Active Teacher Data File Format 2018-19 Reporting Year
Submission Deadline: July 31, 2019 CSI Deadline: July 12, 2019

Instructions

Please read all instructions carefully *before* starting your file. It is very likely to save you time, limit frustration, and assure more accurate data reporting.

Middle school teachers: You must use single record entry process.

High school teachers: You may use either the Excel file upload or the single record entry process.

- CCCS always creates new file format documents each and every reporting year. We have done this since the data collection website was launched many years ago. **Do not use file format documents from previous reporting years** or you will likely not be reporting data correctly. Check the reporting year listed at the top of this document to make sure you are using the correct documentation. Current reporting year file formats are always posted in the Documents section of the Help page on the data collection website. You must log into the website to get to the Help link.

- You may use this file format documentation for creating an active teacher data file for upload onto the CTE Data Collection website (https://ve135.cccs.edu) of the credentialed instructors who taught CTE courses within your approved CTE programs for any amount of time the 18-19 reporting year. Only include records of properly credentialed instructors during the year. However, you may include records for non-credentialed instructors if you fully expect that they will receive official credential approval from CDE before June 30, 2019. If your instructors are not credentialed by June 30, 2019, then your programs are out of compliance and you must remove the teacher records from the VE-130.

- Your data file can be in Excel 97-2003 format (xls extension) or Excel 2007 (xlsx extension).

- You should review the Data Reporting section of the Administrator's Handbook at coloradostateplan.com for more details on reporting CTE active teachers.

- Build your Excel file of teacher records according to the table in the "Active Teacher File Format Section" below. Fields in the table below can be in any order in the active teacher file, but row 1 of your Excel file *must* contain the "Column Header" from the table below (exact same spelling for each header). You can also download an empty Excel starter file from the Documents section of the Help page of the data collection website or within the Upload Active Teacher File section of the website.

- You can download a copy of your current data from the main VE-130 Active Teachers web page by clicking on the link: "Download a current active teachers report file (Excel™ format)?"

- Incorrect formatting or inaccurate active teacher records will trigger an error during the validation process and you will have to correct the file.

- When you upload a file, the contents of the file will replace all of your existing records for the current year and school. This means that all teacher data for the school you have logged-in as for the current year will be deleted and the contents of your file will be inserted. Thus, you should upload a single file consisting of all teacher records for the year. Don't upload a partial file and expect to just add to the existing records.

- To upload your completed data file, log into the CTE Data Collection website at https://ve135.cccs.edu, go to the VE-130 Active Teachers section, click on the "Upload Active Teachers File" button and follow the instructions on the page. **Do not email or mail your data file(s) to CCCS! This is private teacher information!** The website upload is the most secure data transfer method. You must have an account to log in to the data collection website. Check with your school/district/college to see who the main data contact(s) are with account logins. If all contacts have left their employment, then contact CCCS so that we can update our records and assign new account logins.

- There are no specific requirements for filenames, but it is suggested that you name the file in such a way that it can be clearly distinguished from any other files that you upload, e.g. <schoolname>_<year>.xls, or if submitting files per program, include something to distinguish one file from another.

- You should keep a copy of your Excel file(s) for your own records, plus you should keep any source data you used to create it just in case you need to refer back to it. CCCS mandates that you keep records for seven years for audit purposes.

- For questions you may contact Lauren Victor at Lauren.Victor@cccs.edu or 303-595-1527.

Active Teacher File Format

Column Header (Use as Row 1 in your Excel file)	Field Name	Field Coding	Field Length
School Year	School Year **(Required)**	Should be 16 in all cells	2
CDE ID	CDE ID **(Required)**	The 4-digit CDE school code where the CTE program is approved at See http://ctep.cccs.edu/energizer/reports/report_list.jsp#schools for a list of 4-digit CDE codes.	4
Last Name	Last Name **(Required)**	Can contain up to one space, one apostrophe, or one dash. Double apostrophes not allowed.	50
First Name	First Name **(Required)**	Two words separated by a space are okay. One apostrophe is allowed in the middle or at the end. Double apostrophes not allowed.	50
Middle Name	Middle Name **(Optional)**	Two or three words separated by spaces or hyphens are okay. No apostrophes. Double spaces or hyphens, or contiguous spaces and hyphens are not allowed.	50
DOB	Date of Birth **(Required)**	Either MMDDYYYY with no slashes or hyphens (Ex. 09171992) or mm/dd/yyyy format (Ex. 9/17/1992). The format for all dates in the file must be the same. Do not mix formats. We require a DOB to use it in combination with the name fields to identify specific instructors in order to avoid creating duplicate records. We use this information internally only.	8 - 10
Work Phone	Work Phone **(Optional)**	Please provide a phone number when possible. This will help to prevent student record duplication in our database, and it will aid CCCS staff in contacting instructors with important information. Include the area code. All standard formats are accepted.	150
Work Email	Work Email **(Required)**	*Please submit a work email address for this teacher. CCCS staff need these in order to keep our CTE instructors updated on important information.*	150
Time ID	Time ID **(Required)**	1 – Full-Time, 2 – Part-Time	1
Program Level	Program Level **(Required)**	1 – Secondary, 2 – Postsecondary ***You cannot enter middle school level teachers at this time. Use the single record entry for those teachers.***	1
Program ID	Program ID **(Required)**	5-digit Program ID See http://ctep.cccs.edu/energizer/reports/report_list.jsp#appschool for a list of each schools' CIP IDs and Program IDs *THIS MUST BE CORRECT! PLEASE LOOK IT UP FROM THE LINK PROVIDED TO DOUBLE CHECK THAT YOU HAVE THE CORRECT PROGRAM ID!*	5