Spring Data Collections Overview

February 18, 2020
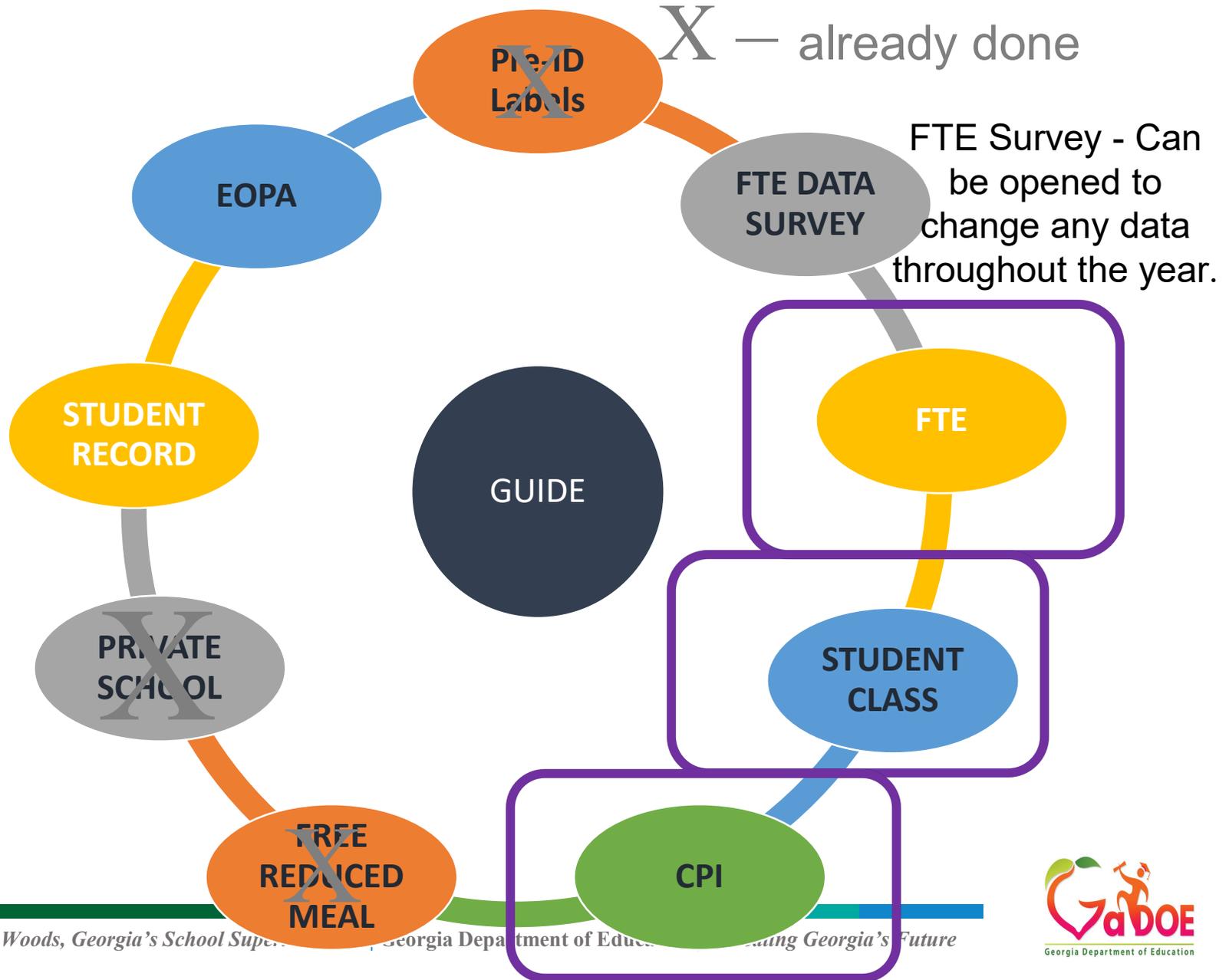## Data Collections Team

Data Collection Team

Levette Williams	Chief Privacy Officer, Director of Technology Management (Data Collections & Reporting, Customer Support, Database Administration)		lewillia@doe.k12.ga.us
Kathy Aspy	Data Collections Manager	404-651-5312	kaspy@doe.k12.ga.us
Patty Miller	GUIDE, Private School Collection	404-657-0533	pmiller@doe.k12.ga.us
Carl Garber	Student Record	404-463-2326	cgarber@doe.k12.ga.us
Sharon Armour	Student Class, Course Table Maintenance	404-657-1064	sarmour@doe.k12.ga.us
Katie Green	CPI, PCG, Free and Reduced Meal	404-463-1946	kagreen@doe.k12.ga.us
Irish Saxton	FTE End Of Pathway Assessment	404-657-0536	isaxton@doe.k12.ga.us
Stephanie Smith	New Coordinator Liaison, PCG	404-463-0256	stephanie.smith@doe.k12.ga.us
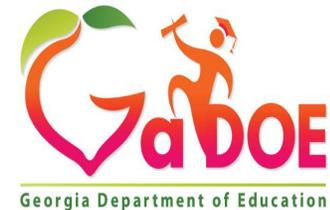
Preparing for the Spring Data Collections

X — already done

Pre-ID Labels

EOPA

FTE DATA SURVEY

FTE Survey - Can be opened to change any data throughout the year.

STUDENT RECORD

GUIDE

FTE

PRIVATE SCHOOL

STUDENT CLASS

FREE REDUCED MEAL

CPI

Know Your Timelines

FY2020 Data Collection Dates

FY2020 Data Collections
Summary of Collection 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	3	Thursday, March 5, 2020	Thursday, March 12, 2020	Thursday, March 19, 2020	Thursday, March 26, 2020
CPI	2	Thursday, March 5, 2020	Thursday, March 12, 2020	Thursday, March 19, 2020	Thursday, March 26, 2020
Student Class	Mar	Thursday, February 27, 2020	Thursday, March 12, 2020	n/a	Thursday, March 26, 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
		Opens following Student Class			

Reasons for GaDOE Spring Data Collections

- FTE (Student) Funding
- CPI (Personnel) Funding
- SC - In Field Reporting for ESSA

Getting Started
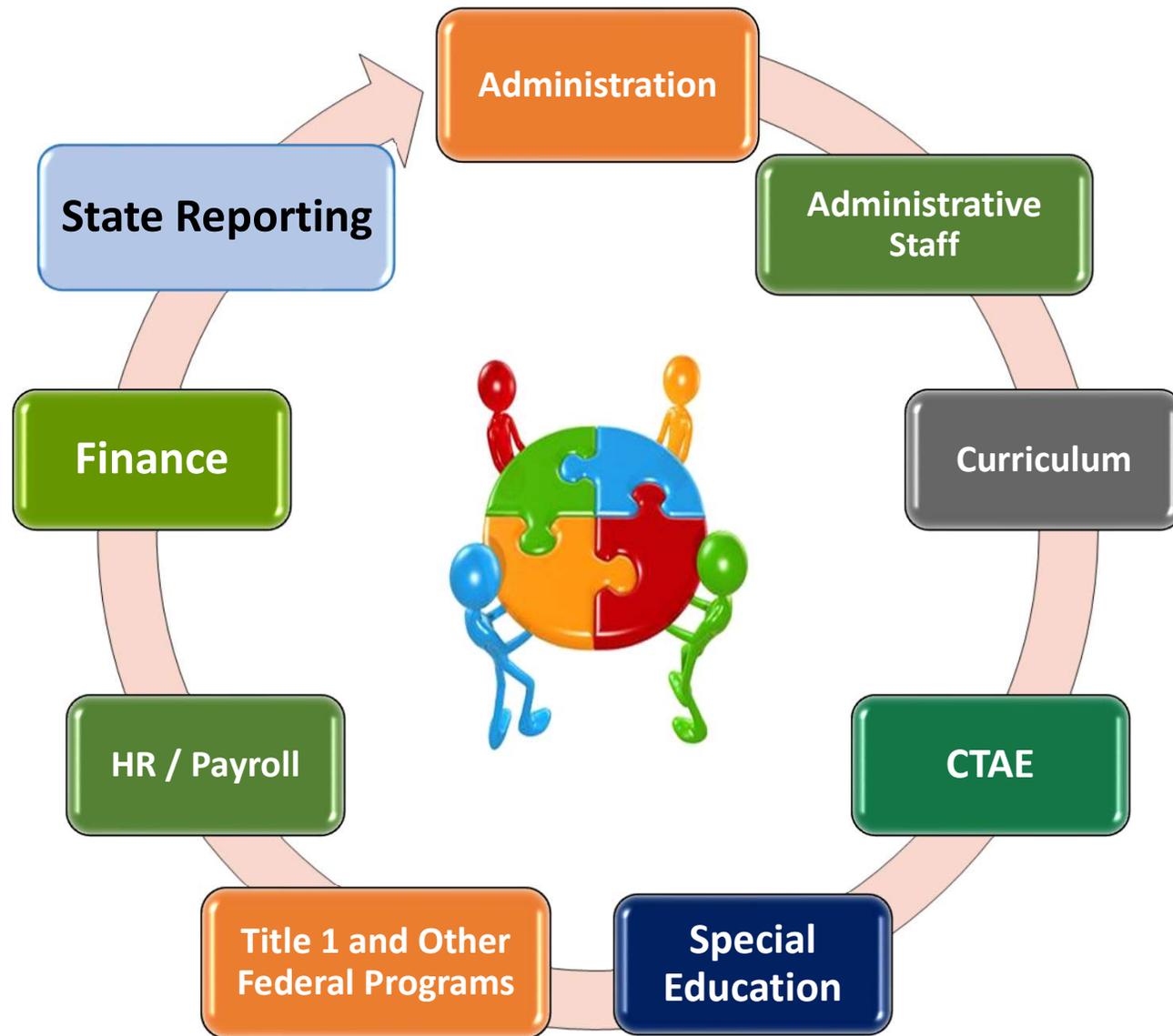
Planning

Create Processes


Hitting Targets

Creating Your "*Team*"

- Administration
- Administrative Staff
- Curriculum
- CTAE
- Special Education
- Title 1 and Other Federal Programs
- HR / Payroll
- Finance
- State Reporting

Creating Your "*Team*"

- Make sure school staff understands their role and responsibility as it relates to collecting and reporting data for state reporting.

- Ensure the appropriate staff maintains proper records and are proactive to correct errors.

- Make sure the state reporting staff understands and collects good quality data from the start.

- Ensure state reporting staff is aware and complying with deadlines and proactively preparing ahead of time.

Documentation

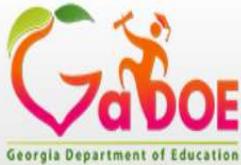☐ **Become familiar with the data that must be collected and reported.**
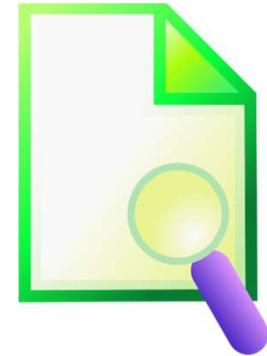
☐ **Learn additional information using the**
   DATA ELEMENT DETAIL

Documentation

- Each application is listed under this link

- Each application has layouts, a data element detail document (dictionary of elements) and other documentation to assist you with the state reporting requirements

Documentation

Offices & Divisions ▾   Programs & Initiatives ▾   Data & Reporting ▾   Learning & Curriculum ▾   State Board & Policy ▾   Finance & Operations ▾   Contact ▾

Calendar ▾

🏠 → Technology Services → Technology Services → Data Collections

General Information

FY2018 Data Conference

Data Collection Documentation

Data Collection Overview

Data Collection Transmission Dates

GaDOE Name Processing Rules

Georgia Student Data Privacy,
Accessibility, and Transparency Act

Records Retention

School Count by Type

Submit Request for Data

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
- Presentations, Webinars, and Miscellaneous Documentation
- 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

Documentation

gadoe.org/Technology-Services/Data-Collections/Pages/FY2020-FTE-Resources.aspx

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

FY2020 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 Data Survey

- FTE Data Survey Instructions
- FTE Data Survey Transmission Dates

FTE Resources

- FTE Transmission Dates
- FTE Data Element Detail (Updated 8/30/2019)
- FTE General Information
- FTE Categories and Weights (Updated 9/6/2019)
- GNETS FAQ's
- Guidelines for Special Education Environments: Ages 5 and Under
- Guidelines for Special Education Environments: Ages 6 - 21
- Special Education Educational Environments Calculator: Ages 5 and under
- Special Education Educational Environments Calculator: Ages 6 - 21
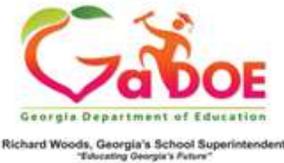
Other Resources

- FTE Checklist (Sample)
- QBE Reports

Prior year FTE Resources

> Notice that there are sample checklists for some of the data collections. Please feel free to use these and modify for your school.

Documentation

Georgia Department of Education - Sample Checklist

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

☐	Review Student Record 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 Students as needed
☐	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

Training for the New Data Coordinator

FY2020 Data Collections and Reporting

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Data Collection Overview

Data Conference

GaDOE Guidelines for Extracting Names

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Records Retention

School Count by Type

Data Collection Documentation

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- 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
- FY2020 Summary of Transmission Dates

Contact Information

Levette Williams, Chief Privacy Officer
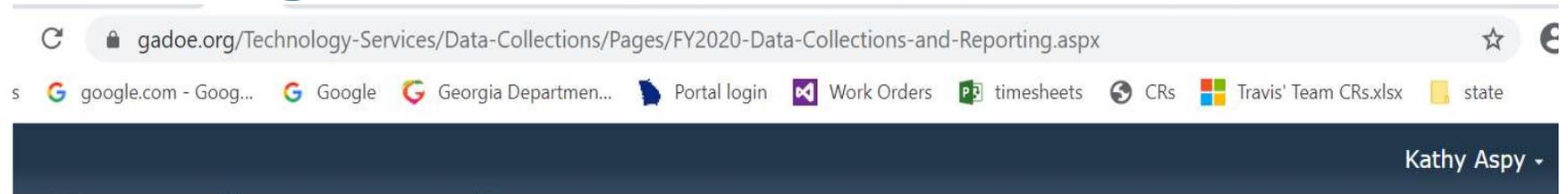Technology Services Director
Phone: 404-463-6504
lewillia@doe.k12.ga.us
https://www.gadoe.org

Data Collection Team Contact Information

If you want to start at the beginning.

Training for the New Data Coordinator

C 🔒 gadoe.org/Technology-Services/Data-Collections/Pages/FY2020-Data-Collections-and-Reporting.aspx ☆

s G google.com - Goog... G Google G Georgia Departmen... 📍 Portal login ⌨ Work Orders 📄 timesheets 🌐 CRs ⊞ Travis' Team CRs.xlsx 📙 state

Kathy Aspy ▾

FY2020 Data Collections and Reporting

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

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
- STRIDE (On Hold Indefinitely)
- Student Class
- Student Record
- 'New Coordinator' Documentation
- Presentations, Webinars, and Miscellaneous Documentation
- FY2020 Summary of Transmission Dates

Contact Information

Levette Williams, Chief Privacy Officer Technology Services Director

There is also a link to last August's data conference for '101' presentations as well as program presentations.

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

Training for the New Data Coordinator

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

Training for the New Data Coordinator

🏠 ➜ Technology Services ➜ Technology Services ➜ Data Collections ➜ FY2020 Data Collection Presentations

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

FY2020 Data Collection Presentations

Ad Hoc Query Overview

CPI 100

CPI 101 and Updates

Data Collection Updates

FTE 101

GUIDE

GUIDE 201

Student Class 101

Student Record 101

Focus on the '100' and '101' presentations.

The Portal

- https://portal.doe.k12.ga.us/Login.aspx
- <u>Portal</u> – the secure website used for all data transmissions. Use the Portal email system to email confidential information when you have questions on specific students or staff.

The Portal, Security & Privileges

- Who is your Security Officer (SO)? The Superintendent and Security Officer can only be set up by GaDOE Helpdesk Manager – Chris Rivera.

- The SO sets up all users' access privileges.

- Not getting Portal messages?
  Make sure you are subscribed to the correct message groups.

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Portal Messages

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

Data Collection Communications

❑ **Portal Messaging**
(sample message)

Message Center Subscription Alert
The following message was just posted in your subscribed category.

Subject: **FTE Cycle Three Data Collection Transmission is Now Open**

Author: Chris Rivera

Message: FTE and Student Record Coordinators,

This is just a reminder that the **FTE Cycle Three Transmission opens TODAY, Thursday, March 03, 2016.** All districts should begin uploading their FTE Cycle Three data and work to correct any errors. Information regarding the transmission is below.

FTE Cycle Three
Thursday, March 3, 2016 - Transmissions for FTE Cycle 3 begin
Thursday, March 10, 2016 - Last date for initial transmission of FTE Cycle 3 data
Thursday, March 17, 2016 - Deadline for correcting duplicate STUDENT ID errors
Tuesday, March 29, 2016 - Signoff Deadline for FTE Cycle 3 data
    Deadline for Superintendent's sign-off

NOTE:
Verification by the superintendent that the information transmitted is complete and accurate is required no later than the Sign-off dates specified above. The system superintendent must verify accuracy by electronically signing the System Signoff report. **All sign-offs must be completed by the signoff deadline.**

Information regarding the FTE Transmissions can be found on the following Data Collections website: http://www.gadoe.org/Technology-Services/Data-Collections/Pages/FY2016-FTE-Resources.aspx

If you have any questions or need further assistance, please contact the Technology Management Customer Support Team by using the **Help-dticket link** on the left side of the MyGaDOE portal menu.

To Login to the MyGaDOE portal please follow this link:
https://portal.doe.k12.ga.us/Login.aspx

You may also request assistance by emailing dticket@doe.k12.ga.us or by calling **1-800-869-1011**. Please provide a detailed message as well as your contact information.

Thank you,

Technology Management Customer Support Center
Georgia Department of Education
Administrative Technology
205 Jesse Hill Jr. Drive, S. E.
1970 Twin Towers East
Atlanta, GA 30334-5080

Ways to Verify Data Before the Spring Data Collections

X — already done

- Pre-ID Labels
- EOPA
- FTE DATA SURVEY
- STUDENT RECORD
- GUIDE
- FTE
- PRIVATE SCHOOL
- STUDENT CLASS
- FREE REDUCED MEAL
- CPI

Georgia Department of Education
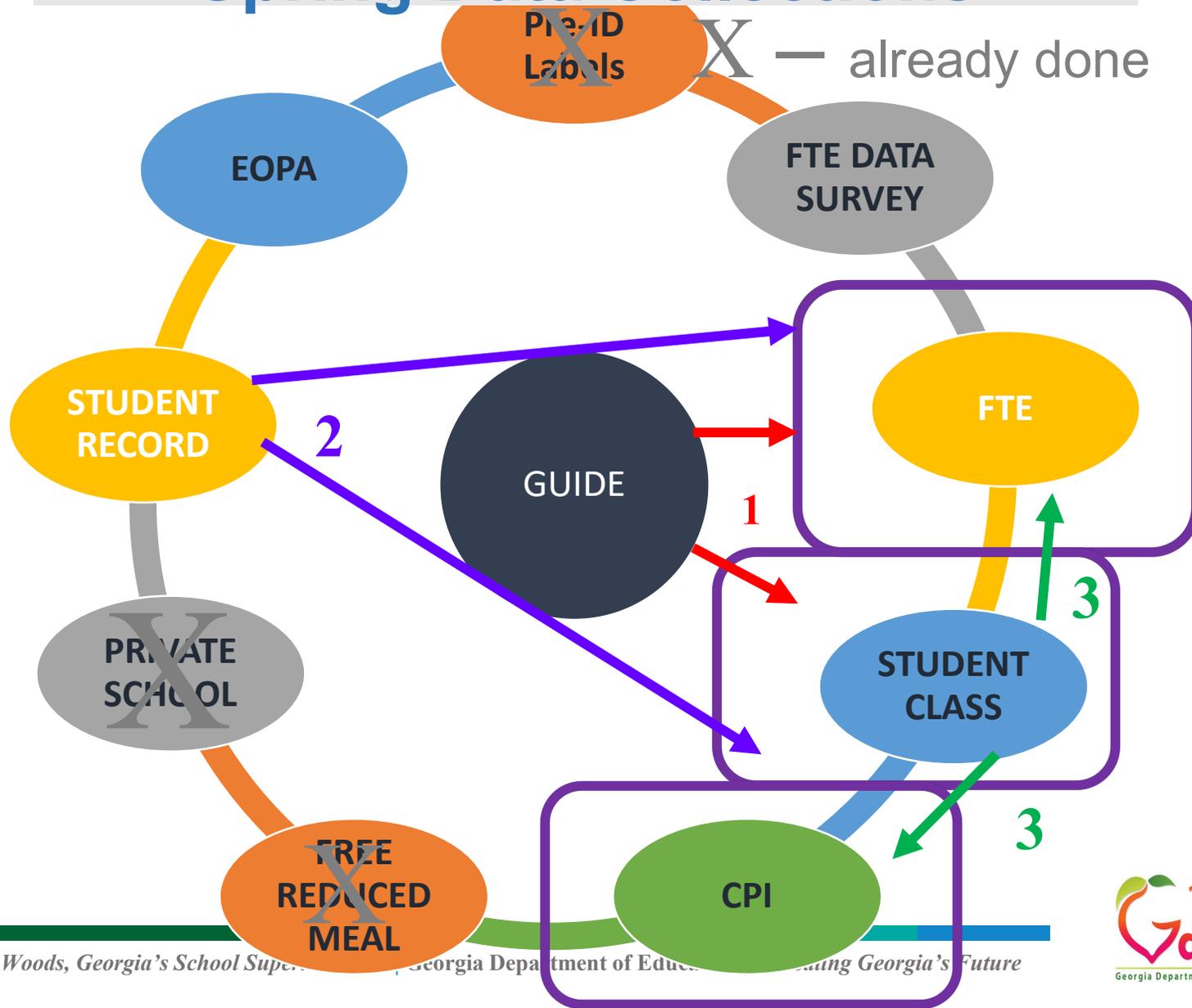
FULL TIME EQUIVALENT (FTE)

WHAT
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.

WHY
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.

O.C.G.A. 20-2-160

The report shall indicate the student´s specific assigned program for each one-sixth segment of the school day on the designated reporting date.

WHEN
Collections:
❑Cycle 1 – First Tuesday in October *(Active* and *Withdrawn Students)*
❑Cycle 3 – First Thursday in March *(Active* Students only*)*

REQUIRES SUPERINTENDENT SIGN OFF

FTE

- Important Items to Remember:
    - Students should have complete schedules.

    - Student must be enrolled on the count day AND have been present at least one of the ten school days prior to the count day.

    - Program guidelines must be met to claim segment for funding (unless exempted via waiver).

    - State and Commissioned Charters – RESIDENT STATUS CODE in FTE must show that student is a "Non-Resident – In State Consent", code = 02. The SYSTEM OF RESIDENCY number must be the **county or city** school system the student is zoned to attend.

STUDENT CLASS

WHAT Student Class is a data collection of student schedules. Student Class (data) is used for Student Course Profile/SLDS and for the In-Field application. The Student Class collection links students and teachers to a class.

WHY
- Student Class data is used for the Student Course Profile portion of SLDS.
- At the end of the school year, course information is used by all program areas.

WHEN The Student Class collection runs concurrently with both FTE collections in:
- ❑October
- ❑March
- ❑June

NOTE: Each of these collections starts at the end of the previous month. **REQUIRE SUPERINTENDENT SIGN OFF**

CERTIFIED/CLASSIFIED PERSONNEL INFORMATION (CPI)

WHAT 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.

WHY
- Provide state funding for certified staff (Training and Experience – T&E)
- Data forwarded to Georgia Professional Standards Commission (PSC).

WHEN Collection Cycles:
- ❑ Cycle 1 – October
- ❑ Cycle 2 – March
- ❑ Cycle 3 – July (personnel leave report)

REQUIRES SUPERINTENDENT SIGN OFF

STUDENT RECORD (SR)

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

WHY
Data reported in Student Record is used for SLDS, is included in the CCRPI determination process, and appears on the state report card. Student Record data is also sent to the U.S. DOE for federal reporting, is used for program audits and monitoring; is subject to open records requests; and is part of cumulative data for public consumption.

WHEN
Collection Cycle:

❑'Cleansing' Begins: September

❑'Cleansing' Ends: December

❑Begins: February

❑Ends: June

REQUIRES SUPERINTENDENT SIGN OFF

Steps to be Taking Right Now

1. Upload all ACTIVE students to GUIDE and resolve any errors and discrepancies.

2. Look at errors and warnings in Student Record.

3. Look at errors and warnings in Student Class. Print reports from SC to verify student enrollment in special classes.

Ways to Verify Data Before the Spring Data Collections
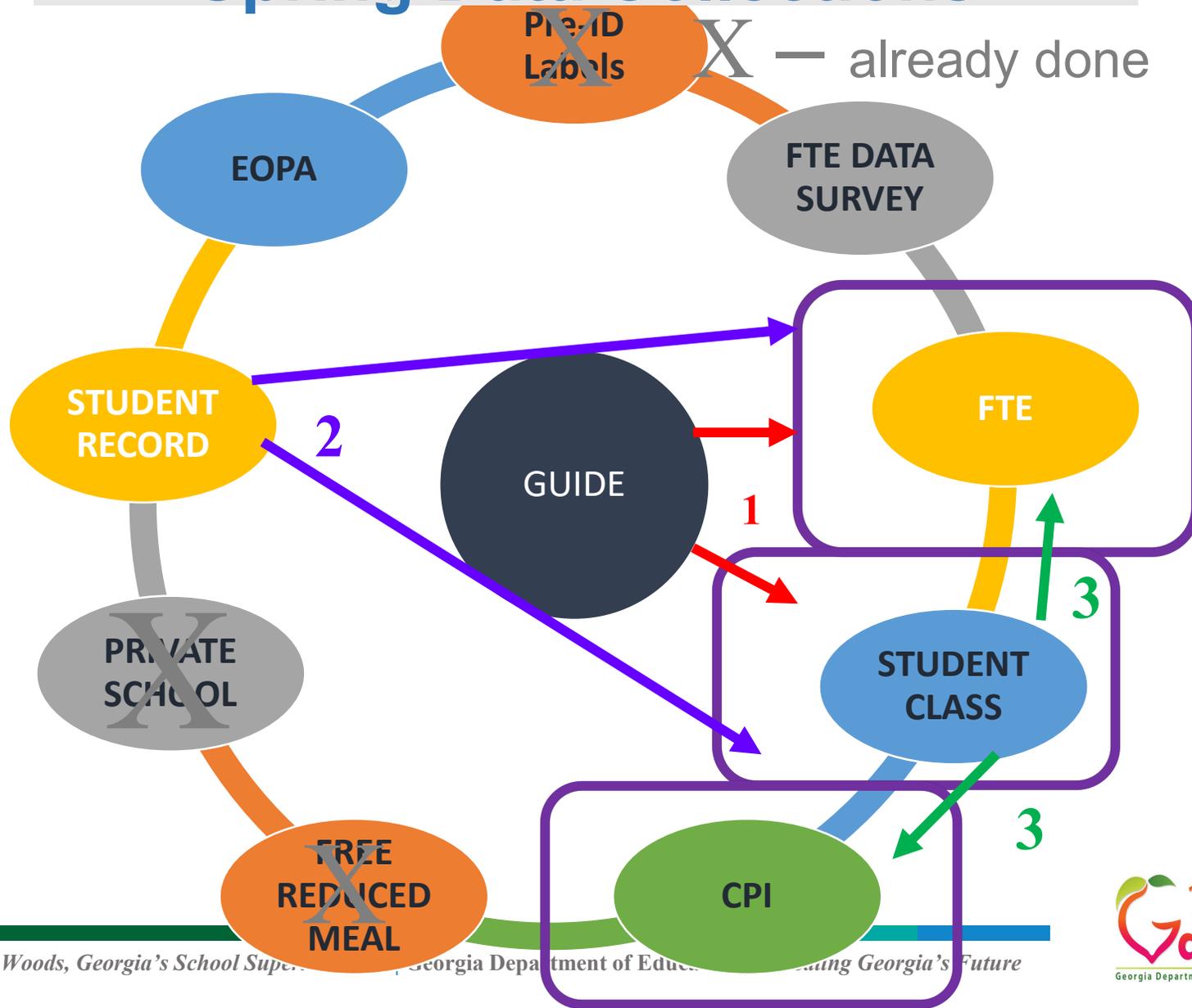
X — already done

Pre-ID Labels

EOPA

FTE DATA SURVEY

STUDENT RECORD

GUIDE

FTE

2

1

PRIVATE SCHOOL

STUDENT CLASS

3

3

FREE REDUCED MEAL

CPI

GaDOE

Georgia Department of Education

Steps to be Taking Right Now

1. Upload all ACTIVE students to GUIDE and resolve any errors and discrepancies.

Every SIS in GA must have the ability to extract a file of only ACTIVE students to be uploaded into GUIDE. If you don't know how to do that, please contact your SIS Helpdesk.

Extract and upload to GUIDE now, and again before count day. The more new students you get, the more you should upload.

Steps to be Taking Right Now

1. Upload all ACTIVE students to GUIDE and resolve any errors and discrepancies.
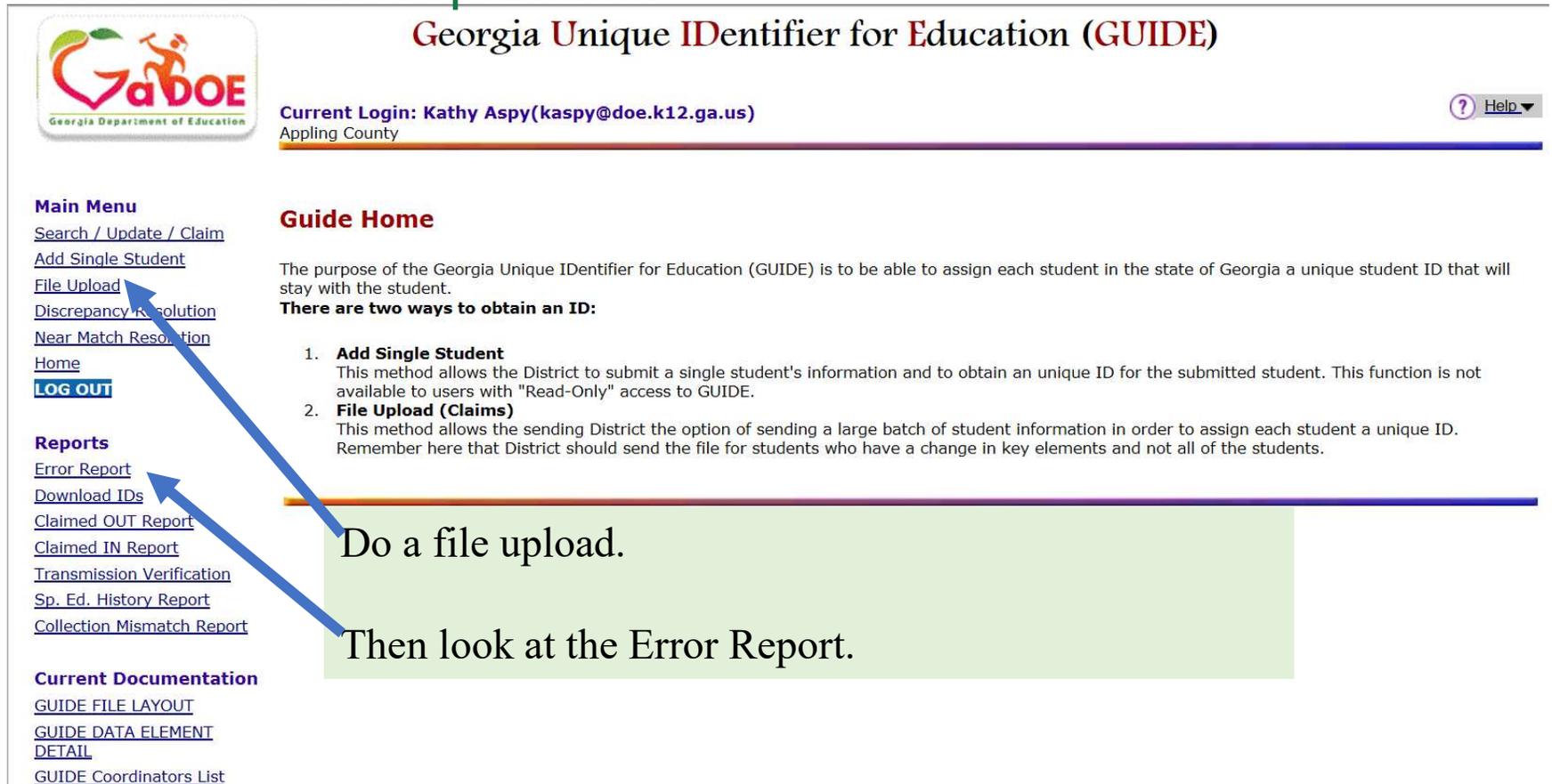
Georgia Unique IDentifier for Education (GUIDE)

Current Login: Kathy Aspy(kaspy@doe.k12.ga.us)
Appling County

(?) Help ▼

Main Menu
Search / Update / Claim
Add Single Student
File Upload
Discrepancy Resolution
Near Match Resolution
Home
LOG OUT

Reports
Error Report
Download IDs
Claimed OUT Report
Claimed IN Report
Transmission Verification
Sp. Ed. History Report
Collection Mismatch Report

Current Documentation
GUIDE FILE LAYOUT
GUIDE DATA ELEMENT DETAIL
GUIDE Coordinators List

Guide Home

The purpose of the Georgia Unique IDentifier for Education (GUIDE) is to be able to assign each student in the state of Georgia a unique student ID that will stay with the student.
There are two ways to obtain an ID:

1. **Add Single Student**
   This method allows the District to submit a single student's information and to obtain an unique ID for the submitted student. This function is not available to users with "Read-Only" access to GUIDE.
2. **File Upload (Claims)**
   This method allows the sending District the option of sending a large batch of student information in order to assign each student a unique ID. Remember here that District should send the file for students who have a change in key elements and not all of the students.

Do a file upload.

Then look at the Error Report.

Steps to be Taking Right Now

1. Upload all ACTIVE students to GUIDE and resolve any errors and discrepancies.

You have 19 Discrepancies, 38 Errors and 8 Near Matches Unresolved.

Error Report

This report contains Discrepancies (D### codes in the list), Warnings (W### codes in the list), and Errors (E### codes in the list). Discrepancies occur when a GTID is included in an uploaded student's identity record and there is a difference between the information in the GUIDE record for that GTID and the uploaded record for that GTID. Discrepancies may be resolved online through the Discrepancy Resolution unless the student also has errors. Errors have to be fixed in the SIS and re-uploaded before a discrepancy can be resolved.

Warnings are generated and displayed to the user to call attention to data. This data may or may not be a problem. If the data causing a warning is accurate, the warning can be ignored.

Errors are problems that cannot be addressed online in this application. Errors can be viewed online but must be fixed in the source data back in the SIS and re-uploaded.

Errors, Warnings and discrepancies may be displayed by individual school using the dropdown above the report. They may also be printed or exported to an Excel spreadsheet. After export, the spreadsheet can be sorted multiple ways - for example, sorted by School, then by Student ID/SSN.

Guide Error Report		
Error Code	**Error Description**	**Total**
D043	(GUIDE) SSN/STUDENT ID currently attached to this student in GUIDE application does not match SSN/STUDENT ID in upload file or entered online. See Data Discrepancy Report to resolve conflict.	7
D131	(GUIDE) STUDENT FIRST NAME entered/uploaded is different than STUDENT FIRST NAME stored in GUIDE. See Data Discrepancy Report.	4
D132	(GUIDE) STUDENT MIDDLE NAME entered/uploaded is different than STUDENT MIDDLE NAME stored in GUIDE. See Data Discrepancy Report.	4
D133	(GUIDE) STUDENT LAST NAME entered/uploaded is different than STUDENT LAST NAME stored in GUIDE. See Data Discrepancy Report.	4
E0251	DATE OF BIRTH cannot be greater than 22years old. If the student is truly greater than 22years of age, contact the Help Desk for assistance.	1
E132	(GUIDE) STUDENT NAME SUFFIX must be on the approved list of STUDENT NAME SUFFIXES. See the GaDOE Name Extraction Rules document posted on the Data Collections webpage.	4
E1321	GUIDE: Cannot replace an existing STUDENT MIDDLE NAME in GUIDE with a middle initial from upload file.	3
E181	PARENT / GUARDIAN NAME should be at least two characters.	2
E480	(GUIDE) When GTID is provided and STUDENT MIDDLE NAME exists in GUIDE, STUDENT MIDDLE NAME submitted cannot be blank.	18
E481	(GUIDE) When GTID is provided, 999 pseudo-SSN must match the 999 pseudo-SSN existing in GUIDE.	4
E482	(GUIDE) When GTID is provided and STUDENT NAME SUFFIX exists in GUIDE, STUDENT NAME SUFFIX submitted cannot be blank.	4
E5401	GUIDE: DATE OF BIRTH cannot be less than current date - 30 months (ie. Student must be at least age 2 ½ years old.)	2

Steps to be Taking Right Now

1. Upload all ACTIVE students to GUIDE and resolve any errors and discrepancies.

You have 19 Discrepancies, 38 Errors and 8 Near Matches Unresolved.

Back

Guide Error Detail Report

Error Code:	E480
Error Description:	(GUIDE) When GTID is provided and STUDENT MIDDLE NAME exists in GUIDE, STUDENT MIDDLE NAME submitted cannot be blank.

School Id	School Name	Student Id	GTID	Student First Name	Student Last Name	Field Name	Field Content
					Wang	Upload Middle Name:GUIDE Middle Name	:Yu
					Franco Uribe	Upload Middle Name:GUIDE Middle Name	:URIBE
					Resendiz Rojo	Upload Middle Name:GUIDE Middle Name	:ROJO
					Rona	Upload Middle Name:GUIDE Middle Name	:Ruby Pauline
					Enoh	Upload Middle Name:GUIDE Middle Name	:Mpeh
					Nguyen	Upload Middle Name:GUIDE Middle Name	:Phan
					Loute	Upload Middle Name:GUIDE Middle Name	:Janelle
					Abed	Upload Middle Name:GUIDE Middle Name	:Murad Hamid
					Andronache-Opris	Upload Middle Name:GUIDE Middle Name	:-
					Calloway	Upload Middle Name:GUIDE Middle Name	:Arion Mekhi
					Al Azzawi	Upload Middle Name:GUIDE Middle Name	:O
					Mai	Upload Middle Name:GUIDE Middle Name	:N
					Gaddy	Upload Middle Name:GUIDE Middle Name	:Dai
					Miranda Lucas	Upload Middle Name:GUIDE Middle Name	:LUCAS
					Cruz-Benitez	Upload Middle Name:GUIDE Middle Name	:Cruz
					Ghazal	Upload Middle Name:GUIDE Middle Name	:Nazir
					Xol Pachan	Upload Middle Name:GUIDE Middle Name	:Xol
					Clark	Upload Middle Name:GUIDE Middle Name	:Ahmad La'more

Steps to be Taking Right Now

1. Upload all ACTIVE students to GUIDE and resolve any errors and discrepancies.

The uploaded Middle Name was blank; the previous Middle Name was sent as a double Last Name.

Student Last Name	Field Name	Field Content
Wang	Upload Middle Name:GUIDE Middle Name	:Yu
Franco Uribe	Upload Middle Name:GUIDE Middle Name	:URIBE
Resendiz Rojo	Upload Middle Name:GUIDE Middle Name	:ROJO

Good examples of issues you can take care of now. These students had a middle name in GUIDE. Now they have a double last name in GUIDE. You have to put in a PII request to have the middle name that is in GUIDE (that should have been part of a double last name) removed.

Gaddy	Upload Middle Name:GUIDE Middle Name	:Dai
Miranda Lucas	Upload Middle Name:GUIDE Middle Name	:LUCAS
Cruz-Benitez	Upload Middle Name:GUIDE Middle Name	:Cruz

Steps to be Taking Right Now

1. Good examples of issues you can take care of now. These students had a middle name in GUIDE. Now they have a double last name in GUIDE. You have to put in a PII request to have data that is in GUIDE removed.

Enrollment History | Current Year Schedule | Current Programs | Guide Transaction Log | Update PII

View Student Detail

This page displays detailed student information and provides the ability to claim a student or edit a student's GUIDE record. Required fields are noted in red with *.

To claim a student or to edit a GUIDE record, **you must first select the school.**

Claim: To claim this student, select the new school of enrollment and enter the School Entry Date. When you are ready to submit, press the Claim button.

Update: To edit this student's identity data, enter your changes into the fields below. When you are ready to submit your changes, press the Update button.

*Select a School	Mill Creek High School-0105 ▼

Data Element	Existing GUIDE Record	Update Record
GTID		
*Last Name	FRANCO	FRANCO URIBE
*First Name		
Middle Name	URIBE	
Middle Name Verified?	Verified:Middle Name is 2 or more letters long	2-Verified:Middle Name is 2 or more letters long ▼
Suffix		▼

Also in GUIDE:
Special Ed History Report & EL History Report

Georgia Unique IDentifier for Education (GUIDE)
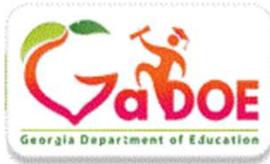
Current Login: Kathy Aspy(kaspy@doe.k12.ga.us)
County

(?) He

Main Menu
Search / Update / Claim
Add Single Student
File Upload
Discrepancy Resolution
Near Match Resolution
Home
LOG OUT

By GTID	E799 Records	By Claim Date	By Last Name

School: All Schools   Report Selection: All Claimed SWD Students List

Claim Start Date: 1/1/2018   Claim End Date: 1/16/2018   Get History

Reports
Error Report
Download IDs
Claimed OUT Report
Claimed IN Report
Transmission Verification

Sp. Ed. History Report
EL History Report

Current Documentation
GUIDE FILE LAYOUT
GUID
DETA

Download Data

Special Education Student List For Students Claimed between 1/1/2018 and 1/16/2018

Claim School ID	GTID	Student Name	Primary Area
0103	509	M	6
0103	102	Pe	U
0103	148	Sa	U
0177	716	Ri	U
0177	584	Ri	U
0195	559	Fu	
1050	383	Se	3

NOTE: Students included in this report have been placed in Special Education (Special

Running these reports frequently will keep you informed, save you time, money, and help you stay compliant with state and federal law. Provide these reports to your district Special Ed and EL Director.

Ways to Verify Data Before the Spring Data Collections

X — already done

Pre-ID Labels

EOPA

FTE DATA SURVEY

STUDENT RECORD

GUIDE

FTE

2

1

PRIVATE SCHOOL

STUDENT CLASS

3

FREE REDUCED MEAL

CPI

3

GaDOE
Georgia Department of Education
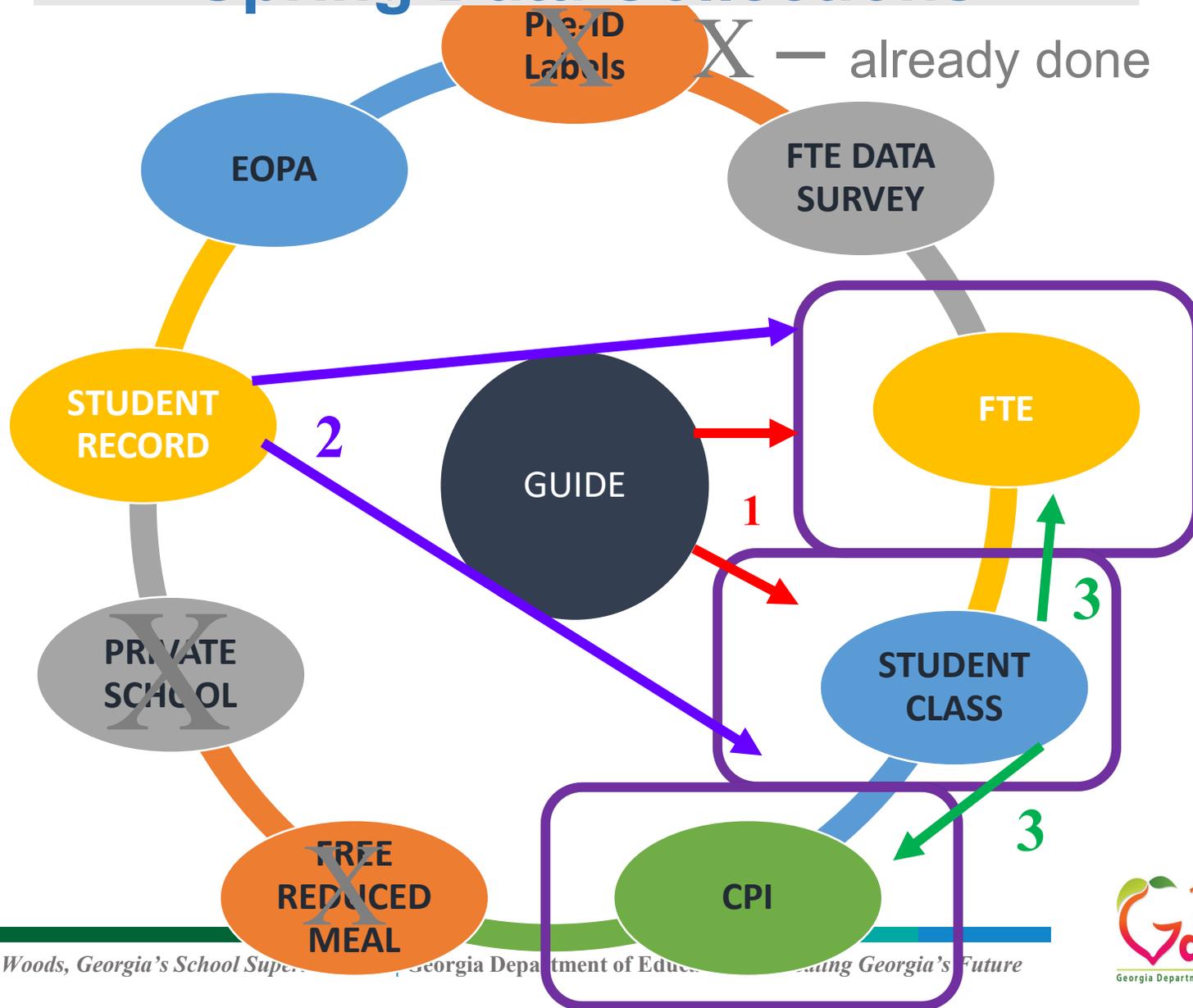
Steps to be Taking Right Now

2. Look at errors and warnings in **Student Record**.

<mark>Demographic related errors</mark>

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

- **E0335 - SCHOOL ENTRY CODE** = '6', the **SCHOOL SYSTEM OF RESIDENCE** cannot equal the reporting **SYSTEM CODE**.

- **E292** - All race fields cannot be 'N'.

- **W023 - GENDER** reported for active student does not match the gender in GTID. Verify data and correct either in SIS or GUIDE.

Steps to be Taking Right Now

2. Look at errors and warnings in **Student Record**.

<mark>GUIDE / ID related errors</mark>

-   **E047** - This **GTID** is being reported active in more than one district. Please review the <u>Duplicate GTID Report</u> (FTE- Main Menu; SR - Student Report SR066).

-   **E048** - **GTID** missing or invalid. **GTID** submitted was not found in GUIDE system.

-   **E0481** – **GTID** has been deactivated in GUIDE. Please contact the Help Desk for assistance.

-   **E0482** - **GTID** has been retired in GUIDE. Please replace retired **GTID** with active **GTID** from GUIDE.

-   **E0486 - The SYSTEM CODE** and **SCHOOL CODE** reported does not match the **SYSTEM CODE** and **SCHOOL CODE** for the last **GTID** claim in GUIDE.

-   **E8081**- The SSN attached to the student's **GTID** in GUIDE is the same as the SSN for a different **GTID** in GUIDE. Please review the <mark>E8081 Error Report</mark> and contact the other district on the report to verify and correct the duplicated identity data.

Steps to be Taking Right Now

2. Look at errors and warnings in **Student Record**.

<mark>GUIDE / ID related errors</mark>

- **E133** - This active student's name (**LAST NAME, FIRST NAME,** or **MIDDLE NAME**) submitted does not match the student name in GUIDE. Make the necessary corrections where needed (SIS or GUIDE) before re-validating.
- **E3100** - Name cannot contain numbers, selected special characters, cannot be blank, and must be more than one character.
- **E3106 - LAST NAME** must be at least two characters and cannot contain numbers or selected special characters.

Steps to be Taking Right Now

2. Look at errors and warnings in **Student Record**.
    Special Education related errors

- **E087 - PRIMARY AREA** = '8' may only be used for children age three through nine (at the end of the **FISCAL YEAR** in which the student turns nine). See 34 C.F.R. § 300.8(b).

- **E873 - PRIMARY AREA** with no exit **EVENT CODE** reported by prior school this school year, but student not reported with a **PRIMARY AREA** at current school.

Steps to be Taking Right Now

2. Look at errors and warnings in **Student Record**.

SYSTEM OF RESIDENCE codes

- (SR) **E0335** / (FTE) **E2091**- **SCHOOL ENTRY CODE** = '6', the **SYSTEM OF RESIDENCY** cannot equal the reporting **SYSTEM** code.

EL Students

- **E215 - EL** code missing or not valid. Must be 'Y', 'N','1', '2', '3', '4', 'I' or 'F'. See layout or <u>Data Element Detail</u> for descriptions.

Ways to Verify Data Before the Spring Data Collections

X — already done

Pre-ID Labels

EOPA

FTE DATA SURVEY

STUDENT RECORD

GUIDE

FTE

PRIVATE SCHOOL

STUDENT CLASS

FREE REDUCED MEAL

CPI

2

1

3

3

Georgia Department of Education
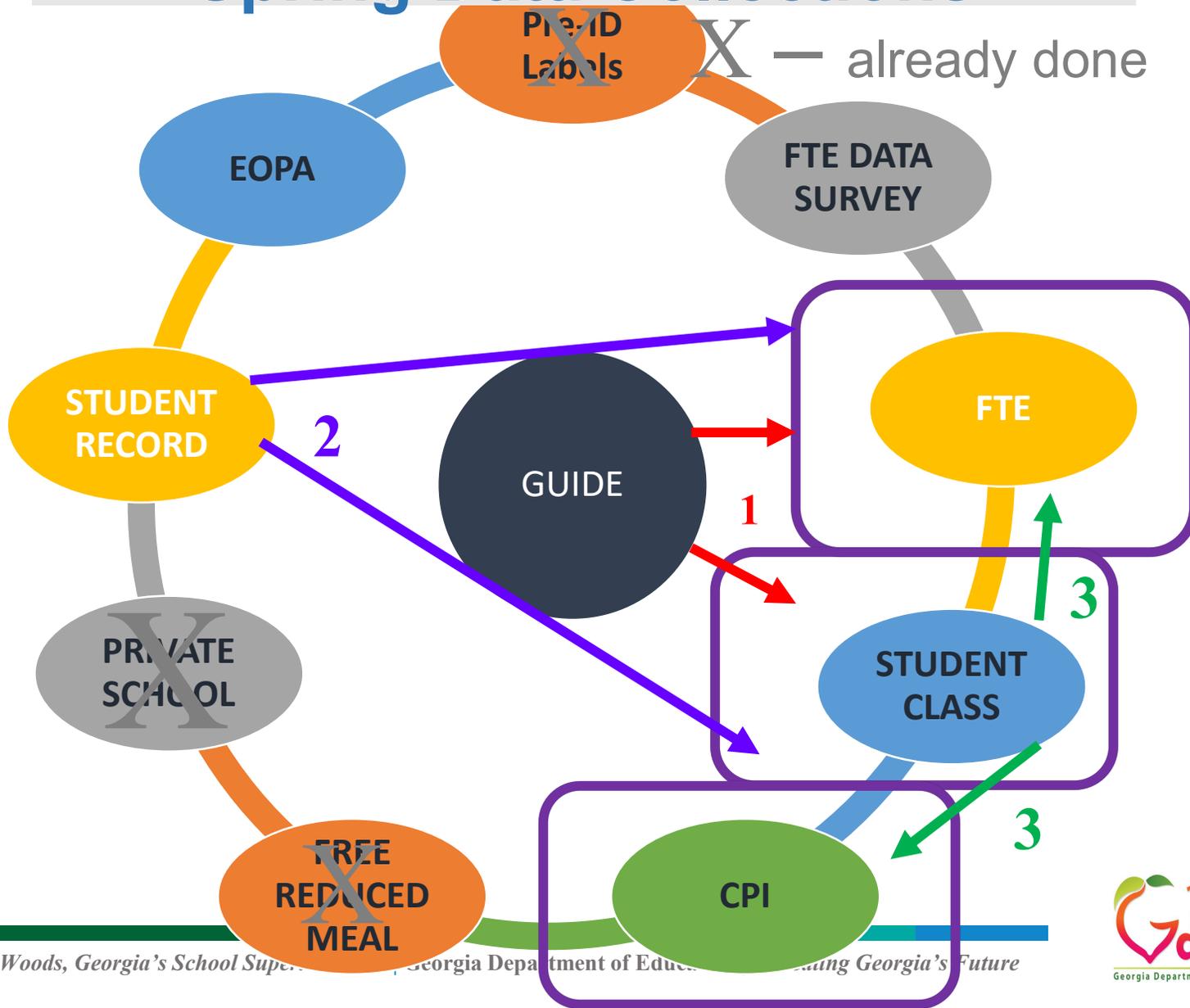
Steps to be Taking Right Now

Student Class Reminders

•Do not send a course record for therapy services, for example speech therapy. (A PK course with a Speech therapist as the Primary Teacher would appear as out-of-field when evaluated for Special Education certification or 'content' certification in Early Childhood Education/Birth to Age 5.

•If the only service provided to a PK student is speech therapy, do not send any courses in SC.

Steps to be Taking Right Now

Student Class Reminders

Home School / School of Enrollment
- All records should be reported from the student's home school.
- The school reporting Student Class records for a student must be the same school (**SCHOOL CODE**) that is being funded for the student in FTE. Students enrolled in alternative programs, GNETS, Career Academies, or other programs outside the traditional school setting must be reported through the home school. The program or alternate school where the student is taking a class or classes is reported in the field **ALTERNATE SYSTEM CODE** and **ALTERNATE SCHOOL CODE** field.

Steps to be Taking Right Now

3. Look at errors and warnings in Student Class.

E6041 – Student **GRADE LEVEL** reported in Student Class is different than Student **GRADE LEVEL** in Student Record.
E6040- **PRIMARY AREA** reported in Student Record does not match **PRIMARY AREA** in Student Class.

Steps to be Taking Right Now

3. Look at errors and warnings in Student Class.

E334 - This active student's name **(LAST NAME, FIRST NAME**, or **MIDDLE NAME**) submitted does not match the student name in GUIDE. Make the necessary corrections where needed (SIS or GUIDE) before re-validating.

E5022 - INCLUSION CODE is valid for special education student only (**PRIMARY AREA** is not blank).

E6040 - PRIMARY AREA reported in Student Record does not match **PRIMARY AREA** in Student Class. (Relievable – for ex.: a Speech student would have a **PRIMARY AREA** = '3' but no classes with a '3'.)

E6095 - If **SPECIAL ED DELIVERY MODEL** is not blank, then this class record must have a **PRIMARY AREA** indicating the Special Education service delivered.

Steps to be Taking Right Now
CPI issues

3. Look at errors and warnings in Student Class.

E925 - COURSE TEACHER CODE must be 9-digit numeric number.
E5019 - COURSE TEACHER CODE not reported in CPI (Cycle 1 or 2) with a teaching assignment.
This error is generated when the **COURSE TEACHER CODE** is reported in Student Class and is found in CPI but has no Teaching **JOB CODE**.
E5083 – The **COURSE TEACHER CODE** is not found in CPI. This edit is saying that the teacher was not reported in CPI. Check the SS# the school is reporting against the SS# the CPI Coordinator is reporting in CPI.

Steps to be Taking Right Now
CPI issues

3. Look at errors and warnings in Student Class.
Student Class and CPI are not point in time counts. If a **new teacher** is hired and is assigned to a class on the sign off date, that teacher is reported in CPI and Student Class.

Validate both Student Class and CPI when any changes are made.

Steps to be Taking Right Now
==CPI issues==

CPI and Student Class have the same report <u>Missing Teacher/Missing Assignment Report</u>.

Look at the <u>Missing Teacher/Missing Assignment Report</u> in Student Class.

SC is collected in March and June. But CPI is only collected in March. So March is the last chance to get the teacher's teaching assignment in CPI correctly entered.

Validate both Student Class and CPI when any online changes are made.
(NOTE: Validate in any data collection in which you make *online* changes.)

Student Class Teacher Reports

Student Class Reports

Go To Main Menu

- Student Reports
- SC011-Alternate Master Report
- Grade Reports

- Student Class Delivery Model Reports
- Teacher Reports
- TKES/LKES 90% Indicator Reports

Teacher Reports

Go To Previous Menu

- SC009-All Classes by Teacher
- SC006-Missing Teacher/Missing Assignment
- SC014-Teacher Class Roster
- SC086-Course With Alternate Teacher ID Report

Student Class Teacher Reports
Missing Teacher Reports

NOTE: This report is available in CPI and in Student Class. E5083 is generated when the COURSE TEACHER CODE is not found in CPI.

The E5019 is generated when the COURSE TEACHER CODE does not have a teaching assignment code in CPI. If a COURSE TEACHER CODE is being generated for both E5019 and E5083, the E5083 will take precedence over the E5019 and only the E5083 will be listed in this report.

School ID	School Name	Course Teacher Code	Addl. Course Teacher Code 1	Addl. Course Teacher Code 2	Addl. Course Teacher Code 3	Online-Course	Teacher Last Name	Teacher First Name	Course Number	Class Section Number	Job Code	Job Title	Error Code	Reason
0302	Bay Intermediate School	**** 1234				N	Mouse	Mickey	17.8040000	030	436	Special Education Para-professional/ Teacher Aid- Ages 6-21	E5019	Missing Teaching Assignment for Teacher
0302	Bay Intermediate School	**** 1234				N	Mouse	Mickey	23.8014000	02I	436	Special Education Para-professional/ Teacher Aid- Ages 6-21	E5019	Missing Teaching Assignment for Teacher
0302	Bay Intermediate School	**** 1234				N	Mouse	Mickey	23.8040000	02B	436	Special Education Para-professional/ Teacher Aid- Ages 6-21	E5019	Missing Teaching Assignment for Teacher
0302	Bay Intermediate School	**** 1234				N	Mouse	Mickey	27.8140000	02O	436	Special Education Para-professional/ Teacher Aid- Ages 6-21	E5019	Missing Teaching Assignment for Teacher
0302	Bay Intermediate School	***** 1234				N	Mouse	Mickey	41.8140000	01Q	436	Special Education Para-professional/ Teacher Aid- Ages 6-21	E5019	Missing Teaching Assignment for Teacher
0302	Bay Intermediate School	***** 1234				N	Mouse	Mickey	45.8040000	02S	436	Special Education Para-professional/ Teacher Aid- Ages 6-21	E5019	Missing Teaching Assignment for Teacher
0289	Dori Elementary School		* 2221			N			23.9040000	0LN			E5083	Missing Addl. Teacher1 in CPI
0289	Dori Elementary School	***** 2221				N	Saxton	Irish	17.0040000	09Q			E5083	Missing Teacher in CPI
0289	Dori Elementary School	***** 2221				N	Saxton	Irish	23.8014000	0A0			E5083	Missing Teacher in CPI
0289	Dori Elementary School	***** 2221				N			23.8040000	09T			E5083	Missing Teacher in CPI
0289	Dori Elementary School	***** 2221				N	Saxton	Irish	27.8140000	0A6			E5083	Missing Teacher in CPI

Steps to be Taking Right Now
CPI issues

4. Check with your district's 'In-Field' Coordinator to ensure that teachers are being reported accurately in both CPI and SC. The preliminary results of the In-Field Report were released last Friday, February 14th. This preliminary In-Field Report is looking at data from SC-1 and CPI-1, both from October.

There is one more collection of CPI in March and two more collections of SC if any data reported needs to be corrected.

REQUESTING ASSISTANCE

The <u>Technology Services Help Desk</u> is the first line of contact for questions concerning a collection, errors, and warnings.

Help Desk
- Email: dticket@doe.k12.ga.us
- Phone: 800-869-1011

Questions & Answers

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