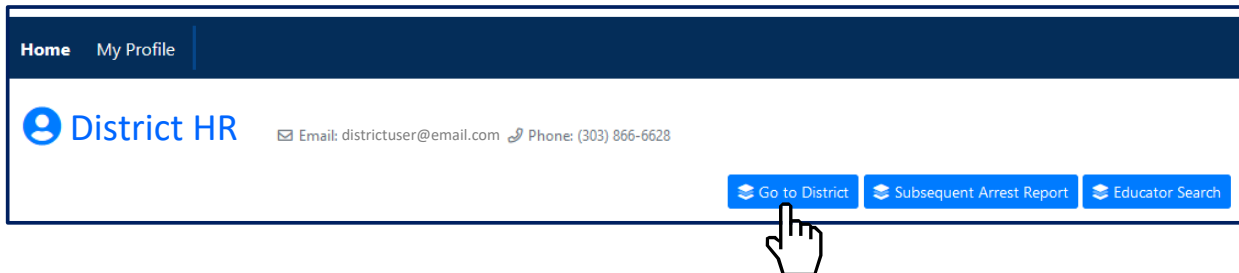# COOL District Reports

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).
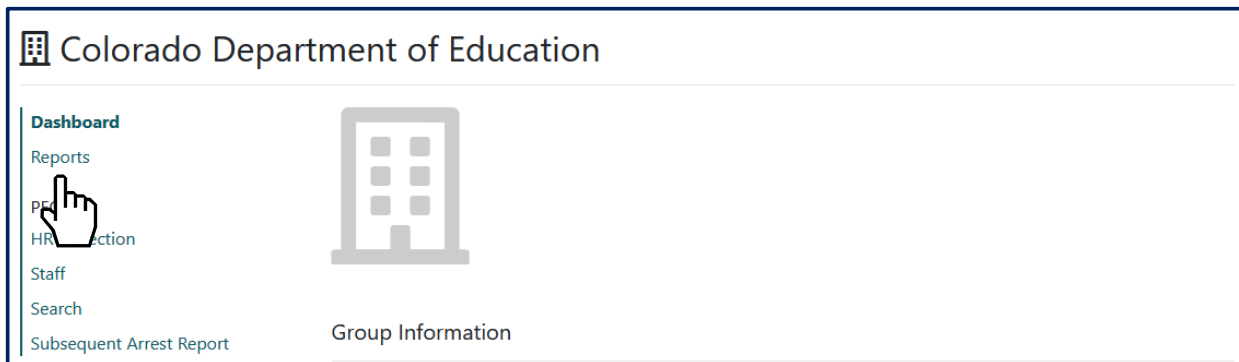
> *If your school district's HR office has not been approved for access, they can do so by completing a form and applying via COOL. Information on EVA, links to forms, and how to submit can be found at https://www.cde.state.co.us/cdeprof/districthrs. There is also a video available on our website that 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"

5. Click the download icon to download the report.

*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.