, and resources • Adequate Documentation of Transfer information
↳ Student Interchange	Information that supports all student interchange connected collections • File Layouts – DEM, SSA, GG, ADJ • “SSA Record Guide” (PDF) • “Multilingual Learner Coding Guide” (PDF) • Training materials, additional resources, and business rules
↳ SpEd IEP Interchange	File layouts, templates, business rules, training materials, and resources to support the IEP interchange files
↳ Title 1 Interchange	Reporting resources for Title 1 Targeted Assistance Schools/Programs
↳ Data Pipeline Training	Town Hall presentations and general respondent training resources
↳ Frequently Requested Codes and Resources	Includes lists of many types of codes such as: • All Colorado School Codes (XLS) ◦ E.g., public, non-public, detention, facility, etc. • SPED Program Codes (XLS) • Language Codes (XLS)

Site Name/Link	Information/Uses
Identity Management (IdM)	Landing page with login links to the various CDE data platforms such as: • Data Pipeline • CEDAR/COGNOS Reporting • RITS • IdM Access Management
Synccplicity	Secure file transfer site used to communicate personally identifiable information with CDE if you have questions on specific students during reporting or have exception requests.
Education Statistics	Landing page for all Colorado Education Statistics. From here, navigate to graduation/completion, dropout, or mobility/stability statistics.
Graduation Guidelines	Information for program staff regarding the graduation guidelines menu of options.

Source Interchange Files

Interchange files are the source of the data used in a data snapshot. The SEY snapshot extracts specific data elements from the files below when a SEY snapshot is created or updated. The snapshot also reflects data fields that are internally calculated within the CDE data pipeline system. This extracted information is combined into a new file layout reflecting the specified SEY snapshot data elements.

SEY snapshot data cannot be directly edited and is not automatically added to or removed from the SEY snapshot. Changes to snapshot data are made by updating the source interchange files and creating/updating the SEY snapshot.

Review the SEY File Layout and Definitions posted on the [SEY site](#) for a complete list of data elements included in the SEY snapshot along with notes regarding the source file for the specific data element.

Student: Demographic (DEM)

Every student must have one record on the DEM file. Student records from the DEM file are joined to the SEY snapshot by SASID, District Code, and School year. The demographic file captures attributes of a student while they are in a district that are true regardless of the student's enrollment in a specific school, grade, or program in the district.

Review the posted **Student Demographic file layout (PDF)** on the [Student Interchange site](#) for specific definitions of data fields and codes that comprise this file.

Note: Only 'untagged' student demographic records are used for the SEY Collection. Any records with the 'OCT' or 'DEC' tag will be ignored upon creation of a SEY snapshot.

Data Expectations

Student End of Year is a cumulative data collection. For most demographic fields, it is designed to show any student for whom (fill in the blank) demographic status was true at any point during

the school year, even if that status has changed by the end of the year, when a student is receiving services based upon that demographic status.

For example, a student who is homeless at any point in the school year qualifies for McKinney Vento support throughout the entire academic school year even if they find stable housing before the end of the school year. The homeless status in SEY indicates the student qualified for McKinney Vento services during the reporting year.

Business rules that compare demographic data fields in October to SEY, Summer EBT to SEY, or Assessment SBDs to SEY typically are designed to allow exceptions if a LEA finds a student was reported incorrectly earlier in the year. Many are specific student level checks.

There are a few demographic fields that are designed to be point-in-time. These data fields may change from the beginning of the year to the end of the year without causing an error in the SEY snapshot. Some will trigger a warning to highlight students who've had a change in one of these fields. These warnings are designed to support districts as they validate data.

Cumulative Demographic Data Fields:

- Homeless fields (Homeless, Primary Nighttime Residence, Cause of Housing Crisis, etc.)
- Free/Reduced Lunch Eligibility
 - Federal carry-over status is the only reason a status may change during the year
 - Current year eligibility is cumulative
- Title 1 Targeted Assistance (comes from the Title 1 interchange file)
- Military Connected
- Language Proficiency
- Attends District Funded HSED Program
- Section 504 Having a Disability: Status This Year
 - New field expected in 2026-2027
- Immigrant
- Special Education Transition
- Gifted and Talented Fields
 - Although listed on the SSA file, treat these fields like demographic information, ensuring values match across all SSA records.

Point in Time Demographic Data Fields:

- Student's Name (must match RITS)
- Student's Date of Birth (must match RITS)
- Student's Gender (must match RITS)
- Race/Ethnicity fields
- Language Background and Language Instruction Program
- Section 504 Having a Disability: Current Status
- Military Enlisted
- Alternate Assessment Participant

Student: School Association (SSA)

Every student must have at least one record on the SSA file but may have multiple records based upon the student's enrollment history during the school year. The SSA file captures attendance/enrollment information about the school(s) a student attends in a district throughout

the school year, including details specific to that SSA record. Student records on the SSA file must meet the following criteria to be included in the SEY snapshot.

- Primary School = 1 (yes) **AND**
- School Code is a valid public school (including 100% home options schools) **AND**
- Pupil Attendance Information is between 01 and 08 (Group A records only) **AND**
- Grade Level is not '002' infant

Review the posted ***Student School Association file layout (PDF)*** on the [Student Interchange site](#) for specific definitions of data fields and codes that comprise this file.

Note: Only 'untagged' SSA records are used for the SEY Collection. Any records with the 'OCT' or 'DEC' tag will be ignored upon creation of a SEY snapshot.

Data Expectations & Troubleshooting

This collection captures **all** enrollment records for a student within the school year.

Students with Multiple Records in the Same School (Enrollment Status Change)

The **SSA Record Guide** posted on the [Student Interchange site](#) covers common coding patterns, including how to handle coding for students who have a change in status for one of the SSA fields.

In general, these students will have multiple enrollment records to capture the change. Since the student is not leaving the school, each enrollment record will have the same school code, Student PAI code, and primary school code, but will have school exit/school entry dates to show when one status ends and the next begins. School exit type 60 (enrollment status change in the same school) is used for the record when the status is ending and school entry type 60 (enrollment status change in the same school) is used for the record where the new status is being captured. The gap between these two records should be 9 days or less.

SSA Data fields considered critical status changes when a change occurs mid-year, requiring multiple enrollment records:

- Home Based Education
- Non School Program
- Returning from Expelled Education Services
- Abbreviated School Day Schedule Status
- Postsecondary Program Enrollment
 - ASCENT/PTECH 5-6/TREP codes

Missing Record

There are multiple reasons why a student's record may not be pulling into your SEY snapshot and causing this error. Students must have an error-free record on your student DEM and SSA files to pull into your snapshot. If your interchange files are error free, then check the following fields on your student school association file.

- School Entry Date: Must be July 1st or later
- Student Pupil Attendance Information: Must be a group A code (between 01-08) to pull into the SEY snapshot

- Primary School: Must be 1 (yes) to pull into the SEY snapshot
- Grade Level: cannot be '002' infant

Student: Graduation Guidelines (GG)

Students who are graduating high school must have reported graduation guidelines showing the met the minimum benchmark for at least one English measure and at least one Math measure at some point during their high school career. Records in this file should represent the graduation guidelines a student completed during the school year.

Guideline completion can also be reported retroactively if that completion was omitted during the school year the student initially earned the guideline score or if completion was not reported by a previous district.

When a student is reported as graduating with school exit type 90, 95, or 96 on the SSA file, GG data is joined to the record on SASID to verify the student has reported graduation guidelines measures meeting the minimum requirements in both English and Math. If a student is missing graduation guidelines information, an error will trigger preventing the district from submitting their SEY data until the situation is resolved.

Review the posted ***Graduation Guidelines file layout (PDF)*** on the [Student Interchange site](#) for specific definitions of data fields and codes that comprise this file.

Data Expectations and Troubleshooting

Beginning with AYG 2021, all graduating students (school exit types 90, 95, or 96) must meet the state's minimum GG requirement.

At minimum, a graduating student must have at least one reported English (Guideline Type = 0) and at least one math (Guideline Type = 1) record with a passing score in data pipeline (current year or prior year/district). Districts are encouraged to report records for any GG a student attempts and/or passes.

Missing GG Error (SE301)

Students indicated as graduates (school exit types 90, 95, or 96) who are missing corresponding reported GG measures will trigger an error (SE301) in the SEY collection.

This error can be resolved by...

- Adding the missing guideline(s) information to your GG file **or**
- Changing the student's school exit type to something other than a graduate based upon district policy and the student's circumstances

More Information

Visit the [Graduation Guidelines site](#) to find the current Menu of Options, additional background, and history regarding the Colorado Graduation Guidelines.

Student: Adjustments (ADJ)

The adjustment file is used to adjust the final exit status of a 7th-12th grade student in a prior school year when their final exit status impacts the current year AYG graduation cohort, the district has updated information about this student's exit status, and the student did not attend the district in

the current year. *If an ADJ record is reported in the current year, the student cannot have a DEM and SSA record in the current year.*

During some SEY collection cycles a district may not need to use the ADJ file and during others they may, it is all dependent upon the specific circumstances of a student's reporting history and updated information the district receives in the current school year. The most common use for this file is addressing SE700 series errors during the Cross LEA phase of the SEY collection.

Review the posted **Adjustments file layout (PDF)** on the [Student Interchange site](#) for specific definitions of data fields and codes that comprise this file.

Data Expectations and Troubleshooting

If a school district has received notification that a 7th-12th grade student who was reported in a prior year as not exiting, dropout, expulsion, or HSED transfer is completing or has completed their education through another education agency in the current year, an AYG graduation cohort membership base adjustment can be made.

Adjustments can only be made for students who were reported with a school exit type in a prior year that causes them to remain in the graduation cohort.

Prior year school exit types that may be updated with an adjustment record:

- 00—student did not exit
- 40—dropped out
- 50—expelled
- 70—transfer to HSED preparation program
- 18—transfer to a career and technical (vocational) education program not administered by a Colorado LEA
- 19—transfer to state facility school or state operated program
- 21—transfer to the division of youth corrections or CO Department of Corrections facility
- 26—transfer to a detention center (out of LEA)
- 30—illness/injury
- 31—transfer to a HS diploma program at a Colorado community college

Adjustments are necessary for former students now enrolling out of state, in a private school, institution, in home school, or if they have received a High School Equivalency degree.

Adjustments are not needed if the student is reported by another Colorado public school as they will automatically be transferred to the AYG graduation cohort of that district as part of the SEY collection process.

Adjustments are not needed if the student's AYG places them in a cohort that is 8 years prior or more because Colorado only reports graduation/completion rates up to the 7th year of an AYG graduation cohort.

Impact to Graduation Rates:

Adjustments impact graduation/completion rates and occasionally dropout rates, which is why they are limited to 7th-12th grade students, with most adjustments occurring for students in 9th-12th

grade. The impact varies depending on the adjustment justification code being applied to the student's record.

- **HSED Recipient:** Adjustment records indicating a student has received their HSED will cause the student to be counted as a completer for completion rate purposes and they will remain in their AYG cohort for the district.
- **Adequate Documentation Received:** Adjustment records indicating a request for transcripts was received will cause the student to be removed from the AYG cohort for the district as they have now transferred to another educational environment.
- **Misreported Graduate:** Adjustment records indicating a prior not exiting student whose final status was misreported and the student should have been considered a graduate will remain in the AYG cohort for the district and be counted as a graduate in the graduation rates.
- **Dropout:** Adjustment records indicating a prior not exiting student who have no documentation of reenrollment in the district are counted as dropouts. These students remain in the AYG cohort for the district, impacting graduation/completion rates. These students are also counted as dropouts in the current year dropout rates.

Title 1 (TTI)

Districts with schools providing Title 1 Targeted Assistance (TA) programs must submit a Title 1 interchange file to capture students who received Title 1 TA services at any point during the school year. Student records from the TTI file are joined to the SEY snapshot by SASID, District Code, and School year.

Review the posted ***Title 1 Interchange file layout (PDF)*** on the [Title 1 Interchange site](#) for specific definitions of data fields and codes that comprise this file.

Special Education IEP Interchange

Students indicated as eligible for special education services at any point during the school year are indicated as special education students on the SEY snapshot. This status is based upon records in the Special Education interchange, specifically the Participation file. Districts and Administrative Units work together to maintain the special education interchange files throughout the year as part of required special education reporting. If a district has questions about a student indicated as a special education student on their SEY snapshot, they should reach out to their special education department and/or administrative unit.

Review the posted ***SpED Child file layout (PDF)*** and ***SpED Participation file layout (PDF)*** on the [SpED IEP Interchange site](#) for specific definitions of data fields and codes that comprise this file.

Adequate Documentation of Transfer

Overview

Per state board rule, districts are required to maintain adequate documentation of transfer when coding students as transferring out of their district. This documentation is required to avoid incorrectly coding students as dropouts and may be requested by the SEY Collection lead at any point to verify the school exit type applied by a district to a student's enrollment record. Typically, the SEY Collection lead requests this documentation during the Cross LEA or Post-Cross LEA

phase when supporting districts as they resolve errors in the collection that impact one or more districts.

Types of Documentation

The most common form of documentation is confirmation of enrollment and attendance (COE/A) as it may be used in almost all circumstances where adequate documentation is needed. Other types of adequate documentation vary depending on the school exit type being utilized and may include a written records request, doctor's note, certificate of enrollment, written notification from a parent/guardian, obituary, or written confirmation by a school administrator.

See the [Adequate Documentation of Transfer section of the SEY site](#) for a list of specific documentation required for each school exit type, sample forms and templates districts may modify to suit their need for adequate documentation, and additional information.

Confirmation of Enrollment and Attendance: Minimum Requirements

This is the only accepted type of documentation when using school exit type 13, transfer to a CO public school in a different CO LEA.

Minimum COE/A Required Information:

- Student: Stats Assigned Student ID (SASID)
 - If a SASID merge has occurred, LEAs are encouraged to list both SASIDs on this document
- Student: Full Name
- Student: Date of Birth
- Student; Gender
- Sending School: School Code and Name
- Sending School: Last Date of Attendance
- Receiving School: School Code and Name
- Receiving School: Date Student Began Attending
 - Date began attending must fall between 07/01/2025 and 06/30/2026 to be valid COE/A for the 2025-2026 SEY reporting year.
- Receiving School: Signature, Date, and Name of LEA representative

Frequently Asked Questions

Question: How quickly must LEAs respond to a request for documentation from another LEA?

Per Colorado State Board rule 1-CCR-301-1, *"Colorado Public Schools and local education agencies are required to send transcripts or to confirm enrollment and attendance when requested from another Colorado Public School or local education agency within two weeks of receiving the request. The exception is for students in out-of-home placements whose records must be transferred within five (5) days pursuant to sections 22-32-138(2)(a)(II) and (3)(a), C.R.S."*

Question: Do LEAs have authority to ask parents specific details about the educational setting the student will be attending after leaving the LEA?

Yes, per Colorado State Board Rule 1-CCR-301-1, *"For students who are withdrawing from a Public School, Districts and the Institute are authorized to request information from the parent or guardian about the specific type of educational environment to which the student will be*

transferring, in order to monitor compliance with the School Attendance Law, section 22-33-104 (1), C.R.S.”

Question: When and why is adequate documentation of transfer required?

Adequate documentation is a component of the Colorado State Board of Education's administrative rules. The final version of the administrative rules for Senate Bill 05-091 was adopted by the Colorado State Board of Education in January 2006 and went into effect March 2006. Under these rules, a school district must receive “adequate documentation of transfer” for any student who transfers out of the district.

Beginning in the 2005 – 2006 school year, *if such documentation is not received, the originating district must code the student as a dropout.* In instances where a student transfers into another Colorado public school district, CDE can confirm enrollment in the new school using the student's SASID number when accurately reported by both districts. However, if a student transfers to a private school or a public school outside of Colorado, the administrative rules require either a request for records or other proof of enrollment from the receiving school.

Adequate documentation is also used to reconcile records between Colorado public schools when reporting issues prevent CDE from confirming enrollment automatically as part of the SEY collection process.

Question: How should a student be coded if a LEA does not have adequate documentation of transfer for a student?

It depends on the grade level of the student. The coding for students in PK-6th grade is different than those in 7th-12th grade.

- PK-6th Grade: Use school exit type '06' transferred to an unknown educational setting.
- 7th-12th grade: Use school exit type '40' dropped out. This student will be counted as a dropout in the annual dropout rates and remains in the AYG cohort for graduation/completion rates. The SEY collection has many processes and business rules designed to support LEAs as they verify students reported as a dropout.

Best practice strategies for recovering adequate documentation for students to avoid counting them as a dropout:

- Communicate with parents or guardians about the student's future educational plans.
- Monitor RITS to see if they have been reported in another district and, if so, reach out with a request for confirmation of enrollment and attendance.
- Reminder: RITS documentation alone is not adequate documentation of transfer. You must receive confirmation of enrollment and attendance before updating the student's school exit type.
- Use the CEDAR/COGNOS report “SASID Lookup: Cross LEA” to see if another district has reported the student with an entry date after their exit date in your district. If so, reach out with a request for confirmation of enrollment and attendance.
- If the student has been reported under a different SASID at the other LEA, request a SASID merge in the RITS web system and/or contact the CDE RITS consultant (RITS@cde.state.co.us) to merge the duplicate records.

Question: To whom do I send documentation of transfer or proof of enrollment?

LEAs maintain a copy of the adequate documentation paperwork with the student's other education records. LEAs do not need to send copies of adequate documentation of transfer to CDE unless it is requested by CDE during the SEY collection process.

Transfer documentation will be requested during the Post-Cross LEA phase if a LEA believes a reporting exception is needed for a SE903 error.

Business Rules: Error and Warnings

Business rules are the list of errors and warnings that are checked when a file is uploaded, or a snapshot created, for a specific data collection. They help ensure data accuracy by alerting you to common coding irregularities. SEY business rules are focused on ensuring accurate data when calculating graduation/completion, dropout, and mobility/stability rates. Whereas student interchange business rules (file specific) address common data irregularities that apply to the several data collections that utilize the student interchange files.

Most business rules are related to a specific student's information, but some indicate a data inconsistency that applies to all data within a data field. These are sometimes referred to as 'snapshot level' or 'collection level' errors/warnings. For example, a warning triggers if no students are indicated as being Free/Reduced lunch eligible. This might indicate missing information for many students instead of just one student as it is unlikely (though not impossible) that no students within the district are Free/Reduced Lunch eligible within a given year.

Some of the SEY business rules include calculated error details that reflect the specific prior year or prior collection coding conflicting with the current coding, causing the error. For example, the SE209 error compares a student's Language Proficiency code in the current year Student October collection to the current Student End of Year collection. The error details for this rule reflect the LEA and Language Background reported in OCT to help LEAs troubleshoot the situation.

Warnings

Warnings indicate possible data inconsistencies/coding issues. It is beneficial to review warnings to ensure data accurately reflects a student's educational history. Some SEY warnings indicate issues that will turn into errors in the post collection phases if not addressed.

A snapshot **can** be submitted even if warnings are present. During the SEY collection it is common for warnings to indicate a student's demographic information or instructional program information has changed from the Student October to the Student End of Year collection.

Errors

Errors must be addressed to submit data for a given data collection such as Student End of Year.

Errors on student interchange files will prevent a student's records from being pulled into the SEY snapshot since one of the criteria for this collection is that the record is error free at the interchange level.

Errors can be addressed by updating the related data field and reuploading your interchange files or by requesting a reporting exception.

SE500 Custom Error

The SEY collection has a unique error where the SEY collection lead can customize the error details of the message, triggering an error for the LEA for any student or scenario that a traditional business did not catch. The only way to resolve a SE500 error is to reach out to the SEY collection lead.

Use an exception request or post-cross change request process if communicating PII regarding a specific student. Or call the SEY collection lead to discuss the situation. Once the data situation is addressed or a reason provided for the coding issue, the SEY collection lead will turn off the SE500 error allowing the LEA to update their snapshot and clear the error.

Exception Requests and Post-Cross Data Change Requests

Reporting Exceptions

Reporting Exceptions, or 'exceptions' refer to overriding Data Pipeline errors. CDE occasionally overrides these business rule errors because, although errors are legitimate, the case needs to be corrected to accurately reflect the student's educational history. This occurs under unique circumstances when a student's educational history does not follow the anticipated coding patterns outlined in the business rules for an interchange file or snapshot. The student's coding must fall within the parameters of the data collection for an exception to be granted.

When an exception is requested and approved, **the student's coding causing the error does not change**, but instead it is ignored to allow the error to clear.

See the [Reporting Exceptions: Request Templates](#) section of the SEY site for more information. Additional supporting documentation forms are also posted on the SEY site.

Post-Cross Data Change Request

During the Post-Cross Phase of the SEY collection LEAs are very restricted in the updates they can make to their data without collaborating with the SEY Collection Lead. Approval is needed to update data fields to correct student records when resolving SE001-SE700 series errors or to update any data fields for students who are not receiving an error. Districts remain limited to changes to the data fields *school exit date*, *school exit type*, and *retention code* unless extenuating circumstances require other fields to be updated. Only changes approved by the SEY Collection Lead can be made during this phase.

When an post-cross data change is requested and approved, **the student's coding changes for the approved fields** clearing associated errors if applicable.

See the [Post-Cross Data Change: Request Template](#) section of the SEY site for more information.

Identity Management Roles

SEY data respondents must be assigned permissions to both the Student End of Year collection and the Student Interchange collection in Identity Management (IdM) to complete the collection. Your district's Local Access Manager (LAM) assigns accounts/privileges in IdM for your district. LAMs, see the [Registration and Access \(LAMs\)](#) section of the IdM site for more information.

Application	Collection	User Role	Access Level	Notes
Pipeline	Student Interchange	LEA User	Upload and edit records for the DEM, SSA, & GG files.	Required for SEY data respondents.
Pipeline	Student End of Year	LEA User	Create/Update Snapshot	Users with this role can complete the majority of the SEY collection but will need support from a LEA Approver for a few steps.
Pipeline	Student End of Year	LEA Approver	Create/Update Snapshot, submit snapshot, download sign-off form	At least one person in the district must have this role.
Pipeline	Any	LEA Viewer	View CEDAR/COGNOS reports related to the assigned collection – cannot edit data.	Useful role for district staff who need access to collection related CEDAR/COGNOS reports for data validation but are not actively completing the data collection.

Note: A user may only have one role per collection in IdM. Users assigned to more than one collection role will not be able to login to Data Pipeline correctly because the user roles are competing and will lock up their account.

Synclplicity & PII

Personally Identifiable Information (PII)

Student PII includes, but is not limited to, information that is collected, maintained, generated, or inferred and that, alone or in combination, personally identifies an individual student or the student's parent(s) or family.

PII, as defined by federal law, also includes other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

Some examples of PII collected by CDE may include, but are not limited to, the following list:

- A student's name
- A personal identifier such as a student ID number/SASID
- Student's date of birth
- Other demographic information
- Adequate documentation forms

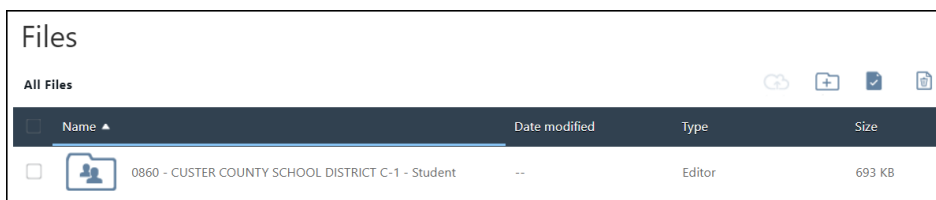
Districts should always follow local policies when distributing secure files. This information must not be emailed.

Syncplicity

Syncplicity is an online platform used for secure file sharing. Data Respondents with the LEA Approver or LEA User role for Student End of Year are given access to the Student Syncplicity folder for their district by the SEY Collection lead. This folder is used whenever data respondents and the SEY collection lead need to communicate regarding sensitive student data or personally identifiable information (PII). This information must not be emailed.

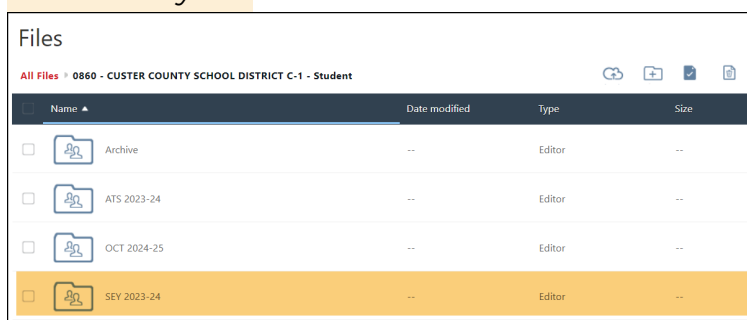
Steps

1. [Visit the Syncplicity website](#) and login using your email address and Syncplicity password
 - Usernames are the email address matching your IdM user account
2. From the Files screen, scroll down to find your district's student folder. This folder will be named with the following naming convention: *District Number – District Name – Student*.



Note: Some data respondents will have multiple Syncplicity folders dependent on the data collections they are responsible for or other roles where they communicate PII with CDE staff. Be sure to select the Student folder when communicating with the SEY Collection lead because they will not have access to other folders.

3. Within this folder there are subfolders for each of the student collections that utilize the Student folder in Syncplicity. The SEY collection subfolder follows the naming convention *SEY school year*.



4. Click on a file to download a copy of that file to your local device or select the upload button  to upload a file from your computer to Syncplicity.



5. Email the StudentEndOfYear@cde.state.co.us to inform the SEY Collection lead a document has been uploaded to Syncplicity. The SEY Collection lead does not get an automatic notification when a file is uploaded into Syncplicity.

Section 2: Data Use and Privacy Guidelines

SEY data has multiple uses including publicly reported rates, accountability frameworks, federal EdFacts reporting, legislative reports, and much more. See the Mandatory Data Pipeline Collections Legislation and Uses document posted on the Data Pipeline Resources page for more information about the legislative mandates for required CDE data collections.

Public Rates

The primary use of SEY data is publicly reported graduation/completion, dropout, and mobility/stability rates. These rates are posted on the Colorado Education Statistics website and utilized across many programs at CDE when reflecting upon student outcomes. See each specific rate website for information regarding the calculations used for each of these rates.

- [Graduation and Completion Statistics](#)
- [Dropout Statistics](#)
- [Mobility and Stability Statistics](#)

Accountability: Performance Frameworks

School and District Performance Frameworks utilize data from the SEY collection. This includes graduation rate, dropout rate for grades 9-12, and the percentage of military enlisted students age 17 and older. [Visit CDE's State Accountability site for more information.](#)

Federal EdFacts & ESSA Reporting

SEY data is the source for several EdFacts files that Colorado submits to the U.S Department of Education. This includes data such as dropout counts, graduate and completer counts, graduation rates, counts of homeless students, counts of Title 1 students, and more.

Due to nuanced differences in state guidelines compared to federal guidelines, the graduation rates used for EdFacts and ESSA are slightly different than the publicly reported graduation rates used for state accountability frameworks. In all cases the publicly reported graduation rate for state accountability frameworks is the same or higher than the graduation rates reported for EdFacts and ESSA.

There are slight differences in state and federal reporting of students completing their education who are not graduates. State reporting generates completion rates where federal reporting only requires a count of completers.

The CEDAR/COGNOS report 'Federal Reporting: Graduation Data,' allows LEAs to review the counts of students reported as graduates and completers for federal reporting and the federal graduation rate.

Federal vs State Graduate

Colorado allows students indicated as working on alternate state standards (alternate assessment participants) to be counted as graduates at the state level. These students do not meet the federal definition of a graduate and are counted as completers rather than graduates for federal reporting. CDE uses the data field 'alternate assessment participant' in conjunction with the school exit types indicating graduates (90, 95, 96) to differentiate between students counted as

graduate at the state level and those who must be considered other completers at the federal level.

The CEDAR/COGNOS report 'Student List: AYG Cohort' includes the alternate assessment participant field to allow LEAs to validate this information at the student level. School Exit Type 90, 95, 96 with Alternate Assessment Participant 1 (yes) indicates a student who will be counted as a graduate in state graduation rates, but as an 'other completer' for federal EdFacts reported graduate counts and rates.

See your local LEA policies regarding students working on alternate state standards to determine if the student meets your local graduation requirements to be counted as a graduate, or if your local policy would consider these students as other completers who receive a non-diploma certificate of completion.

Federal vs State Completer

State completion rates consider students with school exit type 92 (other completer) and school exit types 93/94 (HSED recipient) as completers. Federal reporting does not recognize students receiving their HSED as a high school completer. Federal reporting does not generate completion rates either, only counts of completers. In federal reporting, students with school exit type 92 are counted as 'other completers' **and** students with school exit type 90, 95, or 96 who also have alternate assessment participant = 1 (yes) are counted as 'other completers.'

Other Data Uses

SEY data is used for many statutorily required reports. [These reports can be viewed on the CDE Reports for the Legislature site.](#) Other data uses for SEY include internal analysis designed to inform CDE program staff regarding specific programs, outcomes, and student populations to support data driven decision-making.

Data Privacy Guidelines

Beginning with the 2022-2023 school year, data privacy guidelines are applied to publicly reported district and school level graduation/completion, dropout, and mobility/stability rates to maintain student data privacy.

The methods for student data privacy include blurring of AYG cohort/membership base sizes with small populations, blurring AYG cohort/membership base sizes for subgroups with small populations, and top/bottom masking of rates. While complicated, these methods ensure student data is protected while providing transparent information regarding graduation/completion rates, dropout rates, and mobility/stability rates as much as possible.

SEY Data Privacy guidelines are included in the data insights, resources, and archives for each statistic type.

- [Dropout > Data Insights, Resources, and Archives](#)
- [Graduation/Completion > Data Insights, Resources, and Archives](#)
- [Mobility/Stability > Data Insights, Resources and Archives](#)

Section 3: Collection Phases

The SEY collection is made up of multiple collection phases. The Regular, Cross LEA, Post-Cross LEA, and Final Dates include required tasks for all LEAs to complete.

Soft Open Phase

The 'Soft Open' is an optional phase designed to allow LEAs to begin work on this collection at least a month prior to the official beginning of the collection. During the soft open, SEY snapshots can be created with the correct file layout for the collection year. CEDAR/COGNOS reports will begin to generate for the SEY collection. LEAs can expect that business rules will continue to be updated and refined throughout this phase.

LEAs are encouraged to keep their student interchange files up to date throughout the school year to support the ease and accuracy of all data collections that utilize student interchange data.

Regular Phase

Overview

The 'Regular Phase' is the primary data collection and clean-up phase for the SEY snapshot. The Regular Phase begins when the snapshot opens in May and ends in the first week of September. See the collection timeline posted on the [SEY site](#) for specific dates and interim deadlines.

LEAs should expect to meet the interim deadlines throughout this phase. Interim deadlines are designed to help LEAs stay on track for this collection as it includes a large amount of data and spans a longer reporting period than many other CDE collections. Data respondents should expect to collaborate with other program staff in their district on a variety of topics for this collection such as FRL status, English Learner status, postsecondary program participation in the current year and planned for the subsequent year, special education transition students, homeless status, and much more.

Steps

1. Upload interchange files
 - a. Student Interchange: DEM, SSA, & GG required
 - b. Student Interchange: Adjustment file *as needed*
 - c. Title I and/or IEP interchange files *as needed*
2. Resolve interchange errors
 - a. Update student information system
 - b. Extract and upload new interchange files
3. Create SEY Snapshot
4. Resolve SEY Snapshot Errors
 - a. SE001-SE500 series
 - b. Update student information system
 - c. Extract and upload new interchange files
 - d. Request exceptions if needed (Interim Deadline: late July each year)
 - e. Create SEY Snapshot (repeating steps 1 to 4 as needed)
5. Validate data
 - a. Graduation/Completion/Dropout/Mobility/Stability

6. Submit error-free snapshot
 - a. SEY~LEAApprover role in IdM required

LEA Phase Completion Requirements

All LEAs must take action during this phase to create and submit an error-free SEY snapshot. LEAs should also begin the validation process during the report review window to ensure accurate data is submitted.

Cross LEA Phase

Overview

The Cross-LEA Validation phase is the second phase of the Student End of Year data collection. This phase is designed to assist districts in data validation and reconcile coding related to graduates/completers and dropouts.

During this phase additional business rules are activated causing districts to receive new errors/warnings to resolve. These errors/warnings require districts to review exit codes for students, work with other districts to resolve issues, and load adjustments when needed. The newly activated business rules for this phase are the SE700 series business rules. All business rules in the SE001-SE500 series remain active and must also be resolved if they arise. See the **business rules (XLS)** posted on the [SEY site](#) for details about each snapshot level error/warning.

Although districts can update any data field during the Cross-LEA phase, the following information is the primary focus when resolving errors/warnings and validating data:

- Student Entry/Exit dates and types
- Ensure any necessary SASID merges are resolved
- Update summer graduate/completer exit types
- Ensure correct retention code usage
 - Academic, Postsecondary Programs, SPED Transition
- Verify student demographic information
 - Homeless status, FRL status, Military Enlisted, Military Connected, etc.

The Cross LEA phase begins mid-September and ends early October. See the **collection timeline (pdf)** posted on the [SEY site](#) for specific dates and interim deadlines.

Steps

1. Review cross LEA errors and warnings
 - a. SE700 series
 - b. Any SE001-SE500 series
2. Resolve SEY Snapshot Errors
 - a. Update student information system
 - b. Extract and upload new interchange files
 - c. Load adjustment records if needed (Used to correct prior year exits)
 - d. Request exceptions if needed
3. Create SEY snapshot, repeating steps 1 through 3 as needed
 - a. Also ensures all internal flags associate with the snapshot
4. Validate SEY data using CEDAR/COGNOS reports

- a. Graduation/Completion/Dropout/Mobility/Stability rates
5. Resubmit error free snapshot
 - a. SEY~LEA Approver role in Identity Management (IdM) required

LEA Phase Completion Requirements

All districts will have some action to take during this phase of the collection, even if they do not have any new errors that were triggered when the SE700 and SE800 series business rules were enabled.

Minimum Required Action:

- Review warnings
- Verify student demographic counts
- Review graduation/completion rates, dropout rates, mobility/stability rates
- Create at least one SEY snapshot
- Submit error-free snapshot by the Cross-LEA Phase deadline

Required Action for Districts with Errors:

- Review errors and warnings
- Update information on Student Interchange files as needed to resolve errors
- Create a SEY snapshot to clear errors based on updated information
- Review graduation/completion rates, dropout rates, mobility/stability rates
- Verify student demographic counts
- Submit error-free snapshot by the Cross-LEA Phase deadline

Post-Cross LEA Phase

Overview

The Post-Cross LEA Validation phase is the third phase of the Student End of Year data collection. This phase is focused on students listed as transfers who were not recovered by other districts, dropouts who were recovered by other districts, and coding for postsecondary and/or transition students as it connects to the subsequent Student October collection.

SE900 series errors and warnings are triggered during the Post-Cross LEA Validation. Only students with SE900 series errors can be updated by the SEY respondent during this phase without an approved exception request or Post-Cross LEA change request.

Districts DO NOT upload new Student Demographic or Student School Association files when correcting data during this phase. All edits are done through the Data Pipeline Edit Record tool. Districts are encouraged to update their Student Information System to match any updates made in data pipeline during this phase.

Districts may continue to use the file upload feature for Graduation Guidelines or Adjustment files.

Only a limited number of data fields may be updated during this phase.

- School Exit Date
- School Exit Type
- Retention Code

- Other fields by request, e.g., School Entry Date or School Entry Type.

Exception requests are used if the data is accurate and has a reason to explain why the error is triggering. SE903 errors require a copy of adequate documentation of transfer to be uploaded in support of the exception request. See the SEY Reporting Exceptions directions and template posted on the [SEY website > Reporting Exceptions section](#) for more information.

Post-cross data change requests are used when a district needs to update a data field to clear a SE001-SE700 series error or address a SE900 warning. See the SEY Post-Cross Data Change request directions and template posted on the [SEY Website > Post-Cross Data Change section](#) to complete a post-cross data change request.

The Post-Cross LEA phase begins late October and ends mid-November. Districts then have until the posted deadline, usually near December 1st, to submit their superintendent verification form, signifying the completion of the Student End of Year collection. See the **collection timeline (pdf)** posted on the [SEY site](#) for specific dates and interim deadlines.

Steps

1. Review Post-Cross validation errors and warnings
 - a. SE900s
 - b. Any SE001-SE700 series errors that arise
2. Edit student records in pipeline as needed to address business rules
 - a. Data Pipeline → Edit Record
 - b. Request exceptions as needed
 - c. Request post-cross data changes as needed
3. Update student end of year (SEY) snapshot (repeating steps 1 to 3 as needed)
4. Validate data
 - a. Graduation/Completion/Dropout/Mobility/Stability
5. Submit Superintendent Verification Form (Sign-Off)
 - a. SEY~LEA Approver role in IdM required to download form
 - b. Email completed forms to StudentEndOfYear@cde.state.co.us
 - c. Forms will not be accepted prior to the date listed on the collection timeline

LEA Phase Completion Requirements

Minimum Required Action:

- Review warnings
- Review graduation/completion rates, dropout rates, mobility/stability rates
- Update SEY snapshot at least once
- Submit Superintendent Verification form

Required Action for Districts with Errors:

- Review errors and warnings
- Edit information on Student Interchange files as needed to resolve errors
- Submit exceptions and mid-year change requests as needed
- Update SEY snapshot to clear errors based on updated information

- Review graduation/completion rates, dropout rates, mobility/stability rates
- Submit Superintendent Verification form

Final Review Dates

Overview

The final review date window is the final opportunity for districts to review their graduation/completion, dropout, and mobility/stability rates before the collection is closed and finalized. **Once the collection closes and is finalized, no changes can be made to a district's data.** Once the LEA has reviewed their data, they must submit their Superintendent Verification (Sign-Off) form.

CDE completes a final review between the Post-Cross LEA phase and these final dates, notifying districts if data issues are found that need to be addressed before finalizing the collection.

Steps

1. Review CEDAR/COGNOS reports:
 - a. School Summary of All Rates
 - b. Graduation: 3-, 4-, 5-, 6-, 7- year rates by School Year
 - c. Dropout: District and School Rates
 - d. Mobility: District and School Rates
2. Submit Superintendent Verification Form (Sign-Off)
 - a. SEY~LEA Approver role in IdM required to download form
 - b. Email completed forms to StudentEndOfYear@cde.state.co.us or upload form to Syncplicity and notify SEY Collection lead
 - c. Forms will not be accepted prior to the date listed on the collection timeline

LEA Phase Completion Requirements

Submit Superintendent Verification (Sign-Off) form. LEAs may have already submitted this form during the end of the Post-Cross Phase.

Data Release

Overview

Data remains embargoed until the statewide data release in January following the SEY collection. Embargoed data may only be shared internally with applicable district staff (Superintendent, district accountability contact, etc.).

Data respondents remain the primary point of contact between CDE and LEAs regarding the public data release. Respondents should expect to receive statewide embargoed data files a few days before the public data release. These embargoed statewide files should be shared with applicable internal staff (Superintendent, district accountability contact, etc.) to allow the LEA to prepare for the public data release.

Estimated Data Release Preparation Timeline

When	Who	Events
December	CDE Staff	• CDE staff prepares public SEY statistics and analyzes SEY data ◦ Graduation/Completion Rates ◦ Dropout Rates ◦ Mobility/Stability Rates • CDE staff prepares for federal EdFacts reporting based upon SEY data
December	LEA Staff	• Utilize CEDAR/COGNOS reports for internal analysis of SEY data. ◦ Reminder: CEDAR/COGNOS reports are for internal use only. No data privacy guidelines have been applied to the CEDAR/COGNOS reports to allow LEAs the most detailed review of their data. ◦ Visit the Education Statistics site for more information about the data privacy methods applied to graduation, dropout, and mobility rates for public data release. ◦ The SEY site and Colorado Education Statistics site have many available resources to support understanding of rates and available CEDAR/COGNOS reports.
January, approximately 1 week prior to release	SEY Data Respondents	• LEAs receive embargoed statewide data (state, district, school level data) ◦ Data sent directly to SEY data respondents via email ◦ SEY Data Privacy guidelines are applied to this data. ◦ SEY data respondents are encouraged to share with applicable district leadership (Superintendent, district accountability contact, etc.)
January—release day	CDE Staff	• Embargo lifts, typically mid-morning, when CDE sends out a press release and/or hosts a media briefing • SEY Data is posted to the Colorado Education Statistics site. • SEY Collection lead notifies SEY Data Respondents the embargo has lifted, and data is posted.
January—release day	SEY Data Respondents	• Data respondents notify applicable staff (Superintendent, district accountability contact, etc.) that the data is public, and embargo has lifted.

Section 4: Data Pipeline

This section covers in detail the various data pipeline screens and functions used by data respondents when completing a collection. Visit the [Data Pipeline Trainings > Data Pipeline Respondent Training page](#) for training resources applicable to all data respondents for all pipeline collections.

File Upload Menu

These steps can be used to upload any file into data pipeline, not just the three primary files needed to complete the SEY collection. One common supporting file for the SEY collection is the *Adjustment File*.

Format Checker

The format checker can be used to ensure a file is in the proper format for the given file type and school year. The format checker screen shows data fields that are the incorrect length **based upon the first row of data**. This may indicate the file layout does not have the data elements listed in the correct order or that leading zeros are missing for some data fields.

Note: It is possible for a file to pass the format checker and still have underlying errors.

Data File Upload

The data file upload screen is where a LEA uploads the interchange files that are used to create the SEY snapshot. LEAs may upload files multiple times throughout the SEY collection to address both interchange level errors/warnings and snapshot level errors/warnings. Most interchange files are extracted from a LEA's student information system reflecting updates to data in the student information system on a new file extract. LEAs are encouraged to use a naming convention for interchange files saved on their local system that includes the upload date so they can track changes made to these files throughout the collection.

Visit the [Data Pipeline Training page](#) for step-by-step instructions on uploading files in pipeline as this process is the same for all collections.

After uploading a file, a message will be displayed across the top of the screen indicating a batch number or that there was an error uploading the file. Data pipeline sends an email to data respondents once the file has been processed. This email will indicate the number of records uploaded into data pipeline and the number of errors related to this file upload. If you receive an email indicating a file upload error, double check the formatting of your file and try again. Alpha characters or symbols included in data fields that are numeric only is a common cause for file uploads to fail. This includes if an alpha character/symbol in a single data field for a single row of data.

File uploads are the preferred method for updating data during the Regular and Cross LEA phases of the SEY data collection. During the Post-Cross phase, DEM and SSA data must be updated using the edit record screen while GG and ADJ files continue be updated with file uploads.

Validation Report

The Validation Report shows a high-level view of the errors for a specific file upload. Data respondents may find this report to be less beneficial than the more detailed data pipeline error report.

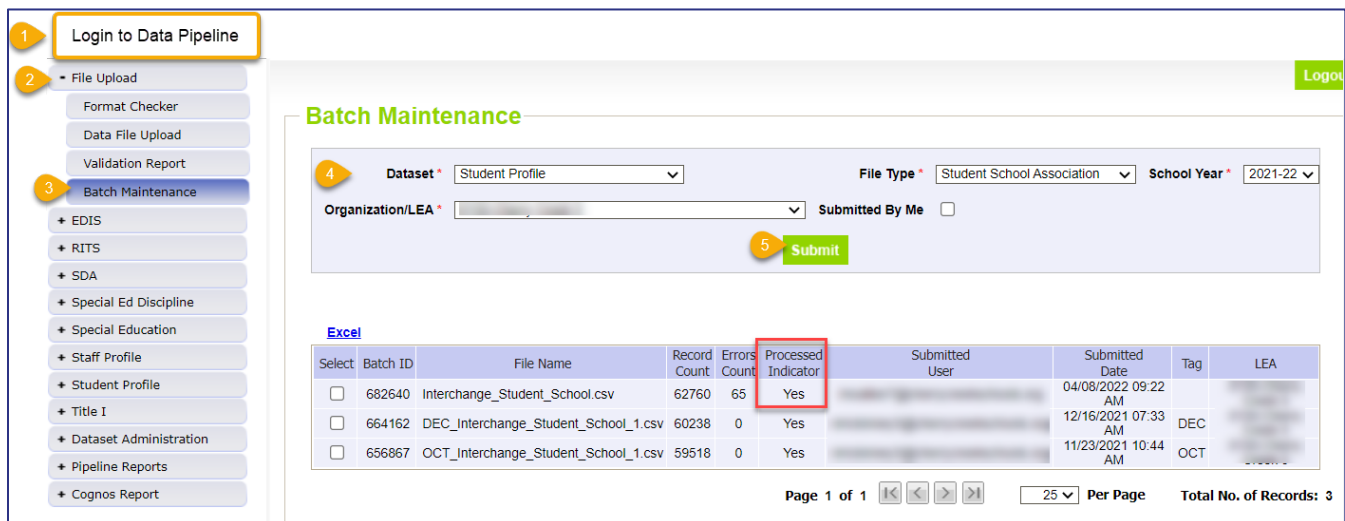
Batch Maintenance

This screen provides information regarding the status of a file upload and can be used to determine if a file has completed processing. If a file is taking a significant amount of time to

process (an hour or more) and you have not received an automated email from Data Pipeline regarding the file, please contact the SEY collection lead for support.

Steps

1. Login to [Data Pipeline](#)
2. Select *File Upload*
3. Select *Batch Maintenance*
4. Complete the Dropdown menus, indicating the specific file you are reviewing.
 - a. Dataset: (e.g., Student)
 - b. File Type: (e.g., Student, Student School Association, Graduation Guidelines, or Adjustments)
 - a. School Year: SEY collection year (Note: Other years may be available – select the desired year)
 - c. Organization/LEA: Your district
5. Select *Submit*



Batch Maintenance

Dataset * Student Profile File Type * Student School Association School Year * 2021-22

Organization/LEA * Submitted By Me ☐

Submit

[Excel](#)

Select	Batch ID	File Name	Record Count	Errors Count	Processed Indicator	Submitted User	Submitted Date	Tag	LEA
☐	682640	Interchange_Student_School.csv	62760	65	Yes		04/08/2022 09:22 AM		
☐	664162	DEC_Interchange_Student_School_1.csv	60238	0	Yes		12/16/2021 07:33 AM	DEC	
☐	656867	OCT_Interchange_Student_School_1.csv	59518	0	Yes		11/23/2021 10:44 AM	OCT	

Page 1 of 1 ⏪ ⏩ 25 Per Page Total No. of Records: 3

Student Menu

Status Dashboard (includes LEA Approver tasks—submit to CDE & Sign Off Form)

The status dashboard shows the last date a file or snapshot was updated, the quantity of validation errors, and if data has been submitted (locked) for a collection. The status dashboard is also used by data respondents with the LEA Approver role for Student End of Year to submit data to CDE at the end of the Regular and Cross LEA phases of the collection. LEA Approvers download the Superintendent Verification (Sign-Off) form from this screen at the end of the Post-Cross LEA phase.

SEY Status Dashboard Information

The SEY Status Dashboard contains information regarding the status of the specific snapshot and Student Interchange files needed to complete this collection. This is the same information periodically sent as status updates to LEAs throughout the collection process, available on demand at any point.

- **Snapshot Overview**

- Data Exists
 - Yes/No status
- Overall Status
 - N=Not Attempted
 - P=Pending
 - S=Submitted
- Data Locked
 - N status in Regular & Cross LEA phases indicate a snapshot may be created
 - Y status in Regular & Cross LEA phases indicate no snapshot can be created
 - Email StudentEndOfYear@cde.state.co.us to request snapshot is unlocked if changes are needed
 - Y status remains throughout the entire Post-Cross LEA phase, even when errors are present and LEA is making updates
- Cross LEA Validation
 - Yes/No status
 - CDE runs this process between Regular and Cross LEA Phases
- Post-Cross LEA Validation
 - Yes/No status
 - CDE runs this process, including AYG Reconciliation, between the Cross LEA and Post-Cross LEA phases
 - This process then runs again each time a snapshot is updated during this phase
- Ignore Errors
 - Yes/No status
 - Used by CDE in exceedingly rare situations
- Snapshot Last Updated By (IdM user email)
 - Will reflect CDE collection lead if last update was due to a CDE internal process
- Snapshot Last Updated Date (timestamp)
 - If this is blank, the snapshot is either in process or no snapshot has been attempted

- **Snapshot Details**

- Total Records
 - At least one record per PK-12 student who attended the LEA at any point in the year is expected. Some students may have multiple records.
 - If blank, no snapshot has been attempted, or snapshot creation is in process
 - If 0, every possible student interchange record has an error or student interchange files contain no records
- Validation Errors (All)
 - Count of all errors
 - This must be 0 before a snapshot can be submitted or sign-off form downloaded
- SE500 Error Count
 - Highlights the specific SE500 business rule as these errors can only be cleared by the SEY Collection lead, requiring communication between the LEA & CDE to resolve the situation

- Regular Phase Rule Count
 - Count of all SE001 through SE500 series errors and warnings
 - LEAs are encouraged to review warnings, but may submit snapshots with warnings in place
- Cross LEA Phase Rule Count
 - Count of all SE700 series errors and warnings
 - LEAs are encouraged to review warnings, but may submit snapshots with warnings in place
- Post-Cross LEA Phase Rule Count
 - Count of all SE900 series errors and warnings
 - LEAs are encouraged to review warnings, but may submit snapshots with warnings in place
- **Student Interchange Info**
 - DEM Error Count (untagged)
 - DEM Last Updated Date
 - SSA Error Count (untagged)
 - SSA Last Updated Date
 - GG Error Count
 - GG Last Updated Date
 - ADJ Error Count
 - ADJ Last Updated Date
 - This may remain blank if ADJ file is not needed by the LEA in this specific collection year.

Note: Student Interchange files each have a status dashboard screen containing basic information regarding the error count, RITS error count, and last updated date for the selected file.

LEA Approver Actions on Status Dashboard

LEA Approvers are the only IdM users with the ability to submit data to CDE and download the SEY Sign-Off form. These buttons are available on the SEY Status Dashboard screen.

Submit to CDE Button

This button is used during the Regular and Cross LEA Phases of the SEY Collection. Pressing this button signifies that the LEA has an error free snapshot, has validated their data, and has completed the applicable collection phase. Once pressed, the 'Overall Status' on the status dashboard screen changes to 'S' for submitted.



Download Sign-Off Form Button

The Superintendent Verification Form, also known as the Sign Off Form, is submitted at the end of the Post-Cross Phase to signify the LEA's completion of this collection and acknowledgment of the use of this data for accountability frameworks.

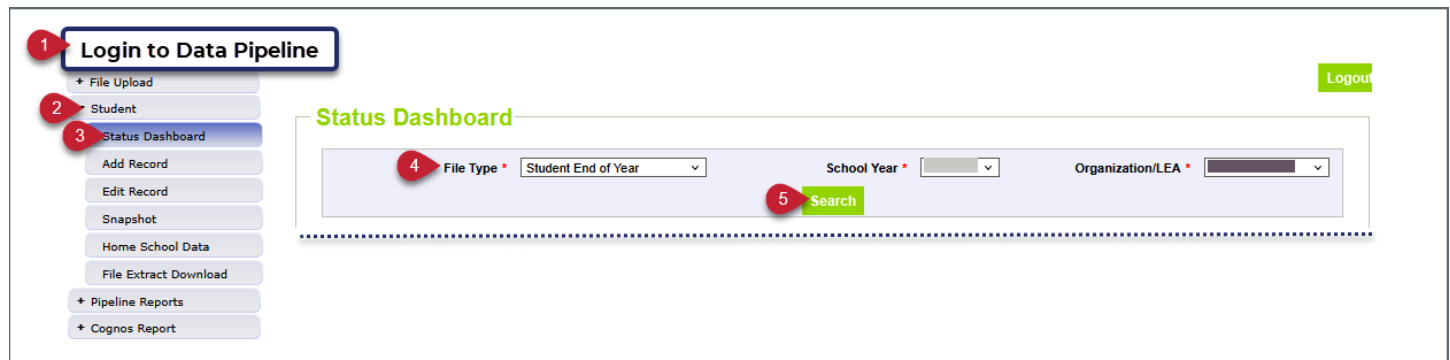
The *Download Sign Off Form* button may not be visible to LEA Approvers until the Post-Cross Phase and will not work if the LEA has a snapshot in process or remaining errors.

This form is signed by the LEA's superintendent and returned to the SEY collection lead through Syncplicity or email (StudentEndOfYear@cde.state.co.us). It will not be accepted prior to the date listed on the SEY Collection Timeline.



Status Dashboard Steps

1. Login to [Data Pipeline](#)
2. Select *Student*
3. Select *Status Dashboard*
4. Complete the drop-down menus
 - a. File Type: desired file (Student End of Year, Student Demographic, Student School Association, Graduation Guidelines, or Adjustments)
 - b. School Year: current year
 - c. Organization/LEA: your district
5. Select *Search*



Add Record

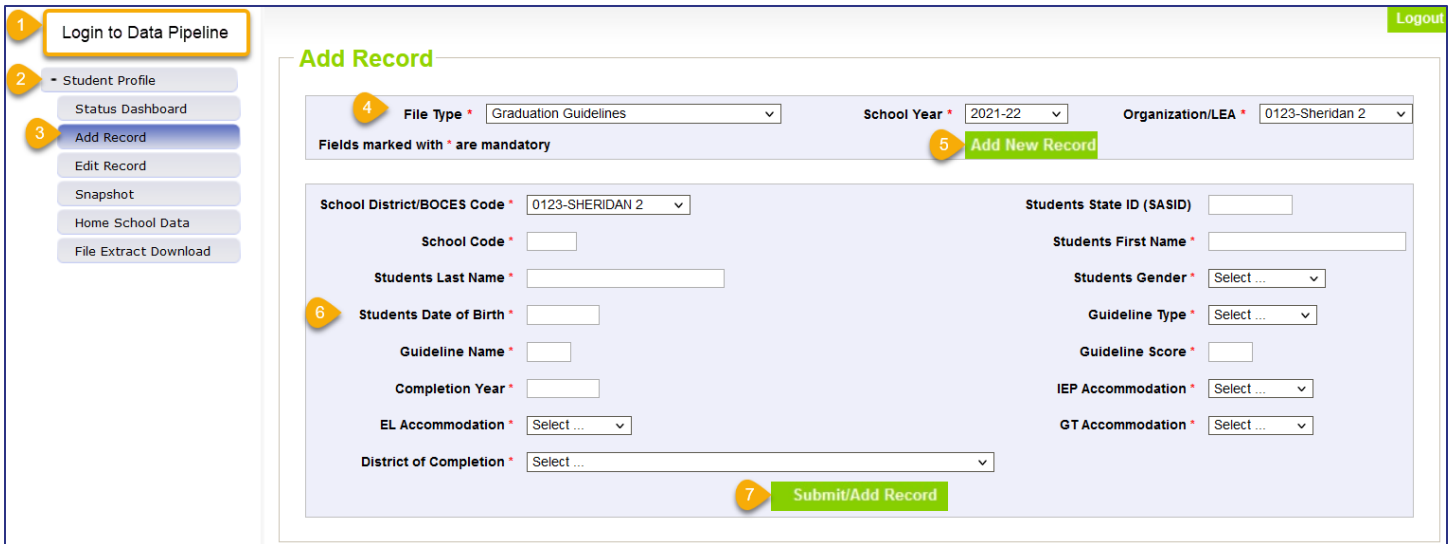
This feature is rarely used as file uploads are the recommended method for adding records to an interchange file, even during the Post-Cross LEA phase. During the Post-Cross LEA Phase, new records are best handled with an 'append' type file upload to add a missing record without changing any of the existing records.

This screen can be used to add a single record to a Student Interchange file without uploading a new file. This is most beneficial when working with only a few records. A new file upload will delete any manually added records, so only use this feature if you are no longer planning to upload new data files or if you have also updated your file before the new upload to reflect the same additional record.

Post-Cross LEA: Any newly added record during the Post-Cross LEA phase requires a Post-Cross LEA data change request to be submitted to the SEY data collection lead. The record will not be pulled into the snapshot without an approved data change request.

Steps

1. Login to [Data Pipeline](#)
2. Select *Student*
3. Select *Add Record*
4. Complete the drop-down menus for the desired file.
 - a. File Type: desired file (Student Demographic, Student School Association, Graduation Guidelines, Adjustments)
 - b. School Year: current year
 - c. Organization/LEA: your district
5. Select *Add New Record*
6. Complete all fields on the add record screen.
 - a. * indicates required fields (SASID is always a required field)
 - b. Zero fill any optional fields
 - c. Refer to the file layout on the [Student Interchange site](#) for more information about each data field on a specific file.
7. Select *Submit/Add Record*



Add Record

1 Login to Data Pipeline

2 Student Profile

3 Add Record

4 File Type * Graduation Guidelines School Year * 2021-22 Organization/LEA * 0123-Sheridan 2

5 Add New Record

6 Students Date of Birth *

7 Submit/Add Record

Fields marked with * are mandatory

School District/BOCES Code * 0123-SHERIDAN 2

School Code *

Students Last Name *

Students State ID (SASID) *

Students First Name *

Students Gender * Select ...

Guideline Type * Select ...

Guideline Score *

Completion Year *

EL Accommodation * Select ...

IEP Accommodation * Select ...

GT Accommodation * Select ...

District of Completion * Select ...

Edit Record

This feature is designed for use during the Post-Cross LEA phase when updating Student Demographic or Student School Association records.

This screen can be used to update a record to a Student Interchange file without uploading a new file. Filters allow you to search for records in error (interchange level errors only) or to search for an individual student by SASID. A new file upload will delete any manually added records, so only use this step if you are no longer planning to upload new data files or if you have also updated your file before the new upload.

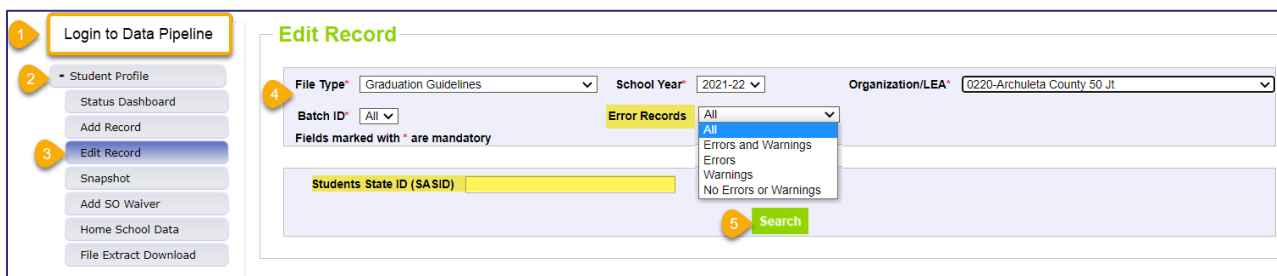
Post-Cross LEA: During the Post-Cross LEA phase, districts must update Student Demographic (DEM) and Student School Association (SSA) records directly in data pipeline using the edit record screen. Only the Graduation Guidelines (GG) and Adjustment (Adj) files may continue to use the file upload function.

Most updates during the Post-Cross phase take place on the Student School Association (SSA) file, specifically the data fields school exit type, school exit date, and retention code. Be sure to select 'Go to Standard View' when working on the edit record screen in data pipeline if a desired data field is not visible.

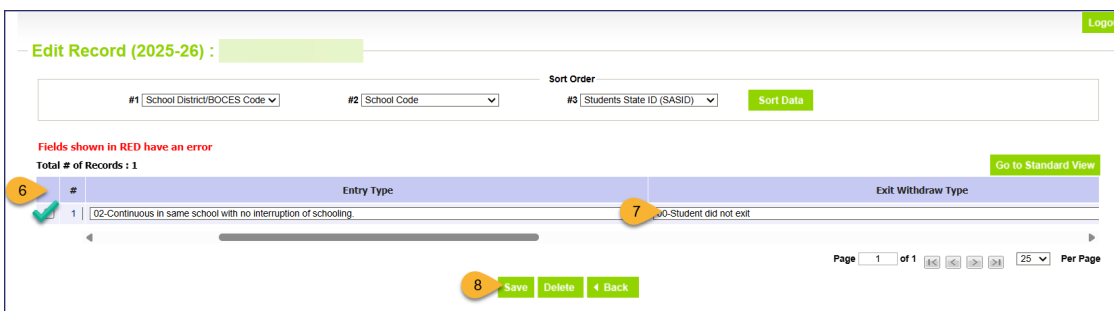
Pro Tip: Use the file extract download feature in data pipeline to download your student interchange file after you've finished making any manual updates. This will give you a clean file that includes all updates for your records.

Steps:

1. Login to [Data Pipeline](#)
2. Select *Student*
3. Select *Edit Record*
4. Complete the drop-down menus for the desired file.
 - a. File Type: desired file (Student Demographic, Student School Association, Graduation Guidelines, Adjustments)
 - b. School Year: current year
 - c. Organization/LEA: your district
 - d. OPTIONAL: Error Records = desired category
 - e. OPTIONAL: Student State ID (SASID) = Student's SASID
5. Select *Search*



6. Check the box indicating the record being updated.
7. Input the updated information into the desired data field. Some fields are drop-down menus and others are text fields.
 - a. Use the scroll bar across the bottom of the screen to locate the desired data field.
 - b. If the desired data field is not showing, select 'Go to Standard View' to view additional data fields.
8. Select *Save*
 - c. Use the *Delete* button to delete the entire selected record.



Snapshot

During the Soft Open, Regular, and Cross LEA phases of the SEY collection snapshots are 'created'. During the Post-Cross phase through the Final Dates snapshots can only be 'updated'. Once the collection closes snapshots can no longer be created or updated.

Create

Creating a snapshot triggers the data elements from the source files (DEM, SSA, GG) to combine with any additional information (Title 1, SPED Interchange, Adjustments file) and internal information called 'internal flags' to create the SEY snapshot file. This also triggers the Data Pipeline system to check all the business rules for the snapshot to look for errors and warnings (or clear errors/warnings based upon updated Student Interchange files).

Create Snapshot Notes

- Whenever a snapshot is created during the Regular Phase and Cross-LEA phase, all existing SEY snapshot records are removed and replaced by the new snapshot information.
- Once a snapshot is initiated, a message will display across the top of the screen indicating a snapshot creation has been triggered and is processing. You will receive a notification email from Data Pipeline once the snapshot has completed processing. If a snapshot creation is already in progress, you will receive a message asking you to try again later.

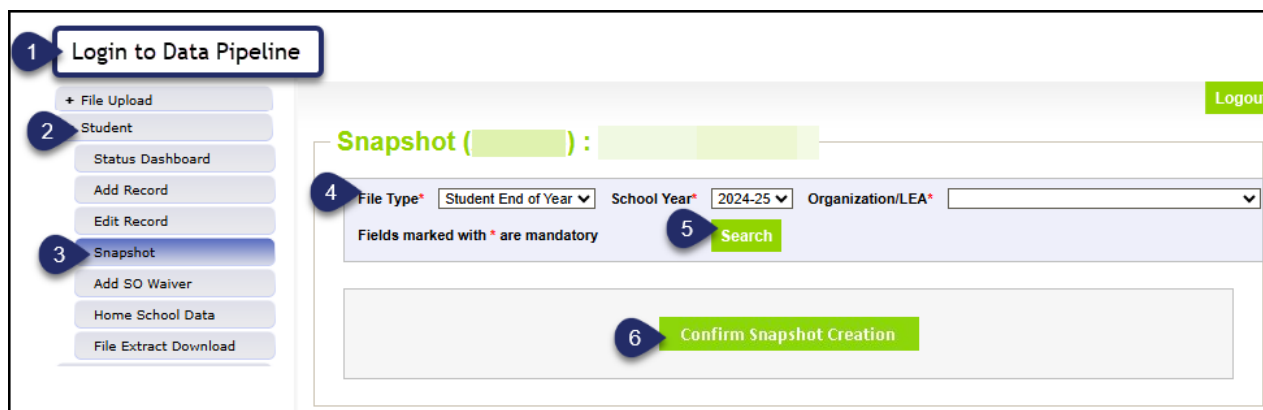
Snapshot creation triggered and processing. A notification email will be sent upon completion.

Snapshot create/update/validate already in progress. Please try again later.

- Snapshots may take a while to process, especially for larger school districts. If your snapshot is taking a significant amount of time to process (3 hours or more), please contact the SEY data collection lead.
- Data pipeline has a scheduled maintenance window every Tuesday afternoon at 5pm. If a snapshot is in process when the maintenance window opens sometimes it will get stuck. If you've noticed that the snapshot for your LEA takes an hour or more to process it is best to not create a snapshot after 4pm on a Tuesday and wait until Wednesday morning to create a snapshot. Reach out to the SEY collection lead if you believe your snapshot is stuck due to being in process when the maintenance window began on a Tuesday evening.

Create Snapshot Steps

1. Login to [Data Pipeline](#)
2. Select *Student*
3. Select *Snapshot*
4. Complete the drop-down menus
 - a. File Type: Student End of Year
 - b. School Year: current school year
 - c. Organization/LEA: Your district
5. Select *Search*
6. Select *Confirm Snapshot Creation*



The screenshot shows the 'Data Pipeline' interface. On the left is a sidebar with navigation options: 'File Upload', 'Student', 'Status Dashboard', 'Add Record', 'Edit Record', 'Snapshot' (highlighted), 'Add SO Waiver', 'Home School Data', and 'File Extract Download'. The main content area has a 'Logout' button in the top right. Below the sidebar, there's a 'Snapshot' section with a title 'Snapshot () :'. Below this, there are three dropdown menus: 'File Type*' (set to 'Student End of Year'), 'School Year*' (set to '2024-25'), and 'Organization/LEA*'. A 'Search' button is to the right of these dropdowns. Below the dropdowns, there's a 'Confirm Snapshot Creation' button. Numbered callouts 1 through 6 indicate the steps: 1. Login to Data Pipeline, 2. Student, 3. Snapshot, 4. File Type, 5. Search, and 6. Confirm Snapshot Creation.

Update

Updating the SEY snapshot triggers pipeline to update the school exit types for those students receiving SE900 series errors, recheck the SE900 warnings, or update data for approved post-cross lea data changes. If the student is not on the list of approved changes or receiving an SE900 error, no update is made to their record.

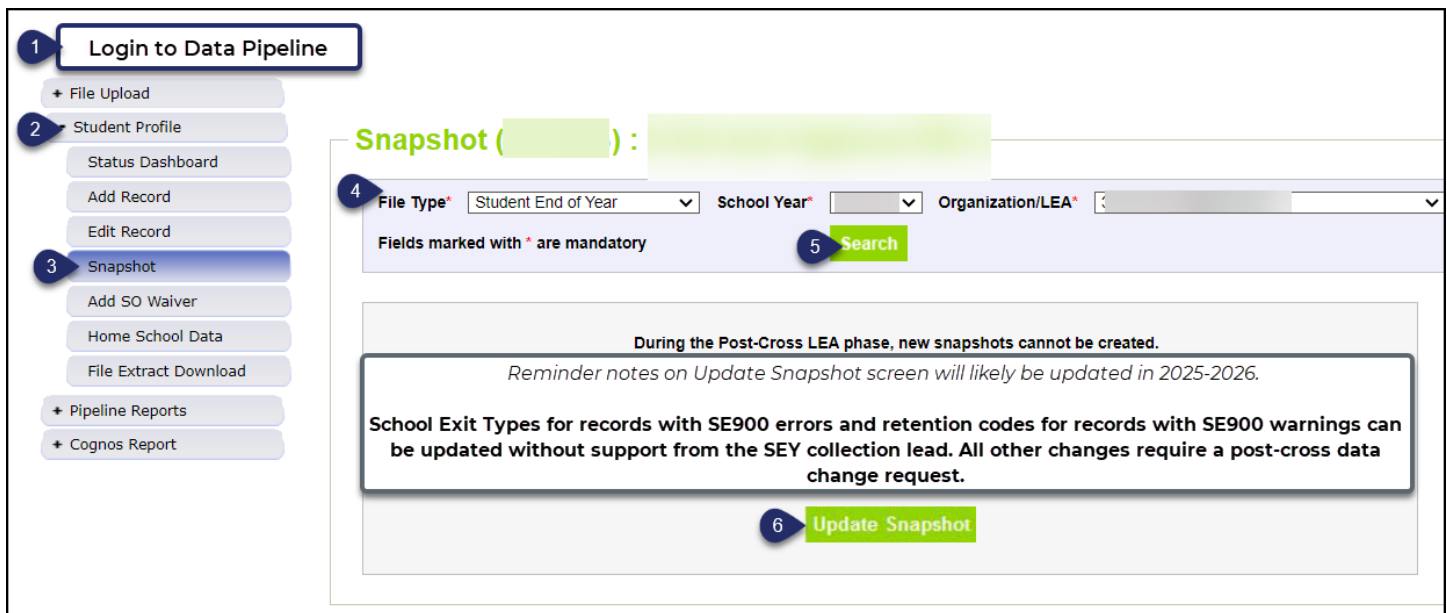
Districts are encouraged to complete this step multiple times during the Post-Cross LEA phase to ensure record edits successfully clear SE900 level errors/warnings and that no additional errors/warnings trigger.

Update Snapshot Notes

- Once a snapshot update is initiated, a message will display across the top of the screen indicating a snapshot update has been triggered and is processing. You will receive a notification email from Data Pipeline once the snapshot has completed processing. If a snapshot update is already in progress, you will receive a message asking you to try again later.
- Snapshot updates may take a while to process, especially for larger school districts. If your snapshot is taking a significant amount of time to process (3 hours or more), please contact the SEY data collection lead.
- Data pipeline has a scheduled maintenance window every Tuesday afternoon at 5pm. If a snapshot is in process when the maintenance window opens sometimes it will get stuck. If you've noticed that the snapshot for your LEA takes an hour or more to process it is best to not create a snapshot after 4pm on a Tuesday and wait until Wednesday morning to create a snapshot. Reach out to the SEY collection lead if you believe your snapshot is stuck due to being in process when the maintenance window began on a Tuesday evening.

Update Snapshot Steps

1. Login to [Data Pipeline](#)
2. Select *Student*
3. Select *Snapshot*
4. Complete the drop-down menus
 - a. File Type: Student End of Year
 - b. School Year: current school year
 - c. Organization/LEA: Your district
5. Select *Search*
6. Select *Update Snapshot*



Add SO Waiver

This screen is not used in the Student End of Year collection.

Home School Data

This screen is not used in the Student End of Year collection. It is only used during the Student October collection to report counts of homeschool students who are not receiving any educational services through the LEA, but the family has submitted an intent to home school letter to the LEA as part of their annual requirements as a home school family.

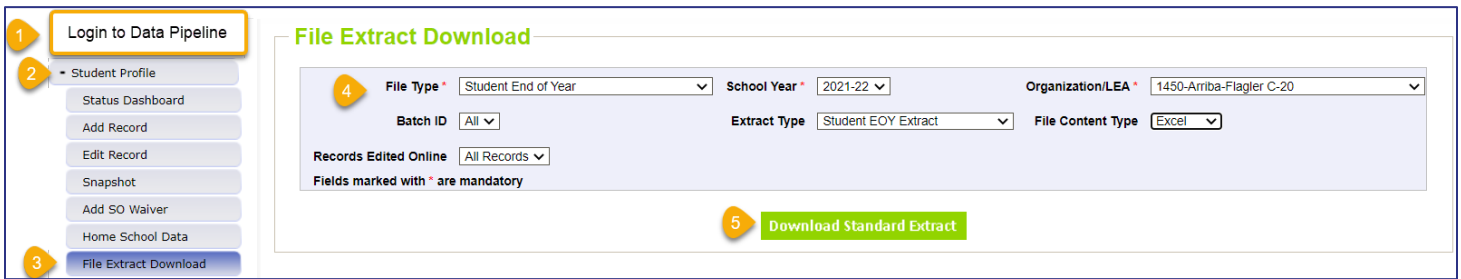
File Extract Download

A copy of a desired student interchange file or the SEY snapshot can be extracted from data pipeline for future reference. This is especially beneficial if you want to download a copy of an interchange file after you've made several manual additions or edits to the data, allowing you to have record of those updates.

Steps

1. Login to [Data Pipeline](#)
2. Select *Student*
3. Select *File Extract Download*
4. Complete the drop-down menus
 - a. File Type: desired file (DEM, SSA, GG, ADJ, Student End of Year)
 - b. School Year: current year
 - c. Organization/LEA: your district
 - d. Batch ID: All (or desired date/time of a file upload)
 - i. If LEA uses tagged files for OCT and/or DEC, must select the specific batch ID of the untagged file for DEM & SSA file extracts
 - e. Extract Type: desired value
 - f. File Content Type: CSV, TEXT, or Excel
 - i. Excel format recommended
 - g. Records Edited Online: All Records or Online Edits

5. Select *Download Standard Extract*
6. Open the downloaded file and/or save it to your computer.



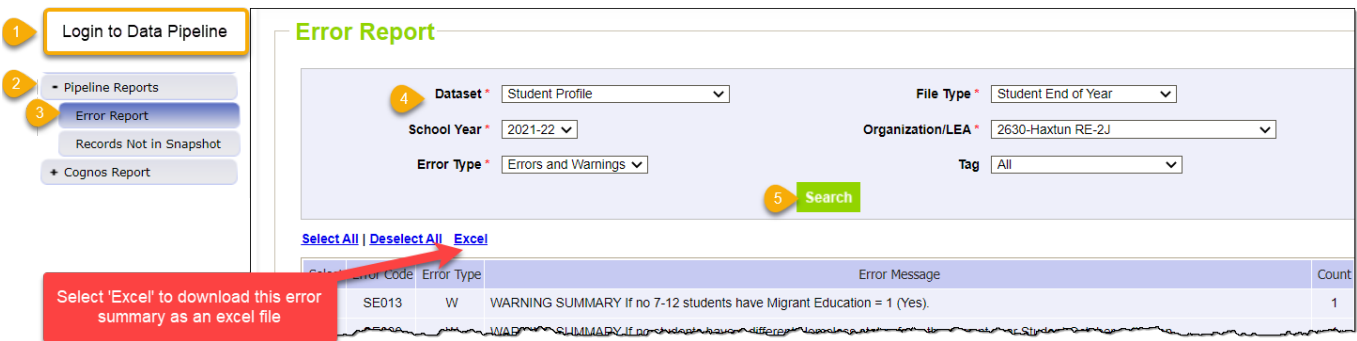
Pipeline Reports Menu

Error Report

The data pipeline error report is the preferred method for reviewing errors and warnings for an interchange file or the SEY snapshot. Using the pipeline error report LEAs can review a summary of all errors and warnings and a detailed list of students triggering specific business rules. Use the 'View Details' button at the bottom of the pipeline error report summary screen to view the detailed list of students triggering each error or warning. Both the summary screen and the detail error screens can be extracted as an excel document.

Steps

1. Login to [Data Pipeline](#)
2. Select *Pipeline Reports*
3. Select *Error Report*
4. Complete the drop-down menus for the desired file/snapshot
 - a. Dataset: Student Profile
 - b. File Type: desired file/snapshot (Student, Student School Association, Graduation Guidelines, Student End of Year, Adjustments)
 - b. School Year: SEY collection year (Note: Other years may be available – select the desired year)
 - c. Organization/LEA: your district
 - d. Error Type: Desired type of Business Rules (Errors and Warnings recommended)
 - e. Tag: None (SEY does not use Tags)
5. Select *Search*



☒	SE722	W	These students are currently coded as transferring to another Colorado public school district (Exit/Withdrawal Type Code = 13), but their SASID was not reported in the current Student End of Year collection by any other district after the exit date reported by your district. Please verify the educational status of these students after exiting your district and change their Exit/Withdrawal Type Code if appropriate. If you have confirmation of enrollment and attendance, please contact the receiving district to have them include the student in their end of year submission prior to the Post Cross LEA process.	3
View Details				

Error Report for STD/SEY/2022									
Detail Errors									
Excel	Back								
Error Type	Error Code	Error Message	Error Details	School District/BOCES Code	Local ID (LASID)	Student's State ID (SASID)	Student's First Name	Student's Middle Name	Student's Last Name
E	SE050	Exit type 10, 11, 12 or 20 cannot be the exit type code in the last detail record. Detail records with these exit codes must be							

Records Not in Snapshot

This screen is not used in the Student End of Year collection. To review student interchange records that have been excluded from the SEY collection, use the CEDAR/COGNOS report ***Student List: Records Excluded from the SEY Snapshot Due to Criteria***

Section 5: CEDAR/COGNOS Reports

The Colorado Education Data Analysis and Reporting system (CEDAR) is a private, secure system which provides student level data to authorized users. Access to student-level data is limited to educators who have need for such data.

Often CEDAR is referred to as COGNOS since COGNOS is the software currently powering the Colorado Education Data Analysis and Reporting system (CEDAR).

Reports in CEDAR/COGNOS have multiple purposes. Some are used as operational reports to assist data respondents in looking up specific information on students, file/snapshot errors, and students missing from a snapshot due to profile errors. Other reports are used to validate data when finalizing a data collection. Many reports also provide districts with a preview of data that will be published based upon specific data collections. (i.e., graduation statistics)

Student End of Year CEDAR/COGNOS reports are focused on the information needed to accurately report a student's educational history and validate graduation, completion, dropout, mobility, and stability rates. It is important to remember that a file/snapshot may still have data inaccuracies even if no business rules are triggering for that file/snapshot. CEDAR reports help districts review their data to look for potential data inconsistencies throughout the SEY collection.

Basics

Google Chrome is the preferred browser when working with CEDAR reports. If CEDAR is not loading properly in Chrome, clear the browser history/cookies/cache and try logging in again.

Access CEDAR/COGNOS Reports

Identity Management (IdM) webpage

1. Go to the [IdM site > CEDAR Section](#)
2. Select the CEDAR application link.
 - a. A new window will open
3. Select the 'Log in to CEDAR' button

Link in Data Pipeline

1. Login to [Data Pipeline](#)
2. Select the COGNOS Report button on the bottom of the navigation menu on the left.

Navigating CEDAR

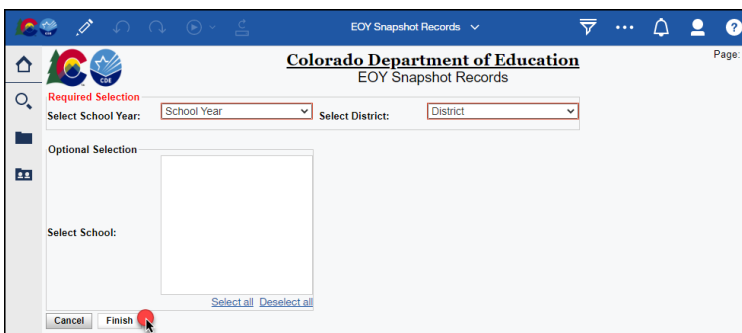
Use the navigation bar on the left to open the pipeline reports folder  and view specific categories  of reports. Reports are organized based upon a user's access permissions in IdM.

Each category file  of reports represents reports  connected to a specific data collection/IdM user role. SEY Data respondents should have access to the Student Profile and Student End of Year report categories. Within each category of reports is a list of all available reports. Select the desired report from the list to view the report.

Most reports will have an introductory screen with dropdown menus to further refine the data in the report.

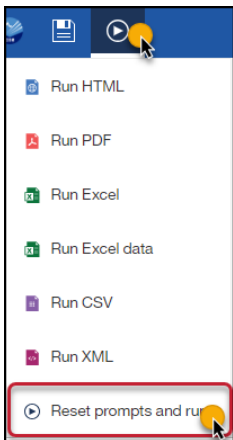
Sample Report Introductory Screen:

Report screens will vary slightly based upon the report. Complete the required selection dropdown menus and any desired optional selection areas. Select 'Finish' to review the report.



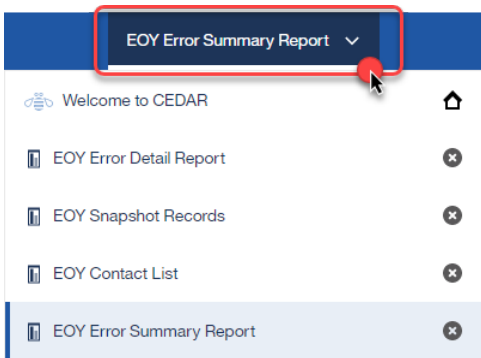
Rerun a Report with new Dropdown Selections

While in a report, select the 'Run as' button at the top of the screen. Then select 'Reset prompts and run' to close the report and go back to the report screen to select new dropdown menus and run the report again.



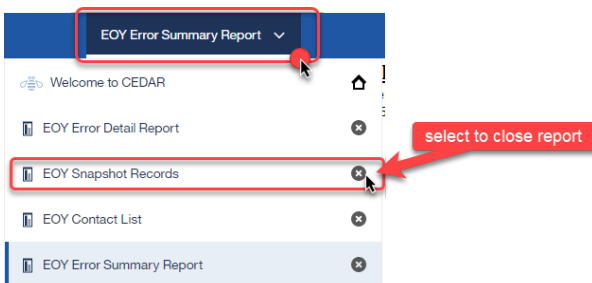
Toggle Between Reports:

Select a recent report from the dropdown list at the top center of your screen.



Close an Open Report:

Select the x button in the recent report dropdown list at the top center of your screen. This resets the report parameters if you wish to run the report again with different parameters.



Reports with Multiple Pages:

Often a report will contain multiple pages of information. Use the navigation arrows at the bottom of the screen to move through report pages.

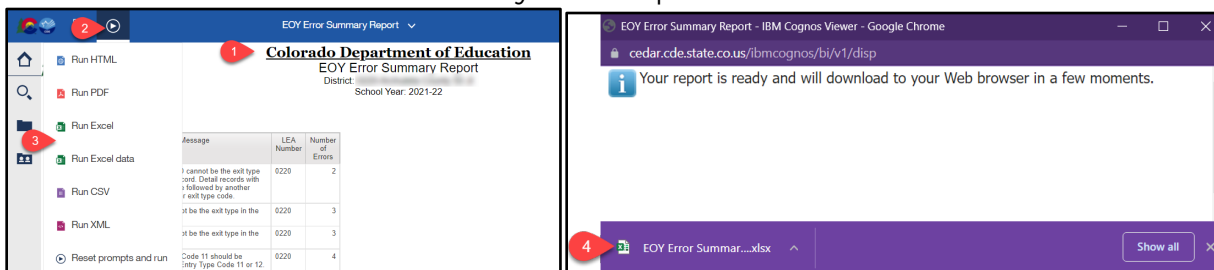


Extract Reports

It is often helpful to save a report as an excel file on your computer. This is especially beneficial when reviewing reports with many pages of data or if you wish to filter a report on a specific field. Since many of these reports are only available to data respondents, there may be times where a respondent may wish to save a copy of a report to share with other district employees who need access to this information.

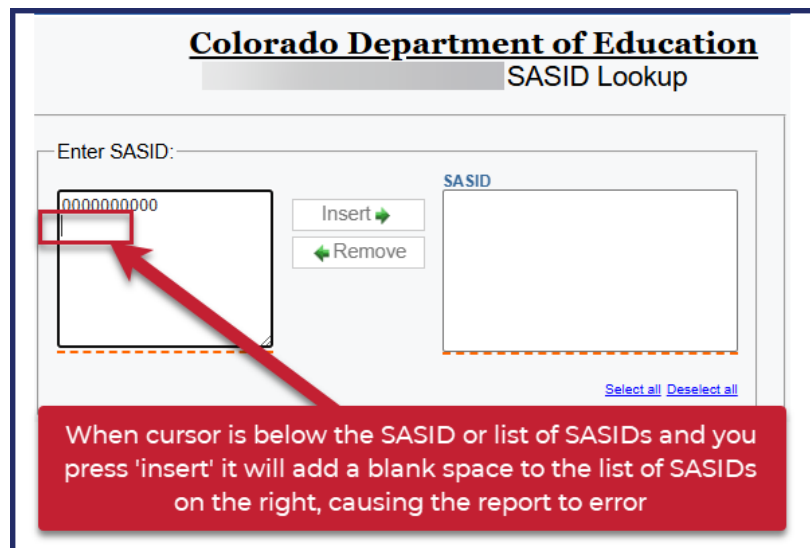
Remember to use your district's secure file sharing process when sharing personally identifiable information. As a reminder, email is not a secure method of sharing personally identifiable information (PII).

1. Open the desired report
2. Select the 'Run as'  button at the top of the screen.
3. Select 'Run Excel' from the dropdown menu.
 - a. Note: If using Google Chrome, a new window will pop-up (shown below).
Open the file once it completes downloading.
4. Save the downloaded file to your computer for future use.



SASID Lookup Type Reports

SASID lookup type reports have a known quirk. These reports will crash if a blank space is entered for a SASID instead of a 10-digit numeric SASID. This accidental blank space is most commonly entered into the SASID list for reports that allow multiple SASIDs to be entered and queried, especially if a list of SASIDs is copied and pasted from a spreadsheet into the report screen.



Report Types

Student Interchange

All SEY data respondents should also be assigned to the Student Interchange in IdM because both permission sets are needed to complete this collection. Individuals assigned to the Student Interchange in IdM have access to the Student Interchange category of reports in CEDAR/COGNOS. These reports are connected to data provided through the Student Interchange files (Student Demographics, Student School Association, and Graduation Guidelines). They are operational reports in nature, assisting districts with reporting accurate data on these files and providing historical information when helpful.

Student End of Year

Respondents assigned to Student End of Year in IdM have access to the Student End of Year category of reports in CEDAR/COGNOS. These reports are connected to data based upon the SEY snapshot. Some are operational in nature while others are designed to help districts validate graduation/completion, dropout, and mobility/stability rates.

Operational

Operational reports are designed to help data respondents with the process of reporting SEY data. These reports update when a SEY snapshot is created or updated. Most operational reports are in the form of a list of students or a SASID lookup to view individual student data on a specific topic.

Validating Rates

Reports showing graduation/completion, dropout, or mobility/stability rates are designed for districts to use to validate rates. These reports are often in a similar format as the rate data that is publicly posted at the end of the SEY collection.

Respondents are encouraged to review rates to look for data that seems inconsistent with prior year information or with the known circumstances of the LEA.

Student Interchange Report Category: Highlights

The Student Interchange report category includes many reports. The reports highlighted in this collection manual are those most likely to be needed by SEY respondents while completing this collection. See the [Student Interchange site](#) for a complete Student Interchange CEDAR/COGNOS Report guide.

Graduation Guidelines Student Summary List

Purpose:

Quickly review the reported GG status of students in your LEA to determine if they have reported graduation guidelines measures meeting the minimum benchmarks in English and or Math.

SEY Respondents may find it helpful to pull this report periodically throughout the school year to share with high school counselors/administrators/staff supporting student completion of GG requirements for graduation. During the SEY collection, any student listed as graduating (school exit type 90, 95, or 96) must have met GG in both English and Math, as reported on the GG file. Without this information the student's record will receive an error in the SEY collection.

Information Included:

- List of students, based upon the LEA's untagged SSA file, who have at least one reported graduation guideline in English or Math.
 - Students without any reported GG measures will not show on this list, even if they are at a grade level where information may be anticipated.
 - GG measures may be reported in any school year and LEA for the SASID.
- Student's SASID, school, grade, AYG, and grade.
- Met English Measure Yes/No
- Met Math Measure Yes/No

Graduation Guidelines Student Completion List**Purpose:**

Review all reported GG measures for every student within a LEA, regardless of the year and LEA the measure was reported for the student. This report is designed to allow LEAs to review the specific scores and measures for students.

Information Included:

- List of students, based upon the LEA's untagged SSA file, who have at least one reported graduation guideline in English or Math.
 - Students without any reported GG measures will not show on this list, even if they are at a grade level where information may be anticipated.
 - GG measures may be reported in any school year and LEA for the SASID.
- Student's SASID, school, grade, AYG, and grade.
- GG measure information: guideline name, type, score, year of completion, and a yes/no met benchmark indicator.

Graduation Guidelines: SASID Lookup**Purpose:**

Review all reported GG measures for a specific student within a LEA, regardless of the year and LEA the measure was reported for the student. This report is designed to allow LEAs to review the specific measures and scores for a selected SASID.

Information Included:

- List of reported graduation guidelines for a specific SASID.
- Includes GG measure information (guideline name, type, score, and year of completion) and a yes/no met benchmark indicator.

Multilingual Learner Historical Reporting: District List**Purpose:**

Review current ML coding on the LEA's DEM file compared to the prior year Student October collection and ACCESS scores. This report is designed for data respondents to share with ELD staff to assist in the ML placement process. It also supports LEAs as they research errors for students whose ML coding does not follow the CO Standardized ML Progression.

Information Included:

- List of students based upon the LEA's Student Interchange files (DEM & SSA)

- Includes current DEM file (tagged or untagged) language background, language proficiency, and language instruction program
- Includes prior year Student October language background, language proficiency, and language instruction program regardless of LEA of attendance
- Includes prior year WIDA ACCESS scores if available

Multilingual Learner Historical Reporting: SASID Lookup

Purpose:

Review current and historical ML coding for a selected SASID or SASIDs, regardless of the reporting LEA. This report includes the prior year ACCESS scores to support LEAs with ELD identification and placement for incoming transfer students.

Information Included:

- SASID
- School Year, District Code, and School Code
- Language proficiency, language background, and language instruction program
 - Current DEM (all tags), current year Student October, and current year Student End of Year reporting
 - Prior year Student End of Year and Student October
 - All historical Student October reporting
- Prior year WIDA ACCESS scores if available
 - Does not show all score history, only the immediate prior year

Interpretation and Use Notes:

- Students with prior ML history (NEP/LEP in any prior year) are not expected to be indicated as PHLOTE or English Only/non-ML in the current year **unless** the student had an approved exception request due to a misidentification
 - Prior to 2024-2025, students who transferred between LEAs may have been incorrectly indicated as English Only due to a business rule glitch, exception requests may be used to update the student's ML sequence in alignment with their full history if LEA has evidence to support the "English Only" coding was a mistake
- DEM level errors compare the current DEM file to the prior year Student October (e.g., 2025-2026 DEM file compared to 2024-2025 Student October)
- Students transferring between LEAs in the middle of the year (after OCT for the current year is finalized) are generally expected to have the same ML coding as the current year OCT unless the LEA has evidence this student should be newly identified as a ML (NEP/LEP)
 - If a LEA has coded an incoming transfer student in alignment with OCT of the current year and is receiving an error, an exception request was likely approved during the OCT collection—the receiving LEA may need to request the same exception

Foster Care Student List

Purpose:

Notify LEAs of students within their LEA who have been identified by the Colorado Department of Human Services (CDHS) as foster care students (out-of-home placement) in the current year.

This is confidential information that should only be shared with authorized LEA staff, such as Child Welfare Education Liaisons (CWELs).

Students on this list are expected to have a free reduced lunch status of '01' free.

Information Included:

- List of students based upon most recent Student Interchange files (DEM & SSA) whose SASID has been identified as Foster by CDHS
 - Report can be run based upon tagged or untagged student interchange files
- FRL Eligibility status of student based upon DEM file
- Date foster list from CDHS was updated in Pipeline
 - This list is updated monthly throughout the year

Migrant Student List**Purpose:**

Notify LEAs of students within their LEA who have been identified as Migrant in the current year by [CDE's Office of Migrant Education](#).

Students on this list are expected to have a free reduced lunch status of '01' free.

Information Included:

- List of students based upon most recent Student Interchange files (DEM & SSA) whose SASID has been identified as Migrant
 - Report can be run based upon tagged or untagged student interchange files
- FRL Eligibility status of student based upon DEM file
- Note: CDE's Migrant list is updated nightly

Date First Enrolled in US (SASID Lookup)**Purpose:**

Look up the CDE calculated date first enrolled in US and the current reported date first enrolled in US on the LEA's SSA file.

Please note, LEAs with a more recent date first enrolled in US on their SSA file will trigger an error as the earliest reported date is expected to be used. LEAs may also zero fill the date first enrolled in US data field, allowing CDE's calculated value to be used for the student's SSA record.

Information Included:

- Student information based upon SSA file (SASID, name, school, etc.)
- Current SSA file "Date First Enrolled in US"
- CDE Calculated "Date First Enrolled in US"
- CDE Calculated Grade first enrolled in CO
- CDE calculated entry type for first enrolled record in CO

Gifted and Talented SASID Lookup**Purpose:**

Allows LEAs to look up the historical gifted and talented reporting for a SASID across CO LEAs.

Reminder: Gifted and Talented identification is transferable across CO LEAs **and** once a student is identified in a domain, they remain identified in that domain for the remainder of their educational career regardless of their participation in TAG services for a given year.

Information Included:

- SASID
- School Year, District Code, and School Code
- Current SSA (all tags), current year Student October, and current year Student End of Year reporting
- All historical Student End of Year reporting
- Internal Flag indicator (Y/N) for snapshots
- Specific GT domain Y/N indicators for SSA file and snapshots

Special Education Transition Historical Reporting (Student List)**Purpose:**

This report is designed to support LEAs with SPED Transition coding for students participating in services within their LEA and students who transfer between LEA for SPED Transition services. Review the **SSA Record Guide (pdf)** on the [Student Interchange site](#) for sample coding patterns.

Information Included:

- List of students based upon Student Interchange files (DEM & SSA), who are indicated as participating in SPED Transition on the current year DEM file
- Includes current year coding **and** prior year coding for all SPED Transition Years and the final grade 120 year prior to entering transition
- Includes school and LEA information with school entry/exit dates, school entry/exit types, and retention codes

Students with an Assigned Anticipated Year of Graduation**Purpose:**

Provide LEAs with assigned AYGs based on the prior year SEY collection for any student on their current SSA file. This report is designed for use in between active SEY collection years. A student without an assigned AYG in a prior year who is newly entering a CO Public high school in the current year will have their AYG set in the current year SEY collection based upon their reported grade level.

Information Included:

- List of students, based upon the LEA's SSA file
- Anticipated Year of Graduation and related fields
 - Students in grades 9-12 with AYG '0000' on this report will have their AYG assigned in the current SEY reporting year
- Last reported SEY School year
 - Updates as SEY Collections are finalized

SEY Operational Reports

SEY Error Detail and Summary

Purpose:

Reflect all errors and warnings triggering for a LEA's SEY snapshot without limiting the number of individual records available for review.

This report provides the same information as the Data Pipeline error report.

Information Included:

Error/Warnings are grouped into the following categories

- SASID Level
 - SASIDs triggering errors and warnings that are specific to that SASID's record
- Missing Records
 - SASIDs triggering specific error codes indicating the student does not have a SEY record when one is expected
- School/Collection Level
 - Rules applying to an entire school or across the entire LEA
 - SE500 messages are found in this section
- Summary
 - Counts of specific error and warning codes

Report Tip:

- Download this report as 'excel' instead of 'run excel data' to review a workbook with multiple tabs, organized by the category of business rule

Adjustment File Error Summary

This report shows a list of the business rules triggered by an Adjustment file upload. It matches the Data Pipeline Error report for the Adjustment file.

Adjustment File Error Detail

This report shows a detailed list of student records and the corresponding business rules triggered by an Adjustment file upload. It matches the Data Pipeline Error report for the Adjustment file.

SASID Lookup: Anticipated Year of Graduation

This report allows districts to look up a student by SASID to see if an AYG has been assigned to the student yet. Students entering a Colorado public high school for the first time are assigned an AYG based upon their grade level. Once assigned through the Student End of Year collection, AYG does not change. It will automatically pull into any subsequent collections. The number of years into the cohort and the last reported school year will update as snapshots are taken during the SEY collection.

A student's graduation status (Y/N) is also listed along with the district code for the graduating district if applicable.

SASID Lookup: SEY and OCT Record prior, current, subsequent year

This report is designed to support districts with data checks between the Student End of Year and October data collections. Since many data checks refer to the way a student was reported in a prior year compared to the current year, or the current year compared to the subsequent year, three years of data is shown when available.

This report only reflects data for the given SASID as reported by the reporting district. It does not show data reported by other districts.

SASID Lookup: Cross LEA

This report allows a district to look up a student by SASID to see if another school district has reported the same student in the same collection year. It is designed to support districts with entry/exit coding issues caused by conflicting records in two different districts.

Important Note:

If a SASID does not have a record within your LEA's snapshot records, no information will be shown in this report. During the Regular Phase, it is possible this report does not show the other reporting LEA due to the timing of each LEA's most recent snapshot. This report becomes more useful entering the Cross LEA and Post-Cross LEA phases.

Student List: HSED List

This report shows the list of students reported to CDE as having received their HSED during the current school year. The 'HSED Extract Date' is the date CDE received this information, typically reflecting the end of the month in which the student completed their HSED (updated monthly). Students on this list can be counted as 'completers' for their last district of attendance as indicated by Exit Type 93 or 94.

Tip: Use the find function in your browser to search for a specific student by SASID. (Shortcut Key: CTRL + F)

Reach out to the SEY data collection lead if you believe there is a record in error on this report (such as a PK8 student), as the data CDE receives is run through a matching system to find the student's SASID and occasionally the matching process may have a glitch.

Student List: Records Excluded from SEY Snapshot Due to Criteria

This report shows a list of students who are excluded from the SEY Snapshot because they do not meet the snapshot criteria. If an LEA expects a student on this list to be included in the SEY snapshot, they must address the snapshot criteria preventing the record from being included in the SEY snapshot.

Snapshot Criteria Issues:

- Students with only a DEM record.
- SSA Record with 'Group B' Pupil Attendance Information (not in 01-08)
- SSA record that is not a Primary School record
- Excluded due to grade level
- Excluded due to Student Interchange (DEM/SSA) errors

Student List: SEY Homebased Education Status

This report shows the list of students reported as homebased education = 1 (yes). It includes the Anticipated Year of Graduation, school entry date, school entry type, school exit date, and school exit type to assist with the related student end of year errors and warnings.

Due to the rules for calculating graduation, completion, and dropout rates, homebased education students are restricted from being coded with some exit types.

- Dropout rate calculations: these students are included in the student membership base but are not counted as dropouts and therefore restricted from using exit types 01 and 40.
- Graduation/Completion rate calculations: These students must be removed from the AYG Graduation cohort. They cannot be counted as a graduate or completer (Exit Types 90-96) and if they have an AYG assigned in the current year or a prior year, they must exit at the end of the school year with an exit type that removes them from the AYG cohort.
 - If they return next year, use the matching entry type. This is typically school exit type 16 at the end of one year with school entry type 16 the following year if they are returning.

SEY Respondent Contact List

This report shows a list of SEY data respondents with their contact information (as entered in IdM/Data Pipeline) to help SEY data respondents if they need to communicate with another district to resolve post collection SEY errors/warnings. This list can also be used when a district needs to request confirmation of enrollment and attendance from another district.

Only users with SEY User or SEY Approver roles in data pipeline are reflected in this list. SEY Viewers are not reflected.

Email StudentEndofYear@cde.state.co.us if your listed phone number is incorrect, your LAM has ensure an accurate phone number within IdM, and Data Pipeline does not prompt you to enter a phone number upon login to data pipeline.

SEY Snapshot Records

This report shows a list of all Student End of Year snapshot records for the selected year. Districts are encouraged to save a copy of their final snapshot data each year for archival purposes.

This report reflects the current SEY File Layout. When reviewing data for a prior year there may be columns without any data. These are data fields that have been added to the SEY File Layout after that reporting year.

Cross LEA List – Student Removed from AYG Cohort

Purpose:

Provide LEAs with a list of students who were previously part of the LEA's AYG cohort, but have been removed during the current SEY collection because they began attending another CO LEA.

Information Included:

The report shows the last reported school, school year and exit type for the LEA with the district code now claiming the student. These students are no longer part of the AYG cohort for the listed school when calculating graduation rates.

Cross LEA List – Students with SE700 error or warnings

This report provides a dynamic list of students who are receiving SE700 series errors or warnings during the Cross LEA phase. When the student has a record in another district the basic school entry/exit information is shown to support communication between districts when resolving SE700 series errors.

School Summary of All Rates

Purpose:

Provide LEAs with a summary of district and school level SEY data. The district level section of this report is the same information included in the Superintendent Verification (Sign-Off) form submitted as part of the SEY collection. This report allows LEAs to view the same type of summary for schools within the LEA, sharing with applicable school administrators as needed.

Information Included:

- 4-, 5-, 6-, & 7-year Graduation/Completion rates
 - High School Only
- Percent of students age 17 or older indicated as 'Military Enlisted'
 - High Schools Only
- Dropout Rates
 - Middle and High Schools Only
- Mobility/Stability Rates
 - All Levels

Graduation/Completion Rate Validation

Reminder: Graduation/Completion rates are embargoed, only used for internal LEA purposes, until the public release of SEY data in January.

Student List: AYG Cohort

This report shows the AYG Cohort (graduation base) for a given AYG cohort and IPST category. It includes the status of the student based upon their most recent exit date and the last reported school year for a student.

Graduate/Completer Status Information:

- Graduate – school exit types 90, 95, 96; Counted as a graduate in graduation rates.
- Other Completer – school exit type 92; Counted as a completer in completion rates.
- HSED Recipient – school exit type 93 or 94; Counted as a completer in completion rates.
 - Note: Federal reporting does not consider these students completers.
- Still Enrolled – school exit type 00; Student is continuously enrolled in the LEA.
- Dropout, Expulsion, or HSED Transfer – school exit types 01, 40, 50, 70; Student remains in the AYG cohort base for the LEA. LEAs are encouraged to follow-up with these students to either reengage them in education or determine if they have an updated status requiring an adjustment record or other SEY record.
- Other Transfer – school exit types 12, 18, 19, 21, 26, 30, & 31; Student remains in the AYG cohort for the LEA. LEAs are encouraged to annually follow-up with these students to either reengage them in education or determine if they have an updated status requiring an adjustment record or other SEY record.

- Alternate Assessment Participant – student indicated as an alternate assessment participant.
 - Note: Federal reporting counts students with school exit types 90, 95, 96 (graduated) AND alternate assessment participant '1' yes as COMPLETERS instead of graduates based upon the federal definition of a graduate.
 - Colorado publicly posted graduation rates and graduation rates for accountability frameworks count students with school exit type 90, 95, 96 (graduated) AND alternate assessment participant '1' yes as GRADUATES for graduation rates.
- This report only lists students who are included in the AYG Cohort for the selected AYG, years in the cohort, and IPST category.

Report Use Notes:

This report must be run for a specific AYG cohort and the number of years in that cohort. LEAs wishing to review their AYG cohort for their 4-, 5-, 6-, and 7-year rates must run this report multiple times for the applicable AYG and years in cohort that make up the current SEY reporting year rates.

2025-2026 SEY Reporting Year Example

Anticipated Year of Graduation	Number of Years in Cohort	Rate Type
2025-2026	4	4-year graduation/completion
2024-2025	5	5-year graduation/completion
2023-2024	6	6-year graduation/completion
2022-2023	7	7-year graduation/completion

Student List: AYG Cohort Adjustments

This report displays a list of students, grouped by school, with a reported adjustment record in the current reporting year.

Note: Adjustments are typically made during the Cross LEA phase to address SE700 series errors, but may be used any time a LEA has additional information regarding the final exit status of a student who attended their LEA in a prior year, did not attend in the current year, and has a school exit type that remains in the AYG Cohort.

Graduation: 3-, 4-, 5-, 6-, 7-year Rates by School Year

This report allows LEAs to preview the unsuppressed graduation/completion rates for a reporting school year for all student groups. Rates for 4-, 5-, 6-, and 7- year cohorts are posted during the SEY data release with data privacy guidelines applied.

3-year graduation rates are not publicly available and are used for internal LEA purposes only. The Postsecondary Program IPST Category is also not publicly available and used for internal LEA purposes only.

Graduation Rates: District and School by AYG

This report shows the available 3-, 4-, 5-, 6-, and 7-year graduation and completion rates for the selected AYG cohort. Zeros are reported for years the cohort has not yet reached in high school.

These rates match the publicly posted graduation/completion rates on the graduation statistics site for the selected AYG and the rates used by Colorado's Accountability Frameworks for the AYG.

This report shows both school and district level information for all students along with the disaggregated rates for specific student groups.

3-year graduation rates are not publicly available and are used for internal LEA purposes only.

Still Enrolled Rates: District and School by AYG

This report shows IPST information for the students still enrolled for the selected AYG cohort for the number of years students have been in the cohort by district and school.

4-Year Still Enrolled rates for all students are published each year. Still Enrolled rates for specific IPST categories or 5-, 6-, 7- year cohorts are not publicly available and are for internal LEA use only.

Federal Reporting: Graduation Data

Purpose:

This report allows LEAs to review graduation and completion data reported to EdFacts on behalf of LEAs during EdFacts reporting.

Information Included:

- Graduate Counts
- Completer Counts
- 4- and 7-year graduation rates
- 4- and 7-year graduation cohort sizes

Dropout Rate Validation

Reminder: Dropout rates are embargoed, only used for internal LEA purposes, until the public release of SEY data in January.

Student List: Dropouts

This report reflects the list of students coded as dropouts for a district in the given year (school exit types 40 or 01). Students with adjustment justification code 40 with an adjustment school year of the prior year indicating they are a summer district dropout are also included in this report.

Dropout: District and School Rates

This report allows LEAs to preview unsuppressed dropout rates, including specific membership base sizes and dropout counts, for the selected school year.

Dropout rates are posted during the SEY data release with data privacy guidelines applied.

The dropout rates used by Colorado's Accountability Frameworks only include students in grades 9-12 as dropout rate is only used as a high school measure for accountability frameworks and not a middle school measure.

Features

- “ALL” student dropout rate by grade levels. These are for internal use only and are not included in published SEY data.
- Dropout rates for all student groups.
- N/A is used to indicate no students belong to the membership base for that grade level/student group.

Mobility/Stability Rate Validation

Reminder: Mobility/Stability rates are embargoed, only used for internal LEA purposes, until the public release of SEY data in January.

Student List: District and School Mobility

This report shows a list of all students by SASID with their mobility status at the district and school levels including a count of both school and district mobility instances. Students will have a record at each school attended during the school year.

School mobility instances include any movement in/out of a school with a gap of 10+ days after October 1st during the school year. District mobility instances include any movement in/out of a district with a gap of 10+ days after October 1st during the school year.

A student may have a school mobility instance but not have a district mobility instance if they transfer between schools in the district but do not leave the district.

Mobility: District and School Rates

This report shows the unsuppressed mobility/stability rates for the school year by student group. Mobility/Stability rates are posted during the SEY data release with data privacy guidelines applied.

Mobility Instances are based upon student movement occurring after October 1st each year. Students must have a gap of 10+ days in enrollment to be considered mobile.

Section 6: Topic Based Resources & FAQs

This section is focused on SEY specific reporting topics, FAQs, and coding patterns. Common coding patterns and resources that impact multiple Student Interchange based data collections are posted on the [Student Interchange site](#).

SSA Record Guide: Common Coding Patterns

Many coding scenarios impact multiple data collections. To help maintain a single source for coding patterns impacting multiple collections, these patterns are exclusively included in the **SSA Record Guide (PDF)** posted on the [Student Interchange site](#).

- School Entry/Exit Types: Code progressions from year to year, within a year, across LEAs and within LEAs
- Group B Student PAI Codes & Contractual Agreement Scenarios
 - SPED/BOCES Program
 - BOCES/Another CO LEA School
 - Other Educational Setting
 - Not Reportable for Student Collections
- Enrollment Status Changes—Using exit type 60/entry type 60
- Expelled Students
- Grade Reassignment
- Home Based Education: Part-Time students
- Instances of Mobility
- Postsecondary Programs
 - ASCENT *program sunsets at the end of the 2025-2026 school year*
 - P-TECH
 - TREP *program sunsets at the end of the 2026-2027 school year*
 - Concurrent Enrollment
 - Other Postsecondary Programs
- School Code Changes
 - New School Code
 - Grade Range Change
 - School Closing
 - School Code Moving Between Authorizing LEAs
- Special Education 18-21 Transition (Secondary Transition)
- Summer Dropouts
 - School
 - District

Multilingual Learners

ML Coding Guide

Coding for Multilingual Learners has many considerations, impacting many data collections throughout the school year. The **ML Coding Guide (PDF)** posted on the [Student Interchange site](#) includes an in-depth look at coding for these students as it impacts all data collections.

ML Coding Expectations in the SEY Collection

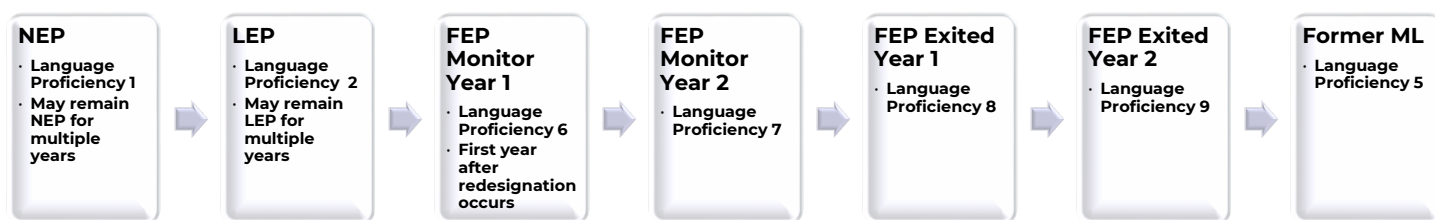
student's language background, language proficiency, and language instruction program are indicated on the DEM file. The data cycle for MLs is designed so students remain with one designation for an entire school year which means a student's language proficiency in SEY should match their proficiency in OCT of the current year. This is true even when students transfer between LEAs mid-year.

Students who are redesignated or are moving along the ML standardized progression are updated between school years so the change can be reflected from one school year to the next.

Review the ML Coding Guide on the [Student Interchange site](#) for more information.

Standard Multilingual Learner progression

Multilingual Learner coding follows a standardized progression to reflect the monitoring process that takes place in an LEA before a student is considered a former ML.



More Information: [Office of Culturally and Linguistically Diverse Education](#) or [Student Interchange > ML Coding Guide](#).

School Entry/Exit Types

Question: When should I use school exit type 00—did not exit?

School Exit Type Code '00' indicates that the student completed the school year in a given grade and school within your district. Exit Type '00' should be used for every student who completes the school year in your district – regardless of their anticipated enrollment status at the beginning of the next year. The students described in each of the following scenarios would be assigned an exit code of '00'.

- Scenario 1: Jimmy finished the school year with us, but I know for certain his family is moving to California over the summer.
- Scenario 2: Kate finished middle school this year and will be starting at our high school next year.
- Scenario 3: Tom is a high school senior who will need to repeat 12th grade next year.
 - Retention code must be '1'

Question: What is considered 'finishing' the school year when using school exit type 00?

Per the Colorado Code of Regulations (1-CCR-301-1), "students shall be counted as completing (finishing) the school year if they leave school within three weeks of the last day of school or have

completed all coursework early, meaning they have completed the locally defined requirements for the current grade and will be promoted to the next higher grade the following school year.”

These students use Exit Type Code ‘00’ with an Exit Date of ‘00000000’ – regardless of their anticipated enrollment status at the beginning of the next year.

Question: Are some school entry and exit types dependent upon one another?

Yes, school exit types must be followed by a record with the corresponding school entry type. Some school entry types are only allowed if a student had a specific school exit type in a prior year. See the **SSA Record Guide (pdf)** posted on the [Student Interchange](#) and [SEY sites](#) for more information about entry and exit type pairs

Question: Where can I find more information about when to use each school entry or exit type?

See the **SSA Record Guide (pdf)** on the [Student Interchange site](#).

One-Day Records

One-day records are used to reconcile a student’s exit status based upon prior year data. The school entry and exit date are either the exact same day, or back-to-back days to show this student didn’t attend but the entry/exit circumstances need to be reported for dropout or graduation/completion rate purposes. In most circumstances, one-day records are dated prior to the LEA’s start of the school year.

- Single Day: 07/01 entry date, 07/01 exit date
- Back-to-Back Dates (if your SIS doesn’t allow use of exact same day): 07/01 entry date and 07/02 exit date.

Summer Transfers (Reconcile exit type 00 in the prior year)

Students who were reported in the prior year with an exit type ‘00’ are required to have a record in the current year. CDE requires this record to reconcile the exit status of the student in the next school year. The enrollment record can have any entry/exit date after July 1st for the school year and the exit type needs to indicate where the student went after leaving your district. This is often referred to as a ‘one-day’ record because it shows the student entering and exiting the district on the same day.

- **Scenario 1:** Student finished the prior school year with us and moved to California over the summer before the start of the current school year.
 - In this case, the student would have an appropriate entry type of 02 or 11 and would exit on the same day with an exit type of 14.
- **Scenario 2:** Student finished the prior school year with us and enrolled in a private school over the summer before the start of the current school year.
 - In this case, the student would have an appropriate entry type of 02 or 11 and would exit on the same day with an exit type of 15.
- **Scenario 3:** Student finished middle school in the prior year and will be starting at our high school in the current year.
 - This is an example of a regular progression between school years. The student should have an entry type of 11.

- This student does not need a one-day record.
- **Scenario 4:** Student is a high school senior who was indicated as retained at the end of the prior year. The student will repeat 12th grade in the current year.
 - This is an example of a regular progression between school years.
 - This student does not need a one-day record.

Sample One-Day Record

Final Enrollment Record (2024-2025)	One-Day Record (2025-2026)
• School Code: 1234 (Star Elementary) • Grade Level: 040 • School Exit Date: 00000000 • School Exit Type: 00 (did not exit)	• School Entry Date: 07012025 • School Entry Type: 02 • School Code: 1234 (Star Elementary) • Grade Level: 050 • School Exit Date: 07012025 • School Exit Type: 14

Multilingual Learner Note: Students who are Multilingual Learners should be coded along the ML progression even for one-day records. This means a student who was FEP MY1 in the prior year, then transferred out of the LEA over the summer with a one-day record would have FEP MY2 coding for their one-day record to follow the progression.

Update a Graduate/Completer Status

In rare circumstances, a one-day record may be used at the end of the school year to update a student's final exit status from the LEA because the LEA is the last district of attendance, which means the student remains in their AYG cohort. This is done for students who were not attending your LEA in the current year but remain in your AYG Graduation Cohort and have an updated final exit status of a graduate/diploma recipient per documentation received by the LEA regarding the updated status. Adjustment records may be used instead for students whose updated status is an HSED recipient or transferring out of the AYG cohort.

These one-day records are best dated 6/30 for the entry/exit date as it is the latest possible date in an academic year. Below is a sample coding pattern used for a student whose final exit status from a LEA needs to be updated.

School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type
06302026	19	120	06302026	90

List of end of year one-day record scenarios:

Prior Year School Exit Type	Scenario	6/30 One-Day Record Entry/Exit
12 – Transfer to a detention center within LEA	Student completed education as a graduate while attending the detention center	School Entry Type 12 School Exit Type 90
18 – Transfer to a Career and Technical (Vocational) Education Program	LEA received notification that the student completed their education as a graduate while attending the vocational education program not administered by a Colorado LEA.	School Entry Type 18 School Exit Type 90
19 – Transfer to a Facility School	LEA received notification that the student graduated from the state facility school or state operated program.	School Entry Type 19 School Exit Type 90

Prior Year School Exit Type	Scenario	6/30 One-Day Record Entry/Exit
21 – Transfer to a facility operated by CO Dept. of Corrections or Division of Youth Corrections	LEA received notification that the student graduated from the Division of Youth Services/Department of Corrections program.	School Entry Type 21 School Exit Type 90
26 – Transfer to a detention Center out of LEA	Student completed education as a graduate while attending the detention center	School Entry Type 26 School Exit Type 90
90 with retention 3 followed by exit 13 – Graduate who transferred to another LEA to attend SPED 18-21 Transition program	Student completed SPED Transition and is ready to have their diploma issued by the LEA who counted them as a graduate.	School Entry Type 98 School Exit Type 28

Question: I created a one-day record and now am getting an error because this student was not included in Student October, what do I do?

One-day records used to indicate students who transferred out of the district over the summer should be dated prior to October count. This prevents SEY errors related to the entry/exit dates for the record. Check the student's entry/exit date on your SSA file to ensure it is truly one day and before Student October count. If the student should not have a one-day record and should have enrollment history that includes the Student October count date, then request an exception for this error from the SEY custodian.

Reflect a Final Exit (Diploma Issued) for a SPED Transition Student

These one-day records are best dated 6/30 for the entry/exit date as it is the latest possible date in an academic year. Below is a sample coding pattern used for a student whose final exit status from a LEA needs to be updated.

See the **SSA Record Guide (pdf)** on the [Student Interchange site](#) for a more detailed coding pattern for SPED Transition students completing their education.

School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type
06302026	98	120	06302026	28

Retention Codes

Retention codes are only applied to the final record for a student within a school year. They are used to indicate that a student will return to the same grade level in the next (subsequent) school year.

Retention codes are never applied at the beginning of a school year to indicate retention. Use the grade reassignment exit/entry pattern instead.

See the **SSA Record Guide** on the [Student Interchange site](#) for sample coding patterns.

Kindergarten through 11th grade students

If a student is retained in grades K-11, LEAs should enter a '1' (Yes, student will repeat this grade in the next school year) into the retention code field on the SSA file for the student.

If the decision to retain a student is made after the SEY submission is complete, or if your district forgets to code a student as retained, you must use the grade reassignment pattern SSA Record Guide the next school year.

12th Grade Students

There are three different retention codes that may apply to 12th grade students who will return the next school year.

- Retention 1: Student retained for any reason where retention 2 or 3 do not apply.
 - Students cannot be counted as graduates and use retention 1.
- Retention 2: Student returning next year to participate in a postsecondary program
 - TREP *program will sunset at the end of the 2026-2027 school year*
 - PTECH years 5-6
 - This retention code may be partnered with a school exit type indicating the student is a graduate (90) or is a prior graduate continuing their postsecondary program (23)
 - If a student is returning for both SPED Transition and a postsecondary program, use retention 3
- Retention 3: Student returning next year to participate in SPED 18-21 transition services
 - Student must be a special education student, reported as eligible for services in the IEP Interchange
 - If a student is returning for both SPED Transition and a postsecondary program, use retention 3
 - This retention code may be partnered with an exit type 00 indicating a student who has not yet met graduation requirements, an exit type indicating a graduate (90), or an exit type indicating a prior graduate who will return for SPED Transition (27)

Dual Enrolled Students

Question: What happens if a student is dual enrolled in two separate districts?

There are many reasons a student may be dual enrolled in two separate districts. Students who are counted in membership, regardless of their funding status, in a LEA at any point during the year are included in the student end of year snapshot, which includes dual enrolled students.

A student may only be counted as a graduate/completer from one district. When a dual enrolled student is graduating/completing, districts must work together to determine which district will claim the student as a graduate/completer and which district will exit the student with Exit Type '13' - transfer to a public school in a different Colorado district.

Common Coding Issue: If the student is a Multilingual Learner, errors/warnings may arise if the districts do not code the student with the same Language Proficiency. Review the ML Coding Guide on the [Student Interchange site](#).

Contact the [SEY collection lead](#) if you have questions regarding the specific circumstances surrounding a dual enrolled student.

Internal Flags

Federal Race Ethnicity

Federal Race is used in many of our Data Pipeline Collections that allows us to identify student's race/ethnicity. Race/Ethnicity fields are collected in the Student Demographic File within the Student Interchange. These 6 fields are Student's Ethnicity: Hispanic or Latino, Student's Race: American Indian or Alaska Native, Student's Race: Asian, Student's Race: Black or African American, Student's Race: White, and Student's Race: Native Hawaiian or Other Pacific Islander.

LEAs indicate the student's race/ethnicity on each of the six race/ethnicity fields on the DEM file. Each field is a Yes (1)/No (0) field for each race or ethnicity. Upon taking a SEY Snapshot, the data from the DEM then gets converted to our Federal Race Internal Flag. The Federal Race/Ethnicity Internal Flag is the single category used to classify the student or staff member in aggregated federal or state reporting such as pupil counts, graduation rates, and assessment results. This designation is based on the race and ethnicity information provided to the reporting district by the student (or his or her parent/guardian) or staff member.

Code	Federal Race/Ethnicity Description	DEM file contributing fields
01	American Indian or Alaska Native	American Indian or Alaka Native = 1 (Yes)
02	Asian	Asian = 1 (Yes)
03	Black or African American	Black or African American = 1 (Yes)
04	Hispanic or Latino	Any single race or combination of races where the Hispanic or Latino ethnicity field = 1 (Yes)
05	White	White = 1 (Yes)
06	Native Hawaiian or Other Pacific Islander	Native Hawaiian or Other Pacific Islander = 1 (Yes)
07	Two or More Races	Any combination of two or more races where the Hispanic or Latino ethnicity field = 0 (No)

Anticipated Year of Graduation

Anticipated Year of Graduation (AYG) is used to determine graduation cohort groups for calculating on-time graduation and completion rates. The four-year on-time graduation rate measures the percentage of students who graduate high school in four years or less after entering ninth grade. Thus, when a student initially enters the ninth grade in Colorado (as reported in Student End of Year), an anticipated year of graduation is assigned four years later. Students who enter a Colorado public school for the first time after their ninth-grade year are assigned an AYG based upon their entry grade level.

See the **SEY File Layout** or **AYG Logic** resource posted on the [SEY site](#) for detailed information regarding AYG Assignment/calculation logic.

Incoming 2025-2026 High School students AYG Calculation:

Grade Level	AYG Assignment Calculation	AYG for Incoming HS Students in the 2025-2026 school year
9 th Grade	Current Year + 3	AYG 2029
10 th Grade	Current Year + 2	AYG 2028
11 th Grade	Current Year + 1	AYG 2027
12 th Grade	Current Year	AYG 2026

Note: AYG cohorts are represented by the year of the Spring semester of the anticipated school year of graduation. So, an AYG of 2026 means the student is anticipated to graduate in the 2025-2026 school year.

AYG Assignment Data Fields

- **Starting Year for Graduation Cohort:** The school year that the student was placed into an AYG graduation cohort.
- **Starting Grade for Graduation Cohort:** The grade attended when the student was placed into a graduation cohort.
- **Starting District for Graduation Cohort:** The district attended when the student was placed into a graduation cohort.
- **Anticipated Year of Graduation:** The school year the student is anticipated to graduate in, also known as the student's AYG graduation cohort.

AYG Reconciliation

If a student is reported with multiple enrollment records at different grade levels (same district or across districts) in the current year and is entering 9th grade or above for the first time in the current year, an AYG reconciliation may take place once all districts have submitted their data. The final value determined in this process is based upon the student's highest reported grade on or after October 1st.

Scenario:

- District A reports student in 10th grade with an exit date on/after October 1st
- District B reports student in 9th grade with an exit date on/after October 1st

Outcome: In this scenario, the student's AYG will be set based upon District A's reported grade level of 10th grade, setting the AYG to current year + 2.

Question: A student is transferring into the district from out of state or out of country who the age of an 11th grade student without any transferable high school credits or only enough credits to place them in 9th or 10th grade. What grade level should they be placed in? How does this impact AYG?

Districts determine the appropriate grade level for a student based upon their local policies. Districts are encouraged to consider placing a student based upon their placing the student in a grade level that matches their current credits and instructional needs even if the student is slightly older than the expected age for the grade level but within the maximum age. Districts may also wish to consider a student's age to determine if they can reach the 12PthP grade before they reach the maximum age for educational services. Ultimately, districts are best suited to

determine the appropriate grade for a student based upon their educational needs, credits, and age.

It is important to remember that AYG is set based upon the highest grade level the student is enrolled in on or after October 1st in the school year the enter a Colorado public high school for the first time and that once set, AYG does not change. This means districts need to be intentional when coding incoming transfer students from out of state or country to ensure the student's highest reported grade level on or after October 1st aligns with the grade level the district has determined to be most appropriate for the student.

Instructional Program/Service Type (IP/ST) flags

IP/ST internal flags are used to aggregate students for dropout, graduation, completion, mobility, and stability rates. Dropout and Mobility/Stability rates are annual calculations, utilizing yearly values for IP/ST aggregations. Graduation/Completion rates are cohort-based calculations, utilizing cohort values for IP/ST aggregations.

IP/ST Yearly

Instructional Program Services Type yearly fields are set to '1' (yes) based upon a student's status for the subgroup in the current. Not all IP/ST subgroups use separate 'Yearly' IP/ST internal flags and are determined based on the other relevant data fields.

- Economically Disadvantaged – Student reported as free lunch or reduced-price lunch eligible (FRL = '01' or '02')
- Gifted and Talented – Student reported as gifted and talented ('9')
- Homeless – Student reported as homeless ('3' or '4')
- Migrant – Student reported as migrant ('1')

IP/ST Cohort

Instructional Program Services Type cohort fields are set to '1' (yes) based upon a student's status for the subgroup in the current collection and in prior collections. These cohorts are utilized for calculating graduation/completion rates for the IP/ST cohort. If a student with an assigned AYG (grades 9-12) belongs to one of the subgroups below at any point during their high school career they remain part of the subgroup, even if they are not an active member of the subgroup in the current year. For example, a student will be included in the English Learner IP/ST Cohort if they were an English Learner in their 9th grade year even if they transition out of an EL program and were considered a former English Learner later in their high school career.

- Economically Disadvantaged – Student reported as free lunch or reduced-price lunch eligible (FRL = '01' or '02') at some point during 9th-12th grade
- Gifted and Talented – Student reported as gifted and talented ('9') at some point during 9th-12th grade
- Homeless – Student reported as homeless ('3' or '4') at some point during 9th-12th grade
- Migrant – Student reported as migrant ('1') at some point during 9th-12th grade
- Title I – Student reported as Title I ('2' or '3') at some point during 9th-12th grade
- Postsecondary Program – Student reported as retained to participate in a postsecondary program such as ASCENT/PTECH/TREP (retention code '2') as a 12th grader
- English Learner – Student reported as an English Learner (NEP, LEP, FEP M1, FEP M2) at some point during 9th-12th grade

- Student with a Disability – Student reported as special education student ('1') at some point during 9th-12th grade
- Military Connected – Student reported as military connected ('1') at some point during 9th-12th grade
- Foster – Student reported as foster ('1') at some point during 9th-12th grade

Graduates and AYG Cohort

Mid-Year Graduates (Early Graduates)

Question: What school exit date should be used for students who complete graduation/completion requirements mid-year?

The school exit date for a student should reflect the last date of attendance, even if that is mid-year and the student has school exit type 90-96, indicating a graduating or completing student.

Question: What if the mid-year graduate won't participate in a graduation ceremony until the end of the year (e.g., May)?

The school exit date should reflect the last date of attendance for the student. This is true even if the student will not participate in a graduation ceremony until later in the school year.

Question: What impact do early graduates have on graduation rates?

Students are included in the graduation rate for their AYG. If a student graduates after 3 years of high school, they are still reflected in the 4-year graduation rate for their AYG when their AYG reaches its 4th year. 3-year graduation rates are available for internal district use via COGNOS/CEDAR but are not posted as part of public reporting.

Students who graduate mid-way through their 4th year of high school are reflected in the 4-year graduation rates for their AYG. The same remains true for any 5th, 6th, or 7th year student who graduates mid-year. They are counted for the graduation rates of their AYG cohort.

AYG (Graduation) Cohort

The Anticipated Year of Graduation (AYG) cohort is the group of students with the same assigned AYG within a school/district that make up the graduation base count (denominator) in graduation and completion rates posted on the [graduation statistics site](#). School Exit Types 90-96 indicate students who are counted in the numerator of either graduation or completion rates as well as the denominator since these are students who have graduated or completed their high school education.

Students who are considered 'verified transfers out' of a district are removed from the graduation cohort upon exit from the school/district. In some instances, a student will exit a school/district but remain in the graduation cohort based upon the circumstances around their transfer. The list below reflects the school exit types that indicate students who remain in a graduation cohort. A student's inclusion in the AYG cohort is based upon their final school exit type in a school/district.

Some school exit types may have adjustment justification codes applied later that remove the student from the AYG cohort or update their status to allow them to count as a graduate or

completer within their AYG cohort under very specific circumstances. [For more information about adjustment records, see the Student End of Year website.](#)

Verified Transfers Out

When the following school exit types and adjustment justification codes are used as the final exit status for a student from an LEA, the student is removed from the AYG cohort as these students are considered verified transfers out of the cohort. Adequate documentation of transfer is required for each of these school exit types as verification the student transferred out of the LEA. See the SSA & ADJ file layouts posted on the [Student Interchange site](#) for detailed descriptions of each school exit type and adjustment justification code.

File	Data Field	Code	Short Description
SSA	School Exit Type	02	Death
SSA	School Exit Type	05	Transfer to a school in a different country
SSA	School Exit Type	13	Transfer to a public school in a different Colorado LEA
SSA	School Exit Type	14	Transfer to a school in a different state or US Territory
SSA	School Exit Type	15	Transfer to a non-public school
SSA	School Exit Type	16	Transfer to home-based education (home schooling)
ADJ	Adjustment Justification Code	41	Request for Transcripts received – prior dropout or transfer that remains in the cohort (prior exit type 40, 00, 18, 19, 21, 26, 30)
ADJ	Adjustment Justification Code	51	Request for Transcripts received – prior expulsion (prior exit type 50)
ADJ	Adjustment Justification Code	71	Request for Transcripts received – prior HSED transfer (prior exit 70)

Remains in the Cohort

When the following school exit types and adjustment justification codes are used as the final exit status for a student from an LEA, the student remains in the AYG cohort as these students are considered accountable to the LEA for graduation rate purposes. LEAs are encouraged to follow up annually with students who have left the LEA in a manner where they remain in the AYG cohort to determine if their final educational status has changed, requiring the LEA to update their SEY records to count the student as a graduate or completer. Some of these school exit types require adequate documentation. See the SSA & ADJ file layouts posted on the [Student Interchange site](#) for detailed descriptions of each school exit type and adjustment justification code.

File	Data Field	Code	Short Description
SSA	School Exit Type	00	Student did not exit
SSA	School Exit Type	01	Reached maximum age for services
SSA	School Exit Type	12	Transfer to a detention center within district
SSA	School Exit Type	18	Transfer to a Career and Technical (Vocational) Education program not administered by a Colorado school district or BOCES
SSA	School Exit Type	19	Transfer to a Licensed Eligible Approved Facility School or State Operated Program

File	Data Field	Code	Short Description
SSA	School Exit Type	21	Transfer to a facility operated by the Colorado Department of Corrections or Division of Youth Corrections
SSA	School Exit Type	26	Transfer to a detention center out of district
SSA	School Exit Type	30	Illness/Injury
SSA	School Exit Type	40	Dropped out
SSA	School Exit Type	50	Expulsion – student not receiving services and does not return before the end of the year
SSA	School Exit Type	70	HSED Transfer
SSA	School Exit Type	90	Graduated with Regular Diploma <i>Note: Student is counted as a graduate for graduation rates</i>
SSA	School Exit Type	92	Other Completer <i>Note: Student is counted as completer for completion rates</i>
SSA	School Exit Type	93	HSED Recipient – in district program <i>Note: Student is counted as an HSED recipient for completion rates</i>
SSA	School Exit Type	94	HSED Recipient – out of district program <i>Note: Student is counted as an HSED recipient for completion rates</i>
SSA	School Exit Type	95	Received regular diploma in current year after being reported as an HSED Recipient in a prior year <i>Note: Student is counted as a graduate for graduation rates</i>
SSA	School Exit Type	96	Graduated and completed a Postsecondary Program <i>Note: Student is counted as a graduate for graduation rates</i>
ADJ	Adjustment Justification Code	40	No Documentation of Reenrollment (dropout) – Prior exit type 00
ADJ	Adjustment Justification Code	42	Received HSED from a program not administered by the LEA – Prior dropout (prior exit type 40) <i>Note: Student is counted as an HSED recipient for completion rates</i>
ADJ	Adjustment Justification Code	52	Received HSED from a program not administered by the LEA – Prior expulsion (prior exit type 50) <i>Note: Student is counted as an HSED recipient for completion rates</i>
ADJ	Adjustment Justification Code	77	Received HSED from program not administered by the LEA – Prior HSED transfer (prior exit type 70) <i>Note: Student is counted as an HSED recipient for completion rates</i>

File	Data Field	Code	Short Description
ADJ	Adjustment Justification Code	90	Misreported Graduate – Prior school exit 00 <i>Note: Student is counted as a graduate for graduation rates</i>
ADJ	Adjustment Justification Code	96	Misreported Graduate, Postsecondary Program – Prior school exit 00 <i>Note: Student is counted as a graduate for graduation rates</i>

Prior Graduates in Postsecondary Program or SPED Transition

Students counted as graduates who return to participate in postsecondary programs (i.e., ASCENT, PTECH, TREP) or Special Education 18-21 transition services remain in the graduation cohort for the LEA where they were counted as a graduate in a prior year. These students will have a school exit type that indicates they are a previous graduate with a coding pattern matching their circumstance. See the **SSA Record Guide (pdf)** on the [Student Interchange site](#) for detailed coding patterns.

File	Data Field	Code	Short Description
SSA	School Exit Type	22	Student exited the LEA after previously being coded as a graduate in a prior year
SSA	School Exit Type	23	Previous graduate did not complete a postsecondary program
SSA	School Exit Type	24	Previous graduate completed postsecondary program
SSA	School Exit Type	27	Previous graduate who will participate in special education 18-21 transition services next year
SSA	School Exit Type	28	Previous graduate who completed special education 18-21 transition services

International Exchange/Foreign Exchange Students in the AYG Cohort

Students in grades K-11 participating in international exchange who complete the school year with school exit type 00 will not negatively impact the AYG cohort because their AYG would be set based upon their grade level in the current year and would not be an AYG old enough to receive a rate in the current year. The student would have a one-day record the following year to transfer the student out of the LEA just like any other exit between school years scenario.

Special care is needed for students in grade 12 participating in international exchange because their AYG will be set to the current year, impacting the 4-year AYG cohort.

LEAs must follow their local policies to determine the appropriate final school exit type for a student participating in an international exchange. Below are the three outcomes based upon the LEA's policies regarding international exchange.

Scenario 1: Student will not receive a completion certificate or diploma

This is the most common scenario. The student participates in the program and then returns to their home country to continue their education, receiving the equivalent of a completion

certificate or diploma from a school in their home country. The LEA does not have a policy that would allow the student to be awarded a completion certificate or diploma.

In this scenario, the student is removed from the AYG cohort at the end of the year because of their final school exit type.

School Code	Grade Level	School Entry Date	School Entry Type	School Exit Date	School Exit Type	AYG set based on current year record (2024-2025 example)
1234	120	08152024	05	05252025	05	2025

Scenario 2: Student receives a non-diploma certificate of completion

Some LEAs have a policy that allows the student to receive a non-diploma certificate of completion at the end of their international exchange year. When this occurs, the LEA may count the student as an 'other completer.'

In this scenario, the student remains in the AYG cohort and counts as a completer for completion rates

School Code	Grade Level	School Entry Date	School Entry Type	School Exit Date	School Exit Type	AYG set based on current year record (2024-2025 example)
1234	120	08152024	05	05252025	92	2025

Scenario 3: Student receives a high school diploma

In very rare circumstances, a LEA may have a policy that allows the student to receive a high school diploma from the Colorado high school attended during their international exchange program. These rare circumstances are impacted by the student's visa type, transcripts, LEA graduation requirements, and state graduation guidelines requirements. If a student meets LEA policy and graduation guidelines to be considered a graduate, the LEA will indicate them as such in their SEY reporting.

In this scenario, the student remains in the AYG cohort and counts as a graduate for graduation rates.

School Code	Grade Level	School Entry Date	School Entry Type	School Exit Date	School Exit Type	AYG set based on current year record (2024-2025 example)
1234	120	08152024	05	05252025	90	2025

Frequently Asked Questions

Question: How long are districts required to store End of Year files and other student information?

The Colorado State Archives sets the requirements for record storage for Colorado's public schools and districts. [Complete guidelines for all educational records, including those for Senate Bill 05-091 requiring "adequate documentation of transfer", can be found on the Colorado State Archives website.](#)

Regarding the Student End of Year collection, the State "School District Records Management Manual" specifically states that these records should be retained permanently by each district. The state archives office offers many free services to help districts meet this requirement including records disaster recovery training, records destruction services, and limited storage of original documents. [More information about these services and contact information for the Colorado State Archives website.](#)

Question: A student was only enrolled in our district for a short time during the current school year. Our district never 'claimed' this student in the RITS system, but now I am required to report them in our SEY submission. How can I include the student in the SEY snapshot without receiving an error message?

Students who attend school in your district must be reported by your district, even if it was only a short time frame of attendance. In instances where a student enters then exits a district so quickly that they miss the RITS update schedule, you need to do the following:

[Login to the RITS system](#) and enter the student's SASID.

Select the "Inactive Student" option near the LASID filed and update school to "non-attending."

As a courtesy, you can contact the Colorado school district that currently enrolls the student and let them know that you have updated the student's RITS record to show that the student did attend your district at some point during the current school year. The current district will then need to update the student's RITS record. [For more information, visit the RITS website.](#)

Question: How can I correct inaccurate data that was submitted in the prior year's SEY collection?

Once data has been submitted to CDE and approved/finalized by a district, it cannot be altered.

Students that have had their final school exit status misreported will need a record in the current school year to reconcile the situation, often called a one-day record.

Issues with other data fields are handled by ensuring accurate data in the current year, requesting exceptions for errors that may arise due to the incorrect coding in a prior year.

Scenario: Misreported as exiting, but should have had exit type 00

A student was reported as 05 (Exit Type – Out of country transfer) at the end of the previous school year, however they returned in the next school year. This student should be returned in the next school year with an entry type of 05 despite not truly exiting.

Scenario: Reported with school exit type 00, but did not attend in the current year

A student was reported with 00 (Exit Type – Not exiting) at the end of the previous school year, however they never returned in the next school year. This student will need a one-day record to show how they exited the district. It is possible this student was reported accurately as students who complete the school year should have exit type 00 regardless of their planned enrollment status for the next school year.

Scenario: Incorrect retention code

A student was marked as retained (or not retained) in the previous year however they did not enter the expected grade level in the next year. You will need to use the grade reassignment coding pattern in the next school year to correct the student's grade level.

Scenario: Misreported language proficiency

A student's Language Proficiency was misreported in the prior year. In the current year, ensure accurate coding. If this causes an error because the student no longer follows the standardized multilingual learner progression, request an exception. Additional supporting documentation may be needed if the student has significant ML history.

Scenario: Reported as a dropout, but LEA had adequate documentation of transfer or evidence student graduated/completed their education

A student was last reported with school exit type 40 in a prior year, dropped out, but the LEA has adequate documentation of transfer or evidence showing the student graduated/completed their education.

- **Documentation of transfer to show student is a verified transfer out:** Use an adjustment record in the current year with adjustment justification code 41 to remove the student from the AYG cohort.
- **Student is an HSED recipient:** Use an adjustment record in the current year with adjustment justification code 42 to update the student's final exit status to HSED Recipient, counting them as a completer in completion rates.
- **Student should have been reported as an other completer:** Create a one-day record in the current year showing entry type 40 and exit type 92 to count the student as an other completer.
- **Student should have been reported as a graduate:** Create a one-day record in the current year with school entry type 40 and school exit type 90 to count the student as a graduate. Student must have reported GG measures when using school exit type 90.