

# STUDENT CLASS

1

**Presented By:  
Sharon Armour**

# Student Class

- Student Class is a collection of student schedule information that is used by different program areas and the Georgia Professional Standards Commission (GaPSC). Student Class application opens mid July of each school year.
- Student Class Reporting Schedule:
  - Cycle 1 – September 24 – October 22
  - Cycle 2 - February 27 – March 26
  - Cycle 3 – May 7 – June 9

# Student Class

## Two phases of Student Class

### 1 – Student Class for SLDS (Ongoing)

- Student schedules appear in SLDS.
- Links teachers and student, for teacher access to SLDS records.
- Student schedules appear in GUIDE.
- Data does not have to be error free.

### 2 – Student Class Data Collection

- Data collected and signed off 3 times each school year.
- Data sent to GaPSC for In-field application.
- Cross checks with FTE, SR and CPI.
- Has to be error free when signed off.

# Student Class

Benefits of uploading Student Class prior to a collection:

- Teachers are able to view class rosters along with historical information on their students within SLDS.
- Verify teacher ID's are correct. (all 0's)
- Verify GIFTED, ESOL, EIP, and Special Ed. delivery models for each student that has a service.
- Verify **PRIMARY AREA** of SWD students.
- Verify **ALTERNATE SYSTEM CODE** and **ALTERNATE SCHOOL CODE** are correct for students in an alternate setting.
- Verify **STUDENT CLASS START DATE** and **STUDENT CLASS END DATE**.
- Verify course numbers are accurate.

# Student Class

- Using Student Class Data for Data-Driven Decision Making.
- Certified Personnel Information (CPI)
- Professional Standards Commission (PSC)
- Accountability
- Policy
- Data request
- Evaluation of Education Programs
- Responding to Legislative request
- Responding to various data request
- To meet federal reporting requirements
- In-Field System
- Teacher Keys Effectiveness System/ Leader Keys Evaluation System (Student Growth and Academic Achievement) (TKES/LKES)

# Student Class Reminders

- Student Class extract file should contain all active classes, completed classes, and dropped classes. Future classes may be sent but are not required to be sent.
- Student Class is not a point in time collection. Course records sent are not 'as of a specific reporting date'.
- If a student is in a class, withdraws from school, then re-enrolls and is placed back in the same classes, the **CLASS START DATE** for the second enrollment must be the date of the second enrollment, not the original **CLASS START DATE**.
- PK course special ed. numbers are PK.801xx, PK.802, PK.901, PK.902
- **COURSE TEACHER CODE** all 5s (55555555) cannot be reported as a COURSE TEACHER CODE in SC, or CPI.

# Student Class Reminders

- **ADDITIONAL COURSE TEACHER CODE 1-3** cannot be all 2's, 3's, 4's, 616-16-1616, 777-00-xxxx, 770-00-xxxx, 121-21-2121, 8's and 9's. (Student Class Data Element Detail)

TEACHER CODEs	Description
22222222	For teachers employed through the Georgia Virtual School Program (GAVS). Use the teacher's IDENTIFIER as the COURSE TEACHER CODE for GAVS courses if the IDENTIFIER is known. COURSE TEACHER CODE of all 2s means there is a teacher providing instruction who serves as the teacher of record for the students taking the course; however, the IDENTIFIER is not available to the schools for state reporting.
33333333	For teachers of virtual or online/distance courses that are not in your district. Use the teacher's IDENTIFIER as the COURSE TEACHER CODE for virtual courses if the IDENTIFIER is known. COURSE TEACHER CODE of all 3s means there is a teacher providing instruction who serves as the teacher of record for the students taking the course; however, the IDENTIFIER is not available to the schools for state reporting.
44444444	For instruction where there is no teacher (vacancy), no long-term substitute teacher, and no contracted worker. Use this COURSE TEACHER CODE for any of the following: <ul style="list-style-type: none"> <li>• Online/distance learning/virtual courses that provide instruction for students. This could be self-directed or facilitated computer-based or digital learning. No direct instruction is provided by a teacher.</li> <li>• Students that earn credit in lieu of taking the course</li> </ul>
7770xxxx *	For PSO/Accel or Dual HOPE courses, where xxxx is the four-digit number identifying the college / university where the student took the PSO course. The list of college/university codes is provided on the website with the Student Record documentation.
7700xxxx	For PSO courses, the COURSE TEACHER CODE should be a nine-digit number with format: 7770xxxx or 7700xxxx, where 'xxxx' is the four-digit number identifying the college/university where the student is taking the PSO course. When a DUAL ENROLLMENT course number is reported with a '4' in the 5 <sup>th</sup> digit past the decimal then ALTERNATE SYSTEM CODE = 770 and ALTERNATE SCHOOL CODE = XXXX (college 4 digit number used for the COURSE TEACHER CODE).
121-21-2121	Short Term Subs – Used when there is a vacant position of less than 20 days. Not reported in CPI.
xxx-xx-xxxx	Long Term Subs – Use the SS# of the Long Term Sub (LTS) when reporting. LTS are reported in CPI. Where xxx-xx-xxxx is the 9 digit social security number.
88888888	Transfer from Out of State
99999999	Transfer from In State
55555555	NOT VALID
616-16-1616	Only valid for PK.9010000 - PK Special Ed Literacy and PK.9020000 - PK Special Ed Numeracy. NOTE: COURSE TEACHER CODE used when: 1 - Daycare students report IEP services and has an enrollment record in the LEA. 2 - The Head Start or GA PK teachers are hired by someone other than the LEA – EXAMPLE.: GA PK teachers are employed by Kids R Kids not the LEA. Students have an enrollment in the LEA. The LEA sends the Special Education teacher to provide IFP services

# Student Class

## “Home School”

- All records should be reported from the student’s home school.
- The school reporting Student Class records for a student must be the same school (**SCHOOL CODE**) that is being funded for the student in FTE. Students enrolled in alternative programs, GNETS, Career Academies, or other programs outside the traditional school setting must be reported through the home school. The program or alternate school where the student is taking a class or classes is reported in the field **ALTERNATE SYSTEM CODE** and **ALTERNATE SCHOOL CODE** field.



# Student Class Reminders

- PK teachers in FY20 will be analyzed for In-Field per Georgia's ESSA requirements.
- Every PK student must have 2 courses.
- Regular PK Course Numbers:
  - PK.00100xx – Pre-K Literacy
  - PK.00200xx – Pre-K Numeracy
- Special Education PK Course Numbers:
  - PK.80100xx – Special Ed. Literacy PK.80200xx Special Ed. Numeracy
  - PK.90100xx – Special Ed. Literacy PK.90200xx Special Ed. Numeracy
- **NOTE:** *These course numbers cannot be changed.*

# Student Class Reminders

- Do not send a course record for therapy services, for example speech therapy. (A PK course with a Speech therapist as the Primary Teacher would appear as out-of-field when evaluated for Special Education certification or 'content' certification in Early Childhood Education/Birth to Age 5.
- If the only service provided to a student is speech therapy, do not send any courses in SC.
- **COURSE TEACHER CODE 90% ATTENDANCE, ADDITIONAL COURSE TEACHER CODE 90% ATTENDANCE (1,2 OR 3).** For EOC and EOG Math and ELA courses only. Grades 3-12

# Student Class Reminders

- Data element in SR System which will effect Student Class - **TKES 90% TEACHING**  
Valid values: A = All teachers included  
C = Consider time taught individually. (blank is not allowed).
- A = All teachers included
- For EOC and EOG Math and ELA courses only: If TKES 90% TEACHING = A in SR System, then **COURSE TEACHER CODE 90% ATTENDANCE** as well as any non-blank **ADDITIONAL COURSE TEACHER CODE 90% ATTENDANCE (1, 2, or 3)**, can be either Y or N (blank is allowed).
- C = Consider time taught individually. (blank is not allowed).
- For EOC and EOG Math and ELA courses only: If TKES 90% TEACHING = C in SR System, then **COURSE TEACHER CODE 90% ATTENDANCE** as well as any non-blank **ADDITIONAL COURSE TEACHER CODE 90% ATTENDANCE (1, 2, or 3)**, must be either Y or N (blank not allowed).

# Student Class Reminders

## From a Portal Message 1/7/2020

- **To accommodate the In-Field Application programming, the reporting of the Special Ed Delivery Model "7" has been modified as follows:**

When reporting the Special Ed Delivery Model "7" in Student Class, the Special Ed teacher must be reported in the Additional Teacher field and the content teacher must be reported as the primary teacher. With this modification, all Special Ed delivery models now have the same requirement of content teacher reported as the primary teacher and the Special Ed teacher reported as the additional teacher.

The Student Class Delivery Model documentation has been updated with this information and posted to the web for your viewing.

# Student Class Reminders

Data Collection Overview

Data Conference

GaDOE Guidelines for Extracting Names

Georgia Student Data Privacy, Accessibility, and Transparency Act

Records Retention

School Count by Type

Student Class is a collection of class roster data which links students and teachers to a class.

## General Information

- Student Class Transmission Dates
- Student Class Data Element Detail (Updated 9/24/2019)

## Related Information

- Reporting Delivery Models (Updated 1/6/2020)
- Reporting ONLINE Courses
- GNETS FAQ
- Georgia Credit Recovery
- Dual Enrollment Institution Codes
- Dual Enrollment Out of State Course Numbers

## Prior year Student Class Resources
















# Student Class Main Menu Modification

## Student Class Main Menu

[Go To Main Menu](#)

### Student Class Main Menu

[Data have errors.](#)

-  [File Upload](#)
  -  [Validate Data](#)
  -  [Add/Edit/Delete Student Information](#)
  
  -  [Error Report](#)
  -  [Student Class Reports](#)
  -  [Data Deletion](#)
  -  [Delete All System Data](#)
  
  -  [Manual Relief Request](#)
  -  [SC Primary Contacts](#)
  
  -  [SC Transmission List](#)
  -  [SC Transmission Status](#)
-  [Sign-Off Report](#)
  
  -  [ADHOC Query](#)
  -  [EOPA Eligibility report - 2020](#)
- 

# Student Class Main Menu Modification

[Go To Main Menu](#)

## Student Class Reports

 [Student Reports](#)

 [SC011-Alternate Master Report](#)

 [Grade Reports](#)

 [Student Class Delivery Model Reports](#)







 [Teacher Reports](#)

 [TKES/LKES 90% Indicator Reports](#)





# Student Class Main Menu Modification

## Student Reports

[Go To Main Menu](#) **Student Class Reports**

-  [Student Reports](#)
-  [SC011-Alternate Master Report](#)
-  [Grade Reports](#)
-  [Student Class Delivery Model Reports](#)
-  [Teacher Reports](#)
-  [TKES/LKES 90% Indicator Reports](#)

[Go To Previous Menu](#) **Student Reports**







-  [SC001-Students Funded in FTE with no Student Schedule](#)
-  [Records Reported By School Report](#)
-  [Student Schedule Report](#)
-  [SC012-Student Duplication Report.](#)



# Student Class Main Menu Modification

## Alternate Master Report

[Go To Main Menu](#) **Student Class Reports**

-  [Student Reports](#)
-  [SC011-Alternate Master Report](#)
-  [Grade Reports](#)
-  [Student Class Delivery Model Reports](#)
-  [Teacher Reports](#)
-  [TKES/LKES 90% Indicator Reports](#)

SC011 Transmission on 02/07/2020 08:26:41 am - Data Have Errors

Georgia Department of Education  
Student Class (SC 2020-A)

[Return to Menu](#)

School Type:







- ALL
- Alternative
- CCA
- Dual Enrollment
- GNETS
- Regular


Get Details

# Student Class Main Menu Modification





## Student Class Delivery Model Reports

[Go To Main Menu](#) **Student Class Reports**

-  [Student Reports](#)
-  [SC011-Alternate Master Report](#)
-  [Grade Reports](#)
-  [Student Class Delivery Model Reports](#)
-  [Teacher Reports](#)
-  [TKES/LKES 90% Indicator Reports](#)



[Go To Previous Menu](#) **Student Class Delivery Model Reports**

-  [SC053-Gifted Delivery Model Report](#)
-  [SC054-ESOL Delivery Model Report](#)
-  [SC056-EIP Delivery Model Report](#)
-  [SC057-Sp. Ed. Delivery Model Report](#)

# Student Class Main Menu Modification

## Student Class Teacher Reports

[Go To Main Menu](#) **Student Class Reports**

- [Student Reports](#)
- [SC011-Alternate Master Report](#)
- [Grade Reports](#)
- [Student Class Delivery Model Reports](#)
- [Teacher Reports](#)
- [TKES/LKES 90% Indicator Reports](#)


[Go To Previous Menu](#) **Teacher Reports**

- [SC009-All Classes by Teacher](#)
- [SC006-Missing Teacher/Missing Assignment](#)
- [SC014-Teacher Class Roster](#)
- [SC086-Course With Alternate Teacher ID Report](#)

# Student Class Main Menu Modification

## Student Class Grade Reports

[Go To Main Menu](#) **Student Class Reports**

- [Student Reports](#)
- [SC011-Alternate Master Report](#)
- [Grade Reports](#) 
- [Student Class Delivery Model Reports](#)
- [Teacher Reports](#)
- [TKES/LKES 90% Indicator Reports](#)


[Go To Previous Menu](#) **Grade Reports**

- [SC083-Course Summary Report](#)
- [SC022-Final Grade Report](#)

# Student Class Main Menu Modification

## Student Class IKES/LKES 90% Indicator Report

[Go To Main Menu](#) **Student Class Reports**

- [Student Reports](#)
- [SC011-Alternate Master Report](#)
- [Grade Reports](#)
- [Student Class Delivery Model Reports](#)
- [Teacher Reports](#)
- [TKES/LKES 90% Indicator Reports](#) 

[Go To Previous Menu](#) **TKES/LKES 90% Indicator Reports**

- [SC013-Course Grade Report with 90% Indicators](#)
- [SC055-Teacher Roster Report with 90% Indicators](#)

# Student Class Report Modification

## SC007 - Student Schedule Report

Student Schedule		Schedule Programs								Errors		
Course Number	Course Name	Class Section	Class Period	Start Date	End Date	Marking Period	Alternate System Code	Alternate School Code	Additional Course Teacher Code 1	Additional Course Teacher Code 2	Additional Course Teacher Code 3	Online Course
23.8510000	American Literature and Composition	001	02	08/12/2019	12/20/2019			S1 - 1st Semester				N
27.8998000	GSE Geometry Support	002	05	08/12/2019	12/20/2019			S1 - 1st Semester				N
36.0540044	Weight Training	003	04	08/12/2019	08/12/2019			S1 - 1st Semester				N
45.8810000	US History	001	03	08/12/2019	12/20/2019			S1 - 1st Semester				N
64.0310000	American Sign Language I	001	04	08/13/2019	12/20/2019			S1 - 1st Semester				N
11.4150000	Introduction to Digital Technology	002	03	01/07/2020	05/22/2020			S2 - 2nd Semester				N
27.8991000	GSE Geometry Students who entered 9th grade in 2008-2009 or after may substitute this course for 27.08200 or 27.06220 or 27.09720	002	05	01/07/2020	05/22/2020			S2 - 2nd Semester				N
40.8110000	Physical Science (Grades 9-12)	002	04	01/07/2020	05/22/2020			S2 - 2nd Semester				N
48.5410000	Introduction to Drafting and Design	003	02	01/07/2020	01/26/2020			S2 - 2nd Semester				N
36.0210000	Introductory Team Sports	005	02	01/27/2020	05/22/2020			S2 - 2nd Semester				N

# Student Class Report Modification

## SC007 - Student Schedule Report

[Printable Version](#)

Student Schedule	Schedule Programs	Errors													
<b>Course Number</b>	<b>Course Name</b>	<b>Class Section</b>	<b>Class Period</b>	<b>Co-Teacher</b>	<b>Primary Area</b>	<b>Incl. Code</b>	<b>SP ED Delivery Model</b>	<b>Gifted Delivery Model</b>	<b>ESOL Delivery Model</b>	<b>EIP Delivery Model</b>	<b>Credit Recovery</b>	<b>WBL Program</b>	<b>Immersion Language</b>	<b>No. Of Parapro</b>	<b>Local Course</b>
23.8510000	American Literature and Composition	001	02	N	Y-Other Health Impairment		6-Specialized Placement (Outside General Ed) / Individual or Small Group				N		-		Am Lit/Comp
27.8998000	GSE Geometry Support	002	05	N	Y-Other Health Impairment		6-Specialized Placement (Outside General Ed) / Individual or Small Group				N		-		Geometry Support
36.0540044	Weight Training	003	04	N							N		-		Wt Training Boys
45.8810000	US History	001	03	N	Y-Other Health Impairment		6-Specialized Placement (Outside General Ed) / Individual or Small Group				N		-		US History
64.0310000	American Sign Language I	001	04	N							N		-		American Sign Language I
11.4150000	Introduction to Digital Technology	002	03	N							N		-		Intro to Digital Technology
27.8991000	GSE Geometry Students who entered 9th grade in 2008-2009 or after may substitute this course for 27.08200 or 27.06220 or 27.09720	002	05	N	Y-Other Health Impairment		6-Specialized Placement (Outside General Ed) / Individual or Small Group				N		-		Geometry

# Student Class Report Modifications

## SC083 – Course Summary Report

Two new fields added to Course Summary Report - Z Grade and CTAE for grade and course verification.

Course Summary Report																	
School ID	School Name	# of Course Records Reported	# of Total Students Reported	Online Course		Gifted Delivery Model	ESOI Delivery Model	EIP Delivery Model	Special Ed. Delivery Model	Credit Recovery	Numeric Grade	Z Grade	Alpha Grade (Including Z Grade)	Credit Hours Earned	Immersion Language	WBL Program	CTAE
				Y	N												



# Student Class Report Modifications

## ADHOC

ADHOC now has previous years data “Prior Student Class”.

[Return to Menu](#)

SRA11 Transmission on 02/07/2020 08:26:41 am - Data Hav

Georgia Department of Education

Student Class (SC 2020-A)

Layout:   
STUDENT CLASS  
Prior Student Class

# Student Class Report Modifications

## Sign Off Report

WBL and CTAE Course totals were added to the SC Sign Off Report.

Work Based Learning (WBL)	18
CTAE Courses	7,075



# Student Class New Report

## SC022 – Final Grade Report

Final Grade Report list totals of all A's, B's, C's, D's, F's, E's, M's, N's, I's and Z's by school. Click on the total for a grade value and that will list the grade detail information. Numeric Grades converted to alpha grade based of grading scale in FTE Survey.

Final Grade Report												
School ID	School Name	Grade A	Grade B	Grade C	Grade D	Grade F	Grade E	Grade M	Grade N	Grade P	Grade I	Grade Z
<a href="#">0103</a>	██████████ Elementary School	0	0	0	0	0	0	0	0	0	0	3581
<a href="#">0102</a>	██████████ Primary	0	0	0	0	0	0	0	0	0	0	3737
<a href="#">1050</a>	██████████ Elementary School	0	0	0	0	0	0	0	0	0	0	4072



# Student Class New Report

## SC022 – Final Grade Report

For example, click on the ‘Z’ grade total and get a detailed list of students with a ‘Z’ grade.

Final Grade Report												
Grade	Grade A	Grade B	Grade C	Grade D	Grade F	Grade E	Grade M	Grade N	Grade P	Grade I	Grade Z	
09	<a href="#">760</a>	<a href="#">341</a>	<a href="#">110</a>	<a href="#">78</a>	<a href="#">95</a>	0	0	0	0	<a href="#">3</a>	<a href="#">1788</a>	
10	<a href="#">660</a>	<a href="#">392</a>	<a href="#">124</a>	<a href="#">82</a>	<a href="#">102</a>	0	0	0	0	<a href="#">2</a>	<a href="#">1647</a>	
11	<a href="#">634</a>	<a href="#">321</a>	<a href="#">141</a>	<a href="#">69</a>	<a href="#">72</a>	0	0	0	0	<a href="#">5</a>	<a href="#">1536</a>	
12	<a href="#">703</a>	<a href="#">289</a>	<a href="#">79</a>	<a href="#">49</a>	<a href="#">29</a>	0	0	0	0	<a href="#">3</a>	<a href="#">1367</a>	
Total	<a href="#">2757</a>	<a href="#">1343</a>	<a href="#">454</a>	<a href="#">278</a>	<a href="#">298</a>	0	0	0	0	<a href="#">13</a>	<a href="#">6338</a>	

## Student Detail

Final Grade Report Detail for Grade:09 Grade Value:A							
Course Number	Class Section Number	GTID	Student Name	Grade Level	Marking Period	Numeric Grade	Alpha Grade

# Student Class

## Student Class Main Menu:

Student Class now has previous years data.

Main Menu	
Transmission Cycles	Current Documentation
<a href="#">Student Class 2020-A</a>	<ul style="list-style-type: none"><li>• <a href="#">Student Class File Layout</a></li></ul>
<a href="#">Student Class 2020-October</a>	<ul style="list-style-type: none"><li>• <a href="#">Student Class Update</a></li></ul>
<a href="#">Student Class 2019-Year End</a>	
<a href="#">Student Class 2019-March</a>	
<a href="#">Student Class 2019-October</a>	
<a href="#">Student Class 2018-Year End</a>	

# Student Class

## Student Class Main Menu:

**Student Class previous years data will be signed off data.**

<a href="#">Go To Main Menu</a>	Student Class Reports Menu
	<ul style="list-style-type: none"><li><a href="#">SC011-Alternative Enrolled Collection Period Report</a></li><li><a href="#">SC008-Dual Enrollment Course Report</a></li><li><a href="#">SC009-All Classes by Teacher</a></li><li><a href="#">SC083-Course Summary Report</a></li><li><a href="#">SC014-Teacher Class Roster</a></li><li><a href="#">SC053-Gifted Delivery Model Report</a></li><li><a href="#">SC054-ESOL Delivery Model Report</a></li><li><a href="#">SC056-EIP Delivery Model Report</a></li><li><a href="#">SC057-Sp. Ed. Delivery Model Report</a></li><li><a href="#">SC086-Course With Alternate Teacher ID Report</a></li><li><a href="#">Sign-Off Report</a></li></ul>

# Student Class

## FY2019 Student Class File Layout

Layout ID	Element	Cycle	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
P001	FISCAL YEAR	ALL	A	YYYY	4	1	4	FISCAL YEAR of record.	E010 - yyyy is the complete year. '2018' is the value for this current FISCAL YEAR.
P002	PERIOD	ALL	A	X	1	5	5	A superintendent sign off is required for the October, March and June cycles.	E1020 - Must equal 'A' for all periods: 'A' - All PERIODS (July, August, September, October, November, December, January, February, March, April, EOY)
P003	SYSTEM CODE	ALL	A	NNN	3	6	8	The 3-digit system code that identifies the school district for state reporting.	E040 - SYSTEM CODE is missing or not valid. Must be an active SYSTEM CODE in the Facilities Database and match user's assigned district code.
P004	SCHOOL CODE	ALL	A	NNNN	4	9	12	The 4-digit school code that identifies the school for state reporting. SCHOOL CODE will check against the Facilities database for active, FTE data reporting schools (E050).	E050 - SCHOOL CODE must be an active school in the Facilities Database.  E3148 - If active school reported FTE, then Student Class data should be reported.  E6001 - Student Class data required for all FTE reporting grade levels in a school.  E6039 - SCHOOL CODE reported in Student Class must also be reported in 'School Level' record in Student Record.
P005	RECORD TYPE	ALL	A	XXX	3	13	15	Identifies record layout.	E821 - RECORD TYPE: must equal Pnn, where nn is from 01 to 99.
P006	Filler					16	24	Filler	Filler
P007	GTID	ALL	N	N(10)	10	25	34	The student's Georgia Testing Identifier.	E048 - GTID missing or invalid. GTID submitted was not found in GUIDE.  E0481 - GTID has been deactivated in GUIDE. Contact the GUIDE administrator for assistance.  E9012 - Active students enrolled part-time in regular education, must report at least one course.

The Student Class File Layout is a road map for data element, position of data element, descriptions and edits.

# Student Class

- **Add/Edit/Delete Student Information:**

-  [File Upload](#)
-  [Validate Data](#)
-  [Add/Edit/Delete Student Information](#) ←
-  [Error Report](#)
-  [Sign-Off Report](#)
  
-  [Student Class Reports](#)
  
-  [Data Deletion](#)
-  [ADHOC Query](#)
-  [Delete All System Data](#)
-  [EOPA Eligibility report - 2020](#)
  
-  [Manual Relief Request](#)
-  [SC Primary Contacts](#)

**NOTE:** After you have uploaded for the last time, additional editing of the data can be accomplished by clicking Add/Edit/Delete



# Student Class

- **Add/Edit/Delete Standard Student Data:**

**NOTE:** Alternate System Code and Alternate School Code should be populated when a student is in Alternate setting or a Program, including GNETs or Career Academy. If a student is taking a class at another school because the home school does not offer that course, that would be considered an Alternate School.

[Return to Menu](#) School:

[Return to Menu](#) School:   
Student:  OR Please Type either GTID or Last Name for search :   
Select Course:

*Please click on Save Student button to save.*

Standard Student Data		Course Data		Course Grade Data	
GTID	*****9106				
Last Name	<input type="text" value="Armour"/>	First Name	<input type="text" value="Sharon"/>		
Middle Name	<input type="text" value="Chandler"/>	Grade Level	<input type="text" value="10"/>		
Special Education - Primary Area	<input type="text"/>	Credit Recovery	<input type="text" value="N"/>		
Alternative Education	<input type="text" value="N"/>				
Alternate System Code	<input type="text"/>	Alternate School Code	<input type="text"/>		



# Student Class

- **Add/Edit/Delete Course Data:**

[Return to Menu](#) School: 4052-Ringgold High School  
Student: Select Student OR Please Type either GTID or Last Name for search :  
Add Student-Course Edit Course Delete Course(s)

*Please click on Update Changes button to save.* Update Changes Reset

Standard Student Data		Course Data		Course Grade Data	
Course Number	23.0730000	Course Section	003		
Class Period	06	Marking Period	S1 - 1st Semester		
Class Start Date (MM/DD/YYYY)	08/04/2017	Class End Date (MM/DD/YYYY)	12/18/2017		
ONLINE COURSE	N				
Course Teacher Code	123456789	Additional Course Teacher CODE 1			
Mouse, Minnie		Additional Course Teacher CODE 2			
Additional Course Teacher CODE 2		Additional Course Teacher CODE 3			
# of Parapros		Co-Teacher	N		
Inclusion Code		Gifted Delivery Model			
ESOL Delivery Model		EIP Delivery Model			
Local Course Name		Primary Teacher Last Name	Minnie		
Primary Teacher First Name	Mouse				

**NOTE:** If **COURSE TEACHER CODE** is not listed on a report, check on the **Course Data** tab and make sure the teacher is populated correctly.

# Student Class

- **Add/Edit/Delete – Course Grade Data**

Please click on Save Student button to save.

Information found on the Course Grade tab will be modifiable in the SC Count 3 Data Collection.

Standard Student Data		Course Data		Course Grade Data	
Numeric Grade	<input type="button" value="v"/>	Alpha Grade	<input type="button" value="v"/>		
Credit In Lieu of Course	<input type="button" value="v"/>	Course Credit Hours Earned	<input type="button" value="v"/>		
Content Completer	<input type="button" value="v"/>	Immersion Language	<input type="button" value="v"/>		
Course Teacher Code 90% Attendance	<input type="button" value="v"/>	Additional Course Teacher Code 1 90% Attendance	<input type="button" value="v"/>		
Additional Course Teacher Code 2 90% - Attendance	<input type="button" value="v"/>	Additional Course Teacher Code 3 90% - Attendance	<input type="button" value="v"/>		
Student 90% Attendance	<input type="button" value="v"/>	WBL Program	<input type="button" value="v"/>		

# Student Class


## Resolving E9071 – Duplicate Course Record

- **NOTE:** If you are done uploading and have E9071- Duplicate course record found for the student.
- You can delete duplicate course records here, and then add back in the correct class. Delete will remove both course records.


# Student Class


- **Manual Relief Request**

 [File Upload](#)

 [Validate Data](#)

 [Add/Edit/Delete Student Information](#)


 [Error Report](#)


 [Sign-Off Report](#)

 [Student Class Reports](#)

 [Data Deletion](#)

 [ADHOC Query](#)

 [Delete All System Data](#)

 [EOPA Eligibility report - 2020](#)

 [Manual Relief Request](#)



 [SC Primary Contacts](#)

# Student Class


<a href="#">E3027(ALL)</a> <a href="#">History</a> Student withdrew from gifted class.	REJECTED	65	If student was served at anytime in gifted for current school year then there should be a gifted delivery model.
<a href="#">E5019(ALL)</a> <a href="#">History</a> Teacher was reported in CPI.	REJECTED	27	This edit is saying that the teacher was not reported with a teaching assignment code. Please explain if the teacher of record in this class is a teacher, job coach, counselor etc. <input type="radio"/> Approve (Error) <input checked="" type="radio"/> Reject <input type="radio"/> Approve (Error and Delete Data)
<a href="#">E5083(ALL)</a> <a href="#">History</a> Teacher was reported in CPI.	PENDING	28	Please verify that the SSN that is being reported from the school is the same SSN that is being reported in CPI> <input type="radio"/> Approve (Error) <input type="radio"/> Reject <input type="radio"/> Approve (Error and Delete Data)

- Enter the error comments as they relate to each error.
- The error comment should describe why this is an exceptional situation that requires relief.
- If there are more than one record with the error, each record *could* have a different error comment.
- The error comment should reflect what is really happening.

# Student Class

- **Student Class Sign Off Report**

 [File Upload](#)

 [Validate Data](#)

 [Add/Edit/Delete Student Information](#)

 [Error Report](#)

 [Sign-Off Report](#)



 [Student Class Reports](#)

 [Data Deletion](#)

 [ADHOC Query](#)

 [Delete All System Data](#)

 [EOPA Eligibility report - 2020](#)

 [Manual Relief Request](#)

 [SC Primary Contacts](#)

# Student Class

- Sign Off Report:

ALL - ALL Schools  Display Signoff Report

Record Year: 2018-A  
System : ██████████

System Totals	
Totals	Student Class
Total Schools Reported	16
Total Teachers Reported	672
Total Unduplicated Count of Teachers	668
Total Unduplicated Count of Students	10,882
Marking Period	
Number of Yearly Courses	296
Number of Semester Courses	837
Number of Trimester Courses	0
Number of 9-Week Courses	175
Number of 6-Week Courses	0
Sub-Populations	
Special Education Students	1,908
ESOL Students	37
EIP Students	230
Gifted Education Students	1,702
Students Taking Online/Virtual/Distance Learning Courses	439
Students Taking Credit Recovery Courses	0
Courses By Delivery Model	
ESOL Delivery Model	9
EIP Delivery Model	30
Gifted Delivery Model	100
Special Education Inclusion and Direct Services	4,758
Course Instruction Delivery Type	
General Education Course	61,575

This report can be viewed by ‘All Schools’ or by ‘Individual School’. Clicking on individual schools, district will be able to drill down to view students or teachers.



# Student Class

## Error Report

Student Class Error Report(Cycle A)		
Error Code	Error Description	Total
<b>ALL Errors</b>		
<a href="#">E048</a>	GTID missing or invalid. GTID submitted was not found in GUIDE system.	4
<a href="#">E0481</a>	GTID has been deactivated in GUIDE. Contact the GUIDE Administrator for assistance.	4
<a href="#">E050</a>	SCHOOL CODE must be an active school in the Facilities Database. Refer to the Facilities Database.	4
<a href="#">E064</a>	COURSE TEACHER CODE cannot be all one value (111111111, 222222222) or a number series (123456789, 012345678, or a number with 5 or more of the same number (123777777) etc. Must be 9-digit numeric number.	1040
<a href="#">E142</a>	ADDITIONAL COURSE TEACHER CODE cannot be all '0' (zeros). ADDITIONAL COURSE TEACHER CODE should be BLANK if there are no additional teachers to report for the course.	42
<a href="#">E3027</a>	The first digit after the decimal is '2'. A GIFTED DELIVERY MODEL is required.	785
<a href="#">E5019</a>	COURSE TEACHER CODE not reported in CPI (Cycle 1 or 2) with a teaching job code. Please see Student Class Reports SC006 Missing Teacher/Missing Assignment Report.	126
<a href="#">E5068</a>	Co-Teacher equals 'Y'. Additional Course Teacher Code 1 cannot be blank.	61
<a href="#">E5071</a>	Teacher Last Name required for COURSE TEACHER CODE.	654
<a href="#">E5072</a>	Teacher First Name required for COURSE TEACHER CODE.	654
<a href="#">E5083</a>	SC - Course Teacher Code is not found in CPI. Please see Student Class Reports SC006 Missing Teacher/Missing Assignment Report.	117
<a href="#">E5098</a>	If CO-TEACHER = 'Y' and Course Number is xx.9 then PRIMARY AREA cannot be 'null'.	6
<a href="#">E5099</a>	STUDENT CLASS END DATE cannot be prior to the STUDENT CLASS START DATE.	2
<a href="#">E6069</a>	No students reported with Alternate System Code and Alternate School code for GNETS.	1
<a href="#">E905</a>	The COURSE NUMBER must be a valid course number in SBOE Rule 160-4-2-.20, or a valid MOWR course number.	8
<a href="#">W5089</a>	If Co-Teacher = 'Y', and Primary Area not 'null', then inclusion code must = '9'.	1998

# Student Class and FTE Edit Cross Checks

**E6073** – If ESOL Segment(s) are reported in FTE then the **ESOL DELIVERY MODEL** must be reported in the student's schedule reported in Student Class.

**E3148** - If the school reported data for FTE, then Student Class data should be reported.

**E6001** – Student Class data is required for all FTE reporting grade levels in a school.

**E6071**- Student was reported as Remedial in FTE, at least one Remedial (xx.1) **COURSE NUMBER** should be reported in Student Class.

**NOTE: *FTE Edits in SC will be turned on March 5, 2020 FTE Cycle 3.***

# Student Class and FTE Edit Cross Checks

**E6072** - Student was reported as gifted in FTE, at least one (Gifted) **COURSE NUMBER** must be reported with **GIFTED DELIVERY MODEL** in the student's schedule reported in Student Class.

**E6074** - EIP segment(s), were reported in FTE for this student. An **EIP DELIVERY MODEL** must be reported in the student's schedule reported in Student Class

**E6094** – Special Ed. segment(s) reported in FTE for this student. Special Education (FTE PROGRAM CODES P-Z, 1-6) must be reported in the student's schedule in Student Class. A Special Ed. Delivery Model must also be reported.

# Student Class and SR Edit Cross Check

**E6039 - SCHOOL CODE** reported in Student Class must also be reported in 'School Level' record in Student Record.

**E6036** - Students GTID reported in Student Class EOY Cycle must have 'Student Level' record in Student Record. (E6036 EOY edit).

**E6041** – Student **GRADE LEVEL** reported in Student Class is different than Student **GRADE LEVEL** in Student Record.

**E6040- PRIMARY AREA** reported in Student Record does not match **PRIMARY AREA** in Student Class.

**NOTE: SR Edits in SC will be turned on February 5, 2020.**

# Student Class and CPI Edit Cross Check

**E5019 - COURSE TEACHER CODE** not reported in CPI (Cycle 1 or 2) with a teaching assignment.

- This error is generated when the **COURSE TEACHER CODE** is reported in Student Class and is found in CPI but has no Teaching Job Code.

**E5083** – The **COURSE TEACHER CODE** is not found in CPI.

- This edit is saying that the teacher was not reported in CPI. Check the SS# the school is reporting against the SS# the CPI Coordinator is reporting in CPI.

Student Class and CPI are not point in time counts. If a new teacher is hired and is assigned to a class on the sign off date, that teacher is reported in CPI and Student Class.

CPI and Student Class have the same report “Missing Teacher/Missing Assignment Report”.

**Validate both Student Class and CPI when any changes are made.**

# Data Collection Team

<b>Levette Williams</b>	Chief Privacy Officer, Director of Technology Management (Data Collections & Reporting, Customer Support, Database Administration)		lewillia@doe.k12.ga.us
<b>Kathy Aspy</b>	Data Collections Manager (Data Collections & Reporting)	404-657-3539	kaspy@doe.k12.ga.us
<b>Patty Miller</b>	GTID Administrator (GUIDE, Private School Data Collection)	404-657-0533	pmiller@doe.k12.ga.us
<b>Carl Garber</b>	Data Collections Specialist (Student Record)	404-463-2326	cgarber@doe.k12.ga.us
<b>Sharon Armour</b>	Data Collections Specialist (Student Class, Course Table Maintenance)	404-657-1064	sarmour@doe.k12.ga.us
<b>Katie Green</b>	Data Collections Specialist (CPI, Free and Reduced Meal)	404-463-1946	kagreen@doe.k12.ga.us
<b>Irish Saxton</b>	Data Collections Specialist (FTE, EOPA)	404-657-0536	irish.saxton@doe.k12.ga.us



# QUESTIONS????