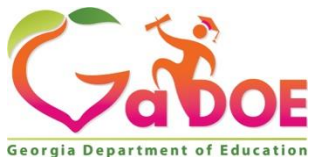


**FY2024 EOPA DATA COLLECTIONS**  
**General Information**  
**Georgia Department of Education**



## REVISION HISTORY

<b>DATE</b>	<b>DESCRIPTION</b>
1/4/2023	Initial Update
7/1/2023	Initial posting for FY2024



# EOPA DATA COLLECTIONS GENERAL INFORMATION

This document provides a summary of common terms, standard definitions, and information on the End of Pathway Assessment (EOPA) Data Collections processes and resources.

## Introduction

Georgia's EOPA process was derived in direct response to the Perkins IV legislation (Perkins Act of 2006), Core Indicator 2S1, which mandated states to implement a measurement mechanism that would ascertain the technical skill attainment level of students participating in career and technical education courses. EOPAs are given to Career, Technical and Agricultural Education (CTAE) students who successfully complete all the designated courses in a CTAE pathway. Students who are eligible to participate in EOPA testing activities should have successfully completed the three designated courses in the pathway or be enrolled in the final designated course of the pathway and be on track to successfully complete the last designated course.

## EOPA Data Collections Website

At the end of each school year, districts submit student performance results on EOPAs through the EOPA data collection in the GaDOE Portal. Documentation regarding the input of EOPA data into the application, information pertaining to submission guidelines and other resources are located on the Georgia Department of Education's Data Collection website. The resources on the website are intended to be used by EOPA Coordinators, and other school system employees, as a framework for answering questions about the Data Collections EOPA reporting process. As information changes, every effort is made to update either the date tag on the website or the date information in the footer. In addition, the updated and the revised sections are highlighted in the documents. All documents on this website can be printed and placed in a binder for easy reference. The documentation is updated annually and as EOPA data collection information or processes change.

## EOPA APPLICATION

### EOPA Data Collections Terms

The EOPA application is used as a reporting mechanism to house student performance for CTAE pathway completers who took one or more EOPAs, and to indicate for each student whether the assessment was passed [(Y) or (N)]. The population of eligible students in the application is based on the pool of students in **GRADE LEVEL = '09' – '12'** that were reported in the most recent Student Class and completed one or more CTAE pathways in the current **FISCAL YEAR**.

### EOPA Data Collections Coordinator

Each local school system superintendent appoints one person to be the EOPA Data Collections Coordinator. The EOPA Data Collections Coordinator is the liaison between

the local school system and GaDOE in matters regarding the reporting of EOPA data. The EOPA Data Collections Coordinator's responsibilities include, but are not limited to:

- Collect all EOPA data from all '9' - '12' grade level schools in the system.
- Consolidate the EOPA data for the school system.
- Verify the accuracy of the EOPA data being reported.
- Upload EOPA data into the EOPA application located in the GaDOE portal.
- Communicate with personnel at the Georgia Department of Education as needed in reference to reporting EOPA data.

## **EOPA Reporting Cycle**

The EOPA reporting cycle is a set period, during which school districts submit data required for state reporting to the Georgia Department of Education. The EOPA reporting cycle begins as soon as the district signs off on the end-of-year Student Class data collection.

## **EOPA DEFINITIONS**

**EOPA RECORD:** One EOPA record represents all the reported information (data) for one student.

**EDIT:** An integrity and validity test on data transmitted. There are two types of edits: errors or warnings.

**ERROR:** A type of edit that causes a record to be rejected and not processed. An error message is generated and provides the reason the data did not pass the edit. **Note: Data in records with errors is not included in reports.**

**WARNINGS:** A type of edit that causes a record to be accepted, processed, and reported but the data are flagged for verification purposes. A warning message is displayed that provides the reason the data are flagged.

**ASSESSMENT CODE:** The code representing the type of end of pathway assessment taken by the student.

**DATA ELEMENT ID:** The identifier used for the data element on the EOPA Data File Layout. A Data Element ID starts with a 3-digit letter abbreviation.

**FISCAL YEAR:** The year of record for the current EOPA data collection.

**GTID:** The 10-digit unique student identifier created in the GUIDE application. All **GTIDs** reported for students must also be found in the GUIDE application. Students transferring between districts should already have a GTID.

**LAYOUT ID:** The identifier used for the data element on the EOPA File Layout to specify the order of the element in file layout. Each layout ID is unique.

**PASS/FAIL INDICATOR:** Indicates whether the student passed the end of pathway assessment.

**PATHWAY CODE:** Indicates the pathway associated with the assessment code.

**RECORD TYPE:** A code that identifies each record per the type and level of data it contains.

**SCHOOL CODE:** A 4-character code that identifies the public school in Georgia. The school must be listed in the Georgia Department of Education's Facilities Database as active.

**SYSTEM CODE:** The three-digit number that identifies a school system.

### Data Collected in EOPA

PURPOSE	TO IDENTIFY STUDENTS AS PATHWAY COMPLETERS
WHO TO REPORT	<i>students in Grade Level = '9' – '12'</i>
WHEN	<b>AFTER STUDENT CLASS SIGNOFF</b>
DATA ELEMENTS	FISCAL YEAR
	RECORD TYPE
	SYSTEM CODE
	SCHOOL CODE
	GEORGIA TEST IDENTIFIER (GTID)
	ASSESSMENT CODE
	PASS/FAIL INDICATOR
	PATHWAY CODE

Data Elements are listed in the order found on the EOPA Assessment File Layout

### EOPA Application Availability

The EOPA application will open for a district once the district Superintendent has signed off on the Student Class data collection in June. There is no 'opening date' for EOPA data input into the application. For all districts, the EOPA application will close **June 27** of the current FISCAL YEAR. If Student Class is re-opened for a district, manually added record(s) will remain intact but course records will be pulled from Student Class to the EOPA Application in the regularly scheduled overnight process.

The EOPA Sign Off deadline is **June 27, 2024**. The students that appear in the EOPA application, whether from the upload process or online entry, must have been reported in the most recent Student Class. Only students in **GRADE LEVEL = '09' – '12'** will be populated in the EOPA application. Only students in grades 9-12 will be accepted via the upload process. Only students in grades 9-12 can be added online. The pool of students eligible to take the EOPA assessment will be verified against Student Class and will come from two sources: a) historical course date from GaDOE; b) the upload or manual entry by the district.

**NOTE:** *GaDOE should have most, if not all, of the eligible students. There may be some cases where the credits were earned outside the Student Class collection window and were*

not reported by the district in previous collections. In this case, the district will have an opportunity to upload or manually add the student(s) to the application. There will be no verification of course completion when the district chooses this option.

## Using the EOPA Application

### ❑ **Pathway completers online entry**

Use this option to access the prepopulated list of pathway completers (eligible test takers). From this list, select whether the student took the end of pathway assessment and whether the student passed the assessment.

### ❑ **Adding Students Online**

Use this option to add students who successfully completed a pathway during the current FISCAL YEAR and are not already in the prepopulated list.

*NOTE: Once the user selects the assessment, the system returns an alphabetical list of students in grades 9-12 reported at that school who are not already on the online entry list. For example, if there are 10 students already on the online entry list and there are 100 students in grades 9-12, the system will return the 90 students who are not on the online entry list. Records that are added manually become a part of the table and appear on the list of pre-populated records after being added.*

### ❑ **Uploading records**

The Upload Records function allows districts to upload students to make updates. Use the layout on the Data Collections web page under the **End of Pathways Assessment** link.

## Deleting data from the EOPA Application

The Delete Records link is only available once students are added via upload or manual entry. The records that were added by the user are the only records which may be deleted by the user.

## EOPA Skill Assessment Test Takers Report

This report is an electronic version of the spreadsheet previously used by CTAE coordinators to report the EOPA Test Takers data. It includes a count of students by school, pathway, and assessment. There are links which allow the user to drill down and see the total students tested. This report can also be downloaded to Excel.

## EOPA District Summary and Signoff Report

This report provides a school and pathway summary of students who took an assessment and those who passed the assessment. There are links which allow the user to drill down and see the students in each column.

## EOPA Eligibility Report

The EOPA Eligibility Report will show students reported in the current year Student Class collection who are in grades 9-12 that are either 'In Progress' or 'Eligible' to take the EOPA assessment. To show on the report, the student must have a CTAE pathway course reported in the current year Student Class collection and the remaining courses of a pathway must be in the student's course history. The student's course history can be checked by going to the Student Course History Report on the main menu.

### **In Progress**

- A student 'In Progress' has successfully completed TWO (2) CTAE courses for a pathway and earned a unit of credit for each course (Total of two units) and is currently taking the third CTAE course for the pathway.

### **Eligible**

- An 'Eligible' student has successfully completed THREE (3) CTAE courses in a pathway and earned a unit of credit for each course (total of three units).

### **Situations when a student may not appear on the Eligibility Report**

- The student was not reported in the current year Student Class collection.
- The student was not reported in a CTAE Pathway course.
- The course was not reported within the past five (5) years of student course history.
- The student did not earn at least three (3) CTAE course credits for a pathway.

### **Where to Report the Student**

The school where the student took the assessment should report the EOPA assessment information. The student will be listed on the pre-populated list at the school with the most recent enrollment. If a school needs to add a student, with a prior enrollment, and the student was reported in Student Class, the district/school can use the Add Students Online feature to add the student.

### **Student Course History Report**

This report is used to identify students who are 'In Progress' or 'Eligible' on the EOPA Eligibility Report. Select by School, Student, or Student's GTID and select Get Detail to get information on courses taken by student. This report will indicate the student's Course History for the past 5 years.

### **Superintendent Signoff**

The EOPA application requires superintendent sign off. All districts must signoff - including those districts with no students reported as having taken an assessment. EOPA sign off will become available after both Student Class and Student Record are signed off.

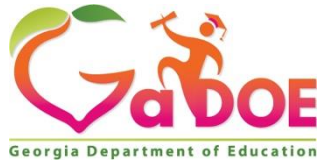
## **REQUESTS FOR ASSISTANCE**

If you need assistance with any aspect of reporting data, accessing our website or have general questions, please contact the Technology Services - Service Desk Team by logging into the MyGaDOE Portal and clicking on the Help Desk Portal link and entering your request there.

To login to the MyGaDOE portal please follow this link: <https://portal.doe.k12.ga.us/Login.aspx>.

You may also request assistance by calling 1-800-869-1011. Please provide a detailed message as well as your contact information.





205 Jesse Hill Jr. Drive SE  
Atlanta, GA 30334  
[www.gadoe.org](http://www.gadoe.org)



@georgiadeptofed

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