



**STATE OF CONNECTICUT**  
*DEPARTMENT OF EDUCATION*



TO: Superintendents of Schools  
Charter School Directors  
Regional Educational Service Center Directors  
School Business Officials

FROM: Kathy Demsey *Kathy Demsey*  
Chief Financial Officer

DATE: February 16, 2018

SUBJECT: Education Financial System (EFS) Update

In previous communications, I had advised you of the Department's plan to replace the End of Year School Report (ED001) series of forms with the EFS beginning with fiscal year 2017-18 data reporting. I am providing an update on the status of development of the system, as well as an outline of the actions that will be required by your district/school.

Work Completed to Date

- Presented system conceptual design and requirements, as well as an overview of the system functionality to all districts via Webex sessions during October 2017.
- Completed development of data specifications for expenditure records to be submitted by districts.
- Completed development of Web pages utilizing expenditure data submitted by local and regional school districts (schedules specific to charter schools and RESCs are in progress).
- Finalized design of data collection Web interface.
- Developed district- and school-level expenditure reports by function and object.
- Initiated pilot testing on January 16, 2018, with eleven local and regional school districts and one charter district.

District Actions Needed

- Review the EFS materials at:  
<http://portal.ct.gov/SDE/Grants-Management/EFS/EducationFinancialSystem>  
Specifically, review the data requirements in the EFS template and draft user instructions and plan on how you will assign EFS coding to your expenditure records.
- Plan to have your business official attend user training in April. We are in the process of scheduling these hands-on training sessions and will contact you with details once finalized.
- Following your training, the EFS will be open for testing. We encourage you to practice uploading data and become familiar with the system.

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- Be prepared to submit 2017-18 expenditures and complete your EFS submission during August 2018 to comply with the statutory September 1 filing date, with audited data due on December 31, 2018.

Please e-mail specific questions to the EFS mailbox at [SDE.efs@ct.gov](mailto:SDE.efs@ct.gov). You may also contact Gary Pescosolido at 860-713-6667 or [gary.pescosolido@ct.gov](mailto:gary.pescosolido@ct.gov).

Thank you for your continuing cooperation as we work to meet federal and state reporting requirements.

KD:dt

cc: Gary Pescosolido  
Mark Stange  
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