Exception Request Directions

Student End of Year

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.

Typically, exceptions are used to clear errors, but in some cases an exception may be used to clear a warning too. Exceptions used to clear warnings are most often used during the Post-Cross LEA phase of the SEY data collection cycle.

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: The Student End of Year error SE060 will trigger if you have a student who has enrollment history through October 1st, 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.

Many of the SEY business rules indicate the types of scenarios where an exception request may be needed as part of the business rule message or business rule description. If you are unsure if a reporting exception is needed for a specific student's situation, please reach out to the Student End of Year collection lead.

Steps

1. Download the exception request template on 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 |
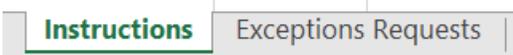
2. Copy and paste all information directly from your Error Detail Report in Data Pipeline or CEDAR/COGNOS. This will ensure that you have the correct SASID, Error Code, School Code, and Grade Level for your exception.
   a. **IMPORTANT:** The exception will not process if the request form information 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, and SEY exceptions.

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 SEY 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 SEY subfolder. This subfolder is dated based upon the collection year (e.g. SEY 2023-24)

0010 - MAPLETON 1 - Student	--	Editor	14 MB
SEY 2021-22	--	Editor	--
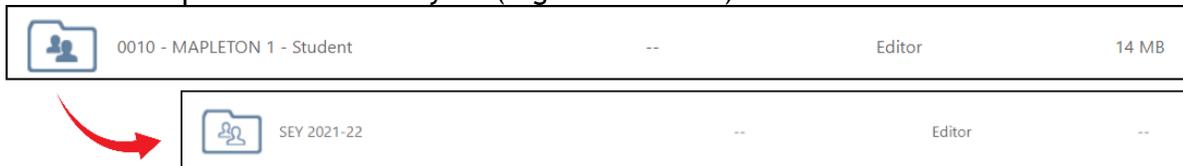
   c. Select the upload button ⬆ and select a file to upload from your computer.

   File name: [_____] [All Files ▾]
   [Open ▾] [Cancel]

   d. Contact the Student End of Year collection lead if you do not have access to your district's Student Syncplicity folder, StudentEndOfYear@cde.state.co.us.

4. Email the Student End of Year 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 SEY 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 SEY 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) 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.

Regular Phase or Cross LEA Phase
1. Update the student's SASID and related information on all student interchange files.
2. Create a SEY 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.

Post Cross LEA Phase
Contact the SEY Collection lead before updating any student interchange files. Additional handling may be needed.

English Learners with a Mid-Year Change

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

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.

SE301 Missing Graduation Guidelines error

Exceptions for missing graduation guidelines information are exceedingly rare. Reach out to the SEY Collection Lead if the LEA believes an exception may be warranted. Additional directions regarding necessary supporting documentation will be provided at that time.