



2024-2025 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**. Zero-fill all adjustment fields that are not used. **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 been assigned a SASID and updated in the RITS system.

Student's final record in a prior year indicated **student remained in the LEA's AYG cohort due to not exiting**, dropout, expelled, or HSED transfer.

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.

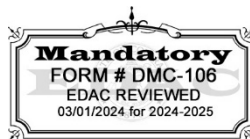
Use Summary:

Student End of Year

File Notes:

- New changes from 2023-2024 are **emphasized with yellow shading**.
- *Indicates primary key
- **Zero fill all non-applicable data fields**
- A header row is required for .csv and .xlsx files

*All references to Local Education Agency (LEA) include district, BOCES and CSI.





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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	
Student's Date of Birth	8	77	84	6	F2	12312013	Format is MMDDYYYY
Adjustment Justification Code	2	85	86	7	G2	00	
Adjustment School Code	4	87	90	8	H2	0000	
Adjustment School Year	4	91	94	9	I2	2017	<p>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.</p> <p>For example, an exit withdraw date of 11/12/2020 would use adjustment year 2021. An exit withdraw date of 2/28/2021 would also use adjustment year 2021.</p>

Data Field Descriptions:

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.

Student's First Name

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.



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Student's Last Name

The name borne in common by members of a family.

Student's Gender

An individual's sex.

Code	Description
01	Female - identifies as female (including a transgender student who identifies exclusively as female)
02	Male - identifies as male (including a transgender student who identifies exclusively as male)
03	Nonbinary - does not identify exclusively as male or female. Nonbinary does not refer to a transgender student who identifies exclusively as either male or female.

Student's Date of Birth

The month, day, and year in which an individual was born (i.e., 09151989).

Adjustments to Anticipated Year of Graduation (AYG) Cohort Membership Base or Beginning Counts

If an LEA has received notification that a student who was reported as not exiting, dropout, expulsion or HSED during a previous reporting period (prior school year) is completing their education or has completed their education through another education agency, a graduation cohort membership base adjustment can be made. 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 Transfer. **Adjustment codes may only be used for 7th-12th graders.**

Note: Do not create an adjustment record if the student attended a school within the reporting LEA at any point during the current school year.



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Adjustment Justification Code

Indicates the reason an adjustment is needed based upon the notification regarding the student’s updated educational circumstances received by the LEA last attended by the student. LEA must maintain documentation of the adjustment circumstances.

Note: Adjustment Justification Codes correlate to the final school exit type for the student in the prior school year being adjusted.

Code	Description
00	Not Applicable - No Adjustment
-	Adjustments for Dropouts
40	<p>No Documentation of Reenrollment - Student was reported as not exiting (school exit type '00') during the prior year Student End of Year collection, did not re-enroll in the current school year, and the LEA did not receive request for transcripts (adequate documentation) from another LEA or state or other official notification that student is enrolled in an educational program not administered by reporting LEA (i.e. participating in home study program, HSED program, nonpublic school program, etc.).</p> <p>Note: Student will remain in the AYG cohort and be counted as a dropout.</p>
41	<p>Request for transcripts received - Student was reported as a dropout (school exit type '40') or not exiting (school exit type '00') in a prior school year, but the LEA receives request for transcripts from another LEA or state or other official notification that student is enrolled in an educational program not administered by reporting LEA (i.e. participating in home study program, HSED program, nonpublic school program, etc.) in the current school year.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Student will be removed from the AYG cohort. • May also be used if LEA receives request for transcripts for students reported in a prior year as school exit type 18 (transfer to career and technical education program), school exit type 19 (transfer to licensed eligible facility school or state operated program), school exit type 21 (transfer to facility operated by the Colorado Department of Corrections), school exit type 26 (transfer to a detention center out of LEA), or school exit type 30 (illness/injury).
42	<p>Student received HSED from an educational program not administered by reporting LEA - Student was reported as a dropout (exit type '40') in a prior year but appeared on the HSED recipient list maintained by CDE, <u>OR</u> LEA has received other notification of HSED completion in the current year.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Student will be counted as a HSED recipient (completer) for their AYG’s completion rate. • May also be used if LEA receives notification student received their HSED for students reported in a prior year as school exit type 18 (transfer to career and technical education program), school exit type 19 (transfer to licensed eligible facility school or state operated program), school exit type 21 (transfer to facility operated by the Colorado Department of Corrections), school exit type 26 (transfer to a detention center out of LEA), or school exit type 30 (illness/injury).



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Code	Description
-	Adjustments for Expulsions
51	<p>Request for transcripts received - Student was reported as an expulsion (school exit type '50') in a prior year, but LEA received request for transcripts from another LEA or state or other official notification that student is enrolled in an educational program not administered by reporting LEA (i.e. participating in home study program, HSED program, nonpublic school program, etc.).</p> <p>Note: Student will be removed from the AYG cohort.</p>
52	<p>Student received HSED from an educational program not administered by reporting LEA - Student was reported as an expulsion (exit type 50) in a prior year but appeared on the HSED recipient list maintained by CDE, OR LEA has now received other notification of HSED completion in the current year.</p> <p>Note: Student will be counted as a HSED recipient (completer) for their AYG's completion rate.</p>
-	Adjustments for External HSED Program Enrollees
71	<p>Request for transcripts received - Student was reported as transferring to an external HSED program (school exit type '70') in a prior year, but LEA received request for transcripts from another LEA or other official notification that student is enrolled in an educational program not administered by the reporting LEA.</p> <p>Note: Student will be removed from the AYG cohort.</p>
77	<p>Student received HSED from an educational program not administered by reporting LEA - Student was reported as transferring to an external HSED program (school exit type '70') in a prior year but appeared on the HSED recipient list maintained by CDE, OR LEA has received other notification of HSED completion.</p> <p>Note: Student will be counted as a HSED recipient (completer) for their AYG's completion rate.</p>
-	Adjustments for Misreported Graduates
90	<p>Misreported Graduate - Student was reported as not exiting (school exit type '00') in a prior year but the LEA awarded the student a regular diploma without them attending school during the current school year.</p> <p><u>Example:</u> Student who graduated over the summer before the August 31st deadline but was miscoded as retained and not exiting. Click here for more information regarding Colorado's Graduation Guidelines.</p> <p>Note: Student will be counted as a graduate for their AYG's graduation rate</p>



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Code	Description
96	<p>Misreported Graduate, Postsecondary Program - Student was reported as not exiting exit type '00') in a prior year but the student completed a Postsecondary Program (i.e., ASCENT/PTECH/TREP) and was awarded a regular diploma without them attending school during the current school year.</p> <p><u>Example:</u> Student who graduated and completed a postsecondary program (i.e., ASCENT/PTECH/TREP) over the summer before the August 31st deadline but was miscoded as retained and not exiting. Click here for more information regarding Colorado's Graduation Guidelines.</p> <p>Note: Student will be counted as a graduate for their AYG's graduation rate.</p>

Adjustment School Code

The four-digit code for the school the student last attended in a prior year.

Adjustment School Year

The adjustment school year must match the last four digits (spring semester) of the prior school year in the School Exit Withdraw Date for the School Exit Withdraw Type being adjusted. The adjustment year cannot be in the currently reported school year.

Examples:

An adjustment being made for a student with a school exit withdraw date of 12/10/2020 would use adjustment school year 2021.

An adjustment being made for a student with a school exit withdraw date of 03/31/2021 would also use adjustment school year 2021.

Document Changes:

Date	Description of Change	Reason for Change	Element(s) Affected
8/19/2013	Document Created		
5/6/2014	Updated adjustment record expectation	Correct definition	Header - Record Expectation
1/14/2015	Update year on file	Change school years	None
3/17/2017	Add 40 and 90 adjustment codes Update Adjustment Code, School Code, School Year descriptions Updated Language on GED to HSED	Add additional functionality to adjustment file so districts can adjust students previously reported as not exiting. Terminology change of GED to HSED	Adjustment Justification Codes, Adjustment School Code, Adjustment School Year descriptions
4/26/2019	Clarify adjustment year definition	Clarification	Adjustment School Year
2/07/2020	ASCENT adjustment added	ASCENT program	Adjustment Justification Code
2/28/2022	Updated language	Clarification	Adjustment School Year
2/28/2022	Updated language	Clarification of adjustment justification code 96 to include all possible postsecondary programs	Adjustment Justification Code
1/18/2023	Added new Gender code	CDE Guidance	Gender



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Date	Description of Change	Reason for Change	Element(s) Affected
1/18/2023	Updated language	Improve clarity regarding adjustment records and outcomes from utilizing adjustment records	Adjustment Justification Code, Adjustment School Year, Adjustment School Code
2/22/2023	Updated language	Align adjustment justification code 90 & 96 language to SSA exit type 90 & 96 language	Adjustment Justification Code
1/18/2024	Updated “district” to “LEA” throughout document	Will better include BOCES and CSI in definitions	
2/12/2024	File format update	Document accessibility	