PSIS Newsletter

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Useful Links:

PSIS Help Site
User Guide, FAQs and more

Data Acquisition Plan
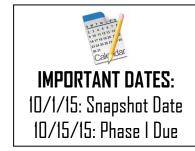*All CSDE collections and deadlines*

Collections Guide
Performance Office collections with Timely and Accurate guidelines

Collection Managers:
Kendra Shakir – Summer Rollup & January
Keryn Felder - October
Marquelle Middleton - June

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

The October Collection is Now Open

The October PSIS collection is now open. **The collection snapshot date is Thursday, October 1, 2015**. All batch uploads must be completely error-free and all data pre-certified no later than **Thursday, October 15, 2015**. Please be reminded that the October PSIS collection is the basis for many of the grant dollars districts are awarded, mandated federal and state reports, and other CSDE data applications. Non-timely submission and/or inaccurate data may negatively impact any of aforementioned items.

IMPORTANT DATES:
10/1/15: Snapshot Date
10/15/15: Phase I Due

District Profile

Review and update the information in the District Profile page. We will be unable to reach you if your contact information is out of date.

Be sure the First Day of School listed in the District Profile is correct. If your district will be using SIF it is especially important to log in and verify this data prior to transmitting data.

SIF is Now Optional

PowerSchool districts who are SIF enabled now have the **option** to use SIF or upload directly to PSIS. No special request is needed, log on to PSIS to upload or transmit via SIF directly.

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/.

Facility Code Updates

The updated Facility Code table (Table A) is available on the help site's "downloads page," as well as the list of private special education facilities. The Facility Codes have been updated so be sure you are using the latest list. For a complete list please see Table A in the Downloads section of our help site: http://www.csde.state.ct.us/public/psis/downloads.asp. Please note these lists will be updated as additional codes are created later this week.

Have someone from your central office contact us as soon as possible if you have closed a school, are opening a new school, or have questions about the current code status of one of your schools. The Department's contact for school codes is Angela Gambaccini-May, and she may be reached at (860) 713-6847 or Angela.Gambaccini-May@ct.gov.

Summer Rollup

The summer rollup process must be completed prior to submitting your October Collection. If you would like a list of records that your district has not yet updated please contact Kendra Shakir at Kendra.shakir@ct.gov.

Important Documents

At the Data Summit a number of LEA's indicated they were unaware of two very important SDE documents:

What is the Data Acquisition Plan?

This Data Acquisition Plan summarizes the data systems and forms used to collect the data. It is designed largely to help local school districts prepare for state data collections during the school year. An Excel version of the document is also available so you can filter the collections that apply to your LEA.

What is the Data Collections Guide?

The Data Collections Guide provides a summary of collections administered by the Performance Office. The guide highlights any updates for the year, as well as explains the Timely and Accurate Deadlines.

Collection Basics

- The collection data must reflect students enrolled as at October 1, 2015. Exclude students who formerly withdraw or exit prior to October 1.
  - "No shows" should not have exit dates backdated to the last attendance day. The reported exit date should be the day the LEA completes the state required due process procedures and can officially exit the child as either a drop out, or
    - If the due process procedures allowed the district to verify the student transferred to another school, use the information obtained to report a transfer date.
    - If the due process procedures have not been completed on October 1 the student should be reported in the October collection with a No Local Expense Code of 02.
- Unresolved Concurrent Registration records CANNOT be reported in a collection until they are resolved. Please be sure all cases are resolved in a time-sensitive manner so you are not prohibiting another district from completing their necessary reporting.

- When a student transfers into your district, CT State Law requires you to provide written notification of the student's enrollment no later than 2 business days after enrollment. Upon receipt of your notification, the previous school district must unregister the student in PSIS.
- Facility Code, Grade, and Nexus district in Registration must match the collection.
- The PSIS 2015-16 PSIS Reference Guide (formerly the PSIS Record Layout) is available on the downloads section of the help site: http://www.csde.state.ct.us/public/psis/downloads.asp.
- Community Eligibility Provision LEAs and Schools please note there is a new Alternative Income Guidance Survey. Please see Appendix K in the PSIS Reference Guide. Additional information is also posted on the Help Site: http://www.csde.state.ct.us/public/psis.

The Importance of Certification

Effective July 1, 2014, the CSDE required that all final data submissions be reviewed and certified by **certified administrators only**. Certification is the equivalent of an electronic signature. The Administrator who certifies your data agrees to the following for each collection certified:

In my role as a certified administrator, I hereby attest that I have reviewed the data contained herein and these data are, to the best of my knowledge, valid and accurate and in accordance with the requirements included in Title 10 of the Connecticut General Statutes. I further understand that upon certification, these data may be used in federally mandated reporting, state longitudinal data system public reporting, and in accordance with Freedom of Information Act data requests made of the Connecticut State Department of Education.

Summer School Schedule

Summer school data must be reported by all local and regional school districts on the PSIS October Collection Summer School Schedule. The summer school schedule is accessed from the PSIS October Collection main menu. All local and regional school districts must complete this schedule before certifying the PSIS collection in Phase II. **Please contact David Twedt at 860-713-6492 or david.twedt@ct.gov or Kevin Chambers at 860-713-6455 or kevin.chambers@ct.gov if you have any questions.**

June 2015 Collection Now Frozen

The June 2015 Freeze (F1) file has been taken. Districts are now permitted to make data changes as needed. Please note any changes to the June 2015 collection after the frozen file date will not be reflected in any State or publicly released analysis.

Security

To safeguard student information, please <u>do not email student name to the Connecticut State Department of Education</u>. 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 long has PSIS responsibilities. To obtain a new password, please call the Bureau of Information Technology at (860) 713-6610.

Who Can I Call?

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-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.