



2025-2026 Special Education December Count Snapshot File Layout

Purpose:

The purpose of the Special Education December Count Snapshot is to obtain data for the annual count of students with disabilities as of December 1st and the associated Staff members serving those students.

Dependencies:

- Staff member has been assigned an EDID and updated in EDIS.
- Student has been assigned a SASID and updated in RITS.
- Student may also be assigned a LASID by the district which should match the LASID reported in the Child and Participation Files.
- **Special Education IEP Interchange - Administrative Units:**
 - Student has a record in the Special Education Participation file for their Admin Unit.
 - Student has a record in the Special Education Child file for their Admin Unit.
- **Student Interchange - Districts:**
 - Students reported by a district have a record in the Student Demographic file.
 - Students reported by a district have a record in the Student School Association file.
- **Staff Interchange - Districts or Administrative Units:**
 - Special education staff members will have a record in the Staff Profile File.
 - Special education staff members will have a record in the Staff Assignment File.

Criteria:

1. Criteria for Special Education December Count STAFF Snapshot:
 - Special Education Flag = 1 in the Staff Assignment File
 - Administrative Unit Field contains valid 5-digit code in both Staff Assignment and Staff Profile Files for reporting district.
 - Start date is December 1st or prior to December 1st of reporting school year.
 - End Date is either blank (not ended) or post December 1st of the reporting school year.
 - EDID is reported in both Staff Profile and Staff Assignment Files for reporting district.
 - Records with the following Employment Status Codes will be included: 11, 12, 13, 23, 25 or 26.
 - The Staff Profile and Staff Assignment File will be joined based on the school year, EDID, Sped Assignment Flag = 1, district or Admin Unit, and records being error free.
2. Criteria for Special Education December Count STUDENT Snapshot:



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- In the Participation File, Date of Entry to Special Education is December 1st or prior to December 1st of the reporting school year OR Parentally Placed in Private School is 02. A record with a Date of Exit from Special Education prior to December 1st would not be included in the December Count Snapshot.
- Pull all error-free records from the Student Participation file and match them with records in the Student Profile interchange (Student Demographic file and School Association file). The Student Profile Interchange is the authoritative source for (SASID, LASID, Student's First Name, Student's Middle Name, Student's Last Name, Student's Gender, Student Date of birth, Student's Ethnicity, Student Race American Indian, Student Race Asian, Student Race Black, Student Race White, Student's Race Native Hawaiian or Other Pacific Islander, and Grade level).
- If the student is not part of a district, these fields will be pulled from the Special Education Child and Participation Files.
- Data from the Student Interchange will pull primarily from a DEC tagged file. If the district has not tagged a file for DEC, it will pull from the most recent student file uploaded.
- The Special Education Child File, the Special Education Participation File, and the Student Profile and School Association Files will be joined based on the following criteria: SASID, LASID, school year, district (or Admin Unit), and error free records.

File Notes:

New changes from 2024-2025 are **emphasized with yellow shading**.

Data Field List:

| Staff Snapshot Name of Field | Field Length | Source Interchange | Source File | Remarks |
|---|--------------|--------------------|------------------|---------|
| Admin Unit/SOP Code | 5 | Staff Interchange | Staff Profile | |
| Social Security Number | 9 | Staff Interchange | Staff Profile | |
| EDID | 8 | Staff Interchange | Staff Profile | |
| School District/BOCES Code | 4 | Staff Interchange | Staff Assignment | |
| Staff's First Name | 30 | Staff Interchange | Staff Profile | |
| Staff's Last Name | 30 | Staff Interchange | Staff Profile | |
| Staff's Gender | 2 | Staff Interchange | Staff Profile | |
| Staff's Date of Birth | 8 | Staff Interchange | Staff Profile | |
| Staff's Ethnicity: Hispanic or Latino | 1 | Staff Interchange | Staff Profile | |
| Staff's Race: American Indian or Alaska Native | 1 | Staff Interchange | Staff Profile | |
| Staff's Race: Asian | 1 | Staff Interchange | Staff Profile | |
| Staff's Race: Black or African American | 1 | Staff Interchange | Staff Profile | |
| Staff's Race: White | 1 | Staff Interchange | Staff Profile | |
| Staff's Race: Native Hawaiian or Other Pacific Islander | 1 | Staff Interchange | Staff Profile | |



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| Staff Snapshot Name of Field | Field Length | Source Interchange | Source File | Remarks |
|--|--------------|--------------------------|-------------------------|---|
| Staff's Federal Race | 2 | Staff Interchange | Staff Profile | Calculated value based on ethnicity and race from the Staff Profile file |
| Beginning (start) Date at School District | 8 | Staff Interchange | Staff Profile | |
| Years of Prior Pre/K-12 Teaching Experience | 2 | Staff Interchange | Staff Profile | |
| Years of Prior Pre/K-12 Education Experience | 2 | Staff Interchange | Staff Profile | |
| Highest Level of Education Completed | 2 | Staff Interchange | Staff Profile | |
| Institution Code of Degree | 4 | Staff Interchange | Staff Profile | |
| State Code of Degree | 2 | Staff Interchange | Staff Profile | |
| Subject Area of Degree 1 | 4 | Staff Interchange | Staff Profile | |
| Subject Area of Degree 2 | 4 | Staff Interchange | Staff Profile | |
| Subject Area of Degree 3 | 4 | Staff Interchange | Staff Profile | |
| Staff's District of Residence | 4 | Staff Interchange | Staff Profile | |
| School Code | 4 | Staff Interchange | Staff Assignment | |
| Special Education Staff Program Code | 4 | Staff Interchange | Staff Assignment | |
| Job Classification Code | 3 | Staff Interchange | Staff Assignment | |
| Employment Status Code | 2 | Staff Interchange | Staff Assignment | |
| Number of Contract Days | 3 | Staff Interchange | Staff Assignment | |
| Hours Worked per Day | 4 | Staff Interchange | Staff Assignment | |
| Base Salary or Wage | 6 | Staff Interchange | Staff Assignment | |
| Teaching Subject Area | 4 | Staff Interchange | Staff Assignment | |
| Hourly Rate of Pay | 5 | Staff Interchange | Staff Assignment | |
| Administration/Instructional Area | 4 | Staff Interchange | Staff Assignment | |
| Funding Source | 2 | Staff Interchange | Staff Assignment | Grant Project Funding Source code removed and replaced with Funding Source code. New field definition, code options, and code definitions. |
| Grade Level - Infant | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - PreK | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - K | 1 | Staff Interchange | Staff Assignment | |



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| Staff Snapshot Name of Field | Field Length | Source Interchange | Source File | Remarks |
|-------------------------------------|--------------|-----------------------------------|----------------------------------|---|
| Grade Level - 1 st | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 2 nd | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 3 rd | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 4 th | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 5 th | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 6 th | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 7 th | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 8 th | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 9 th | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 10 th | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 11 th | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 12 th | 1 | Staff Interchange | Staff Assignment | |
| Number of Classes Taught in Subject | 2 | Staff Interchange | Staff Assignment | |
| Active Colorado License Type | 30 | Internal Flag | Internal Flag | Calculated field based on the CDE licensing database (COOL) |
| Demonstrates In-Field Status 1 | 2 | Staff Interchange | Staff Assignment | |
| FTE (Full Time Equivalency) | 6 | Staff Interchange - Internal flag | Staff Assignment - Internal flag | Calculated field |

| Student Snapshot Name of Field | Field Length | Source Interchange | Source File | Secondary Interchange and File if record isn't reported in Student Interchange |
|---|--------------|----------------------------|---------------------------------|--|
| Admin Unit/SOP Code | 5 | Special Ed IEP Interchange | Special Education Participation | |
| Student's State ID (SASID) | 10 | Student Interchange | Student Demographic | Special Ed IEP - Child File |
| Local ID (LASID) | 10 | Student Interchange | Student Demographic | Special Ed IEP - Child File |
| Student's First Name | 30 | Student Interchange | Student Demographic | Special Ed IEP - Child File |
| Student's Middle Name | 30 | Student Interchange | Student Demographic | Special Ed IEP - Child File |
| Student's Last Name | 30 | Student Interchange | Student Demographic | Special Ed IEP - Child File |
| Student's Gender | 2 | Student Interchange | Student Demographic | Special Ed IEP - Child File |
| Student's Date of Birth | 8 | Student Interchange | Student Demographic | Special Ed IEP - Child File |
| Student's Ethnicity: Hispanic or Latino | 1 | Student Interchange | Student Demographic | Special Ed IEP - Child File |



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| Student Snapshot Name of Field | Field Length | Source Interchange | Source File | Secondary Interchange and File if record isn't reported in Student Interchange |
|---|--------------|-------------------------------------|-------------------------------------|---|
| Student's Race: American Indian or Alaska Native | 1 | Student Interchange | Student Demographic | Special Ed IEP - Child File |
| Student's Race: Asian | 1 | Student Interchange | Student Demographic | Special Ed IEP - Child File |
| Student's Race: Black or African American | 1 | Student Interchange | Student Demographic | Special Ed IEP - Child File |
| Student's Race: White | 1 | Student Interchange | Student Demographic | Special Ed IEP - Child File |
| Student's Race: Native Hawaiian or Other Pacific Islander | 1 | Student Interchange | Student Demographic | Special Ed IEP - Child File |
| Student's Federal Race | 1 | Student Interchange - Internal Flag | Student Demographic - Internal Flag | Calculated Field (see details below) based on Race and Ethnicity. If not reported in the Student Interchange, fields pull from the Special Ed IEP - Child File. |
| Primary Disability | 2 | Special Ed IEP Interchange | Special Education Participation | |
| School Code/Approved Facility/Detention Code | 4 | Special Ed IEP Interchange | Special Education Participation | |
| Special Education Program Code | 4 | Special Ed IEP Interchange | Special Education Participation | |
| District of Attendance | 4 | Special Ed IEP Interchange | Special Education Participation | |
| State of Parent's Residence for Non-Residence Students | 2 | Special Ed IEP Interchange | Special Education Child | |
| Grade Level | 3 | Student Interchange | Student School Association | Special Ed IEP - Participation File |
| SPED Pupil's Attendance Information | 2 | Special Ed IEP Interchange | Special Education Participation | |
| State of Attendance | 2 | Special Ed IEP Interchange | Special Education Participation | |
| Student's District of Residence | 4 | Special Ed IEP Interchange | Special Education Child | |
| English Learner Y/N (Multilingual Learner) | 1 | Student Interchange - Internal flag | Student Demographic - Internal Flag | Calculated Field (see details below). If not reported in the student interchange, EL status will pull from the Special Ed IEP -Child File |



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| Student Snapshot Name of Field | Field Length | Source Interchange | Source File | Secondary Interchange and File if record isn't reported in Student Interchange |
|---------------------------------------|--------------|----------------------------|---------------------------------|--|
| Educational Orphan | 2 | Special Ed IEP Interchange | Special Education Participation | |
| Parentally Placed in a Private School | 2 | Special Ed IEP Interchange | Special Education Participation | |
| Special Education Funding Status | 2 | Special Ed IEP Interchange | Special Education Participation | |
| Educational Environment | 3 | Special Ed IEP Interchange | Special Education Participation | |
| Primary Service Provider's EDID | 8 | Special Ed IEP Interchange | Special Education Participation | |
| Secondary Service Provider's EDID 1 | 8 | Special Ed IEP Interchange | Special Education Participation | |
| Secondary Service Provider's EDID 2 | 8 | Special Ed IEP Interchange | Special Education Participation | |
| Secondary Service Provider's EDID 3 | 8 | Special Ed IEP Interchange | Special Education Participation | |
| Secondary Service Provider's EDID 4 | 8 | Special Ed IEP Interchange | Special Education Participation | |

Added or Retired Data Fields/Codes

Data Fields Retired:

- Grant Project Funding Source Code

Data Fields Added:

- Funding Source Code

Internal Flag Descriptions:

Staff Snapshot

Active Colorado License Type

The credential type found for the SSN in the CDE licensing database (COOL System). The license must be valid for the current school year to be included. Status of the license as of December 1st, must be reported.



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- Interim Authorization
- Initial
- Professional
- Alternative
- 5 Year Sub
- Charter Waiver
- TEE - Pathway 1
- No approved license type found

FTE (Full Time Equivalency)

A calculated field based on the job class code, hours per day and contract days reported in the Staff Assignment data file. The FTE is calculated per snapshot record. Each job class code is first grouped into 22 job categories which are then used to calculate the mode hours and mode days for the district/BOCES. The mode hours and mode days for each of the job categories may be viewed in the COGNOS report 'Staff Detail: Mode Contract Days/Hours Per Day by Job Class Category' in the Special Education December folder.

The calculation used is:

$$\frac{(Contract\ Days) \times (Hours\ per\ Day)}{(Mode\ Contract\ Days) \times (Mode\ Hours\ per\ Day)}$$

Student Snapshot

English Learner Y/N (Multilingual Learner)

The Multilingual Learner (ML) status for the student record. If the student's Language Background is not 'eng' and Language Proficiency = 1, 2, 6, or 7 (NEP, LEP, FEP Monitor Year 1, or FEP Monitor Year 2) then the ML status is '1' (Yes). Students with Language Proficiency = 0, 4, 5, 8, 9 (N/A, PHLOTE, Former ML, FEP Exit Year 1, or FEP Exit Year 2) are indicated as '0' (No).

AND <School Year> = <Current School Year> AND DISTRICT_CODE = <District Creating Snapshot>)

| Code | Description |
|------|-------------|
| 0 | No |
| 1 | Yes |



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Federal Race/Ethnicity Reporting Category

The single category used to classify the student or staff member in aggregated federal or state reporting such as pupil counts, graduation rates, and assessment results. This designation is based on the race and ethnicity information provided to the reporting district by the student (or his or her parent/guardian) or staff member.

| Code | Description |
|------|---|
| 01 | American Indian or Alaska Native |
| 02 | Asian |
| 03 | Black or African American |
| 04 | Hispanic or Latino |
| 05 | White |
| 06 | Native Hawaiian or Other Pacific Islander |
| 07 | Two or More Races |

Logic for Student Snapshot (Staff is similar):

- Default to '00'
- If ETHNICITY_STUDENT = '1' then set STUDENT_FEDERAL_RACE = '04'
- If ETHNICITY_STUDENT = '0' then set STUDENT_FEDERAL_RACE = '07' where more than one of the following fields = '1'
 - RACE_INDIAN_STUDENT
 - RACE_ASIAN_STUDENT
 - RACE_BLACK_STUDENT
 - RACE_WHITE_STUDENT
 - RACE_HAWAIIAN_STUDENT
- If ETHNICITY_STUDENT = '0' and only one of the following fields = '1', use the below logic to set STUDENT_FEDERAL_RACE
 - If RACE_INDIAN_STUDENT = '1' then STUDENT_FEDERAL_RACE = '01'
 - If RACE_ASIAN_STUDENT = '1' then STUDENT_FEDERAL_RACE = '02'
 - If RACE_BLACK_STUDENT = '1' then STUDENT_FEDERAL_RACE = '03'
 - If RACE_WHITE_STUDENT = '1' then STUDENT_FEDERAL_RACE = '05'
 - If RACE_HAWAIIAN_STUDENT = '1' then STUDENT_FEDERAL_RACE = '06'



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Document Changes:

| Collection Year | Type of Change | Description of Change | Reason for Change | Element(s) Affected |
|-----------------|-------------------|--|--|------------------------------------|
| 2025-2026 | Field Removed | Removed Grant Project Funding Source | Grant Project Code no longer needed | Grant Project Funding Source |
| 2025-2026 | Field Added | Added Funding Source | Need to collect grant source type | Funding Source |
| 2025-2026 | Field Name Change | ELL (English Language Learner) changed name to Multilingual Learner Y/N) | Change requested by Office of Culturally and Linguistically Diverse Education to align with updated language on Student Demographic file | ELL (now Multilingual Learner Y/N) |