



# 2025-2026 Work-Based Learning (WBL) File Layout

## Purpose:

The purpose of the Work-Based Learning (WBL) file is to assist the department to determine the eligibility amount for sustain funding per LEA. An LEA is eligible for outcomes-based funding for students who, in the preceding budget year, successfully satisfied work-based learning requirements as specified by state board rule, per C.R.S. 22-54-205 Sustain funding - rules - repeal.

This data will also be used by CDE to calculate the percentage of students who demonstrate learning through work and learning at work for the modifications to the statewide education accountability system as set by HB 25-1278.

## Dependencies:

Student has been assigned a SASID and updated in the RITS system. Student has completed the requirements for an approved work-based learning program during the reported school year.

## Record Expectation:

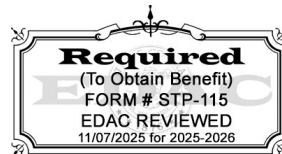
All 9<sup>th</sup>-12<sup>th</sup> Grade students completing the requirements of an approved work-based learning program during the reporting school year would be included and reported in this file.

## Use Summary:

The data reported in this file will be used to determine the eligibility amount for sustain funding per LEA and used in the modified statewide education accountability system.

## File Notes:

- \*Indicates primary key
- A header row is required for .csv and .xlsx files





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### Data Field List:

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
*School District/BOCES Code	4	1	4	1	A2	0000	
*School Code	4	5	8	2	B2	0000	
*Student's State ID (SASID)*	10	9	18	3	C2	0000000000	
Student's First Name	30	19	48	4	D2	Valid name	
Student's Last Name	30	49	78	5	E2	Valid name	
Student's Gender	2	79	80	6	F2	01	
Student's Date of Birth	8	81	88	7	G2	09142007	Format is MMDDYYYY
Activity	2	89	90	8	H2	01	
Hours Completed	5	91	95	9	I2	100.5	Must contain a decimal point
Start Date	8	96	103	10	J2	10152025	Format is MMDDYYYY Can be a prior school year if program was started earlier
End Date	8	104	111	11	K2	06302026	Format is MMDDYYYY End date must be within the school year to qualify for completion.
USDOL Apprenticeship Number	9	112	120	12	L2	987654321	Required for Activity codes 04 (Pre-Apprenticeship) and 07 (Apprenticeship)
School Instructor Contact Email Address	120	121	240	13	M2		
Employer Industry Type	2	241	242	14	N2	11	
Employer ID (FEIN)	10	243	252	15	O2	12-3456789	May contain only characters 0-9 and - (dash). May be zero-filled if unknown.
Employer Company Name	100	253	352	16	P2		May contain only characters A-Z, 0-9, blank, apostrophe, hyphen, comma and period



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### Data Field Descriptions:

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#### School District/BOCES Code

A unique code assigned to a district by CDE. [Refer to the School District/BOCES Code table.](#)

#### School Code

A unique code assigned by CDE to a school building. Refer to the [School Building Codes table.](#)

#### Student's State ID (SASID)

A **unique** ten-digit number must be assigned to each student by CDE.

#### Student's First Name

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

#### Student's Last Name

The name borne in common by members of a family.

#### Student's Gender

An individual's sex.

Code	Description
01	<b>Female</b> - identified as female (including a transgender student who identifies exclusively as female)
02	<b>Male</b> - identifies as male (including a transgender student who identifies exclusively as male)
03	<b>Nonbinary</b> - does not identify as male or female. Nonbinary does not refer to a transgender student who identifies exclusively as either male or female

#### Student's Date of Birth

The month, day, and year in which an individual was born (i.e., 03131985).



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## Activity

The work-based activity the student participated in and completed during the reported school year.

Code	Description
01	Clinical Experiences
03	Internships
04	Pre-apprenticeships
05	Industry-sponsored Project
06	Supervised Entrepreneurship Experience
07	Apprenticeship
08	On-the-Job Training
10	School-Based Enterprise

## Hours Completed

The hours the student completed in the activity within the reporting school year.

## Start Date

The start date the student began the work-based learning activity. Must be formatted as MMDDYYYY.

## End Date

The date the student completed the requirements for the work-based learning activity. Must be formatted as MMDDYYYY.

## USDOL Apprenticeship Number

The US Department of Labor (USDOL) Apprenticeship Number is only required for those students reported as having completed the activity code 04 - Pre-apprenticeship and 07 - Apprenticeship. Otherwise, this should be zero-filled.

## School Instructor Contact Email Address

The email address for the school instructor involved with the student’s work-based learning experience.

## Employer Information

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### Employer Industry Type

The Industry Type code that best aligns with the student’s work-based learning experience. [Refer to the List of Industry Type Codes.](#)



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### Employer ID (FEIN)

The ID of the Employer involved with the student’s work-based learning experience. **May be zero-filled if unknown.**

### Employer Company Name

The company name for the student’s work-based learning experience.

### Document Changes:

Collection Year	Type of Change	Description of Change	Reason for Change	Element(s) Affected
2025-2026	Removed and Added Work-Based Learning Activity Codes	Removed Activity codes: <ul style="list-style-type: none"> <li>• 02 - Credit for Work Experience (use 08 - On-the-Job Training instead)</li> <li>• 09 - Employee Development</li> </ul> Added Activity code: <ul style="list-style-type: none"> <li>• 10 - School-Based Enterprise</li> </ul>	The State Board of Education Draft Rules for the Administration of Postsecondary and Workforce Readiness Sustain Funding	Activity field
2025-2026	Added EDAC Stamp	Reviewed by EDAC	Added EDAC stamp as required	N/A
2025-2026	Added Collection	New Collection	SB25-315 and HB25-1278 requirements	