CSDE

CONNECTICUT STATE DEPARTMENT OF EDUCATION

Public School Information System (PSIS)
June 2015 Collection Prep Webinar

Tuesday June 2, 2015
10:00 – 11:00 am

Today's Webinar Agenda

I.   PSIS June Collection Reminders
- A.   District Profile Page
- B.   Last Day of School
- C.   June Collection Due Dates
  - i.   Freeze Dates

II.   PSIS Attendance Reporting Requirements
- A.   Membership and Attendance Days
- B.   Attendance for Outplaced Students

III.   Attendance Measures and Definitions
- A.   Overall Attendance Rate (Average Daily Attendance)
- B.   Chronic Absenteeism

IV.   When does it count? How to Report Student Attendance (See Appendix G)

V.   New Attendance Reports in PSIS

VI.   Q & A

Primary June Collection Contact

Marquélle Middleton, MA

Assoc. Education Consultant
CT Department of Education
Performance Office
Marquelle.Middleton@ct.gov
860-713-6877

Secondary June Collection Contact

Kendra Shakir

Education Consultant
CT Department of Education
Performance Office
Kendra.Shakir@ct.gov
860-713-6896

I. PSIS June Collection Reminders

A. District Profile Page

B. Last Day of School

C. June Collection Due Dates
   i. Freeze Dates

Update Your District Profile Page

Q: What is the snapshot date for the June collection?

Please be reminded that the snapshot date for this collection is **your district's last day of school.**

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 of school for the school that ends the year with the latest calendar day.

Update your district's last day of school in the **District Profile Page.**

District Profile Page

Please select one of the following options:

Register Module

The PSIS Register Module is now open.

- Student enrollment.
- Register, unregister, edit student information.

Collection

Upload or edit a PSIS collection.

School User Mgm't.

Notice: School-level accounts are no longer being created. The new PSIS system will have user-based logins.

District Profile

Edit your district's profile settings, including contact information.

District PSIS Coordinators

View contact information for other districts.

Help

Download the record layout or code lists, read FAQ's, submit questions.

Having trouble clicking the buttons on this page and using IE10+? Try this fix:
1) Click the "gear" button in the IE toolbar and choose Compatibility View Settings from the menu. This should bring up a window that lets you add sites using Compatibility View.
2) Click the Add button to add "state.ct.us" to the list of sites (it may be the first one in the list).
3) Click OK or Close to close the Compatibility View Settings window.
4) Refresh this page.

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District Last Day of School

District First Day of School:	7/1/2014		District Last Day of School:	6/30/2015	(if multiple use latest)

PART II - FILE TYPE	PART III - TRANSFER NOTIFICATION
Please select the method that you will use to submit your data: ⦿ **CSV - Comma Separated Values** (Commas separate each field. *Select this option if you are using Excel to prepare your batch.*) ◯ **Fixed Width** (Fields are aligned in columns at set widths.)	**Would you like an email notification when your PSIS batch has been transferred to our Master Database?** (*This section only pertains to PSIS uploads, not SASID uploads*) ⦿ Yes ◯ No **Would you like the email sent to the contact(s) listed on this page?** ⦿ Yes ◯ No Email address(es): Separate multiple email addresses with ;

Please Note: When 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 of school for the school that ends the year with the latest calendar day.

June PSIS Collection Reminders

The JUNE 2015 collection of the Public School Information System (PSIS) is *scheduled* to **OPEN** on Monday June 15th, 2015.

Phase I: All districts **MUST** be certified by July 14th at 3:00pm (No Exceptions)

The link for the data entry site is: www.csde.state.ct.us

Please visit our help site to review the record layout and other helpful information:
http://www.csde.state.ct.us/public/psis/

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Freeze Dates

Accuracy in Data Reporting: PSIS data are critical to the work of education in Connecticut. <u>Districts are required to submit student-level data for the October, January, and June collections. To enhance the quality of data received and reported by SDE, 'freeze dates' will be implemented effective with the October 2013 collection. For each collection, the Freeze Date (F1) will be used for mandated Federal, State and public reporting while the Freeze Date (F2) will serve as the last possible date for corrections to that collection. After the 'freeze date' has passed, changes to data will not be possible.</u> Because PSIS data are used by other CSDE data collection systems, it is important to ensure the accuracy of initial PSIS submission data. The 'freeze dates' for the 2014-15 school year are posted in the Due Date section below. LEAs are strongly encouraged to ensure they have provided accurate data to SDE prior to certifying the active collection. Please contact the appropriate collection manager with questions.

Due Dates

Each collection year, the exact calendar due dates are published in the *LEA Level Determinations - Timely and Accurate Data Collection* calendar.

Collection	Freeze Cycle	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Dates
October 2014	Freeze 1 (F1)	October 15, 2014	October 29, 2014	January 31, 2015
	Freeze 2 (F2)			July 31, 2016
January 2015	Freeze 1 (F1)	January 27, 2015	February 17, 2015	March 15, 2015
	Freeze 2 (F2)			July 31, 2016
June 2015	Freeze 1 (F1)	July 14, 2015	August 11, 2015	August 18, 2015
	Freeze 2 (F2)			July 31, 2016

I. PSIS Attendance Reporting Requirements

A. Membership and Attendance Days

B. Attendance for Outplaced Students

Student Attendance: The Basics

- Student-level attendance data is collected in the June PSIS collection

- Every student in Grades K-12 who is reported in the June collection is required to have attendance information reported accordingly.

- Each record requires the student's total number of days in membership and total days in attendance while in the reporting district.

- Pre-K student attendance is **not** required.

- Districts are responsible for any outplaced or vocational placement students. (See forthcoming CSDE Memo from Bureau of Special Education)

Membership & Attendance Days

Number of Days in Attendance – Optional for PreK students. Specific to the facility attended at the time of reporting, the total number of instructional days a student has been present for the current school year. This must be reported as a whole number. It must be equal to or less than the student's *Days in Membership*. It may be calculated as (Days in Membership minus absences). As reported for PSIS, student attendance (presence or absence) should be determined in accordance with the Department's Guidelines in Appendix G. As reported for a SASID In-District Change ("C" for Record Type), it is probable that this value be 0 during the summer rollup process. If you have questions regarding attendance, please contact Kendra Shakir at (860) 713-6896. This field is mandatory for the June collection, change and unregister, disallowed for register, and optional for all other collections.

Number of Days in Membership - Optional for PreK students. Specific to the facility attended at the time of reporting, the total number of instructional days a student has been *enrolled* for the current school year. Membership days will begin accruing at the student's first date of enrollment for the current school year and will end with (to include) the record date of the reporting period. As reported for a SASID In-District Change ("C" for Record Type), it is probable that this value be 0 during the summer rollup process. This field is mandatory for the June collection, change and unregister, disallowed for register, and optional for all other collections.

Membership & Attendance Days

Please keep in mind that the Number of Days of Membership and Number of Days in Attendance should reflect the total number of days a student was in a particular facility for the entire 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 by in the June collection.**

Example:
Johnny Jones was a member of School 1 in District A for 30 school days at the beginning of the school year. He missed 2 days of school during this period. He left District A, and then returned to School 1 later in the year and was a member of the same school and district for another 20 school days. During this time he missed one day of school.

Number of Days of Membership: 30 + 20 = 50
Number of Days in Attendance: (30-2) + (20-1) = 47

For more information please see General Information Document for June 2015 Collection or visit the PSIS help site.

Attendance of Outplaced Students

Districts must work with all appropriate outplacement facilities to collect accurate membership and attendance days for all reported students.

If an Individualized Education Program (IEP) requires more days than the district's instructional school year as described above, **do not report those excess days**.

Attendance should be based upon the student's attendance and/or participation in the transition/vocational program activities. The number of days that the student is registered for participation with the organization does **not** constitute attendance in the transition/vocational activities of the program. For example, if the student is sick and misses a day in a college class or at his/her job, this would not be counted as an attendance day, although the student is registered in the organization's program.

I. Attendance Measures and Definitions

A. Overall Attendance Rate (Average Daily Attendance)

B. Chronic Absenteeism

Defining Attendance: Terms/Measures

**District/School
Overall Attendance Rate**

- 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.

**District/School
Chronic Absenteeism Rate**

- A measure of how many students <u>miss</u> at least 10 percent of days enrolled for any reason including excused and unexcused absences and days absent due to out of school suspensions served.

Calculating Overall Attendance

Overall Attendance Rate = $\dfrac{\text{Sum Total Days of Attendance}}{\text{Sum Total Days of Membership}}$

The Overall Attendance Rate (*also known as Average Daily Attendance*) looks at the sum of students days of Attendance and Membership by aggregated at the school and district level.

These traditional attendance reports will remain in the June collection

Calculating Chronic Absenteeism

CSDE defines **Chronic absenteeism** is defined as missing ten percent or greater of the total number of days enrolled in the school year for any reason. It includes both excused and unexcused absences.

CSDE analyzes and published chronic absenteeism data at the state, district and school level.

Student Attendance Rate* =   Student's Total Days of Attendance

_____

 Student's Total Days of Membership

A student is classified as chronically absent if his/her attendance rate is less than or equal to 90%.

I.   When does it count?

A. How to Report Students as "In Attendance"

CSDE Attendance Definition

Definition of Student Attendance (Adopted by the State Board of Education, January, 2008):

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.**

For more information on When to report a child as in attendance refer to Appendix G of the PSIS Reference Guide

Excused vs. Unexcused Absences

In 2012 the State Board of Education adopted formal definitions of unexcused and unexcused absences.

http://www.sde.ct.gov/sde/lib/sde/pdf/publications/guidelines_excused_and_unexcused_absences.pdf

Please Note: Unexcused and Excused absence data is not collected by CSDE and thus has no bearing on the membership and attendance reported in the June collection.

I. Student Attendance Reports in the Public School Information System (PSIS)

Student Attendance Reports in PSIS

In addition to the standard reports available in PSIS, please be reminded there are several attendance reports available in the June PSIS collection, districts will be able to view/print and download:

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

SAMPLE Chronic Absenteeism Report

Public School Information System
Chronic Absenteeism Rate by District

State of Connecticut
Department of Education
P.O. Box 2219
Hartford, CT 06145-2219

June 2014

The # of students determined to be chronically absent based on your June PSIS data submission

The total # of students determined to be a member of the given student subgroup based on your June PSIS data submission

		Count of Chronically Absent Students	Percent of Chronically Absent Students	Total Student Count*
Gender	Male	74	7.8	945
	Female	67	7.5	899
Lunch Eligibility	Free	82	10.6	770
	Not eligible	53	6.0	888
	Reduced	6	3.2	186
ELL	English Language Learners	3	10.7	28

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Primary June Collection Contact

Marquélle Middleton, MA

Assoc. Education Consultant
CT Department of Education
Performance Office
Marquelle.Middleton@ct.gov
860-713-6877

Secondary June Collection Contact

Kendra Shakir

Education Consultant
CT Department of Education
Performance Office
Kendra.Shakir@ct.gov
860-713-6896