Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"

# Building a Foundation for Successful Data Collections

"HOW TO BE AN LEA" TRAINING
May 9, 2014

What You Need To Know To Get Started

- Understand the importance of protecting the privacy of student data. (FERPA)

- Learn common terminology and the basic information of each collection.

- Identify individuals responsible for collecting and reporting data for each collection

- Review the documentation

- Prepare, Prepare, Prepare for the collection BEFORE it begins

Overview of Data Collections
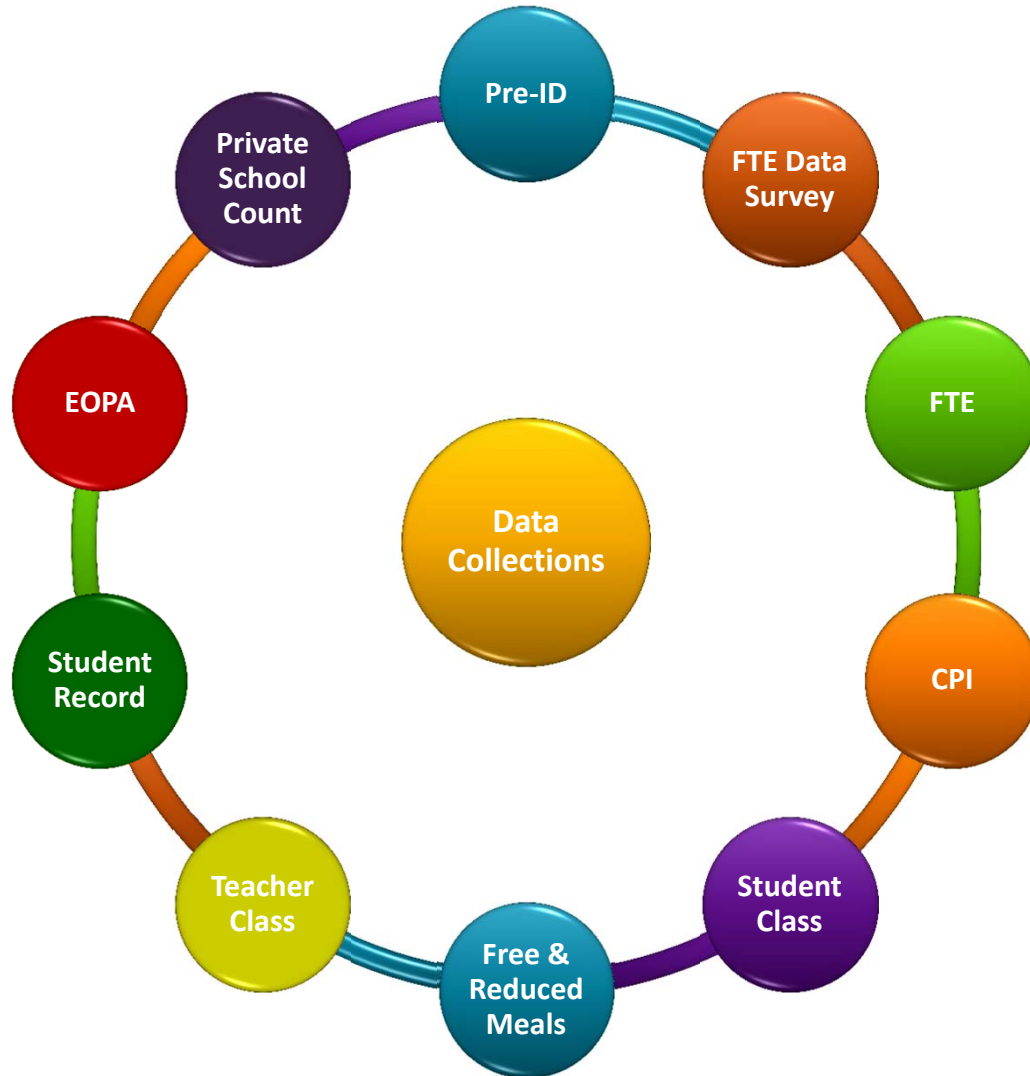
10 collections plus GTID
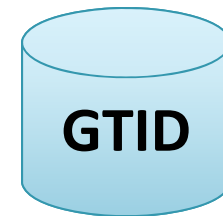
Overview of Data Collections

FY2014 Data Collections
Summary of Collection Dates
Effective 07-12-2013

Collection	Cycle	Start Date / Count Date	Initial Transmission Deadline	End Date
Student Course Profile	1 (A)	Monday, July 15, 2013	n/a	Monday, June 30, 2014
GTID Upload	n/a	n/a	n/a	n/a
Pre-ID	1	Monday, August 19, 2013	n/a	Wednesday, August 28, 2013
Pre-ID	2	Friday, November 01, 2013	n/a	Friday, November 15, 2013
Pre-ID	3	Thursday, January 16, 2014	n/a	Wednesday, February 05, 2014
Student Class - Rosters	C	Friday, August 30, 2013	Wednesday, September 04, 2013	Friday, September 13, 2013
Student Class - Rosters	H	Friday, January 17, 2014	Thursday, January 23, 2014	Monday, February 03, 2014
FTE Data Survey	1	Thursday, September 05, 2013	n/a	Thursday, September 19, 2013
CPI	1	Tuesday, October 01, 2013	Tuesday, October 08, 2013	Thursday, October 24, 2013
CPI	2	Thursday, March 06, 2014	Thursday, March 13, 2014	Thursday, March 27, 2014
CPI	3	Wednesday, July 09, 2014	Wednesday, July 16, 2014	Wednesday, July 23, 2014
FTE	1	Tuesday, October 01, 2013	Tuesday, October 08, 2013	Thursday, October 24, 2013
FTE	3	Thursday, March 06, 2014	Thursday, March 13, 2014	Thursday, March 27, 2014
Student Class - Class Size	1 (D)	Tuesday, October 01, 2013	Tuesday, October 08, 2013	Thursday, October 24, 2013
Student Class - Class Size	2 (I)	Thursday, March 06, 2014	Thursday, March 13, 2014	Thursday, March 27, 2014
Teacher Class	11	Monday, November 18, 2013	Tuesday, November 26, 2013	Wednesday, December 04, 2013
Teacher Class	04	Monday, April 14, 2014	Tuesday, April 22, 2014	Thursday, May 01, 2014
Free & Reduced Meal	1	Monday, November 04, 2013	n/a	Friday, November 22, 2013
Private School	1	Wednesday, November 13, 2013	n/a	Wednesday, December 11, 2013
Student Record - Data Cleanse	1	Monday, September 16, 2013	n/a	Friday, December 20, 2013
Student Record	1	Wednesday, February 05, 2014	Wednesday, February 19, 2014	Tuesday, June 17, 2014
EOPA	1	Tuesday, June 24, 2014	n/a	Monday, June 30, 2014

Overview of Data Collections

Data Reporting Demographic 2013-2014

- # of LEAs - **198**
- # of Schools – **2263**
- # of Students – **1,723,439**
- # of data elements – **700+**
- # of business rules – **1100+**
- # of months data collected – **12**
- # of data request processed annually - **~810**
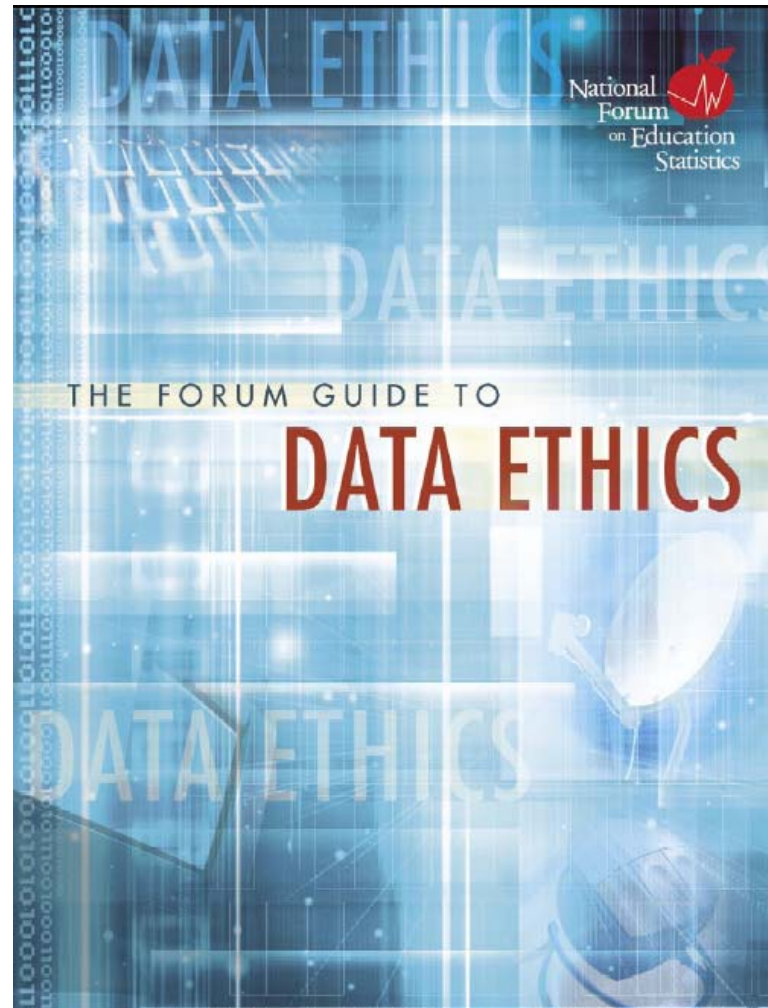- # of helpdesk calls answered annually - **~26,000**

Source of Information

Successful operations cannot be separated from **data ethics**.

Introduction to Data Ethics

- An education organization should ensure that all data handlers understand and adhere to ethical standards related to their responsibilities in the organization.

- Ethics -A set of principals of right conduct. A system of moral values.

Introduction to Data Ethics

Data Handlers:

Anyone involved in the education enterprise who has access to education data or who contributes to the collection, management, use, or reporting education data.

Introduction to Data Ethics

Intended Audience

- Superintendents
- Chief information officers
- Principals
- Teachers
- Registrars
- Counselors
- Data manager
- Technology Director
- Information system staff

- Data stewards
- Technical staff
- Office staff
- Volunteers
- Vendors
- Paraprofessionals
- Program Directors
- …..

Introduction to Data Ethics

Recommended Practices

- Train all data handlers in the fundamental principles of data ethics, including the right and wrongs that are not legal mandates, but are critical to the appropriate management and use of education data.

- Require all data handlers to sign data use agreements and/or nondisclosure agreements prior to being granted access to any data files that are not already publicly available.

- Determine whether appropriate policies, processes, and procedures are in place to report an ethical violation.

Introduction to Data Ethics

Recommended Practices

- Be aware of statutes, regulations, practices, and ethical standards governing data collections and reporting

- Education organizations should know their responsibilities regarding protection of student data under:
  - ✓ FERPA – Family Education Rights and Privacy Act
  - ✓ IDEA – Individuals with Disabilities Education Act
 - ✓ HIPAA – Heath Insurance Portability and Accountability

Introduction to Data Ethics

Online Course

Protecting the Privacy of Student Data

Source of Information

Successful operations cannot be separated from protecting the privacy rights of students.

FORUM GUIDE TO

The Privacy

Of Student Information

A RESOURCE FOR SCHOOLS

National Forum on Education Statistics
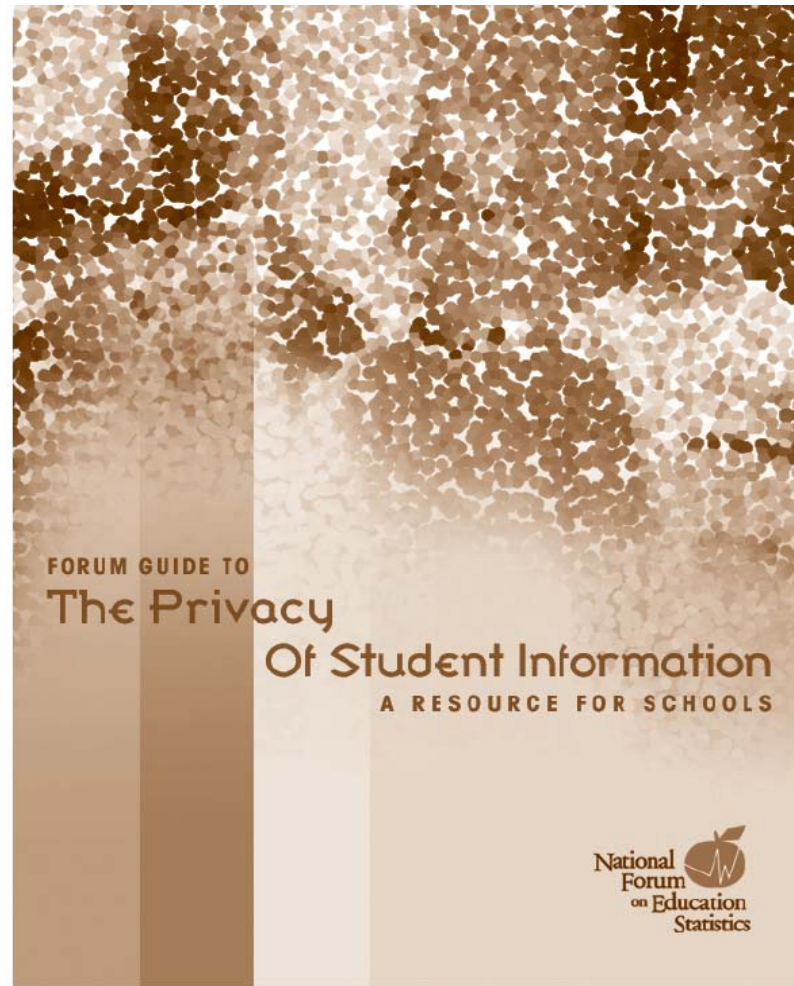
Protecting the Privacy of Student Data

What is "FERPA?"

- Family Educational Rights and Privacy Act

- A federal law that protects the privacy of student records

- Applies to education agencies and institutions that receive funding under any program administered by the U.S. Department of Education.

Protecting the Privacy of Student Data

FERPA in a Nutshell

- <u>The Family Educational Rights and Privacy Act </u>(FERPA) is a federal law that affords parents:
    1. the right to have access to their children's education records,
    2. the right to seek to have the records amended,
    3. and the right to consent to the disclosure of personally identifiable information from education records, except as provided by law.

- When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student").

Protecting the Privacy of Student Data

Important Terms: Parent or Eligible Student

- Parents or eligible students are afforded the right under FERPA

- "*Parent*" means natural or adoptive parent, legal guardian, or individual acting as a parent or guardian in absence of him or her

- "*Eligible Student*" means students:

    1. Age 18 or above
    2. Attending a postsecondary institution at any age

Protecting the Privacy of Student Data

Important Terms: Education Records

- All records, files, documents, and other materials that contain information directly related to an individual student

- Those materials maintained by the education agency or institution or its representative

- Includes, but not limited to, handwriting, video or audio tape, and data or image in other electronic formats

- Health records maintained by an education agency or institution would generally be considered education records, and subject to FERPA

Protecting the Privacy of Student Data

Disclosure of Student Information Requires Parental Consent, <u>Except</u> Under These Circumstances:

1. Directory Information: A portion of the education record that would not generally be considered harmful or an invasion of privacy if disclosed (e.g., student's name, address, phone number, date and place of birth, honors and awards, heights and weight of athletes, dates of attendance)

   ✓ Schools must provide public notice
   ✓ Parents may disallow such disclosure

Protecting the Privacy of Student Data

Disclosure of Student Information Requires Parental Consent, <u>Except</u> Under These Circumstances:

2. School officials with a legitimate educational interest (*defined in FERPA regulations*)
3. Other schools into which a student is transferring or enrolling
4. Specified officials for audit or evaluation
5. Appropriate parties in connection with financial aid to a student (typically applies to postsecondary institutions)

Protecting the Privacy of Student Data

Disclosure of Student Information Requires Parental Consent, <u>Except</u> Under These Circumstances:

6. Organizations conducting certain studies for or on behalf of the school
7. Accrediting organizations
8. Compliance with judicial order or lawfully issued subpoena
9. Appropriate officials in cases of health and safety emergencies
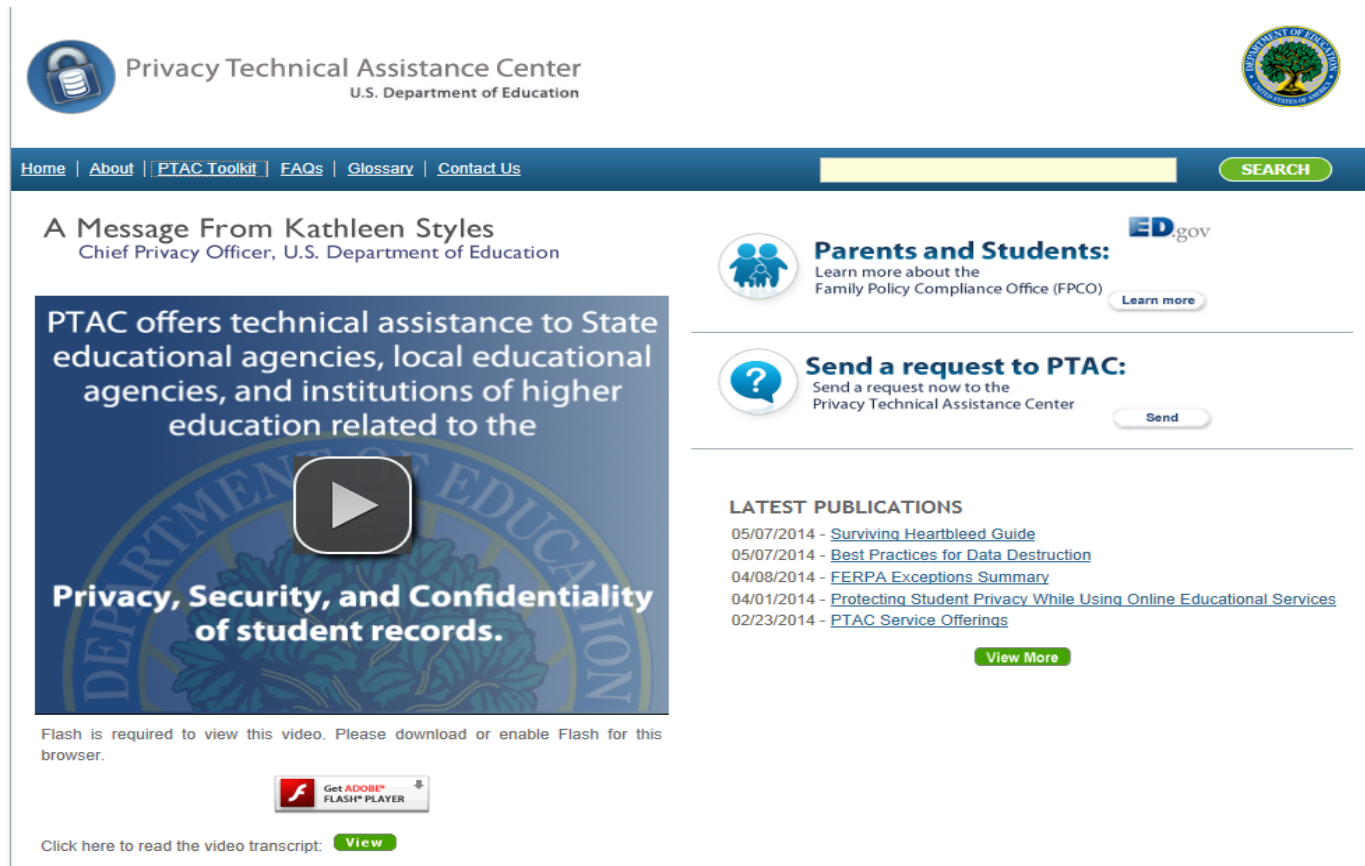10. State and local authorities, within a juvenile justice system, pursuant to state law

Protecting the Privacy of Student Data

Privacy Technical Assistance Center (PTAC)

The Purpose of PTAC

- The U.S. Department of Education established the Privacy Technical Assistance Center (PTAC) as a "one-stop" resource for education stakeholders to learn about data privacy, confidentiality, and security practices related to student-level longitudinal data systems and other uses of student data.

- PTAC provides timely information and updated guidance on privacy, confidentiality, and security practices through a variety of resources, including training materials and opportunities to receive direct assistance with privacy, security, and confidentiality of student data systems.

Protecting the Privacy of Student Data

Privacy Technical Assistance Center (PTAC)

http://ptac.ed.gov/

Let's Talk About Data Collections

Data Collections Overview

Data Collections Overview

Learn common terminology

- Each data collection has terminology that coordinators must know and understand. This information is found in the documentation at http://www.gadoe.org/Technology-Services/Data-Collections/Pages/Home.aspx

- The following slides contain a few terms that coordinators should learn immediately.

Learn Common Terminology

- <u>Portal</u> – the secure website used to send personally identifiable data for students, personnel, financial reports, grant applications, etc.

- <u>GUIDE/GTID</u> – Georgia's Unique Testing Identifier - 10 digit ID assigned by GaDOE

- <u>FTE</u> – Full Time Equivalent – Data collected for state funding that is based on student enrollment and education services provided by local school systems to students.

Learn Common Terminology

- <u>CPI</u> – Certified/Classified Personnel Information - Data collected for state funding that is based on staff training and experience, and their role within the district.

- <u>Student Record</u> – The Student Record data collection is a year-end, cumulative record. Student Record provides information on instructional services provided to students by the local school system throughout the regular school year. The data is used for federal reporting, program monitoring, CCRPI, and other reporting needs.

Learn Common Terminology

- <u>Student Class</u> – The Student-Class layout is a newly developed format for collecting student schedules. School districts will use this new layout to report data for the Student Course Profile (SCP), TKES/LKES project, and Class Size.

Common Term #1: PORTAL

Portal Account

Portal – the secure website used to send personally identifiable data for students, personnel, financial reports, grant applications, etc.

Portal Account

Getting Access to the Portal

- *Creating a Portal Account is EXTREMLY important.*

- Having the correct portal account provisioning will enable you to access State Reporting.

- Having the correct portal account provisioning will enable you to receive emails from the DOE for updates pertaining to collection, training and opening of collections.

Portal Account

Getting Access to the Portal

- For further help on creating a portal account, setting up organization roles and application roles, please contact the HELPDESK at:

  Preferred Method: dticket@doe.k12.ga.us
  Phone: (800) 869-1011
  Fax: (404) 651-5006

Common Term #2: GUIDE/GTID

GUIDE Overview

- GUIDE – GUIDE is the application used the generate and maintain the student's unique identifier.

Why do we need GUIDE?
GTID is the key (primary identifier) for:
    State data collections
    State Longitudinal Data System (SLDS)
    State assessment tests
    Special Education events history report
    Graduation Cohort

When is GUIDE available to districts?

- All year

- See documentation at www.gadoe.org/Technology-Services/Data-Collections/Pages/GTID-Resources.aspx

Getting a Clean ID

- Use the full legal name. Enter the name EXACTLY as it is on the Birth Certificate.

- Use SSN if at all possible. Keep the SSNs secure.

- Encourage parents of students with common names to give the SSN (to prevent *mistaken* identity and continuity of records.)

GUIDE OVERVIEW

Getting a GTID – Right from the Start

Please ask for the SSN and keep it secure in your SIS.
From GaDOE Rule 160-5-1-.28

Pursuant to O.C.G.A. § 20-2-150, before the final enrollment of a student to a publicly-funded Georgia school is complete, a parent, guardian, or other person 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.

GUIDE OVERVIEW

Getting a GTID – Right from the Start

Please use the full legal name, including middle name
GaDOE Rule 160-5-1-.28 and
  O.C.G.A. § 20-2-150

A student shall be identified in the local Student Information System (SIS) and in the Georgia Statewide Student Information System (GSSIS) by the student 's legal name as it appears on the documentation submitted for age verification as delineated in paragraph (2) (a) 3 , or in a court order changing the student's name.

GUIDE Overview

GTID – Georgia's Unique Testing Identifier - 10 digit ID assigned by GaDOE

Common Term #3: FTE

FTE Overview

FTE – Full Time Equivalent – Data collected for state funding that is based on student enrollment and education services provided by local school systems to students.

Why do we collect FTE data?

- O.C.G.A. 20-2-160 - The initial enrollment count shall be made after October 1 but prior to November 17 and the final enrollment count after March 1 but prior to May 1. The report shall indicate the student´s specific assigned program for each one-sixth segment of the school day on the designated reporting date.

When

- FTE Cycle 1 – October
- FTE Cycle 3 - March

<u>Who</u> is Reported in FTE?

- All students **enrolled in any public school** in Georgia **on the day of the FTE count**.

- All **private school students** who come to the public school system for **special education** services on the day of the count.

- Students receiving **hospital/homebound services** for the minimum three hours per week during any part of the ten school days preceding the day of the count .

- Students served in the **three State-operated schools** (Atlanta Area School for the Deaf, Georgia School for the Deaf, and Georgia Academy for the Blind).

Who is Reported in FTE?

- Students in Department of Human Resources residential facilities. The school system shall report only students who are served by the school system's special education teachers.

- Students who are assigned by the local school system, by IEP determination, to private placement, either in or out of state. For Cycles One and Three, all segments for the student are reported with disability-specific Program Code for all six segments.

- All preschool children (GRADE LEVEL = "PK") who are enrolled in a school administered by the school system under the auspices of the Georgia Department of Education or who have a disability (ages 3-5) and who are served by the school system.

Who is Reported but NOT Funded in FTE?

- Pre-Kindergarten students

- Students not present at least 1 day in the prior 10 school days to the count day.

- Underage Kindergarten (students who have not reached the age of 5 by September 1)

- Underage 1st graders (students who have not reached the age of 5 by September 1)

- Nonresident, Out-of-state students

- Students that are over 20 (general ed) or 21 (special ed)

<u>How</u> is FTE Collected?

- Districts upload a **text** file to the FTE collection site in the Portal.

- In the file is a record for each student reported.

- The record include program codes or segments that impact how much funding the district will earn for the student.

- The FTE program code is associated with the courses on a student's schedule.

FTE Overview

FTE 2014-3 Transmission on 03/06/2014 12:00:00 am - Data Have Errors   click here to print

Georgia Department of Education Full Time Equivalent (FTE 2014-3)	Enrollment Student Edit 620-Camden County

Return to Menu   School: 0295-Camden County High School ▼ Edit Delete

Student: Select Student ▼ OR Enter Student ID OR Last Name to Search: [   ] Add Student   Edit Student   Delete Student

Please click on **Save Added Student** *button to save.*   Save Added Student   Reset

Demographic & Program Info.	Segments Info.

Student ID		GTID		Previous Student ID	
Last Name		First Name		Middle Name	
School ID	0295-Camden County High School	Student Status	▼	Grade Level	▼
Prior 10 Days	▼	Date of Birth (mm/dd/yyyy)		Gender	▼
Ethnic Hispanic	▼	Race American-Indian	▼	Race Asian	▼
Race Black	▼	Race Pacific	▼	Race White	▼
Resident Status Code	▼	System of Residency	▼	Regular Environment	▼
Report Type	▼	Primary Area	▼	All IEP	▼
English Learner	N - No ▼	Alternative School	▼		

Codes Legend

FTE Overview

Georgia Department of Education Full Time Equivalent (FTE 2014-3)	Enrollment Student Edit 620-Camden County

Return to Menu   School: 0295-Camden County High School ▼ [Edit] [Delete]

Student: Select Student ▼ OR Enter Student ID OR Last Name to Search: [_____] [Add Student] [Edit Student] [Delete Student]

Please click on **Save Added Student** *button to save.* [Save Added Student] [Reset]

Demographic & Program Info.	Segments Info.

ESOL-Itinerant [0 ▼]
ESOL-Non-Itinerant [0 ▼]

Field Name	Segment 1	Segment 2	Segment 3	Segment 4	Segment 5	Segment 6
Program Code	▼	▼	▼	▼	▼	▼
Transported	▼	▼	▼	▼	▼	▼
Supplemental Speech	▼	▼	▼	▼	▼	▼
Itinerant Teacher	▼	▼	▼	▼	▼	▼
Inclusion	▼	▼	▼	▼	▼	▼
Gifted Delivery Model	▼	▼	▼	▼	▼	▼
Fiscal Agent	▼	▼	▼	▼	▼	▼
Enrollment Location	▼	▼	▼	▼	▼	▼
Dual Enrollment Type	▼	▼	▼	▼	▼	▼

Segment information is not required for withdrawn students.

FTE Program Codes and Weights

PROGRAM CODE	CATEGORY/PROGRAM	FY2014 Weight*
A	Kindergarten	1.6508
B	Grades 1-3	1.2849
C	Grades 4-5	1.0355
9	Grades 6-8 (Middle Grades Program)	1.0277
D	Grades 9-12	1.0000
E	Kindergarten Early Intervention Program (EIP)	2.0348
F	Primary Grades 1-3 (EIP)	1.7931
G	Upper Grades 4-5 (EIP)	1.7867
H	Grades 6-8 (Middle School Program)	1.1310
I	Gifted Education	1.6589
J	Remedial Education	1.3087
K	Vocational Lab	1.1916
M	Postsecondary Options (Dual Credit) **	N/A
N	Study Hall (Non-state funded)	N/A
O	Other (Non-state funded)	N/A
6	Move on When Ready – General Education **	N/A
7	Move on When Ready – Vocational Lab **	N/A

PROGRAM CODE	CATEGORY/PROGRAM	NUMBER OF SEGMENTS			
		Level I	Level II	Level III	Level IV
P	Mild Intellectual Disability		1 - 6		
Q	Moderate Intellectual Disability			1 - 6	
R	Severe Intellectual Disability			1 - 6	
S	Profound Intellectual Disability				1 - 6
T	Emotional & Behavioral Disorder			1 - 6	
U	Specific Learning Disability	4 - 6		1 - 3	
V	Orthopedic Impairment			4 - 6	1 - 3
W	Hearing Impairment			4 - 6	1 - 3
X	Deaf			4 - 6	1 - 3
Y	Other Health Impairment			4 - 6	1 - 3
Z	Visual Impairment				1 - 6
1	Blind				1 - 6
2	Deaf and Blind				1 - 6
3	Speech-Language Impairment	4 - 6		1 - 3	

PROGRAM CODE	CATEGORY/PROGRAM	FY2014 WEIGHT
	Level I	2.3975
	Level II	2.8213
	Level III	3.5944
	Level IV	5.8308
	Level V (Inclusion)	2.4607
4	Georgia Networks for Educational and Therapeutic Support (GNETS)**	N/A**

FTE Overview

How is FTE **Calculated?**

FTE Weight Gifted **1.6589**	X	# of FTE's 100	X	Base Amount FY 2014 **$2,430.57**

=

~Allotment **$403,207.30**

FTE Overview

Important Items to Remember:

Students should have complete schedules.

Student must have been present at least one of the ten school days prior to the FTE count day.

Program guidelines must be met to claim segment for funding (unless exempted via waiver).

State and Commissioned Charters – RESIDENT STATUS CODE in FTE must show that student is a "Non-Resident – In State Consent", code = 02. The SYSTEM OF RESIDENCY number must be the county or city school system the student is zoned to attend.

FTE Overview

Data Used for…

- QBE (State Funding)
- Official Enrollment Counts

Also used for
- ✓ Federal Child Count
- ✓ Federal Reporting
- ✓ State Reporting
- ✓ Program funding for PreK
- ✓ GNETS funding

Common Term #4: CPI
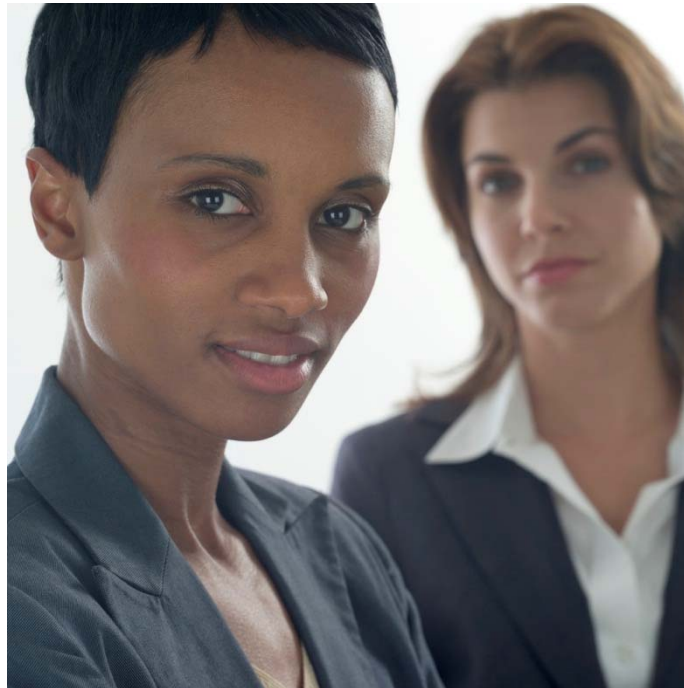
CPI Overview

CPI – Certified/Classified Personnel Information - Data collected for state funding that is based on staff training and experience, and their role within the district.

Why do we collect CPI data?

O.C.G.A. 20-2-161 Quality Basic Education Formula

"…,in order to pay the state minimum salaries pursuant to Code Section 20-2-212…The calculation of such additional amount shall be based on all certificated professional personnel who were employed by the local school system as of the month of October…"

CPI Overview

CPI – Certified/Classified Personnel Information - Data collected for state funding that is based on staff training and experience, and their role within the district.

Why do we collect CPI data?

SBOE Rule 160-5-2-.50 - (1) **REQUIREMENTS**.
(a) Local units of administration shall comply with the department's Certified/Classified *Personnel Information (CPI) Guidelines and Documentation* as posted on the department's website . In compliance with the guidelines and timelines published by the department, local units of administration shall report for each employee in electronic form all information specified in the Certified/Classified *Personnel Information (CPI) Guidelines and Documentation*

When is CPI collected?

- CPI Cycle 1 – October
- CPI Cycle 2 – March
- CPI Cycle 3 - July

Categories of Personnel

✓ Classified
✓ Certified

CPI Overview

- ***Certified and Classified Personnel Information***
  (Board Rule 160-5-2-.50)

- Reporting of personnel based on their role within district

"Regular" Direct Contract Employees	Long-Term Substitutes	3rd Party Contract Employees
• **EMPLOYEE TYPE** = **blank/null OR** • **EMPLOYEE TYPE** = B	• **EMPLOYEE TYPE** = L	• **EMPLOYEE TYPE** =P

CPI Overview

Regular Employee

EMPLOYEE TYPE = **blank/null**
- Direct contract with school district
- Visiting International Faculty (VIF)

OR

EMPLOYEE TYPE = **"B"**

Direct contract with school district
- **Retired teachers** who have come back to teach full time
- not restricted to the salary schedule minimums

Senate Bill 327 - Now OCGA 47-3-127.1

<u>Long-Term Substitute</u>

EMPLOYEE TYPE = **"L"**

- Hired directly by the district.

- Has an hourly service agreement to "fill in" for either a vacant permanent position or for a regular contract employee on leave.

- Must teach in the same vacant position, or replace the same permanent employee, for at least six weeks to be considered "long term". *(Definition may change in FY 2015)*

- Does not earn T&E dollars.

Third-Party Contract Employee

EMPLOYEE TYPE = "P"

- Not hired directly by the district.

- *Independent contractors*

- Staff hired by and paid through another agency / private company.

- Does not earn T&E dollars.

CPI Overview

Third-Party – Which Job Codes?

Report **teachers** - **Job Codes 085 to 200**
(EXCLUDE 080 Lottery Pre-School Regular Ed Teacher)

AND

- Report **special education service providers** - **Job Codes:**
  Adapted PE (485, 149); Audiology (481); Counseling (301, 306, 438); Diagnostic Services (479); Occupational Therapy (483); Physical Therapy (482); Psychological Services (404, 405, 406); Interpreter (437); Speech Path (480); School Health/Nurse (486); School Social Work (300, 412); Orientation and Mobility (484); Pre-School Paraprofessional (453); School Age Paraprofessional (436).

  See Employee Type in *Data Element Glossary*

CPI Overview

CPI Records Per Employee Type

EMPLOYEE TYPE Code	Personnel	Record Layouts	Certified T&E $
L	Long-Term Substitutes	A	No
P	Third-Party Contracts	A & C	No
B	SB 327 Employees (direct contract)	A, B, & C	Yes
Blank/null	Other direct contract employees and VIF	A, B, & C	Yes

Which Employees are Reported as Certified?

*Examples from CPI **Job Code** Table…*

Job Code	Title	Cert. Required	Report Cert on CPI	
435	ParaPro	N	Y	Not T&E funded
114	Grades 9-12 Teacher	Y	Y	
415	Information Specialist	N	Y	
410	School Nurse	N	N	Not T&E funded

CPI Overview

Important to Remember!

- The difference between the T4 level and the salary for the employee's actual certification level is what determines the amount eligible for T&E.

- State Salary Schedule uses PSC-related certification levels.

- Some instructional staff may be reported as "Classified."

- Charter-certified educators are eligible for T&E funding.

CPI Overview

- Charter schools may have state certification requirements waived.
- All teachers of core content areas must meet federal NCLB requirements. Refer to Title IIA for guidance.

GaDOE codes for charter waivers to allow non-PSC data in CPI:

"substitute" <u>Certificate Type Code</u> for CHARTER
CHW =GaDOE Charter School Waiver

<u>*To be combined with:*</u>

"substitute" Certificate Field Codes for CHARTER WAIVER
101 = Academic Major (Grades 6-12) - GaDOE Charter School Waiver only
102 = Course work (minimum of 21 semester hours)* - GaDOE Charter School Waiver only
103 = GACE - GaDOE Charter School Waiver only
104 = HOUSSE - GaDOE Charter School Waiver only

Combinations of these codes will only be allowed for charter schools that have waivers.

CPI Overview

What Data Is Reported in CPI?

Georgia Department of Education	CPI Employee Record Detail
October 2013(CPI 2014-1)	234-SAMPLE County

'A01' Record – Basic Demographics

Personnel Demographic Information- A Record (Click here for records required for Employee Type)   Back to Employee List   Main Menu

SSN:	123456789	Employee Type	- Regular Employee	Race American Indian	N - Not Race American Indian
Last Name	MOUSE	Birth Date (mm/dd/yyyy)	02/21/1935	Race Asian	N - Not Race Asian
First Name	MINNIE	Gender:	F - Female	Race Black	N - Not Race Black
Middle Initial	M			Race Pacific	P - Race Pacific
Personnel ID:	43566	Ethnic Hispanic	N - Not Ethnic Hispanic	Race White	N - Not Race White

CPI Overview

What Data Is Reported in CPI?

CPI Overview

What Data Is Reported in CPI?

Georgia Department of Education   **CPI Employee Record Detail**

October 2013(CPI 2014-1)   **234-SAMPLE County**

Personnel Demographic Information- A Record (*Click here* for records required for Employee Type)   Back to Employee List   Main Menu

SSN:	123456789	Employee Type	- Regular Employee ⌄	Race American Indian	N - Not F
Last Name	MOUSE	Birth Date (mm/dd/yyyy)	02/21/1935	Race Asian	N - Not F
First Name	MINNIE	Gender:	F - Female ⌄	Race Black	N - Not F
Middle Initial	M			Race Pacific	P - Race
Personnel ID:	43566	Ethnic Hispanic	N - Not Ethnic Hispanic ⌄	Race White	N - Not Race White ⌄

Personnel Demographic Information- B Record (*Termination Code is required to add B record for regular and SB327 employee*)

			CERTIFIED	CLASSIFIED
Termination Code	0 - Active Employee ⌄	Employment Basis	1	0
Termination Date (mm/dd/yyyy)		Cont	190	0
Stop Here For Terminated Employee!		Cont	51740	0
		Cert	17	
State Health Plan (Y/N)	N - No ⌄		4 ⌄	
CPI DERIVED FIELDS (for DOE use only)			11	
Full Time Equivalent Certified Salary (*Cert Emp Basis X Cert Salary*)	$51,740	Payro	4 - Bachelor ⌄	

'A01' Record – Basic Demographics

'B01' Record – Contract and Certification Information

Up To 6 Assignments

Assignment Information- C Record (*Non-Terminated Regular, SB327 and Third Party employ* required to have C-Record(s))

School ID	Percent Of Time	Assignment Type	In Field Status	Cert Type	Job Code	Sub Code	Cert Field	Fund Code
0103	66.0	C - Certified ⌄	I - In ⌄	T	109	400	748	00
0103	34.0	C - Certified ⌄	I - In ⌄	T	112	910		

'C01' Record(s) – Job Assignments

CPI Overview

Data Used for…

- State funding for certified staff
  - ✓ (Training and Experience – T&E)

- Also used for:
  - ✓ Math/Science Incentive Funding
  - ✓ Determine Teacher Shortage Areas
  - ✓ Program Reviews
  - ✓ State/Federal Reporting
  - ✓ PSC for Highly Qualified Teacher determinations for NCLB

Common Term #5: Student Record

Student Record Overview

The Student Record data collection is a year-end, cumulative record. Unlike the FTE collection, which is a "point-in-time" collection of data, Student Record provides information on instructional and other services provided to students throughout the regular school year.

Why do we collect Student Record data?
SBOE Rule 160-5-1-.07 - (2) **REQUIREMENTS**.
(a) Local school systems shall report all student and staff information in accordance with the guidelines and timelines as published by the Georgia Department of Education (GaDOE) and posted on the department's website.

When is Student Record collected?
✓ SR Data Cleansing Cycle – September - December
✓ SR Annual Collection – February - June

<u style="color:red">Who</u> is Reported in Student Record?

- All students enrolled in the school system at any point during the school year.

- Students that withdrew anytime during the current fiscal year (between July1st and June 30th).

- Students are reported through their home school. Programs do not report students directly.

- Private and home schooled students are not reported in Student Record.
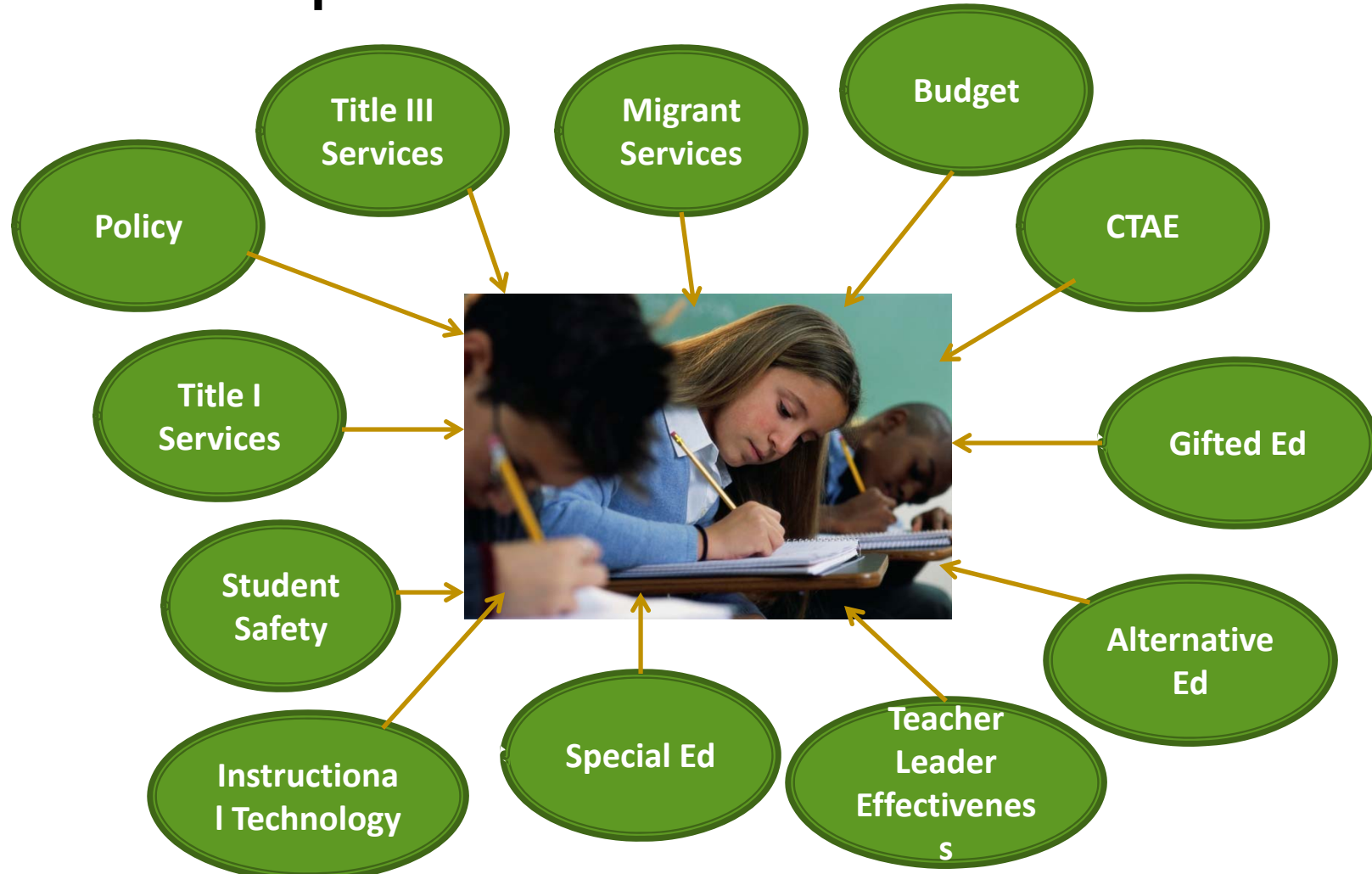
Student Record Overview

Comprised of Nine (9) Record Types

►System
►School
►Student
►Course
►Student Safety

►Enrollment
►Special Education
►Program
►Address

Student Record Overview

Program Areas that Request Data from or Provide Requirements for Student Record…

Student Record Overview

Student Level

Standard Student Data	Career Development	Special Programs	Title 1 Participation

Student ID	XXXXX7052	Previous Student ID	
Student DOE ID	XXXXX7052	GTID	
Last Name		First Name	
Middle Name		Gender	
Ethnic Hispanic		Race Indian	
Race Asian		Race Black	
Race Pacific		Race White	
In US Schools Less Than 3 Years		Birthdate (mm/dd/yyyy)	
Birth Place		Date of Entry to US School (mm/dd/yyyy)	
School Sys. of Residence		County of Residence	
Grade Level		Retained	
Date Entered 9th Grade (mm/dd/yyyy)		Graduation Program of Study	
Diploma Type		Environment Code	

Student Record Overview

Student Level

Standard Student Data	Career Development	Special Programs	Title 1 Participation

Free Or Reduced Price Meal Eligibility	[▾]	Gifted Referral Code	[_____ ▾]
Gifted Eligibility Code	[_____ ▾]	Gifted Service Code	[_____ ▾]
Homeless Primary Night Shelter	[N/A ▾]	Remedial Ed Subject Code	[_____ ▾]
Special Needs Code	[_____ ▾]	Primary Language	[_____ ▾]
English Learner.	[▾]	ESOL	[▾]
EL Monitor Year	[_____ ▾]	Non-ESOL	[_____ ▾]
EL Monitor Basis	[_____ ▾]	Migrant	[▾]
Special Education - Primary Area	[_____ ▾]	Extended Year Services	[▾]
GAA	[▾]	EIP Subject Code	[_____ ▾]
CCAE	[▾]	CTI	[▾]
SST	[▾]	Pre-K Program Code	[_____ ▾]

Student Record Overview

Student Level

Standard Student Data	Career Development	Special Programs	Title 1 Participation
Writing Assessment - Section 504	N ▾	CRCT - Section 504	N ▾
HSGT - Section 504	N ▾	GKAP - Section 504	N ▾
Career Interest Inventories	00 ▾	Career Awareness Lessons	00 ▾
21st Century Skills Assessment	▾	Career Portfolio	▾
Individual Graduation Plan (MS)	▾	Capstone Project/WBL	▾

Standard Student Data	Career Development	Special Programs	Title 1 Participation
Title I Participant (Reading/Eng./Lang)	N ▾	Title I Participant (Math)	N ▾
Title I Participant (Science)	N ▾	Title I Participant (Social Studies)	N ▾
Title I Participant (Guidence/Social Wk)	N ▾	Title I Participant (Health/Dental)	N ▾
Title I Participant (Nutrition)	N ▾	Title I Participant (Pupil Transporation)	N ▾
Title I Participant (Job Prep)	N ▾	Title I Participant (GED)	N ▾

Student Record Overview

Enrollment Level

Student Enrollment Edit/Entry

Student DOE ID   xxxxx9569   Student ID   xxxxx9569

Student Name

School Entry Date (MM/DD/YYYY)   08/08/2013 School Entry Code   [C-Continue in same school... ▼]

Withdrawal Date (MM/DD/YYYY)   [   ]   Withdrawal Code   [▼]

Days Present   170   Total Days Absent   [6]

Unexecused Days Absent   0   Days Made Up   [0]

GTID   xxxxx3862

Student Record Overview

Course Level

Course Level Detail

Course Number	
Course Section	
Credit Hours Earned	0.000
Course Teacher ID	
Gifted Delivery Model	
Gifted Content Area of Curriculum	
Marking Period	N1-1st Nine Week
Numeric Grade	
Alpha Grade	
ESOL Delivery Model	
GTID	
Credit Recovery	
Additional Teacher ID	1: 2: 3:
Content Completer	

Student Record Overview

Program Level

Student program Edit/Entry

Student ID	488236874		
Program Type	01 - Alternate Education ▾	Program Code	▾
Beginning Date (MM/DD/YYYY)	01 - Alternate Education	Ending Date (MM/DD/YYYY)	
Alternative School Number	02 - GNETS		
	03 - Career Academy	Alternative System Code	▾
	04 - Extended Learning Time		
Number of Daily GNET segments	05 - Flexible Learning Program	GTID	
Days Attended			

Student Record Overview

Special Education Level

Student Record Overview

Student Safety Level

Student Incident Edit/Entry

Student DOE ID	667333354	Student ID	66733354
Incident Date (MM/DD/YYYY)		Incident ID	
Discipline Incident Type	▼	Data Type Indicator	▼
Discipline Incident- Context and Location	▼	Teacher ID	
Discipline Action Code	▼	Discipline Action Auxiliary Code	
Discipline Process	- N/A ▼	Administrator ID	
Event Identifier		GTID	
Administrator DOE ID			
Continuation Of Services	N/A ▼		
Incident Severity Level	N/A ▼		

Student Record Overview

Data Used for…

- ✓ SLDS data warehouse – trend data
- ✓ CCRPI determination process
- ✓ GOSA State Report Card
- ✓ US DOE federal reporting
- ✓ Program monitoring
- ✓ Program audits
- ✓ Research
- ✓ Open records requests
- ✓ Cumulative data for public consumption

Common Term #6: Student Class

Student Class Overview

Student-Class contains basic information found in a student's schedule such as the course, section, class period, <u>class</u> start and end dates <u>for each student</u>, and the teacher assignments. In addition, it collects program information that will allow schools to better describe the types of instructional services students receive in a given class.

Why do we collect Student Class data?
- Class Size - SBOE Rule 160-5-1-.08
- Teacher Keys Effectiveness System
- Student Course Profile to provide the teacher-student link in SLDS

When is Student Class collected?
- Year round collection
- Three signoff periods (October, March, June)

Student Class Overview

<u>Who</u> is Reported in Student Class?

- All students enrolled in the school system at any point during the school year and was placed in one or more classes.

Where Do I Find Information About the Collections?

Where Do I Find Information About the Collections?

General Information

- Conference Information
- Facilities Resources
- FERPA Resources
- Georgia Testing Identifier (GTID)
- Data Collection Presentations
- Race and Ethnicity Reporting Requirements and Resources
- Transmission Dates
- Pseudo-SSN List (900 Numbers)
- Records Retention Schedules

Collections Documentation

- Certified/Classified Personnel Information (CPI)
- Free/Reduced Price Meal Eligibility
- Full-Time Equivalent (FTE)/Class Size/FTE Data Survey
- Pre-ID Labels
- Private School Report
- Student Course Profile (SCP)
- Student Record (SR)
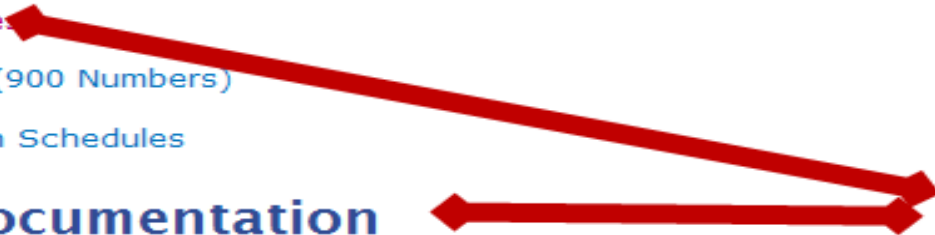
Where Do I Find Information About the Collections?

-Review and PRINT the file layout and data element detail for each collection

- Data File Layout – Layout will match

FY2012 FTE DATA COLLECTION- DATA FILE LAYOUT

Element ID	Element	Report Cycle	Field Type	Format	Field Length	Starting Position	Ending Position	Description	Edits	Edit #
FTE001	SYSTEM	1, 3	A	xxx	3	1	3	School System Code	SYSTEM must be an active school system code in the *Facilities Database*	E040
FTE002	FISCAL YEAR	1, 3	A	yy	2	4	5	Fiscal Year of Record	FISCAL YEAR not valid. FISCAL YEAR must be the current valid fiscal year.	E010
FTE003	REPORT PERIOD	1, 3	A	x	1	6	6	FTE Report Period	REPORT PERIOD must be the current valid FTE REPORT PERIOD as follows: '1' = October, '3' = March	E020
Filler	Filler	1, 3	N/A	Blank	1	7	7	Filler	No Edits	N/A
FTE004	STUDENT ID	1, 3	A	x(15)	15	8	22	Students Social Security Number or a state-approved Social Security like number.	STUDENT ID must be student's 9-digit Social Security Number or FTE number, right-justified.	E061
									Active STUDENT ID must be unique within a SYSTEM.	E062
									STUDENT ID must be unique within a SCHOOL CODE.	E1103
									If FISCAL YEAR and REPORT PERIOD are	E808

Where Do I Find Information About the Collections?

Data Element Detail:

ALTERNATIVE EDUCATION PROGRAM

ALTERNATIVE EDUCATION PROGRAM is a Yes/No ('Y'/'N') code that indicates whether a student is attending an alternative education program on the FTE count day. 'Y' indicates that a student is attending one of the following programs on the count day:

- Alternative Education Disciplinary Program
- Early College, Evening School, or Open Campus
- Community-based Alternative Education Program (including Performance Learning Centers)
- Credit Recovery Program
- In-School Suspension Program
- Education Management Organization (i.e. Ombudsman)

DATE OF BIRTH

DATE OF BIRTH is the date of the student's birth. It must be in the format MMDDYYYY. **DATE OF BIRTH** is reported for all FTE cycles.

NOTE: "all children and youth who have attained the age of five years by September 1 shall be eligible for enrollment in the appropriate general education programs authorized in this part unless they attain the age of 20 by September 1 or they have received high school diplomas or equivalent. This shall specifically include students who have re-enrolled after dropping out and who are married, parents, or pregnant. Special education students shall also be eligible for enrollment in appropriate education programs through age 21 or until they receive high school or special education diplomas or the equivalent; provided, however, they were enrolled during the preceding school year and had an approved Individualized Education Program (IEP) which indicated that a successive year of enrollment was needed. Other students who have not yet attained age 21 by September 1 or received high school diplomas or the equivalent shall be eligible for enrollment in appropriate education programs, provided they have not dropped out of school for one quarter or more. . . ." O.C.G.A. § 20-2-150 (a).

NOTE: Special education students are eligible for enrollment in appropriate education programs through age 21 or until they receive a regular high school diploma or equivalent.

Important Steps to Consider

Important Steps to Consider

You need a student information system!

Ensure your Student Information System (SIS) is up and running **before** the first day of school.

Why?

- Extracts are already in place for State Reporting.
- Data is submitted via a text file or by keying each student online.
- Each SIS will have pre-determined reports in place for data verification.
- Error counts are much higher without a student information system.

Important Steps to Consider

- *Training*
  - ✓ Train the SIS users to become familiar with the data elements.
  - ✓ Stay informed of changes/updates.
  - ✓ Participate in Blackboard sessions.
  - ✓ Keep the link to the documentation marked as a favorite for easy referral as needed.

  http://www.gadoe.org/Technology-Services/Data-Collections/Pages/Home.aspx
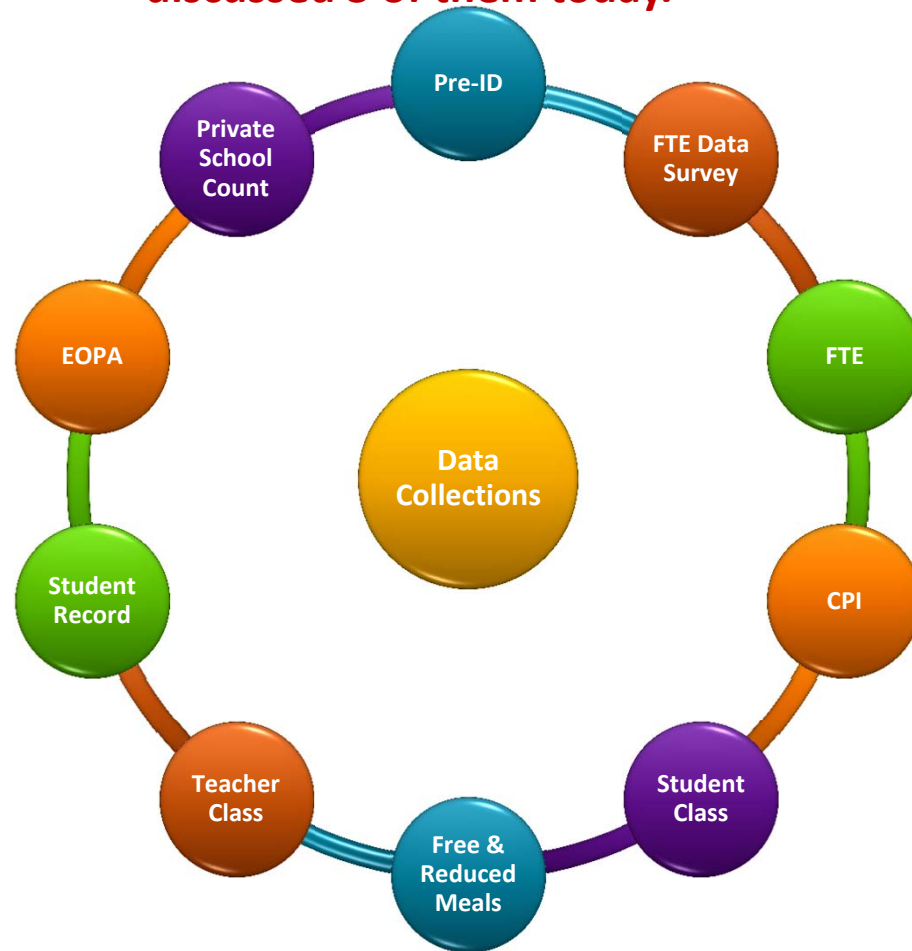
- *REMEMBER:*
  - ✓ Services provided to student will be reported in various data collections.
  - ✓ Funding and accountability are dependent on your data reporting.

Important Steps to Consider

There are 10 collections plus GTID. We only discussed 3 of them today.

FY 2015 Data Collections Conference

Registration for the Georgia Department of Education's annual Data Collections Conference is now open.

Conference Dates:
August 27-29, 2014 (Registration ends August 8, 2014 or when count reaches 1,000 participants)

For more information, go to http://dcconference.gadoe.org/Pages/Home.aspx

Available Resources

- Data Collection Documentation - http://www.gadoe.org/Technology-Services/Data-Collections/Pages/Home.aspx

- State Board Rules - http://www.gadoe.org/External-Affairs-and-Policy/State-Board-of-Education/Pages/PEABoardRules.aspx

- Professional Standards Commission - http://www.gapsc.com/

Available Resources

- Privacy Technical Assistance Center (PTAC) - http://ptac.ed.gov

- Forum Curriculum for Improving Education Data - http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2007808

- Forum Guide to Data Ethics - http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2010801

Data Collections & Reporting

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Questions & Answers