|  |  |  |
| --- | --- | --- |
| STudent Class CHECKLIST | | |
| **July/August** |  |  |
|  | Review Student Class layout | Print layout and Data Element Detail |
|  | Upload all Active students into GUIDE |  |
|  | Clear all GUIDE errors. | Errors in GUIDE will keep student from showing on teacher roster in SLDS. |
|  | Begin uploading files in July when Student Class opens. | This will ensure teachers have rosters in SLDS. |
|  | Verify Student schedules. |  |
|  | Make corrections as needed and reupload to Student Class to update teacher rosters in SLDS |  |
|  | Identify Data Sources and Points of Contact | Sp. Ed. Director, ESOL, EIP and Gifted Managers, etc… |
|  | Establish Timelines for Collecting Data |  |
|  | Determine Internal Deadlines for Data Review and State Reporting |  |
|  | Conduct Internal Training for Schools and District Staff |  |
|  | Run Preliminary Reports |  |
|  | Verify Student Schedules and Teacher Assignments |  |
|  | Identify and Meet Network Contacts | Join SIS user group, build relationships with other coordinators, build relationship with GaDOE contacts in Data Collections and Customer Support |
|  | Attend the Data Conference |  |
|  | Participate in trainings, webinars, conference calls as needed |  |
|  | Continue to upload Student Class |  |

**September/October Cycle 1 – Superintendent Sign Off required.**

|  |  |  |
| --- | --- | --- |
|  | Review Student Class layout | Make note of changes, if available. |
|  | Identify Data Sources and Points of Contact | Know who your contacts are for data not in the SIS system. Make sure they are aware early of what you will need, what it means, and when you will need it. |
|  | Establish Timelines for Collecting Data | Decide when you will collect the various types of data |
|  | Determine Internal Deadlines for Data Review and State Reporting | Dates should be prior to the GaDOE deadlines to allow time to review the data. |
|  | Complete Student Identity Data Updates and Verification | Verify accuracy in GUIDE; Claim Students as needed |
|  | Conduct Internal Training for Schools and District Staff | Anyone connected with state reporting should attend training. |
|  | Run Preliminary Reports | Check teacher course codes, GTIDS of students, class start and end dates. |
|  | Identify Special Education Students – Verify information with Special Education Teachers (or District level contact) | GUIDE, SLDS, |
|  | Verify Student Schedules and Teacher Assignments | Students schedules should be correct. |
|  | Verify course information for Dual Enrollment students |  |
|  | Make Corrections as Needed |  |
|  | Identify and Meet Network Contacts | Join SIS user group, build relationships with other coordinators, build relationship with GaDOE contacts in Data Collections and Customer Support |
|  | Attend the Data Conference | This conference provides updates on state reporting requirements for the school year. |
|  | Verify Student Schedules |  |
|  | Verify the Identify and Updates for students in selected programs (Special Education, EIP, REP, ESOL, Gifted Education, CTAE, Dual Enrollment) | This verification supports the FTE process, but the school will have to account for these students in Student Class. Verify EPI Delivery Model, Gifted Delivery Model, ESOL Delivery Model, Sp. Ed. Delivery Model, Course Summary Report for CTAE and the Dual Enrollment Report to verify data. |
|  | Apply Vendor Upgrades or Patches as Needed |  |
|  | Test Extract Process |  |
|  | Participate in trainings, webinars, conference calls as needed |  |
|  | Continue Uploads to SC |  |
|  | Review SC Reports | Organize errors and work to correct them. |
|  | Prior to Superintendent signing off stop Auto FTP from processing each night. | If not cut off Auto FTP will overwrite your status in Student Class and you will have to correct more errors. |
|  | Ensure Superintendent Sign Off is Completed | SC is not completed until the Superintendent signs off. |

**November, December and January**

|  |  |  |
| --- | --- | --- |
|  | Continuing uploading Student Class and correcting errors. |  |
|  | Start looking a SR Errors that are also looking at SC and clearing those errors. |  |

**February/March Cycle 2 - Superintendent Sign Off required.**

|  |  |  |
| --- | --- | --- |
|  | Finalize Data to be Uploaded for Student Class | By this point, there should be a good idea of any major gaps in data. |
|  | Perform Initial Upload for Each School in District | To meet the deadline for initial transmission, there must be an upload of all students from every school in the district. |
|  | Have Schools Review Initial SC Reports |  |
|  | Clear FTE errors that are bouncing off Student Class. |  |
|  | Apply Vendor Upgrades or Patches as Needed |  |
|  | Test Extract Process |  |
|  | Verify the Identify and Updates for students in selected programs (Special Education, EIP, REP, ESOL, Gifted Education, CTAE, Dual Enrollment) | This verification supports the FTE process, but the school will have to account for these students in Student Class. Verify EPI Delivery Model, Gifted Delivery Model, ESOL Delivery Model, Sp. Ed. Delivery Model, Course Summary Report for CTAE and the Dual Enrollment Report to verify data. |
|  | Participate in trainings, webinars, conference calls as needed | GSIS, webinars, conference calls |
|  | Establish Timelines for Collecting Data |  |
|  | Prior to Superintendent signing off stop Auto FTP from processing each night. |  |
|  | Ensure Superintendent Sign Off is Completed | SC is not completed until the Superintendent signs off. |

**April**

|  |  |  |
| --- | --- | --- |
|  | Continuing uploading Student Class and correcting errors. |  |
|  | Start looking a SR Errors that are also looking at SC and clearing those errors. |  |

**May/June Cycle 3 - Superintendent Sign Off required.**

|  |  |  |
| --- | --- | --- |
|  | Ensure All records are Uploaded for all Schools | Complete before school staff goes on vacation. |
|  | Continue to Have Schools Review SC Reports | Complete before school staff goes on vacation. |
|  | Begin Internal School Level Sign Off Process or Internal Verification Process | Complete before school staff goes on vacation. |
|  | Verify the Identify and Updates for students in selected programs (Special Education, EIP, REP, ESOL, Gifted Education, CTAE, Dual Enrollment) | This verification supports the FTE process, but the school will have to account for these students in Student Class. Verify EPI Delivery Model, Gifted Delivery Model, ESOL Delivery Model, Sp. Ed. Delivery Model, Course Summary Report for CTAE and the Dual Enrollment Report to verify data. |
|  | Verify all Grades have been submitted |  |
|  | Verify TKES/LKES Reports |  |
|  | Prior to Superintendent signing off stop Auto FTP from processing each night. |  |
|  | Ensure Superintendent Sign Off is Completed | SC is not completed until the Superintendent signs off. |