

Good afternoon PSIS and ED166 District Coordinators,

There will be two “Working Day/Training” sessions hosted by Keryn Felder and Kendra Shakir, on November 15 at Ed Advance (Litchfield, CT), and December 4th at LEARN (Old Lyme, CT) for the completion of the (October 2023 PSIS Collection, and ED166 Collection).

Session Information:

- The purpose of a **Working Day** is to bring your laptop and work on your October 2023 Data Exceptions and Data Cleaning Reports. If you are a newer user, this may be especially beneficial for you; however seasoned users are also welcome to attend.
- The **ED166 Training** is targeted for new users who have direct contact with the ED166 application and are responsible for reporting data to the CT State Department of Education.

Note that the Working Day Sessions are not training, laptops are required to access your data and work towards collection completion. Laptops are *optional* for the ED166 Training sessions.

You may choose to attend all or part of the day. The ED166 Training Sessions are identical, you may choose which time to attend. Registration for a specific time slot is not necessary.

Time	Room 1	Room 2
8:30 - 8:45	Arrival & Intro	
8:45 - 10:15	PSIS Working Day Session	ED166 Training
10:30 - 11:45	PSIS Working Day Session	ED166 Training
12:00 - 1:00	Lunch	
1:00 - 2:00	PSIS Working Day Session	ED166 Working Day Session

Districts can register online:

- 11/15-EdAdvance - [Register Here](#)
- 12/4-LEARN - [Register Here](#)

Space is limited! An email confirmation will be sent once your spot has been reserved.

Thank you,

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