STUDENT CLASS FAQs

Data Collection FAQs FY2021
Subtitled: What Do We Need to Report Differently Because of COVID 19 This Year

Student Class Related Questions
REMINDERS:
ONLINE   There are two ways to indicate that a course / class is being taught online or virtually. Student Class has a data element called ONLINE to indicate that a course/class is being taught online. That is the only thing the data element indicates. There is also a second way to indicate that a course / class is taught virtually. In the State BOE
Rules regarding valid course numbers, a 3 in the first digit after the decimal (xx.3xxxxxx) also indicates that a course / class is being taught virtually. But that first digit after the decimal can also indicate that the course is a remedial class (xx.1xxxxxx) or a gifted class (xx.2xxxxxx). Using the first digit after the decimal, it is not possible to code that a class is both a gifted class and that the class is taught online. So we are not requiring that a course / class that is taught virtually have a 3 in the first digit after the decimal.
This ONLINE indicator can change during the school year.
> For example, the school may start off with in-person attendance. General education classes would be coded as xx.0xxxx and the ONLINE data element would be 'N'. If the school then moved to all online classes at the end of September, change the ONLINE indicator to 'Y' for all class records. *It is not necessary to change the course number of the class to xx.3.* When SC is reported and signed off in October, the class records with ONLINE = 'Y' will be considered taught online. If the district decided to return to the classroom in November, the class could be changed to ONLINE = 'N' starting in November and that information would then be reflected in daily SC uploads. There is no date/time stamp on the ONLINE indicator changing. Again, the course number does not have to be changed from xx.0 to xx.3.

There is a document posted on the Data Collections website describing virtual learning models. This document also describes how to report data for each model. The document is titled Reporting ONLINE Courses and is posted here:

Q - Do I need to use special course numbers for my virtual school?
A - There are no special course numbers' to be used based on whether the course is taught virtually or in a regular brick and mortar classroom. Use the data element ONLINE in Student Class to indicate that the class is being taught online. Instead of using the (xx.3) in the course number, use the ONLINE element flagged to 'Y to indicate the class is virtual and then you are able to use the first digit after the decimal for other things such as gifted (xx.2), remedial (xx.1) or Special Ed coding (xx.8 or xx.9).

Q - If our school starts as 'in person' and then we go to 'online', what do I do about the ONLINE indicator? Do I mark the class as not ONLINE because that's how it was scheduled? Do I mark the class ONLINE because that's how we ended the semester? Or do I have to copy all the classes again and end the non-online class and start a new record for the online class?
A - For October if you are 'in person' at the school then 'ONLINE COURSE' would be marked 'N'. If that changes and you go to 'online' in March, then the 'ONLINE COURSE' would be marked 'Y'. You do not have to change the course number, stop the classes or create new ones. Changes can made by using the 'ONLINE COURSE' Data Element.

Q - If we start with our kids coming in person and in the middle of the semester we decide that we must go online, do I need to put an end date to the class in my SIS or do we simply use the online indicator to indicate the class is now virtual.
A - How to change the info in your SIS is a question to ask your SIS vendor. All we need to know is that the class is online or not online. What needs to be in the extract that you upload in SC is that the class is ONLINE = 'Y' now. We do not require that you end a class that was ONLINE = 'N' and start a new class that is ONLINE = 'Y'. We do not need to know the date the class changed from in-person to virtual. You do not have to change the course number, stop the classes or create new ones. The only change is to the ONLINE data element.

Q - For Student Class reporting, if the student is reported in an online learning course in October, but then returns to in-person for March, do we send a separate record without the online learning, or just drop that from the March record.
A - Report in October the ONLINE COURSE flag as "Y" and in March report the class as "N". There is no need to reschedule the class.

Q - We will have an alternate schedule for our students. ½ will be virtual on Monday, Wednesday, Friday and ½ will be virtual Tuesday and Thursday. How will this affect attendance on FTE COUNT DAY?
A - Here are some different attendance scenarios:
> 1. All students attending as normal -- no change to the current FTE guideline located in the FTE General Information document.

2. 50% attending on one day and 50% attending the next day – regardless to whether the students are attending virtually or in a brick and mortar, they are still in attendance and therefore no change is needed.
3. All students attending virtual – no change to the current directions but for districts that have never offered virtual classes, they need to have a way to determine if the student met the PRIOR TEN DAY attendance rule.
4. Some students attending virtual and some attending the brick and mortar on the same day. No change to the directions.
For GaDOE Guidance on how to account for student attendance, see the document posted on the Georgia Insight page here. Student Attendance and Virtual/Distance/Remote Learning FAQ

Q - How should courses in which students may attend face to face on some days, and virtual on others be coded?
A - This is a virtual class and should be reported with the ONLINE flag 'Y'.

Q - How should a course be coded where the content comes from a software package, but our teachers are in the classroom also?
A - Please see the document titled Reporting ONLINE Courses which is posted on the Data Collections -> Student Class Resources webpage.

Q - For state reporting purposes will we be able to use remedial weights (E, F, G, J) for distant learning courses (xx.3 courses)?
A - By placing a 'Y' in the ONLINE data element, the first digit after the decimal can be utilized for representing, gifted, special education, remedial, etc.

Q - If a student is taking classes in our in-class school and switches to our online school, do we need to show an Alternate District / Alternate School in SC?
A - The key will be in Facilities. If the virtual school **is** in Facilities with a valid *school* code, you should withdraw the students from their home school and claim the student (in GUIDE) to the virtual school they are now attending. The student would have a new claim in GUIDE, a new Enrollment record in SR, and new class records in SC. The new home school number would then also be submitted in the next FTE.
Remember, you claim the students in GUIDE at their home school – the school that submits their Student Record, Student Class, and FTE records.
If the virtual school **is** in Facilities with a valid *program* code, report the student from the home school with the program code in the ALTERNATE DISTRICT and ALTERNATE SCHOOL code. The Alternate District/Alternate School is used when the student is taking a class that is in another district, a CCA, GNETS, Alternative School or if the student is taking a class at another school in your district.
If the home school is now offering some classes as virtual and some as in-person, and the student is simply changing from in-person instruction to online instruction at the same school, the only change required is to mark the student's classes as ONLINE = 'Y'. There is no new claim in GUIDE, the student is not withdrawn and re-enrolled in the same school and no new SR Enrollment record is generated.

Q - What should the ALTERNATE SYSTEM CODE be for a Dual Enrollment course?
A - The ALTERNATE SYSTEM CODE for a Dual Enrollment course should be 770. For the Teacher ID on a Dual Enrollment course, use 770-00-xxxx this year where the xxxx is the 4-digit college code to designate where the dual enrollment course was taken. Those college codes are listed on the Data Collections webpage, under FY2020 Student Class Resources, Dual Enrollment Institution Codes.

Q - How do I report a Head Start / private school PK class when a public-school Special Ed. Teacher goes into the classroom to serve some Students With Disabilities (SWD)?
A - The primary / content teacher, who is not reported in the personnel data collection (CPI), can be reported with COURSE TEACHER CODE = 616-16-1616. This teacher ID is only valid for PK.9010000 - PK Special Ed Literacy and PK.9020000 - PK Special Ed Numeracy. The public-school Special Ed. Teacher is then reported as the ADDITIONAL COURSE TEACHER CODE with her/his SSN.

Q - We have a student in an EIP class that has an EIP - Reduced Class Size delivery model and the student is also being served with Special Education by a Special Education teacher. Can I report 2 services/delivery models for a student?
A - Yes, you can report the EIP teacher as the primary teacher. She will be evaluated in the In-Field application for content (subject area PQ - Professional Qualification) and for the service EIP PQ. There must be an Additional Teacher on the record with a Special Education delivery model, consultative ('3'), collaborative ('4'), or co-teaching ('5'), with an Inclusion Code '9'. For the three Special Education delivery models, consultative ('3'), collaborative ('4'), or co-teaching ('5'), the Delivery Model spreadsheet indicates that the Additional Teacher will be evaluated for PQ in the service area Special Education.

- LEAs have flexibility in how they provide services if they waive traditional service delivery models for gifted, EL, and EIP; however, they cannot change the definition of a service delivery model as defined by GaDOE Program Department and reflected in Data Collections Delivery Model reporting guidance.
- If a LEA chooses – in compliance with a student's service delivery plan – to provide services in an innovative way, they should code the service model using the innovative model.
- While LEAs may waive traditional service delivery models, LEAs must continue to protect the civil rights of students. Services should not be scheduled for the sole purpose of increasing allotments.

Q - Do I still need to schedule 2 classes for EIP and ESOL Pull-Out students?
A - No. Years ago, the TKES Implementation Handbook included the guidance to schedule 2 class rosters for a pull-out class, a xx.o general education class with the primary teacher, and the co-teacher (who may be called augmented), and a second roster for the pull-out class with the pull-out teacher as the primary teacher. But with legislative and other changes, this explicit phrasing has been removed from the current version of the TKES Implementation Handbook.

Scheduling a separate class of students receiving a special service, like EIP or ESOL, with only the pull-out teacher as the primary teacher, and calling that a 'pull-out' delivery model, would not conform to the delivery model description and Delivery Model documentation. An error would be generated because an Additional Teacher is required by the definition / description of the pull-out delivery model.

Q - Can I report a Special Education co-teacher on all the students in an inclusion class?
A - CO-TEACHER is a data element that indicates a special education teacher provides services to identified SWD and works with the general education teacher within the general education classroom for the entire segment, each time the class meets.
Some districts may schedule a second team teacher in a content, classroom and the 'co-teacher' is second primary teacher in the classroom.

A Special Education CO-TEACHER *may be reported for all students* in a co-taught, inclusion class. This is a local decision. If the district decides to report the Special Education CO-TEACHER on all students in the class, then the data **for the general education students** needs to conform to these rules: the general education students are reported with a xx.0 course number, the **CO-TEACHER** flag must be 'N' (because this data element is specific to Special Education service delivered by a co-teacher), *there is no delivery model* on the students that are general education / they not receiving a special service, no **PRIMARY AREA**, and **INCLUSION CODE** is blank. The CO-TEACHER may be reported as **ADDITIONAL TEACHER** if the **CO-TEACHER** flag is 'N'. If there is no delivery model on the individual record, the Additional Teacher is not tested in the In-Field system.

For the SWDs who are receiving services in the class, the CO-TEACHER must be reported when the **CO-TEACHER** flag is 'Y', and the Special Education teacher is reported as **ADDITIONAL TEACHER**.

Q - What is the course number that should be used for Speech, Primary Area – 3?
A - There is no course number in the GaDOE Course Board Rule for Speech.   If a student is speech only then that student would not be sent in Student Class.

E6083
Q - We are getting error E6083 at our High School for SPED students who are receiving consult during a CTAE class.
A - We modified the E6083 to exclude xx.0, xx.1, xx.2, xx.3 and xx.4. All other scenarios will have to be added into a comment for approval. For Special Education models 1- Additional Supportive Service to the Student, 2- Additional Supportive Service to the Teacher, and 3- Direct Service: Consultative.

STUDENT CLASS and FTE

FTE E533
Q - We have marked that a student is getting SPECIAL ED DELIVERY MODEL '3', consultative service in his/her SC course record, with a Special Education teacher. So, we also marked the INCLUSION CODE '9' for a Special Education teacher. In FTE, having the '9' INCLUSION CODE on a segment requires that the segment must have a Special Education PROGRAM CODE. But this student is not being served on the count day, so we don't have a Special Education PROGRAM CODE on the segment and we are getting **E533**. How do we resolve this?
A - There are two ways to resolve this. A comment can be entered during manual error relief explaining that the student is served with consultative services and is not served on the day of the count.   OR   You can remove the INCLUSION CODE '9' from the segment in FTE only (the INCLUSION CODE '9' must stay on the SC record).

STUDENT CLASS AND CPI

E5083
Q - Why am I getting E5083 when I reported the teacher in Student Class and the CPI Coordinator says they reported the teacher in CPI?
A – E5083 is saying that teacher was not reported in CPI. Please check the SS# of the teacher that is being reported in CPI against the SS# that is being reported in Student Class. Also, make sure the SS# is a valid SS#.

E5019
Q – The teacher was reported in CPI why am I getting E5019?
A – E5019 is saying that teacher was reported in CPI but not with a teaching job code.   The teacher could be a facilitator, a Job Coach, or terminated….etc.   Someone who is the primary teacher without teacher certification.   This is relievable based on comment.

Student Class Errors

<u>SC E9071</u>
Q - We are getting E9071 for students who have withdrawn and re-enrolled, or have a regular class and a remedial class scheduled with the same course number except for the 1ˢᵗ digit after the decimal. One course is a xx.1 and the other is a xx.0.   How do we correct this.
A – 1) For students who have withdrawn and re-enrolled please check the start date of the second enrollment.   Districts can view the student schedule in Student Class to see the start and end dates.   If the re-enrolled class has the same start date as the withdrawn class, then the start date should be changed on the re-enrolled class. To look up a student's schedule – from the Student Class Main Menu click on Student Schedule Report. Select the school the student is enrolled in, select the student and click on 'Get Detail' and you will see the duplicate listed.
      2) For students that have a remedial class along with the regular class please change the section for one of the classes and this will clear the E9071.

<u>Marking period errors:</u>
<u>E9117, E5013, E5015, E5005, E5099, E6006</u>
Q - How do I correct my MARKING PERIOD's or date's for classes I have submitted in Student Class?

A - If you need to correct MARKING PERIOD dates in the FTE Survey, *there is a link to re-open from the main menu, and if you reopen you are not considered 'late'.*