

# Data Collections Guide for Schools and Districts, 2016-17

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## How to Login

Connecticut State Department of Education (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 logon credentials per district. The Portal website uses individualized security (each user has their own set of credentials) and houses the CSDE's newer applications. The CSDE is in the process of moving all data collections into the Portal website. If you are uncertain if an application is a Legacy or a Portal application, please check [this list](#).

### Legacy Applications

There is one username and password needed to access the secure legacy application website. This username and password are unique to the district. When a user enters the username and password at the legacy application website (<https://www.csde.state.ct.us/>), the user will be given access to the menu of legacy applications. When a user selects an application, the user may be prompted to submit additional credential information. Depending on the application, this additional information may take the form of an additional username, password or security code. The second set of credential information is an additional security measure and should only be shared with district staff assigned to the application. If you need assistance with the secondary credentials for an application, please contact the application contact staff indicated later in this guide.

### Portal Applications

The new Portal Applications website uses individualized accounts. Each user will only need one username and password to access the Portal Applications website <https://csde.ct.gov/> and will have specific roles assigned for access to different applications. When a user logs into the Portal Applications website, they will only have access to the applications where they have been assigned roles.

Each district has one or more individuals who have been granted the permission to manage their district's users' access within the portal. These individuals are known as LEA Security Managers and are responsible for creating and maintaining users and their roles for all Portal Applications. These functions are performed through the Directory Manager (DM) application. These roles govern what applications a user can see, what actions a user can take within the portal and, in some cases, even what they see within an application.

If an individual already has a portal account in DM, he/she will use their existing username/password. If an existing user needs additional roles, they should speak to their LEA Security Manager. For a complete listing of LEA Security Managers, please visit the DM help site at: <http://www.csde.state.ct.us/public/directorymanager/docs.asp> .

If an individual is new to DM, the LEA Security Manager in their district can create an account and assign the appropriate roles. When an account is created, the new user will receive one email with a unique username and a second email with a temporary password and a link to the portal.

***Important:*** It is critical that usernames and passwords NOT be shared, as each is unique to the assigned individual. The Department reserves the right to inactivate accounts and/or remove roles if it believes the account has been used by anyone other than the assigned account holder.

## Timely and Accurate Data

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 impact 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.

For these purposes, the CSDE defines *Timely* as:

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

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 validation/cleaning reports;
  - b) Certifies data exceptions as applicable;
2. District certifies the collection by the accurate date.

For a summary of timely and accurate due dates for all data collections, please see the appendix.

Should the Timely and Accurate Due Dates fall on a weekend or holiday, and the district is unable to submit the file on those dates, it is assumed that the data are due to the CSDE on the business day prior to the listed due date.

## I. Students

### Public School Information System (PSIS)

#### About the Collection

The Connecticut State Department of Education uses the Public School Information System (PSIS), to collect data regarding student enrollment throughout the state of Connecticut. These data are used for federal and state grants; PSIS data also connect to other CSDE data collection systems.

#### Statutory Reference:

C.G.S 10-16p, 10-66ee, 10-184, 10-226a, 10-249, 10-250, 10-261(a)(2), 10-262f, 10-264l, 10-266aa, 10-10a.

#### Changes for 2016-17

#### New Special Program Status Codes

23	To be used if the student is enrolled in a State-approved full-time Magnet School Program and is in <b>a detention center</b> . This code is limited to the following Reporting Districts: Bloomfield, Bridgeport, Danbury, East Hartford, Hartford, New Haven, New London, Norwalk, Stamford, Waterbury, Windham, CREC, CES, ACES, LEARN, and EASTCONN.
32	To be used if the student is a participant in the OPEN Choice Program and is in a detention center. Refer to Appendix F for guidance regarding reporting of OPEN Choice students.

#### Important Reminders:

*Accuracy in Reporting District Exit Dates:* Due to federal reporting requirements and guidelines, the district exit date used when unregistering a student must be the date from an official document (e.g., transcript, signed parent withdrawal form, IEP, etc.). Spring Graduates must be exited using a date on or before June 30. Only summer graduates should have exit dates between July 1 and August 30. Incorrect reporting of exit dates negatively affects the calculation of a district's cohort graduation rates.

*Collection Freeze Dates:* Districts are required to submit student-level data for the October, January, and June collections. The Freeze Date (F1) will be used for mandated Federal, State and public reporting while the Freeze Date (F2) will serve as the last possible date for corrections to that collection. The 'freeze dates' for the 2016-17 school year are posted in the Due Date section below. Districts should work diligently to submit accurate data and make all corrections prior to the applicable freeze dates. After the 'freeze date' has passed, changes to data will not be permitted. PSIS data is frequently used for public analysis, reporting and publishing; in cases where a district provides incorrect data in a collection submission and the data is not corrected prior to the applicable freeze date, it will be reported as is. LEAs are strongly encouraged to ensure they have provided accurate data to CSDE prior to certifying the active collection. Please contact the appropriate collection manager with questions.

Due Dates

Collection	Freeze Cycle	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Dates
Case Management		Cases Resolved within 10 school days	No open cases more than 20 school days old	
PSIS Summer Roll Up		September 15, 2016	September 30, 2016	
October 2016	Freeze 1 (F1)	October 15, 2016	October 29, 2016	January 31, 2017
	Freeze 2 (F2)			July 31, 2018
January 2017	Freeze 1 (F1)	January 27, 2017	February 17, 2017	March 15, 2017
	Freeze 2 (F2)			July 31, 2018
June 2017	Freeze 1 (F1)	July 14, 2017	August 11, 2017	August 18, 2017
	Freeze 2 (F2)			July 31, 2018

Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Kendra Shakir	(860) 713-6896	<a href="mailto:kendra.shakir@ct.gov">kendra.shakir@ct.gov</a>
Keryn Felder	(860) 713-6833	<a href="mailto:keryn.felder@ct.gov">keryn.felder@ct.gov</a>
Marquelle Middleton	(860) 713-6877	<a href="mailto:marquelle.middleton@ct.gov">marquelle.middleton@ct.gov</a>
For logon help:	(860) 713-6681	

PSIS Help Site:

<http://www.csde.state.ct.us/public/psis/>

## Teacher - Course - Student (TCS)

### About the Collection

The Teacher-Course-Student (TCS) connects students to teachers and courses. Analyses of TCS data can greatly inform school and district strategies to increase the college and career readiness of all learners (e.g., course-taking patterns and course completion rates for students from different subgroups and schools, alignment of middle/high school courses to college-level courses). The CSDE will be making TCS data available to all districts through CSDE's data portal. This will allow 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. Section 10-10a

### Changes for 2016-17

No Changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Dates
2015-16	August 15, 2016	September 15, 2016	September 30, 2016
2016-17	July 18, 2017	September 15, 2017	September 30, 2017

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Jennifer Leeper	(860) 713-6832	<a href="mailto:jennifer.leeper@ct.gov">jennifer.leeper@ct.gov</a>
Diane Murphy	(860) 713-6891	<a href="mailto:diane.murphy@ct.gov">diane.murphy@ct.gov</a>

### TCS Help Site:

<http://www.csde.state.ct.us/public/tcs/>

## ED166: Disciplinary Offense Data Collection

### About the Collection

The ED166: Disciplinary Offense Data Collection collects discipline data required under Federal and State laws regarding all incidents and any resulting sanctions for each school year. Incidents that are required to be reported are all offenses that result in: In-school suspension, Out-of-school suspension, Bus suspension, and Expulsion. In addition, all "serious" offenses and incidents involving Alcohol, Drugs or Weapons must be reported regardless of the type of sanction imposed. This means that if anything is listed in the Weapon Involvement or Substance Involvement field (including electronic cigarettes) the incident must be reported. All Bullying incidents must also be reported regardless of sanction.

For 2016-17, the mid-year data submission requirement will continue to be required for Alliance Districts and Public Charter Schools only. The midyear submission should include all incidents that took place from July 1, 2016 – January 31, 2017. Midyear submissions can be completed via manual or batch entry and will be due March 1, 2017.

### Statutory Reference

20 U.S.C. 1418a, 20 U.S.C. 7117, 8921; Public Act 15-168

### Changes for 2016-17

No changes.

### Due Date(s)

Collection	Mid-Year Submission Due Date (TIMELY)	End-of-Year Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2015-16	March 1, 2016	July 15, 2016	August 15, 2016	October 1, 2016
2016-17	March 1, 2017	July 15, 2017	August 15, 2017	October 1, 2017

### Collection Contact Person:

Contact Name	Telephone Number	Email Address
Keryn Felder	(860) 713-6833	<a href="mailto:keryn.felder@ct.gov">keryn.felder@ct.gov</a>

### ED 166 Help Site:

<http://www.csde.state.ct.us/public/ed166/>

## Special Education Data Application and Collection (SEDAC)

### About the Collection

The Special Education Data Application and Collection (SEDAC) system is used to collect data regarding the provision of special education and related services. The data collected is required to provide measurement of each district's and the state's compliance with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA).

For federal reporting purposes, all special education data reflect information as of October 1. Each year data are collected for students with disabilities in Connecticut, ages 3 to 21. Data are collected for state and departmental reporting purposes.

### Statutory Reference:

20 U.S.C. 1400 et seq (IDEA); C.G.S. Section 10-76a to 10-76h, inclusive

### Changes for 2016-17

#### *Fields eliminated and ignored upon upload:*

Related Services 1 – Speech/Lang. Pathology And Audiology – column AC will be blank

Related Services 2 - Interpreting – column AD will be blank

Related Services 3 - Psychological Services – column AE will be blank

Related Services 4 - Physical And Occupational Therapy – column AF will be blank

Related Services 5 - Recreation, Including Therapeutic Recreation – column AG will be blank

Related Services 6 - Social Work Services – column AH will be blank

Related Services 7 - School Nurse Services – column AI will be blank

Related Services 8 - Counseling, Including Rehabilitation Counseling – column AJ will be blank

Related Services 9 - Orientation And Mobility Services – column AK will be blank

Related Services 10 - Medical Services (Diagnostic And Evaluation Only) – column AL will be blank

Related Services 11 - Transportation – column AM will be blank

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
October 2016	December 5, 2016	December 20, 2016	January 31, 2017

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Laura Guerrero	(860) 713-6898	<a href="mailto:laura.guerrera@ct.gov">laura.guerrera@ct.gov</a>
Stephanie O'Day	(860) 713-6803	<a href="mailto:stephanie.oday@ct.gov">stephanie.oday@ct.gov</a>
Diane Murphy	(860) 713-6891	<a href="mailto:diane.murphy@ct.gov">diane.murphy@ct.gov</a>

### SEDAC Help Site:

<http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=SEDAC&ss=null>



## Restraint & Seclusion

### About the Collection

The department is required to collect restraint and seclusion data from each local or regional board of education, institution or facility that provides direct care, education or supervision of persons at risk. The Restraint and Seclusion database collects compliance data that identifies the frequency of use of physical restraint and/or seclusion and specifies whether the use of such seclusion was in accordance with an individualized education program (IEP) or whether the use of physical restraint or seclusion was an emergency. Department policy requires all instances of injury (both serious and non-serious) associated with the use of restraint or seclusion to be reported to the CSDE within 2 business days.

### Statutory Reference:

C.G.S. Section 46a-153., as amended by Public Act 12-88.

### Changes for 2016-17

No Changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2015-16	July 20, 2016	August 31, 2016	October 1, 2016
2016-17	July 20, 2017	August 31, 2017	October 1, 2017

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Stephanie O'Day	(860) 713-6803	<a href="mailto:stephanie.oday@ct.gov">stephanie.oday@ct.gov</a>
Laura Guerrero	(860) 713-6898	<a href="mailto:laura.guerrera@ct.gov">laura.guerrera@ct.gov</a>
Diane Murphy	(860) 713-6891	<a href="mailto:diane.murphy@ct.gov">diane.murphy@ct.gov</a>

### Restraint and Seclusion Help Site:

[http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=Restraint\\_and\\_Seclusion&ss=null](http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=Restraint_and_Seclusion&ss=null)

## Due Process Hearing Requests - Resolution Meetings Data Collection

### About the Collection

The Due Process Hearing Requests - Resolution Meetings mandatory off-cycle report, housed within SEDAC, is used to collect data regarding due process hearings and the results of each resolution meeting. It is a requirement of IDEA to offer a resolution meeting for each parent requested due process hearing, within 15 calendar days of the date the hearing request was received.

### Statutory Reference:

Section 300.510(a)(1) of IDEA

### Changes for 2016-17

No changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Dates
2015-16	July 15, 2016	July 15, 2016	August 1, 2016
2016-17	July 15, 2017	July 15, 2017	August 1, 2017

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Laura Guerrero	(860) 713-6898	<a href="mailto:laura.guerrera@ct.gov">laura.guerrera@ct.gov</a>
Stephanie O'Day	(860) 713-6803	<a href="mailto:stephanie.oday@ct.gov">stephanie.oday@ct.gov</a>
Diane Murphy	(860) 713-6891	<a href="mailto:diane.murphy@ct.gov">diane.murphy@ct.gov</a>

## Evaluation Timelines

### About the Collection

Evaluation Timelines collects data that are used to monitor compliance to the federal timeline regarding initial evaluations and eligibility determination for special education and related services. The data allows the state to monitor referrals, the proportion of student's referred and found eligible, as well as whether evaluations are completed within the federally established timeline of 60 calendar days from the date of parental consent.

### Statutory Reference:

IDEA 2004 Sections 616, 618 and 619; 20 U.S.C. 1416(a)(3)(B)

### Changes for 2015-16

No changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Dates
2015-16	August 15, 2016	November 30, 2016	January 15, 2017
2016-17	August 15, 2017	November 30, 2017	January 15, 2018

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Marquelle Middleton	(860) 713-6877	<a href="mailto:Marquelle.Middleton@ct.gov">Marquelle.Middleton@ct.gov</a>
Stephanie O'Day	(860) 713-6803	<a href="mailto:stephanie.oday@ct.gov">stephanie.oday@ct.gov</a>
Diane Murphy	(860) 713-6891	<a href="mailto:diane.murphy@ct.gov">diane.murphy@ct.gov</a>

### Evaluation Timelines Help Site:

[http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=Evaluation\\_Timelines&ss=null](http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=Evaluation_Timelines&ss=null)

## Early Childhood Outcomes (ECO)

### About the Collection

The Early Childhood Outcome (ECO) data collection is administered by the State Department of Education. The ECO data collection is required for all applicable students with an IEP at least 3 years of age and in the preschool grade. The Brigance IED-III (2013) is the one statewide assessment instrument that must be administered to collect and report the required ECO data. The purpose of the data collection is to measure the developmental, functional and social emotional progress of students receiving special education from the time they enter preschool to the time they exit preschool. The data collection resulted from the 2004 reauthorization of the Individuals with Disabilities Education Improvement Act (IDEA). The reauthorization required all states to measure the progress of all children receiving special education as an indicator of state performance. Please contact Maria Synodi ([maria.synodi@ct.gov](mailto:maria.synodi@ct.gov)) with any program, policy and assessment tool questions.

### Statutory Reference:

IDEA 2004 Sections 616, 618 and 619; 20 U.S.C. 1416(a)(3)(A)

### Changes for 2015-16

No changes.

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Dates
2015-16	November 1, 2016	November 15, 2016	December 1, 2016

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Marquelle Middleton	(860) 713-6877	<a href="mailto:marquelle.middleton@ct.gov">marquelle.middleton@ct.gov</a>
Stephanie O'Day	(860) 713-6803	<a href="mailto:stephanie.oday@ct.gov">stephanie.oday@ct.gov</a>

### ECO Help Site:

[http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=Early\\_Childhood\\_Outcomes&ss=null](http://www.csde.state.ct.us/public/help/sedac/default.aspx?sec=Early_Childhood_Outcomes&ss=null)

## Kindergarten Inventory

### About the Collection

The Kindergarten Inventories provide statewide snapshots of the skills and behaviors that students can demonstrate at the beginning of their kindergarten year. This collection is a universal collection (all kindergarteners are included).

### Statutory Reference

C.G.S. Section 10-10a

### Changes for 2016-17

No changes.

### Due Date

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
Fall Inventory	December 9, 2016	January 13, 2017	February 24, 2017

### Collection Contact Person (s)

Contact Name	Telephone Number	Email Address
Gilbert Andrada, PhD	(860) 713-6883	<a href="mailto:Gilbert.andrada@ct.gov">Gilbert.andrada@ct.gov</a>
Kendra Shakir	(860) 713-6896	<a href="mailto:Kendra.shakir@ct.gov">Kendra.shakir@ct.gov</a>

## ED612: LAS Links Data Collection

### About the Collection

The LAS Links data collection is a federally mandated reporting for all public LEAs regarding their English Learners' (ELs) annual English Language Proficiency (ELP) Assessment results. In Connecticut, the LAS Links is the required ELP instrument and is administered between January and mid-March. Data reported to the online EL data application include LAS Links scale scores, programmatic information and demographics. All ELs, including those whose parents refused English language support services, are required to participate in the annual ELP. LEAs must report the reason that ELs who were registered with them during the testing window were not tested or are missing subtest scores. Data from the LAS Links collection are used for federal reporting, accountability and to inform the biennial EL data bulletin presented to the State Board of Education.

### Statutory Reference:

ESSA 1111(b)

### Changes for 2016-17

No changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
Spring 2017	June 16, 2017	June 30, 2017	June 30, 2017

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Michael Sabados	(860) 713-6856	<a href="mailto:michael.sabados@ct.gov">michael.sabados@ct.gov</a>

## K-3 Reading Initiative

### About the Collection

Administration of a reading assessment is mandated for all Connecticut Priority School Districts (PSDs). There are seven assessments that have been approved for use: DIBELS 6th, DIBELS NEXT, NWEA MAP, STAR, AIMSweb, STEEP, and EdChekup. Each is an individual reading assessment designed to assess students' reading performance in kindergarten through Grade 3. Each assessment provides teachers with information that helps them determine students' independent reading level and identify what the student needs to learn next. As of September 2009, all Priority School Districts are required to use one of the approved assessments district-wide in Grades 1 – 3 for the state-required assessment and for purposes of ongoing assessment to inform instruction.

### Statutory Reference:

C.G.S. Sections 10-265g(b), PA 12-116

### Changes for 2016-17:

No changes

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
Fall	October 25, 2016	November 1, 2016	November 1, 2016
Winter	March 1, 2017	March 8, 2017	March 8, 2017
Spring	June 10, 2017	June 17, 2017	June 17, 2017
Summer	September 30, 2017	October 7, 2017	October 7, 2017

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Gilbert Andrada	(860) 713-6883	<a href="mailto:gilbert.andrada@ct.gov">gilbert.andrada@ct.gov</a>

## II. Facilities

### Directory Manager: Facility Collection

#### About the Collection

The Directory Manager (DM) is located in the Portal Applications website. DM 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. Accuracy is critical as these data are used by all other CSDE data collection systems. For this reason, the CSDE requires districts to verify their information annually. These verifications are in two separate areas:

#### *1. Management of Organizations*

The LEA Directory Certifier manages changes to the district's schools and programs, operating status, name, grades offered, open/close dates and all other required attributes. Changes are pending until approved by an SDE staff member. School and program information is verified annually in DM by each districts LEA Directory Certifier. It is important that your data remain accurate as it is now publicly available on our EdSight.

#### *2. Management of Users and Roles for Portal Applications*

The LEA Security Manager manages users and their roles for Portal Applications. When a person is no longer employed by your school district, best practice is to immediately inactivate the person's account to prevent any confidentiality or security issues. At least once a year, districts should review all of their users and their associated roles to make ensure that the role assignments are appropriate and meet their district needs.

#### Statutory Reference

C.G.S. Section 10-4

#### Changes for 2016-17

There are no changes for the upcoming school year.

#### Requesting an Organization Code

In order to request a code for your Schools/Programs you should contact your LEA Directory Certifier. Please refer to Directory Manager Reference Guide for specific guidelines and instructions:

[http://www.csde.state.ct.us/public/directorymanager/docs/DM\\_ReferenceGuidev10.doc](http://www.csde.state.ct.us/public/directorymanager/docs/DM_ReferenceGuidev10.doc)

If your LEA Directory Certifier is no longer active please contact Angela Gambaccini-May at 860-713-6847 or [angela.gambaccini-may@ct.gov](mailto:angela.gambaccini-may@ct.gov).



Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2016-17	June 1, 2016	June 30, 2016	N/A

*Ongoing Management of Organizations:* Schools/Programs opened or closed and attribute changes after the Facility Collection must be updated within 10 school days.

Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Angela Gambaccini-May	(860) 713-6847	<a href="mailto:angela.gambaccini-may@ct.gov">angela.gambaccini-may@ct.gov</a>
Laura Guerrera	(860) 713-6898	<a href="mailto:laura.guerrera@ct.gov">laura.guerrera@ct.gov</a>

## ED165: Connecticut School Data Report

### About the Collection

The ED165: Connecticut School Data Report is used to collect a wide variety of data elements at the school-level for state and federal reporting. Some types of data that are included on the ED165 are:

- Truancy
- Pre-kindergarten experience
- Connecticut Physical Fitness Assessment results
- Teacher attendance
- Computers available for Instruction

### Statutory Reference

C.G.S. Sections 10-220(c) and 10-4p

### Changes for 2016-17

While the ED165 is for the most part unchanged for 2016-17, Schedule 6 (Connecticut Physical Fitness Assessment) has seen one notable change. This past spring, the Department announced increased flexibility for high schools to administer the Connecticut Physical Fitness Assessment (CPFA) to students at any grade between Grade 9 and Grade 12, as long as each student is tested and reported to the Department once during their high school years. To accommodate this new flexibility, the language on the Schedule 6 of the ED165 has been updated to say “High School”, instead of “Grade 10”.

This new flexibility has also resulted in the extension of the ED165 freeze date until August 20, 2017 to accommodate the results of students tested during summer school.

### Due Date

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2016-17	May 17, 2017	June 1, 2017	August 20, 2017

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Raymond Martin	(860) 713-6876	<a href="mailto:raymond.martin@ct.gov">raymond.martin@ct.gov</a>

### III. Staff

#### ED156: Fall Hiring Survey

##### About the Collection

The Fall Hiring Survey is a mandatory reporting for all public LEAs and State Approved Private Special Education programs of all certified educational positions that they sought to fill for the 2016-17 school year. Data from the Fall Hiring Survey are used to identify Connecticut's certification shortage areas and to inform the annual Fall Hiring Survey Bulletin that is presented to the State Board of Education. Teachers and administrators in shortage areas may apply for student loan deferrals or forgiveness through the USDE and mortgage assistance through the Connecticut Housing Finance Authority (CHFA). LEAs may utilize the shortage area designations to rehire retired teachers and administrators who are not subject to earnings limits.

##### Statutory Reference:

C.G.S. Section 10a-163

##### Changes for 2016-17

No changes

##### Due Date(s)

	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2016-17	October 13, 2016	October 27, 2016	October 27, 2016

##### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Michael Sabados	(860) 713-6856	<a href="mailto:michael.sabados@ct.gov">michael.sabados@ct.gov</a>

## ED162: Non-Certified Staff

### About the Collection

The Connecticut State Department of Education uses Form ED162 to collect para-professional full-time equivalent (FTE) data in nine instructional and eleven non-instructional categories. These data are used for federal and state reporting.

The 2016-17 ED162 will collect data on all non-certified staff as of October 1, 2016. This includes regular non-certified staff employed by your district as well as contracted food service and transportation staff (e.g., employees of Laidlaw, Dattco, Marriott, etc.) who provide services to your district. Full-time equivalent (FTE) for a full-time position is 1.0. Part-time positions should be reported as a percentage of 1.0 (e.g., 0.4, 0.6, etc.).

### Statutory Reference

C.G.S. Section 10-4, 10-10a

### Changes for 2016-17

No changes.

	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
Due Date	November 30, 2016	January 1, 2017	January 1, 2017

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Alison Zhou	(860) 713-6893	<a href="mailto:alison.zhou@ct.gov">alison.zhou@ct.gov</a>

## Educator Data System (EDS)

### About the Collection

The Educator Data System (EDS) collects data on all Connecticut public school educators and all educators in approved private special education programs (APSEPS) for each of the roles that they hold. Educators to be reported include all certified staff and all staff who do not currently hold certification but are in roles that require certification. These data will be matched with the Connecticut Educator Certification System (CECS) and other data collected by the Department (e.g. TCS, DM, and others). The Certified Staff data are used for several purposes including:

- Federal and state reporting
- Certification compliance
- Public reporting
- Educator Equity Analyses
- Registration in the TEAM program
- Validation of Teacher-Course-Student (TCS) data

### Statutory Reference

C.G.S. Section 10-226, 10-145, 10-16b, P.L. 107-110

### Changes for 2016-17

No changes

### Due Dates

The EDS is a rolling data collection. Changes are expected to be reported throughout the school year as staff take leaves, are promoted and/or transferred, are hired and/or leave your district. As data are used at different times during the year, it is critical that the staff data be kept up-to-date. One of the uses that is of particular importance is the October 1 Reporting Extract. This file is used for both federal and state reporting and is often part of public data requests.

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
Beginning of year	September 15, 2016	October 31, 2016	January 31, 2017
October 1 Reporting Extract			January 31, 2017
End of Year Certification	June 22, 2017	June 30, 2017	June 30, 2017

### Collection Contact Person(s)

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Contact Name	Telephone Number	Email Address
Raymond Martin	(860) 713-6876	<a href="mailto:raymond.martin@ct.gov">raymond.martin@ct.gov</a>

## Educator Evaluation Data Collection (EEDC)

### About the Collection

The Educator Evaluation Data Collection (EEDC) collects aggregate counts of educators by their final summative rating in the following categories:

- Teachers: Aggregate counts at the school- and district-level
- Principals: Aggregate counts at the district-level only
- All other administrators: Aggregate counts at the district-level only

The Connecticut State Department of Education treats the data collected through the EEDC with the utmost of data privacy. The same stringent security protocols employed by the CSDE to protect student data are also applied to protect the educator evaluation data. It is important to note that Section 13 of Public Act 13-122 protects educator evaluation data at the CSDE from being accessed through the Freedom of Information Act. Finally, when reporting these data, the CSDE implements appropriate data suppression practices and other steps to eliminate the likelihood that an individual educator's rating can be identified.

### Statutory Reference

C.G.S. Section 10-151b

### Changes for 2015-16

For the 2015-16 school year, EEDC has been simplified by the removal of the initial submission of results (formerly Part A). This year, only the final results (formerly Part B) will be collected.

An additional question has been added to this year's EEDC form. This question is a certification by the district superintendent as to whether the district was in compliance with the mandated reporter training requirements outlined in Connecticut General Statutes Section 17a-101i(f) during the 2015-16 school year. This question is a simple yes/no check off.

### Due Dates

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2015-16	September 15, 2016	September 30, 2016	October 15, 2016

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Raymond Martin	(860) 713-6876	<a href="mailto:raymond.martin@ct.gov">raymond.martin@ct.gov</a>

## IV. Other

### ED204: Title I Part D Neglected and Delinquent Evaluation Report

#### About the Collection

The ED204: Title I Part D Neglected and Delinquent Evaluation Report is used to collect data on student participation and academic outcomes from the prior school year. Only districts that receive Title I Part D funds are required to complete this form.

#### Statutory Reference

P.L. 107-110

#### Changes for 2015-16

No changes

#### Due Date

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2015-16	October 16, 2016	November 20, 2016	N/A

#### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Francis Apaloo	(860) 713-6874	<a href="mailto:francis.apaloo@ct.gov">francis.apaloo@ct.gov</a>

## ED205: Title I Evaluation Report

### About the Collection

The purpose of the ED205: Title I Evaluation Report is to provide information from the Title I Part A recipients who report data on student and staff participation. This form collects data on the prior school year. Only districts that receive Title I funds are required to complete this form.

### Statutory Reference

P.L. 107-110

### Changes for 2015-16

No changes

### Due Date

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2015-16	December 11, 2016	January 15, 2017	N/A

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Francis Apaloo	(860) 713-6874	<a href="mailto:francis.apaloo@ct.gov">francis.apaloo@ct.gov</a>



## ED400: Career and Technical Education Report

### About the Collection

The ED400: Career and Technical Education Report collects information on enrollment and completions in career and technical education programs operated during the year. This form is only required for districts that receive Carl Perkins funds.

### Statutory Reference

C.G.S. Section 10-4, 20 U.S.C. 2301 et seq.

### Changes for 2015-16

No changes.

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2015-16	September 14, 2016	September 14, 2016	N/A

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Richard Cloud	(860) 713-6871	<a href="mailto:richard.cloud@ct.gov">richard.cloud@ct.gov</a>

## Profile and Performance Report Narratives

### About the Collection

The Profile and Performance Report (PPR) Narratives are collected from all public school districts and are designed to collect information about school district policies and activities in the following areas:

- Efforts to reduce racial, ethnic and economic Isolation;
- The equitable allocation of district resources between district schools, and
- School District Improvement Plans and Parental Outreach Activities.

These narratives are collected at the district level only.

### Statutory Reference

C.G.S. Section 10-220(c)

### Changes for 2016-17

No changes.

### Due Date(s)

Collection	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)	Freeze Date
2015-16	September 23, 2016	October 17, 2016	October 17, 2016

### Collection Contact Person(s)

Contact Name	Telephone Number	Email Address
Raymond Martin	(860) 713-6876	<a href="mailto:raymond.martin@ct.gov">raymond.martin@ct.gov</a>

## Appendix: Summary of Timely and Accurate Due Dates

Collection	Data Year	Open Date	Submission Due Date (TIMELY)	Final Revision Date (ACCURATE)
Public School Information System (PSIS)	2016-17			
<i>Registration</i>		Always Open	Cases Resolved within 10 school days.	No Open Cases more than 20 school days old.
<i>Summer Roll Up</i>		Always Open	September 15, 2016	September 30, 2016
<i>October 2016</i>		October 1, 2016	October 15, 2016	October 29, 2016
<i>January 2017</i>		January 2017	January 27, 2017	February 17, 2017
<i>June 2017</i>		June 2017	July 14, 2017	August 11, 2017
Teacher - Course - Student (TCS)	2016-17	March 2017	July 18, 2017	September 15, 2017
ED166: Disciplinary Offense	2016-17	February 1, 2017	July 15, 2017	August 15, 2017
Special Education Data Application and Collection (SEDAC)	2016-17	November 5, 2016	December 5, 2016	December 20, 2016
Restraint & Seclusion	2016-17	Always Open	July 20, 2017	August 31, 2017
Due Process Hearing Requests - Resolution Meetings	2016-17	Always Open	July 15, 2017	July 15, 2017
Evaluation Timelines	2015-16	Always Open	August 15, 2016	November 30, 2016
Early Childhood Outcomes (ECO)	2015-16	Always Open	November 1, 2016	November 15, 2016
Kindergarten Inventory	2016-17	October 17, 2016	December 9, 2016	January 13, 2017
ED612: LAS Links Data Collection	2016-17	May 29, 2017	June 16, 2017	June 30, 2017
K-3 Reading Initiative	2016-17	Two weeks before Due Dates	Fall: October 25, 2016 Winter: March 1, 2017 Spring: June 10, 2017 Summer: September 30, 2017	Fall: November 1, 2016 Winter: March 8, 2017 Spring: June 17, 2017 Summer: October 7, 2017
Directory Manager: Facility Collection	2016-17	Always Open	June 1, 2016	June 30, 2016
ED165: Connecticut School Data Report	2016-17	April 20, 2017	May 17, 2017	June 1, 2017
ED156 Fall Hiring Survey	2016-17	September 4, 2016	October 13, 2016	October 27, 2016
ED162 Non-certified Staff	2016-17	September 22, 2016	November 30, 2016	January 1, 2017
Educator Evaluation Data Collection (EEDC)	2015-16	September 1, 2016	September 15, 2016	September 30, 2016
Educator Data System	2016-17			
<i>Beginning of year</i>		Always Open	September 15, 2016	October 31, 2016
<i>End of Year Certification</i>		Always Open	June 22, 2017	June 30, 2017
ED204: Title I Part D Neglected and Delinquent Evaluation	2015-16	September 18, 2016	October 16, 2016	November 20, 2016
ED205: Title I Evaluation Report	2015-16	October 9, 2016	December 11, 2016	January 15, 2017
ED400: Career and Technical Education Report	2015-16	June 8, 2016	September 14, 2016	September 14, 2016
Profile and Performanc Report (PPR) Narratives	2015-16	September 2, 2016	September 23, 2016	October 17, 2016