

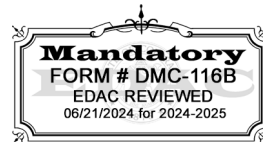
# FY2024-2025 READ Training Reporting

**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
School District/BOCES Code*	4	1	4	1	A	1111	
School Code*	4	5	8	2	B	2222	
EDID*	8	9	16	4	C	12345678	Must match in EDIS
Staff's First Name*	30	17	46	5	D	valid name	First name must match in EDIS
Staff's Last Name*	30	47	76	6	E	valid name	Last Name must match in EDIS
Staff's Gender*	2	77	78	7	F	01	Gender must match in EDIS
Staff's Date of Birth*	8	79	86	8	G	01011980	MMDDYYYY Format DOB must match in EDIS
Staff's Primary Grade Level or Role*	3	87	89	9	H	010	Grade primarily served by the educator (most classes/class time).
Staff's Teacher Training Status Code*	2	90	91	10	I	10	Teacher Training completion status
Staff's Teacher Training Not Complete Status Code	2	92	93	11	J	01	Only required if a teacher training status code of 13 is entered
Staff's Administrator Training Status Code*	2	94	95	12	K	10	Administrator Training Completion Status



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Staff's Administrator Training Not Complete Status Code	2	96	97	13	L	01	Only required if an administrator training status code of 13 is entered
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\* Indicates required (no field can be blank)

## READ Teacher 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).

**School Code** - A unique code assigned by CDE. Refer to School Code table at [http://www.cde.state.co.us/datapipeline/org\\_orgcodes](http://www.cde.state.co.us/datapipeline/org_orgcodes).

**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.

**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
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# FY2024-2025 READ Training Reporting

<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 Teacher 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>00</b>	This record is for an administrator, and so the teacher training is not applicable.
<b>10</b>	Yes, evidence has been submitted confirming the completion of a CDE approved, evidence-based training in teaching reading and passing the end of course assessment.
<b>12</b>	No, this educator did not complete the training as they were newly hired after the required deadline.
<b>13</b>	No, this educator 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 Teacher Training Not Complete Status Code** – Required field for any educator who is coded as a 13 in the above data element. Please select the reason for why the educator has not completed the required teacher 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



# FY2024-2025 READ Training Reporting

**Staff's Administrator 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>00</b>	This record is for an educator, and so the administrator training is not applicable.
<b>10</b>	Yes, evidence has been submitted confirming the completion of a CDE approved, evidence-based training in teaching reading and passing the end of course assessment.
<b>12</b>	No, this administrator did not complete the training as they were newly hired after the required deadline.
<b>13</b>	No, this administrator 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**

**Administrator Training Not Complete Status Code** – Required field for any administrator who is coded as a 13 in the above data element. Please select the reason for why the administrator 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

