Student Record Checklist (Sample)

August

		Expected Completion Date	Actual Completion Date
☐ 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☐ Verify No Shows and Withdrawn Students are Coded Properly	Attendance Reports for Teachers to Verify.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		

Student Record Checklist (Sample)

☐	Verify Student Schedules and Teacher Assignments	Students schedules should be correct and complete by the end of August		
☐	Verify course information for MOWR students			
☐	Make Corrections as Needed			
☐	Identify and Meet Network Contacts	Join SIS user group, build relationships with other coordinators, build relationship with GaDOE contacts in Data Collections and Customer Support		
☐	Attend the Data Conference	This conference provides updates on state reporting requirements for the school year.		

September

☐	Begin Uploading Files for SR Data Cleanse	Correcting errors in SR Data Cleanse will help to prepare the district for FTE and Student Class.		
☐	Verify Student Schedules			
☐	Verify Student Attendance Data			
☐	Verify No Shows and Withdrawn Students are Coded Properly	Ensure students that are withdrawn are not reported as active. This verification supports the FTE process and reduces E057 errors.		
☐	Verify the Identify and Updates for students in selected programs (Special Education, EIP, REP, ESOL, Gifted Education, CTAE)	This verification supports the FTE process, but the school will have to account for these students in Student Record.		
☐	Begin Uploading Files for SR Data Cleanse	Correcting errors in SR Data Cleanse will help to prepare the district for FTE and Student Class.		
☐	Run Error Report and Preliminary Student and Enrollment Reports in SR Data Cleanse	Have schools start working on error correction and reviewing reports. SR017, SR025A, SR025B, SR029, SR027d, SR038, SR055, SR067, SR070, SR071, ENR003, ENR032, ENR019A, ENR021, ENR023a, ENR035Sa		
☐	Apply Vendor Upgrades or Patches as Needed			
☐	Test Extract Process			

Student Record Checklist (Sample)

☐	Participate in trainings, webinars, conference calls as needed			

October

☐	Continue Uploads to SR Data Cleanse	Continuing correcting errors in SR Data Cleanse will help to prepare the district for FTE and Student Class.		
☐	Review SR Reports	Organize errors and work to correct them.		
☐	Resolve Identity Errors	Duplicate GTID, Students with Multiple GTIDs. This also supports the FTE process.		
☐	Participate in trainings, webinars, conference calls as needed			

November

☐	Continue Uploads to SR Data Cleanse	Continuing correcting errors in SR Data Cleanse will help to prepare the district for FTE and Student Class.		
☐	Review SR Reports	Organize errors and work to correct them.		
☐	Resolve Identity Errors	Duplicate GTID, Students with Multiple GTIDs		
☐	Touch Base with Contacts Regarding Data that will be Needed for SR.	Reminder to program managers that they will need to provide and/or review data for Student Record.		
☐	Participate in trainings, webinars, conference calls as needed			

December

☐	Finalize uploads to SR Data Cleanse	Data Cleanse ends in mid-December and the application closes until the official SR collection begins		

January

☐	Verify Schools are Running Reports to Verify Attendance and Enrollment Data	20-Day Attendance Reports		

Student Record Checklist (Sample)

☐	Review Timelines and Action Plan for the Official SR Collection	Set internal deadlines to ensure state deadlines are met.		
☐	Conduct Internal Training in Preparation for the Official SR Collection			
☐	Touch Base with Contacts Regarding Data that will be Needed for SR.	Reminder to program managers that they will need to provide and/or review data for Student Record.		
☐	Apply Vendor Upgrades or Patches as Needed			
☐	Test Extract Process			
☐	Participate in trainings, webinars, conference calls as needed			

February

☐	Finalize Data to be Uploaded for Student Record	By this point, there should be a good idea of any major gaps in data.		
☐	Perform Initial Upload for Each School in District	To meet the deadline for initial transmission, there must be an upload of all students from every school in the district.		
☐	Have Schools Review Initial SR Reports			
☐	Apply Vendor Upgrades or Patches as Needed			
☐	Test Extract Process			
☐	Participate in trainings, webinars, conference calls as needed	GSIS, webinars, conference calls		

March

☐	Continue Uploads for Each School in District			
☐	Begin Migrant Matching Process	Pending GaDOE receipt of Migrant file in March		

Student Record Checklist (Sample)

☐	Continue to Have Schools Review SR Reports	Review all reports		
☐	Apply Vendor Upgrades or Patches and Test Extracts as Needed			
☐	Ensure Process for Gathering System-Wide Data is in Operation	Verify that the contacts are collecting the information and aware of your deadlines.		
☐	Participate in trainings, webinars, conference calls as needed			

April

☐	Ensure Student Safety, Program, Address and School Level Data are Correct and Ready for Upload	Review reports to verify data		
☐	Continue Uploads for Each School in District			
☐	Continue to Have Schools Review SR Reports	Make sure the school level SR staff has access to SR as a school user.		
☐	Resolve All Duplicate GTID Issues			
☐	Resolve SR Discrepancies on SR071 Report – FTE/SR Exception Report	This report shows inconsistencies between students that were funded in FTE, but not showing served in SR.		
☐	Ensure Student Schedule Data are Correct			
☐	Continue Migrant Matching Process			
☐	Verify EOPA Eligibility Report Data	Check report against district's list of students eligible to take the EOPA assessment(s).		
☐	Apply Vendor Upgrades or Patches and Test Extracts as Needed			
☐	Ensure Process for Gathering System-Wide Data is in Operation			

Student Record Checklist (Sample)

☐	Participate in trainings, webinars, conference calls as needed			

May

☐	Ensure All Record Levels are Uploaded for All Schools	Complete before school staff goes on vacation.		
☐	Continue to Have Schools Review SR Reports	Complete before school staff goes on vacation.		
☐	Resolve All Duplicate Student or GTID Issues	Complete before school staff goes on vacation.		
☐	Verify EOPA Eligibility Report Data	Complete before school staff goes on vacation.		
☐	Begin Internal School Level Sign Off Process or Internal Verification Process	Complete before school staff goes on vacation.		

June

☐	Ensure All Record Levels are Uploaded for All Schools			
☐	Continue to Have Schools Review SR Reports			
☐	Resolve All Duplicate GTID Issues			
☐	Verify EOPA Eligibility Report Data			
☐	Begin Internal School Level Sign Off Process or Internal Verification Process	Complete District Verification and Report Review		
☐	Ensure Superintendent Sign Off is Completed	SR is not completed until the Superintendent signs off.		