Special Education December Count
Staff Data Content Guide

The Special Education December Count data collection is an Annual Count of eligible students under Part B of the Individuals with Disabilities Education Act (IDEA) as of December 1st and the associated staff who provide special education and related services. Special Education December Count Staff data is required to obtain data on special education staff employed by Administrative Units on December 1st of each year so that appropriate licensure and endorsement of staff may be verified; and reports generated for the State Legislature, Federal government, local Administrative Units, and the public.

For more detailed information please reference the Data Uses document
http://www.cde.state.co.us/datapipeline/pipelinedatauses

Which staff should be reported?
- All staff who support the education of students with disabilities, including direct service providers, teachers, paraprofessionals, administrators and support staff.
  - Full or Part-time
  - Office/Clerical, Teachers, Administrators, and Purchased Services Staff

Which staff should not be reported?
- Staff that do not support the education of students with disabilities, such as regular education teachers.
- Substitutes unless they are permanent (90 days or more in the same classroom consecutively)
- Temporary workers, such as after school coaches
- Staff not employed December 1st of the current reporting period

Data Collected

Admin Unit/SOP Code
- Required
- Must be the valid 5-digit code for reporting Administrative Unit/State Operated Program

Social Security Number
- Required, must be 9 digits
- Must be unduplicated within the Staff Demographic Profile file
- SSN is required to validate licensing and endorsements information in the licensing database

EDID
- Required, must be 8 digits
- Will be validated against EDIS at the time of submission using locater fields: last name, first name, date of birth, gender and EDID
- Must be unduplicated within the Staff Demographic Profile file
- Must match between the Staff Profile and Staff Assignment Interchange Files

School District/BOCES Code
- Required, must be the 4-digit code representing the district or BOCES that hired the employee and issues the paycheck

Staff's First Name
- Required
- Must be a valid character (A-Z, a-z, "'", "-")
- Must contain only one space between names
- Will be validated against EDIS at the time of submission using locater fields: last name, first name, date of birth, gender and EDID

Staff's Last Name
- Required
- Must be a valid character (A-Z, a-z, "'", "-")
- Must contain only one space between names
- Will be validated against EDIS at the time of submission using locater fields: last name, first name, date of birth, gender and EDID

Staff's Gender
- Must be a valid Gender Code (refer to Student Data Elements and Definitions)
- Will be validated against EDIS at the time of submission using locater fields: last name, first name, date of birth, gender and EDID

Birth Date
- Required
- Must be a valid date in MMDDYYYY format
- Will be validated against EDIS at the time of submission using locater fields: last name, first name, date of birth, gender and EDID
- Calculated Staff person's age must be between 18 and 88 years old

Ethnicity: Hispanic/Latino
- Must be a valid Ethnicity: Hispanic/Latino Code (refer to Student Data Elements and Definitions)

Race: American Indian or Alaska Native Racial Category
- Must be a valid Race: American Indian or Alaska Native Racial Category Code (refer to Staff Interchange Profile File Data Elements and Definitions)

Race: Asian Racial Category
- Must be a valid Race: Asian Racial Category Code (refer to Staff Interchange Profile File Data Elements and Definitions)

Race: Black or African American Racial Category
- Must be a valid Race: Black or African American Racial Category Code (refer to Staff Interchange Profile File Data Elements and Definitions)

Race: White Racial Category
- Must be a valid Race: White Racial Category Code (refer to Staff Interchange Profile File Data Elements and Definitions)

Race: Native Hawaiian or Other Pacific Islander Racial Category
- Must be a valid Race: Native Hawaiian or Other Pacific Islander Racial Category Code (refer to Staff Interchange Profile File Data Elements and Definitions)

Federal Race/Ethnicity Reporting Category
- This field is calculated when the Snapshot runs based upon the responses reported in the Ethnicity and Race fields.
- Will be calculated as 04-Hispanic of Latino if Ethnicity: Hispanic/Latino is 1-yes.
- Will be calculated as 01-American Indian or Alaska Native if Race: American Indian or Alaska Native is 1-yes, all other Race fields are 0-no and Ethnicity: Hispanic/Latino is 0-no.
- Will be calculated as 02-Asian if Race: Asian is 1-yes, all other Race fields are 0-no and Ethnicity: Hispanic/Latino is 0-no.
- Will be calculated as 03-Black or African American if Race: Black or African American is 1-yes, all other Race fields are 0-no and Ethnicity: Hispanic/Latino is 0-no.
- Will be calculated as 05-White if Race: White is 1-yes, all other Race fields are 0-no and Ethnicity: Hispanic/Latino is 0-no.
- Will be calculated as 06-Native Hawaiian or Other Pacific Islander if Race: Native Hawaiian or Other Pacific Islander is 1-yes, all other Race fields are 0-no and Ethnicity: Hispanic/Latino is 0-no.
- Will be calculated as 07-Two or More Races if more than one Race category is reported as yes and Ethnicity: Hispanic/Latino is 0-no.

Beginning (start) Date at School District
- Required, must be a valid date in MMDDYYYY format
- Must be on or prior to the current date
- Must be on or prior to December 1st in order to be included in the December Snapshot
- If individual has been rehired, use most current hire date

Years of Prior Pre/K-12 Teaching Experience
- Must be numeric and 2-digits
- Required if Job Class Code is in the 100-200 range
- Districts may zero-fill this field and CDE will calculate the years of education experience based on the prior year approved staff data (either Human Resources snapshot or Special Education December Count snapshot)

Years of Prior Pre/K-12 Education Experience
- Must be numeric and 2-digits
- Required if Job Class Code is in the 100-200 range
- Must be less than or equal to current age minus 16
- Districts may zero-fill this field and CDE will calculate the years of education experience based on the prior year approved staff data (either Human Resources snapshot or Special Education December Count snapshot)

Highest Level of Education Completed
- Must be a valid code
- Required for Job Class Codes 100-299 or 416
- Must be between 15 and 20 if Job Class Code is 232
- Must be greater than or equal to 10 if Job Class Code is 416
- Must be between 16 and 20 if Job Class Code is 100-231 or 233-299
- Must be greater than or equal to 16 if Job Class Code is 100-299 and Subject Area of Degree is not 2100 or zero-filled
- This field can be zero-filled for contracted staff

Institution Code of Degree
- Must be a valid code, Institution Codes: http://www.cde.state.co.us/datapipeline/org_orgcodes
- Either Institution Code of Degree or State Code of Degree is required if Job Class Code is 100-299

State Code of Degree
- Must be a valid code, State Codes: http://www.cde.state.co.us/datapipeline/org_orgcodes
- Either Institution Code of Degree or State Code of Degree is required if Job Class Code is 100-299

Subject Area of Degree 1, 2 and 3
- Must be a valid code
- Required for staff teaching 7th grade or higher
- Cannot be 2100 or zero-filled when Job Class Code is 100-299 and the Highest Level of Education Completed is 16 or greater

Staff's District of Residence
- Required
- A unique code assigned by CDE designating the school district in which the employee resides

School Code
- Required and cannot be zero-filled
- Must be a valid code: http://www.cde.state.co.us/datapipeline/org_orgcodes
- Must be a school located in the reporting district or AU
- District wide personnel, such as the Sped Director, should be reported with school code 9980
- Teachers and service providers serving fewer than 5 schools should be reported proportionately at each school they serve, rather than district wide 9980

Special Education Staff Program Code
- If reported, must be a valid SPED Program code
- http://www.cde.state.co.us/datapipeline/org_sped_program_codes

Job Classification Code
- Must be a valid code for special education staff
- See the Staff Approval Matrix (SAM) and Licensing References posted online here: (https://www.cde.state.co.us/datapipeline/snap_sped-december
- Must be Job Class Code 202 if Administrator/Instructional Area code is 0037
- Must be Job Class Code 202 if Administrator/Instructional Area code is 0032
- Please note: All students reported in the Special Education IEP Participation File must include the EDID in the primary service provider field of either a: Special Education Teacher (JCC 202) *(instructional not specialty teacher) or* Speech-Language Pathologist (JCC 238). Related service providers with JCC's other than 202 or 238 may ONLY be reported in one of the secondary provider fields.

Employment Status Code
- Must be a valid code
- Records with Employment Status Code 11, 12, 13, 23, 25 and 26 are included in the December Count Snapshot

Number of Contract Days
- Must be numeric and 3-digits
- Required and cannot be zero-filled if Employment Status Code is 11, 12, 13 or 23
- Must be between 1 and 280 if Employment Status Code is 11, 12, 13 or 23

Hours Worked Per Day
- Must be numeric, 4-digits and no decimal
- Required, cannot be blank or zero-filled

- Must be between 0033 and 1000 if Employment Status Code is 11, 12 or 13
- For personnel who provide services to both general and special education students, report just the hours per day attributed to servicing special education students

Base Salary or Wage
- Must be numeric, 6-digits and no decimal
- Required, cannot be blank or zero-filled WHEN Hourly Rate of Pay is zero-filled
- Must be between 1 and 270,000 when Employment Status Code is 11, 12, 13 or 23 and Job Class Code is not 101
- Base Salary divided by FTE must be greater than 7,000 if Hourly Rate of Pay is zero-filled
- Must report either Base Salary or Wage OR Hourly Rate of Pay, but not both

Teaching Subject Area (TSA)
- Must be a valid code for Special Education
- Required for Teachers and Interventionists Job Class Code 202, 222 or 223, zero-fill if not applicable
- Must be a specific Teaching subject Area code and not 0010, 0015 or 0040 when Vocational Education Administrative/Instructional Area code of 0003 is reported
- Must be Teaching Subject Area 0010, 0040, or 1791 when the Administrator/Instructional Area code is 0035 or 0036
- Teaching Subject Area 0015, General 7th/8th Grade, is for only 6th, 7th and/or 8th grade teachers, no other grades can be marked yes when TSA is 0015
- Must not be Teaching Subject Area code 0010 General Elementary if teaching grades 6th or above and not K-5
- Must be Teaching Subject Area 1700 for:
  - Home/Hospital teachers reported with Administrative/Instructional Area code 0032
  - Teachers providing transitional services
- Must be a Teaching Subject Area code in the 1700's series for:
  - Paraprofessionals Job Class Code 416
  - Preschool teachers reported with Job Class Code 202, Grade PK marked yes and Administrative/Instructional Area code 0035
- Must be Teaching Subject Area code of 1792 for Sped Infant teachers reported with Administrative/Instructional Area code 0034

Hourly Rate of Pay
- Must be numeric, 5-digits and no decimal
- Required, cannot be blank or zero-filled WHEN Base Salary or Wage is zero-filled
- Required if Employment Status Code is 11, 12, 13 or 23
- Must be between minimum wage and 200 when Employment Status Code is 11, 12, 13 or 23 and Base Salary or Wage is zero-filled
- Must report either Base Salary or Wage OR Hourly Rate of Pay, but not both

Administration/Instructional Area (AIA)
- Must be a valid code for Special Education
- Required for Job Class Codes 101-299, 401, 411, or 416, 417, 420
- Must be 0002 or 0033 if Job Class Code is 350
- Must be Administrative/Instructional Area code 0035 Early Childhood/Prekindergarten when Job Class Code is 202, Grade PK marked yes and a Teaching Subject Area code in the 1700's is reported
- Must be Administrator/Instructional Area code 0021 when Job Class Code is 211
- Must be Administrator/Instructional Area code 0037 (specialty) when Job Class Code is 202 and Teaching Subject Area code is 0200-0299, 0800-1099, 1200-1299
- When Administrator/Instructional Area code is 0033 (transitional) then only grades 8th-12th may be marked yes
- When Administrator/Instructional Area code is 0034 (infant) then only grade Infant may be marked yes
- When Administrator/Instructional Area code is 0035 (early childhood) then only grade PK may be marked yes

- When Administrator/Instructional Area code is 0036 (kindergarten) then only grade K may be marked yes
- When Administrator/Instructional Area code is 0041 (early childhood/elementary), then only grades K-2nd may be marked yes
- Must be an Administrative/Instructional Area code of 0041 Early Childhood/Elementary when serving grades K-2nd only with teaching subject area codes 0010, 0070, 1700, 1720, 1730, 1740, 1750, 1760, 1770, 1771, 1780, 1791, 1792 or 1799

Grant/Project Funding Source
- Must be a valid code for Special Education
- Grant Codes found under Additional Links: http://www.cde.state.co.us/datapipeline/snap_sped-december
- Grant/Project Funding Source 3131 State Share Special Education Preschool Grant may only be used for PK grade level
- If a position is paid for out of more than one fund source, separate detail records may be reported if desired, each representing the proportion of the position that is paid for out of that fund. Contract days remain the same for each record, but Hours Worked per Day is split between the assignment records.

Grade Level - Infant, Pre-kindergarten, Kindergarten, 1st- 12th
- Must be a valid code (0 = no students in this grade, 1 = instructed students in this grade)
- Grade levels marked 1-yes must match the grade levels of the students on the caseload or a caseload mismatch error will be generated
    - Separate detail Staff Assignment records are required for grades Infant, Pre-Kindergarten, K-5th or K-6th and 7th – 12th for staff required to have a caseload, Job Class Codes 202 and 238
    - District-wide administrative or support staff without a caseload should be reported with grade levels K-12 marked yes in the same Staff Assignment record at school code 9980

Number of Classes Taught in Subject
- Required for Teachers Job Class Code 202
- If required, must be greater than 0 and less than 16

Active Colorado License Type *(this data field auto populates into the Snapshot)*
- Pulled in from Licensure Database based on SSN
- All special education personnel (teachers, special service providers and administrators) must be **Fully Qualified** by holding a valid Colorado Department of Education (CDE) license with the appropriate endorsement for the assignment and student caseload on December 1st
- Each administrative unit is required to employ an appropriately licensed and endorsed special education director
- Each administrative unit is required to employ an appropriately licensed and endorsed child find coordinator
- *The following categories will populate into this data field in the Snapshot: Interim Authorization, Initial, Professional, Alternative, 5 Year Sub, Charter Waiver, TEE – Pathway 1, No approved license type found*

Demonstrates In-Field Status 1
- Must be a valid code or zero-filled
- Not applicable for non-teaching staff (please zero-fill)
- Required if Job Class Code is 202 with teaching subject area code in 0010 (general elementary), 0015 (general 7th/8th grade), 0070 (co-alt exclusively), 0200-0299 (art), 0500-0599 (English Language Arts), 0600-0699 (Foreign Languages), 1100-1199 (Mathematics), 1200-1299 (Music), 1300-1399 (Natural Science), 1500-1599 (Social Science), or 1700-1799 (Special Education). All other teachers and staff can be reported with code 00
- Report the highest level of status attained in this field:
    - ➢ Subject area endorsement on teaching license
        - ➢ Degree BA or higher in subject area
            - ➢ 36 semester credit hours in subject area

> ➢ Passed State Board of Education approved content exam in subject area
> ➢ None (teacher is out-of-field)

FTE (Full Time Equivalency) *(this data field auto populates into the Snapshot)*
- The FTE is calculated per snapshot record. Each job class code is first grouped into 22 job categories which are then used to calculate the mode hours and mode days for the district/BOCES. The mode hours and mode days for each of the job categories may be viewed in the COGNOS report "Mode Contract Days/Hours Per Day by Job Class Category" in the Human Resources data folder.

Evaluation Waiver Indicator *(this data field auto populates into the Snapshot)*
- Indicates if the school code has a current waiver from reporting educator evaluation ratings to CDE (Y/N)