



Connecticut State Department of Education

APPROVED PRIVATE SPECIAL EDUCATION PROGRAM

TEACHER COURSE STUDENT USER GUIDE

2023-24

Updated 4/19/2024

Contents

| | |
|---|----|
| Introduction | 2 |
| Reporting Requirements..... | 2 |
| General..... | 2 |
| Grade-Level | 2 |
| Account Creation | 2 |
| Lost Username/Passwords..... | 2 |
| File Creation – Pre-Populated Spreadsheet..... | 3 |
| General Spreadsheet Information | 3 |
| Adding, Copying, and Deleting Rows | 3 |
| Data Fields..... | 3 |
| Summary of Required Fields to Be Completed | 5 |
| Using the TCS Application | 6 |
| Logging on..... | 6 |
| Uploading..... | 6 |
| Validated | 7 |
| Validated with Errors | 7 |
| Error Correction via Upload | 8 |
| Error Correction within TCS | 8 |
| Completing the Collection | 10 |
| Table C – Teacher Types..... | 11 |
| Table E – Course Code Rigor Levels | 13 |
| Table F – Outcome/Grade Status..... | 15 |
| APPENDIX A - Missing SASIDs Report..... | 16 |
| APPENDIX B – Course Codes | 18 |
| General Elementary & Middle School Codes..... | 18 |
| Commonly Used Codes for APSEPs..... | 19 |
| APPENDIX C – Course Code Structure Explanation..... | 21 |
| APPENDIX D – Manual File Creation | 22 |
| APPENDIX E – Most Common Errors..... | 25 |

Introduction

The Teacher Course Student (TCS) collection includes information on students, their courses and grades earned. The TCS application streamlines the process of reporting student grades to each Local Education Agency (LEA, or Public School District).

There are three components to this process:



Reporting Requirements

General

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, or half the school year.

In addition, report any grade 9-12th grade students who end the year with you regardless of length of time

See the [Missing SASIDs Report](#) for a live list of students that should be reported by your facility.

Grade-Level

Record requirements differ by grade level:

- **PK – Grade 6:** Student Level Data
 - One overall record is required per student. You can use the student’s homeroom teacher and overall outcome for the year (such as P for Pass). A list of general grade-level course codes is available in [Appendix A](#). If your APSEP prefers to report individual courses for this grade range you may do so without error however it is not required.
- **Grades 7 – 12:** Course Level Data
 - A record is required for each course the student is registered for (Math, science, life skills, etc.).

Account Creation

Everyone in your facility who uses the application 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.

- 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 [Find Contacts](#) page and select LEA Security Manager under the Role header.

Lost Username/Passwords

If you forget your Username or Password, please visit the [Portal Username Reminder/Password Reset](#) page.

File Creation – Pre-Populated Spreadsheet

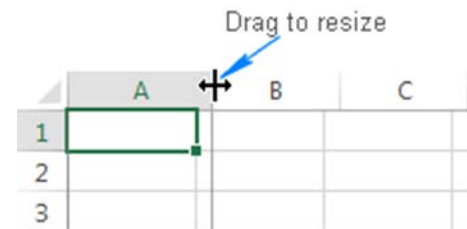
In 2023-24 all APSEPs will be emailed a pre-populated spreadsheet by May 3. While it is not required to use this spreadsheet, it is highly recommended to do so. If your facility prefers to update the spreadsheet from the prior year or create a new one from scratch that is allowable as well.

General Spreadsheet Information

| | 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 | CourseFa | 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 | | | | 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.

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.

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.

Data Fields

BOLD fields are required. Column identification is identified in parentheses in **blue**.

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

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 for valid codes

(G) District Teacher ID - Some APSEPs choose to include an ID they assign to teachers, or the teachers name, etc.

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

(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.**

(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).

(L) Outcome Grade – APSEP defined field. Report what **your** facility uses as a grading scale...85%, S, B+, 2...

(P) Outcome Grade Status - a CSDE defined field. A value from the codes in [Table F](#) must be used.

(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 |

Part 1 – SCED Code

The SCED code is characters 1 – of the TCS Course Code. There is one set of codes for all grade levels, and there are no courses specifically for special education students.

Appendix A contains general and commonly used codes, and a complete list is available on the [Help Site](#).

Part 2 – Course Rigor Level

Character 6 is the Rigor Level, or level of difficulty. A value from the code list in [Table E](#) must be used.

Part 3 – Grade Span/Available Credit

| 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:</p> <p>PK = Pre-Kindergarten</p> <p>KG = Kindergarten</p> | <p>Available Credit – The credit worth of the course (not the actual credit earned).</p> <p>Must be a 4-digit value, with a decimal in position 2</p> <p>Example: 1.00</p> <p>The valid range and format is 0.00 - 9.99. Three-digit decimal places will not be accepted, your LEA is advised to round.</p> <p>Example: Round 0.125 to 0.13</p> |

Part 4 – Sequence

The last two characters should be coded as **11**.

Summary of Required Fields to Be Completed

The pre-populated spreadsheet included data for several required fields. The fields that were not pre-populated and must be completed are:

- 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

Using the TCS Application

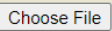
Logging on

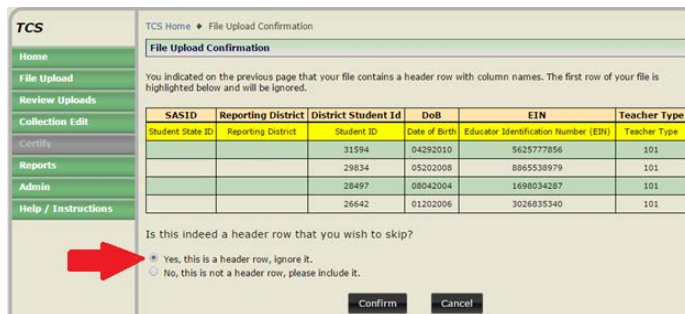
- Go to <https://csde.ct.gov/>
- Enter your Username and Password
- Select Login
 - If you have a role in more than one Portal application, select TCS under Applications.
- Select Continue
- Accept the Confidentiality Agreement

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

At the top of the application on the right side of the header 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

- Go to File Upload on the left side menu
- Select Choose File 
 - Select the file you wish to upload
 - Select Open
 - Under “What is the format of this file?” select CSV
 - Check the “First Row Contains Field Names” box



| SASID | Reporting District | District Student Id | DoB | EIN | Teacher Type |
|------------------|--------------------|---------------------|---------------|--------------------------------------|--------------|
| Student State ID | Reporting District | Student ID | Date of Birth | Educator Identification Number (EIN) | Teacher Type |
| 31594 | 04292010 | | | 5625777856 | 101 |
| 29834 | 05202008 | | | 8865538979 | 101 |
| 28497 | 08042004 | | | 1690034287 | 101 |
| 26642 | 01202006 | | | 3026835340 | 101 |

Is this indeed a header row that you wish to skip?

☒ Yes, this is a header row, ignore it.
☐ No, this is not a header row, please include it.

Confirm Cancel

- 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.”
- Select **Confirm**. The following message should appear: Upload Success! If you get an error message instead there may be an issue with the format of your file. Please contact CSDE for assistance.

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 also be emailed¹ the results. The Status column will display one of the following:

Validated (Green) indicates your file uploaded successfully and no further action is needed with this batch

Validated with Errors (Red) indicates your file is in the correct format however data corrections are needed

¹ The TCS system currently generates an email for every LEA represented in your file. If seven districts are in your spreadsheet you will get seven emails. IT is exploring ways to resolve this.

Awaiting Validation (Gray) indicates the system is stepping through the error checks. If this status does not change after 30 minutes contact me.

NOTE: There is no “processing” step. LEAs sometimes contact APSEPs and direct them to process the files, which generates confusion as this is a step that pertains to LEAs only.

| 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 | 7 | 51 |
| | | Awaiting Validation | 7/27/2023 11:37:19 AM | 600 | | | | 50 |

Validated

Congratulations - your file does not contain any errors. If you have uploaded all the necessary records no further action is needed. The data will now be transferred to the LEAs.

Validated with Errors

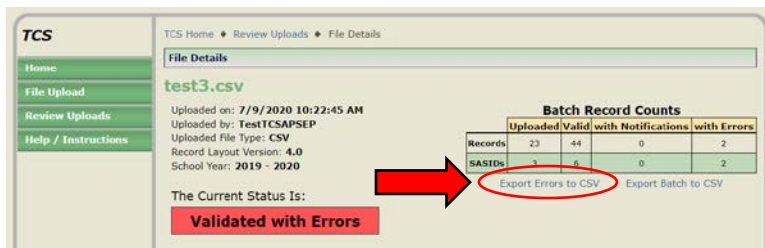
Notice there are two columns that link to the data file that was uploaded. The first links to your complete batch (FileName.csv), and the second separates your file by LEA and the text “Group By Districts” appears after your original file name.

| 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 |

There are two ways to resolve errors: correcting your spreadsheet and uploading again or resolving them directly in TCS. If you have many errors such as a blank field in every record, spreadsheet correction is likely the better option. If only a few records have errors, it may be preferred to correct them in the system.

Error Correction via Upload

Click on Export Errors to CSV:



Open the spreadsheet. Like the pre-populated spreadsheet 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.

| | 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 |
|---|-------------|-----------------------|---------------|-----|----------|--------------------|--------|---------|-----------|-----------|----------|-----------|----------------|--------------|------------|-----------|----------|------------|-----------|-----------|---------|-------------|----------|-----------|----------|
| | Error Level | Error Code | Error Message | Row | SASID | Reporting District | School | DOB | Teacher E | Teacher T | District | Te Course | Fa NCES | Cox District | Ct Section | C Outcome | Facility | Ct Session | B Session | E Outcome | Credits | Ex Sessions | Sessions | Dual Enro | CSDE Use |
| 1 | ERROR | Duplicate A record is | | 55 | 1.36E+09 | 900 | 11177 | 8022013 | | 201 | S0875 | 2610113 | 01033G08/ELA5 | | 1 | P | 9000161 | 8292022 | 6072023 | P | 0 | 181 | 181 | | |
| 2 | ERROR | Duplicate Outcome is | | 55 | 1.36E+09 | 900 | 11177 | 8022013 | | 201 | S0875 | 2610113 | 01033G08/ELA5 | | 1 | P | 9000161 | 8292022 | 6072023 | P | 0 | 181 | 181 | | |
| 3 | ERROR | Duplicate You have i | | 57 | 1.36E+09 | 900 | 11177 | 8022013 | | 201 | S0875 | 2610113 | 02039G01/Math5 | | 1 | P | 9000161 | 8292022 | 6072023 | P | 0 | 181 | 181 | | |
| 4 | ERROR | Duplicate A record is | | 58 | 1.36E+09 | 900 | 11177 | 8022013 | | 201 | S0875 | 2610113 | 03239G01/Sci5 | | 1 | P | 9000161 | 8292022 | 6072023 | P | 0 | 181 | 181 | | |
| 5 | ERROR | Duplicate A record is | | 63 | 1.45E+09 | 900 | 11568 | 9102013 | | 201 | S0875 | 2610113 | 01033G08/ELA5 | | 1 | P | 9000161 | 8292022 | 6072023 | P | 0 | 181 | 181 | | |

- 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

Use this error report to make corrections 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 (**with a different name than your prior uploads**) 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.

Error Correction within TCS

First click on the “Group By Districts” version of your file: A row for every LEA with records in your batch will be displayed

| 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 |

NOTE: Be sure to rename your file if you make corrections and upload again. If you do not rename your file, the system may still report errors in your batch that have since been fixed.

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 |
|-----------|-----------------|----------------------|------------------|---------------|----------------------------|---------------------|------------------------|
| | Validated | 7/31/2023 9:18:18 AM | 22 | 22 | 0 | 0 | 2 |
| | ValidatedErrors | 7/31/2023 9:18:10 AM | 69 | 55 | 3 | 6 | 6 |

Click on a file with the Status ValidatedErrors, and then click on the Edit button. A screen will open listing the records with errors.

| # | 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 |

- Click the plus icon to view details about the error on the current screen
- Click on the pencil icon to open the Edit Upload screen to make changes
- Click on the X icon to delete the record

Edit the record and click Save and Validate. Repeat this process with any other corrections needed. Once all 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 it did during the initial upload 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 |

Completing the Collection

Once you have corrected any errors and revalidated your files as needed, visit the [Missing SASID Report](#). All records that have successfully been reported will no longer appear. Report any other records listed. If you find a discrepancy (such as a student that was not in your facility) contact CSDE.

Table C – Teacher Types

| Teachers WITH an Educator Identification Number (EIN) are 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 are 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 are 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 are 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 are 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 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. |

The majority of courses that schools offer are general: intended for any student in the proper grade level range. However, some courses are distinguished by having more or fewer rigorous requirements than the general course and are designated as enriched/advanced, honors, or basic/remedial. Other secondary courses may confer credit at a postsecondary institution, and the level of rigor should be coded as college.

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 |
| TC | Transfer Credit from another district/private school |

APPENDIX A - Missing SASIDs Report

The Missing SASID Report is a useful tool to determine which students should be reported in TCS. The report is live, so when your facility successfully uploads records they will be removed from this report. Note that if an LEA changes a students registration record your facility may see a student who was not previously on the report. **If you feel there are any discrepancies in the report contact CSDE as this report often helps identify records that need to be updated on the LEA end.**

To view the report log into TCS and go to Reports → Missing SASIDs.

| 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 |
| | | 08/31/2007 | | | | | | |
| | | 01/23/2023 | | | | | | |
| | | 12/14/2015 | 01/24/2023 | | | | | |

For security purposes, most of the data has been removed from the sample above.

- **Facility Code 1** – Be sure to include the same code in column M of your spreadsheet.
- **Facility 1 Name** – Listed for informational purposes, does not get input on your spreadsheet.
- **Entry Date** – This date is useful if it falls between your first and last day of school. If it does, then this date should be listed at the students Session Start Date (column N); otherwise use your first day of school in this column.
 - *EXAMPLE: in the screenshot above, the second record has an Entry Date of 1/23/23. Since this fell during the 2022-23 school year the Couse Start Date for this students' records should be 01232023.*
- **Exit Date** – This date is useful if it falls between your first and last day of school. If it does, then this date should be listed at the students Session End Date (column O); otherwise use your last day of school in this column.
 - *EXAMPLE: in the screenshot above, the third record has an Exit Date of 1/24/23. Since this fell during the 2022-23 school year the Couse End Date for this students' records should be 01242023.*
- **Reporting District** – Be sure to include the same code in column M of your spreadsheet.
- **SASID** – Be sure to include the same code in column A of your spreadsheet. This field is where many APSEPs get errors as the digits are often transposed during manual entry or miscommunicated between the LEA and APSEP.
- **Student Name** – Listed for informational purposes, does not get input on your spreadsheet.
- **Date of Birth** – Be sure to include the same DOB column D of your spreadsheet in the format MMDDYYYY (no slashes). This field is where many APSEPs get errors as the digits are often transposed during manual entry or miscommunicated between the LEA and APSEP.
- **Grade** – Listed for informational purposes, does not get input on your spreadsheet.

- NOTE that students in grades PK – 8 most have their courses formatted as prior-to secondary (XXXXXXXXXXXX), while students in grades 9-12 must follow the secondary format (XXXXXX.XXXX).

APPENDIX B – Course Codes

Beginning with the 2020-2021 school year and continuing forward, the SDE is using SCED codes, a national classification system of course codes. There is one code list used for all grade levels. The following documents are posted on the [APSEP Reporting Information](#) page to assist you:

- [SCED Codes](#) – Each reporting year the current list of acceptable codes is posted on the TCS Help Site. See the Additional Codes and Deleted Codes below for changes.
 - [Additional Codes](#) - This document lists codes introduced in the current version of SCED that were not part of the prior year's collection and Connecticut specific codes.
 - [Archived Codes](#) - This document lists codes that were accepted in the prior year collection, but are now archived.
- [Commonly Used Elementary & Middle School Codes](#) - This document lists codes that can be used to report students in PK- 6.
- [Career Technical Education Course Codes & Clusters](#) – This information is available on the 3rd table of the SCED Codes document.

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 |

Commonly Used Codes for APSEPs

While all the SCED codes can be used to report courses, the codes below fit many of the unique courses offered at APSEP facilities.



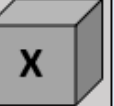


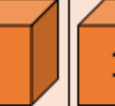
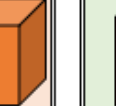
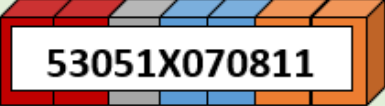
| SCED Code | Course Name | Course Description |
|-----------|----------------------------------|---|
| 19257 | Life Skills | Life Skills courses provide students with information about a wide range of subjects to assist them in becoming wise consumers and productive adults. These courses often emphasize process skills, including goal-setting, decision making, and other topics such as the setting of priorities, money and time management, interpersonal relationships, and the development of the self. Additionally, specific topics such as wellness, selecting and furnishing houses, meeting transportation needs, nutrition, preparing food, selecting clothing and building a wardrobe, insurance, taxation, and consumer protection may also be covered. |
| 19258 | Personal and Career Readiness | Formerly known as Self-Management, Personal and Career Readiness courses introduce students to the skills and strategies that are helpful in becoming more focused, productive individuals, wage earners, and family members. These courses typically emphasize goal-setting; decision making; managing time, energy, and stress; and identifying alternatives and coping strategies. They may also allow students to explore various career and lifestyle choices. |
| 22114 | Personal and Professional Skills | Personal and Professional Skills courses develop the attitudes, skills, and strategies students need for personal and professional settings. Topics include personal growth and development, interpersonal skills, intercultural understanding, and ethics. |
| 22151 | Career Exploration | Career Exploration courses help students identify and evaluate personal goals, priorities, aptitudes, and interests with the goal of helping them make informed decisions about their careers. These courses expose students to various sources of information on career and training options and may also assist them in developing job search and employability skills. |
| 22152 | Employability Skills | Employability Skills courses help students match their interests and aptitudes to career options with a focus on using employment information effectively, acquiring and improving job-seeking and interview skills, composing job applications and resumes, and learning the skills needed to remain in and advance within the workplace. Course content may also include consumer education and personal money management topics. |
| 22153 | Diversified Occupations | Diversified Occupations courses help students enter the workforce through career exploration, job search and application, and the development of positive work attitudes and work-related skills. These courses typically cover such topics as career planning and selection, money management, communication skills, interpersonal business relationships and behaviors, and personal responsibility. Employment may be a required component of these courses, or students may be required to enroll concurrently in a work experience course. |

| | | |
|-------|------------------------------------|--|
| 22251 | Community Living | Community Living courses place a special emphasis on the student's relationship to the surrounding community. Instruction varies with the students and their needs; however, these courses provide the skills necessary for independent functioning within the surrounding environment. Course topics may also include available community resources and how to access them, emergency skills, and independent living strategies. |
| 22252 | Communication Instruction | Communication Instruction courses are typically individualized according to each student's condition and needs. Increasing the student's communication skills—oral expression, listening comprehension, reading, and writing—is emphasized; communication techniques in several areas (Educational, social, and vocational) are often explored. |
| 22253 | Social Development Instruction | Social Development Instruction courses teach students the social skills needed for independent functioning with the community. Topics may include self-control, self-expression, obeying rules, decision-making, appropriate situational behavior, interacting with others, and maintaining relationships. Students may develop independence, self-confidence, and self-reliance. |
| 22254 | Developmental Support | Developmental Support courses are customized according to each student's condition and needs, emphasizing an increase in skill or control of body and mind function. Examples of support may include refinement of gross and fine motor skills, development of visual perception, and improvement in eye-hand coordination. |
| 22998 | Miscellaneous—Workplace Experience | Miscellaneous—Workplace Experience courses provide students with work experience in a field related to their interests. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace. Note: if the particular subject area is known, use the code associated with the Workplace Experience course within that subject area. |
| 22999 | Miscellaneous—Other | Other Miscellaneous courses. |




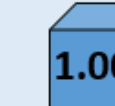
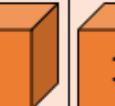
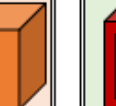
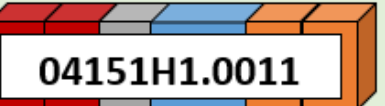
APPENDIX C – Course Code Structure Explanation

The TCS Course Code field consists of a 12-character codes which is structured according to grade level:

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

| SCED Code | | Rigor Level | Grade Span | | Sequence | | TCS Course Code |
|---|---|---|---|---|---|--|---|
|  |  |  |  |  |  |  |  |
| Life and Physical Sciences | Biology | No specific level of rigor | grades 7 and 8 | | "1 of 1"—not part of a sequence | | |

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 | | |

VALID VALUES:

See the User Guide for descriptions of each item.

| | |
|------------------------------|--|
| SCED Code | 5-digit code from the current SCED Code or CT Specific list |
| Rigor Level | B, G, E, H, C, X |
| Grade Span (PK-8 only) | PK, KG, 01, 02, 03, 04, 05, 06, 07, 08 |
| Available Credit (9-12 only) | 0.00 – 9.99 <i>*NOTE: Available Credit must be a 4-digit numeric (i.e. 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: 0.125 → 0.13</i> |
| Sequence | 11 (CSDE recommends using "11" if your LEA is not designating these characters for a specific use) |

APPENDIX D – Manual File Creation

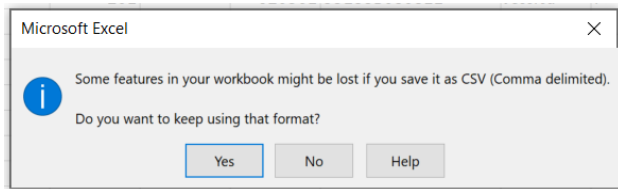
If you have a student information system (SIS) that you are familiar with how to extract data from, you may do so to prepare a file following the Record Layout on the next page.

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 screenshot of the 'Save As' dialog box in Microsoft Excel. The 'Save as type' dropdown menu is open, and 'CSV (Comma delimited) (*.csv)' is selected and highlighted.

- 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**.



Next, [upload your file as described in this guide](#).

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 |
| B | 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. 20 character maximum length. | |
| 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 | 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 | |

APPENDIX E – 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 (07/01/2023 - 08/31/2024)

A common mistake resulting in Start/End date errors is using 2023 instead of 2024 as an end date for yearlong courses.

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.