Connecticut State Department of Education – Performance Office

Nonpublic School Report (ED159) User Guide

Version 2.0
10/9/2019

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Documentation Change Log

Version	Section / Page	Date	Description
2.0		10/9/2019	Published

Objective

The purpose of this document is to provide organizations with procedures and guidance for submitting data and to address questions regarding the use of this data collection.

The document is organized into four sections:

Handbook or reference guide on the purpose of this collection and definition of data collected

Step by step procedures for use of the system

Frequently Asked Questions (FAQs)

Appendix: Terminology and References, Resident Town, and Instructions to reset password and to find username

Documentation Standards

Standards used in this document include the following:

- FIELDS displayed on a screen are referenced using ALL CAPS
- Field **values** are highlighted in **bold**
- *Screens* are referenced using *italics*
- **Buttons** or **menu selections** are in **bold**
- When following procedures contained in this guide, always proceed to the next step if not directed to go to another step

Look for signs where new information has been added or existing information has been changed.

Represents important information related to data reporting.

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

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

Contact List

Contact	Name	E-mail	Phone
SDE Education Consultant	YuHui Alison Zhou	Alison.Zhou@ct.gov	860-713-6893

Handbook/Reference Guide

Nonpublic School Report Overview

Section 10-188 of the Connecticut General Statutes (C.G.S.) requires nonpublic schools to file annual attendance reports with the Commissioner of Education. The Connecticut State Department of Education (CSDE) uses Form ED159 to collect enrollment and staffing data from nonpublic schools. These data are used to calculate the amounts for three federal grants pursuant to the Elementary and Secondary Education Act 20 U.S.C. § 6301 et seq., and two state grants health services pursuant to Connecticut General Statute (C.G.S. Section 10-217a).

Collection Data

In accordance with Section 10-217a of the Connecticut General Statutes (C.G.S.), the department is required to collect enrollment data from each non-public school to ensure that school districts receive all funds to which they are entitled and can provide resources and services to the participating nonpublic school. The required data elements are:

- ➢ School name, School address, grades in service
- ➢ For-Profit or Not-For-Profit School Status
- ➢ Count of Full-Time and Part-Time Teachers, Support Staff and Administrators
- ➢ Count of Student enrollment by Resident Town by Grade
- ➢ Count of English Learner
- ➢ Count of Immigrant Student
- ➢ Count of Graduates

Collection Period

Collected based on the October 1 PSIS snapshot date.

Due Date: Timely and Accurate

Accurate and timely submission of data is extremely important to ensure that school districts receive all funds to which they are entitled and can provide resources and services to the participating nonpublic schools.

The timely due and accurate date is October 22, 2018.

You will receive an email of the updated reporting deadline if there is a change.

Certification

Your organization is required to certify the content of your data, which in turn locks the data against any further changes. In order to certify, all data must be complete.

The CSDE is able to decertify your organization's data if changes, additions, or deletions of any records are needed. Once changes are made, the collection will need to be re-certified by your organization. Each time you certify, the *Certification Confirmation* report is presented with the results for your organization. Print this report for your records.

Managing Data

To prepare for reporting ED159 data you must know the resident town and grade for each student. It is helpful to have data set up with the number of students by resident town by grade before completing the data entry into the ED159 online system.

What to Report

School

- School Name
- School Address
- Grades served
- For-Profit or Not-For-Profit Status

⚠️School information must be verified and updated before entering student enrollment and staff data.

⚠️If your school is a For-Profit organization then you are not eligible for funding or services from your local school district.

Staff

- Count of Full-Time and Part-Time Teachers
- Count of Full-Time and Part-Time Support Staff
- Count of Full-Time and Part-Time Administrators

⚠️ Please count a staff only once. Please choose the primary role if a staff holds multiple roles.

Enrollment

- Each student should have a Resident town name, grade, EL status and Immigrant status.
- If your school serves Grade12, report the number of the students who graduated from Grade 12 last year.

⚠️Enrollment by **Resident** town affects how your school obtains nutrition assistance and other services from your local school district. Additionally, reported counts of EL and Immigrant students are used to determine if your school receives EL and Immigrant student services from your local school district.

ED159 Reporting Organization

The ED159 REPORTING ORGANIZATION is the organization (school) where the student is attending school on October 1st.

ED159 Data Fields List

The following is a list of all fields and guidance for completing each student enrollment record.

Origins of Data:
ED159 – Non-Public School Enrollment Report.
District/Organization – Non-public school

	Field Name	Notes
1.	ED159 Reporting Organization	
2.	Collection Year	
3.	Resident Town	Town Name
4.	Grade	Grade Level
5.	Enrollment	Count
6.	English Learner	Count
7.	Immigrant Student	Count
8.	Graduates	Count
9.	Teachers	Count
10.	Support Staff	Count
11.	Administrators	Count

ED159 Data Fields

The following is a list of fields and guidance for reporting ED159 data.

ED159 REPORTING ORGANIZATION	The ED159 REPORTING ORGANIZATION is the organization where the student is attending school on October 1st.
	Rules ❑ Required **Values** ▪ ED159 Reporting Organizations include nonpublic organizations in Directory Manager. **Source** ▪ Organization
COLLECTION YEAR	Default year – current year
	Rules ❑ Required **Values** ▪ The collection is based on Fall of School Year **Source** ▪ Organization

RESIDENT TOWN	**Resident Town where a student resides**
	Rules ❑ Required **Values** ▪ Town Name **Source** ▪ 169 Connecticut Towns
GRADE	School academic grade
	Rules ❑ Required **Values** ▪ PK to Grade 12 **Source** ▪ Student grade
ENROLLMENT	Count of students attending your school
	Rules ❑ Required **Values** ▪ Count **Source** ▪ Enrollment
ENGLISH LEARNER	Count of English Learners in Grades K-12. Please exclude Pre-K students in this count.
	Rules ❑ Required **Values** ▪ Count **Source** Beginning with the 2017-18 school year, the Every Student Succeeds Act (ESSA) requires that each state have consistent entrance and exit procedures for English Learners (ELs). Step 1: Determine if the student is a potential EL student through adherence to the Home Language Survey Guidance and completion of the Home Language Survey (HLS). Step 2: Review the HLS results to determine if it indicates the student may have a primary or home language other than English (PHLOTE) and may be an English learner. Step 3: If the HLS indicates the student may have a PHLOTE, the approved English language proficiency (ELP) assessment is administered. Step 4: If the student's results on the ELP assessment indicate the student is an English learner (EL), the student is identified. The student's parents are informed of the service options for their child and select the service that the student will receive or waive services. They are also informed that they may modify their selection at any time. The student's EL status is also reported in the CSDE's Public School Information System (PSIS).

IMMIGRANT STUDENTS	Count of Immigrant Students
	Rules ❑ Required **Values** ▪ Count **Source** Section 3301(6) of Title III of the ESEA: immigrant children and youths define as individuals who: 1) are aged 3 through 21; 2) were not born in any State including the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico; and 3) have not been attending one or more schools in any one or more States for more than 3 full academic years. The months need not be consecutive. For example, if a student was enrolled in a school in the United States three years ago from January through April (four months), left school to return to his native country, returned two years later to attend a different school in the United States for one month, left school again, and has now returned, for Title III purposes the student would be deemed to have been enrolled in schools in the United States for a cumulative total of five months. Thus, information about a student's date of birth, place of birth, and prior school enrollment would provide sufficient information to determine if a student meets the definition of immigrant children and youth under Title III.
GRADUATES	Count of Grade12 Students graduated last year
	Rules ❑ Required **Values** ▪ Count **Source** ▪ Student enrollment
TEACHERS	Counts of Staff members who instruct pupils in scheduled groups, e.g., subject area, special education.
	Rules ❑ Required **Values** ▪ Count **Source** ▪ Personnel
SUPPORT STAFF	Counts of Staff members who assist individual pupils in the area of instructional programs, e.g., counselors, psychologists, librarians; do not report tutors or aides.
	Rules ❑ Required **Values** ▪ Count **Source** ▪ Personnel
ADMINISTRATOR	Counts of Staff members who manage instructional programs and supervise instructional programs or supervise instructional staff e.g., principals, heads, directors, supervisors, deans, or their assistants.
	Rules ❑ Required **Values** ▪ Count **Source** ▪ Personnel

Reports

The data collected within this application are analyzed and displayed for each organization in two reports. These reports help the schools to complete and verify their reported data in a timely and accurate manner.

Collection Year: 2019-2020 (Open)	**ALISON ZHOU - Connecticut State Department of Education**
Home	Please select a school: 0046121 - Avon Old Farms School ▾
■ Data Entry	Select a Collection Year: 2019 - 2020 ▾
Enrollment	
Staff Data	
Certify	
■ Reports	**Year to Year Change Report**
Reports	
■ Admin	**ED159 NONPUBLIC SCHOOL REPORT**
Manage Collections	
Help	

1. Year to Year Change Report

⚠️ The report only reports potential data error. Your school must certify after verification.

Report Name/Link:	Year to Year Change Report.
Download Format:	💾 PDF or MS Excel or Word File.
Purpose of Report:	School may download this report for research and analysis purposes.
Source of Data:	ED159 data form –school information, student enrollment, and staff data comparing with data entered in previous year.

Below are the fields:

Previous Year and Current Year % Change

1. PK-12 Enrollment
2. EL Enrollment
3. Immigrant Students
4. Resident Town
5. Profit Status
6. *In/Out of Town Enrollment Ratio*
7. *In/Out of State Enrollment Ratio*

Comparing the current year to the previous year and lists notable changes in your school's population or Non Profit status, and In Town and In State percentage changes.

Criteria for potential errors. The reported data will be yellow-highlighted if meets the error criteria.

Enrollment by Resident Town

- Counts between previous year and current year is > 5 or < 5 and change is > +15% or < -15%.
- Current year's count is <= 5 and change is > +50% or < -50%.
- Previous year's count was 0 and current year's count is not equal to 0.
- Current year's count is 0 and previous year's count was not 0.
- The change of EL students between previous year and current year is >15% or <15%.

⚠️ Note: Do not report student enrollment by the town where the school is located. Report by student's resident town.

2. *ED159 NonPublic School Report*

Report Name/Link:	School Enrollment Summary Report.
Download Format:	PDF or MS Excel or Word File.
Purpose of Report:	School may download this report for research and analysis purposes.
Source of Data:	ED159 data form –school information, student enrollment and staff data.

Below are the fields:

1. School Organization ID
2. School Name
3. School Address, Town, Zip Code
4. School Email, Telephone, FAX
5. Contact: First Name and Last Name, Title
6. Teachers: Full-time and Part-Time
7. Support Staff: Full-time and Part-Time
8. Administrators: Full-time and Part-Time
9. EL Students
10. Immigrant Students
11. Enrollment by Resident Town By Grade
12. Graduates from last year
13. Title Organization Type

Procedures

📌 **NOTE:** While following procedures contained in this guide, always proceed to the next step if not directed to go to another step.

How to Access the ED159 System Online

Prerequisites

- Authorization for the State of Connecticut Login Website at https://csde.ct.gov

  o Your username and password are sent in two separate emails. <u>Usernames and passwords should NOT be shared</u> as each is unique to the assigned individual.

📌 <mark>If you forgot your password or username, reset your password or find your username, use the instructions in the website below</mark>

https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/Directory-Manager-Help-Site/FAQ

- Authorization to the ED159 online system.

Log in the ED159 system

Steps

1   Using Internet Explorer, go to the https://csde.ct.gov website. The system displays the State of Connecticut Login screen.

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

  ➤ If you only have access to ED159, the system displays the *Nonpublic School Report Collection* Home screen - Go to Step 4.

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

📌 **NOTE:** To facilitate the process, send an email requesting to access to ED159. Please contact **YuHui Alison Zhou, Alison.Zhou@ct.gov** who will be able to assign you a role and give you access to ED159.

3 Select **ED159** from the Application drop-down menu. The system displays the Nonpublic School Enrollment Data collection Home screen.

4 Select **EDIT** to update school information or click all of the **Confirm** boxes if the school information is updated.

5 If **EDIT** clicked, please update all information and click **SUBMIT**.

📌 Please wait until CSDE approves then update the information before beginning to enter data.

6 This procedure is complete if you clicked all of **CONFIRM** boxes.

📌 The school information screen appears whenever you click 'HOME' if your school is not yet certified. Please simply click **Next** to move forward to the next screen.

How to Enter ED159 Data – Enrollment by Resident Town, Staff Data, English Learners, Immigrant Students, Graduates and School Status.

Prerequisites

- Access to the ED159 system.

- The collected data for entry into the system.

- Your school has not yet certified the ED159 Collection.

Steps

1   In the Student Enrollment Screen, determine whether the student enrollment by resident town and by grade have been entered correctly.

       Report all students by their **resident** town, by grade as of October 1.

       Report all international students in the 'out-of-state' category.

       Report students from a state agency or institution in the 'state-agency' category.

       Report special education students by his/her age-appropriate grade.

       Report a student retained after Grade 12 as Grade 12.

       Do not duplicate resident town records.

      ➢ Click **Add New Enrollment (Save Entry)** to continue adding another record.

📌 If you click the back button, you may lose all data you just entered.

2   Select **Next** to save the data once all records are entered and to continue to the next screen - Staff Data Screen. If you click Back key, you may lose all data you just entered.

      📌 In Staff Data Screen, all boxes must have a value.

🗒️ **NOTE:** The system will not move forward and warning statements will display if you do not enter data in all required fields.

EL HAS NEW REQUIREMENT. SEE THE LINKS FOR FURTHER INFORMATION.
CSDE English Learner Identification Process is the website below:
http://www.sde.ct.gov/sde/lib/sde/pdf/student_assessment/ell/initial_EL_identification_process_5-30-17_combined.pdf
CSDE English Leaner Identification Process Flowchart is listed in the website below:
http://www.sde.ct.gov/sde/lib/sde/pdf/student_assessment/ell/CSDE_EL_Identification_Process_Flowchart_5-30-17.pdf

> ➢ All English Learner students from K-12 have to be properly identified by the assessments stated in the previous slide.
> ➢ The identification process has to be valid.
> ➢ Do not include PK EL students.
> ➢ If a school does not wish to obtain an EL grant from local public school district, then do not report count of ELs in ED159.
> ➢ Reported Immigrant students are based on the definition stated above.
> ➢ The number of G12 graduates is from last year.
> ➢ Verify the status of your school is Profit or Not-for-Profit.

3   Once data are entered, select **Next** and then **SAVE** the data and to continue to the next screen.
🗒️If you select **Cancel**, the system will not save the data you entered.

4   This procedure is complete. Make sure to click 'OK' box in the yellow post note to proceed.

How to Verify and Certify ED159 Nonpublic School Report

1   Verify the accuracy of data from the *Year-to-Year Change Report*.

> ➢ If data has error - Select **Change Data** to edit the data.
> ➢ If data is correct - Select the box **I have verified that the information reported above is correct** and then **Next** to move to next report to verify.

Note: Use the scroll bar to view the entire report.

Criteria for potential errors:

> ➢ Enrollment by Resident Town (PK-12):
> Counts between previous year and current year is > 5 or < 5 and change is > +15% or < -15%.
> Current year's count is <= 5 and change is > +50% or < -50%.
> Previous year's count was 0 and current Year's count is not equal to 0.
> Current year's count is 0 and previous Year's count was not 0.
> ➢ The change of EL students between previous year and current year is >15% or <15%.
> ➢ Organizational Type: Current Organizational Status is different from previous year's status.
> ➢ (K-12) Enrollment In Town or Out of Town/In CT state or out of Sate is <50%.

Connecticut State Department of Education

Year to Year Change Report

Please review the report especially for the significant gaps highlighted in yellow. Take the necessary step accordingly: Click 'Change Data' to make changes or 'Next' to continue with no changes needed.

If you have already Certified this year's collection and you need to change any information, contact SDE Staff by phone or email to decertify your collection.

Alison Zhou (860) 713-6893 or Alison.Zhou@ct.gov.

Previous Year to Current Year Changes

Enrollment PreK-12	2018-2019	2019-2020	% Change
Avon	64	48	-25 %
Bloomfield	14	20	43 %
Farmington	0	17	>100 %
Simsbury	0	36	>100 %
Vernon	0	11	>100 %
West Hartford	0	44	>100 %
EL Enrollment			
Avon Old Farms School	2	1	-50 %
Immigrant Student Enrollment			
Avon Old Farms School	3	1	-67 %
Profit / Non Profit Status			
Avon Old Farms School	Profit	Non Profit	
Out of State Enrollment (K-12)			
Avon Old Farms School	0	0	

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Please click the box below if the data is correct

☐ **I have verified that the information reported above is correct.**

[**Next**]   [**Change Data**]

After reviewing the data, you have two options: 1) click **Change Data** to edit the data; 2) check the box I **have verified that the information reported above is correct**, then **Next** will be available to click.

3.   Verify the accuracy of data from **ED159 NonPublic School Report***.*

(e) Regardless of program, please report children under five years of age who are not in kindergarten as PK.

Town	Town Code	PK	Kindergarten Full Day	Kindergarten Half Day	Kindergarten Extended Day	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Total
Avon	4													8	9	11	20	48
West Hartford	155													11	11	11	11	44
Bloomfield	11													5	5	5	5	20
Simsbury	128													9	9	9	9	36
Farmington	52									3	2	3	2	1	3	2	1	17
Vernon	146													8	1	1	1	11
TOTAL	6									3	2	3	2	42	38	39	47	176

Please report the number of graduates you had last year (12th graders only):   25

V. Organization Type

[X]   Not-for-profit   ☐   For-profit

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Certify   Save and Print   Change Data

NOTE: For a printable version, click the Down arrow on the Export Disk icon along the top and select PDF. Then click

Please use the scroll bar to view the entire report.

Review all data in **ED159 NONPUBLIC SCHOOL REPORT:**

- Are all school information correctly updated?
- Are all students reported by their resident towns as October 1?
- Are all international students entered in the out-of-state record?
- Are the staff data correctly entered?
- Are all EL and Immigrant students reported correctly?
- Does your school have grade12 graduates?
- Is your school a 'Not-for-Profit' organization?

Step to take:

➢ Select the top button to save the report in a Word, Excel, or PDF format.
➢ Select **Save and Print** to print the report.
➢ Select **Certify** to complete the procedure.
➢ Select **Change Data** to edit the data.

2   This procedure is complete.

FAQs

Miscellaneous Questions❓

1)   Why does your school have to report student enrollment by resident town?

The department requires to collect enrollment data from each non-public school to ensure that school districts receive all funds to which they are entitled and provide resources and services to the participating non-public school.

2)   Why does your school have to update school information?

The CSDE requires accurate data, such as for-profit or not-for-profit origination status, status of EL and immigrant students, resident town of students, in order to ensure that school districts receive all adequate funds to which they are entitled and can provide resources and services to the eligible participating nonpublic schools.

3)   Can I save or print the ED159 report?

Yes, you can save the report clicking 🖫 in a Word, Excel, or PDF format. You can print a hard copy of ED159 report.

4)   How do I know if my school is certified or the data is saved?

Your school will get an email form us indicating that your school is certified once you select **Certify** and your school data is saved.

Make sure to select **Next** in every screen during data entering in order to save your data**.**

5)   Is there a help website for ED159?
Yes. There is **Help** at the left column or at the bottom of data entry screen.

Appendix:

Terminology and References

Staff Definition:

Teachers:	Staff members who instruct pupils in scheduled groups, e.g., subject area, special education.
Support staff:	Staff members who assist individual pupils in the area of instructional programs, e.g., counselors, psychologists, librarians; do not report tutors or aides.
Administrators:	Staff members who manage instructional programs and supervise instructional programs or supervise instructional staff e.g., principals, heads, directors, supervisors, deans, or their assistants.

English Learner: If a school decides to report EL students, the EL status of a student is determined by the assessments.

Students in your school who are English learners in Grades K-12. An English learner is determined by the assessments: 1) on standardized English proficiency tests; 2) on an oral interview conducted in English; 3) in academic subject areas taught in English as demonstrated by indicators such as, report cards and test scores.

Please do not include Pre-K students in this count.

Immigrant Students:

Section 3301(6) of Title III of the ESEA: immigrant children and youths define as individuals who:

1) are aged 3 through 21;
2) who are not born in any State including the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico; and
3) have not been attending one or more schools in any one or more States for more than 3 full academic years. The months need not be consecutive. For example, if a student was enrolled in a school in the United States three years ago from January through April (four months), left school to return to his native country, returned two years later to attend a different school in the United States for one month, left school again, and has now returned, for Title III purposes the student would be deemed to have been enrolled in schools in the United States for a cumulative total of five months.

Thus, information about a student's date of birth, place of birth, and prior school enrollment would provide sufficient information to determine if a student meets the definition of immigrant children and youth under Title III.

Year-to-Year Change Report

Criteria for potential errors:

➢ Enrollment by Resident Town

Counts between previous year and current year is > 5 or < 5 and change is > +15% or < -15%.
Current year's count is <= 5 and change is > +50% or < -50%.
Previous year's count was 0 and current Year's count is not equal to 0.
Current year's count is 0 and previous Year's count was not 0.

➢ The change of EL students between previous year and current year is >15% or <15%.

➢ Organizational Type

Current Organizational Status is different from previous year's status.

➢ (K-12) Enrollment In Town or Out of Town or In CT state or out of Sate is <50% or >50%.

ED159 Staff and Enrollment Summary

➢ Are all school information correctly updated?
➢ Are the staff data correctly entered?
➢ Are all EL and Immigrant students reported correctly?
➢ Are all students reported by their resident towns as October 1?
➢ Are all international students entered in the out-of-state record?
➢ Does your school have grade12 graduates?
➢ Is your school a 'Not-for-Profit' organization?

Resident Towns

Town Code	TOWN	Town Code	TOWN	Town Code	TOWN	Town Code	TOWN
001	Andover	047	East Windsor	093	New Haven	139	Suffield
002	Ansonia	048	Ellington	094	Newington	140	Thomaston
003	Ashford	049	Enfield	095	New London	141	Thompson
004	Avon	050	Essex	096	New Milford	142	Tolland
005	Barkhamsted	051	Fairfield	097	Newtown	143	Torrington
006	Beacon Falls	052	Farmington	098	Norfolk	144	Trumbull
007	Berlin	053	Franklin	099	North Branford	145	Union
008	Bethany	054	Glastonbury	100	North Canaan	146	Vernon
009	Bethel	055	Goshen	101	North Haven	147	Voluntown
010	Bethlehem	056	Granby	102	North Stonington	148	Wallingford
011	Bloomfield	057	Greenwich	103	Norwalk	149	Warren
012	Bolton	058	Griswold	104	Norwich	150	Washington
013	Bozrah	059	Groton	105	Old Lyme	151	Waterbury
014	Branford	060	Guilford	106	Old Saybrook	152	Waterford
015	Bridgeport	061	Haddam	107	Orange	153	Watertown
016	Bridgewater	062	Hamden	108	Oxford	154	Westbrook
017	Bristol	063	Hampton	109	Plainfield	155	West Hartford
018	Brookfield	064	Hartford	110	Plainville	156	West Haven
019	Brooklyn	065	Hartland	111	Plymouth	157	Weston
020	Burlington	066	Harwinton	112	Pomfret	158	Westport
021	Canaan	067	Hebron	113	Portland	159	Wethersfield
022	Canterbury	068	Kent	114	Preston	160	Willington
023	Canton	069	Killingly	115	Prospect	161	Wilton
024	Chaplin	070	Killingworth	116	Putnam	162	Winchester
025	Cheshire	071	Lebanon	117	Redding	163	Windham
026	Chester	072	Ledyard	118	Ridgefield	164	Windsor
027	Clinton	073	Lisbon	119	Rocky Hill	165	Windsor Locks
028	Colchester	074	Litchfield	120	Roxbury	166	Wolcott
029	Colebrook	075	Lyme	121	Salem	167	Woodbridge
030	Columbia	076	Madison	122	Salisbury	168	Woodbury
031	Cornwall	077	Manchester	123	Scotland	169	Woodstock
032	Coventry	078	Mansfield	124	Seymour	999	Out-of-State
033	Cromwell	079	Marlborough	125	Sharon		
034	Danbury	080	Meriden	126	Shelton		
035	Darien	081	Middlebury	127	Sherman		
036	Deep River	082	Middlefield	128	Simsbury		
037	Derby	083	Middletown	129	Somers		
038	Durham	084	Milford	130	Southbury		
039	Eastford	085	Monroe	131	Southington		
040	East Granby	086	Montville	132	South Windsor		
041	East Haddam	087	Morris	133	Sprague		
042	East Hampton	088	Naugatuck	134	Stafford		
043	East Hartford	089	New Britain	135	Stamford		
044	East Haven	090	New Canaan	136	Sterling		
045	East Lyme	091	New Fairfield	137	Stonington		
046	Easton	092	New Hartford	138	Stratford		

Please follow the step by step instructions below.

I forgot my Username:

Step Action

1   Click Forgot Username/Password link: http://sdeportal.ct.gov/portaluser/

2   The Home screen is displayed:
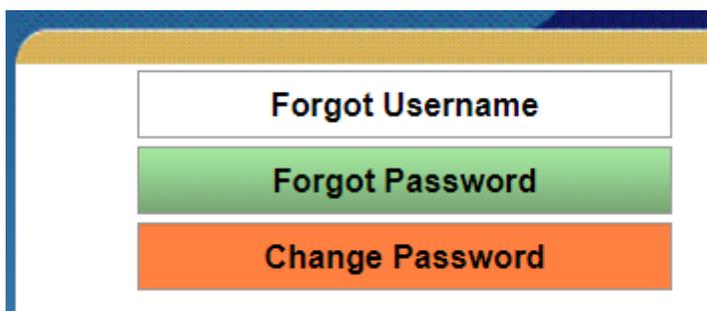
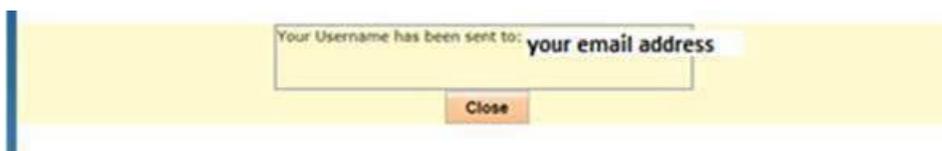**3**   Click Forgot Username. The system displays the Forgot Username screen.

4   Enter your **First Name, Last Name** and **Email Address** and select Submit.

> **NOTE:** First Name, Last Name and Email Address are required to match your account in Directory Manager (DM).

5   If **First Name, Last Name** and **Email Address** match, the following will be displayed:

6   An email will be sent with your Username.

Dear *First Name inserted*

You requested your Username for Directory Manager (DM), which gives you access to the Connecticut State Department of Education's portal applications website.

- Access the portal here: https://csde.ct.gov
- Your Username is : **Username inserted**
- Do **NOT** share usernames and passwords, as each is unique to the assigned individual. The CSDE 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.

7   You can use the link in the email to access your account in DM.

I forgot my Password:

Step Action

1   Click Forgot Username/Password link: http://sdeportal.ct.gov/portaluser/

2   The Home screen is displayed:
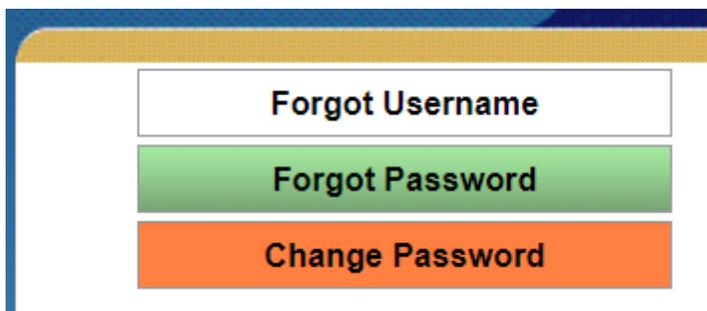
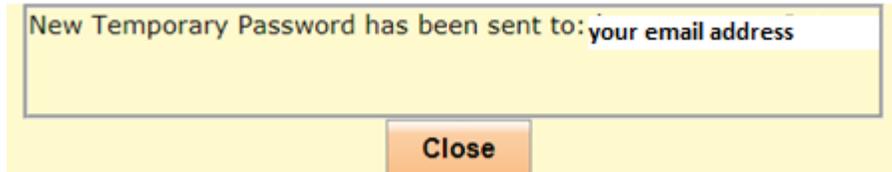**3**   Click Forgot Password. The system displays the Forgot Password screen.

4   Enter your **First Name, Last Name, Username** and **Email Address** and select Submit.

NOTE: First Name, Last Name, User Name and Email Address are required to match your account in Directory Manager (DM).

5 If **First Name, Last Name, User Name** and **Email Address** match, the following will be displayed:

New Temporary Password has been sent to: your email address

Close

6 An Email will be sent with your Temporary Password.

Dear *First Name inserted*,

You requested your Password to be re-set for Directory Manager (DM), which gives you access to the Connecticut State Department of Education's portal applications website.

- Access the portal here: https://csde.ct.gov
- Your temporary password is: **Temporary Password inserted**
- You will be forced to change your password when you log in.
- Do **NOT** share usernames and passwords, as each is unique to the assigned individual. The CSDE 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.

7 You can use the link in the email to access your account in DM.

CSDE's Statement of Nondiscrimination

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie
Equal Employment Opportunity Director
Connecticut State Department of Education
Affirmative Action Office
450 Columbus Boulevard, Suite 607
Hartford, CT 06103
Phone: (860)-807-2071
Email: levy.gillespie@ct.gov