



2020-2021 Data Validation Strategies Checklist SD and SSA

Colorado Charter School Institute

October Count

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End of Year

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Both October Count and End of Year

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This checklist contains strategies for validating the Student Demographic (SD), Student School Association (SSA) and other submission files required for the October Count and End of Year data collections. Each CSI school is **strongly encouraged** to use this validation checklist throughout the year as part of your internal process for ensuring the completeness and accuracy of each collection. It's best to use this document in tandem with the file layouts for each collection (available on the collection webpages of the CSI website)

If you have any questions or would like to share your data validation strategies that can be added to this document, please email the CSI Data Submissions Team at submissions_csi@csi.state.co.us.

October Count

Student Count (Enrollment, Attendance, Scheduling)

- ☐ Confirm that you are using **October 1st** as the count **date** (unless school has been approved for an alternative count date—request is due to CSI by **September 6th, 2020**).
- ☐ Confirm that your school is using the appropriate count **window** (period) using the table below (unless school has been approved for an alternative count window—request is due to CSI by **September 6th, 2020**).

October Count 2020-2021		
Pupil Count Grades	October Count Date (2020-2021)	11-Day Count Window
PK-12	Wednesday, October 2nd, 2020	Wed, Sept 25th - Wed, Oct 9th

- ☐ Confirm that all students are under the age of 21 as of the count date unless they are receiving services under an IEP and reach the age of 21 during the semester of the count date.
- ☐ Confirm that students have not met the minimum school graduation requirements as of the count date.

October Count

<input type="checkbox"/> Confirm that students are enrolled with the school. A student who withdraws or transfers out prior to the count date can't be included in the school submission for funding. <input type="checkbox"/> Compare list of students with teacher rosters/seating charts. <input type="checkbox"/> Confirm all grade levels (preschool-12 th grade) are reported. <input type="checkbox"/> Confirm that all student schedules completely and accurately represent the classes each student is enrolled in and attending as of the count date. <input type="checkbox"/> Confirm that all students have the minimum courses necessary to qualify for part- or full-time funding <p>Confirm that all students being counted for funding were:</p> <input type="checkbox"/> In attendance on Count Day (For quick way to check absences on Count Day, for PowerSchool: Go to Attendance → Absentee Report; for Infinite Campus: Go to Daily Attendance) <input type="checkbox"/> If absent on Count Day, were in attendance prior to Count Day and within 30 calendar days following Count Day (November 1, 2020 for this year) <i>CDE required documented proof to receive funding!</i>	October Count
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Funding Status

<p>By default, both PowerSchool and Infinite Campus identify students as eligible for full-time funding. It is the school's responsibility to adjust funding code for each student. See "Student Funding Eligibility – SIS Search" for directions on searching for students who do not meet full-time funding criteria at: https://resources.csi.state.co.us/student-funding-eligibility-sis-search/</p> <input type="checkbox"/> Confirm that all students have the correct funding code based on the number of courses/student-teacher contact time necessary to qualify for part- or full-time funding. If a student does not have enough time on the schedule or has exited out prior to count day, then confirm that the funding code has been changed to ' not eligible to receive funding' in your SIS.	October Count
<p>Full-Time Funding: the student must have a schedule as of the count date which provides at least 360 hours of teacher-pupil instruction and teacher-pupil contact time in the semester of the count date.</p> <p>Part-Time Funding: the student must have a schedule as of the count date which provides at least 90 hours of teacher-pupil instruction and teacher-pupil contact time in the semester of the count date.</p> <p>Confirm that only a maximum of part-time funding is being claimed for:</p> <input type="checkbox"/> Preschool students <input type="checkbox"/> Kindergarten students attending a half day program <input type="checkbox"/> Homeschool students (even if enrolled in concurrent enrollment courses) <input type="checkbox"/> Students with a class schedule between 90 and 359 hours of instructional time (in the semester of the count date)	

Home-Based Education (Home School)

☐ Students who are home-based and ARE receiving educational services from the school should be coded in SSA file with Home-based education = 1 AND funding code = 85.

Be sure you have created a home-based education annual calendar and individual student's schedule and provided those to CSI.

☐ Students who are home-based and NOT receiving educational services from the school should not be included in your files and you should fill out the online **CSI Home-Based Education Survey Form** (CSI will provide information on completing this).

October Count

End of Year

Exit Dates/Types

☐ For students who transfer out of your school, it's crucial to request [adequate documentation](#) from the receiving school to support the exit date and exit type (typically, a Confirmation of Enrollment and Attendance form with both noted by dates). It's a very good practice to also add a comment about the transfer in the SIS enrollment record.

☐ Update all exit information for students once adequate documentation is received and prior to the collection closing.

☐ Confirm that the number of students identified as graduating aligns with the school's graduation list.

☐ If a student has taken summer courses in order to graduate (which end after June 30th), then back date the student's graduation to the standard graduation date (ex: the school's main graduation date).

☐ Check exit dates that are close to the last day of school. For any students with an exit date within the last three weeks for school for which you do not have adequate documentation of transfer (ex: confirmation of attendance), consider whether the student finished the education program. If so, the exit date and exit type should be zero-filled and then exited out at the beginning of the next school year so they are not counted inaccurately as a dropout.

☐ Review all entry/exit codes for unique situations (illness, excessive absences etc.) and ensure accurate codes.

☐ Verify that students completing an ASCENT program for the year have an Exit Type of 96.

End of Year

Attendance Fields

<ul style="list-style-type: none"><input type="checkbox"/> Have on hand a link or printed documentation of Attendance Setup Guidelines for your SIS. IC: Campus Community > Knowledge Base > Search 'Attendance Set-up' > Attendance Set-up for Administrators PS: PowerSchool SIS Colorado > State Reporting Set-up > Attendance Setup<input type="checkbox"/> Extract an SSA file and check the following:<input type="checkbox"/> Check that any students with 0 days missed do indeed have perfect attendance.<input type="checkbox"/> Check that 'Total Days Possible' is correct for student calendar and enrollment duration<input type="checkbox"/> Check to that 'Days Attended', plus Days Excused and Days Unexcused 'Days Possible Attendance'.<input type="checkbox"/> Check that Suspensions and Expulsions are counted as excused absences.<input type="checkbox"/> In the 'Habitually Truant Status' column check that any student with a '1' has indeed have 10 or more unexcused absences in the year – or 4 unexcused absences in a month.	End of Year
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Both October Count & End of Year

Early College

<ul style="list-style-type: none"><input type="checkbox"/> Confirm that your school has <u>not</u> flagged students as concurrently enrolled for the Postsecondary Program Enrollment field of the SD file if they are <u>not</u> actually enrolled in concurrent enrollment courses. In other words, do not just code all students as early college because your school is a designated Early College.<input type="checkbox"/> Verify whether or not your school has students enrolled in a post-secondary program or completed an advanced placement course during the school year.<ul style="list-style-type: none"><input type="checkbox"/> With the removal of the ACC file, ensure that the Postsecondary field on the SD file correctly and fully captures postsecondary information for applicable student records.<input type="checkbox"/> If the student is ASCENT, Concurrent Enrollment, Early College, or Dropout Recovery, ensure your school has entered into a legal agreement with an institution of higher education (MOU) and that you submit that documentation to CSI along with tuition invoices showing each student, number of credit hours enrolled, and tuition charged.	Both OC & EOY
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Free and Reduced Lunch Status

<ul style="list-style-type: none"><input type="checkbox"/> For the October Count, be sure to complete the separate Free and Reduced Lunch Eligibility Checklist in the CSI October Count Audit Handbook. The rules around FRL and At-Risk funding are very complex so it's very important that you complete that checklist.<input type="checkbox"/> For the End of Year, ensure that the SD file contains a comparable number of free and reduced students to what was reported for the October Count, taking into account midyear entry and exits.<input type="checkbox"/> Students who are homeless (you have a signed McKinney Vento form from CSI), foster, and migrant students should all be marked as free lunch eligible in your SIS.	Both OC & EOY
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Program Data

<ul style="list-style-type: none"><input type="checkbox"/> Compare Gifted/Talent with number of ALPs.<input type="checkbox"/> Compare Primary Disability with number of IEPs.<input type="checkbox"/> Compare 504 with number of 504s.<input type="checkbox"/> Compare Language Proficiency values for EL students with your Plan Management System.<input type="checkbox"/> Compare Homeless with number of McKinney Vento forms signed and approved by CSI (please do not mark a student as homeless until you have the signed form from CSI)<input type="checkbox"/> All field types listed in the checks above should not vary significantly between the October Count and EOY in the same school year.<input type="checkbox"/> Confirm that all students enrolled in post-secondary programs (concurrent enrollment and ASCENT) have been reported	Both OC & EOY
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English Learner

<ul style="list-style-type: none"><input type="checkbox"/> Confirm that English Learner students are coded properly to reflect their current status. There are 3 fields in the SD file tied to EL status: Language Proficiency; Language Background; and Language Instructional Program.<input type="checkbox"/> Check that all students coded as EL have a Language Background of something other than English.<input type="checkbox"/> Verify that all EL students also have both a Language Proficiency and Language Instruction Program that are non-zero filled and that they follow the logical EL progression based on how they were coded in the prior year unless there is strong evidence to not follow the progression.	Both OC & EOY
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Foreign Exchange and Military Connected

- ☐ Confirm that Country of Parent's Residence is not zero-filled.
- ☐ For October Count, proof of a J-1 visa is required for funding in order to prove that the student is not paying tuition to attend your school. Submit a copy of the J-1 visa or a copy of the passport if the visa type is listed to CSI.
- ☐ Ensure that only students who have a parent or guardian who is an active duty member of the Armed Forces or full-time National Guard are coded with a "1".

Both OC & EOY

File Submissions (SD, SSA, Title I)

- ☐ Confirm that inaccurate duplicate enrollment records have been removed from your SIS. (Mid-year grade reassignments and transfers in/out with an extended time between will require more than one record).
- ☐ Confirm that your school has reviewed all "Warnings" in your error reports (not just "Errors"). Warnings can often mean incorrect data in your SIS and many times will result in errors later in a collection or the next year. So, please take the time to review warnings!
- ☐ Confirm that all student enrollments are valid and all no-shows have been excluded (students who WERE NOT enrolled at the end of the **19-20 school year** AND who have NOT attended in the **20-21 school year**). This will lead to more accurate data in the **20-21 End of Year (EOY)** collection (mobility rates will be incorrect if this type of no-shows are not excluded).

PowerSchool- select the student, select the State/Province – CO tab, choose **No** for the **Exclude from State Reporting** dropdown, then Save/Submit.

The screenshot shows the PowerSchool interface with tabs for CO Demographics, READ, Grad Info, Post-Secondary Enrollment, and ELL-Migrant-Im. The 'State Student Information' tab is active, and the 'Exclude From State Reporting' dropdown menu is open, showing 'No' as the selected option, which is circled in red.

Infinite Campus- select the student, click on the Enrollment tab, click the current line of enrollment, check the **No Show** checkbox, click Save.

The screenshot shows the Infinite Campus interface with tabs for Summary, Enrollments, Schedule, Attendance, and FI. The 'Enrollments' tab is active, and the 'No Show' checkbox is checked, which is circled in red.

Both OC & EOY

Retention

- ☐ For EOY, confirm that the number of students identified as being retained to repeat a grade (indicates that the student is being retained at the current grade level for the next school year) aligns with what has been communicated to school staff and families.
- ☐ For EOY, verify that students who will participate in ASCENT in the next year have a retention code of 2.
- ☐ For EOY, verify that graduating SPED students who will be returning to receive transition services have a retention code of 3.
- ☐ For October Count, verify that retention codes did not rollover from the previous year. This is a common issue in the October Count and is problematic! Simply run a check at the beginning of each school year and remove the retention codes that were assigned the prior year. Retention codes always indicate what will take place the next year (not the current year).

Both OC & EOY