

Connecticut State Department of Education  
Bureau of Data Collection, Research and Evaluation

# Teacher-Course-Student (TCS) User Guide

2018-2019

Version 1.5  
6/14/2019

# Table of Contents

Table of Contents .....	2
Record Layout.....	3
Objective .....	4
Contact List .....	4
Documentation Change Log .....	5
Section I: Handbook / Reference Guide .....	6
Teacher-Course-Student (TCS) Overview.....	6
How TCS Data are Used .....	6
Collection Period.....	6
Due Dates: Timely and Accurate .....	6
Timely.....	7
Accurate .....	7
Certification .....	7
Gaining Access and User Roles.....	7
Gaining Access .....	7
User Roles .....	8
Managing Student Data.....	8
Who/What to Report .....	8
TCS Reporting District .....	9
How to Submit Data .....	10
Data Field Descriptions.....	11
Section II: Step by Step Procedures .....	19
TCS Data Collection Procedures .....	19
How to Access the TCS System.....	19
How to Upload your File.....	21
How to Certify .....	26
Case Management Reports.....	27
Missing SASIDs .....	27
College and Career Readiness Report (formerly the Indicator 5 Report) .....	29
9th Grade Tracking Report (formerly the Indicator 7 Report).....	29
Arts Access Report (formerly the Indicator 12 Report).....	29
Special Education Students.....	30
Middle School Students Taking High School Courses .....	30
User Roles in DM? .....	31
Section III: Appendix .....	32
Terminology.....	32
Table A – Facility Codes.....	33
Table B – Reporting Districts.....	33
Table C – Teacher Types.....	34
Table D – NCES Course Code Structure Explanation .....	35
Table E – Course Code Rigor Levels.....	36
Table F – Outcome/Grade Status .....	38

## Record Layout

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

Requirements:

**Mandatory** - If this field is not complete, an error is generated.

**Optional** - Districts have the option to report this field or leave it blank.

**Recommended** - We recommend that this field be reported, but your district has the option to leave it blank.

**Conditional** - This field may be required depending upon the response to a related field.

**Disallowed** - Districts may not report this field for this submission. This field is for display purposes only.

	Field Name	Excel Column	Starting Position	Ending Position	Length	Required?	Valid Values/When Mandatory
1	SASID	A	1	10	10	M	10-digit numeric code
2	Reporting District	B	11	13	3	M	3-digit numeric code See <a href="#">Table B</a>
3	District Student ID	C	14	33	20	R	Character and/or numeric
4	Date of Birth	D	34	41	8	M	MMDDYYYY
5	EIN	E	42	51	10	C	10-digit numeric code
6	Teacher Type	F	52	54	3	M	3-digit numeric code See <a href="#">Table C</a>
7	District Teacher ID	G	55	74	20	R	Character and/or numeric
8	Course Facility Code	H	75	81	7	M	7-digit numeric code Valid code in Directory Manager
9	NCES Course Code	I	82	93	12	M	12-character alpha-numeric code See <a href="#">Table D</a>
10	District Course Code	J	94	113	20	R	Character and/or numeric
11	Section Code	K	114	143	30	M	Character and/or numeric
12	Outcome/Grade	L	144	153	10	M	Character and/or numeric
13	Facility 1 Code	M	154	160	7	M	7-digit numeric code See <a href="#">PSIS Table A</a>
14	Session Start Date	N	161	168	8	M	MMDDYYYY
15	Session End Date	O	169	176	8	M	MMDDYYYY
16	Outcome/Grade Status	P	177	196	20	M	See <a href="#">Table F</a>
17	Course Credits Earned	Q	197	200	4	C	Numeric (e.g., 1.50)
18	Number of Membership Sessions	R	201	203	3	R	Numeric
19	Number of Membership Sessions Attended	S	204	206	3	R	Numeric
20	Dual Enrollment Code	T	207	216	10	C	Character
21	CSDE Use	U	217	274	58	D	For CSDE use only
22	End Of Record Marker	V	275	275	1	M	The letter "X" must be included in this position to mark the end of each record

Origins of Data:

**PSIS** - Public School Information System; the PSIS Registration module is referenced for student data.

**CECS** - Connecticut Educator Certification System is referenced for EIN.

**DM** - Directory Manager is referenced for Facility 1 Code and Course Facility Code.

## Objective

The purpose of the User Guide is to provide Local Education Agencies (LEA's) with procedures and guidance for submitting data via the TCS Application.

The User Guide is organized into three sections:

- Section I: General Reference - includes an overview of this collection and defines the data collected
- Section II: Step-by-step Instructions for use of the system
- Section III: Reference tables and terminology

Please note that the Frequently Asked Questions (FAQs) that were previously in this guide have been moved to the Help Site: <http://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/TCS-Help-Site>

### Documentation Standards:

Standards used in this documentation include the following:

- Fields displayed on a screen are referenced using ALL CAPS
- Field values are in **bold**
- Screens are referenced using *italics*
- Buttons or menu selections are in **bold**

### Legend:



Represents important information or cautionary instructions 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 Data Manager/Analyst	Keryn Felder	<a href="mailto:Keryn.felder@ct.gov">Keryn.felder@ct.gov</a>	(860) 713-6833

## Documentation Change Log

Version	Section / Page	Date	Description
1.0		06/01/15	Published
	Step by Step Procedures	6/22/15	Added Case Management Reports>Identification of Missing SASIDs
	Dual Enrollment Code	6/22/15	TCS Updates 4/1/15 email; Updated 9990199 (Generic Other-In State) and 9990299 (Generic Other-Out of State)
	NCES Course Code	6/22/15	Added bullets under Course Rigor Level
	Who/What to Report	6/24/15	Under Do <u>not</u> report, added TCS data from a previous school district for students who transferred into your district
	Table C – Teacher Types	6/30/15	Updated 507 Professor – Community College to Professor – College or University
1.1		7/7/15	Published
	FAQ	9/1/15	All FAQs have been updated.
	How to Submit Data	11/16/15	An initial upload via SIF is no longer required.
	Collection Period	4/20/16	July 1 <sup>st</sup> —Aug 31 <sup>st</sup> to allow for summer school reporting
	Due Dates	4/20/16	Accurate Due Date- Sept. 15 <sup>th</sup> , to allow for summer school reporting
	What to Report	4/20/16	Defined what to report
	Outcome/Grade Status Table	4/20/16	New Values Added, Some values deleted
	Teacher Type Table	4/20/16	New Values Added
	Data Field Descriptions	4/20/16	Added edit checks to several fields.
	How to Certify	4/20/16	Updated description of Certify page and action steps.
	Missing SASIDs Report	4/20/16	Updated description of Missing SASIDs report and action steps.
1.2		4/21/16	Published
1.3		5/17/17	Minor edits, 2016-2017 version published
			Reordered Guide: moved record layout to the first page
1.4		6/4/18	Minor edits, 2017-2018 version published
1.5		5/10/19	Minor edits, 2018-2019 version published

## Section I: Handbook / Reference Guide

### Teacher-Course-Student (TCS) Overview

The Teacher-Course-Student (TCS) application collects information on students, 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 has made TCS data available to all districts through CSDE's data portal, EdSight. This allows 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. 10-10a - [https://www.cga.ct.gov/2015/pub/chap\\_163.htm#sec\\_10-10a](https://www.cga.ct.gov/2015/pub/chap_163.htm#sec_10-10a)

### How TCS Data are Used

TCS data is used to evaluate schools/districts based on the extent to which their students:

1. Access college/career readiness coursework including AP, IB, dual-enrollment, CTE, and workplace experience courses;
2. participate in arts coursework in high school;
3. are over-age and under-credited, especially as to whether students in 9<sup>th</sup> grade are on-track to graduation;

TCS data will also be used to provide secure reports to teachers on the characteristics/performance of their students as reported by the district to the CSDE.

On occasion, the CSDE receives requests for data that are fulfilled using TCS (e.g. Middle School course offerings in STEM, course availability on sign language, pre-kindergarten classroom size, etc.).

### Collection Period

Collected on a July 1<sup>st</sup> – August 31<sup>st</sup> calendar (to allow for the reporting of summer school).

- The application opens in the spring, once open it is accessible 24/7.

### Due Dates: Timely and Accurate

- Timely: August 15
- Accurate: September 15

Each collection year, the exact calendar due dates are published in the *Data Collections Guide*. 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.

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 affect 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.

## Timely

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 (i.e., 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.

## Accurate

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 verification and cleaning reports;
  - b. Certifies data exceptions, as applicable; and
  - c. Enters summer school data, as applicable.
2. District certifies the collection by the accurate date.

## Certification

The CSDE requires that all final data submissions be reviewed and certified by **certified administrators only**. The TCS Certifier certifies that the below is true:

“In my role as a certified administrator, I hereby attest that I have reviewed the data contained herein and these data are, to the best of my knowledge, valid and accurate and in accordance with the requirements included in Title 10 of the Connecticut General Statutes. I further understand that upon certification, these data may be used in federally mandated reporting, state longitudinal data system public reporting, and in accordance with Freedom of Information Act data requests made of the Connecticut State Department of Education.”

Certification locks the data against any further changes. For a district to certify, all records must be complete. When you certify, the *Certification Confirmation* report is presented with the summary for your district. Print this report for your records.



**NOTE:** The TCS data collection may be audited.

## Gaining Access and User Roles

### Gaining Access

TCS is a Portal-based data collection. Your LEA Security Manager is responsible for assigning and maintaining TCS roles in Directory Manager (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 email with a unique username and a second email with a password.
- **Usernames and passwords should NOT be shared**, as each is unique to the assigned individual. This process improves accountability for any errors or changes entered into the system and it allows the department to identify exactly who to contact should we have questions about a specific student record.
- The list of TCS LEA Users and Certifiers from DM will be used to conduct all communication about the TCS system.



**NOTE:** If you do not know who your LEA Security Manager visit the DM Help Site (<http://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/Directory-Manager-Help-Site> ) for a listing of all LEA Security Managers.

## User Roles

Name	Level	Required Role	Permissions	# of Users Allowed
TCS Certifier	District Based	Yes	<ul style="list-style-type: none"> <li>View batches</li> <li>View reports</li> <li>Certify data</li> </ul>	<ul style="list-style-type: none"> <li>At least one per district.</li> <li><b>Must be a certified administrator holding a 092. Individuals without a 092 will be removed from this role.</b></li> </ul>
TCS LEA User	District Based	Yes	<ul style="list-style-type: none"> <li>Upload batches</li> <li>Edit collection</li> <li>View batches</li> <li>View reports</li> </ul>	<ul style="list-style-type: none"> <li>Unlimited; At the discretion of the district</li> <li>Important: be aware that all LEA Users have access to see all TCS data reported by your district. We do not have the ability to limit reports/views to the school level. Therefore, it is important that all of your TCS LEA Users are aware of their responsibilities under FERPA regarding protection of student level data.</li> </ul>

## Managing Student Data

### Who/What to Report

Report in TCS every student, registered to your district, who earned a **final Outcome Grade** at any point during the academic year. Every student must be a publically funded by a Connecticut town and registered in the *Public School Information System (PSIS)*.

TCS would prefer to receive only one FINAL GRADE per student, per course (NCES COURSE DESCRIPTION), per teacher (EIN), per SECTION CODE, per DISTRICT COURSE CODE in a given facility.

- a. If there is more than 1 record per SASID, NCES COURSE DESCRIPTOR, EIN, FACILITY1CODE, SECTION CODE, and DISTRICT COURSE CODE the records will be picked up by our new Duplicates Report and need to be reconciled.

If final grades cannot be submitted, TCS will allow marking period grades to be submitted under the following conditions:

- a. Unique SESSION START DATE and SESSION END DATES must be reported to reflect the specific marking period being submitted.
- b. COURSE CREDITS EARNED must be reported proportionally to the marking period.
  - i. Example: If you are submitting four quarter records each COURSE CREDITS EARNED must reflect the credit that was available to be earned for that specific quarter only (i.e. if a course is worth 1.00 credit then each quarter a student can earn 0.25 credits).
  - ii. Do not submit cumulative COURSE CREDITS EARNED (i.e. if a course is worth 1.00 credit DO NOT submit 0.25, 0.50, 0.75, 1.00).



- c. AVAILABLE CREDIT (within NCES COURSE CODE) should reflect the total available credit for the course (i.e. a course is worth 1.00 credit and 4 quarter records are submitted, the NCES COURSE CODE should reflect 1.00 AVAILABLE CREDIT for each record).



**IMPORTANT:** Do not report:

- TCS data from a previous school district for students who transferred into your district;
- students placed by another state into your school;
- students unilaterally placed by their parents where the district has not accepted programmatic responsibility for the child’s education through the development and implementation of an IEP; or
- Services Plan students

For students in grades **PK-6 records may be reported at the grade-level** (i.e. 1 record per student for 3rd grade).



**NOTE:** You must report PK students, unless they receive related services only. If they do not receive a grade in a traditional sense, you can use “pass” or “P” or “SB” (if they are standards based) for *Outcome Grade* and “P” for *Outcome Grade Status*.

For students in **grades 7-12 records must be reported at the course-level** (i.e. 1 record for science, 1 record for math, 1 record for social studies, etc.).



**NOTE:** The **Identification of Missing SASIDs** report lists SASIDs for whom the District is required to report.

## TCS Reporting District

It is important to note that the Reporting District in PSIS and TCS are the same.

The reporting district is the district in which the student is registered.

- Public Schools, including students attending:
  - Public schools within your district
  - OPEN Choice students attending schools within your district
  - Approved Private Special Education Programs
  - Residential facilities
  - Out-of-state schools
  - Students placed in “other non-public” facilities
  - Students placed in municipal detention centers
  - Students placed in Age Appropriate Community Based Programs
- Quasi-Public - Endowed and Incorporated Academies
- Charter Schools
- Regional Education Service Center (RESC)
- CT Technical High School System (CTHSS)
- Department of Corrections (USD1)
- Department of Children and Families (USD2)
- Department of Mental Health and Addiction Services (DMHAS)

For *OPEN Choice* students, the receiving district is the REPORTING DISTRICT. These are also the only students attending a RESC-operated facility that are not reported in PSIS by the RESC.

## How to Submit Data

Districts may submit data in the following ways:

### Manual Entry

LEAs enter data directly into the application.

Screen sample for manually adding a record:

**TCS**

TCS Home » Collection Edit » Add Record

**Add Record**

**General**

\*Reporting District: 253 \*Fall Of Year: 2015

**Student Info**

\*SASID:

District Student ID:

\*Date of Birth:

\*Facility Code 1:

**Course Info**

\*Course Facility Code:

\*NCES Course Code:

\*Section Code:

District Course Code:

\*Session Start Date:

\*Session End Date:

Dual-Enrollment Code:

**Teacher Info**

\*Teacher Type:

Teacher EIN:

District Teacher ID:

**Student Outcome Info**

\*Outcome/Grade:

\*Outcome/Grade Status:

Credits Earned:

# Membership Sessions:

# Sessions Attended:

## Student Interoperability Framework (SIF) Transmission

SIF acts as a messenger, it brings the data to TCS. **However, it does not bring the data through the TCS validation process.** You still need to login to TCS directly to complete the collection. SIF is currently open to PowerSchool districts only. An initial upload via SIF is **NOT** required.

LEAs work with the State Department of Education SIF Team. More information is available on the SIF Help Site: <http://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/SIF>

## Batch Upload

LEAs create a batch manually or extract one from their local student information system. TCS allows separate batch uploads. More information is available in the step-by-step procedures.



**NOTE:** It is recommended to upload batches by school rather than one large batch upload for the entire district.

## Data Field Descriptions

The following is a list of fields and guidance for reporting data for your students in TCS.



**NOTE: Fields are listed in the order displayed in the Record layout.**

SASID	<p>The State Assigned Student Identifier (SASID) established in the PSIS Registration system for your student. This is a unique 10-digit numeric code assigned to each student. Reporting in this field conforms to PSIS REGISTRATION rules.</p> <p>Rules</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mandatory</li> <li><input type="checkbox"/> The SASID reported must match the student's SASID in PSIS Registration.             <ul style="list-style-type: none"> <li>o If no match, record will not be created.</li> </ul> </li> </ul> <p>Values</p> <ul style="list-style-type: none"> <li>▪ 10-digit numeric code</li> </ul> <p>Source</p> <ul style="list-style-type: none"> <li>▪ PSIS Registration</li> </ul>
Reporting District	<p>The district in which the student attended school.</p> <p>Rules</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mandatory</li> <li><input type="checkbox"/> The REPORTING DISTRICT reported must match the student's REPORTING DISTRICT in PSIS Registration.             <ul style="list-style-type: none"> <li>o If no match, record will not be created.</li> </ul> </li> </ul> <p>Values</p> <ul style="list-style-type: none"> <li>▪ Three digit code</li> <li>▪ See <a href="#">Table B</a></li> </ul> <p>Source</p> <ul style="list-style-type: none"> <li>▪ PSIS Registration</li> </ul>
District Student ID	<p>ID generated by LEA.</p> <p>Rules</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Recommended</li> </ul> <p>Values</p> <ul style="list-style-type: none"> <li>▪ Character and/or numeric</li> </ul> <p>Source</p> <ul style="list-style-type: none"> <li>▪ LEA</li> </ul>
Date of Birth	<p>Student's date of birth.</p> <p>Rules</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mandatory</li> <li><input type="checkbox"/> The DATE OF BIRTH reported must match the student's DATE OF BIRTH in PSIS Registration.             <ul style="list-style-type: none"> <li>o If no match, record will not be created.</li> </ul> </li> </ul> <p>Values</p> <ul style="list-style-type: none"> <li>▪ MMDDYYYY, where MM is Month, DD is Day, YYYY is Year</li> </ul> <p>Source</p> <ul style="list-style-type: none"> <li>▪ PSIS Registration</li> </ul>

<p>EIN</p>	<p>The Educator Identification Number (EIN) is the unique 10-digit numeric code assigned to certified teachers in the Connecticut Educator Certification System (CECS) system. This field is conditional based on Teacher Type (see <a href="#">Table C</a>).</p> <p>Rules</p> <ul style="list-style-type: none"> <li>▪ Conditional</li> <li>▪ if Teacher Type=<b>101-107</b> or <b>301-305</b> then EIN is required</li> <li>▪ The EIN reported must be a current certification and match the teacher's EIN in CECS.             <ul style="list-style-type: none"> <li>○ If no match, record will not be created.</li> </ul> </li> </ul> <p>Values</p> <ul style="list-style-type: none"> <li>▪ 10-digit number</li> </ul> <p>Source</p> <ul style="list-style-type: none"> <li>▪ CECS</li> </ul> <p>For more specific questions or help regarding EINs please contact your district's Human Resource Office.</p>
------------	---

<p>Teacher Type</p>	<p>The three-digit code indicating the type of teacher assigned for a given course. Paraprofessionals should not be reported.</p> <p><b>Teacher of Record</b> – the teacher who assigns grades and/or whose name appears on the report card or transcript</p> <p><b>Instructional Support</b> – the teacher who provides additional one-on-one or small group instruction</p> <p><b>Co-Teacher</b> – the co-teacher provides partial instruction. If a course is co-taught then the teacher listed on the report card will be the <b>Teacher of Record</b> and the other teacher will be reported as <b>Co-Teacher</b>.</p> <p><b>In-class Facilitator</b> – teacher required to be present in the classroom during guest instruction such as EMT courses or DARE</p> <p><b>Online-class Facilitator</b> – teacher required to be present in the classroom while students attend online courses</p> <p><b>Teacher of student placed Out of State</b> – teacher providing instruction to student who has been placed out of state and who does not have a Connecticut certification</p> <p>Rules</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mandatory</li> <li><input type="checkbox"/> If a class is co-taught, only 1 EIN can receive a Teacher of Record TEACHER TYPE ('101' OR '201' OR '301' OR '401').</li> <li><input type="checkbox"/> If a class is co-taught, the student's OUTCOME/GRADE, OUTCOME/GRADE STATUS, and COURSE CREDITS EARNED must be equal across the two records.</li> <li><input type="checkbox"/> Teacher Type '501'- Student must be registered to a FACILITY 1 CODE and COURSE FACILITY CODE with an out-of-state code.</li> <li><input type="checkbox"/> Teacher Type '503'- Student must be registered to a FACILITY 1 CODE that is not in his/her REPORTING DISTRICT.</li> <li><input type="checkbox"/> Teacher Type '507'- COURSE FACILITY CODE must belong to a College or University and Dual Enrollment Code cannot be blank.</li> <li><input type="checkbox"/> Teacher Type '510'- Student must be registered to a FACILITY 1 CODE that has the following associated field in Directory Manager (DM):             <ul style="list-style-type: none"> <li>○ Non_Public_Sub_Type_Code = "TVSP" or,</li> <li>○ Program_Type_Code = "PSBTP" or,</li> <li>○ Program_Type_Code = "TCBP".</li> </ul> </li> </ul> <p>Values</p> <ul style="list-style-type: none"> <li>▪ 3-digit number</li> <li>▪ <a href="#">see Table C</a></li> </ul> <p>Source</p> <ul style="list-style-type: none"> <li>▪ LEA</li> </ul>
---------------------	--

District Teacher ID A code generated by the LEA/school to uniquely identify a teacher.

Rules

- Recommended

Values

- Character and/or numeric

Source

- LEA

Course Facility Code Seven digit code, which identifies the facility at which the course is held. In most cases this code will match the student’s FACILITY 1 CODE.

Rules

- Mandatory

Values

- Valid code in Directory Manager
- 9990499 for Generic Other – Online Course

Source

- Directory Manager

NCES Course Code A National Center for Educational Statistics (NCES) course code. The NCES established the National Cooperative Education Statistics System (Cooperative System) to assist in producing and maintaining comparable and uniform information and data on early childhood education and on elementary and secondary education. These data are intended to be useful for policymaking at the federal, state, and local levels.

There are two separate classification systems, **Prior-to-Secondary** and **Secondary courses**. NCES COURSE CODES may not always match your course content 100%. You may need to choose a NCES COURSE CODE that is the best fit.

Rules

- Mandatory

Values

- 12-character alpha-numeric code
  - See [Table D](#) for an example of how to create an NCES code.
- **Prior-to-Secondary Course**
  - **Course Description-** 5 digit numeric value from the *NCES Prior-to-Secondary School Course Classification System code book* indicating the content of the course
    - *Prior-to-Secondary School Course Classification System code book* at <http://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/TCS-Help-Site/Documentation>
    - **Course Code Rigor Level-**1 digit character value determined by school indicating the rigor level of the course
    - See [Table E-Course Code Rigor Levels](#)
      - Values
        - G-General or Regular
        - B-Basic
        - X-No Specified Level
        - E-Enriched or Advanced
        - H-Honors (AP courses should be coded as H)
      - Rigor should be determined at the course level and not the student level.
      - It is understood that based on IEP requirements, some students will receive modifications. That information is available in the IEP and does not also need to be indicated in the NCES Course code for that student.

**TEACHER-COURSE-STUDENT USER GUIDE**

- **Grade span-** 4 digit numeric value determined by school indicating the grade-level of the course (i.e. preschool would be PKPK, kindergarten would be KGKG, a course for 4<sup>th</sup> graders would be **0404**, a course for 7<sup>th</sup> or 8<sup>th</sup> graders would be **0708**)
- **Sequence-** 2 digit numeric value determined by school indicating whether a course is a part of a sequence of courses (i.e. **11** indicates the course is not a part of a sequence, **12** indicates the course is the first course in a two-course sequence)
  - Sequence is **not** meant to differentiate marking period grades.
  - A course is a part of a sequence **only** if a student must complete all components of the sequence before earning credit.
- **Secondary Course**
  - **Course Description-** 5 digit numeric value from the *NCES Secondary School Course Classification System code book* indicating the content of the course
    - *Secondary School Course Classification System code book* at <http://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/TCS-Help-Site/Documentation>
  - **Course Code Rigor Level-**1 digit character value determined by school indicating the rigor level of the course
    - See [Table E-Course Code Rigor Levels Values](#)
      - G-General or Regular
      - B-Basic
      - E-Enriched or Advanced
      - H-Honors (AP courses should be coded as H)
    - Rigor should be determined at the course level and not the student level.
    - It is understood that based on IEP requirements, some students will receive modifications. That information is available in the IEP and does not also need to be indicated in the NCES Course code for that student.
  - **Available Credit-** 4 digit numeric value determined by school indicating the Carnegie Credits available for that course (i.e. 1.00 or 0.50)
  - **Sequence-** 2 digit numeric value determined by school indicating whether a course is a part of a sequence of courses (i.e. **11** indicates the course is not a part of a sequence, **12** indicates the course is the first course in a two-course sequence).
    - Sequence is **not** meant to differentiate marking period grades.
    - A course is a part of a sequence **only** if a student must complete all components of the sequence before earning credit.

Source

- NCES and LEA

District Course Code

A code generated by the LEA/school to uniquely identify a course.

Rules

- Recommended

Values

- Character and/or numeric

Source

- LEA

Section Code

A code generated by the LEA/school to uniquely identify a class/section of a course.

All SASIDs with the same values for COURSE FACILITY CODE, NCES COURSE CODE, DISTRICT COURSE CODE, and SECTION CODE represent students sitting in one class/section.

All EINs with the same values for COURSE FACILITY CODE, NCES COURSE CODE, DISTRICT COURSE CODE, and SECTION CODE represent teachers teaching one class/section.



**NOTE:** If an EIN teaches multiple sections of the same NCES COURSE CODE and does not have unique SECTION CODES, it will appear that all students are in the same section. This is relevant in particular when CSDE is looking at class sizes.

Rules

- Mandatory

Values

- Character and/or numeric

Source

- LEA

Outcome/Grade

Final outcome/grade for the student in the course.

For Standards Based schools, please use **SB** for the OUTCOME/GRADE.

Rules

- Mandatory

Values

- Character and/or numeric

Source

- LEA

Facility 1 Code

A school's seven-digit numeric code.

Rules

- Mandatory
- The FACILITY 1 CODE reported must match the student's FACILITY 1 CODE in PSIS Registration.
- For students who move buildings within a school year, please note that SESSION START DATE and SESSION END DATE must be within the Facility Entry and Exit dates.
  - If no match, record will not be created.

Values

- Connecticut Public School Codes - PSIS Table A (found at <http://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/PSIS-Help-Site/Documentation>)

Source

- Directory Manager

Session Start Date

The date the class/section starts.

Rules

- Mandatory
- Must be on or between July 1 and August 31 of the Collection Year
- If final grades cannot be submitted, TCS will allow marking period grades to be submitted under the following conditions:
  - i. Unique SESSION START DATE and SESSION END DATES must be reported to reflect the specific marking period being submitted.

Values

- Numeric
- MMDDYYYY, where MM is Month, DD is Day, YYYY is Year

Source  
 ▪ LEA

Session End Date The date the class/section ends.

Rules

- Mandatory
- Must be on or between July 1 and August 31 of the Collection Year
- Must be after SESSION START DATE
- If final grades cannot be submitted, TCS will allow marking period grades to be submitted under the following conditions:
  - ii. Unique SESSION START DATE and SESSION END DATES must be reported to reflect the specific marking period being submitted.

Values

- Numeric
- MMDDYYYY, where MM is Month, DD is Day, YYYY is Year

Source

- LEA

Outcome/Grade Status An indicator to clarify the final OUTCOME/GRADE field that describes the circumstances under which the student exited from membership in a course.



**NOTE:** Districts can only use Outcome/Grade Status of NG or SE in TCS - if page 8 of the IEP indicates that the student is in a:

- Non Graded situation or
- Working towards IEP Goals and Objectives.

Rules

- Mandatory

Values

P	Completed the course/section with a PASSING grade
F	Completed the course/section with a FAILING grade
R	RETAINED (for use in ONLY grades PK-3)
W	WITHDREW from course/section
TR	TRANSFERRED to/from course/section
I	Course/section requirements for grading are INCOMPLETE
AU	AUDIT course, no grade issued
NG	NO GRADE, per IEP requirements
SE	Working towards IEP Goals and Objectives

Source

- LEA

Course Credits Earned The number of Carnegie credits the student earned in the course.

Rules

- Conditional
- If NCES Course Code contains **Available Credit** then COURSE CREDITS EARNED is mandatory.
- If final grades cannot be submitted, TCS will allow marking period grades to be submitted under the following conditions:



- a. COURSE CREDITS EARNED must be reported proportionally to the marking period.
  - i. Example: If you are submitting four quarter records each COURSE CREDITS EARNED must reflect the credit that was available to be earned for that specific quarter only (i.e. if a course is worth 1.00 credit then each quarter a student can earn 0.25 credits).
  - ii. Do not submit cumulative COURSE CREDITS EARNED (i.e. if a course is worth 1.00 credit DO NOT submit 0.25, 0.50, 0.75, 1.00).

Values

- 4-digit numeric (e.g. 1.50)
- Valid range: 0.00 - 9.99

Source

- LEA

Number of Membership Sessions

The number of times the class met between the Session Start Date and Session End Date.

Rules

- Recommended

Values

- Numeric

Source

- LEA

Number of Membership Sessions Attended

The number of membership sessions a student in the course attended.

Rules

- Recommended

Values

- Numeric

Source

- LEA

Dual Enrollment Code

Indicates **courses** for which a college has agreed to issue credit. We are aware that within a "Dual Enrollment" course not all students may earn the college credit. We are ONLY collecting this field at the course level.

Rules

- Conditional
- If a course offers college credit then DUAL ENROLLMENT CODE must be reported.

Values

Dual Enrollment Code	District Name
1000039	Albertus Magnus College
5750038	Asnuntuck Community College
5760038	Capital Community College
7010038	Central Connecticut State University
1030039	Clemens College
1040039	Connecticut College
7020038	Eastern Connecticut State University
1050039	Fairfield University
5770038	Gateway Community College
5420039	Goodwin College

Dual Enrollment Code (continued)	District Name
5780038	Housatonic Community College
1100039	Lincoln College of New England
5790038	Manchester Community College
5800038	Middlesex Community College
1120039	Mitchell College
5810038	Naugatuck Valley Community College
5820038	Northwestern Connecticut Community College
5830038	Norwalk Community College
1130039	Paier College of Art
1140039	Post University
5840038	Quinebaug Valley Community College
1150039	Quinnipiac University
1160039	Rensselaer at Hartford
1170039	Sacred Heart University
1180039	Sanford-Brown College
7030038	Southern Connecticut State University
1200039	St. Joseph College
1220039	St. Vincent's College
5860038	Three Rivers Community College
1250039	Trinity College
5850038	Tunxis Community College
1260039	University of Bridgeport
9470038	University of Connecticut
1270039	University of Hartford
1280039	University of New Haven
1290039	Wesleyan University
7040038	Western Connecticut State University
1300039	Yale University
9990199	Generic Other-In State
9990299	Generic Other-Out of State

Source

- LEA

## Section II: Step by Step Procedures

### TCS Data Collection Procedures

#### How to Access the TCS System

##### Prerequisites

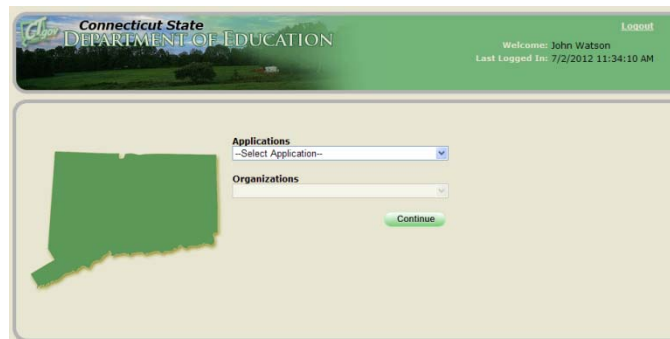
- Authorization for the State of Connecticut Login website at <https://csde.ct.gov>
  - You have an account and TCS role assigned in Directory Manager (DM).
  - Your username and password are sent in two separate emails when you are first added to Directory Manager by you LEA Security Manager. Usernames and passwords should NOT be shared, as each are unique to the assigned individual.

##### Step Action

- 1 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 TCS, the system displays the *TCS Confidentiality Acknowledgement* 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:** If you do not have access to TCS, contact your LEA security manager.



**NOTE:** If you are the LEA Security manager and you need access to TCS, a person cannot assign a role to themselves. If you contact one of the individuals below. To facilitate the process when you send an email requesting access cc your Superintendent:

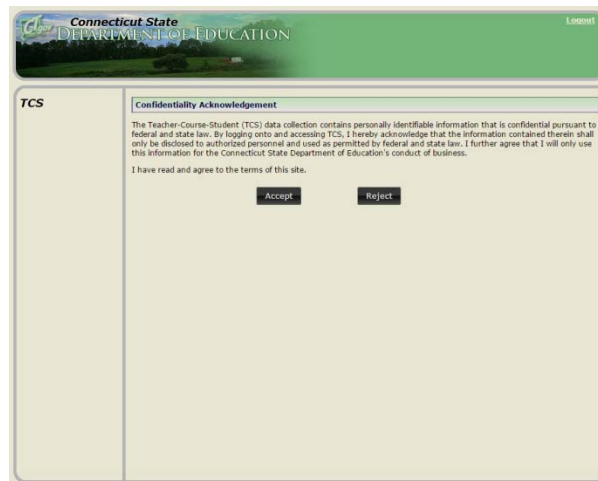
Laura Guerrero  
[LAURA.GUERRERA@CT.GOV](mailto:LAURA.GUERRERA@CT.GOV)

Raymond Martin  
[RAYMOND.MARTIN@CT.GOV](mailto:RAYMOND.MARTIN@CT.GOV)



**IMPORTANT:** At this time, there are no school-level permissions. Permissions are only available at the DISTRICT-level.

- 3 Select **TCS** from the Application drop-down menu, click **Continue**. The system displays the *TCS Confidentiality Acknowledgement* screen.



- 4 Select **Accept**. The system displays the *TCS Home* screen.
- 5 This procedure is complete.

## How to Upload your File

### Step Action

- 1 Using your worksheet program (for example excel or notepad), save the file as a .csv or .txt file type by selecting **Save As**.
- 2 Click **File Upload** on the left of the screen.



- 3 Select a file to upload by selecting **Choose File**.

The screenshot shows the 'File Upload' form. The 'Choose File' button is circled in red. Below the button, there are radio buttons for file format and a checkbox for field names.

- 4 Choose your .csv or .txt file from where you have saved it on your local computer/server. Then click **Open**.
- 5 Click whether the file is **Comma-Separated Values (CSV)** or **Fixed-Length Text**.

The screenshot shows the file format selection options. The 'Comma-Separated Values (CSV)' radio button is selected.

- 6 If your file does contain field names in the first row select "First Row Contains Filed Names."

The screenshot shows the 'First Row Contains Field Names' checkbox, which is checked.

- 7 Click **Upload File**.
- 8 Confirm whether or not the first row is a header row. Then click **Confirm**.

TCS Home ▶ File Upload Confirmation

**File Upload Confirmation**

You indicated on the previous page that your file contains a header row with column names. The first row of your file is highlighted below and will be ignored.

SASID	Reporting District	District Student Id	DoB	EIN	Teacher Type
Student State ID	Reporting District	Student ID	Date of Birth	Educator Identification Number (EIN)	Teacher Type
2820360717	059	31594	04292010	5625777856	101
1000230987	059	29834	05202008	8865538979	101
1000812312	059	28497	08042004	1698034287	101
1002324808	059	26642	01202006	3026835340	101

Is this indeed a header row that you wish to skip?

Yes, this is a header row, ignore it.

No, this is not a header row, please include it.

Confirm Cancel

- 9 To see the progress of your file click **Review Uploads** in the message on the File Upload Success screen or in the left menu.

TCS Home ▶ File Upload Success

**File Upload Success**

**Upload Success!**

Your file has been uploaded successfully and has been automatically marked as ready for validation. The status of your file can be monitored on the [Review Uploads page](#).

- 10 This brings you to the **Review Uploads** screen. Click on a **File Name** to review that specific upload.

TCS Home ▶ Review Uploads

**Review Uploads**

The table below shows all the files that have been uploaded for your district. There is a maximum threshold of 500 errors for validation. Click on the file name to see more information and to take action on it.

File Name	Status	Date	Records Uploaded	Records Valid	Records with Notifications	Records with Errors	Unique SASIDs Uploaded
CT_TCS_Report_20141217.csv	Awaiting Validation	5/27/2015 10:00:44 AM	4463				3450

- 11 This brings you to the **File Details** screen. While the batch is validating, the Current Status is **Awaiting Validation**. You can click **Cancel** if you would like to cancel the upload and return the batch to its previous state.

TCS Home ♦ Review Uploads ♦ File Details

**File Details**

**CT\_TCS\_Report\_20141217.csv**  
for: Groton School District

Uploaded on: 5/27/2015 10:00:44 AM  
Uploaded by:  
School Year: 2014 - 2015

The Current Status Is:  
**Awaiting Validation**

Batch Record Counts				
	Uploaded	Valid	with Notifications	with Errors
Records	4463			
SASIDs	3450			

Export Errors to CSV    Export Batch to CSV

**Available Actions**

**Cancel** Cancels the current action and returns the batch to its previous state.

- 12 Once **Awaiting Validation** is complete, if the Current Status is **Validated** skip to step 16.

### Validated with Errors

- 13 Once **Awaiting Validation** is complete and the Current Status is **Validated with Errors**, you can use the following tools to clean your errors:
- **Export Errors to CSV**- It is best practice to fix errors in your Student Information System (SIS) and then export a new file from your SIS and re-upload.
  - **Export Batch to CSV**
  - **Delete Upload**
  - Manually **Edit** records
  - **Revalidate**



**NOTE:** The validation process stops once it finds 500 errors in your file.

TCS Home ♦ Review Uploads ♦ File Details

**File Details**

**CT\_TCS\_Report\_20141217.csv**  
for: Groton School District

Uploaded on: 5/26/2015 12:28:47 PM  
Uploaded by:  
School Year: 2014 - 2015

The Current Status Is:  
**Validated with Errors**

Batch Record Counts				
	Uploaded	Valid	with Notifications	with Errors
Records	4463	0	0	402
SASIDs	3450	0	0	368

Export Errors to CSV    Export Batch to CSV

This file has reached the maximum threshold of 500 errors and validation has stopped.  
You may have more than 500 errors in your file.  
Once these reported errors are fixed, it is imperative that you revalidate the file.

**Available Actions**

**Delete Upload** Deletes the upload and all corresponding data.

**Revalidate** Runs the Validation routine again.

**Edit** Allows for editing of rows with errors.

14 If you manually **Edit** your records, hit **Revalidate** when finished. Also, always correct errors in your District's SIS.

- The **Edit Upload** screen:

TCS Home • Review Uploads • Batch Detail • Edit Upload

**Edit Upload**

Action Legend: Show Legend

Filename: CT\_TCS\_Report\_20141217.csv  
 Uploaded On: 5/26/2015 12:28:47 PM  
 Uploaded By:

The following rows have Errors, Warnings or Notifications attached.  
 Please correct the Errors, and review the Warnings and Notifications to ensure data accuracy.  
 Only the rows in Error will prevent the batch from being Processed.

**Please Note:** Pay special attention to the Row Numbers (#) when editing data. When records are fixed and validated, or deleted, they will be removed from the table. This can often cause an illusion of records not being fixed or saved properly.

#	SASID	DoB	EIN	Teacher Type	Course Facility Code	NCES Code	Section Code	Outcome/Grade	Facility 1 Code	Session Begin Date	Session End Date
7				101	0595311	60010G080811	8E1	B+	0595311	08272014	11032014
8				101	0595311	72003B060811	E12	A	0595311	08272014	11262014
9				101	0595311	72003B060811	E11	P	0595311	08272014	11262014
13					0590311	73033X030311	2	Promoted	0590311	08272014	06302015
15				101	0595211	60010G060611	100R	A-	0595211	08272014	11032014
16					0595211	53236G060811	100	P	0595211	08272014	11262014
20				101	0595311	55186G060611	6B1	B	0595311	08272014	11032014
21				101	0595311	72003B060811	B12	A+	0595311	08272014	11262014
25				101	0595311	58051G070711	7D1	B	0595311	08272014	11032014
26					0595311	72003B060811	D12	P	0595311	08272014	11262014

Displaying items 1 - 10 of 402

- Click the plus sign to see a pop-up screen depicting that record's error.

TCS Home • Review Uploads • Batch Detail • Edit Upload

**Edit Upload**

Action Legend: Show Legend

Filename: CT\_TCS\_Report\_20141217.csv  
 Uploaded On: 5/26/2015 12:28:47 PM  
 Uploaded By:

The following rows have Errors, Warnings or Notifications attached.  
 Please correct the Errors, and review the Warnings and Notifications to ensure data accuracy.  
 Only the rows in Error will prevent the batch from being Processed.

**Please Note:** Pay special attention to the Row Numbers (#) when editing data. When records are fixed and validated, or deleted, they will be removed from the table. This can often cause an illusion of records not being fixed or saved properly.

#	SASID	DoB	EIN	Teacher Type	Course Facility Code	NCES Code	Section Code	Outcome/Grade	Facility 1 Code	Session Begin Date	Session End Date
7				101	0595311	60010G080811	8E1	B+	0595311	08272014	11032014

**Level** Message

**ERROR** Outcome Grade Status is required.

- Click the icon to see the **Edit Record** screen. This is where you manually edit the record's error. When you are done making edits, click **Save and Validate**.

**Edit Record**

Teacher Type is required.

Row Number: 13

\*Reporting District: 059

\*SASID: [Redacted]

District Student ID: [Redacted]

\*Date of Birth (mmddyyyy): [Redacted]

\*Facility 1 Code: 0590311

Teacher EIN: [Redacted]

\*Teacher Type: [Redacted]

District Teacher ID: [Redacted]

\*Session Begin Date (mmddyyyy): 08272014

\*Session End Date (mmddyyyy): 06302015

\*Fall Of Year: 2014

\*Course Facility Code: 0590311

\*NCES Course Code: 73033X030311

\*Section Code: 2

District Course Code: HR3

\*Outcome/Grade: Promoted

\*Outcome/Grade Status: P

Class/Section Credits Earned: 0.00


# of Membership Sessions: [Redacted]

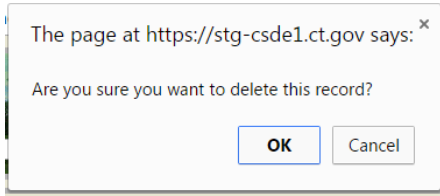
# of Sessions Attended: [Redacted]

Dual Enrollment Program Code: [Redacted]

Save and Validate Close



- Click the  icon to delete a record. You will be prompted to confirm you want to delete the record.



## Validated

- Please remember that if you manually corrected errors, you will need to hit the **Re-Validate** button to get the **Process** button to appear.

- Once you have 0 errors, your data is **Validated** and ready to **Process**.

School Year: **2014 - 2015**

Records	10465	10465	0	0
SASIDs	2909	2909	0	0

The Current Status Is:

Validated

[Export Errors to CSV](#)    [Export Batch to CSV](#)

---

**Available Actions**

- Delete Upload** Deletes the upload and all corresponding data.
- Revalidate** Runs the Validation routine again.
- Process** Processes the current batch.

- Click **Process**.



Note: Districts must Process data to have the data moved from the validation server to the reporting server. Reports will not populate until data is Processed.

School Year: **2014 - 2015**

Records	10465	10465	0	0
SASIDs	2909	2909	0	0

The Current Status Is:

Validated

[Export Errors to CSV](#)    [Export Batch to CSV](#)

---

**Available Actions**

- Delete Upload** Deletes the upload and all corresponding data.
- Revalidate** Runs the Validation routine again.
- Process** Processes the current batch.

- This will take you to the **Process** screen.

Process

The table below shows the record counts for the Batch you are about to process grouped by Facility ID. For each Facility ID, it also shows counts of what has already been processed into the TCS Collection.

**Warning:** Will appear new records from this Batch into the Collection as well as update the values for any records that already exist for the indicated Facility ID. This is the responsibility of the user. All existing records for that facility, which are already in the Collection for the current school year, they will then be replaced by the new records in the Batch. Users are sure you want to change those records. It is recommended that the Merge option be used.

**Warning:** All state or local records for that facility ID to be processed, any existing records in the Collection for that facility ID, will remain unaltered.

Facilities: Districts\_2014\_2015\_Validated(batched) on 10/20/2014 12:52:24 PM

Facility ID Code	Facility Name	Batch Record Count	Batch Error Count	Batch Error Range	Existing Record Count	Existing Error Count	Existing Error Range	Action
000001	Charles Charter School	1	1	00/00/0001 - 11/00/0001	264	264	00/00/0001 - 00/00/0001	Process Merge Ignore
000002	Plowden Charter School	1	1	00/00/0001 - 11/00/0001	267	267	00/00/0001 - 00/00/0001	Process Merge Ignore
000003	Shaw Charter School	1	1	00/00/0001 - 11/00/0001	411	411	00/00/0001 - 00/00/0001	Process Merge Ignore
000004	Northford Charter (Elementary) School	1	1	00/00/0001 - 11/00/0001	411	411	00/00/0001 - 00/00/0001	Process Merge Ignore
000005	West Side Middle School	11	0	00/00/0001 - 11/00/0001	11469	600	00/00/0001 - 00/00/0004	Process Merge Ignore
000006	SPM-C Charter Middle School	6	0	00/00/0001 - 11/00/0001	20026	460	00/00/0001 - 00/00/0004	Process Merge Ignore
000007	Town Charter High School	24	4	00/00/0001 - 11/00/0007	10190	1126	00/00/0001 - 00/00/0004	Process Merge Ignore

**Process**

- 19 You will have to select one of the following actions per Facility 1 Code:
- **Merge** will process all batch records into the collection, updating any records that already exist or adding new records that do not exist in the collection.
  - **Overwrite** will delete all existing records in the collection. The batch records will then be added to the collection as if there have not been any previous records processed.
  - **Ignore** batch records will NOT be processed and existing collection records will remain.

20 Click **Process**.

## How to Certify

On the **Certify** screen, the district will find a summary of **SASIDs reported and Processed by Facility 1 Code**. “**TCS SASIDs %**” is the percentage of **PSIS SASIDs** (as defined as students registered to the district for 90 days or longer in **PSIS Registration**) for whom at least one record was reported to **TCS**. The “**Additional SASIDs**” column is the count of **SASIDs** that were enrolled in the district fewer than 90 days but earned a final **Outcome/Grade** and were reported to **TCS**. The “**Total SASIDs**” column is the sum of **TCS SASIDs** and **Additional SASIDs**. When the **Total TCS SASID %** is **100** the district is eligible to **Certify**.



**NOTE:** Only Certified Administrators with the **TCS Certifier** role assigned in **Directory Manager** have access to certify these data.



**NOTE:** Districts must report **100%** of their students who were enrolled in their district **90 days or longer**. The **Certify** button will not appear until the district has reached the **100% threshold**.

## Step Action

- 1 Using the navigation menu on the left of the screen, select the **Certify** menu option. The system displays the **Certify** screen. The **CSDE** will not “turn on” the **Certification** button until after the end the academic year.

TCS Home ♦ Certify

**Certify**

Below is the summary of TCS to PSIS counts for your district.

Facility Code	Facility Name	TCS Records	TCS SASIDs	PSIS SASIDs	TCS SASID %	Additional SASIDs	Additional Records	Total SASIDs	Total Records
		4	3	129	2.33%	0	0	3	4
		0	0	167	0.00%	0	0	0	0
		0	0	122	0.00%	0	0	0	0
TOTALS		4	3	418	0.72%	0	0	3	4

- 2 Select **Certify**.
- 3 In order to certify the data collection, you must meet the reporting threshold for each **Facility 1 Code** *and* the total students registered by your district **PSIS REGISTRATION**. If you do not meet this threshold, the **Certify** button will not be available.
- 4 If the **Certify** button is not available and the district believes it qualifies for a **Certification Override**, the district can request a **Certification Override** via email. Please follow the steps below.

- a. Submit an email to CSDE: Keryn.Felder@ct.gov
  - i. Subject: "Certification Override-*DISTRICT NAME*"
  - ii. Include the Facility 1 Code Name that did not meet the reporting threshold.
  - iii. Include the reason for not meeting the reporting threshold.

**5** The CSDE will review the Certification Override request and follow-up with next steps.

## Case Management Reports

### Missing SASIDs

Use the Missing SASIDs report to ensure TCS data is reported for all your students. Before you **Process** the data, the Missing SASIDs report displays *all* students enrolled in the district for 90 days (cumulative calendar) or longer. Each of these students must be reported to TCS. After the data is **Processed**, the Missing SASIDs report displays students for whom a record was not reported. Likely, the district will need to upload more data to account for these students. However, if a student appears on the Missing SASIDs report for whom you do not have data, there is an exception code drop down to the right. The dropdown will only contain options for which the student is potentially eligible (i.e. "01: Pre-K student – Related Services Only" will not appear for a student who is not enrolled in pre-k in PSIS Registration). Every student must have data reported or an applicable exception code selected before the district can **Certify**.

Note: A summary of exception code usage will appear on the Certification Summary Statistics page that Superintendents must review before **Certifying** the collection.

Note: TCS will accept records for student who earned a final Outcome/Grade and were enrolled in the district fewer than 90 days. These students will never appear in the Missing SASIDs report. These students will be accounted for as "Additional SASIDs" on the **Certify** page.



**REMINDER:** Once your file is **Validated** you have to **Process** the batch!



**NOTE:** Once you **Process** the batch, the SASIDs with a least 1 processed record will be removed from this report. Please remember that this does not indicate that all of the data for a student has been submitted.

### Step Action

- 1** Using the navigation menu on the left of the screen, select the Reports menu option. The system displays the Reports screen.
- 2** Review the SASIDs that are identified as missing from the collection. Remember, all students will appear on the Missing SASIDs report until the uploaded data have been **Processed**.
- 3** Upload or hand-enter additional records for all students identified as Missing.
- 4** Should there be students identified on the Missing SASIDs report for whom the district does not have data, select the applicable Exception Code in the dropdown to the right of the screen. The dropdown will only contain options for which the student is potentially eligible (i.e. "01: Pre-K student – Related Services Only" will not appear for a student who is not enrolled in pre-k in PSIS Registration).

Code	Reason for Not Submitting Data for a Student Enrolled in District
01	Pre-K student – Related Services Only
02	Student receiving transition services only <b>and</b> engaged in Workplace Experience
03	Student not in district long enough to earn final outcome/grade

- 5** If you select an exception code in error, please contact the department via email with the subject “Restore Missing SASID-[*District Name*]” with the SASID that needs to be restored to the Missing SASIDs report.
- 6** Repeat the above steps until there are no longer any students on the Missing SASIDs report.

## College and Career Readiness Report (formerly the Indicator 5 Report)

College and Career Readiness Report:

This report contains counts of students by grade meeting each of the following criteria: • AP: The count of students with at least one record for an Advanced Placement Course.

- IB: The count of students with at least one record for an International Baccalaureate Course.
- Dual Enrollment: The count of students with at least one record for a course with a Dual Enrollment Code.
- CTE Cluster: The count of students with at least one course from a CTE Cluster.
- Workplace Experience: The count of students with at least one record for a Workplace Experience Course with at least 0.5 available credits.
- Workplace Exception Count: The count of students reported via the Missing SASIDs Report using the “02” Workplace Exception option.



**NOTE:** This report will not match Indicator 5 of the Next Generation Accountability Report (published on EdSight). The report below is a count of one year of data; Indicator 5 is calculated using multiple years of TCS data. The purpose of this report is to provide a summary of the counts of students who have TCS records in the 2015-16 school year collection that will contribute to the Indicator 5 calculation. Any changes to the PSIS June Collection or TCS will result in changes to the counts in the Next Generation Accountability Report.

## 9th Grade Tracking Report (formerly the Indicator 7 Report)

This report identifies the 9th grade students reported in TCS and the June PSIS collection for the current school year and places them in one of the following counts:

- 1) Students who earned 5 or more total credits in the school year
- 2) Students who earned less than 5 total credits in the school year

The student level data are reported by facility for students in grades 9 only.



**NOTE:** This report will not match Indicator 7 of the Next Generation Accountability Report (published on EdSight). The report below is a count of one year of data; Indicator 7 is calculated using multiple years of TCS data. The purpose of this report is to provide a summary of the counts of students who have TCS records in the current school year collection that will contribute to the Indicator 7 calculation. Any changes to the PSIS June Collection or TCS will result in changes to the counts in the Next Generation Accountability Report.

## Arts Access Report (formerly the Indicator 12 Report)

This report counts the number of students reported in TCS and the June PSIS collection for the current school year who participated in at least one dance, theater, music or visual arts course.



**NOTE:** The purpose of this report is to provide a summary of the counts of students who have TCS records in the current school year collection that will contribute to the Indicator 12 calculation. Any changes to the PSIS June Collection or TCS will result in changes to the counts in the Next Generation Accountability Report.

## *Special Education Students*

### **How does my organization report our Special Education students?**

All students who are registered to your district in PSIS are required to be reported in TCS. Please note that special education courses are not specified within the NCES course codes or at the course level. The NCES Course Code book states: "Treatment of special education courses. There are no course descriptions in SCED that are intended solely for students with disabilities, or that indicate that a course has been modified for these students. When this information is appropriate, users will need to add an element in order to note that a course is adapted to meet the individual needs stated in a student's Individual Education Programs (IEP)." The CSDE is not requiring an added element to indicate the child's enrollment in a special education course.

The 18-21 year old population should be reported. There are NCES course codes that indicate life skills, workplace experience courses (i.e. off-site transition programs or internships), etc. Indicating that the student is earning 0.00 credits is acceptable. The students engaged in workplace experience courses, if reported using the applicable NCES Course Codes, will apply to the district's accountability index under Indicator 5.

### **When a student attends an APSEP, who is responsible for determining available credit within the NCES Course Code and the Course Credit Earned?**

The LEA is ultimately responsible for the student's IEP and Transcript, which in turn means the LEA is responsible for determining course credits earned. The APSEP must inform the LEA of the courses they offer (with associated NCES course codes) and the recommended credits earned by the student attending their facility. However, the LEA must determine from that information, the Course Credits Earned that the district is willing to accept toward completion of the credits required for a local diploma as outlined in Connecticut Education Statutes (C.G.S. Section 10-69(b)). These considerations regarding course offerings and credits earned should be addressed through the PPT. Ultimately, Course Credits Earned should align with the student's transcript that is issued by the LEA.

### **When is it appropriate to use Outcome/Grade Status "NG" or "SE"?**

The Outcome/Grade Status of "NG" or "SE" can only be used in TCS if page 8 of the IEP indicates that the student is in a:

- Non Graded situation or
- Working towards IEP Goals and Objectives.

## *Middle School Students Taking High School Courses*



**NOTE:** When a middle school student takes a high school course, a secondary NCES Course Code must be used. This is critical because in state accountability, only secondary NCES Course Codes are analyzed for Indicators 5, 7, and 12.

### **When do I submit their records to TCS?**

Report the courses to TCS for the academic year the student took the course.

### **What if the students don't receive the credit until they matriculate to the high school?**

That's ok; still report the course with the credit in the academic year the student took the course. The student earned the credit for the course they took and it should correspond with that course in TCS reporting.

## ***User Roles in DM?***

### **What if I forget my User ID?**

Contact your LEA Security Manager and ask them to look-up your User ID.

### **What if I forget my password?**

Contact your LEA Security Manager and ask them to reset your password.

### **What should we do if a User with a TCS role no longer works in our organization?**

Contact your LEA Security Manager and ask them to inactivate the person's account in DM. For confidentiality and security purposes, this should be completed immediately.

### **What should we do if a User with a TCS role is no longer responsible for inputting TCS data?**

Contact your LEA Security Manager, ask them to either remove the TCS role for this user or inactivate the user's account in DM. For confidentiality and security purposes, this should be completed immediately.

- If the user has other roles in DM, the LEA Security Manager will remove the TCS role.
- If the user does not have other roles in DM, the LEA Security Manager will inactivate the user's account.

### **What should we do if a User's phone number or email address is not accurate?**

Contact your LEA Security Manager and ask them to update the user's account in DM.

### **What should we do if we have a new TCS user?**

Contact your LEA Security Manager, ask them to create/update the user's account in DM with either the TCS Certifier role (note: only one certifier should be assigned for your LEA and that person is a certified administrator) OR LEA User role (enters TCS data).

### **What if we do not know who our LEA Security Manager is?**

If you do not know who your LEA Security Manager is, visit the DM Help Site for a listing of all LEA Security Managers: <http://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/Directory-Manager-Help-Site>

## Section III: Appendix

### *Terminology*

CECS	Connecticut Educator Certification System
CSDE	Connecticut State Department of Education
DM	Directory Manager 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.
EIN	Educator Identification Number
Final Outcome Grade	The grade that appears on a student's transcript
PSIS Registration	Public School Information System - This application is used for year round registration of student enrollments.
SASID	State Assigned Student Identifier
TCS	Teacher-Course-Student



**Table A – Facility Codes**

For a listing of facilities, see [PSIS Table A](#).

**Table B – Reporting Districts**

#	LEA	#	LEA	#	LEA	#	LEA
001	Andover	058	Griswold	118	Ridgefield	207	Region 7
002	Ansonia	059	Groton	119	Rocky Hill	208	Region 8
003	Ashford	060	Guilford	121	Salem	209	Region 9
004	Avon	062	Hamden	122	Salisbury	210	Region 10
005	Barkhamsted	063	Hampton	123	Scotland	211	Region 11
007	Berlin	064	Hartford	124	Seymour	212	Region 12
008	Bethany	065	Hartland	125	Sharon	213	Region 13
009	Bethel	067	Hebron	126	Shelton	214	Region 14
011	Bloomfield	068	Kent	127	Sherman	215	Region 15
012	Bolton	069	Killingly	128	Simsbury	216	Region 16
013	Bozrah	071	Lebanon	129	Somers	217	Region 17
014	Branford	072	Ledyard	131	Southington	218	Region 18
015	Bridgeport	073	Lisbon	132	South Windsor	219	Region 19
017	Bristol	074	Litchfield	133	Sprague	241	CREC
018	Brookfield	076	Madison	134	Stafford	242	Educ Connection
019	Brooklyn	077	Manchester	135	Stamford	243	CES
021	Canaan	078	Mansfield	136	Sterling	244	ACES
022	Canterbury	079	Marlborough	137	Stonington	245	LEARN
023	Canton	080	Meriden	138	Stratford	253	EASTCONN
024	Chaplin	083	Middletown	139	Suffield	261	Jumoke
025	Cheshire	084	Milford	140	Thomaston	263	Odyssey
026	Chester	085	Monroe	141	Thompson	264	Integrated Day
027	Clinton	086	Montville	142	Tolland	265	ISAAC
028	Colchester	088	Naugatuck	143	Torrington	268	Common Ground
029	Colebrook	089	New Britain	144	Trumbull	269	Bridge
030	Columbia	090	New Canaan	145	Union	270	Side by Side
031	Cornwall	091	New Fairfield	146	Vernon	272	Explorations
032	Coventry	092	New Hartford	147	Voluntown	278	Trailblazers
033	Cromwell	093	New Haven	148	Wallingford	279	Amistad
034	Danbury	094	Newington	151	Waterbury	280	New Beginnings
035	Darien	095	New London	152	Waterford	282	Stamford Academy
036	Deep River	096	New Milford	153	Watertown	283	Park City Prep
037	Derby	097	Newtown	154	Westbrook	285	A.F. Bridgeport
039	Eastford	098	Norfolk	155	West Hartford	286	Highville
040	East Granby	099	North Branford	156	West Haven	288	A.F. Hartford
041	East Haddam	100	North Canaan	157	Weston	289	Elm City College Prep
042	East Hampton	101	North Haven	158	Westport	290	Brass City
043	East Hartford	102	North Stonington	159	Wethersfield	291	Elm City Montessori
044	East Haven	103	Norwalk	160	Willington	293	Path Academy Windham
045	East Lyme	104	Norwich	161	Wilton	294	Great Oaks Charter
046	Easton	106	Old Saybrook	162	Winchester	295	Booker T. Washington
047	East Windsor	107	Orange	163	Windham	296	Stamford Charter Sch for
048	Ellington	108	Oxford	164	Windsor	297	Capitol Prep. Harbor Sch Inc.
049	Enfield	109	Plainfield	165	Windsor Locks	336	Unified Schl Dist 1
050	Essex	110	Plainville	166	Wolcott	337	DMHAS
051	Fairfield	111	Plymouth	167	Woodbridge	347	Unified Schl Dist 2
052	Farmington	112	Pomfret	169	Woodstock	900	CTHSS
053	Franklin	113	Portland	201	Region 1	901	Norwich Free Acad
054	Glastonbury	114	Preston	204	Region 4	902	The Gilbert School
056	Granby	116	Putnam	205	Region 5	903	Woodstock Acad
057	Greenwich	117	Redding	206	Region 6		

**Table C – Teacher Types**

<b>Teachers WITH</b> an EIN will be classified into a 100s code category.	
Teacher Type Code	Teacher Type Description
101	Certified Teacher, Teacher of Record
102	Certified Teacher, Instructional Support
103	Certified Teacher, Co-Teacher
104	Certified Teacher, In-class Facilitator
105	Certified Teacher, Online-class Facilitator
106	Certified Teacher, Tutor of Homebound Student
107	Certified Teacher, Tutor of Expelled Student

<b>Teachers WITHOUT</b> an EIN will be classified into a 200s code category.	
Teacher Type Code	Teacher Type Description
201	Non-certified Teacher, Teacher of Record
202	Non-certified Teacher, Instructional Support
203	Non-certified Teacher, Co-Teacher
204	Non-certified Teacher, In-class Facilitator
205	Non-certified Teacher, Online-class Facilitator
206	Non-certified Teacher, Tutor of Homebound Student
207	Non-certified Teacher, Tutor of Expelled Student



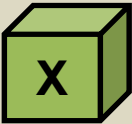
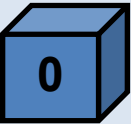
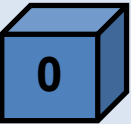
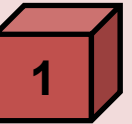
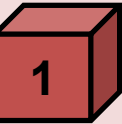



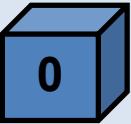
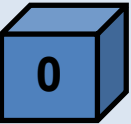
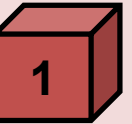
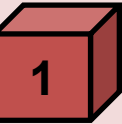
<b>Long-Term Substitute Teachers WITH</b> an EIN will be classified into a 300s code category. The assignment must be more than 40 days.	
Teacher Type Code	Teacher Type Description
301	Long-term Sub with EIN, Teacher of Record
302	Long-term Sub with EIN, Instructional Support
303	Long-term Sub with EIN, Co-Teacher
304	Long-term Sub with EIN, In-class Facilitator
305	Long-term Sub with EIN, Online-class Facilitator

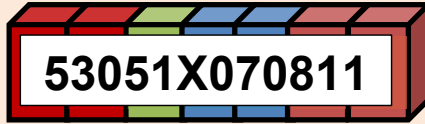

<b>Long-Term Substitute Teachers WITHOUT</b> an EIN will be classified into a 400s code category. The assignment must be more than 40 days.	
Teacher Type Code	Teacher Type Description
401	Long-term Sub without EIN, Teacher of Record
402	Long-term Sub without EIN, Instructional Support
403	Long-term Sub without EIN, Co-Teacher
404	Long-term Sub without EIN, In-class Facilitator
405	Long-term Sub without EIN, Online-class Facilitator

<b>Exceptions</b> - Teachers who cannot be classified in the Certified, Non-certified and Long-term Substitute codes will be classified into a 500s code category.	
Teacher Type Code	Teacher Type Description
501	Teacher of student placed Out of State
502	International Guest Teacher
503	Teacher of student placed Out of District
504	Teacher of Transfer Student
505	Case Manager
506	Occupational/Physical Therapist
507	Professor – College or University
508	Teachers with Rotating Schedules
509	Teacher with Teach for America
510	Case Manager of Student ages 18-21 in Transitional Program/TVSP

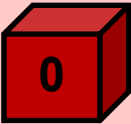

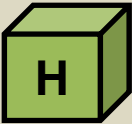

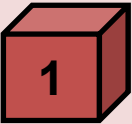
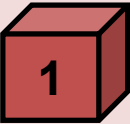


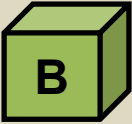
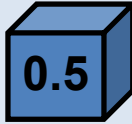
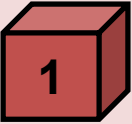
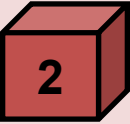
**Table D – NCES Course Code Structure Explanation**


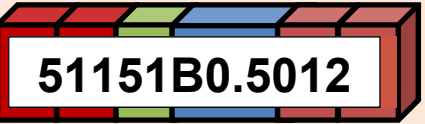
**PRIOR-TO-SECONDARY**

Course Description		Course Code Rigor Level	Grade Span		Sequence	
						
Life and Physical Sciences	Biology	No specific level of rigor	grades 7 and 8		"1 of 1"—not part of a sequence	
						
English Language and Literature	Reading (grade 7)	General	grade 7		"1 of 1"—not part of a sequence	

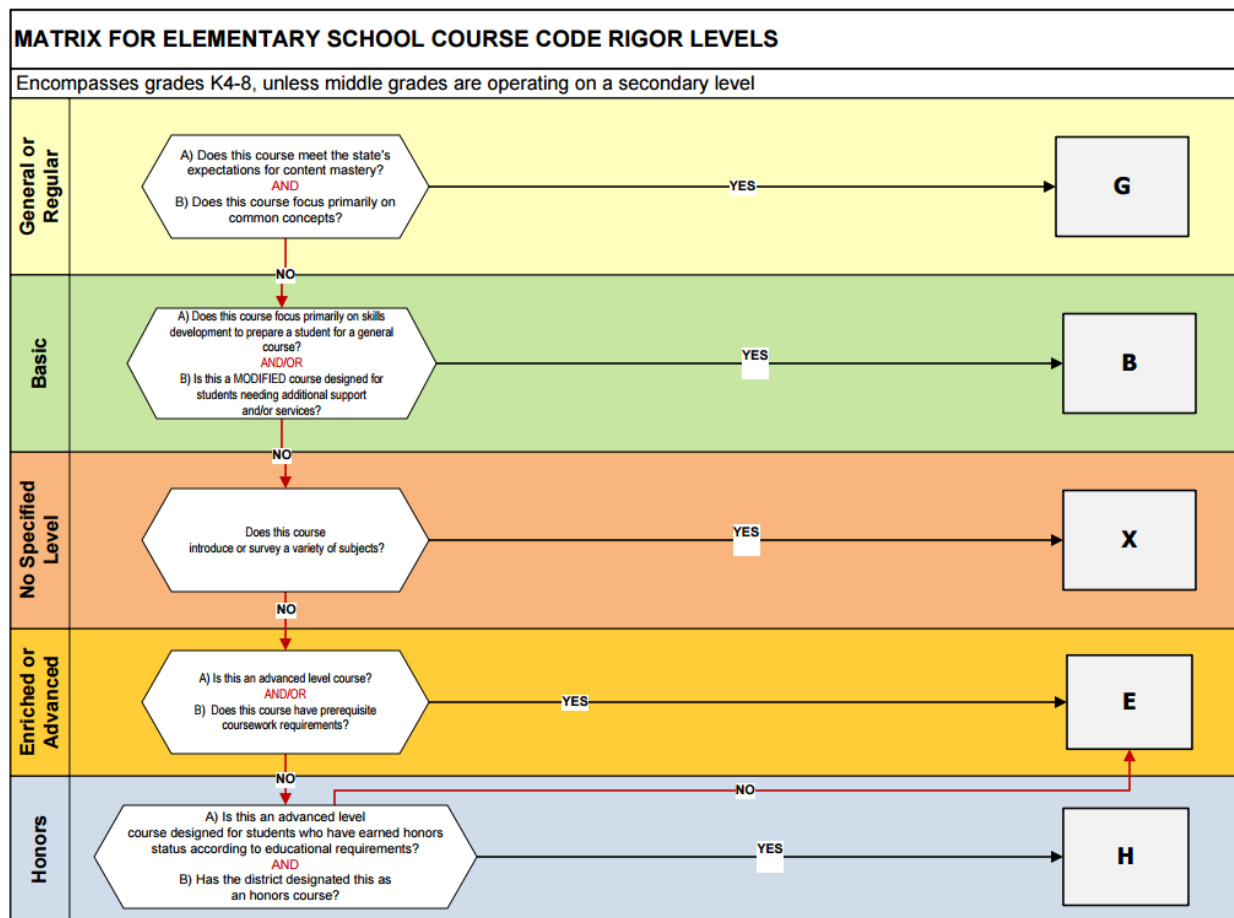
NCES Course Code



**SECONDARY**

Course Description		Course Code Rigor Level	Available Credit	Sequence	
					
Social Sciences	U.S. Gov Comp	Honors	One Carnegie Unit	"1 of 1"—not part of a sequence	
					
Social Sciences	U.S. Gov Comp	Basic	One-half Carnegie Unit	"1 of 2" - 1 <sup>st</sup> part of a 2-course sequence	

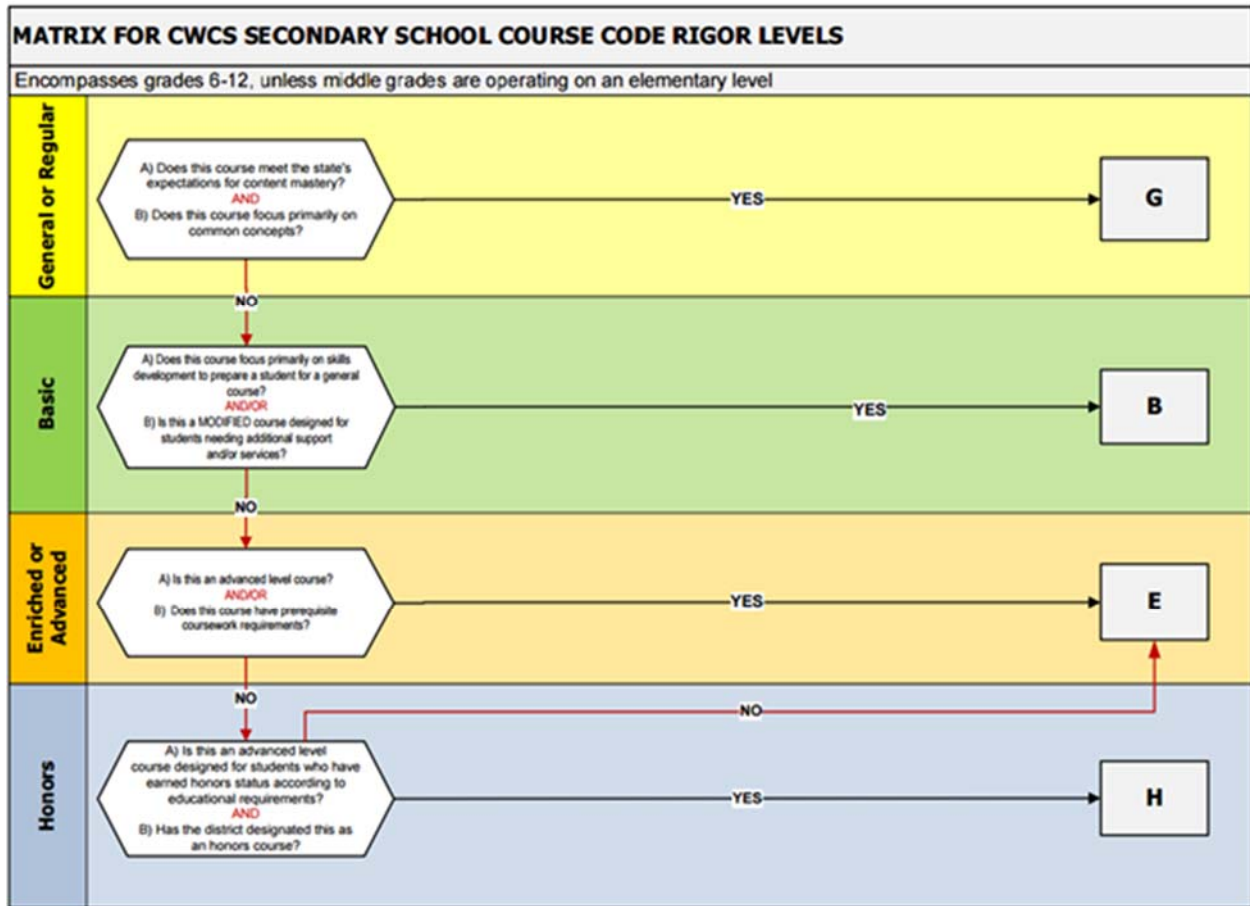
NCES Course Code



**Table E – Course Code Rigor Levels**



**Summary of Codes**

Code	Description
G	General/Regular
B	Basic
X	No Specified Level
E	Enriched or Advanced
H	Honors



**Summary of Codes**

Code	Description
G	General/Regular
B	Basic
E	Enriched or Advanced
H	Honors

***Table F – Outcome/Grade Status***

<b>Code</b>	<b>Description</b>
P	Completed the course/section with a PASSING grade
F	Completed the course/section with a FAILING grade
R	RETAINED (for use in ONLY grades PK-3)
W	WITHDREW from course/section
TR	TRANSFERRED to/from course/section
I	Course/section requirements for grading are INCOMPLETE
AU	AUDIT course, no grade issued
NG	NO GRADE, per IEP requirements
SE	Working towards IEP Goals and Objectives