Spring READ Assessment Reporting Collection Manual

Data Submission Guide

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Purpose of Guide

This guide is designed to help local education providers (LEPs), also referred to as districts, prepare for and complete the annual READ Act Spring Assessment Data Collection. This is a document that will be updated and added to annually and serves as your “one-stop-shop” for reminders, resources, tutorials, and guidance on the Spring READ Assessment Data Collection.

Please also utilize the READ data collections website linked here.

Statute Relating to Data Collection

This collection is supported by a few key bills and sections of statute, including SB19-199, SB22-004, and section 22-7-1213 of the Colorado Revised Statutes (C.R.S.). Please see the link below for access to Title 22, Section 7, Part 12 of the C.R.S., which is known as the “READ Act”.

A link to the READ Act and more specifically, the reporting requirements, is noted here.

Annual Spring READ Assessment Reporting General Guidelines

Prior to Collection Window Checklist

There are some steps that a district data respondent may want to take in order to ensure a smooth collection for their district. The following steps can occur before the collection opens:

1. Please ensure that the district data respondent is assigned to the collection in CDE’s Access Management/IdM system. This will ensure the district data respondent receives all communications from the data collection lead around the collection. Please also note that it is the district’s local access manager (LAM) must assign the role.
2. Most districts utilize their student information system (SIS) to collect, store, and extract their student-level READ assessment information in the proper file layout. If your district utilizes their SIS in this way, please ensure that the staff responsible for inputting scores from the spring READ assessment window completes this step in accordance with any internal deadlines.
3. Please also ensure that the district data respondent is aware of any change in assessment tools. This is because Pipeline is programmed with the assessment-specific cutscores to identify students with a significant reading deficiency (SRD). Consequently, Pipeline’s ability to correctly identify students with an SRD is contingent upon coding the correct assessment tool in the file submission (or selecting it in the district’s SIS for the file submission). Selecting an incorrect assessment tool can cause your SRD counts to differ from what is expected, as cutscores are different across assessment tools.
4. Please also ensure that all schools within your district are aware of the collection timeline and of the reporting requirements. This includes any charter schools authorized by your district.

During Collection Window Checklist

After the collection opens and during the collection window, please take the following steps:

1. Please extract your district’s spring READ assessment scores and the required additional information from your district’s student information system (SIS), if the district chooses to keep information that way. Alternatively, gather the necessary information to complete the submission.

2. Please format the extracted file or gathered information to meet the file layout requirements for Data Pipeline.
3. Please connect with your charter school(s)l, if your district authorizes one, to gather their data for the submission as well. Data from any district-authorized charter schools needs to be submitted with district-run schools.
4. Please also remember to include any students being served through READ plans. There is a Cognos report to support districts with this: “Student Extract of 4-12th Graders with a Significant Reading Deficiency in the Prior Year”.
5. Please complete an upload into Data Pipeline by the requested date in the collection timeline. This helps the collection lead learn who might need additional support and/or follow-up. This also allows time for the district data respondent to research and resolve errors, as this sometimes necessitates coordinating with other staff within the district.
6. Using error reports from Data Pipeline, please work to resolve any errors prior to the submission deadline. Completing this step prior to the submission deadline will allow the district data respondent to verify accuracy using reports available in Cognos.
7. Please verify that the count of students being shown with a significant reading deficiency (SRD) matches the district’s internal count of students with an SRD.
8. Please also ensure that the correct assessment tool has been coded for students.
9. Lastly, please click on the green “Submit to CDE” button after errors are resolved and the district has reviewed the submission and feels comfortable with the data that has been provided.
10. The sign-off form should also be downloaded, signed, and returned to the data collection lead at READActData@cde.state.co.us. This form has been updated to include the SRD count and SRD percentage. Please ensure that the appropriate personnel have reviewed this form.

Post Collection Window Checklist

After the collection close deadline, there are still a few steps that may warrant the district data respondent’s attention. Please see below for those pieces:

1. Please make sure that all duplicates are resolved for your district. Pay attention to your email in case other districts are trying to reach out around any cross-district duplicates. There is a report in Cognos that can be run to check the status of cross-district duplicates for your district.
2. In late summer/early fall, the data collection lead will be emailing district data respondents with the submitted SRD count for confirmation. Please pay attention to these emails and respond by the deadline, if needed. Additionally, please also make sure that any other personnel that may need to review this at your district does so, as the funding amount is based on this count.
3. Lastly, as you receive the SRD count confirmation emails, please make sure that the count matches your internal SRD count. Please keep in mind the school year, as the count from the previous school year funds the current school year.

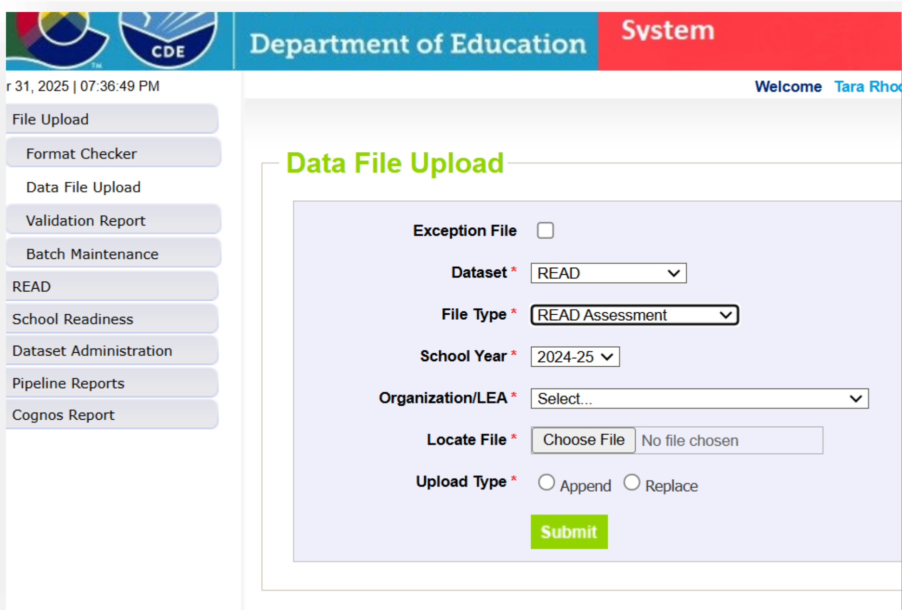
Collection Completion Steps in Data Pipeline

There are three main parts to the READ Spring Assessment Reporting collection in Data Pipeline: the first part is uploading a file, the second part is resolving errors, and the third part is completing the submission. More detailed steps are outlined below.

Step 1: Uploading a File

Prior to uploading a file, please ensure that your district's student interchange files, student profile or demographics files and your student school association files are all updated in Data Pipeline. After this, please follow the steps listed below:

- In the gray boxes along the left-hand side, find the one that says "File Upload". Click on that box.
- Then, in the drop-down that appears (still in the gray boxes along the left-hand side), please find the box that says "Data File Upload". Clicking on this will bring up a new main screen.
- On that screen, make the following selections:
  - Dataset: READ
  - File Type: READ Assessment
  - School Year: 2024-25
  - Organization/LEA: Select your district
  - Locate File: Click on the gray "Choose File" box to open a dialog box to navigate to where you saved your file.
  - Upload Type: If the current file you are uploading includes all of your district's students (including any students at charter schools), select "Replace".
    - NOTE: By selecting "Replace", you will override any previous submissions in Data Pipeline and your current file that you are uploading will become the latest file in Data Pipeline. The "Append" option essentially merges any previous file submissions with the current file that you are attempting to upload. This can create duplicates if a student is in a previous submission for this collection year and then also in the file that you are currently attempting to upload. Please see below for a screenshot.

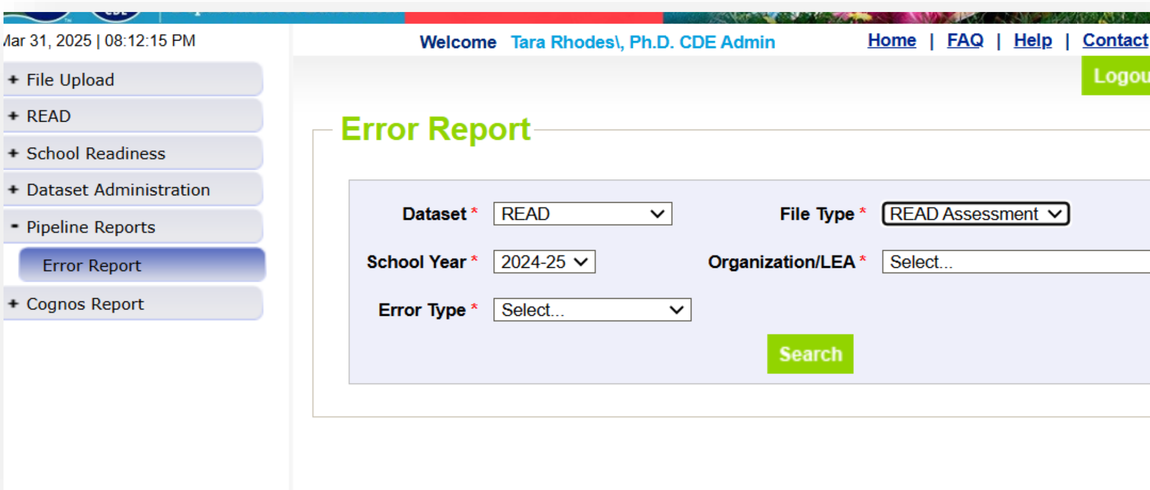


Step 2: Check Data Pipeline Error Report

After uploading, Pipeline will send an automated email that will state how many errors exist in your file.

After receiving this email, you can check your error report in Data Pipeline. Your error report will detail what corrections need to be made in your file. The error report will provide you the record that is triggering the business rule and the error message should provide enough information to fix the record. If it does not or if you believe that you are hitting the business rule in error, please reach out to the READ data collection lead at READActData@cde.state.co.us. In order to view your error report, please follow these steps:

- First, find the gray box labeled "Pipeline Reports". Clicking on this will open a submenu that will provide an option of "Error Report". Click on this.
- After selecting this option, a new screen should load. On that screen, please make the following selections:
  - Dataset: READ
  - File Type: READ Assessment
  - School Year: 2024-25
  - Organization/LEA: Select your district
  - Error Type: Select "Errors and Warnings" in order to see both types of edits.
    - NOTE: Errors will need to be fixed, as they prohibit your file submission from being locked and officially submitted. Warnings do not prohibit locking, but are there to ensure data accuracy. Please see the screenshot below.
  - After making these selections, click on "Search".



Step 3: Correct Errors and Reupload

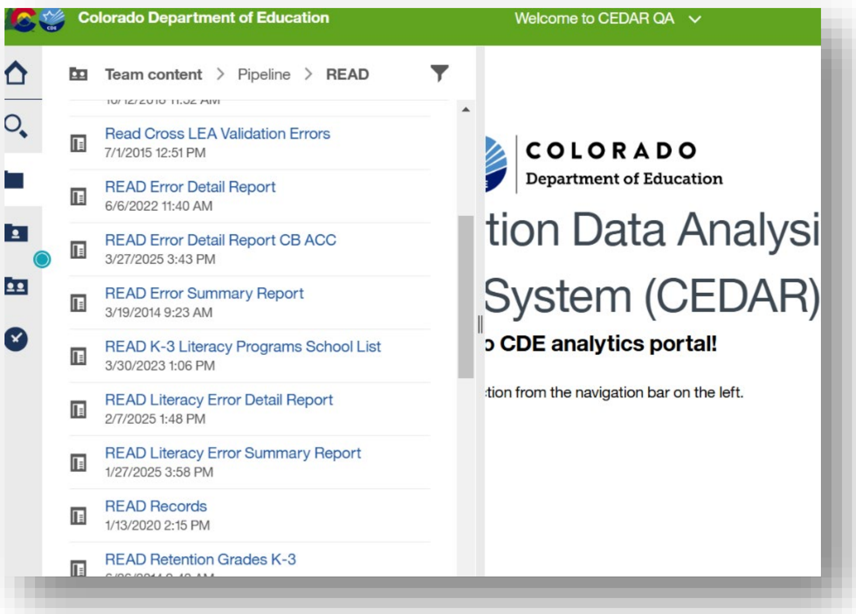
Please continue this process of uploading and checking your error report (Steps 1 and 2) until you reach zero errors. You will know that you have reached zero errors because: 1. The automated email will report zero errors; 2. When you go to pull your error report, Data Pipeline will return "No records found" instead of an error report; and 3. The Status Dashboard will show an indicator for data being loaded (Data Exists=Y) but no errors found (Validation Errors=0; RITS Errors=0).

The Status Dashboard can be found under the "READ" gray box along the left-hand side in Data Pipeline. The first option on the submenu should be "Status Dashboard".

Step 4: Review Reports for Accuracy

Once you have cleared all errors, please ensure the accuracy of your data through the available Cognos reports. These can be accessed through Data Pipeline by going to the very last gray box along the left-side hand that's labeled "Cognos Reports". This will open a new tab and you may have to reenter your credentials. From there, follow the steps below:

- Click on the blue folder along the left-hand side after logging into CEDAR.
- This should open a side menu that provides an option for READ. Choose the READ folder.
- From there, your screen should look like the screenshot below. You can now scroll to find the report for which you are looking. Below the screenshot are titles and descriptions of available reports.



Available Cognos Reports:

Report Name	Report Function
READ Error Detail Report	Report that will list errors record by record similar to Data Pipeline.
READ Records	Report that shows all records submitted in your file and includes grade level.
READ Status Grades K-3	Report that shows the number of students identified with SRDs by school and grade level.

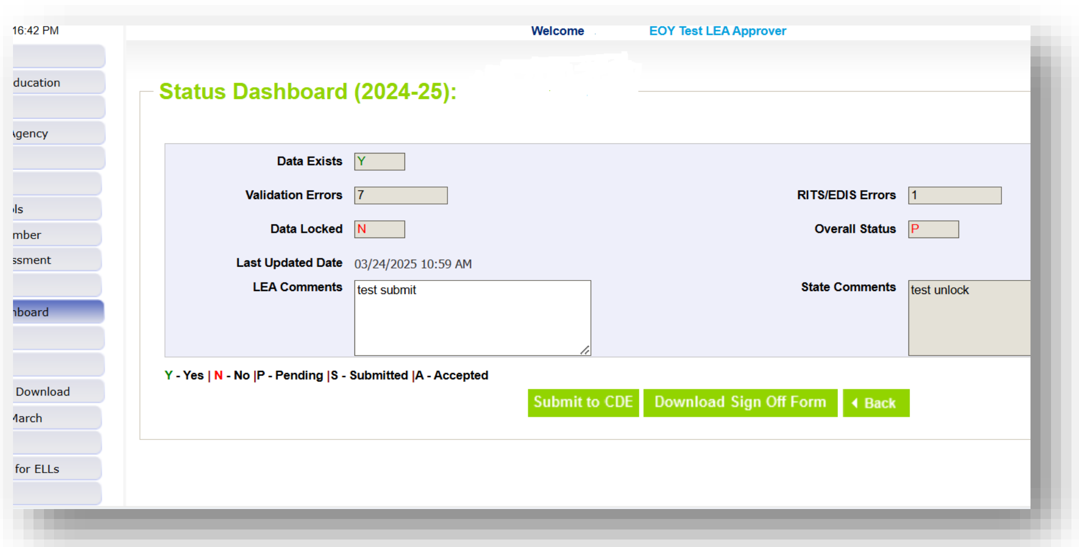
Student Extract of 4th-12th Graders with an SRD in the Prior Year	Pre-populated report that identifies your 4th-12th grade cohort students
Students Reported by Another District	Report that shows students you've reported that are also reported by another district (this is what is used during the duplicate phase).

Step 5: Lock Your Submission

After you have reached zero errors and have reviewed your data for accuracy, please lock your submission in Data Pipeline. This will ensure that no further changes are made to your file. Your submission is not considered complete until this step is taken.

This can be done through the Status Dashboard:

- First, find the gray box labeled "READ". Clicking on this will open a submenu that will provide an option of "Status Dashboard". Click on this.
- After selecting this option, a new screen should load. On that screen, please make the following selections:
  - File Type: READ Assessment
  - School Year: 2024-25
  - Organization/LEA: Select your district
  - After making these selections, click on "Search".
- After clicking on "Search", a new screen will load. It will provide information around your submission, such as Data Exists=Y (Yes); Validation Errors=0 (indicating no errors), etc.
- For those that are the LEA APPROVER, a green button that says "Submit to CDE" should be toward the bottom of the screen. This is the button that will lock the submission for this district. An LEA APPROVER for this district will need to click this in order to complete the submission. Please see the screenshot below.



Step 6: Check for Duplicates during the Duplicate Phase

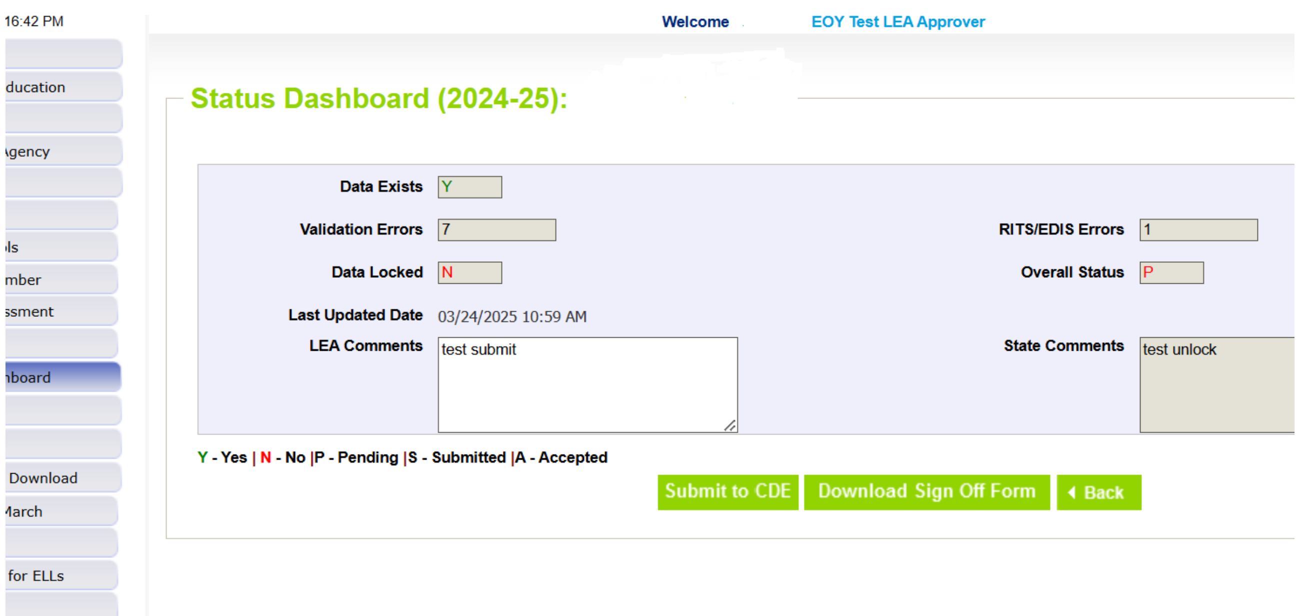
Once you have locked your data, you have completed the first phase of the collection! Thank you!

However, as a state, there is a second phase to the collection to resolve any duplicate SASIDs between districts. This phase will begin after all districts have completed the first data collection phase. Please pull the “Students Reported by Another District” Report in Cognos to see if you have any SASIDs shared with other districts. If you do, you will need to repeat Steps 1-5. Follow Step 4 instructions for how to access a report in Cognos.

Step 7: Download District Signature Page and Send to CDE

Once you have checked in Cognos and have either resolved your duplicate SASIDs or do not share any with other districts, please verify the count and rate on the sign-off form and then submit that to the READ Act Data email at READActData@cde.state.co.us.

The district signature page or sign-off form can be accessed through the Status Dashboard. Please follow Step 5 instructions, as the “Download Sign-Off Form” button is next to the “Submit to CDE” button and is only accessible to the LEA APPROVER after they have locked the submission.



Helpful Links and Resources

If you are unfamiliar with or new to Data Pipeline, we recommend visiting the Data Pipeline User Manual before using this guide. Individuals who are familiar with Data Pipeline will have the technical background they need for this collection.

Please also visit the file layout for additional field explanations and the business rules document for information on how your data will be processed and what errors might arise when uploading.

Information updates are also provided on a weekly basis during the collection window at CDE's Data Pipeline Town Hall. Information around Data Pipeline Town Hall can be found here.

Lastly, please do not hesitate to reach out to the READ data collection lead by emailing READActData@cde.state.co.us or calling 720.601.4125.