

# Active Teacher Data File Format 2023-2024 Reporting Year

Submission Deadline: August 31, 2024

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## Active Teacher Instructions

* You can update this academic year’s list of active teachers on the [Colorado CTE Gateway](https://ColoradoCTE.com) (https://ColoradoCTE.com) in the Data Collection>Active Teachers section of the site. Permissions to access this part of the site are determined by your district/institution’s primary CTE contact by assigning the permission ‘DC – Teacher Record.’ If you believe you should have access, contact your district/institution’s primary CTE contact.
* Note that some of the fields are only applicable to postsecondary instructors. Postsecondary programs no longer need to submit emails of instructor lists to [cte@cccs.edu](mailto:cte@cccs.edu) so long as they maintain their instructor lists in Active Teachers.
* All teacher records must be submitted by **August 31, 2023**. **It’s extremely important that you meet the deadline, particularly if you will be submitting expenses for CTA reimbursement!** In order to receive CTA funds, a program must report enrollment and have a credentialed CTE teacher.
* You can add teachers to your district/institution’s list for the current academic year **by individual record entry or spreadsheet upload.** If you do not have a lot of teachers to add, we recommend adding them individually on the Data Collection>Active Teachers page by selecting them from the search field on that page or adding them as a New Contact if they do not yet have a record in Universal Contacts. Those with DC Local – Teachers permissions can add the necessary information to save the new teacher record successfully. **However, if the teacher needs a gateway login or permissions assigned, the Power User for the district must assign those in Universal Contacts.** A computer screen shot of text

  Description automatically generated
* If you choose to use a spreadsheet, you may wish to begin by downloading your active teachers list from the Active Teachers page. Each year we rollover your teacher list so that you can start with your prior year’s active teacher list. Note that this list will show your teachers for ALL years, so you will want to delete any prior year rows before using the spreadsheet to make updates and re-upload into the Gateway.
* If you choose to create a new spreadsheet, you may use this file format documentation for uploading the **credentialed instructors who taught CTE courses within your CTE programs for any amount of time the 23-24 reporting year**. **Only include records of properly credentialed instructors during the year. You may also include records for non-credentialed instructors if you *fully* expect that they will receive official credential approval from CDE before June 30, 2024. However, if your instructors are not credentialed by June 30, 2024, *then your programs are out of compliance* and you must remove the teacher records from the list before June 30th.**
* Your data file should be in .xlsx file format.
* Follow the table below to build your data file in the correct Excel format for upload to the website. All fields must contain the designated column header in row 1 of the file, and all fields must be in the proper order and be included, even if optional.
* 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 update/replace all of your existing records for the current year and school**. This means that the contents of your uploaded file will be inserted into the database and will overwrite any existing information for those teachers included in the file. Note that not including teachers in the file will **NOT** remove them from Active Teachers. You must delete inactive teachers as instructed below.
* **To DELETE Teachers who are no longer active, you MUST remove them by deleting them from your school’s active teacher area**. This will remove the teacher as a current active teacher while leaving the teacher’s prior year affiliations intact and his or her record in universal contacts. If the teacher is no longer associated with your district at all and needs to be made inactive in universal contacts, your district’s power user must go into Universal Contacts and change the contact’s active status and toggle off the teacher credential as indicated below.
* A screenshot of a computer

  Description automatically generated
* A yellow and black text

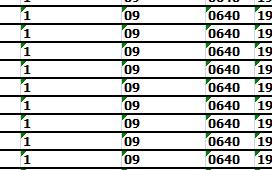
  Description automatically generated
* If you have questions, you may contact [cte@cccs.edu](mailto:cte@cccs.edu) or submit an issue ticket through the CTE Gateway.

## Active Teacher Data File Format

| **Column**  **Header**  **(Must match Row 1 in your Excel file)** | **Is Data Required or Optional?** | **Field Coding** | **Field Length (number of characters)** |
| --- | --- | --- | --- |
| **SchoolYear** | **Required** | The school year for which this teacher taught this program. Should be 24 for the 23/24 academic year. | 2 |
| **School\_CDE\_ID** | **Required** | The 4-digit CDE or CDHE **school** code where the CTE program is approved at. Not the district code, but the school code | 4 |
| **FirstName** | **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 |
| **MiddleName** | *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 |
| **LastName** | **Required** | Can contain up to one space, one apostrophe, or one dash. Double apostrophes not allowed. | 50 |
| **WorkPhone** | *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. | 20 |
| **WorkEmail** | **Required** | Please submit a work email address for this teacher. CCCS needs these in order to keep our CTE instructors updated on important information. | 150 |
| **DOB** | **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 |
| **UniqueID** | *Postsecondary* | **Postsecondary**: List S# or identifier | 9 |
| **Credential Number** | **Required** | Include the teacher’s credential number. This allows CCCS to easily verify the credential is current. | 6 - 17 |
| **CredentialExp** | **Required** | Include the teacher’s CTE credential expiration date. This helps both you and CCCS keep track of expiring credentials. Either MMDDYYYY with no slashes or hyphens (Ex. 01012025) or mm/dd/yyyy format (Ex. 01/01/2025). The format for all dates in the file must be the same. Do not mix formats. | 8 - 10 |
| **TimeID** | **Required** | * **1** = Full-Time * **2** = Part-Time | 1 |
| **ProgramLevel** | **Required** | * **1** = Secondary * **2** = Postsecondary * **5** = Middle | 1 |
| **ProgramID** | **Required** | 5-digit Program ID. This can be found as the far left column in the program approval section of ColoradoCTE.com | 5 |
| **CredentialArea** | **Required** | List credential area | 500 |
| **CredentialType** | *Postsecondary* | * **1** = Initial * **2** = Professional | 1 |
| **RenewalReq** | *Postsecondary* | **Postsecondary**: List renewal requirement(s) | 150 |
| **ContactID** | *Optional* | If the instructor is already in Universal Contacts they have a ContactID that you could enter if you wished—it is the number in the url of their user profile: https://cccs-cte-ui.azurewebsites.net/contacts/#. However, our import process will match to the pre-existing contact record if you do not insert it here, so it is not required. | 6 |

**End of Data File Format**

## Active Teacher Frequently Asked Questions (FAQ)

1. Why are there bold and italics in the column headers in the active teacher starter file?
   1. The active teacher report column headers are encoded as follows:
      1. **Bold** fields are required during the upload process.
      2. *Italic*fields are optional and will be reported where available.
2. Why is there a little green triangle in the upper left corner of some of the cells in my Excel spreadsheet?
   1. 

The little green triangle (see picture) indicates that there is text data in a numeric field. Excel automatically determines what type of data is in a column by looking at the first few lines of data. If the data is all numbers then Excel assumes that the entire column is numeric. If the first few lines contain dates then Excel assumes that the entire column contains dates. If the first few cells contain non-numeric text then Excel assumes that the entire column contains text data. You can override this behavior by formatting the cells as text or by preceding the data in the cell with a single apostrophe (‘). If you do this, then the green triangle appears.

1. Why do leading zeros disappear in the Excel spreadsheet?
   1. This is related to the discussion in 3 above. In numeric fields, leading zeros are always removed by Excel. To get the leading zero to appear you have to either format the cell as text or prepend a single apostrophe to the number in the cell, e.g. enter ’09 in a cell instead of just 09.

**If you do not wish to retype values in cells manually in order to retain leading zeros**[, follow the directions on this website](https://www.techwalla.com/articles/how-to-add-leading-zeros-in-excel) to convert entire columns in just a few quick steps to the correct, consistent text format***.***

1. Do I have to put leading zeros into fields such as CDE ID and Program ID?
   1. That depends. The data file format above shows leading zeros required in Program ID and DOB. If you are adding records to a file that already has data in it with leading zeros (see the discussion in 3, 4, and 5 above) then you must format your new data to match what is already in the file. So if you download the enrollment report and it has 09071991 for DOB, then any new rows you add should have the leading zeros or you will get the error described in 5 above. If you are starting with the starter file or an empty file then it is not necessary to put leading zeros in any of the fields – the validation process will put them in for you. Please note that DOB is described in the data file format as an eight digit number in MMDDYYYY format. You can leave off any leading zero but all other zeros must be included. For instance, the date 01051993 can be entered as 1051993 but not as 151993. Please see the note below about DOB format.
2. Why can’t I use a normal date in the DOB field?
   1. You can if *all* the dates are normal dates. The validator will accept dates in the format such as 1/5/1993 if all the dates in the column are done the same way.
3. There are columns in my file that should not be there. What should I do with them?

If you download the starter file or the active teacher report, all required and optional columns will be included in the file. The active teacher report also includes several reference only columns (see 1 above).

**End of FAQ**