Post-Cross LEA Data Change Requests
Student End of Year

COLORADO
Department of Education

Overview

The Post-Cross LEA phase greatly restricts updates districts can make on their own without approval from the Student End of Year (SEY) Collection lead. Districts can only update the data fields *school exit date, school exit type,* and *retention code* on their own when a student is receiving a SE900 error. If any other changes need to be made, including for students receiving SE001-SE700 series errors, a Post-Cross LEA Data Change request is required.

Post-Cross LEA Data changes are requested using the post-cross data change template, found on the [SEY Website.](#) Districts remain limited to changes to the data fields *school exit date, school exit type,* and *retention code* unless extenuating circumstances require other fields to be updated. Only changes approved by the SEY Collection Lead can be made during this phase.

Change Request Determination:

Districts may request a data change when they determine data for a specific student is inaccurate and needs to be updated during the Post-Cross LEA phase of the SEY collection. These updates are most commonly in response to SE906 and SE908 warnings which check the interplay of data between the current year SEY collection and the subsequent year Student October (OCT) collection. Districts may also need to make updates in response to any SE001-SE800 series errors that arise during the Post-Cross LEA phase as these records cannot automatically be updated without an approved changed request during this phase.

SE906 example: A 12th grade student was coded with school exit type 00 and retention code 1 in the SEY collection, but they do not have a record in the subsequent OCT collection. Upon further research, this student graduated over the summer (before August 31st) and should be coded as a graduate instead of retained.

SE908 example: A 12th grade student was NOT coded as retained to participate in a postsecondary program (retention code 2) in the SEY collection, but they have a postsecondary program code in the subsequent OCT that indicates they are participating in a postsecondary program (e.g., ASCENT, TREP, PTECH Years 5-6). The student may also be receiving errors in the subsequent OCT due to the missing retention code.

The district was reviewing CEDAR/COGNOS reports to validate dropout and graduation/completion data for accuracy. During this review, a student was found to be incorrectly coded as dropped out or in another manner that impacts the dropout or graduation/completion rate data for the district.

Change Request Steps:

1. Download the Post-Cross LEA Data Change Request template from the Student End of Year website found under the 'Templates' section.
   a. This is an excel document.
   b. The first sheet of this document contains instructions about permissible data for each field on the template. The second sheet contains the form to complete for each Post-Cross data change request.
2. Copy and paste all information directly from your Error Detail Report in Data Pipeline or CEDAR/COGNOS when requesting a change based on a specific error. Copy/Paste data from your SSA file when requesting a change for any other reason. This will ensure that you have the correct SASID, Error Code, School Code, Grade Level, School Exit Type, School Exit Date, and Retention Code for your request.
   a. **IMPORTANT:** The request will not process if the request form information is not accurate.
   b. Each change requires a separate row on the request form. Multiple requests are allowed on one sheet.

    c. Create a new request form when additional Post-Cross LEA data changes are needed. Districts are encouraged to include the date in the request document because multiple requests may be submitted throughout the Post-Cross LEA Phase.

    d. The 'Reason for Exception' must be concise but detailed enough to explain the reason behind the request. (300 characters or less).

    e. Leading zeros are required. (District Code, School Code, Grade Level, School Exit Date, School Exit Type)

School Year	Error Code	Error Type	District Code	School Code	Grade Level	SASID	Reason For Exception	Requester name, phone, email	School Exit Date	School Exit Type	Retention Code	Internal Use Only: CDE Review Date	Internal Use Only: CDE Comments (if needed)
2022-2023	SE906	E	1234	5678	070	1234567890	Brief reason, 300 characters or less. Include supporting documentation file name if needed.	Name, phone, Email	mmddyyyy	00	0		

3. Save the Post-Cross LEA Data Change Request form to your computer and then upload it to your district's student Syncplicity folder into the SEY collection subfolder. Please note, the student Syncplicity folder is used by the Student October, Attendance, and Student End of Year data respondents/CDE collection leads.

    a. [Click here to access the Syncplicity website.](#)

    b. Navigate to your district's student folder to find the provided SEY subfolder. This subfolder is dated based upon the collection year (e.g. SEY 2022-23)
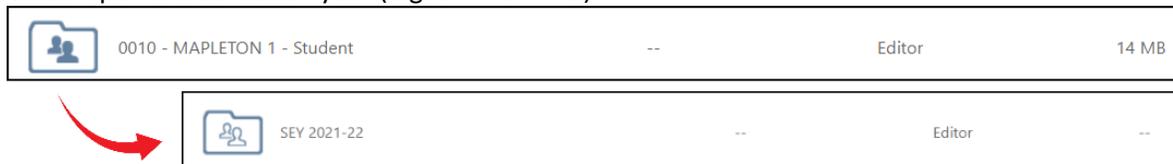
    c. Contact the Student End of Year collection lead if you do not have access to your district's Student Syncplicity folder, StudentEndOfYear@cde.state.co.us.

4. Manually update the student's record in data pipeline using the edit record screen to reflect the requested change. See the Post-Cross LEA instructions posted on the [SEY website](#) for directions for use of the edit record screen.

5. Email the Student End of Year Collection Lead, StudentEndOfYear@cde.state.co.us, to notify them a document has been uploaded to Syncplicity.

    a. The collection lead will review your request and notify you of the outcome.

        i. Approved requests – Update your SEY snapshot for the change to take effect.

        ii. Denied requests – collection lead will provide next steps.

        iii. Additional information needed – collection lead will request more information.