District administrators now can view a report of the educators in their district who have submitted evidence showing they meet the READ Act training requirement. This report is available to anyone who already has been approved for *e*Licensing Verification Access (EVA). We have also given access to every district superintendent and BOCES executive director.

If your school district's HR office personnel have not been approved for access, they can request approval by completing a form and applying via COOL. Information on EVA, the application process and links to forms can be found at https://www.cde.state.co.us/cdeprof/districthrs. A video demonstrating the EVA application process can be found at https://www.cde.state.co.us/cdeprof/districthrs. A video demonstrating the EVA application process can be found at https://www.cde.state.co.us/cdeprof/ mewCOOLsystemupdates under the heading District Human Resources Personnel.

The following steps show how to access READ Act Report via your COOL account:

- 1. Log into COOL Account
- 2. Select "Go to District"

Home My Profile			
O District HR	🖂 Email: districtuser@email.com 🥜 Phone: (303) 866-6628		
		 😂 Subsequent Arrest Report	😂 Educator Search

3. Select "Reports" in the left menu

🖽 Colorado Department of Education				
Dashboard Reports PF HR ction Staff				
Search Subsequent Arrest Report	Group Information			

4. Select "Preview"

]	🛛 Colorado Depar	tment of Education				
	Dashboard Reports	Available Reports List of dashboards & questions from Metabase.				
PEOPLE HR Collection		Name				
	Staff	READ Act Report	Preview			
	Search	An export of educators with the READ Act designation.				
	Subsequent Arrest Report		\sim			

5. Select the download icon to download the full* report.

Dashboard Reports	Preview of READ Act Report							
PEOPLE HR Collection Staff Search Subsequent Arrest Report	READ A	ct Repo	rt					
	READ Act Report							
	^ EDID	^ First Name	^ Middle Name	^ Last Name	^ DOB	[^] Designation	[^] Designation Code	Designation Pathway
	1011000	(Insulation)	item ((involue)		and the second	10	
	-0001000	(Republic	-	-	-	-	-	The Residence in constitute of
		- mailine	Contractor of Contractor	Telefonia -	and the second	(REALING)	-	The distance is a second decision.

*Please note: Only the educators who were identified as being part of your district in the 2020-21 Human Resource data collection will be listed here.