

HOW TO REPORT AN INCIDENT THAT DID NOT OCCUR AT FACILITY CODE 1

About this Process:

Some students attend more than one facility. If a student commits an incident at their facility code 2, or another facility location, the LEA that has the student registered in the Public School Information System (PSIS) must report the incident.

How to Report Incidents at Facility Code 2:

1. Upload the record but use the generic facility code 9990199.
2. Next email me (keryn.felder@ct.gov) the SASID, Incident Date, correct Facility Code and Facility Name.
3. I will then update code 9990199 to the correct code on the CSDE side and send an email to confirm.
 - Your LEA will see the change on the ED166 individual record screen

PLEASE NOTE THE FOLLOWING:

- **The record must be uploaded, Manual Entry is not available at this time.**
- **Reports have not yet been updated to reflect this change.**