

# PSIS

**2011-2012**  
**PUBLIC SCHOOL INFORMATION SYSTEM**  
**(PSIS)**

## **New District Coordinator Training**



# AGENDA



- Introductions
- What is PSIS?
- Record Layout Review
- Registration Batch file upload
- Registration Individual entry
- Collection Batch file upload
- Collection Individual entry
- Case Management
- Best Practices

# History of PSIS

**July 1, 2000**

**Connecticut General Statute 10-10a**

**Public School Information System (PSIS)**

**October 1, 2002**

**PSIS Launched**

**October 1, 2005**

**State Assigned Student Identifier System (SASID) Launches**

**Ten Digit Student Identifier Used as Key**

**January 2006**

**Introduced 2 Phase Process**

# PSIS TEAM

- Keryn Felder
- Kevin Graham
- Marquelle Middleton
- Kendra Shakir
- David Williamson



# PSIS TEAM

## SUPPORT STAFF

- ❖ Renee Brousseau
- ❖ Jayne Smalls
- ❖ Yvonne Dillon-Terry



THANK YOU LADIES!

# INTRODUCTIONS



Who  
are  
you?

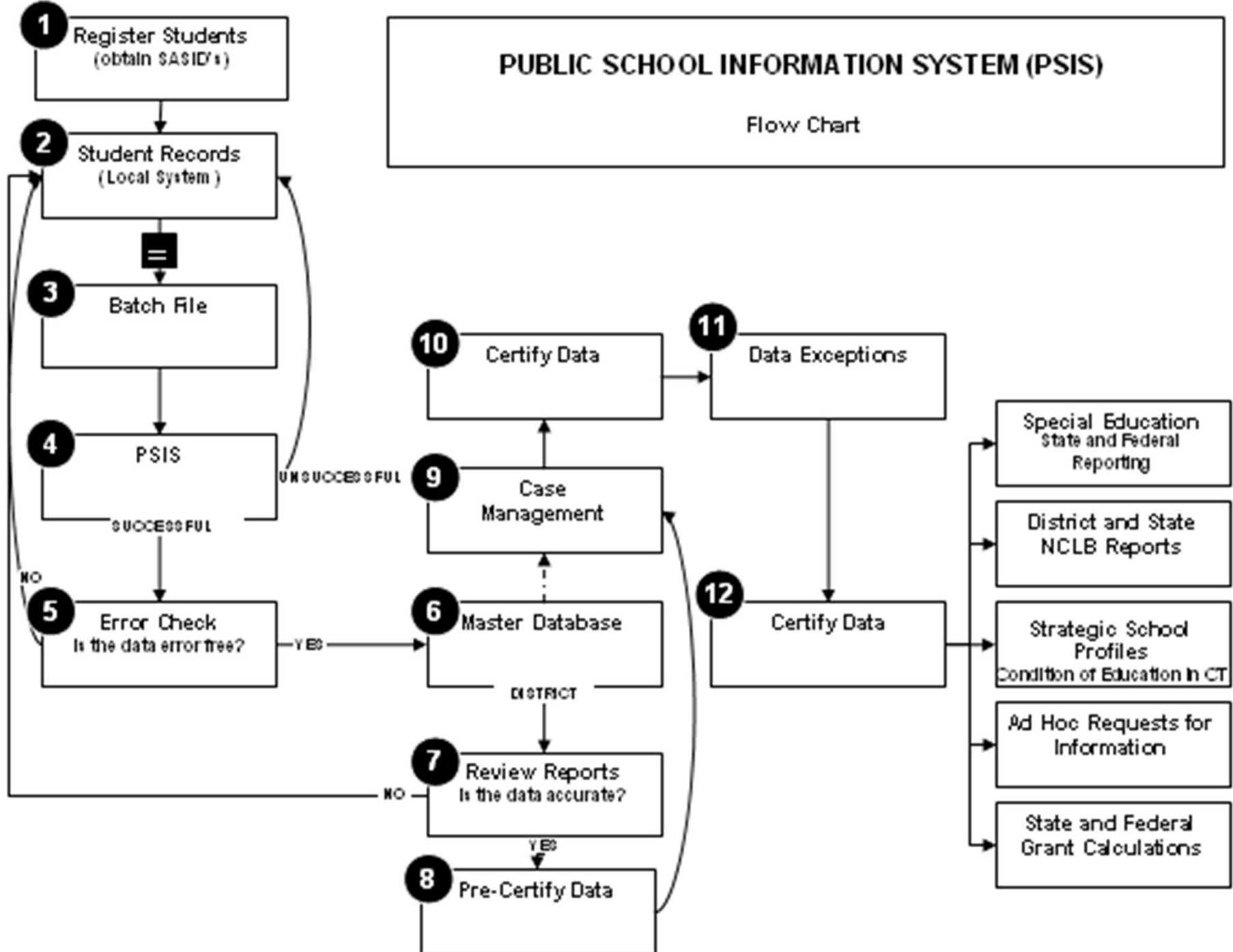


# Components of PSIS

- Register/unregister modules (Registration Module)
- Data Collections (October, January, June)
- Case Management (Registration and Collection)

# PUBLIC SCHOOL INFORMATION SYSTEM (PSIS)

Flow Chart





# Register Students

- **Batch upload or individual entry**
- **Register column on Record Layout**

# Registration

- *Never closes*
- **Obtain SASID**
- **Presently, a student is allowed to have registration data in 2 or more districts**

# Data Collection

**There are three data collection periods**

- **October**
- **January**
- **June/July**

# COLLECTION SNAPSHOTS

COLLECTION	SNAPSHOT DATE
October	October 1
January	2 <sup>nd</sup> Monday of January
June	District's last day of school



# Data Collection

## Phase II (Introduced January 2006)

Phase II case management identifies SASIDs that have been reported by more than one district

# DATA EXCEPTIONS

Three Levels (District, School, Student)

Compare current collection to a previous collection

Superintendent's Sign off

# RECORD LAYOUT REVIEW

- Date of Birth – ensure accuracy
- District Student ID - ID generated by local district/school based system. This field is recommended



You can search PSIS by District ID (LASID) if you provide it!

- Dominant Language- all kindergarten through grade 12 students (including exchange students) must receive a preliminary assessment of dominant language. **Dominant Language should not change when the student achieves English mastery.**
- Eligible for free/reduced price meals/milk – Based on ELIGIBILITY not participation
- Students Names must be from a legal document
- Homeless Reporting

Available on Helpsite October 2011



- **ESL/Bi-lingual Program Administrators (ELL Contacts)**



- **Homeless Liaisons**

**Work with the appropriate in-district program staff to ensure proper reporting of these data!**





Work with your  
SEDAC Data  
manager to ensure  
proper reporting of  
this field

- Nexus District - the district that has the legal responsibility to identify, educate, and pay for a special education student under the Individuals with Disabilities Education Act (IDEA). **THIS FIELD IS DIRECTLY TIED TO SEDAC and SEDAC-G.**

We will talk more about Nexus later!

# COMMON ERRORS IN PSIS REGISTRATION MODULE DISTRICT ENTRY/EXIT DATES

**Issue: students who are registered in your district but do not show up to school in the fall.**

- These students 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.

This should be old news by now!



## RACE/ETHNICITY

Description	Code/Value
Hispanic or Latino	Y or N
American Indian or Alaskan Native	Y or N
Asian	Y or N
Black or African American	Y or N
Native Hawaiian or Other Pacific Islander	Y or N
White	Y or N

# WHO GETS REPORTED IN PSIS?

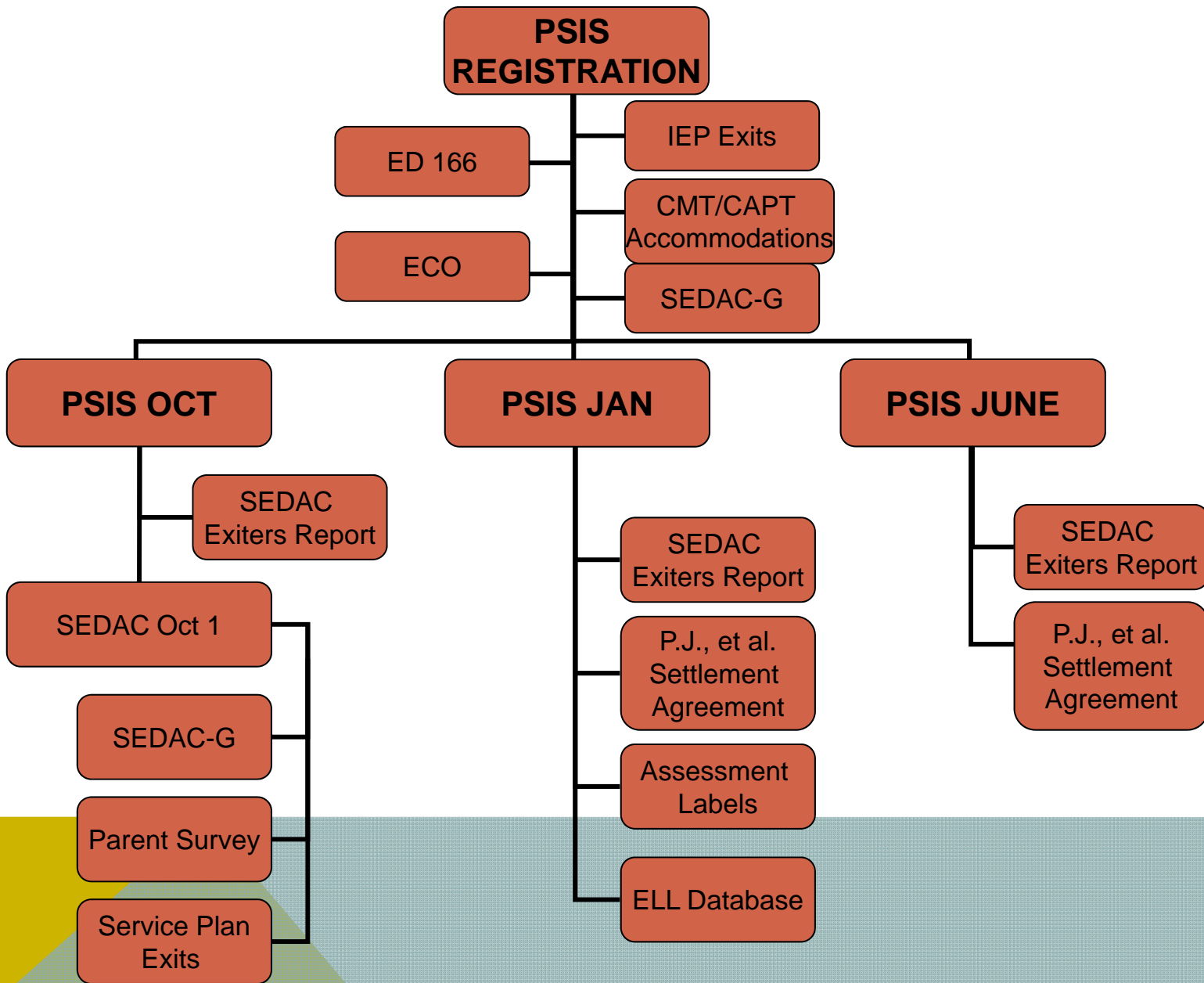
- All students attending public school in your district
  - **This includes OPEN Choice students**
- All students educated in private special education or residential facilities, including out-of-state; **At the expense of your district**
- All students placed in organizations approved for transitional educational services; **At the expense of your district**
- students who reside in a hospital setting and receive educational programs; **At the expense of your district**
- Students in detention centers

# WHY DO YOU CARE?

- ✓ Feeder Reports
- ✓ Benchmark Assessments
- ✓ SEDAC
- ✓ Evaluation Timelines
- ✓ Dropout/Graduation Rates
- ✓ Federal Reports
- ✓ AYP Report Cards
- ✓ Strategic School Profiles
- ✓ Ad Hoc Data Requests
- ✓ ED166
- ✓ Grant Payments



These are just a few reasons!



# TIMELINES

## REGISTRATION MODULE –SUMMER ROLL UP 2011

### Summer Rollup 2011 –

New Students: (R)egister

- Existing Students: (C)hange

Retained Students **Do not include if unchanged**

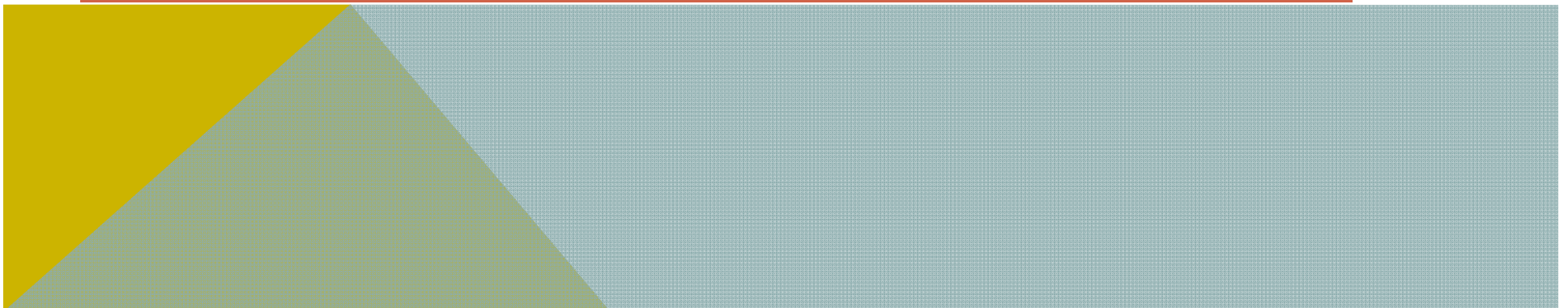
- Exiting Students: (U)nregister-not applicable

***PSIS Exits Timely Due Date: Sept. 15th, 2011***



# TIMELY AND ACCURATE DEADLINES

What data is collected?	Which year are the data about?	Data Collection Open Date	Submission Due Date (TIMELY) ***	Final Revision Date (ACCURATE) ***
Case Management		Always Open	Cases Resolved within 10 school days.	No Open Cases more than 20 school days old.
Summer Roll up	2011-2012		September 15, 2011	September 30, 2011
October 2011 Collection	2011-2012	October 1, 2011	October 15, 2011	October 29, 2011
January 2012 Collection	2011-2012	January 11, 2012	January 25, 2012	February 14, 2012
June 2012 Collection	2011-2012	June 11, 2012	July 13, 2012	August 8, 2012





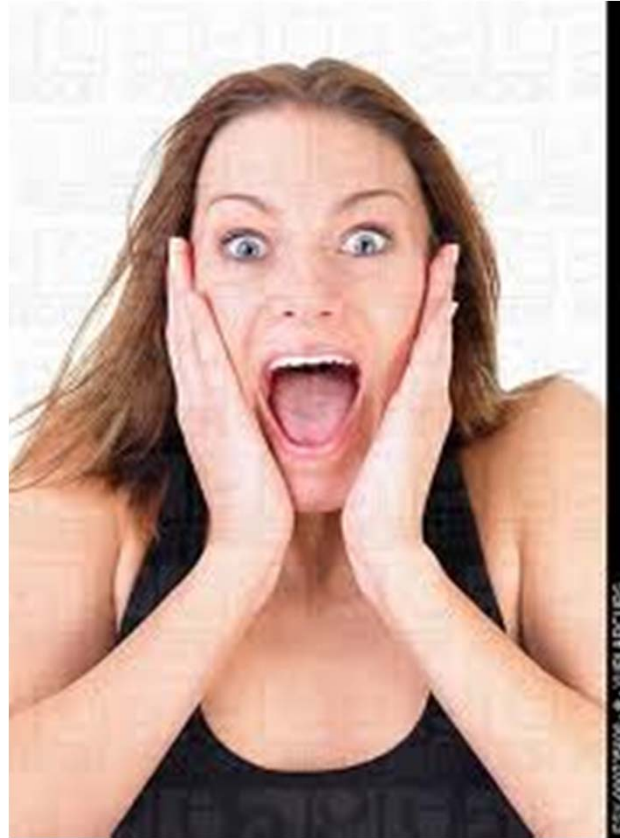
# TIMELY AND ACCURATE DEADLINES

## **\*\*\*THE FINE PRINT**

*Data that are submitted after the Timely or Accurate Date will be considered late submissions. If you are unable to submit your data on the Saturday, or Sunday due dates, you should submit your data prior to close of business on the Friday before in order to have a “timely” or “accurate” submission*



# WHAT IF I AM NOT TIMELY AND ACCURATE?



## TIMELY AND ACCURATE DEADLINES

**PSIS data that are not submitted in accordance with the timely and accurate deadlines may impact the district's Special Education Determination reported on the LEA-Level Annual Performance Report (APR). The state is required to monitor district adherence to timely and accurate reporting and to hold the district accountable under indicator 20 of the Special Education APR. The APR monitors 20 indicators in total; eight of which are considered compliance indicators that when considered as a whole result in a "Determination" under IDEA for whether or not the district is implementing the requirements appropriately. If a district is not meeting the target for the compliance indicators sanctions apply. Failing to meet the requirements for 1 or 2 of the eight compliance indicators results in required Technical Assistance from the CSDE. Failing to meet the requirements for 3 or 4 of the eight compliance indicators results in required Technical Assistance from the CSDE, conditions on the use of IDEA funds and requires the development and implementation of an improvement plan. Failing to meet the requirements for 5 or more of the eight compliance indicators (or one indicator for 5 or more years) requires the state to identify the district in a public hearing as a High Risk Grantee and to withhold all further IDEA payments to the district in part or whole until the problems can be rectified.**



**YOUR SPECIAL EDUCATION  
DIRECTOR COULD EXPLAIN  
THIS BETTER THAN I CAN!**

# OBTAINING SASIDS



## When should you obtain a NEW SASID?

- ✓ Transfers from out of state
- ✓ Transfers from Private School
- ✓ After you have evaluated, found eligible and determined you will be servicing a student.

**ONLY IF THESE STUDENTS HAVE NEVER BEEN ASSIGNED A SASID!**

## OBTAINING SASIDS



### When should you obtain a NEW SASID?

- ✓ A student must only have **ONE SASID** in PSIS.



# NEW SASID ASSIGNMENT



## NEW SASID ADMIN CASE MANAGEMENT

- ✓ Tie-breaker information requests
- ✓ Legal Names
- ✓ Use Middle Name

# IN-STATE TRANSFERS

*Connecticut General Statute 10-220h specifies:*

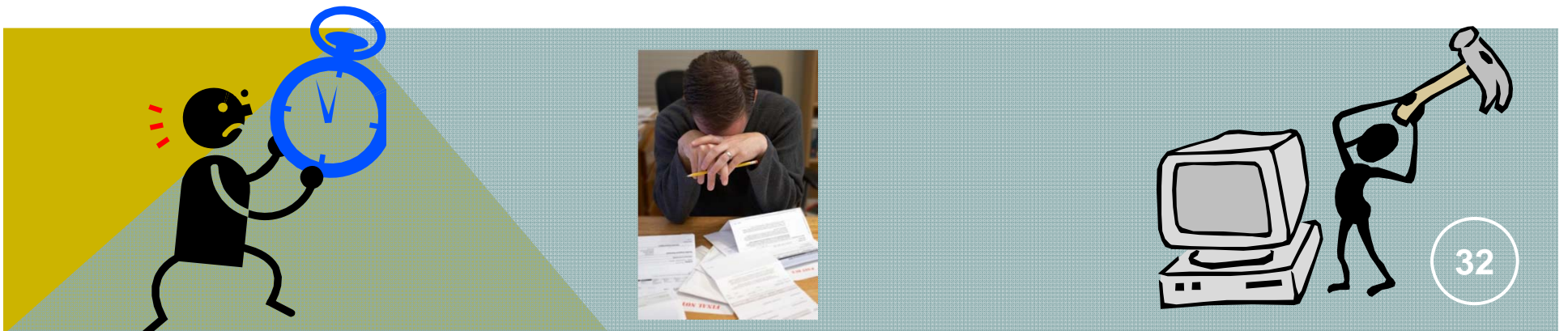
*“When a student enrolls in a school in a new school district, the new school district shall provide written notification of such enrollment to the school district in which the student previously attended school. The school district in which the student previously attended school (1) shall transfer the student’s education records to the new school district no later than ten days after receipt of such notification, and (2) if the student’s parent or guardian did not give written authorization for the transfer of such records, shall send notification of the transfer to the parent or guardian at the same time that it transfers the records.”*

**CONCURRENT REGISTRATION CASES!!!**

# BEST PRACTICES

- **DO NOT WAIT UNTIL THE DAY BEFORE THE DUE DATE TO:**

**1. ATTEMPT TO UPLOAD FOR THE FIRST TIME**





# BEST PRACTICES

- **MEMBERSHIP AND ATTENDANCE:**

- ✚ State mandate 180 days – Instructional School Year



# BEST PRACTICES

- **MEMBERSHIP AND ATTENDANCE: When is it Mandatory in Registration?**
  - ✚ When a K-12 student exits a facility during the instructional school year
  - ✚ For students exiting during the summer you can enter a 0 (zero) in these fields
  - ✚ These data not required for PreK students; however the field cannot be blank. Use 0 (zero)

# BEST PRACTICES

- **MEMBERSHIP AND ATTENDANCE: MANDATORY FOR ALL K-12 STUDENTS IN THE JUNE COLLECTION**
  - ✚ These data not required for PreK students; however the field cannot be blank. Use 0 (zero)
  - ✚ IEP Students: Report YOUR district's instructional school year if the IEP calls for more than 180 days

REVIEW ATTENDANCE REPORTS!!!

# BEST PRACTICES

- **REGISTRATION/COLLECTION:**

- ✚ Permanent Exit-Re-Registration
- ✚ Nexus District Information
- ✚ Student Demographic Information
- ✚ Registration Collection Validation Reports
- ✚ Dominant Language Changes

# PSIS A18 DATA EXCEPTION REPORT

PUBLIC SCHOOL INFORMATION SYSTEM (PSIS)  
June 2010

APPLICATION-A18

## A18: STUDENT SPECIAL EDUCATION STATUS CHANGE (Sorted by School, Student)

Select only one response per student, as appropriate.

Collection Status
January: Certified <a href="#">(send "clear certification" request)</a>

SASID	Student Name	School Name	Special Education - January	Special Education - June
			Y	N

- Data reviewed and confirmed; correct as reported in both collections. (Please note: You may need update Nexus district entry and/or exit date in the registration module.)
- Special Education status incorrect in January 2010 collection; will be corrected.
- Special Education status incorrect in June 2010 collection; will be corrected. Click [here](#) to search the current collection and make corrections.
- Other (Please describe)

You may enter up to 300 characters. You have  characters left.



# Common Errors in PSIS Registration Module Nexus District Entry/Exit Dates

**Nexus District Information**  
(Req'd for Special Ed, Service Plan and SEDAC-G)

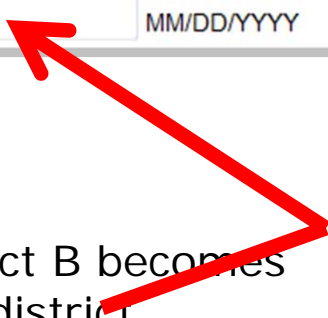
[Help/Instructions for Nexus District](#)

[View Nexus District History](#)

Nexus District: Avon

Nexus District Entry Date: 09/15/2010 MM/DD/YYYY

Nexus District Exit Date:  MM/DD/YYYY

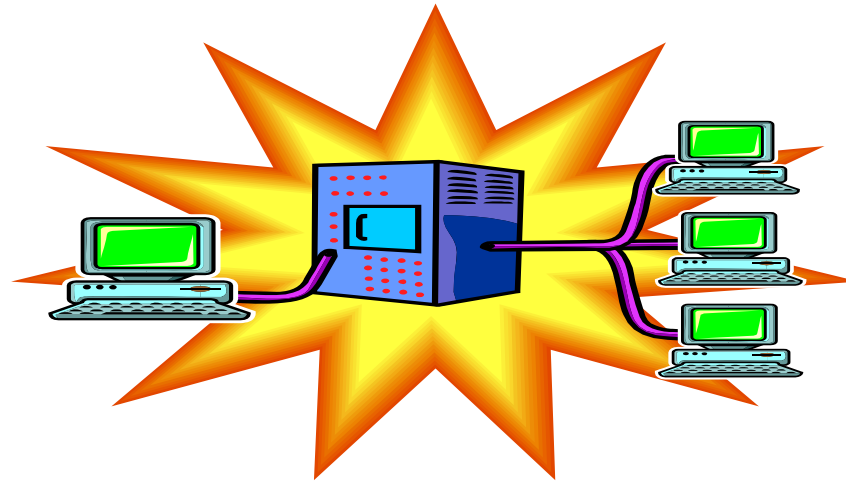


- When district A is no longer your nexus and district B becomes nexus. DO NOT simply enter district B as nexus district.
  - STEP 1 = enter Nexus District Exit Date for district A
  - STEP 2 = enter new Nexus District, district B
  - STEP 3 = enter Nexus District entry Date for district B
- When district A is nexus district and the student is eligible for special education, the nexus district entry date should not change from year to year.

# NEXUS INFORMATION

**Keeping this accurate in PSIS (Registration and Collection) will minimize discrepancies in other State applications.**

**SEDAC  
ECO  
Eval Timelines**



# EVALUATION TIMELINES

**Vendors cannot require a SASID for referrals of a private pay student.**

**All students referred from the Birth to Three System already have a SASID (see your new Birth to Three Notification Reports under Statewide Reports in SEDAC).**

**If a SASID already exists (*for example: a Birth to Three referral or a PKIS student*) you may report that SASID for your Private Pay students. (Not required, but helpful)**



## Services Plan Students

**Public School Districts are required to report students with disabilities receiving special education and related services that have been Parentally Placed in Private Schools. These are students who have been enrolled by their parents or guardians in parochial or other private schools and whose basic education is paid through private resources and who receive special education and related services at public expense from a local educational agency or intermediate educational unit under a Services Plan.**

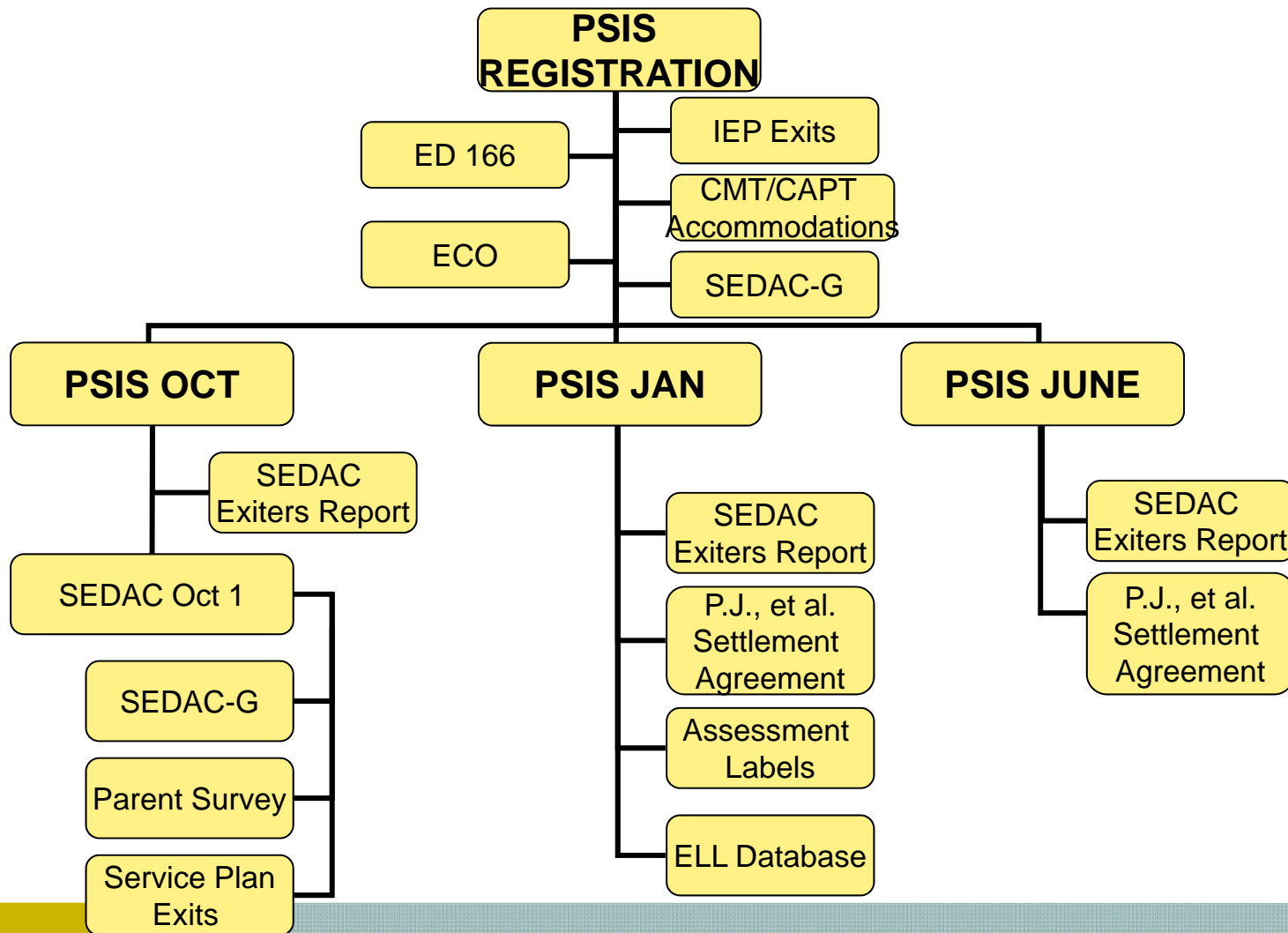
Sections 300. 2(c), 300.132(b), 300.137(c) and 300.138(b) of IDEA

**DO NOT REPORT THESE STUDENTS  
IN ANY PSIS COLLECTION!**

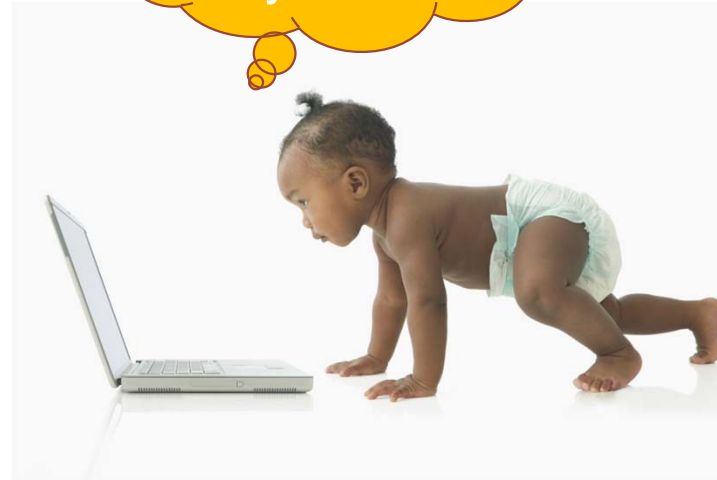
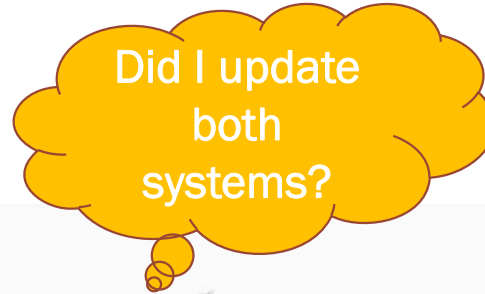
# Services Plan Students

- Know who the Services Plan students are on Oct. 1<sup>st</sup> and where they are attending school.
  - If the student is **new** to your district as a Services Plan Student, your SEDAC data manager will ask you to:
    - Register and unregister the student so that:
      - your town is listed as Nexus District,
      - the Nexus District Entry/Exit Date must be the same,
      - use exit type ("04", "Transfer to a private, non-religiously-affiliated school in the same LEA" or "07", "Transfer to a private, religiously-affiliated school in the same LEA"), and
      - fill in a 0 (zero) for the Number of Days of Membership and Attendance in order to obtain a SASID.
    - Once this process is complete, no further action by PSIS is necessary.

**YOU MUST WORK WITH YOUR  
SEDAC DATA MANAGER!**



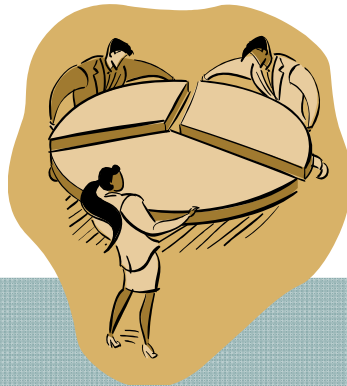
# BEST PRACTICES



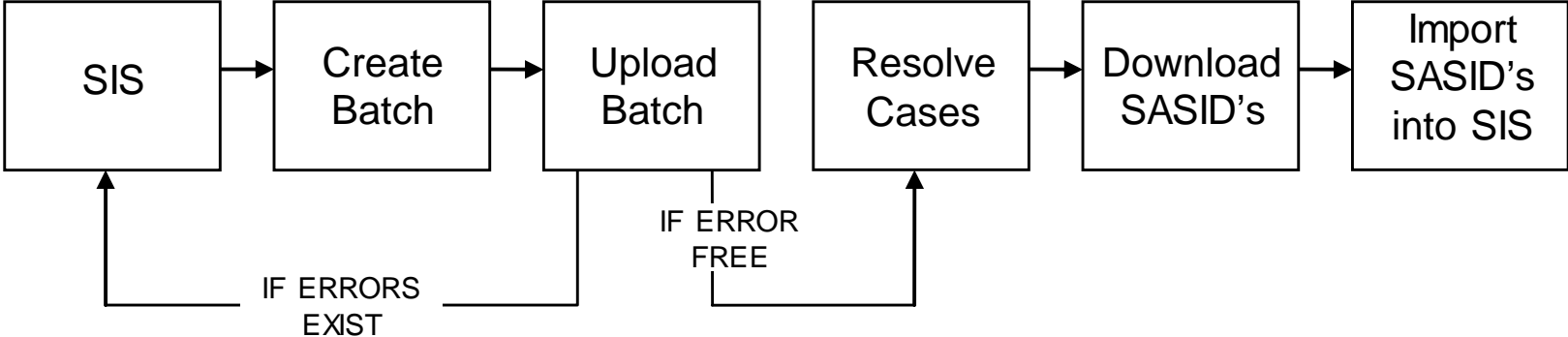
Be sure to make changes to  
PSIS and your local system

# BEST PRACTICES

- **PSIS DISTRICT COORDINATORS must:**
  - ✚ Be sure the contact page is up to date
  - ✚ **SHARE DATA** before it's certified

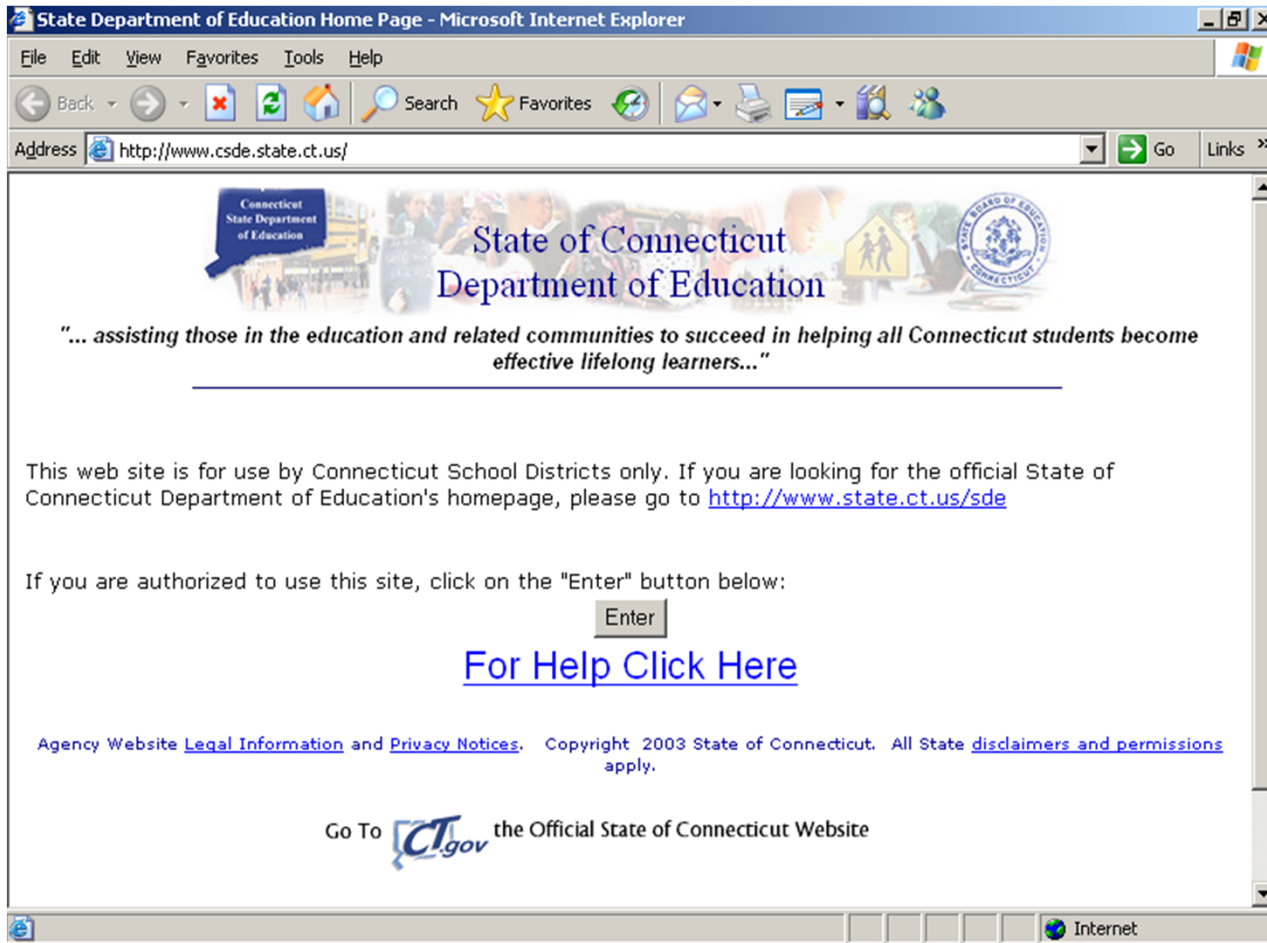


# REGISTRATION BATCH UPLOAD PROCESS



# IT'S CLEAR AS MUD RIGHT?





1) Go to  
<http://www.csde.state.ct.us>







2) Click on the "Enter" button



Connect to sdectw.doit.state.ct.us

Connecting to sdectw.doit.state.ct.us

User name:  GO

Password:

Remember my password

OK Cancel

3) A box will appear requesting your user name (3 letters) and case-sensitive password. Enter your district's username and password in the pop up box and click "OK"



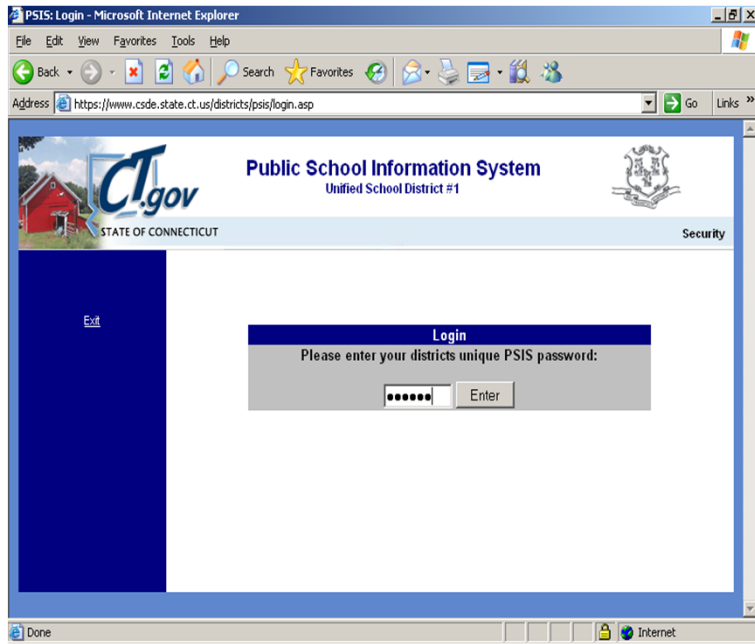


3) A box will appear requesting your user name (3 letters) and case-sensitive password. Enter your district's username and password in the pop up box and click "OK"

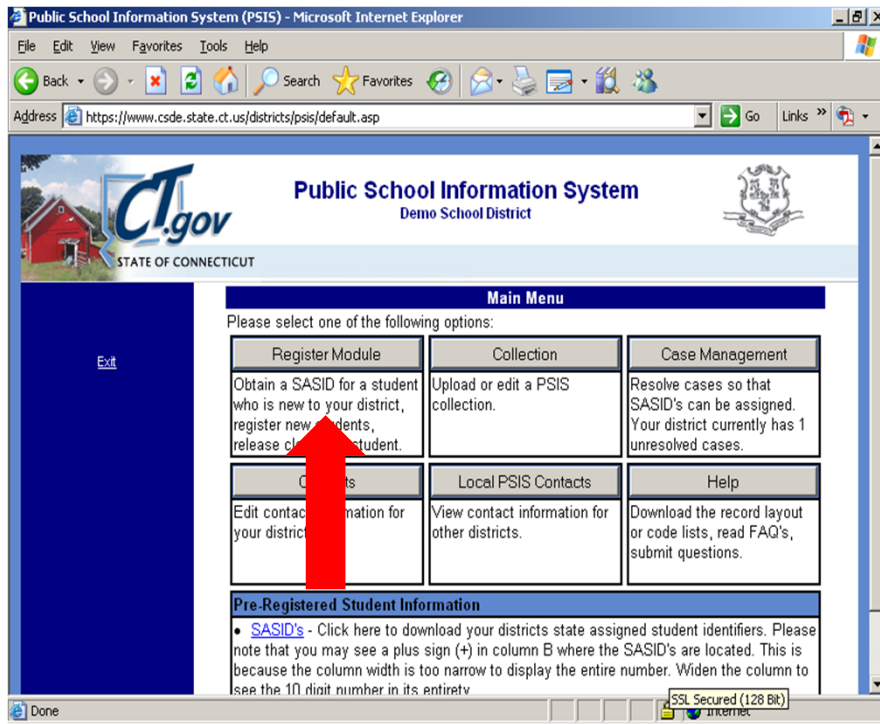




**4) Select "Public School Information System (Batch and On-line Entry)" from the list of applications**



**5) If you enter your password and are brought back to the same login screen, you have entered the password incorrectly. Common mistakes are entering a zero instead of the letter “O,” or confusion between a lower-case “L” and the number one.**



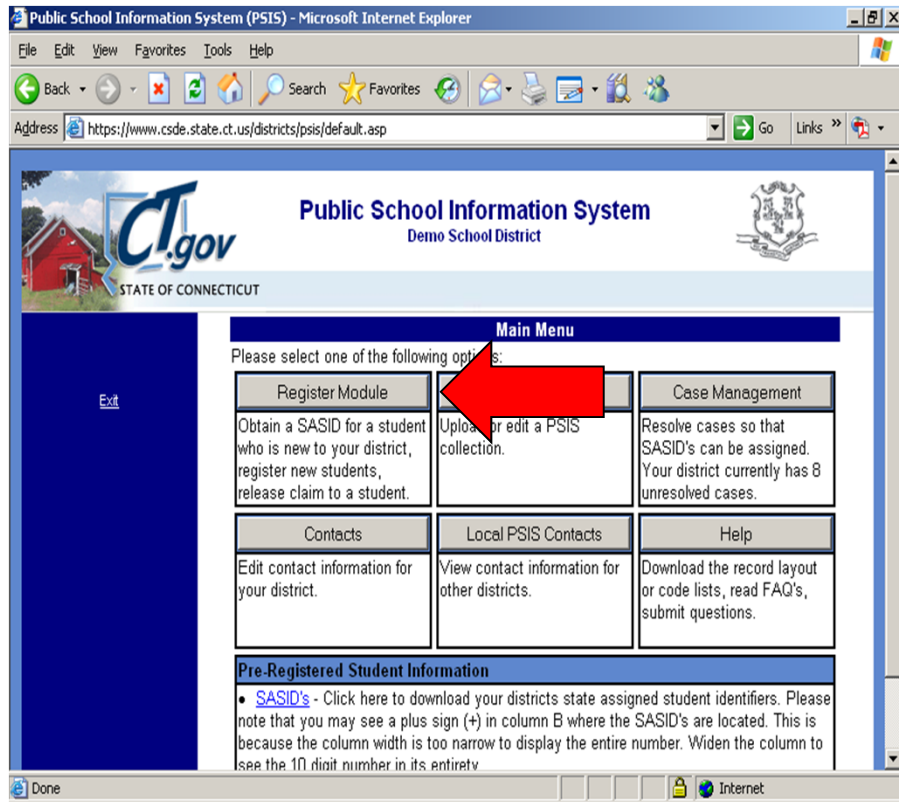
6) Click on “Register Module.”

# REGISTER – BY BATCH



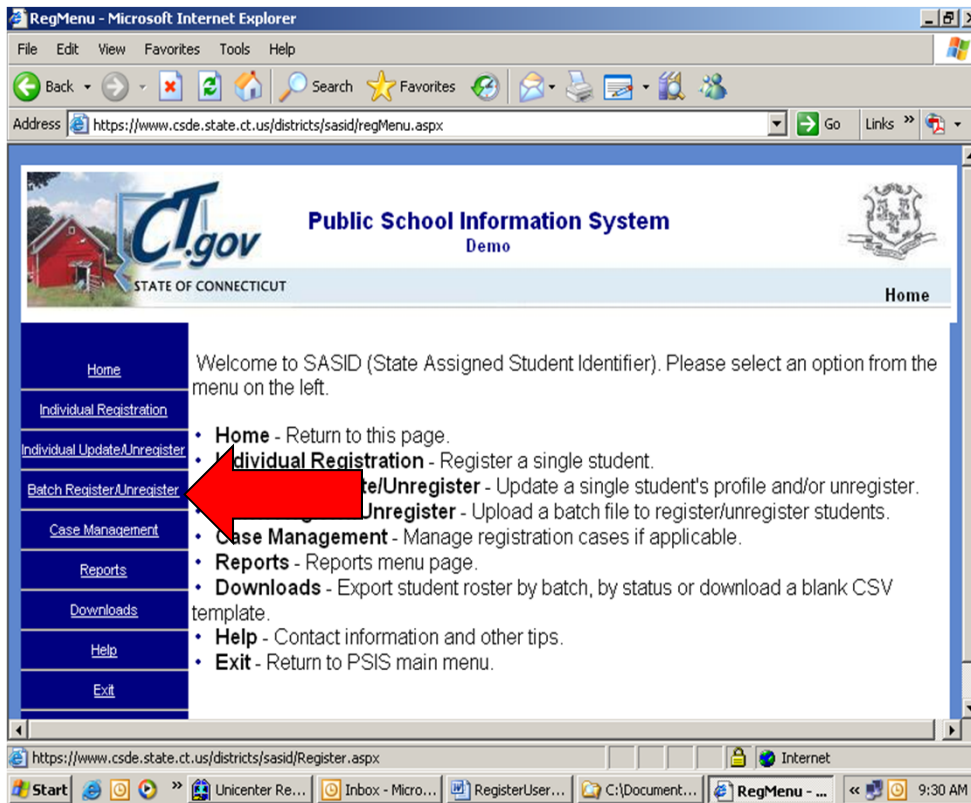
Register.csv

**1) Prepare a batch for upload (see “Preparing a Batch”)**

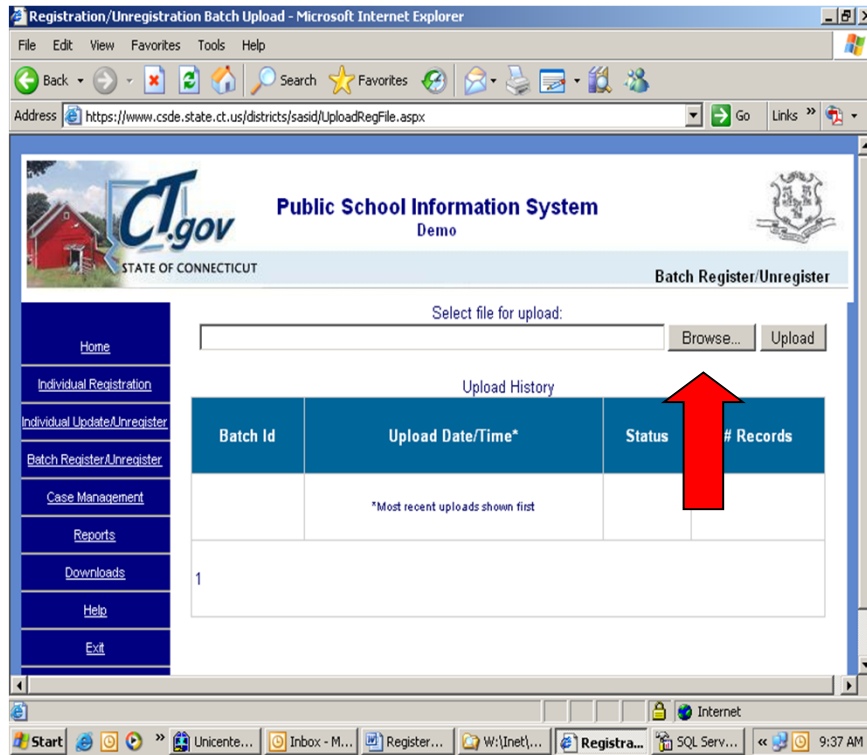


**2) Log into PSIS and select “Register Module”**

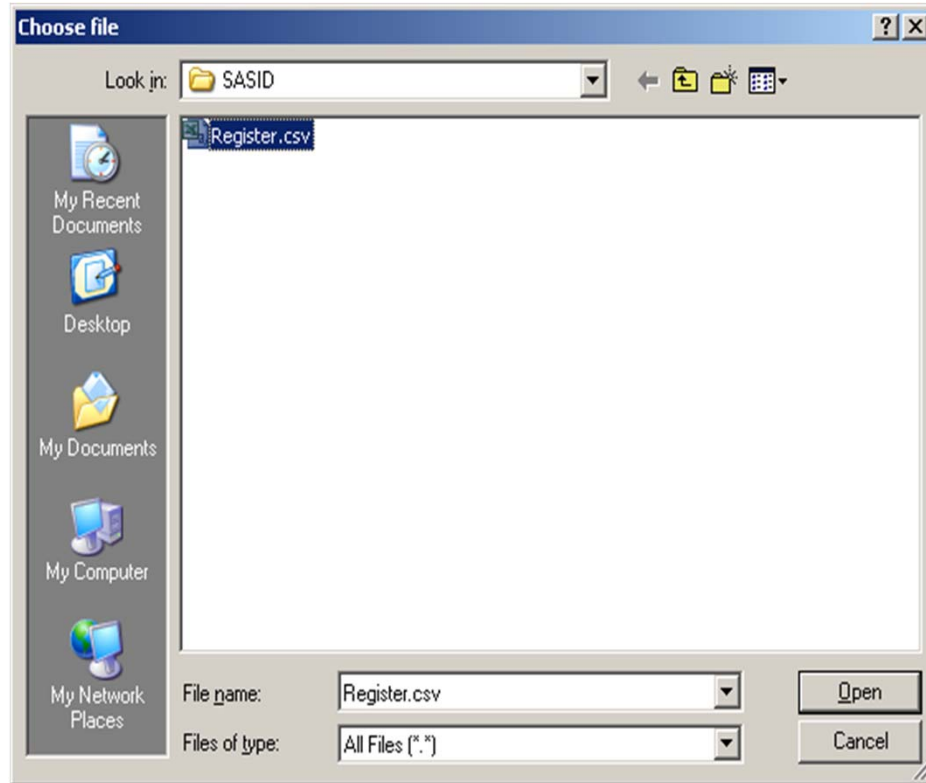




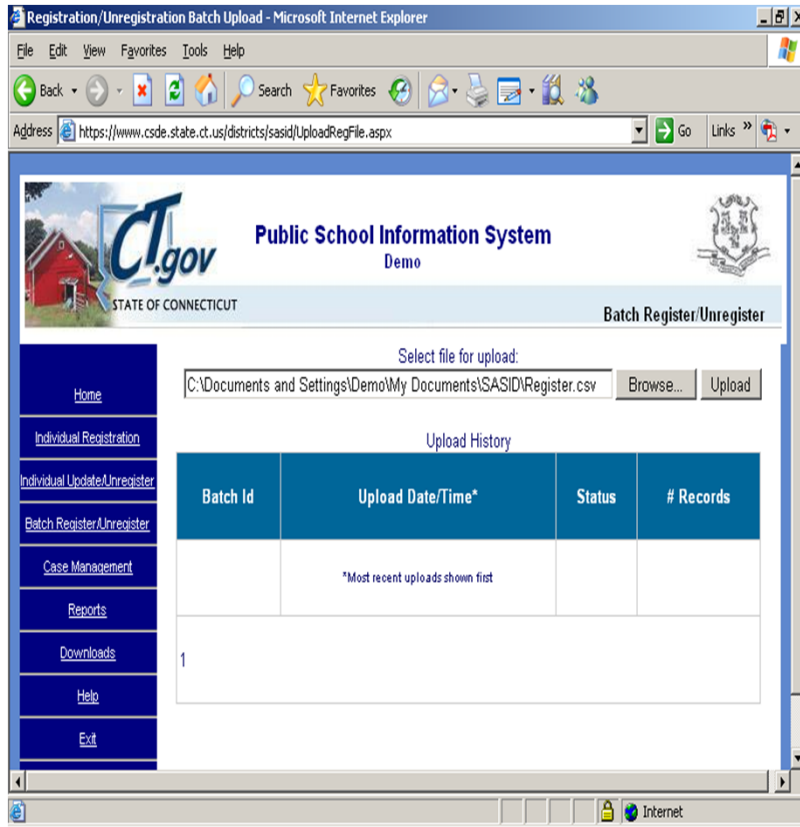
### 3) Select “Batch Register/Unregister”



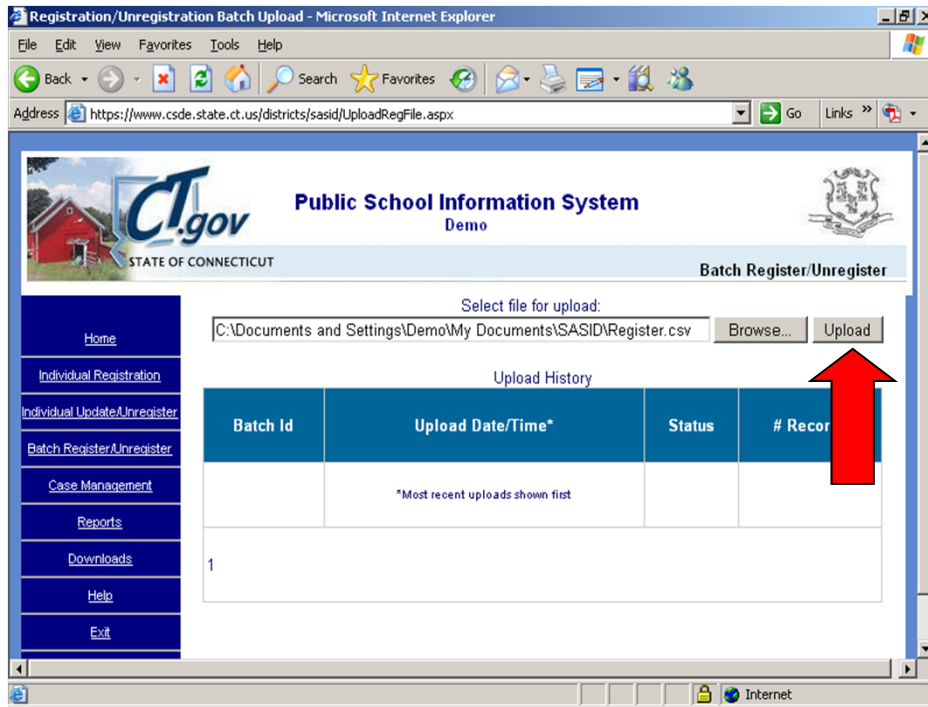
4) Click on "Browse"



**5) Locate the prepared batch file and select it**



**6) Click on “Open.” The file location will appear in the textbox on your screen.**

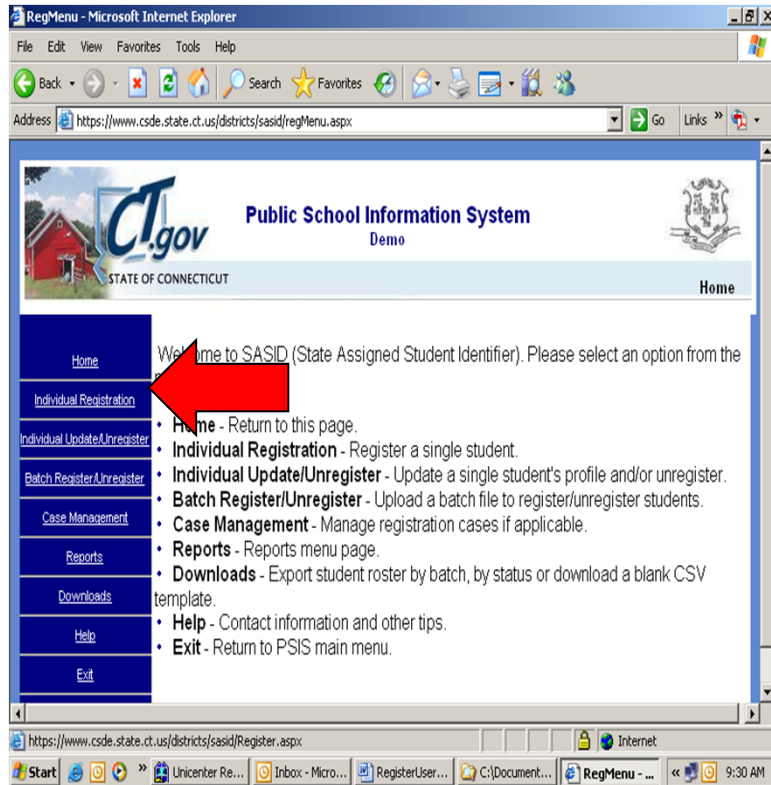


7) Click on Upload”

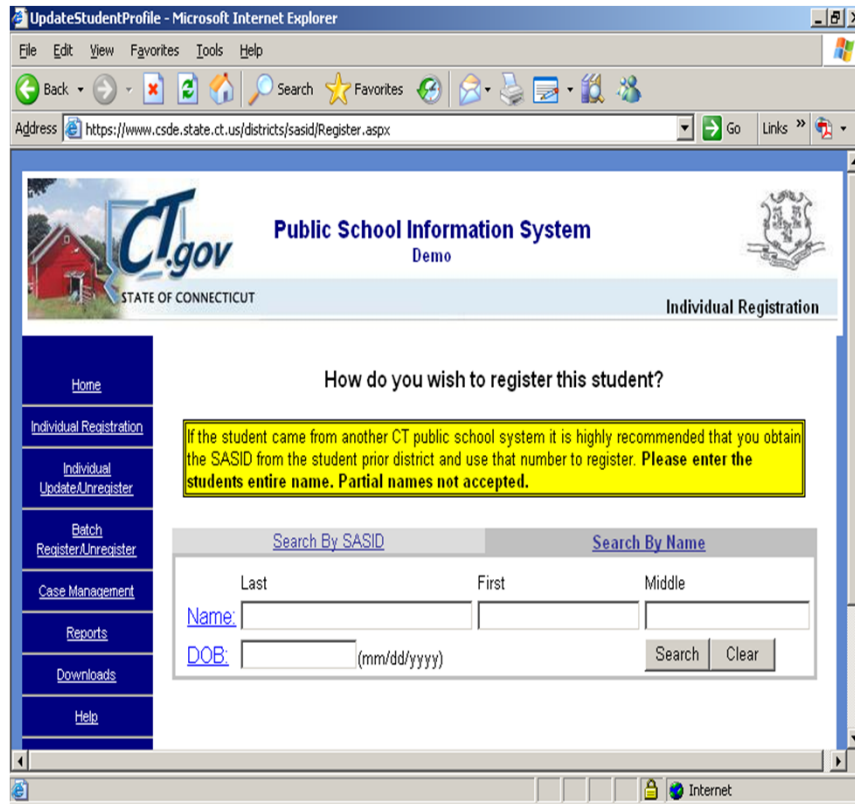
**8) One of three things will happen:**

- **You will get an “Error Loading File” or “Sep DTS DataPump...,” message. See “Unsuccessful Uploads.”**
- **An Error Report will open. See “Error Report.”**
- **A Batch Details Report will open. See “Batch Details Report.”**

# REGISTER - INDIVIDUALLY (WITHOUT SASID):

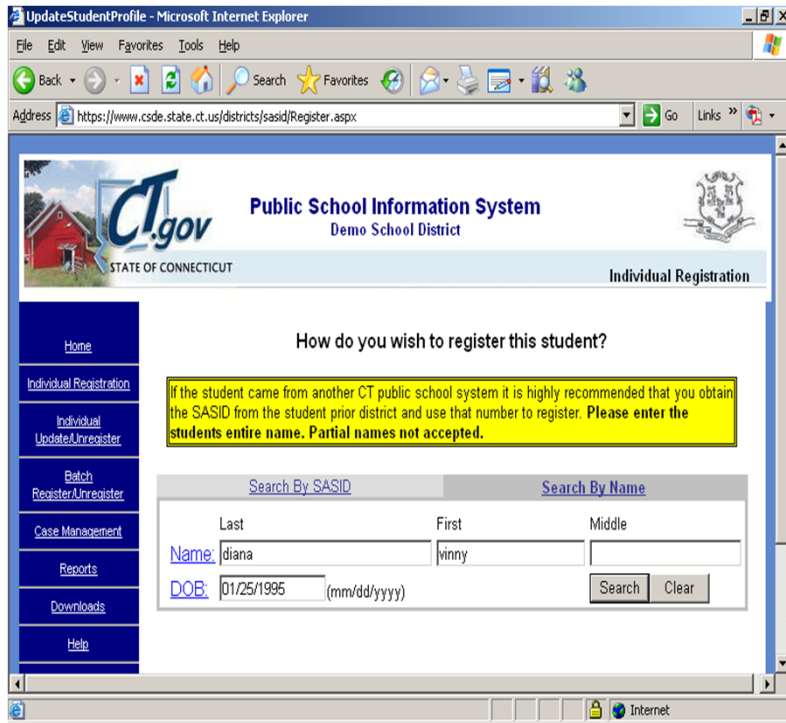


- 1) Log onto PSIS and enter the batch module (see “Accessing the Register Module”). Click on “Individual Registration”



2) Click on “Search by Name.”





**3) Enter the students First Name, Last Name, and DOB.**

UpdateStudentProfile - Microsoft Internet Explorer

Address: https://www.csde.state.ct.us/districts/sasid/Register.aspx

Search By Name

Name: diana vinny  
 DOB: 01/25/1995 (mm/dd/yyyy)

Register New Student

Action	Last Name	First Name	Middle Name	DOB	Grade Code	Gender	Rep Dist	Exited	Score
Select	DIANA	VINCENT	M	01/25/1993	06	M	Demo School District	No	092
Select	DIANA	VINCENT	R	11/25/1994	06	M	Hartford School District	No	092

Prev Page Next Page

If none of the above records match the student record that you are searching for click on "Register New Student" to register the student.

4) Results will be displayed on the page. Ensure that you select the appropriate record to register. Click on “select” next to the record you wish to claim.

Web Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.cde.state.ct.us/districts/sasid/info.aspx>

### Transferring student from New Britain

Reporting District:  SASID:

**Fields with gray backgrounds are REQUIRED. Fields with gray backgrounds are marked as "disallowed" on the Record Layout are read only.**

**General Information**

**Formal Last Name:**  **DOB:**

**Formal First Name:**  **Race:** (not selected)

**Middle Name:**  **Gender:** (not selected)

**Generation Suffix:**  **Grade Code:** (not selected)

**District Student ID:**

**Register Information**

**District Entry Date:**

**Resident Town:** (not selected)

**Facility Code 1:** (not selected)

**Facility Code 2:** N/A

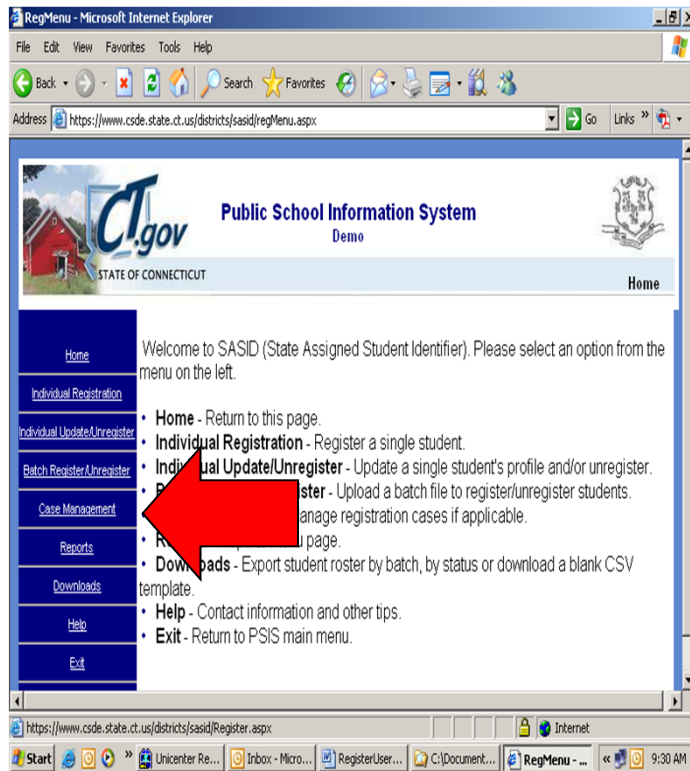
Check box if you would like to enter tiebreaker information

Save Cancel

5) Edit any necessary information such as District Student ID, District Entry Date, Resident Town, Facility Code 1, and Facility Code 2.

6) Click on "Save."

# RESOLVING CASES – BASIC STEPS



**1) Log onto PSIS and enter the Register Module (see “Accessing the Register Module”). Click on “Case Management.”**

Public School Information System  
Demo  
STATE OF CONNECTICUT

Case Management

Cases occur when we find 1 or more possible matches in our database and your district has not provided a SASID for the student. Please select view below to see details on resolving each case.

Registration cases

Action	Last Name	First Name	Middle	DOB	Grade Code	Case Type
<a href="#">View</a>	DIANA	VINNY		01/25/1992	7	Matches
<a href="#">View</a>	JONSON	BOB		10/15/1992	7	Matches
<a href="#">View</a>	FLEMING	GARY		09/09/1988	12	Matches

1

**2) A list of cases will be displayed. Click “View” next to the case that you wish to resolve.**

for registration. Under "Possible Matches" you will see similar records that already exist in CSDE's database. Evaluate each case individually and select the appropriate action. Click [here](#) for more information on Case Management.

Student Registration Information						
Last Name	First Name	Middle	DOB	Grade Code	Gender	
DIANA	VINNY		01/25/1992	7	M	

Possible matches

Action	Last Name	First Name	Middle	DOB	Grade Code	Gender	Rep Dist.	Exited	Score
Select	DIANA	VINCENT	M	01/25/1993	06	M	Demo School District	No	095
Select	DIANA	VINCENT	R	11/25/1994	06	M	Hartford School District	No	086

1

Register New Student

**3) Identify the reason for and resolve the case as necessary (See “Resolving Cases – Examples” for more information).**

# RESOLVING CASES – EXAMPLES

There are ways to resolve cases. Examples of each situation are below

**CASE EXAMPLE #1: None of the possible matches appear to match the information your district submitted and you are reasonably certain that the student does not have a SASID assigned to them while in your district or any other CT district.**

Under "Student Registration Information" you will find the information that your district submitted to CSDE for registration. Under "Possible Matches" you will see similar records that already exist in CSDE's database. Evaluate each case individually and select the appropriate action. Click [here](#) for more information on Case Management.

**Student Registration Information**

Last Name	First Name	Middle	DOB	Grade Code	Gender
DIANA	VINNY		01/25/1992	7	M

**Possible matches**

Action	Last Name	First Name	Middle	DOB	Grade Code	Gender	Rep. Dist.	Exited	Score
Select	DIANA	VINCENT	M	/1993	06	M	Demo	No	095
Select	DIANA	VINCENT	R	/1994	06	M	Hartford	No	096

1

Register New Student

**1) You are attempting to register a new student, Vinny Diana, to your district. Two possible matches are displayed, but your research has determined that the student you wish to register is not one of the students displayed. Click on "Register New Student."**



Web Registration - Microsoft Internet Explorer

Address: https://www.cde.state.ct.us/districts/sasid/Register.aspx

### Registering new student, new SASID assigned

Reporting District: 500 SASID:

**Bold fields are REQUIRED. Fields with gray backgrounds are marked as "disallowed" on the Record Layout are read only.**

**General Information**

Formal Last Name:  DOB:  MMDD/YYYY

Formal First Name:  Race: (not selected)

Middle Name:  Gender: (not selected)

Generation Suffix:  Grade Code: (not selected)

District Student ID:

**Register Information**

District Entry Date:  MMDD/YYYY

Resident Town: (not selected)

Facility Code 1: (not selected)

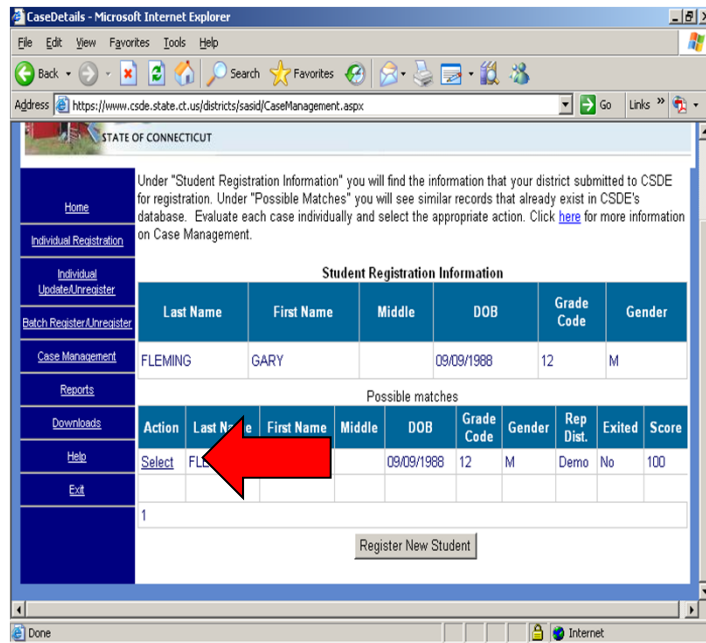
Facility Code 2: N/A

Check box if you would like to enter tiebreaker information

Save Cancel

**2) Add any necessary information such as District Student ID, District Entry Date, Resident Town, Facility Code 1, and Facility Code 2. Then click on “Save.”**

## CASE EXAMPLE #2: THE INFORMATION SUBMITTED MATCHES A STUDENT THAT IS CURRENTLY REGISTERED WITH YOUR DISTRICT.



The screenshot shows a web browser window titled "CaseDetails - Microsoft Internet Explorer" with the address bar displaying "https://www.csde.state.ct.us/districts/sasid/CaseManagement.aspx". The page content includes a navigation menu on the left with options like Home, Individual Registration, and Case Management. The main content area is titled "STATE OF CONNECTICUT" and contains a section for "Student Registration Information" and a "Possible matches" table. A red arrow points to the "Select" button in the first row of the "Possible matches" table.

Student Registration Information										
Last Name	First Name	Middle	DOB	Grade Code	Gender					
FLEMING	GARY		09/09/1988	12	M					

Possible matches										
Action	Last Name	First Name	Middle	DOB	Grade Code	Gender	Rep Dist.	Exited	Score	
Select	FL			09/09/1988	12	M	Demo	No	100	

1) You are attempting to register a new student, Gary Fleming, to your district. A possible match is displayed. Note that the possible match resides within your district. Your research has determined that the student you wish to register is already registered to your district. Click on “Select” next to the student record.

Web Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.csdstate.ct.us/districts/sasid/register.aspx>

**This student is already registered with your district.**

Reporting District: 09 SASID: \_\_\_\_\_

Bold fields are REQUIRED. Fields with gray backgrounds are marked as "disallowed" on the Record Layout and are read only.

**General Information**

<b>Formal Last Name:</b> WALCZEWSKI	<b>DOB:</b> 01/31/1987 MMDD/YYYY
<b>Formal First Name:</b> KARLI	<b>Race:</b> White, not of Hispanic Origin
<b>Middle Name:</b> _____	<b>Gender:</b> Female
<b>Generation Suffix:</b> _____	<b>Grade Code:</b> Grade 12
<b>District Student ID:</b> 035965	

**Register Information**

<b>District Entry Date:</b> 10/01/2004 MMDD/YYYY
<b>Resident Town:</b> New Britain
<b>Facility Code 1:</b> 0896111-New Britain High S
<b>Facility Code 2:</b> N/A

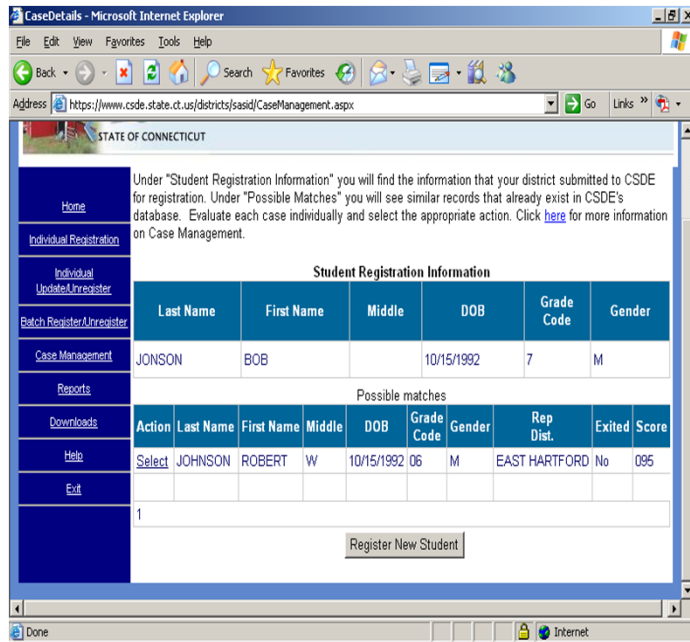
**Unregister Exit Information**

<b>District Exit Date:</b> _____ MMDD/YYYY
<b>Exit Type:</b> _____

Done Internet

**2) Confirm that the student that you are trying to register is the student that already is registered to your district by clicking on “Confirm”**

### CASE EXAMPLE #3: The information submitted matches a student that has already been assigned a SASID.



1) You are attempting to register a new student, Bob Johnson, to your district. A possible match is displayed. The possible match is nearly identical to the student you wish to register. Your research has determined that there is a spelling issue. Click on “Select” next to the student record.

**Note:** Pay careful attention to the district that the student was last registered in. This piece of information can help you determine if you are registering the correct student.

Web Registration - Microsoft Internet Explorer

Address <https://www.cde.state.ct.us/districts/sasid/info.aspx>

### Transferring student from New Britain

Reporting District:  SASID:

**Bold fields are REQUIRED. Fields with gray backgrounds are marked as "disallowed" on the Record Layout and are read only.**

**General Information**

**Formal Last Name:**  **DOB:**

**Formal First Name:**  **Race:** (not selected) ▼

**Middle Name:**  **Gender:** (not selected) ▼

**Generation Suffix:**  **Grade Code:** (not selected) ▼

**District Student ID:**

**Register Information**

**District Entry Date:**

**Resident Town:** (not selected) ▼

**Facility Code 1:** (not selected) ▼

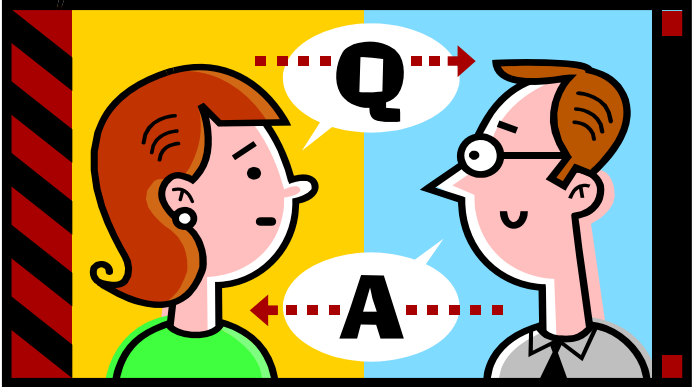
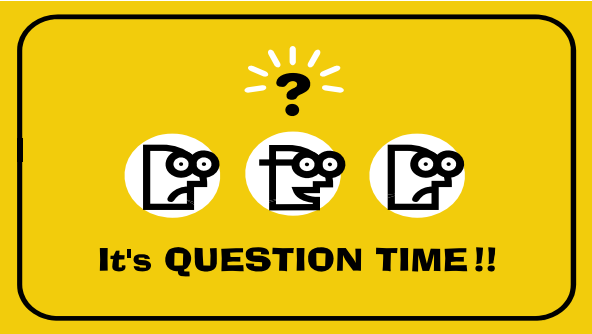
**Facility Code 2:** N/A ▼

Check box if you would like to enter tiebreaker information

Save Cancel

2) Edit any necessary information, such as the spelling of the name. Then click on “Save.”

# QUESTIONS?



# Help and Technical Support

PSIS Help Website

<http://www.csde.state.ct.us/public/psis>



