



A UNIVERSE OF OPPORTUNITIES



CONNECTICUT
Education

2024-2025

Teacher Course Student (TCS)

Approved Private Special
Education Program (APSEP)
Training

Connecticut State
Department of Education



Welcome!



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Help Site:

TCS Help Site: <https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/TCS-Help-Site/APSEP>



What is TCS?

- The Teacher Course Student (TCS) application collects information on students, their courses and grades earned.
- The specific fields collected are defined in the User Guide.



Acronyms

- **APSEP** – Approved Private Special Education Program
- **DM** - Directory Manager
- **LEA** – Local Education Agency also referred to as Reporting District
- **EIN** – Educator Identification Number
- **PSIS** – Public School Information System
- **SASID** – State Assigned Student ID
- **SIS** – Student Information System
- **TCS** – Teacher Course Student



Why Do We Report TCS data?

C.G.S. 10-10a - Section 10-10a - Public school information system. Definitions. Development and implementation. Types of data collected. Access to data maintained under system.

(a) As used in this section:

(1) “Teacher” means any certified professional employee below the rank of superintendent employed by a board of education for at least ninety days in a position requiring a certificate issued by the State Board of Education;

(2) “Teacher preparation program” means a program designed to qualify an individual for professional certification as an educator provided by institutions of higher education or other providers approved by the Department of Education, including, but not limited to, an alternate route to certification program.

(b) The Department of Education shall develop and implement a state-wide public school information system. The system shall be designed for the purpose of establishing a standardized electronic data collection and reporting protocol that will facilitate compliance with state and federal reporting requirements, improve school-to-school and district-to-district information exchanges, and maintain the confidentiality of individual student and staff data. The initial design shall focus on student information, provided the system shall be created to allow for future compatibility with financial, facility and staff data. The system shall provide for the tracking of the performance of individual students on each of the state-wide mastery examinations under section 10-14n in order to allow the department to compare the progress of the same cohort of students who take each examination and to better analyze school performance. The department shall assign a unique student identifier to each student prior to tracking the performance of a student in the public school information system.

(c) On or before July 1, 2013, the department shall expand the state-wide public school information system as follows:

(1) Track and report data relating to student, teacher and school and district performance growth and make such information available to local and regional boards of education for use in evaluating educational performance and growth of teachers and students enrolled in public schools in the state. Such information shall be collected or calculated based on information received from local and regional boards of education and other relevant sources. Such information shall include, but not be limited to:

(A) In addition to performance on state-wide mastery examinations pursuant to subsection (b) of this section, data relating to students shall include, but not be limited to, (i) the primary language spoken at the home of a student, (ii) student transcripts, (iii) student attendance and student mobility, and (iv) reliable, valid assessments of a student’s readiness to enter public school at the kindergarten level;

(B) Data relating to teachers shall include, but not be limited to, (i) teacher credentials, such as master’s degrees, teacher preparation programs completed and certification levels and endorsement areas, (ii) teacher assessments, such as whether a teacher is deemed highly qualified pursuant to the No Child Left Behind Act, P.L. 107-110, or deemed to meet such other designations as may be established by federal law or regulations for the purposes of tracking the equitable distribution of instructional staff, (iii) the presence of substitute teachers in a teacher’s classroom, (iv) class size, (v) numbers relating to absenteeism in a teacher’s classroom, and (vi) the presence of a teacher’s aide. The department shall assign a unique teacher identifier to each teacher prior to collecting such data in the public school information system;

(C) Data relating to schools and districts shall include, but not be limited to, (i) school population, (ii) annual student graduation rates, (iii) annual teacher retention rates, (iv) school disciplinary records, such as data relating to suspensions, expulsions and other disciplinary actions, (v) the percentage of students whose primary language is not English, (vi) the number of and professional credentials of support personnel, and (vii) information relating to instructional technology, such as access to computers.

(2) Collect data relating to student enrollment in and graduation from institutions of higher education for any student who had been assigned a unique student identifier pursuant to subsection (b) of this section, provided such data is available.

(3) Develop means for access to and data sharing with the data systems of public institutions of higher education in the state.

(d) On or before July 1, 2011, and each year thereafter until July 1, 2013, the Commissioner of Education shall report, in accordance with the provisions of section 11-4a, to the joint standing committee of the General Assembly having cognizance of matters relating to education on the progress of the department’s efforts to expand the state-wide public school information system pursuant to subsection (c) of this section. The report shall include a full statement of those data elements that are currently included in the system and those data elements that will be added on or before July 1, 2013.

(e) The system database of student information shall not be considered a public record for the purposes of section 1-210. Nothing in this section shall be construed to limit the ability of a full-time permanent employee of a nonprofit organization that is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, or any subsequent corresponding internal revenue code of the United States, as from time to time amended, and that is organized and operated for educational purposes, to obtain information in accordance with the provisions of subsection (h) of this section.

(f) All school districts shall participate in the system, and report all necessary information required by this section, provided the department provides for technical assistance and training of school staff in the use of the system.

(g) Local and regional boards of education and preschool programs which receive state or federal funding shall participate, in a manner prescribed by the Commissioner of Education, in the state-wide public school information system described in subsection (b) of this section. Participation for purposes of this subsection shall include, but not be limited to, reporting on (1) student experiences in preschool by program type and by numbers of months in each such program, and (2) the readiness of students entering kindergarten and student progress in kindergarten. Such reporting shall be done by October 1, 2007, and annually thereafter.

(h) On and after August 1, 2009, upon receipt of a written request to access data maintained under this section by a full-time permanent employee of a nonprofit organization that is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, or any subsequent corresponding internal revenue code of the United States, as from time to time amended, and that is organized and operated for educational purposes, the Department of Education shall provide such data to such requesting party not later than sixty days after such request, provided such requesting party shall be responsible for the reasonable cost of such request. The Department of Administrative Services shall monitor the calculation of such fees charged for access to or copies of such records to ensure that such fees are reasonable and consistent with those charged by other state agencies. The Department of Education shall respond to written requests under this section in the order in which they are received.

(i) The superintendent of schools of a school district, or his or her designee, may access information in the state-wide public school information system regarding the state-wide mastery examination under section 10-14n. Such access shall be for the limited purpose of determining examination dates, examination scores and levels of student achievement on such examinations for students enrolled in or transferring to the school district of such superintendent



Which students must be reported by APSEPs?

Report:	Do Not Report:
<ul style="list-style-type: none">• Students who are placed by a District and have an IEP• Students in General Education courses who were placed by DCF or DMHAS	<ul style="list-style-type: none">• Students who are unilaterally placed by a parent• Students for whom the home district has NOT accepted programmatic responsibility for the child's education through the development and implementation of an IEP



Outplaced Students

- **Who is legally responsible to report?**
Public Schools are responsible to ensure their students have been reported.
- **Who is responsible for issuing grades/credits?**
Non-public schools and APSEPs should recommend grades/credits; however, the LEA holds the legal responsibility and is the final decision maker for reviewing/approving student grades and issuing credits. (Connecticut General Statutes 10-221a(f)).
- **What are APSEPs required to provide LEAs?**
Section B of the APSEP standards require LEAs to comply with all relevant federal and state reporting laws/requirements. Therefore, APSEPs must provide everything required in TCS to the LEA.



When do we report to TCS?

APSEP Deadline: July 9, 2025

- All data you have should be reported
- If you cannot meet this deadline, please email me ASAP
 - ESY – let me know ASAP
- LEA deadlines: July 9, August 20
- LEA Freeze Date: September 3, 2025



Toolkit:

Bookmark:

- Help Site

Download and Save:

- Pre-Populated Spreadsheet
 - Emailed to those with the TCS User role
- Code Lists

Print/Download:

- User Guide



User Guide



CONNECTICUT
Education

- Field list and basic definitions, page 22
- Logging in and uploading, page 6
- Common Course Codes, page 18
- Missing SASIDs Report, page 15

RECORD LAYOUT

Excel	Field Name	Field Type	Definition	In Missing SASID Report?
A	SASID	Mandatory	This is the 10-digit identifier that is obtained from the Public School Information System (PSIS).	✓ YES
	Reporting District	Mandatory	This is the 3-digit numeric code of the public school district that will be reporting the TCS record. This field is also known as the Local Education Agency, or LEA. All Reporting Districts can be listed on one spreadsheet. This data is available in the Missing SASID Report. See Table B in the TCS User Guide for a complete list of codes.	✓ YES
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). This data is available in the Missing SASID Report.	✓ YES
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	Course Code	Mandatory	12-character alphanumeric code describing the course taken. See Table D (page 9) for a graphic representation of how the code is structured and Appendix A for information on Course Codes.	
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.	
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. This data is available in the Missing SASID Report. See Table A (online) for a complete list.	✓ YES
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	Recommended	This optional field is the number of course sessions the student was <i>eligible</i> to attend.	
S	Number of Membership	Recommended	This optional field is the number of course sessions the student attended.	
T	Dual Enrollment	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	



A Useful Resource: Missing SASID Report

- Facility Code 1
- Facility Name (FYI)
- Entry Date
- Exit Date
- Reporting District
- SASID
- Student Name (FYI)
- DOB
- Grade (FYI)

Missing SASIDs								
Export table to CSV								
Any student registered to a LEA for 90 days or more must be reported in TCS. 90 days translates to approximately 5 months of school. The registration dates for the students below reflect enrollment of 90 days or more. Since the "90 Day Rule" pertains to district registration some of the students below may have been at your facility for a shorter time. This report is updated when a new batch is uploaded, or a change in registration is made by a LEA.								
Facility1 Code	Facility1 Name	Entry Date	Exit Date	Reporting District	SASID	Student Name	Date Of Birth	Grade
		09/02/2010	20230905	135	4699193544		3/10/2005	12
		08/30/2017		9	1143940884		1/22/2006	12
		08/14/2023		158	3167857137		12/16/2005	11
		07/29/2021		51	4323823652		2/14/2006	12
		09/01/2022		57	4668496786		11/6/2005	12
		08/29/2012		9	4748202801		8/12/2005	12
		09/02/2010		135	5206745130		0/28/2005	12

To access: TCS → Reports → Missing SASID Report

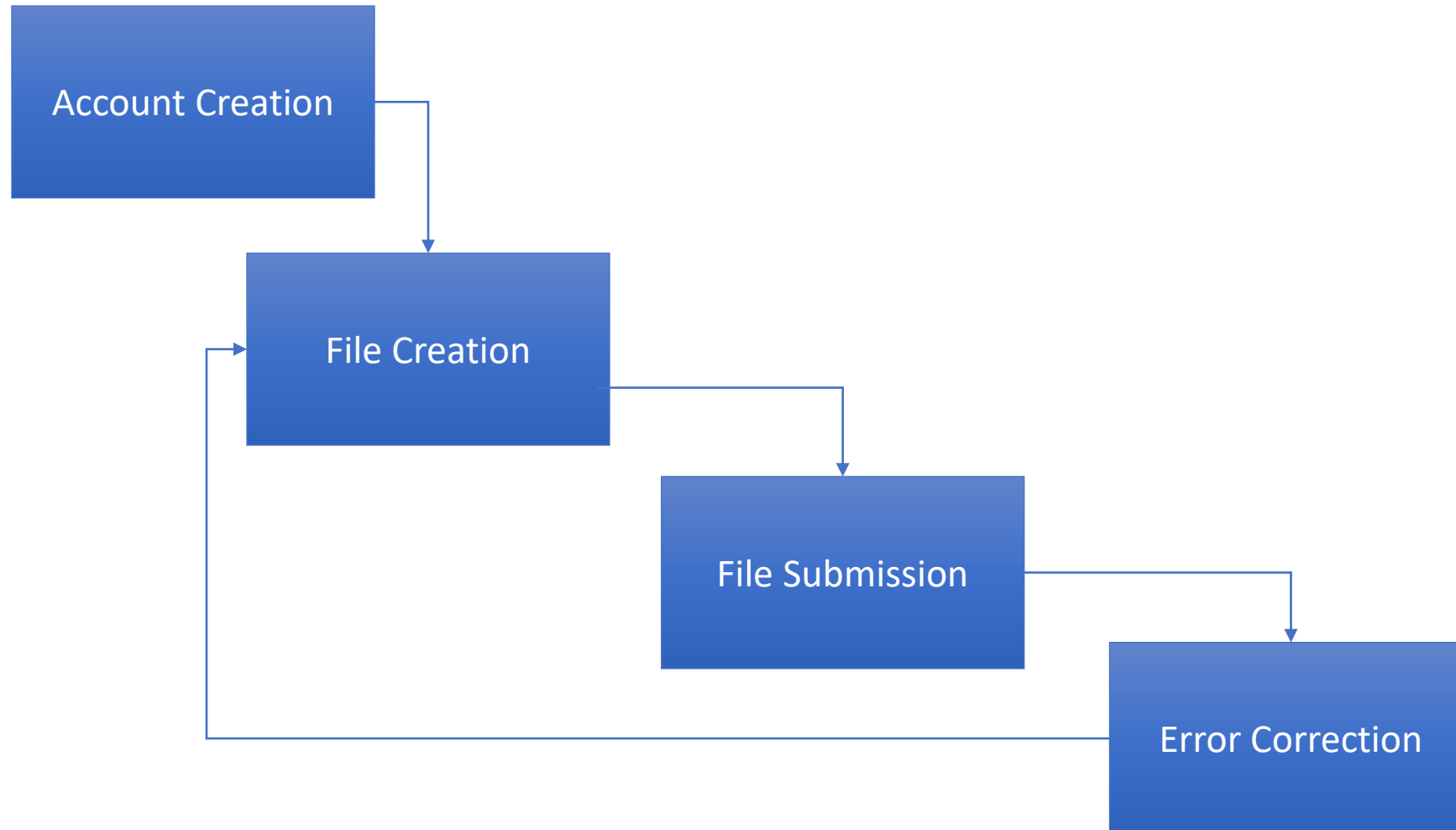


General Reporting Rules

- 90-day rule
 - You must report students who have been with you 90 days or more. You do not have to do an exact count as errors will not be generated if you report a student who has been there less than 90 days.
- Report any grade 9-12th grade students who end the year with you regardless of length of time
- Grade level records vs course level records
 - PK – Grade 6: Grade level data (1 record per student)
 - Grades 7 – 12: Course level data (1 record per course)



Collection Process





1) Account Creation

- Each Facility has a Security Manager
- If you are not sure who the Security Manager for your facility is, please visit the [Portal Application Contacts](#) page.
- Special Education Directors have been sent an email on this process



2) File Creation

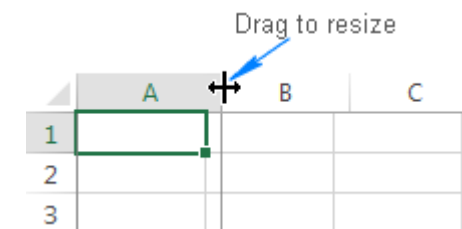
- Same as prior years
- Include data for all LEAs on **one** spreadsheet
 - Multiple spreadsheet are accepted (if you prefer)
- No slashes in dates – use MMDDYYYY
- Do not skip rows
- Be sure to save your file as a CSV
 - Go to File → Save As



Pre-Populated Spreadsheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
1	SASID	Reporting	DistID	DOB	EIN	TeacherTy	DistTeach	CourseFac	TCSCourse	DistrictCo	SectionCo	OutcomeC	FacCode1	SessionSt	SessionEr	OutcomeC	CreditsEar	Members	Attendanc	DualEnrol	LeaveBlan	X
2	1.02E+09	7	HJ	6042007				800161			1		800161									X
3	1.04E+09	140	GG	6172014				800161	23006G030311		1		800161									X
4	1.43E+09	213	PR	8262015				800161	23005G020211		1		800161									X

- You may need to widen the columns to see all the information
 - Click on the line between the columns and when the symbol below appears you can double click to resize automatically (or you can drag the column)



- The spreadsheet includes the information we already have on the students. In addition to completing other required fields, you may need to add additional students or remove students who left.



Pre-Populated Spreadsheet - Caution

- Note that the file name ends with .csv (comma separated values)
 - Do not change this as this is the format it needs to be in to upload into TCS
 - This type of format converts excel to a text-only file so it can be read by the database. This means that any visual formatting is removed from this file type, so do not use colors or highlighting as they will not be saved.



Pre-Populated Spreadsheet

The first four fields are basic information and **are pre-populated:**

- **(A) SASID – State Assigned Student ID**
- **(B) Reporting District Code – this can only be your LEA**
- **(C) District Student ID – For easier identification, your student's initials appear in this column**
- **(D) DOB – Date of Birth**

***BOLD** fields are required*



Pre-Populated Spreadsheet

The next three fields pertain to the course teacher and are **not pre-populated**:

- **(E) Teacher EIN** – Educator Identification Number, required if the Teacher Type is Certified
- **(F) Teacher Type** – See Table C in the APSEP User Guide for a complete list of codes (general information on next slide)
- **(G) District Teacher ID** - Some APSEPs choose to include an ID they assign to teachers, or the teachers name, etc.

BOLD fields are required



Teacher Type

Codes	Description	EIN
101 - 107	Certified Teacher	Required
201 - 207	Non-Certified Teacher	<i>Leave blank</i>
301 - 305	Long-Term Substitute with EIN	Required
401 - 405	Long-Term Substitute without EIN	<i>Leave blank</i>
501 - 510	Miscellaneous	<i>Leave blank</i>

The complete list of Teacher Type codes is available in Table C of the User Guide.



User Guide: Field Definitions

The remainder of the fields pertain to the course being reported. Some are complex, and some fields are purposefully paired on slides to better illustrate similarities and differences. The order of the fields on the next slides differs from that in the spreadsheet to provide a more intuitive explanation.



User Guide: Field Definitions

- **(M) Facility Code 1**

- Must match Facility Code 1 reported in PSIS Registration – this is where the student was registered at the time of the course. **This field is pre-populated.**

- **(H) Course Facility Code**

- Your facility code. **This field is pre-populated.**

***BOLD** fields are required*



User Guide: Field Definitions

- **(K) Section Code** – For APSEPs “1” can be reported for all records.
This field is pre-populated.
- **(N and O) Session Start Date and Session End Date** - These dates will generally be your first and last day of school, unless the course is a partial year course, or the student entered/exited mid-year.
 - **This field is pre-populated only if the student entered your APSEP after 9/15 or exited before 6/1 (according to PSIS Registration).**

BOLD fields are required



User Guide: Field Definitions

- **(L) Outcome Grade** – *APSEP* defined field
 - Report what your LEA uses as a grading scale...85%, S, B+, 2...
- **(P) Outcome Grade Status** - a *CSDE* defined field
 - A value from the code list must be used:

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
TC	Transfer Credit from another district/private school

BOLD fields are required



User Guide: Field Definitions

- **(J) District Course Code** – an *APSEP* defined field
 - EXAMPLE: Math 101
- **(I) TCS Course Code** - a *CSDE* defined field
 - Consists of four combined parts which differ depending on grade level:

	Pre-Populated	Not Pre-Populated
	Prior-to-Secondary (grades PK-8)	Secondary (grades 9-12)
Part 1	SCED Code	SCED Code
Part 2	Course Code Rigor Level	Course Code Rigor Level
Part 3	Grade Span	Available Credit
Part 4	Sequence	Sequence
Reporting Format	000000000000	0000000.0000

BOLD fields are required



TCS Course Codes

Part 1 – SCED Code

Characters 1 – 5 of the 12-character code:

- There is **one** set of codes for all grade levels and there are no courses specifically for special education students
- 2024-25 course codes are SCED 12.0 plus CT Specific Codes
- Complete code lists are available on the [Help Site](#)
 - See the [APSEP User Guide](#) for commonly used codes (General PK-6 codes, Life Skills, Community Living, etc.)

General Elementary & Middle School Codes

Commonly Used Elementary & Middle School Codes			
SCED Code	Course Name	Level	Formatted for TCS
23002	Pre-kindergarten	Prior-to-Secondary	23002GPKPK11
23003	Kindergarten	Prior-to-Secondary	23003GKGKG11
23004	Grade 1	Prior-to-Secondary	23004G010111
23005	Grade 2	Prior-to-Secondary	23005G020211
23006	Grade 3	Prior-to-Secondary	23006G030311
23007	Grade 4	Prior-to-Secondary	23007G040411
23008	Grade 5	Prior-to-Secondary	23008G050511
23009	Grade 6	Prior-to-Secondary	23009G060611
23012	Prior-to-Secondary Education	Prior-to-Secondary	23012GPK0611



TCS Course Codes

Part 2 – Rigor Level

Table E – Course Code Rigor Levels

The course's level of rigor or difficulty. There are six options for coding this element:

Code	Name	Description
B	Basic or remedial	A course focusing primarily on skills development, including literacy in language, mathematics, and the physical and social scieSCED. These courses are typically less rigorous than standard courses and may be intended to prepare a student for a general course.
G	General or regular	A course providing instruction in a given subject area that focuses primarily on general concepts appropriate for the grade level. General courses typically meet the state's or district's expectations of scope and difficulty for mastery of the content.
E	E=Enriched or advanced	A course that augments the content and/or rigor of a general course, but does not carry an honors designation.
H	H=Honors	An advanced-level course designed for students who have earned honors status according to educational requirements. These courses typically include additional content not found in general courses, and are formally designated as honors courses. AP courses should be coded as H.
C	C=College	A course that is designed to be credit-bearing at a postsecondary institution.
X	X=No specified level of rigor	The notion of rigor may not be appropriate for some courses; survey or interest courses that expose students to a variety of subjects and study hall are examples.



TCS Course Codes

Part 3 – Grade Span/Available Credit

Characters 7-10 of the 12-character code:

Prior-to-Secondary (Pre-Populated)	Secondary (Not Pre-Populated)
<p>Grade Span – Grade level range for the course. A 4th grade course should be coded as 0404, while a 7th and 8th grade course offering should be coded 0708.</p> <p>NOTE: PK = Pre-Kindergarten KG = Kindergarten</p>	<p>Available Credit – The credit worth of the course (not the actual credit earned).</p> <ul style="list-style-type: none">• Must be a 4-digit value, with a decimal in position 2 Example: 1.00• The valid range and format is 0.00 - 9.99. Three-digit decimal places will not be accepted, your LEA is advised to round. Example: Round 0.125 to 0.13



Course Code Structure: Prior-To-Secondary (PK-8)

PRIOR-TO-SECONDARY (Grades PK - 8):



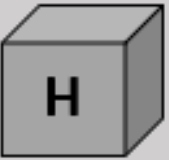

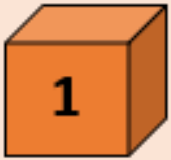
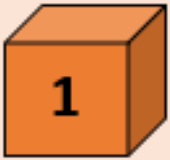
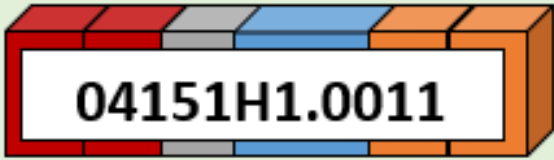
SCED Code		Rigor Level	Grade Span		Sequence	
53	051	X	07	08	1	1
Life and Physical Sciences	Biology	No specific level of rigor	grades 7 and 8		"1 of 1"—not part of a sequence	

TCS Course Code
53051X070811



Course Code Structure: Secondary (9-12)

SECONDARY (Grades 9 - 12):

SCED Code		Rigor Level	Available Credit	Sequence		TCS Course Code
						
Social Sciences	U.S. Gov Comp	Honors	One Carnegie Unit	"1 of 1"—not part of a sequence		

**NOTE: Available Credit must be a 4-digit numeric (e.g. 1.50) value, with a decimal in position 2. The valid range and format is 0.00 - 9.99. Three-digit decimal places will not be accepted, your LEA is advised to round.*

EXAMPLE: Round 0.125 to 0.13



Course Codes

- One course list regardless of student's grade level

- Resources:

2024-25 Course Codes:

- [SCED Codes, Career Technical Education Course Codes and Clusters, AP Courses](#) - For the 2024-25 school year SCED Version 12.0 will be used to report courses. See the Additional Codes below for changes from the prior year. Several courses were recoded and can no longer be used.

This document lists the courses that fall into each Technical Education Cluster. Note that the Connecticut CTE clusters differ from the federal codes. The Connecticut CTE clusters are reflected in the Next Generation Accountability System.

- **Additional Codes** - This document lists codes introduced in SCED 12.0 and Connecticut specific codes that are not part of SCED.
 - [2024-25 Additional Codes - Excel](#)
 - [2024-25 Additional Codes - PDF](#)
 - *Reminder: 04901 is the CT specific course code for the African American, Black, Latino, and Puerto Rican Course of Studies. The course description is available in the Additional Codes document above.*
- **Recodes** - The course code used last year has changed. Be sure to make the necessary changes in your student information system.
 - [2024-25 Recodes - Excel](#)
 - [2024-25 Recodes - PDF](#)

- [Commonly Used Elementary & Middle School Codes](#)- This document lists codes that can be used to report students in PK- 6.
- [Course Code Structure](#)

- Help Site → [APSEP Reporting Information](#)



User Guide: Field Definitions

- **(Q) Course Credits Earned** – The amount of credit the student earned in the course. This value must be less than or equal to the Available Credit part of the TCS Course Code. **This field is not pre-populated.**
 - Cannot be blank when the Course Code is in the Secondary Format, must be blank for prior-to secondary
 - 0.00 is a valid response
 - Must be a 4-digit value, with a decimal in position 2
- **(R and S) Number of Membership Sessions/Sessions Attended** – The number of sessions a student was registered and the number of sessions they attended
- **(T) Dual Enrollment Code**

BOLD fields are required



Summary of Required Fields to be Completed

- Teacher Type
 - EIN if Teacher Type begins with 1 or 3 (Certified)
- Session Start/End Date
- Outcome Grade
- Outcome Grade Status
- TCS Course Code – if student is in grade 7-12
- Course Credits Earned – if student is in grade 9-12



What if I'm Missing Information?

- The Missing SASID Report contains:
 - Facility Code 1 (**column M**)
 - Facility Name (FYI)
 - Entry Date * (**column N**)
 - Exit Date * (**column O**)
 - Reporting District (**column B**)
 - SASID (**column A**)
 - Student Name (FYI)
 - DOB (**column D**)
 - Grade (FYI)
- EIN
 - Check with HR or email me (it's OK to email teacher names)

** **Entry and Exit Date** – if a student was not in your facility from the beginning of the school year to the end, their time within your facility must be within the date range on this report.*



Adding, Copying, and Deleting Rows

- To **add** a new student record, use a blank row at the bottom of the spreadsheet.
 - Be sure to complete all required fields including data that was pre-populated for the existing records (SASID, DOB, etc.)
- To **copy** a student record, right click on the number of the row on the right side of the screen and select Copy. Right click the row again and select Insert Copied Cells. The copy will appear below the existing record and the other records will be moved down a row.
 - Use this process when duplicating rows to report Grade 7-12 records.
- To **delete** a record, right click on the number of the row on the right side of the screen and select Delete. Do not leave blank rows between the records.

Multiple Rows with Different Reporting Districts

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	SASID	ReportingDistrict	DistID	DOB	EIN	TeacherType	DistTeachID	CourseFacCode	TCSCourseCode	DistrictCourseCode	SectionCode	OutcomeGrade	FacCode1	SessionStartDate	SessionEndDate
2	1234567890	17	AZ	2022013				1100261	23008G050511		1		1100261		3032024
3	1234567890	110	AZ	2022013				1100261	23008G050511		1		1100261	3042024	
4															

- There may be instances where there are two rows for the same student, however there are different Reporting Districts (**B**) and the Start/End Dates (**N and O**) are populated. This indicates that a student changed Reporting Districts.
- To code the record, include two rows for each course the student took within the Start/End dates using the same course code and other information (Teacher Type, etc.)



How to Access the TCS System

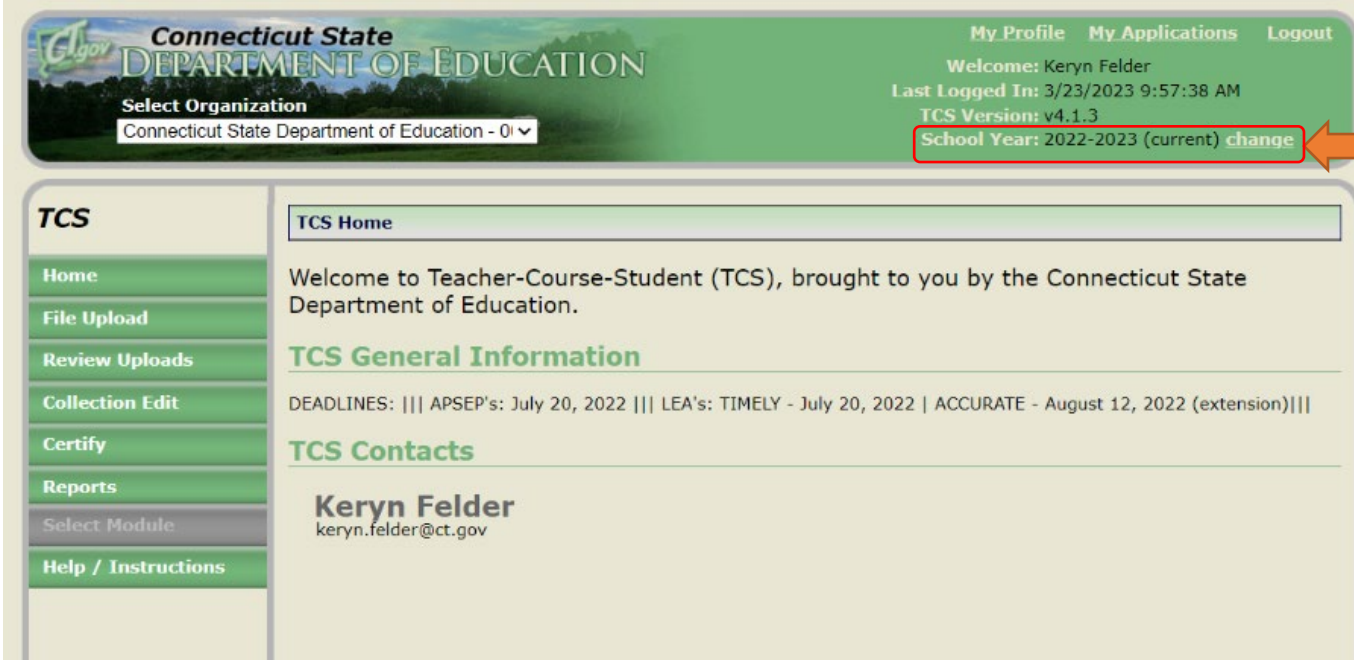
- Login page (portal): <https://csde.ct.gov>



- You must have the **TCS User** role to access the system and submit data. Your LEA is responsible for assigning access, not the CSDE – contact your [LEA Security Manager](#) to edit/add users.



TCS Home Page



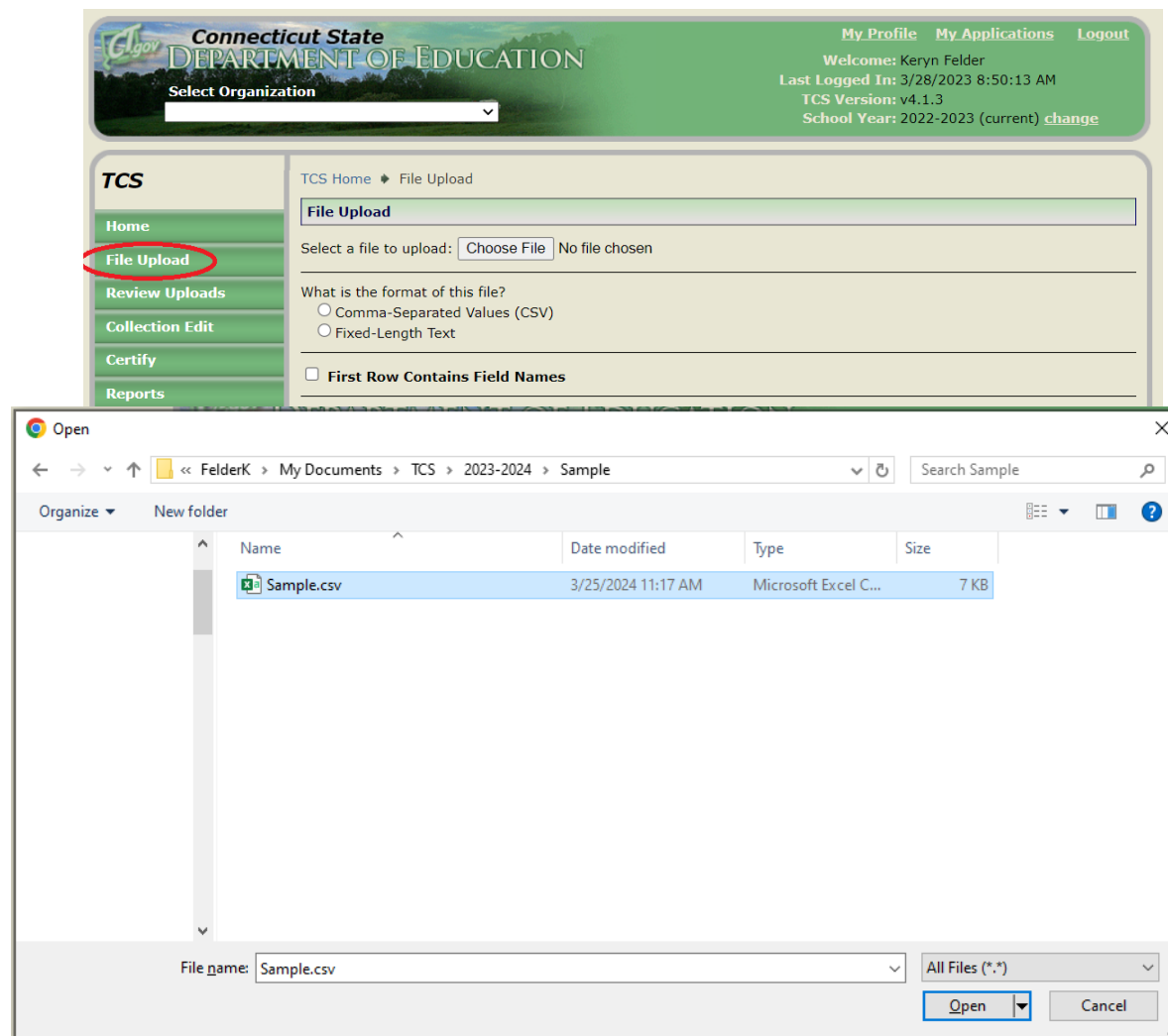
The screenshot shows the TCS Home Page interface. At the top, there is a green header with the Connecticut State Department of Education logo and navigation links for 'My Profile', 'My Applications', and 'Logout'. Below the header, a 'Select Organization' dropdown menu is set to 'Connecticut State Department of Education - 0'. The main content area is divided into a left sidebar with navigation options like 'Home', 'File Upload', 'Review Uploads', 'Collection Edit', 'Certify', 'Reports', 'Select Module', and 'Help / Instructions'. The main content area displays a welcome message for Keryn Felder, the current school year (2022-2023), and a 'change' link next to the school year. A red box highlights the 'change' link, with an orange arrow pointing to it from the right.

NOTE: You can select a prior year to review previously submitted data. This can help with course coding, allow you to review prior year reports, or download data submitted. This option can be especially useful for new users.



Uploading Data

- Select **File Upload** from the menu
- Next select **Choose File** and a popup window will appear
- Navigate to the file you would like to upload
- Click the **Open** button on the popup window



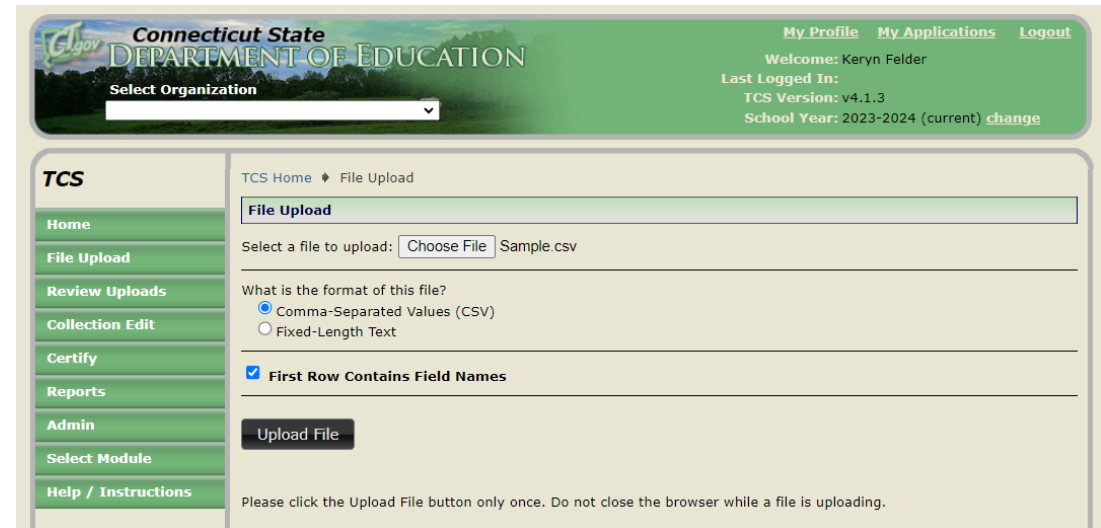
The screenshot shows the TCS File Upload interface. The top navigation bar includes "My Profile", "My Applications", and "Logout". The user is identified as Keryn Felder, with a last login of 3/28/2023 8:50:13 AM. The TCS version is v4.1.3, and the current school year is 2022-2023. The "File Upload" section is active, showing a "Choose File" button and a "No file chosen" message. Below this, there are radio buttons for "Comma-Separated Values (CSV)" and "Fixed-Length Text", and a checkbox for "First Row Contains Field Names".

The Windows File Explorer window is open to the path: << FelderK > My Documents > TCS > 2023-2024 > Sample. The file "Sample.csv" is selected, showing a date modified of 3/25/2024 11:17 AM, a type of Microsoft Excel C..., and a size of 7 KB. The "File name" field at the bottom contains "Sample.csv" and the file type is set to "All Files (*.*)". The "Open" button is highlighted.



Uploading Data

- On the TCS screen select the file format, for most LEAs it is **Comma-Separated Values (CSV)**
- If your file includes a “header role” check **First Row Contains Field name**
- Click **Upload File**
- If your file is in the wrong format (not CSV, missing columns, etc.) you will immediately get an error message.



The screenshot shows the TCS File Upload interface. At the top, there is a header for the Connecticut State Department of Education with a 'Select Organization' dropdown menu. On the right, there is a user profile section with 'Welcome: Keryn Felder', 'Last Logged In:', 'TCS Version: v4.1.3', and 'School Year: 2023-2024 (current) change'. The main content area is titled 'TCS Home' and 'File Upload'. It features a 'File Upload' section with a 'Choose File' button and a 'Sample.csv' link. Below this, there is a section for 'What is the format of this file?' with two radio buttons: 'Comma-Separated Values (CSV)' (selected) and 'Fixed-Length Text'. There is also a checked checkbox for 'First Row Contains Field Names'. An 'Upload File' button is located at the bottom of the form. A note at the bottom states: 'Please click the Upload File button only once. Do not close the browser while a file is uploading.'



File Name	Details By Districts	Status	Date	Records Uploaded	Records Valid	Records with Notifications	Records with Errors	Unique SASIDs Uploaded
		Validated	7/31/2023 9:31:24 AM	12	12	0	0	1
		Validated with Errors	7/31/2023 9:17:52 AM	597	571	0	0	51
		Awaiting Validation	7/27/2023 11:37:19 AM	600				50

- After you upload the result will be displayed in the Status column. You will also be emailed* the results.
 - **Validated** indicates your file uploaded successfully and no further action is needed with this batch
 - **Validated with Errors** indicates your file is in the correct format however data corrections are needed
 - **Awaiting Validation** indicates the system is stepping through the error checks. If this status does not change after 30 minutes contact me.



4) Error Correction

File Name	Details By Districts	Status	Date	Records Uploaded	Records Valid	Records with Notifications	Records with Errors	Unique SASIDs Uploaded
		Validated	7/31/2023 9:31:24 AM	12	12	0	0	1
FileName.csv	FileName.csv Group By Districts	Validated with Errors	7/31/2023 9:17:52 AM	597	571	0	7	51
		Awaiting Validation	7/27/2023 11:37:19 AM	600				50

- Notice there are two columns that link to the data file that was uploaded.
 - The first links to your complete batch
 - The second separates your file by LEA and the text “Group By Districts” appears after your original file name.

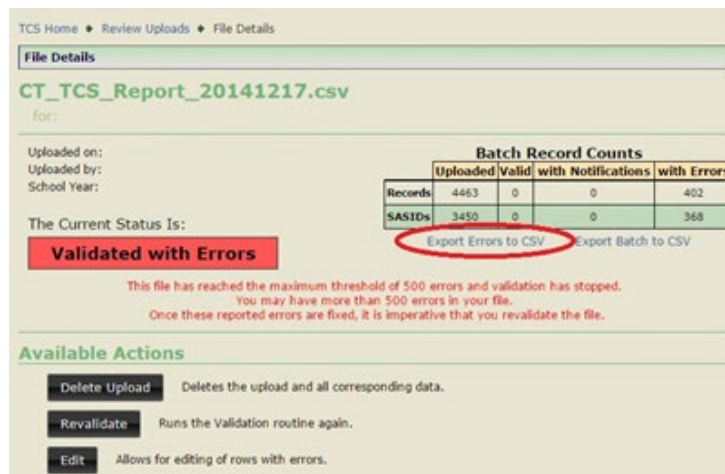


Error Correction

There are two ways to review and resolve errors:

Correct your spreadsheet and upload again

- Select **Export Errors to CSV** to download report
- Beneficial for a large number of errors



TCS Home • Review Uploads • File Details

File Details

CT_TCS_Report_20141217.csv

for:

Uploaded on:
Uploaded by:
School Year:

Batch Record Counts				
	Uploaded	Valid	with Notifications	with Errors
Records	4463	0	0	402
SASIDs	3450	0	0	368

The Current Status Is:

Validated with Errors

Export Errors to CSV Export Batch to CSV

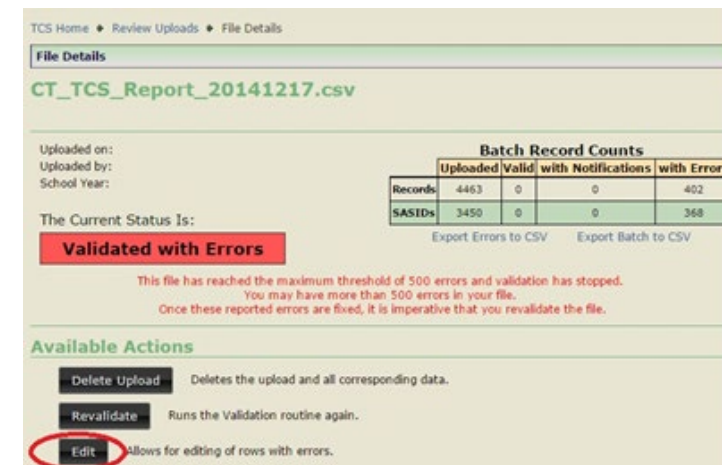
This file has reached the maximum threshold of 500 errors and validation has stopped. You may have more than 500 errors in your file. Once these reported errors are fixed, it is imperative that you revalidate the file.

Available Actions

- Delete Upload Deletes the upload and all corresponding data.
- Revalidate Runs the Validation routine again.
- Edit Allows for editing of rows with errors.

Correct/Review directly in TCS

- Immediately resolve issues
- Select Edit to view records with errors
- Beneficial for a small number of errors



TCS Home • Review Uploads • File Details

File Details

CT_TCS_Report_20141217.csv

for:

Uploaded on:
Uploaded by:
School Year:

Batch Record Counts				
	Uploaded	Valid	with Notifications	with Errors
Records	4463	0	0	402
SASIDs	3450	0	0	368

The Current Status Is:

Validated with Errors

Export Errors to CSV Export Batch to CSV

This file has reached the maximum threshold of 500 errors and validation has stopped. You may have more than 500 errors in your file. Once these reported errors are fixed, it is imperative that you revalidate the file.

Available Actions

- Delete Upload Deletes the upload and all corresponding data.
- Revalidate Runs the Validation routine again.
- Edit Allows for editing of rows with errors.

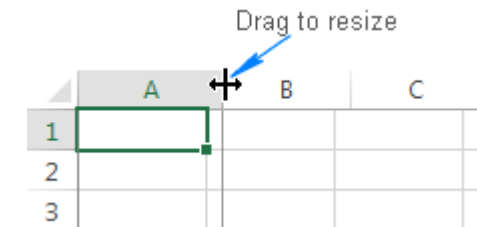


Cleaning via Exporting Errors to CSV

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Error Level	Errored Co	Error Mes	Row	SASID	Reporting	District St	DOB	Teacher E	Teacher Ty	District Te	Course Fa	NCES Cou	District Co	Section C	Outcome I	Facility Co	Session B	Session E	Outcome I	Credits Ea	Sessions	Sessions	Dual Enro	CSDE Use
2	ERROR	Duplicate	A record w	55	1.36E+09	500	11177	8022013		201	S0875	2610113	01033G05	ELA5	1	P	5000161	8292022	6072023	P	0	181	181		
3	ERROR	Duplicate	Outcome	55	1.36E+09	500	11177	8022013		201	S0875	2610113	01033G05	ELA5	1	P	5000161	8292022	6072023	P	0	181	181		
4	ERROR	Duplicate	You have r	57	1.36E+09	500	11177	8022013		201	S0875	2610113	02039G01	Math5	1	P	5000161	8292022	6072023	P	0	181	181		
5	ERROR	Duplicate	You have r	58	1.36E+09	500	11177	8022013		201	S0875	2610113	03239G01	Sci5	1	P	5000161	8292022	6072023	P	0	181	181		
6	ERROR	Duplicate	A record w	63	1.45E+09	500	11568	9102013		201	S0875	2610113	01033G05	ELA5	1	P	5000161	8292022	6072023	P	0	181	181		

- Like the pre-populated spreadsheet you may need to widen the columns to see all the information

- Click on the line between the columns and when the symbol below appears you can double click to resize automatically (or you can drag the column)





Cleaning via Exporting Errors to CSV

	A	B	C	D	
1	Error Level	Errored Co	Error Mes	Row	S.
2	ERROR	Duplicate	A record w	55	1
3	ERROR	Duplicate	Outcome v	55	1
4	ERROR	Duplicate	You have r	57	1
5	ERROR	Duplicate	You have r	58	1
6	ERROR	Duplicate	A record w	63	1
7	ERROR	Duplicate	A record w	63	1

- Columns A – D provide information on the errors:
 - Column A: Error Level
 - Errors must be corrected; warnings should be reviewed and corrected if needed
 - Column B: Errored column
 - Column C: Error message
 - Column D: Row in uploaded file
- E – Y: Data as submitted



Cleaning via Exporting Errors to CSV

- These messages are very specific to help you pinpoint the error
- The system stops validating your file when it hits 500 errors
 - This generally occurs when there are reoccurring issues with each record.
- You can sort your file to group the errors



Most Common Errors

- EIN (*uploaded EIN*) is not found in the Teacher Cert System or no active/expired certification available
 - Verify with your HR office or contacts CSDE, use Non-Certified Teacher code if not actively certified
- Session End Date should be greater than Session Start Date
- Session End Date is outside the allowable date range (07/01/2024 - 08/31/2024)
 - A common mistake resulting in Start/End date errors is using 2024 instead of 2025 as an end date for yearlong courses



Most Common Errors

- SCED Code is invalid
 - Secondary Code maybe in Prior-to-Secondary format or vice versa
- The combination of DOB 06162008, SASID 1234567890 and Reporting District does not match PSIS Registration
 - The most common error is a LEA is attempting to report a record from another LEA (and not following transfer credit guidance), or the Course Start/End date falls outside of the range of PSIS registration.
 - Other errors pertaining to this message are a SASID or DOB that does not match PSIS. This is not common if your data was extracted directly from your SIS.
- Facility 1 Code (5006112) does not match PSIS Registration (reg:5006111)
 - Facility Code 1 in TCS must always match the Facility 1 Code in PSIS Registration as of the Course Start/End Date. If the student took the course in a physical location different from Facility Code 1 that should be reflected in the Course Facility Code field.



Resolving/Reviewing Errors Directly in TCS

Uses:

- Can be a faster way to resolve a small number of corrections Best Practice: **Immediately** make any updates you make in TCS to your SIS if applicable
- Can be used to review errors in spreadsheet to gain a better understanding of what needs to be resolved



Accessing Errors Directly in TCS

First click on the “Group By Districts” version of your file:

File Name	Details By Districts	Status	Date	Records Uploaded	Records Valid	Records with Notifications	Records with Errors	Unique SASIDs Uploaded
		Validated	7/31/2023 9:31:24 AM	12	12	0	0	1
FileName.csv	FileName.csv Group By Districts	Validated with Errors	7/31/2023 9:17:52 AM	597	571	0	7	51
		Awaiting Validation	7/27/2023 11:37:19 AM	600				50

A row for every LEA with records in your batch will be displayed

- Data is transferred to LEAs when rows are marked **Validated**
- Data is not transferred to LEAs when a row is marked **ValidatedErrors** and must be Corrected and revalidated

File Name	Status	Date	Records Uploaded	Records Valid	Records with Notifications	Records with Errors	Unique SASIDs Uploaded
APSEP1234567_D080.csv	Validated	7/31/2023 9:18:18 AM	22	22	0	0	2
APSEP1234567_D089.csv	ValidatedErrors	7/31/2023 9:18:10 AM	69	55	3	6	6



Accessing Errors Directly in TCS

Select a file, then select **Edit**

TCS Home • Review Uploads • File Details

File Details

CT_TCS_Report_20141217.csv

Uploaded on:
Uploaded by:
School Year:

The Current Status Is:

Validated with Errors

This file has reached the maximum threshold of 500 errors and validation has stopped.
You may have more than 500 errors in your file.
Once these reported errors are fixed, it is imperative that you revalidate the file.

Batch Record Counts				
	Uploaded	Valid	with Notifications	with Errors
Records	4463	0	0	402
SASIDs	3450	0	0	368

Export Errors to CSV Export Batch to CSV

Available Actions

- Delete Upload Deletes the upload and all corresponding data.
- Revalidate Runs the Validation routine again.
- Edit** Allows for editing of rows with errors.



Edit Upload Screen

This screen includes select fields from the records with errors. The errored field is not necessarily in one of these columns.

TCS Home ▶ Review Uploads ▶ Batch Detail ▶ Edit Upload

Edit Upload

Action Legend: [Show Legend](#)

Filename:
Uploaded On:
Uploaded By:

The following rows have Errors, Warnings or Notifications attached.
Please correct the Errors, and review the Warnings and Notifications to ensure data accuracy.
Only the rows in Error will prevent the batch from being Processed.

Please Note: Pay special attention to the Row Numbers (#) when editing data. When records are fixed and validated, or deleted, they will be removed from the table. This can often cause an illusion of records not being fixed or saved properly.

		#	SASID	DoB	EIN	Teacher Type	Course Facility Code	SCED Code	Section Code	Outcome/Grade	Facility Code 1	Session Begin Date	Session End Date
			169	08232016		3		01030X020211	10	SG		08282023	06122024
			170	08232016		3		02032X020211	10	SG		08282023	06122024
			171	08232016		3		03232X020211	10	SG		08282023	06122024
			172	08232016		3		04432X020211	10	SG		08282023	06122024
			173	08232016		3		23005X020211	10	SG		08282023	06122024



Edit Options



Click the plus icon to view details about the error on the current screen:

#	SASID	DoB	EIN	Teacher Type	Course Facility Code	SCED Code	Section Code	Outcome/Grade	Facility Code 1	Session Begin Date	Session End Date
169		08232016		3		01030X020211	10	SG		08282023	06122024
Level	Message										
ERROR	Teacher Type is invalid. Must be a number no greater than 3 digits long.										



Click on the pencil icon to open the Edit Upload screen to make changes



Click on the X icon to delete the record



Edit Upload Screen

Manually edit the record's error. When the updates are complete, click Save and Validate. Repeat this process for each record you wish to edit manually.

Edit Record ✕

Teacher Type is invalid. Must be a number no greater than 3 digits long.

Row Number: 169	*Fall Of Year:
*Reporting District:	*Course Facility Code: <input type="text"/>
*SASID: <input type="text"/>	*SCED Course Code: 01030X020211
District Student ID: 10793	*Section Code: 10
*Date of Birth (mmddyyyy): 08232016	District Course Code: CBS_LA2_AC
*Facility Code 1: <input type="text"/>	*Outcome/Grade: SG
Teacher EIN: <input type="text"/>	*Outcome/Grade Status: P
*Teacher Type: 3	Class/Section Credits Earned: 0
District Teacher ID: <input type="text"/>	# of Membership Sessions: <input type="text"/>
*Session Begin Date (mmddyyyy): 08282023	# of Sessions Attended: <input type="text"/>
*Session End Date (mmddyyyy): 06122024	Dual Enrollment Program Code: <input type="text"/>

Save and Validate **Close**



Revalidate

Once errors are corrected, click the **Revalidate** button.

TCS Home ▶ Review Uploads ▶ File Details

File Details

Uploaded on:
 Uploaded by:
 Uploaded File Type: **CSV**
 Record Layout Version: **4.0**
 School Year:

Batch Record Counts				
	Uploaded	Valid	with Notifications	with Errors
Records	3419	3291	0	128
SASIDs	409	409	0	37

[Export Errors to CSV](#) [Export Batch to CSV](#)

The Current Status Is:

Validated with Errors

Available Actions

Delete Upload Deletes the upload and all corresponding data.

Edit Allows for editing of rows with errors.

Re-Validate Runs the Batch Validation routine again.

The same process will occur as earlier where an email is sent, and a new row with a green box will be displayed when corrected.


File Name	Status	Date	Records Uploaded	Records Valid	Records with Notifications	Records with Errors	Unique SASIDs Uploaded
APSEP1356621_D057_1356621_Spire_CSDE_073123_2.csv	Validated	7/31/2023 9:29:12 AM	69	55	0	0	6
APSEP1356621_D057_1356621_Spire_CSDE_073123_2.csv	ValidatedErrors	7/31/2023 9:18:10 AM	69	55	0	0	6



Common Errors



- Be sure each file has a unique name
- Include all required fields
- Do not skip lines
- Future dates will cause errors
- Date format must be MMDDYYYY
 - DOB
 - Session Start Date
 - Session End Date
- Invalid SASID



**Check the
Missing
SASID Report**



Am I Done?

- Revisit the Missing SASID Report. This report may change if a LEA changes a PSIS Registration record.

Missing SASIDs

[Export table to CSV](#)

Any student registered to a LEA for 90 days or more must be reported in TCS. 90 days translates to approximately 5 months of school. The registration dates for the students below reflect enrollment of 90 days or more. Since the "90 Day Rule" pertains to district registration some of the students below may have been at your facility for a shorter time. This report is updated when a new batch is uploaded, or a change in registration is made by a LEA.

Facility1 Code	Facility1 Name	Entry Date	Exit Date	Reporting District	SASID	Student Name	Date Of Birth	Grade
		09/02/2010	20230905	135	4699193544		3/10/2005	12

- APSEPs do not process files. There is no option to do this and is sometimes incorrectly conveyed by LEAs.



What Can I Do Now?

- Download User Guide & Course Codes from the [APSEP Help Site](#).
- Begin adding your TCS Course Codes, teacher information and extra rows for grade 7-12 students.
- Add/Delete students.



Training

- This PowerPoint is posted on the Help Site. Be sure to review the User Guide as well for step-by-step instructions.
- May 29 & July 2 (online) - Spreadsheet Preparation - A sample spreadsheet will be completed live as we step through each field together and discuss where to obtain the appropriate information.
 - It is recommended to have your spreadsheet (in any stage of completion) available during this session so you can either complete fields or ask questions along the way.
 - [More information and Registration Link](#)



Questions?

Email me at Keryn.Felder@ct.gov

- If you successfully upload a file but it has errors, I can see it from my end to troubleshoot.
- If the upload was unsuccessful, email me the file for assistance.
- **If you have questions on a specific student do not email their name. Use their SASID.**

Please start early, I am happy to assist 😊