



# Teacher - Course - Student Times

Spring 2017

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### Useful Links:

TCS Survey  
TCS Help Site

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## Introducing the TCS Times



Hello TCS File Managers,

I'm excited to present the first issue of the "TCS Times" to you! If you are familiar with PSIS and the ED166 you already know I like to use this format to communicate periodically.

I hope you find this newsletter useful. As with my other newsletters I could use your help in shaping this so feel free to email me your feedback and suggestions. I look forward to working with you!

-Keryn Felder, Education Consultant, TCS Application Manager

### Mark Your Calendar:

Spring 2017: TCS Opens

July 18, 2017: Timely  
Deadline

September 15, 2017:  
Accurate Deadline

September 30, 2017:  
Freeze Date

## TCS Survey

I would like to give you an opportunity to communicate your concerns about TCS. I am already aware of some technical and usability issues and want to ensure that if there are any additional areas of concern I am made aware of them as soon as possible.

Any technical issues will be assigned to our IT office so we can make the necessary adjustments before opening the 2016-2017 collection.

Please visit this [link](#) to respond to the survey. I ask that you input your responses by Wednesday, April 19, 2017.

## Help Site Updates

My next order of business will be posting updated material to the TCS Help Site. The Downloads section has been renamed to the Documentation section and 2016-2017 materials, including the record layout, will be posted soon. The FAQ page is back and questions will be added as they come up.

## Spotlight Issue: TCS/Registration Link

It's important to keep your PSIS Registration up to date! Remember that TCS will match any data input to the live registration data. This means that not only do the SASID and DOB combination have to match, but that the Facility Code 1 and TCS session start and end dates must align as well.



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## Freeze Date

The 2016-2017 TCS data will be frozen on **September 30, 2017**. What this means is a “snapshot” of the data is taken, and this unchanging dataset becomes the official data for the 2016-2017 school year. The data in the frozen file will be published on EdSight, used for federal reports, Freedom of Information (FOI) requests and internal analysis. Many of our FOI requests come for the media, and the snapshot data are the figures that will appear in published articles. **Once the snapshot is taken your data cannot be changed.** It is imperative that your LEA ensures that the data submitted is complete and correct prior to the freeze date.

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## Certification

The CSDE requires that all final data submissions be reviewed and certified by **certified administrators only**. If the TCS Certifier for your district is not an administrator, be sure to assign someone who is. I urge you to make any changes now, as I will purge the list and contact those out of compliance.

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## New User Checklist

Are you new to TCS? Follow the steps below to get started:

- Obtain your username and password. Your [LEA Security Manager](#) is responsible for assigning and maintaining TCS roles in Directory Manager (DM).
    - If an individual already has a DM account, he/she will use their existing username/password.
    - If an individual is new to DM, he/she will receive one email with a unique username and a second email with a password.
  - Bookmark the [Help Site](#) and visit the Documentation and FAQ sections.
  - Familiarize yourself with the User Guide. The User Guide details all of the data elements collected in TCS. This document can be found in the Documentation section of this site.
  - Familiarize yourself with the various screens in the TCS application. Review the instructions that are posted in the User Guide. Log onto the application and explore it.
  - Be aware of the deadlines and be sure to make them! The Timely and Accurate dates are posted on every screen of the Help Site, on the first page of this newsletter, in the Collections Guide, in the Data Acquisition Plan and in numerous emails that will be sent to you.
  - Contact CSDE. Contact me (preferably via email) with any questions or concerns you have about PSIS, or just to introduce yourself!
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