Open Office Hours

Data Collections Team
3/8/22

March Data Collections

- Opens – Thursday, March 3

- Initial transmission deadline – Thursday, March 10

- Duplicate resolution deadline – Thursday, March 17

- Sign-off deadline – Thursday, March 24

GUIDE

GUIDE

Fix these FTE errors now:

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 For FTE 1, a WITHDRAWAL CODE and WITHDRAWAL DATE should be entered for the withdrawn record(s).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 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.

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GUIDE

Look at this report in GUIDE:

Error Report – Fix NOW: D043, D131, D132, D133, D200, D541, E1143

	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.	37
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.	14
D133	(GUIDE) STUDENT LAST NAME entered/uploaded is different than STUDENT LAST NAME stored in GUIDE. See Data Discrepancy Report.	17
D200	(GUIDE) GENDER currently attached to this student in GUIDE application does not match GENDER in upload file or entered online. See Data Discrepancy Report to resolve conflict.	2
D541	(GUIDE) DATE OF BIRTH currently attached to this student in GUIDE application does not match DATE OF BIRTH in upload file or entered online. See Data Discrepancy Report to resolve conflict.	5
E015	(GUIDE) Multiple records reported with the same GTID in this file.	2
E050	SCHOOL CODE must be an active school in the Facilities Database.	2
E0503	Student identity record must be submitted with a valid SCHOOL CODE (less than 6000) to create or claim a student's GTID. SCHOOL CODE submitted is a Program Code (number is greater than 6000). Please change SCHOOL CODE to the student's home school / school of record, and then resubmit to GUIDE..	2
E1143	Student is currently claimed in DJJ. If you have confirmed this student's re-enrollment, this error must be relieved by GUIDE Admin before claiming the student manually online.	3
E1334	MIDDLE NAME VERIFICATION indicates that STUDENT MIDDLE NAME has been verified as two or more letters long but STUDENT MIDDLE NAME submitted is not 2 or more letters long.	1
E292	All race fields cannot be 'N'.	1
E481	(GUIDE) When GTID is provided, 999 pseudo-SSN must match the 999 pseudo-SSN existing in GUIDE.	3
E482	(GUIDE) When GTID is provided and STUDENT NAME SUFFIX exists in GUIDE, STUDENT NAME SUFFIX submitted cannot be blank.	3
W3105	(GUIDE) STUDENT MIDDLE NAME is blank. Please verify with the birth certificate or legal name change document that this student has no Middle Name.	1
W3106	(GUIDE) STUDENT MIDDLE NAME should be at least two characters. Please verify with the birth certificate or legal name change document that this student has a Middle Initial only.	1

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.

GUIDE - FTE

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

STATEWIDE we are looking at a total of 2,300 in the State.

How do I correct this?

- You need to claim these students in GUIDE.

- Upload and update all ACTIVE students. Go to GUIDE and check the enrollment History. If the School Id is not the same, you need to correct in GUIDE.

- If the district code is not the same, make the correction in GUIDE.

- NOTE – if you are sending the student in FTE, the student must be active. You have not claimed or reclaimed this student.

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FTE

FTE

12 Districts No Data Transmitted
Please upload as soon as possible we are getting closer to the duplicate resolution dead-line and it is imperative that duplicates are corrected. Although the Initial Transmission Deadline has not passed but it is approaching. Initial Transmission Deadline is this Thursday. March 10. 2022

Duplicate Resolution Deadline is next Thursday, March 17, 2022.   Districts who are Ready to Sign Off , the Manual Relief Request link will be available on March 18, 2022.

188 Districts with Errors
2 Districts Ready to Sign Off
15 Warnings Requiring

FTE Start Here

- Fix errors with other districts first.

- When you 'fix' data for FTE, make sure you 'fix' the data in your SIS.

FTE ERRORS TO RESOLVE

E047- This GTID is being reported active in more than one district. Please review the Duplicate GTID Report on the FTE Main Menu. SR - Student Report SR066).

STATEWIDE we are looking at a total of 531 E047's in the STATE

How to resolve?

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 Start Here

- **E1151-** There are cross-checked errors between FTE and SC listed on your FTE/SC Exception Report on the FTE Main Menu. Please see FTE/SC Exception Report for details. These errors must be cleaned up before FTE sign-off will be available.

How Do I Correct? Go to the FTE-111-SC Error Exception Report to see the Errors that need to be corrected in SC

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FTE Reports

- FT002- Enrollment by Grade
  Check to ensure all schools are uploaded

Program reports

- FT024- GIFTED STUDENTS BY GRADE

- FT025 – Remedial education program by grade

Special Education Reports

- FT004 enrollment in special ed

Comparison Reports

- FT009 3fte count comparison

ESOL Reports

- FT026 ESOL by segments

SC

SC Start Here - Errors

- Most of the E604 for COURSE TEACHER CODES are all 0's.

Error	Error Message	Total in state
E064	COURSE TEACHER CODE cannot be all one value (111111111) or a number series (123456789, 012345678, or a number with 5 or more of the same number (123777777) etc. Must be 9-digit numeric number.	19,683

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.	8,006

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.	15,580

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SC Start Here - Errors

- EIP Teacher errors that are looking at CPI.

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
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
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
E6073	Segment(s) reported in FTE for ESOL SEGMENTS. ESOL DELIVERY MODEL must be reported in Student Class.	627
E6074	EIP segment(s) reported in FTE. EIP DELIVERY MODEL required in Student Class.	1034

SC Start Here - Errors

- EIP Teacher errors that are looking at CPI.

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
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
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

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)

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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

Step 1 Upload data in the portal (If you do not have a HR system you might need to add the data in manually (A, B, and C records for CPI 1 & 2))

Step 2 Review errors with program managers (Organize errors and work to correct them)
- Correcting Errors (Resolve Certifications error's)
- E690 ASSIGNMENT CERTIFICATE TYPE not valid, must be a valid certificate type as in Certificate Type Database. The example below is a person does not have a valid Certification with PSC, only a Clearance Certificate.

Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
		100.0	C	998	414	970	998	00	N

PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	11/13/2021	06/30/2026

CPI Start Here

- The Certificate Type is entered incorrectly in the C Record. 3NT need to be N3T.

Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
		40.0	C	3NT	114	4C2	881	00	N
		60.0	C	PRT	114	4C0	752	00	N

PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	07/01/2020	06/30/2025
5	05/06/2017	F	PRT	750	07/01/2020	06/30/2025
5	05/06/2017	F	PRT	752	07/01/2020	06/30/2025
5	05/06/2017	F	PRT	748	07/01/2020	06/30/2025
5	05/06/2017	F	N3T	881	07/01/2020	06/30/2023

CPI Start Here

- E641 Certificate Level does not match PSC.
- The Payroll Certificate Level on the B record is 5 but on the PSC side it is 6.

		Certified Years Experience		6	
State Health Plan (Y/N)		Y State Pay Step		4	
CPI DERIVED FIELDS (for DOE use only)		Payroll Certificate Level		5	
Full Time Equivalent Certified Salary (Cert Emp Basis X Cert Salary)	$53,347				

Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
		100.0	C	PRT	171	808	798	00	N

PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	07/01/2020	06/30/2025
6	12/21/2021	F	PRT	798	07/01/2020	06/30/2025
6	12/21/2021	F	PRT	911	07/01/2020	06/30/2025
6	12/21/2021	F	PRT	921	07/01/2020	06/30/2025

CPI Start Here

- **E2109** If ASSIGNMENT JOB CODE is 080-199 and ASSIGNMENT TYPE Is C the EMPLOYEE CODE must exist in PSC's Clearance Table. Need to contact PSC to get a Clearance or report as Classified

Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
		34.0	C	I5T	110	230	730	00	N
		33.0	C	I5T	111	230	730	00	N
		33.0	C	I5T	112	230	730	00	N

PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
5	12/16/2021	F	5IT	730	12/16/2021	06/30/2026

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CPI Start Here

- Step 3
- Review
- Nurses License Verifications
- AP Professional Development Verification
- IB Professional Development Verification

Reminder – because of the allowance made for EIP teachers' certifications, E6464 and E6463 – will be relievable for EIP teachers with CHW certificate. These teachers must have a clearance certificate.

SR

SR Start Here

- Fix errors with other districts first – duplicate enrollments () and differences in reporting a student like E874? 'student was a SWD in another district but is not in your district'.

- When you 'fix' data for FTE, make sure you 'fix' the data in your SIS.

More OOH

- Data Collections Open Office Hours

- On Tuesdays, from 1:30 – 2:30 p.m:

- 2/22/22 (looking forward 2 seeing you there)

- 3/1/22

- 3/8/22

- 3/15/22 – Last one is next week!

- 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

Name	Title	Phone	Email
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