Student School Association (SSA) Record Guide

2026-2027

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Section 1: Overview

A student's educational history is documented through enrollment/attendance records that are included in the Student School Association (SSA) file. Relevant data from the SSA file is pulled into data collections, or snapshots. This guide focuses on those critical data fields that determine a record's inclusion or exclusion from a collection and the interplay of **school entry** and **school exit types** across SSA records.

Visit the Student Interchange website to review the complete Student School Association file layout, including data field descriptions. This guide may utilize shortened or general descriptions of some codes that have more detailed descriptions on the SSA file layout.

Visualizing SSA Record Uses

The SSA file contains records for all students across a LEA within a school year, including resident students attending other educational settings due to contractual education and students dual enrolled across schools within the same district.

Primary School Data Field

This field indicates the school is the primary school of instruction for a student in your LEA. This field is sometimes referred to as the 'school of accountability' for a student. ***This guide focuses on primary enrollment records.***

All SSA Records

Primary School = 1 (Yes)	**Primary School** = 0 (no) aka Secondary Records
Collection Usage: All student collections	**Collection Usage:** Student Discipline and Postsecondary Workforce Readiness only
◦ Students cannot have two records with overlapping school entry and exit dates for primary school = 1 (yes) records. ◦ A record with primary school = 1 (yes) must be the first record (earliest school entry date) for a student in the school year. ◦ Students are funded based upon this record. ◦ Students are accountable to their primary school for mobility/stability, graduation/ completion, dropout rates, state assessment, and state accountability frameworks.	◦ Only students who are dual enrolled in two schools within the same LEA will have records where Primary School = 0 (no). ◦ These records overlap with with another record where Primary School = 1 (yes)

Student Pupil Attendance Information (PAI) Codes

This code indicates the type of school enrollment/attendance record in a LEA. Students are indicated as part of either group A or group B.

Beginning in 2026-2027, there is a group B Student PAI code 99 for LEA records that are not reportable for student collections but needed by the LEA for local purposes.

This guide primarily focuses on Group A records.

All SSA Records

Group A Student Attending a School within the LEA **Codes 01 to 08**	Group B Resident pupil attending a program NOT operated by the LEA **Codes 24 to 33**	Group B LEA Internal record: Not reportable for student collections **Code 99**
Collection Usage: All student collections	**Collection Usage:** Student October and SPED December Only	**Collection Usage:** Excluded from all collections
◦ Students attending a non-school program must have a Group A Student PAI Code ◦ All attending students are included, regardless of funding status. ◦ See the Audit Resource Guide on the Pupil Count site to determine if student qualifies for funding.	◦ Often referred to as 'contract' student records ◦ See the common coding scenarios below for example coding for contractual education scenarios ◦ See the Audit Resource Guide on the Pupil Count site to determine if student qualifies for funding.	◦ Must be partnered with Public School Finance Funding Code 86 or 96 ◦ This type of record is designed support LEAs with local records that capture ⌐Students with a reportable Administrative Unit (AU) placement for SPED collections ⌐Local tracking of an extended absence ⌐Local tracking of students who left the district in a manner they remain in the AYG Graduation Cohort.

Core SSA Data Fields for Enrollment/Attendance Records

- **School Code:** A unique 4-digit code assigned by CDE to a school building. Refer to the school code list posted on the Data Pipeline > Frequently Requested Codes and Resources page.

- **School Entry Date:** The month, day, and year in which a student enters and begins to receive an education program in a school for the applicable school year.
    - School entry date **IS NOT** the date the student enrolled in a LEA, but rather the *date they began attending* the LEA.
    - Only 'one-day' records used to reconcile a student who transferred out of the district over the summer between school years will have an entry date where the student didn't physically attend. See the 'one day record' portion of the common coding scenarios below for more information.

- **School Entry Type:** The circumstances under which a student enters a school during a given school year.
    - Works in tandem with school exit types across schools, LEAs, and years.
    - This data field is only used in the Student End of Year collection. Only records with a group A Student PAI code will have business rules checking school entry type usage.

- **School Exit Date:** The month, day, and year a student exited a school or grade in an LEA. Student is no longer in attendance in the school.
    - School exit date **IS NOT** the date withdrawal paperwork was received by the LEA, but rather the *last date they attended* the LEA.
        - Accurate school exit dates have implications across many data collections. See Section 3: Data Implications for more information.
        - LEAs are encouraged to review school exit dates when working on data collections to ensure accurate reporting. This is especially important for instances where a LEA has been tracking multiple consecutive absences while working to re-engage the student.
    - Only 'one-day' records used to reconcile a student who transferred out of the district over the summer between school years will have an entry date where the student didn't physically attend. See Section 4: Common Coding Scenarios for more information.

- **School Exit Type:** The circumstances under which the student exited from membership.
    - Work in tandem with school entry types across schools, LEAs, and years.
    - Adequate documentation of transfer must be maintained by a LEA for school exit types indicating a student left the LEA.
        - See the Student End of Year page > Adequate Documentation section for more information.
    - This data field is only used in the Student End of Year collection. Only records with group A Student PAI codes will have business rules checking school exit type usage.

- **Retention Code:** Indicates if a student is being retained at the current grade level for *the next school year*.
    - Only applied to a student's final enrollment record in a given year.
    - This field is forward looking, meaning it indicates what *will occur* next school year, not what did occur in the current year.
        - This is a critical data field for students who will participate in postsecondary programs or special education 18-21 transition services the next school.
    - This data field is only used in the Student End of Year collection but has implications for the following school year interchange and Student October records. Only records with group A Student PAI codes will have business rules checking retention code usage.
- **Grade Level:** The 3-digit grade level code indicates the primary instructional level at which a student enters a school or educational institution during a given school year.
    - Students without a retention code are expected to progress from one grade level to the next from year to year.
        - Last year's final grade level + 1 is the beginning of this year's grade level.
    - Students with a retention code in the prior year are expected to begin the current year in the same grade level as their final grade level in the prior year.

The other data fields on the SSA file capture enrollment specific details as needed for various student data collections except for the **date first enrolled in US** and **gifted and talented** data fields. The date first enrolled in US and gifted and talented data fields should be treated like student demographic information in that they match across all SSA records for a student.

Data fields such as **Home Based Education**, **Non-School Program**, **Abbreviated School Day Schedule Status**, **Expelled Education Services**, and **Postsecondary Program Enrollment** may change throughout the year across enrollment/attendance records for a student. Changes in these data fields are considered enrollment status changes and may require special handling. See the section regarding in-district movement for information regarding enrollment status changes.

Student Data Collection Parameters

Some student data collections capture information on the active enrollment/attendance record for a student on a given date. Other student data collections capture information on all enrollment/attendance records for a student within a school year.

The data fields of **student pupil attendance information**, **primary school**, **school entry date**, and **school exit date** determine if a SSA record should be utilized in a data collection. Some data collections also have parameters surrounding **grade level** or **date of birth**. All data collections list detailed criteria for inclusion in the collection on the specific collection file layout.

LEAs should not exclude records or delete records from their SSA file if the record isn't going to be used in a collection. Accurate coding of SSA records will cause pipeline to automatically determine if the record should be included or excluded from the collection.

For state reporting purposes, the academic school year begins on July 1st and ends the following June 30th. Each district creates its own academic calendar that falls within these dates.

There is one exception to the June 30th date for students who are graduating/completing high school. A student may be counted as graduating/completing high school if they finish necessary requirements to exit by August 31st, allowing them the summer to complete any missing requirements. See the collection manual on the Student End of Year collection page for more information about this exception.

Student October (OCT):

Student October Site

Included

- All PK-12 students with an active enrollment/attendance record on the October Count Date (per school entry/exit dates)
- Primary School = 1 (yes)
- Grades 004 through 120
  - Under age 2 requires an age waiver
  - Age 21 or above on count day must meet parameters for the SPED December collection (age 21 or less on December 31st) **or** be attending an Alternative Education Campus and meet the criteria for inclusion per HB25-1167
- Group A and Group B Student PAI Codes regardless of funding status

Excluded

- Primary School = 0 (no) records for dual enrolled students
- Student PAI code 99 records
- Infants (grade 002)
- Students age 21 or above on the October Count date who do not meet inclusion requirements for SPED December or AEC schools

This is the only collection that uses the following SSA data fields:

- Public School Finance Funding Status
- County Code of Residence for Joint School Districts
- District of Parent's Residence
- Country of Parent's Residence for Non-Residence Students
- State of parent's Residence for Non-Residence Students
- Alternative Instruction Courses data fields

Assessment Pre-ID

Students are registered to any applicable State Assessments based upon Group A Student PAI records in the Student October collection. District Assessment Coordinators and responsible staff within LEAs update testing rosters and testing vendor systems as part of the state assessment process. Visit the CDE Assessment site for more information about state summative assessments.

Special Education December Count (SPED DEC):

SPED December Count Site

When a student meets the parameters of the SPED December snapshot, based upon IEP interchange records, and the student has a student interchange record (matched on SASID, LASID, and district), then the following information will be used from the student interchange record.

- SASID, LASID, Full Name, Date of Birth, and Gender
- Race and Ethnicity Fields
- Grade Level

Summer EBT Collection:

Summer EBT Collection Site

This collection does not directly pull data from the student interchange. However, some of the data fields in this file have definitions that mirror the student interchange. It is common for Student Information System (SIS) vendors to extract these fields from the same location in the LEA's SIS for the Summer EBT collection *and* relevant student interchange file.

- Student's SASID, LASID, Full Name, Date of Birth, and Gender
- School Code
- School Entry Date
- School Exit Date
- Student's Grade Level
- Student's Language Background
- Free/Reduced Lunch Price Eligible

WIDA ACCESS SBD:

WIDA ACCESS SBD Site

LEAs may choose to extract their WIDA ACCESS SBD file with Student Interchange fields. This will populate some fields on the extract based upon current student interchange information.

- Applicable student demographic fields
- Calculated values for Continuous in School
- Calculated value for Continuous in District
- Date first enrolled in US from the Student October collection

LEAs may also choose to complete the WIDA ACCESS SBD collection without using the current student interchange files, utilizing instead the vendor demographics from the collection.

Assessment Student Biographical Data (SBD) Collection:

Assessment Student Biographical Data Collection Site



Included

- Student PAI Codes in Group A
- Primary School = 1 (yes)
- Grades 090, 100, and 110 with school entry/exit dates showing they attended the LEA during the Spring Assessment testing window
- Alternate Assessment Participant = 1 or 0 (yes or no)
- Grades 030 to 080 students with alternate assessment participant = 1 (yes) and school entry/exit dates showing they attended the LEA during the Spring Assessment testing



Excluded

- Primary School = 0 (no) records for dual enrolled students
- Student PAI code 99 records
- Group B Student PAI Codes
- Grades 002 (infant) through 020 Grades 030 through 080 who are not Alternate Assessment Participants
- Grade 120

Alternative Education Campus (AEC) Collection—Renewal Applicant File:

AEC Collection Site

Several data fields for this collection are pre-filled for this file based upon student interchange values (or other student collections such as Student October and Student End of Year).

- Student's SASID, Full Name, Date of Birth, and Gender
- District Code
- School Code
- Anticipated Year of Graduation

READ Spring Assessment (SRD) Collection:

READ Collection Site

Business rules in this collection ensure the student has an enrollment/attendance records at the school code reporting the student in the READ Assessment file. SSA records with Student PAI 99 are ignored.

Student Restraint and Seclusion Collection:

Student Restraint and Seclusion Site

Student demographics for SASIDs reported in this collection are matched to the student as part of this collection. SSA records are not matched to this collection.

Teacher Student Data Link Collection:

Teacher Student Data Link Site

Student demographics for SASIDs reported in this collection are matched to the student as part of this collection. SSA records are not matched to this collection.

Student Attendance Collection (ATS):

Student Attendance Site



Included

- Attendance records for all PK-12 students with at least 10.0 total possible days of attendance (per school entry/exit dates)
  - Primary School = 1 (yes)
  - Grades 004 through 120
  - Group A Student PAI Codes



Excluded

- Primary School = 0 (no) records for dual enrolled students
- Student PAI code 99 records
- Group B Student PAI Codes
- Infants (grade 002)

This is the only collection that uses the following SSA data fields:

- Total Days Attended
- Total Days Excused
- Total Days Unexcused
- Total Days Missed Due to Out of School Suspensions
- Total Possible Attendance Days
- Habitually Truant Status
- Abbreviated School Day Schedule Status
- Total Days on an Abbreviated School Day Schedule

Student Discipline (DIS):

Student Discipline Site



Included

- Students who have been disciplined (per Discipline interchange) matched to SSA record where the discipline incident falls between the school entry/exit dates of the SSA record at the matching location (school code)
  - Student PAI Codes in Group A or B
  - Primary School = 0 or 1



Excluded

- Student PAI code 99 records
- Any student who was not discipline (no Discipline Interchange record)

Beginning in 2026-2027, the SPED Discipline Snapshot and Student Discipline snapshot will be combined into a single Student Discipline collection.

Special Education End of Year (SPED EOY):

SPED End of Year Site

When a student meets the parameters of the SPED December snapshot, based upon IEP interchange records, and the student has a student interchange record (matched on SASID, LASID, and district), then the following information will be used from the student interchange record.

- SASID
- LASID
- Name (First, Middle, Last)
- Gender, Date of Birth
- Race and Ethnicity Fields
- Grade Level

Several business rules cross reference the Student End of Year collection, especially those focused on comparing school exit types (SEY) and SPED Basis of Exit (SPED EOY)

Postsecondary and Workforce Readiness Collection:

Postsecondary and Workforce Readiness Collection Site

Business rules in this collection ensure the student has a record at the school code reporting the student in the Industry Recognized Credential (IRC) or Work Based Learning (WBL) file.

Record Notes:

- Student PAI Group B records are ignored
- Student PAI 99 records are ignored
- IRC credential date must fall within the school entry/exit dates for the record
  - Some exceptions permitted using exception request process
- WBL start and end dates must fall within the school entry/exit dates for the record

Student End of Year Collection (SEY):

Student End of Year Site

Included

- All PK-12 students who attended the LEA at any point in the school year
  - Group A Student PAI Codes
  - Primary School = 1 (yes)
  - Grades 004 through 120
- One-day records used to reconcile prior year school exits
- Adjustment records used to reconcile prior year exits for grade 070 to 120 students when remaining in the AYG cohort

Excluded

- Primary School = 0 (no) records for dual enrolled students
- Group B Student PAI Codes
  - Student PAI code 99 records
- Infants (grade 002)

This is the only collection that uses the following SSA data fields:

- School Entry Type
- School Exit Type

- Retention Code
  - Students age 21 or over as of July 1st cannot have a record in the collection unless they meet parameters for inclusion in the current year student October collection under HB25-1167 at an Alternative Education Campus or based upon an active IEP serving a student who has not yet met FAPE.
  - Students age 21 or over as of June 30th cannot be retained, indicating they are returning the following school year, unless they meet parameters for inclusion in the following year student October collection under HB25-1167 at an Alternative Education Campus or based upon an active IEP serving a student who has not yet met FAPE.
- Military Enlisted

Notes

- This collection has extensive data checks across school years, other data collections, and LEAs.
- This collection focuses heavily on school entry and school exit types.

Tagged Files (OCT, DEC, none)

Tagging Student Interchange files is an option upon file upload of the DEM or SSA file allowing the LEA to track information for a count day collection such as Student October (OCT) or Special Education December (DEC) separate from the more recent, untagged, file. LEAs who regularly upload interchange files in an effort to keep their current SIS data up-to-date and error free may find the tag option beneficial because the OCT and DEC collections expect data to reflect what was true on that specific day. *Tagging files is an option for LEAs who find this to be beneficial to their workflow but* ***is not required.***

Example: Student whose homeless status changed mid-year as reflected across tagged files.

SASID	Homeless	SIS Data Date	Tag	Note
xxxxxxxxxx	0 (Not Homeless)	10/1	OCT	Reflects what was true in the SIS as of 10/1 but may have been uploaded at any point in the OCT collection. Assumes LEA has a method for extracting SIS data as of a set date.
xxxxxxxxxx	3 (in physical custody of guardian)	11/20	(none)	Data extracted and uploaded on 11/20 reflecting what was true in the SIS on this date.
xxxxxxxxxx	4 (not in physical custody of guardian)	12/1	DEC	Reflects what was true in the SIS as of 12/1 but may have been uploaded at any point in the DEC collection. Assumes LEA has a method for extracting SIS data as of a set date.
xxxxxxxxxx	4 (not in physical custody of guardian)	2/5	(none)	Replaces the untagged file previously uploaded based on what was true in the SIS on this date.

How do you know if records have been tagged?

Use the **Batch Maintenance screen** under **File Upload** in **Data Pipeline** to review the status of an uploaded file. The screen lists all uploaded files and indicates if the file was tagged for OCT, DEC. Untagged files have a blank in the tag code column. This screen also shows the record count, error count, and processed status of the file.

Advantages/Disadvantages

Tagging files is not required. There are some advantages and disadvantages to consider when tagging Student Interchange files to determine if it is beneficial to the LEA's workflow.

Should I tag?

Tagging may make it easier for you to know which data sets you are working with. If you tag for Student October (OCT) or December Count (DEC), make sure your data is as of those count dates. Tagging only applies to the Student Demographic (DEM) and Student School Association (SSA) files. The Graduation Guidelines (GG) and Adjustment (ADJ) files do not offer a tagging option.

Advantages

- Easier to verify data (for certain collections/time periods)
- Clearer that you include the correct students and data.
- Easier data management
- Allows for validating your data for multiple snapshots simultaneously

Disadvantages

- Possibly more work as errors should be cleared on both tagged and untagged files
- Could cause more errors/confusion throughout different collections
- If you tag files for OCT or DEC, you must be sure to upload untagged files for use in other snapshots
- Some CEDAR/COGNOS reports only show data for untagged interchange files

Section 2: School Entry/Exit Codes

School Entry and Exit codes follow expected patterns. The Student End of Year collection checks these patterns across school years, across records in the same LEA, and across records in different LEAs within the state. Only records that meet the criteria for the SEY collection

Standard Progression (Year to Year)

Students who remain in the same LEA year after year typically follow a standard progression from one grade to the next and from one school to the next. Students complete a school year in a given grade, enter the next year in the next higher grade at either the same school or a different school in the LEA. This continues until they complete their high school education.

Completed the School Year: School Exit Type 00 (did not exit)

This school exit type signifies a student who completed the current school year in the given grade level within a LEA. School exit type 00 should be used for every student who completes the school year in a LEA regardless of their anticipated enrollment status at the beginning of the next year.

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."

Expected Entry in the Following Year: School Entry Types 02 and 11

Students who had school exit type 00 in the prior school year must have at least a one-day record in the current school year. The school entry type used will be dependent upon the school code the student is reported at for their first record in the current year (earliest school entry date).

- When the school code is the same in the prior year and current year, use school entry type 02.
- When the school code is different in the prior year compared to the current year, use school entry type 11.

See Section 4: Common Coding Scenarios for information about school code changes and summer dropout coding.

Examples

Prior Year Exit Scenario	Current Year Entry Scenario	Current Year Entry Type
4th grade student completed the year with school exit type 00 at school code **1111**	Student is returning as a 5th grade student at the same school code **1111**	02
4th grade student completed the year with school exit type 00 at school code **1111**	The student is returning to the LEA as a 5th grade student, but has transferred to a different school code (**2222**)	11

Prior Year Exit Scenario	Current Year Entry Scenario	Current Year Entry Type
8th grade student completed the year with school exit type 00 at school code **3333**	The student will matriculate to 9th grade at an LEA high school with a different school code **(4444)**	11

Grade Level Progression

The **retention code** data field is used to indicate a student who will repeat the same grade the following year. This is the only forward-looking data field in the student interchange, indicating what *will* happen next year instead of what *has happened* in the current year.

- Students without a retention code are expected to move up one grade level for the first record (earliest entry date) in the next school year.
- Students with a retention code are expected to start the next school year (earliest entry date) at the same grade level code they finished the prior year (record with exit type 00 in the prior year).
- Students who skip a grade from year to year will need a grade reassignment coding pattern to reflect that change. See the grade reassignment section of the common coding patterns below.

Examples

Prior Year Final Exit Record	Expected current year grade level for record with earliest entry date
School Exit Type 00 Grade Level 040 Retention Code 0	Grade Level 050
School Exit Type 00 Grade Level 040 Retention Code 1	Grade Level 040

Movement in/out of a Colorado LEA

Many school entry and school exit types are specifically designed to indicate a student's movement into or out of a Colorado LEA. They indicate a scenario where the immediate prior educational setting or immediately following educational setting are not a Colorado public school in the reporting LEA.

Some entry and exit scenarios have accompanying data checks when comparing exit and entry types across school years or educational settings in Colorado.

Adequate documentation of transfer is necessary for school exit types showing a student transferred out of a LEA. The required documentation varies by school exit type.

- Students in grades PK-6 without adequate documentation of transfer should use school exit type 06, transfer to an unknown educational setting.
- Students in grades 7-12 without adequate documentation of transfer should have school exit type 40, dropped out.

Transfer between Colorado Public LEAs (School Entry/Exit 13)

Students who move between Colorado public LEAs will have an enrollment record with school exit type '13' in the LEA they are leaving (sending LEA) and an enrollment record with school entry type '13' in their new LEA (receiving LEA). School exit type 13/entry type 13 should only be used when students are transferring between Colorado public LEAs listed on the Data Pipeline > Frequently Requested Codes and Resources frequently requested codes and resources page.

LEAs should ensure they are using the correct SASID for students transferring between Colorado public LEAs. If a student is found to have two different SASIDs, contact the RITS coordinator (RITS@cde.state.co.us) to request the student's SASIDs are merged.

Receiving LEAs are required to provide confirmation of enrollment and attendance to the sending LEA within two weeks of receiving a request from the sending LEA. If a student is in an out-of-home placement, receiving LEAs must provide confirmation of enrollment and attendance within five days. Sending LEAs must provide transcripts to the receiving LEA within the same time frames.

Students who transfer to other educational settings such as a non-public school, approved facility school, detention center, etc. should not have school exit type 13 as there are other school exit types that indicate these types of circumstances.

During the SEY collection, students with school exit type 13 who do not have a record at another Colorado LEA with school entry type 13 and an entry date after the sending district's school exit date will trigger collection errors that must be reconciled. The SEY collection lead may ask a sending district to provide a copy of the adequate documentation (confirmation of enrollment and attendance) that supports the use of school exit type 13. See the SEY page > Adequate Documentation section for sample confirmation of enrollment and attendance forms.

Scenario with process and data notes

Sending LEA

1. A 9th grade student transferred out of the LEA, indicating they will be attending another CO public school/LEA.
    - Update data fields:
        - School Exit Date = last date of attendance in the school
        - School Exit Type = 88, TBD—Waiting on documentation of transfer
2. Sending LEA requests confirmation of enrollment and attending from Receiving LEA
3. Confirmation of enrollment and attendance indicates this student (matching SASID, name, and date of birth) began ***attending*** the receiving LEA within the current school year
    - Date began attending after the school exit date in the sending LEA and before the end of the reporting year on 06/30
4. Update School Exit Type to 13 now that adequate documentation has been received
    - Follow LEA process to file/save this documentation

Receiving LEA

1. A 9th grade student enrolled in a LEA school, indicating their prior school was a CO public school.
2. Receiving LEA follows all district policies/processes for enrolling students
    - Note: Receiving LEA should expect a SASID already exists in RITS when a student is transferring from another CO public school. Please ensure this is the SASID claimed by the receiving LEA instead of requesting a new SASID.
3. Entry Data Fields:
    - School Entry Date = date student began attending the receiving LEA
    - School Entry Type = 13
4. Receiving LEA responds to the request for confirmation of enrollment and attendance in a timely manner, ensuring the sending LEA has documentation indicating the date the student began ***attending*** the receiving LEA
    - Note: LEAs must respond to requests for documentation within 2 weeks (or 5 days for students in out of home placement). If needed, the receiving LEA may respond 'enrolled but not yet attending' within the 2 weeks, and then follow up again with an updated confirmation of enrollment and attendance when the student starts attending to provide the date the student began attending the receiving LEA.

SEY Data Notes

- **Sending LEA:**
    - Data validation checks that another CO public school reports the SASID with a school entry date after the school exit date reported by the sending LEA
    - If no other LEA reports the SASID, SE722 warnings trigger in the regular and cross lea data collection phases. These become SE903 errors in the post-cross data collection phase that must be addressed via an exception request when confirmation of enrollment and attendance can be provided to support the expected coding
- **Receiving LEA:**
    - SE500 errors trigger when CDE data collection lead has received evidence that confirmation of enrollment and attendance was provided by the receiving LEA to the sending LEA, indicating a record is expected by the receiving LEA in the current school year but is missing
    - Receiving LEA may place the student at any grade level per their local policies and review of student records without receiving grade progression errors
    - Age to grade error may still trigger on the SSA file
    - If the student already has an assigned Anticipated Year of Graduation, it will not change

Other Movement In/Out of a LEA

The following entry and exit types reflect circumstances where a student is transferring into or out of a LEA. These are not final school exit types, meaning the student may still return to the LEA or another Colorado LEA in the current year or a future year. These school entry and exit types are partners across school years and educational settings.

Adequate Documentation of Transfer is required to verify school exit types when students transfer out of a LEA (indicated with an *asterisk below). See the SEY Page > Adequate Documentation section for more information.

See the SSA file layout posted on the Student Interchange page > file layout section for the full description of each school entry/exit type listed.

Exit Type	Exit Description	Entry Type	Entry Description	Notes
None	No matching exit type	00	No/Not Applicable	This entry type is only used for the summer district dropout coding pattern
None	No matching exit type	01	New to educational system	• Used when the student has no prior formal education such as a Preschool or Kindergarten student • Occasionally applies to a first grade or another lower elementary grade student
02*	Death	None	No matching entry type	Errors will trigger if this SASID is reported in any future years as *this is a final exit type only*
05*	Transfer to a school located in a different country	05	Transfer from a school located in a different country	None
06	PK-6 student exiting to an unknown educational setting/status	06	Transfer from an unknown educational setting/status	• Exit type used when adequate documentation of transfer is unavailable for a PK-6 student • Entry type used when no prior educational records are available for a PK-6 student
14*	Transfer to a school located in a different state or US Territory	14	Transfer from a school located in a different state or US Territory	• 50 states and district of Columbia • Bureau of Indian Education Schools Department of Defense Schools • Puerto Rico, America Samoa, Guam, Northern Marina Islands, and US Virgin Islands
15*	Transfer to a non-public school	15	Transfer from a non-public school	Non-public school codes and names are available on the Data Pipeline > Frequently Requested Codes and Resources page
16*	Transfer to home-based education	16	Transfer from home-based education	None

Exit Type	Exit Description	Entry Type	Entry Description	Notes
18*	Transfer to a Career and Technical (vocational) Education program not administered by a Colorado LEA	18	Transfer from a Career and Technical (vocational) Education program not administered by a Colorado LEA	For example, an Institute of Higher Education or Job Corps not located in a Colorado LEA
19*	Transfer to an approved facility school or state operated program	19	Transfer from an approved facility school or state operated program	Facility school codes and names are available on the Data Pipeline > Frequently Requested Codes and Resources page
21*	Transfer to a facility operated by the Colorado Department of Corrections or Division of Youth Corrections	21	Transfer from a facility operated by the Colorado Department of Corrections or Division of Youth Corrections	• Department of Corrections/Divisions of Youth Corrections school codes and names are available on the Data Pipeline > Frequently Requested Codes and Resources page • Student is incarcerated in a correctional facility
26*	Transfer to a detention center (Out of LEA)	26	Transfer from a detention center (Out of LEA)	Detention Center school codes and names are available on the Data Pipeline > Frequently Requested Codes and Resources page
30*	Exit due to serious illness/injury	30	Entry after serious illness/injury	None
31*	Transfer to a HS Diploma Program at a Colorado Community College	31	Transfer from a HS Diploma Program at a Colorado Community College	Must be a community college program established per SB23-007 and SB24-051
40	Dropped Out	40	Re-entry after dropping out **in a prior year**	*Records must span one or more school years*
50	Expelled	50	Re-entry after being expelled in a prior year	• *Records must span one or more school years* • Only used when a student is expelled without educational services through the end of the school year
70*	HSED transfer (external program not administered by the LEA)	70	Re-entry after transferring to an external HSED program	• Age 16+ • E.g., program offered through an institute of higher education or a private company

Exit Type	Exit Description	Entry Type	Entry Description	Notes
88	TBD – waiting on documentation of transfer	None	No matching entry type	• Placeholder code during the school year while LEA is following up with the family regarding the student's educational status to obtain adequate documentation of transfer • Must be updated prior to the SEY collection ○ Errors will trigger in the SEY collection if in use at that point
90 (prior year) 13* (current year)	Graduate (in a prior school year) **And** Transfer to another CO LEA in the current year	98	Prior Graduate from a public school in another Colorado LEA transferring to participate in Special Education 18-21 transition services	• The student must have been counted as a graduate in a prior school year • The student will have exit type 13 in the current school year at the sending LEA • See the common coding patterns section for sample transition coding patterns

One Day Records (Transfer out between school years)

One day records are used to reconcile the exit status of a student who completed the prior school year (school exit type 00) but then transferred out of the LEA before the start of the next school year per the LEA's school calendar.

Best practice is to use a school entry and exit date **on the same day** well before the start of the LEA's actual first day of school to differentiate between these records and traditional student records for attending students. The date 07/01 is encouraged because it is the first possible date of the academic reporting year, and signals to all that the record is specifically a one-day record for this reconciliation purpose. In the event of a dispute between LEAs regarding who is the last district of attendance for a student, school entry and exit dates are used to track the movement of the student. When LEAs consistently use 07/01 for one-day records this help provide clarity to student movement between LEAs as well.

Final Enrollment Record (2025-2026)	One-Day Record (2026-2027)
• **School Code:** 1111 (Star Elementary) • **Grade Level:** 040 • **School Exit Date:** 00000000 • **School Exit Type:** 00 (did not exit)	• **School Entry Date:** 07012026 • **School Entry Type:** 02 • **School Code:** 1111 (Star Elementary) • **Grade Level:** 050 • **School Exit Date:** 07012026 • **School Exit Type:** 14

Movement within a LEA

Student enrollment/attendance records may indicate a student exits and returns to the same school within a LEA or moves across schools in the same LEA. This can occur within a school year or across school years.

Same Year

Students may have multiple enrollment/attendance records within the same school, or same LEA throughout the school year. Students with an enrollment record that initiates movement within a school year, indicated by the school exit type, must always be followed by an enrollment record with a school entry type that reconciles the movement in the same year.

Exit Type	Exit Description	Entry Type	Entry Description	Notes
10	Grade reassignment within same LEA	10	Grade reassignment within the same LEA	The grade level of these two records must be different
11	Transfer to a public school in the same LEA	11	Transfer from a public school in the same LEA	The school code for these two records is expected to be different
25	Extended absence (10+ days to 6 weeks)	25	Return after extended absence (10+ days to 6 weeks)	Examples available in Section 4: Common Coding Scenarios
45	Student discontinued schooling (6+ weeks) but returned in the same school year	45	Re-entry after discontinuing schooling (6+ weeks) earlier in the same school year	Examples available in Section 4: Common Coding Scenarios
55	Expelled without educational services and returned before the end of the school year	55	Re-entry after being expelled without educational services earlier in the same school year	Examples available in Section 4: Common Coding Scenarios
56	Expelled with educational services	56	Re-entry after being expelled with educational services	Examples available in Section 4: Common Coding Scenarios
60	Enrollment status change in the same school	60	Enrollment status change in the same school	Examples available in Section 4: Common Coding Scenarios

Across Years

A student's exit and re-entry to a LEA can span across years in some circumstances. When this happens, a student's school entry type in the current year must align with their final school exit type in the prior year.

Exit Type	Exit Description	Entry Type	Entry Description	Notes
00	Student did not exit	00	No/Not Applicable (grades 7-12)	See example in common coding scenarios section

Exit Type	Exit Description	Entry Type	Entry Description	Notes
00	Student did not exit	02	Continuous in the same school	• Standard Progression • School code in the current year must be the same as the final school code in the prior year
00	Student did not exit	03	Continuous in a school that has either closed or whose grade range has changed	Examples available in Section 4: Common Coding Scenarios
00	Student did not exit	11	Transfer to a public school in the same LEA	• Standard Progression • Entry 11 may be the first entry type for a student in the current year if the school code in the prior year is different than the school code in the current year
06	PK-6 student exiting to an unknown educational setting/status	06	PK-6 student exiting to an unknown educational setting/status	None
30	(Serious) Illness/injury	30	Re-entry to the same LEA after prolonged illness/injury	Do not use this code for students who are receiving educational services through a home-bound program
40	Dropped out	40	Re-entry after dropping out from the same LEA	*Across school years only*
50	Expulsion: Expelled without services and did not return before the end of the school year.	50	Re-entry after expulsion without educational services from the same LEA in a prior year	*Across school years only*
70	HSED Transfer: Exits to participate in a HSED preparation program not administered by the LEA.	70	Re-entry after transferring to an external HSED program in a prior year	*Across school years only*

Exit Type	Exit Description	Entry Type	Entry Description	Notes
90	Graduated with a regular diploma	90	Re-entry after being reported as a graduate in a prior year.	• The should have retention code 2 or 3 partnered with school exit type 90 in the prior year • Students participating in postsecondary programs will have exit type 23 or 24 at the end of the current year • Students participating in SPED transition will have exit type 27 or 28 at the end of the current year • Students who were miscoded as graduates in the prior year will have exit type 22 in the current year
92	Other Completer	92	Re-entry after receiving a non-diploma certificate of completion.	• If the student completes graduation requirements, use exit type 90 in the current year • If the student does not complete graduation requirements by the end of the current year, use school exit type 92 again
93	HSED Recipient: LEA program	93	Re-entry after receiving a HSED	• If the student completes graduation requirements, use exit type 95 at the end of the current year • If the student does not complete graduation requirements by the end of the current year, use school exit type 93 again
94	HSED Recipient: out of LEA program	93	Re-entry after receiving a HSED	• If the student completes graduation requirements, use exit type 95 at the end of the current year • If the student does not complete graduation requirements by the end of the current year, use school exit type 94 again
23 with retention 2	Previous graduate who did not complete a Postsecondary Program (i.e., PTECH 5-6, TREP)	90	Re-entry after being reported as a graduate in a prior year.	The student will either have exit type 23 with retention 0 or exit type 24 with retention 0 in the current year
27 with retention 3	Previously counted as a graduate and will participate in SPED 18-21 transition services next year.	90	Re-entry after being reported as a graduate in a prior year.	The student with either have exit type 27 with retention 3 or exit type 28 with retention 0 in the current year

Detention Centers

The entry/exit codes utilized when a student transfers to a detention center from a Colorado public school are dependent upon the LEA operating the detention center. See the detention center list on the Data Pipeline > Frequently Requested Codes and Resources page to determine which LEA operates a given detention center.

Detention center records are included in the SEY collection; however, detention centers do not receive dropout, graduation/completion, or mobility/stability rates and do not impact the district level rates of the operating LEA. The use of a school exit type or school entry type indicating a student transfers to or from a detention center are validated during the SEY collection.

In-District Detention Center

LEAs that operate detention centers use school entry/exit types 12 as applicable to their LEA. The entry/exit partnership is less straightforward because the detention center uses entry/exit types 11 to show movement in and out of the school where the traditional district school uses entry/exit 12.

Location	Entry Type	Entry Description	Exit Type	Exit Description
Detention Center	11	Transfer from a public school in the same Colorado LEA	11	Transfer to a public school in the same Colorado LEA
School	12	Transfer from a detention center in the same Colorado LEA	12	Transfer to a Detention Center in the same Colorado LEA

Out of District Detention Center

Location	Entry Type	Entry Description	Exit Type	Exit Description
Detention Center	13	Transfer from a public school in a different Colorado LEA	13	Transfer to a public school in a different Colorado LEA
Detention Center	26	Transfer from a detention center in a different Colorado LEA	26	Transfer to a Detention Center in a different Colorado LEA
School	26	Transfer from a detention center in a different Colorado LEA	26	Transfer to a Detention Center in a different Colorado LEA

Entry/Exit Type Restrictions

Some school entry and exit types do not apply to detention centers because detention centers do not receive mobility/stability, graduation/completion, or dropout rates.

School Entry Type Restrictions

The following school entry types cannot be used as the record with the earliest entry date at a detention center because students transferring to an in-district detention center are expected to have school entry type 11.

- 12—transfer from an in-district detention center
- 25—return after an extended absence (10+ days through 6 weeks)
- 45—returned after discontinuing education earlier in the year (6+ weeks)

- 55—re-entry after being expelled without educational services earlier in the same school year
- 56—re-entry after being expelled with educational services earlier in the same school year
- 60—enrollment status change in the same school

School Exit Type Restrictions

The following school exit types cannot be used as the record with the latest exit date at a detention center because detention centers do not receive graduation/completion rates. Students completing their education at a detention center should have a final record at their last district of attendance to count the student as a graduate or completer.

- 90—graduated with regular diploma
- 92—other completer
- 93—High School Equivalency Diplomas (in district)
- 94—HSED Recipient (out of district)
- 95—regular diploma after being reported as an HSED recipient in a prior year
- 96—graduated and completed a postsecondary program

In-District Facility Schools (Applicable LEAs Only)

LEAs that operated facility schools use school entry/exit types 20 as applicable to their LEA. The entry/exit partnership is less straightforward because the facility school uses entry/exit types 11 to show movement in and out of the school where the traditional district school uses entry/exit 20.

Location	Entry Type	Entry Description	Exit Type	Exit Description
Facility School	11	Transfer from a public school in the same Colorado LEA	11	Transfer to a public school in the same Colorado LEA
School	20	Transfer from a facility administered by the LEA	20	Transfer to a facility administer by the LEA

Entry/Exit Type Restrictions

Some school entry and exit types do not apply to district administered facility schools because they do not receive mobility/stability, graduation/completion, or dropout rates.

School Entry Type Restrictions

The following school entry types cannot be used as the record with the earliest entry date at a district administered facility school because students transferring to an in-district facility school are expected to have school entry type 11.

- 12—transfer from an in-district detention center
- 25—return after an extended absence (10+ days through 6 weeks)
- 45—returned after discontinuing education earlier in the year (6+ weeks)
- 55—re-entry after being expelled without educational services earlier in the same school year
- 56—re-entry after being expelled with educational services earlier in the same school year
- 60—enrollment status change in the same school

School Exit Type Restrictions

The following school exit types cannot be used as the record with the latest exit date at a district administered facility school because they do not receive graduation/completion rates. Students completing their education at a district administered facility school should have a final record at their last school of attendance to count the student as a graduate or completer.

- 90—graduated with regular diploma
- 92—other completer
- 93—High School Equivalency Diplomas (in district)
- 94—HSED Recipient (out of district)
- 95—regular diploma after being reported as an HSED recipient in a prior year

Final School Exit Types in a School Year

Some school exit types are designed to only be the final school exit type for a student in a given school year. When one of these exit types is used, no record with an entry date after the exit date for the final exit type can be included. Some school exit types are expected to be the final record for a student for their entire PK-12 educational history.

9th-12th grade students who have completed their education during the current school year should have a final school exit type that indicates if they are a graduate or completed high school in another manner. Students with an anticipated year of graduation of 2020-2021 and beyond must have reported graduation guidelines measures if they are exiting as a graduate with a regular high school diploma (Exit Types 90, 95, & 96). See the graduation guidelines file layout posted on the Student Interchange page > File Layouts section for reporting data elements.

In some circumstances, a student who graduated or completed high school in a prior year will return to continue their education. When this occurs, students must have an entry type that indicates they were previously counted as a graduate and have a school exit type that reflects their circumstance. Additional data fields in the student interchange further describe the situation. Students who were previously counted as graduates cannot be counted as graduates again, so special exit types have been created to support their circumstances.

Students returning to participate in a postsecondary program (ASCENT/PTECH 5-6/TREP) or Special Education 18-21 transition services who have been counted as a graduate in a prior year are the most common type of student who needs these special entry/exit codes. As a reminder, these students were counted as graduates with a retention code (2-postecondary or 3-SPED transition) but were ***not yet issued their high school diploma*** because they were going to return. Their high school diploma is issued at the end of their postsecondary program or Special Education transition services.

School Exit Type	Exit Description	Final Status (Graduation Rates)	Notes
00	Did not exit	Still Enrolled	May use a retention code in partnership with this school exit type for students returning to the same grade level at the start of the next school year.
01	Reached Maximum Age for Services	Dropped Out	Final PK-12 Educational Record
02	Death	Verified Transfer Out	Final PK-12 Educational Record
22	Exited the LEA after previously being coded as a graduate in a prior year	Graduate (previously counted)	This code is specifically designed for scenarios where a student was miscoded as a graduate in a prior year Do not use this code for students participating in postsecondary programs or SPED Transition
23	Previous graduate who did not complete a postsecondary program	Graduate (previously counted)	▸ May use retention code 2 in partnership with this school exit type for students returning to participate in TREP year 6 or PTECH year 6 the following school year ▸ The student must have a postsecondary program code indicating PTECH 5-6 or TREP
24	Previous graduate who completed postsecondary program	Graduate (previously counted)	▸ Final PK-12 Educational Record ▸ The student must have a postsecondary program code indicating PTECH 5-6 or TREP.
27	Previous graduate who will participate in special education 18-21 services next year	Graduate (previously counted)	▸ Must be partnered with retention code 3 ▸ Student must have a SPED Transition code indicating the student is in transition years 1, 2, or 3
28	Previous graduate who completed special education 18-21 transition services	Graduate (previously counted)	▸ Final PK-12 Educational Record ▸ Student must have a SPED Transition Code indicating the student is in transition years 1, 2, 3, or 4
40	Dropped Out	Dropped Out	Student may return in a future year with entry type 40
50	Expulsion: Expelled without services and did not return before the end of the school year.	Remain in Cohort	Student may return in a future year with entry type 50
70	HSED Transfer: Exits to participate in a HSED preparation program not administered by the LEA.	Remain in Cohort	Student may return in a future year with entry type 70

School Exit Type	Exit Description	Final Status (Graduation Rates)	Notes
90	Graduated with a regular diploma	Graduate	▸ May use retention code 2 or 3 in partnership with this school exit type for students returning to participate in a Postsecondary Program or SPED Transition ▸ If the exit type is not partnered with a retention code, this is expected to be the student's final PK-12 record in their educational history
92	Other Completer	Completer	▸ Generally expected to be the final PK-12 record in a student's educational history ▸ In rare instances, a student will return the following year with entry type 92 to pursue their regular high school diploma ▸ Students participating in SPED Transition who will be other completers should not have this exit type until their final year of services
93	HSED Recipient: LEA program	Completer: HSED Recipient	▸ Usually the final PK-12 record in a student's educational history ▸ In rare instances, a student will return the following year with entry type 93 to pursue their regular high school diploma ▸ Students participating in SPED Transition who will be HSED Recipients should not have this exit type until their final year of services
94	HSED Recipient: out of LEA program	Completer: HSED Recipient	▸ Usually the final PK-12 record in a student's educational history ▸ In very rare instances, a student will return the following year with entry type 93 to pursue their regular high school diploma ▸ Students participating in SPED Transition who will be HSED Recipients should not have this exit type until their final year of services
95	Received a regular diploma (graduate) in the current year after being reported as a HSED recipient by the reporting LEA in a prior year	Graduate	The student must have entry type 93 to use this exit type. This will change the student's final graduation rate status from completer to graduate
96	Graduated and completed a postsecondary program	Graduate	The student must have a postsecondary program code indicating PTECH 5-6 or TREP.

Retention Codes

Retention codes are used to indicate if a student will repeat the same grade the next year as they are completing in the current year. They are a forward-looking data field indicating what ***will happen*** instead of what has happened. Retention codes can only be applied to the final enrollment record for a student in a school year and must be partnered with specific school exit types and/or conditions.

Code	Retention Description	Conditions/Related School Exit Type
0	No/Not Applicable	Cannot be used for 12th grade students with school exit type 00.
1	Yes, student will repeat this grade	• Partners with school exit type 00. • Must be in grade K-12. • Cannot be used for students with school entry type 90.
2	Yes, 12th grade student returning for Postsecondary Program (i.e., PTECH 5-6 or TREP)	• Student must be in grade 120. • Partners with school exit type 00 or 23. • Students with school exit 23 and retention 2 should also have a postsecondary program code indicating PTECH year 5 or TREP year 5. • Students must have an AYG that indicates they are eligible to participate in PTECH 5-6 or TREP in the next school year
3	Yes, 12th grade student returning for Special Education 18-21 Transition Services	• Student must be in grade 120 • Partners with school exit type 00 or 27 • Students with school exit type 27 are required to have retention 3. • Student must be indicated as a special education student through the IEP interchange • Students in their 4th year of SPED Transition may not have a retention code.

Anticipated Year of Graduation (AYG) 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 Colorado Education Statistics > Graduation/Completion Statistics page. 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, visit the SEY page > File Layout section.

Verified Transfer 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 page > File Layout section 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, 31)
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 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 page > File Layout section 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
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

File	Data Field	Code	Short Description
SSA	School Exit Type	31	Transfer to a HS Diploma Program at a Colorado Community College
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 Note: Student is counted as a graduate for graduation rates
SSA	School Exit Type	92	Other Completer Note: Student is counted as completer for completion rates
SSA	School Exit Type	93	HSED Recipient – in district program Note: Student is counted as an HSED recipient for completion rates
SSA	School Exit Type	94	HSED Recipient – out of district program Note: Student is counted as an HSED recipient for completion rates
SSA	School Exit Type	95	Received regular diploma in current year after being reported as an HSED Recipient in a prior year Note: Student is counted as a graduate for graduation rates
SSA	School Exit Type	96	Graduated and completed a Postsecondary Program Note: Student is counted as a graduate for graduation rates17T
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) Note: Student is counted as an HSED recipient for completion rates
ADJ	Adjustment Justification Code	52	Received HSED from a program not administered by the LEA – Prior expulsion (prior exit type 50) Note: Student is counted as an HSED recipient for completion rates
ADJ	Adjustment Justification Code	77	Received HSED from program not administered by the LEA – Prior HSED transfer (prior exit type 70) Note: Student is counted as an HSED recipient for completion rates
ADJ	Adjustment Justification Code	90	Misreported Graduate – Prior school exit 00 Note: Student is counted as a graduate for graduation rates
ADJ	Adjustment Justification Code	96	Misreported Graduate, Postsecondary Program – Prior school exit 00 Note: Student is counted as a graduate for graduation rates

Section 3: Data Implications

This section highlights the use of enrollment data, with special consideration to the use of accurate school entry and exit dates, across many student data collections. All data collections maintain collection specific websites with detailed information regarding the purpose of the collection, collection criteria, data included, statistics generated by the collection, etc.

Student October

Students in attendance on count day are included in the data collection regardless of funding status (part-time, full-time, non-funded).

Students in attendance on count date would have a student interchange file record with an entry date before count day and an exit date after count day (or zero-filled) with the attending school code

LEAs should report students at the school code they attended on count day, not a future school code based on an anticipated transfer. This ensures the publicly and federally reported pupil membership data provides the true count and location of students based on their October count day membership.

For students transferring within the Student October count window in the same LEA, please reference the within-district transfer information in the Audit Resource Guide on the School Auditing Office > Pupil Count page. The Student October page includes a template and guidance for completing transfer exceptions to ensure students are reported correctly. See the student October collection manual for more information.

Assessment

Initial vendor files for Spring assessments are based on the reported enrollment information in Student October.

Accurate enrollment data helps LEAs who participate in the Student Biographical Data (SBD) collections as they validate the 'Continuous in District' and 'Continuous in School' data fields when participating in the SBD collections. These data fields are connected to the state accountability frameworks. See the School Quality and Support > Accountability Resources and Training page for more information about how accountability frameworks utilize this information.

READ Spring Assessments

This collection expects students to have a matching enrollment record in the student interchange files during the end of year benchmark testing timeframe. All enrolled K-3 students are expected to have a record in this collection. School entry and exit dates indicate if the student was in attendance in the Spring to participate in READ Spring Assessments.

Student Discipline

This collection expects students to have an enrollment record in the student interchange files that encompasses the discipline incident date for the student.

Postsecondary Workforce Readiness Collection

This collection expects students to have an enrollment record in the student interchange files that encompasses the reported Industry Recognized Credential (IRC) date or Work Based Learning (WBL) start and end dates.

Student Attendance

Accurate school entry and exit dates are necessary for the attendance fields to be calculated correctly. If a student's exit date does not reflect their last date of attendance in the school, their days absent (excused or unexcused) may be inflated, which increases the possibility they are reported as chronically absent inaccurately.

Instances of mobility that are used for the Student End of Year collection are captured in the attendance collection as well and are beneficial because they reflect the time periods when the student was not considered enrolled in the school, therefore not accumulating possible days of attendance and absences.

Refer to the resources on the Dropout Prevention and Student Re-Engagement > Attendance State Policy regarding Colorado Attendance Laws and Board rules. LEAs should establish a system to monitor individual student attendance and have a plan for addressing truancy. But the plan for addressing truancy does not mean that LEAs report inaccurate entry/exit dates for in student data collections.

Student End of Year

The SEY Collection Manual posted on the Student End of Year page > Training section includes detailed information regarding this collection and its use for graduation, dropout, and mobility rates.

This collection includes an enrollment record for each school a student attends within a school year.

Per state board rule, 1-CCR-301-1, LEAs are required to report all instances of mobility, defined as a gap of 10+ consecutive days or more in attendance.

Multiple student enrollment records are required to reflect multiple schools and/or different enrollment dates for students that transfer in/out of the same or different school(s).

LEAs should not include students who have enrolled but never attended a school within the LEA. By incorrectly including these students in the file, it could cause the LEA to then report the student as a dropout if the student doesn't attend any Colorado school after only enrolling at the LEA.

LEAs *should* include one-day records to show students who finished the prior year at the LEA but then do not return the following school year due to a move or other circumstance. These students would have been reported with an exit type 00, and zero-filled date in the prior year. One-day records have the same entry and exit date, typically a date well before the LEA's school calendar begins, such as 07/01, and an exit type reflective of their transfer circumstances. If no

documentation of transfer if available for a 7th-12th grade student then they are coded with exit type 40, dropped out.

Adequate Documentation of Transfer

Visit the SEY site > Adequate Documentation section for more information regarding Adequate Documentation of Transfer and sample **Confirmation of Enrollment/Attendance** forms.

Sending LEA

Requests documentation from the receiving LEA. The sending LEA reflects the last date the student attended as the school exit date on their student records. This date should be before the first date of attendance shown on the confirmation of enrollment and attendance provided by the receiving district.

Receiving LEA

Provides confirmation of enrollment of attendance to the sending LEA. Once confirmation of enrollment and attendance is provided, the receiving LEA includes a student record within their student interchange files with appropriate attendance information for the student, regardless of the attendance length. The receiving LEA is now considered the district of accountability for the student.

Confirmation of Enrollment/Attendance (COE/A) Required Components

Per state board rule 1 CCR 301-1, COE/As must include at minimum the following information:

- Student: State Assigned Student ID (SASID)
- Student: Full Name (first, middle, last)
- 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 Began Attending
- Receiving School: Signature, Date, and Name of LEA Representative

Section 4: Common Coding Scenarios

This section covers many of the common coding scenarios for enrollment/attendance records that impact student data collections. Using the applicable coding pattern for a student's circumstances helps ensure the record will pass the error checks for student data collections and increases data accuracy.

Contract Students: Year Transferring to Contracted Location

Students placed in another educational environment on a contract by a resident school district have unique reporting requirements for the resident LEA and possibly attending LEA depending on the contract scenario. When a student is transferring to another setting, it is important to determine if the student will be attending a Colorado Public school/BOCES school, a SPED/BOCES program, or another educational setting.

- **Colorado Public schools/BOCES Schools have an assigned school code on the** List of Colorado Schools **posted on the** Data Pipeline > Frequently Requested Codes and Resources page.
- **SPED/BOCES Programs** are listed on the Special Education Program Codes list posted on the Data Pipeline > Frequently Requested Codes and Resources page.
- **Other Educational Settings** such as a non-public school, facility school, or out-of-state school may or may not have an assigned code listed on the Data Pipeline > Frequently Requested Codes and Resources page.

The following examples apply in the year the student transfers to the contracted educational services.

SPED/BOCES Program

Resident District

The student will continue to be reported by the resident school district with a group A student pupil attendance information code but will have a non-school program code to indicate the student is attending an educational program contracted by the district in an off-site location.

See the Audit Resource Guide posted on the School Auditing Office > Pupil Count page for documentation and funding considerations for students attending non-school programs.

Student attends the SPED/BOCES Program the entire year:

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Non-School Program	Student Pupil Attendance Info
#1: attending SPED/BOCES program	5678	First day of school	02	00000000	00	03	01-08

Student completes the year at the SPED/BOCES Program:

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Non-School Program	Student Pupil Attendance Info
#1: point enrollment status changes to SPED/BOCES program	5678	First day of school	02	10152025	60	00	01-08
#2: attending SPED/BOCES program	5678	10162025	60	00000000	00	03	01-08

Student returns to school after attending a SPED/BOCES program for a portion of the year:

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Non-School Program	Student Pupil Attendance Info
#1: point enrollment status changes to BOCES program	5678	First day of school	02	10152025	60	00	01-08
#2: attending BOCES program	5678	10162025	60	01312026	60	03	01-08
#3: return from BOCES program	5678	02012026	60	00000000	00	00	01-08

BOCES/Another Colorado LEA School

Students attending BOCES/Another Colorado LEA School are transferred out of the resident district to the BOCES/Another Colorado LEA school for the purposes of student reporting (group A pupil attendance information).

- Resident district maintains a record with a group B pupil attendance information code for Student October and Special Education reporting.
- Attending district maintains a record with a group A pupil attendance information code for student reporting.
- Students in grades 9-12 are transferred out of the graduation cohort for the resident district and into the graduation cohort for the BOCES/Another Colorado LEA school.

Beginning of Year Transfer

The student transferred from the resident district to the attending district at the beginning of the school year. Student will have a one-day group A record to capture the transfer and then maintain a group B record for the remainder of the year at the resident LEA. The attending LEA will treat the student like an incoming transfer student.

If a student has been misreported in a prior year, using a group A record when a group B was expected, this pattern may be used to correct the situation and code the student accurately.

Resident District

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#1: One-Day Record	Resident school code	07012025	02	07012025	13	Group A: 01-08
#2: attending BOCES/another LEA school	Attending School Code	First day of school	02*	00000000	00*	Group B: 31 or 33

*School entry type and school exit type for Group B records may be any code because these fields are only used in the SEY collection for Group A school records.

BOCES/Attending LEA School

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#1: transfer from resident school	Attending School Code	10162025	13	00000000	00	Group A: 02 or 04

Mid-Year Transfer

Resident District

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#1: transfer to BOCES/Another CO LEA school	Resident school code	First day of school	02	01052026	13	Group A: 01-08
#2: attending BOCES/Another LEA school	Attending School Code	0106026	11*	00000000	00*	Group B: 31 or 33

*School entry type and school exit type for Group B records may be any code because these fields are only used in the SEY collection for Group A school records.

BOCES/Attending LEA School

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#1: transfer from resident school	Attending School Code	10162025	13	00000000	00	Group A: 02 or 04

Continuing Contract

The resident district does not need a record with a Group A PAI code the following school year if the student is continuing to attend the BOCES/Another Colorado LEA School on a contract.

A record with a group A PAI code will not be used by the resident district until the point the student returns to attending a school located in the resident district.

Resident District

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#1: attending BOCES/another LEA	Attending School Code	First day of school	02*	00000000	00*	Group B: 31 or 33

*School entry type and school exit type for Group B records may be any code because these fields are only used in the SEY collection for Group A school records.

BOCES/Attending LEA School

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#1: attending student	Attending School Code	First day of school	02	00000000	00	Group A: 02 or 04

Returning from Contractual Education

At the point the student returns to the resident district, the student will be transferred out of the BOCES/Attending LEA and back into the resident LEA. School entry/exit dates should reflect when the change occurs, which might include a one-day record for the BOCES/Attending LEA depending on the timing of the change.

Resident District

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#1: Return from BOCES/another LEA school	Resident school code	Applicable date	13	00000000	00	Group A: 01-08

BOCES/Attending LEA School

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#1: return to resident district	Attending School Code	First day of school	00	Applicable date	13	Group A: 02 or 04

Other Contracted Educational Setting

Students attending other educational settings are transferred out of the resident district to the other educational setting for the purposes of student reporting (group A pupil attendance information).

- Resident district maintains a record with a group B pupil attendance information code for Student October and Special Education reporting.
- Students in grades 9-12 may remain in the graduation cohort for the resident district depending on the educational entity the student is attending.
    - Removed from graduation cohort: exit types 14 and 15
    - Remain in graduation cohort: school exit type 19, 21, and 26

Resident District

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#1: transfer to Other Educational Setting	5678	08152025	02	10152025	14, 15, 19, 21, 26	Group A: 01-08
#2: attending Other Educational Setting	Applicable Code	10162025	11*	00000000	00*	Group B: 24, 27, 28, 29, 30

*School entry type and school exit type for Group B records may be any code because these fields are only used in the SEY collection for Group A school records.

The resident district does not need a record with a Group A PAI code the following school year if the student is continuing to attend the other educational setting on a contract. A record with a group A PAI code will not be used by the resident district until the point the student returns to attending a school located in the resident district.

Dual Enrolled Students

For the purposes of this guide, dual enrolled students are students attending two or more Colorado Public Schools at the same time.

Within the Same LEA

When a student is attending two or more schools within the same LEA simultaneously, both schools will have SSA records.

- One school must be identified as the primary school (a.k.a. school of accountability) and the other may be indicated as the non-primary (a.k.a. secondary enrollment) school.
- A student cannot have overlapping primary school records based on school entry and school exit dates.
- Many collections only use primary school records, automatically excluding non-primary records.
    - *School entry type and school exit type for non-primary records may be any code because these fields are only used in the SEY collection for primary school records.

Dual Enrolled the Entire Year

Record	Primary School	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#1: Primary School	1	XXXX	08152025	02	00000000	00	Group A: 01-08
#2: Non-Primary School	0	ZZZZ	10162025	11*	00000000	00	Group A: 01-08

Mid-Year Change to Primary School

If a student's primary school record changes mid-year, such as flipping from one school to the other, multiple SSA records will be needed to capture the change. This cannot be done by simply changing the primary school in the SIS to a non-primary school because most collections only used primary school records.

Flip Primary and Non-Primary Schools

Record	Primary School	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#1: Original Primary School	1	XXXX	08152025	02	01052026	11	Group A: 01-08
#2: Original Non-Primary School	0	ZZZZ	08152025	11*	01052026	11*	Group A: 01-08
#3: New Primary School	1	ZZZZ	01062026	11	00000000	00	Group A: 01-08
#4: New Non-Primary School	0	XXXX	01062026	11*	00000000	*00	Group A: 01-08

Change Primary School and Remove Dual Enrolled Status

Record	Primary School	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#1: Original Primary School	1	XXXX	08152025	02	01052026	11	Group A: 01-08
#2: Original Non-Primary School	0	ZZZZ	08152025	11*	01052026	11*	Group A: 01-08
#3: New Primary School	1	QQQQ	01062026	11	00000000	00	Group A: 01-08

Across two or more LEAs

Students who attend a public school in two or more LEAs must have a record in each LEA they attend regardless of the funding status for the student within the LEA.

- The data field **Public School Finance Funding Status** is used to indicate if a student qualifies for funding per the Audit Resource Guide posted on the School Auditing Office > Pupil Count page.
    - Sometimes the student is eligible for part-time funding at both LEAs.
    - Sometimes the student is eligible for full-time funding at one LEA and is not eligible for funding in the other LEA.
    - A student might not be eligible for funding in either LEA.
- A student's **Language Proficiency,** indicating their Multilingual Learner status, should align across LEAs. LEAs must work together to ensure consistency in reporting language proficiency.
    - A student's **Language Background** should align across LEA.
    - A student's **Language Instruction Education Program** status may differ across LEAs.
- Students may only be counted as a graduate or completer from one LEA and in one year.
    - Students previously reported as graduates in a prior school year cannot be reported as a graduate again in another school year.
    - In the year a student is reported as a graduate, LEAs must work together to determine which LEA will report the graduation status and which will report the student as transferring out of the LEA.
        - LEAs are encouraged to establish clear expectations regarding which LEA's graduation/completion requirements the student is working towards when a student is first dual enrolled, so no ambiguity exists when the student reaches the point of graduating/completing their education.
    - SEY Collection includes an error beginning in the Cross LEA phase if more than one LEA list a student as a graduate/completer *or* one LEA indicates student with school exit type 00 but another indicates students as a graduate/completer.
- Students who have not yet graduated may be indicated as finishing the school year in both LEAs (school exit type 00) with the expectation the student will return the following year or need a one-day record showing the student transferred out of the LEA.
    - SEY Collection includes a warning if two or more LEAs indicate a student with school exit type 00 (did not exit).

Part-Time in Two Different LEAs

LEA A

LEA Code	Primary School	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info	Public School Finance Funding Status*
AAAA	1	XXXX	First day attended	XX	00000000	00	Group A: 01-08	82, 94, or 95

LEA B

LEA Code	Primary School	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info	Public School Finance Funding Status*
BBBB	1	YYYY	First day attended	XX	00000000	00	Group A: 01-08	82, 94, or 95

*Review the Audit Resource Guide posted on the School Auditing Office > Pupil Count page to determine funding eligibility and the SSA file layout on the Student Interchange page to select the applicable code.

Full Time in One LEA and Not Eligible for Funding in a Second LEA

LEA A

LEA Code	Primary School	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info	Public School Finance Funding Status*
AAAA	1	XXXX	First day attended	XX	00000000	00	Group A: 01-08	80, 91, or 92

LEA B

LEA Code	Primary School	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info	Public School Finance Funding Status*
BBBB	1	YYYY	First day attended	XX	00000000	00	Group A: 01-08	86, 87, or 96

*Review the Audit Resource Guide posted on the School Auditing Office > Pupil Count page to determine funding eligibility and the SSA file layout on the Student Interchange page to select the applicable code.

Graduating/Completing Education

This example assumes the student is working towards the graduation/completion requirements of LEA A.

LEA A

LEA Code	Primary School	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
AAAA	1	XXXX	First day attended	XX	Graduation/ completion date	90, 92, 93, 94, 95, 96	Group A: 01-08

LEA B

LEA Code	Primary School	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
BBBB	1	YYYY	First day attended	XX	At least one day prior to the school exit date in LEA A	13	Group A: 01-08

Enrollment Status Change

The SSA file includes data fields pertinent to a student's enrollment. Sometimes this information remains constant for a student for the entire school year and other times this status may change mid-year. When changes occur in data fields that impact the SEY collection for a student remaining at the same school instead of transferring between schools in the LEA, two separate records are needed to capture the change.

Changes to the data fields primary school or student pupil attendance information (group A vs group B codes) are not enrollment status changes because they impact whether the record meets the criteria for many student collections, especially the SEY collection.

General Record Expectations:

- Both records have the same school code
- Both records have primary school = 1 (yes)
- Both records have a Group A Student PAI code
- The gap between the school exit date of the first record and the school entry date in the second record is 9 days or less

Example 1: Returning from Expelled Education Services (Critical change)

This example only applies if the student did not change school codes when returning from expelled education services. See the expelled student coding in Section 4: Common Coding Scenarios for additional examples.

SSA Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Expelled Education
1	5678	08152025	02	01052026	60	1
2	5678	01062026	60	00000000	00	0

Example 2: Non-School Program Code Change (Critical change)

SSA Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Non-School Program
1	5678	08152025	02	01052026	60	00
2	5678	01062026	60	00000000	00	01, 02, 03, or 04

Example 3: Homebased Education Change (Critical change)

SSA Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Homebased Education
1	5678	08152025	02	01052026	60	0
2	5678	01062026	60	00000000	00	1

Example 4: Abbreviated School Day Schedule Status (Critical change)

Abbreviated school day schedules only apply to students with an IEP or 504 plan. See the SSA file layout posted on the Student Interchange page for more information.

SSA Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Abbreviated School Day Schedule Status
1	5678	08152025	02	01052026	60	0
2	5678	01062026	60	00000000	00	1

Example 5: Post-Secondary Program Enrollment (Critical change in some situations)

It is best practice to capture any changes in this field. However, changes in Concurrent Enrollment status without the use of the enrollment status change pattern will not trigger any errors in the SEY collection. For concurrent enrollment, it is preferred to have the status be cumulative adding students who were CE second semester but perhaps not first semester rather than removing the CE coding from a student who added CE first semester and not second semester.

If the student's post-secondary program enrollment status is changing and the student is moving between school codes, then the change is not considered an enrollment status change. Instead, it is an in-district transfer situation.

SSA Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Post-Secondary Program Enrollment
1	5678	08152025	02	01052026	60	00
2	5678	01062026	60	00000000	00	15

Example 5: Other Optional Changes for October only data fields

LEAs may use the enrollment status change coding pattern to capture other changes for SSA data fields used solely in the Student October collection for internal tracking purposes per LEA local practices.

SSA fields used only in OCT that do not impact SEY:

- Public School Finance Funding Status
- County code of residence for joint school districts
- District of parent's residence
- Country of parent's residence for non-residence students
- State of parent's residence for non-residence students
- Independent study course
- Work-based learning opportunity course
- Blended learning course
- Supplemental online course

SSA Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Public School Finance
1	5678	08152025	02	01052026	60	85
2	5678	01062026	60	00000000	00	80

Note: Attendance data fields are not a reason to utilize an enrollment status change. Instead, attendance data fields capture the total days attended, excused, unexcused, etc. for the time frame of the attendance record (primary school = 1, student pupil attendance information between 01 and 08).

Other Notes:

- When capturing an enrollment status change, the **school code should be the same** for both records and the **school exit/school entry dates should be less than 10 days apart** to ensure the record is not counted as an instance of mobility. Changes that occur across school codes are not considered enrollment status changes, but rather a transfer within the LEA even if the transfer also includes a change of a critical SSA field.
- Enrollment status changes do not apply to the Date First Enrolled in US or any of the 14 Gifted and Talented data fields as these fields should have identical information across all SSA records for a given SASID, being treated as demographic information instead of enrollment-based information.

Expelled Students

A student who leaves school involuntarily due to an incident where Local Board Policy determines expulsion is the appropriate course of action. Educational services may be offered to a student during the term of expulsion by the Local Education Agency pursuant to 22-33-203(2) C.R.S.

Coding for an expelled student's enrollment history should reflect if the student is receiving educational services during their term of expulsion or if the student is not receiving educational services. It is also impacted by the term of expulsion without services as students who do not return before the end of the school year have a separate coding pattern from those who do return before the end of the school year.

The coding patterns below show how a student's SSA records are impacted. Visit the Discipline Interchange page and Student Discipline Collection page for information about reporting expulsion incidents as part of the Student Discipline collection.

Scenario 1: Expelled without services through the end of the school year

Students who are expelled through the end of the school year without services have a final school exit type indicating expulsion. When they re-enter the district in a future school year their school entry type indicates they have returned from expulsion.

School Year	Relevant Data Field
Year student is expelled without services	Final School Exit Type for the given school year: **50**
Year student returns to school after being expelled without services in a prior year	Earliest school entry type for the given school year: **50**

Scenario 2: Expelled without services and returns before the end of the school year

Students expelled without services who return before the end of the reporting school year will have at least two enrollment records within the school year to reflect the portion of the year that they were expelled.

Record	District Code	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type
#1: point of expulsion	1234	5678	08152025	02	09252025	55
#2: return from expulsion	1234	5678	05012026	55	00000000	00

Scenario 3: Expelled with educational services

Students receiving educational services during their term of expulsion will have these services indicated on their SSA record through the **Expelled Education Services** data field. The types of services provided by a district may vary, which impact coding in the **Non-School Program** data field on the SSA file.

The **Non-School Program** data field should reflect an applicable code for the type of educational services the student is receiving during their term of expulsion. 01, 02, and 04 are common non-school programs for students receiving expelled education services.

See the complete code definitions on the SSA file layout posted on the Student Interchange page > File Layout section for more information.

See the Audit Resource Guide posted on the School Auditing Office > Pupil Count page information about funding considerations and documentation for expelled students receiving educational services.

Term of expulsion ends within the school year: Same school providing services

Record	LEA Code	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Expelled Education Services	Non-School Program
#1: point of expulsion	XXXX	XXXX	08152025	02	09252025	56	0	00
#2: expelled services	XXXX	XXXX	09262025	56	04012026	60	1	01, 02, 04
#3: return from expulsion	XXXX	XXXX	04022026	60	00000000	00	0	00

Term of expulsion ends within the school year: Transfer between schools within the LEA for services

Record	LEA Code	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Expelled Education Services	Non-School Program
#1: point of expulsion	XXXX	XXXX	08152025	02	09252025	56	0	00
#2: expelled services	XXXX	ZZZZ	09262025	56	04012026	11	1	01, 02, 04
#3: return from expulsion	XXXX	XXXX	04022026	11	00000000	00	0	00

Term of expulsion ends in the next (subsequent) school year: Same school providing services

Record (year)	LEA Code	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Expelled Education Services	Non-School Program
#1 (current): point of expulsion	1234	XXXX	08152025	02	09252025	56	0	00
#2 (current): expelled services	1234	XXXX	09262025	56	00000000	00	1	01, 02, 04
#1 (next year): continued expelled services	1234	XXXX	08102026	02	09252026	60	1	01, 02, 04
#2 (next year): return from expulsion	1234	XXXX	09262026	60	00000000	00	0	00

Term of expulsion ends in the next (subsequent) school year: Transfer between schools within the LEA for services

Record (year)	LEA Code	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Expelled Education Services	Non-School Program
#1 (current): point of expulsion	1234	XXXX	08152025	02	09252025	56	0	00
#2 (current): expelled services	1234	ZZZZ	09262025	56	00000000	00	1	01, 02, 04
#1 (next year): continued expelled services	1234	ZZZZ	08102026	02	09252026	11	1	01, 02, 04
#2 (next year): return from expulsion	1234	XXXX	09262026	11	00000000	00	0	00

Term of expulsion ends before the start of the next school year

Record (year)	LEA Code	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Expelled Education Services	Non-School Program
#1 (current): point of expulsion	1234	XXXX	08152025	02	09252025	56	0	00
#2 (current): expelled services	1234	XXXX	09262025	56	00000000	00	1	01, 02, 04

Record (year)	LEA Code	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Expelled Education Services	Non-School Program
#2 (next year): return from expulsion	1234	XXXX	09262026	02	00000000	00	0	00

Grade Reassignment

The SEY collection checks (error) prior year grade level coding to current year grade level coding for students remaining in the same LEA, expecting students to follow a standard progression of increasing their grade level by one grade each year. This comparison is based upon the final record for a student in the prior year compared to the first record (with a group A PAI code) in the current year in the same LEA. Students with a retention code in the prior year are expected to begin the current year in the same grade level.

The SSA file has warnings regarding these situations to help LEAs review and address grade misalignments throughout the year instead of waiting until errors trigger during the SEY collection.

Examples:

- Student completed the prior year in grade 050. Student is expected to begin the current year in 060.
- Student completed the prior year in grade 050 with retention code 1 indicated. Student is expected to begin the current year in grade 050.

School Exit Type 10/Entry Type 10 are used to indicate a grade reassignment. Grade reassignments may take place within the same school code, or across schools within the same LEA.

Grade reassignments using entry/exit type 10 are not needed when a student moves between two different Colorado LEAs because there is no grade level check across LEAs The receiving LEA using school entry type 13 places the student in the applicable grade level per their review of the student's records and local policies.

One-Day Record: Grade misaligned from prior year final exit

When a student's prior year coding indicates an expected grade level in the current year that does not align with the actual grade level placement for the student, either due to incorrect retention coding in the prior year or a student who skips a grade, a one-day record at the expected grade is used to initiate a grade reassignment. The student's actual attendance record for the year will show the applicable grade level placement for the student, completing the grade reassignment with the use of entry type 10.

Prior Year retention code yes, current year student progressed instead of retained

Record Type	School Code	School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type
One-Day	Applicable code	07012026	02	070	07012026	10
Actual Attendance Record	Applicable code (does not have to match one-day record)	08152026	10	080	00000000	00

SSA File Note: Warning code SP571 triggers when a student is marked retained in the prior year, but their first SSA record's grade in the current year advances +1. This coding pattern will clear the SP571 warning and prevent follow up SEY errors.

Prior Year Retention Code No, current year student was retained

Record Type	School Code	School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type
One-Day	Applicable code	07012026	02	090	07012026	10
Actual Attendance Record	Applicable code (does not have to match one-day record)	08152026	10	080	00000000	00

SSA File Note: Warning code SP572 triggers when a student is marked retention code 0 (no) in the prior year, but their first SEY record's grade in the current year does not advance +1. This coding pattern will clear the SP572 warning and prevent follow up SEY errors.

Grade Acceleration

Student advanced more than +1 grade when comparing prior year to current year.

Record Type	School Code	School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type
One-Day	Applicable code	07012026	02	070	07012026	10
Actual Attendance Record	Applicable code (does not have to match one-day record)	08152026	10	090	00000000	00

SSA File Note: Warning code SP572 triggers when a student's first SSA record's grade in the current year advances more than +1 grade. This coding pattern will clear the SP572 warning and prevent follow up SEY errors.

Mid-Year Grade Reassignment

Districts/LEAs may reassign a student's grade level up or down mid-year as needed to align with the locally determined grade level of a student. See the Data Pipeline > Frequently Requested Codes and Resources page > grade to age chart section for information about expected ages for students in each grade and the ages that will cause errors or warnings on the SSA file.

Request a reporting exception if a student is receiving an error based upon their age for a specific grade level and the district has determined the student should be placed in that grade level even if they are out of the age range.

Record Type	School Code	School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type
Initial Grade	Applicable code	08152026	02	110	11052026	10
Reassigned Grade	Applicable code (does not have to match one-day record)	11062026	10	120	00000000	00

Grade Reassignment and Retention Implications on AYG Cohort

Grades K-8

Students in grades K-8 experiencing a grade reassignment or retention will not impact the AYG cohort because they do not yet have an assigned AYG.

Entering Colorado Public High School for the First Time in Reporting Year

Students entering high school for the first time in the reporting year will have their AYG set based upon the highest reported grade level on or after October 1st across all Colorado LEAs. Grade reassignments/retentions that occur prior to October 1st will not impact the AYG assigned to the student. Grade reassignments after October 1st will impact the assigned AYG because the highest reported grade level will be used to determine AYG even if the student was grade reassigned down to a lower grade.

Student with an assigned AYG

Students with an assigned AYG, as determined in prior year SEY reporting when the student first entered a Colorado public high school, will maintain their assigned AYG even if they experience a grade reassignment/retention. Once assigned, AYG does not change.

Home Based Education:
Part-Time Programs for Homeschool Students

The Home Based Education data field on the SSA file indicates a homeschool student who is attending a LEA part-time. These students are included in student collections but do have some considerations for coding.

- **Public School Finance Funding Status:** home-based education students are only eligible for a maximum of part-time funding.
  - More information is available in the Audit Resource Guide on the School Auditing Office > Pupil Count page.
- **School Exit Type:** some school exit types cannot be used when a student is indicated as home-based education '1' (yes).
  - Additionally, students with an AYG that places them in the 4-, 5-, 6-, or 7- year graduation rates must have a school exit type at the end of the year that removes them from the AYG cohort, so they do not negatively impact the district/LEA's graduation rates.

Schools must be indicated as offering part-time programs for homeschool students in the Directory Data Collection.

Beginning in 2026-2027, additional legislated expectations apply to LEAs offering part-time programs for homeschool students. See the School Finance Unit > Part-Time Programs for Homeschool Students page for more information.

Restricted School Exit Types

The following list of school exit types cannot be used when a student is indicated as home-based education '1' since the student is accountable to their home-based education program for their final educational outcome. The student's home-based education status would need to be set to '0' (no) if one of the following school exit types applies to the student. This also means the student will remain in the AYG graduation cohort for the district.

- School Exit Type 40—dropped out
- School Exit Type 01—reached maximum age for services
- School Exit Type 90—graduated with a regular high school diploma
- School Exit Type 92—other completer
- School Exit Type 93—HSED recipient in district program
- School Exit Type 94—HSED recipient out of district program
- School Exit Type 95—graduated after receiving an HSED in a prior year
- School Exit Type 96—graduated and completed a postsecondary program

SEY Coding for students with an AYG after the current year

When the student's AYG is not yet assigned (PK-8) or their AYG is in a future year, students are coded in the same manner as any other student completing the school year. The student is coded with school exit type 00 (did not exit) because they completed the school year.

The following school year the student with entry type '02' or '11'based upon the school they will be attending. If the student transfers out of the district/LEA over the summer, a one-day record is used to show how they left the district/LEA.

SEY Coding for Students with an AYG in the current or prior year

If a student's AYG is in the current year or a prior year they will be part of the 4-, 5-, 6-, or 7- year graduation cohort based upon their AYG. Home based education students are accountable to their home-based education program as this is the graduation or completion requirements they are working towards to complete high school. These students must exit a district/LEA at the end of the school year in a manner that removes them from the AYG cohort to ensure they do not negatively impact the district/LEA's graduation cohort and because they should not be reported in the AYG cohort for federal EdFacts reporting.

The most common coding scenarios are listed below. It is important to note that school exit types 02, 05, 14, and 15 also remove a student from the AYG cohort and can be used for students with home-based education '1' (yes) if applicable.

Student will not return in the next (subsequent) year

School Code	Grade Level	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Home Based Education	Internal Flag: AYG
XXXX	120 or applicable grade	08152026	XX	Last day of school	16	1	Current (2027) or prior year (2026, 2025, 2024)

Student will return in the next (subsequent) year

School Year	Grade Level	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Home Based Education	Internal Flag: AYG
Current	120 or applicable grade	08152026	XX	Last day of school	16	1	Current (2027) or prior year (2026, 2025, 2024)
Next Year	120 or applicable grade	08102027	16	Last day of school	16	1	Prior year (2027, 2026, 2025)

Instances of Mobility

State board rule 1-CCR-301-1 states, "Districts and the institute shall indicate an instance of mobility for a student after ten consecutive days of excused or unexcused absence."

Student collections (SEY, Attendance, etc.) focus on the time in which the student is *attending* a LEA school. This means at least two SSA records are needed to capture the mobility instance. The first record initiates the mobility instance with a school exit type 25 or 45 on the student's last day of attendance. The second record completes the mobility instance with school entry type 25 or 45 on the date of the student's return, at least 10 days after the student's exit date in the first record. These two records work together to capture the student's mobility instance, or extended absence.

LEAs should refer to their own internal policies/practices/procedures to document the time in which the student is not attending during an instance of mobility to ensure any LEA procedures for pursuing truancy or attempting to reengage the student are met. LEAs determine steps taken during this time of non-attendance such as communication with families, truancy procedures, and return to attendance procedures. **The time period of extended absence/ discontinued education is not state reportable for student collections.**

Visit the Dropout Prevention and Student Re-Engagement > Attendance State Policy page for more information.

Example: Extended Absence 10+ days through 6 weeks

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
Mobility Instance Initiated	XXXX	08152025	02	12012025	25	01-08
LEA internal record	XXXX	12022025	11*	01242026	11*	99
Mobility Instance Resolved	XXXX	01252026	25	00000000	00	01-08

Example: Discontinued Education 6+ weeks but returned

Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
Mobility Instance Initiated	XXXX	08152025	02	09152025	45	01-08
LEA internal record	XXXX	09142025	11*	01242026	11*	99
Mobility Instance Resolved	XXXX	01252026	45	00000000	00	01-08

*School entry type and school exit type for Student PAI Code 99 records may be any code because these fields are only used in the SEY collection for Group A school records

Non-Attending Student Records (Student PAI 99)

In some situations, a LEA may need a local record due to a unique circumstance where the student is not actively attending a school in the LEA and one of the other "Group B" Student PAI codes does not apply. In some situations, a student may have an applicable "Group B" Special Education PAI Code used in Special Education IEP Interchange related reporting.

Beginning in 2026-2027, a new Student PAI Code 99 may be used to indicate a record that is not reportable for student collections but is within the LEA's SIS for local purposes. If a LEA is using Student PAI code 99, the record must have a **Public School Finance Funding Status** of 86 (Not Eligible, nonspecific) or 96 (Not Eligible, Online)

This includes students who:

- Attend an Allowable Approved Facility School or State Operated Program Attending On-Grounds School
- Are placed in a state operated program
  - Department of Corrections (long-term)
  - Division of Youth Services
- Colorado Mental Health Institute – Pueblo
- Have an extended absence (10+ consecutive days), also known as an instance of mobility
  - Note: This record captures the timeframe of the extended absence for local tracking of attendance/truancy/communication while ensuring accuracy in mobility and attendance reporting.
- Grade 9-12 student who transferred out of the LEA to the following educational settings causing the student to remain in the AYG Graduation Cohort for the LEA.
  - Transfer to a Career and Technical (Vocational) Education program not administered by a CO school district or BOCES
  - Transfer to an approved facility school or state operated program
  - Transfer to a detention center (short-term or long-term)
  - Transfer to a facility operated by the Colorado department of corrections or Division of Youth Services
  - Leave due to serious illness/injury
  - Transfer to a HS diploma program at a Colorado Community College
  - Expelled without services
  - Transfer to a HSED preparation program
  - Dropped Out

Student Transfers to a State Facility School

In this situation, the timeframe the student is attending the facility school is not reportable for Student collections (October, Student End of Year, etc.) but if the student has an IEP, they are reportable for SPED Collections.

Record	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#1: point student transfers to the Facility School	08152025	02	10152025	19	01-08
#2: attending Facility School	10162025	11*	00000000	00*	**99**

Notes:

- *School entry type and school exit type for Student PAI Code 99 records may be any code because these fields are only used in the SEY collection for Group A school records.
- If this student also has an IEP, this student will have an IEP Interchange record with an applicable SPED PAI code.

Student Transfers to a Division of Youth Services (DYS) location

In this situation, the timeframe the student is attending the DYS school is not reportable for Student collections (October, Student End of Year, etc.) but if the student has an IEP, they are reportable for SPED Collections.

Record	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#1: point student transfers to the DYS School	08152025	02	10152025	21	01-08
#2: attending DYS School	10162025	11*	00000000	00*	**99**

Notes:

- *School entry type and school exit type for Student PAI Code 99 records may be any code because these fields are only used in the SEY collection for Group A school records
- If this student also has an IEP, this student will have an IEP Interchange record with an applicable SPED PAI code.

Student with an extended absence (10+ consecutive days) Instance of Mobility

In this situation, the timeframe the student is attending the facility school is not reportable for Student collections (October, Student End of Year, etc.) but is reportable for SPED Collections.

Record	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#1: Mobility instance initiated	08152025	02	01102026	25 or 45	01-08

Record	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#2 Local record during extended absence	01112026	11*	02242026	11*	**99**
#3 Mobility Instance Resolved	02252026	25 or 45	00000000	00	01-08

Notes:

- Record 1: School exit date should reflect the last date the student attended the school, even if backdating the record is needed because the mobility instance doesn't apply until after 10 consecutive absences.
- Record 2: *School entry type and school exit type for Student PAI Code 99 records may be any code because these fields are only used in the SEY collection for Group A school records
- Record 3: School entry type must align with the school exit type used in record #1 when the mobility instance was initiated.

Non-Attending Student in the AYG Cohort (Grades 9-12)

At times, a student with an assigned Anticipated Year of Graduation may leave a LEA in a manner where they remain in the graduation cohort for their AYG. When this occurs, a LEA may wish to maintain a local record to track this student's exit circumstances from their AYG for ongoing follow-up. Should the LEA receive updated information regarding the student's educational status, they may need to take steps during the Student End of Year collection to input an adjustment record or final one-day record to reflect the updated educational status.

For example, a student who dropped out of the LEA receives their HSED. When this occurs, the LEA may create an adjustment record to update the student's status in their AYG cohort to show them as a completer (HSED recipient), which will impact the LEA's completion rate.

Record	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Student Pupil Attendance Info
#1: point student transfers out of the LEA with an exit that remains in the AYG Cohort	08102023	02	04232024	01, 12, 18, 19, 21, 26, 30, 31, 40, 50, 70	01-08
#2: Non-attending student impacting the AYG Cohort	07012026	11*	00000000	00*	**99**

Notes:

- Record 1: Students with an assigned anticipated year of graduation remain in the graduation cohort for this school until the student is claimed by another Colorado public school or the LEA provides updated information regarding the student's final educational status.

- Record 2: *School entry type and school exit type for Student PAI Code 99 records may be any code because these fields are only used in the SEY collection for Group A school records

Non-School Programs

The non-school program field on the SSA file indicates a student is receiving **all** of their educational services through a program run by a district, BOCES, or third-party entity without a school code.

- The school code for these students reflects the student's home (or boundary) school or a district chosen school of accountability.
- These students will have group A (codes 01-08) pupil attendance information which means they will be reported in SEY.
- Do not use a school exit type that indicates the student is transferring out of your district when they have a change in enrollment status showing they are going to a non-school program. Instead, use the coding options below.

Non-School program status remains constant all year

School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Non-School Program	Pupil Attendance Info
Applicable code	08152023	Applicable code	00000000	00	00, 01, 02, 03, 04	01-08

Non-School program status changes mid-year

A change in non-school program status mid-year is considered an enrollment status change, requiring two records.

SSA Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type	Non-School Program
1	5678	08152025	02	01052026	60	00
2	5678	01062026	60	00000000	00	01, 02, 03, or 04

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 (2025-2026)	One-Day Record (2026-2027)
• **School Code:** 1234 (Star Elementary) • **Grade Level:** 040 • **School Exit Date:** 00000000 • **School Exit Type:** 00 (did not exit)	• **School Entry Date:** 07012026 • **School Entry Type:** 02 • **School Code:** 1234 (Star Elementary) • **Grade Level:** 050 • **School Exit Date:** 07012026 • **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
06302027	19	120	06302027	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
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. Section 4: Common Coding Patterns includes detailed coding patterns for SPED Transition students.

School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type
06302027	98	120	06302027	28

Postsecondary Programs

The Postsecondary Program field on the Student School Association file includes several types of postsecondary programs. Some are programs students participate in at any point in high school while others are very specific to students in their 5th or 6th year of high school per Anticipated Year of Graduation (AYG).

In the 2026-2027 school year, there are two postsecondary programs designed for students to participate in after their 4th year of high school per AYG, P-TECH years 5-6 and TREP. **The ASCENT program has sunset and is no longer available in the 2026-2027 school year.**

Students participating in these programs may be counted as graduates at the end of their 4th year of high school and return to participate in the program per state statute. This is different than conferring a student's high school diploma.

The state statute surrounding PTECH and TREP does not change the requirements for a PTECH or TREP student's high school diploma.

- The student's high school diploma cannot be dated and conferred to the student until they have completed the PTECH or TREP program.
- The date of graduation on the PTECH or TREP student's official high school transcript must reflect the date that the student completes their PTECH/TREP (5th or 6th) year or is no longer participating in the PTECH/TREP program.
    - This ensures a student remains classified as a high school student in their 5th or 6th year and is eligible to receive PTECH/TREP funding.
- LEAs may decide if they will allow PTECH/TREP students to participate in regular graduation ceremonies during their 4th year without receiving their official diploma or wait to participate in graduation ceremonies upon completion of their final PTECH/TREP year.

See the Audit Resource Guide posted on the School Auditing Office > Pupil Count page information about funding considerations and documentation for postsecondary program students.

Visit the Office of Postsecondary and Workforce Readiness page for more information about Postsecondary Programs.

ASCENT

The ASCENT program sunset and is not available beginning in the 2026-2027 school year.

Accelerating **S**tudents through **C**oncurrent **E**nrollme**nt** (ASCENT) was a 5th year high school program that allowed students to participate in concurrent enrollment the year after 12th grade, to enroll in postsecondary courses and earn college credit at no tuition cost to them or their families.

The following coding scenarios apply to students completing ASCENT programs in the 2025-2026 school year.

ASCENT student was counted as a graduate in their 4th year (2024-2025):

Data Field	2024-2025 4th Year Code	2025-2026 5th year Code
Grade Level	120	120
Postsecondary Program Enrollment	00 or 02	01
School Entry Type	02 or applicable code	90
School Exit Type	90 (graduate)	24 (previous graduate, completed) 23 (previous graduate, did not complete)
Retention Code	2	0

ASCENT student counted as a graduate in their 5th year (2025-2026):

Data Field	2024-2025 4th Year Code	2025-2026 5th year Code
Grade Level	120	120
Postsecondary Program Enrollment	00 or 02	01
School Entry Type	02 or applicable code	02 or 11
School Exit Type	00 (did not exit)	96 (graduated and completed)
Retention Code	2	0

Home-Based Education student participating in ASCENT in 2025-2026:

Data Field	2025-2026 5th year Code
Grade Level	120
Home Based Education	1
Postsecondary Program Enrollment	01
School Entry Type	16 (transfer from homebased education)
School Exit Type	16 (transfer to homebased education)
Retention Code	0

P-TECH

Pathways in Technology Early College High Schools (P-TECH) is a program for students to earn a high school diploma and an industry recognized associate degree. The associate degree is related to the major industry categories identified in the Colorado Talent Report including life, physical, and social sciences; architecture and engineering; computers and mathematics; installation, maintenance, and repair; business and finance; construction and extraction; community and social services; and transportation and material moving occupations.

Students begin in 9th grade and can continue for up to six years (i.e., high school and two equivalent years of college) for a total of 6 years per AYG.

P-TECH may be offered through a stand-alone school with its own school code, ***or*** a program within an existing high school. Approved P-TECH schools/programs are available on the Office of Postsecondary and Workforce Readiness > Approved P-TECH Schools/Programs page.

P-TECH student counted as graduate in 4th year:

Data Field	1st year	2nd year	3rd year	4th year	5th year	6th year
Grade Level	090	100	110	120	120	120
School Code	*PTECH school	*PTECH school	*PTECH school	*PTECH school	*PTECH school	*PTECH school
Postsecondary Program Enrollment	15	15	15	15	16	16
School Entry Type	02**	02**	02**	02	90	90
School Exit Type	00	00	00	90	23	24 or 23
Retention Code	0	0	0	2	2	0

P-TECH student counted as graduate in 6th year:

Data Field	1st year	2nd year	3rd year	4th year	5th year	6th year
Grade Level	090	100	110	120	120	120
School Code	*PTECH school	*PTECH school	*PTECH school	*PTECH school	*PTECH school	*PTECH school
Postsecondary Program Enrollment	15	15	15	15	16	16
School Entry Type	02**	02**	02**	02	02	02
School Exit Type	00	00	00	00	00	96
Retention Code	0	0	0	2	2	0

Notes:

- *Must be an approved PTECH school code
  - Students may transfer into a PTECH school throughout years 1-4 but must complete their 4th year at a PTECH school code if they are returning for P-TECH years 5-6.
- **School entry type in years 1, 2, and 3 may be any applicable code.

TREP

The **T**eacher **R**ecruitment **E**ducation and **P**reparation (TREP) program was created by SB 21-185. The TREP program creates the opportunity for qualified students in an educator career pathway to concurrently enroll in postsecondary courses and earn college credit at no tuition costs to them or their families, for up to two years after the 12th grade year.

The 2026-2027 school year is the last year of the TREP program.

Visit the Postsecondary and Workforce Readiness > TREP page for more information about program requirements.

AYG 2024-2025 TREP Students

Counted as a graduate in their 4th year:

Data Field	4th Year Code 2024-2025	5th year Code 2025-2026	6th year Code 2026-2027
Grade Level	120	120	120
Postsecondary Program Enrollment	00 or 02	17, 18, 19	20
School Entry Type	02 or applicable code	90	90
School Exit Type	90	23	24 or 23
Retention Code	2	2	0

Counted as a graduate in their 6th year:

Data Field	4th Year Code 2024-2025	5th year Code 2025-2026	6th year Code 2026-2027
Grade Level	120	120	120
Postsecondary Program Enrollment	00 or 02	17, 18, 19	20
School Entry Type	02 or applicable code	02	02
School Exit Type	00	00	96
Retention Code	2	2	0

AYG 2025-2026 TREP Students

AYG 2025-2026 TREP students are only eligible for a 5th year of TREP because the program sunsets at the end of the 2026-2027 school year.

Counted as a graduate in their 4th year:

Data Field	4th Year Code (2025-2026)	5th year Code (2026-2027)
Grade Level	120	120
Postsecondary Program Enrollment	00 or 02	17, 18, 19
School Entry Type	02 or applicable code	90
School Exit Type	90	24 or 23
Retention Code	2	0

Counted as a graduate in their 5th year:

Data Field	4th Year Code (2025-2026)	5th year Code (2026-2027)
Grade Level	120	120
Postsecondary Program Enrollment	00 or 02	17, 18, 19
School Entry Type	02 or applicable code	02
School Exit Type	00	96
Retention Code	2	0

Other Postsecondary Programs

Concurrent Enrollment, Early College, and Dropout Recovery at a Community College are all other postsecondary programs a student may participate in during a school year. Participating students should be indicated as such in the postsecondary program enrollment field within their enrollment record. Sometimes students participate in the program all year long which means only one enrollment record is needed for the student. If the student participates in one of these programs for a portion of the school year and not the other, then two enrollment records are needed to capture the portion of the year the student is participating in the program as opposed to the portion of the year they did not participate in the program.

Year Long Program Participant

Data Field	Code	Notes
Postsecondary Program Enrollment	02 (concurrent enrollment) 07 (early college) 08 (dropout recovery)	Students participating in Early College must attend an approved Early College school. Visit the Office of Postsecondary and Workforce Readiness > Early College High School page for a list of approved early colleges.
School Entry Date	Beginning of school year	
School Exit Date	00000000	Or applicable date if student withdrew.

Left or Entered Program Mid-Year

This scenario requires two enrollment records. This will help ensure the postsecondary data reported in SEY aligns with the expectations of the collection, reflecting a student who participated in a postsecondary program at any point during the school year even if they are not participating in that program on the last day of school.

Record 1

Data Field	Code	Notes
Postsecondary Program Enrollment	00 (not applicable) 02 (concurrent enrollment) 07 (early college) 08 (dropout recovery)	Students participating in Early College must attend an approved Early College school. Visit the Office of Postsecondary and Workforce Readiness > Early College High School page for a list of approved early colleges.
School Code	1234	Any applicable code
School Entry Date	Beginning of school year	Applicable date
School Exit Date	End of status	Applicable date
School Exit Type	60	Enrollment status change

Record 2

Data Field	Code	Notes
Postsecondary Program Enrollment	00 (not applicable) 02 (concurrent enrollment) 07 (early college) 08 (dropout recovery)	Students participating in Early College must attend an approved Early College school. Visit the Office of Postsecondary and Workforce Readiness > Early College High School page for a list of approved early colleges.
School Code	Applicable code	May be the same as Record 1
School Entry Date	Date new status begins	May be one day after the school exit date in Record 1
School Entry Type	60	Enrollment status change
School Exit Date	00000000	Or applicable date if student withdrew.

Frequently Asked Questions

Question: A student will be returning to participate in both a postsecondary program and Special Education 18-21 Transition services, what retention code should be used?

Use retention code 3 per the SPED 18-21 Transition services coding pattern. This student will receive an error in the subsequent October collection when indicating the postsecondary program code for PTECH years 5-6 or TREP. Request an exception to clear the error in the subsequent year indicating the reason for the exception is a student who is both transition and a postsecondary program participant.

Question: Student was planning to participate in PTECH Years 5-6/TREP, but changed their mind before the school year began, how should they be coded?

It depends if the situation was caught before the SEY collection closed. Due to the overlap between the prior year SEY collection and the current school year Student October, LEAs should be able to address these situations before the prior year SEY collection closes. Addressing the situation before the close of the SEY collection is the preferred method.

Correct prior year SEY based on current year information

During the Cross LEA and Post-Cross LEA phases of the SEY collection, LEAs may continue to update the school exit type and retention code information for the prior school year.

Remove the use of retention code 2 in the prior school year and ensure the student has an accurate school exit type.

Prior year SEY is closed; include a one-day record in the current year SEY

Include a one-day record to show student planned to attend and then did not. Postsecondary program code will still reflect ASCENT/PTECH Year 5-6/TREP. School Exit type will be 23 for students counted as graduates in their 4th year or 96 for students who have not yet been counted as a graduate.

School Code Changes

School code changes can impact the coding used in the SEY collection, most specifically related to school entry types and the use of a one-day record. If a school code that is valid in the current year is known to have a change for the following, it is the following year where the coding will be impacted. Students who complete the current year at that school code will still utilize school exit type 00 to show they finished the year.

School entry type 03 is specifically designed for one-day records where the school code and grade level were valid in the prior year for a specific LEA but are no longer valid in the current year.

New School Code

When a LEA opens a new school, the school entry type on the first SEY for students transferring between schools in the LEA from one year to the next will be school entry type 11. The school entry type for students transferring from another educational setting/LEA will remain any applicable entry type code.

In-District/LEA Student Example

School Year	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type
2025-2026 Final Record	5678	08152025	02	00000000	00
2025-2026 First Record Transfer to new school code	1234	08152026	11	00000000	00

Incoming Transfer (Out of LEA) Student Example

School Year	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type
2026-2027 First Record Incoming transfer to new school code	1234	08152026	13 or any applicable code	00000000	00

Grade Range Change

Grade range changes are only impactful for one-day records when the student transfers out of your LEA between school years and the grade they would have been in for the current year at their prior school code is no longer an option due to the grade range change.

The one-day record used for the transfer out scenario will show a grade level that was valid the prior year but is no longer valid in the current year because of the grade range change.

One-Day Record Scenario: Grade Range Change for School Code and Student Transferred Out of the LEA

In the scenario below, school code 5678 served Grades K-8 in 2025-2026 and is only serving grades K-5 in 2026-2027. This student transferred finished the 2025-2026 school year as a 6th grader, then transferred out of the LEA before the start of the next school year.

School Year	School Code	Grade Level	School Entry Date	School Entry Type	School Exit Date	School Exit Type
2025-2026 Final Record	5678	060	08152025	02	00000000	00
2026-2027 One-Day Record	5678	070	07012026	03	07012026	Applicable code

Closing

When a school code closes, there are two different coding scenarios. Students who are transferring to another school within the LEA are handled like any movement between schools in the LEA between years, using school entry type 11. The greater coding impact is for one-day records when the student transfers out of your LEA between school years and the school code they attended in the prior year is no longer valid.

Scenario 1: In-District/LEA Transfer

School Year	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type
2025-2026 Final Record	5678	08152025	02	00000000	00
2026-2027 First Record Transfer to new school code	1234	08152026	11	00000000	00

Scenario 2: One-Day Record

In this scenario, both the school code and grade level of the one-day record must be a school code and grade level that was valid in the prior year but is no longer valid in the current year.

School Year	School Code	Grade Level	School Entry Date	School Entry Type	School Exit Date	School Exit Type
2025-2026 Final Record	5678	060	08152025	02	00000000	00
2026-2027 One-Day Record	5678	070	07012026	03	07012026	Applicable code

School Code Moves Between Authorizing LEAs

When a school code moves between authorizing LEAs there are impacts to both the prior LEA and the new LEA. The coding impacts occur at the start of the year the school code belongs to a new authorizing LEA. This type of school code change most commonly occurs when a charter school moves between authorizing LEAs.

Former Authorizing LEA

There are two situations that occur. Either the student transfers out of the LEA (remains with school code or leaves to another educational setting) **or** the student transfers to another school within the LEA. The coding for these two scenarios is different since transferring out of the LEA requires a one-day record and remaining with the LEA only impacts the entry type for their record within the LEA.

Student transfers to another school in the LEA

School Year	District Code	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type
2025-2026 Final Record	1234	5678	08152025	02	00000000	00
2026-2027 First Record Transfer to school within the LEA	1234	1234	08152026	11	00000000	00

One-Day Record: Student transfers out of the LEA

The school moving between authorizing LEAs must provide the former authorizing LEA with information to appropriately code these students, this includes copies of adequate documentation of transfer to support the applicable school exit type for the one-day record.

School Year	District Code	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type
2025-2026 Final Record	1234	5678	08152025	02	00000000	00
2026-2027 First Record Transfer out of the LEA	1234	5678	07012026	03	07012026	13 if remains with school code **or** any applicable code

New Authorizing LEA

The new authorizing LEA will use a school entry type 13 for students moving between LEAs along with the school code. They should provide the prior LEA with adequate documentation of transfer to support the prior LEA's use of school exit type 13.

School Year	District Code	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type
2025-2026 Final Record Prior authorizing LEA Record	1234	5678	08152025	02	00000000	00
2026-2027 First Record New authorizing LEA	5678	5678	08152026	**13** (or other applicable code for students new to the school)	00000000	00

Special Education Transition (Secondary Transition)

When H.B. 19-1066 went into effect in 2020-2021, allowing students to both (1) be marked as a graduate when the student meets all local and state graduation requirements, and (2) receive special education transition services (and funding) in subsequent year(s), new coding patterns went into in the SEY collection to reflect this statute. *This change does not impact the coding for students receiving an HSED or non-diploma certificates of. These students are coded as an 'other completer' or 'HSED recipient' upon completion of 18-21 transition services (a.k.a. secondary transition services).*

The ability to count a student as a graduate and have them return for SPED transition services only impacts the coding in the SEY collection. It does not change the coding utilized for the Special Education End of Year collection as this collection focuses on a student's exit from special education services (SPED Basis of Exit), not from a school (School Exit Type). Students counted as graduates in alignment with H.B. 19-1066 during SEY remain eligible for special education services until FAPE ends.

It is also important to note that H.B. 19-1066 does not change the requirements regarding a Special Education transition student's high school diploma. High school diploma cannot be dated and conferred to the student until they have completed their transition services. The date of graduation on the student's official high school transcript must reflect the date that the student completes their transition services and will not be returning to a Colorado public school.

- Visit the Exception Student Services Unit > Secondary Transition page for information regarding 18-21 transition services for special education students, including requirements and resources.
- Visit the Special Education End of Year page for information regarding the SPED EOY collection.

Coding Examples: Students continuous in the same LEA

Students continuously enrolled in the same LEA throughout their educational career should follow one of the following coding patterns depending on the expected outcome of their education. Expected outcomes include graduate (impacted by H.B.19-1066), other completer, HSED recipient, met maximum age for educational services.

Graduate

This coding pattern applies to students who are both being counted as a graduate and participating in SPED Transition in the same school district/LEA. If the student is known to be transferring between LEAs, see the transfer between LEAs coding options below.

Per H.B. 19-1066, students are counted as graduates in the year they met both local and state graduation requirements even if they are known to be returning the following year to participate in transition services. This means some students will not follow this coding pattern until the year they meet graduation requirements, even if this occurs in one of their transition years instead.

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
12th grade	0	120	02*	90	3	00
Transition year 1	1	120	90	27	3	00
Transition year 2	2	120	90	27	3	00
Transition year 3	3	120	90	27	3	00
Transition year 4	4	120	90	28	0	90

Notes:

- *School Entry Type in the 12th grade year may be any applicable code.
- A student will have School Exit Type 00 (did not exit) with Retention 3 if they have yet not met local/state graduation. In this instance, their subsequent School Entry Type will be 02 or 11.
    - A student may participate in Transition even if they have not yet met local/state graduation requirements.
- School Exit Type 90 is used in the year a student has met state and local graduation requirements.
    - Use school exit type 90 in the year it applies and then pick up the above coding pattern from that point forward.
- School Exit Type 27 is used when a student *will continue* in transition services the following year.
- School exit type 28 is used when a student *will not continue* in transition services the following year.
- Not all students will participate in 4 years of transition services. Use the final year of services coding when the student will no longer be returning for services with the applicable year of transition indicated.

- SPED Basis of Exit data field *does not* pull into the Student End of Year collection. This data field is only utilized in the Special Education collections. SPED Basis of Exit 90 indicates a graduate for whom FAPE has ended.

Other Completer (Non-Diploma Certificate of Completion)

H.B. 19-1066 does not change the coding pattern for students receiving non-diploma certificates of completion instead of a regular high school diploma. These students are counted as 'other completers' for completion rate purposes using school exit type 92.

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
12th grade	0	120	02*	00	3	00
Transition year 1	1	120	02 or 11	00	3	00
Transition year 2	2	120	02 or 11	00	3	00
Transition year 3	3	120	02 or 11	00	3	00
Transition year 4	4	120	02 or 11	92	0	92

Notes:

- *School Entry Type in the 12th grade year may be any applicable code.
- School exit type 92 is used when a student *will not continue* in transition services the following year *and* is receiving a non-diploma certificate of completion.
- Not all students will participate in 4 years of transition services. Use the final year of services coding when the student will no longer be returning for services with the applicable year of transition indicated.
- SPED Basis of Exit data field *does not* pull into the Student End of Year collection. This data field is only utilized in the Special Education collections. SPED basis of exit and school exit type should match each collection year as these students are not impacted by H.B. 19-1066.

HSED Recipient

H.B. 19-1066 does not change the coding pattern for students who complete high school with their HSED instead of a regular high school diploma. These students are counted as 'other completers' for completion rate purposes using school exit type 93 or 94.

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
12th grade	0	120	02*	00	3	00
Transition year 1	1	120	02 or 11	00	3	00
Transition year 2	2	120	02 or 11	00	3	00
Transition year 3	3	120	02 or 11	00	3	00
Transition year 4	4	120	02 or 11	93 or 94	0	94 or 94

Notes:

- *School Entry Type in the 12th grade year may be any applicable code.
- School exit type 93 is used when a student *will not continue* in transition services the following year AND completed their HSED at a program administered by the LEA.
- School exit type 94 is used when a student *will not continue* in transition services the following year AND completed their HSED at a non-LEA run HSED program.
- Not all students will participate in 4 years of transition services. Use the final year of services coding when the student will no longer be returning for services with the applicable year of transition indicated.
- SPED Basis of Exit data field *does not* pull into the Student End of Year collection. This data field is only utilized in the Special Education collections. SPED basis of exit and school exit type should match each collection year as these students are not impacted by H.B. 19-1066.

Reached Maximum Age for Services

Students who do not receive a diploma, HSED, or a non-diploma certificate of completion before they reach the maximum age for 18-21 transition services are coded as School Exit Type 01. *This school exit type is counted as a dropout for dropout rate purposes.*

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
12th grade	0	120	02 or 11	00	3	00
Transition year 1	1	120	02 or 11	00	3	00
Transition year 2	2	120	02 or 11	00	3	00
Transition year 3	3	120	02 or 11	00	3	00
Transition year 4	4	120	02 or 11	01	0	01

Notes:

- *School Entry Type in the 12th grade year may be any applicable code.
- School exit type 01 is used when a student *will not continue* in transition services the following year *and* did not receive a regular diploma, HSED certificate, or a non-diploma certificate of completion.
    - Student is counted as a dropout for state dropout rates.
- Not all students will participate in 4 years of transition services. Use the final year of services coding when the student has reached 21 and will no longer be returning for services with the applicable year of transition indicated.
- SPED Basis of Exit data field *does not* pull into the Student End of Year collection. This data field is only utilized in the Special Education collections. SPED basis of exit and school exit type should match each collection year as these students are not impacted by H.B. 19-1066.

Coding Example: Students transferring from another educational environment

Students transferring from another educational environment *without a high school diploma* should follow the LEA's local procedures to review their transcripts, work with an IEP team for placement into secondary transition, and determine the coursework needed for the student to meet local and state graduation (or completion) requirements. Students transferring from another educational environment may include students transferring from out of state, out of country, a non-public school, or other educational setting.

Once the LEA determines the coursework and services needed for the student, then they may utilize the coding applicable to the outcomes of the student (graduate, HSED recipient, other completer, reached maximum age for services).

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Notes
12th grade or a specific year of transition	0 or applicable code	120	Applicable code (05, 14, 15, 16, etc.)	Utilize the exit coding pattern for 'continuous in same LEA' that applies to the student's outcomes. (graduate, HSED recipient, other completer, reached maximum age for services)

Students transferring between Colorado LEAs

Students who transfer between districts/LEAs will have additional coding needs. LEAs should work together to determine the scenario below that best matches the individual student's circumstances. Students who have not yet been counted as a graduate in a prior year by a Colorado LEA are handled differently than students who were counted as a graduate in a prior year and LEA per H.B. 19-1066.

In general, the LEA who counts the student as a graduate is the LEA who will likely be issuing a diploma for the student upon completion secondary transition services. LEAs are encouraged to ensure parents understand which LEA will be issuing a high school diploma for the student upon completion of secondary transition and to prevent confusion.

General Notes/Reminders:

- Not all students will participate in 4 years of transition services. Use the final year of services coding when the student will no longer be returning for services with the applicable year of transition indicated.
- The LEA who counts the student as a graduate is expected to issue the diploma at the end of services.
- LEAs reporting the students as other completers are expected to issue the completion certificate.

Scenario 1: Student will be counted as a graduate at the receiving LEA

Students transferring from another Colorado LEA who have *never been counted as a graduate* should follow the receiving LEA's local procedures to review their transcripts, work with an IEP team for placement into secondary transition, and determine the coursework needed for the student to meet local and state graduation (or completion) requirements.

Sending LEA

The sending LEA will use retention code 3 with school exit type 00 at the end of the school year they completed with the LEA even if they know the student is transferring over the summer to a receiving LEA. It is the following year where a one-day record is used to transfer the student out of the LEA.

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
12th grade	0	120	02 or 11	00	3	00
Transition year 1 (one-day record)	1	120	02	13	0	00

Receiving LEA

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
Transition year 1	1	120	13	90	3	00
Transition year 2	2	120	90	27	3	00
Transition year 3	3	120	90	27	3	00
Transition year 4	4	120	90	28	0	90

Scenario 2: Student counted as a graduate by the sending LEA

Student who met graduation requirements in the sending LEA, was counted as a graduate in the sending LEA, and transferred to the receiving LEA to receive 18-21 services in a subsequent school year. At the end of transition services, the receiving LEA will transfer the student back to the sending LEA so the sending LEA can include a one-day record to show they've issued the student's diploma.

Sending LEA Initial Records

The sending LEA will use retention code 3 with school exit type 90 at the end of the school year they were counted as a graduate by the sending LEA even if they know the student is transferring over the summer to a receiving LEA. It is the following year where a one-day record is used to transfer the student out of the LEA.

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
12th grade	0	120	02 or 11	90	3	00
Transition year 1 (one-day record 7/1)	1	120	90	**13**	0	Applicable code

Receiving LEA

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
Transition year 1	1	120	98	27	3	00
Transition year 2	2	120	90	27	3	00
Transition year 3	3	120	90	27	3	00
Transition year 4	4	120	90	13	0	Applicable code

Sending LEA Final Record – Issue Diploma

The sending LEA will use a one-day record at the end of the student's final year of transition with school entry type 13 and school exit type 28 to indicate the student's diploma has been issued and FAPE has ended.

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
Transition year 4 (one-day record 6/30)	4	120	98	28	0	90

Scenario 3: Student is counted as an other completer, HSED recipient, or reached maximum age for services by the receiving LEA

Students transferring from another Colorado LEA who will receive a non-diploma certificate of completion, HSED, or reach maximum age for services instead of being counted as a graduate transfer into the receiving LEA and follow the receiving LEA's local procedures to review their transcripts, work with an IEP team for placement into secondary transition, and determine the coursework needed for the student to meet local requirements for a non-diploma certificate of completion or be an HSED recipient/reach maximum age for services.

Sending LEA

The sending LEA will use retention code 3 with school exit type 00 at the end of the school year they completed with the LEA even if they know the student is transferring over the summer to a receiving LEA. It is the following year where a one-day record is used to transfer the student out of the LEA.

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
12th grade	0	120	02 or 11	00	3	00
Transition year 1 (one-day record)	1	120	02	13	0	00 or 13

Receiving LEA

Year in High School	Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	Retention Code (SSA)	SPED Basis of Exit (SPED Participation)
Transition year 1	1	120	13	00	3	00
Transition year 2	2	120	02	00	3	00
Transition year 3	3	120	02	00	3	00
Transition year 4	4	120	02	92, 93, 94, or 01	0	92, 93, 94, or 01

Frequently Asked Questions

Question: When is a transition student reported as a graduate in the SEY collection?

For the purpose of H.B. 19-1066, students must be counted in the state graduation rate the year in which the student completes the graduation requirements. This is the date the LEA should report for state accountability purposes. HB 19-1066 makes clear that nothing within the legislation limits the right of a student who has met the local LEP's graduation requirements to continue access to free and appropriate public education (FAPE) as provided by the Individuals with Disabilities Education Act (IDEA), the Exceptional Children's Educational Act (ECEA), or any other federal or state law or rule.

Question: What date goes on a transition student's diploma?

The date on the diploma should reflect the year in which the student's IEP team determined the student met all the requirements of FAPE. When a student is counted as a graduate per HB19-1066 and returns to participate in transition services, the student is not issued their diploma until the transition services end because FAPE does not end until transition services have ended or the student ages out.

Question: Has reporting changed for Special Education End of Year?

The reporting process for Special Education End of Year has not changed. Transition students should not be exited from SPED services with a 90 until they complete transition and exit Special Education services completely. This means that the exit code fields will contain different values for regular SEY and Special Education EOY collections within the same reporting years. Special Education EOY uses the exit field SPED Basis of Exit. SEY uses the exit field School Exit Type. The student should have a zero-filled SPED basis of exit in the Special Education EOY until the year in which the student exits or completes the transition program.

Question: How does this impact Student October?

By following the coding patterns in this guide, a student will be able to receive funding for transition services in subsequent years after graduation if they meet the funding requirements outlined in the Audit Resource Guide.

For example, if a Special Education student graduates in the 2023-2024 school year and is marked with School Exit Type '90' and Retention Code '3' in Student End of Year, in the 2024-2025 school year, the student will receive funding if the student is marked with Special Education Transition '1' and School Entry Type '90' in Student October along with the appropriate funding codes. See the School Auditing Office Pupil Count website and the Student October website for more information about the October collection.

Question: Why does the sending LEA need retention code '3' if they know the student will be transferring to another LEA to participate in transition services in the following year?

Retention codes are forward looking data fields, reflecting what *will happen* in the next school year instead of what did happen in the current year. The use of retention code 3 indicates the student will return the next year to continue their education. If a LEA knows the student will return for transition, even if they are expected to transfer between school years to another LEA, retention code 3 is needed. The sending LEA will have a one-day record to capture the transfer in the following year when the receiving LEA reports the student as entering their LEA.

This is the practice as one-day records used when a student had exit type 00 in the prior year and transferred over the summer before the current year, but requires the additional use of the retention code 3 because the student is reported in grade 12 and some students also have exit type 90 or 27 when counted as a graduate per H.B. 19-1066 but are returning for transition.

Summer Dropout

Summer dropouts are students who dropout after the end of the prior school year and before the beginning of the current school year per the district's academic calendar. These students were coded with school exit type 00 (did not exit) in the prior SEY collection. A one-day record is required in the current school year to show the student dropped out. In most cases, the student is attributed to their last school of attendance and is considered a summer *school* dropout. If the student was supposed to matriculate between buildings before dropping out, then the student can be attributed to the district only as a summer *district* dropout.

For example, a student who completed 8th grade in the prior year with school exit type 00 who should be matriculating to 9th grade in a different school within the district would be considered a summer *district* dropout instead of a summer *school* dropout if 8th grade is the highest possible grade level offered in their school from the prior year.

Summer School Dropout

Applies to 7th-12th grade students who *are not matriculating* between buildings. This student impacts the dropout rate for their last school of attendance, which is the school indicated by the school code on the record.

School Code	School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type
Last school attended (matches final record in prior year)	07012026	02	Prior year + 1	07012026	40

Summer District Dropout

Applies to 7th-11th grade students who *are matriculating* between buildings, typically students entering 9th grade. This student impacts the dropout rate for the district but does not penalize the anticipated school of attendance.

This coding pattern is the only acceptable use of school code '0000' on the SSA file as this school code is specifically designed for this purpose. This coding pattern is also the only acceptable use of school entry date 00000000 and school entry type 00.

Pupil Attendance Information	School Code	School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type
03	0000	00000000	00	090 (applicable grade)	00000000	40