

Connecticut State Department of Education

Nonpublic School Report (ED159) 2023-24 User Guide

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ED 159, Nonpublic School Report Overview

Section 10-188 of the Connecticut General Statutes (C.G.S.) requires nonpublic schools to file annual attendance reports with the Commissioner of Education. The Connecticut State Department of Education (CSDE) uses an online data collection- Form ED159- to collect enrollment and staffing data from nonpublic schools. These data are used to calculate the amounts for three federal grants pursuant to the Elementary and Secondary Education Act 20 U.S.C. § 6301 et seq., and two state grants for health services pursuant to Connecticut General Statute (C.G.S. Section 10-217a). If your school is a for-profit organization then you are NOT eligible for funding or services from your local school district.

Data Collection

In accordance with Section 10-217a of the Connecticut General Statutes (C.G.S.), the CSDE is required to collect enrollment data from each non-public school to ensure that public school districts receive all funds to which they are entitled and can provide resources and services to the participating students in the nonpublic schools. The required data elements for the collection are:

- School name, School address, Grades served, Contact name and email
- For-Profit or Not-For-Profit School Status
- Count of Full-Time and Part-Time Staff including Administrators, Teachers, Support Staff
- Count of Students by Resident Town by Grade, including out of state and out of country
- Count of English Learners
- Count of Immigrant Students
- Count of Graduates (for schools with grade 12 only)

The data reported on the ED159 must be based on your school's data as of October 1, 2023.

Collection Due Date

The deadline to submit the ED 159 collection for SY 21-22 is **November 1, 2023**.

Preparing Data

When entering the data for the ED159, you will be asked to:

1. Verify and/or Update School Information

- School Name
- School Address
- Grades Offered
- For-Profit or Not-For-Profit Status

2. Provide a Count of the following Staff Information

- Count a staff member only once. Please choose the primary role if a staff member holds multiple roles.
- Count of Full-Time and Part-Time Teachers

- Count of Full-Time and Part-Time Support Staff
- Count of Full-Time and Part-Time Administrators

3. Enrollment

- Schools must provide count of students by grade and resident town. It is helpful to have data set up with the number of students by resident town by grade before completing the data entry into the ED159 online system.
- A resident town is where a student resides not where the school is located.
- **Students from out of state or another country are reported as “out of state” for the purposes of this collection.**
- Please consult the chart on the last page of this guide for the list of resident towns in Connecticut.

4. Count of English Learners in the school

- School must provide a total count of English Learners (ELs) in Grades K-12. Please exclude Pre-K students in this count.
- Below are the identification steps for English Learners:
Step 1: Determine if the student is a potential EL student through adherence to the Home Language Survey Guidance and completion of the Home Language Survey (HLS).
Step 2: Review the HLS results to determine if it indicates the student may have a primary or home language other than English and may be an English learner.
Step 3: If the HLS indicates the student may have a primary or home language other than English, the approved English language proficiency (ELP) assessment is administered.
Step 4: If the student’s results on the ELP assessment indicate the student is an English learner (EL), the student is identified. The student’s parents are informed of the service options for their child and select the service that the student will receive or waive services. They are also informed that they may modify their selection at any time.

5. Count of Immigrant Students in the school

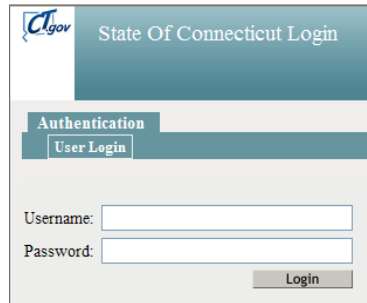
- Schools must provide a total count of immigrant students.
- Section 3301(6) of Title III of the ESEA: immigrant children and youths define as individuals who: 1) are age 3 through 21; 2) were NOT born in any State including the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico; and 3) have not been attending one or more schools in any one or more States for more than 3 full academic years. The months need not be consecutive. For example, if a student was enrolled in a school in the United States three years ago from January through April (four months), left school to return to his native country, returned two years later to attend a different school in the United States for one month, left school again, and has now returned, for Title III purposes the student would be deemed to have been enrolled in schools in the United States for a cumulative total of five months. Thus, information about a student’s date of birth, place of birth, and prior school enrollment would provide sufficient information to determine if a student meets the definition of immigrant children and youth under Title III.

6. Count of Grade 12 Graduates (if applicable)

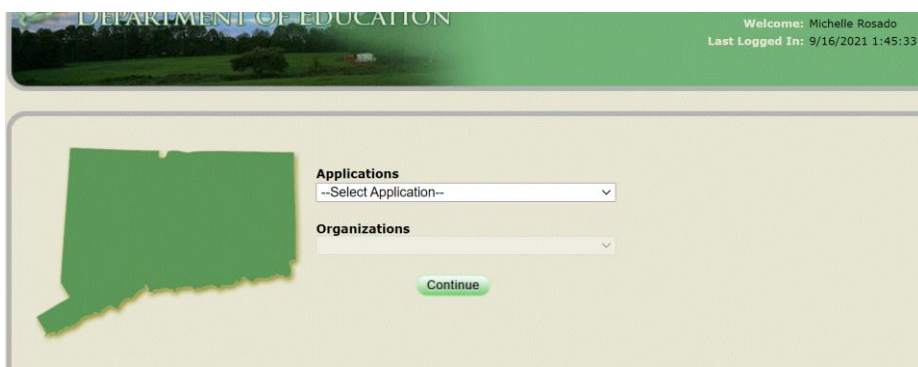
- If your school serves Grade 12, schools must provide the count of the students who graduated from Grade 12 in school year 2022-23.

Entering the ED159 Data in the CSDE's Data Management System

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



- 2 Enter your **Username** and **Password** and select Login.
 - If you only have access to ED159, the system displays the *Nonpublic School Report Collection* Home screen - Go to Step 4.
 - If you have access to more than one application, the system displays the *State Department of Education Home Page*.
 - If you forgot your password or username, reset your password or find your username, use the instructions at the end of this manual or contact Michelle Rosado at michelle.rosado@ct.gov
 - Usernames and passwords should NOT be shared as each is unique to the assigned individual.
 - Please contact Michelle Rosado, michelle.rosado@ct.gov if you do not have access to ED159.



- 3 Select **ED159** from the Application drop-down menu. The system displays the Nonpublic School Enrollment Data collection Home screen.
- 4 Select **EDIT** to update school information or click all of the **Confirm** boxes if the school information is correct.

School Code and Name: 0150321 - Adam J. Lewis Academy

Collection Year: 2022 - 2023

Please verify current information of your school, check each **confirm box** if the information is correct.

Click **EDIT** button if the school information needs to be updated.

| | | |
|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------|
| School Name: | Adam J. Lewis Academy | <input type="checkbox"/> |
| Address: | 500 State St. Bridgeport, CT 06604 | <input type="checkbox"/> |
| Grades offered: NOTE: your school may offer a grade, but may not have students enrolled in a given year. | PreK, K Fullday, Grade 1, Grade 2, Grade 3, Grade 4 and Grade 5 | <input type="checkbox"/> |
| Organizational Type: | NOT For Profit | <input type="checkbox"/> |

The school information screen appears whenever you click 'HOME' if your school information was confirmed previously but is not yet certified. Please simply click 'NEXT' button to move forward to the next screen.

EDIT Next

Collection Year: 2018-2019 (Open) ALISON ZHOU --- Select a School

Edit School Information

Please make changes and click **SUBMIT** button in order to send "Change Request" to SDE Administrator for approval.

You CANNOT enter ED159 data before receiving approval email.

School Code: 0046121 Effective Date: _____

School Name: Avon Old Farms LLC

Address1: 1111 Old Farms Road

Address2: _____

School Address: City: Avon State: CT Zip Code: 06001

Grades in Service:

| | | | |
|------------------------------------------------|----------------------------------|---------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Pre K | <input type="checkbox"/> Grade 1 | <input checked="" type="checkbox"/> Grade 5 | <input checked="" type="checkbox"/> Grade 9 |
| <input checked="" type="checkbox"/> K-Fulltime | <input type="checkbox"/> Grade 2 | <input checked="" type="checkbox"/> Grade 6 | <input checked="" type="checkbox"/> Grade 10 |
| <input checked="" type="checkbox"/> K-Extended | <input type="checkbox"/> Grade 3 | <input checked="" type="checkbox"/> Grade 7 | <input checked="" type="checkbox"/> Grade 11 |
| <input checked="" type="checkbox"/> K-Halftime | <input type="checkbox"/> Grade 4 | <input checked="" type="checkbox"/> Grade 8 | <input checked="" type="checkbox"/> Grade 12 |

Organizational Type: Not for Profit For Profit

Cancel Submit

EDIT Next

To View User Guide and Step-by-Step Presentation, click [Here](#) for 'HELP'

The CSDE must approve any edits to your school information. Once you receive approval then update the information before beginning to enter data.

5 This procedure is complete if you clicked all of the **CONFIRM** boxes and then click NEXT.

The school information screen appears whenever you click 'HOME' if your school is not yet certified. Please simply click **Next** to move forward to the next screen.

6. In the **Student Enrollment Screen** enter the student enrollment count by resident town and by grade. Remember to:

- Report all students by their **resident** town, by grade as of October 1, 2023.
- Report all out of state and international students in the 'out-of-state' category.
- Report students from a state agency or institution in the 'state-agency' category.
- Report special education students by his/her age-appropriate grade.
- Report a student retained after Grade 12 as Grade 12.
- **Do not report student enrollment by the town where the school is located. Report by student's resident town. Students from out of state or another country are counted as "out of state".**

Click **Add New Enrollment (Save Entry)** to continue adding another record. If you click the back button, you may lose all data you just entered.

Collection Year: 2014-2015 (Open) ALISON ZHOU - 0046121
 - Avon Old Farms School

Please select a Resident Town and enter its enrollments:

| Resident Town | Grade 9 | Grade 10 | Grade 11 | Grade 12 | | |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|--|--|
| (Select Res Tow) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| Add New Enrollment (Save Entry) | | | | | | |

| Resident Town | G9 | G10 | G11 | G12 | Edit | Delete |
|---------------|----|-----|-----|-----|------|--------|
| Avon | 19 | 29 | 19 | 20 | Edit | Delete |
| Ashford | 2 | 1 | 2 | 3 | Edit | Delete |
| Bristol | 2 | 1 | 2 | 3 | Edit | Delete |
| Bolton | 22 | 0 | 22 | 22 | Edit | Delete |

- INSTRUCTIONS:**
- (a) Report Out-of-State or Out-of-Country pupils, please choose 'Out-of-State'.
 - (b) The criterion for determining the pupil's resident town is the location of the family home. List all Connecticut towns name, only use each town name ONCE. Town name refers to one of the 169 Connecticut towns listed, NOT POSTAL ADDRESS. If student is in a state agency or institution (DCF/DDS, etc.), please choose 'State Agency'.
 - (c) Report a special education student by his/her age-appropriate grade.
 - (d) Please report a student who is retained after Grade 12 as a Grade 12 student. DO NOT include post-graduate students.
 - (e) Regardless of program, please report children under five years of age who are not in kindergarten as PK.

7. Select **Next** to save the data once all records are entered and to continue to the next screen - **Staff Data Screen**. If you click the back button, you may lose all data you entered. If you select **Cancel**, the system will not save the data you entered.

All boxes must be completed. Enter a zero if you do not have any data to report for a field. The system will not move forward and warning statements will display if you do not enter data in all fields.

U.S. gov STATE OF CONNECTICUT ALISON ZHOU - 0800 713-6893

Collection Year: 2017-2018 (Open) ALISON ZHOU - Connecticut State Department of Education

Please enter a whole number in each textbox, if applicable.

STAFF INFORMATION

| | | | |
|--------------------------|----------------------|--------------------------|----------------------|
| Full-time Teachers | <input type="text"/> | Part-time Teachers | <input type="text"/> |
| Full-time Support Staff | <input type="text"/> | Part-time Support Staff | <input type="text"/> |
| Full-time Administrators | <input type="text"/> | Part-time Administrators | <input type="text"/> |
| Total Full-time Members | 0 | Total Part-time Members | 0 |

OTHER Learners:

Please report the total number of students in your school who are English Learners in Grades K through 12. Do not include Pre-K students in this count. The following Identification Process has been provided for identifying English Learners.

Beginning with the 2017-18 school year, the Every Student Succeeds Act (ESSA) requires that each state have consistent entrance and exit procedures for English Learners (EL). The CSDE's ESSA plan describes these standardized entrance procedures for the identification of English learners:

Step 1: Determine if the student is a potential EL student through adherence to the Home Language Survey Guidance and completion of the Home Language Survey (HLS).

Step 2: Review the HLS results to determine if it indicates the student may have a primary or home language other than English (PHLOTE) and may be an English learner.

Step 3: If the HLS indicates the student may have a PHLOTE, the approved English language proficiency (ELP) assessment is administered.

Step 4: If the student's results on the ELP assessment indicate the student is an English learner (EL), the student is identified. The student's parents are informed of this status option for their child and asked the advice that the student will receive or receive services. They are also informed that they may modify their selection at any time. The student's EL status is also reported in the CSDE's Public School Information System (PSIS).

English Learners

Immigrant Students:

Section 3301(b) of Title III of the ESSA: immigrant children and youth are defined as individuals who:

- are aged 3 through 21;
- were not born in any State including the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico; and
- have not been attending one or more schools in any one or more States for more than 3 full academic years. The months need not be consecutive.

For example, if a student was enrolled in a school in the United States three years ago from January through April (four months), left school to return to his native country, returned two years later to attend a different school in the United States for one month, left school again, and has now returned, for Title III purposes the student would be deemed to have been enrolled in schools in the United States for a cumulative total of five months.

This information about a student's date of birth, place of birth, and prior school enrollment would provide sufficient information to determine if a student meets the definition of immigrant children and youth under Title III.

Immigrant Students

Number of 12th Graduates from Last Year:

BUSINESS TYPE

Not Profit Not For Profit

8. You will see a pop-up message regarding verifying two reports, click 'OK' box to proceed.

9. You will be presented with the **Year to Year Change Report** and **Nonpublic School Report** and asked to approve both reports before you can submit your data.

The **Year to Year Change Report** compares the current year’s enrollment, EL, Immigrant and Graduate data to the previous year. The data will be highlighted if it meets the following error criteria. **Just because the data indicates an error does not mean that the data you included is incorrect.** This is a step that has been built in to ensure that large changes in the data are reviewed by schools and certified as correct.

- Counts between previous year and current year is > 5 or < 5 and change is > +15% or < -15%.
- Current year’s count is <= 5 and change is > +50% or < -50%.
- Previous year’s count was 0 and current year’s count is not equal to 0.
- Current year’s count is 0 and previous year’s count was not 0.
- The change of EL students between previous year and current year is >15% or <15%.
- If data has errors - Select **Change Data** to edit the data.
- If data is correct - Select the box **I have verified that the information reported above is correct** and then **Next** to move to next report to verify.

Connecticut State Department of Education
Year to Year Change Report

Please review the report especially for the significant gaps highlighted in yellow. Take the necessary step accordingly:
 Click 'Change Data' to make changes or 'Next' to continue with no changes needed.

If you have already Certified this year's collection and you need to change any information, contact SDE Staff by phone or email to decertify your collection.

Alison Zhou (860) 713-6893 or Alison.Zhou@ct.gov.

Previous Year to Current Year Changes

| Enrollment PreK-12 | 2018-2019 | 2019-2020 | % Change |
|---------------------------------------|-----------|------------|----------|
| Avon | 64 | 48 | -25 % |
| Bloomfield | 14 | 20 | 43 % |
| Farmington | 0 | 17 | >100 % |
| Simsbury | 0 | 36 | >100 % |
| Vernon | 0 | 11 | >100 % |
| West Hartford | 0 | 44 | >100 % |
| EL Enrollment | | | |
| Avon Old Farms School | 2 | 1 | -50 % |
| Immigrant Student Enrollment | | | |
| Avon Old Farms School | 3 | 1 | -67 % |
| Profit / Non Profit Status | | | |
| Avon Old Farms School | Profit | Non Profit | |
| Out of State Enrollment (K-12) | | | |
| Avon Old Farms School | 0 | 0 | |

Avon Old Farms School Page 1/1 Printed on: 9/25/2019 3:10 PM

Please click the box below if the data is correct

I have verified that the information reported above is correct.



After reviewing the data, you have two options: 1) click **Change Data** to edit the data 2) check the box **I have verified that the information reported above is correct**, then **Next** will be available to click.

- Next you will verify the accuracy of the data entered into the ED159 NonPublic School Report. Your organization is required to certify your data. In order to certify, all data must be complete. Please contact Michelle Rosado if you need to make changes, additions, or deletions of any records after you have certified the data. Once changes are made, the collection will need to be re-certified by your organization. Each time you certify, the *Certification Confirmation* report is presented with the results for your organization. Save this file or print this report for your records.

11. If the report is accurate click on the **Certify** button.

(e) Regardless of program, please report children under five years of age who are not in kindergarten as PK.

| Town | Town Code | PK | Kindergarten Full Day | Kindergarten Half 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 | Total |
|---------------|-----------|----|-----------------------|-----------------------|---------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|----------|-------|
| Avon | 4 | | | | | | | | | | | | | 8 | 9 | 11 | 20 | 48 |
| West Hartford | 155 | | | | | | | | | | | | | 11 | 11 | 11 | 11 | 44 |
| Bloomfield | 11 | | | | | | | | | | | | | 5 | 5 | 5 | 5 | 20 |
| Simsbury | 128 | | | | | | | | | | | | | 9 | 9 | 9 | 9 | 36 |
| Farmington | 52 | | | | | | | | 3 | 2 | 3 | 2 | 1 | 3 | 2 | 1 | 1 | 17 |
| Vernon | 146 | | | | | | | | | | | | | 8 | 1 | 1 | 1 | 11 |
| TOTAL | 6 | | | | | | | | 3 | 2 | 3 | 2 | 42 | 38 | 39 | 47 | 176 | |

Please report the number of graduates you had last year (12th graders only): 25

V. Organization Type

Not-for-profit For-profit

Certify

Save and Print

Change Data

NOTE: For a printable version, click the Down arrow on the Export Disk icon along the top and select PDF. Then click

You must click on the Certify button when you have completed your submission. Your data will not show as complete until this has been done. You will receive an email indicating the data is certified.

FAQ

1) Why do we have to report student enrollment by resident town?

The CSDE requires to collect enrollment data from each non-public school to ensure that school districts receive all funds to which they are entitled and provide resources and services to the participating non-public school.

2) Why do we have to update school information?

The CSDE requires accurate data, such as for-profit or not-for-profit origination status, status of EL and immigrant students, resident town of students, in order to ensure that school districts receive all adequate funds to which they are entitled and can provide resources and services to the eligible participating nonpublic schools.

3) Can I save or print the ED159 report?

You should save the report in a Word, Excel, or PDF format or keep a hard copy for your records.

4) How do I know if my school is certified or the data is saved?

Your school will get an email indicating that your school is certified once you select **Certify** and your school data is saved. Make sure to select **Next** in every screen during data entering in order to save your data.

5) Is there a help website for ED159?

There is **Help section** in the left column or at the bottom of data entry screen.

6) Who can I contact if I have any questions?

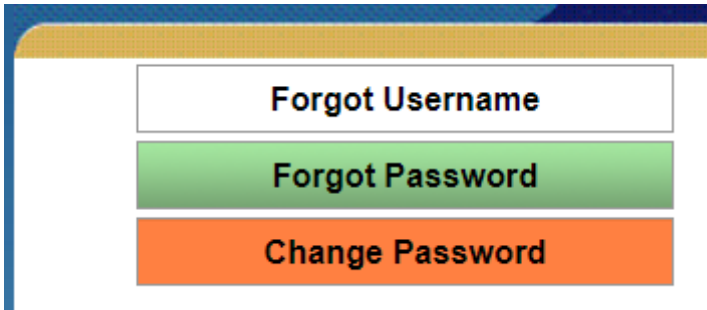
Contact Michelle Rosado at michelle.rosado@ct.gov if you have any questions.

Resident Towns

| Town Code | TOWN | Town Code | TOWN | Town Code | TOWN | Town Code | TOWN |
|-----------|---------------|-----------|---------------|-----------|------------------|-----------|---------------|
| 001 | Andover | 047 | East Windsor | 093 | New Haven | 139 | Suffield |
| 002 | Ansonia | 048 | Ellington | 094 | Newington | 140 | Thomaston |
| 003 | Ashford | 049 | Enfield | 095 | New London | 141 | Thompson |
| 004 | Avon | 050 | Essex | 096 | New Milford | 142 | Tolland |
| 005 | Barkhamsted | 051 | Fairfield | 097 | Newtown | 143 | Torrington |
| 006 | Beacon Falls | 052 | Farmington | 098 | Norfolk | 144 | Trumbull |
| 007 | Berlin | 053 | Franklin | 099 | North Branford | 145 | Union |
| 008 | Bethany | 054 | Glastonbury | 100 | North Canaan | 146 | Vernon |
| 009 | Bethel | 055 | Goshen | 101 | North Haven | 147 | Voluntown |
| 010 | Bethlehem | 056 | Granby | 102 | North Stonington | 148 | Wallingford |
| 011 | Bloomfield | 057 | Greenwich | 103 | Norwalk | 149 | Warren |
| 012 | Bolton | 058 | Griswold | 104 | Norwich | 150 | Washington |
| 013 | Bozrah | 059 | Groton | 105 | Old Lyme | 151 | Waterbury |
| 014 | Branford | 060 | Guilford | 106 | Old Saybrook | 152 | Waterford |
| 015 | Bridgeport | 061 | Haddam | 107 | Orange | 153 | Watertown |
| 016 | Bridgewater | 062 | Hamden | 108 | Oxford | 154 | Westbrook |
| 017 | Bristol | 063 | Hampton | 109 | Plainfield | 155 | West Hartford |
| 018 | Brookfield | 064 | Hartford | 110 | Plainville | 156 | West Haven |
| 019 | Brooklyn | 065 | Hartland | 111 | Plymouth | 157 | Weston |
| 020 | Burlington | 066 | Harwinton | 112 | Pomfret | 158 | Westport |
| 021 | Canaan | 067 | Hebron | 113 | Portland | 159 | Wethersfield |
| 022 | Canterbury | 068 | Kent | 114 | Preston | 160 | Willington |
| 023 | Canton | 069 | Killingly | 115 | Prospect | 161 | Wilton |
| 024 | Chaplin | 070 | Killingworth | 116 | Putnam | 162 | Winchester |
| 025 | Cheshire | 071 | Lebanon | 117 | Redding | 163 | Windham |
| 026 | Chester | 072 | Ledyard | 118 | Ridgefield | 164 | Windsor |
| 027 | Clinton | 073 | Lisbon | 119 | Rocky Hill | 165 | Windsor Locks |
| 028 | Colchester | 074 | Litchfield | 120 | Roxbury | 166 | Wolcott |
| 029 | Colebrook | 075 | Lyme | 121 | Salem | 167 | Woodbridge |
| 030 | Columbia | 076 | Madison | 122 | Salisbury | 168 | Woodbury |
| 031 | Cornwall | 077 | Manchester | 123 | Scotland | 169 | Woodstock |
| 032 | Coventry | 078 | Mansfield | 124 | Seymour | 999 | Out-of-State |
| 033 | Cromwell | 079 | Marlborough | 125 | Sharon | | |
| 034 | Danbury | 080 | Meriden | 126 | Shelton | | |
| 035 | Darien | 081 | Middlebury | 127 | Sherman | | |
| 036 | Deep River | 082 | Middlefield | 128 | Simsbury | | |
| 037 | Derby | 083 | Middletown | 129 | Somers | | |
| 038 | Durham | 084 | Milford | 130 | Southbury | | |
| 039 | Eastford | 085 | Monroe | 131 | Southington | | |
| 040 | East Granby | 086 | Montville | 132 | South Windsor | | |
| 041 | East Haddam | 087 | Morris | 133 | Sprague | | |
| 042 | East Hampton | 088 | Naugatuck | 134 | Stafford | | |
| 043 | East Hartford | 089 | New Britain | 135 | Stamford | | |
| 044 | East Haven | 090 | New Canaan | 136 | Sterling | | |
| 045 | East Lyme | 091 | New Fairfield | 137 | Stonington | | |
| 046 | Easton | 092 | New Hartford | 138 | Stratford | | |

How to reset your Username

- 1 Click Forgot Username/Password link: <http://sdeportal.ct.gov/portaluser/>
- 2 The Home screen is displayed:



- 3 Click Forgot Username. The system displays the Forgot Username screen.

Forgot Username

Enter the required information and click submit. An email message containing your Username will be sent to the email provided.

| | |
|-----------------|------------------------------------------------------------|
| *First Name: | <input type="text" value="Type First Name Here"/> |
| *Last Name: | <input type="text" value="Type Last Name Here"/> |
| *Email Address: | <input type="text" value="Enter Your Email Address Here"/> |

*Indicates required field

Cancel

Clear

Submit

- 4 Enter your **First Name**, **Last Name** and **Email Address** and select Submit.



NOTE: First Name, Last Name and Email Address are required to match your account in Directory Manager (DM).

- 5 If **First Name**, **Last Name** and **Email Address** match, the following will be displayed:



- 6 An email will be sent with your Username.

Dear *First Name inserted*,

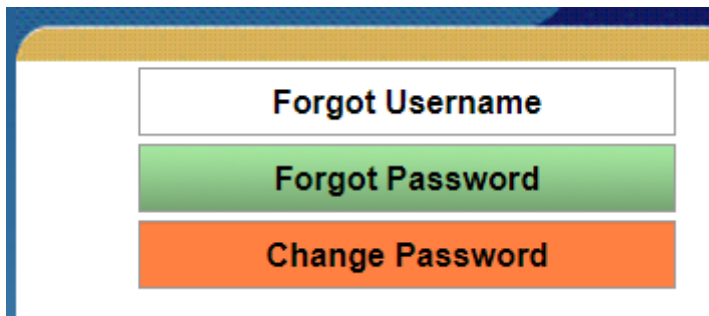
You requested your Username for Directory Manager (DM), which gives you access to the Connecticut State Department of Education's portal applications website.

- Access the portal here: <https://csde.ct.gov>
- Your Username is : **Username inserted**
- Do **NOT** share usernames and passwords, as each is unique to the assigned individual. The CSDE reserves the right to inactivate accounts and/or remove roles if it believes the account has been used by anyone other than the assigned account holder.

- 7 You can use the link in the email to access your account in DM.

How to reset your password

- 1 Click Forgot Username/Password link: <http://sdeportal.ct.gov/portaluser/>
- 2 The Home screen is displayed:



- 3 Click Forgot Password. The system displays the Forgot Password screen.

Forgot Password

Enter the required information and click submit. An email message containing a temporary password will be sent to the email provided.

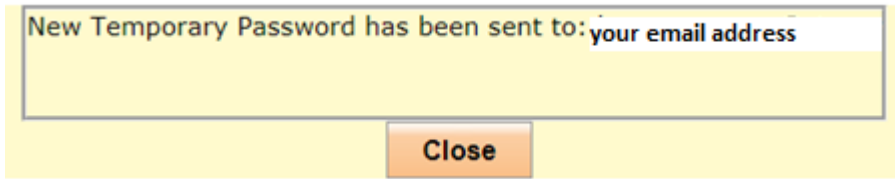
| | |
|-----------------|------------------------------------------------------------|
| *First Name: | <input type="text" value="Type First Name Here"/> |
| *Last Name: | <input type="text" value="Type Last Name Here"/> |
| *User Name: | <input type="text" value="Type User Name Here"/> |
| *Email Address: | <input type="text" value="Enter Your Email Address Here"/> |

*Indicates required field

- 4 Enter your **First Name**, **Last Name**, **Username** and **Email Address** and select Submit.

NOTE: First Name, Last Name, User Name and Email Address are required to match your account in Directory Manager (DM).

- 5 If **First Name, Last Name, User Name** and **Email Address** match, the following will be displayed:



- 6 An Email will be sent with your Temporary Password.

Dear *First Name inserted*,

You requested your Password to be re-set for Directory Manager (DM), which gives you access to the Connecticut State Department of Education's portal applications website.

- Access the portal here: <https://csde.ct.gov>
- Your temporary password is: **Temporary Password inserted**
- You will be forced to change your password when you log in.
- Do **NOT** share usernames and passwords, as each is unique to the assigned individual. The CSDE reserves the right to inactivate accounts and/or remove roles if it believes the account has been used by anyone other than the assigned account holder.

- 7 You can use the link in the email to access your account in DM.

Please direct all questions to:

Michelle Rosado,
ED 159 Program Manager

Michelle.rosado@ct.gov