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**CIRCULAR LETTER: C-22**

TO: Superintendents of Schools

FROM: Theodore S. Sergi  
Commissioner of Education

DATE: April 5, 2002

SUBJECT: Connecticut Public School Student Database

This letter will update you on the status of our plans to develop a Public School Information System for Connecticut as required by Section 10-10a of the Connecticut General Statutes. You may recall that under the law adopted by the legislature two years ago, the system is to be in place by the 2003-04 school year. Although a proposal included in the Governor's legislative package would allow an additional year for implementation, the recent passage of federal law H.R. 1, *No Child Left Behind Act of 2001*, adds to the need for a student-based data system and perhaps, more significantly, provides some funds to help pay for its development.

Consequently, the Connecticut State Department of Education (Department) has now continued with the earlier work of a group that included agency staff and several school district representatives, and is ready to implement the first phase of the Public School Information System (system). This phase involves the creation of an individual student identification record for all pre-kindergarten through Grade 12 public school students and to use this record as the basis for the annual student census in October 2002. The benefits of this new student-based data system are:

- Use of individual student reporting will eliminate the need for the ED006 (Student Census/Racial Survey Report), which presently requires districts to aggregate and complete student information into a series of schedules. That type of aggregation will no longer be necessary on your part.
- Since data can be accepted in a batch ASCII text file, many districts will be able to provide information directly from the student rosters in their existing student information systems without data entry into a separate EDT-type reporting system. (Some modification of local systems to accommodate data tables will be necessary.)

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- Districts without automated data systems will be provided with a web-based tool for reporting and technical assistance in using it. This tool may also provide a starting point for the development of electronic systems in those districts should they choose to go in that direction.
- The student ID census will allow for the gathering of racial/ethnicity survey data once for each child in accordance with the anticipated new federal reporting requirements. This feature will likely go into effect during the 2003-04 reporting year.
- In addition to the immediate elimination of the ED006, student ID based reporting will enable the Department to eliminate other data forms as well. For example, the ED228 (Assessment of Dominant Language) can also be eliminated immediately. Other forms such as the ED540 (Graduating Class Report) and ED166 (Disciplinary Offense Report) will follow in future years.

Listed below are the data items that will be a part of each basic student record.

- Student's Legal Name
- Date of birth
- Race/Ethnicity
- Gender
- Reporting district
- Resident district (district of fiscal responsibility)
- Grade
- School code
- Dominant language (if other than English)
- Attendance on October 1 (present or absent)
- Eligibility for free/reduced price meals
- Special program status (Bilingual, Magnet, etc.)

The Department is planning a series of workshops to be offered late spring to keep you advised of the ongoing development of the system and to assist your staff in providing this information. Additional training of key staff in preparation for the actual October 2002 filing will be planned for later in the summer. In the meantime, if you have questions, please contact any of the following staff who are directly involved in the development of this essential initiative. Thank you.

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