

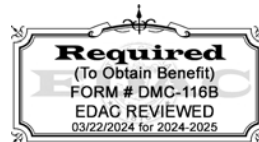
# FY2024-2025 READ Training Reporting

**Purpose:** Colorado school districts must annually ensure that all K-3 teachers who provide literacy instruction, 4-12 reading interventionists, and school administrators (including principals) complete the training to meet the requirements of the READ Act. To receive per-pupil intervention money, LEPs must submit evidence of completion to the department for everyone required to take the training.

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

**Record Expectation:** In the READ Training Reporting file, the LEP should submit 1 record per staff required to take the training.

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
<b>Training Reporting</b>							
<b>* Indicates required (no field can be blank)</b>							
School District/BOCES Code*	4	1	4	1	A1	1111	
School Code*	4	5	8	2	B2	2222	
EDID*	8	9	16	4	C3	12345678	<i>Must match in EDIS</i>
Staff's First Name*	30	17	46	5	D4	valid name	<i>First name must match in EDIS</i>
Staff's Last Name*	30	47	76	6	E5	valid name	<i>Last Name must match in EDIS</i>
Staff's Gender*	2	77	78	7	F6	01	<i>Gender must match in EDIS</i>
Staff's Date of Birth*	8	79	86	8	G7	01011980	<i>MMDDYYYY Format DOB must match in EDIS</i>
Staff's Primary Grade Level or Role*	3	87	89	9	H8	010	Grade primarily served by the educator (most classes/class time).
Staff's Training Status Code*	2	90	91	10	I9	10	Training completion status
Staff's Training Not Complete Status Code	2	92	93	11	J10	01	Did Not Complete



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## Cognos READ Training Export and Data Entry Process

First, pull the READ Training Export for the 24-25 school year in Cognos. Next, edit this file by deleting any staff listed who are not required to take the training or who are no longer employed by the LEP. Then, add any staff who are required to take the training, but are not on the report. Please note that data in columns A-J is required for each entry. Ensure that data in each column is accurate to avoid errors. Save this file and use it as your data file layout that will be uploaded into data pipeline. There is no need to add staff members who have already been reported as having the training complete.

## READ 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](http://www.cde.state.co.us/datapipeline/org_orgcodes).

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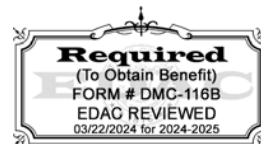
**EDID** – An eight (8) digit numeric field containing the 8-digit value assigned by CDE for the Educator.

**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.

<b>01</b>	<b>Female</b> – identifies as female (including a transgender student/staff who identifies exclusively as female).
<b>02</b>	<b>Male</b> – identifies as male (including a transgender student/staff who identifies exclusively as male).
<b>03</b>	<b>Nonbinary</b> - 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



# FY2024-2025 READ Training Reporting

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

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

<b>111</b>	Administrative
<b>000</b>	Multiple Grade Levels/Grades 4-12
<b>007</b>	Kindergarten
<b>010</b>	Grade 1
<b>020</b>	Grade 2
<b>030</b>	Grade 3

**Staff's Training Status** – A status code is required for everyone the LEP is reporting. Staff hired after June 1<sup>st</sup> of the current year, who were not previously reported as new by any other LEP and who have not completed the training can be coded with code 12 and have until the following year's collection to complete the training. If staff members have not completed the READ training for another reason, use code 13.

<b>10</b>	Yes, evidence has been submitted confirming the completion of a CDE approved, evidence-based training.
<b>12</b>	No, this staff member did not complete the training as they were newly hired after June 1 <sup>st</sup> of current school year.
<b>13</b>	No, this staff member 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 Training Not Complete Status Code** – Addition requirement for any staff member coded as a 13 in the above data element. Please select the reason for why the staff member has not completed the required training.

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

