



Georgia Unique Identifier for Education (GUIDE) – 101

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August 21, 2019



Today's Agenda

- Review of GUIDE Introduction.
 - What is a GTID?
 - Importance of the GTID
 - What are the identity elements used to get a GTID?
 - What is GUIDE?
- Getting Familiar with GUIDE
 - Where are GUIDE Documents located?
 - GUIDE Messages and Help
- Getting Started
 - How do I get a GTID for my student?
 - Search, Update, Claim
 - Add Single Student
 - File Upload
- Discrepancy Resolution
- Near Match Resolution
- Request Additional Pseudo Numbers.
- Error Report
- Still need help?
- Questions?

Target Audience

Anyone who is new (1 year or less) to GUIDE/GTID process and responsible for registering students and getting a GTID for the student.

Review of GUIDE Introduction

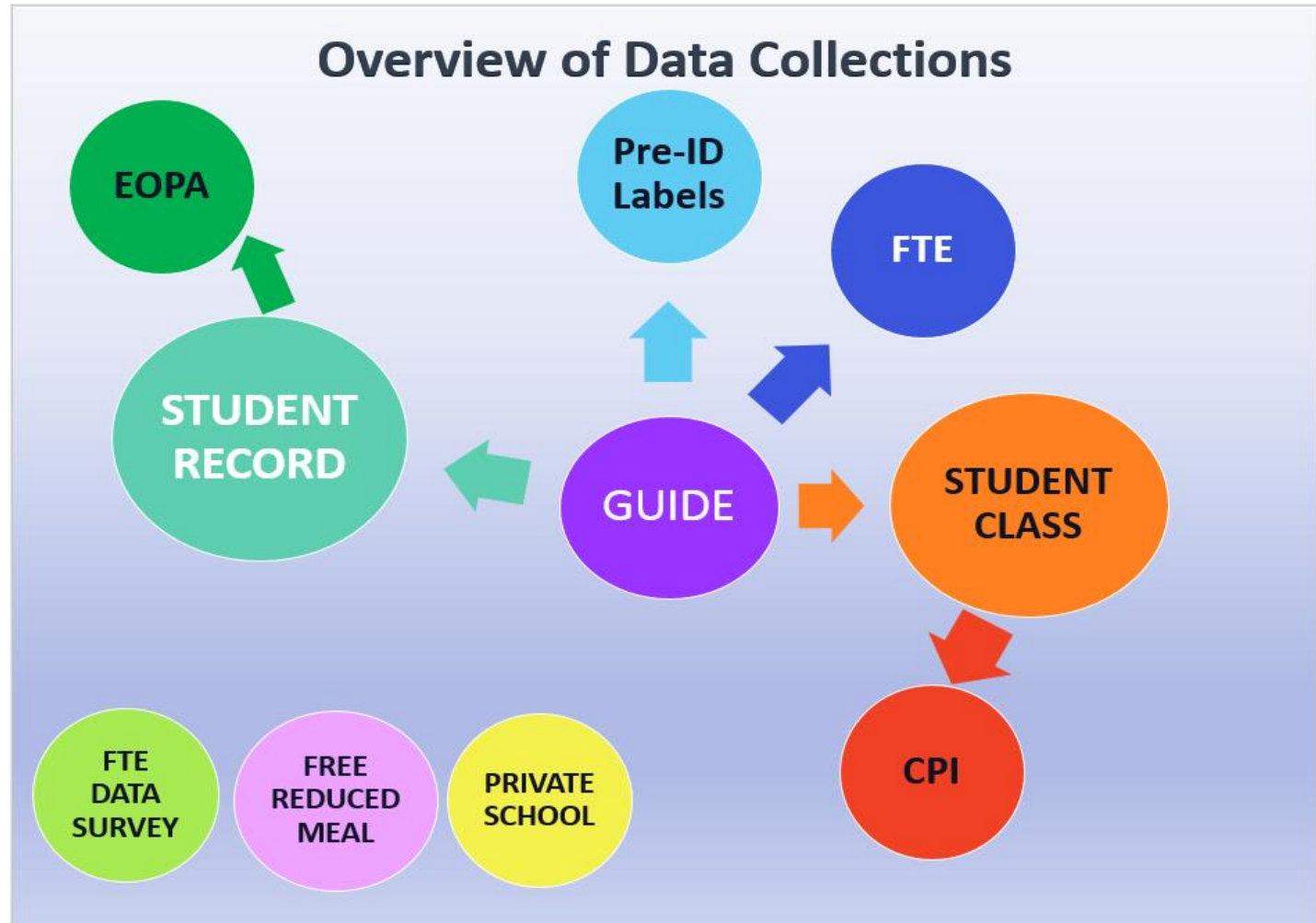


What is a GTID

- GTID is the Georgia Testing Identifier.
- 10-digit randomly assigned number
- Does not change throughout the student's PK-12 education.
- Must be used during all collections when reporting student information to make sure the student identity data matches.
- Must be used for all reports and files on the student submitted to the GaDOE.
- Must be used on all printed and electronic transcripts and report cards.

Importance of the GTID

The GTID is used in all collections when reporting student information to the Georgia Department of Education (GaDOE).



What Identity Elements are Used to Get a GTID?

GUIDE Identity Elements

First Name

Middle Name

Last Name

Gender

SSN

Birth Month

Birth Day

Birth Year



Check with your Student Information System (SIS) to see if you can scan a copy of these important documents and store them as attachments to the student's record.

Reference rules:

SBOE Rule [160-5-1-.28](#)

SBOE Rule [160-5-1-.07](#)

O.C.G.A. § [20-2-150](#)

Identity elements make a student unique and should not change. This data is referenced on legal documents (birth certificate, SSN card, and court documents).

Identity Elements, Why use the SSN? (Continued)

We have 3,875 pairs of students with the same first & last names, gender, and birthdate.

We collect the SSN and use it to **positively** identify a student. Parents have a right to refuse to provide the SSN in which case they must sign a waiver (district specific). Then you would assign a pseudo-SSN to the student.

Note: To be identified for a HOPE Scholarship, the student must be identified by the actual SSN.

GUIDE Identity Elements

First Name

Middle Name

Last Name

Gender

SSN

Birth Month

Birth Day

Birth Year

Identity Elements, SSN, pseudo-SSN (Continued)

- A pseudo-SSN is a state-assigned number starting with 999-(soon to be 998) that takes the place of a true SSN. It stays with the student from PreSchool to grade 12.
 - We issue GTIDs to babies as young as 2 months.
 - Every district gets a block of 999 numbers. Request more in the GUIDE application.

GUIDE Identity Elements

First Name

Middle Name

Last Name

Gender

SSN

Birth Month

Birth Day

Birth Year

Identity Elements, SSN, pseudo-SSN (Continued)

- Because the 999 number is used as an SSN, it must be unique.
- Never re-assign a 999 number to a different student.
- Do not run past your assigned block of 999 numbers, request more.
- Migrant IDs, ITIN numbers, etc. are not valid pseudo-SSNs. (ITIN = Individual Tax Identification Number; issued by IRS as a pseudo-SSN; usually start 991-xx-xxxx.)

GUIDE Identity Elements

First Name

Middle Name

Last Name

Gender

SSN

Birth Month

Birth Day

Birth Year

Identity Elements, SSN, Waiver? (Continued)

- A Sample of a Social Security Number Waiver Form can be found in the;

[Georgia Department of Education](#)
[Guidance for State Board of](#)
[Education Rule](#)
[160-5-1-.28 Student Enrollment and](#)
[Withdrawal](#), Appendix J.

Revision 5
Georgia Department of Education
Guidance for State Board of Education Rule
160-5-1-.28 STUDENT ENROLLMENT AND WITHDRAWAL

Appendix J: Sample Social Security Number Waiver Form
Sample form was developed with the gracious assistance of Buddy Welch, Jr. and Santana T. Flanigan of Smith, Welch, Webb & White.

Social Security Number Waiver Form

Georgia law (O.C.G.A. § 20-2-150) requires public school authorities to request from parents and guardians the Social Security number for students being enrolled in school. The Social Security number is to be incorporated into the official school record for the student. No student will be denied enrollment in a public school for declining to provide his or her Social Security number or for declining to apply for such a number. A parent or guardian who objects to the incorporation of the social security number into the official school record of their student may have the requirement waived by signing a statement objecting to the requirement.

Statement of Objection

I do not wish to provide the school with the Social Security number of my child/children.
Name of Child/Children Enrolled at this School (Please Print):

1. _____
2. _____
3. _____
4. _____
5. _____

(Print) Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date

Name of School

What are the NON-Identity Elements used to get a GTID?

GUIDE NON – Identity Elements

System ID

School ID

Fiscal Year

Gender

School Entry Date

Local ID

Suffix

Ethnicity Hispanic (Y/N)

Race X 5

Parent / Guardian Name

- Non-identity elements are self-reported attributes of the student (e.g.: race/ethnicity) and data that can change (e.g.: System ID, School ID, and Fiscal Year)
- Parent/Guardian Name
- Gender is now considered a self-reported attribute.

Failure to Match Student Identity

Consequences

- Errors in other collections
- No history found in SLDS
- New school won't know the student was receiving special services
- Testing and/or qualification to get special service is very time consuming. So failure to positively identify a student can have a huge impact on workload.
- It is a violation of federal law (IDEA – Individuals with Disabilities Education Act) to withhold, neglect, or deny services for a student who has previously been qualified to received Special Education services.
- Federal funds for the district can be withheld for compliance issues for a single student.

What is GUIDE?

WHAT

GUIDE is an electronic data system for the creation, tracking, and maintenance of the GTID.

WHY

The State Board of Education (SBOE) has passed a rule that says the Department of Education (DOE) shall provide an electronic data system for the creation, tracking, and maintenance of the GTID. GUIDE fulfills the requirements of State Board Rule [160-5-1-.07 STUDENT AND STAFF DATA COLLECTIONS](#).

WHEN

Each student enrolling or enrolled in a publicly funded PK-12 Georgia school or program shall be assigned a Georgia Testing Identifier (GTID). The GTID assigned to a student is the student's unique identifier that shall not change. Students can only be assigned one GTID.



Getting Familiar with GUIDE

GUIDE Documents

State Board of Education Rules - <http://www.gadoe.org/External-Affairs-and-Policy/State-BoardofEducation/Pages/PEABoardRules.aspx>

State Education Rules

State Education Rules

These current rules have been adopted by the State Board of Education, filed with the Secretary of State, and are, therefore, in effect.

Rules are listed in alphabetical order according to National Schools Boards Association (NSBA) codes. To sort by a particular category, simply click on any column heading.

To determine rules of the State Board of Education that have been recently adopted, sort the column 'Effective Date'. The most recently adopted rules will appear at the end of the list.

See Also

- [Education-related Laws \(look for Title 20-2\)](#)

Search engine for the Official Code of Georgia (O.C.G.A.)

*** For a list of all State Board of Education Rules, please click Search below. ***

Search

Search By

Total number of items are :1


NSBA Code	Effective Date	Rule Number	Title	Guidance, Guidelines, & Resources
JBC	13 Sep 2017	160-5-1-.28	Student Enrollment and Withdrawal	Guidance for the Student Enrollment and Withdrawal Rule Kinship Caregiver Affidavit


GUIDE Documents (Continued)

Official Code of
Georgia - [Georgia
General Assembly](#)

LexisNexis®
Custom Solution

Georgia General Assembly Help Sign

Statutes and Legislation (3) 

 Sort by: Relevance ▾

[Official Code of Georgia Annotated](#) > [TITLE 20. EDUCATION](#) > [CHAPTER 2. ELEMENTARY AND SECONDARY EDUCATION](#) > [ARTICLE 6. QUALITY BASIC EDUCATION](#) > [PART 3. EDUCATIONAL PROGRAMS](#)

1. [§ 20-2-150. Eligibility for enrollment](#)

GA - Official Code of Georgia Annotated | O.C.G.A. § 20-2-150

TITLE 20. EDUCATION > CHAPTER 2. ELEMENTARY AND SECONDARY EDUCATION > ARTICLE 6. QUALITY BASIC EDUCATION > PART 3. EDUCATIONAL PROGRAMS

(a) Except as otherwise provided by subsection (b) of this Code section, all children and youth who have attained the age of five years by September 1 shall be eligible for enrollment in the appropriate general education programs authorized in this part unless they attain the age of 20 by September 1 or they have received high school diplomas or the equivalent. This shall specifically include students who have reenrolled after dropping out and who are married, parents, or pregnant. Special education students shall also be eligible for enrollment in appropriate education programs through age 21 or until ...

... a statement objecting to the requirement. Code 1981, § 20-2-150, enacted by Ga. L. 1985, p. 1657, § 1; ...

... O.C.G.A. § 20-2-150 § 20-2-150 Eligibility for enrollment (a) Except as otherwise provided by ...

GUIDE Documents (Continued)

<https://www.gadoe.org/Technology-Services/Data-Collections/Pages/FY2020-GUIDE-Resources.aspx>



Search this site...



Richard Woods, Georgia's School Superintendent

- Offices & Divisions
- Programs & Initiatives
- Data & Reporting
- Learning & Curriculum
- State Board & Policy
- Finance & Operations
- Contact
- Calendar

Home → Technology Services → Technology Services → Data Collections → FY2020 GUIDE Resources

- General Information
- Data Collection Documentation**
- Data Collection Overview
- Data Conference
- GaDOE Name Processing Rules
- Georgia Student Data Privacy, Accessibility, and Transparency Act
- Records Retention
- School Count by Type
- Submit Request for Data

FY2020 GUIDE Resources

The GUIDE system is used by district and school personnel to generate unique IDs for all of Georgia's public school students in grades KK - 12.

GUIDE Resources

- GUIDE Data Element Detail
- GUIDE FAQ's
- GaDOE Name Processing Rules
- How to Translate a Foreign Birth Certificate
- Student Identity Data Reminders

Prior year GUIDE resources



GUIDE Documents (Continued)



Main Menu

- [Search / Update / Claim](#)
- [Add Single Student](#)
- [File Upload](#)
- [Discrepancy Resolution](#)
- [Near Match Resolution](#)
- [Request Additional Pseudo Numbers](#)
- [Home](#)
- [LOG OUT](#)

Reports

- [Error Report](#)
- [Download IDs](#)
- [Claimed OUT Report](#)
- [Claimed IN Report](#)
- [Transmission Verification](#)
- [Sp. Ed. History Report](#)
- [EL History Report](#)

Current Documentation

- [GUIDE FILE LAYOUT](#)
- [GUIDE DATA ELEMENT DETAIL](#)
- [GUIDE Coordinators List](#)
- [GUIDE FAQs **NEW**](#)

Current Documentation

GUIDE File Layout – The File Layout is like a map. The layout lists each data element collected, the order in which they are collected, and contains all of the edit rules for errors, discrepancies, and warnings.

- **GUIDE Data Element Detail** – The Data Element Detail is like a data dictionary. Each data element collected is described in detail.
- **GUIDE Coordinators List** – A list of GUIDE District Coordinators for the State of Georgia.
- **GUIDE FAQs** – Answers to frequently asked questions.

Name Processing Rules

FY2020 GUIDE Resources - <https://www.gadoe.org/Technology-Services/Data-Collections/Pages/FY2020-GUIDE-Resources.aspx>

Home → Technology Services → Technology Services → Data Collections → FY2020 GUIDE Resources

General Information

Data Collection Documentation

Data Collection Overview

Data Conference

GaDOE Name Processing Rules

Georgia Student Data Privacy, Accessibility, and Transparency Act

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GUIDE Resources

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- GUIDE FAQ's
- GaDOE Name Processing Rules
- How to Translate a Foreign Birth Certificate
- Student Identity Data Reminders

Prior year GUIDE resources

Name: no complex characters like: **Reneé**, **Björg**, **Frída**, or **Анастасия** (Anastasia in Belarus)

Only special characters in a name are:

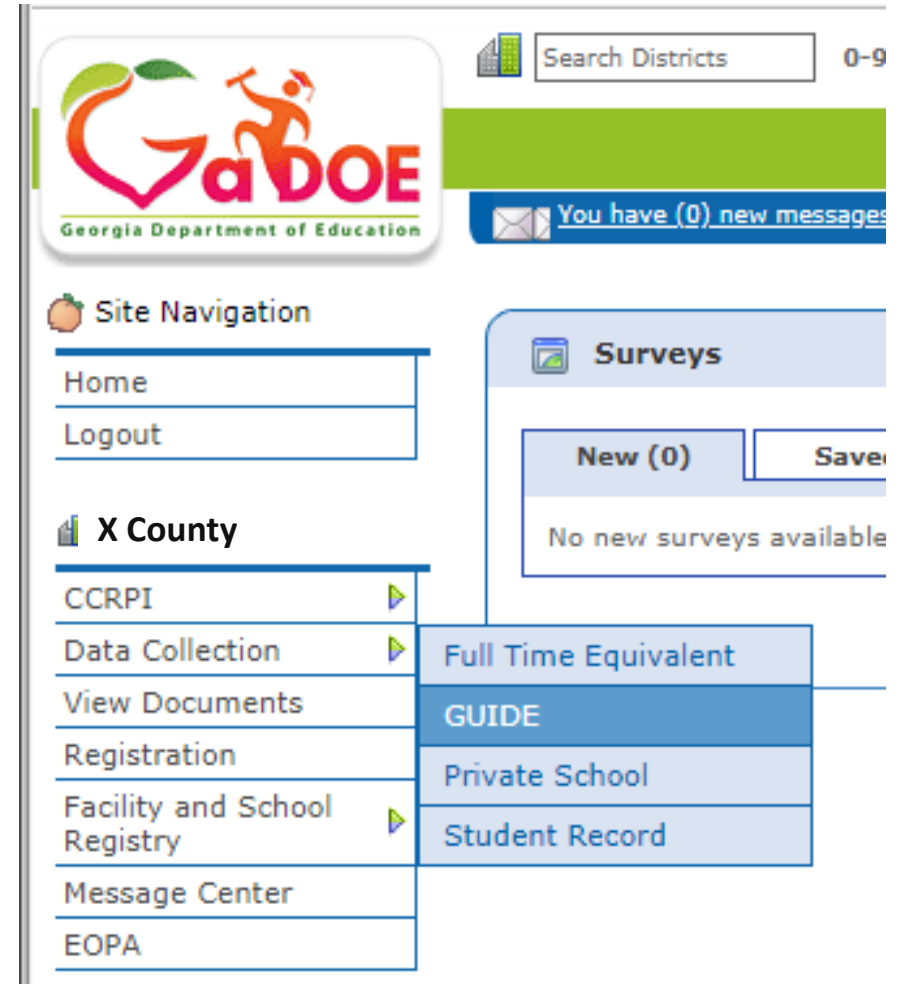
- **hyphen** (*Sanchez-Garcia*),
- **space** (*Smith – Jones*),
- **period** (*Jill St. John*), and
- **single quote** (*La'Mont* or *O'Brien*)

Other rules in the document, like

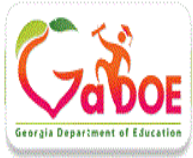
- **Last name should not have comma or suffix** (*Smith, Jr.*)

Getting Familiar with GUIDE

- Once you have logged into the GaDOE Portal you will select Data Collection then GUIDE from the fly out. (Note: if your only role is GUIDE/GTID Coordinator, GUIDE may be listed under your County and not under Data Collection)
- GUIDE requires pop ups. If you have them blocked and need assistance, please get with your technology folks.



Getting Familiar with GUIDE Messages



Georgia Unique Identifier for Education (GUIDE)

You have New Message(s)

Current Login: Patricha Miller(pmiller@doe.k12.ga.us)

? Help ▾

Main Menu

[Search / Update / Claim](#)
[Add Single Student](#)
[File Upload](#)
[Discrepancy Resolution](#)
[Near Match Resolution](#)
[Request Additional Pseudo Numbers](#)
[Home](#)

[LOG OUT](#)

Reports

[Error Report](#)
[Download IDs](#)
[Claimed OUT Report](#)
[Claimed IN Report](#)
[Transmission Verification](#)
[Sp. Ed. History Report](#)
[EL History Report](#)

Current Documentation

[GUIDE FILE LAYOUT](#)
[GUIDE DATA ELEMENT DETAIL](#)
[GUIDE Coordinators List](#)
[GUIDE FAQs](#)

Click on 'You have New Message(s)' to display Messages.



Getting Familiar – GUIDE Messages

Welcome to Guide

08-14-2019 - Complex characters are causing file upload failure in Student Class. If you are getting a file upload failure (and no email stating the reason for the failure) in Student Class, extract all your active students and upload to GUIDE. We have put an error in GUIDE, **E1336**, that will tell you what students have these complex or invalid special characters in their name. Fix the name in your SIS and re-upload to GUIDE and SC.

Getting Familiar – GUIDE Help



Georgia Unique Identifier for Education (GUIDE)

[You have New Message\(s\)](#)

Current Login: [Patricha Miller\(pmiller@doe.k12.ga.us\)](#)

Main Menu

- [Search / Update / Claim](#)
- [Add Single Student](#)
- [File Upload](#)
- [Discrepancy Resolution](#)
- [Near Match Resolution](#)
- [Request Additional Pseudo Numbers](#)
- [Home](#)

[LOG OUT](#)

Reports

- [Error Report](#)
- [Download IDs](#)
- [Claimed OUT Report](#)
- [Claimed IN Report](#)
- [Transmission Verification](#)
- [Sp. Ed. History Report](#)
- [EL History Report](#)

Current Documentation

- [GUIDE FILE LAYOUT](#)
- [GUIDE DATA ELEMENT DETAIL](#)
- [GUIDE Coordinators List](#)
- [GUIDE FAQs](#)

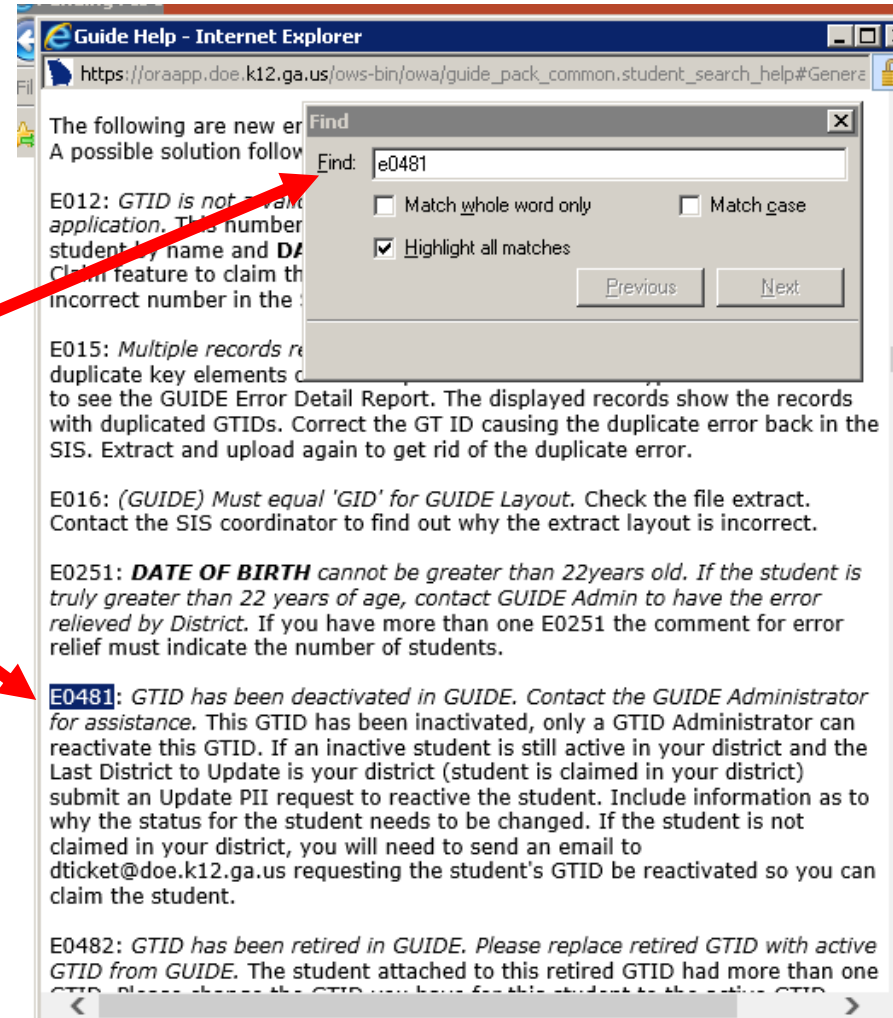
Click on 'Help' to display a list of topics.

[? Help](#)

General Information
Search
Update
Claim
Add Single Student
File Upload
Discrepancy Resolution
Near Match Resolution
Request Add'l Pseudo Numbers
Home
Error Report
Download IDs
Claimed OUT Report
Claimed IN Report
Transmission Verification
Sp. Ed. History Report
EL History Report
File Layout
Data Element Detail
Best Practices
GADOE Guidelines
Student Name Suffixes
Update PII
GUIDE Provisioning

Getting Familiar – Help (Continued)

- After you have selected a topic, click inside the GUIDE Help screen and select Ctrl/f on your keyboard, a find box will come up allowing you to search the help file for specific information, keywords, errors, discrepancies, etc.



Getting Familiar – Help (Continued)

- You can right click in the Help File to print or you can select all to copy and paste to a word document.

Guide Help - Internet Explorer
https://oraapp.doe.k12.ga.us/ows-bin/owa/guide_pack_common.student_search_help#General Information
that this student has a middle initial only.

There are a few corrections a user cannot make online or in an upload: remove a student's name suffix, remove a middle name (so the middle name becomes blank), change a 999 number (pseudo-SSN) to another 999 number, and reactivate an inactive student. Once data is entered in the **STUDENT MIDDLE NAME** or **STUDENT NAME SUFFIX** field in GUIDE, a user cannot remove data from these fields. It can be changed, but not removed. If a student has been entered in GUIDE with a middle name that should have been blank, send a dticket asking for a GUIDE Administrator to contact you.

Users also cannot change a 999 number (pseudo-SSN) for a student once that 999 number is entered in GUIDE. When the GUIDE application was opened in January 2014, if a student had instead of a true SSN, then that 999 number cannot be changed. If a typo was made, send a dticket asking for a GUIDE Administrator to contact you to change that 999 number.

Each summer, after the Student Record data collection closes, GaDOE uses the with the GUIDE. Deactivating a GTID in GUIDE means that the GTID will no longer be used in the GUIDE application. Deactivating a GTID for a student with the same name and similar birthdate. Deactivated GTIDs (GTID, SC, Pre-ID) with an active record. Users cannot change a student's status in GUIDE. If a student is done with school and educational services and they graduate with a Special Education status, their parents will decide that they want to continue receiving services. You will not be able to change a student's status in the GUIDE application. Before this student can be sent in any current Data Collection, the student is eligible for enrollment, send an Update PII requesting the student status to be made active. Include details as to why the student's GTID needs to be made active. Send a dticket to dticket@doe.k12.ga.us asking for the student to be reactivated. Include details as to why the student's GTID needs to be made active.

[Back to Menu](#)

12. Download IDs

This tool will produce a file in the same file format as the upload file. The file will be changed (by Near Match Resolution and by Discrepancy Resolution). This includes all GTIDs that are in the date range. Use the Selections and Sort Orders to view and download all GTIDs that are in the date range.

To limit the selection of GTIDs created or changed to a specific school, choose the school selection. To get all GTIDs created or modified in a district, modify school selection to ALL.

Clicking on the GTID hyperlink will pull up the complete GUIDE Transaction Log for that GTID. This file contains all of the identity data as it is now stored in the database. If there are multiple updates to a GTID, only the most recent update will be shown. If there are multiple updates to a GTID, only the most recent update will be shown. If there are multiple updates to a GTID, only the most recent update will be shown.

1. A student named Ashle Nichole Smith is uploaded.
2. The student is found in the database with the name Ashley Nicole Smith.
3. Both Ashle-Ashley and Nichole-Nicole come up as discrepancies.
4. You check the birth certificate and update Nichole but not Ashle which was correct in GUIDE already as Ashley.
5. When you Download IDs, this student will be in the file as Ashley Nichole.

Context menu options: Back, Forward, Go to copied address (Ctrl+Shift+L), Save background as..., Set as background, Copy background, Select all, Paste, E-mail with Windows Live, Translate with Bing, All Accelerators, Create shortcut, Add to favorites..., View source, Inspect element, Encoding, Print..., Print preview..., Refresh, Append to Existing PDF, Convert to Adobe PDF, Export to Microsoft Excel, Send to OneNote, Properties.

Getting Started



Getting Started

Main Menu

[Search / Update / Claim](#)

[Add Single Student](#)

[File Upload](#)

[Discrepancy Resolution](#)

[Near Match Resolution](#)

[Request Additional Pseudo Numbers](#)

[Home](#)

[LOG OUT](#)

Reports

[Error Report](#)

[Download IDs](#)

[Claimed OUT Report](#)

[Claimed IN Report](#)

[Transmission Verification](#)

[Sp. Ed. History Report](#)

[EL History Report](#)

Current Documentation

[GUIDE FILE LAYOUT](#)

[GUIDE DATA ELEMENT DETAIL](#)

[GUIDE Coordinators List](#)

[GUIDE FAQs](#)

Main Menu

- **Search / Update / Claim** – Provides the ability to search, update and claim a student.
- **Add Single Student** – Provides the ability to add a student to the GUIDE system for GTID assignment.
- **File Upload** – Provides the ability to upload a previously extracted file from your SIS.
- **Discrepancy Resolution** – A discrepancy occurs when a record is uploaded **with a GTID** and the identity data for the student in the record does not perfectly match the identity data stored for that GTID in GUIDE.
- **Near Match Resolution** – A near match occurs when a record is sent **without a GTID** and the identity data for the student in the sent record comes close to matching the identity data stored for a student or students in GUIDE. Allows user to choose a positive match from a list of possibilities, create a new student, or Cancel and Remove the near match.
- **Request Additional Pseudo Numbers** – Allows the district GTID Coordinator to request additional pseudo numbers.
- **Home** - The GUIDE home screen has statistics comparing your district's data integrity to the entire state's data integrity.
- **Log Out** – Logs you out of GUIDE.

How do I get a GTID for my student?

Main Menu

[Search / Update / Claim](#)

[Add Single Student](#)

[File Upload](#)

[Discrepancy Resolution](#)

[Near Match Resolution](#)

[Request Additional Pseudo Numbers](#)

[Home](#)

[LOG OUT](#)

Reports

[Error Report](#)

[Download IDs](#)

[Claimed OUT Report](#)

[Claimed IN Report](#)

[Transmission Verification](#)

[Sp. Ed. History Report](#)

[EL History Report](#)

Current Documentation

[GUIDE FILE LAYOUT](#)

[GUIDE DATA ELEMENT DETAIL](#)

[GUIDE Coordinators List](#)

[GUIDE FAQs](#)

There are 3 ways to get a GTID for your student

1. **Search / Update / Claim** – Provides the ability to search, update and claim a student. (Students that transferred from another school district)
2. **Add Single Student** – Provides the ability to add a student to the GUIDE system for GTID assignment. (Student that has never attended school in Georgia)
3. **File Upload** – Provides the ability to upload a previously extracted file from your SIS.

Getting a GTID, Search (Continued)

1. **Search** – Provides the ability to search for a student. (Students that transferred from another school district)
 - While entering student identity information in your SIS, enter in GUIDE and search.

Tips:

1. The search is not case sensitive.
2. Enter as many data elements as possible to narrow results and reduce process time.
3. Entering part of a name will find any name that starts with the letters entered. (For example: use this when you are not sure if both last names of a double last name were entered. Search on Sanchez instead of Sanchez-Hill.)
4. To search on a Local ID in any District, leave the District selection defaulted to ALL. To find a Local ID that was issued in a specific District, use the District filter selection.
5. Fuzzy Search can be used only when a first or last name is entered. This will find names that sound like the name but have a different spelling than is entered in the search. For example, a fuzzy search will find "Ashlee" and "Ashlea" and "Ashley" when "Ashley" is entered. A fuzzy search takes longer than a regular search.

Student Search

The Student Search provides the ability to search for a student in the GUIDE database. To begin your search, please enter available information in the fields below. Once you have finished, press the "Search" button. See Tips at the bottom of the page.

Last Name	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Date Of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/> MM/DD/YYYY
Gender	None <input type="text"/>
GTID	<input type="text"/>
Student ID(SSN)	<input type="text"/>
Local ID	<input type="text"/>
District	ALL <input type="text"/>
Fuzzy Search?	<input type="checkbox"/>
<input type="button" value="Search"/>	

Getting a GTID, Narrowing Search

Student Search

The Student Search provides the ability to search for a student in the GUIDE database. To begin your search, please enter available information in the fields below. Once you have finished, press the 'Search' button. See Tips at the bottom of the page.

Last Name

First Name

Middle Name

Date Of Birth / / MM/DD/YYYY

Gender

GTID

Student ID(SSN)

Local ID District

Fuzzy Search?

Showing 1 - 6 of 6 Records

Last Name	First Name	Middle Name	Suffix	Birth Date	Gender	Student ID	Parent/Guardian Name	Last District to Update	GTID	School Entry Date	Student Status
Miller	Pat										
Miller	Pat										
Miller	Pat										
MILLER	PAT										
Miller	Pat										
Miller	Pat										

Personal info protected by FERPA

If the Date of Birth was not entered, 29 like names would have been returned.

6 Results

Getting a GTID, Fuzzy search

Last Name
 First Name
 Middle Name
 Date Of Birth / / MM/DD/YYYY
 Gender
 GTID
 Student ID(SSN)
 Local ID District
 Fuzzy Search?

A Fuzzy search on last name miller, first name patr returned 2 records for Peter.

Last Name	First Name
Miller	Peter
Miller	Peter

Last Name
 First Name
 Middle Name
 Date Of Birth / / MM/DD/YYYY
 Gender
 GTID
 Student ID(SSN)
 Local ID District
 Fuzzy Search?

A Fuzzy search on first name patrich returned 1,628 records for names that sound like patrich

Including but not limited to Patricia, Patrisio, PATRICIA, Patresha, PATRISHA, Patrecia, Patrisia, Patricha, Pe'Dreshia, Patreeshia

Getting a GTID, Search (Continued)

- If you find an exact match in GUIDE, select the student to **View Student Detail**. Claim the student and copy the GTID to your SIS.

Student Search Results

To view details for a specific student, click on the Last Name link below. To view or edit details for a specific student, click on the Last Name link below.



Showing 1 - 25 of 25 Records

Last Name	First Name	Middle Name	Suffix	Birth Date	Gender	Student ID	Parent/Guardian Name	Last District to Update	GTID	School Entry Date	Student Status
Miller	Wasd	Yijn		08/21/2012	Female	999758863	Use Mothers Name when possible	Babies Can't Wait	9818198123	07/01/2019	Active
Miller	Wbnm	Ypoh	JR	08/21/2012	Male	999758870	Use Mothers Name when possible	Audit System	7474458724	06/11/2019	Active
Miller	Wcvbnm	Yujm		08/21/2012	Male	999758861	Use Mothers Name when possible	Audit System	7350702959	06/11/2019	Active
Miller	Wdsa	Yvgy		08/21/2012	Female	999758872	Use Mothers Name when possible	State Charter Schools II- International Academy of Smyrna	3543453294	06/13/2019	Active
Miller	Wedc	Yvfr		08/21/2012	Female	999758877	Use Mothers Name when possible	Audit System	3226671644	06/11/2019	Active
Miller	Wertyuio	Y		08/21/2012	Male	999758853	Use Mothers Name when possible	Audit System	4150884057	06/11/2019	Active
Miller	Wqfhj	Ypol		08/21/2012	Female	999758868	Use Mothers Name when possible	Audit System	9215726967	06/11/2019	Active

- If no match is found, you can add the student.

Claiming a GTID

- Claim a student by selecting the correct school, Entering the School Entry Date, **update information as necessary** and click 'Claim'. You **cannot remove** information at this time. There is an Update PII option that will be discussed in the Reports and Updates session/document that will allow you to submit a request to have data removed.

Data Element	Existing GUIDE Record		Update Record
*Select a School		<div style="border: 2px solid red; padding: 2px;"> Audit Middle School-0202 Select school Audit Elementary School-0101 Audit High School-0303 Audit Middle School-0202 </div>	
GTID	7350702959		
*Last Name	Miller		
*First Name	Wcvbnm	Wcvbnm	
Middle Name	Yujm	Yujm	
Middle Name Verified?	Middle Name Not Verified	0-Middle Name Not Verified	
Suffix			
*SSN/Student ID	999758861	999758861	
*Gender	Male	Male	
*DOB (MM/DD/YYYY)	08/21/2012	08/21/2012	Age : 7 (As of Sept. 1 of School Year)
Local Student ID			
*Parent/Guardian	Use Mothers Name when possible	Use Mothers Name when possible	
*Ethnic Hispanic	No	N - No	
*Race American-Indian	American-Indian	I - American-Indie	
*Race Asian	Asian	S - Asian	
*Race Black	Black	B - Black	
*Race Pacific	Pacific	P - Pacific	
*Race White	White	W - White	
*School Entry Date(MM/DD/YYYY)	06/11/2019	06/11/2019	
Last Updated	06/05/2019 10:56:30 AM		
Last Updated By User	Miller, Patricha (pmiller@doe.k12.ga.us)		
Student Status	Active		
Last District to Update:	Audit System Updated:06/05/2019 10:20:59 AM		
Last School to Update:	Audit Elementary School Updated:06/05/2019 10:20:59 AM		

Update
UnDo

Getting a GTID, Add a Single Student

2. Add A Single Student

- **Add a Single Student**– Provides the ability to add a student to the GUIDE system for GTID assignment. (Students that have NEVER been in a GA public school, including PK (Bright From the Start).
- ALL of the identity elements (FIRST NAME, MIDDLE NAME, LAST NAME, BIRTH DATE, GENDER, and SSN) must be complete and accurate.
- This add results in a claim.

Add Single Student

This page provides the ability to add a student to the GUIDE system for GTID assignment. To add a student, enter all **required data** (marked in red with *), then press the "Add" button.

*Select a School	Select School	▼
GTID		
*Last Name	<input type="text"/>	
*First Name	<input type="text"/>	
Middle Name	<input type="text"/>	
Middle Name Verified?	0-Middle Name Not Verified ▼	
Suffix	▼	
*SSN/Student ID	<input type="text"/>	Please Enter all the digits. (Format:999999999).
*Gender	Select Gender ▼	
*DOB (MM/DD/YYYY)	<input type="text"/>	<input type="text"/>
Local Student ID	<input type="text"/>	
*Parent/Guardian	<input type="text"/>	
*Ethnic Hispanic	N - No ▼	
*Race American-Indian	N - No ▼	
*Race Asian	N - No ▼	
*Race Black	N - No ▼	
*Race Pacific	N - No ▼	
*Race White	N - No ▼	
*School Entry Date(MM/DD/YYYY)	05/04/2017	<input type="text"/>
*Selected District	DeKalb County	
*Selected School	<input type="text"/>	

Getting a GTID, Add a Single Student (Continued)

- When adding a Single student, if you receive the following message:

Student has not been added. A Near Match Case has been created and must be resolved. Go to Near Match Resolution and click on Batch ID 125335.

- Follow the near match process starting at slide 44.

Getting a GTID, File Upload

3. File Upload

- **File Upload** – Provides the ability to upload a previously extracted file from your SIS. There are 3 steps to upload a file.
- Step 1 - To upload a single file, click on the **Browse** button. Navigate to the file extracted from the SIS, then click on **Open**.
- Step 2 - Once the file has been chosen, it will show up in the **Send this file** area. Now click on **File Upload**.
- Step 3 - When you have multiple files, repeat the steps again.
- You will be notified (by email) when the upload process is complete.

Main Menu

[Search / Update / Claim](#)

[Add Single Student](#)

[File Upload](#)

[Discrepancy Resolution](#)

[Near Match Resolution](#)

[Request Additional Pseudo Numbers](#)

[Home](#)

[LOG OUT](#)

Reports

[Error Report](#)

[Download IDs](#)

[Claimed OUT Report](#)

[Claimed IN Report](#)

[Transmission Verification](#)

[Sp. Ed. History Report](#)

[Collection Mismatch Report](#)

[EL History Report](#)

Current Documentation

[GUIDE FILE LAYOUT](#)

[GUIDE DATA ELEMENT DETAIL](#)

[GUIDE Coordinators List](#)

File Upload

Please follow the steps below:

- **Step 1:** To upload a single file, first you must select a file containing relevant data in the appropriate format by clicking on Browse button.
- **Step 2:** Once you have chosen the file, it will show up in the Send this file area. Now click on File Upload.
- **Step 3:** When you have multiple files, repeat the steps again.

Send this file:

What is a Claim?

A claim occurs when a user updates the school assignment for a student. The school assignment is called the **Last District To Update** and is displayed at the bottom of the *View Student Detail* page.

There are 3 ways to claim a student.

- Manual claim – happens when you search for a student, find the student, and update the district and school to your district and school.
- Can happen when you go through the Near Match process (slide 35), select the student and confirm the student.
- An automatic claim occurs during upload when all the identity elements for a student matches perfectly. If the District and/or school don't match, the **Last District to Update** and **Last School to Update** will automatically update to the uploaded district and school.

A Claim is the key to accessing SLDS for a student.

View Student Detail

This page displays detailed student information and provides the ability to claim a student or edit a student's GUIDE record. Required fields are noted in red with *.

To claim a student or to edit a GUIDE record, **you must first select the school.**

Claim: To claim this student, select the new school of enrollment and enter the School Entry Date. When you are ready to submit, press the Claim button.

Update: To edit this student's identity data, enter your changes into the fields below. When you are ready to submit your changes, press the Update button.

*Select a School

Data Element	Existing GUIDE Record	Update Record
GTID		
*Last Name		Personal info protected by FERPA
*First Name		
Middle Name		
Middle Name Verified?		
Suffix		
*SSN/Student ID		
*Gender		
*DOB (MM/DD/YYYY)		
Local Student ID		
*Parent/Guardian		
*Ethnic Hispanic		
*Race American-Indian		
*Race Asian		
*Race Black		
Race Pacific		
Race White		
School Entry Date(MM/DD/YYYY)	08/08/2018	<input type="text" value="08/08/2018"/>
Last Updated	07/05/2018 03:04:05 PM	
Last Updated By User	Brown, Janie (brown.jane.g@muscogee.k12.ga.us)	
Student Status	Active	<input type="text" value="Active"/>
Last District to Update:	Muscogee County Updated:07/05/2018 03:14:08 PM	
Last School to Update:	River Road Elementary School Updated:07/05/2018 03:14:08 PM	

Who, When, and How You Can Claim a Student

- Only send or create a record in GUIDE when you have COMPLETE student identity info.
- If you are pre-registering a PK or KK student and the parent does not have the birth certificate or SSN card with them, wait – do not send a record to GUIDE with missing identity data.
- If a parent does not have an SSN card for a student that has previously been enrolled in a GA school, do NOT assign that student a 999# as a temporary identifier. Ask the parent if you can use the SSN if it is in the state identity database to help POSITIVELY identify their student. If they say yes, look the student up in GUIDE. If they say no, have them sign the waiver at that time, then assign a 999# **if there is not one already assigned** to the student in GUIDE.

Who, When, and How You Can Claim a Student

WHO	WHEN	HOW
New / Transfer Studentsthey enroll	<ul style="list-style-type: none"> • Individually – Search and Claim • Batch – Extract NEW students without a GTID from your SIS • Batch – Extract transfer students without a GTID from your SIS • Batch – Extract transfer students with a GTID by enrollment date range
Pre-registered PK and KK Studentsthey register	<ul style="list-style-type: none"> • Individually – Search and Claim if the student is already in GUIDE (for example: KK students that attended PK-Bright from the Start) • Batch – Extract NEW students without a GTID from your SIS
Students that were enrolled last year and indicated they are returningAFTER no-shows have been withdrawn	<ul style="list-style-type: none"> • Batch – Extract all <u>ACTIVE</u> students with a GTID

Student Detail

Enrollment History
 Current Year Schedule
 Current Programs
 Guide Transaction Log
 Update PII

View Student Detail

Enrollment data from SR 2007 - 2019

Current Year Schedule from SC

FTE 1 & 3 – Grade, Primary Area, Eng. Learner, WD Date

Every change to Identity data

Allows you to securely request middle name removal, suffix removal, request 999 to 999 change, request student be reactivated, request changes to the School Entry Date, submit possible duplicate GTIDs for a student, and request to change SSN in certain circumstances.

*Select		school-0101
GTID	4	
*Last Name		
*First Name	Wedc	Wedc
Middle Name	Yvfr	Yvfr
Middle Name Verified?	Middle Name Not Verified	0-Middle Name Not Verified
Suffix		
*SSN/Student ID	999758877	999758877
*Gender	Female	Female
*DOB (MM/DD/YYYY)	08/21/2012	08/21/2012 Age : 7 (As of Sept. 1 of School Year)
Local Student ID		
*Parent/Guardian	Use Mothers Name when possible	Use Mothers Name when possible



Discrepancy Resolution

- Discrepancies are only generated on uploaded records. A discrepancy occurs when a record is sent with a GTID and the identity data for the student in the record does not perfectly match the identity data stored for that GTID in GUIDE.
- Discrepancies can be narrowed by school.
- Discrepancies can be resolved on-line. Click on the hyperlink on the GTID to resolve the discrepancy in identity information.
- If there are errors and discrepancies, there is no hyperlink. Errors like missing data elements, cannot be fixed on-line. Errors must be fixed at the SIS and resubmitted.

Georgia Unique Identifier for Education (GUIDE)

CAUTION: This is real student data - keep it secure. NO new GTIDs and NO changes generated on this site will be copied to the new GUIDE database.
[You have New Message\(s\)](#)

Current Login: Patricia Miller

X County

You have 9 Discrepancies, 2 Errors and 3 Near Matches Unresolved, and 64 Mismatches with Collection.

10 [] Display School Discrepancies
 10 []
 01 [] school
 50 []

The following students were submitted with a GTID. The identity data in the submitted records for these students does not match the identity data in the GUIDE database. Click on the hyperlink on the GTID to resolve the discrepancy in identity information.

If there are errors and discrepancies there is no hyperlink. Errors like missing data elements, cannot be fixed on-line. Data with errors must be fixed in the SIS and resubmitted.

Discrepancy Resolution List							
GTID	School ID	School Name	SSN/Student ID	Last Name	First Name	Middle Name	Discrepancy / Error
D133							(GUIDE) STUDENT LAST NAME entered/uploaded is different than STUDENT LAST NAME stored in GUIDE. See Data Discrepancy Report.
E480							(GUIDE) When GTID is provided and STUDENT MIDDLE NAME exists in GUIDE, STUDENT MIDDLE NAME submitted cannot be blank.
D133							(GUIDE) STUDENT LAST NAME entered/uploaded is different than STUDENT LAST NAME stored in GUIDE. See Data Discrepancy Report.
E480							(GUIDE) When GTID is provided and STUDENT MIDDLE NAME exists in GUIDE, STUDENT MIDDLE NAME submitted cannot be blank.
D131							(GUIDE) STUDENT FIRST NAME entered/uploaded is different than STUDENT FIRST NAME stored in GUIDE. See Data Discrepancy Report.
D541							(GUIDE) BIRTH DATE currently attached to this student in GUIDE application does not match BIRTH DATE in upload file or entered online. See Data Discrepancy Report to resolve conflict.
D133							(GUIDE) STUDENT LAST NAME entered/uploaded is different than STUDENT LAST NAME stored in GUIDE. See Data Discrepancy Report.
D043							(GUIDE) SSN/STUDENT ID currently attached to this student in GUIDE application does not match SSN/STUDENT ID in upload file or entered online. See Data Discrepancy Report to resolve conflict.
D132							(GUIDE) STUDENT MIDDLE NAME entered/uploaded is different than STUDENT MIDDLE NAME stored in GUIDE. See Data Discrepancy Report.
D541							(GUIDE) BIRTH DATE currently attached to this student in GUIDE application does not match BIRTH DATE in upload file or entered online. See Data Discrepancy Report to resolve conflict.
D132							(GUIDE) STUDENT MIDDLE NAME entered/uploaded is different than STUDENT MIDDLE NAME stored in GUIDE. See Data Discrepancy Report.

Personal info protected by FERPA



Discrepancy Resolution (Continued)

From the Main Menu, select Discrepancy Resolution and a list of all students have discrepancies will be displayed.

0101 - Audit Elementary School Display School Discrepancies

Discrepancy Resolution List

The following students were submitted with a GTID. The identity data in the submitted records for these students does not match the identity data in the GUIDE database. Click on the hyperlink on the GTID to resolve the discrepancy in identity information.

If there are errors and discrepancies there is no hyperlink. Errors like missing data elements, cannot be fixed on-line. Data with errors must be fixed in the SIS and resubmitted.



Discrepancy Resolution List								
GTID	School ID	School Name	SSN/Student ID	Last Name	First Name	Middle Name	Discrepancy / Error	Discrepancy / Error Description
2521136185	0101	Audit Elementary School	999758873	Millerf	Wghjk	Ybhuy	D132	(GUIDE) STUDENT MIDDLE NAME entered/uploaded is different than STUDENT MIDDLE NAME stored in GUIDE. See Data Discrepancy Report.
							D133	(GUIDE) STUDENT LAST NAME entered/uploaded is different than STUDENT LAST NAME stored in GUIDE. See Data Discrepancy Report.
2881408836	0101	Audit Elementary School	999758858	Miller	Wzxcv	Yedt	D132	(GUIDE) STUDENT MIDDLE NAME entered/uploaded is different than STUDENT MIDDLE NAME stored in GUIDE. See Data Discrepancy Report.
							D132	(GUIDE) STUDENT MIDDLE NAME entered/uploaded is different than STUDENT MIDDLE NAME stored in GUIDE. See Data Discrepancy Report.
4294946072	0101	Audit Elementary School		Millerg	Wxcvbnm	YYYG	D133	(GUIDE) STUDENT LAST NAME entered/uploaded is different than STUDENT LAST NAME stored in GUIDE. See Data Discrepancy Report.
							E0483	LOCAL ID cannot be the same as the SSN/STUDENT ID for security reasons.
							E061	(GUIDE) STUDENT ID must be student's 9-digit Social Security Number or FTE number
4690624405	0101	Audit Elementary School	999758867	Millerd	Wpoi	Yedc	D132	(GUIDE) STUDENT MIDDLE NAME entered/uploaded is different than STUDENT MIDDLE NAME stored in GUIDE. See Data Discrepancy Report.
							D133	(GUIDE) STUDENT LAST NAME entered/uploaded is different than STUDENT LAST NAME stored in GUIDE. See Data Discrepancy Report.

Discrepancy Resolution (Continued)

Discrepancy Resolution Detail

Below is a side-by-side comparison of identity information for the record submitted and the identity data found in the GUIDE database. The hyperlink on the GTID will open the enrollment history of the Existing GUIDE Record in another tab or window. Verify the discrepant data highlighted in yellow with legal documents outlined in State Board of Education Rule 160-5-1-.28 paragraph (2)(d)(1), (2)(d)(8), and (2)(d)(9). Those legal documents are the birth certificate, Social Security card, or court order changing the student's name.

There are two possible actions:

1. If the data submitted for the student has been verified as correct, click 'Submitted', then click 'Submit'.
2. If the existing GUIDE data is correct, click 'Existing', then click 'Submit'. You must click on Submit when all discrepancies have been resolved.

Discrepancy Resolution (Continued)

There are 2 actions possible:

1. If the data submitted for the student has been verified as correct, click 'Submitted', then click 'Submit'.
2. If the existing GUIDE data is correct, click 'Existing', then click 'Submit'.

You must click on Submit when all discrepancies have been resolved.

Data Element	Existing GUIDE Record	Submitted Student	Save	
GTID	2521136185	2521136185		
*Last Name	Miller	Millerf	<input type="radio"/> Submitted	<input type="radio"/> Existing
*First Name	Wghjk	Wghjk		
*Middle Name	Ybhu	Ybhuy	<input type="radio"/> Submitted	<input type="radio"/> Existing
Suffix				
*SSN/Student ID	999758873	999758873		
*Gender	M	M		
*DOB	08/21/2012	08/21/2012		
Local Student ID				
Parent/Guardian Name	Use Mothers Name when possible	Use Mothers Name when possible		
*Ethnic Hispanic	No	No		
*Race American-Indian	American-Indian	American-Indian		
*Race Asian	Asian	Asian		
*Race Black	Black	Black		
*Race Pacific	Pacific	Pacific		
*Race White	White	White		
*School Entry Date(MM/DD/YYYY)	06/11/2019	08/05/2019		
Last Updated	06/05/2019 10:57:49 AM			
Last Updated By User	Miller, Patricia (pmiller@doe.k12.ga.us)	Miller, Patricia (pmiller@doe.k12.ga.us)		
Student Status	Active			
Last District to Update:	Audit System <i>Updated:06/05/2019 10:20:59 AM</i>	Audit System		
Last School to Update:	Audit Elementary School <i>Updated:06/05/2019 10:20:59 AM</i>	Audit Elementary School		

Near Match Resolution

- A near match occurs when a record is sent without a GTID and the identity data for the student comes close to matching the identity data stored for a student or students in GUIDE.
- When a record is sent without a GTID, multiple records from the GUIDE database could and probably will be displayed, from which the user can choose a positive match.

Main Menu

[Search / Update / Claim](#)

[Add Single Student](#)

[File Upload](#)

[Discrepancy Resolution](#)

[Near Match Resolution](#)

Select Near Match Resolution from the main GUIDE screen and you will be taken to the Near Match Resolution page. **Near Matches are now displayed by school.** To resolve Near Matches, click on the hyperlink under the # of Near Matches column.

Near Matches Report			
Batch ID	School	Date Submitted	# of Near Matches
182145	0101-Audit Elementary School	08/15/2019	14
	0202-Audit Middle School	08/15/2019	4

Near Match Resolution (Continued)

- On the Main Menu, when you click on the hyperlink under the # of Near Matches column. You will get a Near Match List.
- Each Near Match must be resolved individually.
- Click on the Student ID and you will get the Resolve Near Match screen. Hover your mouse over the matching Rule and the Elements Matched will be displayed.

Near Match List

The following students do not have any perfect matches in the GUIDE database. Click on a student's STUDENT ID to see the Near Matches found.



Near Match Detail Report									
School ID	School Name	Student ID	Last Name	First Name	Middle Name	Suffix	Gender	Birth Date	Local ID
0202	Audit Middle School	999758877	Miller	Wedc	Yvfrq		F	08/21/2012	
0202	Audit Middle School	999758856	Miller	Wghjk	YYCVe		M	08/21/2012	
0202	Audit Middle School	999758862	Miller	Wpoi	Yikmv		M	08/21/2012	
0202	Audit Middle School	999758854	Miller	Wsdghjkl	YYb		F	08/21/2012	

Submitted Student Data											
Date Submitted	Case Number	GTID	Last Name	First Name	Middle Name	Student ID/SSN	Gender	Birth Date	Local Student ID	School Entry Date	
08/15/2019	10452974		Miller	Wpoi	Yikmv	999758862	M	08/21/2012		08/05/2019	

Possible Matches												
Confidence	Matching Rule	GTID	Last Name	First Name	Middle Name	Student ID/SSN	Gender	Birth Date	Local Student ID	School Entry Date	Student Status	
85 %	MR6	4690624405	Miller	Wpoi	YedcY	999758867	M	08/21/2012		06/11/2019	Active	
85 %	MR6	5	Elements Matched for MR6: Birth Month, Birth Day, Birth Year, Last Name, First Name, Gender								06/11/2019	Active
80 %	MR10	4150884057	Miller	wertyuio	YJ	999758855	M	08/21/2012		08/05/2019	Active	

Return to list	Add New student	Cancel and Remove
--------------------------------	---------------------------------	-----------------------------------

Near Match Resolution (Continued)

Resolve Near Matches

To resolve or update this case, please follow the steps below:

Submitted Student Data -This student was submitted without a GTID. The GUIDE system found the following possible matches.

(3) Possible Matches -To compare the submitted student to a near match below, click on the hyperlinked GTID of the near match to review.

If you have found a match, click on the GTID to see the Near Match Comparison Detail.

Submitted Student Data											
Date Submitted	Case Number	GTID	Last Name	First Name	Middle Name	Student ID/SSN	Gender	Birth Date	Local Student ID	School Entry Date	
08/15/2019	10452974		Miller	Wpoi	Yikmv	999758862	M	08/21/2012		08/05/2019	

Possible Matches											
Confidence	Matching Rule	GTID	Last Name	First Name	Middle Name	Student ID/SSN	Gender	Birth Date	Local Student ID	School Entry Date	Student Status
85 %	MR6	4690624405	Miller	Wpoi	YedcY	999758867	M	08/21/2012		06/11/2019	Active
85 %	MR6	5346045968	Miller	Wpoi	Yikm	999758862	M	08/21/2012		06/11/2019	Active
80 %	MR10	4150884057	Miller	Wertyuio	Yj	999758853	M	08/21/2012		08/05/2019	Active

Return to list	Add New student	Cancel and Remove
--------------------------------	---------------------------------	-----------------------------------

Near Match Comparison Detail

There are 2 actions possible:

1. If this is not the correct student, select Return to go back to the list of Near Matches for this student.
2. If this is a positive match, confirm the submitted identity information in red text using the birth certificate or SSN card. Then if the submitted (red) data is correct, click on the radio button next to the red text. If the existing GUIDE data is correct, leave the defaulted radio button next to the GUIDE data selected. You must click Confirm to claim the student and change any data selected in the submitted column.

Data Element	Existing GUIDE Record		Submitted Student	
GTID	5346045968			
*Last Name	Miller		Miller	
*First Name	Wpoi		Wpoi	
Middle Name	Yikm	<input checked="" type="radio"/>	Yikmv	<input type="radio"/>
Suffix				
*SSN/Student ID	999758862		999758862	
*Gender	Male		Male	
*DOB (MM/DD/YYYY)	08/21/2012		08/21/2012	
Local Student ID				
Parent/Guardian	Use Mothers Name when possible		Use Mothers Name when possible	
*Ethnic Hispanic	No		No	
*Race American-Indian	American-Indian		American-Indian	
*Race Asian	Asian		Asian	
*Race Black	Black		Black	
*Race Pacific	Pacific		Pacific	
*Race White	White		White	
*School Entry Date(MM/DD/YYYY)	06/11/2019		08/05/2019	
Last Updated	06/05/2019 10:58:32 AM			
Last Updated By User	Miller, Patricha (pmiller@doe.k12.ga.us)		Miller, Patricha (pmiller@doe.k12.ga.us)	
Student Status	Active			
Last District to Update:	Audit System <i>Updated:06/05/2019 10:20:59 AM</i>		Audit System	
Last School to Update:	Audit Elementary School <i>Updated:06/05/2019 10:20:59 AM</i>		Audit Middle School	

Confirm

Return

Near Match Confirmation

One last chance to verify the information before final confirmation. Once the record is confirmed the record is removed from the Near Match List.

Near Match Confirmation

Data highlighted in yellow will be saved in this student's updated record.

SUBMITTED STUDENT

GTID	Last Name	First Name	Middle Name	Suffix	Student ID/SSN	Gender	Birth Date	Local Student ID	Race / Ethnicity	Parent/Guardian Name	School Entry Date	District	School
	Miller	Wpoi	Yikmv		999758862	M	08/21/2012		Multi Racial	Use Mothers Name when possible	08/05/2019	Audit System	Audit Middle School

EXISTING GUIDE RECORD

GTID	Last Name	First Name	Middle Name	Suffix	Student ID/SSN	Gender	Birth Date	Local Student ID	Race / Ethnicity	Parent/Guardian Name	School Entry Date	District	School
5346045968	Miller	Wpoi	Yikm		999758862	M	08/21/2012		Multi Racial	Use Mothers Name when possible	06/11/2019	Audit System	Audit Elementary School

GUIDE RECORD AFTER CONFIRMATION

GTID	Last Name	First Name	Middle Name	Suffix	Student ID/SSN	Gender	Birth Date	Local Student ID	Race / Ethnicity	Parent/Guardian Name	School Entry Date	District	School
5346045968	Miller	Wpoi	Yikm		999758862	M	08/21/2012		Multi Racial	Use Mothers Name when possible	08/05/2019	Audit System	Audit Middle School

Confirm

Cancel

Batch Files

Batches of records for a school are replaced by school as they are in other data collections. For example:

- A batch of records last week contained records for 8 schools, including school 0610.
- There are 100 near matches pending for those 8 schools. 10 Near matches are for school 0610. Ninety near matches are in the other 7 schools.
- Today a file of records for school 0610 is uploaded. All errors, discrepancies, and near matches for school 0610 are deleted.
- The upload for school 0610 has only 25 records. There are 5 near matches for school 0610.
- The total near matches are 5 for school 0610 and 90 for the other 7 schools still pending resolution.

Error Report

Main Menu

[Search / Update / Claim](#)

[Add Single Student](#)

[File Upload](#)

[Discrepancy Resolution](#)

[Near Match Resolution](#)

[Request Additional Pseudo
Numbers](#)

[Home](#)

[LOG OUT](#)

Reports

[Error Report](#)

[Download IDs](#)

[Claimed OUT Re](#)

[Claimed IN Report](#)

[Transmission Verifi](#)

[Sp. Ed. History Repo](#)

[Collection Mismatch Re](#)

[EL History Report](#)

The Error Report will display errors for the records uploaded. If errors occur when entering a student online, the error has to be corrected or canceled. Errors generated online are not stored. If an uploaded record has an error, like a missing first name or SSN, then the record will generate an error which shows up as a code starting with an 'E' in the Error Report and Discrepancy Resolution List (Discrepancy Resolution).

The Error Report contains Discrepancies (D### codes in the list), Errors (E### codes in the list) and Warnings (W### codes in the list). Discrepancies occur when a GTID is included in a student's identity record and there is a difference between the information in the stored record for that GTID and the submitted record for that GTID. Discrepancies may be resolved online through the Discrepancy Resolution. Errors are problems that cannot be addressed online in this application. Errors can be viewed online but must be fixed in the source data back in the SIS and re-uploaded. If a student has both an error and a discrepancy, the error will prevent the student's discrepancy from being resolved. Records with errors will not show up in Near Match Resolution. Warnings are generated and displayed to the user to call attention to data. This data may or may not be a problem. If the data causing a warning is accurate, the warning can be ignored.

Error Report (Continued)

Errors, discrepancies, and warnings may be displayed by individual school using the dropdown above the report. They may also be printed or exported to an Excel spreadsheet. After export, the spreadsheet can be sorted multiple ways - for example, sorted by School, then by Student ID/SSN.

You have 17 Discrepancies, 5 Errors and 6 Near Matches Unresolved.

Error Report

This report contains Discrepancies (D### codes in the list), Warnings (W### codes in the list), and Errors (E### codes in the list). Discrepancies occur when a GTID is included in an uploaded student's identity record and there is a difference between the information in the GUIDE record for that GTID and the uploaded record for that GTID. Discrepancies may be resolved online through the Discrepancy Resolution unless the student also has errors. Errors have to be fixed in the SIS and re-uploaded before a discrepancy can be resolved.

Warnings are generated and displayed to the user to call attention to data. This data may or may not be a problem. If the data causing a warning is accurate, the warning can be ignored.

Errors are problems that cannot be addressed online in this application. Errors can be viewed online but must be fixed in the source data back in the SIS and re-uploaded.

Errors, Warnings and discrepancies may be displayed by individual school using the dropdown above the report. They may also be printed or exported to an Excel spreadsheet. After export, the spreadsheet can be sorted multiple ways - for example, sorted by School, then by Student ID/SSN.

0101 - Audit Elementary School

Display School Errors



Guide Error Report

Error Code	Error Description	Total
D132	(GUIDE) STUDENT MIDDLE NAME entered/uploaded is different than STUDENT MIDDLE NAME stored in GUIDE. See Data Discrepancy Report.	12
D133	(GUIDE) STUDENT LAST NAME entered/uploaded is different than STUDENT LAST NAME stored in GUIDE. See Data Discrepancy Report.	7
E0483	LOCAL ID cannot be the same as the SSN/STUDENT ID for security reasons.	1
E061	(GUIDE) STUDENT ID must be student's 9-digit Social Security Number or FTE number	1
E3041	SCHOOL ENTRY DATE not in the valid range. Must be in the range from 07/01/xxxx - 06/15/xxxx of the current FISCAL YEAR.	3



NEW Information

Homeland Security paperwork

We are enrolling students who only have Homeland Security paperwork and their GA Immunization record. These say minor under 14 on them and there is no picture or DOB on the document. The older students have a DOB and picture ID. Since we are not getting a birth certificate, what do we use for enrollment?

It will be fine for you to use the only “official” document you have in your possession to record the student’s DOB. For students under 14, there should be an estimated date of birth on the immunization record.

E1336: Invalid character reported for this record. Please verify the student name does not include special characters or invalid values for the data element.

Complex characters are causing file upload failure in Student Class. If you are getting a file upload failure (and no email stating the reason for the failure) in Student Class, extract all your active students and upload to GUIDE. We have put an error in GUIDE, E1336, that will tell you what students have these complex or invalid special characters in their name. Fix the name in your SIS and re-upload to GUIDE and SC.

Help Desk Assistance

- The Technology Management Customer Support Center at dticket@doe.k12.ga.us or 1-800-869-1011, is the first line of contact for questions concerning errors, warnings, and collections in general. When contacting the Help Desk, please follow the guidelines below for email or voice message correspondence:
- **Include:**
 - Your First and Last name
 - District or Charter name
 - Phone number (where you can be most easily reached)
 - Email address (Use “email: youremail@doe.k12.ga.us” in your signature block and you will get a reply email with ticket number)
 - Indicate the collection or application (SR, SC, GUIDE, Con Apps, Facilities, etc. several collections overlap and the Help Desk supports several other applications)
 - Error/warning number *and* message
 - Description of the issue or the question
- **Please DO NOT include personally identifiable data in your correspondence. This includes the use of full names, full SSN’s/GTID’s (partial #’s are ok), or other personally identifiable data.** Portal Imail is secure and may be used to send personally identifiable data if necessary. If using Portal Imail use (First Name) Guide (Last Name) Admin for GUIDE only.

Summary of Today's Presentation

- GUIDE is the electronic data system used for the creation, tracking, and maintenance of the GTID.
- GTID is a unique, unchangeable, 10-digit randomly assigned number assigned on a permanent basis to each student enrolled in a publicly funded K-12 Georgia school or program.
- GTID is important because it uniquely identifies a student and is used to link all the students in all data collections.
- Identity elements are used to uniquely identify a student and they are used to get a GTID.
- The GUIDE Help file provides information on every part of GUIDE including errors and warnings.
- Documents for GUIDE can be found at gadoe.org and inside GUIDE
- Contact the Helpdesk at dticket@doe.k12.ga.us or 1-800-869-1011
- Remember you are part of a team.



Data Collection Team

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