






2015-2016 Teacher-Student Data Link Interchange – Course Instructor

Purpose: The purpose of the Student-Teacher Data Link Interchange-Course Instructor File is to capture data that links the courses with the educator of records and contributing professionals as applicable during the reported school year.

Dependencies: Each staff has been assigned an Educator Identifier (EDID) and updated through the Educator Identity System (EDIS). Each EDID is also reported in the Staff Interchange for the reporting LEA. The Local Course Code has been mapped to a State Standard Course Code with the SSCC interchange.

Record Expectation: In the Teacher-Student Data link Interchange file, the LEA should submit one record for each unique course, section, and staff for the reporting LEA of any courses held with students enrolled in the selected school year.

 - Indicates Primary Key

| Name of Field | Field Length | Text Start Position | Text End Position | CSV Order | Excel Column | Examples | Remarks |
|---|--------------|---------------------|-------------------|-----------|--------------|----------|---------|
| STAFF FILE | | | | | | | |
| Note: ZERO-FILL ALL NON-APPLICABLE FIELDS | | | | | | | |
| *Indicates Required | | | | | | | |
| School District/BOCES Code  | 4 | 1 | 4 | 1 | A2 | 0010 | |
| School Code  | 4 | 5 | 8 | 2 | B2 | 9980 | |
| Local Course Code  | 100 | 9 | 108 | 3 | C2 | 101123a | |
| Section Number  | 25 | 109 | 133 | 4 | D2 | 0001 | |
| EDID  | 8 | 134 | 141 | 5 | E2 | 12345678 | |
| Staff's Last Name * | 30 | 142 | 171 | 6 | F2 | Smith | |



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| | | | | | | | |
|--|----|-----|-----|----|----|----------|--------------------------------------|
| Staff's First Name * | 30 | 172 | 201 | 7 | G2 | Sarah | |
| Staff's Gender * | 2 | 202 | 203 | 8 | H2 | 01 | |
| Staff's Date of Birth * | 8 | 204 | 211 | 9 | I2 | 01011950 | |
| Term* | 3 | 212 | 214 | 10 | J2 | S1 | |
| Staff Role * | 2 | 215 | 216 | 11 | K2 | 01 | |
| MSP Project Code * | 4 | 217 | 220 | 12 | L2 | 0700 | 0000 filled if not a MSP Participant |
| MSP Most Recent Year of PD Participation * | 8 | 221 | 228 | 13 | M2 | 20142015 | Only Required for MSP Participants |

Course Instructor Data Elements and Definitions

School District/BOCES Code - A unique code assigned to a district by CDE. Refer to School District/BOCES Code table at http://www.cde.state.co.us/DataPipeline/org_dist-BOCES.asp

School Code – A unique code assigned by CDE to a school building. Refer to School Building Code Table at http://www.cde.state.co.us/DataPipeline/org_school.asp.

Local Course Code – The identifier designated by the local district for the course.

Section Number – The identifier designated by the local district for the section for the course.

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

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



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

Staff's Gender - An individual's sex.

| | |
|----|--------|
| 01 | Female |
| 02 | Male |

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

Term- The time frame when instruction occurred.

| | |
|-----|----------------------------|
| H1 | 1 st Hexamester |
| H2 | 2 nd Hexamester |
| H3 | 3 rd Hexamester |
| H4 | 4 th Hexamester |
| H5 | 5 th Hexamester |
| H6 | 6 th Hexamester |
| IS1 | Intersession |
| LS1 | Long Session |
| Q1 | 1 st Quarter |

| | |
|-----|----------------------------|
| Q2 | 2 nd Quarter |
| Q3 | 3 rd Quarter |
| Q4 | 4 th Quarter |
| QM1 | 1 st Quinmester |
| QM2 | 2 nd Quinmester |
| QM3 | 3 rd Quinmester |
| QM4 | 4 th Quinmester |
| QM5 | 5 th Quinmester |
| S1 | 1 st Semester |

| | |
|-----|---------------------------|
| S2 | 2 nd Semester |
| SS1 | Summer School Session 1 |
| SS2 | Summer School Session 2 |
| SS3 | Summer School Session 3 |
| T1 | 1 st Trimester |
| T2 | 2 nd Trimester |
| T3 | 3 rd Trimester |
| YR | Full Year |



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Staff Role – The role of the individual assigned to the corresponding course.

| | |
|-----------|---|
| 00 | N/A |
| 01 | Educator of Record - An individual assigned primary responsibility for a student's learning in a subject/course with aligned performance measures. |
| 02 | Contributing Professional - An individual assigned responsibility to provide additional services that support and increase a student's learning in a subject/course with corresponding aligned performance measures. |

MSP Project Code – The Project Code must be identifying from one of the codes listed below. This four (4) digit field is REQUIRED and if left blank will result in a message being printed on the error report.

| | |
|-------------|--|
| 0000 | N/A |
| 2000 | Eagle County Schools' MSP Integration Project |
| 2100 | Mesa County Valley, CMU, and Plateau Valley MSP |
| 2200 | Garfield 2 MSP |
| 2300 | SUMMIT (NW BOCES) |
| 2400 | The Math Discourse MSP (Pueblo 70) |

MSP Most Recent Year of PD Participation – The most recent year the individual participated in the Professional Development.

| | |
|-----------------|----------------------------|
| 00000000 | N/A |
| 20142015 | 2014-15 School Year |
| 20132014 | 2013-14 School Year |



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Document Changes

| Date | Description of change | Reason for change | Elements affected |
|-------------------|-----------------------|-----------------------------------|-------------------|
| December 11, 2015 | Added EDAC stamp | Stamp was not included originally | none |
| | | | |

