Frequently Asked Questions
Student End of Year (SEY) Snapshot

Contents

Overview

What is a snapshot?

A data snapshot is a file that compiles data from specific source files. Typically, the source files are called interchange files.

The Student End of Year (SEY) snapshot is made up of three student interchange files (student demographics, student school association, and graduation guidelines). These three files come together to fill in the data fields of the SEY snapshot along with additional CDE internal data sources. If a change is needed to a data field on the SEY 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.

Which students should be reported in Student End of Year?

Include at least one SEY record for every student, grades PK-12, that was counted in membership at any time between July 1 and June 30 of the reported school year – including those that left your school/district during that period.

What is the last date by which a student may complete graduation/completion requirements to be considered a graduate/completer for the current school year?

Colorado uses a lag rate for graduation and completion rates, which means students who complete graduation or completion requirements the summer after the end of the school year may still be counted as graduates/completers of that school year. To count as a graduate/completer in the current (reporting) school year, students must meet graduation/completion requirements by August 31st. This means graduating or completing students (School Exit Types 90-96) may be applied to student records an additional two months past the June 30th end of the academic year date.

Example: Students graduating/completing in the 2022-2023 school year are coded as such (School Exit Types 90-96) through August 31, 2023. All other students must be coded as exiting by June 30, 2023, *or* as not exiting with School Exit Type 00 and School Exit Date 00000000.

Entry and Exit Codes

When should I use exit type code '00'? How does CDE define this exit code?

Exit Type Code '00' indicates that the student completed the school year in a given grade and school within your district. Exit Type '00' should be used for every student who completes the school year in your district – regardless of their anticipated enrollment status at the beginning of the next year. The students described in each of the following scenarios would be assigned an exit code of '00':

- "Jimmy finished the school year with us, but I know for certain his family is moving to California over the summer."
- "Kate finished middle school this year and will be starting at our high school next year."
- "Tom is a high school senior who will need to repeat 12th grade next year." (Retention code must be '1')

What is considered 'finishing' the school year when using exit type code '00'?

Per the Colorado Code of Regulations (1-CCR-301-1), "students shall be counted as completing (finishing) the school year if they leave school within three weeks of the last day of school or have completed all coursework early, meaning they have completed the locally defined requirements for the current grade and will be promoted to the next higher grade the following school year."

These students use Exit Type Code '00' with an Exit Date of '00000000' – regardless of their anticipated enrollment status at the beginning of the next year.

Why do I have to code a student as returning in the current year even though the student never attended a school in our district in the current year? What is a one-day record?

Students who were reported in the prior year with an exit type '00' are required to have a record in the current year. CDE requires this record in order to see the student's progression into the next school year. The enrollment record can have any entry/exit date after July 1st for the school year and the exit type needs to indicate where the student went after leaving your district. This is often referred to as a 'one-day' record because it shows the student entering and exiting the district on the same day.

- "Jimmy finished the prior school year with us and moved to California over the summer before the start of the current school year." - In this case, the student would have an appropriate entry type of 02 or 11 and would exit on the same day with an exit type of 14.
- "Robert finished the prior school year with us and enrolled in a private school over the summer before the start of the current school year." – In this case, the student would have an appropriate entry type of 02 or 11 and would exit on the same day with an exit type of 15.
- "Kate finished middle school in the prior year and will be starting at our high school in the current year." - This is an example of a regular progression and student should have an entry type of 11. This student does not need a one-day record.
- "Tom is a high school senior who was indicated as retained at the end of the prior year. Tom will repeat 12th grade in the current year." This is an example of a regular progressing and the student should have an entry type of 02 returning to the same school the student exited with 00 in the prior year. This student does not need a one-day record.

I included a record for a student on my SSA file but am still getting an error stating that I don't have a record in the SEY snapshot for this student, what do I do?

There are multiple reasons why a student's record may not be pulling into your SEY snapshot and causing this error. Students must have an error-free record on your student demographic (DEM) and student school association (SSA) files to pull into your snapshot. If your interchange files are error free, then check the following fields on your student school association file.

- Entry Type: 00, 02, 03, or 11 for a student who exited with exit code 00 in a previous year.
- Entry Date: Must be July 1st or later
- Pupil Attendance Information: Must be between 01-08 to pull into the SEY snapshot
- Primary School: Must be 1 to pull into the SEY snapshot

I created a one-day record and now I'm getting an error because this student was not included in Student October, what do I do?

One-day records used to indicate students who transferred out of the district over the summer should be dated prior to October count. This prevents SEY errors related to the entry/exit dates for the record. Check the student's entry/exit date on your SSA file to ensure it is truly one day and before Student October count. If the student should not have a one-day record and should have enrollment history that includes the Student October count date, then request an exception for this error from the SEY custodian.

Are some school entry and exit types dependent upon one another?

Yes, several exit types must be followed by a record with the corresponding entry type. Some entry types are only allowed if a student had a specific exit type in a prior year. See the Entry/Exit Code Guide posted in the Additional Resources section of the SEY website for more information about entry and exit type pairs.

Example: a student who drops out in the prior year but returns in the current school year would use school entry type 40 since their final school exit type in the prior year was exit type 40.

Documentation of Transfers

How do I know what the adequate documentation of transfer is for exit codes?

Review the Adequate Documentation of Transfer List on the Adequate Documentation website.

Confirmation of Enrollment and Attendance during the school year the student withdrew is always considered adequate documentation of a transfer to another school. This confirmation is required to contest a transfer to another Colorado Public School. Please see the Adequate Documentation website for sample confirmation of enrollment forms.

To whom do I send documentation of transfer or proof of enrollment?

You do not need to send transfer documentation or other proof of transfer to CDE unless it is requested. Keep a copy of the adequate documentation paperwork with the student's other education records. Colorado requires that these records be kept on file (physically or electronically) for at least 7 years.

Transfer documentation is used during the Post-Cross LEA phase when requesting exceptions for SE903 errors. This documentation is uploaded to Syncplicity along with an exception request if applicable. See the exception request directions posted on the SEY website for more information about submitting exceptions through Syncplicity.

In what cases do I have to report a transfer as a dropout and why? Can CDE develop a formalized records request form to be used by all Colorado schools to confirm that a transferring student is in attendance at the new school?

The final version of the administrative rules for Senate Bill 05-091 was adopted by the Colorado State Board of Education in January 2006. These administrative rules took effect March 2006. Under these new rules, a school district must receive "adequate documentation of transfer" for any student who transfers out of the district. Beginning in the 2005 – 2006 school year, *if such documentation is not received, the originating district must code the student as a dropout*. In instances where a student transfers into another Colorado public school district, CDE can confirm enrollment in the new school using the student's SASID number. However, if a student transfers to a private school or a public school outside of Colorado, the administrative rules require either a request for records or other proof of enrollment from the receiving school.

CDE has developed several new forms to aid schools and districts in both requesting and providing this required documentation:

     i) Records Request Form
     ii) Confirmation of Enrollment and Attendance
     iii) Request for Confirmation of Enrollment and Attendance
     iv) Parental Notification of Withdrawal
     v) Transfer Student Follow-up form

Electronic copies of these forms are available in both English and Spanish on the Adequate Documentation Site.

How should I code a 7th – 12th grade student that does not return to school if I do not receive Documentation of Transfers?

In this case, the student would have an appropriate entry type of 02 or 11 and would exit on the same day with an exit type of 40 (Dropout).

If you later receive adequate documentation during the school year, you can change the student's exit type.

Once your End of Year data has been submitted the following December, it is no longer possible to change a student's exit type.

If the student has been reported attending another district with an entry date after you reported them dropping out, you will receive an error during the Post-Cross LEA phase of SEY to update your data to exit the student with a 13.

Best practice strategies for recovering students without documentation include:
- Communicate with parents or guardians about the student's future plans
- Monitor RITS to see if they have been reported in another district and, if so, reach out with a request for confirmation of enrollment and attendance.
- Use the CEDAR/COGNOS report "EOY Cross LEA lookup by SASID" to see if another district has reported the student with an entry date after their exit date in your district. If so, reach out with a request for confirmation of enrollment and attendance.
- If your student has been reported under a different SASID, please contact the CDE RITS consultant to merge the duplicate records.

If a documentation is received for a later school year or after the End of Year collection has closed, please see the Membership Base Adjustments and Data Corrections section for more information about submitting Membership Base Adjustment to remove that student from your graduation cohort.

When a student is adjusted out of a cohort, it will not change your dropout rate. Dropout rates are determined annually and not subject to change if the student is later recovered.

Note: RITS documentation alone is not adequate to document a student transfer. You must receive Confirmation of Enrollment and Attendance before updating your record.

Summer Dropouts

What happens if a non-matriculating student (typically grades 7th, or 9th-12th) drops out over the summer?

These students should have a one-day record showing they dropped out from their last school of attendance.

These students are attributed to their last school of attendance and will be part of the corresponding dropout and graduation/completion rates.

Sample Summer School dropout coding pattern:

School Code	School Entry Date	School Entry Type	Entry Grade Level	School Exit Date	School Exit Type
School code for last school of attendance	an entry date	an entry type	prior year + 1	an exit date	40

If you receive transfer documentation for this student after coding them as a dropout, update their record to show the updated exit type. This will remove the student from the school's dropout and graduation/completion rates.

What happens when a matriculating student (typically 8th grade) drops out over the summer? Are they included in a cohort graduation rate?

In this case, you need to code the student as a summer district drop out. The student will only be attributed as a district summer dropout. The student will NOT be included in any graduation cohorts.

Sample Summer District dropout coding pattern:

Pupil Attendance Code	School Code	School Entry Date	School Entry Type	Entry Grade Level	School Exit Date	School Exit Type
03	0000	00000000	00	090	00000000	40

If you receive transfer documentation for this student after coding them as a summer dropout, update their record to show a one-day enrollment at an appropriate high school in your district. This will not impact the high schools' rates in any way.

Note: Districts that code a student to the school they were anticipated to attend, but never did, will be included in that school's rate information. CDE allows the above coding as to not penalize the anticipated school.

Retention Codes

Retention codes are only applied to the final record for a student within a school year. They are used to indicate that a student will return to the same grade level in the subsequent school year. Retention codes are never applied at the beginning of a school year to indicate a retention. Use the grade reassignment exit/entry pattern instead.

How do I code a student who should have been coded as retained in the prior year but was not?

Students who should have been coded as retained in a prior year, but were not, must use a grade reassignment coding pattern in the current year to correct their grade level.

Sample grade reassignment coding pattern:

	School Entry Date	School Entry Type	Grade Level	School Exit Date	School Exit Type	School Code
SSA Record 1 *(One-Day Record)*	07/01/2022	02	Last year + 1 (e.g. 040)	07/01/2022	10	1234
SSA Record 2	08/15/2022	10	Actual grade (e.g. 030)	00000000	00	1234

Note: If a grade reassignment causes a student to move between school codes an exception request is needed. Contact the SEY custodian for an exception request for the SE090 error that will occur. See the *Templates* section of the SEY website for exception request directions and the exception request template.

Standard Retention

A standard retention is any reason a student has been retained in a grade that is not a 12th grade student returning for a postsecondary program or a 12th grade student returning to participate in SPED 18-21 transition services. Sometimes this type of retention is called an academic retention because it is due to academic concerns. A standard retention may have other motivating factors as determined by a student's educational team (parents and educational staff).

How should I code a Kindergarten through 11th grade student who has been retained in a grade?

If a student is retained in the primary grades, districts should enter a '1' (Yes, student will repeat this grade in the next school year.) in the 'Retention Code' field for that student.

Example K-11 Student Retention

School Entry Date	School Entry Type	Grade Level	Retention Code	School Exit Date	School Exit Type
08022022	02	010	1	00000000	00

How should I code a 12th grade student who had been retained?

If a 12th grade student has been retained for any reason other than to participate in a postsecondary program or SPED 18-21 transition services in the subsequent school year, code the student with a standard retention code '1' in the retention code field of the student's SEY record. For more information about students retained for postsecondary programs or SPED 18-21 transition services see the coding patterns below.

If the decision to retain a student is made after the SEY submission is complete, or if your district forgets to code a student as retained, you must use the grade reassignment pattern referenced above in the next school year.

Example 12th grade student standard retention

School Entry Date	School Entry Type	Grade Level	Retention Code	School Exit Date	School Exit Type
08022022	02	120	1	00000000	00

Postsecondary Programs

When are students enrolled in postsecondary programs considered graduates?

Students returning to participate in an ASCENT, PTECH 5- or 6-year, or TREP 5- or 6- year postsecondary program should be coded as a graduate once they complete their graduation requirements even though their diploma will not be issued until they complete their postsecondary program. These students should be indicated with retention code '2' and use school exit type '90'.

Students returning to participate in a postsecondary program who have not completed their graduation requirements should be indicated with a '2' retention code and school exit type '00'. They will be coded with a '96' school exit type when they complete their graduation requirements and postsecondary program. Their diploma will be issued upon completion of both their high school graduation requirements and their postsecondary program completion.

How should I code a 12th grade student who had been retained in a grade to participate in ASCENT?

If a student is returning to participate in a postsecondary program, a '2' should be entered in the 'Retention Code' field of the student's SEY record in the collection year during which the initially completed 12th grade.

If the student is participating in ASCENT and has completed district and state high school graduation requirements prior to being retained for a 5th year, they should be coded as graduating (90) on the final day of that school year. If the student has not yet completed their high school graduation requirements, they should be coded with a '00' exit type and a zero filled exit date.

- Example 1: Student decides to defer graduation to participate in ASCENT in 2023-24 after completing the standard graduation requirements (including state graduation guidelines requirements). This student should be counted as a graduate in the 2022-23 School Year and then be reported as returning to school in 2023-24 school year for ASCENT.

School Year	Grade Level	Postsecondary Program Enrollment	School Entry Type	Retention Code	School Exit Type
2022-2023	120	00	02 or 11	2	90
2023-2024	120	01	90	0	23 or 24

- Example 2: Student decides to defer graduation to participate in ASCENT in 2023-24 but has not yet completed local and/or state graduation requirements.

School Year	Grade Level	Postsecondary Program Enrollment	School Entry Type	Retention Code	School Exit Type
2022-2023	120	00	02 or 11	2	00
2023-2024	120	01	02 or 11	0	96

How should I code a 12th grade student who had been retained in a grade to participate in P-TECH?

If a student is returning to participate in a postsecondary program, a '2' should be entered in the 'Retention Code' field of the student's SEY record in the collection year during which the initially completed 12th grade and again after their 5th year as P-TECH is a 2-year program.

If the student is participating in P-TECH and has completed the district and state high school graduation requirements prior to being retained for a 5th year, they should be coded as graduating (90) on the final day of that school year. If the student has not yet completed their high school graduation requirements, they should be coded with a '00' exit type and a zero filled exit date.

Sample PTECH coding pattern for a student who completed district and state high school graduation requirements prior to being retained for PTECH:

Years in HS	3rd	4th	5th	6th
Entry Grade Level	110	120	120	120
Postsecondary Program Enrollment	15	15	16	16
School Entry Type	Applicable entry code	02	90	90
Retention Code	0	2	2	0
School Exit Type	00	90	23	23 or 24

Note: "A P-TECH school, or the host school for a P-TECH program, shall notify the department prior to a P-TECH student's twelfth-grade year if the student will continue to be enrolled in the P-TECH school for grades thirteen or fourteen" *[C.R.S. 22-35.3-104(1)(c)]*. Per Colorado P-TECH law, students can transfer into a P-TECH school/program no later than at the beginning of their 3rd (junior) year of high school.

What is TREP?

The Teacher Recruitment Education and Preparation Program (TREP) is a new postsecondary program beginning in the 2022-2023 school year. This program creates the opportunity for qualified students in a teaching career pathway to concurrently enroll in postsecondary courses for the two years after the 12th grade year. For more information, please review the TREP page on the Postsecondary and Workforce Readiness site.

How should I code a 12th grade student who had been retained in a grade to participate in TREP?

If a student is returning to participate in a postsecondary program, a '2' should be entered in the 'Retention Code' field of the student's SEY record in the collection year during which the initially completed 12th grade and again after their 5th year as TREP is a 2-year program.

If the student is participating in TREP and has completed the district and state high school graduation requirements prior to being retained for a 5th year, they should be coded as graduating (90) on the final day of that school year. If the

student has not yet completed their high school graduation requirements they should be coded with a '00' exit type and a zero filled exit date.

Sample TREP coding pattern for a student who completed district and state high school graduation requirements prior to being retained for TREP:

Years in HS	4th	5th	6th
Entry Grade Level	120	120	120
Postsecondary Program Enrollment	00 (or 02)	17, 18, 19	20
School Entry Type	02	90	90
Retention Code	2	2	0
School Exit Type	90	23	23 or 24

SPED 18-21 Transition Services

When should I graduate transition students?

Before the 2020-2021 school year, Local Education Agencies (LEAs) were not able to mark a special education student as both meeting graduation requirements (exit type code 90) and have the student receive transition services in the subsequent school year(s).

H.B. 19-1066 allows students to both (1) be marked as a graduate when the student meets all local and state graduation requirements, and (2) receive special education transition services (and funding) in subsequent year(s). Students participating in transition programs may be counted as Colorado graduates, but have not yet been issued their high school diploma. Once a student is issued their diploma, FAPE ends and the student is no longer eligible for transition services.

Sample Coding Pattern with name of data field and (File Type)

Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	SPED Basis of Exit (SPED Participation)	Retention Code (SSA)
0	120	02	90	00	3
1	120	90	27	00	3
2	120	90	27	00	3
3	120	90	27	00	3
4	120	90	22	90	0

Notes:
- School Exit Type 90 is used when the student has met state and local graduation requirements.
- Exit code 27 is used when the student will continue in transition services in the following year.
- Exit code 22 is used when the student will not continue in transition services in the following year. The student's diploma has been issued.
- Students are not indicated as exiting SPED services until their transition program ends. The SPED Basis of Exit is not the same as the student's School Exit Type.
- For more information regarding Colorado Graduation Provisions for Students with Individual Education Programs (IEPS), please see this site.

What diploma date goes on a diploma of a Special Education transition student?

For HB 19-1066, students must be counted in the high school's graduation rate the year in which the student completes the graduation requirements. This is the date the district should report for state accountability purposes. HB 19-1066 makes clear that nothing within the legislation limits the right of a student who has met the local LEP's graduation

requirements to continue access to a free and appropriate public education (FAPE) as provided by the Individuals with Disabilities Education Act (IDEA), the Exceptional Children's Educational Act (ECEA), or any other federal or state law or rule. The date on the diploma should reflect the year in which the student's IEP team determined the student met all the requirements of FAPE or the year in which the student ages out.

What coding pattern do I use if a Special Education transition student will receive a non-diploma certificate (exit 92) instead of a regular high school diploma?

Students who will receive a non-diploma certificate/credential from their LEP instead of a regular high school diploma should be coded with exit 00 (student did not exit) until they have completed their transition program.

Sample Coding Pattern with name of data field and (File Type)

Special Education Transition (DEM)	Grade Level (SSA)	School Entry Type (SSA)	School Exit Type (SSA)	SPED Basis of Exit (SPED Participation)	Retention Code (SSA)
0	120	02	00	00	3
1	120	02	00	00	3
2	120	02	00	00	3
3	120	02	00	00	3
4	120	02	92	92	0

Notes:
- School Exit Type 92 is used when the student <u>will not</u> continue in transition services in the following year <u>and is</u> receiving a non-diploma certificate.
- For more information regarding Colorado Graduation Provisions for Students with Individual Education Programs (IEPS), please see this [site.](#)

Graduation Guidelines

Where can I find more information about Graduation Guidelines?

Visit the [Graduation Guidelines Website](#) where you can find the current Menu of Options and additional background and history regarding the Colorado Graduation Guidelines.

Local education providers have aligned their graduation requirements with the state's Graduation Guidelines in board policy. See examples [here.](#)

Do graduation guidelines apply to all graduating students?

Yes. The initial implementation of graduation guidelines began in 2020-2021 with the full implementation of Graduation Guidelines going into effect for students graduating in 2021-2022.

- This includes:
  - All students who have an Anticipated Year of Graduation (AYG) of 2021 or beyond.
    - Early graduates with an AYG of 2024 or beyond
    - 4th year seniors with an AYG of 2023
    - 5th year seniors with an AYG of 2022
    - 6th year seniors with an AYG of 2021
- This does not include:
  - 7th year (AYG 2020) seniors

- Students who met Graduation Guidelines competencies and were counted as a graduate in a prior year but have returned to participate in a postsecondary program or SPED 18-21 transition services in the current year. These students do not need graduation guidelines reported in the current year because they were already counted as graduates with reported graduation guidelines measures in a prior year.

How many Graduation Guidelines records does each student need to have reported?

At minimum, a graduating student (school exit types 90, 95, 96) must have at least one reported English (Guideline Type = 0) and at least one math (Guideline Type = 1) record with a passing score in data pipeline (current year or prior year/district). Districts are encouraged to report records for any GG a student attempts and/or passes.

Note: When reviewing the Graduation Guidelines Menu of Options or File Layout, English measures are synonymous with Reading/Writing/Communicating and Math measures are synonymous with Mathematics. For reporting purposes, "English" and "Math" are utilized.,

How do Graduation Guidelines connect to the Student End of Year collection?

The Graduation Guidelines file is used as a validator file in conjunction with the Student End of Year snapshot. The file serves as a cross-check to ensure students reported as graduates (school exit types 90, 95, & 96) in Student End of Year have also met Graduation Guidelines (at least one in English and at least one in math). The Student End of Year snapshot cross references all available reported graduation guidelines measures for a student regardless of reporting year or reporting district.

What happens if a student does not meet any of the Graduation Guidelines from the menu of options and/or does not have Graduation Guidelines measures reported?

Students indicated as graduates who are missing corresponding reported Graduation Guidelines measure will trigger an error (SE301) in the Student End of Year collection.

This error can be cleared in one of the following ways:
- Add the missing guideline(s) information to your Graduation Guidelines file.
  - Districts may report any measures from the menu of options that a student completed, even if the student completed the measure in a prior year and/or prior district.
- Change the student's exit type to something other than a graduate. (District decision based upon local policies, the student's educational history, and student's educational plans)
  - Students may be retained to continue working on their graduation requirements, which include graduation guidelines. (school exit type 00 with retention code 1)
  - District policy may allow student to receive a non-diploma certificate of completion to be counted as a completer for completion rates with school exit type 92.
  - District may decide another school exit type is more appropriate for this student's circumstances.
- Request a reporting exception (used for extenuating circumstances). This request requires a SE301 additional information form along with a regular exception request template. See the SEY website for templates and forms.

Are there circumstances where a student with AYG 2021 or beyond would be granted a reporting exception to graduation guidelines?

Reporting exceptions for graduation guidelines are exceedingly rare and considered on an individual basis. If you believe you have a circumstance where a student should be counted as a graduate but does not have reported measures for one or more graduation guideline types, contact the SEY Collection Lead. Be prepared to submit additional information along with the standard exception request document to Syncplicity as these exceptions may be reviewed by other departments at CDE.

Can Graduation Guidelines be waived (for a school district)?

Individual school districts may request waivers from all or a portion of the Colorado Graduation Requirements adopted by the state board, in accordance with C.R.S. § 22-2-117, as long as the replacement plan meets or exceeds "any minimum standards or basic core competencies of skills identified in the comprehensive set of guidelines for this school graduation developed by the state board," inclusive of the Colorado Graduation Guidelines. Please contact Robin Russel for more information.

Are ASCENT students expected to report Graduation Guidelines?

Any and all students who use are indicated as graduates (Exit Type Codes 90, 95 & 96) in Student End of Year are required to have met Graduation Guidelines in both English and math. However, according to ASCENT law, students do not have to meet graduation requirements to continue in their ASCENT program for their 5th year. This is a district decision.

Districts may allow a student to participate in a 5th year ASCENT program and support students in completing graduation requirements during the 5th year. In this scenario the student is not counted as a graduate until the end of their 5th year, exiting with school exit type 96.

Districts may count ASCENT students in their 4-year graduation rate if they have met local graduation requirements and graduation guidelines prior to their ASCENT year.

See the Postsecondary Programs section of this guide for coding patterns related to ASCENT students.

What are the reporting expectations for students with anticipated year of graduation (AYG) prior to 2021?

Students with an AYG of 2019-2020 and prior are not required to have reported Graduation Guideline measures.

English Language Learners

What is the typical Language Proficiency progression for students who are English Language Learners?

A student's language background, language proficiency, and language instruction program are indicated on the Student Demographic interchange file. Typically, a student's language proficiency remains the same within the current school year. English Learners progress through the following proficiency levels.

Language Proficiency Code	1		2		6		7		8		9		5
Description	NEP	→	LEP	→	FEP Monitor Year 1	→	FEP Monitor Year 2	→	FEP Exited Year 1	→	FEP Exited Year 2	→	FELL

How should a district code a student whose home language survey indicates that their home language is not English but, after taking an English Language assessment, is found to be Fluent English Proficient (FEP)?

The student's Language Background should be coded as the student's home language, and he or she should have a Language Proficiency code if 4 (PHLOTE) or 5 (FELL).

PHLOTE indicates the student is fluent in English, has a primary home language other than English, and the student has never been in an EL program.

FELL indicates the student is fluent in English, has a primary home language other than English, and the <u>student has been in an EL program</u> in another district prior to enrolling in the current district.

What if a student was reported as an English language learner in Student October, but was later determined to have a language background of English? Or a student who was previously reported as having a language background of English and was later determined to not speak English at home?

The district will need to request an exception for the errors that result from the proper coding. Send the exception request form to the Student End of Year data custodian using the secure file transfer system (Syncplicity).

A Mid-Year EL Coding Change Form is required when a student's EL coding is changing after Student October in the same school year and same district with an EL history > 2 years (3 Student October, 2 Student End of Year collections).

Students who move districts between Student October and Student End of Year that have been screened for EL proficiency, determining a language proficiency that does not match the Student October coding in their prior district, do not need a Mid-Year EL coding change form. These exceptions are handled with the regular exception request template.

Exception request template and Mid-Year EL Change form can be found on the SEY website in the 'Templates' section.

What if a student exits an EL program after monitoring, leaves my district, and then returns the following year?

Returning students should be re-tested for language proficiency. If they are found to be Limited English Proficient (LEP) or Non-English Proficient (NEP), they can be returned to an EL program.   These students should be coded with the corresponding Language Proficiency code.

Notes:

- This includes students who left your district as a Former English Learner (MY1, MY2, Exit 1, Exit 2). These students should also be screened for language proficiency and coded with the corresponding language proficiency code.
- Students who were most recently coded FELL in your district who left and returned do not need to be rescreened.
- See the ELD Program Requirements site for more information about identification and placement of EL students.

Facility Students

When a student transfers from ABC school to a facility offering educational services, do they remain in ABC's graduating cohort?

Yes, the student remains in ABC school's cohort.

If a student leaves the facility and the facility does not notify ABC school, is ABC school still responsible for where they go?

Since the student remains in ABC school's cohort, documentation is needed by the school district to ensure the proper exit code is used. School districts are encouraged to follow-up with facilities schools regarding the confirmed enrollment or confirmed exit of a student from facilities schools.

The H.B. 1274 legislation requires facilities to notify districts when a student is discharging from the facility and returning to the public school if the student "has been determined to be at-risk to self or community within the prior 12 months". It's talking about kids who have exhibited dangerous behavior in the prior 12 months. There is no

requirement for the facility to notify the district if the student does not fall under those criteria or if the student is not returning to the district. We certainly encourage them to not only notify the district but also develop a transition plan for the student re-entering the district. We will continue to work with facilities to develop a better system of notification as well as offer reports for students that do not reenter public school after exiting a facility.

The student will also need to have documentation provided by the district to avoid receiving an error if they exited the facility but failed to reenroll in another Colorado Public School. Please contact the facility for more information. If documentation is not received, those students will need to be changed from a detention center transfer to a dropout during the Post-Cross LEA phase.

What happens to students who graduate as some facilities offer diplomas (i.e., Third Way) and some do not. If Third Way informs the last district of attendance they are graduating a student, does CDE remove them from our cohort?

No, if a student graduates or completes with the state, the last public school attended prior to the facility will receive credit for that student as a graduate or completer. It is the responsibility of the last school of attendance to create a one-day record at the end of the school year when the student graduates to count the student as a graduate. The reporting district must also report graduation guidelines information for students with an AYG 2021 or beyond.

Sample Coding Pattern for Students Graduating from a Facility School in the Last District of Attendance

District Code	School Code	SASID	Grade Level	Entry Date	Entry Type	Exit Date	Exit Type	Pupil Attendance Information	Internal Flag: Anticipated Year of Graduation
1234	5678	9876543210	120	06/01/2022	19	06/02/2022	90	01 − 08	2022

How to I follow up with Facilities to determine a student's status?

Facilities have a primary contact at the facility that a district can contact to confirm the enrollment of or document the exit of students. More information is available here.

Where can I find more information about coding facility students?

See the SEY Facility School Guidance document in the Additional Resources section of the SEY website.

Membership Base Adjustments and Data Corrections

I think it would be great to go into more detail about how the graduation rates are calculated.

More information on graduation rate calculations is available here.

Under what circumstances should I make a graduation membership base adjustment? How do I make such an adjustment if it is necessary?

If a school district has received notification that a student who was reported as a dropout, expulsion, or HSED transfer is completing or has completed their education through another education agency, a cohort membership base adjustment can be made. Adjustments can only be made for students who were reported as dropouts, expulsions, HSED transfers, or misreported graduates from schools that are administered by the reporting district.

This adjustment is only necessary if the student has not been reported by another Colorado school district. Students that have received a SE701/SE801 warning have been reported by another district. In this case, the student now belongs to

the other district and is no longer part of your graduation cohort. Including an adjustment for such a student is superfluous, although their adjustment will not further impact your records.

Adjustments are necessary for former students now enrolling out of state, in a private school, institution, in home school, or if they have received a High School Equivalency degree. Adjustments are not needed if the student's AYG places them in a cohort that is 8 years prior or more because Colorado only reports graduation/completion rates up to the 7th year of a cohort.

- Example: A student drops out of school A as a 10th grader in 2019-20. In 2021-22, school A receives a request for records from an out of state School B indicating that a student has returned to school. In the adjustment fields, school A would enter an adjustment code of 41 as well as the school code and school year that were used when the student was reported as a dropout.
  - Student Biographic and Exit fields in the student's 2019-2020 SEY Record and current SEY error detail report:

Student Biographic Fields: (LEA, SASID, First Name, Last Name, Gender, Date of Birth)	School Code	School Exit Date	School Exit Type
Applicable information	Last attended school	10102019	40

  - Adjustment fields in the student's 2021-2022 Adjustment File Record:

Student Biographic Fields: (LEA, SASID, First Name, Last Name, Gender, Date of Birth)	Adjustment School Code	Adjustment Justification Code	Adjustment School Year
Same as 2019-20 record	Same as 2019-20 record	41	2020

How can I correct inaccurate data that was submitted in last year's collection?

Once data has been submitted to CDE and approved/finalized by a district, it cannot be altered.

Students that have had their final status misreported will need a new record in the current school year showing that the student returned to school at the beginning of the next school year and then exited with the appropriate exit type and date.

- Example 1: A student was reported as 05 (Exit Type – Out of country transfer) at the end of the previous school year, however they returned in the next school year. This student should be returned in the next school year with an entry type of 05 despite not truly exiting.
- Example 2: A student was reported a 00 (Exit Type – Not exiting) at the end of the previous school year, however they never returned in the next school year. This student should be returned in the next school year with an entry type of 02 despite not enrolling. They should then be exited immediately with the appropriate type.
- Example 3: A student was marked as retained (or not retained) in the previous year however they did not enter the expected grade level in the next year. You will need to use the grade reassignment coding pattern in the next school year to correct the student's grade level.

Where can I find more information about the Adjustments File?

Review the adjustment file instructions posted in the *Templates* section of the SEY website and the Adjustment File Layout posted in the *File Layouts and Definitions* section of the SEY website.

Post Collection Process

What is the process for making the changes called for by the Post-Cross LEA Errors (SE900 series)?

Follow the [Post-Cross LEA instructions](#) to update the necessary exit type for student(s) indicated with SE900 series errors. Please note, only exit types/exit dates/retention codes can be changed during the post-collection.

Is '40' (dropout/discontinued schooling) the only code I can enter in the exit type field for the students listed on the post-cross lea error list?

No. If you can verify that a student entered another educational environment (private school, out-of-state school, home school, etc.) prior to the end of the currently reported school year, you may change that student's exit type to the appropriate code. If your district cannot determine what happened to the student, you must change the Exit/Withdrawal Type Code for the student.

Beginning with the 2005-2006 EOY collection, other exit codes – besides '40' – are acceptable so long as adequate documentation of transfer is obtained. Colorado Senate Bill 05-091 stipulates that different exit types require different documentation. Please see [Adequate Documentation of Transfer List (PDF)](#) for more details.

I have determined through the RITS system that a student listed with a SE903 error began attending another Colorado school district in the current school year. Do I still need to code the student as a dropout in the current collection year?

CDE defines a dropout as: A student who was enrolled in school at any time during the current school year (or current collection period) but leaves school for any reason other than 1) transfer to another educational program, 2) suspension or expulsion, or 3) serious illness or death. According to this definition, any student who withdraws from your district before the end of the school year and does not resume his or her education in another educational environment before the end of the same school year is considered a dropout and should be assigned an exit code of '40'.

As stated on the [Adequate Documentation of Transfer List](#) RITS documentation alone is not sufficient to document a transfer.

If a student who was coded as a dropout in 2020-2021 is "found" in another Colorado school district in the 2021-2022 school year, you will be informed, via the SE701 & SE801 warnings. You do not need to submit an adjustment.

Do I need to send a Superintendent's Verification (sign-off) form to CDE after I make post-collection changes?

Yes, districts are required to submit a Superintendent's Verification (sign-off) form at the end of the SEY collection. The Student End of Year Collection Lead will notify SEY data respondents when they can begin submitting their Superintendent Verification (sign-off) forms. This typically occurs during the Post-Cross LEA phase.

If you already submitted a sign-off form and then found you have additional updates to complete during the Post-Cross phase, you must submit a new signed Superintendent Verification form.

Other Questions

How do I securely share student information with the Student End of Year Collection Lead?

Syncplicity is an online platform used for secure file sharing between the Student End of Year Collection lead and district SEY data respondents. Upload files with student information into your district's student folder in Syncplicity and then

notify the SEY Collection lead that there is a document you'd like reviewed. Contact the SEY Collection lead if you need access to your district's Syncplicity folder.

Your district's student syncplicity folder is used for both Student End of Year and Student October. This folder uses the following naming convention: *district code – district name – Student.* Inside this folder are subfolders for the specific collection and year (e.g. *SEY 2022-23)*.

Note: Other data collections will utilize different Syncplicity folders based upon the collection and CDE staff member overseeing the collection.

How long are districts required to store End of Year files and other student information?

The Colorado State Archives sets the requirements for record storage for Colorado's public schools and districts. Complete guidelines for all educational records, including those for Senate Bill 05-091 requiring "adequate documentation of transfer", can be found on the Colorado State Archives website.

Regarding the Student End of Year collection, the State "School District Records Management Manual" specifically states that these records should be retained permanently by each district. The state archives office offers many free services to help districts meet this requirement including records disaster recovery training, records destruction services, and limited storage of original documents. More information about these services and contact information for the Colorado State Archives can be found here.

I have a student who was only enrolled in our district for a short time during the reported school year. Our district never "claimed" this student in the RITS system, but now I am required to report him or her on our End of Year submission. How can I include the student in the SEY snapshot without receiving an error message?

Students who attend school in your district must be reported by your district, even if it was only a short time frame of attendance. In instances where a student enters then exits a district so quickly that they miss the RITS update schedule, you need to do the following:
- Login to the RITS system and enter the student's SASID.
- Select the "Inactive Student" option near the LASID filed and update school to "non-attending."

As a courtesy, you can contact the Colorado school district that currently enrolls the student and let them know that you have updated the student's RITS record to show that he/she did attend your district at some point during the current school year. The current district will then need to update the student's RITS record. For more information, please visit the RITS website.

How do I code a student who attends a BOCES?

The first step is to determine if the student is attending a BOCES school or a BOCES program. Districts are responsible for including a SEY record for students attending BOCES programs. Students in BOCES schools may be included in your data, but they will not pull into your SEY snapshot because their Pupil Attendance Information code is not between 01-08. Contact your district's Special Education department for more information. BOCES School Districts will report the student with a PAI code between 01-08 and include the student in their SEY data submission.
- General Information:
  - BOCES schools have assigned school codes and can be found on the List of Colorado Schools posted on the Data Pipeline Frequently Requested Codes. BOCES schools participate in SEY reporting.
  - BOCES Programs are non-school programs do not have assigned school codes. See the Special Education Program Codes posted on the Data Pipeline Frequently Requested Codes. BOCES programs do not participate in SEY reporting.
- Reporting Information (reporting districts, *NOT* BOCES School Districts):

BOCES Program	BOCES School
• Pupil's Attendance Information: 01-08 • Non-School Program: 03 • School Code: student's home school	• Pupil's Attendance Information: 31 or 33 • Non-School Program: 00 • School Code: student's home school

What happens if a student is dual enrolled in two separate districts?

There are many reasons a student may be dual enrolled in two separate districts. Students who are counted in membership in a district at any point during the year are included in the student end of year snapshot, which includes dual enrolled students.

Note: A student may only be counted as a graduate/completer from one district. When a dual enrolled student is graduating/completing, districts must work together to determine which district will claim the student as a graduate/completer and which district will exit the student with Exit Type '13' - transfer to a public school in a different Colorado district.

Common Coding Issue: If the student is an English Learner, errors/warnings may arise if the districts do not code the student with the same Language Proficiency. Contact the SEY collection lead if you have questions about these coding patterns.

Please contact the SEY collection lead if you have questions regarding the specific circumstances surrounding a dual enrolled student.