PSIS Newsletter

January 2016   **Volume 1, Number 2**

Useful Links:
PSIS Help Site
User Guide, FAQs and more

Data Acquisition Plan and Collections Guide
The Data Acquisition Plan lists all CSDE collections and deadlines. The Collection Guide lists Performance Office collections with Timely and Accurate guidelines

CSDE PSIS Data Managers:
Kendra Shakir – Registration & January
Keryn Felder - October
Marquelle Middleton - June

Connecticut State Department of Education
165 Capitol Avenue
Hartford, CT 06106

The January 2016 Collection is near!

The January 2016 collection is right around the corner! The snapshot date of this collection will be January 11, 2016. Once the collection officially opens we will inform all Districts via email notification, which will include the collection Timely due date and other pertinent information. Please take this time to ensure your district level data is correct and accurately reported in your local SIS prior to the PSIS collection opening.

01/11/16: Snapshot Date
01/25/16: Phase I Due

Schools Interoperability Framework (SIF)

Districts that are SIF enabled still have the *option* to use SIF for the January 2016 collection; otherwise districts will use the standard PSIS upload feature. If your district opts not to use SIF, please note no special request is needed to turn SIF off.

If your district chooses to use SIF please note that all PSIS deadlines are expected to be met. If you have any questions, please contact Kevin Clancy at kevin.clancy@ct.gov or (860) 713-6961. You can also visit the SIF Help Site at http://www.csde.state.ct.us/public/sif/.

District Profile

Please be sure to review and update your District Profile Page. It is very important that all district staff contacts listed here be able to answer questions concerning PSIS data as well as enter data into PSIS. We highly recommend providing a primary and alternate contact.

Security

To safeguard student information, please do NOT email a student's name to the Connecticut State Department of Education (CSDE). You must refer to the student by SASID. It is also important to obtain new passwords when a user either leaves the district or no longer has PSIS responsibilities. To obtain a new password, please call the Bureau of Information Technology Help Desk at (860) 713-6681.

Detention Centers

Districts are now <u>required</u> to capture student placements in Detention Centers. In the past, the students remained in their school of attendance. Effective immediately, Facility Code 1 in PSIS must reflect the detention center the student is placed in. You must use Exit Type "01" (Transfer to a different public school in the same local education agency in the same state or to a private special education facility in accordance with an IEP or other special circumstances). <u>In the collection, Special Program Status Code 09 must still be used to identify students in Detention Centers.</u> For a complete list of Detention Centers, please see Table A in the Downloads section of our help site: http://www.csde.state.ct.us/public/psis/. The Detention Centers are located under District Code 348 "Judicial Centers." This table will be updated as new codes are created.

Transition Programs

Effective January 1, 2016 there have been some changes made to Transition Program Organization Codes (Facility Codes) throughout the state.

OLD ORGANIZATION CODE	NEW ORGANIZATION CODE	District Name	Program Name
0510382	0510511	Fairfield	Fairfield School/Community Partnership
0620182	0937211	New Haven	Hamden Transition Academy @ SCSU (AACPB)
0780182	0780111	Mansfield	STAAR Program
0930882	0937311	New Haven	Off Campus Classroom Program (OCC)
1510482	1514411	Waterbury	Waterbury Transition Learning Center
1550282	1550111	West Hartford	Farmington Valley Transition Academy @ Univ Hart
2070182	1620611	Winchester	Highlander Transition Academy (NCCC)
2070282	1432511	Torrington	Highlander Transition Academy (UCONN)

Students attending the above programs were previously reported in these facilities by the sending district using the old organization code. Now the public school

district that oversees the program, must report the student in PSIS. If you have students in these programs, please exit them in PSIS, using exit type 02 (Transfer to a public school in a different local education agency in the same state). For OPEN Choice students, please refer to Appendix F of the 2015-16 PSIS Reference Guide located on our help site. http://www.csde.state.ct.us/public/psis/.

October 2015 Freeze 1 (F1)

The October 2015 (F1) file will be extracted on January 29, 2016. Please be sure all of your October 2015 PSIS data are updated AND certified by January 28, 2016. Any changes made to the October 2015 collection after the freeze date will not be reflected in any State or publicly released analysis.

LAS Links and PSIS

From January 4th through March 11th, the LAS Links assessment will be taken by all English Language Learners (ELLs). In order to support the LAS Links for the 2015-16 school year, the PSIS Registration module has been updated to include the following fields:

- ELL
- Special Education
- Free/Reduced Lunch

In Registration, these values must reflect the student's status at the time of LAS Links testing and must be provided for all students enrolled in a tested grade. These data cannot be updated through a batch upload in PSIS Registration. In order for your district's ELLs to take the online LAS Links assessment, they must be registered with your district and identified as an ELL in PSIS. If your district is administering the '"paper and pencil" version of the LAS Links, you do not need to update these fields in Registration.

During the testing window, the CSDE will transfer a data file every Wednesday, which identifies each district's ELLs to Data Recognition Corporation|CTB (DRC), the LAS Links publisher. Only students who have been identified as ELLs in PSIS and therefore has been in a data file transferred from the CSDE to DRC will have access to the online LAS Links test. There may be a lag between an ELL's registration in PSIS and their access to the online LAS Links test. For questions regarding LAS Links testing please contact:

| Michael Sabados | (860) 713-6856 | Michael.Sabados@ct.gov |
| Megan Alubicki Flick | (860) 713-6786 | Megan.Alubicki@ct.gov |

Connecticut Summative Assessments and PSIS

PSIS will also be leveraged to support Connecticut Summative Assessments for the 2015 – 2016 school year. These assessments include the Connecticut Smarter Balanced assessment for Grades 3 through 8, the CMT/CAPT Science in Grades 5, 8 and 10. Grade 11 students will be assessed with the Connecticut SAT School Day. Students with significant cognitive disabilities in Grades 3 through 8 and 11 will be assessed with the Connecticut Alternate Assessment (CTAA). Once all districts have certified their January 2016 PSIS collection, the Registration module will be updated to include 504 status and Recently Arrived EL's, in addition to the ELL, Special Education and Free/Reduced priced meals values. Again, these values must reflect the student's status at the time of testing. All changes to enrollment status and student demographic information must be made in PSIS. For more information regarding Student Assessment, please visit: *Student Assessment News*

Help

The PSIS Help Site contains many important resources such as documentation and frequently asked questions. If you cannot find an answer please contact your District Support Person (DSP).

In an effort to maximize the general support available and provided to PSIS District Coordinators, the CSDE PSIS team has assigned each reporting district specifically to one of our three support staff. We believe this has increased responsiveness on routine matters and inquiries and has helped to streamline some of our reporting practices. If you are unsure who your DSP is please see the list available at: http://www.csde.state.ct.us/public/psis/