



The Special Education End-of-Year Student collection is required to obtain data on students who were referred, evaluated, or received special education services throughout the school year. The data collected includes information on the services students in special education are receiving, **part c evaluations**, and exits from special education.

Click on the [Data Pipeline Identity Management](#) homepage for access to all CDE single sign-on applications.

Click on the [Data Pipeline Resources](#) homepage to get to the system login button or the collection resources.

Snapshot	Interchanges	Files Required
Special Education End-of-Year	<ul style="list-style-type: none"> <li>Special Education IEP</li> <li>Student (non-tagged data)</li> </ul>	<ul style="list-style-type: none"> <li>Child File</li> <li>Participation File</li> <li>Student Demographics</li> <li>Student School Association</li> </ul>

Due Dates	What is Due
Monday May 1, 2023	22-23 Snapshot available
Thursday June 29, 2023	IEP Interchange errors resolved and at least one snapshot created
Thursday Sept. 7, 2023	All errors resolved by this date
Friday Sept. 29, 2023	Final snapshot and signed reports due to CDE

Identity Management (IdM) Checklist

- The AU Local Access Manager (LAM) must set up a new user’s CDE IdM account and/or assign the appropriate collection groups and roles.
- AU LAM assigns the **SPE~LEA User** role for the Special Education IEP Interchange. The LEA User has the ability to upload files into the interchange and view the applicable errors on those records.  
Example: **PIPELINE-66789-SPE~LEAUSER**
- AU LAM assigns the **EOY~ LEA Approver** or **EOY~LEA User** role for the Special Education EOY Snapshot. The LEA Approver has the ability to create snapshots, view snapshot errors, *and* submit the final dataset to CDE.  
Example: **PIPELINE-66789-EOY~LEAAPPROVER**

Special Education End-of-Year Summary of Steps

- Review the Special Education End-of-Year Timeline, File Layout and Definitions, Trainings, and Additional Resources.
- Review the IEP Interchange File Layout and Definitions and compare to the files provided by your SIS vendor.

# Data Pipeline: Special Education End-of-Year Snapshot



- Prepare your IEP Interchange Child and Participation files-file types include **Excel (simple template available), Text, or CSV**
- Prior to uploading, validate your file formats using **Format Checker. File Upload-Format Checker.**
- Upload the Special Education Child and Participation files under **File Upload- Data File Upload.**
- Verify file uploaded successfully under **File Upload-Batch Maintenance.** Fill in boxes as applicable and click **Submit** button. Processed Indicator will say “**Yes**” if successful. Check Record Count, Error Count, and make sure submitted date and time look accurate. You will also receive an email confirmation as verification.
- Next, view and resolve your IEP Interchange errors. Interchange error information can be found in several places within the Data Pipeline.
  - View error details under **Pipeline Reports-Error Reports.** Fill in the applicable file type and click **Search** and then **View Details.**
  - View error summary or details under **Cognos Reports-Special Education IEP.**
- Correct the errors on your files and re-upload them to the IEP Interchange under Data File Upload. Make sure to verify upload was successful under Batch Maintenance. Repeat this process until all interchange errors are resolved.
- Create a **Special Education End-of-Year Snapshot** under **Special Education-Snapshot.** Fill in boxes as applicable, click **Search,** and then **Create Snapshot.**
- You will receive a **Snapshot Confirmation Email** once the snapshot has finished processing.
- Verify snapshot status under **Special Education-Status Dashboard.** Fill in boxes and click **Submit.** Make sure the **Data Exists** box displays a “**Y**” and scan all status information for accuracy. **Validation errors** indicate your **level 2 snapshot errors.**
- Next, view and resolve your Special Education EOY Snapshot errors. Snapshot error information can be found in the following places within Data Pipeline:
  - View error summary or details under **Pipeline Reports-Error Reports (Dataset-Special Education IEP/File Type-Special Education EOY).** Click **Search.** Click **View Detail** and then **Excel** to export the error details to Excel.
  - View error summary and/or details under **Cognos Reports-Special Education EOY-Special Education Error Detail Report.**
- Correct the level 2 errors on your files and re-upload them to the IEP Interchange under Data File Upload. Verify successful upload under Batch Maintenance (VERY IMPORTANT) and check for any additional IEP Interchange errors to resolve.
- Create another Special Education EOY snapshot and check for any additional level 2 snapshot errors.
- Repeat steps until all Interchange and Snapshot errors are resolved.
- After the duplicate process in September an email will be sent by CDE letting you know once it’s okay to Approve your final snapshot dataset in the Data Pipeline by clicking **Submit to CDE** (must be LEA Approver).

Reference links to find bulleted items below:

- [Special Education IEP Interchange Resources](#)
- [Special Education End-of-Year Snapshot Resources](#)

- Timeline
- File Layouts and Definitions
- Business Rules
- Templates
- Trainings
- Additional Resources

Questions? Contact Lindsey Heitman [heitman\\_l@cde.state.co.us](mailto:heitman_l@cde.state.co.us) (303) 866-5759