

FY2021 GUIDE Frequently Asked Questions



DOCUMENT REVISION UPDATES

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DATA COLLECTION AND REPORTING

Georgia Unique Identifier for Education (GUIDE) - Frequently Asked Questions

Each student enrolling or enrolled in a publicly funded K-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. This includes three-year old's getting Babies Can't Wait services through a public-school system and all PK students funded by lottery funds (both private and public PK programs). Students who take classes through the GADOE Virtual School must have a GTID as well as students who take virtual classes through any charter school.

When a student initially enrolls in a district, these identity elements must be verified using the 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.

1. **Q:** Our registrar claimed the student before realizing that the student was out of district and will not be attending school in our district. Can the claim be removed?
A: It is not possible to un-claim a student. Don't send a record (in FTE and SR) for the student if the student was not enrolled for even a day. Please be aware that in the Cohort Withdrawal Update application (for CCRPI) a claim in GUIDE is not considered proof of transfer.
2. **Q:** We have assigned a student a GTID number when they registered, but now they are a no show.
A: It doesn't matter because there is no accountability out of GUIDE. We don't look at the kids in GUIDE and give you an error that the student is missing in FTE. If the student is not eligible for services and never enrolls in GA public school, it won't matter that the student has a GTID.
3. **Q:** We have claimed a student to the wrong school. We have claimed the student to the correct school but need the bad claim removed.
A: Bad claims in GUIDE do not hurt anything.
4. **Q:** The student's last name is incorrect in GUIDE.
A: Changes to the name can be made at the school/district level. Schools and districts **cannot remove** any name (First, Middle, Last) in its entirety or the suffix. Claim the student at your school, enter the School Entry Date then submit a PII Update through GUIDE. Include in the request the current 3 names, the correct 3 names and detailed information as to why the name or suffix needs to be removed.

5. **Q:** How do I change a '999' number if the one I entered was miss-typed?
A: You need to submit a PII Update request in GUIDE for the student so the state ID Administrator can make the correction for you.
- | | |
|--------------------|-----------------------|
| Can change: | Cannot change: |
| SSN to 999 | 999 to a new 999 |
| SSN to SSN | |
6. **Q:** A student has a '999' number in GUIDE. If I have the SSN now, is it ok to change the '999' number to the SSN?
A: Absolutely! You can change a '999' number to an SSN. You can change an SSN to a different SSN (because there was an entry typo, Mom put her SSN or a sibling's SSN on the registration form, etc.) You **can't** change a '999' number to a different '999' number (that's an E481). If a '999' needs to be changed to another 999 submit a PII Update request in GUIDE and provide details why the '999' needs to be changed.
7. **Q:** I am trying to claim a student but GUIDE will not allow me to enter a School Entry Date that is prior to the School Entry Date of the prior district.
A: Why are you trying to claim a student when he/she has been claimed at a later date in another district? Please submit a PII Update request asking for assistance. Please explain in detail.
8. **Q:** I have a Special Ed. student that was reported as graduated in SR with a Special Education diploma. Now that student has decided to return until their 22nd birth day. How do I reactivate that student in GUIDE?
A: Confirm the student's eligibility. Then submit a PII Update request in GUIDE to have the student reactivated. Include the School Entry Date in the request. The student(s) GTID will be reactivated in GUIDE. Error E168 will be received in FTE forever more and must be commented on and relieved.
9. **Q:** We marked a student as graduated with a 'G' diploma but he didn't really graduate. That was a mistake. He should have been marked retained instead. What do we do?
A: Confirm the student's eligibility. Then submit a PII Update request in GUIDE to have the student reactivated. Include the School Entry Date in the request. The student(s) GTID will be reactivated in GUIDE. Error E1685 will be received in FTE forever more and must be commented on and relieved.
10. **Q:** How do I get rid of an error? I uploaded a file and got some errors. I've fixed the problems back in my SIS but how do I get rid of the error?
A: A new file upload replaces an old file by School-System ID so files cannot be processed twice. So, when you upload a file from the same school again, all the old 'problems' will go away – the errors, warnings, near matches, and discrepancies.

11. **Q:** I am getting these errors and I don't know why:

E1332 - MIDDLE NAME VERIFICATION indicates that **STUDENT MIDDLE NAME** has been verified as a middle initial only but it is longer than 1 letter or blank.

E1334 - MIDDLE NAME VERIFICATION indicates that **STUDENT MIDDLE NAME** has been verified as two or more letters long but **STUDENT MIDDLE NAME** submitted is not 2 or more letters long.

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

A: E1332, E1334, and E1335 may be generated when the following scenario happens: The student is claimed in a district and a **MIDDLE NAME VERIFICATION** value of '1', '2', or '3' has previously been entered for the student in **GUIDE**. The student moves to a new district and the new school registrar claims the student in **GUIDE** individually. When claiming the student, the **MIDDLE NAME VERIFICATION** value of '1', '2', or '3' is not changed to a '0' in **GUIDE** but the **MIDDLE NAME VERIFICATION** value is defaulted to a '0' in the user's **SIS** and not changed. Later, when a file of all the active students in the district is uploaded, the **SIS** defaulted **MIDDLE NAME VERIFICATION** value of '0' is uploaded and triggers E1332, E1334, or E1335 saying, essentially, "you verified the middle name when you claimed the student. You can't go back and say the middle name is unverified now." To get rid of this error, the **MIDDLE NAME VERIFICATION** value of '1', '2', or '3' needs to be entered into the **SIS** after claiming the student in **GUIDE**.

12. **Q:** I need a GTID for a student that is over age. He is enrolling in our alternative ed HS.

A: The GTID coordinator can add the student in **GUIDE** to get this student a GTID. You will get E0251 which can be relieved by the GTID Administration at DOE.

13. **Q:** Former student P.M. Goofy with GTID # xxxxxxxxxx was claimed with an incorrect SSN. It has been brought to our attention by another District. We are unable to correct in **GUIDE** since the student withdrew from us on 1/03/2018. Could you please correct?

A: The new district should enter the correct information. The **GUIDE** Administrator cannot go back in time and correct incorrect information. The **GUIDE** Administrator can only correct the current record in **GUIDE**. Having a duplicate SSN in **GUIDE** will only cause a problem in a data collection if both students are sent as actively enrolled.

14. **Q:** A student has been given a new local student number and duplicated in Powerschool. As I claim the student in **Guide**, I am not sure whether to use the new local student ID or the old one.

A: We, don't have any edits on Local ID. You can change the Local ID in **GUIDE** any time you want to. Local ID is only found in **GUIDE**. It is not collected in any

other data collection so it doesn't matter if you use the old one or the new one. Please fix the Local ID in GUIDE and fix the duplicate Local ID in your SIS.

15. **Q:** Can the GTID be given to the foster parent?

A: You can provide the GTID to the foster parent.

Congress amended FERPA to add an additional exception to the general requirement of consent in FERPA that permits **LEAs** and schools to disclose education records of students placed in foster care, without consent of the parent or eligible student, to an agency caseworker or other representative of a State or local child ...

<http://familypolicy.ed.gov/content/does-ferpa-permit-schools-disclose-student%E2%80%99s-education-records-state-or-local-cwa-or-tribal>

16. **Q:** Can the GTID be given to DFACS so DFACS can look up a student in SLDS through their SHINE system?

A: DFACS can get the GTID **ONLY AFTER** they provide the school with documentation showing they have custody of the child.

17. **Q:** Some of our kindergarten students are being assigned 999 numbers because we don't have the SSN yet and we need to get a GTID for GKIDS. The parents have 30 days to turn in documents. How do we update the SSN without changing the School Entry Date?

A: When you upload a file and the GTID is included on the record with the correct SSN., you will get a discrepancy on the SSN, not the School Entry Date. The School Entry Date does not have to change when uploaded.

Online – When you edit the SSN, the School Entry Date must be at least 1 day later and in the current school year.

18. **Q:** We have 3-year-old students who are being evaluated for special ed. They need to be entered into the GOIEP program but they are not actually an enrolled student. The GOIEP needs those students to have a GTID number. I cannot get them a number until they are enrolled into our system. Infinite Campus will not pull them into the extract without an enrollment date. If we give them an enrollment date that is going to cause problems with student records and the GTID program if the students end up not being eligible for Special Ed, Babies Can't Wait program, or PreSchool Intervention Program (PIP-SpEd for 3-5yr olds). Also, the enrollment date is not valid because the student is not actually enrolled.

A: You can open GUIDE, use 'Add a Single Student' from the Main Menu, put the student in GUIDE. For the School Code field in the GUIDE record, use the school that the student is zoned to enroll in when and if he enrolls. Put in a School Entry Date of today or when the first Special Education event occurs -it doesn't matter. It doesn't matter because there is no accountability out of GUIDE. We don't look at the kids in GUIDE and give you an error that the student is

missing in FTE. If the student is not eligible for services and never enrolls in GA public school, it won't matter that he has a GTID.

19. **Q:** I am trying to reactivate a student and I can't. The status field is grayed out.

A: Look at the Student Status in GUIDE the status is Sp. Ed. Graduated. Each summer, after the Student Record data collection closes, GaDOE uses the withdrawal information from SR to deactivate students in GUIDE. Deactivating a GTID in GUIDE means that the GTID will no longer be used in the matching process. This keeps GTIDs from being 'recycled' for a student with the same name and similar birthdate. Deactivated GTIDs cannot be sent in any GaDOE data collection (FTE, SR, Pre-ID) with an active record. Users cannot change a student's status in GUIDE from inactive to active. Sometimes a student will say they are done with school and educational services and they graduate with a Special Education diploma and then the student (and / or parents) will decide that they want to continue receiving services. You will not be able to re-activate a student by editing the Student Status in the GUIDE application. Before this student can be sent in any current Data Collection, confirm student's eligibility to be reactivated. If the student is eligible for enrollment, send a PII Update request in GUIDE asking for the student to be reactivated and why.

20. **Q:** How do I enter a student in GUIDE that has no last name?

A: Please use 'NoLegalLastName' all together with no spaces or quotation marks.

21. **Q:** I am enrolling a student who was born in Japan to American parents. There is no mention of military base but the American consulate signed the birth certificate. Is the student born in USA or born in Japan?

A: There is a difference between citizenship and where the child was born. He was born in Japan. His Country of Birth is Japan. His citizenship is U.S. because of the Consular Report of Birth Abroad of the United States of America. His Primary Language (spoken at home) is probably English, but you would need to verify that.

22. **Q:** How can I change 999 to SSN for Hope after the student graduated and we have signed off on Student Record.

A: The school needs to fix the SSN in the GSFC file upload. Which may mean they need to fix it in their SIS. The SSN for Hope does not come from DOE it comes from the District.

23. **Q:** I have a general question about reporting graduated students to GUIDE when they're Special Ed. In the past, we've had students who earned Sped diplomas and continued services but we've never reported one with a gen ed diploma. If a special ed student earns a gen ed diploma but is still continuing services, will you excuse those as well, or is it special ed diplomas only?

A: If the student truly earned a Gen Ed diploma, then they are not eligible for QBE(FTE) funding. If the student got a Special Ed diploma, the GUIDE Admin

would need to reactivate the students record in GUIDE. Submit the request through GUIDE using Update PII.

24. **Q:** In PreID I am getting an error for a mismatch of the student's name in GUIDE. In PreID I am sending the name with the ~ over the letter n. Is this something that I need to remove or can I keep it?

A: We don't allow complex characters like the ñ in Juan Peña. Our database won't store them and our error checks cannot interpret a letter with an accent or pronunciation mark over the letter such as ñ or é. Our data collection applications can interpret an accent or pronunciation mark after a letter in its own space as in Renee' but not Renée. If your SIS can allow complex characters, you can enter a name like Juan Peña or Renée St. John in your SIS in a field used for report cards, class rosters, etc. But the name sent to the state for identification purposes should be the legal name with the exception of complex characters. You may need to ask your SIS vendor how to deal with complex characters.

25. **Q:** In GUIDE, do I claim a student who attends a private school in our county if we are serving this student in SpEd with Speech services?

A: Yes, in order to report the student, the student must have a GTID and you need to claim the student in GUIDE. Students with an ISP (Individual Service Plan) are reported only in FTE 1 for the Federal Child Count. An ISP student is not reported in Student Record unless the student enrolls later in the year, after FTE 1.

Reference page 9, <http://www.gadoe.org/Technology-Services/Data-Collections/Documents/FTE%20Resources/FY2018/FY2018%20FTE%20General%20Information.pdf>

26. **Q:** I have a 12th grade student who has brought in his SS card to replace his Pseudo SSN. The SS card states Valid for work only with DHS authorization. Do you know if we can use a Social Security card like this for GUIDE, Hope Scholarships etc.? This student was born in Mexico.

A: Yes, that is a valid SSN card. The 'valid for work only' just means that the student was not born here but it is still a valid SSN. Feel free to use it and replace the pseudo-SSN.

27. **Q:** What is the process to assign a homeschool student a GTID?

A: Homeschool students do not get GTIDs. The only reason a homeschool student would get a GTID is if they were receiving services or they had one prior to starting homeschool or if the student decides to take any online courses through a public virtual school, like Graduation Achievement Center or GA Virtual School or GA Cyber, then he will get one. If he signs up to take a class through GA Cyber, for example, then GA Cyber will get the GTID for him.

You can give them a GTID but you would not send the student up in any collection unless services are given.

28. **Q:** Is there an 'Unknown' or 'Refused to provide' that can be used for Race?
A: We don't have an 'unknown' and can't allow that as an option in the race field because federal regulations require at least one race code in addition to Hispanic – yes or no. USED doesn't allow us to report unknown so we don't allow the public school to report it to us either. Based on USED guidance, if a parent or student declines to select the student's race and ethnicity, then the "observer method" must be used to identify a student's race. See USED documentation below. This has been in place now since 2008.

From the Federal education guidance:

<https://www2.ed.gov/policy/elsec/leg/essa/essastatereportcard.pdf>

Requires that SEAs and LEAs must comply with Federal civil rights laws that prohibit discrimination based on race.

https://nces.ed.gov/pubs2008/rediguide/ch4_3.asp

If a parent, student, or staff member declines to select the student's or staff's race and ethnicity, identification by observers *should* be used.

29. **Q:** Why isn't the School Entry Date changing every year in GUIDE? I am sending a new School Entry Date every year.

A: The School Entry Date does not need to be updated every year. The SCHOOL ENTRY DATE must be updated when a student changes schools. The SCHOOL ENTRY DATE displayed on a record could be several years old if a student has not changed schools in several years. Because the purpose of an upload file is to claim new students, in an upload file the SCHOOL ENTRY DATE must be the date of the student's entry into the school this school year. In an upload file, SCHOOL ENTRY DATE must be a valid date in the current fiscal year. But if the only thing that is different in a student's GUIDE record is the School Entry Date (none of the identity data has changed), then the School Entry Date is not updated.

30. **Q:** A student has enrolled from Mexico, and supplied a IRS letter for the student with a TIN (ITIN) beginning with 957, is that acceptable instead of the SSN card?

A: 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).

31. **Q:** When can, a student be claimed for IEP?

A: You can enter a potential student in GUIDE, get a GTID for him/her, and then not enroll the student - ever. There is no accountability out of GUIDE. We don't look at GUIDE for GTIDs that were created this year and then look for that student in FTE or SR. You do not need to enroll a student after getting him/her a GTID and you do not need to delete the student. You can use the date of the parent consent for the IEP as the 'School Entry Date'. Most software will allow

you to mark that the student should not be exported in a state data collection. That may mean that the student doesn't get sent in a GUIDE file as well as FTE and SR. So, you may need to manually create a GTID for a student. Use the zoned school as the 'enrolled' school.

32. Q: We have a student that is truly a female, but her birth certificate says male. Should I leave her coded as a male until the parent provides an updated birth certificate.?

A: The GENDER data element is not required by law to be verified with the birth certificate. Check the gender entered on the registration form. Gender is considered a self-identifier and can be changed.

33. Q: Can the student ID of a graduated student be updated to the correct SSN?

A: If the change request is so GaFutures, HOPE, or any other Financial system will have the SSN and not a pseudo number, the information is sent from the district level to GaFutures. Check your system to see if you have the correct SSN. Correct in your system and reupload to GaFutures or print new transcript. It is a rare occasion when we change the student ID in GUIDE for a student that has already graduated.

34. Q: 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?

A: 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.



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