UNDERSTANDING THE READ TRAINING SPREADSHEET

Spreadsheet Column Name	Data Source	Data Format Entry Tips	Remarks
School Code	A unique code assigned by CDE. Refer to School Codes at http://www.cde.state.co.us/datapipeline/org_orgcodes	Four digits. Type an ' before typing the school code.	CSI has provided the correct code for your school. Use this same code for any individuals added to the roster.
EDID	December HR Data Submission	Eight digit Educator ID number. Type an ' before typing the EDID.	Must match EDIS.
Staff's Last Name	December HR Data Submission	Up to thirty characters.	Must match EDIS.
Staff's First Name	December HR Data Submission	Up to thirty characters.	Must match EDIS.
Gender	December HR Data Submission	Select from drop down.	Must match EDIS.
Date of Birth	December HR Data Submission	MMDDYYYY format. Type an ' before typing the date.	Must match EDIS.
Job Classification Code	December HR Data Submission	INFORMATION ONLY. DO NOT CHANGE EXISTING DATA. 200-222 = teacher codes 400-416 = paraprofessional codes	Individuals with codes 200-222 must complete training. CSI is verifying whether individuals with 400-416 codes must complete training.
K	December HR Data Submission	Select from drop down.	HR Data Submission indicated whether or not individual instructed Kindergarten. 00= No 01=Yes *If the individual does not instruct literacy at this level, change to the 00 drop down choice.
1st	December HR Data Submission	Select from drop down.	HR Data Submission indicated whether or not individual instructed 1st Grade. 00= No 01=Yes *If the individual does not instruct literacy at this level, change to the 00 drop down choice.
2nd	December HR Data Submission	Select from drop down.	HR Data Submission indicated whether or not individual instructed 2nd Grade. 00= No 01=Yes *If the individual does not instruct literacy at this level, change to the 00 drop down choice.
3rd	December HR Data Submission	Select from drop down.	HR Data Submission indicated whether or not individual instructed 3rd Grade. 00= No 01=Yes *If the individual does not instruct literacy at this level, change to the 00 drop down choice.
Primary Grade Level	School must enter this information.	Select from drop down. If an individual teaches literacy to students in multiple K-3 grades, select the grade with the greatest number of students.	This is a new field that is being collected through the READ Teacher Training Submission.
Active Colorado License Type	December HR Data Snapshot Report	DO NOT CHANGE EXISTING DATA. If you add individuals to the roster, use the following codes: L= Individual holds a Colorado License or Authorization W= Individual does not hold a Colorado License or Authorization	Individuals who hold a Colorado License or Authorization will need to log into COOL to upload evidence of completing the coursework. Individuals who do not hold a Colorado license or authorization must fill out this Google Form to upload evidence of completing the coursework.
Designation Code	School must enter this information.	Select from drop down.	If data already exists, the individual had the READ designation in CDE's COOL licensure system on February 4, 2022.
Comments/Questions	School may enter communication to CSI.	Enter communication to CSI.	Enter communication to CSI.