

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

# Teacher-Course-Student (TCS) LEA User Guide

2023-24

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## 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 (TABLE B: <a href="#">view online</a> )
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 SCED 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 (TABLE A: <a href="#">view online</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 (LEAs) 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**

## Contact Information

Role	Name	E-mail
CSDE Data Manager/Analyst	Keryn Felder	<a href="mailto:Keryn.Felder@ct.gov">Keryn.Felder@ct.gov</a>

# Documentation Change Log

Version	Section / Page	Date	Description
<b>1.0</b>		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
<b>1.1</b>		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 1 <sup>st</sup> —Aug 31 <sup>st</sup> to allow for summer school reporting
	Due Dates	4/20/16	Accurate Due Date- Sept. 15 <sup>th</sup> , 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.
<b>1.2</b>		4/21/16	Published
<b>1.3</b>		5/17/17	Minor edits, 2016-2017 version published
			Reordered Guide: moved record layout to the first page
<b>1.4</b>		6/4/18	Minor edits, 2017-2018 version published
<b>1.5</b>		5/10/19	Minor edits, 2018-2019 version published
<b>1.6</b>		5/7/21	Updated references to Course Codes to SCED codes. Rigor Level, minor edits, 2020-2021 version published
<b>1.7</b>		3/21/22	Minor edits, and clarifications. 2021-2022 version published.
	<a href="#">Collection Period</a>	3/21/22	An updated collection period is noted as the deadlines have changed
	<a href="#">Username/ Password Recovery</a>	3/21/22	New section added
	<a href="#">Table E</a>	6/3/22	Added Rigor Level matrices
	<a href="#">9th Grade Tracking Report</a>	8/4/22	Updated 5 credits to 6 credits per <a href="#">Next Generation Indicator 7 update</a>
	<a href="#">Co-Teachers</a>	8/10/22	New section added
<b>1.8</b>		2/26/23	Minor edits, and clarifications. 2022-2023 version published.
		3/24/23	Updated screenshots and text to be consistent with updated reports and text.
<b>1.9</b>	<a href="#">Outcome/ Grade Status Table</a>	4/15/24	Code TC added
	<a href="#">Added Transfer Credit Guidance</a>	4/15/24	Coding information for adding transfer credit

	Removed Reports	4/15/24	The following reports have been removed from TCS: Available Credits vs. Course Credits Earned Data Cleaning Report, College and Career Readiness Report, 9th Grade Tracking Report, Arts Access Report.
	Renamed Report	4/15/24	The Exception Report Summary by Course Facility has been renamed to Course Location/Registration
	Sequence	4/15/24	Updated Course Sequence guidance
	Teacher Type Table	4/15/24	Updated definition for 504, Teacher of Transfer Student
		4/15/24	Minor edits, and clarifications. 2023-24 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](#), which 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 Advanced Placement (AP), International Baccalaureate (IB), dual-enrollment, Career and Technical Education (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 9<sup>th</sup> 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 (Course availability on sign language, pre-kindergarten classroom size, etc.). Family Educational Rights and Privacy Act (FERPA) [data suppression guidelines](#) are followed for all data requests and applied to public-facing data.

## Collection Period

- Data reported should include courses that took place from July 1, 2023 – June 30, 2024 (the current school year) and courses that began after July 1, 2023 *only if they are credit recovery courses*.
- Once open, the application is accessible 24/7 until the collection closes.

## Deadlines: Timely and Accurate

Reporting Entity	Timely	Accurate	Freeze Date
LEA	July 10, 2024	August 21, 2024	September 4, 2024
APSEP	July 10, 2024	N/A	N/A

Each 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 deadline (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 error 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** with the **TCS Certifier role**. Certification affirms the following:

“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 an LEA 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.

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

### Obtaining Login Information

TCS is a portal application. Your **LEA Security Manager** 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.
- Those with the TCS LEA User and/or TCS Certifier role will receive applicable communication regarding the TCS application.

### LEA Security Manager

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



If **you** are the LEA Security Manager and you need access to TCS, a person cannot assign a role to themselves. To obtain this role send an email requesting access to one of the individuals below. To facilitate the process cc your Superintendent.

Laura Guerrero  
[LAURA.GUERRERA@CT.GOV](mailto:LAURA.GUERRERA@CT.GOV)

Raymond Martin  
[RAYMOND.MARTIN@CT.GOV](mailto:RAYMOND.MARTIN@CT.GOV)

## Username/Password Recovery

You can be reminded of your username, reset, or change your password via the [Password Reset](#) page.

## User Roles

Name	Level	Required Role	Permissions	# of Users Allowed
<b>TCS Certifier</b>	District Based	Yes	<ul style="list-style-type: none"> <li>View batches</li> <li>View reports</li> <li>Certify data</li> </ul>	<ul style="list-style-type: none"> <li>At least one per district.</li> <li><b>Must be a certified administrator holding a 092 or 093. Individuals without a 092 or 093 will be removed from this role.</b></li> </ul>
<b>TCS LEA User</b>	District Based	Yes	<ul style="list-style-type: none"> <li>Upload batches</li> <li>Edit collection</li> <li>View batches</li> <li>View reports</li> </ul>	<ul style="list-style-type: none"> <li>Unlimited; At the discretion of the district</li> <li>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 TCS LEA Users are aware of their responsibilities under FERPA regarding protection of student level data.</li> </ul>

## 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 must be reported in TCS. Every student must be 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 (TCS SCED CODE), per teacher (EIN), per SECTION CODE, per DISTRICT COURSE CODE in a given facility be reported rather than individual marking periods.

If there are more than 1 record per SASID, TCS SCED CODE, 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:

- Unique SESSION START DATE and SESSION END DATES must be reported to reflect the specific marking period being submitted.
- COURSE CREDITS EARNED must be reported proportionally to the marking period.
  - 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).
  - 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).
- AVAILABLE CREDIT (within TCS SCED 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 not report:

- 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

### Transfer Students

Prior to the current 2023-24 school year, transfer credit could not be reported in TCS by the receiving LEA. It is still the responsibility of the sending (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.

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

TCS Field	In-State Transfer	Out-of-State Transfer
Reporting District	Current (receiving) LEA	
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	

### Grade Level Reporting Requirements

The data for students in grades **PK-6 should 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 must be reported 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

LEAs may submit data in the following ways:

### Batch Upload

LEAs or APSEP's create a batch manually or extract one from their local student information system. TCS allows multiple 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.

LEAs 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

LEAs can enter data directly into the application.

SAMPLE SCREEN:

TCS Home • Collection Edit • Add Record

**Add Record**

**General**

\*Reporting District:  \*Fall Of Year:

**Student Info**

\*SASID:   
District Student ID:   
\*Date of Birth:   
\*Facility Code 1:

**Course Info**

\*Course Facility Code:   
\*NCES Course Code:   
\*Section Code:   
District Course Code:   
\*Session Start Date:   
\*Session End Date:   
Dual-Enrollment Code:

**Teacher Info**

\*Teacher Type:   
Teacher EIN:   
District Teacher ID:

**Student Outcome Info**

\*Outcome/Grade:  # Membership Sessions:   
\*Outcome/Grade Status:  # Sessions Attended:   
Credits Earned:

## Data Field Descriptions

The following fields are collected in TCS. Fields are listed in the order displayed in the Record Layout.

---

**SASID** The State Assigned Student Identifier (SASID) generated 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 or an error will be generated.

Values

- 10-digit numeric code

Source

- PSIS Registration
- 

**Reporting District** The district in which the student attended school at the time of the course reported.

Rules

- Mandatory
- The REPORTING DISTRICT reported must match the student's REPORTING DISTRICT in PSIS Registration. If the Reporting District does not match PSIS Registration an error will be generated.

Values

- Three-digit numeric code
- See [Table B](#)

Source

- PSIS Registration
- 

**District Student ID** ID generated by LEA.

Rules

- Recommended

Values

- Alphanumeric

Source

- LEA
- 

**Date of Birth** Student's date of birth (DOB).

Rules

- Mandatory
- The DATE OF BIRTH reported must match the student's DATE OF BIRTH in PSIS Registration. If the DOB does not match PSIS Registration an error will be generated.

Format/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.
  - 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):
  - Non\_Public\_Sub\_Type\_Code = "TVSP" or,
  - Program\_Type\_Code = "PSBTP" or,
  - 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 an SCED COURSE CODE that is the best fit.

- Rules
- Mandatory
- Values
- 12-character alpha-numeric code
    - See [Table D](#) for an example of how to create an SCED code.
  - **Prior-to-Secondary Course**
    - **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 need to be indicated in the SCED Course code for that student.
    - **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 4<sup>th</sup> graders would be **0404**, a course for 7<sup>th</sup> or 8<sup>th</sup> graders would be **0708**)
    - **Sequence-** 2-digit numeric value for optional LEA use only. CSDE recommends using "11" if your LEA is not designating these characters for a specific use.
      - If your LEA is reporting the same 5-digit SCED code for a series of courses within the same school year, be sure to include unique Course Start/End Dates to differentiate between the courses so they are

identified as multiple courses and not duplicates. CSDE does not use the sequence characters.

- **Secondary Course**

- **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-**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.
- **Available Credit-** 4-digit numeric value determined by school indicating the Carnegie Credits available for that course (i.e. 1.00 or 0.50)
- **Sequence-** 2-digit numeric value for optional LEA use only. CSDE recommends using "11" if your LEA is not designating these characters for a specific use.
  - If your LEA is reporting the same 5-digit SCED code for a series of courses within the same school year, be sure to include unique Course Start/End Dates to differentiate between the courses so they are identified as multiple courses and not duplicates. CSDE does not use the sequence characters.

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.
    - 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:
    - Unique SESSION START DATE and SESSION END DATES must 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:
    - i. Unique SESSION START DATE and SESSION END DATES must 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
TC	Transfer Credit from another district/private school

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:
  - COURSE CREDITS EARNED must be reported proportionally to the marking period.
    - 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).
    - 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 with a decimal in position 2 (i.e. 1.50)
- Valid range and format: 0.00 - 9.99

- Three-digit decimal places will not be accepted, your LEA is advised to round.  
EXAMPLE: 0.125 → 0.13

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 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 Codes - [Table G](#)

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.

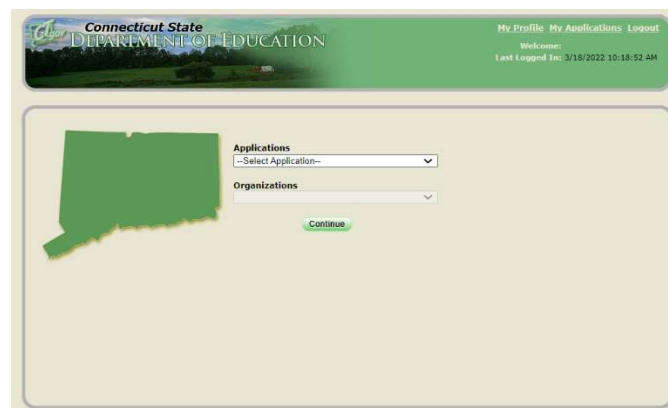
##### Steps

- 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)*.

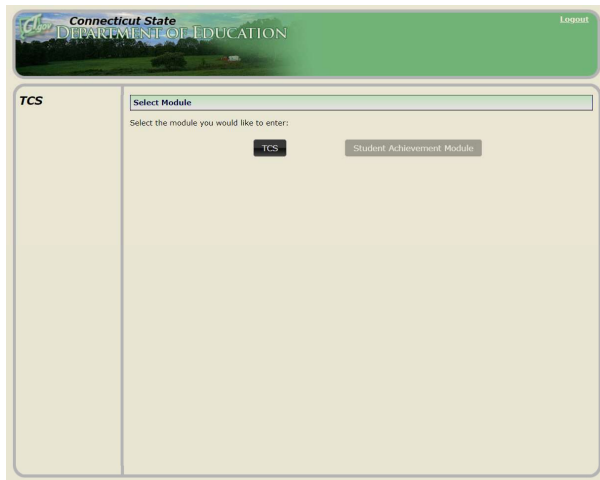


- 3 Select **TCS** from the Application drop-down menu, click **Continue**. The system displays the *TCS Confidentiality Acknowledgement* screen.



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

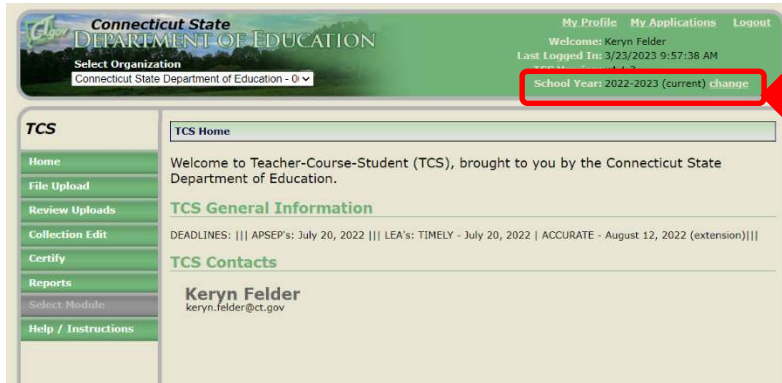
Note that the Student Achievement Module (SAM) is also an option on this screen. The [SAM User Guide](#) is available on the TCS Help Site.



## How to Upload your File

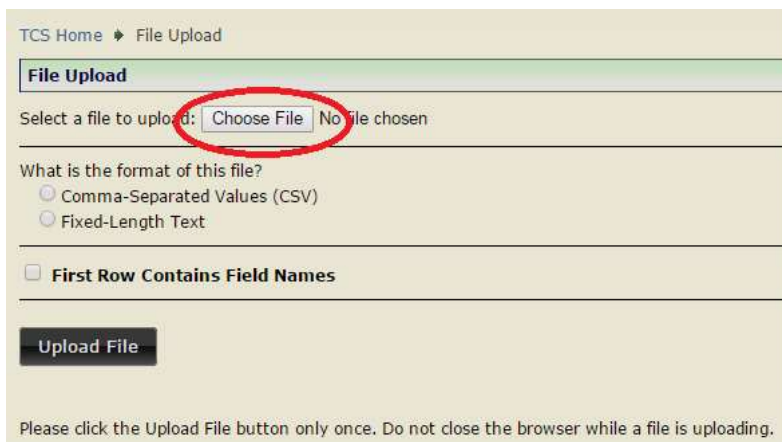
### Steps

- 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 side of the screen.

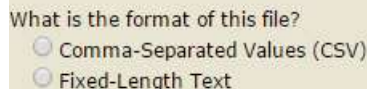


**NOTE:** You can select a prior year to review previously submitted data. This can help with course coding, allow you to review prior year reports, or download data submitted. This option can be especially useful for new users.

- 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.



- 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**.

TCS Home ▶ File Upload Confirmation

**File Upload Confirmation**

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

SASID	Reporting District	District Student Id	DoB	EIN	Teacher Type
Student State ID	Reporting District	Student ID	Date of Birth	Educator Identification Number (EIN)	Teacher Type
2820360717		31594	04292010	5625777856	101
1000230987		29834	05202008	8865538979	101
1000812312		28497	08042004	1698034287	101
1002324808		26642	01202006	3026835340	101

Is this indeed a header row that you wish to skip?

Yes, this is a header row, ignore it.  
 No, this is not a header row, please include it.

Confirm Cancel

- 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.

TCS Home ▶ File Upload Success

**File Upload Success**

**Upload Success!**

Your file has been uploaded successfully and has been automatically marked as ready for validation. The status of your file can be monitored on the [Review Uploads](#) page.

- 10 You will be brought to the **Review Uploads** screen. Click on a **File Name** to review that specific upload.

TCS Home ▶ Review Uploads

**Review Uploads**

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

File Name	Status	Date	Records Uploaded	Records Valid	Records with Notifications	Records with Errors	Unique SASIDs Uploaded
CT_TCS_Report_20141217.csv	Awaiting Validation	5/27/2015 10:00:44 AM	4463				3450

- 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:

Uploaded on:  
Uploaded by:  
School Year:

The Current Status Is:  
**Awaiting Validation**

Batch Record Counts			
	Uploaded	Valid	with Notifications with Errors
Records	4463		
SASTIDs	3450		

Export Errors to CSV    Export Batch to CSV

**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.



TCS Home • Review Uploads • File Details

**File Details**

**CT\_TCS\_Report\_20141217.csv**

for:

Uploaded on:  
 Uploaded by:  
 School Year:

The Current Status Is:

**Validated with Errors**

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.

	Uploaded	Valid	with Notifications	with Errors
Records	4463	0	0	402
SASIDs	3450	0	0	368

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

**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.

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

- The **Edit Upload** screen:

TCS Home • Review Uploads • Batch Detail • Edit Upload

**Edit Upload**

**Action Legend:** [Show Legend](#)

Filename: CT\_TCS\_Report\_20141217.csv  
 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	NCEIS Code	Section Code	Outcome/Grade	Facility 1 Code	Session Begin Date	Session End Date
7				101	0595311	80010G000011	BE1	B+	0595311	08272014	11032014
8				101	0595311	72003B060811	E12	A	0595311	08272014	11262014
9				101	0595311	72003B060811	E11	P	0595311	08272014	11262014
13					0590311	73033X030311	2	Promoted	0590311	08272014	06302015
15				101	0595211	80010G040611	100R	A-	0595211	08272014	11032014
16					0595211	53236G060811	100	P	0595211	08272014	11262014
20				101	0595311	55186G060611	6B1	B	0595311	08272014	11032014
21				101	0595311	72003B060811	B12	A+	0595311	08272014	11262014
25				101	0595311	58051G070711	7D1	B	0595311	08272014	11032014
26					0595311	72003B060811	D12	P	0595311	08272014	11262014

Displaying items 1 - 10 of 402

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

TCS Home • Review Uploads • Batch Detail • Edit Upload

**Edit Upload**

**Action Legend:** [Show Legend](#)

Filename: CT\_TCS\_Report\_20141217.csv  
 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	NCEIS Code	Section Code	Outcome/Grade	Facility 1 Code	Session Begin Date	Session End Date
7				101	0595311	80010G000011	BE1	B+	0595311	08272014	11032014

**Level**      **Message**

**ERROR**      Outcome Grade Status is required.

- 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

- Please remember that if you manually corrected errors, you will need to select **Re-Validate** for the **Process** button to appear.
- Once you have 0 errors, your data is **Validated** and ready to **Process**.

School Year:

Records	10465	10465	0	0
SASIDs	2909	2909	0	0

The Current Status Is:

**Validated**

Export Errors to CSV    Export Batch to CSV

**Available Actions**

- Delete Upload** Deletes the upload and all corresponding data.
- Revalidate** Runs the Validation routine again.
- Process** Processes the current batch.

- Click **Process**.



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

School Year:

Records	10465	10465	0	0
SASIDs	2909	2909	0	0

The Current Status Is:

**Validated**

Export Errors to CSV      Export Batch to CSV

---

**Available Actions**

**Delete Upload** Deletes the upload and all corresponding data.

**Revalidate** Runs the Validation routine again.

**Process** Processes the current batch.

**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

The Certify Report and the Summary of Facility Code 1 report display the same information:

- **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.
- **Missing Records** – The count of all records not reported by Facility Code 1 – see the Missing SASID Report for details.



**NOTE:** Only Certified Administrators with the TCS Certifier role assigned in Directory Manager can complete this step.



**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.

## Steps

- 1** Using the navigation menu on the left of the screen, select the **Certify** menu option. While both those with the TCS User or TCS Certifier role can access this screen, the Certify button is only available to those with the TCS Certifier role, the system displays the *Certify* screen. The Certification button is not available until the Accurate phase of the collection.

Facility Code	Facility Name	Total SASIDs Reported	Total Records Reported	Missing Records
		178	604	0
		1	8	0
		2	24	0
		181	636	0

## 2 Select **Certify**.

Certification criteria:

- The [Duplicate Records](#) report must be blank.
- There should only be 5 or less records for any facility on the Missing SASID report.

If the above conditions are not met your LEA will be unable to certify without an override.

### **Certification Override**

In certain circumstances records cannot be obtained for all students despite good-faith efforts on the part of LEAs 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 [Duplicate Records](#) report must be blank.

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.

### **Reports**

The Reports section of TCS includes reports intended for data cleaning and review to verify accuracy before Certification. All data reported by your LEA can be downloaded in this section of the application in the Download Student-Level Data section of the page:



## **Data Cleaning Reports**

### **Missing SASIDs**

Use the Missing SASID report to ensure TCS data is reported for all students. When the collection opens, before you **Process** your LEAs 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.

There 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 Administrators should review before **Certifying** the collection.



**NOTE:** Once your file is **Validated** you must **Process** the batch. After you **Process** the batch, SASIDs with a least 1 processed record will be removed from this report. This does not indicate that all the data for a student has been submitted.

## Missing SASIDs Report 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 your LEA
01	Pre-K student – Related Services Only
02	Student receiving transition services only <b>and</b> 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 the Missing SASID Report is cleared.

## General Reports

### Summary by Facility Code 1

This report is a summary of all records reported by your LEA, 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.
- 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.

### Course Location/Registration

*Renamed, formerly the Exception Report Summary by Course Facility*

This report displays records where Facility 1 Code does not match Course Facility Code, which can occur if the student is taking a course in their facility code 2, online, etc. The report is informational, not an error report, and no changes are needed if the records are correct as is.

## Preliminary Next Generation Indicator Reports

The following reports have been removed from TCS: College and Career Readiness Report, 9th Grade Tracking Report, Arts Access Report.

LEAs will be notified to review the Preliminary Next Generation Indicator Reports in EdSight secure when they become available.

## Frequently Asked Questions

### Special Education Students

#### How so LEAs report 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. 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. 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.

### Username and Password Information

#### What if I forget my User ID?

Visit the [Portal Username Reminder/Password Reset](#) page or contact your LEA Security Manager.

**What if I forget my password?**

Visit the [Portal Username Reminder/Password Reset](#) 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 deactivate the person's account in Directory Manager (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.

- 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 deactivate the user's account.

**What should we do if a 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 [Find Contacts](#) page and select LEA Security Manager as a role.

## 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 & B

These tables are available online. Links can be found in the [Record Layout](#) table.

## Table C – Teacher Types

<b>Teachers WITH an EIN are classified into a 100s code category.</b>	
<b>Teacher Type Code</b>	<b>Teacher Type Description</b>
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

<b>Teachers WITHOUT an EIN are classified into a 200s code category.</b>	
<b>Teacher Type Code</b>	<b>Teacher Type Description</b>
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

<b>Long-Term Substitute Teachers WITH an EIN are classified into a 300s code category. The assignment must be more than 40 days.</b>	
<b>Teacher Type Code</b>	<b>Teacher Type Description</b>
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

<b>Long-Term Substitute Teachers WITHOUT an EIN are classified into a 400s code category. The assignment must be more than 40 days.</b>	
<b>Teacher Type Code</b>	<b>Teacher Type Description</b>
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



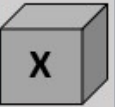

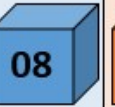
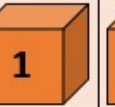


  

<b>Other - Teachers who cannot be classified in the Certified, Non-certified and Long-term Substitute codes are classified into a 500s code category.</b>	
<b>Teacher Type Code</b>	<b>Teacher Type Description</b>
501	Teacher of student placed Out of State
502	International Guest Teacher
503	Teacher of student placed Out of District
504	Teacher of Out of or In-State 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



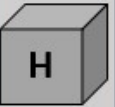
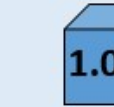
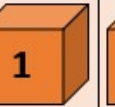
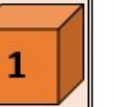
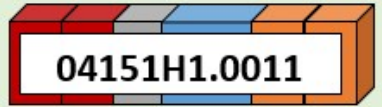
### Table D – TCS Course Code Structure

The TCS Course Code field consists of a 12-character codes which is structured according to grade level:

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

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

#### SECONDARY (Grades 9 - 12):

SCED Code		Rigor Level	Available Credit	Sequence		TCS Course Code
						
Social Sciences	U.S. Gov Comp	Honors	One Carnegie Unit	"1 of 1"—not part of a sequence		

#### VALID VALUES:

See the User Guide for descriptions of each item.

SCED Code	5-digit code from the current SCED Code or CT Specific list
Rigor Level	B, G, E, H, C, X
Grade Span (PK-8 only)	PK, KG, 01, 02, 03, 04, 05, 06, 07, 08
Available Credit (9-12 only)	0.00 – 9.99  <i>*NOTE: Available Credit must be a 4-digit numeric (i.e. 1.50) value, with a decimal in position 2. The valid range and format is 0.00 - 9.99. Three-digit decimal places will not be accepted, your LEA is advised to round. EXAMPLE: 0.125 → 0.13</i>
Sequence	11 (CSDE recommends using "11" if your LEA is not designating these characters for a specific use)

### **Table E – Course Code Rigor Levels**

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

<b>Code</b>	<b>Name</b>	<b>Description</b>
<b>B</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.
<b>G</b>	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.
<b>E</b>	E=Enriched or advanced	A course that augments the content and/or rigor of a general course, but does not carry an honors designation.
<b>H</b>	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. <b>AP courses should be coded as H.</b>
<b>C</b>	C=College	A course that is designed to be credit-bearing at a postsecondary institution.  <b>Note that the Dual Enrollment field must be completed if your LEA wants to count that record toward the Next Generation Accountability Indicator #5.</b>
<b>X</b>	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.

**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
TC	Transfer Credit from another district/private school

**Table G – Dual Enrollment Codes**

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
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

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<b>1290039</b>	Wesleyan University
<b>7040038</b>	Western Connecticut State University
<b>1300039</b>	Yale University
<b>9990199</b>	Generic Other-In State
<b>9990299</b>	Generic Other-Out of State