



STATE OF CONNECTICUT  
STATE BOARD OF EDUCATION



**TO:** Superintendents of Schools  
Executive Directors of Regional Educational Service Centers  
Directors of Charter Schools

**FROM:** Dr. Dianna R. Wentzell   
Commissioner of Education

**DATE:** October 12, 2016

**SUBJECT:** ED 236 Immigrant Students and Youth Program Survey

In order for the State of Connecticut to qualify for federal funding for supplementary programs for Immigrant Students and Youth as authorized by 20 USC 6801 et seq., as amended by P.L. 107-110, Sec. 3001, the state must annually determine the number of all immigrant students enrolled in public and nonpublic schools, Grades PK-12. Therefore, the U.S. Department of Education has directed the Connecticut State Department of Education (CSDE) to send out a survey to all districts, *regardless of the number of eligible children*, to record the national origin of each immigrant child identified in your school district as of October 1, 2016.

When completing the survey, please refer to the section which describes criteria for identifying and classifying immigrant children. Please note that it is a child's immigration status, not ethnicity or language dominance, which determines his/her eligibility for assistance.

Federal regulations require that you collect this information from each public and nonpublic school in your district. The district must then collate the information on one composite survey to be submitted to the CSDE. Districts must keep records of each school's survey and the composite survey for auditing purposes. Only the composite ED 236 Immigrant Students and Youth Program Survey must be submitted to the CSDE on or before Friday, November 25, 2016.

Note that the ED 236 is now an electronic form on the CSDE secure Web site - <https://www.csde.state.ct.us/>. All submissions are now electronic.

If you have any questions or need additional information, please contact Dr. Yemi Onibokun at 860-713-6575 or via e-mail at [yemi.onibokun@ct.gov](mailto:yemi.onibokun@ct.gov) or Eileen Williams at 860-713-6743 or via e-mail at [eileen.williams@ct.gov](mailto:eileen.williams@ct.gov).

Thank you for your efforts.

DRW:yo

## Directions for Completing the ED 236 – Immigrant Students and Youth Program Survey

1. The Connecticut State Department of Education (CSDE) maintains a secure Web site for reporting of data to the Department. This site can be found at <https://www.csde.state.ct.us/>. This Web site is for use by Connecticut school districts only. If you are looking for the official Connecticut State Department of Education’s homepage, please go to <http://www.state.ct.us/sde>.
2. Each school district has **one** unique user name and password to the secure site. Please consult with your business manager for this information. If business managers or other officials authorized to have the username and password need assistance, please call the CSDE, Bureau of Information Technology, at 860-713-6610. Please note: Once the superintendent’s name has been typed on the form, it is assumed that the data has been verified and is accurate.
3. Once you are on the page, look near the bottom for “Bureau of Accountability and Improvement,” clicking on “ED 236 Immigrant Students and Youth Program Survey.”

### Contact Information:

- For technical assistance with username and password, call the CSDE, Bureau of Information Technology, at 860-713-6610.
- If you have any questions or need additional information, please contact Dr. Yemi Onibokun at 860-713-6575 or via e-mail at [yemi.onibokun@ct.gov](mailto:yemi.onibokun@ct.gov) or Eileen Williams at 860-713-6743 or via e-mail at [eileen.williams@ct.gov](mailto:eileen.williams@ct.gov).