2025-2026 READ Training Reporting – File Layout

Purpose:

Colorado school districts must annually ensure that all Kindergarten through 3rd grade (K-3) teachers who provide literacy instruction, 4th-12th grade reading interventionists, and school administrators (including principals) complete the training to meet the requirements of the READ Act. To receive per-pupil intervention money, districts must submit evidence of completion to the department for everyone required to take the training.

Dependencies:

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

Record Expectation:

from this file are used in public reporting, external evaluations, and are a requirement in order to receive READ Act funds.
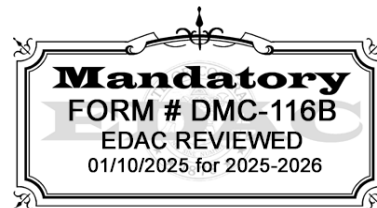
Include a list of collections with links to the collection websites.

Use Summary:

Fields from this file are used in the following CDE Collections, which require LEA/AU effort.

File Notes:

- New changes from 2024-2025 are ==emphasized with yellow shading==.
- *Indicates primary key
- **Zero fill all non-applicable data fields**
- A header row is required for .csv and .xlsx files

Mandatory
FORM # DMC-116B
EDAC REVIEWED
01/10/2025 for 2025-2026

Data Field List:

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
School District/BOCES Code*	4	1	4	1	A	1111	
School Code*	4	5	8	2	B	2222	
EDID*	8	9	16	3	C	12345678	Must match in EDIS
Staff's First Name*	30	17	46	4	D	valid name	First name must match in EDIS
Staff's Last Name*	30	47	76	5	E	valid name	Last Name must match in EDIS
Staff's Gender*	2	77	78	6	F	01	Gender must match in EDIS
Staff's Date of Birth*	8	79	86	7	G	01011980	MMDDYYYY Format DOB must match EDIS
Staff's Primary Grade Level or Role*	3	87	89	8	H	010	Grade primarily served by the educator (most classes/class time).
Staff's Teacher Training Status Code*	2	90	91	9	I	10	Teacher Training completion status
Staff's Administrator Training Status Code*	2	92	93	10	J	10	Administrator Training Completion Status

Retired Data Fields/Codes

Data Fields Retired:

- Staff's Teacher Training Not Complete Status Code
- Staff's Administrator Training Not Complete Status Code

Codes Retired:

Data Field Name	Code	Code Short Description
Staff's Teacher Training Status	13	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.)
Staff's Administrator Training Status	13	No, this administrator 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.)

Data Field Descriptions:

School District/BOCES Code

This field is a unique, 4-character code assigned by CDE. Refer to School District/BOCES Code table on the [data pipeline frequently requested codes and resources page.](#)

School Code

This field is a unique, 4-character code assigned by CDE. Refer to School Code table at http://www.cde.state.co.us/datapipeline/org_orgcodes.

EDID

This field is an eight (8) digit numeric field containing the 8-digit value assigned by CDE for the educator. This is the educator's unique identifier.

Staff's First Name

This field denotes the first name given to an individual and reflects their legal name. This field should match what is recorded in EDIS for the educator.

Staff's Last Name

This field denotes the last name or surname given to an individual and reflects their legal name. This field should match what is recorded in EDIS for the educator.

Staff's Gender

This field denotes the educator's gender.

Code	Gender 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 Date of Birth

This field denotes the month, day, and year on which an individual was born. This field should be formatted in the following way: MMDDYYYY.

Staff's Primary Grade Level or Role

This field denotes the grade primarily served by the educator (most classes/class time).

Code	Description
111	Administrative
000	Multiple Grade Levels/Grades 4-12
007	Kindergarten
010	Grade 1
020	Grade 2
030	Grade 3

Staff's Teacher Training Status

This field denotes the status code for the educator in reference to the teacher training course. Please note that staff hired after June 1st of the current year who were not previously reported as new by any other district and who have not completed the training can be coded with code 12 and have until August 1 of the following year to complete the training. If the staff member has not completed the READ training for another reason, use codes 14-17.

Code	Description
00	This record is for an administrator, and so the teacher training is not applicable.
10	Yes, evidence has been submitted confirming the completion of a CDE approved, evidence-based training in teaching reading and passing the end of course assessment.
12	No, this educator did not complete the training as they were newly hired after the required deadline.
14	No, this educator did not complete the training due to a Human Resources leave of absence. (Note that usage of this code should be very limited and over-use will cause an error.)
15	No, this educator did not complete the training due to a medical reason and use of FMLA. (Note that usage of this code should be very limited and over-use will cause an error.)
16	No, this educator did not complete the training due to a natural disaster. (Note that usage of this code should be very limited and over-use will cause an error.)
17	No, this educator did not complete the training due to another not listed reason. (Note that usage of this code should be very limited and over-use will cause an error.)

Staff's Administrator Training Status

A status code is required for everyone the LEP is reporting. Staff hired after June 1st of the current year who were not previously reported as new by any other LEP and who have not completed the administrator training can be coded with code 12 and have until the following year's collection to complete the training. If staff members have not completed the READ administrator training for another reason, use codes 14-17.

Code	Description
00	This record is for an educator, and so the administrator training is not applicable.
10	Yes, evidence has been submitted confirming the completion of a CDE approved, evidence-based training in teaching reading and passing the end of course assessment.
12	No, this administrator did not complete the training as they were newly hired after the required deadline.
14	No, this administrator did not complete the training due to a Human Resources leave of absence. (Note that usage of this code should be very limited and over-use will cause an error.)
15	No, this administrator did not complete the training due to a medical reason and use of FMLA. (Note that usage of this code should be very limited and over-use will cause an error.)
16	No, this administrator did not complete the training due to a natural disaster. (Note that usage of this code should be very limited and over-use will cause an error.)
17	No, this administrator did not complete the training due to another not listed reason. (Note that usage of this code should be very limited and over-use will cause an error.)

Document Changes:

Collection Year	Type of Change	Description of Change	Reason for Change	Element(s) Affected
2025-2026	Field	Removed the Teacher Training Not Complete Status Code field and added those codes to the training status column	This created a dependency that was not needed	Staff's Teacher Training Not Complete Status Code
2025-2026	Field	Removed the Administrator Training Not Complete Status Code field and added those codes to the training status column	This created a dependency that was not needed	Staff's Administrator Training Not Complete Status Code
2025-2026	Code	Removed code 13 and added codes 14, 15, 16, and 17	Added new codes to replace the teacher not complete status code field by including this information as part of the teacher training status field	Staff's Teacher Training Status
2025-2026	Code	Removed code 13 and added codes 14, 15, 16, and 17	Added new codes to replace the administrator not complete status code field by including this information as part of the administrator training status field	Staff's Administrator Training Status