

## Data Pipeline – Student October Count Checklist

### What is Student October Snapshot?

The Student October snapshot contains student enrollment information as of the pupil enrollment count date. This information is 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. The Student October snapshot is a single collection created for each school district. The snapshot is made up of multiple data interchange files uploaded by the school district and CDE. Each student should have a single record in the **Student October snapshot**, though there are some exceptions where a student may have a single record in multiple districts.

Data is extracted from:

- the Demographic (DEM) file
- the Student School Association (SSA) file
- the Title I Interchange file (Targeted Assistance schools)
- the At-Risk Interchange file

And some data is calculated by CDE using support files:

- School Wide Title I
- TREP Allotments
- Migrant Student List

The **Student October snapshot** pulls data from three interchanges – the Student, Title I, and At-Risk Interchanges.

**Note:** only districts with targeted assistance schools need to submit the Title I Targeted Assistance Funding file. To successfully create the Student October snapshot, the applicable files listed below must be uploaded.

Snapshot	Powered By	Files required for Snapshot
Student October	Student Interchange Title 1 Interchange At-Risk Interchange	<ul style="list-style-type: none"> <li>- Student Demographic</li> <li>- Student School Association</li> <li>- Title, I Targeted Assistance</li> <li>- At-Risk</li> </ul>



- Contact your Local Access Manager (LAM) for your Single Sign- On User ID (if required).
- Ensure there is one person in your team who is assigned as an **LEA User** for the Student Interchange, the Title I Interchange and the At-Risk Interchange. The LEA User's main role is to upload data for a data set and to make corrections to that data.  
For example,  
**LEA User: PIPELINE-7777-STD~LEAUSER**  
**LEA User: PIPELINE-7777-ARM~LEAUSER**  
**LEA User: PIPELINE-7777-TI1~LEAUSER**
- Ensure there is one person in your team who is an **LEA Approver** for the Student October Snapshot. The LEA Approver's main role is role is to provide final sign-off for an LEA's data. For example, **LEA Approver: PIPELINE-7777-OCT~LEAAPPROVER**

## Student October Snapshot Criteria

### Dependencies:

Student has been assigned a SASID and updated in RITS. Student has a record in the student interchange for:

- Demographic
- Student School Association
- At-Risk

Also, extract students from the Title I interchange (if applicable).

### Criteria for inclusion in the Student October snapshot:

For a SASID to be added to the snapshot it must:

- Be in both the Demographic, Student-School Association, and At-Risk files
- Be error free in those files

Pull Student School Association records that meet the following criteria:



- PRIMARY\_SCHOOL = '1' **AND**
- SCHOOL\_ENTRY\_DATE <= count date for the current school year **AND**
- SCHOOL\_EXIT\_DATE is zero-filled **OR** SCHOOL\_EXIT\_DATE >= count date for the current school year **AND**
- One of these conditions is met:
  - The student's age as of the count date >= 2 and <= 21 **OR**
  - The student's age as of the count date <=21 (typically under 2) and there is an age waiver for the district or district and school code **OR**
  - PRIMARY\_DISABILITY (from the demographics file) <> '00' then calculated age as of December 31 of the reporting school year <= 21

**NOTE:** The application will allow districts to indicate they are using October 1st (or Count date if October 1st falls on a weekend or holiday).

**NOTE:** If a student transfers between districts and attends both districts on the pupil enrollment count day, the receiving district is entitled to include the student in its funded count.

## Data Pipeline System

[Visit the Data Pipeline Website](#)

[Data Pipeline Single Sign-On Login](#)

## Student October Quick Checklist

- ✓ Obtain/Update State Assigned Student IDs (SASIDs) for all students through our Record Integration Tracking System (RITS)
- ✓ Update school information in Directory.
- ✓ Download and review the Student, Title I and At-Risk Interchange file templates, file layouts, business rules, and other helpful resources on our Interchange Webpages. **Remember**, the Title I Targeted Assistance Funding file is only applicable for districts with targeted assistance schools.
- ✓ Extract your Student Demographic, Student School Association, Title I (if applicable) and At-Risk Files from your Student Information System (SIS)
- ✓ Perform the file uploads using **Data File Upload**. **Remember**, we always recommend that you upload your Demographic File, first, wait until the upload is complete and then proceed with the other files.
- ✓ View the status of the files, record counts, and error counts in the **Batch Maintenance or Status Dashboard**



screen.

- ✓ View the errors related to the file through the **Pipeline Reports - Error Report**
- ✓ Correct any errors found and re-upload the files using **Data File Upload**
- ✓ Generate the **Student October snapshot**.
- ✓ View the errors related to the snapshot through the **Pipeline Reports - Error Report**
- ✓ Correct any errors found and re-upload the Student Interchange files using **Data File Upload**
- ✓ Generate the **Student October snapshot** and repeat until the Student Interchange files are error free AND the Student October snapshot is error free.
- ✓ Run various reports in **Cognos** to verify the accuracy of your district's data.
- ✓ Complete the **Home School Data** by-grade summary in Pipeline.
- ✓ **Submit** the data to CDE (need to be LEAAPPOVER)