Connecticut State Department of Education
Bureau of Data Collection, Research and Evaluation

Teacher-Course-Student (TCS) LEA User Guide

2022-2023

Version 1.7
Updated 2/6/23

Table of Contents

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.

Objective

The purpose of the User Guide is to provide Local Education Agencies (LEA's) with procedures and guidance for submitting data via the TCS Application.

The User Guide is organized into three sections:

- Section I: General Reference - includes an overview of this collection and defines the data collected
- Section II: Step-by-step Instructions for use of the system
- Section III: Reference tables and terminology

Frequently Asked Questions (FAQs) are available on the Help Site.

Documentation Standards:

Standards used in this documentation include the following:

- Fields displayed on a screen are referenced using ALL CAPS
- Field values are in **bold**
- Screens are referenced using *italics*
- Buttons or menu selections are in **bold**

Legend:

Represents important information related to data reporting.

Represents helpful tips and/or references to other sections of documentation for related topics.

Represents reminders of information previously stated related to the current topic.

Contact Information

Role	Name	E-mail
CSDE Data Manager/Analyst	Keryn Felder	Keryn.Felder@ct.gov

Documentation Change Log

Version	Section / Page	Date	Description
1.0		06/01/15	Published
	Step by Step Procedures	6/22/15	Added Case Management Reports>Identification of Missing SASIDs
	Dual Enrollment Code	6/22/15	TCS Updates 4/1/15 email; Updated 9990199 (Generic Other-In State) and 9990299 (Generic Other-Out of State)
	SCED Course Code	6/22/15	Added bullets under Course Rigor Level
	Who/What to Report	6/24/15	Under Do <u>not</u> report, added TCS data from a previous school district for students who transferred into your district
	Table C – Teacher Types	6/30/15	Updated 507 Professor – Community College to Professor – College or University
1.1		7/7/15	Published
	FAQ	9/1/15	All FAQs have been updated.
	How to Submit Data	11/16/15	An initial upload via SIF is no longer required.
	Collection Period	4/20/16	July 1st—Aug 31st to allow for summer school reporting
	Due Dates	4/20/16	Accurate Due Date- Sept. 15th, to allow for summer school reporting
	What to Report	4/20/16	Defined what to report
	Outcome/Grade Status Table	4/20/16	New Values Added, Some values deleted
	Teacher Type Table	4/20/16	New Values Added
	Data Field Descriptions	4/20/16	Added edit checks to several fields.
	How to Certify	4/20/16	Updated description of Certify page and action steps.
	Missing SASIDs Report	4/20/16	Updated description of Missing SASIDs report and action steps.
1.2		4/21/16	Published
1.3		5/17/17	Minor edits, 2016-2017 version published
			Reordered Guide: moved record layout to the first page
1.4		6/4/18	Minor edits, 2017-2018 version published
1.5		5/10/19	Minor edits, 2018-2019 version published
1.6		5/7/21	Updated references to Course Codes to SCED codes. Rigor Level, minor edits, 2020-2021 version published
1.7		3/21/22	Minor edits, and clarifications. 2021-2022 version published.
	Collection Period	3/21/22	An updated collection period is noted as the deadlines have changed
	Username/ Password Recovery	3/21/22	New section added
	Table E	6/3/22	Added Rigor Level matrices
	9th Grade Tracking Report	8/4/22	Updated 5 credits to 6 credits per Next Generation Indicator 7 update
	Co-Teachers	8/10/22	New section added
1.8		2/26/23	Minor edits, and clarifications. 2022-2023 version published.

Section I: Handbook / Reference Guide

Teacher-Course-Student (TCS) Overview

The Teacher-Course-Student (TCS) application collects information on students, courses and teachers. Analyses of TCS data can greatly inform school and district strategies to increase the college and career readiness of all learners (course-taking patterns and course completion rates for students from different subgroups and schools, alignment of middle/high school courses to college-level courses, etc.). Aggregate TCS data is available to the public through CSDE's data portal, EdSight. This allows districts to make informed decisions about the current state of instruction and learning and the ways in which both can be improved, monitored and shared.

Statutory Reference: C.G.S. 10-10a

How TCS Data are Used

TCS data are used to evaluate schools/districts based on the extent to which their students:
1. Access college/career readiness coursework including AP, IB, dual-enrollment, CTE, and workplace experience courses;
2. participate in arts coursework in high school;
3. are over-age and under-credited, especially as to whether students in 9th grade are on-track to graduation;

TCS is also used to provide reports to teachers on the opportunities/performance of their students as reported by the district to the CSDE via EdSight Secure.

On occasion, the CSDE receives requests for data that are fulfilled using TCS (Middle School course offerings in STEM, course availability on sign language, pre-kindergarten classroom size, etc.). FERPA data suppression guidelines are followed for all data requests and applied to all public-facing data.

Collection Period

*   Data reported should include courses that began from July 1, 2022 – June 30, 2023 (the current school year) and courses that began after July 1, 2022 only if they are credit recovery courses.
*   Once open the application is accessible 24/7 until the collection close.

Deadlines: Timely and Accurate

Reporting Entity	Timely	Accurate	Freeze Date
LEA's	July 11, 2023	August 25, 2023	September 1, 2023
APSEP's	July 11, 2023	N/A	N/A

Every year the deadlines are published on the TCS Help Site, and are emailed to all individuals with a TCS User role. In addition all Performance Office deadlines are listed on the Timely and Accurate Calendar located on our CSDE Data Collections page.

It is critical that the CSDE receive complete, accurate data in a timely fashion. The CSDE will monitor the timely and accurate submission of all federally and state mandated data by local education agencies (LEAs). Please work with all program offices (Special Education, English Language Learner, Homeless, Gifted/Talented, and non-publics as applicable) to ensure data submitted to the CSDE are timely and accurate, in accordance with Connecticut General Statute (C.G.S. Title 10). Though the CSDE does not aim to trigger federal rules, not adhering to these timelines could affect the district's Special Education Determination reported on the LEA-Level Annual Performance Report.

The Department defines *Timely and Accurate* as a holistic system analysis, thereby ensuring the monitoring of data submitted is not about minor edits/errors, but instead is about systemic failure to report and/or follow reporting directions/guidelines.

Timely

For these purposes, the CSDE defines *Timely* as:
1. submission of all required data by the due date (no extensions)
2. passed general edit checks and provided complete data:
    a. did not report placeholder data
    b. no missing data (Failure to report an entire field or school, etc.)
    c. all reports are error free
    d. the data pass all reasonability tests (no unexplained significant changes in counts or percentages of students within various data points)
    e. Reviewing and resolving all necessary warnings/reports to ensure data quality
    f. **Processing the Data Collection**, as applicable, and
    g. Pre-certification or Mid-Year Certification of the data collection, as applicable.

Accurate

The CSDE defines *Accurate* as:
1. District corrects data errors within the edit checking timeframe established for each data collection:
    a. Reviews and resolves all necessary verification and cleaning reports
    b. Certifies data exceptions, as applicable, and
    c. Enters summer school data, as applicable
2. District certifies the collection by the accurate date

Certification

The CSDE requires that all final data submissions be reviewed and certified by **certified administrators only**. The TCS Certifier certifies that the below is true:

> "In my role as a certified administrator, I hereby attest that I have reviewed the data contained herein and these data are, to the best of my knowledge, valid and accurate and in accordance with the requirements included in Title 10 of the Connecticut General Statutes. I further understand that upon certification, these data may be used in federally mandated reporting, state longitudinal data system public reporting, and in accordance with Freedom of Information Act data requests made of the Connecticut State Department of Education."

Certification locks the data from any further changes. For a district to certify, all records must be complete and all data must be reported. On the Certification page the *Certification Confirmation* report is displayed with a summary for your district. You may wish to retain a copy of this report for your records.

NOTE: The TCS data collection may be audited.

Obtaining Login Information, Username/Password Recovery, and User Roles

Obtaining Login Information

TCS is a portal-based data collection. Your LEA Security Manager (Go to District Data Contacts section) is responsible for assigning and maintaining TCS roles in Directory Manager (DM).
- If an individual already has a DM account, they will use their existing username/password.
- If an individual is new to DM, they will receive one email with a unique username, and a second email with a password.
- **Usernames and passwords should NOT be shared**, as each is unique to the assigned individual. This process improves accountability for any errors or changes entered into the system and it allows the department to identify exactly who to contact should we have questions about a specific student record.
- The list of TCS LEA Users and Certifiers from DM will be used to conduct all communication about the TCS system.

NOTE: If you do not know who your LEA Security Manager visit the Find Contacts page on EdSight (Go to District Data Contacts section).

NOTE: If you are the LEA Security manager and you need access to TCS, a person cannot assign a role to themselves. If you contact one of the individuals below. To facilitate the process when you send an email requesting access cc your Superintendent:

Laura Guerrera	Raymond Martin
LAURA.GUERRERA@CT.GOV	RAYMOND.MARTIN@CT.GOV

Username/Password Recovery

You can be reminded of your username, and reset or change your password via the Password Reset page.

User Roles

Name	Level	Required Role	Permissions	# of Users Allowed
TCS Certifier	District Based	Yes	• View batches • View reports • Certify data	• At least one per district. • **Must be a certified administrator holding a 092 or 093. Individuals without a 092 or 093 will be removed from this role.**
TCS LEA User	District Based	Yes	• Upload batches • Edit collection • View batches • View reports	• Unlimited; At the discretion of the district • Important: be aware that all LEA Users have access to see all TCS data reported by your district. We do not have the ability to limit reports/views to the school level. Therefore, it is important that all of your TCS LEA Users are aware of their responsibilities under FERPA regarding protection of student level data.

Managing Student Data

Who/What to Report

Every student who was registered to your district, who earned a **final** *Outcome Grade* at any point during the academic year should be reported in TCS. Every student must be a publicly funded by a Connecticut town and registered in the *Public School Information System* (PSIS).

It is recommended that one FINAL GRADE per student, per course (SCED COURSE DESCRIPTION), per teacher (EIN), per SECTION CODE, per DISTRICT COURSE CODE in a given facility be reported rather than individual marking periods.

a. If there are more than 1 record per SASID, SCED COURSE DESCRIPTOR, EIN, FACILITY 1 CODE, SECTION CODE, and DISTRICT COURSE CODE the records will be picked up by the Duplicates Report and will need to be reconciled.

If final grades cannot be submitted, TCS will allow marking period grades to be submitted under the following conditions:

a.   Unique SESSION START DATE and SESSION END DATES <u>must</u> be reported to reflect the specific marking period being submitted.

b.   COURSE CREDITS EARNED <u>must</u> be reported proportionally to the marking period.
  i.   <u>Example</u>: If you are submitting four quarter records each COURSE CREDITS EARNED must reflect the credit that was available to be earned for that specific quarter only (i.e. if a course is worth 1.00 credit then each quarter a student can earn 0.25 credits).
  ii.   Do not submit cumulative COURSE CREDITS EARNED (i.e. if a course is worth 1.00 credit DO NOT submit 0.25, 0.50, 0.75, 1.00).

c.   AVAILABLE CREDIT (within SCED COURSE CODE) should reflect the total available credit for the course (i.e. a course is worth 1.00 credit and 4 quarter records are submitted, the TCS COURSE CODE should reflect 1.00 AVAILABLE CREDIT for each record).

⚠ **IMPORTANT**: Do <u>not</u> report:
- 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

For students in grades **PK-6 records may be reported at the grade-level** (1 record per student for 3rd grade, etc.).

NOTE: You must report PK students, unless they receive related services only. If they do not receive a grade in a traditional sense, you can use "pass" or "P" or "SB" (if they are standards based) for *Outcome Grade and "P" for Outcome Grade Status.*

For students in **grades 7-12 records <u>must be reported</u> at the course-level** (1 record for science, 1 record for math, 1 record for social studies, etc.).

NOTE: The **Missing SASIDs** report lists students for whom the LEA/APSEP is required to report.

Reporting classes with Co-Teachers

A co-teacher provides partial instruction. Two records should be reported for co-taught classes. The teacher listed on the report card should be reported as the Teacher of Record (101), and the other teacher should be reported as the Co-Teacher (103).

The SCED code associated with the Teacher of Record (101) should indicate the entire course weight and credit earned (1 credit in this example) and the SCED code associated with the Co-Teacher (103) should be worth 0 with 0 earned:

EIN	Teacher Type	SCED Code	Outcome/Grade	Outcome/Grade Status	Course Credits Earned
1234567890	101	01001B1.0011	C+	P	1.0
2345678901	103	01001B0.0011	C+	P	0.0

TCS Reporting District

It is important to note that the Reporting District in PSIS and TCS are the same.

The reporting district is the district in which the student is registered.

- Public Schools, including students attending:
  - Public schools within your district
  - OPEN Choice students attending schools within your district
  - Approved Private Special Education Programs (note that APSEP's report directly in TCS)
  - Residential facilities
  - Out-of-state schools
  - Students placed in "other non-public" facilities
  - Students placed in municipal detention centers
  - Students placed in Age Appropriate Community Based Programs
- Quasi-Public - Endowed and Incorporated Academies
- Charter Schools
- Regional Education Service Center (RESC)
- CT Technical High School System (CTHSS)
- Department of Corrections (USD1)
- Department of Children and Families (USD2)
- Department of Mental Health and Addiction Services (DMHAS)

For *OPEN Choice* students, the receiving district is the REPORTING DISTRICT. These are also the only students attending a RESC-operated facility that are not reported in PSIS by the RESC.

How to Submit Data

LEA's may submit data in the following ways:

Batch Upload

LEA's or APSEP's create a batch manually or extract one from their local student information system. TCS allows separate batch uploads. More information is available in the step-by-step procedures.

NOTE: It is recommended to upload batches by school rather than one large batch upload for the entire district.

Student Interoperability Framework (SIF) Transmission

SIF acts as a messenger, obtaining data from your local Student Information System and uploading it into TCS. **However, it does not bring the data through the TCS validation process**. You still need to login to TCS directly to complete the collection. SIF is currently open to PowerSchool districts only.

LEA's should work with the State Department of Education SIF Manger to configure their district. More information is available on the SIF Help Site.

Manual Entry

LEA's can enter data directly into the application.

SAMPLE SCREEN:

TCS	TCS Home ‣ Collection Edit ‣ Add Record	
Home	**Add Record**	
File Upload	**General**	
Review Uploads	*Reporting District: 253	*Fall Of Year: 2015
Collection Edit	**Student Info**	**Course Info**
Certify	*SASID:	*Course Facility Code:
Reports	District Student ID:	*NCES Course Code:
Admin	*Date of Birth: MMDDYYYY	*Section Code:
Help / Instructions	*Facility Code 1:	District Course Code:
		*Session Start Date: MMDDYYYY
		*Session End Date: MMDDYYYY
		Dual-Enrollment Code:
	Teacher Info	
	*Teacher Type: 101 - Certified Teacher, Teacher of Record	
	Teacher EIN:	
	District Teacher ID:	
	Student Outcome Info	
	*Outcome/Grade:	# Membership Sessions:
	*Outcome/Grade Status: P - Completed the cour	# Sessions Attended:
	Credits Earned:	
	Submit Cancel	

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.
  - o 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.
  - o 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.
  - o 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

- PSIS Registration

EIN	The Educator Identification Number (EIN) is the unique 10-digit numeric code assigned to certified teachers in the Connecticut Educator Certification System (CECS). This field is conditional based on Teacher Type (see Table C).

Rules
- Conditional
- if Teacher Type=**101-107** or **301-305** then EIN is required
- The EIN reported must be a current certification and match the teacher's EIN in CECS.
  o If the EIN does not match CECS an error will be generated.

Values
- 10-digit number

Source
- CECS

For assistance on obtaining EIN's please contact your district's Human Resource Office. |
| Teacher Type | A three-digit code indicating the type of teacher assigned for a given course. Paraprofessionals should not be reported.

Teacher of Record – A teacher who assigns grades and/or whose name appears on the report card or transcript
Instructional Support – A teacher who provides additional one-on-one or small group instruction
Co-Teacher – A co-teacher provides partial instruction. If a course is co-taught then the teacher listed on the report card will be the **Teacher of Record** and the other teacher will be reported as **Co-Teacher**.
In-class Facilitator – A teacher required to be present in the classroom during guest instruction such as EMT courses or DARE
Online-class Facilitator – A teacher required to be present in the classroom while students attend online courses
Teacher of student placed Out of State – A teacher providing instruction to student who has been placed out of state and who does not have a Connecticut certification

Rules
- ❏ Mandatory
- ❏ If a class is co-taught, only 1 EIN can receive a Teacher of Record TEACHER TYPE ('101' OR '201' OR '301' OR '401').
- ❏ If a class is co-taught, the student's OUTCOME/GRADE, OUTCOME/GRADE STATUS, and COURSE CREDITS EARNED must be equal across the two records.
- ❏ Teacher Type '501'- Student must be registered to a FACILITY 1 CODE and COURSE FACILITY CODE with an out-of-state code.
- ❏ Teacher Type '503'- Student must be registered to a FACILITY 1 CODE that is not in his/her REPORTING DISTRICT.
- ❏ Teacher Type '507'- COURSE FACILITY CODE must belong to a College or University and Dual Enrollment Code cannot be blank.
- ❏ Teacher Type '510'- Student must be registered to a FACILITY 1 CODE that has the following associated field in Directory Manager (DM):
  o Non_Public_Sub_Type_Code = "TVSP" or,
  o Program_Type_Code = "PSBTP" or,
  o Program_Type_Code = "TCBP".

Values
- 3-digit number
- see Table C

Source
- LEA |

District Teacher ID	A code generated by the LEA/school to uniquely identify a teacher.
	Rules ❑ Recommended Values ▪ Character and/or numeric Source ▪ LEA
Course Facility Code	A seven digit code which identifies the facility where the course is physically held. In most cases this code will match the student's FACILITY 1 CODE from PSIS. Rules ❑ Mandatory Values ▪ Valid code in Directory Manager ▪ 9990499 for Generic Other – Online Course Source ▪ Directory Manager

TCS Course Code	Beginning the year 2020-2021 the use of SCED codes was introduced. Note that there is only one classification system, so the same set of codes are used for **Prior-to-Secondary** and **Secondary courses. The course coding structure has not changed.**
	
	SCED COURSE CODES may not always match your course content 100%. You may need to choose a SCED COURSE CODE that is the best fit.
	
	Rules
	❑ Mandatory
	
	Values
	▪ 12-character alpha-numeric code
	  o See Table D for an example of how to create an SCED code.
	
	▪ **Prior-to-Secondary Course**
	  o **Course Description**- 5 digit numeric value from *SCED 7.0 or 8.0* indicating the content of the course
	    ▪ SCED code information is available on the Documentation page of the TCS Help Site.
	    ▪ **Course Code Rigor Level** - A 1 digit character value determined by school indicating the rigor level of the course
	    ▪ See Table E for definitions of Course Code Rigor Levels
	    Values.
	      • G-General or Regular
	      • B-Basic
	      • X-No Specified Level
	      • E-Enriched or Advanced
	      • H-Honors (AP courses should be coded as H)
	    ▪ Rigor should be determined at the course level and not the student level, meaning all students in the same course should have the same Rigor Level.
	    ▪ It is understood that based on IEP requirements, some students will receive modifications. That information is available in the IEP and does not also need to be indicated in the SCED Course code for that student.
	  o **Grade span**- 4-digit numeric value determined by school indicating the grade-level of the course (Examples: preschool is PKPK, kindergarten is KGKG, a

course for 4th graders would be **0404**, a course for 7th or 8th graders would be
0708)
- o **Sequence**- 2-digit numeric value determined by school indicating whether a
  course is a part of a sequence of courses (i.e.**11** indicates the course is not a
  part of a sequence, **12** indicates the course is the first course in a two-course
  sequence)
    - ▪ Sequence is **not** meant to differentiate marking period grades.
    - ▪ A course is a part of a sequence **only** if a student must complete all
      components of the sequence before earning credit.

- ▪ **Secondary Course**
    - o **Course Description**- 5-digit numeric value from *SCED 7.0 or 8.0* indicating the
      content of the course
    - o SCED code information is available on the Documentation page of the TCS Help
      Site
    - o **Course Code Rigor Level**-1 digit character value determined by school
      indicating the rigor level of the course
        - ▪ See Table E for definitions of Course Code Rigor Levels
          Values
            - ▪ G-General or Regular
            - ▪ B-Basic
            - ▪ E-Enriched or Advanced
            - ▪ H-Honors (AP courses should be coded as H)
            - ▪ C-College
        - ▪ Rigor should be determined at the course level and not the student level.
        - ▪ It is understood that based on IEP requirements, some students will
          receive modifications. That information is available in the IEP and does
          not also need to be indicated in the SCED Course code for that student.
    - o **Available Credit**- 4-digit numeric value determined by school indicating the
      Carnegie Credits available for that course (i.e. 1.00 or 0.50)
    - o **Sequence**- 2-digit numeric value determined by school indicating whether a
      course is a part of a sequence of courses (i.e.**11** indicates the course is not a
      part of a sequence, **12** indicates the course is the first course in a two-course
      sequence).
        - ▪ Sequence is **not** meant to differentiate marking period grades.
        - ▪ A course is a part of a sequence **only** if a student must complete all
          components of the sequence before earning credit.

Source
- ▪ SCED and LEA

District Course Code	A code generated by the LEA/school to uniquely identify a course.
	Rules ❑ Recommended Values ▪ Character and/or numeric Source ▪ LEA

Section Code	A code generated by the LEA/school to uniquely identify a class/section of a course. All SASIDs with the same values for COURSE FACILITY CODE, SCED COURSE CODE, DISTRICT COURSE CODE, and SECTION CODE represent students sitting in one class/section.

All EINs with the same values for COURSE FACILITY CODE, SCED COURSE CODE, DISTRICT COURSE CODE, and SECTION CODE represent teachers teaching one class/section.

NOTE: If an EIN teaches multiple sections of the same SCED COURSE CODE and does not have unique SECTION CODES, it will appear that all students are in the same section. If incorrectly reported it can skew class size numbers.

Rules
- ❑ Mandatory

Values
- ▪ Character and/or numeric

Source
- ▪ LEA

Outcome/Grade	Final outcome/grade for the student in the course.

For Standards Based schools, please use **SB** for the OUTCOME/GRADE.

Rules
- ❑ Mandatory

Values
- ▪ Character and/or numeric

Source
- ▪ LEA

Facility 1 Code	A school's seven-digit numeric code.

Rules
- ❑ Mandatory
- ❑ The FACILITY 1 CODE reported must match the student's FACILITY 1 CODE in PSIS Registration.
- ❑ For students who move buildings within a school year, please note that SESSION START DATE and SESSION END DATE must be within the Facility Entry and Exit dates.
  - o If no match, record will not be created.

Values
- ▪ Connecticut Public School Codes - PSIS Table A

Source
- ▪ Directory Manager

Session Start Date	The date the class/section starts.

Rules
- ❑ Mandatory
- ❑ Must be on or between July 1 and August 31 of the Collection Year
- ❑ If final grades cannot be submitted, TCS will allow marking period grades to be submitted under the following conditions:
  - i. Unique SESSION START DATE and SESSION END DATES <u>must</u> be reported to reflect the specific marking period being submitted.

Values
- ▪ Numeric
- ▪ MMDDYYYY, where MM is Month, DD is Day, YYYY is Year

Source
- ▪ LEA

Session End Date	The date the class/section ends.

Rules
- ❑ Mandatory
- ❑ Must be on or between July 1 and August 31 of the Collection Year
- ❑ Must be after SESSION START DATE
- ❑ If final grades cannot be submitted, TCS will allow marking period grades to be submitted under the following conditions:
  - ii. Unique SESSION START DATE and SESSION END DATES <u>must</u> be reported to reflect the specific marking period being submitted.

Values
- ▪ Numeric
- ▪ MMDDYYYY, where MM is Month, DD is Day, YYYY is Year

Source
- ▪ LEA

Outcome/Grade Status	An indicator to clarify the final OUTCOME/GRADE field that describes the circumstances under which the student exited from membership in a course.

NOTE: Districts can only use Outcome/Grade Status of NG or SE in TCS if page 8 of an IEP indicates that the student is in a:
- • Non-Graded situation or
- • Working towards IEP Goals and Objectives.

Rules
- ❑ Mandatory

Values

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

Source
- ▪ LEA

Course Credits Earned	The number of Carnegie credits the student earned in the course.

Rules
- ❑ Conditional
- ❑ If SCED Course Code contains **Available Credit** then COURSE CREDITS EARNED is mandatory.
- ❑ If final grades cannot be submitted, TCS will allow marking period grades to be submitted under the following conditions:

  a. COURSE CREDITS EARNED <u>must</u> be reported proportionally to the marking period.

  i. Example: If you are submitting four quarter records each COURSE CREDITS EARNED must reflect the credit that was available to be earned for that specific quarter only (i.e. if a course is worth 1.00 credit then each quarter a student can earn 0.25 credits).

  ii. Do not submit cumulative COURSE CREDITS EARNED (i.e. if a course is worth 1.00 credit DO NOT submit 0.25, 0.50, 0.75, 1.00).

Values
- 4-digit numeric (e.g. 1.50)
- Valid range: 0.00 - 9.99

Source
- LEA

Number of Membership Sessions	The number of times the class met between the Session Start Date and Session End Date. Rules ❑ Recommended Values ▪ Numeric Source ▪ LEA
Number of Membership Sessions Attended	The number of membership sessions a student in the course attended. Rules ❑ Recommended Values ▪ Numeric Source ▪ LEA
Dual Enrollment Code	Indicates **courses** for which a college has agreed to issue credit. *We are aware that within a "Dual Enrollment" course not all students may earn the college credit.* We are ONLY collecting this field at the course level. Rules ❑ Conditional ❑ If a course offers college credit then DUAL ENROLLMENT CODE must be reported. Values

Dual Enrollment Code	College
1000039	Albertus Magnus College
5750038	Asnuntuck Community College
5760038	Capital Community College
7010038	Central Connecticut State University
1030039	Clemens College
1040039	Connecticut College
7020038	Eastern Connecticut State University
1050039	Fairfield University
5770038	Gateway Community College
5420039	Goodwin College

Dual Enrollment Code (continued)	District Name
5780038	Housatonic Community College
1100039	Lincoln College of New England
5790038	Manchester Community College
5800038	Middlesex Community College
1120039	Mitchell College
5810038	Naugatuck Valley Community College
5820038	Northwestern Connecticut Community College
5830038	Norwalk Community College
1130039	Paier College of Art
1140039	Post University
5840038	Quinebaug Valley Community College
1150039	Quinnipiac University
1160039	Rensselaer at Hartford
1170039	Sacred Heart University
1180039	Sanford-Brown College
7030038	Southern Connecticut State University
1200039	St. Joseph College
1220039	St. Vincent's College
5860038	Three Rivers Community College
1250039	Trinity College
5850038	Tunxis Community College
1260039	University of Bridgeport
9470038	University of Connecticut
1270039	University of Hartford
1280039	University of New Haven
1290039	Wesleyan University
7040038	Western Connecticut State University
1300039	Yale University
9990199	Generic Other-In State
9990299	Generic Other-Out of State

Source
  ▪ LEA

Section II: Step by Step Procedures

TCS Data Collection Procedures
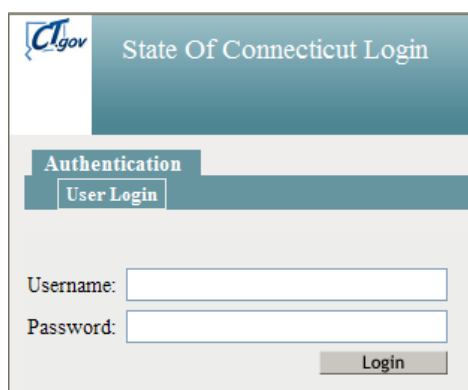
How to Access the TCS System

Prerequisites

- You must have an account and TCS role assigned. See the Obtaining Login Information section of this guide for details.
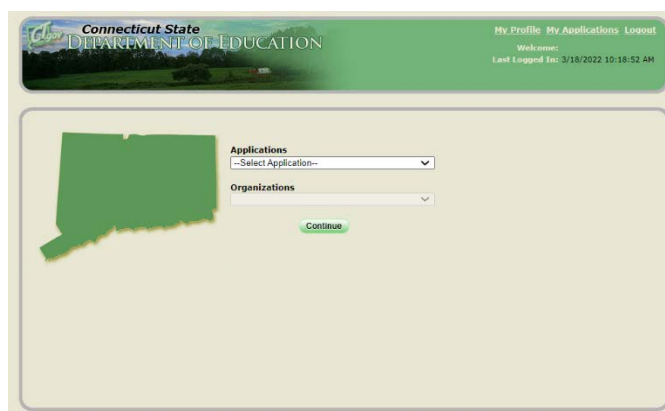
Steps

1   Go to the CSDE Portal Login screen.

2   Enter your **Username** and **Password** and select Login.

> ➤ If you only have access to TCS, the system displays the *TCS Confidentiality Acknowledgement* screen - Go to Step 4.

> ➤ If you have access to more than one application, the system displays the *State Department of Education Portal Home Page (below).*

3   Select **TCS** from the Application drop-down menu, click **Continue**. The system displays the *TCS Confidentiality Acknowledgement* screen.

4 Select **Accept.** The system displays the *TCS Home* screen.

How to Upload your File

Steps

1   Export the data from your local Student Information System.

If you have modified your file (in Excel, Notepad, etc.), save the file as a .csv or .txt file type by selecting **Save As**.

2   Click **File Upload** on the left of the screen.

3   Select a file to upload by clicking on **Choose File**.

4   Choose your .csv or .txt file from where you have saved it on your local computer/server. Then click **Open**.

5   Select if the file is **Comma-Separated Values (CSV)** or **Fixed-Length Text (TXT)**.

6   If your file contains field names in the first row select "First Row Contains Filed Names." If you are unsure you should select the box.

✔ **First Row Contains Field Names**

7 Click **Upload File**.

8 The first row in your file will be highlighted. If the highlighted row contains student data it is not a header row. If it contains the field names it is a header row. Select the appropriate response where the arrow is pictured then click **Confirm**.

9 Your file will then upload. To see the progress of your file, click **Review Uploads** in the message on the File Upload Success screen or in the left menu.

10 You will be brought to the **Review Uploads** screen. Click on a **File Name** to review that specific upload.
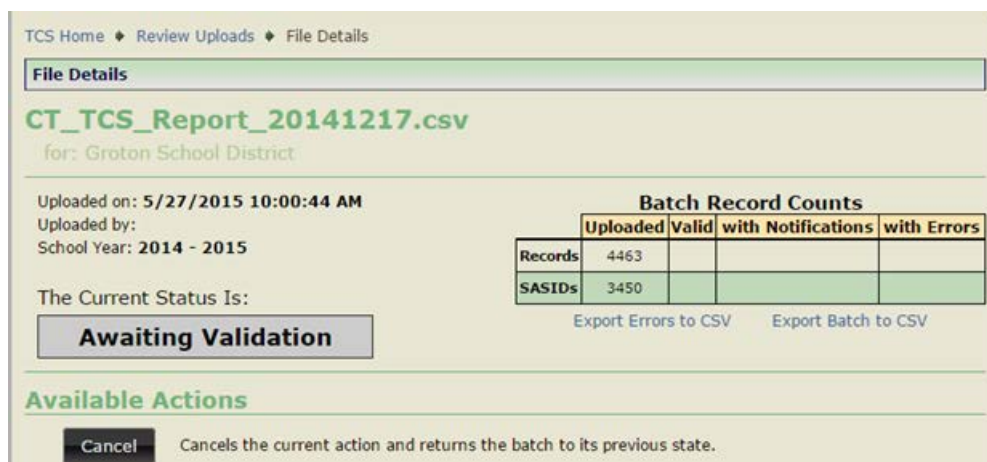
11   After you select a file name you will be brought to the **File Details** screen. While the batch is validating, the Current Status is **Awaiting Validation**. You can click **Cancel** if you would like to cancel the upload.

TCS Home ◆ Review Uploads ◆ File Details

File Details

CT_TCS_Report_20141217.csv
for: Groton School District

Uploaded on: 5/27/2015 10:00:44 AM
Uploaded by:
School Year: 2014 - 2015

Batch Record Counts

	Uploaded	Valid	with Notifications	with Errors
Records	4463			
SASIDs	3450			

Export Errors to CSV   Export Batch to CSV

The Current Status Is:

Awaiting Validation

Available Actions

Cancel   Cancels the current action and returns the batch to its previous state.

12   Once **Awaiting Validation** is complete, and if the Current Status is **Validated** skip to step 16.

Validated with Errors

13   Once **Awaiting Validation** is complete and if the Current Status is **Validated with Errors**, you can use the following tools to clean your errors:

- **Export Errors to CSV**
- **Export Batch to CSV**
- **Delete Upload**
- Manually **Edit** records (see Step 14)
- **Revalidate**

    NOTE: The validation process stops once it finds 500 errors in your file.

    NOTE: The best practice is to fix errors in your Student Information System (SIS), export a new file, and re upload again.

14 If you manually **Edit** your records, select **Revalidate** when complete.

- The **Edit Upload** screen:

- Click the plus sign to see a pop-up screen depicting that record's error.

- Click the ✏ icon to see the **Edit Record** screen. This screen allows you to resolve the error(s) for that record. When complete, click **Save and Validate**.

- Click the ❌ icon to delete a record. You will be prompted to confirm you want to delete the record.

Validated

15   Please remember that if you manually corrected errors, you will need to hit the **Re-Validate** for the **Process** button to appear.

16   Once you have 0 errors, your data is **Validated** and ready to **Process**.

17   Click **Process**.

📌 Note: Districts must Process data to have the data moved from the the tempory table to the final table. Reports will not populate/update until data is Processed.

18 This will take you to the **Process** screen.

19 You will have to select one of the following actions per Facility 1 Code:

- **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.

20 Click **Process**.

How to Certify

On the Certify screen, your will find a summary of the count of SASID's reported and Processed by Facility 1 Code. TCS SASIDs % is the percentage of PSIS SASIDs (as defined as students registered to the district for 90 days or longer in PSIS Registration) for whom at least one record was reported to TCS. The ADDITIONAL SASIDs column is the count of SASIDs that were enrolled in the district fewer than 90 days but earned a final Outcome/Grade and were reported to TCS. The TOTAL SASIDs column is the sum of TCS SASIDs and Additional SASIDs. When the Total TCS SASID % is 100 your district is eligible to Certify.

> **NOTE:** Only Certified Administrators with the TCS Certifier role assigned in Directory Manager have access to certify these data.

> **NOTE: Districts must report 100% of their students who were enrolled in their district 90 days or longer. The Certify button will not appear until the district has reached the 100% threshold.**

Steps

1. Using the navigation menu on the left of the screen, select the **Certify** menu option. This menu item is only available to those with the TCS Certifier role The system displays the *Certify* screen. The Certification button is not available until after the end the academic year.

TCS Home ◆ Certify

Certify

Below is the summary of TCS to PSIS counts for your district.

Facility Code	Facility Name	TCS Records	TCS SASIDs	PSIS SASIDs	TCS SASID %	Additional SASIDs	Additional Records	Total SASIDs	Total Records
		4	3	129	2.33%	0	0	3	4
		0	0	167	0.00%	0	0	0	0
		0	0	122	0.00%	0	0	0	0
	TOTALS	4	3	418	0.72%	0	0	3	4

2. Select **Certify.**

3. In order to certify the data collection, you must meet the reporting threshold for each Facility 1 Code *and* the total students registered by your district PSIS REGISTRATION. If you do not meet this threshold, the **Certify** button will not be available.

Certification Override

In certain circumstances records cannot be obtained for all students despite good-faith efforts on the part of LEA's and CSDE (out of state records, etc.). When the deadline approaches a Certification Override can be issued upon request if certain conditions are met:

- Only records from facilities outside of the Reporting District are missing (outplaced students, etc.)
- The following reports must not contain any records:
    - Duplicate Records
    - Available Credits vs. Course Credits Earned

An email will be sent to all TCS Users once the timeframe for a Certification Override opens. The items above will be verified before an override is issued.

Case Management Reports

Missing SASIDs

Use the Missing SASID report to ensure TCS data is reported for all of your students. When the collection opens, before you **Process** your LEA's first batch, the Missing SASID report displays *all* students enrolled in the district for 90 days (cumulative calendar) or longer. Each of these students must be reported in TCS. After the data is **Processed**, the Missing SASID report displays only students for whom a record was not reported. Your LEA should upload additional records as required, until the report is cleared.

The may be some students on the Missing SASID report for whom you do not have to report data. There is a dropdown box with various exception codes. Every student must have data reported or an applicable exception code selected before the district can **Certify**. Detailed step-by-step instructions are below.

Note: A summary of exception code usage is available in the Exception Code Summary Report that Superintendents should review before **Certifying** the collection.

Note: TCS will accept records for student who earned a final Outcome/Grade and were enrolled in the district fewer than 90 days. These students will never appear in the Missing SASID report. These students will be accounted for as "Additional SASIDs" on the **Certify** page.

REMINDER: Once your file is **Validated** you must **Process** the batch!

NOTE: Once you **Process** the batch, SASIDs with a least 1 processed record will be removed from this report. Please remember that this does not indicate that all the data for a student has been submitted.

Steps

1   Using the navigation menu on the left side of the screen, select the Reports menu option. The system displays the Reports screen.

2   Review the SASIDs that are identified as missing from the collection. Remember, all students will appear on the Missing SASIDs report until the uploaded data have been **Processed**.

3   Upload or hand-enter additional records for all students identified as Missing.

4   Should there be students identified on the Missing SASIDs report for whom the district does not have data, select the applicable Exception Code in the dropdown to the right of the screen. The dropdown will only contain options for which the student is potentially eligible (i.e. "01: Pre-K student – Related Services Only" will not appear for a student who is not enrolled in pre-k in PSIS Registration).

Code	Reason for Not Submitting Data for a Student Enrolled in District
01	Pre-K student – Related Services Only
02	Student receiving transition services only **and** engaged in Workplace Experience
03	Student not in district long enough to earn final outcome/grade
04	Student should not be on report

5   If you select an exception code in error, please contact the CSDE with the SASID that needs to be restored to the Missing SASID Report.

6   Repeat the above steps until there are no longer any students on the Missing SASIDs report.

College and Career Readiness Report (formerly the Indicator 5 Report)

This report contains counts of students by grade meeting each of the following criteria:

- • AP: The count of students with at least one record for an Advanced Placement Course.
- • IB: The count of students with at least one record for an International Baccalaureate Course.
- • Dual Enrollment: The count of students with at least one record for a course with a Dual Enrollment Code.
- • CTE Cluster: The count of students with at least one course from a CTE Cluster.
- • Workplace Experience: The count of students with at least one record for a Workplace Experience Course with at least 0.5 available credits.
- • Workplace Exception Count: The count of students reported via the Missing SASIDs Report using the "02" Workplace Exception option.

NOTE: This report will not match Indicator 5 of the Next Generation Accountability Report (published in the Profile and Performance Reports on EdSight). The report below is a count of one year of data; Indicator 5 is calculated using multiple years of TCS data. The purpose of this report is to provide a summary of the counts of students who have TCS records in the current school year collection that will contribute to the Indicator 5 calculation. Any changes to the PSIS June Collection or TCS will result in changes to the counts in the Next Generation Accountability Report.

9th Grade Tracking Report (formerly the Indicator 7 Report)

This report identifies the 9th grade students reported in TCS and the June PSIS collection for the current school year and places them in one of the following counts:

1) Students who earned 6 or more total credits in the school year
2) Students who earned less than 6 total credits in the school year

The student level data are reported by facility for students in grades 9 only.

NOTE: This report will not match Indicator 7 of the Next Generation Accountability Report (published on EdSight). The report below is a count of one year of data; Indicator 7 is calculated using multiple years of TCS data. The purpose of this report is to provide a summary of the counts of students who have TCS records in the current school year collection that will contribute to the Indicator 7 calculation. Any changes to the PSIS June Collection or TCS will result in changes to the counts in the Next Generation Accountability Report.

Arts Access Report (formerly the Indicator 12 Report)

This report counts the number of students reported in TCS and the June PSIS collection for the current school year who participated in at least one dance, theater, music or visual arts course.

NOTE: The purpose of this report is to provide a summary of the counts of students who have TCS records in the current school year collection that will contribute to the Indicator 12 calculation. Any changes to the PSIS June Collection or TCS will result in changes to the counts in the Next Generation Accountability Report.

Special Education Students

How does my organization report our Special Education students?

All students who are registered to your district in PSIS are required to be reported in TCS. Please note that special education courses are not specified within the SCED course codes or at the course level. Note that there are no course descriptions in SCED that are intended solely for students with disabilities, or that indicate that a course has been modified for these students. When this information is appropriate, users will need to add an element to note that a course is adapted to meet the individual needs stated in a student's Individual Education Programs (IEP). The CSDE is not requiring an added element to indicate the child's enrollment in a special education course.

The 18-21 year old population should be reported. There are SCED course codes that indicate life skills, workplace experience courses (i.e. off-site transition programs or internships), etc. Indicating that the student is earning 0.00 credits is acceptable. The students engaged in workplace experience courses, if reported using the applicable SCED Course Codes, will apply to the district's accountability index under Indicator 5.

When a student attends an APSEP, who is responsible for determining available credit within the SCED Course Code and the Course Credit Earned?

APSEP's upload data directly into PSIS with recommended SCED codes and credits earned by the student attending their facility. However, The LEA is ultimately responsible for the student's IEP and Transcript, which in turn means the LEA is responsible for determining course credits earned. The LEA must determine from the information provided if the Course Credits Earned is consistent with what the LEA is willing to accept toward completion of the credits required for a local diploma as outlined in Connecticut Education Statutes (C.G.S. Section 10-69(b)). These considerations regarding course offerings and credits earned should be addressed through the PPT. Ultimately, Course Credits Earned should align with the student's transcript that is issued by the LEA.

When is it appropriate to use Outcome/Grade Status "NG" or "SE"?

The Outcome/Grade Status of "NG" or "SE" can only be used in TCS if page 8 of the IEP indicates that the student is in a:
- Non-Graded situation or
- Working towards IEP Goals and Objectives.

Middle School Students Taking High School Courses

> **NOTE:** When a middle school student takes a high school course, a secondary formatted SCED Course Code must be used. This is critical because in state accountability, only secondary formatted SCED Course Codes are analyzed for Indicator 5.

When do I submit their records to TCS?

Report the courses to TCS for the academic year the student took the course.

What if the students does not receive the credit until they matriculate to the high school?

That's ok; still report the course with the credit in the academic year the student took the course. The student earned the credit for the course they took and it should correspond with that course in TCS reporting.

User Roles in DM?

What if I forget my User ID?

Visit the DM Self Service page or contact your LEA Security Manager.

What if I forget my password?

Visit the DM Self Service page or contact your LEA Security Manager.

What should we do if a User with a TCS role no longer works in our organization?

Contact your LEA Security Manager and ask them to inactivate the person's account in DM. For security purposes, this should be completed as soon as the position is terminated.

What should we do if a User with a TCS role is no longer responsible for inputting TCS data?

Contact your LEA Security Manager, ask them to either remove the TCS role for this user or inactivate the user's account in DM. For security purposes, this should be completed immediately upon termination of the assignment.

- If the user has other roles in DM, the LEA Security Manager should remove the TCS role.
- If the user does not have other roles in DM, the LEA Security Manager should inactivate the user's account.

What should we do if a User's phone number or email address is not accurate?

Contact your LEA Security Manager and ask them to update the user's account in DM.

What should we do if we have a new TCS user?

Contact your LEA Security Manager, ask them to create/update the user's account in DM.

What if we do not know who our LEA Security Manager is?

If you do not know who your LEA Security Manager visit the Portal Application Contacts page for a list of all LEA Security Managers.

Section III: Appendix

Terminology

CECS	Connecticut Educator Certification System
CSDE	Connecticut State Department of Education
DM	Directory Manager is the official listing of all districts, schools and other educational facilities. DM is also used to manage users and their roles for all Portal Applications.
EIN	Educator Identification Number
Final Outcome Grade	The grade that appears on a student's transcript
PSIS Registration	Public School Information System - This application is used for year-round registration of student enrollments.
SASID	State Assigned Student Identifier
TCS	Teacher-Course-Student

Table A – Facility Codes

For a listing of facilities, see PSIS Table A.

Table B – Reporting Districts

#	LEA	#	LEA	#	LEA	#	LEA
001	Andover	058	Griswold	118	Ridgefield	207	Region 7
002	Ansonia	059	Groton	119	Rocky Hill	208	Region 8
003	Ashford	060	Guilford	121	Salem	209	Region 9
004	Avon	062	Hamden	122	Salisbury	210	Region 10
005	Barkhamsted	063	Hampton	123	Scotland	211	Region 11
007	Berlin	064	Hartford	124	Seymour	212	Region 12
008	Bethany	065	Hartland	125	Sharon	213	Region 13
009	Bethel	067	Hebron	126	Shelton	214	Region 14
011	Bloomfield	068	Kent	127	Sherman	215	Region 15
012	Bolton	069	Killingly	128	Simsbury	216	Region 16
013	Bozrah	071	Lebanon	129	Somers	217	Region 17
014	Branford	072	Ledyard	131	Southington	218	Region 18
015	Bridgeport	073	Lisbon	132	South Windsor	219	Region 19
017	Bristol	074	Litchfield	133	Sprague	231	Goodwin University
018	Brookfield	076	Madison	134	Stafford	241	CREC
019	Brooklyn	077	Manchester	135	Stamford	242	Educ Connection
021	Canaan	078	Mansfield	136	Sterling	243	CES
022	Canterbury	079	Marlborough	137	Stonington	244	ACES
023	Canton	080	Meriden	138	Stratford	245	LEARN
024	Chaplin	083	Middletown	139	Suffield	253	EASTCONN
025	Cheshire	084	Milford	140	Thomaston	261	Jumoke
026	Chester	085	Monroe	141	Thompson	263	Odyssey
027	Clinton	086	Montville	142	Tolland	264	Integrated Day
028	Colchester	088	Naugatuck	143	Torrington	265	ISAAC
029	Colebrook	089	New Britain	144	Trumbull	268	Common Ground
030	Columbia	090	New Canaan	145	Union	269	Bridge
031	Cornwall	091	New Fairfield	146	Vernon	270	Side by Side
032	Coventry	092	New Hartford	147	Voluntown	272	Explorations
033	Cromwell	093	New Haven	148	Wallingford	278	Trailblazers
034	Danbury	094	Newington	151	Waterbury	279	Amistad
035	Darien	095	New London	152	Waterford	280	New Beginnings
036	Deep River	096	New Milford	153	Watertown	282	Stamford Academy
037	Derby	097	Newtown	154	Westbrook	283	Park City Prep
039	Eastford	098	Norfolk	155	West Hartford	285	A.F. Bridgeport
040	East Granby	099	North Branford	156	West Haven	286	Highville
041	East Haddam	100	North Canaan	157	Weston	288	A.F. Hartford
042	East Hampton	101	North Haven	158	Westport	289	Elm City College Prep
043	East Hartford	102	North Stonington	159	Wethersfield	290	Brass City
044	East Haven	103	Norwalk	160	Willington	291	Elm City Montessori
045	East Lyme	104	Norwich	161	Wilton	293	Path Academy Windham
046	Easton	106	Old Saybrook	162	Winchester	294	Great Oaks Charter
047	East Windsor	107	Orange	163	Windham	295	Booker T. Washington
048	Ellington	108	Oxford	164	Windsor	296	Stamford Charter Sch for
049	Enfield	109	Plainfield	165	Windsor Locks	297	Capitol Prep. Harbor Sch Inc.
050	Essex	110	Plainville	166	Wolcott	336	Unified Schl Dist 1
051	Fairfield	111	Plymouth	167	Woodbridge	337	DMHAS
052	Farmington	112	Pomfret	169	Woodstock	347	Unified Schl Dist 2
053	Franklin	113	Portland	201	Region 1	900	CTECS
054	Glastonbury	114	Preston	204	Region 4	901	Norwich Free Academy
056	Granby	116	Putnam	205	Region 5	902	The Gilbert School
057	Greenwich	117	Redding	206	Region 6	903	Woodstock Academy

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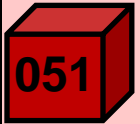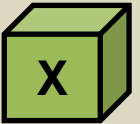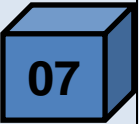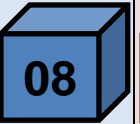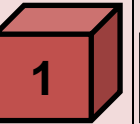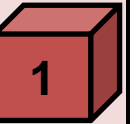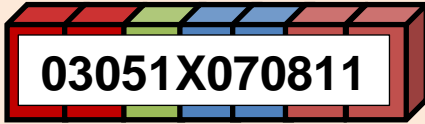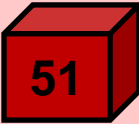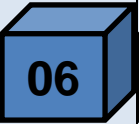
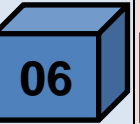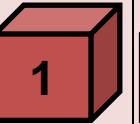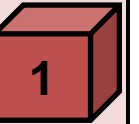| Long-Term Substitute Teachers WITH an EIN will be classified into a 300s code category. The assignment must be more than 40 days.	
Teacher Type Code	Teacher Type Description
301	Long-term Sub with EIN, Teacher of Record
302	Long-term Sub with EIN, Instructional Support
303	Long-term Sub with EIN, Co-Teacher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

Table D – SCED Course Code Structure Explanation

PRIOR-TO-SECONDARY

Course Description		Course Code Rigor Level	Grade Span		Sequence		SCED Course Code
03	051	X	07	08	1	1	03051X070811
Life and Physical Sciences	Biology	No specific level of rigor	grades 7 and 8		"1 of 1"—not part of a sequence		
51	046	G	06	06	1	1	51046G060611
English Language and Literature	Reading (grade 6)	General	grade 6		"1 of 1"—not part of a sequence		

SECONDARY
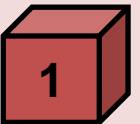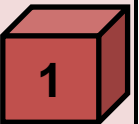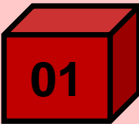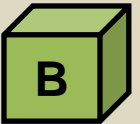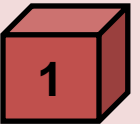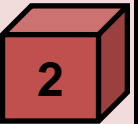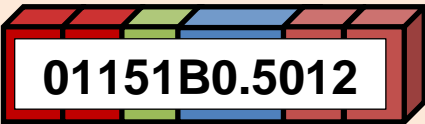
Course Description		Course Code Rigor Level	Available Credit	Sequence		SCED Course Code
04	151	H	1.0	1	1	04151H1.0011
Social Sciences	U.S. Gov Comp	Honors	One Carnegie Unit	"1 of 1"—not part of a sequence		
01	151	B	0.5	1	2	01151B0.5012
Social ScieSCED	Public Speaking	Basic	One-half Carnegie Unit	"1 of 2" - 1st part of a 2-course sequence		

Table E – Course Code Rigor Levels

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

Code	Name	Description
B	Basic or remedial	A course focusing primarily on skills development, including literacy in language, mathematics, and the physical and social scieSCED. These courses are typically less rigorous than standard courses and may be intended to prepare a student for a general course.
G	General or regular	A course providing instruction in a given subject area that focuses primarily on general concepts appropriate for the grade level. General courses typically meet the state's or district's expectations of scope and difficulty for mastery of the content.
E	E=Enriched or advanced	A course that augments the content and/or rigor of a general course, but does not carry an honors designation.
H	H=Honors	An advanced-level course designed for students who have earned honors status according to educational requirements. These courses typically include additional content not found in general courses, and are formally designated as honors courses. **AP courses should be coded as H.**
C	C=College	A course that is designed to be credit-bearing at a postsecondary institution.
X	X=No specified level of rigor	The notion of rigor may not be appropriate for some courses; survey or interest courses that expose students to a variety of subjects and study hall are examples.

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

MATRIX FOR ELEMENTARY SCHOOL COURSE CODE RIGOR LEVELS

Encompasses grades K4-8, unless middle grades are operating on a secondary level

General or Regular

A) Does this course meet the state's expectations for content mastery?
AND
B) Does this course focus primarily on common concepts?

—YES—→ **G**

NO ↓

Basic

A) Does this course focus primarily on skills development to prepare a student for a general course?
AND/OR
B) Is this a MODIFIED course designed for students needing additional support and/or services?

—YES—→ **B**

NO ↓

No Specified Level

Does this course introduce or survey a variety of subjects?

—YES—→ **X**

NO ↓

Enriched or Advanced

A) Is this an advanced level course?
AND/OR
B) Does this course have prerequisite coursework requirements?

—YES—→ **E**

NO ↓

Honors

A) Is this an advanced level course designed for students who have earned honors status according to educational requirements?
AND
B) Has the district designated this as an honors course?

—YES—→ **H**

—NO—→ **E**

MATRIX FOR CWCS SECONDARY SCHOOL COURSE CODE RIGOR LEVELS

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

General or Regular

A) Does this course meet the state's expectations for content mastery?
AND
B) Does this course focus primarily on common concepts?

— YES → **G**

NO

Basic

A) Does this course focus primarily on skills development to prepare a student for a general course?
AND/OR
B) Is this a MODIFIED course designed for students needing additional support and/or services?

— YES → **B**

NO

Enriched or Advanced

A) Is this an advanced level course?
AND/OR
B) Does this course have prerequisite coursework requirements?

— YES → **E**

NO

NO → **E**

Honors

A) Is this an advanced level course designed for students who have earned honors status according to educational requirements?
AND
B) Has the district designated this as an honors course?

— YES → **H**

Table F – Outcome/Grade Status

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