

Connecticut State Department of Education - Performance Office

Directory Manager (DM) User Guide

Version 3.0
10/3/2022

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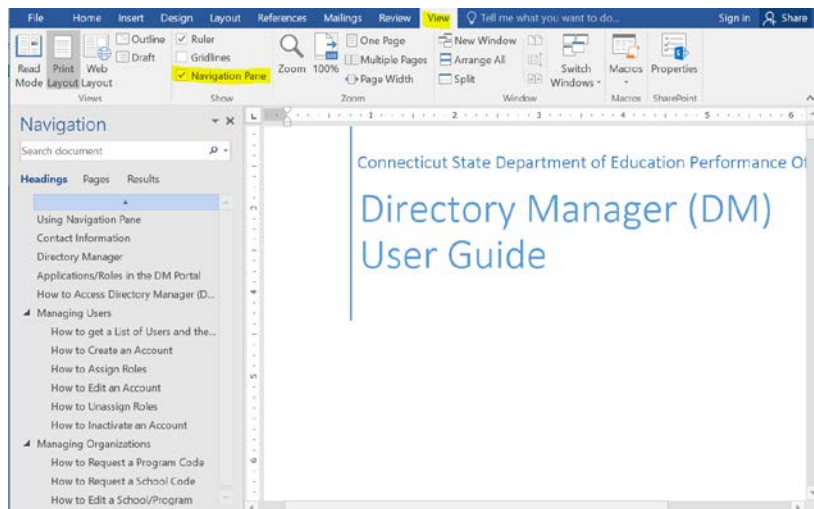
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Documentation Change Log

Version	Section / Page	Date	Description
1.0		7/17/2020	Published
	How to Manage Users		Updated bullets.
	How to get a list of schools/programs?		Added section
	How to Edit a Program/School		Added DESIGNATED HIGH SCHOOL, FEEDER TOWNS [Under Available Towns (select applicable town, then >>)] and [Under Selected Towns with Grades (put a check mark next to the same Town & Grades)],
	Program Types		Public Transition Program (PTP) revised 9/9/2020
	Applications/Roles in the DM Portal		Updated Contacts Manager Updated EdSight Secure Updated Direct Certification
	New Programs		Added bullet All alternative schools and programs must have a code. Refer to C.G.S. Section 10-74j and 10-74k for additional information.
	Do we need to Request a Code? How to Request a Program Code How to Request a School Code		Added NOTE: if a district is opening a new program or school in the upcoming school year, they can request a code in DM one school year in advance. This allows the district to prepare and use the code in their SIS systems.
	How to Manage Organizations		Added NOTE: section does not pertain to Approved Private Special Education Programs (APSEPs). APSEPs are managed by the CSDE.
2.0		3/29/2021	Published
	Table C: Organization Type	6/30/2021	Closed all Community Pre-Ks codes effective 6/30/2021
	Table C: Organization Type	7/1/2021	Added Nonpublic Elementary and Secondary Schools added non_public_subtype_id = 3 Hospital
	Table C: Organization Type	7/1/2021	Added College Affiliated School Districts and College Affiliated Schools
	Applications/Roles		Added ED159-Nonpublic School Report
	How to Re-Open a School	2/6/2022	Added Section
	Table D: Grades Offered		Added Section
3.0		10/3/2022	Published

Using Navigation Pane

Helpful Tip: select the Navigation Pane. The Navigation Pane opens on the left side of the Word window. It enables you to quickly click on a section within the document or in the “Search Document” at the top of the pane, enter the word or phrase you want to find.



Contact Information


Contact	Name	Email	Phone
SDE DM Administrator	Laura Guerrero	Laura.Guerrera@ct.gov	860-713-6898
SDE DM Administrator	Raymond Martin	Raymond.Martin@ct.gov	860-713-6876

Directory Manager (DM)

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 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.

Applications/Roles in the DM Portal

- **Certifier** roles - the CSDE requires all final data submissions be reviewed and certified by **certified administrators only**.
- **Writer** (User/Entry User) roles – the user can enters data and review reports.
- **Reader**” roles – the user can review data and reports.

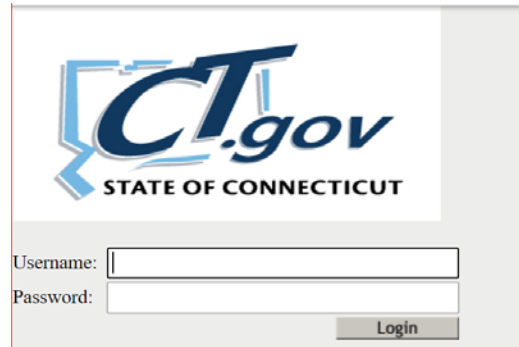
Application Name <i>- as listed when logging in to DM if user has Application role</i> <i>-links to Help Site if available</i>	Description	Role(s)	SDE Data Manager
Contacts Manager	Contacts Manager is used to streamline the collection of contact information.	<ul style="list-style-type: none"> • Contacts Manager Writer – manages the contact lists in Contacts Manager. 	Contacts Manager Writer role assignment Keryn Felder
Direct Certification	Direct Certification is a process conducted by states and local educational agencies (LEAs) to certify eligible children for free or reduced-price meals without the need for household applications. The CSDE works with the Department of Social Services to match school children who are receiving SNAP, Temporary Family Assistance (TFA), Free Medicaid, and Reduced Medicaid benefits. This match is done weekly and, as indicated previously, the children are automatically eligible for free or reduced-priced meals without having to submit an application. The CSDE also works with the Department of Children and Family Services to provide foster children with automatic free meals and this is also a part of the CSDE Direct Certification Web Application process.	<ul style="list-style-type: none"> • DirectCertLEAUser  IMPORTANT: These data are highly confidential. <ul style="list-style-type: none"> ○ Only one person per district may have access to the direct certification data. ○ This is the same person listed as the Direct Certification contact in the online Child Nutrition Program (CNP) application. 	Teri Dandeneau
Directory Manager	Directory Manager (DM) is used to collect and is the official listing of all districts, schools and other educational facilities information. DM is also used to manage users and their roles for all Portal Applications.	<ul style="list-style-type: none"> • LEA Security Manager - manages users and their roles for Portal Applications. • 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 	Laura Guerrero Ray Martin
ED165	Connecticut School Data Report is used to collect a wide variety of data elements at the school-level for state and federal reporting.	<ul style="list-style-type: none"> • ED165 Certifier • ED165 Data Entry User • ED165 Pre-certifier - allows the user to enter and verify data prior to certification. 	Ray Martin
EDS	Educator Data Collection System (EDS) is used to collect data educators for each of the roles that they hold.	<ul style="list-style-type: none"> • EDS LEA Certifier • EDS LEA TEAM - administration of the TEAM module of EDS • EDS LEA Writer 	Ray Martin

Application Name <i>- as listed when logging in to DM if user has Application role</i> <i>-links to Help Site if available</i>	Description	Role(s)	SDE Data Manager
EdSight Secure	EdSight Secure provides access to analysis tools, data visualizations and student-level data across various domains.	EdSight Secure is intended for district school leaders and coordinators (e.g., principal, assistant principals, counselors, social workers) and NOT intended for classroom teachers as there is no rostering. <ul style="list-style-type: none"> • EdSight Secure District Analyst • EdSight Secure School Analyst 	edsight.sde@ct.gov
EEDC	Educator Evaluation Data Collection (EEDC) is used to collect aggregate counts of educators by their final summative rating.	<ul style="list-style-type: none"> • EEDC LEA Certifier 	Ray Martin
EFS	Education Financial System (EFS) is used to collect financial information.	<ul style="list-style-type: none"> • EFS LEA Certifier • EFS LEA Reader • EFS LEA Writer 	SDE.efs@ct.gov
Noncertified Staff	Noncertified Staff Data is used to collect full-time equivalent (FTE) counts of noncertified staff.	<ul style="list-style-type: none"> • NonCert Staff Certifier • NonCert Staff Writer 	Ray Martin
ED159	Public Schools do NOT submit ED159 data. Nonpublic School Report is used to collect student enrollment and staffing data.	<ul style="list-style-type: none"> • ED159 LEA Certifier 	Rosado, Michelle
Restraint and Seclusion	Restraint and Seclusion (R/S) is used to collect R/S incidents for persons at risk.	<ul style="list-style-type: none"> • RS Certifier • RS Writer 	Laura Guerrero
Special Education Excess Cost Grants	Special Education Excess Cost Grant Application (SEECG) is used to collect LEA Excess Cost and State Agency Placement Grant data from school districts.	<ul style="list-style-type: none"> • SEECG LEA Certifier • SEECG LEA Writer 	Kevin Chambers
TCS	Teacher-Course-Student (TCS) is used to collect student, teacher and course data.	<ul style="list-style-type: none"> • TCS Certifier • TCS LEA User 	Keryn Felder

How to Access Directory Manager


Step Action

- 1 Go to the <https://csde.ct.gov> website. The system displays the State of Connecticut Login screen.



IMPORTANT: Username and passwords must NOT be shared, as each are unique to the assigned individual. This process improves accountability for any errors or changes entered into the system and allow the department to identify exactly who to contact should we have questions about a specific record.

- 2 Enter your **Username** and **Password** and select Login.
 - a. If you only have access to DM, the system displays the *Directory Manager* Home screen - Go to Step 3.
 - b. If you have access to more than one application, the system displays the *State Department of Education Home Page*.



NOTE: If you do not have access to DM, contact your LEA Security Manager. If you do not know who your LEA Security Manager is click [here](#) for the LEA Security Manager Contact List.



NOTE: If you get Error! There was an error while processing your request.



- First, try closing ALL browser windows and log into the application again. *For Portal Applications if you walk away from your computer or do not do anything for a certain period of time, you will be timed out (automatically logged out of the application you were in).*
- If that does not work, *the link you are using may be corrupted*, try using this link: <https://csde.ct.gov/>.
- If that does not work, click this link (<http://sdeportal.ct.gov/portaluser/>), then Forgot Password to re-set your password.

- 3 Select **Directory Manager** from the Application drop-down menu and click **Continue**. The system displays the *Directory Manager Home* screen.

Directory

Directory

Organizations

Reports

Users

Main Welcome Section

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.

User Management Contact:

Name	Phone	Email
ECIS OEC Community Pre-Ks	860-500-4440	Oec.ecis@ct.gov
Laura Guerrero	860-713-6898	Laura.Guerrera@ct.gov
Raymond Martin	860-713-6876	Raymond.Martin@ct.gov

Facility/Organization Management Contact:

Name	Phone	Email
Laura Guerrero	860-713-6898	Laura.Guerrera@ct.gov
Raymond Martin	860-713-6876	Raymond.Martin@ct.gov

DM Help Site: <https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/Directory-Manager-Help-Site>

- 4 This procedure is complete.

How to Manage Users

The **LEA Security Manager** manages the districts' users and their roles for Portal Applications. At least once a year, districts should review all of their users and their associated roles to ensure that the role assignments are appropriate and meet their district needs. The CSDE recommends having more than one staff member assigned the LEA Security Manager role.



IMPORTANT:

- The superintendent must approve all users and their access level (applications/roles assigned) in DM.
- **Username**s are unique to the assigned individual. Do not update one user's account with another person's name. **Username**s and **password**s **must NOT be shared**. This process improves accountability for any errors or changes entered into the system and allow the department to identify exactly who to contact should we have questions about a specific record.
- 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.
- The CSDE requires all final data submissions be reviewed and certified by **certified administrators only**.

How to get a List of Users and their Roles

The **Secure Users by Role Report** allows organizations to run a report that includes a list of All their DM users, applications they are assigned and their roles.



NOTE: the Security Org column displays either the "School District" or the actual school the role is assigned.

1 Select **Reports** from the left-hand navigation menu.

The screenshot shows the Directory Manager interface. On the left is a navigation menu with 'Organizations', 'Reports', and 'Users'. The main content area is titled 'Directory' and contains a 'Main Welcome Section' with introductory text. Below this is a 'User Management Contact' table with columns for Name, Phone, and Email. It lists three contacts: ECIS OEC Community Pre-Ks, Laura Guerra, and Raymond Martin. A 'Facility/Organization Management Contact' table follows, listing the same three contacts. At the bottom, there is a 'DM Help Site' link.

Name	Phone	Email
ECIS OEC Community Pre-Ks	860-500-4440	Oec.ecis@ct.gov
Laura Guerra	860-713-6898	Laura.Guerra@ct.gov
Raymond Martin	860-713-6876	Raymond.Martin@ct.gov

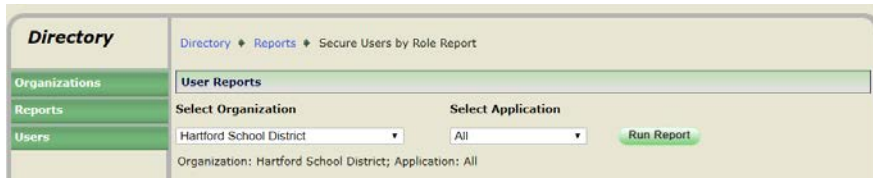
Name	Phone	Email
Laura Guerra	860-713-6898	Laura.Guerra@ct.gov
Raymond Martin	860-713-6876	Raymond.Martin@ct.gov

DM Help Site: <https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/Directory-Manager-Help-Site>

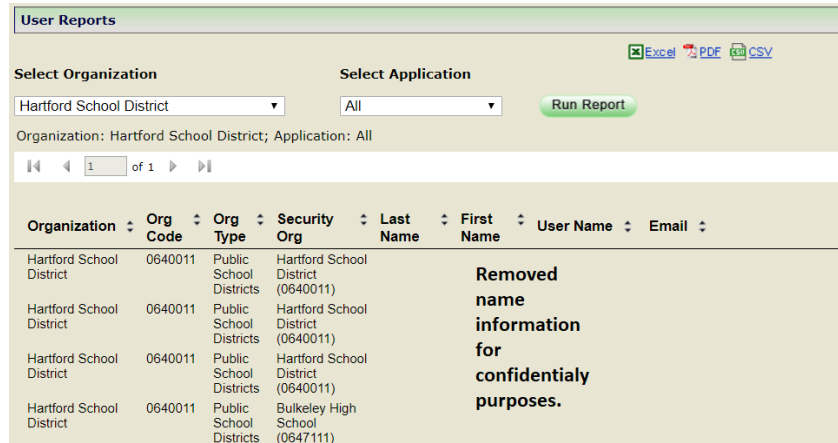
2 Select **Secure Users by Role Report**

The screenshot shows the Directory Manager interface with the 'Reports' menu item selected in the left-hand navigation. The main content area is titled 'Directory > Reports' and contains a 'User Reports' section. The 'Secure Users by Role Report' option is highlighted in yellow. Below it, there is a sub-menu with 'Organizations with NO Users Assigned' (marked as a new report) and 'Users Log'.

3 Select Organization=**your Organization** and Application=**All**



4 Select Run Report



5 Select Excel

6 Review the list of users and their roles.

Recommendation on How to Review:

- A. **Sort** list by Last Name/First Name
- B. **Highlight** any users who are no longer employed by your district

If there are users no longer employed by your district:

- 1 **Sort** list by Application>Role>User Name
- 2 **Review** roles assigned to the user no longer employed by your district (do not delete any roles)
- 3 **Verify** another user has the same role(s) as the user no longer employed by your district
- 4 **Assign** role(s) to other User(s), *if necessary*
- 5 Do not delete roles, just **Inactivate** account of user no longer employed by your district



NOTE: For further information, refer to How to Inactivate an Account.

For users who are no longer responsible for a collection:

- 6 If multiple roles assigned to their account, **unassign** the appropriate role



NOTE: For further information, refer to How to Unassign Roles.

- 7 If only one role assigned, **inactivate** the user's account



NOTE: For further information, refer to How to Inactivate an Account.

- C. Create new accounts and assign roles when appropriate.



NOTE: For further information, refer to How to Create an Account.

How to Create an Account

- 1 Select **Users** from the left-hand navigation menu.

Directory Directory

Main Welcome Section
 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.

User Management Contact:

Name	Phone	Email
ECIS OEC Community Pre-Ks	860-500-4440	Dec.ecis@ct.gov
Laura Guerrero	860-713-6998	Laura.Guerrera@ct.gov
Raymond Martin	860-713-6876	Raymond.Martin@ct.gov

Facility/Organization Management Contact:

Name	Phone	Email
Laura Guerrero	860-713-6998	Laura.Guerrera@ct.gov
Raymond Martin	860-713-6876	Raymond.Martin@ct.gov

DM Help Site: <https://portal.ct.gov/SDI/Performance/Data-Collection-Help-Sites/Directory-Manager-Help-Site>

2 Select **Create a user** and click **Go**.

Directory Directory > Search My Users

Search My Users

Do you want to: List my users Search my users Create a user

First Name	Last Name	Login Name	Email

Administrative Organization Application **Role** **Status**

Hartford School District | --Select-- | --Select-- | Active

Records Per Page
10

3 Enter the staff member's **FIRST NAME**, **LAST NAME**, **PHONE**, **EXTENSION** (if applicable), **EMAIL**, **ADMINISTRATIVE ORGANIZATION** and select **Submit**.

Directory Directory > Create a User > Create a Phone Book User

User Information * Mandatory Fields

Salutation: --Select--
 First Name*: [Yellow Highlighted]
 Middle Initial: []
 Last Name*: [Yellow Highlighted]
 Suffix: --Select--

Street 1: [] Street 2: []

City: [] State: Connecticut Zip(#####-####): []

Phone* [Ex: xxx-xxx-xxxx]: [Yellow Highlighted] Extension: [Yellow Highlighted] Fax [Ex: xxx-xxx-xxxx]: []

Email*: [Yellow Highlighted]

Administrative Organization*: --Select-- [Yellow Highlighted]

Notes: []

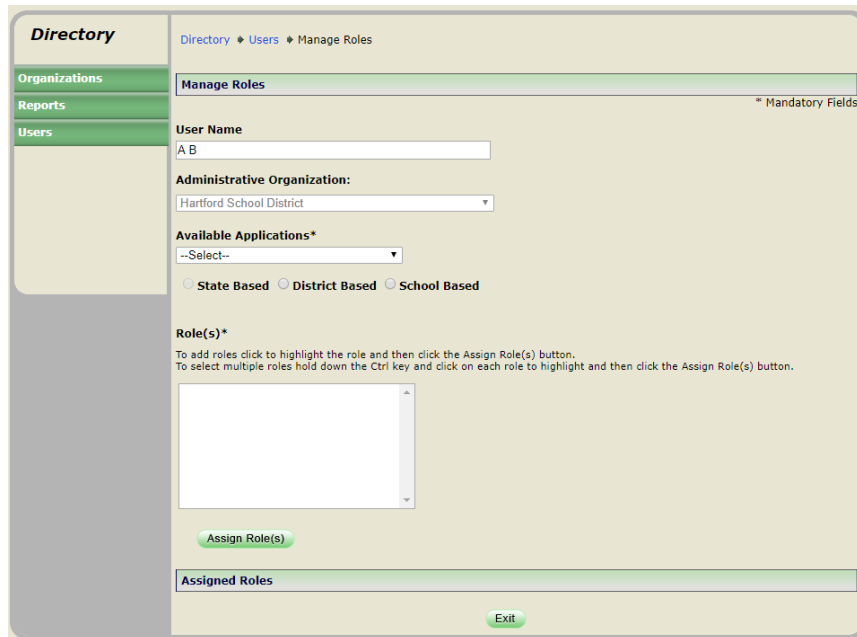


IMPORTANT: the staff member will receive one email with a unique username and a second email with a temporary password and a link to the portal.

4 Click **Assign Role(s)**.



5 Under Available Applications select the Application that needs to be assigned.



6 Select District Based or School Based.



NOTE: School Based is only available for ED165 and EdSight Secure.

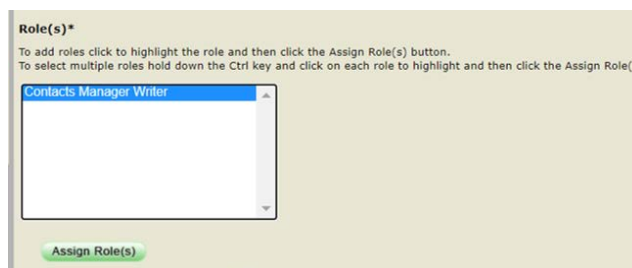


NOTE: If you select School Based, then a School for one of the other Applications you will get the message No Roles available!



NOTE: The available roles will display below under Role(s)

7 Under Role(s) select the role to be assigned.



8 Select Assign Role(s)

9 If you need to assign additional applications/roles repeat steps 5 through 8. If you do not need to assign additional applications/roles go to the next Step.

10 Click Exit.

Directory • Edit User Information

User Information * Mandatory Fields

Status* User ID Create Date Last Login

Salutation First Name* Middle Initial Last Name* Suffix

Street 1 Street 2

City State Zip(####-####)

Phone* [Ex: xxx-xxx-xxxx] Extension Fax [Ex: xxx-xxx-xxxx]

Email*

Administrative Organization*

Notes

Assigned Roles

Application Name	Security Organization	Role	PS	Unassign
Restraint and Seclusion	Hartford School District	RS Certifier		Unassign
Restraint and Seclusion	Hartford School District	RS Writer		Unassign

ABCDEFGHIJKLMNOPQRSTUVWXYZ

11 Click Save

Directory

The changes to the user have been saved.

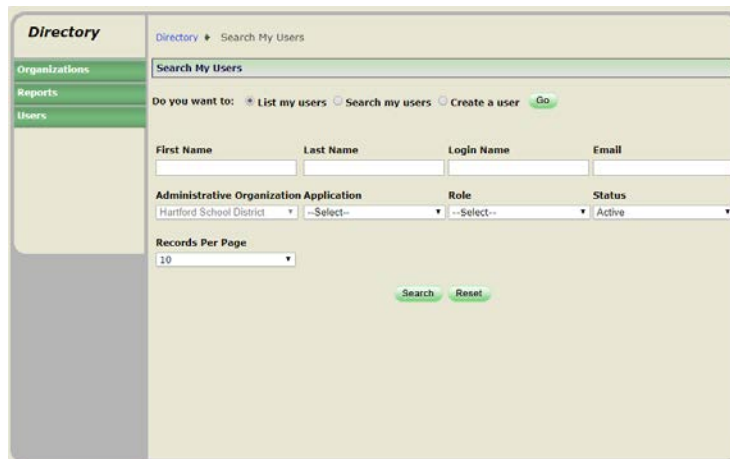
12 Click OK. This procedure is complete.

How to Assign Roles

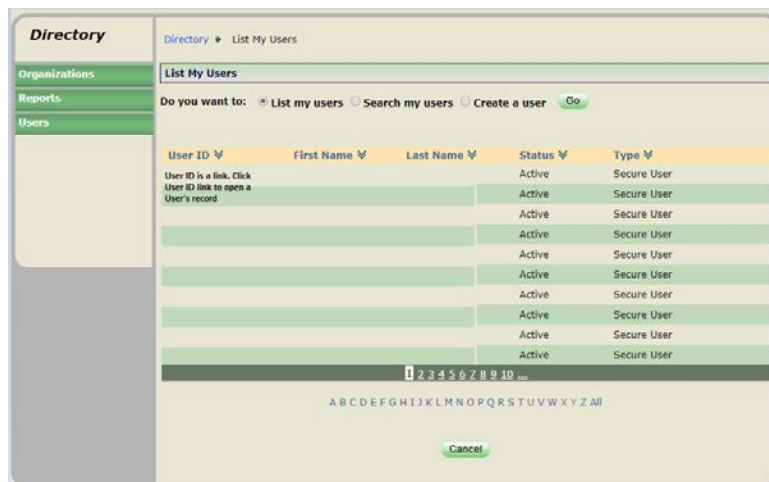
- 1 Select **Users** from the left-hand navigation menu.



- 2 Select **List my users** and click **Go**.



- 3 Select **User ID link** to open the User's Record.



NOTE: For quick access to a User's Account click the first letter of their last name in the Alphabet strip below.

- 4 Select **Edit** at the bottom of the screen.

5 Select **Manage Roles** at the bottom of the screen.

6 Under Available Applications select the Application that needs to be assigned.

7 Select District or School Based.



NOTE: School Based is only available for ED165 and EdSight Secure. (For other applications, you will get a message No Roles available ! if you try to assign school based roles).



NOTE: The available roles will display below under Role(s)

8 Under Role(s) select the role to be assigned.

9 Select **Assign Role(s)**

- 10 If you need to assign additional applications/roles repeat steps 6 through 9. If you do not need to assign additional applications/roles go to the next step.

Directory • Users • Manage Roles

Organizations
Reports
Users

Manage Roles * Mandatory Fields

User Name
A B

Administrative Organization:
Hartford School District

Available Applications*
--Select--

State Based | District Based | School Based

Role(s)*
To add roles click to highlight the role and then click the Assign Role(s) button.
To select multiple roles hold down the Ctrl key and click on each role to highlight and then click the Assign Role(s) button.

Assign Role(s)

Assigned Roles

Exit

- 11 Click Exit.

Directory • Edit User Information

Organizations
Reports
Users

User Information * Mandatory Fields

Status* Active | User ID 101 | Create Date 9/19/2015 | Last Login

Solution --Select-- A | First Name* | Middle Initial | Last Name* | Suffix --Select--

Street 1 | Street 2

City | State Connecticut | Zip(#####) |

Phone* [Ex: xxx-xxx-xxxx] 060-713-6898 | Extension 1 | Fax [Ex: xxx-xxx-xxxx]

Email* 123@123.com

Administrative Organization* Hartford School District

Notes

Assigned Roles

Application Name A	Security Organization V	Role V	FS	Assign
Restraint and Seclusion	Hartford School District	KS Certified	Unassign	
Restraint and Seclusion	Hartford School District	KS Winter	Unassign	

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AB

Manage Roles | Save | Cancel

- 12 Click Save

Directory

Organizations
Reports
Users

The changes to the user have been saved.

OK

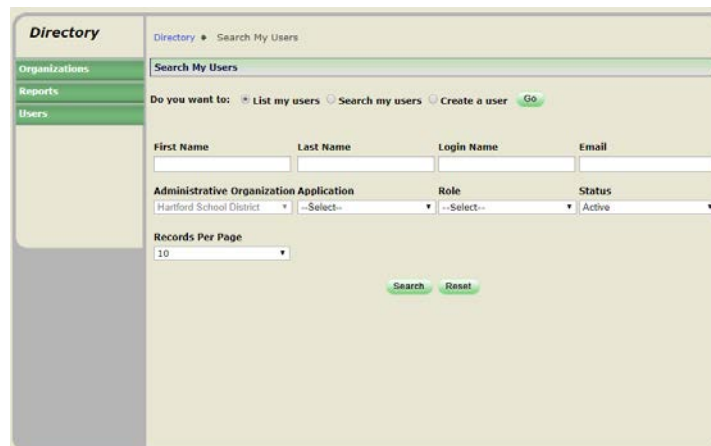
- 13 Click OK. This procedure is complete.

How to Edit an Account

- 1 Select **Users** from the left-hand navigation menu.



- 2 Select **List my users** and click **Go**.



- 3 Select **User ID** link to open the User's Record.



NOTE: For quick access to a User's Account click the first letter of their last name in the Alphabet strip below.

4 Select **Edit** at the bottom of the screen.

Directory • View User Information

User Information

Status	User ID	Create Date	Last Login	
Active	BAZ	9/10/2019		
Salutation	First Name	Middle Initial	Last Name	Suffix
	A		B	
Street 1	Street 2			
City	State	Zip		
	Connecticut			
Phone	Extension	Fax		
860-713-6898	1			
Email				
123@123.com				
Administrative Organization	Hartford School District			
Notes				

5 Update the User's FIRST NAME, LAST NAME, PHONE, EXTENSION or EMAIL and select **Save**.

Directory • Edit User Information

User Information * Mandatory Fields

Status*	User ID	Create Date	Last Login	
Active	BAZ	9/10/2019		
Salutation	First Name*	Middle Initial	Last Name*	Suffix
--Select--	A		B	--Select--
Street 1	Street 2			
City	State	Zip(#####-####)		
	Connecticut			
Phone* [Ex: xxx-xxx-xxxx]	Extension	Fax [Ex: xxx-xxx-xxxx]		
860-713-6898	1			
Email*				
123@123.com				
Administrative Organization*	Hartford School District			
Notes				

6 The changes to the user have been saved screen is displayed.

The changes to the user have been saved.

How to Unassign Roles

Use this procedure if a user has multiple roles assigned and they will no longer be responsible for an assigned application.



NOTE: if the user only has one role assigned and they will no longer be responsible for this application, do not unassign the role, Inactive the users account.

- 1 Select **Users** from the left-hand navigation menu.

Directory Directory

Organizations Main Welcome Section

Reports 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 CDE data collection systems. For this reason, the CDE requires districts to verify their information annually.

Users

User Management Contact:

Name	Phone	Email
ECIS OEC Community Pre-Ks	860-500-4440	Oec.ecis@ct.gov
Laura Guerrero	860-713-6898	Laura.Guerrera@ct.gov
Raymond Martin	860-713-6876	Raymond.Martin@ct.gov

Facility/Organization Management Contact:

Name	Phone	Email
Laura Guerrero	860-713-6898	Laura.Guerrera@ct.gov
Raymond Martin	860-713-6876	Raymond.Martin@ct.gov

DM Help Site: <https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/Directory-Manager-Help-Site>

- 2 Select **List my users** and click **Go**.

Directory Directory > Search My Users

Organizations Search My Users

Reports Do you want to: List my users Search my users Create a user

Users

First Name	Last Name	Login Name	Email

Administrative Organization Application Role Status

Hartford School District	--Select--	Active
--------------------------	------------	--------

Records Per Page 10

- 3 Select **User ID link** to open the User's Record.

Directory Directory > List My Users

Organizations List My Users

Reports Do you want to: List my users Search my users Create a user

Users

User ID	First Name	Last Name	Status	Type
User ID is a link. Click User ID link to open a User's record.			Active	Secure User
			Active	Secure User
			Active	Secure User
			Active	Secure User
			Active	Secure User
			Active	Secure User
			Active	Secure User
			Active	Secure User
			Active	Secure User
			Active	Secure User

1 2 3 4 5 6 7 8 9 10 ...

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AB



NOTE: For quick access to a User's Account click the first letter of their last name in the Alphabet strip below.

4 Select **Edit** at the bottom of the screen.

Directory • View User Information

Organizations

Reports

Users

User Information

Status	User ID	Create Date	Last Login	
Active	ba1	9/10/2019		
Salutation	First Name	Middle Initial	Last Name	Suffix
	A		B	
Street 1	Street 2			
City	State	Zip		
	Connecticut			
Phone	Extension	Fax		
860-713-6898	1			
Email	123@123.com			
Administrative Organization	Hartford School District			
Notes				

Edit Cancel Reset Password

5 Under Assigned Roles select **Unassign** next to the right of the role that needs to be unassigned.

Directory • Edit User Information

Organizations

Reports

Users

User Information

* Mandatory Fields

Status*	User ID	Create Date	Last Login	
Active	ba1	9/10/2019		
Salutation	First Name*	Middle Initial	Last Name*	Suffix
--Select--	A		B	--Select--
Street 1	Street 2			
City	State	Zip(####-####)		
	Connecticut			
Phone* [Ex: xxx-xxx-xxxx]	Extension	Fax [Ex: xxx-xxx-xxxx]		
860-713-6898	1			
Email*	123@123.com			
Administrative Organization*	Hartford School District			
Notes				

Assigned Roles

Application Name A	Security Organization M	Role N	FS	Unassign
Restraint and Seclusion	Hartford School District	RS Certifier		Unassign
Restraint and Seclusion	Hartford School District	RS Writer		Unassign

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AB

Manage Roles Save Cancel

6 Click Save. The changes to the user have been saved screen is displayed.

The changes to the user have been saved.

OK

7 Select OK.

8 This procedure is complete.

How to Inactivate an Account

Use this procedure if 1) a user is no longer employed by your organization or 2) the user is no longer responsible for the assigned applications.

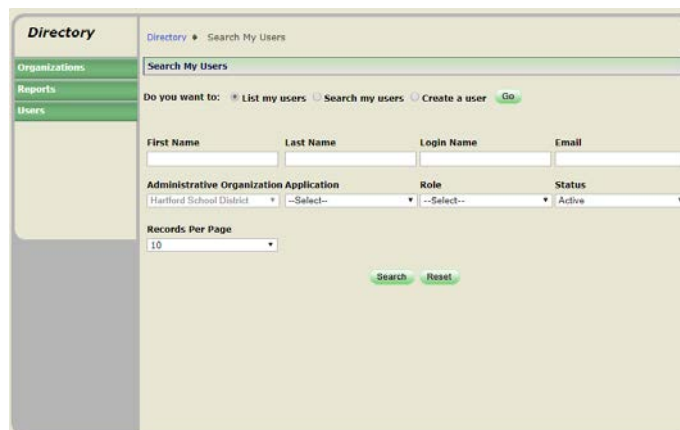


NOTE: do not unassign the roles, just inactive the account.

- 1 Select **Users** from the left-hand navigation menu.



- 2 Select **List my users** and click **Go**.



- 3 Select **User ID** link to open the User's Record.



NOTE: For quick access to a User's Account click the first letter of their last name in the Alphabet strip below.

4 Select **Edit** at the bottom of the screen.

Directory • View User Information

Organizations

Reports

Users

User Information

Status	User ID	Create Date	Last Login	
Active	ba1	9/19/2019		
Salutation	First Name	Middle Initial	Last Name	Suffix
	A		B	
Street 1	Street 2			
City	State	Zip		
	Connecticut			
Phone	Extension	Fax		
860-713-6090	1			
Email	123@123.com			
Administrative Organization	Hartford School District			
Notes				

Edit Cancel Reset Password

5 Do not delete roles, at the top of the screen, Select Status=**Inactive**.

Directory • Edit User Information

Organizations

Reports

Users

User Information

* Mandatory Fields

Status*	User ID	Create Date	Last Login	
Active	ba1	9/19/2019		
Salutation	First Name*	Middle Initial	Last Name*	Suffix
--Select--	A		B	--Select--
Street 1	Street 2			
City	State	Zip(####-####)		
	Connecticut			
Phone* [Ex: xxx-xxx-xxxx]	Extension	Fax [Ex: xxx-xxx-xxxx]		
860-713-6090	1			
Email*	123@123.com			
Administrative Organization*	Hartford School District			
Notes				

Assigned Roles

Application Name R	Security Organization	Role R	FS	Unassign
Restraint and Seclusion	Hartford School District	RS Certifier		Unassign
Restraint and Seclusion	Hartford School District	RS Writer		Unassign

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z AB

Manage Roles Save Cancel

6 Click Save. The changes to the user have been saved screen is displayed.

The changes to the user have been saved.

OK

7 Select OK.

8 This procedure is complete.

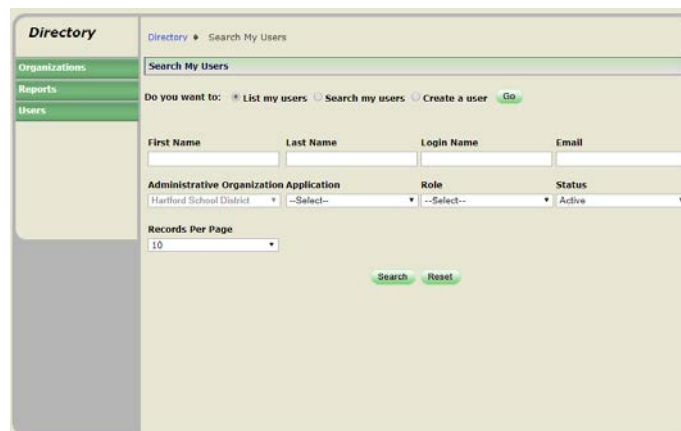
How to re-Activate an Account

Use this procedure if a user's account is inactive and you want to make it active again.

- 1 Select **Users** from the left-hand navigation menu.



- 2 Select **List my users** and click **Go**.

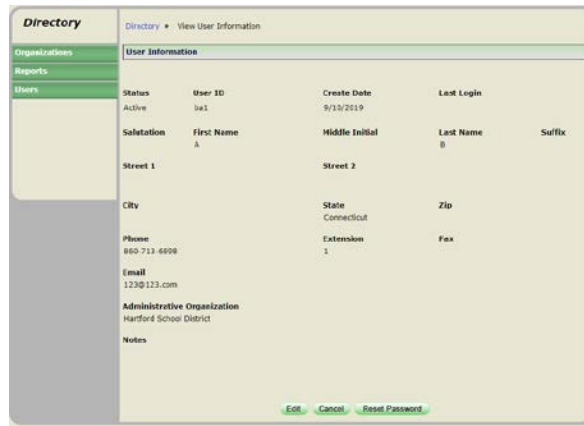


- 3 Select **User ID link** to open the User's Record.



NOTE: For quick access to a User's Account click the first letter of their last name in the Alphabet strip below.

4 Select **Edit** at the bottom of the screen.



5 Select Status=**Active**.



6 Click Save. The changes to the user have been saved screen is displayed.



7 Select OK.

8 This procedure is complete.

How to Manage 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.



IMPORTANT: All DM school and program information is used to populate EdSight, Connecticut State Department of Education's interactive data website.



NOTE: *How to Manage Organizations* section does not pertain to Approved Private Special Education Programs (APSEPs). APSEPs are managed by the CSDE.

How to get a list of schools/programs?

- 1 Select **Organizations** from the left-hand navigation menu.

Name	Phone	Email
ECS DEC Community Pre-Ks	860-500-4440	Dec.educ@ct.gov
Laura Guerrero	860-713-6898	Laura.Guerrera@ct.gov
Raymond Martin	860-713-5876	Raymond.Martin@ct.gov

Name	Phone	Email
Laura Guerrero	860-713-6898	Laura.Guerrera@ct.gov
Raymond Martin	860-713-5876	Raymond.Martin@ct.gov

- 2 The organizations are displayed.

Organization Name	Organization Type	Organization Code
Bloomfield Adult Education	Adult Education Providers	0110117
Bloomfield High School	Public Schools	0116111
Bloomfield School District	Public School Districts	0110011
Carmen Arace Intermediate School	Public Schools	0110711
Carmen Arace Middle School	Public Schools	0115211
Donald F. Harris Sr. AgrScience & Technology Center	Program	0116100
Global Experience Magnet School	Public Schools	0116311
Laurel School	Public Schools	0110611
Metacomet School	Public Schools	0110511
Steps to Success	Program	0110111

- 3 This procedure is complete.

Do we need to Request a Code?



NOTE: if a district is opening a new program or school in the upcoming school year, they can request a code in DM one school year in advance. This allows the district to prepare and use the code in their SIS systems.

School vs. Program Code

Determining if an Organization Should be School or Program (7/29/2019)

The following considerations are provided to help guide the superintendent and the local/regional Board of Education in making a determination as to whether an organization (new or existing) should be designated as a public school or a public school program.

A **public school** generally exhibits the following characteristics:

- It is housed in a separate identifiable building/facility.
- Students are enrolled for the full school year.
- The building is overseen by one or more certified administrators who do not report to another school's administrator.
- Students receive a completely separate and self-contained learning experience that encompasses all of the subject matter required under Section 10-16b of the Connecticut General Statutes (prescribed courses of study).
- At the secondary level, this organization grants high school diplomas.
- The local board and community view it as a school.

A **public school program** generally exhibits the following characteristics:

- The organization addresses a specialized need (e.g., dropout diversion/credit recovery, alternative education, special education).
- Not all students may be enrolled for the full school year.
- The organization provides instruction in *some* of the subject matter required under Section 10-16b of the Connecticut General Statutes (prescribed courses of study); learning in the other areas is supplemented through other sources offered by the district (e.g., other schools in the district).
- It may be co-located in a school building though it could also have its own separate location.
- The daily schedule may be nontraditional (e.g., starting later in the day and extending into the evening hours).
- At the secondary level, the organization does not grant diplomas.
- The local board and community view it as a program and not a school.

Data for public schools and public school programs are reported on the CSDE's data portal, EdSight at <http://edsight.ct.gov>. Formal accountability however is limited to public schools; for accountability purposes, data of students in public school programs are included with the district that operates the program.

If there are any questions about this matter, please contact Raymond Martin at Raymond.Martin@ct.gov or Laura Guerrero at Laura.Guerrera@ct.gov

New Programs

The following programs will need to request an Organization Code using Directory Manager. (see Table A: Program Type Definitions)

- All programs that educate students from multiple sending schools within the district.
- All district run programs located at an off-site location from the sending school the students would otherwise attend.
- Multisite programs must obtain separate codes for each program location/site.
- If students, whom are not expelled, can be placed into the district's expulsion program as an alternative setting or by PPT; the Expulsion program must have an Organization Code.
- Any program that runs after normal school hours must obtain a separate program code in DM to represent the evening programming.
- All alternative schools and programs must have a code. Refer to C.G.S. Section [10-74j](#) and [10-74k](#) for additional information.

The following programs will not need to request Organization Codes in Directory Manager

- Homebound programs. This is a special program status code collected in the Public School Information System (PSIS) collection.

How to Report in PSIS

The existing rule in PSIS is as follows:

If a student attends two educational facilities within the school day, report the facility where the student receives the majority of their core academic curriculum in Facility Code 1.

Students enrolled in any kind of program for the entire day must have that program's Organization Code reported as Facility Code 1 in PSIS. When students have split schedules that place them at two locations within the school day, there are two questions that should be considered when determining which location should be reported as Facility Code 1 and which as Facility Code 2 in PSIS. First, if the majority of time is spent on one location, that location should be reported as Facility Code 1. If the student's time is split fairly evenly across the two locations, consider the location where the student receives the majority of their core academic instruction and report that program as Facility Code 1.

For example: If a student attends the regular high school for 4 hours of their day and spends 2 ½ hours each day at the alternative HS program, report the high school's organization code in Facility Code 1 and the alternative program's organization code in Facility Code 2.

It is important to distinguish between segregated special education classrooms and districtwide special education programs. Segregated special education classrooms only serve students from that "community" school whereas districtwide special education programs are designed to serve students from multiple sending district buildings.

For example: a district with 3 elementary schools may have 0-5 students at each building with significant behavior issues that require a segregated classroom with a full-time ED teacher. Districts may create one ED classroom in each elementary school or may choose to consolidate those three smaller classes into one districtwide ED program that is housed in one of the elementary schools.

The district that offers the separate class at each building to serve the needs of the students within that building does not need a separate code. The district that consolidates the classes into a program that accepts placements from all three building is required to obtain a separate code to allow for the identification of the students placed into the program.

The code is not intended to be a deterrent to districts interested in creating districtwide programs. The code will allow for proper coding of students for federal FAPE environments and allow the department to identify the existence and location of programs that exist in the state.

How to Request a Program Code



NOTE: if a district is opening a new program or school in the upcoming school year, they can request a code in DM one school year in advance. This allows the district to prepare and use the code in their SIS systems.

1 Select **Organizations** from the left-hand navigation menu.

The screenshot shows the 'Directory' page with a left-hand navigation menu containing 'Facility Collection', 'Organizations', and 'Reports'. The main content area includes a 'Main Welcome Section' with a description of the Directory Manager (DM), a 'Pending Facility Changes' section showing 0 changes, and two contact tables. The first table is for 'User Management Contact' and the second is for 'Facility/Organization Management Contact'. A 'DM Help Site' link is also provided.

Name	Phone	Email
ECIS OEC Community Pre-Ks	860-500-4440	Oec-ecis@ct.gov
Laura Guerrero	860-713-8888	Laura.Guerrera@ct.gov
Raymond Martin	860-713-5876	Raymond.Martin@ct.gov

Name	Phone	Email
Laura Guerrero	860-713-8888	Laura.Guerrera@ct.gov
Raymond Martin	860-713-5876	Raymond.Martin@ct.gov

2 Select **Request a New School or Program** and click **Go**.

The screenshot shows the 'Organizations' page with a search bar and a 'Request a New School or Program' button. Below is a table listing various organizations with their names, types, and codes.

Organization Name	Organization Type	Organization Code
Bloomfield Adult Education	Adult Education Providers	0110117
Bloomfield High School	Public Schools	0116111
Bloomfield School District	Public School Districts	0110011
Carmen Arace Intermediate School	Public Schools	0110711
Carmen Arace Middle School	Public Schools	0115211
Donald F. Harris Sr. AgriScience & Technology Center	Program	0116100
Global Experience Magnet School	Public Schools	0116311
Laurel School	Public Schools	0110611
Learning Academy at Bloomfield	Public Schools	0116411
Melacomet School	Public Schools	0110511

3 Select **Program** under Choose a type of organization to create and select **Continue**.

The screenshot shows the 'Create an Organization' form with a dropdown menu labeled 'Choose a type of organization to create*'. The dropdown is currently set to '--Select Organization Type--'. There are 'Continue' and 'Cancel' buttons at the bottom.

The screenshot shows the dropdown menu expanded, displaying the following options: '--Select Organization Type--', 'Adult Education Providers', 'Program', and 'Public Schools'. The 'Program' option is highlighted in blue.

4 The Create an Organization page displays.

- 5 Enter the PROGRAM NAME, PROGRAM TYPE, PARENT ORGANIZATION (select default, your district), PHONE, EXTENSION (if applicable), FAX (if applicable), PROGRAM LOCATION, WEBSITE, PHYSICAL ADDRESS, CITY, ZIP CODE, MAILING ADDRESS, Select Same as Physical Address (if applicable), CITY, ZIP CODE, OPERATING STATUS (defaults to New School), STUDENT/PHYSICAL OPEN DATE (Use the same Date), GRADES OFFERED and select **Save**.



IMPORTANT: Note about OPEN DATES: DM follows the school year start and end dates set in state statutes (July 1 – June 30). The OPEN DATE will determine the school year the organization shows in. If a program/school is opening at the beginning of the school year, use 07/01/YYYY for Open Date/Effective Date, this allows districts to do their PSIS Summer Roll Up prior to the first day of school.

- 6 The new organization request screen is displayed.

7 Click OK. This procedure is complete.



NOTE: New program/school code requests require approval from the SDE DM Administrator.

This request needs approval by an SDE Directory Admin. Until the request has been approved, you will not be able to edit the fields you changed in Directory Manager.

Until changes have been approved, you will continue seeing the old values within the Directory.

OK

How to Request a School Code



NOTE: if a district is opening a new program or school in the upcoming school year, they can request a code in DM one school year in advance. This allows the district to prepare and use the code in their SIS systems.

1 Select **Organizations** from the left-hand navigation menu.

The screenshot shows the 'Directory' page with a left-hand navigation menu containing 'Facility Collection', 'Organizations', and 'Reports'. The main content area is titled 'Main Welcome Section' and includes a 'Pending Facility Changes' section showing 0 changes, and two contact tables: 'User Management Contact' and 'Facility/Organization Management Contact'. A 'DH Help Site' link is also present.

Name	Phone	Email
ECIS OEC Community Pre-Ks	860-500-4440	Oec.ecis@ct.gov
Laura Guerrero	860-713-6898	Laura.Guerrera@ct.gov
Raymond Martin	860-713-6876	Raymond.Martin@ct.gov

Name	Phone	Email
Laura Guerrero	860-713-6898	Laura.Guerrera@ct.gov
Raymond Martin	860-713-6876	Raymond.Martin@ct.gov

DH Help Site: <https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/Directory-Manager-Help-Site>

2 Select **Request a New School or Program** and click **Go**.

The screenshot shows the 'View My Organization' page with a left-hand navigation menu. The main content area has a search filter set to 'Request a New School or Program' and a 'Go' button. Below is a table of organizations with columns for Organization Name, Organization Type, and Organization Code.

Organization Name	Organization Type	Organization Code
Bloomfield Adult Education	Adult Education Providers	0110117
Bloomfield High School	Public Schools	0116111
Bloomfield School District	Public School Districts	0110011
Carmen Arace Intermediate School	Public Schools	0110711
Carmen Arace Middle School	Public Schools	0115211
Donald F. Harris Sr. Agr/Science & Technology Center	Program	0116100
Global Experience Magnet School	Public Schools	0116311
Laurel School	Public Schools	0110611
Learning Academy at Bloomfield	Public Schools	0116411
Metacomet School	Public Schools	0110811

AB C D E F G H I J K L M N O P Q R S T U V W X Y Z All

3 Select **Public Schools** under Choose a type of organization to create and select **Continue**.

Directory > Organizations > Create an Organization

Create an Organization *Mandatory Fields

Choose a type of organization to create*

--Select Organization Type--

Continue Cancel

Choose a type of organization to create*

--Select Organization Type--

--Select Organization Type--

Adult Education Providers

Program

Public Schools

4 The Create an Organization page displays.

Directory > Organizations > Create an Organization

Create an Organization * Mandatory Fields

Organization Name*	Organization Type Public Schools	Organization Group Public	Organization Code 5911
Parent Organization *	Phone* XXX-XXX-XXXX	Extension	Fax XXX-XXX-XXXX
NCES ID	College Board ID	School 59	Institution 11

Website*

Physical Address

Address* City* Zip*(#####-####)

Mailing Address

Same as Physical Address

Address City Zip(#####-####)

Effective Dates

School Type*

Operating Status* Student Open Date* Physical Open Date*

New School MM/DD/YYYY MM/DD/YYYY

Grades Offered*

Low Grade High Grade

Please use the checkboxes below to select your grades.

Pre-Kindergarten Kindergarten Half-day Kindergarten Full-day Kindergarten Extended-day

Grade 1 Grade 2 Grade 3 Grade 4

Grade 5 Grade 6 Grade 7 Grade 8

Grade 9 Grade 10 Grade 11 Grade 12

Categories

Inter-district magnet CommPact School ASTE Center

No Yes No Yes No

Comments/Notes

Public Comments

Save Cancel

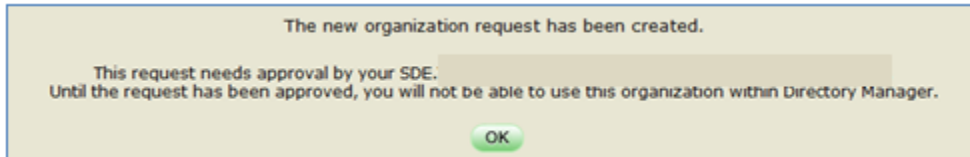
5 Enter the ORGANIZATION NAME, PARENT ORGANIZATION (select default, your district), PHONE, EXTENSION (if applicable), FAX (if applicable), WEBSITE, PHYSICAL ADDRESS, CITY, ZIP CODE, MAILING ADDRESS, Select Same as Physical Address (if applicable), CITY, ZIP CODE, OPERATING STATUS (defaults to New School),

SCHOOL TYPE, STUDENT/PHYSICAL OPEN DATE (Use the same Date), GRADES OFFERED, INTER-DISTRICT MAGNET, COMMPACT SCHOOL, ASTE CENTER and select **Save**.



IMPORTANT: Note about OPEN DATES: DM follows the school year start and end dates set in state statutes (July 1 – June 30). The OPEN DATE will determine the school year the organization shows in. DM follows the school year start and end dates set in state statutes (July 1 – June 30). If a program/school is opening at the beginning of the school year, use 07/01/YYYY for Open Date/Effective Date, this allows districts to do their PSIS Summer Roll Up prior to the first day of school.

6 The new organization request screen is displayed.



7 Click OK. This procedure is complete.



NOTE: New program/school code requests require approval from the SDE DM Administrator.

This request needs approval by an SDE Directory Admin. Until the request has been approved, you will not be able to edit the fields you changed in Directory Manager.

Until changes have been approved, you will continue seeing the old values within the Directory.

OK

How to Edit a Program/School

1 Select **Organizations** from the left-hand navigation menu.



2 Select **Organization** to be edited.

Directory > Organizations

View My Organization

Do you want to: Search all Organizations Request a New School or Program

Organization Name	Organization Type	Organization Code
Bloomfield Adult Education	Adult Education Providers	0110117
Bloomfield High School	Public Schools	0116111
Bloomfield School District	Public School Districts	0110011
Carmen Arace Intermediate School	Public Schools	0110711
Carmen Arace Middle School	Public Schools	0115211
Donald F. Harris Sr. AgriScience & Technology Center	Program	0116100
Global Experience Magnet School	Public Schools	0116311
Laurel School	Public Schools	0110611
Learning Academy at Bloomfield	Public Schools	0116411
Metacomet School	Public Schools	0110511

1 2

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All



NOTE: For quick access to an Organization click the first letter of the Organization's Name in the Alphabet strip below.

3 Select **Edit** at the bottom of the screen.

Directory > Organizations > View an Organization

View Organization Information

Organization Type	Program Type	Program Name	Organization Group	Program Code
Program	Special Education	Steps to Success	Public	0110111

Parent Organization	Phone	Extension	Fax
Bloomfield School District	860-769-4200		860-769-4215

Program Location	Website
Carmen Arace Intermediate School (0110711)	http://www.bloomfieldschools.org

Physical Address

Mailing Address

Categories

Organization's Users

Effective Dates

Grades Offered

Comments/Notes

Change History

4 Update PROGRAM TYPE (*Programs Only*), NAME, PHONE, EXTENSION, FAX, PROGRAM LOCATION (*Programs Only*), WEBSITE, PHYSICAL & MAILING ADDRESS, CITY, ZIP, SCHOOL TYPE (*Schools Only*), OPERATING STATUS, TITLE I (*Schools Only*), INTER-DISTRICT MAGNET (*Schools Only*), COMPACT SCHOOL (*Schools Only*), DESIGNATED HIGH SCHOOL, ASTE CENTER (*Schools Only*), STUDENT CLOSE DATE, FEEDER TOWNS [Under Available Towns (select applicable town, then >>)] and [Under Selected Towns with Grades (put a check mark next to the same Town & Grades)], GRADES OFFERED and select **Save**.

Directory > Organizations > Edit Organization Information

Edit Organization Information

* Mandatory Fields

Organization Type: Program
 Program Type*: S
 Parent Organization: Bloomfield School Di
 Organization Group: Public
 Program Code: 0110111

Program Name: Steps to Success
 Phone*: 860-769-4200
 Extension:
 Fax: 860-769-4215

Program Location*: Carmen Arace Intermedia
 Website*: http://www.bloomfieldschool

Physical Address

Address*: 390 Park Avenue
 City*: Bloomfield
 Zip*(#####-####): 06002

Mailing Address

Same as Physical Address

Address: 390 Park Avenue
 City: Bloomfield
 Zip*(#####-####): 06002

Categories

Operating Status*: School Open

Approved for Publication: Yes No
 Out of State: Yes No

Effective Dates

Student Open Date*: 07/01/2018
 Physical Open Date*: 07/01/2018

Student Close Date: MM/DD/YYYY
 Physical Close Date: MM/DD/YYYY

Grades Offered *

Low Grade: Kindergarten
 High Grade: Grade 8

Please use the checkboxes below to select your grades.

<input type="checkbox"/> Pre-Kindergarten	<input checked="" type="checkbox"/> Grade 1	<input checked="" type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 9
<input type="checkbox"/> Kindergarten Half-day	<input checked="" type="checkbox"/> Grade 2	<input checked="" type="checkbox"/> Grade 6	<input type="checkbox"/> Grade 10
<input checked="" type="checkbox"/> Kindergarten Full-day	<input checked="" type="checkbox"/> Grade 3	<input checked="" type="checkbox"/> Grade 7	<input type="checkbox"/> Grade 11
<input type="checkbox"/> Kindergarten Extended-day	<input checked="" type="checkbox"/> Grade 4	<input checked="" type="checkbox"/> Grade 8	<input type="checkbox"/> Grade 12

Comments/Notes

Public Comments

Save Cancel



NOTE: The following fields will require you to enter an Effective Date: OPERATING STATUS, FEEDER TOWN, ASTE CENTER, GRADES OFFERED, DESIGNATED HIGH SCHOOL, INTER-DISTRICT MAGNET AND ORGANIZATION NAME.



IMPORTANT: Note about EFFECTIVE DATES: DM follows the school year start and end dates set in state statutes (July 1 – June 30). The EFFECTIVE DATE will determine the school year the change shows in. If a change is happening at the beginning of the school year, use 07/01/YYYY for Effective Date. For programs/schools closing at the end of a school year, 6/30/YYYY would be used.

An Effective Date is required for the following changes.

Important Note About Effective Dates: To ensure facility changes do not cause problems with other applications, DM follows the school year start and end dates set in state statutes (July 1 – June 30). This means changes for:

- the upcoming school year would be effective 7/1 of the school year and
- schools/programs closing at the end of the current or previous school year would be effective 6/30 of the school year.

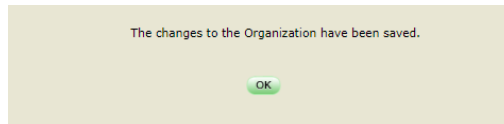
Grades Offered Effective Date MM/DD/YYYY

Save Cancel



IMPORTANT: All other fields (i.e. PHYSICAL ADDRESS, SCHOOL TYPE, PROGRAM TYPE, and PROGRAM LOCATION) do NOT have EFFECTIVE DATES. This means the field should not be updated until such time the change occurs.

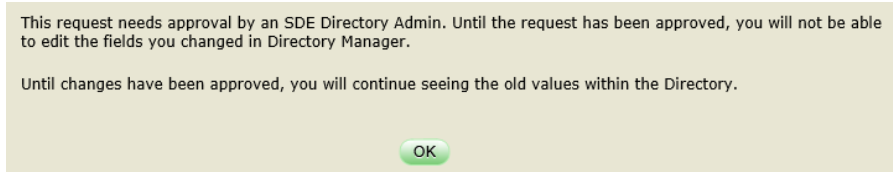
- The changes to the user have been saved screen is displayed.



- Click OK. This procedure is complete.

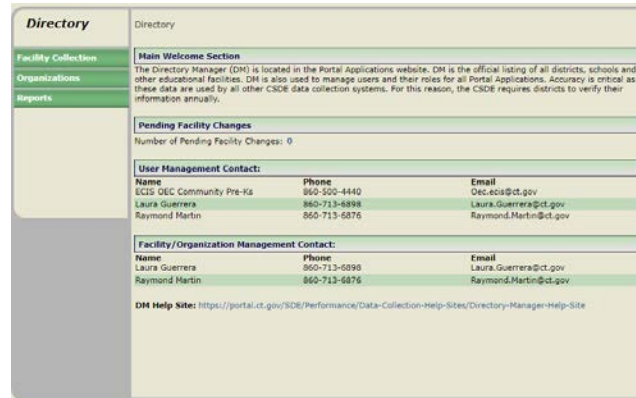


NOTE: The following fields will require approval by the SDE DM Administrator: ORGANIZATION NAME, OPERATING STATUS; STUDENT/PHYSICAL OPEN DATE, STUDENT/PHYSICAL CLOSE DATE, GRADES OFFERED and SCHOOL TYPE.

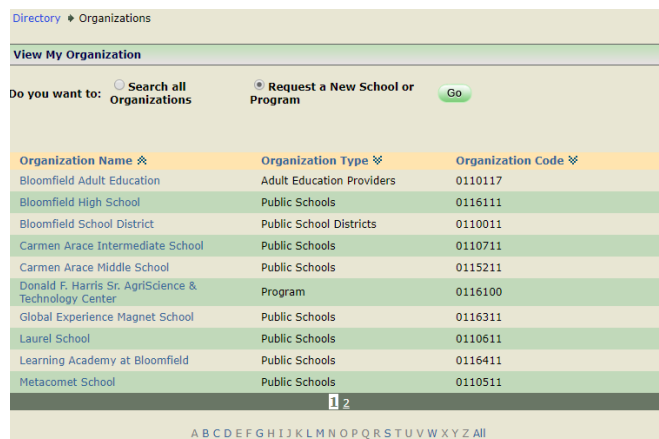


How to Close a Program/School

- Select **Organizations** from the left-hand navigation menu.



- Select **Organization** to be edited.



NOTE: For quick access to an Organization click the first letter of the Organization's Name in the Alphabet strip below.

- Select **Edit** at the bottom of the screen.

Directory > Organizations > View an Organization

View Organization Information				
Organization Type	Program Type	Program Name	Organization Group	Program Code
Program	Special Education	Steps to Success	Public	0110111
Parent Organization	Phone	Extension	Fax	
Bloomfield School District	860-769-4200		860-769-4215	
Program Location	Website			
Carmen Arace Intermediate School (0110711)	http://www.bloomfieldschools.org			
Physical Address				
Mailing Address				
Categories				
Organization's Users				
Effective Dates				
Grades Offered				
Comments/Notes				
Change History				

4 Update OPERATING STATUS to **School Closed** and select **Save**.

Directory > Organizations > Edit Organization Information

* Mandatory Fields

Organization Type	Program Type*	Parent Organization	Organization Group	Program Code
Program	S	Bloomfield School Di	Public	0110111
Program Name	Phone*	Extension	Fax	
Steps to Success	860-769-4200		860-769-4215	
Program Location *	Website*			
Carmen Arace Intermedia	http://www.bloomfieldschools			
Physical Address				
Address*	City*	Zip*(#####-####)		
390 Park Avenue	Bloomfield	06002		
Mailing Address				
<input checked="" type="checkbox"/> Same as Physical Address				
Address	City	Zip(#####-####)		
390 Park Avenue	Bloomfield	06002		
Categories				
Operating Status*	School Open			
Approved for Publication	Out of State			
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Effective Dates				
Student Open Date*	Physical Open Date*			
07/01/2018	07/01/2018			
Student Close Date	Physical Close Date			
MM/DD/YYYY	MM/DD/YYYY			
Grades Offered *				
Low Grade	High Grade			
Kindergarten	Grade 8			
Please use the checkboxes below to select your grades.				
<input type="checkbox"/> Pre-Kindergarten	<input checked="" type="checkbox"/> Grade 1	<input checked="" type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 9	
<input type="checkbox"/> Kindergarten Half-day	<input checked="" type="checkbox"/> Grade 2	<input checked="" type="checkbox"/> Grade 6	<input type="checkbox"/> Grade 10	
<input checked="" type="checkbox"/> Kindergarten Full-day	<input checked="" type="checkbox"/> Grade 3	<input checked="" type="checkbox"/> Grade 7	<input type="checkbox"/> Grade 11	
<input type="checkbox"/> Kindergarten Extended-day	<input checked="" type="checkbox"/> Grade 4	<input checked="" type="checkbox"/> Grade 8	<input type="checkbox"/> Grade 12	
Comments/Notes				
Public Comments				
<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>				



NOTE: The following fields will require you to enter an Effective Date: OPERATING STATUS, FEEDER TOWN, ASTE CENTER, GRADES OFFERED, DESIGNATED HIGH SCHOOL, INTER-DISTRICT MAGNET AND ORGANIZATION NAME.



IMPORTANT: Note about EFFECTIVE DATES: DM follows the school year start and end dates set in state statutes (July 1 – June 30). The EFFECTIVE DATE will determine the school year the change shows in. If a change is happening at the beginning of the school year, use 07/01/YYYY for Effective Date. For programs/schools closing at the end of a school year, 6/30/YYYY would be used.

An Effective Date is required for the following changes.

Important Note About Effective Dates: To ensure facility changes do not cause problems with other applications, DM follows the school year start and end dates set in state statutes (July 1 – June 30). This means changes for:

- the upcoming school year would be effective 7/1 of the school year and
- schools/programs closing at the end of the current or previous school year would be effective 6/30 of the school year.

Grades Offered Effective Date

5 The changes to the user have been saved screen is displayed.

The changes to the Organization have been saved.

6 Click OK. This procedure is complete.



NOTE: Request to close a program/school code requires approval from the SDE DM Administrator.

This request needs approval by an SDE Directory Admin. Until the request has been approved, you will not be able to edit the fields you changed in Directory Manager.

Until changes have been approved, you will continue seeing the old values within the Directory.

How to Re-Open a Program/School

1 Select **Organizations** from the left-hand navigation menu.

2 Select **Closed**.

3 Select **Organization** to be re-opened.



NOTE: For quick access click the first letter of the Organization's Name in the Alphabet strip below.

4 Select **Edit** at the bottom of the screen.

5 Update OPERATING STATUS to **School Open**.



NOTE: the Student/Physical Open Dates, Student/Physical Close Dates, and Grades Offered are cleared.

6 Verify the SCHOOL/PROGRAM NAME, SCHOOL/PROGRAM TYPE, PHONE, EXTENSION (if applicable), FAX (if applicable), PROGRAM LOCATION (if applicable), WEBSITE, PHYSICAL ADDRESS, CITY, ZIP CODE, MAILING ADDRESS, CITY, ZIP CODE.

7 ENTER the STUDENT/PHYSICAL OPEN DATE (use the same Date) and GRADES OFFERED and select **Save**.



IMPORTANT: Note about OPEN/EFFECTIVE DATES: DM follows the school year start and end dates set in state statutes (July 1 – June 30). The OPEN DATE will determine the school year the organization

shows in. If a program/school is re-opening at the beginning of the school year, use 07/01/YYYY for Open Date/Effective Date, this allows districts to do their PSIS Summer Roll Up prior to the first day of school.



NOTE: The following fields will require you to enter an Effective Date: OPERATING STATUS, FEEDER TOWN, ASTE CENTER, GRADES OFFERED, DESIGNATED HIGH SCHOOL, INTER-DISTRICT MAGNET AND ORGANIZATION NAME.

An Effective Date is required for the following changes.

Important Note About Effective Dates: To ensure facility changes do not cause problems with other applications, DM follows the school year start and end dates set in state statutes (July 1 – June 30). This means changes for:

- the upcoming school year would be effective 7/1 of the school year and
- schools/programs closing at the end of the current or previous school year would be effective 6/30 of the school year.

Operating Status Effective Date Grades Offered Effective Date

8 The changes have been saved screen is displayed.

9 Click OK. This procedure is complete.



NOTE: Request to re-open a program/school code requires approval from the SDE DM Administrator.

This request needs approval by an SDE Directory Admin. Until the request has been approved, you will not be able to edit the fields you changed in Directory Manager.

Until changes have been approved, you will continue seeing the old values within the Directory.

Annual Verification of Programs/Schools

Check with your Superintendent/Special Education office:

- Is your district opening any new programs/schools?
- Is your district closing any programs/schools?
- Are existing programs/schools changing:
 - PROGRAM/ORGANIZATION NAME
 - PROGRAM TYPE (for programs only)
 - PROGRAM LOCATION (for programs only)
 - SCHOOL TYPE (for schools only)
 - PHONE
 - WEBSITE
 - PHYSICAL ADDRESS
 - MAILING ADDRESS
 - GRADES OFFERED - *Accuracy is critical for student systems like PSIS. Even small changes like changes in the types of kindergarten offered can cause errors.*
 - Effective Dates



IMPORTANT: Note about EFFECTIVE DATES: DM follows the school year start and end dates set in state statutes (July 1 – June 30). The EFFECTIVE DATE will determine the school year the change shows in. If a change is happening at the beginning of the school year, use 07/01/YYYY for Effective Date. For programs/schools closing at the end of a school year, 6/30/YYYY would be used.

This request needs approval by an SDE Directory Admin. Until the request has been approved, you will not be able to edit the fields you changed in Directory Manager.

Until changes have been approved, you will continue seeing the old values within the Directory.

OK

FAQs

I am having trouble logging in to the Portal?

1. First, try closing ALL browser windows and log into the application again. *For Portal Applications if you walk away from your computer or do not do anything for a certain period of time, you will be timed out (automatically logged out of the application you were in).*
2. If that does not work, *the link you are using may be corrupted*, try using this link: <https://csde.ct.gov/>.
3. If that does not work, click this link (<http://sdeportal.ct.gov/portaluser/>), then Forgot Password to re-set your password.

I cannot remember my password?

Click this link (<http://sdeportal.ct.gov/portaluser/>), then Forgot Password to re-set your password.

APPENDIX

Table A: Program Types

Value	Program Type	Definition
7	Agricultural Science & Technology Education (ASTE)	Shared- time agricultural science and technology education programs serving secondary students on a part-time basis. Each program, located at a comprehensive high school, includes instruction in agricultural science and technology education. The purpose is to prepare individuals for entry-level employment or higher education and to develop leadership skills in the field of agriculture. Part-time vocational agriculture programs do not include full time interdistrict magnet schools.
3	Alternative Education	Alternative programs exist to engage and educate students who may not have realized their fullest potential in the regular setting. These programs use curriculum and methods that are nontraditional and offer more flexible programs of study. Alternative programs can be off-site of the typical school setting or embedded using school-within-a-school models.
9	Dropout Diversion/Credit Recovery	Dropout diversion programs are designed to provide a positive and rewarding school learning experiences for students who are at risk of dropping out of school. These programs focus on improving work/study habits such as organizational skills and productivity. The purpose of credit recovery programs are to allow students in grades 9-12 to recover academic credit lost due to course failure and to complete coursework required for graduation.
10	Expulsion	Expulsion programs that require organization codes exist at a separate physical location, are run year-round and can have students placed into them who are not there due to a suspension/expulsion. If students, whom are not expelled, can be placed into the district's expulsion program as an alternative setting or by PPT; the Expulsion program must have an Organization Code. Education programming for students serving expulsions or long-term out-of-school suspensions, as required under C.G.S. Section 10-233c. Do not use this code for homebound programs for expelled students.
8	Other	Use this option only when the above descriptors are inappropriate descriptions of the main design and intent of the program. Any use of this option will be reviewed by the SDE for selection accuracy and consideration for creating a new program type.
5	Part-Time Magnet	Interdistrict, part-time programs that support racial, ethnic and economic diversity, and offer a theme-based, high-quality curriculum (<i>Connecticut General Statutes Section 10-264h and 10-264l et seq.</i>). Part-time magnet programs do not include full-time interdistrict magnet schools, regional agricultural science and technology schools, technical high schools or a regional special education centers.
2	Pre-Kindergarten	Programs designed solely to deliver pre-kindergarten services/early childhood education in separate settings. For example, obtain an organization code with a pre-K program type for buildings that only house preschool classes or district-wide pre-K programs that place all pre-K students into one location even though the district has more than one elementary school.
4	Special Education	Programs designed for students with disabilities receiving special education and related services under IDEA. These programs are generally designed to serve students with a specific primary disability and/or behaviors. This code exists for segregated special education programs designed to draw students with disabilities from multiple schools across the district or which are situated in a separate building. Only district-wide special education programs should be reported using this program code; do not use this code to report all special education classrooms/resource rooms in a district.
12	Special Education-Pre-K Only	Use this option if your Special Education program only serves Pre-Kindergarten students.


Value	Program Type	Definition
1	Technical Satellite	Full-time or part-time programs designed to offer vocational, technical and technological education and training. This code should be used for programs like the Bristol Technical Education Center. (Do not use this field to report CTHSS schools; this attribute is for programs only.)
13	Public Transition Program (PTP)  Please Note: Effective July 1, 2019 Public School-Based Transition Program (PSBTP (value 6)) and Transition Community-Based Program (TCBP (value 11)) have been collapsed into one.	<ol style="list-style-type: none"> 1. A transition program operated by a public school district/RESC (governed by the CT State Board of Education); 2. Located in a district high school, on a high school campus, or in a community location; 3. Provided to students between the ages of 18 and 21 years old who have completed academic credits toward a regular High School Diploma, OR who are not working on academic credits toward a regular High School diploma; 4. Provided to students who are working solely on secondary transition goals and objectives through an individualized education program (IEP), which may include functional academics.

Table B: School Type

Value	List
1	Traditional/Regular Education
2	Alternative School
3	Special Education School
5	Intradistrict Magnet School
7	Charter School
8	Technical High School

Table C: Organization Type

They ID numbers and groups are used for analysis and grouping. We are no longer using the organization code to determine the specifics about an organization/facility.

ORGANIZATION_TYPE (NAME)	ORG_GROUP_ID* 1=Public; 2=Non-Public	ORGANIZATION_ TYPE_ID	non_public_subtype_id
Adult Education Providers	1	17	
Colleges and Universities	1	113	
Community Pre-K **All Closed Effective 6/30/2021**	2	7	
Cooperative Educational Service Center (<i>Project Oceanology, Shared Services</i>)	1	120	
CSDE	1	1	
CT Technical Education Career System (CTECS) Districts	1	8	
CT Technical Education Career System (CTECS) Schools	1	16	
Endowed and Incorporated Academies Districts	1	20	
Endowed and Incorporated Academies Schools	1	22	
Generic	2	99	
Hospitals	1	114	
Non-profit Organizations	2	71	
Nonpublic Elementary and Secondary Schools	2	21	<ul style="list-style-type: none"> • Null = Standard Non-Public • 1 = Transition Vocational Service Provider (TVSP), • 2 = Approved Private Special Education Program (APSEP) • 3 = Hospital
Non-Public Group	2	6	
Permanent Family Residence	2	27	
Private Colleges and Universities	2	124	
Program (Public School Districts, Regional School Districts, Regional Education Service Center School Districts, Connecticut Technical Education and Career System District, Endowed and Incorporated Academies Districts, College Affiliated School Districts)	1	87	
Public Charter School Districts	1	9	
Public Charter Schools	1	13	
Public School Districts (Town-Based, i.e. districts 1-169)	1	10	
Public Schools	1	11	
Regional Education Service Center School Districts (<i>ACES, CREC, CES, EASTCONN, EdAdvance, LEARN</i>)	1	14	
Regional Education Service Center Schools	1	112	
Regional School Districts	1	12	
Regional Schools	1	23	
State Agencies (336 -Unified School District #1 (USD#1), 337 - Department of Mental Health and Addiction Services (DMHAS), 347 - Unified School District #2 (USD#2 DCF), 349-OEC)	1	15	
State Agency Facilities	1	18	
College Affiliated School Districts	1	24	
College Affiliated Schools	1	115	

Table D: Grades Offered

Value	List
	Pre-kindergarten
	Kindergarten Half-day
	Kindergarten Full-day
	Kindergarten Extended-day
	Grade 1
	Grade 2
	Grade 3
	Grade 4
	Grade 5
	Grade 6
	Grade 7
	Grade 8
	Grade 9
	Grade 10
	Grade 11
	Grade 12