

## Find Contacts - Report Notes

### Overview

The Find Contacts report provides a listing of contacts for districts and Approved Private Special Education Programs (APSEPs). Currently listed contact types include English Learner Assessment Coordinator (ELAC), COVID Health and Safety Liaison, and Title IX Coordinator. Contact name, address, telephone, and email address are included.

### How to Use this Report

For a list of all contacts, leave all dropdowns blank and click *Submit*.

To filter by type, district, school or contact type, select from the dropdowns and click *Submit*.

Export results to a .csv file by clicking **Export .csv file**.

*Note: Approved Private Special Education Programs (APSEPs) are included under the District dropdown for the purposes of this report.*

### Inclusion/Exclusion Rules

Only organizations with contacts assigned are included in this report.

The ELAC contact type is not applicable for APSEPs.

### Terms/Definitions

| Term          | Definition   | Values   |
|---------------|--|--|
| District Code | The organization's official Connecticut code as it appears in the Directory Management ( <i>DM</i> ) application; <i>For the purpose of this report, both districts and APSEPs are included in this field.</i> | All organization codes (7-digit)   |
| District Name | The organization's official name as it appears in <i>DM</i> ; <i>For the purpose of this report, both districts and APSEPs are included in this field.</i>   | All organization names (text)  |
| Contact Type  | The contact type assigned to the individual in <i>Contacts Manager</i>   | <ul style="list-style-type: none"><li>English Learner Assessment Coordinator (ELAC)</li><li>COVID Health and Safety Liaison</li><li>Title IX Coordinator</li></ul> |
| Contact Name  | The assigned contact's name in <i>Contacts Manager</i>   | First and last name  |
| Street        | The street address of the organization associated with the contact in <i>DM</i>  | Street name and number   |
| City          | The city of the organization associated with the contact in <i>DM</i>  | City name  |
| State         | The state of the organization associated with the contact in <i>DM</i>   | State name   |
| ZIP           | The ZIP code of the organization associated with the contact in <i>DM</i>  | ZIP or ZIP+4 code  |
| Phone         | The assigned contact's phone number in <i>Contacts Manager</i>   | Phone number including area code   |

|           |  |                           |
|-----------|--|---------------------------|
| Extension | The assigned contact's extension in <i>Contacts Manager</i> (where provided) | Extension (length varies) |
| Email     | The assigned contact's email address in <i>Contacts Manager</i>              | Hyperlinked email address |

### Source(s) and Update Schedule

Both the *Contacts Manager* and *Directory Manager (DM)* applications are sources for this report. The *Contacts Manager* application provides contact information for various designations including English Learner Assessment Coordinator (ELAC), COVID Health and Safety Liaison, and Title IX Coordinator and serves as a centralized resource to simplify and streamline the collection of contact information. *DM* is the CSDE's official listing of all districts, schools, and other educational facilities.

Contact name, phone number, and email address are populated from the *Contacts Manager* application and should be updated by each organization's [Contacts Manager Writer](#) as changes occur. Physical address information is taken from *DM* and can be updated by each organization's [LEA Directory Certifier](#). Changes made in *Contacts Manager* and *DM* will populate in this report daily at 5:00 a.m.

### Data Contact(s)

For general questions regarding the data displayed in this report, contact the Connecticut State Department of Education (CSDE) consultants listed below.

#### **COVID Health and Safety Compliance Liaisons**

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#### **English Learner Assessment Coordinator (ELAC) Contacts**

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#### **Title IX Coordinators**

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