

2023-2024 Staff Interchange – Staff Profile

CSI clarifications and additions are in green font in this document.

Purpose: The purpose of the Staff Interchange – Staff Profile file is to capture and verify the attributes of staff employed at the LEA for the currently selected school year. This data is collected for the Human Resources snapshot (employees as of December 1st); Special Education December Count snapshot (employees as of December 1st) Staff Evaluation snapshot and Teacher Student Data Link snapshot (all teachers throughout the school year).

Dependencies: Each staff has been assigned an Educator Identifier (EDID) and updated through the Educator Identification System (EDIS).

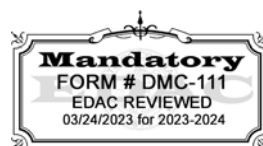
Record Expectation: In the Staff Interchange-Staff file, the LEA should submit 1 record per staff per LEA for staff employed as of December 1st of the selected school year (for the purpose of the December 1st count snapshots) AND all educators of record/contributing professionals (definitions below) employed during the school year (for the purpose of the Teacher Student Data Link snapshot). *The Educator of Record is an individual assigned primary responsibility for a student's learning in a subject/course with aligned performance measures; a Contributing Professional is 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.*

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

Human Resources, Special Education December Count, Staff Evaluation, Teacher Student Data Link

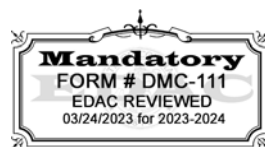
CSI seeks to ensure its resources are accessible as possible. If you experience any difficulty in accessing a resource, please reach out to: communications_CSI@csi.state.co.us

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
Staff Profile							
* Indicates required (no field can be blank)							
Admin Unit/SOP Code*	5	1	5	1	A2	11111	80010 for all CSI Schools
LEA Code/BOCES Code*	4	6	9	2	B2	1111	8001 for all CSI Schools
Social Security Number*	9	10	18	3	C2	123456789	SSN is used to link with the licensure data.
EDID*	8	19	26	4	D2	12345678	Must match in EDIS All staff (including contractors) must have EDID



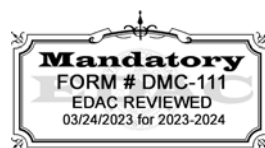
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Staff's First Name*	30	27	56	5	E2	valid name	First name must match in EDIS
Staff's Last Name*	30	57	86	6	F2	valid name	Last Name must match in EDIS
Staff's Gender*	2	87	88	7	G2	01	01-Female or 02-Male or 03- Nonbinary Gender must match in EDIS
Staff's Date of Birth*	8	89	96	8	H2	01011980	MMDDYYYY Format DOB must match in EDIS
Staff's Ethnicity: Hispanic or Latino*	1	97	97	9	I2	1	Ethnicity must be selected along with one race field
Staff's Race: American Indian or Alaska Native*	1	98	98	10	J2	1	At least one Race must be selected for all staff (1=Yes, 0=No)
Staff's Race: Asian*	1	99	99	11	K2	1	
Staff's Race: Black or African American*	1	100	100	12	L2	1	
Staff's Race: White*	1	101	101	13	M2	1	
Staff's Race: Native Hawaiian or Other Pacific Islander*	1	102	102	14	N2	1	
Staff's District of Residence*	4	103	106	15	O2	1111	Can be zero-filled for contracted staff
Beginning (start) Date at School LEA*	8	107	114	16	P2	08012000	MMDDYYYY Format
Years of Prior Pre/K-12 Teaching Experience	2	115	116	17	Q2	5	Required for Job class Codes between 201-206
Years of Prior Pre/K-12 Education Experience	2	117	118	18	R2	0	Required for Job class Codes between 100-299
Years Principal at Any School*	2	119	120	19	S2	0	Required for Principals and Supt Serving as Principal
Probationary Status*	2	121	122	20	T2	01	Required For staff that are required to be evaluated (Use code 01, 02, or 03)



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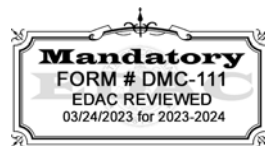
							For staff that are not required to be evaluated, (Use 00)
Highest Level of Education Completed*	2	121	122	20	T2	15	Can be zero-filled for contracted staff
Institution Code of Degree*	4	123	126	21	U2	0000	Can be zero-filled for contracted staff
State Code of Degree*	2	127	128	22	V2	00	Can be zero-filled for contracted staff
Subject Area of Degree 1*	4	129	132	23	W2	0000	Can be zero-filled for contracted staff
Subject Area of Degree 2*	4	133	136	24	X2	0000	Can be zero-filled for contracted staff
Subject Area of Degree 3*	4	137	140	25	Y2	0000	Can be zero-filled for contracted staff
Teacher Overall Performance Evaluation Rating*	2	143	144	27	AA2	02	Required for all teachers, librarians, and interventionists; job class codes 201, 202, 206, 216, 222 and 223
Teacher Quality Standard 1: Know Content*	2	145	146	28	AB2	02	Required for all teachers, librarians, and interventionists; job class codes 201, 202, 206, 216, 222 and 223
Teacher Quality Standard 2: Establish Environment*	2	147	148	29	AC2	02	Required for all teachers, librarians, and interventionists; job class codes 201, 202, 206, 216, 222 and 223
Teacher Quality Standard 3: Facilitate Learning*	2	149	150	30	AD2	02	Required for all teachers, librarians, and interventionists; job class codes 201, 202, 206, 216, 222 and 223
Teacher Quality Standard 4: Professionalism*	2	151	152	31	AE2	02	Required for all teachers, librarians, and interventionists; job class codes 201, 202, 206, 216, 222 and 223
Teacher Measures of Student Learning*	2	153	154	32	AF2	02	Required for all teachers, librarians, and interventionists; job class codes 201, 202, 206, 216, 222 and 223



All performance standards have been removed from the Staff Profile and added to the Staff Evaluation Interchange.

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Special Services Provider (SSP) Overall Performance Evaluation Rating*	2	155	156	33	AG2	02	Required for all Special Services Providers (SSPs); job-class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242
Special Services Provider (SSP) Quality Standard 1: Professional Expertise*	2	157	158	34	AH2	02	Required for all Special Services Providers (SSPs); job-class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242
Special Services Provider (SSP) Quality Standard 2: Learning Environment*	2	159	160	35	AI2	02	Required for all Special Services Providers (SSPs); job-class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242
Special Services Provider (SSP) Quality Standard 3: High Quality Delivery*	2	161	162	36	AJ2	02	Required for all Special Services Providers (SSPs); job-class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242
Special Services Provider (SSP) Quality Standard 4: Professionalism*	2	163	164	37	AK2	02	Required for all Special Services Providers (SSPs); job-class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242
Special Services Provider (SSP) Measures of Student Outcomes*	2	165	166	38	AL2	02	Required for all Special Services Providers (SSPs); job-class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242
Principal Overall Performance Evaluation Rating*	2	167	168	39	AM2	02	Required for all principals and assistant principals; job-class codes 105 & 106
Principal Quality Standard 1: Strategy*	2	169	170	40	AN2	02	Required for all principals and assistant principals; job-class codes 105 & 106
Principal Quality Standard 2: Culture*	2	171	172	41	AO2	02	Required for all principals and assistant principals; job-class codes 105 & 106
Principal Quality Standard 3: Instruction*	2	173	174	42	AP2	02	Required for all principals and assistant principals; job-class codes 105 & 106
Principal Quality Standard 4: Professionalism*	2	175	176	43	AQ2	02	Required for all principals and assistant principals; job-class codes 105 & 106
Principal Measures of Student Learning*	2	177	178	44	AR2	02	Required for all principals and asst. principals; job-class codes 105, 106
READ Teacher Training Status	2	179	180	45	AS2	01	Field may be blank or valid code.



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Staff File Data Elements and Definitions

Admin Unit/SOP Code - A unique five-digit number assigned to an Administrative Unit or State Operated Program by CDE. Refer to Administrative Unit/State Operated Program Codes at http://www.cde.state.co.us/datapipeline/2015-16_au_and_district_codes. Use 80010 for CSI

School District/BOCES Code - A unique code assigned by CDE. Refer to School District/BOCES Code table at http://www.cde.state.co.us/datapipeline/org_codes. Use 8001 for CSI schools

Social Security Number – The Federally assigned Social Security Number for the employee.

EDID – An eight (8) digit numeric field containing the 8 digit value assigned by CDE for the Educator.
See http://www.csi.state.co.us/school_resources/submissions/SASID_EDIS for information on requesting EDIDs

Ensure to check the EDIS website prior to requesting an EDID at: <https://www.cde.state.co.us/idm/edis>

Staff's First Name – A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Staff's Last Name – The name borne in common by member of a family.

Gender – An individual's sex. Ensure field has leading zero

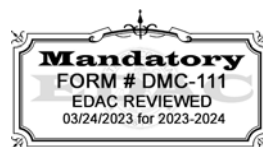
01	Female – identifies as female (including a transgender student/staff who identifies exclusively as female).
02	Male – identifies as male (including a transgender student/staff who identifies exclusively as male).
03	Nonbinary - does not identify exclusively as male or female. Nonbinary does not refer to a transgender student/staff who identifies exclusively as either male or female

03 - Nonbinary was added in the 23-24 school year.

Staff's Date of Birth – The month, day, and year on which an individual was born. Formatted as MMDDYYYY

Staff's 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".

0	No – Not Hispanic or Latino
1	Yes – Hispanic or Latino



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

0	No—Not American Indian or Alaska Native
1	Yes—American Indian or Alaska Native

Staff's 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.

0	No—Not Asian
1	Yes—Asian

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

One race must be selected with "1" for Yes

0	No—Not Black
1	Yes—Black

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

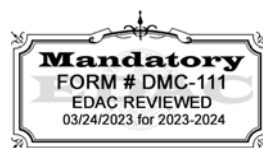
0	No—Not White
1	Yes—White

Staff's 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.

0	No— Not Native Hawaiian or Other Pacific Islander
1	Yes— Native Hawaiian or Other Pacific Islander

Staff's District of Residence - A unique code assigned by CDE designating the school district in which the employee resides. Refer to School District/BOCES Code table at [Colorado School District/BOCES codes](#) Zero-fill for Contractors

If staff live out of state - add two spaces and the state code, for example " WY"



If unsure of District of Residence, see the "Guidance on Finding Staff Can be zero-filled for Contractors District of Residence" resource located on the CSI Human Resources page

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Beginning (start) Date at School LEA – The month, day, and year the individual was employed by the LEA or Administrative Unit. (Note: If the individual was rehired, the most current hire date would be reported.) **No slashes or dashes**

Years of Prior Pre/K-12 Teaching Experience - The total number of years that an individual has previously held a teaching position in and outside of Colorado.

- LEA may zero-fill this field and CDE will calculate the years of teaching experience based on the prior year approved staff data (either Human Resources snapshot or Special Education December Count snapshot):
 - If the EDID had a teaching record (job class code between 201 and 206) in the prior year approved data then the prior reported years of teaching experience plus 1 would override the reported 0 in the current file.
 - If the EDID did not have a teaching record (job class code between 201 and 206) in the prior year approved data, then the reported years of teaching experience would remain as '0' in the current file.
- LEA may report the teaching experience as greater than 0; in which case, CDE will not calculate the years of teaching experience and the reported value will be used.

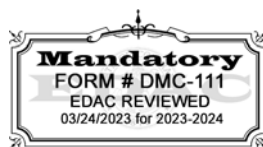
Years of Prior Pre/K-12 Education Experience - The total number of years that an individual has previously held an educational position in Colorado and outside of Colorado for which licensure/certification is necessary. This includes positions such as teacher, administrator, counselor, media consultant/librarian, nurse, psychologist, social worker, etc. Do not include the current year in the number provided.

- LEA may zero-fill this field and CDE will calculate the years of education experience based on the prior year approved staff data (either Human Resources snapshot or Special Education December Count snapshot):
 - If the EDID had an educator record (job class code between 100 and 300 or 415-419) in the prior year approved data, then the prior reported years of education experience plus 1 would override the reported 0 in the current file.
 - If the EDID did not have an educator record (job class code between 100 and 300 or 415-419) in the prior year approved data, then the reported years of education experience would remain as '0' in the current file.
- may report the education experience as greater than 0; in which case, CDE will not calculate the years of education experience and the reported value will be used.

Years Principal at any school - The total number of years that an individual has previously held a principal position at any school in any LEA. Do not include assistant principal experience. Do not include the current year in the number provided.

- LEA may zero-fill this field and CDE will calculate the years of principal experience at any school based on the prior year approved staff data (Human Resources snapshot):
 - If the EDID had a principal record (job class code 105) in the prior year approved data, then the prior reported years of principal experience at any school plus 1 would override the reported 0 in the current file.

CSI Starting Point files have been updated to include an additional year for Teaching Experience, Education Experience and Years Principal.



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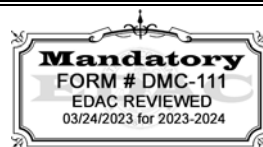
- If the EDID did not have a principal (job class code 105) in the prior year approved data, then the reported years of principal experience would remain as '0' in the current file.
- LEA may report the years principal at any school as greater than 0; in which case, CDE will not calculate the years of principal experience at any school and the reported value will be used.

Probationary Status—The probationary status of the educator as defined in district/BOCES policy. The local policy should be compliant with Senate Bill 10-191. (Note: Required for all teachers, and special services providers (SSPs); job class codes 201, 202, 206, 216, 222, 223, 211, 231, 233, 234, 235, 236, 237, 238, and 242). This field can be zero-filled for contracted staff. Probationary Status was removed for 23-24 and added to the Staff Evaluation Interchange.

00	N/A—to use for staff for whom probationary/non-probationary status does not apply use for staff that are not required to be evaluated, (i.e., Job class codes equal to 105, 106) contracted staff, and preschool teachers not required to participate in the educator effectiveness evaluation system.
01	Probationary—to use for teachers that do not have non-probationary status as outlined in the Teacher Employment, Compensations, and Dismissal Act of 1990 (TECDA) and SB 191 and for SSPs that do not have non-probationary status as outlined in SB 191.
02	Non-Probationary—to use for teachers that have earned non-probationary status as outlined in TECDA and SB 191 and for SSPs that have earned non-probationary status as outlined in SB 191.
03	Other—per local policy, a teacher, or SSP that does not have a pathway to earn non-probationary status (e.g., a charter school employee, a BOCES teacher that does not have funding guaranteed for more than one year).

Highest Level of Education Completed - The extent of formal instruction an individual has received (e.g., the highest grade in school or its equivalent or the highest degree received). (Note: Only required for administrative, instructional and paraprofessionals; Job Classification Codes between 100-199, 200-299 or 415-419.) This field can be zero-filled for contracted staff.

00	N/A
09	No high school diploma
10	High school graduate--high school diploma or equivalent
11	Postgraduate (Grade 13)
12	Formal award, certificate, or diploma (less than one year)
13	Formal award, certificate, or diploma (more than or equal to one year)



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14	Some college but no degree
15	Associate degree or two or more years (48 semester hours or more of college with no degree)
16	Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)
17	First-professional degree (e.g., D.C. or D.C.M., D.D.S. or D.M.D., M.D., O.D., D.O., D.Pharm., Pod.D. or D.P.M., D.V.M., L.L.B. or J.D., M.Div., M.H.L., B.D., or Ordination)
18	Master's degree (e.g., M.A., M.S., M.Eng, M.Ed, M.S.W., M.B.A., M.L.S.)
19	Specialist's degree (e.g., Ed.S)
20	Doctoral (Doctors) degree (e.g., Ph.D., Ed.D)

Institution Code of Degree – A unique code assigned by CDE to Colorado institutions of higher education where the highest degree was received by the employee. Please refer to the Institution Code List at: http://www.cde.state.co.us/datapipeline/org_orgcodes. **Zero-Fill Institution Code if outside CO**

State Code of Degree – The state in which the employee received their highest level of education (bachelors, masters or doctorate) outside of Colorado. If the employee received their highest level of education (bachelors, masters or doctorate) within Colorado, please report 00 for Not Applicable in this field and report the Colorado Institution Code instead. Please refer to the list of state codes at: <https://www.cde.state.co.us/datapipeline/statecodes>. **Hint: Use code 'XX' if institution was outside of the United States.**

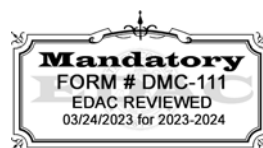
Include State Code if degree is outside of Colorado, otherwise zero-fill

Subject Area of Degree 1 - A broad description of each degree(s) a middle, junior, or high school teacher has received (bachelors, masters or doctorate). For teachers without a bachelor's degree or higher (*highest level of education code 16 or higher*), the code '2100' would be reported for 'No Degree'.

0000	N/A
0100	Agriculture
0200	Art
0300	Business
0400	Distributive/Marketing Education
0450	Elementary Education
0500	English Language Arts
0600	Foreign Languages

1100	Mathematics
1200	Music
1300	Natural Science
1400	Office Occupations
1500	Social Sciences
1600	Technical Education/Computer Technology
1700	Special Education
1800	Co-curricular Activities I - Athletic/Sport

Subject Area of Degree must match the Teaching Subject Area field on the Staff Assignment file for the Demonstrates In Field Status 1 to be an 02 - Degree in Subject Area.



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0700	Health Occupations Education
0800	Physical Curriculum
0900	Family and Consumer Education
1000	Industrial Arts/Technology Education

1900	Co-curricular Activities- Non-athletic
2000	Other Degree
2100	No Degree

Subject Area of Degree 2 - A broad description of degree(s) a middle, junior, or high school teacher has received (bachelors, masters or doctorate).

Subject Area of Degree 3 - A broad description of degree(s) a middle, junior, or high school teacher has received (bachelors, masters or doctorate).

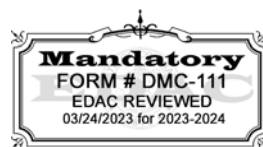
Teacher Overall Performance Evaluation Rating—The final evaluation rating provided in the teacher’s written evaluation report from the prior academic school year (2021-2022). This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists). This field can be zero-filled for contracted staff.

00	N/A—to use for staff who are not teachers, librarians or interventionists, including contracted employees and preschool only teachers.
11	Highly Effective, or the equivalent, where applicable (e.g., if the district assigns a rating of “highly satisfactory” or “exemplary”)
12	Effective, or the equivalent, if the district uses a different term (e.g., “satisfactory” or “proficient”)
13	Partially Effective, or the equivalent, where applicable (e.g., “progressing”, “approaching satisfactory”)
14	Ineffective, or the equivalent, if the district uses a different term (e.g., “unsatisfactory”)
05	Not Yet Evaluated—to use with newly hired teachers who have not yet been formally evaluated
06	Evaluation of teacher was not conducted in prior year—for a reason other than that the teacher is new. (This code should be used for educators that should have received a rating but could not for a reason such as going on medical leave. Note that usage of this code should be very limited and over-use will cause an error.)
07	No Score—an evaluation was previously conducted, but during the course of a review, grievance, or appeal process (e.g., in the case of an ineffective rating), the district determined that an educator’s rating was not accurate. Additionally, there is not sufficient data to assign the original rating or to change the rating. Thus, the teacher receives a “No Score”.

All Teacher, SSP, and Principal Evaluation Ratings have been removed from the HR Collection and added to the Staff Evaluation Interchange.

Schools with the appropriate waivers (22-9-106, 22-2-112(1) (q)(l) should be zero filling these regardless of collection.

Teacher Quality Standard 1: Know Content—The final rating on teacher quality standard 1 from the prior school year (2021-2022). This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists). This field can be zero-filled for contracted staff



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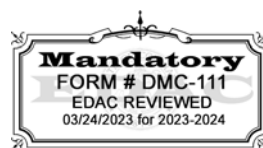
00	N/A —Use for staff who are not teachers OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Teacher Quality Standard 2: Establish Environment—The final rating on teacher quality standard 2 from the prior school year. This is required for job-class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists). This field can be zero-filled for contracted staff and preschool teachers not required to participate in the educator effectiveness evaluation system.

00	N/A —Use for staff who are not teachers OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Teacher Quality Standard 3: Facilitate Learning—The final rating on teacher quality standard 3 from the prior school year. This is required for job-class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists). This field can be zero-filled for contracted staff and preschool teachers not required to participate in the educator effectiveness evaluation system.

00	N/A —Use for staff who are not teachers OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)



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Teacher Quality Standard 4: Professionalism – The final rating on teacher quality standard 4 from the prior school year. This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists). This field can be zero-filled for contracted staff and preschool teachers not required to participate in the educator effectiveness evaluation system.

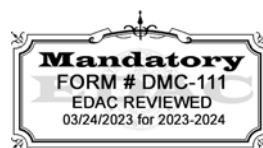
00	N/A – Use for staff who are not teachers OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Teacher Measures of Student Learning – The final rating on student learning outcomes from the prior school year. This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists). This field can be zero-filled for contracted staff and preschool teachers not required to participate in the educator effectiveness evaluation system.

00	N/A – Use for all staff in the 2021-2022 file.
01	More than Expected
02	Expected
03	Less than Expected
04	Much Less than Expected

Special Services Provider (SSP) Overall Performance Evaluation Rating – The final evaluation rating provided in the SSP's written evaluation report from the prior academic school year. This is required for all Special Services Providers (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242). This field can be zero-filled for contracted staff.

00	N/A – to use for staff who are not SSPs (Job class codes not equal to 211, 231, 233, 234, 235, 236, 237, 238, or 242), including contracted employees.
11	Highly Effective , or the equivalent, where applicable (e.g., if the district assigns a rating of “highly satisfactory” or “exemplary”)
12	Effective , or the equivalent, if the district uses a different term (e.g., “satisfactory” or “proficient”)



2023-2024 Staff Interchange – Staff Profile

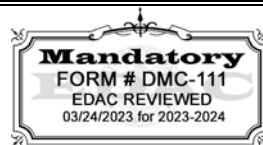
13	Partially Effective , or the equivalent, where applicable (e.g., “progressing”, “approaching satisfactory”)
14	Ineffective , or the equivalent, if the district uses a different term (e.g., “unsatisfactory”)
05	Not Yet Evaluated —to use with new hired SSPs who have not yet been formally evaluated
06	Evaluation of SSP was not conducted in prior year —for a reason other than that the SSP is new. (This code should be used for educators that should have received a rating but could not for a reason such as going on medical leave. Note that usage of this code should be very limited and over-use will cause an error.)
07	No Score —an evaluation was previously conducted, but during the course of a review, grievance, or appeal process (e.g., in the case of an ineffective rating), the district determined that an educator’s rating was not accurate. Additionally, there is not sufficient data to assign the original rating or to change the rating. Thus, the SSP receives a “No Score”.

Special Services Provider (SSP) Quality Standard 1: Professional Expertise—The final rating on SSP quality standard 1 from the prior school year. This is required for all Special Services Providers (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242). This field can be zero-filled for contracted staff.

00	N/A —Use for staff who are not SSPs (Job class codes not equal to 211, 231, 233, 234, 235, 236, 237, 238, or 242) OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Special Services Provider (SSP) Quality Standard 2: Learning Environment—The final rating on SSP quality standard 2 from the prior school year. This is required for all Special Services Providers (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242). This field can be zero-filled for contracted staff.

00	N/A —Use for staff who are not SSPs (Job class codes not equal to 211, 231, 233, 234, 235, 236, 237, 238, or 242) OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)



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13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Special Services Provider (SSP) Quality Standard 3: High Quality Delivery – The final rating on SSP quality standard 3 from the prior school year. This is required for all Special Services Providers (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242). This field can be zero-filled for contracted staff.

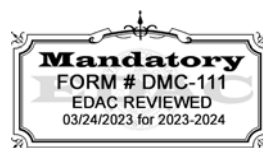
00	N/A —Use for staff who are not SSPs (Job class codes not equal to 211, 231, 233, 234, 235, 236, 237, 238, or 242) OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Special Services Provider (SSP) Quality Standard 4: Professionalism – The final rating on SSP quality standard 4 from the prior school year. This is required for all Special Services Providers (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242). This field can be zero-filled for contracted staff.

00	N/A —Use for staff who are not SSPs (Job class codes not equal to 211, 231, 233, 234, 235, 236, 237, 238, or 242) OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Special Services Provider (SSP) Measures of Student Outcomes – The final rating on student outcomes from the prior school year. This is required for all Special Services Providers (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242). This field can be zero-filled for contracted staff.

00	N/A —Use for all staff in the 2021-2022 file.
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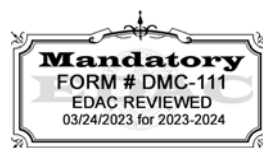
01	More than Expected
02	Expected
03	Less than Expected
04	Much Less than Expected

Principal Overall Performance Evaluation Rating—The final evaluation rating provided in the principal’s written evaluation report from the prior academic school year. This is required for all principals and assistant principals, job class codes 105 and 106.

00	N/A—to use for staff who are not principals or assistant principals (job class codes not equal to 105 or 106).
11	Highly Effective, or the equivalent, where applicable (e.g., if the district assigns a rating of “highly satisfactory” or “exemplary”)
12	Effective, or the equivalent, if the district uses a different term (e.g., “satisfactory” or “proficient”)
13	Partially Effective, or the equivalent, where applicable (e.g., “progressing”, “approaching satisfactory”)
14	Ineffective, or the equivalent, if the district uses a different term (e.g. “unsatisfactory”)
05	Not Yet Evaluated—to use with newly hired principal/assistant principal that have not yet been formally evaluated
06	Evaluation of principal/assistant principal was not conducted in prior year—for a reason other than that the principal is new. (This code should be used for educators that should have received a rating but could not for a reason such as going on medical leave. Note that usage of this code should be very limited and over-use will cause an error.)

Principal Quality Standard 1: Strategy—The final rating on principal quality standard 1 for the prior school year. This is required for all principals and assistant principals, job class codes 105 and 106.

-00	N/A—Use for staff who are not principals or assistant principals (job class codes not equal to 105 or 106) OR if a code 05 or 06 score was assigned for the overall rating.
11	Exemplary, or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished, or the equivalent, where applicable (e.g., advanced)
13	Proficient, or the equivalent, where applicable (e.g., effective)
14	Partially Proficient, or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic, or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)



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Principal Quality Standard 2: Culture— The final rating on principal quality standard 2 for the prior school year. This is required for all principals and assistant principals, job class codes 105 and 106.

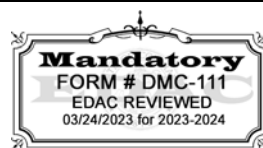
-00	N/A — Use for staff who are not principals or assistant principals (job class codes not equal to 105 or 106) OR if a code 05 or 06 score was assigned for the overall rating.
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Principal Quality Standard 3: Instruction— The final rating on principal quality standard 3 for the prior school year. This is required for all principals and assistant principals, job class codes 105 and 106.

00	N/A — Use for staff who are not principals or assistant principals (job class codes not equal to 105 or 106) OR if a code 05 or 06 score was assigned for the Principal Overall Performance Evaluation Rating
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Principal Quality Standard 4: Professionalism— The final rating on principal quality standard 4 for the prior school year. This is required for all principals and assistant principals, job class codes 105 and 106.

-00	N/A — Use for staff who are not principals or assistant principals (job class codes not equal to 105 or 106) OR if a code 05 or 06 score was assigned for the overall rating.
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)



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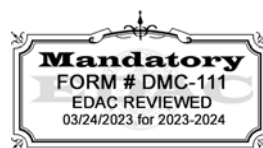
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)
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Principal Measures of Student Learning—The final rating on student learning outcomes from the prior school year. This is required for all principals and assistant principals, job class codes 105 and 106.

00	N/A —Use for staff who are not principals or assistant principals (job class codes not equal to 105 or 106) OR if a code 05 or 06 score was assigned for the overall rating.
01	More than Expected
02	Expected
03	Less than Expected
04	Much Less than Expected

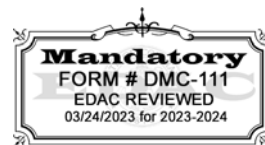
READ Teacher Training Status—This field has been put on hold for the 2021-2022 collection and is planned to be removed for the 2022-2023 collection. This field can either be blank or reported with a valid code listed below, however it will not be pulled into either the Human Resources or Special Ed December Count snapshots. *Required for K-3 educators who teach reading. Educators need to only complete one of the options to meet the training requirement. For a teacher to successfully meet the requirement, they must have passed an end of course assessment of learning. Please select the training option the individual educator completed. If the educator has not yet completed the READ training and is newly hired, use code 11. If the educator has not completed the READ training for another reason, use code 12, however additional information may be requested by the CDE Preschool-3rd Grade (P-3) office for those educators.*

00	N/A, this educator's role does not meet the criteria for requiring READ Teacher training.
01	Yes, the educator has completed a reading teacher or reading specialist endorsement.
02	Yes, the educator has completed a State Board approved assessment of knowledge of teaching reading. <i>(Note that teachers who have completed one of the approved evidence-based training options but lack proof of an end of course assessment may take and pass an alternative assessment authorized by the State Board.)</i>
03	Yes, the educator has passed a CDE approved undergraduate or graduate reading course and passed the end of course assessment in learning.
04	Yes, the educator has completed a course appropriate for license renewal and passed the end of course assessment of learning.
05	Yes, the educator has successfully completed the CDE provided reading training and passed the end of course assessment of learning.



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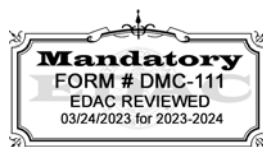
06	Yes, the educator has passed a CDE-approved district or BOCES reading course and passed the end-of course assessment of learning.
07	Yes, the educator has completed a training program from the CDE Advisory List of Professional Development and passed the end of course assessment of learning.
11	No, this educator did not complete the training as they were newly hired. (Note that newly hired date is to be determined by CDE.)
12	No, this educator did not complete the training due to another reason other than being newly hired. (Note that usage of this code should be very limited and over use will cause an error. Additional information will be requested and must be approved by CDE.)



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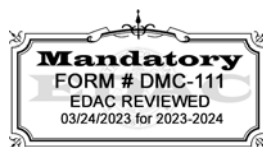
Document Changes

Date	Description of change	Reason for change	Elements affected	Pages in Document
4-15-2019	Teacher, SSP and Principal Overall and Quality Standard Ratings	Updated evaluation standards require changes to data collection	Teacher, SSP, and Principal Overall and Quality Standard Ratings	Page 10 - 18
11-22-2019	Updated Teacher, SSP and Principal Overall and Quality Standard Ratings	Ratings are not comparable between school years	Teacher, SSP, and Principal Overall and Quality Standard Ratings	Page 10 - 18
2-20-2020	Updated Probationary Status	Alignment with requirement	Probationary Status	Page 7
2-23-2021	Added READ Teacher Training Status field	Colorado school LEA's are required to ensure that all K-3 teachers' complete evidence-based training in teaching reading as a result of changes to the Colorado READ Act in SB 19-199.	1 new data field: READ Training Status	Pages 4 and 19
3-31-2021	Added EDAC stamp	EDAC approved all updates and provided stamp	none	All pages
7-6-2021	Added clarification for READ Teacher Training Status field.	The field is no longer required in the Staff Interchange file.	READ Training Status	Pages 4 and 19
2-17-2022	Removed Passed Paraprofessional Test field	The field is no longer required	Passed Paraprofessional Test	Pages 3 and 10
3-15-2023	Added Gender choice	Approved by EDAC in January 2023 for all 2023-2024 collections	Gender 03 Nonbinary added and updated description of genders	Page 5
3-15-2023	Removed Probationary Status	This data element will now be collected in the new Staff Evaluation Interchange file	Probationary Status	Pages 7 and 8
3-15-2023	Removed Teacher Overall Evaluation Rating	This data element will now be collected in the new Staff Evaluation Interchange file	Teacher Overall Evaluation Rating	Page 10
3-15-2023	Removed Teacher Quality Standard 1: Know Content	This data element will now be collected in the new Staff Evaluation Interchange file	Teacher Quality Standard 1: Know Content	Page 10
3-15-2023	Removed Teacher Quality Standard 2: Establish Environment	This data element will now be collected in the new Staff Evaluation Interchange file	Teacher Quality Standard 2: Establish Environment	Pages 10 and 11
3-15-2023	Removed Teacher Quality Standard 3: Facilitate Learning	This data element will now be collected in the new Staff Evaluation Interchange file	Teacher Quality Standard 3: Facilitate Learning	Page 11



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3-15-2023	Removed Teacher Quality Standard 4: Professionalism	This data element will now be collected in the new Staff Evaluation Interchange file	Teacher Quality Standard 4: Professionalism	Page 11
3-15-2023	Removed Teacher Measures of Student Learning	This data element will now be collected in the new Staff Evaluation Interchange file	Teacher Measures of Student Learning	Page 12
3-15-2023	Removed Special Services Provider (SSP) Overall Performance Evaluation Rating	This data element will now be collected in the new Staff Evaluation Interchange file	Special Services Provider (SSP) Overall Performance Evaluation Rating	Page 12
3-15-2023	Removed Special Services Provider (SSP) Quality Standard 1: Professional Expertise	This data element will now be collected in the new Staff Evaluation Interchange file	Special Services Provider (SSP) Quality Standard 1: Professional Expertise	Page 13
3-15-2023	Removed Special Services Provider (SSP) Quality Standard 2: Learning Environment	This data element will now be collected in the new Staff Evaluation Interchange file	Special Services Provider (SSP) Quality Standard 2: Learning Environment	Page 13
3-15-2023	Removed Special Services Provider (SSP) Quality Standard 3: High Quality Delivery	This data element will now be collected in the new Staff Evaluation Interchange file	Special Services Provider (SSP) Quality Standard 3: High Quality Delivery	Pages 13 and 14
3-15-2023	Removed Special Services Provider (SSP) Quality Standard 4: Professionalism	This data element will now be collected in the new Staff Evaluation Interchange file	Special Services Provider (SSP) Quality Standard 4: Professionalism	Page 14
3-15-2023	Removed Special Services Provider (SSP) Measures of Student Outcomes	This data element will now be collected in the new Staff Evaluation Interchange file	Special Services Provider (SSP) Measures of Student Outcomes	Page 14
3-15-2023	Removed Principal Overall Performance Rating	This data element will now be collected in the new Staff Evaluation Interchange file	Principal Overall Performance Evaluation Rating	Pages 14 and 15
3-15-2023	Removed Principal Quality Standard 1: Strategy	This data element will now be collected in the new Staff Evaluation Interchange file	Principal Quality Standard 1: Strategy	Page 15
3-15-2023	Removed Principal Quality Standard 2: Culture	This data element will now be collected in the new Staff Evaluation Interchange file	Principal Quality Standard 2: Culture	Page 15
3-15-2023	Removed Principal Quality Standard 3: Instruction	This data element will now be collected in the new Staff Evaluation Interchange file	Principal Quality Standard 3: Instruction	Pages 15 and 16
3-15-2023	Removed Principal Quality Standard 4: Professionalism	This data element will now be collected in the new Staff Evaluation Interchange file	Principal Quality Standard 4: Professionalism	Page 16
3-15-2023	Removed Principal Measures of Student Learning	This data element will now be collected in the new Staff Evaluation Interchange file	Principal Measures of Student Learning	Page 16



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3-15-2023	Removed READ Training Status	This data element will be reported in the READ collection	READ Teacher Training Status	Page 17
3-29-2023	Added EDAC Stamp	EDAC approved 3-24-23	EDAC approved 3-24-23	Footer

