Connecticut State Department of Education

Nonpublic School Report (ED159) 2024-25 User Guide

Table of Contents

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, 2024.

Collection Due Date

The deadline to submit the ED 159 collection for SY 21-22 is **November 1, 2024**.

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 <u>only once</u>. 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 <u>not</u> 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.
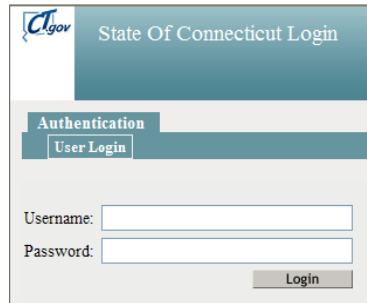
5. Count of Immigrant Students in the school
- Schools must provide a total count of immigrant students.
- Section 3301(6) of Title III of the ESEA: immigrant children and youths define as individuals who: 1) are age 3 through 21; 2) were NOT born in any State including the 50 States, the District of 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.

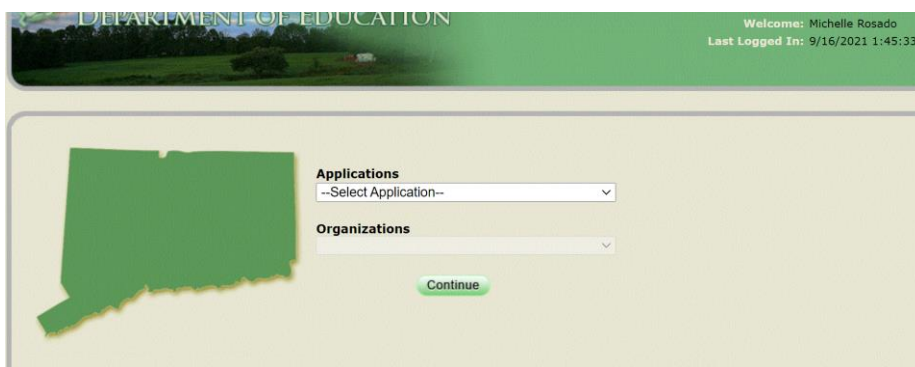**6. Count of Grade 12 Graduates (if applicable)**
- If your school serves Grade 12, schools must provide the count of the students who graduated from Grade 12 in school year 2023-24.

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

- <u>Usernames and passwords should NOT be shared</u> 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.

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, 2024.
- 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.

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.

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.**

[Next]   [Change Data]

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.

10. 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	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

[X]   Not-for-profit   [ ]   For-profit

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

[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:
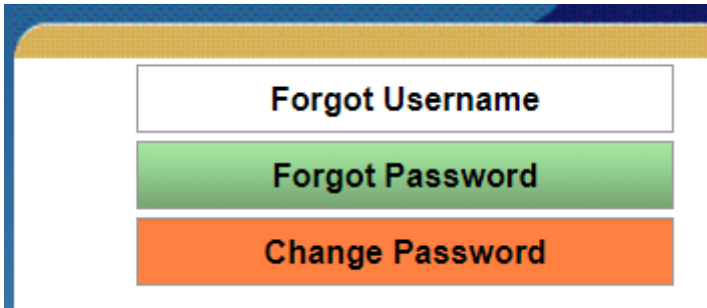
3   Click Forgot Username. The system displays the Forgot Username screen.

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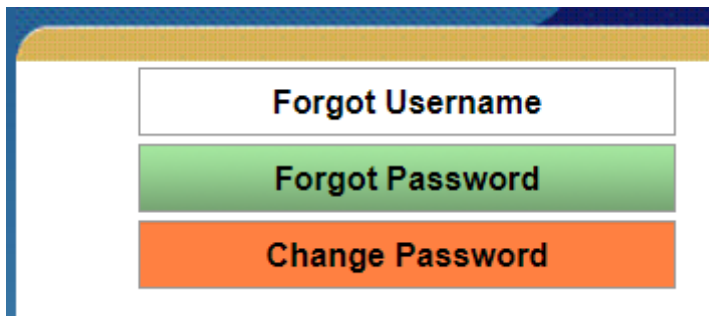
3   Click Forgot Password. The system displays the Forgot Password screen.

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:

New Temporary Password has been sent to: your email address

Close

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