

# 2018-2019 Data Pipeline Directory

## Data Fields and Definitions



### DISTRICT INFORMATION

FIELD	DEFINITION	Format	NOTE
Site Number	Add Multiple Sites		Disabled
Mailing Address*	District Mailing Address	Text	
Mailing City*	District Mailing City	Text	
Mailing State*	District Mailing State	Text	Auto Filled
Mailing Zip*	District Mailing Zip	Number	
Phone	District Phone Number	XXX-XXX-XXXX	
Phone Ext	District Phone Extension Number	Number	
FAX	District FAX Number	XXX-XXX-XXXX	
Web Page	District Web Page	Text	
Email Address	District Email Address	Text	
Physical Address*	District Physical Address	Text	
Physical City*	District Physical City	Text	
Physical State*	District Physical State	Text	Auto Filled
Physical Zip*	District Physical Zip	Number	
Phone	District Alt Phone Number	XXX-XXX-XXXX	
Phone Ext	District Alt Phone Extension Number	Number	

### KEY PERSONNEL

FIELD	DEFINITION	Format	NOTE
Title*	Title of Staff Member	Text	Required Staff - Superintendent, Child Welfare Education Liaison, ICAP Contact, Graduation Guidelines Contact Additional staff listings are optional
Rank	Rank of Staff Member	Number	Superintendent = 1, districts may rank other staff in any way they want
First Name*	Staff First Name	Text	
Middle Name	Staff Middle Name	Text	
Last Name*	Staff Last Name	Text	
Site Number*	Staff Site Number		Disabled

**BOARD MEMBER**

<b>FIELD</b>	<b>DEFINITION</b>	<b>Format</b>	<b>NOTE</b>
First Name*	Board Member First Name	Text	
Middle Name	Board Member Middle Name	Text	
Last Name*	Board Member Last Name	Text	
Mailing Address*	Board Member Home Mailing Address	Text	
Mailing City*	Board Member Home Mailing City	Text	
Mailing State*	Board Member Home Mailing State	Dropdown	
Mailing Zip code*	Board Member Home Mailing Zip	Number	
Mailing Zip code 4	Board Member Home Mailing Zip+4	Number	
Term Expire (YYYY)	Term Expire (YYYY)	Number	
Current or Mid Term Replacement	Current or Mid term Replacement (C or M)	C or M	

**SCHOOLS**

<b>FIELD</b>	<b>DEFINITION</b>	<b>Format</b>	<b>NOTE</b>
School	Name of School	Text	District may apply to change name.
School Code	Unique School Code	Number	
Mailing Address*	School Mailing Address	Text	
Mailing City*	School Mailing City	Text	
Mailing State*	School Mailing State	Dropdown	
Mailing Zip*	School Mailing Zip	Number	
Physical Address*	School Physical Address	Text	
Physical City*	School Physical City	Text	
Physical State*	School Physical State	Dropdown	
Physical Zip*	School Physical Zip	Number	
Phone	School Phone Number	XXX-XXX-XXXX	
Ext	School Phone Number Extension	Number	
Web Page	School Web Page	Text	
FAX	School FAX Number	XXX-XXX-XXXX	
Email Address	School Email Address	Text	
Principal First Name	School Principal First Name	Text	
Principal Middle Name	School Principal Middle Name	Text	
Principal Last Name	School Principal Last Name	Text	
Co-Principal First Name	School Co-Principal First Name	Text	
Co-Principal Middle Name	School Co-Principal Middle Name	Text	

Co-Principal Last Name	School Co-Principal Last Name	Text	
Phone	Principal Phone Number	XXX-XXX-XXXX	
Email Address	Principal Email Address	Text	
Lowest Grade	School Lowest Grade	Dropdown	District may apply to change grade levels.
Highest Grade	School Highest Grade	Dropdown	District may apply to change grade levels.
District of Location*	School District Boundary Where School Resides	Dropdown	
Alternative School	A public elementary/secondary school that serves students whose needs typically cannot be met in a regular school. The school provides nontraditional education; serves as an adjunct to a regular school; and falls outside the categories of regular, special education, or vocational education.	Checkbox	
Career and Technical Education School	A Career and Technical education school is a public elementary/secondary school that focuses primarily on providing secondary students with an occupationally relevant or career-related curriculum, including formal preparation for technical or professional occupations.	Checkbox	
Special Ed School	A public elementary/secondary school that focuses primarily on serving the needs of students with disabilities.	Checkbox	
Magnet School	A school designed to a) attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing or eliminating racial isolation or b) provide an academic or social focus on a particular theme.	Checkbox	
On-Line School	A public, non-religious, non-sectarian full-time, online education school, authorized pursuant to Section 22-30.7-101 C.R.S. et seq., which delivers a sequential program of synchronous or asynchronous instruction from a teacher to a student, through the use of technology via the internet in a remote setting. Online schools do not include supplemental online programs.	Checkbox	

Charter School	A public school that enters into a charter contract with a school district or the Charter School Institute, pursuant to section 22-30.5-101 C.R.S. et seq., for the purpose of providing elementary and/or secondary education. If school is part of CMO or EMO update information in directory.	Checkbox	
Homeschool/Options	A school that supports home school students with supplemental education. All students must be reported as home schooled with a funding code of 85 (home school part-time.)	Checkbox	
Exclusively Virtual	The school has no physical building where students meet with each other or with teachers, all instruction is virtual.	Checkbox	
Primarily Virtual	The school focuses on a systematic program of virtual instruction but includes some physical meetings among students or with teachers.	Checkbox	
Primarily Classroom	The school offers virtual courses but virtual instruction is not the primary means of instruction.	Checkbox	
No Virtual Instruction	The school does not offer any virtual instruction	Checkbox	

**Charter Management Organization (CMO)**

Charter Belongs to CMO or EMO	<b>Does the Charter belong to CMO or EMO.</b> CMO = a non-profit organization that operates or manages multiple charter schools by centralizing or sharing certain functions and resources among schools EMO = For-profit entities that contract with new or existing public school districts, charter school districts, and charter schools to provide comprehensive services to schools and perform management functions.	Yes/No	
CMO/EMO Name	Legal name of Charter Management Organization (CMO)/ Education Management Organization (EMO)	Dropdown	
Employer Identification Number (EIN)	Identification number issued by the IRS in order for the CMO to pay federal taxes to the US Treasury and report wages to the IRS	Number	
CMO/EMO Physical Address	CMO/EMO Physical Address	Text	
CMO/EMO Physical City	CMO/EMO Physical City	Text	

CMO/EMO Physical State	CMO/EMO Physical State	Text	
CMO/EMO Physical Zip	CMO/EMO Physical Zip	Text	
CMO/EMO Mailing Address	CMO/EMO Mailing Address	Text	
CMO/EMO Mailing City	CMO/EMO Mailing City	Text	
CMO/EMO Mailing State	CMO/EMO Mailing State	Text	
CMO/EMO Mailing Zip	CMO/EMO Mailing Zip	Text	
Type CMO, EMO or Other		Text	
Contract Number that authorizes Charter School	CMO/EMO contract number	Text	
Date of Contract	CMO/EMO date contract was signed	Date	
Renewal of Contract Date	CMO/EMO date contract was renewed	Date	

### District Calendar

FIELD	DEFINITION	Format	NOTE
Date School Starts	Date School Starts	MM/DD/YYYY	
Date School Ends	Date School Ends	MM/DD/YYYY	
Date Winter Break Starts	Date Winter Break Starts	MM/DD/YYYY	
Date Winter Break Ends	Date Winter Break Ends	MM/DD/YYYY	
Date Spring Break Starts	Date Spring Break Starts	MM/DD/YYYY	
Data Spring Break Ends	Date Spring Break Ends	MM/DD/YYYY	
Other Day Closed	Day of the Week School Observes 4 Day School Week	MM/DD/YYYY	

### BOCES MEMBER

FIELD	DEFINITION	Format	NOTE
School District	District Name	Dropdown	BOCES enter the member districts

### Vendor Information

FIELD	DEFINITION	Format	NOTE
System	Vendor System Type	Dropdown	
Vendor Name	Vendor Name	Dropdown	

### Request Four Day Week

FIELD	DEFINITION	Format	NOTE
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When was the first year of the four-day week?*	First Year the District First Went on Four Day Week	YYYY	
Are all schools in the district on the four-day school week?*	Indicate if all schools are on four-day school week (Y/N)	Dropdown	
Individual Schools if not all schools are on four-day school week.	Select schools on four-day school week with Y.	Dropdown	
Day of the week not in session for four-day school week?	Select day of the week.	Dropdown	
Actual number of school days scheduled.*	Must be more than 140 days	Number	
Number of hours scheduled: Elementary*	Cannot be less than 990 hours	Number	
Number of hours scheduled: Secondary*	Cannot be less than 1080 hours	Number	
Date Current year calendar adopted by local school board.*	Date calendar approved	MM/DD/YYYY	
List specific reasons for making application this year.	Reasons for district choosing to be on four-day school week.	Text	

\* = Mandatory Field