



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



TO: Superintendents of Schools

FROM: Ajit Gopalakrishnan, Chief Performance Officer *Ajit Gopalakrishnan*

DATE: November 5, 2018

SUBJECT: Noncertified Staff Data Collection Application 2018-19

The collection of noncertified staff data has transitioned from the legacy ED162 application to a new online *Noncertified Staff* application. While the data elements collected are the same, the new application is more streamlined and offers prior year comparison, greater data validation, embedded help information, and the ability to print/download reports.

To ensure that appropriate staff in the district can access this new application, please:

- review the two Noncertified Staff (NonCert) roles below;
- identify the individual(s) in your district who will serve in those roles; and
- ask your district's LEA Security Manager(s) (see [list of LEA Security Managers](#)) to assign those roles through Directory Manager to the individuals you identified.

The two roles available for this application are:

1. **NonCert Staff Certifier:** An individual assigned this role can both enter *and* certify the data on behalf of the district. Once certified as accurate by the district, these data are reported publicly on EdSight and submitted to the U.S. Department of Education. Therefore, only **certified administrators** may hold this certifier role. Each district must assign at least one administrator to this role.
2. **NonCert Staff Writer:** This role is for a district-level individual, but is limited to data entry only. An individual with the Writer role cannot certify data. Superintendents may identify as many writers as necessary. Use of this role is optional.

Once your LEA Security Manager has assigned the appropriate roles, the identified individual(s) can go to <https://csde.ct.gov/>, login, and begin accessing the application.

Please feel free to contact us with any questions. For *Noncertified Staff* application questions, please contact Y.H. Alison Zhou, Ed.D. at Alison.Zhou@ct.gov or 860-713-6893. For *Directory Manager* questions, please contact Laura Guerrero at Laura.Guerrera@ct.gov or 860-713-6898.

Cc: District Noncertified Staff Data Managers