COLORADO
Department of Education

Report Card March
2023-2024 School Year Training

Report Card March

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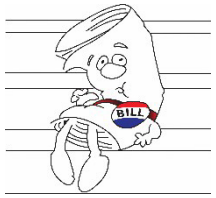
Report Card March-What Is It?

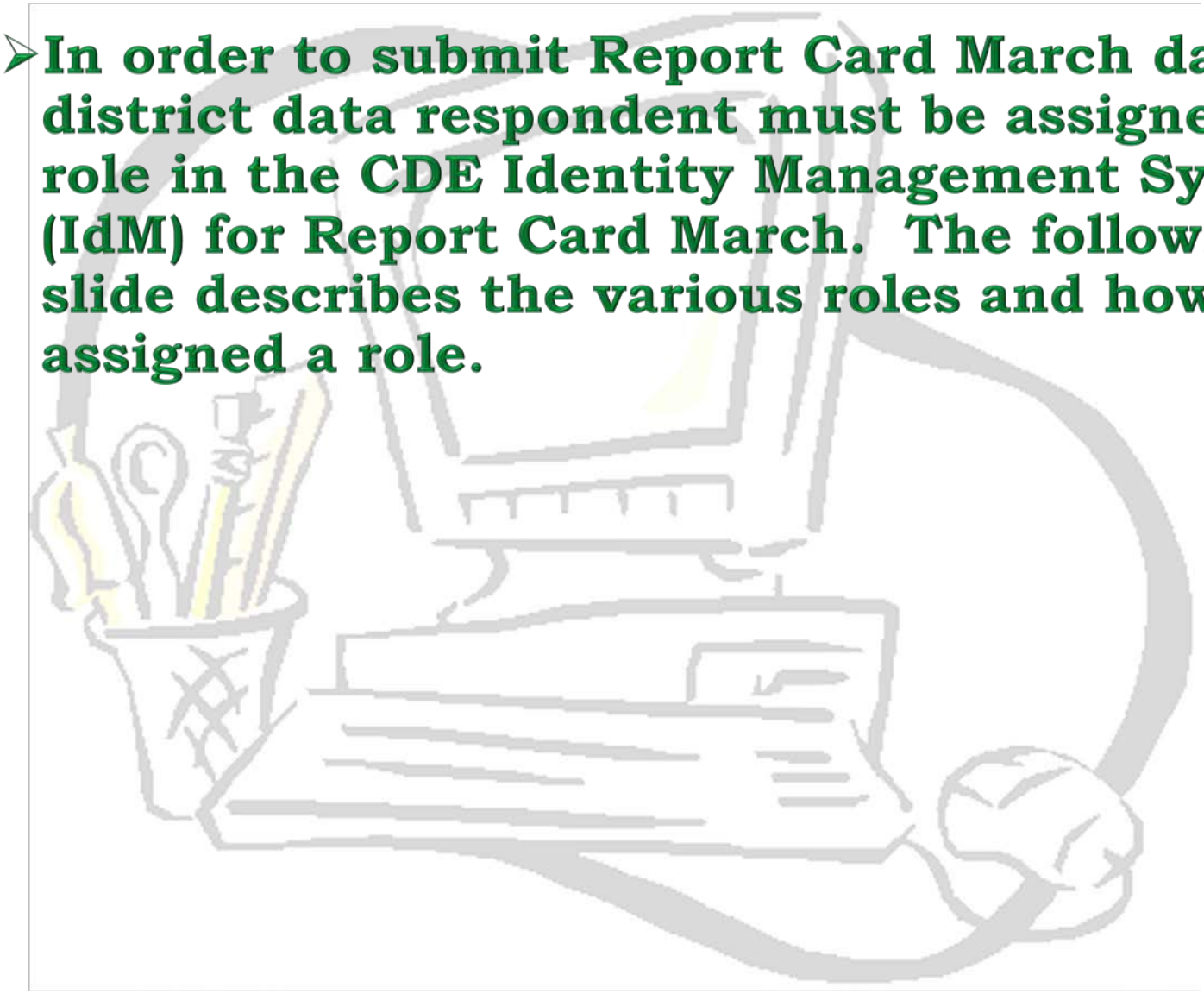


What is Report Card March?

- The Report Card March is a mandatory collection that contains school descriptors such as a school's course offerings, health and wellness information, and programs offered.
- A mandatory collection is defined by the Education Data Advisory Committee (EDAC) as a statutorily required collection to be completed by all appropriate agencies. Funding or services may be withheld if not submitted.
- **Legislation:** Performance reports – contents – rules, 22-11-503, C.R.S.; Courses and 1 CCR 301-1 11.05(5)(G) – (G)Professional Development Days, 22-32-109 Safe Schools Reporting Requirements, 22-93-101 School Bullying Prevention

Report Card March-IdM Role

- **In order to submit Report Card March data, a district data respondent must be assigned a role in the CDE Identity Management System (IdM) for Report Card March. The following slide describes the various roles and how to be assigned a role.**



Report Card March-IdM Role

- Identity Management groups are available.
  - Acronym is RCM
  - Examples:
    - MOFFAT_2 PIPELINE-2800-**RCM**~LEAVIEWER Read-Only Role
    - SILVERTON_1 PIPELINE-2820-**RCM**~LEAUSER Submit and Modify Role
    - CENTER_26_JT PIPELINE-2810-**RCM**~LEAAPPROVER Approver Role
- Work with your LAM to get the role assigned before the collection opens.
- Only one role can be assigned.

Report Card March Updates

- Please visit the Report Card March web page for an updated and finalized 23-24 file layout at:

https://www.cde.state.co.us/datapipeline/per_report-march

- For 22-23, the COVID Response Remote Learning days field remains a part of the collection. More information can be found in the FAQ Slides.

Report Card March Updates

HB 21-1221 Jack & Caits Law

- Updates to this house bill caused a few fields in RCM to be updated.
- Link to HB 21-1221

3 Fields Removed

- Bullying policy: Biennial Survey Flag
- Bullying Policy: Bullying Prevention Team Flag
- Bullying Policy: Consequences Flag

6 Fields Added

- Bullying Policy: Prohibit Bullying Flag
- Bullying Policy: Define Bullying Flag
- Bullying Policy: Prevention and Intervention Flag
- Bullying Policy: Reporting Flag
- Bullying Policy: Investigating and Responding Flag
- Bullying Policy: Supports and Referrals Flag

Report Card March Timeline

- Collection opens March 6, 2024
- Collection closes April 10, 2024
- Due to the new COVID Response Remote Learning Days field, Report Card March will be able to be reopened to update this field only in the following window: May 30th through June 30th.

Report Card March-FAQs

Important FAQS for Report Card March

There are two ways to submit your school data, either by a file upload (Excel is the easiest format) or by the Edit Record screen to submit by form. You must commit to one or another as you cannot submit by file and then by form or vice versa as this will result in errors.

If you choose to submit the data by the edit screen form method (this is usually only applicable to smaller districts), you will see zeros in the Status Dashboard. This tool only shows actual numbers for data that is uploaded by file.

When submitting data by file use the number "0" for no and the number "1" for yes.

Important FAQS for Report Card March

Reminder on the COVID Response Remote Learning Days. This field is:

- A numeric field which indicates the number of whole and partial days the entire school was forced to switch from in-person to remote learning as a result of responding to COVID health and safety concerns. Exclude days when the school was forced to switch from in-person to remote learning as a result of emergency school closures (i.e. due to severe weather or an emergency facilities issue such as a water leak). Also exclude days when only a portion of the school community was forced to switch to remote learning, for instance due to the quarantine of a cohort of students.
- Example: If the school switches from in-person to remote learning for 5 days due to an increase on COVID cases in the community, enter the value 5 days.

Important FAQS for Report Card March

- To report professional development days, use only whole numbers or for half days use .5 as the system will not allow any other decimals. This year the number of professional days reported can e up to 21 before a warning message is generated.

- Reportable professional days for the 2022-2023 School Year are any days between July 1, 2022 until June 30, 2023

- The Report Card March data is reported on CDE's School View Web page in Data Center. This data collection is mandated by state statute and is used by parents, policymakers, advocacy organizations, and the media.

Important FAQS for Report Card March

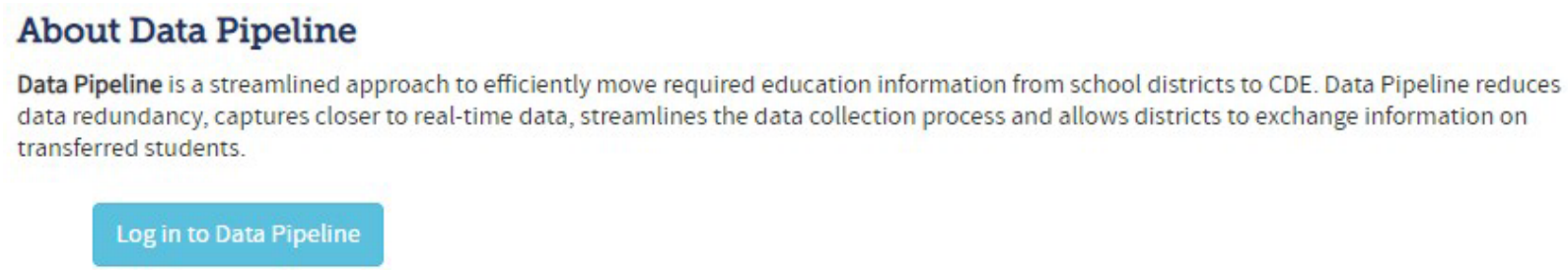
In the text fields avoid using apostrophes as this causes a fatal errors when saving the file/form.

Remember that if you are uploading a file, the file name should not contain spaces.

Don’t forget to finalize the data and submit the superintendent sign-off sheet.

Report Card March-Submission Steps

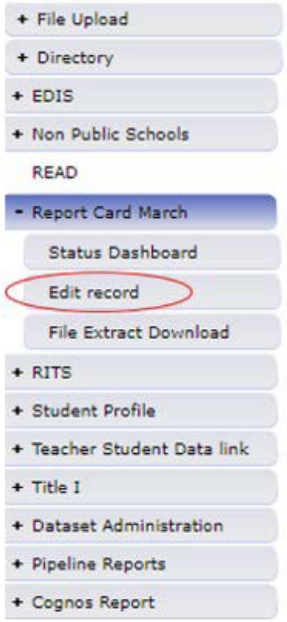
- Go to Data Pipeline through the IDM single sign on link at https://www.cde.state.co.us/idm/datapipeline



- There are two methods to submit the Report Card March data; either through form submission using the edit screen or through file submission using file upload.

Form Submission Method

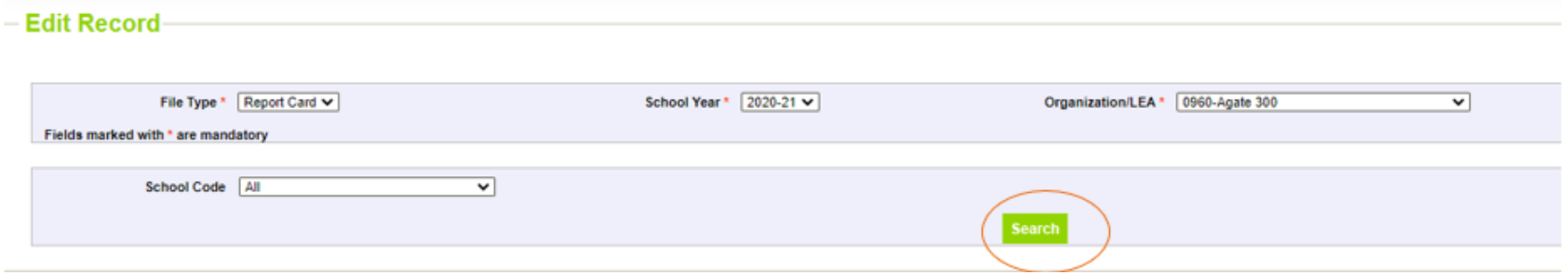
- If using form submission to submit data, go to the Report Card March link on the left side of the Data Pipeline homepage. Select Edit record.



Report Card March-Submission Steps

- On the Edit Record page select the following:
  a. File Type-Report Card
  b. School Year-select the current school year
  c. Organization/LEA-select your LEA
  d. School Code-Select all schools or a specific school

- Next press the search button at the bottom of the page which will then bring up all the school data fields on Report Card March.



Report Card March-Submission Steps

- For the data fields select yes/no for all the applicable fields. Type in the number of professional development days in the field that requests that information.

Drama or Theatre Flag	Dance Flag	Comprehensive Health Education Flag	Concurrent Enrollment Classes on School Property Flag	Opportunities for Civic or Community Engagement Flag	Internet Safety Programs Flag	Extracurricular Activities Flag	Athletics Flag	Library Flag
1-Yes	1-Yes	1-Yes	0-No	1-Yes	1-Yes	1-Yes	1-Yes	1-Yes

Professional Development Days	Work_Based Education Experience Flag	Bullying Policy: Biennial Survey Flag	Bullying Policy: Bullying Prevention Team Flag	Bullying Policy: Consequences Flag
7	0-No	0-No	0-No	0-No

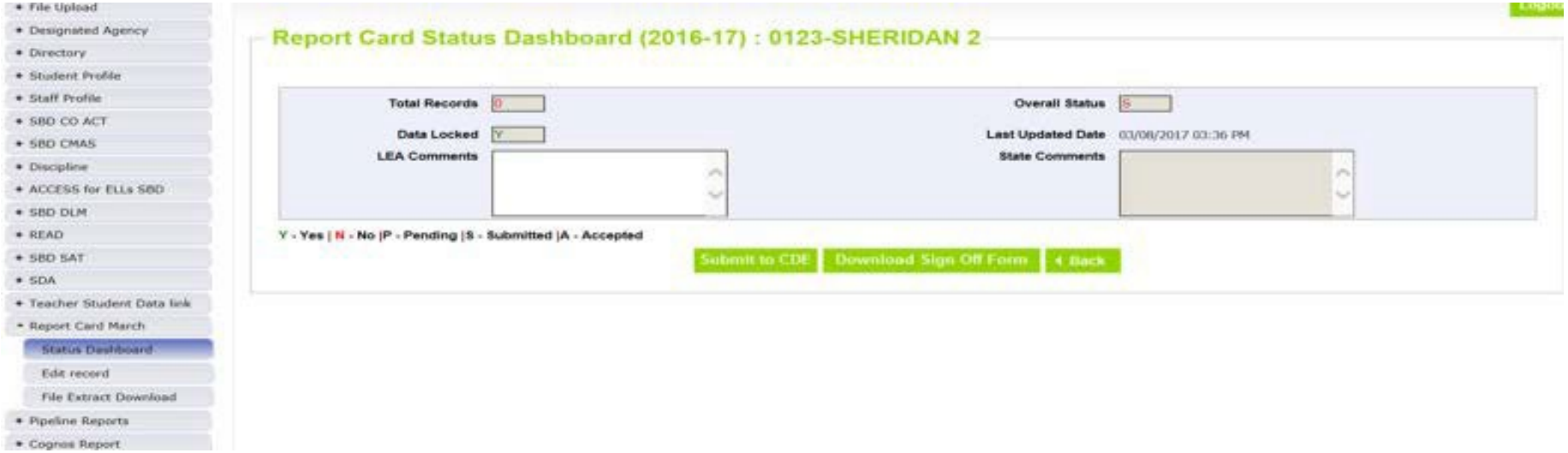
Report Card March-Submission Steps

- To go to the next page or a prior page use the arrows at the bottom of the page
- Press the green “save” button at the bottom of each page before advancing to the next page.
- Also check the box next to the left of the school to save all the records

- Please note that you can choose the number of schools to display (25, 50, 75 or 100) on each page by using the down arrow at the bottom where it reads per page but do this at the beginning of the data entry.

Report Card March-Step by Step Instructions

If you submitted by Form please note that under Total Records, it will show 0. This is because a number other than 0 will only show up when submitting via a file upload.



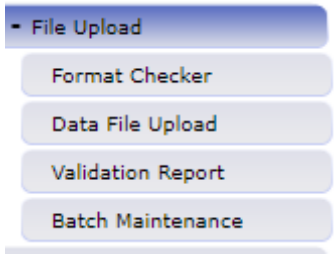
File Submission Method

- You can do any of the following: 1)download the spreadsheet of the prior years' data and make any needed changes and then re-upload; or 2) download the file extract your vendor has established; or 3) use the file upload template on the Report Card March Web page at: https://www.cde.state.co.us/datapipeline/per_report-march

- Save the file using any name but file name should not contain spaces.

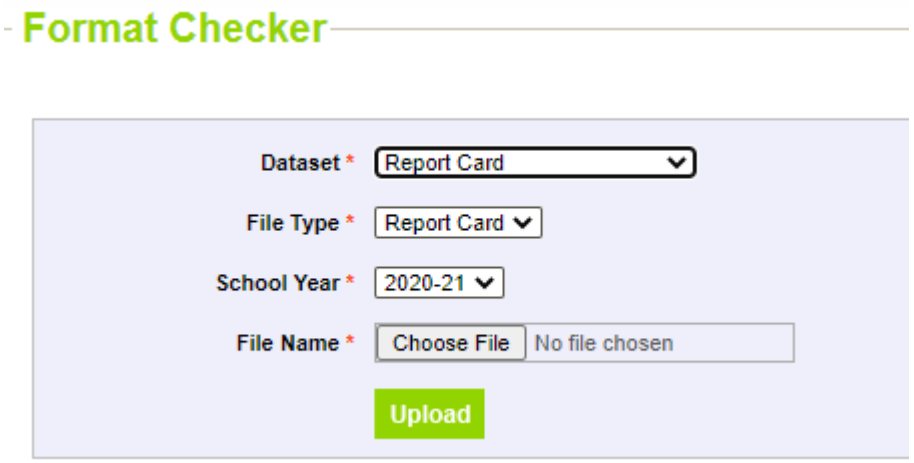
Report Card March-Submission Steps

- To upload Report Card March into Data Pipeline, first go to the File Upload link located on the left top of the screen and click on it.



Report Card March-Submission Steps

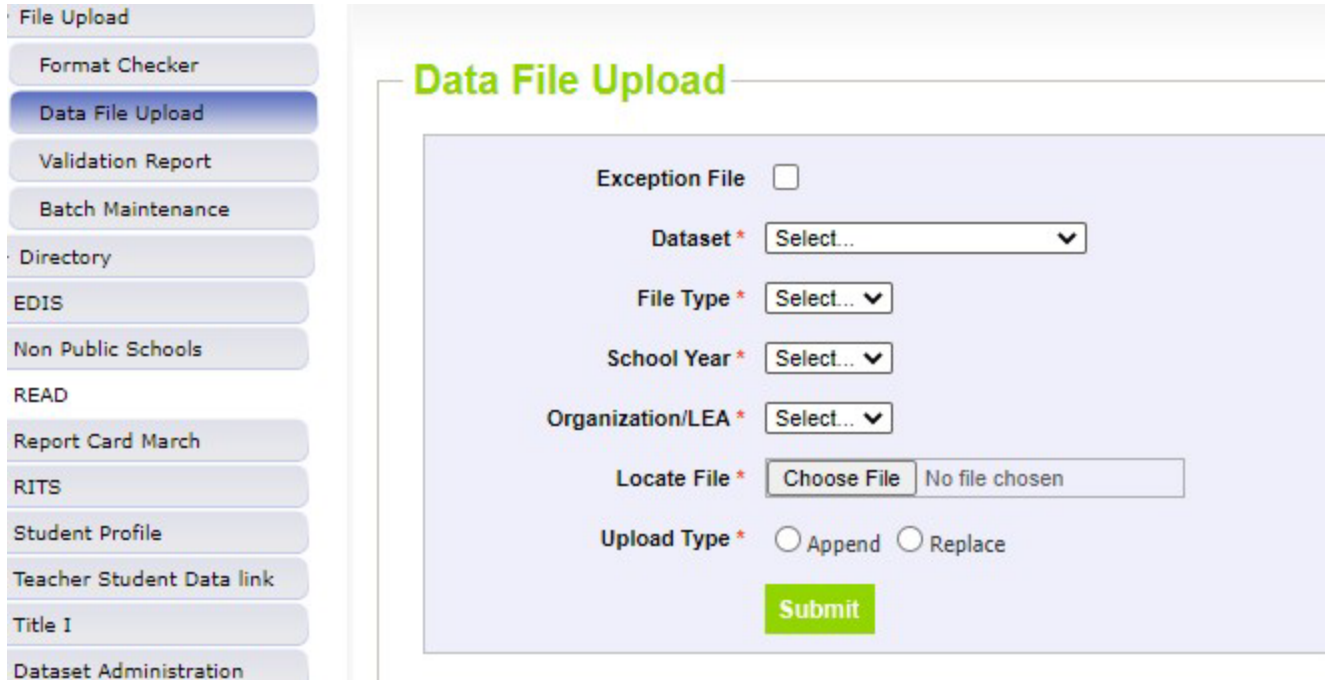
- Check file in Format Checker using the link on the left that has the lable “Format checker” under the “File Upload” link. Format checker just checks the first line of your spreadsheet to ensure the formatting is correct. Select the following:
  a. Dataset-Report Card
  b. File Type-Report Card
  c. School Year-Select the current school year
  d. File Name-Locate file by using the browse button at the bottom of the blue box.



Report Card March-Submission Steps

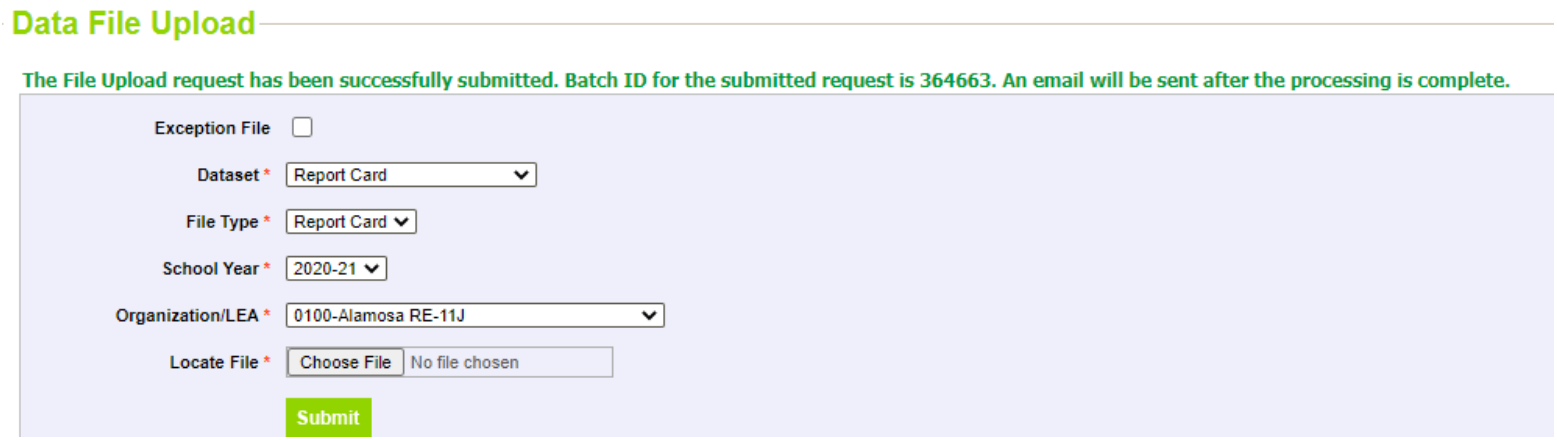
- If after uploading your file in Format Checker all the rows indicated “pass” in green, then precede to the next step of uploading your file. If there is a row with an error marked in red, go back and redo the file layout. Please note that Format Checker only checks the first row.
- Next click on the Data File Upload button and select the following (see screenshot on next slide):
  a. Dataset-Report Card
  b. File Type-Report Card
  c. School Year-Select the current school year
  d. Organization/LEA-Select your LEA
  e. Locate file by using the browse button and attach. Then press the green submit button at the bottom of the blue box.

Report Card March-Submission Steps



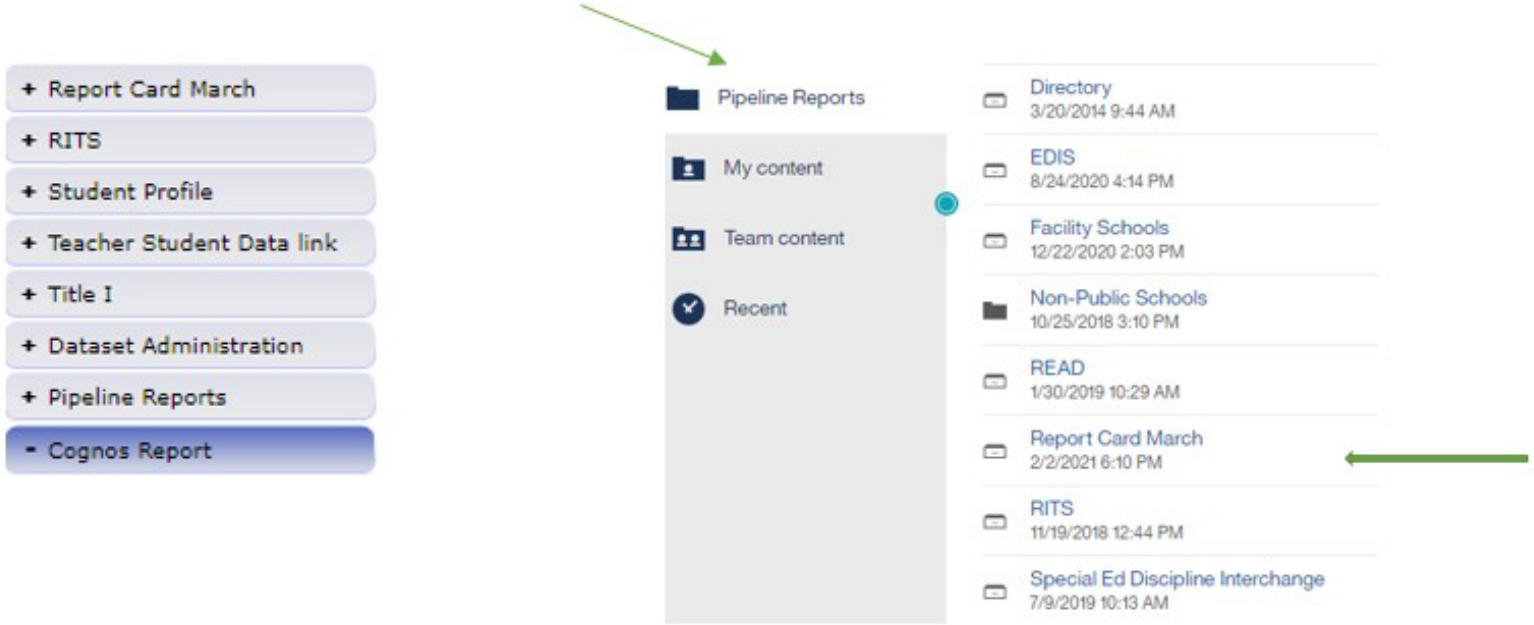
Report Card March-Submission Steps

- Once the file is successfully uploaded you will receive a message saying so, as well as you'll receive a batch number. You will also receive an email. See example below:



Report Card March-Submission Steps

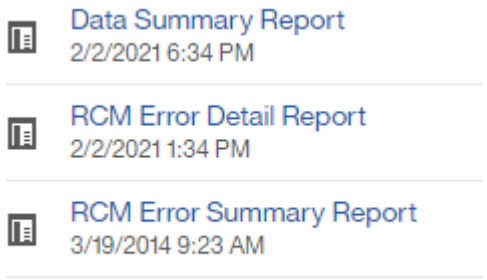
- To check the information, go to Cognos Reports (link on bottom left of screen in blue) and then next click on the Report Card March button on the Pipeline Reports tab.



Report Card March-Submission Steps

- There are three reports you may review:
  1) Data Summary Report
  2) RCM Error Detail Report
  3) RCM Error Summary Report

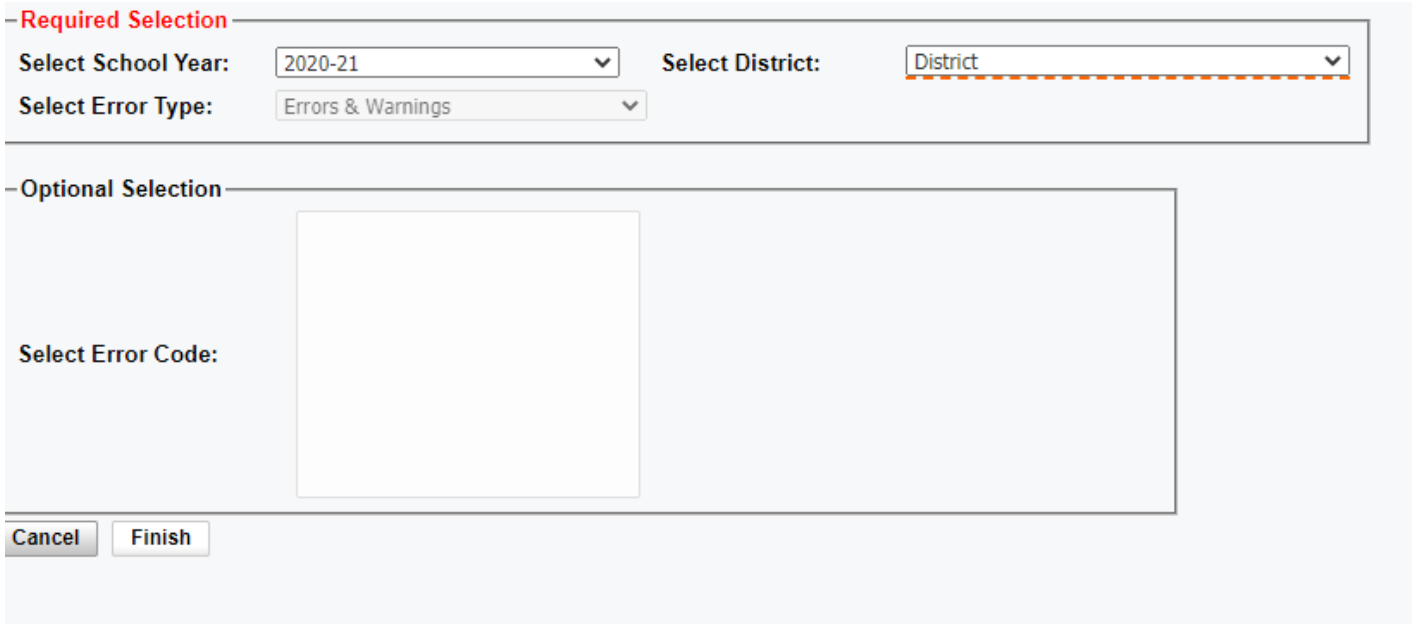
These reports are helpful in locating and correcting any errors. It's highly recommended that you refer to these reports.



Report Card March-Submission Steps

- To review the Cognos Reports do the following:
  a. Click on desired report
  b. Fill in boxes as previously done
  c. Click the “finish button”

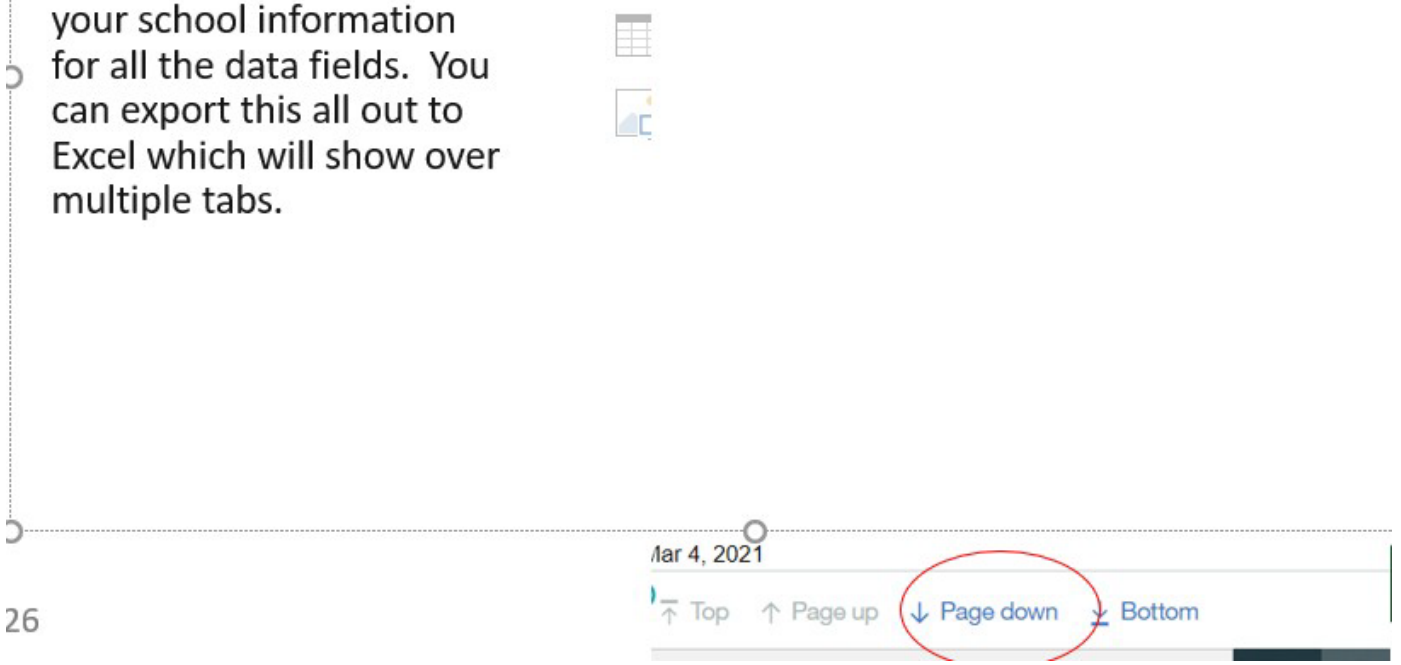
  Please note that warnings won’t prohibit the data from being submitted but you may still want t look the warnings over in addition to correcting the errors.



Report Card March-Submission Steps

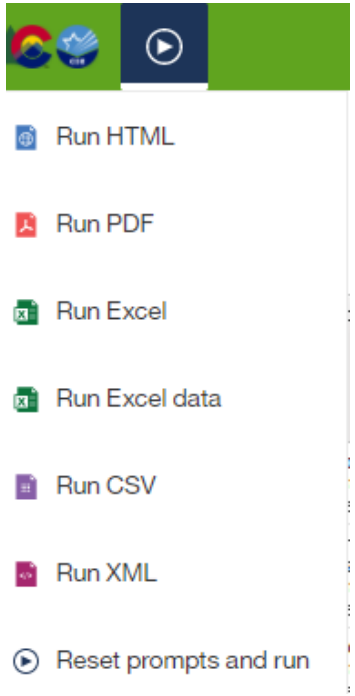
- Please note that for the Data Summary Cognos Report that at first you'll only see the number of PD days when you log in. However, if you page down then you'll see all your school information for all the data fields. You can export this all out to Excel which will show over multiple tabs.

SCHOOL CODE	SCHOOL NAME	PROFESSIONAL DEV DAYS
3582	Grand Mesa High School	7.0
7024	Plateau Valley Elementary School	9.0
7028	Plateau Valley Middle School	9.0
7032	Plateau Valley High School	9.0

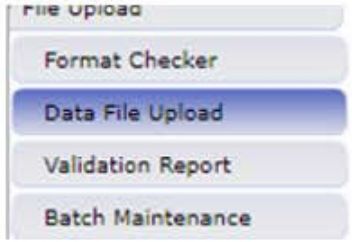


Report Card March-Submission Steps

➢You can view any of the Cognos reports in Excel (or other formats). Simply press the arrow button on the top left-hand side of your screen next to the State/CDE logos and select the format wanted.



Report Card March-Submission Steps



- Finally on a last note, you may use the batch maintenance feature to view the status of your file upload.

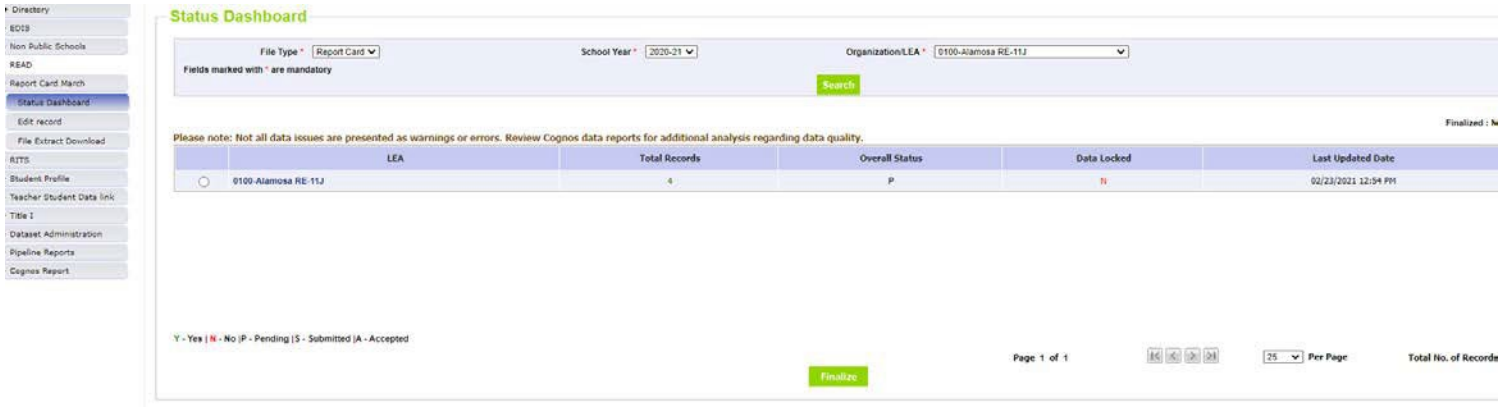
Report Card March-Submission Steps

- The Validation Report will allow you to see error codes, messages and the error count by each type of error.

Error Code	Error Type	Error Message	Count
RC002	E	School Code must be a valid code.	1
RC011	E	Drama or Theatre Flag must be a valid code.	1
RC013	E	Dance Flag must be a valid code.	1
RC015	E	Comprehensive Health Education Flag must be a valid code.	1
RC023	E	Concurrent Enrollment Classes on School Property Flag	1
RC025	E	Opportunities for Civic or Community Engagement Flag must be a valid code.	1

Report Card March-Submission Steps

- Once all the data is correct, go to the Status Dashboard (located on the main Data Pipeline page on the left side under the Report Card March link) and press approve/finalize button.



Report Card March-Submission Steps

- After all the data is submitted, have your district superintendent sign off on the superintendent letter that will come up and email it back to CDE following the instructions that will come with the letter.

Below is what is being certified:

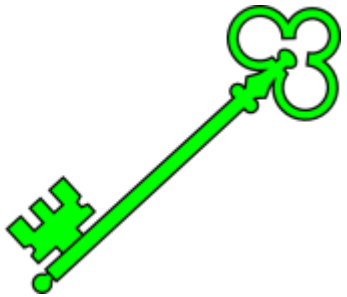
A. The summary reports provided by CDE should be reviewed carefully for completeness and accuracy. The reports will include the data necessary to verify your data for each school.

B. All school systems must submit a verification form, signed by the local superintendent of schools that certifies agreement with the summary data report.

I have reviewed the Report Card Data Summary Reports in their entirety and hereby certify that the data submitted to the Colorado Department of Education for the school year 2019-20 Report Card Data Summary Reports is accurate and complete to the best of my knowledge and belief for use in the Report Card reports.

Report Card March-Final Thoughts

The key to success is submitting data early! The last day to submit data before the collection closes is April 9th! This is one of the quicker and easier data collections to complete.



Report Card March-Step by Step Instructions

If you discover that you need to make any corrections and need to have your data unlocked, please email Peter Hoffman at ReportCard@cde.state.co.us who can unlock your data for you to re-submit however, this all must be done by Friday, April 12th!

Due to the new COVID Response Remote Learning Days field, Report Card March will be able to be reopened to update this field only in the following window: May 30th through June 30th.

Report Card March Contact
Peter Hoffman

ReportCard@cde.state.co.us

The End