

Student Record Checklist (Sample)

CHECKLIST

August

<input type="checkbox"/>	Review Student Record layouts	Make note of changes, if available.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Establish Timelines for Collecting Data	Decide when you will collect the various types of data
<input type="checkbox"/>	Determine Internal Deadlines for Data Review and State Reporting	Dates should be prior to the GaDOE deadlines to allow time to review the data.
<input type="checkbox"/>	Complete Student Identity Data Updates and Verification	Verify accuracy in GUIDE; Claim Students as needed
<input type="checkbox"/>	Conduct Internal Training for Schools and District Staff	
<input type="checkbox"/>	Run Preliminary Reports	Attendance, Program Lists, Basic Demographic Data
<input type="checkbox"/>	Verify Student Demographic Data	Race, Ethnicity, DOB – Run Reports from SIS to check for missing or invalid data.
<input type="checkbox"/>	Verify No Shows and Withdrawn Students are Coded Properly	Attendance Reports for Teachers to Verify. This verification supports the FTE process.
<input type="checkbox"/>	Verify Grade Level for Retained Students	
<input type="checkbox"/>	Verify County of Residence and System of Residence	
<input type="checkbox"/>	Identify Special Education Students – Verify information with Special Education Teachers (or District level contact)	GUIDE, SLDS, Special Education History Report, Student Record Cleansing, Permanent Records
<input type="checkbox"/>	Verify Student Schedules and Teacher Assignments	Students schedules should be correct and complete by the end of August
<input type="checkbox"/>	Verify course information for MOWR students	
<input type="checkbox"/>	Make Corrections as Needed	
<input type="checkbox"/>	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
<input type="checkbox"/>	Attend the Data Conference	This conference provides updates on state reporting requirements for the school year.

September

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<input type="checkbox"/>	Begin Uploading Files for SR Data Cleanse	Correcting errors in SR Data Cleanse will help to prepare the district for FTE and Student Class.
<input type="checkbox"/>	Verify Student Schedules	
<input type="checkbox"/>	Verify Student Attendance Data	
<input type="checkbox"/>	Verify No Shows and Withdrawn Students are Coded Properly	Ensure students that are withdrawn are not reported as active. This verification supports the FTE process and reduces E057 errors.
<input type="checkbox"/>	Verify the Identify and Updates for students in selected programs (Special Education, EIP, REP, ESOL, Gifted Education, CTAE)	This verification supports the FTE process, but the school will have to account for these students in Student Record.
<input type="checkbox"/>	Begin Uploading Files for SR Data Cleanse	Correcting errors in SR Data Cleanse will help to prepare the district for FTE and Student Class.
<input type="checkbox"/>	Run Error Report and Preliminary Student and Enrollment Reports in SR Data Cleanse	Have schools start working on error correction and reviewing reports. SR017, SR025A, SR025B, SR029, SR027d, SR038, SR055, SR067, SR070, SR071, ENR003, ENR032, ENR019A, ENR021, ENR023a, ENR035Sa
<input type="checkbox"/>	Apply Vendor Upgrades or Patches as Needed	
<input type="checkbox"/>	Test Extract Process	
<input type="checkbox"/>	Participate in trainings, webinars, conference calls as needed	

October

<input type="checkbox"/>	Continue Uploads to SR Data Cleanse	Continuing correcting errors in SR Data Cleanse will help to prepare the district for FTE and Student Class.
<input type="checkbox"/>	Review SR Reports	Organize errors and work to correct them.
<input type="checkbox"/>	Resolve Identity Errors	Duplicate GTID, Students With Multiple GTIDs. This also supports the FTE process.
<input type="checkbox"/>	Participate in trainings, webinars, conference calls as needed	

November

<input type="checkbox"/>	Continue Uploads to SR Data Cleanse	Continuing correcting errors in SR Data Cleanse will help to prepare the district for FTE and Student Class.
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<input type="checkbox"/>	Review SR Reports	Organize errors and work to correct them.
<input type="checkbox"/>	Resolve Identity Errors	Duplicate GTID, Students With Multiple GTIDs
<input type="checkbox"/>	Touch Base with Contacts Regarding Data that will be Needed for SR.	Reminder to program managers that they will need to provide and/or review data for Student Record.
<input type="checkbox"/>	Participate in trainings, webinars, conference calls as needed	

December

<input type="checkbox"/>	Finalize uploads to SR Data Cleanse	Data Cleanse ends in mid-December and the application closes until the official SR collection begins
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January

<input type="checkbox"/>	Verify Schools are Running Reports to Verify Attendance and Enrollment Data	20-Day Attendance Reports
<input type="checkbox"/>	Review Timelines and Action Plan for the Official SR Collection	Set internal deadlines to ensure state deadlines are met.
<input type="checkbox"/>	Conduct Internal Training in Preparation for the Official SR Collection	
<input type="checkbox"/>	Touch Base with Contacts Regarding Data that will be Needed for SR.	Reminder to program managers that they will need to provide and/or review data for Student Record.
<input type="checkbox"/>	Apply Vendor Upgrades or Patches as Needed	
<input type="checkbox"/>	Test Extract Process	
<input type="checkbox"/>	Participate in trainings, webinars, conference calls as needed	

February

<input type="checkbox"/>	Finalize Data to be Uploaded for Student Record	By this point, there should be a good idea of any major gaps in data.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Have Schools Review Initial SR Reports	
<input type="checkbox"/>	Apply Vendor Upgrades or Patches as Needed	
<input type="checkbox"/>	Test Extract Process	

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<input type="checkbox"/>	Participate in trainings, webinars, conference calls as needed	GSIS, webinars, conference calls
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March

<input type="checkbox"/>	Continue Uploads for Each School in District	
<input type="checkbox"/>	Begin Migrant Matching Process	Pending GaDOE receipt of Migrant file in March
<input type="checkbox"/>	Continue to Have Schools Review SR Reports	Review all reports
<input type="checkbox"/>	Apply Vendor Upgrades or Patches and Test Extracts as Needed	
<input type="checkbox"/>	Ensure Process for Gathering System-Wide Data is in Operation	Verify that the contacts are collecting the information and aware of your deadlines.
<input type="checkbox"/>	Participate in trainings, webinars, conference calls as needed	

April

<input type="checkbox"/>	Ensure Student Safety, Program, Address and School Level Data are Correct and Ready for Upload	Review reports to verify data
<input type="checkbox"/>	Continue Uploads for Each School in District	
<input type="checkbox"/>	Continue to Have Schools Review SR Reports	Make sure the school level SR staff has access to SR as a school user.
<input type="checkbox"/>	Resolve All Duplicate GTID Issues	
<input type="checkbox"/>	Resolve SR Discrepancies on SR071 Report – FTE/SR Exception Report	This reports shows inconsistencies between students that were funded in FTE, but not showing served in SR.
<input type="checkbox"/>	Ensure Student Schedule Data are Correct	
<input type="checkbox"/>	Continue Migrant Matching Process	
<input type="checkbox"/>	Verify EOPA Eligibility Report Data	Check report against district’s list of students eligible to take the EOPA assessment(s).
<input type="checkbox"/>	Apply Vendor Upgrades or Patches and Test Extracts as Needed	
<input type="checkbox"/>	Ensure Process for Gathering System-Wide Data is in Operation	
<input type="checkbox"/>	Participate in trainings, webinars, conference calls as needed	

Student Record Checklist (Sample)

May

<input type="checkbox"/>	Ensure All Record Levels are Uploaded for All Schools	Complete before school staff goes on vacation.
<input type="checkbox"/>	Continue to Have Schools Review SR Reports	Complete before school staff goes on vacation.
<input type="checkbox"/>	Resolve All Duplicate Student or GTID Issues	Complete before school staff goes on vacation.
<input type="checkbox"/>	Verify EOPA Eligibility Report Data	Complete before school staff goes on vacation.
<input type="checkbox"/>	Begin Internal School Level Sign Off Process or Internal Verification Process	Complete before school staff goes on vacation.

June

<input type="checkbox"/>	Ensure All Record Levels are Uploaded for All Schools	
<input type="checkbox"/>	Continue to Have Schools Review SR Reports	
<input type="checkbox"/>	Resolve All Duplicate GTID Issues	
<input type="checkbox"/>	Verify EOPA Eligibility Report Data	
<input type="checkbox"/>	Begin Internal School Level Sign Off Process or Internal Verification Process	Complete District Verification and Report Review
<input type="checkbox"/>	Ensure Superintendent Sign Off is Completed	SR is not completed until the Superintendent signs off.