COLORADO
Department of Education

# 2026-2027 Special Education December Count Snapshot File Layout

## Purpose:

The purpose of the Special Education December Count Snapshot is to obtain data for the annual count of students with disabilities as of December 1st and the associated Staff members serving those students.

## Dependencies:

- Staff member has been assigned an EDID and updated in EDIS.
- Student has been assigned a SASID and updated in RITS.
- Student may also be assigned a LASID by the district which should match the LASID reported in the Child and Participation Files.
- **Special Education IEP Interchange** – Administrative Units:
  - Student has a record in the Special Education Participation file for their Admin Unit.
  - Student has a record in the Special Education Child file for their Admin Unit.
- **Student Interchange - Districts**:
  - Students reported by a district have a record in the Student Demographic file.
  - Students reported by a district have a record in the Student School Association file.
- **Staff Interchange – Districts or Administrative Units**:
  - Special education staff members will have a record in the Staff Profile File.
  - Special education staff members will have a record in the Staff Assignment File.

## Criteria:

1. **Special Education December Count STAFF Snapshot:**
   - Special Education Flag = 1 in the Staff Assignment File
   - Administrative Unit Field contains valid 5-digit code in both Staff Assignment and Staff Profile Files for reporting district.
   - Start date is < or = December 1st of reporting school year.
   - End Date is > or = December 1st of the reporting school year.
   - EDID is reported in both Staff Profile and Staff Assignment Files for reporting district.
   - Records with the following Employment Status Codes will be included: 11, 12, 13, 23, 25, 26, or 30.
   - The Staff Profile and Staff Assignment File will be joined based on the school year, EDID, Sped Assignment Flag = 1, district or Admin Unit, and records being error free.

**2. Special Education December Count STUDENT Snapshot:**

- In the Participation File, Date of Entry to Special Education is December 1st or prior to December 1st of the reporting school year OR Parentally Placed in Private School is 02. A record with a Date of Exit from Special Education prior to December 1st would not be included in the December Count Snapshot.
- Pull all error-free records from the Student Participation file and match them with records in the Student Profile interchange (Student Demographic file and School Association file). The Student Profile Interchange is the authoritative source for (SASID, LASID, Student's First Name, Student's Middle Name, Student's Last Name, Student's Gender, Student Date of birth, Student's Ethnicity, Student Race American Indian, Student Race Asian, Student Race Black, Student Race White, Student's Race Native Hawaiian or Other Pacific Islander, and Grade level).
- If the student is not part of a district, these fields will be pulled from the Special Education Child and Participation Files.
- Data from the Student Interchange will pull primarily from a DEC tagged file. If the district has not tagged a file for DEC, it will pull from the most recent student file uploaded.
- The Special Education Child File, the Special Education Participation File, and the Student Profile and School Association Files will be joined based on the following criteria: SASID, LASID, school year, district (or Admin Unit), and error free records.

## File Notes:

Changes compared to the prior year are emphasized with yellow shading.

# Data Field List:

| Staff Snapshot Name of Field | Field Length | Source Interchange | Source File(s) | Remarks |
|---|---|---|---|---|
| Admin Unit/SOP Code | 5 | Staff Interchange | Staff Profile | |
| Social Security Number | 9 | Staff Interchange | Staff Profile | |
| EDID | 8 | Staff Interchange | Staff Profile | |
| School District/BOCES Code | 4 | Staff Interchange | Staff Assignment | |
| Staff's First Name | 30 | Staff Interchange | Staff Profile | |
| Staff's Last Name | 30 | Staff Interchange | Staff Profile | |
| Staff's Gender | 2 | Staff Interchange | Staff Profile | |
| Staff's Date of Birth | 8 | Staff Interchange | Staff Profile | |
| Hispanic or Latino | 1 | Staff Interchange | Staff Profile | |

| Staff Snapshot Name of Field | Field Length | Source Interchange | Source File(s) | Remarks |
|---|---|---|---|---|
| American Indian or Alaska Native | 1 | Staff Interchange | Staff Profile | |
| Asian | 1 | Staff Interchange | Staff Profile | |
| Black or African American | 1 | Staff Interchange | Staff Profile | |
| White | 1 | Staff Interchange | Staff Profile | |
| Native Hawaiian or Other Pacific Islander | 1 | Staff Interchange | Staff Profile | |
| South Asian | 1 | Staff Interchange | Staff Profile | Added 2026-2027 |
| Middle Eastern or North African | 1 | Staff Interchange | Staff Profile | Added 2026-2027 |
| Staff's Federal Race | 2 | Staff Interchange: Internal flag | Staff Profile | Internal flag – see details below |
| Staff's State Race | 2 | Staff Interchange: Internal flag | Staff Profile | Internal flag – see details below<br>Added 2026-2027 |
| Beginning (start) Date at School District | 8 | Staff Interchange | Staff Profile | |
| Years of Prior Pre/K-12 Teaching Experience | 2 | Staff Interchange | Staff Profile | |
| Years of Prior Pre/K-12 Education Experience | 2 | Staff Interchange | Staff Profile | |
| Highest Level of Education Completed | 2 | Staff Interchange | Staff Profile | |
| Institution Code of Degree | 4 | Staff Interchange | Staff Profile | |
| State Code of Degree | 2 | Staff Interchange | Staff Profile | |
| Subject Area of Degree 1 | 4 | Staff Interchange | Staff Profile | |
| Subject Area of Degree 2 | 4 | Staff Interchange | Staff Profile | |
| Subject Area of Degree 3 | 4 | Staff Interchange | Staff Profile | |
| Staff's District of Residence | 4 | Staff Interchange | Staff Profile | |
| School Code | 4 | Staff Interchange | Staff Assignment | |
| Special Education Staff Program Code | 4 | Staff Interchange | Staff Assignment | |
| Job Classification Code | 3 | Staff Interchange | Staff Assignment | |

| Staff Snapshot Name of Field | Field Length | Source Interchange | Source File(s) | Remarks |
|---|---|---|---|---|
| Employment Status Code | 2 | Staff Interchange | Staff Assignment | |
| Number of Contract Days | 3 | Staff Interchange | Staff Assignment | |
| Hours Worked per Day | 4 | Staff Interchange | Staff Assignment | |
| Base Salary or Wage | 6 | Staff Interchange | Staff Assignment | |
| Teaching Subject Area | 4 | Staff Interchange | Staff Assignment | |
| Hourly Rate of Pay | 5 | Staff Interchange | Staff Assignment | |
| Administration/Instructional Area | 4 | Staff Interchange | Staff Assignment | |
| Funding Source | 2 | Staff Interchange | Staff Assignment | |
| Grade Level - Infant | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - PreK | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - K | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 1st | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 2nd | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 3rd | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 4th | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 5th | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 6th | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 7th | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 8th | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 9th | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 10th | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 11th | 1 | Staff Interchange | Staff Assignment | |
| Grade Level - 12th | 1 | Staff Interchange | Staff Assignment | |
| Number of Classes Taught in Subject | 2 | Staff Interchange | Staff Assignment | |
| Active Colorado License Type | 30 | Internal Flag | Internal Flag | Calculated field based on the CDE licensing database (COOL) |
| Demonstrates In-Field Status 1 | 2 | Staff Interchange | Staff Assignment | |
| FTE (Full Time Equivalency) | 6 | Staff Interchange – Internal flag | Staff Assignment - Internal flag | Calculated field |

| Student Snapshot Name of Field | Field Length | Source Interchange | Source File(s) | Remarks |
|---|---|---|---|---|
| Admin Unit/SOP Code | 5 | Special Ed IEP Interchange | Special Education Participation | |
| Student's State ID (SASID) | 10 | Student Interchange | Student Demographic | Secondary Source Interchange and File: Special Ed IEP – Child File |
| Local ID (LASID) | 10 | Student Interchange | Student Demographic | Secondary Source Interchange and File: Special Ed IEP – Child File |
| Student's First Name | 30 | Student Interchange | Student Demographic | Secondary Source Interchange and File: Special Ed IEP – Child File |
| Student's Middle Name | 30 | Student Interchange | Student Demographic | Secondary Source Interchange and File: Special Ed IEP – Child File |
| Student's Last Name | 30 | Student Interchange | Student Demographic | Secondary Source Interchange and File: Special Ed IEP – Child File |
| Student's Gender | 2 | Student Interchange | Student Demographic | Secondary Source Interchange and File: Special Ed IEP – Child File |
| Student's Date of Birth | 8 | Student Interchange | Student Demographic | Secondary Source Interchange and File: Special Ed IEP – Child File |
| Hispanic or Latino | 1 | Student Interchange | Student Demographic | Secondary Source Interchange and File: Special Ed IEP – Child File |
| American Indian or Alaska Native | 1 | Student Interchange | Student Demographic | Secondary Source Interchange and File: Special Ed IEP – Child File |
| Asian | 1 | Student Interchange | Student Demographic | Secondary Source Interchange and File: Special Ed IEP – Child File |

| Student Snapshot Name of Field | Field Length | Source Interchange | Source File(s) | Remarks |
|---|---|---|---|---|
| Black or African American | 1 | Student Interchange | Student Demographic | Secondary Source Interchange and File: Special Ed IEP – Child File |
| White | 1 | Student Interchange | Student Demographic | Secondary Source Interchange and File: Special Ed IEP – Child File |
| Native Hawaiian or Other Pacific Islander | 1 | Student Interchange | Student Demographic | Secondary Source Interchange and File: Special Ed IEP – Child File |
| South Asian | 1 | Student Interchange | Student Demographic | Secondary Source Interchange and File: Special Ed IEP – Child File– Added 2026-2027 |
| Middle Eastern or North African | 1 | Student Interchange | Student Demographic | Secondary Source Interchange and File: Special Ed IEP – Child File – Added 2026-2027 |
| Student's Federal Race | 2 | Student Interchange: Internal flag | Student Demographic | Internal Flag – see details below |
| Student's State Race | 2 | Student Interchange: Internal flag | Student Demographic | Internal Flag – see details below Added 2026 - 2027 |
| School Code/Approved Facility/Detention Code | 4 | Special Ed IEP Interchange | Special Education Participation | |
| Special Education Program Code | 4 | Special Ed IEP Interchange | Special Education Participation | |
| District of Attendance | 4 | Special Ed IEP Interchange | Special Education Participation | |
| State of Parent's Residence for Non-Residence Students | 2 | Special Ed IEP Interchange | Special Education Child | |
| Grade Level | 3 | Student Interchange | Student School Association | Secondary Source Interchange and File: Special Ed IEP – Participation File |

| Student Snapshot Name of Field | Field Length | Source Interchange | Source File(s) | Remarks |
|---|---|---|---|---|
| SPED Pupil's Attendance Information | 2 | Special Ed IEP Interchange | Special Education Participation | |
| State of Attendance | 2 | Special Ed IEP Interchange | Special Education Participation | |
| Student's District of Residence | 4 | Special Ed IEP Interchange | Special Education Child | |
| English Learner Y/N (Multilingual Learner) | 1 | Student Interchange - Internal flag | Student Demographic - Internal Flag | Calculated Field (see details below). If not reported in the student interchange, EL status will pull from the Child File |
| Educational Orphan | 2 | Special Ed IEP Interchange | Special Education Participation | |
| Parentally Placed in a Private School | 2 | Special Ed IEP Interchange | Special Education Participation | |
| Special Education Funding Status | 2 | Special Ed IEP Interchange | Special Education Participation | |
| Educational Environment | 3 | Special Ed IEP Interchange | Special Education Participation | |
| Primary Service Provider's EDID | 8 | Special Ed IEP Interchange | Special Education Participation | |
| Secondary Service Provider's EDID 1 | 8 | Special Ed IEP Interchange | Special Education Participation | |
| Secondary Service Provider's EDID 2 | 8 | Special Ed IEP Interchange | Special Education Participation | |
| Secondary Service Provider's EDID 3 | 8 | Special Ed IEP Interchange | Special Education Participation | |
| Secondary Service Provider's EDID 4 | 8 | Special Ed IEP Interchange | Special Education Participation | |

# Added or Retired Data Fields or Internal Flags

## Data Fields Retired:

- N/A

## Data Fields Added:

- South Asian
- Middle Eastern or North African

## Internal Flags Added:

- State Race/Ethnicity Reporting Category

# Internal Flag Descriptions:

Internal flags are calculated values based upon LEA provided data through interchange files or based upon CDE internal data sources.

The data field description for any data field that is included in the snapshot from an interchange source file is available in the corresponding file layout located in the interchange section of the Data Pipeline website.

## Federal Race/Ethnicity Category

The single category used to classify the student or staff member in aggregated federal reporting such as pupil counts, graduation rates, and assessment results. This designation is based on the race and ethnicity information provided to the reporting district by the student (or his or her parent/guardian) or staff member.

| Code | Description | Logic notes |
|---|---|---|
| 01 | American Indian or Alaska Native | Individual solely indicated as American Indian or Alaska Native |
| 02 | Asian | • Individual solely indicated as Asian<br>• Individual solely indicated as South Asian<br>• Individual reported as Asian and South Asian and no other Race |
| 03 | Black or African American | Individual solely indicated as Black or African American |

| Code | Description | Logic notes |
|---|---|---|
| 04 | Hispanic or Latino | • Individual solely indicated as Hispanic or Latino<br>• Individual indicated as Hispanic or Latino and any other race will continue to be reported as Hispanic |
| 05 | White | • Individual solely indicated as White<br>• Individual reported solely as Middle Eastern or North African (to align with the previous definition of White)<br>• Individual reported as both White and Middle Eastern or North African |
| 06 | Native Hawaiian or Other Pacific Islander | Individual solely indicated as Native Hawaiian or Other Pacific Islander |
| 07 | Two or More Races | Individual reported with two or more races<br>• Does not include individuals only reported as code 04, Hispanic or Latino<br>• Does not include individuals only reported as code 02, Asian, which includes students who are reported as both Asian and South Asian.<br>• Does not include individuals only reported as code 05, White, which includes individuals reported as both White and Middle Eastern or North African |

## State Race/Ethnicity Category

The single category used to indicate the state race and ethnicity classification for a student or staff member's record. This data field is newly added in 2026-2027. This designation is based on the race and ethnicity information provided to the reporting district by the student (or their parent/guardian) or staff member.

| Code | Description | Logic notes |
|---|---|---|
| 11 | American Indian or Alaska Native | Individual solely indicated as American Indian or Alaska Native |
| 12 | Asian | Individual solely indicated as Asian |
| 13 | South Asian | Individual solely indicated as South Asian |
| 14 | Asian and South Asian | Individual reported as both Asian and South Asian |
| 15 | Black or African American | Individual solely indicated as Black or African American |
| 16 | Hispanic or Latino | Individual solely indicated as Hispanic or Latino |
| 17 | Hispanic or Latino in Combination | Individual indicated as Hispanic or Latino and any other race |

| Code | Description | Logic notes |
|---|---|---|
| 18 | Middle Eastern or North African | Individual solely indicated as Middle Eastern or North African |
| 19 | White | Individual solely indicated as White |
| 20 | White and Middle Eastern or North African | Individual reported as both White and Middle Eastern or North African |
| 21 | Native Hawaiian or Other Pacific Islander | Individual solely indicated as Native Hawaiian or Other Pacific Islander |
| 22 | Two or More Races | Individual reported as two or more races/ethnicities (other than Hispanic/Latino)<br>• Does not include individuals who are reported as code 17, Hispanic or Latino<br>• Does not include individuals only reported as code 14, Asian and South Asian<br>• Does not include individuals only reported as code 20, White and Middle Eastern or North African |

## Staff Snapshot

### Active Colorado License Type

The credential type found for the SSN in the CDE licensing database (COOL System). The license must be valid for the current school year to be included. Status of the license as of December 1st must be reported.

- **Interim Authorization**
- **Initial**
- **Professional**
- **Alternative**
- **5 Year Sub**
- **Charter Waiver**
- **TEE - Pathway 1**
- **No approved license type found**

### FTE (Full Time Equivalency)

A calculated field based on the job class code, hours per day and contract days reported in the Staff Assignment data file. The FTE is calculated per snapshot record. Each job class code is first grouped into 22 job categories which are then used to calculate the mode hours and mode days for the district/BOCES. The mode hours and mode days for each of the job categories may be viewed

in the COGNOS report 'Staff Detail: Mode Contract Days/Hours Per Day by Job Class Category' in the Special Education December folder.

The calculation used is:

$$\frac{(\text{Contract Days})\text{x}(\text{Hours per Day})}{(\text{Mode Contract Days})\text{x}(\text{Mode Hours per Day})}$$

## Student Snapshot

### English Learner Y/N (Multilingual Learner)

This field indicates a student's Multilingual Learner (ML) status based upon the language proficiency reported by the LEA in the student demographic file.

If the student's Language Background is not 'eng' and Language Proficiency = 1, 2, 6, or 7 (NEP, LEP, FEP Monitor Year 1, or FEP Monitor Year 2) then the ML status is '1' (Yes). Students with Language Proficiency = 0, 4, 5, 8, 9 (N/A, PHLOTE, FELL, FEP Exit Year 1, or FEP Exit Year 2) are indicated as '0' (No).

| Code | Description |
|---|---|
| **0** | No |
| **1** | Yes |

# Document Changes:

| Collection Year | Type of Change | Description of Change | Reason for Change | Element(s) Affected |
|---|---|---|---|---|
| 2026-2027 | Text | Added table to provide clarity for Federal Race/Ethnicity Category definition | Provide clarity surrounding logic for Federal Race/Ethnicity for phase 1 of the federal reporting requirement transition | Federal Race/Ethnicity Category |
| 2026-2027 | Field Added | Added 'State Race/Ethnicity Category' internal flag data field. | Requirement of SB25-050 | State Race/Ethnicity Category |

| Collection Year | Type of Change | Description of Change | Reason for Change | Element(s) Affected |
|---|---|---|---|---|
| 2026-2027 | Field Added | Added South Asian and Middle Eastern or North African fields from the Student Interchange | SB25-050 requires the additional race and ethnicity categories for all government forms | South Asian, Middle Eastern or North African |
| 2025-2026 | Field Removed | Removed Grant Project Funding Source | Grant Project Code no longer needed | Grant Project Funding Source |
| 2025-2026 | Field Added | Added Funding Source | Need to collect grant source type | Funding Source |
| 2025-2026 | Field Name Change | ELL (English Language Learner) changed name to Multilingual Learner Y/N) | Change requested by Office of Culturally and Linguistically Diverse Education to align with updated language on Student Demographic file | ELL (now Multilingual Learner Y/N) |