

Automated Data Exchange Documentation

Student Data Elements and Definitions October 1 Official one Day Pupil Count

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Student Data Element Definitions

District Number-- A unique code assigned to a district by CDE. Refer to [School District/BOCES Code table](#).

LASID-- If your district uses a local ID for your students, use the local ID. This will help your district tie the local ID to the student state ID. It will also help districts to identify records in error that must be corrected. Districts not opting to retain local ID's must zero-fill the ten digits. Zero-fill for students whose entire educational program is home-based (home school students). Students receiving district services must have a SASID. SASID's must be obtained from the Record Integration Tracking System (RITS). All districts have a designated staff member authorized to access the system.

Student State ID (SASID)-- A **unique** ten digit number must be assigned to each student by CDE.

Background Information

RACE/ETHNICITY

Ethnicity: Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin", can be used in addition to "Hispanic or Latino".

00 No - Not Hispanic or Latino

04 Yes - Hispanic or Latino

Race: American Indian or Alaskan Native - A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

00 No - Not American Indian or Alaska Native

01 Yes - American Indian or Alaska Native

Race: Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

00 No - Not Asian

02 Yes - Asian

Race: Black or African American - A person having origins in any of the black racial groups of Africa.

00 No - Not Black or African American

03 Yes - Black or African American

Race: White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

00 No - Not White

05 Yes - White

Race: Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

00 No - Not Native Hawaiian or Other Pacific Islander

06 Yes - Native Hawaiian or Other Pacific Islander

Federal Race/Ethnicity Reporting Category - the single category used to classify the student or staff member in aggregated federal or state reporting such as pupil counts, graduation rates, and assessment results. This designation is based on the race and ethnicity information provided to the reporting district by the student (or his or her parent/guardian) or staff member.

01 American Indian or Alaska Native

02 Asian

03 Black or African American

04 Hispanic or Latino

05 White

06 Native Hawaiian or Other Pacific Islander

07 Two or More Races

Language Background - Any student, who has a language proficiency code of Non English Proficient (NEP), Limited English Proficient (LEP), Fluent English Proficient (FEP), Primary or Home Language Other Than English (PHLOTE), or Former ELL (FELL), must have a language background other than English (ENG). An excel version of the language codes can be viewed at: <https://cdeapps.cde.state.co.us/2012-13ELPALanguageCodes.xls>

Deactivated codes can be viewed at: <https://cdeapps.cde.state.co.us/2012-13ELPALanguageCodesDeactivated.xls>

NOTE: English Language Learner - An English Language Learner is a student who

- (1) A. Was not born in the United States or whose native language is a language other than English; or
- B. is a Native American or Alaskan Native or is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on such individual's level of English language proficiency; or
- C. is migratory and whose native language is other than English, and who comes from an environment where a language other than English is dominant; **and**

- (2) has sufficient difficulty speaking, reading, writing, or understanding the English language, and whose difficulties may deny such individual the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

Language Tests and Service - Students who have been tested for English language proficiency and are currently not proficient in English, either Non-English Proficient (NEP) or Limited-English Proficient (LEP), **MUST** be provided with some type of language services whether through a Bilingual or an English as a Second Language (ESL) program. See related notes below.

Language Testing Prekindergarten Students - Districts are not required to test PK students for English skills. Should a district test a Pre-K student and a student is found to be NEP or LEP, services **MUST** be provided.

An **English Language Learner** as defined for Student October purposes is a student who has a Language Background other than English (eng) and is currently being served or monitored by either a Bilingual or an English as a Second Language (ESL) program. The Colorado Department of Education will mark the English Language Learner status of each individual by using the Language Background, Bilingual or ESL fields. Edits using Language Background, Language Proficiency, ESL and Bilingual fields are in place to assist districts to provide accurate English Language related information for each student.

Parent Refusals - Although parents refuse services for students that are identified as ELL, the district is still required to provide an equitable education and required to serve the linguistic and academic needs of the student. Choose the language service (either Bilingual or English as a Second Language - ESL) that best fits the services provided. These students should NOT be marked as English (eng) under Language Background. Districts must still determine and code the proper language proficiency level.

Unavailability of Language Program - Although a school or district may not have a formal ESL or Bilingual program, all students currently not proficient in English, either Non-English Proficient (NEP) or Limited-English Proficient (LEP), must be provided some type of service whether through tutoring, teacher intervention or another method. Choose the language service (either Bilingual or English as Second Language - ESL) that best fits the services provided. These student should NOT be marked as English (eng) under Language Background. Districts must still determine and code the proper language proficiency level. Though a formal ESL or bilingual program may not be available in the district, the district is still required to provide an equitable education and required to serve the linguistic and academic needs of the student.

Students who were formerly identified as ELL - Students who were formerly served and monitored through the district's bilingual or ESL services must be marked as exited with a language proficiency of FEP and the appropriate language background codes. Exited student are no longer considered English Language Learners, but it is important to monitor success indicators for these students.

For more information regarding ELL requirements, click on the links below.

<http://www2.ed.gov/about/offices/list/ocr/eeolep/index.html>

(The Provision of an Equal Education Opportunity of Limited-English Proficient Students)

<http://www2.ed.gov/about/offices/list/ocr/qa-ell.html>

(Questions and Answers on the Rights of Limited-English Proficient Students)

<http://www2.ed.gov/about/offices/list/ocr/docs/lau1970.html>

(Office of Civil Right's May 25, 1970 Memorandum)

<http://www2.ed.gov/about/offices/list/ocr/hq43e4.html>

(Title VI of the Civil Rights Act of 1964)

Section 504 Handicapped-- The student is identified as handicapped under regulations implementing Section 504 of the Rehabilitation Act of 1973, but may or may not be eligible for special education placement under the Individuals with Disabilities Education Act.

0	No
1	Yes

Gender

01	Female
02	Male

Birth Date-- The month, day, and year on which an individual was born (i.e. 09151989).

Grade Level-- The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given school year. Please refer to [Student October Valid Code Combinations](#) table for the valid combinations with Public School Finance Act Funding Status Code regarding the Prekindergarten grade level.

002	Infant (Not Valid for October Count)
004	Pre-kindergarten (Preschool)
006	Half Day Kindergarten (450+ academic instructional hours)
007	Full Day Kindergarten (900+ academic instructional hours)
010	Grade 1
020	Grade 2
030	Grade 3
040	Grade 4
050	Grade 5

060	Grade 6
070	Grade 7
080	Grade 8
090	Grade 9
100	Grade 10
110	Grade 11
120	Grade 12

Attendance/Residence Information-- For each record submitted provide a code from either the "A" or "B" grouping depending on whether the student is currently attending a district program (A) or is a resident student attending an educational program not operated by the reporting district (B). Refer to [Student October Valid Code Combinations](#) table for valid combinations with Public School Finance Act Funding Status Code.

A. Pupils Attending an Educational Program Operated by the Reporting District--

Use one of the codes 01 - 08 for students attending an educational program operated by the reporting district.

01	<p>Resident, Designated School -- The student's legal residence is within the school district and the student attends a district school within his or her attendance area or is receiving educational services in his/her home or a hospital.</p> <p>Special education services are provided by the staff of the School District AND the CSAP test scores are attributed to this school.</p>
02	<p>Resident, School of Choice (Open Enrollment) -- The student's legal residence is within the school district but the parent or student has chosen for the student to attend a district school outside of his/her attendance area. The CSAP test scores are attributed to this school.</p>
03	<p>Resident, Non-District Site -- The student's legal residence is within the school district and the student attends a program providing educational services from the staff of the reporting district at a non-district site. (E.g. Teachers providing services to expelled, or Pre-kindergarten pupils at a non-school site.) All other students must be attributed to the school of accountability.</p>
04	<p>Non-Resident, Choice (Public Schools of Choice) -- The student's legal residence is outside the school district and the student <i>attends a district school</i>, or a program providing educational services from the staff of the reporting district at a non-district site, under the Public Schools of Choice law (CRS 22-36-101 et. seq.). Also include students residing in another state or country who are attending a Colorado public school. (NOTE: Foreign exchange</p>

	students are 04 Non-Resident, choice.)
05	Non-Resident, Non-Choice -- The student's legal residence is outside the school district and the student <i>attends a district school</i> , or a program providing educational services from the staff of the reporting district at a district or non-district site (E.g. Students placed by another school district or Board of Cooperative Educational Services, and students publicly placed in licensed residential child care facilities or group homes.) If served by a program, the school of accountability must be indicated.
08	Resident, Non-Choice – The student’s legal residence is within the school district and the student attends a district school within his or her attendance area or is receiving educational services from the staff of the reporting district at a facility or detention center.

B. Resident Pupils Attending an Educational Program Not Operated by the Reporting District-- Use one of the codes 21 - 29 for students attending an educational program not operated by the reporting district. Report here only resident pupils of the reporting district based on where such a student is receiving his/her education.

24	Court-Mandated Juvenile Detention -- The student is detained in a short-term juvenile system to fulfill a court mandate. (Note: Youth <u>committed</u> to long-term facilities are not eligible for funding under the Public School Finance Act.)
26	Home Based Education (Home Schooling) -- The student is receiving all of his or her educational instruction in a home environment, as regulated by state law (C.R.S-22-33-104.5), for reasons other than health. The required fields for this record are the district number, grade level, this pupil attendance information code of "26", and a public school finance funding status code of "88" .) The first, middle, and last name may be left blank, and any other fields should be zero-filled. (Note: Beginning with Student October 2003 all students who receive their entire educational program in a home-based environment must be included in the electronic file.)
27	Non-Public Schools (Contractual Agreement) -- The student is attending an educational program administered by a non-public school. (E.g. Students attending private or parochial schools, PK students receiving educational services in a Colorado Preschool Project-CPP or Special Education program in a non-public school.) NOTE: This is only for those students for which the local school district is contracting educational services.
28	Outside of Colorado Public Education Agency -- The student is attending an educational program outside of Colorado operated by a school district or other public agency based on a contractual agreement.

29	Outside of Colorado Non-Public School -- The student is attending an educational program outside of Colorado administered by a non-public school based on a contractual agreement. (E.g., Students attending private or parochial schools, or Special Education programs in a non-public school.)
30	Colorado Public Agency (Contractual Agreement) -- The student is attending an educational program inside Colorado operated by a public agency. (e.g. Head Start, County, Judicial, Higher Education (pre-k-12 program operated by an institution of Higher Ed.))
31	School District or BOCES (Contractual Agreement) -- The student is attending an educational program run by a school district, or a Board of Cooperative Education Services (BOCES), based on a contractual agreement. Do not include a student publicly placed in a licensed facility.
33	Online Schools (Contractual Agreement) – The student is attending an online educational program or school run by a school district, or a Board of Cooperative Education Services (BOCES), based on a contractual agreement. Do not include students that are contracted for an online supplemental program or a student publicly placed in a licensed facility.

District Code/State of Parents Residence for Non-resident Students-- School district or state code where the parent/guardian resides, if the student attends a district other than the school district of residence. This code is required for records having an Attendance/Residence code of **"04 - Non-Resident, Choice"**, or **"05 - Non-Resident, Non-Choice"**. Refer to the ADEP website for tables listing the [School District/BOCES codes](#), [State codes](#) or [Country codes](#) (for foreign exchange students).

County Code of Residence for Joint School Districts -- The County of residence for students who live in a district with boundaries that cross more than one county. This data element is **required** by only those districts whose attendance boundaries cross county lines. This information is required by 22-54-113 C.R.S. County Public School Fund. The Department of Education shall determine the proportionate part of the County Public School fund to be paid during the budget year to each district in the county and, on or before the first day of each budget year, shall certify such determination to the county treasurer.

Refer to [Appendix A.2](#) (Districts with Boundaries that Cross Multiple Counties)

Refer to [Appendix A.4](#) (County Codes Table)

School/District/Facility Information

School Code-- A unique number assigned to a school by CDE. Refer to [Public School Building Code Table](#), [Non-Public School Building Code Table](#), or [Head Start Codes Table](#)

Eligible Facility/Detention Code-- A unique code assigned by CDE to a facility or detention center providing services to elementary/secondary students. Refer to [Facility Codes Table](#) or [Detention Center Codes Table](#).

Public School Finance Act Funding Status

Public School Finance Act Funding Status-- For specific guidelines in meeting the criteria for establishing full-time and part-time membership, refer to the procedures manual and the Rules for the Administration of the Public School Finance Act. Refer to [Student October Valid Code Combinations](#) table for valid combinations with Attendance/Residence Information. **Use one of the following codes for each record being submitted by the reporting district:**

80	Full- Time, Nonspecific -- Pupil meets the criteria for full-time funding.
81	Full-Time, CPP (Colorado Preschool Project) -- Pupil meets the criteria for full-time funding for CPP, based on an approved waiver.
82	Part-Time, Nonspecific -- Pupil meets the criteria for part-time funding.
83	Part-Time, CPP (Colorado Preschool Project) -- Pupil meets the criteria for part-time funding for CPP.
84	Part-Time, PK-Special Education -- Pupil meets the criteria for part-time funding for a 3- or 4-year old child with disabilities.
85	Part-Time, Home Based Education -- Home schooled pupil meets the criteria for part-time funding.
86	Not Eligible, Nonspecific -- Pupil does not meet the criteria for funding. (E.g. Hours of instruction are less than 90 hours, pupil is over age 21, PK pupil is being served through district funds, state funds (other than CPP or PK-Special Education) or federal funds such as Headstart or Title 1 program).

87	Not Eligible, Tuition -- Pupil does not meet the criteria for funding since the reporting district is being reimbursed for educational costs. (E.g. Tuition received from students family, another district or state, BOCES program, or Colorado Department of Education for an out-of-district placed pupil).
88	Not Eligible, Home Based Education -- Home schooled pupil does not meet the criteria for funding.
89	Not Eligible, CPP Allotment Met - Pupil meets the criteria for CPP funding, however the district has no remaining CPP slots.
90	Full Time On-line, FY 2001-02 Year On-line -- Pupil was enrolled in an on-line program in FY 2001-02 and meets the criteria for full-time funding.
91	<p>Full Time On-line, (Single District On-line Program) -- Pupil is enrolled full time in a 'single' district on-line program. A single district program is defined as a district on-line program which enrolls no more than 10 students from another district.</p> <p>THIS CODE IS NEW AS OF FY 2008-09.</p> <p>NOT APPLICABLE SINCE 2004-05 STUDENT OCTOBER.<u>APPLICABLE SINCE STUDENT OCTOBER 2008-09.</u></p>
92	<p>Full Time On-line (Certified Multi-district On-line Program) -- Pupil is full-time in a CDE approved multi-district on-line program. A 'multi-district' program is defined as an on-line program that serves a student population drawn from two or more school districts.</p> <p>REVISED AS OF 2008-09 STUDENT OCTOBER</p> <p>DO NOT USE THIS FUNDING CODE FOR STUDENTS WHO WERE ENROLLED ON-LINE IN FY 2001-02</p>
93	Part Time On-line, FY 2001-02 Year On-line -- Pupil was enrolled in an on-line program in FY 2001-02 and meets the criteria for part-time funding.
94	<p>Part Time On-line, (Single District On-line) -- Pupil is enrolled part time in a 'single' district on-line program. A single district program is defined as a district on-line program which enrolls no more than 10 students from another district.</p> <p>THIS CODE IS NEW AS OF FY 2008-09</p> <p>DO NOT USE THIS FUNDING CODE FOR STUDENTS WHO WERE ENROLLED ON-LINE IN FY 2001-02</p> <p>NOT APPLICABLE SINCE 2004-05 STUDENT OCTOBER--<u>APPLICABLE SINCE 2008-09 STUDENT OCTOBER.</u></p>

95	Part Time On-line (Certified Multi-district On-line -- Pupil is enrolled part-time in a CDE approved multi-district on-line program. A 'multi-district' program means an on-line program that serves a student population drawn from two or more school districts. REVISED AS OF 2008-09 STUDENT OCTOBER
96	Not Eligible, On-line Nonspecific -- Pupil does not meet the criteria for funding. (E.g. Hours of instruction are less than 90 hours, pupil is over age 21).

Free Lunch or Reduced Lunch Eligible -- Student meets the eligibility criteria for free or reduced lunch pursuant to the provisions of the "Federal National School Lunch Act". For specific guidelines in meeting the criteria for free/reduced lunch, refer to the procedures manual and the Rules for the Administration of the Public School Finance Act.

Note: Although a school may not provide a lunch program, eligibility should be marked, if documented.

01	Free Lunch Eligible
02	Reduced Lunch Eligible
03	Not Eligible

Special Program and Student Support Service Participation

Title 1

Targeted Assistance - Children that are identified by the school as failing, or most at risk of failing, to meet the State's challenging student academic achievement standards on the basis of multiple, educationally related, objective criteria established by the school, except that children from preschool through grade 2 shall be selected solely on the basis of such criteria as teacher judgment, interviews with parents, and developmentally appropriate measures. Children who are economically disadvantaged, children with disabilities, migrant children, limited English proficient (LEP) children, are eligible for services under this part on the same basis as other children selected to receive services under this part.

Schoolwide - Schoolwide reform provides opportunities for all children to meet the states' proficient and advanced levels of student academic achievement. All students in schoolwide schools should be reported as Title 1.

Title 1 -- Student is either served in Targeted Assistance or Schoolwide Title 1 program.

0	No
1	Yes

Migrant Education-- According to 1115(b)(1)(A) and 1309(2) of the No Child Left Behind Act of 2001 and section 200.81(d) of the Code of Federal Regulations, a child is eligible for the Migrant Education Program if:

1. The child is younger than 22 and has not graduated from high school or does not hold a high school equivalency certificate (this means that the child is entitled to a free public education or is of an age below compulsory school attendance); and
2. The child is a migrant agricultural worker or a migrant fisher or has a parent, spouse, or guardian who is a migrant agricultural worker or a migrant fisher; and
3. The child has moved within the preceding 36 months in order to obtain (or seek) or to accompany (or join) a parent, spouse, or guardian to obtain (or seek), temporary or seasonal employment in qualifying agricultural or fishing work; and
4. Such employment is for economic necessity; and
5. The child has moved from one school district to another.

Mark any student who is eligible, while attending the reporting district on October 1, whether or not program services are provided.

Note: To obtain a listing of all eligible Migrant Students in your district contact your local Regional Migrant Education Director, by clicking the link below.

http://www.cde.state.co.us/cde_english/download/Migrant/eightregion.pdf

To obtain a listing of districts by migrant region, click on the link listed below.

http://www.cde.state.co.us/cde_english/elau_migrant.htm

0	No
1	Yes

Immigrant - The term 'immigrant children' means individuals who:

- a. are ages 3 through 21; **AND**
- b. were not born in any State; **AND**
- c. have not been attending one or more schools in any one or more States for more than 3 full academic years.

0	No
1	Yes

*Some important items to note about immigrant

- “States” are defined in legislation as the 50 states, Washington D.C., and Puerto Rico. Therefore, a student from Guam (a U.S. territory) could meet the definition of immigrant, while a student from Puerto Rico would not.
- Determining the legality of a student’s immigration status is not a duty of the local school district. Undocumented children have the same right to attend public schools as do U.S. citizens and permanent residents. In fact, the student’s parents and the district officials have an obligation to see that the students attend school as mandated by the Colorado School Attendance Law.

Special Education (IEP) -- Specially designed programs, at no cost to the parent/guardian, that meet the needs of a child with disabilities including classroom instruction, instruction in physical education, home instruction, and - instruction in hospitals and institutions. The student must have an annual individualized educational program (IEP) in effect on the count date. This does not include students with a 504 plan.

0	No
1	Yes

Transition-- Specifically designed for 12th. grade Special Education students aged 18 to 21 to move students from educational environments to life skills and/or vocation.

0	No
1	Year 1 of Transition
2	Year 2 of Transition
3	Year 3 of Transition

Homeless-- According to the 2001 McKinney-Vento reauthorization Act, a homeless individual is one who lacks a "fixed, regular, and adequate primary nighttime residence", including children and youth who are:

- sharing housing due to loss of housing or economic hardship (not due to cultural preference or a desire to save money)

- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate housing.
- living in emergency or transitional housing.
- abandoned in hospitals.
- awaiting foster care.
- living in cars, parks, public spaces, abandoned buildings, substandard housing, or bus or train stations.
- children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations.
- migratory children who qualify as homeless because they are living in the circumstances described above.

Not all persons living in the situations described would be considered homeless. Two major factors to consider when making a determination are the adequacy and permanence of the housing.

Determining Eligibility

Document: <http://www.cde.state.co.us/cdeprevention/download/pdf/Homeless%20Flowchart.pdf>

0	No
3	Yes and is in the physical custody of a parent or guardian
4	Yes and is not in the physical custody of a parent or guardian (unaccompanied youth)

Primary Nighttime Residence-- A temporary residence that is being used as a result of economic displacement. The residence may be either public or private.

00	N/A
01	Shelters
02	Doubled Up Due to Economic Hardship
03	Unsheltered (Cars, Parks, Campgrounds)
04	Hotels/Motels

Gifted and Talented-- Students who have been formally identified, using district wide procedures aligned with CDE guidelines, as being endowed with a high degree of exceptionality or potential in mental ability, academics, creativity, or talents (visual, performing, musical arts, or leadership). Students are provided instructional accommodations in the classroom, and other school or district options, on a continuum of

services according to identified strengths. The instructional program provides special educational opportunities including acceleration, differentiated instruction, affective and career counseling, and high-level enrichment. A plan for services might include options and resources outside the classroom, such as parent, community, or higher-education interventions and resources.

0	No, Not Gifted
1	Language Arts Gifted
2	Mathematics Gifted
3	Both Language Arts & Mathematics Gifted
4	Other Gifted (i.e. leadership, creativity, spatial, visual, performing or musical arts)

Independent Study-- A program established by the school district under the supervision of a certificated or licensed teacher and included in the student's academic schedule. The student may be receiving all or a portion of his or her educational instruction through independent study.

0	No
1	Yes

Contractual Agreement with Third Party Educators/Programs--

Districts will report the students with attendance resident code of 01-08 with their home school code because "third party educators/programs" do not have school codes.

- Report with 1 (yes) for the student receiving **all** of his or her education instruction through third party educators/programs.
- Report with 0 (no) for the student receiving **part** of his or her education instruction through third party educators/programs.

This type of program does not have a school code.

0	No
1	Yes

*Additional information:

A district enters into a contractual agreement with a third party educator to provide

educational services to their students.

A third party educator is a program that does not meet the definition of a nonpublic school (i.e., private or parochial school) or a public agency (i.e., Head Start) or a school district, an approved facility school, BOCES or BOCES educational program.

District	Contract with	Resident code	Contractual agreement with third party programs field code
District	Head Start	30	No (0)
District	Private school	27	No (0)
District	Other district or school (including BOCES and BOCES programs)	31	No (0)
District	Approved facility	30	No (0)
District	Third party program (not associated with a district code OR a school code) EXAMPLE: • Higher education program • GED program Any third party educator program *EXCLUDING DISTRICT PROGRAM*	01 - 08	Yes (1)

Expelled Education - A program established to provide educational services pursuant to section 22-33-203 to expelled pupils.

0	No
1	Yes

Attends District Funded GED Program- GED funded using state funds either in the form of a district run GED program or tuition paid, by the district, to an external GED program

0	No
1	Yes

Refugee- Any person who is outside any country of such person's nationality or, in the case of a person having no nationality, is outside any country in which such

person last habitually resided, and who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of the protection of, that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion.

- To be admitted to the United States, refugees must be determined by an officer of the Immigration and Naturalization Service (INS) to meet the definition of refugee as defined in the Refugee Act of 1980.
- Refugees are considered to be "Refugees" until they become a US citizen.
- Students that are not identified as refugee should be designated as "**No**". If the district is not able to verify a student's refugee status, then they should default to "**Unknown**".

0	No
1	Yes
2	Unknown

*** Some important items to note about refugee**

- Refugee is a voluntary field.
- Districts can identify a student's refugee status by:
 - A service provider or case worker will identify a student's refugee status enrolled in your district.
 - A Home Language Survey will trigger additional consultation as to a student's refugee status.
 - A School Counselor, Social Worker, Community Liason, Parent Liason can be utilized to identify the student's refugee status.
 - Family provides refugee status documentation.
- Determining the legality of a student's refugee status is not a duty of the local school district. Refugee children have the same right to attend public schools as do U.S. citizens and permanent residents. In fact, the student's parents and the district officials have an obligation to see that the student attends school as mandated by Colorado School Attendance Law.

Refugee Resources

- US Department of health and Human services, Office of Refugee Resettlement
<http://www.acf.hhs.gov/programs/orr/>
- Bridging Refugee Youth and Children's Services <http://www.brycs.org>
- Refugee Educators Network <http://www.reninc.org/pages/homepage.htm>
- Cultural Orientation Resource Center <http://www.cal.org/co>

Post Secondary Program- Please Note: Coding 1, 2, 3 requires school district to enter into a legal agreement with an institution of higher education.

Code	Program	Grade
0	Not Applicable	PK - 12
1	<p>ASCENT Program</p> <p>Accelerating Students through Concurrent Enrollment. A program which allows concurrent enrollment in postsecondary courses, including academic courses and career and technical education courses, in the year directly following the year in which a student was enrolled in the twelfth grade of a local education provider and has met graduation requirements.</p>	12 Only
2	<p>Concurrent Enrollment</p> <p>A program which allows the simultaneous enrollment of a qualified student in a local education provider and in one or more postsecondary courses, including academic or career and technical education courses, at an institution of higher education. Only students in grades nine through twelve may participate in concurrent enrollment.</p>	9 - 12
3	<p>Extended Studies</p> <p>Off campus instruction provided by an institution of higher education. Program allows student to be simultaneously enrolled in a local high school and an off campus program offered by an institution of higher education. Credit for the extended studies course applies to the high school diploma. If the student wants to receive college credit for the course, the student is responsible for payment of the tuition.</p>	9-12
4	<p>Post-Secondary Enrollment Options</p> <p>The Post-Secondary Enrollment Options Act allows high school students to apply credit earned at postsecondary institutions toward high school graduation as well as a postsecondary degree or certificate. Eligible students shall not be more than 21 years old, shall be enrolled at the 9-12 grade level in a Colorado public school district, and shall have given written notice to the resident school district of intent to enroll at least two months prior to such enrollment.</p>	9-12
5	<p>Fast College Fast Jobs</p> <p>A program which allows eligible school districts to partner with institutions of higher education to enable high school students, within five years, to simultaneously complete the requirements for a high school diploma and an associate's degree or a career and</p>	9-12

	technical education certificate.	
6	High School Fast Track A program by which a school district may negotiate a written agreement with an accredited state institution of higher education in Colorado whereby any pupil in the district who fulfills the requirements for graduation from high school may take one or more higher education courses during the student's twelfth grade year.	12
7	Early College A secondary school that provides only a curriculum that is designed in a manner that ensures that a student who successfully completes the curriculum will have completed either an associate's degree or sixty credits toward the completion of a postsecondary credential. Early College includes only the following: <ul style="list-style-type: none"> (a) Dolores Huerta preparatory high school in Pueblo (District code: 2690, School code 2217); (b) Southwest early college charter high school in Denver (District code: 0880, School code 8132); (c) Front range early college in Denver (District code: 0010, School code 0212); (d) Colorado Springs early colleges in Colorado Springs (District code: 8001, School code 1795); (e) Early college high school in Arvada (District code: 8001, School code 2837) 	9-12
8	Community College Dropout Recovery A dropout recovery program allowing a student who has dropped out of high school, or a student who is at-risk of dropping out of high school, to complete his or her high school graduation requirements exclusively at the community college. Any individual age 16 to 21 who has dropped out of school may participate with the permission of the school district. A participating student who is enrolled in at least seven credit hours per semester is counted as full-time in the school district's funded pupil count.	Age: 16 to 21

Instructional Program Service Type (For Future Use)- These two fields are for future use. Zero-fill them.

0	No
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Last Name -- The 30 character field contains the student's last name.

First Name -- The 30 character field contains the student's first name.

Middle -- The 30 character field contains the student's middle name. Blanks are NOT allowed. Use NMN (no middle name) for students whose parents did not give their child a middle name. Districts must ask for middle name when enrolling new students because it will be required with all new enrollments as of Student October 2004.

Continuously in District (Enrolled 1 Year)-- Student has been enrolled in the SAME district since 3/12/12 for grades PK-10 and 12th grade or since 4/24/12 for 11th grade. Grades PK-12 count toward the 1 year continuously enrolled in district.

0	No
1	Yes

Continuously in School (Enrolled 1 Year) -- Student has been enrolled in the SAME public school since 3/12/12 for grades PK-10 and 12th grade or since 4/24/12 for 11th grade. Grades PK-12 count toward the 1 year continuously enrolled in school.

0	No
1	Yes

Language Proficiency -- A student's English language proficiency is described by his or her ability to speak, listen, read, and write in English. English Language Learners (ELL) must have an English Proficiency rating entered (1, 2, or 3) and non-ELL students must be coded as 0 or 4. Former English Language Learners are coded as 5.

0	Not Applicable
1	NEP - Non English Proficient - A student who speaks a language other than English and does not comprehend, speak, read, or write English.
2	LEP - Limited English Proficient - A student who comprehends, speaks, reads, or writes some English, but whose predominant comprehension or speech is in a language other than English.
3	FEP - Fluent English Proficient - A student who has spoken, or currently speaks, a language other than English, but who is able to comprehend, speak, read, and write English on a level comparable to his or her monolingual English-speaking peers.
4	PHLOTE – A student, new to district, who has a Primary or Home Language Other Than English (PHLOTE), has never been served in a language instruction education program (i.e: ELA, ESL, Bilingual and after initial screening (currently CELAplace) and review of a body of evidence is determined to be proficient in English.

5 FELL – Former ELL – A student, new to district, who has a Primary or Home Language Other Than English (PHLOTE), previously received language instruction education program (i.e., ELA, ESL, Bilingual) services in a different district, and after initial screening (currently CELAplace) and a review of a body of evidence is determined to be proficient in English.

Bilingual --This one digit field indicates whether the student is currently enrolled in a bilingual program, is in the monitoring period, or is Exited.

0	No or Not Applicable
1	Yes - Bilingual Program
2	Redesignated Bilingual Program (Monitored Year 1)
3	Redesignated Bilingual Program (Monitored Year 2)
4	Exited Bilingual Program (Year 3+)
5	Parent Refusal of Formal Bilingual Program

ESL -- This one digit field indicates whether the student is currently enrolled in an English as a Second Language Immersion program is in the monitoring period, or is Exited.

0	No or Not Applicable
1	Yes - ESL Program
2	Redesignated ESL Program (Monitored Year 1)
3	Redesignated ESL Program (Monitored Year 2)
4	Exited ESL Program (Year 3+)
5	Parent Refusal of Formal ESL Program

To determine “Redesignated status” status:

Students in a language acquisition program may be ready to be redesignated into a two-year monitoring period (Monitored Year 1 and Monitored Year 2) as outlined by Office of Civil Rights criteria and Title III, Section 3121(a)4,

Definition of a “Redesignated status” student:

- a. Has achieved a "Fluent" category on a reliable and valid language proficiency assessment,

b. Has achieved age and grade level academic achievement standards and proficiencies commensurate to the achievement of mainstream students at a partially proficient level. After one year of monitoring, it is the district's decision as to whether to place the student back into a language acquisition program or to monitor for a second year.

To determine if a student is eligible for "Exited" status:

After a two year monitoring period, district personnel must evaluate if a student is ready for formal exit status. It is the district's final decision as to whether or not the student is ready for exit based on the following criteria. Exited students are no longer monitored.

Exited status:

- a. Has achieved a "Fluent" category on a reliable and valid language proficiency assessment
- b. Has achieved age and grade level academic achievement standards and proficiencies commensurate to the achievement of mainstream students at a partially proficient level.

Parent Refusal of Formal ESL/Bilingual Program - Student is eligible for English Language Services but their parents have indicated they would not like the student to participate in the district's formal language instruction education programs (ESL/Bilingual).

Colorado Continuously (Enrolled 3 Years) --Student has been enrolled in a Colorado public school since 3/8/10 for grades 3-10 or 4/28/10 for 11th grade. (All other grades may use 3/8/10.) Pre-Kindergarten and Kindergarten do NOT count towards the 3 years.

0	No
1	Yes

Date most recently enrolled in US--This field was added in 2008 and replaced the "Continuously Enrolled 3 years in US" field from previous administrations. This field collects the date a student mostly recently enrolled in any public or non-public US school (not Puerto Rico). ADE collections use a MMDDYYYY format (e.g. 09151989). The Student data grid has bubbles for MMDDYY.

- If a student has never attended schools outside of the US, use the date the student first entered any US school at any grade (e.g. code 09012007 for a student currently in 4th grade who entered Kindergarten at the start of SY 2007-2008).
- If a student has attended schools outside of the US, use the date the student most recently entered or re-entered any US school at any grade (e.g. code 09012009 for a student who entered a US school at the start of SY 2009-2010).
- Schools on US military bases count as US schools.
- Homeschool does not count as a "public or non-public US school."

October New to School -- Student is new to the School as of September 30. Zero-fill this field. This is for December Pre-Coded Labels submission purposes ONLY.

0	No
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Primary Disability -- The 2 character field contains a code representing the primary disability for this student.

00	None
01	Intellectual Disability (Significant Limited Intellectual Capacity)
03	Serious Emotional Disability
04	Specific Learning Disability
05	Hearing Impairment, including Deafness
06	Visual Impairment, including Blindness
07	Physical Disability
08	Speech or Language Impairment
09	Deaf-Blindness
10	Multiple Disabilities
11	Preschooler with a Disability
12	Infant/Toddler with a Disability
13	Autism Spectrum Disorders
14	Traumatic Brain Injury (TBI)
15	Orthopedic Impairment
16	Other Health Impairment

CSAP Alternate Assessment Participant -- Student will be taking the CSAP Alternate Assessment rather than the CSAP Assessment or ACT Assessment. Eligibility for the alternate assessment must be determined by the student's IEP team. This field must be completed for all student in Grade 3-11.

0	No
1	Yes

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Automated Data Exchange Documentation - Student Data Elements and Definitions

Last Modified: March 27, 2012

For support or suggestions please contact the administrator at: ademaster@cde.state.co.us

