

## Non-APSEP Outplacements

Most outplaced records must be created manually by the Reporting District. You can enter these individually or via batch. A [template to create a batch manually](#) is available for download.

To obtain the information needed, start with your Special Education Department. TCS data can be built from the student's report card, transcript and/or IEP information.

If contacting an outplaced facility note that they likely do not know what TCS is, nor are they familiar with SCED codes. If they are out of state the teachers do not have Connecticut EIN numbers.

Outplaced facilities may or may not know a student SASID. For security purposes do not email student names – refer to them by DOB and initials if needed.

### Tips:

- Input 1 as the section code
- If you do not have the First/Last Day of school for the facility you can use your local dates and/or work with the student's registration record (example: The student registered to a facility on 10/1/25, so that will be their Course Start Date).
- Sometimes specific course information cannot be obtained. Use general course codes if needed. For example, 02999 – Mathematics – Other.