Procedures for Granting Exceptions

Overview:

"Exceptions" refer to overriding Data Pipeline errors (or warnings in English Language Learner cases). CDE occasionally overrides these business rule errors because although the errors are legitimate, the case needs to be corrected to reflect what happened with the student. The cases are typically either unusual or they are correcting an error from the prior year. There are four types of exceptions: Error Exceptions, Warning Exceptions, Alternate Count Date Exceptions and Transfer Enrollment Exceptions.

Error Exceptions are used when you have an error that will not clear in your Error Report in Pipeline even though you are coding the student correctly. These are the most common exceptions and what this document will be mainly about. The exception template that would be used is our standard [Exception Request Template](#).

Warning Exceptions are used when you have a warning that will not clear in your Error Report in Pipeline even though you are coding the student correctly. These exceptions can only be granted if your warning pertains to an English Language Learner warning. No other warnings will be granted exceptions at this time. These must be put in a separate exception request document. The exception template that would be used is our standard [Exception Request Template](#).

Alternate Count Date Exceptions are granted through the School Auditing Office. These exceptions are for districts and/or schools to get permission to count an entire school or district on an Alternate Count Date of something other than October 1st. This is a process that is handled by our School Auditing Office, audit@cde.state.co.us, and does not have an exception template posted on the Student October Webpage.

Transfer Enrollment Exceptions are exceptions in which certain students transfer to a certain district after the pupil enrollment count date, but before the end of the 11-day count period. In such cases, the district will need to provide additional documentation to show that the student met one of the enrollment exception requirements. More information is in the [Audit Resource Guide](#). The exception template that would be used is our [Transfer Enrollment Exception Request Template](#).

Exception Determination:

Districts will determine if they need an exception when they are unable to clear an error even if they are reporting/coding the student correctly.

For instance, a Student October error (OC101) will flag if an entire school is missing from your Student October data and it is not found in the Student School Association Interchange File. In some cases, we see that some schools forget to close at the start of the school year due to lack of enrollment, for example. An exception would be needed to clear up this error since there are no students enrolled at the school.

Another example is an EL error that could flag. Many EL errors flag when an EL student is coded differently in the prior Student October. For instance, if a student was coded with a Language Background of Spanish in their Kindergarten Year (2022-2023), but come to find out, they do not have a Language Background of Spanish in the following year 2023-2024. This would require an exception.

If you have any questions on whether you should request an exception, please reach out to the Student October Collection Lead.

Steps:

1. Download the correct exception template on the <u>Student October webpage</u>, under Templates.
   a. This document should be an Excel Document.
   b. The first sheet will contain the directions and the second sheet is where you will fill out these exceptions.
2. Standard Exception Request: Copy and paste all information directly from your Error Detail Report in Cognos. This will ensure that you have the correct SASID, Error Code, etc. for your exception.
   a. IMPORTANT: If you do not have the correct information, the exception will not process.
   b. Each error will have their own row in the exception request. You can have as many exceptions as you want on one sheet.
   c. Indicate your error type (E for Error, W for Warning).
   d. Please keep exception "types" separate. We recommend that you put all ELL exceptions in a separate document, all other DEM exceptions in a separate document, all SSA exceptions in a separate document, all warning exceptions in another document, etc.
   e. School Code and Grade Level are only required for school level errors. You can leave them blank for Demographic (DEM) errors (as shown below).
   f. Please make sure the "Reason for Exception" is short but explains the reason behind the exception.
   g. Leading zeros must be kept with the exception request, as shown in 0880, for district code.

Error Code	Error Type	District Code	School Code	Grade Level	SASID	Reason For Exception	Requester name, phone, email	
SP166	E				1234567890	EL coding was incorrect in prior year (2020-2021)	Brooke Wenzel, wenzel_b@cde.state.co.us	

3. Save exception request to computer to upload to Syncplicity.
4. Upload Exception Request in Student Syncplicity Folder, shown below. Some districts have their own folder organization process, but most use the "Requested Exception" folder to upload exceptions. The Student Syncplicity folder is used by both Student October and Student End of Year Data Owners.
   a. Do not have access to this folder? Please contact either the Student October collection lead or Student End of Year collection lead.

		0010 - MAPLETON 1 - Student	--	Owner	11 MB

5. Email the Collection Lead (either Student October or Student End of Year) that the document has been uploaded to Syncplicity. The collection lead will then either grant the exception or let you know how to code the student correctly to clear the error.