



PSIS Newsletter

June 2017

Volume 2, Number 3

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Useful Links:

PSIS Help Site
User Guide, FAQs and more

Data Acquisition Plan
All CSDE collections and deadlines

Collections Guide
Performance Office collections with Timely and Accurate guidelines

Collection Managers:
Marquelle Middleton - June

Kendra Shakir – Summer Rollup & October

Connecticut State Department of Education
450 Columbus Boulevard
Hartford, CT 06103

The June 2017 Collection is near...Get Ready Now!

The **June 2017** 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 **FRIDAY, July 14, 2017 at 3:00pm.** **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 14, 2017

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 2017 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 2017 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 (860) 713-6681. 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 2017 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.**



- ❑ 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.

- ❑ 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 all available state issued guidance on Student Attendance available [HERE](http://www.csde.state.ct.us/public/psis/attendance.asp).** (<http://www.csde.state.ct.us/public/psis/attendance.asp>)

June Collection Basics

- The June 2017 collection data must reflect students enrolled on your district’s last day of school for the 2016-17 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 K-12th grade students. This includes students who your district has outplaced to private special education facilities. Please review Appendix G of the 2017-18 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 2017-18 year in PowerSchool until they have successfully uploaded to their June 2017 collection file

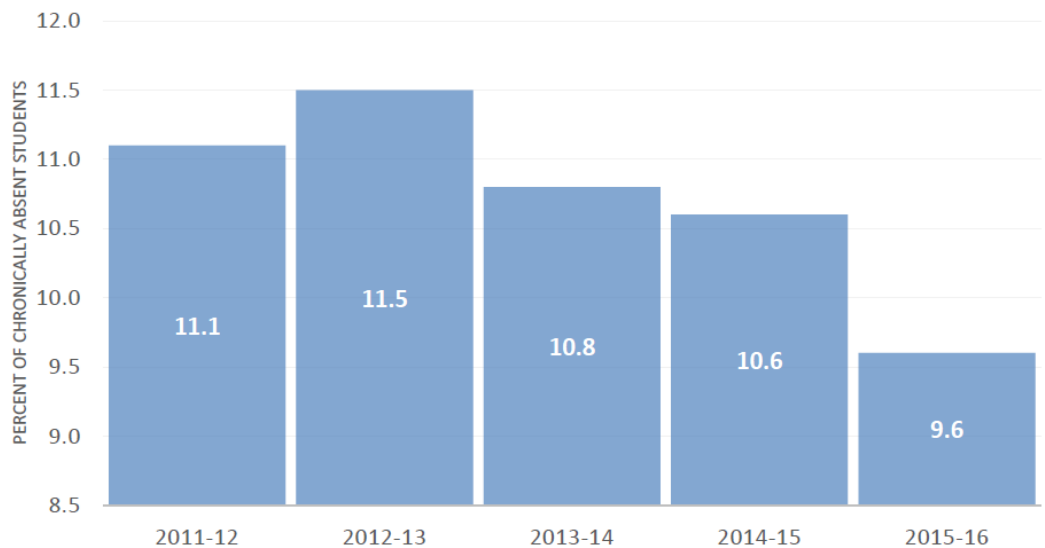
Chronic Absenteeism...The Proof is in the Data

9.6 percent of K-12 students (more than 50,000 students) were chronically absent in the most recent 2015-16 school year.

Over the last 5 years data show that there were slight declines in the absenteeism rates statewide and certain districts show substantial district-wide decreases from year to year.

Significant disparities remain as evidenced by chronic absenteeism rates across subgroups both at the state and district levels.

- ❑ Black/African American and Hispanic of Latino students have higher rates of chronic absenteeism than their White counterparts.
- ❑ English Learners and Students with Disabilities still show high rates compared to their general education peers.
- ❑ Students eligible for free meals are highly more likely to be chronically absent than students not eligible for free or reduced price meals.



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

Alternative Student Attendance Measures

Chronic Absenteeism

Missing 10 percent or greater of the total number of days enrolled during the school year for any reason.

- Includes both excused, unexcused reasons for absences.
- Includes disciplinary absences (e.g. out of school suspensions)
- Focuses on the premise that by being absent the student is missing valuable instructional hours.

Truancy

Any intentional, unauthorized or illegal absence from compulsory education.

- It is absences caused by students of their own free will, and usually does not refer to legitimate "excused" absences, such as ones related to medical conditions.
- Counts only unexcused absences and emphasizes compliance with district/school rules.

-Connecticut General Statutes (C.G.S.) Section 10-198a (b)(1) and (2)

Avg. Daily Attendance

The percentage of a school or district's overall student population that are physically present in school on any given day. This measure is not based on an individual student's attendance rate.

Validation Reports...Be Sure to Run Them!

Please remember to run your **Registration-Collection Validation** and **Nexus District Discrepancies Reports** after you have submitted your pre-certified data. These reports can be found in the Reports section of the Register 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, the 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 2017-18 school year, should not have entry dates prior to July 1, 2017.
- June 2017 graduates must have an exit date prior to 7/1/2017 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.

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). Every user should download the updated Appendix G document available on the PSIS Help Site.

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 two 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>.