READ Literacy Programs and Assessment Data Collection Manual

Data Submission Guide

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Introduction

Data Submission Guide Purpose and Statute

Purpose of Guide

This guide is designed to help local education providers (LEPs), also referred to as districts, prepare for and complete the annual READ Literacy Programs and Assessment Data Collection. This is a document that will be updated and added to annually and serves as your "one-stop-shop" for reminders, resources, tutorials, and guidance on the READ Literacy Programs and Assessment Data Collection.

Please also utilize the READ data collections website linked here.

Statute Relating to Data Collection

This collection is supported by a few key bills and sections of statute, including SB19-199, SB21-151, SB22-004, and section 22-7-1208 of the Colorado Revised Statutes (C.R.S.). Please see the link below for access to Title 22, Section 7, Part 12 of the C.R.S., which is known as the "READ Act".

A link to the READ Act and more specifically, the reporting requirements, is noted here.

Annual READ Literacy Programs and Assessment Data Collection General Guidelines

Prior to Collection Window Checklist

There are some steps that a district data respondent may want to take in order to ensure a smooth collection for their district. The following steps can occur before the collection opens:

1. Please ensure that the district data respondent is assigned to the collection in CDE's Access Management/IdM system. This will ensure the district data respondent receives all communications from the data collection lead around the collection. Please also note that it is the district's local access manager (LAM) that must assign the role. If you need assistance contacting your LAM, please reach out to READActData@cde.state.co.us.
2. Please connect with your district personnel or READ leads to learn of any change in programming for the 26-27 school year. This collection projects or looks ahead into the next school year, so please connect with those responsible for programming at your district to ensure that the correct codes are selected during the collection window.
3. Please also ensure that all schools within your district are aware of the collection timeline and of the reporting requirements. This includes any charter schools authorized by your district.

During Collection Window Checklist

After the collection opens and during the collection window, please take the following steps:

1. Please extract your district's READ Literacy Programs and Assessment file submission from the previous year as a starting point for this collection. This is not mandatory, but this file extract meets the file layout requirements for upload.
2. If not using the file extract of previous year's data from Data Pipeline, please format your file or gathered information to meet the file layout requirements for Data Pipeline.

3. Please connect with your charter school(s), if your district authorizes one, to gather their data for the submission as well. Data from any district-authorized charter schools needs to be submitted with district-run schools.
4. Please complete an upload into Data Pipeline by the requested date in the collection timeline. This helps the collection lead learn who might need additional support and/or follow-up. This also allows time for the district data respondent to research and resolve errors, as this sometimes necessitates coordinating with other staff within the district.
5. Using error reports from Data Pipeline, please work to resolve any errors prior to the submission deadline. Completing this step prior to the submission deadline will allow the district data respondent to verify accuracy using reports available in Cognos.
6. Lastly, please click on the green "Submit to CDE" button after errors are resolved and the district has reviewed the submission and feels comfortable with the data that has been provided.
7. The sign-off form should also be downloaded, signed, and returned to the data collection lead at READActData@cde.state.co.us.

Post Collection Window Checklist

After the collection close deadline, there are still a few steps that may warrant the district data respondent's attention. Please see below for those pieces:

1. Please ensure that your sign-off form is submitted to the READActData@cde.state.co.us inbox by the deadline.
2. Additionally, this collection runs in parallel with the Spring READ Assessment data collection. The collection close dates are the same, so if you are responsible for both collections, please ensure that both collections are completed by the due date.

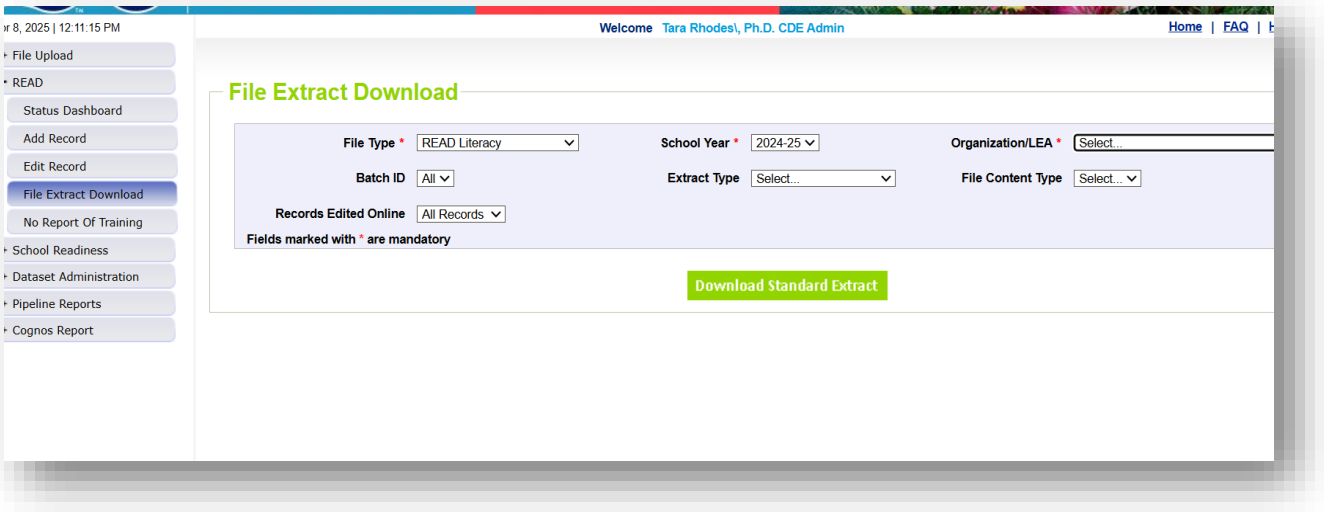
Collection Completion Steps in Data Pipeline

There are three main parts to the READ Literacy Programs and Assessment data collection in Data Pipeline: the first part is uploading a file, the second part is resolving errors, and the third part is completing the submission. More detailed steps are outlined below.

Step 1: Pull Previous Year File Submission out of Data Pipeline

With the understanding that districts may not change their instructional programming every year, Pipeline has been configured to give districts the option to extract the previous year's file submission out of Data Pipeline in a format already configured to match the file upload requirements. This is shown through the steps and the screenshot provided below.

- In the gray boxes along the left-hand side, find the one that says "READ". Click on that box.
- This will open up a submenu. In the submenu, please select the option that says "File Extract Download". Clicking on this will bring up a new main screen.
- On that screen, make the following selections:
    - File Type: READ Literacy
    - School Year: 2025-26
    - Extract Type: Excel
    - Records Edited Online: All Records
- Once these selections are made, please click on "Download Standard Extract". This will download the previous year's file submission to an Excel document and store it on your computer's Downloads folder.



Step 2: Verify and Adjust Coding for Programming

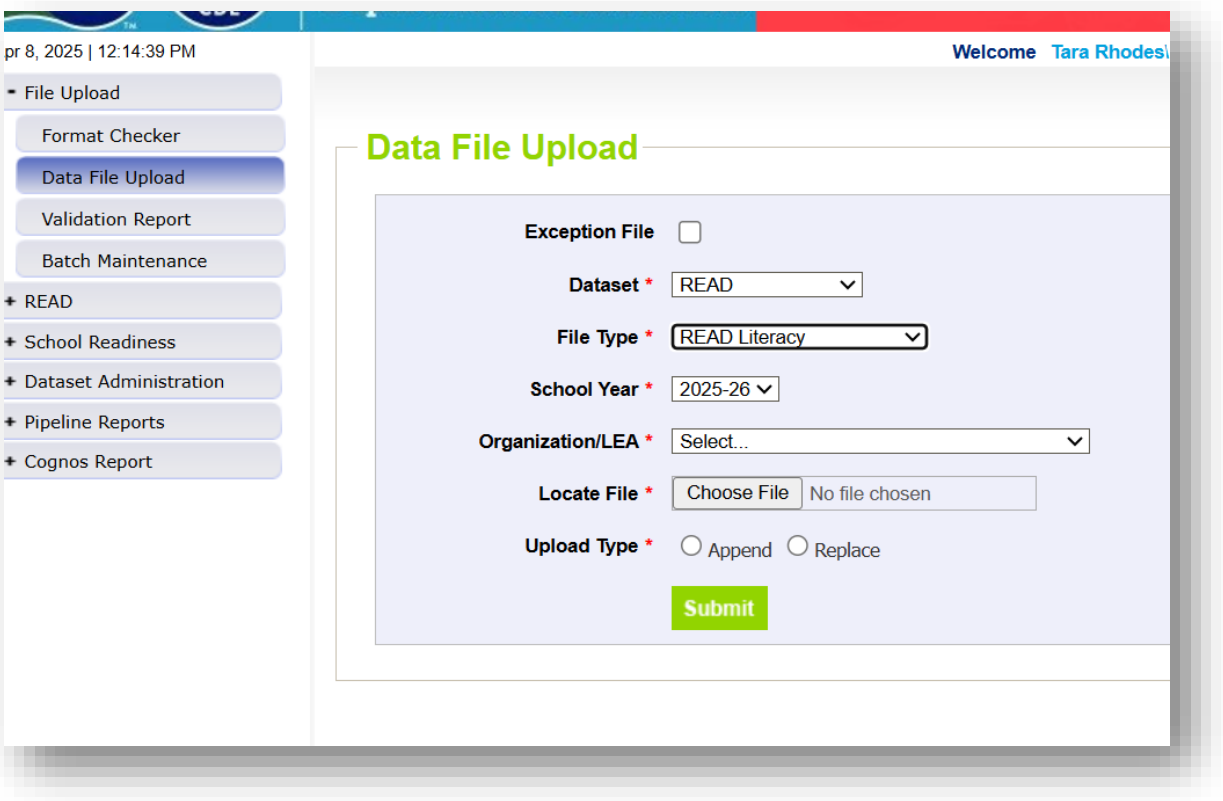
Using the file that was extracted in Step 1, please connect and confirm with your district personnel the programming that will be used in the 25-26 school year. Please verify the codes or update the codes to reflect the programming that your district will use in the 25-26 school year. All codes for instructional programming are listed on the READ Literacy Programs and Assessment file layout, linked here.

Step 3: Uploading a File

Once you have confirmed programming for the next school year, please follow the steps listed below:

- In the gray boxes along the left-hand side, find the one that says “File Upload”. Click on that box.
- Then, in the drop-down that appears (still in the gray boxes along the left-hand side), please find the box that says “Data File Upload”. Clicking on this will bring up a new main screen.
- On that screen, make the following selections:
    - Dataset: READ
    - File Type: READ Literacy
    - School Year: 2026-27
    - Organization/LEA: Select your district
    - Locate File: Click on the gray “Choose File” box to open a dialog box to navigate to where you saved your file.
    - Upload Type: If the current file you are uploading includes all of your district’s schools (including any charter schools), select “Replace”.
        - NOTE: By selecting “Replace”, you will override any previous submissions in Data Pipeline and your current file that you are uploading will become the latest file in Data Pipeline. The “Append” option essentially merges any previous file submissions with the current file that you

are attempting to upload. This can create duplicates if a school/grade combination is in a previous submission for this collection year and then also in the file that you are currently attempting to upload. Please see below for a screenshot of the File Upload screen.



Step 4: Check Data Pipeline Error Report

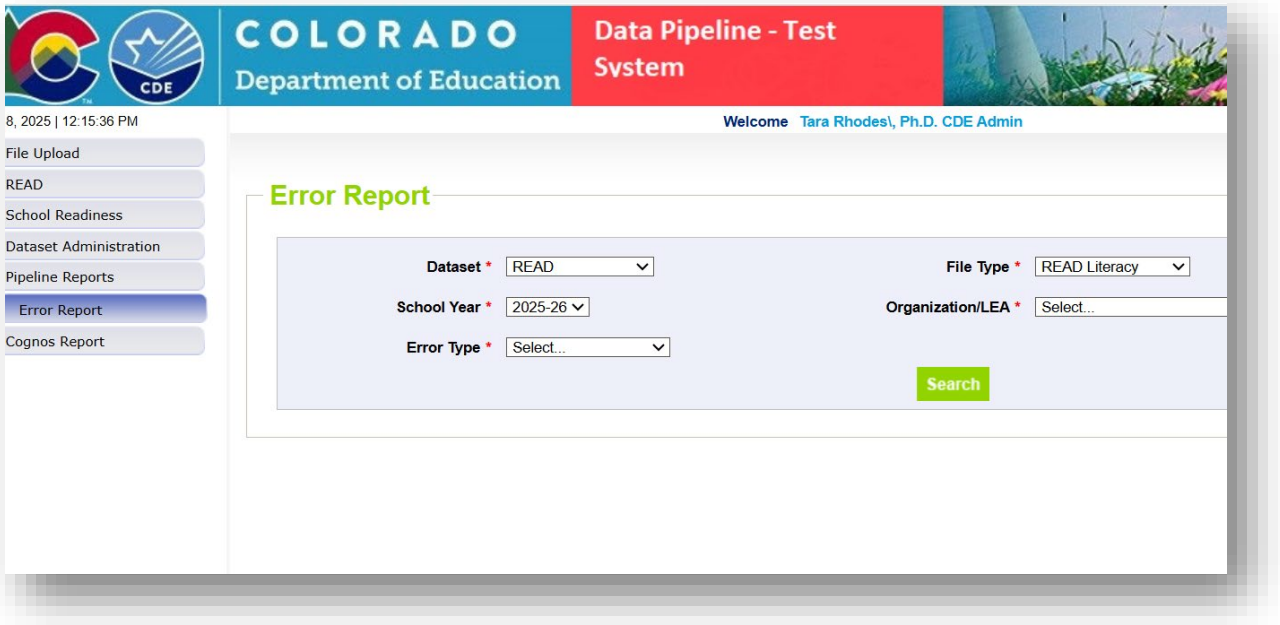
After uploading, Pipeline will send an automated email that will state how many errors exist in your file.

After receiving this email, you can check your error report in Data Pipeline. Your error report will detail what corrections need to be made in your file. The error report will provide you the record that is triggering the business rule and the error message should provide enough information to fix the record. If it does not or if you believe that you are hitting the business rule in error, please reach out to the READ data collection lead at READActData@cde.state.co.us. In order to view your error report, please follow these steps:

- First, find the gray box labeled “Pipeline Reports”. Clicking on this will open a submenu that will provide an option of “Error Report”. Click on this.
- After selecting this option, a new screen should load. On that screen, please make the following selections:
  - Dataset: READ
  - File Type: READ Literacy
  - School Year: 2026-27
  - Organization/LEA: Select your district
  - Error Type: Select “Errors and Warnings” in order to see both types of edits.

- NOTE: Errors will need to be fixed, as they prohibit your file submission from being locked and officially submitted. Warnings do not prohibit locking but are there to ensure data accuracy. Please see the screenshot below.

- After making these selections, click on "Search".



Step 5: Correct Errors and Reupload

Please continue this process of uploading and checking your error report (Steps 2 and 3) until you reach zero errors. You will know that you have reached zero errors because: 1. The automated email will report zero errors; 2. When you go to pull your error report, Data Pipeline will return "No records found" instead of an error report; and 3. The Status Dashboard will show an indicator for data being loaded (Data Exists=Y) but no errors found (Validation Errors=0; RITS Errors=0).

The Status Dashboard can be found under the "READ" gray box along the left-hand side in Data Pipeline. The first option on the submenu should be "Status Dashboard".

Step 6: Lock Your Submission

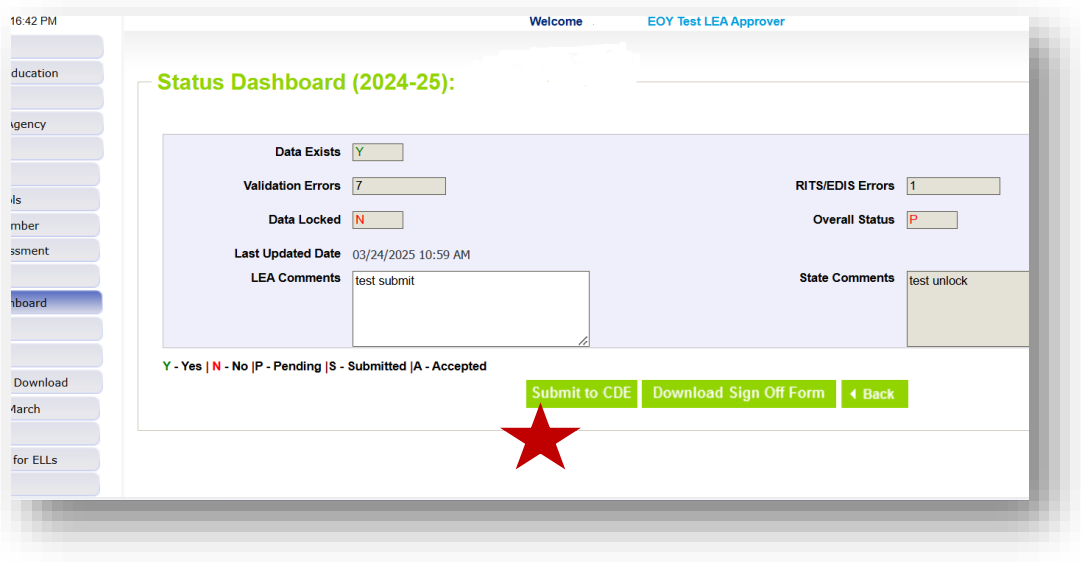
After you have reached zero errors and have reviewed your data for accuracy, please lock your submission in Data Pipeline. This will ensure that no further changes are made to your file. Your submission is not considered complete until this step is taken.

This can be done through the Status Dashboard:

- First, find the gray box labeled "READ". Clicking on this will open a submenu that will provide an option of "Status Dashboard". Click on this.

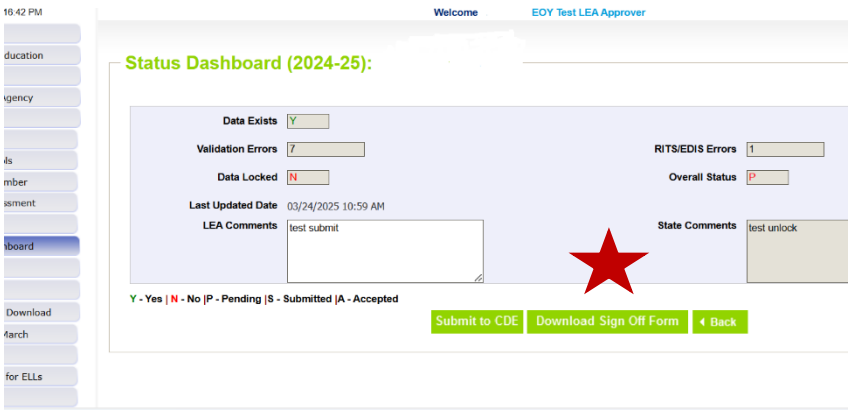
- After selecting this option, a new screen should load. On that screen, please make the following selections:
  - File Type: READ Literacy
  - School Year: 2026-27
  - Organization/LEA: Select your district
  - After making these selections, click on “Search”.

- After clicking on “Search”, a new screen will load. It will provide information around your submission, such as Data Exists=Y (Yes); Validation Errors=0 (indicating no errors), etc.
- For those that are the LEA APPROVER, a green button that says “Submit to CDE” should be toward the bottom of the screen. This is the button that will lock the submission for this district. An LEA APPROVER for this district will need to click this in order to complete the submission. Please see the screenshot below.



Step 7: Download District Signature Page and Send to CDE

Once you have locked your submission, the final step is to download the district signature page, gather the signature, and email it to READActData@cde.state.co.us. The district signature page or sign-off form can be accessed through the Status Dashboard. Please follow Step 6 instructions, as the “Download Sign-Off Form” button is next to the “Submit to CDE” button and is only accessible to the LEA APPROVER after they have locked the submission. Please submit this form to the email noted above by the deadline noted in the timeline document.



Helpful Links and Resources

If you are unfamiliar with or new to Data Pipeline, we recommend visiting the Data Pipeline User Manual before using this guide. Individuals who are familiar with Data Pipeline will have the technical background they need for this collection.

Please also visit the file layout for additional field explanations and the business rules document for information on how your data will be processed and what errors might arise when uploading.

Information updates are also provided on a weekly basis during the collection window at CDE's Data Pipeline Town Hall. Information around Data Pipeline Town Hall can be found here.

Lastly, please do not hesitate to reach out to the READ data collection lead by emailing READActData@cde.state.co.us or calling 720.601.4125.