

Welcome to New Data Coordinator Training



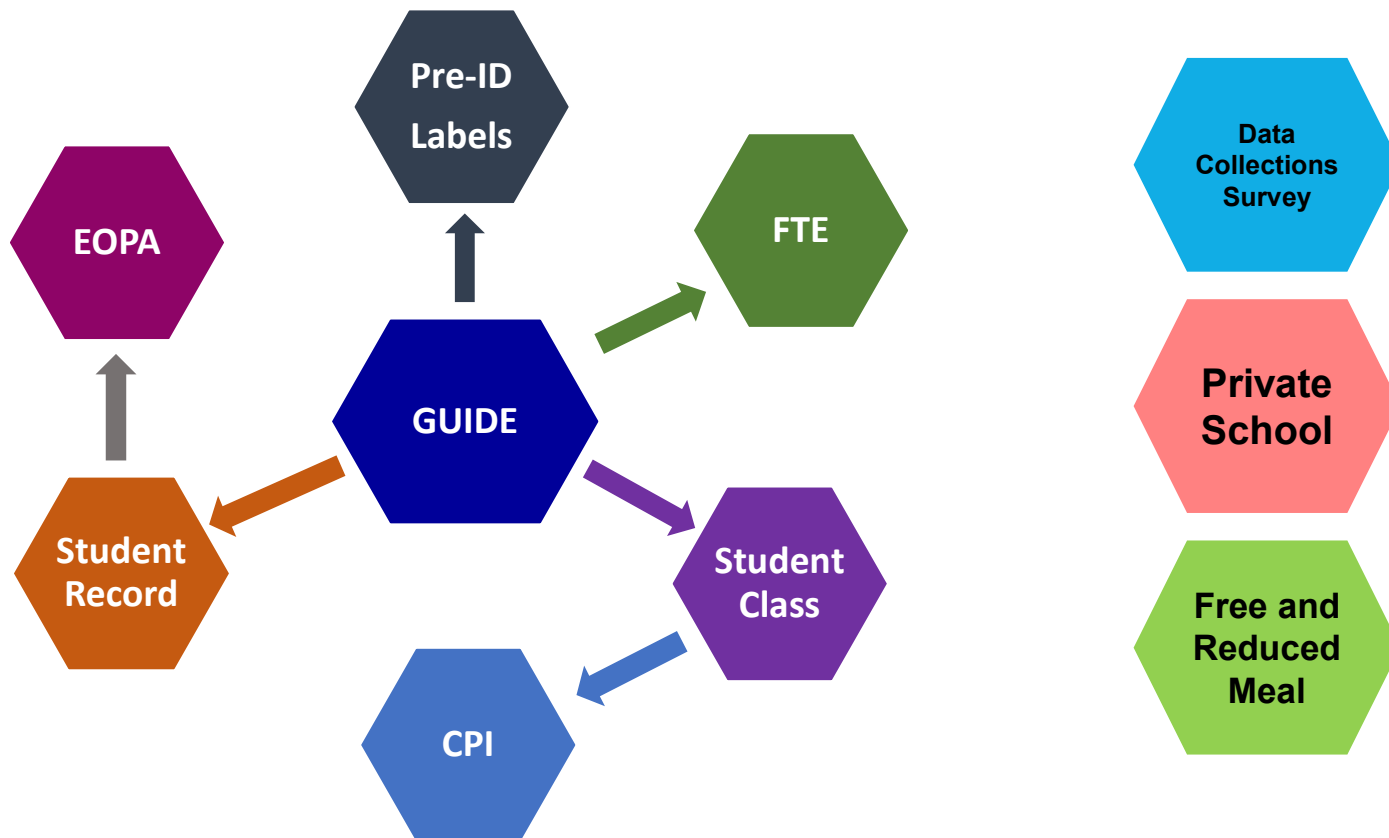
Lesson 2: Documentation

2 Documentation

There is a Three Letter Acronyms (TLA) handout in the Handouts section of the tool bar.

Please download it and add any TLAs that come up in conversation that you do not know.

Review of Data Collections



Review Questions

- Which collection is used as the student identity database?

GUIDE

- Which data collections use GUIDE to verify a student's identity?

Student Class

Student Record

FTE

PreID

EOPA

Review Questions

- Which data collection does not have any student or employee data but does have information on the school calendar and coordinator contact information?

Data Collection Survey

- Which data collections is a collection of employee information?

CPI

Review Questions

- What data collection have you already completed?

Data Collection Survey

YEAH!!!

The Basic Building Block of Data Collections

What is a data element?

One piece/unit of data; a defining piece of information;

Any unit of **data** defined for processing is a **data element**; for example, **FIRST NAME, GENDER, BIRTHDATE, ADDRESS** and **CITY**. A **data element** is defined by size (number of characters long) and type (alphanumeric, numeric only, date, etc.). A specific set of values or range of values may also be part of the **definition**.

In all of our Data Collections documentation, you will find the name of a data element in all caps and bolded.

The Basic Building Block of Data Collections

How is a data element defined?

From the FTE Data Element Detail:

SYSTEM

SYSTEM is a three-digit numeric code that identifies each school district. See the GaDOE *Facilities Database* for a list of all the valid system codes. **SYSTEM** is reported in all FTE cycles.

SYSTEM OF RESIDENCY

SYSTEM OF RESIDENCY is the home system number of any non-resident student where the **RESIDENT STATUS CODE** = '2', '3', '4', '6', or '8'. If student's home residence is out-of-state, the **SYSTEM OF RESIDENCY** must = '800'. If **RESIDENT STATUS CODE** = '7', **SYSTEM OF RESIDENCY** must = '801'. If **RESIDENT STATUS CODE** = '8', **SYSTEM OF RESIDENCY** must equal the Georgia **SYSTEM CODE** if the student was displaced from a Georgia School District or must equal a valid state code authorized by GADOE if the student was displaced by another state.

TOTAL SERVICE MINUTES

TOTAL SERVICE MINUTES represents the total number of minutes for all IEP services provided the week of the FTE count. Districts should report the total number of minutes for all IEP services which were in effect the week of the FTE count. Report for active students only.

Exception: Students that meet the following criteria should not report TOTAL SERVICE MINUTES. Leave field null.

- Students in grade level PK
- Students with a service plan (ISP) or No IEP
- Students reported by State Schools

Georgia Department of Education
Mr. Richard Woods, State School Superintendent
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Documentation

- What data is collected
- When the collection occurs
- Why we collect the data
- Who is included in the collection

Data Collections Documentation

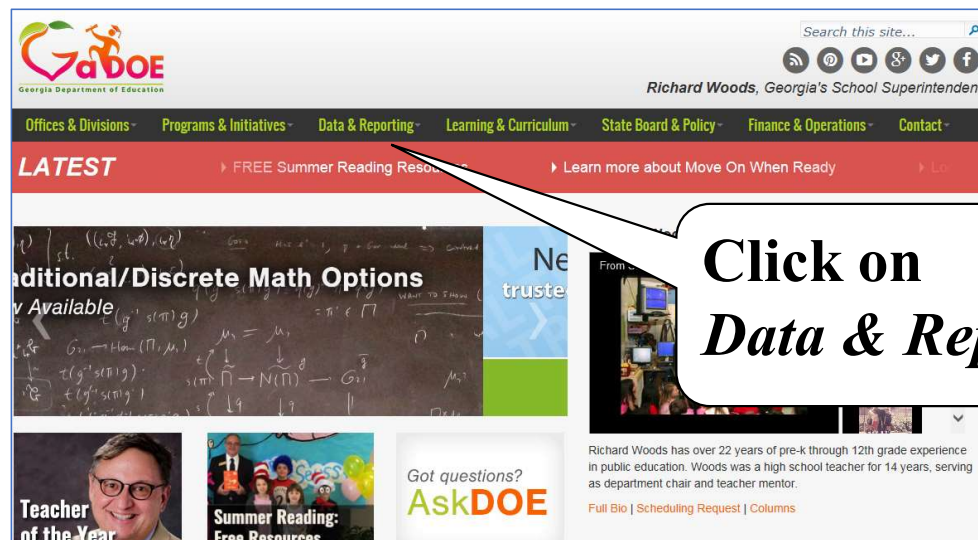
Documentation is posted in 2 places:

1. Each Data Collections application has documentation on the *public* website <http://www.gadoe.org>
2. Layouts are posted in the Portal which is *secure*.

Documentation – Where to Find It

Each Data Collections application has documentation on the *public* website

<http://www.gadoe.org>



Documentation – Where to Find It

DATA ELEMENT DETAIL

<https://www.gadoe.org/Technology-Services/Data-Collections/Pages/-FY2021-Data-Collections-and-Reporting.aspx>
(not in the Portal, on the Data Collections page)

The screenshot shows the top navigation bar of the Georgia Department of Education website. The menu items are: Offices & Divisions, Programs & Initiatives, Data & Reporting, Learning & Curriculum, State Board & Policy, Finance & Operations, and Contact. Below the navigation bar is a breadcrumb trail: Home → Technology Services → Technology Services → Data Collections. The main content area is titled 'FY2021 Data Collections and Reporting'. On the left is a sidebar menu with the following items: General Information, Data Collection Documentation (highlighted), Data Collection Overview, Data Conference, GaDOE Guidelines for Extracting Names, Georgia Student Data Privacy, Accessibility, and Transparency Act, Records Retention, and School Count by Type. The main content area lists the following items under 'Data Collection Documentation':

- Certified/Classified Personnel Information (CPI)
- Data Collection Survey
- End of Pathway Assessment (EOPA)
- Free/Reduced Price Meal Eligibility
- Full-Time Equivalent (FTE)
- GUIDE (Georgia Unique Identifier for Education)
- Pre-ID Labels
- Private School
- Student Class
- Student Record
- 'New Coordinator' Documentation
- Presentations, Webinars, and Miscellaneous Documentation
- FY2021 Summary of Transmission Dates

Documentation

FTE GENERAL INFORMATION

General Information

Data Collection Documentation

Data Collection Overview

Data Conference

GaDOE Guidelines for Extracting Names

Georgia Student Data Privacy, Accessibility, and Transparency Act

Records Retention

School Count by Type

FY2021 FTE Resources

Full-Time Equivalent (FTE) refers to data collected for Quality Basic Education funding and is based on student enrollment and the education services provided by local school systems to students.

FTE Resources

- FTE Transmission Dates
- FTE Data Element Detail
- FTE General Information (Updated 8/28/2020)
- FTE Categories and Weights
- Data Collection FAQs (New document for FY2021)
- GNETS FAQ's
- Guidelines for Special Education Environments - Early Childhood
- Guidelines for Special Education Environments - School Age
- Environment Calculator for Early Childhood
- Environment Calculator for School-Age Students

Other Resources

- Student Attendance FAQ from GaDOE Policy Office (Updated 9/10/2020)
- FTE Checklist (Sample)
- QBE Reports
- Language Codes

Parts of a Document

FTE GENERAL INFORMATION

Introduction

The Quality Basic Education (QBE) Act *requires* local school systems to report student enrollment in terms of Full-Time Equivalent (FTE) students. State funding for the operation of instructional programs are generated from FTE data reported by local school systems.

Through the Office of Technology Services, the Georgia Department of Education (GaDOE) provides local school systems with technical assistance and support in reporting Full-Time Equivalent (FTE) data. Under the authority of O.C.G.A. 20-2-160, 20-2-161, 20-2-161.1, 20-2-161.2, 20-2-182, and Georgia Board of Education Rule 160-5-1-.07 STUDENT DATA COLLECTION, the information contained in the FTE documentation outlines the guidelines, processes and procedures for ensuring uniform reporting of data.

The Data Collection - FTE Website



Parts of a Document

DATA ELEMENT DETAIL

Definitions

1. **Active:** An active student is a student who has an Enrollment Record with an **ENROLLMENT DATE** but the **WITHDRAWAL CODE** and the **WITHDRAWAL DATE** are blank. If multiple Enrollment Records are submitted for a student from one school, an active student is one whose latest Enrollment Record has an **ENROLLMENT DATE** and no **WITHDRAWAL DATE**.
2. **Inactive:** Inactive refers to a student that has withdrawn from school. This is indicated in the Enrollment Record by data transmitted in the **WITHDRAWAL CODE** and **WITHDRAWAL DATE**. If multiple Enrollment Records are submitted for a student from one school, an inactive student is one whose latest Enrollment Record has an **ENROLLMENT DATE** and a **WITHDRAWAL DATE**.
3. **Part-Time Student:** A part-time student is a student who is reported with three (3) or less funded segments (of any class that has > zero weight) in FTE 1 and FTE 3. If the student has more than three (3) segments in either FTE 1 or FTE 3 (of any class that has > zero weight), then that student will be considered full-time and a full schedule of courses must be reported in the SR data collection.

Parts of a Document

DATA ELEMENT DETAIL – Definitions cont.

12. **Edit:** An integrity and validity test on data transmitted. There are two types of edits: errors or warnings
13. **Error:** A type of edit that causes a record to be rejected and not processed. An error message is generated and provides the reason the data did not pass the edit. **Note: Data in records with errors is not included in reports.**
14. **Warnings:** A type of edit that causes a record to be accepted, processed, and reported but the data are flagged for verification purposes. A warning message is displayed that provides the reason the data are flagged.

Acronyms

CCAЕ	Coordinated Career Academic Education / <i>Project Success</i>
CTI	Career Technical Instruction
DFCS	Department of Family and Child Services
EIP	Early Intervention Program
EOCT	End Of Course Test
ESOL	English to Speakers of Other Languages
FSV	Extended Service Year

Parts of a Document

FTE Data Element Detail

FIRST NAME

FIRST NAME identifies the student's first name as it appears on legal documents. Nicknames are not allowed. **FIRST NAME** cannot be null, contain numbers, or selected special characters. Valid characters are: a-z, A-Z, -, ', ., ` , Blank (Space Char). **FIRST NAME** is reported in all FTE cycles.

GENDER

The **GENDER** code identifies the student's sex. **GENDER** is reported in all FTE cycles. Valid values are:
Male = 'M';
Female = 'F'.

GTID

GTID is the 10-digit student ID assigned by the Georgia Department of Education. It is a unique testing identifier that is created in the GTID application. All **GTID's** reported for students must also be found in the GUIDE application. Students transferring between districts should already have a **GTID**. A new **GTID** should only be generated if the student has never been given a **GTID** while enrolled in a Georgia public school. Before generating a new GTID for a student, very carefully verify the student has NEVER had a GTID so the student's records are not lost or duplicated.

Parts of a Document

CPI Data Element Detail

ANNUAL CONTRACT FOR SALARY FOR CERTIFIED EMPLOYEES

ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES is the salary amount including all supplements in dollars and cents. The **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** must be greater than or equal to the state minimum salary. It is the salary an employee would have earned if the employee had been employed for a full year. **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** is reported in **CPI RECORD TYPE = "B"**; for all active Certified personnel.

Example 1: A teacher who is hired in January will have an **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** based on 190 days (or whatever the full year number of days is for the particular system), even if the employee works for only 93 days this year.

Example 2: A 230day employee is hired in the middle of the year and works only 201 days this year. The **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** will be what the employee would have earned if they worked all 230 days.

Example 3: A teacher works on a half-day basis for the whole school year. The **ANNUAL CONTRACT SALARY FOR CERTIFIED EMPLOYEES** will be what the employee actually earns on the half-time contract; the **CONTRACT DAYS FOR CERTIFIED EMPLOYEES** will be 190.

ANNUAL WORK DAYS FOR CLASSIFIED PERSONNEL

ANNUAL WORK DAYS FOR CLASSIFIED PERSONNEL is the total number of days that a classified employee was contracted to work during the current fiscal year. The **ANNUAL WORK DAYS FOR CLASSIFIED PERSONNEL** must correspond with the **TOTAL ANNUAL SALARY FOR CLASSIFIED EMPLOYEES**. **ANNUAL WORK DAYS FOR CLASSIFIED PERSONNEL** is reported in **CPI RECORD TYPE = "B"**; for all active Classified personnel.

Parts of a Document

FTE DATA ELEMENT DETAIL

DATA ELEMENT DEFINITIONS

The following pages include the definitions and coding guidelines for the data elements that are in FTE Cycles 1 and 3. They are in alphabetical order by the name of the data element (or “field”). The data elements listed are reported in Cycles 1 and 3. The data elements in the table below are listed in the order found on the file layout.

FTE CYCLE	CYCLE 1	CYCLE 3
PURPOSE	STATE FUNDING and ENROLLMENT	STATE FUNDING
WHO TO REPORT	ALL STUDENTS	ACTIVE STUDENTS
WHEN	OCTOBER	MARCH
DATA ELEMENTS * Data Elements required for this cycle only Data Elements are listed in the order found on the FTE Data File Layout	SYSTEM	SYSTEM
	FISCAL YEAR	FISCAL YEAR
	REPORT PERIOD	REPORT PERIOD
	SCHOOL	SCHOOL
	GRADE LEVEL	GRADE LEVEL
	PRIOR TEN DAYS	PRIOR TEN DAYS
	RESIDENT STATUS CODE	RESIDENT STATUS CODE
	SYSTEM OF RESIDENCY	SYSTEM OF RESIDENCY
	PROGRAM CODE (SEGMENTS 1-6)	PROGRAM CODE (Segments 1-6)
	ALTERNATIVE EDUCATION PROGRAM	ALTERNATIVE EDUCATION PROGRAM
	WITHDRAWAL DATE *	
	LOCATION OF ENROLLMENT (Segments 1-6)	LOCATION OF ENROLLMENT (Segments 1-6)
	ESOL- ITINERANT	ESOL- ITINERANT

Parts of a Document

Personnel Demographic Information - A Record

This record contains basic demographic information regarding employees including name, date of birth, ethnicity, and gender. This record is reported in CPI cycle 1 & 2 for all **EMPLOYEE TYPES** ('P' = 3rd-Party Contract, 'L' – Long-Term Substitute, 'B' = SB 327 Retiree and **Blank/null** = regular employee) and cycle 3 for **EMPLOYEE TYPES** ('B' = SB 327 Retiree and **Blank/null** = regular employee). Edits highlighted in yellow are new for CPI 2021.

Parts of a Document

Leave Information - D Record

Leave is reported in CPI **RECORD TYPE** = 'D01'; and is reported for **EMPLOYEE TYPES** ('B' = SB 327 Retiree, Blank/null = regular employee), both Certified and Classified, as well as for all personnel who were terminated during the **FISCAL YEAR** reported.

There can be up to five 'D' (Leave) Records (DON) for each employee. **D Records are submitted to DOE for CPI Reporting Periods 3 ONLY.** If the employee earns leave for more than two assignments and the leave earned in each assignment is independent of the leave earned in the other assignment(s), then two or more leave records **MUST** be reported.

Edits highlighted in yellow are new for CPI 2020. Examples of assignments where leave is earned:

- Certified Employee Leave: Employees where **PRIMARY ASSIGNMENT JOBE CODE** is such that 'Certification Required' = 'Y' in Job Code Table.
- Food Service Employee Leave: Employees where **PRIMARY ASSIGNMENT JOB CODE** = 410, 427, 449, 454, 477, 478, or, 630.
- Maintenance/custodial Employee Leave: where **PRIMARY ASSIGNMENT JOB CODE** = 422, 455, 456, 457, 458, 490, 491.
- Bus Driver Leave: Employees where **PRIMARY ASSIGNMENT JOB CODE** = 461.
- Other Classified Employee Leave: Employees where **PRIMARY ASSIGNMENT JOB CODE** is such that 'Certification Required' or 'Report Certification on CPI' = 'N' in Job Code Table and not included in any classified category above.

Parts of a Document

CPI DATA ELEMENT DETAIL

Employee Types are defined as follows:

VALID VALUES	POPULATION	REPORT RECORDS
Blank/null	Regular – hired by local district	A, B, C and D
B	Regular – OCGA 47-3-127.1* hired by local	A, B, C and D
P	Third-party contract employee – hired by	A and C
L	Long-term substitute	A

	DEFINITION
Regular - direct contract	Employees who have a direct contract with the district, excluding those with direct contracts hired under OCGA 47-3-127.1.
Regular – SB327 direct contract	Employees who have a direct contract with the district <u>and</u> are hired under the OCGA 47-3-127.1 status.
Third-party contract employee	<p>A third-party contract is an agreement between a district and a vendor that provides either instructional or special education services to the district/school via the company's employees (see Job Code below). The third-party contract employee is an employee of the company and only his/her services are purchased by the district. An example of this is a district providing speech therapy services through a private company. The speech therapist is an employee of the private company. The therapist is not directly hired by the district. A third-party contract employee cannot earn T&E dollars. Some examples of: JOB CODES TO REPORT: Report for Job Codes 085 to 200 (teachers) (exclude 080 Lottery Pre-School Regular Ed Teacher) AND Report those specified as providing special education services to students: Adapted PE (485, 149); Audiology (481); Counseling (301, 306, 438); Diagnostic Services (479); Occupational Therapy (483); Physical Therapy (482); Psychological Services (404, 405, 406); Interpreter (437); Speech Path (480); School Health/Nurse (486); School Social Work (300, 412); Orientation and Mobility (484); Pre-School Paraprofessional (453); School Age Paraprofessional (436).</p>

Parts of a Document

Overview of Record Types

SYSTEM LEVEL RECORD (Layouts A01 and A02)

- Information compiled at the district office for the entire system. One (1) A01 and one (1) A02 record is transmitted for each school system.
- Error Messages: An error message “E001” is automatically generated whenever an upload file does not contain System Level data. **Districts will not be able to sign off with an E001 error.**

SCHOOL LEVEL RECORD (Layout B)

- Information compiled at the school level. One (1) record is transmitted for each school in the school system. The collection of data for **counseling services is no longer collected** through the Student Record data collection.
- Error Messages: An error message “E002” is automatically generated whenever an upload file does not contain School Level data.

STUDENT LEVEL RECORD (Layout C)

- Data compiled at the student level. One record is transmitted from a school for each student enrolled at that school at any time during the school year.
- One record is transmitted for each student who attended this school, this school year, regardless of the number of times the student enrolled or withdrew from this school. A Student-Level Record must also be submitted for each student who attended this school last year and have a Withdrawal Record submitted this year.
- Data in the Student Level Record includes demographic data elements as well as data elements that

DOCUMENTATION - Layouts

Become familiar with the **LAYOUTS** posted in the Portal (which is secure). <https://portal.doe.k12.ga.us/Login>.

The screenshot shows the Georgia Department of Education (GaDOE) portal interface. At the top left is the GaDOE logo. To its right is a search bar labeled "Search Districts" with a dropdown menu showing letters from 0-9 to A through S. Below the search bar is a blue notification bar that says "You have (959) new messages." The main content area has a grey header with the text "Transmission on 08/15/2019 01:21:35 pm" on the left, "Georgia Department of Education" in the center, and "Student Class Application, Data Collection System" on the right. A "click here to print" link is located to the right of the transmission time. On the left side, there is a "Site Navigation" menu with "Home" and "Logout" options, and an "Information Technology" menu with "Data Collection" and "Student Class Application" options. Below the navigation is a user profile for "Kathy Aspy" with options for "Account Information", "Add to Favorites", and "Help - Dticket". In the center-right, there is a "Main Menu" box with two columns: "Transmission Cycles" listing "Student Class 2020-A", "Student Class 2019-Year End", "Student Class 2019-March", "Student Class 2019-October", and "Student Class 2018-Year End"; and "Current Documentation" listing "Student Class File Layout" and "Student Class Update", both with a "NEW" tag.

Parts of a Layout Revision Table

All changes for the year are in the revision table.

Look for the latest changes by date.

FY2020 Student Class File Layout

Document Revision Updates		
DATE	DATA ELEMENTS	ADD
07/01/2019	N/A	Standard updates to FISCAL YEAR and all date ranges.
07/01/2019	COURSE NUMBER	E6083 - COURSE NUMBER must be xx.0 when SPECIAL ED DELIVERY MODEL = '1', '2' or '3'.
07/01/2019	COURSE NUMBER	E6084 - COURSE NUMBER must be xx.9 when SPECIAL ED DELIVERY MODEL = '4' or '5'.
07/01/2019	COURSE NUMBER	E6085 - COURSE NUMBER must be xx.8 when SPECIAL ED DELIVERY MODEL = 6 or 7.
07/01/2019	COURSE TEACHER CODE	E6086 - SCHOOL ENTRY CODE= 'C' or 'N', COURSE TEACHER CODE cannot be '888888888' or '999999999'.
07/01/2019	COURSE TEACHER CODE	E6087 - If COURSE TEACHER CODE = all 8's or 9's the school entry date cannot = first day of school.
07/01/2019	ADDITIONAL COURSE TEACHER CODE 1	E6090 - ADDITIONAL COURSE TEACHER CODE 1 is required if SPECIAL ED DELIVERY MODEL = 3, 4, 5 or 7.
07/01/2019	ADDITIONAL COURSE TEACHER CODE 1	E6091 - ADDITIONAL COURSE TEACHER CODE 1 is required if SPECIAL ED DELIVERY MODEL = 1 and INCLUSION CODE = 8.
07/01/2019	ADDITIONAL COURSE TEACHER CODE 1	W5026 - No ADDITIONAL COURSE TEACHER CODE should be reported with SPECIAL ED DELIVERY MODEL 2 or 6.
07/01/2019	ADDITIONAL COURSE TEACHER CODE 1	W5027 - No ADDITIONAL COURSE TEACHER CODE should be reported with SPECIAL ED DELIVERY MODEL '1' and INCLUSION CODE '4', '5', '6', and '7'.
07/01/2019	PRIMARY AREA	E6095 - If SPECIAL ED DELIVERY MODEL is not blank then this class record must have a primary area.
07/26/2019	EIP, ESOL, GIFTED, SPED DELIVERY MODEL	E7001 - A teacher cannot deliver two services at the same time. If there are two Delivery Models on a SC record, then ADDITIONAL COURSE TEACHER CODE cannot be blank.
07/26/2019	EIP, ESOL, GIFTED, SPED DELIVERY MODEL	W5028 - A student should not be the recipient of two services (two delivery models) in the same class period.
08/13/2019	COURSE TEACHER CODE	New COURSE TEACHER ID added '616-16-1616'
08/13/2019	COURSE TEACHER CODE	E7002 - COURSE TEACHER CODE - 616-16-1616 is only valid for PK.9010000 - PK Special Ed Literacy and PK.9020000 - PK Special Ed Numeracy.
DATE	DATA ELEMENTS	CHANGE
07/01/2019	COURSE NUMBER	PK.003 and PK.004 are no longer valid. Use PK.801 and PK.901 for PK Special Education Literacy course. Use PK.802 and PK.902 for PK Special Education Numeracy course.

FTE Layout

FY2018 FTE DATA COLLECTION- DATA FILE LAYOUT

Element ID	Element	Report Cycle	Field Type	Format	Field Length	Starting Position	Ending Position	Description	Edits
FTE001	SYSTEM	1, 3	A	x	3	3	3	School System Code	E040 - SYSTEM must be an active school system code in the <i>Facilities Database</i> .
FTE002	FISCAL YEAR	1, 3	A	yy	2	4	5	Fiscal Year of Record	E010 - FISCAL YEAR not valid. FISCAL YEAR must be the current valid FISCAL YEAR .
FTE003	REPORT PERIOD	1, 3	A			6	6	FTE Report Period	E020 - REPORT PERIOD must be the current valid FTE REPORT PERIOD as follows: '1' = October '3' = March
Filler	Filler	1, 3	A	x(15)	16	7	22		N/A - NO EDITS
FTE005	SCHOOL CODE	1, 3	A	xxxx	4	23	26	Number that identifies a school within a system	E050 - SCHOOL CODE must be an active FTE school in the <i>Facilities Database</i> (where LIFE STAGE = '4' or '7' <i>and</i> REPORT FTE = 'Yes'). If FTE REPORT PERIOD = '1', the SCHOOL CODE may be a closed school that reported FTE for the immediately preceding FTE REPORT PERIOD . E055 - If FTE REPORT PERIOD is '1' or '3' and if SCHOOL in the <i>Facilities Database</i> has LIFE STAGE = '4' or '7' <i>and</i> ' REPORT FTE ' = 'Yes', then at least one record for this SCHOOL CODE must exist. E1100 - If SCHOOL CODE = BLANK or null, default SCHOOL CODE to '9999'.
FTE006	GRADE LEVEL	1, 3	A	xx	2	27	28	GRADE LEVEL in which the student is enrolled for the current school year.	E070 - Must be one of the following valid GRADE LEVELS : 'PK' Pre-Kindergarten 'UK' <u>Underage</u> Kindergarten 'KK' Kindergarten 'U1' <u>Underage</u> Grade 1

Vendor Info –
their job

CPI Layout

A-Record – Demographic Data

202016118888888888A01F2MMMMMMMM JOAN KAY 19491120000010005

Personnel Demographic Information - A Record								
Element	Record	Position	Description	Field Type	Field Length	Required for:	Edits	Edit#
FISCAL YEAR	A01	1-4	Current fiscal year	N	Vendor Info – their job	Certified, Classified, Active, Terminated	FISCAL YEAR must be all four digits of the current valid fiscal year - e.g. fiscal year from July 1, 2017 to June 30, 2018 = "2018"	E010
REPORT PERIOD	A01	5	Identifies the CPI reporting period.	A		Certified, Classified, Active, Terminated	REPORT PERIOD must be the current valid CPI period: "1" = October "2" = May "3" = July	E020
SYSTEM CODE	A01	6-8	School System code.	A		Certified, Classified, Active, Terminated	SYSTEM CODE must be an active school system code in the <i>Facilities Database</i> .	E041
EMPLOYEE CODE	A01	9-17	Employee's Social Security Number	A		Certified, Classified, Active, Terminated	SOCIAL SECURITY NUMBER must be employee's 9-digit Social security Number, right justified with expressed leading zeros. SOCIAL SECURITY NUMBER must be unique for every RECORD TYPE = "A01" in file for one SYSTEM . All personnel reported as active in CPI 2006-2 must be reported as either active or terminated in CPI 2007-1. SOCIAL SECURITY NUMBER must be unique for every RECORD TYPE = "A01" in entire STATE where TERMINATION CODE = zeros.	E064 E805 E2016 W805
RECORD TYPE	A01	18-20	Identifies part of the record layout.	A		Certified, Classified, Active, Terminated	RECORD TYPE must = "A01". Every active employee where TERMINATION CODE = zero or blank must have RECORD TYPE = "C01". Every employee with a RECORD TYPE = B01 must have a record with RECORD TYPE = 'A01' Every employee with a RECORD TYPE = 'C01' must have a record with RECORD TYPE = 'A01' Every employee with a RECORD TYPE = 'A01' must have a record with RECORD TYPE = 'B01.'	E802 E803 E3033 E3034 E3035

SIS/HR Documentation

Where is the data element collected / calculated in your SIS/HR?



Legal Documentation



Parts of a Document

FTE GENERAL INFORMATION

Introduction

The Quality Basic Education (QBE) Act *requires* local school systems to report student enrollment in terms of Full-Time Equivalent (FTE) students. State funding for the operation of instructional programs are generated from FTE data reported by local school systems.

Through the Office of Technology Services, the Georgia Department of Education (GaDOE) provides local school systems with technical assistance and support in reporting Full-Time Equivalent (FTE) data. Under the authority of O.C.G.A. 20-2-160, 20-2-161, 20-2-161.1, 20-2-161.2, 20-2-182 and Georgia Board of Education Rule 160-5-1-.07 STUDENT DATA COLLECTION, the information contained in the FTE documentation outlines the guidelines, processes and procedures for ensuring uniform reporting of data.

The Data Collection - FTE Website



Legal Documents

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 ...

Official Code of Georgia –O.C.G.A.
<https://advance.lexis.com/container?config=00JAAzZDgzNzU2ZC05MDA0LTRmMDItYjkyMS0xOGY3MjE3OWNIODIKAFBvZENhdGFsb2fcIFfJnJ2IC8XZi1AYM4Ne&crd=1188c52f-a66f-484b-a816-c700c04c9e36&prid=0ffb9e8-6d08-4447-bd65-3e2eda80ef08>

Other References Used by Data Coordinators

The screenshot shows the Georgia Department of Education (GaDOE) website. At the top, there is a navigation bar with the GaDOE logo and a search bar. Below the navigation bar, a red banner highlights the 'LATEST' news item: 'Georgia's ESSA Plan Approved'. The main content area features a large green banner with the text 'Georgia's ESSA plan has been approved!' and a photo of a teacher and six diverse children giving thumbs up. Below this banner is a 'Click here to learn more.' link. To the right, there is a section titled 'ESSA: For Georgians by Georgians' with a photo of children and a quote from State School Superintendent Richard Woods: 'With the passage of Every Student Succeeds Act, we have an enormous opportunity to reshape Georgia education and get rid of the standardized one-size-fits-all model that became prevalent under No Child Left Behind.' -State School Superintendent Richard Woods. At the bottom of the main content area, there are three smaller boxes: 'Educating Georgia's Future', 'EDUCATING GEORGIA'S FUTURE', and 'Got questions? AskDOE'.

Legal Documents

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



Richard Woods, Georgia's School Superintendent

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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 :144

rg/External-Affairs-and-Policy/State-Board-of-Education/Pages/PEABoardRules.aspx# **Effective Date** **Rule Number** **Title** **Guidance, Guidelines, & Resources**

TIP: Do a FIND (Control+F) instead of Search

