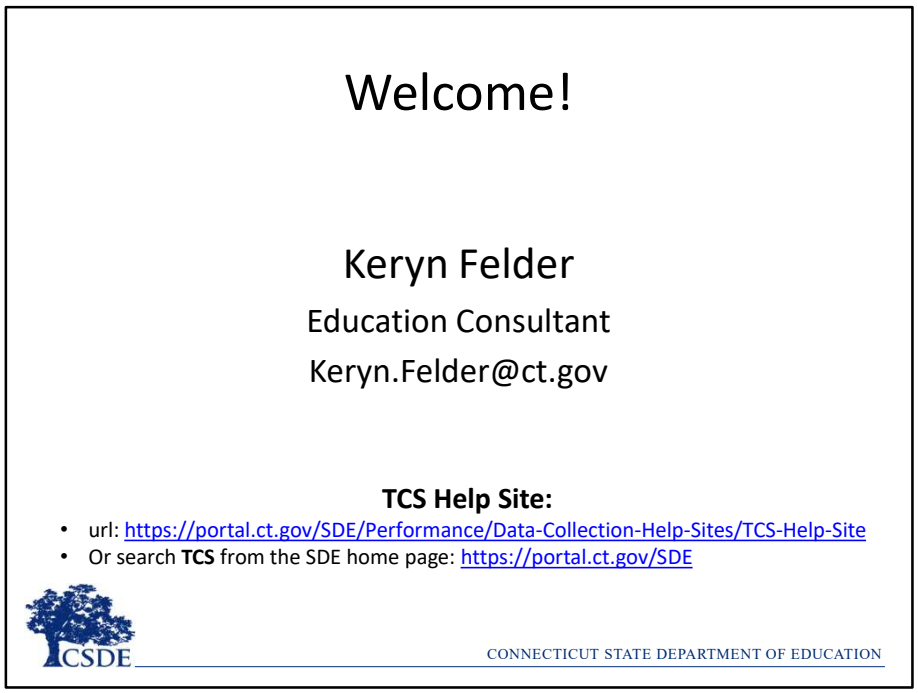
The Teacher-Course-Student collection, is also known as the TCS collection. This material is intended for those who will have direct contact with the TCS application and who are responsible for reporting the data to the State Department of Education. This presentation is written for Local Education Agencies (LEAs, also known as public school districts), a separate presentation will be available for Approved Private Special Education Programs (APSEPs).

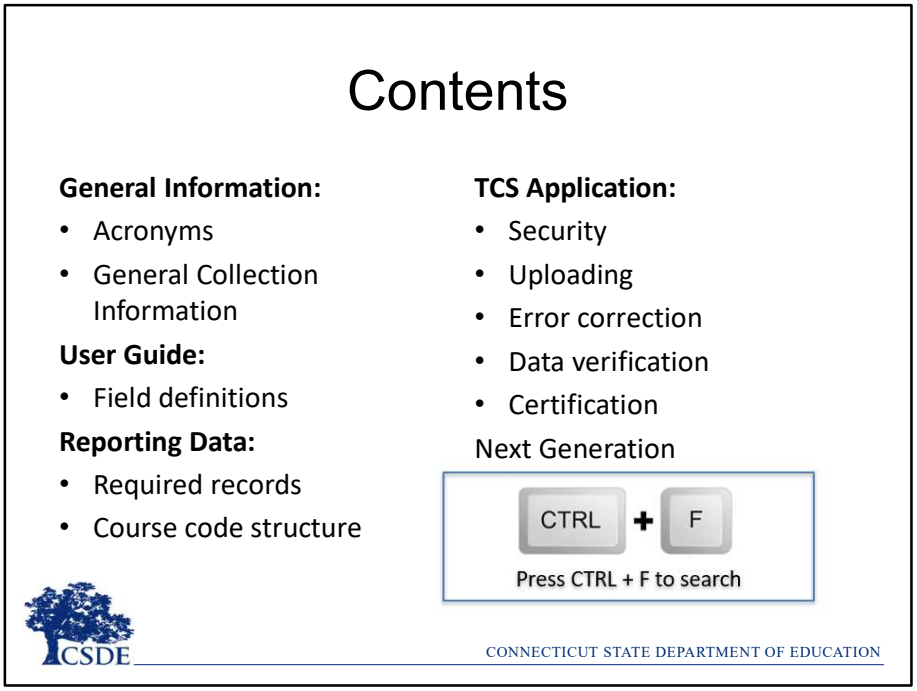
Some pieces of information may be outside the scope of the role of the person who submits the data, the purpose of these sections is to provide a foundation of what the data in this collection is used for to better understand how it effects your LEA.



Welcome Message:

Welcome to the TCS collection. This document covers the same information presented at live and online training sessions but allows you to step through the content at your own pace. I encourage you to print or save this document to use for reference when you are completing your collection. I also encourage you to bookmark the TCS Help Site as it's a great resource and many questions can be answered from information on the Documentation page. If you have any additional questions, I'm happy to help. The best way to reach me is via email.

- Keryn Felder



This topics covered today includes general information such as acronyms,

I recommend downloading the TCS User Guide from the Help Site to accompany this PowerPoint. Slide numbers have been included for reference. If you are looking for a specific word or phrase in this document, click on CTRL + F to open a search window.

TIP: This command will work in other file types as well, such as Word and Excel.

Acronyms

- **APSEP -** Approved Private Special Education Program
- **CECS -** Connecticut Educator Certification System
- **DM -** Directory Manager
- **EIN -** Educator Identification Number
- **PPR -** Profile and Performance Report
- **PSIS -** Public School Information System
- **SASID -** State Assigned Student ID
- **SIS -** Student Information System
- **TCS -** Teacher-Course-Student

There are a number of acronyms that will be referenced in this PowerPoint.

What is PSIS?

The PSIS Registration Module assigns SASIDs and contains:

- Registration Dates
- Demographics
- School/District Information
- Membership/Attendance
- And more

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PSIS is very important to TCS as TCS does not collect student names or demographics, so the PSIS Registration Module is used to obtain that information.

The PSIS Connection

- TCS uses the SASID, DOB, Facility Code 1, and Reporting District to match the records.
- Upon input, TCS records are compared to live PSIS data to determine which students are eligible to be reported in TCS.

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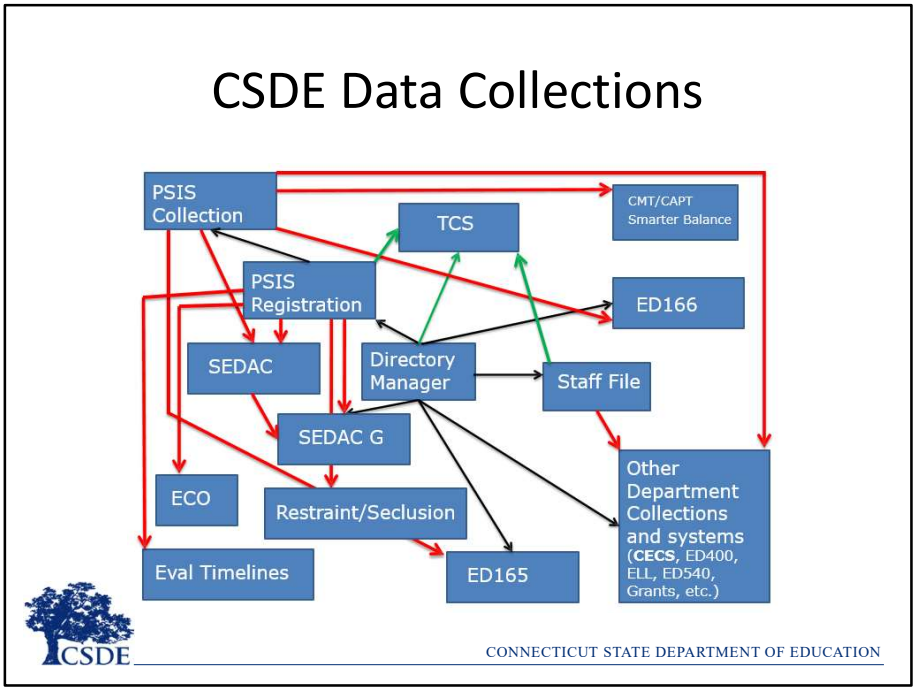
You **cannot** report students in TCS who have not yet been registered to your district. You **can** report students who were once registered to your district and have since exited – just be sure the Course Start/End date fall within the range the student was registered at your district.



This chart illustrates how PSIS Registration and the PSIS Collections are tied to other applications. TCS is one of many "hang off" applications that rely on the accuracy of PSIS data. Mistakes in PSIS Registration will result in issues with TCS data.

What Fields are Collected in TCS?

- TCS collects information on the courses students take as well as the grades earned and credit received (for high school students)
- The specific fields are defined in the User Guide.

Which Student Records should Be Reported?

- All final outcome grades earned at any point during the current school year
  - Half-year courses (do not exclude)
  - Full-year courses

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The goal of TCS is to collect the final grade earned in a course, whether it was a full- or half-year course, similar to transcript information. Trimester, or quarter grades should not be reported unless that is the only way a LEA stored the data, or if the student exited your LEA.

Who Reports TCS Data? Which Students Must be Included?

- Public schools in CT are required to report TCS information. This includes:
  - All students in grades PreK – 12 including regional districts, charter schools and the CT Technical High School System.
  - Outplaced Students
  - Students taking courses outside of the district (arts, agriculture, vocational, online, etc.)
  - Students who are homebound or expelled

  This should equate to Report all students registered to your district in the *Public School Information System* (PSIS) PK through age 21.

What Should Not Be Reported?

- TCS data from a previous school district for students who transferred into your district;
- students placed by another state into your school;
- students unilaterally placed by their parents where the district has not accepted programmatic responsibility for the child's education through the development and implementation of an IEP; or
- Services Plan students

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Including out-of-state transfer credits is and item currently in discussion at CSDE.

What about Students in an Approved Private Special Education Program (APSEP)?

Report:	Do Not Report:
• Students who are placed by a District and have an IEP • Students in General Education courses who were placed by DCF or DMHAS	• 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

APSEP's upload directly to TCS

Your LEA does not have to contact the APSEP for data.

Why do we collect TCS data?

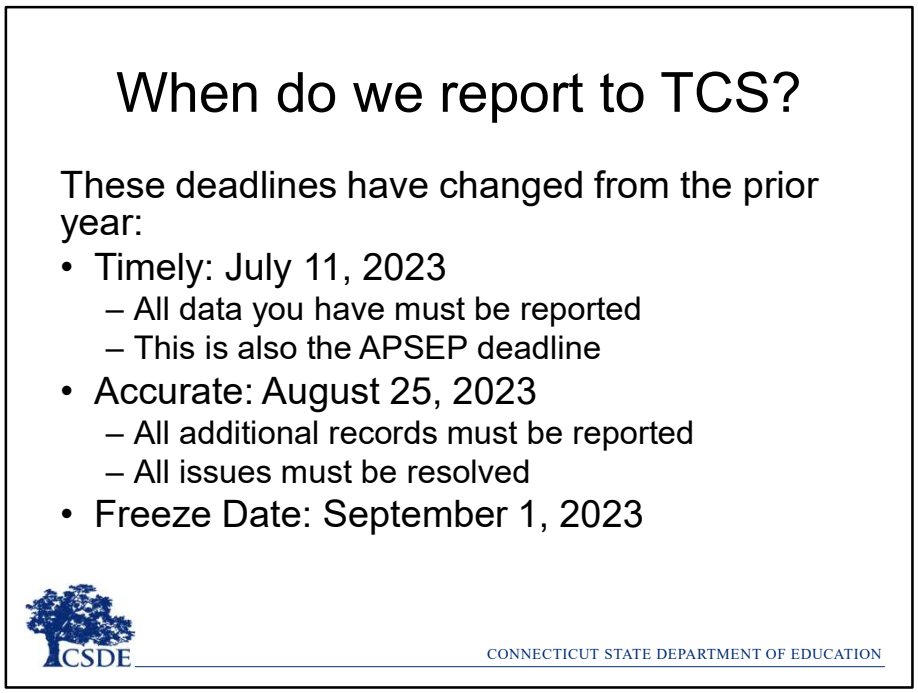
C.G.S. 10-10a - Section 10-10a - Public school information system. Definitions. Development and implementation. Types of data collected. Access to data maintained under system.

(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

A link to this statute is available on the documentation page of the Help Site.

Where do we report TCS data?

- TCS Application: http://csde.ct.gov
- TCS is a PORTAL application
  - Username reminder/password reset: http://sdeportal.ct.gov/portaluser/



Unlike other applications (such as PSIS and the ED166) there is not a lot of differences between the Timely and Accurate phases. There are no Data Exceptions. The Accurate phase is largely used to ensure the accuracy and completeness of your data and make any final changes.

Toolkit:

- Help Site
- Record Layout/User Guide
  - Contains field specifications, Field definitions, Code Lists, Reporting Rules
  - This document can be found on the TCS Help Site: http://portal.ct.gov/SDE/Performance/Data-Collection/Help-Sites/TCS
- EdSight
  - CSDE's public data portal which provides insight on how the data are used: https://public-edsight.ct.gov/

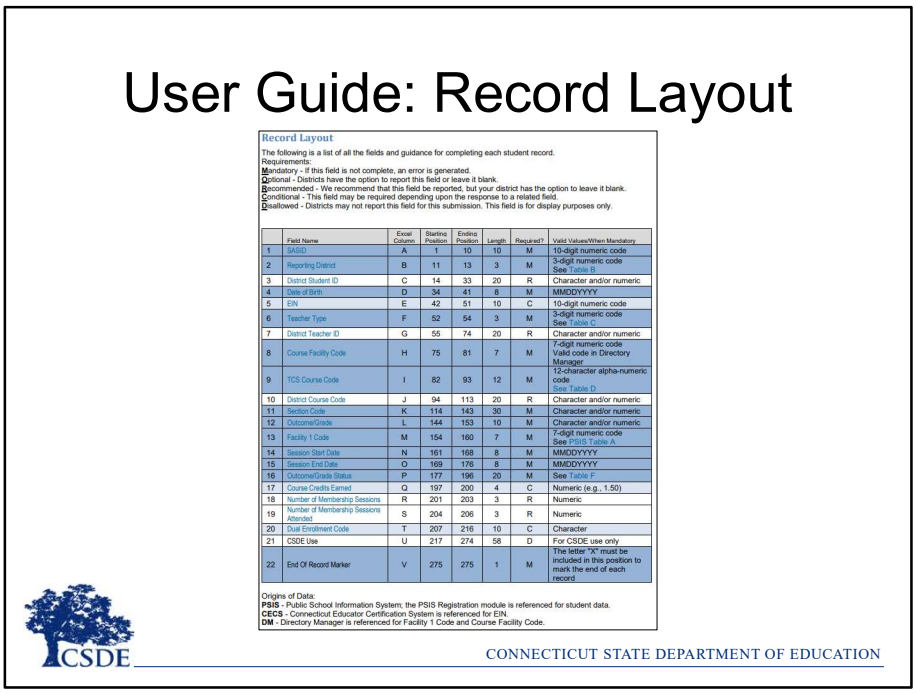
Visiting EdSight will illustrate which data is publicly posted. Information on specific reports to view is found on slide 65.

User Guide Highlights

- User Guide Page 3 – Record Layout
- User Guide Pages 12 – 19 Field definitions
  - NOTE: There are two sets of fields with similar names but different definitions (slides 23 & 24)
- User Guide Page 35 – Table C: Teacher Types
- User Guide Page 37 – Table E: Course Rigor Levels

These are the most used areas of the User Guide. The other pages include a change log, step-by step upload instructions and several appendices that are covered in later slides.

User Guide: Record Layout



Record Layout

The following is a list of all the fields and guidance for completing each student record.
Requirements:
Mandatory - If this field is not complete, an error is generated.
Optional - Districts have the option to report this field or leave it blank.
Recommended - We recommend that this field be reported, but your district has the option to leave it blank.
Conditional - This field may be required depending upon the response to a related field.
Disallowed - Districts may not report this field for this submission. This field is for display purposes only.

	Field Name	Excel Column	Starting Position	Ending Position	Length	Required?	Valid Values/When Mandatory
1	SASID	A	1	10	10	M	10-digit numeric code
2	Reporting District	B	11	13	3	M	3-digit numeric code See Table B
3	District Student ID	C	14	33	20	R	Character and/or numeric
4	Date of Birth	D	34	41	8	M	MMDDYYYY
5	EIN	E	42	51	10	C	10-digit numeric code
6	Teacher Type	F	52	54	3	M	3-digit numeric code See Table C
7	District Teacher ID	G	55	74	20	R	Character and/or numeric
8	Course Facility Code	H	75	81	7	M	7-digit numeric code Valid code in Directory Manager
9	TCS Course Code	I	82	93	12	M	12-character alpha-numeric code See Table D
10	District Course Code	J	94	113	20	R	Character and/or numeric
11	Section Code	K	114	143	30	M	Character and/or numeric
12	Outcome/Grade	L	144	153	10	M	Character and/or numeric
13	Facility 1 Code	M	154	160	7	M	7-digit numeric code See PSIS Table A
14	Session Start Date	N	161	168	8	M	MMDDYYYY
15	Session End Date	O	169	176	8	M	MMDDYYYY
16	Outcome/Grade Status	P	177	196	20	M	See Table F
17	Course Credits Earned	Q	197	200	4	C	Numeric (e.g., 1.50)
18	Number of Membership Sessions	R	201	203	3	R	Numeric
19	Number of Membership Sessions Attended	S	204	206	3	R	Numeric
20	Dual Enrollment Code	T	207	216	10	C	Character
21	CSDE Use	U	217	274	58	D	For CSDE use only
22	End Of Record Marker	V	275	275	1	M	The letter "X" must be included in this position to mark the end of each record

Origins of Data:
PSIS - Public School Information System; the PSIS Registration module is referenced for student data.
CECS - Connecticut Educator Certification System is referenced for EIN.
DM - Directory Manager is referenced for Facility 1 Code and Course Facility Code.

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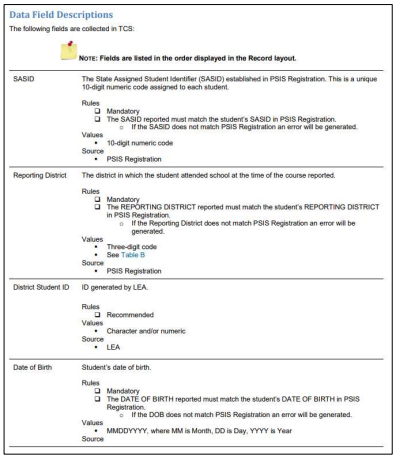
(Page 3 of the User Guide)

The Record Layout lists the fields collected, and identifies which are required fields. Some fields are open-ended while others can only be completed using a specified code list. When your Student Information System (SIS) extract the TCS file, it should already be set up follow the specifications above.

User Guide: Field Definitions



Data Field Descriptions

The following fields are collected in TCS:

NOTE: Fields are listed in the order displayed in the Record layout.

SASID	The State Assigned Student Identifier (SASID) established in PSIS Registration. This is a unique 10-digit numeric code assigned to each student. Rules ❑ Mandatory ❑ The SASID reported must match the student's SASID in PSIS Registration. ○ If the SASID does not match PSIS Registration an error will be generated. Values • 10-digit numeric code Source • PSIS Registration
Reporting District	The district in which the student attended school at the time of the course reported. Rules ❑ Mandatory ❑ The REPORTING DISTRICT reported must match the student's REPORTING DISTRICT in PSIS Registration. ○ If the Reporting District does not match PSIS Registration an error will be generated. Values • Three-digit code • See Table B Source • PSIS Registration
District Student ID	ID generated by LEA. Rules ❑ Recommended Values • Character and/or numeric Source • LEA
Date of Birth	Student's date of birth. Rules ❑ Mandatory ❑ The DATE OF BIRTH reported must match the student's DATE OF BIRTH in PSIS Registration. ○ If the DOB does not match PSIS Registration an error will be generated. Values • MMDDYYYY, where MM is Month, DD is Day, YYYY is Year Source

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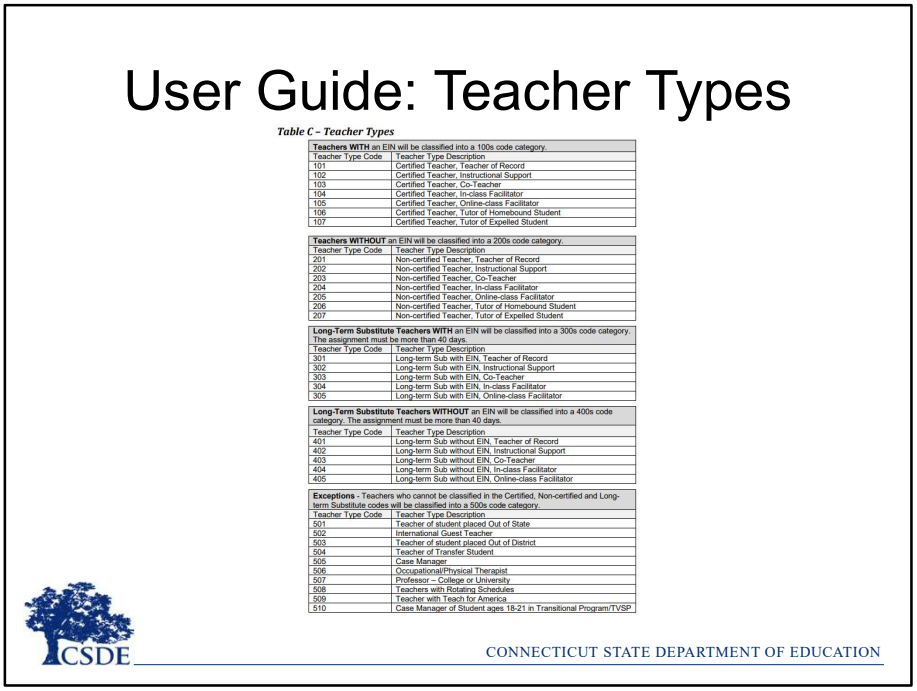
(Pages 12-19 of the User Guide)

The definitions provide more information about each field collected, such as where the information is obtained.

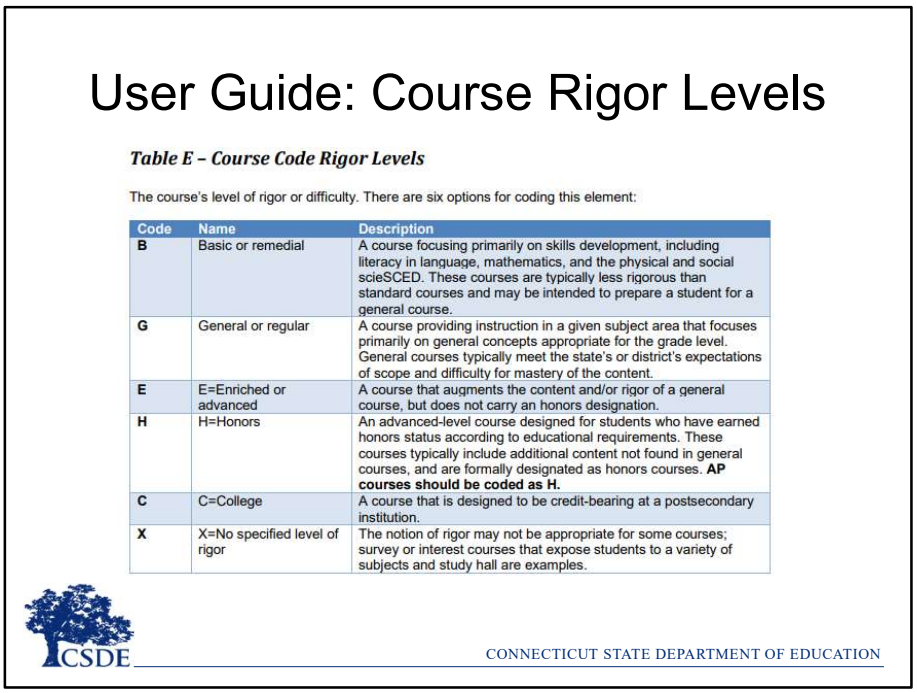


(Page 35 of the User Guide)

One field where there are often questions or errors is the Teacher Type field. Certified teachers must be coded using one- or three-hundred level codes, and the EIN must be reported; while non-certified teachers must be coded with two-or four-hundred level codes and an EIN must not be included.

The five-hundred level codes are exceptions to the above.

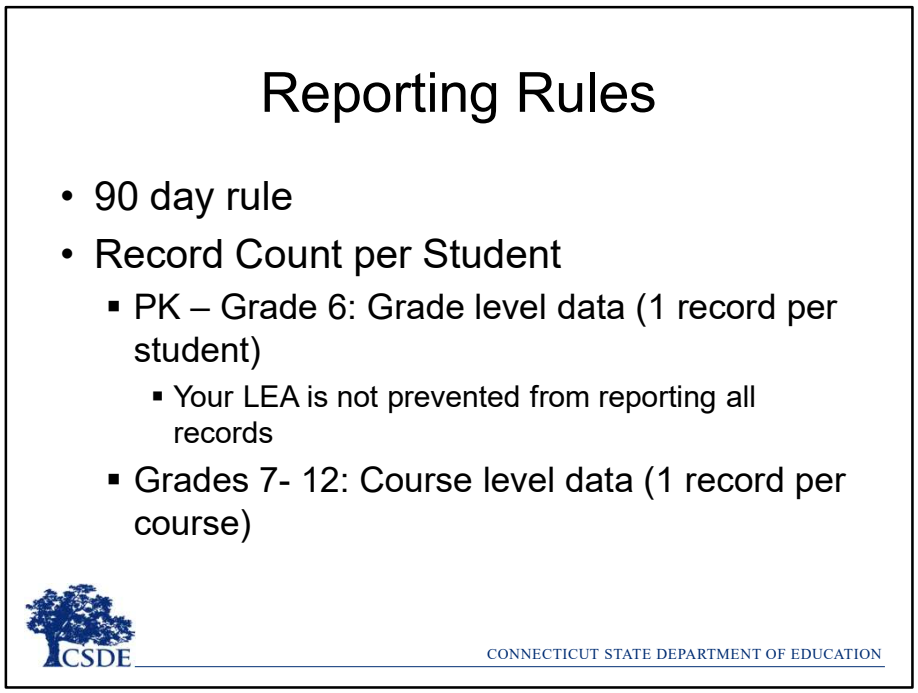
LEAs sometimes ask which teacher should be reported if one left partially through the year, etc. The rule of thumb is to use the code for the teacher that would appear on the students report card.



(Pages 37-39 of the User Guide)

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.

Flow charts to determine the appropriate course Rigor is on pages 38-39 of the User Guide.



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 Missing SASID Report contains a list of students whose enrollment reflect 90 days or more, based on the PSIS Registration Module. This report is updated when a new batch is processed, or a change in registration is made.

Facility Code 1 vs. Course Facility Code

- Facility Code 1
  - MUST Match Facility Code 1 reported in PSIS Registration
- Course Facility Code
  - Matches Facility Code 1 in over 95% of cases
  - Can also match Facility Code 2
  - Can match any other facility:
    - Students taking courses in both a program and the public school.
    - Students who attend part-time magnets
    - Students who attend public school and college

Outcome Grade vs. Outcome Grade Status

- Outcome Grade is a **LEA defined** field.
  - Report what your LEA uses as a grading scale…85%, S, B+, 2…
- Outcome Grade Status is a **CSDE defined** field.
  - This is a standardized code list
  - Allowable Statuses:

(on page 40 of the User Guide)

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 (for outplaced students only)

Session Start and End Dates

- Session start and end dates MUST reflect the length of time of the Outcome Grade that is being reported.
  - Do not report 8/31 to 6/15 for records reporting Semester or Quarter Course Grades.
  - Session Start and End Dates are used to identify Duplicate Records.

Registration & Course Entry/Exit Dates

EXAMPLE:

- Student Enters September, is enrolled in a full-year course
- Students Exits in March
- TCS is filed in June
- Student must be reported with a Course End Date of when they exited your LEA, not a June date

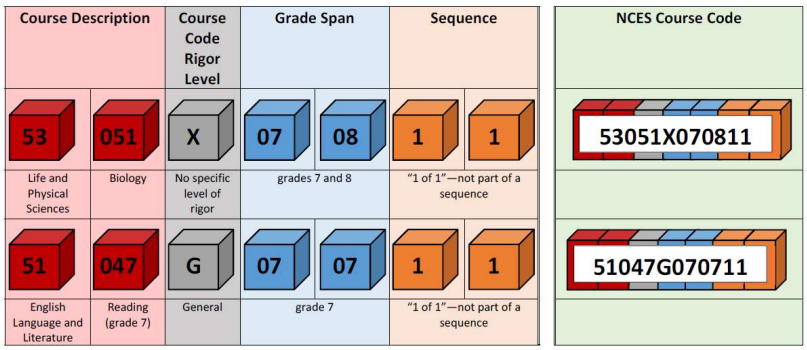
Dual Enrollment Codes

- These are CSDE assigned facility codes for Higher Education Institutions (Colleges and Universities)
- Field cannot be blank if district wants to count that record toward the Next Generation Accountability Indicator #5

Course Codes

- Beginning in the 2020-2021 collection there was **one** set of codes for all grades.
- Course codes follow SCED 10.0 plus CT Specific Codes
- Code lists are available on the Help Site
  - CTE clusters are also identified by course

Course code structure: Prior-To-Secondary



Course code structure: Secondary (9-12)

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

**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 code structure

- Prior-to-Secondary (include grades) and Secondary codes are structured slightly differently:

Prior-to-Secondary	Secondary
Course Description	Course Description
Course Code Rigor Level	Course Code Rigor Level
Grade Span	Available Credit
Sequence	Sequence
000000000000	0000000.0000

Course Credits Earned

- Cannot be blank when the Course Code is in the **Secondary Format**
- Can be 0.00
- 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

Security

- Two Roles
  - TCS User
  - TCS Certifier
    - CSDE requires that all final data submissions be reviewed and certified by certified administrators (holding an 092 or 093) only.
  - Access is assigned via Directory Manager

How to Access the TCS System

- Authorization for the State of Connecticut Login website at https://csde.ct.gov

- You must have an account and TCS role assigned in Directory Manager (DM). Your District controls your access and account, not the CSDE.

TCS Home Page

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.

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How to change year

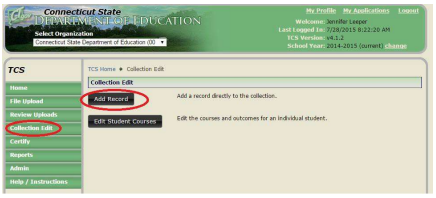
How to Submit Data

Upload

- data uploaded from vendor program into TCS.

Manual Entry

- data entered manually into TCS.

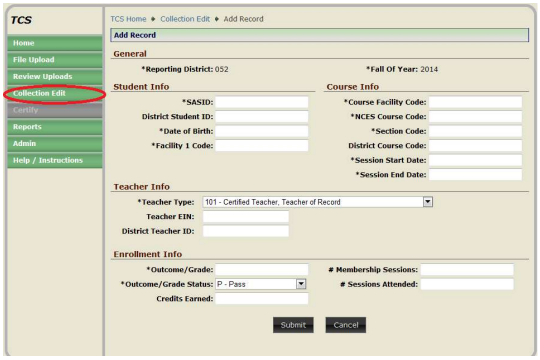


Data Uploads

- **Upload** data from a file produced by your SIS
- Same process as other CSDE applications
- CSDE cannot assist creating the file extract from your SIS
- Only .csv and .txt files can be uploaded. Other file types will be rejected.(no Excel)

Upload Screen

Manual Entry



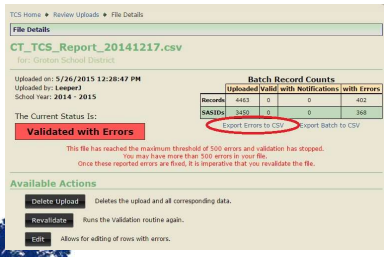
If you enter data with errors, when you click **Submit**, an error message will appear in the window. You cannot submit the record until the error is corrected.

Cleaning TCS Data

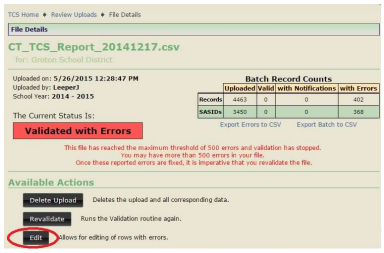
Once data is submitted, TCS validates the data and identifies errors in the data (if any). There are 2 ways to review errors:

Export Errors to CSV

Save the Error Message Report to your computer.



Review & Edit Errors within TCS



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Review an Edit online – different than PSIS or the ED166

Export Errors to CSV

Review the export and look for the Error Messages.

- These messages are very specific to help you pinpoint the error.
- The system stops validating your file when it hits 500 errors.
- Examples:
  - NCES Course Code (022247G0.511) is invalid.
  - SASID (**********) and DOB (01012001) does not match a student registered in your district.
  - Facility 1 Code (1234567) does not match PSIS Registration (reg:7654321).

Most Common TCS ERRORs

- NCES Course Codes
  - Reporting Secondary Code with Prior-to-Secondary "end of code format" or vice versa.
  - Using EIN for expired initial certificates.
  - Session Start and End dates that do not encompass any dates the student was registered to your district.
  - Reporting PSIS Facility Code 2 as the facility code in TCS (use this code for Course Facility Code instead)
  - Using year long Session Start and End dates for semester or quarter grades.

Fixing Errors

Options:

Correct each error in your Student Information System

- Once your errors are fixed, export your file, and upload to TCS again.
- Keep in mind that if you had 500 errors, once you upload this file, validation will continue and you may get additional errors.

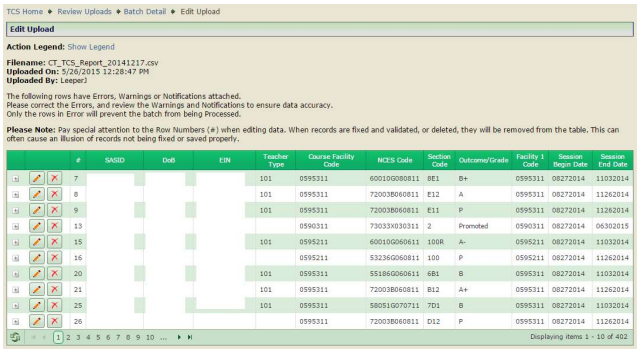
OR

Correct each error directly within TCS
Then RE-VALIDATE and Process the file.

- Best practice is to always fix errors in your SIS, too.

Manually Fixing Errors

If you manually Edit your records, hit Revalidate when finished.



TCS Home ▸ Review Uploads ▸ Batch Detail ▸ Edit Upload

Edit Upload

Action Legend: Show Legend

Filename: CT_TCS_Report_20141217.csv
Uploaded On: 5/26/2015 12:28:47 PM
Uploaded By: Leeper3

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	NCES Code	Section Code	Outcome/Grade	Facility 1 Code	Session Begin Date	Session End Date
7				101	0595311	60010G080811	8E1	B+	0595311	08272014	11032014
8				101	0595311	72003B060811	E12	A	0595311	08272014	11262014
9				101	0595311	72003B060811	E11	P	0595311	08272014	11262014
13					0590311	73033X030311	2	Promoted	0590311	08272014	06302015
15				101	0595211	60010G060611	100R	A-	0595211	08272014	11032014
16					0595211	S3236G060811	100	P	0595211	08272014	11262014
20				101	0595311	S5186G060611	6B1	B	0595311	08272014	11032014
21				101	0595311	72003B060811	B12	A+	0595311	08272014	11262014
25				101	0595311	S8051G070711	7D1	B	0595311	08272014	11032014
26					0595311	72003B060811	D12	P	0595311	08272014	11262014

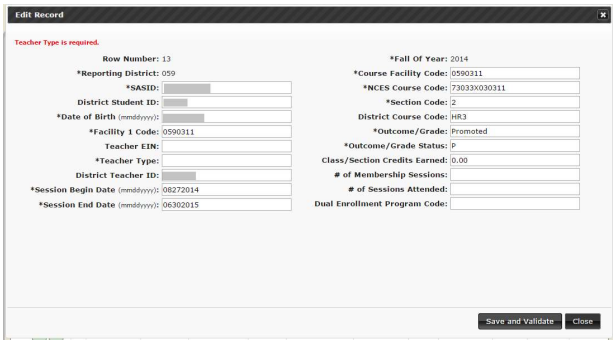
1 2 3 4 5 6 7 8 9 10 ... Displaying items 1 - 10 of 402

#	SASID	DoB	EIN	Teacher Type	Course Facility Code	NCES Code	Section Code	Outcome/Grade	Facility 1 Code	Session Begin Date	Session End Date
7				101	0595311	60010G080811	8E1	B+	0595311	08272014	11032014

Level	Message
ERROR	Outcome Grade Status is required.

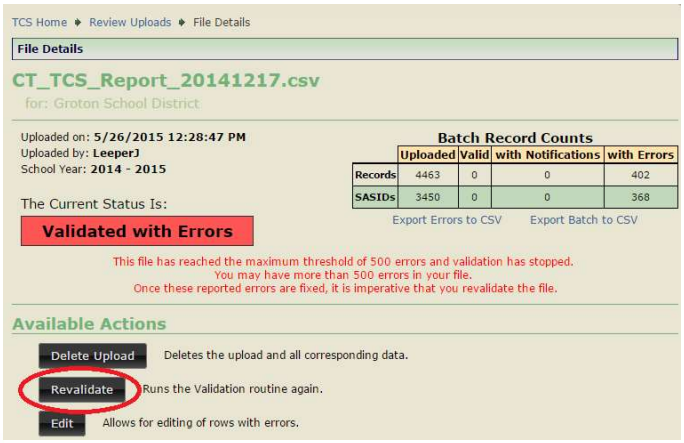
Manually Fixing Errors

Click the icon to see the **Edit Record screen**. This is where you manually edit the record's error. When you are done making edits, click Save and Validate.



Revalidate

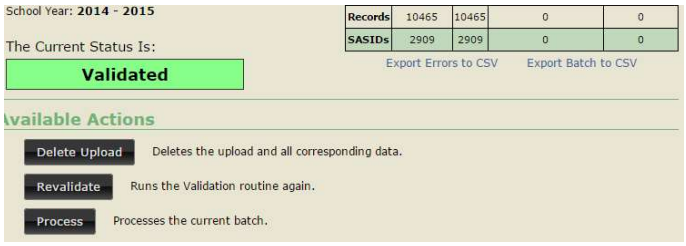
Once errors are corrected, you will need to click the **Revalidate** button.



Validated

Once there are 0 errors, your data is **Validated**.

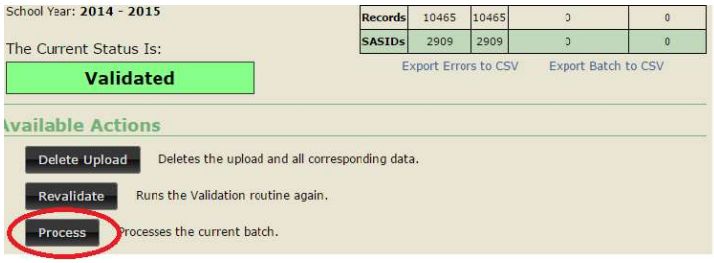
- This means that your data passed through all of the validation rules and edit checks successfully.



Process

Once your data is Validated, click **Process**.

- **All the Reports run off of Processed data only**. If your data has not been Processed, the reports will look like you have not submitted any data.



How to Process

Once a file is error free you will have the following options per **Facility Code 1**:

Merge will process all batch records into the collection, updating any records that already exist or adding new records that do not exist in the collection.

Overwrite will delete all existing records in the collection. The batch records will then be added to the collection as if there have not been any previous records processed.

Ignore batch records will NOT be processed and existing collection records will remain.

Click **Process**

Process Screen

TCS Home ▸ Review Uploads ▸ Batch Detail ▸ Process

Process

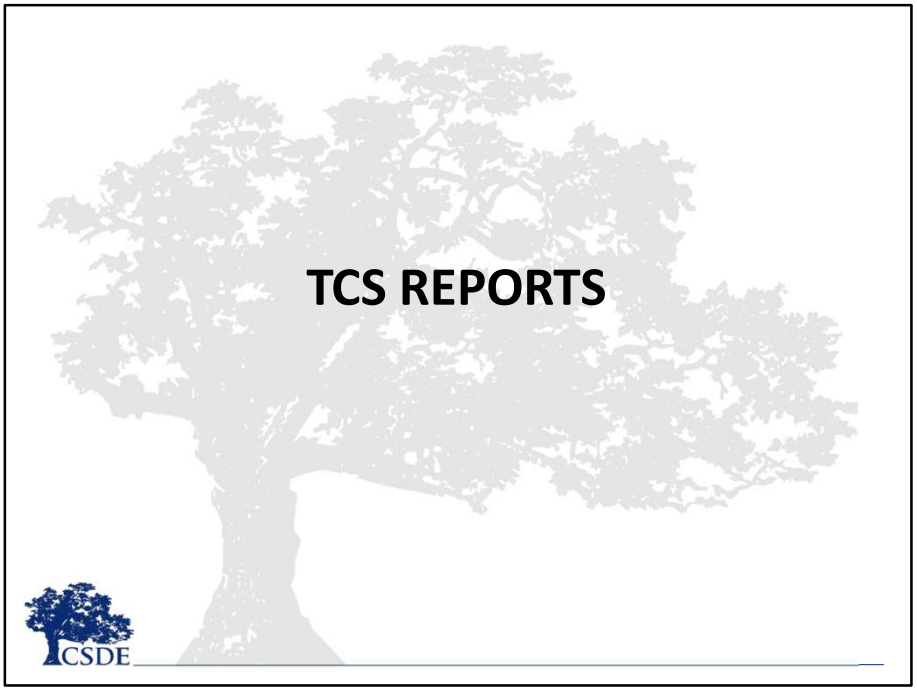
The table below shows the record counts for the Batch you are about to process grouped by Facility 1. For each Facility 1, it also shows counts of what has already been processed into the TCS Collection.

- **Merge:** will append new records from this Batch into the Collection as well as update the values for any records that already exist for the indicated Facility 1. This is the recommended option.
- **Overwrite:** WILL DELETE all existing records for that Facility 1 which are already in the Collection for the current school year. They will then be replaced by the new records in this Batch. Unless you are sure you want to Overwrite these records, it is recommended that the Merge option be used.
- **Ignore:** will cause all batch records for that Facility 1 to **not** be Processed. Any existing records in the Collection for that Facility 1 will remain untouched.

Filename: Groton059_2013-2014_ValidProcessingTestBatch02.csv
Uploaded By: **Uploaded On:** 5/6/2015 1:23:52 PM

Facility 1 Code	Facility Name	Batch Record Count	Batch Sasid Count	Batch Date Range	Existing Record Count	Existing Sasid Count	Existing Date Range	Action
0590311	Claude Chester School	1	1	08/29/2013 - 11/30/2013	364	364	08/28/2013 - 06/29/2014	Merge / Overwrite / Ignore
0591211	Pleasant Valley School	1	1	08/29/2013 - 11/30/2013	287	287	08/28/2013 - 06/29/2014	Merge / Overwrite / Ignore
0591711	Mary Morrisson School	2	2	08/29/2013 - 11/30/2013	421	420	08/28/2013 - 06/29/2014	Merge / Overwrite / Ignore
0591911	Northeast Academy Elementary School	1	1	08/29/2013 - 11/30/2013	412	412	08/28/2013 - 06/29/2014	Merge / Overwrite / Ignore
0592211	West Side Middle School	15	2	08/29/2013 - 11/30/2013	11405	505	08/28/2013 - 06/30/2014	Merge / Overwrite / Ignore
0595311	Carl C. Cutler Middle School	5	1	08/29/2013 - 11/30/2013	10128	463	08/28/2013 - 06/30/2014	Merge / Overwrite / Ignore
0596111	Fitch Senior High School	34	4	08/23/2013 - 12/31/2013	16740	1129	08/28/2013 - 06/29/2014	Merge / Overwrite / Ignore

Process



This section is a basic overview of select reports within TCS. Part II, which will be released prior to the July deadline, will cover these reports as well as additional reports in depth.

Summary by Facility Code 1

Facility Code	Facility Name	Total SASIDs Reported	Total Records Reported	Missing Records
0070111	Richard D. Hubbard School	212	212	1
0070121	Prism Academy	1	1	0
0070311	Central Connecticut Transition Academy	17	17	0
0070411	Emma Hart Willard School	446	446	4
0070511	Mary E. Griswold School	508	508	4
0075111	Catherine M. McGee Middle School	613	8701	1
0076111	Berlin High School	869	7870	2
0190161	The Learning Clinic	1	9	0
0380261	Rushford Academy	0	0	0

This

Summary by Facility Code 1

- **Total SASIDs Reported** – The count of all SASIDs reported by Facility Code 1.
- **Total Records Reported** – The count of all records reported by Facility Code 1. This number will differ from the Total SASIDs Reported if students are reported with more than one class.
  - Is this reasonable or was a batch inadvertently merged?
- **Missing Records** – The count of all records not reported by Facility Code 1 – see the Missing SASID Report for details

NOTE: If there are more than 5 records missing in any row in the Missing Records column your LEA will not be able to certify without a Certification Override.

Missing SASIDs Report

Facility1 Code	Facility1 Type	Facility1 Name	SASID	Student Name	Date Of Birth	Grade	
0460161	APSEP	The Speech Academy-Easton	[redacted]			12	---Select---
1036261	APSEP	High Road School of Fairfield County				12	---Select---
1036261	APSEP	High Road School of Fairfield County				12	---Select---
1036261	APSEP	High Road School of Fairfield County				12	---Select---
0740161	APSEP	Connecticut Junior Republic				09	---Select---
1036261	APSEP	High Road School of Fairfield County				11	---Select---
0840161	APSEP	Charles F. Hayden School at Boys & Girls Village				09	---Select---
1480161	APSEP	Benhaven School				09	---Select---
0840161	APSEP	Charles F. Hayden School at Boys & Girls Village				03	---Select---
0152811		The Transition Academy				12	---Select---
0152811		The Transition Academy				12	---Select---

CSDE

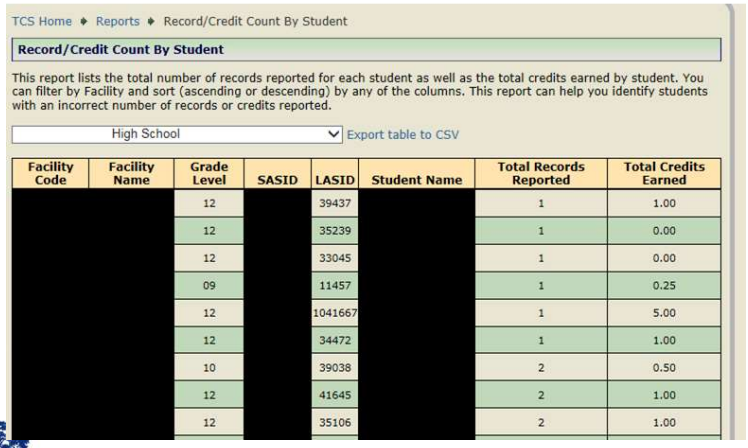
Missing SASIDs Report

- Until you PROCESS your data, this report will not change.
- This report lists every SASID for which the CSDE expects to received at least one record.
- Missing SASIDs exceptions (pull-down):
  - 01: preschool related services only. (Itinerant)
  - 02: Student receiving transition services only **and** engaged in Workplace Experience (TVSPs)
  - 03: Not enrolled long enough to earn a final grade

Duplicate Records Report

- From this report, you can see and edit where you have reported what appears to be duplicate records for a SASID.
- If you “merge” the same file twice, it will create duplicate records. Easiest way to resolve is to process a third time and OVERWRITE the file to replace all the duplicates created in the merge process.
- Remember this report looks at SASID, Facility Code 1, Course Code, Section Number, Session Start and End Dates and Teacher Type.

Other Reports: Record/Credit



TCS Home ♦ Reports ♦ Record/Credit Count By Student

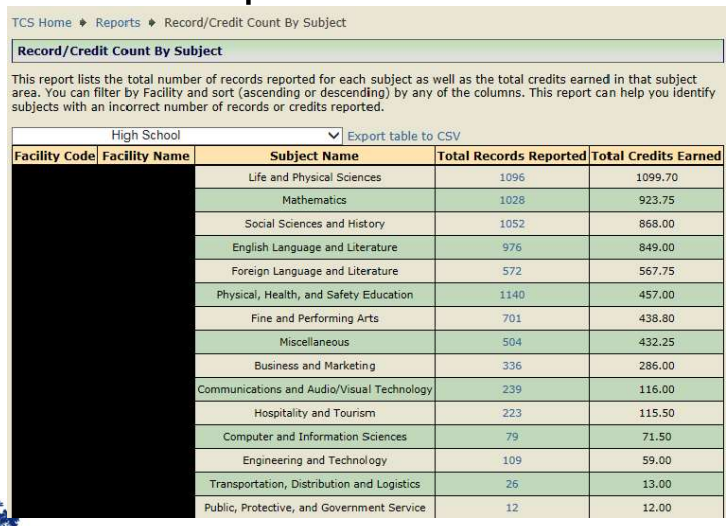
Record/Credit Count By Student

This report lists the total number of records reported for each student as well as the total credits earned by student. You can filter by Facility and sort (ascending or descending) by any of the columns. This report can help you identify students with an incorrect number of records or credits reported.

High School Export table to CSV

Facility Code	Facility Name	Grade Level	SASID	LASID	Student Name	Total Records Reported	Total Credits Earned
[redacted]	[redacted]	12	[redacted]	39437	[redacted]	1	1.00
		12		35239		1	0.00
		12		33045		1	0.00
		09		11457		1	0.25
		12		1041667		1	5.00
		12		34472		1	1.00
		10		39038		2	0.50
		12		41645		2	1.00
		12		35106		2	1.00

Other Reports: Record/Credit



TCS Home ♦ Reports ♦ Record/Credit Count By Subject

Record/Credit Count By Subject

This report lists the total number of records reported for each subject as well as the total credits earned in that subject area. You can filter by Facility and sort (ascending or descending) by any of the columns. This report can help you identify subjects with an incorrect number of records or credits reported.

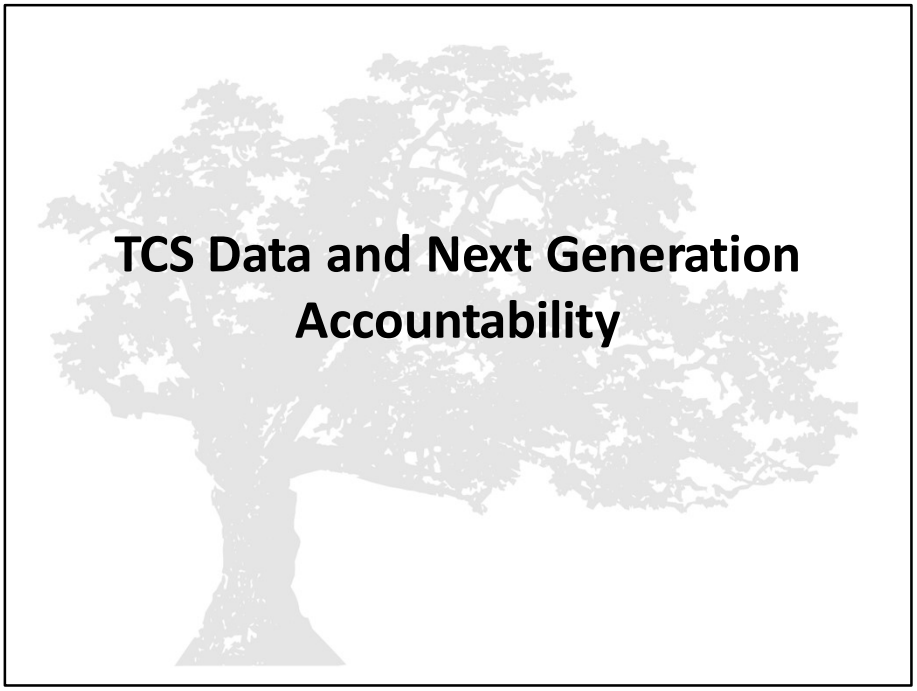
High School ▾ Export table to CSV

Facility Code	Facility Name	Subject Name	Total Records Reported	Total Credits Earned
[redacted]	[redacted]	Life and Physical Sciences	1096	1099.70
		Mathematics	1028	923.75
		Social Sciences and History	1052	868.00
		English Language and Literature	976	849.00
		Foreign Language and Literature	572	567.75
		Physical, Health, and Safety Education	1140	457.00
		Fine and Performing Arts	701	438.80
		Miscellaneous	504	432.25
		Business and Marketing	336	286.00
		Communications and Audio/Visual Technology	239	116.00
		Hospitality and Tourism	223	115.50
		Computer and Information Sciences	79	71.50
		Engineering and Technology	109	59.00
		Transportation, Distribution and Logistics	26	13.00
		Public, Protective, and Government Service	12	12.00

Next Generation Accountability Reports

Three reports are built into TCS that simulate the Next Generation Indicators: It is critical that Superintendents review before TCS is archived. Early indicator numbers will also be emailed to you.

- College and Career Readiness (Indicator 5)
- On-Track in Grade 9 Report (Indicator 7)
- Arts Access Report (Indicator 12)



The TCS Data and Next Generation Accountability slides are included for reference. More in-depth information on Next Generation Accountability will be available in a separate presentation.

What are Next Generation Accountability Indicators?

Connecticut's Next Generation Accountability System is a broad set of 12 indicators that help tell the story of how well a school is preparing its students for success in college, careers and life.

The system moves beyond test scores and graduation rates and instead provides a more holistic, multifactor perspective of district and school performance and incorporates student growth over time.

More information: EdSight → Overview → Next Generation Accountability → Related Links (page bottom) → Using Accountability Results to Guide Improvement

CONNECTICUT STATE DEPARTMENT OF EDUCATION

TCS data is used to calculate three of the Next Generation Accountability Indicators:

- Indicator 5: Postsecondary Preparation
- Indicator 7: Graduation – On-Track in 9th Grade
- Indicator 12: Arts Access

The Using Accountability Results to Guide Improvement publication provides detailed information and resources related to every indicator in Connecticut's Next Generation accountability system. Each indicator includes the rationale for its inclusion and the methodology used.

The guide can be accessed via EdSight → Overview → Next Generation Accountability→ Related Links (page bottom) → Using Accountability Results to Guide Improvement

Next Generation Accountability

INDICATOR 5: POSTSECONDARY PREPARATION

Indicator	Max Points
Percentage of students in grades 11 & 12 participating in *at least one* of the following during high school: Two courses in AP/IB/dual credit; ***or*** Two CTE courses in one of 17 career clusters; ***or*** Two workplace experience "courses" in any area.	50

Description (What): This is an access metric. It evaluates whether students in grades 11 and 12 have participated in coursework during high school that prepares them for success in college and/or careers. In recognition of the diverse pathways of our students, credit is awarded if students pursue traditional college-preparatory courses (e.g., Advanced Placement, International Baccalaureate), career-technical education courses, or workplace experience/internship opportunities. Students in Grade 12 include students with disabilities, ages 18 through 21, who are receiving transition-only services. These students are engaged in workplace experience and will contribute positively to a school's Indicator 5 calculation.

CSDE

Next Generation Accountability

INDICATOR 7: GRADUATION - ON-TRACK IN 9TH GRADE

Indicator	Max Points
Percentage of 9th graders earning at least six full-year credits in the year.	50

Description (What): From initial implementation in 2014-15 through 2018-19, this indicator measured the percentage of 9th graders earning at least five full-year credits in the year. Effective 2021-22, a student will be considered "on-track" for this indicator if they earn at least 6 credits by the end of Grade 9. This update from the original requirement of 5 credits better aligns with Connecticut General Statutes 10- 221a, which requires that students starting with the graduating class of 2023 and after must earn a minimum of 25 credits to graduate.

CSDE

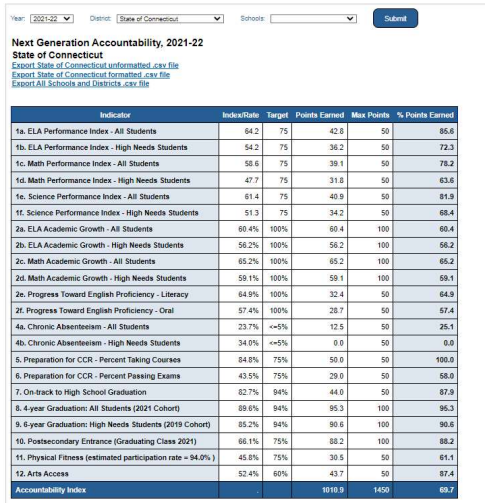
Next Generation Accountability

INDICATOR 12: ARTS ACCESS

Indicator	Max Points
Percentage of students in grade 9 through 12 participating in at least one dance, theater, music, or visual arts course in the school year	50

Description (What): This is an "access" metric that evaluates the extent to which students in high school participate in at least one arts course in the school year in dance, theatre, music, or the visual arts.

Next Generation Accountability Index Report



Year: 2021-22 District: State of Connecticut Schools: Submit

Next Generation Accountability, 2021-22
State of Connecticut

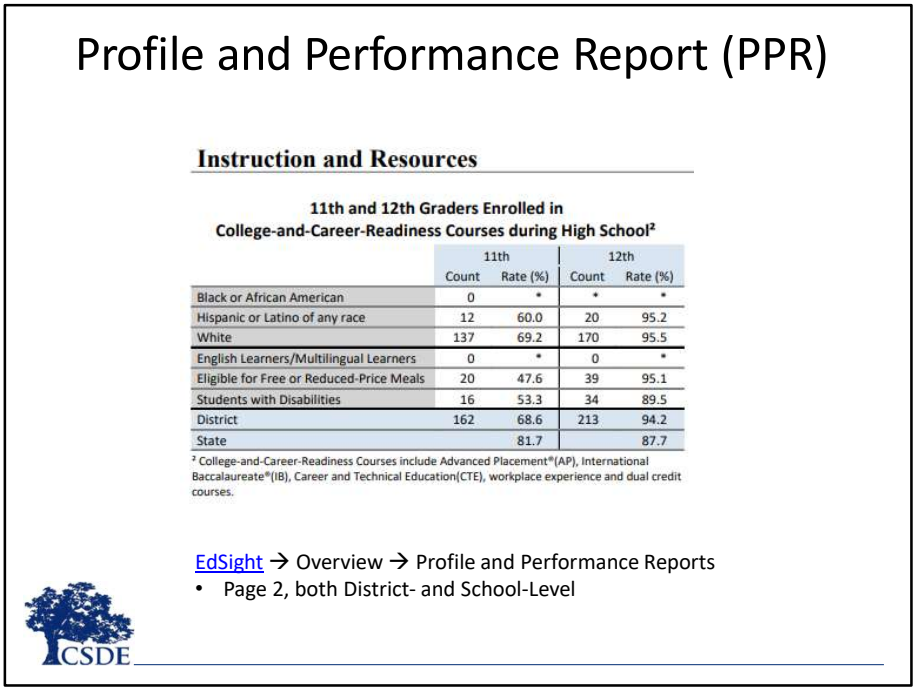
Export State of Connecticut unformatted .csv file
Export State of Connecticut formatted .csv file
Export All Schools and Districts .csv file

Indicator	Index/Rate	Target	Points Earned	Max Points	% Points Earned
1a. ELA Performance Index - All Students	64.2	75	42.8	50	85.6
1b. ELA Performance Index - High Needs Students	54.2	75	36.2	50	72.3
1c. Math Performance Index - All Students	58.6	75	39.1	50	78.2
1d. Math Performance Index - High Needs Students	47.7	75	31.8	50	63.6
1e. Science Performance Index - All Students	61.4	75	40.9	50	81.9
1f. Science Performance Index - High Needs Students	51.3	75	34.2	50	68.4
2a. ELA Academic Growth - All Students	60.4%	100%	60.4	100	60.4
2b. ELA Academic Growth - High Needs Students	56.2%	100%	56.2	100	56.2
2c. Math Academic Growth - All Students	65.2%	100%	65.2	100	65.2
2d. Math Academic Growth - High Needs Students	59.1%	100%	59.1	100	59.1
2e. Progress Toward English Proficiency - Literacy	64.9%	100%	32.4	50	64.9
2f. Progress Toward English Proficiency - Oral	57.4%	100%	28.7	50	57.4
4a. Chronic Absenteeism - All Students	23.7%	<=5%	12.5	50	25.1
4b. Chronic Absenteeism - High Needs Students	34.0%	<=5%	0.0	50	0.0
5. Preparation for CCR - Percent Taking Courses	84.8%	75%	50.0	50	100.0
6. Preparation for CCR - Percent Passing Exams	43.5%	75%	29.0	50	58.0
7. On-track to High School Graduation	82.7%	94%	44.0	50	87.9
8. 4-year Graduation: All Students (2021 Cohort)	89.6%	94%	95.3	100	95.3
9. 6-year Graduation: High Needs Students (2019 Cohort)	85.2%	94%	90.6	100	90.6
10. Postsecondary Entrance (Graduating Class 2021)	66.1%	75%	88.2	100	88.2
11. Physical Fitness (estimated participation rate = 94.0%)	45.8%	75%	30.5	50	61.1
12. Arts Access	52.4%	60%	43.7	50	87.4
Accountability Index			1010.9	1450	69.7

EdSight → Next Generation Accountability

An interactive Next Generation Accountability Index Report is available on EdSight. You can view the data by year and view the data by District- or School-level.

Profile and Performance Report (PPR)



Instruction and Resources

11th and 12th Graders Enrolled in College-and-Career-Readiness Courses during High School[2]

	11th		12th	
	Count	Rate (%)	Count	Rate (%)
Black or African American	0	*	*	*
Hispanic or Latino of any race	12	60.0	20	95.2
White	137	69.2	170	95.5
English Learners/Multilingual Learners	0	*	0	*
Eligible for Free or Reduced-Price Meals	20	47.6	39	95.1
Students with Disabilities	16	53.3	34	89.5
District	162	68.6	213	94.2
State		81.7		87.7

[2] College-and-Career-Readiness Courses include Advanced Placement®(AP), International Baccalaureate®(IB), Career and Technical Education(CTE), workplace experience and dual credit courses.

EdSight → Overview → Profile and Performance Reports

- Page 2, both District- and School-Level

The data from these indicators is also publicly available on EdSight in the Profile and Performance Reports (PPRs). These reports are produced at both the District-and School-Level.

TCS data can be found in the Instruction and Resources section of the PPR which is found on page 2, of both District- and School-Level reports.

Profile and Performance Report (PPR)

Next Generation Accountability Results

Connecticut's Next Generation Accountability System is a broad set of 12 indicators that help tell the story of how well a district/school is preparing its students for success in college, careers, and life. It moves beyond test scores and graduation rates to provide a more holistic, multifactor perspective of district and school performance.

Indicator		Index/Rate	Target	Points Earned	Max Points	% Points Earned	State Average Index/Rate
ELA Performance Index	All Students	44.1	75	88.2	150	58.8	64.2
	High Needs Students	43.2	75	86.4	150	57.6	54.2
Math Performance Index	All Students	39.8	75	79.6	150	53.0	58.6
	High Needs Students	38.7	75	77.4	150	51.6	47.7
Science Performance Index	All Students	48.5	75	64.7	100	64.7	61.4
	High Needs Students	47.3	75	63.1	100	63.1	51.3
ELA Academic Growth	All Students	.	100%	.	.	.	60.4%
	High Needs Students	.	100%	.	.	.	56.2%
Math Academic Growth	All Students	.	100%	.	.	.	65.2%
	High Needs Students	.	100%	.	.	.	59.1%
Progress Toward English Proficiency	Literacy	43.1%	100%	21.6	50	43.1	64.9%
	Oral	46.1%	100%	23.1	50	46.1	57.4%
Chronic Absenteeism	All Students	37.2%	<=5%	0.0	50	0.0	23.7%
	High Needs Students	39.3%	<=5%	0.0	50	0.0	34.0%
Preparation for CCR	% Taking Courses	90.2%	75%	50.0	50	100.0	84.8%
	% Meeting Benchmark	21.7%	75%	14.4	50	28.9	43.5%
On-track to High School Graduation		83.5%	94%	44.4	50	88.8	82.7%
4-year Graduation All Students (2021 Cohort)		90.5%	94%	96.3	100	96.3	89.6%
6-year Graduation - High Needs Students (2019 Cohort)		91.0%	94%	96.9	100	96.9	85.2%
Postsecondary Entrance (Class of 2021)		51.7%	75%	68.9	100	68.9	66.1%
Physical Fitness (estimated part rate) and (fitness rate)		92.4% | 26.7%	75%	17.8	50	35.7	94.0% | 45.8%
Arts Access		60.2%	60%	50.0	50	100.0	52.4%
Accountability Index				**942.8**	**1550**	**60.8**	

NOTE: A dot (.) appears in the table above when there are fewer than 20 students in the student group or the indicator is not applicable based on grades served.

EdSight → Overview → Profile and Performance Reports

- Page 6, District-Level; page 5, School-Level

TCS data is also in the Next Generation Accountability Results section of the PPR which is found on page 6, of the District-Level report and page 5, of the School-Level report.

Outplaced Students

Outplaced Students

- Who is legally responsible to report?

  Public Schools are responsible for all CSDE reporting, however the steps needed differ by type of outplacement.

- 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.

Outplaced Students

- Educational services for public school students in non-public schools are contractual arrangements between LEAs and non-publics/APSEPs.
- LEAs should consider including information regarding data needed for their TCS and other state reporting requirements in their contracts along with any other requirements necessary to implement the district's IEP.
- On a yearly basis, CSDE's Bureau of Special Education issues official guidance to APSEPs that all TCS data should be submitted via TCS by the posted APSEP deadline (except for those with ESY).

Outplaced Students

How do LEAs know if students are earning grades, earning credits and which courses they are enrolled in a timely manner?

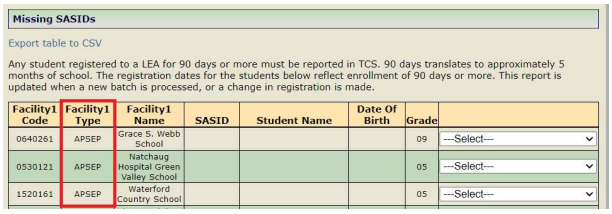
- This should be part of the PPT, between the LEA and non-public school. At the PPT meeting, districts should be discussing the appropriate coursework for the student. On page 8 of the IEP it should be noted if the student is to receive grading accommodations (e.g., is graded or ungraded) and if the student will be earning credits for completed coursework.
- Note that public school students who are not issued credits by the LEA for their coursework cannot earn a standard high school diploma from their LEA (C.G.S. 10-221a(b)).

APSEP Reporting Process

- APSEPs upload files directly into TCS
- File is disseminated to applicable LEAs
- **LEAs must review, edit and process the file**
- APSEPs have Missing SASID Report to determine which students should be reported
- CSDE works with the APSEPs until all records are reported

Non-APSEP Outplacements

- While APSEPs upload files directly intoTCS, **LEAs must contact non-APSEP outplacements to obtain the data directly**
- The Missing SASIDs Report indicates which students will be reported directly in TCS:



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. This report is updated when a new batch is processed, or a change in registration is made.

Facility1 Code	Facility1 Type	Facility1 Name	SASID	Student Name	Date Of Birth	Grade	
0640261	APSEP	Grace S. Webb School				09	---Select---
0530121	APSEP	Natchaug Hospital Green Valley School				05	---Select---
1520161	APSEP	Waterford Country School				05	---Select---

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The Missing SASIDs Report indicates which students will be reported directly in TCS. The report can be sorted by Facility 1 Type to determine if they are in an APSEP and therefor do not need to be contacted by your LEA.

Completing Your Collection

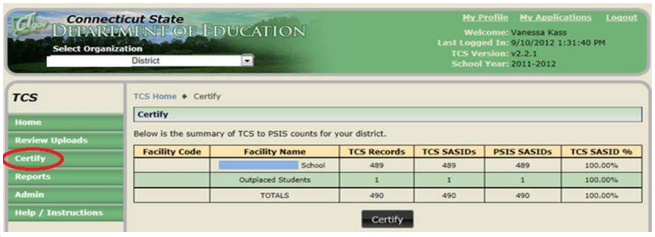
Certification

- August 25, 2023
  - TCS Certifier role only
  - Must be an administrator holding an 092 or 093
- **Complete the Certification check list**
  - **Emailed and posted on the Help Site**
  - Be sure all Data Cleaning Reports are blank
- An override may be needed in limited situations

How to Certify

Using the navigation menu on the left of the screen, select the **Certify** menu option. The system displays the *Certify* screen.

- Certification is not available until the "Accurate" collection period (July 12, 2023)
- Both those with the TCS User and TCS Certifier role will have access to this screen however only those with the TCS Certifier role will have the Certify button.
  - No code is needed to complete certification
- If you LEA is not eligible to complete certification due to missing or invalid data, a note will appear on the screen.



How to Certify

Facility Code	Facility Name	Total SASIDs Reported	Total Records Reported	Missing Records
0120111	Bolton Center School	0	0	502
0120211	Bolton Transition Program	0	0	2
0126111	Bolton High School	0	0	238
0770361	Manchester Memorial Hospital Clinical Day School	0	0	1
	TOTALS	0	0	743

Certify

OR

Certification may not be completed due to one or more of the following reason(s):

The Duplicate Records report is not blank.

The Available Credits versus Course Credits Earned report is not blank.

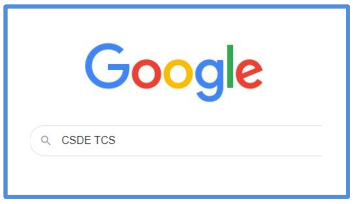
There are more than 5 records listed for a facility on the **Missing SASID report**

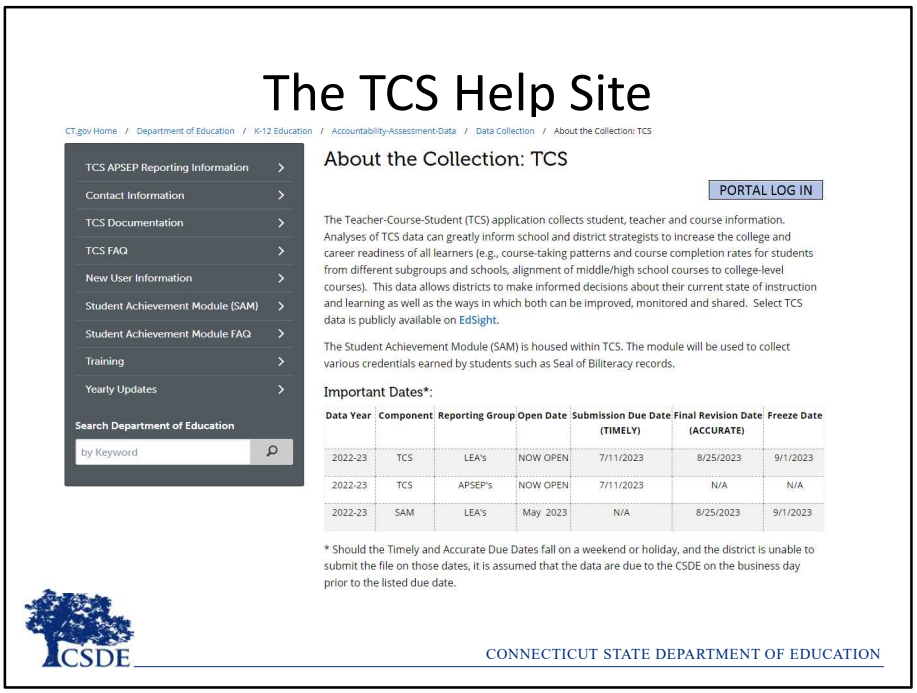
Help Site

url: http://portal.ct.gov/SDE/Performance/Data-Collection/Help-Sites/TCS

From CSDE Home Page:

- Search “TCS”
  or
- K-12 Education →
- Accountability-Assessment-Data →
- Data Collection →
- Data Collection Information





The TCS Help Site is updated regularly.

- **Home Page** – deadlines and a link to login
- **TCS APSEP Reporting Information** – this page is for APSEPs and includes all the information they need to submit data
- **Contact Information** – CSDE and TCS contact information
- **TCS Documentation** – The User Guide, course codes, all emails sent, and more.
- **TCS FAQ** – The most frequently asked questions
- **New User Information** – General information and a checklist for new users to get started
- **Student Achievement Module** – Information and documentation on the Student Achievement Module (SAM)
- **Student Achievement Module FAQ** - The most frequently asked questions pertaining to SAM
- **Training** – information on upcoming training sessions as well as documentation on any sessions that have already taken place
- **Yearly Updates** - a list of any major updates introduced to the system

What Can I Do Now?

- Ensure you have access to the system
- Have an understanding of the data collected
- Upload completed courses
- Upload a test file
  - Uploads can be deleted

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We have time to work together now.

THE MOST IMPORTANT SLIDE

Help Site (Record Layout, FAQs, Instructions):
https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/TCS-Help-Site

What records must be reported to CSDE?

- All students registered to your LEA for 90 days of more from July 1, 2022 – June 30, 2023. This includes students who may have exited or entered your LEA partially through the school year.

The Course Code for African American, Black, Latino, and Puerto Rican Course of Studies is 04901

Deadlines:
Timely: July 11, 2023
-All LEAs
-APSEPs
-The bulk of your data must be input and error free
Accurate: August 25, 2023
- All data must be input, error free, and certified

FREEZE DATE: SEPTEMBER 1
ABSOLUTELY NO CHANGES CAN BE MADE AFTER THIS DATE

Reminders:

- The Course Start/End Dates must fall on or within the Entry/Exit Dates the student was in the PSIS Registration Module.
- Be sure the TCS User and TCS Certifier information in Directory Manager is up to date

How should Capstone Courses be reported?
If the capstone course is topic focused, we suggest using either the "Independent Study" code or the "Workplace Experience" code for the subject that best fits the material, otherwise use the miscellaneous code.

EXAMPLES:

03147: Chemistry —Independent Study	03148: Chemistry – Workplace Experience
16197: Travel and Tourism – Independent Study	16198: Travel and Tourism – Workplace Experience
22997: Miscellaneous—Independent Study	22998: Miscellaneous—Workplace Experience

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This slide highlights the biggest takeaways and most frequently asked questions. This slide is available as a separate document on the Help Site if you would like to print just this one slide.

As always feel free to email me with questions.