

# 2018-19 TCS APSEP/Outplaced Facility User Guide

Use this guide to gain an understanding of what data elements are being collected, what codes to use, and how to prepare your file.

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## Fields Collected

The following fields are collected in the TCS collection. Note that there are four field types:

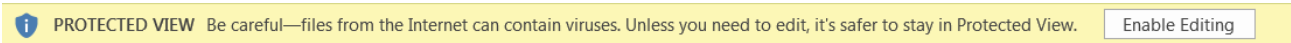
- **Mandatory** – Must be included for each record
- **Recommended** – Does not have to be included but may be beneficial to your LEA (generally these fields use your local coding system rather than our state coding system).
- **Conditional** – This field may be required based on your response to another field
- **Disallowed** – CSDE does not retain or interpret data in these fields.

### TCS Fields

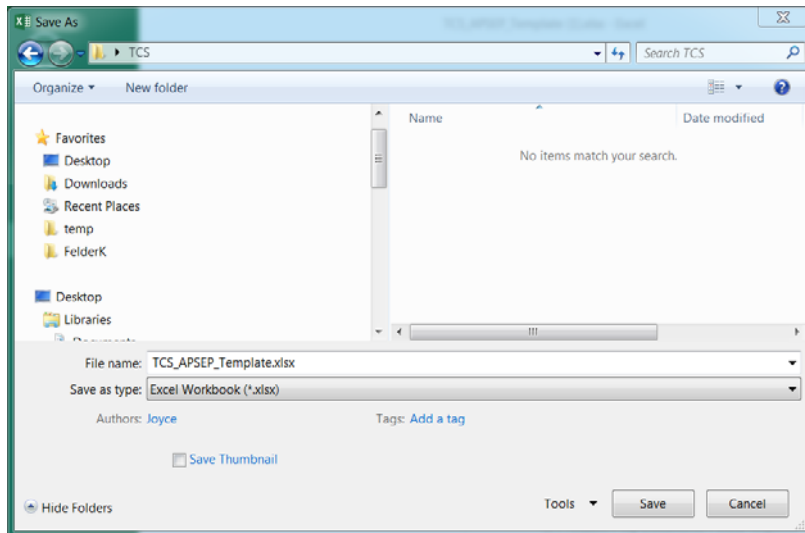
<u>Field Name</u>	<u>Field Type</u>	<u>Definition</u>
SASID	Mandatory	This is the 10-digit identifier that is obtained from the Public School Information System.
Reporting District	Mandatory	This is the 3-digit numeric code of the public school district that will be reporting the TCS record. You can list all of the Reporting Districts on one spreadsheet this year.
District Student ID	Recommended	This alphanumeric field can be used for the student ID# assigned by your facility. This field recommended but not mandatory.
Date of Birth	Mandatory	Type the date in with slashes / and it will automatically convert to the TCS format of MMDDYYYY.
EIN	Conditional	This is the 10-digit numeric Educator Identification Number. Your local Human Resources office likely has access to this number.
Teacher Type	Mandatory	3-digit numeric code describing the type of teacher (Certified, etc. teaching a particular course). See <b>Table C</b> (page 7)
District Teacher ID	Recommended	You may include your local Teacher ID if you wish.
Course Facility Code	Mandatory	7-digit numeric code identifying the Facility where the student is taking a particular course (your facility). See <b>Table A</b> (link on page 6)
NCES Course Code	Mandatory	12-character alphanumeric code describing the course taken. See <b>Table D</b> (page 8) for a graphic representation of how the code is structured.
District Course Code	Recommended	You may include your local Course Code if you wish.
Section Code	Mandatory	This is a number assigned by your LEA to differentiate between sections of a course. For example students in period 1 Algebra I would have a different code than those in period 2 Algebra I.
Outcome/Grade	Mandatory	This is the grade your LEA gives the student. You can use letters or numbers.
Facility Code 1	Mandatory	7-digit numeric code identifying the Facility 1 where the student is registered in PSIS. See <b>Table A</b> (link on page 6)
Session Start Date	Mandatory	Type the date in with slashes / and it will automatically convert to the TCS format of MMDDYYYY.
Session End Date	Mandatory	Type the date in with slashes / and it will automatically convert to the TCS format of MMDDYYYY.
Outcome/Grade Status	Mandatory	This is the meaning of the Outcome/Grade your LEA reported (pass, fail, etc.). See <b>page 16</b> of the TCS User Guide for valid values
Course Credits Earned	Conditional	This is the amount of credit the student earned according to your facility. Numeric (e.g., 1.50). Valid values: 0.00-9.99
Number of Membership Sessions	Recommended	This optional field is the number of course sessions the student was eligible to attend.
Number of Membership Sessions Attended	Recommended	This optional field is the number of course sessions the student actually attended.
Dual Enrollment Code	Conditional	If the student took a course that is eligible for Dual Enrollment credit be sure to complete this field. See <b>page 17</b> of the TCS User Guide for valid values
CSDE Use	Disallowed	For CSDE use only – leave blank
End Of Record Marker	Mandatory	The letter "X" must be included in this position to mark the end of each record

## How to Prepare Your File

1. Download the Record Layout Template found in the APSEP/Outplaced Facility Information section of the Help Site: <http://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/TCS-Help-Site/APSEP>.
2. Open the template and select Enable Editing:



3. Go to File → Save As → Browse



- You can rename your file. You may want to indicate the Facility in the Name. Do not use the Student Name.
  - Be sure to remember where you save the file on your computer – you will need it for the next step.
4. Select Save.
  5. Next, complete all of the necessary information in the spreadsheet. Note that Mandatory fields are yellow; and Conditional are blue.
    - Prepare one spreadsheet per district
    - Do not skip lines between records

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	SASID	Reporting District	District Student ID	DOB (MM/DD/YYYY)	EIN	Teacher Type	District Teacher ID	Course Facility Code (your Facility)	NCES Course Codes	District Course Code	Section Code	Outcome/Grade (your Grade)	Facility Code 1	Session Start Date (MM/DD/YYYY)	Session End Date (MM/DD/YYYY)	Outcome/Grade Status	Course Credits Earned	Number of Sessions
2																		
3																		
4																		
5																		
6																		
7																		
8																		

6. Note that the Required fields have data validation built in. If you get an error message refer to page
7. When you are done be sure to Save your file.

## Common Errors

Several validation rules are programmed into the template. You may receive one or more of the following error messages:

- **A 10 digit SASID is required** – Be sure the SASID field is complete and the length is 10 digits. See Missing Information (page 5) for how to obtain the SASID.
- **A value from 1-903 is required** – See TABLE B (page 6) to select the appropriate code.
- **DOB is required** – Remember to type the date in with slashes / and it will automatically convert to the TCS format.
- **Teacher Type is required** – See TABLE C (page 7) to select the appropriate code.
- **The 7-digit Course Facility Code is required** – Remember that this is the code for your facility. The code list for TABLE A is extensive so it is available online at <https://portal.ct.gov/-/media/SDE/Performance/Data-Collection/Help-Sites/PSIS/Tables/FacilityCodes.pdf?la=en>
- **A 12 character NCES Code is required** – Consult the Course Code Structure document to understand what is needed to create the code. You will also need to reference the Prior-to-Secondary or Secondary Code List as well as TABLE E - Course Code Rigor Levels (page 9).
- **A Section Code is required** – if only one period of the course is offered you can populate the field with “1.”
- **The Outcome/Grade is required** - This is the grade your LEA gives the student. You can use letters or numbers.
- **A 7-digit Facility Code 1 is required** – This is the student’s facility at the Sending District. The code list for TABLE A is extensive so it is available online at <https://portal.ct.gov/-/media/SDE/Performance/Data-Collection/Help-Sites/PSIS/Tables/FacilityCodes.pdf?la=en>
- **The Session Start Date is required** – Remember to type the date in with slashes / and it will automatically convert to the TCS format.
- **The Session End Date is required** – Remember to type the date in with slashes / and it will automatically convert to the TCS format.
- **Outcome/Grade Status is required** – Select the appropriate code from the drop-down list.
- **Course Credits Earned is required and must be 0-9.99** – provide an appropriate value for this field. Note that this is a recommendation only as the LEA will decide on credit earned.

## Missing Information

Most of the required fields should be able to be obtained from your facility. If you are missing information for a required a SASID or EIN follow the instructions below.

**SASID** - Do not email the students name. Call and leave the following information:

- Student's full name
- DOB
- Your name
- Your facility
- Your phone number

**EIN** – Your local Human Resources office likely has access to this number but if not you may email/call CSDE for the number. Include the following information:

- Instructors full name

**FACILITY CODE 1** – Do not email the student's name. You may email/call CSDE for the code. Include the following information:

- SASID

**Contact:**

Keryn Felder  
(860) 713-6833  
[Keryn.Felder@ct.gov](mailto:Keryn.Felder@ct.gov)

**TABLE A – Facility Codes**url: [https://portal.ct.gov/-/media/SDE/Performance/Data-Collection/Help-Sites/PSIS/2018-19\\_PSIS\\_Record\\_Layout.pdf?la=en](https://portal.ct.gov/-/media/SDE/Performance/Data-Collection/Help-Sites/PSIS/2018-19_PSIS_Record_Layout.pdf?la=en)**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 an EIN will be classified into a 100s code category.</b>	
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 an EIN will be classified into a 200s code category.</b>	
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 an EIN will be classified into a 300s code category. The assignment must be more than 40 days.</b>	
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




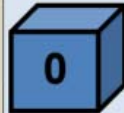
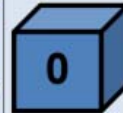






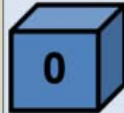
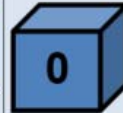



<b>Long-Term Substitute Teachers WITHOUT an EIN will be classified into a 400s code category. The assignment must be more than 40 days.</b>	
Teacher Type Code	Teacher Type Description
401	Long-term Sub without EIN, Teacher of Record
402	Long-term Sub without EIN, Instructional Support
403	Long-term Sub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

<b>Exceptions - Teachers who cannot be classified in the Certified, Non-certified and Long-term Substitute codes will be classified into a 500s code category.</b>	
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

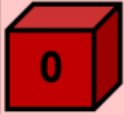




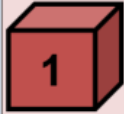






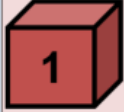
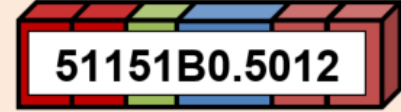
509	Teacher with Teach for America
510	Case Manager of Student ages 18-21 in Transitional Program/TVSP

Table D – NCES Course Code Structure Explanation

PRIOR-TO-SECONDARY

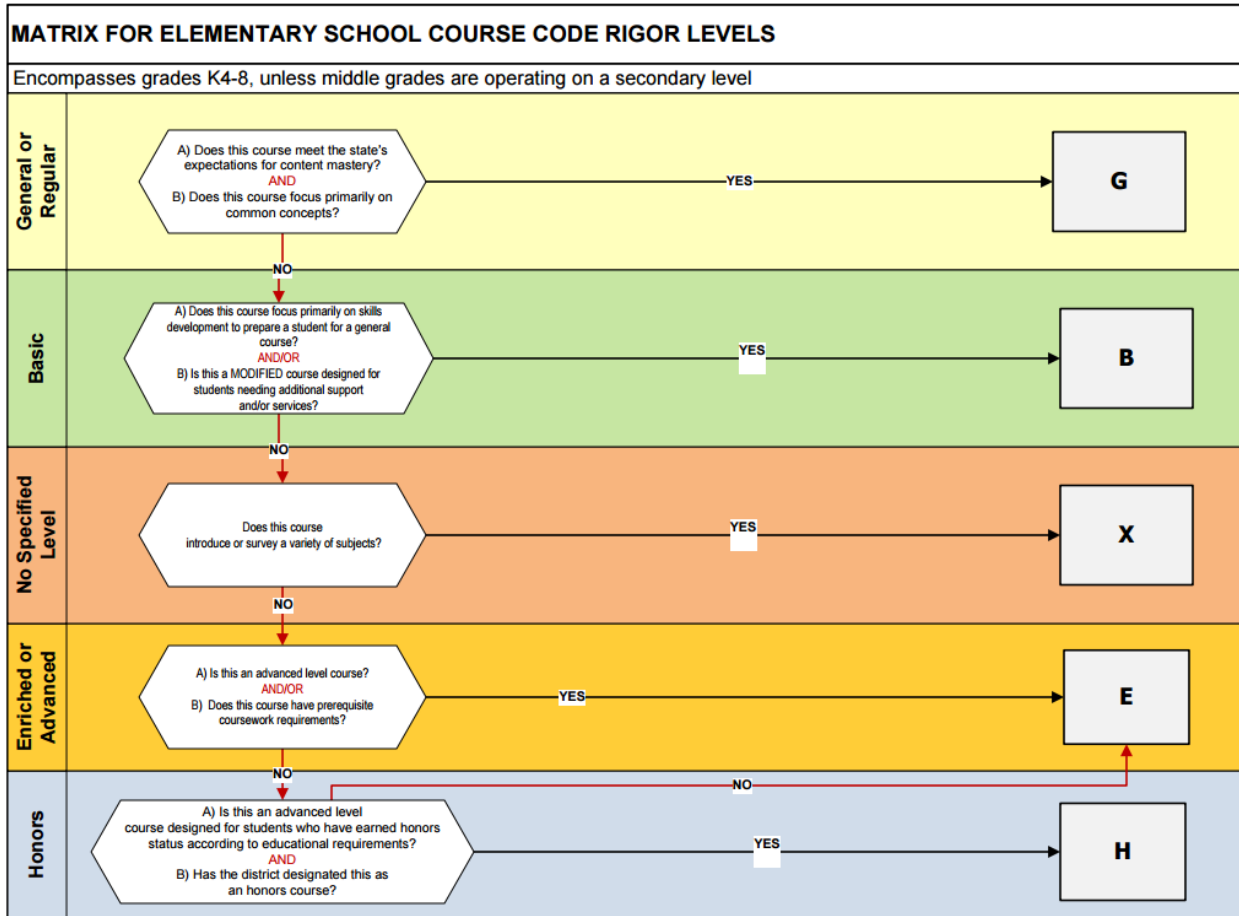
Course Description		Course Code Rigor Level	Grade Span		Sequence		NCES Course Code
							
Life and Physical Sciences	Biology	No specific level of rigor	grades 7 and 8		"1 of 1"—not part of a sequence		
							
English Language and Literature	Reading (grade 7)	General	grade 7		"1 of 1"—not part of a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

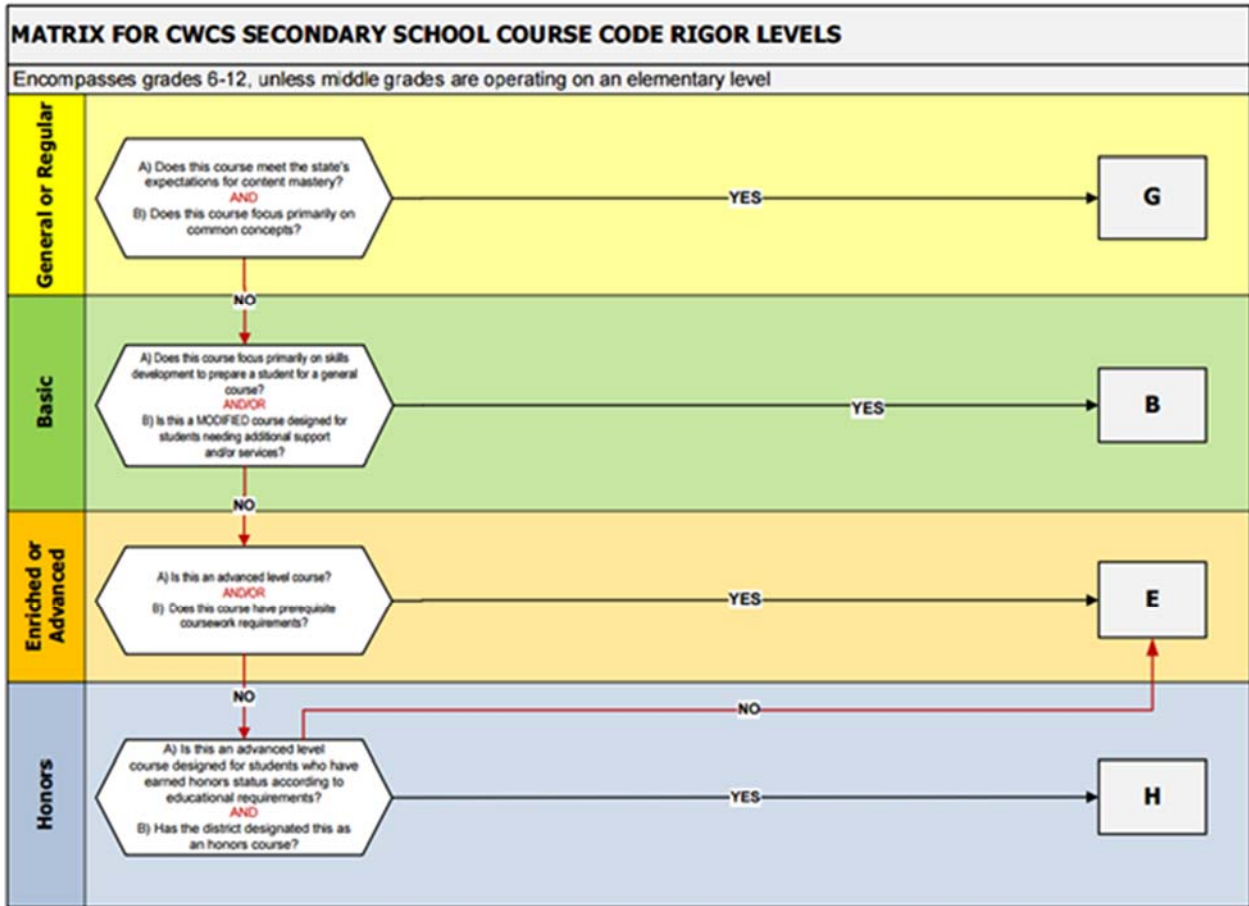
SECONDARY

Course Description		Course Code Rigor Level	Available Credit	Sequence		NCES Course Code
						
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		



**TABLE E – Course Code Rigor Levels**





**TABLE F – Outcome/Grade Status**

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