



Student Interchange Timeline

Overview

This timeline provides a broad overview of the Student Interchange and how it is utilized throughout the school year. The Student Interchange is designed for ongoing and regular updates (monthly or more) throughout the school year, ensuring data accurately reflects the status of student data. Uploading Student Interchange files frequently allows all data collections that utilize the Student Interchange data to be more manageable as data cleanup occurs routinely.

This timeline shows information regarding which interchange is open (current or prior year) and which collections are utilizing Student Interchange data at that time. Individual data collections will have specific target dates and deadlines for error-free student interchange files as it pertains to the collection.

Files

The Student Interchange consists of three primary files and one supporting file. LEAs should maintain accurate data in their Student Information System (SIS) so these files can be extracted directly from their SIS and uploaded into Data Pipeline.

1. Student Demographic (DEM)
 - a. Single record per student
2. Student School Association (SSA)
 - a. Enrollment history may contain multiple records per student.
3. Graduation Guidelines (GG)
 - a. Secondary students only, may contain multiple records per student.
 - b. Only utilized by the Student End of Year collection
4. Adjustments (ADJ)
 - a. Supporting file for Student End of Year (SEY) collection only
 - i. Does not open until May along with the SEY collection
 - b. Used in a few specific circumstances which means many districts will not utilize this file during a collection year.
 - c. [See the SEY website for more information.](#)

Collections that Utilize Student Interchange Data

Student October

- Contains pupil enrollment information as of the student count date
- Used to determine the school demographics, number of students in instructional programs, free and reduced lunch counts, and distribution of school finances across the state
- Obtain required student level data provided by state statute, including information regarding students funding eligibility
- Used to derive pupil membership statistics
- Also used for legislative reports and federal reporting

Student End of Year

- Collects enrollment and outcome information for students during a school year, including demographic information and student's entry and exit from public schools within a district
- Requires graduation guidelines file



Student End of Year cont.

- Used to derive the graduation, dropout, mobility, and stability rates
- Also used for legislative reports and federal reporting

Attendance

- Capture and report the student level attendance information for each school
- Used to derive truancy rates and chronic absenteeism

Student Discipline

- Obtain information about students disciplined based on behavior and the action taken during the reported school year.
- Used to derive suspension/expulsion statistics and other posted school discipline statistics

Special Education Discipline

- Obtain information on children with disabilities served under IDEA subject to disciplinary removal

Special Education December Count

- Annual count of Eligible students under Part B of the Individuals with Disabilities Education Act (IDEA) as of December 1st
- Required to obtain data on special education staff employed by administrative units on December 1st of each year

Special Education End of Year

- Obtain information on students who were referred, evaluated, and/or received special education services in an Administrative Unit or State Operated Program during the specified reporting period.

READ Assessments

- Obtain information on K-3 students and 4-12 READ Cohort students as outlined in the Colorado READ Act
- Used to derive READ Act funding for districts and statistics regarding the prevalence of K-3 students with a Significant Reading Deficiency (SRD)

Student Biographical Data (SBD) for Spring Assessments

- Provides districts the opportunity to verify the accuracy of demographic data submitted for each student participating in Spring assessments; WIDA Access, CMAS, PSAT/SAT, and DLM
- Optional data collection. State and Federal accountability reporting rely on accurate demographic and test score data

Timeline

July through December two school years are open in the Student Interchange. The **PRIOR YEAR** focuses on collections that are finalizing data from the prior school year and the **CURRENT YEAR** focuses on current and upcoming data collections within the school year.

July

- **CURRENT YEAR:** Student Interchange Opens
- **PRIOR YEAR:** Open collections include Student End of Year, SPED Discipline, SPED End of Year, Student Discipline, READ Spring Assessments
 - Attendance closes
 - Error free prior year student interchange files required
 - READ Spring Assessments closes
- Reporting school year begins July 1st



August

- **CURRENT YEAR:** Student October collection opens
 - Ensure all students have assigned SASIDs. See the [RITS website](#) for more information.
 - LEAs are encouraged to upload their initial Student Interchange files.
- **Recommendation:** Collaborate with program staff regarding error that impact student programming for the year such as English Learner status, postsecondary programs, free-reduced lunch, McKinney Vento, etc.
- **PRIOR YEAR:** Open collections include Student Discipline, Student End of Year, SPED Discipline, SPED End of Year
 - Student Discipline closes
 - SPED Discipline closes

September

- **CURRENT YEAR:** Open collections include Student October
- **PRIOR YEAR:** Open collections include Student End of Year and SPED End of Year
 - SPED End of Year closes
 - Student End of Year state deadline for Regular Phase
 - Error free prior year student interchange files required
 - Student End of Year Cross LEA Phase begins

October

- **CURRENT YEAR:** Open collections include Student October
 - Error free current year DEM & SSA interchange files required
- **PRIOR YEAR:** Open collections include Student End of Year
 - Student End of Year Cross LEA phase ends
 - Error free prior year student interchange files required
 - Student End of Year Post-Cross LEA phase begins

November

- **CURRENT YEAR:** Open collections include Student October and SPED December Count
 - Student October closes
 - Error free current year DEM & SSA interchange files required
- **Recommendation:** Upload initial current year GG file. Collaborate with graduation guidelines program staff in the LEA to begin monitoring students who are expected to graduate during the current school year.
- **PRIOR YEAR:** Open collections include Student End of Year
 - Student End of Year Post-Cross LEA phase ends
 - Error free prior year student interchange files required.

December

- **CURRENT YEAR:** Open collections include SPED December Count
- **Recommendation:** Update DEM & SSA files to support SPED December Count reporting
- **PRIOR YEAR:** Student End of Year closes



January

- **CURRENT YEAR:** Open Collections include SPED December Count
 - Error free DEM & SSA interchange files required
- **Recommendation:** Update student interchange files in preparation for Spring Assessments
 - Initial rosters for Spring Assessments are generated based on Student October data with enrollment changes updated by districts as part of the assessment administration cycle and SBD collection cycle.

February

- **CURRENT YEAR:** Open Collections include SPED December Count
 - SPED December Count closes
- **Recommendation:** Address English Learner DEM errors for newly enrolled students
 - Supports WIDA ACCESS 2.0 assessment, ensuring all required students are tested
 - Supports LEAs as they determine newly enrolled students who may have a home language other than English and need to be screened for English Learner identification per the [Standardized English Learner Identification procedures](#)

March

- **CURRENT YEAR:** WIDA ACCESS for ELs SBD opens and closes this month
- **Suggestion:** Upload updated GG file capturing any measures completed in the Fall to continue collaboration with graduation guideline staff as they monitor students who are expected to graduate during the current school year.

April

- **CURRENT YEAR:** Open collections include Attendance, Student End of Year (soft open), READ Spring Assessments
 - Upload updated student interchange files (DEM, SSA, GG) in preparation for the various end of year data collections. These collections expect an updated date on or after April 1st for all interchange files.
- **Recommendation:** Address English Learner DEM errors for students with mid-year EL changes.
 - Supports Student End of Year collection.
 - Allows time for LEAs to receive feedback from CDE's Culturally and Linguistically Diverse Education team if needed.
 - Note: LEAs must follow the standardized EL redesignation procedures, which means any mid-year EL changes should be based upon these procedures and are typically reflective of data issues in Student October reporting.

May

- **CURRENT YEAR:** Open collections include Attendance, Student End of Year (official open), SPED End of Year, Student Discipline, SPED Discipline, CMAS/CoAlt SBD, P/SAT SBD, and READ Spring Assessments
 - CMAS/CoALT SBD and P/SAT SBD both open and close during this month
- **Recommendation:** Address DEM and SSA errors, ensuring these files are error free and your Student Information System is up to date. LEAs have the option to utilize information from the student interchange as part of the SBD process or manually correct data on their SBD files. With either option, accurate data in the LEA's SIS is essential and the process of clearing student interchange errors supports accurate SIS data.



June

- **CURRENT YEAR:** Open collections include Attendance, Student End of Year, SPED End of Year, Student Discipline, SPED Discipline, DLM SBD, and READ Spring Assessments
 - Error free current year student interchange (DEM, SSA, GG) files target dates for Attendance, Student End of Year, Student Discipline, SPED End of Year, and SPED Discipline collections
 - READ Spring Assessment data collection phase ends
- Reporting school year ends June 30th