

FY2022 Data Collection Frequently Asked Questions

Helpful Tips for Reporting Data During COVID-19

There are two ways to indicate that a course/class is being taught online or virtually. Student Class has a data element called ONLINE COURSE to indicate that a course/class is being taught online. There is also a second way to indicate that a course/class is taught virtually and that is by placing a 3 as the first digit after the decimal in the course number. In the State BOE Rules regarding valid course numbers, a 3 in the first digit after the decimal (xx.3) indicates that a course/ class is being taught virtually. But that first digit after the decimal in the course number can also indicate other instructional settings such as a remedial class (xx.1) or a gifted class (xx.2) or a special ed class (xx.8). For example, by utilizing the ONLINE COURSE indicator, you can efficiently report that a student is taking a gifted course (xx.2) in a virtual setting (ONLINE COURSE indicator is "Y").

The ONLINE COURSE indicator can change during the school year.

For example, the school may start off with in-person attendance. General education classes would be coded as xx.0 and the ONLINE COURSE indicator would be 'N'. If the school then moved to all online classes at the end of September, change the ONLINE COURSE indicator to 'Y' for all class records. It is not necessary to change the course number of the class to xx.3. When Student Class (SC) is officially reported in October, the class records with ONLINE COURSE= 'Y' will be considered taught online. If the district decided to return to the classroom in November, the class could be changed to ONLINE COURSE = 'N' starting in November and that information would then be reflected in daily SC uploads. There is no date/time stamp on the ONLINE COURSE indicator changing. Again, the course number does not have to be changed from xx.0 to xx.3.

There is a document posted on the Data Collections website describing virtual learning models. This document also describes how to report data for each model. The document is titled Reporting Online Courses and is posted on the Data Collections -> Student Class Resources webpage.

Frequently Asked Questions

Q1. Do I need to use special course numbers for my virtual school?

A1. There are no special course numbers to be utilized that are specific to virtual instruction only. Use the data element **ONLINE COURSE** in Student Class to indicate that the class is being taught online. Instead of using the (xx.3) in the course number, use the **ONLINE COURSE** data element flagged to 'Y' to indicate the class is virtual and then you are able to use the first digit after the decimal for other instructional settings such as gifted (xx.2), remedial (xx.1) or Special Ed (xx.8 or xx.9).

Q2. If we start with our kids coming in person and in the middle of the semester, we decide that we must go online, do I need to put an end date to the class in my SIS or do we simply use the online indicator to indicate the class is now virtual.

A2. How to change the info in your SIS is a question to ask your SIS vendor. All we need to know is that the class is online or not online. What needs to be in the extract that you upload in SC is that the class is **ONLINE** = 'Y' now. We do not require that you end a class that was **ONLINE** = 'N' and start a new class that is **ONLINE** = 'Y'. We do not need to know the date the class changed from in-person to virtual. You do not have to change the course number or create new sections. The only change is to the **ONLINE COURSE** data element.

Q3. For Student Class reporting, if the student is reported in an online learning course in October, but then returns to in-person for March, do we send a separate record without the online learning, or just drop that from the March record.

A3. Report in October the **ONLINE COURSE** indicator as "Y" and in March report the **ONLINE COURSE** indicator as "N" for this student. There is no need to create additional sections.

Q4. We will have an alternate schedule for our students. ½ will be virtual on Monday, Wednesday, Friday and ½ will be virtual Tuesday and Thursday. How will this affect attendance on FTE COUNT DAY?

A4. The FTE attendance requirement does not change based on whether the instruction is virtual or in a brick and mortar classroom. Students must be present at least one day in the prior ten days of the count day to meet funding requirements for

FTE. For districts that are offering virtual instruction for the first time, you must determine a method to take attendance to properly report the data required for the present **PRIOR TEN DAYS** data element in FTE.

For GaDOE Guidance on how to account for student attendance, see the document posted on the Georgia Insight page here. [Student Attendance and Virtual/Distance/Remote Learning FAQ](#)

Q5. How should courses in which students may attend face to face on some days, and virtual on others be coded?

A5. This is a virtual class and should be reported with the **ONLINE COURSE** indicator of 'Y'.

Q6. How should a course be coded where the content comes from a software package, but our teachers are in the classroom also?

A6. Please see the document titled Reporting ONLINE Courses which is posted on the Data Collections -> Student Class Resources webpage.

Q7. For state reporting purposes will we be able to use remedial or EIP program codes (E, F, J) for distance learning courses (xx.3 courses)?

A7. By placing a 'Y' in the **ONLINE COURSE** data element, the first digit after the decimal in the course number can be utilized for representing, gifted (XX.2), special education (XX.8), remedial (XX.1), etc.

Q8. If a student is taking classes in our in-class school and switches to our online school, do we need to show an Alternate District / Alternate School in SC?

A8. The key will be in Facilities. If the virtual school is in Facilities with a valid school code (a 4-digit number less than 6000), you should withdraw the students from their home school and claim the student (in GUIDE) to the virtual school they are now attending. The student would have a new claim in GUIDE, a new Enrollment record in SR, and new class records in SC. The new home school number would then also be submitted in the next FTE data reporting cycle.

If the virtual school is in Facilities with a valid program code (a number greater than 6000), report the student from the home school with the program code in the **ALTERNATE SYSTEM CODE** and **ALTERNATE SCHOOL NUMBER**. The Alternate

District/Alternate School is used to indicate the student is taking a class in a different district, a College and Career Academy, GNETS, Alternative School/program or if the student is taking a class at another school in your district.

If the home school is now offering some classes as virtual and some as in-person, and the student is simply changing from in-person instruction to online instruction at the same school, the only change required is to mark the student's classes as **ONLINE COURSE** = 'Y'. There is no new claim in GUIDE, the student is not withdrawn and re-enrolled in the same school and no new SR Enrollment record is generated.

Q9. Depending on our COVID-19 numbers, we may need to lower the number of students who are physically in the class or building at a time. How will this impact FTE?

A9. FTE is based on the instructional services students are receiving on the first Tuesday in October and the first Thursday in March regardless of whether the service is being provided virtually or in a brick and mortar classroom. School districts must have a process for taking daily attendance to ensure students are present (virtually or in a brick and mortar classroom) at least one day in the prior ten days to the FTE count day to meet the requirements of O.C.G.A. 20-2-160. For GaDOE Guidance on how to account for student attendance, see the document created by the GaDOE Policy department here: [Student Attendance and Virtual/Distance/Remote Learning FAQ](#)

Q10. How will becoming an online school / district affect my FTE funding?

A10. FTE (Full-Time Equivalent) reporting refers to the state funding mechanism based on the student enrollment and the educational services local school districts provide for students. Students are considered to be enrolled within a school district when they have formal and current enrollment paperwork on file with the district and receive educational services from the district, regardless of whether those services are provided in-person or virtually/distanced/remotely. Districts considering virtual/distance/remote or hybrid instructional options for the current school year, in response to the impacts and effects of COVID-19, should not experience a negative impact to their funding for offering virtual/distance/remote or hybrid instructional options. The normal and regular FTE reporting requirements remain applicable. For those schools that have chosen the distance/remote instructional learning model, FTE reporting should continue to reflect the student's regularly scheduled classes as of the FTE count day the same as if all students were still in a traditional school building.

Q11. We are required to report Attendance for CCRPI. What happens with our attendance rate if students are out for long periods with COVID 19 illness or quarantine? Will this be waived due to untimely circumstances?

A11. Please contact your Accountability Specialist for the latest guidance on federal and state accountability measures. [Accountability Specialist List](#)

Q12. If a student is taking classes in our in-class school and switches to our online school, do we need to show another enrollment record in SR for the student?

A12. If the online school has its own **SCHOOL CODE**, a separate line of enrollment will need to be reported for the student. If the student is simply changing from in-class instruction to online instruction at the same school, no additional enrollment record would be reported.

Q13. I have a question pertaining to Student Class and Teacher In-Field. We have an ELA Teacher that contracted COVID 19. Our school does not have enough certified teachers to replace her. Can we substitute with another teacher that is less qualified, for example, a history teacher?

A13. If the teacher is out temporarily for a short time, continue to report the teacher in CPI and in the Student Class data submissions. If the teacher is out for a long-term absence, then the district will want to replace the teacher of record with the best candidate they can find. Each district has the option to use their own Professional Qualification criteria to hire the best qualified candidate but that does not mean that they are going to be considered In-Field. For questions on whether a teacher is considered in-field, please contact the GaDOE Title I Department.

Q14. How will lack of access to GACE exams for teachers affect the October 2021 CPI submission with respect to certification.

A14. Please contact the Professional Standards Commission. (www.gapsc.com) for a response.

Q15. We have one virtual school set up for the county. If we withdraw all the students from their home school who enroll in the virtual school, do we have to claim them in the virtual school in GUIDE?

A15. The key will be in Facilities. If the virtual school is not in Facilities with a valid school code (a number less than 6000), you do not want to withdraw the students from

their home school and therefore you will not need to claim the students in GUIDE. If the virtual school is in Facilities with a valid school code, you should withdraw the students from their home school and claim the students in GUIDE to the virtual school they are now attending.

Q16. I have a student that just tested positive for COVID 19. He cannot attend class because he is too sick to attend. He must be quarantined for 14 days after recovering. How will this affect the attendance indicator in CCRPI?

A16. Please contact your Accountability Specialist for the latest guidance on federal and state accountability measures. Accountability Specialist List

Q17. Every year I depend on the Data Conference for updates, requirements, etc... Will the conference be virtual this year? If not, how will the same information be presented?

A17. Due to the COVID-19 pandemic, the Data Conference in Athens will not be taking place. We care about your safety and feel that having the conference this year would be too risky. The Data Collections Academy will be utilized to fill the training needs for this year. Data Collections is planning an in-person conference for next year.