

FY2020 Student Record Data Collection

The Student Record data collection has not changed for the FY2020. Please continue to utilize processes the district has in place for completing the Student Record collection. Although a few data elements will not be used by the different Program offices at the GaDOE, these data element must still be reported.

Attendance: Districts have flexibility for taking attendance. The district should use that and determine the district policy on how they count a student absent or present when that student is working remotely, or not on the Internet but working on a packet of assignments.

Districts that do not already have an instructional day/year waiver, “An LBOE may, without the necessity of authorization from the SBOE, elect not to complete, as make-up days, up to four additional days otherwise needed which are the result of days when school was closed due to emergency, disaster, act of God, civil disturbance, or shortage of vital or critical material, supplies, or fuel as provided in O.C.G.A. § 20-2-168(c)(3).”

Rejection Recovery: Please review the ‘FY2020 Special Ed Rejected Records Recovery’ presentation for guidance on recovering rejected records. The presentation is located on the Data Collection documentation website under ‘Presentations, Webinars, and Miscellaneous Documentation’.

Student Record Sign Off: The Student Record Sign Off deadline is Tuesday, June 16, 2020.

FAQs

1. **Q:** I am getting errors that SWD students should have a Special Ed Event this year and there is not an event to report for the student. Are these errors relievable?

A: Guidance on completing Special Ed Events due during the school closures:

https://www.georgiainsights.com/uploads/1/2/2/2/122221993/gadoe_clarification_on_timelines.pdf

2. **Q:** What should I do about my E2567?

A: If the district has a written records request from the gaining district OR the student has been claimed in GUIDE after the Withdrawal Date reported by the district – the error will be relievable with an error comment indicating which type of verification the district has.

If the district has neither of the acceptable forms of verification, the ‘T’ will need to be changed to a ‘U’ prior to SR sign off.

If the district discovers in FY2021 that the student has enrolled in another district (written records request, claimed in GUIDE, reported Active in FTE by the gaining district), the ‘U’ can be changed to a ‘T’.

3. **Q:** We have several discipline tribunals from SY 19-20 that will not occur until August 2020 due to Covid 19. How will the district report the incident in Student Safety since the incident occurred in FY2020, but they will not be finalized until FY2021?

A: Report the Incident record in FY2020 SR as you normally would. If the **DISCIPLINE PROCESS** was not ‘completed’, the **DISCIPLINE PROCESS** will be ‘03’ – Neither.

4. **Q:** Students were given discipline the week prior to the COVID 19 shut down and the district was unable to provide due process including hearings and potential alternate ed placement. '30' - *Out of School Suspension* is being reported in some instances because that is the recommendation by the school or is driven by Board policy. Adjustments are sometimes made after the hearing which could change the current action. This would impact the signed off data for SY2020.

A: Report the Incident record in FY2020 SR as you normally would. If the **DISCIPLINE PROCESS** was not 'completed', the **DISCIPLINE PROCESS** will be '03' – Neither.

5. **Q:** We had several students that had discipline events that occurred in FY2020. OSS/ISS days were either forgiven or deferred to be served in FY2021. How does district need to report these discipline events?

A: The NUMBER OF DAYS of ISS/OSS should be reported. The Incident should be reported as it normally would. *There are no changes to the reporting requirements for Student Safety Incidents.*

6. **Q:** If an Incident occurs during the time the district is out due to COVID 19, does the **ACTION CODE** need to be changed.

A: The **ACTION CODE** would not be changed. If the Action Code for the Incident was '30' - Out of School Suspension, this should be reported. *There are no changes to the reporting requirements for Student Safety Incidents.*

7. **Q:** If the district decides to end the school year early, does the district need to modify the calendar to reflect the reduced number of enrollment days?

A: The district does not need to update the FTE Survey. The district should leave the district calendar end date as originally reported.