# Summer Enrichment Data Collection Instructions

## Overview

Reporting data is a simple, two-step process: 1) Complete the spreadsheet → 2) Transmit the data via Secure Upload

The spreadsheet consists of 15 columns of the following types:

- Mandatory
- Optional
- Informational

Some fields are open ended, while others have drop down lists:



## Data Collected

- Reporting entity (grantee code) – Drop down list
- First name – Open ended
- Last name – Open ended
- Middle initial (optional) – Open ended
- DOB (MM/DD/YY) – Open ended
- Race/Ethnicity – Drop down list
- Gender – Drop down list
- SASID (optional) – Open ended
- Grade in Fall 2024 – Drop down list
- Resident Town – Drop down list
- Exposure Days - Open ended; must be a value from 1-90
- Public/Non-Public – Drop down list
- Reporting District (Public students only) – Drop down list
- Non-Public Organization (Non-Public students only) – Drop down list
- Error Message (informational) – Informational

If required data is missing, an alert will appear in the Error Message column:
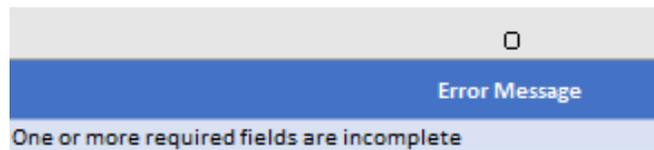


If all required data has been input the row will turn green:
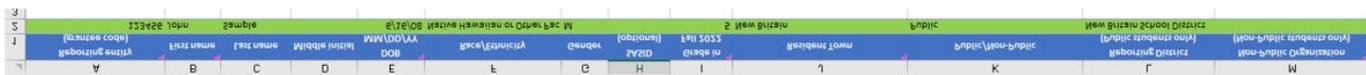


**NOTE: You can upload a file even if all the data is not complete.**

- Once data entry is complete save your file (File → Save As) using the following naming convention: XXXX_Name
    - XXXX = Your Application ID (listed in column A)
    - Name = The name of your site

**Uploading the File**

1. Go to https://www.csde.state.ct.us
   - username: sdectw\SmrEnrichUL
   - password: se22UL$#
2. Select the **"Summer Enrichment File Upload"** link
3. The File Category will be defaulted to **"Summer Enrichment programs – Excel files ONLY."**
4. Select your Summer Enrichment Site from the drop down box. Be sure to select the correct site. If your site is not listed, email your file to kimberly.johnson@ct.gov
5. Select **"Choose File"** and locate the file on your computer
6. Select "**Open"** from the pop-up window (not on screen shot below)
7. The Email Address will be pre-populated on the screen below. No changes are needed.
8. Input the name of your site in the large textbox.
9. Select **"Upload"**



**The following message will be displayed:**



**The upload process is now complete!**

When your data has been completely reported and there are no further corrections to be made, email **kimberly.johnson@ct.gov** to confirm completion.

| Deadlines: | |
|---|---|
| **Preliminary Upload:** | **Full Final Upload:** |
| Friday, August 2, 2024 | Friday, September 20, 2024 |