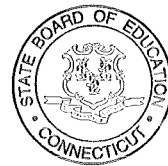





STATE OF CONNECTICUT
STATE BOARD OF EDUCATION



TO: Superintendent of Schools, Executive Directors of Regional Educational Service Centers, Directors of Charter Schools and Headmasters of Endowed Academies

FROM: Dr. Dianna R. Wentzell, Commissioner 
State Department of Education

DATE: January 22, 2016

SUBJECT: Completion of ED003 Form and Filing of Contracts

The State Department of Education is in the process of preparing for the 2016-17 negotiations of teacher and administrator contracts.

Therefore, we are requesting that you please complete the ED003 form and file it electronically **no later than March 4, 2016**. To access the form go to www.csde.state.ct.us. Enter the same username and password that you currently use for other state reports. Under the Division of Legal and Governmental Affairs, select form "ED003 - Teacher/Administrator Negotiation Survey." Please note that all fields must be completed in order to submit this form.

Receipt of your ED003 will permit the Division of Legal and Governmental Affairs to determine which boards are negotiating, with whom, and based on your budget submission date, the dates of mediation and arbitration. Your prompt and accurate participation in this annual effort is critical to the effective management of the negotiations process.

A hard copy of notices regarding negotiation timelines, mediation and arbitration will not be sent. Therefore, **you must provide us with an email address for all parties.**

Please remember that the law requires that each board file a copy of their teacher and administrator contracts with the Commissioner of Education. Several contracts have not been filed for past negotiation sessions. If you have not done so, please mail this to Attorney Laura Anastasio's attention at the State Department of Education, Division of Legal and Governmental Affairs, P.O. Box 2219, Hartford, CT 06145.

If you have any questions, please feel free to contact Attorney Laura Anastasio at 860-713-6520.

DRW:lla