

2022-2023 Staff Interchange – Evaluation Data

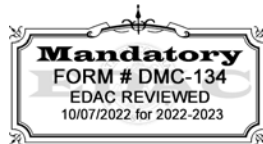
Purpose: The purpose of the Staff Interchange – Evaluation Data file is to capture and verify the final evaluation ratings of licensed staff employed at the district for the currently selected school year.

Dependencies: Each staff has been assigned an Educator Identifier (EDID) and updated through the Educator Identification System (EDIS). Each EDID reported in the Evaluation Data File also has a record in the Staff Profile file.

Record Expectation: In the Staff Interchange- Evaluation Data file, the LEA should submit 1 record per staff per LEA for all licensed staff employed and evaluated in the selected school year.

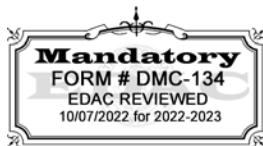
Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort):
Staff Evaluation Snapshot

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
Staff Profile							
* Indicates required (no field can be blank)							
School District/BOCES Code*	4	1	4	1	A2	1111	
EDID*	8	5	12	2	B2	12345678	<i>Must match in EDIS</i>
Staff's First Name*	30	13	42	3	C2	valid name	<i>First name must match in EDIS</i>
Staff's Last Name*	30	43	72	4	D2	valid name	<i>Last Name must match in EDIS</i>
Staff's Gender*	2	73	74	5	E2	01	Remains 01-Female or 02-Male <i>Gender must match in EDIS</i>
Staff's Date of Birth*	8	75	82	6	F2	01011980	MMDDYYYY Format <i>DOB must match in EDIS</i>
Job Classification Code*	3	83	85	7	G2	105	
Teacher Overall Performance Evaluation Rating*	2	86	87	8	H2	02	Required for all teachers, librarians, and interventionists; job class codes 201, 202, 206, 216, 222 and 223



2022-2023 Staff Interchange – Evaluation Data

Teacher Quality Standard 1: Know Content*	2	88	89	9	I2	02	Required for all teachers, librarians, and interventionists; job class codes 201, 202, 206, 216, 222 and 223
Teacher Quality Standard 2: Establish Environment*	2	90	91	10	J2	02	Required for all teachers, librarians, and interventionists; job class codes 201, 202, 206, 216, 222 and 223
Teacher Quality Standard 3: Facilitate Learning*	2	92	93	11	K2	02	Required for all teachers, librarians, and interventionists; job class codes 201, 202, 206, 216, 222 and 223
Teacher Quality Standard 4: Professionalism*	2	94	95	12	L2	02	Required for all teachers, librarians, and interventionists; job class codes 201, 202, 206, 216, 222 and 223
Teacher Measures of Student Learning*	2	96	97	13	M2	02	Required for all teachers, librarians, and interventionists; job class codes 201, 202, 206, 216, 222 and 223
Special Services Provider (SSP) Overall Performance Evaluation Rating*	2	98	99	14	N2	02	Required for all Special Services Providers (SSPs); job class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242
Special Services Provider (SSP) Quality Standard 1: Professional Expertise*	2	100	101	15	O2	02	Required for all Special Services Providers (SSPs); job class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242
Special Services Provider (SSP) Quality Standard 2: Learning Environment*	2	102	103	16	P2	02	Required for all Special Services Providers (SSPs); job class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242
Special Services Provider (SSP) Quality Standard 3: High Quality Delivery*	2	104	105	17	Q2	02	Required for all Special Services Providers (SSPs); job class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242
Special Services Provider (SSP) Quality Standard 4: Professionalism*	2	106	107	18	R2	02	Required for all Special Services Providers (SSPs); job class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242
Special Services Provider (SSP) Measures of Student Outcomes*	2	108	109	19	S2	02	Required for all Special Services Providers (SSPs); job class codes 211, 231, 233, 234, 235, 236, 237, 238, and 242
Principal Overall Performance Evaluation Rating*	2	110	111	20	T2	02	Required for all principals and assistant principals; job class codes 105 & 106
Principal Quality Standard 1: Strategy*	2	112	113	21	U2	02	Required for all principals and assistant principals; job class codes 105 & 106
Principal Quality Standard 2: Culture*	2	114	115	22	V2	02	Required for all principals and assistant principals; job class codes 105 & 106



2022-2023 Staff Interchange – Evaluation Data

Principal Quality Standard 3: Instruction*	2	116	117	23	W2	02	Required for all principals and assistant principals; job class codes 105 & 106
Principal Quality Standard 4: Professionalism*	2	118	119	24	X2	02	Required for all principals and assistant principals; job class codes 105 & 106
Principal Measures of Student Learning*	2	120	121	25	Y2	02	Required for all principals and asst. principals, job class codes 105, 106

Staff Evaluation Data Elements and Definitions

School District/BOCES Code - A unique code assigned by CDE. Refer to School District/BOCES Code table at http://www.cde.state.co.us/datapipeline/org_orgcodes.

EDID – An eight (8) digit numeric field containing the 8 digit value assigned by CDE for the Educator.

Staff's First Name – A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

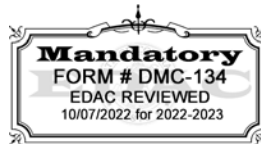
Staff's Last Name – The name borne in common by member of a family.

Staff's Gender – An individual's sex.

01	Female
02	Male

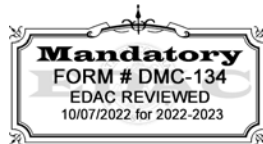
Staff's Date of Birth – The month, day, and year on which an individual was born. *Formatted as MMDDYYYY*

Job Classification Code – The position held during the time of the evaluation reported.



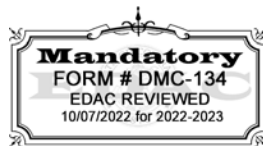
2022-2023 Staff Interchange – Evaluation Data

105	Principal	Performs the highest level of executive management functions in an individual school, a group of schools or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant and the coordination of staff and student activities.
106	Assistant/Deputy/ Associate Principal	Performs high-level executive management functions in an individual school, group of schools or units of a school system. Primary duties include but are not limited to: (1) supervising student behavior; (2) handling specific assigned duties related to school management; (3) continuing curriculum and staff development; (4) working cooperatively with professional staff; and (5) providing leadership in the instructional program.
201	Teacher, Regular	Provides learning experiences and care to students during a particular time period or in a given discipline.
202	Teacher, Special Education	Provides learning experiences and care to special education students during a particular time period or in a given discipline.
206	Teacher, Title I	Provides enriched learning experiences and care to at risk students during a particular time period or in a given discipline.
211	Counselor	Guides individuals, families, groups, and communities by assisting them in problem-solving, decision-making, discovering meaning, and articulating goals related to personal, educational, and career development.
216	Librarian/Media Consultant	Develops plans for and manage the use of teaching and learning resources, including the maintenance of equipment, content material, and services.
222	Reading Interventionist	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in reading to meet the individual needs of students through the use of evidence-based practices to improve reading achievement.
223	Math Interventionist	Teachers who conduct assessments and provide consultative or direct services (interventions and instruction) in the area of mathematics to meet the individual needs of students through the use of evidence-based practices to improve mathematics achievement.



2022-2023 Staff Interchange – Evaluation Data

231	Audiologist	Provide services including: 1) identification of individuals with hearing loss; 2) determination of the range, nature, and degree of hearing loss, including referral for medical or other professional attention; 3) provision of habilitating activities such as language habilitation, auditory training, speech reading (lip reading), hearing evaluation, and speech conservation; 4) creation and administration of programs for prevention of hearing loss; 5) counseling and guidance of students, parent/guardians, and teachers regarding hearing loss; and 6) determination of an individual's need for group and individual amplification, selecting and fitting an appropriate aid, and evaluating the effectiveness of amplification.
233	School Nurse, Registered Nurse	Directs school health services and provides nursing services for students and who is licensed and properly endorsed in accordance with State Law.
234	Occupational Therapist	Provides services that address the functional needs of an individual relating to self-help skills, adaptive behavior and play, and sensory, motor, and postural development. These services are designed to improve the individual's functional ability to perform tasks in the home, school, and community settings and include: 1) identification assessment and intervention; 2) adaptation of the environment, and selection, design, and fabrication of assistive and orthodontic devices to facilitate the development of functional skills, and 3) prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability.
235	Physical Therapist	Performs activities including physical methods of treatment and rehabilitation without the use of drugs or surgery.
236	Psychologist	Evaluates and analyzes students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.
237	Social Worker	Provides social services for clients who may be individuals, families, groups, community organizations, or society in general. Social workers help individuals increase their capacities for problem solving and coping, and help obtain needed resources, facilitate interactions between individuals and their environments, make organizations responsible to individuals, and influence social policies.
238	Speech-Language Pathologist	Diagnoses specific speech or language impairments and provides speech language services for the habilitation or prevention of communicative impairments and provides counseling and guidance to parents, children/students, and teachers, regarding speech and language development.
242	School Orientation and Mobility Specialist	A professional who specializes in teaching travel skills to visually impaired persons, including the use of canes, dog guides, or sophisticated electronic travel aids, as well as the sighted guide technique.



2022-2023 Staff Interchange – Evaluation Data

Teacher Overall Performance Evaluation Rating - The final evaluation rating provided in the teacher’s written evaluation report from the current academic school year (2022-2023). This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists).

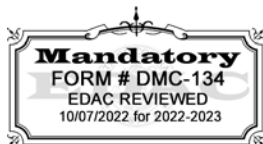
00	N/A –for staff who are not teachers, librarians or interventionists, including contracted employees and preschool only teachers.
11	Highly Effective , or the equivalent, where applicable (e.g., if the district assigns a rating of “highly satisfactory” or “exemplary”)
12	Effective , or the equivalent, if the district uses a different term (e.g., “satisfactory” or “proficient”)
13	Partially Effective , or the equivalent, where applicable (e.g., “progressing”, “approaching satisfactory”)
14	Ineffective , or the equivalent, if the district uses a different term (e.g. “unsatisfactory”)
05	Not Yet Evaluated – for newly hired teachers in the last 6 weeks of the school year who have not yet been formally evaluated.
06	Evaluation of teacher was not conducted – for a reason other than that the teacher is new. (This code should be used for educators that should have received a rating but could not for a reason such as going on medical leave. Note that usage of this code should be very limited and over-use will cause an error.)
07	No Score – an evaluation was previously conducted, but during the course of a review, grievance, or appeal process (e.g., in the case of an ineffective rating), the district determined that an educator’s rating was not accurate. Additionally, there is not sufficient data to assign the original rating or to change the rating. Thus, the teacher receives a “No Score”.

Teacher Quality Standard 1: Know Content – The final rating on teacher quality standard 1 from the current academic school year (2022-2023). This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists)

00	N/A - Use for staff who are not teachers OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Teacher Quality Standard 2: Establish Environment – The final rating on teacher quality standard 2 from the current academic school year (2022-2023). This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists).

00	N/A - Use for staff who are not teachers OR if a code 05, 06, or 07 score was assigned for the overall rating.
-----------	---



2022-2023 Staff Interchange – Evaluation Data

11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Teacher Quality Standard 3: Facilitate Learning – The final rating on teacher quality standard 3 from the current academic school year (2022-2023). This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists).

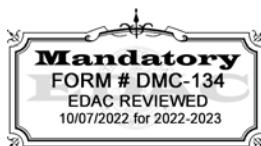
00	N/A - Use for staff who are not teachers OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Teacher Quality Standard 4: Professionalism – The final rating on teacher quality standard 4 from the current academic school year (2022-2023). This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists).

00	N/A - Use for staff who are not teachers OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Teacher Measures of Student Learning – The final rating on student learning outcomes from the current academic school year (2022-2023). This is required for job class codes 201, 202, 206 (Teachers), 216 (Librarian) and 222, 223 (Interventionists).

00	N/A
01	More than Expected



2022-2023 Staff Interchange – Evaluation Data

02	Expected
03	Less than Expected
04	Much Less than Expected

Special Services Provider (SSP) Overall Performance Evaluation Rating - The final evaluation rating provided in the SSP’s written evaluation report from the current academic school year (2022-2023). This is required for all Special Services Providers (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242).

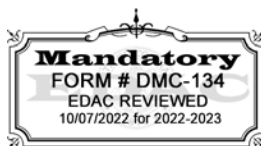
00	N/A – to use for staff who are not SSPs (Job class codes not equal to 211, 231, 233, 234, 235, 236, 237, 238, or 242), including contracted employees.
11	Highly Effective, or the equivalent, where applicable (e.g., if the district assigns a rating of “highly satisfactory” or “exemplary”)
12	Effective, or the equivalent, if the district uses a different term (e.g., “satisfactory” or “proficient”)
13	Partially Effective, or the equivalent, where applicable (e.g., “progressing”, “approaching satisfactory”)
14	Ineffective, or the equivalent, if the district uses a different term (e.g. “unsatisfactory”)
05	Not Yet Evaluated –for newly hired SSPs in the last 6 weeks of the school year who have not yet been formally evaluated.
06	Evaluation of SSP was not conducted– for a reason other than that the SSP is new. (This code should be used for educators that should have received a rating but could not for a reason such as going on medical leave. Note that usage of this code should be very limited and over-use will cause an error.)
07	No Score – an evaluation was previously conducted, but during the course of a review, grievance, or appeal process (e.g., in the case of an ineffective rating), the district determined that an educator’s rating was not accurate. Additionally, there is not sufficient data to assign the original rating or to change the rating. Thus, the SSP receives a “No Score”.

Special

Services

Provider (SSP) Quality Standard 1: Professional Expertise – The final rating on SSP quality standard 1 from the current academic school year (2022-2023). This is required for all Special Services Providers (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242). This field can be zero-filled for contracted staff.

00	N/A - Use for staff who are not SSPs (Job class codes not equal to 211, 231, 233, 234, 235, 236, 237, 238, or 242) OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	Exemplary, or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished, or the equivalent, where applicable (e.g., advanced)



2022-2023 Staff Interchange – Evaluation Data

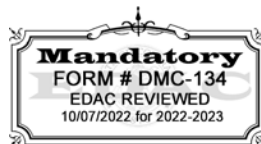
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Special Services Provider (SSP) Quality Standard 2: Learning Environment – The final rating on SSP quality standard 2 from the current academic school year (2022-2023). This is required for all Special Services Providers (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242). This field can be zero-filled for contracted staff.

00	N/A - Use for staff who are not SSPs (Job class codes not equal to 211, 231, 233, 234, 235, 236, 237, 238, or 242) OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Special Services Provider (SSP) Quality Standard 3: High Quality Delivery – The final rating on SSP quality standard 3 from the current academic school year (2022-2023). This is required for all Special Services Providers (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242). This field can be zero-filled for contracted staff.

00	N/A - Use for staff who are not SSPs (Job class codes not equal to 211, 231, 233, 234, 235, 236, 237, 238, or 242) OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)



2022-2023 Staff Interchange – Evaluation Data

15	Basic, or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)
----	---

Special Services Provider (SSP) Quality Standard 4: Professionalism – The final rating on SSP quality standard 4 from the current academic school year (2022-2023). This is required for all Special Services Providers (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242). This field can be zero-filled for contracted staff.

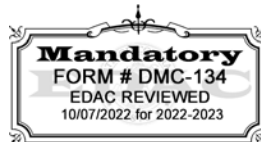
00	N/A - Use for staff who are not SSPs (Job class codes not equal to 211, 231, 233, 234, 235, 236, 237, 238, or 242) OR if a code 05, 06, or 07 score was assigned for the overall rating.
11	Exemplary, or the equivalent, where applicable ((e.g., distinguished, highly effective, the highest rating)
12	Accomplished, or the equivalent, where applicable (e.g., advanced)
13	Proficient, or the equivalent, where applicable (e.g., effective)
14	Partially Proficient, or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic, or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Special Services Provider (SSP) Measures of Student Outcomes –The final rating on student outcomes from the current academic school year (2022-2023). This is required for all Special Services Providers (SSPs); job class codes (211, 231, 233, 234, 235, 236, 237, 238, and 242). This field can be zero-filled for contracted staff.

00	N/A
01	More than Expected
02	Expected
03	Less than Expected
04	Much Less than Expected

Principal Overall Performance Evaluation Rating - The final evaluation rating provided in the principal’s written evaluation report from the current academic school year (2022-2023). This is required for all principals and assistant principals, job class codes 105 and 106.

00	N/A – to use for staff who are not principals or assistant principals (job class codes not equal to 105 or 106).
----	--



2022-2023 Staff Interchange – Evaluation Data

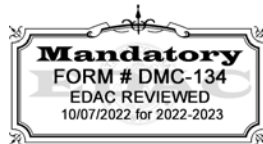
11	Highly Effective , or the equivalent, where applicable (e.g., if the district assigns a rating of “highly satisfactory” or “exemplary”)
12	Effective , or the equivalent, if the district uses a different term (e.g., “satisfactory” or “proficient”)
13	Partially Effective , or the equivalent, where applicable (e.g., “progressing”, “approaching satisfactory”)
14	Ineffective , or the equivalent, if the district uses a different term (e.g. “unsatisfactory”)
05	Not Yet Evaluated – for newly hired principal/assistant principal in the last 6 weeks of the school year who have not yet been formally evaluated
06	Evaluation of principal/assistant principal was not conducted – for a reason other than that the principal is new. (This code should be used for educators that should have received a rating but could not for a reason such as going on medical leave. Note that usage of this code should be very limited and over-use will cause an error.)

Principal Quality Standard 1: Strategy – The final rating on principal quality standard 1 from the current academic school year **(2022-2023)**. This is required for all principals and assistant principals, job class codes 105 and 106.

00	N/A - Use for staff who are not principals or assistant principals (job class codes not equal to 105 or 106) OR if a code 05 or 06 score was assigned for the overall rating.
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Principal Quality Standard 2: Culture – The final rating on principal quality standard 2 from the current academic school year **(2022-2023)**. This is required for all principals and assistant principals, job class codes 105 and 106.

00	N/A - Use for staff who are not principals or assistant principals (job class codes not equal to 105 or 106) OR if a code 05 or 06 score was assigned for the overall rating.
-----------	--



2022-2023 Staff Interchange – Evaluation Data

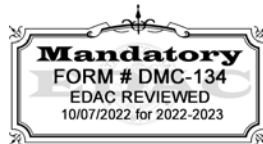
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Principal Quality Standard 3: Instruction – The final rating on principal quality standard 3 from the current academic school year (2022-2023). This is required for all principals and assistant principals, job class codes 105 and 106.

00	N/A - Use for staff who are not principals or assistant principals (job class codes not equal to 105 or 106) OR if a code 05 or 06 score was assigned for the overall rating.
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)
13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Principal Quality Standard 4: Professionalism – The final rating on principal quality standard 4 from the current academic school year (2022-2023). This is required for all principals and assistant principals, job class codes 105 and 106.

00	N/A - Use for staff who are not principals or assistant principals (job class codes not equal to 105 or 106) OR if a code 05 or 06 score was assigned for the overall rating.
11	Exemplary , or the equivalent, where applicable (e.g., distinguished, highly effective, the highest rating)
12	Accomplished , or the equivalent, where applicable (e.g., advanced)



2022-2023 Staff Interchange – Evaluation Data

13	Proficient , or the equivalent, where applicable (e.g., effective)
14	Partially Proficient , or the equivalent, where applicable (e.g., partially effective, developing)
15	Basic , or the equivalent, where applicable (e.g., ineffective, unsatisfactory, the lowest rating)

Principal Measures of Student Learning –The final rating on student learning outcomes from the current academic school year (2022-2023). This is required for all principals and assistant principals, job class codes 105 and 106.

00	N/A
01	More than Expected
02	Expected
03	Less than Expected
04	Much Less than Expected

Document Changes

Date	Description of change	Reason for change	Elements affected	Pages in Document
10-30-2022	New Interchange file	New Collection	New Collection	File layout

