COLORADO
Department of Education

Student October

Reporting Manual

Contents

Section 1: Overview & Phases

The following information is provided as a tool to help you understand the Student October Pupil Membership collection, load data into the student interchange, correct errors, and to create an error-free Student October snapshot for submission to the Colorado Department of Education. Each district must upload the Student Demographic and Student School Association files (and Title I Interchange if this applies to your district/school) to create the Student October Snapshot. For more information about these files please see the Student Interchange website.

Data elements from the student interchange files are combined, along with a few additional data fields/internal flags, to create the OCT snapshot.

Student October begins when the snapshot opens in August and ends at the beginning of November. Please see the collection timeline posted on the OCT website for specific dates.

General Information

Snapshot data collections compile data from specific source files. Typically, the source files are called interchange files. The OCT snapshot is made up of two primary student interchange files with supporting information in specific circumstances from additional interchange files. The primary student interchange files are the Student Demographic (DEM) and Student School Association (SSA) files. These two files come together to fill in the data fields of the OCT snapshot along with additional CDE internal data sources. If a change is needed to a data field on the OCT snapshot, the change must be made in the interchange file that feeds that data field. Then, a new snapshot is created to refresh the data in the snapshot to reflect the change on the interchange file.

The Student October Count is based on a one (1) day membership count in which districts are asked to report all students who are actively enrolled and attending classes through their district on that date.

- The official count date is October 1
    - Count day will fall on the first school day of October that does not coincide with an official state holiday or religious holiday. For the 2022-2023 school year the day was October 3, 2022, since October 1st was on a Saturday.
- An alternative count date can be requested which the School Auditing Office must approve.

Students enrolled in and in attendance on the count date can be included. Any student your district expects to receive state funding for, except for IDEA funding, should be reported by your district even if they are not enrolled or attending a school in your district.

If the student is absent/does not attend on the pupil enrollment count day, the student must have:
- attended school during the current school year prior to the pupil enrollment count day and
- resumed attendance within 30 calendar days following the pupil enrollment count day.

If a student is not enrolled on the Student October count day, they may be counted under a limited set of circumstances and a Transfer Student Enrollment Exception has been approved.

Some of the primary reasons for this collection are:

1. Obtain required student level data as provided for by state statute, including information regarding students' funding eligibility as outlined in the Public-School Finance Act of 1994, as amended (22-54-101, C.R.S.).

2. Data used for determining school district funding.

- Please refer to Understanding Colorado School Finance and Categorical Funding

3. EDFacts Reporting is a U. S. Department of Education initiative to put performance data at the center of policy, management, and budget decisions for all K-12 educational programs.

4. Other reporting and analysis (for instance for grants, news articles, decision making)

Source Interchange Files

Interchange files are the source of the data used in a data snapshot. The OCT snapshot extracts specific data elements from the files below when an OCT snapshot is created or updated. The snapshot also reflects data fields that are internally calculated within the CDE data pipeline system. This extracted information is combined into a new file layout reflecting the specified OCT snapshot data elements. Data is **not** automatically added to or removed from the OCT snapshot. You cannot edit OCT snapshot data directly. Review the OCT File Layout and Definitions posted on the Student October website for a complete list of data elements included in the OCT snapshot along with notes regarding the source file for the specific data element.

Student Demographic (DEM)

Every student must have one record on the DEM file. Student records from the DEM file are joined to the OCT snapshot by SASID, District Code, and School year. The demographic file captures attributes of a student while they are in a district that are true regardless of the student's enrollment in a specific school, grade, or program in the district. Review the posted Student Demographic file layout on the Student Interchange website for specific definitions of data fields and codes that comprise this file.

Student School Association (SSA)

Every student must have at least one record on the SSA file but may have multiple records based upon the student's enrollment history during the school year. The SSA file captures enrollment information about the school(s) a student attends in a district throughout the school year, including details specific to that enrollment record. Review the posted Student School Association file layout on the Student Interchange website for specific definitions of data fields and codes that comprise this file.

Title 1 (TT1)

Districts with schools providing Title 1 Targeted Assistance (TA) programs must submit a Title 1 interchange file to capture students who received Title 1 TA services at any point during the school year. Student records from the TT1 file are joined to the OCT snapshot by SASID, District Code, and School year. Review the posted Title 1 file layout on the Title 1 Interchange website for specific definitions of data fields and codes that comprise this file.

At-Risk Measure (ARM)

Every student must have at least one record on the ARM file. Student records from the ARM file are joined to the OCT snapshot by SASID, District Code, and School Year. The At-Risk file obtains student level census block information needed to implement the at-risk measure as described in HB22-1202. Review the posted At-Risk file layout on the At-Risk Interchange website for specific definitions of data fields and codes that comprise this file.

Business Rules: Errors and Warnings

Business rules are the list of errors and warnings that are checked when a file is uploaded, or a snapshot created for a specific data collection. They help ensure data accuracy by alerting you to common coding irregularities. For example, OCT business rules are focused on ensuring accurate data related to funding/enrollment. Whereas student interchange business rules (file specific) address common data irregularities that apply to the several data collections that utilize the student interchange files.

Most business rules are related to a specific student's information, but some indicate a data inconsistency that applies to all data within a data field. These are sometimes referred to as 'snapshot level' or 'collection level' errors/warnings. For example, there is a warning triggered if no students are indicated as being Free/Reduced lunch eligible. This might indicate missing information for many students instead of just one student as it is unlikely (though not impossible) that no students within the district are Free/Reduced Lunch eligible within a given year.

Warnings

Warnings indicate possible data inconsistencies/coding issues. It is beneficial to review warnings to ensure data accurately reflects a student's educational history. A snapshot can be submitted even if warnings are present. During the OCT collection it is common for warnings to indicate a major change in totals for your district. For example, if your district's Free and Reduced number count has drastically decreased from the prior Student October.

Errors

Errors must be addressed to submit data for a given data collection such as Student October. Errors on student interchange files will prevent a student's records from being put into the OCT snapshot. Errors can be addressed by updating the related data field and reuploading your interchange files or by requesting an exception. For more information about exceptions, please reach out to the OCT collection lead.

Reporting Exceptions

Reporting Exceptions, or 'exceptions' refer to overriding Data Pipeline errors. CDE occasionally overrides these business rule errors because, although errors are legitimate, the case needs to be corrected to accurately reflect the student's educational history. This occurs under unique circumstances when a student's educational history does not follow the anticipated coding patterns outlined in the business rules for an interchange file or snapshot. The student's coding must fall within the parameters of the data collection for an exception to be granted.

Typically, exceptions are used to clear errors, but in some cases an exception may be used to clear a warning too.

Most reporting exceptions are requested using an exception request template, found on the OCT website. Some OCT reporting exceptions may require additional supporting documentation.

Identity Management Roles

OCT data respondents must be assigned permissions to both the Student October collection and the Student Interchange collection in Identity Management (IdM) to complete the collection. Your district's Local Access Manager (LAM) assigns accounts/privileges in IdM for your district.

Application	Collection	User Role	Access Level	Notes
Pipeline	Student Interchange	LEA User	Upload and edit records for the DEM & SSA files.	Required for OCT data respondents.
Pipeline	Title I	LEA User	Upload and edit records for the Title I file.	Required for OCT respondents if your district has a TA program
Pipeline	At-Risk	LEA User	Upload and edit records for the At-Risk file.	Required for OCT data respondents.

Application	Collection	User Role	Access Level	Notes
Pipeline	Student October	LEA User	Create Snapshot	Users with this role can complete most of the OCT collection but will need support from a LEA Approver for a few steps.
Pipeline	Student October	LEA Approver	Create Snapshot, submit snapshot, download sign-off form	At least one person in the district must have this role.
Pipeline	Any	LEA Viewer	View CEDAR/COGNOS reports related to the assigned collection – cannot edit data.	Useful role for district staff who need access to collection related CEDAR/COGNOS reports for data validation but are not actively completing the data collection.

*Note: A user may only have **one** role per collection in IdM. Users assigned to more than one collection role will not be able to login to Data Pipeline correctly because the user roles are competing and will lock up their account.*

Regular Phase

Overview

The 'Regular Phase' is the primary data collection and clean-up phase for the OCT snapshot. The Regular Phase begins when the snapshot opens in August and ends on or around November 10th. See the collection timeline posted on the Student October website for specific dates and interim deadlines.

LEAs should expect to meet the interim deadlines throughout this phase. Interim deadlines are designed to help LEAs stay on track for this collection as it includes a large amount of data and spans a longer reporting period than many other CDE collections.

Steps

1. Upload Student Interchange Files (DEM, SSA)
   a. Upload Title I Interchange if the district has targeted assistance schools.
   b. Upload At-Risk Interchange file (steps for At-Risk will not be provided in this manual).
2. Resolve interchange errors.
   a. Records with errors on the DEM or SSA files will not pull into the OCT snapshot.
3. Create an OCT snapshot.
4. Resolve OCT Snapshot errors.
   a. Update corresponding student interchange file data to correct OCT snapshot errors.
5. Repeat steps 1 through 4 as needed.
   a. Request reporting exceptions if needed.
6. Validate OCT data using CEDAR/COGNOS reports.
7. Submit Home School Data.
8. Submit error-free OCT snapshot by the November deadline.
   a. OCT~LEAApprover role in Identity Management (IdM) required.

Duplicate Process Phase

Overview

The Duplicate Process, also known as Cross-LEA Validation, is a process that identifies students submitted for funding by multiple districts. Funding duplicates are students that were claimed over 1.0 FTE. To ensure no student exceeds the maximum funding level, the Duplicate Process is run after all districts and CSI have submitted their Student October Snapshots. After November 10th, the School Auditing Office in conjunction with the Data Services Unit will run this process in the background to "pull" students that exceed this FTE.

Once this process has been run, districts will receive an email instructing them to access their Audit Exception report in Cognos if they have students appearing to be duplicates. **Note: If your district does not have any duplicates/does not receive an email, you will not be included in this process and are done with the collection. You can verify this by reviewing the "Audit Exception Report" in Cognos.**

Districts who are included in the Duplicate Process must provide all required audit documentation to the School Auditing Office by uploading it to the district's audit Syncplicity folder by the deadline noted. For more information about this process please see the [School Auditing Website.]() Once the School Auditing Office has reviewed all documents for each student to determine who should submit the student for funding, again, the School Auditing Office will notify each district of its duplicate count findings. These decisions will be uploaded to the district's Syncplicity Duplicate Count subfolder. If your district is involved in the Duplicate Count Process, the Student October Collection lead will automatically unlock your data to begin making the appropriate updates. You should receive an email from Data Pipeline indicating that your snapshot has been unlocked. It is then required to make the appropriate changes to your interchange files, reupload those files, create a snapshot and re-submit to CDE. The steps below are the same as uploading during the main phase of the collection.

Types of changes you can make: Changes requested by the School Auditing Office

All other changes must be confirmed/verified by the Student October Collection Lead.

The Duplicate Process phase begins right after the Regular Phase deadline of November 10th and ends at the end of November. See the collection timeline posted on the OCT website for specific dates and interim deadlines.

Cognos Audit Exception Report

The Duplicate Process relies on the Cognos Report, Audit Exception Report, to assist with this process. The Cognos Audit Exception Report for each district lists students who are being submitted for funding by at least one other district AND whose total funding exceeds the state's maximum allowable level. This report consists of two sections:

- Summary of Pupils Being Reported by Another District: Funding Duplicates
  - Do submit documentation to the School Auditing Office for these students.
  - If you do not submit documentation, your district will automatically lose funding.
- Summary of Pupils Being Reported by Another District: PAI Duplicates
  - Do not submit documentation to the School Auditing Office for these students.
  - A student listed in this section has been reported by a BOCES with a 01-08 Pupil Attendance Information (PAI) code and by a district with a 01-08 code. Districts may want to change the student's PAI code to 31 or 33.

Preparation

The Duplicate Process in general has a very short timeline so it is essential that your district is prepared to be involved in this process. The turnaround time for providing duplicate count documentation is very short within this process. Therefore, we encourage districts to monitor the "Summary of Pupils Being Reported by Another District" Cognos report **as soon as they submit a snapshot.** This report should be utilized throughout the entire collection as students pop-up as duplicates within this report. We encourage contacting the other district to talk about why this student is being marked as a duplicate and, if appropriate, begin to gather electronic documentation evidencing funding eligibility.

Steps

1. Receive email sent upon completion of Cross LEA notifying of possible funding duplicates. (will contain steps)
2. Review Audit Exception Report in Cognos.
    a. Funding duplicates *will* require documentation.
    b. PAI (enrollment) duplicates *may* require coding updates.
3. Upload documentation to the School Auditing Office for funding duplicate students.
4. The School Auditing Office makes decisions on funding duplicates based on documents uploaded by districts.
    a. The School Auditing Office will notify each district of its Duplicate Count findings.
    b. Decisions will be uploaded to the district's Syncplicity "Duplicate Count" subfolder.
5. Student October Collection Lead will unlock Student October Snapshot for any district needing to change their data per Duplicate Count findings.
    a. This will be automatically done if you have required changes to be made by the School Auditing Office.
    b. Other updates will need to be approved through the Student October team.
6. Edit student records as needed to resolve funding issues (DEM, SSA)
7. Create OCT snapshot.
8. Validate OCT data using CEDAR/COGNOS reports.
9. Submit error-free OCT snapshot by the end of November deadline.
    a. OCT~LEAApprover role in Identity Management (IdM) required.

Final Review and Data Release

Final Review

LEAs have a very short final review window after the Regular Phase ends before the collection is closed during our Duplicate Process Phase. During these final review dates the OCT Collection Lead will also perform a final review of data, reaching out to individual LEAs if a discrepancy that must be addressed is found.

Secretary of the Board of Education Verification (Sign-Off) Form

To complete the OCT collection districts must submit a signed Secretary of the Board of Education Verification Form, commonly known as the 'Sign-Off' form. This form signifies that your district has verified its enrollment data and certifies that the Student October information for your district is accurate and complete to the best of your knowledge. If a district updates their data after submitting their verification form a new form will be required with a signature dated after the last update occurred. This most commonly occurs if a district finds a last-minute update during the final review dates.

Data Release

Enrollment data generated by the OCT collection are embargoed until the official data release in January after the collection closes. Data respondents assigned the Student October LEA User, LEA Approver, and LEA Viewer roles in IdM have access to the embargoed rate data through CEDAR/COGNOS reports. ***While the embargo is in place, these rates cannot be shared publicly.*** See the OCT Collection Timeline for the specific planned release date for the current collection cycle.

Section 2: Data Pipeline

File Upload

These steps can be used to upload any file into Data Pipeline, not just the two primary files needed to complete the OCT collection.

Data File Upload

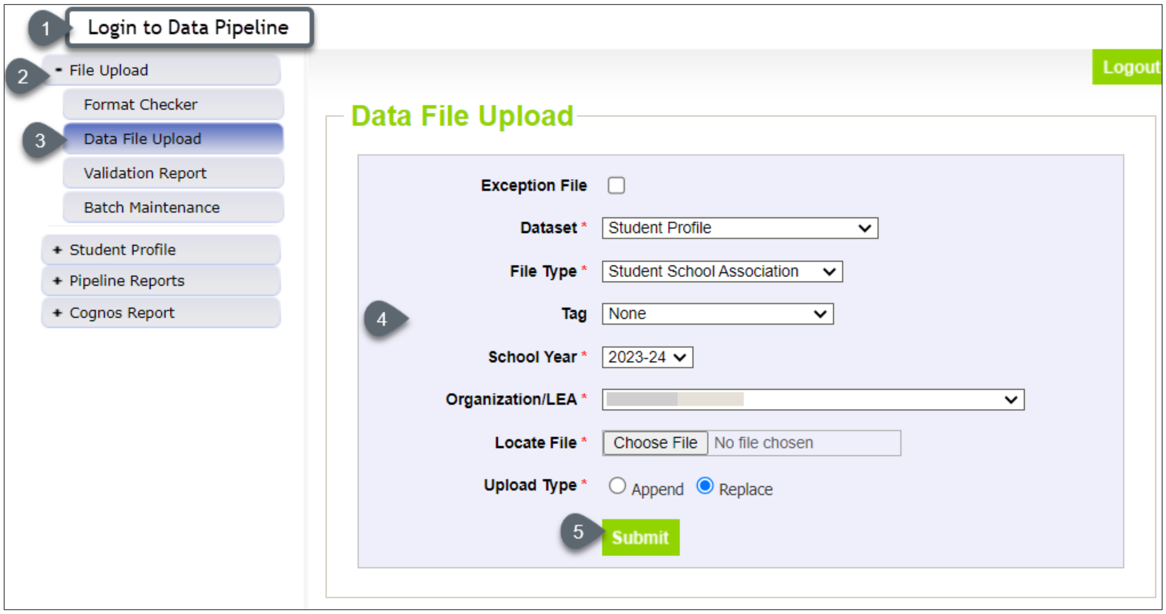
The data file upload screen is where a LEA uploads the interchange files that are used to create the OCT snapshot. LEAs may upload files multiple times throughout the OCT collection to address both interchange level errors/warnings and snapshot level errors/warnings. Most interchange files are extracted from a LEA's student information system reflecting updates to data in the student information system on a new file extract. LEAs are encouraged to use a naming convention for interchange files saved on their local system that includes the upload date so they can track changes made to these files throughout the collection.

Upon completing the file upload steps listed below, a message will be displayed across the top of the screen indicating a batch number or that there was an error uploading the file. Data pipeline sends an email to data respondents once the file has processed. This email will indicate the number of records uploaded into data pipeline and the number of errors related to this file upload. If you receive an email indicating a file upload error, double check the formatting of your file and try again. Alpha characters or symbols included in data fields that are numeric only is a common cause for file uploads to fail. This includes if an alpha character/symbol in a single data field for a single row of data.

OCT Tip: Upload your Student (Demographic) file first and allow it to fully process before uploading your Student School Association file. The two files need to be fully processed before creating an OCT snapshot.

Steps

1. Login to Data Pipeline
2. Select *File Upload*
3. Select *Data File Upload*
4. Complete the Dropdown menus, indicating the specific file you are uploading.
    a. Dataset = Student Profile
    b. File Type = Student Demographic or Student School Association
    c. School Year = OCT collection year
    d. Organization/LEA = Your district
    e. File Name: Choose File → Select file from your computer.
        i. .csv, .xls, .xlsx
        ii. Spaces are not allowed in the file name.
    f. Upload Type = Append or Replace
        i. Replace is recommended.
5. Select *Submit*



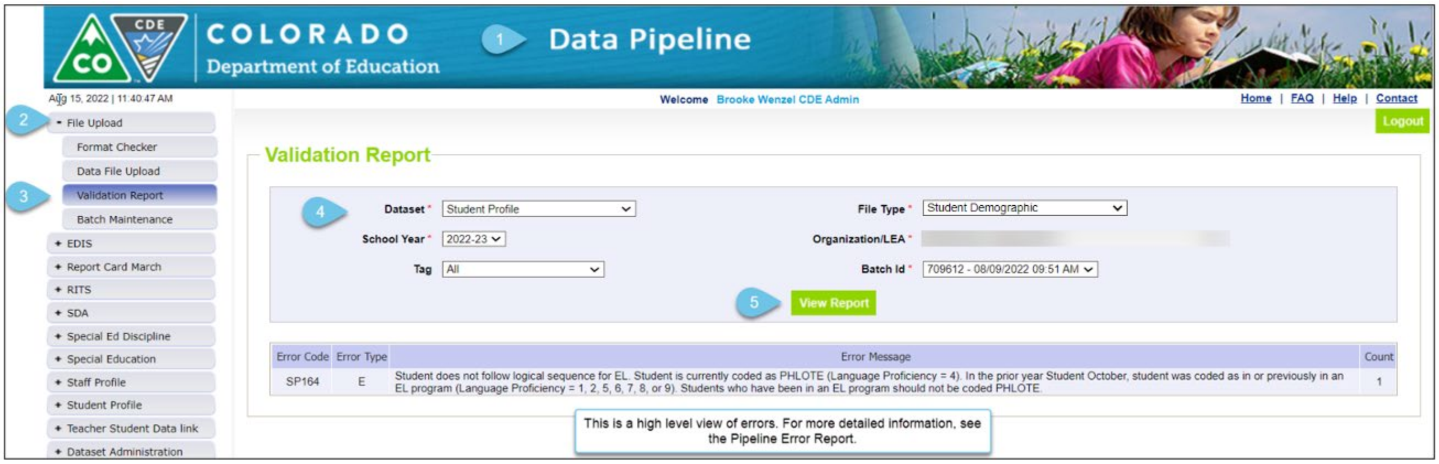
A message will be displayed across the top of the screen indicating a batch number or that there was an error uploading the file. Data Pipeline sends an email to data respondents once the file has been processed. This email will indicate the number of records uploaded into Data Pipeline and the number of errors related to this file upload.

Validation Report

The Validation Report shows a high-level view of the errors for a specific file upload. Data respondents may find this report to be less beneficial than the more detailed data pipeline error report.

Steps

1. Login to Data Pipeline
2. Select *File Upload*
3. Select *Validation Report*
4. Complete the Dropdown menus, indicating the specific file you are uploading.
   a. Dataset = Student Profile
   b. File Type = Student Demographic or Student School Association=
   c. School Year = OCT collection year
   d. Organization/LEA = Your district
   e. Batch ID = number and date of the specific file upload as indicated on the data file upload screen and/or the subsequent email.
5. Select *View Report*

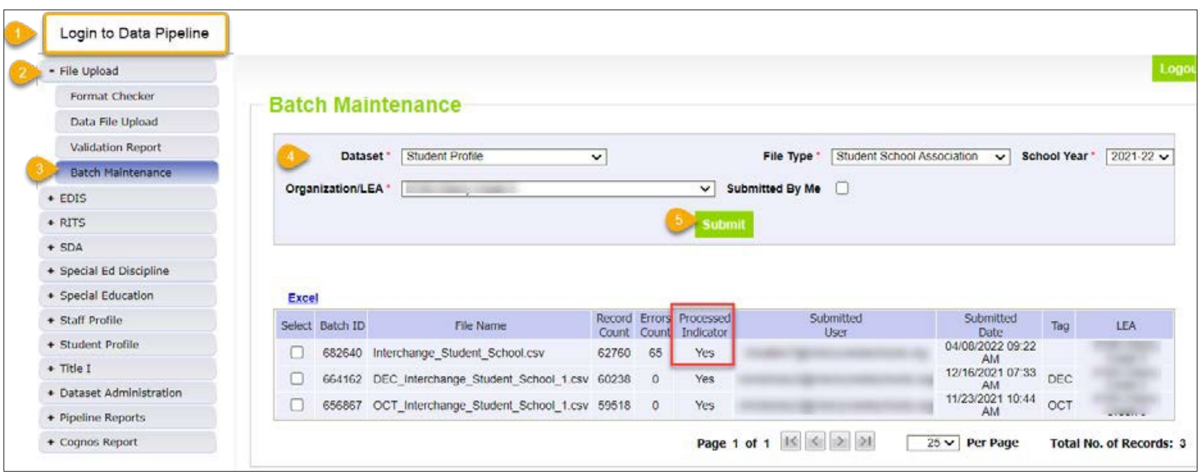


Batch Maintenance

This screen provides information regarding the status of a file upload and can be used to determine if a file has completed processing.

Steps

1. Login to [Data Pipeline]
2. Select *File Upload*
3. Select *Batch Maintenance*
4. Complete the Dropdown menus, indicating the specific file you are uploading.
   a. Dataset = Student Profile
   b. File Type = Student Demographic or Student School Association
   c. School Year = OCT collection year
   d. Organization/LEA = Your district
5. Select *Submit*



Student Profile: Snapshot

During the Student October collection snapshots are 'created'. Once the collection closes snapshots can no longer be created.

Create

Creating a snapshot triggers the data elements from the source files (Student Demographic and Student School Association) to combine with any internal information called ‘internal flags’ to create the OCT snapshot file. This also triggers the Data Pipeline system to check all the business rules for the snapshot to look for errors and warnings (or clear errors/warnings based upon updated Student Interchange files).

Note: Whenever a snapshot is created during the collection, all existing OCT snapshot records are removed and replaced by new snapshot information.

Notes:

- Whenever a snapshot is created during the Student October Collection, all existing OCT snapshot records are removed and replaced by the new snapshot information.
- Once a snapshot is initiated, a message will display across the top of the screen indicating a snapshot creation has been triggered and is processing. You will receive a notification email from Data Pipeline once the snapshot has completed processing. If a snapshot creation is already in progress, you will receive a message asking you to try again later.

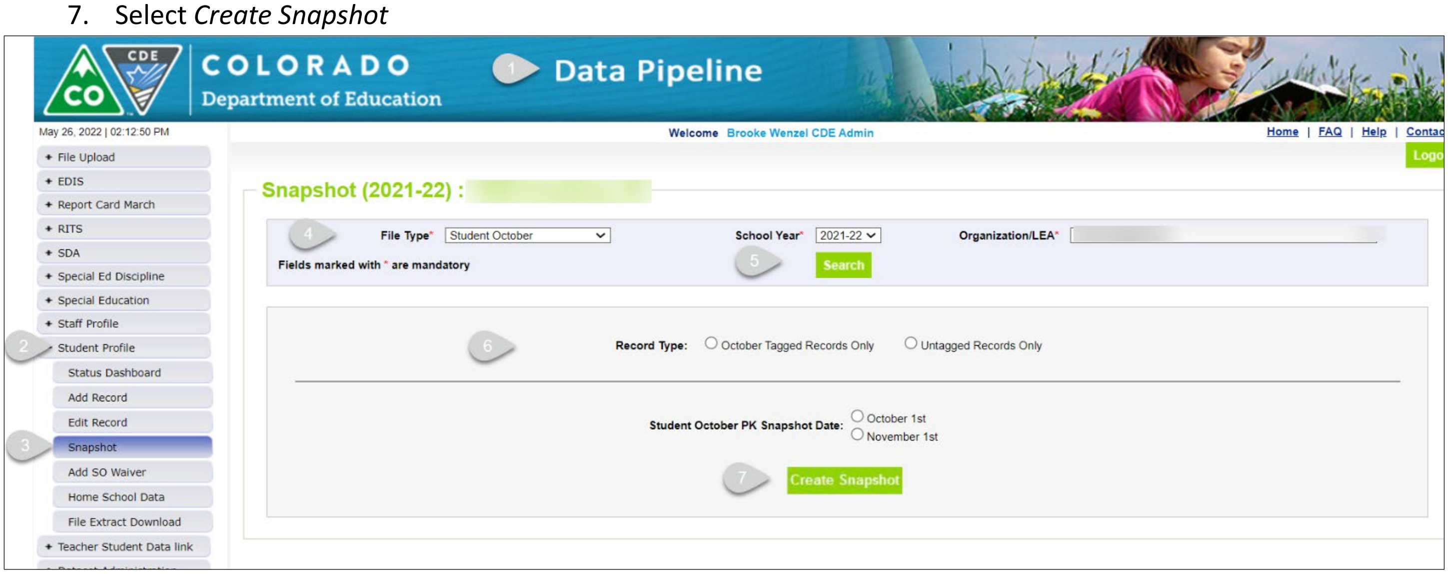
  Snapshot creation triggered and processing. A notification email will be sent upon completion.

  Snapshot create/update/validate already in progress. Please try again later.

- Snapshots may take a while to process, especially for larger school districts. If your snapshot is taking a significant amount of time to process (3 hours or more), please contact the OCT data collection lead.

Steps

1. Login to [Data Pipeline]
2. Select *Student Profile*
3. Select *Snapshot*
4. Complete the drop-down menus
   a. File Type = October
   b. School Year = current school year
   c. Organization/LEA = Your district
5. Select *Search*
6. Fill out Record Type
7. Select *Create Snapshot*



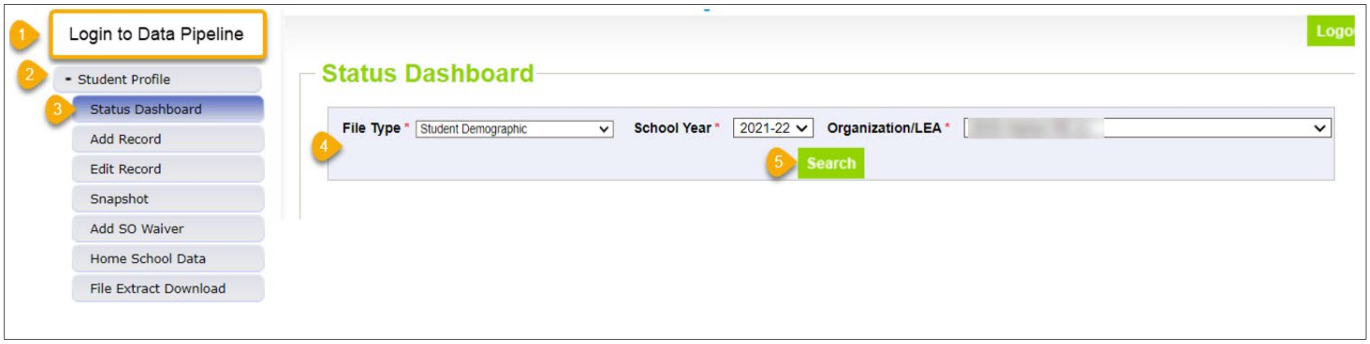
Student Profile: Additional Tools

Status Dashboard

The status dashboard shows the last date a file or snapshot was updated, the quantity of validation errors, and if data has been submitted (locked) for a collection. The status dashboard is also used by data respondents with the LEA Approver role for Student October to submit data to CDE at the end of the Regular and Duplicate Count phases of the collection. LEA Approvers download the Secretary of the Board of Education Verification (Sign-Off) form from this screen at the end of the Duplicate Count phase.

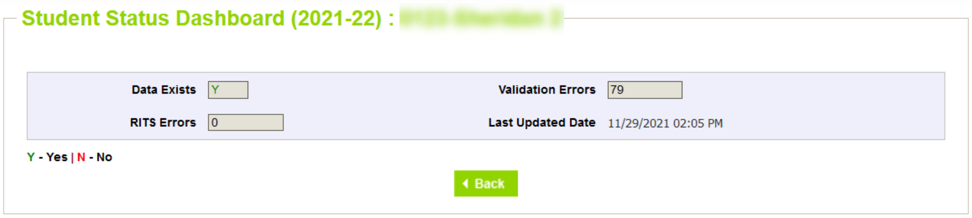
Steps

1. Login to Data Pipeline
2. Select *Student Profile*
3. Select *Status Dashboard*
4. Complete the drop-down menus
    a. File Type: desired file (Student Demographic, Student School Association, Student October)
    b. School Year: current year
    c. Organization/LEA: your district
5. Select *Search*



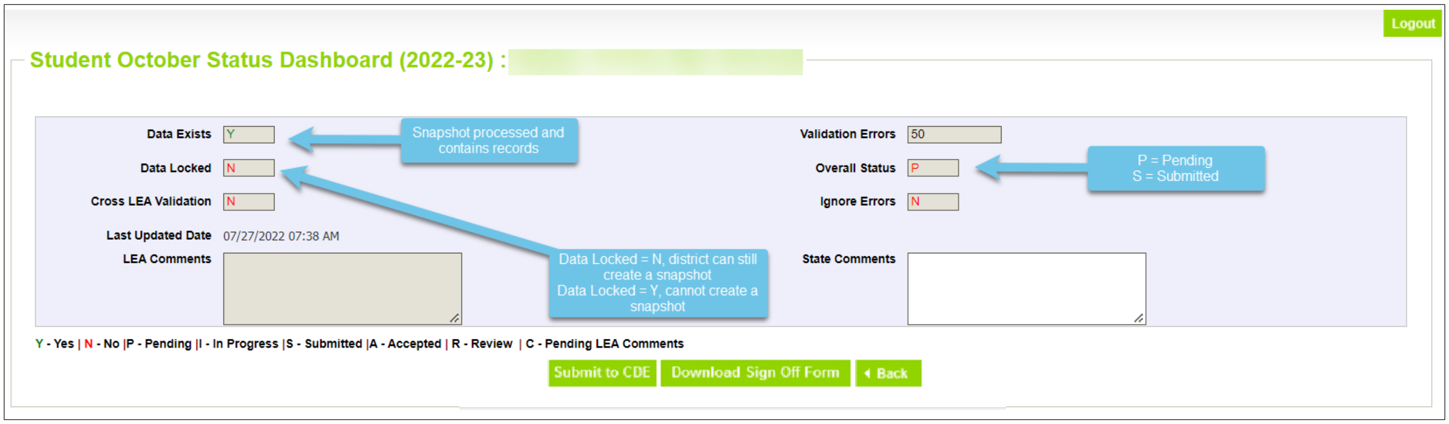
Sample Interchange File Status Dashboard Screen:

The last updated date on all student interchange files should be timestamped before the last updated date on the OCT snapshot.



Sample Student October Snapshot Status Dashboard Screen:

There are several helpful pieces of information on this screen. A successful snapshot should show data exists = 'Y', a Last Updated Date with a date after the most recent interchange file upload, and a count of records. The validation errors field shows the number of errors that must be addressed during this phase. The overall status field shows if a snapshot is 'P' pending, 'I' in progress, or 'S' submitted.



Submit to CDE

Respondents with the LEA Approver must press the 'submit to CDE' button at the end of the regular and duplicate phases of the OCT collection to signify their district has error free snapshot data and has validated their data, completing the OCT collection. LEA Approvers can check that the snapshot has been submitted by reviewing the status dashboard screen, specifically looking for the 'Overall Status' to change to 'S' for submitted.

Download Sign-Off Form

Respondents with the LEA Approver must download the Secretary of the Board of Education Verification form using the Download Sign Off Form button on the status dashboard screen at the end of the Duplicate Count phase of the OCT collection. This form is signed by the LEA's Secretary of the Board of Education and returned to the OCT collection lead via email. This form cannot be downloaded until the district's data is error free.

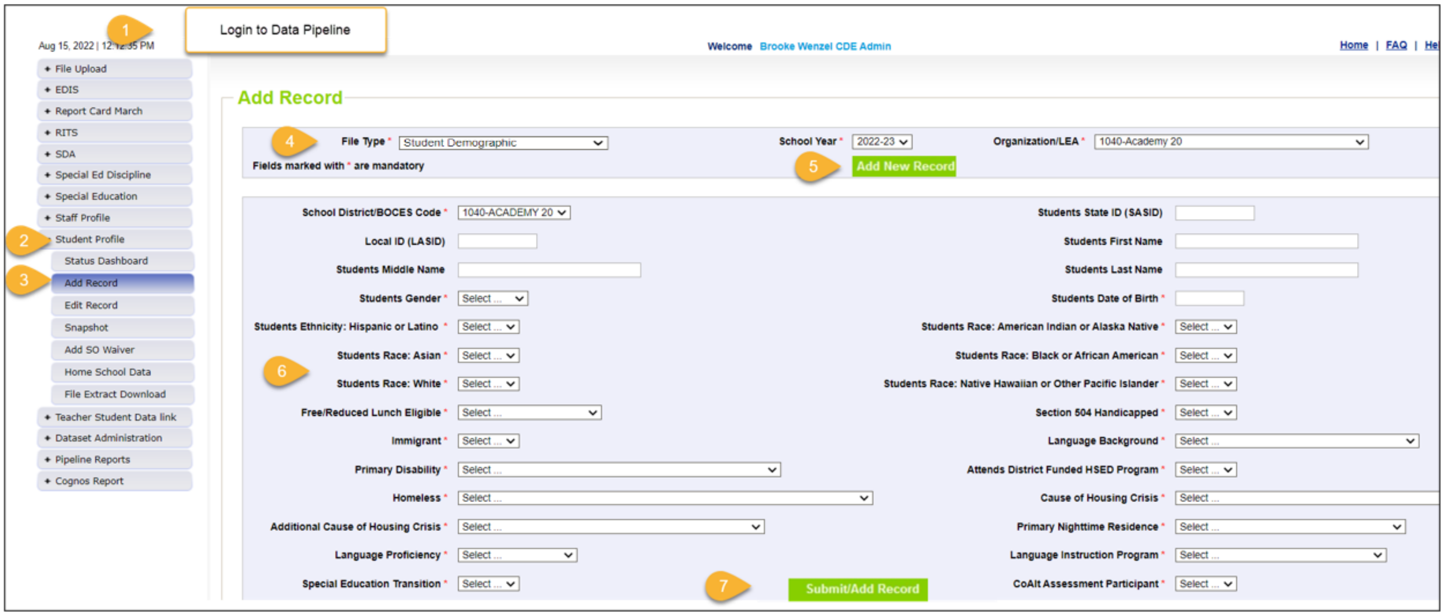
Add Record

This screen can be used to add a single record to a Student Interchange file without uploading a new file. This is most beneficial when working with only a few records. A new file upload will delete any manually added records, so only use this feature if you are no longer planning to upload new data files or if you have also updated your file before the new upload to reflect the same additional record.

Steps

1. Login to Data Pipeline
2. Select *Student Profile*
3. Select *Add Record*
4. Complete the drop-down menus for the desired file.
    a. File Type: desired file (Student Demographic, Student School Association)
    b. School Year: current year
    c. Organization/LEA: your district
5. Select *Add New Record*
6. Complete all fields on the add record screen.
    a. * indicates required fields (SASID is always a required field)

   b. Zero fill any optional fields.
   c. Refer to the file layout on the [Student Interchange](#) website for more information about each data field on a specific file.
7. Select *Submit/Add Record*



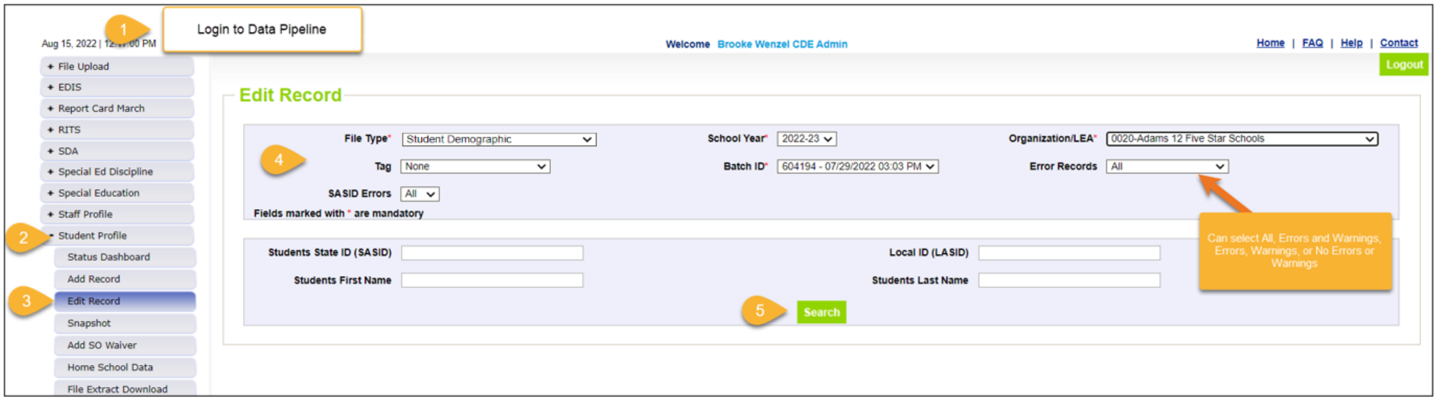
Edit Record

This screen can be used to update a record to a Student Interchange file without uploading a new file. Filters allow you to search for records in error (interchange level errors only) or to search for an individual student by SASID. A new file upload will delete any manually added records, so only use this step if you are no longer planning to upload new data files *or* if you have also updated your file before the new upload.

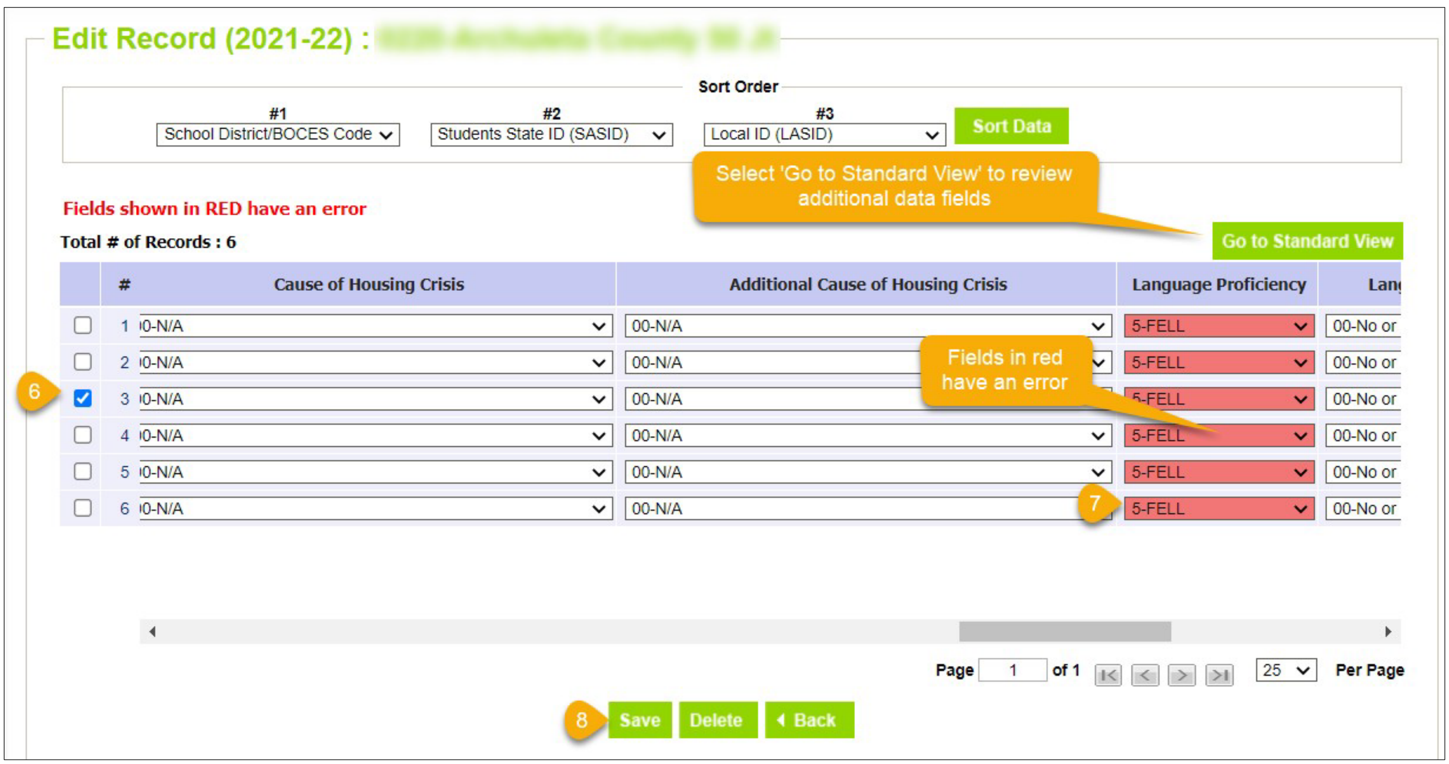
Pro Tip: Use the file extract download feature in data pipeline to download your student interchange file after you've finished making any manual updates. This will give you a clean file that includes all updates for your records.

Steps:

1. Login to [Data Pipeline](#)
2. Select *Student Profile*
3. Select *Edit Record*
4. Complete the drop-down menus for the desired file.
   a. File Type: desired file (Student Demographic, Student School Association)
   b. School Year: current year
   c. Organization/LEA: your district
   d. OPTIONAL: Error Records = desired category
   e. OPTIONAL: Student State ID (SASID) = Student's SASID
5. Select *Search*



6. Check the box indicating the record being updated.
7. Input the updated information into the desired data field. Some fields are drop-down menus and others are text fields.
    a. Use the scroll bar across the bottom of the screen to locate the desired data field.
    b. If the desired data field is not showing, select 'Go to Standard View' to view additional data fields.
8. Select *Save*
    c. Use the *Delete* button to delete the entire selected record.

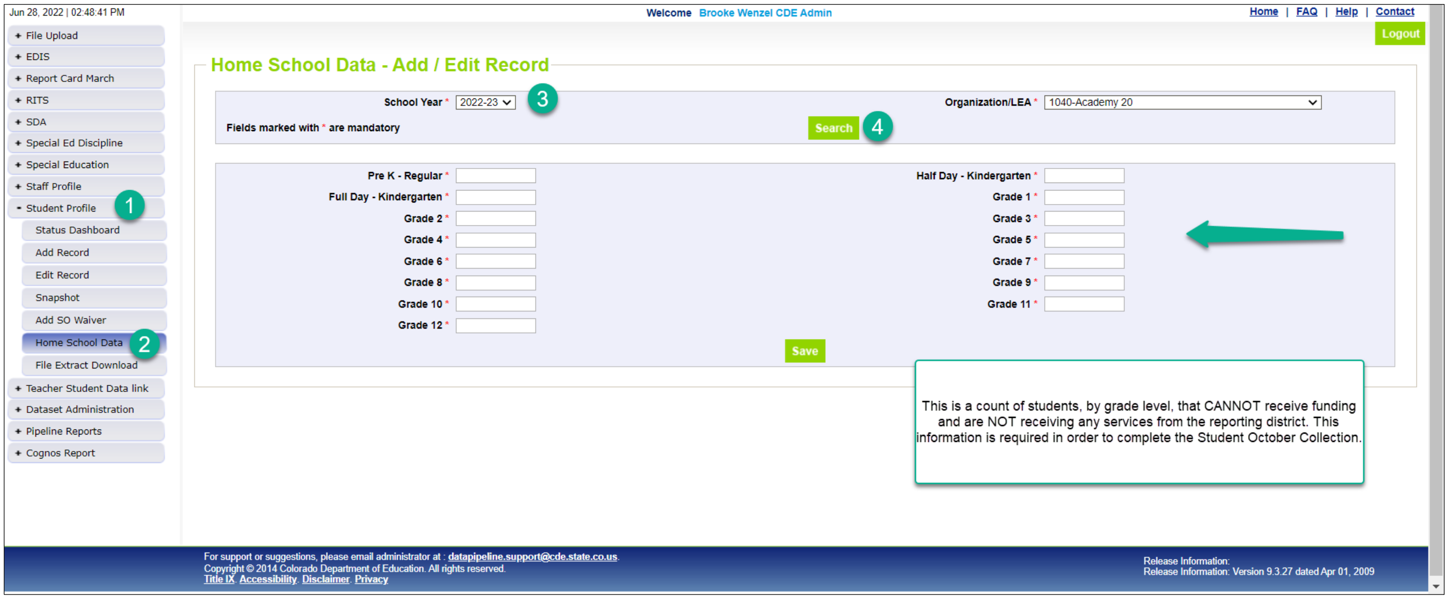


Home School Data

To submit the Student October Snapshot data to CDE, you must complete the Home School Data information by grade level through our Home School Data Screen within Data Pipeline. Districts will need to report the number of home school students (not eligible for funding and are receiving 100% of their educational services at home and not through the district) by grade level here.

1. Select *Student Profile*
2. Select *Home School Data*

3. Complete the drop-down menus
    a. School Year = current year
    b. Organization/LEA = your district
4. Select *Search*
    a. *Input the number of home school students (unfunded)*
5. Select *Save*

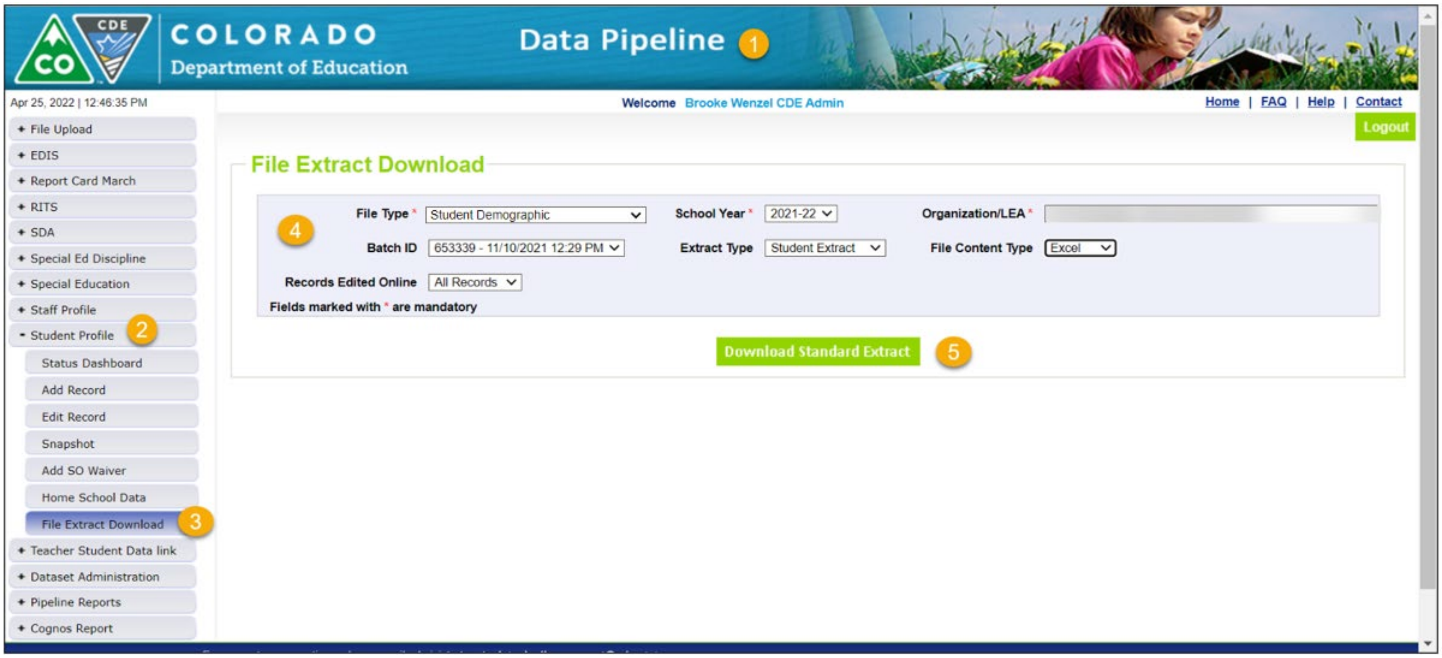


File Extract Download

A copy of a desired student interchange file or the OCT snapshot can be extracted from data pipeline for future reference. This is especially beneficial if you want to download a copy of an interchange file after you've made several manual additions or edits to the data, allowing you to have record of those updates.

Steps

1. Login to Data Pipeline
2. Select *Student Profile*
3. Select *File Extract Download*
4. Complete the drop-down menus
    a. File Type: desired file (Student Demographic, Student School Association, Graduation Guidelines, Adjustments, Student End of Year)
    b. School Year: current year
    c. Organization/LEA: your district
    d. Batch ID: All (or desired date/time of a file upload)
    e. Extract Type: desired value
    f. File Content Type: CSV, TEXT, or Excel
        i. Excel format recommended
    g. Records Edited Online: All Records or Online Edits
5. Select *Download Standard Extract*
6. Open the downloaded file and/or save it to your computer.

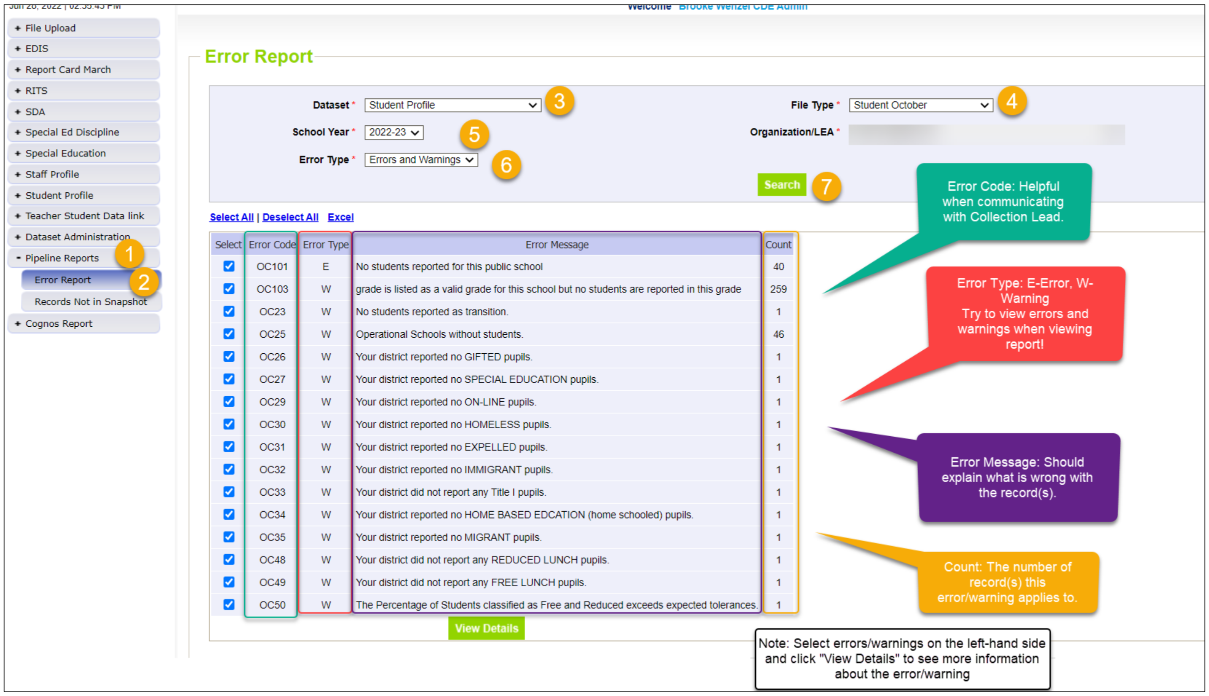


Pipeline Reports

The data pipeline error report is the preferred method for reviewing errors and warnings for an interchange file or the OCT snapshot. Using the pipeline error report LEAs can review a summary of all errors and warnings and a detailed list of students triggering specific business rules. Use the 'View Details' button at the bottom of the pipeline error report summary screen to view the detailed list of students triggering each error or warning. Both the summary screen and the detail error screens can be extracted as an excel document.

Steps

1. Login to [Data Pipeline]
2. Select *Pipeline Reports*
3. Select *Error Report*
4. Complete the drop-down menus for the desired file/snapshot
    a. Dataset: Student Profile
    b. File Type: desired file/snapshot (Student Demographic, Student School Association, Student October)
    a. School Year: OCT collection year (Note: Other years may be available – select the desired year)
    c. Organization/LEA: your district
    d. Error Type: Desired type of Business Rules (Errors and Warnings recommended)
    e. Tag: None or OCT (if your district uses tags)
5. Select *Search*



Section 3: CEDAR/COGNOS

General

The Colorado Education Data Analysis and Reporting system (CEDAR) is a private, secure system which provides student level data to authorized users. Access to student-level data is limited to educators who have need for such data.

Often CEDAR is referred to as COGNOS since COGNOS is the software currently powering the Colorado Education Data Analysis and Reporting system (CEDAR).

Reports in CEDAR/COGNOS have multiple purposes. Some are used as operational reports to assist data respondents in looking up specific information on students, file/snapshot errors, and students missing from a snapshot due to profile errors. Other reports are used to validate data when finalizing a data collection. Many reports also provide districts with a preview of data that will be published based upon specific data collections.

Accessing & Navigating CEDAR

Google Chrome is the preferred browser when working with CEDAR reports. If CEDAR is not loading properly in Chrome, clear the browser history/cookies/cache and try logging in again.

Access via Identity Management (IdM) webpage

1. Go to the IdM webpage
2. Select the CEDAR application link.
   a. A new window will open
3. Select the 'Log in to CEDAR' button

Access via link in Data Pipeline

1. Login to Data Pipeline
2. Select the COGNOS Report button on the bottom of the navigation menu on the left.

Navigating CEDAR

Use the navigation bar on the left to open the pipeline reports folder and view specific categories of reports. Reports are organized based upon a user's access permissions in IdM. Each category file of reports represents reports connected to a specific data collection/IdM user role. OCT Data respondents should have access to the Student Profile and Student October report categories. Within each category of reports is a list of all available reports. Select the desired report from the list to view the report. Most reports will have an introductory screen with dropdown menus to further refine the data in the report.

See the Student October report guide posted on the OCT website for a complete list of available reports.

Section 4: PII, Syncplicity and Data Uses

PII

Student Personally Identifiable Information (PII) includes, but is not limited to, information that is collected, maintained, generated, or inferred and that, alone or in combination, personally identifies an individual student or the student's parent(s) or family.

PII, as defined by federal law, also includes other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

Some examples of PII collected by CDE may include, but are not limited to, the following list:

- A student's name
- A personal identifier such as a student ID number/SASID
- Student's date of birth
- Other demographic information
- Adequate documentation forms

Districts should always follow local policies when distributing secure files. This information must not be emailed.

Syncplicity

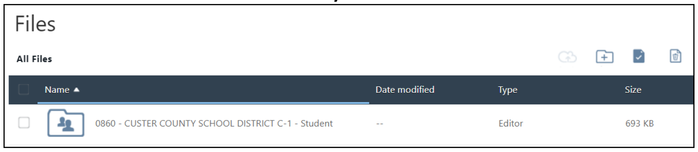
Syncplicity is an online platform used for secure file sharing. Data Respondents with the LEA Approver or LEA User role for Student October are given access to the Student Syncplicity folder for their district by the OCT Collection lead. This folder is used whenever data respondents and the OCT collection lead need to communicate regarding sensitive student data or personally identifiable information (PII). This information must not be emailed.

See the Data Pipeline Syncplicity site for general information regarding Syncplicity and the Syncplicity External Users guide.

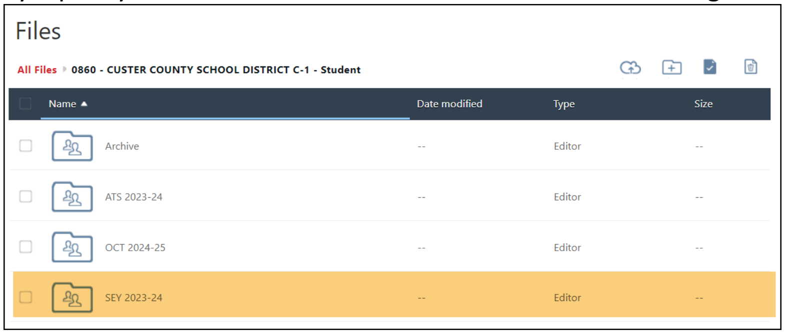
Steps

1. Click here to access the Syncplicity website.
2. From the Files screen, scroll down to find your district's student folder. This folder will be named with the following naming convention: *District Number – District Name – Student.* Some data respondents will have multiple Syncplicity folders dependent on the data collections they are responsible for or other roles where they

communicate PII with CDE staff. Be sure to select the Student folder when communicating with the OCT Collection lead because they will not have access to other folders.



3. Within this folder there are subfolders for each of the student collections that utilize the Student folder in Syncplicity. The OCT collection subfolder follows the naming convention *OCT school year.*



4. Click on a file to download a copy of that file to your local device or select the upload button to upload a file from your computer to Syncplicity.

5. Email StudentOctober@cde.state.co.us to inform the OCT Collection lead a document has been uploaded to Syncplicity. The OCT Collection lead does not get an automatic notification when a file is uploaded into Syncplicity.

OCT Data Use

OCT data has multiple uses including publicly reported rates, funding determinations, National Assessment of Educational Progress (NAEP), federal EdFacts reporting, legislative reports, and much more. See the Mandatory Data Pipeline Collections Legislation and Uses document posted on the Data Pipeline Resources page for more information about the legislative mandates for required CDE data collections.

Public Reports

The primary use of OCT data is publicly reported enrollment information. This is posted on the Colorado Education Statistics website and utilized across many programs at CDE when reflecting upon student outcomes.

- Pupil Membership Statistics Website

Federal EdFacts

OCT data is the source for several EdFacts files that Colorado submits to the U.S Department of Education. This includes data such as FRL counts, languages spoken in Colorado and affiliated counts, overall enrollment and more.

Other

OCT data is used for many statutorily required reports. These reports can be viewed on CDE's statutorily required reports website. Other data uses for OCT include internal analysis designed to inform CDE program staff regarding specific programs, outcomes, and student populations to support data driven decision-making.