



# Exception Request Directions

## Student Collections

### Overview

Reporting Exceptions, or ‘exceptions’ refer to overriding Data Pipeline errors. CDE occasionally overrides these business rule errors because, although errors are legitimate, the case needs to be corrected to accurately reflect the student’s educational history. This occurs under unique circumstances when a student’s educational history does not follow the anticipated coding patterns outlined in the business rules for an interchange file or snapshot. When an exception is granted, it allows the district to leave the student’s coding unchanged. The student’s coding must still fall within the parameters of the data collection for an exception to be granted.

We also have Alternate Count Date Exceptions that are only used for the Student October Collection. Alternate Count Date Exceptions are granted through the School Auditing Office. These exceptions are for districts and/or schools to get permission to count an entire school or district on an Alternate Count Date of something other than October 1<sup>st</sup>. This is a process that is handled by our School Auditing Office and does not have an exception template posted on the [Student October webpage](#).

Another exception that is only accepted during Student October are Transfer Enrollment Exceptions. Transfer Enrollment Exceptions are exceptions in which certain students transfer to a certain district after the pupil enrollment count date, but before the end of the 11-day count period. In such cases, the district will need to provide additional documentation to show that the student met one of the enrollment exception requirements. More information is in the [Audit Resource Guide](#).

### Exception Determination

Districts may request an exception when they are unable to clear an error for a student who is accurately coded. Approved exceptions allow the data to remain unchanged.

**Example 1:** The Student End of Year error SE060 will trigger if you have a student who has enrollment history through October 1<sup>st</sup>, but the student was not included in your Student October submission and/or was included at a different school in your district in the Student October submission. If the student was incorrectly coded for Student October, an exception may be used to override this error to allow the correct coding to be used for Student End of Year.

**Example 2:** The Student October error OC50 will trigger if your percentage of K-12 Students classified as Free ('01') and Reduced ('02') exceeds expected tolerances. If the reported FRL Total is accurate, an exception may be used to override this error to allow the tolerance to be exceeded within the Student October Collection.

**Example 3:** The Student Demographic error SP166 will trigger when a student does not follow logical sequence for ELL. The student is currently coded as Language Proficiency = 0 (N/A). In the prior year Student October, this student was coded as an EL student with a Language Proficiency code that was NOT zero (Previous October Language Proficiency = 1, 2, 3, 4, 5, 6, 7, 8, or 9). The district must provide a logical exception reason on why the student should now be indicated as Language Proficiency = 0 (N/A) in comparison to the prior year Student



October. If the reason is accepted, an exception may be used to override this error to allow a coding pattern change within the Student Demographic File.

If you are unsure if a reporting exception is needed for a specific student's situation, please reach out to the Attendance, Student October or Student End of Year collection leads (depending on the time of year/collection you are working through). For Student Interchange related exceptions, please use the guidance below to reach out to the appropriate lead. 2024-2025 and 2023-2024 are shown below demonstrating the Student Interchange cycle.

- 2024-2025
  - July 2024 - December 2024, Contact [StudentOctober@cde.state.co.us](mailto:StudentOctober@cde.state.co.us)
  - January 2025 - December 2025, Contact [StudentEndOfYear@cde.state.co.us](mailto:StudentEndOfYear@cde.state.co.us)
- 2023-2024
  - July 2023 - December 2023, Contact [StudentOctober@cde.state.co.us](mailto:StudentOctober@cde.state.co.us)
  - January 2024 - December 2024, Contact [StudentEndOfYear@cde.state.co.us](mailto:StudentEndOfYear@cde.state.co.us)

## Steps

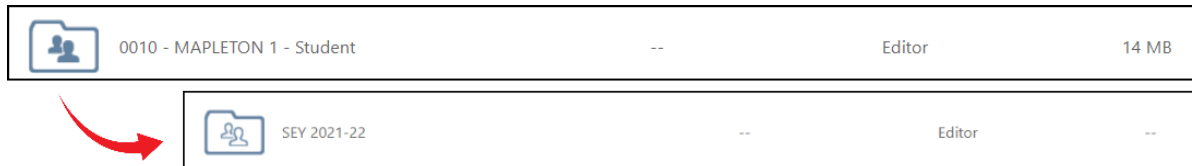
1. Download the exception request template on the [Student Interchange webpage](#), [Attendance webpage](#), [Student October webpage](#) or the [Student End of Year webpage](#) found under the 'Templates' section.
  - a. This is an excel document.
  - b. The first sheet of this document contains directions, and the second sheet contains the exception request form to complete for each reporting exception.

Instructions Exceptions Requests
2. Copy and paste all information directly from your Error Detail Report in Data Pipeline or CEDAR/COGNOS. This will ensure that you have the correct SASID, Error Code, School Code (not applicable to DEM errors), and Grade Level (not applicable for DEM errors) for your exception.
  - a. **IMPORTANT:** The exception will not process if the request form information is not accurate.
  - b. Each error requires a separate row on the exception request. Multiple exceptions are allowed on one sheet.
  - c. Keep exception 'types' separate. Use a separate document for EL exceptions, all other DEM exceptions, SSA exceptions, SEY exceptions, etc.
  - d. Create a new exception form when additional exceptions are needed. Districts are encouraged to include the date in exception request documents because multiple exception request templates may be submitted through the collection cycle. This is especially true of the SEY collection due to the multiple phases of this collection.
  - e. School Code and Grade Level are only required for school level errors. You can leave these fields blank for Demographic errors and snapshot errors that reflect a group of students.
  - f. The 'Reason for Exception' must be concise but detailed enough to explain the reason behind the exception. (300 characters or less)
  - g. Leading zeros are required. (District Code, School Code, Grade Level)
  - h. Some exception requests require additional documentation/forms to be included with the request. These forms should also be uploaded to Syncplicity and referenced in the reason for exception.

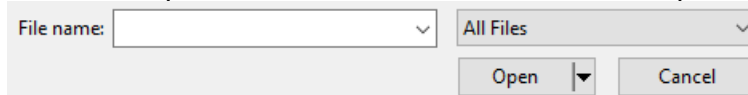


School Year	Error Code	Error Type	District Code	School Code	Grade Level	SASID	Reason For Exception	Requester name, phone, email	Internal Use Only: CDE Review Date	Internal Use Only: CDE Comments (if needed)
2023-2024	SE060	E	1234	5678	070	1234567890	Brief reason, 300 characters or less. Include supporting documentation file name if needed.	Name, phone, Email		

3. Save the exception request to your computer and then upload it to your district’s student Syncplicity folder into the appropriate collection subfolder. Please note, the student Syncplicity folder is used by both Student October 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 subfolder. This subfolder is dated based upon the collection year (e.g. SEY 2023-24)



- c. Select the upload button and select a file to upload from your computer.



- d. Contact the specific Collection Lead if you do not have access to your district’s Student Syncplicity folder. Remember, each collection has an associated email address that can be found on the [Contact Us webpage.](#)
4. Email the Collection Lead 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 - reupload the interchange file and/or create a new snapshot to clear the error.
    - ii. Denied requests - Collection Lead will provide next steps for clearing the error (this occurs when there is another way to code the student that fits their educational history and the business rules for the collection)
    - iii. Additional information needed - Collection Lead will request more information.

### Reporting Exceptions Requiring Additional Information/Documentation

Districts are welcome to upload any supporting documentation to Syncplicity for review when requesting an exception if they feel the ‘reason for exception’ field does not provide enough space to describe the student’s circumstances. Below are a few common reasons additional information may be requested or required for exceptions.

#### Reason for Exception Clarification

If the reason stated in the ‘reason for exception’ field on the exception request is unclear, clarification may be requested.

#### SASID Merge/Change Scenarios

When a SASID change or merge occurs, exceptions may be needed to clear up any follow-up errors. Work with the RITS Coordinator ([RITS@cde.state.co.us](mailto:RITS@cde.state.co.us)) to resolve the SASID situation. The RITS



Coordinator maintains separate Syncplicity folders and documentation requirements for resolving SASID issues.

The timing in which a SASID change/merge occurs impacts the steps needed for SEY reporting. During the Post-Cross LEA phase of the SEY collection do not update SEY files due to SASID merges without contacting the SEY collection lead.

#### *Steps when updating SASID Merges*

1. Update the student's SASID and related information on all student interchange files.
2. Create a snapshot.
3. Request an exception for any snapshot errors that may arise on either the old SASID or new SASID for the student. Include both SASIDs in the 'reason for request' field on the exception request.

#### English Learners with a Coding Pattern Change - Student October

English Learners who experience a language proficiency change that does not follow typical progression patterns may trigger errors on the Student Demographic file. English Learner exception requests may be reviewed by other CDE departments in addition to the OCT Collection Lead. See the *English Learner Coding Guide* posted on the [Student Interchange website](#) for more information.

*Student Demographic Errors (checks OCT prior year compared to current DEM file - beginning of school year)*

- Students who transfer into a LEA and have been screened per the [standard EL Identification procedures](#):
  - Submit an exception request indicating the student entered the district and the date they were screened along with the outcome of the screening results (English Learner or English Proficient).
  - Reminder: Students with a prior EL history who are screened and found to be English Proficient should continue in the [standard EL progression](#). The COGNOS/CEDAR Report *English Learner Historical Reporting SASID Lookup* is a helpful tool when verifying a student's English Learner history.
- Students incorrectly reported in last year's Student October within the same LEA:
  - Submit an exception request template with detailed information on why the student needs an exception. The COGNOS/CEDAR Report *English Learner Historical Reporting SASID Lookup* is a helpful tool when verifying a student's English Learner history.
- Students with an approved mid-year EL change during the prior year SEY collection in the same LEA:
  - Submit an exception request template including a statement in the 'reason for request' that indicates this is a follow-up error to a prior year approved mid-year change.

#### Transfer Enrollment Exceptions - Student October

Students that are not pulling into the Student October Snapshot due to transferring into the LEA after Count Date may require a transfer enrollment exception. Transfer Enrollment Exceptions are exceptions in which certain students transfer to a certain district after the pupil enrollment count date, but before the end of the 11-day count period. In such cases, the district will need to provide additional documentation to show that the student met one of the enrollment exception



requirements. Students that will meet this exception are described in the [Audit Resource Guide](#). The exception template that would be used is our [Transfer Enrollment Exception Request Template](#).

### English Learners with a Mid-Year Change - Student End of Year

English Learners who experience a mid-year language proficiency change may trigger errors on the Student Demographic file or the Student End of Year snapshot. English Learner exception requests may be reviewed by other CDE departments in addition to the SEY Collection Lead.

*Student Demographic Errors (checks OCT prior year compared to current DEM file)*

- Students who transfer into a LEA mid-year and have been screened per the [standard EL Identification procedures](#):
  - Submit an exception request indicating the student entered the district mid-year and the date they were screened along with the outcome of the screening results (English Learner or English Proficient).
  - Reminder: Students with a prior EL history who are screened and found to be English Proficient should continue in the [standard EL progression](#).
- Students incorrectly reported in Student October within the same LEA as Student End of Year:
  - Less than 2 years of EL History - submit an exception request template.
  - 2+ years of EL history - submit an exception request template **AND** a [Mid-Year EL Change form](#).

*SEY Snapshot Errors (checks OCT current year compared to SEY current year in the same LEA)*

- If the student had an approved DEM exception, submit an exception request and include 'follow-up error to an approved DEM exception' as part of the reason for request.
- If the student was incorrectly reported in Student October in the current year:
  - Less than 2 years of EL History - submit an exception request template.
  - 2+ years of EL history - submit an exception request template **AND** a [Mid-Year EL Change form](#).

### SE903 Post Cross LEA Errors - Student End of Year

SE903 errors trigger when a student has school exit type 13 but no other LEA has a record for the student with a school entry date after the school exit date paired with school exit type 13 in the reporting LEA. If the reporting LEA has adequate documentation to support the use of school exit type 13, then an exception may be granted. Upload a completed exception request template **AND** a copy of the adequate documentation to Syncplicity. The adequate documentation must include the student's SASID, full name, date of birth, gender, sending school, receiving school, date student began attending the receiving school, and is signed by a representative from the receiving school. Incomplete documentation will not be accepted.