TIME TO PLAN!

Presented by Carl Garber

Data Collection Timelines

- Review Data Collection Transmission dates

- Discuss district timelines

- Review sample Student Record checklist

Data Collection Timelines

Timelines and Deadlines are important!

- Set internal deadlines that are earlier than the states collection deadlines

- Create check-lists to help keep the collection on track

- Strive to make the **Initial Transmission** deadlines

- Set times-frames to review the data and reports – *prior* to sign off.

- Allow additional time to handle the unexpected – because the unexpected *will* happen!

- ✓ Please contact the Help Desk (dticket@doe.k12.ga.us) or the Data Collection team ASAP if the district is having local system problems that will prevent the district from meeting the deadline.

Data Collection Transmission Dates

Collection	Cycle	Start Date / Count Date	Initial Transmission Deadline	Duplicate Record Deadline	End Date
Student Class (SLDS profile)	1 (A)	Wednesday, July 17, 2019	n/a	n/a	Friday, June 26, 2020
GUIDE	n/a	Thursday, July 11, 2019	n/a	n/a	Friday, June 26, 2020
Pre-ID	2	Thursday, September 5, 2019	n/a	n/a	Thursday, September 19, 2019
Pre-ID	3	Tuesday, January 7, 2020	n/a	n/a	Thursday, January 23, 2020
FTE Data Survey	1	Tuesday, September 10, 2019	n/a	n/a	Tuesday, September 24, 2019
FTE	1	Tuesday, October 1, 2019	Tuesday, October 8, 2019	Tuesday, October 15, 2019	Tuesday, October 22, 2019
FTE	3	Thursday, March 5, 2020	Thursday, March 12, 2020	Thursday, March 19, 2020	Thursday, March 26, 2020
CPI	1	Tuesday, October 1, 2019	Tuesday, October 8, 2019	Tuesday, October 15, 2019	Tuesday, October 22, 2019
CPI	2	Thursday, March 5, 2020	Thursday, March 12, 2020	Thursday, March 19, 2020	Thursday, March 26, 2020
CPI	3	Thursday, July 9, 2020	Thursday, July 16, 2020	n/a	Thursday, July 23, 2020
Student Class	Oct	Tuesday, September 24, 2019	Tuesday, October 8, 2019	n/a	Tuesday, October 22, 2019
Student Class	Mar	Thursday, February 27, 2020	Thursday, March 12, 2020	n/a	Thursday, March 26, 2020
Student Class - End of Year	Jun	Thursday, May 7, 2020	Thursday, May 14, 2020	n/a	Tuesday, June 9, 2020
Free & Reduced Meal	1	Tuesday, November 5, 2019	n/a	n/a	Wednesday, November 27, 2019
Private School - Cleanse	1	Tuesday, August 27, 2019	n/a	n/a	Friday, June 26, 2020
Private School	1	Tuesday, November 5, 2019		n/a	Wednesday, November 27, 2019
Student Record - Data Cleanse	1	Wednesday, September 4, 2019	n/a	n/a	Friday, December 13, 2019
Student Record	n/a	Wednesday, February 5, 2020	n/a	n/a	Tuesday, June 16, 2020
Student		Wednesday, February 5, 2020	Wednesday, February 12, 2020	Wednesday, April 1, 2020	Tuesday, June 16, 2020
Enrollment		Wednesday, February 5, 2020	Wednesday, February 12, 2020	Wednesday, April 1, 2020	Tuesday, June 16, 2020
Special Education		Wednesday, February 5, 2020	Wednesday, February 19, 2020	n/a	Tuesday, June 16, 2020
Student Safety		Wednesday, February 5, 2020	Wednesday, April 1, 2020	n/a	Tuesday, June 16, 2020
Program		Wednesday, February 5, 2020	Wednesday, April 15, 2020	n/a	Tuesday, June 16, 2020
Address		Wednesday, February 5, 2020	Wednesday, April 22, 2020	n/a	Tuesday, June 16, 2020
System		Wednesday, February 5, 2020	Wednesday, April 22, 2020	n/a	Tuesday, June 16, 2020
School		Wednesday, February 5, 2020	Wednesday, April 22, 2020	n/a	Tuesday, June 16, 2020
EOPA	1	Opens following Student Class Signoff	n/a	n/a	Thursday, June 25, 2020

Internal DISTRICT Timelines

Collection	Cycle	Start Date Count Date	Initial Transmission Deadline	District Internal Initial Transmission Deadline	Duplicate Record Deadline	District Internal Duplicate Resolution Deadline	End Date	District Internal SpEd Sign Off Deadline	District Internal GIFTED Sign Off Deadline	District Internal REMEDIAL Sign Off Deadline	District Internal ESOL Sign Off Deadline	District Internal PRINCIPAL Sign Off Deadline
Student Class (SLDS profile)	1 (A)	July 17, 2019	n/a		n/a		June 26, 2020					
GUIDE	n/a	July 11, 2019	n/a		n/a		June 26, 2020					
Pre-ID	2	September 5, 2019	n/a		n/a		September 19, 2019					
Pre-ID	3	January 7, 2020	n/a		n/a		January 23, 2020					
FTE Data Survey	1	September 10, 2019	n/a		n/a		September 24, 2019					
FTE	1	October 1, 2019	October 8, 2019		October 15, 2019		October 22, 2019					
FTE	3	March 5, 2020	March 12, 2020		March 19, 2020		March 26, 2020					
CPI	1	October 1, 2019	October 8, 2019		October 15, 2019		October 22, 2019					
CPI	2	March 5, 2020	March 12, 2020		March 19, 2020		March 26, 2020					
CPI	3	July 9, 2020	July 16, 2020		n/a		July 23, 2020					
Student Class	Oct	September 24, 2019	October 8, 2019		n/a		October 22, 2019					
Student Class	Mar	February 27, 2020	March 12, 2020		n/a		March 26, 2020					
Student Class - End of Year	Jun	May 7, 2020	May 14, 2020		n/a		June 9, 2020					
Free & Reduced Meal	1	November 5, 2019	n/a		n/a		November 27, 2019					
Private School - Cleanse	1	August 27, 2019	n/a		n/a		June 26, 2020					
Private School	1	November 5, 2019			n/a		November 27, 2019					
Student Record - Data Cleanse	1	September 4, 2019	n/a		n/a		December 13, 2019					
Student Record	n/a	February 5, 2020	n/a		n/a		June 16, 2020					
Student		February 5, 2020	February 12, 2020		April 1, 2020		June 16, 2020					
Enrollment		February 5, 2020	February 12, 2020		April 1, 2020		June 16, 2020					
Special Education		February 5, 2020	February 19, 2020		n/a		June 16, 2020					
Student Safety		February 5, 2020	April 1, 2020		n/a		June 16, 2020					
Program		February 5, 2020	April 15, 2020		n/a		June 16, 2020					
Address		February 5, 2020	April 22, 2020		n/a		June 16, 2020					
System		February 5, 2020	April 22, 2020		n/a		June 16, 2020					
School		February 5, 2020	April 22, 2020		n/a		June 16, 2020					

District Timelines and Checklists

CHECKLIST

August

☐	Review Collection layouts	Make note of changes, if available.
☐	Identify Data Sources and Points of Contact	Know who your contacts are for data not in the SIS system. Make sure they are aware early of what you will need, what it means, and when you will need it.
☐	Establish Timelines for Collecting Data	Decide when you will collect the various types of data
☐	Determine Internal Deadlines for Data Review and State Reporting	Dates should be prior to the GaDOE deadlines to allow time to review the data.
☐	Complete Student Identity Data Updates and Verification	Verify accuracy in GUIDE; Claim all 'Active' Students.
☐	Conduct Internal Training for Schools and District Staff	
☐	Run Preliminary Reports	Attendance, Program Lists, Basic Demographic Data
☐	Verify Student Demographic Data	Race, Ethnicity, DOB – Run Reports from SIS to check for missing or invalid data.
☐	Verify No Shows and Withdrawn Students are Coded Properly	Attendance Reports for Teachers to Verify. This verification supports the FTE process.
☐	Verify Grade Level for Retained Students	
☐	Verify County of Residence and System of Residence	
☐	Identify Special Education Students – Verify information with Special Education Teachers (or District level contact)	GUIDE, SLDS, Special Education History Report, Student Record Cleansing, Permanent Records
☐	Verify Student Schedules and Teacher Assignments	Students schedules should be correct and complete by the end of August
☐	Verify course information for MOWR students	
☐	Make Corrections as Needed	
☐	Identify and Meet Network Contacts	Join SIS user group, build relationships with other coordinators, build relationship with GaDOE contacts in Data Collections and Customer Support

District Timelines and Checklists

September

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

October

☐	Continue Uploads to SR Data Cleanse	
☐	Review Reports	Organize errors and work to correct them.
☐	Resolve Identity Errors	Duplicate GTID, Students With Multiple GTIDs. This also supports the FTE process.
☐	Participate in trainings, webinars, conference calls as needed	