Purpose:

*The TSDL file captures data that link students in grades 6 through 12 to courses and instructors (if available) for the reported school year. CDE relies on the TSDL snapshot data to populate and create the Student Course Participation and Achievement Report (as required by C.R.S 22-11-503.5), the Educator Preparation Program Report (as required by C.R.S 22-2-112 (1)(q), as well as complete required reporting for migrant students. Other CDE reports, such as the Civil Rights Data Repot, rely accurate data.*

## Dependencies:

Each student has been assigned a Student Identifier (SASID) and updated through the Record Integration Tracking System (RITS). Each SASID is also reported in the Student Interchange for the reporting LEA. Each educator has been assigned an Educator Identifier (EDID) and reported as part of the Staff Profile file. The Local Course Code has a corresponding State Standard Course Code as determined at the LEA level.

## Record Expectation:

*In the TSDL file, the LEA should submit one record for each student and core course enrolled for 6 weeks or more along with the educator of record and contributing professional if applicable. "Core course" means a course in English, mathematics, science, social studies. For 8th-12th Grade Migrant Students, all courses must be reported. For the OCR report, computer science and all AP courses should also be included. Students enrolled less than 6 weeks would not be required to be reported unless they receive a grade for the core course.*

## Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort):

*TSDL Snapshot*

 indicates primary key


# Field List:

\*Indicates required field.
NOTE: ZERO-FILL ALL NON-APPLICABLE FIELDS
A header row is required

| **Name of Field** | **Field Length** | **Text Start Position** | **Text End Position** | **CSV Order** | **Excel Column** | **Example(s)** | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| School District/BOCES Code | 4 | 1 | 4 | 1 | A2 | 0001 |  |
| School Code | 4 | 5 | 8 | 2 | B2 | 2200 |  |
| Local Course Identifier/Code | 100 | 9 | 108 | 3 | C2 | 1234 |  |
| Local Course Title | 100 | 109 | 208 | 4 | D2 | Algebra |  |
| Course Level | 1 | 209 | 209 | 5 | E2 | G |  |
| Course Credits | 4 | 210 | 213 | 6 | F2 | 1.00 |  |
| Section Number | 25 | 214 | 238 | 7 | G2 | 123 |  |
| Term | 3 | 239 | 241 | 8 | H2 | Q1 |  |
| State Course Code | 5 | 242 | 246 | 9 | I2 | 05152 | SCED Code |
| Educator of Record EDID | 8 | 247 | 254 | 10 | J2 | 12345678 |  |
| Educator of Record Staff's First Name | 30 | 255 | 284 | 11 | K2 | valid name |  |
| Educator of Record Staff's Last Name | 30 | 285 | 314 | 12 | L2 | valid name |  |
| Contributing Professional EDID | 8 | 315 | 322 | 13 | M2 | 12345678 | Optional |
| Contributing Professional Staff's First Name | 30 | 323 | 352 | 14 | N2 | valid name | Optional |
| Contributing Professional Staff's Last Name | 30 | 353 | 382 | 15 | O2 | valid name | Optional |
| SASID | 10 | 383 | 392 | 16 | P2 | 123456789 |  |
| Student's Last Name | 30 | 393 | 422 | 17 | Q2 | Smith |  |
| Student's First Name | 30 | 423 | 452 | 18 | R2 | John |  |
| Student's Gender | 2 | 453 | 454 | 19 | S2 | 01 |  |
| Student's Date of Birth | 8 | 455 | 462 | 20 | T2 | 01012000 |  |
| Student’s Grade Level | 3 | 463 | 465 | 21 | U2 | 060 |  |
| Roster Start Date | 8 | 466 | 473 | 22 | V2 | 09152012 |  |
| Roster End Date | 8 | 474 | 481 | 23 | W2 | 12152012 |  |
| Credits Granted | 4 | 482 | 485 | 24 | X2 | 1.00 |  |
| Course Completion Status | 1 | 486 | 486 | 25 | Y2 | 1 |  |

# Field Descriptions:

School District/BOCES Code

A unique code assigned to a district by CDE. Refer to School District/BOCES Code table at <http://www.cde.state.co.us/DataPipeline/org_dist-BOCES.asp>.

School Code

A unique code assigned by CDE to a school building. Refer to School Building Code Table at <http://www.cde.state.co.us/DataPipeline/org_school.asp>.

## Local Course Identifier/Code

The identifier designated by the local district for the course.

## Local Course Title

The Local Course Title designated by the local district for the course. Note: If there is no difference from the title and the Local Course Identifier, then repeat the value from the Local Course Identifier.

Course Level

The level associated with the course offered.

| **Code** | **Description** |
| --- | --- |
| **B** | **Basic/Remedial** – A course focusing primarily on skills development, including literacy in language, mathematics, and the physical and social sciences. These courses typically meet the state’s or district’s expectations of scope and difficulty for mastery of the content. |
| **C** | **College** - A course that is designed to be credit-bearing at a postsecondary institution. |
| **E** | **Enriched or Advanced** - A course that augments the content and/or rigor of a general course, but does not carry an honors designation. |
| **G** | **General** – A course providing instruction in a given subject area that focuses primarily on general concepts appropriate for the grade level. General courses typically meet the state’s or district’s expectations of scope and difficulty for mastery of the content. |
| **H** | **Honors** – An advanced-level course designed for students who have earned honors status according to educational requirements. These courses typically include additional content not found in general courses, and are formally designated as honors courses. (Note: These courses are NOT designated as Advanced Placement or International Baccalaureate. Those courses have a unique State Course Code because they have specific curriculums designated by their organization. Typically AP/IB courses are designated as General for mapping purposes since they have a unique/special course code that already designates their level of rigor.) |

## Course Credits

The length of the course in terms of Carnegie Units. A one-year course that meets daily for approximately 50 minutes to 1 hour equals 1.00 Carnegie Unit Credit. Base all calculations on 1 hour for 1 year. Therefore, a semester long course that meets for approximately 1 hour equals 0.50 Carnegie Unit Credit. (Note: system requires credits be entered as 4 characters. Example: 1.00 or 0.50).

## Section Number

The identifier designated by the local district for the section for the course.

Term

The level associated with the course offered.

| **Code** | **Description** |
| --- | --- |
| **IS1** | **Intersession** |
| **LS1** | **Long Session** |
| **YR** | **Full Year** |
| **S1** | **1st Semester** |
| **S2** | **2nd Semester** |
| **T1** | **1st Trimester** |
| **T2** | **2nd Trimester** |
| **T3** | **3rd Trimester** |
| **Q1** | **1st Quarter** |
| **Q2** | **2nd Quarter** |
| **Q3** | **3rd Quarter** |
| **Q4** | **4th Quarter** |
| **QM1** | **1st Quinmester** |
| **QM2** | **2nd Quinmester** |
| **QM3** | **3rd Quinmester** |
| **QM4** | **4th Quinmester** |
| **QM5** | **5th Quinmester** |

| **Code** | **Description** |
| --- | --- |
| **H1** | **1st Hexamester** |
| **H2** | **2nd Hexamester** |
| **H3** | **3rd Hexamester** |
| **H4** | **4th Hexamester** |
| **H5** | **5th Hexamester** |
| **H6** | **6th Hexamester** |
| **O1** | **1st Octamester (1 of 8 terms)** |
| **O2** | **2nd Octamester** |
| **O3** | **3rd Octamester** |
| **O4** | **4th Octamester** |
| **O5** | **5th Octamester** |
| **O6** | **6th Octamester** |
| **O7** | **7th Octamester** |
| **O8** | **8th Octamester** |
| **B1** | **1st Nonamester (1 of 9 terms)** |
| **B2** | **2nd Nonamester** |
| **B3** | **3rd Nonamester** |

| **Code** | **Description** |
| --- | --- |
| **B4** | **4th Nonamester** |
| **B5** | **5th Nonamester** |
| **B6** | **6th Nonamester** |
| **B7** | **7th Nonamester** |
| **B8** | **8th Nonamester** |
| **B9** | **9th Nonamester** |
| **SS1** | **Summer School Session 1** |
| **SS2** | **Summer School Session 2** |
| **SS3** | **Summer School Session 3** |

State Course Code

The appropriate state course number which corresponds to the local course identifier. Refer to Colorado SSCC Codes and match the best SSCC Course Code for the course. To search the current list of the statewide standard course codes: <https://nces.ed.gov/scedfinder/Home/Search>.

Educator of Record EDID

An eight (8) digit numeric field containing the 8-digit value assigned by CDE to the Educator of Record, an individual assigned primary responsibility for a student's learning in a subject/course with aligned performance measures.

Educator of Staff’s First Name

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Educator of Staff’s Last Name

The name borne in common by members of a family.

Contributing Professional EDID

An eight (8) digit numeric field containing the 8-digit value assigned by CDE to the Contributing Professional, an individual assigned responsibility to provide additional services that support and increase a student's learning in a subject/course with corresponding aligned performance measures. This field is optional.

Contributing Professional Staff’s First Name

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. This field is optional.

Contributing Professional Staff’s Last Name

The name borne in common by members of a family. This field is optional.

SASID

A unique ten-digit numeric field containing the ten-digit value assigned by CDE to the student whose record is being submitted for processing.

Student’s Last Name

The thirty-character field contains the student’s last name. This thirty-digit field is REQUIRED and if left blank will result in an error.

Student’s First Name

The thirty-character field contains the student’s first name. This thirty-digit field is REQUIRED and if left blank will result in an error.

Student’s Gender

A two-digit numeric field containing the value of the student’s gender. **Gender –** An individual’s sex.

| **Code** | **Description** |
| --- | --- |
| 01 | Female – identifies as female (including a transgender student/staff who identifies exclusively as female). |
| 02 | Male – identifies as male (including a transgender student/staff who identifies exclusively as male). |
| 03 | Nonbinary - 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 |

Student’s Date of Birth

The month, day, and year on which an individual was born.

Student’s Grade Level

The grade level or primary instructional level at which a student enters a school or an educational institution during a given school year.

| **Code** | **Description** |
| --- | --- |
| 002 | Infant |
| 004 | Pre-Kindergarten (Preschool) |
| 006 | Half Day Kindergarten (450+ hours) |
| 007 | Full Day Kindergarten (900+ hours) |
| 010 | Grade 1 |
| 020 | Grade 2 |
| 030 | Grade 3 |
| 040 | Grade 4 |

| **Code** | **Description** |
| --- | --- |
| 050 | Grade 5 |
| 060 | Grade 6 |
| 070 | Grade 7 |
| 080 | Grade 8 |
| 090 | Grade 9 |
| 100 | Grade 10 |
| 110 | Grade 11 |
| 120 | Grade 12 |

Roster Start Date

The month, day and year on which the student began enrollment in the course.

Roster End Date

The month, day and year on which the student stopped enrollment in the course.

Credits Granted

The credits granted to the student in Carnegie units for completing a given course or section of a course (e.g., 1.0, .50, .25, .20). Required for 8th – 12th grade Migrant students only; this field may be left blank for all other students. The Code of Federal Regulations 34 CFR 200.81, 200.82(c) and 200.85 The regulation ensures the prompt availability of educational and health information of migratory children to facilitate: Timely school enrollment, appropriate grade and course placement, accrual of secondary course credits. The Code of Federal Regulations: 34 CFR 76.720, applies to a States required under 2, CFR 200.327 (Financial Reporting) and 2 CFR, 200.328 (Monitoring and Reporting of Program Performance), Government Performance and Results Act (GPRA), which measures the percentage of MEP students who entered 11th grade and received full credit for Algebra I or a higher mathematics course.

Course Completion Status

The final indicator of the student’s performance and course completion status at the time of data submission. Districts may find “Completed – Pass” and “Completed – Satisfactory” to be similar; for clarification, districts may opt to use “Completed – Pass” for secondary level courses and “Completed – Satisfactory” for elementary courses.

| **Code** | **Description** |
| --- | --- |
| 1 | Completed – No Credit / No Grade / No Mark |
| 2 | Completed – Pass |
| 3 | Completed – Satisfactory |
| 4 | Completed – Unsatisfactory |
| 5 | Completed – Fail |
| 6 | Incomplete – No Credit / No Grade / No Mark |
| 7 | Withdrew – No Credit / No Grade / No Mark |

# Document Changes:

| **Date** | **Description of Change** | **Reason for Change** | **Element(s) Affected** |
| --- | --- | --- | --- |
| 3/16/2020 | Updated Interchange File Layout | Minimize data fields to only collect required data. | All elements |
| 7/1/2021 | Added codes for Octamester terms | District request | Terms |
| 3/4/2022 | Updated language for credits granted and purpose | Clarity | None |
| 3/31/2023 | Added 3rd field to gender category | Field added across CDE | Gender |
| 6/27/2024 | Updated file layout for accessibility | State accessibility requirement | None |