CSI clarifications and additions are in green text

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

**Purpose:**

The purpose of the Student Demographic (DEM) file is to capture and verify the attributes of a student while they attended your Local Education Agency (LEA) ~~district~~ in the current school year.

# Dependencies:

Student has been assigned a SASID and updated in RITS.

# Record Expectation:

In the Student Interchange—Student Demographic file, the LEA should submit 1 record per student per LEA for any student who enrolled at any point in the currently selected school year.

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

[Student October,](http://www.cde.state.co.us/datapipeline/snap_studentoctober) [Student End of Year,](http://www.cde.state.co.us/datapipeline/snap_eoy) [Special Education December Count,](https://www.cde.state.co.us/datapipeline/snap_sped-december) [Special Education End of Year,](http://www.cde.state.co.us/datapipeline/snap_sped-eoy) [Special Education Discipline,](http://www.cde.state.co.us/datapipeline/snap_sped-discipline) [SBD SAT,](https://www.cde.state.co.us/datapipeline/per_sat) [SBD CMAS,](https://www.cde.state.co.us/datapipeline/sbd-cmas) [SBD DLM,](http://www.cde.state.co.us/datapipeline/dynamiclearningmapssbd) [READ,](http://www.cde.state.co.us/datapipeline/snap_read) [Attendance](https://www.cde.state.co.us/datapipeline/datapipelinesnapshots-attendance), [Student Discipline](https://www.cde.state.co.us/datapipeline/studentdisciplinesnapshot)

*\*All references to Local Education Agency (LEA) include district, BOCES and CSI.*

**\*\*Please note the requires field/digit length for each entry to prevent Level 1 Errors in advance.** indicates primary key

**Field List:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Field** | **Field****Length** | **Text Start****Position** | **Text End****Position** | **CSV****Order** | **Excel****Column** | **Example(s)** | **Remarks** |
| School District/BOCES Code P22C9T1#yIS1  | 4 | 1 | 4 | 1 | A2 | 0000 |  Use 8001 for all CSI Schools |
| Student’s State ID (SASID) P31C17T1#yIS1  | 10 | 5 | 14 | 2 | B2 | 0000000000 |  |
| Local ID (LASID) | 10 | 15 | 24 | 3 | C2 | 0000000000 | Can be zero-filled if NA |
| Student's First Name | 30 | 25 | 59 | 4 | D2 | Valid name |  |
| Student's Middle Name | 30 | 60 | 89 | 5 | E2 | Valid name | ‘NMN’ for students that do not have amiddle name |
| Student's Last Name | 30 | 90 | 124 | 6 | F2 | Valid name |  |
| Student's Gender | 2 | 125 | 126 | 7 | G2 | 01,02 |  |
| Student's Date of Birth | 8 | 127 | 134 | 8 | H2 | 12312013 | Format is MMDDYYYY |
| Student's Ethnicity: Hispanic or Latino | 1 | 135 | 135 | 9 | I2 | 0 |  |
| Student's Race: American Indian or Alaska Native | 1 | 136 | 136 | 10 | J2 | 0 |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Field** | **Field Length** | **Text Start Position** | **Text End Position** | **CSV****Order** | **Excel Column** | **Example(s)** | **Remarks** |
| Student's Race: Asian | 1 | 137 | 137 | 11 | K2 | 0 |  |
| Student's Race: Black or African American | 1 | 138 | 138 | 12 | L2 | 0 |  |
| Student's Race: White | 1 | 139 | 139 | 13 | M2 | 0 |  |
| Student's Race: Native Hawaiian or Other Pacific Islander | 1 | 140 | 140 | 14 | N2 | 0 |  |
| Free/Reduced Lunch Price Eligible | 2 | 141 | 142 | 15 | O2 | 00 |  |
| Free Lunch Eligibility Identification | 1 | 143 | 143 | 16 | P2 | 0 | Added in response to House Bill 22- 1202 in 2023-2024 |
| Section 504 Having a Disability | 1 | 144 | 144 | 17 | Q2 | 0 |  |
| Immigrant | 1 | 145 | 145 | 18 | R2 | 0 |  |
| Language Background | 3 | 146 | 148 | 19 | S2 | eng, spa, orvie |  |
| Primary Disability | 2 | 149 | 150 | 20 | T2 | 00 |  |
| Attends District Funded HSED Program | 1 | 151 | 151 | 21 | U2 | 0 |  |
| Homeless | 1 | 152 | 152 | 22 | V2 | 0 |  |
| Cause of Housing Crisis | 2 | 153 | 154 | 23 | W2 | 00 | Added 5/20/2020 in response to COVID-19 |
| Additional Cause of Housing Crisi | 2 | 155 | 156 | 24 | X2 | 00 | Added 5/20/2020 in response toCOVID-19 |
| Primary Nighttime Residence | 2 | 157 | 158 | 25 | Y2 | 00 |  |
| Language Proficiency | 1 | 159 | 159 | 26 | Z2 | 0 |  |
| Language Instruction Program | 2 | 160 | 161 | 27 | AA2 | 00 |  |
| Special Education Transition | 1 | 162 | 162 | 28 | AB2 | 0 |  |
| Alternate Assessment Participant | 1 | 163 | 163 | 29 | AC2 | 0 |  |
| Military Connected (Students whose parent(s) or guardian(s) are active-duty military or full-time National Guard duty.) | 1 | 164 | 164 | 30 | AD2 | 0 |  |
| Military Enlisted (Student who has orwill enlist in the military.) | 1 | 165 | 165 | 31 | AE2 | 0 | Added 1/15/2020 |

**Field Descriptions:**

NOTE: Zero-fill all non-applicable fields. No blanks are allowed.

# School District/BOCES Code

A unique code assigned to a district by CDE. [Refer to School District/BOCES Code table.](http://www.cde.state.co.us/datapipeline/org_orgcodes) Use 8001 for all CSI Schools

# Student’s State ID (SASID)

A **unique** ten-digit number must be assigned to each student by CDE.

# Local ID (LASID)

The student's Locally Assigned Student ID (LASID). LEAs ~~Districts/BOCES~~ may zero fill if they choose not to use a LASID.

# Student’s First Name

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

# Student’s Middle Name

A secondary name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. Blanks are NOT allowed. Use NMN (no middle name) where appropriate.

# Student’s Last Name

The name borne in common by members of a family.

# Student’s Gender

An individual’s sex.

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

# Student’s Date of Birth

The month, day, and year in which an individual was born (i.e., 04101995).

# Student’s Ethnicity: Hispanic/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/Latino or Latino.” A student marked ‘1’ Yes-Hispanic or Latino must also have one race field marked as ‘1’.

|  |  |
| --- | --- |
| **Code** | **Description** |
| **0** | **No** – Not Hispanic or Latino |
| **1** | **Yes** – Hispanic or Latino |

# Student’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.

Also includes:

* Central American Indian groups (e.g., Mayan)
* South American Indian groups (e.g., Taino)
* North American Indian groups (e.g., Navajo)
* Alaska Native groups (e.g., Yupik)

|  |  |
| --- | --- |
| **Code** | **Description** |
| **0** | **No** – Not American Indian or Alaska Native |
| **1** | **Yes** –American Indian or Alaska Native |

# Student’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.

|  |  |
| --- | --- |
| **Code** | **Description** |
| **0** | **No** – Not Asian |
| **1** | **Yes** – Asian |

# Student’s Race: Black or African American

A person having origins in any of the Black racial groups of Africa.

|  |  |
| --- | --- |
| **Code** | **Description** |
| **0** | **No** – Not Black or African American |
| **1** | **Yes** – Black or African American |

# Student’s Race: White

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

|  |  |
| --- | --- |
| **Code** | **Description** |
| **0** | **No** – Not White |
| **1** | **Yes** – White |

# Student’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.

|  |  |
| --- | --- |
| **Code** | **Description** |
| **0** | **No** – Not Native Hawaiian or Other Pacific Islander |
| **1** | **Yes** – Native Hawaiian or Other Pacific Islander |

For additional information regarding the ethnicity and race reporting categories please visit the [CDE Race and Ethnicity webpage.](http://www.cde.state.co.us/cdereval/rvRace-Ethnicity.htm)

# Free/Reduced Lunch Price Eligible

Student meets the federal eligibility criteria for free or reduced lunch price. Eligibility may be documented using one of the following methods:

* Direct Certification
	+ Categorical Eligibility (can extend eligibility to other household members):
		- Medicaid (Free or Reduced)
		- SNAP - Supplemental Nutrition Assistance Program
		- TANF - Temporary Assistance for Needy Families
		- FDPIR - Food Distribution Program on Indian Reservations
	+ Other Source Categorical Eligibility (LEA ~~district~~ lists, student specific eligibility):
		- Migrant
		- Homeless
		- Runaway
		- Foster
		- Head Start documented participation
* Application for Free and Reduced-Price Meals
* Family Economic Data Survey form
* Combo Application (Application for Free and Reduced-Price Meals and Family Economic Data Survey form)

LEAs ~~Districts~~ should upload student enrollment data into the Colorado Nutrition Portal as much as possible to maximize the number of students that may be eligible for free or reduced-price meals. For uploading instructions visit this [webpage.](https://www.cde.state.co.us/nutrition/determine-program-eligibility)

For specific guidelines in meeting the criteria for free/reduced lunch price, refer to the School Nutrition Unit-Free and Reduced-Price Processes web page, Rules for the Administration of the Public-School Finance Act, and the School Auditing Office’s At-Risk/Free Lunch Count Audit Resource Guide. [School Meal Eligibility](https://www.cde.state.co.us/nutrition/determine-program-eligibility) [Website](https://www.cde.state.co.us/nutrition/determine-program-eligibility)

During the Student October Collection for students to be reported as free/reduced lunch price eligible, the student should be identified as qualifying as of the Student October Count date by one of the methods listed above. In absence of current year documentation, an LEA ~~district~~ may carryover prior year eligibility if the count date falls within the first 30 school days of the current school year. If your Student October Count date isn’t within the first 30 school days of the school year, [a Variance Waiver](https://www.cde.state.co.us/cdefinance/auditunit_atrisk_freeandreduced) can be requested.

Note:

Eligibility must be reported as appropriate for each individual student. This is true even if a school participates in the Community Eligibility Provision (CEP) or Provision 2, does not provide a lunch program, or does not participate in federal child nutrition programs. LEAs and schools participating in Healthy School Meals For All will conduct certification and benefit issuance operations as usual, unless also implementing the Community Eligibility Provision. For more information on Provisional Programs and how it impacts At-Risk, visit this [webpage.](https://www.cde.state.co.us/cdefinance/auditunit_atrisk_freeandreduced)

**DO NOT:** Set FRL end date as the last day of school. Either use 6/30 or, at the least, a few weeks after the last day of school.

Please consult the CSI FRL web-page for more information on how to correctly collect student eligibility data.

|  |  |
| --- | --- |
| **Code** | **Description** |
| **00** | Not Eligible (Paid Lunch) |
| **01** | Free Lunch Eligible |
| **02** | Reduced Lunch Eligible |

# Free Lunch Eligibility Identification

Indicate the documentation the LEA used to identify the student as free lunch eligible (as reported in the Free/Reduced Price Eligible field). The Free/Reduced Price Eligible field must be marked Free Lunch Eligible (‘01’) to use a code other than Not Identified as Free Lunch Eligible (‘0’). Students that are Not Eligible (Paid Lunch) (‘00’) or Reduced Lunch Eligible (‘02’) must be coded as Not Identified as Free Lunch Eligible (‘0’).

|  |  |
| --- | --- |
| **Code** | **Description** |
| **0** | Not Identified as Free Lunch Eligible |
| **1** | Direct Certification (Medicaid-Free, SNAP, TANF, FDPIR) – including extension to other household members |
| **2** | Other Source Categorical (Migrant, Homeless, Runaway, Foster, HeadStart documented participation) – LEA lists, student specific eligibility |
| **3** | Application (Application for Free and Reduced-Price Meals, Family Economic Data Survey Form, or Combination form) |

Note: Beginning in the 2023-2024 school year, House Bill 22-1202 creates a new At-Risk Measure for the School Finance formula which requires LEAs to indicate how a student’s free lunch eligibility was documented.

# Section 504 Having a Disability

The student is identified as having a disability 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.

|  |  |
| --- | --- |
| **Code** | **Description** |
| **0** | No |
| **1** | Yes |

# Immigrant (USDE Definition under Section 3301(6) Title III

The Immigrant data field reported in the state collections (October Count and EOY) is supposed to only be for the purpose of reporting students for Title III eligibility for the “Immigrant Set Aside” (http://www.cde.state.co.us/fedprograms/titleiiiimmigrantsetaside). The data field does not follow the federal definition of an immigrant student since it is only used for the purpose of Title III and is optional for schools to complete. The data is reported to the US Department of Ed, but only as an aggregate count by school. If it’s reported in the federal Civil Rights collection, then it would only be reported by aggregate count there also. This Immigrant data field is not a Categorical Eligibility Determination used to determine Free and Reduced Lunch status for students. Those categories are foster, migrant, and homeless. In other words, students flagged as immigrant in this data field do not automatically qualify for free lunch.

A child is an immigrant if their age is 3 through 21 and was not born in any state and has not been attending one or more schools in any one or more states for more than 3 full academic years. The term 'immigrant children' means individuals who:

1. Are ages 3 through 21;**AND**
2. Were not born in any state or U.S. territory; **AND**
3. Have not attended one or more schools in any one or more states for more than 3 full academic years.

|  |  |
| --- | --- |
| **Code** | **Description** |
| **0** | No |
| **1** | Yes |

Important items to note about immigrants:

1. “States” are defined in legislation as the 50 states, Washington D.C., and Puerto Rico.
2. Determining the legality of a student’s immigration status is not a duty of the LEA ~~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 LEA ~~district~~ officials have an obligation to see that the students attend school as mandated by the Colorado School Attendance Law.
3. “Three full academic years” (number 3 above in the definition) is cumulative.

For more information regarding Immigrant students, please visit the Federal Program's [webpage.](https://www.cde.state.co.us/fedprograms/titleiiiimmigrantsetaside)

# English Learner

The Colorado state definition state definition of an English learner, as defined by the ELPA Act, is a student who is linguistically diverse and who is identified using the state-approved English Language Proficiency (ELP) assessment as having a level of English Language Proficiency that requires language support to achieve standards in grade-level content in English. This includes:

* + English learners speak a language other than English and do not comprehend or speak English,
	+ English learners who comprehend or speak some English but whose primary comprehension or speech is in a language other than English,
	+ English learners who comprehend and speak English and one or more other languages but whose English Language Development and comprehension is: at or below the mean of students enrolled in the local education provider or below the mean or equivalent on a nationally standardized test; or below the acceptable proficiency level based on the assessments identified by the Department pursuant to section 22-24-106 (1) (a)
	+ English Learners are represented by their English language proficiency in speaking, listening, reading, and writing
	+ English Learners are also referred to as Multilingual Learners. [For more information about this terminology and when each are used, please see the](https://www.cde.state.co.us/cde_english) [Multilingual Learner (ML) Dear Colleague Letter on the CLDE website.](https://www.cde.state.co.us/cde_english)

Students who have been identified as English Learners, either Non-English Proficient (NEP) or Limited-English Proficient (LEP), **MUST** be provided with some type of language services. **(Note: LEAs ~~Districts~~ are not required to test PK students for English skills, however, if an LEA ~~district~~ administered local assessment is given and a student is found to be NEP or LEP, services must be provided).**

For the Student End of Year (SEY) Collection:

Student End of Year for English Learners is a summation of the school year, not a reporting of the status of the student for the next year. If a student is reported as NEP or LEP in Student October and/or takes the WIDA/ACCESS (Kindergarten ACCESS, ACCESS of ELLs, Alternate ACCESS) English language proficiency test, then that student should be reported as NEP or LEP in the Student End of Year collection.

# Language Background

This field captures the home language of the student as reported on a Home Language Survey (HLS). 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 English Learner (FELL), must have a language background other than English (ENG). [The list of active and inactive language codes can be found here.](https://www.cde.state.co.us/datapipeline/org_orgcodes)

Coding ASL (American Sign Language)

American Sign Language (ASL) is considered English. Students should not be considered an English Learner solely because of their reliance on ASL for communication due to deafness or hearing impairment. If it is determined there is a language influence other than English, ‘eng’, through a HLS, the process of English learner standardized Identification should be followed. Administer screener assessment (K Screener/WIDA Screener), build a body of evidence, and determine language proficiency as NEP or LEP.

# Primary Disability

A 2-digit code representing the student’s Primary Disability. If the student has more than one disability, the code number reported must be that of the student’s major disability, as reflected on the student’s Individualized Education Program (IEP).

Students on an IEP must have a non-zero Primary Disability selected.

|  |  |
| --- | --- |
| **Code** | **Description** |
| **00** | None Cannot use for students with IEP. |
|  |  |
| **03** | Serious Emotional Disability |
| **04** | Specific Learning Disability |
| **05** | Hearing Impairment, including Deafness or Hearing Disability |
| **06** | Visual Impairment, including Blindness or Visual Disability |
| **08** | Speech or Language impairment |
| **09** | Deaf-Blindness |
| **10** | Multiple Disabilities |
| **11** | Developmental Delay |
| **13** | Autism Spectrum Disorder |
| **14** | Traumatic Brain Injury (TBI) |
| **15** | Orthopedic Impairment |
| **16** | Other Health Impairment |

# Attends District Funded HSED Program

Student is enrolled in a High School Equivalency Degree (HSED) program using state funds either in the form of an LEA ~~district~~ run HSED program or tuition paid, by the LEA ~~district~~, to an external HSED program.

|  |  |
| --- | --- |
| **Code** | **Description** |
| **0** | No |
| **1** | Yes |

# Homeless

Indicate if the student meets the criteria of a homeless individual according to Subtitle VII-B of the McKinney-Vento Homeless Assistance reauthorized in 2015 by the Title IX, Part A of the Every Student Succeeds Act. A homeless individual is one who lacks a “fixed, regular, and adequate primary nighttime residence,” including children and youth who are:

1. Sharing housing due to loss of housing or economic hardship ~~(not due to cultural preference or a desire to save money)~~
2. Living in motels, hotels, trailer parks, or camping grounds is due to lack of alternative adequate housing.
3. Living in emergency or transitional housing.
4. Abandoned in hospitals.
5. Living in cars, parks, public spaces, abandoned buildings, substandard housing, or bus or train stations.
6. 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.
7. Migratory children who qualify as homeless because they are living in circumstances described above.

Notes:

* + Homeless determinations are made by McKinney-Vento LEA ~~district~~ liaisons and are conducted on a case-by-case basis. Not all persons living in the above situations would automatically be considered homeless. To find your LEA’s ~~district’s~~ [McKinney-Vento liaison, visit this webpage.](http://www.cde.state.co.us/studentsupport/homeless_liaisons)
	+ Students experiencing homelessness may or not be in the physical custody of a parent or guardian. If the student meets the definition of homeless and is not in the physical custody of a parent or guardian, then they are considered unaccompanied youth.
	+ Once a student is identified as homeless, they will remain identified and eligible for services throughout the school year regardless of housing status. For more information, [visit the Student Support webpage.](http://www.cde.state.co.us/dropoutprevention/homeless_data)

Students on an IEP must have a non-zero Primary Disability selected.

|  |  |
| --- | --- |
| **Code** | **Description** |
| **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) |

# Cause of Housing Crisis

The primary cause behind a student being homeless. The Homeless field must be marked Yes (‘3’ or ‘4’) to use a code other than N/A (‘00’).

Students on an IEP must have a non-zero Primary Disability selected.

|  |  |
| --- | --- |
| **Code** | **Description** |
| **00** | N/A |
| **01** | Eviction/Foreclosure/Cannot afford housing |
| **02** | Household/Domestic Factor |
| **03** | Loss or decrease in income/Loss of job/Seasonal Employee |
| **04** | Natural Disaster |
| **05** | Pandemic |
| **98** | Prefer not to answer/Decline |
| **99** | None of the above |

# Additional Cause of Housing Crisis

The secondary cause behind a student being homeless. The Homeless field must be marked Yes (‘3’ or ‘4’) to use a code other than N/A (‘00’). N/A is also used when there is not a secondary cause.

|  |  |
| --- | --- |
| **Code** | **Description** |
| **00** | N/A |
| **01** | Eviction/Foreclosure/Cannot afford housing |
| **02** | Household/Domestic Factor |
| **03** | Loss or decrease in income/Loss of job/Seasonal Employee |
| **04** | Natural Disaster |
| **05** | Pandemic |
| **99** | None of the above |

# Primary Nighttime Residence

According to the McKinney-Vento Homeless definition, indicate which of the following best describes the student’s current living situation. The Homeless field must be marked Yes (‘3’ or ‘4’) to use a code other than N/A (‘00’).

|  |  |
| --- | --- |
| **Code** | **Description** |
| **00** | N/A |
| **01** | Shelters/Transitional Living |
| **02** | Doubled Up Due to Economic Hardship |
| **03** | Unsheltered (Cars, Parks, Campgrounds) |
| **04** | Hotels/Motels |

# Language Proficiency

A student's English language proficiency describes their ability to speak, listen, read, and write in English. English Learners (ELs) are identified using the state’s EL Standardized Identification process through screening and collecting a standardized body of evidence upon enrollment. ELs transition out of ELD instruction and programs using the state’s EL Standardized Redesignation process through reviewing WIDA ACCESS scores and collecting a standardized body of evidence. LEAs ~~Districts~~ are expected to annually review language proficiency of students to inform instructional and programming decisions. [More information can be found](http://www.cde.state.co.us/cde_english/identification-placement) [here.](http://www.cde.state.co.us/cde_english/identification-placement)

Notes:

* + - English Learners (EL) must have an English Proficiency rating entered (1, 2, 6, 7, 8, 9) and non-EL students must be coded as 0 or 4. Former English Learners are coded as 5.
		- The rules regarding FEP students (6, 7, 8, and 9) and FELL students (5) changed in SY 2017-2018. Once a student has been FEP for four consecutive school years (two years monitored followed by two years exited) they should move to FELL status.

**\*Note:** EL Logical Progression is not sequential. Logical progression for EL is as follows:

(4)PHLOTE - sometimes used

(1) NEP - can use for several years

(2) LEP - can use for several years

(6) FEP MY1 - use for only 1 year

(7) FEP MY2 - use for only 1 year

(5) FELL - has concluded EL learning and is proficient in English, can use for several years

EL students are expected to follow the logical progression\* of Language Proficiency from one year to the next. Schools can make exceptions in special circumstances and are advised to reach out to CSI in advance of those decisions.

|  |  |
| --- | --- |
| **Code** | **Description** |
| **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 predominantcomprehension or speech is in a language other than English. |
| **4** | **PHLOTE, English Proficient-** A student who has a Primary or Home Language Other Than English (PHLOTE), has *never been identified as an English Learner ~~served in a language instruction education program (i.e.: ELA, ESL, Bilingual),~~* and after initial screening and review of a body of evidence, is determined to be proficient in English (in all four domains). |
| **5** | **FELL- Former EL –** A student who previously received language instruction in the reporting LEA ~~district~~ or another LEA ~~district~~ who has been exited from an EL program for two school years. *Students who transfer from another LEA and have Screener test scores indicating student is fluent in English (in all four domains) ~~as fluent~~ should no longer be automatically coded as FELL, instead they**should continue with their ~~spot in the~~ FEP progression.* |
| **6** | **FEP, Monitor Year 1** – A student who has spoken, or currently speaks, a language other than English, but who can comprehend, speak, read, and write English comparable to their monolingual English-speaking peers. A Monitor Year 1 student should have been re-designated based upon assessments and a body of evidence from previous school year. |
| **7** | **FEP, Monitor Year 2 –** A student who has spoken, or currently speaks, a language other than English, but who can comprehend, speak, read, and write English comparable to their monolingual English-speaking peers. A student in Monitor Year 2 should have been re-designated based upon assessments and a body of evidence and have been in Monitor year 1 during the previous schoolyear. |
| **8** | **FEP, Exited Year 1** - A student who has spoken, or currently speaks, a language other than English, but who can comprehend, speak, read, and write English comparable to their monolingual English-speaking peers. A student coded as Excited Year 1 should havebeen coded as Monitor Year 2 in the previous school year and determined to be exited. |
| **9** | **FEP, Exited Year 2** - A student who has spoken, or currently speaks, a language other than English, but who is able to comprehend, speak, read, and write English comparable to their monolingual English-speaking peers. A student who is coded as Exited Year 2 should have been coded as Exited Year 1 in the previous school year and determined to be exited. |

# Language Instruction Program (LIP)

Indicates the type of English language instructional program used to educate a student who is an English learner.

* + Students with a language background of English should be coded 00 (No or Not Applicable).
	+ Students with a language background that is not English and have a Language Proficiency code of NEP (1), LEP (2), or FEP Monitor Year 1 and Year 2 (6, or 7) should have a valid non-zero (00) code for this field.
	+ Students who have a Language Proficiency code of PHLOTE (4) or FELL (5) should be coded as Not Applicable (00).
	+ Students who have a Language Proficiency code of FEP Exited Year 1 or Year 2 (8 or 9) may be coded using any LIP value.
	+ Students may not be coded in more than one LIP. If multiple programs are used to educate a student, please use the one that is predominately used to educate the student.

|  |  |
| --- | --- |
| **Code** | **Description** |
| **00** | N/A |
| **01** | English as a Second Language (ESL) or English Language Development (ELD) |
| **02** | Dual Language or Two-way Immersion |
| **03** | Transitional Bilingual Education or Early-Exit Bilingual Education |
| **04** | Content Classes with integrated ESL Support |
| **05** | Newcomer programs |
| **97** | Other |
| **98** | Not enrolled in a Language Instruction Program, Parent Choice |

* + Not enrolled in a Language Instruction Program, Parent Choice (98) is used when English learners are not enrolled in LIP. This code is used only when parents/guardians refuse ELD instruction through the local education agencies LIP. A documented refusal/decline of services for NEP/LEP students who are eligible for ELD program and instruction is required.

# Special Education 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.

|  |  |
| --- | --- |
| **Code** | **Description** |
| **0** | No |
| **1** | Year 1 of Transition |
| **2** | Year 2 of Transition |
| **3** | Year 3 of Transition |
| **4** | Year 4 of Transition |

Note:

4th year would apply when student’s 21st birthday falls after the school year begins (based on LEA’s ~~district’s~~ adopted calendar) and the student will complete the semester in which they turn 21.

# Alternate Assessment Participant

A student whose IEP Team has determined and documented in the student’s IEP that the student meets participation requirements as a student with a **most significant cognitive disability**, who will receive modified instruction based upon alternate academic achievement standards (Extended Evidence Outcomes) and who will participate in state alternate assessments required in the student’s enrolled grade level. If the student is not tested at grade level (e.g., 12th grade, in 18- 21 transition program) and receives modified instruction based on alternate academic achievement standards (Extended Evidence Outcomes), please indicate “Yes”. (This would include the Colorado Measures of Academic Success: Dynamic Learning Maps™ Alternate Assessment for English Language Arts/Literacy and

Mathematics; CoAlt Science and Social Studies; Alternate ACCESS for English learners; DLM 10th Grade Alternate Assessment for the 10th grade preparatory exam; and the DLM 11th Grade Alternate for the 11th grade college entrance exam.)

|  |  |
| --- | --- |
| **Code** | **Description** |
| **0** | No |
| **1** | Yes |

Though not very common, be sure that you flag any students who will be provided alternate assessments during spring testing for the current school year. Otherwise, there will be problems with the associated SBD collection reviews for those student records.

# Military Connected

Student has a parent or guardian who is an active-duty member of the Armed Forces or on full-time National Guard duty.

* + Students only need to be identified once per school year for this field. If the parent or guardian becomes an active-duty member of Armed Forces or full- time National Guard, they may move from 0 (No) to 1 (Yes). If the parent or guardian is no longer an active-duty member of the Armed Forces or full- time National Guard, they do not need to have their coding changed from 1 (Yes) to 0 (No) during the current school year.
	+ The definition of Armed Forces (Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard), active duty, and full-time National Guard duty can be found in 10 U.S.C. 101(a)(4), 101(d)(1), and 101(d)(5).

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| --- | --- |
| **Code** | **Description** |
| **0** | No |
| **1** | Yes |

# Military Enlisted

Student who has or will enlist in the military.

* + This includes all branches of the military and full-time National Guard duty.
	+ Students only need to be identified if they are 17 years of age or older. Students may possibly be identified more than once.

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| --- | --- |
| **Code** | **Description** |
| **0** | No |
| **1** | Yes |

**Document Changes:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description of Change** | **Reason for Change** | **Element(s) Affected** |
| 1/12/2016 | Changes for the 2016-17 school year – Remove optional fields (address, email, etc.) Remove primary disability 07Note: Migrant field will no longer be used in the 2017-18 school year | Special education has found another way to collect the students’ address, email, etc.Special education requested the elimination of primary disability 07. Students must be retested and identified with 15 or other disability code. Migrant will be a calculated value and districtsdo not need to load it. | Student’s Address, Student’s Address City, Student’s Address State, Student’s Address Zip, Student’s Primary Telephone Number, Student’s Secondary TelephoneNumber, Student’s Email Address, Primary Disability, Migrant |
| 1/30/2016 | Add code 9 to postsecondary program enrollment for Carry Forward ASCENT | This change is required in order to identify students who are funded in the ASCENTprogram using a carry forward ASCENT slot | Postsecondary Program Enrollment |
| 2/8/2016 | Change values Ascent to ASCENT | Text change requested by EDAC | Postsecondary Program Enrollment |
| 3/22/2016 | Removed Refugee Field | CDE does not need this field as a part of anycollection | Refugee Field |
| 4/14/2016 | Update primary disability text values to match the IEP participation file | Consistency | Primary Disability |
| 3/17/2017 | Changing method of reporting English Learners | ESSA requires more detailed program information prompting a change in data collection for EL Students. Removing ESL Status and Bilingual fieldsAdding LIP fieldUpdating codes for Language Proficiency | ESL Status Bilingual Language Proficiency LIP |
| 3/17/2017 | Remove Migrant filed | Tentatively approved last year, the migrant fieldis no longer necessary in this file. | Migrant |
| 3/17/2017 | Update Postsecondary Enrollment field to report P- TECH and ASCENT, and adding second character to field | Legislative and School Finance requests | Postsecondary Enrollment |
| 3/17/2017 | Create Military Connected field | ESSA legislative requirement | Military Connected |
| 3/22/2018 | Update Primary Nighttime Residence | Provide clarification on code 01 to include transitional living | Primary Nighttime Residence |

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| --- | --- | --- | --- |
| **Date** | **Description of Change** | **Reason for Change** | **Element(s) Affected** |
| 2/25/2019 | Updated referenced Homeless legislation | Updates to Homeless reference under McKinney-Vento Assistance Act reauthorized bythe Title IX, Part A of ESSA | Homeless |
| 1/29/2020 | Create Military Enlistment | Statutory Requirement. SB18-012 | Military Enlisted |
| 5/20/2020 | Added Housing Crisis Fields | Response to COVID-19 | Cause of Housing Crisis, Additional Cause of Housing Crisis |
| 2/25/2021 | Updated Verbiage to different fields | CDE Units updated verbiage | EL Fields, Cause of Housing Crisis,Add. Cause of Housing Crisis |
| 1/13/2022 | Added new TREP Postsecondary Code | Postsecondary Unit Requirement | TREP Year 5 |
| 1/17/2023 | Moved Postsecondary Program Enrollment to Student School Association File | Postsecondary Program Enrollment is not demographic information because it is based upon a student’s school/district enrollment | Postsecondary Program Enrollment |
| 1/17/2023 | Added new Gender code | CDE requirement | Gender |
| 1/17/2023 | Removed code 12 from Primary Disability | Per Preschool and Special Education Unit | Primary Disability |
| 1/17/2023 | Updated Verbiage to various fields | CDE units updated verbiage | Free/Reduced Lunch Price Eligible, Section 504, Immigrant, EL Fields, Homeless, Cause of Housing Crisis, Add. Cause of Housing Crisis, Primary Nighttime Residence, Special Education Transition, AlternateAssessment Participant, Military Connected |
| 3/1/2023 | Add field – Free Lunch Eligibility Designation | Added in response to House Bill 22-1202 | Free Lunch Eligibility Designation |
| 1/18/2024 | Updated “district” to “LEA” throughout document | Will better include BOCES and CSI in definitions |  |
| 2/12/2024 | Updated file format | Document accessibility |  |