



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



To: Superintendents of Schools

From: Ajit Gopalakrishnan, Chief Performance Officer
Bryan Klimkiewicz, Division Director

Date: September 11, 2025

Subject: PSIS Summer Rollup and CT-SEDS

This memorandum reiterates topics from a [June 2023 memorandum](#) while adding some important reminders. The Public School Information System (PSIS) Summer Rollup process updates your districts' enrollment roster for the new school year in the Register Module of PSIS. According to Connecticut General Statutes Section 10-259, the fiscal and school years shall commence July 1 and end June 30. Therefore, for PSIS Register Module reporting purposes, students should only be enrolled in their new grades and/or schools on or after July 1 and not prior to that. Furthermore, during the school year, as students transfer in and out of schools, districts must update the PSIS Register Module within 10 calendar days (preferably within a day or two) to ensure that your districts' student enrollment roster is current and up to date.

Summer Rollup Due Date August 1

Districts are reminded that the Summer Rollup due date remains August 1 annually. This is the date by which districts must update their enrollment roster for the new school year in the PSIS Register module.

Student Transfers and CT-SEDS

Student enrollment for the school year can start in the PSIS Register Module as early as July 1. In situations where students are known to be transferring to a different district, it is important for the new district to have access to student special education or 504 records for planning and programming purposes. Once the previous district unregisters the student and the new district registers the student in PSIS, the student record inactivates in the previous district in CT-SEDS and transfers to the new enrolled district overnight. This allows the new district to receive the student records, ensure time for administrative and teaching staff to review IEP and 504 documents, convene any necessary meetings, review/revise documents, and plan for programming and staffing prior to the start of school. Districts should not unregister students in the PSIS Register Module until the [appropriate transfer or withdrawal documentation](#) has been received.

School or Grade Changes in PSIS

When a school or grade is incorrectly reported in PSIS and later corrected using the same start date, it results in two open school and grade events that must be resolved manually in CT-SEDS. Therefore, clear communication between PSIS and Special Education staff within the district is essential to ensure that student data remain consistent and aligned in both PSIS and CT-SEDS.

PSIS Concurrent Registrations and CT-SEDS

A concurrent registration record exists in the PSIS Register Module when a student transfers from one PSIS reporting district to a different PSIS reporting district, the new district registers the student, but the previous district has not unregistered the student in PSIS. The transfer of records in CT-SEDS (including all IEP & 504 documents) does not occur until the concurrent registration record is resolved in PSIS. Therefore, it is critical that districts who know of students transferring report the student exit in the PSIS Register Module as soon as possible. To reiterate, districts must have [appropriate documentation to support any exits](#) in PSIS.

Notice Regarding Graduation Exits from the PSIS Register Module

Accurate reporting of high school graduates is critical to support use of these data in various CSDE reports and dashboards (e.g., [Postsecondary Outcomes](#), [Labor and Earnings](#), [FAFSA Completion](#), Seal of Biliteracy). Districts are reminded to exit June graduates from PSIS by August 1. Summer graduates should have an exit date that reflects the day they completed graduation requirements. Districts are also reminded that **all summer graduates should be exited from PSIS by September 3.**

Effective with the graduating class of 2024, CSDE will use the PSIS Register Module after September 3 of the graduation year to assign *annual* graduation status to a student. *This annual graduation status is separate from any cohort graduation calculations.* All students with an exit type 15 (“Graduated with a regular, advanced, International Baccalaureate, or other type of diploma”) between September 1 prior to the graduation year and August 31 of the graduation year will be considered part of the graduating class.

Students Who are Still Enrolled in Public School should NOT be Exited in PSIS

It is important that special education staff inform PSIS staff in the district of any students with disabilities who are continuing enrollment for the purpose of receiving transition-only services¹ including students who are outplaced to a nonpublic school/program (e.g., Approved Private Special Education Program (APSEP)/Transition Vocational Service Provider (TVSP) via a PPT). These transition-only students should not be exited in the PSIS Register Module until completion of their IEP transition goals and objectives.

Under the Every Student Succeeds Act (ESSA) and the Individuals with Disabilities Education Act (IDEA), transition-only students who are still enrolled and receiving transition services cannot be reported as a high school graduate nor can they take possession of their diploma until the end of their transition services. The PPT can determine at any time that the student no longer requires transition services (this decision must be reviewed at least annually at a PPT meeting). A student who is 18 years of age or older can also choose to end transition services at any time. When transition services end, the student can receive their high school diploma and be reported as a high

¹ Transition-only services: The Planning and Placement Team (PPT) may recommend transition-only services for eligible students with disabilities that extend beyond the academic requirements for graduation. Students receiving transition-only services are entitled to participate in the general education high school graduation exercises and related activities upon completion of academic requirements, or at the conclusion of transition-only services, a decision to be made by the PPT. Students who receive transition-only services maintain eligibility for receipt of special education and related services and continue to be reported in PSIS and CT-SEDS until they reach the maximum age of eligibility, or until they graduate with a regular high school diploma, whichever occurs first.

school graduate. It is extremely important to note that if the student is reported as a graduate with a standard high school diploma, they are no longer eligible for IDEA services under federal law.

The [Transition Bill of Rights](#) allows for flexibility regarding the diploma date. If students participate in transition-only services, the date on their diploma will be the date that they exit high school due to graduating with a regular high school diploma. A parent/adult student may request that the date on the student's diploma reflect the date that the student fulfilled academic requirements to graduate. This request should be made to the school district just prior to the student's exit from special education. PSIS Exit Date is the date the student takes receipt of the diploma regardless of the date on the diploma.

To summarize, transition-only students who meet all the credit requirements to earn a standard high school diploma, participate in the graduation ceremony but do not receive their diploma, and continue to receive transition services should not be reported as a high school graduate and exited in the PSIS Register Module. These students remain enrolled in PSIS and CT-SEDS until they receive their diploma or until the end of the school year in which they turn 22 (please see [PSIS Special Education Guidelines](#) for additional information).

Deleting Exits in PSIS

Inappropriate/erroneous exits reported in the PSIS Register Module will result in the deactivation of the student record in CT-SEDS. Anytime an exit is reported in PSIS and later deleted, the deletion in PSIS does not remove the exit from CT-SEDS. There are several manual re-activation steps that must be completed when exits are deleted in PSIS. Communication between special education and PSIS staff is critical to ensure that student exits are reported correctly in PSIS, particularly when students will continue to receive transition services and will not be exiting after participating in graduation exercises. This will reduce the number of inappropriate/erroneous exits in PSIS and avoid inactivation in CT-SEDS.

For questions regarding PSIS, please contact Kendra Shakir at Kendra.shakir@ct.gov and for questions regarding PSIS connections to CT-SEDS, please contact Laura Guerrero at laura.guerrera@ct.gov.

cc: Special Education Directors
PSIS District Coordinators
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