



Student End of Year: Collection Checklist

Overview

The purpose of the Student End of Year (SEY) collection, aka snapshot, is to collect enrollment and outcome information for students during a school year. The data from this collection is used to derive the graduation, dropout, mobility, and stability rates. The SEY collection is broken into three phases: regular phase, cross lea phase, post-cross lea phase.

The SEY data snapshot compiles information (data elements) from multiple data files uploaded by the school district and CDE. All PK-12 students in a school/district counted in membership at any time between July 1 and June 30 of the reporting school year must have at least one SEY record – including those who left your school/district during that period. Students may have multiple SEY records if they have multiple enrollment records to report.

Required [Student Interchange](#) Files:

- Student Demographic (DEM)
- Student School Association (SSA)
- Graduation Guidelines (GG)

Additional Data Files:

- [Title I Interchange](#) (Targeted Assistance Schools)
- [Special Education IEP Interchange](#) (Special Education Students only)
- [Adjustment File](#) (If prior year exit adjustments are needed for HSED transfers, expulsion, and dropouts)

Data calculated by CDE through support files:

- School Wide Title I
- Foster Student List
- Migrant Student List
- CTE Student List

The SEY collection cycle officially opens in May and lasts through December each year, making it one of the longer data collection cycles at CDE that overlaps many other data collections. It is important to plan accordingly. To assist districts in planning the successful completion of this collection the collection timeline includes many ‘target’ dates to help parse out the different steps needed for this collection.

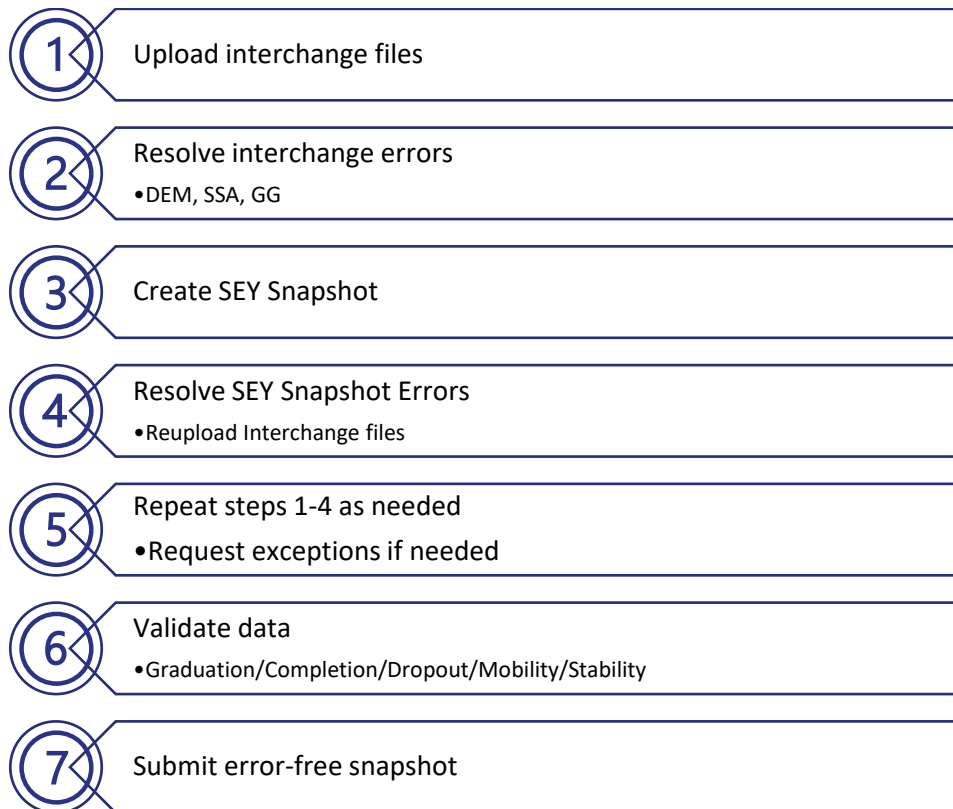
Prepare

- Set up [Identity Management \(IdM\)](#) user roles for this collection.
 - Contact your Local Access Manager (LAM) if you need a data pipeline account or updated permissions
 - Districts need at least one user with SEY~LEAApprover permissions. This person can submit data and submit the final Superintendent Verification form for the district.



- Users actively working on the SEY collection need STD~LEAUser and SEY~LEAUser (or approver) permissions.
- Review the Collection Timeline posted on the [SEY website](#).
- Attend SEY trainings and review Short Bytes. Training calendar posted on [SEY website](#).
- Review the SEY File layout posted on the [SEY website](#).
- Review instruction guides, FAQs, and support materials posted on the [SEY website](#).
- Ensure all students have assigned State IDs (SASIDs). Contact your district's RITS data respondent if a student is missing a SASID.
- Review Student Interchange file layouts, templates, and support materials on the [Student Interchange website](#).
- Upload initial Student Interchange files (DEM, SSA, GG)

Regular Phase

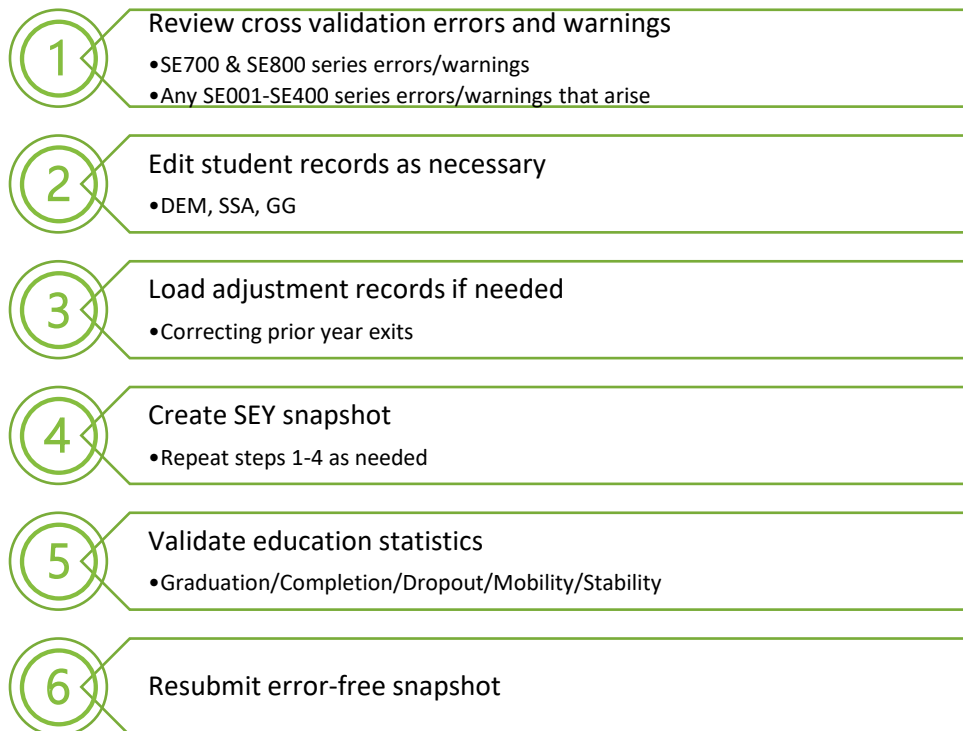


- Create SEY snapshot and address data errors.
 - There is no limit to the number of times you create snapshots. Creating a snapshot simply compiles the data from your interchange files and checks it for errors/warnings.
- Plan to meet Regular Phase target dates.
- Use COGNOS/CEDAR reports to validate data.
- Attend monthly SEY Office Hours.
- Review Short Bytes videos and documentation as needed.



- Monitor graduation/completion status of any students taking summer school who might complete requirements to be counted as a graduate or a completer for the current school year.
 - Colorado uses a 'lag rate' for graduation which means graduating/completing students who finish requirements by August 31st may be counted in the current school year even though the current school year typically ends June 30th.
 - Wait to submit your initial SEY snapshot until after summer school if you have any potential summer graduates/completers.
- Ensure adequate documentation is on file for applicable students.
 - Adequate documentation does not need to be submitted to CDE during the Regular Phase but is used to resolve specific errors during the Post-Cross LEA phase.

Cross LEA Phase



- Create SEY snapshot and address data errors.
 - There is no limit to the number of times you create snapshots. Creating a snapshot simply compiles the data from your interchange files and checks it for errors/warnings.
- Work with other districts to resolve SE702 errors and SE722 warnings.
 - SE722 warnings turn into errors during the Post-Cross LEA phase if not resolved. The receiving district should include a record for this student in their SEY snapshot.
- Upload adjustment records as needed.
- Plan to meet Cross LEA Phase target dates.
- Use COGNOS/CEDAR reports to validate data.
- Attend monthly SEY Office Hours.
- Review Short Bytes videos and documentation as needed.



Post-Cross LEA Phase

- 1 Review post-cross validation errors and warnings
 - Tip: Use data pipeline error report
- 2 Edit records as needed
 - Data Pipeline → Edit Record
 - Request exceptions if needed
- 3 Update student end of year (SEY) snapshot
 - Repeat steps 1-3 as needed
- 4 Validate education statistics
 - Graduation/Completion/Dropout/Mobility/Stability
- 5 Submit Superintendent Sign-Off form to CDE
 - Post-Cross phase or Final Dates

- Update SEY snapshot to address SE900 errors.
 - There is no limit to the number of times a snapshot can be updated.
 - Do not update snapshot *after* Superintendent Sign-Off form has been submitted.
- Submit exceptions to address SE900 warnings, any errors SE001 through SE800 series, or any additional data updates needed.
- Work with other districts to ensure accurate adequate documentation for SE903 errors.
- Plan to meet Post-Cross LEA Phase target dates.
- Use COGNOS/CEDAR reports to validate data.
- Attend monthly SEY Office Hours.
- Review Short Bytes videos and documentation as needed.

Final Dates

- Final opportunity to review SEY data.
- Submit Superintendent Verification form.
- Communicate internally with stakeholders regarding rates. (Typically, district accountability contacts and related administrative staff)

Data Release

All SEY data is embargoed until the official release in January following the end of the SEY collection. Data respondents receive preliminary state-wide data a few days prior to the public release to be used internally in preparation for the public release.

- Share pre-release data with stakeholders (i.e., superintendent, district accountability contact, etc.)