TCS APSEP INFORMATION

The Connecticut State Department of Education collects Teacher-Course-Student (TCS) data for all students who are served by public schools, including those who are outplaced to Approved Private Special Education Programs (APSEPs). The Record Layout Template for APSEPS (Excel sheet) is available on the TCS Help Site. Please use the information below as a guide to complete it.

- Complete one record layout template with all records if you are uploading one file via FTP.
- Complete a separate record layout template for each Nexus District if you are emailing your data to LEA's. Include all students for each Nexus District in the same record layout template.
- If a student has multiple courses, complete one row for each course.
- All mandatory fields (yellow) must be completed for each row (even if a student has multiple rows).
- Recommended and Conditional fields that you are not reporting should be left blank.

Record Layout Information

#	Field Name	Excel Column	Max Length	Field Type	Valid Values
1	SASID	A	10	M	10-digit numeric code
2	Reporting District	B	3	M	3-digit numeric code See **Table B** in the TCS User Guide
3	District Student ID	C	20	R	Alphanumeric
4	Date of Birth	D	8	M	Formatted as MMDDYYYY
5	EIN	E	10	C	Educator Identification Number 10-digit numeric code
6	Teacher Type	F	3	M	3-digit numeric code See **Table C** in the TCS User Guide
7	District Teacher ID	G	20	R	Alphanumeric
8	Course Facility Code	H	7	M	7-digit numeric code See **Table A** on the TCS Help Site
9	NCES Course Code	I	12	M	12-character alphanumeric code See **Table D** in the TCS User Guide
10	District Course Code	J	20	R	Alphanumeric
11	Section Code	K	30	M	Alphanumeric
12	Outcome/Grade	L	10	M	Alphanumeric
13	Facility Code 1	M	7	M	7-digit numeric code See **Table A** on the TCS Help Site
14	Session Start Date	N	8	M	Formatted as MMDDYYYY
15	Session End Date	O	8	M	Formatted as MMDDYYYY
16	Outcome/Grade Status	P	20	M	Alphanumeric See **page 16** of the TCS User Guide for valid values
17	Course Credits Earned	Q	4	C	Numeric (e.g., 1.50) Valid values: 0.00-9.99
18	Number of Membership Sessions	R	3	R	Numeric
19	Number of Membership Sessions Attended	S	3	R	Numeric
20	Dual Enrollment Code	T	10	C	Character See **page 17** of the TCS User Guide for valid values
21	CSDE Use	U	58	D	For CSDE use only – leave blank
22	End Of Record Marker	V	1	M	The letter "X" must be included in this position to mark the end of each record

M=Mandatory (yellow) | R=Recommended (gray) | C=Conditional (blue) | D=Disallowed (white)