



Presented by Sharon Armour

Review Questions

- Which website contains sensitive data collection documentation?

Public website

Portal

- Where would you find a Data Element Detail?

Public website

Portal

- Where would you find a layout?

Public website

Portal

- On what type of document would find a data element defined?

A Data Element Detail

A Transmission Timeline

Getting Started

Planning

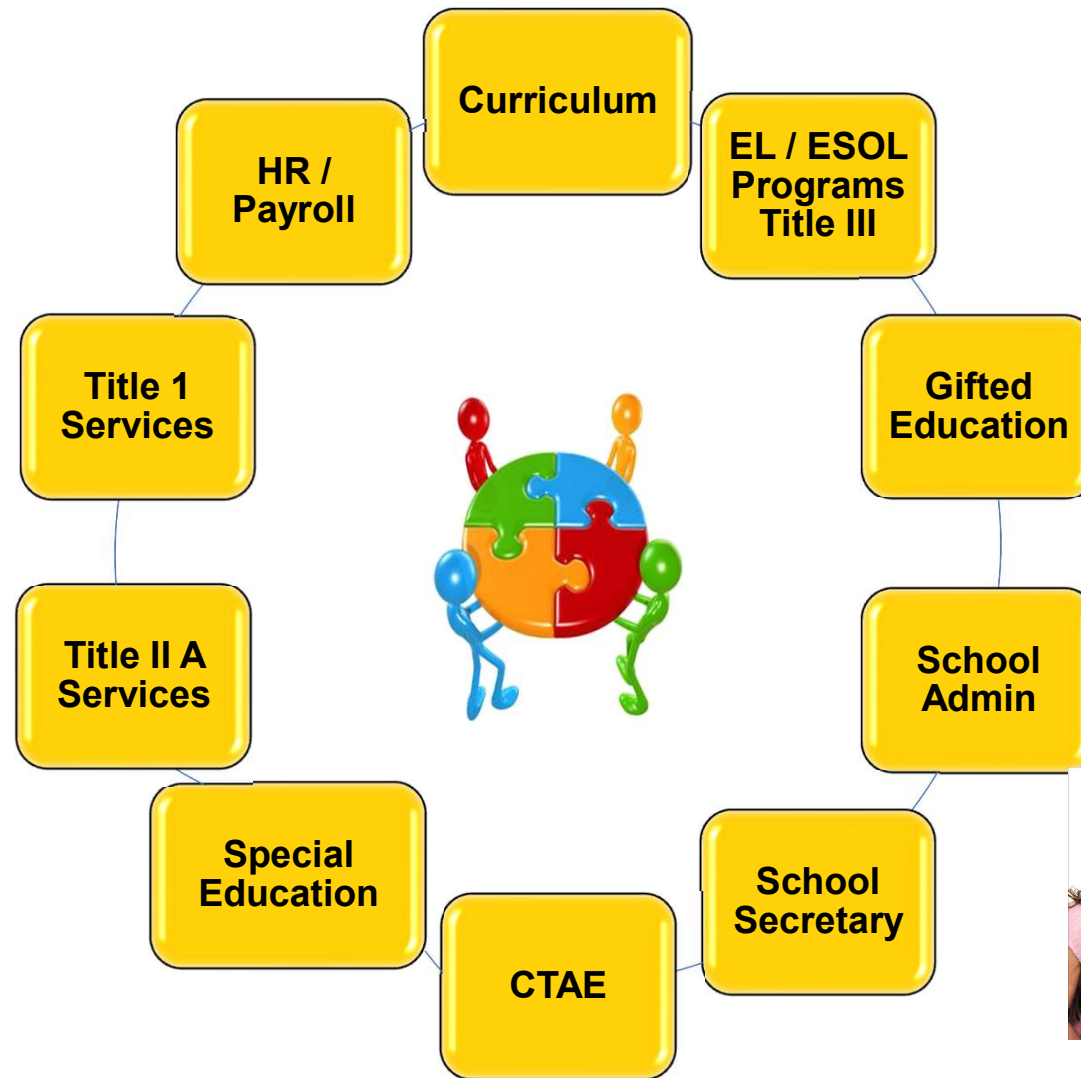
**Create
Processes**



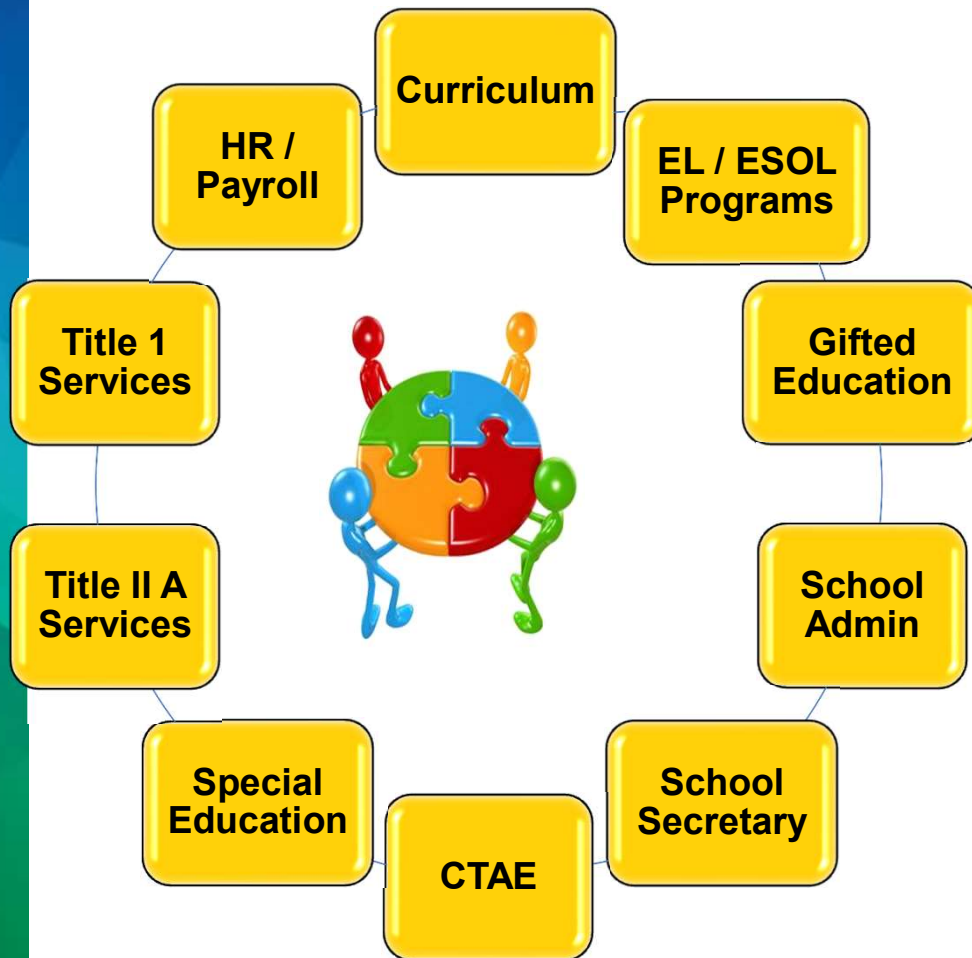
**Hitting
Targets**

Getting Started

Creating
Your
"Team"



Getting Started



Determine the Responsibilities of Your “*Team*”

Who is responsible for putting in student information data?

Are they trained to correct the errors?

Who is responsible and accountable for resolving errors at the school?

What procedures can be developed to resolve errors?

How can you make error resolution fun?

Getting Started

- **At the beginning of the school year, run reports out of your local system based on data that will be submitted in state reporting. This will help clear up issues early.**
- **Prior to the collection have meetings with admins and anyone else that will be involved in data collection at the school level. This includes program managers (i.e. Special Ed Director, Gifted Director, ESOL, EIP, etc).**
- **Review all Data Collection documentation.**
 - ✓ **Data Collection File Layout**
 - ✓ **Data Element Detail Document**

Getting Started

Working with your “Team”

- **Meet with Program Managers in your district prior to collection. Go over new, modified or deleted data items. This will help your Program Managers i.e., Gifted, Special Ed, ESOL understand what is going on for the current fiscal year.**
- **Make sure the Program Managers understand their role and responsibilities.**
- **Print reports after your first upload and send to Data Managers/ Program Managers.**

Getting Started

- **Train your Program Managers and schools.**
- **Set your target dates prior to state dates.**
- **Give your 'go-to' folks deadlines.**
- **Use checklists for meeting your targets.**
- **Start early in the cycle to see what issues you may need to resolve.**
- **Join a User Group**

Getting Started



Georgia Department of Education- Sample Checklist



FTE Checklist

BACKGROUND

Why FTE? 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 is generated from FTE data.

How is the Data Used?

1. Official enrollment count
2. Funding for schools
3. Federal Child Count (Special Education compliance)
4. Georgia State Report Card

CHECKLIST

August

<input type="checkbox"/>	Complete Student Identity Data Updates and Verification	Verify accuracy in GUIDE; Claim Students as needed
<input type="checkbox"/>	Verify Student Demographic Data	Race, Ethnicity, DOB
<input type="checkbox"/>	Verify No Shows and Withdrawn Students are Coded Properly	Attendance Reports for Teachers to Verify
<input type="checkbox"/>	Verify Grade Level for Retained Students	
<input type="checkbox"/>	Verify Resident Status and System of Residency	
<input type="checkbox"/>	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
<input type="checkbox"/>	Verify Student Schedules and Teacher Assignments	Students schedules should be correct and complete by the end of August
<input type="checkbox"/>	Verify course information for MOWR students	
<input type="checkbox"/>	Run Preliminary Reports	Attendance, Program Lists, Basic Demographic Data
<input type="checkbox"/>	Make Corrections as Needed	

September

<input type="checkbox"/>	Verify Student Schedules and FTE Program Codes	Ensure accuracy for segments to be pulled
<input type="checkbox"/>	Verify Student Attendance Data	Prior Ten Days
<input type="checkbox"/>	Verify No Shows and Withdrawn Students are Coded Properly	Ensure students that are withdrawn are not reported as active in FTE

Homework

Data	Contact Person	PHone			
Special Ed					
Remedial / EIP					
Gifted					

Homework

- Find out if your district has a checklist for each Data Collection.