



# Adjustment File Directions

## Student End of Year Collection

### Overview

Adjustments are used to update the school exit type scenario for a student in your Anticipated Year of Graduation (AYG) cohort who attended your district in a prior year, did not attend your district in the current year, but your district received updated information regarding their educational status in the current year.

Adjustment records are only used for students in grades 7-12 who attended your district in a prior year and were reported as a dropout, expulsion, HSED transfer, not exiting, or an exit type that keeps the student in your AYG cohort (prior year school exit types 00, 40, 50, 70, 18, 19, 21, 26, 30). If a school district receives notification that a student reported in a prior year as not exiting, dropout, expulsion, or HSED Transfer is completing their education or has completed their education through another education agency, an AYG cohort membership base adjustment can be made. The adjustment justification code will indicate if the student should be removed from the AYG cohort, counted as a completer, or counted as a graduate.

These records are most commonly used during the Cross LEA phase of the Student End of Year (SEY) collection to address SE700 series errors, but can be added at any point during the collection cycle.

### Adjustment Determination

Use the following questions to help determine if an adjustment record is needed for a student.

- Is this student receiving a SE700 series error that indicates an adjustment record should be used? (SE703, SE704, SE706)
  - If yes, create an adjustment record for the student based upon the error message using the adjustment justification code matching their circumstances.
  - SE703 indicates a student with an adjustment record in the current year who was reported attending another Colorado district in the current reporting year. The adjustment justification code needs to be changed for this student's existing adjustment record.
  - SE704 indicates a student with Exit 40, 50, or 70 in a prior year who received a HSED in the current year.
  - SE706 indicates a student with Exit 18, 19, 21, 26, or 30 in a prior year who received a HSED in the current year.
- Did this student exit your district in a prior year with Exit Type 00, 40, 50, or 70, was not enrolled in the current year, and your district has received notification they are continuing their education elsewhere, have completed their education, or received their HSED?
  - If yes, create an adjustment record for this student based upon their final exit type in your district and the adjustment code matching their circumstance.
- Did this student exit your district with Exit Type 00, 40, 50, or 70 in a prior year, but has returned in the current year to continue their education?
  - These students should not have adjustment records. Instead, they will have a record in your current year SEY collection with an applicable school entry type.



- Was this student previously reported as not exiting (school exit type 00) during the adjustment year, but the district awarded the student a diploma during the adjustment year and the student did not attend school in the current year?
  - If yes, it is often easier to include a one-day record in the current year SEY collection instead using an adjustment record because the students will need reported graduation guidelines information to go along with their school exit type that indicates they are a graduate.
  - If yes and you wish to use an adjustment record, create an adjustment record indicating this student was a misreported graduate. Note: graduating students with an AYG of 2021 or beyond must have reported graduation guidelines measures in English and Math.

## Adjustment Record Guidance:

When adding an adjustment record for a student to your adjustment file it is crucial that you know the final school exit type, final school exit date, and final school code of the student for whom you are adding the adjustment record. These pieces of information will help determine the three critical elements of the adjustment record for the student as all other data elements on this file are student identification information.

### Adjustment Justification Code

This code describes the specific circumstances of the adjustment and corresponds to the exit type being adjusted for the student. The adjustment code updates the cohort membership base for the district/school. See the adjustment file layout posted on the [Student End of Year](#) or [Student Interchange](#) sites for detailed descriptions of all adjustment codes/scenarios.

### Adjustment School Code

This is the school code for the last school attended by the student in your district.

### Adjustment Year

This is the school year that the student’s final school exit date falls within. School years are represented by the 4-digit year of the Spring semester. For example, 2020-2021 would be represented as ‘2021’ for the adjustment year. Any school exit date that falls within the 2020-2021 school year is represented as ‘2021’ for the adjustment year on the student’s adjustment record. (12/10/2020 uses adjustment year 2021 and 03/31/2021 uses adjustment year 2021).

Utilize the adjustment file template found on the [Student End of Year](#) or [Student Interchange](#) sites to create an adjustment file with one record per student needing an adjustment.

District Code	SASID	Student First Name	Student Last Name	Student Gender	Student Birth Date	Adjustment Justification Code	Adjustment School Code	Adjustment Year
1234	1234567890	Sample	Student	01	01/01/2003	42	4321	2021

## Uploading an Adjustment File:

The adjustment file is uploaded directly into data pipeline using the same steps as uploading any other student interchange file. **DO NOT SUBMIT ADJUSTMENT FILES VIA SYNCPLICITY.**

Only individuals with the Identity Management (IdM) role of LEA User or LEA Approver for the Student End of Year collection will see ‘adjustments’ listed as a file type for the data set ‘student profile’ in the file upload portion of data pipeline. See the SEY Collection Manual posted on the [Student End of Year](#) site for step-by-step directions for uploading data files into data pipeline.