



Open Office Hours

Data Collections Team

3/15/22

March Data Collections

- Opens – Thursday, March 3
- Initial transmission deadline – Thursday, March 10
- CPI sign-off opened – Monday, March 14
- SC sign-off relief comments will be approved starting – Thursday, March 17
- Duplicate resolution deadline – Thursday, March 17
- FTE sign-off opens – Friday, March 18
- Sign-off deadline – Thursday, March 24

Creating a Portal Help Ticket

Once you are logged into the MyGaDOE Portal you can access the GaDOE Helpdesk Portal by clicking on either of the Help Desk Portal links on the system access menus, see below.

The screenshot shows the MyGaDOE portal interface. At the top left is the GaDOE logo. A search bar for districts and an alphabetical index (0-9, A-Z) are at the top. A blue banner says "Welcome to MyGaDOE" with links for "Help Desk Portal" and "Online Documentation". Below this is a message notification: "You have (0) new messages." The main content area is divided into three sections: "Surveys" (with tabs for New, Saved, Submitted, Approved, Reports and a "More" link), "My Favorites" (with a link for "Online Web Resources" and a "More" link), and a "Site Navigation" sidebar on the left. The sidebar includes "Home", "Logout", "Information Technology" (with sub-links for COPS Financial, Data Collection, View Documents, Facility and School Registry, and Message Center), and a user profile for "Chris Rivera" (with links for Account Information, Add to Favorites, and Help Desk Portal). A red box highlights the "Help Desk Portal" link in the sidebar. Another red box highlights the "Help Desk Portal" link in the top banner. A red arrow points from the text "Help can be requested by clicking on either of these two links" to both highlighted links. A larger blue text box at the bottom of the screenshot reads: "Important! – Please ensure your browser is set to allow Pop-Ups for MyGaDOE Portal and Helpdesk Portal websites." The footer contains links for "Privacy Policy", "Terms of Use", "Site Requirements", and "Feedback", along with a copyright notice for 2005-2009 Georgia Department of Education.

Help can be requested by clicking on either of these two links

Important! – Please ensure your browser is set to allow Pop-Ups for MyGaDOE Portal and Helpdesk Portal websites.

Creating a Portal Help Ticket

Once you click on one of the Help Desk Portal links, a new browser window will open into the new GaDOE Helpdesk Portal system and direct you to the Home screen, see below.

Click on the Service Catalog.

The screenshot shows the GaDOE Helpdesk Portal Home screen. The top navigation bar includes the GaDOE logo, navigation icons, and the user name 'Chris Rivera'. The main content area features five service tiles: 'Home', 'My Tickets', 'Watched Tickets', 'My Approvals', and 'Knowledge Base'. The 'Service Catalog' tile is highlighted with a red rounded rectangle. The 'Service Catalog' tile includes a briefcase icon and the text: 'Service Catalog' and 'Make a request for a new equipment or service'. The 'My Tickets' tile includes a clipboard icon and the text: 'My Tickets' and 'Check the status of your submitted tickets'. The 'Watched Tickets' tile includes a bell icon and the text: 'Watched Tickets' and 'Keep watch on tickets, problems and changes'. The 'My Approvals' tile includes a checkmark icon and the text: 'My Approvals' and 'Approve or reject tickets, problems and changes'. The 'Knowledge Base' tile includes a book icon and the text: 'Knowledge Base' and 'Find answers to your questions here'.

Note: If you are a DOE employee you will be directed to the Helpdesk Portal Login Screen instead.

Creating a Portal Help Ticket

Scroll down until you find "Let's Talk About Data"

The screenshot shows the Georgia Department of Education (GaDOE) Service Catalog interface. At the top, the user is identified as 'Kathy Aspy'. The main content area is titled 'Service Catalog' with '17 results'. A search bar is present with a 'Go!' button. Below the search bar, there are two tabs: 'Service Categories' and 'All Service Requests'. The 'All Service Requests' tab is active, displaying four request categories: 'Surplus Items Request', 'Software', 'Computer', and 'Printer'. Each category has a 'Request' button. The 'Service Categories' list on the left includes: All (17), Transition (1), Software (1), Hardware (4), Network (2), Other/Unknown (1), Applications (6), and Employee (2).

Creating a Portal Help Ticket

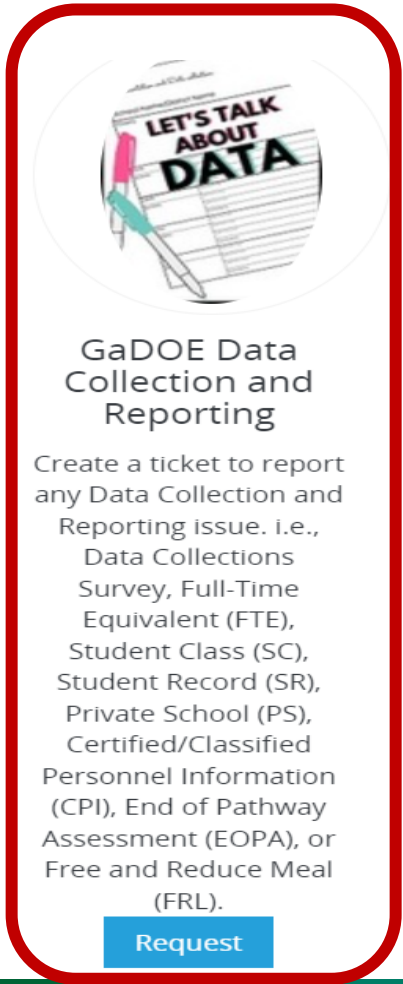
Please select the Data Collection in the field – Application Type



GaDOE (Non-Portal Related) Support

Create a ticket to report issues and/or request assistance with an Non-MyGaDOE Portal related issues.

[Request](#)



GaDOE Data Collection and Reporting

Create a ticket to report any Data Collection and Reporting issue. i.e., Data Collections Survey, Full-Time Equivalent (FTE), Student Class (SC), Student Record (SR), Private School (PS), Certified/Classified Personnel Information (CPI), End of Pathway Assessment (EOPA), or Free and Reduce Meal (FRL).

[Request](#)



New DOE Employee - Request MyGaDOE Portal Account

Please use this Service Catalog to if you are a new GaDOE employee and need to apply for your new MyGaDOE Portal account.

[Request](#)



New Hire

New Employee Account Setup

[Request](#)



General Information / Announcements

Students Enrolling from Ukraine

Consider these students as new enrollees, not 'displaced' students. (We use the displaced term for U.S. students who have moved within GA or other U.S. state because of a natural disaster. We keep track of those displaced students in case of Federal disaster relief funding.)

Enroll these students with the:

SCHOOL ENTRY CODE – 'K', Entered from another country.

PLACE OF BIRTH – if Ukraine, then the country code is '2270'.

PRIMARY LANGUAGE – if Ukrainian, '049'.

U.S. SCHOOL LESS THAN 3 YEARS – 'Y'.

DATE OF ENTRY TO U.S. SCHOOLS – enrollment date.

Home language assessment

DATE OF ELP SCREENER – date of testing.

FTE 3 Count Comparison Report

If you printed this report prior to 9 a.m. this morning, please reprint. An error in the display has been corrected.

Who Has to Have a Record in this Data Collection?

Enrollment type:	Reported in:			
	FTE-1	FTE-3	SC	SR
Active	YES	YES	All classes this year	YES
Withdrawn	YES All WD after prior year FTE-1	NO	All classes this year	YES if WD Date is on/after 1st day of school (Not No-Show students)
Graduates	YES All WD after prior year FTE-1	NO	All classes this year	YES if WD Date is on/after 1st day of school
Head Start (3-5 in Federal Program, not public school)	Report them if you have them	YES	YES	YES
PK - enrolled in public school	YES	YES	All classes this year	YES
Community-Based IEP served PK/Pre-S kids (IEP SERVICES = 'Y' <i>but not attending full-time</i>)	YES	YES	YES	YES
Child Find – Private or homeschooled student not being served (IEP SERVICES = 'N')	YES	NO	NO	NO
Child Find - Service Plan students (IEP SERVICES = 'S')	YES	NO	NO	NO



GUIDE

GUIDE

Fix these FTE errors now. These errors are not relievable.

E047	This GTID is being reported active in more than one district. Please review the Duplicate GTID Report (FTE- Main Menu; SR - Student Report SR066).
E048	GTID missing or invalid. GTID submitted was not found in GUIDE system.
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.
E062	Duplicate GTID in input file. This GTID has been reported as active in more than one school in this district. For FTE 3, one of the records must be deleted. For FTE 1, a WITHDRAWAL CODE and WITHDRAWAL DATE should be entered for the withdrawn record(s).
E133	This active student's name (LAST NAME, FIRST NAME, or MIDDLE NAME) submitted does not match the student's name in GUIDE. Make the necessary corrections where needed (SIS or GUIDE) before re-validating.
E1687	The GTID has been reported in Student Class, but the GTID is not being reported for FTE.

GUIDE & FTE

Look at these reports in FTE:

Duplicate GTID Report on the FTE Main Menu - these are 99.9% **Enrollment Issues** not identity issues. Confirm enrollment in your school on Thursday, March 3. Reach out to the other district if your enrollment is confirmed (Main Menu in both GUIDE and FTE)

Check the GUIDE 'Last Updated' date. If another district updated the student's GTID, you would need to withdraw your student on the last day of attendance. If your district is the last to claim the student, and you know that the student enrolled with your district on or before the Count day, call the other district and ask the other district to withdraw the student.

Who do you call? See the FTE Primary Contact list or the GUIDE Coordinator List.



FTE

FTE

The FTE Duplicate Resolution Deadline is this Thursday, March 17, 2022. On Friday March 18th the Manual Relief Request link will be available and you can start Signing off FTE .

FTE Main Menu

[Warning Requiring Comments](#)

- [FTE Reports Menu](#)
- [FTE File Upload](#)
- [FTE Validate Data](#)
- [FTE Add/Edit/Delete Student Data](#)
- [FTE Delete All System Data](#)
- [FTE Individual Student Report](#)
- [ADHOC Query](#)
- [Duplicate GTID Report by 03/17/2022 12:00:00 am](#)
- [Manual Relief Request will be available on 03/17/2022 12:00:00 am](#)
- [Status Check List](#)
- [FTE111-SC Error Exception Report](#)
- [SPEDHIST-GTID Claimed Student Sp. Ed. History Report](#)
- [FTE Primary Contacts](#)
- [FTE Admin Menu](#)
- [FTE Transmission Status](#)
- [FTE Transmission System](#)

FTE

176 Districts with Errors

8 Districts Ready to Sign Off

29 Districts Warnings Requiring Comments

Just a Quick Note:

When Submitting tickets, Please notate the Collection you are referencing. Ex: (FTE, Student Record, CPI, Student Class.) Please do not submit tickets with multiple Edits from Different Collections. Please address each collection separately. Your ticket can be quickly addressed by submitting your question to the right Data Analyst.

When we see tickets that reference other collections, your question may get overlooked. We do not want that. We want to respond as quickly and efficiently as possible.

REMINDER

E301 - Only actively enrolled students (STUDENT STATUS = 'N') are reported in FTE-3. (STUDENT STATUS = 'R' (retained), 'W' (withdrawn), and 'C' Child Find students) are reported in FTE Cycle 1 only).

Statewide there are only 34 Errors

E6134 - IEP SERVICES equals 'S' or 'N'. This student cannot be reported in FTE Cycle 3.
Statewide there are 612 errors

STUDENT STATUS of 'C' (Child Find Count) is used for students who are parentally placed in private school or home school and the student is reported in FTE1 ONLY for the purpose of obtaining information for the federal child count and proportionate share calculations.



SC

If you are getting an E905, invalid Dual Enrollment course

You don't need to send a Help Ticket, call, Portal mail...

Just send me an email with the Course Number, and course description typed out (not a screenshot) for the DE course and self-paid DE courses.

SC Start Here - Errors

- Some of the E5083's, are because of E064. Some of the teachers in E064 have a COURSE TEACHER CODE= all 0's. Others are new teachers that have not been reported in CPI.

Error	Error Message	Total in state
E5083	SC - Course Teacher Code is not found in CPI. Please see Student Class Reports SC006 Missing Teacher/Missing Assignment Report.	6,535

SC Start Here - Errors

- Some of the E5019's are because of all 0's for COURSE TEACHER CODE and new teachers that have not been reported in CPI. Some are other staff (not teachers) that are assigned to a class and do not have a Teaching Job Code.

Error	Error message	Total in state
E5019	COURSE TEACHER CODE not reported in CPI (Cycle 1 or 2) with a teaching job code. Please see Student Class Reports SC006 Missing Teacher/Missing Assignment Report.	13,757

SC Start Here - Errors

- FTE/SC Errors.

Error	Error message	Total in state
E6044	One or more PROGRAM CODE = '6' or '7' was reported for this student in FTE, at least one Dual Enrollment course number should be reported for this student in Student Class.	311/314
E6071	Student was reported with PROGRAM CODE = 'J' in FTE, at least one Remedial (xx.1) COURSE NUMBER should be reported for this student in Student Class.	131/904
E6072	Student was reported with a PROGRAM CODE = 'I' in FTE, at least one (Gifted) COURSE NUMBER must be reported with a GIFTED DELIVERY MODEL in Student Class.	246/143
E6073	Segment(s) reported in FTE for ESOL SEGMENTS. ESOL DELIVERY MODEL must be reported in Student Class.	627/467
E6074	EIP segment(s) reported in FTE. EIP DELIVERY MODEL required in Student Class.	1034/647

SC Start Here - Errors

- CPI/SC Errors.

Error	Error message	Total in state
E7028	If EIP DM = '4' (Reduced Class Size), then the teacher in CPI must have FUND CODE = '03' (paid by CARES I, II, or ARP/ESSER funds, not state T&E funded).	105/99
E7031	EIP DM '2' (Self-contained) or '4' (Reduced Class Size) reported on this class in SC. The teacher (COURSE TEACHER CODE) must have an assignment Job Code = '131', '132', or '133' (EIP job codes) in CPI. Please review Student Class Report SC020 listed under Teacher Reports.	2,938/636
E7032	EIP DM '1' (Augmented), '3'(Pull-out), '5'(Reading Recovery), or '6' (Innovated) reported on this class in SC. A teacher of this class must have an assignment Job Code = '131', '132', or '133' (EIP job codes) in CPI. Please review Student Class Report SC020 listed under Teacher Reports.	18,369/1,418

SC Start Here - Reports

- Reports to given to the district Program Manager: These reports should be printed and given to Gifted, ESOL, EIP and Sp.Ed. Program Managers in your district.
- These reports are on the Delivery Model Reports menu.

[Go To Previous Menu](#)

Student Class Delivery Model Reports

-  [SC053-Gifted Delivery Model Report](#)
-  [SC054-ESOL Delivery Model Report](#)
-  [SC056-EIP Delivery Model Report](#)
-  [SC057-Sp. Ed. Delivery Model Report](#)

SC Start Here - Reports

- This report is the ESOL FTE Segments Report that the ESOL Program Manager should get to confirm number of ESOL Segments reported in FTE. If 3 or more ESOL Segments are reported in FTE then in Student Class 2 or more classes with ESOL Delivery Model should be reported. Please see edit E2304 - Three or more ESOL SEGMENTS were reported in current FTE. Student must have 2 or more classes with ESOL DELIVERY MODEL indicated.

ESOL FTE Segments Report									
Fiscal Count	School ID	School Name	GTID	Student Name	Grade Level	Course Number	Class Section Number	ESOL Segments(FTE)	ESOL Delivery Model Count(SC)

SC Start Here - Reports

- Student Class Overview of Data: These reports can be drilled through and downloaded to an excel spreadsheet and given to the appropriate Program Manager for the district.

Student Class at a Glance

Schools 16	Teachers 751	Students 11095	Courses 1095	Sp. Ed. Students 1839	ESOL Students 167
Gifted Students 1652	Online Courses 5748	Credit Recovery 1	Work Based Learning 163	Student Taking CTAE Courses 4309	General Education Course Records 68995
Gifted Course Records 4321	Online/Virtual/Distance Learning Course Records 0	1-Hour Lab Course 2911	2-Hour Lab Course 1884	Dual Enrollment Course 828	Apprenticeship Courses 741
No. Of Primary Teachers 751	No. Of Additional Teachers 320	No. Of Co-Teachers 172	Numeric Grades 13645	Z Grade 79831	Alpha Grade 79837



CPI

CPI Start Here - Reports

- CPI Overview of Data: These reports can be drilled through and downloaded to an excel spreadsheet and given to the appropriate Program Manager for the district.

CPI Overview of Data

Demographic(A) Records 433	Demographic(B) Records 433	Assignment(C) Records 679	Total Active Employees 386	Total Active Certified Employees 239	Total Active Classified Employees 170	3rd Party Contract Employees 0
Terminated Employees 11	Errors 158	Math and Science Teachers 182	Long-Term Substitutes 0	CTAE Job Assignments 22	Licensed Professional(AP) 0	Licensed Professional(IB) 0
State Funded Employees(Fund Code:00) 210	State/Local Funded Employees(Fund Code:01) 0	Federally Funded Employees(Fund Code:02) 0	CARES Funded(Fund Code:03) 0	IDEA Funded(Fund Code:50) 0	Title I Funded(Fund Code:59) 1	CTAE Funded(Fund Code:76) 4
Other Federally Funded(Fund Code:81) 0	Teachers Job Code:80-199 236	Support Job Code:300-499 186	Administration Job Code:600-699 20	Total Employee Reported for T & E 213		

Reminder

Review:

- Nurses License Verifications
- AP Professional Development Verification
- IB Professional Development Verification
- Print and review reports

CPI Relievable - Errors

Error	Error message
E6463	If JOB CODE = '131' , '132', or '133', CERTIFICATE TYPE CODE must exist in PSC Data Table.
E6464	If JOB CODE = '131' , '132', or '133', CERTIFICATE TYPE CODE cannot be 'CHW'.
E8050	EMPLOYEE CODE must be unique for every RECORD TYPE = 'A01' in file for one SYSTEM

CPI Relievable - Errors

Error	Error message
E1026	Consolidation FUND CODE 01 was reported 5% less or greater than the previous CPI reporting.
E1027	Consolidation FUND CODE 02 was reported 5% less or greater than the previous CPI reporting.

The comments for these two errors need approval from Federal Programs so please give a good explanation.

CPI Not Relievable - Errors

Error	Error message
E2202	Nurses were reported with Job Code 409 who have not been confirmed with the additional nursing license requirements. Please click on the Nurse License Verification on the CPI MAIN MENU to complete this verification.
E2204	Teachers of IB courses were reported in the Student Class Data Collection. There are IB teachers on the IB Professional Development Verification list who have not been confirmed with the additional qualification requirements. Please click on the IB Professional Development Verification link on the CPI MAIN
E2206	Teachers of AP courses were reported in the Student Class Data Collection. There are AP teachers in the AP Professional Development Verification who have not been confirmed with the additional qualification requirements. Please click on the AP Professional Development Verification link on the CPI MAIN MENU to complete this verification.

CPI Not Relievable - Errors

Error	Error message
E2109	If ASSIGNMENT JOB CODE is 080-199 and ASSIGNMENT TYPE Is C the EMPLOYEE CODE must exist in PSC's Clearance Table.
E1152	There are cross-checked errors between Student Class and CPI listed on your SC/CPI Exception Report on the SC Main Menu. Please see SC/CPI Exception Report for details. These errors must be cleaned up before CPI sign-off will be available.
E6391	Classified employee listed from PSC with a revoked or denied certificate. Please contact the District HR Department

Error Relief Process


















Error Relief Process – Manual Error Relief

- Only errors requiring manual error relief will be included under the Manual Error Relief link. All other error comments will be entered later, during the Online Automated Relief process.
- Once the manual error relief comments have been submitted, Data Collections will cross-check error counts and student data with the relief information provided in the comment. More than ever, Data Collections is being careful to establish consistency in the procedures and the criteria for relief. * NOTE - error relief is only for **exceptions**.
- **Data Collections will reject error relief requests when the error comment does not provide enough information/detail, is not reasonable, or when the error can be resolved.**

Error Relief Process – Manual Error Relief

FTE Main Menu

Data have Errors.

-  [FTE Survey Data](#)
-  [FTE Reports Menu](#)
-  [FTE File Upload](#)
-  [FTE Validate Data](#)
-  [FTE Add/Edit/Delete Student Data](#)
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-  [FTE Admin Menu](#)
-  [FTE Transmission Status](#)
-  [FTE Transmission System](#)

Click on the 'Manual Error Relief' link to start the error relief process.

Error Relief Process – Manual Error Relief

Enter the error explanation comment as it relates to each error. The comment should clearly and precisely explain the reason for the exception - why this is a situation that requires error relief. Enter all comments online.

The error relief process may involve two steps:

1. Manual Error Relief Request is the first step in the error relief process.
2. Once these errors are all corrected or relieved, please check the FTE Main Menu for the district's current status.

IF YOU UPLOAD OR REVALIDATE, ALL COMMENTS WILL BE LOST.

Manual Error Relief Request			
ERROR CODE	User Comment	Status	Count of Errors
			Approver Comment
E0482		EXPLAIN	2
	<input type="text"/>		<input type="text"/>
			<input checked="" type="radio"/> Approve (Error) <input type="radio"/> Reject <input type="radio"/> Approve (Error and Delete Data)
E049		EXPLAIN	1
	<input type="text"/>		<input type="text"/>
			<input checked="" type="radio"/> Approve (Error) <input type="radio"/> Reject <input type="radio"/> Approve (Error and Delete Data)

Error Relief Process – Manual Error Relief

Move the mouse over the error number and the error message pops up!

[E312](#)

EXPLAIN

2

Approve (Error) Reject Approve (Error and Delete Data)

[E557](#)

EXPLAIN

10

Approve (Error) Reject Approve (Error and Delete Data)

ERASE ALL CHANGES

submit

Click 'Submit' when all manual error comments have been entered.



Error Relief Process – Online Automated Relief

- Once all manual relief comments have been approved, the status on the Main Menu will change to ‘Errors Requiring Comments’.
- Click on the ‘Errors Requiring Comments’ status to begin the Online Automated Relief process. A screen similar to the one below will appear.

FTE Error Comments Report		
Error		Status
ID	Description	
E1685	The GTID has been reported with WITHDRAWAL REASON = 'G' and DIPLOMA TYPE = 'G', 'B', 'C', or 'V' in a previous collection, but the GTID is being reported as ACTIVE in this collection.	EXPLAIN
E2561	Special education student is 22 years or older as of September 1 and is being reported in FTE.	EXPLAIN
E549	Active student's age is above/below age range for this GRADE LEVEL. Please verify DATE OF BIRTH. (See Appendix A in FTE layout.)	EXPLAIN
E799	Special Ed student reported in SR and did not exit program, but REPORT TYPE = 'R' in FTE.	EXPLAIN

Error Relief Process – Online Automated Relief

- Click on the error number and the screen below will appear.
- There is a drop-down options to select the most appropriate comment. If the prepopulated comment explains the exception, select this and then click 'Submit'. These comments are auto-approved and do not require Data Collections review.

Write Explanation For E549

Select Comment : 1-Date of Birth verified as correct ▼

Comments	<input type="text"/>
----------	----------------------

Submit Reset

NOTE: *The prepopulated comment can only be used if the explanation applies to all records with the error. If it does not, select 'Other' and enter the error comment explanations.*

Error Relief Process – Online Automated Relief

- If the prepopulated comment does not fully explain the exception or apply to all records with the error, select 'Other' and enter the error comment in the box provided. Be sure to provide enough detail so that anyone reading the comment will understand why this is an exception.
- Click 'Submit' once the comment has been entered.

Write Explanation For E549

Select Comment :

Comments	<input type="text" value="The district has verified the DOB previously reported was incorrect. The birth certificate indicates a different DOB."/>
----------	--

Submit

Reset

Submitting Comments







[Go To Main Menu](#)

Student Class Admin Menu

[SC Errors/Warnings Pending Approval](#)



-  [Lock Management](#)
-  [Process Times Report](#)
-  [Record Type Count by System](#)
-  [Error Admin Report](#)
-  [SC Dashboard](#)
-  [Alternate Counts Comparison](#)
-  [Consultative Services Report](#)
-  [Code Lookup Maintenance](#)

-  [Delete Data](#)
-  [Process Status](#)
-  [Manual Error Exception Relief](#)
-  [SC Message Management](#)
-  [SC END-2-END](#)
-  [Average Class Size Report](#)
-  [Admin Access Control](#)
-  [Header Footer Maintenance](#)

Error Relief Process – Online Automated Relief

Once the comments have been submitted, the Data Collections team is automatically notified and will start the error comment review process. District error comments are processed in the order received.

Once the comments have been submitted, there is no need to email/call Data Collections or the Help Desk. Data Collections is aware the comments have been submitted.

System ID	System Name	Manual	Auto	Warning	Date/Time User Submitted	Assigned	Action
7830630	State Charter Schools II- Baconton Community Charter School			Pending	03/04/2022 02:07:17 PM		Let me Handle
665	Grady County			Pending	03/08/2022 03:41:43 PM		Let me Handle
646	Dooly County			Pending	03/09/2022 08:03:22 AM		Let me Handle
739	Towns County			Pending	03/10/2022 08:37:19 AM		Let me Handle

During the error comment review process, Data Collections will cross-check error counts and student data with the relief information provided in the comment. More than ever, Data Collections is being careful to establish consistency in the procedures and the criteria for error relief.

*** NOTE - error relief is only for *exceptions*.**

Data Collections will reject error relief comments when the error comment does not provide enough information/detail, is not reasonable, or when the error can be resolved.

Error Relief Process – General Guidelines

GENERAL GUIDELINES:

Once error comments have been submitted, Data Collections will review each comment. This process takes time. To check if the comments submitted have been approved, check the Main Menu to see the current status. Please do not call/email Data Collections, or the Help Desk, for status updates. This will slow down the process.

If an error comment is rejected, please review the rejection comment carefully for an explanation of why the comment was rejected. Make any changes that are outlined in the error rejection comment. If an email address or phone number is provided you can contact the individual with any questions about resolving the error or editing the error comment.

Including the last four digits of the GTID, the last name, and the first Initial of first name is permitted in the error comment. Personally Identifiable Information (PII) should not be included in the error comment.

Once all error comments have been approved, the district status will change to 'Ready To Sign Off'. The Superintendent is encouraged to sign off ASAP once all reports have been verified for data accuracy.

NO OOH?



- Data Collections Open Office Hours for Student Record
- On Tuesdays, from 1:30 – 2:30 p.m:
 - 5/10/22
 - 5/17/22
 - 5/24/22
- If you have a topic for a ‘deep dive’ discussion, send an email asking your question to kaspy@doe.k12.ga.us.

Data Collection Team

Nicholas Handville	Chief Data and Privacy Officer		nhandville@doe.k12.ga.us
Kathy Aspy	Data Collections Manager	404-556-7480	kaspy@doe.k12.ga.us
Patty Miller	GTID Administrator (GUIDE, Private School Collection, EOPA)	404-290-8530	pmiller@doe.k12.ga.us
Carl Garber	Data Collections Specialist (Student Record, Free & Reduced Meal)	404-304-5200	cgarber@doe.k12.ga.us
Sharon Armour	Data Collections Specialist (Student Class, Course Table Maintenance)	678-590-9861	sarmour@doe.k12.ga.us
Katie Green	Data Collections Specialist (CPI, PC Genesis)	404-295-8841	kagreen@doe.k12.ga.us
Irish Saxton	Data Collections Specialist (FTE, Data Collections Survey)	404-304-3346	irish.saxton@doe.k12.ga.us

OUR TEAM

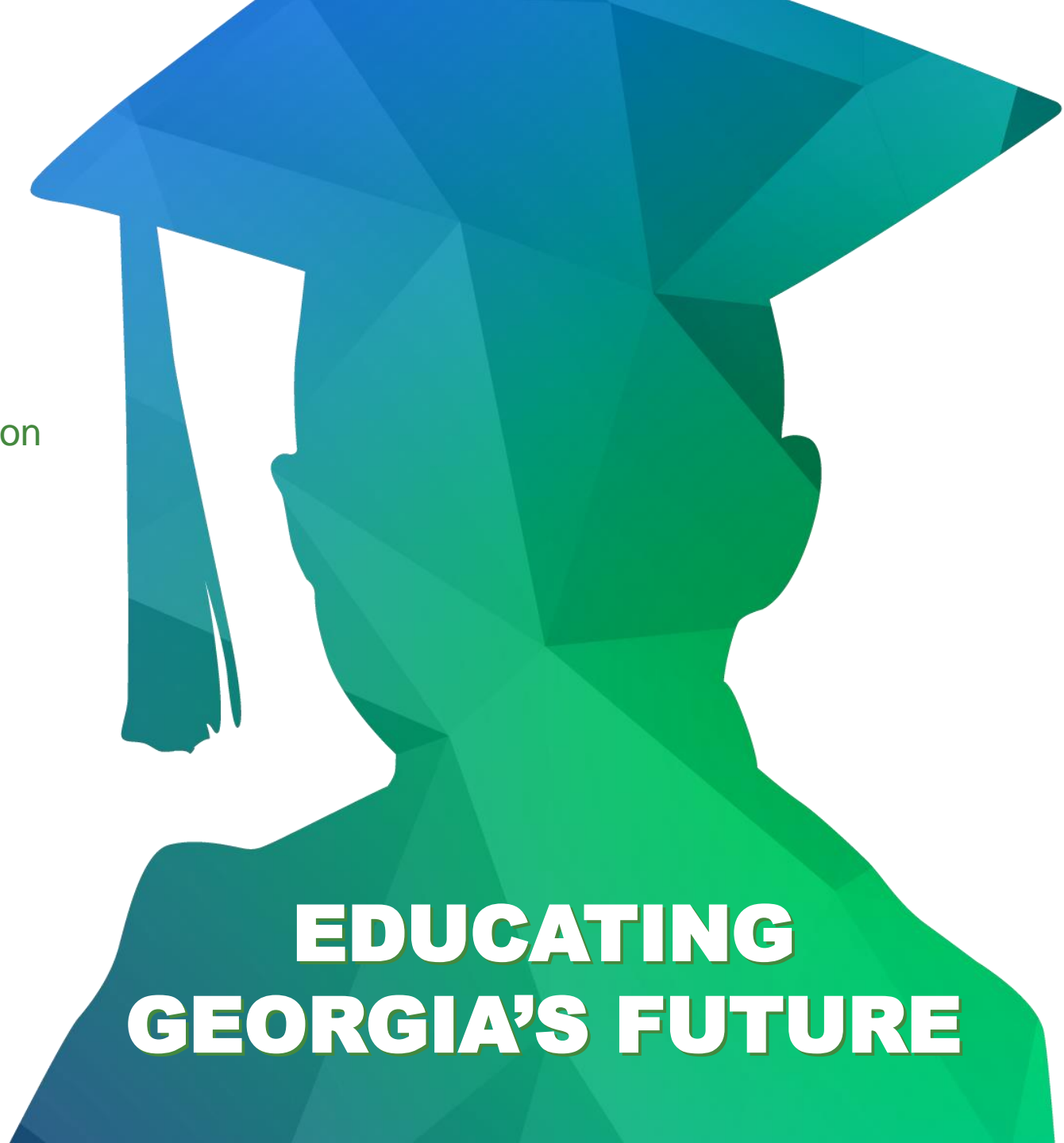
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GEORGIA'S FUTURE**

