

# Data Collections Guide for Schools and Districts, 2014-15

---

How to Login .....	2
Legacy Applications .....	2
Portal Applications .....	2
Timely and Accurate Data .....	3
I.    Students.....	4
Public School Information System (PSIS).....	4
Teacher - Course - Student (TCS) .....	6
ED166: Disciplinary Offense Data Collection .....	8
Special Education Data Application and Collection (SEDAC) .....	9
Restraint & Seclusion .....	10
Due Process Hearing Requests - Resolution Meetings Data Collection.....	11
Evaluation Timelines .....	12
Early Childhood Outcomes (ECO) .....	13
Kindergarten Inventory .....	14
ED612: LAS Links Data Collection .....	15
English Language Mastery Collection.....	16
II.   Facilities.....	17
Directory Manager: Data Verification.....	17
ED165: Connecticut School Data Report .....	18
III.  Staff.....	20
ED156: Fall Hiring Survey .....	20
ED162: Non-Certified Staff.....	21
Educator Data System (formerly ED163).....	22
IV.   Other .....	24
ED204: Title I Part D Neglected and Delinquent Evaluation Report .....	24
ED205: Title I Evaluation Report .....	25
ED400: Career and Technical Education Report.....	26
Appendix: Summary of Timely and Accurate Due Dates .....	27

## How to Login

Connecticut State Department of Education (CSDE) data collection applications are available through two secure websites: (i) Legacy; and (ii) Portal. The legacy application website houses many of the CSDE's older data collection applications and allows only one set of website logon credentials per district. The Portal website uses individualized security (each user has their own set of credentials) and houses the CSDE's newer applications. The CSDE is in the process of moving all data collections into the Portal website. If you are uncertain if an application is a Legacy or a Portal application, please check [this list](#).

### Legacy Applications

There is one username and password needed to access the secure legacy application website. This username and password are unique to the district. When you enter the username and password at the legacy application website (<https://www.csde.state.ct.us/>), the user will be given access to the menu of legacy applications. When a user selects an application, the user may be prompted to submit additional credential information. Depending on the application, this additional information may take the form of an additional username, password or security code. The second set of credential information is an additional security measure and should only be shared with district staff assigned to the application. If you need assistance with the secondary credentials for an application, please contact the application contact staff indicated later in this guide.

### Portal Applications

The new Portal Applications website uses individualized accounts. Each user will only need one username and password to access the Portal Applications website <https://csde.ct.gov/> and will have specific roles assigned for access to different applications. When a user logs into the Portal Applications website, they will only have access to the applications where they have been assigned roles.

The LEA Security Manager is responsible for creating and maintaining users and their roles for all Portal Applications. These functions are performed through the Directory Manager (DM) application. These roles govern what applications a user can see, what actions a user can take within the portal and, in some cases, even what they see within an application.

If an individual already has a portal account in DM, he/she will use their existing username/password. If an existing user needs additional roles, they should speak to their LEA Security Manager.

If an individual is new to DM, the LEA Security Manager in their district can create an account and assign the appropriate roles. When an account is created, the new user will receive one email with a unique username and a second email with a temporary password and a link to the portal.

***Important:*** It is critical that usernames and passwords NOT be shared, as each is unique to the assigned individual. The Department reserves the right to inactivate accounts and/or remove roles if it believes the account has been used by anyone other than the assigned account holder.

## Timely and Accurate Data

It is critical that the CSDE receive complete, accurate data in a timely fashion. The CSDE will monitor the timely and accurate submission of all federally and state mandated data by local education agencies (LEAs). Please work with all program offices (Special Education, English Language Learner, Homeless, Gifted/Talented, and non-publics as applicable) to ensure data submitted to the CSDE are timely and accurate, in accordance with Connecticut General Statute (C.G.S. Title 10). Though the CSDE does not aim to trigger federal rules, not adhering to these timelines could impact the district's Special Education Determination reported on the LEA-Level Annual Performance Report.

The Department defines *Timely and Accurate* as a holistic system analysis, thereby ensuring the monitoring of data submitted is not about minor edits/errors, but instead is about systemic failure to report and/or follow reporting directions/guidelines.

For these purposes, the CSDE defines *Timely* as:

1. submission of all required data by the due date (no extensions);
2. passed general edit checks and provided complete data.
  - a. did not report placeholder data;
  - b. no missing data (i.e., failure to report an entire field or school, etc.);
  - c. all reports are error free;
  - d. the data pass all reasonability tests (no unexplained significant changes in counts or percentages of students within various data points);
  - e. Reviewing and resolving all necessary warnings/reports to ensure data quality;
  - f. Processing the Data Collection, as applicable; and
  - g. Pre-certification or Mid-Year Certification of the data collection, as applicable.

The CSDE defines *Accurate* as

1. District corrects data errors within the edit checking timeframe established for each data collection.
  - a) Reviews and resolves all necessary validation/cleaning reports;
  - b) Certifies data exceptions as applicable;
2. District certifies the collection by the accurate date.

For a summary of timely and accurate due dates for all data collections, please see the appendix.

Should the Timely and Accurate Due Dates fall on a weekend or holiday, and the district is unable to submit the file on those dates, it is assumed that the data are due to the CSDE on the business day prior to the listed due date.

## I. Students

### Public School Information System (PSIS)

#### About the Collection

The Connecticut State Department of Education uses the Public School Information System (PSIS), to collect data regarding student enrollment throughout the state of Connecticut. These data are used for federal and state grants; PSIS data also connect to other CSDE data collection systems.

#### Statutory Reference:

C.G.S 10-16p, 10-66ee, 10-184, 10-226a, 10-249, 10-250, 10-261(a)(2), 10-262f, 10-264l, 10-266aa, 10-10a.

#### Important Reminders:

*Accuracy in Reporting District Exit Dates:* Due to federal reporting requirements and guidelines, the district exit date used when unregistering a student must be the date from an official document (e.g., transcript, signed parent withdrawal form, IEP, etc.). Spring Graduates must be exited using a date on or before June 30. Only summer graduates should have exit dates between July 1 and August 30. Incorrect reporting of exit dates negatively affects the calculation of a district's cohort graduation rates.

*Collection Freeze Dates:* Districts are required to submit student-level data for the October, January, and June collections. To enhance the quality of data received and reported by CSDE, 'freeze dates' were implemented effective with the October 2013 collection and each collection thereafter. The Freeze Date (F1) will be used for mandated Federal, State and public reporting while the Freeze Date (F2) will serve as the last possible date for corrections to that collection. Districts should work diligently to submit accurate data and make all corrections prior to the applicable freeze dates. After the 'freeze date' has passed, changes to data will not be permitted. PSIS data is frequently used for public analysis, reporting and publishing; in cases where a district provides incorrect data in a collection submission and the data is not corrected prior to the applicable freeze date, it will be reported as is. The 'freeze dates' for the 2014-15 school year are posted in the Due Date section below. LEAs are strongly encouraged to ensure they have provided accurate data to CSDE prior to certifying the active collection. Please contact the appropriate collection manager with questions.

Due Dates

Collection	Freeze Cycle	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Dates
October 2014	Freeze 1 (F1)	October 15, 2014	October 29, 2014	January 31, 2015
	Freeze 2 (F2)			July 31, 2016
January 2015	Freeze 1 (F1)	January 27, 2015	February 17, 2015	March 15, 2015
	Freeze 2 (F2)			March 15, 2016
June 2015	Freeze 1 (F1)	July 14, 2015	August 11, 2015	August 18, 2015
	Freeze 2 (F2)			August 18, 2016

<i>PSIS Component</i>	<i>Timely Due Dates</i>
Case Management	Cases Resolved within 10 school days
PSIS Summer Roll Up	September 15, 2014
October 1, 2014	October 15, 2014
January 2015 Collection	January 27, 2015

<i>PSIS Component</i>	<i>Accurate Due Date</i>
Case Management	No open cases more than 20 school days old
PSIS Summer Roll Up	September 30, 2014
October 1, 2014	October 29, 2014
January 2015 Collection	February 17, 2015

Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Kendra Shakir	(860) 713-6896	<a href="mailto:kendra.shakir@ct.gov">kendra.shakir@ct.gov</a>
Keryn Felder	(860) 713-6833	<a href="mailto:keryn.felder@ct.gov">keryn.felder@ct.gov</a>
Marquelle Middleton	(860) 713-6877	<a href="mailto:marquelle.middleton@ct.gov">marquelle.middleton@ct.gov</a>
For logon help:	(860) 713-6610	

PSIS Help Site:

<http://www.csde.state.ct.us/public/psis/>

## Teacher - Course - Student (TCS)

### About the Collection

The Teacher-Course-Student (TCS) connects students to teachers and courses. Analyses of TCS data can greatly inform school and district strategies to increase the college and career readiness of all learners (e.g., course-taking patterns and course completion rates for students from different subgroups and schools, alignment of middle/high school courses to college-level courses). The CSDE will be making TCS data available to all districts through CSDE's data portal. This will allow districts to make informed decisions about the current state of instruction and learning and the ways in which both can be improved, monitored and shared.

### Statutory Reference:

ARRA Data Assurance and State Fiscal Stabilization Fund (SFSF) data requirements  
C.G.S. 10-10a

### Changes for 2014-15

Beginning with 2014-15, TCS will collect "Dual Enrollment" status for each course to ascertain the students who are participating in college-level coursework while in high school. This "dual enrollment" flag will, in addition to the Advanced Placement and International Baccalaureate courses that are already indicated in the course codes, provide a more complete picture about the college and career readiness of CT's high school students; it will also inform CT's school/district accountability model. The CSDE is working with local districts and SIS vendors to collect these data using the least burdensome approach.

\*Please note, for those submitting using a fixed length file, the length of the record layout has changed\*

For those districts that are enabled to submit through the School Interoperability Framework (SIF) the first TCS upload must be done through SIF. Any subsequent uploads can be done either through the SIF agent or manually.

The Bureau of Curriculum, Instruction and Assessment has aligned NCES course codes to Career and Technical Education (CTE) courses. These are not NEW codes but codes that have been aligned to the NCES code using course content. These changes will be mandatory for the 2014-2015 and all subsequent collections. The updated codes can be found on the Downloads page of the help site.

Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Dates
2013-14	Ongoing by Marking Period Recommended	October 3, 2014	December 31, 2014
2014-15	Ongoing by Marking Period Recommended	July 18, 2015	November 1, 2015

Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Vanessa Kass	(860) 713-6873	<a href="mailto:vanessa.kass@ct.gov">vanessa.kass@ct.gov</a>
Jennifer Leeper	(860) 713-6832	<a href="mailto:jennifer.leeper@ct.gov">jennifer.leeper@ct.gov</a>

TCS Help Site

<http://www.csde.state.ct.us/public/tcs/>

## ED166: Disciplinary Offense Data Collection

### About the Collection

The ED166: Disciplinary Offense Data Collection collects discipline data required under Federal and State laws regarding all incidents and any resulting sanctions for each school year. Incidents that are required to be reported are all offenses that result in: In-school suspension, Out-of-school suspension, Bus suspension, and Expulsion. In addition, all "serious" offenses and incidents involving Alcohol, Drugs or Weapons must be reported regardless of the type of sanction imposed. This means that if anything is listed in the Weapon Involvement or Substance Involvement field the incident must be reported. All Bullying incidents must also be reported regardless of sanction.

### Statutory Reference

20 U.S.C. 1418a, 20 U.S.C. 7117, 20 U.S.C.

### Changes for 2014-15

Effective 2014-15, the mid-year data submission requirement will apply to Alliance Districts and Public Charter Schools only. The midyear submission should include all incidents that took place from the beginning of the school year (July 1, 2014 – January 31, 2015). Midyear submissions can be completed via manual or batch entry and will be due March 1, 2015. There are no new fields for the 2014-15 school year. Please note that the meaning of the Facility Code field is changing. This field should reflect the location where the incident took place (applicable when students have Facility Code 1 and 2).

### Due Date(s)

Collection	Mid-Year Submission Due Date (TIMELY)	End-of-Year Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2013-14	March 3, 2014	July 15, 2014	August 15, 2014	October 1, 2014
2014-15	March 1, 2015	July 15, 2015	August 15, 2015	October 1, 2015

### Collection Contact Person:

Contact Name	Telephone Number	Email Address
Keryn Felder	(860) 713-6833	<a href="mailto:keryn.felder@ct.gov">keryn.felder@ct.gov</a>

### ED 166 Help Site:

<http://www.csde.state.ct.us/public/ed166/>



## Special Education Data Application and Collection (SEDAC)

### About the Collection

The Special Education Data Application and Collection (SEDAC) system is used to collect data regarding the provision of special education and related services. The data collected is required to provide measurement of each district's and the state's compliance with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA).

For federal reporting purposes, all special education data reflect information as of October 1. Each year data are collected for students with disabilities in Connecticut, ages 3 to 21. Data are collected for state and departmental reporting purposes.

### Statutory Reference:

20 U.S.C. §1400 et seq.; C.G.S. Section 10-76a to 10-76h, inclusive

### Changes for 2014-15

*Field Elimination:* Expected Graduation Year. Column AA will be blank and ignored upon upload.

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
October 2014	December 5, 2014	December 20, 2014	January 31, 2015

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Laura Guerrero	(860) 713-6898	<a href="mailto:laura.guerrera@ct.gov">laura.guerrera@ct.gov</a>
Stephanie O'Day	(860) 713-6803	<a href="mailto:stephanie.oday@ct.gov">stephanie.oday@ct.gov</a>
Diane Murphy	(860) 713-6891	<a href="mailto:diane.murphy@ct.gov">diane.murphy@ct.gov</a>

### SEDAC Help Site:

<http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=SEDAC&ss=null>

## Restraint & Seclusion

### About the Collection

The department is required to collect restraint and seclusion data from each local or regional board of education, institution or facility that provides direct care, education or supervision of persons at risk. The Restraint and Seclusion database collects compliance data that identifies the frequency of use of physical restraint and/or seclusion and specifies whether the use of such seclusion was in accordance with an individualized education program (IEP) or whether the use of physical restraint or seclusion was an emergency. Department policy requires all instances of injury (both serious and non-serious) associated with the use of restraint or seclusion to be reported to the CSDE within 2 business days.

### Statutory Reference:

C.G.S. Section 46a-153., as amended by Public Act 12-88.

### Changes for 2014-15

No Changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2013-14	July 20, 2014	August 31, 2014	October 1, 2014
2014-15	July 20, 2015	August 31, 2015	October 1, 2015

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Stephanie O'Day	(860) 713-6803	<a href="mailto:stephanie.oday@ct.gov">stephanie.oday@ct.gov</a>
Laura Guerrero	(860) 713-6898	<a href="mailto:laura.guerrera@ct.gov">laura.guerrera@ct.gov</a>
Diane Murphy	(860) 713-6891	<a href="mailto:diane.murphy@ct.gov">diane.murphy@ct.gov</a>

### Restraint and Seclusion Help Site:

[http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=Restraint and Seclusion&ss=nul](http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=Restraint%20and%20Seclusion&ss=nul)  
1

## Due Process Hearing Requests - Resolution Meetings Data Collection

### About the Collection

The Due Process Hearing Requests - Resolution Meetings mandatory off-cycle report, housed within SEDAC, is used to collect data regarding due process hearings and the results of each resolution meeting. It is a requirement of IDEA to offer a resolution meeting for each parent requested due process hearing, within 15 calendar days of the date the hearing request was received.

### Statutory Reference:

Section 300.510(a)(1) of IDEA

### Changes for 2014-15

No changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Dates
2013-14	August 9, 2014	August 9, 2014	September 1, 2014
2014-15	July 15, 2015	July 15, 2015	August 1, 2015

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Laura Guerrero	(860) 713-6898	<a href="mailto:laura.guerrera@ct.gov">laura.guerrera@ct.gov</a>
Stephanie O'Day	(860) 713-6803	<a href="mailto:stephanie.oday@ct.gov">stephanie.oday@ct.gov</a>
Diane Murphy	(860) 713-6891	<a href="mailto:diane.murphy@ct.gov">diane.murphy@ct.gov</a>

## Evaluation Timelines

### About the Collection

Evaluation Timelines collects data that are used to monitor compliance to the federal timeline regarding initial evaluations and eligibility determination for special education and related services. The data allows the state to monitor referrals, the proportion of student's referred and found eligible, as well as whether evaluations are completed within the federally established timeline of 60 calendar days from the date of parental consent.

### Statutory Reference:

IDEA 2004 Sections 616, 618 and 619; 20 U.S.C. 1416(a)(3)(B)

### Changes for 2014-15

No changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Dates
2013-14	August 15, 2014	November 30, 2014	January 15, 2015
2014-15	August 15, 2015	November 30, 2015	January 15, 2016

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
John Watson	(860) 713-6899	<a href="mailto:john.watson@ct.gov">john.watson@ct.gov</a>
Stephanie O'Day	(860) 713-6803	<a href="mailto:stephanie.oday@ct.gov">stephanie.oday@ct.gov</a>
Diane Murphy	(860) 713-6891	<a href="mailto:diane.murphy@ct.gov">diane.murphy@ct.gov</a>

### Evaluation Timelines Help Site:

[http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=Evaluation\\_Timelines&ss=null](http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=Evaluation_Timelines&ss=null)

## Early Childhood Outcomes (ECO)

### About the Collection

The Early Childhood Outcome (ECO) data collection is administered by the State Department of Education. The ECO data collection is required for all applicable students with an IEP at least 3 years of age and in the preschool grade. The Brigance IED-II (2004) is the one statewide assessment instrument that must be administered to collect and report the required ECO data. The purpose of the data collection is to measure the developmental, functional and social emotional progress of students receiving special education from the time they enter preschool to the time they exit preschool. The data collection resulted from the 2004 reauthorization of the Individuals with Disabilities Education Improvement Act (IDEA). The reauthorization required all states to measure the progress of all children receiving special education as an indicator of state performance.

### Statutory Reference:

IDEA 2004 Sections 616, 618 and 619; 20 U.S.C. 1416(a)(3)(A)

### Changes for 2014-15

There are currently no confirmed upcoming changes for the ECO data collection. The CSDE and subsequently school districts will continue to use the Brigance IED-II (2004) to collect and report ECO data. Should there be any changes, school districts will be timely notified and sufficient guidance will be provided. Please contact Maria Synodi ([maria.synodi@ct.gov](mailto:maria.synodi@ct.gov)) with any program, policy and assessment tool questions.

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Dates
2013-14	November 1, 2014	November 15, 2014	December 1, 2014

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Marquelle Middleton	(860) 713-6877	<a href="mailto:marquelle.middleton@ct.gov">marquelle.middleton@ct.gov</a>
Stephanie O'Day	(860) 713-6803	<a href="mailto:stephanie.oday@ct.gov">stephanie.oday@ct.gov</a>
Diane Murphy	(860) 713-6891	<a href="mailto:diane.murphy@ct.gov">diane.murphy@ct.gov</a>

### ECO Help Site:

[http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=Early\\_Childhood\\_Outcomes&ss=null](http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=Early_Childhood_Outcomes&ss=null)

## Kindergarten Inventory

### About the Collection

The Kindergarten Inventories provide statewide snapshots of the skills and behaviors that students can demonstrate at the beginning of their kindergarten year. This collection is a universal collection (all kindergarteners are included).

### Statutory Reference

C.G.S. 10-10a

### Changes for 2014-15

No changes.

### Due Date

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
Fall Inventory	December 12, 2014	January 12, 2015	March 31, 2015

### Collection Contact Person (s)

Contact Name	Telephone Number	Email Address
Francis Apaloo	(860) 713-6874	<a href="mailto:francis.apaloo@ct.gov">francis.apaloo@ct.gov</a>

## ED612: LAS Links Data Collection

### About the Collection

The LAS Links data collection is a federally mandated reporting for all public LEAs of their English Language Learners' (ELLs) annual English Language Proficiency (ELP) Assessment results. In Connecticut, the LAS Links is the required ELP instrument and is administered between January and early spring. Data reported to the online ELL data application include LAS Links scale scores, programmatic information and demographics. LEAs must also account for ELLs who did not complete the LAS Links and those who were not assessed. All ELLs, including those whose parents refused English language support services, must be tested. Data from the LAS Links collection are used for federal reporting, Title III accountability and to inform the biennial ELL data bulletin presented to the State Board of Education.

### Statutory Reference:

C.G.S. Section 10-17f; NCLB 1111(b)

### Changes for 2014-15

No changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
Spring 2015	May 22, 2015	May 22, 2015	June 19, 2015

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Michael Sabados	(860) 713-6856	<a href="mailto:michael.sabados@ct.gov">michael.sabados@ct.gov</a>

## English Language Mastery Collection

### About the Collection

The English Mastery Language data collection is a reporting of all English Language Learners (ELLs) who met the CSDE's English Language Mastery Standard during the 2013-14 school year. The CSDE's Mastery standard includes performance on the LAS Links as well as the CMT and CAPT. As the results of the latter are not available to LEAs until the summer, the Mastery Collection begins in the fall of 2014. Data from the Mastery Collection are used in the ELL Exception Report that is part of the October PSIS Collection. LEAs are reminded that ELLs that attained mastery in the 2013-14 school year should have their ELL status changed from "Y" to "N" in the October 2014 PSIS Collection and all subsequent PSIS Collections.

### Statutory Reference:

C.G.S. Section 10-17f; NCLB 1111(b)

### Changes for 2014-15

No changes

### Due Date(s)

Collection	Due Date	Freeze Date
2013-14	October 10, 2014	October 24, 2014

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Michael Sabados	(860) 713-6856	<a href="mailto:michael.sabados@ct.gov">michael.sabados@ct.gov</a>



## II. Facilities

### Directory Manager: Data Verification

#### About the Verification

The Directory Manager (DM) is located in the Portal Applications website. DM is the official listing of all districts, schools and other educational facilities. DM is also used to manage users and their roles for all Portal Applications. Accuracy is critical as these data are used by all other CSDE data collection systems. For this reason, the CSDE requires districts to verify their information annually. These verifications are in two separate areas:

#### *1. Management of Organizations:*

The LEA Directory Certifier manages changes to the district's schools and programs, operating status, name, grades offered, open/close dates and all other required attributes. Changes are pending until approved by an SDE staff member. School and program information is verified annually in DM by each district.

#### *2. Management of Users and Roles for Portal Applications:*

The LEA Security Manager manages users and their roles for Portal Applications. When a person is no longer employed by your school district, best practice is to immediately inactivate the person's account to prevent any confidentiality or security issues. At least once a year, districts should review all of their users and their associated roles to make ensure that the role assignments are appropriate and meet their district needs.

#### Statutory Reference:

C.G.S. 10-4

#### Changes for 2014-2015

##### *Management of Contact Information*

The LEA Security Manager will manage the contact information for the district which is currently being published in the Connecticut Education Directory on the CSDE website. This includes address, phone and email information for the superintendent, other central office administrators and school principals. This will eliminate the need for the district to contact the CSDE when changes occur.

#### Implications from the Alternative School Program Study

The following programs will need to request an Organization Code using Directory Manager.

- All programs that educate students from multiple sending schools within the district.
- All district run programs located at an off-site location from the sending school the students would otherwise attend.
- Multisite programs must obtain separate codes for each program location/site.

- If students, whom are not expelled, can be placed into the district’s expulsion program as an alternative setting or by PPT; the Expulsion program must have an Organization Code.
- Any program that runs after normal school hours must obtain a separate program code in DM to represent the evening programming.

The following programs will not need to request Organization Codes in Directory Manager

- Homebound programs. This is a special program status code collected in the Public School Information System (PSIS) collection.
- Expulsion programs (if used solely for expulsion students) do not need separate codes in DM. As recommended in existing policy guidance, report these students in the school they would otherwise attend if not for the expulsion.

Requesting an Organization Code

In order to request a code for your Schools/Programs you should contact your LEA Directory Certifier. If you need to know who this is you can find a list on the DM Help Site:

<http://www.csde.state.ct.us/public/directorymanager/docs.asp>

If your LEA Directory Certifier is no longer active please contact Angela Gambaccini-May at 860-713-6847 or by email [angela.gambaccini-may@ct.gov](mailto:angela.gambaccini-may@ct.gov)

Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2014-15	June 2, 2014	June 30, 2014	N/A

*Ongoing Management of Organizations:* Schools/Programs opened or closed and attribute changes after the Facility Verification must be updated within 10 school days.

Verification Contact Person(s)

Contact Name	Telephone Number	Email Address
Angela Gambaccini-May	(860) 713-6847	<a href="mailto:angela.gambaccini-may@ct.gov">angela.gambaccini-may@ct.gov</a>
Laura Guerrera	(860) 713-6898	<a href="mailto:laura.guerrera@ct.gov">laura.guerrera@ct.gov</a>

[ED165: Connecticut School Data Report](#)

### About the Collection

The ED165: Connecticut School Data Report is used to collect a wide variety of data elements at the school level for state and federal reporting. Some areas of data that are included on the ED165 are:

- Instructional time
- Truancy
- Pre-kindergarten experience
- Course offerings
- Teacher attendance
- Technological resources

### Statutory Reference

C.G.S. Sections 10-220(c) and 10-4p

### Changes for 2014-15

The biggest change is the collection timeline. While the ED165 form will be available in the fall, the data will be collected in the spring. This change is to account for the spring administration of the Connecticut Physical Fitness Assessments in High schools and in Middle schools as well as to reduce data collection burden on schools and districts in the fall.

Another change, pursuant to the recommendations of the Alternative School Program study, is that *programs* will be added to the list of organizations that must complete the ED165. Only programs that are pre-kindergarten only will be exempted.

### Due Date

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2014-15	April 20, 2015	May, 21, 2015	June 30, 2015

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Raymond Martin	(860) 713-6876	<a href="mailto:raymond.martin@ct.gov">raymond.martin@ct.gov</a>

### III. Staff

#### ED156: Fall Hiring Survey

##### About the Collection

The Fall Hiring Survey is a mandatory reporting for all public LEAs and State Approved Private Special Education programs of all certified educational positions that they sought to fill for the 2014-15 school year. Data from the Fall Hiring Survey are used to identify Connecticut's teacher shortage areas and to inform the annual Fall Hiring Survey Bulletin that is presented to the State Board of Education. Teachers and administrators in shortage areas may apply for student loan deferrals or forgiveness through the USDE and mortgage assistance through the Connecticut Housing Finance Authority (CHFA). LEAs may utilize the shortage area designations to rehire retired teachers and administrators who are not subject to earnings limits.

##### Statutory Reference:

C.G.S. Section 10a-163

##### Changes for 2014-15

No changes

##### Due Date(s)

	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2014-15	October 17, 2014	October 31, 2014	November 7, 2014

##### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Michael Sabados	(860) 713-6856	<a href="mailto:michael.sabados@ct.gov">michael.sabados@ct.gov</a>

## ED162: Non-Certified Staff

### About the Collection

The Connecticut State Department of Education uses Form ED162 to collect para-professional full-time equivalent (FTE) data in nine instructional and eleven non-instructional categories. These data are used for federal and state grants under the Connecticut General Statutes Section 10-20 and 10-220.

### Statutory Reference

C.G.S. Section 10-4

### Changes for 2014-15

While the Department does not anticipate any changes to the ED162 for the 2014-15 school year, it is investigating potential consolidation of at least a portion of the ED162 with other data collections in the future.

The 2014-15 ED162 will collect data on all non-certified staff as of October 1, 2014. This includes regular non-certified staff employed by your district as well as contracted food service and transportation staff (e.g., employees of Laidlaw, Dattco, Marriott, etc.) who provide services to your district. Full-time equivalent (FTE) for a full-time position is 1.0. Part-time positions should be reported as a percentage of 1.0 (e.g., 0.4, 0.6, etc.).

	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
Due Date	November 28, 2014	January 16, 2015	January 30, 2015

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Alison Zhou	(860) 713-6893	<a href="mailto:alison.zhou@ct.gov">alison.zhou@ct.gov</a>

## Educator Data System (formerly ED163)

### About the Collection

The Educator Data System (EDS) will collect data on all Connecticut public school educators and all educators in approved private special education programs (APSEPS) for each of the roles that they hold. Educators to be reported include, all certified staff and all staff who do not currently hold certification but are in roles that require certification. These data will be matched with the Connecticut Educator Certification System (CECS) and other data collected by the Department (e.g. TCS, DM, and others). The Certified Staff data are used for several purposes including:

- Federal and state reporting
- Certification compliance
- Teacher quality analysis (HQT)
- Public reporting
- Registration in the TEAM program
- Validation of Teacher-Course-Student (TCS) data

### Statutory Reference

C.G.S. Section 10-226, 10-145, 10-16b, P.L. 107-110

### Changes for 2014-15

The EDS is new for 2014-15 and is replacing the ED163 (Certified Staff File). The changes from the ED163 to the EDS are significant and will be implemented over the next two years (2014-15 and 2015-16). The most notable change for the 2014-15 school year include:

- New Environment: The EDS system will be in the Department's newer data collection/reporting web portal (<https://csde.ct.gov>).
- Batch uploads: While EDS will allow for direct entry, the system will also have the ability to accept batch uploads of data. The system will accept two files. One with core demographic data and the other with assignment data.
- Elimination of the SSN: Social Security Numbers (SSNs) will no longer be collected from school districts. All educators will need to have an Educator Identification Number (EIN). It is each district's responsibility to know the EIN of all of their educational staff, even those educators that are not certified in the state of Connecticut.
- Compliance Reports: The EDS system will have an improved connection to the Certification system and will improve the availability of certification compliance reports, endorsement reports and other relevant certification information.
- No Summer Roll-Up: The Department will not be transitioning existing data to the new EDS system. Complete files will need to be submitted on educational all staff at the beginning of the school year. After 2014-15, core educator data (demographics for example) will be rolled over from one year to the next, but all assignment will need to be submitted each year.

The notable changes scheduled for 2015-16 include:

- Replacement of Assignment Codes: The Department will transition from the existing assignment codes to more detailed course/role descriptor codes. These codes will be based upon the five digit course descriptor codes used in TCS, with additional codes created for areas not included in the TCS collection. Where feasible, the Department will seek to leverage the existing codes.
- Paraprofessionals: EDS will collect information on non-certified instructional staff (paraprofessionals) in addition to the people in positions that require certification required in the past.
- Title I Funded Positions: Districts will need to indicate if a role/assignment is funded by Title I funds. This indicator will be optional in 2014-15.

### Due Dates

The EDS is a rolling data collection. Changes are expected to be reported throughout the school year as staff take leaves, are promoted and/or transferred, are hired and leave your district . As data are used at different times during the year, it is critical that the staff data be kept up-to-date. One of the uses that is of particular importance is the October 1 Reporting Extract. This file is used for both federal and state reporting and is often part of public data requests.

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
<i>Beginning of year</i>	September 15, 2014	October 23, 2014	January 31, 2015
<i>October 1 Reporting Extract</i>			January 31, 2015
<i>End of Year Certification</i>	June 22, 2015	June 30, 2015	June 30, 2015

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Raymond Martin	(860) 713-6876	<a href="mailto:raymond.martin@ct.gov">raymond.martin@ct.gov</a>

## IV. Other

### ED204: Title I Part D Neglected and Delinquent Evaluation Report

#### About the Collection

The ED204: Title I Part D Neglected and Delinquent Evaluation Report is used to collect data on student participation and academic outcomes from the prior school year. Only districts that receive Title I Part D funds are required to complete this form.

#### Statutory Reference

P.L. 107-110

#### Changes for 2014-15

No changes

#### Due Date

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2013-14	October 17, 2014	November 17, 2014	N/A

#### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Francis Apaloo	(860) 713-6874	<a href="mailto:francis.apaloo@ct.gov">francis.apaloo@ct.gov</a>



## ED205: Title I Evaluation Report

### About the Collection

The purpose of the ED205: Title I Evaluation Report is to provide information from the Title I Part A Recipients who report data on student and staff participation. This form collects data on the prior school year. Only districts that receive Title I funds are required to complete this form.

### Statutory Reference

P.L. 107-110

### Changes for 2014-15

No changes

### Due Date

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2013-14	December 12, 2014	January 12, 2015	N/A

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Francis Apaloo	(860) 713-6874	<a href="mailto:francis.apaloo@ct.gov">francis.apaloo@ct.gov</a>

## ED400: Career and Technical Education Report

### About the Collection

The ED400: Career and Technical Education Report collects information on enrollment and completions in career and technical education programs operated during the year. This form is only required for districts that receive Carl Perkins funds.

### Statutory Reference

C.G.S. Section 10-4, PL 20 U.S.C. 2301 et seq.

### Changes for 2014-15

No changes.

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2013-14	July 1, 2014	August 20, 2014	N/A

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Rick Cloud	(860) 713-6871	<a href="mailto:richard.cloud@ct.gov">richard.cloud@ct.gov</a>

## Appendix: Summary of Timely and Accurate Due Dates

Collection	Data Year	Open Date	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)
Public School Information System (PSIS)	2014-15			
<i>Registration</i>		Always Open	Cases Resolved within 10 school days.	No Open Cases more than 20 school days old.
<i>Summer Roll Up</i>		Always Open	September 15, 2014	September 30, 2014
<i>October 2014</i>		October 1, 2014	October 15, 2014	October 29, 2014
<i>January 2015</i>		January 2015	January 27, 2015	February 17, 2015
<i>June 2015</i>		June 2015	July 14, 2015	August 11, 2015
Teacher - Course - Student (TCS)	2014-15	Always Open	Ongoing recommended	July 18, 2015
ED166: Disciplinary Offense	2013-14	November 1, 2013	July 15, 2014	August 14, 2014
Special Education Data Application and Collection (SEDAC)	2014-15	November 5, 2014	December 5, 2014	December 20, 2014
Restraint & Seclusion	2014-15	Always Open	July 15, 2015	August 31, 2015
Due Process Hearing Requests - Resolution Meetings	2014-15	Always Open	July 15, 2015	July 15, 2015
Evaluation Timelines	2013-14	Always Open	August 15, 2014	November 30, 2014
Early Childhood Outcomes (ECO)	2013-14	Always Open	November 1, 2014	November 15, 2014
Kindergarten Inventory	2014-15	October 17, 2014	December 12, 2014	January 12, 2015
ED612: LAS Links Data Collection	2014-15	April 1, 2015	May 22, 2015	June 19, 2015
English Language Mastery Collection	2013-14	September 1, 2014	October 10, 2014	October 24, 2014
Directory Manager: Data Verification	2014-15	Always Open	June 2, 2014	June 30, 2014
ED165: Connecticut School Data Report	2014-15	March 20, 2015	April 20, 2015	May, 21, 2015
ED156 Fall Hiring Survey	2014-15	September 1, 2014	October 17, 2014	October 31, 2014
ED162 Non-certified Staff	2014-15	September 8, 2014	November 28, 2014	January 16, 2015
Educator Data System (formerly ED163)	2014-15			
<i>Beginning of year</i>		Always Open	September 15, 2014	October 23, 2014
<i>End of Year Certification</i>		Always Open	June 22, 2015	June 30, 2015
ED204: Title I Part D Neglected and Delinquent Evaluation	2013-14	September 19, 2014	October 17, 2014	November 17, 2014
ED205: Title I Evaluation Report	2013-14	October 10, 2014	December 12, 2014	January 12, 2015
ED400: Career and Technical Education Report	2013-14	June 2, 2014	July 1, 2014	August 20, 2014