

2014-2015 Assessment Unit Data Pipeline Manual

For
ACCESS for ELLs & Alternate ACCESS for ELLS
CMAS: Science and Social Studies
CMAS: PARCC English Language Arts and Mathematics
CoALT: DLM
CO ACT

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Overview

The purpose of this manual is to provide District Assessment Coordinators (DACs) both an overview and step by step instructions to complete the Assessment Unit's Data Pipeline Data Collections.

In the 2014-2015 school year there will be five Assessment Unit Data Pipeline Collections, each associated with the five state assessments:

- Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS for ELLs®)
- Colorado Measures of Academic Success (CMAS)/Colorado Alternate Assessment (CoAlt): Science and Social Studies
- CMAS: PARCC English Language Arts and Mathematics Assessments
- CoAlt DLM: Dynamic Learning Maps
- Colorado ACT (CO ACT)

All five of these Data Pipeline collections consist of two distinct pieces, the Pre-ID extract and the Student Biographical Data (SBD) review. The general policies and instructions for the Pre-ID extract and SBD review are the same across the five state assessments. This manual provides separate step by step instructions for completing the Pre-ID extract and SBD review, and then provides an individual section that outlines unique features of the collection for each assessment.

Along with detailed instructions about the Pre-ID extract and SBD review, this manual includes general information about assigning users to the Assessment Data Pipeline SBD collection and general information about how to upload files to Data Pipeline's Student Interchange and review Data Pipeline's Cognos Reports.

This document is updated annually and posted to the Assessment Unit website Trainings page (<http://www.cde.state.co.us/assessment/trainings>) in January. However, it is meant as an online document that can be revised as needed. Please refer to the date in the document footer to verify the date most recently updated. The document is organized so that districts may use the table of contents to locate information easily.

The Assessment Unit (Assessment) coordinates all Pre-ID extract and SBD activities. Communication primarily takes place with DACs and with Data Pipeline SBD Collection respondents for each collection. All district specific communication and coordination is the responsibility of the district.

What is the Pre-ID Extract

Pre-ID extracts leverage data that districts are already submitting to Data Pipeline's Student Interchange. For each state assessment, at a set time during the school year, CDE will download data from the untagged Student Demographic and Student School Association files. District Assessment Coordinators will be notified of the extract dates in the beginning of each school year and will be sent a reminder prior to the data being pulled from the Student Interchange. It is important to note that this is not a true Data Pipeline snapshot. Records that contain errors will be included in the extracts.

Pre-ID extracts serve an important role in the assessment cycle. For ACCESS for ELLs and CO ACT the vendor uses this data to print student labels that can be attached to test books. Using these labels reduces the need for districts to “bubble” in the demographic information on the test booklet. For CMAS/CoAlt: Science and Social Studies, CMAS: PARCC, and CoAlt: DLM, the data will be used as an initial upload to the vendor’s data base.

DACs will coordinate Pre-ID extract activities with their district Student Interchange Respondents or be assigned a Student Interchange User role to upload data to the Student Interchange for this extraction. Pre-ID for CoAlt: DLM is optional. Contact CDE if your district would like to participate.

What is the SBD Review?

The purpose of the Student Biographical Data (SBD) review is to allow districts the opportunity to verify the accuracy of student level demographic data submitted for each state assessment. The review process takes place after testing has been completed but before scores are released. This step is intended to be a review of data already collected. SBD should not be the first point at which data is being submitted.

For each SBD review, districts will log into the state Data Pipeline system and download a data file containing demographic data from student assessment records. For ACCESS for ELLs and CO ACT SBD the records come from all the test booklets submitted for scoring. For CMAS/CoAlt: Science and Social Studies and CMAS: PARCC, the records are from any student in PearsonAccess or PearsonAccess^{Next}. For CoAlt: DLM, the records are from any student uploaded to the KITE system. During SBD, districts review and update the student demographic data. Once all corrections are made, Districts submit/approve the file to Data Pipeline. CDE returns approved student demographic data to the vendor. The vendor merges this data with the score data and districts receive the updated data along with the scores in a file directly downloaded from the vendor.

Assessment coordinates all SBD activities and communicates directly with DACs and registered Data Pipeline respondents. DACs are responsible for setting up district specific policies and procedures for completing the SBD process. DACs and SBD collection respondents may need to coordinate with other district staff to ensure accurate data. This may include staff related to: Student ID (SASID) assignments, Student Enrollment, Special Education, English Language Acquisition, and Title 1.

- District Student ID (SASID) staff may be involved in verifying SASIDS attached to student records. Each SBD collection will run a verification of individual SBD records against the information in CDE’s Record Integration Tracking System (RITS) system.
- Special Education staff may be involved in verifying IEP status.
- English Language Development staff may be involved in verifying English Learner fields.
- Title 1 staff may be involved in verifying and updating student Title 1 status.
- Student enrollment staff may be involved in verifying the October New to School field. This field is auto-calculated by Data Pipeline and corrections are made by updating the Student Interchange School Association File.

SBD is currently a voluntary process. Districts can choose to participate or to not participate in each SBD process. State and Federal accountability reporting¹ (including school and district performance framework ratings, Title III AMAOs², and priority and focus school designations) all rely on accurate demographic and test score data. Therefore, the impact of the SBD review of demographic data on accountability reporting is profound. Districts must know that performance framework requests for reconsideration or AMAO appeals will not be heard unless a district completes the SBD review process.

Additionally, SBD is not a guaranteed data collection. The availability of SBD each year and for each assessment depends on many data operations occurring successfully throughout the testing cycle. For ACCESS for ELLS and CO ACT, every district in the state must return their complete set of booklets to be scored in a timely manner, and the test vendor must receive, process, and scan every booklet to create the SBD file provided to CDE. Final timelines for reporting assessment data cannot be moved (ACCESS for ELLs by May and CO ACT by August). If the timing of the SBD process results in delays of the final reporting timelines, SBD will be suspended for that assessment.

Data Pipeline

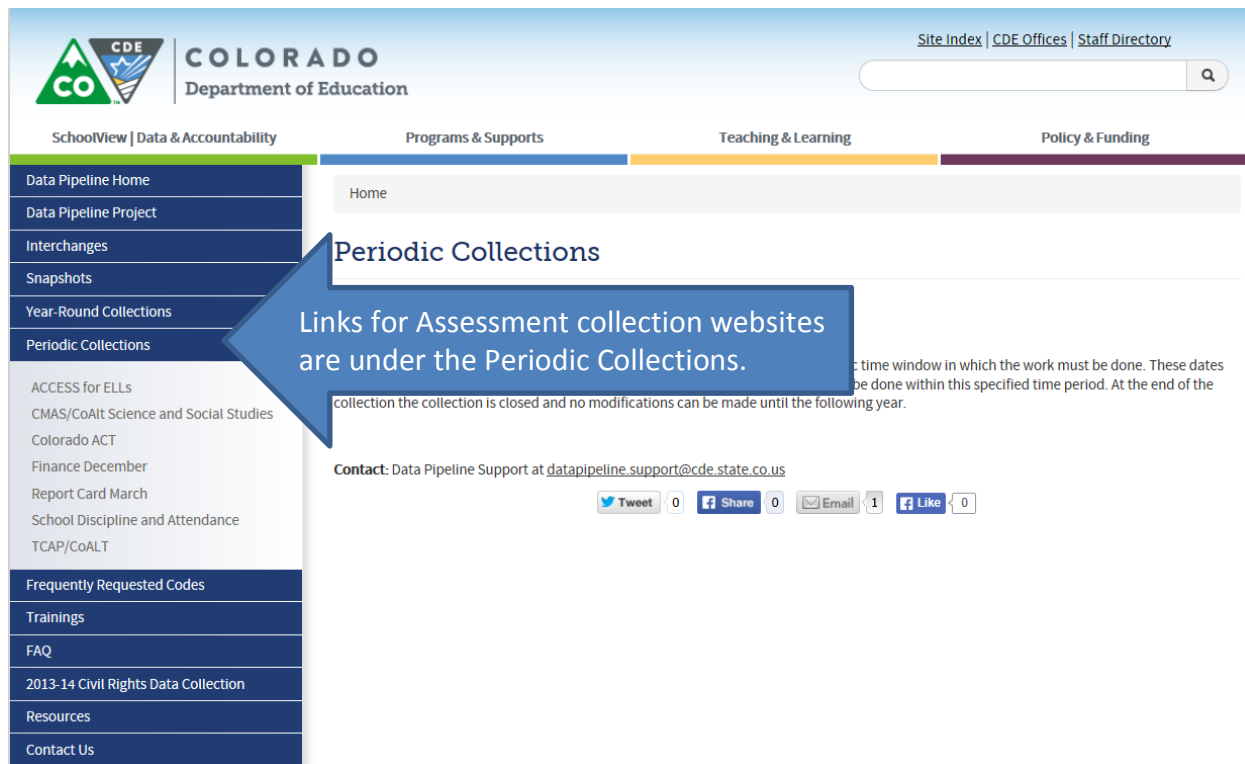
In 2013-2014, Data Pipeline replaced the Automated Data Exchange (ADE) as the primary system for districts to transfer district data to CDE. Each of the four assessment Data Pipeline Collections have two distinct pieces in Data Pipeline. For the Pre-ID data extract, CDE downloads data that districts have uploaded into Data Pipeline's untagged Student Interchange. This data is provided to assessment vendors to either to print student labels that are attached to assessment books or as an initial upload into the vendor's database. The second piece is the Student Biographical Data (SBD) Review. For this piece, the vendor provides CDE demographic data that has been collected during the assessment cycle. CDE loads this data into Data Pipeline. Districts then have the opportunity to review, correct and approve this data. When the SBD window closes, CDE provides an updated file to the assessment vendors. The districts receive the data as part of the score file provided by the vendor.

Data Pipeline Assessment Collection Websites

The main Data Pipeline webpage (<http://www.cde.state.co.us/datapipeline>) contains information about all Data Pipeline Collections. Each Assessment Collection has a webpage that can be accessed from this main webpage under the "Periodic Collections" selection on the left (see Figure 1).

¹ More information about the Colorado accountability process is posted here:
<http://www.cde.state.co.us/accountability/PerformanceFrameworks.asp>.

² More information about the Colorado AMAO process can be found here:
<http://www.cde.state.co.us/FedPrograms/tiii/amaos.asp>.

Figure 1: Data Pipeline Main Page

The following documentation is available on the individual collection webpages. This information will be updated as needed each fall.

- **Overview:** Provides a brief description of Pre-ID extracts and SBD processes.
- **File Layout and Definitions:** The SBD file layout and variable definitions.
- **Business Rules:** Collection warnings and errors when there are problems or inconsistencies in the data submission. Errors need to be resolved before a file can be approved. Warnings alert to a potential problem that should be carefully checked, but do not block file approval.
- **Trainings:** Links to SBD specific trainings.

For more detailed information about each individual assessment please see the Assessment Unit webpage (<http://www.cde.state.co.us/assessment>).

Assigning User Roles to Data Pipeline Assessment Collections

Data Pipeline is part of CDE's Identify Management System (<https://cdeapps.cde.state.co.us/index.html>). Passwords and access to Data Pipeline are managed at the district level by a Local Access Manager (LAM). By assigning user roles and permissions the LAM provides a user access to Assessment Data Pipeline Collections. To request assistance from your LAM, fill out the form on this website: <https://edx.cde.state.co.us/CDEIdM/districtLAMSupport.jsp>.

In order to gain access to the Assessment Data Pipeline SBD Collections, a user must be assigned to the collection **and** given a user role. The Assessment Collections are identified by the following Data Pipeline groups.

- **ACT:** CO ACT SBD collection
- **ACC:** ACCESS for ELLs SBD collection
- **CMS:** CMAS/CoAlt: Science and Social Studies SBD collection
- **DLM:** CoAlt: DLM

CMAS: PARCC ELA and Math IDM group code will be added when the collection is added to IDM.

The Assessment collections have three different district user roles.

- **LEA Viewer:** These users can only view the data and reports.
- **LEA User:** These users have the same permissions as the LEA Viewer, plus they can download, edit and upload data.
- **LEA Approver:** These users have same permissions as the LEA User, plus they can approve data.

Notes about User Roles in Data Pipeline:

- An individual may only have one user role per Assessment collection. For example, an individual cannot be both an LEA Approver and LEA Viewer for ACCESS for ELLs.
- An individual may be assigned roles in several or all the Assessment Collections. For example, an individual can be an LEA Approver for ACCESS for ELLs and LEA Viewer in CO ACT.

For more information about how to assign user roles to collections and more detail on Data Pipeline User Roles see the Data Pipeline's District User Manual

(<http://www.cde.state.co.us/datapipeline/datapipelinedistrictusermanual>).

Logging onto Data Pipeline.

1. On the Identity Management Webpage (<https://cdeapps.cde.state.co.us/index.html>), select Data Pipeline under Applications on the left side of the screen.

[CDE Home](#) > [CDE Identity Management](#) >

CDE Identity Management Applications

To Login click on one of the links:

- Colorado Education Data Analysis & Reporting System (CEDAR)
- Colorado Growth Model
- Colorado Adult Education System for Accountability and Reporting (CAESAR)
- Statewide Standard Course Codes System (SSCC)
- IDEA Budget and Expenditures System
- Facility Schools Student Data System
- **Record Integration Tracking System (RITS Web System)**
- Educator Identification System (EDIS Web System)
- Data Pipeline
- Transportation: CDE 40
- ESSU IEP Interchange

Colorado Department of Education Identity Management

Since November 2008, CDE has been working on a new Identity Management process that will simplify and streamline the user login process for CDE data systems and enhance security to student-level data. The first phase of the project has involved completing analysis to support a Single Sign-on / Delegated Administration model. This includes drastically reducing the manual effort currently required by districts and CDE resources to assign user ids and passwords by automating the user registration, approval, and password reset processes, and providing districts and administrative units with the ability to maintain users via a Delegated Administration model.

The following training modules are available to assist the local school districts with the Identity Management implementation:

- [Module 1 - Overview \(2:06\)](#)
- [Module 2 - Registering the User Manager \(3:55\)](#)
- [Module 3 - Setting up Local Access Managers \(5:19\)](#)
- [Module 4 - Creating Users \(4:42\)](#)
- [Module 5 - Deactivating Users \(2:00\)](#)

2. Enter your Username and Password information into the next screen.
 - a. Your Username should be your work email.
 - i. If you need assistance with your password – click the “I forgot my password” link.

Colorado Department of Education - Single Sign-On

Username:

Password:

[I forgot my password](#)

WARNING: This computer system may be accessed only by authorized personnel and used only for official state business. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. Inappropriate use may subject violators to criminal, civil, and/or administrative action. All use subject to monitoring.

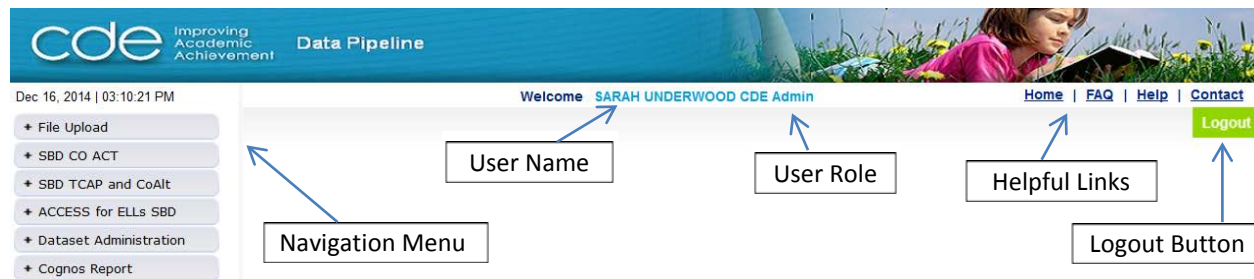
3. Select the “Login” button.

Data Pipeline Home Page

Figure 2 provides a screenshot of an initial Data Pipeline Screen.

- **User Name:** Provides the name of the individual logged into Data Pipeline.
- **User Role:** Shows the user role of the individual logged into Data Pipeline.
- **Helpful Links:**
 - **Home:** Returns user to this home page.
 - **FAQ:** Brings up the Data Pipeline's secure Frequently Asked Question page.
 - **Contact:** Brings up the general contact link for Data Pipeline.
- **Logout:** Logs the user out of Data Pipeline.
- **Navigation Menu:** Provides a list of the collections that the logged on user can access. Each section can be expanded and more options will appear.

Figure 2: Example Data Pipeline Home Page



Data Pipeline Assessment Collections Overview

This section covers general information and instructions that are common to all of the Data Pipeline Assessment Collections. Specific information regarding each individual collection can be found in the assessment specific sections presented later in this manual.

- Preparing Data for the Pre-Coded Labels Extract
- Student Biographical Data (SBD) Review

Pre-coded Label Extracts

CDE provides the data from these extracts to the assessment vendors. For paper based assessments, the data is used to print labels pre-populated with student demographic data that can be attached to the test books. This reduces the need to hand bubble this information onto the test book. For online assessments, vendors upload the data into their databases, giving districts a file to work from when they first access the system. In both situations, districts can update any incorrect data during the assessment window.

For Pre-Coded Labels extracts, Assessment will pull the most current data in the untagged Student Interchange Student Demographic and Student School Association files. District Assessment Coordinators (DACs) will receive information on the schedule at the beginning of the school year, and will be sent a reminder two weeks before the data is extracted.

The Pre-Coded Label extracts originate from the Student Interchange³, district updates are made directly in the interchange files. Only data fields that are part of the Assessment collection will be pulled (e.g. gender is pulled but enrollment codes are not pulled). Additionally, only students who are eligible for the assessment will be included in extracts. For example, the CO ACT extract only includes students enrolled in the 11th grade. Districts can use the SBD file layouts to identify what variables are extracted for each individual Assessment.

There are three variables in the Pre-ID extracts that Data Pipeline will auto-calculate. The calculated values will appear in Cognos reports.

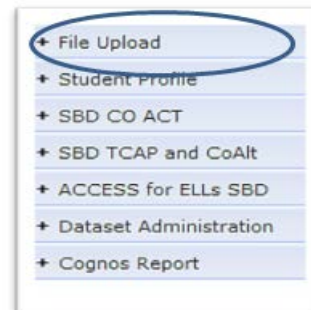
- **Federal Race/Ethnicity:** Calculated by using the ethnicity and individual race fields in the Student Demographic file. If the field is incorrect, updates should be made to the fields in the Student Demographic file.
- **October New to School:** Set to 1 if a student's current district and school enrollment does not match the district and school enrollment in the October Snapshot. Set to 0 if the student's current district and school enrollment matches the district and school enrollment in the October Snapshot. If the calculated value is incorrect, please contact the Accountability and Data Analysis Unit.
- **Title 1:** If a school is designated as School Wide Title 1 then any student in that school is marked as Title 1. If the school is marked as Targeted Assistance School Data Pipeline looks for a student record in the Title 1 Interchange. If a student has a record in the Title 1 interchange this student is marked as Title 1. If the information in the Pre-Coded Label report is incorrect for a student in a:
 - School Wide Title 1 program: contact Donna Morganstern (Morganstern_D@cde.state.co.us) to have the Title 1 School Table updated.
 - Targeted Assistance School: Check the student information in the Title 1 interchange;
 - If the information is incorrect, update the Title 1 interchange and after the data has processed re-run the Pre-Coded Label report to verify the update has been included in the label extract. (Contact Donna Morganstern at Morganstern_D@cde.state.co.us with questions about the Title 1 interchange).
 - If the information in the Title 1 interchange is correct but the Pre-coded label report is incorrect, contact the Assessment unit.

³ For more information on the Student Interchange see http://www.cde.state.co.us/datapipeline/inter_student.

Steps to Complete the Pre-ID Extracts

1. Log into Data Pipeline (page 8).

2. Select File Upload on the Navigation Menu.



3. On the Data File Upload Screen

- **Data Set:** Student Profile
- **File Type:**
 - Student for uploading Student Demographic File
 - Student School Association for uploading School Association file
- **Tag:** None
- **School Year:** Current School Year
- **Organization/LEA:** Will default to your district
- **Locate File:** Select Choose File then locate the file on your computer.
- **Upload Type**
 - Append = Adds records to what is already in the file
 - Replace = Replaces all records you have uploaded

 A screenshot of the 'Data File Upload' form. It contains several dropdown menus and a text input field. The 'Dataset' dropdown is set to 'Student Profile'. The 'File Type' dropdown is set to 'Student'. The 'Tag' dropdown is set to 'None'. The 'School Year' dropdown is set to '2013-14'. The 'Organization/LEA' dropdown is set to 'Select...'. The 'Locate File' section has a 'Choose File' button and a text box that says 'No file chosen'. The 'Upload Type' section has two radio buttons: 'Append' (selected) and 'Replace'. At the bottom is a green 'Submit' button.

4. Select the Submit button. You will receive an email to let you know when the file has finished processing.

- a. Districts can choose to clear errors or allow some errors to be in the data file. Assessment recommends that districts clean all RITS errors and as many errors related to fields found on the SBD File layout as possible. Having clean data in the Pre-ID extracts will mean less clean-up during the administration window and during the SBD window.

5. Review Pre-Coded Label Reports.

6. Repeat steps 2-6 until data is complete.

After the file has processed, there are two reports, districts can review the student data that meets the extract criteria. These reports are generated on the fly so districts should keep, download, and save a copy of a report run on the day of the extract to have a record of the data included in the extract.

- **Pre-Coded Labels Frequency Distribution Report:** Provides a school level summary of the number of labels ordered.
- **Pre-Coded Labels Report:** Provides a student level file, showing the demographic information associated with every student extracted for your district.

For Information on both how to access the reports and the contents of these reports see the Cognos Reports section (page 27) of this manual. Remember to save these reports when the data submission is final. These reports are based on the data currently in the Student Interchange so updates to the Student Interchange may change the contents of the report.

Student Biographical Data (SBD) Data Review

The Student Biographical Data (SBD) Review is an opportunity for districts to review the demographic data associated with the state assessments. This data originated with the pre-coded label extract and may have been updated by bubbling paper based assessment information or, for online assessments, districts directly updating the vendor database. Districts should keep in mind that SBD is scheduled every year, but is not guaranteed. For example, if a snow storm prevents test books from being processed on time, SBD may be canceled to ensure score release happens on time.

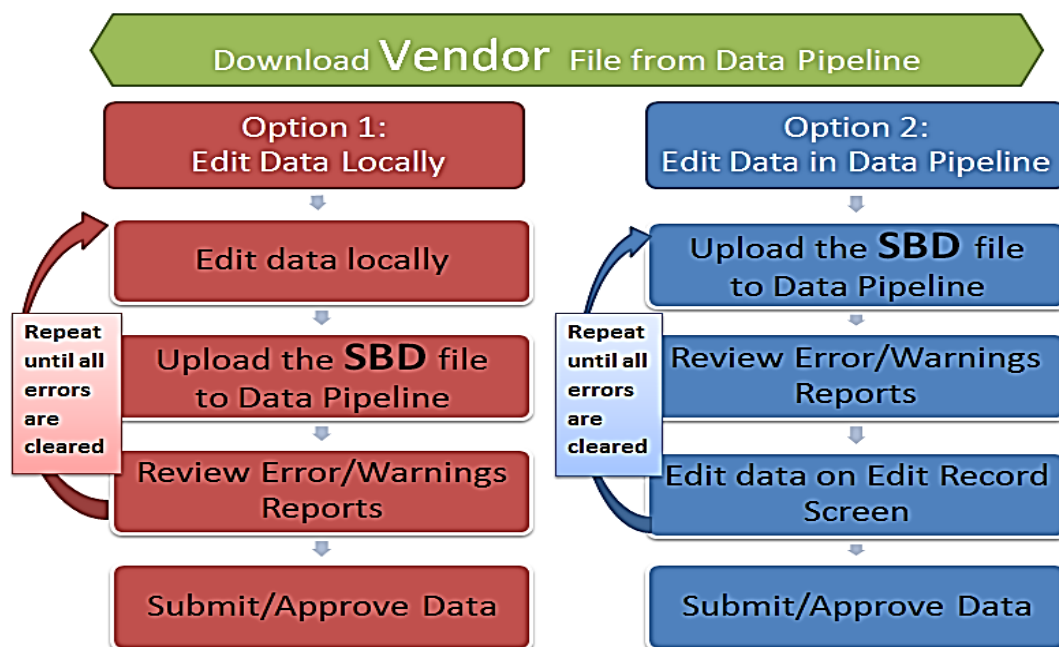
There are two variables in the SBD uploads that Data Pipeline will auto-calculate. The calculations are completed every time the district submits the file to Data Pipeline. The calculated values will appear in Cognos reports.

- **Federal Race/Ethnicity:** Calculated by using the ethnicity and individual race fields in the SBD file. If the field is incorrect, updates should be made to the SBD file ethnicity and individual race fields.
- **Title 1:** If a school is designated as School Wide Title 1 then any student in that school is marked as Title 1. If the school is marked as Targeted Assistance School Data Pipeline looks for a student record in the Title 1 Interchange. If a student has a record in the Title 1 interchange this student is marked as Title 1. If the information in the Pre-Coded Label report is incorrect for a student in a:
 - School Wide Title 1 program: contact Donna Morganstern (D@morganstern.co.us) to have the Title 1 School Table updated.
 - Targeted Assistance School: Check the student information in the Title 1 interchange;
 - If the information is incorrect, update the Title 1 interchange and after the data has processed re-run the Pre-Coded Label report to verify the update has been included in the label extract. (Contact Donna Morganstern with questions about the Title 1 interchange).
 - If the information in the Title 1 interchange is correct but the Pre-coded label report is incorrect, contact the Assessment unit.

Steps to Complete the SBD Review

Data Pipeline provides two options for districts to complete the SBD review (Figure 3). Both options begin with downloading the vendor file from Data Pipeline. In option 1, districts edit the file locally. In option 2, districts edit the file online directly in Data Pipeline. For simplicity, both options are presented separately in this manual; districts can also use a hybrid approach. For example, a district may initially choose to make corrections locally and upload a data file to Data Pipeline, but then when there is only one error to correct, this correction can be done online. This section provides step by step directions for both options.

Figure 3: SBD Review Options

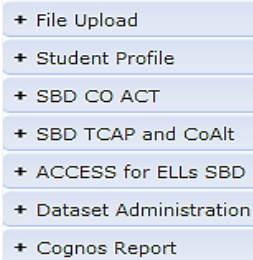


Note: ACCESS for ELLs is being used as the example, and will appear in all screenshots. However, the process presented is the same for all collections.

Getting Started (Initial Steps for both Option 1 and 2)

1. Log into Data Pipeline (page 8).

2. Select the appropriate assessment on the Navigation Menu.



- + File Upload
- + Student Profile
- + SBD CO ACT
- + SBD TCAP and CoAlt
- + ACCESS for ELLs SBD
- + Dataset Administration
- + Cognos Report

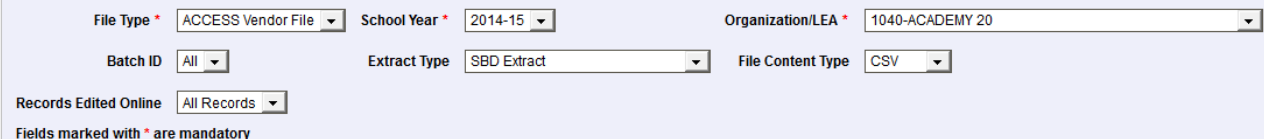
3. Select File Extract Download on the Navigation Menu.



- + File Upload
- + Student Profile
- + SBD CO ACT
- + SBD TCAP and CoAlt
- ACCESS for ELLs SBD
 - Status Dashboard
 - Edit Record
 - File Extract Download**
- + Dataset Administration
- + Cognos Report

4. Download your district's SBD file. On the File Extract Download Screen make the following selections.

- **File Type:** *Assessment Vendor File*
 - Note: This selection chooses the original data for your district sent to CDE by the vendor
- **School Year:** Choose current school year
- **Organization LEA:** Only option should be your district
- **Batch ID:** Leave as ALL (This option will be used later).
- **Extract Type:** *Assessment SBD File*
- **File Content Type:** Choose TXT for fixed text length, CSV for comma delimited or EXCEL for Excel format.
- **Records Edited Online:** All records (this option may be used later).

File Extract Download


File Type * ACCESS Vendor File School Year * 2014-15 Organization/LEA * 1040-ACADEMY 20

Batch ID All Extract Type SBD Extract File Content Type CSV

Records Edited Online All Records

Fields marked with * are mandatory

Download Standard Extract

5. Save the downloaded file to your local network or computer.

- a. Develop a naming convention to help track the file. For example,
AssessmentName_SBD_extract1.

There are now two options on how to proceed (see Figure 3, page 13).

- Option 1: Edit/revise the downloaded file locally and upload the file when edits are complete (page 15).
- Option 2: Re-upload the vendor file and make edits directly in Data Pipeline (page 17).

Directions for Option 1: Edit Data Locally

1. Make corrections to the SBD file on your computer/district server.

2. Before uploading the file for edit/warning checks, check the file format:

- On the Navigation Menu
Select File Upload>Format Checker



b. Make the following selections:

- Data Set:** SBD Assessment
- File Type:** Assessment SBD File
- School Year:** Choose current school year

 A screenshot of a web form titled 'Format Checker'. It contains four labeled fields: 'Dataset *' with a dropdown menu showing 'SBD ACCESS'; 'File Type *' with a dropdown menu showing 'ACCESS SBD File'; 'School Year *' with a dropdown menu showing 'Select...'; and 'File Name *' with a 'Browse...' button and the text 'No file selected.'. A green 'Upload' button is located below these fields.

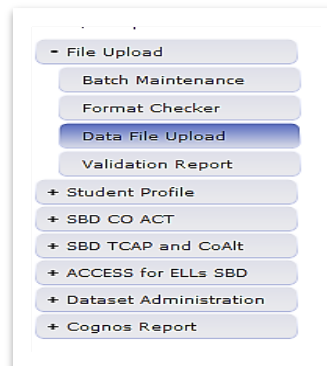
This step will alert you to any file format issues without the user having to wait for an entire file to process.⁴

⁴ For more information about the Format Checker See the Format Checker section of the Data Pipeline District User Manual (<http://www.cde.state.co.us/datapipeline/datapipelinedistrictusermanual>).

NOTE: Data Pipeline Assessment collections require that each submission contains the same number of records in your original download. Districts may not add or delete records during SBD. Therefore, only the replace option is available to districts during file upload. If a district needs to remove or add a student record during SBD, they must contact the Assessment Unit directly.

3. Upload the SBD file to Data Pipeline to run error/warning checks. On the Navigation Menu

- a. Select File Upload>Format Data File Upload⁵



4. Make the following selections:

- a. **Dataset:** SBD Assessment
- b. **File Type:** Assessment SBD File
- c. **School Year:** Choose current school year
- d. **Organization/LEA:** Will default to your organization
- e. **Locate file:** Select Choose file and upload the file on your local network or computer.

5. Hit the Submit Button.

6. Review Data Pipeline emails:

- a. **Submission Notification** email: Notification that a file has been submitted
- b. **File Upload Summary** email: Notification that a file has been successfully processed and summary of the number of errors and warnings in the latest upload.

7. Review Errors/Warnings. See the **Reviewing Errors** section (pg. 22).

8. Correct errors and review warnings to your data file on your computer/district server

9. Repeat steps 3 and 7, until the file is error free and warnings are acceptable. *If there are errors in the file that the district believes are not true errors or cannot resolve, call the Assessment Unit SBD contact.*

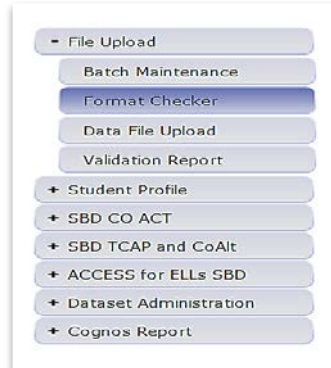
10. To submit/approve data see “Submitting/Approving Assessment SBD Data” Section of this Manual (page 24).

⁵ For more information about uploading files to Data Pipeline, see the Data File Upload section of the Data Pipeline District User Manual(<http://www.cde.state.co.us/datapipeline/datapipelinedistrictusermanual>).

Directions for Option 2: Edit Data in Data Pipeline

After the user uploads a SBD file to Data Pipeline, errors and warnings can be corrected using the Edit Record screen.

1. Before uploading the file for edit/warning checks, check the file format. On the Navigation Menu
 - a. Select File Upload>Format Checker



2. Make the following selections:
 - a. **Data Set:** SBD Assessment
 - b. **File Type:** Assessment SBD File
 - c. **School Year:** Choose current school year

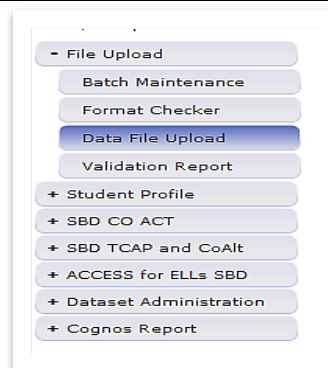
This step will alert you to any file format issues without the user having to wait for an entire file to process.⁶

NOTE: Data Pipeline Assessment collections require that each submission contains the same number of records in your original download. Districts may not add or delete records during SBD. Therefore, only the replace option is available to districts during file upload. If a district needs to remove or add a student record during SBD, they must contact the Assessment Unit directly.

⁶ For more information about the Format Checker See the Format Checker section of the Data Pipeline District User Manual (<http://www.cde.state.co.us/datapipeline/datapipelinedistrictusermanual>).

3. Upload the SBD file to Data Pipeline. On the Navigation Menu

- a. Select File Upload>Format Data File Upload⁷



4. Make the following selections:

- Data Set: SBD Assessment
- File Type: Assessment SBD File
- School Year: Choose current school year
- Organization/LEA: Will default to your organization
- Locate file: Select Choose file and upload the file on your local network or computer.

5. Hit the Submit Button.

6. Review Data Pipeline emails:

Submission Notification email: Notification that a file has been submitted

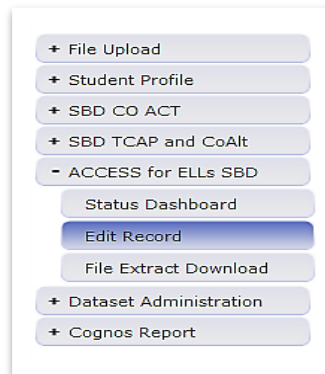
File Upload Summary email: Notification that a file has been successfully processed and summary of the number of errors and warnings in the latest upload.

7. Review Errors/Warnings. See the **Reviewing Errors** section (pg. 22).

Edit the Data in Data Pipeline

8. On the Navigation Screen

- a. Select Assessment SBD>Edit Records



⁷ For more information about uploading files to Data Pipeline, see the Data File Upload section of the Data Pipeline District User Manual (<http://www.cde.state.co.us/datapipeline/datapipelinedistrictusermanual>).

9. On the Edit Record screen select the following:
- b. **File Type:** *Assessment* SBD File
 - c. **School Year:** Current School Year
 - d. **Organization/LEA:** Defaults to your LEA
 - e. **Batch ID:** Only last upload will be available
 - f. **Error Records:**
 - i. Yes = view only records with errors.
 - ii. No = view all records in your last upload.
 - g. **SASID Errors:**
 - i. All =View all SASID errors
 - ii. No= Do not view SASID errors.
 - h. Optionally, selections can be filtered on school code, school name, grade, SASID and Last Name.

Edit Record

File Type*	ACCESS SBD File	School Year*		Organization/LEA*	Select...
Batch ID*	All	Error Records	All	SASID Errors	No

Fields marked with * are mandatory

School Code	All	School Name ACCESS	
Grade Access		Student's State ID (SASID)	
Last Name ACCESS			

Search

Correct Multiple Records using the Edit Record Screen: Fields with errors are indicated in Red.

Fields shown in RED have an error

Total # of Records : 1

Go to C

	# ency	Bilingual	ESL Status
<input type="checkbox"/>	1 ▼	1-Yes - Bilingual Program	1-Yes - ESL Program

1. To correct errors on the Edit Record Screen.
 - a. Mark the check box at the left of the individual record being updated.
 - b. Correct the data element.
 - c. Save record

Fields shown in RED have an error

Total # of Records : 1

Go to Standard View

	# roficiency	Bilingual	ESL Status	Co Cont
<input checked="" type="checkbox"/>	1 cable ▼	0-No or Not Applicable	1-Yes - ESL Program	0-No

1. Select Record(s)

2. Correct Data
Element

3. Save Changes

Page 1 of 1 < << >> > 25 Per Page

Save < Back

Correct errors for a single record on the Single Record screen

1. Click on the record number hyperlink on the Edit Record screen.

Fields shown in RED have an error

Total # of Records : 1 [Go to Standard View](#)

#	roficiency	Bilingual	ESL Status	Co Cont
<input checked="" type="checkbox"/>	1 cable	0-No or Not Applicable	1-Yes - ESL Program	0-No

1. Click on the record number hyperlink.

2. Make corrections to field with errors.

Gender Access * <input type="text" value="M-Male"/>	Ethnicity Access * <input type="text" value="H-Yes"/>
Race: American Indian or Alaska Native * <input type="text" value="N-No"/>	Race: Asian * <input type="text" value="N-No"/>
Race: Black or African American * <input type="text" value="N-No"/>	Race: Native Hawaiian or Other Pacific Islander * <input type="text" value="N-No"/>
Race: White * <input type="text" value="Y-Yes"/>	Federal Race 04
Language Proficiency * <input type="text" value="0-Not Applicable"/>	Bilingual * <input type="text" value="1-Yes - Bilingual Program"/>
ESL status * <input type="text" value="1-Yes - ESL Program"/>	Colorado Continuously * <input type="text" value="0-No"/>
Continuous In District * <input type="text" value="1-Yes"/>	Continuous In School * <input type="text" value="1-Yes"/>

3. Save record and select the back button to return to the Edit Record screen.

Declined Writing * <input type="text" value="N-No"/>	Exempted Listening * <input type="text" value="N-No"/>
Exempted Speaking * <input type="text" value="N-No"/>	Exempted Reading * <input type="text" value="N-No"/>
Exempted Writing * <input type="text" value="N-No"/>	Vendor Number 358T821542
Pre-Coded Label Used 1	Assessment Type G

ith * are mandatory

[Save](#) [Back](#)

4. When the file is error free and warnings are acceptable, submit/approve the data. For detailed instructions see the Submitting/Approving *Assessment* SBD Data section (page 24).

Reviewing Errors

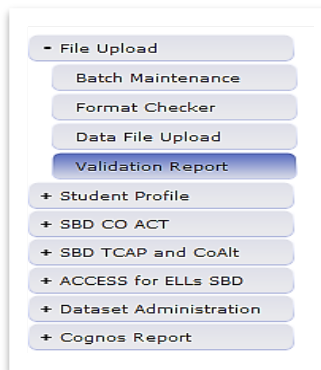
There are two options for reviewing SBD Errors.

- View Errors within Data Pipeline's Validation Report.
- Cognos reports: The SBD Cognos reports are similar to error reports in other Data Pipeline collections. See the Assessment Collection Cognos Report Section (page 27) for detailed instructions on how to view these reports.

Note: Please verify that every student eligible for the particular assessment should be in the SBD file is in the SBD file. Look for both students that are in the file but were not eligible for the assessment should not be, and students that were eligible for the assessment but are missing from the SBD file. If either of these situations occur, contact the Assessment Unit staff responsible for the collection.

Viewing the Validation Report

1. Select File Upload<Validation Report on the Navigation Menu



2. On the Validation Report Screen, Select:
 - a. Data Set: *SBD Assessment*
 - b. File Type: *Assessment SBD File*
 - c. School Year: *Current School Year*
 - d. Organization/LEA: Will default to your LEA
 - e. Batch ID: Only the most recent upload will be available

Validation Report

 A screenshot of the 'Validation Report' form. It features several dropdown menus: 'Dataset' (set to 'SBD ACCESS'), 'File Type' (set to 'ACCESS SBD File'), 'School Year' (set to 'Select...'), and 'Organization/LEA' (set to 'Select...'). There is also a 'Batch Id' dropdown set to 'Select...'. A green 'View Report' button is located at the bottom of the form.

The report shows Error Code, Error Type (Error or Warning), Error Message, and count of error in the file.

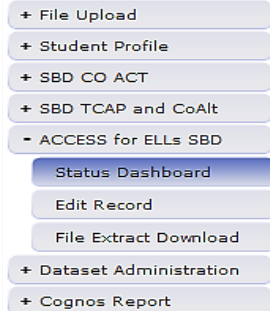
Example Validation Report:

Error Code	Error Type	Error Message	Count
CS002	E	District Code must be unchanged from the vendor file for this Sequence Number	5
99999	E	The SASID is invalid or name, birth date, or gender doesn't match what's in the RITS system for the entered	4
CS075	W	Bilingual students coded as 2 (monitored Y1), 3, (monitored Y2) and 4 (exited Y3+) should not have been administered this assessment.	6

Submitting/Approving SBD Data

SBD is currently a voluntary process. Districts can choose to participate or to not participate in each SBD process. State and Federal accountability reporting ⁸ (including school and district performance framework ratings, Title III AMAOs⁹, and priority and focus school designations) all rely on accurate demographic and test score data. Therefore, the impact of the SBD review of demographic data on accountability reporting is profound. Districts must know that performance framework requests for reconsideration or AMAO appeals will not be heard unless a district participates in the SBD process.

1. Select Assessment SBD <Status Dashboard



2. On the Status Dashboard Screen, Select:
 - a. File Type: *Assessment* SBD File
 - b. School Year: Current School Year
 - c. Organization/LEA: Will default to your LEA

Status Dashboard

File Type *	ACCESS SBD File ▼	School Year *	Select... ▼	Organization/LEA *	All ▼
<input type="button" value="Submit"/>					

⁸ More information about the Colorado accountability process is posted here:
<http://www.cde.state.co.us/accountability/PerformanceFrameworks.asp>.

⁹ More information about the Colorado AMAO process can be found here:
<http://www.cde.state.co.us/FedPrograms/tiii/amaos.asp>.

3. Review information on the Status Dashboard.

a. **Data Exists:**

Y=District has uploaded SBD data to Data Pipeline

N= District has not uploaded SBD data to Data Pipeline

b. **Validation Errors:** Number of errors in the SBD Data.

i. Must be zero or districts have contacted Assessment for an exception

c. **Data Locked:**

Y= Data locked for editing. To get data unlocked contact the Assessment unit SBD contact

N=Data is not locked for editing

d. **LEA Comments:** Space for LEA to write commentse. **Overall Status:**

P: Data Submission pending

S: Data Submission is complete

f. **RITS Errors:** Number of errors in the data that do not match the RITS systemg. **Last Updated Date:** Date of the latest data activityh. **State Comments:** Comments entered by Assessment Unit SBD contact

Data Exists	<input type="text" value="N"/>	Overall Status	<input type="text" value="P"/>
Validation Errors	<input type="text"/>	RITS Errors	<input type="text" value="1"/>
Data Locked	<input type="text" value="N"/>	Last Updated Date	12/22/2014 09:35 AM
LEA Comments	<input type="text"/>		
	State Comments		
	<input type="text"/>		

Y - Yes | N - No | P - Pending | I - In Progress | S - Submitted | A - Accepted

[Submit to CDE](#) [Back](#)

4. After all validation errors are cleared or you have spoken to CDE's Assessment Unit to bypass remaining errors: Select the Submit to CDE button to approve the data.

5. To confirm your approval, select "yes" on the pop-up.

6. If you need to make additional changes after approval

a. Contact CDE's Assessment Unit SBD contact

b. Update the file

c. Approve the file again

Assessment Collection Emails

The Assessment Unit's primary communication to the districts is through the DAC listserv. However, Data Pipeline will automatically send registered SBD collection users emails. Table 1 provides an overview of the emails.

Table 1: Data Pipeline Assessment Collection Emails

Email	Purpose
Data Collection File Submission Reminder	Reminds LEA about collection due date. Reminders are sent one week prior to the collection opening and then every day until collection is approved.
Incorrect File Format	A notification that a file upload failed due to an incorrect file format.
Submission Notification	Notification that a file has been submitted to the <i>Assessment</i> SBD Data Pipeline Collection
Collection Processing Summary	Notification that the file has been successfully processed. Includes a separate count of the number of errors and warnings in the file.
Data Collection Unlocked	If a district requests a data file to be unlocked after being approved. The email lets the district know that CDE has unlocked the data.

Assessment Collection Cognos Reports

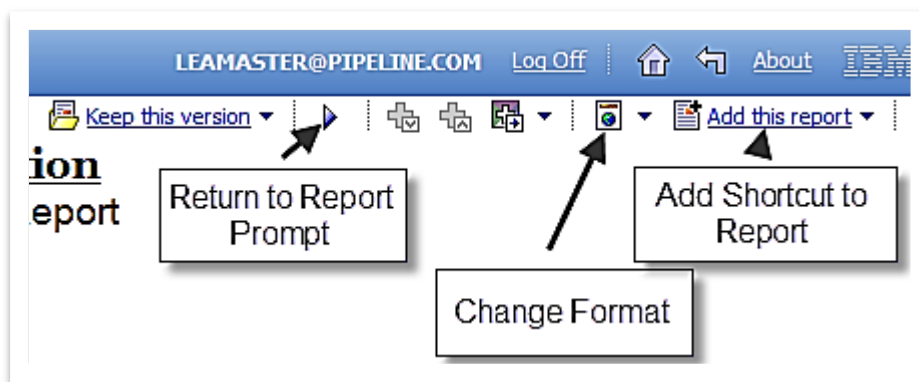
This section provides a brief overview of:

- how to navigate Cognos,
- how to view the Data Pipeline Assessment Collection Cognos reports, and
- descriptions of the Data Pipeline Assessment Collection Cognos reports.

Figure 4 provides a brief key to navigating within Cognos reports. The **return to prompt** button reruns the current report. The **change format** icon allows the users to choose the format of the report.

Reports can be viewed and downloaded in HTML, PDF, XML and Excel formats. The **add shortcut to report** button allows the user to save a report.

Figure 4: Cognos Report Options



All the Assessment Data Pipeline collections have the same Cognos reports. Districts should use the Pre-ID extract reports to review the number of records included in the extract and to keep a record of the file CDE sends to the vendor. Districts should use the SBD reports to identify errors/warnings during the SBD window, and to keep a record of both the original and final SBD data. Figure 5 provides a screenshot of the reports available in the ACCESS for ELLs collection.

Figure 5: ACCESS for ELLs Cognos Reports.

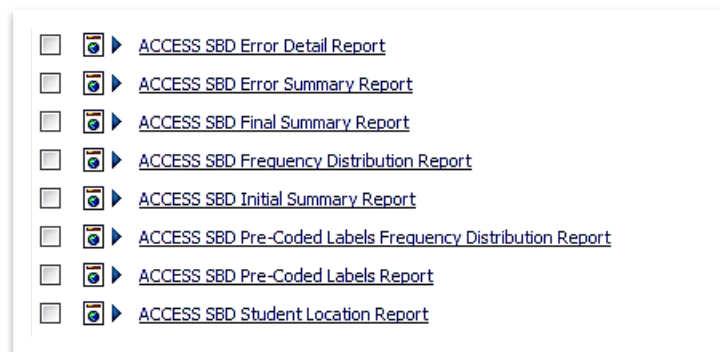


Table 2 provides a summary of the purpose of each SBD collection Cognos report. The remainder of this section provides step by step instructions on accessing each report and details about the contents of each report.

Table 2: Overview of Assessment Collection Cognos Reports

Report Title	Content
<i>Assessment</i> SBD Pre-Coded Labels Frequency Distribution Report	School level count of the number of records in the Pre-Coded label extract.
<i>Assessment</i> SBD Pre-Coded Labels Report	A student level report of all the data fields to be provided by CDE to the vendor. Only students eligible for taking the particular assessment will be included in this report.*
<i>Assessment</i> SBD Error Detail Report	A single record of each error and warning in the data file.
<i>Assessment</i> SBD Error Summary Report	A summary of the number of each error or warning in the data file.
<i>Assessment</i> SBD Initial Summary Report	Data from the initial vendor file reported as a summary count of the SBD data fields reported for each school by grade by content area.
<i>Assessment</i> SBD Final Summary Report	Data from the final SBD file reported as a summary count of the SBD data fields reported for each school by grade by content area.
<i>Assessment</i> SBD Student Location Report	Compares student district enrollment in the SBD file and in RITS. This file returns records that are not a match.

*See the individual Assessment sections for criteria.

Pre-Coded Labels Reports

Pre-Coded Label Frequency Distribution Report

The Pre-Coded Label Frequency Distribution Report provides an overview of the number of students in the data extract. Remember to save the report once you have finalized your data submission. The contents of this report will change as the Student Interchange is updated. To run the report,

1. Click on the report link.



2. Select the current school year from the drop down menu.

Required Selection

Select School Year:

Cancel Finish

3. Select Finish.

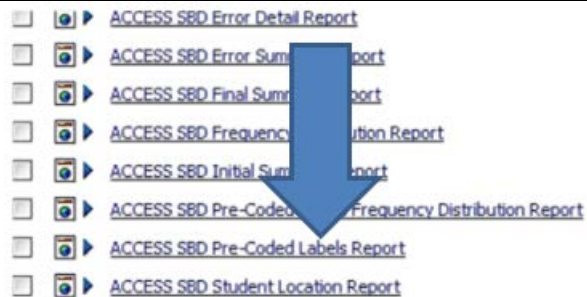
Report Mock Up:

District Code	District Name	School Code	School Name	Number of Pupils
9999	DistrictA	9999	Elementary School	12
9999	DistrictA	9998	Middle School	25
9999	DistrictA	9997	High School	14

Pre-Coded Label Report

The Pre-Coded Label Report shows the student level data that CDE will send to the assessment vendor. The layout is determined by the format required by the vendor, so each Assessment collection Pre-Coded Label Report has a different layout. In general the variables that are included in these reports are the same variables that will be part of the SBD review process. Remember to save the report once you have finalized your data submission. The contents of this report will change as the Student Interchange is updated. To run the report:

1. Click on the report link.



2. Select

- Select School Year: Current School Year
- Select District: Defaults to your district (no selection needed)
- Select File Type: ACCESS for ELLs, CMAS/CoAlt Science and Social Studies, CMAS: PARCC, or CoAlt: DLM

Required Selection

Select School Year: 2013-14

Select District: 1040 - ACADEMY 20
0020 - ADAMS 12 FIVE STAR SCHOOLS
0030 - ADAMS COUNTY 14
0180 - ADAMS-ARAPAHOE 28J
0960 - AGATE 300
3030 - AKRON R-1
0100 - ALAMOSA RE-11J
3040 - ARICKAREE R-2
1450 - ARriba-FLAGLER C-20
3145 - AULT-HIGHLAND RE-9
1530 - BAYFIELD 10 JT-R

Select File Type: General ACCESS for ELLs

[Select all](#) [Deselect all](#)

Cancel Finish

3. Select Finish.

SBD Reports

Assessment SBD Error Detail Report

The Assessment SBD Error Detail Report is a student level report of each error or warning in your file. All reports contain the error code and the error message to help the user correct the error.

1. Click on the report link.



2. Select

- a. Select School Year: Current School Year
- b. Select District: Defaults to your district (no selection needed)
- c. Error Type
 - i. Errors and Warnings: View both Errors and Warnings
 - ii. Errors: View only Errors
 - iii. Warnings: View only Warnings
- d. Optional Selection: Choose the specific errors or warnings to view in the report

Required Selection

Select School Year: Select District:

Select Error Type:

Optional Selection

Select Error Code:

99999
 CS019
 CS031
 CS072

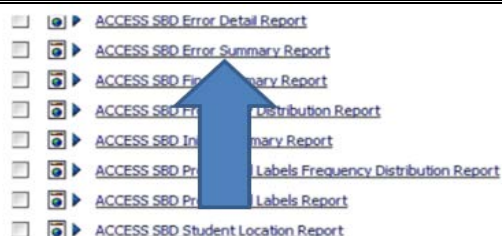
[Select all](#) [Deselect all](#)

3. Select Finish.

Assessment SBD Error Summary Report

The Assessment SBD Error Summary Report summarizes the total number of the individual errors and warnings in the most recent SBD file upload.

1. Click on the report link.



2. Select

- a. Select School Year: Current School Year
- b. Select District: Defaults to your district (no selection needed)
- c. Error Type
 - i. Errors and Warnings: View both Errors and Warnings
 - ii. Errors: View only Errors
 - iii. Warnings: View only Warnings
- d. Optional Selection: Choose the specific errors or warnings to view in the report

Required Selection

Select School Year: 2012-13 Select District: District

Select Error Type: Errors & Warnings

Optional Selection

Select Error Code:

99999
CS019
CS031
CS072

[Select all](#) [Deselect all](#)

Cancel Finish

3. Select Finish.

Report Mock-up

LEA Number	Error Type*	Error Code	Error Message	Number of Errors
9999	E	CS002	District Code must be unchanged from the vendor file for this Sequence Number	5
9999	E	99999	The SASID is invalid or name, birth date, or gender doesn't match what's in the RITS system for the entered	4
9999	W	CS075	Bilingual students coded as 2 (monitored Y1), 3, (monitored Y2) and 4 (exited Y3+) should not have been administered this assessment.	6

*E=Error, W=Warning.

Assessment SBD Summary Reports

Assessment SBD Initial Summary Report provides a summary of the variables in the initial SBD file by school by grade by assessment by variable. **Assessment SBD Final Summary Report** provides a summary of the variables in the current SBD file by school by grade by assessment by variable.

To view summary report:

1. Click on one of the report links.



2. Select

- Select School Year: Current School Year
- Select District: Defaults to your district (no selection needed)
- Optional Selection: Choose the specific schools to view in the report

Required Selection

Select School Year: Select District:

Optional Selection

Select School:

3. Select Finish.

Accountability Report

Accountability Report for the SBD Review Process

The purpose of this report is to show districts which student records will be included for the Achievement indicator calculations on the annual District and School Performance Framework reports. This report is currently under development and will only be available for Spring PARCC and for ACCESS for ELLs.

The report will display individual student record for each content area and will have two fields indicating whether or not a particular record will be included in the district calculations and in the school calculations. These fields will appear as follows:

- IN_DPF_CALCS indicates whether the record will be included in District calculations. Records that will be included are coded as '1' and records that will be excluded will be coded as '0'.
- IN_SPF_CALCS indicates whether the record will be included in School calculations. Records that will be included are coded as '1' and records that will be excluded will be coded as '0'.

Each student record will also include fields containing basic identifying information and district and school associations. The report will also display all of the fields used to derive the values for the IN_DPF_CALCS and IN_SPF_CALCS fields.

Pre-Coded Labels/Pre-ID Extract and SBD Timelines

Specific pre-Coded label extracts and SBD dates are determined every summer. DACs will receive the dates as soon as they are available. It should be noted that SBD is not a guaranteed process – unforeseen circumstances could cause SBD to be canceled if conducting the SBD will delay score release.

Table 3: General Timeline

Assessment	General dates
Pre-Coded Labels/Pre-ID Data Extract	
ACCESS for ELLs	Early November
CMAS/CoAlt – Science and Social Studies (Spring Administration)	Late January/Early February
CMAS/CoAlt – Science and Social Studies CMAS: PARCC: ELA and Mathematics CO ACT	Mid-January
DLM	Late February
Student Biographical Data Review (Approximately 10 Day Window) Opening	
ACCESS for ELLs	Mid-March
CMAS/CoAlt - Science and Social Studies (Fall Administration)	Mid-January
CMAS/CoAlt (Science and Social Studies) (Spring Administration)	Mid/End of May
CO ACT	Mid-June
CMAS: PARCC: ELA and Mathematics	TBD
DLM	TBD

Communication and CDE Contacts

The Pre-Coded Label/Pre-ID Extract and SBD dates are set to ensure that administration windows and score releases happen on time. Due to the critical nature of these deadlines, districts need to be able to get in contact with the right people at the right time to keep the process going smoothly. This section outlines the CDE units to contact with questions.

Assessment uses the District Assessment Coordinator (DAC) email list as the main communication tool for assessment topics. For the SBD collections, we will include LEA Approvers, LEA Users, and LEA Viewers on the emails. Please make sure that both your DAC and SBD Respondents information is up to date.

- To update your DAC information follow the instructions on this link:
http://www.cde.state.co.us/sites/default/files/documents/assessment/documents/training/dac_appointment_form.doc
- To update your SBD respondents, follow the directions in the How to log-in/gain access to Assessment SBD Collections section of this document.

Table 4: CDE contacts

Topic	CDE Group	Person to Contact	Email	Phone
ACCESS for ELLS Pre-Coded Labels/SBD	Assessment Unit	Sarah Underwood	Underwood_S@cde.state.co.us	303.866.6877
CMAS/CoAlt Pre-Coded Labels/SBD Review	Assessment Unit	Jessica Allen	Allen_J@cde.state.co.us	303.866.6281
CMAS: PARCC Pre-Coded Labels/SBD Review	Assessment Unit	Jessica Allen	Allen_J@cde.state.co.us	303.866.6281
CO ACT Pre-Coded Labels/SBD Review	Assessment Unit	Jasmine Carey	Carey_J@cde.state.co.us	303.866.6634
DLM Pre-Coded Labels/SBD Review	Assessment Unit	Jasmine Carey	Carey_J@cde.state.co.us	303.866.6634
State Accountability (School and District Performance Frameworks)	Accountability, Performance and Support Division	Josh Perdue	Perdue_J@cde.state.co.us	303.866.2865
NCLB Waiver Program	Accountability, Performance and Support Division	Nazie Mohajeri- Nelson	Mohajeri- Nelson_N@cde.state.co.us	303.866.6205
Annual Measurable Achievement Objectives	Federal Programs	Donna Morganstern	Morganstern_D@cde.state.co.us	303.866.6209
SASIDS	IMS - Records Integration Tracking System (RITS)	Genevieve Hale	Hale_G@cde.state.co.us	303.866.6612
Policies about English Language Development	Office of Language, Culture, and Equity.	Morgan Cox	Cox_M@cde.state.co.us	303.866.6138
11 th Grade Alternate Assessment	Exceptional Student Services	Linda Lamirande	Lamirande_L@cde.state.co.us	303.866.6863

ACCESS for ELLS

While the general steps of each SBD are consistent, each collection is unique. Here are a few items to keep in mind when completing the ACCESS for ELLs SBD process.

ACCESS for ELLS Pre-ID Extract Criteria

- The following criteria are used to identify student's eligible for ACCESS for ELLs.
 - Public School Finance is not 85 or 88
 - Attendance = 01,02,03,04,05 or 08
 - School exit date =00000000 or null
 - Primary School = 1
 - Grade = 006-120
 - Tag code = "null" in both the School Demographic and School Association Files
 - Language Proficiency = NEP or LEP
 - Alternate Assessment Eligible
 - 0 for ACCESS Labels
 - 1 for Alternate ACCESS Labels

ACCESS for ELLs SBD Specifics

- **One row per student taking the assessment.** All data specific to each of the four domains of the test will be included in one row.
- **Test Invalidation codes:** Each student record has a separate invalidation field the four domains tested: Listening, Speaking, Reading, and Writing. Please see the "Schedule and Special Instructions for Colorado" that was included in with your testing material or contact Assessment for more information.
- **Grade level clusters:** ACCESS for ELLs is administered to grades K-12. The test forms are divided into five-grade level clusters (Kindergarten, 1-2, 3-5, 6-8 and 9-12). This field is not updatable in SBD because it describes the already administered assessment.
- **Tiers:** With the exception of Kindergarten, each grade level cluster is divided into three test forms or tiers. See the current ACCESS for ELLs Test Administration Manual for more information. This field is not updatable in SBD because it describes the already administered assessment.
- **Continuously enrolled for three years in Colorado field:** Since pre-kindergarten and kindergarten grades are not mandated by the state, students in grades K-3 will not be continuously enrolled for three years unless they have been retained for one or more years. Also, please note that the cutoff dates used for continuously enrolled fields for ACCESS for ELLs are based on TCAP/CoAlt administration windows in previous years.
- **"Home Language" codes:** Students' home language is collected for ACCESS for ELLs. A link to a file containing the current Home Language codes can be found on the Data Pipeline Frequently Requested Codes Page (http://www.cde.state.co.us/datapipeline/org_orgcodes).
 - Please keep in mind that students with a "Home Language" code of "eng" should **not** take the ACCESS for ELLs.

CMAS/CoAlt: Science and Social Studies SBD

While the general steps of each SBD are consistent, each collection is unique. Here are some important notes to keep in mind when completing the CMAS/CoAlt SBD process.

What's New for 2014-2015

- Invalidation Codes have been updated for the 2014-2015. For full explanations see: <http://www.cde.state.co.us/assessment/postadministrationclean-up>.
 - New fields
 - 08=Part time Public and Part Time Home School Student
 - 97=State Use – Attempt Not Met
 - Definitions updated for
 - 00: DEFAULT: Student Record to be Scored
 - 02: Interrupted and Not Completed
- Reminder: Check the file to ensure that no students tested are missing and students in the file belong to your district. If either of these situations occur, call Jessica Allen in the Assessment Unit.

CMAS/CoAlt Pre-ID Extract Criteria

- The following criteria are used to identify student's eligible for CMAS/CoAlt: Science and Social Studies.
 - Public School Finance is not 85 or 88
 - Attendance = 01,02,03,04,05 or 08
 - School exit date =00000000 or null
 - Primary School = 1
 - Grade
 - Spring Administration = 040, 050, 070 or 080
 - Fall Administration =120
 - Tag code = "null" in both the School Demographic and School Association Files
 - Alternate Assessment Eligible
 - 0 to indicate CMAS students in extract
 - 1 to indicate CoAlt students in extract

CMAS/CoAlt – Science and Social Studies SBD Specifics

- **One test invalidation field.** There is only one test invalidation field that is used for both CMAS and CoAlt. These invalidation codes are different from the TCAP/CoAlt invalidation codes.
- **Test District/School and Reporting District/School:** CMAS/CoAlt collects information on both the testing site (test district/school) and reporting site (reporting district/school). For most student records the test site and reporting site will be the same. It will be different for student records where student's test at a different district/school from their district/school of primary enrollment.
 - Testing site information is read only during SBD.
 - SBD records are assigned to district review by the Reporting District Code.
 - Districts can only update the reporting school code. If the Reporting District Code needs updated, districts must contact the Assessment Unit.
- **Two separate SBD processes for Elementary/Middle and High School.** The Elementary and Middle School SBD occurs in the spring. The High School SBD occurs in the fall.
 - *Spring Administration*
 - One record per student. In the spring, a student should not take both the science and social studies assessments so there will be one record per student.
 - *Fall Administration*
 - Two records per student. In the fall, 12th graders will be taking both science and social studies assessments.

CO ACT SBD

While the general steps of each SBD are consistent, each collection has its own unique data elements, layouts, errors, and other quirks. Here are some important notes to keep in mind when completing the CO ACT SBD process.

What's New for 2014-2015

- Values for Primary Disability and Language Background have been updated. .

CO ACT Pre-ID Extract Criteria.

- The following criteria are used to identify student's eligible for CO ACT.
 - Public School Finance is not 85 or 88
 - Attendance = 01,02,03,04,05 or 08
 - School exit date =00000000 or null
 - Primary School = 1
 - Grade =110
 - Tag code = "null" in both the School Demographic and School Association Files
 - Alternate Assessment Eligible = 0

CO ACT SBD Specifics

- **ACT HS code:** ACT uses a six-digit high school code for their test processing. This code is included along with the four digit school and district codes used by CDE. You can download a crosswalk between the CO ACT codes and the CDE codes on the Colorado ACT Data Pipeline Page (http://www.cde.state.co.us/datapipeline/per_co-act).
- **One row per student taking the CO ACT assessment:** Only CO ACT records are include in CO ACT SBD 11th
- **RITS validation:** The RITS validation is different from the other SBD collections. The SASID in the SBD file must match a SASID in RITS. While the SASID must match RITS, name, birth date, and gender can be different. **Continuously enrolled fields:** Please note that the dates for the continuous enrollment fields are specific to prior CO ACT testing dates, not TCAP/CoAlt testing dates. The current CO ACT Student Biographical Data – File Layout and Field Definitions documentation has the current cut-off dates.

CMAS: PARCC English Language Arts and Mathematics

While the general steps of each SBD are consistent, each collection is unique. Here are some important notes to keep in mind when completing the CMAS: PARCC English Language Arts and Mathematic collection.

CMAS: PARCC: ELA and Mathematics Pre-ID Extract Criteria

- The following criteria are used to identify student's eligible for CMAS/CoAlt: Science and Social Studies.
 - Public School Finance is not 85 or 88
 - Attendance = 01,02,03,04,05 or 08
 - School exit date =00000000 or null
 - Primary School = 1
 - Grade*
 - English Language Arts = 030-110
 - Mathematics=030-070
 - Tag code = "null" in both the School Demographic and School Association Files
 - Alternate Assessment Eligible
 - 0 to indicate CMAS students in extract
 - 1 to indicate CoAlt students in extract

* CDE will only load grades 3-11 for mathematics assessment. Districts will need to go into PearsonAccess^{Next} and assign the correct mathematics assessment for grades 8-11.

CMAS: PARCC: ELA and Mathematics Specifics

Information forthcoming

CoAlt: DLM English Language Arts and Mathematics

While the general steps of each SBD are consistent, each collection is unique. Here are some important notes to keep in mind when completing the CoAlt: DLM English Language Arts and Mathematic collection.

CoAlt: DLM ELA and Mathematics Pre-ID Extract Criteria

- The following criteria are used to identify student's eligible for CMAS/CoAlt: Science and Social Studies.
 - Public School Finance is not 85 or 88
 - Attendance = 01,02,03,04,05 or 08
 - School exit date =00000000 or null
 - Primary School = 1
 - Grade*
 - English Language Arts = 030-110
 - Mathematics=030-110
 - Tag code = "null" in both the School Demographic and School Association Files
 - Alternate Assessment Eligible = 1
- If you would like CDE to upload your district's DLM students to the KITE system, please contact Jasmine Carey (Carey_J@cde.state.co.us) to request the upload. You do not need to contact CDE if you plan to upload your own students.

CoAlt: DLM ELA and Mathematics Specifics

Information forthcoming