CT Department of Education

TCS APSEP User Guide

2019-2020 *(updated 7/10/2020)*

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Introduction

Welcome to the new TCS APSEP submission application! This process will streamline your submissions so you can directly upload into the system rather than email files to each Local Education Agency (LEA, or Public School District).

There are three components to this process:

Account Creation

Everyone in your facility who will upload files must have their own account in TCS. TCS credentials should not be shared - if someone leaves your facility that account should be deactivated/deleted; and if someone new will be using TCS, a new account should be created for them.

1) Contact your Security Manager to have a TCS APSEP User account created.
    - If you are not sure who the Security Manager for your facility is, please visit the Portal Application Contacts page.

Lost Username/Passwords

If you forget your Username or Password please visit the Portal Username Reminder/Password Reset page.

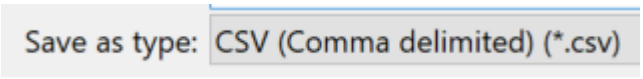
File Creation

If you know how to extract data from your local student information system (SIS) you may do so to prepare a file following the table below. Otherwise please follow these steps to manually create a file:

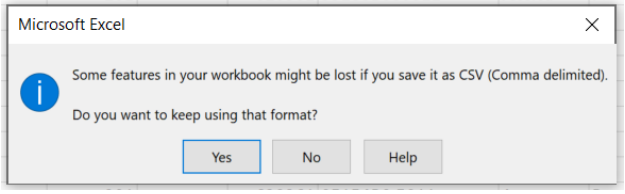
1) Visit the Documentation section of the TCS Help Site to download the TCS Template. When you click on the link the download will appear on the lower left corner of your screen. Open the file and save it to your desired location. You may name it anything you wish.
2) Next input the data as specified:

Excel Colum	*Field Name*	*Field Type*	*Definition*
A	SASID	Mandatory	This is the 10-digit identifier that is obtained from the Public School Information System.
B	Reporting District	Mandatory	This is the 3-digit numeric code of the public school district that will be reporting the TCS record. You can list all of the Reporting Districts on one spreadsheet this year.
C	District Student ID	Recommended	This alphanumeric field can be used for the student ID# assigned by your facility. This field recommended but not mandatory.
D	Date of Birth	Mandatory	Use the format MMDDYYYY (no slashes)
E	EIN	Conditional	This is the 10-digit numeric Educator Identification Number. Your local Human Resources office likely has access to this number.
F	Teacher Type	Mandatory	3-digit numeric code describing the type of teacher (Certified, etc. teaching a particular course). See **Table C** for a code list.
G	District Teacher ID	Recommended	You may include your local Teacher ID if you wish.
H	Course Facility Code	Mandatory	7-digit numeric code identifying the Facility where the student is taking a particular course (your facility).
I	NCES Course Code	Mandatory	12-character alphanumeric code describing the course taken. See **Table D** (page #) for a graphic representation of how the code is structured.
J	District Course Code	Recommended	You may include your local Course Code if you wish.
K	Section Code	Mandatory	This is a number assigned by your LEA to differentiate between sections of a course. For example students in period 1 Algebra I would have a different code than those in
L	Outcome/Grade	Mandatory	This is the grade your facility gives the student. You can use letters or numbers.
M	Facility Code 1	Mandatory	7-digit numeric code identifying the Facility 1 where the student is registered in PSIS. See **Table A** for a code list.
N	Session Start Date	Mandatory	Use the format MMDDYYYY (no slashes)
O	Session End Date	Mandatory	Use the format MMDDYYYY (no slashes)
P	Outcome/Grade Status	Mandatory	This is the meaning of the Outcome/Grade your LEA reported (pass, fail, etc.). See **Table F** for a code list.
Q	Course Credits Earned	Conditional	This is the amount of credit the student earned according to your facility. Numeric (e.g., 1.50). Valid values: 0.00-9.99
R	Number of Membership Sessions	Recommended	This optional field is the number of course sessions the student was eligible to attend.
S	Number of Membership Sessions Attended	Recommended	This optional field is the number of course sessions the student actually attended.
T	Dual Enrollment Code	Conditional	If the student took a course that is eligible for Dual Enrollment credit be sure to complete this field.
U	CSDE Use	Disallowed	For CSDE use only – leave blank
V	End Of Record Marker	Mandatory	The letter "X" must be included in this position to mark the end of each record

3) After you have input your data, be sure your file is saved as a ".csv" file.
    - To do this go to File → Save As
    - Select the location where you wish to save the file.
    - Next to Save as type: select CSV (Comma delimited) (*.csv)



    - A pop up window will appear with the following message: "Some features of your workbook might be lost if you save it as CSV (Comma delimited). Do you want to keep using that format?" Select **Yes**.



File Submission

1) Go to https://csde.ct.gov/
2) Enter your Username and Password
3) Select Login
    - If you have a role in more than one Portal application you will have to select TCS under Applications.
4) Select Continue
5) Accept the Confidentiality Agreement
6) Go to File Upload on the left side menu
7) Select Choose File

    - Select the file you wish to upload
    - Select Open
    - Under "*What is the format of this file?*" select CSV
    - If your file contains the name of each field in row 1 check the *"First Row Contains Field Names"* box. If you are unsure you can leave the box unchecked, there will be a verification on the next screen.
8) The File Upload Confirmation screen will open, and the first row of your file will be highlighted. If the highlighted row contains the names of the fields, select *"Yes, this is a header row, ignore it."* If the highlighted row contains a student record select *"No, this is not a header row, please include it."*
9) Select **Confirm**. The following message should appear: Upload Success!
10) To see the progress of your file click Review Uploads in the message on the File Upload Success screen or in the left menu. You will receive one or more emails once your file has been validated (checked for errors).

NOTE: TCS will "time out" after 20 minutes of not being used. You will need to close ALL browser window before attempting to log back in.

NOTE: The TCS system currently generates an email for every Reporting District within your file. For some facilities this can mean quite a few emails. SDE is looking into ways to resolve this.

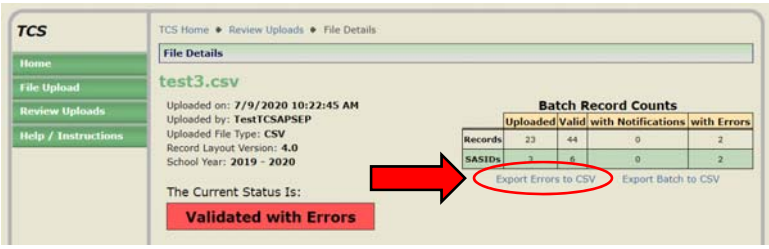
Validated

Congratulations - your file does not contain any errors. If you have uploaded all of the necessary records no further action is needed.

Validated with Errors

1) Go to the **Review Uploads** screen. Click on a **File Name** (in this case Test3.csv) to review that specific upload:

2) Click on Export Errors to CSV:



3) A download will appear on the lower left-hand corner of your screen. Click on it to open. Your error messages appear in Column C.
   - You may have to widen the column to view the entire message. To do this click on the line separating the two columns in the gray row with the alphabetic labels. This icon will appear: ⇿ You can then drag the column to the desired width.
   - Use this error report to make correction in the spreadsheet that you uploaded. You should also make these corrections in your local student information system if you have one.
   - Save your corrected spreadsheet and repeat the File Submission process until you are error free.
   - If you are stuck on an error, or any step of this process, contact SDE.

Table A – Facility Codes

For a listing of facilities, see Table A.

Table B – Reporting Districts

#	LEA	#	LEA	#	LEA	#	LEA
001	Andover	058	Griswold	118	Ridgefield	207	Region 7
002	Ansonia	059	Groton	119	Rocky Hill	208	Region 8
003	Ashford	060	Guilford	121	Salem	209	Region 9
004	Avon	062	Hamden	122	Salisbury	210	Region 10
005	Barkhamsted	063	Hampton	123	Scotland	211	Region 11
007	Berlin	064	Hartford	124	Seymour	212	Region 12
008	Bethany	065	Hartland	125	Sharon	213	Region 13
009	Bethel	067	Hebron	126	Shelton	214	Region 14
011	Bloomfield	068	Kent	127	Sherman	215	Region 15
012	Bolton	069	Killingly	128	Simsbury	216	Region 16
013	Bozrah	071	Lebanon	129	Somers	217	Region 17
014	Branford	072	Ledyard	131	Southington	218	Region 18
015	Bridgeport	073	Lisbon	132	South Windsor	219	Region 19
017	Bristol	074	Litchfield	133	Sprague	241	CREC
018	Brookfield	076	Madison	134	Stafford	242	Educ Connection
019	Brooklyn	077	Manchester	135	Stamford	243	CES
021	Canaan	078	Mansfield	136	Sterling	244	ACES
022	Canterbury	079	Marlborough	137	Stonington	245	LEARN
023	Canton	080	Meriden	138	Stratford	253	EASTCONN
024	Chaplin	083	Middletown	139	Suffield	261	Jumoke
025	Cheshire	084	Milford	140	Thomaston	263	Odyssey
026	Chester	085	Monroe	141	Thompson	264	Integrated Day
027	Clinton	086	Montville	142	Tolland	265	ISAAC
028	Colchester	088	Naugatuck	143	Torrington	268	Common Ground
029	Colebrook	089	New Britain	144	Trumbull	269	Bridge
030	Columbia	090	New Canaan	145	Union	270	Side by Side
031	Cornwall	091	New Fairfield	146	Vernon	272	Explorations
032	Coventry	092	New Hartford	147	Voluntown	278	Trailblazers
033	Cromwell	093	New Haven	148	Wallingford	279	Amistad
034	Danbury	094	Newington	151	Waterbury	280	New Beginnings
035	Darien	095	New London	152	Waterford	282	Stamford Academy
036	Deep River	096	New Milford	153	Watertown	283	Park City Prep
037	Derby	097	Newtown	154	Westbrook	285	A.F. Bridgeport
039	Eastford	098	Norfolk	155	West Hartford	286	Highville
040	East Granby	099	North Branford	156	West Haven	288	A.F. Hartford
041	East Haddam	100	North Canaan	157	Weston	289	Elm City College Prep
042	East Hampton	101	North Haven	158	Westport	290	Brass City
043	East Hartford	102	North Stonington	159	Wethersfield	291	Elm City Montessori
044	East Haven	103	Norwalk	160	Willington	293	Path Academy Windham
045	East Lyme	104	Norwich	161	Wilton	294	Great Oaks Charter
046	Easton	106	Old Saybrook	162	Winchester	295	Booker T. Washington
047	East Windsor	107	Orange	163	Windham	296	Stamford Charter Sch for
048	Ellington	108	Oxford	164	Windsor	297	Capitol Prep. Harbor Sch Inc.
049	Enfield	109	Plainfield	165	Windsor Locks	336	Unified Schl Dist 1
050	Essex	110	Plainville	166	Wolcott	337	DMHAS
051	Fairfield	111	Plymouth	167	Woodbridge	347	Unified Schl Dist 2
052	Farmington	112	Pomfret	169	Woodstock	900	CTHSS
053	Franklin	113	Portland	201	Region 1	901	Norwich Free Acad
054	Glastonbury	114	Preston	204	Region 4	902	The Gilbert School
056	Granby	116	Putnam	205	Region 5	903	Woodstock Acad
057	Greenwich	117	Redding	206	Region 6		

Table C – Teacher Types

Teachers WITH an EIN will be classified into a 100's code category.	
Teacher Type Code	Teacher Type Description
101	Certified Teacher, Teacher of Record
102	Certified Teacher, Instructional Support
103	Certified Teacher, Co-Teacher
104	Certified Teacher, In-class Facilitator
105	Certified Teacher, Online-class Facilitator
106	Certified Teacher, Tutor of Homebound Student
107	Certified Teacher, Tutor of Expelled Student

Teachers WITHOUT an EIN will be classified into a 200's code category.	
Teacher Type Code	Teacher Type Description
201	Non-certified Teacher, Teacher of Record
202	Non-certified Teacher, Instructional Support
203	Non-certified Teacher, Co-Teacher
204	Non-certified Teacher, In-class Facilitator
205	Non-certified Teacher, Online-class Facilitator
206	Non-certified Teacher, Tutor of Homebound Student
207	Non-certified Teacher, Tutor of Expelled Student

Long-Term Substitute Teachers WITH an EIN will be classified into a 300's code category. The assignment must be more than 40 days.	
Teacher Type Code	Teacher Type Description
301	Long-term Sub with EIN, Teacher of Record
302	Long-term Sub with EIN, Instructional Support
303	Long-term Sub with EIN, Co-Teacher
304	Long-term Sub with EIN, In-class Facilitator
305	Long-term Sub with EIN, Online-class Facilitator

Long-Term Substitute Teachers WITHOUT an EIN will be classified into a 400's code category. The assignment must be more than 40 days.	
Teacher Type Code	Teacher Type Description
401	Long-term Sub without EIN, Teacher of Record
402	Long-term Sub without EIN, Instructional Support
403	Long-term Sub without EIN, Co-Teacher
404	Long-term Sub without EIN, In-class Facilitator
405	Long-term Sub without EIN, Online-class Facilitator

Exceptions - Teachers who cannot be classified in the Certified, Non-certified and Long-term Substitute codes will be classified into a 500's code category.	
Teacher Type Code	Teacher Type Description
501	Teacher of student placed Out of State
502	International Guest Teacher
503	Teacher of student placed Out of District
504	Teacher of Transfer Student
505	Case Manager
506	Occupational/Physical Therapist
507	Professor – College or University
508	Teachers with Rotating Schedules
509	Teacher with Teach for America
510	Case Manager of Student ages 18-21 in Transitional Program/TVSP

Table D – NCES Course Code Structure Explanation

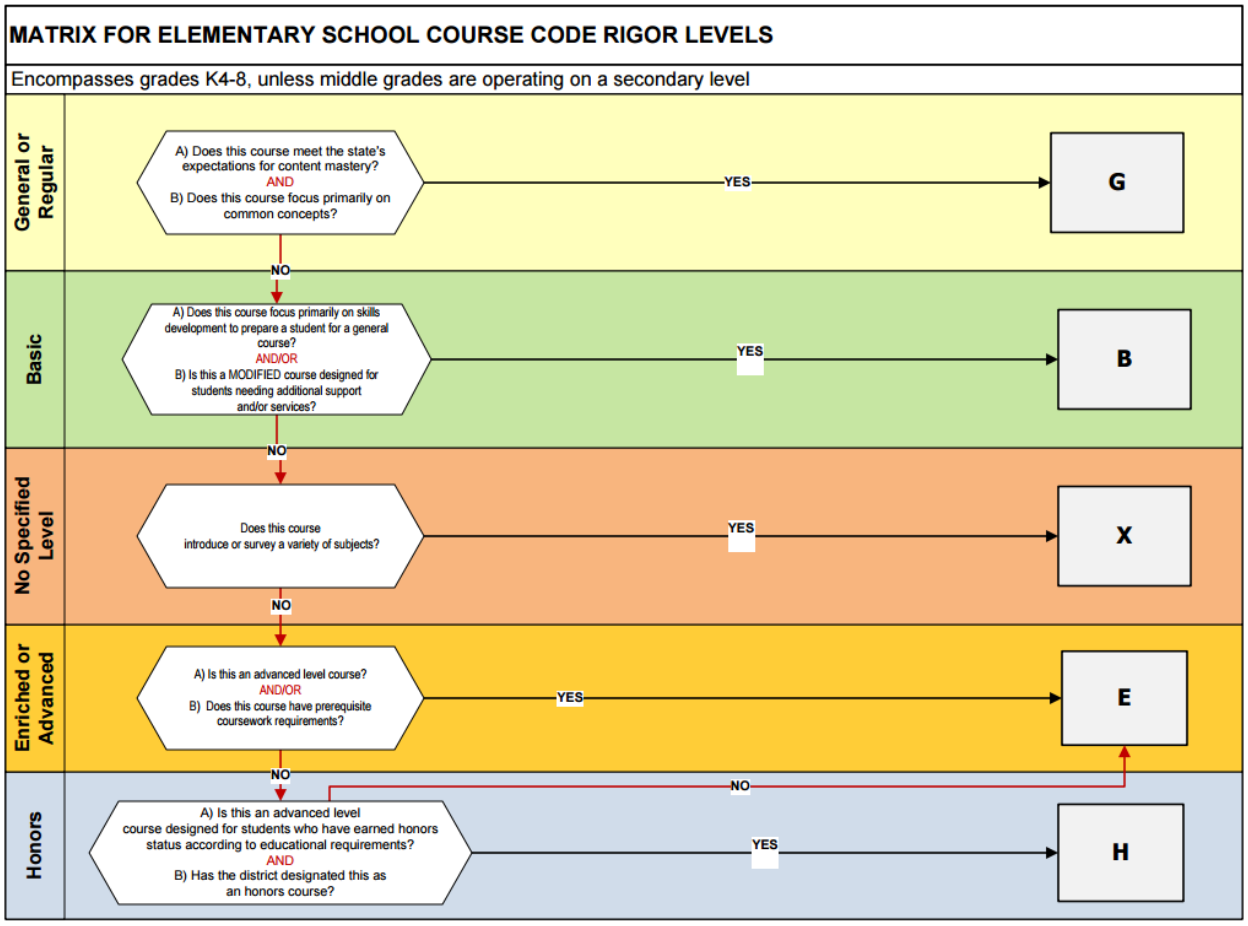
PRIOR-TO-SECONDARY

Course Description		Course Code Rigor Level	Grade Span		Sequence		NCES Course Code
53	051	X	07	08	1	1	53051X070811
Life and Physical Sciences	Biology	No specific level of rigor	grades 7 and 8		"1 of 1"—not part of a sequence		
51	047	G	07	07	1	1	51047G070711
English Language and Literature	Reading (grade 7)	General	grade 7		"1 of 1"—not part of a sequence		

SECONDARY

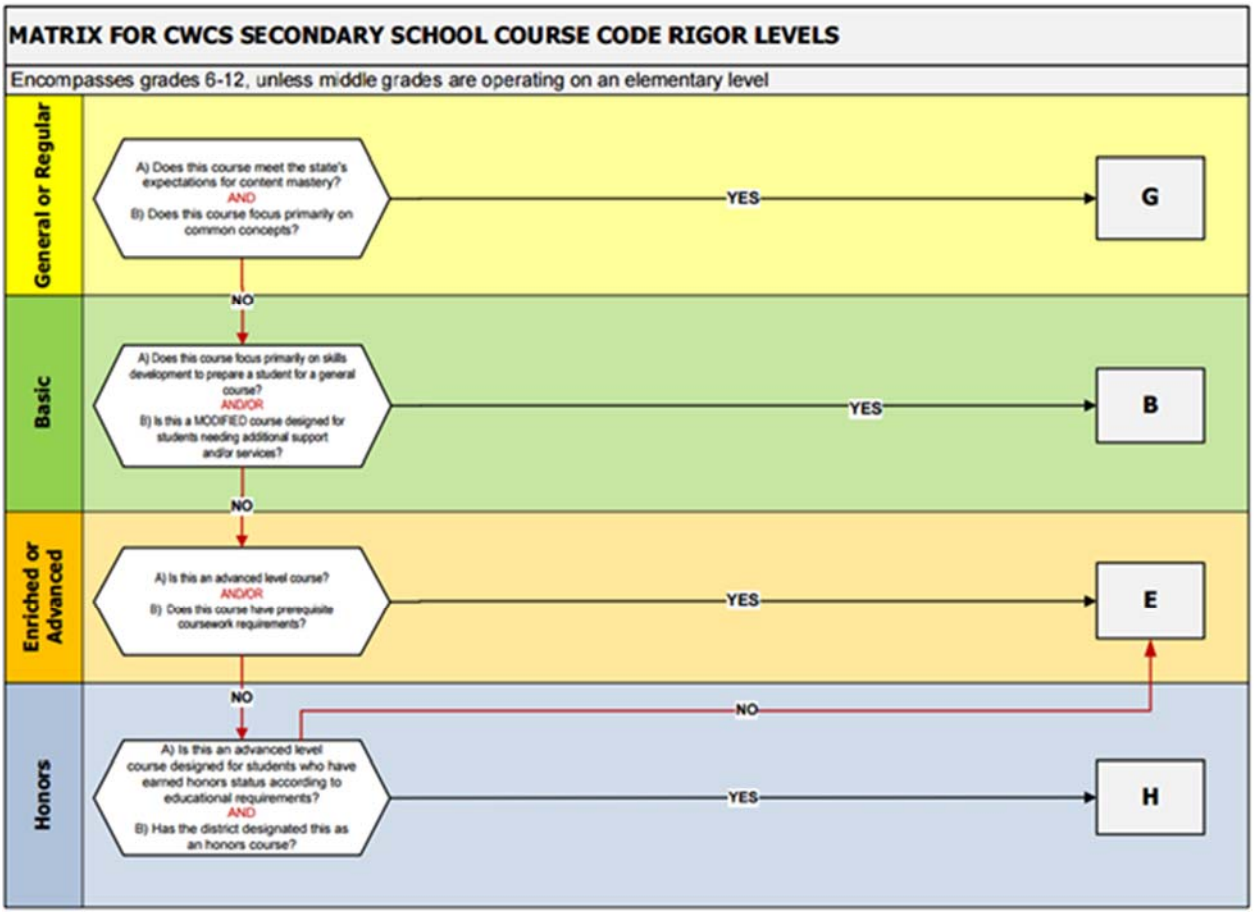
Course Description		Course Code Rigor Level	Available Credit	Sequence		NCES Course Code
04	151	H	1.00	1	1	04151H1.0011
Social Sciences	U.S. Gov Comp	Honors	One Carnegie Unit	"1 of 1"—not part of a sequence		
51	151	B	0.50	1	2	51151B0.5012
Social Sciences	U.S. Gov Comp	Basic	One-half Carnegie Unit	"1 of 2" - 1st part of a 2-course sequence		

Table E – Course Code Rigor Levels



Summary of Codes

Code	Description
G	General/Regular
B	Basic
X	No Specified Level
E	Enriched or Advanced
H	Honors



Summary of Codes

Code	Description
G	General/Regular
B	Basic
E	Enriched or Advanced
H	Honors

Table F – Outcome/Grade Status

Code	Description
P	Completed the course/section with a PASSING grade
F	Completed the course/section with a FAILING grade
R	RETAINED (for use in ONLY grades PK-3)
W	WITHDREW from course/section
TR	TRANSFERRED to/from course/section
I	Course/section requirements for grading are INCOMPLETE
AU	AUDIT course, no grade issued
NG	NO GRADE, per IEP requirements
SE	Working towards IEP Goals and Objectives