



CONNECTICUT STATE DEPARTMENT OF EDUCATION

CSDE
Data & Performance
Summit

2015



CONNECTICUT STATE DEPARTMENT OF EDUCATION

ED162 Non-Certified Staff File

<http://www.sde.ct.gov/sde/cwp/view.asp?a=2758&q=334812>

2015

WHAT IS IT ?

The Non-Certified Staff file is a data collection of paraprofessional staff as of October 1 every school year.



ED162: NON-CERTIFIED STAFF DATA

- Collect **para-professional** staff in nine instructional and eleven non-instructional categories.
- Used for **federal and state grants** under the Connecticut General Statutes Section 10-20 and 10-220. Statutory Reference C.G.S. Section 10-4.
- Have **no changes** in the 2015-16 school year.
- Include regular non-certified, **contracted** food service, and transportation staff (e.g., employees of Laidlaw, Dattco, Marriott, etc.).
- Report full-time equivalent (**FTE**) for a full-time position as 1.0 and a part-time position as a percentage of 1.0 (e.g., 0.4, 0.6, etc.).



INSTRUCTIONAL STAFF:

- Pre-Kindergarten,
- Kindergarten,
- Regular Program,
- Special Education: age 3-5, and age 6-21,
- ESL/Bilingual,
- Other Program,
- Reading Instructional Assistant,
- Library/Media Support Staff



NON-INSTRUCTIONAL STAFF:

- Technical Staff,
- School Nurse,
- Other Student Support Services,
- Professional Administrative Support Staff,
- Auxiliary Support Staff, Maintenance,
- Custodial,
- Food Service,
- Transportation,
- Security,
- Other



WHAT ARE THE ED162 DATA USED FOR?

- ❖ the District Profile and Performance Report (PPR replacing SSP): the October 1st snapshot;
- ❖ the Connecticut Data Warehouse and other education-related websites;
- ❖ research; and
- ❖ federal reporting.



DATA DEADLINES

**Due Date Submission: (TIMELY):
November 30, 2015**

**Final Revision Date: (ACCURATE):
Freeze Date January 1, 2016**





ED 162 Non-Certified Staff File 2012



CONTACT PERSON: Alison Zhou | (860) 713-6893

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ED162 | REV. 04/08 | C.G.S. 10-220 | PA 97-290(4) | PA 98-243 | PA 00-157(3)

- 1) Report all non-certified staff as of October 1, 2012. This includes regular non-certified staff employed by your district as well as **contracted** food service and transportation staff (e.g., employees of Laidlaw, Dattco, Marriott, etc.) who provide services to your district. See below specifically how to report these FTEs.
- 2) **Print these instructions and the data page for each school, and distribute them to your principals. The data displayed in the left-hand column of the page are 2011-12 data. Enter 2012-13 data in the right-hand column.**
- 3) Full-time equivalent (FTE) for a full-time position is 1.0. Part-time positions should be reported as a percentage of 1.0 (e.g., 0.4, 0.6, etc.).
- 4) Direct any questions to Alison Zhou at (860) 713-6893 (email alison.zhou@ct.gov). The data are due **November 30, 2012**.

NON-CERTIFIED INSTRUCTIONAL STAFF

Category	Description	Subgroup
Instructional Assistant	Report all staff members (paraprofessionals) assigned to assist a teacher in activities such as monitoring, conducting rote exercises, operating equipment and clerking. Do not report kindergarten or regular program reading instructional assistants here. NOTE: "Other Program" includes staff in areas such as Title I.	<ul style="list-style-type: none"> • Pre-Kindergarten • Kindergarten • Regular Program • ESL/Bilingual • Other Programs
	Special education paraprofessionals must be reported in two categories in order to comply with the Individuals with Disabilities Act (IDEA).	
	Report an FTE for all paraprofessionals teaching students ages 3, 4, or 5. Please note these are the students' ages, NOT the grade in which they are placed.	Special Education: Students Ages 3-5
	Report an FTE for all paraprofessionals teaching students ages 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, or 21. Please note these are the students' ages, NOT the grade in which they are placed.	Special Education: Students Ages 6-21
Reading Instructional Assistant	Report all paraprofessionals providing reading instruction to students. Do not report staff members performing only administrative functions here.	None
Library/Media Support Staff	Report all staff members who assist a library/media specialist in performing professional library/media services.	None

NON-CERTIFIED NON-INSTRUCTIONAL STAFF

Category	Description	Subgroup
Technical Staff	Report all staff members who provide computer network administration, database administration, and computer support services.	None
Other Student Support Services	Report all staff members who provide services not provided by regular or special education instruction (e.g., attendance officers; aides providing health, psychology, speech or social services, etc.) NOTE: all schools are required by law to have a nurse on staff at least part-time.	<ul style="list-style-type: none"> • School Nurse • Other Support Services
Professional Administrative	Report all professional, non-certified staff members who assist the superintendent in directing and managing the operation of the district (e.g., human resource assistant, purchasing manager, fiscal services personnel, program evaluators, etc.).	None
Auxiliary Administrative Support Staff	Report all district-based clerical staff members who provide direct support to administrators (e.g., secretaries, administrative assistants, data entry operators, data entry clerks, etc.).	None
Other Service/Support Staff	Report all non-certified staff members not reported elsewhere here. Report your transportation manager as well as contracted transportation staff (e.g., employees of Laidlaw, Dattco, etc.) who provide services to your district in central office form ONLY. Report a food service FTE, including contracted staff (e.g., Marriott) for each school.	<ul style="list-style-type: none"> • Maintenance • Custodial • Food Service • Transportation • Security • Other

Basic HTML Version

[Exit](#)

SECTION I: ED 162 Non-Certified Staff Data Entry		
Areas shaded in yellow contain invalid input.		
Variable	2011-12 FTEs	2012-13 FTEs
Instructional Staff		
Pre-Kindergarten	0.00	0.00
Kindergarten	0.00	0.00
Regular Program	2.00	0.00
Special Education: Ages 3-5	0.00	0.00
Special Education: Ages 6-21	8.50	0.00
ESL/Bilingual	0.00	0.00
Other Program	3.00	0.00
Reading Instructional Assistant	0.00	0.00
Library/Media Support Staff	1.00	0.00
Non-Instructional Staff		
Technical Staff	0.00	0.00
School Nurse	1.00	0.00
Other Student Support Services	0.00	0.00
Professional Administrative Support Staff	0.00	0.00
Auxiliary Administrative Support Staff	4.00	0.00
Maintenance	0.00	0.00
Custodial	4.00	0.00
Food Service	14.00	0.00
Transportation	0.00	0.00
Security	1.00	0.00
Other	0.00	0.00

Reading Instructional Assistant	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Library/Media Support Staff	<input type="text" value="1.00"/>	<input type="text" value="0.00"/>
Non-Instructional Staff		
Technical Staff	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
School Nurse	<input type="text" value="1.00"/>	<input type="text" value="0.00"/>
Other Student Support Services	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Professional Administrative Support Staff	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Auxiliary Administrative Support Staff	<input type="text" value="4.00"/>	<input type="text" value="0.00"/>
Maintenance	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Custodial	<input type="text" value="4.00"/>	<input type="text" value="0.00"/>
Food Service	<input type="text" value="14.00"/>	<input type="text" value="0.00"/>
Transportation	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Security	<input type="text" value="1.00"/>	<input type="text" value="0.00"/>
Other	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

SECTION II: Title I Information

Does this school receive Title I funds?

If yes, please complete one column below:

<input type="text" value=""/>	Targeted Assistance School	<input type="text" value=""/>	Schoolwide
<input type="text" value=""/>	Number of instructional paraprofessionals funded by Title I monies	<input type="text" value=""/>	Total number of instructional paraprofessionals in the school
<input type="text" value=""/>	Number of Title I paraprofessionals above meeting NCLB education requirements of "highly qualified"	<input type="text" value=""/>	Number of instructional paraprofessionals meeting NCLB education requirements of "highly qualified"

If you wish to print this information, please see our [basic print version](#).

FINAL STEPS

- ❖ Run the reports to identify outdated or erroneous data elements.
- ❖ Send the reports along with a copy of the instructions to each principal.
- ❖ Ask them to provide current data.
- ❖ Enter and edit records to reflect all FTE changes.
- ❖ **Complete by November 30th**



COMMON PROBLEMS

1. Computer got stuck in the ED162 application
 - ❖ An incompatibility issue between the ED162 and Internet Explorer. You're using a newer version of IE which blocks the old scripting in the page by default. You need to go into the Tools menu in IE and click View Compatibility Settings, then add "state.ct.us" to the list of sites, then refresh the page.
2. Can't enter 0 FTE value while in ED162.
 - ❖ Please enter 0.001 FTE in order to continue.



Need help?

For Help, please contact:

SDE Data Manager/Analyst	Y.H. Alison Zhou	Alison.Zhou@ct.gov	860-713-6893
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