



# Exception Request Directions

## Student Interchange and Student Collections

### 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.

In some circumstances, an error may trigger at the school or collection level. A reporting exception may be needed to clear this school/collection level error if the data accurately reflects the student population for the given school year but falls outside the anticipated coding thresholds/counts for that population. The school/collection level data must still fall within the parameters of the data collection for an exception to be granted.

Note all errors on a Student Interchange file or Student Collection allow exceptions. Only the Student Demographic (DEM) and Student School Association (SSA) files on the Student Interchange include business rules that allow exceptions. Business rules that are most likely to have an exception often include a note in the error message regarding the applicable exception circumstances. Rules allowing exceptions are often the type of rule that cross-checks data between school years, collections, or LEAs.

The directions for requesting exceptions are similar across pipeline collections. This guide specifically focuses on exceptions for the [Student Interchange](#) files, [Student October \(OCT\)](#), [Student End of Year \(SEY\)](#), and [Student Attendance \(ATS\)](#) collections. See the specific collection website for information about exception requests for other [pipeline collections](#).

### 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. If you are unsure if a reporting exception is needed for a specific student's situation, please reach out to the collection lead for the given collection where the error is triggering, [Attendance](#), [Student October](#) or [Student End of Year](#).

Since a given student interchange reporting year is open 18 months, with two overlapping reporting years each Fall, the Student October and Student End of Year collection leads both support exception requests. Please use the guidance below to reach out to the appropriate lead. 2025-2026 and 2024-2025 are shown below demonstrating the Student Interchange support/exception request cycle.

- **2025-2026 Student Interchange**
  - July 2025 - December 2025, Contact [StudentOctober@cde.state.co.us](mailto:StudentOctober@cde.state.co.us)
  - January 2026 - December 2026, Contact [StudentEndOfYear@cde.state.co.us](mailto:StudentEndOfYear@cde.state.co.us)
- **2024-2025 Student Interchange**
  - July 2024 - December 2024, Contact [StudentOctober@cde.state.co.us](mailto:StudentOctober@cde.state.co.us)
  - January 2025 - December 2025, Contact [StudentEndOfYear@cde.state.co.us](mailto:StudentEndOfYear@cde.state.co.us)



## Example Exception Request Scenarios

- **Example 1: SASID/Student Level Interchange File Error**
  - The SSA error SP426 will trigger when a student's age exceeds the minimum or maximum age range for a specific grade level based on the grade to age chart (found on the frequently requested codes page).
  - If the student is older or younger than the expected age for their grade for a valid reason, such as a student who was grade accelerated due to their advanced learning plan needs, an exception may be requested to override this error allowing the student to be reported in a grade level that does not align with their age.
- **Example 2: SASID/Student Level Snapshot Error**
  - 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.
- **Example 3: School/Collection Level Snapshot Error**
  - The Student October error OC50 will trigger if your percentage of K-12 Students classified as Free ('01') and Reduced ('02') exceeds expected tolerances.
  - If the reported FRL Total is accurate, an exception may be used to override this error to allow the tolerance to be exceeded within the Student October Collection.

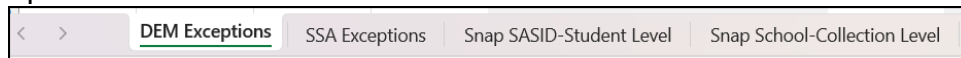
## Exception Request Template and Submission Steps

Every exception request requires a completed exception request template, even if the exception situation also needs additional supporting documentation. The template has been updated for 2025-2026 to include tabs for the different file types and exception types to support LEAs with the required information for an exception request. The template can be found on the Student Interchange, Student October, Student End of Year, and Student Attendance websites.

Exception request reasons should be concise (300 or less characters) while providing specific details regarding the need for an exception. Some exception requests will require additional supporting documentation. See information about these circumstances below.

### Template Tabs for Exception Types

Different files and types of exceptions require slightly different information. To support LEAs with the required information for a specific file or type of snapshot exception, there are four tabs across the bottom of the exception request template (XLS) workbook. Each tab represents a type of exception (DEM, SSA, Snapshot SASID level, or Snapshot School-Collection Level). Select the tab corresponding to the type of exception being requested.



#### DEM Exceptions:

Student Demographic file exceptions require the fields *school year*, *error code*, *error type*, *district code*, *SASID*, *reason*, and *requestor contact information* to be complete. The *error code*, *error type*, *district code*, and *SASID* should be copied directly from the error detail report showing the error for the impacted SASID.



Do not delete any columns on the exception request template as the data fields intentionally left blank are still required for the exception to process.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
School Year (required)	Error Code (required)	Error Type <i>E or W</i> (required)	District Code (required)	Admin Unit Code (leave blank)	School Code (leave blank)	Grade Level (leave blank)	SASID (required)	EDID (leave blank)	Primary Disability (leave blank)	Reason For Exception (300 character limit)	Requester Contact Info: name, phone, email (300 character limit)	Internal Use Only: CDE Review Date	Internal Use Only: CDE Comments (if needed)

**Note:** Due to the complexity of Multilingual Learner exception requests, a separate exception request template is provided on the [Student Interchange website](#) specifically for business rules related to Multilingual Learner errors instead of the regular exception request template.

### SSA Exceptions:

Student School Association file exceptions require the fields *school year*, *error code*, *error type*, *district code*, *school code*, *grade level*, *SASID*, *reason*, and *requestor contact information* to be complete. The *error code*, *error type*, *district code*, *school code*, *grade level*, and *SASID* fields should be copied directly from the error detail report showing the error for the impacted SASID.

Do not delete any columns on the exception request template as the data fields intentionally left blank are still required for the exception to process.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
School Year (required)	Error Code (required)	Error Type <i>E or W</i> (required)	District Code (required)	Admin Unit Code (leave blank)	School Code (required)	Grade Level (required)	SASID (required)	EDID (leave blank)	Primary Disability (leave blank)	Reason For Exception (300 character limit)	Requester Contact Info: name, phone, email (300 character limit)	Internal Use Only: CDE Review Date	Internal Use Only: CDE Comments (if needed)

### Snap SASID-Student Level:

SASID/Student-Level exception requests for the OCT, SEY, and ATS snapshots require the fields *school year*, *error code*, *error type*, *district code*, *school code*, *grade level*, *SASID*, *reason*, and *requestor contact information* to be complete. The *error code*, *error type*, *district code*, *school code*, *grade level*, and *SASID* fields should be copied directly from the error detail report showing the error for the impacted SASID.

Do not delete any columns on the exception request template as the data fields intentionally left blank are still required for the exception to process.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
School Year (required)	Error Code (required)	Error Type <i>E or W</i> (required)	District Code (required)	Admin Unit Code (leave blank)	School Code (required)	Grade Level (required)	SASID (required)	EDID (leave blank)	Primary Disability (leave blank)	Reason For Exception (300 character limit)	Requester Contact Info: name, phone, email (300 character limit)	Internal Use Only: CDE Review Date	Internal Use Only: CDE Comments (if needed)

### Snap School-Collection Level:

School/Collection-Level exception requests for the OCT, SEY, and ATS snapshots require the fields *school year*, *error code*, *error type*, *district code*, *reason*, and *requestor contact information* to be complete. The *school code* field must also be complete when the error is a school level error. The *error code*, *error type*, *district code*, and *school code (if applicable)* fields should be copied directly from the error detail report showing the error for the impacted SASID.

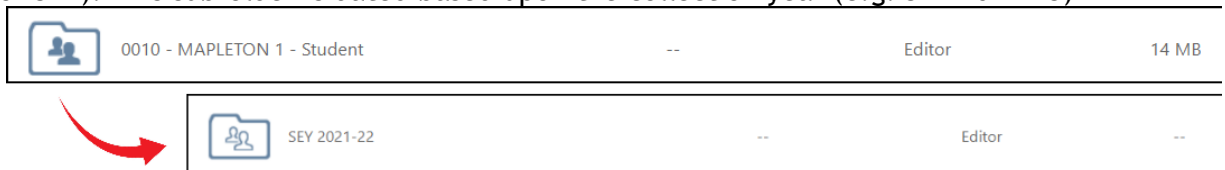
Do not delete any columns on the exception request template as the data fields intentionally left blank are still required for the exception to process.



A	B	C	D	E	F	G	H	I	J	K	L	M	N
School Year (required)	Error Code (required)	Error Type E or W (required)	District Code (required)	Admin Unit Code (leave blank)	School Code (if applicable)	Grade Level (leave blank)	SASID (leave blank)	EDID (leave blank)	Primary Disability (leave blank)	Reason For Exception (300 character limit)	Requester Contact Info: name, phone, email (300 character limit)	Internal Use Only: CDE Review Date	Internal Use Only: CDE Comments (if needed)
<div> <div>DEM Exceptions</div> <div>SSA Exceptions</div> <div>Snap SASID-Student Level</div> <div>Snap School-Collection Level</div> </div>													

## Submission Steps

- Download the exception request template on the [Student Interchange website](#) or respective collection website ([OCT](#), [ATS](#), [SEY](#)) found under the 'Templates' section.
- Select and complete the applicable tab of the exception request document.
  - Requests may be submitted with information on multiple tabs.
  - Copy and paste all information directly from the error detail report in data pipeline or CEDAR/COGNOS. This will ensure that you have the correct *error code*, *error type*, *school code*, *grade level*, and *SASID*.
  - IMPORTANT: The exception will not process correctly (will not clear the error) if the request form information is not accurate.
  - Each *error code* requires a separate row on the exception request.
  - Multiple rows of exceptions may be included on each sheet/tab of the workbook.
  - The *reason for exception* must be concise but detailed enough to explain the reason behind the exception. (300 characters or less)
  - Leading zeros are required. (*district code*, *school code*, *grade level*)
  - 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.
- Save the exception request to your computer.
  - Best practice is to include a date or unique file name for an exception request. Once an exception request file has been processed, a new file is needed for future requests. It is common for a LEA to submit multiple exception requests throughout a collection, especially the SEY collection which has multiple phases.
- Upload the completed exception request to your district's student Syncplicity folder using the applicable collection subfolder (OCT, ATS, or SEY depending on the collection and time of year).
  - [Login to the Syncplicity website.](#)
  - Navigate to your district's student folder to find the provided collection subfolder (OCT, ATS, or SEY). This subfolder is dated based upon the collection year (e.g. SEY 2024-25)



- Select the upload button and select a file to upload from your computer.

File name: 

All Files

Open

Cancel

- Note: Email [StudentEndOfYear@cde.state.co.us](mailto:StudentEndOfYear@cde.state.co.us) if you do not access to your district's Student Syncplicity folder.
- Email the applicable collection lead to notify them a document has been uploaded to Syncplicity.
    - [StudentOctober@cde.state.co.us](mailto:StudentOctober@cde.state.co.us) for OCT snapshot exceptions and DEM/SSA exceptions July through December of the current year.
    - [Attendance@cde.state.co.us](mailto:Attendance@cde.state.co.us) for ATS snapshot exceptions.



- [StudentEndOfYear@cde.state.co.us](mailto:StudentEndOfYear@cde.state.co.us) for SEY snapshot exceptions and DEM/SSA exceptions January of the current year through December of the next year.

### **Collection Lead Review and Exception Outcome:**

The collection lead will review the request, update the CDE internal use fields on the request form, and notify you of the outcome. Approved and processed requests will be dated on the exception request template. Denied requests or requests requiring additional information will include comments in the CDE internal use field for comments.

	M	N
:	Internal Use Only: CDE Approved/ Processed Date	Internal Use Only: CDE Comments (if needed)
	7/12/2025	

- **Approved requests**—reupload the interchange file and/or create a new snapshot to clear the error.
- **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)
- **Additional information needed**—collection lead will request more information and/or indicate the additional supporting document required for the request.

**Important Note:** Complete a new exception template when additional exceptions are needed. LEAs are encouraged to include the date in the file name of exception request documents because multiple exception requests may be submitted through the collection cycle. This is especially true of the SEY collection due to the multiple phases of this collection.

## **Reporting Exceptions Requiring Additional Information/Documentation**

LEAs 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 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](#) to resolve the SASID situation. The RITS Coordinator maintains separate Syncplicity folders and documentation requirements for resolving SASID issues.

General steps when updating SASID Merges

1. Update the student’s SASID and related information on all student interchange files.
2. Create a 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.

**SEY Note:** The timing in which a SASID change/merge occurs impacts the steps needed for SEY reporting. Follow the steps posted on the SEY website for handling SASID merges. These steps are different during the Regular/Cross-LEA phases than the Post-Cross LEA Phase.





## Multilingual Learners with a language proficiency that does not align with the CO Standardized Progression

Multilingual Learners (MLs) who experience a language proficiency change that does not follow typical [CO standardized progression](#) pattern may trigger errors on the Student Demographic file or within the Student End of Year collection. ML exception requests may be reviewed by other CDE departments in addition to the OCT/SEY Collection Lead. See the Multilingual Learner Coding Guide posted on the Student Interchange website for more information.

An ML Out of Progression Form is required for exceptions when the student has 2+ years of ML reporting history.

Use the specialized ML exception request template (XLS) posted on the [Student Interchange website](#) for ML exceptions at both the DEM and snapshot levels. This template provides sample reasons for an exception and guidance regarding when the ML Out of Progression Form is required.

## Gifted and Talented Change (Yes to No) for Student with Multiple Years of GT Reporting History

Once a student has been identified as Gifted and Talented (GT) in one or more domains, they are expected to remain identified as GT throughout their educational career. GT status is transferable across schools and LEAs in Colorado. If a student with prior GT reporting history in CO is coded as not GT in a snapshot, an error will trigger. Students who have multiple years of GT reporting history may require additional information to be reviewed by CDE's Gifted and Talented Office for approval.

## SEY: 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.

## Collection/File Specific Notes

### Student Demographic: Multilingual Learner Errors

Multilingual Learner coding follows the CO Standardized ML Progression. Business rules have been upgraded and consolidated in 2025-2026 to support this coding pattern and the guidance for ML Program Staff has been updated to support identification for students transferring between CO public schools.

Errors regarding a student's Language Proficiency such as SP570 (new consolidated rule in 2025-2026) may require an exception if a student's language proficiency does not follow the standardized progression. When a student has 2+ years of ML history, additional supporting documentation is needed along with a ML Exception Request Template (XLS). A specialized ML Exception Request Template is utilized for both DEM and Snapshot level exceptions regarding a student's ML coding. This specialized template includes three tabs, one with example reasons and notes regarding the additional out-of-sequence documentation, one for DEM exceptions, and one for Snapshot exceptions.



ML\_Example\_Reasons

DEM Exceptions

Snapshot SASID level Exception

Please review and utilize the example reason that best describes the student's circumstances, providing brief additional information if needed.

The tabs on this request template are the same as the DEM and SASID level exceptions but include additional CDE internal use fields because CDE staff will review the student's ML history when reviewing the exception request.

## Student October

### *Alternate Count Date Exceptions*

The Student October collection also has Alternate Count Date Exceptions. Alternate Count Date Exceptions are granted through the School Auditing Office. These exceptions are for districts and/or schools to get permission to count an entire school or district on an Alternate Count Date of something other than October 1st. This is a process that is handled by our School Auditing Office and does not have an exception template posted on the Student October webpage.

### *Transfer Enrollment Exceptions*

Transfer enrollment exceptions have been discontinued as of 2025-2026.

## Student End of Year

### *Post-Cross Data Change Requests*

The Post-Cross LEA phase of the Student End of Year collection has very different mechanics than any other data collection phase. During the Post-Cross Phase, LEAs are extremely limited in the types of data fields that may be updated. Data changes for students outside of the SE900 series errors require a Post-Cross Change request. See the SEY Website for more information and directions for Post-Cross Change Requests.