



**COLORADO**  
Department of Education

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# **READ Data Collection Office Hours**

Thursday, August 3<sup>rd</sup>, 2023

# READ Data Collection Office Hours

## Introductions

### **Whitney Hutton**

Senior Literacy Business Analyst

Elementary Literacy and School  
Readiness

### **Mandy Harris**

Senior Literacy Consultant

Elementary Literacy and School  
Readiness



# What's New, What's Different?

## Changes to the READ Teacher Training Data Collection



# What's Different from the 2022 READ Act Teacher Training Collection?

READ Training Export

**Colorado Department of Education**  
READ Training Export

Required Selections:

Select School Year:

Select District:

### FY2023-2024 READ Teacher Training Reporting

Staff's Teacher Training Not Complete Status Code	2	92	93	11	01	into this role from 5 <sup>th</sup> grade.	Did Not Complete
---	---	----	----	----	----	--	------------------

**READ Teacher Training Reporting Data Elements and Definitions**

**School District/BOCES Code** - A unique code assigned by CDE. Refer to School District/BOCES Code table at [http://www.cde.state.co.us/datapipeline/org\\_orgcodes](http://www.cde.state.co.us/datapipeline/org_orgcodes).

**School Code** - A unique code assigned by CDE. Refer to School Code table at [http://www.cde.state.co.us/datapipeline/org\\_orgcodes](http://www.cde.state.co.us/datapipeline/org_orgcodes).

**EDID** - An eight (8) digit numeric field containing the 8-digit value assigned by CDE for the Educator.

**Staff's First Name** - A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

**Staff's Last Name** - The name borne in common by member of a family.

**Staff's Gender** - An individual's sex.

01	Female - identifies as female (including a transgender student/staff who identifies exclusively as female).
02	Male - identifies as male (including a transgender student/staff who identifies exclusively as male).
03	Nonbinary - does not identify exclusively as male or female. Nonbinary does not refer to a transgender student/staff who identifies exclusively as either male or female.

**Staff's Date of Birth** - The month, day, and year on which an individual was born. Formatted as MMDDYYYY

**Staff's Primary K-3 Grade Level** - Grade primarily served by the educator (most classes/class time).

000 Administrative/Multiple Grade Levels

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### Non-Licensed/Inactive Licensed Collection

**Why Should LEPs Create a Non-Licensed Folder?**  
During the data collection, the CDE will ask for districts to upload their non-licensed folder into Syncplicity. Evidence of completion for each individual and corresponding identifiers on the Excel Spreadsheet are required for the CDE to confirm exact matches of information. Non-licensed or teachers with inactive licenses will not be able to add their information to COOL because it is designed only for licensed individuals. This means, the LEP is responsible, per statute, for providing the EOC to the CDE.

**Recommended Steps for Setting up your Non-Licensed Staff Collection**

**CREATE A DIGITAL FOLDER**  
Create a folder using your preferred system with the naming convention: **District Name\_NL**  
This file will need to have the ability to be uploaded in August.

**DOWNLOAD, RENAME, and Place in District Digital Folder**  
Download and rename the excel template: District Name\_NL and put it in the folder.

**ADD CDE-APPROVED FORMS of EOC for non-licensed staff to folder**  
EOC must be in **CDE-Approved format**. This varies depending on the pathway the educator took to meet the requirements.

*Tip: As your educators to rename their files for you prior to providing them for your records. File formats should follow the naming convention the CDE needs for our internal review: Last,First\_EOC (i.e. Smith,Joe\_EOC). Be sure to use the legal first and last name that matches your HR file.*

**ENTER the EDUCATORS INFORMATION on the MyDistrictName\_NL.xlsx FILE**  
Each column of the Excel Spreadsheet needs to be completed for every non-licensed educator added. EDID numbers must be listed correctly. The CDE cannot provide EDID numbers and your district Human Resources department should be contacted if you need them.

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## Data Submission Guide

### READ Act Teacher Training Collection



# Teacher Training Completion Reporting File Layout & Definition Updates



## FY2023-2024 READ Teacher Training Reporting

**Purpose:** Colorado school districts must annually ensure that all K-3 teachers, as defined by the READ Act and Rule, have completed evidence-based training in teaching reading as a result of changes to the Colorado READ Act in SB 19-199. To receive per-pupil intervention money, LEPs must submit evidence to the department that each teacher has completed the training by reporting the training option each individual teacher has completed.

**Dependencies:** Each staff has been assigned an Educator Identifier (EDID) and updated through the Educator Identification System (EDIS).

**Record Expectation:** In the Teacher Training Reporting file, the LEP should submit 1 record per staff per LEP for K-3 educators currently employed.

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
<b>Teacher Training Reporting</b>							
<b>* Indicates required (no field can be blank)</b>							
School District/BOCES Code*	4	1	4	1	A1	1111	
School Code*	4	5	8	2	B2	2222	
EDID*	8	9	16	4	D4	12345678	Must match in EDIS
Staff's First Name*	30	17	46	5	E5	valid name	First name must match in EDIS
Staff's Last Name*	30	47	76	6	F6	valid name	Last Name must match in EDIS
Staff's Gender*	2	77	78	7	G7	01	Remains 01-Female or 02-Male Gender must match in EDIS
Staff's Date of Birth*	8	79	86	8	H8	01011980	MMDDYYYY Format DOB must match in EDIS
Staff's Primary K-3 Grade Level*	3	87	89	9	I9	010	Grade primarily served by the educator (most classes/class time).
Staff's Teacher Training Status Code*	2	90	91	10	J10	10	Teacher Training completion status
Staff's-Teacher-Training-Not-Complete-Narrative	255	92	246	11	K11	Educator just transferred	Explanation for why the educator did not complete training on-time.

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1 of 4

## Teacher Training Reporting

		into-this-role from-5 <sup>th</sup> grade.	
1		01	Did Not Complete

### Elements and Definitions

BOCES Code table at

[www.cde.state.co.us/datapipeline/org\\_orgcodes](http://www.cde.state.co.us/datapipeline/org_orgcodes).

the Educator.

naming ceremony, or through legal change.

staff who identifies exclusively as female).

who identifies exclusively as male).

binary does not refer to a transgender

## Reporting

meet the training requirement. For a select the training option that the educator has not completed the

d training in teaching

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ment. Please provide a narrative

element. Please select the reason for

**Staff's Date of Birth** – The month, day, and year on which an individual was born. Formatted as MMDDYYYY

**Staff's Primary K-3 Grade Level** - Grade primarily served by the educator (most classes/class time).

000 Administrative/Multiple Grade Levels

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02	Medical - FMLA
03	Natural Disaster
04	Did Not Complete

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# Highlighted Changes Reporting Codes



**Staff's Gender** – An individual's sex.

<b>01</b>	<b>Female</b> – identifies as female (including a transgender student/staff who identifies exclusively as female).
<b>02</b>	<b>Male</b> – identifies as male (including a transgender student/staff who identifies exclusively as male).
<b>03</b>	<b>Nonbinary</b> - does not identify exclusively as male or female. Nonbinary does not refer to a transgender student/staff who identifies exclusively as either male or female

**Staff's Primary K-3 Grade Level** - Grade primarily served by the educator (most classes/class time).

<b>000</b>	Administrative/Multiple Grade Levels
<b>007</b>	Kindergarten
<b>010</b>	Grade 1
<b>020</b>	Grade 2
<b>030</b>	Grade 3

**Staff's Teacher Training Status** – Required for all K-3 educators. Educators need to only complete one of the options to meet the training requirement. For a teacher to successfully meet the requirement, they must have passed an end of course assessment of learning. Please select the training option that the individual educator completed. If the educator has not yet completed the READ training and is newly hired, use code 12. If the educator has not completed the READ training for another reason, use code 13, however additional information is required in the next data element.

<b>10</b>	Yes, evidence has been submitted confirming the completion of a CDE approved, evidence-based training in teaching reading and passing the end of course assessment.
<b>11</b>	<del>Yes, evidence has been submitted by the district to CDE via Syncplicity, confirming the completion of a CDE approved, evidence-based training in teaching reading and passing the end of course assessment.</del>
<b>12</b>	No, this educator did not complete the training as they were newly hired after the required deadline.
<b>13</b>	No, this educator did not complete the training due to another reason other than being newly hired. (Note that usage of this code should be very limited and over-use will cause an error.)

# Staff Teacher Training Not Complete Status Codes Good Cause Extension

**Staff's Teacher Training Status** – Required for all K-3 educators. Educators need to only complete one of the options to meet the training requirement. For a teacher to successfully meet the requirement, they must have passed an end of course assessment of learning. Please select the training option that the individual educator completed. If the educator has not yet completed the READ training and is newly hired, use code 12. If the educator has not completed the READ training for another reason, use code 13, however additional information is required in the next data element.

10	Yes, evidence has been submitted confirming the completion of a CDE approved, evidence-based training in teaching reading and passing the end of course assessment.
11	Yes, evidence has been submitted by the district to CDE via Syncplicity, confirming the completion of a CDE approved, evidence-based training in teaching reading and passing the end of course assessment.
12	No, this educator did not complete the training as they were newly hired after the required deadline.
13	No, this educator did not complete the training due to another reason other than being newly hired. (Note that usage of this code should be very limited and over-use will cause an error.)



If you select a status code 13 for any of your staff, you will also need to add a **Staff's Teacher Training Not Complete Status Code** from below and enter it in column J .

Select the category that fits the circumstance the best.

Districts with any status code 13s will move forward to the State Board of Education, where they will determine whether or not the Good Cause Extension will be granted. This process may delay the distribution of READ Act funds.

01	Human Resources Leave of Absence
02	Medical - FMLA
03	Natural Disaster
04	Did Not Complete

# Non-Licensed Data Submission New Process



## Non-Licensed/Inactive Licensed Collection

### Why Should LEPs Create a Non-Licensed Folder?

During the data collection, the CDE will ask for districts to upload their non-licensed folder into Syncplicity. Evidence of completion for each individual **and** corresponding identifiers on the Excel Spreadsheet are required for the CDE to confirm exact matches of information. Non-licensed or teachers with inactive licenses will not be able to add their information to COOL because it is designed only for licensed individuals. This means, the LEP is responsible, per statute, for providing the EOC to the CDE.

### Recommended Steps for Setting up your Non-Licensed Staff Collection

#### CREATE A DIGITAL FOLDER

Create a folder using your preferred system with the naming convention: **District Name\_NL**  
This file will need to have the ability to be uploaded in August.



MyDistrictName\_NL

#### DOWNLOAD, RENAME, and Place in District Digital Folder

Download and rename the excel template: District Name\_NL and put it in the folder.



MyDistrictName\_NL.xlsx

MyDistrictName\_NL

#### ADD CDE-APPROVED FORMS of EOC for non-licensed staff to folder

EOC must be in CDE-Approved format. This varies depending on the pathway the educator took to meet the requirements.

*Tip:* As your educators to rename their files for you prior to providing them for your records. File formats should follow the naming convention the CDE needs for our internal review: **Last,First\_EOC** (i.e. Smith,Joe\_EOC). Be sure to use the legal first and last name that matches your HR file.

#### ENTER the EDUCATORS INFORMATION on the MyDistrictName\_NL.xlsx FILE

Each column of the Excel Spreadsheet needs to be completed for every non-licensed educator added. EDID numbers must be listed correctly. The CDE cannot provide EDID numbers and your district Human Resources department should be contacted if you need them.



MyDistrictName\_NL.xlsx

MyDistrictName\_NL

[Return to TOC](#)



## Non-Licensed System

- Districts/BOCES reporting **any** non-licensed staff will be required to manually submit Evidence of Completion of the training **and** PII using Syncplicity.
- If your district is reporting at least one individual required to take the training who is also non-licensed, you will not be able to lock and submit your data.
- Instead, you will need to email the READ Act Data email to initiate the submission of the **EoC and PII process**.
- Visit the Data Submission Guide for more details on how you can prepare your files in advance to save you time when submitting.**



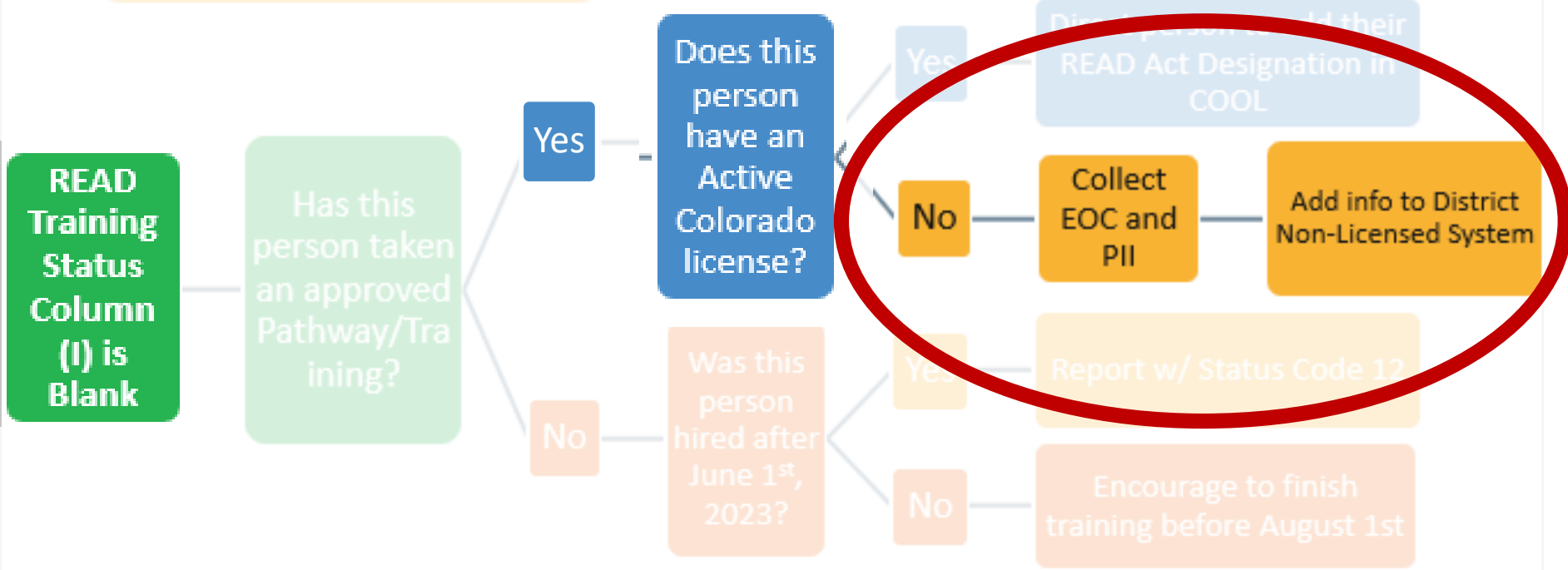


# READ Teacher Training Status Report District Non-Licensed System



STEP 3:

- Focus on Blank Fields
- Staff Outreach
- Collect Information



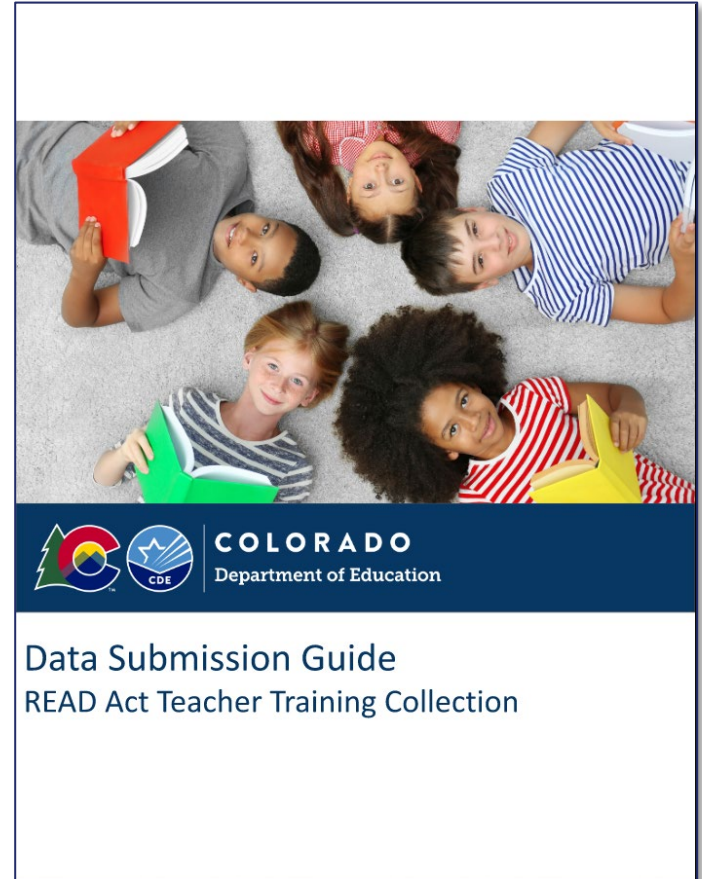
When your non-licensed information is complete, email [READActData@cde.state.co.us](mailto:READActData@cde.state.co.us) to notify them that your district/BOCES is reporting non-licensed staff.





## Data Submission Guide: READ Act Teacher Training Collection

- Monthly checklists to use as a guide for ensuring your district is on track with the collection
- How-to videos and resources added as needed
- General information about the collection
- 1 of 3 Data Submission Guides in our collection

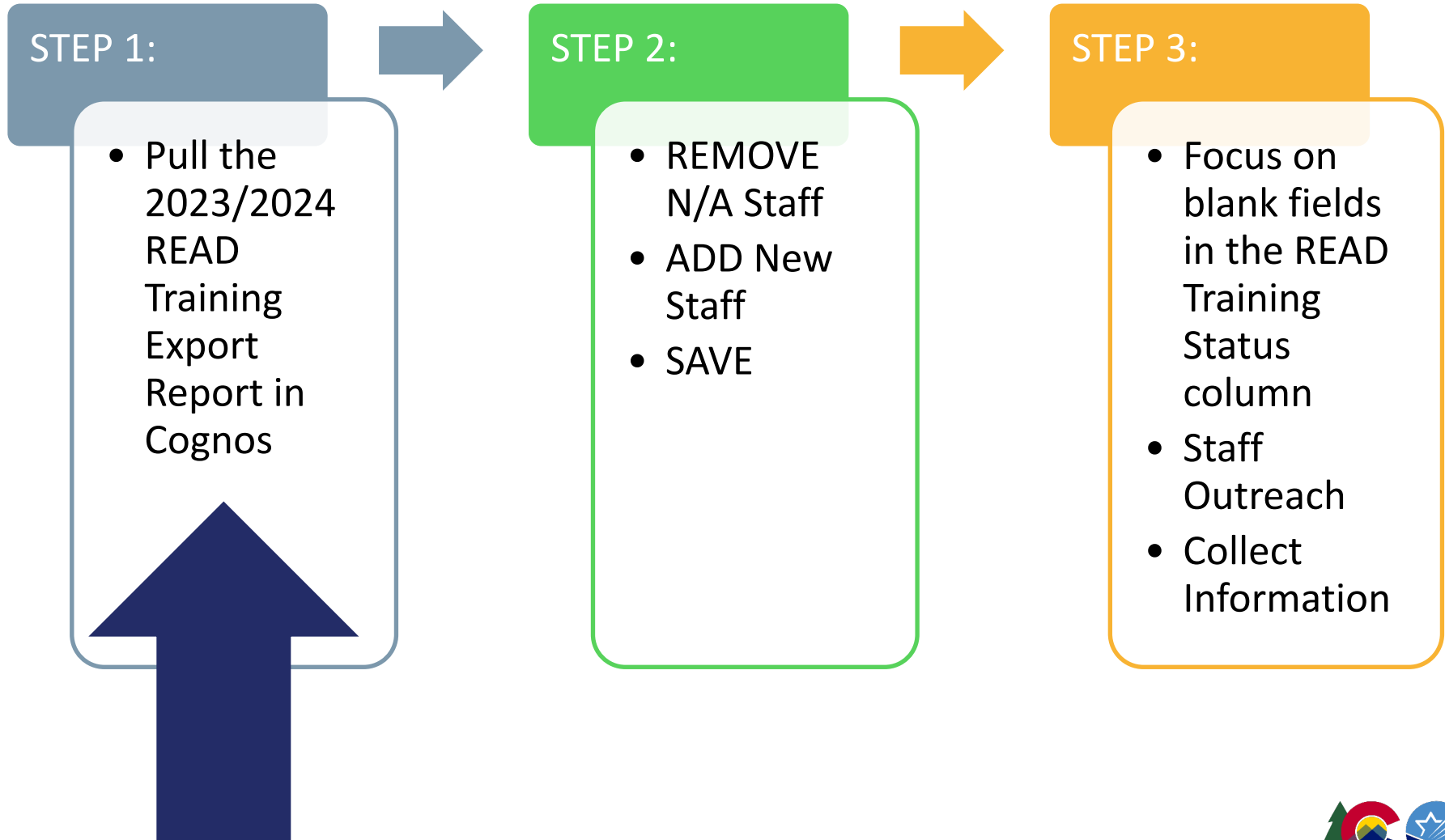


# Recommended Process for K-3 READ Training Data Collection



For more detailed information on how to pull the READ Training Export Report, revisit our recorded July Office Hours or visit our website for various resources that guide this process. This section of our presentation will briefly address how to pull the report and focuses more on the customizing and preparing the report.

# Recommended Process: Preparing for the August Data Collection Deadline



# Recommended Process

## STEP 1: Pulling the READ Training Export Report

### STEP 1:

- Pull the 2023/2024 READ Training Export Report

Remember, this is just a **STARTING POINT**, and it is not comprehensive.

This file pulls from your **previous year's** HR collection, so adjustments/customizations are needed.

Let's review how to pull the report.

The screenshot shows the 'READ Training Export' interface. At the top, there is a blue header with 'READ Training Export' and a dropdown arrow. Below the header, the Colorado Department of Education logo and 'CDE' are visible on the left, and the text 'Colorado Department of Education' and 'READ Training Export' are on the right. Underneath, there is a section titled 'Required Selections:' which contains two dropdown menus. The first dropdown is labeled 'Select School Year:' and has '2023-2024' selected. The second dropdown is labeled 'Select District:' and has 'District' selected. A dashed orange line is drawn under the 'District' dropdown.

### Reminder:

Districts are not re-reporting any staff who were reported in prior year as having completed the READ Training.



# Helpful Resources

## Pulling the READ Training Export Report

### Resources to assist you in pulling the READ Training Export Report

<https://www.cde.state.co.us/coloradoliteracy/readdatapipeline>

#### Teacher Training Completion Reporting

Districts must annually ensure and report that all K-3 teachers who provide literacy instruction to students in grades K-3 have completed evidence-based training in teaching reading. Using the Data Pipeline, local education providers are required to report the READ Act teacher training completion status of K-3 teachers who provide literacy instruction to students in grades K-3.

#### Guidance Resources

- [Data Submission Guide: READ Act Teacher Training Collection](#) (updated monthly)
- [2023-2024 District Non-Licensed Reporting Template](#) (updated 4/5/23)
- [How-to Pull and Customize the READ Training Export Report](#) (07:42m video)

#### Important Dates

- 2023-2024 READ Teacher Training Reporting Process
- Deadline: August 31, 2023

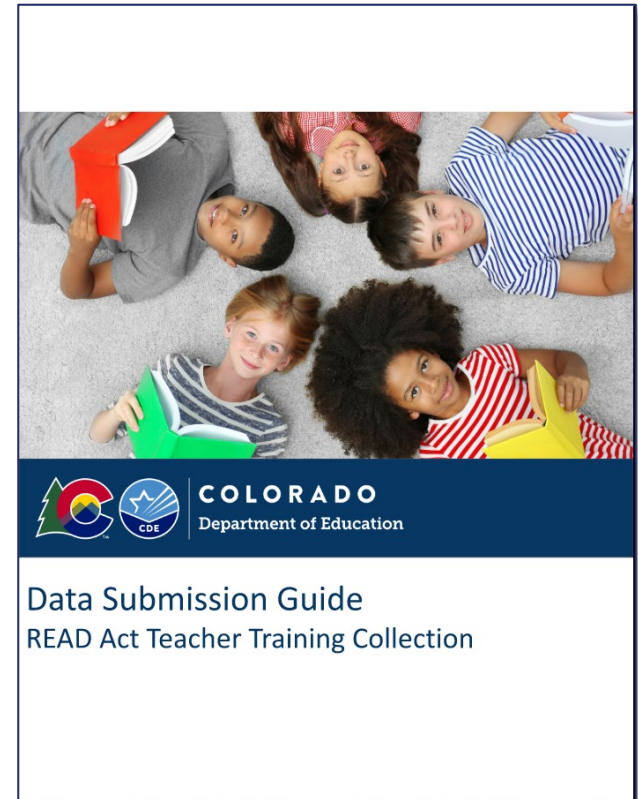
#### File Layout and Definitions

- [2023-2024 READ Teacher Training Completion Reporting File Layout and Definitions \(PDF\)](#) (updated 4/14/23)

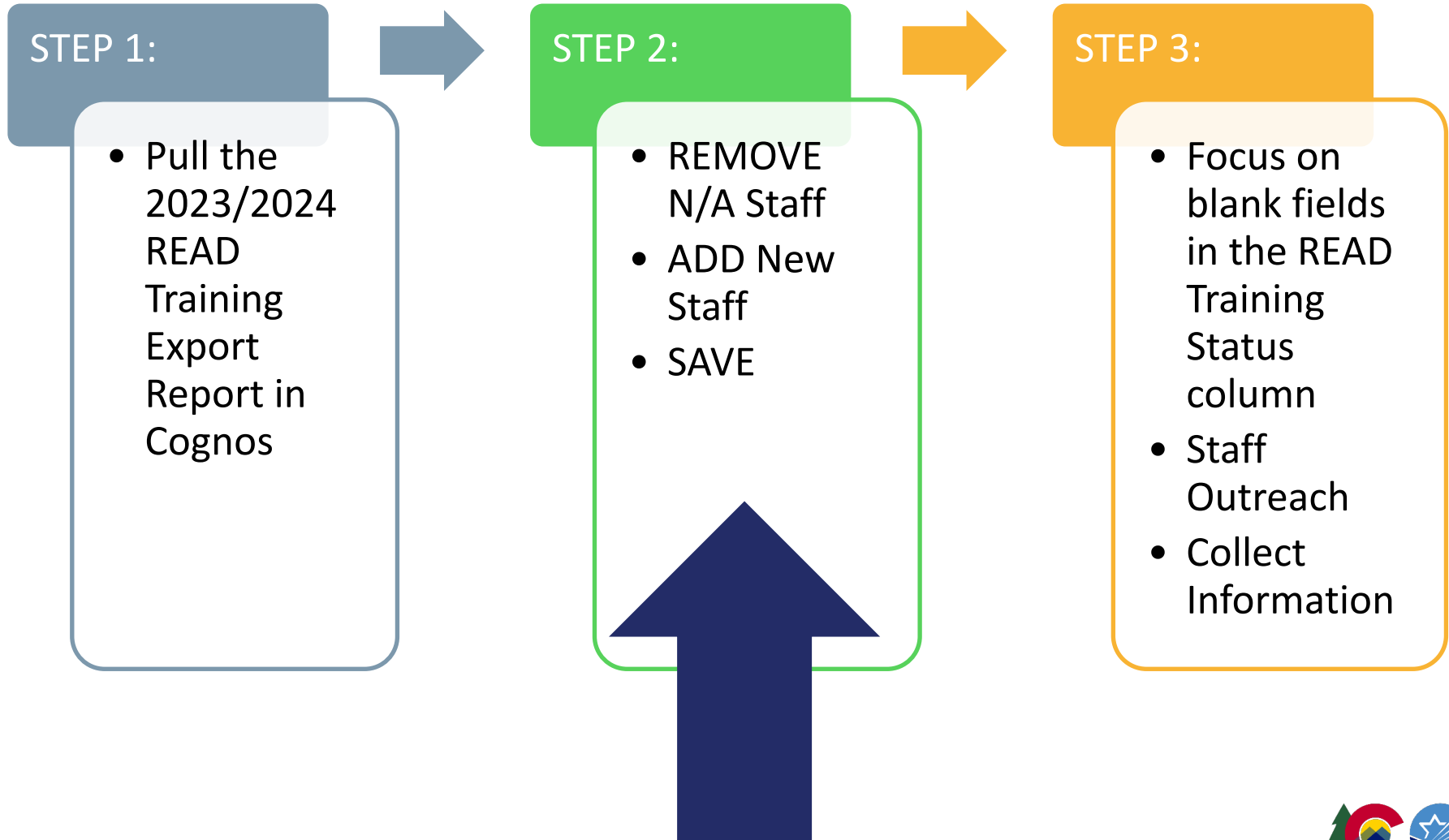
#### READ Data Office Hours

- [Zoom Link](#)

1. 7-minute How-To Video
2. Recorded Zoom Video from July Office Hours
3. Data Submission Guide



# Recommended Process: Customizing the READ Training Export Report



# Recommended Process

## STEP 2: Customizing the READ Training Export Report

### STEP 2:

- REMOVE N/A Staff
- ADD New Staff
- SAVE

You will need to **customize** the names on this file according to your current school year (2023-24) staffing.

**Do not submit** this file without making these customized changes!

1. **Add** any new teachers hired after June 1<sup>st</sup>, 2023
2. **Add** any teachers who may have changed into a position that requires the training, such as a 5<sup>th</sup> grade teacher moving to 3<sup>rd</sup> grade.
3. **Add** any permanent substitutes, interventionists, or additional staff who are required to take the training.
4. **Remove** any teachers who are not required to take the training based on their position and statute definition.
5. **Remove** any teachers who are currently no longer working for your district.



# Recommended Process

## STEP 2: Customizing the READ Training Export Report

You may need to reach out to these individuals to determine what codes you need to input. Follow our recommended process to help guide you.

	A	B	C	D	E	F	G	H	I	J
1	District Code	School Code	EDID	Staff First Name	Staff Last Name	Staff Gender	Staff Date of Birth	Staff Primary K-3 Grade Level	READ Training Status	Teacher Training Not Complete Status Code
2	0180	0213				01		020	10	Ada
3	0180	0213				02		030	12	Ada
4	0180	0214				01		030	10	Ada
5	0180	0214				01		007	10	Ada
6	0180	0214				01		007	10	Ada
7	0180	0214				01		030	10	Ada
8	0180	0214				02		030	13	02 Ada
9	0180	0214				01		030	12	Ada
10				New Teacher	New Teacher				12	
11										

### Add:

New staff, or staff shifting to new roles where they required to take the training

### Delete:

Any staff who are no longer working for district or anyone who is not required to take the training

### Add:

Appropriate status codes for every field that is blank in column I.

(You do not need to do anything with the fields that already have a number in them).

### Add:

A Teacher Training Not Complete Status Code for any staff coded with a 13 in column I.



# Reminders

## STEP 2: Customizing the READ Training Export Report

### Reminders:

Save the file as an Excel file and remove any spaces from the name.

Format your columns to include leading zeros before entering data.

	A	B	C	D	E	F	G	H	I	J
	District Code	School Code	EDID	Staff First Name	Staff Last Name	Staff Gender	Staff Date of Birth	Staff Primary K-3 Grade Level	READ Training Status	Teacher Training Not Complete Status Code
1										
2	0180	0213				01		020	10	Ada
3	0180	0213				02		030	12	Ada
4	0180	0214				01		030	10	Ada
5	0180	0214				01		007	10	Ada
6	0180	0214				01		007	10	Ada
7	0180	0214				01		030	10	Ada
8	0180	0214				02		030	13	02 Ada
9	0180	0214				01		030	12	Ada
10				New Teacher	New Teacher				12	
11										

# Where to Find the Resources We've Shared



<https://www.cde.state.co.us/coloradoliteracy/readdatapipeline>

Resources sorted by Data Collection – Go to the blue Teacher Training Completion Reporting button to find the resources we discussed today.



## Teacher Training Completion Reporting

Districts must annually ensure and report that all K-3 teachers who provide literacy instruction to students in grades K-3 have completed evidence-based training in teaching reading. Using the Data Pipeline, local education providers are required to report the READ Act teacher training completion status of K-3 teachers who provide literacy instruction to students in grades K-3.

### Guidance Resources

- [Data Submission Guide: READ Act Teacher Training Collection](#) (updated monthly)
- [2023-2024 District Non-Licensed Reporting Template](#) (updated 4/5/23)
- [How-to Pull and Customize the READ Training Export Report](#) (07:42m video)

### Important Dates

- 2023-2024 READ Teacher Training Reporting Process
- Deadline: August 31, 2023

### File Layout and Definitions

- [2023-2024 READ Teacher Training Completion Reporting File Layout and Definitions \(PDF\)](#) (updated 4/14/23)

## Training Resources

A collection of brief training videos on accessing frequently used reports and features within the data collections. All Office Hours are held on Thursdays from 3-4 p.m. New Office Hours will be added as they are developed. To join, click on the links below. Recordings of completed Office Hours will replace the live links accordingly.

### Literacy Programs & Assessments

- [April 6th Office Hour: READ Act Literacy Programs & Assessment Reporting](#) (PDF slides)

### Spring READ Assessment

- [May 18th Office Hour: READ Spring Assessment Reporting](#) (PDF Slides)
- [May 18th Office Hour Video Recording](#)

### Teacher Training

- [July 13th Office Hour: READ Teacher Training Reporting](#) (PDF Slides)
- [July 13th Office Hour Video Recording](#)
- [How to Pull the READ K-3 Literacy Programs and School Report](#) (3:25)
- [February 23rd Office Hour Recording](#)

### READ Data Office Hours

- [Zoom Link](#)



Recordings and slide decks of our previous Office Hours are housed in the red Training Resources section and are organized by collection.



# Uploading the READ Training Export Report & Troubleshooting Errors



# How to Upload Data File into Data Pipeline

- Click on **File Upload/Data File Upload**
- Select **READ Dataset, READ Teacher Training File Type, School Year, and Organization/LEA**
- Click on **Browse** to locate file
- Select **Replace**
- Click **Submit**
- Successful submission message in green will display across the top and a Batch ID will be created.

\*Email confirmation will be sent once complete

Aug 3, 2023 | 09:34:05 AM

File Upload

Format Checker

**Data File Upload**

Validation Report

Batch Maintenance

+ READ

+ School Readiness

+ Dataset Administration

+ Pipeline Reports

+ Cognos Report

### Data File Upload

Exception File

Dataset \* READ

File Type \* READ Teacher Training

School Year \* 2023-24

Organization/LEA \* Select...

Locate File \* Choose File No file chosen

Upload Type \*  Append  Replace

**Submit**



# How to Pull the READ Training Error Detail Report

- Click on **Cognos** report tab
- Click on **READ** in the left-hand menu
- Select the **READ Training Error Detail Report** link
- Select the **2023-24 school year**
- Go to the bottom left-hand corner and click the blue “Finish” button. This will populate a list of validation errors

The screenshot displays the Colorado Department of Education (CDE) Cognos interface. The header shows the CDE logo and the text "Colorado Department of Education". The left-hand navigation menu includes "Home", "Search", "Pipeline Reports", and "Team content". The main content area shows a breadcrumb trail: "Team content > Pipeline". Below this, a list of reports is displayed:

Report Name	Last Modified
Baseline	3/8/2019 8:55 AM
READ	4/3/2023 10:48 AM
School Readiness	11/18/2021 9:17 AM
Template	11/21/2012 6:54 AM

Red arrows point to the "Pipeline Reports" menu item, the "READ" report entry, and the "READ Training Error Detail Report" link, which is highlighted in a tooltip. The tooltip also shows the last modified date for this report: "7/21/2022 12:36 PM".



## There are new business rules in place to assist in data validation

**TR026** – *The CDE has no record that this educator has completed the READ training. Please confirm with the staff member that they've acquired the READ training and submit EOC accordingly.*

**TR028** – *CDE has information indicating this educator completed the training. Please change the READ training status code to 10.*

**TR029** – *This educator was reported in a prior year as completing the training. Please remove this educator from the file*

**TR030** – *This educator was reported in a prior year with a READ training status code of 12 or 13. READ training status of 12 or 13 is not valid in current year and educator must complete the training.*

**TR031** – *An educator reported with a training status code of 13 must also have a valid value in the READ training narrative field.*





## Once Errors are Resolved, you Need to Finalize and Lock your Data Submission

- Click on **READ** in the left-hand menu
- Select **Status Dashboard** tab
- Select the **READ Teacher Training File Type, 2023-24 School Year, and Organization/LEA**
- Click the green **Search** button
- Click the green **Submit to CDE** button
- Download the **READ Verification Form**

The **READ Verification Form** needs to be signed by your district superintendent before emailing it to [READActData@cde.state.co.us](mailto:READActData@cde.state.co.us) to complete the process.



# READ Data Collection Office Hours

## Additional Questions



### Additional Questions:

- For READ Act Data Collection questions, email: [READActData@cde.state.co.us](mailto:READActData@cde.state.co.us)
- For general questions about the CDE-Provided Teacher or Administrator Training options email: [ReadActTraining@cde.state.co.us](mailto:ReadActTraining@cde.state.co.us)
- For all other questions related to the READ Act email: [ReadAct@cde.state.co.us](mailto:ReadAct@cde.state.co.us)

