

2023-24 Teacher Course Student (TCS) Application Training for LEA's



Updated April 15, 2024

Connecticut State Department of Education



Welcome!

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TCS Help Site:

- url: <https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/TCS-Help-Site>
- Or search **TCS** from the SDE home page: <https://portal.ct.gov/SDE>

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

NOTE: *Some slides include additional notes while others contain only the content on the slide.*



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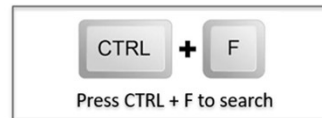
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Next Generation Accountability



The topics above are covered. I recommend downloading the TCS User Guide from the Help Site to accompany this PowerPoint. Slide numbers have been included for reference, or if you are viewing this electronically you can click on the topic to jump to that section. 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
- **LEA** – Local Education Agency, may also be referred to as **School District**
- **PPR** - Profile and Performance Report
- **PSIS** - Public School Information System
- **SASID** - State Assigned Student Identifier
- **SIS** - Student Information System
- **TCS** - Teacher-Course-Student

Several acronyms are used throughout this document.



What is PSIS?

The Public School Information System (PSIS) Registration Module creates State Assigned Student ID Numbers (SASIDs) and contains:

- Registration Dates
- Demographics
- School/District Information
- Membership/Attendance
- ...and more

It's important to understand the foundation that TCS is built on, the Public School Information System (PSIS). TCS does not collect student names or demographics, so the PSIS Registration Module is used to obtain that information and ensure a student is registered to a Local Education Agency (LEA).



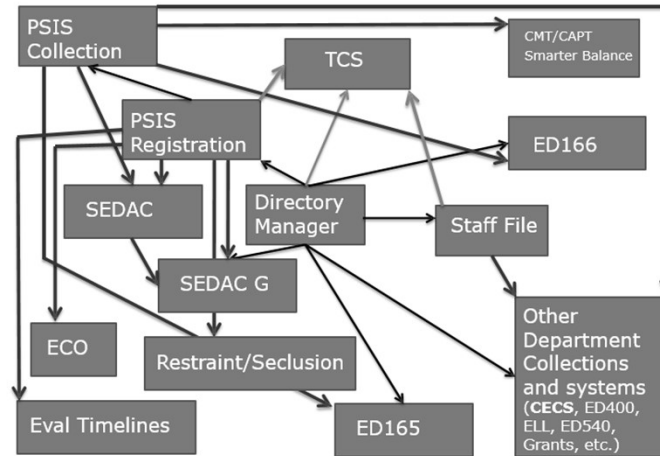
The PSIS Connection

- 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.

Your LEA **cannot** report students in TCS who have not yet been registered to your district. Your LEA **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.



CSDE Data Collections



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 earned (for high school students)
- The specific fields are defined in the [User Guide](#).



Which Course 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

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 an LEA stored the data, or if the student exited your LEA.



Reporting Requirements

- 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 - See Outplaced section for additional information
 - APSEP records are reported by APSEPs directly, all other Outplaced records must be input by the LEA.
 - Students taking courses outside of the district (arts, agriculture, vocational, online, etc.)
 - Students who are homebound or expelled

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

Approved Private Special Education Programs (APSEPs) upload directly into TCS; however, LEAs must review and process the records to add them to their collection.



What Records Should Not Be Reported?

- 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

If your LEA is not financially responsible for the student their records should not be reported.



NEW - Transfer Credit

Acceptable Transfer Credit includes:

- TCS data from a previous school district for students who transferred into your district;
- students placed by another state into your school;

Only credit earned in the current 2023-24 school year can be reported

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Prior to the current 2023-24 school year, transfer credit could not be reported in TCS. It is still the responsibility of the prior in-state LEA to report any credit earned in their district prior to a student exiting; however, we now allow transfer credit to be reported by the receiving district if they wish. In addition, LEAs can now report credit earned out of state.

This change has been implemented as missing transfer data can affect the Next Generation Accountability Indicators of the receiving district.

After the reports are generated LEAs can add transfer credit as needed.



NEW - Transfer Credit

Transfer records must be coded as follows to be accepted in TCS:

TCS Field	In-State Transfer	Out-of-State Transfer
Facility Code/Course Facility Code	Facility Code from previous LEA	9990299 (Out of State generic)
Course Start/End Dates	Use a general date range prior to the dates the student was registered to the current LEA in PSIS. Does not have to be exact.	
Outcome/Grade Status	TC (must be coded this way for other fields to validate without errors)	
Teacher Type	511 - Teacher of Transfer Student	

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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 10-14a in order to allow the department to compare the progress of the same cohorts 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 (b) 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 experience 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 10-14a. 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.

TCS data collection is a legal requirement. 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/>



Application Types

Legacy	Portal
One password per LEA – LEAs may share as they see fit. LEA account already created by CSDE.	One password per person. Do not share passwords, create a new account for every user. Your LEA Security Manager can create your account and/or assign the TCS User role to you.
One role per LEA – anyone with the password can add, delete, etc.	Multiple roles available. Functions are based on roles (access to editing data, certification, etc.)
Contact CSDE to reset your password	Password can be reset online
	
<p>Visit the Data Collection Applications page for a list of each Performance Office application with its type.</p>	

CSDE has two types of applications, legacy and portal. TCS is a portal application so users must not share usernames or passwords. Accounts are created by your LEA Security Manager. Visit the link if you are unsure who the Security Manager is for your LEA.



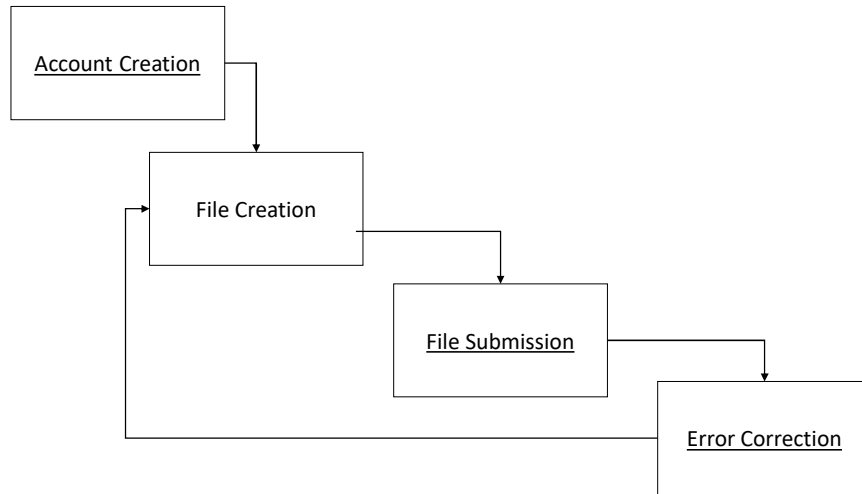
TCS Deadlines

- **Timely: July 10, 2024**
 - All data pertaining to your LEAs in-district schools
- **Accurate: August 21, 2024**
 - All additional records must be reported (this includes outplaced and APSEP records)
 - All Data Cleaning reports must be cleared
 - Any other adjustments must be made
- **Freeze Date: September 4, 2024**

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



Collection Process



The TCS data collection process is the same as other CSDE applications. You will need an account to access the system.

Next, export the data from your LEAs Student Information System (SIS). CSDE cannot assist with the export as we do not provide support for local SISs.

Upload the file following the process described in this document.

Finally, if there are any errors, correct your SIS and step through the process again until your submission is error free.



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/>

When using the application, it's useful to have these items available for quick reference.

In addition, 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
 - Facility Code 1 and Course Facility Code
 - Outcome/Grade and Outcome/Grade Status
- User Guide Page 35 – Table C: Teacher Types
- User Guide Page 37 – Table E: Course Rigor Levels

These are the most used sections of the User Guide. Additional sections 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. SISID	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 PISIS 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.

(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) extracts the TCS file, it will likely already be set up follow the specifications above.

Recommended an Optional fields are in the layout as they can be beneficial to LEAs when reviewing data and/or troubleshooting their file.



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 <ul style="list-style-type: none"><input type="checkbox"/> Mandatory<input type="checkbox"/> The SASID reported must match the student's SASID in PSIS Registration.<ul style="list-style-type: none">o If the SASID does not match PSIS Registration an error will be generated. Values <ul style="list-style-type: none">• 10-digit numeric code Source <ul style="list-style-type: none">• PSIS Registration
Reporting District	The district in which the student attended school at the time of the course reported. Rules <ul style="list-style-type: none"><input type="checkbox"/> Mandatory<input type="checkbox"/> The REPORTING DISTRICT reported must match the student's REPORTING DISTRICT in PSIS Registration.<ul style="list-style-type: none">o If the Reporting District does not match PSIS Registration an error will be generated. Values <ul style="list-style-type: none">• Three-digit code• See Table B Source <ul style="list-style-type: none">• PSIS Registration
District Student ID	ID generated by LEA. Rules <ul style="list-style-type: none"><input type="checkbox"/> Recommended Values <ul style="list-style-type: none">• Character and/or numeric Source <ul style="list-style-type: none">• LEA
Date of Birth	Student's date of birth. Rules <ul style="list-style-type: none"><input type="checkbox"/> Mandatory<input type="checkbox"/> The DATE OF BIRTH reported must match the student's DATE OF BIRTH in PSIS Registration.<ul style="list-style-type: none">o If the DOB does not match PSIS Registration an error will be generated. Values <ul style="list-style-type: none">• MMDDYYYY, where MM is Month, DD is Day, YYYY is Year Source

Field Definitions (Pages 12-19 of the User Guide)

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



User Guide: Field Definitions

The first four fields are basic information:

- **SASID – State Assigned Student Identifier**
- **Reporting District Code – this can only be your LEA**
- District Student ID – Some LEAs choose to include the ID they assign to the students
- **DOB – Date of Birth**

BOLD fields are required.



User Guide: Field Definitions

The next three fields pertain to the course teacher:

- **Teacher EIN** – Educator Identification Number, required if the Teacher Type is Certified
- **Teacher Type** – See Table C for valid codes
- District Teacher ID - Some LEAs choose to include an ID they assign to teachers, or the teachers name, etc.

BOLD fields are required



User Guide: Field Definitions

The next three fields pertain to the course teacher:

- **Teacher EIN** – Educator Identification Number, required if the Teacher Type is Certified
- **Teacher Type** – See Table C for valid codes
- District Teacher ID - Some LEAs choose to include an ID they assign to teachers, or the teachers name, etc.

***BOLD** fields are required*



User Guide: Table C - Teacher Types

Table C - Teacher Types

Teachers WITH an EIN will be classified into a 100s 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 will be classified into a 200s 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 will be classified into a 300s 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 will be classified into a 400s 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 will be classified into a 500s 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)

(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.



User Guide: Field Definitions

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



User Guide: Field Definitions

- **Facility Code 1**
 - Must match Facility Code 1 reported in PSIS Registration – this is where the student was registered at the time of the course
- **Course Facility Code** – the physical location where the course took place
 - Matches Facility Code 1 in over 95% of cases, can be any valid facility code
 - May differ if:
 - Course took place at Facility Code 2
 - Student is taking courses in both a program and the public school
 - Student attends a part-time magnet
 - Student attends public school and college

BOLD fields are required



User Guide: Field Definitions

- **Section Code** – Can be used to determine class size or number of sections offered. If Math 101 is taught periods 1, 2 and 4, the section codes can be identified as 1, 2 and 4, or however your LEA chooses to differentiate them.
- **Session Start Date and Session End Date** – These dates must reflect only the date range that the course took place. For example, a half year course should not have Start/End dates of 9/1/23- 6/15/24.
 - The date range is used to identify duplicate records
 - The date range must reflect the dates the student was registered in your LEA (see example on next slide)

BOLD fields are required



User Guide: Field Definitions

EXAMPLE:

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



User Guide: Field Definitions

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

Code	Description
P	Completed the course/section with a PASSING grade
F	Completed the course/section with a FAILING grade
R	RETAINED (for use in ONLY grades PK-3)
W	WITHDREW from course/section
TR	TRANSFERRED to/from course/section
I	Course/section requirements for grading are INCOMPLETE
AU	AUDIT course, no grade issued
NG	NO GRADE, per IEP requirements
SE	Working towards IEP Goals and Objectives
TC	Transfer Credit from another district/private school

BOLD fields are required



User Guide: Field Definitions

- District Course Code - a *LEA defined* field
 - EXAMPLE: Math 101
- **TCS Course Code** - a *CSDE defined* field
 - Consists of four joined parts which differ depending on grade level:

	Prior-to-Secondary (Grades PK-8)	Secondary (Grades 9-12)
Part 1	Course Description	Course Description
Part 2	Course Code Rigor Level	Course Code Rigor Level
Part 3	Grade Span	Available Credit
Part 4	Sequence	Sequence
Reporting Format	000000000000	000000.0000

BOLD fields are required

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The next several slides go into details of each part of the TCS Course Code.



TCS Course Codes Part 1 – SCED Code

Characters 1 – 5 of the 12-character code:

- There is **one** set of codes for all grade levels
- 2023-24 course codes are SCED 11.0 plus CT Specific Codes
- Code lists are available on the Help Site
 - CTE clusters are also identified by course



TCS Course Codes Part 2 – Rigor Level

Table E – Course Code Rigor Levels

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

Code	Name	Description
B	Basic or remedial	A course focusing primarily on skills development, including literacy in language, mathematics, and the physical and social 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. Note that the Dual Enrollment field must be completed if your LEA wants to count that record toward the Next Generation Accountability Indicator #5.
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.

(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 offer credit at a postsecondary institution, and the level of rigor should be coded as college.



TCS Course Codes Part 3 – Grade Span/Available Credit

Characters 7-10 of the 12-character code:

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



Course Code Structure: Prior-To-Secondary

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

SCED Code		Rigor Level	Grade Span		Sequence		TCS Course Code
53	051	X	07	08	1	1	53051X070811
Life and Physical Sciences	Biology	No specific level of rigor	grades 7 and 8		"1 of 1"—not part of a sequence		

This is a visual example to illustrate the structure of a prior-to-secondary TCS Course Code once the four parts are combined.



Course Code Structure: Secondary (9-12)

SECONDARY (Grades 9 - 12):

SCED Code		Rigor Level	Available Credit	Sequence		TCS 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		

**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

This is a visual example to illustrate the structure of a secondary TCS Course Code once the four parts are combined.



User Guide: Field Definitions

- **Course Credits Earned** – The amount of credit the student earned in the course. This value must be less than or equal to the Available Credit part of the TCS Course Code.
 - Cannot be blank when the Course Code is in the Secondary Format
 - 0.00 is a valid response
 - Must be a 4-digit value, with a decimal in position 2
- **Number of Membership Sessions/Sessions Attended** – The number of sessions a student was registered for and the number of sessions they attended
- **Dual Enrollment Code - CSDE assigned facility codes for Higher Education Institutions (Colleges and Universities)**
 - Field must be completed to be included in Next Generation Accountability Indicator #5. Using Rigor Code C in the TCS Course Code will not contribute to this calculation unless completed.
 - See Table G of the User Guide for code list

***BOLD** fields are required*



General Reporting Rules

- 90-day rule (+ June PSIS)
- Record Count per Student
 - PK – Grade 6: Grade level data (1 record per student)
 - Your LEA is not prevented from reporting all records
 - Grades 7- 12: Course level data (1 record per course)

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 reflects 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.

LEA's will be instructed to review this report and add students to the TCS collection as it will benefit their Next Generation Indicator scores. It will not be a requirement to clear this report as the incentive is to improve their score.



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

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

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



TCS Home Page

The screenshot shows the TCS Home Page. At the top, there is a header for the Connecticut State Department of Education. On the right side of the header, there are links for "My Profile", "My Applications", and "Logout". Below these links, the user is identified as "Keryn Felder" and the system shows the last login time as "3/22/2023 9:57:38 AM". There is also a "TCS Version: v4.1.3" and a "School Year: 2022-2023 (current) change" dropdown menu. On the left side, there is a sidebar with a "TCS" menu containing options like "Home", "File Upload", "Review Uploads", "Collection Edit", "Certify", "Reports", "Select Module", and "Help / Instructions". The main content area displays a "TCS Home" section with a welcome message and "TCS General Information" including deadlines for APSEP, LEA, and ACCURATE. Below that is a "TCS Contacts" section for Keryn Felder.

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.

How to change year



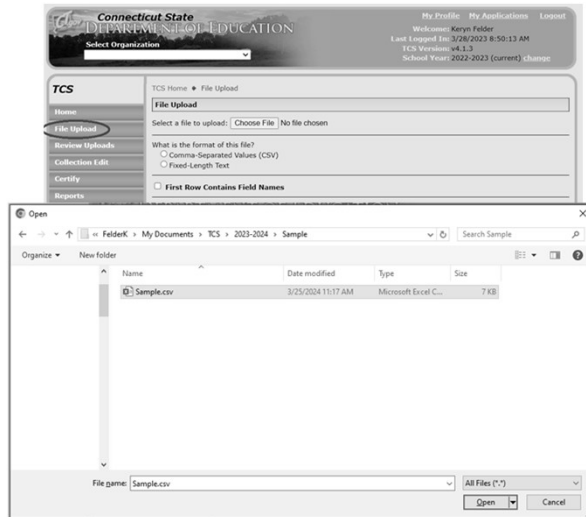
File Creation

- Extract a file from your SIS using the same process used to create files for other CSDE applications (PSIS, ED166, etc.).
- CSDE cannot assist creating the file extract from your SIS.
- Only .csv and .txt files can be uploaded. Your SIS should automatically export in one of these formats. Other file types will be rejected (no Excel).



Uploading Data

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



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Uploading Data

- On the TCS screen select the file format, for most LEAs it is **Comma-Separated Values (CSV)**
- If your file includes a “header role” check **First Row Contains Field Names**
- Click **Upload File**

A screenshot of the TCS (Teacher Certification System) File Upload page. The page header includes the Connecticut State Department of Education logo and user information: "My Profile My Applications Logout", "Welcome: Karyn Felder", "Last Logged In: TCS Version: v4.1.3", and "School Year: 2023-2024 (current) change". The main content area is titled "File Upload" and contains a "Select a file to upload" button, a "Choose File" link, and a "Sample csv" link. Below this, a section titled "What is the format of this file?" offers two options: "Comma-Separated Values (CSV)" (selected with a radio button) and "Fixed Length Text" (unselected). A checkbox labeled "First Row Contains Field Names" is also checked. An "Upload File" button is located at the bottom of the form. A footer note states: "Please click the Upload File button only once. Do not close the browser while a file is uploading."



Cleaning TCS Data

Once data is submitted, TCS validates the data and identifies any errors. You will be notified on screen as well as via email. There are two ways to review and resolve errors:

Correct in SIS and upload again

- Select **Export Errors to CSV** to download report

TCS Home > Review Uploads > File Details

File Details

CT_TCS_Report_20141217.csv

Uploaded on:
Uploaded by:
School Year:

Batch Record Counts			
Records	Uploaded	Valid	with Notifications
4463	0	0	402
NASEN	3460	0	368

The Current Status Is:

Validated with Errors

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

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

Available Actions

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

Correct/Review directly in TCS

- Immediately resolve issues
- Select **Edit** to view records with errors

TCS Home > Review Uploads > File Details

File Details

CT_TCS_Report_20141217.csv

Uploaded on:
Uploaded by:
School Year:

Batch Record Counts			
Records	Uploaded	Valid	with Notifications
4463	0	0	402
NASEN	3460	0	368

The Current Status Is:

Validated with Errors

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

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

Available Actions

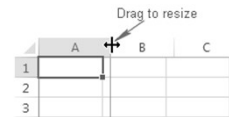
- [Delete Upload](#) Deletes the upload and all corresponding data.
- [Revalidate](#) Runs the Validation routine again.
- [Edit](#) Allows for editing of rows with errors.



Cleaning via Exporting Errors to CSV

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Error Level	Errored C/ Error Message	Flow	SASID	Reporting District	Stu DOB	Teacher E	Teacher T	District Te	Course Fa	NCES Co	District Cc	Section Cc	Outcome F	Facility Cc	Session B	Session E	Outcome I	Credits E	Sessions	Sessions	Dual Enro	CSDE Use		
2	ERROR	Duplicate	A record v	55	1.36E+09	500	11177	8022013		201	S0875	2610113	01033G09I	ELA5	1	P	5000161	8292022	6072023	P	0	181	181		
3	ERROR	Duplicate	Outcome	55	1.36E+09	500	11177	8022013		201	S0875	2610113	01033G09I	ELA5	1	P	5000161	8292022	6072023	P	0	181	181		
4	ERROR	Duplicate	You have r	57	1.36E+09	500	11177	8022013		201	S0875	2610113	02039G01I	Math5	1	P	5000161	8292022	6072023	P	0	181	181		
5	ERROR	Duplicate	You have r	58	1.36E+09	500	11177	8022013		201	S0875	2610113	03239G01I	Sci5	1	P	5000161	8292022	6072023	P	0	181	181		
6	ERROR	Duplicate	A record v	63	1.45E+09	500	11568	9102013		201	S0875	2610113	01033G09I	ELA5	1	P	5000161	8292022	6072023	P	0	181	181		

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





Cleaning via Exporting Errors to CSV

	A	B	C	D	
1	Error Level	Errored Column	Error Message	Row	Sheet
2	ERROR	Duplicate	A record with	55	1
3	ERROR	Duplicate	Outcome	55	1
4	ERROR	Duplicate	You have	57	1
5	ERROR	Duplicate	You have	58	1
6	ERROR	Duplicate	A record with	63	1
7	ERROR	Duplicate	A record with	63	1

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



Cleaning via Exporting Errors to CSV

- These messages are very specific to help you pinpoint the error.
- The system stops validating your file when it hits 500 errors.
(systematic issue)
- You can sort your file to group the errors.



Most Common Errors

- EIN (*uploaded EIN*) is not found in the Teacher Cert System or no active/expired certification available
 - Verify with your HR office or contact CSDE, use Non-Certified Teacher code if not actively certified
- Session End Date should be greater than Session Start Date
- Session End Date is outside the allowable date range (07/01/2023 - 08/31/2024)
 - A common mistake resulting in Start/End date errors is using 2023 instead of 2024 as an end date for yearlong courses



Most Common Errors

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



Resolving Errors via Batch

- **Best Practice:**

Correct data in your SIS → Create a new extract → Upload new file in TCS

- **Benefits:**

- This method ensures your LEA maintains a single “source of truth” rather than multiple versions of the data.
- Should your LEA need to upload again after data corrections an updated SIS will ensure you do not have to fix the same errors twice.
- When reviewing reports your LEA can identify any issues directly in your SIS rather than reviewing individual files.
- If your LEA needs to revisit prior year data, your SIS will reflect the data reported in TCS.



Resolving/Reviewing Errors Directly in TCS

Uses:

- Can be a faster way to resolve a small number of corrections to data extracted from your SIS
 - Best Practice: **Immediately** make any updates you make in TCS to your SIS
- Can be used to correct data uploaded by your LEA that is not part of your SIS
 - Out of state records, etc.
- Can be used to review errors to gain a better understanding of what needs to be resolved



Accessing Errors Directly in TCS

Recall from an earlier slide that there are two ways to review and resolve errors. Select **Edit**.

Correct in SIS and upload again

- Select **Export Errors to CSV** to download report

TCS Home • Review Uploads • File Details

File Details

CT_TCS_Report_20141217.csv

Uploaded on:
Uploaded by:
School Year:

Batch Record Counts			
Records	Uploaded	Valid	with Notifications
3452	0	0	402

The Current Status Is:

Validated with Errors

Export Errors to CSV Export Batch to CSV

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

Available Actions

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

Correct/Review directly in TCS

- Immediately resolve issues
- Select **Edit** to view records with errors

TCS Home • Review Uploads • File Details

File Details

CT_TCS_Report_20141217.csv

Uploaded on:
Uploaded by:
School Year:

Batch Record Counts			
Records	Uploaded	Valid	with Notifications
3452	0	0	402

The Current Status Is:

Validated with Errors

Export Errors to CSV Export Batch to CSV

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

Available Actions

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



Edit Upload Screen

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

TCS Home ♦ Review Uploads ♦ Batch Detail ♦ Edit Upload

Edit Upload

Action Legend: Show Legend

Filename:
Uploaded On:
Uploaded By:

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

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

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

Select fields were removed for security purposes.



Edit Options



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

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



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



Click on the X icon to delete the record



Edit Upload Screen

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

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

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

Save and Validate Close



Revalidate

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

TCS Home ♦ Review Uploads ♦ File Details

File Details

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

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

The Current Status Is:
Validated with Errors

Available Actions

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



Validated

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

- This indicates your data passed through all validation rules and edit checks successfully.



Process

- Once your data is Validated, click **Process**.
- **All the Reports are 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: c:\tcs\059_2013-2014_val\batchprocessing\outBatch02.csv
 Uploaded By: UploadDate: 5/8/2013 1:23:52 PM

Facility 1 Code	Facility Name	Batch Record Count	Batch Sevid Count	Batch Date Range	Existing Record Count	Existing Sevid Count	Existing Date Range	Action
0590311	Charles Chester School	1	1	08/28/2013 - 11/30/2013	364	364	08/28/2013 - 06/28/2014	<input checked="" type="radio"/> Merge <input type="radio"/> Overwrite <input type="radio"/> Ignore
0591211	Pleasant Valley School	1	1	08/28/2013 - 11/30/2013	287	287	08/28/2013 - 06/28/2014	<input checked="" type="radio"/> Merge <input type="radio"/> Overwrite <input type="radio"/> Ignore
0591711	Mary Morrison School	2	2	08/28/2013 - 11/30/2013	421	420	08/28/2013 - 06/28/2014	<input checked="" type="radio"/> Merge <input type="radio"/> Overwrite <input type="radio"/> Ignore
0591911	Northeast Academy Elementary School	1	1	08/28/2013 - 11/30/2013	412	412	08/28/2013 - 06/28/2014	<input checked="" type="radio"/> Merge <input type="radio"/> Overwrite <input type="radio"/> Ignore
0592111	West Side Middle School	15	2	08/28/2013 - 11/30/2013	11405	505	08/28/2013 - 06/30/2014	<input checked="" type="radio"/> Merge <input type="radio"/> Overwrite <input type="radio"/> Ignore
0593211	Carl C. Cutler Middle School	5	1	08/28/2013 - 11/30/2013	10128	463	08/28/2013 - 06/30/2014	<input checked="" type="radio"/> Merge <input type="radio"/> Overwrite <input type="radio"/> Ignore
0596111	Fish Senior High School	34	4	08/23/2013 - 12/15/2013	16740	1129	08/28/2013 - 06/28/2014	<input checked="" type="radio"/> Merge <input type="radio"/> Overwrite <input type="radio"/> Ignore



TCS Reports

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This section is an overview of select reports within TCS. Part 2, which will be released prior to the July deadline, we'll 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



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				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---



Missing SASIDs Report

- Until you PROCESS your data, this report will not change.
- This report lists every SASID for which the CSDE expects to receive at least one record.
 - The Facility Type column indicates if the record belongs to a student attending an APSEP
- 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 Count by Student

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
		12		39437		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 Count by Subject

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
		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



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, 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)).

CONNECTICUT STATE DEPARTMENT OF EDUCATION



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**
 - **Some APSEPs have an extended school year that falls after TCS deadlines – but before the freeze date**



Non-APSEP Outplacements

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

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---

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.



TCS Data and Next Generation Accountability

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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

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 <i>at least one</i> 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.



Next Generation Accountability

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

Indicator	Max Points
Percentage of 9 th 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.



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 formatted .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	42.0	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	31.0	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%	55.2	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 School²

	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.



Preliminary Next Generation Accountability Reports

Prior to the freeze your LEA will be notified of Preliminary Next Generation Indicator Reports in EdSight Secure.



Completing the Collection



Certification

- August 21, 2024
 - 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 11, 2024)
- 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 your 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

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

About the Collection: TCS

[PORTAL LOG IN](#)

The Teacher-Course-Student (TCS) application collects student, teacher and course information. Analyses of TCS data can greatly inform school and district strategists to increase the college and career readiness of all learners (e.g., course-taking patterns and course completion rates for students from different subgroups and schools, alignment of middle/high school courses to college-level courses). This data allows districts to make informed decisions about their current state of instruction and learning as well as the ways in which both can be improved, monitored and shared. Select TCS data is publicly available on EdSight.

The Student Achievement Module (SAM) is housed within TCS. The module will be used to collect various credentials earned by students such as Seal of Biliteracy records.

Important Dates*:

Data Year	Component	Reporting Group	Open Date	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2023-24	TCS	LEA's	OPEN	7/10/2024	8/21/2024	9/4/2024
2023-24	TCS	APSEP's	OPEN	7/10/2024	N/A	N/A
2023-24	SAM	LEA's	May 2024	N/A	8/21/2024	9/4/2024

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 Before End of the Year Grades?

- 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

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>

Records must be reported to CSDE?
 Students registered to your LEA for 90 days or more from July 1, 2023 – June 30, 2024. This includes students who may have exited or entered your LEA during the school year.

African American, Black, Latino, and American Course of Studies (CT Code)
 Consumer Economics/Personal Finance

Deadlines:
 Timely: July 10, 2024
 -All LEAs
 -APSEPs
 -The bulk of your data must be input and error free
 Accurate: August 21, 2024
 - All data must be input, error free, and certified

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

FREEZE DATE: SEPTEMBER 4
 ABSOLUTELY NO CHANGES CAN BE MADE AFTER THIS DATE

Should Capstone Courses be reported?
 If a 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

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.