



CONNECTICUT STATE
DEPARTMENT OF EDUCATION

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Public School Information System (PSIS)

Summer Roll-Up

Presenters:

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New School Year

**WHERE DO I
START?**

SUMMER ROLL-UP



Let's Talk about the Summer Roll-Up Process!

Please be sure to review the PSIS reference guide for all written information. This helpful document is available on the PSIS Public Help Site.

<https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/PSIS-Help-Site>



What is The Summer Roll-Up?

- Summer Roll-Up is the PSIS data reporting process by which reporting districts prepare student enrollment records for the next school year. (e.g. Where is the student anticipated to be at the start of the new school year?)
- **During the PSIS Summer Roll-Up Districts will do the following:**
 - Update student rosters for the new school year.
 - Update (if applicable) the reported facility for the new school year.
 - Update (if applicable) the reported Grade level and Grade Entry Date for the new school year.
 - Enroll new students registered for the upcoming school year.
 - Enroll incoming Kindergarten students* (Pre-K if applicable).
 - Exit students who have unregistered and will not attend the district in the new school year.
 - Exit high school graduates (exit code 15).

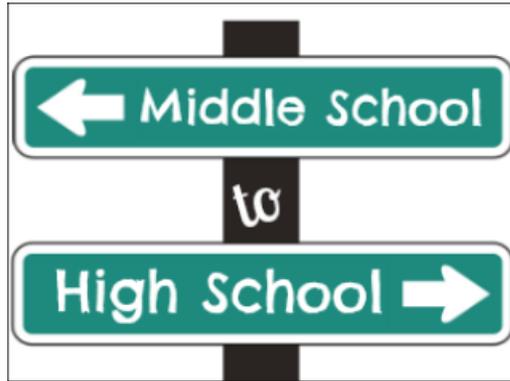


Summer Roll up



High School Graduates

Facility Transfers



Exited/Withdrawn Students



MOVING↑UP



Student Grade Promotions



New Kindergarten Students



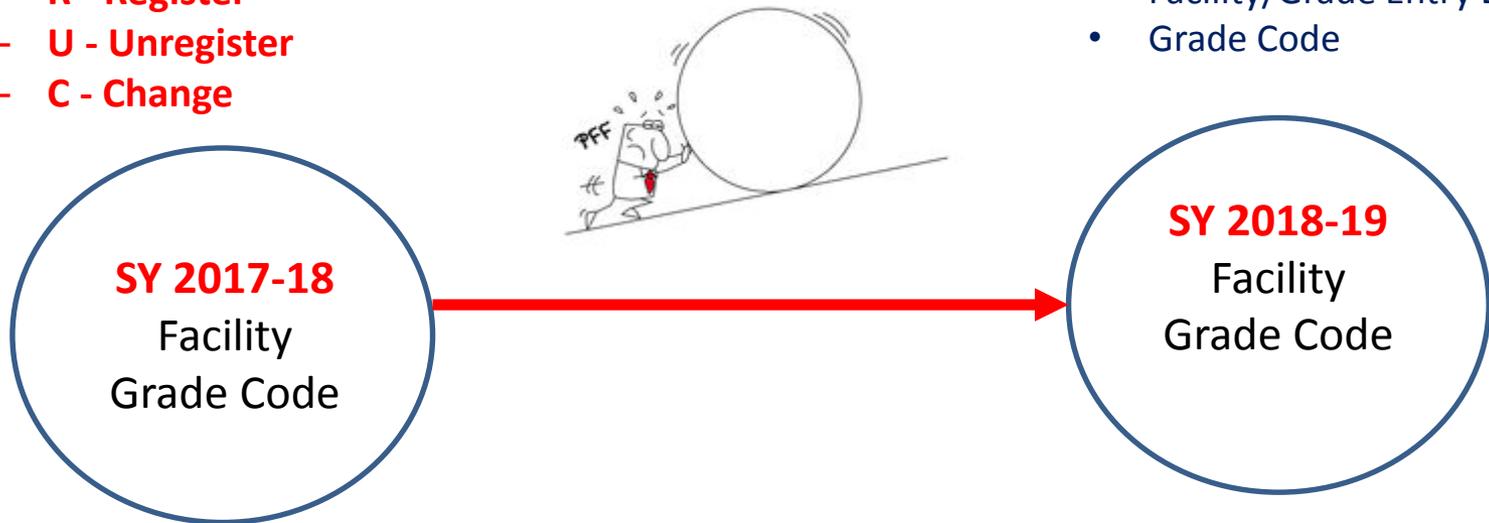
Timely Summer Roll-Up Requirements	Accurate Summer Roll-Up Requirements
Transfer students to new grades and/or facilities as applicable	Complete all of the Timely Requirements
Enter Nexus District Exit Date for students who returned to Regular Education	Resolve Concurrent Registration Cases over 10 days old
Unregister students who have exited/withdrawn from your district. (this includes your graduates)	Transfer students out of schools/programs with closed facility codes
Register students new to your district (this includes incoming Kindergarten students)	Register students in new schools/programs with new facility codes
Transfer students to new grades and/or facilities as applicable	Enter Nexus District/Nexus District Entry Date for students who became Eligible for special education or students with disabilities who transferred into your district <ul style="list-style-type: none"> • Work with your Pupil Services staff to resolve reports (Nexus missing & Evaluation Timeline Eligible Nexus Missing)



How Do I Complete the Summer Roll-Up?

- The Summer Roll-Up process is generally completed via a **Batch Upload** process in PSIS registration.
- Districts are to use the most recent upload template for PSIS Registration to upload their file. (Register/Unregister Record Layout Version 3.1)
- In the file you will use
 - **R - Register**
 - **U - Unregister**
 - **C - Change**

- Facility/Grade Entry Date
- Grade Code



Summer Roll-Up Due Dates

	Submission Due (TIMELY)	Final Revision Date (ACCURATE)
PSIS Summer Roll Up	September 15, 2018	September 30, 2018



Should the Timely and Accurate Due Dates fall on a weekend or holiday, and the district is unable to submit the file on those dates, it is assumed that the data are due to the CSDE on the business day prior to the listed due date.

****Please note for the 2018-19 school year the Timely date is September 14th and the Accurate date is September 28th. ****

PSIS HELP SITE: <https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/PSIS-Help-Site>



Best Reporting Practices

- **Report the Appropriate Enrollment Date**
 - Entry date of district or facility reported must be on or after July 1st for new students.
 - During the summer Roll-Up reporting process, PSIS will not allow the district to report a future date of entry.
 - Example: A district can not complete their summer Roll-Up on July 15th and use their district's first day of school September 1st as the facility or district entry date.
 - DO use the date provided on parent signed registration forms (where applicable).
- **Facility Gap Monitoring**
 - CSDE Consultants will be auditing instances where there are “gap days” between facility 1 entry and exits.
- **Student Retentions**
 - Students who are being retained in the same grade and school for the upcoming school year, are not required to be included in the summer Roll-Up
- **Membership & Attendance**
 - It is acceptable that the values for Membership & Attendance days can be reported as 0 during the summer Roll-Up process.



A Few Minutes for Your Questions!



If you have further questions regarding exit codes, data collection or special cases please contact the following staff:

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