



## Student End of Year: Cross-LEA Validation SE700 Error Instructions

### SE702

Our post-collection research has revealed that these students have been reported in the current school year as a graduate or completer in your district and as a graduate, completer, maximum age, or continuing to the next school year in another district. **REQUIRED ACTION:** Districts will need to work together to determine who will get credit for the student. One district may code the student as a graduate/completer and the other must code the student as a transfer (exit type = 13).

#### Steps:

1. Run the “EOY Contact List” report under the Student End of Year COGNOS reports to identify the other district’s respondent.
2. Reach out to the other district’s respondent to resolve this issue.
3. Once the issue is resolved, one or both of your organizations will need to change the student’s exit type code (and potentially the retention code) for this student in your current student school association file.
4. Create a new snapshot to reflect the updated exit type codes.

#### Possible scenarios that may have caused this situation:

- The student really did graduate in district A, then enrolled in district B. In general, CDE does not provide state funding for a student who has already graduated but does provide funding for a student who received a HSED and later decides to pursue a diploma.
- In a case that District A is assigning type 94 (student exited the district and received a HSED certificate in the current school year) District A was not aware that the student attended another Colorado public school before receiving his or her HSED certificate. It will increase the graduation rate for District A if the student’s exit type is changed from 94 to 13.
- The student may have exited several districts during the school year before ultimately receiving a HSED certificate. In this case, only the last district attended should code the student as a HSED recipient/completer (Exit 93 for district-run HSED programs or 94 for independent HSED programs. All other districts attended by the student should use exit code 13 (transfer to another Colorado school district.)
- Beginning in 2020-21, students receiving transition services may be indicated as a graduate (exit type = 90, retention code = 3) when the student meets all local and state graduation requirements. These students will use entry code = 90 in the subsequent transition years. If a student has transferred from district A to district B to receive transition services in subsequent years, be sure to communicate the student’s graduation status.

### General Information

SE700 series errors require action in the data pipeline system by the reporting district.

**Current year** errors are addressed by updating the student’s record on your student interchange files. Typically, this means updating your *Student School Association* file.

**Prior year** errors are addressed by adding an adjustment record for the student. This can be done directly in data pipeline with the ‘add record’ screen or through an *adjustment file* upload.

### Additional Information

All SE800 series warnings are static duplicates of SE700 errors and warnings. They are for historical purposes only and will not change upon a snapshot update.



If the student has not yet met local and state graduation requirements, the student should be indicated as transferring from district A (exit = 13) and into district B (entry = 13). District B should report the student as a retained 12<sup>th</sup> grader (retention code = 3) until s/he completes the transition services program or turns 21. Please see the [student end of year website](#) for more details regarding coding transition students.

- Two distinct students are sharing a single SASID. If none of the scenarios above are true, it may be worth confirming the first, middle, and last name, as well as the date of birth for the student using your respective student files (birth certificate, enrollment documents, etc.)

Result:

The district coding the student as a graduate/completer will get credit for this student.

The student will be removed from the graduation/completion calculations for the district utilizing exit type = 13.

### SE703

The students in this list were reported with adjustment type 42, 52, or 77 in the current reporting year (dropouts, expulsions, or HSED transfers from a prior year who have now received a HSED) who were also reported as attending school in another Colorado district in the current reporting year. **REQUIRED ACTION:** If you are creating adjustments using the Add Record tool, please use the edit record tool to change this student's adjustment justification code from 42, 52, or 77 to 41, 51, 71. If you are loading the Adjustments from an Excel file, you can change the student's adjustment code in your Excel file and then use the "Replace" option when loading the file.

Steps:

1. Add/update this student's adjustment record to type 41, 51, or 71.
  - a. Using the data pipeline 'edit record' screen, change the student's adjustment justification code  
OR
  - b. Load an adjustment file with the updated adjustment justification code using the 'replace' option when uploading the file.

Result:

The student will be removed from the AYG membership base (or cohort) for his or her AYG class. This will increase the graduation and completion rates for your district/school.

### SE704

The students listed dropped out (40), were expelled (50), or transferred to a HSED preparation program (70) from your district in a prior school year and have received a HSED certificate during the current school year. **REQUIRED ACTION:** Your district should submit an Adjustment File for this student with their last known school information and an adjustment code of 42, 52, 77 as appropriate to their exit type. This will report that the student is a completer in your district.

Steps:

1. Use the Student End of Year error detail report to determine this student's most recent exit withdraw date. This information will be included along with the SE704 error on the error detail report. The ADJUSTMENT\_YEAR must match the last four digits of the school year in the exit withdraw date for the exit withdraw type being adjusted.
  - a. Example



Exit Withdraw Date	Adjustment Year
12/10/2019	2020
03/31/2020	2020

2. Use the Student End of Year error detail report to determine the student’s most recent exit withdraw type. This will determine which ADJUSTMENT\_JUSTIFICATION\_CODE is needed.
  - a. Example

If the Last Exit Code was...	Use Adjustment Justification Code...
40 (dropped out)	42 (Dropout Adjustment: Student received HSED from a program not administered by reporting district)
50 (expulsion)	52 (Expulsion Adjustment: Student received HSED from an educational program not administered by reporting district)
70 (HSED transfer)	77 (External HSED Program Adjustment: Student received HSED from an educational program not administered by reporting district after exiting the district with exit type 70 in a prior year)

3. Use the Student End of Year error detail report to determine the school code associated with this student’s most recent exit withdraw date/type. This is the school where the student attended when they exited as code 40, 50, or 70. Enter the school code from the error detail report as the ADJUSTMENT\_SCHOOL\_CODE on this student’s adjustment record.
4. Using the information gathered in steps 1-3, add an adjustment record for this student with the applicable adjustment justification code.
  - a. Use the data pipeline ‘add record’ screen to enter an adjustment record for the student
  - OR
  - b. Load an adjustment file with the adjustment record information for the student

**Result:**

This student will be counted as a completer for his/her AYG graduation cohort. This will increase the completion rates for your district/school for the year in which the student would have graduated.

**SE706**

The students listed were reported as transferred to a Career and Technical Education Program (18), Licensed Eligible Facility or State Operated Program (19), transfer to a facility operated by the Colorado Department of Corrections (21), detention center out of district (26), or exited with an illness (30) in a prior year and were also reported as receiving a HSED in the current year. **REQUIRED ACTION:** District with exit 18, 19, 21, 26, 30 in the prior year needs to enter adjustment 42 in order to report the student as a completer.

**Steps:**

1. Use the Student End of Year error detail report to determine this student’s most recent exit withdraw date. This information will be included along with the SE706 error on the error detail report. The ADJUSTMENT\_YEAR must match the last four digits of the school year in the exit withdraw date for the exit withdraw type being adjusted.
  - a. Example



Exit Withdraw Date	Adjustment Year
12/10/2019	2020
03/31/2020	2020

2. Use the Student End of Year error detail report to determine the student’s most recent exit withdraw type. Use ADJUSTMENT\_JUSTIFICATION\_CODE 42 for students with exit 18, 19, 21, 25, or 30 in a prior year.
3. Use the Student End of Year error detail report to determine the school code associated with this student’s most recent exit withdraw date/type. This is the school where the student attended when they exited as code 18, 19, 21, 25, or 30. Enter the school code from the error detail report as the ADJUSTMENT\_SCHOOL\_CODE on this student’s adjustment record.
4. Using the information gathered in steps 1-3, add an adjustment record for this student with the applicable adjustment justification code.
  - a. Use the data pipeline ‘add record’ screen to enter an adjustment record for the student
  - OR
  - b. Load an adjustment file with the adjustment record information for the student

Result:

This student will be counted as a completer for his/her AYG graduation cohort. This will increase the completion rates for your district/school for the year in which the student would have graduated.

### SE710

The students listed were reported as transfers to a detention center within the district (Exit Code=12) in the current or prior year and received a HSED in the current school year. REQUIRED ACTION: District with exit 12 in prior year needs to enter adjustment 42.

Current Year Steps:

1. Update the student’s exit type on your student school association file to reflect the student received a HSED certificate. Use Exit 93 if the student completed a HSED preparation program administered by the reporting district and Exit 94 if the student received an HSED certificate from a non-district run HSED program.
2. Create a new Student End of Year snapshot to reflect the updated exit code.

Prior Year Steps:

1. Use the Student End of Year error detail report to determine this student’s most recent exit withdraw date. This information will be included along with the SE710 error on the error detail report. The ADJUSTMENT\_YEAR must match the last four digits of the school year in the exit withdraw date for the exit withdraw type being adjusted.
  - a. Example

Exit Withdraw Date	Adjustment Year
12/10/2019	2020
03/31/2020	2020

2. Use the Student End of Year error detail report to determine the student’s most recent exit withdraw type. Use ADJUSTMENT\_JUSTIFICATION\_CODE 42 for students with exit 12 in a prior year.
3. Use the Student End of Year error detail report to determine the school code associated with this student’s most recent exit withdraw date/type. This is the school where the student attended when



they exited as code 12. Enter the school code from the error detail report as the ADJUSTMENT\_SCHOOL\_CODE on this student's adjustment record.

4. Using the information gathered in steps 1-3, add an adjustment record for this student with the applicable adjustment justification code.
  - a. Use the data pipeline 'add record' screen to enter an adjustment record for the student
  - OR
  - b. Load an adjustment file with the adjustment record information for the student

**Result:**

This student will be counted as a completer for his/her AYG graduation cohort. This will increase the completion rates for your district/school for the year in which the student would have graduated.

### SE711

The students listed were exited from your district with an exit type code of 13 (transfer to another district) or 40 (dropout) but have shown to be attending a facility. **REQUIRED ACTION:** Please change the exit type code to 19 to reflect the student's movement.

**Steps:**

1. Update the student's exit type to 19 (transfer to a licensed eligible approved facility school or state operated program and is attending an on-grounds school) on your student school association file to reflect the student's movement.
2. Create a new Student End of Year snapshot to reflect the updated exit code.

**Result:**

This student will remain in the graduation base for their current AYG graduation cohort, but their educational history will accurately reflect the student's movement. If the student had been coded as a dropout, they will no longer be counted as a dropout.

### SE720

These students are currently coded as dropouts, expulsions, or transfers to a HSED program, but have been reported as attending another Colorado public school district after the exit date reported by your organization. **REQUIRED ACTION:** Change the student's Exit/Withdrawal Type code to 13 (Transfer to a public school in a different school district).

**Steps:**

1. Update the student's exit type to 13 (transfer to a public school in a different Colorado school district) on your student school association file to reflect the student's movement.
2. Create a new Student End of Year snapshot to reflect the updated exit code.

**Result:**

If this student is in grades 9-12, the student will be removed from the AYG membership base (or cohort) for his or her AYG cohort in your district. If the student had been coded as a dropout, they will no longer be counted as a dropout.



## SE721

These students are currently coded as transferred to a non-district education environment or illness/injury (exit code 18,19,21,30), but have been reported as attending another Colorado public school district after the exit data reported by your organization. Please change the Exit/Withdrawal Type code to 13 (Transfer to a public school in a different school district).

### Steps:

1. Update the student's exit type to 13 (transfer to a public school in a different Colorado school district) on your student school association file to reflect the student's movement.
2. Create a new Student End of Year snapshot to reflect the updated exit code.

### Result:

If this student is in grades 9-12, the student will be removed from the AYG membership base (or cohort) for his or her AYG cohort in your district.