

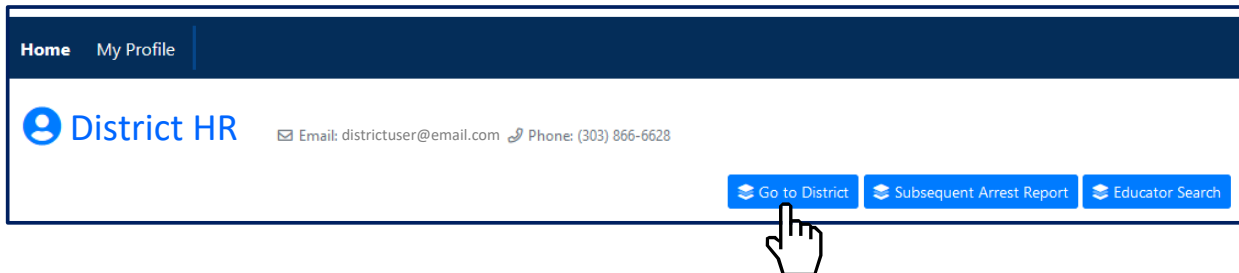
COOL District Reports

Districts can now view a report of educators in their school district who have submitted to show they have met the READ Act training requirement and English Language Learner Professional Development requirements. This report is available to anyone who has already been approved for eLicensing Verification Access (EVA).

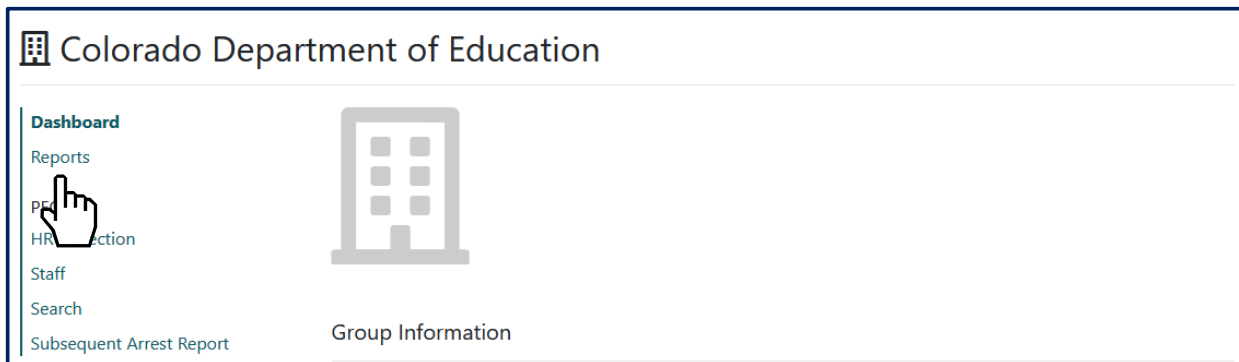
If your school district's HR office has not been approved for access, they can do so by completing a form and applying via COOL. Information on EVA, links to forms, and how to submit can be found at <https://www.cde.state.co.us/cdeprof/districthrs>. There is also a video available on our website that demonstrates how to apply for this access in COOL. The video can be accessed at <https://www.cde.state.co.us/cdeprof/newCOOLsystemupdates> under the heading District Human Resources Personnel.

The following steps show how to access the READ Act and ELPL Designation Reports* via your COOL account:

1. Log into COOL Account
2. Click "Go to District"



3. Click "Reports" in the left menu



4. There are now two reports available, one for each designation. Click "Preview"

Dashboard

Reports

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Subsequent Arrest Report

Available Reports

List of dashboards & questions from Metabase.

Name	
ELPL Designation District Report	Preview
READ Act Report An export of educators with the READ Act designation.	Preview



5. Click the download icon to download the report.

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Preview of READ Act Report

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READ Act Report ⓘ

READ Act Report




EDID	First Name	Middle Name	Last Name	DOB	Designation	Designation Code	Designation Pathway
100000001	John		Doe	1/1/1970	Teacher	01	The State Board of Education
100000002	Jane		Smith	2/2/1975	Teacher	01	The State Board of Education
100000003	Michael		Johnson	3/3/1980	Teacher	01	The State Board of Education

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Preview of ELPL Designation District Report (dashboard/20)

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ELPL Designation District Report

ELPL Designation District Report




Effective Date	EDID	First Name	Middle Name	Last Name	Designation	Designation Pathway
8/1/2020	100000001	John		Doe	Teacher	The State Board of Education
8/1/2020	100000002	Jane		Smith	Teacher	The State Board of Education
8/1/2020	100000003	Michael		Johnson	Teacher	The State Board of Education

*Please note that you will only have educators in this list that were identified as being part of your districts in the 2020-21 Human Resource submission.