Richard Woods, Georgia's School Superintendent
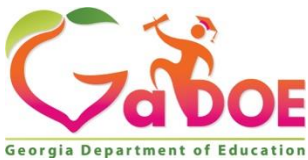*"Educating Georgia's Future"*

GEORGIA DEPARTMENT OF EDUCATION (GADOE)

Office of Technology Services - Technology Management
FY2024 DATA COLLECTION Survey Instructions

July 1, 2023

The Data Collection Survey application collects general information used to support other data collections. The Data Collection Survey is completed annually preceding FTE Cycle 1. The Data Collection Survey is located in the GaDOE Portal under Data Collections and should be completed by the FTE Coordinator.

Instructions for entering data in the Data Collection Survey

1. From the GaDOE main web site, scroll down to the menu bar located at the bottom of the page and select 'MyGadoe Portal'. After logging into the Portal, go to the Data Collections menu and select the Data Collection Survey from the fly-out menu.

2. Select the current collection cycle from the list (Data Collection Survey 2024-1).

3. Click on Data Collection Survey. Click on the Current Data Collection Survey Data Reporting link. (HINT: Open the prior year data in another tab or on another screen if you need to see the grading scales last year, or see who was listed in each coordinator position last year.)

If your system code is between 850 and 896, you are only required to enter the primary contact information. If System ID is less than 800 (Excluding 782 and 783 and 799) then PRIVATE SCHOOL COORDINATOR cannot be blank.

Important Dates – In this section, you will indicate whether the district requires an alternative FTE date, the dates for the first and last days of school, the date of the prior tenth day, the number of days in a school week, and the number of days in a school year.

4. Click in the field to enter the Beginning Date of your school year. Notice a calendar appears. Select the date from the calendar.

5. "Are you in session on FTE 1 Count Day?" If students are not scheduled to attend on the FTE count day (which is always the first Tuesday in October), your district is required to report student information as of the Alternate FTE Date which is always the following Tuesday (the second Tuesday) in October.   An Alternate FTE Date <u>will</u> be required if the statewide FTE count date is not a school day for students. If an

Alternate FTE Date is necessary, choose 'YES' from the drop-down box; otherwise, leave the field set to 'NO'.

6. "Are you in session on FTE 3 Count Day?" If students are not scheduled to attend on the FTE count day (which is always the first Thursday in March), your district is required to report student information as of the Alternate FTE Date which is always the following Thursday in March (the second Thursday). An Alternate FTE Date <u>will</u> be required if the statewide FTE count date is not a school day for students. If an Alternate FTE Date is necessary, choose 'YES' from the drop-down box; otherwise, leave the field set to 'NO'.

7. Indicate the date of your Prior Ten Days for FTE 2023-1. To determine this date, start counting the school days preceding the FTE count date (or alternate count date). Remember to exclude weekends and non-school days when counting.

8. Click in the field to enter the Ending Date of your school year. Notice a calendar appears. Select the Ending Date from the calendar.

9. Enter the number of days in a school week for your district? EX: Is your district using the standard 5-day school week or a 4-day school week?

10. How many school days are in the district calendar for the current FISCAL YEAR? EX: 165 days, 180 days, 190 days, etc.

11. How many School Resource Officers/School Safety personnel are assigned in your district?

Don't forget to Save Data on each tab. You don't have to complete all data tabs before leaving the survey. You can save each tab and return later but you must Save Data on each tab.

Grades Data – In this section, you will indicate the grading scale used in your district.

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12. Using the drop-down box, enter the grading scale for 'A', 'B', 'C', and 'D' in your district. No grade is entered for 'F' since 69 and below is defined as failing according to State Board Rule 160-4-2-.13 Statewide Passing Score. That field is automatically set with a range from 0 to 69. If your district does not have a 'D' in the grading scale, the application has been set to allow null values for the 'D' range. However, that means that the low end for the 'C' range must equal 70. *Please Note: Districts using the E (Excels), M (Meets), and N (does Not meet) standards-based grades do not have to declare their intent to do so in the Data Collection Survey anymore. The grades E, M, and N are now accepted from all districts.*

Vendor Data – In this section, you will indicate the vendor of the Student Information System (SIS), Fund Accounting System, and the Special Education System used by your district**. If you select "Other", please indicate the name of the software company.**

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13. Choose the SIS vendor from the dropdown box.

14. Choose the fund accounting vendor from the dropdown box. This pertains to the vendor that creates the extract for CPI.

15. Choose the Special Education System from the dropdown box.

NOTE: If you selected 'Other' for any of these vendors because your software vendor is not in the list, then you must fill in the box for the 'Other' vendor.

Primary Contacts – In this section, indicate the primary contacts for Superintendent, FTE, CPI, Student Record, GTID, and Free and Reduced Coordinator.

16. The primary contact is the person who will be contacted if the Georgia Department of Education or other school districts have questions pertaining to any of the above referenced data collections.

    Enter the last name, first name, telephone number/**extension**, email address, and the number of years the primary contact has been in this role. If the primary contact has been in this role for less than a year, enter '0' as the number of years in the role.

Marking Period Dates – In this section, indicate the DISTRICT Marking Period Dates

17. Indicate the Marking Period Dates for the district. Marking Period Dates should be reported for Year Long Courses, Nine-Week Courses, Semester Courses, Trimester Courses, Four and a Half Week Courses, and Six-Week Courses.

18. **If a school**(s) in the district has Marking Period Dates that deviate from the Marking Period Dates reported for the district, all the Marking Period Dates for the school must be reported separately for the school(s) having alternate Marking Period Dates...

    - If 'YES' is the answer to the question, "Please indicate if any schools in the district deviated from the Marking Period Dates reported above", select 'YES' from the drop-down (defaults to 'No') and then click the SAVE button.

    - On the next screen - click the drop-down and select the school with Marking Period Dates that are different from the DISTRICT Marking Period Dates. Then click the SUBMIT button.

    - On the next screen, indicate all the Marking Period Dates for the school (not just the dates that are different from the district). The district Marking Period dates will automatically populate for the school(s) selected. Once the dates have been entered/updated, the dates must be saved by clicking the "Save School Marking Period Dates" button.
      (Note: Dates or schools entered in error can be deleted by clicking on the "Delete School Marking Period Dates" button.)

    - If the indicator for "Please indicate if any schools in the district deviated from the Marking Period Dates reported above" is changed from 'Y' to 'N' – all MARKING PERIOD DATES entered for a school(s) will be deleted.

19. **When all of the information has been entered, the coordinator must click the Submit Data for Validation button to have the data validated.**

Once the data has been validated and is error-free, the 'Sign Off' button will become available for the FTE Coordinator to sign off. The FTE Coordinator will click the 'Sign Off' button to certify the information submitted is accurate to the best of his or her knowledge.

How to Request Reopening the Data Collection Survey

20. If you need to make any changes to your Data Collection Survey, go to the Main Menu and select **Unlock to Update Survey Data**. Enter a comment to explain what data field needs to be updated. Once your Data Collection Survey is reopened you will have until midnight of the following day to make the change. ***You are required to Sign-off again.*** Go to the last tab of the Data Collection Survey, the Marking Period tab when all of the information has been entered. The coordinator must click the 'Submit Data for Validation' button to have the data validated again. Once the data has been validated and is error-free, the 'Sign Off' button will become available for the FTE Coordinator to sign off. Click the 'Sign Off' button to certify the information submitted is accurate.