

Student End of Year

SASID merges during Post-Cross LEA Phase



Overview

At times a student may accidentally be assigned more than one State ID number. This could occur for a variety of reasons, but most commonly occurs when a student moves districts, and the receiving district requests a new SASID rather than retrieving the existing SASID from the Record Integration Tracking System (RITS). Sometimes this is due to a name change, slight misspelling of a name by either district, or other data inconsistency between the district's Student Information System and the name on file in the RITS system.

When a district or CDE staff believes a single student may have more than one State ID number (SASID) they should work with the RITS Coordinator (RITS@cde.state.co.us) to request the SASIDs be merged. The RITS Coordinator will determine if a SASID merge should take place and which SASID will remain the active SASID for the student and which SASID will be merged and deactivated.

Impact to SEY Collection

When a SASID merge occurs, districts are asked to update their files to report the correct SASID for a student. During the Post-Cross LEA phase of the SEY collection SASID merges require careful and precise steps for the records to be updated in the SEY snapshot since this phase has very different mechanics than the prior two phases. A *Post-Cross LEA Data Request* is required to complete the merge within the SEY collection. It is common for districts to receive one or more snapshot errors after successfully updating their SEY snapshot to include the updated SASID information. These errors are handled by submitting an exception request to the SEY Collection Lead. Please see the exception request template and directions posted on the [SEY website](#).

- SE049 - this error triggers because the old merged SASID was used in the Student October collection and is no longer being reported in the SEY collection.
- SE060 - this error triggers on the updated SASID used by the district when the student's enrollment history begins prior to October 1st.
- SE404 - this error triggers for the old merged SASID when the student had School Exit Type 00 in the prior SEY collection since this merged SASID is no longer being reported by the district in the current SEY collection.

Steps: Post-Cross LEA Phase

Important Note: The Student Demographic (DEM) interchange file requires different steps to update than the Student School Association or Graduation Guidelines interchange files. **DO NOT** edit or remove the merged SASID from your Student Demographic File.

1. Update the student's SASID in your Student Information System

Student Demographic (DEM) Update:

2. Use the Student Demographic template posted on the Student Interchange site to create a DEM file that includes this single student's record with the updated SASID.

- Upload the file containing this student’s single record to Data Pipeline being careful to select the ‘append’ button.

Student School Association (SSA) Update:

- Manually edit the student’s SSA record in data pipeline to reflect the updated SASID. If this student has more than one SSA record, edit all records for this student.

Edit Record (2022-23) : _____

Sort Order

#1 School District/BOCES Code #2 School Code #3 Students State ID (SASID) **Sort Data**

Fields shown in RED have an error

Total # of Records : 30596 **Go to Standard View**

#	Students Gender	Students Date of Birth	Grade Level	Ent
1			090-Grade 9	11-Transfer from a public school in the same school district.

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Graduation Guidelines (GG) Update if applicable:

- Extract a fresh GG file from your Student Information System or manually update your GG file to reflect the updated SASID. This file will contain all GG records for your district, including the record with the updated SASID.
- Upload the GG file to data pipeline using the ‘replace’ upload type.

Submit ‘Post-Cross LEA Data Change Request’

- Retrieve the *Post-Cross LEA Data Change Request* template from the [SEY website](#).
- Create at least two rows of information on this form.
 - Row 1: Merged SASID
 - School Year - required
 - Error Code - leave blank
 - Error Type - ‘E’
 - District Code - required
 - School Code - required
 - Grade Level - required
 - SASID - merged SASID (no longer in use)
 - Reason for Request - ‘SASID merge: _____ SASID merged, _____ SASID instructed to use’
 - Contact Information - required
 - All other portions of the template for this row may be left blank.
 - Row 2: SASID instructed to use moving forward
 - School Year - required
 - Error Code - leave blank
 - Error Type - ‘E’
 - District Code - required

- v. School Code - required
 - vi. Grade Level - required
 - vii. SASID - updated SASID (active SASID for student)
 - viii. Reason for Request - 'SASID merge: _____ SASID merged, _____ SASID instructed to use'
 - ix. Contact Information - required
 - x. All other portions of the template for this row may be left blank.
- c. If student has more than one SSA record with a different school code or grade level in your district, then student must have additional rows (merged & updated SASID) to reflect the school code and/or grade level on each SSA record.
7. Upload the completed *Post-Cross LEA Data Change Request* Form to Syncplicity and email the SEY Collection lead, StudentEndOfYear@cde.state.co.us.

SEY Collection Lead will review the post-cross lea data change form and your district's Student Interchange information for this merge. Once approved, the SEY Collection Lead will notify you that you may move on to the next step to complete this merge.

Complete the Merge:

8. Update your SEY snapshot using the 'Update Snapshot' button in data pipeline.
9. Review the SEY Snapshot errors, looking for SE049, SE060, or SE404 errors that have arisen.
10. Request an exception for any SE049, SE060, or SE404 errors that have arisen.
 - d. See the exception request template and directions posted on the [SEY website](#).
 - e. Indicate in the 'reason for request' portion of the exception request form 'SASID merge: _____ SASID merged, _____ SASID instructed to use'

SEY Collection Lead will review the exception request. Once approved, the SEY Collection Lead will notify you that you may move on to the next step to clear the errors.

Clear the Errors:

11. Update your SEY snapshot using the 'Update Snapshot' button in data pipeline.
12. Review the SEY Snapshot error report to determine this record is error-free.
13. Use the CEDAR Report *SASID Lookup: SEY and OCT Record (Prior, Current, Subsequent Year)* to confirm the merged SASID is no longer included in your SEY Snapshot **and** the updated SASID is included in your SEY Snapshot.

Possible Additional Follow-Up:

If this SASID merge was in response to a SE903 error, reach out to the other district's data respondent to let them know your snapshot has been updated to include the correct SASID for this student. The other district will need to update their SEY snapshot to clear the SE903 error.