



# Student End of Year Collection Timeline

## 2023-2024

### Soft Open Phase

This phase is provided as a courtesy to districts who wish to begin work on the collection before it officially opens in May. Business rules will continue to be updated throughout this phase. Districts should also prepare their graduation guidelines interchange file during this phase. Districts are encouraged to upload student interchange files regularly throughout the year to support collections that utilize student interchange data.

Date	Event	Event Description
03/06/2024 1:00-2:00pm	Training Event	Collaborative Webinar - Postsecondary Programs <i>This webinar is designed for data respondents and district program staff who support postsecondary programs.</i> <a href="#">Click here to register for this training event.</a>
04/01/2024	Open	Districts may begin creating snapshots.
04/03/2024 1:00-2:30pm	Training Event	<b>Collection Overview Training 1 of 2:</b> <i>This training covers all elements of the Student End of Year collection. It is being offered in two identical sessions to provide the opportunity for all SEY data respondents to attend a live session.</i> <a href="#">Click here to register for this training event.</a>
04/11/2024	Interim Deadline	Upload initial Graduation Guidelines (GG) interchange file. Districts are expected to have an upload date 01/01/2024 or later to meet this interim deadline.
04/22/2024 1:00-2:00pm	Training Event	Collaborative Webinar - Special Education 18-21 Transition Services <i>This webinar is designed for data respondents and district special education staff who support 18-21 transition services.</i> <a href="#">Click here to register for this training event.</a>
04/26/2024	Closed	Soft open phase ends and snapshots are closed until the next phase.

### Regular Phase

Primary data collection and clean-up phase for the Student End of Year collection.

Date	Event	Event Description
04/29/2024 9:00-10:30am	Training Event	<b>Collection Overview Training 2 of 2:</b> <i>This training covers all elements of the Student End of Year collection. It is being offered in two identical sessions to provide the opportunity for all SEY data respondents to attend a live session.</i> <a href="#">Click here to register for this training event.</a>
05/02/2024	Open	Collection officially opens. <ul style="list-style-type: none"> <li>Districts may create snapshots.</li> <li>Adjustment (ADJ) interchange file opens.</li> </ul>
05/09/2024	Interim Deadline	Upload the remaining initial end of year interchange files. <ul style="list-style-type: none"> <li>Student Demographic (DEM)</li> <li>Student School Association (SSA)</li> <li>Title 1 (Targeted Assistance schools only)</li> </ul> Districts are expected to have an upload date 04/01/2024 or later to meet this interim deadline.



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Date	Event	Event Description
05/15/2024 2:30-3:30pm	Training Event	<b>May SEY Office Hours:</b> SEY office hours are offered monthly to address FAQs, updates, and collection pertinent information throughout the SEY collection. <a href="#">Click here to register for this training event.</a>
05/30/2024	Interim Deadline	Create an initial Student End of Year (SEY) snapshot.
06/12/2024	Interim Deadline	Error free interchange files. <ul style="list-style-type: none"> <li>• Student Demographic (DEM)</li> <li>• Student School Association (SSA)</li> <li>• Graduation Guidelines (GG)</li> <li>• Title 1 (Targeted Assistance schools only)</li> </ul>
06/12/2024 2:30-3:30pm	Training Event	<b>June SEY Office Hours:</b> SEY office hours are offered monthly to address FAQs, updates, and collection pertinent information throughout the SEY collection. <a href="#">Click here to register for this training event.</a>
07/17/2024 2:30-3:30pm	Training Event	<b>July SEY Office Hours:</b> SEY office hours are offered monthly to address FAQs, updates, and collection pertinent information throughout the SEY collection. <a href="#">Click here to register for this training event.</a>
07/25/2024	Interim Deadline	Submit any necessary reporting exceptions for review.
08/08/2024	Interim Deadline	Error free SEY snapshot.
08/14/2024 2:30-3:30pm	Training Event	<b>August SEY Office Hours: Focus - Reviewing Reports and Data Validation</b> SEY office hours are offered monthly to address FAQs, updates, and collection pertinent information throughout the SEY collection. <a href="#">Click here to register for this training event.</a>
08/09/2024 - 09/05/2024	Report Review	<ul style="list-style-type: none"> <li>• Validate Student End of Year data using CEDAR/COGNOS reports.</li> <li>• Submit snapshot as soon as review is complete.</li> </ul>
09/05/2024	State Deadline	Submit Student End of Year snapshot.

## Cross LEA Phase

The first post-collection phase focused on data validation across Colorado school districts/BOCES. SE700 series business rules are triggered.

Date	Event	Event Description
09/18/2024 2:30-3:30pm	Training Event	<b>September SEY Office Hours: Focus - Cross LEA Phase</b> SEY office hours are offered monthly to address FAQs, updates, and collection pertinent information throughout the SEY collection. <a href="#">Click here to register for this training event.</a>
09/19/2024	Open	Districts may begin creating snapshots as soon as they receive a 'snapshot unlocked' notification from data pipeline; typically mid-day.
10/07/2024	Interim Deadline	Error free Cross LEA Student End of Year snapshot.
10/08/2024 - 10/17/2024	Report Review	<ul style="list-style-type: none"> <li>• Validate Student End of Year data using CEDAR/COGNOS reports.</li> <li>• Submit snapshot as soon as review is complete.</li> </ul>
10/17/2024	Deadline	Resubmit Student End of Year snapshot.

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### Post-Cross LEA Phase

The second post-collection phase focused on data validation between the current Student End of Year collection and subsequent Student October collection along with data validation across Colorado school districts/BOCES. SE900 series business rules are triggered.

Date	Event	Event Description
10/23/2024 2:30-3:30pm	Training Event	<b>October SEY Office Hours: Focus - Post-Cross LEA Phase</b> <i>SEY office hours are offered monthly to address FAQs, updates, and collection pertinent information throughout the SEY collection.</i> <a href="#">Click here to register for this training event.</a>
10/24/2024	Open	Districts may begin updating their snapshot to address post-cross LEA business rules. Note: Only records receiving SE900 series errors may be updated without an approved post-cross change request or exception request.
11/13/2024	Interim Deadline	Error free Student End of Year snapshot and responses provided to any request for adequate documentation by another district/BOCES.
11/13/2024 2:00-3:00pm	Training Event	<b>November SEY Office Hours: Focus - Final Dates and Data Release</b> <i>SEY office hours are offered monthly to address FAQs, updates, and collection pertinent information throughout the SEY collection.</i> <a href="#">Click here to register for this training event.</a>
11/14/2024 - 11/19/2024	Report Review	<ul style="list-style-type: none"> <li>• Validate Student End of Year data using CEDAR/COGNOS reports.</li> <li>• Begin submitting Superintendent Verification (sign-off) forms. Superintendent Verification forms will not be accepted prior to 11/14/2024 and are due 12/03/2024.</li> </ul>
11/19/2024 (noon)	Deadline	Post-cross phase ends. Districts must have error free Student End of Year snapshots and have addressed any necessary post-cross change.

### Final Dates and Data Release

Final opportunity for districts to review their graduation/completion, dropout, and mobility/stability rates before the collection is finalized. CDE completes a final review between the Post-Cross LEA phase and these final dates, notifying districts if data issues are found that need to be addressed before finalizing the collection.

Date	Event	Event Description
11/22/2024 - 11/26/2024 (noon)	Report Review	Final review of graduation/completion, dropout, and mobility/stability rates. <ul style="list-style-type: none"> <li>• Reconcile any issues found in CDE's final review process. SEY Collection lead will notify impacted districts/BOCES directly 11/20/2024 - 11/21/2024.</li> <li>• Reminder: Any changes will require a new Superintendent Verification Form.</li> </ul>
12/03/2024	Deadline	Collection closes. <ul style="list-style-type: none"> <li>• Superintendent Verification (sign-off) form due.</li> <li>• Data remains embargoed until the official release in January.</li> </ul>
01/14/2025	Data Release	Official data release and embargo lifts. Graduation/completion, dropout, and mobility rates posted on the CDE website and released to the public.



## Collection Event Definitions

Event	Definition
Open	Collection is available for LEAs.
Training Event	Opportunity for respondents to learn about the data collection.
Interim Deadline	LEAs should meet these criteria by this point in time; if not complete, then notification is required with frequent check-ins by the collection lead until the criteria is met.
Report Review	LEAs should use this time to review reports prior to the deadline. Typically, one week prior to the deadline.
Deadline*	LEAs must finalize by this time as set by the collection lead.
State Deadline**	LEAs must finalize by this time as set by legislation.
Data Release	Education statistics based upon this collection are publicly released and the embargo is lifted for this dataset.
Closed	Collection is no longer available for LEAs.

\*Extensions may be granted due to extreme circumstances as determined by the collection lead.

\*\*Extensions are not allowed as this deadline is set in legislation.