

Creating a Successful District/School Level Data Team

“Sharing knowledge between Districts”



Dougherty County School System

Building a great community, *one student at a time!*

Lois Stevenson, Data Support Administrator/State Reporting Coordinator

www.docoschools.org

Dougherty County School System

About Us

The Dougherty County School System is the leading catalyst and advocate for public education in Southwest Georgia. We are the largest school system in the second congressional district.

- **District Profile By the Numbers:**

- District-Wide Graduation Rate: 86%*
- Number of 4-5 Star Schools: 16
- Number of Schools "Beating the Odds": 12**
- Student Demographics
 - 14,133 students
 - 89.6% African-American; 5.4 % Caucasian; 5.0% Other
 - 81% economically disadvantaged students
 - 10% students with disabilities



- Accreditation

- Accredited by the Southern Association of Colleges and Schools (SACS)
- Accredited with Quality by the Georgia Accrediting Commission (GAC)

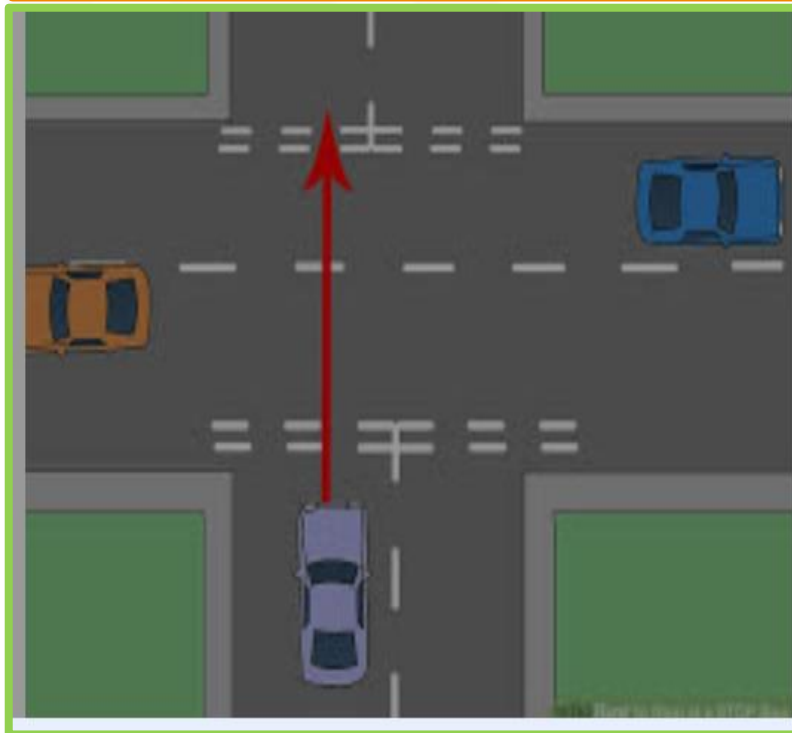
*Tops state average

**Beating the Odds schools are schools that did statistically better on the College and Career Readiness Performance Index than their peers

Schools/Programs

- 1 Pre-K Program
- 13 Elementary Schools
- 4 Middle Schools
- 3 High Schools
- 6 additional Programs including a College & Career Academy

IMAGINE a world without Rules/Processes/Procedures.....



Let's Get Started



Organize your District *-Starts with an Idea*



In our case we came up with an idea on how to make the Schools, Programs and Directors accountable for their data.

OWNERSHIP OF YOUR DATA: The first thing we did was create School, Program and District Level Data Teams.

Organize your District —*District Level Data Team*



What is a District Level Data Team?

- A District Level Data Team is comprised of employees who handle student records and other reports on the district side of things. The Team members are selected based on their Director/Coordinator/Supervisor.
- *Examples of District Level Data Team members:* Director of Exceptional Students, Director of Curriculum, Director of GNETS, Director of Student Support Services, Director of Finance, Director of Human Resources, Gifted Coordinator, Technology Department etc... The District Level data team will have members from all departments, not just departments that deal with Student Information.

Organize your District – *School Level Data Team*



What is a School Level Data Team?

- A School Level Data Team is comprised of employees who handle student records. The Team members are selected by the Principal.
- *Examples of School Level Data Team Members:* Principals (including AP's), Records Clerks, Registrars, Counselors, Graduation Coach, Attendance Clerks, Lead Teachers.

Organize your District – *Program Level Data Team*



What is a Program Level Data Team?

- A Program Level Data Team is comprised of employees who handle Student Records within the program. The Team members are selected by the Program Director.
- *Examples of Program Level Data Team Members:* Director, Records Clerks/Registrars, Counselors, Lead Teachers.

District Data Team Processes-Computer Lab

It is imperative to provide Data Teams time to work on State Reporting errors and warnings without interruption.

The Technology Department assists by setting up computer labs to provide teams with unobtrusive time to work on their errors and warnings.



Action:

- Emails and calendar invites are sent with dates the lab will be open for support.
- A computer lab is designated for teams to work on State Reports within designated dates.

District Data Team Processes-*Required Webinar*



Webinar




The District Data Team facilitates webinars throughout the year before each State Reporting Window.

Actions:

- Emails and Calendar Invites are sent to data teams.
- District Directors/Supervisors/Coordinators disseminate information and give updates on new State mandates.
- Webinar power point and recording are made available to District.

District Data Team Processes-*District Data Team Review*

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**SY2018 FTE CYCLE (2) DISTRICT DATA TEAM REVIEW
SIGN OFF SHEET**

Date:	School Name/Program:
Title:	Name:

Please meet with every team member to review your school's FTE/Student Class errors. Once you have addressed all issues, the department supervisor will sign off. Please return to a TEA Team Member.

Department	Team Member	Team Member Signature
Gifted		
Exceptional Students		
ESOL/Migrant/EL		
Attendance/Behavior		
REP		
Scheduling/EIP/REP Dual Enrollment/ Social Services		
Information Technology		
CTAE		

SY2018 STUDENT CLASS CYCLE (2)

Department	Team Member	Team Member Signature
Attendance		
Scheduling/Dual Enrollment		
Information Technology		
CTAE		


The District Data Team facilitates a District Data Team Review several times a year. The Review allows the District Level Data Team the opportunity to review School Level and Program Level data.

- Principals and Programs are required to attend and bring their data teams.
- During the review all Errors/Warnings are addressed.
- A sign off sheet is issued to each School/Program Level Team. The teams meet with each Departments assigned District Level Team member.

Actions:

- ✓ Receive Sign Off Sheet
- ✓ Teams visit each department: Errors and warnings are addressed during the review.
- ✓ Sheets must be signed off by a District Level Team member. This serves as verification that all data has been reviewed.
- ✓ All Sign Off Sheets are sent to the Superintendent as verification of participation.

District Data Team Processes-District Data Team Review

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Technology Enterprise Applications

School/Program Check Off List

School/Program Name: _____

Principal Name: _____

STEP 1: Department of Education-GaDOE

Review Reports:
The reports listed are recommended, but all reports must be checked and verified.

- FT002-Enrollment by Grade
- FT003-Enrollment in Special Programs
- FT004-Enrollment in Special Education
- FT008-A-Errors and Warning Summary
- FT009-3 FTE Counts*****
- FT011-Funded & Non-Funded Students
- FT012 Non-Funded Detail*****
- FT013-Graduated Students (FTE 1)
- FT014/FT015 Withdrawal (FTE 1)
- FT016-Retained Students (FTE 1)
- FT017-Special Education Child Count
- FT024-Gifted Students by Grade
- FT025-Remedial Education Program by Grade
- FT031-Percentage of Dropouts
- FT055-Enrollment Early Intervention
- FT070-Students Enrolled in MOWR

Short Cuts:

- ✓ Ctrl+ A=All
- ✓ Ctrl+ C=Copy
- ✓ Ctrl+ V=Paste

STEP 2: Infinite Campus

Review

- Enrollment Screen
- Line of Enrollment
- No-Shows (FTE 1)
- Remedial Education/EIP (Programs)JAH/Alt System Code/ School Override
- View Schedules
- FTE Heads Up
- Use ETCHmate to see Errors
- GA State Reporting>FTE Processes>Reports
- 1. Currently Alt for FTE
- 2. EIP Segments (K-5)
- 3. EL/ESOL Served
- 4. Gifted Segments
- 5. GNETS Segments
- 6. MOWR Segments
- 7. Non Funded Segments
- 8. Remedial Segments
- 9. Retained Students
- 10. School Overrides
- 11. SPED Segments
- 12. W and V End Status Issues

STEP 3: FTE Track

Understanding of how to navigate through FTE Track (FTE/Student Class/SIS Error Check)

- Funded & Non-Funded Students
- FTE OBE Earnings Report (Estimate)
- Enrollment by Grade
- Enrollment in Special Programs
- Enrollment in Special Education
- Withdrawals by Gender and Race
- Retained Students
- FTE Errors and Warnings Summary
- Discrepancy Reports
- 1. Gifted
- 2. Remedial/EIP
- 3. Vocational/WBL
- 4. Special Ed
- 5. List of Students Requiring Validation
- 6. List of User Validation Comments
- 7. Sign-Off Report

The Technology Department uses an additional check off list as a guide to ensure each person has a clear understanding of the tools/reports that can be used to check data.

District Data Team Processes-Required Principal's Sign Off

QUESTIONS RESPONSES 23

2018-2019 FTE Cycle (1) Sign-Off Form For Principals/Programs

Please complete the form below. Required fields marked *

Please provide the information requested below. The information is available from your Department of Education's FTE accounts. Please either print and scan in the requested information or save the documents to your computer and upload them below. If you have questions, please contact the Student Information Services Department.

All information is due by the close of business on TODAY, Thursday, October 18, 2018. Failure to supply the requested information may result in adverse actions.

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School/Program: *

Short answer text

Name: *

Short answer text

Title: *

Short answer text

School Error Report (Statements must be submitted explaining all errors and warnings) *

ADD FILE

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Student Class & Record Report Sign-Off

Please check both boxes below once you've successfully reviewed Student Class & Student Records reports for your school. It is recommended that you either print or save the reports for your personal records. As principal, you are ultimately responsible for your data.

RESPONSES ARE DUE BY CLOSE OF BUSINESS TUESDAY, JUNE 5, 2018.

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Name: *

Short answer text

I certify that I have reviewed the following reports and understand that it is required I save the reports for my personal records. *

Student Class

Student Record for 2018

Other...

If you have any errors or warnings for Student Class and Student Record, please explain below:

Long answer text

District Data Team Process- Superintendent's Sign-Off

- After final review of data-the District Data Team informs the Superintendent that the District is Ready for Sign off.
- All Schools/Programs/Directors with remaining errors/warnings at sign off are required to submit a comment. The IT Department does not guess on what to say.



Utilize SIS Tools

-Tools for Success

Contact your Student Information Vendor to assist with data reports

- EIP Segments
- EL/ESOL Served
- FTE Overrides
- Gifted Segments
- MOWR Segments
- Nonfunded Segments
- Remedial Segments
- Retained Students
- School Overrides
- SPED Area Served
- SPED Level 1 and 3 Check
- SPED Related Hours
- SPED Total Service Minutes
- W and V End Status Issues
- Update SPED FTE Tabs from IEP



Utilize Tools DOE Portal/SLDS

Department of Education/SLDS

General Information

Data Collection Documentation

Data Collection Overview

Data Collection Transmission Dates

FY2019 Data Conference

GaDOE Name Processing Rules

Georgia Student Data Privacy, Accessibility,
and Transparency Act

Records Retention

School Count by Type

Submit Request for Data



MyGaDOE

Please Log In

 Georgia Department of Education
Build. Break. Begin. Great. Tomorrow.

Username:

Password:

[Forgot my username?](#)

[Or sign up for an account](#)

Helpful links

- [MyGaDOE Data Guide](#)
- [GaDOE Data Website](#)
- [Informational Services](#)
- [eSLDS/LKES](#)
- [General Standards](#)
- [Data Collection](#)
- [General Access](#)
- [Request Data](#)

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**DOUGHERTY COUNTY
SCHOOL SYSTEM**
Educational Achievement
Beyond All Expectations

SLDS	GUIDE	TRL	IEP	PBIS	Usage Reports	IIS Dash
TKES/LKES	Logout					

FTE Main Menu

Transmission Cycles

[FTE Menu for October 2, 2018 \(FTE 2019-1\)](#)

[FTE Menu for March 1, 2018 \(FTE 2018-3\)](#)

[FTE Menu for October 2, 2017 \(FTE 2018-1\)](#)

Current Documentation

- [FTE File Layout](#)
- [FTE Updates](#)

District Data Team-*Timelines*



Set Timelines/Checks and Balances

Our district's internal timelines are set weeks before an actual State deadline.

Setting internal deadlines allows the Superintendent, Directors, Supervisors and Coordinators time to review School level/Program level records before the Superintendent signs off on data.

District Data Team-Timelines



Collection	Cycle	Start Date / Count Date	Initial Transmission Deadline	Duplicate Record Deadline
Student Class (SLDS profile)	1 (A)	Wednesday, July 17, 2019	n/a	n/a
GUIDE	n/a	Thursday, July 11, 2019	n/a	n/a
Pre-ID	2	Thursday, September 5, 2019	n/a	n/a
Pre-ID	3	Tuesday, January 7, 2020	n/a	n/a
FTE Data Survey	1	Tuesday, September 10, 2019	n/a	n/a
FTE	1	Tuesday, October 1, 2019	Tuesday, October 8, 2019	Tuesday, October 15, 2019
FTE	3	Thursday, March 5, 2020	Thursday, March 12, 2020	Thursday, March 19, 2020
CPI	1	Tuesday, October 1, 2019	Tuesday, October 8, 2019	Tuesday, October 15, 2019
CPI	2	Thursday, March 5, 2020	Thursday, March 12, 2020	Thursday, March 19, 2020
CPI	3	Thursday, July 9, 2020	Thursday, July 16, 2020	n/a
Student Class	Oct	Tuesday, September 24, 2019	Tuesday, October 8, 2019	n/a
Student Class	Mar	Thursday, February 27, 2020	Thursday, March 12, 2020	n/a
Student Class - End of Year	Jun	Thursday, May 7, 2020	Thursday, May 14, 2020	n/a
Free & Reduced Meal	1	Tuesday, November 5, 2019	n/a	n/a
Private School - Cleanse	1	Tuesday, August 27, 2019	n/a	n/a
Private School	1	Tuesday, November 5, 2019	n/a	n/a
Student Record - Data Cleanse	1	Wednesday, September 4, 2019	n/a	n/a
Student Record	n/a	Wednesday, February 5, 2020	n/a	n/a
Student Enrollment		Wednesday, February 5, 2020	Wednesday, February 12, 2020	Wednesday, April 1, 2020
Special Education		Wednesday, February 5, 2020	Wednesday, February 12, 2020	Wednesday, April 1, 2020
Student Safety Program		Wednesday, February 5, 2020	Wednesday, February 19, 2020	n/a
Address System		Wednesday, February 5, 2020	Wednesday, April 1, 2020	n/a
School		Wednesday, February 5, 2020	Wednesday, April 15, 2020	n/a
EOPA	1	Opens following Student Class Signoff	Wednesday, April 22, 2020	n/a

Garbage In/Garbage Out-Timelines



- ✓ DO NOT wait until the last minute to work on your school's errors
- ✓ Rushing to complete reports will cause you to enter "GARBAGE"
- ✓ Stay organized
- ✓ Work on errors daily/share the task of correcting errors/cross train
- ✓ Use reports and Quick Reference Guides to assist you with correcting your data



- **"GARBAGE OUT" Failure to plan and stay organized will result in possible loss of funding and can affect CCRPI points.**



Teach Data Teams How to Fish...

Data Teams are encouraged to receive additional support by attending scheduled labs.



Each Reporting period, the IT Department and District Level Data Team facilitate labs to assist the Schools and Programs. During this time Schools and Programs are able to work on their data in a quiet productive environment.

Remember-as a District Data Team member you should not modify records. You should teach the School Level and Program Level Data Teams how to correct their own data (How to Fish).

Teaching OWNERSHIP and how to take PRIDE in their work.



Teach Teams How to Store Data

Storing Data-is not an option

- As a part of our protocol, after each reporting period we have a training on Storing Data. We stress to our district that Information Technology is not responsible for storing data.

Actions:

- ✓ Email/Calendar Invites are sent to district teams informing them of storing data training.
- ✓ Data Storing training facilitated by a District Certified Trainer.
- ✓ Data is stored based on deadlines set by the District Data Team.
- ✓ NEW: This year we will randomly audit School's/Programs to ensure data is being stored.
- **Note:** *Using shared Team drives ensures that if an employee leaves, you still have access to the stored data.*



What makes a Successful Data Team to you?

Discussion



Stay Positive-You can do this.....

It's easy to get frustrated and discouraged with all of the many task and responsibilities you have. But, if you stay organized and follow processes that are put in place you will be fine.

You're not alone! Utilize tools and collaborate with other people doing the same job as you.



Let's REVIEW-Follow the Processes..



- ✓ Create Data Teams
- ✓ Send constant correspondence –errors and warnings
- ✓ All teams must attend labs to receive assistance with error correction
- ✓ All teams must take part in Required Webinar
- ✓ All teams must take part in the District Data Team Review
- ✓ All Principals and Programs must Sign-Off on their data
- ✓ Superintendent Signs-Off on data
- ✓ Save Data

Questions





Thank You !

Lois E. Stevenson

Dougherty County School System

(229-) 483-6300 ext. 5332 (direct)

(229) 483-6300 opt. 6 (office)

Lois.stevenson@docoschools.org