READ Training Data Collection
June 2024

Introductions

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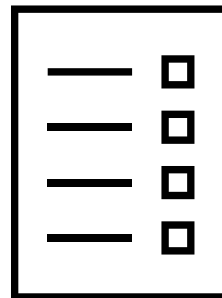READActData@cde.state.co.us

Today's Agenda

High-Level Overview of the READ Training Data Collection

Highlights on What's New

Important Dates

Action Steps

Q&A

READ Training Collection

District/BOCES & Statute

To receive per-pupil intervention money in a budget year, a local education provider must meet the following requirements:

(I) The local education provider must submit the information described in subsection (2) of this section and in section 22-7-1213 (2);

(II) For the 2022-23 budget year and budget years thereafter, the local education provider must submit evidence that it is in compliance with the teacher training requirements specified in section 22-7-1208 (6);

(II.5) For the 2024-25 budget year and budget years thereafter, the local education provider must submit evidence that it is in compliance with the principal and administrator training requirements specified in section 22-7-1208 (6.5) and the reading interventionist training requirements specified in section 22-7-1208 (6.7);

READ Act Training Collection
Additions

SB 19-199   READ Teacher Training (K-3)

SB 22-004   READ Administrator Training
                4-12 Reading Interventionists

This is the first year LEPs are required to report completion of the READ Admin Training for staff and the READ Teacher training for 4-12 staff. These individuals will be reported in addition to those who are reported for READ Teacher Training, which now includes K-12 teachers.

READ Act Training Collection
Roles & Who Do We Report?

1 CCR 301-92 (2.36) Teacher: The professional responsible for the literacy instruction of the student(s) and may include the main instructor for a class, an instructional coach, reading interventionist, special education teacher, Title I teacher or other personnel who are identified as effective in the teaching of reading

22-7-1208 (6.5) Each principal in a school that serves kindergarten or any of grades one through three and each administrator with responsibility that pertains to programs in kindergarten or any of grades one through three successfully completes or has successfully completed evidence-based training

22-7-1208 (6.57a) Ensure that each reading interventionist employed to teach students in any of grades four through twelve successfully completes or has successfully completed evidence-based training in teaching reading

Statute definition makes it difficult to provide a blanket response about which job titles need to complete the requirement because it is *open ended and relates to function*. Please keep in mind that the determination of that job function must be made locally.

Changes & What's New

READ Act Designations
READ Teacher Designation

READ Teacher Designation ➕ READ Admin Designation
(Same designation, different name) (New this Year for Admin Training)

READ Designation is now READ Teacher Designation.
You may see both on COOL reports, however it is the same designation. This designation is for K-12 READ Teacher training. So, 4-12 Reading Interventionists will apply for the READ Teacher Designation via COOL when submitting their EoC.

Anyone with <u>any</u> type of license in COOL who has completed the READ Teacher training may apply for the READ Teacher designation. It is NOT license-specific.

READ Act Designations

READ Admin Designation (New this Year)

READ Admin Designation
This designation **is** license- specific**.** This means that only individuals with a specific type of license will be able to add the READ Admin Designation in COOL.

This also means that LEPs are responsible for submitting EoC to the CDE through the Manual Review Request for those who **do not** have the specific license types **and** who were required to take the training.

Individuals with These Licenses Should Add the READ Admin Designation via COOL:
Principal or administrator license
Principal authorization
Emergency authorization with either a principal or administrator endorsement
Interim authorization with either endorsement

READ Act Designations
READ Admin Designation (cont.)

Individuals with These Licenses <u>Should</u> add the READ Admin Designation via COOL:
- ✓ Principal or administrator license
- ✓ Principal authorization
- ✓ Emergency authorization with either a principal or administrator endorsement
- ✓ Interim authorization with either endorsement

For all Staff who are Required to take the READ Principal/Admin Training who DO NOT have any of the above types of licenses:

LEPs will need to use the Manual Review Request Process to upload the EOC for these individuals. In addition to being required by statute, this will ensure LEPs do not need to report these individuals' multiple years and ensures the CDE has a permanent record that these individuals completed the training, even though they cannot add the READ Admin designation in COOL.

Non-Licensed Process Replaced

Non-Licensed Process → **NEW** Manual Review Request

(Syncplicity Folder Requests)   (Smartsheet File Upload)

There are many reasons why an LEP may need to submit EoC for staff that include, but are not limited to, reporting non-licensed staff.

The Manual Review Request is a request form and file upload form in one step. This eliminates back and forth communication and requests for Syncplicity folders.

This is a "last resort" process for submitting EoC. In most cases, LEPs should strongly encourage their staff to apply for the respective READ Act designation through COOL.

Manual Review Process Overview

No longer need to request Syncplicity Folder

No longer need to submit PII via Smartsheet a second time

LEP Collects EoC from Staff Members

Naming Conventions

Note any name discrepancies from HR files

Keep list of individuals required to take Trainings for reporting

Report Staff on READ Training Export

Ensure you have EoC for each staff reported

Clear report of all errors other than those related to manual reporting

Notify READ Data Team that you need and are ready a manual review

Submit EOC

Submit via SMART sheet link provided by CDE

Ensure 1:1 correspondence with PII on READ report

Await email notifying that your file is ready to submit

READ Teacher Training Export Report
New Name, Similar Look and Protocol

This is now referred to as the READ Training Export Report. It will function in the same way as the previous READ Teacher Training Export Report.

Changes to the Export Report include the removal of columns K-S off the previous report, which held additional information about the educator. Additional fields were added for the new administrator requirement.

All K-3 educators, reading interventionists, and administrators will appear on the same report.

More information, including screenshots, will be presented at the next webinar.

READ Staff Training File Layout

The latest file layout is posted on the READ Training webpage, linked [here](#).

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
School District/BOCES Code*	4	1	4	1	A	1111	
School Code*	4	5	8	2	B	2222	
EDID*	8	9	16	4	C	12345678	Must match in EDIS
Staff's First Name*	30	17	46	5	D	valid name	First name must match in EDIS
Staff's Last Name*	30	47	76	6	E	valid name	Last Name must match in EDIS
Staff's Gender*	2	77	78	7	F	01	Gender must match in EDIS
Staff's Date of Birth*	8	79	86	8	G	01011980	MMDDYYYY Format. DOB must match in EDIS
Staff's Primary Grade Level or Role*	3	87	89	9	H	010	Grade primarily served by the educator (most classes/class time).
Staff's Teacher Training Status Code*	2	90	91	10	I	10	Teacher Training completion status
Staff's Teacher Training Not Complete Status Code	2	92	93	11	J	01	Only required if a teacher training status code of 13 is entered
Staff's Administrator Training Status Code*	2	94	95	12	K	10	Administrator Training Completion Status

Mandatory
FORM # DMC-1185
CURD REVIEWS//

Last Updated June 2024

1 of 4

FY2024-2025 READ Training Reporting

Staff's Administrator Training Not Complete Status Code	2	96	97	13	L	01	Only required if an administrator training status code of 13 is entered

* Indicates required (no field can be blank)

Important Dates & Action Steps

READ Training Data Collection
General Timeline

- Collection window is scheduled for **August 1 – August 30, 2024**

- Teacher and Admin trainings should be completed by **August 1, 2024**

- **August 15th or earlier** is a target deadline for staff to submit their Evidence of Completion (EOC) to Colorado Online Licensing system (COOL)

- Good Cause Extension Requests (Status code 13) go before the SBE around the second week of each month

TIP: This collection tends to take more time to resolve errors and because some LEPs may need a manual review. We strongly encourage LEPs submitting their report as early as possible to allow time for correcting errors and finalizing data.

READ Training Data Collection
Save the Dates

Scheduled Webinars:

June 27, 2024

July 11, 2024

July 25, 2024

August 8, 2024

Collection Dates:

August 1, 2024 - The collection opens.

August 15, 2024 - Targeted deadline for educators to have designation added in COOL.

August 30, 2024 - Collection close deadline.

Please also note that content will also be presented at Data Pipeline Town Halls. These are weekly informational webinars on collections currently open in Data Pipeline. See this link for more information.

*Due to the calendaring of this collection, **CDE will start outreach to superintendents for virtual support meetings** on the collection in early September.*

*The **first SBE meeting to approve good cause extensions** from the 24-25 collection will also occur in September.*

READ Training Data Collection
Reminders

Staff hired before June 1, 2024 must have their respective training completed by August 1, 2024. Staff hired after June 1st may be reported as "new" and have one year to complete their respective training. Staff moving into new positions are considered "new" following these timelines as well.

Note: *If you are reporting a staff person who is considered new to your district, but who was already reported as a new staff person by their previous district, they may not be reported as new and are expected to have the training completed. In this situation and if they have not completed the training, you will be able to assign a Status Code 13, which is subject to SBE approval.*

Actionable Steps & Questions

Actionable Steps to Take Today

✓ Confirm that the correct individual is assigned to the RED LEA APPROVER role in IdM

✓ Collect EOC in LEP database, using recommended naming conventions

✓ Understand which staff were required to take 4-12 and Admin trainings

✓ Review 24-25 File Layout and Definitions for reporting details

✓ Reserve webinar dates in July and/or August for more details on pulling the report

✓ Read through our resources for answers to many common questions

Actionable Steps to Take Today
(cont.)

- ✓ Develop communication plan notifying teachers and administrators of:

  - ✓ Training Deadlines

  - ✓ Uploading to COOL and applying for READ Teacher and/or READ Admin designation

  - ✓ Track list of those required by district to take the READ Admin training but who do not have the licenses needed to add to COOL

  - ✓ Keep record of newly hired staff or staff who changed grades/roles and are required to take training that will need to be added to READ Training Export Report

Resources

Data Collection Website

Overview

The Colorado READ Act requires districts to report specific student, school, and district level data to CDE to determine and report on the important milestones in implementing key provisions of S.B. 19-199. The information provided in these reports is intended to assist the department, the state board of education, the governor, and the public in monitoring the implementation of and identifying the results achieved in implementing the Colorado READ Act.

Jump to:

Literacy Programs & Assessments	Spring READ Assessment
READ Training Collection	Training Resources

READ Training Completion Reporting (Includes READ Teacher and READ Admin Trainings)

Districts must annually ensure and report that all K-3 teachers who provide literacy instruction to students in grades K-3 and all teachers who provide reading intervention in grades 4-12 have successfully completed evidence-based training in teaching reading. Districts must also report K-3 principals/administrators and/or personnel who the LEP determines meet the statute criteria as needing to complete the K-3 Principal/Administrator training.

Guidance Resources -

- Coming Soon

Important Dates

- Collection Open in Data Pipeline: August 1, 2024 - August 30, 2024
- August 1st: Teachers, Principals, and Administrators should have training completed by this date
- August 15th: Teachers, Principals, and Administrators should have their respective READ Training designations added to their COOL accounts
- August 30th: **Error Free** final submission deadline - we recommend submitting your report earlier than the deadline to allow for any error corrections

File Layout and Definitions

- 2024-2025 READ Training Completion Reporting File Layout and Definitions (PDF) *(updated 3/28/24)*

READ Data Office Hours - Please Register in Advance - Hosted via Microsoft Teams

- June 27th | 3:30 pm - 4:30 pm | Office Hour READ Training Collection Overview
- July 11th | 3:30 pm - 4:30 pm | Office Hour READ Training Collection Launch
- July 25th | 3:30 pm - 4:30 pm | Office Hour READ Training Collection Launch Review

Questions & Answers

Direct all questions pertaining to this collection to: READActData@cde.state.co.us

Please note that our email volume increases significantly in August, September, and October and our response times will be delayed. Email is still the best way to reach us, however, please note sending multiple emails will further delay our ability to respond in a timely manner.