



Noncertified Staff Collection User Guide

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Documentation Change Log

Version	Section / Page	Date	Description
1.0		10/30/2018	Published
1.1		02/14/2020	Technical changes and updates

Objective

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

Contact List

Contact	Name	E-mail	Phone
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Noncertified Staff Data Overview

Connecticut General Statutes (C.G.S.) Section 10-4, 10-10a, the Noncertified Staff Data Collection is based on one of the federal mandated reporting – *EDFacts*, a U.S. Department of Education (USED) initiative to collect, analyze, and promote the use of high-quality, pre-kindergarten through Grade 12 data.

The Connecticut State Department of Education collects all non-certified staff as of October 1. This includes regular non-certified staff employed by your district, as well as **contracted** food service, security and transportation staff (e.g., employees of Laidlaw, Dattco, Marriott, etc.) who provide services to your district. See below specifically how to report these FTEs.

The Connecticut State Department of Education shall produce an annual summary report identifying the frequency of all noncertified staff by category posted in EdSight.

How Are Noncertified Staff Used?

- federal and state reporting;
- district/school Profiles and Performance Reports;
- Public reporting;
- Research; and
- Other users.

What does “noncertified staff” mean?

For the purposes of this data collection, noncertified staff include all instructional and non-instructional staff who may or may not have certification in roles that do not require educator certification.



IMPORTANT: does not include:

The critical factor in determining if a position should be included on the Noncertified Staff Data is the requirement for the staff member to hold a valid Connecticut teaching certificate. If the position requires a Connecticut educator certificate, the position should not be reported in the Noncertified Staff Collection. It should be reported on the Educator Data System (EDS). If the position does not require certification, count it on the Noncertified Staff Data Collection.

Collection Period

The Noncertified Staff Collection is collected in the fall of the year. Data Collected have an effective date of October 1.

Due Dates: Timely and Accurate

- Timely due date is typically near December 1.
- Accurate due date is typically near January 31.

The Department defines *Timely and Accurate* as a holistic system analysis, thereby, ensuring the determination is not about minor edits/errors, but instead is about systemic failure to report and/or follow reporting directions/guidelines.

Timely is the Submission within the due date; Passed general edit checks and provided complete data. ***Timely Due Date: December 1.***

The Connecticut State Department of Education (CSDE) will use the following to examine component two of Timely: a) district did not report data; b) there are no missing data (i.e., failure to report an entire field etc.); and c) the data passes all reasonability tests (no unexplained significant changes in comparison with previous year).

Accurate is when the District assures all records are error free and are reported within the applicable collection year. ***Accurate Due Date: January 31.***

Any Noncertified staff data reported to the state after the accurate due date for the collection year will result in the district's collection being considered not accurate. All system verification reports have been reviewed and resolved. Accuracy includes the electronic certification of the file by the accurate due date.

Certification

Your district/organization is required to sign-off on the content of your data, which in turn locks the data against any further changes. For a district/organization to certify, all records must be complete. Districts/Organizations must still certify.

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

Gaining Access and User Roles

Gaining Access

Noncertified Staff Data Collection uses the state's Directory Manager (DM) application and is accessed through the data collection portal (<https://csde.ct.gov>). Your LEA Security Manager is responsible for assigning and maintaining NonCert roles in DM.

- If an individual already has a DM account, he/she will use their existing username/password.
- If an individual is new to DM, he/she will receive one e-mail with a unique username and a second e-mail with a password.
- **Usernames and passwords should NOT be shared**, as each are unique to the assigned individual. This process improves accountability for any errors or changes entered into the system and allows the department to identify exactly who to contact should the CSDE have questions about a specific student record.
- The list of NonCert Writers and Certifiers from DM will be used to conduct all communication about the Noncertified Staff Data Collection system.

NOTE: If you do not know who your LEA Security Manager is, click [here](#) for a listing of all LEA Security Managers.

User Roles

Name	Level	Required Role	Permissions	# of Users Allowed
NonCert Certifier	District-Based	Yes	<ul style="list-style-type: none">• Enter Noncertified Staff data• View reports• Certify data	<ul style="list-style-type: none">• Only 1 per reporting organization• Must be a certified administrator
NonCert Writer	District-Based	No	<ul style="list-style-type: none">• Enter Noncertified Staff data• View reports	<ul style="list-style-type: none">• Unlimited; at the discretion of the organization• All Noncertified Staff Writers have access to see all Noncertified Staff data reported by your district and schools.

Managing Noncertified Staff Data

Who to Report

Every Organization with an organization code including central office, schools, and programs in all LEAs must report their noncertified staff.

Every noncertified staff must include all instructional and non-instructional staff who may or may not have certification in roles that do not require educator certification.



IMPORTANT: does not include:

The critical factor in determining if a position should be included on the Noncertified Staff Data is the requirement for the staff member to hold a valid Connecticut teaching certificate. If the position requires a Connecticut educator certificate, the position should not be reported here. It should be reported on EDS. If the position does not require certification, count it on the Noncertified Staff Data Collection.

Noncertified Staff Reporting Organization

The Noncertified Staff REPORTING ORGANIZATION is the district which has hired non-certified staff for the central office, schools and programs in the district.



IMPORTANT:

All organizations having the organization code including a program nested in a school or a districtwide program will report their non-certified staff.

The district-landing screen displays all organizations at three levels:

1. Central Office
2. Schools
3. Programs

Noncertified Staff Data Fields List

The following is a list of all the fields and guidance for completing each organization.



IMPORTANT:

All Fields are blank and a value must be entered.

Report prorated FTEs for all fields in a program within a school.

Section I: Noncertified Staff Fields

	Field Name	Notes
	Instructional Staff	
1.	PreKindergarten	Numeric
2.	Kindergarten	Numeric
3.	Regular Program	Numeric
4.	Special Education: Ages 3-5	Numeric
5.	Special Education: Ages 6-21	Numeric
6.	EL/Bilingual	Numeric
7.	Other Program	Numeric
8.	Reading Instructional Assistant	Numeric
9.	Library/Media Support Staff	Numeric

	Field Name	Notes
	Non-Instructional Staff	
10.	Technical Staff	Numeric
11.	School Nurse	Numeric
12.	Other Student Support Services	Numeric
13.	Professional Administrative Support Staff	Numeric
14.	Auxiliary Administrative Support Staff	Numeric
15.	Maintenance	Numeric
16.	Custodial	Numeric
17.	Food Services	Numeric
18.	Transportation	Numeric
19.	Security	Numeric
20.	Other	Numeric

Data

Noncertified Staff Data

There are two downloadable tables: Section I and Section II.

The data for each field entered will immediately display the gap in FTEs and percentage change between this year and previous year. If the percent gap is greater than 150 percent or less than negative 50 percent it will display in orange color in the school data entry screen and at the district-level review and certify screen.



IMPORTANT:




It is a reminder for the district to verify the data entered when the orange color is shown for a percent age gap greater 150 percent or less than negative 50 percent. The data entered may or may not be correct.




Following is a list of fields and guidance for reporting data for noncertified staff hired from your district.





NOTE: Fields are presented in the order as displayed.

Section I: Noncertified Staff

PreKindergarten	<p>Instructional Assistant for PreKindergarten</p>  <p>NOTE: Do no report kindergarten or regular program reading instructional assistants here.</p> <p>Rules</p> <ul style="list-style-type: none"><input type="checkbox"/> Required.<input type="checkbox"/> Report all staff members (paraprofessionals) assigned to assist a teacher in activities such as monitoring, conducting rote exercises, operating equipment and clerking. <p>Values</p> <ul style="list-style-type: none">▪ FTE is equal to or greater than 0.00. <p>Source</p> <ul style="list-style-type: none">❖ PreKindergarten.
Kindergarten	<p>Instructional Assistant for Kindergarten</p>  <p>NOTE: Do no report prekindergarten or regular program reading instructional assistants here.</p> <p>Rules</p> <ul style="list-style-type: none"><input type="checkbox"/> Required.<input type="checkbox"/> Report all staff members (paraprofessionals) assigned to assist a teacher in activities such as monitoring, conducting rote exercises, operating equipment and clerking. <p>Values</p> <ul style="list-style-type: none">▪ FTE is equal to or greater than 0.00. <p>Source</p> <ul style="list-style-type: none">❖ Kindergarten.
Regular Program	<p>Instructional Assistant for Regular Program</p> 

	<p>NOTE: Do no report prekindergarten or kindergarten program reading instructional assistants here.</p> <p>Rules</p> <ul style="list-style-type: none"> <input type="checkbox"/> Required. <input type="checkbox"/> Report all staff members (paraprofessionals) assigned to assist a teacher in activities such as monitoring, conducting rote exercises, operating equipment and clerking. <p>Values</p> <ul style="list-style-type: none"> ▪ FTE is equal to or greater than 0.00. <p>Source</p> <ul style="list-style-type: none"> ❖ Regular Program.
<p>Special Education: Ages 3-5</p>	<p>Instructional Assistant for Special Education Students ages 3-5</p> <p> NOTE: Special Education paraprofessionals must be reported in two categories in order to comply with the Individuals with Disabilities Education Improvement Act (IDEA).</p> <p>Rules</p> <ul style="list-style-type: none"> <input type="checkbox"/> Required. <input type="checkbox"/> Report all staff members (paraprofessionals) teaching students ages 3, 4 or 5. <input type="checkbox"/> These are the students’ ages, not the grade in which they are placed. <p>Values</p> <ul style="list-style-type: none"> ▪ FTE is equal to or greater than 0.00. <p>Source</p> <ul style="list-style-type: none"> ❖ Special Education: Students ages 3-5.
<p>Special Education: Ages 6-21</p>	<p>Instructional Assistant for Special Education Students ages 6-21</p> <p> NOTE: Special Education paraprofessionals must be reported in two categories in order to comply with the Individuals with Disabilities Education Improvement Act (IDEA).</p> <p>Rules</p> <ul style="list-style-type: none"> <input type="checkbox"/> Required. <input type="checkbox"/> Report all staff members (paraprofessionals) teaching students ages 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 or 21. <input type="checkbox"/> These are the students’ ages, not the grade in which they are placed. <p>Values</p> <ul style="list-style-type: none"> ▪ FTE is equal to or greater than 0.00. <p>Source</p> <ul style="list-style-type: none"> ❖ Special Education: Students ages 6-21.
<p>EL/Bilingual</p>	<p>Instructional Assistant for EL/Bilingual</p> <p> NOTE: Do no report prekindergarten, kindergarten, or regular program reading instructional assistants here.</p>

	<p>Rules</p> <ul style="list-style-type: none"> <input type="checkbox"/> Required. <input type="checkbox"/> Report all staff members (paraprofessionals) assigned to assist an EL/Bilingual teacher in activities such as monitoring, conducting rote exercises, operating equipment and clerking. <p>Values</p> <ul style="list-style-type: none"> ▪ FTE is equal to or greater than 0.00. <p>Source</p> <ul style="list-style-type: none"> ❖ EL/Bilingual.
<p>Other Program</p>	<p>Instructional Assistant for Other Program</p> <p> NOTE: Do not report prekindergarten, kindergarten, regular or EL/Bilingual program reading instructional assistants here. Other Program includes staff in areas such as Title I.</p> <hr/> <p>Rules</p> <ul style="list-style-type: none"> <input type="checkbox"/> Required. <input type="checkbox"/> Report all staff members (paraprofessionals) assigned to assist a teacher in activities such as monitoring, conducting rote exercises, operating equipment and clerking. <input type="checkbox"/> Other Program includes staff in areas such as Title I. <p>Values</p> <ul style="list-style-type: none"> ▪ FTE is equal to or greater than 0.00. <p>Source</p> <ul style="list-style-type: none"> ❖ Other Program includes staff in areas such as Title I.
<p>Reading Instructional Assistant</p>	<p>Reading Instructional Assistant</p> <p> NOTE: Do not report staff members performing administrative functions.</p> <hr/> <p>Rules</p> <ul style="list-style-type: none"> <input type="checkbox"/> Required. <input type="checkbox"/> Report all staff members (paraprofessionals) providing reading instruction to students. <p>Values</p> <ul style="list-style-type: none"> ▪ FTE is equal to or greater than 0.00. <p>Source</p> <ul style="list-style-type: none"> ❖ Reading Instructional Assistant.

[Library/Media Support Staff](#)

Library/Media Support Staff

Rules

- Required.
- Report all staff members (paraprofessionals) who assist a library/media specialist in performing professional library/media services.
- Report prorated FTE for a program within a school.

Values

- FTE is equal to or greater than 0.00.

Source

- ❖ Library/Media Support Staff.

[Technical Staff](#)

Non-Instructional Technical Staff

Rules

- Required.
- Report all staff members who provide computer network administration, database administration, and computer support services.

Values

- FTE is equal to or greater than 0.00.

Source

- ❖ Non-Instructional Technical Staff.

[School Nurse](#)

Non-Instructional Other Student Support Services: School Nurse



NOTE: FTE value for School Nurse can be zero '0' for a program within a school.

Rules

- Required.
- Report all staff members who provide health services not provided by regular or special education instruction.

Values

- FTE has to be greater than 0.00.

Source

- ❖ Non-Instructional Other Student Support Services: School Nurse.

[Other Student Support Services](#)

Non-Instructional Other Student Support Services

Rules

- Required.
- Report all staff members who provide services not provided by regular or special education instruction (e.g., attendance officers, aides providing psychology, speech, or social services, etc.).

Values

- FTE is equal to or greater than 0.00.

Source

- ❖ Non-Instructional Other Student Support Services.

[Professional
Administrative Support
Staff](#)

Non-Instructional Professional Administrative Support Staff

Rules

- Required.
- Report all professional non-certified staff members who assist the superintendent in directing and managing the operation of the district (e.g., human resource assistant, purchasing manager, fiscal services personnel, program evaluators, etc.).

Values

- FTE is equal to or greater than 0.00.

Source

- ❖ Non-Instructional Professional Administrative Support Staff.

Non-Instructional Auxiliary Administrative Support Staff

[Auxiliary
Administrative Support
Staff](#)

Rules

- Required.
- Report all district-based clerical staff members who provide direct support to administrators (e.g., secretaries, administrative assistants, data entry operators, data entry clerks, etc.).

Values

- FTE is equal to or greater than 0.00.

Source

- ❖ Non-Instructional Auxiliary Administrative Support Staff.

Non-Instructional Other Services Support Staff – Maintenance

[Maintenance](#)

Rules

- Required.
- Report all non-certified staff members are not reported elsewhere. Report staff working in Maintenance.

Values

- FTE is equal to or greater than 0.00.

Source

- ❖ Non-Instructional Other Services Support Staff – Maintenance.

[Custodial](#)

Non-Instructional Other Services Support Staff – Custodial

Rules

- Required.
- Report all non-certified staff members are not reported elsewhere. Report staff working in Custodial.

Values

- FTE is equal to or greater than 0.00.

Source

- ❖ Non-Instructional Other Services Support Staff – Custodial.

[Food Services](#)

Non-Instructional Other Services Support Staff – Food Service

Rules

- Required.
- Report all non-certified staff members are not reported elsewhere. Report a food Service FTE, including contracted staff (e.g. Marriott) for each school.

Values

- FTE is equal to or greater than 0.00.

Source

- ❖ Non-Instructional Other Services Support Staff – Food Service.

[Transportation](#)

Non-Instructional Other Services Support Staff – Transportation

Rules

- Required.
- Report all non-certified staff members are not reported elsewhere. Report transportation manager as well as contracted transportation staff (e.g. employees of Laidlaw, Dattco, etc.) who provide services to your district in central office only.

Values

- FTE is equal to or greater than 0.00.

Source

- ❖ Non-Instructional Other Services Support Staff – Transportation.

[Security](#)

Non-Instructional Other Services Support Staff – Security

Rules

- Required.
- Report all non-certified staff members are not reported elsewhere. Report security staff FTE here, including contracted staff (e.g. Murphy) for each school.

Values

- FTE is equal to or greater than 0.00.

Source

- ❖ Non-Instructional Other Services Support Staff – Security.

Other

Non-Instructional Other Services Support Staff – Other

Rules

- Required.
- Report all non-certified staff members are not reported elsewhere here.

Values

- FTE is equal to or greater than 0.00.

Source

- ❖ Non-Instructional Other Services Support Staff – Other.

Section II: Title I Fund Information



IMPORTANT:

There are no Title I data reporting for Central Office, programs, and K-only schools.

	Field Name	Notes
	Title I funds	
1.	Does this school receive Title I funds for the [Current] school year?	No/Yes
2.	Total number of instructional "paraprofessionals" in the school.	Numeric for 'Yes, for Schoolwide'
3.	Number of instructional "paraprofessionals" meeting Consolidated State Performance Report (CSPR) federal requirements of "qualified."	Numeric for 'Yes, for Schoolwide'
4.	Number of instructional "paraprofessionals" funded by Title I monies.	Numeric for 'Yes, for Target Assistance'
5.	Number of Title I "paraprofessionals" above meeting CSPR federal requirements of "qualified."	Numeric for 'Yes, for Target Assistance'

Review and Certify

The Review and Certify is displayed at the district level. The district can certify **only** if all data are entered for all organizations.



IMPORTANT: Total FTE for all 20 fields are the sum of reported data in central office, schools and programs.



NOTE: The certification process requires the title of certifier typed and the box checked.