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"Educating Georgia's Future"

GEORGIA DEPARTMENT OF EDUCATION (GADOE)

Office of Technology Services - Technology Management

FY2019 Reminders About Student Identity Data for School Users

DOCUMENT REVISION UPDATES

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Reminders About Student Identity Data for School Users

When a student enrolls, **look for the GTID on the withdrawal papers**. If the GTID is there, enter it in your SIS when you enroll the student.

Look the student up in GUIDE, by GTID if you have it. If you don't have the GTID, look the student up by name. If the student has been in a GA school between November 2005 and today, a GTID should be in the database, don't give up looking – try a Fuzzy Search or shorten the name. (Search for less name – but enter the full legal name.) If you are looking at several students with the same name and maybe the same birth date and you don't know which student is yours, click on the student's Last Name. Look at clues like the Parent Name and the student's Enrollment History.

Once you have found the student, claim them. Select your school, check the identity info in GUIDE against the birth certificate and SSN card, put in missing data like race, ethnicity, parent name, and then put in the School Entry Date (true enrollment date not the claim date.) Click Claim.

Once you have claimed the student in GUIDE, you will have a Current Programs tab at the top of the View Student Detail page. **Check to see if the student was reported as Special Education or English Learner** in the latest FTE count so the student can be appropriately scheduled into classes. In two minutes or less, that student's SLDS record will be accessible for school level authorized personnel. (Teachers access to SLDS comes after a schedule is uploaded.)

Please use the full legal name, including middle name

> **From GaBOE Rule 160-5-1-.28 and O .C.G.A. § 20-2-150**
> A student shall be identified in the local Student Information System (SIS) and in the Georgia Department of Education official data collection and reporting systems by the student's legal name as it appears on the documentation submitted for age verification as delineated in paragraph (2)(d)1, or in a court order changing the student's name.

Please ask for the SSN and keep it secure in your SIS.

> **From GaBOE Rule 160-5-1-.28**
> Pursuant to O.C.G.A. § 20-2-150, before the final enrollment of a student to a publicly-funded Georgia school is complete, a parent, guardian, or other person shall provide a copy of the enrolling student's social security number to the proper school authorities **or** shall complete and sign a form stating the individual does not wish to provide the social security number.

If the parent does not have the SSN card with them when registering a student, ask if you can use the SSN to help positively identify their student if you find it in the student's identity history. If they say yes, look the student up in GUIDE and look for the SSN (in the current record and on the GUIDE Transaction Log.) If they say no, have them sign the district waiver.

Once assigned, a pseudo-SSN stays with the student as long as the student is in a Georgia PK-12 school. In the new GUIDE system, you
  • can change SSN --> pseudo-SSN (must have a waiver signed at the time)

• can change pseudo-SSN --> SSN
• can change SSN --> SSN (correction of a SSN number)
• canNOT change pseudo-SSN --> pseudo-SSN

Little Tips for GUIDE

1. You need to allow pop-ups windows in your Browser to get GUIDE to open.

2. Chrome – Control left click will bring up a box to allow pop-ups. (Hovering over an icon doesn't work.)

3. Firefox is the fastest browser with GUIDE.

4. You can open another GUIDE window by right clicking on the GUIDE tab and selecting Duplicate Tab.

5. You can translate identifying data elements of a foreign birth certificate by typing the word you need to translate in a Word document. A tip sheet on translating foreign birth certificates is posted in the GUIDE documentation folder, on the GUIDE webpage.

6. The HELP document in GUIDE is an online tutorial. If you are having trouble figuring out what to do on a page, search for the page name in the HELP document.

7. If you are entering a student and you get a warning that the **SSN is duplicated** –

Student ID: 256xxxx84 is already been reported with following GTID Record. GTID: 613xxxx745 Please click Confirm or Return to go back and correct.

If you have confirmed the SSN, click on Confirm. Then look up the other student by SSN, call that district and get them to check their student's SSN. (This is an early warning of FTE error.)

8**. Errors cannot be fixed in GUIDE.** Errors must be dealt with in your SIS and then the data must be uploaded again. The most likely errors in an upload are:

1) E480 (GUIDE) When GTID is provided and STUDENT MIDDLE NAME exists in GUIDE, STUDENT MIDDLE NAME submitted cannot be blank.

2) E481 (GUIDE) When GTID is provided, 999 pseudo-SSN must match the 999 pseudo-SSN existing in GUIDE.

Remedy - Both of these errors indicate that the data existing in the GUIDE database is more complete or already established for the student. These error checks will not allow data to degrade. See the HELP document for the best process to clean up the data in the SIS.

3) E1335 (GUIDE) Code '1', '2', or '3' previously reported for MIDDLE NAME VERIFICATION by this district. Cannot be reported as '0' now.

Remedy - If a school claims a student individually, and leaves the MNV code as verified (1, 2, or 3) in GUIDE but does not mark fill in the MNV code in their SIS, then when the district uploads, the GTID will get this error. The fix is that the school user needs to fill in the MNV field in the SIS when enrolling a student. Once fixed in the SIS, the district will need to upload again to remove the error. As a reminder,

There are four choices for the data element:

0 = **STUDENT MIDDLE NAME** has not been verified against student's birth certificate.

1 = Verified that the **STUDENT MIDDLE NAME** is one letter long.

2 = Verified that the **STUDENT MIDDLE NAME** is a name, 2 or more letters long.
3 = Verified that the student has no middle name or initial.

9. **Things you can't change in GUIDE** and will need a GUIDE Administrator to fix.
   1) Re-activate a GTID in GUIDE (for students that were sent as graduated in a previous SR year but should have been marked retained instead.)
   2) Take out a Middle Name (when a middle name should have been part of a double last or first name.)
   3) Take out a Suffix (when a student should not have been marked as a 'Jr.')
   4) Change a 999# (pseudo-SSN) to another 999# (when 2 students have both been assigned the same 999 number by accident.)