

## Staff Evaluation Snapshot Collection

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### Purpose of Staff Evaluation Snapshot Collection

The purpose of the Staff Evaluation snapshot is to obtain the final evaluation ratings for teachers, special service providers, and principals.

### Job Codes included in Staff Evaluation Collection

### PRINCIPALS

Job Code	Job Code Name	Job Description	Staff
105	Principal	Performs the highest level of executive management functions in an individual school, a group of schools or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant and the coordination of staff and student activities.	Special Education Assignment Flag = 0
106	Assistant/Deputy/ Associate Principal	Performs high-level executive management functions in an individual school, group of schools or units of a school system. Primary duties include but are not limited to: (1) supervising student behavior; (2) handling specific assigned duties related to school management; (3) continuing curriculum and staff development; (4) working cooperatively with professional staff; and (5) providing leadership in the instructional program.	Special Education Assignment Flag = 0

### TEACHERS, CLASSROOM INSTRUCTION

Job Code	Job Code Name	Job Description	Staff
201	Teacher, Regular	Provides learning experiences and care to students during a particular time period or in a given discipline.	Special Education Assignment Flag = 0
202	Teacher, Special Education	Provides learning experiences and care to special education students during a particular time period or in a given discipline.	Special Education Assignment Flag = 1
206	Teacher, Title I	Provides enriched learning experiences and care to at risk students during a particular time period or in a given discipline.	Special Education Assignment Flag = 0

### TEACHERS, INSTRUCTIONAL SUPPORT

Job Code	Job Code Name	Job Description	Staff
216	Librarian/Media Consultant	Develop plans for and manage the use of teaching and learning resources, including the maintenance of equipment, content material, and services.	Special Education Assignment Flag = 0 or 1
222	Reading Interventionist	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of reading to meet the individual needs of students through the use of evidence-based practices to improve reading achievement.	Special Education Assignment Flag = 0 or 1
223	Math Interventionist	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of mathematics to meet the individual needs of students through the use of evidence-based practices to improve mathematics achievement.	Special Education Assignment Flag = 0 or 1



### SPECIAL SERVICE PROVIDERS, INSTRUCTIONAL SUPPORT

Job Code	Job Code Name	Job Description	Staff
211	Counselor	Guides individuals, families, groups, and communities by assisting them in problem-solving, decision-making, discovering meaning, and articulating goals related to personal, educational, and career development.	Special Education Assignment Flag = 0 or 1

### SPECIAL SERVICE PROVIDERS, OTHER SUPPORT SPECIAL SERVICE PROVIDERS

Job Code	Job Code Name	Job Description	Staff
231	Audiologist	Provide services including: 1) identification of individuals with hearing loss; 2) determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention; 3) provision of habilitating activities such as language habilitation, auditory training, speech reading (lip reading), hearing evaluation, and speech conservation; 4) creation and administration of programs for prevention of hearing loss; 5) counseling and guidance of students, parent/guardians, and teachers regarding hearing loss; and 6) determination of an individual's need for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.	Special Education Assignment Flag = 0 or 1
233	School Nurse, Registered Nurse	Directs school health services and provides nursing services for students who are licensed and properly endorsed in accordance with State Law.	Special Education Assignment Flag = 0 or 1
234	Occupational Therapist	Provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development. These services are designed to improve the individual's functional ability to perform tasks in the home, school, and community settings and include: 1) identification assessment and intervention; 2) adaptation of the environment, and selection, design, and fabrication of assistive and orthodontic devices to facilitate the development of functional skills, and 3) prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability.	Special Education Assignment Flag = 0 or 1
235	Physical Therapist	Performs activities including physical methods of treatment and rehabilitation without the use of drugs or surgery.	Special Education Assignment Flag = 0 or 1
236	Psychologist	Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.	Special Education Assignment Flag = 0 or 1
237	Social Worker	Provides social services for clients who may be individuals, families, groups, community organizations, or society in general. Social workers help individuals increase their capacities for problem solving and coping, and help obtain needed resources, facilitate interactions between individuals and their environments, make organizations responsible to individuals, and influence social policies.	Special Education Assignment Flag = 0 or 1
238	Speech-Language Pathologist	Diagnoses specific speech or language impairments and provides speech language services for the habilitation or prevention of communicative impairments and provides counseling and guidance	Special Education



		to parents, children/students, and teachers, regarding speech and language development.	Assignment Flag = 0 or 1
242	School Orientation and Mobility Specialist	A professional who specializes in teaching travel skills to visually impaired persons, including the use of canes, dog guides, or sophisticated electronic travel aids, as well as the sighted guide technique.	Special Education Assignment Flag = 1

Evaluation ratings included in Staff Evaluation Collection

#### Teachers

Teacher Overall Performance Evaluation Rating

- Teacher Quality Standard 1: Know Content
- Teacher Quality Standard 2: Establish Environment
- Teacher Quality Standard 3: Facilitate Learning
- Teacher Quality Standard 4: Professionalism

Teacher Measures of Student Learning

### Special Service Providers

Special Services Provider (SSP) Overall Performance Evaluation Rating Special Services Provider (SSP) Quality Standard 1: Professional Expertise Special Services Provider (SSP) Quality Standard 2: Learning Environment Special Services Provider (SSP) Quality Standard 3: High Quality Delivery Special Services Provider (SSP) Quality Standard 4: Professionalism Special Services Provider (SSP) Measures of Student Outcomes

### Principal

Principal Overall Performance Evaluation Rating Principal Quality Standard 1: Strategy Principal Quality Standard 2: Culture Principal Quality Standard 3: Instruction Principal Quality Standard 4: Professionalism Principal Measures of Student Learning

### Interchange files required to Complete Staff Evaluation

Staff Profile and Staff Evaluation Interchange files are required to complete the Staff Evaluation Snapshot collection. All staff in your staff profile file must have one record. The Staff Profile interchange file must be uploaded and processed first. Once your Staff Profile interchange file is uploaded and error free you will upload your Staff Evaluation interchange file. The Staff Evaluation Interchange file must contain one record for each teacher, special service provider, and principal. If a staff member has multiple assignments only report the job code and the evaluations from the category of which the staff member was evaluated by your LEA.

### Staff Profile Interchange File Staff Interchange Website

### Staff Profile File Layout

The staff profile interchange file is required for the **Staff Evaluation Snapshot**. All teachers, special service providers and principals that provided services to LEA students during the school year must be included in your staff profile in Data Pipeline to ensure they are pulled into your Staff Evaluation Snapshot. Purchased service staff are excluded from this collection (staff with an employment status of 23). Uploading updated Staff Profile interchange file throughout the school year will help LEAs capture all staff that are included in the staff evaluation collection.



To upload Staff Profile Interchange file:

- 1. Log into Data Pipeline
- 2. File upload
- 3. Choose file type: staff profile, school year, LEA, add staff profile file, replace, submit

May 14, 2025   07:04:37 AM	
- File Upload	
Format Checker	- Data File Unload
2 Data File Upload	Bata The opload
Validation Report	
Batch Maintenance	
+ Directory	Dataset * Staff ~
+ Discipline	4 File Type ★ Staff Profile
+ EDIS	5 School Year * 2024-25 ~
+ Non Public Schools	
Report Card March	Organization/LEA "
+ RITS	Locate File * Choose File StaffProfile.csv
+ SBD DLM	Upload Type * O Append O Replace
+ Special Education	
+ Staff	Submit
+ Student	

If you are updating your staff profile file with only **new records** you can use the **append upload type**. Append will only add new records, it will not update any changes you have in your file.

### Data File Upload

Exception File	
Dataset *	Staff ~
File Type *	Staff Profile
School Year *	2024-25 🗸
Organization/LEA *	
Locate File *	Choose FileStaffProfile.csv
Upload Type *	Append     Replace
	Submit



# Once the file has been uploaded and processed into Data Pipeline, you will receive an email from Data Pipeline. Check for record and error count in the email. Staff Profile: Upload File Successfully Submitted

	•	
CDE QA <data_pipeline@cde.s< th=""><th>tate.co.us&gt;</th><th></th></data_pipeline@cde.s<>	tate.co.us>	
Retention Policy One-Year (1 year, 1 month)	Expires	6/
	Durante de la Dete Direlier fer Orbertuner 2024 20	
Stall Profile & Assignments and Snapshots Data Opload	Processed by Data Pipeline for School year 2024-25	1.
District:		
File Type: Staff Demographic Information		
Submission ID: 776817		
Date: 05/14/2025 07:03 AM		
Collection Type: Staff Demographic Information		
Name:		
User ID		
Email: g		
Phone: ()		
Beaard Count: 256		

You can also check batch maintenance in Data Pipeline to see if your file has been processed. To utilize the batch maintenance:

CO	<b>COLORADO</b> Department of Education	Data Pipe	eline		4	1 Alexandre		alite Alera Di
Jan 27, 2025   09:35:30 AM		Welco	ome Dawna Guo	dka CDE A	dmin		н	ome   FAQ   Help   Cor
- File Upload								Lo
Format Checker	Batch Maintenance							-02
Data File Upload		1						
Validation Report	Dataset* St	aff Profile & Assignments			F	ile Type * Staff	× .	ichool Year * 2024-25 ¥
Batch Maintenance								
+ Directory	Organization/LEA *		~		Submit	ted By Me		
+ Discipline				S	ıbmit 🗲			
+ EDIS				-				
+ Non Public Schools								
Report Card March	Excel				$\bigcirc$			
+ RITS	Select Batch ID	File Name	Record	Errors	Processed	Submitted	Submitted	LEA
+ SBD DLM	938382		3688	0	Yes		01/10/2025 01:24 PM	and the second sec
+ Special Education								
+ Staff Profile			<b>T</b>	-		Page 1 of 1	≥1 25 ∨ Per Page	Total No. of Records:
+ Student Profile			- * .					
+ Summer EBT				Delete	Download			

Once your file has been processed, check for errors and warnings. To check for errors and warnings,

+ Directory	- Error Report	
+ Discipline	Enormepon	
+ EDIS		
+ Non Public Schools	Dataset * Staff Profile & Assignments	File Type * Staff
Report Card March	5 School Year * 2024-25 ✓	6 Organization/LEA *
+ RITS	Error Type * Errors and Warnings V	<u> </u>
+ SBD DLM		8 Soarsh
+ Special Education		Sealch
+ Staff Profile		
+ Student Profile		
+ Summer EBT		
+ Teacher Student Data link		
+ Dataset Administration		
- Pipeline Reports		
2 Error Report		
<u> </u>		

Error Count: 0



#### Clicking on view details will give you the error in detail,

Select All   Deselect All Excel								
Select	Error Code	Error Type	Error Message	Count				
	ST314	W	If highest level of education is reported with codes 16, 17, 18, 19 or 20 then the subject area of degree 1 should be reported with a valid code and not 0000 or 2100 (no degree).	1				
View Details								

All errors and warnings must be resolved, or staff with errors in your staff profile interchange file will not pull into your staff evaluation snapshot. Resolve the errors and repeat the upload process until your interchange file is error free. Warnings are set up to verify your data, once you have verified that your data is correct you can ignore the warnings. Warnings are also set to catch possible future snapshot errors. If your data is incorrect, please correct your errors and repeat the process of uploading your corrected staff profile file.

Error Types:

W=warning after verifying your data when your data is correct you can ignore the warning

E=all errors must be resolved

Downloading the excel file of errors click on excel.

### Purpose of Staff Evaluation Interchange file

The purpose of the Staff Interchange - Evaluation Data file is to capture and verify the final evaluation ratings of licensed staff employed at the district for the currently selected school year.

Extract Staff Evaluation Interchange file

Staff Interchange Website

### Staff Evaluation File Layout

If your LEA uses COPMS (RANDA): Extract staff evaluation interchange file from COPMS.

If your LEA uses the file template, please follow the file layout to complete the template.

If your LEA uses another staff evaluation system, extract your staff evaluation interchange file.

Upload your staff evaluation interchange file into Data Pipeline:

- 1. Log into Data Pipeline
- 2. Choose File Upload, data file upload
- 3. Choose dataset: Staff, file type: Staff Evaluation, school year, LEA, find file, Replace, submit



**IMPORTANT STEP IF YOUR LEA USES COPMS (RANDA)** To utilize the Data Pipeline combined extract, do not look at your staff evaluation interchange errors, instead download the Staff Evaluation combined extract from Data Pipeline. This extract has been developed by CDE to help ensure that missing data elements from your staff evaluation interchange file pulled from COPMS (RANDA) are looked up using your Human Resources snapshot and or Special Education December count snapshot data and pulled into the extract for you. The combined extract will only pull missing information from staff reported in Human Resources Snapshot and or Special Education December Count Snapshots.

To download the Staff Evaluation combined extract,

	<b>COLORADO</b> Department of Education	Data Pipeline - Test Svstem	E BANK	and the second
May 14, 2025   07:29:01 AM		Welcome Dawna Gu	udka CDE Admin	
+ File Upload				
+ Directory	- File Extract Download			
+ Discipline	The Extract Download			
+ EDIS	3 File Type * Staff Evaluation	School Year * 2	2024-25 ~	5 Organization/LEA *
+ Non Public Schools		Transa Tura	Draff Evolution Combined	B File Constant Tune (CEV)
Report Card March	Batch ID All	Extract type	stan Evaluation Combined	
+ RITS	Records Edited Online All Records			
+ SBD DLM	Fields marked with * are mandatory			-
+ Special Education - Staff		10 00	wnload Standard Extract	
Status Dashboard				
Add Record				
Edit Record				
Snapshot				
2 File Extract Download				

Update any new staff members missing data elements in your staff evaluation interchange file. Your Staff Evaluation interchange file must contain all teachers, special service providers, and



principals that provided services to your LEA students during the school year (excluding purchased service staff with an employment status of 23).

Next step is to upload the combined extract into Data Pipeline.



Once the file has been uploaded into Data Pipeline, you will receive an email from Data Pipeline. Check for record and error counts in the email.

Staff Profile: Upload File Successfully Submitted

CDE QA <data_pipeline@cde.s< th=""><th>state.co.us&gt;</th></data_pipeline@cde.s<>	state.co.us>
Retention Policy One-Year (1 year, 1 month)	Expires 6/
Staff Profile & Assignments and Snapshots Data Upload District: File Type: Staff Demographic Information Submission ID: 776817 Date: 05/14/2025 07:03 AM	Processed by Data Pipeline for School year 2024-25:

r no rypo: otali boniograpino information
Submission ID: 776817
Date: 05/14/2025 07:03 AM
Collection Type: Staff Demographic Information
Name:
User ID
Email: g
Phone: ()
Record Count: 356
Error Count: 0

Or utilize batch maintenance in Data Pipeline, to verify that the file has been processed,

- File Upload											
Format Checker	Batch Maintenance										
Data File Upload	Baton	Dater mantenance									
Validation Report		3 Datase	t * Staff				4	File Type * Staff Evaluation	h	C School	/ear * 2024-25 ×
2 Batch Maintenance		Duuse					-		ł		2024 20 1
+ Directory	0	Organization/LE/	*	~			Subm	nitted By Me			
+ Discipline											
+ EDIS						· ·					
+ Non Public Schools											
Report Card March	Excel						$\bigcirc$				
+ RITS	Select	Batch ID	File Name		Record	Errors	Processed	Submitted		Submitted Date	LEA
+ SBD DLM		776819	StaffEvaluationCombinedExtract.csv		11	2	Yes	gudka d@cde.state.co.us	05/	14/2025 07:57 AM	1000
+ Special Education							$\smile$				
+ Staff								Page 1 of 1	$ \langle \rangle \rangle$	25 ✓ Per Page	Total No. of Record
+ Student											
+ Summer EBT						Dele	te Download	d			
+ Teacher Student Data link								_			



Checking for errors and warnings (click on view details to see the errors in detail)

+ Directory	
+ Discipline	
+ EDIS	
+ Non Public Schools	Dataset * Staff V File Type * Staff Evaluation V
Report Card March	5 School Year * 2024-25 V 6 Organization/LEA * V
+ RITS	Error Type * Errors and Warnings V
+ SBD DLM	
+ Special Education	
+ Staff	Select All   Deselect All Excel
+ Student	Select Error Code Error Type Error Message
+ Summer EBT	ST045 E EDID in Staff Evaluation file must match an EDID from the Staff Profile file, EDID must be in both files
+ Teacher Student Data link	This EDID was reported as a SSP, teacher or principal for the reported school year. Please confirm a record exists for this employee with their appropriate evaluation rating for the school year. If record does exist, please
+ Dataset Administration	continue of the schools associated with the highest + 1 report in Human Resource or December Count collections.
- Pipeline Repor	view Details
2 Error Report	
Records Not in Snapshot	

Error Types:

W=warning after verifying your data when your data is correct you can ignore the warning

E=all errors must be resolved

Downloading the excel file of errors click on excel.

All errors and warnings must be resolved, or staff with errors in your staff evaluation interchange file will not pull into your staff evaluation snapshot. Resolve the errors and repeat the upload process until your interchange file is error free. Warnings are set up to verify your data, once you have verified that your data is correct you can ignore the warnings. Warnings are also set to catch possible future snapshot errors. If your data is incorrect, please resolve your errors and repeat the process of uploading your corrected staff evaluation interchange file.

### Creating a Staff Evaluation Snapshot

Creating a Staff Evaluation Snapshot is a simple task of clicking on create snapshot. To create a Staff Evaluation Snapshot,

File Upload		
+ Directory	- Snapshot (2024-25) : 0960-Agate 300	
+ Discipline	Onapshot (2024 20) . 0000 Agate 000	
+ EDIS	3 File Type* Staff Evaluation Snapshot	4 School Year* 2024-25 V 5 Organization
+ Non Public Schools	Fields marked with * are mandatory	Search
Report Card March	Fields marked with are manualory	Search
+ RITS		
+ SBD DLM		
+ Special Education		6 Create Spanshot
- Staff 1		
Status Dashboard		
Add Record 2		
Edit Record		

When you click on create snapshot, Data Pipeline merges your staff profile and staff evaluation files together to create a Staff Evaluation Snapshot. Once a snapshot has been created, you will receive an email from Data Pipeline. Check for record count and error count in the email. Or you can also check the status of the snapshot by going to Status Dashboard. To check your status using Status Dashboard,



File Upload     Directory     Discipline     EDIS     Non Public Schools     Report Card March	Status Dashboard 3 File Type* Staff Evaluation Snapshot v 6 Submit 5 Organization/LEA*
+ RITS	
+ SBD DLM + Special Education	Please note: Not all data issues are presented as warnings or errors. Review Cognos data reports for additional analysis regarding data quality. Select All   Deselect All   Excel
Staff     Status Dashboard	LEA Data Exists Records Errors Errors Status Locked
Add Record	0960-Agate 300 Y 6 6 N P N
Edit Record	

### Check for errors and warnings,

	- Error Report	
ols	O Dataset * Staff V Staff Evaluation Snapshot ✓	
	5 School Year* 2024-25 v 6 Organization/LEA*	
	T Error Type * Errors and Warnings ~	
	B Forch	
tion	Search	
	Select All   Deselect All Excel	
	Select Error Code Error Type Error Type	Co
	EV013 E Each Public School must report at least one Principal.	
link		
ation		
1	E This EDID was reported as a SSP, teacher or principal for the reported school year. Please add a record for this employee with their appropriate evaluation rating for the school year.	l.
	9 View Details	

Clicking on view details, will show you the errors in detail. Next steps resolve and correct your staff information system and extract your staff profile and or staff evaluation interhcange file depending on which files your errors were on. Repeat the above process of uploading your interchange files. Every time you upload a new interchange file you must create a new snapshot. The snapshot is looking at your data at the time the snapshot is taken. Once you are free on your Staff Evaluation Snapshot move to the next step of validating your data.

### Validating Staff Evaluation Snapshot Data

#### Verifying that your snapshot records are complete and accurate.

There are several ways to validate your snapshot records. The interchange files alone do not get reported to CDE. Only the records that pull into the snapshot get reported to CDE. Staff Evaluation snapshot records pull in all teachers, special service providers, and principals only. Refer to the job codes included in the staff evaluation collection.

#### Using Snapshot records to validate your data

Extract your Staff Evaluation Snapshot records from Data Pipeline. To extract records,



+ Directory	- File Extract Download
+ Discipline	The EArlder Download
+ EDIS	3 File Type * Staff Evaluation Snapshot V 4 School Year * 2024-25 5 Organization/LEA *
+ Non Public Schools	
Report Card March	6 Batch ID All V Extract Type Evaluation Snapshot Data V S File Content Type Excel
+ RITS	9 Records Edited Online All Records V
+ SBD DLM	Fields marked with * are mandatory
+ Special Education - Staff	10 Download Standard Extract
Status Dashboard	
Add Record	
Edit Record	
Snapshot	
2 File Extract Download	

### Using Cognos Reports to validate your data

There are several Cognos reports available to help you review your staff evaluation data.

- 1. Click on Cognos Reports from Data Pipeline
- 2. Use the magnifying glass to search for Staff Evaluation Cognos Reports,



All available reports populate. You can view and download all reports that are helpful to verify that all your teachers, special service providers, and principals have pulled into your snapshot and their correct evaluation ratings are reported. If you find you need to make some corrections, please repeat the process of correcting your files and uploading them again. Reminder to create a new snapshot if you have made any changes to the interchange files.

Once you have verified (validated) your snapshot records are correct you can move to the final steps to complete the Staff Evaluation Snapshot collection.

### Submitting Staff Evaluation Snapshot Data

## Final Step to get your Staff Evaluation Snapshot data submitted.

To submit your Staff Evaluation Snapshot data,

- 1. From Data Pipeline, choose Staff Profile
- 2. Choose file type: Staff Evaluation Snapshot, year, LEA



- 3. Click on submit (this submit does not submit your data)
- 4. Choose to submit to CDE to submit your data
- 5. Click on Download sign off form

	<b>COLORADO</b> Department of Education	Data Pipeline - Test Svstem
Oct 31, 2023   10:35:00 PM		Welcome Sheridan EOY Test LEA Approver Home   EAQ   Help   Contact
+ File Upload		Logout
+ Alternative Education	- Status Dashboard (2023-24) : (	
+ CDIP		
+ Designated Agency		
+ Directory		
+ Finance December	Data Exists Y	Validation Errors 0
+ PEBT	Data Locked	Overall Status
+ READ		
+ Report Card March	Create Date 10/25/2023 03:38 PM	
+ RITS	Total Records 6361	A Construction of the second
+ SBD ACCESS for ELLs	LEA Comments	State Comments
+ SBD CMAS		
+ SBD DLM		
+ SBD SAT	V Yes IN Me ID Danding II in Despress IS Submitted IA Assessed ID Deview	
+ School Readiness	1 - Tes   N - NO   P - Pending   - In Progress   3 - Submitted   A - Accepted   R - Review	C-Pending LEA Comments
+ SDA		Subilit to COE - Download sign Ch Polini - 4 Back
+ Special Ed Discipline		
- Staff Profile		
Status Dashboard		
Add Record		
Edit Record		

Once you have submitted your data, download the sign off form. Get this sign off form signed by your superintendent. Then email the signed form to <a href="https://www.superintendent.co.us">StaffEvaluation@cde.state.co.us</a>

To verify that your Staff Evaluation snapshot data has been submitted, check the status dashboard,

	<b>OLORADO</b> epartment of Education	Data Pipeline	A New	
May 14, 2025   08:25:16 AM		Welcome Dawna C	Gudka CDE Admin	
+ File Upload				
+ Directory	- Status Dashboard			
+ Discipline				
+ EDIS	File Type*	Staff Evaluation Snapshot	School Year* 2024-2025	Organization/LEA*
+ Non Public Schools			Submit	
Report Card March			Subilit	
+ RITS				
+ SBD DLM	Diesse note: Not all data i	scues are presented as warnings or error	re Roviou Cognos data roporte f	for additional analysis regarding da
+ Special Education	Select All   Deselect All Exc	el	is. Review Cognos data reports r	
- Staff Profile		. Data Total	Validation Ignore	overall Data
Status Dashboard		A (Exists) (Record	ds Errors Errors	Status (Locked)
Add Record		Y 207	0 N	A Y
Edit Record				
Snapshot				

Your data has been submitted, and you are finished with the collection.

If you have any questions, regarding this process, please do not hesitate to reach out for assistance, <u>StaffEvaluation@cde.state.co.us</u>