



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



To: Superintendents of Schools
Charter School Directors
Regional Educational Service Center Directors
School Business Officials

From: Roger Persson, Chief of Fiscal/Administrative Services

Date: July 19, 2024

Subject: 2023-24 Education Financial System

The Education Financial System (EFS) is now open for filing Fiscal Year 2023-24 financial data with the Connecticut State Department of Education.

The EFS is accessible via our data collection portal at <https://csde.ct.gov>. **If you are a new user of EFS, please review the EFS Training Webinar included on the EFS Web site at <https://portal.ct.gov/sde/fiscal-services/efs/educationfinancialsystem/documents>.** That site also includes the EFS User Guide and additional information regarding the system. There have been no changes to EFS coding or instructions from the prior year.

The EFS user logins and roles for each local education agency (LEA) are assigned in Directory Manager (DM) by your district's LEA Security Manager (a list of whom is included on the [DM Help Site](#)). Help with forgotten login information is available at <http://sdeportal.ct.gov/portaluser>.

Please note the following role assignments:

- EFS LEA Writer is required to enter data in the system.
- EFS LEA Reader is optional and allows the user to review data but not make entries.
- EFS LEA Certifier must be assigned **only** to the Superintendent of Schools for local and regional school districts, and the Director for other LEAs.

The statutory deadline for filing is September 1. However, since it falls on a holiday weekend this year, the deadline to submit data is the next business day, Tuesday, September 3, 2024. Be reminded that data is not final until certified by the Superintendent/Director. Pursuant to Section 10-227 of the Connecticut General Statutes, **a penalty of not less than \$1,000 nor more than \$10,000 may be assessed if your district fails to comply with this deadline.**

Please e-mail any questions to the general EFS mailbox at SDE.efs@ct.gov.

Thank you.

RP:dt