PSIS Newsletter

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

June 2016

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Collection Managers:

Marquelle Middleton - June

Kendra Shakir – Summer Rollup & January

Keryn Felder - October

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The June 2016 Collection is near…Get Ready Now!

The June 2016 PSIS collection is just around the corner! **The June collection snapshot date is your district's last day of school**. (Please note: where a district has multiple schools with varying last days of school, the last day of school for the district should be reported as the last day for whichever school ends the school year with the latest calendar date) All batch uploads must be completely error-free and all data must be pre-certified no later than **Wednesday, July 13, 2016**. There will be no exceptions made with regards to the Phase 1 due date. Non-timely submissions and/or inaccurate data will result in immediate citations.

LAST DAY of SCHOOL

IMPORTANT DATES:
Snapshot Date: The District's Last Day of School
Phase 1 Due Date: July 13, 2016

School is out….District Last Day of School

Each year we encounter several districts who fail to appropriately update their district's last day of school in the district profile page. This causes many data errors we hope to avoid in the June 2016 collection. This year, each Primary PSIS manager is being asked to provide the CSDE with their district's last day of school in writing. Be sure to verify this information with your district's officials to determine the true last day of school, taking into consideration school day cancellations and snow days etc.

School Interoperability Framework (SIF)

Districts that are SIF enabled will continue to have the option to use SIF for the June 2016 collection; otherwise districts will use the standard PSIS upload feature. If your district opts to not use SIF, please note that 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 regarding SIF, please contact Kevin Clancy at kevin.clancy@ct.gov or (860) 713-6961. You may also visit the SIF Help Site at http://www.csde.state.ct.us/public/sif/.

Attendance Matters….Please Report Correctly!

Days of membership and attendance are **mandatory** for all K-12 students your district will report in the June 2016 collection. This includes students who your district has outplaced to private special education facilities and those attending vocational centers. PSIS data managers may need to work with their district's Special Education Department to help obtain these data if needed. **Falsified membership and attendance data should not be reported.**

ATTENDANCE MATTERS
every student, every day

❑ Please keep in mind that the *Number of Days of Membership* and *Number of Days in Attendance* reported in the June PSIS collection, should reflect the total number

of days a student was in the facility at which they ended the school year. If a student has entered/exited the same school in your district multiple times during the year, these fields should reflect the sum of all days that the student was a member of the facility they are being reported at. *Questions about attendance?* Contact Marquelle.Middleton@ct.gov or 860-713-6877.

❑ The Connecticut State Board of Education policy states that: *"A student is considered to be 'in attendance' if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent."*

❑ A student not meeting the definition of 'in attendance' is considered absent.

❑ Districts may have other ways in which they count absences for local purposes but the state definition of "in attendance" must be used for state reporting

❑ Districts should refer to the CSDE Guidelines for Excused and Unexcused Absences.

June Collection Basics

- The June 2016 collection data must reflect students enrolled on your district's last day of school for the 2015-16 school year. Exclude students who officially withdraw or exited prior to your district's last day of school.

- Please report appropriate membership and attendance days for all eligible K-12 students in your district (Check your local SIS and ensure you are calculating and exporting accurate information for these data fields).

- Membership and Attendance are MANDATORY for this collection for all Kindergarten-12th grade students. This includes students who your district has outplaced to private special education facilities. Please review Appendix G of the 2015-16 PSIS Reference Guide for guidelines on reporting these data.

- Concurrent Registration cases cannot be reported in a collection.

- Facility Code, Grade, and Nexus district in Registration must match the collection.

- Once your June collection data have been pre-certified, student level Data Exceptions are immediately available.

- SIF Enabled Districts should not roll over to the 2016-17 year in PowerSchool until they have successfully uploaded to their June 2016 collection file

Chronic Absenteeism…What is it?

Chronic absenteeism is the percentage of students missing ten percent or greater of the total number of days enrolled in the school year for any reason. This is a hot button data point and topic throughout our State. PSIS provides student level warnings for each child that is determined to be chronically absent, as soon as a district uploads a successful batch! Please pay close attention to your data.

– *Example: School X had 100 students on the last day of school. 90 students were enrolled for the full year (i.e., 180 days); 10 of those students were absent for 18 or more days during the school year. Another 10 students enrolled in January for 100 days; 3 of those students were absent for 10 or more days. Therefore, 13 students were chronically absent. School X's chronic absenteeism rate is 13% (13 out of 100 students).*

EVERY STUDENT, EVERY DAY

PSIS Attendance Reports

In addition to the standard reports available in PSIS, please be reminded that there are several attendance reports available only in the June collection. **PSIS data managers should be certain to review all PSIS attendance reports and share these reports with the appropriate school and district leaders.**

Available Reports:

- Attendance Rate by District
- Attendance Rate by School
- Attendance by Range
- Chronically Absent Student Roster
- Chronically Absenteeism Rate by District
- Chronic Absenteeism Rate by School

½ Day ISS = Day of Absence

DON'T FORGET that under new legislation (PA 15-225) a student serving an in-school suspension (ISS) for a period of time that is greater than or equal to one-half of a school day they must be reported absent. Questions? Please contact Marquelle Middleton at Marquelle.Middleton@ct.gov

Validation Reports...Be Sure to Run Them!

Please remember to run your Registration-Collection Validation and Nexus District Discrepancies Report after you have submitted your pre-certified data. These reports can be found in the Reports section of the Registration Module. If you have any questions regarding these reports, please contact your CSDE District Support Person (Renee Brousseau, Yvonne Dillon) or Kendra Shakir at (860) 713-6896 / Kendra.Shakir@ct.gov .

Homeless Student Data...Be Consistent!

With the end of a school year fast approaching, please be certain that all students identified as "homeless" are consistently and accurately represented in your district's PSIS data. In order to ensure that all students experiencing homelessness can be accurately represented, school districts must indicate the "homeless" status for each student reported in the statewide public school information system (PSIS).

Always remember that:

- The homeless definition may apply to a student at any time throughout the school year;
- Once populated, this Homeless Indicator field should remain for the remainder of the academic year, even if the student is no longer homeless

Summer Roll-Up & DM Facilities Collection

As you prepare for summer roll up please remember the following:

- ❑ Do not attempt to complete your Summer-Roll up until your June collection has been completed.
- ❑ During Summer Roll Up, you may use dates in the future (e.g., you can register a new student today, using the first day of school as the district entry date). Please remember if a student enrolls in your district, and does not show up, you must UNREGISTER the student. DO NOT DELETE THE REGISTRATION. For students exiting during the summer, you do not need to provide membership and data, please enter 0 (zero), the field cannot be left blank.
- ❑ New students for the 2016-17 school year, should not have entry dates prior to July 1, 2016.
- ❑ June 2016 graduates, must have an exit date prior to 7/1/2016 in order to receive credit for the graduate in the correct federal fiscal year calculated graduation rate. If it is discovered that the incorrect exit date was used, you will have to make the changes to the student's record individually in PSIS Registration. Backdating exit dates cannot be handled through the batch upload process in PSIS.
- ❑ The Directory Manager (DM) is located in the Portal Applications website. DM is the official listing of all districts, schools and other educational facilities. Accuracy is critical as these data are used by all other CSDE data collection systems. For this reason, the CSDE requires districts to verify their information annually.
- ❑ The LEA Directory Certifier manages changes to the district's schools and programs, operating status, name, grades offered, open/close dates and all other required attributes. Changes are pending until approved by an SDE staff member. School and program information is verified annually in DM by each districts LEA Directory Certifier. It is important that your data remain accurate as it is now publicly available on our EdSight.

CT Summative Assessments Student Demographic Information

The PSIS Registration Module is the sole source for student demographic data for all Connecticut's summative assessments. These assessments include the Connecticut Smarter Balanced assessment for Grades 3-8, the CMT/CAPT Science in Grades 5, 8 and 10, the Connecticut SAT School Day in Grade 11, and for students with significant cognitive disabilities, the Connecticut Alternate Assessment CTAA in Grades 3- 8 and 11 and the CMT/CAPT Skills Checklist Science in Grades 5, 8 and 10. All changes to student enrollment and demographic information must be made directly in PSIS and reflect the student's status at the time of testing. The PSIS Registration Module includes fields for Special Education, English Learners (EL), Free/Reduced Lunch Status, Section 504 and Recently Arrived EL. The Recently Arrived EL field is disabled if the student's first entry in PSIS is more than two years before the start of this year's testing (a tooltip will show the date if you hover over the disabled dropdown with your mouse).

In the Reports Section of the Registration Module, you will find a report titled, "Missing CT Testing Demographic Status Values." This report identifies students that were enrolled in your district during the testing window and where the CT Testing Demographic Status Values were not completed in the Registration Module. If the statuses were not completed because the student did not take any assessments in your district, please reply to this email, and indicate which SASID(s) did not take any assessments in your district. If you would like to see the CT Testing Demographic Status Values for all of your students, please go to the "downloads" section of the Registration module and download the "Active Registration

(currently-registered students) with CT Testing Demographic Status Values" extract. ***Districts must make changes in the Registration Module to reflect the student's status at the time of testing by 5 p.m. on June 10, 2016. Data entry fields for the CT Testing Demographic Status values will be locked at that time and there will be no opportunity to change the values at a later date. Ensure your data is entered completely and correctly for all test-takers by 5 p.m. on June 10, 2016.*** Please be sure to coordinate this effort with your District Test Coordinator. If you have any questions, please feel free to contact me.

Need Help? Please REVIEW available Resources!

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

In an effort to maximize the general support available and provided to PSIS district-level data managers, 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/downloads.asp.