

Connecticut State Department of Education - Research and Data Collection

# Evaluation Timelines User Guide

Version 6.0.3

11/01/2021

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## Document Change Log

Version	Section / Page	Date	Description
4.0.00	TOC	6/18/2010	Added Documentation Change Log / Published
4.0.01	Procedures	6/22/2010	Updated screens and error messages
4.0.02	FAQs	6/30/2010	Added new FAQs Corrected typos
4.0.03	Procedures	6/30/2010	Updated error messages in Procedures section Added procedure How to Upload a Group of Student Records New Report to download student data for later upload
4.0.04	Handbook pg. 7	7/8/2010	Corrected order or Reason for Delay Added notes to the Upload Requirements based on issues encountered by districts.
4.0.05	Procedures	7/8/2010	Added steps to How to Upload a Group of Students
4.0.07	Handbook pg. 9	7/13/2010	Expanded description of Timely and Accurate
4.0.08	FAQ pg. 48	7/18/2010	Added clarification to existing FAQ
4.0.09	FAQ pg. 48	7/22/2010	Additional clarification to existing FAQ
4.0.10	Managing Student Data pg. 15  Procedures pg. 37  Procedures pg. 47	8/10/2010	New Note on entering incomplete student records  New Procedure - How to Add Foster Care not in my District  How to Upload a Group of Student Records - Clarifications on upload requirements - New prerequisite and note on entering incomplete student records
4.1.00	<b>Handbook</b> pp.10-12  pg.13 pg.27-30  <b>Procedures</b> pp.42, 51 pp.54-59  <b>FAQ</b> pp.61, 62	9/1/2010	Added details and revisions to Accurate reporting, District Certification and Monitored Submissions for Noncompliant Districts  New Note on entering incomplete student records Added description of district reports  New notes procedures Added procedures: - How to Certify Your District's Reported Data - How to Complete Monitored Submission  New and updated FAQs
4.1.01	<b>Procedures</b> <b>Pg.53</b>	9/15/2010	Add Upload screen with revised text
4.1.02	<b>Add a Individual student</b> Pg.40 <b>Change an Individual student</b> Pg.46	11/16/2010	Added Reason for Delay edit check (06 - The Date of Eligibility PPT in Reason for Delay 6 cannot be more then 3 years past the Date of birth)

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Version	Section / Page	Date	Description
4.1.03	<b>Added FAQ</b>		When should you obtain a SASID?
4.1.04	<b>Added EIP</b> P 16, 23-4	4/5/12	Added EIP to Record Layout, added description of field.
	Nondiscrimination Statement p. 78	4/30/12	Updated with 9-30-2011 version
5.0.00	Record layout	10/10/12	Added B (Private Pay Birth to Three) value
	Body	10/10/12	Added detail throughout on Private Pay Birth to Three and EIP. Added Birth to Three popup window. Updated screen captures covering EIP, Birth to Three. Corrected typos. Removed sections stating that all records must be complete in an upload. Changes related to EIP / Private Pay Birth to Three are highlighted
6.0	Navigation Pane	10/14/20	Added this formatting
	Who to Report	10/14/20	Added
	When should you obtain a SASID?	10/14/20	Updated to align with SEDAC FAQ
	How does the timeline work for children in Birth-to-Three referrals	10/14/20	Updated
	Updated guidance to reflect 45-School Day Timeline	10/14/20	Updated guidance with regard to using the State's 45-school-day evaluation timeline, instead of the federal timeline.
	Reason for Delay	10/14/20	Repurposed Reason for Delay #7 to collect if the state's 45-school day timeline was met.
	Published	10/14/20	
6.0.1	Private Pay?	09/03/2021	SASID required for Private Pay=B (referred from the Birth-to-Three system)
	How to Add an Individual Student Record	09/03/2021	Updated SASID required for Private Pay=B (Birth-to-Three)
	District Reports Used to Manage Collection	09/03/2021	Updated
	Private Pay Eligible Student Records Report	09/03/2021	Added
6.0.2	Birth to Three NOT Eligible – Follow-up Communication with Family Required (P.A. 21-46) Report	10/01/2021	Added
6.0.3	When should you obtain a SASID?	11/01/2021	Updated

## Objective

The purpose of this document is to provide districts with procedures and guidance for submitting data and to address questions regarding the use of this data collection.

The document is organized into four sections:



Handbook or reference guide on the purpose of this collection and definition of data collected



Step by step procedures for use of the system



Frequently Asked Questions (FAQs)



Appendix of terminology and references

### **Documentation Standards**

Standards used in this document include the following:

- FIELDS displayed on a screen are referenced using ALL CAPS
- Field **values** are highlighted in **bold**
- Screens are referenced using *italics*
- **Buttons** or **menu selections** are in **bold**
- When following procedures contained in this guide, always proceed to the next step if not directed
  - to go to another step



Look for  where new information or FAQs have been added or existing FAQs changed.



Represents important information related to data reporting.



Represents helpful tips and references to other sections of documentation for related topics.



Represents reminders of information previously stated related to the current topic.

## Contact List

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Analyst	Diane Murphy	<a href="mailto:Diane.Murphy@ct.gov">Diane.Murphy@ct.gov</a>	860-713-6891

The CSDE Data Acquisition Plan and Timely & Accurate Dates can be found at this site:

<https://portal.ct.gov/SDE/Performance/Data-Collections-Guide>



## Handbook / Reference Guide

### Evaluation Timelines Overview

#### Child Find Requirement

Each state is required by the Individuals with Disabilities Education Improvement Act (IDEA) to identify, locate, and evaluate all children in the state who are in need of special education and related services. To do so, states conduct what are known as Child Find activities.

- (a) General. (1) The State must have in effect policies and procedures to ensure that
- (i) All children with disabilities residing in the State, including children with disabilities who are homeless children or are wards of the State, and children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated; and
  - (ii) A practical method is developed and implemented to determine which children are currently receiving needed special education and related services.

Child Find requirements [20 U.S.C. 1412 (a) (3); 34 CFR §300.111]

#### SPP Indicator 11 - Timeline for Eligibility

Each state is required to report on the evaluation timeline compliance of the Child Find requirements, using the Indicator 11 section of the federally mandated State Performance Plan (SPP).

Pursuant to Regulations of Connecticut State Agencies §10-76d-13, once a district receives a written referral for special education evaluation, it has 45 school days to complete an initial evaluation, exclusive of the time required to obtain parental consent. The State timeline encompasses the entire eligibility determination process including reviewing the referral, obtaining written parental consent for evaluation, conducting a comprehensive evaluation, determining eligibility, obtaining written parental consent for the provision of special education services and implementing an IEP if the student is found eligible.

#### Individualized Student Evaluation Timeline Collection

The Evaluation Timeline system's objective is to provide an automated method to collect individual student data for the calculation of SPP Indicator 11. The data collected includes students referred for evaluation, with written parental consent to evaluate, for determination of eligibility for special education and related services.

These data are used to monitor a district's compliance to the state timeline rules for the initial evaluation process and to report on the results. The data collected provides the state with information to determine the percent of children evaluated and whose IEP was implemented within the state established timeline of 45 school days from the date of the receipt of referral. The state timeline of 45 school days is exclusive of



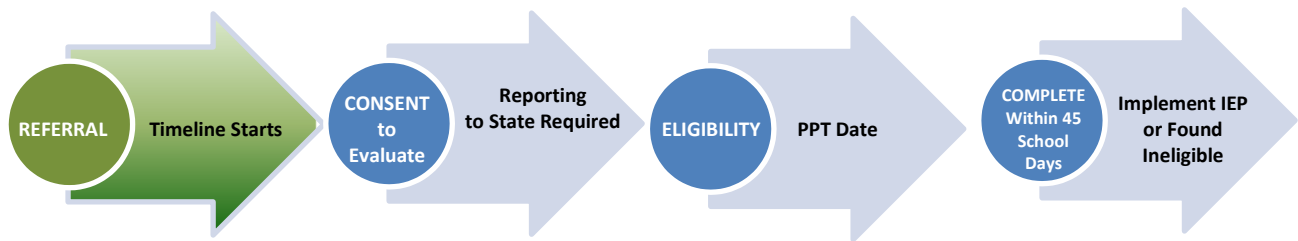
the time it takes to obtain the parental consent after being requested by the district; and is based on actual school days.

Only student referrals with a parental consent are to be included in these collections. The year of collection is determined by the DATE OF PARENTAL CONSENT TO EVALUATE; therefore, if parental consent is not received no data are collected within this system.

Once a student is found eligible, any further evaluations (i.e., reevaluations) are not collected in this system. The CSDE expects that the district will conduct a full and individual evaluation that consists of procedures to determine if the child is a child with a disability under 34 C.F.R. § 300.301. Further, the evaluation must be “sufficiently comprehensive to identify all of the child’s special education and related services needs, whether or not commonly linked to the disability category in which the child has been classified.” 34 C.F.R. § 300.304(c)(6). The practice of determining a child “not eligible” and then immediately re-referring the child to conduct a second initial evaluation is not permitted.

When calculating the SPP Indicator 11, acceptable reasons for delay are considered on time. Acceptable reasons for delay are pre-defined situations that may be selected when a timeline exceeds the 45-school-day timeline.

### Determining Timely Evaluations



1. Soon after a referral is received, a PPT meeting is scheduled to discuss the referral. Once the Consent to Evaluate is received, the referral record is required to be reported to the Evaluation Timelines Collection (ETC). Records regarding students referred for special education, for whom consent to evaluate is not received, are not reported to the ETC.
2. A student’s evaluation timeline begins upon receipt of the referral and continues until the IEP is implemented or the student is found ineligible.
3. **Once eligibility has been determined** and all data are properly reported; the user changes the ELIGIBLE field to **Eligible** or **Not Eligible** and reports the DATE OF ELIGIBILITY PPT.
  - a. The number of DAYS TO EVALUATE (a calculated field in ETC *Days to Evaluate Report*) is no longer valid. Please ignore this field as the system uses the old federal timeline for calculation and not the State 45-school day timeline.
4. The initial evaluation is considered **on time**, when the district calculated number of days to evaluate is less than or equal to 45 school days from referral to implementation.
  - a. All records are required to have a REASON FOR DELAY reported. Reasons for delay 01-07 and 09 are all considered ON-TIME Evaluations and the record status will be set to COMPLETE. Only [Reason 08 – Other] is considered not timely and record status will be set to Complete - Beyond Timeline.

## EVALUATION TIMELINES USER GUIDE

- 01-Documented request by parent to reschedule or delay PPT meeting after agreeing to attend at a particular time and date.
- 02-Parent repeatedly fails or refuses to produce the child for evaluation
- 03-Student Hospitalized/Extended student absence with medical documentation that the student is not available for evaluation
- 04-Student placed in diagnostic placement for the purpose of determining eligibility
- 05-PPT Cancelled Due to Inclement Weather/Emergency closing
- 06-Child referred from the Birth to Three System, had a 90-day transition conference, and either had an IEP in place by their 3rd birthday or was found not eligible
- **07- Met state 45-school day implementation timeline**
- 09-Documented agreement to extend the evaluation timeline for the purpose of determining a Specific Learning Disability (ED637 form)

When one of the above Reasons for Delay are reported for the record, the RECORD STATUS will be set to **Complete**. Please note – it is anticipated that the majority of records will use Reason for Delay 07 – Met the state 45-School Day Timeline.

- b.** The timeline is considered **late**, when the number of school days between referral and IEP Implementation exceeds 45-school days and REASON FOR DELAY is **08-Other**.

As a result, the RECORD STATUS is set to **Complete-Beyond Timeline**.

### *A sample of Unacceptable Reasons for Delay*

1. Parent did not return phone calls
2. Parent did not have transportation
3. Statewide assessments
4. Staff illness
5. Extensive observation needed
6. Need time to determine student's dominant language
7. Not enough staff/staff schedules/increases in staff caseloads
8. Student not available due to school activities
9. Vision issues (student needs testing and/or reading glasses)
10. Parent schedule inflexible
11. Student refusal

## Collection Period

There is one collection per school year. Two collections may be open concurrently to collect data for any delayed evaluations. Each collection's purpose is to fulfill the Indicator 11 reporting requirements for a specific school year.

- Evaluation Timelines is accessible year round
- Evaluation Timelines is closed during federal reporting
- Student records are accepted for a specific school year, based on whether the DATE OF PARENTAL CONSENT TO EVALUATE falls between July 1 and June 30 of that school year
- Federal Reporting of Indicator 11 occurs on February 1.

## Timely and Accurate

The Department will take into account whether or not district data are submitted in a timely and accurate manner in District-level Annual Performance Report (APR) Determinations. Please work with both special education and general education staff to ensure data submitted to the Department are timely and accurate. (20 U.S.C. 1416(a)(3)(B))

The Department has recently met to define *Timely and Accurate* and how we will determine compliance for the SPP. We have attempted to define *Timely and Accurate* as a holistic system analysis, thereby ensuring the monitoring of Timely and Accurate Reporting is not about minor edits/errors, but instead is about systemic failure to report and/or follow reporting directions/guidelines.

### Timely

- 1) Submission of file by due dates (no extensions);
- 2) Passed general edit checks and provided complete data.
  - a) district did not report old/previous year/fake data;
  - b) there are no missing data (i.e., failure to report an entire field or school, etc.) and
  - c) the data pass all reasonability tests (comparisons to state data and last year's data...no unexplained significant changes in counts or percent of students within various data points).

### Placeholder Records

By the Timely Date, there should be an entry in ETC for any pending evaluation for which a consent to evaluate has been received. By necessity, these records will be categorized as incomplete until evaluations are completed when school resumes. This is typical for consents to evaluate that were received very close to the end of a school year. The incomplete record serves as a placeholder for the count of a district's evaluations for a given school year.

### Accurate

District corrects data errors within the edit checking timeframe established for each data collection.

Any data errors not corrected by the established "freeze date" of the file for federal reporting will be considered not accurate.

Certification is not required to meet the accurate reporting deadline for a school year.

- Timely due date is June 30.
- Accurate due date is typically November 15.

## SPP Indicator 11 Percentage Calculation



Percent = [(On-time **Evaluations**) divided by (**Parental Consents Received**)] times 100

On-time evaluations include evaluations completed on time or complete with an acceptable reason for delay.



**NOTE:** Students that have moved out of your district prior to eligibility determination are not considered in this calculation. The district has indicated this by selecting an ELIGIBILITY status of **Moved**.

## District Certification

Your district is required to sign-off on the content of your data, which in turn locks the data against any further changes. You may not add, change or delete any student records after certification.

**To certify your district, which allows for the preparation of federal and state reporting, all student records must have a completed status, with all eligibilities reported** (eligible, not eligible or moved).

The CSDE Evaluation Timelines Data Manager is able to decertify and unlock your district's data after certification if changes are needed. Once changes are made, the collection will need to be re-certified by your district. Each time you certify, the *Certification Confirmation* report is presented with the results for your district.

Final end of year certification occurs after June 30 of the Collection Year. For a district to certify, all student records must be complete. Districts that have no reported data, must still certify. **NOTE:** The button to certify will become active on July 1.

During district certification, the system calculates the current percentage of on-time evaluations and displays the *Certification Confirmation* report; and if under 100%, a citation and corrective action message is available on this report for printing. It is recommended the district also print the SPP Indicator 11 Summary report for their records at this time.



**IMPORTANT:** It is your responsibility to make sure the documented citation and corrective actions, along with a copy of the SPP Indicator 11 Summary report, are saved or printed for your records.

### Monitored Submissions for Noncompliant Districts

If the percentage calculated during final certification of the current Collection Year is below 100% your district will be required to participate in *monitored submissions* during the next Collection Year.

When Monitored Submissions are in effect for a district, the district must submit data for every two month period by administrator-defined due dates. When data entry is complete and the data verified, the Monitored Submissions are submitted using the Certify menu option, which locks the collection.

- Data are entered for monitored submissions in the same manner as normal reporting.
- Districts may report student records across monitored submission ranges with any date as long as it adheres to existing Parental Consent and Collection rules.

The student records considered in each *monitored submission time period* are determined by their Parental Consent Dates. The collection year is defined by the Parental Consent Dates of July 1 to June 30. The monitored submission time periods are a two-month subset of each collection year.

Each submission has a due date for reporting student data:

Submission Type	Parental Consent Date Range	Due Date
Monitored Submission 1	July 1 to August 31	December 15
Monitored Submission 2	September 1 to October 31	January 15
Monitored Submission 3	November 1 to December 31	March 15
Monitored Submission 4	January 1 to February 28	May 15
End of Year Submission (covers Monitored Submissions 5 & 6)	Includes data reported throughout whole Collection Year	August 15

The 5<sup>th</sup> and 6<sup>th</sup> submissions are collected together at the End-of-Year Submission due date.

## Managing Student Data

### Who to Report

Every student with a Referral to Determine Eligibility for Special Education and Related Services (ED621) where the Notice and Consent to Conduct an Initial Evaluation (ED625) was signed.



**IMPORTANT:** do **not** report:

- students with a referral to Gifted and Talented
- students referred, where the Consent to Conduct an Initial Evaluation (ED625) form was not signed
- re-evaluations
- 504 evaluations
- In most cases, students with lapsed IEPs would not be reported in the ETC upon re-enrollment in a public school. Please refer to the ETC Frequently Asked Questions (FAQ) section for further guidance.

### Upload Requirements

Districts that choose not to use Evaluation Timelines as their data entry tool are allowed to upload data directly into Evaluation Timelines via CSV format.

- Upload files may include incomplete records. At a minimum, Date of Referral and Date of Parental Consent to Evaluate must be included in the student record.
- Data may be collected using a third-party vendor, database or spreadsheet entry and then uploaded to Evaluation Timelines
- Using a State-defined file format and file types
- Using upload tools provided within Evaluation Timelines.

Error messages for each of the student entries are provided after the upload is processed. Errors may be corrected and the file resubmitted. Each submission of an upload replaces the previously saved data.

The data uploaded must meet strict requirements for all mandatory fields. Batches are only accepted if each entry has all mandatory or conditionally mandatory fields completed in the proper format. If the data are not complete and does not comply with the documented rules for each field, the whole file is rejected.

Once data are uploaded, a system-generated **REFERRAL ID** is assigned to each entry. If any manual changes are made online or if your district wishes to upload changes to these data in the future, it is recommended that you download your data for use within your local system, to prevent duplicates or potential file rejects.



**REMEMBER:** Once an upload is completed successfully, immediately download your data with the Evaluation Timelines assigned REFERRAL ID.

Note that subsequent uploads replace duplicate records and append new records to a district's submission in the ETC system.

## Evaluation Timelines Record Layout

The following is a list of all the fields and guidance for completing each student record.

### Data Types:

**Char** - Character, Alphanumeric

**Num** - Numeric

**Date** - MMDDYYYY date where *MM* = Month, *DD* = Day, *YYYY* = Year



**REMEMBER:** Always use a two digit month; for example, for June 1, 2020, enter 06012020. When using a spreadsheet program to create your file, change the format of the column of dates to **text**. This will ensure the field retains any leading zeroes when saved. There should not be any slashes (/) in the date.



**IMPORTANT:** When saving a spreadsheet to create a CSV file, make sure you **close the file** before attempting to upload the file. Otherwise, the file uploaded may not be saved in the proper format and will be rejected.

### Requirements:

**Mandatory** - If this field is not complete, an error is generated.

**Optional** - Districts have the option to report this field or leave it blank.

**Recommended** - We recommend that this field be reported; districts have the option leave it blank.

**Conditional** - This field may be required depending upon the response to a related field.

**Disallowed** - Districts may not report this field for this submission. This field is for display purposes only.

### Origins of Data:

**PSIS** - Public School Information System; the PSIS Registration module is referenced for student data.

**LEA** - Local Education Agency or District

	Field Name	Excel Column	Data Type	Starting Position	Ending Position	Length	Origin	Requirements (M,O,R,C,D)	Valid Values / Default Value / Notes
1.	<a href="#">Evaluation Timelines District</a>	A	Char	1	3	3	LEA	M	### (include leading zeros if applicable)
2.	<a href="#">Private Pay?</a>	B	Char	4	4	1	LEA	M	Y/N/B (Y- (Private Pay <u>not</u> Birth to Three, N-No, B – Private Pay Birth to Three)
3.	<a href="#">State Assigned Student ID (SASID)</a>	C	Char	5	14	10	PSIS	C	Numeric
4.	<a href="#">Referral ID</a>	D	Char	15	24	10	Evaluation Timelines	C	Numeric
5.	<a href="#">Formal Last Name</a>	E	Char	25	59	35	LEA/PSIS	C	Character allowing a dash, period, space and apostrophe
6.	<a href="#">Formal First Name</a>	F	Char	60	79	20	LEA/PSIS	C	
7.	<a href="#">Formal Middle Name</a>	G	Char	80	99	20	LEA/PSIS	O	
8.	<a href="#">Date of Birth</a>	H	Char	100	107	8	LEA/PSIS	M	MMDDYYYY
9.	<a href="#">Date of Referral</a>	I	Char	108	115	8	ED621	M	MMDDYYYY
10.	<a href="#">Date of Parental Consent to Evaluate</a>	J	Char	116	123	8	ED625	M	MMDDYYYY

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	Field Name	Excel Column	Data Type	Starting Position	Ending Position	Length	Origin	Requirements (M,O,R,C,D)	Valid Values / Default Value / Notes
11.	<a href="#">Date of Eligibility PPT</a>	K	Char	124	131	8	IEP / ED620	C	MMDDYYYY
12.	<a href="#">Eligibility</a>	L	Char	132	132	1	IEP / ED620	M	Y/N/M
13.	<a href="#">Reason for Delay</a>	M	Char	133	134	2	LEA	C	See Appendix for values
14.	<a href="#">Reason Details</a>	N	Char	135	334	200	LEA	C	Character allowing a dash, period, space and apostrophe
15.	<a href="#">Denial of Basic Rights?</a>	O	Char	335	335	1	LEA	C	Y/N
16.	<a href="#">Corrective Action</a>	P	Char	336	535	200	LEA	C	Character allowing a dash, period, space and apostrophe
17.	<a href="#">District Student ID</a>	Q	Char	536	555	20	LEA	R	Character and/or numbers
18.	<a href="#">Early Intervention Participant (EIP)</a>	R	Char	556	556	1	ED621	M	Y/N
19.	End of Record Marker	S	Char	557	557	1	X	M	The letter X must be included in this position to mark the end of each record

**NOTE:** The above layout describes the fixed length format. For districts providing a comma-delimited file, please follow the above layout for field sequence and maximum length. Also, please include a carriage return (cr) and line feed (lf) after each record regardless of format.

## Data Fields

*Description of the fields used in data reporting for Evaluation Timelines.*

### EVALUATION TIMELINES DISTRICT

What is the district reporting the evaluation?

Since you are reporting this student's record, your district is the Evaluation Timelines reporting district.

#### Rules

- If **Public**, your assigned **Evaluation Timelines DISTRICT** must match one of the following, otherwise during file upload, the file is rejected:
  - o Student's **PSIS REGISTRATION REPORTING DISTRICT**
  - o Student's **PSIS REGISTRATION RESIDENT TOWN**
  - o Student's **PSIS REGISTRATION RESIDENT TOWN's corresponding Regional School District**

#### Values

- Reporting Districts

#### Source

- LEA



*Description of the fields used in data reporting for Evaluation Timelines.*

**PRIVATE PAY?**

Until a student is registered in PSIS, they are not considered a public school student. At the time of the referral PPT meeting, if the parental consent to evaluate (ED625) is signed/received prior to the student being registered in PSIS (DISTRICT ENTRY DATE), the child is reported as Private Pay regardless of whether a SASID has been obtained.

Screen Label:

**AT THE TIME OF REFERRAL, WAS THE STUDENT REGISTERED IN A PUBLIC SCHOOL OR PRIVATE PAY?**

**Rules**

- Selection is required.
- If the student is a **Public** school student, a **SASID must be assigned in PSIS REGISTRATION prior to entry** into the Evaluation Timelines system.
- If **Public**, the following fields are required to identify the student and establish the student record:
  - **SASID**
  - **DATE OF BIRTH**
  - **DATE OF PARENTAL CONSENT TO EVALUATE**
- If **Private Pay not Birth to Three or Private Pay Birth to Three**, the following fields are required:
  - **LAST NAME**
  - **FIRST NAME**
  - **DATE OF BIRTH**
  - **DATE OF PARENTAL CONSENT TO EVALUATE**
- If **Private Pay=Y** – Private Pay (not referred from the Birth-to-Three), the SASID is **optional**.
- If **Private Pay=B** – Private Pay (referred from the Birth-to-Three System), the SASID is **required**.

**Values**

- Y - Private Pay (not referred from Birth-to-Three)
- N - Public
- B - Private Pay (referred from the Birth-to-Three System)

**Source**

- LEA

**STATE ASSIGNED STUDENT ID (SASID)**

What is the State Assigned Student Identifier established for the student in the PSIS REGISTRATION system?

Screen Label:

**SASID**

**Rules**

- If **Public**, this field is **required**.
  - A SASID must be assigned in PSIS REGISTRATION if you intend to report the student in the Evaluation Timelines system.
  - If match not found in PSIS REGISTRATION, during file upload, the record is rejected.
- If **Private Pay (B - Birth-to-Three)**, this field is **required**. If **Private Pay (Y - Not Birth-to-Three)**, this field is **optional**.
  - A SASID must be assigned in PSIS REGISTRATION if you intend to report it into the Evaluation Timelines system.
  - If match not found in PSIS REGISTRATION, during file upload, the record is rejected.

**Values**

- N/A

**Source**

- From your PSIS Data Manager

*Description of the fields used in data reporting for Evaluation Timelines.*

**REFERRAL ID**

This is a unique system-assigned identifier for this student’s evaluation referral. This is important if you are making changes using a local application and want to upload those changes.

**Rules**

- For districts submitting data using the upload function, this identifier is required for any changes to an existing student record.
- For districts submitting data using the upload features, if the REFERRAL ID is not present, the system attempts to create a new student record.
- Make sure you download an updated file with the REFERRAL ID after a successful upload, so that future updates are made to the proper record.

**Values**

- N/A

**Source**

- Assigned by the Evaluation Timelines system upon entry

**FORMAL LAST NAME**

What is the student’s formal last name?

Screen Label:  
**LAST NAME**

**Rules**

- If **Private Pay**, this field is **required**.

**Values**

- N/A

**Source**

- From the ED620, ED621, or ED625 forms

**FORMAL FIRST NAME**

What is the student’s formal first name?

Screen Label:  
**FIRST NAME**

**Rules**

- If **Private Pay**, this field is **required**.

**Values**

- N/A

**Source**

- From the ED620, ED621, or ED625 forms

**FORMAL MIDDLE NAME**

What is the student’s formal middle name?

Screen Label:  
**MIDDLE NAME**

**Rules**

- Optional. Recommended for **Private Pay**, especially if a SASID is not available.

**Values**

- N/A

**Source**

- From the ED620, ED621, or ED625 forms

*Description of the fields used in data reporting for Evaluation Timelines.*

**DATE OF BIRTH**

What is the student's birth date?

**Rules**

- Required.
- When **SASID** provided, the DATE OF BIRTH reported must **match the student's DATE OF BIRTH in PSIS REGISTRATION.**
  - If not matched during file upload the file is rejected.

**Values**

- MMDDYYYY (required format for upload)
- MM/DD/YYYY (required for online data entry)

**Source**

- From the ED620, ED621, or ED625 forms
- 

**DATE OF REFERRAL**

What is the date of receipt of the signed parent note or Referral to Determine Eligibility for Special Education and Related Services (ED621) form?

This is the date the referral was received, not necessarily the Referral Date field from this same form. This date should be stamped on the document upon receipt.

**Rules**

- Required.
- Cannot be future date.
- Cannot be after the **DATE OF PARENTAL CONSENT TO EVALUATE.**

**Values**

- MMDDYYYY (required format for upload)
- MM/DD/YYYY (required for online data entry)

**Source**

- Received Date stamped on the ED621 form.
-

*Description of the fields used in data reporting for Evaluation Timelines.*

**DATE OF PARENTAL  
CONSENT TO EVALUATE**

What is the date your district received the signed Notice and Consent to Conduct an Initial Evaluation form (ED625)?

This may be the same as the PPT meeting date, if the parent signed the form at the meeting.

**Rules**

- Required.
- Cannot be future date.
- Must be after or equal to the **DATE OF REFERRAL**.
- If the student is **Public**
  - Must be **after** the PSIS REGISTRATION **DISTRICT ENTRY DATE**
  - Must be **before** the PSIS REGISTRATION **DISTRICT EXIT DATE**
- Cannot have two records for the same student with the same DATE OF PARENTAL CONSENT TO EVALUATE.

**Values**

- MMDDYYYY (required format for upload)
- MM/DD/YYYY (required for online data entry)

**Source**

- From the ED625 form, date form stamped as received or parent's signature date
- 

**DATE OF ELIGIBILITY PPT**

What is the date of the PPT meeting where the evaluation was decided?

The date that a PPT reviewed evaluation results and made a decision regarding eligibility for special education and related services.

**Rules**

- Required if ELIGIBILITY is **Y-Eligible** or **N-Not Eligible**.
- Not allowed if ELIGIBILITY is **M-Moved** or not chosen.
- Cannot be future date.
- Must be after or equal to the DATE OF PARENTAL CONSENT TO EVALUATE

**Values**

- MMDDYYYY (required format for upload)
- MM/DD/YYYY (required for online data entry)

**Source**

- Meeting Date from the ED620 form where REASON FOR MEETING has *Determine Evaluation* selected.
-

*Description of the fields used in data reporting for Evaluation Timelines.*

**ELIGIBILITY**

Upon evaluation, was the student found **Eligible** or **Ineligible** for special education or related services?

If the student has not yet been evaluated, do not select any value.

If the student moved out of your district or became unable to evaluate prior to completion of this student record, select **Moved**.

**Rules**

- Required.
- This field cannot be **Y-Eligible** or **N-Not Eligible** if the **DATE OF ELIGIBILITY PPT is blank**.

**Values**

- Y-Eligible
- N-Not Eligible
- M-Moved

**Source**

- From “Eligible as a Student in Need of Special Education” field on the IEP / ED620 form
- 

**REASON FOR DELAY**

What is the reason for the delay in completing the evaluation?

REASONS FOR DELAY of **01-07** and **09** are acceptable reasons for delay and this student record is considered on time.

If a REASON FOR DELAY of **08-Other** is selected; the timeline is late.

NOTE: REASON FOR DELAY 07 has been changed to read: **07-Met state 45-school day implementation timeline**. This Reason for Delay was repurposed to provide a place where districts indicate records that have met the state 45-school-day implementation timeline. All records for evaluations that were completed within the state 45-school day timeline must be indicated with this Reason for Delay = 07. This change was made to bridge the gap between the current Legacy application and its replacement.

*Description of the fields used in data reporting for Evaluation Timelines.*

**Rules**

- Required if IEP implementation is **45 school days after the DATE OF REFFERAL.**
- If REASON FOR DELAY is **08-Other**, then REASON DETAILS and DENIAL OF BASIC RIGHTS are required.

**Values**

- 01-Documented request by parent to reschedule or delay PPT meeting after agreeing to attend at a particular time and date
- 02-Parent repeatedly fails or refuses to produce the child for evaluation
- 03-Student Hospitalized/Extended absence with medical documentation that student not available for evaluation
- 04-Student placed in diagnostic placement for the purpose of determining eligibility
- 05-PPT Cancelled Due to Inclement Weather/Emergency closing
- 06-Child referred from the Birth to Three System, had a 90-day transition conference, and either had an IEP in place by their 3rd birthday or was found not eligible
- **07-Met state 45-school day implementation timeline**
- 08-Other.
- 09-Documented agreement to extend the evaluation timeline for the purpose of determining a Specific Learning Disability (ED637 form)

**Source**

- LEA
- 

**REASON DETAILS**

If you selected a REASON FOR DELAY of **08-Other**, then an additional description is required.

This is your description of the reason for delay if you did not select one of the pre-defined values provided. If this is reported, the timeline is considered late and, therefore, non-compliant. You must have documentation supporting your selection of reasons 01-07 and 09; if not, your student record is not in compliance.

**Rules**

- Required if REASON FOR DELAY is **08-Other**.

**Values**

- N/A

**Source**

- LEA
-

*Description of the fields used in data reporting for Evaluation Timelines.*

**DENIAL OF BASIC RIGHTS?** Was the student denied basic rights due to a delay in the evaluation process?

Denial of basic rights is considered when more than a minimal procedural violation has taken place denying a student’s right to a Free Appropriate Public Education (FAPE), as stated in the 34 C.F.R Section 300.101

**Rules**

- Required if REASON FOR DELAY is **08-Other**.
- If DENIAL OF BASIC RIGHTS is **Y-Yes**, then CORRECTIVE ACTION is required.

**Values**

- Y-Yes
- N-No

**Source**

- LEA
- 

**CORRECTIVE ACTION**

If the student was denied basic rights, what is your district’s action plan to correct or rectify the situation?

**Rules**

- Required if DENIAL OF BASIC RIGHTS is **Y-Yes**.

**Values**

- N/A

**Source**

- LEA
- 

**DISTRICT STUDENT ID**

What is the local student identifier, assigned by your district or the local school’s system?

**Rules**

- This field is recommended and can be used to update your district or school’s system from the Evaluation Timelines system, along with the REFERRAL ID.

**Values**

- N/A

**Source**

- LEA
- 

**EARLY INTERVENTION PARTICIPANT (EIP)**

This indicates that prior to referral to special education, a team of general educators met to discuss, develop or try other ways to help the student. This Early Intervention Service (EIS) is sometimes referred to as a Child Study Team, Early Intervention Team, Student Assistance Team or a Response to Intervention (RTI) model. This “pre-referral” step is a requirement of IDEA 2004; the response should be Yes.

§ Section 300.226 of IDEA

§ Section 300.124 of IDEA

If a Pre-K student was enrolled in the Birth to Three System, the response to this question is **Y-Yes**. If a Pre-K student was found not to be eligible for the Birth to Three System, the district can determine if EIS is appropriate before referral for eligibility determination, but may still refer without EIS, so the answer can be **Y-Yes** or **N-No**. *Blanket* Preschool screenings should not be considered to be EIS.

Parents have the right to by-pass EIS and go straight to referral for eligibility determination, in which case, if the planning and placement team decides to evaluate the student for eligibility determination, the response is **N-No**.

### Rules

- Public (Private Pay = N) or Private Pay
- Mandatory

### Values

- Y-Yes
- N-No

### Source

- While EIP information does not have specific Y/N collection on the referral/consent forms, the information should be contained in Section B. *Describe Alternative Strategies Attempted and Outcomes* on the Referral to Determine Eligibility Form (ED621).

The following fields are calculated in the Evaluation Timelines system and are available on some reports or used by the system to determine the status of the student's record.

### *Description of the fields used in analyzing the data reported in Evaluation Timelines*

**NOTE:** The following legacy reports will not be removed from the existing set of ETC Reports, but they should be ignored because they are no longer valid with regard to how the State Regulation is calculated for compliance using the 45-school-day rule.

- CONSENT + 60 DAYS DATE
- DAYS TO EVALUATE
- DAYS BEYOND TIMELINE
- EVALUATED ON TIME?

**NOTE:** This indicator is automatically set in the ETC system for every student to N – No, Late. By setting all records to “late, beyond the 45-school day timeline”, we required the district to select a Reason for Delay. In the Reasons for Delay options, the district can report that they met the 45-School day timeline by reporting reason 07.



*Description of the fields used in analyzing the data reported in Evaluation Timelines*

**COLLECTION YEAR**

Identifies which collection year the student record is assigned.

Each collection has a valid range of dates for the DATE OF PARENTAL CONSENT TO EVALUATE. When each student record is added a COLLECTION YEAR must be selected based on the DATE OF PARENTAL CONSENT TO EVALUATE reported.

A student's record cannot be in multiple collections, nor can it be moved from one collection to another, unless the DATE OF PARENTAL CONSENT TO EVALUATE was reported in error. In this case, the student record must be deleted and added with the new DATE OF PARENTAL CONSENT TO EVALUATE.

**Rules**

- The student record reported must have a DATE OF PARENTAL CONSENT TO EVALUATE on or between July 1 and June 30 of the reporting cycle.

*For example, a consent date of 8/1/2020 must be reported in the 2020-2021 collection year, which has a CONSENT START DATE of 7/1/2020 and CONSENT END DATE of 6/30/2021.*

**Values**

- The name of the collection is the ending year of that collection period. *For example, 2020 for the 2020-2021 school year.*

**Source**

- Assigned by the Evaluation Timelines system at the time of entry of the DATE OF PARENTAL CONSENT TO EVALUATE.
- 

**RECORD STATUS**

Indicates whether eligibility has been determined, and all required data fields have been reported. In addition, records are distinguished by their compliance, whether on-time or late.

**Rules**

**Complete**

- ELIGIBILITY is **Moved**  
OR
  - All required fields have been reported and the student record is **EVALUATED ON TIME**  
OR
  - All required fields have been reported and the student record is **not EVALUATED ON TIME**, and  
REASON FOR DELAY is one of the following
    - 01- Documented request by parent to reschedule or delay PPT meeting after agreeing to attend at a particular time and date
    - 02- Parent repeatedly fails or refuses to produce the child for evaluation
-

## EVALUATION TIMELINES USER GUIDE

### *Description of the fields used in analyzing the data reported in Evaluation Timelines*

- 03- Student Hospitalized/Extended absence with medical documentation that student not available for evaluation
- 04- Student placed in diagnostic placement for the purpose of determining eligibility
- 05- PPT Cancelled Due to Inclement Weather/Emergency closing
- 06- Child referred from the Birth to Three System, had a 90-day transition conference, and either had an IEP in place by their 3rd birthday or was found not eligible
- 07- Met state 45-school day implementation timeline
- 08- OTHER
- 09- Documented agreement to extend the evaluation timeline for the purpose of determining a Specific Learning Disability (ED637 form)

#### ***Complete beyond timeline***

- All required fields have been reported, and the student record is not EVALUATED ON TIME, and
  - o REASON FOR DELAY is **08-Other**.

#### ***Incomplete***

- All required fields have **not** been reported, and
  - o When today is less than the **DATE OF PARENTAL CONSENT TO EVALUATE plus 60 days**.

#### ***Incomplete beyond timeline***

- All required fields have **not** been reported, and
  - o When today is greater than the **DATE OF PARENTAL CONSENT TO EVALUATE plus 60 days**.

#### **Values**

- Complete
- Complete-Beyond Timeline
- Incomplete
- Incomplete-Beyond Timeline

#### **Source**

- Assigned by the Evaluation Timelines system at the time of entry or of any changes to the student's record.
-

## District Reports Used to Manage Collection

The data collected within this application is used to determine your district’s SPP Indicator 11 compliance.

The reports provided within Evaluation Timelines aid your district in the effort to complete and verify their reported data in a timely and accurate manner; for example, identifying students that need further information and follow-up, and identifying student records that are considered late.

District Reports
Eligible Student Records with Nexus Missing
Private Pay Eligible Student Records
Birth to Three NOT Eligible – Follow-up Communication with Family Required (P.A. 21-46)
Reason for Delay Review Report
Download Student List for Analysis
Download Student Evaluation Data
Download Evaluation Timeline Upload Template
SPP Indicator 11 Summary Report
Certification Confirmation Report

### Eligible Student Records with Nexus Missing

Select “Eligible Student Records with Nexus Missing” report. This will open the **Eligible Students with NO PSIS Nexus Information**.

This report should be continually monitored to ensure 0 cases so that PSIS is accurate.

Total number of Students: 370      Report Goal: 0      [Print View](#)

SASID	Name	Date of Birth	ET Collection Year	ET Reporting District	Eligibility PPT Date	Active PSIS Registration Resident Town	Active PSIS Registration Reporting District	PSIS District Entry Date	Active PSIS Registration Last Updated	Reason	
1013636013		5/22/2016	2020-21		5/21/2021			8/9/2021	8/9/2021 10:42:18 AM		<a href="#">Edit</a>
1015527711		12/2/2016	2019-20		11/26/2019			8/26/2021	8/26/2021 12:39:50 PM		<a href="#">Edit</a>
1045283063		6/28/2018	2020-21		5/25/2021			8/23/2021	8/25/2021 7:39:55 AM		<a href="#">Edit</a>
1050469672		1/11/2017	2019-20		1/9/2020			7/1/2021	7/28/2021 2:56:10 PM		<a href="#">Edit</a>

Private Pay Eligible Student Records

This report displays a student list with Eligibility status of Yes - students that are reported as Private Pay.

Connecticut State Department of Education  
Evaluation Timelines Collection  
Private Pay Eligible Student Records Report

Collection Year: 2020-2021

District: STATEWIDE  
Printed on: 09/03/2021 02:07 PM

SASID	Name	Date Of Birth	ET Collection Year	ET Reporting District	Private Pay	Consent Date	Eligibility PPT Date	Eligibility
		12/8/2016	2020-2021		Yes	12/29/2020	2/12/2021	Yes
		4/15/2018	2020-2021		B23	3/10/2021	4/7/2021	Yes
		5/29/2018	2020-2021		Yes	3/15/2021	4/26/2021	Yes
		4/9/2017	2020-2021		B23	9/11/2020	9/24/2020	Yes
		1/19/2018	2020-2021		B23	1/20/2021	1/25/2021	Yes
		10/28/2017	2020-2021		B23	8/24/2020	8/24/2020	Yes
		11/7/2017	2020-2021		Yes	5/20/2021	6/8/2021	Yes
		7/14/2017	2020-2021		B23	7/23/2020	8/25/2020	Yes
		4/11/2018	2020-2021		B23	2/3/2021	3/31/2021	Yes
		6/19/2018	2020-2021		B23	5/17/2021	6/14/2021	Yes
		4/12/2018	2020-2021		B23	3/22/2021	4/14/2021	Yes
		2/20/2018	2020-2021		B23	2/11/2021	3/11/2021	Yes
		7/11/2018	2020-2021		B23	5/2/2021	6/7/2021	Yes
		3/12/2018	2020-2021		B23	1/14/2021	2/22/2021	Yes
		6/11/2018	2020-2021		B23	3/4/2021	6/2/2021	Yes
		2/26/2018	2020-2021		B23	2/3/2021	2/23/2021	Yes
		3/30/2018	2020-2021		B23	12/21/2020	3/19/2021	Yes
		5/16/2018	2020-2021		B23	3/15/2021	5/24/2021	Yes
		10/30/2017	2020-2021		B23	11/12/2020	11/25/2020	Yes
		11/30/2017	2020-2021		B23	11/6/2020	11/12/2020	Yes
		5/20/2018	2020-2021		B23	1/12/2021	5/6/2021	Yes
		2/11/2017	2020-2021		B23	10/16/2020	10/27/2020	Yes

Birth to Three NOT Eligible - Follow-up Communication with Family Required (P.A. 21-46)

This report displays a count of students who were referred through the Birth to Three system and were found Not Eligible for Special Education. This report was created to comply with PA 21-46 which requires LEAs to contact the parents of any child who has not been registered for a developmental screening both at six months and one year.

Connecticut State Department of Education  
Evaluation Timelines Collection  
Birth to Three Not Eligible - Follow-up Communication Report

Collection Year: 2021-2022

District: STATEWIDE  
Printed on: 10/01/2021 09:13 AM

District	SASID	Eligibility PPT Date	Eligibility	6-Month Date	12-Month Date
		9/24/2021	Not Eligible	3/24/2022	9/24/2022
		9/8/2021	Not Eligible	3/8/2022	9/8/2022
		8/17/2021	Not Eligible	2/17/2022	8/17/2022

### Reason for Delay Review

This report displays a count for each reason for delay with drill down to students that were reported with each reason for delay.

Connecticut State Department of Education Evaluation Timelines Collection Reasons for Delay Report				
Collection Year: 2010-2011			District: STATEWIDE Printed on: 06/02/2011 01:47 PM	
Reason for Delay	Sub Total			
02	1			
04	3			
SASID	Name	Date Of Birth	Consent Date	Reason Details
		1/1/2001	7/7/2010	
		9/24/1997	7/1/2010	
		1/1/2010	7/1/2010	
05	1			
06	2			
08	2			
09	4			
<b>TOTAL</b>	<b>13</b>			

### Student Data for Download

#### Download Student List for Analysis

This report provides your district with all data for each student record reported in your district, including calculated Evaluation Timelines fields, such as DAYS TO EVALUATE. This Exports to an excel (.XLS) file. Below are the fields (Column headers) that will be exported.

SASID	Last Name	First Name	Middle Name	Date Of Birth	Private Pay
Reporting District	Referral ID	Eligibility	Date Of Referral	Date Of Parental Consent To Evaluate	Date Of Eligibility PPT
Date Of Eligibility PPT	Days To Evaluate	Reason For Delay	Reason Details	Denial Of Basic Rights	Corrective Action
District Student ID	Date Created	Date Updated	Evaluated On Time	Federal Reporting Indicator	Federal Reporting Change Date
Collection Year	Record Status	Consent + 60 Days Date	Foster Care Indicator	SDE Review Needed	

#### Download Student Evaluation Data

This report provides your district with a file containing all of the submitted data for Evaluation Timelines, including the assigned REFERRAL ID. The format contains only collected fields in the same format as the upload record layout so this data may be imported back into any local system used to collect data at the LEA. This data may be downloaded for local maintenance and later uploaded for use in the next collection period. Below are the fields (Column Headers) that will be exported in the .xls file.

## EVALUATION TIMELINES USER GUIDE

District ID	Private Pay	SASID	Referral ID	Formal Last Name	Formal First Name
Formal Middle Name	Date Of Birth	Date Of Referral	Date Of Parental Consent	Date Of Eligibility PPT	Eligible?
Reason For Delay	Reason - Other	Denial Of Basic Rights	Corrective Action	District Student ID	End Of Record Marker

### **Data Cleaning**

#### ***SPP Indicator 11 Summary Report***

This report displays the calculated percentage for Indicator 11 for your district and supporting aggregate data, based on the current data reported for this collection year.

#### ***Number of student records, then separated for Public and Private Pay records:***

On-time Evaluations count

- Complete on-time plus Complete with acceptable reasons

Late Evaluations count

- Complete Beyond Timeline plus all Incomplete

Moved count

- Evaluations with a status of Moved

Parental Consents Received count

- Parental Consents Received minus Moved

Percentage

- On-time Evaluations divided by Parental Consents Received multiplied by 100

#### ***Number of student records for each status:***

Complete

Complete Beyond Timeline

Moved

Incomplete

Incomplete Beyond Timeline

Total Evaluations

#### ***Number of days beyond the timeline for student records with a status of Complete Beyond Timeline***

- Lowest number of days beyond timeline

- Highest number of days beyond timeline



**NOTE:** **Incomplete** and **Moved** status records are not considered in number of days.

***Number of student records with a Denial of Basic Rights***

**Complete Beyond Timeline** evaluations with a Denial of Basic Rights

***Number of student records for each Reason for Delay***

**Complete Beyond Timeline** or **Incomplete Beyond Timeline** evaluations with a Reason for Delay

Connecticut State Department of Education  
 Evaluation Timelines Collection  
 SPP Indicator 11 Summary Report

Collection Year: 2020-2021

District: STATEWIDE  
 Printed on: 09/03/2020 01:31 PM

If your district's Percentage is less than 100% you are not in compliance with federal statute:

Percent of children who were evaluated within the State established 45-School Day Initial Evaluation Timeline.  
 (RCSA §10-76d-13)

**Total Evaluation Student Records for this Collection Year: 0**

Indicator 11 Calculation	Results	Public	Private	* Explanation
On-time Evaluations*	0	0	0	Complete on-time plus Complete with acceptable reasons
Late Evaluations*	0	0	0	Complete Beyond Timeline plus all Incomplete
Moved	0	0	0	
Parental Consents*	0	0	0	Parental Consents received minus Moved

Percentage*	100 %	100 %	100 %	On-time Evaluations divided by Parental Consents Received multiplied by 100
-------------	-------	-------	-------	---

Record Status	Quantity	Days Beyond Timeline	Days
Complete	0	<b>Complete Beyond Timeline</b>	
Complete Beyond Timeline	0	Lowest number of days beyond timeline	1000
Moved	0	Highest number of days beyond timeline	0
Incomplete	0		
Incomplete Beyond Timeline	0	<b>Denial of Basic Rights</b>	
Total Evaluations	0	Yes: 0	No: 0

Reasons for Delay	Quantity
1. Documented request by parent to reschedule or delay PPT meeting after agreeing to attend at a particular time and date.	0
2. Parent repeatedly fails or refuses to produce the child for evaluation.	0
3. Student Hospitalized/Extended absence with medical documentation that the student is not available for evaluation.	0
4. Student placed in diagnostic placement for the purpose of determining eligibility.	0
5. PPT Cancelled Due to Inclement Weather/Emergency closing.	0
6. Child referred from the Birth to Three System, had a 90-day transition conference, and either had an IEP in place by their 3rd birthday or was found not eligible.	0
7. Met state 45-school day implementation timeline.	0
8. Other	0
9. Documented agreement to extend the evaluation timeline for the purpose of determining a Specific Learning Disability (ED637 form)	0
<b>Total Reasons for Delay</b>	<b>0</b>



## Certification Confirmation Report

This report is available after your district has certified your end of year data submission, and provides a copy of the results of this certification. If your calculated percentage was less than 100%, the citation and corrective action is presented for your records.

This report is as-of your last certification for this collection year. If you have had your collection decertified, made any changes and recertified, this report is replaced with the last certification results. Please discard prior versions of this report, and save the most recent for your records.

The screenshot shows a web interface for the 'Evaluation Timelines Collection Certification Confirmation'. At the top left is the 'CT.gov STATE OF CONNECTICUT' logo. The main title is 'Evaluation Timelines Collection Certification Confirmation'. On the right, there are contact numbers for Michael Tavernier (866) 713-6929 and Diane Murphy (866) 713-6891. Below this, it says 'Collection Year: 2010-2011 (Open)' and 'stockr (Robert Stock, ETC\_Admin) Logout'. The main content area displays 'Evaluation Timelines Collection Year: 2010-2011 District' and 'Submission Confirmation 06/02/2011 01:35 PM User:'. A message states: 'You have completed submission of one of your Evaluation Timelines monitored submissions and your data is currently locked until SDE review is complete. The results and notification to continue your data submission for the next time period will be sent upon completion.' A dark blue box contains the text: 'Click Done to print this confirmation for your records. Go to the Reporting page to print your SPP Indicator 11 Summary report.' At the bottom center is a 'Done' button.



## Procedures

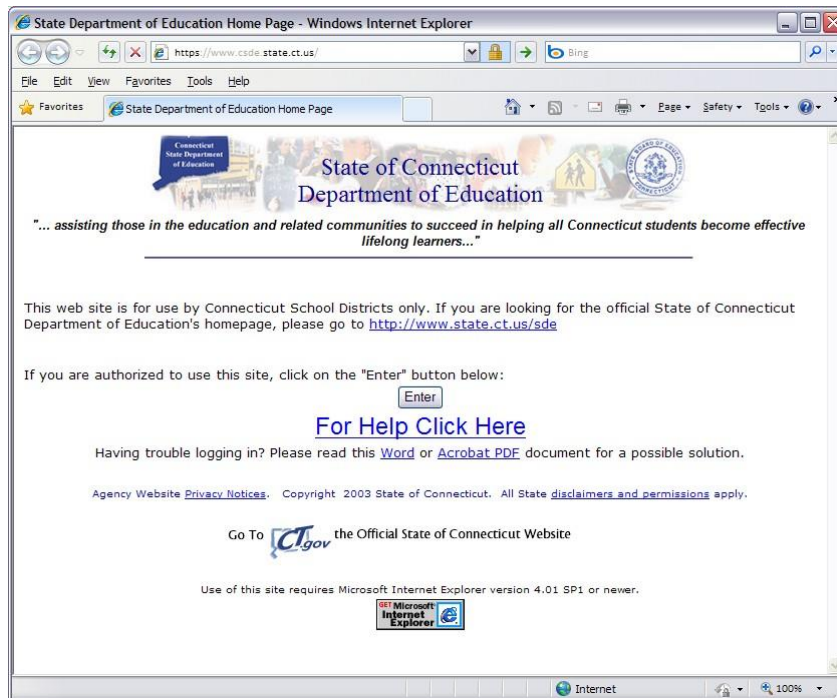
### How to Access the Evaluation Timelines System

#### Prerequisites

- Authorization for the State of Connecticut Department of Education District website at <https://www.csde.state.ct.us/>
- Authorization for the Evaluation Timeline system

#### Step Action

- 1 Using Internet Explorer, go to <https://www.csde.state.ct.us/>. The system displays the State Department of Education Home Page.
- 2 Select the **ENTER** button. The system displays the *Connect to sdectw.doit.state.ct.us* network login screen.



*How to Access the Evaluation Timelines System (continued)*

- 3 Enter your network **User name** and **Password** and select OK. If you are using Windows 7 or later, preface your User name with sdectw\ (Username is entered as sdectw\username). The system displays the *State Department of Education Home Page*.

NOTE: These are different login credentials than the ones used to log in to ETC system after this screen.



**NOTE:** If you do not have a network user name or password, please contact your Superintendent for authorization procedures.

- 4 Select the **Performance Office: Evaluation Timelines Compliance** menu option. The system displays the *Evaluation Timelines Login* screen.



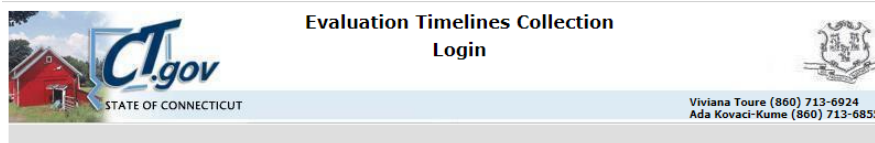
Select a menu option below by clicking on it.

- **Performance Office**
  - [PSIS: Public School Information System](#)  
[PSIS Contact List](#)
  - [Early Childhood Outcome \(ECO\) data collection](#)
  - [ED-156 Fall Hiring Survey](#)
  - [ED-162 Non-Certified Staff Data Form](#) The replacement application "Noncertified Staff" is in the New Data Collection Portal at <https://csde.ct.gov>
  - [ED-166 Disciplinary Offense Application](#)
  - [ED-400 Career & Technical Education Report](#)
  - [ELL Database Application](#)
  - [Evaluation Timeline Compliance](#)
  - [K-3 Reading Data Portal](#)
  - [SEDAC: Special Education Data Application and Collection](#)
- **Finance and Internal Operations**
  - [ED-006S - Public School Information System - Supplemental Information](#)
  - [ED-001/C/R End of Year School Report \(2016-17\)](#)
  - [ED-001/C/R End of Year School Report \(2015-16\)](#)
  - [ED-001/C/R End of Year School Report \(2014-15\)](#)

*How to Access the Evaluation Timelines System (continued)*

- 5 Enter your **USER NAME** and **PASSWORD** and select **Log In**. The system displays the *Evaluation Timelines* welcome screen.

NOTE: District Directors have a login for the Certifier Role that gives them the ability to certify district data. Data Writers have different login credentials that allow for the entry or submission of data, but no certification.



**Log In**

User ID:

Password:

**Important Notes:**

The Evaluation Timelines Collection System is open. If you don't have a user ID and password for this system, please call Ada Kovaci-Kume at (860) 713-6855 or email her at [Ada.Kovaci-Kume@ct.gov](mailto:Ada.Kovaci-Kume@ct.gov).



**NOTE:** If you do not have an Evaluation Timelines User ID or you need your Password reset, please contact the CSDE Evaluation Timelines Data Manager.

- 6 This procedure is complete.

## How to Add an Individual Student Record

Use this procedure to create a new student record for public students or private pay children in your district.

### Prerequisites

Access to the Evaluation Timeline system

Evaluation Timeline Collection open for the date range of your DATE OF PARENTAL CONSENT TO EVALUATE

Your district has not yet certified the Evaluation Timelines Collection

The following data for a **Public** school student

- Student registered in PSIS in your Reporting District or Resident Town
- SASID
- DATE OF BIRTH
- DATE OF PARENTAL CONSENT TO EVALUATE between the PSIS REGISTRATION DISTRICT ENTRY DATE and DISTRICT EXIT DATE
- DATE OF REFERRAL

The following data for **Private Pay, not** referred from Birth-to-Three

- SASID (optional)
- LAST NAME
- FIRST NAME
- DATE OF BIRTH
- DATE OF PARENTAL CONSENT TO EVALUATE
- DATE OF REFERRAL

The following data for **Private Pay, Birth-to-Three**

- SASID
- LAST NAME
- FIRST NAME
- DATE OF BIRTH
- DATE OF PARENTAL CONSENT TO EVALUATE
- DATE OF REFERRAL

No prior reported student evaluations where the student was found eligible

- Unless your new student record has an earlier DATE OF PARENTAL CONSENT TO EVALUATE.

### How to Add an Individual Student Record (continued)

#### Step Action



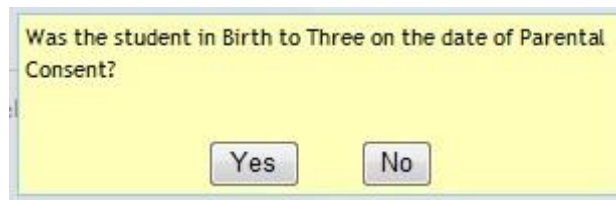
**NOTE:** While following procedures contained in this guide, always proceed to the next step if not directed to go to another step.

- 1** Using the navigation menu on the left of the screen, select the **Add New** menu option. The system displays the *Add Individual* screen.

**2 At the time of referral, was the student a public-school student or Private Pay?**

- **Private Pay** - Go to Step 3.
- **Public** - Go to Step 6.

**3** A dialog will appear with the question, “Was the student in Birth to Three on the date of Parental Consent?” Click Yes or No to continue.



**4** Enter the **Private Pay** student's information and select **Submit**. The system displays the student information for your confirmation.

- SASID (Required for referred from Birth-to-Three system; optional for Private Pay)
- LAST NAME
- FIRST NAME
- DATE OF BIRTH
- DATE OF PARENTAL CONSENT TO EVALUATE

**5** Did you enter a SASID?

- **Yes** - Go to Step 7.
- **No** - Verify the student information that you entered is accurate and go to Step 7.

### *How to Add an Individual Student Record (continued)*

- 6** Enter the **Public** school student's information and select **Submit**.  
SASID  
DATE OF BIRTH  
DATE OF PARENTAL CONSENT TO EVALUATE
- 7** Was a matching student found in PSIS REGISTRATION and is the information displayed for your confirmation?
- **Yes** - Verify the PSIS student information displayed matches your student. Go to Step 7.
  - **No, and the student is in Foster Care and is serviced by your district, but lives in another district** - Contact the SDE Evaluation Timelines Data Manager for authorization to add this student to your district's collection. This procedure is complete. Return to these procedures, and follow the *How to Add a Foster Care Student not in my District* procedure.
  - **No** - Contact your PSIS Data Manager to determine why the student is not registered in PSIS or the data you have entered does not match in PSIS Registration. This procedure is complete. Return to Step 1 when errors are resolved.  
Possible errors:
    - Cannot add or update any evaluation in a Certified District. Must call SDE Data Support line to decertify.
    - Cannot be a future date.
    - Date of Birth is required.
    - Date of Parental Consent does not fall within the Consent Start and End Dates of the selected Collection Year.
    - Date of Parental Consent to Evaluate is required.
    - Date of Referral must be on or before Date of Parental Consent.
    - District or resident town must be selected.
    - First Name is required.
    - Invalid date format.
    - Last Name is required.
    - Please enter the Date of Birth.
    - No student was found with matching SASID and DOB and your District as Reporting District or Resident Town. Check SASID and DOB.
    - No student was found with matching SASID and DOB. Check SASID and DOB.
    - Referral Date is required.
    - SASID is required.
    - SASID must be a 10 digit number.
    - The student has your District as Resident Town, but Reporting district is not a Public District. The student can only be reported as Private.
    - Date of Parental Consent to evaluate (ED625) is prior to the District Entry Date in PSIS. Should student be reported as PRIVATE PAY?
    - Eligible record previously reported for this student. If student returned to general education and is re-referred you need send an email to SDE Data Manager and request an extra record, include SASID, date student returned to general education and date student was re-referred. SDE Data Manager will review/allow extra record, reply to email and district can re-upload data.

*How to Add an Individual Student Record (continued)***8** Was another Evaluation Timeline record found for this student?

View Students - Windows Internet Explorer  
 http://sde-ts1hfdl.ETC/StudentEvalView.aspx?id=3

Evaluation Timelines Collection  
 View Students

STATE OF CONNECTICUT

Michael Tavernier (800) 713-6929  
 Diane Murphy (800) 713-6891

Collection Year: 2010 (Open) TestDistrict (Test District Hartford, ETC\_DistrictWriter) Logout

The student you are trying to enter has already been found Eligible.

Reporting District	SASID	Full Name	Eligibility	Parental Consent Date
HARTFORD			Y	2/1/2010
UNIFIED SCHOOL DISTRICT #2			N	10/1/2009

Continue

➤ **Yes** - Which message is displayed?

**The student you are trying to enter has an incomplete record. Click the student's name to edit the record or the student you are trying to enter has an incomplete record in another district.**



To change the existing student record in your district, click the student's name and use the *How to Change an Individual Student Record* procedure. This procedure is complete.

**The student you are trying to enter has already been found Eligible or The student you are trying to enter has already been found Eligible and the Parental Consent Date of the record you are trying to add is after the existing record's Parental Consent Date or The student you are trying to enter has already been found Eligible in other district.**

- You may add another student record if the DATE OF PARENTAL CONSENT TO EVALUATE is less than the consent date for the existing student record. To add another student record, select **Continue** and go to Step 8.



If this or another student record exists already in your district, you may select to edit this record. To change the existing student record, select the student's name and use the *How to Change an Individual Student Record* procedure. This procedure is complete.

**The student you are trying to enter already has a record with a status of Not Eligible or Moved or The student you are trying to enter already has a record with a status of Not Eligible or Moved and the same Date of Parental Consent to Evaluate.**

- To add another student record with a different DATE OF PARENTAL CONSENT TO EVALUATE, select **Continue** and go to Step 9.



*How to Add an Individual Student Record (continued)*



To change the existing student record, click the student’s name and use the *How to Change an Individual Student Record* procedure. This procedure is complete.

- **No** - Go to Step 9.

**9** You have selected to add a student record.

- The system displays a list of fields for your verification.  
 SASID  
 LAST NAME  
 FIRST NAME  
 DATE OF BIRTH  
 PRIVATE PAY
- Enter the following data for the selected student.  
 DATE OF REFERRAL  
 DATE OF ELIGIBILITY PPT  
 ELIGIBILITY  
 DISTRICT STUDENT ID (optional)

**Evaluation Timelines Collection**  
**Edit Evaluation**

Michael Tavernier (860) 713-6929  
 Gilbert N. Andrada, PhD (860) 713-6883

Collection Year: 2019-2020 (Open)    AndradaG (Gilbert Andrada, ETC\_Admin)    Logout

SASID	Last Name	First Name	Date of Birth	Private Pay	Foster Care	EIP
			4/1/2008	No	No	Yes

**Date of Referral:**

**Date of Parental Consent to Evaluator:**

**Date of Eligibility PPT:**

**Eligibility:**

**Reason for Delay:**

- 01. Documented request by parent to reschedule or delay PPT meeting after agreeing to attend at a particular time and date.
- 02. Parent repeatedly fails or refuses to produce the child for evaluation.
- 03. Student Hospitalized/Extended absence with medical documentation that the student is not available for evaluation.
- 04. Student placed in diagnostic placement for the purpose of determining eligibility.
- 05. PPT Cancelled Due to Inclement Weather/Emergency closing.
- 06. Child referred from the Birth to Three System, had a 90-day transition conference, and either had an IEP in place by their 3rd birthday or was found not eligible.
- 07. Met state 45-school day implementation timeline.
- 08. Other
- 09. Documented agreement to extend the evaluation timeline for the purpose of determining a Specific Learning Disability (ED637 form)

**Evaluation Timelines District:**

**Referral ID:**

**District Student ID:**

How to Add an Individual Student Record (continued)

10 Select the REASON FOR DELAY of this student record. **Required for every record.**

Collection Year: 2019-2020 (Open)      AndradaG (Gilbert Andrada, ETC\_Admin)      Logout

SASID	Last Name	First Name	Date of Birth	Private Pay	Foster Care	EIP
[Redacted]						

**Date of Referral:** 1/23/2020

**Date of Parental Consent to Evaluate:** 2/6/2020

**Date of Eligibility PPT:** [Redacted]

**Eligibility:** Eligible

**Reason for Delay:**

- 01. Documented request by parent to reschedule or delay PPT meeting after agreeing to attend at a particular time and date.
- 02. Parent repeatedly fails or refuses to produce the child for evaluation.
- 03. Student Hospitalized/Extended absence with medical documentation that the student is not available for evaluation.
- 04. Student placed in diagnostic placement for the purpose of determining eligibility.
- 05. PPT Cancelled Due to Inclement Weather/Emergency closing.
- 06. Child referred from the Birth to Three System, had a 90-day transition conference, and either had an IEP in place by their 3rd birthday or was found not eligible.
- 07. Met state 45-school day implementation timeline.
- 08. Other
- 09. Documented agreement to extend the evaluation timeline for the purpose of determining a Specific Learning Disability (ED637 form)

**Reason Details:**  
[Redacted]

**Denial of Basic Rights?** No

**Evaluation Timelines District:** 001 - ANDOVER

**Referral ID:** [Redacted]

**District Student ID:** [Redacted]

Save      Cancel      Delete

11 Did you select a REASON FOR DELAY of **08-Other**?

- **Yes** - Enter a description of the reason for delay. This record reflects noncompliance.
  - Was the student denied basic rights due to delay in the evaluation process?
    - **Yes** - Select **Yes** for DENIAL OF BASIC RIGHTS. The system enables the CORRECTIVE ACTION field. Go to Step 12.
    - **No** - Select **No** for DENIAL OF BASIC RIGHTS. Go to Step 13.
- **No** - Your student record is complete. Go to Step 13.

12 **If Denial of Basic Rights = Yes**, enter a CORRECTIVE ACTION describing the actions your district has taken or will take to correct the noncompliance.

13 Select **Save**. The system displays a confirmation that your student record was added successfully along with the assigned REFERRAL ID.

*How to Add an Individual Student Record (continued)*

- 14** Are errors displayed instead of the confirmation message?
- Yes -
    - 01- A Denial of Basic Rights value is required if “Other” is the Reason for Delay. Please select a value for Denial of Basic Rights.
    - 02- A text description of Corrective Action is required if Denial of Basic Rights is “Yes”. Please enter a description in Corrective Action.
    - 03- A text explanation is required in Reason Details if “Other” is selected in Reason for Delay.
    - 04- An Eligibility value is required if a Date of Eligibility PPT is provided. Please select an Eligibility value.
    - 05- Date of Eligibility PPT cannot be before Date of Parental Consent to Evaluate.
    - 06- Date of Eligibility PPT is required if Eligibility is set to “Eligible” or “Not Eligible”. Please enter a Date of Eligibility PPT.
    - 07- Date of Eligibility PPT must be blank if Eligible = Moved. Change ELIGIBILITY or delete Date of Eligibility PPT.
    - 08- Date of Parental Consent to evaluate cannot be before Date of Referral.
    - 09- Delay Reason Details must be blank if “Other” is not selected in Reason for Delay.
    - 10- Description of Corrective Action has more than 200 characters.
    - 11- Description of Corrective Action must be blank if Denial of Basic Rights “Yes” is not selected.
    - 12- Description of Corrective Action must be blank if “Other” is not selected in the Reason for Delay.
    - 13- Found Eligible? (=Yes) for the student exists with an earlier date of Parental Consent.
    - 14- If eligibility equals Moved, PPT date is not allowed.
    - 15- Invalid code for Reason for Delay.
    - 16- Reason for Delay - Other has more than 200 characters.
    - 17- The value of Denial of Basic Rights must be blank if “Other” is selected in Reason for Delay.
    - 18- The Date of Eligibility PPT in Reason for Delay 6 cannot be more than 3 years past the Date of birth
  - No - This procedure is complete.
- 15** Correct each field entered in error and go to Step 9 until you have no more error messages.
- 16** This procedure is complete.

## How to Add a Foster Care Student not in my District

Use this procedure to create a new student record for a public student that no longer resides in your district because of placement in foster care, but is still your nexus based on fiscal responsibility.

### Prerequisites

Access to the Evaluation Timeline system

Evaluation Timeline Collection open for the date range of your DATE OF PARENTAL CONSENT TO EVALUATE

Your district has not yet certified the Evaluation Timelines Collection

The following data for a **Public** school student

- o SASID
- o DATE OF BIRTH
- o DATE OF REFERRAL

No prior reported student evaluations where the student was found eligible

- o Unless your new student record has an earlier DATE OF PARENTAL CONSENT TO EVALUATE

Contact with CSDE Evaluation Timelines Data Managers for authorization to add this student to your district's collection

### Step Action

- 1 Using the navigation menu on the left of the screen, select the **Add Foster Care** menu option. The system displays the *Add Foster Care* screen. Click your browser's Refresh button if you cannot see the **Add Foster Care** menu option.



**NOTE:** If the Add Foster Care menu option is not displayed, and you have already contacted CSDE for authorization to add your student record, then verify your Collection Year, in the header of the screen, displays the year in which you asked for authorization. If it is not the same, then select either **View All** or **Add New** and select the proper year. The system now displays the **Add Foster Care** menu option. Select the menu option.

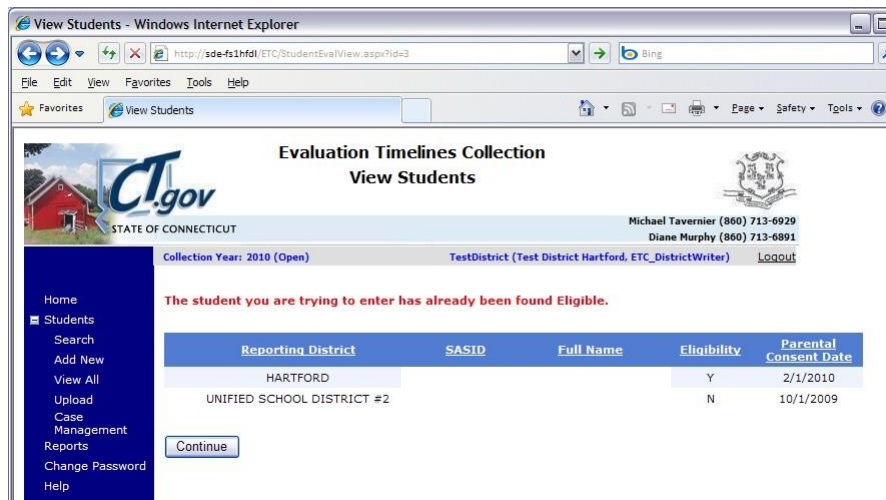
*How to Add a Foster Care Student not in my District (continued)*

- 2 Enter the **Public** school student's information and select **Submit**.
  - SASID
  - DATE OF BIRTH
  - DATE OF PARENTAL CONSENT TO EVALUATE
  
- 3 Was a matching student found in PSIS REGISTRATION and is the information displayed for your confirmation?
  - **Yes** - Verify the PSIS student information displayed matches your student.
  - **No** - Contact your PSIS Data Manager to determine why the student is not registered in PSIS or the data you have entered does not match in PSIS Registration. This procedure is complete. Return to Step 1 when errors are resolved.

Possible errors:

- This SASID is not authorized for Foster Care entry. Verify the SASID and contact SDE if needed.
- Cannot add or update any evaluation in a Certified District. Must call SDE Data Support line to decertify.
- Cannot be a future date.
- Date of Birth is required.
- Date of Parental Consent does not fall within the Consent Start and End Dates of the selected Collection Year.
- Date of Parental Consent to Evaluate is required.
- Date of Referral must be on or before Date of Parental Consent.
- District or resident town must be selected.
- First Name is required.
- Invalid date format.
- Last Name is required.
- No student was found with matching SASID and DOB. Check SASID and DOB.
- Referral Date is required.
- SASID is required.
- SASID must be a 10 digit number.
- The student has your District as Resident Town, but Reporting district is not a Public District. The student can only be reported as Private.

- 4 Was another Evaluation Timeline record found for this student?



*How to Add a Foster Care Student not in my District (continued)*➤ **Yes** - Which message is displayed?

- **The student you are trying to enter has an incomplete record. Click the student's name to edit the record or The student you are trying to enter has an incomplete record in another district.**



To change the existing student record in your district, select **Edit** and use the *How to Change an Individual Student Record* procedure. This procedure is complete.

- **The student you are trying to enter has already been found Eligible or**
- **The student you are trying to enter has already been found Eligible and the Parental Consent Date of the record you are trying to add is after the existing record's Parental Consent Date or**
- **The student you are trying to enter has already been found Eligible in other district.**
  - You may add another student record if the DATE OF PARENTAL CONSENT TO EVALUATE is less than the consent date for the existing student record. To add another student record, select **Continue** and go to Step 8.



If this or another student record exists already in your district, you may select to edit this record. To change the existing student record, select **Edit** and use the *How to Change an Individual Student Record* procedure. This procedure is complete.

- **The student you are trying to enter already has a record with a status of Not Eligible or Moved or The student you are trying to enter already has a record with a status of Not Eligible or Moved and the same Date of Parental Consent to Evaluate.**
  - To add another student record with a different DATE OF PARENTAL CONSENT TO EVALUATE, select **Continue** and go to Step 8.



To change the existing student record, select **Edit** and use the *How to Change an Individual Student Record* procedure. This procedure is complete.

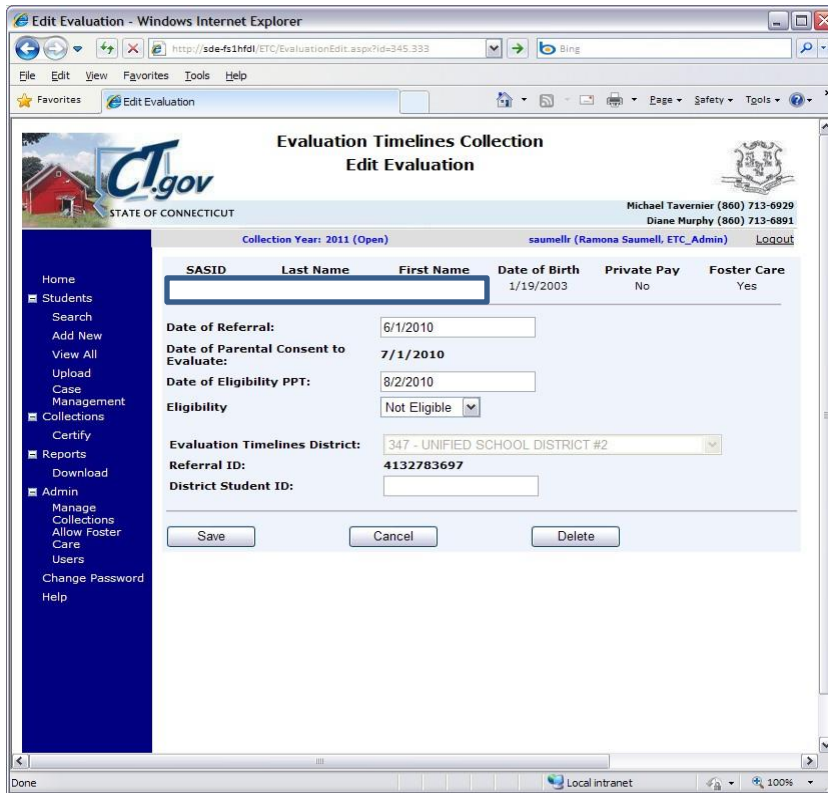
➤ **No** - Go to Step 8.**5** You have selected to add a student record.

- The system displays a list of fields for your verification.
  - SASID
  - LAST NAME
  - FIRST NAME
  - DATE OF BIRTH
  - PRIVATE PAY

*How to Add a Foster Care Student not in my District (continued)*

- Enter the following data for the selected student.
  - DATE OF REFERRAL

DATE OF ELIGIBILITY PPT  
 ELIGIBILITY  
 DISTRICT STUDENT ID (optional)



**6** Is your DATE OF ELIGIBILITY PPT more than 60 days after the DATE OF PARENTAL CONSENT TO EVALUATE?

- **Yes** - Select the REASON FOR DELAY of this student record.
- **No** - Go to Step 12.

**7** Did you select a REASON FOR DELAY of **08-Other**?

- **Yes** - Enter a description of the reason for delay. Your student record does not comply with IDEA.
  - Was the student denied basic rights due to delay in the evaluation process?
  - **Yes** - Select **Yes** for DENIAL OF BASIC RIGHTS. The system enables the CORRECTIVE ACTION field. Go to Step 11.
  - **No** - Select **No** for DENIAL OF BASIC RIGHTS. Go to Step 12.

*How to Add a Foster Care Student not in my District (continued)*

- **No** - Your student record is in compliance. Go to Step 12.
- 8** Enter a **CORRECTIVE ACTION** describing the actions your district has taken or will take to correct the noncompliance.
- 9** Select **Save**. The system displays a confirmation that your student record was added successfully along with the assigned REFERRAL ID.
- 10** Are errors displayed instead of the confirmation message?
- **Yes** -
    - A Denial of Basic Rights value is required if “Other” is the Reason for Delay. Please select a value for Denial of Basic Rights.
    - A text description of Corrective Action is required if Denial of Basic Rights is “Yes”. Please enter a description in Corrective Action.
    - A text explanation is required in Reason Details if “Other” is selected in Reason for Delay.
    - An Eligibility value is required if a Date of Eligibility PPT is provided. Please select an Eligibility value.
    - Date of Eligibility PPT cannot be before Date of Parental Consent to Evaluate.
    - Date of Eligibility PPT is required if Eligibility is set to “Eligible” or “Not Eligible”. Please enter a Date of Eligibility PPT.
    - Date of Parental Consent to evaluate cannot be before Date of Referral.
    - Delay Reason Details must be blank if “Other” is not selected in Reason for Delay.
    - Description of Corrective Action has more than 200 characters.
    - Description of Corrective Action must be blank if Denial of Basic Rights “Yes” is not selected.
    - Description of Corrective Action must be blank if “Other” is not selected in the Reason for Delay.
    - Found Eligible? (=Yes) for the student exists with an earlier date of Parental Consent.
    - If eligibility equals Moved, PPT date is not allowed.
    - Invalid code for Reason for Delay.
    - Reason for Delay - Other has more than 200 characters.
    - The value of Denial of Basic Rights must be blank if “Other” is selected in Reason for Delay.
    - If Reason for delay is 6 and the date of Eligibility PPT is greater than the Date of birth by three years Show error message: In order to use justifiable reason for delay 6, the PPT to determine eligibility must be held on or before the child’s third birthday.
  - **No** - This procedure is complete.
- 11** Correct each field entered in error and go to Step 8 until you have no more error messages.
- 12** This procedure is complete.



## How to Change an Individual Student Record

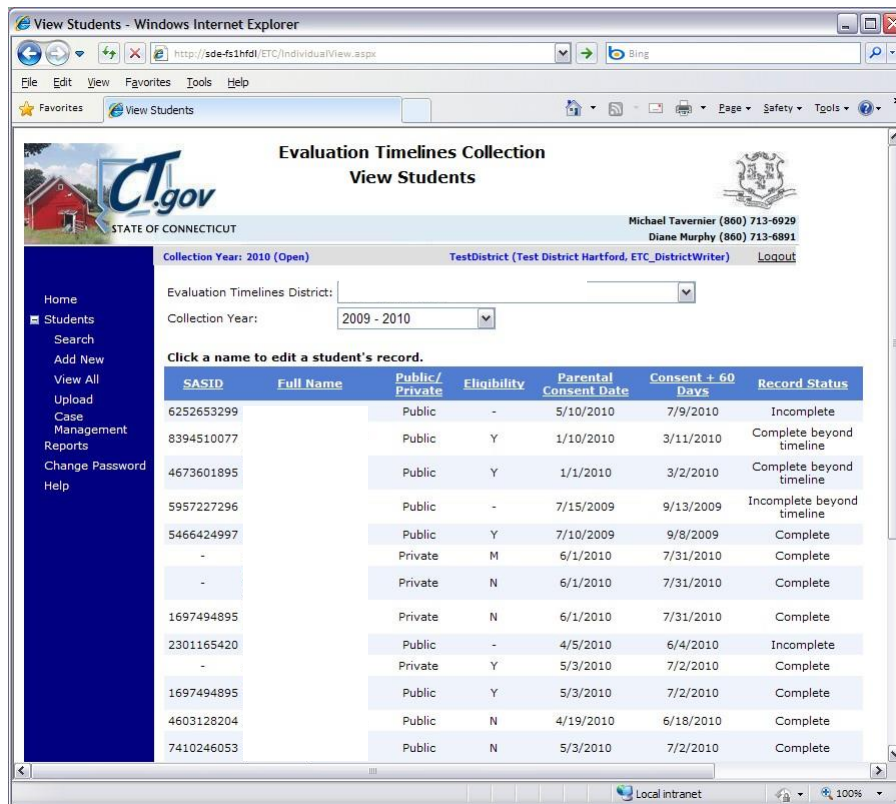
Use this procedure to change student data reported for public students or private pay children in your district.

### Prerequisites

- Access to the Evaluation Timeline system
- Your district has not yet certified the Evaluation Timelines Collection

### Step Action

- 1 Using the navigation menu on the left of the screen, select the **View All** menu option. The system displays the *View Students* screen.



- 2 Select the **FULL NAME** link for the student record you need to change. The system displays the *Edit Evaluation* screen

- 3 You have selected to change a student record.

- The system displays a list of fields for your verification.

SASID  
 LAST NAME  
 FIRST NAME  
 DATE OF BIRTH  
 PRIVATE PAY  
 DATE OF REFERRAL  
 DISTRICT STUDENT ID

*How to Change an Individual Student Record (continued)*

- Enter or change the following data for the selected student.  
DATE OF REFERRAL  
DATE OF ELIGIBILITY PPT  
ELIGIBILITY  
DISTRICT STUDENT ID

SASID	Last Name	First Name	Date of Birth	Private Pay	Foster Care	EIP
			10/1/2000	BT3	No	No

**Date of Referral:**   
**Date of Parental Consent to Evaluate:**   
**Date of Eligibility PPT:**   
**Eligibility:**   
**Evaluation Timelines District:**   
**Referral ID:**   
**District Student ID:**

- 4 The system displays the REASON FOR DELAY and related fields. Select the REASON FOR DELAY of this student record.
- 5 Did you select a REASON FOR DELAY of **08-Other?**
  - **Yes** - Enter a description of the reason for delay. Your student record does not comply with IDEA.
    - Was the student denied basic rights due to delay in the evaluation process?
    - **Yes** - Select **Yes** for DENIAL OF BASIC RIGHTS. The system enables the CORRECTIVE ACTION field. Go to Step 6.
    - **No** - Select **No** for DENIAL OF BASIC RIGHTS. Go to Step 7.
  - **No** - Your student record is in compliance. Go to Step 7.
- 6 Enter a CORRECTIVE ACTION describing the actions your district has taken or will take to correct the noncompliance.
- 7 Select **Save**. The system displays a confirmation that your student record was added successfully along with the assigned REFERRAL ID.
- 8 Are errors displayed instead of the confirmation message?
- 9 Correct each field entered in error and go to Step 3 until you have no more error messages.
- 10 This procedure is complete.

## How to Upload a Group of Student Records

### Prerequisites

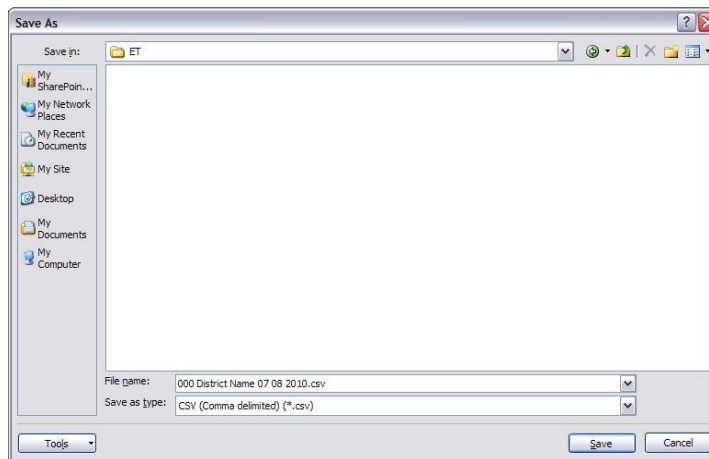
- Your computer has the technical requirements to upload a file
- Verification your file is in proper format (Review the *Evaluation Timelines Record Layout* section of this document for details on format and required data).
- All required fields are complete for each record in your file (at a minimum, Date of Referral and Date of Parental Consent are included). If one record fails edits, the whole file will be rejected and no data saved.
- Any entries in your file that contain changes to an existing record require the REFERRAL ID from the original entry, or an exact match of REPORTING DISTRICT, SASID, DATE OF BIRTH and DATE OF PARENTAL CONSENT TO EVALUATE.
- Evaluation student records must be complete, with Eligibility and Eligibility PPT Date.

### Step Action

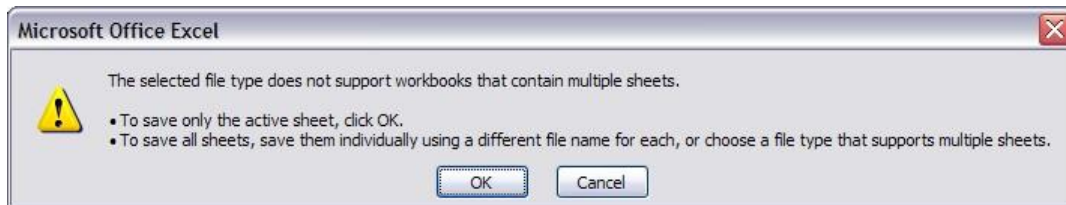
- 1 Using your worksheet program, save the file as a CSV file type by selecting **Save As**.



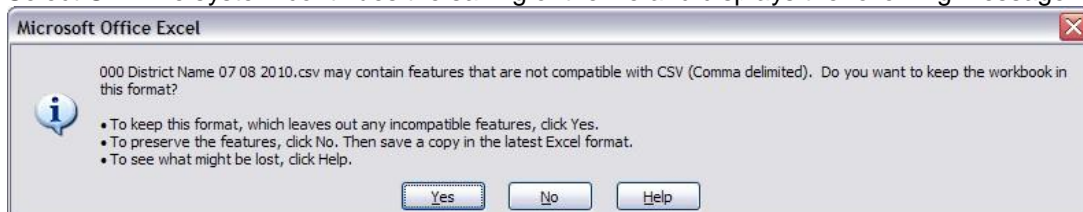
**NOTE:** The following screens are from Microsoft Office 2007. Your version may be different and therefore the steps may differ.



- 2 If your worksheet contains multiple sheets, the system displays the following message.



- 3 Select **OK**. The system continues the saving of the file and displays the following message.



*How to Upload a Group of Student Records (continued)*

- 4 Select **Yes**. The system saves the file into the folder selected in Step 1.
- 5 Close the worksheet. The system displays the following message.



**IMPORTANT:** Do not forget to close the file. If you do not close the file, you may receive CSV file errors when attempting to upload into Evaluation Timelines.

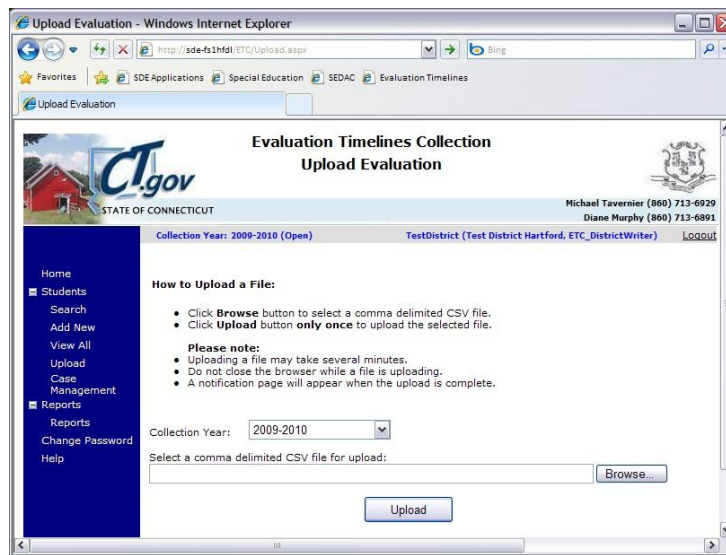


- 6 Select **No**. The system closes your file so that it is ready to upload.

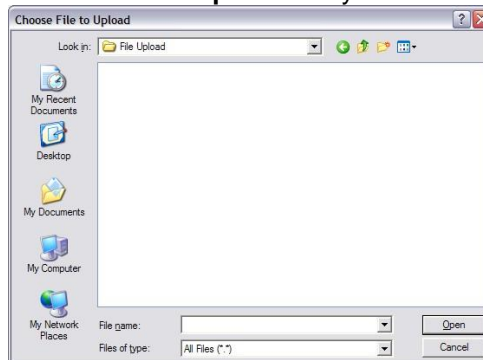


**IMPORTANT:** If you select Yes instead, the file will need to be saved again, which may cause issues with the format. If you select Cancel, the file will not be closed, and therefore not accessible by Evaluation Timelines.

- 7 Using the navigation menu on the left of the screen, select the **Upload** menu option. The system displays the *Upload Evaluation* screen.
- 8 Select **Browse** and locate the file to upload. The system displays the Choose File to Upload dialog screen.



- 9 Locate and select your file and select **Open**. The system returns to the *Upload Evaluation* screen.

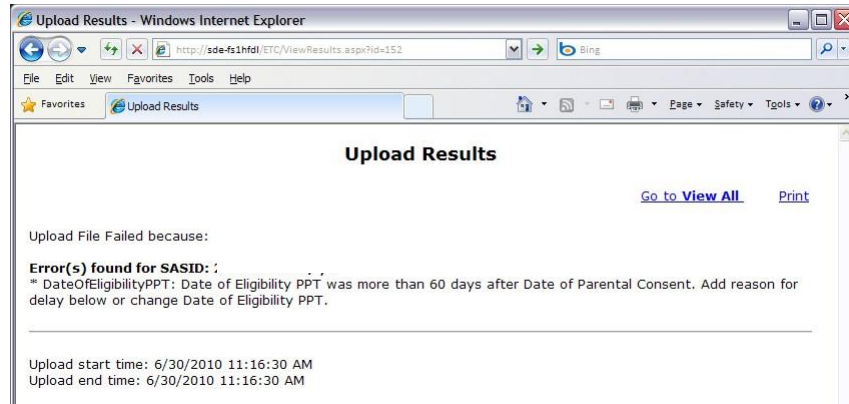


How to Upload a Group of Student Records (continued)

- 10 Select **Upload**. The system displays the *Upload Results* screen. Any errors encountered will be displayed on this screen.

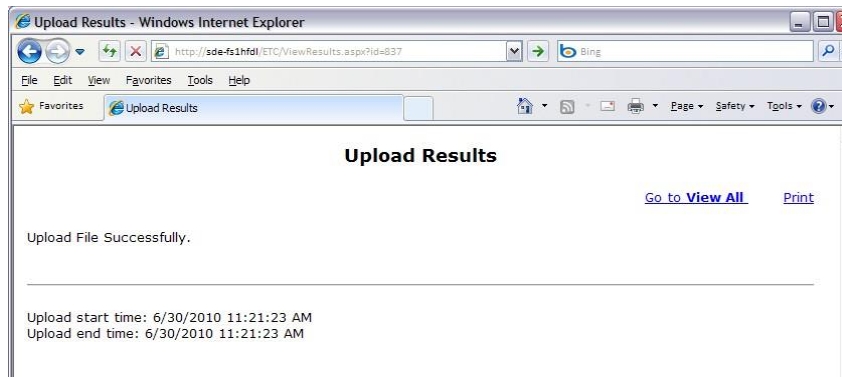


**CAUTION:** Do not remove any student data from this file if errors were received. At this time, if one error occurred, the whole file was rejected.



**REMEMBER:** If you do not print or save the errors displayed on the screen, you will need to re-run the upload to get the errors again. They are not saved on a report you can access at this time.

- 11 Select **Print** to print your errors. You may also copy and paste the data displayed into a separate file. Once you have resolved each of the errors in your data file, upload the file again.
- 12 Once your errors are resolved and you have uploaded the file again, the system displays the *Upload Results* screen with a message indicating your upload was successful.



- 13 Select **Go to View All** to return to Evaluation Timelines to review your student data.
- 14 This procedure is complete.

## How to Certify Your District's End of Year Data Submission

### Prerequisites

- Access to Evaluation Timelines with District Certifier authorization
- Today is after June 30<sup>th</sup> of the collection year.
- Each student record reported must have a RECORD STATUS of **Complete** or **Complete Beyond Timeline**.



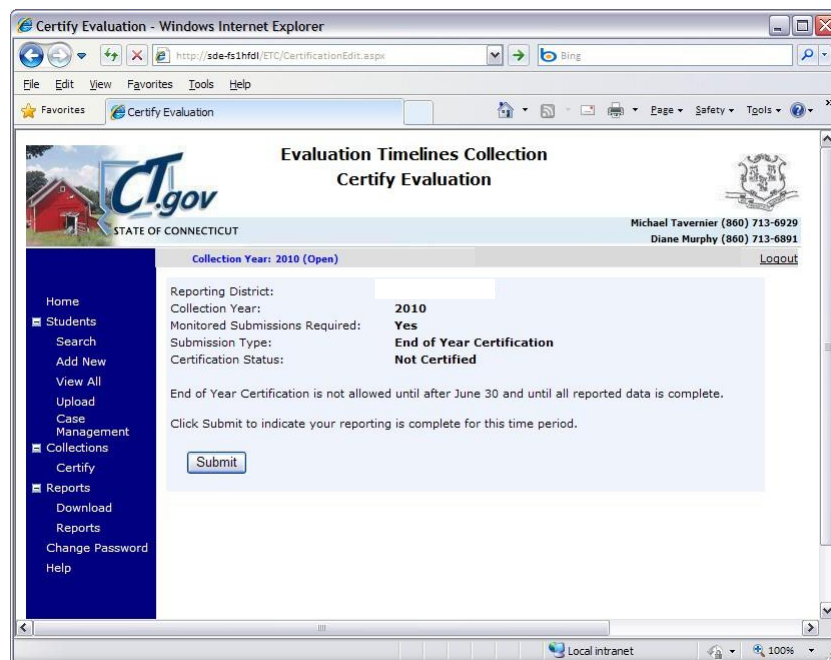
**NOTE:** Districts that have no reported data still must certify.

- Review your *SPP Indicator 11 Summary Report*, and each Data Cleaning report to analyze and verify your data are accurate and complete.

### Step Action

- 1 Using the navigation menu on the left of the screen, select the **Certify** menu option. The system displays the *Certify Evaluation* screen.

**REMEMBER:** Certification is available after June 30 of the collection year.

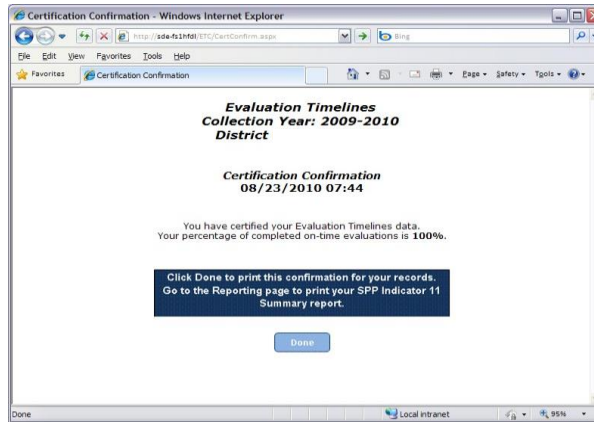


- 2 Select **Submit** to complete your reporting for this collection year. The system displays the *Certify Confirmation* screen. On the certification screen, during the time period of July 1 to June 30, the SUBMISSION TYPE displayed is **Monitoring**; and after June 30 until federal reporting is complete, the SUBMISSION TYPE displayed is **End of Year Certification**.

How to Certify your District's Reported Data (continued)

3 Is your percentage of completed on-time evaluations 100%?

- **Yes** - Your certification is complete. Proceed to the next step to print the *Certification Confirmation* report.



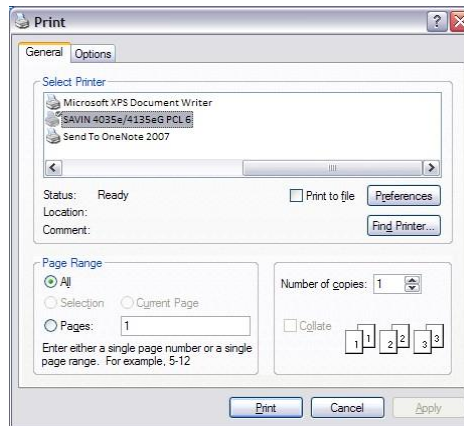
**NOTE:** This information may be reprinted after certification, from the **Reports** menu.

- **No** - Your district is **out of compliance** with the Connecticut State Performance Plan (SPP), Indicator 11. Your district has been cited and you are required to report individualized student data for monitored submission review using the Evaluation Timelines for the next collection year. Proceed to the next step to print and review the instructions on the **Certification Confirmation report**.

4 Select **Done** to print this confirmation for your records. The system displays the *Print* screen.



5 Select your printer and select **Print** and retrieve your documents from the selected printer.



6 Select **Home** from the header of the screen to return to *Evaluation Timelines* or **Logout** to exit the system.

7 This procedure is complete.

## How to Complete a Monitored Submission

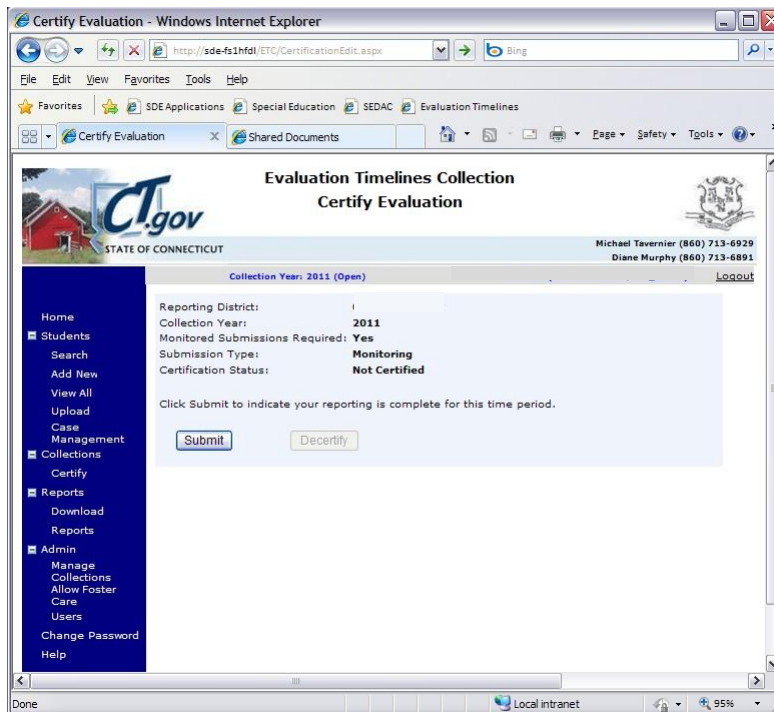
### Prerequisites

- Access to Evaluation Timelines with District Certifier authorization
- Your district is required to submit data every two months for administrative monitoring, due to prior year noncompliance.
- Review your *SPP Indicator 11 Summary Report*, and each Data Cleaning report to analyze and verify your data is accurate and complete.
  - It is recommended that each student record be complete for the designated DATE OF PARENTAL CONSENT TO EVALUATE range for this reporting period.

### Step Action

- 1 Using the navigation menu on the left of the screen, select the **Certify** menu option. The system displays the *Certify Evaluation* screen.

**REMEMBER:** Monitored Submission is available for designated districts after November 15 of the collection year.

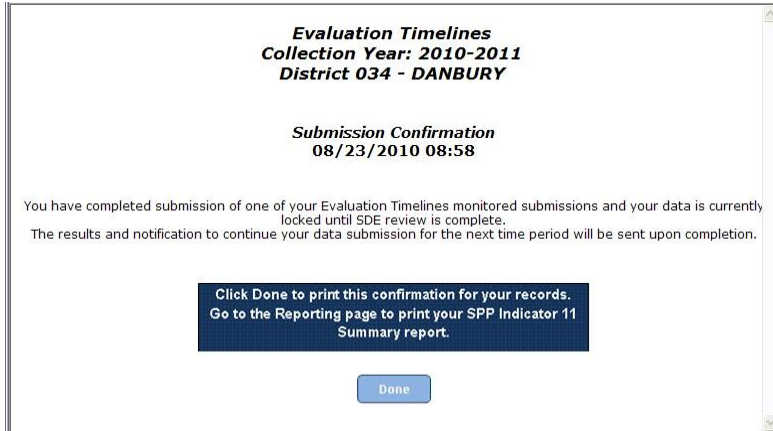


- 2 Select **Submit** to complete your reporting for this reporting period. The system displays the *Submission Confirmation* screen.

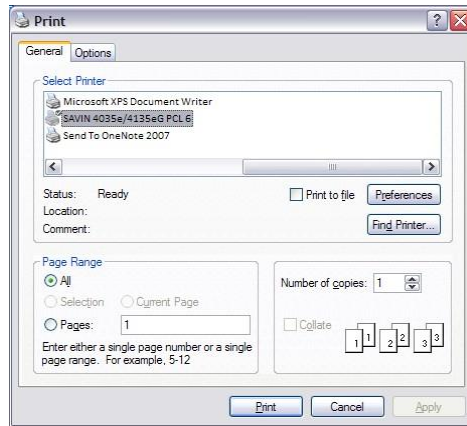


*How to Complete a monitored Submission (continued)*

- 3 Select **Done** to print this confirmation page and the SPP Indicator 11 Summary report for your records. The system displays the *Print* screen.



- 4 Select your printer and select **Print** and retrieve your documents from the selected printer.



- 5 This procedure is complete.



## FAQs

### General Questions

#### ? Why do I have to report individual student data?

Federal law requires follow-up on every child-specific incidence of non-compliance. The previous aggregate collection did not accommodate this requirement.

#### ? When should you obtain a SASID?

After you have evaluated, found eligible and determined you will be servicing a student. It is important to remember, if the parent requests delayed entry into school, you will obtain a SASID when the student is enrolled in your district and scheduled to start school. (e.g., a preschool student is found eligible on March 3<sup>rd</sup>, parent opts to delay entry until first day of school in September; a home schooled student is found eligible on Dec. 15th, parent opts to delay entry until first day of school in January; or a private school student is found eligible on June 5th, parent opts to delay entry until first day of school in September.)

Vendors cannot require SASIDs. Under NO circumstances should a student – whom has not yet been found eligible – be registered and unregistered in PSIS in order to obtain a SASID.

- However, there are Birth to Three Notifications located in SEDAC under Mandatory Off-cycle Reports. The report is provided by the Office of Early Childhood (OEC), and notifies school districts about all children enrolled in Birth to Three who either reside in their district or who have nexus with their district (as determined by the Department of Children and Families). All students referred by Birth to Three are required to have a SASID#. If the SEDAC **Children with Signed B23 Approval (Form 3-8) to Include LEA** report does NOT contain the SASID send us an email (Laura, Diane & Ada) with Subject “B-3 Missing SASID#” and we will reply with the SASID#.
- If a child is not referred from Birth to Three some districts enter a value of “Ref#####” or a zero then the child’s DOB “0#####”.

### Which Collection Year

#### ? A student may be referred for evaluation at the end of the school year in which there are fewer than 45 school days left to evaluate, and the evaluation and eligibility determination will take place the following school year. Which year do I report him/her?

The collection a student is reported under is based on the DATE OF PARENTAL CONSENT TO EVALUATE. See the guidance under Collection Period section above.

#### ? When do I have to have my student records completed and certified?

Your *timely reporting* deadline is typically June 30.  
Your *accurate reporting* deadline is typically November 15.

## EVALUATION TIMELINES USER GUIDE

You will receive an e-mail notifying you when the Evaluation Timelines system is open each collection year.

The system is available 24/7, and each collection will be open from July 1 of the reporting cycle until your district certifies your collection data. We anticipate each collection being open for 18 months.

The DATE OF PARENTAL CONSENT TO EVALUATE of each student must be between July 1 and June 30 for that school year.

Your district will not be able to certify your collection until all student records have a RECORD STATUS of **Complete** or **Complete-Beyond Timeline**. See the district certification section above.

### When to Report a Student in the Evaluation Timelines Data Collection

#### **? My student is being evaluated to determine ongoing eligibility. Do I report this student in Evaluation Timelines?**

No. The purpose of the Evaluation Timelines data collection is to collect initial evaluations only. Any student found eligible will not be reported in Evaluation Timelines for subsequent evaluations.

A re-evaluation is used once a student is found eligible for special education and related services, to determine if the student remains eligible. These are to be tracked and recorded in the student's IEP and reported to the state through SEDAC.

#### **? My student had previously been evaluated, determined eligible and received services. Since that time, the student was exited and returned to regular education. Circumstances have changed and the student needs another evaluation. Do I report this student in Evaluation Timelines?**

Yes. This situation requires a new initial evaluation and is collected within Evaluation Timelines. Note: If a previous ELIGIBLE record exists in the ETC system, districts must contact the CSDE ETC Data Manager with a request to authorize an additional record for the SASID.

#### **? I have not received parental consent to evaluate within 10 days of it being sent, do I report this student in Evaluation Timelines?**

No. If a parent fails to provide consent to evaluate within 10 school days and there is no parental request for delay, the LEA may consider this refusal of consent.

The LEA would not include this student in their data submission because there was no parental consent to evaluate, therefore no evaluation provided. This data collection concerns only students with parental consent to evaluate.

#### **? The parent requested an extension before providing consent. Do I report this student in Evaluation Timelines?**

Once you have received the parental consent, you may report the student record in Evaluation Timelines.

#### **? The parent revoked their consent after the data was reported in Evaluation Timelines. How do I remove this student from my collection?**

Using the View All menu option, you may select a student and either edit or delete the student's record.

#### **? What do I report if a parent withdraws their child from public education?**

## EVALUATION TIMELINES USER GUIDE

If the student still resides in your district, you still have Child Find responsibilities. Your district should ask the parent if they are interested in continuing the evaluation or would prefer to submit a request to revoke consent for the evaluation. If consent is revoked in writing, do not report the record. If the evaluation proceeds, you must report this record in Evaluation Timelines.

### ? **What do I report if a student moves prior to receiving services, but after the evaluation is complete?**

Since the evaluation was completed in your district, you should report the student in Evaluation Timelines with their eligibility determination.

### ? **How do I report a student who “officially” drops out-of-school during the evaluation timeline?**

If the child officially drops out of school, (i.e., parent signs drop out papers if aged 16 or 17; student signs drop out papers if age 18 or older), report the child as **MOVED**.

### ? **How do I report a student who becomes “truant” during the evaluation timeline?**

If the child officially becomes truant, immediately implement the appropriate truancy/due process procedures required by state law. If the student eventually reappears in school, complete the evaluation and report the record using REASON FOR DELAY of **02-Parent repeatedly failed/refused to produce the child for evaluation**.

If however, the district completes the truancy/due process procedures and has still not located the student, report the child as **Not Eligible** using the PSIS District Exit Date as DATE OF ELIGIBILITY PPT. If that date is beyond the 45-school day timeline, report REASON FOR DELAY of **02-Parent repeatedly failed/refused to produce the child for evaluation**.

### ? **We had a student enroll yesterday for whom an eligibility PPT was not completed by the prior district. The prior district is sending us the documentation. Is this considered a new referral for our district?**

Yes. The prior district reports the student with ELIGIBILITY of Moved.

Your district also reports the student and uses the date the student entered your district as the DATE OF REFERRAL and DATE OF PARENTAL CONSENT TO EVALUATE. Evaluation Timelines will measure your compliance with the timeline based on the entry date of the transferred/mid-eligibility determination student.

It is important to note that the IDEA specifically addresses this issue in 34 C.F.R. Section 300.323(e). Essentially, the federal regulation states that the second district must expedite the evaluation as quickly as possible, but is not held to the original consent date for the 45-school day rule. Therefore, one would expect that any case like this would have a very short timeline in the second district and would be well within the count of days for federal compliance.

## Which Date to Use

### ? **There are three dates on the *Referral to Determine Eligibility for Special Education and Related Services (ED621)* form. Which one do I use as the DATE OF REFERRAL?**

## EVALUATION TIMELINES USER GUIDE

The Date Received. This date should have been stamped or written on the form in the upper right corner when the document was received by your district.

**? If I received a letter of referral instead of the *Referral to Determine Eligibility for Special Education and Related Services* (ED621) form. What date do I use for DATE OF REFERRAL?**

Use the date the letter was received. This date should have been stamped or written on the letter when the document was received by your district.

**? There are three dates on my *Notice and Consent to Conduct an Initial Evaluation* (ED625) form. Which one do I use as the DATE OF PARENTAL CONSENT TO EVALUATE?**

Use either the date that was stamped on the form when it was received, or the date of signature if the form was signed by the parent during the referral PPT meeting.

**? We received the *Notice and Consent to Conduct an Initial Evaluation* (ED625) form two days after the parent signed and dated the document. Which date do I use as the DATE OF PARENTAL CONSENT TO EVALUATE?**

The form should have been stamped with a date received; this is recommended for use.

## Private Pay or Public

**? I have a student who was identified in need of evaluation through our pre-school screening process. The student was not in a public school or public school program on the DATE OF PARENTAL CONSENT TO EVALUATE. Is the student Private Pay or Public?**

Private Pay. Until a student is registered in a public school and their data are reported in PSIS, they are not considered a public student. Regardless of whether a student was enrolled in day care, private preschool, or education at home at the time of referral, all of those cases are considered Private Pay for reporting purposes. If the child was found eligible and you registered and obtain a SASID you still report the evaluation as Private Pay, because at the time consent was received to evaluate, the child was private and not a public school student.

**? When do I use Private Pay or Public?**

The determining factor of whether a student is reported in *Evaluation Timelines* as Private Pay or Public is when the *Notice and Consent to Conduct an Initial Evaluation* (ED625) form was received. If parental consent was received prior to the student being registered in a public school (your DISTRICT ENTRY DATE), the child is reported as Private Pay regardless of whether a SASID has been obtained yet or not.

## Denial of Basic Rights

### ? How do I determine if basic rights (FAPE) were denied?

If you selected a REASON FOR DELAY of **08-Other** you must designate if the student's basic rights were denied.

Denial of basic rights is considered when more than a minimal procedural violation has taken place denying a student's right to a Free Appropriate Public Education (FAPE).

At a minimum you must consider if the delay in determining eligibility

- (i) Impeded the child's right to a FAPE;
- (ii) Significantly impeded the parent's opportunity to participate in the decision-making process regarding the provision of a FAPE to the parent's child; or
- (iii) Caused a deprivation of educational benefit.

### ? I have a student that was evaluated and found eligible. I want to report their data in this year's collection, but I know another district also evaluated the student and found the student "eligible". The other district reported the student in the collection already. Can I still report our evaluation so it is included in our Indicator 11 percentage?

If the DATE OF PARENTAL CONSENT TO EVALUATE of your evaluation occurred **before** the other district's DATE OF PARENTAL CONSENT TO EVALUATE, you may report this student. This student is included in your Indicator 11.

If the DATE OF PARENTAL CONSENT TO EVALUATE of your evaluation occurred **after** the other district's DATE OF PARENTAL CONSENT TO EVALUATE, you cannot report this student. This student is not included in your initial evaluation data.

### ? Why do I need to answer the Denial of Basic Rights question if the students evaluation is beyond the timeline, but he/she was found NOT ELIGIBLE?

The delay in completing the evaluation and eligibility determination within specified timelines, regardless of whether the child is found eligible or ineligible, could infringe on the parents' right to request an Independent Educational Evaluation (IEE) in a timely manner. If the child is found ineligible based on the district's evaluation, but found eligible based on the IEE, the delay in services due to the district's failure to complete a timely evaluation may result in a denial of basic rights for the student (FAPE) for the student.

## Closing or Holding Undetermined Evaluations

### ? The student has moved out of our district before the evaluation is complete. How do I remove the student from our collection?

Update the student record's ELIGIBILITY to **Moved**. This designates the student record as **Complete**.

### ? A student enrolled in a school of another state agency after the 45-school day timeframe had begun, but prior to an eligibility determination made by our district (the child's previous public agency). How do we remove the student record from our collection?

Update the student record's ELIGIBILITY to **Moved**. This designates the student record as **Complete**.

### ? **How do I handle a case when a child dies during the evaluation timeline?**

Update the student record's ELIGIBILITY to **Moved**. This designates the student record as **Complete**.

### ? **How do I designate a case as pending decision, when eligibility has not yet been determined?**

Do not select an eligibility status until eligibility is determined. This designates the student record as **Incomplete**. The DATE OF ELIGIBILITY PPT is required to report an eligibility status unless the child moved from your district.

### ? **I have a student whose evaluation is not complete and the timely and accurate deadlines are near. What do I do if I have an incomplete student record?**

Individual cases may remain open or incomplete after the timely and accurate dates. However, your district will not be able to certify your collection until all cases are complete, either on-time or late.

By the *Accurate Date* for the collection, all or most student records will be reported and complete. Only a few student records should remain with an incomplete status after the Timely and Accurate dates, and all of these should have referral dates that are late in the school year (i.e., June referrals). Due to the state 45-school day rule, these evaluations can be carried over until the following school year. In no instance would we expect an evaluation to remain incomplete beyond early November, under this "late in the year referral" circumstance. These instances of late referrals carrying over into the fall will not affect a district's Timely and Accurate determination, as long as the initial data is reported in the Evaluation Timelines Data Collection System prior to the *Accurate Date*, even though it is incomplete.

Any new Evaluation Timelines student records reported after the *Accurate Date* will be considered not reported in a timely manner and may affect the district's Timely and Accurate determination.

All other student records with an incomplete status after the *Accurate Date* will be considered late and may affect a district's Timely and Accurate determination.

## Exceptions and Special Cases

### ? **Federal Reporting is already complete, but I found an error on a student record that was reported. How do I correct the data?**

Contact the ETC Data Manager to unlock your district's collection so that you may make your changes.

## Timeline Calculation

### ? **When does the 45-school day timeline start?**

The day after the district receives the referral is considered day 1 of the timeline.



**? Does the new 45 school-day timeline include the summer vacation, holidays, or weekends?**

No.

**? How do emergency closures affect the 45-school day timeline?**

During an emergency closure, school days cease, and timelines are suspended until school re-opens.

**? I have a justifiable reason for the delay of evaluation. Is this still considered on time?**

As long as one of the documented acceptable reasons is selected, the record is considered on time.

## Connecticut Birth to Three

**? Does the federal 45-school day rule apply to children referred by the *Birth to Three* program?**

Referrals through the Birth to Three System have their own timeline – implementation on or before the child’s third birthday (Reason for Delay = 06). Data are collected for these children and reported under Indicator 11 in the SPP/APR. If the child is referred late (less than 90 days before their third birthday) then the 45-school day rule applies.

**? Do I have to complete a *Notice and Consent to Conduct an Initial Evaluation (ED625)* form for Birth-to-Three referrals?**

Yes. Regardless of how a student is referred, doctor, LEA, parent or other source, this form must be completed for compliance with state regulations.

**? How does the timeline work for children in Birth-to-Three referrals?**

It will be important to understand that the State Department of Education and the Birth to Three System encourage that school districts are notified as early as possible that a child is receiving services in the Birth to Three System. Some families may elect to share information with their district very early but if they are enrolled in Part C when their child reaches age 2½, directory information (notification) will be sent without the need for consent of the family. Birth to Three Notifications are located in SEDAC under Mandatory Off-cycle Reports. This information in this report is provided by the Office of Early Childhood (OEC), and notifies school districts about all children enrolled in Birth to Three who either reside in their district or who have nexus with their district (as determined by the Department of Children and Families). If this report contains the SASID assigned through OEC it should be used on all documents developed in the referral process.

This notification is not a request for an evaluation but it act as a “referral” from Part C. The Birth to Three Programs then use a form to record that the family has approved including their LEA in transition planning (Form 3-8: Approval to Include my Local School District in Transition Planning) and on that form the family is able to consent to share specific documents.

The date the school district receives the Form 3-8 from the Birth to Three System is the date used in the Evaluation Timelines as the DATE OF REFERRAL.

## EVALUATION TIMELINES USER GUIDE

The obligations of the school district upon receiving that form include: (1) completing the Referral to Determine Eligibility for Special Education and Related Services (ED621) form to which the Birth to Three Form 3-8 can be attached along with any accompanying information; (2) sending notice to the family that a referral has been received (ED622) and (3) sending a copy of the procedural safeguards. The Birth to Three provider must convene a transition conference at least 90 days prior to the child's third birthday and will invite the school district. The school district is required to participate in the transition conference.

A district will at some point convene a planning and placement team (PPT) meeting to (1) review the referral and (2) to determine that an evaluation is/is not warranted. If an evaluation is to be conducted, the child's PPT completes and has the parent sign the Notice and Consent to Conduct an Initial Evaluation (ED625) form. The date this form is signed and received by the district, is the date used in the Evaluation Timelines DATE OF PARENTAL CONSENT TO EVALUATE.

A subsequent PPT will review the evaluations and determine whether the child is eligible for special education. The date this meeting is held and eligibility determination made, is the date used in the Evaluation Timelines DATE OF ELIGIBILITY PPT.

As long as the IEP is implemented on or before the child's third birthday, the district will be counted as timely (when the appropriate Reason for Delay is selected). If the district did not meet the timeline for IEP implementation by age 3, assess whether or not the district was in compliance with the 45-school day rule.



## Appendix

### Terminology

SPP/APR	State Performance Plan / Annual Performance Report to the Office of Special Education Programs
Birth to Three	A separate state system used to collect, analyze and monitor the data required for reporting of children under age three's special education and related service needs. Requirements are covered under IDEA Part C.
Child Find	Requirement to identify, locate and evaluate all children with disabilities in the state who need special education and related services.
CSDE	Connecticut State Department of Education
IDEA	Individuals with Disabilities Education Improvement Act
Indicator 11	SPP - Timeline for Eligibility
Initial evaluation	If a student is not found eligible during an initial evaluation, each new evaluation is considered a new initial evaluation.
Nexus	The Nexus District is the district that has the legal responsibility to identify, educate, and pay for a special education student under the IDEA.
PPT	Planning and Placement Team
PSIS	Public School Information System
PSIS Registration	Public School Information System - This application is used for year round registration of student enrollments.
Re-evaluation	A re-evaluation is used once a student is found eligible for special education and related services, to determine if eligibility still exists.
SASID	State Assigned Student ID
CSDE	Connecticut State Department of Education
SEDAC	Special Education Data Application and Collection A state developed system used to collect, analyze and monitor the data required for reporting of children over the age of three's special education and related services needs. Requirements are covered under IDEA Part B.

## References

<https://portal.ct.gov/SDE/Special-Education/Planning-and-Placement-Team-PPT-Process-and-Individualized-Education-Program-IEP-Forms/Documents>

Referral To Determine Eligibility For Special Education And Related Services (ED621) form  
Notice And Consent To Conduct An Initial Evaluation (ED625) form  
Consent For Special Education Placement (ED626) form  
State Performance Plan – Indicator 11: 20 U.S.C. 1416 (a)(3)(B)  
Child Find: 20 U.S.C. 1412 (a)(3); 34 CFR §300.111

## CSDE's Statement of Nondiscrimination

The Connecticut State Department of Education is committed to a policy of affirmative action/equal opportunity for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activities on the basis of age, ancestry, color, civil air patrol status, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present) national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to:

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