CONNECTICUT STATE DEPARTMENT OF EDUCATION

BUREAU OF FISCAL SERVICES

Instructions for

PUBLIC SCHOOL INFORMATION SYSTEM (PSIS) OCTOBER COLLECTION - SUMMER SCHOOL FULL-TIME EQUIVALENT CREDIT SCHEDULE

Filers:

Local School Districts

Regional School Districts

Rev. 08/2021

SUMMER SCHOOL FULL-TIME EQUIVALENT (FTE) CREDIT SCHEDULE

Include on this schedule ALL resident students enrolled in your own free summer school program or tuitioned out of district at **local** expense **and at no cost to the student** during the summer immediately preceding the PSIS October Collection. Do not include programs that were fully funded by federal or state grants. Please refer to the section below for guidance concerning reporting of Special Education Students.

Section 10-262f (22) of the Connecticut General Statutes defines *resident students* as ". . .the number of pupils of the town enrolled in public schools at the expense of the town. . ."

Summer school students who regularly attend a secondary region's high school should be reported by the secondary region and not by the member town. Regional School Districts must file a separate Schedule 1, Summer School FTE, for each member town, if applicable.

Do not report non-resident students attending your program.

A student may be reported one time only on this schedule (i.e., on only one line of the worksheet). In some cases, it may be necessary to combine minutes for students taking multiple courses; however, do not combine days. Also, the intent of this schedule is to capture student enrollment in summer programs. Data reported on this schedule should generally not be adjusted for students' daily attendance; however students that never actually attend should not be included in the data. If you have any questions regarding students attending more than one summer school course or program, or any other questions about the Summer School Schedule, please contact David Twedt at 860-713-6492 or david.twedt@ct.gov or Kevin Chambers at 860-713-6455 or kevin.chambers@ct.gov.

REGARDING SPECIAL EDUCATION STUDENTS AND SUMMER SCHOOL:

1) Prekindergarten students may be reported for summer school credit regardless of special education status. Even if a prekindergarten student is enrolled in a summer school program as a result of his or her Individualized Education Program (IEP), the student may be reported on the Summer School Schedule. However, if a student's PreK Program Days reported in the PSIS October Collection include summer school days, **do not** also report this student on the Summer School Schedule.

2) For K-12 students, the summer school FTE is intended to provide districts with extra credit when they offer enhancement programs which take place outside of the standard school year. The question of special education students with IEPs is a difficult one to answer because IEPs may require that instructional services be provided for a time period exceeding 180 days as part of a student's basic program. In these instances, a PPT has determined that Extended School Year (ESY) services are necessary in order for the student to have an appropriate educational program and, therefore, are a part of their basic educational program. You may report special education students on the summer school line whenever the summer offering is supplemental to the student's basic education program, i.e., the summer offering is not an ESY service in the student's IEP. Remember that you must maintain the documentation which supports your decision to claim students for summer school credit.

In essence, this means that if you are *required* to provide a summer school educational program to a K-12 special education student (e.g., as part of an IEP), you cannot report this student for summer school FTE credit.

DATA ENTRY INSTRUCTIONS FOR THE SUMMER SCHOOL SCHEDULE:

1. From the PSIS October Collection home screen, select "Summer School Schedule" from the left-side menu.

2. From the Schedule Selection Page, select "Contact Information". Enter contact information, then select "Save Data", and "Exit" to return to the Schedule Selection Page.

3. From the Schedule Selection Page, select "Schedule 1" to access the summer school worksheet.

   a. If your district did not provide free summer school, check the box "I confirm that my district doesn't have summer school to report", then proceed with item "e" below.

   b. If your district did provide free summer school, complete a separate line of the worksheet for each summer school program or course.

      - Line No. (Column 1) – Data entry is not required. This is a line number reference only.
      - Receiving LEA Code (Column 2) – Data entry is not required for this column. However, you may find it helpful to use the LEA Code to help you uniquely identify the students reported on the line of the worksheet.
      - Program/Course Name (Column 3) – Data entry is not *required* for this column; however, it is *recommended*. We suggest that you key in a limited amount of text to uniquely identify the students reported on the line of the worksheet.
      - Number of PK Students (Column 4a) – Enter the number of PK students, if any, enrolled in the program or course. Please note that this number should not be adjusted for daily attendance of individual students, however students that never actually attend should be excluded.
      - Number of K-12 Students (Column 4b) – Enter the number of students in grades K-12, if any, enrolled in the program or course. Please note that this number should not be adjusted for daily attendance of individual students, however students that never actually attend should be excluded.
      - Total Number of Students (Column 4) – This column contains calculated fields which will be automatically generated by the Internet application.
      - Number of Program Days (Column 5) – Enter the number of days for the program or course. This number must be a whole number between 1 and 75. If your program or course exceeds 75 days, contact David Twedt at 860-713-6492 or Kevin Chambers at 860-713-6455. Please note that this number should not be adjusted for daily attendance of individual students.
      - Instructional Minutes per Day (Column 6) – Enter the length of the program day for the program or course. For distance learning programs, include only the time the students are scheduled to receive instruction. Exclude non-instructional time such as lunch or time between classes. This number must be a whole number between 1 and 300. Please note that this number should not be adjusted for daily attendance of individual students.
      - FTE Summer School (Column 7) – This column contains calculated fields which will be automatically generated by the Internet application.

   c. Click on the "Add New Line" button to allow you to enter additional programs or courses.

   d. Repeat the steps under item "b" above to enter data for each additional program or course.

e. When all programs or courses have been reported for your summer school, click on the "Save Data" button at the bottom of the schedule. If you have entered data within the parameters stated in item "a" or "b" above, you will get a message which says "Record successfully updated."

f. Click on the *Exit* link near the top of the page. You will return to the schedule selection menu.

YOU MUST ACCESS THE *SUMMER SCHOOL FTE CREDIT* SCHEDULE AND CLICK THE "SAVE DATA" BUTTON EVEN IF YOU HAVE ZERO DATA TO REPORT. THIS SERVES AS CONFIRMATION THAT THE DATA FOR THIS SCHEDULE WAS NOT ACCIDENTALLY OMITTED.