For Use by: Parents/Guardians/Surrogate Parents

CT-SEDS: Parent Portal (CT-SEDS Connect)

Overview

The Connecticut- Special Education Data System (CT-SEDS) is the electronic, on-line platform that the State Department of Education has provided to all Connecticut school districts and programs to use for documenting certain processes such as: special education, Section 504, gifted and talented, and other processes that must be recorded. Parents are provided access to specific documents created in CT-SEDS through the Parent Portal.

The Parent Portal is an online tool that allows parents to view and sign required procedural documents for their child through a system called "Connect". While most school districts use the Parent Portal, its use is optional. If your district uses the Parent Portal, you may choose to opt out by notifying your child's case manager. No matter which option you choose, the school district must continue to provide all required documents to you in a way that is accessible and easy to understand.

The Parent Portal is **not** set up for you to upload your own documents and does **not** include every record for your child. If you need information or documents that are not shown in the portal, please contact your child's case manager or the school district's central office.
A video showing the Parent Portal can be found here: www.tinyurl.com/ctsedsparentportal

Sections in this Guide *(click on the link below to go to the specific section)*

Part 1: How to Access the Parent Portal

Part 2: Parent Portal Main Menu

Part 3: Documents in the Parent Portal

Part 4: How to Review a Document in the Parent Portal

Part 5: How to Submit a Parent Response and Signature on a Document in the Parent Portal

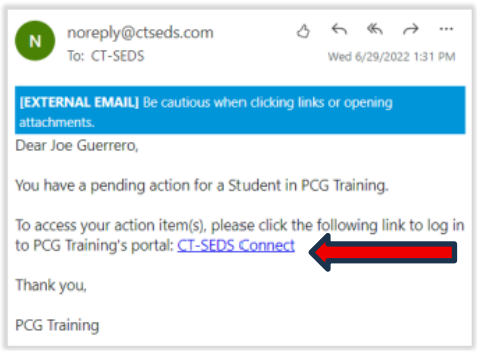
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Part 1: How to Access the Parent Portal

1. When a document is available for review in the Parent Portal, you will receive an email notification from noreply@ctseds.com that includes a direct link to the Parent Portal. If you have more than one child with records in CT-SEDS, you will receive a different access link for each child. ***Note***: To protect privacy, this email does not include names or other identifying information.

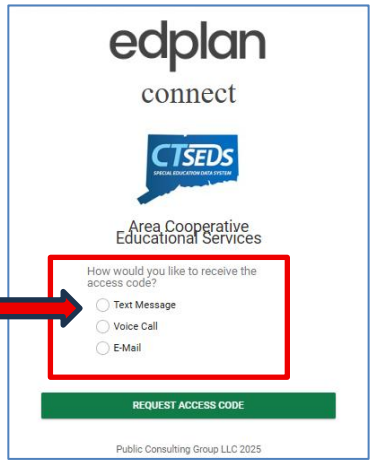
    a. If you do not get an email when you are expecting document access, please check your **Junk** or **Spam** folder. If you still do not find an email from CT-SEDS, contact your child's case manager or the school district office for help.
    b. Emails containing access links can be saved in your personal email for future use.

2. When you receive an email notification, click the blue underlined link that says "**CT-SEDS Connect"** in the message.



3. A new web browser tab will open to the Parent Portal Access page. This page can be bookmarked in your browser for you to request a new access code for future use.

4. *Select how you would like to get your access code—by text message, voice call, or email.*

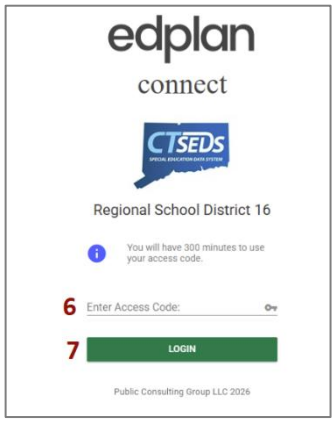


    - *If you choose **Text Message** or **Voice Call,** select the phone number where you want the code to be sent.*
        - *For security reasons, only the last 4 digits of the phone number will display.*
        - ***NOTE:** If you choose **Voice Call** and do not answer, the system will **not** leave a message. You will need to return to the email notification and start the process again.*
    - *If you choose **Email**, confirm the email address where the code will be sent is correct.*
        - *For security reasons, only the first few characters and the email domain will display.*
    - *Whenever possible, it's best to choose **Text Message** to receive your access code quickly and easily.*

5. Select the **Request Access Code** button. Keep this web browser tab open.

6. The access code will be sent using the method you selected. Go back to the web browser tab and type the code into the space provided.

7. Select the **LOGIN** button.



NOTE*: You will have 300 minutes (5 hours) to enter the access code sent. If the access code is not entered within 300 minutes, return to the email and begin with step 1 again.*

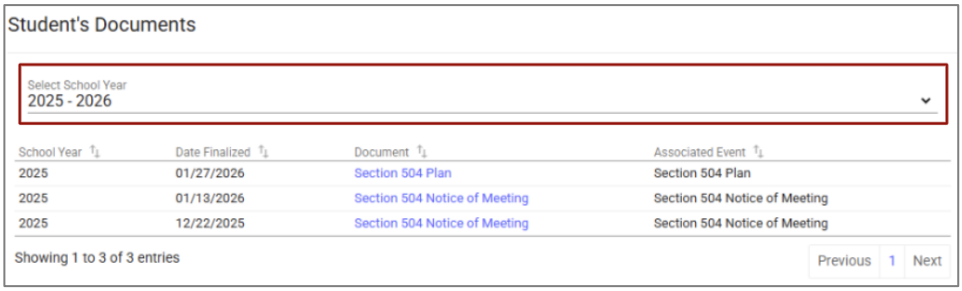
8. Once the access code is entered, you have now accessed the Parent Portal. To log out of the Parent Portal, click the sign out icon in the far-right corner of the screen ( ). You will be automatically logged out after 60 minutes of inactivity.

Part 2: Parent Portal Main Menu

1. Upon login, at the top of the screen, you'll see a dark blue menu bar. This is where you can find different areas of the Parent Portal.

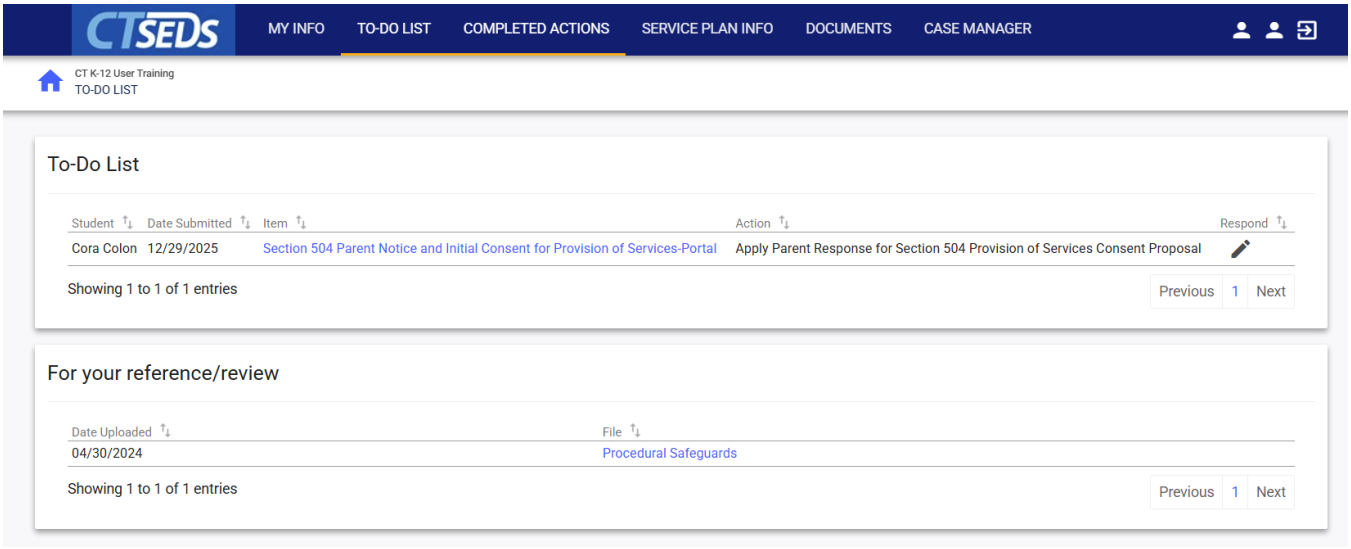


   a. **My Info:** Shows your contact details, including your name, relationship to the student, email, phone number, and address. You cannot make changes to this section in the portal. If any information needs to be updated, please contact your school district.
   b. **To Do List:** Shows any documents you need to review or actions you need to complete.
   c. **Completed Actions:** Shows the documents or forms you've already reviewed or signed.
   d. **Service Plan Info:** Displays your child's eligibility information and current services.
   e. **Documents**: Shows the documents the district has sent for your review, such as your child's most recent IEP, Section 504 Plan, meeting invitations, and more.
      i. **Note:** This page is organized by school year. Make sure to use the drop-down menu to select the correct school year for the document(s) you want to review.



   f. **Case Manager**: Displays your child's currently assigned case manager.

2. When you enter the Parent Portal, the **To-Do List** page automatically displays.



a. The "**To-Do List**" panel will show several columns to help you find and understand your child's documents.
   i. **Student:** Shows the name of the student the document is about.
   ii. **Date Submitted:** Shows the date the school district sent the document for you to review.
   iii. **Item:** Shows the name of the document
   iv. **Action:** Tells you what needs to be done with the document (for example, signing a consent form)
   v. **Respond:** This column will show either "Review" or a pencil icon.
      1. "Review" means the document is available for you to view.
      2. The "pencil icon" means you need to sign or respond to the document (such as giving consent).
      3. Parts 4 and 5 of this guide explain how to review documents and how to enter your response and signature.

b. The "**For Your Reference/Review**" section will appear only if your school district has shared resources for parents, for example, *Procedural Safeguards* or *Transition Bill of Rights*. These materials are provided for general information and may not apply to every child. If your district does not use this section, important resources will be shared with you in other ways.

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Part 3: Documents in the Parent Portal

The following chart identifies the list of documents that are automatically sent to the Parent Portal upon finalization by the district.

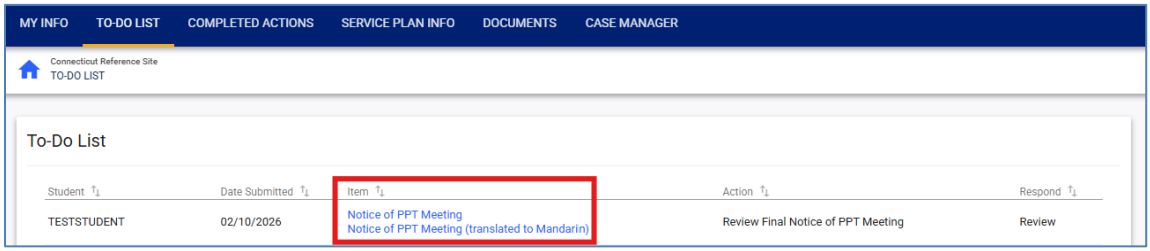
Documents Sent to Parent Portal	
Special Education Documents	**Special Education Parent Resources**
Agreement to Change an IEP without Convening a PPT Meeting (Amendment Consent Form)	A Parent's Guide to Special Education in CT
Consent for the Initial Provision of Special Education	Procedural Safeguards
Consent to Conduct an Additional/ Targeted Assessment	Transition Bill of Rights
Consent to Conduct an Initial Evaluation	Laws Relating to Seclusions and Restraints
Consent to Conduct a Reevaluation Assessment	**Gifted and/or Talented Documents**
Individual Services Plan	Gifted and/or Talented Eligibility Determination
Individualized Education Program	Gifted and/or Talented Non-Eligibility Determination
Individualized Education Program (Amendment)	Gifted and/or Talented Services Plan
Notice of PPT Meeting	Gifted and/or Talented Consent to Conduct Evaluation
Parent Notice of Referral to Determine Eligibility for Special Education and Related Services	Gifted and/or Talented Parent Revocation of Consent
PPPSS: No Direct Services Documentation	Gifted and/or Talented Parent Notice of Referral
PPT Attendance Excusal Document	Gifted and/or Talented Referral Withdrawal
PPT Record of Meeting	Gifted and/or Talented Notice of PPT Meeting
Prior Written Notice	**Section 504 Documents**
Prior Written Notice (IEP Process)	Section 504 Notice and Consent to Conduct an Initial Evaluation/Reevaluation
Progress Report	Section 504 Notice of Meeting
Referral to Determine Eligibility for Special Education and Related Services	Section 504 Parent Notice and Initial Consent for Provision of Services
Summary of Planning and Placement Team (PPT) Meeting	Section 504 Parent Notice of Non-Eligibility
Trial Placement for Diagnostic Purposes Planning and Parental Consent	Section 504 Parent Notice of Referral to Determine Eligibility
	Section 504 Plan

**Note: You are encouraged to reach out to district staff with any questions regarding documents above.*

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Part 4: How to Review a Document in the Parent Portal

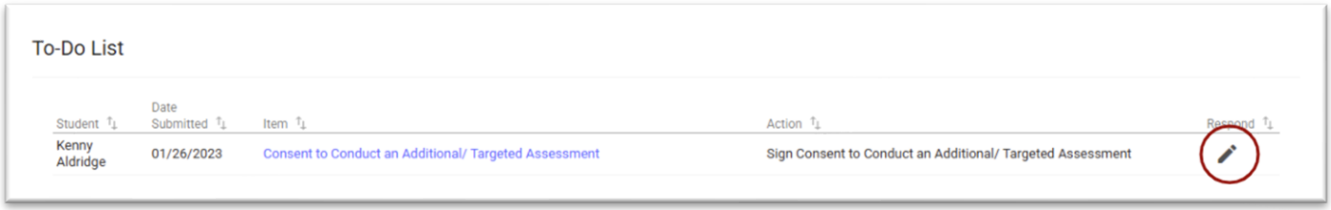
1. On the **To-Do List** tab, to view a document, click the document name shown in blue under the **Item** column. **Note:** If your student's document has been translated (as set by the district), the translated version will appear below the English version.



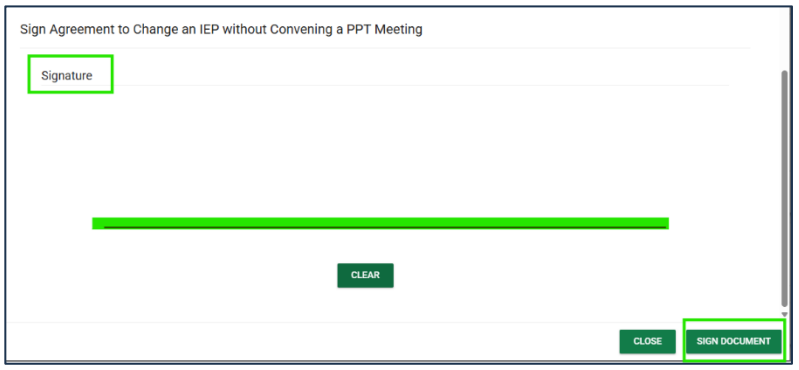
   a. The document will open as a PDF for review in a new web browser tab.
      i. To download a copy of the document, click the download icon.
      ii. To print the document, click the printer icon.
      iii. Click the **X** in the web browser tab to close the document after reviewing it.

Part 5: How to Submit a Parent Response and Signature using the Parent Portal

1. Documents that need your response or signature will show a pencil icon under the **Respond** column on the "To-Do List" tab. Click the pencil icon for the document you need to sign.



2. A pop-up screen, such as the one pictured here, will appear showing the document name and instructions for providing your signature. You may need to use the scroll bar to scroll down and submit your signature.



   a. For some documents, you may need to choose "I agree" or "I do not agree" before signing. Select the correct option by clicking the radio button.
   b. Use your mouse (or your finger if you have a touchscreen) to write your signature on the line. Once you have signed, click **SIGN DOCUMENT** in the lower right corner (shown above) to submit your signature and response electronically. Click **CLOSE** if you want to cancel.
   c. After you click "Sign Document" you will return to the To-Do List page. The document you just reviewed and signed will now appear in the **Completed Actions** tab and/or the **Documents** tab.