

ED166

DISCIPLINARY
OFFENSE
COLLECTION

Helpful Links:

[ED166 Help Site](#)

[ED166 Login
Page](#)

WELCOME & CHECKLIST

Welcome to the ED166 Student Disciplinary Offense Application! Use the following checklist to prepare yourself for the data collection:

- Obtain your username and passwords. The ED166 is a Legacy Application, which means that there is one set of shared credentials per Local Education Agency (LEA). To access the ED166 one username and two passwords are needed:
 1. The username and first password (entered at <https://www.csde.state.ct.us>, otherwise known as the “Enter Button” page) are shared across several CSDE applications (such as PSIS). Obtain this information from someone in your LEA or call CSDE’s IT department at (860) 713-6681 to obtain it.
 2. The second password is ED166 specific. Obtain this information from someone in your LEA who is also an ED166 contact, or email me at keryn.felder@ct.gov for assistance.

NOTE: For security purposes it is highly recommended that passwords are updated when there is a change in personnel. If you obtained your ED166 password directly from someone in your LEA when a previous contact has left, email me at keryn.felder@ct.gov to update it.

Once you are listed as a ED166 contact on the District Profile page you will automatically be on my email list and will be sent updates and announcements pertaining to the collection.

- Visit the [Communication](#) section of the Documentation page of the Help Site to read email that has already been sent during the current school year.
- Bookmark the Help Site.
url: <https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/ED166-Help-Site>
The Help Site includes everything you need for a successful collection such as documentation, FAQ’s, statutory references and more.
- Familiarize yourself with the Record Layout. The Record Layout defines all of the data elements (fields) collected in the ED166. The Record Layout is available in the [Documentation](#) section of the Help Site.
- Even if you are not yet entering data, log onto the ED166 to familiarize yourself with the ED166 application itself. Explore the various screens and reports.
- Note the deadlines and what is required for each time frame. The deadlines are posted on the first page of the Help Site.
- Visit the [Training](#) page of the Help Site to see if there is an upcoming in-person or online training.

If you are a new user, I strongly recommend you start the collection early so there is ample time to provide any assistance needed and still meet the deadline. I also encourage you to contact me with any questions, feedback, or ideas you have on improving this collection.

I look forward to working with you to successfully complete this collection.

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