



Synergy SISTM

State of Connecticut Reporting Administrator and User Guide



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This edition applies to Synergy SIS™ Student Information System software and all subsequent releases and modifications until indicated with new editions or revisions.

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ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

Software and Document History

Date	Volume	Edition	Revision	Content
June 2012	1	1	1	<ul style="list-style-type: none">Initial release of this document

CONVENTIONS USED IN THIS MANUAL

Bold Text

Bold Text - Indicates a button or menu or other text on the screen to click, or text to type.



Tip – Suggests advanced techniques or alternative ways of approaching the subject.



Note – Provides additional information or expands on the topic at hand.



Reference – Refers to another source of information, such as another manual or website



Caution – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.



Caution: The Edupoint family of software does not support the use of pop-up blockers. Please disable any pop-up blockers (also known as pop-up ad blockers) on the system before logging into any Edupoint product.

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at support@edupoint.com or by phone at 1-877-899-9111 option 1.

Chapter One: INSTALLATION

In this chapter, the following topics are covered:

- ▶ Software installation steps
- ▶ Getting started
- ▶ Accessing the Connecticut state reporting screens

Synergy SIS SOFTWARE INSTALLATIONS

Follow these steps to install the Connecticut State Reporting software for Synergy SIS.



Note: After installing a new Synergy SIS release it may be necessary to deploy the latest state patch.

Deploy All Patches

1. In your local **Services** start the service **Remote Registry**.
 - Select **Control Panel > System and Security > Administrative Tools**.
 - Scroll down to locate **Remote Registry**.
 - Right-click to **Stop and Restart the service**.
2. Open the RT Dashboard.
 - Select **Start > Programs > Edupoint > RT Dashboard**
 - Right-click **RT Servers**, and then choose **Click Deployment Assistant...**
 - Click **Check All** to select all servers.
 - Click **Choose Files**.
3. Select the file location of the patch (the directory to which the zip files were extracted, i.e., C:\XXSRC_YY_MM_#; where XX is the state abbreviation, YY is the year, MM is the month and # is the number of the release.
4. Select **Files of type – All Files**.
5. Choose all files in the folder.
6. Click **Open**.
 - Click **Deploy**.
 - Check the log file to make sure that “Server data committed” is displayed at the end of the log.

Restart IIS

Use one of these methods to restart IIS:

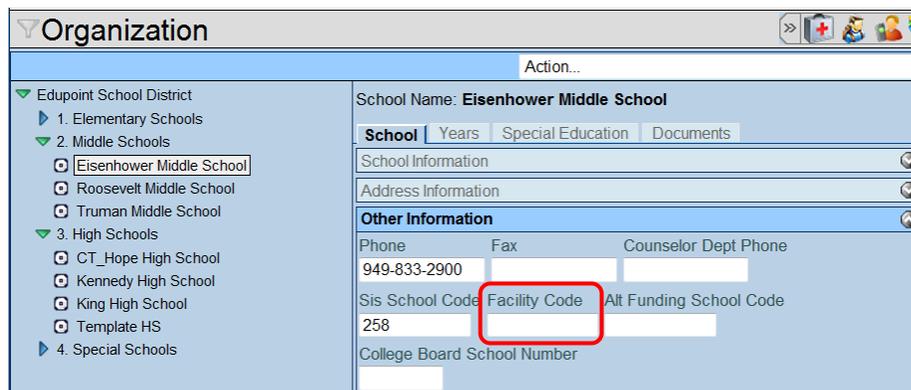
- On the Command Prompt
 1. Click **Start > Run**, type **cmd**, and click **OK** to open the Command Prompt.
 2. Type **iisreset /restart** and press **Enter**.

- In the Control Panel
 1. Go to **Control Panel > System and Security > Administrative Tools** and double-click **Services**.
 2. Scroll down to locate IIS Admin Services.
 3. Right-click to Stop and Restart the service.

GETTING STARTED AFTER INSTALLATION

After successfully installing the Synergy SIS State Reporting software, your administrator must complete the following action:

- On the Organization Screen, change the State CTDS Code field label to Facility Code.
 1. Click **Synergy SIS > Setup > Property Override** to open the Property Override screen .
 2. Click **K12 > School > State School Code**. Drag the scroll bar to the top of the screen to view the entry fields.
 3. Type “**Facility Code**” in the **Label** field.
 4. Type “**Facility Code**” in the **Short Label** field.
 5. Click the **Save** button to save the change.
 6. Go to **Synergy SIS > Setup > Organization** to verify that the change was made.



The screenshot shows the 'Organization' screen with the 'School' tab selected. The left sidebar shows a tree view of schools under 'Edupoint School District', with 'Eisenhower Middle School' selected. The main area displays the school's details, including 'School Name: Eisenhower Middle School' and various information tabs. The 'Other Information' tab is active, showing fields for 'Phone', 'Fax', 'Counselor Dept Phone', 'Sis School Code', 'Facility Code', and 'Alt Funding School Code'. The 'Facility Code' field is highlighted with a red box.

Figure 1.1 – Organization screen, School tab

ACCESSING THE CONNECTICUT STATE REPORTING SCREENS

The CT folder of the Synergy SIS menu (also known as the PAD tree) includes the Connecticut state report and setup views. Chapter 2, [Setup and Configuration](#), discusses the setup required for each Connecticut state report.

To access the **CT** folder:

1. Click on the **Tree** button at the top of the page to open the **Synergy SIS Navigation Tree**.

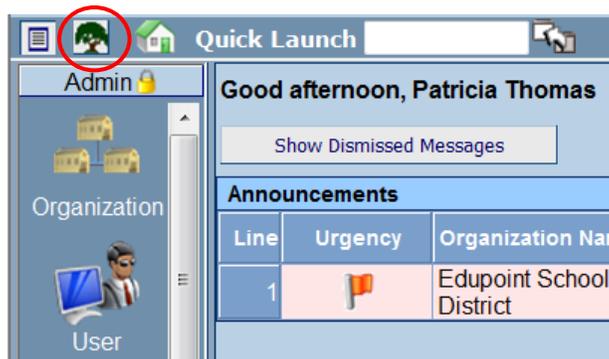


Figure 1.2 – Synergy SIS Navigation Tree

2. Click on the **blue triangle pointing right** next to the word **Synergy SIS** to expand the **Synergy SIS** folder. Once clicked, the triangle will turn green and point downward.



Figure 1.3 – Synergy SIS Folder

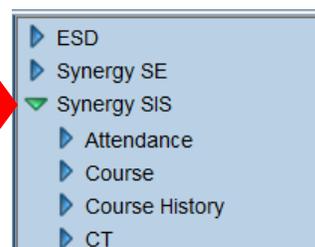
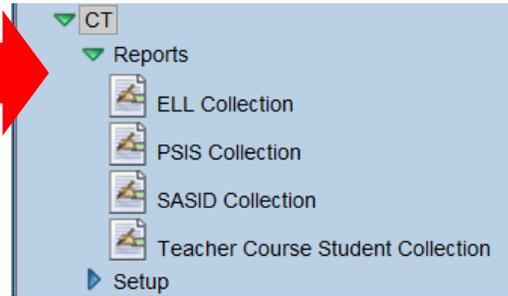
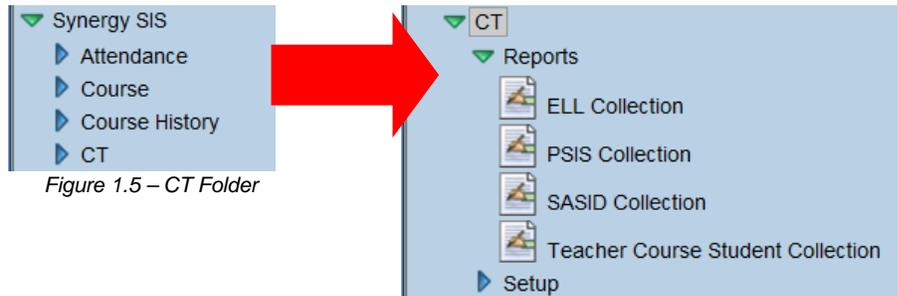


Figure 1.4 – Synergy SIS Folder Expanded

- Under the **Synergy SIS** folder, click on the **blue triangle pointing right** next to the words **CT** to open the **CT** folder. Once clicked, the triangle will turn green and point downward.



Note: In the rest of the manual, the location of a screen or report in the Navigation Tree (also referred to as the PAD tree) is indicated using “ > ”. The example above would be indicated as **Synergy SIS > CT**. This would mean go to the Navigation Tree, click on the Synergy SIS folder, and then click on the CT folder.

Chapter Two: SETUP AND CONFIGURATION

In this chapter, the following topics are covered:

- ▶ Setup required for Connecticut State Reporting

ORGANIZATION SETUP

Verify correct entry of the County, District and School numbers. The Organization screen is used to define the district structure within Synergy SIS.

District

1. Navigate to the **Synergy SIS > System > Setup > Organization**.
2. From the **Organization** screen, click the district to be updated.
3. In the **District Number** field, verify the district number is entered correctly.

District Information	
Organization Name	District Number
Edupoint School District	123456000
Superintendent's Name	
Superintendent's Title	
County Code	County
19	

Figure 2.1 – Organization, District Setup

School

Prior to entering the State School Code your system administrator should change the State CTDS Code field label to Facility Code.

1. Navigate to the **Synergy SIS > System > Setup > Organization**.
2. From the **Organization** screen, select the appropriate school to be updated.
3. Verify the 10-digit **Facility Code** is correctly entered.

Other Information		
Phone	Fax	Counselor Dept Phone
949-833-2900		
Sis School Code	Facility Code	Alt Funding School Code
258	1232345432	
College Board School Number		
Website URL		
http://www.edupoint.com		

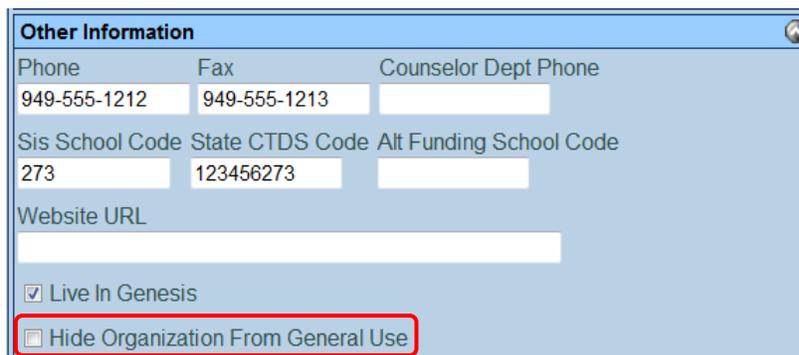
Figure 2.2 – Organization, School Setup

4. Repeat this step for each school in the district.

Hiding Schools from Use

Select the **Hide Organization from General Use** check box to remove a school from the School Chooser on the State Reporting interface screens and any other screen on which the School Chooser is available. Use this option only for schools that are closed so that they do not show on the School Chooser list.

1. Navigate to **Synergy SIS > System > Setup > Organization**.
2. From the **Organization** screen, select the appropriate school to be updated.
3. In the **Other Information** section click to select the **Hide Organization from General Use** check box.



The screenshot shows a window titled "Other Information" with a light blue header. Below the header, there are several input fields and checkboxes. The fields are arranged in a grid-like structure. The first row contains "Phone" (949-555-1212), "Fax" (949-555-1213), and "Counselor Dept Phone" (empty). The second row contains "Sis School Code" (273), "State CTDS Code" (123456273), and "Alt Funding School Code" (empty). Below these is a "Website URL" field (empty). At the bottom, there are two checkboxes: "Live In Genesis" (checked) and "Hide Organization From General Use" (unchecked). The "Hide Organization From General Use" checkbox is highlighted with a red rectangular border.

Figure 2.3 – Organization, School Setup

DISTRICT SETUP

Allowing No-Shows

Select the Allow “No Show” setting to collect leave codes and leave dates for students who are No Shows. A No Show student is a student that enrolled but never attended a school in the district. Follow the normal process to inactivate a student that was enrolled in the district. .

1. Navigate to **Synergy SIS > System > Setup > District Setup Screen > System** tab.
2. Click to select the following check boxes:
 - **Allow “No Show”** check box.
 - **Require Summer Withdrawal Code/Date for “No Show”** check box
 - **Do Not Clear Summer Withdrawal Code and Date** check box

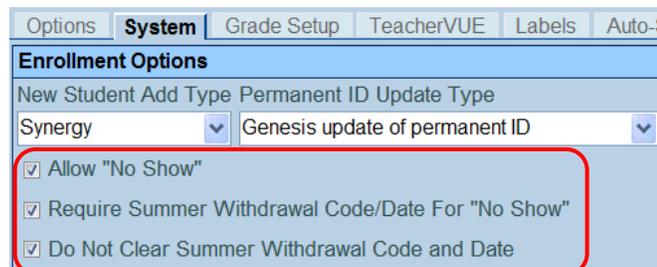


Figure 2.4 – District Setup, System tab

Summer Withdrawals

Students who finished the previous school year in the district but do not return for the new school year are considered Summer Withdrawals. These students may have Enter Dates on or before the first day of school, if your school district follows this business practice.

The school district is required to track Summer Withdrawal Dates/Codes when a student who transferred during the summer is inactivated. However, the district is not required to track No Show students. A No Show student is a student that enrolled in your district over the summer but did not attend the school in the new school year. To exclude these No Show students from the state reports, the district must define a Summer Withdrawal Code for No Shows with a State Code equal to N in the K12.Demographics.Summer Withdrawal Code lookup table.

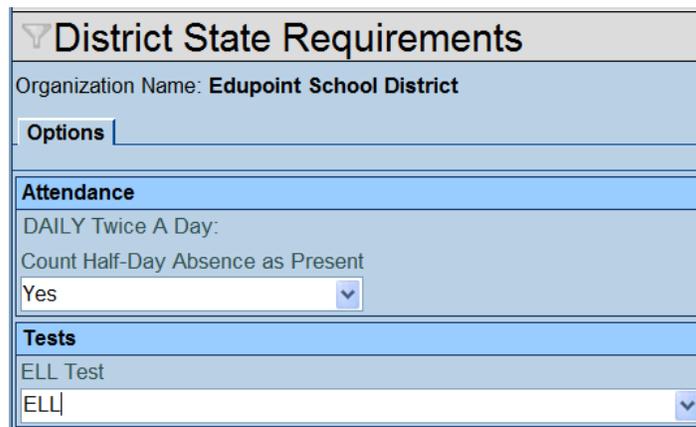
District State Requirements

Use the District State Requirements screen to define the following parameters:

- Set the **DAILY Twice A Day: Count Half-Day Absence as Present** field to **Yes** to accurately calculate membership and days absent and present for half-day daily attendance schools.
- Identify the **ELL Test** used to evaluate students

To set the district state requirements:

1. Navigate to **Synergy SIS > System > Setup > District State Requirements** screen .
2. In the **DAILY Twice A Day: Count Half-Day Absence as Present** select **Yes** to accurately calculate membership and days absent and present for half-day daily attendance schools.
3. In the **ELL Test** field, select the ELL test to be used in your district from the list of options.
4. Click the **Save** button to save the change.



The screenshot shows the 'District State Requirements' screen for 'Edupoint School District'. The 'Options' tab is selected. Under the 'Attendance' section, the 'DAILY Twice A Day: Count Half-Day Absence as Present' field is set to 'Yes'. Under the 'Tests' section, the 'ELL Test' field is set to 'ELL'.

District State Requirements	
Organization Name: Edupoint School District	
Options	
Attendance	
DAILY Twice A Day: Count Half-Day Absence as Present	
Yes	▼
Tests	
ELL Test	
ELL	▼

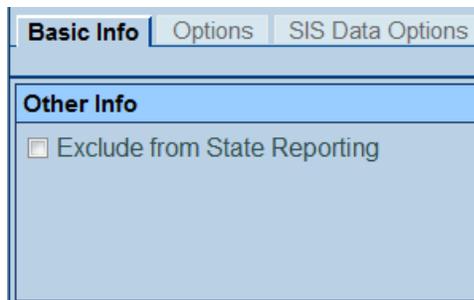
Figure 2.5 – District State Requirements, Options tab

SCHOOL SETUP

Exclude From State Reporting

If a school is not eligible for state funding or should be excluded from Connecticut State reporting requirements, use the Exclude from State Reporting check box to exclude that school from the state reporting process.

1. Navigate to **Synergy SIS > System > Setup > School Setup > Basic Info** tab.
2. From the **School Setup** screen , select the appropriate school to be updated.
3. From the **Other Info** section, click to select the **Exclude from State Reporting** check box.



The screenshot shows a web interface with three tabs: 'Basic Info', 'Options', and 'SIS Data Options'. The 'Basic Info' tab is selected. Below the tabs is a section titled 'Other Info' which contains a single checkbox labeled 'Exclude from State Reporting'. The checkbox is currently unchecked.

Figure 2.6 – School Setup, Other Info section



Note: When this box is selected, the school is excluded from all state reports.

Chapter Three: LOOKUP TABLE MAPPED VALUES

In this chapter, the following topics are covered:

- ▶ Mapping Lookup Table codes for Connecticut State Reporting

OVERVIEW

Verify that all tables defined in the Connecticut State Reporting Data Mapping option of this guide are set up correctly with the associated state values. Valid values are found in the Connecticut state reporting documents located on the following state Web sites:

- PSIS Help Site, <http://www.csde.state.ct.us/public/psis/>
- Teacher Course Student Module Help Site, <http://www.csde.state.ct.us/public/tcs/>

In general, during the file and reporting process, the state code is extracted, if a state-defined value is mapped to the standard Synergy SIS code (i.e., Grade). If the state code value is blank, the standard Synergy SIS code is extracted.

1. To update the Lookup Table definitions:
2. Navigate to **Synergy SIS > System > Setup > Lookup Table Definition**.
3. From the **Lookup Table Definition** screen, locate the appropriate table to be updated. Refer to the following table for a list of Lookup Definition screens and tables.
4. In each **Synergy SIS Lookup Table**, verify that the standard Synergy SIS values are mapped to their corresponding Connecticut state reporting values.

Screen	Table	Corresponding State Field
K12	Grade	Grade Code
	Language	Dominant Language Code
K12.CourseInfo	Sced Subject Area	NCES Course Codes
K12.Demographics	Homeless	Homeless
K12.Enrollment	District of Residence	Resident Town
	Instructional Setting	Special Education
	Leave Code	Exit/Withdrawal Type
	SrUserCodeDD01	PreK Program Status Code
	SrUserCodeDD02	Facility Code 1
	SrUserCodeDD03	Nexus District
	SrUserCodeDD04	Facility Code 2
	Special Enroll Code	Special Program Status Code
Tuition Payer Code	Enrolled at No Local Expense Code	

Screen	Table	Corresponding State Field
K12.ProgramInfo	EII Des Code	ELL Program Code
	ELL Program Code	English Language Learner (ELL)
	ELL Result Code	Date of Mastery (calculated)
	FRM Code	Eligible for free/reduced price meals
	Gate Code	Gifted and Talented
Revelation	Ethnicity	Race — American Indian Race — Asian Race — Black Race — Pacific Islander Race — White
	Gender	Gender
	Hispanic Ethnicity	Ethnicity – Hispanic or Latino

K12 LOOKUP TABLES

Verify that the following state code values are mapped in the following K12 Lookup Tables

Grade Lookup Table

Follow this path to access the Grade Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12 > Grade.**

The Connecticut Department of Education requires all schools to use the grade level reporting codes documented in the following table. The student’s grade level is entered in the Grade field on the Student Screen > Enrollment tab.

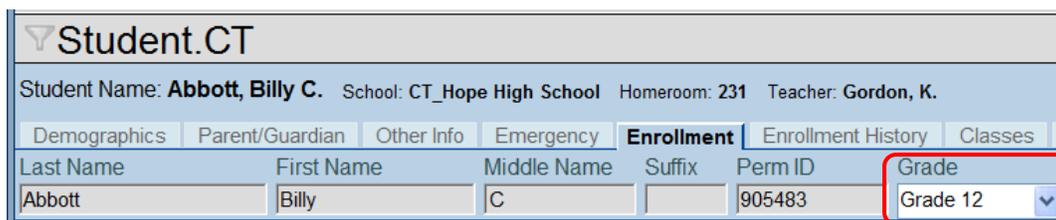


Figure 3.1 – Student screen , Enrollment tab with Grade field

Verify the following state codes are defined in the **State Code** column of the Grade Lookup Table. You must map each grade state code to the corresponding standard Synergy SIS codes defined in the **Code** column. The codes are listed in alphanumeric order by Code.

State Code	Description
P3	Optional PK Code for 3-year olds
PK	Prekindergarten

State Code	Description
KH	Kindergarten, Half Day
KE	Kindergarten, Extended Day
KF	Kindergarten, Full Day
01	Grade 1
02	Grade 2
03	Grade 3
04	Grade 4
05	Grade 5
06	Grade 6
07	Grade 7
08	Grade 8
09	Grade 9
10	Grade 10
11	Grade 11
12	Grade 12



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Grade Lookup Table with all of the valid state values; or enter the state values only for those grades that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

Language Lookup Table

Follow this path to access the Language Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12 > Language.**

The Language Code is entered in the following fields:

- **Home Language** field on the Student screen > Demographics tab

The screenshot shows the 'Student Information' section of the 'Student.CT' screen. The 'Home Language' dropdown menu is highlighted with a red box and contains the value '14'. Other fields include Nick Name, Last Name Goes By, Email, Birth Date, Birth Certificate Num, Birth Verification, Town of Birth, Birth State, and Birth Country.

Figure 3.2 – Student screen , Demographics tab

- **First Learned, Spoken to Student At Home, and Spoken by Adults at Home** on the English Language Learners screen > ELL tab

The screenshot shows the 'Languages' section of the 'English Language Learners' screen. Three dropdown menus are highlighted with red boxes: 'Home Language' (value: 14), 'First Learned' (value: 01), and 'Spoken by Adults at Home' (value:). The 'Spoken to Student at Home' field also has a value of 01.

Figure 3.3 – English Language Learners screen , ELL tab

Verify the Language state codes are defined in the State Code column of the Language Lookup Table column. The codes are listed in alphanumeric order by **Code**. Refer to Table D: Language Codes on the [Public School Information System Help Site](#) for a list of valid state language codes.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Language Lookup Table with all of the valid state values; or enter the state values only for those languages that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

K12.COURSEINFO LOOKUP TABLE

Verify that the following state code values are mapped in the following K12 Course Info Lookup Table.

SCED Subject Area

Follow this path to access the Sced Subject Area Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.CourseInfo.**

The SCED Subject Area is entered in the Subject Area field on the District Course screen > Description tab.

The screenshot shows the 'District Course' screen in the 'Description' tab. The course details are: Course ID: AR28, Course Title: Advanced Art. Below this is a table with columns: Course ID, Course Title, Course Short Title, and Mandatory Inactive. The row shows AR28, Advanced Art, Advanced Art, and two checkboxes. Under the 'National Course Classification' section, there are two dropdown menus: 'Subject Area' (highlighted with a red box) and 'Course Level'. Below these are 'Course Code' and another dropdown menu.

Figure 3.4 – District Course screen , Description tab, National Course Classification section

Verify the SCED Subject Area state codes are defined in the **State Code** column of the SCED Subject Area Lookup Table column . The codes are listed in alphanumeric order by **Code**. Refer to “Secondary School Course Classification System: School Codes for the Exchange of Data (SCED)” document on the [Teacher Course Student Module Help Site](#) for a list of valid SCED Subject Area codes.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SCED Subject Area Lookup Table with all of the valid state values; or enter the state values only for those SCED subject areas that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

K12.DEMOGRAPHICS LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.Demographic Lookup Table.

Homeless Lookup Table

Follow this path to access the Homeless Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Demographics > Homeless.**

The Homeless code is entered in the **Homeless** field on the State tab to identify homeless student's residence while homeless. If this field is blank or equal to zero (0), the student is not considered homeless.

The screenshot shows the 'Student.CT' form with the following details:

- Student Name: **Abbott, Billy C.** School: **CT_Hope High School** Homeroom: **231** Teacher: **Gordon, K.**
- Demographics: Last Name: **Abbott**, First Name: **Billy**, Middle Name: **C**, Suffix: , Perm ID: **905483**, Grade: **Grade 12**, Gender: **Male**, SASID: **0001341311**
- Language Information: Home Language: **14**, Language First Learn: , Spoken to Student at Home: **01**, Spoken by Student at Home:
- Group Code: , Group Name: , Homeless: **Homeless** (highlighted in red)

Figure 3.5 – Student.CT, State tab

Verify the following state codes are defined in the **State Code** column of the Homeless Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
00 or Blank	Not homeless
01	Shelters — Children and youth who are living in homeless shelters, emergency shelters, transitional shelters, or similar settings.
02	Doubled up — Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
03	Unsheltered — Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
04	Hotel/Motel — Children and youth who are living in motels, hotels, or camp grounds due to the lack of alternative adequate accommodations.
05	Not available for use

K12.ENROLLMENT LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.Enrollment Lookup Table.

District of Residence Lookup Table

Follow this path to access the District of Residence Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > District.**

The District of Residence code is entered in the **Resident Town** field on the **Student > Enrollment** screen .

The screenshot shows the 'Student.CT' interface with the 'Enrollment' tab selected. The 'Enrollment Activity - State' section is expanded, showing several dropdown menus. The 'Resident Town' dropdown is highlighted with a red box and contains the value '123456000'. Other fields include 'Facility Code 1', 'Facility Code 2', 'Nexus District', 'Special Education', 'Enrolled at No Local Expense Code', and 'Special Program Status Code'.

Figure 3.6 – Student.CT screen , Enrollment tab, Enrollment Activity — State section

Verify the District of Residence state codes are defined in the **State Code** column of the District of Residence Lookup Table column . The codes are listed in alphanumeric order by **Code**. Refer to Table G: Resident Town Codes on the [Public School Information System Help Site](#) for a list of valid state District of Residence codes.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the District of Residence Lookup Table with all of the valid state values; or enter the state values only for those districts of residence that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

Instructional Setting Lookup Table

Follow this path to access the Instructional Setting Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > Instructional Setting.**

This table stores the Instructional Setting value. The Instructional Setting identifies students that have and active IEP and receive special education instruction. It is mandatory for all collections.

This Instructional Setting is entered in the **Special Education** field on the **Student > Enrollment** tab.

The screenshot shows the 'Student.CT' interface. At the top, it displays 'Student Name: Abbott, Billy C.', 'School: CT_Hope High School', 'Homeroom: 231', and 'Teacher: Gordon, K.'. Below this are several tabs: Demographics, Parent/Guardian, Other Info, Emergency, **Enrollment**, Enrollment History, Classes, Documents, and Student Contact L. The 'Enrollment' tab is active, showing fields for Last Name (Abbott), First Name (Billy), Middle Name (C), Suffix, Perm ID (905483), Grade (Grade 12), Gender (Male), and SASID (0001341311). The 'Enrollment Activity - State' section is expanded, showing 'Override ADA/ADM of No' with a checkbox, 'Facility Code 1' and 'Facility Code 2' dropdowns, 'Resident Town' (123456000), 'Nexus District' dropdown, 'Special Education' dropdown (highlighted with a red box), 'Enrolled at No Local Expense Code' (1), and 'Special Program Status Code' dropdown.

Figure 3.7 — Student.CT screen , Enrollment tab, Enrollment Activity — State section

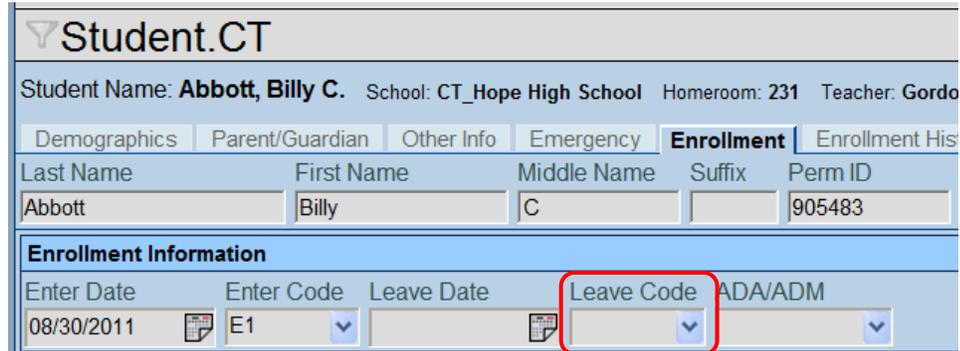
Verify the following state code is defined in the **State Code** column of the Instructional Setting Lookup Table.

Code	Description
Y	Student has an active IEP and receives spec ed instruction

Leave Codes Lookup Table

Follow this path to access the Leave Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > Leave Code.**

The Leave Code is entered in the **Leave Code** field on the **Student > Enrollment** screen when a student exits the school or district. It defines the reason the student left the school or district.



The screenshot shows the 'Student.CT' interface. At the top, it displays 'Student Name: Abbott, Billy C.', 'School: CT_Hope High School', 'Homeroom: 231', and 'Teacher: Gordo'. Below this are tabs for 'Demographics', 'Parent/Guardian', 'Other Info', 'Emergency', 'Enrollment', and 'Enrollment His'. The 'Enrollment' tab is active, showing fields for 'Last Name' (Abbott), 'First Name' (Billy), 'Middle Name' (C), 'Suffix', and 'Perm ID' (905483). The 'Enrollment Information' section contains fields for 'Enter Date' (08/30/2011), 'Enter Code' (E1), 'Leave Date', and 'Leave Code' (ADA/ADM). The 'Leave Code' field is highlighted with a red box.

Figure 3.8 – Student.CT screen , Enrollment tab, Enrollment Information section

Verify the Leave Code state values are defined in the **State Code** column of the Leave Code Lookup Table column . The codes are listed in alphanumeric order by **Code**. Refer to Table N: Exit Type Codes on the [Public School Information System Help Site](#) for a list of valid state leave codes.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Leave Code Lookup Table with all of the valid state values; or enter the state values only for those leave codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

SRUserDd01 Lookup Table

Follow this path to access the SRUserDd01 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > SRUserDd01**. This table stores the PreK Program Status Code value. The PreK Program Status Code value is a two-digit code identifying the program in which a pre-kindergarten student is participating. This field is required for all students in grades P3 and PK.

Refer to Table F: PreK Program Status Codes on the [Public School Information System Help Site](#) for a description of the requirements used to identify a student for whom this field is a requirement.

This SRUserDd01 code is entered in the PreK Program Status Code field on the **Student > Enrollment** tab.

The screenshot shows a form titled "Pre-K" with three input fields. The first field, "PreK Program Status Code", is a dropdown menu and is highlighted with a red rectangular box. The second field is "Length of PreK Program Day in Hours" and the third is "Number of PreK Program Days per Year".

Figure 3.9 – Student.CT screen , Enrollment tab, Enrollment Activity — State section.

Verify the PreK Program Status Code state values are defined in the **State Code** column of the SRUserDd01 Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
00 or Blank	For students in Kindergarten thru Grade 12
1	School Readiness Pursuant to C.G.S 10-16
2	Head Start—State
3	Head Start—Federal
4	Special Education Program
5	Title 1 / ESEA / Every Child Counts
9	All Other PreK Programs
12	School Readiness & Head Start—State
13	School Readiness & Head Start—Federal
14	School Readiness & Special Education Program
15	School Readiness & Title I
19	School Readiness & Other
23	Head Start—State & Head Start—Federal
24	Head Start—State & Special Education Program
25	Head Start—State & Title I
29	Head Start—State & Other
34	Head Start—Federal & Special Education Program
35	Head Start—Federal & Title I
39	Head Start—Federal & Other

Code	Description
45	Special Education Program & Title I
49	Special Education Program & Other
59	Title I & Other



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SRUserDd02 Lookup Table with all of the valid state values; or enter the state values only for those facilities that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

SRUserDd02 Lookup Table

Follow this path to access the SRUserDd02 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > SRUserDd02**. This table stores the Facility Code 1 value. The Facility Code 1 value is a seven-digit code identifying the school attended by the student. For a student record change, this is the new school that the student will be attending.

This SRUserDd02 code is entered in the **Facility Code 1** field on the **Student > Enrollment** tab.

The screenshot shows the 'Student.CT' interface. At the top, it displays 'Student Name: Abbott, Billy C.', 'School: CT_Hope High School', 'Homeroom: 231', and 'Teacher: Gordon, K.'. Below this are several tabs: Demographics, Parent/Guardian, Other Info, Emergency, Enrollment (selected), Enrollment History, Classes, Documents, and S. The Enrollment tab is active, showing fields for Last Name (Abbott), First Name (Billy), Middle Name (C), Suffix, Perm ID (905483), Grade (Grade 12), and Gender (Male). Below the Enrollment tab is the 'Enrollment Activity - State' section, which includes a checkbox for 'Override ADA/ADM of No' and two dropdown menus for 'Facility Code 1' and 'Facility Code 2'. The 'Facility Code 1' dropdown menu is highlighted with a red rectangular box.

Figure 3.10 – Student.CT screen, Enrollment tab, Enrollment Activity — State section.

Verify the Facility Code 1 state values are defined in the **State Code** column of the SRUserDd02 Lookup Table column. The codes are listed in alphanumeric order by **Code**.

Refer to Table A: Facility codes on the [Public School Information System Help Site](#) for a listing of all public schools and private special education facilities. This table also includes special school codes for out-of-state facilities and day treatment facilities. If a student is in a municipal detention center, attends Bristol Technical Education Center (BTEC), or is homebound, please use the facility code for the school that student would otherwise attend.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SRUserDd02 Lookup Table with all of the valid state values; or enter the state values only for those facilities that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

SRUserDd03 Lookup Table

Follow this path to access the SRUserDd03 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > SRUserDd03**. This table stores the Nexus District value. The Nexus District is the district that has the legal responsibility to identify, educate, and pay for a special education student under the Individuals with Disabilities Education Act (IDEA). This field is conditional for special education students for all collections.

This SRUserDd03 code is entered in the **Nexus District** field on the **Student > Enrollment** tab.

The screenshot shows the 'Student.CT' interface. At the top, it displays 'Student Name: Abbott, Billy C.', 'School: CT_Hope High School', 'Homeroom: 231', and 'Teacher: Gordon, K.'. Below this is a navigation bar with tabs: Demographics, Parent/Guardian, Other Info, Emergency, **Enrollment**, Enrollment History, Classes, Documents, and Student Contact L. The 'Enrollment' tab is active, showing a table with columns: Last Name, First Name, Middle Name, Suffix, Perm ID, Grade, Gender, and SASID. The data row shows: Abbott, Billy, C, , 905483, Grade 12, Male, 0001341311. Below the table is the 'Enrollment Activity - State' section. It contains several fields: 'Override ADA/ADM of No Facility Code 1' (checkbox), 'Facility Code 1' (dropdown), 'Facility Code 2' (dropdown), 'Resident Town' (dropdown with value 123456000), 'Nexus District' (dropdown, highlighted with a red box), 'Special Education' (dropdown), 'Enrolled at No Local Expense Code' (dropdown with value 1), and 'Special Program Status Code' (dropdown).

Figure 3.11 – Student.CT screen , Enrollment tab, Enrollment Activity — State section.

Verify the Nexus District state values are defined in the **State Code** column of the SRUserDd03 Lookup Table column. The codes are listed in alphanumeric order by **Code**.

Refer to Table M: Nexus District Codes on the [Public School Information System Help Site](#) for a listing of all applicable districts.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SRUserDd03 Lookup Table with all of the valid state values; or enter the state values only for those Nexus Districts that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add

additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

SRUserDd04 Lookup Table

Follow this path to access the SRUserDd04 Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > SRUserDd04.**

This table stores the Facility Code 2 value . The Facility Code 2 value is conditional for students with select special program status codes. For example, students attending two facilities in accordance with an IEP or other special circumstances (i.e., students attending one facility for academics and another for other mandated programs like drug/alcohol rehab/anger management, etc.) must have the second facility reported via the Facility Code 2 field.

The Facility Code 2 value is required for students attending part-time magnets

This SRUserDd04 code is entered in the **Facility Code 2** field on the **Student > Enrollment** tab.

The screenshot shows the 'Student.CT' interface. At the top, it displays 'Student Name: Abbott, Billy C.', 'School: CT_Hope High School', 'Homeroom: 231', and 'Teacher: Gordon, K.'. Below this is a navigation bar with tabs: Demographics, Parent/Guardian, Other Info, Emergency, **Enrollment**, Enrollment History, Classes, Documents, and S. The 'Enrollment' tab is active, showing a table with columns: Last Name, First Name, Middle Name, Suffix, Perm ID, Grade, and Gender. The student's information is: Last Name: Abbott, First Name: Billy, Middle Name: C, Suffix: , Perm ID: 905483, Grade: Grade 12, Gender: Male. Below the table is the 'Enrollment Activity - State' section, which includes a checkbox for 'Override ADA/ADM of No Facility Code 1' and two dropdown menus for 'Facility Code 1' and 'Facility Code 2'. The 'Facility Code 2' dropdown menu is highlighted with a red rectangular box.

Figure 3.12 – Student.CT screen , Enrollment tab, Enrollment Activity — State section

Verify the Facility Code 2 state values are defined in the **State Code** column of the SRUserDd04 Lookup Table column .

Refer to Table A: Facility codes on the [Public School Information System Help Site](#) for a listing of all public schools and private special education facilities. This table also includes special school codes for out-of-state facilities and day treatment facilities. If a student is in a municipal detention center, attends Bristol Technical Education Center (BTEC), or is homebound, please use the facility code for the school that student would otherwise attend.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the SRUserDd04 Lookup Table with all of the valid state values; or enter the state values only for those facilities that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

Special Enroll Code Lookup Table

Follow this path to access the Special Enroll Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > Special Enroll Code.**

This table stores the Special Program Status Code value. The Special Program Status Code value is a two-digit code that reflects the student's status for Facility Code 1. This field is mandatory for all collections.

This Special Enroll Code is entered in the **Special Program Status Code** field on the **Student > Enrollment** tab.

The screenshot shows the 'Student.CT' interface for a student named Abbott, Billy C. The 'Enrollment' tab is active, and the 'Enrollment Activity - State' section is expanded. The 'Special Program Status Code' field is highlighted with a red box. The form includes fields for Last Name (Abbott), First Name (Billy), Middle Name (C), Suffix, Perm ID (905483), Grade (Grade 12), Gender (Male), and SASID (0001341311). The 'Enrollment Activity - State' section includes fields for Override ADA/ADM of No Facility Code 1, Facility Code 2, Resident Town (123456000), Nexus District, Special Education, Enrolled at No Local Expense Code (1), and the highlighted Special Program Status Code field.

Figure 3.13 — Student.CT screen , Enrollment tab, Enrollment Activity — State section

Verify the following state codes are defined in the **State Code** column of the Special Enroll Code Lookup Table.

Refer to Table E: Special Program Status Codes on the [Public School Information System Help Site](#) for a description of the requirements used to identify a student for whom this field is a requirement.



Note: Optionally, run the SQL Scripts provided during the implementation process to populate the Homeless Lookup Table with all of the valid state values; or enter the state values only for those homeless codes that are relevant to your school or district. The codes were current at the time of the release; however the district may need to manually add additional codes to meet requirements. Do not run these scripts if there are existing values that should not be deleted.

Tuition Payer Code Lookup Table

Follow this path to access the Tuition Payer Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.Enrollment > Tuition Payer Code.**

This table stores the Enrolled at No Local Expense Code value. The Enrolled at No Local Expense Code value is a two-digit code that reflects the student's status for Facility Code 1. This field is mandatory for all collections.

Refer to Table J: No Local Expense Codes on the [Public School Information System Help Site](#) for a description of the requirements used to identify a student for whom this field is a requirement.

This Tuition Payer code is entered in the **Enrolled at No Local Expense Code** field on the **Student > Enrollment** tab.

The screenshot shows the 'Student.CT' interface for a student named Billy C. Abbott. The 'Enrollment' tab is active, and the 'Enrollment Activity - State' section is expanded. The 'Enrolled at No Local Expense Code' dropdown menu is highlighted with a red box and shows the value '1'. Other fields include Facility Code 1, Facility Code 2, Resident Town (123456000), Nexus District, Special Education, and Special Program Status Code.

Figure 3.14 — Student.CT screen , Enrollment tab, Enrollment Activity — State section

Verify the following state codes are defined in the **State Code** column of the Tuition Payer Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
00 or Blank	None of the Enrolled at No Local Expense Codes applies and there are documentable local costs for the student.
02	<p>Student whose educational costs are funded entirely with non-local funds, including:</p> <ul style="list-style-type: none"> Students whose educational expenses are being funded by one of Connecticut's Native American Tribes Students from out of state who pay tuition. <p>Do NOT use this code for students attending your schools at the expense of another Connecticut town or for OPEN Choice students</p>

Code	Description
03	<p>Students whose parents are paying for any portion (up to and including all) of their educational costs, regardless of how small the fee/tuition. This code applies to all students, P3 through grade 12.</p> <p>This code does not apply to extra-curricular activities.</p>
04	<p>Use this code to identify any students attending a magnet school where all of the following apply:</p> <ul style="list-style-type: none">• the Resident Town has no record/enrollment for the student;• the Resident Town has no agreement to send students to the magnet school; and• there is no tuition/fee for the Resident Town.
05	<p>Use this code to identify any students whose educational costs are fully funded by federal grant monies, with no local contribution including in-kind.</p>

K12.PROGRAMINFO LOOKUP TABLES

Verify that the following state code values are mapped in the following K12.ProgramInfo Lookup Table.

ELL Des Code Lookup Table

Follow this path to access the ELL Des Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo > ELL Des Code.**

This table stores the ELL Program Code value. The ELL Program Code identifies students that are or are not eligible for bilingual education. This code is conditional for all collections.

Refer to Table I: ELL Program Codes on the [Public School Information System Help Site](#) for a description of the requirements used to identify a student for whom this field is a requirement.

This ELL Des Code is entered in the **Des Code** field on the **Student Programs > English Language Learners > ELL** tab.

The screenshot shows the 'English Language Learners' screen for student 'Abbott, Billy C.' at 'CT_Hope High School'. The 'ELL Status' section is visible, with the 'Des Code' field highlighted in red. The 'Des Code' field contains the value '1A-Eligible and participating in a Tran'.

Figure 3.15 — English Language Learners screen , ELL tab, ELL Status section

Verify the following state codes are defined in the **State Code** column of the ELL Des Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
1A	Eligible for bilingual education program and participating in a Transitional Bilingual Education program.
1B	Eligible for bilingual education program and participating in a Dual Language program.
2	Eligible for bilingual education program, enrolled with fewer than 30 months remaining before graduation, participating in mandated high school English as a Second Language (ESL) program.
3	Receiving mandated Language Transition Support Services (LTSS) after completing 30 months in a mandated bilingual education program (except in a Dual Language/Two-way Language program).
4	Eligible for mandated bilingual education program but is not participating in bilingual education or any other English as a Second Language (ESL) program due to parental request.

Code	Description
5A	Not Eligible for mandated bilingual education program but participating in English as a Second Language (ESL) Pull-out Model program.
5B	Not Eligible for mandated bilingual education program but participating in English as a Second Language (ESL) Push-in/Co-teaching Model program.
5C	Not Eligible for mandated bilingual education program but participating in English as a Second Language (ESL) Sheltered English Instruction Approach program.
5D	Not Eligible for mandated bilingual education program but participating in another type of English as a Second Language (ESL) program not specified in codes 05A through 05C.
6	Not Eligible for a bilingual education program and not participating in any English as a Second Language (ESL) program due to parental request.
7A	Eligible for mandated bilingual program but not receiving bilingual education due to parental request, and instead participating in English as a Second Language (ESL) Pull-out Model program."
7B	Eligible for mandated bilingual program but not receiving bilingual education due to parental request, and instead participating in English as a Second Language (ESL) Push-in/Co-teaching Model program.
7C	Eligible for mandated bilingual program but not receiving bilingual education due to parental request, and instead participating in English as a Second Language (ESL) Sheltered English Instruction program.
7D	Eligible for mandated bilingual program but not receiving bilingual education due to parental request, and instead participating in another type of English as a Second Language (ESL) program not specified in codes 07A through 07C.

ELL Program Code Lookup Table

Follow this path to access the ELL Program Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo > ELL Program Code.**

This table stores the ELL Program Code value. The ELL Program Code identifies students that are English Language Learners. It is mandatory for all collections in which the students are in Grades K-12 and optional for PreK students.

This ELL Program Code is entered in the **Program** field on the **Student Programs > English Language Learners > ELL** tab.

The screenshot shows the 'English Language Learners' screen for student 'Abbott, Billy C.' at 'CT_Hope High School'. The 'ELL Status' section is visible, with the 'Program' dropdown menu highlighted in red. The selected program is 'English Language Learners F'. Other fields include 'Last Activity Date' (09/05/2011), 'Effective Date', 'Grade' (Grade 12), and 'Des Code'.

Figure 3.16 — English Language Learners screen , ELL tab, ELL Status section

Verify the following state code is defined in the **State Code** column of the ELL Program Code Lookup Table.

Code	Description
Y	English Language Learners Program

ELL Result Code

Follow this path to access the ELL Program Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo > ELL Result Code.**

This table stores the ELL Result Code value. You must add a value of M (Mastery) to this table to calculate the Date of Mastery field on the ELL Collection extract. You enter this code in the Result Code field on the Assessments tab of the English Language Learners screen when the student masters an ELL test. When this code equals M (Master), the Admin Date for the ELL test record is extracted for the Date of Mastery field.

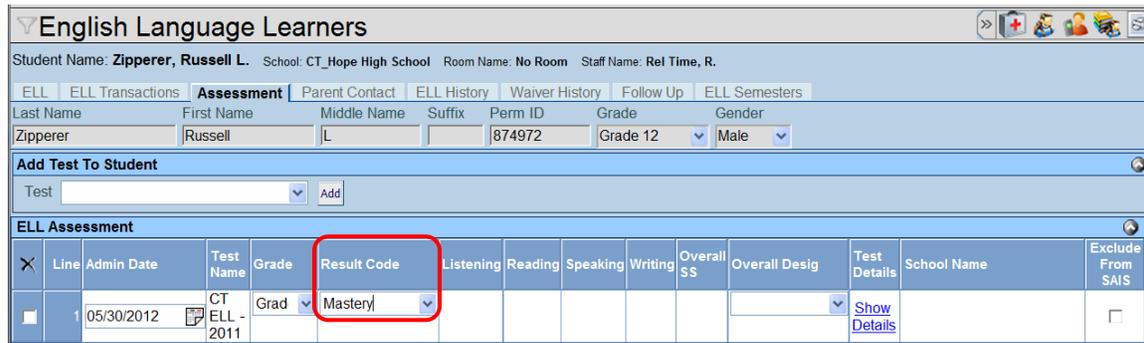


Figure 3.17 – English Language Learners screen, Assessment tab

Verify the following state code is defined in the **State Code** column of the ELL Result Code Lookup Table.

Code	Description
M	Mastery

FRM Code Lookup Table

Follow this path to access the FRM Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo > FRM Code.**

This table stores the FRM Code values. The FRM Code identifies students that are eligible for free or reduced price meals or free milk in accordance with the Income Guidelines for the National School Lunch Program? This field is mandatory for all collections.

This FRM Code is entered in the **Frm Code** field on the **Student Programs > Free and Reduced Meals > FRM** tab.

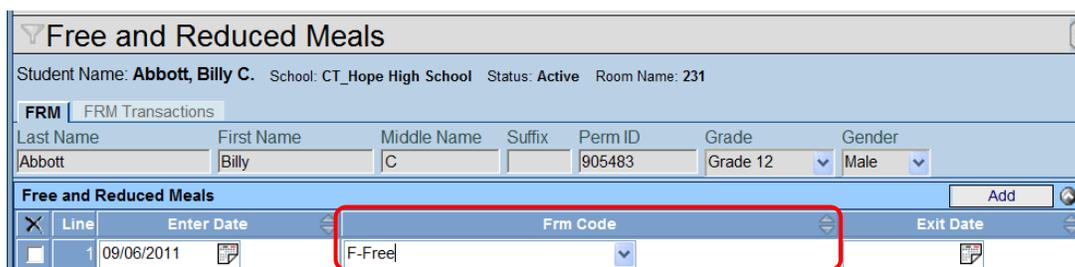


Figure 3.18 — Free and Reduced Meals screen , FRM tab

Verify the following state codes are defined in the **State Code** column of the FRM Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
F	Free
N	None
R	Reduced

GATE Code Lookup Table

Follow this path to access the GATE Code Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > K12.ProgramInfo > GATE Code.**

This table stores the GATE Code values. The GATE Code identifies students that are:

- Gifted — a child identified by the planning and placement team as gifted and talented on the basis of either performance on relevant standardized measuring instruments, or demonstrated or potential achievement or intellectual creativity or both. The term shall refer to the top five percent of children so identified. (Note: The term means 5% of the children so identified as gifted and talented within the district.)
- Talented — a child identified by the planning and placement team as gifted and talented on the basis of demonstrated or potential achievement in music, the visual arts or the performing arts. The term shall refer to the top five percent of children so identified. (Note: The term means 5% of the children so identified as gifted and talented within the district.)
- Identified — the student has been identified as gifted and/or talented but is not being served
- Served — the student has been identified as gifted and/or talented and is being served

This GATE Code is entered in the **Gate Code** field on the **Student GATE > Student GATE** screen .

The screenshot shows the 'Student GATE' interface. At the top, it displays 'Student Name: Acevedo, Ashley', 'School: CT_Hope High School', 'Status: Active', and 'Room:'. Below this is a 'Student GATE' section with fields for Last Name (Acevedo), First Name (Ashley), Middle Name, Suffix, Perm ID (901830), Grade (Grade 10), and Gender (Female). The 'Current GATE Code' section is highlighted with a red box and contains the following fields: Gate Code (02-Gifted Identified), Enter Date (01/02/2012), Gate Grade (Grade 10), Gate Program, and Number Times Tested.

Figure 3.19 — Student GATE screen

Verify the following state codes are defined in the **State Code** column of the GATE Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
01	Not Gifted, Not Talented
02	Gifted Identified
03	Gifted Served
04	Talented Identified
05	Talented Served
06	Gifted Identified, Talented Identified
07	Gifted Served, Talented Served
08	Gifted Identified, Talented Served
09	Gifted Served, Talented Identified

REVELATION LOOKUP TABLES

Verify that the following state code values are mapped in the following Revelation Lookup Tables.

Ethnicity Lookup Table

Follow this path to access the Ethnicity Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > Revelation > Ethnicity**. Use this table to define the state codes for the student's race.

The student's race is identified in the **Race and Ethnicity** section of the **Student.CT > Demographics** tab.

The screenshot shows the 'Student.CT' interface. At the top, it displays 'Student Name: Abbott, Billy C.', 'School: CT_Hope High School', 'Homeroom: 231', and 'Teacher: Gordon, K.'. Below this is a navigation bar with tabs: Demographics, Parent/Guardian, Other Info, Emergency, Enrollment, Enrollment History, Classes, Documents, and Student Contact L. The 'Demographics' tab is active, showing fields for Last Name (Abbott), First Name (Billy), Middle Name (C), Suffix, Perm ID (905483), Grade (Grade 12), Gender (Male), and SASID (0001341311). The 'Race and Ethnicity' section is expanded, showing 'Hispanic/Latino' set to 'Non-Hispanic' and 'Resolved Race/Ethnicity' set to '01'. A red box highlights the 'Race' section, which contains a 'Race' label with a dropdown arrow and a checkmark icon, followed by five checkboxes: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White.

Figure 3.20 – Student.CT screen, Demographics tab

Each race field is extracted as a Y or N value, where Y indicates the student is of that race and N indicates that the student is not of that race. The value assigned in the Alt Code 3 field on the Ethnicity Lookup Table determines the value extracted.

Name: **Ethnicity** Namespace: **Revelation** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless a H is placed in alt code 3 column for any ethnicity that is Hispanic.

Lookup Values

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3
1	1	1	American Indian or Alaska Native			AI
2	2	2	Asian	2		A
3	3	3	Black or African American			B
4	4	4	Native Hawaiian or Other Pacific Islander			P
5	5	5	White	5		W

Figure 3.21 – Revelation, Ethnicity Lookup Table

For example, if a student has the Asian and Black or African American Race check boxes selected on Student.CT > Demographics tab, the extracted race value are calculated as follows:

- Race – American Indian = N
- Race – Asian = Y
- Race – Black = Y
- Race – Pacific Islander = N
- Race – White = N

The following table shows the **Alt Code 3** value assigned to each Ethnicity state code.

Code	Description	Alt Code 3
1	American Indian or Alaskan Native	AI
2	Asian	A
3	Black or African American	B
4	Native Hawaiian or Other Pacific Islander	P
5	White	W

Gender Lookup Table

Follow this path to access the Country Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > Revelation > Gender**. Use this table to define the state codes for the student's gender.

The Gender is entered in the **Gender** field on the **Student.CT > Demographics** tab for each student.

The screenshot shows the 'Student.CT' interface. At the top, it displays 'Student Name: Abbott, Billy C.', 'School: CT_Hope High School', 'Homeroom: 231', and 'Teacher: Gordon, K.'. Below this is a tabbed interface with 'Demographics' selected. The 'Demographics' tab contains several sub-sections: 'Parent/Guardian', 'Other Info', 'Emergency', 'Enrollment', 'Enrollment History', 'Classes', and 'Documents'. The 'Demographics' section is further divided into fields: 'Last Name' (Abbott), 'First Name' (Billy), 'Middle Name' (C), 'Suffix' (empty), 'Perm ID' (905483), 'Grade' (Grade 12), and 'Gender' (Male). The 'Gender' field is highlighted with a red box.

Figure 3.22 – Student.CT screen , Demographics tab

Verify the following state codes are defined in the **State Code** column of the Gender Code Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
F	Female
M	Male

Hispanic Ethnicity Lookup Table

Follow this path to access the Ethnicity Lookup Table: **Synergy SIS > System > Setup > Lookup Table Definition > Revelation > Hispanic Ethnicity**. Use this table to define the state codes used to identify students with a Hispanic or Latino ethnicity.

The student's Hispanic/Latino ethnicity is identified in the **Race and Ethnicity** section of the **Student.CT > Demographics** tab.

The screenshot shows the 'Student.CT' interface. At the top, it displays 'Student Name: Abbott, Billy C.', 'School: CT_Hope High School', 'Homeroom: 231', and 'Teacher: Gordon, K.'. Below this is a navigation bar with tabs: Demographics (selected), Parent/Guardian, Other Info, Emergency, Enrollment, Enrollment History, Classes, Documents, and Student Contact L. The Demographics tab contains fields for Last Name (Abbott), First Name (Billy), Middle Name (C), Suffix, Perm ID (905483), Grade (Grade 12), Gender (Male), and SASID (0001341311). The 'Race and Ethnicity' section is expanded, showing a dropdown menu with 'Hispanic/Latino' selected (highlighted with a red box) and 'Resolved Race/Ethnicity' set to '01'. Below this are checkboxes for various race categories: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White.

Figure 3.23 – Student.CT screen, Demographics tab

Verify the following state codes are defined in the **State Code** column of the Hispanic Ethnicity Lookup Table. The codes are listed in alphanumeric order by **Code**.

Code	Description
N	Non-Hispanic
Y	Hispanic

Chapter Four: TEST DEFINITION SETUP

In this chapter, the following topics are covered:

- ▶ Define the Score Types
- ▶ Define the English Language Learners Test Definition
- ▶ Define the English Language Learners Test Definition score descriptions
- ▶ Define the English Language Learners Test parts

SCORE TYPE SETUP

Define the Score Type state code values for the following score descriptions:

- Scale Score
- Missing Score Code
- Missing Score Other Desc
- ELLP

To display the Score Type Setup screen:

1. Navigate to **Synergy SIS > Test History > Setup > Score Type Setup.**

Line	Display Order	Score Description	Alpha Numeric	State Score Code
1		Raw Score	Numeric Scores	
2		Scale Score	Numeric Scores	ELL_SS
3		Grade Equivalent	Numeric Scores	
4		National Percentile	Numeric Scores	
5		Curve Equivalent	Numeric Scores	
6		Missing Score Code	Alpha Scores	ELL_MS
7		Missing Score Other Desc	Numeric Scores	ELL_MSO
8		ELLSS	Numeric Scores	
9	11	PR	Alpha Scores	
10	12	ST	Alpha Scores	
11	13	NCE	Alpha Scores	
12	14	RS	Alpha Scores	
13	15	SS	Alpha Scores	
14	16	PC	Alpha Scores	
15	17	Test	Alpha Scores	
16	18	CSEM	Numeric Scores	
17	19	ELLP	Alpha Scores	
18	20	Stanine	Numeric Scores	

Figure 4.1 – Score Type Setup screen

Defining the Missing Score Code State Values

Follow these steps to define the Missing Score Code state values.

1. Click to select **Missing Score Code** in the **Score Description** column,.
2. Click the **Show Detail** button to display the **Drop List Values** section.
3. Click the **Add** button to add the following state values.

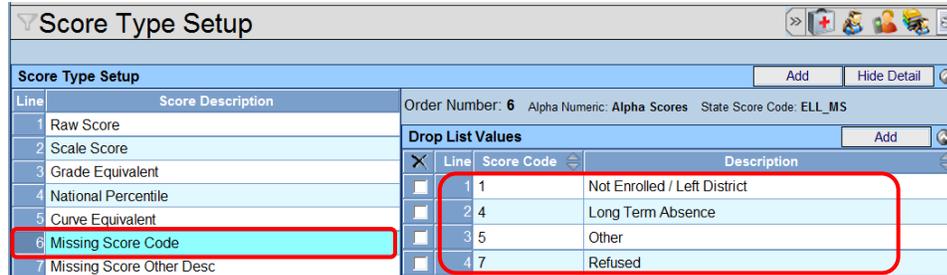


Figure 4.2 – Missing Score Code Drop List Values

4. Click the **Save** button to save the record.

Defining the Missing Score Other Desc State Values

Follow these steps to define the Missing Score Other Desc state value.

1. Click to select **Missing Score Other Desc** in the **Score Description** column,.
2. Click the **Show Detail** button to display the **Drop List Values** section.
3. Click the **Add** button to add the following state values.

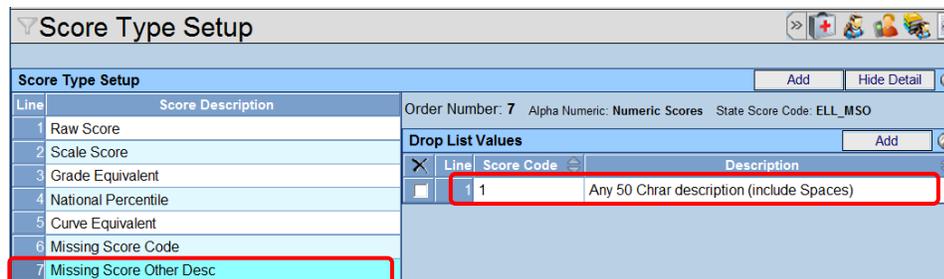


Figure 4.3 – Missing Score Other Desc Drop List Values

4. Click the **Save** button to save the record.

Defining the ELLP State Values

Follow these steps to define the Missing Score Other Desc state value.

1. Click to select **ELLP** in the **Score Description** column,.
2. Click the **Show Detail** button to display the **Drop List Values** section.

- Click the **Add** button to add the following state values.

		Drop List Values			Add
		Line	Score Code	Description	
1	Raw Score				
2	Scale Score				
3	Grade Equivalent				
4	National Percentile				
5	Curve Equivalent				
6	Missing Score Code				
7	Missing Score Other Desc				
8	ELLSS				
9	PR				
10	ST				
11	NCE				
12	RS				
13	SS				
14	PC				
15	Test				
16	CSEM				
17	ELLP				

Line	Score Code	Description
1		BEG
2		EINT
3		INT
4		EADV
5		ADV

Figure 4.4 – ELLP Drop List Values

- Click the **Save** button to save the record.

TEST DEFINITION — ELL

Define a test definition record for the English Language Learners Test administered by the state of Connecticut.

To display the Test Definition screen:

1. Navigate to **Synergy SIS > Test History > Setup > Test Definition**.
2. From the Test Definition screen, click the **Add** button.
3. Enter the following fields with the appropriate state values. Select **Parts** for the **Test Definition Code** and **ELL** for the **Test Type**.

The screenshot shows the 'Test Definition' form in 'Add mode'. The 'Basic Information' section includes fields for 'Test Scan ID', 'Test Name', and 'School Year'. The 'Test Details' section includes fields for 'Test Description', 'Test Definition Code', 'Test Type', 'Test Level', 'Test Form', 'Test Group', and 'Test Compare Code'. There are also checkboxes for 'Auto Tally All Summary Parts' and 'Hide Test In Student Test History'. A red box highlights the 'Test Name' and 'School Year' fields in the 'Basic Information' section, and another red box highlights the 'Test Description', 'Test Definition Code', and 'Test Type' fields in the 'Test Details' section.

Figure 4.5 – Test Definition screen in Add mode

4. Click the **Save** button to save the test definition.

The screenshot shows the 'Test Definition' form with the 'Basic Information' tab selected. The 'Test Name' is 'CT ELL', 'School Year' is '2011-2012', and 'Test Status' is 'Unlocked'. The 'Test Details' section shows 'Test Description' as 'CT ELL', 'Test Definition Code' as 'Parts', and 'Test Type' as 'ELL'. There are also checkboxes for 'Auto Tally All Summary Parts' and 'Hide Test In Student Test History'.

Figure 4.6 – Test Definition, Basic Information tab

- Click the **Scores** tab to define the state score codes for this ELL test definition. Define the following Score Descriptions: **Scale Score**, **Missing Score Code**, **Missing Score Other Description**, **ELLP**, and **Stanine**.

Line	View Order	Score Description	Auto Total
1		ELLP	<input type="checkbox"/>
2		Stanine	<input type="checkbox"/>
3		Scale Score	<input type="checkbox"/>
4		Missing Score Code	<input type="checkbox"/>
5		Missing Score Other Desc	<input type="checkbox"/>

Figure 4.7 – Test Definition, Scores tab

- Click the **Save** button to save the test definition.
- Click the **Parts** tab.
- Click the **Add** button to add the following **Test Parts**: Listening, Speaking, Reading, Writing, and Comprehension.

Line	Part Number	Add To Test Part	Part Description	Compare Code	NCLB Type	Total Part Questions
1			Listening			
2			Speaking			
3			Reading			
4			Writing			
5			Comprehension			

Figure 4.8 – Test Definition, Parts tab

- Click the **Save** button to save the test parts.
- Click to select a **Part Description**, and then click the **Show Detail** button.

Line	Part Number	Part Description: Listening
1		
2		
3		
4		
5		

Test Part Details		
Long Description	Short Description	State Part Code L

Figure 4.9 – Test Definition, Test Parts details

11. Type the appropriate **State Part Code** for the selected **Part Description**.

Code	Description
L	Listening
R	Reading
S	Speaking
W	Writing
C	Comprehension

12. Click the **Save** button to save the change.
13. Repeat steps 10 through 12 for each **Part Description**.
14. When finished, close the form.

Chapter Five: DISTRICT COURSE SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of specific district course data entry values located in the District Course Screen

DISTRICT COURSE SCREEN

Use the District Course screen to collect course information required for Connecticut state reporting. Complete the following fields in the District Course screen for each course offered by the district.

To display the District Course screen:

1. Navigate to **Synergy SIS > District Course > District Course**.
2. From the Tab area, search for a course and modify the fields as needed.

Course Tab

The screenshot shows the 'District Course' screen with the 'Course' tab selected. The 'Course Info' section is expanded, showing fields for Course Duration (S2-Semester 2), Department (AR-Art), College Prep (unchecked), Credit (0.50), and Max Credit (0.50). Other options include Academic Type (Regular), Teacher Aide (unchecked), Extended Day (unchecked), College Approved (unchecked), and Distance Learning Course (unchecked).

Figure 5.1 – District Course screen, Course tab, Course Info section

Field	Required	Note
Course ID	Yes No	LEA Course Code

Description Tab

▼ District Course

Course ID: **AR28** Course Title: **Advanced Art**

Course **Description** | Year Override | Pre/Corequisite | Schools Teaching

Course ID	Course Title	Course Short Title	Mandatory	Inactive
AR28	Advanced Art	Advanced Art	<input type="checkbox"/>	<input type="checkbox"/>

National Course Classification

Subject Area: Fine and Performing Arts | Course Level:

Course Code:

Sequence: | Available Credit:

Figure 5.2 – District Course screen, Description tab, National Course Classification section

Field	Required	Note
Subject Area	Yes	NCES Course Codes

Chapter Six:

SECTION SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of specific course section data entry values located in the Section Screen

SECTION SCREEN

Use the Section screen to collect course section information required for Connecticut state reporting. Complete the following fields in the Section screen for each course section offered by the school and/or district.

To display the District Course screen:

1. Navigate to **Synergy SIS > Schedule > Section**.
2. From the Tab area, search for a course section and modify the fields as needed.

Current Students Tab

The screenshot shows the 'Section' screen with the 'Current Students' tab selected. At the top, it displays 'Section ID: 0001', 'Course Title: Life Science', and 'School Year: 2011-2012'. Below this are several tabs: 'Current Students', 'Student Enrollment History', 'Meeting Days', 'Additional Staff', and 'Staff History'. The 'Current Students' tab is active, showing a table with the following data:

Section ID	Course ID	Course Title	Staff Name	Room Name
0001	SC422	Life Science	Tofft, Robert	120

Figure 6.1 – Section screen, Current Students tab

Field	Required	Note
Section ID	Yes	Section Number

Chapter Seven: STUDENT SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of specific student data entry values located in the Student Screen

STUDENT SCREEN

Use the Student screen to collect student information required for Connecticut state reporting. Complete the following fields in the Student screen for each student in the school and/or district.

To display the Student screen :

3. Navigate to **Synergy SIS > Student > Student.**
4. From the Tab area, search for a student and modify the fields as needed.

Demographics Tab

The screenshot shows the 'Student.CT' interface. At the top, it displays 'Student Name: Acevedo, Ashley' and 'School: CT_Hope High School'. Below this is a navigation bar with tabs: Demographics (selected), Parent/Guardian, Other Info, Emergency, Enrollment, Enrollment History, Classes, Documents, and Student Contact. The Demographics tab contains fields for Last Name (Acevedo), First Name (Ashley), Middle Name, Suffix, Perm ID (901830), Grade (Grade 10), Gender (Female), and SASID (0001230477). Below this is the 'Student Information' section, which includes fields for Home Language (09), Nick Name, Last Name Goes By, Email (Ashley.Acevedo@esd.com), Birth Date (05/24/1996), Birth Certificate Num, Birth Verification (Birth Certificate or Affidavit), Town of Birth (Mexico), Birth State, and Birth Country (Mexico). Red boxes highlight the Home Language, Birth Date, and Town of Birth fields.

Figure 7.1 – Student.CT, Demographics tab, Student Information

Field	Required	Note
Last Name	Yes No	Formal Last Name (required) Last Name as it appears in SIS (optional)
First Name	Yes	Formal First Name
Middle Name	No	Formal Middle Name
Suffix	No	Generation Suffix
Perm ID	No	District Student Id
Gender	Yes	Gender Code
Home Language	Yes	Dominant Language Code if First Learned, Spoken to Student at Home, Spoken by Adults at Home are blank or do not match
SASID	Yes	State Assigned Student ID
Birth Date	Yes	Date of Birth
Town of Birth	No	Town of Birth

Student.CT

Student Name: **Acevedo, Ashley** School: **CT_Hope High School** Homeroom: Teacher:

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment

Last Name First Name Middle Name Suffix Perm ID

Acevedo Ashley 901830

Race and Ethnicity

Hispanic/Latino Resolved Race/Ethnicity

Hispanic Hispanic

Race

American Indian or Alaska Native Asian Black or African American

Native Hawaiian or Other Pacific Islander White

Figure 7.2 Student.CT, Demographics tab, Race and Ethnicity

Field	Required	Note
Hispanic/Latino	Yes	Hispanic or Latino
Race	Yes	American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White Note: You must select at least one race in addition to the Hispanic/Latino field value.

Other Info Tab

The screenshot shows the 'Student.CT' interface for student Ashley Acevedo at CT_Hope High School. The 'Other Info' tab is selected. Under the 'Other Information' section, the 'Migrant' checkbox is highlighted with a red box. Other visible fields include 'Original Enter Date' (08/09/2011), 'State Enter Date' (08/09/1999), 'Family Code' (Two adult family), and 'Dwelling Type' (House).

Figure 7.3 – Student.CT, Other Info tab, Other Information

Field	Required	Note
Migrant	Yes	Migrant

Enrollment Tab

The screenshot shows the 'Student.CT' interface for student Ashley Acevedo at CT_Hope High School. The 'Enrollment' tab is selected. Under the 'Enrollment Information' section, the 'Enter Date' (08/23/2011), 'Leave Date', and 'Grade' (Grade 10) fields are highlighted with red boxes. Other visible fields include 'Enter Code' (E2) and 'ADA/ADM'.

Figure 7.4 – Student.CT, Enrollment tab, Enrollment Information

Field	Required	Note
Grade	Yes	Grade Code
Enter Date	Yes	Facility/Grade Entry Date Nexus District Entry Date
Leave Date	Yes	Reporting District Exit Date Facility/Grade Exit Date Nexus District Exit Date
Leave Code	Yes	Exit Type

Student.CT
 Student Name: **Acevedo, Ashley** School: **CT_Hope High School** Homeroom: Teacher:
 Demographics Parent/Guardian Other Info Emergency **Enrollment** Enrollment History Classes Documents Student Contact L
 Last Name First Name Middle Name Suffix Perm ID Grade Gender SASID
 Acevedo Ashley 901830 Grade 10 Female 0001230477
Enrollment Activity - State
 Override ADA/ADM of No Facility Code 1
 Facility Code 2
 Resident Town Nexus District Special Education
 123456000
 Enrolled at No Local Expense Code
 1
 Special Program Status Code

Figure 7.5 – Student.CT, Enrollment tab, Enrollment Activity — State



Note: You must enter an **Effective Date** in the Enrollment Activity section prior to changing the following information.

Field	Required	Note
Facility Code 1	Yes	Facility Code 1; if blank, extract K12.Student.StateSchoolCode
Facility Code 2	No	Facility Code 2, if student has a special program status code
Resident Town	Yes	Resident Town
Nexus District	No	Nexus District; if blank, extract K12.Setup.DistrictSetup.DistrictNumber Valid only for special education students
Special Education	Yes	Special Education (Y/N)
Enrolled at No Local Expense Code	Yes	Enrolled at No Local Expense Code
Special Program Code	Yes	Special Program Status Code

Student.CT

Student Name: **Abbott, Billy C.** School: CT_Hope High School Homeroom: 231 Teacher: Gordon, K.

Demographics Parent/Guardian Other Info Emergency **Enrollment** Enrollment History Classes Documents Student Contact Log

Last Name First Name Middle Name Suffix Perm ID Grade Gender SASID

Abbott Billy C 905483 Grade 12 Male 0001341311

Resident Town Nexus District Special Education

123456000

Enrolled at No Local Expense Code

1

Special Program Status Code

Pre-K

PreK Program Status Code Length of PreK Program Day in Hours

Number of PreK Program Days per Year

Figure 7.6 – Student.CT, Enrollment tab, Pre-K



Note: You must enter an **Effective Date** in the Enrollment Activity section prior to changing the following information.

Field	Required	Note
PreK Program Status Code	Yes	PreK Program Status Code, if the student is enrolled in grades P3 or PK.
Length of PreK Program Day in Hours	Yes	PreK Program Status Code, if the student is enrolled in grades P3 or PK. Values from .25 through 15.00 (in increments of .25).
Number of PreK Programs Days in Year	Yes	PreK Program Status Code, if the student is enrolled in grades P3 or PK. Values from 1 to 366.

State Tab

Student.CT

Student Name: **Abbott, Billy C.** School: CT_Hope High School Homeroom: 231 Teacher: Gordon, K.

Demographics Parent/Guardian Other Info Emergency Enrollment Enrollment History Classes Documents Student Contact Log **State**

Last Name First Name Middle Name Suffix Perm ID Grade Gender SASID

Abbott Billy C 905483 Grade 12 Male 0001341311

Language Information

Home Language Language First Learn Spoken to Student at Home Spoken by Student at Home

14

Group Code Group Name Homeless

Figure 7.7 – Student.CT, State tab

Field	Required	Note
Group Code	No	Group Code
Group Name	No	Group Name
Homeless	Yes	Homeless

Chapter Eight: HEALTH SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of specific health data entry values located in the Health screen

HEALTH SCREEN

Use the Health screen to collect immunization information required for Connecticut state reporting. Complete the following fields in the Health screen for each student in the school and/or district.

To display the Health screen:

1. Navigate to **Synergy SIS > Health > Health**.
2. From the Tab area, search for a student and modify the fields as needed.

Immunizations Tab

The screenshot shows the 'Health' screen for student Abbott, Billy C. The 'Immunizations' tab is active. A table lists various immunizations, with 'Polio' selected. A sub-table shows the 'Student Dosage' for Polio, with the 'Due By' date highlighted in red.

Line	Immunization Name	Status
1	Polio	Compliant (5 valid dosage(s))
2	DTP/DTaP/DT	
3	Td	
4	MMR	
5	HIB	
6	HBV 2 DOSE	
7	HBV	
8	Varicella	
9	Varicella 13 +	
10	HEP A	

Line	Date	Due By	Override Compliance	Status	Comment (Source)
1	01/31/2005	06/22/1994	<input type="checkbox"/>		
2	01/27/2007	02/28/2005	<input type="checkbox"/>		
3	03/01/2008	02/24/2007	<input type="checkbox"/>		
4	04/03/2009	03/29/2008	<input type="checkbox"/>		
5	05/05/2010		<input type="checkbox"/>		

Figure 8.1 – Health, Demographics tab

Field	Required	Note
Date	No	Polio Vaccination Date

Chapter Nine: PARENT SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of specific parent/guardian data entry values located in the Parent screen

PARENT SCREEN

Use the Parent screen to collect parent/guardian information required for Connecticut state reporting. Complete the following fields in the Parent screen for each student in the school and/or district.

To display the Parent screen:

1. Navigate to **Synergy SIS > Parent > Parent**.
2. From the Tab area, search for a student and modify the fields as needed.

Demographics Tab

The screenshot shows the 'Parent.CT' interface with the 'Demographics' tab selected. The parent's name is 'Aaron, Kathleen'. The 'Parent Info' section includes fields for Adult ID, Gender (Female), Primary Language, Social Security Number (123-45-6789), and Email. There are also checkboxes for 'US Citizen', 'Deceased', and 'Uniformed Military'. The 'Highest Education Level' is set to 'College Graduate'. The 'Maiden Name' field is highlighted with a red rectangular box.

Figure 9.1 – Parent.CT, Demographics tab

Field	Required	Note
Maiden Name	No	Maiden Name

Chapter Ten: STUDENT PROGRAMS DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of specific ELL student program data entry values located in the English Language Learner Screen
- ▶ Location of Free and Reduced Meals student program data entry values located in the Free and Reduced Meals Screen
- ▶ Location of gifted and talented student program data entry values located in the GATE Screen

ENGLISH LANGUAGE LEARNERS SCREEN

Use the English Language Learners screen to collect student information required for Connecticut state reporting. Complete the following fields in the English Language Learners screen for each student in the school and/or district that is eligible for an English Language Learner (ELL) program.

To display the Student Programs screen :

1. Navigate to **Synergy SIS > Student Programs > English Language Learners**.
2. From the Tab area, search for a student and modify the fields as needed.

ELL Tab

The screenshot shows the 'English Language Learners' tab for student Abbott, Billy C. The 'ELL Status' section contains the following data:

Last Activity Date	Effective Date	Program	Grade	Des Code
09/05/2011		English Language Learners F	Grade 12	1A-Eligible and participating in a Tran

Other sections include 'Semesters' with a table for In District/Not In District counts, and 'Waiver' with fields for Waiver Date, Grade, Type, Status, and Status Date. A 'FEP' section is also present with Date and Grade fields.

Figure 10.1 – English Language Learners, ELL tab

Field	Required	Note
Program	Yes	English Language Learner
Des Code	Yes	ELL Program Code

Assessment Tab

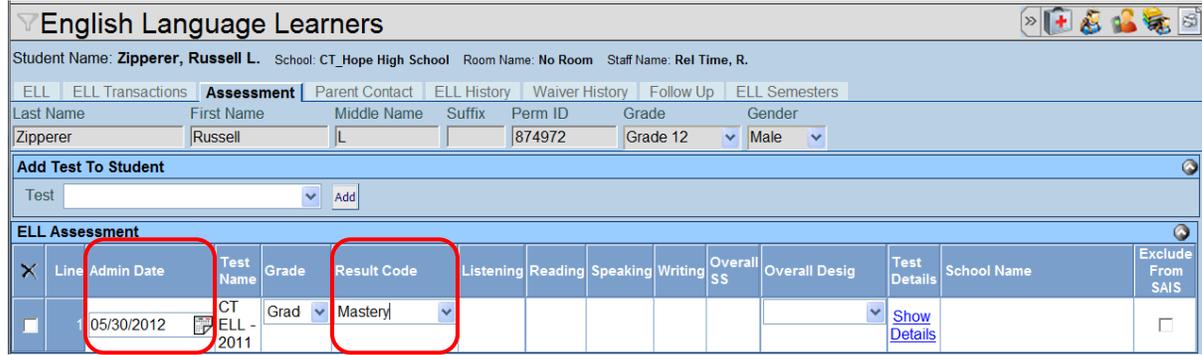


Figure 10.2 – English Language Learners, Assessment tab

Field	Required	Note
Result Code		Date of Mastery Select Mastery to indicate that the student has mastered the ELL Assessment. When the Result Code equals Mastery(M), the Admin Date is extracted for the Date of Mastery field on the ELL Collection.

ELL History Tab

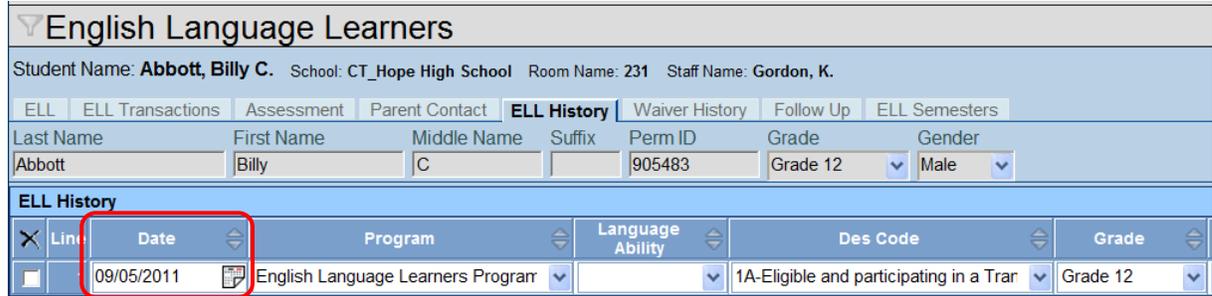


Figure 10.3 – English Language Learners, ELL History tab

Field	Required	Note
Date	Yes	First Date of ELL Service – in District. This field is mandatory for students receiving services, but must be left blank if the student’s parents have refused services.

FREE AND REDUCED MEALS SCREEN

Use the Free and Reduced Meals screen to collect student information required for Connecticut state reporting. Complete the following fields in the Free and Reduced Meals screen for each student in the school and/or district that is eligible for the Free and Reduced meals program.

To display the Student Programs screen :

1. Navigate to **Synergy SIS > Student Programs > Free and Reduced Meals.**
2. From the Tab area, search for a student and modify the fields as needed.

FRM Tab

The screenshot shows the 'Free and Reduced Meals' screen for student **Abbott, Billy C.** The student's school is **CT_Hope High School**, status is **Active**, and room is **231**. The 'FRM Transactions' tab is selected. The student's details are: Last Name: Abbott, First Name: Billy, Middle Name: C, Suffix: (empty), Perm ID: 905483, Grade: Grade 12. Below this is a table titled 'Free and Reduced Meals' with columns: Line, Enter Date, and Frm Code. The first row shows Line 1, Enter Date 09/06/2011, and Frm Code F-Free. The 'Frm Code' field is highlighted with a red box.

Figure 10.4 – Free and Reduced Meals, FRM tab

Field	Required	Note
Frm Code	Yes	Eligible for free/reduced price meals

STUDENT GATE SCREEN

Use the Student Gate screen to collect student information required for Connecticut state reporting. Complete the following fields in the Student Gate screen for each student in the school and/or district that is eligible to participate in a gifted and talented program.

To display the Student GATE screen :

1. Navigate to **Synergy SIS > Student Programs > Student GATE**.
2. From the Tab area, search for a student and modify the fields as needed.

Student GATE Tab

The screenshot shows the 'Student GATE' interface. At the top, it displays 'Student Name: Acevedo, Ashley', 'School: CT_Hope High School', 'Status: Active', and 'Room:'. Below this is a 'Student GATE' tab. The main form contains several fields: 'Last Name' (Acevedo), 'First Name' (Ashley), 'Middle Name' (empty), 'Suffix' (empty), 'Perm ID' (901830), 'Grade' (Grade 10), and 'Gender' (Female). A section titled 'Current GATE Code' contains a table with the following data:

Gate Code	Enter Date	Gate Grade	Gate Program	Number Times Tested
02-Gifted Identified	01/02/2012	Grade 10		

Figure 10.5 – Student GATE tab

Field	Required	Note
Gate Code	Yes	Gifted and Talented

Chapter Eleven: STUDENT COURSE HISTORY DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of specific student course history data entry values located in the Student Course History Screen

STUDENT COURSE HISTORY SCREEN

Use the Student Course History screen to collect the marks for course sections in which the student was enrolled that are included in Connecticut state reporting.

To display the Student Test screen :

1. Navigate to **Synergy SIS > Course History > Student Course History**.
2. From the Tab area, search for a student to display that student’s course history.

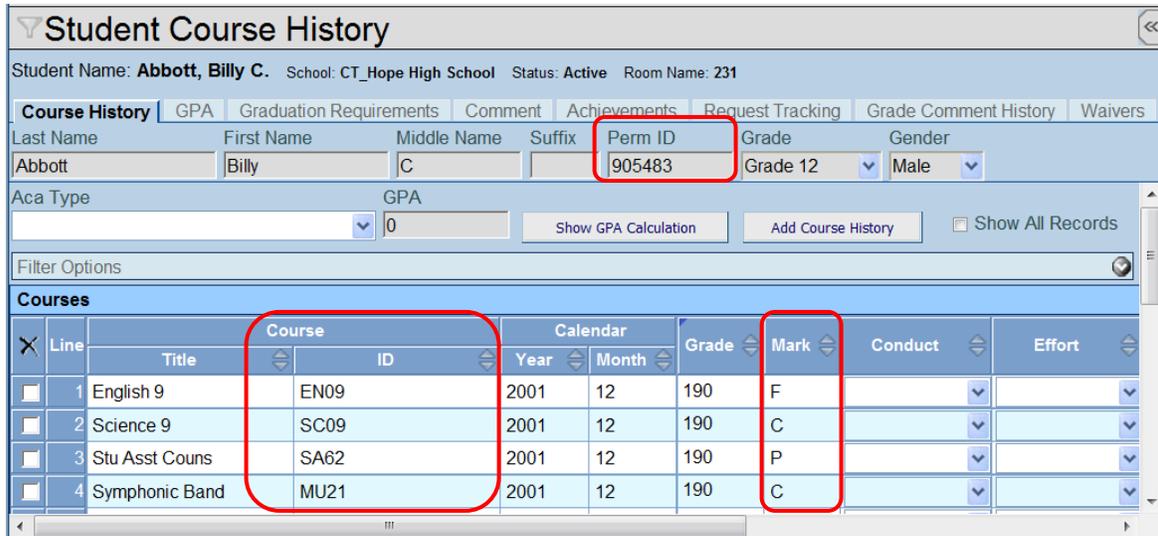


Figure 11.1 – Student Course History screen, Course History tab

Field	Required	Note
Perm ID	Yes	SASID
Course ID	Yes	LEA Course Code
Mark	Yes	Outcome/Grade

Chapter Twelve: STUDENT TEST DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of specific ELL student test data entry values located in the Student Test Screen

STUDENT TEST SCREEN

Use the Student Test screen to collect ELL students' test information required for Connecticut state reporting. Complete the following fields in the Student Test screen for each student in the school and/or district that is eligible for an English Language Learner (ELL) program and received an ELL test for mastery.

Prior to adding a student's ELL test scores in the Student Test screen, you must define the ELL Test Definition (Test History > Setup > Test Definition. Refer to : [Test Definition Setup](#) beginning on page 49 for more information.

To display the Student Test screen :

1. Navigate to **Synergy SIS > Test History > Student Test.**
2. From the Tab area, search for a student.
3. Click the **Add** button to add a student test record.
4. Search for and select the test administered to the student.

Student Test

Student Name: **(Acevedo, Andrew)** School: CT_Hope High School Status: Inactive Homeroom: ANNX

Student Test

Last Name: Acevedo First Name: Andrew Middle Name: Suffix: Perm ID: 886630 Grade: Grade 11 Gender: Male

Filter Options

×	Line	Admin Date	Test Name	School Year	School Name	Grade	Test Type	Test Level	Test Form	Test Group	Pass/Fail Indicator	Test Details
<input type="checkbox"/>	1	03/27/2009	Essentials	2010			Fall					Show Details
<input type="checkbox"/>	2	01/27/2011	Proficiency	2010			Fall					Show Details
<input type="checkbox"/>	3	03/29/2011	Proficiency	2010			Fall					Show Details
<input type="checkbox"/>	4	01/09/2012	CT ELL	2011		Grade 11	ELL					Show Details

Figure 12.1 – Student Test screen

Field	Required	Note
Admin Date	Yes	Date Testing Completed

STUDENT TEST DETAIL SCREEN

Use the Student Test Details screen to enter the test scores received by the student for each part of the ELL test. You must enter a Scale Score for each part of the test. If a score is missing, enter the Missing Score Code that best describes the reason the test score is missing.

To enter the student’s test scores on the Student Test Detail screen:

1. Click the **Show Details** link for the applicable test record on the **Student Test** screen.
2. Click the **Parts** tab.

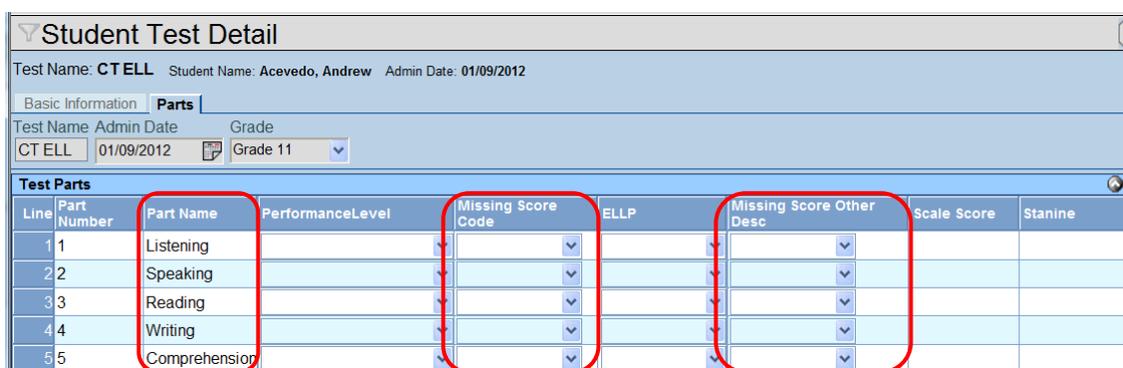


Figure 12.2 – Student Test Detail screen

Field	Required	Note
Scale Score	Yes	Listening Scale Score, if State Part Code equals L Speaking Scale Score, if State Part Code equals S Reading Scale Score, if State Part Code equals R Writing Scale Score, if State Part Code equals W Comprehensive Scale Score, if State Part Code equals C
Missing Score Code	Yes	Listening Scale Score Missing Code, if State Part Code equals L and the Listening Scale Score is blank. Speaking Scale Score Missing Code, if State Part Code equals S and the Speaking Scale Score is blank. Reading Scale Score Missing Code, if State Part Code equals R and the Reading Scale Score is blank. Writing Scale Score Missing Code, if State Part Code equals W and the Writing Scale Score is blank. Comprehensive Scale Score Missing Code, if State Part Code equals C and the Comprehensive Scale Score is blank.

Field	Required	Note
Missing Score Other Desc	Yes	<p>Listening Scale Score Missing Other, if State Part Code equals L and the Missing Score Code is 5=Other.</p> <p>Speaking Scale Score Missing Code, if State Part Code equals S and the Missing Score Code is 5=Other.</p> <p>Reading Scale Score Missing Code, if State Part Code equals R and the Missing Score Code is 5=Other.</p> <p>Writing Scale Score Missing Code, if State Part Code equals W and the Missing Score Code is 5=Other.</p> <p>Comprehensive Scale Score Missing Code, if State Part Code equals C and the Missing Score Code is 5=Other.</p>

Chapter Thirteen: STAFF SCREEN DATA ENTRY

In this chapter, the following topics are covered:

- ▶ Location of specific staff data entry values located in the Staff Screen

STAFF SCREEN

Use the Staff screen to collect staff information required for Connecticut state reporting. Complete the following fields in the Staff screen for each staff member employed by the school and/or district.

To display the Student screen :

1. Navigate to **Synergy SIS > Staff > Staff**.
2. From the Tab area, search for a student and modify the fields as needed.

General Tab

The screenshot shows the 'Staff' screen in the 'General' tab. At the top, it displays 'Staff Name: Aderson, Gordon' and 'Type: Teacher'. Below this are tabs for 'General', 'Schools', 'SpecialEd', 'Emergency', and 'Credentials'. The 'General' tab is active, showing fields for Last Name (Aderson), First Name (Gordon), Middle Name, Suffix, Gender (Male), and Type (Teacher). The 'Staff Info' section contains fields for Abbreviated Name, Social Security Number (123-45-6789), Badge Number (1000), State ID, Teacher / Administrator License Number, Teacher / Administrator License Prefix, Job Title, E-Mail (GAderson@ees.k12.org), Birth Date (01/13/1967), Birth Place, and Highest Education Level (Bachelor's degree). The 'Staff Role' section on the right has checkboxes for Audiology, Conference, Discipline, and Health. The 'State ID' and 'Badge Number' fields are highlighted with red boxes in the original image.

Figure 13.1 – Staff screen, General tab

Field	Required	Note
Badge Number	Yes	District Teacher ID
State ID	Yes	Education Identification Number (EIN)

Chapter Fourteen: REPORTS

In this chapter, the following topics are covered:

- ▶ Navigating the Report Screens
- ▶ What are the available Connecticut State reports
- ▶ How to customize the reports before printing

NAVIGATING THE REPORT SCREENS

You generate the Connecticut State Reporting Extracts from a customized report screen. While the information required on this report screen may change, some functions apply to all report screens. This section discusses these report screen similarities.

You access the Connecticut Report Screens from the **CT > Reports** folder in the **Navigation Tree**.

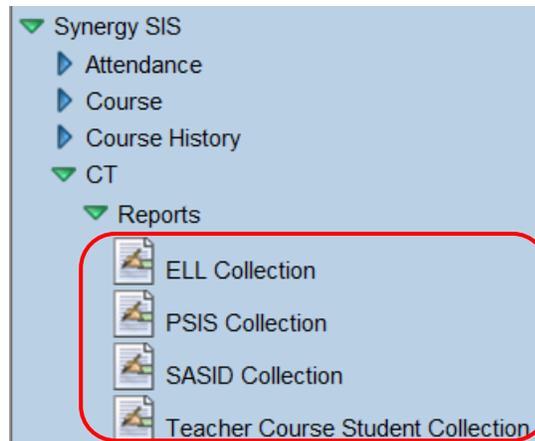


Figure 14.1 – CT Reports folder content

You access a specific report screen by clicking the icon that represents that report. For example, to access the PSIS Collection Screen, click the **PSIS Collection**  button.

Menu Status:

PSIS Collection

PSIS Extract | History | About

As of Date: 01/23/2012 Validate Report(s): Yes Validation Message Style:

Organizations To Process

Line	Name
1	CT Hope High School

Students To Process

Line	Last Name	First Name	Middle Name	Grade	SIS Number	Organization Name
------	-----------	------------	-------------	-------	------------	-------------------

Figure 14.2 – PSIS Collection Report Screen

The Report Screen has three tabs:

- Report Interface tab (see page [88](#))
- History tab (see page [89](#))
- About tab (see page [92](#))

The Report Interface Tab

Use the Report Interface tab to enter the fields required to extract the Connecticut State Reporting Data for the report or data file (see [Figure 14.2 – PSIS Collection Report Screen](#)). The Report Interface tab has the following components used to enter the record selection criteria:

- Data Entry fields – examples include the Record Type, As of Date, Start Date, End Date, Validate Report(s), and Validation Message Style
- Organizations to Process – use the Organizations to Process list to include all students enrolled in selected schools or districts in the extract or report.
- Students to Process – use the Students to Process list to include specific student records in the extract or report.

The Organizations to Process and Students to Process lists are mutually exclusive. This means that only one or the other list can be used to extract the student records that meet the record selection criteria; not both.

After the report selection criteria is entered, click the **Generate Extract** button to create the extract file or report. Each time an extract or report is submitted, a record is added to the History tab.

The History Tab

All files, logs, and reports generated by the users are stored in the SQL database. Use the History tab to screen these files, logs, and reports; screen the parameters used to generate a file, log, or report; screen an error log; and screen the data results in the Extract Viewer.

Each time a file, log, or report is saved to the History tab, the SQL database increases in size. To keep the size of the SQL database manageable, click the **Clear Report History** button to remove history records that are no longer required. You can click the Pinned button to prevent a report from being removed by the Clear Report History process.

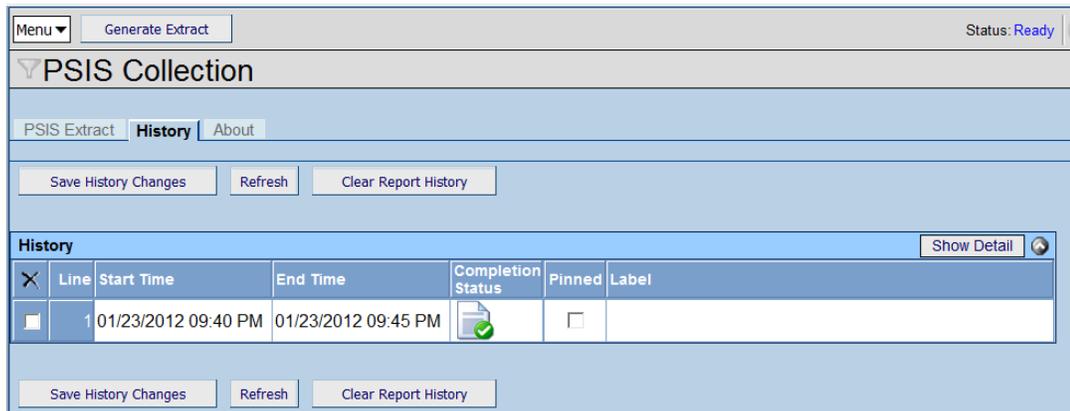


Figure 14.3 – PSIS Collection Screen, History tab

The following table explains each column heading.

Column Heading	Definition
Line	A line number is use to automatically sequence each history record. The records are sequenced in ascending order, beginning with the most recent history record.
Start Time	The date and time this report instance started running is displayed.
End Time	The date and time this report instance finished running is displayed.
Completion Status	The following buttons represent the status of each report instance:  Process is running/did not complete.  Process Completed  Report stopped due to errors
Pinned	Click the Pinned check box to prevent a report from being removed by the Clear Report History process. You may want to use this option to keep a copy of the report for historical purposes.
Label	When a report is pinned, you can type a descriptive label for the report to be saved (for example, 2010/2011 Final Submission).

Click a **Line** number, and then click the **Show Details** button to display details for that report instance. The **Parameters** tab shows the values used to extract the student data for this report instance.



Figure 14.4 –History tab with details example

Click the **Files** tab to screen the results of the report instance.

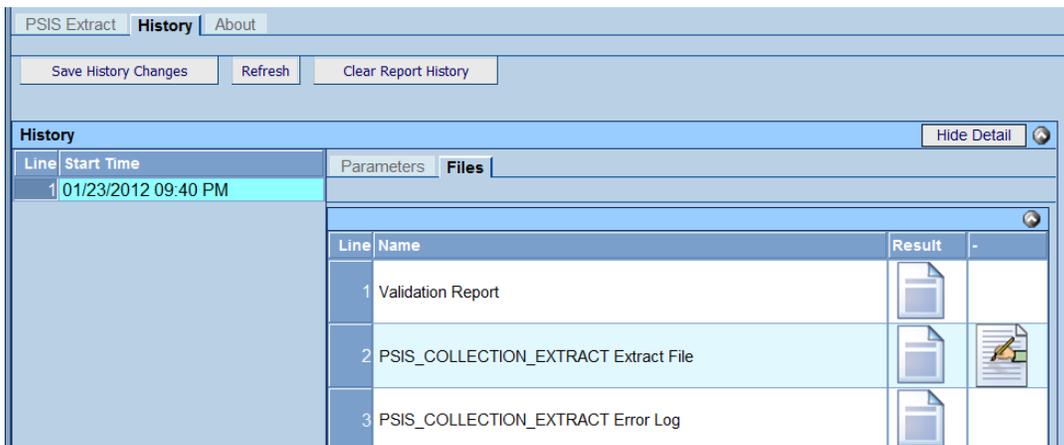


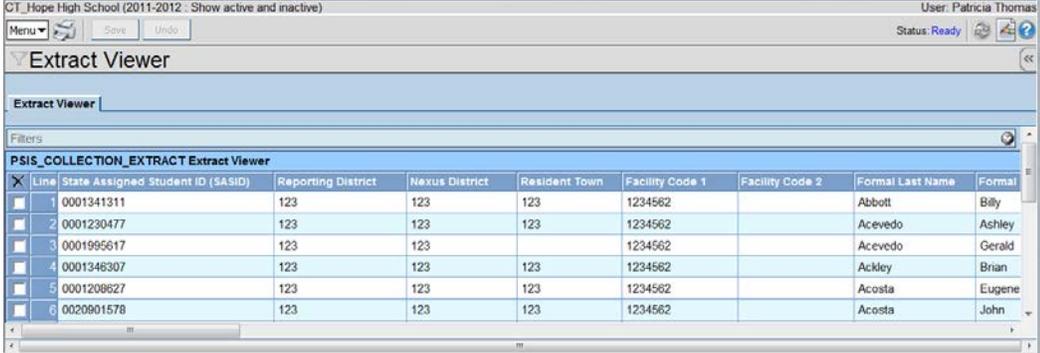
Figure 14.5 –History tab, Files tab example

Click the **Paper**  button to save the extract file (or error log) to the computer or network.

Click the **Hide Detail** button to hide the history file details.

The Extract Viewer

On the History > Files tab, click the **Paper and Pencil**  button to open the extract viewer to screen, add and modify the extracted student records; and to add a student record to the extract.



Line	State Assigned Student ID (SASID)	Reporting District	Nexus District	Resident Town	Facility Code 1	Facility Code 2	Formal Last Name	Formal First Name
1	0001341311	123	123	123	1234562		Abbott	Billy
2	0001230477	123	123	123	1234562		Acevedo	Ashley
3	0001995617	123	123		1234562		Acevedo	Gerald
4	0001346307	123	123	123	1234562		Ackley	Brian
5	0001208627	123	123	123	1234562		Acosta	Eugene
6	0020801578	123	123	123	1234562		Acosta	John

Figure 14.6 – Extract Viewer example

To modify the student data:

1. Click the **Line** number of the record to be modified.
2. Tab to the field to be changed or click and drag the Horizontal scroll bar.
3. Make the necessary change to the student data.
4. Click the **Save** button to save the changes to the student data.
5. When finished modifying the student data, close the extract viewer. A modified student data extract is saved with the following name ([Extract File Name] (Modified)).

To delete records from the extract viewer:

1. Click to select the check box in the Delete column () that corresponds to the student record to be deleted.
2. Click the **Save** button to save the changes to the student data.
3. When finished modifying the student data, close the extract viewer. A modified student data extract is saved with the following name ([Extract File Name] (Modified)).

The About Tab

The About tab contains state-specific information about the extract or report.

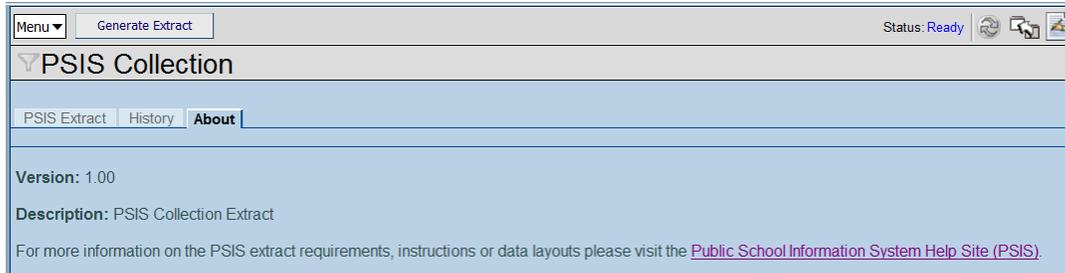


Figure 14.7 – About tab example

PSIS COLLECTION

Use PSIS Collection to submit a snapshot of active student enrollments, regardless of the students' attendance status, to the Connecticut State Department of Education (CSDE). Student records are extracted if the following conditions are met:

- The student has an active enrollment record on the As of Date located entered the report interface,
- The Exclude ADA/ADM check box is blank.
- Exclude ADA/ADM code or state code equal Y and the Override ADA/ADM of No check box is selected.

Click the About tag to access additional information about the PSIS Collection.

To generate the extract file:

1. Navigate to **Synergy SIS > CT > Reports > PSIS Collection** to display the PSIS Collection screen.

Figure 14.8 – PSIS Collection screen

2. In the **As of Date** field, click the **Calendar**  button to select the cutoff date for the extract; or type each date in M/D/YY format. Any student with an active enrollment record on that date is included on the report, if the student enrollment record meets the other record selection criteria.
3. In the **Validate Report(s)** field, click **Yes** to validate the active student enrollment records selected for the report. Click **No** to generate the extract without validating the student enrollment records.
4. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.
5. In **Organizations To Process**, click the **Chooser** button to select the organizations in which the students to be included in the file extract are enrolled. Leave this section blank to include students from all organizations in the report selection process.
6. In **Students To Process**, click the **Chooser** button to select the students to be included in the file extract. Leave this section blank to include all students in the report selection process.

If specific student records are selected for the extract, any organizations selected in the Organizations To Process section are ignored during the record selection process.
7. Click the **Generate Extract** button. The **Job Status** screen appears. When the extract process is finished, the **Job Status** screen automatically closes.
8. Click the **History** tab to screen the job status (see [Figure 14.3](#) on page [89](#)).
9. Click to select a job record, and then click the **Show Details** button to screen the job details and to access the extract file viewer.

Refer to [The History Tab](#) procedure on page [89](#) for more information.

10. Click the **Files** tab to view the PSIS Collection Extract File (see [Figure 14.5](#) on page [90](#)).

11. Click the **Paper and Pencil**  button to view the PSIS record collection in the Extract File viewer.

You can modify the student data displayed in the Extract File viewer. Refer to [The Extract Viewer](#) procedure on page [91](#) for more information.

12. Click and drag the **Horizontal** scroll bar to screen/verify the extracted student data.

13. When the student data is verified correct, upload the PSIS Collection to the CSDE.

SASID COLLECTION

Use SASID Collection to submit the following record types to the CSDE:

- Register to submit enrollment records for students new to the district and returning from an out-of-district withdrawal.
- Change to submit student enrollment records with a change in the following state-required fields: Facility Code 1, Facility Code 2, Nexus District, or Grade.
- Unregister to submit enrollment records for students who withdrew from the district. School withdrawals are not reported.

The following rules apply to the records included in the extracts:

- For all record types, one student record can only be submitted to the state.
- The Register and Unregister extract files will include the most current district entry or district withdrawal record, determined by the report date entered on the report interface
- The Change extract file will include only changes to the following required fields recorded on the most recent date within the report interface Start and End Dates: Facility Code 1, Facility Code 2, Nexus District, or Grade.

To generate the extract file:

1. Navigate to **Synergy SIS > CT > Reports > SASID Collection** to display the SASID Collection screen.

Figure 14.9 – SASID Collection screen

2. In the **Record Type** field, click to select the extract file to be created:
 - a. Change
 - b. Register
 - c. Unregister
3. In the **Start Date** and **End Date** fields, click the **Calendar**  button to select the custom date range for the report; or type each date in M/D/YY format.

On the Register and Unregister extracts, any student with a district entry or district withdrawal date that falls within this date range is included on the report.

On the Change extract, any student record with a recent change in the Facility Code 1, Facility Code 2, Nexus District, or Grade field is included in the report, if the date of the change falls within the data range entered.
4. In the **Validate Report(s)** field, click **Yes** to validate the active student enrollment records selected for the report. Click **No** to generate the extract without validating the student enrollment records.
5. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.
6. In **Organizations To Process**, click the **Chooser** button to select the organizations in which the students to be included in the file extract are enrolled. Leave this section blank to include students from all organizations in the report selection process.

7. In **Students To Process**, click the **Chooser** button to select the students to be included in the file extract. Leave this section blank to include all students in the report selection process.

If specific student records are selected for the extract, any organizations selected in the Organizations To Process section are ignored during the record selection process.

8. Click the **Generate Extract** button. The **Job Status** screen appears. When the extract process is finished, the **Job Status** screen automatically closes.
9. Click the **History** tab to screen the job status (see [Figure 14.3](#) on page [89](#)).
10. Click to select a job record, and then click the **Show Details** button to screen the job details and to access the extract file viewer.

Refer to [The History Tab](#) procedure on page [89](#) for more information.

11. Click the **Files** tab to view the SASID Collection Extract File (see [Figure 14.5](#) on page [90](#)).

12. Click the **Paper and Pencil**  button to view the SASID record collection in the Extract File viewer.

You can modify the student data displayed in the Extract File viewer. Refer to [The Extract Viewer](#) procedure on page [91](#) for more information.

13. Click and drag the **Horizontal** scroll bar to screen/verify the extracted student data.
14. When the student data is verified correct, upload the SASID Collection to the CSDE.

ELL COLLECTION

Use ELL Collection to submit the LAS link testing data to the CSDE for students participating in an ELL program in your district. Student records are extracted if the following conditions are met:

- The student has an active enrollment record on the As of Date entered on the report interface.
- The Exclude ADA/ADM check box is blank.
- Exclude ADA/ADM code or state code equal Y and the Override ADA/ADM of No check box is selected.
- The student is classified as eligible to participate in an ELL program in your district.

To generate the extract file:

1. Navigate to **Synergy SIS > CT > Reports > ELL Collection** to display the ELL Collection screen.

Figure 14.10 – ELL Collection screen

2. In the **PSIS Date** field, click the **Calendar**  button to select the date used to determine the students to be included in the extract; or type each date in M/D/YY format. Any student with an active enrollment record on that date or any student that enrolled after the PSIS date with an ELL Test prior to the End Date is included in the extract.
3. In the **End Date** field, click the **Calendar**  button to select the cutoff date for the extract; or type each date in M/D/YY format. any student that enrolled after the PSIS date with an ELL Test prior to the End Date is included in the extract
4. In the **Validate Report(s)** field, click **Yes** to validate the active student enrollment records selected for the report. Click **No** to generate the extract without validating the student enrollment records.
5. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.
6. In **Organizations To Process**, click the **Chooser** button to select the organizations in which the students to be included in the file extract are enrolled. Leave this section blank to include students from all organizations in the report selection process.
7. In **Students To Process**, click the **Chooser** button to select the students to be included in the file extract. Leave this section blank to include all students in the report selection process.

If specific student records are selected for the extract, any organizations selected in the Organizations To Process section are ignored during the record selection process.
8. Click the **Generate Extract** button. The **Job Status** screen appears. When the extract process is finished, the **Job Status** screen automatically closes.
9. Click the **History** tab to screen the job status (see [Figure 14.3](#) on page [89](#)).

- Click to select a job record, and then click the **Show Details** button to screen the job details and to access the extract file viewer.

Refer to [The History Tab](#) procedure on page [89](#) for more information.

- Click the **Files** tab to view the ELL Collection Extract File (see [Figure 14.5](#) on page [90](#)).

- Click the **Paper and Pencil**  button to view the ELL record collection in the Extract File viewer.

You can modify the student data displayed in the Extract File viewer. Refer to [The Extract Viewer](#) procedure on page [91](#) for more information.

- Click and drag the **Horizontal** scroll bar to screen/verify the extracted student data.
- When the student data is verified correct, upload the ELL Collection to the CSDE.

TEACHER COURSE STUDENT COLLECTION

Use Teacher Course Student (TCS) Collection is the data link for Students, Teachers, Courses and Outcomes.

To generate the extract file:

- Navigate to **Synergy SIS > CT > Reports > TCS Collection** to display the TCS Collection screen.

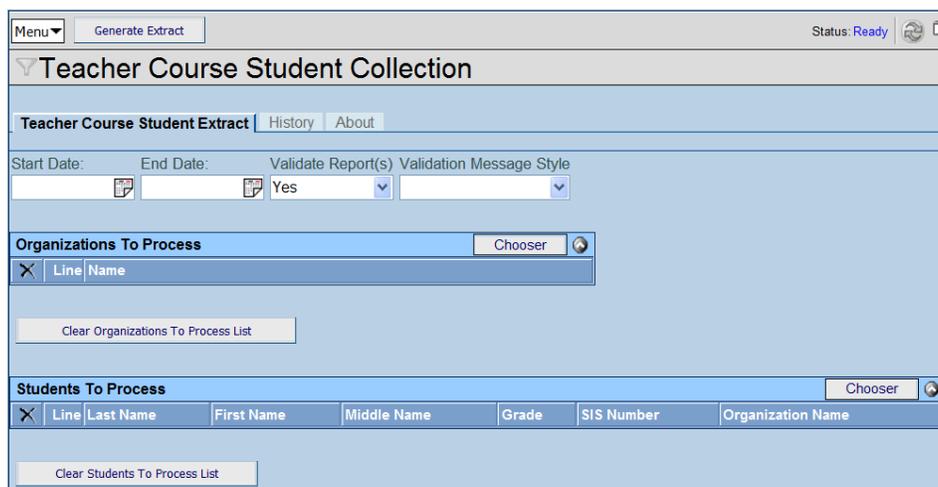


Figure 14.11 – Teacher Course Student Collection screen

- In the **Start Date** and **End Date** fields, click the **Calendar**  button to select the custom date range for the report; or type each date in M/D/YY format.
- In the **Validate Report(s)** field, click **Yes** to validate the records selected for the report. Click **No** to generate the extract without validating the records.

3. In the **Validation Message Style** field, click to select **One Per Line** to list one error message per line on the error report; or click to select **Paragraph** to list the error messages in paragraph format.
4. In **Organizations To Process**, click the **Chooser** button to select the organizations in which the students to be included in the file extract are enrolled. Leave this section blank to include students from all organizations in the report selection process.
5. In **Students To Process**, click the **Chooser** button to select the students to be included in the file extract. Leave this section blank to include all students in the report selection process.

If specific student records are selected for the extract, any organizations selected in the Organizations To Process section are ignored during the record selection process.

6. Click the **Generate Extract** button. The **Job Status** screen appears. When the extract process is finished, the **Job Status** screen automatically closes.
7. Click the **History** tab to screen the job status (see [Figure 14.3](#) on page [89](#)).
8. Click to select a job record, and then click the **Show Details** button to screen the job details and to access the extract file viewer.

Refer to [The History Tab](#) procedure on page [89](#) for more information.

9. Click the **Files** tab to view the TCS Collection Extract File (see [Figure 14.5](#) on page [90](#)).

10. Click the **Paper and Pencil**  button to view the TCS record collection in the Extract File viewer.

You can modify the student data displayed in the Extract File viewer. Refer to [The Extract Viewer](#) procedure on page [91](#) for more information.

11. Click and drag the **Horizontal** scroll bar to screen/verify the extracted student data.
12. When the student data is verified correct, upload the Teacher Course Student Collection to the CSDE.

Chapter Fifteen: EXTRACT FILE MAPPING

In this chapter, the following topics are covered:

- ▶ ELL Collection
- ▶ PSIS Collection
- ▶ SASID Collection
- ▶ TCS Collection

ELL COLLECTION

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	State Assigned Student ID (SASID)	10	K12-Student-StateStudentNumber	Student> Demographics	SASID	N/A	A/N	Numbers only
2	Date of Birth	8	K12-Student-BirthDate	Student> Demographics	Birth Date	N/A	A/N	MMDDYYYY
3	District Student ID	20	K12-Student-SisNumber	Student> Demographics	Perm ID	N/A	A/N	Letters and Numbers
4	Reporting District	3	First three characters of K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD2 Override if blank with first three characters of K12-Setup-DistrictSetup-DistrictNumber	Student>Enrollment History Or Organization>District Setup	N/A	N/A	A/N	Extract the first three characters of the Facility Code 1 (SrUserDD1) value at the Student>Enrollment level. If the Facility Code 1 field is blank, extract the first three characters of the Facility Code value from the School Setup screen.
5	Facility Code 1	7	K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD2 Override if blank K12-School-StateSchoolCode	Student> Enrollment Or Organization>School Setup	Facility Code 1	K12-Enrollment-SrUserDD02	A/N	See Table A
6	Grade Code	2	K12-EnrollmentInfo-StudentEnrollmentActivity-Grade	Student> Enrollment	Grade	K12-Grade	A/N	See Table B
7	Dominant Language Code	3	K12-Student-HomeLanguage or K12-ProgramInfo-ELL-LanguagettoHome	Student> Demographics Or English Language Learners > ELL	Home Language Or First Learned Spoken to Student at Home Spoken by Adults at Home	K12-Language	A/N	Calculate based on the First Learned, Spoken to Student at Home, and Spoken by Adults at Home field values. Check for two matches between these fields. If there are no matches between these field, extract Home Language
8	English Language Learner (ELL)	1	K12-ProgramInfo-ELL-ProgramCode if ProgramCode > Blank and EffectiveDate<EndDate and ExitDate>EndDate	English Language Learners > ELL	Program	K12-ProgramInfo-Ell Program Code	A/N	Extract a Y if the ELL Program Code field is not blank, the Effective Date is less than the End Date entered on the report, and the Exit Date is greater than the End Date on the report interface. Otherwise, extract an N.
9	ELL Program Code	2	K12-ProgramInfo-ELL-DesCurrentCode	English Language Learners > ELL	Des Code	K12-ProgramInfo-Ell Des Code	A/N	
10	First Date of ELL Service — in District	8	K12-ProgramInfo-ELLHistory-EntryDate	English Language Learners > ELL History	Date	N/A	A/N	Calculate based on earliest date in the K12-ProgramInfo-ELLHistory-EntryDate MMDDYYYY

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
11	Date of Mastery	8	Calculated; if K12-ProgramInfo-ELLStudentAssessmentGrid-ResultCode equals M (Mastery) for the ELL test record, extract K12-ProgramInfo-ELLStudentAssessmentGrid-Admin Date.	English Language Learners > Assessments	Result Code	K12-ProgramInfo-Ell Result Code	A/N	Extract corresponding Admin Date if Result Code equals Mastery in ELL Assessment MMDDYYYY
12	Listening Scale Score	3	K12-TestInfo-StudentTestPartGrid where the Test Name is CT ELL and the State Part Code is L	Student Test>Student Test Detail>Parts	Scale Score, where State Part Code is L	N/A	A/N	Numeric Value 200-700
13	Speaking Scale Score	3	K12-TestInfo-StudentTestPartGrid where the Test Name is CT ELL and the State Part Code is S	Student Test>Student Test Detail>Parts	Scale Score, where State Part Code is S	N/A	A/N	Numeric Value 200-700
14	Reading Scale Score	3	K12-TestInfo-StudentTestPartGrid where the Test Name is CT ELL and the State Part Code is R	Student Test>Student Test Detail>Parts	Scale Score, where State Part Code is R	N/A	A/N	Numeric Value 200-700
15	Writing Scale Score	3	K12-TestInfo-StudentTestPartGrid where the Test Name is CT ELL and the State Part Code is W	Student Test>Student Test Detail>Parts	Scale Score, where State Part Code is W	N/A	A/N	Numeric Value 200-700
16	Comprehension Scale Score	3	K12-TestInfo-StudentTestPartGrid where the Test Name is CT ELL and the State Part Code is C	Student Test>Student Test Detail>Parts	Scale Score, where State Part Code is C	N/A	A/N	Numeric Value 200-700
17	Date Testing Completed	8	K12-TestInfo-StudentTest-AdminDate	Student Test>Student Test	Admin Date	N/A	A/N	MMDDYYYY
18	Listening Scale Score Missing Code	2	K12-TestInfo-StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Code and the State Part code is L	Student Test>Student Test Detail>Parts	Missing Score Code, where State Part Code is L	N/A	A/N	
19	Speaking Scale Score Missing Code	2	K12-TestInfo-StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Code and the State Part code is S	Student Test>Student Test Detail>Parts	Missing Score Code, where State Part Code is S	N/A	A/N	
20	Reading Scale Score Missing Code	2	K12-TestInfo-StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Code and the State Part code is R	Student Test>Student Test Detail>Parts	Missing Score Code, where State Part Code is R	N/A	A/N	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
21	Writing Scale Score Missing Code	2	K12-TestInfo-StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Code and the State Part code is W	Student Test>Student Test Detail>Parts	Missing Score Code, where State Part Code is W	N/A	A/N	
22	Comprehension Scale Score Missing Code	2	K12-TestInfo-StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Code and the State Part code is C	Student Test>Student Test Detail>Parts	Missing Score Code, where State Part Code is C	N/A	A/N	
23	Listening Scale Score Missing Other	100	K12-TestInfo-StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Other Desc, Scale Score Missing Code equals 5 – Other, the State Part code is L	Student Test>Student Test Detail>Parts	Missing Score Other Desc, where State Part Code is L	N/A	A/N	
24	Speaking Scale Score Missing Other	100	K12-TestInfo-StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Other Desc, Scale Score Missing Code equals 5 – Other, the State Part code is S	Student Test>Student Test Detail>Parts	Missing Score Other Desc, where State Part Code is S	N/A	A/N	
25	Reading Scale Score Missing Other	100	K12-TestInfo-StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Other Desc, Scale Score Missing Code equals 5 – Other, the State Part code is R	Student Test>Student Test Detail>Parts	Missing Score Other Desc, where State Part Code is R	N/A	A/N	
26	Writing Scale Score Missing Other	100	K12-TestInfo-StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Other Desc, Scale Score Missing Code equals 5 – Other, the State Part code is W	Student Test>Student Test Detail>Parts	Missing Score Other Desc, where State Part Code is W	N/A	A/N	
27	Comprehension Scale Score Missing Other	100	K12-TestInfo-StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Other Desc, Scale Score Missing Code equals 5 – Other, the State Part code is C	Student Test>Student Test Detail>Parts	Missing Score Other Desc, where State Part Code is C	N/A	A/N	
28	End of Record Indicator	1	N/A	N/A	N/A	N/A	A/N	The letter "X" must be included in this position to mark the end of each record.

PSIS COLLECTION

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	State Assigned Student ID (SASID)	10	K12-Student-StateStudentNumber	Student>Demographics	SASID	N/A	A/N	Numbers only
2	Reporting District	3	First three characters of K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD02 Override if blank with first three characters of K12-Setup-CT - StateRequirements-StateSchoolCode	N/A	N/A	N/A	A/N	Extract the first three characters of the Facility Code 1 (SrUserDD1) value at the Student>Enrollment level. If the Facility Code 1 field is blank, extract the first three characters of the Facility Code value from the School Setup screen.
3	Nexus District	3	K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD03 If blank, extract K12-Setup-DistrictSetup-DistrictNumber	Student>Enrollment Or Organization>District	Nexus District or District Number	K12-Enrollment-SrUserDD03	A/N	Extract the Nexus District value at the Student>Enrollment level. If the Nexus District is blank, extract the District Number at the Organization>District Setup level.
4	Resident Town	3	K12-EnrollmentInfo-StudentEnrollmentActivity-DistrictOfResidenceDD	Student>Enrollment	Resident Town	K12-Enrollment-District	A/N	
5	Facility Code 1	7	K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD02 Override if blank K12-School-StateSchoolCode	Student>Enrollment	Facility Code 1	K12-Enrollment-SrUserDD02	A/N	See Table A
6	Facility Code 2	7	K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD04	Student>Enrollment	Facility Code 2	K12-Enrollment-SrUserDD04	AN/	
7	Formal Last Name	35	K12-Student-LastName	Student>Demographics	Last Name	N/A	A/N	
8	Formal First Name	20	K12-Student-FirstName	Student>Demographics	Fist Name	N/A	A/N	
9	Formal Middle Name	20	K12-Student-MiddleName	Student>Demographics	Middle Name	N/A	A/N	
10	Generation Suffix	4	K12-Student-Suffix	Student>Demographics	Suffix	N/A	A/N	
11	Date of Birth	8	K12-Student-BirthDate	Student>Demographics	Birth Date	N/A	A/N	MMDDYYYY
12	Grade Code	2	K12-EnrollmentInfo-StudentEnrollmentActivity-Grade	Student>Enrollment	Grade	K12-Grade	A/N	See Table B

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
13	Dominant Language Code	3	K12-Student-HomeLanguage or K12-ProgramInfo-ELL-LanguagetoHome	Student>Demographics Or English Language Learners > ELL	Home Language Or First Learned Spoken to Student at Home Spoken by Adults at Home	K12-Language	A/N	Calculate based on the First Learned, Spoken to Student at Home, and Spoken by Adults at Home field values. Check for two matches between these fields. If there are no matches between these field, extract Home Language
14	English Language Learner (ELL)	1	K12-ProgramInfo-ELL-ProgramCode if ProgramCode > Blank and EffectiveDate<Report Date and ExitDate>ReportDate	Student Programs>English Language Learners > ELL	Program	K12-ProgramInfo-Ell Program Code	A/N	Extract a Y if the ELL Program Code field is not blank, the Effective Date is less than the As of Date entered on the report, and the Exit Date is greater than the As of Date on the report interface. Otherwise, extract an N.
15	ELL Program Code	2	K12-ProgramInfo-ELL-DesCurrentCode	Student Programs>English Language Learners > ELL	Des Code	K12-ProgramInfo-Ell Des Code	A/N	
16	Special Education	1	K12-EnrollmentInfo-StudentEnrollment Activity-InstructionalSetting	Student>Enrollment	Special Education	K12-Enrollment-Instructional Setting	A/N	Y or N
17	Eligible for free/reduced price meals	1	K12-ProgramInfo-StudentFRMHistory-Frmcode	Student Programs>Free and Reduced Meals>FRM	FRM Code	K12-ProgramInfo-FRM Code	A/N	Extract the FRM code from the Alt Code 2 field, if that code is F or M, and the Enter Date is within the selected date range.. If the FRM code is not F or M, extract N. IF Alt Code 2 is blank, extract the Code value
18	Enrolled at No Local Expense Code	2	K12-EnrollmentInfo-StudentEnrollment Activity-TuitionPayerCode	Student>Enrollment	Enrolled at No Local Expense Code	K12-Enrollment-Tuition Payer Code	A/N	
19	Special Program Status Code	2	K12-EnrollmentInfo-StudentEnrollment Activity-SpecialEnrollment Code	Student>Enrollment	Special Program Status Code	K12-Enrollment-Special Enroll Code	A/N	
20	PreK Program Status Code	2	K12-EnrollmentInfo-StudentEnrollment Activity-SREnrUserDD01	Student>Enrollment	PreK Program Status Code	K12-Enrollment-SRUserDd01	A/N	
21	Length of PreK Program Day in Hours	5	K12-EnrollmentInfo-StudentEnrollment Activity-SREnrUserNum01	Student>Enrollment	Length of PreK Program Day in Hours	N/A	A/N	.25-15.00 (in increments of .25) Required only for students with a grade code equal to P3 or PK.
22	Number of PreK Program Days per Year	5	K12-EnrollmentInfo-StudentEnrollment Activity-SREnrUserNum02	Student>Enrollment	Number of PreK Program Days per Year	N/A	A/N	1 to 366 Required only for students with a grade code equal to P3 or PK.
23	District Student ID	20	K12-Student-SisNumber	Student>Demographics	Perm ID	N/A	A/N	Letters and Numbers

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
24	Group Name	20	K12-CT-Student-GroupName	Student>State	Group Name	N/A	A/N	Letters and Numbers
25	Group Code	10	K12-CT-Student-GroupCode	Student>State	Group Code	N/A	A/N	Letters and Numbers
26	Migrant	1	K12-Student-Migrant	Student>Other Info	Migrant	N/A	A/N	Y or N
27	Gifted and Talented	2	K12-ProgramInfo-StudentGATE-GateCode	Student Programs>Student GATE	Gate Code	K12-ProgramInfo-GATE Code	A/N	Extract the GATE code if the Enter Date is less than the As of Date entered on the report interface. Default all other students to 01-Not Gifted, Not Talented..
28	Homeless	2	K12-Student-Homeless	Student>State	Homeless	K12-Demographics-Homeless	A/N	
29	Number of Days of Membership	3	N/A – Calculated	N/A	N/A	N/A	A/N	0 to 229 Optional
30	Number of Days in Attendance	3	N/A – Calculated	N/A	N/A	N/A	A/N	0 to 229 Optional
31	End of Record Indicator	1	N/A	N/A	N/A	N/A	A/N	The letter "X" must be included in this position to mark the end of each record.

SASID COLLECTION

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	Record Type	1	N/A	CT>Reports>SASID Collection	Record Type	N/A	A/N	R = Register C = Change U = Unregister
2	State Assigned Student ID (SASID)	10	K12-Student-StateStudentNumber	Student>Demographics	SASID	N/A	A/N	Numbers only
3	Reporting District	3	First three characters of K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD02 Override if blank with first three characters of K12-Setup-CT-StateRequirements-StateSchoolCode	N/A	N/A	N/A	A/N	Extract the first three characters of the Facility Code 1 (SRUserDD1) value at the Student>Enrollment level. If the Facility Code 1 field is blank, extract the first three characters of the Facility Code value from the School Setup screen.
4	Report District Entry Date	8	K12-EnrollmentInfo-StudentSchoolYear-EnterDate	Student>Enrollment History	Enter Date	N/A	A/N	MMDDYYYY
5	Resident Town	3	K12-EnrollmentInfo-StudentEnrollment Activity-DistrictOf ResidenceDD	Student>Enrollment	Resident Town	K12-Enrollment-District	A/N	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
6	Facility Code 1	7	K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD02 Override if blank K12-Setup-CT-StateRequirements-StateSchoolCode	Student>Enrollment	Facility Code 1	K12-Enrollment-SrUserDD02	A/N	See Table A
7	Facility Code 2	7	K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD04	Student>Enrollment	Facility Code 2	K12-Enrollment-SrUserDD04	AN/	
8	Formal Last Name	35	K12-Student-LastName	Student>Demographics	Last Name	N/A	A/N	
9	Formal First Name	20	K12-Student-FirstName	Student>Demographics	Fist Name	N/A	A/N	
10	Formal Middle Name	20	K12-Student-MiddleName	Student>Demographics	Middle Name	N/A	A/N	
11	Generation Suffix	4	K12-Student-Suffix	Student>Demographics	Suffix	N/A	A/N	
12	Date of Birth	8	K12-Student-BirthDate	Student>Demographics	Birth Date	N/A	A/N	MMDDYYYY
13	Hispanic or Latino	1	K12-Student-HispanicIndicator	Student>Demographics	Hispanic/Latino	N/A	A/N	Y or N
14	American Indian or Alaska Native	1	Revelation-Rev PersonSecondary Ethnic-EthnicCode	Student>Demographics	American Indian or Alaska Native	N/A	A/N	Y or N
15	Asian	1	Revelation-Rev PersonSecondary Ethnic-EthnicCode	Student>Demographics	Asian	N/A	A/N	Y or N
16	Black or African American	1	Revelation-Rev PersonSecondary Ethnic-EthnicCode	Student>Demographics	Black or African American	N/A	A/N	Y or N
17	Native Hawaiian or Other Pacific Islander	1	Revelation-Rev PersonSecondary Ethnic-EthnicCode	Student>Demographics	Native Hawaiian or Other Pacific Islander	N/A	A/N	Y or N
18	White	1	Revelation-Rev PersonSecondary Ethnic-EthnicCode	Student>Demographics	White	N/A	A/N	Y or N
19	Gender Code	1	K12-Student-Gender	Student>Demographics	Gender	Revelation-Gender	A/N	M or F
20	Grade Code	2	K12-EnrollmentInfo-StudentEnrollmentActivity-Grade	Student>Enrollment	Grade	K12-Grade	A/N	See Table B
21	District Student ID	20	K12-Student-SisNumber	Student>Demographics	Perm ID	N/A	A/N	Letters and Numbers
22	Last name as it appears in SIS	35	K12-Student-LastName	Student>Demographics	Last Name	N/A	A/N	
23	Town of Birth	50	K12-CT-student-BirthPlace	Student>Demographics	Town of Birth	N/A	A/N	
24	Mother's Maiden Name	35	K12-CT-ParentGuardianInfo-ParentStudent-MothersMaidenName	Parent>Demographics	Maiden Name	N/A	N/A	Extracted if Relation Type equals Mother (State Code = M or Code = M). Leave blank if the Maiden Name field is blank.

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
25	Polio Vaccination Date	8	K12-HealthInfo-StudentDosageGrid-Date	Health>Immunizations	Date	N/A	N/A	
26	Secondary ID	9	N/A	N/A	N/A	N/A	N/A	This field is reserved for future use by CSDE.
27	Reporting District Exit Date	8	K12-EnrollmentInfo-StudentSchoolYear-LeaveDate	Student>Enrollment	Leave Date	N/A	N/A	MMDDYYYY
28	Exit Type	2	K12-EnrollmentInfo-StudentSchoolYear-LeaveCode	Student>Enrollment	Leave Code	K12-Enrollment-Leave Code	N/A	
29	Exit Status	2	N/A	N/A	N/A	N/A	N/A	Default to 01 – Permanent exit/withdrawal Manually with 02 – Temporary exit/withdrawal in the extract file, if applicable
30	Number of Days of Membership	3	N/A – Calculated	N/A	N/A	N/A	A/N	0 to 229 Optional
31	Number of Days in Attendance	3	N/A – Calculated	N/A	N/A	N/A	A/N	0 to 229 Optional
32	Facility/Grade Exit Date	8	For the Unregister extract: K12-EnrollmentInfo-StudentSchoolYear-LeaveDate for the Unregister extract	Student>Enrollment History	Leave Date	N/A	A/N	For the Change extract, calculate the exit date based on the student enrollment activity effective date for a grade change MMDDYYYY
33	Facility/Grade Entry Date	8	For the Register extract: K12-EnrollmentInfo-StudentSchoolYear-EnterDate	Student>Enrollment	Enter Date	N/A	A/N	For the Change extract, calculate the exit date based on the student enrollment activity effective date for a grade change MMDDYYYY
34	Nexus District	3	K12-EnrollmentInfo-StudentEnrollment Activity-SRUserDD03 If blank, extract K12-Setup-Organization-DistrictNumber	Student>Enrollment Or Organization>District	Nexus District or District Number	K12-Enrollment-SrUserDD03	A/N	Extract the Nexus District value at the Student>Enrollment level. If the Nexus District is blank, extract the District Number at the Organization>District Setup level.
35	Nexus District Exit Date	8	For the Unregister extract: K12-EnrollmentInfo-StudentSchoolYear-LeaveDate for the Unregister extract	Student>Enrollment	Leave Date	N/A	A/N	For the Change extract, calculate the exit date based on the student enrollment activity effective date for a grade change MMDDYYYY
36	Nexus District Entry Date	8	For the Register extract: K12-EnrollmentInfo-StudentSchoolYear-EnterDate	Student>Enrollment	Enter Date	N/A	A/N	For the Change extract, calculate the exit date based on the student enrollment activity effective date for a grade change MMDDYYYY

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
37	End of Record Marker	1	N/A	N/A	N/A	N/A	A/N	The letter "X" must be included in this position to mark the end of each record.

TCS COLLECTION

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
1	State Assigned Student ID (SASID)	10	K12-Student-StateStudentNumber	Student>Demographics	SASID	N/A	A/N	Numbers only
2	Reporting District	3	Calculated Extract the first 3 characters from K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD02 If blank, extract the first 3 characters from K12-Setup-CT-StateRequirements-StateSchoolCode If blank, extract the first 3 characters from K12-School-SchoolCode.	N/A	N/A	N/A	N	Numbers only
3	District Student ID	20	K12-Student-SisNumber	Student>Demographics	Perm ID	N/A	A/N	Letters and Numbers
4	Date of Birth	8	K12-Student-BirthDate	Student>Demographics	Birth Date	N/A	A/N	MMDDYYYY
5	Educator Identification Number	10	K12-Staff_StateID joined by K12-ScheduleInfo-Section-StaffSchoolyearGU	Staff>General	State ID	N/A	N	Numbers only
6	Teacher Type	3	K12-ScheduleInfo-Section-Teachertype	Schedule>Section			A/N	
7	District Teacher ID	20	K12-Staff-BadgeNum	Staff>General	Badge Number	N/A	N	Numbers only
8	Course Facility Code	7	K12-School-StateSchoolCode Extract based on School Number attached to Section Record For Transfer courses, check the Non District School Code. If blank, extract K12-School-StateSchoolCode.	Setup>Organization	Sis School Code	N/A	A/N	

Ref No	Data Element	Max Len	BO Name	Synergy SIS Screen	Synergy SIS Field Name	Lookup Table	Format	Notes
9	NCES Course Codes	12	K12-CourseInfo-Course-SCED SubjectArea	District Course>Description	Subject Area	K12-CourseInfo-SCED Subject Area	A/N	
10	LEA Course Codes	20	K12-CourseInfo-Course-CourseID	District Course>Course	Course ID	N/A	A/N	
11	Section Number	3	K12-ScehduleInfo-Section-SectionID	Schedule>Section	Section ID	N/A	A/N	Value will join to record in Course History
12	Outcome/Grade	10	K12-CourseHistoryInfo-StudentCourse History-Mark	Course History>Student Course History	Mark	N/A	A/N	
13	CSDE Use 1	20	N/A	N/A	N/A	N/A	A/N	FILLER
14	CSDE Use 2	20	N/A	N/A	N/A	N/A	A/N	FILLER
15	CSDE Use 3	20	N/A	N/A	N/A	N/A	A/N	FILLER
16	CSDE Use 4	20	N/A	N/A	N/A	N/A	A/N	FILLER
17	CSDE Use 5	20	N/A	N/A	N/A	N/A	A/N	FILLER
18	End of Record Marker	1	N/A	N/A	N/A	N/A	A/N	The letter X must be included in this position to mark the end of the record.

Chapter Sixteen: CALCULATIONS

In this chapter, the following topics are covered:

- ▶ Calculations for the ELL Collection Extract Fields
- ▶ Calculations for the PSIS Collection Extract Fields
- ▶ Calculations for the SASID Collection Extract fields
- ▶ Calculations for the TCS Collection Extract Fields

ELL COLLECTION FIELD CALCULATIONS

The following table contains the calculations used to determine the values extracted for each calculated field included in the ELL Collection extract. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				M – Mandatory	R – Required	C – Conditional
1	State Assigned Student ID (SASID)	Value entered on K12-Student-StateStudentNumber	K12.CT.Student.CT(Demographics)	X		
2	Date of Birth	Value entered on K12-Student-BirthDate	K12.CT.Student.CT(Demographics)	X		
3	District Student ID	Value entered on K12-Student-SisNumber	K12.CT.Student.CT(Demographics)		X	
4	Reporting District	First three characters of K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD02 Override if blank with first three characters of K12-Setup-District Setup-DistrictNumber	K12.CT.Student.CT (Enrollment History) or Revelation.OrganizationInfo.Organization	X		
5	Facility Code 1	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD02 Override if blank K12-School-StateSchoolCode	K12.CT.Student.CT (Enrollment)	X		
6	Grade Code	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-Grade	K12.CT.Student.CT (Enrollment)	X		
7	Dominant Language Code	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-Student-HomeLanguage or K12-ProgramInfo-ELL-LanguagettoHome	K12.CT.Student.CT (Demographics) or K12.ProgramInfo.English Language Learners(ELL)	X		

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				M – Mandatory	R – Required	C – Conditional
8	English Language Learner (ELL)	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-ProgramInfo-ELL-ProgramCode if ProgramCode is not blank; the EffectiveDate is less than the Report End Date; and the ExitDate is greater than the Report End Date	K12.ProgramInfo.English Language Learners(ELL)	X		
9	ELL Program Code	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-ProgramInfo-ELL-DesCurrentCode	K12.ProgramInfo.English Language Learners(ELL)	X		
10	First Date of ELL Service — in District	Value entered on K12-ProgramInfo-ELLHistory-EntryDate	K12.ProgramInfo.English Language Learners(ELL History)			X
11	Date of Mastery	Calculated; if K12-ProgramInfo-ELLStudentAssessmentGrid-ResultCode equals M (Mastery) for the ELL test record, extract K12-ProgramInfo-ELLStudentAssessmentGrid-Admin Date. Value entered on K12-ProgramInfo-ELLStudentAssessmentGrid-ResultCode	K12.ProgramInfo.English Language Learners(Assessment)			X
12	Listening Scale Score	Value entered on K12-TestInfo-StudentTestPartGrid where the Test Name is CT ELL and the State Part Code is L	K12.TestInfo.StudentTest (Student Test Detail>Parts)			X
13	Speaking Scale Score	Value entered on K12-TestInfo-StudentTestPartGrid where the Test Name is CT ELL and the State Part Code is S	K12.TestInfo.StudentTest (Student Test Detail>Parts)			X
14	Reading Scale Score	Value entered on K12-TestInfo-StudentTestPartGrid where the Test Name is CT ELL and the State Part Code is R	K12.TestInfo.StudentTest (Student Test Detail>Parts)			X
15	Writing Scale Score	Value entered on K12-TestInfo-StudentTestPartGrid where the Test Name is CT ELL and the State Part Code is W	K12.TestInfo.StudentTest (Student Test Detail>Parts)			X
16	Comprehen-sion Scale Score	Value entered on K12-TestInfo-StudentTestPartGrid where the Test Name is CT ELL and the State Part Code is C	K12.TestInfo.StudentTest (Student Test Detail>Parts)			X
17	Date Testing Completed	K12-TestInfo-StudentTest-AdminDate	K12.TestInfo.StudentTest (Student Test)			X
18	Listening Scale Score Missing Code	K12-TestInfo- StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Code and the State Part code is L	K12.TestInfo.StudentTest (Student Test Detail>Parts)			X
19	Speaking Scale Score Missing Code	Value entered on K12-TestInfo-StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Code and the State Part code is S	K12.TestInfo.StudentTest (Student Test Detail>Parts)			X

Ref No	Data Element	Calculation	Screen	Requirement Codes		
				M – Mandatory	R – Required	C – Conditional
20	Reading Scale Score Missing Code	Value entered on K12-TestInfo-StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Code and the State Part code is R	K12.TestInfo.StudentTest (Student Test Detail>Parts)			X
21	Writing Scale Score Missing Code	Value entered on K12-TestInfo-StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Code and the State Part code is W	K12.TestInfo.StudentTest (Student Test Detail>Parts)			X
22	Comprehen-sion Scale Score Missing Code	Value entered on K12-TestInfo-StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Code and the State Part code is C	K12.TestInfo.StudentTest (Student Test Detail>Parts)			X
23	Listening Scale Score Missing Other	Value entered on K12-TestInfo-StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Other Desc, Scale Score Missing Code equals 5 – Other, the State Part code is L	K12.TestInfo.StudentTest (Student Test Detail>Parts)			X
24	Speaking Scale Score Missing Other	Value entered on K12-TestInfo-StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Other Desc, Scale Score Missing Code equals 5 – Other, the State Part code is S	K12.TestInfo.StudentTest (Student Test Detail>Parts)			X
25	Reading Scale Score Missing Other	Value entered on K12-TestInfo-StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Other Desc, Scale Score Missing Code equals 5 – Other, the State Part code is R	K12.TestInfo.StudentTest (Student Test Detail>Parts)			X
26	Writing Scale Score Missing Other	Value entered on K12-TestInfo-StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Other Desc, Scale Score Missing Code equals 5 – Other, the State Part code is W	K12.TestInfo.StudentTest (Student Test Detail>Parts)			X
27	Comprehen-sion Scale Score Missing Other	Value entered on K12-TestInfo-StudentTestPartGrid-ScoreType, where Score Type equals Missing Score Other Desc, Scale Score Missing Code equals 5 – Other, the State Part code is C	K12.TestInfo.StudentTest (Student Test Detail>Parts)			X
28	End of Record Indicator	The letter “X” must be included in this position to mark the end of each record.	N/A	X		

PSIS COLLECTION FIELD CALCULATIONS

Ref No	Data Element	Calculation	Screen	Requirement Code				
				M – Mandatory	O – Optional	Recommended	C – Conditional	D – Disallowed
1	State Assigned Student ID (SASID)	Value entered on K12-Student-StateStudentNumber	K12.CT.Student.CT(Demographics)	X				
2	Reporting District	First three characters of K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD02 Override if blank with first three characters of K12-Setup-District Setup-DistrictNumber	K12.CT.Student.CT (Enrollment History)	X				
3	Nexus District	Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD03 If blank, extract K12-Setup-DistrictSetup-DistrictNumber	K12.CT.Student.CT (Enrollment) or Revelation.OrganizationInfo.Organization				X	
4	Resident Town	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-DistrictOfResidenceDD	K12.CT.Student.CT (Enrollment)	X				
5	Facility Code 1	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD02 Override if blank K12-School-StateSchoolCode	K12.CT.Student.CT (Enrollment)	X				
6	Facility Code 2	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD04	K12.CT.Student.CT (Enrollment)				X	
7	Formal Last Name	Value entered on K12-Student-LastName	K12.CT.Student.CT (Demographics)	X				
8	Formal First Name	Value entered on K12-Student-FirstName	K12.CT.Student.CT (Demographics)	X				
9	Formal Middle Name	Value entered on K12-Student-MiddleName	K12.CT.Student.CT (Demographics)			X		
10	Generation Suffix	Value entered on K12-Student-Suffix	K12.CT.Student.CT (Demographics)			X		
11	Date of Birth	Value entered on K12-Student-BirthDate	K12.CT.Student.CT (Demographics)	X				

Ref No	Data Element	Calculation	Screen	Requirement Code				
				M – Mandatory	O – Optional	Recommended	C – Conditional	D – Disallowed
12	Grade Code	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-Grade	K12.CT.Student.CT (Enrollment)	X				
13	Dominant Language Code	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-Student-HomeLanguage or Value entered on K12-ProgramInfo-ELL-LanguagetetoHome	K12.CT.Student.CT (Demographics) Or K12.ProgramInfo.English Language Learners(ELL)	X				
14	English Language Learner (ELL)	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-ProgramInfo-ELL-ProgramCode if ProgramCode is not blank; the EffectiveDate is less than the ReportDate; and the ExitDate is greater than the ReportDate	K12.ProgramInfo.English Language Learners(ELL)	X				
15	ELL Program Code	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-ProgramInfo-ELL-DesCurrentCode	K12.ProgramInfo.English Language Learners(ELL)				X	
16	Special Education	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-EnrollmentInfo-StudentEnrollment Activity-InstructionalSetting	K12.CT.Student.CT(Enrollment)	X				
17	Eligible for free/reduced price meals	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-ProgramInfo-StudentFRMHistory-Frmcode	K12.ProgramInfo.Free and Reduced Meals	X				
18	Enrolled at No Local Expense Code	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-EnrollmentInfo-StudentEnrollment Activity-TuitionPayerCode	K12.CT.Student.CT(Enrollment)	X				

Ref No	Data Element	Calculation	Screen	Requirement Code				
				M – Mandatory	O – Optional	Recommended	C – Conditional	D – Disallowed
19	Special Program Status Code	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-SpecialEnrollmentCode	K12.CT.Student.CT(Enrollment)	X				
20	PreK Program Status Code	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-SREnrUserDD01 Required only if the student is in grade P3 or PK.	K12.CT.Student.CT(Enrollment)				X	
21	Length of PreK Program Day in Hours	Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-SREnrUserNum01 Required only if the student is in grade P3 or PK.	K12.CT.Student.CT(Enrollment)				X	
22	Number of PreK Program Days per Year	Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-SREnrUserNum02 Required only if the student is in grade P3 or PK.	K12.CT.Student.CT(Enrollment)				X	
23	District Student ID	Value entered on K12-Student-SisNumber	K12.CT.Student.CT (Demographics)			X		
24	Group Name	Value entered on K12-CT-Student-GroupName	K12.CT.Student.CT (State)		X			
25	Group Code	Value entered on K12-CT-Student-GroupCode	K12.CT.Student.CT (State)		X			
26	Migrant	Value entered on K12-Student-Migrant	K12.CT.Student.CT (Other Info)	X				
27	Gifted and Talented	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-ProgramInfo-StudentGATE-GateCode Extract value if the EnterDate is less than the ReportDate on the report interface. The default is 01–Not Gifted, Not Talented for any student where the GATE record is blank and/or the EnterDate is greater than the ReportDate.	K12.ProgramInfo.Student GATE	X				

Ref No	Data Element	Calculation	Screen	Requirement Code				
				M – Mandatory	O – Optional	Recommended	C – Conditional	D – Disallowed
28	Homeless	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-Student-Homeless	K12.CT.Student.CT (State)	X				
29	Number of Days of Membership	N/A – Calculated Optional for Pre-kindergarten students	N/A		X			
30	Number of Days in Attendance	N/A – Calculated Optional for Pre-kindergarten students	N/A		X			
31	End of Record Indicator	The letter “X” must be included in this position to mark the end of each record.	N/A	X				

SASID COLLECTION FIELD CALCULATIONS

Requirement Codes:

- M – Mandatory
- O – Optional
- R – Recommended
- C – Conditional
- D – Disallowed

Ref No	Data Element	Calculation	Screen	Extract		
				Register	Change	Unregister
1	Record Type	R = Register C = Change U = Unregister	K12.CT.Reports.SASID Collection	M	M	M
2	State Assigned Student ID (SASID)	Value entered on K12-Student-StateStudentNumber	K12.CT.Student.CT(Demographics)	O	M	M
3	Reporting District	First three characters of K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD02 Override if blank with first three characters of K12-Setup-District Setup-DistrictNumber	K12.CT.Student.CT (Enrollment History)	M	M	M
4	Report District Entry Date	Value entered on K12-EnrollmentInfo-StudentSchoolYear-EnterDate	K12.CT.Student.CT (Enrollment History)	M	D	D
5	Resident Town	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-DistrictOfResidenceDD	K12.CT.Student.CT (Enrollment)	M	M	D
6	Facility Code 1	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD02 Override if blank K12-School-StateSchoolCode	K12.CT.Student.CT (Enrollment)	M	M	D
7	Facility Code 2	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD04	K12.CT.Student.CT (Enrollment)	O	O	D
8	Formal Last Name	Value entered on K12-Student-LastName	K12.CT.Student.CT (Demographics)	M	M	D

Ref No	Data Element	Calculation	Screen	Extract		
				Register	Change	Unregister
9	Formal First Name	Value entered on K12-Student-FirstName	K12.CT.Student.CT (Demographics)	M	M	D
10	Formal Middle Name	Value entered on K12-Student-MiddleName	K12.CT.Student.CT (Demographics)	R	R	D
11	Generation Suffix	Value entered on K12-Student-Suffix	K12.CT.Student.CT (Demographics)	R	R	D
12	Date of Birth	Value entered on K12-Student-BirthDate	K12.CT.Student.CT (Demographics)	M	M	M
13	Hispanic or Latino	Value entered on K12-Student-HispanicIndicator	K12.CT.Student.CT (Demographics)	M	M	D
14	American Indian or Alaska Native	Value entered on Revelation-RevPersonSecondaryEthnic-EthnicCode	K12.CT.Student.CT (Demographics)	M	M	D
15	Asian	Value entered on Revelation-RevPersonSecondaryEthnic-EthnicCode	K12.CT.Student.CT (Demographics)	M	M	D
16	Black or African American	Value entered on Revelation-RevPersonSecondaryEthnic-EthnicCode	K12.CT.Student.CT (Demographics)	M	M	D
17	Native Hawaiian or Other Pacific Islander	Value entered on Revelation-RevPersonSecondaryEthnic-EthnicCode	K12.CT.Student.CT (Demographics)	M	M	D
18	White	Value entered on Revelation-RevPersonSecondaryEthnic-EthnicCode	K12.CT.Student.CT (Demographics)	M	M	D
19	Gender Code	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-Student-Gender	K12.CT.Student.CT (Demographics)	M	D	D
20	Grade Code	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-Grade	K12.CT.Student.CT (Enrollment)	M	M	D
21	District Student ID	Value entered on K12-Student-SisNumber	K12.CT.Student.CT (Demographics)	R	R	D
22	Last name as it appears in SIS	Value entered on K12-Student-LastName	K12.CT.Student.CT (Demographics)	O	O	D
23	Town of Birth	Value entered on K12-CT-student-BirthPlace	K12.CT.Student.CT (Demographics)	O	D	D
24	Mother's Maiden Name	Value entered on K12-CT-ParentGuardianInfo-ParentStudent-MothersMaidenName	K12.CT.Student.CT (Parent/Guardian)	O	D	D
25	Polio Vaccination Date	Value entered on K12-HealthInfo-StudentDosageGrid-Date	Health-Health-Immunizations	O	D	D
26	Secondary ID	This field is reserved for future use by CSDE.	N/A	O	D	D
27	Reporting District Exit Date	Value entered on K12-EnrollmentInfo-StudentSchoolYear-LeaveDate	K12.CT.Student.CT (Enrollment)	D	D	M

Ref No	Data Element	Calculation	Screen	Extract		
				Register	Change	Unregister
28	Exit Type	Value entered on K12-EnrollmentInfo-StudentSchoolYear-LeaveCode	K12.CT.Student.CT (Enrollment)	D	C	M
29	Exit Status	Default to 01 – Permanent exit/withdrawal Manually with 02 – Temporary exit/withdrawal in the extract file, if applicable	N/A	D	D	M
30	Number of Days of Membership	N/A – Calculated Optional for Pre-kindergarten students	N/A	D	M	M
31	Number of Days in Attendance	N/A – Calculated Optional for Pre-kindergarten students	N/A	D	M	M
32	Facility/Grade Exit Date	For the Unregister extract: Value entered on K12-EnrollmentInfo-StudentSchoolYear-LeaveDate for the Unregister extract	K12.CT.Student.CT (Enrollment History)	D	M	M
33	Facility/Grade Entry Date	For the Register extract: Value entered on K12-EnrollmentInfo-StudentSchoolYear-EnterDate	K12.CT.Student.CT (Enrollment)	M	M	D
34	Nexus District	K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD03 If blank, extract K12-Setup-Organization-DistrictNumber	Student>Enrollment Or Organization>District	C	C	C
35	Nexus District Exit Date	Value entered on K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD03 If blank, extract K12-Setup-DistrictSetup-DistrictNumber	K12.CT.Student.CT (Enrollment) or Revelation.OrganizationInfo.Organization	D	C	C
36	Nexus District Entry Date	For the Register extract: Value entered on K12-EnrollmentInfo-StudentSchoolYear-EnterDate	K12.CT.Student.CT (Enrollment)	C	C	C
37	End of Record Marker	The letter "X" must be included in this position to mark the end of each record.	N/A	M	M	M

TCS COLLECTION FIELD CALCULATIONS

The following table contains the calculations used to determine the values extracted for each calculated field included in the TCS Collection extract. It also provides a cross-reference to the mandatory, required, and conditional fields.

Ref No	Data Element	Calculation	Screen	Requirement Codes			
				M – Mandatory	R – Required	C – Conditional	D – Disallowed
1	State Assigned Student ID (SASID)	Value entered on K12-Student-StateStudentNumber	K12.CT.Student.CT(Demographics)	X			
2	Reporting District	Calculated Extract the first 3 characters from K12-EnrollmentInfo-StudentEnrollmentActivity-SRUserDD02 If blank, extract the first 3 characters from K12-Setup-CT-StateRequirementsI-StateSchoolCode If blank, extract the first 3 characters from K12-School-SchoolCode.	K12.CT.Student.CT(Enrollment)	X			
3	District Student ID	Value entered on K12-Student-SisNumber	K12.CT.Student.CT(Demographics)		X		
4	Date of Birth	Value entered on K12-Student-BirthDate	K12.CT.Student.CT(Demographics)	X			
5	Educator Identification Number	Value entered on K12-Staff_StateID joined by K12-ScheduleInfo-Section-StaffSchoolyearGU	K12.ScheduleInfo.Section(Current Students)			X	
6	Teacher Type	Value entered on K12-ScheduleInfo-Section-Teachertype	K12.ScheduleInfo.Section(Current Students-Section Info)	X			
7	District Teacher ID	Value entered on K12-Staff-BadgeNum	K12.Staf(General)		X		
8	Course Facility Code	Value entered on K12-School-StateSchoolCode Extract based on School Number attached to Section Record For Transfer courses, check the Non District School Code. If blank, extract K12-School-StateSchoolCode.	K12.ScheduleInfo.Section	X			
9	NCES Course Codes	Extract State code from Lookup Table if populated; if the State Code is blank, the value is extracted from the Code field. Value entered on K12-CourseInfo-Course-SCEDSubjectArea	K12.DistrictCourse(Description)			X	
10	LEA Course Codes	Value entered on K12-CourseInfo-Course-CourseID	K12.DistrictCourse(Course)			X	

Ref No	Data Element	Calculation	Screen	Requirement Codes			
				M - Mandatory	R - Required	C - Conditional	D - Disallowed
11	Section Number	Value entered on K12-ScheduleInfo-Section-SectionID	K12.ScheduleInfo.Section	X			
12	Outcome/Grade	Value entered on K12-CourseHistoryInfo-StudentCourseHistory-Mark	K12.CourseHistoryInfo(Student Course History)	X			
13	CSDE Use 1	N/A	N/A				X
14	CSDE Use 2	N/A	N/A				X
15	CSDE Use 3	N/A	N/A				X
16	CSDE Use 4	N/A	N/A				X
17	CSDE Use 5	N/A	N/A				X
18	End of Record Marker	The letter "X" must be included in this position to mark the end of each record.	N/A	X			

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