



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



To: Superintendents of Schools

From: Ajit Gopalakrishnan, Chief Performance Officer
Bryan Klimkiewicz, Division Director

Date: June 9, 2023

Subject: PSIS Summer Rollup and CT-SEDS

The Public School Information System (PSIS) Summer Rollup process updates your districts' enrollment roster for the new school year in the PSIS Registration system. According to [Connecticut General Statutes Section 10-259](#), the fiscal and school year shall commence July 1 and end June 30. Therefore, for PSIS reporting purposes, **students should not be enrolled in their new grades and/or schools prior to July 1**. Furthermore, during the school year, as students transfer in and out of schools, districts must update PSIS Registration accordingly to ensure that your districts' student enrollment roster is current and up to date.

Beginning with the 2024-25 school year, the Connecticut State Department of Education (CSDE) is revising the Timely/Accurate due dates for the PSIS Summer Rollup process. Districts should have their enrollment roster for the new school year updated in PSIS Registration by August 1. For the 2023-24 school year, districts are also strongly encouraged to complete the PSIS Summer Rollup process by August 1, 2023, if possible. This will allow the CSDE to include all June graduates when calculating the final FAFSA completion rates for the 2022-23 school year. This will also ensure that in CT-SEDS, the new district/program receives the student records to plan for programming and staffing prior to the start of school. The historical timely date of September 15 for the PSIS Summer Rollup process is no longer suitable for current systems and demands for real-time data and information.

Student Transfers and CT-SEDS

Student enrollment for the 2023-24 school year can start in PSIS as early as July 1, 2023. In situations where students are known to be transferring to a different district, it is important for the new district to have access to student special education or 504 records for planning and programming purposes. Typically, once the previous district unregisters the student and the new district registers in PSIS, the student record inactivates in the previous district in CT-SEDS and transfers to the new enrolled district overnight, following the registration. This will allow the new district to receive the student records, ensure time for administrative and teaching staff to review IEP and 504 documents, convene any necessary meetings, review/revise documents, and plan for programming and staffing prior to the start of school. Districts should not unregister students in PSIS until transfer or withdrawal documentation has been received. For the 2023-24 school year, we encourage all districts to complete their summer rollup process and exits for the new school year as early as possible; ideally by August 1.

Concurrent Registrations and CT-SEDS

A concurrent registration record exists in PSIS when a student transfers from one PSIS district to a different PSIS district, the new district registers the student, but the previous district has not unregistered the student in PSIS. The transfer of records in CT-SEDS (including all IEP & 504 documents) does not occur until the concurrent registration record is resolved in PSIS. Therefore, it is critical that districts who know students are transferring report the exit in PSIS Registration as soon as possible. Districts must have documentation to support any exits in PSIS.

Students Still Enrolled in your Public Schools (should NOT be exited in PSIS)

It is also important that special education staff inform PSIS staff of any students with disabilities who are continuing enrollment for the purpose of receiving transition-only services (see definition below).

Transition-only student should not be exited from PSIS until completion of their IEP transition goals and objectives. Inappropriate/erroneous exits reported for these students in PSIS will result in the deactivation of the student record in CT-SEDS. Any time an exit is reported in PSIS and later deleted, this deletion in PSIS does not remove the exit from CT-SEDS. There are several manual re-activation steps that must be completed in these cases of deleted PSIS exits. Communication between special education and PSIS staff regarding students with disabilities, especially about those students who will continue to receive transition services and will not be exiting after participation in graduation exercises, is critical to avoid this inactivation in CT-SEDS.

Transition-only student: The Planning and Placement Team (PPT) may recommend transition-only services for eligible students with disabilities that extend beyond the academic requirements for graduation. Students receiving transition-only services are entitled to participate in the general education high school graduation exercises and related activities upon completion of academic requirements, or at the conclusion of transition-only services, a decision to be made by the PPT. Students who receive transition-only services maintain eligibility for receipt of special education and related services and continue to be reported in PSIS, CT-SEDS and SEECG (if eligible) until they reach the maximum age of eligibility, or until they graduate with a regular high school diploma, whichever occurs first. Note: The date on a student's diploma must be the date that is reported in PSIS as the exit from high school due to graduation with a regular high school diploma.

cc: Special Education Directors
PSIS District Coordinators