



Data Acquisition Plan

2024-25

Updated 6/14/24

Foreword

The Connecticut State Department of Education (CSDE) collects data about students, staff, schools, programs, districts, and fiscal resources from local educational agencies and other service providers. These data help the CSDE make data-informed policy, guide decision-making, meet federal and state compliance and other reporting requirements, distribute funding, inform accountability and support, facilitate research, and report information to the public with the ultimate goal of improving educational outcomes for all students.

This *Data Acquisition Plan* summarizes the data system and forms used to collect these data. It is designed largely to help local school districts prepare for state data collections during the school year. To that end, this year's plan is available as a spreadsheet on the next tab.

We welcome your feedback on additional ways the CSDE can streamline its work and increase efficiencies. Please do not hesitate to contact Ajit Gopalakrishnan, Chief Performance Officer at ajit.gopalakrishnan@ct.gov.

Thank you for your continued commitment to this important endeavor.

Charlene M. Russell-Tucker
Commissioner of Education

Data Acquisition Plan 2024-25

Office	Category	Form (a link to more information is provided if one exists)	Collection Name	Collection Purpose	Deadline (Timely)	Funding	Legislative Compliance	Primary Contact	Phone (860)	Email	Public School Districts	CTECS	Regional Education Service Centers	Public Charter Schools	Endowed and Incorporated Academies	College Affiliated Schools	Approved Private Special Education Programs	State Agencies (USD#1, USD#2, DMHAS)	Standard Nonpublic (Private Schools)
Academic Office	Other	ED501	Preliminary Application for Approval, Regional Ag. Science and Tech. Center	The ED501 is an application that provides information to establish a new regional Agricultural Science and Technology center.	As Requested	State	C.G.S. 10-284	Mackin, Harold	713-6779	harold.mackin@ct.gov	Yes	No	No	No	No	No	No	No	No
Academic Office	Other	ED503	Agricultural Science and Technology Five-Year Graduate Follow-up Report	The purpose of the ED503 is to collect follow-up information on graduates of Connecticut's Agricultural Science and Technology Program.	Apr 1	State	C.G.S. 10-65	Mackin, Harold	713-6779	harold.mackin@ct.gov	Yes	No	No	No	No	No	No	No	No
Finance and Internal Operations	Finance	ED012	Minimum Budget Requirement (MBR) Compliance	The ED012 collects what the Board of Education is appropriated from the town. These figures are used to verify that a minimum amount is being appropriated for education.	Oct 1 (est)	N/A	C.G.S. 10-262i	Chambers, Kevin	713-6455	kevin.chambers@ct.gov	Yes	No	No	No	No	No	No	No	No
Finance and Internal Operations	Finance	SEECG	Special Ed Excess Cost Grant	The SEECG is used to collect expenditure data for use in LEA Excess Cost and State Agency Placement Grants.	Dec 1 Mar 1	State	C.G.S. 10-76a-g, 10-253	Chambers, Kevin	713-6455	kevin.chambers@ct.gov	Yes	No	No	No	No	No	No	No	No
Finance and Internal Operations	Finance	eGMS	Electronic Grant Management System	This collection combines the now retired ED111, ED114 and ED141.	The 20 th day of each Month	Federal and State	34 CFR 74.22, 80.21	Lindgren, Jeff	713-6624	jeff.lindgren@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Finance and Internal Operations	Finance	EFS	Education Finance System	The EFS is used to collect expenditure data from school districts, Charter schools and RESCs for use in State grants, as well as State and Federal reporting.	Sep 1 - Unaudited Dec 31 - Audited	Federal and State	C.G.S. 10-227	Stange, Mark	713-6462	mark.stange@ct.gov	Yes	No	Yes	Yes	No	Yes	No	No	No
Finance and Internal Operations	Finance	ED017	Grant Application-Nonpublic Health Services	The ED017 is used to collect data for the Health Services grant.	Sep 15	State	C.G.S. 10-217a	Stange, Mark	713-6462	mark.stange@ct.gov	Yes	No	No	No	No	No	No	No	No
Finance and Internal Operations	Finance	ED021	Out-of-Town Magnet School Transportation	The ED021 is used to collect data for the Magnet School Transportation grant.	Sep 15 Mar 15	State	C.G.S. 10-264i (a)	Twedt, David	713-6492	david.twedt@ct.gov	Yes	No	Yes	No	No	Yes	No	No	No
Finance and Internal Operations	Finance	MBR Supplemental Data Collection	Minimum Budget Requirement (MBR) Supplemental Data Collection	The MBR Supplemental Data Collection is used to collect Designated High School data needed to calculate the MBR. This applies only to districts with no high school, that send students to Designated High School(s).	Mar 15 (est)	N/A	C.G.S. 10-262i	Twedt, David	713-6492	david.twedt@ct.gov	Yes	No	No	No	No	No	No	No	No
Performance Office	Students	CAI Connecticut Comprehensive Portal - Test Information Delivery Engine (TIDE)	Appeals Entry - Smarter Balanced, Science and Alternate Assessments	Districts enter appeals for any tests submitted on the CAI Test Delivery System.	As Requested	Federal and State	C.G.S. 10-14n	Alberino, Cristi	713-6860	cristi.alberino@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Performance Office	Other	ED204	Title I Part D Neglected and Delinquent Eval. Report	The ED204 is used to report data on student participation and academic outcomes.	Oct 15	Federal	P.L. 107-110	Apaloo, Francis	713-6874	francis.apaloo@ct.gov	No	No	No	No	No	No	No	Yes	No
Performance Office	Other	ED205	Title I Evaluation Report	The ED205 collects information from the Title I Part A Recipients on staff participation.	Oct 15	Federal	P.L. 107-110	Apaloo, Francis	713-6874	francis.apaloo@ct.gov	Yes	Yes	Yes	Yes	No	Yes	No	No	No
Performance Office	Students	CAI Connecticut Comprehensive Portal	Connecticut Alternate Assessment Eligibility Form - Alternate Assessments	Document eligibility and registration for student participation in Connecticut Alternate Assessments System within finalized and implemented plans in CT-SEDS.	Prior to the testing window	Federal and State	C.G.S. 10-14n	Ducharme, Deirdre	713-6859	deirdre.ducharme@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Performance Office	Students	CAI Connecticut Comprehensive Portal - Test Information Delivery Engine (TIDE)	Assessment Accommodations - Accommodations/Designated Supports Collections - Smarter Balanced, NGS Science	Districts and Approved Private Special Education Programs enter designated supports and accommodations as part of the PPT or Section 504 process within CT-SEDS for eligible students participating in the Smarter Balanced Assessment, and the NGS Science Test. Once the IEP or Section 504 plan is finalized and implemented CT-SEDS will sync with TIDE to upload the accessibility supports approved in CT-SEDS. For students who do not have an IEP or Section 504 plan and the educator team has determined they need designated supports based on current academic performance and access needs, districts can manually enter or batch upload designated supports in TIDE.	Prior to testing the student during the testing window	Federal and State	C.G.S. 10-14n	Ducharme, Deirdre	713-6859	deirdre.ducharme@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Performance Office	Students	Connecticut Physical Fitness Assessment Individual Student Collection	Connecticut Physical Fitness Assessment Individual Student Collection	The Connecticut Physical Fitness Assessment (CPFA) Individual Student Collection is used to collect individual student levels of attainment on the CPFA.	June 13	N/A	C.G.S. 10-4	Martin, Raymond	713-6876	raymond.martin@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
Performance Office	Students	College Board SSD	Assessment Accommodations - CT SAT School Day	Districts and Approved Private Special Education Programs enter accommodations for eligible students participating in the CT SAT School Day. These accommodations should also be documented within -finalized and implemented plans within CT-SEDS.	Prior to testing the student during the testing window	Federal and State	C.G.S. 10-14n	Ducharme, Deirdre	713-6859	deirdre.ducharme@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Performance Office	Students	Medical Exemption Form	Test Participation Exceptions - Test Medical Exemptions	Districts can apply for a Medical Exemption from testing for Smarter Balanced, CT SAT School Day, NGS Science (including Connecticut Alternate 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.	As Requested until 1 week after the testing window closes	Federal and State	C.G.S. 10-14n	Ducharme, Deirdre	713-6859	deirdre.ducharme@ct.gov	Yes	Yes	Yes	Yes	Yes	As needed	Yes	Yes	No
Performance Office	Students	Special Accommodations Form	Assessment Accommodations - Special Documented Accommodations (Customized Accommodations)	Districts may apply for Specific Customized Accommodations to support the access needs of student's participating in the Smarter Balanced assessments, CT SAT School Day, and NGS Science. These petitions are granted based on the students documented needs.	Prior to the testing window	Federal and State	C.G.S. 10-14n	Ducharme, Deirdre	713-6859	deirdre.ducharme@ct.gov	Yes	Yes	Yes	Yes	Yes	As needed	Yes	Yes	No
Performance Office	Other	PPR Narratives	Profile and Performance Report Narratives	The application collects narrative responses to specific questions regarding district policies and activities for inclusion in the Profile and Performance Reports (PPR).	May 31	N/A	C.G.S. 10-220(c)	Felder, Keryn	713-6833	keryn.felder@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No
Performance Office	Students	ED166	Disciplinary Offense Collection	The ED166 is used to collect discipline data from school districts.	July 11	N/A	20 U.S.C. 1418(a), 7117, 8921; P.A. 15-168	Felder, Keryn	713-6833	keryn.felder@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes-Report To Sending District	Yes	No
Performance Office	Students	TCS	Teacher-Course-Students Data Collection	The TCS application collects student, teacher and course data, including course outcomes earned.	July 11	Federal	C.G.S. 10-10a	Felder, Keryn	713-6833	keryn.felder@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Performance Office	Students	SAM	Student Achievement Module	SAM is used to collect various credentials earned by students, such as Seal of Biliteracy information.	Aug 25	N/A	C.G.S. 10-10a	Felder, Keryn	713-6833	keryn.felder@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes-Report To Sending District	Yes	No
Performance Office	Students	SEDAC	Due Process Hearing Requests - Resolution Meetings	Housed within SEDAC, this collects resolution meeting outcome data associated with parent initiated due process hearing requests. Retires & moves to CT-SEDS during the 22-23 school year.	Jul 15	Federal	IDEA 300.510(a)(1)	Guerrera, Laura	713-6898	laura.guerrera@ct.gov	Yes	Yes	No	No	No	No	No	Yes	No
Performance Office	Facilities	DM	Directory Manager	The Directory Manager (DM) is the official listing of all districts, schools and other educational organizations. DM also serves as the single sign-on portal and role assignment for CSDS data collection systems.	May 1	N/A	C.G.S. 10-4	Guerrera, Laura and Martin, Raymond	713-6898 713-6876	laura.guerrera@ct.gov raymond.martin@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Performance Office	Staff	CM	Contacts Manager	The Contacts Manager application is a directory of contact information for a number of purposes – COVID Contact, School Climate Coordinator, PPR Narratives Contact etc.	Ongoing	N/A	Varies by Subject	Felder, Keryn	713-6833	keryn.felder@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Performance Office	Facilities	ED165	Connecticut School Data Report	The ED165 is used to collect a variety of data elements on the school level for state and federal reporting.	June 20	N/A	C.G.S. 10-220(c), 10-4p	Martin, Raymond	713-6876	raymond.martin@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
Performance Office	Staff	Noncertified Staff	Noncertified Staff Data Collection	This application is used to collect full-time equivalent (FTE) counts for noncertified staff in nine instructional and eleven non-instructional categories.	Dec 12	N/A	C.G.S. 10-4, 10-10a	Martin, Raymond	713-6876	raymond.martin@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No
Performance Office	Staff	EDS	Educator Data System (EDS)	The Educator Data System is used to collect data on all educators (whether certified or not) who fill a role for which certification is required.	Sep 16 June 30	N/A	C.G.S. 10-226, 10-145, 10-16b, P.L. 107-110	Martin, Raymond	713-6876	raymond.martin@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Performance Office	Students	ECO	Early Childhood Outcomes	The purpose of ECO is to collect and report on performance of students with disabilities in preschool.	June 30	Federal and State	20 U.S.C. 1416(a)(3)(A)	Kovack-Kume, Ada	713-6855	ada.kovack-kume@ct.gov	Yes	No	Yes-Report To Sending District	Yes-Report To Sending District	No	No	Yes-Report To Sending District	No	No
Performance Office	Students and Staff	ED159	Nonpublic School Enrollment Report	The ED159 is used to collect enrollment and staffing data from nonpublic schools. All state-approved nonpublic schools are required to report the ED159.	Nov 1	N/A	C.G.S. 10-188	Rosado, Michelle	713-6860	michelle.rosado@ct.gov	No	No	No	No	No	No	Yes-Report To Sending District	No	Yes
Performance Office	Students	KIN-INV	Kindergarten Fall Entrance Inventory	The Kindergarten Inventories provide statewide snapshots of the skills and behaviors that students can demonstrate at the beginning of the kindergarten year.	Dec	State	C.G.S. 10-10a	Shakir, Kendra	713-6896	kendra.shakir@ct.gov	Yes	Yes	Yes	Yes	No	Yes	No	No	No
Performance Office	Students	PSIS	Registration	The purpose of PSIS Register Module is to collect data regarding student enrollment in Connecticut. The module is open 24/7 and used to report the entry and exits of all students. These data will drive the reporting for the annual summative assessment results.	Ongoing	Federal and State	C.G.S. 10-16p, 10-66ee, 10-184, 10-226a, 10-249, 10-250, 10-261(a)(2), 10-262f, 10-264i, 10-266aa, 10-10a	Shakir, Kendra	713-6896	kendra.shakir@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes-Report To Sending District	Yes	No
Performance Office	Students	PSIS	October Collection	The purpose of PSIS October collection is to gather data regarding student enrollment in Connecticut as of October 1. Data are used for a variety of reporting and grant calculation purposes including enrollment and the ECS grant calculation.	Oct 30	Federal and State	C.G.S. 10-16p, 10-66ee, 10-184, 10-226a, 10-249, 10-250, 10-261(a)(2), 10-262f, 10-264i, 10-266aa, 10-10a	Shakir, Kendra	713-6896	kendra.shakir@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes-Report To Sending District	Yes	No

Office	Category	Form (a link to more information is provided if one exists)	Collection Name	Collection Purpose	Deadline (Timely)	Funding	Legislative Compliance	Primary Contact	Phone (860)	Email	Public School Districts	CTECS	Regional Education Service Centers	Public Charter Schools	Endowed and Incorporated Academies	College Affiliated Schools	Approved Private Special Education Programs	State Agencies (USD#1, USD#2, DMHAS)	Standard Nonpublic (Private Schools)
Performance Office	Students	PSIS	June Collection	The purpose of PSIS June collection is to gather data regarding student enrollment in Connecticut as of the last day of the district's school year. Data are used for a variety of reporting and analysis purposes, including Chronic Absenteeism.	Jul 14	Federal and State	C.G.S. 10-16p, 10-66ee, 10-184, 10-226a, 10-249, 10-250, 10-261(a)(2), 10-262f, 10-264i, 10-266aa, 10-10a	Shakir, Kendra	713-6896	kendra.shakir@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No
Performance Office	Students	Test Participation Exceptions	Test Participation Exceptions - English Language Proficiency Assessment Non-Participant Collection	District provides student information regarding English learner/multilingual learner (EL/ML) in standard English language proficiency assessment, the LAS Links, non-participant status include exemption from the Listening domain subtest due to a student is deaf or hearing impaired, did not participate in Speaking assessment because student is non-verbal. This collection is completed via phone.	As requested (until 2 weeks after testing window closes)	Federal and State	C.G.S. 10-14n	Alberino, Cristi	713-6860	cristi.alberino@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Performance Office	Students	CT-SEDS	Connecticut Special Education Data System	CT-SEDS is a single, statewide, Web-based special education data management system that includes the following modules: Referral & Evaluation, Individualized Education Program (IEP), Services Plan (ISP), Restraint and Seclusion, and Section 504.	Ongoing	Federal and State	20 U.S.C. 1416(a)(3)(B), 20 U.S.C. 1400 et seq (IDEA), C.G.S. 10-76a to 10-76h, C.G.S. 46a-153, P.A. 12-88	Murphy, Diane Guerrero, Laura Kovaci-Kume, Ada	713-6891 713-6898 713-6855	diane.murphy@ct.gov laura.guerrera@ct.gov ada.kovaci-kume@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Performance Office	Students	SAM	Student Achievement Module	This module of TCS is used to collect various credentials earned by students.	August 25	Federal	C.G.S. 10-10a	Felder, Keryn	713-6833	keryn.felder@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Performance Office	Staff	Educator Vacancy Survey	Educator Vacancy Survey	This survey is used to collect educator vacancy data in Connecticut Public Schools within these certification endorsement shortage areas; teaching endorsements, special service endorsements, and instructional paraprofessionals.	Collection 1 August 26 Collection 2 February 24	N/A	C.G.S. 10-10a	Johnson, Kimberly	713-6885	kimberly.johnson@ct.org	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Student Supports	Other	Safe School Climate Assessments	Safe School Climate Assessments	On and after July 1, 2012, and biennially thereafter, each local and regional board of education shall require each school in the district to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education pursuant to section 10-222h. Original legislation - C.G.S. 10-222d, updates included in PA 19-166.	Included in biennial data/assessment cycle	N/A	PA 19-166	Pickett, Amanda	713-6805	amanda.pickett@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	No
Student Supports	Child Nutrition		Health Inspection Data	Compiles data for reporting of Food Safety inspections for all NSLP and SBP sponsors. All Sponsors participating in the NSLP must submit health inspection data.	Nov 15	Federal	7 CFR 210.13	Alston, Susan	807-2081	susan.alston@ct.gov	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Student Supports	Child Nutrition	Non-profit School Food Service (Financial Report)	Non-profit School Food Service (Financial Report)	All sponsors participating in the NSLP regardless of their status (e.g., public, nonpublic, Residential Child Care Institution, etc.) are required to complete an annual revenue and expenditure report and submit for state agency approval. The state agency monitors the sponsor to determine if they exceed their three months operating expense.	Oct 1	Federal	7 CFR 210.14	Brown, Fionnuala	807-2129	fionnuala.brown@ct.gov	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Student Supports	Child Nutrition	FNS AA	Ameliorative Action Report	FNS Ameliorative Action Report which requires that each State agency monitor the high levels of applications changed due to verification. This information is compiled and shared with FNS including a plan of action on targeting those LEAs with a high change rate.	Mar	Federal	7 CFR 245.11(f)	Dandeneau, Teri	807-2079	teri.dandeneau@ct.gov	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Student Supports	Child Nutrition	FNS742	Verification Collection Report	Monitor verification activities of sponsors who process free and reduced-price applications. This report is required of all sponsors	Mar	Federal	7CFR 245a	Dandeneau, Teri	807-2079	teri.dandeneau@ct.gov	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Student Supports	Child Nutrition	FNS834	Direct Certification Data Element Report	Direct Certification Data Element Report which requires State agencies (both the CSDE and DSS) to report direct certification data so that FNS can compare to benchmarks and develop a direct certification performance rate.	Dec	Federal	The Food, Conservation, and Energy Act of 2008 (Public Law 110-246) and the Richard B. Russell National School Lunch	Dandeneau, Teri	807-2079	teri.dandeneau@ct.gov	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Student Supports	Child Nutrition	FNS838	Paid Lunch Pricing Report	Paid Lunch Pricing Report which collects paid lunch prices for all sponsors of the National School Lunch Program	Jan	Federal	7 CFR 210.14e	Dandeneau, Teri	807-2079	teri.dandeneau@ct.gov	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Student Supports	Child Nutrition	FNS874	Second Review of Applications Report	LEA Second Review of Applications Report which reports the results of the second review of free and reduced price applications in the National School Lunch Program (NSLP) and School Breakfast Program (SBP).	Mar	Federal	7 CFR 245.11(b)(1)(i-iv)	Dandeneau, Teri	807-2079	teri.dandeneau@ct.gov	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Student Supports	Child Nutrition	ED099	Agreement for Child Nutrition Programs	The ED099 is used to provide the necessary data to participate in the USDA child nutrition program.	As Requested	Federal	7 CFR 210, 215, 220, 225, 226, 245	Yearwood, Shannon	807-2050	shannon.yearwood@ct.gov	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Student Supports	School Health and Family Services		School Health Services Program Information Survey and Concussion Reporting	Health information of and services provided to school children by school health services programs. Diagnosed concussions experienced by school children.	June	State	CGS, Section 10-203b; Section 10-149e	Bobrowski, Chlo-Anne	713-6915	chlo-anne.bobrowski@ct.gov	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Student Supports	Adult Ed	GED	General Educational Development Registrations	Individuals seeking to take the Official GED Tests are registered for their tests at local adult education providers.	Ongoing	State	C.G.S. 10-5	Mancini, Sabrina	807-2110	sabrina.mancini@ct.gov	Yes	No	Yes	No	No	No	No	Yes	No
Student Supports	Child Nutrition	ED617	School Selection Application for Participation in the USDA Fresh Fruit and Vegetable Program	This collects data for the Selection/Award of Fresh Fruit and Vegetable Grant.	Apr/May	Federal	Section 19 of NSLP	Paul, Andrew	807-2048	andrew.paul@ct.gov	Yes	No	Yes	Yes	Yes	No	Yes	Yes	Yes
Student Supports	Child Nutrition	ED997	Addendum to Agreement for Child Nutrition Programs (ED099) for Participation in Fresh Fruit and Vegetable Program	This provides data for agreement to participate in the Fresh Fruit and Vegetable Program.	As Requested	Federal	Section 19 of NSLP	Paul, Andrew	807-2048	andrew.paul@ct.gov	Yes	No	Yes	Yes	Yes	No	Yes	Yes	Yes
Student Supports	Adult Ed	PEP End of Year Report	Program Enhancement Project	This report collects project successes and barriers to implementation.	Sep 16	Federal	P.L. 105-220	Mancini, Sabrina	807-2110	sabrina.mancini@ct.gov	Yes	No	Yes	No	No	Yes	No	No	No
Student Supports	Adult Ed	PEP Mid-Year Report	Program Enhancement Project	This collects the mid-year progress on the grant objectives and any requests for revisions to the original budget.	Feb 17	Federal	P.L. 105-220	Mancini, Sabrina	807-2110	sabrina.mancini@ct.gov	Yes	No	Yes	No	No	Yes	No	No	No
Student Supports	Adult Ed	ED244	Grant Application-Adult Education	The ED244 is an application for adult education program funds in accordance with the C.G.S.	Apr 15	State	C.G.S. 10-67 to 73c	Reed, Marcy	807-2130	marcy.reed@ct.gov	Yes	No	Yes	No	No	No	No	No	No
Student Supports	Adult Ed	ED244A	Supplemental Grant Application-Adult Education Cooperating Eligible Entity (CEE)	The ED244A is an application for adult education state grant funds which must be submitted through an LEA, RESC or Regional Board of Education.	Apr 15	State	C.G.S. 10-67 to 73c	Reed, Marcy	807-2130	marcy.reed@ct.gov	Yes	No	Yes	No	No	No	No	No	No
Student Supports	Adult Ed	ED245	Grant Application Revision-Adult Education	The ED245 provides a final budget and budget revision data for adult education eligible expenditures.	Mar 15	State	C.G.S. 10-67 to 73c	Reed, Marcy	807-2130	marcy.reed@ct.gov	Yes	No	Yes	No	No	No	No	No	No
Student Supports	Adult Ed	ED245A	Supplemental Grant Application Revision-Adult Education Cooperating Eligible Entity (CEE)	The ED245A provides final budget revisions and evidence of private source funds for eligible adult education expenditures by a CEE.	Mar 15	State	C.G.S. 10-67 to 73c	Reed, Marcy	807-2130	marcy.reed@ct.gov	Yes	No	Yes	No	No	No	No	No	No
Student Supports	Child Nutrition	CNP Online System	CEP Annual Eligibility Notification Requirement	Collects data to determine eligibility or near eligibility of LEAs and schools to participate in the Community Eligibility Provision program	April	Federal	7 CFR 245.9(f)(5)(i)-(iii)	Yearwood, Shannon	807-2050	shannon.yearwood@ct.gov	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Student Supports	Child Nutrition	CEP-ED099 Addendum	Addendum to Agreement for Child Nutrition Programs (ED099): Community Eligibility Provision	Provides the data necessary to participate in the USDA child nutrition Community Eligibility Provision (CEP) program and provide data for payments. Submitted only if participating in the CEP Program.	As Requested	Federal	7 CFR 245.9(f)	Yearwood, Shannon	807-2050	shannon.yearwood@ct.gov	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes
Talent Office	Educator Standards & Certification	ED172	Request-Temporary 90 Day Certification-Alternate Route Candidates	District form to request that a Temporary 90-day certificate be issued to an Alternate Route completer that the district wishes to employ.	As Requested	N/A	C.G.S. 10-145d	Harwin, Wendy	713-6969	wendy.harwin@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Talent Office	Educator Standards & Certification	ED173	Request-Temporary Authorization for Minor Assignment	District form to request that a person be issued a Temporary Authorization for a Minor Assignment (teaching out-of-field for no more than 2 class periods per day).	As Requested	N/A	C.G.S. 10-145d	Harwin, Wendy	713-6969	wendy.harwin@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Talent Office	Educator Standards & Certification	ED174	Application for Substitute Teacher Authorization for Candidates Who Have Not Completed A Bachelor's Degree	District form to request authorization for an individual without a bachelor's degree to serve as a substitute teacher for less than 40 days in one placement.	As Requested	N/A	C.G.S. 10-145d	Harwin, Wendy	713-6969	wendy.harwin@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Talent Office	Educator Standards & Certification	ED175	Application-Extension Substitute Authorization Beyond 40-day Limit	District form to request that a person be issued a Substitute Authorization to be in a classroom for more than a 40-day period (needed if not certified for that grade or content area).	As Requested	N/A	C.G.S. 10-145d	Harwin, Wendy	713-6969	wendy.harwin@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No

Office	Category	Form <small>(a link to more information is provided if one exists)</small>	Collection Name	Collection Purpose	Deadline (Timely)	Funding	Legislative Compliance	Primary Contact	Phone (860)	Email	Public School Districts	CTECS	Regional Education Service Centers	Public Charter Schools	Endowed and Incorporated Academies	College Affiliated Schools	Approved Private Special Education Programs	State Agencies (USD#1, USD#2, DMHAS)	Standard Nonpublic (Private Schools)
Talent Office	Educator Standards & Certification	ED177	Request-Durational Shortage Area Permit	District form to request a Durational Shortage Area Permit for a person enrolled in a teacher preparation program or who is working toward a cross endorsement that does not require a teacher preparation program.	As Requested	N/A	C.G.S. 10-145d	Harwin, Wendy	713-6969	wendy.harwin@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Talent Office	Educator Standards & Certification	ED186	Application-Temporary/Emergency Coaching Permit	District form to request that a person be issued a one-year Temporary Coaching Permit when a person with a 5-year coaching permit cannot be located.	As Requested	N/A	C.G.S. 10-149, -145d	Harwin, Wendy	713-6969	wendy.harwin@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Talent Office	Educator Standards & Certification	ED198	Adjunct Instructor Permit	District form to request services of an adjunct arts instructor in accordance with the law.	As Requested	N/A	P.A. 09-01	Harwin, Wendy	713-6969	wendy.harwin@ct.gov	Yes	No	Yes	No	No	Yes	No	No	No
Talent Office	Educator Standards & Certification	ED199	Application for Resident Teacher Certificate	District form to request a two-year resident educator certificate for a candidate in an Alternate Route to Certification program before they have completed the program.	As Requested	N/A	P.A. 09-01	Harwin, Wendy	713-6969	wendy.harwin@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Talent Office	Staff	TEAM Completion	TEAM Completion Results	Districts record the completion of TEAM requirements in the state educator data system (EDS) by beginning teachers so that they may advance their certification from initial to provisional.	As teachers complete requirements	N/A	C.G.S. 10-145o	Primack, Claudine	713-6826	claudine.primack@ct.gov	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No