



# STUDENT RECORD OVERVIEW

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Richard Woods, Georgia's School Superintendent  
"Educating Georgia's Future"

# FY2019 STUDENT RECORD Overview

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- Student Record Overview
- Documentation
- Timelines & Deadlines
- Student Record Application Overview

# Student Record Overview

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- ❑ Student Record is the single largest data collection conducted by the Georgia Department of Education (GaDOE).
- ❑ Student Record is a cumulative collection of data representing individual student data for the entire school year.
- ❑ Student Record does not include Course or Class Roster data.
- ❑ Student Record does not include summer school data.

# Student Record Overview

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## **Student Record data is used for multiple purposes**

- CCRPI (College and Career Ready Performance Index)
- Federal (EDEN) Reporting
- Program Monitoring and Evaluations
- Open Records Requests
- Civil Rights Data Collection
- Perkins Reporting
- Special Education reporting
- SLDS (Statewide Longitudinal Data System)
- Teacher Evaluations for the TKES/LKES evaluations
- Program audits
- GA AWARDS
- State Report Card
- Enrollment Verification

# Student Record Overview

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## Record Levels

There are eight (8) different record types reported for Student Record. The record type identifies the type of data reported. The eight records types include:

### System Level

One System level file is transmitted for the district.

- An example of data reported includes the number of psychological consultations and evaluations that occurred in the district during the school year.

### School Level

One School level record is transmitted for each school in the school district.

- An example of data reported includes the type of Social Work services, cases, and referrals that occurred at the school during the school year.

# Student Record Overview

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## Record Levels

### Student Level

- One Student level record must be submitted for each school the student has been enrolled in during the school year.
- One record must be submitted for each student at the end of the school year, regardless of whether the student is still enrolled or has withdrawn.
- If a Student level record is reported for a student, there must be at least one corresponding Enrollment level record.
- If a student was enrolled in different schools, at different times within the district during the school year, the student will have multiple Student level entries within the district.
- Student level data includes demographic (gender, age, grade level, race, ethnicity) and program participation information – such as whether the student is gifted.

# Student Record Overview

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## Record Levels

### Enrollment Level

- Every student reported as active in any other data collection during the fiscal year must have at least one Enrollment level record.
- A student reported with an Enrollment level record must have a corresponding Student level record.
- A student may have multiple Enrollment Records submitted if the student entered and withdrew more than once during the school year.
- Examples of data reported in the Enrollment file include, school record, withdrawal information, and attendance data (i.e. days present, days absent, excused absences, unexcused absences).

# Student Record Overview

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## Record Levels

### Program Level

- One Program level record for a student will be reported each time the student participates in a program, such as Alternative Education, CCA, GNETS.
- A student could have multiple Program entries reported.
- A student cannot have more than one record for a program for the same time frame.
- A Program record is only reported when a student had a program assignment(s).



# Student Record Overview

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## Record Levels

### Student Safety Level

- The Student Safety file contains data related to a discipline incident for a student, that is required to be reported according to federal and state guidelines.
- It is possible for a student may have multiple Student Safety entries - or none at all.

### Special Education Level

- The Special Education file collects Special Education event data for special education students, as well as those evaluated for special education services.
- Data is reported at the student level.
- Events *should* be reported by the district/school where the event occurred.

# Student Record Overview

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## Record Levels

### Address

- One record is reported from a school for each student enrolled at that school at any time during the school year.
- One record should be reported for each student regardless of the number of times the student enrolled or withdrew from this school.
- A student cannot have more than one Address record per school.
- The Address level file includes data such as the student's street address, city, state, and zip code.

# STUDENT RECORD

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Miscellaneous

# Student Record Overview

## Data Collection Documentation



<http://www.gadoe.org/Pages/Home.aspx>

Search this site...



*Richard Woods, Georgia's School Superintendent*

<b>Offices &amp; Divisions</b>	<b>Programs &amp; Initiatives</b>	<b>Data &amp; Reporting</b>	<b>Learning &amp; Curriculum</b>	<b>State Board &amp; Policy</b>	<b>Finance &amp; Operations</b>	<b>Contact</b>
<b>Financial</b> Budget Services Financial Review PCGenesis School System Information		<b>Educational Performance</b> Charter School Annual Reports College and Career Ready Performance Index (CCRPI) Governor's Office of Student Achievement			<b>Data Collections &amp; Reporting</b> Data Collection and Reporting Overview Data Collection Documentation Student Data Security Submit Request for Data	
<b>Data Reports</b> Enrollment by Disability Free and Reduced Lunch Percentages Graduation Rates Student Enrollment by Grade Student Enrollment by Ethnicity/Race and Gender Total Number of Schools						

# Student Record Overview

## Data Collection Documentation

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Home → Technology Services → Technology Services → Data Collections

### General Information

### Data Collection Documentation

Data Collection Overview

Data Collection Transmission Dates

FY2019 Data Conference

GaDOE Name Processing Rules

Georgia Student Data Privacy, Accessibility, and Transparency Act

Records Retention

School Count by Type

Submit Request for Data

## FY2019 Data Collections and Reporting

### Data Collection Documentation

- Certified/Classified Personnel Information (CPI)
- End of Pathway Assessment (EOPA)
- Free/Reduced Price Meal Eligibility
- Full-Time Equivalent (FTE) / FTE Data Survey
- GUIDE (Georgia Unique Identifier for Education)
- Pre-ID Labels
- Private School
- Student Class
- Student Record
- 'New Coordinator' Documentation
- Presentations, Webinars, and Miscellaneous Documentation
- FY2019 Summary of Transmission Dates

### Contact Information

Levette Williams, Chief Privacy Officer

Technology Services Director

Phone: 404-463-6504

lewillia@doe.k12.ga.us

http://gadoe.org

Data Collection Team Contact Information

# Student Record Overview

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## Student Record Resources

### **FY2019 Student Record Resources**

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Student Record collects data on the instructional services provided to students by the local school system throughout the regular school year. The Student Record data collection is the single largest data collection process conducted by the GaDOE.

#### **General Information**

- [Student Record Data Element Detail \(Updated 12/19/2018\)](#)
- [Special Education Guidelines](#)
- [Student Record Transmission Dates](#)
- [Student Record Reporting Special Education for Beginners](#)
- [Student Record Reporting for Special Education - Beyond the Basics](#)

#### **Related Information**

- [GNETS FAQ \(Updated 11/16/2018\)](#)
- [Place of Birth Codes](#)
- [Student Record Checklist \(Sample\)](#)
- [Student Support Teams \(SST\)](#)

#### **Prior year Student Record resources**

# Student Record Overview

## Student Record Checklist (Sample Only)

### Student Record Checklist

#### BACKGROUND

##### Why Student Record?

Student Record is the single largest data collection conducted by GaDOE. It is a cumulative collection of data representing program participation and individual student data for the entire school year. Student Record does not include summer school information.

##### How is the Data Used?

1. Accountability Reporting
2. State and Federal Reporting
3. Program Monitoring and Evaluation
4. Data Requests

#### CHECKLIST

##### August

<input type="checkbox"/>	Review Student Record layouts	Make note of changes, if available.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Establish Timelines for Collecting Data	Decide when you will collect the various types of data
<input type="checkbox"/>	Determine Internal Deadlines for Data Review and State Reporting	Dates should be prior to the GaDOE deadlines to allow time to review the data.
<input type="checkbox"/>	Complete Student Identity Data Updates and Verification	Verify accuracy in GUIDE; Claim Students as needed
<input type="checkbox"/>	Conduct Internal Training for Schools and District Staff	
<input type="checkbox"/>	Run Preliminary Reports	Attendance, Program Lists, Basic Demographic Data
<input type="checkbox"/>	Verify Student Demographic Data	Race, Ethnicity, DOB – Run Reports from SIS to check for missing or invalid data.
<input type="checkbox"/>	Verify No Shows and Withdrawn Students are Coded Properly	Attendance Reports for Teachers to Verify. This verification supports the FTE process.
<input type="checkbox"/>	Verify Grade Level for Retained Students	
<input type="checkbox"/>	Verify County of Residence and System of Residence	
<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"/>	Make Corrections as Needed	
<input type="checkbox"/>	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
<input type="checkbox"/>	Attend the Data Conference	This conference provides updates on state reporting

# Student Record Transmission Dates

## Data Cleansing

Thursday, September 6, 2018 to Friday, December 14, 2018.

## FY2019 Collection

The FY2019 Student Record Data Collection will begin on Wednesday, February 6, 2019.

## Initial Transmissions:

All school systems are required to complete the initial transmission of *Student and Enrollment* data by Wednesday, February 13, 2019. The initial transmission should include a record for all students that were reported active in FTE-1 or FTE-3, or reported as withdrawn this **FISCAL YEAR**.

The deadlines for initial transmission of all record types are listed below.

Record Type	Initial Upload Deadline
Student	Wednesday, February 13, 2019
Enrollment	Wednesday, February 13, 2019
Special Education	Wednesday, February 20, 2019
Student Safety	Wednesday, April 3, 2019
Program	Wednesday, April 17, 2019
Address	Wednesday, April 24, 2019
System	Wednesday, April 24, 2019
School	Wednesday, April 24, 2019

**Duplicate Resolution:** The deadline for resolving duplicate records of students with the same GTID reported active in more than one school is **Wednesday April 3, 2019**.

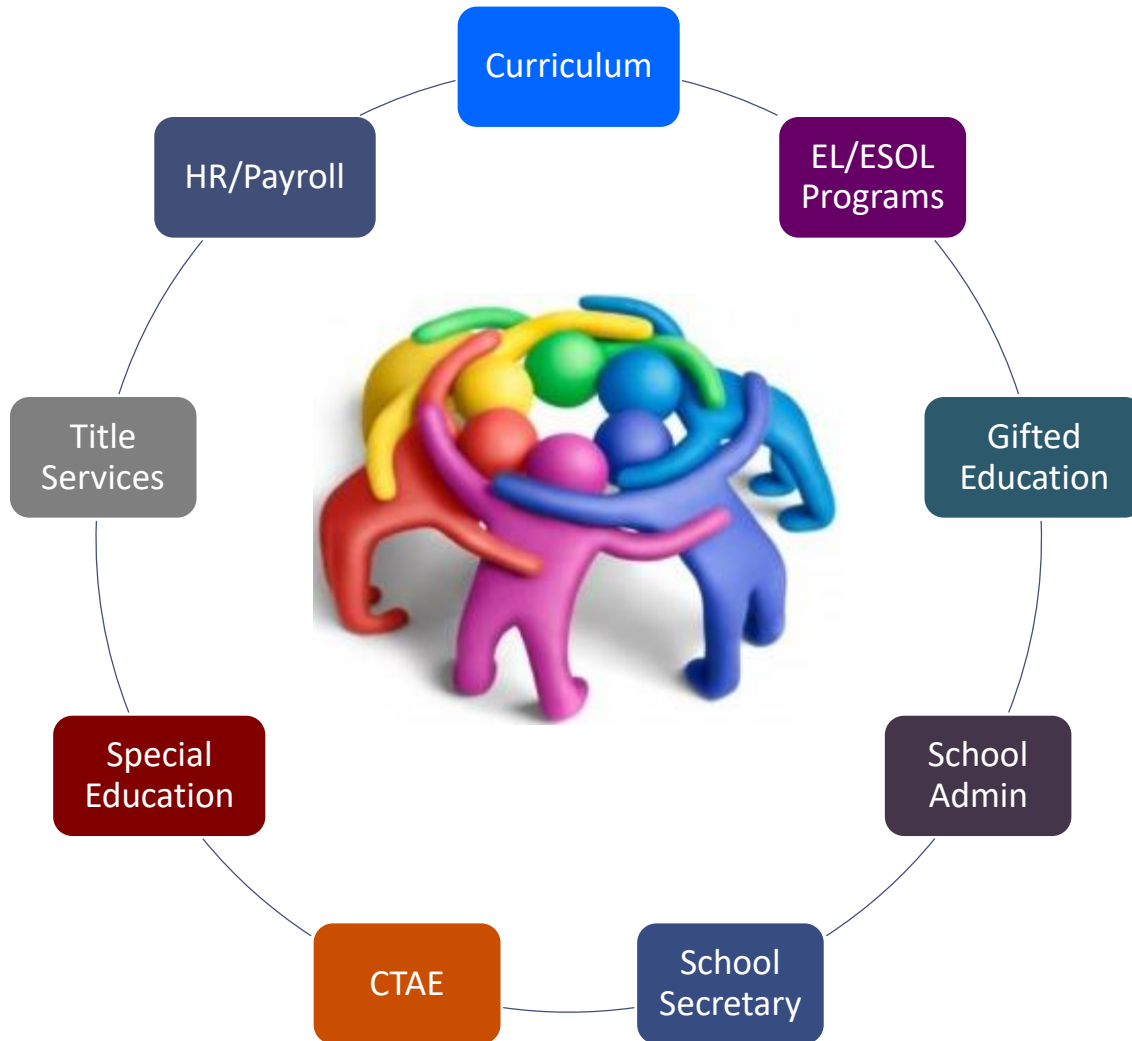
## Sign Off:

All Student Record transmissions, data review of reports, and superintendent sign-off, must be completed by **Tuesday, June 18, 2019**. Verification by the superintendent that the information transmitted is complete and accurate is required no later than the Sign-off dates specified above.



# Student Record

## Build Your TEAM



# Student Record

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## Your Student Record TEAM



- Introduce yourself to your **TEAM** (Data and Program individuals - such as Gifted, Special Education, ESOL, Admin resources, etc.).
- Explain why the **TEAM's** support in the Student Record process is crucial to the success of the collection.
- Plan **TEAM** meetings to review data requirements.
- Use checklists for meeting target deadlines.
- Set internal deadlines that are prior to state deadlines. Make sure the **TEAM** is aware of the internal deadlines.
- Start early in the cycle to see what issues need to be resolved.
- Print reports (after the first upload) and send to the appropriate **TEAM** members.
- Ask the Program managers & Admin resources for input.
- Keep the **TEAM** posted with the collections progress.

# Student Record Overview

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## Tips and Reminders

### **Deadlines are important!**

- Create check-lists to help keep the collection on track
- Set internal deadlines that are earlier than the Student Record collection deadlines so the district can meet the state's deadlines.
- Please work hard to meet the **Initial Transmission** deadlines.
- Please contact the Help Desk ([dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us)) or the Data Collection team ASAP if the district is having local SIS issues that will prevent the district from meeting a deadline.
- Set times-frames for the **TEAM** to review the data and reports – *prior* to sign off. Have Program areas (Gifted, SpEd, ESOL, EL, etc.) 'sign off' on the data after the Program area has verified the data.
- Allow additional time to handle the unexpected – because the unexpected *could* happen!

# STUDENT RECORD

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## Application Overview

# Student Record Overview

## Transmission Cycles / Student Record Layouts

### Student Record Transmission Cycles

#### Transmission Cycles

[Student Record For 2019](#)  
[Student Record For 2018](#)  
[Student Record For 2017](#)  
[Student Record For 2016](#)  
[Student Record For 2015](#)  
[Student Record For 2014](#)  
[Student Record For 2013](#)  
[Student Record For 2012](#)  
[Student Record For 2011](#)  
[Student Record For 2010](#)

#### Current Documentation

- [Address Level File Layout](#)
- [Enrollment Level File Layout](#)
- [Program Level File Layout](#)
- [School Level File Layout](#)
- [Special Education Level Layout](#)
- [Student Level File Layout](#)
- [Student Safety File Layout](#)
- [System Level File Layout](#)

# Student Record Main Menu











## Application Overview

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### Student Record Main Menu



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  -  [SR Validate Data](#)
  -  [SR Delete All System Data](#)
  -  [SR Delete Data By Record Type/By School](#)
  -  [SR Add/Edit/Delete Data](#)
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- Student Record Updates

# Student Record Main Menu











## SR File Upload

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- Student Record Updates

Select this link to upload the extract file(s)

# Student Record Main Menu

## SR File Upload

### Student Record Data Collection for Fiscal Year 2017

- To upload a single file, first you must select a file containing relevant data in the appropriate format. Then, click the **Upload File** button.
- To upload multiple files, first you must check the **Multiple Files** check box. Second, for each file to be uploaded, you must specify the file then click the **Upload File** button. Finally, after specifying all of the files to be uploaded, you must click the **Upload All Files Now** button to verify that the list is ready for upload. This button displays when you specify the first file in the file list.
- In addition, you can remove any file from the file list by clicking the Remove button. This button displays to the right of each file in the file list.

File Path :

Browse...

Upload File

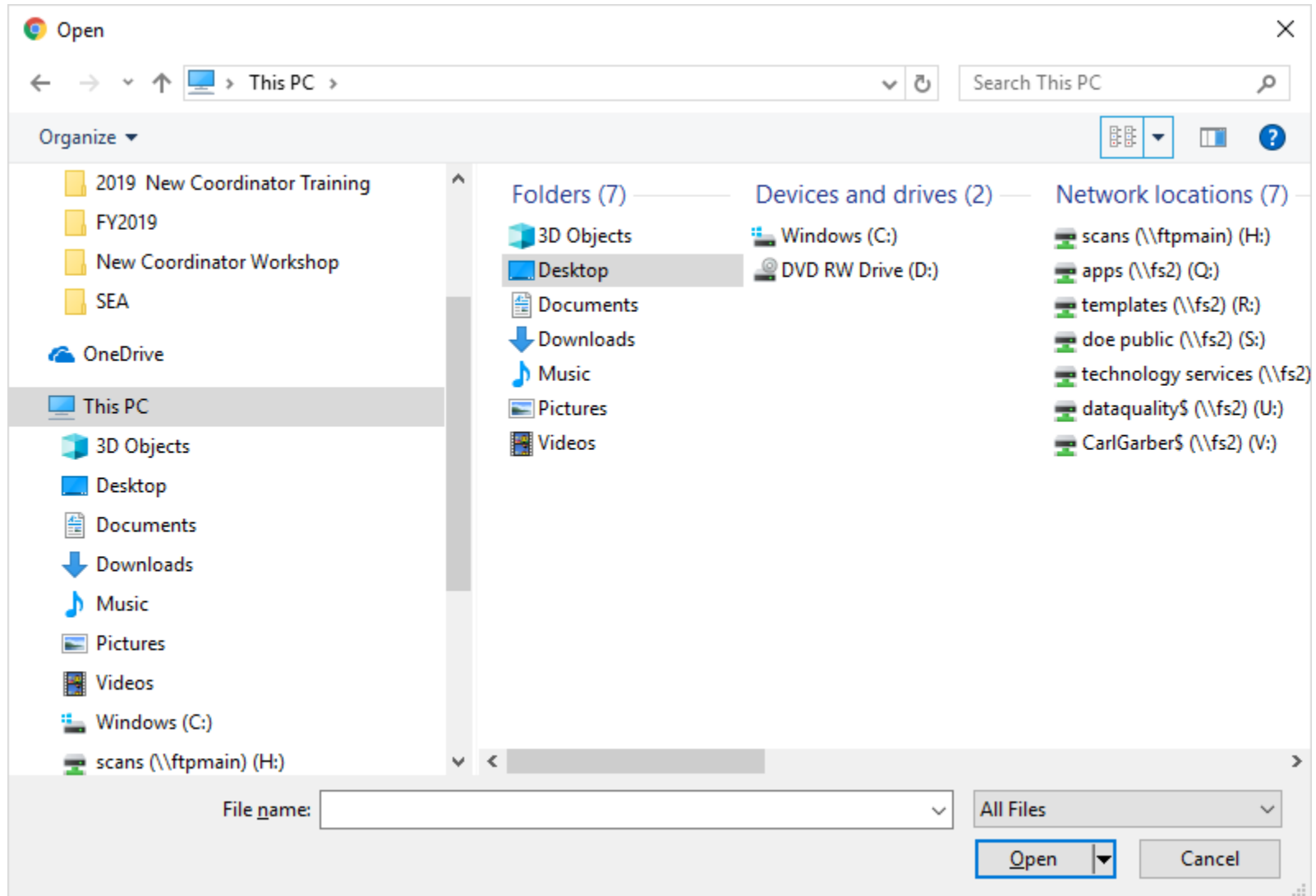
Multiple Files :

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# Extract File Upload Process

## Extract File Upload



# Extract File Upload Process

## Extract File Upload

- To upload a single file, select the file containing relevant data in the appropriate format. Then, click the 'Upload File' button.
- To upload multiple files, first you must check the 'Multiple Files' check box. Second, for each file to be uploaded, you must select the file then click the 'Upload File' button.
- After selecting all of the files to be uploaded, click the 'Upload All Files Now' button to upload all of the files displayed.
- Additionally, you can remove any file from the file list by clicking the 'Remove' link for that file. The 'Remove' link displays to the right of each file in the file list.

File Path :

Multiple Files :

The following file(s) have been uploaded and will be processed for validation. You will be notified either by e-mail or by help desk if the system rejects any of the data uploaded.

### File List

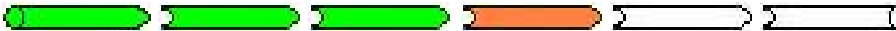
File Name	File Size	Date Uploaded	
4_11_4_5_12.txt	488	1/14/2019 1:08:31 PM	<a href="#">Remove</a>
E579_4_5_12.txt	292	1/14/2019 1:08:53 PM	<a href="#">Remove</a>
E394.txt	117	1/14/2019 1:09:13 PM	<a href="#">Remove</a>

# Student Record Main Menu

## Online Validation

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### Student Record Main Menu



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[Manual Relief Request](#)



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Select this link to start an online validation

# Student Record – Application Overview

## Online Validation

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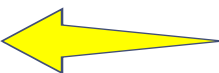
### Student Record Manual Validation

Validation Routine Processes System, School, Student, Course, Discipline, Enrollment, Program, Special Education and address Records and Updates the Error Reports.

Please Execute Validation Process only after making all additions, deletes and edits to all data records.

**Remember : If you Add/Delete/Edit records with this on-line application, be sure to Update your Source Records accordingly**

- [Click Here to Request Validation](#)



(Please Note :- Please Check your error reports after your data is processed.)

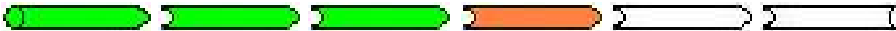
- [Click Here to Go Back WITHOUT Requesting Validation](#)

# Student Record Main Menu

## Add/Edit/Delete Data

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### Student Record Main Menu



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Select this link to Add, Edit,  
or Delete data online

# Student Record Main Menu

## Add/Edit/Delete Data

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### System Level Edit Option Selection

Edit System Record

0302 Acworth Intermediate School



Delete School Record

Edit School Record

Edit Student Safety

Edit Enrollment Records

- If online changes are necessary, the online changes should only be made when the district is finished uploading at the end of the collection.
- If online changes are made, make sure to update the data in the SIS. This will prevent online data changes from being erased should the district need to upload during the error relief process.
- Please contact Carl Garber for instructions on how to make online changes (adding/deleting/editing data).

# Student Record Main Menu

## Special Tools

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### Student Record Main Menu



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[SR Transmission Status](#)

Select this link to access:

- Individual Student Record report
- ADHOC Query
- SpEd History/GTID Claim report
- SpEd Event Rejection Recovery
- SE076 Rejection Report
- EOPA Eligibility Report

# Student Record Main Menu

## Special Tools

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### Special Tools Menu

-  [Individual Student Record](#)
-  [ADHOC Query](#)
-  [SPEDHIST-GTID Claimed Student Sp. Ed. History Report](#)
-  [Special Ed Event Rejection Recovery](#)
-  [SE076 - Rejection Report](#)
-  [EOPA Eligibility Report](#)

- **Individual Student Report** includes all the student level data reported by the district. All Enrollment records reported state-wide are displayed on the report.
- **ADHOC Query** allows the user to search/query data the district reported in Student Record.
- **SPEDHIST-GTID Claimed Student SpEd History Report** allows the user to search the SpEd History for a student claimed in GUIDE.
- **SpEd Event Rejection Recovery** and the **SE076 Rejection Report** allows the user to review rejected SpEd events and ‘recover’ the events that need to be included in the student’s SpEd history.
- **EOPA Eligibility Report** allows the user to review the students the GaDOE is showing ‘In Progress’ or ‘Eligible’ for a given pathway.



# Student Record Main Menu

## Individual Student Record

All the data submitted for a single student and all the **errors** for that student.

IndStudRec Transmission on 01/09/2019 07:25:53 am With Errors  
 Georgia Department of Education  
 Student Record Data Collection System (FY2019)

[click here to print](#)

Student Record Individual Student Record Report  
 721-Richmond County

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School: 4060-Academy of Richmond County High School ▼

Student: 2512078760-Bifnzmh, Gznriv ▼ OR Please Type either GTID or Last Name for search :

[Printable Version](#)

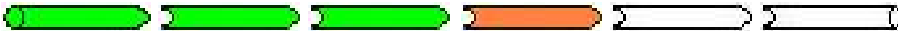
Student Level	Enrollment Level	Discipline Level	Special Education Level	Program Level	Errors
GTID	2512078760				
Student Name	Bifnzmh, Gznriv		Student Status	Active	
Gender	Female		Race	Black	
Address			City, State, Zip		
Birth Date	01/21/2003		Age	15	
Birth Place	United States		Date of Entry to US School		
School Sys. of Residence	721-Richmond County		County of Residence	721-Richmond County	
Grade Level	10		ESOL	N	
Free/Reduced Price Meal Eligibility	Student is NOT eligible for Free or Reduced meal program		Gifted Referral Status	Not referred	
Gifted Eligibility Status	Never eligible		Gifted Service Status		
English Learner	N-Student is not EL.		Migrant	No	
Student Primary Language	English		Graduation Program of Study		
Remedial Ed. Subject Code			Primary Area	Specific Learning Disability	
Part Time Student?			Environment Code		
Date Entered 9th Grade	08/08/2017		Homeless Primary Night Shelter		
Diploma Seal	N/A		EL Monitor Basis		
Diploma Type			EIP Subject		
Career Technical Instruction	N		CCAE	N	
SST	N		Non-ESOL	-	
PRE-K Program Code	-		U.S. School Less Than 3 Years	N	
Retained	No		Career Interest Inventories		
Alternate Math Sequence	N		Individual Graduation Plan		
Active Military	N		CAPSTONE Project	N	
Parent Communication Language			TITLE III Served	NA	
Career Aptitude Inventory 8Th Grade			21st Century Served		
Dual Language Immersion	No		Career Aptitude Inventory 10Th Grade		
Military Reserve	No		BI-LIT Language 1		
			BI-LIT Language 2		
			BI-LIT Language 3		

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Select this link to access reports for System, School, Student, Enrollment, Program, Student Safety, and Special Education.



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[SR Transmission List](#)



[SR Transmission Status](#)

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 <a href="#">Student Reports</a>	 <a href="#">Comparison Warning Report</a>
 <a href="#">Enrollment Reports</a>	 <a href="#">Enrollment History</a>
 <a href="#">Program Reports</a>	 <a href="#">CCRPI-Related Reports</a>
 <a href="#">Special Education Reports</a>	 <a href="#">Sign-Off Report</a>
 <a href="#">Student Safety Reports</a>	
 <a href="#">Address Reports</a>	

- Student Record reports are grouped by Record type for convenient access.
- Student Record reports should be used to verify the data the district reported in Student Record to the GaDOE. Please review the data on the reports for accuracy *prior* to Superintendent sign off.
- Program area reports (Gifted, ESOL, EL, SpEd, etc.) should be reviewed by the appropriate program area to ensure accurate data has been reported.
- Student Record reports can be used in the error resolution process.

# Student Record Main Menu

## SR Reports Menu

Note: Student level reports are based on the student's enrollment status (i.e. active, withdrawn, or "no show"). An Enrollment record must be uploaded for a student in order for the student to be counted in the student-level reports.

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### Student Level Reports

 <a href="#">SR017 Student Demographic Report</a>	 <a href="#">SR057B Graduate Diploma Information</a>
 <a href="#">SR018 Annual School Report of Students' Residence</a>	 <a href="#">SR058 Migrant Match Report</a>
 <a href="#">SR020 Retained Students Report</a>	 <a href="#">SR058A Migrant Non-Match Report</a>
 <a href="#">SR023 Graduation Program Of Study Report</a>	 <a href="#">SR060 Place of Birth Report</a>
 <a href="#">SR024 Diploma Seal Report</a>	 <a href="#">SR062A Homeless Students Report</a>
 <a href="#">SR025A Special Language Programs</a>	 <a href="#">SR064 Multiple GTIDs Reported for Student ID</a>
 <a href="#">SR025B Special Language Programs - Primary Language</a>	 <a href="#">SR066 Duplicate GTID Report</a>
 <a href="#">SR025C EL Students Entered from Out of State or Country</a>	 <a href="#">SR068 Homeless Primary Night Shelter Report</a>
 <a href="#">SR025D EL Monitored</a>	 <a href="#">SR070 Demographic of Education Program</a>
 <a href="#">SR026 Free or Reduced Lunch Eligibility</a>	 <a href="#">SR071 FTE/SR Exception Report</a>
 <a href="#">SR027a Gifted Students Report</a>	 <a href="#">SR072 Immigrant Student Report</a>
 <a href="#">SR027b Gifted Students - Referrals Report</a>	 <a href="#">SR073 Date Entered Ninth Grade Report</a>
 <a href="#">SR027c Gifted Students - Eligibility Report</a>	 <a href="#">SR075 International Exchange Student</a>
 <a href="#">SR029 Remedial Education Report</a>	 <a href="#">SR077 Career Interest Inventories MS Report</a>
 <a href="#">SR032A Report of Title I Participants: Instructional and Other Services</a>	 <a href="#">SR078 PRE-K Program Code Report</a>
 <a href="#">SR032B Report of Environment</a>	 <a href="#">SR081 Career Planning Report</a>
 <a href="#">SR033 Migrant Student Report</a>	 <a href="#">SR082 Report for Student Support Team (SST)</a>
 <a href="#">SR038 Active Students Reported in FTE but not in Student Record</a>	 <a href="#">SR084 Student Summary Information</a>
 <a href="#">SR050 State Demographic Comparison Report</a>	 <a href="#">SR086 Active Military - Student Information</a>
 <a href="#">SR051 Student Level Transmission Verification Report</a>	 <a href="#">SR087 Military Reserve - Student Information</a>
 <a href="#">SR055 State Comparison-Date Entered 9th Grade</a>	 <a href="#">SRSTUDALL Print ALL Summary Reports</a>

# Student Record Main Menu

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## Helpful Reports

### **STUDENT:**

- SR038 - Active Students Reported in FTE but not in Student Record (E0571)
- SR064 - Multiple GTIDs Reported for Student ID (E8081)
- SR084 - Student Summary Information
- SR020 - Retained Students Report
- SR066 - Duplicate GTID Report (E047)

### **ENROLLMENT**

- ENR001 - Dropouts Who Are Active in Another System (E809)
- ENR021 - Student Attendance Report
- ENR036 - Students With E2567 With GTID Claim (E2567)
- ENR035Ta - Student Enrollment Greater than 190 days Summary between Districts (E3020)

### **SPECIAL EDUCATION**

- SE060-1 - Primary Area Students with No Special Education Events for Current Fiscal Year (E5802)

### **STUDENT SAFETY**

- DIS095 - OSS Greater Than 10 Days w/o Services

# Student Record Main Menu

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## CCRPI Related Reports

- SR025A Special Language Programs
- SR025B Special Language Programs - Primary Language
- SR025D EL Monitored
- SR057A Graduate Diploma Information
- SR073 Date Entered Ninth Grade Report
- SR084 Student Summary Information
- ENR019A Withdrawal Reason Report
- ENR021 Student Attendance Report
- ENR022 School Entry Reason Report
- ENR023a Absences 10% or Greater by Student
- ENR024a Absences 10% or Greater by School and Grade
- SE056b Primary Area by Age (by Primary Area)
- EOPA Eligibility Report

# Student Record Main Menu











## Error Report

[Go To Main Menu](#)

### Student Record Main Menu



[Data have errors.](#)

-  [SR File Upload](#)
-  [SR Validate Data](#)
-  [SR Delete Data By Record Type/By School](#)
-  [SR Add/Edit/Delete Data](#)
-  [Special Tools](#)
-  [SR Reports Menu](#)
  
-  [SR Primary Contacts](#)
  
-  [Manual Relief Request](#)
  
-  [SR Transmission List](#)
-  [SR Transmission Status](#)

Select 'Data Have Errors' to view the Error Report

# Student Record Overview

SR\_ER\_001 Transmission on 12/29/2018 07:09:26 am With Errors

[click here to print](#)

Georgia Department of Education  
Student Record Data Collection System (FY2019)

Error Type Summary  
607-Barrow County

[Go Back to Reports Menu](#)

0101 Apalachee High School ▼

Display School Errors

[DownLoad Errors](#)

## Error Type Summary

Error Code	Error Description	Total
<b>System Level Errors</b>		
<a href="#">W5594</a>	Discipline incidents reported for one or more categories show a variation of 20% or more from the previous year. Please verify data.	1
<b>School Level Errors</b>		
<a href="#">E050</a>	SCHOOL CODE is missing or not valid for this system or was not reported in FTE 1 or FTE 3 of current school year. Refer to the Facilities Database.	1
<a href="#">E3551</a>	DUAL ENROLLMENT AWARENESS 8TH GRADE must equal 'Y' or 'N' (cannot be blank).	2
<b>Student Level Errors</b>		
<a href="#">E022</a>	Student was reported in FTE-1 with ALL SPECIAL EDUCATION SERVICES = 'S' (Service Plan/private or home schooled) or 'N' (not served and private/home schooled), therefore should not be reported in Student Record.	4
<a href="#">E047</a>	This GTID is being reported active in more than one district. Please review the Duplicate GTID Report (FTE- Main Menu; SR - Student Report SR066).	55
<a href="#">E048</a>	GTID missing or invalid. GTID submitted was not found in GUIDE system.	1
<a href="#">E0486</a>	The SYSTEM ID and SCHOOL ID reported does not match the SYSTEM ID and SCHOOL ID for the last GTID claim in GUIDE.	3
<a href="#">E050</a>	SCHOOL CODE is missing or not valid for this system or was not reported in FTE 1 or FTE 3 of current school year. Refer to the Facilities Database.	1
<a href="#">E0715</a>	The current Student Record has a DATE ENTERED 9th GRADE that does not match the DATE ENTERED 9th GRADE in a previous Student Record. The year does not match when compared to the previous data.	4
<a href="#">E0901</a>	The SCHOOL SYSTEM OF RESIDENCE code reported is not valid for this FISCAL YEAR.	5
<a href="#">E091</a>	COUNTY OF RESIDENCE missing or not valid.	7
<a href="#">E113</a>	When EL = 'Y' and ESOL = 'N', Non-ESOL must equal '01', '02', '03', '04', or '05'. Please refer to layout.	4
<a href="#">E125</a>	PRE-K PROGRAM CODE is not a valid code. Consult Student layout for valid codes.	13
<a href="#">E2087</a>	Student must be reported as ENGLISH LEARNER (EL) = 'F' (former) when student was reported ENGLISH LEARNER = 'F' in the prior FISCAL YEAR.	1
<a href="#">E2088</a>	EL='Y' last FISCAL YEAR. EL must be 'Y' or '1' this FISCAL YEAR.	2
<a href="#">E2159</a>	STUDENT PRIMARY LANGUAGE is required when the PLACE OF BIRTH code is not for the U.S. or Puerto Rico.	5
<a href="#">E226</a>	EL MONITOR BASIS must be null when EL = 'Y', 'F', 'I', '3', '4' or 'N'.	6

Click the error number to see the records with this error



# Student Record Overview

## Error Detail on Student Records

SR\_ER\_006A Transmission on 12/29/2018 07:18:45 am With Errors

[click here to print](#)

Georgia Department of Education

Error Detail on Student Records

Student Record Data Collection System (FY2019)

620-Camden County

Error Code: E226

Error Description: EL MONITOR BASIS must be null when EL = 'Y', 'F', 'I', '3', '4' or 'N'.

Record Type: STUDENT

[Go Back to Error Type Summary](#)

Error Detail on Student Records					
	School	GTID	Student Name	Field Name	Field Content
Correct	0295 - Camden County High School	9123456789	Armour, Sharon	English Learner : EL Monitor Basis	3 : 1
Correct	0295 - Camden County High School	9874563210	Aspy, Kathy	English Learner : EL Monitor Basis	3 : 1
Correct	0100 - Mamie Lou Gross Elementary School	2147852369	Green, Katie	English Learner : EL Monitor Basis	Y : 2
Correct	0100 - Mamie Lou Gross Elementary School	3698524568	Miller, Patty	English Learner : EL Monitor Basis	Y : 2
Correct	0495 - Mary Lee Clark Elementary School	6431978271	Saxton, Irish	English Learner : EL Monitor Basis	Y : 1
Correct	0495 - Mary Lee Clark Elementary School	1948736248	Williams, Levette	English Learner : EL Monitor Basis	Y : 1

# Student Record Overview

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## Types of Errors

### ✓ Valid Value Checks

**E115:** Invalid code for **SST** (Student Support Team) participation. Must be 'Y' or 'N' for all students.

### ✓ Data Comparison Checks

**E024:** **DATE OF BIRTH** reported for active student does not match the **DATE OF BIRTH** in GUIDE. Verify data and correct in either the SIS or GUIDE.

### ✓ Across Application Checks

**E045:** Data reported for **SCHOOL CODE** in FTE-1 and/or FTE-3 but no school-level Student Record data have been submitted for **SCHOOL CODE**. All schools that reported FTE for the current school year must also submit school-level Student Record information.

# Student Record Overview

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## SIGN OFF PROCESS



- ❑ **PRIOR** to sign off, have the **TEAM** (Gifted, Remedial, SpEd, ESOL, Title I, schools, etc.) review the reports for data accuracy. Suggestion – have an internal sign off for the Program area once the data has been verified.
  
- ❑ Have the **TEAM** review the Sign Off Report for accuracy prior to signing off. Have the **TEAM** confirm the data is correct.
  
- ❑ The ‘Sign Off’ Button (electronic signature)
  - Is only visible via the Superintendent’s login ID and password.
  - The button is not available on the report until the Student Record status is **“Ready to Sign Off”**.
  - Alert your superintendent to sign off once the data reported has been confirmed to be accurate and correct. Continue to follow up to verify the superintendent has actually signed off.

# System Sign Off Report

System Totals		Links For Viewing Other Reports
<b>Enrollment/Attendance</b>		
Active Students *	9,269	<a href="#">Detailed Active Students</a>
Withdrawn Students **	504	<a href="#">Detailed Withdrawn students</a>
	-----	
<b>Total Students</b>	<b>9,773</b>	
Average Daily Attendance	97.94%	<a href="#">Detailed Attendance report</a>
Dropouts	34	<a href="#">Detailed Dropout report</a>
Deceased Students	0	<a href="#">Detailed Deceased students</a>
<b>Graduate and Diploma Data</b>	<b>Graduates</b>	
Total Certificates of Attendance	0	
Total Special Education Diplomas	0	<a href="#">Detailed Graduate Diploma report</a>
Total Regular Education Diplomas	2	
Total Graduates Reported	2	<a href="#">Detailed Withdrawal as Graduates</a>
<b>Student Sub-Populations</b>		
Retained Students	0	<a href="#">Detailed Retention report</a>
First-Time Ninth Grade Students	678	<a href="#">Detailed First-Time Ninth Grades Students report</a>
International Exchange Students	2	<a href="#">Detailed International Exchange Students report</a>
EL Students	72	<a href="#">Detailed EL report</a>
Prior EL Students Monitored	17	<a href="#">Detailed EL Monitored report</a>
Homeless Students	55	<a href="#">Detailed Homeless Students report</a>
Migrant Students	1	<a href="#">Detailed Migrant Students report</a>
Immigrant Students	73	<a href="#">Detailed Immigrant Students report</a>
Special Education Students	1,366	<a href="#">Detailed Special Education report</a>
Students Incorrectly Reported as Special Ed.	0	<a href="#">Detailed Misreported in Special Ed report</a>
Students With Active Military Parents	2,222	<a href="#">Detailed Report Including Active Military Parents</a>
Students with Reserve Military Parents	1	<a href="#">Detailed Report Including Reserve Military Parents</a>
Single Parents	0	<a href="#">Detailed Report Including Single Parent Students</a>
FRL Eligible	4,700	<a href="#">Detailed Report of FRL Eligibility</a>
<b>Selected Programs/Services</b>		
Alternative Programs: Students Placed	123	<a href="#">Detailed Alternative Program report</a>
Title I Targeted Assistance	0	<a href="#">Detailed Title I Targeted Participant report</a>

**Sample Only**

As Superintendent of the \_\_\_\_\_ County, School District, I certify that the school district's data contained herein has been compiled by employees who are ultimately under my supervision and control; who have been trained in the importance of accurate data collection and reporting; and who have represented that the data is complete and accurate. I further certify that I have not by any means directly or indirectly falsified or intentionally misrepresented any aspect of this report nor do I know of anyone who has.

I acknowledge that this information may be used for funding purposes, state reporting, and Federal reporting and therefore may be submitted to Federal, state and other governmental agencies and to the legislature and other policy makers. I understand that this information is subject to being audited at any time by the Georgia Department of Education, the Georgia Department of Audits and Accounts, the Governor's Office of Student Achievement, the office of Inspector General, and the United States Department of Education. I further acknowledge that knowingly falsifying, misrepresenting or omitting any of this information may result in criminal, civil, or administrative penalties, including disciplinary action under the Code of Ethics for Educators.

# Data Collection Team

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<b>Patty Miller</b>	GTID Administrator (GUIDE, Private School Data Collection)	404-657-0533	pmiller@doe.k12.ga.us
<b>Irish Saxton</b>	Data Collections Specialist (FTE, EOPA)	404-657-0536	irish.saxton@doe.k12.ga.us





**For Assistance, please submit an email to**

**[dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us)**

**OR**

**Call the Help Desk at**

**800-866-1011**