

# READ Data Collection Timeline

April 1-July 1, 2015

## READ Timeline

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The READ data collection will close at 4:00 pm on July 1, 2015. The timeline below includes the cross LEA validation for duplicate SASIDS being complete by July 1, 2015. It will be critical that districts adhere to the deadlines to ensure a timely distribution of READ Act per pupil funds as well as to ensure that the majority of the district work is completed before the holiday and the month of July when most districts are out of the office.

- **April 1:** READ collection opens
- **May 15:** All districts create and submit beginning READ File to ensure correct file layout
- **May 18 :** June 11: Districts continue to submit to resolve errors
- **June 12:** READ files should be error free in preparation for submission for June 16
- **June 16:** Districts complete submission of READ files by close of business – all submissions are finalized and submissions will be locked.
- **June 17: 9:00 am :** CDE will conduct the cross LEA validation process through pipeline. Emails will be generated and sent to districts who have submitted SASIDs that are duplicated in another district submission. The email is posted on the READ collection website: <http://www.cde.state.co.us/coloradoliteracy/readdatapipeline>. The READ data will be unlocked as emails are sent out in to enable districts to resubmit their data.
- **June 18 – 24:** Districts work with each other to clear duplicate SASIDs. If districts are unable to resolve the duplicate SASIDs through reviewing enrollment information with each other, the following day, June 25, they will submit data to the CDE Office of Literacy to make final determinations.
- **June 25:** Districts submit documentation (described in the email) to the Office of Literacy for determination of which district will keep the SASID in their submission.
- **June 26-30:** CDE Office of Literacy reviews documentation and notification of decisions sent out to districts.
- **July 1 by close of the day:** Districts resubmit with duplicates removed from file. The READ Collection is closed
- **July 6-14:** CDE reviews and “scrubs” READ data in Data Pipeline.
- **July 15:** Emails will be sent to READ respondents and superintendents with final SRD numbers submitted through Pipeline for district confirmation.
- **July 16 – 24:** Districts contact the Office of Literacy with corrections to the SRD numbers based on submission data in pipeline.
- **July 27 :** Final SRD numbers and funding emailed to districts READ respondents and superintendents
- **Week of August 10 -** Anticipate distribution of READ Funds to districts.

The hard work goes into submitting your READ data is appreciated.

Whitney Westgaard

[Westgaard\\_w@cde.state.co.us](mailto:Westgaard_w@cde.state.co.us) / 303-866-6421

