



STATE OF CONNECTICUT

STATE BOARD OF EDUCATION



TO: Superintendents of Schools

FROM: Stefan Pryor, Commissioner of Education

DATE: April 29, 2013

SUBJECT: Data Collection Updates

This memorandum summarizes key updates to data collection systems as well as policies for freezing and certifying the data that are managed by the Connecticut State Department of Education's (CSDE) Performance Office.

The CSDE collects data on students, staff, and facilities for multiple purposes: to satisfy compliance and reporting requirements borne by the CSDE; distribute funding; guide policy; inform accountability; conduct research; and report information to the public. Our overriding goals in these efforts are the creation of timely, accurate, and actionable data and the improvement of student outcomes.

Governor Malloy has charged the CSDE with reducing red tape and administrative burdens that act as obstacles to educators' ongoing work to improve student achievement. Working with the Governor's Red Tape Review and Removal Task Force, we have begun to identify individual areas where the burden on districts can be reduced. We have also endeavored to instill an ethos of constant examination of CSDE practices to minimize their burden on districts.

The changes described on pages 2 and 3 of this memo are intended, when possible, to streamline collection systems and processes, reduce burden, increase transparency, and support education reform priorities. Detailed descriptions of these changes and other reminders are included in the guide available at <http://www.csde.state.ct.us/public/collectionsguide14.pdf>.

These changes enable the CSDE to implement the following reductions in 2013-14:

- Eliminate schedules 1c, 2, 8, 10, 13, and 15 from ED 165 School Data Report (*note*: schedule 4 will also be greatly reduced);
- Eliminate ED540 Graduating Class Report; and
- Eliminate schedules 2 and 3 from ED006S Public School Information System (PSIS) Supplemental Collection.

In addition, the CSDE is planning to streamline forms ED163 (certified staff) and ED400 (Career and Technical Education) in 2014-15. The CSDE has also advanced a legislative proposal to eliminate the requirement for the spring administration of the Kindergarten Inventory; the fall Kindergarten Inventory is not affected by this proposed change.

I. Updates to Data Collection Systems for 2013-14

- **Submit Facility Change Requests Online:** The CSDE's online system (i.e., Directory Manager or DM) is the official listing of all districts, schools, and other educational facilities. In addition to contact information, DM maintains data regarding open/close dates and grades offered. This critical information is used by other CSDE data collection systems and for reporting purposes. The DM system was enhanced recently to receive and process requests for changes to educational facilities that were previously submitted through the School Status Report form. Therefore, **please assign a staff person for the district who will be responsible for reporting all facility change requests through DM.** The local education agency (LEA) security manager(s) for the district ([see statewide contact list](#)) can grant appropriate access for this person to report those changes. In light of the advent of this automated system, use of the School Status Report form has been discontinued.

- **Teacher-Course-Student (TCS) Collection:** TCS connects students to teachers and courses. Analyses of TCS data can greatly inform school/district strategies to increase the college and career readiness of all learners (e.g., through analysis of course-taking patterns and completion rates for students from different subgroups, or alignment of middle/high school courses to college-level courses). Beginning with 2013-14, in order to make these data more useful for districts, TCS will collect the following:
 - data for the full year by marking period, and not just an end-of-year snapshot;
 - days of school membership and days attended; and
 - standardized course outcome information.

CSDE staff are reaching out to districts piloting the School Interoperability Framework (SIF) to solicit their input on the most effective approach to implementing these changes.

- **ED166 Disciplinary Offense Collection:** The ED166 collects data about student discipline incidents and sanctions. It is open all year. To promote the use of data for decision-making, districts are requested to **submit data twice annually:** by March 3, 2014 (for incidents occurring between July 1 and December 31), and by July 20, 2014, for the final submission of all data for the year.

II. Freezing and Certifying Data

- **Freeze Dates:** Beginning with 2013-14, the CSDE will implement freeze dates for data collections, including the PSIS October collection. After freeze dates have passed, changes cannot be made to the data in those collections. In addition, **“frozen” data will be released to the public** through the CSDE data portal and used for state and federal reporting. Therefore, it is important to ensure that data are as complete and accurate as possible for the first submission. Specific freeze dates for individual collections are included in the guide referenced above.

- Student Assessment Demographic Data Verification (SDDV): The SDDV allows districts to conduct a final review of Connecticut Mastery Test (CMT) and Connecticut Academic Performance Test (CAPT) demographic data. As you are aware, **assessment data are a critical component of Connecticut's new accountability and teacher evaluation systems**. In particular, the student-level demographic data in the SDDV are the basis for many of the subgroup calculations that influence accountability classifications and evaluation ratings; therefore, it is important for districts to use the SDDV to review the accuracy of the data that are submitted to the CSDE. The verification process is anticipated to occur for the **CMT from May 13, 2013, to May 17, 2013**, and for the **CAPT from May 20, 2013, to May 24, 2013**. After these periods, districts will not be able to request changes to these demographic data. In future years, the CSDE will consider integrating this verification process into PSIS to eliminate redundancies and streamline processes.
- Certifying Data: CSDE data collection systems require that after the data are uploaded and "cleaned" district personnel must formally "certify" the data. This certification represents the district's official confirmation that the data submitted are accurate. Given the extremely high stakes associated with all data, the **CSDE strongly recommends that only certified administrators be assigned the responsibility of reviewing and certifying the final data submission**. Please note that after the appropriate freeze date, certified data is released to the public and used for reporting.

An additional initiative for streamlining collections and reducing administrative burden is the automation of the upload process for state mandated data collections. We will continue to develop the aforementioned SIF to replace the manual data upload and validation processes performed currently by LEA data administrators. SIF was piloted successfully by six districts and used by 15 districts for the January PSIS Collection. A SIF rollout is planned for all districts over the next few years. During this transition, the existing manual upload process will still be available. CSDE staff will be contacting districts to coordinate and assist with this effort. For additional information regarding SIF, please visit the CSDE Web site or contact Martin Rose, Chief, Bureau of Information Technology at the CSDE, by phone at 860-713-6610 or via e-mail at martin.rose@ct.gov.

We appreciate the hard work of the school and district staff in submitting timely and accurate data. Please know that the CSDE remains committed to working with districts to reduce requirements and to streamline systems in order to improve efficiency and lessen the reporting burden. If you have any questions about the CSDE's data collection efforts, please contact Ajit Gopalakrishnan, Chief, Bureau of Data Collection, Research and Evaluation by phone at 860-713-6888 or via e-mail at ajit.gopalakrishnan@ct.gov.