

READ Teacher Training Extract

Last Modified on 07/24/2025 3:44 pm CDT

Report Logic | Report Editor | Generate the Report | Report Layout

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.

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READ Te This too state do Extra Start	acher Tra ol will extra efined file fo ct Options Date 09/0/	hing Extract t data to complete the READ Teacher Training data collection. Choose the State Format to rmat, otherwise choose one of the several testing/debugging formats.	o get the file in the				
Forma Ad Ho Ref Batt Que	at H oc Filter Ge Si Iresh Shov ch Queue Sued Time	Interact in the second					
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		READ Teacher T	raining Extract				

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Read - Access and generate the READ Teacher Training Extract.
Write - N/A
Add - N/A
Delete - N/A
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For more information about Tool Rights and how they function, see the Tool Rights article.

Report Logic

Each staff person who has an active <u>District Assignments</u> 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 <u>Identities</u> tool and/or the <u>Demographics</u> 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.

Identities ☆ Census > People > Identities Student, Luka A DOB: 04/16/2006					
🙎 AHS Class of	2024				Related Tools A
Save New					
Identity Infor	mation				î
PersonID	120648				
*Last Name	*First Name	Middle Name	Suffix		
Student	Luka	Andrea	•		
*Gender	Pronouns				
N: Nonbinary 🔻	•			No Image Available	
*Birth Date (Age: 17) 04/16/2006	Soc Sec Number				
Protected	Identity Information				
Legal Last Name Student	Legal First Name	Legal Middle Name	Legal Suffix		
Legal Gender					
Female 🔻					
Race/Ethnicity (Edit)					
			_		
		Gender	and Leg	ial Gender Assign	ment

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 <u>Batch Queue</u> 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.





Read Teacher Records: Records:2										
L	School_District	School_Code	EDID	Staff_First_Name	Staff_Last_Name	Staff_Gender	Staff_Date_of_Birth	Staff_Primary_K-3_Grade_Leve	Staff_Teacher_Training_Status_Cod	Staff_Teacher_Training_Not_Complete_Narrative
L	0140	5224	12345678	Amber	Staff	01	05201974	007	01	
L	0140	5555	12345678	Amber	Staff	01	05201974	030	09	reasons
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Report Layout

All name fields (student names, guardian names, staff names) and Course Names can only include alphabetic letters, numbers, periods, hyphens, and apostrophes. Any special characters (accent marks, etc.) will be removed and replaced with the corresponding letter.

Data Element	Description	Location
School District	Lists the CDE-assigned four-digit number for each school district or BOCES.	District Information > State District Number District.number
	Numeric, 4 digits	

Data Element	Description	Location
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
Staff First Name	Reports the staff person's first name. <i>Alphanumeric, 30</i> <i>characters</i>	Identities > Current Identity > First Name Identity.firstName
Staff Last Name	Reports the staff person's last name. <i>Alphanumeric, 30</i> <i>characters</i>	Identities > Current Identity > Last Name Identity.lastName
Staff Gender	Reports the staff person's gender (01 = Female, 02 = Male, 03 = Non-binary). <i>Numeric, 2 digits</i>	Identities > Current Identity > Gender Identity.gender
Staff Date of Birth	Reports the staff person's birth date. <i>Date field, 8 characters</i> (MMDDYYYY)	Identities > Current Identity > Birth Date Identity.birthDate
Staff Primary K-3 Grade Level	Reports the code of the grade level the staff person primarily serves (most classes/most time). • 007 - Kindergarten • 010 - Grade 1 • 020 - Grade 2 • 030 - Grade 3 <i>Numeric, 3 digits</i>	District Assignments > Employment Assignment Information > Staff's Primary K-3 Grade Level EmploymentAssignment.pdClassType



Data Element	Description	Location
Staff Teacher Training Status	Reports the assigned code that indicates whether the staff person has completed training in literary instruction. See the <u>Staff's Teacher</u> <u>Training Status</u> section below for details on these options. <i>Numeric, 2 digits</i>	District Assignments > Employment Assignment Information > Staff's Teacher Training Status EmploymentAssignment.pdClass
Staff Teacher Training Not Complete Narrative	Reports the explanation for why the educator has not completed training. 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 . <i>Alphanumeric, 255</i> <i>characters</i>	District Assignments > Employment Assignment Information > Training Not Complete Narrative EmploymentAssignment.pdReason

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.

