2024-2025 Staff Interchange – Staff Profile

Updates from 2023-2024 are highlighted in <mark>yellow.</mark>

Purpose:

The purpose of the Staff Interchange-Staff Profile file is to capture and verify the attributes of staff employed by the LEA or purchased service staff providing services for the currently selected school year. This data is collected for the Human Resources snapshot (employees and purchase service staff as of December 1st); Special Education December Count snapshot <mark>(employees and purchased service staff as of December 1st)</mark>, Staff Evaluation (all licensed evaluated staff) 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 or purchased services 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*

🔑 indicates primary key

Field List:

ALL DATA FIELDS ARE REQUIRED
NOTE: ZERO-FILL ALL NON-APPLICABLE FIELDS
A header row is required.

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Admin Unit/SOP Code	5	1	5	1	A2	11111	5-digit code
LEA Code/BOCES Code	4	6	9	2	B2	1111	4-digit code

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Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Social Security Number	9	10	18	3	C2	123456789	SSN is used to link with licensure data and EDIS validation
EDID	8	19	26	4	D2	12345678	Must match EDIS
Staff's First Name	30	27	56	5	E2	Valid name	First name must match EDIS and COOL (licensed staff)
Staff's Last Name	30	57	86	6	F2	Valid name	Last name must match EDIS and COOL (licensed staff)
Staff's Gender	2	87	88	7	G2	01	01-Female 02-Male 03-Nonbinary Gender must match EDIS
Staff's Date of Birth	8	89	96	8	H2	01011980	MMDDYYYY (Month (2-digit) Day (2-digit) and Year (4-digit) format)) DOB must match EDIS
Staff's Ethnicity: Hispanic or Latino	1	97	97	9	I2	1	0-No 1-Yes
Staff's Ethnicity: American Indian or Alaska Native	1	98	98	10	J2	1	0-No 1-Yes
Staff's Ethnicity: Asian	1	99	99	11	K2	1	0-No 1-Yes
Staff' Ethnicity: Black or African American	1	100	100	12	L2	1	0-No 1-Yes
Staff's Ethnicity: White	1	101	101	13	M2	1	0-No 1-Yes
Staff's Ethnicity: Native Hawaiian or Other Pacific Islander	1	102	102	14	N2	1	0-No 1-Yes
Staff's District of Residence	4	103	106	15	O2	1111	Can be zero-filled for purchased service staff
Beginning (start) Date at School LEA	8	107	114	16	P2	01012000	MMDDYYYY (Month (2-digit) Day (2-digit) and Year (4-digit) format))
Years of Prior Pre/K-12 Teaching Experience	2	115	116	17	Q2	05	Required for Job Class Codes between 201-206
Years of Prior Pre/K-12 Education Experience	2	117	118	18	R2	05	Required for Job Class Codes between 100-299
Years Principal at Any School	2	119	120	19	S2	15	Required for Principals and Supt Servicing as Principals

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Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Highest Level of Education Completed	2	121	122	20	T2	15	Can be zero filled for <mark>purchased service staff</mark>
Institution Code of Degree	4	123	126	21	U2	0000	Can be zero filled for <mark>purchased service staff</mark>
State Code of Degree	2	127	128	22	V2	UT	Can be zero filled for <mark>purchased service staff</mark>
Subject Area of Degree 1	4	129	132	23	W2	2000	Can be zero filled for <mark>purchased service staff</mark>
Subject Area of Degree 2	4	133	136	24	X2	2000	Can be zero filled for <mark>purchased service staff</mark>
Subject Area of Degree 3	4	137	140	25	Y2	2000	Can be zero filled for <mark>purchased service staff</mark>

Field Descriptions:

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
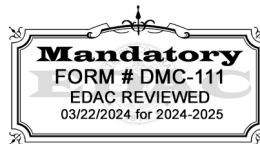
LEA/BOCES Code
A unique code assigned by CDE. Refer to School District/BOCES Code table found here, list of Colorado School Codes

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.

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Staff's <mark>or Purchased Service</mark> Staff's First Name:

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

Staff's <mark>or Purchased Service</mark> Staff's Last Name:

The name borne in common by member of a family.

Staff's or Purchased Service Staff's Gender

An individual's sex.

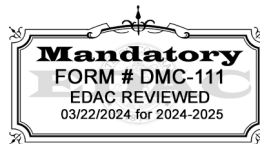| Code	Description
01	**Female**- identifies as female (including a transgender student/staff who identifies exclusively as female).
02	**Male –** identifies as male (including a transgender student/staff who identifies exclusively as male).
03	**Nonbinary -** does not identify exclusively as male or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

Staff's <mark>or Purchased Staff's</mark> 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".

Code	Description
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.

Code	Description
0	**No, n**ot 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.

Code	Description
0	**No, n**ot Asian
1	**Yes** Asian

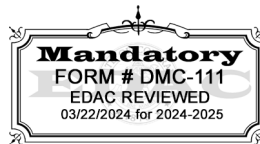## Staff's Race-Black or African American

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

Code	Description
0	**No, n**ot 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.

Code	Description
0	**No, n**ot White
1	**Yes** White

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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.

Code	Description
0	**No, n**ot 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](#)

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.)
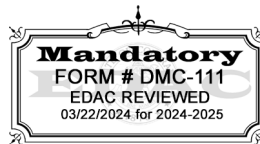
Years of Prior Pre/K-12 Teaching Experience

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 00 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 '00' in the current file.
- LEA may report the teaching experience as greater than 00; 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.

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- 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 00 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 '00' in the current file.
- may report the education experience as greater than 00; in which case, CDE will not calculate the years of education experience and the reported value will be used.
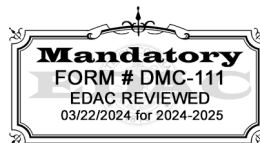
Years Principal at any school

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 00 in the current file.
  - 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 '00' in the current file.
- LEA may report the years principal at any school as greater than 00; in which case, CDE will not calculate the years of principal experience at any school and the reported value will be used.

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.

Code	Description
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)

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Code	Description
13	Formal award, certificate, or diploma (more than or equal to one year)
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.Phar., 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. 0000 zero filled for staff earning their degree outside of Colorado.
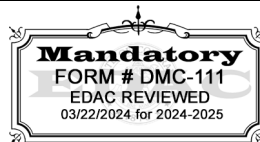
State Code of Degree

The state in which the employee received their highest level of education (bachelors, master's, or doctorate) outside of Colorado. If the employee received their highest level of education (bachelors, master's 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: <mark>If staff obtained their degree outside of a Colorado institute, then use two letter state abbreviation of the state their degree was obtained.</mark> Use code 'XX' if institution was outside of the United States.**

Subject Area of Degree 1

A broad description of each degree(s) a middle, junior, or high school teacher has received (bachelors, master's 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'.

Code	Description
0000	N/A
0100	Agriculture
0200	Art
0300	Business
0400	Distributive/Marketing Education

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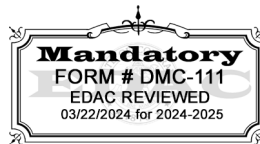Updates from 2023-2024 are highlighted in <mark>yellow.</mark>

Code	Description
0450	Elementary Education
0500	English Language Arts
0600	Foreign Languages
0700	Health Occupations Education
0800	Physical Curriculum
0900	Family and Consumer Education
1000	Industrial Arts/Technology Education
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
1900	Co-curricular Activities- Non-athletic
2000	Other Degree
2100	No Degree

Subject Area of Degree 2 (if more than one degree list 2nd degree)

A broad description of each degree(s) a middle, junior, or high school teacher has received (bachelors, master's, or doctorate). If one degree is earned use, 0000 in subject area of degree 2 and 3.

Subject Area of Degree 3(if more than one degree list 2nd degree)

A broad description of each degree(s) a middle, junior, or high school teacher has received (bachelors, master's, or doctorate). If one degree is earned use, 0000 in subject area of degree 2 and 3.

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Document Changes:

Date	Description of Change	Reason for Change	Element(s) Affected
3-22-2024	Added EDAC stamp	EDAC approval	EDAC stamp added to document
3-29-2023	Added EDAC stamp	EDAC approval	EDAC stamp added to document
3-15-2023	Removed Probationary status	Now reported in Staff Evaluation collection	Teacher Probationary status
3-15-2023	Removed Evaluation fields	Now reported in Staff Evaluation collection	Principal, SSP, and Teacher evaluations fields
3-15-2023	Removed READ training status	Collected in READ collection	READ training status
3-31-2022	Added EDAC stamp	EDAC approval	EDAC stamp added to document
2-17-2022	Removed passed paraprofessional test field	No longer collected by CDE	Passed Paraprofessional test field
7-6-2021	Added clarification for READ Teacher training status field	This field is no longer required in the staff interchange file	READ Training status
3-31-2021	Added EDAC stamp	EDA approval	EDAC stamp added to document
2-23-2021	Added READ Teacher Training status	READ Act SB19-199 Colorado school LEAs required to ensure all K-3 teachers' complete evidence-based training	READ Training Status
2-20-2021	Updated Probationary Status	Alignment with requirements	Probationary Status
11-22-2019	Updated Teacher, SSP Principal ratings	Ratings are not comparable between school years	Techer, SSP, Principal overall and quality standard ratings
4-15-2019	Teacher, SSP, Principal overall and quality ratings	Updated evaluation standards require changes to data collection	Teacher, SSP, Principal overall and quality standard ratings