



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



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

FROM: Ajit Gopalakrishnan, Chief Performance Officer *Ajit Gopalakrishnan*
Kathy Demsey, Chief Financial Officer *Kathy Demsey*

DATE: January 18, 2018

SUBJECT: Public School Information System (PSIS) Data Used in Grant Calculations

The Connecticut State Department of Education (CSDE) is modifying the timelines for use of the Public School Information System (PSIS) October collection data for state and federal grant calculations. The PSIS October collection represents students' enrollment information as of October 1 of the academic year. Though students may continue to enroll and exit from districts/schools after October 1, the data from the PSIS October collection serve as the official enrollment statistics for the school year.

The PSIS October collection opens for data submission from districts on October 1. The data go through multiple rounds of verification by staff throughout the CSDE, including the Performance, Grants, and School Choice offices. After an iterative and collaborative process with districts to correct data errors and anomalies, the data collection is completed and all data are certified by districts by the end of January. On January 31, the CSDE generates a "freeze file" of the data. This is referred to as the "Freeze 1 file". This "Freeze 1 file" is subsequently used for public reporting of enrollment data through EdSight; it is also used in numerous accountability calculations.

Effective with the PSIS October 2017 collection that is currently underway, the CSDE will begin using the "Freeze 1 file" that is generated on January 31 for state and federal grant calculations. In the past, districts may have been able to continue editing the PSIS October collection data even past January 31, and those data may have been used for grant calculations. However, to ensure reliability, consistency, and equity with respect to the data and the collection processes, the CSDE will use the January 31 "Freeze 1 file" for state and federal grant calculations.

After January 31, the PSIS October collection will remain closed and no changes will be permitted to that collection until the following October 1. At that time, the collection will be reopened for a district, if necessary, to make data revisions that were either identified by auditors or otherwise approved by the CSDE. The collection will again close on the next January 31 at which time a "Freeze 2 file" will be created. The CSDE will use the "Freeze 2 file" to make any prior-year adjustments to grant calculations that permit such adjustments. After the "Freeze 2 file" is created, no further changes will be permitted to that PSIS October collection. The "Freeze 2 file" will not be used to make changes to any enrollment statistics or accountability calculations.

Public School Information System (PSIS) Data Used in Grant Calculations

January 18, 2018

Page 2

The CSDE's Office of Internal Audit (OIA) is also making revisions to the *Agreed Upon Procedures Packages*. Currently, when independent accountants audit local district PSIS data in the fall, they audit data for the prior year's PSIS October collection. Starting with the PSIS October 2018 collection, the OIA will be instructing independent accountants to audit the current year's PSIS October collection and submit their reports to the OIA by December 31. Auditing current year's data will increase the accuracy, quality, and timeliness of the data in the "Freeze 1 file."

In summary, all grant calculations and analyses utilizing the PSIS October collection data will be based on the most recent applicable "Freeze 1 file" or "Freeze 2 file." The table on the following page illustrates the schedule of activities for three PSIS October collections until June 2021. It is imperative that districts take the steps necessary to ensure that data are complete and accurate before the "Freeze 1 file" is created. To reiterate, after the "Freeze 1 file" is generated on January 31, no changes to that PSIS October collection will be permitted until the following October 1 and those changes will be limited to those identified by auditors or otherwise permitted by CSDE.

The CSDE is making these changes to streamline processes, reduce burden, increase efficiency, improve data quality, and enhance equity and transparency. For questions about the PSIS data collection, please contact Kendra Shakir at kendra.shakir@ct.gov or 860-713-6896. For questions about the use of PSIS data for grant calculations, please contact Dave Twedt at david.twedt@ct.gov or 860-713-6492.

Thank you.

KD/AG:kk

cc: Nora Chapman
Gary Pescosolido
Kendra Shakir
David Twedt

PSIS October Collection – Schedule of Activities: Oct 2017 – June 2021

	PSIS October 2017 Collection	PSIS October 2018 Collection	PSIS October 2019 Collection
Oct 1, 2017	Collection opens.		
Oct 2017 – Jan 2018	Ongoing data review by CSDE and districts. Corrections made by districts.		
Jan 31, 2018	“Freeze 1 file” created. Collection closed.		
Feb 2018 – June 2018	“Freeze 1 file” used for grant calculations.		
Oct 1, 2018	Collection reopen period begins	Collection opens.	
Oct 2018 – Jan 2019	Districts request reopen, if necessary, to make data revisions as identified by auditor or otherwise approved by CSDE.	Ongoing data review by CSDE, independent accountants, and districts. Corrections made by districts.	
Jan 31, 2019	“Freeze 2 file” created. No more changes to this October PSIS collection.	“Freeze 1 file” created.	
Feb 2019 – June 2019	“Freeze 2 file” data used for prior year adjustments.	“Freeze 1 file” used for grant calculations.	
Oct 1, 2019		Collection reopen period begins.	Collection opens.
Oct 2019 – Jan 2020		Districts request reopen, if necessary, to make data revisions as identified by CSDE’s Office of Internal Audit.	Ongoing data review by CSDE, independent accountants, and districts. Corrections made by districts.
Jan 31, 2020		“Freeze 2 file” created. No more changes to this October PSIS collection.	“Freeze 1 file” created.
Feb 2020 – June 2020		“Freeze 2 file” data used for prior year adjustments.	“Freeze 1 file” used for grant calculations.
Oct 1, 2020			Collection reopen period begins.
Oct 2020 – Jan 2021			Districts request reopen, if necessary, to make data revisions as identified by CSDE’s Office of Internal Audit.
Jan 31, 2021			“Freeze 2 file” created. No more changes to this October PSIS collection.
Feb 2021 – June 2021			“Freeze 2 file” data used for prior year adjustments.