

# Data Collections Guide for Schools and Districts, 2017-18

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## How to Login

Connecticut State Department of Education (CSDE) data collection applications are available through two secure websites: (i) Legacy; and (ii) Portal. The legacy application website houses many of the CSDE's older data collection applications and allows only one set of website logon credentials per district. The Portal website uses individualized security (each user has their own set of credentials) and houses the CSDE's newer applications. The CSDE is in the process of moving all data collections into the Portal website. If you are uncertain if an application is a Legacy or a Portal application, please check [this list](#).

### Legacy Applications

There is one username and password needed to access the secure legacy application website. This username and password are unique to the district. When a user enters the username and password at the legacy application website (<https://www.csde.state.ct.us/>), the user will be given access to the menu of legacy applications. When a user selects an application, the user may be prompted to submit additional credential information. Depending on the application, this additional information may take the form of an additional username, password or security code. The second set of credential information is an additional security measure and should only be shared with district staff assigned to the application. If you need assistance with the secondary credentials for an application, please contact the application contact staff indicated later in this guide.

### Portal Applications

The new Portal Applications website uses individualized accounts. Each user will only need one username and password to access the Portal Applications website <https://csde.ct.gov/> and will have specific roles assigned for access to different applications. When a user logs into the Portal Applications website, they will only have access to the applications where they have been assigned roles.

Each district has one or more individuals who have been granted the permission to manage their district's users' access within the portal. These individuals are known as LEA Security Managers and are responsible for creating and maintaining users and their roles for all Portal Applications. These functions are performed through the Directory Manager (DM) application. These roles govern what applications a user can see, what actions a user can take within the portal and, in some cases, even what they see within an application.

If an individual already has a portal account in DM, he/she will use their existing username/password. If an existing user needs additional roles, they should speak to their LEA Security Manager. For a complete listing of LEA Security Managers, please visit the DM help site at: <http://www.csde.state.ct.us/public/directorymanager/docs.asp> .

If an individual is new to DM, the LEA Security Manager in their district can create an account and assign the appropriate roles. When an account is created, the new user will receive one email with a unique username and a second email with a temporary password and a link to the portal.

***Important:*** It is critical that usernames and passwords NOT be shared, as each is unique to the assigned individual. The Department reserves the right to inactivate accounts and/or remove roles if it believes the account has been used by anyone other than the assigned account holder.

## Timely and Accurate Data

It is critical that the CSDE receive complete, accurate data in a timely fashion. The CSDE will monitor the timely and accurate submission of all federally and state mandated data by local education agencies (LEAs). Please work with all program offices (Special Education, English Language Learner, Homeless, Gifted/Talented, and non-publics as applicable) to ensure data submitted to the CSDE are timely and accurate, in accordance with Connecticut General Statute (C.G.S. Title 10). Though the CSDE does not aim to trigger federal rules, not adhering to these timelines could impact the district's Special Education Determination reported on the LEA-Level Annual Performance Report.

The Department defines *Timely and Accurate* as a holistic system analysis, thereby ensuring the monitoring of data submitted is not about minor edits/errors, but instead is about systemic failure to report and/or follow reporting directions/guidelines.

For these purposes, the CSDE defines *Timely* as:

1. submission of all required data by the due date (no extensions);
2. passed general edit checks and provided complete data.
  - a. did not report placeholder data;
  - b. no missing data (e.g., failure to report an entire field or school, etc.);
  - c. all reports are error free;
  - d. the data pass all reasonability tests (no unexplained significant changes in counts or percentages of students within various data points);
  - e. Reviewing and resolving all necessary warnings/reports to ensure data quality;
  - f. Processing the Data Collection, as applicable; and
  - g. Pre-certification or Mid-Year Certification of the data collection, as applicable.

The CSDE defines *Accurate* as

1. District corrects data errors within the edit checking timeframe established for each data collection.
  - a) Reviews and resolves all necessary validation/cleaning reports;
  - b) Certifies data exceptions as applicable;
2. District certifies the collection by the accurate date.

For a summary of timely and accurate due dates for all data collections, please see the appendix.

Should the Timely and Accurate Due Dates fall on a weekend or holiday, and the district is unable to submit the file on those dates, it is assumed that the data are due to the CSDE on the business day prior to the listed due date.

## Certifying Data

Effective July 1, 2014, the CSDE requires all final data submissions be reviewed and certified by certified administrators only.

## I. Students

### Public School Information System (PSIS)

#### About the Collection

The Connecticut State Department of Education uses the Public School Information System (PSIS), to collect data regarding student enrollment throughout the state of Connecticut. These data are used for federal and state grants; PSIS data also connect to other CSDE data collection systems.

#### Statutory Reference:

C.G.S 10-16p, 10-66ee, 10-184, 10-226a, 10-249, 10-250, 10-261(a)(2), 10-262f, 10-264l, 10-266aa, 10-10a.

#### Changes for 2017-18

#### **New Federal Requirement**

**Students with Parents in the Armed Forces** - The Every Student Succeeds Act (ESSA) requires states to disaggregate achievement results for students with a parent who is a member of the Armed Forces on active duty or serves on fulltime National Guard duty. A yes/no variable is being added to PSIS Registration and Collection effective October 2017 to collect this information.

- “Armed forces,” “active duty,” and “full-time National Guard duty” have the same meanings given them in 10 U.S.C. 101(a)(4), 101(d)(1), and 101(d)(5). “Armed Forces” means the Army, Navy, Air Force, Marine Corps, and Coast Guard. “Active duty” means full-time duty in the active military service of the United States, including full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned.

**Immigrant Status** – To reduce data reporting burden on districts, beginning with the 2017-18 school year, we will collect immigrant status in PSIS. This information was previously collected on the ED236, but we will not collect “Country of Origin”. Section 3201(5) of Title III of the ESEA defines immigrant children and youths as individuals who:

- are aged 3 through 21;
- were not born in any State (defined as each of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico); and
- have not been attending one or more schools in any one or more States for more than 3 full academic years.

**Non-Binary Gender** – Beginning with the 2017-18 school year, the CSDE will add “Non-Binary” to the current gender identity options in PSIS. Non-Binary should be used for students who do not identify exclusively as male or female.

**Important Reminders:**

*Accuracy in Reporting District Exit Dates:* Due to federal reporting requirements and guidelines, the district exit date used when unregistering a student must be the date from an official document (e.g., transcript, signed parent withdrawal form, IEP, etc.). Spring Graduates must be exited using a date on or before June 30. Only summer graduates should have exit dates between July 1 and August 30. Incorrect reporting of exit dates negatively affects the calculation of a district’s cohort graduation rates.

*Collection Freeze Dates:* Districts are required to submit student-level data for the October, and June collections. The Freeze Date (F1) will be used for mandated Federal, State and public reporting while the Freeze Date (F2) will serve as the last possible date for corrections to that collection. The ‘freeze dates’ for the 2017-18 school year are posted in the Due Date section below. It should be noted that additional internal freeze dates (F0) of the October collection will be used for various internal reporting and grant calculation purposes. Districts should work diligently to submit accurate data and make all corrections prior to the applicable freeze dates. After the ‘freeze date’ has passed, changes to data will not be permitted. PSIS data is frequently used for public analysis, reporting and publishing; in cases where a district provides incorrect data in a collection submission and the data is not corrected prior to the applicable freeze date, it will be reported as is. LEAs are strongly encouraged to ensure they have provided accurate data to CSDE prior to certifying the active collection. Please contact the appropriate collection manager with questions.

**Due Dates**

Collection	Freeze Cycle	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Dates
Case Management		Cases Resolved within 10 school days	No open cases more than 20 school days old	
PSIS Summer Roll Up		September 15, 2017	September 30, 2017	
October 2017	Freeze 0 (F0)	October 15, 2017	October 30, 2017	November 1, 2017
	Freeze 1 (F1)			January 31, 2018
	Freeze 2 (F2)			July 31, 2019
PSIS Registration	Testing Accountability Freeze			Date TBD
June 2018	Freeze 1 (F1)	July 14, 2018	August 11, 2018	August 18, 2018
	Freeze 2 (F2)			July 31, 2019

Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Kendra Shakir	(860) 713-6896	<a href="mailto:kendra.shakir@ct.gov">kendra.shakir@ct.gov</a>
Marquelle Middleton	(860) 713-6877	<a href="mailto:marquelle.middleton@ct.gov">marquelle.middleton@ct.gov</a>
For logon help:	(860) 713-6681	

PSIS Help Site:

<http://www.csde.state.ct.us/public/psis/>

## Teacher - Course - Student (TCS)

### About the Collection

The Teacher-Course-Student (TCS) connects students to teachers and courses. Analyses of TCS data can greatly inform school and district strategies to increase the college and career readiness of all learners (e.g., course-taking patterns and course completion rates for students from different subgroups and schools, alignment of middle/high school courses to college-level courses). CSDE has made TCS data available to all districts through CSDE's data portal, EdSight. This allows districts to make informed decisions about the current state of instruction and learning and the ways in which both can be improved, monitored and shared.

### Statutory Reference:

C.G.S. Section 10-10a

### Changes for 2017-18

No changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Dates
2016-17	July 18, 2017	September 15, 2017	September 30, 2017
2017-18	July 15, 2018	September 15, 2018	September 30, 2018

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Keryn Felder	(860) 713-6833	<a href="mailto:keryn.felder@ct.gov">keryn.felder@ct.gov</a>

### TCS Help Site:

<http://www.csde.state.ct.us/public/tcs/>



## ED166: Disciplinary Offense Data Collection

### About the Collection

The ED166: Disciplinary Offense Data Collection collects discipline data required under Federal and State laws regarding all incidents and any resulting sanctions for each school year. Incidents that are required to be reported are all offenses that result in: In-school suspension, Out-of-school suspension, Bus suspension, and Expulsion. In addition, all "serious" offenses and incidents involving Alcohol, Drugs or Weapons must be reported regardless of the type of sanction imposed. This means that if anything is listed in the Weapon Involvement or Substance Involvement field (including electronic cigarettes) the incident must be reported. All Bullying incidents must also be reported regardless of sanction.

For 2017-18, the mid-year data submission requirement will continue to be required for Alliance Districts and Public Charter Schools only. The midyear submission should include all incidents that took place from July 1, 2017 – January 31, 2018. Midyear submissions can be completed via manual or batch entry and will be due March 1, 2018.

### Statutory Reference

20 U.S.C. 1418a, 20 U.S.C. 7117, 8921; Public Act 15-168

### Changes for 2017-18

No changes

### Due Date(s)

Collection	Mid-Year Submission Due Date (TIMELY)	End-of-Year Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2016-17	March 1, 2017	July 15, 2017	August 15, 2017	October 1, 2017
2017-18	March 1, 2018	July 15, 2018	August 15, 2018	October 1, 2018

Collection Contact Person:

Contact Name	Telephone Number	Email Address
Keryn Felder	(860) 713-6833	<a href="mailto:keryn.felder@ct.gov">keryn.felder@ct.gov</a>

ED 166 Help Site:

<http://www.csde.state.ct.us/public/ed166/>

## Special Education Data Application and Collection (SEDAC)

### About the Collection

The Special Education Data Application and Collection (SEDAC) system is used to collect data regarding the provision of special education and related services. The data collected is required to provide measurement of each district's and the state's compliance with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA).

For federal reporting purposes, all special education data reflect information as of October 1. Each year data are collected for students with disabilities in Connecticut, ages 3 to 21. Data are collected for state and departmental reporting purposes.

### Statutory Reference:

20 U.S.C. 1400 et seq (IDEA); C.G.S. Section 10-76a to 10-76h, inclusive

### Changes for 2017-18

No changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
October 2017	December 5, 2017	December 20, 2017	January 31, 2018

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Laura Guerrero	(860) 713-6898	<a href="mailto:laura.guerrera@ct.gov">laura.guerrera@ct.gov</a>
Stephanie O'Day	(860) 713-6803	<a href="mailto:stephanie.oday@ct.gov">stephanie.oday@ct.gov</a>
Diane Murphy	(860) 713-6891	<a href="mailto:diane.murphy@ct.gov">diane.murphy@ct.gov</a>

### SEDAC Help Site:

<http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=SEDAC&ss=null>

## Restraint & Seclusion

### About the Collection

The department is required to collect restraint and seclusion data from each local or regional board of education, institution or facility that provides direct care, education or supervision of persons at risk. The Restraint and Seclusion database collects compliance data that identifies the frequency of use of physical restraint and/or seclusion and specifies whether the use of such seclusion was in accordance with an individualized education program (IEP) or whether the use of physical restraint or seclusion was an emergency. Department policy requires all instances of injury (both serious and non-serious) associated with the use of restraint or seclusion to be reported to the CSDE within 2 business days.

### Statutory Reference:

C.G.S. Section 46a-153., as amended by Public Act 12-88.

### Changes for 2017-18

No changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2016-17	July 20, 2017	August 31, 2017	October 1, 2017
2017-18	July 20, 2018	August 31, 2018	October 1, 2018

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Stephanie O'Day	(860) 713-6803	<a href="mailto:stephanie.oday@ct.gov">stephanie.oday@ct.gov</a>
Laura Guerrero	(860) 713-6898	<a href="mailto:laura.guerrera@ct.gov">laura.guerrera@ct.gov</a>
Diane Murphy	(860) 713-6891	<a href="mailto:diane.murphy@ct.gov">diane.murphy@ct.gov</a>

### Restraint and Seclusion Help Site:

[http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=Restraint\\_and\\_Seclusion&ss=nul](http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=Restraint_and_Seclusion&ss=nul)  
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## Due Process Hearing Requests - Resolution Meetings Data Collection

### About the Collection

The Due Process Hearing Requests - Resolution Meetings mandatory off-cycle report, housed within SEDAC, is used to collect data regarding due process hearings and the results of each resolution meeting. It is a requirement of IDEA to offer a resolution meeting for each parent requested due process hearing, within 15 calendar days of the date the hearing request was received.

### Statutory Reference:

Section 300.510(a)(1) of IDEA

### Changes for 2017-18

No changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Dates
2016-17	July 15, 2017	July 15, 2017	August 1, 2017
2017-18	July 15, 2018	July 15, 2018	August 1, 2018

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Laura Guerrero	(860) 713-6898	<a href="mailto:laura.guerrera@ct.gov">laura.guerrera@ct.gov</a>
Stephanie O'Day	(860) 713-6803	<a href="mailto:stephanie.oday@ct.gov">stephanie.oday@ct.gov</a>
Diane Murphy	(860) 713-6891	<a href="mailto:diane.murphy@ct.gov">diane.murphy@ct.gov</a>

## Evaluation Timelines

### About the Collection

Evaluation Timelines collects data that are used to monitor compliance to the federal timeline regarding initial evaluations and eligibility determination for special education and related services. The data allows the state to monitor referrals, the proportion of student's referred and found eligible, as well as whether evaluations are completed within the federally established timeline of 60 calendar days from the date of parental consent.

### Statutory Reference:

IDEA 2004 Sections 616, 618 and 619; 20 U.S.C. 1416(a)(3)(B)

### Changes for 2017-18

No changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Dates
2016-17	August 15, 2017	November 30, 2017	January 15, 2018
2017-18	August 15, 2018	November 30, 2018	January 15, 2019

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Marquelle Middleton	(860) 713-6877	<a href="mailto:marquelle.middleton@ct.gov">marquelle.middleton@ct.gov</a>

### Evaluation Timelines Help Site:

[http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=Evaluation\\_Timelines&ss=null](http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=Evaluation_Timelines&ss=null)

## Early Childhood Outcomes (ECO)

### About the Collection

The Early Childhood Outcome (ECO) data collection is administered by the State Department of Education. The ECO data collection is required for all applicable students with an IEP at least 3 years of age and in the preschool grade. The Brigance IED-III (2013) is the one statewide assessment instrument that must be administered to collect and report the required ECO data. The purpose of the data collection is to measure the developmental, functional and social emotional progress of students receiving special education from the time they enter preschool to the time they exit preschool. The data collection resulted from the 2004 reauthorization of the Individuals with Disabilities Education Improvement Act (IDEA). The reauthorization required all states to measure the progress of all children receiving special education as an indicator of state performance. Please contact Maria Synodi ([maria.synodi@ct.gov](mailto:maria.synodi@ct.gov)) with any program, policy and assessment tool questions.

### Statutory Reference:

IDEA 2004 Sections 616, 618 and 619; 20 U.S.C. 1416(a)(3)(A)

### Changes for 2016-17

No changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Dates
2016-17	November 1, 2017	November 15, 2017	December 1, 2017

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Marquelle Middleton	(860) 713-6877	<a href="mailto:marquelle.middleton@ct.gov">marquelle.middleton@ct.gov</a>

### ECO Help Site:

[http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=Early\\_Childhood\\_Outcomes&ss=null](http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=Early_Childhood_Outcomes&ss=null)

## Kindergarten Inventory

### About the Collection

The Kindergarten Inventories provide statewide snapshots of the skills and behaviors that students can demonstrate at the beginning of their kindergarten year. This collection is a universal collection (all kindergarteners are included).

### Statutory Reference

C.G.S. Section 10-10a

### Changes for 2017-18

No changes

### Due Date

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
Fall Inventory	December 8, 2017	January 12, 2018	February 23, 2018

### Collection Contact Person (s)

Contact Name	Telephone Number	Email Address
Gilbert Andrada, PhD	(860) 713-6883	<a href="mailto:gilbert.andrada@ct.gov">gilbert.andrada@ct.gov</a>
Kendra Shakir	(860) 713-6896	<a href="mailto:kendra.shakir@ct.gov">kendra.shakir@ct.gov</a>

## K-3 Reading Initiative

### About the Collection

Administration of a reading assessment is mandated for all Connecticut Priority School Districts (PSDs). There are seven assessments that have been approved for use: DIBELS 6th, DIBELS NEXT, NWEA MAP, STAR, AIMSweb, STEEP, EdChekup and iReady. Each is an individual reading assessment designed to assess students' reading performance in kindergarten through Grade 3. Each assessment provides teachers with information that helps them determine students' independent reading level and identify what the student needs to learn next. As of September 2009, all Priority School Districts are required to use one of the approved assessments district-wide in Grades 1 – 3 for the state-required assessment and for purposes of ongoing assessment to inform instruction.

### Statutory Reference:

C.G.S. Sections 10-265g(b), PA 12-116

### Changes for 2017-18:

No changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
Fall	October 25, 2017	November 1, 2017	November 1, 2017
Winter	March 1, 2018	March 8, 2018	March 8, 2018
Spring	June 10, 2018	June 17, 2018	June 17, 2018
Summer	September 30, 2018	October 7, 2018	October 7, 2018

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Gilbert Andrada, PhD	(860) 713-6883	<a href="mailto:gilbert.andrada@ct.gov">gilbert.andrada@ct.gov</a>



## Assessment Accommodations

### About the Collection

As a result of the administration of the Smarter Balanced Assessments, there are several data collections that are used to collect Accommodations information: the Connecticut Mastery Test (CMT)/Connecticut Academic Performance Test (CAPT) Science Test (including Skills Checklist), the Connecticut Alternate Assessment (CTAA), and the Connecticut SAT School Day.

- The collection of Accommodations/Designated Supports for Smarter Balanced Assessments and CMT/CAPT Science. This is done using the American Institutes for Research, Test Information Delivery Engine (TIDE).
- The collections of Accommodations for high school students taking the Connecticut SAT School Day. This is done through the Services for Students with Disabilities (SSD) Web site managed by College Board.
- The collection of specific documented accommodations to support the access needs of student's participating in the Smarter Balanced assessments, Connecticut SAT School Day, CMT/CAPT Science test or Connecticut Alternate Assessment. These petitions are granted based on the student's documented needs. It is collected by a form distributed by the Performance Office.
- The Smarter Balanced Text-to-Speech and Read Aloud Decision Guidelines for Reading Passages is a collection/distribution of a resource that guides the PPT/504 team if a student qualifies for Text-to-Speech or Read Aloud for the Smarter Balanced ELA Reading test.

### Statutory Reference:

C.G.S. Sections 10-14n

### Changes for 2017-18

No Significant Changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
<i>Prior to or During the Testing Window</i>	TBD	TBD	TBD

### Collection Contact Person(s)

Contact Name	Telephone Number	E-mail Address
Janet Stuck	(860) 713-6860	<a href="mailto:janet.stuck@ct.gov">janet.stuck@ct.gov</a>
Joseph Amenta	(860) 713-6860	<a href="mailto:joseph.amenta@ct.gov">joseph.amenta@ct.gov</a>
Abe Krisst	(860) 713-6860	<a href="mailto:abe.krisst@ct.gov">abe.krisst@ct.gov</a>

## Test Participation Exceptions

### About the Collection

As a result of the administration of the Smarter Balanced Assessments, the CMT/CAPT Science Test (including Skills Checklist), the Connecticut Alternate Assessment, the Connecticut SAT School Day, and English Language Proficiency Assessment, there are several data collections that are used to collect instances where a student may apply for a test participation exception. These include:

- A collection where districts provide student information regarding English Learner Participation in the English Language Proficiency Assessment. This collection is completed by contacting the office via phone. These include:
  - students who would have been a participant if an Alternate ELP assessment was available;
  - students who would have been medically exempt;
  - students who did not participate in the Listening test because the student is deaf or hearing impaired; or
  - students who did not participate in the Speaking assessment because the student is non-verbal.
- A collection where districts can apply for a Medical Exemption from testing for Smarter Balanced, Connecticut SAT School Day, CMT/CAPT Science (including Skills Checklist Science), and the Connecticut Alternate Assessment (CTAA). Medical Exemptions are permitted **ONLY** if a student is medically unavailable for homebound or hospitalized instruction during the entire testing window. This is accomplished through the Medical Exemption Form.

### Statutory Reference:

C.G.S. Sections 10-14n

### Changes for 2017-18

No Significant Changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
<i>Prior to testing</i>	TBD	TBD	TBD

### Collection Contact Person(s)

Contact Name	Telephone Number	E-mail Address
Janet Stuck	(860) 713-6860	<a href="mailto:janet.stuck@ct.gov">janet.stuck@ct.gov</a>
Joseph Amenta	(860) 713-6860	<a href="mailto:joseph.amenta@ct.gov">joseph.amenta@ct.gov</a>
Abe Krisst	(860) 713-6860	<a href="mailto:abe.krisst@ct.gov">abe.krisst@ct.gov</a>

## Learner Characteristics Inventory (LCI) - Alternate Assessments

### About the Collection

The Performance Office requests that districts document eligibility and registration for student participation in Alternate Assessments. This is done by completing the Learner Characteristics Inventory through the AIR Connecticut Comprehensive Portal – Data Entry Interface (DEI).

### Statutory Reference:

C.G.S. Sections 10-14n

### Changes for 2017-18

No Significant Changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
<i>Prior to testing</i>	NA	NA	NA

### Collection Contact Person(s)

Contact Name	Telephone Number	E-mail Address
Janet Stuck	(860) 713-6860	<a href="mailto:janet.stuck@ct.gov">janet.stuck@ct.gov</a>
Joseph Amenta	(860) 713-6860	<a href="mailto:joseph.amenta@ct.gov">joseph.amenta@ct.gov</a>
Abe Krisst	(860) 713-6860	<a href="mailto:abe.krisst@ct.gov">abe.krisst@ct.gov</a>

## Appeals Entry

### About the Collection

The collection of appeals for the Smarter Balanced Assessment, CMT/CAPT Science (including the Skills Checklist) and the Connecticut Alternate Assessment. This is done through TIDE by districts and Approved Private Special Education Programs to document appeals that resolve test improprieties, irregularities and/or breaches that may have occurred before, during or after testing.

### Statutory Reference:

C.G.S. Sections 10-14n

### Changes for 2017-18

No Significant Changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
<i>During Testing</i>	During Testing	TBD	NA

### Collection Contact Person(s)

Contact Name	Telephone Number	E-mail Address
Steve Martin	(860) 713-6860	<a href="mailto:steve.martin@ct.gov">steve.martin@ct.gov</a>
Abe Krisst	(860) 713-6860	<a href="mailto:abe.krisst@ct.gov">abe.krisst@ct.gov</a>

## II. Facilities

### Directory Manager: Facility Collection

#### About the Collection

The Directory Manager (DM) is located in the Portal Applications website. DM is the official listing of all districts, schools and other educational facilities. DM is also used to manage users and their roles for all Portal Applications. Accuracy is critical as these data are used by all other CSDE data collection systems. For this reason, the CSDE requires districts to verify their information annually. These verifications are in two separate areas:

#### *1. Management of Organizations*

The LEA Directory Certifier manages changes to the district's schools and programs, operating status, name, grades offered, open/close dates and all other required attributes. Changes are pending until approved by an SDE staff member. School and program information is verified annually in DM by each districts LEA Directory Certifier. It is important that your data remain accurate as it is now publicly available on our EdSight.

#### *2. Management of Users and Roles for Portal Applications*

The LEA Security Manager manages users and their roles for Portal Applications. When a person is no longer employed by your school district, best practice is to immediately inactivate the person's account to prevent any confidentiality or security issues. At least once a year, districts should review all of their users and their associated roles to make ensure that the role assignments are appropriate and meet their district needs.

#### Statutory Reference

C.G.S. Section 10-4

#### Changes for 2017-18

No changes

#### Requesting an Organization Code

In order to request a code for your Schools/Programs you should contact your LEA Directory Certifier. Please refer to Directory Manager Reference Guide for specific guidelines and instructions:

[http://www.csde.state.ct.us/public/directorymanager/docs/DM\\_ReferenceGuidev10.doc](http://www.csde.state.ct.us/public/directorymanager/docs/DM_ReferenceGuidev10.doc)

If your LEA Directory Certifier is no longer active please contact Angela Gambaccini-May at (860) 713-6847 or [angela.gambaccini-may@ct.gov](mailto:angela.gambaccini-may@ct.gov).

Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2017-18	June 1, 2017	June 30, 2017	N/A

*Ongoing Management of Organizations:* Schools/Programs opened or closed and attribute changes after the Facility Collection must be updated within 10 school days.

Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Angela Gambaccini-May	(860) 713-6847	<a href="mailto:angela.gambaccini-may@ct.gov">angela.gambaccini-may@ct.gov</a>
Laura Guerrero	(860) 713-6898	<a href="mailto:laura.guerrera@ct.gov">laura.guerrera@ct.gov</a>

## ED165: Connecticut School Data Report

### About the Collection

The ED165: Connecticut School Data Report is used to collect a wide variety of data elements at the school-level for state and federal reporting. Some types of data that are included on the ED165 are:

- Truancy
- Pre-kindergarten experience
- Connecticut Physical Fitness Assessment results
- Teacher attendance
- School Calendar

### Statutory Reference

C.G.S. Sections 10-220(c) and 10-4p

### Changes for 2017-18

No changes anticipated.

### Due Date

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2017-18	May 18, 2018	June 1, 2018	August 20, 2018

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Raymond Martin	(860) 713-6876	<a href="mailto:raymond.martin@ct.gov">raymond.martin@ct.gov</a>

### III. Staff

#### ED156: Fall Hiring Survey

##### About the Collection

The Fall Hiring Survey is a mandatory reporting for all public LEAs and State Approved Private Special Education programs of all certified educational positions that they sought to fill for the school year. Data from the Fall Hiring Survey are used to identify Connecticut's certification shortage areas and to inform the annual Fall Hiring Survey Bulletin that is presented to the State Board of Education. Teachers and administrators in shortage areas may apply for student loan deferrals or forgiveness through the USDE and mortgage assistance through the Connecticut Housing Finance Authority (CHFA). LEAs may utilize the shortage area designations to rehire retired teachers and administrators who are not subject to earnings limits.

##### Statutory Reference:

C.G.S. Section 10a-163

##### Changes for 2017-18

No changes

##### Due Date(s)

	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2017-18	October 13, 2017	October 27, 2017	October 27, 2017

##### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Michael Sabados	(860) 713-6856	<a href="mailto:michael.sabados@ct.gov">michael.sabados@ct.gov</a>



## ED162: Non-Certified Staff

### About the Collection

The Connecticut State Department of Education uses Form ED162 to collect para-professional full-time equivalent (FTE) data in nine instructional and eleven non-instructional categories. These data are used for federal and state reporting.

The ED162 will collect data on all non-certified staff as of October 1. This includes regular non-certified staff employed by your district as well as contracted food service and transportation staff (e.g., employees of Laidlaw, Dattco, Marriott, etc.) who provide services to your district. Full-time equivalent (FTE) for a full-time position is 1.0. Part-time positions should be reported as a percentage of 1.0 (e.g., 0.4, 0.6, etc.).

### Statutory Reference

C.G.S. Section 10-4, 10-10a

### Changes for 2017-18

Change the timely due date

	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
Due Date	October 30, 2017	January 1, 2018	January 1, 2018

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Alison Zhou	(860) 713-6893	<a href="mailto:alison.zhou@ct.gov">alison.zhou@ct.gov</a>

## Educator Data System (EDS)

### About the Collection

The Educator Data System (EDS) collects data on all Connecticut public school educators and all educators in approved private special education programs (APSEPS) for each of the roles that they hold. Educators to be reported include all certified staff and all staff who do not currently hold certification but are in roles that require certification. These data will be matched with the Connecticut Educator Certification System (CECS) and other data collected by the Department (e.g. TCS, DM, and others). The Certified Staff data are used for several purposes including:

- Federal and state reporting
- Public reporting
- Certification compliance and successful service validation
- Educator Equity Analyses
- Registration in the TEAM program
- Validation of Teacher-Course-Student (TCS) data

### Statutory Reference

C.G.S. Section 10-226, 10-145, 10-16b, P.L. 107-110

### Changes for 2017-18

1. Email Addresses – Beginning in 2017, EDS will collect educators’ work email addresses. Emails will be an OPTIONAL, but suggested element in 2017-18. These email addresses will allow the Department and other groups to more easily, efficiently and economically communicate with educators working in the state.
2. Successful Service – For each educator a district employed in a school year, districts will be required to indicate if, in the district’s assessment, an educators service was successful. Successful service is an important element in the educator certification process. By collecting successful service in EDS, the Department can limit the use of the ED126 form, which will save both the Department and school districts valuable staff time.

### Due Dates

The EDS is a rolling data collection. Changes are expected to be reported throughout the school year as staff take leaves, are promoted and/or transferred, are hired and/or leave your district. As data are used at different times during the year, it is critical that the staff data be kept up-to-date. One of the uses that is of particular importance is the October 1 Reporting Extract. This file is used for both federal and state reporting and is often part of public data requests.

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
Beginning of year	September 15, 2017	October 31, 2017	January 31, 2018
October 1 Reporting Extract			January 31, 2018
End of Year Certification	June 30, 2018	July 19, 2018	July 26, 2018

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Raymond Martin	(860) 713-6876	<a href="mailto:raymond.martin@ct.gov">raymond.martin@ct.gov</a>

## Educator Evaluation Data Collection (EEDC)

### About the Collection

The Educator Evaluation Data Collection (EEDC) collects aggregate counts of educators by their final summative rating in the following categories:

- Teachers: Aggregate counts at the school- and district-level
- Principals: Aggregate counts at the district-level only
- All other administrators: Aggregate counts at the district-level only

The Connecticut State Department of Education treats the data collected through the EEDC with the utmost of data privacy. The same stringent security protocols employed by the CSDE to protect student data are also applied to protect the educator evaluation data. It is important to note that Section 13 of Public Act 13-122 protects educator evaluation data at the CSDE from being accessed through the Freedom of Information Act. Finally, when reporting these data, the CSDE implements appropriate data suppression practices and other steps to eliminate the likelihood that an individual educator's rating can be identified.

The EEDC also serves as a vehicle for districts to confirm they are in compliance with the mandated reporter training requirements for school employees as outlined in Connecticut General Statutes Section 17a-101i(f).

### Statutory Reference

C.G.S. Section 10-151b and 17a-101i(f)

### Changes for 2016-17

For the 2016-17 collection, Approved Private Special Education Programs (APSEPs) will for the first time submit EEDC forms.

### Due Dates

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2016-17	September 15, 2017	September 29, 2017	October 16, 2017

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Raymond Martin	(860) 713-6876	<a href="mailto:raymond.martin@ct.gov">raymond.martin@ct.gov</a>

## IV. Other

### ED204: Title I Part D Neglected and Delinquent Evaluation Report

#### About the Collection

The ED204: Title I Part D Neglected and Delinquent Evaluation Report is used to collect data on student participation and academic outcomes from the prior school year. Only districts that receive Title I Part D funds are required to complete this form.

#### Statutory Reference

P.L. 107-110

#### Changes for 2016-17

No changes

#### Due Date

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2016-17	October 16, 2017	November 20, 2017	N/A

#### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Francis Apaloo	(860) 713-6874	<a href="mailto:francis.apaloo@ct.gov">francis.apaloo@ct.gov</a>

## ED205: Title I Evaluation Report

### About the Collection

The purpose of the ED205: Title I Evaluation Report is to provide information from the Title I Part A recipients who report data on student and staff participation. This form collects data on the prior school year. Only districts that receive Title I funds are required to complete this form.

### Statutory Reference

P.L. 107-110

### Changes for 2016-17

No changes

### Due Date

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2016-17	November 10, 2017	November 17, 2017	N/A

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Francis Apaloo	(860) 713-6874	<a href="mailto:francis.apaloo@ct.gov">francis.apaloo@ct.gov</a>

## ED400: Career and Technical Education Report

### About the Collection

The ED400: Career and Technical Education Report collects information on enrollment and completions in career and technical education programs operated during the year. This form is only required for districts that receive Carl Perkins funds.

### Statutory Reference

C.G.S. Section 10-4, 20 U.S.C. 2301 et seq.

### Changes for 2016-17

No changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2016-17	September 15, 2017	September 15, 2017	N/A

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Richard Cloud	(860) 713-6871	<a href="mailto:richard.cloud@ct.gov">richard.cloud@ct.gov</a>

## Profile and Performance Report Narratives

### About the Collection

The Profile and Performance Report (PPR) Narratives are collected from all public school districts and are designed to collect information about school district policies and activities in the following areas:

- Efforts to reduce racial, ethnic and economic isolation;
- The equitable allocation of district resources between district schools, and
- School district improvement plans and parental outreach activities.

These narratives are collected at the district level only.

### Statutory Reference

C.G.S. Section 10-220(c)

### Changes for 2016-17

No changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2016-17	September 25, 2017	October 17, 2017	October 17, 2017

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Raymond Martin	(860) 713-6876	<a href="mailto:raymond.martin@ct.gov">raymond.martin@ct.gov</a>

## Appendix: Summary of Timely and Accurate Due Dates

Collection	Data Year	Open Date	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)
Public School Information System (PSIS)	2017-18			
<i>Registration</i>		Always Open	Cases Resolved within 10 school days.	No Open Cases more than 20 school days old.
<i>Summer Roll Up</i>		Always Open	September 15, 2017	September 30, 2017
<i>October 2017</i>		October 1, 2017	October 15, 2017	October 30, 2017
<i>June 2018</i>		June 2018	July 14, 2018	August 11, 2018
Teacher - Course - Student (TCS)	2017-18	March 2018	July 15, 2018	September 15, 2018
ED166: Disciplinary Offense	2017-18	February 1, 2018	July 15, 2018	August 15, 2018
Special Education Data Application and Collection (SEDAC)	2017-18	November 5, 2017	December 5, 2017	December 20, 2017
Restraint & Seclusion	2017-18	Always Open	July 20, 2018	August 31, 2018
Due Process Hearing Requests - Resolution Meetings	2017-18	Always Open	July 15, 2018	July 15, 2018
Evaluation Timelines	2016-17	Always Open	August 15, 2017	November 30, 2017
Early Childhood Outcomes (ECO)	2016-17	Always Open	November 1, 2017	November 15, 2017
Kindergarten Inventory	2017-18	October 17, 2017	December 8, 2017	January 12, 2018
K-3 Reading Initiative	2017-18	Two weeks before Due Dates	Fall: October 25, 2017 Winter: March 1, 2018 Spring: June 10, 2018 Summer: September 30, 2018	Fall: November 1, 2017 Winter: March 8, 2018 Spring: June 17, 2018 Summer: October 7, 2018
Directory Manager: Facility Collection	2017-18	Always Open	June 1, 2017	June 30, 2017
ED165: Connecticut School Data Report	2017-18	April 20, 2018	May 18, 2018	June 1, 2018
ED156 Fall Hiring Survey	2017-18	September 5, 2017	October 13, 2017	October 27, 2017
ED162 Non-certified Staff	2017-18	September 22, 2017	October 30, 2017	January 1, 2018
Educator Evaluation Data Collection (EEDC)	2016-17	September 1, 2017	September 15, 2017	September 29, 2017
Educator Data System	2017-18			
<i>Beginning of year</i>		Always Open	September 15, 2017	October 31, 2017
<i>End of Year Certification</i>		Always Open	June 30, 2018	July 19, 2018
ED204: Title I Part D Neglected and Delinquent Evaluation	2016-17	September 18, 2017	October 16, 2017	November 20, 2017
ED205: Title I Evaluation Report	2016-17	October 11, 2017	November 10, 2017	November 17, 2017
ED400: Career and Technical Education Report	2016-17	July 5, 2017	September 15, 2017	September 15, 2017
Profile and Performanc Report (PPR) Narratives	2016-17	September 1, 2017	September 25, 2017	October 17, 2017