

FY2023-2024 READ Teacher Training Reporting

Purpose: Colorado school districts must annually ensure that all K-3 teachers, as defined by the READ Act and Rule, have completed evidence-based training in teaching reading as a result of changes to the Colorado READ Act in SB 19-199. To receive per-pupil intervention money, LEPs must submit evidence to the department that each teacher has completed the training by reporting the training option each individual teacher has completed.

Dependencies: Each staff has been assigned an Educator Identifier (EDID) and updated through the Educator Identification System (EDIS).

Record Expectation: In the Teacher Training Reporting file, the LEP should submit 1 record per staff per LEP for K-3 educators currently employed.

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
Teacher Training Reporting							
* Indicates required (no field can be blank)							
School District/BOCES Code*	4	1	4	1	A1	1111	
School Code*	4	5	8	2	B2	2222	
EDID*	8	9	16	4	D4	12345678	Must match in EDIS
Staff's First Name*	30	17	46	5	E5	valid name	First name must match in EDIS
Staff's Last Name*	30	47	76	6	F6	valid name	Last Name must match in EDIS
Staff's Gender*	2	77	78	7	G7	01	Remains 01-Female or 02-Male Gender must match in EDIS
Staff's Date of Birth*	8	79	86	8	H8	01011980	MMDDYYYY Format DOB must match in EDIS
Staff's Primary K-3 Grade Level*	3	87	89	9	I9	010	Grade primarily served by the educator (most classes/class time).
Staff's Teacher Training Status Code*	2	90	91	10	J10	10	Teacher Training completion status
Staff's Teacher Training Not Complete Narrative	255	92	346	11	K11	Educator just transferred	Explanation for why the educator did not complete training on-time.

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						into this role from 5 th grade.	
Staff's Teacher Training Not Complete Status Code	2	92	93	11		01	Did Not Complete

READ Teacher Training Reporting Data Elements and Definitions

School District/BOCES Code - A unique code assigned by CDE. Refer to School District/BOCES Code table at http://www.cde.state.co.us/datapipeline/org_orgcodes.

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

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

Staff's Last Name – The name borne in common by member of a family.

Staff's Gender – An individual's sex.

01	Female – identifies as female (including a transgender student/staff who identifies exclusively as female).
02	Male – identifies as male (including a transgender student/staff who identifies exclusively as male).
03	Nonbinary - does not identify exclusively as male or female. Nonbinary does not refer to a transgender student/staff who identifies exclusively as either male or female

Staff's Date of Birth – The month, day, and year on which an individual was born. *Formatted as MMDDYYYY*

Staff's Primary K-3 Grade Level - Grade primarily served by the educator (most classes/class time).

000	Administrative/Multiple Grade Levels
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007	Kindergarten
010	Grade 1
020	Grade 2
030	Grade 3

Staff's Teacher Training Status – Required for all K-3 educators. Educators need to only complete one of the options to meet the training requirement. For a teacher to successfully meet the requirement, they must have passed an end of course assessment of learning. Please select the training option that the individual educator completed. If the educator has not yet completed the READ training and is newly hired, use code 12. If the educator has not completed the READ training for another reason, use code 13, however additional information is required in the next data element.

10	Yes, evidence has been submitted confirming the completion of a CDE approved, evidence-based training in teaching reading and passing the end of course assessment.
11	Yes, evidence has been submitted by the district to CDE via Syneplicity, confirming the completion of a CDE approved, evidence based training in teaching reading and passing the end of course assessment.
12	No, this educator did not complete the training as they were newly hired after the required deadline.
13	No, this educator did not complete the training due to another reason other than being newly hired. (Note that usage of this code should be very limited and over-use will cause an error.)

~~**Staff's Teacher Training Not Complete Narrative** – Required for any educator who is coded as 13 in the above data element. Please provide a narrative explanation for why the educator has not completed required teacher training (250 character limit).~~

Staff's Teacher Training Not Complete Status Code – Required for any educator who is coded as a 13 in the above data element. Please select the reason for why the educator has not completed the required teacher training.

01	Human Resources Leave of Absence
02	Medical - FMLA
03	Natural Disaster
04	Did Not Complete