COLORADO
Department of Education

2026-2027 Directory File Layout

Purpose:

The Data Pipeline Directory contains key information about school districts and their member schools. This information includes district contact information, school contact information, district key personnel, district leadership, vendor system information, calendars, and the reduced academic calendar application.

Important:

Directory data can be updated at any time throughout the year with the exception of Reduced Academic Calendar Requests, which are open from February through May.

File Notes:

- Changes compared to the prior year are emphasized with yellow shading.
- *Indicates a required field



Data Field List and Descriptions:

District Information

Name of Field	Definition	Format	Note
Site Number	Add Multiple Sites	'1'	Defaults to '1'
Mailing Address*	District Mailing Address	Text	
Mailing City*	District Mailing City	Text	
Mailing State*	District Mailing State	Text	Auto Filled to 'Colorado'
Mailing Zip*	District Mailing Zip	Number	
Phone	District Phone Number	XXX-XXX-XXXX	
Phone Ext	District Phone Extension Number	Number	
Fax	District Fax Number	XXX-XXX-XXXX	
Web Page	District Web Page	Text	
District Email Address	District Email Address	Text	
Physical Address*	District Physical Address	Text	
Physical City*	District Physical City	Text	
Physical State*	District Physical State	Text	Auto Filled to 'Colorado'
Physical Zip*	District Physical Zip	Number	
Phone	District Alt Phone Number	XXX-XXX-XXXX	
Phone Ext	District Alt Phone Extension Number	Number	

Key Personnel

Name of Field	Definition	Format	Note
Title*	Title of Staff Member	Text	Required Staff - Child Welfare Education Liaison, ICAP Contact, Graduation Guidelines Contact, and Work Based Learning Coordinator. Additional staff listings are optional.
Rank	Rank of Staff Member	Number	Districts may rank staff in any way they want
First Name*	Staff First Name	Text	
Last Name*	Staff Last Name	Text	
Email	Staff Work Email Address	Text	

Name of Field	Definition	Format	Note
Phone	Staff Work Phone	XXX-XXX-XXXX	
Site Number*	Staff Site Number	'1'	

District Leadership *(previously Board Members)*

Note: This contact information is for purposes of facilitating communication between CDE and district leadership. The 'Public Superintendent Contact List' will include the Superintendent's name and the district's general email address and phone.

Name of Field	Definition	Format	Note
Title*	District Leadership Title – Options will be Supt; Asst Supt; Executive Director (ED).; Asst ED; Interim Supt/ED; Board President; Board VP; Board Treasurer; Board Secretary; Board Member	Dropdown	
First Name*	District Leadership First Name	Text	
Last Name*	District Leadership Last Name	Text	
Work Email	District Leadership Work Email	Text	This will be the first point of contact.
Personal Email	District Leadership Personal Email	Text	
Work Phone	District Leadership Work Phone	XXX-XXX-XXXX	
Personal Phone	District Leadership Personal Phone	XXX-XXX-XXXX	
Effective Start Date	The date the district leadership position will begin.	Date	MMDDYYYY – if the specific day is unknown, we recommend using the first day of the month.
Effective End Date	The date the district leadership position will conclude.	Date	MMDDYYYY – if the specific day is unknown, we recommend using the first day of the month.

Schools

Name of Field	Definition	Format	Note
School	Name of School	Text	District may apply to change name between February and June each year. Cannot be edited in this form.
School Code	Unique School Code	Number	Auto populated and cannot be updated
Principal First Name	School Principal First Name	Text	Can be updated in this screen
Principal Last Name	School Principal Last Name	Text	Can be updated in this screen
Principal Email Address	Principal Email Address	Text	Can be updated in this screen

Directory – School Information

Name of Field	Definition	Format	Note
School	Name of School	Text	District may apply to change name between February and June each year. Cannot be edited in this form.
School Code	Unique School Code	Number	Auto populated and cannot be updated
Mailing Address			
Mailing Address*	School Mailing Address	Text	
Mailing City*	School Mailing City	Text	
Mailing State*	School Mailing State	Dropdown	
Mailing Zip*	School Mailing Zip code	Number	
Mailing Zip4	School Mailing Zip code additional 4 digits	Number	
Phone	School Phone Number	XXX-XXX-XXXX	Colorado phone number
Phone Ext	School Phone Number Extension	Number	
Fax Number	School Fax Number	XXX-XXX-XXXX	
Email Address	School General Email Address	Text	Must contain the @ symbol
Physical Address			

Name of Field	Definition	Format	Note
Physical Address*	School Physical Address	Text	Cannot be a PO Box
Physical City*	School Physical City	Text	
Physical State*	School Physical State	Dropdown	
Physical Zip*	School Physical Zip	Number	
Physical Zip4	School Physical Zip code additional 4 digits	Number	
Web Page	School Web Page	Text	
General			
Lowest Grade	School Lowest Grade	Text	District may apply to change name between February and June each year. Cannot be edited in this form.
Highest Grade	School Highest Grade	Text	District may apply to change name between February and June each year. Cannot be edited in this form.
District of Location*	School District Boundary Where School Resides	Text	Completed by CDE staff
Alternative School	An alternative school is a public elementary or secondary school that addresses the needs of students that typically cannot be met in a regular school program and is designed to meet the needs of students with academic difficulties, students with discipline problems, or both students with academic difficulties and discipline problems. Note: Alternative Education Campuses are a subset of Alternative Schools.	Checkbox	Completed by CDE staff

Name of Field	Definition	Format	Note
Career and Technical Education School	A Career and Technical education school is a public elementary/secondary school that focuses primarily on providing secondary students with an occupationally relevant or career-related curriculum, including formal preparation for technical or professional occupations.	Checkbox	Completed by CDE staff
Special Ed School	A public elementary/secondary school that focuses primarily on serving the needs of students with disabilities.	Checkbox	Completed by CDE staff
Magnet School	A school designed to a) attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing, or eliminating racial isolation or b) provide an academic or social focus on a particular theme.	Checkbox	Completed by CDE staff
On-Line School	Online: A public, non-religious, non-sectarian full- time, online education school, authorized pursuant to Section 22-30.7-101 C.R.S. et seq., that delivers a sequential program of synchronous or asynchronous instruction, directed by a teacher, primarily through online digital learning strategies that provide students choice over time, place, and path, and teacher-guided modality, of learning. Online schools do not include supplemental online programs.	Checkbox	Completed by CDE staff

Name of Field	Definition	Format	Note
Charter School	A public school that enters a charter contract with a school district or the Charter School Institute, pursuant to section 22-30.5-101 C.R.S. et seq., for the purpose of providing elementary and/or secondary education. If school is part of CMO or EMO update information in directory.	Checkbox	Completed by CDE staff
Homeschool Classes Offered/ Part-time homebased students	A public school (school system code = 1) that supports home school students with supplemental education. public school that allows part-time homebased students.	Checkbox	Completed by CDE staff
Virtual Type	No Virtual Instruction - The school does not offer any virtual instruction. Exclusively Virtual - The school has no physical building where students meet with each other or with teachers, all instruction is virtual. Primarily Virtual - The school focuses on a systematic program of virtual instruction but includes some physical meetings among students or with teachers. Primarily Classroom - The school offers virtual courses, but virtual instruction is not the primary means of instruction.	Dropdown	

Charter Management Organization

Note: These fields are available when the **Charter School** checkbox is selected.

Name of Field	Definition	Format	Note
Charter Contract #	Charter Contract Number	Text	
Charter Contract Approval Date	Date the charter contract was approved.	Date	MM/DD/YYYY
Charter Contract Renewal Date	Date the charter contract will need to be renewed.	Date	MM/DD/YYYY
CMO/EMO/Collaborative Name	Legal name of Charter Management Organization (CMO)/ Education Management Organization (EMO)/Collaborative	Text	
CMO/EMO/Collaborative	Whether the charter belongs to a CMO or EMO or other. CMO = non-profit organization that operates or manages multiple charter schools by centralizing or sharing certain functions and resources among schools EMO = For-profit entities that contract with new or existing public-school districts, charter school districts, and charter schools to provide comprehensive services to schools and perform management functions.	Dropdown	
Employer Identification Number (EIN)	Identification number issued by the IRS for the CMO to pay federal taxes to the US Treasury and report wages to the IRS.	Number	
CMO/EMO Mailing Address	CMO/EMO Mailing Address	Text	
CMO/EMO Mailing City	CMO/EMO Mailing City	Text	
CMO/EMO Mailing State	CMO/EMO Mailing State	Dropdown	
CMO/EMO Mailing Zip	CMO/EMO Mailing Zip	Number	
CMO/EMO Physical Address	CMO/EMO Physical Address	Text	
CMO/EMO Physical City	CMO/EMO Physical City	Text	
CMO/EMO Physical State	CMO/EMO Physical State	Dropdown	
CMO/EMO Physical Zip	CMO/EMO Physical Zip	Number	

District Calendar

Name of Field	Definition	Format	Note
Date School Starts		Date	MM/DD/YYYY
Date School Ends		Date	MM/DD/YYYY
Date Fall Break Starts		Date	MM/DD/YYYY
Date Fall Break Ends		Date	MM/DD/YYYY
Date Winter Break Starts		Date	MM/DD/YYYY
Date Winter Break Ends		Date	MM/DD/YYYY
Date Spring Break Starts		Date	MM/DD/YYYY
Date Spring Break Ends		Date	MM/DD/YYYY
Other Day Closed	Day of the Week School Observes 4 Day School Week	Dropdown	

BOCES/AU Member

Name of Field	Definition	Format	Note
BOCES Code	CDE-assigned BOCES code	Number	4-digit code
BOCES Name	BOCES name	Text	
Administrative Unit (AU) Code	CDE-assigned AU code	Number	5-digit code
AU Name	Administrative Name	Text	

Vendor Information

Name of Field	Definition	Format	Note
System	Vendor System Type	Dropdown	
Vendor Name	Vendor name	Dropdown	
Vendor Contact Email	Vendor Email Address	Text	Optional field

Reduced Academic Calendar Request (no longer removed)

Name of Field	Definition	Format	Note
First year of Reduced Academic Calendar	First year of Reduced Academic Calendar	Number	YYYY

Name of Field	Definition	Format	Note
District wide performance reading	The recent district wide performance rating	Text	Sourced from the most recent District Performance Framework.
Total district or BOCES enrollment as applicable.	The total district or BOCES enrollment.	Number	Sourced from the most recent Student October Count.
Total enrollment of schools on four-day school week.	The total enrollment of schools of a four-day school week.	Number	Sourced from the most recent Student October Count.
Date current calendar adopted by local school board:	Date calendar was approved by local district school board.	MM/DD/YYYY	
Please list specific reasons for making application this year:	The reasons for requesting the reduced academic calendar.	Text	
Individual School Information: Reduced Academic Calendar	Y/N	Dropdown	
Individual School Information: 4 Day Week?	Y/N	Dropdown	
Individual School Information: Day not in session:	Select the day of the week or 'None' if no days are taken off.	Dropdown	
Individual School Information: # of Days in session.	Number of total student contact days.	Number	
Individual School Information: # of Elem. Hours Scheduled	Number of hours scheduled at the elementary level.	Number	This cannot be fewer than 990.
Individual School Information: # of Secondary Hours Scheduled	Number of hours scheduled at the high school level.	Number	This cannot be fewer than 1080.

Document Changes:

Collection Year	Type of Change	Description of Change	Reason for Change	Element(s) Affected
2026-2027	Field	Add AU Code and Name	Informational for Districts to know which AU they are a member of	**BOCES/AU Member** tab
2026-2027	Field	Add Vendor Contact Email	Additional method for CDE to contact vendors with collection changes	**Vendor Information** tab
2026-2027	Tab	Add **District Leadership** tab	We need a way to collect district leadership contact information for CDE communications.	**District Leadership** tab and associated fields
2026-2027	Tab	Remove **Board Member** tab	The information previously collected on this tab will now be collected on the **District Leadership** tab.	**Board Member** tab and associated fields
2026-2027	Fields	Add two fields and remove one field from the **Key Personnel** tab	The Work Phone and Work Email fields will be useful for CDE to communicate with key district personnel. The Middle Name field was not being used.	Work Phone, Work Email and Middle Name
2026-2027	Fields	Remove Middle Name fields from the **Schools** tab	The Middle Name fields were not being used.	Principal Middle Name and Co-Principal Middle Name
2025-2026 (late change)	Tab	Did not implement approved removal of the **Reduced Academic Calendar Request** tab	Because of the timing of the Instructional Days and Hours collection, we need the **Reduced Academic Calendar Request** tab.	Reduced Academic Calendar Request tab
2025-2026	Tab	**Reduced Academic Calendar Request** tab approved for removal from the Directory collection	The Reduced Academic Calendar Request information will be part of the Instruction Hours & Days – DMC-103B collection.	Reduced Academic Calendar Request tab

Collection Year	Type of Change	Description of Change	Reason for Change	Element(s) Affected
2025-2026	Fields	Added Fall Break dates to District Calendar	These were requested by a CDE department for communication scheduling.	Fall Break Start Date and Fall Break End Date