



CONNECTICUT STATE
DEPARTMENT OF EDUCATION

Data Acquisition Plan

2015-16

Connecticut State Department of Education

Foreword

The Connecticut State Department of Education (CSDE) collects data about students, staff, schools, programs, districts, and fiscal resources from local educational agencies and other service providers. These data help the CSDE to meet federal and state compliance and other reporting requirements, distribute funding, guide policy, inform accountability, facilitate research, and report information to the public with the ultimate goal of improving educational outcomes for all students.

This *Data Acquisition Plan* summarizes the data system and forms used to collect these data. It is designed largely to help local school districts prepare for state data collections during the school year. To that end, this year's plan is also available as a spreadsheet at

http://www.sde.ct.gov/sde/lib/sde/pdf/forms/data_acquisition_plan_2015_16.xls.

The CSDE continues to reduce the reporting burden on districts by eliminating data collection forms (e.g., ED540 Graduating Class Report, EL Mastery Collection) or trimming existing collections (e.g., Profile narratives, ED165).

We welcome your feedback on additional ways the CSDE can streamline its work and increase efficiencies. Please do not hesitate to contact Ajit Gopalakrishnan, Chief Performance Officer at ajit.gopalakrishnan@ct.gov.

Thank you for your continued commitment to this important endeavor.

Dr. Dianna R. Wentzell
Commissioner of Education

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Form	Collection Name	Collection Purpose	Deadline	Funding	Legislative Compliance	Primary Contact	Phone
STUDENTS							
ECO	Early Childhood Outcomes (ECO)	The purpose of ECO is to collect and report on performance of students with disabilities in preschool.	1-Nov	Federal and State	20 U.S.C 1416(a)(3)(A)	Middleton, Marquelle	713-6877
ED166	Disciplinary Offense Record Collection	The ED166 is used to collect discipline data from school districts.	15-Jul	N/A	20 U.S.C. 1418(a), 20 U.S.C. 7117, 20 U.S.C. 8921	Felder, Keryn	713-6833
ED612	LAS Links English Language Proficiency Assessment	The ED612 collects the results of English language learners on the English proficiency assessment. These data are used for Title III accountability requirements.	30-Jun	N/A	CGS 10-17f, NCLB 1111(b)	Sabados, Michael	713-6856
ET	Evaluation Timelines	The purpose of Evaluation Timelines is to determine compliance with federal law regarding timely eligibility determinations.	15-Jul	Federal	20 U.S.C 1416(a)(3)(B)	Middleton, Marquelle	713-6877
	Due Process Hearing Requests - Resolution Meetings	Housed within SEDAC, this collects resolution meeting outcome data associated with parent initiated due process hearing requests.	15-Jul	Federal	Section 300.510(a)(1) of IDEA	Guerrera, Laura	713-6898
KIN-INV	Kindergarten Fall Entrance Inventory and Spring Exit Inventory	The Kindergarten Inventories provide statewide snapshots of the skills and behaviors that students can demonstrate and the beginning and end of the kindergarten year.	Annually in December	State	CGS 10-10a. P.A. 05-245	Shakir, Kendra	713-6896
PSIS Oct	Public School Information System	The purpose of PSIS is to collect data regarding student enrollment in Connecticut. There are three snapshot collections (Oct, Jan and June) and a live registration system.	15-Oct	Federal and State	CGS 10-16p, 10-66ee, 10-184, 10-226a, 10-249, 10-250, 10-261(a)(2), 10-262f, 10-264l, 10-266aa, 10-10a	Felder, Keryn	713-6833
PSIS Jan	Public School Information System	The purpose of PSIS is to collect data regarding student enrollment in Connecticut. There are three snapshot collections (Oct, Jan and June) and a live registration system.	27-Jan	Federal and State	CGS 10-16p, 10-66ee, 10-184, 10-226a, 10-249, 10-250, 10-261(a)(2), 10-262f, 10-264l, 10-266aa, 10-10a	Shakir, Kendra	713-6896
PSIS June	Public School Information System	The purpose of PSIS is to collect data regarding student enrollment in Connecticut. There are three snapshot collections (Oct, Jan and June) and a live registration system.	14-Jul	Federal and State	CGS 10-16p, 10-66ee, 10-184, 10-226a, 10-249, 10-250, 10-261(a)(2), 10-262f, 10-264l, 10-266aa, 10-10a	Middleton, Marquelle	713-6877
PSIS REG	Public School Information System (Registration)	The purpose of PSIS is to collect data regarding student enrollment in Connecticut. There are three snapshot collections (Oct, Jan and June) and a live registration system.	ongoing	Federal and State	CGS 10-16p, 10-66ee, 10-184, 10-226a, 10-249, 10-250, 10-261(a)(2), 10-262f, 10-264l, 10-266aa, 10-10a	Shakir, Kendra	713-6896

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R/S	Restraint and Seclusion	This application collects data on the use of physical restraint or seclusion on children in special education.	20-Jul	Federal and State	C.G.S. 46a- 153 P.A. 12-88, as amended by P.A. 15-141	Guerrera, Laura	713-6898
SEDAC	Special Education Data Application and Collection	The purpose of SEDAC is to collect data on students with disabilities for use in required State and Federal reporting.	5-Dec	Federal	C.G.S. 46a- 153 IDEA 2004 (Sections 616, 618, and 619)	Guerrera, Laura	713-6898
TCS	Teacher-Course-Students Data Collection	TCS data will connect students to their teachers with courses completed and outcomes earned.	18-Jul	Federal	C.G.S. 10-10a	Leeper, Jennifer	713-6873
	K-3 Reading Initiative	Collection of K-3 Reading Assessment Scores from Priority School Districts	Fall: 10/25 Winter: 3/1 Spring: 6/10	State	CGS Sec. 10-265g(b), PA 12-116	Andrada, Gilbert	713-6883
STAFF							
ED162	Non-Certified Staff	The ED162 is a collection of paraprofessional full-time equivalent (FTE) data in nine instructional and eleven non-instructional categories.	30-Nov	N/A	CGS 10-4	Zhou, Y.H. Alison	713-6893
EDS	Educator Data System	The Educator Data System is used to collect data on all educators (whether certified or not) who fill a role for which certification is required. This system replaced the ED163.	Ongoing/ with during year deadlines	N/A	CGS 10-226, 10-145, 10-16b, P.L. 107-110	Martin, Raymond	713-6876
EEDC	Educator Evaluation Data Collection	The EEDC collects final summative educator ratings for certified educators in Connecticut public schools.	15-Sept	N/A	C.G.S. Section 10-151b	Martin, Raymond	713-6876
FACILITIES							
DM	Directory Manager	The Directory Manager (DM) is the official listing of all districts, schools and other educational organizations. DM also serves as the single-sign-on portal and role assignment for CSDE data collection systems.	30-Jun	N/A	C.G.S. 10-4	Gambaccini-May, Angela	713-6847
ED165	Connecticut School Data Report	The ED165 is used to collect a variety of data elements on the school level for state and federal reporting.	16-May	N/A	CGS 10-220(c), CGS 10-4p	Martin, Raymond	713-6876
FINANCE							
ED001, ED001C, ED001R	End of Year School Report	The ED001 is used to collect expenditure data from school districts, Charters (ED001C) and RESCs (ED001R) for use in State grants, as well as State and Federal reporting.	1-Sep	Federal and State	CGS 10-227	Stange, Mark	713-6462

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	Minimum Budget Requirement (MBR) Supplemental Data Collection	The MBR Supplemental Data Collection is used to collect Designated High School data needed to calculate the MBR. This applies only to districts with no high school, that send students to Designated High School(s).	13-Feb (est)	N/A	CGS 10-262i	Twedt, David	713-6492
ED012	Minimum Budget Requirement (MBR) Compliance	Collecting budgeted appropriation data from local school districts in order to monitor MBR compliance	1 August (est)	N/A	CGS 10-262i	Kevin Chambers	713-6455
ED017	Grant Application-Nonpublic Health Services	The ED017 is used to collect data for the Health Services grant.	1-Oct	State	CGS 10-217a	Stange, Mark	713-6462
ED021	Out-of-Town Magnet School Transportation	The ED021 is used to collect data for the Magnet School Transportation grant.	15 September & 16 March	State	CGS10-264i (a)	Twedt, David	713-6492
ED111	Cash Mgmt. Report-Prepayment Grant Programs	The ED111 is used to collect information from school districts to attain access to the Prepayment Cash Management System.	The tenth (10th) day of each month	Federal and State	34 CFR 74.22, 80.21	Calabrese, Karen	713-6472
ED114	Prepayment Grant Budget Request	The ED114 is used to collect information on budgets for grants typically administered through the Cash Management System. Also included are selected non-cash management grants such as Adult Education and components of Open Choice and Magnets.	As Requested	Federal and State	34 CFR 76.722	Calabrese, Karen	713-6472
ED141	Statement of Expenditure Fed/State Prepayment Projects	The ED141 is an expenditure report for grants administered through the Cash Management System. Also included are selected non-cash management grants such as Adult Education and components of Open Choice and Magnets.	3-Sep	Federal and State	34 CFR 76.730, 80.41	Calabrese, Karen	713-6472
SEDAC-G	SEDAC - Grants	The SEDAC-G is used to collect expenditure data for use in LEA Excess Cost and State Agency Placement Grants.	1 December and 1 March	State	CGS 10-76a-g, 10-253	Chambers, Kevin	713-6455
NUTRITION							
ED099	Agreement for Child Nutrition Programs	The ED099 is used to provide the necessary data to participate in the USDA child nutrition program.	As Requested	Federal	7-CFR 210, 215, 220, 225, 226, 245	Linda Hubeny	807 2079
ED103 Schedule E	Reimbursement Claim Summer Food Service Program	The ED103 Schedule E is used to provide data for payments under the Summer Food Service Program (SFSP). Public schools/districts submit only if participating in the Program.	As requested	Federal	7-CFR 225.9 (d)	Cooke, Caroline	807-2129

Form	Collection Name	Collection Purpose	Deadline	Funding	Legislative Compliance	Primary Contact	Phone
ED617	School Selection Application for Participation in the USDA Fresh Fruit and Vegetable Program	This collects data for the Selection/Award of Fresh Fruit and Vegetable Grant.	April/May	Federal	Section 19 of NSLP	Paul, Andrew	807-2048
ED997	Addendum to Agreement for Child Nutrition Programs (ED099) for Participation in Fresh Fruit and Vegetable Program	This provides data for agreement to participate in the Fresh Fruit and Vegetable Program.	As requested	Federal	Section 19 of NSLP	Paul, Andrew	807-2048
	Food Safety Inspections	Compile data for reporting of Food Safety inspections for all NSLP and SBP sponsors. All Sponsors participating in the NSLP must submit health inspection data.	15-Nov	Federal	7-CFR 210.13	Alston, Susan	807-2081
	Non-profit School Food Service (Income and Expenditure Report)	All sponsors participating in the NSLP regardless of their status (e.g., public, nonpublic, Residential Child Care Institution, etc.) are required to complete an annual revenue and expenditure report and submit for state agency approval. The state agency monitors the sponsor to determine if they exceed their three months operating expense.	January	Federal	7-CFR 210.14	Brown, Fionnuala	807-2079
FNS834		Direct Certification Data Element Report which requires State agencies (both the CSDE and DSS) to report direct certification data so that FNS can compare to benchmarks and develop a direct certification performance rate.	December	Federal	The Food, Conservation, and Energy Act of 2008 (Public Law 110-246) and the Richard B. Russell National School Lunch Act	Dandeneau, Teri	807-2079
FNS838		Paid Lunch Pricing Report which collects paid lunch prices for all sponsors of the National School Lunch Program	November	Federal	7 CFR 210.14e	Dandeneau, Teri	807-2079
FNS742a		LEA Second Review of Applications Report which report the results of the second review of free and reduced price applications in the National School Lunch Program (NSLP) and School Breakfast Program (SBP).	March	Federal	7-CFR.245.11(b)(1) (i-iv)	Dandeneau, Teri	807-2079

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FNS AA Report		FNS Ameliorative Action Report which requires that each State agency monitor the high levels of applications changed due to verification. This information is compiled and shared with FNS including a plan of action on targeting those LEAs with a high change rate.	March	Federal	7 CFR 245.11(i)	Dandeneau, Teri	807-2079
	Income and Expenditure Report	Monitor compliance with non-profit School Food Service (Income and Expenditure Report).	October	Federal	7-CFR 210.14	Brown Fionnuala	807-2029
OTHER							
	PPR Narratives	The application collects narrative responses to specific questions regarding district policies and activities for inclusion in the Profile and Performance Reports (PPR).	21-Sep	N/A	CGS 10-220(c)	Martin, Raymond	713-6876
ED203B	State Agency Application Entitlement Grant Neglected, Delinquent Youth at Risk of Drop Out	ED203B application is used to provide prevention and intervention programs for youth who are neglected, delinquent or at risk.	5-Oct	Federal	PL 107-110	Dargati, James	713-6562
ED204	Title I Part D Neglected and Delinquent Eval. Report	The ED204 is used to report data on student participation and academic outcomes.	21-Sep	Federal	PL 107-110	Apaloo, Francis	713-6874
ED205	Title 1 Evaluation Report	The ED205 collects information from the Title I Part A Recipients on student and staff participation.	11-Oct	Federal	PL 107-110	Apaloo, Francis	713-6874
ED229	Bilingual Education Program Grant Application	The purpose of the ED229 is to collect student/school native language data which is necessary to identify schools that must have state mandated bilingual education program.	13-Sep	State	CGS 10-17a-j	Flick Alubicki, Megan	713-6750
ED236	Immigrant Student Survey Report	The purpose of the ED236 is to collect district student count for federal program funding.	22-Nov	Federal	PL 107-110	Onibokun, Olayemi	713-6575
ED238	Emergency Immigrant Education Program (Annual Progress Report)	The purpose of the ED238 is to provide a description of activities implemented and an overall impact of the program.	22-Nov	Federal	PL 107-110	Onibokun, Olayemi	713-6575
ED244	Grant Application-Adult Education	The ED244 is a proposal for adult education program funds in accordance with the C.G.S.	15-Apr	State	CGS 10-67 to 73c	Marino, Valerie	807-2130
ED244A	Supplemental Grant Application-Adult Education Cooperating Eligible Entity (CEE)	The ED244A is an application for adult education state grant funds which must be submitted through an LEA, RESC or Regional Board of Education.	15-Apr	State	CGS 10-67 to 73c	Marino, Valerie	807-2130
ED245	Grant Application Revision-	The ED245 provides a final budget and budget	15-Mar	State	CGS 10-67 to 73c	Marino,	807-2130

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	Adult Education	revision data for adult education eligible expenditures.				Valerie	
ED245A	Supplemental Grant Application Revision-Adult Education CEE	The ED245A provides final budget revisions and evidence of private source funds for eligible adult education expenditures by a CEE.	15-Mar	State	CGS 10-67 to 73c	Marino, Valerie	807-2130
GED	General Educational Development Registrations	Individuals seeking to take the Official GED Tests are registered for their tests at local adult education providers.	Approx. two weeks before test date.	State	C.G.S. Section 10-5	Mancini, Sabrina	807-2125
PIP End of Year	Program Improvement Project	This report collects project successes and barriers to implementation.	14-Sep	Federal	P.L. 105-220	Pierson, Susan	807-2121
PIP Mid-Year Report	Program Improvement Project	This collects the mid-year progress on the grant objectives and any requests for revisions to the original budget.	19-Feb	Federal	P.L. 105-220	Pierson, Susan	807-2121
ED400	Career and Technical Education Report	The ED400 collects data regarding career and technical education related to the federal Perkins grant from high schools that offer CTE courses.	14-Sep	Federal and State	PL 20U.S.C. 2301 et seq., CGS 10-4	Hoag, Stephen	713-6765
ED501	Preliminary Application for Approval, Regional Ag. Science and Tech. Center	The ED501 is an application that provides information to establish a new regional agricultural science and technology center.	As Requested	State	CGS 10-284	Mackin, Harold	713-6779
ED503	Agricultural Science and Technology Five-Year Graduate Follow-up Report	The purpose of the ED503 is to collect follow-up information on graduates of Connecticut's Agricultural Science and Technology Program.	1-Feb	State	CGS 10-65	Mackin, Harold	713-6779
ED513	Health Service Plan	The ED513 is used to collect data on health services provided in both public and nonpublic, nonprofit schools.	30-Jun	State	CGS 10-217a	Knutson, Stephanie	807-2108
ED607	Survey of Title IX Coordinators	The purpose of the ED607 is to collect contact information for Title IX Coordinators.	1-Sep	Federal	P.L. 93-568	Wood, Adrian	713-6795
ED613A	State District Consolidated Application	The ED613A is used to collect information from priority school districts regarding how funds have been used for summer school and extended school hours.	16-Aug	State	CGS 10-226p-r, CGS 10-265f, CGS 10-266t, CGS 10-265m	Ferguson, Andrew	713-6793
ED613B	District Consolidated Application for ESEA Federal Grants	The purpose of the ED613B is to award Federal Title I and Title II Grants to districts to improve student achievement.	14-Oct	Federal	P.L. 107-110	Padernacht, Marlene	713-6568
	Safe Schools Climate Assessments	This survey measures how well districts are doing with connectedness, emotional and physical safety, engagement and academic achievement.	As Requested	N/A	P.A. 11- 232 and C.G.S. Section 10-222d	Freiberg, Jo Ann	807-2119

Form	Collection Name	Collection Purpose	Deadline	Funding	Legislative Compliance	Primary Contact	Phone
STAFF: CERTIFICATION FORMS							
ED172	Request-Temporary 90 Day Certification-Alternate Route Candidates	District form to request that a Temporary 90-day certificate be issued to an Alternate Route completer that the district wishes to employ.	As Requested	N/A	CGS 10-145d	Harwin Wendy	713-6969
ED173	Request-Temporary Authorization for Minor Assignment	District form to request that a person be issued a Temporary Authorization for a Minor Assignment (teaching out-of-field for no more than 2 class periods per day)	As Requested	N/A	CGS 10-145d	Harwin Wendy	713-6969
ED173A	Extension of Early Childhood Endorsement (Grades N-3) to Elementary (Grades K-6)	District form to request that a person be issued an Extension of PK-3 Early Childhood endorsement to Elementary Education (grades 4-6)	As Requested	N/A	CGS 10-145d	Harwin Wendy	713-6969
ED 174	Application for Substitute Teacher Authorization for Candidates Who Have Not Completed A Bachelor's Degree	District form to request authorization for an individual without a bachelor's degree to serve as a substitute teacher for less than 40 days in one placement	As Requested	N/A	CGS 10-145d	Harwin Wendy	713-6969
ED175	Application-Extension Substitute Authorization Beyond 40-day Limit	District form to request that a person be issued a Substitute Authorization to be in a classroom for more than a 40-day period (needed if not certified for that grade or content area)	As requested	N/A	CGS 10-145d	Harwin Wendy	713-6969
ED177	Request-Durational Shortage Area Permit	District form to request that a person be issued a Durational Shortage Area Permit for a person enrolled in a teacher preparation program (districts must ensure the individual has passed the Praxis II before application)	As Requested	N/A	CGS 10-145d	Harwin Wendy	713-6969
ED186	Application-Temporary/Emergency Coaching Permit	District form to request that a person be issued a one-year Temporary Coaching Permit when a person with a 5-year coaching permit cannot be located.	As Requested	N/A	CGS 10-149, -145d	Harwin Wendy	713-6969
ED188	Non-Renewable Adult Education Authorization	District form to request that a person be issued a Nonrenewable Adult Educator Authorization	As Requested	N/A	CGS 10-145d	Harwin Wendy	713-6969
ED198	Adjunct Instructor Permit	District form to request services of an adjunct arts instructor in accordance with new law.	As Requested	N/A	P.A. 09-01	Harwin Wendy	713-6969
ED199	Application for Resident Teacher Certificate	District form to request a one-year certificate for a candidate in an Alternate Route to Certification program before they have completed the program.	As Requested	N/A	P.A. 09-01	Harwin Wendy	713-6969

Connecticut State Department of Education

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