



Open Office Hours with the Data Collections Team

October 5, 2021

Happy Count Day!



GUIDE Reminders

General information pertaining to the SS Card.

In accordance with State Board Rule 160-5-1-.28 a copy of the social security card should be provided to the proper school authority, or the parent can opt to sign the Social Security Number Waiver Form. Found at [here](#).

- See Paragraph 8. in State Board Rule 160-5-1-.28 which reads, “Pursuant to O.C.G.A. § 20-2-150, before the final enrollment of a student to a publicly-funded Georgia school is complete, the individual registering the student shall provide a copy of the enrolling student’s social security number to the proper school authorities or shall complete and sign a form stating the individual does not wish to provide the social security number.”
- If GUIDE has an SSN and the parent gives the same number without providing the SS Card, use the number you see, if the parent agrees. Otherwise, have them sign the waiver form and issue a pseudo social (999 number).

Submitting a ticket through the Helpdesk Portal.

When submitting a ticket through the Helpdesk Portal, **DO NOT** put PII information in the Ticket.

There are two secure places you can send information to the GaDOE GUIDE administrator.

1. Send email through the Portal using Portal imail. Instructions can be found [here](#).
2. Send the information using the Update PII request in GUIDE. Information regarding Update PII can be found in the GUIDE Help document found inside GUIDE.

E050 and E0503

These errors are received in GUIDE when you have uploaded a student using a program code (number greater than 6000) or other invalid school code. Once you have uploaded the student to the correct **SCHOOL CODE**, you may need to submit a Help Desk ticket to have the errors relieved. The error relief in GUIDE is for the entire error not individual students. Please correct all students receiving the error before you submit the relief request, include comments when requesting error relief.

E050 **SCHOOL CODE** must be an active school in the Facilities Database.

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.

Collection Reminders

- FTE is a 'point in time' count. Districts are paid for all active students and the services delivered to those students **that are regularly scheduled** on the count day.
- CPI is not a 'point in time' count. If you hire an employee and start paying them during the 3 week submission window, enter them into CPI and you will get paid for them.
- SC is a cumulative collection. It must have all classes that a student has been scheduled for and attended. It can have future classes.



FTE

FTE Reminder

- FTE is a count of all students and the services those students are scheduled for on October 5th, it doesn't matter whether a student, lots of students, or even the whole school is not in attendance on the count day. All students who are enrolled on the count day are counted. The FTE segments submitted are for the services they would be getting if what was scheduled to happen actually did happen.

ALTERNATE COUNT DAY

- If students are not scheduled to be in class on the State count day (i.e. fall break, teacher planning day etc.) the district will require an alternate count day.
- If the district has an alternate count day, the district is still accountable for meeting the state-wide FTE Cycle 1 Deadlines (Initial Transmission, Duplicate Resolution, and FTE Sign-Off). Note: Students who transfer to your district by the alternate count day, but were enrolled in another school system on the FTE Count Day will only be counted and reported by the system where the student was enrolled on the State count day.

FTE Change

- E3162 to W3162

E3162 -SWD (**REPORT TYPE 'S'**) student withdrew with a **WITHDRAWAL CODE** 'H' 'K' or "Z". This student must be reported for the Federal Child Count with a **STUDENT STATUS='C'**.

Only Child Find students from non-profit private schools must be reported in FTE. SWD students enrolled in a for-profit private school do not have to be counted in the Child Find count – they are not eligible for Federal funding.



SC, CPI, and EIP

EIP Reminders

- Instructional models that are no longer in compliance with SB 59 (**students coded in Student Class with EIP DM '04', Reduced Class Model**) can be funded using CARES I, CARES II, and ARP ESSER (including learning loss) funds (**teacher coded in CPI with ASSIGNMENT FUND CODE '03'**). CARES/ARP funding do not have “supplement versus supplant” requirements and programs/initiatives funded by CARES/ARP funding are not restricted by class size waivers or other flexibilities afforded by your performance contracts.

EIP Teachers Must Be Certified

Teachers listed as the only teacher of an EIP class (DM '2' self-contained and DM '4' reduced class size), who are not certified cannot waive certification (CHW) for EIP assignment.

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.

Teachers listed as the additional teacher of an EIP class (DM '1' augmented, '3' pull-out, '5' reading recovery), who are not certified cannot waive certification (CHW) for EIP assignment.

E7032 - EIP DM '1' (Augmented), '3'(Pull-out), '5'(Reading Recovery), or '6' (Innovative) 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.

E7031

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.

SC020 Transmission on 09/16/2021 01:41:45 pm - Data Have Errors

[click here to print](#)

Georgia Department of Education
Student Class (SC 2022-A)

EIP Class without a Teacher Reported with an EIP Job Code
County

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There is a report in SC, Student Class Report, Teacher Reports, EIP Class without Teacher with EIP Job Code that shows the job codes reported for EIP Teachers.

EIP Class without a Teacher Reported with an EIP Job Code																	
School ID	School Name	Course Number	Class Period	EIP DM	Course Teacher Code	Teacher Last Name	Teacher First Name	Additional Teacher Code1	Additional Teacher Code2	Additional Teacher Code3	Job Code(s) of Teacher	Job Title(s) of Teacher	Fund Code(s) of Teacher	Job Code(s) of Addl. Teacher1	Job Code(s) of Addl. Teacher2	Job Code(s) of Addl. Teacher3	Error Code
3050	Asheville Elementary School	23.1011010	01	2	268						085	Kindergarten Regular Education Teacher	00				E7031
3050	Asheville Elementary School	23.1011010	04	2	268						085	Kindergarten Regular Education Teacher	00				E7031

DATA HAS TO BE FIXED in CPI, then revalidate in both SC and CPI.

EIP Teachers Must Be Certified

- Then, if the JOB CODE is for an EIP teacher, that teacher has to be certified and cannot use a certification waiver.
- E6463 If **JOB CODE = 131, 132, or 133 CERTIFICATE TYPE** must exist in the PSC data tables
- E6464 **JOB CODES 131, 132, or 133 cannot use CERTIFICATE TYPE CHW**

EIP Reminders

If DM '4' is used for a class, the teacher of the class cannot be state-funded but can be funded with Federal funds and reported in the personnel data collection, CPI, with FUND CODE '03' for CARES I or II, or ARP/ESSER funds. We have added this new error check:

- **E7028** - EIP DM = '4' (Reduced Class Size) in SC. The teacher (COURSE TEACHER CODE) in CPI must have FUND CODE = '03' (paid by CARES I, II, or ARP/ESSER funds, not state T&E funded).

DATA HAS TO BE FIXED in CPI, then revalidate in both SC and CPI.

EIP Reminders

- Systems seeking to implement an EIP Innovative Model during the 2021-2022 school year must complete and sign an assurance form certifying their adherence to the required parameters for an Innovative Model by September 1, 2021.

E7027 - EIP Delivery Model '6' Innovative Model must adhere to the EIP guidelines and have Assurance Approval . See the GaDOE EIP website for further detail at EIP guidelines (gadoe.org). Please **enter a comment in manual error relief** to affirm that the Assurance form has been completed. You will have hundreds/thousands of E7027. You will enter one comment.

E7032

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.

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Record Type : ALL

Error code : 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 '131', '132', or '133' (EIP job codes) in CPI.

GTID	Student Name	Course Number	Field Name	
,		17.X030	EIP Delivery Model:Class Period:Teachers	6:02:2
,		23.X060	EIP Delivery Model:Class Period:Teachers	6:03:2
,		41.X140	EIP Delivery Model:Class Period:Teachers	6:05:2
,		23.X030	EIP Delivery Model:Class Period:Teachers	6:03:1
,		27.X150	EIP Delivery Model:Class Period:Teachers	6:06:2
,		23.X012	EIP Delivery Model:Class Period:Teachers	6:04:2
,		45.X060	EIP Delivery Model:Class Period:Teachers	6:07:2

DATA HAS TO BE FIXED in CPI, then revalidate in both SC and CPI.

Scheduling 05.x Classes E6094 & E6022

Scheduling a class with a Special Education DM is not required for all SWD students. Scheduling an 05.x class is not required.

- E6094-SWD students (REPORT TYPE = 'S' in FTE) who have been active this school year must have a course record with a Special Ed Delivery Model reported in Student Class.

This error will be changed to require a class with a Special Education Delivery Model for every SWD excluding services 'V', 'W', '3', '6', '7', '8'.

- E6022-GTID was reported in FTE. This student must have course records reported in Student Class. See Report SC001 under Student Class Reports for FTE Funding detail.

We will exclude services 'V', 'W', '3', '6', '7', '8'.

Data Collection Team

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