

GUIDE Frequently Asked Questions Updated May 31, 2024

Georgia Unique Identifier for Education (GUIDE)



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REVISION TABLE

REVISION DATE	DATA ELEMENTS AFFECTED	COMMENTS
07/01/2022	Original posting for FY2023	
01/04/2023	Consolidated similar questions	
1/04/2023	Question 24. In prior document was removed.	Data Collections no longer collects PreID.
07/01/2023	Original posting for FY2024	Never posted
07/01/2024	Original posting for FY2025	

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Each student enrolling or enrolled in a publicly funded K-12 Georgia school or program shall be assigned a Georgia Testing Identifier (GTID). The GTID assigned to a student is the student's unique identifier that shall not change. Students can only be assigned one GTID. This includes three-year old's getting Babies Can't Wait services through a public school system and all PK students funded by lottery funds (both private and public PK programs). Students who take classes through the GADOE Virtual School must have a GTID as well as students who take virtual classes through any charter school.

When a student initially enrolls in a district, these identity elements must be verified using the legal documents outlined in State Board of Education Rule 160-5-1-.28 paragraph (2)(d)(1), (2)(d)(8), and (2)(d)(9). Those legal documents are the birth certificate, Social Security card, or court order changing the student's name.

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[Entering a student in GUIDE](#)

Q: How do I enter a student in GUIDE that has no last name?

A: Use 'NoLegalLastName', all together with no spaces or quotation marks if the student legally has no last name.

Q: I am enrolling a student who was born in Japan to American parents. There is no mention of a military base, but the American consulate signed the birth certificate. Is the student born in USA or born in Japan?

A: There is a difference between citizenship and where the child was born. He was born in Japan. His Country of Birth is Japan. His citizenship is U.S. because of the Consular Report of Birth Abroad of the United States of America. His Primary Language (spoken at home) is probably English, but you would need to verify that.

Q: Is there an 'Unknown' or 'Refused to provide' that can be used for Race?

A: We don't have an 'unknown' and can't allow that as an option in the race field because federal regulations require at least one race code in addition to Hispanic – yes or no. U.S. Department of Education (US ED) doesn't allow us to report unknown, so we don't allow the public school to report it to us either. Based on US ED guidance, if a parent or student declines to select the student's race and ethnicity, then the "observer method" must be used to identify a student's race. See US ED documentation below. This has been in place now since 2008.

From the Federal education guidance:

<https://www2.ed.gov/policy/elsec/leg/essa/essastatereportcard.pdf>

Requires that SEAs and LEAs must comply with Federal civil rights laws that prohibit discrimination based on race.

https://nces.ed.gov/pubs2008/rediguide/ch4_3.asp

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If a parent, student, or staff member declines to select the student's or staff's race and ethnicity, identification by observers *should* be used. Observer identification is a last resort to identify the race and ethnicity of a student.

Q: A student has enrolled from Mexico, and supplied an IRS letter for the student with a TIN (ITIN) beginning with 957, is that acceptable instead of the SSN card?

A: Migrant IDs, ITIN numbers, etc. are not valid pseudo-SSNs. ITINs are not SSNs. (The ITIN is a nine-digit number that always begins with the number 9 and has a 7 or 8 in the fourth digit, for example, 9XX-7X-XXXX.)

Q: We are enrolling students who only have Homeland Security paperwork and their GA Immunization record. These say “minor under fourteen” on them and there is no picture or DOB on the document. The older students have a DOB and picture ID. Since we are not getting a birth certificate, what do we use for enrollment?

A: It will be fine for you to use the only “official” document you have in your possession to record the student’s DOB. For students under fourteen, there should be an estimated date of birth on the immunization record.

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[Claiming a Student](#)

Q: Our registrar claimed the student before realizing that the student was out of district and will not be attending school in our district. Can the claim be removed?

A: Claims are rarely removed. Don’t send a record (in FTE and SR) for the student if the student was not enrolled for even a day. Please be aware that in the Cohort Withdrawal Update Application (for CCRPI) a claim in GUIDE is not considered proof of transfer.

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Q: We have claimed a student to the wrong school. We have claimed the student to the correct school but need the bad claim removed.

A: Bad claims in GUIDE do not hurt anything.

Q: I am trying to claim a student, but GUIDE will not allow me to enter a School Entry Date that is prior to the School Entry Date of the prior district.

A: You need to claim the student using a School Entry Date after the prior district, then submit a PII Update request asking for the School Entry Date to be modified. Please explain in the PII Update request in detail.

Q: A student was assigned a GTID number when they registered, but the student never showed up.

A: It doesn't matter because there is no accountability out of GUIDE. We don't look at the kids in GUIDE and give you an error that the student is missing in FTE. If the student is not eligible for services and never enrolls in GA public school, it won't matter that the student has a GTID.

Q: When can a student be claimed in GUIDE so we can enter his information in GOIEP (Georgia Online Individual Education Plan software)?

A: You can enter a potential student in GUIDE, get a GTID for him/her, and then not enroll the student - ever. There is no accountability out of GUIDE. We don't look at GUIDE for GTIDs that were created this year and then look for that student in FTE, SR, or SC. You do not need to enroll a student after getting him/her a GTID and you do not need to delete the student. You can use the date of the parent consent for evaluation for an IEP as the 'School Entry Date'. Most SIS software will allow you to mark that the student should not be exported in a state data collection. That may mean that the student doesn't get sent in a GUIDE file as well as FTE, SR, and SC. So, you may need to manually create a GTID for a student. Use the zoned school as the 'enrolled' school.

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[Changes to Student Information](#)

Q: The student's last name is incorrect in GUIDE. How do I correct it?

A: Changes to the name can be made at the school/district level.

Claim the student first, enter the School Entry Date then correct the student's last name. Follow the same procedure for changes to the first and middle name.

Q: The student does not have a middle name or suffix. How do I remove a name or suffix from GUIDE?

A: Schools and districts cannot remove any name (First, Middle, Last) in its entirety or the suffix. Claim the student at your school, enter the School Entry Date then submit a PII Update request through GUIDE to have a name or suffix removed. Include in the request the current name as it is on official documentation and detailed information as to why the name or suffix needs to be removed. When submitting the removal request, include the reason for the removal and the document(s) used to verify the student's information. i.e. BC (birth certificate, legal document, etc.) Ex. The BC does not show a middle name, please remove the middle name from the student's GUIDE record.

Q: Former student P.M. Goofy with GTID # xxxxxxxxxx was claimed with an incorrect SSN. It has been brought to our attention by another district. We are unable to correct this in GUIDE since the student withdrew from us on 1/03/2020. Could you please correct the student's SSN?

A: The new district should enter the correct information. The GUIDE Administrator cannot go back in time and correct incorrect information. The GUIDE Administrator can only correct the current record in GUIDE. Having a duplicate SSN in GUIDE will only cause a problem in data collection if both students are sent as actively enrolled.

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Q: A student has been given a new local student number and duplicated in PowerSchool. As I claim the student in GUIDE, I am not sure whether to use the new local student ID or the old one.

A: There are no edits on Local ID. You can change the Local ID in GUIDE any time you want to. Local ID is only found in GUIDE. It is not collected in any other data collection, so it doesn't matter if you use the old one or the new one. Please fix the Local ID in GUIDE and fix the duplicate Local ID in your SIS.

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[Changing a Student ID](#)

Q: A student has a '999' or '998' number in GUIDE. If I have the SSN now, is it ok to change the '999' or '998' number to the SSN?

A: Absolutely! You can change a '999' or '998' number to an SSN. You can change an SSN to a different SSN (because there was an entry typo, Mom put her SSN or a sibling's SSN on the registration form, etc.) You **can't** change a '999' number to a different '999' number (that's an E481 in GUIDE). If a '999' needs to be changed to another 999 submit a PII Update request in GUIDE and provide details as to why the '999' needs to be changed. The same applies to a '998' number.

Q: How do I change a '999' or '998' number if the one I entered was miss-typed?

A: You need to submit a PII Update request in GUIDE for the student so the state ID Administrator can make the correction for you.

Can change:

SSN to 999

SSN to 998

SSN to SSN

Cannot change:

998 to a new 998

999 to a new 999

999 to a new 998

998 to a new 999

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Q: How can I change a pseudo-SSN to real SSN for the Hope Scholarship calculation after the student graduated and we have signed off on Student Record?

A: The school needs to fix the SSN in the GSFC file upload which may mean they need to fix it in their SIS. The SSN for Hope does not come from DOE, it comes from the district.

Q: Some of our kindergarten students are being assigned 999 numbers because we do not have the SSN yet and we need to get a GTID for GKIDS. The parents have 30 days to turn in documents. How do we update the SSN without changing the School Entry Date?

A: When you upload a file and the GTID is included on the record with the correct SSN, you will get a discrepancy on the SSN, not the School Entry Date. The School Entry Date does not have to change when uploaded.

Online – When you edit the SSN, the School Entry Date must be at least 1 day later and in the current school year. You can request a change to the date by sending a PII Update request.

Note: the same applies to a 998 number.

Q: I have a 12th-grade student who has brought in his SSN card to replace his Pseudo SSN. The SS card states, 'Valid for work only with DHS authorization'. Do you know if we can use a Social Security card like this for GUIDE, Hope Scholarships, etc.? This student was born in Mexico.

A: Yes, that is a valid SSN card. The 'valid for work only' just means that the student was not born in the United States, but it is still a valid SSN. Feel free to use it and replace the pseudo-SSN.

Q: Can the student ID of a graduated student be changed to the correct SSN in GUIDE?

A: If the change request is so Ga Futures, HOPE, or any other financial system will have the SSN and not a pseudo number, the information is sent from the district level to Ga Futures. Check your

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system to see if you have the correct SSN. Correct your student information system and re-upload to Ga Futures or print the new transcript. It is a rare occasion when we change the student ID in GUIDE for a student that has already graduated.

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[Clearing Errors](#)

Q: How do I get rid of an error? I uploaded a file and got some errors. I have fixed the problems back in my SIS but how do I get rid of the error in GUIDE?

A: A new file upload replaces an old file by School-System ID so files cannot be processed twice. So, when you upload a file from the same school again, all the old problems will go away – the errors, warnings, near matches, and discrepancies.

Q: I am getting these errors, and I don't know why:

E1332 - MIDDLE NAME VERIFICATION indicates that **STUDENT MIDDLE NAME** has been verified as a middle initial only, but it is longer than 1 letter or blank. **E1334 - MIDDLE NAME VERIFICATION** indicates that **STUDENT MIDDLE NAME** has been verified as two or more letters long, but **STUDENT MIDDLE NAME** submitted is not 2 or more letters long.

E1335 - Code '1', '2', or '3' previously reported for **MIDDLE NAME VERIFICATION** by this district. Cannot be reported as '0' now.

A: E1332, E1334, and E1335 may be generated when the following scenario happens: The student is claimed in a district and a MIDDLE NAME VERIFICATION value of '1', '2', or '3' has previously been entered for the student in GUIDE. The student moves to a new district and the new school registrar claims the student in GUIDE individually. When claiming the student, the MIDDLE NAME VERIFICATION value of '1', '2', or '3' is not changed to a '0' in GUIDE but the MIDDLE NAME VERIFICATION value defaults to a '0' in the user's SIS and is not changed. Later, when a file of all the active students in the district is uploaded, the SIS defaulted MIDDLE NAME VERIFICATION value

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of '0' is uploaded and triggers E1332, E1334, or E1335 saying, essentially, you verified the middle name when you claimed the student. You can't go back and say the middle name is unverified now. To get rid of this error, the MIDDLE NAME VERIFICATION value of '1', '2', or '3' needs to be entered into the SIS after claiming the student in GUIDE.

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[Getting a GTID](#)

Q: We assigned a student a GTID number when they registered, but now they are a no-show.

A: It doesn't matter because there is no accountability outside of GUIDE. We don't look at the kids in GUIDE and give you an error that the student is missing in FTE. If the student is not eligible for services and never enrolls in a GA public school, it won't matter that the student has a GTID.

Q: I need a GTID for a student that is over age. He is enrolled in our alternative ed High School.

A: The GTID coordinator can add the student in GUIDE to get this student a GTID. You will get E0251 which can be relieved by the GTID Administration at DOE.

Q: We have 3-year-old students who are being evaluated for Special Education services. They need to be entered into the GOIEP software, but they are not actually enrolled students. GOIEP needs those students to have a GTID number. I cannot get them a number until they are enrolled in our system. Infinite Campus will not pull them into the extract without an enrollment date. If we give them an enrollment date that is going to cause problems with student records and the GTID program if the students end up not being eligible for Special Education, Babies Can't Wait program, or Preschool Intervention Program (PIP-SpEd for 3-5yr old's). Also, the enrollment date is not valid because the student is not actually enrolled.

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A: You can open GUIDE, use 'Add a Single Student' from the Main Menu and enter the student in GUIDE to generate a GTID. For the School Code field in the GUIDE record, use the school that the student is zoned for when and if he enrolls. Put in a School Entry Date of today or when the first Special Education event occurs - it does not matter. It does not matter because there is no accountability outside of GUIDE. We do not look at the kids in GUIDE and give you an error that the student is missing in FTE. If the student is not eligible for services and never enrolls in GA public school, it will not matter that a GTID has been assigned.

Q: What is the process to assign a homeschooled student a GTID?

A: Homeschool students do not get GTIDs. The only reason a homeschooled student would get a GTID is if they are taking a class and participating in an extracurricular activity (a Dexter Mosely participating student), are receiving services (such as a Student With Disabilities with a Service Plan), had one before beginning to homeschool, or if the student decides to take any online courses through a public virtual school, like GA Virtual School or GA Cyber Academy. If he signs up to take a class through GA Cyber, for example, then GA Cyber will get the GTID for him. You can give them a GTID, but you would only send the student's record if services were provided. (See full description of how to send records for Dexter Mosely participating students in the FTE General Information document.)

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[Providing the GTID to others](#)

Q: Can the GTID be given to the foster parent?

A: You can provide the GTID to the foster parent. The term "parent" is defined as including natural parents, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

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FERPA permits LEAs and schools to disclose education records of students placed in foster care, without consent of the parent or eligible student, to an agency caseworker or other representative of a state or local child welfare agency (CWA) or tribal organization authorized to access a student's case plan, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student.

[FERPA and Foster Parents](#)

Q: Can the GTID be given to DFACS so DFACS can look up a student in SLDS through their SHINE system?

A: DFACS can get the GTID **ONLY AFTER** they provide the school with documentation showing they have custody of the child.

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[Reactivating a GTID](#)

Q: I have a student with Disabilities (SWD) who was reported as graduated in SR with a Special Education diploma. Now that student has decided to return until their 22nd birthday. How do I reactivate that student's GTID in GUIDE?

A: Determine whether the student graduated with a general education diploma or received either a certificate of attendance or special education diploma. If the student received a certificate of attendance or special education diploma, submit a PII update request in GUIDE to have the student's GTID reactivated.

If the student received a general education diploma, submit a PII update request in GUIDE. You will receive an email with an attachment that will need to be completed. Provide detailed information on why the student was awarded a general education diploma and the circumstances for the student's return. This attachment must be signed by the district special education director and the district superintendent prior to any GaDOE review.

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Include the School Entry Date in the request. The student(s) GTID will be reactivated in GUIDE. Error E168 will be received in FTE forever more and must be commented on and relieved.

Q: We marked a student as graduated with a 'G'; diploma but he did not really graduate. That was a mistake. He should have been marked retained instead. What do we do?

A: Determine whether the student graduated with a general education diploma or received either a certificate of attendance or special education diploma. If the student received a certificate of attendance or special education diploma, submit a PII update request in GUIDE to have the student's GTID reactivated.

If the student received a general education diploma, submit a PII update request in GUIDE. You will receive an email with an attachment that will need to be completed. Provide detailed information on why the student was awarded a general education diploma and the circumstances for the student's return. This attachment must be signed by the district special education director and the district superintendent prior to any GaDOE review.

Include the School Entry Date in the request. The student(s) GTID will be reactivated in GUIDE. Error E1685 will be received in FTE forever more and must be commented on and relieved.

Q: I am trying to reactivate a student and I cannot. The status field is grayed out.

A: A student who graduates with a general education diploma is considered to have completed a Free Appropriate Public Education and cannot return to high school. That student has already achieved the ultimate goal of public K-12 education – a high school diploma. Look at the Student Status in GUIDE on the Enrollment tab. Each summer, after the Student Record data collection closes, GaDOE uses the withdrawal information from SR to deactivate students in GUIDE. Deactivating a GTID in GUIDE means that the GTID will no

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longer be used in the matching process. This keeps GTIDs from being 'recycled' for a student with the same name and similar birthdate. Deactivated GTIDs cannot be sent in any GaDOE data collection (FTE, SR, or SC) with an active record. Users cannot change a student's status in GUIDE from inactive to active. Sometimes a student will say they are done with school and educational services, and they graduate with a Special Education diploma and then the student (and/or parents) will decide that they want to continue receiving services. You will not be able to re-activate a student by editing the Student Status in the GUIDE application. Before this student can be sent in any current Data Collection, confirm the student's eligibility to be reactivated. Determine whether the student graduated with a general education diploma or received either a certificate of attendance or special education diploma. If the student received a certificate of attendance or special education diploma, submit a PII update request in GUIDE to have the student's GTID reactivated.

If the student received a general education diploma, submit a PII update request in GUIDE. Include the School Entry Date in the request. You will be sent (via MyGaDOE Portal SecureXchange) an attachment to be completed and sent back. The attachment should provide detailed information on why the student was awarded a general education diploma and the circumstances for the student's return. This attachment must be signed by the district special education director and the district superintendent prior to any GaDOE review.

The student(s) GTID will be reactivated in GUIDE. Error E1685 will be received in FTE forever more and must be commented on and relieved.

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Special Education

Q: I have a general question about reporting graduated students to GUIDE when they are receiving Special Education services. In the past, we have had students who earned Special Education diplomas and continued services, but we have never reported one with a general diploma. If a SWD earns a general education diploma but is continuing services, will you excuse those as well, or is it Special Education diplomas only?

A: If the student truly earned a general education diploma, then they are not eligible for QBE (FTE) funding. If the student got a Special Education diploma, State Defined Alternate Diploma or Certificate of Completion, the GUIDE Admin would need to reactivate the student's record in GUIDE. Submit the request through GUIDE using Update PII.

Q: Will the GTIDs of students receiving the Alternate Diploma (diploma type L) be automatically retired?

A: Each summer, after the Student Record data collection closes, GaDOE uses the withdrawal information from SR to deactivate students in GUIDE. Deactivating a GTID in GUIDE means that the GTID will no longer be used in the matching process. This keeps GTIDs from being 'recycled' for a student with the same name and similar birthdate. Deactivated GTIDs cannot be sent in any GaDOE data collection (FTE, SR, SC) with an active record. Students reported with a Special Education Diploma, Certificate of Performance (High School Certificate), or an Alternate Diploma will not be deactivated. They will remain active in GUIDE until they receive a General High School Diploma, or they age out.

Q: In GUIDE, do I claim a student who attends a private school in our county if we are serving this student in Special Education with speech therapy services?

A: Yes, to report the student, the student must have a GTID and you need to claim the student in GUIDE. Students with an ISP (Individual

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Service Plan) are reported only in FTE 1 for the Federal Child Count. An ISP student is not reported in Student Record unless the student enrolls later in the year, after FTE 1.

Reference page 7, FY2024 FTE General Information.pdf in [FTE Resources](#)

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[Uploads to GUIDE](#)

Q: Why isn't the School Entry Date changing every year in GUIDE? I am sending a new School Entry Date every year.

A: The School Entry Date does not need to be updated every year. The SCHOOL ENTRY DATE must be updated when a student changes schools. The SCHOOL ENTRY DATE displayed on a record could be several years old if a student has not changed schools in several years. Because the purpose of an upload file is to claim new students, in an upload file the SCHOOL ENTRY DATE must be the date of the student's entry into the school this school year. In an upload file, the SCHOOL ENTRY DATE must be a valid date in the current fiscal year. But if the only thing that is different in a student's GUIDE record is the School Entry Date (none of the identity data has changed), then the School Entry Date is not updated.