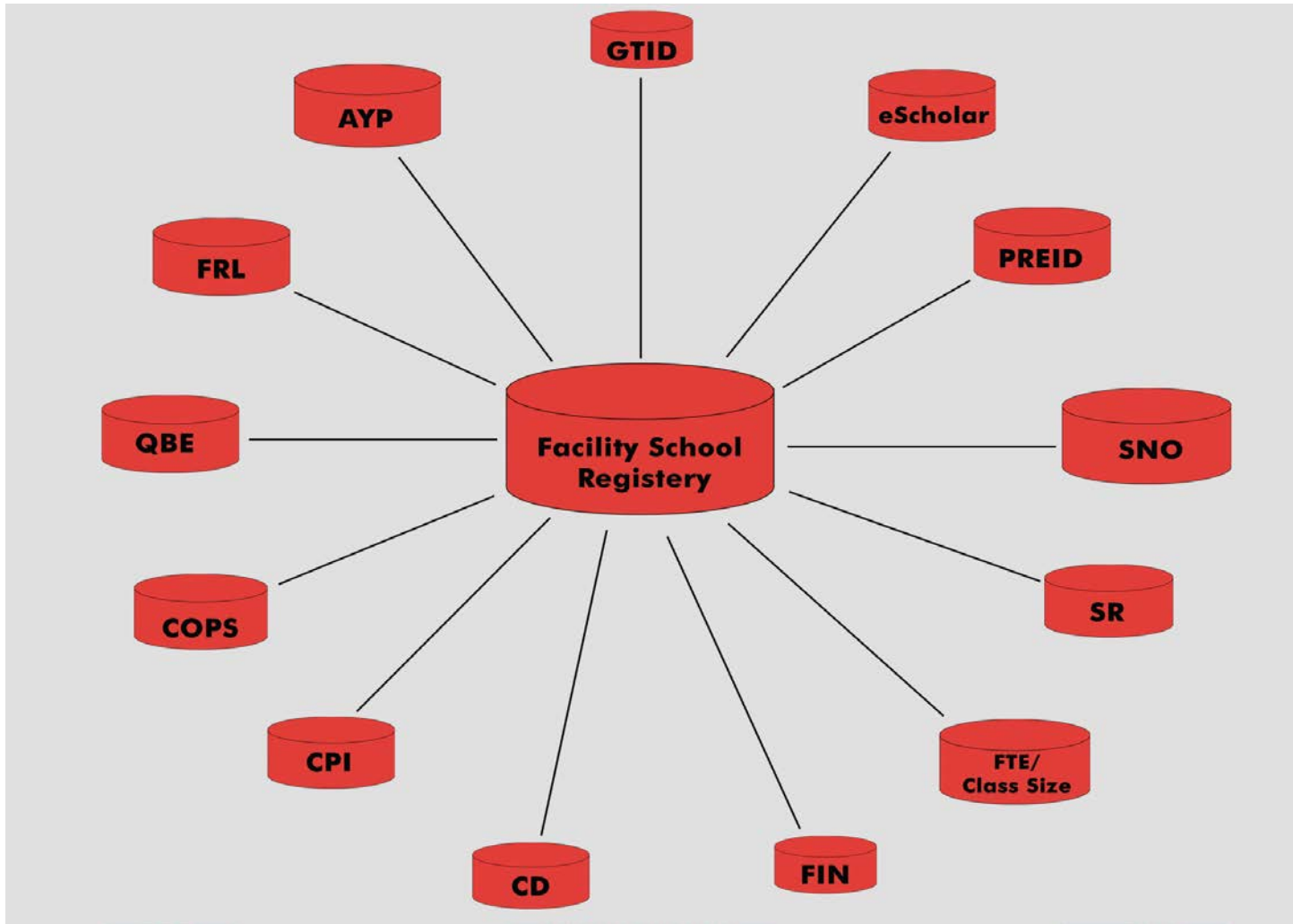


Welcome to Facility and School Registry (FSR) Presentation

Kelland Waldrep
Research and Evaluation Specialist

Facility School Registry (FSR)

- The database is the backbone of data collected for or about students.
- The site itself is foundation for all other data collections.
- The facility is then attached to the site.
- The school is then attached to the facility so that student reporting can continue as needed by GaDOE and the local school system.



Why separate Facility and School Codes?

- In the past, there was one code that was used for both facility and school.
- For AYP and other reporting reasons, changes to grade levels housed at a facility/school caused a new code to be issued.
- All facilities history, funding and planning are tied to the facility code.
- It was necessary to establish a facility code separate from a school code to stabilize the facility code.

Obtaining a Site/Tract Code

- Submit Site Application and all required documents to the GaDOE Facilities Section
- Application and documents will be reviewed
- Site Code will be generated by the GaDOE Facilities Section
- Approval Letter will be sent to Superintendent

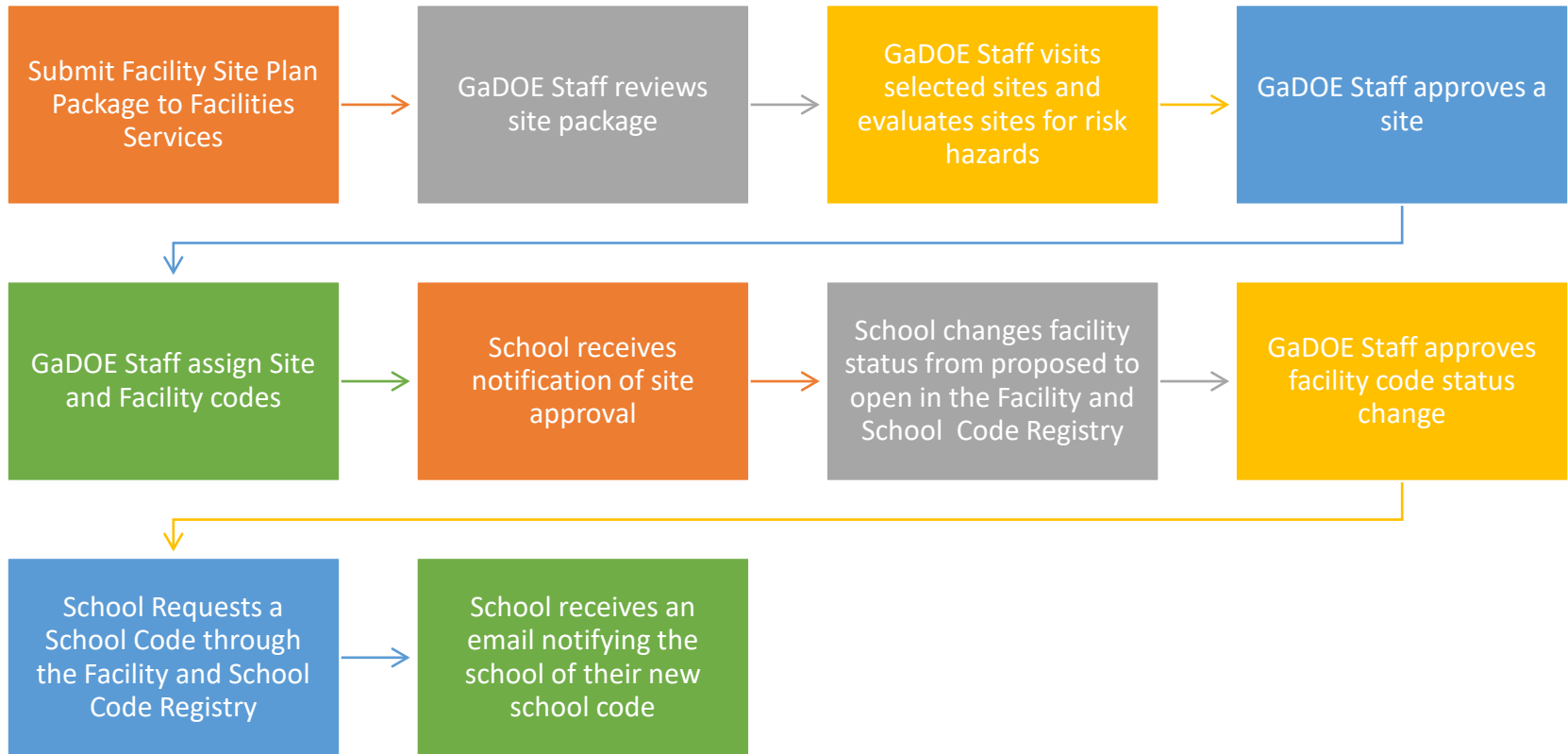
Facility Code

- A facility code describes the buildings located on a site/tract.
- The facility code will be issued by the GaDOE Facilities Section after a copy of a warranty deed or lease for the site/tract is received.
- The facility code will not change.

School Code

- The School Code describes the group of learners housed at a facility. It may change when the group of learners changes.
- One facility may house more than one school.
- The school code is requested by school system employees through the Portal. It is not needed until the fiscal year the facility is ready to be occupied.

How to Receive a School Code



Site Facility and School codes

Site Code

- The code given to the piece of land in which a facility may be located. A site may have multiple facilities located on it.

Facility Code

- The code given to a building or group of buildings on one campus.

School Code

- A school is a group of learners. The code is given to the school located in a facility. There may be multiple schools located within a building.

Important Facts to Know

- There cannot be a facility without a site.
- There cannot be a school without a facility.
- The school is where most data is collected from a reporting standpoint.
- The Facility Coordinator is the person who can help you with your facility and school code requests.
- The Data collected in FSR is the foundation for funding in all other databases, please make sure the data is correct.

What does a Facility Coordinator do?

- The Facility Coordinator is given permission to update and edit Facility and School information in the Portal from July 1 to October 1 of each year.
- Each update or edit will automatically go to the DOE Portal Manager for review and approval.
- No new School Codes or Program Codes will be issued after the October FTE Count.
- Facilities can be opened and existing School and Program Codes can be moved.

Things to Remember

- FSR Certification of Records must be completed to report FTE I.
- FSR Certification of Records will begin September 16 and end on October 1, 2019.
- The Superintendent of your school system must certify that the records are correct.
- Certification of Records **MUST** not be confused with the Vacant Facility Survey.

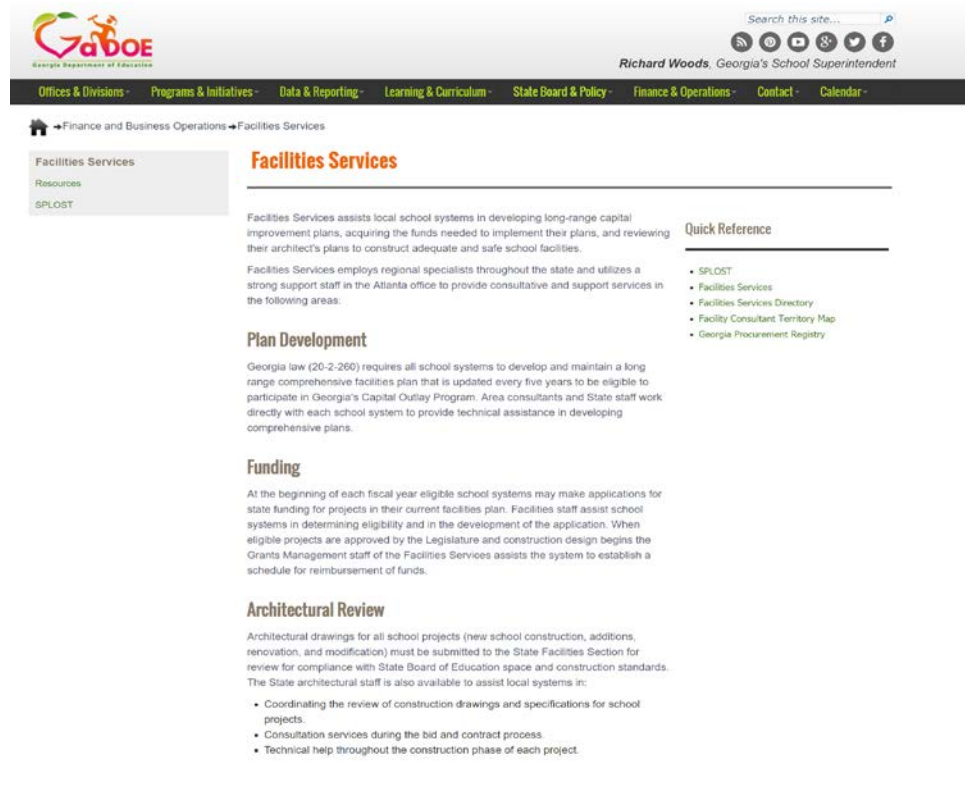
Things to Remember

- New School and Program Codes may be created starting April 1, but must be created in the Future Mode.
- Future Mode created codes are visible, but will not become active codes until July 1 during rollover.
- Requirements for creating new School Codes.

GADOE WEB PAGE:

www.gadoe.org/Finance-and-Business-Operations/Facilities-Services/Pages/default.aspx

404-656-2454



The screenshot displays the GADOE website's navigation and content for the Facilities Services page. At the top, the GADOE logo is on the left, and a search bar and social media icons are on the right. Below the logo is the text "Georgia Department of Education" and "Richard Woods, Georgia's School Superintendent". A horizontal menu lists various departments: Offices & Divisions, Programs & Initiatives, Data & Reporting, Learning & Curriculum, State Board & Policy, Finance & Operations, Contact, and Calendar. The main content area is titled "Facilities Services" and includes a sidebar with "Resources" and "SPLOST". The main text describes the department's role in developing capital improvement plans and provides a "Quick Reference" list of links: SPLOST, Facilities Services, Facilities Services Directory, Facility Consultant Territory Map, and Georgia Procurement Registry. Three sub-sections are also visible: "Plan Development" (discussing Georgia law 20-2-260), "Funding" (discussing state funding applications), and "Architectural Review" (discussing drawing submissions).

Search this site...

Richard Woods, Georgia's School Superintendent

Offices & Divisions - Programs & Initiatives - Data & Reporting - Learning & Curriculum - State Board & Policy - Finance & Operations - Contact - Calendar

Home → Finance and Business Operations → Facilities Services

Facilities Services
Resources
SPLOST

Facilities Services

Facilities Services assists local school systems in developing long-range capital improvement plans, acquiring the funds needed to implement their plans, and reviewing their architect's plans to construct adequate and safe school facilities.

Facilities Services employs regional specialists throughout the state and utilizes a strong support staff in the Atlanta office to provide consultative and support services in the following areas:

Plan Development

Georgia law (20-2-260) requires all school systems to develop and maintain a long range comprehensive facilities plan that is updated every five years to be eligible to participate in Georgia's Capital Outlay Program. Area consultants and State staff work directly with each school system to provide technical assistance in developing comprehensive plans.

Funding

At the beginning of each fiscal year eligible school systems may make applications for state funding for projects in their current facilities plan. Facilities staff assist school systems in determining eligibility and in the development of the application. When eligible projects are approved by the Legislature and construction design begins the Grants Management staff of the Facilities Services assists the system to establish a schedule for reimbursement of funds.

Architectural Review

Architectural drawings for all school projects (new school construction, additions, renovation, and modification) must be submitted to the State Facilities Section for review for compliance with State Board of Education space and construction standards. The State architectural staff is also available to assist local systems in:

- Coordinating the review of construction drawings and specifications for school projects.
- Consultation services during the bid and contract process.
- Technical help throughout the construction phase of each project.

Quick Reference

- SPLOST
- Facilities Services
- Facilities Services Directory
- Facility Consultant Territory Map
- Georgia Procurement Registry

Questions, Comments & Concerns

Contact Information

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Facilities Services Unit

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