



**STATE OF CONNECTICUT
BOARD OF EDUCATION**



TO: Superintendents of Schools

FROM: Dr. Dianna R. Wentzell *DRW*
Commissioner of Education

DATE: May 19, 2017

SUBJECT: Data Collection and Reporting Updates/Reminders

This memorandum provides important updates/reminders regarding data collection and reporting at the Connecticut State Department of Education (CSDE).

- Data Acquisition Plan 2017-18:** The CSDE’s [Data Acquisition Plan for 2017-18](#) is now available (in Excel format). In addition, the Performance Office’s [Data Collections Guide for 2017-18](#) provides in-depth information about each collection and its respective timely/accurate due date.
- Summative Assessment Results for 2016-17:** Districts can expect to receive secure access to student results from the 2016-17 Connecticut Summative Assessments per the timeframes listed below.

Assessment	Timeframe and Portal	Student Paper Reports
Connecticut SAT School Day	April 5 results on May 9 and April 25-26 results in mid-June through the College Board portal	Mid-June <i>(only for students without an online account who took the test on April 5. Make-up date students will receive this later)</i>
Smarter Balanced	June through the Online Reporting System (ORS)	Early/mid-September
CMT/CAPT Science and Skills Checklist Science	Late August through the ORS	
CT Alternate Assessment	Late August through the ORS	

The CMT/CAPT science assessments (including Skills Checklist) and the Connecticut Alternate Assessments are expected to require additional psychometric analyses prior to the release of results. Therefore, the release for these assessments will occur later than Smarter Balanced reporting. Final aggregate results for all assessments for all districts, schools, and student groups are expected to be published through EdSight by August 31.

- Public School Information System (PSIS) January Collection Discontinued:** Beginning with the 2017-18 school year, the CSDE is discontinuing the January PSIS collection. The October and June PSIS collections as well as the PSIS Registration

module will continue as scheduled. Please also note that PSIS Registration collects key demographic and programmatic variables that are used for reporting state assessment results. A snapshot of these variables from PSIS Registration is taken on the last day of the assessment schedule; for the 2016-17 assessment year, this will occur on Friday, May 26, 2017.

4. **Non-Binary Gender:** Beginning with the 2017-18 school year, the CSDE will add “Non-Binary” to the current gender identity options in PSIS. Non-Binary should be used for students who do not identify exclusively as male or female.
5. **Military Family:** The Every Student Succeeds Act (ESSA) requires states to disaggregate achievement results for students with a parent who is a member of the Armed Forces on active duty or serves on full-time National Guard duty¹. Effective October 2017, a yes/no variable is being added to the October and June PSIS collections and to PSIS registration to capture this status at the time of the state assessment.
6. **Form ED236 Immigrant Children and Youth Survey Report:** The CSDE uses these data to distribute funding for the federal immigrant grant. Beginning with the 2017-18 school year, the CSDE will streamline data reporting by discontinuing the ED236 and collecting a public school student’s immigrant status in the October and June PSIS collections. Additionally, since nonpublic immigrant student counts are also included for this grant calculation, the ED159-Nonpublic Schools Report will be updated so that private schools can report that data directly to the CSDE. The definition of an immigrant student remains unchanged².
7. **Educator Data System (EDS):**
 - a. To reduce the need for the ED126-Statement of Professional Experience, the EDS will begin collecting an indicator of educator success for all educators employed in your district on an annual basis. Currently, district staff complete the ED126 for educators seeking to advance their certification. This process is time consuming. Starting with the 2017-18 school year, districts will indicate in EDS the educators on their roster who they deem successful/unsuccessful in the prior year. This change will allow educators with sufficient successful service in the appropriate area to avoid the need for an ED126.

¹ “Armed forces,” “active duty,” and “full-time National Guard duty” have the same meanings given them in 10 U.S.C. 101(a)(4), 101(d)(1), and 101(d)(5). “Armed Forces” means the Army, Navy, Air Force, Marine Corps, and Coast Guard. “Active duty” means full-time duty in the active military service of the United States, including full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned.

² Section 3201(5) of Title III of the ESEA defines immigrant children and youths as individuals who:

- are ages 3 through 21;
- were not born in any State (defined as each of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico); and
- have not been attending one or more schools in any one or more States for more than 3 full academic years.

- b. To streamline communication to and among district/school leaders, beginning with the 2017-18 school year, the EDS will begin collecting the work email addresses of select administrators (i.e., superintendents, principals, their assistants and others filling similar roles). When collected, these email addresses will be added to the staff directory information already available on [EdSight's](#) Find Staff report. While email addresses will be required for these select administrative roles, it will be optional for all other educators.
8. **ED165 School Data Report Trimmed:** Effective immediately, the CSDE is eliminating “Schedule 4. Computers Available for Instruction” from the ED165 School Data Report collection. This reduction is being implemented with the 2016-17 data collection, which is currently underway.
9. **Data Security and Data Protection Reminders:** To ensure the security and protection of data, the CSDE uses secure websites for data collection. Additionally, data are only accessible to individuals with the requisite authorization credentials. CSDE data collection applications are available through two secure websites: (i) Legacy; and (ii) Portal. The Legacy application website houses many of the CSDE’s older data collection applications and allows only one set of website login credentials per district. The Portal application website uses individualized security (all users have their own set of credentials) and houses the CSDE’s newer applications. Your district’s LEA Security Manager is responsible for creating and maintaining users and their roles for all Portal applications. The LEA Security Manager is a powerful role as this individual can enable/disable access for others in your district (see [list of LEA Security Managers](#) for all districts).
10. **Save-the-Date - Performance Matters Forum – Tuesday, September 12, 2017:** In lieu of the annual data summit, the Performance Office is offering a more comprehensive professional learning forum. This event will include sessions that cover a broad range of topics including data collection, student assessment, EdSight reporting, research reports, and Next Generation accountability.

This one-day forum is designed for superintendents, assistant superintendents, central office leaders, school leaders, data analysts, and data entry staff. We encourage districts to participate as a district team. Please visit the [forum website](#) for the most current information.

Please contact [Ajit Gopalakrishnan](#) at 860-713-6888 with any questions.