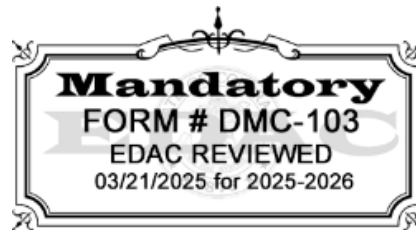# 2025-2026 Directory File Layout

Purpose:

The Data Pipeline Directory contains key information about school districts and their member schools. This information includes district contact information, school contact information, district key personnel, district board membership, vendor system information, calendars, and the reduced academic calendar application.

Important:

Directory data can be updated at any time throughout the year with the exception of Reduced Academic Calendar Requests, which are open from February through June.

File Notes:

- New changes from 2023-2024 are emphasized with yellow shading.
- Deleted text from 2023-2024 is shown with text style subtle reference.
- *Indicates primary key
- **Zero fill all non-applicable data fields**
- A header row is required for .csv and .xlsx files

Mandatory
FORM # DMC-103
EDAC REVIEWED
03/21/2025 for 2025-2026

Data Field List & Descriptions:

District Information

Name of Field	Definition	Format	Note
Site Number	Add Multiple Sites		Disabled
Mailing Address*	District Mailing Address	Text	
Mailing City*	District Mailing City	Text	
Mailing State*	District Mailing State	Text	Auto Filled
Mailing Zip*	District Mailing Zip	Number	
Phone	District Phone Number	XXX-XXX-XXXX	
Phone Ext	District Phone Extension Number	Number	
FAX	District FAX Number	XXX-XXX-XXXX	
Web Page	District Web Page	Text	
Email Address	District Email Address	Text	
Physical Address*	District Physical Address	Text	
Physical City*	District Physical City	Text	
Physical State*	District Physical State	Text	Auto Filled
Physical Zip*	District Physical Zip	Number	
Phone	District Alt Phone Number	XXX-XXX-XXXX	
Phone Ext	District Alt Phone Extension Number	Number	

Key Personnel

Name of Field	Definition	Format	Note
Title*	Title of Staff Member	Text	Required Staff - Superintendent, Child Welfare Education Liaison, ICAP Contact, Graduation Guidelines Contact, Work Based Learning Coordinator Additional staff listings are optional
Rank	Rank of Staff Member	Number	Superintendent = 1, districts may rank other staff in any way they want
First Name*	Staff First Name	Text	
Middle Name	Staff Middle Name	Text	
Last Name*	Staff Last Name	Text	
Site Number*	Staff Site Number		Disabled

2025-2026 Directory – File Layout

Board Member

Name of Field	Definition	Format	Note
First Name*	Board Member First Name	Text	
Middle Name	Board Member Middle Name	Text	
Last Name*	Board Member Last Name	Text	
Mailing Address*	Board Member Home Mailing Address	Text	
Mailing City*	Board Member Home Mailing City	Text	
Mailing State*	Board Member Home Mailing State	Dropdown	
Mailing Zip code*	Board Member Home Mailing Zip	Number	
Mailing Zip code 4	Board Member Home Mailing Zip+4	Number	
Term Expire (YYYY)	Term Expire (YYYY)	Number	
Current or Mid Term Replacement	Current or Midterm Replacement (C or M)	C or M	

Schools

Name of Field	Definition	Format	Note
School	Name of School	Text	District may apply to change name.
School Code	Unique School Code	Number	
Email Address*	School General Email Address	Text	
Mailing Address*	School Mailing Address	Text	
Mailing City*	School Mailing City	Text	
Mailing State*	School Mailing State	Dropdown	
Mailing Zip*	School Mailing Zip	Number	
Physical Address*	School Physical Address	Text	
Physical City*	School Physical City	Text	
Physical State*	School Physical State	Dropdown	
Physical Zip*	School Physical Zip	Number	
Phone	School Phone Number	XXX-XXX-XXXX	
Ext	School Phone Number Extension	Number	
Web Page	School Web Page	Text	
FAX	School FAX Number	XXX-XXX-XXXX	
Email Address	School Email Address	Text	
Principal First Name*	School Principal First Name	Text	
Principal Middle Name	School Principal Middle Name	Text	
Principal Last Name*	School Principal Last Name	Text	
Co-Principal First Name	School Co-Principal First Name	Text	

Name of Field	Definition	Format	Note
Co-Principal Middle Name	School Co-Principal Middle Name	Text	
Co-Principal Last Name	School Co-Principal Last Name	Text	
Phone	Principal Phone Number	XXX-XXX-XXXX	
Principal Email Address*	Principal Email Address	Text	
Lowest Grade	School Lowest Grade	Dropdown	District may apply to change grade levels.
Highest Grade	School Highest Grade	Dropdown	District may apply to change grade levels.
District of Location*	School District Boundary Where School Resides	Dropdown	
Alternative School	A public elementary/secondary school that serves students whose needs typically cannot be met in a regular school. The school provides nontraditional education; serves as an adjunct to a regular school; and falls outside the categories of regular, special education, or vocational education. *Note: This is different from an Alternative Education Campus (AEC) designation.*	Checkbox	
Career and Technical Education School	A Career and Technical education school is a public elementary/secondary school that focuses primarily on providing secondary students with an occupationally relevant or career-related curriculum, including formal preparation for technical or professional occupations.	Checkbox	
Special Ed School	A public elementary/secondary school that focuses primarily on serving the needs of students with disabilities.	Checkbox	Special Ed School
Magnet School	A school designed to a) attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing, or eliminating racial isolation or b) provide an academic or social focus on a particular theme.	Checkbox	Magnet School

Name of Field	Definition	Format	Note
On-Line School	Online: A public, non-religious, non-sectarian full-time, online education school, authorized pursuant to Section 22-30.7-101 C.R.S. et seq., that delivers a sequential program of synchronous or asynchronous instruction, directed by a teacher, primarily through online digital learning strategies that provide students choice over time, place, and path, and teacher-guided modality, of learning. Online schools do not include supplemental online programs.	Checkbox	On-Line School
Charter School	A public school that enters into a charter contract with a school district or the Charter School Institute, pursuant to section 22-30.5-101 C.R.S. et seq., for the purpose of providing elementary and/or secondary education. If school is part of CMO or EMO update information in directory.	Checkbox	Charter School
Homeschool Classes Offered	A school that supports home school students with supplemental education	Checkbox	Homeschool Classes Offered
Virtual Type	No Virtual Instruction - The school does not offer any virtual instruction Exclusively Virtual - The school has no physical building where students meet with each other or with teachers, all instruction is virtual. Primarily Virtual - The school focuses on a systematic program of virtual instruction but includes some physical meetings among students or with teachers. Primarily Classroom - The school offers virtual courses, but virtual instruction is not the primary means of instruction.	Dropdown	

Charter Management Organization (CMO)

Name of Field	Definition	Format	Note
Charter Belongs to CMO or EMO	Does the Charter belong to CMO or EMO. CMO = non-profit organization that operates or manages multiple charter schools by centralizing or sharing certain functions and resources among schools EMO = For-profit entities that contract with new or existing public-school districts, charter school districts, and charter schools to provide comprehensive services to schools and perform management functions.	Yes/No	
CMO/EMO Name	Legal name of Charter Management Organization (CMO)/ Education Management Organization (EMO)	Dropdown	
Employer Identification Number (EIN)	Identification number issued by the IRS for the CMO to pay federal taxes to the US Treasury and report wages to the IRS	Number	
CMO/EMO Physical Address		Text	
CMO/EMO Physical City		Text	
CMO/EMO Physical State		Text	
CMO/EMO Physical Zip		Text	
CMO/EMO Mailing Address		Text	
CMO/EMO Mailing City		Text	
CMO/EMO Mailing State		Text	
CMO/EMO Mailing Zip		Text	
Type CMO, EMO or Other		Text	
Contract Number that authorizes Charter School	CMO/EMO contract number	Text	
Date of Contract	CMO/EMO date contract was signed	Date	
Renewal of Contract Date	CMO/EMO date contract was renewed	Date	

2025-2026 Directory – File Layout

District Calendar

Name of Field	Definition	Format	Note
Date School Starts		MM/DD/YYYY	
Date School Ends		MM/DD/YYYY	
Date Fall Break Starts		MM/DD/YYYY	New for 25-26 school year
Date Fall Break Ends		MM/DD/YYYY	New for 25-26 school year
Date Winter Break Starts		MM/DD/YYYY	
Date Winter Break Ends		MM/DD/YYYY	
Date Spring Break Starts		MM/DD/YYYY	
Data Spring Break Ends		MM/DD/YYYY	
Other Day Closed	Day of the Week School Observes 4 Day School Week	Dropdown	

BOCES Member

Name of Field	Definition	Format	Note
BOCES Code	CDE assigned BOCES code	Number	4-digit code
BOCES Name	BOCES name	Text	

Vendor Information

Name of Field	Definition	Format	Note
System	Vendor System Type	Dropdown	
Vendor Name	Vendor Name	Dropdown	

Request Reduced Academic Calendar

Name of Field	Definition	Format	Note
Date current calendar adopted by local school board:	Date calendar was approved by local district school board.	MM/DD/YYYY	
Please list specific reasons for making application this year:	List reasons for reduced academic calendar request.	Text	
Individual School Information: Reduced Academic Calendar	Y/N	Dropdown	

Name of Field	Definition	Format	Note
Individual School Information: 4 Day Week?	Y/N	Dropdown	
Individual School Information: Day not in session:	Select the day of the week or 'None' if no days are taken off.	Dropdown	
Individual School Information: # of Days in session.	Number of total student contact days.	Number	
Individual School Information: # of Elem. Hours Scheduled	Cannot be fewer than 990 for elementary.	Number	
Individual School Information: # of Secondary Hours Scheduled	Cannot be fewer than 1080 for secondary.	Number	

Document Changes:

Date	Description of Change	Reason for Change	Element(s) Affected
03/10/2025	Adding Fall Break dates to District Calendar	Requested by other CDE department for communication scheduling	Fall Break Start date added Fall Break End data added