



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Superintendents of Schools

**FROM:** Ajit Gopalakrishnan, Chief Performance Officer  
Christopher Todd, Bureau Chief, Talent Office *Chh - thl*

**DATE:** June 26, 2019

**SUBJECT:** Reporting “Statement of Professional Experience (ED126)” through EDS

This memorandum provides an important update from the Performance and Talent Offices regarding data entry in the Educator Data System (EDS). Starting with the 2018-19 school year, the Connecticut State Department of Education (CSDE) will begin collecting an educator’s “Statement of Professional Experience (ED126)” on an annual basis through EDS. Over time, this process will allow educators with sufficient successful service in the appropriate area to avoid the need for the paper-based ED126 form, thus significantly reducing the burden on districts.

Please note that the paper-based ED126 form will remain necessary for the advancement of an educator’s certification until EDS has compiled enough years of data. Likewise, the paper-based ED126 form will continue to be needed for a number of applicants including out-of-state and private school educators.

Effective immediately, districts will need to indicate within EDS the educators on their roster who have met their local definition of “Success” during the 2018-19 school year. Using the new EDS menu option of “Professional Experience”, EDS users who are authorized by the district superintendent to *certify* EDS data will report the successful service status of all educators who worked in a district during the 2018-19 school year while also verifying the accuracy of educators’ assignment data. This collection will include all educators who held a role requiring certification, even if they no longer hold that role. The data entry screen incorporates some user-friendly features (e.g., ability to filter by school, a “Check All” option) to streamline the data entry process.

Please complete this data entry for the 2018-19 school year by **August 5, 2019**. After August 5<sup>th</sup>, EDS will no longer accept 2018-19 data and the “Professional Experience” menu option will not be available until summer 2020.

For questions regarding the Statement of Professional Experience, please contact Julianne Frost in the Talent Office at [Julianne.Frost@ct.gov](mailto:Julianne.Frost@ct.gov) or 860-713-6969. For questions regarding data entry, please contact Raymond Martin in the Performance Office at [Raymond.Martin@ct.gov](mailto:Raymond.Martin@ct.gov) or 860-713-6876.

Thank you.