



STATE OF CONNECTICUT
STATE BOARD OF EDUCATION



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

FROM: Stefan Pryor
Commissioner of Education

DATE: September 5, 2014

SUBJECT: ED 236 Immigrant Children and Youth Survey

In order for the State of Connecticut to qualify for federal funding for supplementary programs for Immigrant Children 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, 2014. In addition, you must attempt to secure information on immigrant children enrolled in nonpublic schools located within the boundaries of your district.

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 Children and Youth Survey must be submitted to the CSDE on or before Friday, November 21, 2014.

Note that the ED 236 is now an electronic form on the CSDE secure Web site - <https://www.csde.state.ct.us/>. Do NOT send in a paper copy.

If you have any questions or need additional information, please contact Dr. William Howe at william.howe@ct.gov or 860-713-6752 or Eileen Williams at eileen.williams@ct.gov or 860-713-6743. Thank you for your cooperation.

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Directions for Completing the ED 236 – Immigrant Children and Youth 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 State of Connecticut, 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 that 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.
3. Once you are on the page, look near the bottom for “Bureau of Accountability and Improvement,” clicking on “ED 236 Immigrant Children and Youth 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. William Howe at william.howe@ct.gov or 860-713-6752 or Eileen Williams at eileen.williams@ct.gov or 860-713-6743.