

**From:** Canty, Felicia <Felicia.Canty@ct.gov>  
**Sent:** Tuesday, October 31, 2023 10:14 AM  
**Subject:** ED166 Charter School Update  
**Importance:** High

Please review the **new** charter school requirements for ED166. I ask that you pay close attention to the information and dates highlighted below in yellow.

Note: This email was sent to you because you are listed as an ED166 contact. If you are no longer a contact for this application, please have someone in your LEA log into the ED166 and update the District Profile screen.

# ED166

DISCIPLINARY  
OFFENSE  
COLLECTION

**2023-24**

**Deadlines:**

**Charter Submission Due**

**Date: 12/1/23**

**Mid-Year: 3/6/24**

**Phase I (Timely): 7/10/24**

**Phase II (Accurate):  
8/21/24**

**Freeze: 9/4/24**

**Helpful Links:**

[ED166 Help Site](#)

[ED166 Login Page](#)

**2023-24**

## **ED166 STUDENT DISCIPLINARY OFFENSE COLLECTION CHARTER SCHOOL INFORMATION**

Good morning,

Please see updated information pertaining to Charter Schools below:

**1. The 2023-24 Collection is Now Open:**

- Your Local Education Agency (LEA, also known as your school district) may now begin entering or uploading data at whatever interval fits (monthly, quarterly, etc. – you do not have to wait until the deadline). **The Charter Office is now requiring an additional collection date for charter schools to proactively monitor charters' discipline data earlier in the year. This collection may inform the types of professional learning opportunities that are shared with schools. Charters are required to enter discipline data in the ED166 system by December 1, 2023. Please note that the March 6 and July 10 collection dates will remain the same.**
  - The Mid-Year Collection is required for all LEA's and is due March 6. Reminders will be sent as this date approaches.
- The [2023-24 Record Layout](#) is available online. **There are no changes from the 2022-23 Record Layout.**
- As always, the link to the [Help Site](#) and [Login Page](#) as well as the deadlines will be in the left margin of every group email sent, and all group emails will be posted in the [Communication](#) section of the Help Site.

**Training:**

- If you are completely new to this collection, there are two upcoming in-person training sessions being planned for November. Details will be emailed and posted on the [Training](#) page once finalized.
- Online training will be scheduled for January/February 2024 in preparation for the March 1 deadline.

As always, feel free to email me with any questions you have and I'm happy to assist.

Enjoy your day,

**Keryn G. Felder MBA**

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