



**COLORADO**  
Department of Education

# Reporting Student Data to CDE The Basics

**Reagan Ward & Annette Severson**  
**September 2025**

# General Data Reporting Information



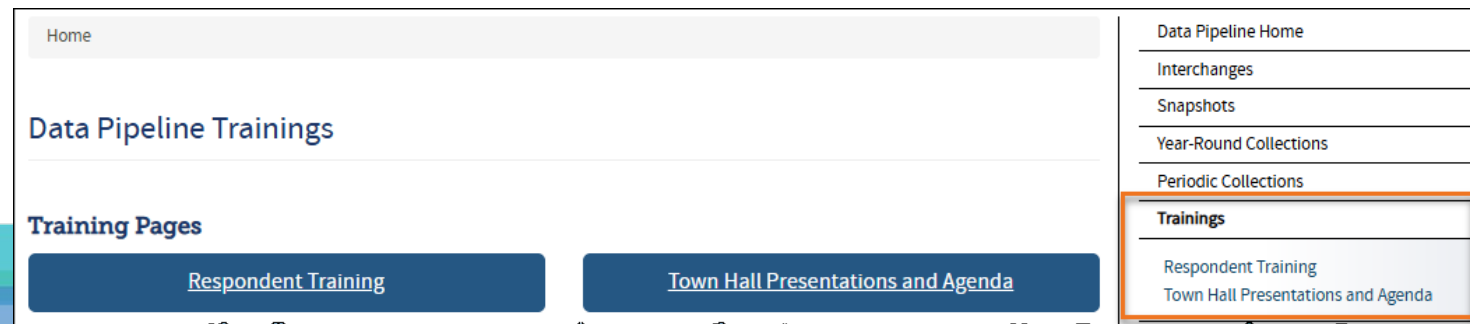
# Data Pipeline Training Websites

## Respondent Training

- Information and resources for all data respondents, regardless of collection
- Topics Include...
  - Data Pipeline Respondent Overview
    - Collection overview, IdM Roles, Data Pipeline website resources
  - Data Pipeline Reporting Process
    - How-to guides for data file upload, reviewing errors and validating data, finalize submission process
  - Additional Tools/Resources

## Town Hall Presentations and Agenda

- Ongoing information/updates about Data Pipeline Collections
- Weekly on Thursdays from 9 – 10 am
- Email to subscribe to listerv for reminders:  
[DATASERVICES-subscribe-request@cde.state.co.us](mailto:DATASERVICES-subscribe-request@cde.state.co.us)
- Website includes agenda, weekly meeting link, and recorded prior presentations



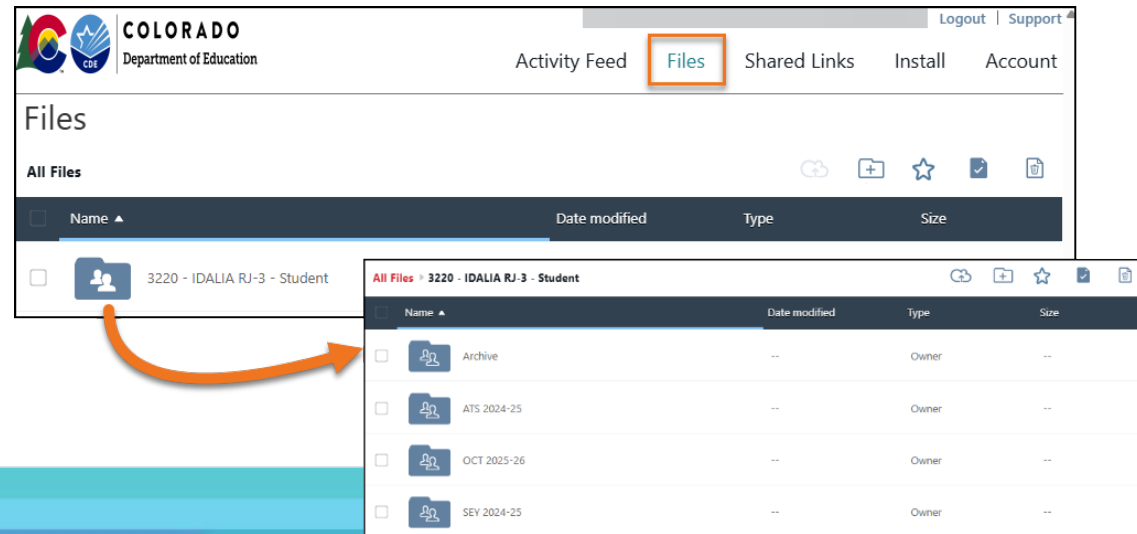
# PII & Syncplicity

## Personally Identifiable Information (PII)

- State and Federal laws protect information that, alone or in combination, personally identifies an individual
  - E.g., name, SASID, date of birth, etc.
- Includes information that when combined is identifiable
- **Email is not a secure method for sharing PII**
- More Information: [Data Privacy and Security Website](#)

## Syncplicity

- Secure method to transfer PII to CDE
- Syncplicity folders are specific to collections
  - Access is not automatic, email [Reagan Ward](#) if you need access for the student interchange
- [Student Interchange](#), [Student October](#), [Student End of Year](#), and [Student Attendance](#) all utilize the same folder
  - *District Code – District Name – Student*



The screenshot shows the Syncplicity web interface. At the top, there is a navigation bar with 'Activity Feed', 'Files' (highlighted with an orange box), 'Shared Links', 'Install', and 'Account'. Below this, the 'Files' section is displayed, showing a list of files for the collection '3220 - IDALIA RJ-3 - Student'. The list has columns for Name, Date modified, Type, and Size. The files listed are:

Name	Date modified	Type	Size
Archive	--	Owner	--
ATS 2024-25	--	Owner	--
OCT 2025-26	--	Owner	--
SEY 2024-25	--	Owner	--

An orange arrow points from the '3220 - IDALIA RJ-3 - Student' folder icon in the main view to the detailed view of its contents.

## RITS

- RITS Login Page
  - System to retrieve/request Student State ID #s (SASIDs)
  - Permissions specific to this system and have parallel Data Pipeline permissions
- Note: LEAs may 'claim' a student in RITS even if the student has never attended their LEA, which is why it cannot be used for adequate documentation of transfer to support student exit types

## Data Pipeline

- Pipeline Login Page
- System used to complete data collections
- Permissions based on specific collection
- Snapshot collections nestled under corresponding dataset
  - e.g., "Student" sidebar menu is where "Student October" snapshot screen is found

## CEDAR

- CEDAR Login Page
- a.k.a. COGNOS
- System used to review and validate data through collection specific reports
- Permissions mirror data pipeline
- Interchanges listed as separate report categories from snapshots

# Identity Management Roles (IdM Roles)

- You must be provided with IdM role(s) by your Local Access Manager (LAM)
- Some collections, such as snapshots, may require permissions assigned for the snapshot **and** the related interchange
- [IdM Application Role Mapping](#)

LEA Approver	LEA User	LEA Viewer
<ul style="list-style-type: none"><li>• Primary point of contact for a collection</li><li>• Create/upload data file(s) into Data Pipeline</li><li>• Review error reports to correct the data<ul style="list-style-type: none"><li>• Reupload files as needed</li></ul></li><li>• Review CEDAR/COGNOS reports to determine data is complete and accurate</li><li>• Submit data to CDE and download Sign-Off Forms</li><li>• <i>Role does not exist for some collections</i></li></ul>	<ul style="list-style-type: none"><li>• Supporting point of contact for a collection</li><li>• Create/upload data file(s) into Data Pipeline</li><li>• Review error reports to correct the data<ul style="list-style-type: none"><li>• Reupload files as needed</li></ul></li><li>• Review CEDAR/COGNOS reports to determine data is complete and accurate</li></ul>	<ul style="list-style-type: none"><li>• Rarely receive collection emails<ul style="list-style-type: none"><li>• Typically, only CEDAR/COGNOS related messages</li></ul></li><li>• CANNOT upload or change the data</li><li>• Review data, typically through CEDAR/COGNOS reports</li></ul>

# Pipeline Maintenance Window

- Every Tuesday around 4:00 p.m. there is a Pipeline Maintenance Window
- Possible Impacts
  - Uploading Interchange Files unavailable
  - Creating snapshots unavailable
  - Reports unavailable
- Suggestion
  - Avoid work in pipeline
- Why?
  - Could cause files or snapshots to be stuck in processing
  - Unnecessary errors may occur



# Data Pipeline Basics





# Student Data Sources/Collection Types

## Year Round

- RITS
- Export/Import Process to retrieve SASIDs from RITS
- SIS → RITS\* → SIS
  - *\*or pipeline*

## Interchanges

- **Designed for ongoing file uploads throughout the year**
- Source files for snapshot collections
- Extract data/files from SIS
- Interchanges with student level data files:
  - At-Risk
  - Discipline
  - Special Education IEP
  - Student
  - Teacher/Student Data Link
  - Title 1

## Snapshot

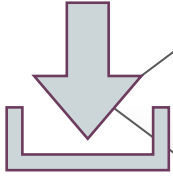
- Data Pipeline Process to combine select data fields from one or more interchange files
- Based on a set of criteria/parameters for the snapshot collection
- Typically, records active on a specific date or within a date range
- Data updates take place on related **interchange** files

## Periodic

- Specific time frame
- Separate file extract from SIS
- Independent (mostly) of interchange files
- Student level periodic collections:
  - AEC collections
  - CDIP
  - Prevent Harassment or Discrimination in Schools
  - READ Spring Assessments
  - Assessment SBDs
  - S-EBT
  - Student Restraint and Seclusion

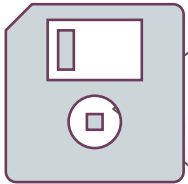
**2025-2026 and 2024-2025 Data Pipeline Collection Dates (xls)**, high level calendar with contact information is available on the [Data Pipeline Frequently Requested Codes and Resources page](#).

# Student Information System (SIS) Extracts



Download reports (files) from your Student Information System (SIS)

- Student Interchange Example: *Student Demographic, Student School Association, Graduation Guidelines*
  - Files could be named differently in SIS
  - .xlsx is recommended format
  - *If .csv, be careful if opening file to keep leading zeros*



Save each file in an accessible location with naming convention

- Example: 0110\_DEM\_10112026.xls
  - No spaces in file name are allowed
- Keep filing system organized, expect to extract and upload the same file multiple times throughout a collection



Upload each file to Data Pipeline ([steps shown later](#))

The screenshot shows a web interface for data file upload. On the left is a sidebar menu with items: Login to data pipeline (1), File Upload (2), Data File Upload (3), Validation Report, Batch Maintenance, and + Student. The main area is titled 'Data File Upload' and contains a form with the following fields: Dataset \* (dropdown with 'Student' selected, callout 4), File Type \* (dropdown with 'Student Demographic' selected), Tag (dropdown with 'None' selected), School Year \* (dropdown with '2025-26' selected), Organization/LEA \* (dropdown with 'Select...' selected), Locate File \* (button 'Choose File' and text 'No file chosen'), and Upload Type \* (radio buttons for 'Append' and 'Replace', with 'Replace' selected). A green 'Submit' button (5) is at the bottom right. A green 'Logout' button is in the top right corner.

- **Dataset** = Student (or applicable dataset)
- **File Type** = applicable file
  - Student Demographic
  - Student School Association
  - Graduation Guidelines
  - Adjustments
- **Tag** = \*None
  - \*Review [tagging interchange files](#) resource to determine if tagging files would benefit your workflow (DEM and SSA only)
- **School Year** = applicable year
  - Caution, two years open throughout the fall for student and title 1 interchanges
  - Defaults to 2025-2026
- **Organization/LEA** = defaults to your LEA
- **Upload Type** = \*Replace
  - \*Append is reserved for nuanced situations that do not apply to most LEAs

- Processed Indicator
- Record Count
- Error Count
- Batch ID
- Submitted Date

- Delete file
- Download file
- Lists multiple files when...
  - Tag files used
  - 'Append' file upload used

**Batch Maintenance**

Dataset \* Student    File Type \* Student Demographic    School Year \* 2024-25  
 Organization/LEA \* 0030-Adams County 14    Submitted By Me

**Submit**

[Excel](#)

Select	Batch ID	File Name	Record Count	Errors Count	Processed Indicator	Submitted User	Submitted Date	Tag	LEA
<input type="checkbox"/>	979629	StudentLayout_52.csv	6323	0	Yes		07/15/2025 08:37 AM		0030-Adams County 14

Page 1 of 1    25 Per Page    Total No. of Records: 1

**Delete**    **Download**

# Business Rules: Errors/Warnings Overview

## Errors

- Must be addressed
  - Update data fields to clear
  - Request a [reporting exception](#)
    - Exceptions allow data codes to be used when they coding doesn't follow the expected pattern
    - Not all errors or collections allow exceptions
    - Exception request template is collection specific
- Prevent records from pulling into data collections

## Warnings

- Indicate possible data inconsistencies/coding issues
- Do not prevent record from pulling into data collections
- **Pro Tip:** Review warnings to look for patterns/areas where LEA data could be documented in a more accurate manner

Note: Student interchange business rules address data inconsistencies that apply to multiple data collections (snapshots)

1 Login to Data Pipeline

2 Pipeline Reports

3 Error Report

Records Not in Snapshot

+ Cognos Report

### Error Report

4 Dataset \* Student Profile File Type \* Student End of Year

School Year \* 2021-22 Organization/LEA \* 2630-Haxtun RE-2J

Error Type \* Errors and Warnings Tag All

5 Search

Select All | Deselect All | Excel

Error Code	Error Type	Error Message	Count
SE013	W	WARNING SUMMARY If no 7-12 students have Migrant Education = 1 (Yes).	1

Select 'Excel' to download this error summary as an excel file

To view specific student records that are triggering an error/warning, select *View Details* at the bottom of the screen.

<input checked="" type="checkbox"/>	SE722	W	These students are currently coded as transferring to another Colorado public school district (Exit/Withdrawal Type Code = 13), but their SASID was not reported in the current Student End of Year collection by any other district after the exit date reported by your district. Please verify the educational status of these students after exiting your district and change their Exit/Withdrawal Type Code if appropriate. If you have confirmation of enrollment and attendance, please contact the receiving district to have them include the student in their end of year submission prior to the Post Cross LEA process.	3
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View Details

### Error Report for STD/SSA/2022

Detail Errors

If you'd liked this detailed list as an excel document

Excel Back

District Code	Error Type	Error Code	Sasid	Error Message	Error Log Error Message	School Code	First Name Student	Last Name Student	Gender Student	Birth Date Student	School Entry Date	Entry Grade Level	School Entry Type	School Exit Date
	W	SP270		Retention Code is 1. Please confirm that student is being retained in the same grade for next school year.										

- Preferred method for checking errors/warnings
- Some errors and warnings are being updated to use the 'error log error message' column that used to be blank on this report
- **Pro Tip:** Use check boxes to select a specific error/warning code before reviewing error details as it may be simpler to focus on one business rule topic at a time

# Checking Errors/Warnings: Pipeline Error Report



# Addressing Errors/Warnings

## Preferred Method:

1. Correct the related data field in your SIS
2. Extract a new file from your SIS
3. Upload the new file to Data Pipeline

## Alternate Method:

- Correct the related data field using the Edit Record screen in data pipeline
- This is not the preferred method for correcting errors because uploading a new file will wipe out any manual edits done in pipeline
- Student Interchange—This method is designed for use during the Post-Cross LEA phase of the Student End Year collection

1 Login to data pipeline Logout

2 Student

- Status Dashboard
- Add Record
- Edit Record**
- Snapshot
- Add SO Waiver
- Home School Data
- File Extract Download

### Edit Record

4 File Type\* Student Demographic School Year\* Organization/LEA\* 1040-Academy 20

Tag None Batch ID\* 978433 - Error Records All

SASID Errors All

Fields marked with \* are mandatory

Students State ID (SASID) Local ID (LASID)

Students First Name Students Last Name

5 Search

### Edit Record ( ) : 1040-Academy 20

Sort Order

#1 School District/BOCES Code #2 Students State ID (SASID) #3 Local ID (LASID) [Sort Data](#)

**Fields shown in RED have an error**

Total # of Records : 1

[Go to Standard View](#)

#	School District/BOCES Code	Students State ID (SASID)	Local ID (LASID)	Students First Name	Students Middle Name
<input checked="" type="checkbox"/>	1				

Page 1 of 1 [Save](#) [Delete](#) [Back](#)

Select to see all data fields for a given file instead of the default 'compact view' of select fields

Note: Not all collections include this tool

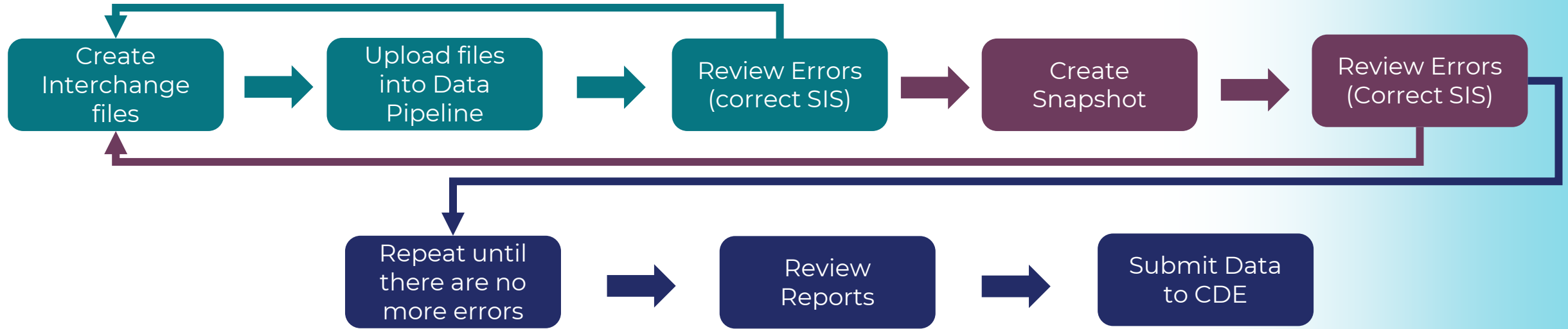


# Example: Student Interchange Process



- 1. Extract data from your SIS**
- 2. Upload interchange files**
  - **DEM first**
    - Must fully process before uploading other files
  - SSA second
  - GG and ADJ in any order
- 3. Wait for the File Upload Confirmation Email from the Pipeline System**
  - Will receive 2 emails, the first is just the RITS validation email, the second is the file upload confirmation
  - The email will show you the number of errors in your upload
  - Check your error reports
- 4. Update your Interchange files to address the errors**
  - Update in SIS → Extract → Upload to Pipeline
- 5. Repeat**

## Process:



## Pipeline Steps:

The screenshot shows the Data Pipeline interface with the following steps highlighted:

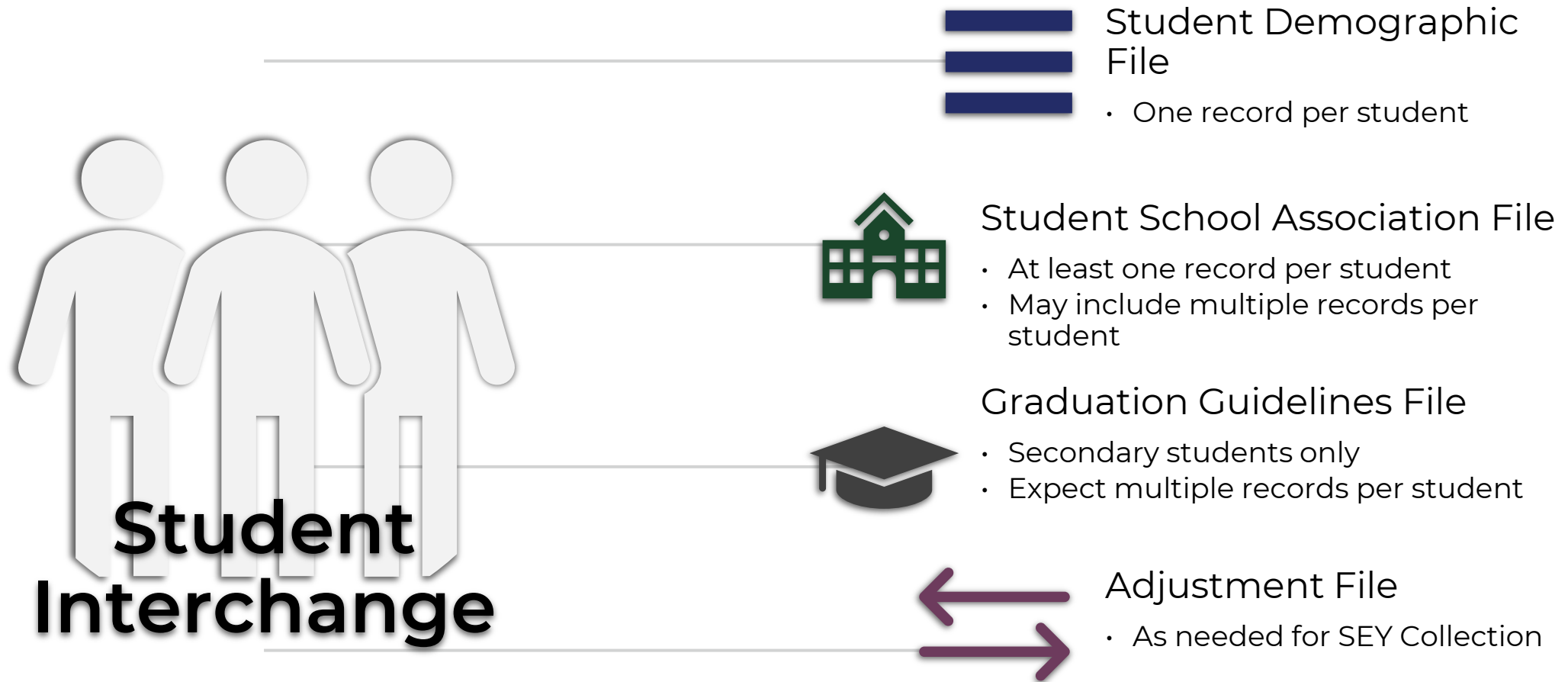
1. Login to Data Pipeline
2. Student (in the sidebar menu)
3. Snapshot (in the sidebar menu)
4. File Type\* (dropdown menu)
5. Search (button)
6. Confirm Snapshot Creation (button)

- Navigate to the dataset on the left sidebar
- File Type = name of snapshot collection
- Some snapshots include additional on-screen notes or prompts before pressing the 'confirm snapshot creation' button

# **Student Interchange Files and 2025-26 Updates**




# Student Interchange Files



# Student Demographic (DEM) File Layout

- **Data Expectation:** One Record per SASID
- **2025-2026 Changes:**
  - No new data fields
  - Changed ‘English Learners’ to ‘Multilingual Learners’ throughout file
    - English learner history COGNOS reports updated and renamed to Multilingual Learner history (SASID Lookup and District List)
- **Types of Data:**
  - Race/Ethnicity
  - Language Fields (background, proficiency, instruction program)
  - Homelessness Information (homeless, primary nighttime residence, cause of housing crisis, etc.)
  - SPED information (primary disability, alternate assessment participant, transition)
  - Other (military connected, HSED program, etc.)



## 2025-2026 Student Interchange: Student Demographic

**Student Demographic File Purpose:**

The purpose of the Student Demographic (DEM) file is to capture and verify the attributes of a student while they attended your Local Education Agency (LEA) in the current school year.

**Dependencies:**  
Student has an assigned SASID and up to date RITS record.

**Record Expectation:**  
In the Student Interchange–Student Demographic file, the LEA should submit 1 record per student per LEA for any student who enrolled at any point in the current school year.

**Use Summary:**  
Fields from this file are used in the following CDE Collections, which require LEA/AU effort.  
[Student October](#), [Student End of Year](#), [Student Attendance](#), [Student Discipline](#), [Special Education December Count](#), [Special Education End of Year](#), [Special Education Discipline](#), [Assessment SBD WIDA ACCESS for ELLs](#), [Assessment SBD PSAT/SAT](#), [Assessment SBD CMAS and CoAlt](#), [Assessment SBD DLM](#), [READ Spring Assessments](#), [Teacher Student Data Link Snapshot](#)

**File Notes:**

- New changes from 2024-2025 are emphasized with yellow shading.

**Data Field List:**

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
*School District/BOCES Code	4	1	4	1	A2	0000	
*Student's State ID (SASID)	10	5	14	2	B2	0000000000	
Local ID (LASID)	10	15	24	3	C2	0000000000	Can be zero-filled if NA
Student's First Name	30	25	59	4	D2	Valid name	
Student's Middle Name	30	60	89	5	F2	Valid name	*N/A for students that do not

**Data Field Descriptions:**

**School District/BOCES Code**  
A unique code assigned to a district by CDE. [Refer to the School District/BOCES Code table.](#)

**Student's State ID (SASID)**  
A unique ten-digit number must be assigned to each student by CDE.

**Local ID (LASID)**  
The student's Locally Assigned Student ID (LASID). LEAs may zero fill if they choose not to use a LASID.



# Student School Association (SSA) File Layout



## 2025-2026 Student Interchange: Student School Association

### Student School Association File Purpose:

The purpose of the Student School Association (SSA) file is to capture the school(s) in which a student attends in your Local Education Agency (LEA) throughout the current school year for funding and accountability purposes

### Important:

If there is not a record in the Demographic file, then no record will be included in the corresponding data collection (snapshot).

### Dependencies:

- Student has an assigned SASID and up to date RITS record.
- A record for the SASID/student exists in the Student Interchange-Student Demographic file.

### Record Expectation:

In the Student Interchange-Student School Association File the LEA should submit any incident of mobility (entry, exit, grade change, etc.) for each school within the LEA at any point in the currently selected school year. Since the SSA file contains funding information, a Local Education Agency (LEA) is required to have a record at this level. For this file, a student must have at least one record and may have multiple records at the school level.

### Use Summary:

Fields from this file are used in the following CDE Collections, which require LEA/AU effort.

[Student October](#), [Student End of Year](#), [Student Attendance](#), [Student Discipline](#), [Special Education December Count](#), [Special Education End of Year](#), [Special Education Discipline](#), [Assessment SBD WIDA ACCESS for ELLs](#), [Assessment SBD PSAT/SAT](#), [Assessment SBD CMAS and CoAlt](#), [Assessment SBD DLM](#), [READ Spring Assessments](#), [Teacher Student Data Link Snapshot](#)

### File Notes:

- New changes from 2023-2024 are emphasized with yellow shading.

### Data Field List:

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
School District/BOCES Code	4	1	4	1	A2	0000	
Student's State ID (SASID)*	10	5	14	2	B2	0000000000	
School Code	4	15	18	3	C2	0000	
Student's First Name	30	19	53	4	D2	Valid name	
Student's Last Name	30	54	88	5	E2	Valid name	
Supplemental Online Course	1	202	202	31	A12	0,1	

### Data Field Descriptions:

#### School District/BOCES Code

A unique code assigned to a district by CDE. [Refer to the School District/BOCES Code table.](#)

#### Student's State ID (SASID)

A unique ten-digit number must be assigned to each student by CDE.

#### School Code

A unique code assigned by CDE to a school building. [Refer to the School Building Codes table.](#)

- **Data Expectation:** One record per attendance/enrollment timeframe
  - May include multiple records per SASID
- **Types of Data:**
  - Basic Enrollment Information
    - e.g., grade level, school entry/exit dates, school entry/exit types, retention code
  - Funding
    - e.g., public school finance funding status, student pupil attendance information, district of parent's residence, etc.)
  - Attendance
    - e.g., total days attended, total days excused, etc.
  - Other descriptors of education services/setting
    - e.g., expelled education, non-school program, homebased education, etc.

Resource: [2025-2026 Student Interchange Updates/Changes](#)

# 2026 SSA File Changes

- New data fields
  - Abbreviated School Day Schedule Status
  - Total Days on an Abbreviated School Day Schedule
- Removed Data Field
  - ILOP (Innovative Learning Opportunities Pilot)
- Renamed Field
  - Student Pupil Attendance Information
- Definition Updates
  - Added clarifying verbiage to various fields such as attendance fields, school entry and exit date, primary school, postsecondary program enrollment, and alternative instruction courses
- New School Entry Type Codes
  - 31 = Transfer from a HS Diploma Program at a Colorado Community College
  - 60 = Enrollment Status Change in the same School
  - 98 = Prior Graduate from a public school in another Colorado LEA transferring to participate in Special Ed 18-21 services
- New School Exit Type Codes
  - 31 = Transfer to a HS Diploma Program at a Colorado Community College
  - 60 = Enrollment Status Change in the same School
  - 88 = TBD—waiting on documentation of transfer; Student absent 10+ days

# Graduation Guidelines (GG) File Layout

- **Data Expectation:** Secondary students only; One record per attempted graduation guideline
  - Multiple records per student expected
- **GG Required at point of Graduation:** At the point of graduation in the SEY collection, students must have at least one reported English and one reported Math guideline at or above the cut point for that guideline. This can occur in the same year or in a prior year GG file.
- **2025-2026 Changes:**
  - No new data fields
  - Field Expectation update: School Year of Completion is required and cannot be zero filled
- **Type of Data:**
  - English Guideline (name, score, completion year)
  - Math Guideline (name, score, completion year)



## 2025-2026 Student Interchange: Graduation Guidelines File

### Graduation Guidelines Purpose:

The purpose of the Graduation Guidelines (GG) file is to record student outcomes that CDE must use to calculate and report, per C.R.S. 22-11-204(4), including the percentage of students who have graduated, having met minimum standards in the state board's graduation guidelines menu of options established pursuant to C.R.S. 22-2-106(1)(a.5) and the percentage of students who have met the state board's higher achievement level standards (higher bar) established pursuant to C.R.S. 22-11-104(2)(a).

### Important:

Completion of this interchange file is not required for Student October. Data entered here for Student October is not included in the Student October snapshot nor does it impact Student October funding. This file is only required for Student End of Year and will not impact other collections.

### Dependencies:

### Data Field List:

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Reporting School District/BOCES	4	1	4	1	A2	0000	
*Student's State ID (SASID)	10	5	14	2	B2	0000000000	
School Code	4	15	18	3	C2	0000	2023-2024 changed to optional field; may be zero-filled, '0000'

### Data Field Descriptions:

#### Reporting School District/BOCES Code

A unique code assigned to a district by CDE. [Refer to School District/BOCES Code table.](#)

#### Student's State ID (SASID)

A unique ten-digit number must be assigned to each student by CDE.

### Guideline Names and Scores

Please review the table below for approved guidelines, the abbreviation code for each guideline name, and the acceptable scores for each guideline, and the minimum benchmark score for each guideline. See the graduation guidelines website for more information about each given guideline type; do not include leading zeros for this data field. Only values within the accepted score range for the given guideline name are valid.

Guideline Name Code	Guideline Description	Accepted Guideline Score Values	Guideline Type and Benchmark Score
ACR	<p>Classic Accuplacer - Reading Comprehension</p> <p>Reading comprehension portion of the Classic ACCUPLACER test. ACCUPLACER is a series of computerized tests that assess reading, writing, math, and computer skills. The results of the assessment, in conjunction with a student's academic background, goals, and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels.</p> <p>Note: Classic ACCUPLACER was discontinued by the vendor in January 2019. It is sunseting and will likely be removed the next time the State Board of Education updates the graduation guidelines menu of options.</p>	20 - 120	English: 62





# Adjustments (ADJ) File Layout

## 2025-2026 Student Interchange: Adjustment

### Purpose:

Adjust Anticipated Year of Graduation (AYG) cohort membership in the event that a Local Education Agency (LEA) has received notification that a student who was reported as not exiting, dropout, expulsion or HSED Transfer during a previous reporting period (prior school year) is completing their education or has completed their education through another education agency. Adjustments can only be made for students who were reported as not exiting, dropouts, expulsions, or HSED Transfers from a school administered by the reporting LEA. **Adjustment codes may only be used for 7th-12th graders.**

### Important:

Adjustment records are only utilized as part of the Student End of Year data collection.

### Dependencies:

Student has an assigned SASID and up to date RITS record.

Student's final Student End of Year record in a prior year indicated the student remained in the LEA's AYG cohort due to not exiting, dropout, expelled, or HSED transfer. (School exit types 00, 40, 50, 70, 18, 19, 21, 26, 30)

### Record Expectation:

The LEA should submit 1 record per student per LEA for any student whose exit type from a prior year needs to be adjusted.

### Use Summary:

Fields from this file are used in the following CDE Collections, which require LEA/AU effort: [Student End of Year](#)

### File Notes:

- New changes from 2024-2025 are emphasized with yellow shading.

### Data Field List:

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
*School District/BOCES Code	4	1	4	1	A2	0000	
*Student's State ID (SASID)	10	5	14	2	B2	0000000000	
Student's First Name	30	15	44	3	C2	Valid name	
Student's Last Name	30	45	74	4	D2	Valid name	
Student's Gender	2	75	76	5	E2	01	
							Withdraw date of 2/26/2021 would also use adjustment year 2021.

### Data Field Descriptions:

#### School District/BOCES Code

A unique code assigned to a district by CDE. [Refer to School District/BOCES Code table.](#)

- **Purpose:**

- Only used for Student End of Year (SEY) collection in select circumstances
- Adjusts final school exit type in a *prior* school year under very specific circumstances

- **Data Expectation:**

- Grades 7-12 only
- Only one record per SASID

- **2025-2026 Changes:**

- No new data fields
- Some language updates for clarification

- **Timing Note:**

- Opens in May 2026 when student end of year collection officially begins

- **Additional Note:**

- Most student information systems do not have an extract as this file may be used for one or two students every few years

# 2025-2026 Business Rule Changes

- **DEM File:** Updated ML business rules
  - Consolidated many errors into a single 'out of sequence' error code → SP570
  - 'Error Details' column on error reports will show prior year coding for many ML rules
- **SSA File:** Grade Level sequence warnings
  - Helps LEAs catch out of sequence issues earlier in the year instead of waiting until the errors in the SEY collection
  - SP572: First record should be one grade higher than prior year (if not retained)
  - SP573: First record should be same as prior year because student indicated as retained in prior year
- **SSA File:** Moved Gifted and Talented year-to-year checks to October and SEY Snapshots
  - SSA level business rule had to be deactivated last year due to processing issues, in researching issue snapshot level rules were deemed the better solution for this check
- **GG File:** Completion Year
  - Completion year is required and cannot be zero filled
  - Completion year cannot be in a future year

# Connected Collections

# Collections (Snapshots) that use the Student Interchange

## Student October

- Student interchange: DEM & SSA
- Title 1 interchange
- At-Risk interchange

## Student Attendance

- Student interchange: DEM & SSA

## Student End of Year

- Student interchange: DEM, SSA, GG, and ADJ
- IEP interchange
- Title 1 interchange

## Student Discipline

- Student interchange: DEM & SSA
- Discipline interchange

## Teacher Student Data Link

- Student Interchange: DEM only
- TSDL interchange

## Special Education Collections

December Count  
Discipline  
End of Year

- Student interchange: DEM & SSA
- IEP interchange
- Discipline interchange

## SBD Assessment Collections

WIDA ACCESS  
CMAS/CoAlt  
PSAT/SAT  
DLM

- Initial “pre-id” assessment files based upon Student October data
- Student interchange: DEM & SSA

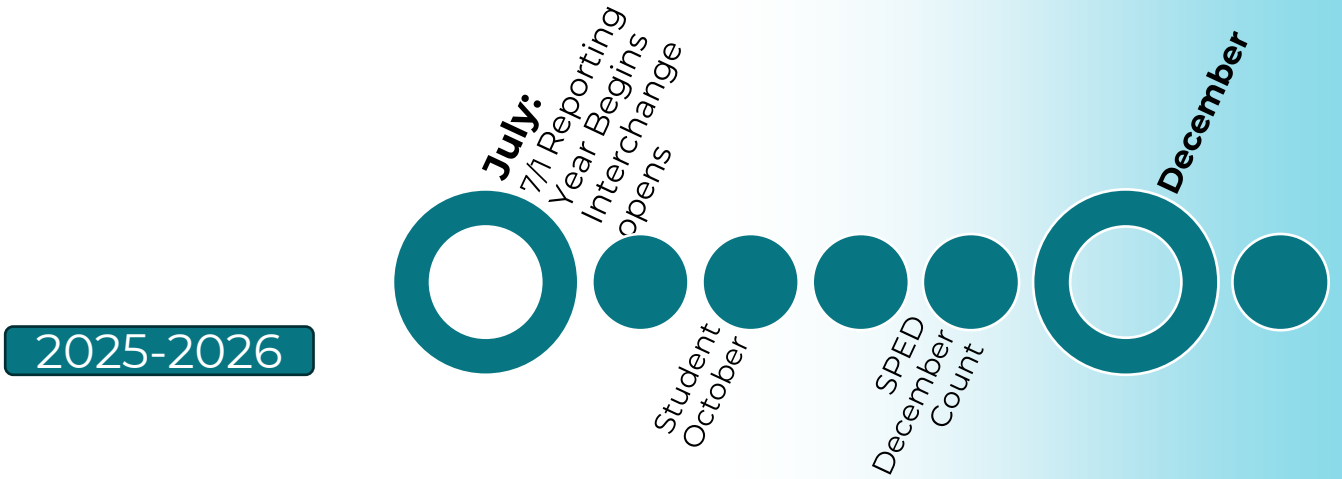
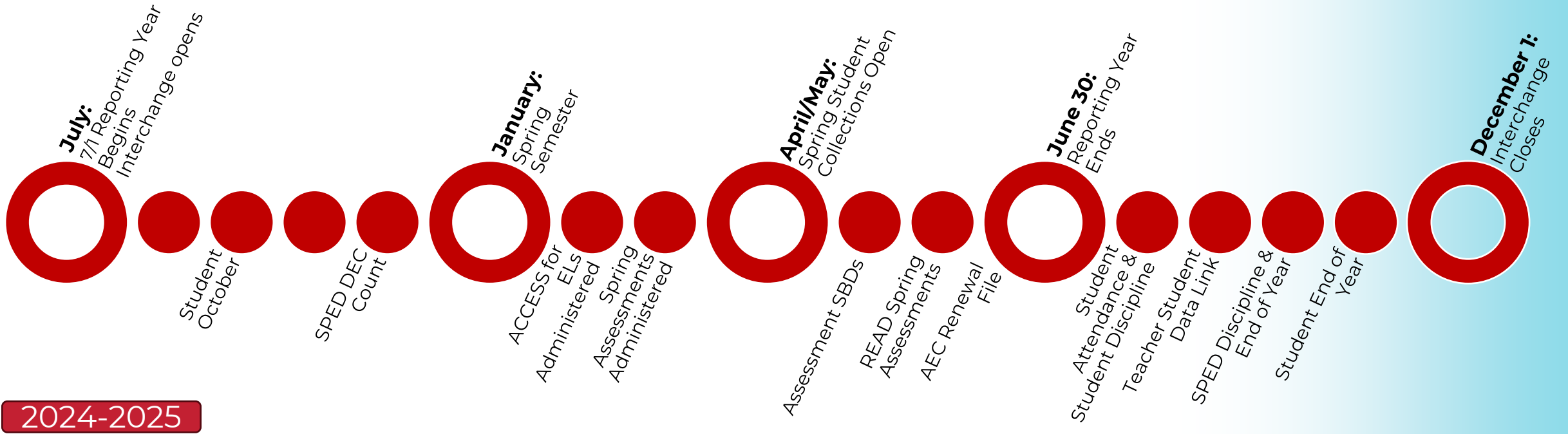
## READ Spring Assessments

- Utilizes DEM & SSA fields in reports
- Student interchange: DEM & SSA cross checks

## AEC Renewal File

- Includes values from Student Interchange

# Timeline



# Overlapping Years



Date	Event	Event Description
7/14/2025	Open	DEM, SSA, and GG files open
10/2/2025	Interim Deadline	Student October: Upload initial DEM & SSA files
10/9/2025	Interim Deadline	Student October: Error-free DEM & SSA files
12/17/2025	Interim Deadline	SPED December: Error-Free DEM & SSA files
11/1/2025	Other Date	Upload GG file to utilize CEDAR/COGNOS reports to monitor potential 2025-2026 graduates for GG completion, allowing ample time for LEAs to work with students to complete any missing measures during the year.
1/30/2026	Other Date	Upload DEM, SSA, and GG files and address errors related to mid-year transfers.
4/1/2026	Other Date	Prepare for Spring student level collections, uploading interchange files and addressing errors as needed.
4/30/2026	Open	ADJ file opens
5/8/2026	Interim Deadline	Upload the initial end of year interchange files. (DEM, SSA, GG) <i>LEAs are expected to have an upload date 4/1/2026 or later to meet this interim deadline.</i>
6/1/2026	Other Date	Error free DEM and SSA records for K-3 students and 4-12 READ Cohort students to prevent errors in the READ Spring Assessments collection
6/10/2026	Interim Deadline	Error free interchange files. (DEM, SSA, GG)
12/1/2026	Closed	DEM, SSA, GG, and ADJ files close

Primary Point of Contact:  
 July 2025 to December 2025 – [StudentOctober@cde.state.co.us](mailto:StudentOctober@cde.state.co.us)  
 January 2026 to December 2026 – [StudentEndofYear@cde.state.co.us](mailto:StudentEndofYear@cde.state.co.us)

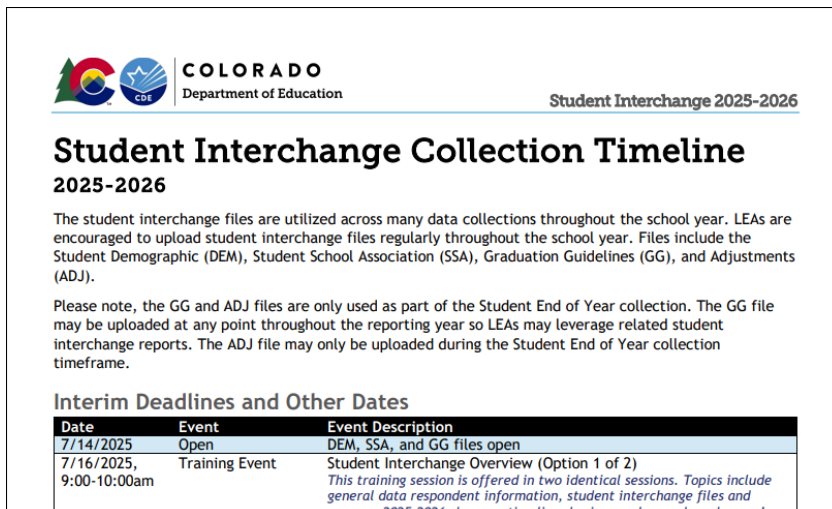
# Student Interchange 2025-2026



# Student Interchange Timeline Resources

## Collection Timeline: Combined Interim Deadlines

- Interim Deadlines for file uploads and error free files
- Combines interim deadlines across student data collections



**COLORADO**  
Department of Education

Student Interchange 2025-2026

### Student Interchange Collection Timeline 2025-2026

The student interchange files are utilized across many data collections throughout the school year. LEAs are encouraged to upload student interchange files regularly throughout the school year. Files include the Student Demographic (DEM), Student School Association (SSA), Graduation Guidelines (GG), and Adjustments (ADJ).

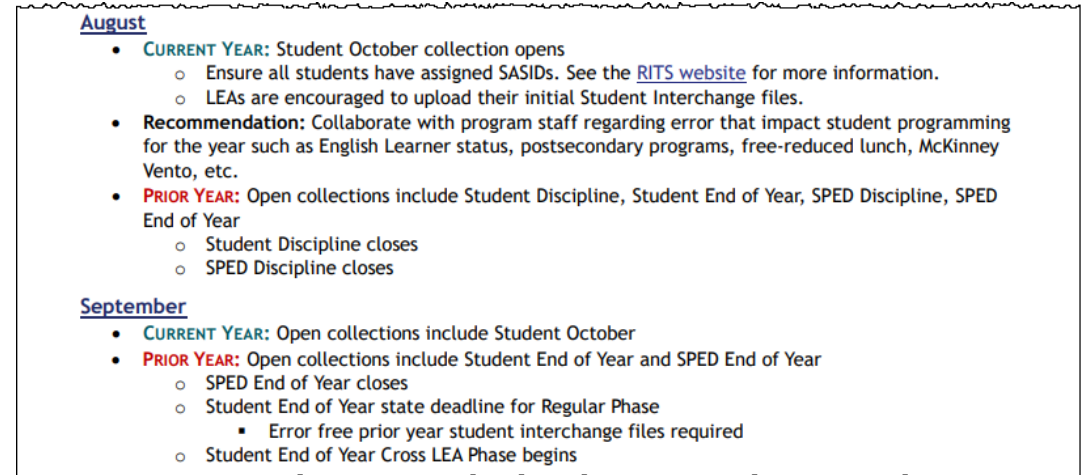
Please note, the GG and ADJ files are only used as part of the Student End of Year collection. The GG file may be uploaded at any point throughout the reporting year so LEAs may leverage related student interchange reports. The ADJ file may only be uploaded during the Student End of Year collection timeframe.

#### Interim Deadlines and Other Dates

Date	Event	Event Description
7/14/2025	Open	DEM, SSA, and GG files open
7/16/2025, 9:00-10:00am	Training Event	Student Interchange Overview (Option 1 of 2) <i>This training session is offered in two identical sessions. Topics include general data respondent information, student interchange files and</i>

## Month-by-Month Timeline

- Broad overview of how Student Interchange is utilized throughout the school year
- Highlights Prior Year and Current Year tasks each month when two interchange years are open



#### August

- **CURRENT YEAR:** Student October collection opens
  - Ensure all students have assigned SASIDs. See the [RITS website](#) for more information.
  - LEAs are encouraged to upload their initial Student Interchange files.
- **Recommendation:** Collaborate with program staff regarding error that impact student programming for the year such as English Learner status, postsecondary programs, free-reduced lunch, McKinney Vento, etc.
- **PRIOR YEAR:** Open collections include Student Discipline, Student End of Year, SPED Discipline, SPED End of Year
  - Student Discipline closes
  - SPED Discipline closes

#### September

- **CURRENT YEAR:** Open collections include Student October
- **PRIOR YEAR:** Open collections include Student End of Year and SPED End of Year
  - SPED End of Year closes
  - Student End of Year state deadline for Regular Phase
    - Error free prior year student interchange files required
  - Student End of Year Cross LEA Phase begins



# Demographic Data Reporting Cycle

## Cumulative (Reporting Year)

- Homeless Data Fields
  - \*Homeless
  - Primary Nighttime Residence
  - Cause of Housing Crisis
  - Additional Cause of Housing Crisis
- English Learner Data Fields
  - \*Language Proficiency
  - Language Instruction Program
  - Language Background
- \*Military Connected
- Free/Reduced Lunch Fields
  - \*\*Free/Reduced Lunch Eligibility
  - Free Lunch Eligibility Identification
- \*\*Immigrant
- \*\*Special Education Transition
- \*\*Attends District Funded HSED Program
- Section 504 Having a Disability

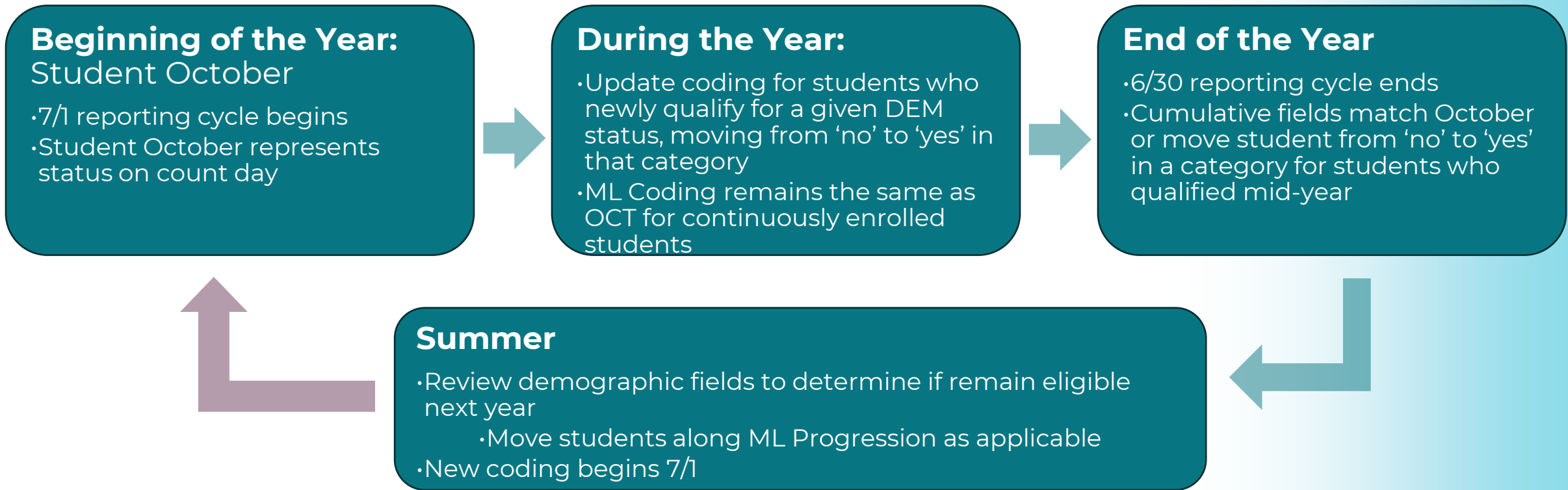
## Point in Time

- Name
- Date of Birth
- Gender
- \*\*Race/Ethnicity
- Military Enlisted
- Alternate Assessment Participant
- Primary Disability

### Note:

\*Error triggers if Student End of Year does not match Student October and/or State Assessment

\*\*Warning triggers if Student End of Year does not match Student October



### Reminders:

- Students who become eligible for a given cumulative data field at some point during the year remain reported as such until the end of the reporting year, 6/30
- Multilingual Learner status should not change from OCT to SEY if student is continuously enrolled in the LEA
- FRL Eligibility may change if OCT status based upon a carry-over status and the student is no longer eligible for free or reduced lunch after the carry-over status expires

## Multilingual Learner (ML) Coding Guide

### Student Interchange: Student Demographic File

Students are identified as Multilingual Learners (MLs) according to Colorado's Standardized Identification and Placement requirements. Local Educational Agencies (LEAs) report the *Language Background*, *Language Proficiency*, and *Language Instruction Program* for students during student data collections. These data fields are components of the Student Demographic file, which is a part of the [Student Interchange](#). Student data collections or snapshots then include the reported values on the student demographic file in the collection data snapshot (e.g., [Student October](#), [Student Attendance](#), [Student End of Year](#)). English Language Development (ELD) program staff and LEA data staff should collaborate when coding and reporting for ML students to ensure accurate reporting.

Visit the [ELD Program Requirement website](#) for more information regarding Colorado's Standardized Identification and Placement requirements. Please note, these requirements were updated for the 2025-2026 school year.

### ML Data Fields on Student Demographic File

Three data fields, *language background*, *language proficiency*, and *language instruction program*, work in tandem to reflect a student's ML designation or coding. See the Student Demographic (DEM) file layout posted on the [Student Interchange website](#) for a complete description of each data field and the available codes.

#### Language Background

This data field reflects the language background of the student per student records such as a Home Language Survey. LEAs report the 3-alpha character code that represents their language background. Example: ENG for English, SPA for Spanish, etc. A full list of language codes is available on the [Data Pipeline frequently requested codes and resources page](#).

#### Language Proficiency

This data field reflects the English Language Proficiency for the student. This is the primary field used to determine if a student is a multilingual learner or not, following strict business rules that align with the CO standardized ML progression.

Code	Abbreviation	Short Name	Notes
0	NA	Not Applicable	Language Background must be 'ENG' LIP must be '00'
1	NEP	Non-English Proficient	Language Background cannot be 'ENG' LIP cannot be '00'
2	LEP	Limited English Proficient	Language Background cannot be 'ENG' LIP cannot be '00'
4	PHLOTE	Primary Home Language Other than English	Student is English Proficient and has <b>never received ELD services</b> Language Background cannot be 'ENG' LIP must be '00'

- Designed to support student data respondents with implementation of ML coding in alignment with ELD Team designations for students
- Includes details regarding
  - ML Data Fields
  - Annual Data Cycle and ML Progression
  - Determining Language Proficiency Coding
  - Business Rules and Reporting Exceptions
  - Data Best Practices
  - COGNOS/CEDAR Reports

[Student Interchange Website](#)

# SSA File: Enrollment/Attendance Records

# File Design

- One record per enrollment (attendance) timeframe
  - Multiple records required when capturing movement between schools or instances of mobility
  - Multiple records required when capturing critical changes to the mode of educational services provided to a student

## Note:

The *Gifted and Talented* data fields and the *Date First Enrolled in the US* data field should be treated like demographic information with identical information on each SSA record

## Typical Enrollment Changes:

- Movement between schools (exit/entry 11)
- Movement in/out of district (applicable exit/entry)
- Instances of Mobility (exit/entry 25 or 45)

## Critical 'status' Changes (exit/entry 60):

- \*Expelled Education
- \*\*Non-School Program
- \*Postsecondary Program
- \*\*Home Based Education (part-time)


## Other changes impacting inclusion of a SSA record in a snapshot collection:

- Pupil Attendance Information
  - Moving between Group A and Group B codes
- Primary School

## Optional Changes (Exit/Entry 60)

- Other SSA fields only utilized in OCT collection
  - e.g., public school finance funding status, county code of residence, independent study course, blended learning course, etc.

- Available on [Student Interchange Website](#)
- Topics include
  - Overview
    - Critical SSA fields used to determine if a record is pulled into specific snapshot collections
  - School Entry/Exit Codes
    - Different types of student movement and the related school entry/exit types needed to capture the movement
    - Anticipated Year of Graduation Cohort connection to exit types
  - Data Implications
    - Data implications based upon SSA records, especially accurate school entry and exit dates
  - Common Coding Scenarios
    - Enrollment Status Changes
    - Instances of Mobility
    - Much more!



## SSA Record Guide

School Entry/Exit Types and Other Core Data Fields  
2025-2026

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# Capturing Enrollment Status Changes

- Scenario: student remains enrolled in the same school code, but one of the critical SSA enrollment fields has changed mid-year
  - This change captures a significant change to how the student is experiencing their education within the LEA
  - Critical Changes—returning from expelled education services, non-school program, homebased education, post-secondary program enrollment
  - Optional: changes for SSA fields only used in OCT collection may be captured with an enrollment status change as needed by the LEA
- Using back-to-back exit/entry dates at the **same school** code (less than 10 days apart)
- This is not considered an instance of mobility

SSA Record	School Code	Entry Date	Entry Type	Exit Date	Exit Type	Homebased Education	PAI
#1: Point ___ status changes	8765	08/15/2025	02	10/15/2025	60	1	01 – 08
#2: new ___ status	8765	10/16/2025	60	00000000	00	0	01 – 08



- Per state board rule, districts should indicate an instance of mobility for a student after ten consecutive days of absence as part of the Student End of Year (SEY) collection.
  - Instances of mobility capture extended timeframe of non-attendance
  - Used to calculate mobility rates
- Requires multiple attendance records (PAI 01-08, Primary School 1)
  - School Exit/Entry 25 used if student's absence is 10+ days to 6 weeks
  - School Exit/Entry 45 used if student's absence is 6+ weeks
  - School exit date indicates last date of attendance
  - School entry date indicates date student began attending district again
- LEAs should follow local policies and procedures used to track steps taken to attempt to reengage student/pursue truancy/etc. during timeframe where student is not attending the LEA (mobility instance)
  - **The time-period of extended absence/discontinued education is not state reportable for student collections**
  - Local policy/procedure may or may not include records in the LEA's SIS
- Other expected impacts of mobility instances
  - Attendance Collection: No attendance data reported for the timeframe of the extended absence
  - Assessment Collections: Impact 'continuous in school' or 'continuous in district' calculations because the student was not continuously enrolled due to the mobility instance

SSA Record	School Code	School Entry Date	School Entry Type	School Exit Date	School Exit Type
Mobility Instance Initiated	1234	08152024	02	02012026	25
LEA internal record	Not reportable	Not reportable	Not reportable	Not reportable	Not reportable
Mobility Instance Resolved	1234	04012026	25	00000000	00

## Instances of Mobility: Reporting extended absences



## Contract Agreement (District/BOCES) Students

Student and Special Education Collections: Impact of Pupil Attendance Information

### Overview

Contractual education serves those students for whom a district is paying the entire cost of services used to determine funding eligibility to another district, BOCES or third-party entity to educate one of its students. Further, contracted services may comprise some or all the student's educational services. Examples of educational providers include, but are not limited to another Colorado public school district, BOCES, a private provider, etc.

Contractual agreements can either be made directly through an educational provider's school or program. While both are contract agreements, there are different coding patterns to identify the differences between the two types. This is dependent on the collection that is being reported. For our Student October, Attendance and Student End of Year Collections, the main fields that impact these coding patterns are Pupil Attendance Information and Non-School Program within the Student School Association File. For the Special Education December Count and End of Year Collections, the main fields that impact these coding patterns are the SPED Pupils Attendance Information Code and the Special Education Program Code within the Special Education Participation File.

### Data Fields

There are two different Pupil Attendance Information (PAI) data fields that are used by the student collections and special education collections. These PAI codes are used separately and specifically for each group of collections. The two data fields are shown below.

#### Pupil Attendance Information (Student School Association File)

This data field is used specifically for student data collections. There are two sets of codes, Group A and Group B. Group A records indicate a student is attending the reporting district and receiving educational services from the district. Group B records indicate the student is **NOT** attending the reporting district but resides in the reporting district and is attending another educational setting on a contract basis.

Some student collections include both Group A and Group B PAI code records while others only include Group A PAI code records.

If a resident district remains accountable to a student with a Group B PAI code for graduation rate purposes, they may choose to maintain a Group B PAI record in their student information system, even if the student does not qualify for funding for their specific scenario. This helps the resident remember they should continue to follow up with this student as their anticipated year of graduation cohort reaches the 4<sup>th</sup>-, 5<sup>th</sup>-, 6<sup>th</sup>- or 7<sup>th</sup> year of high school in case their graduation/completion status needs to be updated. [See the Student End of Year Collection Manual for more information.](#)

See the Student School Association file layout on the [Student Interchange website](#) for a complete detailed description of every Pupil Attendance Information code.

#### SPED Pupils Attendance Information Code (Special Education Participation File)

The SPED Pupils Attendance Information Code data field is used specifically for special education collections. The SPED PAI code differs from the student PAI code because it is focused on Administrative Unit level data instead of district level. Some Administrative Units (AUs) are made up of multiple school districts

- Available on [Student Interchange Website](#)
- Student Pupil Attendance Information (PAI) codes determine if a record is included at the district/LEA level in a student collection
  - Student October
    - All Student PAI codes (Group A and B)
  - Student Discipline
    - All Student PAI codes (Group A and B) where school code matches location of discipline incident
  - Student Attendance
    - Group A Student PAI Codes 01-08 only
  - Student End of Year
    - Group A Student PAI Codes 01-08 only
    - School Entry/Exit types tracked across PAI 01-08 records only
    - Point student leaves a LEA (Group A) to a contract scenario (Group B) will require an applicable school exit type
- Special Education PAI Codes determine inclusion of a record at the AU level for SpED collections and may not align with Student PAI codes

# School Exit Type 00 and One-Day Records

## School Exit Type 00 (did not exit)

- Used for any student who completes the school year, **regardless of their anticipated enrollment the next year**
  - 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...**”
- Must be paired with school exit date ‘00000000’
- Students with school exit type 00 in the prior year (2023-2024) must have a record in the current year (2024-2025)

## One-Day Records

- Used to reconcile student enrollment records with exit 00 in the prior year
  - Transfer out of the district over the summer
- Best Practice: 07/01 entry and exit date
- Must have a valid school code
  - Use the school code for the school the student would have attended.
- Grade Level reflects the grade the student would have been in if enrolled in the current year
- Language Proficiency reflects the EL proficiency a student would have if enrolled in the current year. Moving the student along the EL progression if needed.

# Graduation Guidelines and Adjustment Files

# Student Interchange Files only utilized for Student End of Year

## Graduation Guidelines

- Secondary students only
- Expect multiple records per student
- May report students who are not yet graduating to store completed GG measures information for future years
- At the point of graduation (Exit 90, 95, 96 in SEY), must have at least one reported Math and English measure
  - Reported in current or prior year
  - Reported in current or prior district
- Regular uploads encouraged so LEAs may leverage the CEDAR/COGNOS reports designed to monitor GG completion

## Adjustments

- As needed for SEY collection
- No file extract from SIS, must be manually created when needed
- Extremely specific scenarios where a final exit status for a student in a prior year needs to be adjusted due to new information in the current year
  - Impacts AYG Cohort
- More information on [Student End of Year website](#)

# Resources and Contacts



# Resources/Helpful Webpages

Site Name/Link	Information/Uses
<a href="#">Data Pipeline Home</a>	Main landing page for the data pipeline information/resources. From here you can navigate to all the various data collection sites
<a href="#">Student Interchange</a>	Contains file layouts, templates, business rules, training materials, and resources
<a href="#">Identity Management (IdM)</a>	This is the landing page with login links to the various CDE data applications. • <a href="#">Data Pipeline</a> , <a href="#">COGNOS/CEDAR Reporting</a> , <a href="#">RITS</a>
<a href="#">Data Pipeline Training</a>	General training resources for all data respondents and weekly data pipeline town hall meetings
<a href="#">Frequently Requested Codes and Resources</a>	Supporting code lists (school codes, detention centers, SPED Programs, facility schools, etc.) and other pipeline resources
<a href="#">Syncplicity</a>	Secure file transfer site used to communicate personally identifiable information with CDE if you have questions on specific students during reporting or have exception requests.

# Student Interchange Contacts

Collection Lead	Collection Site	Contact	Notes
Reagan Ward	<a href="#">Student Interchange</a>	720-484-9057 <a href="mailto:ward_r@cde.state.co.us">ward_r@cde.state.co.us</a>	<ul style="list-style-type: none"> <li>Interchange questions unrelated to a specific collection</li> </ul>
Reagan Ward	<a href="#">Student End of Year</a>	<a href="mailto:StudentEndOfYear@cde.state.co.us">StudentEndOfYear@cde.state.co.us</a> 720-484-9057	<ul style="list-style-type: none"> <li>2024-2025 Questions and Exception Requests</li> <li>2025-2026 Exception Requests beginning January 2026</li> </ul>
Collin Slutzky	<a href="#">Student October</a>	<a href="mailto:StudentOctober@cde.state.co.us">StudentOctober@cde.state.co.us</a> 720-760-3569	<ul style="list-style-type: none"> <li>2025-2026 Exception Requests now through December 2025</li> </ul>
Peter Hoffman	<a href="#">Student Attendance</a>	<a href="mailto:Attendance@cde.state.co.us">Attendance@cde.state.co.us</a> 720-925-8611	<ul style="list-style-type: none"> <li>Attendance data fields</li> </ul>