

Data Submissions Boot Camp

This series seeks to ensure that school data contacts receive all necessary training to support their successful completion of data submissions responsibilities for the coming year. School data submissions contacts should ideally complete this training prior to working on any data collections.

1. Self-Paced Training Modules

New School Data Submissions Contacts, schools receiving Tier 2 supports, and schools seeking a refresher should review each of the following modules. All training modules are available on the Data Submissions Boot Camp webpage: <https://resources.csi.state.co.us/data-submissions-bootcamp/>.

Module
The Data Submissions Process: Step 1
The Data Submissions Process: Step 2
The Data Submissions Process: Step 3
The Data Submissions Process: Step 4
The Data Submissions Process: Step 5
Excel for Data Submissions
Data Security
Data Submissions Calendar
File Layout
SASID
EDID

2. Optional, Embedded Performance Tasks

Some training modules may include optional performance tasks or quizzes to check for understanding and to practice essential skills.

3. Direct Support

The CSI Data Submissions Team is available for school data contacts to address questions on training module topics. Schools can email submissions_CSI@csi.state.co.us for general questions and to schedule a time to connect with a CSI Data Submissions team member.

Certificate of Participation / Continuing Education Hours

Once all applicable required training modules, performance tasks, and/or quizzes have been completed, a school's data submissions contact should complete the **Submissions Boot Camp Participation Form** (<https://forms.gle/8x6oaorTZFcQrqq26>). Doing so will confirm participant completion of required, beginning of the year data submissions training as well as automatically send participants a certificate of completion, which can be used towards continuing education hours, if applicable.