# Welcome to our 2020 New Data Coordinator Training





# Resources

- We are giving you handouts of all PP they will also be posted.
- TLAs handouts
- Sample checklists
- Sample timelines
- Our contact info







# THE BUILDING BLOCKS OF DATA



# **Basic Process for Student and Personnel Data Collections**

- Enter data into your SIS
- Extract a file of data from SIS
- Upload
- Check data and reports at DOE
- Fix data errors and check warnings in SIS
- Repeat until error-free
- Sign off



# The Basic Building Block of Data Collections

# What is a data element?

# One piece/unit of data; a defining piece of information;

Any unit of **data** defined for processing is a **data element**; for example, NAME, GENDER, BIRTHDATE, ADDRESS and CITY. A **data element** is defined by size (number of characters long) and type (alphanumeric, numeric only, date, etc.). A specific set of values or range of values may also be part of the **definition**.



# The Basic Building Block of Data Collections

# How is a data element defined?

# From the FTE Data **Element Detail:**

### SYSTEM

**SYSTEM** is a three-digit numeric code that identifies each school district. See the GaDOE Facilities Database for a list of all the valid system codes. SYSTEM is reported in all FTE cycles.

### SYSTEM OF RESIDENCY

SYSTEM OF RESIDENCY is the home system number of any non-resident student where the **RESIDENT STATUS CODE** = '2', '3', '4' '6', or '8'. If student's home residence is out-of-state, the SYSTEM OF RESIDENCY must = '800'. If RESIDENT STATUS CODE = '7', SYSTEM OF RESIDENCY must = '801'. If RESIDENT STATUS CODE = '8', SYSTEM OF RESIDENCY must equal the Georgia SYSTEM CODE if the student was displaced from a Georgia School District or must equal a valid state code authorized by GADOE if the student was displaced by another state.

### **TOTAL SERVICE MINUTES**

TOTAL SERVICE MINUTES represents the total number of minutes for all IEP services provided the week of the FTE count. Districts should report the total number of minutes for all IEP services which were in effect the week of the FTE count. Report for active students only.

Exception: Students that meet the following criteria should not report TOTAL SERVICE MINUTES. Leave field null.

- Students in grade level PK
- Students with a service plan (ISP) or No IEP
- Students reported by State Schools

Georgia Department of Education Mr. Richard Woods, State School Superintendent July 22, 2019 • Page 33 of 44 All Rights Reserved.



# **Documentation**

- What data is collected
- When the collection occurs
- Why we collect the data
- Who is included in the collection



# **Data Collections Documentation**

# **Documentation is posted in 2 places:**

 Each Data Collections application has documentation on the *public* website <a href="http://www.gadoe.org">http://www.gadoe.org</a>

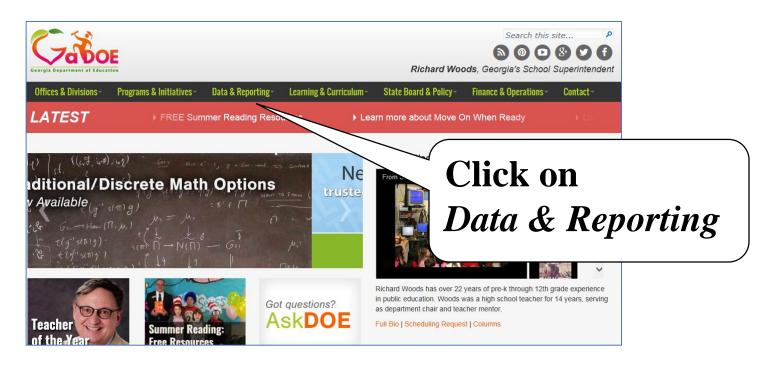
2. Layouts are posted in the Portal which is secure.



# **Documentation – Where to Find It**

Each Data Collections application has documentation on the *public* website

http://www.gadoe.org





# **Documentation – Where to Find It**

## DATA ELEMENT DETAIL

https://www.gadoe.org/Technology-Services/Data-Collections/Pages/FY2020-Data-Collections-and-Reporting.aspx (not in the Portal, on the Data Collections page)



→Technology Services →Technology Services →Data Collections

### **General Information**

### **Data Collection Documentation**

**Data Collection Overview** 

Data Conference

GaDOE Name Processing Rules

Georgia Student Data Privacy, Accessibility, and Transparency Act

Records Retention

School Count by Type

Submit Request for Data

# **FY2020 Data Collections and Reporting**

### **Data Collection Documentation**

- Certified/Classified Personnel Information (CPI)
- End of Pathway Assessment (EOPA)
- Free/Reduced Price Meal Eligibility
- Full-Time Equivalent (FTE) / FTE Data Survey
- GUIDE (Georgia Unique Identifier for Education)
- Pre-ID Labels
- Private School
- STRIDE
- Student Class
- Student Record
- 'New Coordinator' Documentation
- Presentations, Webinars, and Miscellaneous Documentation
- FY2020 Summary of Transmission Dates



# **Documentation**

# **DATA ELEMENT DETAIL**

### **General Information**

### **Data Collection Documentation**

**Data Collection Overview** 

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School Count by Type

Submit Request for Data

### **FY2020 FTE Resources**

Full-Time Equivalent (FTE) refers to data collected for Quality Basic Education funding and is based on student enrollment and the education services provided by local school systems to students.

### FTE Data Survey

- FTE Data Survey Instructions
- FTE Data Survey Transmission Dates

### FTE Resources

- ETF Transmission Date
- FTE Data Element Detail (Updated 8/15/2019)
- FIE General Information
- FTE Categories and Weights
- GNETS FAQ's
- Guidelines for Special Education Environments: Ages 5 and Under
- Guidelines for Special Education Environments: Ages 6 21
- Special Education Educational Environments Calculator: Ages 5 and under
- Special Education Educational Environments Calculator: Ages 6 21



# FTE GENERAL INFORMATION

### **Introduction**

The Quality Basic Education (QBE) Act *requires* local school systems to report student enrollment in terms of Full-Time Equivalent (FTE) students. State funding for the operation of instructional programs are generated from FTE data reported by local school systems.

Through the Office of Technology Services, the Georgia Department of Education (GaDOE) provides local school systems with technical assistance and support in reporting Full-Time Equivalent (FTE) data. Under the authority of O.C.G.A. 20-2-160, 20-2-161, 20-2-161.1, 20-2-161.2, 20-2-182, and Georgia Board of Education Rule 160-5-1-.07 STUDENT DATA COLLECTION, the information contained in the FTE documentation outlines the guidelines, processes and procedures for ensuring uniform reporting of data.

The Data Collection - FTE Website





### **DATA ELEMENT DETAIL**

### **Definitions**

- Active: An active student is a student who has an Enrollment Record with an ENROLLMENT DATE but the WITHDRAWAL CODE and the WITHDRAWAL DATE are blank. If multiple Enrollment Records are submitted for a student from one school, an active student is one whose latest Enrollment Record has an ENROLLMENT DATE and no WITHDRAWAL DATE.
- 2. **Inactive:** Inactive refers to a student that has withdrawn from school. This is indicated in the Enrollment Record by data transmitted in the **WITHDRAWAL CODE** and **WITHDRAWAL DATE**. If multiple Enrollment Records are submitted for a student from one school, an inactive student is one whose latest Enrollment Record has an **ENROLLMENT DATE** and a **WITHDRAWAL DATE**.
- 3. **Part-Time Student**: A part-time student is a student who is reported with three (3) or less funded segments (of any class that has > zero weight) in FTE 1 and FTE 3. If the student has more than three (3) segments in either FTE 1 or FTE 3 (of any class that has > zero weight), then that student will be considered full-time and a full schedule of courses must be reported in the SR data collection.



### **DATA ELEMENT DETAIL – Definitions cont.**

- 12. Edit: An integrity and validity test on data transmitted. There are two types of edits: errors or warnings
- 13. 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.
- 14. **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.

### **Acronyms**

CCAE	Coordinated Career Academic Education / Project Success
СТІ	Career Technical Instruction
DFCS	Department of Family and Child Services
EIP	Early Intervention Program
EOCT	End Of Course Test
ESOL	English to Speakers of Other Languages
FSY	Fortanded Comittee Veen



### **FTE Data Element Detail**

### **FIRST NAME**

**FIRST NAME** identifies the student's first name as it appears on legal documents. Nicknames are not allowed. **FIRST NAME** cannot be null, contain numbers, or selected special characters. Valid characters are: a-z, A-Z, -,', ., `, Blank (Space Char). **FIRST NAME** is reported in all FTE cycles.

### **GENDER**

The **GENDER** code identifies the student's sex. **GENDER** is reported in all FTE cycles. Valid values are:

Male = 'M'';

Female = 'F'.

### **GTID**

**GTID** is the 10-digit student ID assigned by the Georgia Department of Education. It is a unique testing identifier that is created in the GTID application. All **GTID**'s reported for students must also be found in the GUIDE application. Students transferring between districts should already have a **GTID**. A new **GTID** should only be generated if the student has never been given a **GTID** while enrolled in a Georgia public school. Before generating a new GTID for a student, very carefully verify the student has NEVER had a GTID so that the student's records are not lost, or duplicated.



# FTE DATA ELEMENT DETAIL

### **DATA ELEMENT DEFINITIONS**

The following pages include the definitions and coding guidelines for the data elements that are in FTE Cycles 1 and 3. They are in alphabetical order by the name of the data element (or "field"). The data elements listed are reported in Cycles 1 and 3. The data elements in the table below are listed in the order found on the file layout.

FTE CYCLE	CYCLE 1	CYCLE 3					
PURPOSE	STATE FUNDING and ENROLLMENT	STATE FUNDING					
WHO TO REPORT	ALL STUDENTS	<u>ACTIVE</u> STUDENTS					
WHEN	OCTOBER	MARCH					
DATA ELEMENTS	SYSTEM	SYSTEM					
	FISCAL YEAR	FISCAL YEAR					
* 5 . 5	REPORT PERIOD	REPORT PERIOD					
* Data Elements required for this	SCHOOL	SCHOOL					
cycle only	GRADE LEVEL	GRADE LEVEL					
	PRIOR TEN DAYS	PRIOR TEN DAYS					
Data Elements are listed in the order	RESIDENT STATUS CODE	RESIDENT STATUS CODE					
found on the FTE Data File Layout	SYSTEM OF RESIDENCY	SYSTEM OF RESIDENCY					
	PROGRAM CODE (SEGMENTS 1-6)	PROGRAM CODE (Segments 1-6)					
	ALTERNATIVE EDUCATION PROGRAM	ALTERNATIVE EDUCATION PROGRAM					
	WITHDRAWAL DATE *						
	LOCATION OF ENROLLMENT (Segments 1-6)	LOCATION OF ENROLLMENT (Segments 1 0)					
	ESOL- ITINERANT	ESOL- ITINERANT					

### **Overview of Record Types**

### SYSTEM LEVEL RECORD (Layouts A01 and A02)

- Information compiled at the district office for the entire system. One (1) A01 and one (1) A02 record is transmitted for each school system.
- <u>Error Messages</u>: An error message "E001" is automatically generated whenever an upload file does not contain System Level data. **Districts will not be able to sign off with an E001 error.**

### SCHOOL LEVEL RECORD (Layout B)

- Information compiled at the school level. One (1) record is transmitted for each school in the school system. The collection of data for **counseling services is no longer collected** through the Student Record data collection.
- <u>Error Messages</u>: An error message "E002" is automatically generated whenever an upload file does not contain School Level data.

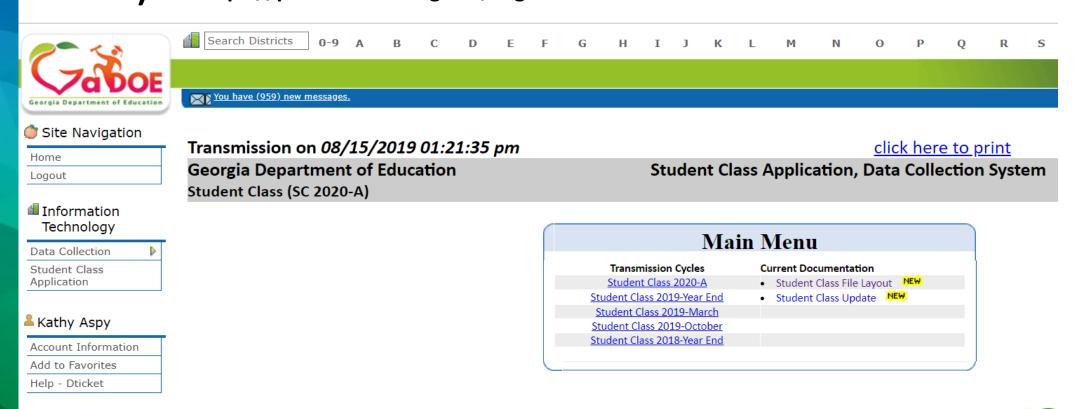
### STUDENT LEVEL RECORD (Layout C)

- Data compiled at the student level. One record is transmitted from a school for each student enrolled at that school at <u>any</u> time during the school year.
- One record is transmitted for each student who attended this school, this school year, regardless of the number of times the student enrolled or withdrew from this school. A Student-Level Record must also be submitted for each student who attended this school last year and have a Withdrawal Record submitted this year.
- Data in the Student Level Record includes demographic data elements as well as data elements that



# **DOCUMENTATION - Layouts**

Become familiar with the LAYOUTS posted in the Portal (which is secure). https://portal.doe.k12.ga.us/Login.





# Parts of a Layout Revision Table

All changes for the year are in the revision table.

Look for the latest changes by date.

### FY2020 Student Class File Layout

Docume	Document Revision Updates											
DATE	DATA ELEMENTS	ADD										
07/01/2019	N/A	Standard updates to FISCAL YEAR and all date ranges.										
07/01/2019	COURSE NUMBER	E6083 - COURSE NUMBER must be xx.0 when SPECIAL ED DELIVERY MODEL = '1', '2' or '3'.										
07/01/2019	COURSE NUMBER	E6084 - COURSE NUMBER must be xx.9 when SPECIAL ED DELIVERY MODEL = '4' or '5'.										
07/01/2019	COURSE NUMBER	E6085 - COURSE NUMBER must be xx.8 when SPECIAL ED DELIVERY MODEL = 6 or 7.										
07/01/2019	COURSE TEACHER CODE	E6086 - SCHOOL ENTRY CODE= 'C' or 'N', COURSE TEACHER CODE cannot be '888888888' or '999999999'.										
07/01/2019	COURSE TEACHER CODE	<b>E6087</b> – If <b>COURSE TEACHER CODE</b> = all 8's or 9's the school entry date cannot = first day of school.										
07/01/2019	ADDITIONAL COURSE TEACHER CODE 1	E6090 - ADDITONAL COURSE TEACHER CODE 1 is required if SPECIAL ED DELIVERY MODEL = 3, 4, 5 or 7.										
07/01/2019	ADDITIONAL COURSE TEACHER CODE 1	E6091 - ADDITONAL COURSE TEACHER CODE 1 is required if SPECIAL ED DELIVERY MODEL = 1 and INCLUSION CODE = 8.										
07/01/2019	ADDITIONAL COURSE TEACHER CODE 1	W5026— No ADDITIONAL COURSE TEACHER CODE should be reported with SPECIAL ED DELIVERY MODEL 2 or 6.										
07/01/2019	ADDITIONAL COURSE TEACHER CODE 1	W5027 – No ADDITIONAL COURSE TEACHER CODE should be reported with SPECIAL ED DELIVERY MODEL '1' and INCLUSION CODE '4', '5', '6', and '7'.										
07/01/2019	PRIMARY AREA	E6095 - If SPECIAL ED DELIVERY MODEL is not blook than this class record must										

07/01/2019	COURSE NUMBER	PK.003 and PK.004 are no longer valid. Use PK.801 and PK.901 for PK Special Education Literacy course. Use PK.802 and PK.902 for PK Special Education Numeracy course.
DATE	DATA ELEMENTS	CHANGE
		Special Ed Literacy and PK.9020000 - PK Special Ed Numeracy.
08/13/2019	COURSE TEACHER CODE	<b>E7002 - COURSE TEACHER CODE -</b> 616-16-1616 is only valid for PK.9010000 - PK
08/13/2019	COURSE TEACHER CODE	New COURSE TEACHER ID added '616-16-1616'
	DELIVERY MODEL	same class period.
07/26/2019	EIP,ESOL,GIFTED,SPED	W5028 - A student should not be the recipient of two services (two delivery models) in the
		blank.
	DELIVERY MODEL	Models on a SC record, then ADDITIONAL COURSE TEACHER CODE cannot be
07/20/2019	EIF,ESOL,GIFTED,SPED	E7001 - A teacher cannot deliver two services at the same time. If there are two Delivery
		Schedule reported in Student Class.



# **FTE Layout**

### FY2018 FTE DATA COLLECTION- DATA FILE LAYOUT

4									
Element ID	Element	Report Cycle	Field Type	endo	Field Length	Starting Postion	Ending Position	Description	Edits
FTE001	SYSTEM	1, 3	A .	***	3	1,110	3	School System Code	E040 - SYSTEM must be an active school system code in the Facilities Database.
FTE002	FISCAL YEAR	1, 3	th	eir	ob	4	5	Fiscal Year of Record	E010 - FISCAL YEAR not valid. FISCAL YEAR must be the current valid FISCAL YEAR.
FTE003	REPORT PERIOD	1, 3	А	х	1	6	6	FTE Report Period	E020 - REPORT PERIOD must be the current valid FTE REPORT PERIOD as follows: '1' = October '3' = March
Filler	Filler	1, 3	А	<u>x(</u> 15)	16	7	22		N/A – NO EDITS
FTE005	SCHOOL CODE	1, 3	A	XXXX	4	23	26	Number that identifies a school within a system	E050 - SCHOOL CODE must be an active FTE school in the Facilities Database (where LIFE STAGE = '4' or '7' and REPORT FTE = 'Yes'). If FTE REPORT PERIOD='1', the SCHOOL CODE may be a closed school that reported FTE for the immediately preceding FTE REPORT PERIOD.  E055 - If FTE REPORT PERIOD is '1' or '3' and if SCHOOL in the Facilities Database has LIFE STAGE='4' or '7' and 'REPORT FTE' = 'Yes', then at least one record for this SCHOOL CODE must exist.  E1100 - If SCHOOL CODE = BLANK or null, default SCHOOL CODE to '9999'.
FTE006	GRADE LEVEL	1, 3	А	XX	2	27	28	GRADE LEVEL in which the student is enrolled for the current school year.	E070 - Must be one of the following valid GRADE LEVELS:  'PK' Pre-Kindergarten 'UK'_Underage Kindergarten 'KK' Kindergarten 'U1'_Underage Grade 1

# FTE Data File Layout



# **CPI Layout**

# A-Record – Demographic Data

**20201611**88888888**A01**F2MMMMMMMM, JOAN KAY 19491120000010005

				Pe	ersonnel De	emographic Info	rmation - A Record	
Element	Record	Positi on	Description	Field Type	Field Length	Required for:	Edits	Edit#
FISCAL YEAR	A01	1-4	Current fiscal year	N	4	Certified, Classified, Active, Terminated	FISCAL YEAR must be all four digits of the current valid fiscal year - e.g. fiscal year from July 1, 2017 to June 30, 2018 = "2018"	E010
REPORT PERIOD	A01	5	Identifies the CPI reporting period.	A	1	Certified, Classified, Active, Terminated	REPORT PERIOD must be the current valid CPI period:  "1" = October  "2" = May  "3" = July	E020
SYSTEM CODE	A01	6-8	School System code.	A	3	Certified, Classified, Active, Terminated	SYSTEM CODE must be an active school system code in the <i>Facilities Database</i> .	E041
EMPLOYEE CODE	A01 9-17 Employee's Social Security Number  O				SOCIAL SECURITY NUMBER must be unique for every RECORD TYPE = "A01" in file for one SYSTEM.  All personnel reported as active in CPI 2006-2 must be reported as either active or terminated in CPI 2007-1.	E064 E805 E2016 W805		
RECORD TYPE	A01	18-20	Identifies part of the record layout.	A	3	Certified, Classified Active, Terminated	RECORD TYPE must = "A01".  Every active employee where TERMINATION CODE = zero or blank must have RECORD TYPE = "C01".  Every employee with a RECORD TYPE = B01 must have a record with RECORD TYPE = 'A01'.  Every employee with a RECORD TYPE = 'C01' must have a record with RECORD TYPE = 'A01'.  Every employee with a RECORD TYPE = 'A01' must have a record with RECORD TYPE = 'B01.'	E802 E803 E3033 E3034 E3035



# What a Data File Looks Like

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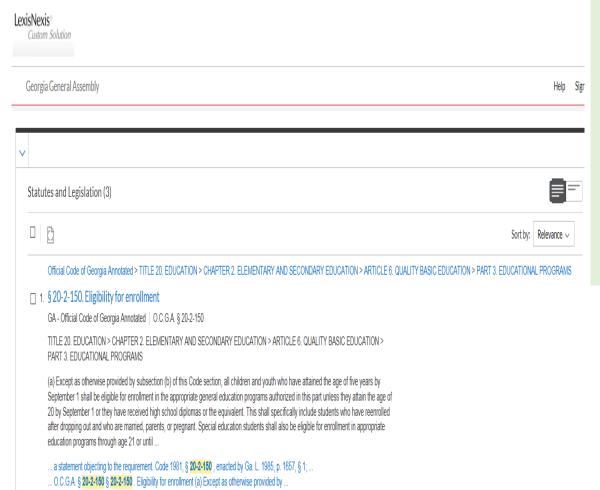
# **SIS Documentation**

Where is the data element (in SR) collected / calculated in your SIS?



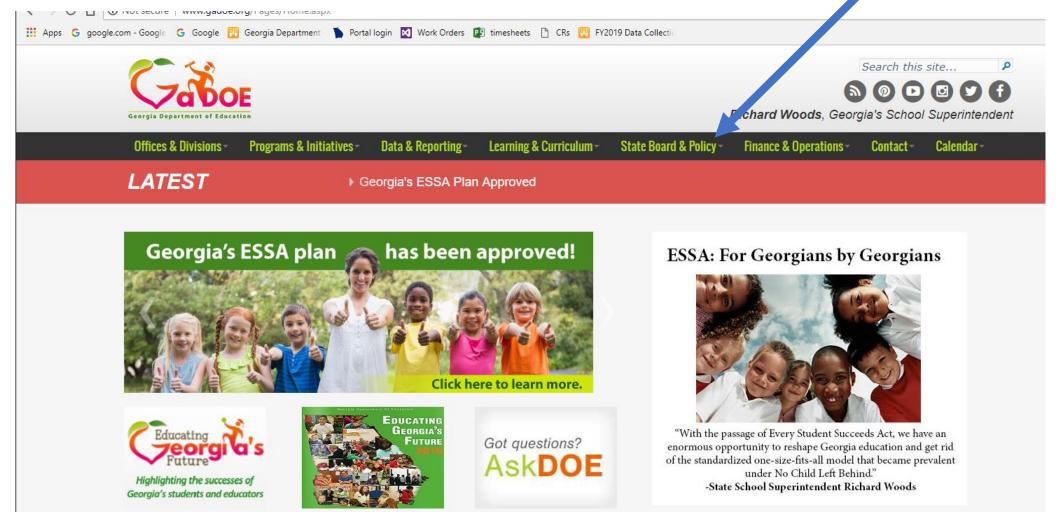


# **Legal Documents**





Other References Used by Data Coordinators





# **Legal Documents**

State Board of Education Rules -

https://www.gadoe.org/External-Affairs-and-

Policy/State-Board-of-

Education/Pages/PEABoardRules.aspx









Richard Woods, Georgia's School Superintendent



Offices & Divisions >

Programs & Initiatives >

Data & Reporting -

Learning & Curriculum -

State Board & Policy -

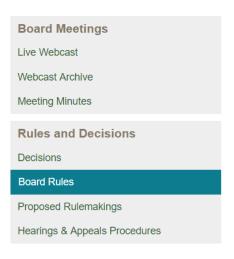
Finance & Operations -

Contact -

Calendar -



→External Affairs and Policy→State Board of Education →State Education Rules



### **State Education Rules**

### State Education Rules

These current rules have been adopted by the State Board of Education, filed with the Secretary of State, and are, therefore, in effect.

Rules are listed in alphabetical order according to National Schools Boards Association (NSBA) codes. To sort by a particular category, simply click on any column heading.

To determine rules of the State Board of Education that have been recently adopted, sort the column 'Effective Date'. The most recently adopted rules will appear at the end of the list.

Title

See Also

Education-related Laws (look for Title 20-2)

Search engine for the Official Code of Georgia (O.C.G.A.)

\*\*\* For a list of all State Board of Education Rules, please click Search below. \*\*\*

Search				
	Search By	Keyword	•	Search

Total number of items are :144

rg/External-Affairs-and-Policy/State-Board-of-Education/Pages/PEABoardRules.aspx# tive Date

**Rule Number** 

Guidance, Guidelines, & Resources

