COLORADO
Department of Education

READ Training Data Collection Manual

Data Submission Guide

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Data Submission Guide Purpose and Statute

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 Training 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 READ Training 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, 22-7-1210.5, C.R.S., and 22-7-1208, C.R.S.

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

READ Training Data Collection 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. Work with district personnel to identify whom within your district is required to complete and attach the READ Teacher Training designation to their license in the Colorado Online Licensing system (COOL) and whom within your district is required to complete and attach the READ Administrator Designation to their license in COOL, if allowable by COOL.
    a. Though specific roles are defined in READ Act statute as needing to take the training, the definitions are open ended as they relate to job function. This makes it difficult for CDE to provide standardized answers as to who is required to take the training. Districts should review job functions of their staff and determine if that meets the respective training requirements in statute regarding who is required to take the training. This determination of the job function must be made locally. Districts should report anyone whom they deem required to take either the K-12 READ Teacher training or the K-3 READ Principal/Administrator training per the definitions in the Colorado READ Act and functions of the jobs.

3. Please ensure that all educators that have completed the READ teacher training have added their designation in COOL, with only the exception of unlicensed teachers. Please also ensure that any educators who have taken the administrator training and have the appropriate license types have added their designation in COOL. The four license types unto which the READ Principal/Administrator Designation can be added are: Principal or

Administrator license; Principal Authorization; Emergency Authorization with either a Principal or Administrator Endorsement; or Interim Authorization with either Principal or Administrator Endorsement.

4. Please note that statute assigns responsibility for providing evidence of completion of the training to the district. CDE has built systems to serve as a courtesy collection of the training in order to help minimize the time and effort required to submit evidence by district personnel; however, there are some circumstances when the district will need to submit EOC for their staff. Consequently, it is recommended to develop an internal system and process for tracking, collecting, storing, and naming the evidence of completion files for all staff who have completed the training requirements, regardless of the grade level they teach or position they hold.

5. 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 READ Training Export report. This report provides districts with a baseline file to use as a starting point for the READ Training data collection. The report is pulled from the prior year's HR file, and it will need to be customized before submitting for the current school year's data collection.

2. Please customize the report by making the following changes:
    a. **Add** any new staff hired after June 1st of the current year who are required to take the training.
    b. **Add** any staff who may have changed into a position that requires the READ teacher training, such as a 5th grade teacher moving to 3rd grade.
    c. **Add** any 4-12 reading interventionists and other staff who are required to take the teacher training.
    d. **Add** any permanent substitutes, special educators, non-licensed staff, and/or additional staff who are required to take the teacher training as determined by the function of their positions.
    e. **Add** K-3 administrators, principals, and others required to take the Principal/Administrator training as determined by licenses and the function of their position(s).
    f. **Add** any staff required who took the READ Principal/Administrator training, regardless of their license.
    g. **Remove** any individuals who appeared on the export who are not required to take either training based on their position and statute definition.
    h. **Remove** any teachers or administrators who are currently no longer working for your district.

3. Please connect with your charter school(s), 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 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.

5. 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 the time necessary to verify accuracy of the data being reported.

6. Initiate a manual review of evidence of completion, if needed, for your district. Please note that this process is reserved for only unlicensed teachers and those educators who cannot add the READ Administrator Designation in COOL due to license restrictions.
7. 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.

8. 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 count of educators who were coded as not having completed the training by the due date and need a good cause extension (GCE). Any GCEs must be presented at the October State Board of Education meeting for approval.

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. If any of your educators did not complete their required training by the August 1 deadline, your district name and the associated count of teachers and administrators respectively must be presented before the State Board of Education for a good cause extension for these educators. CDE will only be taking these extensions to the October meeting, but documents must be prepared in early September. Consequently, all submissions that will need to go before the State Board of Education for a good cause extension need to be submitted by the collection close date of August 30.

2. After the October State Board of Education meeting, CDE will notify the district data respondent as to whether the good cause extension was approved by the State Board of Education for their educators. These emails will likely be sent mid-October.

Collection Completion Steps in Data Pipeline

There are five main parts to the READ Training data collection in Data Pipeline: the first part is downloading the READ Training Export report, the second part is uploading a file, the third part is resolving errors, the fourth part is a manual review of evidence of completion (if needed), and the fifth part is completing the submission. More detailed steps are outlined below.

Step 1: Downloading the READ Training Export Report

As assist as much as possible, CDE has developed a Cognos report which pulls educators that may be required to complete the training. This can serve as a starting point for the collection. If you are interested in this, please extract your district's READ Training Export report from Cognos:

- Please log into Data Pipeline using this link.
- In the gray boxes along the left-hand side, find the one that says "Cognos Report". Click on that box.
- This will open a new main screen and may prompt you to enter your credentials again.
- Cognos will load on the main screen and in the options along the left-hand side, please select the "READ" one.
- Selecting this option will load all of the READ Cognos reports. Please find the one that says "READ Training Export"; it's generally toward the bottom.
- The main screen will update so that you can pull it for your district. Please make the following selections:
  - School Year: 2025-26
  - District: Please select your district from the drop-down menu.

    - Then, select “Finish” at the very bottom of the screen.
- It may take some time to process, but after processing, you should see the results of the report. If you would like to download the results, you can click on the button at the very top of the screen that has an arrow inside of a circle and resembles a “Play” button. To download into a more accessible Excel file, select the “Run Excel data” option.

Step 2: Customizing the READ Training Export Report

As noted above, the READ Training Export report comes from the previous year’s Human Resources (HR) data collection and so will require some editing prior to uploading into Data Pipeline. To assist with this, these are the recommended categories that districts may need to adjust for:

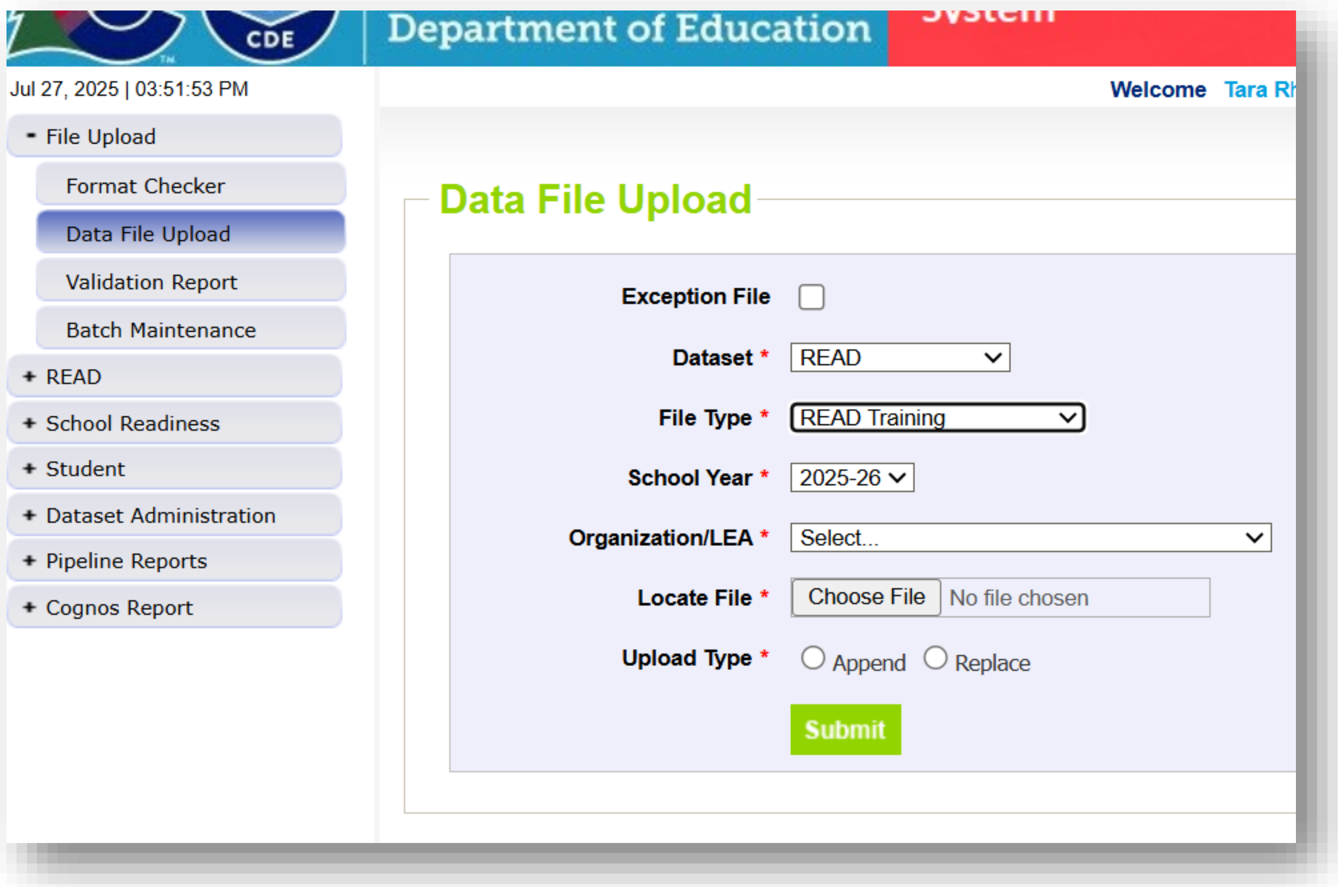
- **Add** any new staff hired after June 1st of the current year who are required to take the training.
- **Add** any staff who may have changed into a position that requires the READ teacher training, such as a 5th grade teacher moving to 3rd grade.
- **Add** any 4-12 reading interventionists and other staff who are required to take the teacher training.
- **Add** any permanent substitutes, special educators, non-licensed staff, and/or additional staff who are required to take the teacher training as determined by the function of their positions.
- **Add** K-3 administrators, principals, and others required to take the Principal/Administrator training as determined by licenses and the function of their position(s).
- **Add** any staff required who took the READ Principal/Administrator training, regardless of their license.
- **Remove** any individuals who appeared on the export who are not required to take either training based on their position and statute definition.
- **Remove** any teachers or administrators who are currently no longer working for your district.

Step 3: Uploading a File

Once the above edits have been made to your file, please follow the directions below to complete an upload:

- 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 Training
    - School Year: 2025-26
    - 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 educators (including any educators 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 an educator 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 4: Check Data Pipeline Error Report

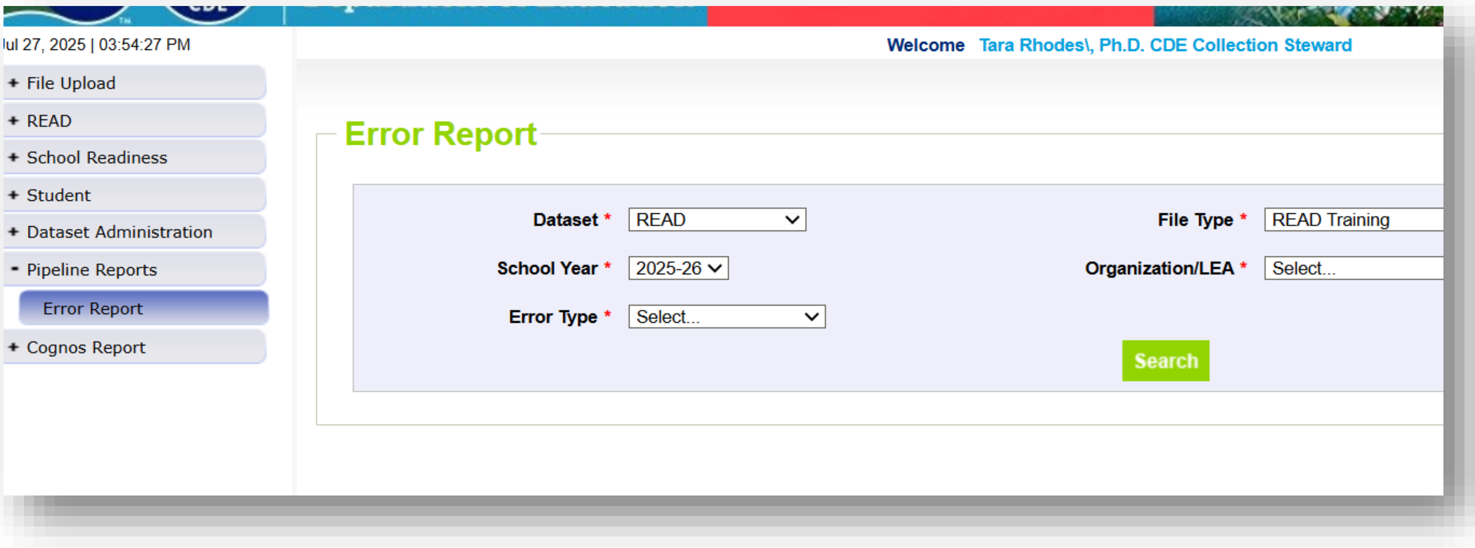
After uploading, Pipeline will send an automated email that will state how many errors exist in your file.

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 Training
    - School Year: 2025-26
    - 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 5: Correct Errors and Reupload

Please continue this process of uploading and checking your error report (Steps 3 and 4) 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”.

Common Coding Scenarios and Error Code Resolutions

With statute expanding the READ training requirement to administrators and principals in the 24-25 collection, a new status code field was added. You will notice there is a column for the READ Administrator Training Status as well as the READ Teacher Training Status.

The status code definitions are the same for each field. As you report individuals, you will need to fill in the appropriate status code for each column. In the event that either of the training is not applicable for that individual, a status code of ‘00’ must be filled in. The code ‘00’ indicates that that specific training does not apply to the individual and must be used instead of leaving the field blank.

In addition, specific coding scenarios have been added below to assist with errors and to provide error resolution.

Scenario 1: Principal/Administrator who completed both trainings
A principal took the READ Administrator training *and* previously completed the READ Teacher training. You may see a status code 10 in the READ Teacher Training Status column and will need to fill in a status code of 10 in the READ Administrator Training Status column.

Scenario 2: Principal/Administrator who took the READ Administrator Training, but never took the READ Teacher Training
A principal or an administrator took the READ Administrator training and never took the READ Teacher training. In this situation, you would fill in the READ Teacher Training Status column with a '00' and the READ Administrator Training Status column with a '10'.

Scenario 3: K-3 teacher or 4-12 reading teacher who took the READ Teacher training, but never took the READ Administrator Training
A teacher or interventionist completed the READ Teacher training and is not required to complete the READ Administrator training. In this situation, you would assign a status code '10' in the READ Teacher Training Status column and a '00' in the READ Administrator Training Status column.

Scenario 4: Reporting teachers, principals, or administrators who were required to have the training complete, but did not do so by the August 1 deadline
You will need to determine why these individuals did not complete the training and how the district will be addressing this issue.

If any of these individuals were hired or moved into a position after June 1st of the current year, you can use the status code 12 in the appropriate training status column (i.e., either the READ Teacher Training Status column or the READ Administrator Training Status column), indicating they are considered new and have until August 1st of the next year to complete the training.

If these individuals are not considered new and missed the training deadline, you must determine if your district will request a one-year Good Cause Extension (GCE) and use one of the status codes of 14, 15, 16, or 17. Any districts reporting a training status code of 14, 15, 16, or 17 will be brought to the State Board of Education (SBE) to approve or deny the request for a one year GCE. This includes requests for both the READ Teacher training and the READ Administrator training. READ funding is not guaranteed when reporting the status codes of 14, 15, 16, or 17 and is subject to SBE approval.

Note that any staff who were coded with a status code 13 (GCE) in the previous year must have their training complete by August 1st. This includes situations in which the staff worked for a different district. Districts must determine the next course of action for individuals who failed to have the training completed by the required date and who are not eligible for second GCE.

Common Errors
There are many reasons business rules may fire an error in your submitted report. Understanding why these errors occur and your next steps in resolving them are an important part of this data collection process. Below are some of the more common errors and possible solutions for resolving and resubmitting.

Error TR026: *The CDE has no record that this educator has completed the READ Teacher training. Please confirm with the staff members that they've acquired the READ training and submit their EOC accordingly.*

> **TR026 Solution:** Ensure PII information is correct for this individual. Confirm with the individual they have taken the training <u>and</u> have applied for their respective designation in COOL. If they are unable to add their

designation in COOL due to licensure issues (no license or not the specific principal/admin licenses), resolve all other errors on your file before initiating a manual review request with CDE.

Error TR028: *CDE has information indicating this educator completed the training. Please change the READ training status code to 10.*

TR028 Solution: Change the status code you provided to a status code 10 as the CDE already has evidence of the training having been completed. You still need to report this individual, so do not delete them from your report.

Error TR035: *The CDE has no record that this individual added the READ **Admin** Designation in COOL or that they have completed the READ Admin Training.*

TR035 Solution: Determine if this individual holds one of the correct licenses that enables them to add the READ Admin designation in COOL. If yes, ask them to add the READ Admin designation in COOL. If they do not have the correct license but have completed the training, collect their EOC and initiate a manual review request with the CDE.

Error TR029: *This educator was reported in a prior year as completing the teacher training. Please remove this educator from the file*.

TR029 Solution: Delete the entire row for this individual. You do not need to re-report them.

Error TR030: *This educator was reported in a prior year with a READ teacher training status code greater than 12. A READ teacher training status code greater than 12 is not valid in the current year and educator must complete the training.*

TR030 Solution: Even if this individual worked in another district when granted a Good Cause Extension in the prior year, they may not request a second Good Cause Extension. Consult with the appropriate district personnel, such as the superintendent, to determine the next steps.

Step 6: Submit Evidence of Completion (EOC) for Manual Review

The Manual Review Request Process is a district-initiated process in which the district must submit CDE-approved evidence of completion on the behalf of individuals if they are unable to do so on their own through COOL. This process serves as a secondary, back-up process for reporting and should only be used in the event a district has unresolved TR026 or TR035 errors that could not be solved by individuals adding their designation in COOL *or* as directed by CDE data collection staff.

The link for uploading the district-provided EOC must be requested by the distrct when all other errors on the READ Training Export report have been resolved. The CDE cannot begin the manual review process if the READ Training Export report contains other unresolved errors. The Manual Review Request process replaces the Non-Licensed request process and now incorporates multiple reasons a district may need to submit. Please see below for the general process:

1. Report all individuals on the READ Training Export Report. This includes your non-licensed staff members who do not hold any type of license but who are required to take the training. It also includes your staff members who are required to take the READ Admin training, but whom of which **do not** have the type of license that allows them to add the READ Admin designation in COOL. These individuals' personally identifiable information

is collected using the READ Training Export Report, and they must be listed on the report, even though you can expect an error to fire.

2. Resolve all errors on your READ Training Export report that are not related to the above circumstance. Before initiating the Manual Review Request, you should ensure the only errors left are TR026 and TR035 errors that cannot be resolved by the individual adding their designation in COOL.
3. Send an email to READActData@cde.state.co.us with **Manual Review Request – District Name and Code** in the subject, i.e. *Manual Review Request Arapahoe 0980*
4. The CDE READ data team will first confirm all errors other than TR026 and TR035 errors related to COOL licensure conflicts have been resolved. The team will send a link for you to complete a Smartsheet form in which you will need to add your Evidence of Completion files for each error line on your READ Training Export report. You will be able to upload up to 10 individual files. The files must be 30 MB or less. If you have more than 10 files to upload, you will need to submit a second form using the same link.
5. Once the manual data review has been completed by CDE staff, you will receive a follow-up email that informs you that the EOC has been manually validated and to reupload your file so that the TR026 and TR035 errors will no longer trigger. **After you receive this email, you will need to submit and finalize your report in Data Pipeline.**

Please note that CDE cannot conduct manual reviews for individuals who are able to add their designation in COOL but have not done so. Please encourage your staff to add their designations in COOL. This is the most effective and efficient way to complete your collection. The turnaround time for a manual review request is dependent on the volume we receive. Reviews are completed in the order of which we receive them.

Step 7: Reupload After Approved Manual Review

If your district does need to complete a manual review, the person who submitted the evidence of completion for manual review (generally the district data respondent) will receive an email with instructions around how to close out the collection for the district. Regardless, though, the district will need to reupload their file submission after the manual review. This is the same procedure as Step 3 above, but it is also included 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 Training
    - School Year: 2025-26
    - 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 educators (including any educators at charter schools), select “Replace”.

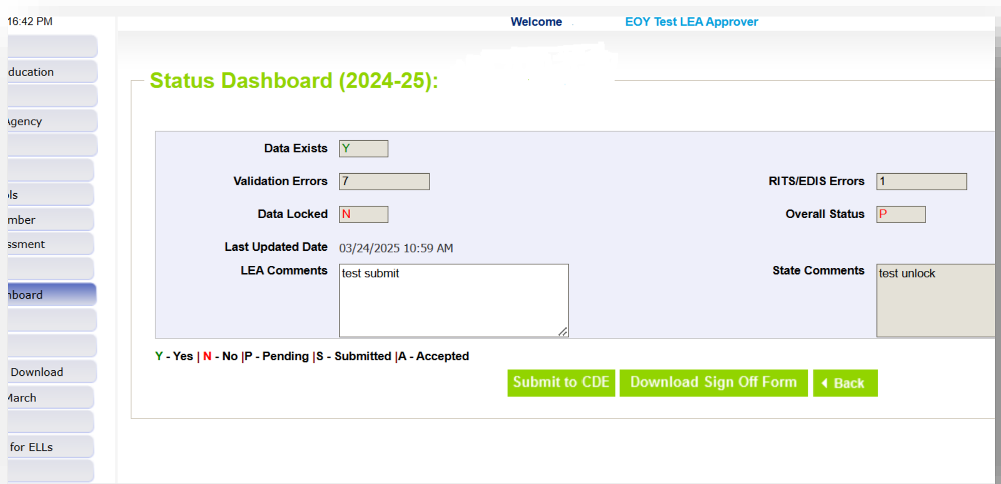
NOTE: By selecting “Replace”, you will override any previous submissions in Data Pipeline and your current file that you are uploading will become the latest file in Data Pipeline. The “Append” option essentially merges any previous file submissions with the current file that you are attempting to upload. This can create duplicates if an educator is in a previous submission for this collection year and then also in the file that you are currently attempting to upload.

Step 8: Lock District 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.

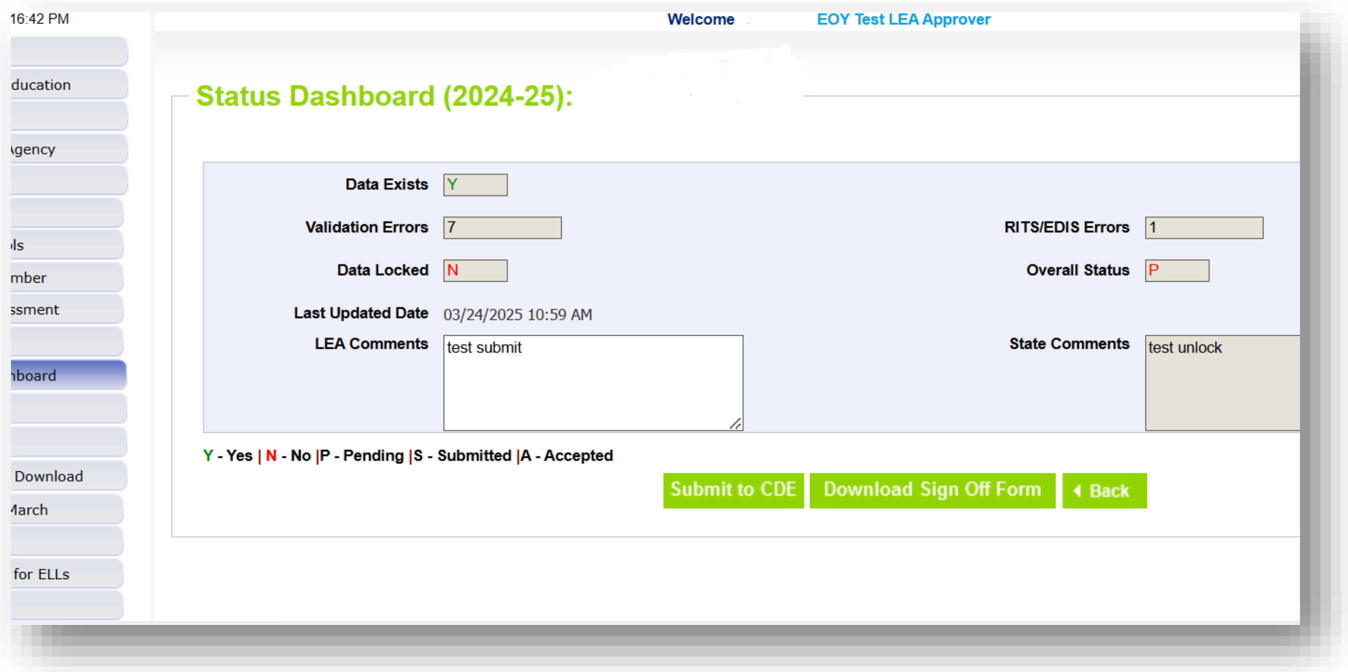
This can be done through the Status Dashboard:

- 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 Training
    - School Year: 2025-26
    - 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 9: Download District Signature Page and Send to CDE

The district signature page or sign-off form can be accessed through the Status Dashboard. Please follow Step 8 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.