



Connecticut State Department of Education

APPROVED PRIVATE SPECIAL EDUCATION PROGRAM

TEACHER COURSE STUDENT USER GUIDE

2022-23

Updated 7/10/2023

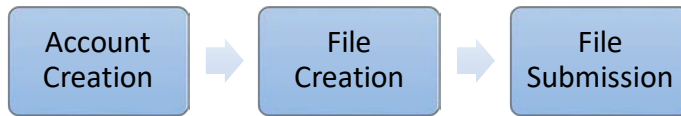
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Introduction

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

There are three components to this process:



Account Creation

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

- 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.

Reporting Requirements

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

File Creation

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

- 1) Visit the [APSEP Reporting Information](#) section of the TCS Help Site to download the [TCS Template](#). When you click on the link the download will appear on the lower left corner of your screen. Open the file and save it to your desired location. You may name it anything you wish.

2) Next input the data as specified:

RECORD LAYOUT

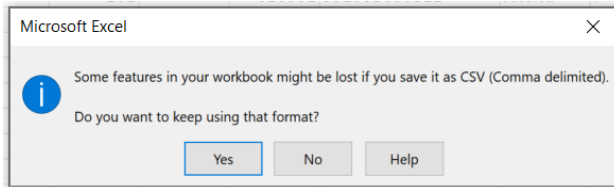
Excel	Field Name	Field Type	Definition	In Missing SASID Report?
A	SASID	Mandatory	This is the 10-digit identifier that is obtained from the Public School Information System (PSIS).	✓ YES
B	Reporting District	Mandatory	This is the 3-digit numeric code of the public school district that will be reporting 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	

3) After you have input your data, be sure your file is saved as a “.csv” file.

- To do this go to File → Save As
- Select the location where you wish to save the file.
- Next to Save as type: select CSV (Comma delimited) (*.csv)

Save as type: CSV (Comma delimited) (*.csv)

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



File Submission

- 1) Go to <https://csde.ct.gov/>
- 2) Enter your Username and Password
- 3) Select Login
 - If you have a role in more than one Portal application you will have to select TCS under Applications.
- 4) Select Continue
- 5) Accept the Confidentiality Agreement
- 6) Go to File Upload on the left side menu
- 7) Select Choose File Choose File
 - Select the file you wish to upload
 - Select Open
 - Under “What is the format of this file?” select CSV
 - If your file contains the name of each field in row 1 check the “First Row Contains Field Names” box. If you are unsure, you can leave the box unchecked, there will be a verification on the next screen.

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

TCS Home • File Upload Confirmation

File Upload Confirmation

You indicated on the previous page that your file contains a header row with column names. The first row of your file is highlighted below and will be ignored.

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			04292020	5625777856	101
29834			05202008	8865538979	101
28497			08042004	1688034287	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

- 8) The File Upload Confirmation screen will open, and the first row of your file will be highlighted. If the highlighted row contains the names of the fields, select “Yes, this is a header row, ignore it.” If the highlighted row contains a student record select “No, this is not a header row, please include it.”
- 9) Select **Confirm**. The following message should appear: Upload Success!
- 10) To see the progress of your file click Review Uploads in the message on the File Upload Success screen or in the left menu. You will receive one or more emails once your file has been validated (checked for errors).

TCS Home • Review Uploads

Review Uploads

The table below shows all the files that have been uploaded for your district. There is a maximum threshold of 500 errors for validation. Click on the file name to see more information and to take action on it.

File Name	Status	Date	Records Uploaded	Records Valid	Records with Notifications	Records with Errors	Unique SASIDs Uploaded
test2.csv	Validated	7/9/2023 10:38:20 AM	22	91	0	0	3
test3.csv	Validated with Errors	7/9/2023 10:25:06 AM	23	44	0	2	3
test2.csv	Validated	7/9/2023 9:20:22 AM	23	46	0	0	3
test1.csv	Validated with Errors	7/9/2023 9:28:28 AM	22	44	0	2	3

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

Validated

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

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.

Validated with Errors

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



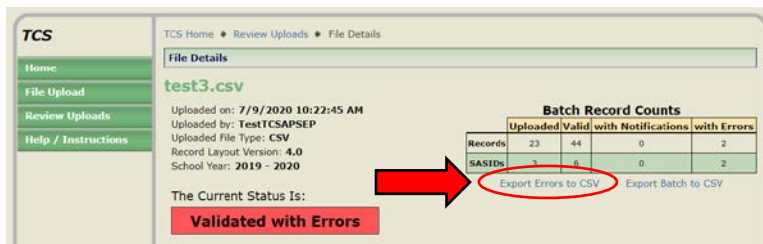
TCS Home • Review Uploads

Review Uploads

The table below shows all the files that have been uploaded for your district.
There is a maximum threshold of 500 errors for validation.
Click on the file name to see more information and to take action on it.

File Name	Status	Date	Records Uploaded	Records Valid	Records with Notifications	Records with Errors	Unique SASIDs Uploaded
test2.csv	Validated	7/9/2020 10:30:20 AM	22	91	0	0	3
test3.csv	Validated with Errors	7/9/2020 10:25:06 AM	23	44	0	2	3
test2.csv	Validated	7/9/2020 9:30:22 AM	23	46	0	0	3

- 2) Click on Export Errors to CSV:



TCS Home • Review Uploads • File Details

File Details

test3.csv


Uploaded on: 7/9/2020 10:22:45 AM
 Uploaded by: TestTCSAPSEP
 Uploaded File Type: CSV
 Record Layout Version: 4.0
 School Year: 2019 - 2020

The Current Status Is:
Validated with Errors

Batch Record Counts

	Uploaded	Valid	with Notifications	with Errors
Records	23	44	0	2
SASIDs	3	6	0	2

Export Errors to CSV Export Batch to CSV

- 3) A download will appear on the lower left-hand corner of your screen. Click on it to open. Your error messages appear in Column C.
 - You may have to widen the column to view the entire message. To do this click on the line separating the two columns in the gray row with the alphabetic labels. This icon will appear:  You can then drag the column to the desired width.
 - Use this error report to make 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.

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.

Table B – Reporting Districts

REMINDER: The Reporting District (or LEA) for each student is listed on the Missing SASID Report.

CODE	LEA	CODE	LEA	CODE	LEA
1	Andover	47	East Windsor	96	New Milford
2	Ansonia	48	Ellington	97	Newtown
3	Ashford	49	Enfield	98	Norfolk
4	Avon	50	Essex	99	North Branford
5	Barkhamsted	51	Fairfield	100	North Canaan
7	Berlin	52	Farmington	101	North Haven
8	Bethany	53	Franklin	102	North Stonington
9	Bethel	54	Glastonbury	103	Norwalk
11	Bloomfield	56	Granby	104	Norwich
12	Bolton	57	Greenwich	106	Old Saybrook
13	Bozrah	58	Griswold	107	Orange
14	Branford	59	Groton	108	Oxford
15	Bridgeport	60	Guilford	109	Plainfield
17	Bristol	62	Hamden	110	Plainville
18	Brookfield	63	Hampton	111	Plymouth
19	Brooklyn	64	Hartford	112	Pomfret
21	Canaan	65	Hartland	113	Portland
22	Canterbury	67	Hebron	114	Preston
23	Canton	68	Kent	116	Putnam
24	Chaplin	69	Killingly	117	Redding
25	Cheshire	71	Lebanon	118	Ridgefield
26	Chester	72	Ledyard	119	Rocky Hill
27	Clinton	73	Lisbon	121	Salem
28	Colchester	74	Litchfield	122	Salisbury
29	Colebrook	76	Madison	123	Scotland
30	Columbia	77	Manchester	124	Seymour
31	Cornwall	78	Mansfield	125	Sharon
32	Coventry	79	Marlborough	126	Shelton
33	Cromwell	80	Meriden	127	Sherman
34	Danbury	83	Middletown	128	Simsbury
35	Darien	84	Milford	129	Somers
36	Deep River	85	Monroe	131	Southington
37	Derby	86	Montville	132	South Windsor
39	Eastford	88	Naugatuck	133	Sprague
40	East Granby	89	New Britain	134	Stafford
41	East Haddam	90	New Canaan	135	Stamford
42	East Hampton	91	New Fairfield	136	Sterling
43	East Hartford	92	New Hartford	137	Stonington
44	East Haven	93	New Haven	138	Stratford
45	East Lyme	94	Newington	139	Suffield
46	Easton	95	New London	140	Thomaston
CONTINUED ON NEXT PAGE					

CODE	LEA	CODE	LEA	CODE	LEA
141	Thompson	201	Region 1	264	Integrated Day Charter School
142	Tolland	204	Region 4	265	ISAAC
143	Torrington	205	Region 5	268	Common Ground High School
144	Trumbull	206	Region 6	269	The Bridge Academy
145	Union	207	Region 7	270	Side By Side Community School
146	Vernon	208	Region 8	272	Explorations
147	Voluntown	209	Region 9	279	Amistad Academy
148	Wallingford	210	Region 10	280	New Beginnings Family Academy
151	Waterbury	211	Region 11	283	Park City Prep
152	Waterford	212	Region 12	285	AF Bridgeport Academy
153	Watertown	213	Region 13	286	Highville Charter School
154	Westbrook	214	Region 14	288	Achievement First Hartford Academy
155	West Hartford	215	Region 15	289	Elm City College Prep
156	West Haven	216	Region 16	290	Brass City Charter School
157	Weston	217	Region 17	291	Elm City Montessori School
158	Westport	218	Region 18	294	Great Oaks Charter School-Bridgeport
159	Wethersfield	219	Region 19	295	Booker T. Washington Academy
160	Willington	231	Goodwin University Educational Services	296	Stamford Charter School for Excellence
161	Wilton	241	CREC	297	Capital Preparatory Harbor School Inc.
162	Winchester	242	EDADVANCE	336	CORRECTIONS/DOC - USD 1
163	Windham	243	CES	337	DMHAS
164	Windsor	244	ACES	347	DCF - USD 2
165	Windsor Locks	245	LEARN	349	Office of Early Childhood
166	Wolcott	253	EASTCONN	900	CTECS
167	Woodbridge	261	Jumoke Academy	901	Norwich Free Academy – NFA
169	Woodstock	263	Odyssey Community School	902	The Gilbert School – GS
				903	Woodstock Academy – WA

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

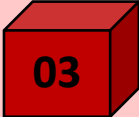
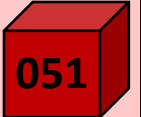
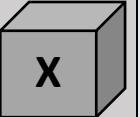
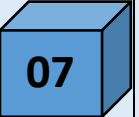
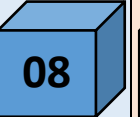
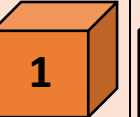
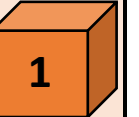
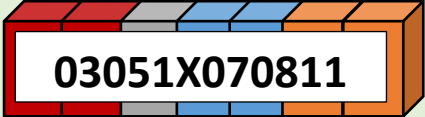
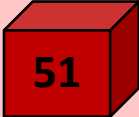
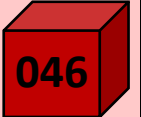
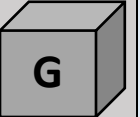
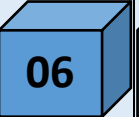
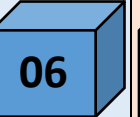
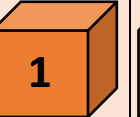
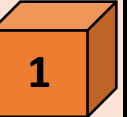
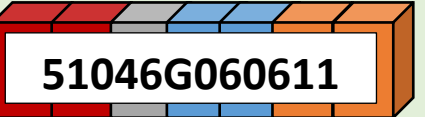
Long-Term Substitute Teachers WITH an EIN are classified into a 300's code category. The assignment must be more than 40 days.	
Teacher Type Code	Teacher Type Description
301	Long-term Sub with EIN, Teacher of Record
302	Long-term Sub with EIN, Instructional Support
303	Long-term Sub with EIN, Co-Teacher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

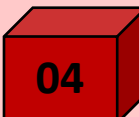
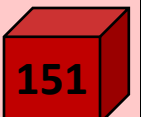
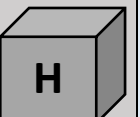

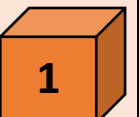
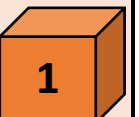
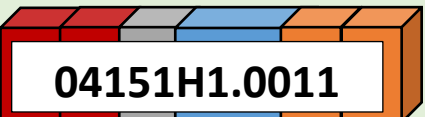
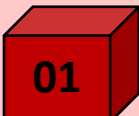
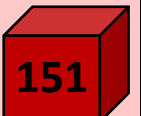
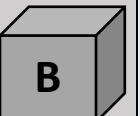

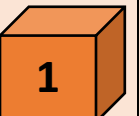
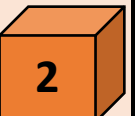
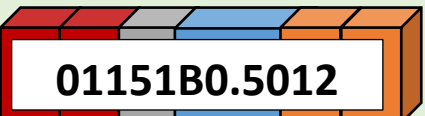
Exceptions - Teachers who cannot be classified in the Certified, Non-certified and Long-term Substitute codes are classified into a 500's code category.

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 D – Course Code Structure Explanation

PRIOR-TO-SECONDARY (Grades PK-8)							SCED Course Code	
Course Code		Course Code Rigor Level	Grade Span		Sequence			
								
Life and Physical Sciences	Biology	No specific level of rigor	grades 7 and 8		"1 of 1"—not part of a sequence			
								
English Language and Literature	Reading (grade 6)	General	grade 6		"1 of 1"—not part of a sequence			

SECONDARY (Grades 9-12):

Course Code		Course Code Rigor Level	Available Credit*	Sequence		SCED Course Code	
							
Social Sciences	U.S. Gov Comp	Honors	One Carnegie Unit	"1 of 1"—not part of a sequence			
							
Social Sciences	Public Speaking	Basic	One-half Carnegie Unit	"1 of 2" - 1 st part of a 2-course sequence			

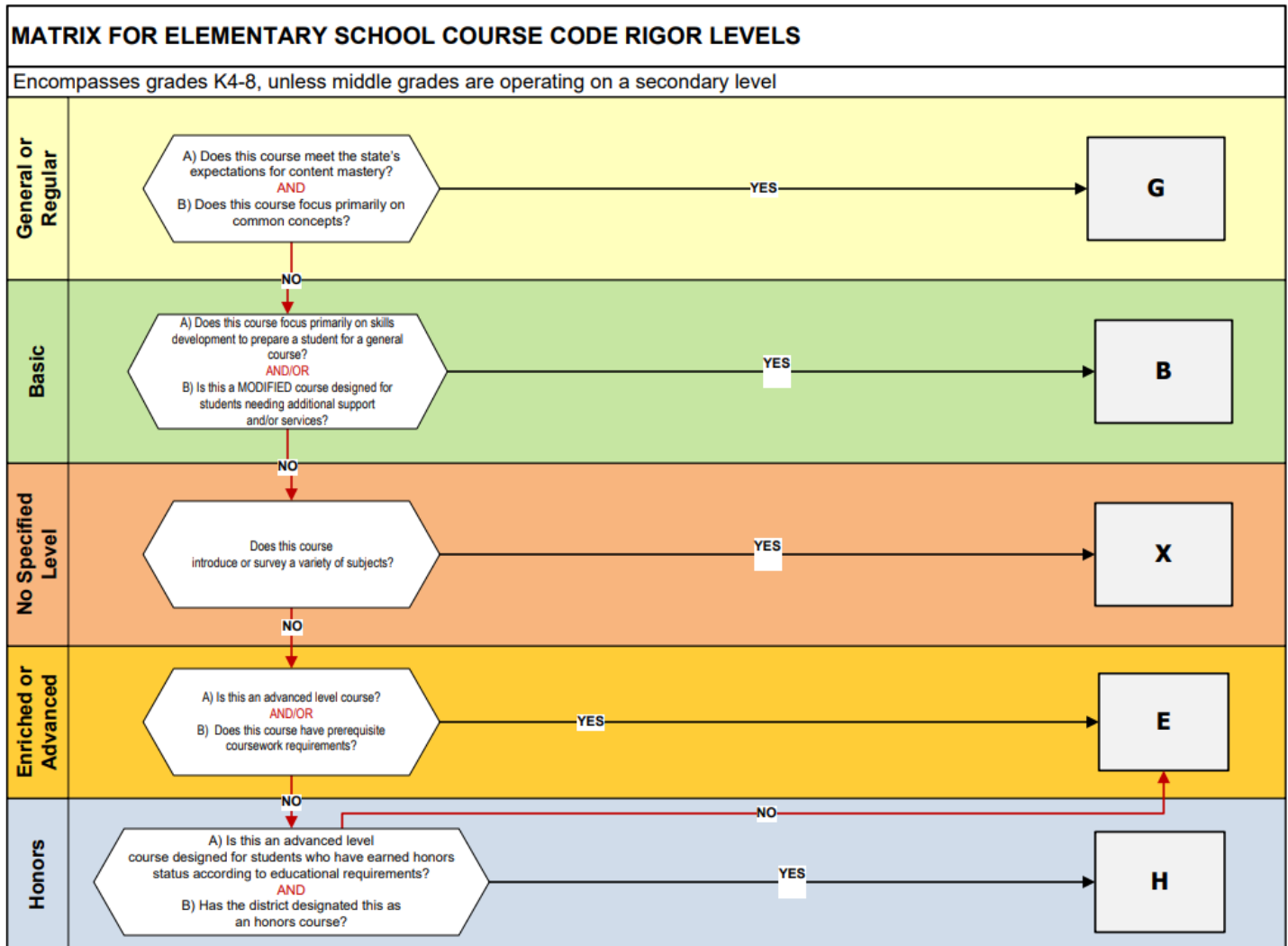
*NOTE: Available Credit must be a 4-digit numeric (i.e. 1.50) value, with a decimal in position 2. The valid range and format is 0.00 - 9.99. Three-digit decimal places will not be accepted, your LEA is advised to round. EXAMPLE: 0.125 → 0.13

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 sciences. 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. Please see the matrices on the next two pages for more information.



MATRIX FOR CWCS SECONDARY SCHOOL COURSE CODE RIGOR LEVELS

Encompasses grades 6-12, unless middle grades are operating on an elementary level

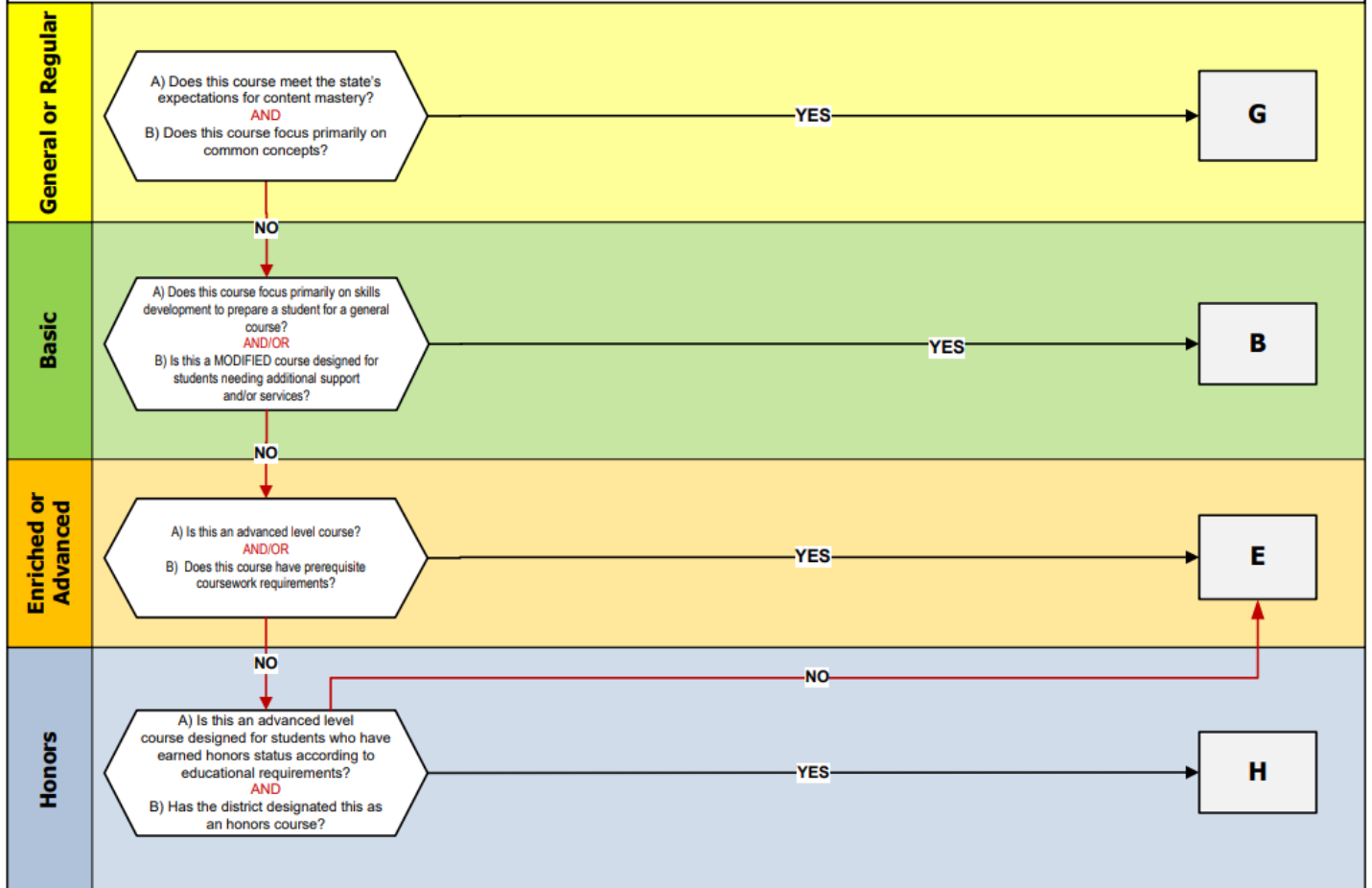


Table F – Outcome/Grade Status

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

APPENDIX A – 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.

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 (XXXXXXX.XXXXX), while students in grades 9-12 must follow the secondary format (XXXXXXX.XXXX).