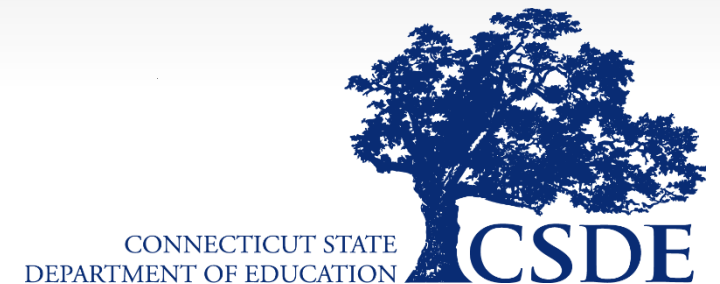
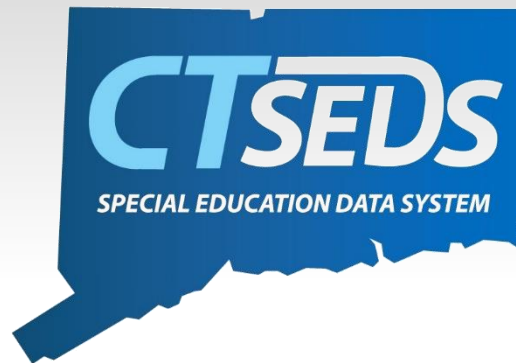


CT-SEDS Expert Training Follow Up

October 21, 28 and November 4, 2022



Training Agenda

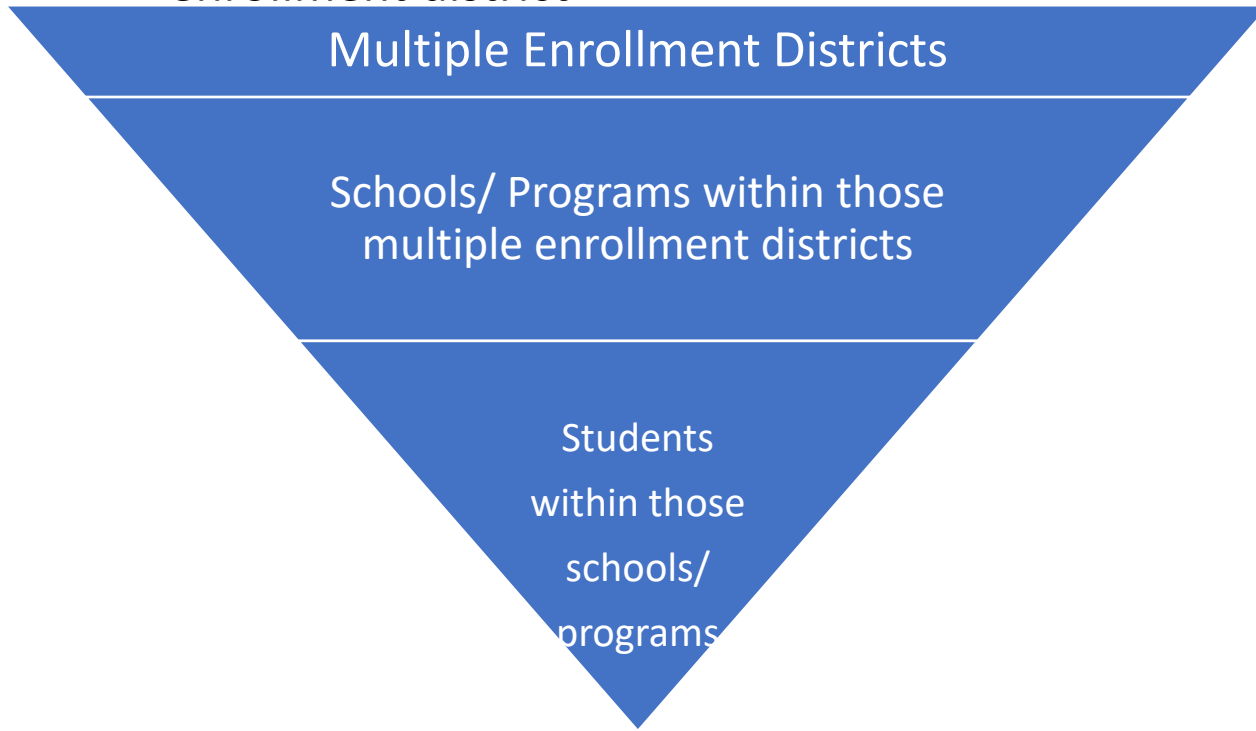
- User Types
- Student History/Student Search/Accessing Students
- Manual Event Creation
- Calendars
- Meeting Notice
- **Lunch**
- Referral and Evaluation
- Amendments
- Tiles and Panels
- Translations of Documents
- Reports
- Parent Portal

Users and User Types

Two Types of Access

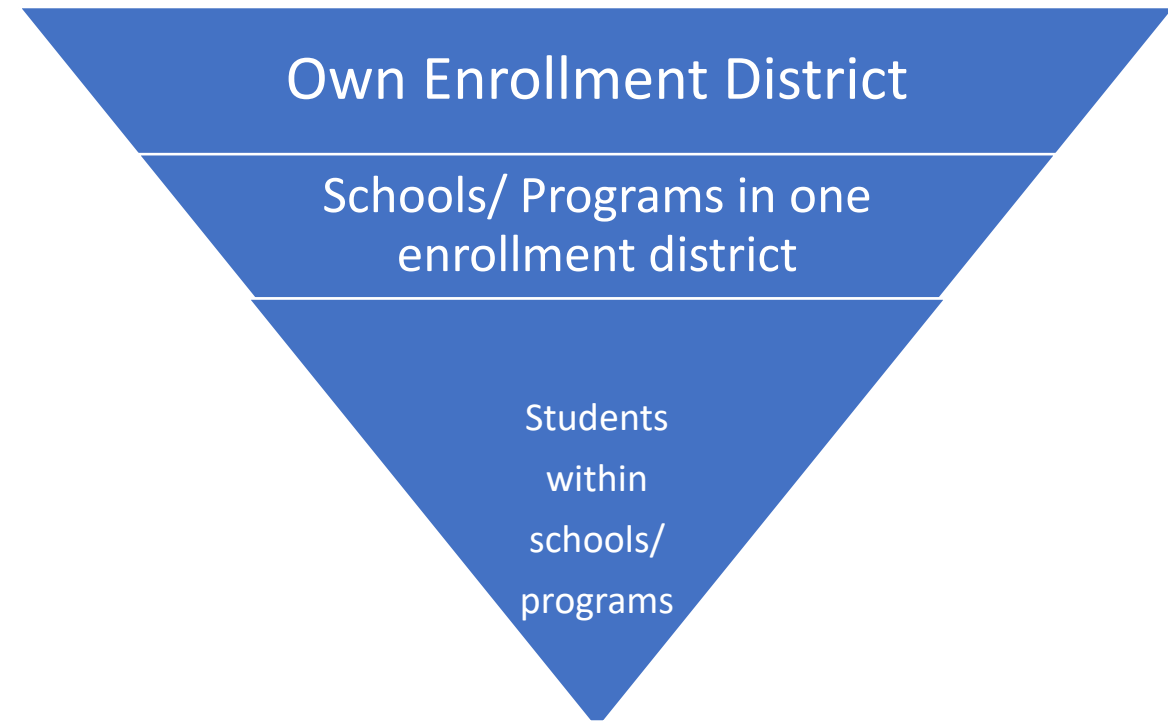
- Aggregate-level access

- Users who need access to other PSIS enrollment districts
- Log into AGGREGATE CT-SEDS, then choose PSIS enrollment district



- Site-level access

- Majority of CT-SEDS users
- Log into their own PSIS enrollment district site only



*Current
Possible
User Types*

User Type
School Personnel
Provider
Aggregate Provider
Special Ed Teacher
Student Team Leader
Aggregate Student Team Leader
Administrator/ Certifier
Administrator (no R/S)
Aggregate Administrator /Certifier
APSEP Aggregate Administrator/Certifier
District IT Administrator
APSEP IT Administrator
OSEP Aggregate Data Manager
OSEP Aggregate District Administrator
OSEP Out of District Site User

Requesting NEW Aggregate Users

- OSEP Aggregate District Administrators/ OSEP Aggregate Data Managers/ RESC Directors will complete the Multi-District User Request Form if:
 - 1) You have a brand new staff member who needs an aggregate account
or
 - 2) You have a staff member who currently exists only on a local site and needs to be changed to an aggregate user
- Notes:
 - All APSEP Users are Aggregate Users
 - There should be limited numbers of Aggregate Users for Districts – only users who need access to students enrolled in other PSIS

Updating Aggregate User Information

- Submit a Ticket inside CT-SEDS if:
 - An Aggregate User Needs a Password Reset
 - Please do NOT reset an Aggregate User's password on a local site
 - Please only submit 1 ticket inside CT-SEDS – we have had cases where users submitted a ticket in CT-SEDS, a ticket to the RESC help desk, and E-mails causing the password to be reset multiple times and lock the user out!
 - An OSEP Aggregate Administrator or Data Manager can request an Aggregate User's access to an additional site.
 - Please submit a ticket inside CT-SEDS and include a student SASID that the user needs access to in the other site

General Functions										
User Type	Can Finalize IEP	Can Finalize 504	Can Draft or Finalize R/S Reports	Can Set Up Own Case-load	Can Access the Caseload Administration Wizard	Can be IEP/504 Case Manager	Can be IEP/504 Team Member	Can Delete Documents and Events	Can Contact the Help Desk	Associated with all Grades
School Personnel	No	No	Yes - Draft No - Finalize	No	No	No	Yes	No	No	Yes
Provider	No	Yes	Yes - Draft No - Finalize	Yes	No	Yes	Yes	No	No	Yes
Aggregate Provider	No	Yes	Yes - Draft No - Finalize	Yes	No	Yes	Yes	No	No	Yes
Special Ed Teacher	No	No	Yes - Draft No - Finalize	Yes	No	Yes	Yes	No	No	Yes
Student Team Leader	Yes	Yes	Yes - Draft No - Finalize	Yes	No	Yes	Yes	No	No	Yes
Aggregate Student Team Leader	Yes	Yes	Yes - Draft No - Finalize	Yes	No	Yes	Yes	No	No	Yes
Administrator/ Certifier	Yes	Yes	Yes - Draft Yes - Finalize	Yes	Yes	Yes	Yes	No	Yes	Yes
Administrator (no R/S)	No	Yes	Yes - Draft No - Finalize	Yes	Yes	Yes	Yes	No	Yes	Yes
Aggregate Administrator /Certifier	No	Yes	Yes - Draft Yes - Finalize	Yes	Yes	Yes	Yes	No	Yes	Yes
APSEP Aggregate Administrator/Certifier	No	Yes	Yes - Draft Yes - Finalize	Yes	Yes	Yes	Yes	No	Yes	Yes
District IT Administrator	No	No	No	No	Yes	No	No	No	Yes	Yes
APSEP IT Administrator	No	No	No	No	Yes	No	No	No	Yes	Yes
OSEP Aggregate Data Manager	Yes	Yes	Yes - Draft Yes - Finalize	Yes	Yes	Yes	Yes	Yes	Yes	Yes
OSEP Aggregate District Administrator	Yes	Yes	Yes - Draft Yes - Finalize	Yes	Yes	Yes	Yes	Yes	Yes	Yes
OSEP Out of District Site User	Yes	Yes	Yes - Draft No - Finalize	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Documents

User Type	Referral to Determine Eligibility for SPED and Related Services	Prior Written Notice	Parental Consent Evaluation (IEP)	Parental Consent Initial POS (IEP)	Parental Consent Evaluation (504)	Parental Consent Initial POS (504)	Notice of PPT Meeting	Create/View Documents Page Access (Document Repository)
School Personnel	Draft	Draft	Draft	Draft	Draft	Draft	Draft	No
Provider	Draft	Draft	Draft	Draft	Final	Final	Draft	Yes
Aggregate Provider	Draft	Draft	Draft	Draft	Final	Final	Draft	Yes
Special Ed Teacher	Final	Draft	Final	Final	Draft	Draft	Final	Yes
Student Team Leader	Final	Final	Final	Final	Final	Final	Final	Yes
Aggregate Student Team Leader	Final	Final	Final	Final	Final	Final	Final	Yes
Administrator/ Certifier	Final	Final	Final	Final	Final	Final	Final	Yes
Administrator (no R/S)	Final	Final	Final	Final	Final	Final	Final	Yes
Aggregate Administrator /Certifier	Final	Draft	Final	Final	Final	Final	Final	Yes
APSEP Aggregate Administrator/Certifier	Draft	Draft	Draft	Draft	Draft	Final	Draft	Yes
District IT Administrator	None	None	None	None	None	None	None	No
APSEP IT Administrator	None	None	None	None	None	None	None	No
OSEP Aggregate Data Manager	Final	Final	Final	Final	Final	Final	Final	Yes
OSEP Aggregate District Administrator	Final	Final	Final	Final	Final	Final	Final	Yes
OSEP Out of District Site User	Final	Final	Final	Final	Final	Final	Final	Yes

Viewing Students		
User Type	Student Search	Viewing Student Module Information
School Personnel	All Students at Associated Schools	When on Caseload
Provider	All Students at Associated Schools	When on Caseload
Aggregate Provider	All Students at Associated Schools	When on Caseload
Special Ed Teacher	All Students at Associated Schools	When on Caseload
Student Team Leader	All Students at Associated Schools	When on Caseload
Aggregate Student Team Leader	All Students at Associated Schools	When on Caseload
Administrator/ Certifier	All Students at Associated Schools	When Assigned to School
Administrator (no R/S)	All Students at Associated Schools	When Assigned to School
Aggregate Administrator /Certifier	All Students	All Students
APSEP Aggregate Administrator/Certifier	All Students at Associated Schools	When Assigned to School
District IT Administrator	All Students	None
APSEP IT Administrator	All Students at Associated Schools	None
OSEP Aggregate Data Manager	All Students	All Students
OSEP Aggregate District Administrator	All Students	All Students
OSEP Out of District Site User	All Students from their OSEP	All Students from their OSEP

New info to chart



Administrative Functions								
User Type	Manually Add Students	Edit Student Personal Page	Edit Student OSEP on Personal Page	View User Info	Edit User Info	Add New Site-Level Users at Your School	Add New Site-Level Users Any School	Can Edit Manual Events
School Personnel								
Provider								
Aggregate Provider								
Special Ed Teacher								
Student Team Leader								
Aggregate Student Team Leader								
Administrator/ Certifier	No	Yes	All Students at Associated Schools	Users at Associated Schools	School Personnel, Provider, Agg Provider, Student Team Leader, Agg Student Team Leader, Special Ed Teacher, Admin no R/S, Admin/Certifier, APSEP Agg Admin/Certifier	School Personnel, Provider, Student Team Leader, Special Ed Teacher, Admin no R/S	No	Yes
Administrator (no R/S)	No	Yes	All Students at Associated Schools	Users at Associated Schools	School Personnel, Provider, Agg Provider, Student Team Leader, Agg Student Team Leader, Special Ed Teacher, Admin no R/S, Admin/Certifier, APSEP Agg Admin/Certifier	School Personnel, Provider, Student Team Leader, Special Ed Teacher	No	Yes
Aggregate Administrator /Certifier	No	Yes	All Students	Yes	All	School Personnel, Provider, Student Team Leader, Special Ed Teacher, Admin/Certifier, Admin no R/S, District IT Admin	No	Yes
APSEP Aggregate Administrator/Certifier	No	No	No	Yes	All	No	No	No
District IT Administrator	No	Yes	No	Yes	All	School Personnel, Provider, Student Team Leader, Special Ed Teacher, Admin/Certifier, Admin no R/S, District IT Admin	School Personnel, Provider, Student Team Leader, Special Ed Teacher, Admin/Certifier, Admin no R/S, District IT Admin	Yes
APSEP IT Administrator	No	Yes	No	Yes	All	No	No	No
OSEP Aggregate Data Manager	Yes	Yes	All Students	Yes	All	School Personnel, Provider, Student Team Leader, Special Ed Teacher, Admin/Certifier, Admin no R/S, District IT Admin	School Personnel, Provider, Student Team Leader, Special Ed Teacher, Admin/Certifier, Admin no R/S, District IT Admin	Yes
OSEP Aggregate District Administrator	Yes	Yes	All Students	Yes	All	School Personnel, Provider, Student Team Leader, Special Ed Teacher, Admin/Certifier, Admin no R/S, District IT Admin	School Personnel, Provider, Student Team Leader, Special Ed Teacher, Admin/Certifier, Admin no R/S, District IT Admin	Yes
OSEP Out of District Site User	No	Yes	All Students from their OSEP	Yes	All	No	No	Yes



User Type	Applicable for:				
	OSEPs	APSEPs	Charters	Academies	RESCs
School Personnel	X		X	X	X
Provider	X		X	X	X
Aggregate Provider	X	X			X
Special Ed Teacher	X		X	X	X
Student Team Leader	X				
Aggregate Student Team Leader	X				
Administrator/ Certifier	X		X	X	X
Administrator (no R/S)	X		X	X	X
Aggregate Administrator / Certifier			X	X	X
APSEP Aggregate Administrator/ Certifier		X			
District IT Administrator	X		X	X	X
APSEP IT Administrator		X			
OSEP Aggregate Data Manager	X				
OSEP Aggregate District Administrator	X				
OSEP Out of District Site User	X				

Manage Users

School: All Schools *

CSDE System Administrator Administrator (no R/S)

State General User Aggregate Administrator/Certifier

Aggregate Provider Special Ed Teacher

Aggregate Student Team Leader Student Team Leader

OSEP Aggregate Data Manager Provider

OSEP Aggregate District Administrator School Personnel

District IT Administrator State Compliance Monitor

Administrator/Certifier

User Type(s): *
(check none to match all)

User Last Name: Exact Match

User First Name: Exact Match

Title: Exact Match

User ID: Exact Match

Sort List By: User's Last Name *

VIEW USER(S)

VIEW PREVIOUS SEARCH RESULTS

ADD NEW USER

Manage Users

CT SEDS

STUDENTS ▾ TOOLS ▾ MY ACCOUNT ▾ ADMIN ▾ REPORTING

DISTRICT INFO DISTRICT CALENDAR SCHOOLS **USERS** INACTIVE USERS INACTIVE STUDENTS IMPORT HISTORY IMPORT SUMMARY DATA

CT Training District
ADMIN / USERS


Inactivate	CS	Cal	Name	User ID	School(s)	Students	Title	User Type	E-mail Address	Last Login
<input type="checkbox"/>			CM Eight	CM8	FHS	1, 1		CSDE Student Team Leader	CaseManagerEight@testemail.com	11/05/2021 14:48:00
<input type="checkbox"/>			CM Fifteen	CM15	BEM	0, 25	Case Manager	CSDE Student Team Leader	CM15test@gmail.com	05/17/2022 08:40:00
<input type="checkbox"/>			CM Five	CM5	BEM	24, 2		CSDE Student Team Leader	CaseManagerFive@TestEmail.com	06/10/2022 13:47:00
<input type="checkbox"/>			CM Four	CM4	FHS	12, 1		CSDE Student Team Leader	CaseManagerFour@TestEmail.com	11/16/2021 09:55:00
<input type="checkbox"/>			Studentteam1 Leader1	User10	BEM	0, 0	Student Team Leader	CSDE Student Team Leader	test10@gmail.com	
<input type="checkbox"/>			Studentteam2 Leader2	User11	BEM	0, 0	Student Team Leader	CSDE Student Team Leader	test11@gmail.com	
<input type="checkbox"/>			Studentteam3 Leader3	User12	BEM	0, 0	Student Team Leader	CSDE Student Team Leader	test12@gmail.com	
<input type="checkbox"/>			CM Nine	CMNine	BEM	6, 7		CSDE Student Team Leader	CaseManagerNine@testemail.com	01/10/2022 11:21:00
<input type="checkbox"/>			CM One	CM1	BEM	14, 10		CSDE Student Team Leader	CaseManagerOne@TestEmail.com	06/08/2022 14:35:00
<input type="checkbox"/>			CM Seven	CM7	BEM	9, 5		CSDE Student Team Leader	CaseManagerSeven@testemail.com	05/10/2022 11:57:00
<input type="checkbox"/>			CM Seventeen	CM17	BEM	3, 23	Case Manager	CSDE Student Team Leader	CM17Test@gmail.com	06/02/2022 19:52:00
<input type="checkbox"/>			CM Six	CM6	BEM, FHS	19, 6		CSDE Student Team Leader	CaseManagerSix@TestEmail.com	05/26/2022 14:14:00
<input type="checkbox"/>			CM Sixteen	CM16	BEM	3, 22	Case Manager	CSDE Student Team Leader	CM16Test@gmail.com	06/02/2022 17:57:00
<input type="checkbox"/>			CM Three	CM3	BEM	21, 1		CSDE Student Team Leader	CaseManagerThree@TestEmail.com	06/10/2022 15:52:00
<input type="checkbox"/>			CM Two	CM2	BEM, FHS	12, 0		CSDE Student Team Leader	CaseManagerTwo@TestEmail.com	01/13/2022 04:48:00

(15 Users)

INACTIVATE SELECTED USERS

ADD NEW USER

User Profile Page

Name:	First: <input type="text" value="CM"/>	Middle: <input type="text"/>	Last: <input type="text" value="Eight"/>	Suffix: <input type="text"/>
User Name:	<input type="text" value="CM8"/>			
User Code:	<input type="text" value="CM8"/> *			
Date of Birth:	<input type="text"/> 	Gender:	<input type="text"/>	
Password:	<input type="password"/>			
Password (again):	<input type="password"/>			
User has Zendesk Agent account:	<input type="checkbox"/>			
Title:	<input type="text"/>			
Address:	<input type="text"/>			
City, State, ZipCode:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home Phone:	<input type="text"/>			
Work Phone:	<input type="text"/>			
E-Mail Address:	<input type="text" value="CaseManagerEight@testemail.com"/> *			

(See [How to choose a good password](#))

Assigning Users to Schools

User Type:

Can Edit & Delete Events

Can Edit & Delete Documents

Will Receive Transfer Notifications

Will Receive Notification When Students are Added or Reactivated by Import

Schools:

<input type="checkbox"/> Benhaven Academy	<input type="checkbox"/> Devereux Glenholme School	<input type="checkbox"/> Hope Academy
<input type="checkbox"/> Cedarhurst School	<input type="checkbox"/> Dodd Middle School	<input checked="" type="checkbox"/> Humiston Alternative School
<input type="checkbox"/> Chapman School	<input type="checkbox"/> Doolittle Bridges Program	<input type="checkbox"/> Milestones Behavioral Services-milford
<input type="checkbox"/> Cheshire Community Life	<input type="checkbox"/> Doolittle School	<input type="checkbox"/> Norton School
<input checked="" type="checkbox"/> Cheshire High School	<input type="checkbox"/> Generic Prekindergarten Program	<input type="checkbox"/> Qu College Life
<input type="checkbox"/> Cheshire Quinnipiac University Transition Collaborative	<input type="checkbox"/> High Road Academy - Best Academy	<input type="checkbox"/> Solterra Academy
<input type="checkbox"/> Connecticut Education Center	<input type="checkbox"/> Highland School	<input type="checkbox"/> St. Bridget School-cheshire
<input type="checkbox"/> Darcey School	<input type="checkbox"/> Highland School Autism Program	<input type="checkbox"/> St. Vincent's Special Needs School Program

Do Not Select OSEP District in Home Site



- | | | |
|---|---|--|
| <input type="checkbox"/> Canterbury School District | <input type="checkbox"/> Monroe School District | <input type="checkbox"/> Somers School District |
| <input type="checkbox"/> Canton School District | <input type="checkbox"/> Montville School District | <input type="checkbox"/> South Windsor School District |
| <input type="checkbox"/> Chaplin School District | <input type="checkbox"/> Naugatuck School District | <input type="checkbox"/> Southington School District |
| <input type="checkbox"/> Cheshire School District | <input type="checkbox"/> New Britain School District | <input type="checkbox"/> Sprague School District |
| <input type="checkbox"/> Chester School District | <input type="checkbox"/> New Canaan School District | <input type="checkbox"/> Stafford School District |
| <input type="checkbox"/> Clinton School District | <input type="checkbox"/> New Fairfield School District | <input type="checkbox"/> Stamford School District |
| <input type="checkbox"/> Colchester School District | <input type="checkbox"/> New Hartford School District | <input type="checkbox"/> Sterling School District |
| <input type="checkbox"/> Colebrook School District | <input type="checkbox"/> New Haven School District | <input type="checkbox"/> Stonington School District |
| <input type="checkbox"/> Columbia School District | <input type="checkbox"/> New London School District | <input type="checkbox"/> Stratford School District |
| <input type="checkbox"/> Connecticut Technical Education and Career System | <input type="checkbox"/> New Milford School District | <input type="checkbox"/> Suffield School District |
| OSEP District: <input type="checkbox"/> Cornwall School District | <input type="checkbox"/> Newington School District | <input type="checkbox"/> Thomaston School District |
| <input type="checkbox"/> Coventry School District | <input type="checkbox"/> Newtown School District | <input type="checkbox"/> Thompson School District |
| <input type="checkbox"/> Cromwell School District | <input type="checkbox"/> Norfolk School District | <input type="checkbox"/> Tolland School District |
| <input type="checkbox"/> Danbury School District | <input type="checkbox"/> North Branford School District | <input type="checkbox"/> Torrington School District |
| <input type="checkbox"/> Darien School District | <input type="checkbox"/> North Canaan School District | <input type="checkbox"/> Trumbull School District |
| <input type="checkbox"/> Deep River School District | <input type="checkbox"/> North Haven School District | <input type="checkbox"/> Unified School District #1 |
| <input type="checkbox"/> Department of Mental Health and Addiction Services | <input type="checkbox"/> North Stonington School District | <input type="checkbox"/> Unified School District #2 |
| <input type="checkbox"/> Derby School District | <input type="checkbox"/> Norwalk School District | <input type="checkbox"/> Union School District |
| <input type="checkbox"/> East Granby School District | <input type="checkbox"/> Norwich School District | <input type="checkbox"/> Vernon School District |

User Profile Page

CTSEDS STUDENTS RECENT STUDENTS TOOLS ▾ MY ACCOUNT ▾ ADMIN ▾ REPORTING * Vanessa Mayes

DISTRICT INFO DISTRICT CALENDAR SCHOOLS **USERS** INACTIVE USERS INACTIVE STUDENTS IMPORT HISTORY IMPORT SUMMARY DATA

PCG Training ADMIN / USERS Meghan Dixon

Employment Begin Date: Employment End Date:

Professional Begin Date: Professional End Date:

National Provider ID: **VALIDATE**

HEALTH PROMOTION ACTIVITIES

PROFESSIONAL DEVELOPMENT ACTIVITIES

Service Certifications

Service Logging Alerts set up for Meghan Dixon

UPDATE THE DATABASE

[How to](#) **ADD AN E-MAIL ALERT**

DOES NOT REQUIRE APPROVAL/CAN BE SUPERVISOR EFFECTIVE DATES

VIEW USER ACTIVITY

VIEW USER CHANGES

DELETE THIS USER FROM THE DATABASE

Adding Users

CT SEDS

STUDENTS ▾ TOOLS ▾ MY ACCOUNT ▾ ADMIN ▾ REPORTING

DISTRICT INFO DISTRICT CALENDAR SCHOOLS **USERS** INACTIVE USERS INACTIVE STUDENTS IMPORT HISTORY IMPORT SUMMARY DATA

CT Training District
ADMIN / USERS

Inactivate	CS	Cal	Name	User ID	School(s)	Students	Title	User Type	E-mail Address	Last Login
<input type="checkbox"/>	●	📅	CM Eight	CM8	FHS	1, 1		CSDE Student Team Leader	CaseManagerEight@testemail.com	11/05/2021 14:48:00
<input type="checkbox"/>	○	📅	CM Fifteen	CM15	BEM	0, 25	Case Manager	CSDE Student Team Leader	CM15test@gmail.com	05/17/2022 08:40:00
<input type="checkbox"/>	●	📅	CM Five	CM5	BEM	24, 2		CSDE Student Team Leader	CaseManagerFive@TestEmail.com	06/10/2022 13:47:00
<input type="checkbox"/>	●	📅	CM Four	CM4	FHS	12, 1		CSDE Student Team Leader	CaseManagerFour@TestEmail.com	11/16/2021 09:55:00
<input type="checkbox"/>		📅	Studentteam1 Leader1	User10	BEM	0, 0	Student Team Leader	CSDE Student Team Leader	test10@gmail.com	
<input type="checkbox"/>		📅	Studentteam2 Leader2	User11	BEM	0, 0	Student Team Leader	CSDE Student Team Leader	test11@gmail.com	
<input type="checkbox"/>		📅	Studentteam3 Leader3	User12	BEM	0, 0	Student Team Leader	CSDE Student Team Leader	test12@gmail.com	
<input type="checkbox"/>	●	📅	CM Nine	CMNine	BEM	6, 7		CSDE Student Team Leader	CaseManagerNine@testemail.com	01/10/2022 11:21:00
<input type="checkbox"/>	●	📅	CM One	CM1	BEM	14, 10		CSDE Student Team Leader	CaseManagerOne@TestEmail.com	06/08/2022 14:35:00
<input type="checkbox"/>	●	📅	CM Seven	CM7	BEM	9, 5		CSDE Student Team Leader	CaseManagerSeven@testemail.com	05/10/2022 11:57:00
<input type="checkbox"/>	●	📅	CM Seventeen	CM17	BEM	3, 23	Case Manager	CSDE Student Team Leader	CM17Test@gmail.com	06/02/2022 19:52:00
<input type="checkbox"/>	●	📅	CM Six	CM6	BEM, FHS	19, 6		CSDE Student Team Leader	CaseManagerSix@TestEmail.com	05/26/2022 14:14:00
<input type="checkbox"/>	●	📅	CM Sixteen	CM16	BEM	3, 22	Case Manager	CSDE Student Team Leader	CM16Test@gmail.com	06/02/2022 17:57:00
<input type="checkbox"/>	●	📅	CM Three	CM3	BEM	21, 1		CSDE Student Team Leader	CaseManagerThree@TestEmail.com	06/10/2022 15:52:00
<input type="checkbox"/>	●	📅	CM Two	CM2	BEM, FHS	12, 0		CSDE Student Team Leader	CaseManagerTwo@TestEmail.com	01/13/2022 04:48:00

(15 Users)

INACTIVATE SELECTED USERS

ADD NEW USER

Adding Users

The screenshot shows the CT-SEDS Admin interface. The top navigation bar includes 'STUDENTS', 'TOOLS', 'MY ACCOUNT', 'ADMIN', and 'REPORTING'. The 'ADMIN' menu is expanded to show 'DISTRICT INFO', 'DISTRICT CALENDAR', 'SCHOOLS', 'USERS', 'INACTIVE USERS', 'INACTIVE STUDENTS', 'IMPORT HISTORY', and 'IMPORT SUMMARY DATA'. The 'USERS' option is selected. Below the navigation bar, the breadcrumb trail reads 'CT Training District ADMIN / USERS'. The main content area contains a form for adding a user. The form fields are: Name (First, Middle, Last, Suffix), User Code, Password, Password (again), Title, Address, City, State, Zip Code, Home Phone, Work Phone, and E-Mail Address. There are three green buttons at the bottom: 'ADD USER TO DATABASE', 'ADD USER TO DATABASE, THEN EDIT USER DETAILS', and 'ADD USER TO DATABASE, THEN ADD ANOTHER'. Below the form, there are two sections for certifications: 'Disability Certifications' and 'Service Certifications', each with a plus icon and a text input field.

User Codes: User's First Initial, the First three digits of District Code, and Last Name

APSEP User Codes: User's First Initial, AP1, and Last Name

Student Search/Accessing Students/Student History

Accessing Students - Troubleshooting

When A User Says I Cannot Find/See a Student

- Confirm the student is in the site.
 - Check that the Student is set up appropriately in PSIS
 - Confirm that other users can see the student.

When A User Says I Cannot Find/See a Student

- If User Type needs to be assigned to a Caseload to see student information, verify the user is on the student's caseload on the Student's Team Page or in the Caseload Wizard User Types that need to be assigned to Caseloads are
 - School Personnel
 - Provider
 - Aggregate Provider
 - Student Team Leader
 - Aggregate Student Team Leader

When A User Says I Cannot Find/See a Student

- If User Type needs to be assigned to Schools, verify the user is associated to the student's school on their User Profile Page. User Types that need to be associated to Schools are
 - School Personnel
 - Provider
 - Aggregate Provider
 - Student Team Leader
 - Aggregate Student Team Leader
 - APSEP Aggregate Administrator/Certifier
 - Administrator/Certifier
 - Administrator no RS,
 - APSEP IT Administrator

When A User Says I Cannot Find/See a Student

- If the user is in their **Home District Site**, check if their own OSEP district box is checked on the User Profile Page – **NO OSEPs should be checked**. The OSEP checkbox is a filter that prevents a user from seeing any student that does not have the same OSEP set.
 - *Example = Hartford Aggregate User with Hartford Site Email Address – no OSEP should be checked (it will act as a filter). When in an Out of District site, ex. Waterbury, should have Hartford OSEP checked.*

When A User Says I Cannot Find/See a Student

- If the user is an Aggregate User **NOT** on their Home District site, make sure that the student is assigned to the appropriate OSEP on their Personal Info Page and that the User has the appropriate OSEP checked on their User Profile Page
 - *Example = Hartford Aggregate User on the Waterbury site – **SHOULD** have the OSEP Hartford checked on the User Profile Page and the student needs to have the Hartford OSEP set on their Personal Info Page*

Student Search

CT-SEDS Home Page

The dashboard features a top navigation bar with the following elements:

- CTSEDS logo
- Navigation menu: STUDENTS (highlighted with a red box), TOOLS, MY ACCOUNT, ADMIN, REPORTING
- User profile: * D A One
- Sub-menu under STUDENTS: STUDENTS, RECENT STUDENTS
- Home link: CT Training District HOME / DASHBOARD

The main content area includes several widgets:

- Compliance:** A gauge chart showing 49% Compliant (259 Students) and 51% Non-Compliant (266 Students) out of 525 Total Students.
- My Schools:** A list of schools: Burr Elementary School, Farmington High School (APSEP), Tracey Magnet School (APSEP), Winthrop Stem Elementary Magnet School, Wise Intermediate Program, and Wish Museum School.
- Students with Overdue Dates Students at All Schools:** A bar chart showing counts for 504 (10), 504 Elig (3), IEP (258), Eligible (9), and Consent (2).
- My Calendar:** A calendar view for June 2022 with the 6th highlighted.
- Students by % of Time in Special Ed Students at All Schools:** A bar chart showing counts for >= 80% (3), 40% - 79% (1), and < 40% (15).
- Students by Status:** A bar chart showing counts for Referral (233), Consent (218), Eligible (22), IEP (33), ISP (8), 504 Elig (5), and 504 (12).
- Students by Disability:** A horizontal bar chart showing counts for VI (4), SLD (4), SLD (1), SLD (5), OHI-ADD (4), OHI (1), LDD (7), LD (12), ID (7), HI (6), ED (3), DD (4), DB (4), and ASD (12).
- Announcements:** A section with a link for an overview of an EDPlan and resources for keeping informed and addressing COVID-19.
- Message Center:** Alerts, Action Items and Help Desk. Status: You Have No New Messages.
- My Reports:** Status: You Have No reports.

Student Search

Student Criteria

[ADD STUDENT](#)
[ADVANCED SEARCH](#)

SASID Exact Match

School Exact Match

Student Last Name Exact Match

Student First Name Exact Match

Date of Birth mm/dd/yyyy

Student Code Exact Match

Grade Level

Gender

Male Female

Non-Binary

Status

General Ed Referral

Eligibility IEP

ISP Section 504 Plan

Compliance Status

	Compliant	Warning	Overdue	Proposed	Rejected	Expired
Referral	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> Ⓡ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent Consent	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> Ⓟ	<input type="checkbox"/> ✉	<input type="checkbox"/>	<input type="checkbox"/>
Eligibility Determination	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> Ⓡ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IEP	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> Ⓡ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ISP	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> Ⓡ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 504 Parent Consent	<input type="checkbox"/> 5	<input type="checkbox"/> ⚠ ^P	<input type="checkbox"/> Ⓡ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 504 Eligibility	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> Ⓡ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

https://staing1.pqeducation.com/easyiep.plx?op=staticapp&CustomerName=docsctstate2&SessionID=655A6C0F...



Student Search Results

Select a Student
[PRINT RESULTS](#)
[EXPORT RESULTS](#)
[SEARCH AGAIN](#)

CS	Student Code	SASID	Name	Date of Birth	Age	Gender	School	Grade	Eligibility Date	Disability	IEP Begin	IEP End	Proj Elig	Proj IEP	Case Manager	504 Disability	504 Begin	504 End	Section 504 Case Manager
✓	1	9713251291	Randy Adams	09/30/2015	6 Years	Male	BEM	KF	09/09/2021	SLI	12/28/2021	11/16/2022	09/09/2024	11/16/2022	CM Three				
●	30	8072822733	Ross Ballard	10/20/2007	14 Years	Female	BEM	4	05/15/2015	VI	05/19/2015	05/18/2016	05/15/2018	05/18/2016					
✓	154	7535546756	Noelia Clegg	09/30/2015	6 Years	Male	BEM	KF	04/06/2022	OHI	04/08/2022	04/07/2023	04/06/2025	04/06/2023	CM Seven				CM Seven
▲	205	2569590301	Lola FOR CT Day	09/30/2010	11 Years	Female	BEM	6	10/19/2021	VI	09/27/2021	09/26/2022	10/19/2024	06/30/2022	CM Seven				
✓	235	3736568137	Tina FOR CT Edwards	09/30/2005	16 Years	Female	BEM	11	09/01/2021	TBI	11/11/2021	11/10/2022	09/01/2024	11/09/2022	DA Three				
●	1634200000	1634200000	Elmer Fudd	05/06/2010	12 Years	Male	BEM		05/01/2019	SLD	05/01/2021	04/30/2022	05/01/2019	04/30/2022	CM Seventeen				
✓	12345432	5431246453	Brandon Gladly	05/04/2009	13 Years	Male	BEM	7	10/11/2021	LDD	12/08/2021	12/07/2022	10/11/2024	10/19/2022	CM Five				
●	1636700000	1636700000	Max Gomez	07/09/2011	10 Years	Male	BEM		12/10/2019	SLD	11/23/2020	11/22/2021	12/10/2019	11/22/2021					

Advanced Student Search

CTSEDS

STUDENTS ▾ TOOLS ▾ MY ACCOUNT ▾ ADMIN ▾ REPORTING

* D A One [envelope icon] [share icon]

STUDENTS RECENT STUDENTS

CT Training District
STUDENTS / STUDENTS

Student Criteria ADD STUDENT **BASIC SEARCH**

Historical Records

i Use the checkbox below to search for Students using the information from the Current IEP rather than the Workspace
NOTE: School and Grade information will be based upon current Student information when searching.

Search for Historical Records

Student Information

Student Last Name Exact Match Student First Name Exact Match

Student ID Exact Match State ID Exact Match

Home School Next School ▾

Only Students with no Case Manager currently assigned. Only include Students where I am Case Manager

Only include Students where I am a Team Member Only include Students with at least one service marked as ESY

Gender

Male Female Non-Binary

Race

Hispanic Asian American Indian or Alaska Native

Black or African American Native Hawaiian or Pacific Islander White

Two or More Races

Compliance Status

Compliant Warning Overdue Proposed Rejected Expired

Search icon

Advanced Search

CTSEDS

[STUDENTS](#) [TOOLS](#) [MY ACCOUNT](#) [ADMIN](#) [REPORTING](#)

* D A One

[STUDENTS](#) [RECENT STUDENTS](#)

CT Training District
STUDENTS / STUDENTS

▼ School

<input type="checkbox"/> Burr Elementary School	<input type="checkbox"/> Farmington High School (APSEP)	<input type="checkbox"/> Private School
<input type="checkbox"/> Tracey Magnet School (APSEP)	<input type="checkbox"/> Winthrop Stem Elementary Magnet School	<input type="checkbox"/> Wise Intermediate Program
<input type="checkbox"/> Wish Museum School	<input type="checkbox"/> Wolcott Learning Center	<input type="checkbox"/> Wolfpit School
<input type="checkbox"/> Woodland Regional High School	<input type="checkbox"/> Woodrow Wilson Bldc	<input type="checkbox"/> Woodside Intermediate School

▼ Grade Level

<input type="checkbox"/> Pre-Kindergarten	<input type="checkbox"/> P3	<input type="checkbox"/> Kindergarten Half Day
<input type="checkbox"/> Kindergarten Full Day	<input type="checkbox"/> Kindergarten Extended Programs	<input type="checkbox"/> 1st Grade
<input type="checkbox"/> 2nd Grade	<input type="checkbox"/> 3rd Grade	<input type="checkbox"/> 4th Grade
<input type="checkbox"/> 5th Grade	<input type="checkbox"/> 6th Grade	<input type="checkbox"/> 7th Grade
<input type="checkbox"/> 8th Grade	<input type="checkbox"/> 9th Grade	<input type="checkbox"/> 10th Grade
<input type="checkbox"/> 11th Grade	<input type="checkbox"/> 12th Grade	

▼ Disabilities

<input type="checkbox"/> Autism	<input type="checkbox"/> Deaf-Blindness	<input type="checkbox"/> Developmental Delay
<input type="checkbox"/> Emotional Disability	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Intellectual Disability
<input type="checkbox"/> Learning Disability	<input type="checkbox"/> Learning Disability/Dyslexia	<input type="checkbox"/> Multiple Disabilities
<input type="checkbox"/> Orthopedic Impairment	<input type="checkbox"/> Other Health Impaired	<input type="checkbox"/> Other Health Impairment-ADD/ADHD
<input type="checkbox"/> SLD/Dyslexia	<input type="checkbox"/> Specific Learning Disability	<input type="checkbox"/> Speech or Language Impairment
<input type="checkbox"/> Traumatic Brain Injury	<input type="checkbox"/> Visual Impairment	

▼ Related Services

<input type="checkbox"/> Audiology (Hearing Services)	<input type="checkbox"/> Behavior (Modification) - Applied Behavior Analysis	<input type="checkbox"/> Counseling Group
<input type="checkbox"/> Counseling Individual	<input type="checkbox"/> Daily Living Skills (Personal Care Assistance)	<input type="checkbox"/> Family Psychotherapy
<input type="checkbox"/> Fine Motor Skills Group	<input type="checkbox"/> Fine Motor Skills Individual	<input type="checkbox"/> Gross Motor Skills Group
<input type="checkbox"/> Gross Motor Skills Individual	<input type="checkbox"/> Language/Communication Group	<input type="checkbox"/> Language/Communication Individual
<input type="checkbox"/> Medical	<input type="checkbox"/> Nursing Group	<input type="checkbox"/> Nursing Individual
<input type="checkbox"/> Orientation & Mobility	<input type="checkbox"/> Orientation and Mobility (Vision Services)	<input type="checkbox"/> Restorative Therapy

Student Transfers

When PSIS sends a student record that contains a district exit, there are three possible outcomes.

Transfer Scenario	Outcome and Next Steps
The student is exited from the district and there is no associated district entry record from the new enrolled district	The student record in the current district is inactivated in CT-SEDS. The student and associated data and documents will be available in the Inactive Students area in CT-SEDS.
The student is exited from the district and there is an associated district entry record from the new enrolled district	The student record in the current district is inactivated in the current district, and also transferred to the new enrolled district site within CT-SEDS.
There is a concurrent registration (2 PSIS “enrolled” records sent for one student)	A new student record will be created in the new enrolled district site and no change will occur with the original student record in CT-SEDS. <u>See process of resolving concurrent record below.</u>

Resolving Concurrent Registrations in CT-SEDS

Same Student is in Two Sites	Same Student in One Site
<p>Wait to see if the records resolve on their own. <u>If no work was completed in the new district</u>, once the exit record is reported in PSIS and it is communicated to CT-SEDS, the two records will simply merge using the automated system.</p>	<p>The district should contact CT-SEDS Support to request a Manual Merge of the Old and New records to combine the history from sending district into the new work started in new district.</p>

Student History

Event ID ↑↓	Event Date ↑↓	Event Type ↑↓	Disability ↑↓	Begin Date ↑↓	End Date ↑↓	User ↑↓	Document ↑↓	Date Created ↑↓	Details
1241	10/19/2022	IEP	ED	11/09/2022	11/08/2023	Scott McCaskill	Individualized Education Program - Review/Intitial (ID# 992)	10/19/2022 12:04 (0 days)	
1239	10/19/2022	DocumentEvent	ED			Scott McCaskill	Notice of PPT Meeting (ID# 985)	10/19/2022 11:58 (0 days)	
1238	10/19/2022	Provision of Services Parental Consent	ED			Scott McCaskill	Consent for the Initial Provision of Special Education (ID# 984)	10/19/2022 11:57 (0 days)	
1237	10/19/2022	Provision of Services Parental Consent Proposed	ED			Scott McCaskill	Consent for the Initial Provision of Special Education (ID# 983)	10/19/2022 11:57 (0 days)	
★ 1236	10/19/2022	Eligibility Determination	ED	10/19/2022	10/19/2025	Scott McCaskill		10/19/2022 11:57 (0 days)	
1235	10/19/2022	DocumentEvent				Scott McCaskill	Notice of PPT Meeting (ID# 982)	10/19/2022 11:56 (0 days)	
1234	10/19/2022	Parent Consent				Scott McCaskill	Consent to Conduct an Initial Evaluation/Reevaluation (ID# 981)	10/19/2022 11:55 (0 days)	
1233	10/19/2022	Proposed Parent Consent				Scott McCaskill	Consent to Conduct an Initial Evaluation/Reevaluation (ID# 980)	10/19/2022 11:54 (0 days)	
1232	09/16/2022	DocumentEvent				Scott McCaskill	Notice of PPT Meeting (ID# 977)	10/19/2022 11:53 (0 days)	
1231	08/03/2022	Referral				Scott McCaskill	Referral to Determine Eligibility for Special Education and Related Services (ID# 976)	10/19/2022 11:52 (0 days)	

Manual Event Creation

Manual Event Creation

STUDENTS RECENT STUDENTS TOOLS MY ACCOUNT ADMIN REPORTING Z. BATES

STUDENT INFO MODULES ADMIN

PCG Training
STUDENTS / ADMIN / MANUAL EVENT CREATION

Zachary Bates
1695395361 | Connecticut Public School

Special Education

Referral Date
06/16/2022

Referral Source
Teacher

Parent Consent Date
06/20/2022

Proj Eligibility Determination Date
06/20/2025

Provision of Services Parental Consent Date
06/20/2022

Eligibility Determination Date
06/20/2022

Eligible
Yes

Current IEP Begin Date
06/20/2022

Proj IEP Date
06/19/2023

Disabilities

Primary
Learning Disability

Next Disabilities

Primary
Learning Disability

SAVE

Tip!
Enter each event one at a time and click Save. This will ensure your event is updated.

10 Minute Break

Calendar Management and Reporting Periods

District Calendar

The screenshot displays the CT-SEDS District Calendar interface. At the top, a dark blue navigation bar contains the CT-SEDS logo and menu items: STUDENTS, RECENT STUDENTS, TOOLS, MY ACCOUNT, ADMIN (highlighted with a red box), and REPORTING. Below this, a secondary blue bar includes DISTRICT INFO, DISTRICT CALENDAR (highlighted with a red box), SCHOOLS, USERS, INACTIVE USERS, INACTIVE STUDENTS, IMPORT HISTORY, and IMPORT SUMMARY DATA. A breadcrumb trail below the navigation bar reads 'ADMIN / DISTRICT CALENDAR'. The main content area features a calendar for May 2022. Navigation controls include arrows for previous/next month, a dropdown for 'May', a dropdown for '2022', and a 'today' button. A print icon and view toggles for 'month', 'week', and 'day' are also present. The calendar grid has columns for days of the week (Sun to Sat) and rows for dates. Days 1-7, 8-14, and 15-21 are shown. Weekends (Sun and Sat) are shaded grey, while weekdays (Mon-Fri) are yellow. Asterisks (*1 through *21) are placed in the top right corner of each date cell.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
*1	*2	*3	*4	*5	*6	*7
*8	*9	*10	*11	*12	*13	*14
*15	*16	*17	*18	*19	*20	*21

District Calendar

CTSEDS

STUDENTS RECENT STUDENTS TOOLS MY ACCOUNT ADMIN REPORTING

* Lola Fophy

DISTRICT INFO DISTRICT CALENDAR SCHOOLS USERS INACTIVE USERS INACTIVE STUDENTS IMPORT HISTORY IMPORT SUMMARY DATA

PCG Training ADMIN / DISTRICT CALENDAR 5/30/2022

Level	Day Type	Label
School System	No School (Less than 5 Days)	Memorial Day

Enter Day Type and Label for multiple days at once, please enter format mm/dd/yyyy - mm/dd/yyyy. You can also enter days separated by a comma. If you use this feature, the day that calendar (5/30/2022) will only be included if occurs in one of the date ranges you enter. Also note that if you add any calendar entries below (Calendar Entries:), they will only be added to the date ranges in the date ranges you enter here.

New Calendar Entries:

NOTE: Calendar Entries are simply labels that are displayed for a particular day. They have nothing to do with the "day type" and have no effect on whether a day is considered a "working day", "extended school year day" or "administrative working day".

UPDATE THE DATABASE

District Calendar

The screenshot displays the CT-SEDS District Calendar interface. At the top, there is a navigation bar with the CT-SEDS logo and menu items: STUDENTS, RECENT STUDENTS, TOOLS, MY ACCOUNT, ADMIN, and REPORTING. A user profile for 'Lola Fophy' is visible in the top right. Below the navigation bar, there is a sub-menu with options: DISTRICT INFO, DISTRICT CALENDAR (highlighted), SCHOOLS, USERS, INACTIVE USERS, INACTIVE STUDENTS, IMPORT HISTORY, and IMPORT SUMMARY DATA. The main content area shows a calendar for 'PCG Training' with a grid of days. The calendar includes a legend for color-coded days: Current Date (blue), Weekend (grey), Teacher Workday (green), No School (Less than 5 Days) (pink), ESY (light blue), School Day (yellow), Snow Day (red), No School (5+ Days) (dark red), and Summer (light grey). A button labeled 'EDIT SCHOOL YEARS' is highlighted with a red box. The calendar grid shows Memorial Day on the 29th and 30th, and a school day on the 31st.

Edit School Years

Del	School Year	Begin Date	End Date	Cal Days	Sch Days	ESY Schedule	Report Periods
<input type="checkbox"/>	1997-1998	09/05/1997	05/01/1998	239	171	EDIT	EDIT
<input type="checkbox"/>	1998-1999	09/05/1998	05/01/1999	239	170	EDIT	EDIT
<input type="checkbox"/>	1999-2000	09/05/1999	05/01/2000	240	171	EDIT	EDIT
<input type="checkbox"/>	2000-2001	09/05/2000	05/01/2001	239	171	EDIT	EDIT
<input type="checkbox"/>	2001-2002	09/05/2001	05/01/2002	239	171	EDIT	EDIT
<input type="checkbox"/>	2002-2003	09/05/2002	05/01/2003	239	171	EDIT	EDIT
<input type="checkbox"/>	2003-2004	09/05/2003	05/01/2004	240	171	EDIT	EDIT
<input type="checkbox"/>	2004-2005	09/05/2004	05/01/2005	239	170	EDIT	EDIT
<input type="checkbox"/>	2005-2006	09/05/2005	05/01/2006	239	171	EDIT	EDIT
<input type="checkbox"/>	2006-2007	09/05/2006	05/01/2007	239	171	EDIT	EDIT
<input type="checkbox"/>	2007-2008	09/05/2007	05/01/2008	240	172	EDIT	EDIT
<input type="checkbox"/>	2008-2009	09/05/2008	05/01/2009	239	171	EDIT	EDIT
<input type="checkbox"/>	2009-2010	09/05/2009	05/01/2010	239	170	EDIT	EDIT
<input type="checkbox"/>	2010-2011	09/05/2010	05/01/2011	239	170	EDIT	EDIT
<input type="checkbox"/>	2011-2012	09/05/2011	05/01/2012	240	172	EDIT	EDIT

Edit School Years

CTSEDS
* Lola Fophy

STUDENTS RECENT STUDENTS TOOLS ▾ MY ACCOUNT ▾ ADMIN ▾ REPORTING

DISTRICT INFO DISTRICT CALENDAR SCHOOLS USERS INACTIVE USERS INACTIVE STUDENTS IMPORT HISTORY IMPORT SUMMARY DATA

🏠 PCG Training
ADMIN / DISTRICT CALENDAR

Del	School Year	Begin Date	End Date	Cal Days	Sch Days	ESY Schedule	Report Periods
<input type="checkbox"/>	2012-2013	09/05/2012	06/30/2013	299	213	EDIT	EDIT
<input type="checkbox"/>	2013-2014	09/05/2013	06/30/2014	299	213	EDIT	EDIT
<input type="checkbox"/>	2014-2015	09/05/2014	06/30/2015	299	213	EDIT	EDIT
<input type="checkbox"/>	2015-2016	09/05/2015	06/30/2016	300	214	EDIT	EDIT
<input type="checkbox"/>	2016-2017	09/05/2016	06/30/2017	299	215	EDIT	EDIT
<input type="checkbox"/>	2017-2018	09/05/2017	06/30/2018	299	214	EDIT	EDIT
<input type="checkbox"/>	2018-2019	09/05/2018	06/30/2019	299	213	EDIT	EDIT
<input type="checkbox"/>	2019-2020	09/03/2019	06/30/2020	302	216	EDIT	EDIT
<input type="checkbox"/>	2020-2021	09/01/2020	06/30/2021	303	217	EDIT	EDIT
	2021-2022	09/07/2021	06/30/2022	297	211	EDIT	EDIT
<input type="checkbox"/>	2022-2023	09/06/2022	06/30/2023	298	214	EDIT	EDIT

NOTE: You cannot delete a school year if a Report Card has been created for that school year or if that year is the currently selected School Year for the School System. Please do not create "holes" in the School Years. If you do, then next time you add a new school year, the holes will be filled in before higher school years are added.

UPDATE THE DATABASE

ADD PREVIOUS SCHOOL YEAR

ADD NEXT SCHOOL YEAR

Edit Reporting Periods

PCG Training
ADMIN / DISTRICT CALENDAR

Del	Reporting Period	Reporting Period Name	Begin Date	End Date	Due Date	ESY	Cal Days	Sch Days
<input type="checkbox"/>	1	Reporting Period 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2	Reporting Period 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
<input type="checkbox"/>	3	Reporting Period 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
<input type="checkbox"/>	4	Reporting Period 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		

NOTE: If you delete a given reporting period, ALL higher numbered reporting periods will also be deleted.

UPDATE THE DATABASE

AUTO-FILL BEGIN AND END DATES

ADD ANOTHER REPORTING PERIOD

Progress Report

Select a Wizard



Progress Report

Documents:

- Prior Written Notice
- Parent Notice of Referral to Determine Eligibility for Special Education and Related Services
- Reading Worksheet
- Notice of PPT Meeting
- PPT Record of Meeting
- Multidisciplinary Evaluation Report for Students Suspected of Having a Specific Learning Disability
- PPT Attendance Excusal Document
- CT Summary of Performance
- Progress Report
- Summary of Planning and Placement Team (PPT) Meeting
- Laws Relating to Seclusions and Restraints
- Parent Guide to Special Education in CT
- Procedural Safeguards
- Transition Bill of Rights
- Learning Mode IEP Implementation Plan
- Mathematics Worksheet
- Written Expression Worksheet
- Building a Bridge

Letters: (No Letters Available)

CREATE DRAFT (WILL BE SAVED FOR 30 DAYS)

CREATE FINAL DOCUMENT (WILL BE SAVED)

UPLOAD EXTERNAL DOCUMENT(S)



Error You cannot create a Progress Report for this Student because there is no current IEP for this Student.

There are no Annual Goals on this Student's IEP!

STUDENTS RECENT STUDENTS TOOLS MY ACCOUNT ADMIN REPORTING

CT QA Site
HOME / DASHBOARD

Compliance Category	Count
>= 80%	0.0
40% - 79%	0.0
< 40%	1.0

Compliance Status	Percentage	Number of Students
Compliant	25%	1 Student
Non-Compliant	75%	3 Students
Total		4 Total Students

Category	Count
Referral	4
Consent	2
Eligible	1
IEP	1
504	1

Message Center | Alerts, Action Items and Help Desk

You Have No New Messages

Documents

General Files CT-SEDS District

File Name
[Connecticut_EDPlan_Manual_Administrative_Tasks_2020.02.20.docx](#)

For an overview of an EDPlan click [here!](#)

Resources for Keeping Informed and Addressing COVID-19

PCG is committed to providing ongoing resources and support for educators during the COVID-19 pandemic. Please click on the links below to access our latest postings and practical tips for special education teams.

- [The COVID-19 Summer Slide](#)
- [Conducting IEP Meetings During COVID-19](#)
- [Delivering Related Services Remotely During the COVID-19 Crisis](#)
- [Utilizing Paraprofessionals to Support Virtual Learning](#)
- [COVID-19 School Closures and Special Education: Shifting Instructional Practices to a Digital Environment](#)

- Documents:
- Prior Written Notice
 - Parent Notice of Referral to Determine Eligibility for Special Education and Related Services
 - Reading Worksheet
 - Notice of PPT Meeting
 - PPT Record of Meeting
 - Multidisciplinary Evaluation Report for Students Suspected of Having a Specific Learning Disability
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 - Parent Guide to Special Education in CT
 - Procedural Safeguards
 - Transition Bill of Rights
 - Learning Mode IEP Implementation Plan
 - Mathematics Worksheet
 - Written Expression Worksheet
 - Building a Bridge

Letters: (No Letters Available)

CREATE DRAFT (WILL BE SAVED FOR 30 DAYS)

CREATE FINAL DOCUMENT (WILL BE SAVED)

UPLOAD EXTERNAL DOCUMENT(S)

The following information is required before you can create this Draft Document

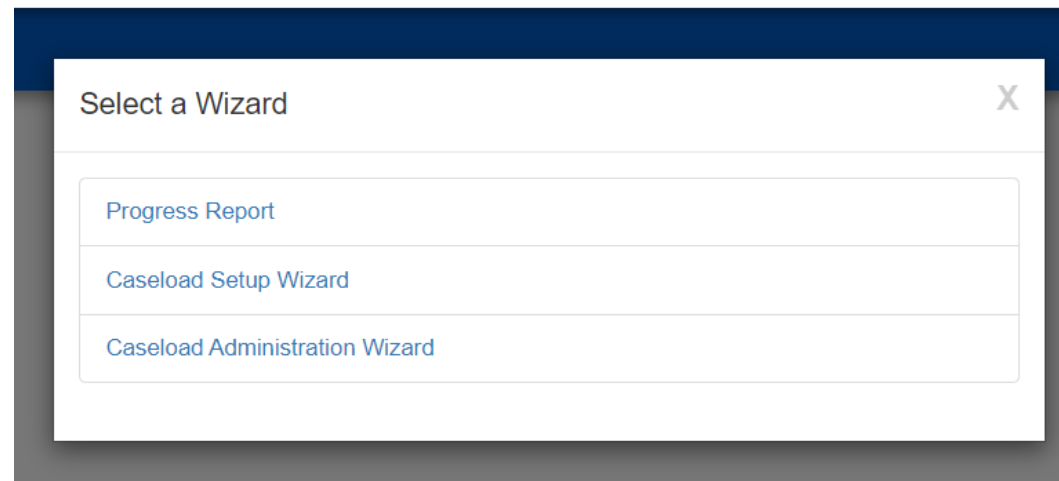
Progress Report

School Year: 2021-2022

Reporting Period:

SAVE

CREATE DRAFT DOCUMENT



This wizard will guide you through generating Progress Reports for your Students.

Please be sure to select the correct Reporting Period.

School Year: 2021-2022

Reporting Period:

Select the Students for whom you would like to update status and/or generate Progress Reports.

Students that do not have a currently valid final IEP / ISP will not show in this list.

Students who transferred into this school system with events but without detailed historical information may show as having a current IEP / ISP, but will also not appear below and will need a new IEP / ISP before a Progress Report can be created.

CHECK ALL

CHECK NONE

- Christopher D Knight
- Megan D Smith
- Deanna D Washington

(3 Available Students)

CONTINUE



Progress Report

Christopher D Knight (2021-2022 - Reporting Period 2) (Student 1 of 3)

SKIP THIS STUDENT

Annual Goal: Given, Christopher will,

Last Updated By: (none)

Status:

Last Updated On: (none)

Describe the qualitative and/or quantitative data utilized to justify the goal status:
(for Progress Report)

Objective	Status	Describe the qualitative and/or quantitative data utilized to justify the objective status	Score Type	Current	Target	Measurement Type	Last Updated By / Last Updated On
Given Christopher D Knight will by 11/30/2022	<input type="text" value="Not Introduced"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Trials, WPM etc.	(none) (none)

Annual Goal: Given, Christopher will,


Last Updated By: (none)

Status:

Last Updated On: (none)

Describe the qualitative and/or quantitative data utilized to justify the goal status:
(for Progress Report)

Objective	Status	Describe the qualitative and/or quantitative data utilized to justify the objective status	Score Type	Current	Target	Measurement Type	Last Updated By / Last Updated On
Given Christopher D Knight will by 10/27/2022	Satisfactory Progress ▼		▼			Trials, WPM etc.	(none) (none)

Create Cumulative Report 

JUST UPDATE THE DATABASE

UPDATE AND MOVE TO NEXT STUDENT

Include a Spanish version of the document

CREATE DRAFT PROGRESS REPORT AND MOVE TO NEXT STUDENT

CREATE FINAL PROGRESS REPORT AND MOVE TO NEXT STUDENT

Meeting Notice

Meeting Notice Important Notes:

- The PPT Meeting Notice is used to drive the logic in the system.
- Parent/Guardian information is pulled automatically from the Parent Information Page.
- Information from the PPT Meeting Notice is used to populate fields on related documents (e.g., IEP).
- User will enter Scheduling Date, Meeting Date, Time and Location.
- The name, title, and contact information for the PPT meeting notice “sender” can be set to populate automatically.

Meeting Notice: 4- Entry Points

▼ Scheduling a meeting: PPT 1

[CREATE NOTICE OF PLANNING AND PLACEMENT TEAM MEETING](#)



The meeting details will display here with information entered in the Notice of Planning and Placement Team Meeting document. Click Create Notice of Planning and Placement Team Meeting in this panel to create the document. If the meeting is rescheduled, a new Notice of Planning and Placement Team Meeting should be created.

Current Meeting Information

Meeting Scheduling Date
07/18/2022

Meeting Date
07/22/2022

▼ Scheduling a meeting: Review Initial Evaluation Results

[CREATE NOTICE OF PLANNING AND PLACEMENT TEAM MEETING](#)



The meeting details will display here with information entered in the Notice of Planning and Placement Team Meeting document. Click the blue link in this panel to create the document. If the meeting is rescheduled, a new Notice of Planning and Placement Team Meeting should be created.

Another meeting notice has already been created for the purpose of reviewing evaluation results.



Meeting Date



▼ Scheduling a meeting

[CREATE NOTICE OF PLANNING AND PLACEMENT TEAM MEETING](#)



The meeting details will display here with information entered in the Notice of Planning and Placement Team Meeting document. Click the blue link in this panel to create the document. If the meeting is rescheduled, a new Notice of Planning and Placement Team Meeting should be created.

A notice has already been created for this PPT Meeting.

The purpose of this meeting is

Initial Evaluation

- Review a referral to special education and consider/plan an initial evaluation
- Review initial evaluation results and determine eligibility for special education and if eligible develop IEP (or ISP if offered)

IEP

- Conduct an Annual Review
- Conduct an Annual Review and review three-year reevaluation results to determine continued eligibility
- Review or Revise the IEP
- Review or Revise the IEP and review three-year reevaluation results to determine continued eligibility.

ISP

- Conduct an ISP Annual Review
- Conduct an ISP Annual Review and review three-year reevaluation results to determine continued eligibility
- Review or Revise the ISP
- Review or Revise the ISP and review three-year reevaluation results to determine continued eligibility.
- Review three-year reevaluation results for Parentally Placed Private School Student (PPPSS) with no direct services.

Non-Initial Evaluation

- Plan a targeted assessment (non-three-year reevaluation)
- Review targeted assessment results
- Plan three-year reevaluation

Meeting Notice: Additional Purposes

Additional Meeting Purpose Information



Indicate any additional information that is relevant for this PPT Meeting.

Transition Planning

- The team will develop, review, or revise transition goals and objectives (transition planning)

Review/Revise Details

Indicate if any of the following are relevant for this meeting to review or revise the IEP

- Student transfer
- Manifestation Determination
- Restraint/Seclusion Review
- None of the above



Technical Edits

- Finalized Documents
 - Technical Edits
 - Substantive Edits
 - Communication with Parents
 - [https://portal.ct.gov/-/media/SDE/Special-Education/IEP Document with Highlighted Sections Tech Edits.pdf](https://portal.ct.gov/-/media/SDE/Special-Education/IEP_Document_with_Highlighted_Sections_Tech_Edits.pdf)
 - [technical-edits-and-the-iep-guidance-memorandum.pdf \(ct.gov\)](#) (Old IEP Highlighted)
- Draft Documents
 - Expire after 30 days
 - To retain data, create a new draft from the data in the workspace and this will restart the 30 day clock

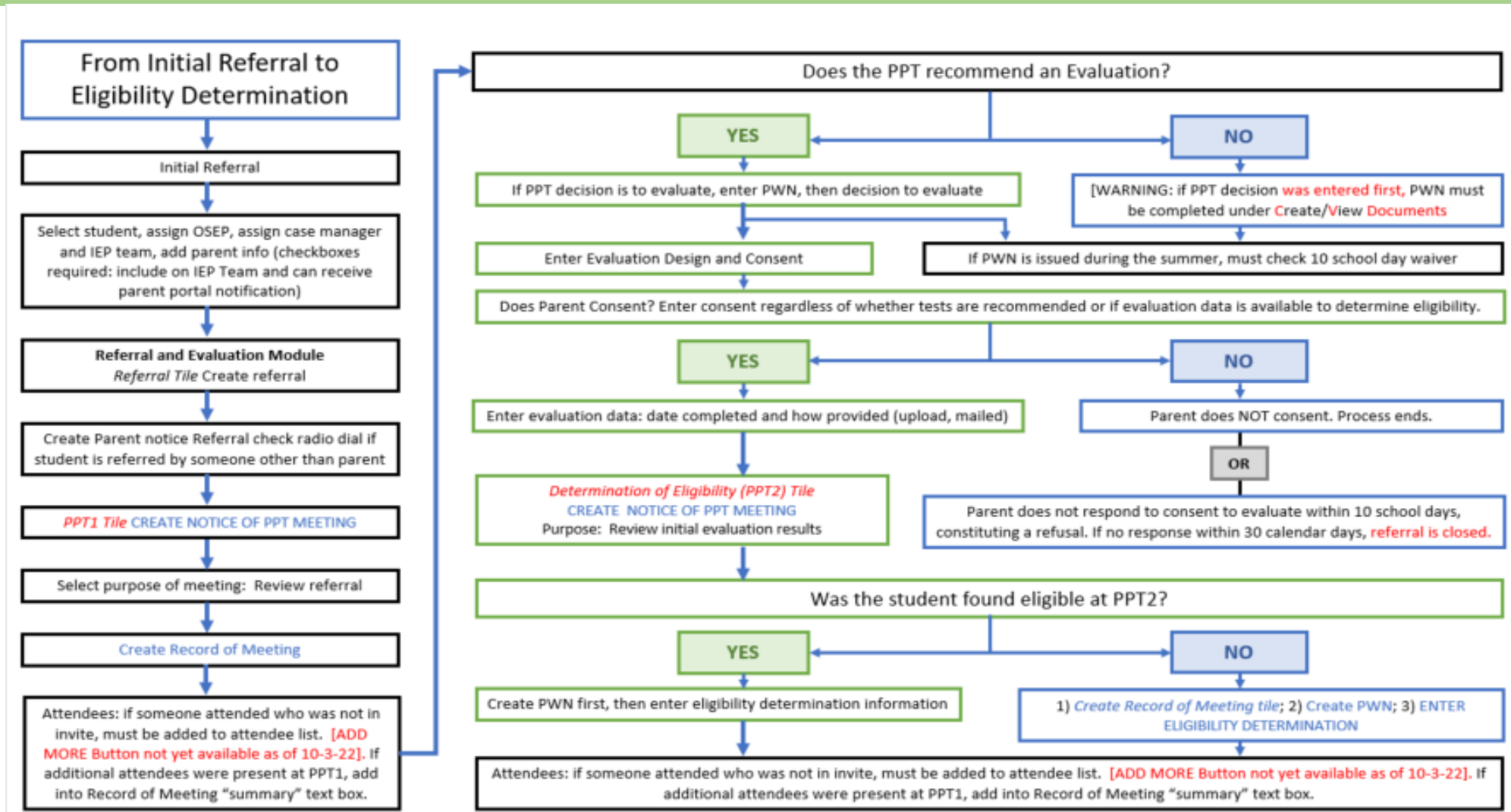
Questions



Lunch Break

Referral and Evaluation

Initial Referral and Evaluation Flowchart



Diagnostic Placement

What is a Trial Placement for Diagnostic Purposes?

- Evaluation
- Initial or Reevaluation
- Structured program
- 40 school days or less
- Previous evaluation results are inconclusive

Diagnostic Placement

Requirements for Trial Placement for Diagnostic Purposes?

- Diagnostic goals/objectives
- Types and amount of services
- Meet every 10 school days (need not be a formal PPT)
- Convene PPT 5 days prior to conclusion of the trial placement




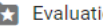
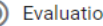
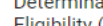

CT-SEDS INTERFACE: Diagnostic Placement

Referral and Evaluations

Select action

- Referral and Initial Evaluations Targeted Assessments (Non-Three-Year Reevaluation) Three-Year Reevaluation

i This process is used to complete a referral and initial evaluation for the student. This process should also be used if changes to the initial evaluations are needed or additional assessments will be added for the initial eligibility determination.

 Referral Complete ✓	 PPT1 Complete ✓	 Evaluation Design and Consent Complete ✓	 Additional Evaluation Planning Complete ✓	 Evaluations Complete ✓	 Determination of Eligibility (PPT2) Complete ✓
 View and Create Additional Documents Complete ✓					



Additional Evaluation Options

- PPT is considering Specific Learning Disability (SLD)
- PPT has determined that a diagnostic placement will be initiated in order to determine initial or continued eligibility or to develop or revise the student's IEP.

i Continue to the next page to complete the relevant information and documentation related to the additional evaluations.

SAVE

CT-SEDS INTERFACE: Diagnostic Placement

Referral and Evaluations

Select action

- Referral and Initial Evaluations Targeted Assessments (Non-Three-Year Reevaluation) Three-Year Reevaluation



This process is used to complete a referral and initial evaluation for the student. This process should also be used if changes to the initial evaluations are needed or additional assessments will be added for the initial eligibility determination.

Referral Complete ✓	PPT1 Complete ✓	Evaluation Design and Consent Complete ✓	Additional Evaluation Planning ▶	Evaluations ▶	Determination of Eligibility ▶
View and Create Additional Documents ▶					



CT-SEDS Diagnostic Placement – Consent

▼ Trial Placement Consent Document



Fill in the details regarding the student's Trial Placement. Click "Create Consent Form" to generate the document for parent consent.

Rationale for Trial Placement

Describe

(Required)

Instructional Site(s) of Trial Placement

- General Education Setting 50% or more non-disabled peers
 - General Education Setting Less than 50% non-disabled peers
 - Resource Setting
 - Separate Setting/Program
 - Related Service Setting
 - Community-Based Setting 50% or more non-disabled peers
 - Community-Based Setting Less than 50% non-disabled peers
 - Other
- (Required)

Location

- The location is fully or partially outside of the student's enrolled school

CT-SEDS Diagnostic Placement – Consent

▼ Diagnostic Goal(s) and Objectives

[ADD DIAGNOSTIC GOALS](#)



Goals should be based on the PPT's outstanding evaluation questions. Progress on objectives should be measured with the information/data that will be collected and reviewed every two weeks.

Goal

Objectives

Edit

Delete

Trial Placement Services

[ADD TRIAL PLACEMENT SERVICES](#)



Enter the types and amounts of any services needed to conduct the Trial Placement.

Service

Description

Edit

Delete

Select relevant option for parent signature

- The parent is in the meeting and will sign the document digitally.
- The document will be sent electronically to the parent portal for signature.
- The parent will sign a hard copy of the document.

CREATE CONSENT DOCUMENT

SAVE

CT-SEDS Diagnostic Placement – Consent

✓ Trial Placement Consent Date

[ENTER PARENT REVOCATION OF CONSENT](#)



The section reflects the student's Consent for Trial Placement Dates. This is where the Consent Date can be entered outside of form creation.

Parent agrees.

Consent Date for Diagnostic Placement

04/02/2022



SAVE

CT-SEDS Diagnostic Placement - Progress

▼ Trial Placement Student Progress

[ADD STUDENT PROGRESS MEETING](#)



A trial placement for diagnostic purposes will be terminated as soon as the student's needs have been determined but in any event no later than 40 school days from the start of the trial placement. The PPT or members of the PPT designated through parent and district agreement will meet at least once every 10 school days to discuss the student's progress and revise where necessary the supports and services.

[CREATE STUDENT PROGRESS DOCUMENT](#)

Add Student Progress Meeting



Add details from the meeting to discuss the student's progress.

Meeting Date

mm/dd/yyyy



(Required)

Meeting Time

hh:mm am/pm



(Required)

Meeting Location

(Required)



Meeting Summary

(Required)

Questions



Amendments

Amend an IEP

IEP Process

Select action

Create/Revise IEP

Amend IEP

IEP Overview

Complete ✓

Special Considerations

Complete ✓

Present Levels, Annual Goals, Supplementary Aids/Services

Complete ✓

Secondary Transition

Complete ✓

Special Education and Related Services

Complete ✓

Removal from General Ed

Complete ✓

District and State Testing

Complete ✓

PPT Recommendations

Complete ✓

Create Prior Written Notice and IEP

Complete ✓

Amend an IEP

∨ IEP Amendment Details



Complete the relevant information for the IEP Amendment. Select the IEP Sections below that will be revised without convening a PPT meeting and describe the change(s). Then complete the District Administrator/Designee Response. This information will populate the "Agreement to Change the IEP without Convening a PPT meeting" document.

Amended Sections

IEP Section	Describe the Change(s)
<input type="checkbox"/> Special Considerations	
<input type="checkbox"/> Present Levels, Annual Goals, Supplementary Aids/Services	
<input type="checkbox"/> Secondary Transition	
<input type="checkbox"/> Special Education and Related Services	
<input type="checkbox"/> Removal from General Education	
<input type="checkbox"/> District and State Testing	
<input type="checkbox"/> Recommendations	

(Required)

Amend an IEP

District Administrator/Designee Response

Agree



District Administrator or Designee

CLEAR SIGNATURE

Include Spanish Translated Document

CREATE DRAFT

CREATE FINAL





















Tiles and Panels

Tile, Panels, and Rules of Completion

IEP Process

Select action

- Create/Revise IEP Amend IEP

 IEP Meeting Information Incomplete 	 IEP Overview Complete 	 Special Considerations Complete 	 Present Levels, Annual Goals, Supplementary Aids/Services Complete 	 Secondary Transition Complete 	 Special Education and Related Services Complete 
 Removal from General Ed Complete 	 District and State Testing Complete 	 PPT Recommendations Complete 	 Create Prior Written Notice and IEP Complete 		

Document Translation

Translated Documents in CT-SEDS

Personal Information

UPLOAD PICTURE

First Name Zachary Middle Name _____ Last Name Bates Suffix _____

Student Code 1695395361 SASID 1695395361 Date of Birth 07/20/2010 (Age 12 Years)

Place of Birth _____ Gender Male Primary Language _____

Language of Instruction _____ Document Language Spanish

- Is the student an English Learner (EL)?
- Exclude From Widgets

Student is Responsible

Yes (Student has Parent's Rights)

Include Spanish Translated Document

CLOSE

SAVE

CREATE DRAFT

CREATE FINAL

Parent Portal

Handout: Documents Pushed to Parent Portal

	Document Name	Finalized Document Pushed to Parent Portal?	Parent Sent Email when Document Posted to Parent Portal?
1.	504 Notice and Consent to Conduct an Initial Evaluation/Reevaluation	No	No
2.	504 Notice of Meeting	Yes	Yes
3.	504 Parent Notice and Initial Consent for Provision of Services	No	No
4.	504 Parent Notice of 504 Non Eligibility	Yes	Yes
5.	504 Parent Notice of Referral to Determine Eligibility	Yes	Yes
6.	504 Plan	Yes	Yes
7.	Agreement to Change an Individualized Education Program without Convening a Planning and Placement Team Meeting	Yes	No
8.	Alternate Assessment Eligibility	No	No
9.	Building a Bridge	No	No
10.	Consent for the Initial Provision of Special Education	No	Yes
11.	Consent for the Initial Provision of Special Education Digital	No	No
12.	Consent to Conduct an Additional/ Targeted Assessment	No	No
13.	Consent to Conduct an Initial Evaluation/ Reevaluation	No	No
14.	CT IEP at a Glance	No	No
15.	CT Summary of Performance	No	No

Reports



Thank you for
the opportunity
to engage with
you today!

