

# Student End of Year

## Post-Cross LEA Phase – Adding a Missing Record



## Overview

At times a student may accidentally be excluded from SEY reporting when a record is required. This could occur for a variety of reasons, but most commonly occurs when a student moves districts, and the receiving district does not get their enrollment records updated to reflect the incoming student.

## SEY Collection Impact

When a missing record is identified, districts are asked to update their files to ensure the student is reported in their SEY collection. During the Post-Cross LEA phase of the SEY collection, careful and precise steps must be taken when adding a missing record to a district's SEY snapshot because this phase has very different mechanics than the prior two phases. A *Post-Cross LEA Data Request* is required to ensure this record is pulled into a district's SEY collection. It is possible for districts to receive one or more snapshot errors after successfully updating their SEY snapshot to include the additional student record. Use the edit record screen in data pipeline to correct enrollment information that may be causing errors. SE060 errors are errors are handled by submitting an exception request to the SEY Collection Lead. Please see the exception request template and directions posted on the [SEY website](#).

- SE060 - this error triggers on the updated SASID used by the district when the student's enrollment history begins prior to October 1<sup>st</sup>.

## Steps: Post-Cross LEA Phase

Important Note: The Student Demographic (DEM) interchange and Student School Association (SSA) files require different steps to update than the Graduation Guidelines interchange files.

1. Update your Student Information System to include the correct enrollment information for the student.

### Student Demographic (DEM) Update:

2. Use the Student Demographic template posted on the [Student Interchange site](#) to create a DEM file that includes this single student's record demographic information for the school year.
3. Upload the file containing this student's single record to Data Pipeline being careful to select the 'append' button.

Upload Type \*  Append  Replace

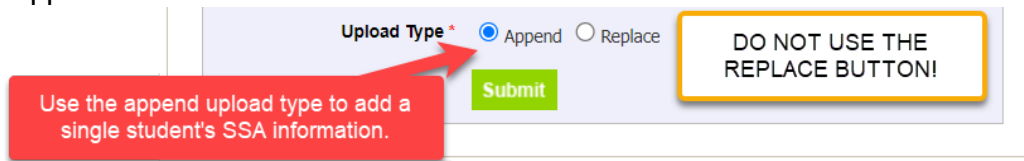
Use the append upload type to add a single student's DEM information.

DO NOT USE THE REPLACE BUTTON!

### Student School Association (SSA) Update:

4. Use the Student School Association template posted on the [Student Interchange site](#) to create a SSA file that includes this single student's enrollment information for the school year. More than one row of data may be necessary if the student has multiple lines of enrollment within your district during the school year.

- Upload the file containing this student’s single record to Data Pipeline being careful to select the ‘append’ button.



**Graduation Guidelines (GG) Update if applicable:**

- Extract a fresh GG file from your Student Information System or manually update your GG file to include records for this student. This file will contain all GG records for your district, including the record with the updated SASID.
- Upload the GG file to data pipeline using the ‘replace’ upload type.

**Submit a ‘Post-Cross LEA Data Change Request’**

- Retrieve the *Post-Cross LEA Data Change Request* template from the [SEY website](#).
- Create a row of information on this form for every enrollment (SSA) record addition to the SEY snapshot. (each instance of a different school code or grade level in your district)
  - School Year - required
  - Error Code - leave blank
  - Error Type - ‘E’
  - District Code - required

School Code - required

- Grade Level - required
  - SASID
  - Reason for Request - ‘Add missing SEY record because \_\_\_\_\_’
  - Contact Information - required
  - All other portions of the template for this row may be left blank.
- Upload the completed *Post-Cross LEA Data Change Request* Form to Syncplicity and email the SEY Collection lead, [StudentEndOfYear@cde.state.co.us](mailto:StudentEndOfYear@cde.state.co.us).

*SEY Collection Lead will review the post-cross lea data change form and your district’s Student Interchange information for this record addition. Your DEM & SSA records for this student must be error-free. Once approved, the SEY Collection Lead will notify you that you may move on to the next step to complete this record addition.*

**Complete the Record Addition:**

- Update your SEY snapshot using the ‘Update Snapshot’ button in data pipeline.
- Use the CEDAR Report *SASID Lookup: SEY and OCT Record (Prior, current, subsequent year)* to confirm the additional record is now included in your SEY snapshot.
- Review the SEY Snapshot errors. Correct SSA record if needed and then update your SEY snapshot. Request an exception if a SE060 error has arisen,
  - See the exception request template and directions posted on the [SEY website](#).
  - Indicate in the ‘reason for request’ portion of the exception request form ‘SASID addition - follow up error.’

*SEY Collection Lead will review the exception request. Once approved, the SEY Collection Lead will notify you that you may update your SEY snapshot again to clear errors for approved exceptions.*