

QUESTIONS FROM MAY 23, 2022, PSIS DISTRICT COORDINATORS MEETING

504 Status for all students

- **If a student is NOT 504, do the testing demographics still need to be filled out?**

504 is required for tested grades. If a student is in a non-tested grade and is not 504, you do not need to complete the 504 field in the PSIS Register module.

- **If a student was not 504 when they were tested, but then became a 504 student after testing, what are we supposed to do? Do we mark them as YES even though they were not YES during testing?**

Do not change the 504 status for students in Grades 3-8 and Grade 11 -Please follow the testing rules.

So just to clarify, the students who were NO for 504 during testing, and then became active 504 students after testing, should remain NO in the Testing Data in the PSIS Registration Module. We should NOT add a YES for 504 for these cases. The impact of changing for a student who was NOT 504 at testing is they will be reported in the assessment data as 504 and as high needs - when they were not yet eligible. Instead, keep these students as NO. They can have their 504 status added manually after launch using a simple form that will also be used moving forward to add a 504 status to a student who moves into CT from out of state with a 504 plan. A similar process exists for IEP students as well.

PSIS Student Truancy Reporting

- **Please clarify 30 day rolling period for student truancy reporting.**

Truant according to [C.G.S. section 10-198a](#), is a student who has four unexcused absences in a month (period of time, not specific months named in a calendar) or 10 unexcused absences in a school year. [Catalog of Truancy Intervention Models \(ct.gov\)](#)

CT-SEDS and PSIS

- **Can you clarify if PSIS roll up should be held until September? "As you probably all know the IEP system is changing from IEP Direct to CT-SEDS as of 7/1/2022, the PSIS is due to roll-up in September. We have been instructed by the State to wait until the last minute to do the roll-up in order to capture as many correct records as possible."**

CT-SEDS has not recommended waiting until the last minute. We only recommend communication between Special Ed and PSIS about when everything is happening.

- Please clarify the uploads CT-SEDS said we could do multiple times and what data that is transferring vs. this information I received from Administration..."CT-SEDS will "talk" with PowerSchool and the state is paying for this for next year. For the following year, we will need to budget for this. You must let PCG know that you want this ability for the two to sync—PCG is sending an email next week with a form to indicate that your district wants this feature.
 1. The current IEP Vendors (Frontline and PowerSchool Special Ed) are working to export 3 years' worth of data. These include PDF copies of ppt invitations, IEPs, re-evaluation data, meeting minutes, referral, and eligibility determinations, 504 plans, etc. These data can be 'downloaded' out of each district's current IEP/504 system for later "upload" into CT-SEDS into the student's document repository. These are exporting as zip files that can be uploaded AFTER the 7/1 CT-SEDS launch. They process overnight with an error report about which docs do not load. The batch upload can be completed multiple times.
 2. CT-SEDS has a nightly export from CT-SEDS to district SIS systems and a nightly import from district vendor systems into CT-SEDS that the SDE is paying for in year 1. (Cost is \$1500/yr for import or export, or \$2000/year) for both starting in year 2. Which can be paid for using the money districts are no longer spending on an IEP vendor system starting in year 2.) The export from CT-SEDS will send down IEP and 504 eligibility data and disability information. Additionally, the export will send nightly PDFs of the IEP and 504 documents. This is not a web service of IEPs. The department will look to develop a web service, potentially in year 3 of CT-SEDS after all main modules have launched. The upload into CT-SEDS only covers Parent contact information - name, address, phone, etc. This way parent contact information is always up to date with district SIS systems for sending IEP and 504 documents. Again, both are covered by SDE in year 1.
 3. To sign up for the 2-way sync (both processes described in #2) PCG is sending a form for LEAs to fill out next week. This is simply to identify who they need to be working with to arrange the ftp site for the files to exchange. Districts can opt out after year 1 if they do not want to pay the \$1500 (1 process) or \$2000 (both processes) cost starting in year 2.
- PSIS/CT-SEDS: do we need to send up Register/Unregister/Change records more frequently, to meet CT-SEDS needs?

If districts want to be able to work in a student's record in CT-SEDS the registration must be completed in a timely manner. CT-SEDS will update at 11pm every night.

- **Should PSIS coordinators participate in the CT-SEDS training sessions offered in July? Is there a need for that?**

There really isn't a need. We are doing in-depth trainings for 504 coordinators, Special Education Data Managers and Directors of Special Ed in June (3 Wednesdays). The July 1 hour trainings are intended for other admin users like principals who need to add staff; update calendars, etc... But the in-depth ones from June will be recorded and can be viewed by anyone in the district. PSIS District Coordinators can join the June trainings with other staff. The trainings will be recorded and will be made available.