



PSIS Newsletter

January 2017

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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

The January 2017 collection is now open!

The January 2017 PSIS collection is open! **The snapshot date for this collection is Monday, January 9, 2017.** The timely due date for this collection is January 25, 2017. In order to have a timely submission, your data must be ERROR-FREE and PRE-CERTIFIED by January 25, 2017.

Snapshot Date: 01/09/2017
Phase I Due: 01/25/2017

Schools Interoperability Framework (SIF)

SIF enabled districts still have the option to use SIF for the January 2017 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 does 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 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.



Connecticut State
Department of Education
450 Columbus Blvd.
Hartford, CT 06103

New Organization/Facility Codes

Facility-Organization Code	Organization Type Name	District Name	Facility-Organization Name	Address	City	State	Date Open
0153111	Public Schools	Bridgeport School District	Geraldine Claytor Magnet Academy	240 Ocean Terrace	Bridgeport	CT	1/2/2017
0230121	Nonpublic Elementary and Secondary Schools	Canton	Fresh Start School	126 Dowd Avenue	Canton	CT	11/30/2016

If you have students enrolled in these schools, you must use these codes in PSIS.

For a complete listing of Facility Codes please see Table A in the Downloads section of our help site: <http://www.csde.state.ct.us/public/psis/downloads.asp>

October 2016 Freeze 1 (F1)



The October 2016 (F1) file will be extracted on January 31, 2017. Please be sure all of your October 2016 PSIS data are updated AND certified by January 27, 2017.

Any changes made to the October 2016 collection after the freeze date will not be reflected in any State or publicly released analysis, including EdSight. EdSight is CSDE's data portal. This portal is available to the public and contains reports such as Discipline Rates, Enrollment Counts and Next Generation Accountability Data.

We encourage you to visit <http://edsight.ct.gov> to see some of the many ways PSIS data are being used.

If you have any questions about EdSight, please email EdSight.SDE@ct.gov



Connecticut Summative Assessments and PSIS

PSIS will support Connecticut Summative Assessments for the 2016-17 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).

PSIS Registration Module

The Registration Module has been updated to include the following data fields:

- English Learner (EL) Status;
- Special Education (SPED) Status;
- Free and Reduced Lunch (FRL) Status;
- Recently Arrived EL Status, and
- Section 504 Status.

These values must show the student's status **at the time of testing**. District PSIS Coordinators may now enter up-to-date data for these fields in the PSIS Registration Module. These data cannot be uploaded by batch upload.

PSIS and LAS LINKS

From January 3, through March 10, 2017, the LAS Links assessment will be administered to all English Learners (ELs). In order for a district's English Learners to actually take the online LAS Links assessment, they must be registered with the district and identified as EL in the PSIS **Registration Module**. Once a week during the LAS Links testing window, the CSDE will transfer a data file that identifies each district's ELs to the LAS Links publisher Data Recognition Corporation|CTB (DRC). Only students who have been identified as ELs in PSIS, and therefore, have been in a data file transferred from the CSDE to DRC will have access to the online LAS Links test. Because uploading will occur only once a week, there may be a lag between an EL's registration in PSIS and their access to the online LAS Links test.

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TIDE/PSIS Data Sync for TIDE-Related Assessments

It is important for District Test Coordinators and PSIS Coordinators to understand the ongoing relationship between the PSIS and the Test Information and Distribution Engine (TIDE). Accurate reporting of individual student status at the time of testing in the PSIS Registration Module is the only way to ensure accurate reporting of the annual statewide test results.

PSIS District Coordinators must work with their District Test Coordinators to ensure that accurate student information is being reported in the PSIS Registration Module, and subsequently in TIDE. The PSIS Coordinators should make all changes to student enrollment and demographic information directly in the PSIS Registration Module. During the summative test window for CMT/CAPT Science, Smarter Balanced, and their related alternate assessments, changes will appear in TIDE the day after those changes are made in the PSIS.

Again, the 504 status, Recently Arrived EL's, EL, Special Education and Free/Reduced priced meals values in Registration, must show the student's status **at the time of testing.**

Once ALL districts have certified the January 2017 PSIS collection PSIS Coordinators may want to allow the CSDE to update the EL, SPED and FRL status in PSIS Registration with the values reported in the January 2017 PSIS collection. District PSIS Coordinators will be notified by the CSDE via email in early February 2017 of a choice between the following two options:

1. **Use the January data.** Districts that have not, by mid-February, made any changes to these fields in PSIS Registration since the January collection can opt to simply use the January 2017 collection status. This means the FRL, EL, and Free/Reduced priced meals values in Registration will be replaced with the values reported in the January 2017 collection. The 504 status and Recently Arrived EL's values will remain unchanged.
2. **Maintain district changes after the January collection.** Districts that have made changes to these data fields in Registration since the January collection may opt to continue to maintain their changes in PSIS Registration, and not allow the CSDE to update the status from the January 2017 PSIS collection.

In either case, PSIS information will then be reflected in TIDE for all of the following assessments:

- Smarter Balanced
- CTAA
- CMT/CAPT Science
- CMT/CAPT Skills Checklist Science

Student demographic values will be saved and the fields locked in PSIS on May 26, 2017. Students who enroll from outside the Connecticut public schools after May 22, 2017, will not be required to take the Smarter Balanced assessments. These students will not be uploaded into TIDE.

PSIS and the Connecticut SAT School Day

The Connecticut SAT School Day will also utilize the 504 status, Recently Arrived EL's, EL, Special Education and Free/Reduced priced meals values in Registration. These values must also show the student's status **at the time of testing** for the Connecticut SAT School Day. Accurate reporting for these students in PSIS will help ensure accurate statewide test reporting for the Connecticut SAT School Day.

Additionally, accuracy is very important since students will be registered for the April 2017 Connecticut SAT School Day based on the PSIS database.

For any student who is participating in the April 5, 2017, Connecticut SAT School Day administration, the PSIS Registration Module should indicate their correct demographic status **at the time of that testing**. Likewise, for students who are participating in the makeup dates for the Connecticut SAT School Day (April 25 or 26, 2017), accurate status at the time of that test should be reflected in the PSIS Registration Module.

Please note: the grade reported in PSIS should always reflect the grade in which the student is being educated.

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/>
