Welcome to
New Data Coordinator Training

Data Collection Team

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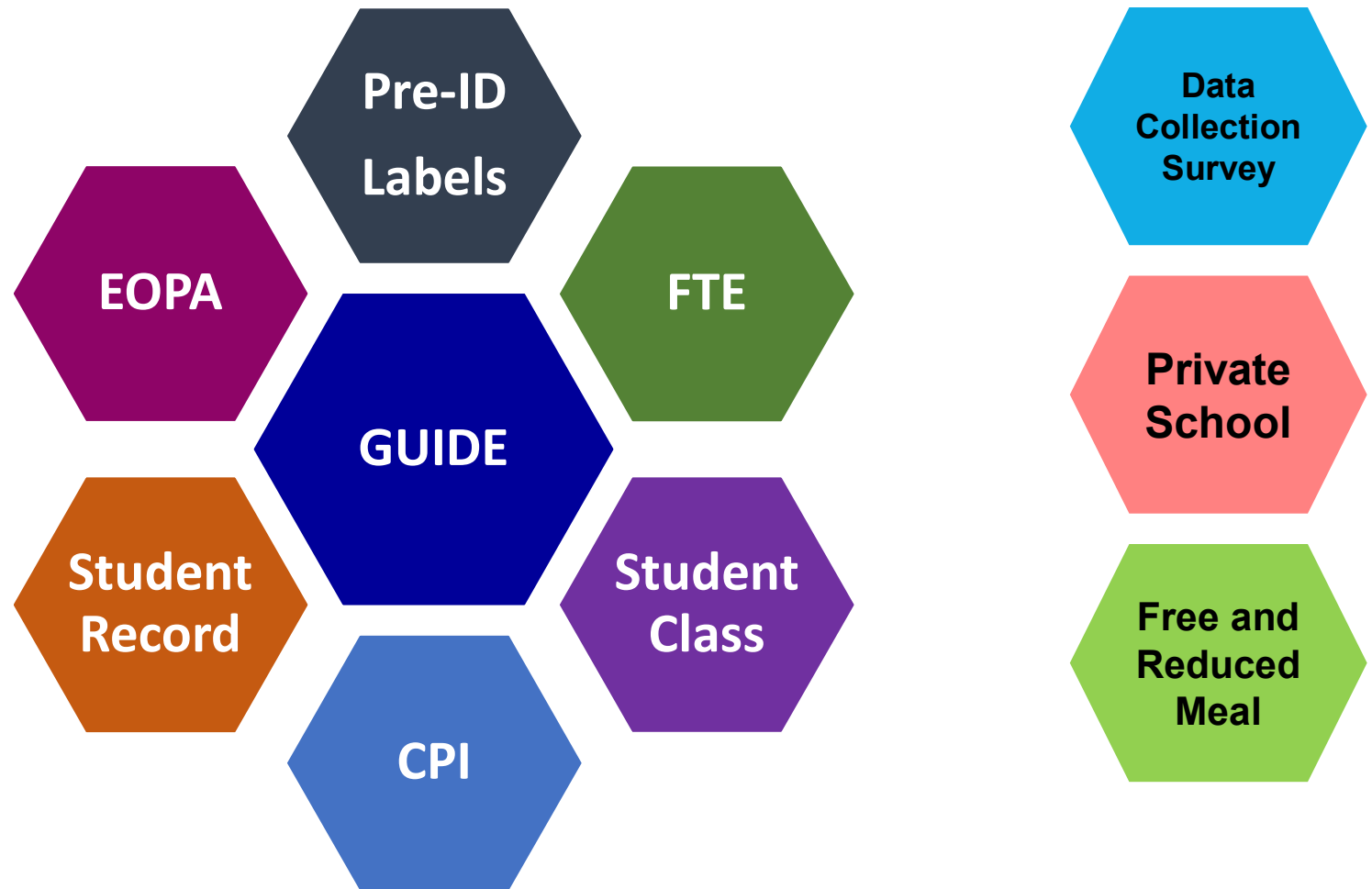# Agenda

Overview of Data Collections

Overview of the Data Collections Process

Portal Messages
Portal imail

Overview of Data Collections

Pre-ID Labels

EOPA

FTE

GUIDE

Student Record

Student Class

CPI

Data Collection Survey

Private School

Free and Reduced Meal

Data collections

PRIVATE SCHOOL

- The number of students that live within your geographic area that are not attending public school, they are attending a private school.
- Collected in November

FREE and REDUCED MEAL

- The Free and Reduced Meal data collection is an annual reporting process that collects information on the percentage of students eligible for free and/or reduced meals at a school.
- Collected in November

DATA COLLECTION SURVEY

- The Data Collection Survey collects general data used to support other data collections. The Data Collection Survey is completed annually preceding FTE Cycle 1.
- Collected in July

Data collections

GUIDE

- GUIDE is the GADOE application that contains all student identity information.
- GUIDE is available 24/7 with the exception of the first two weeks of July.

Pre-ID

- The Pre-ID data collection is designed to help school systems report accurate demographic and program data state-mandated assessments.
- Collected in September and January

STUDENT CLASS

- Student Class is a data collection of student schedules. The Student Class collection links students and teachers to a class.
- Collected in October, March and June

Data collections

FTE

- Data collected for state funding that is based on student enrollment and education services provided by local school systems to students. FTE is a "snapshot" of services regularly scheduled to be provided on a specific date Collected in October and March

CPI

- CPI is a collection for the reporting of certified and classified personnel based on their role within the district. Includes everyone employed by the school system - except board members and short-term substitutes.
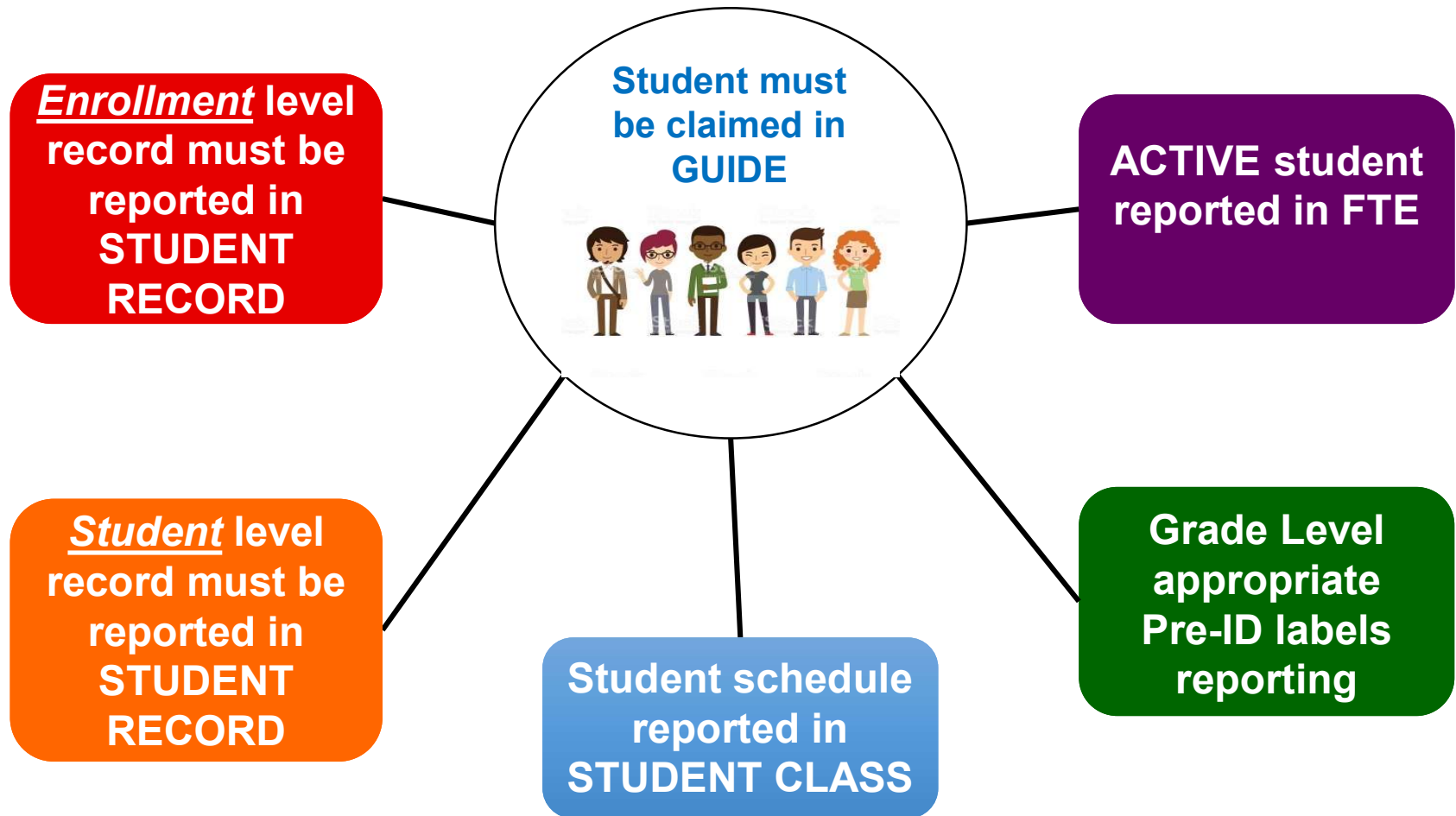- Collected in October, March and July

STUDENT RECORD

- Student Record provides a year-end, cumulative record of student program participation and various activities for the fiscal year.
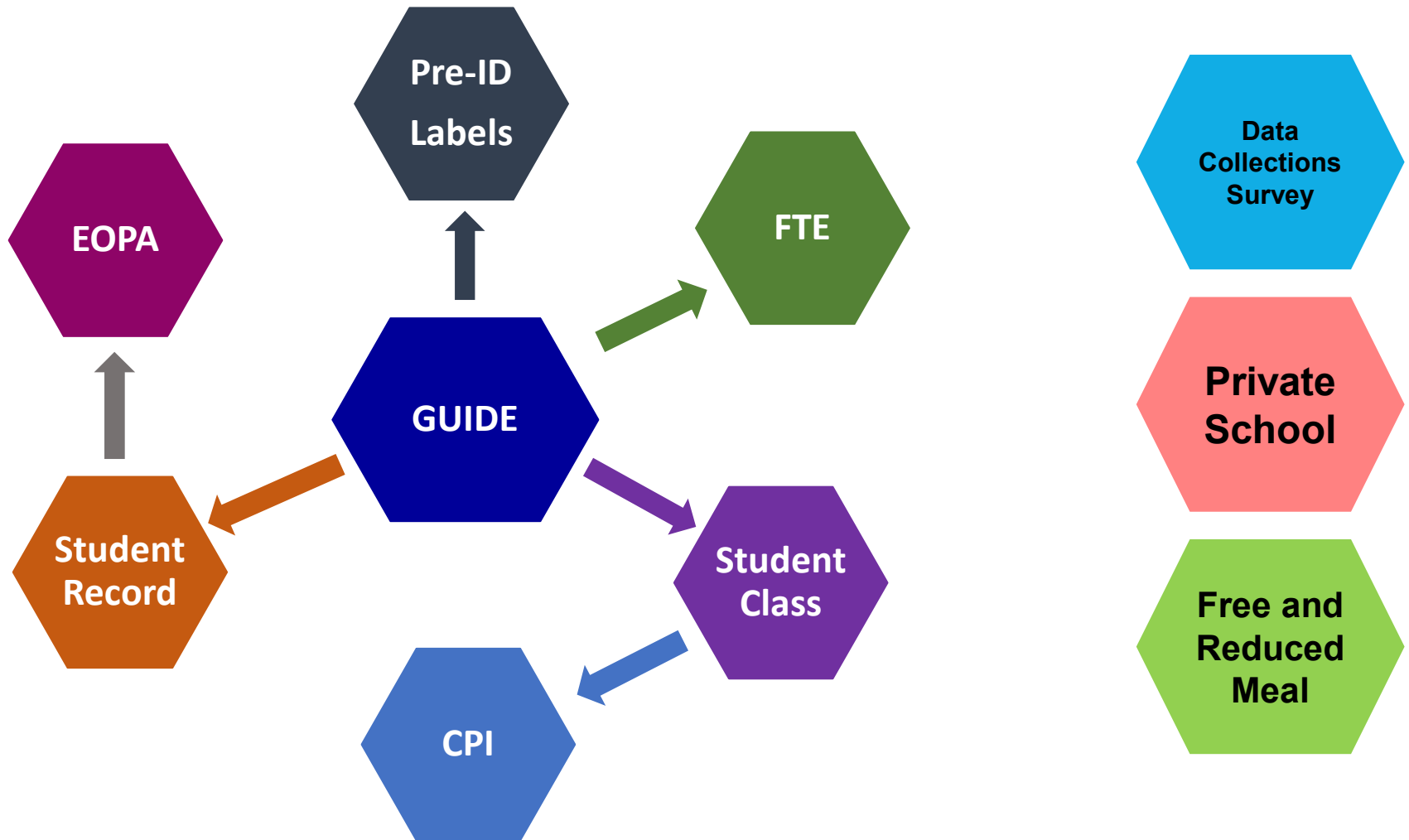- Collected from February - June

Data collections

EOPA	• End of Pathway Assessment: information for CTAE course pathways • Begins after Student Class Sign off

How is a STUDENT connected in the collections?

Student must be claimed in GUIDE

Enrollment **level record must be reported in STUDENT RECORD**

ACTIVE student reported in FTE

Student **level record must be reported in STUDENT RECORD**

Student schedule reported in STUDENT CLASS

Grade Level appropriate Pre-ID labels reporting

Overview of Data Collections

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Overview of the Data Collections Process

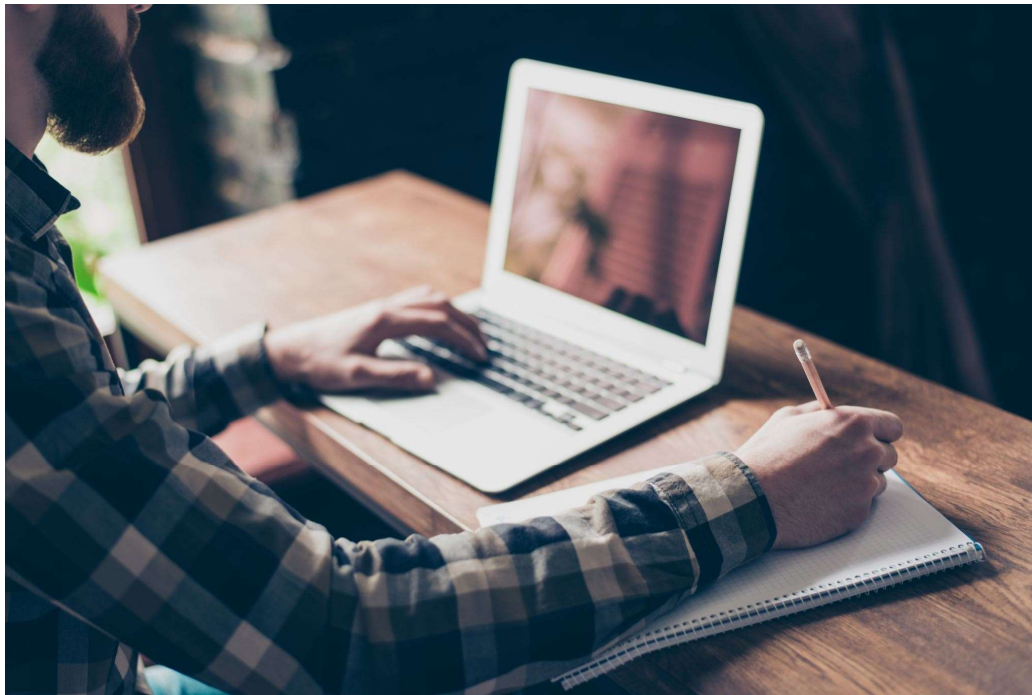*Richard Woods, Georgia's School Superintendent* | **Georgia Department of Education** | *Educating Georgia's Future*

Basic Process for Student and Personnel Data Collections

- Enter data into your SIS

- Extract a file of data from SIS

- Sign into/tunnel into the Portal & Upload

- Check data and reports at DOE

- Fix data errors and check warnings in SIS

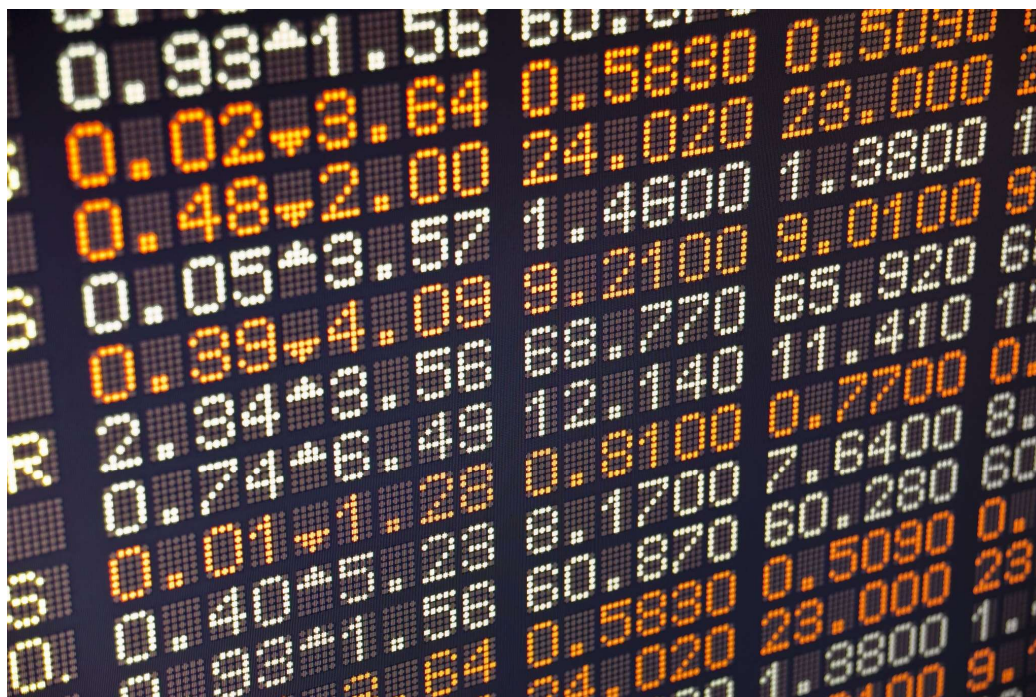- Repeat until error-free

- Sign off

Basic Process for Student and Personnel Data Collections

- Enter data into your SIS

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Basic Process for Student and Personnel Data Collections

- Extract a file of data from SIS

Basic Process for Student and Personnel Data Collections
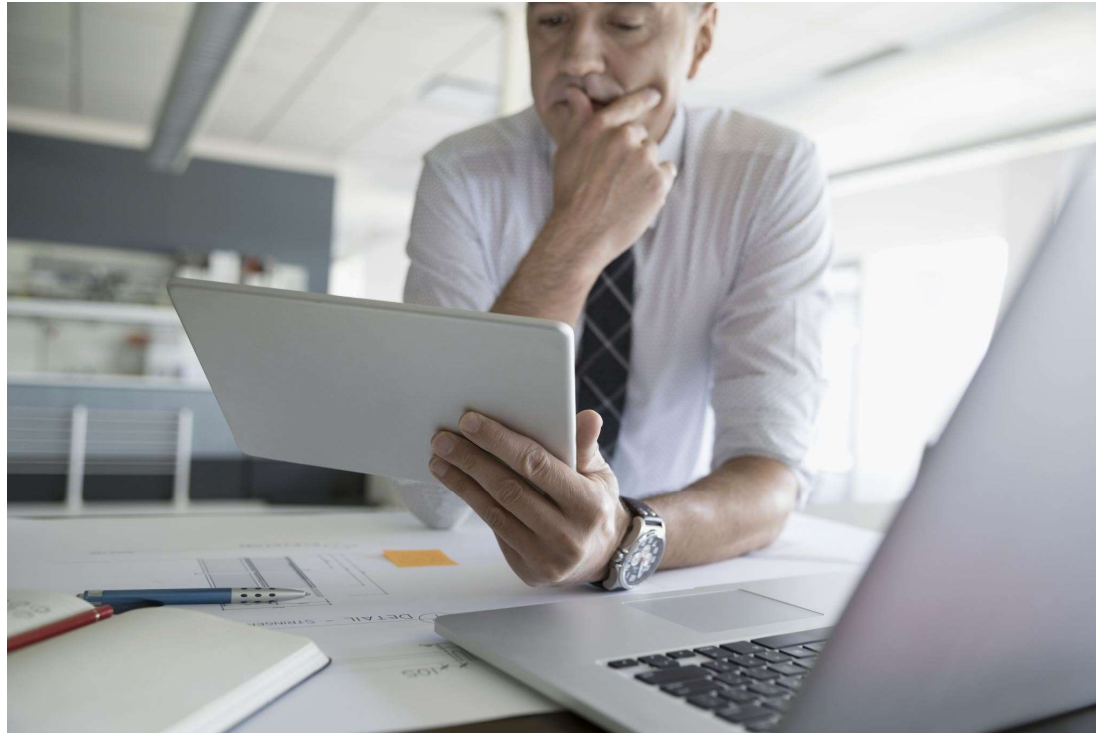
- Sign into/tunnel into the Portal & Upload

Basic Process for Student and Personnel Data Collections

- Check data and reports in DOE Data Collection

Basic Process for Student and Personnel Data Collections

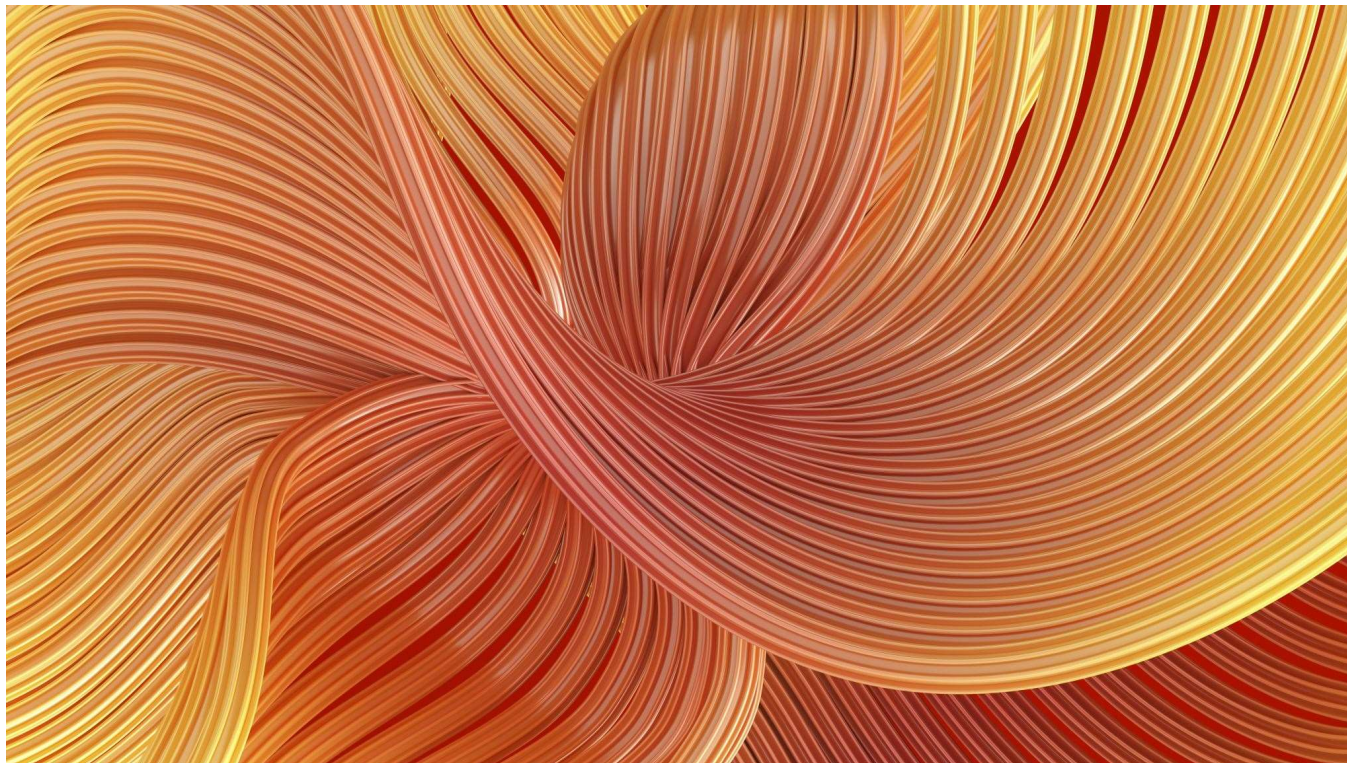• Have District/School Program Managers check reports

Basic Process for Student and Personnel Data Collections

- Check the warnings and errors on your error report. Make corrections back in your SIS.

Basic Process for Student and Personnel Data Collections

- Repeat until error-free AND data is accurate.

Go back to slide 8

HOMEWORK

Listen to the Data Collections Messages / Portal imail recordings.

Make sure you are subscribed to the 'Audience Category Tags' for your job.