

# 2018-2019 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 Identification 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.

**Use Summary:** (Fields from this file are used in the following CDE Collections which require LEA/AU effort): [TSDL Snapshot](#)

| Name of Field                | Field Length | Text Start Position | Text End Position | CSV Order | Excel Column | Examples | Remarks |
|------------------------------|--------------|---------------------|-------------------|-----------|--------------|----------|---------|
| <b>INSTRUCTOR FILE</b>       |              |                     |                   |           |              |          |         |
| <b>*Indicates Required</b>   |              |                     |                   |           |              |          |         |
| 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    |         |
| Staff's First Name *         | 30           | 172                 | 201               | 7         | G2           | Sarah    |         |



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|                         |   |     |     |    |    |          |  |
|-------------------------|---|-----|-----|----|----|----------|--|
| 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       |  |

## 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](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](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.

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



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**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 <sup>st</sup> Hexamester |
| H2  | 2 <sup>nd</sup> Hexamester |
| H3  | 3 <sup>rd</sup> Hexamester |
| H4  | 4 <sup>th</sup> Hexamester |
| H5  | 5 <sup>th</sup> Hexamester |
| H6  | 6 <sup>th</sup> Hexamester |
| IS1 | Intersession               |
| LS1 | Long Session               |
| Q1  | 1 <sup>st</sup> Quarter    |
| Q2  | 2 <sup>nd</sup> Quarter    |
| Q3  | 3 <sup>rd</sup> Quarter    |
| Q4  | 4 <sup>th</sup> Quarter    |

|     |                            |
|-----|----------------------------|
| QM1 | 1 <sup>st</sup> Quinmester |
| QM2 | 2 <sup>nd</sup> Quinmester |
| QM3 | 3 <sup>rd</sup> Quinmester |
| QM4 | 4 <sup>th</sup> Quinmester |
| QM5 | 5 <sup>th</sup> Quinmester |
| S1  | 1 <sup>st</sup> Semester   |
| S2  | 2 <sup>nd</sup> Semester   |
| SS1 | Summer School Session 1    |
| SS2 | Summer School Session 2    |
| SS3 | Summer School Session 3    |
| T1  | 1 <sup>st</sup> Trimester  |
| T2  | 2 <sup>nd</sup> Trimester  |

|    |                            |
|----|----------------------------|
| T3 | 3 <sup>rd</sup> Trimester  |
| YR | Full Year                  |
| B1 | 1 <sup>st</sup> of 9 Terms |
| B2 | 2 <sup>nd</sup> of 9 Terms |
| B3 | 3 <sup>rd</sup> of 9 Terms |
| B4 | 4 <sup>th</sup> of 9 Terms |
| B5 | 5 <sup>th</sup> of 9 Terms |
| B6 | 6 <sup>th</sup> of 9 Terms |
| B7 | 7 <sup>th</sup> of 9 Terms |
| B8 | 8 <sup>th</sup> of 9 Terms |
| B9 | 9 <sup>th</sup> of 9 Terms |



# 2018-2019 Teacher-Student Data Link Interchange – Course Instructor

**Staff Role** – The role of the individual assigned to the corresponding course. This is a required field and must be reported as either 01 (educator of record) or 02 (contributing professional).

|           |   |
|-----------|---|
| <b>01</b> | <b>Educator of Record</b> - An individual assigned primary responsibility for a student's learning in a subject/course with aligned performance measures.   |
| <b>02</b> | <b>Contributing Professional</b> - 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. |

## Document Changes

| Date | Description of change | Reason for change | Elements affected |
|------|-----------------------|-------------------|-------------------|
|      |                       |                   |                   |
|      |                       |                   |                   |

