

READ Teacher Training Extract

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Tool Search: READ Teacher Training Extract

The READ Teacher Training Extract is used to ensure all K-3 teachers, as defined by the READ Act and Rule, have completed evidence-based training in teaching reading. It is required that districts annually submit this report to verify that each teacher who provides literacy instruction has completed the training.



READ Teacher Training Extract

Read - Access and generate the READ Teacher Training Extract.

Write - N/A

Add - N/A

Delete - N/A

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

Report Logic

Each staff person who has an active [District Assignments](#) record within the entered Start and End Date with an associated **Teacher Training Status Code** is included in the report. Each distinct record (for those who have multiple district assignment records during the date range) reports.

Non-Binary Gender Reporting

Schools can assign students a gender of M: Male, F: Female or N: Non-binary. This is done on the [Identities](#) tool and/or the [Demographics](#) tool.

Data Pipeline Extracts and other required extracts use the Legal Gender field included in the Protected Identity Information to report student identity information.

To properly record a gender of N: Non-Binary, on the Identities tool:

1. Assign the **Gender of N: Non-Binary** in the standard identify fields.
2. Assign the **Protected Identity Information Legal Gender** field to M: Male, F: Female or N: Non-Binary.
3. Save the record when finished.

The screenshot shows the 'Identities' tool interface for a student named Luka A. The 'Identity Information' section includes fields for PersonID (120648), Last Name (Student), First Name (Luka), Middle Name (Andrea), and Suffix. The 'Gender' dropdown is set to 'N: Nonbinary'. The 'Protected Identity Information' section includes fields for Legal Last Name (Student), Legal First Name (Luka), Legal Middle Name, and Legal Suffix. The 'Legal Gender' dropdown is set to 'Female'. A caption below the screenshot reads 'Gender and Legal Gender Assignment'.

Report Editor

Field	Description
Start Date	Beginning date used to return teacher training information. Dates can be entered in <i>mmddyy</i> format or use the calendar icon to select a date.
End Date	Last date used to return teacher training information. Dates can be entered in <i>mmddyy</i> format or use the calendar icon to select a date.
Format	Selection determines whether the extract generates in the State Format (fixed width), CSV or HTML format.
Ad hoc Filter	When chosen, only those staff included in the selected ad hoc filter are reported in the extract, if they meet the requirements of the extract.
Report Generation	The extract can be generated immediately using the Generate Report button. Or, use the Submit to Batch button to select when the report is generated. See the Batch Queue article for more information on this functionality.

Generate the Report

1. Enter the **Start Date** and **End Date** for the report.
2. Select the desired **Format** for the report.
3. If desired, select an **Ad hoc Filter**.
4. Click the **Generate Extract** button or use the **Submit to Batch** button. The extract displays in the selected format.

```
*READTeacherTraining_05252022_1351 - Notepad
File Edit Format View Help
0140 5224 1234567 Amber Staff 01 05201974 007 01
0140 5555 2345678 Benjamin Staff 01 1231201974 030 09 reasons
```

READ Teacher Training - State Format (fixed width)

School_District	School_Code	EDID	Staff_First_Name	Staff_Last_Name	Staff_Gender	Staff_Date_of_Birth	Staff_Primary_K-3_Grade_Level	Staff_Teacher_Training_Status_Code	Staff_Teacher_Training_Not_Complete_Narrative
140	5224	12345678	Amber	Staff	1	5201974	7	1	9 reasons
140	5555	23456789	Benjamin	Staff	1	12311974	30		

READ Teacher Training - CSV Format

School_District	School_Code	EDID	Staff_First_Name	Staff_Last_Name	Staff_Gender	Staff_Date_of_Birth	Staff_Primary_K-3_Grade_Level	Staff_Teacher_Training_Status_Code	Staff_Teacher_Training_Not_Complete_Narrative
0140	5224	12345678	Amber	Staff	01	05201974	007	01	
0140	5555	12345678	Amber	Staff	01	05201974	030	09	reasons

READ Teacher Training - HTML Format

Report Layout

Data Element	Description	Location
School District	Lists the CDE-assigned four-digit number for each school district or BOCES. <i>Numeric, 4 digits</i>	District Information > State District Number District.number
School Code	Reports the four-digit State School Number associated to which the school employee is assigned.	School Information > School Editor > State School Number School.number
EDID	Reports the 8-digit CDE-assigned employee identification number. <i>Numeric, 8 digits</i>	Demographics > Person Identifiers > Staff State ID Person.staffStateID

Data Element	Description	Location
Staff First Name	<p>Reports the staff person's first name.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Identities > Current Identity > First Name</p> <p>Identity.firstName</p>
Staff Last Name	<p>Reports the staff person's last name.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Identities > Current Identity > Last Name</p> <p>Identity.lastName</p>
Staff Gender	<p>Reports the staff person's gender (01 = Female, 02 = Male, 03 = Non-binary).</p> <p><i>Numeric, 2 digits</i></p>	<p>Identities > Current Identity > Gender</p> <p>Identity.gender</p>
Staff Date of Birth	<p>Reports the staff person's birth date.</p> <p><i>Date field, 8 characters (MMDDYYYY)</i></p>	<p>Identities > Current Identity > Birth Date</p> <p>Identity.birthDate</p>
Staff Primary K-3 Grade Level	<p>Reports the code of the grade level the staff person primarily serves (most classes/most time).</p> <ul style="list-style-type: none"> • 007 - Kindergarten • 010 - Grade 1 • 020 - Grade 2 • 030 - Grade 3 <p><i>Numeric, 3 digits</i></p>	<p>District Assignments > Employment Assignment Information > Staff's Primary K-3 Grade Level</p> <p>EmploymentAssignment.pdClassType</p>
Staff Teacher Training Status	<p>Reports the assigned code that indicates whether the staff person has completed training in literary instruction.</p> <p>See the Staff's Teacher Training Status section below for details on these options.</p> <p><i>Numeric, 2 digits</i></p>	<p>District Assignments > Employment Assignment Information > Staff's Teacher Training Status</p> <p>EmploymentAssignment.pdClass</p>

Data Element	Description	Location
Staff Teacher Training Not Complete Narrative	<p>Reports the explanation for why the educator has not completed training.</p> <p>This is required for any educator who is assigned the Staff Teacher Training Status of 13: No, this educator did not complete the training due to another reason other than being newly hired.</p> <p><i>Alphanumeric, 255 characters</i></p>	<p>District Assignments > Employment Assignment Information > Training Not Complete Narrative</p> <p>EmploymentAssignment.pdReason</p>

Staff's Teacher Training Status Codes

Code	Description
10	Yes, evidence submitted by education to CDE via COOL or Secure Transfer confirming course completion
11	Yes, evidence submitted by district to CDE via Syncplicity confirming course completion
12	No, Educator did not complete the training as they were newly hired after the deadline.
13	No, this educator did not complete the training due to another reason other than being newly hired.