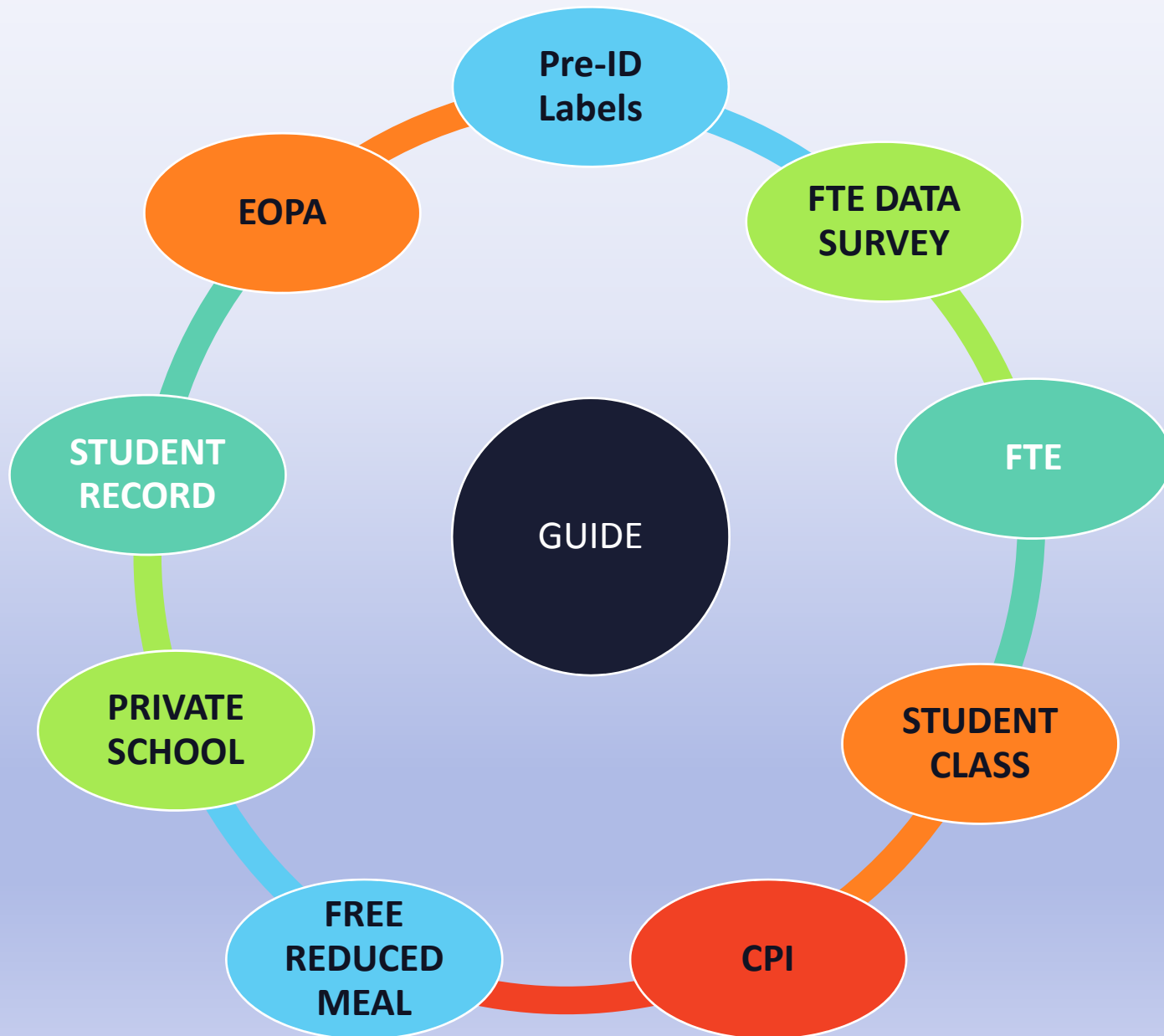


Overview of Data Collections



STATE REPORTING

2

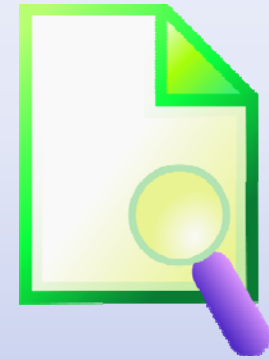
Main Points

- SCSC schools participate in all collections, except the Private School data collection. Participation in EOPA is determined by grade levels.
- Several collections occur more than once during the school year (cycles).
- Most of them have a check to verify student identity data using a unique student identifier, GTID.
- Verify student schedules are accurate and complete. ***Incomplete or inaccurate schedules can impact funding, accountability, federal reporting, program reviews, etc.***

DOCUMENTATION

- Become familiar with the **LAYOUTS** ([Layouts are now posted inside the Portal](#)).

Student Record Transmission Cycles	
Transmission Cycles	Current Documentation
Student Record For 2017	• Enrollment Level File Layout
Student Record For 2016	• Program Level File Layout
Student Record For 2015	• School Level File Layout
Student Record For 2014	• Special Education Level Layout
Student Record For 2013	• Student Level File Layout
Student Record For 2012	• Student Safety File Layout
Student Record For 2011	• System Level File Layout
Student Record For 2010	
Student Record For 2009	
Student Record For 2008	



- What is to be reported
- How the data is laid out in the file/extract
- Learn additional information using the **DATA ELEMENT DETAIL**
- Print out the **Transmission Dates** and post it as a reminder of your deadlines
- Other documents, pertinent to the application, are also posted on this web page



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- Certified/Classified Personnel Information (CPI)
- End of Pathway Assessment (EOPA)
- Free/Reduced Price Meal Eligibility
- Full-Time Equivalent (FTE) / FTE Data Survey
- GUIDE (Georgia Unique Identifier for Education)
- Pre-ID Labels
- Private School
- Student Class
- Student Record
- Presentations, Webinars, and Miscellaneous Documentation
- Summary of Transmission Dates

Contact Information

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<http://gadoe.org>

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In the meantime, look at last August's data conference for '101' presentations.

Getting Started

GUIDE

WHAT

GUIDE is the GADOE application that contains all student identity information. During every student data collection, the records sent by a district are validated against the GUIDE application to make sure the data being collected for the student is correct.

WHY

GUIDE is used to generate the unique 10 digit ID that is used to identify a student for all of the years a student is in public education in Georgia. This 10 digit GTID (GA Testing ID) is only used in PK-12 education. The GTID is the key to the state longitudinal data system (SLDS). The State Board of Education (SBOE) has passed a rule that says the Department of Education (DOE) shall provide an electronic data system for the creation, tracking, and maintenance of the GTID. GUIDE fulfills the requirements of State Board Rule [160-5-1-.07 STUDENT AND STAFF DATA COLLECTIONS](#).

WHEN

GUIDE is available 24/7 with the exception of the first two weeks of July.

PRE-ID LABELS

WHAT

The Pre-ID data collection is designed to help school systems report accurate demographic and program data on selected state-mandated assessments. Data collected through the Pre-ID data collection is used to match the student records (like Student Class, FTE, and Student Record) to the test taken by the same student.

WHY

1. To increase the percentage of test records automatically matched to Student Record data
2. To reduce manual matching to Student Record data
3. To reduce demographic errors from bubble sheets (almost all are now online)

WHEN

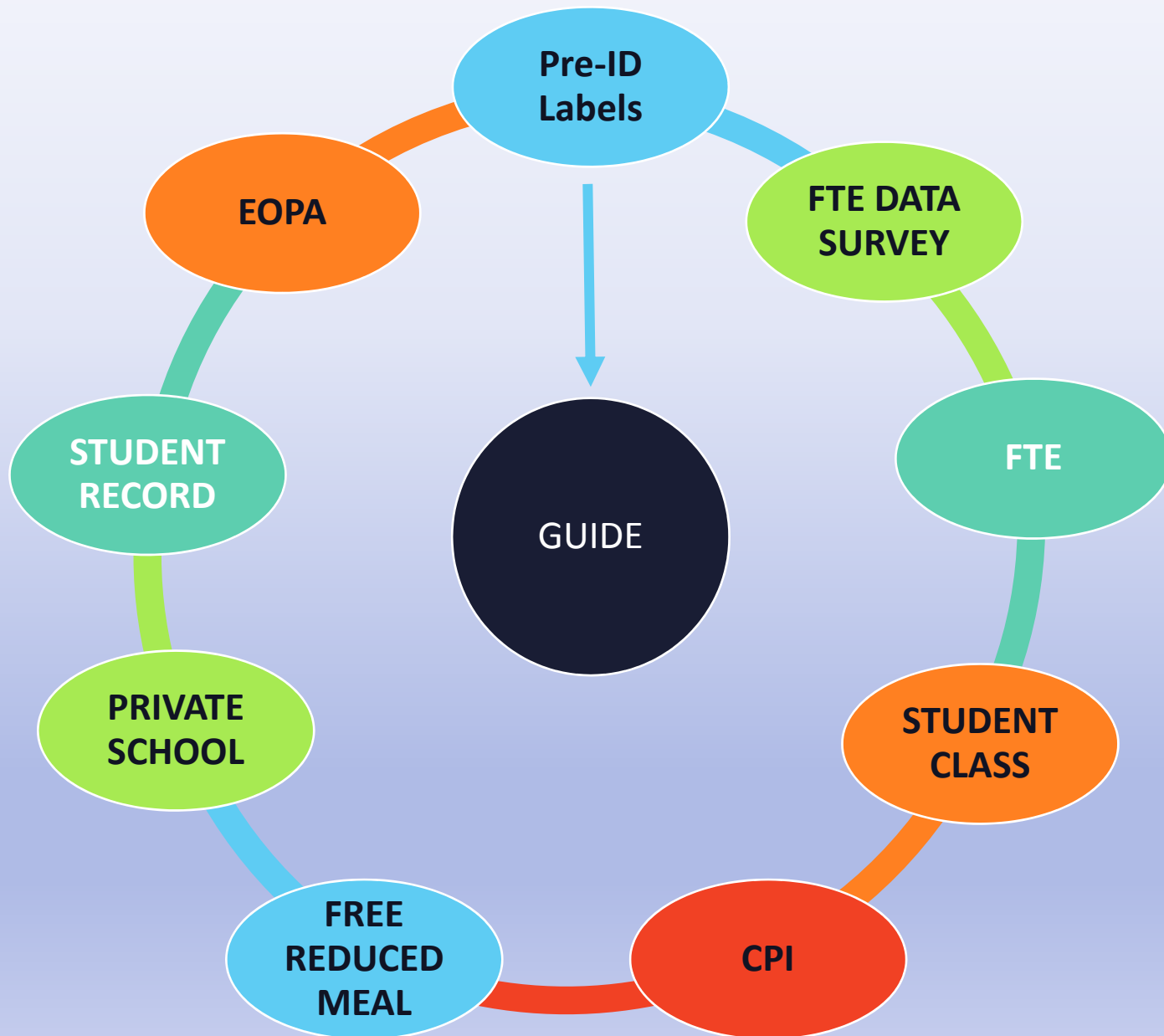
Cycle 1 – Mid August (GKIDS data is now uploaded directly to the vendor.)

Cycle 2 – September (EOC tests)

Cycle 3 – January (EOC and Milestones tests)

Requires sign off by Coordinator even if no data is submitted

Overview of Data Collections



STUDENT CLASS

WHAT

Student Class is a data collection of student schedules. Student Class (data) is used for Student Course Profile/SLDS and for completed course information. The Student Class collection links students and teachers to a class.

WHY

- Student Class data is used for the Student Course Profile portion of SLDS.
- At the end of the school year, course information is used by all program areas.

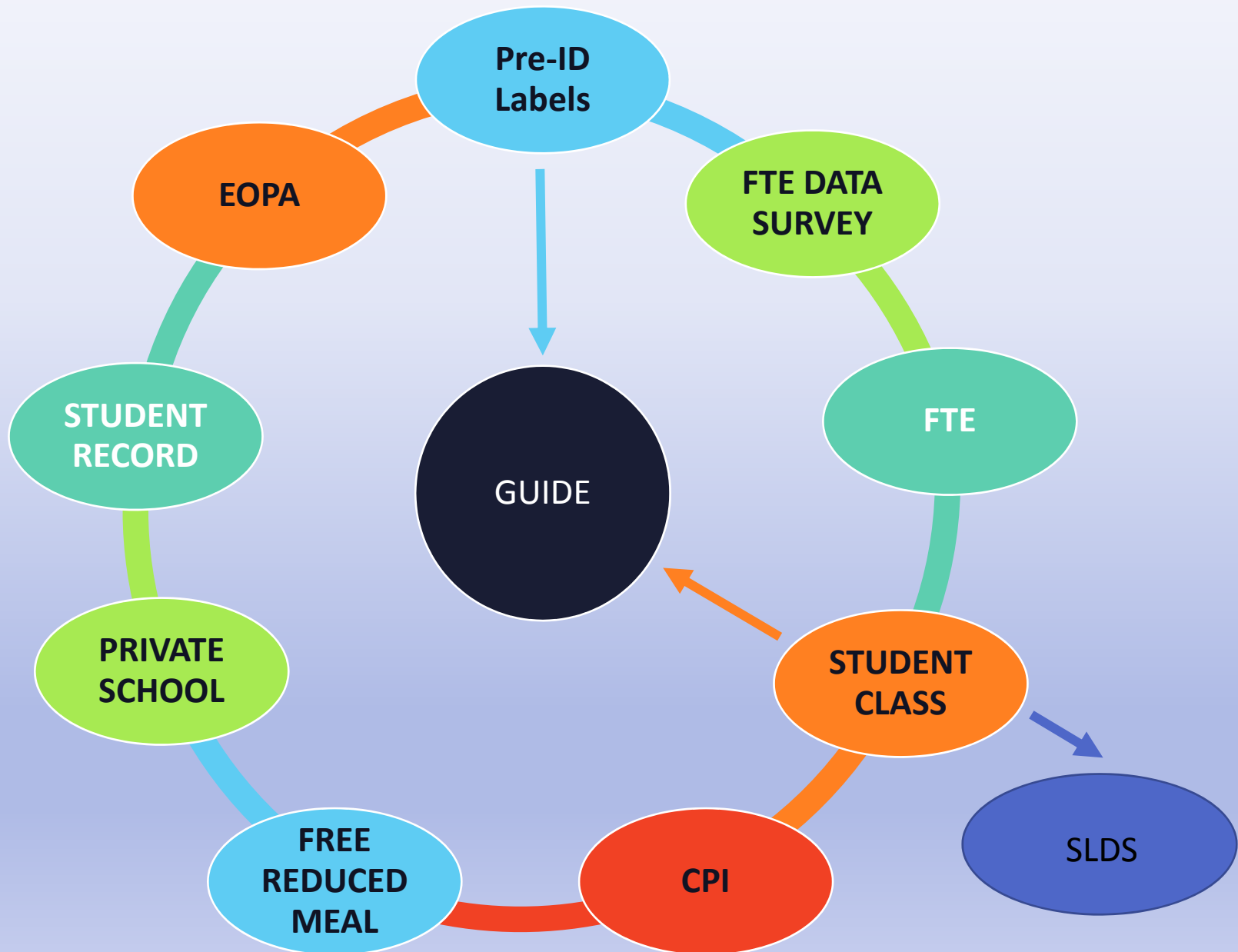
WHEN

The Student Class collection runs concurrently with both FTE collections in:

- October
- March/April
- June

REQUIRE SUPERINTENDENT SIGN OFF

Overview of Data Collections



FTE DATA SURVEY

WHAT

The FTE Data Survey collects general data used to support other data collections. The FTE Data Survey is completed annually preceding FTE Cycle 1.

WHY

The FTE Data Survey must be completed by the district prior to beginning FTE Cycle 1 of the current school year. Failure to complete the FTE Data Survey will prevent the district from starting FTE Cycle 1.

WHEN

The survey application is available in September - prior to FTE Cycle 1 and appears on the FTE main menu.

THE DISTRICT'S FTE COORDINATOR MUST SIGN OFF ON THE FTE DATA SURVEY IN ORDER TO BEGIN SUBMITTING DATA FOR FTE CYCLE 1

FULL TIME EQUIVALENT (FTE)

WHAT

Data collected for state funding that is based on student enrollment and education services provided by local school systems to students. FTE is a “snapshot” of services regularly scheduled to be provided on a specific date.

WHY

The Quality Basic Education (QBE) Act *requires* local school systems to report student enrollment in terms of Full-Time Equivalent (FTE) students. State funding for the operation of instructional programs are generated from FTE data reported by local school systems.

WHEN

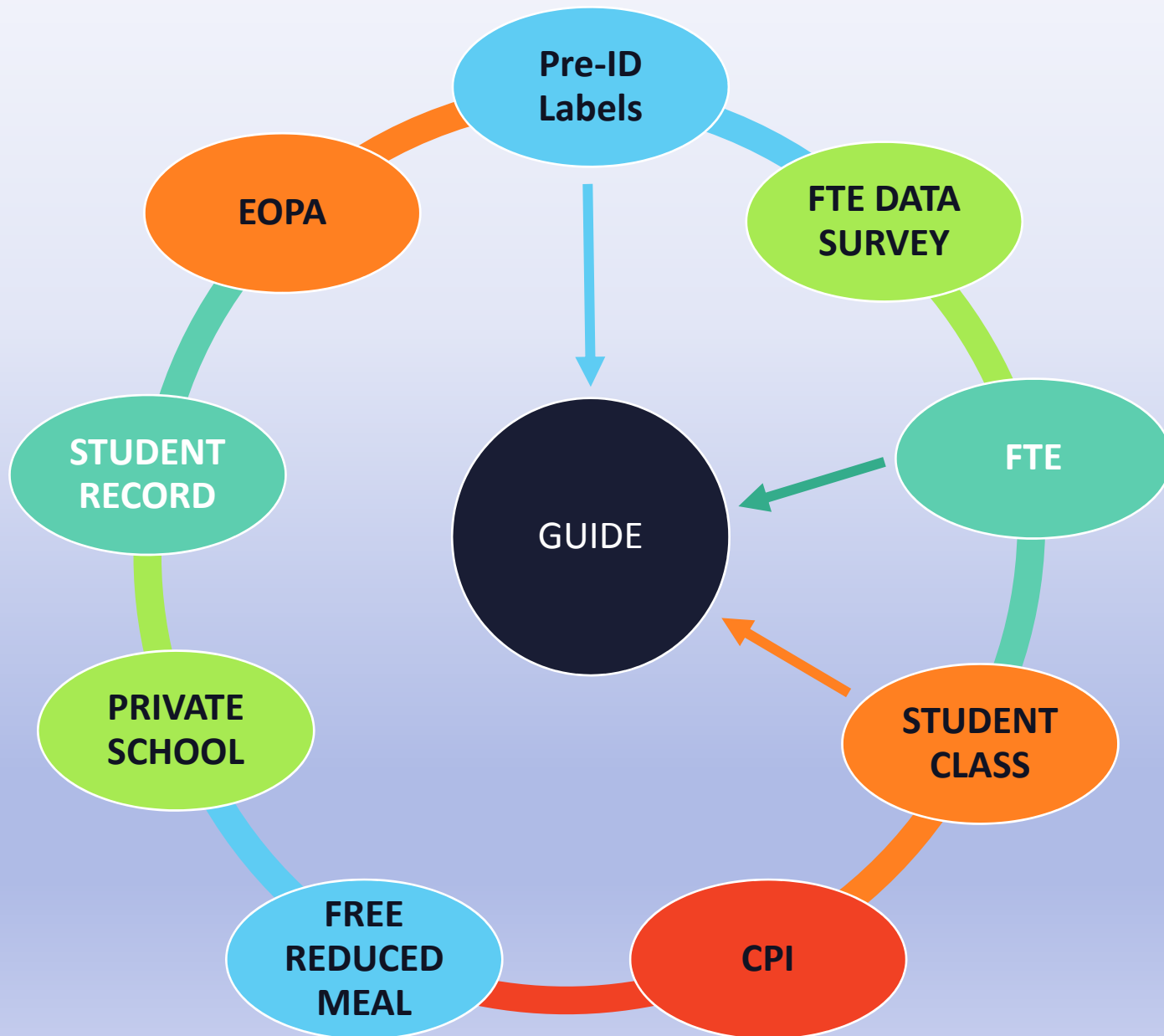
O.C.G.A. 20-2-160: The initial enrollment count shall be made after October 1 but prior to November 17 and the final enrollment count after March 1 but prior to May 1. The report shall indicate the student’s specific assigned program for each one-sixth segment of the school day on the designated reporting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

Collections:

- Cycle 1 – First Tuesday in October (*Active and Withdrawn Students*)
- Cycle 3 – First Thursday in March (*Active Students only*)

REQUIRES SUPERINTENDENT SIGN OFF

Overview of Data Collections



CERTIFIED/CLASSIFIED PERSONNEL INFORMATION (CPI)

WHAT

CPI is a collection for the reporting of certified and classified personnel based on their role within the district. Includes everyone employed by the school system - except board members and short-term substitutes.

WHY

- Provide state funding for certified staff (Training and Experience – T&E)
- Data used by Georgia Professional Standards Commission (PSC) and DOE's TKES/LKES (Teacher and Leader Keys Effectiveness System) department for 'Professionally Qualified' determination required by ESSA (Every Student Succeeds Act)

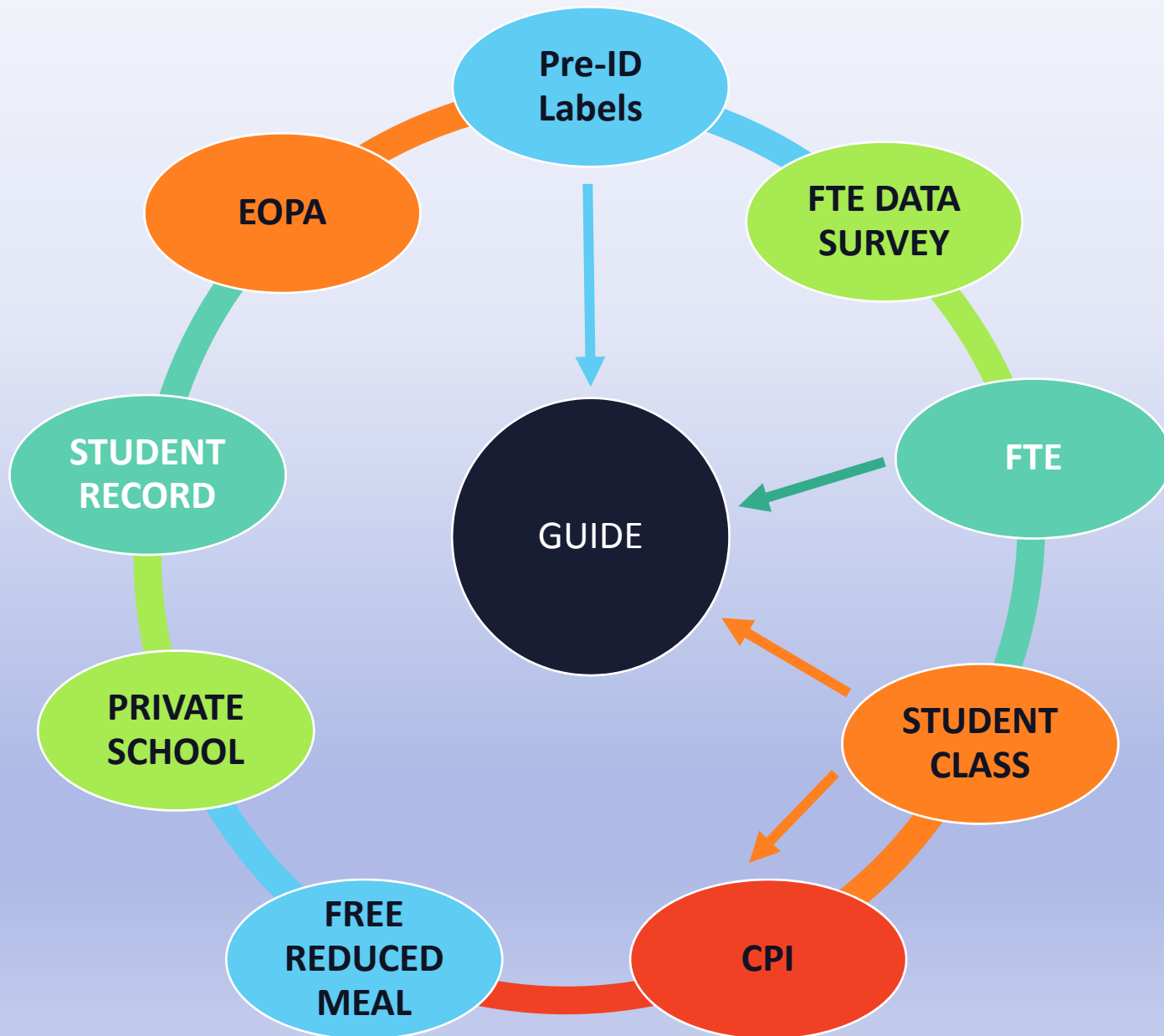
WHEN

Collection Cycles:

- Cycle 1 – October
- Cycle 2 – March
- Cycle 3 – July (personnel leave report)

REQUIRES SUPERINTENDENT SIGN OFF

Overview of Data Collections



FREE and REDUCED MEAL ELIGIBILITY

WHAT

The Free and Reduced Meal data collection is an annual reporting process that collects information on the percentage of students eligible for free and/or reduced meals at a school.

(No student level data is submitted)

WHY

The data is used for many reporting purposes, including (but not limited to): The National Direct Teacher Loan Cancellation Program; the Telecommunications Act Discount Rate; Competitive Grant Awards.

WHEN

November

All districts must sign off. If you don't have a meal program, you can sign off on all zeros.

~~Private School~~

WHAT

The number of students that live within your geographic area that are not attending public school, they are attending a private school.

WHY

Only for school districts with an assigned population by geographic area.

WHEN

NO sign off for charter school districts.

STUDENT RECORD (SR)

WHAT

Student Record provides a year-end, cumulative record of student program participation and various activities for the fiscal year.

WHY

Data reported in Student Record is used for SLDS, is included in the CCRPI determination process, and appears on the state report card. Student Record data is also sent to the U.S. DOE for federal reporting, is used for program audits and monitoring; is subject to open records requests; and is part of cumulative data for public consumption.

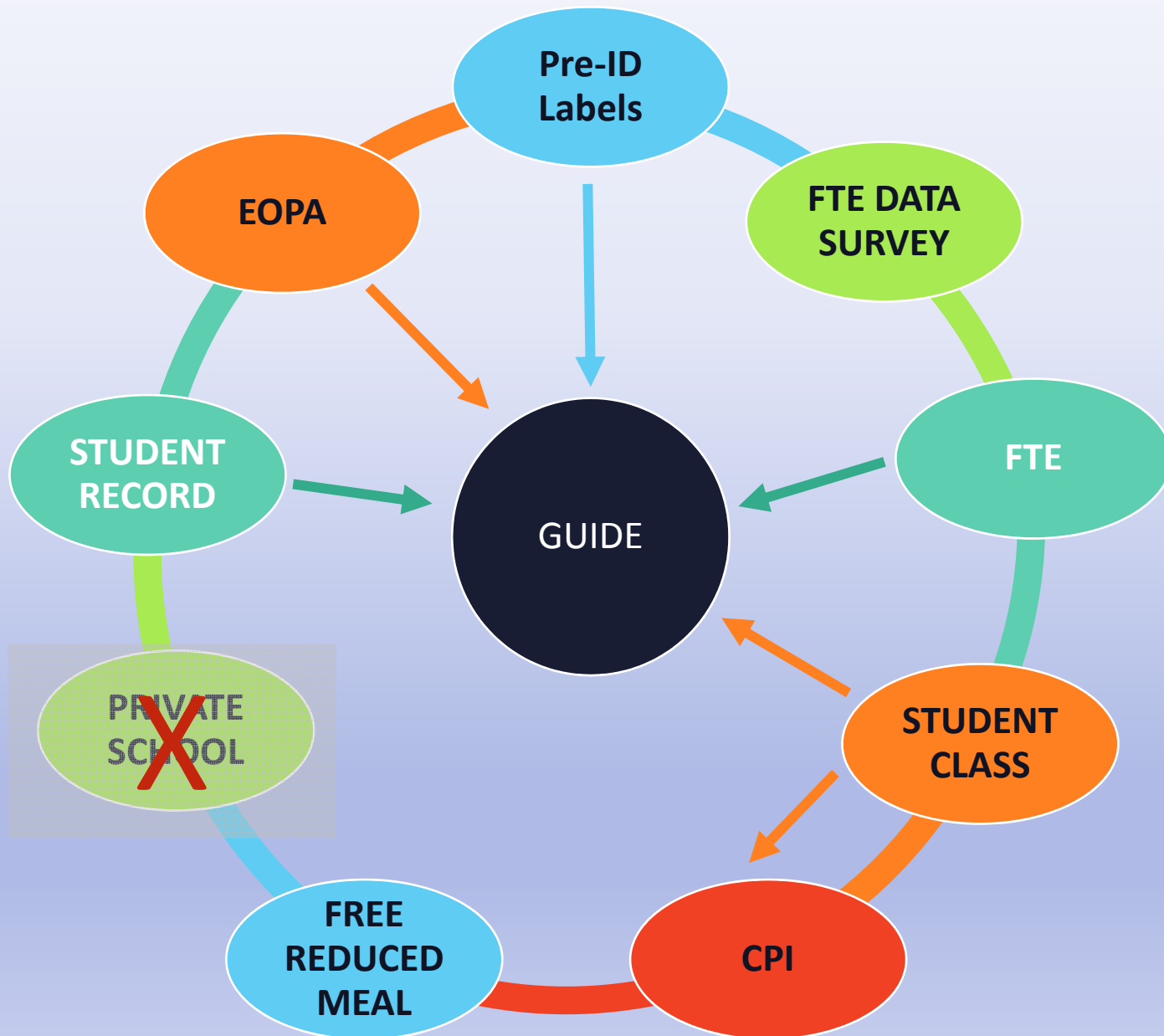
WHEN

Collection Cycle:

- Cleansing begins: February
Ends: December
- Data Collection begins: February
Ends: June

REQUIRES SUPERINTENDENT SIGN OFF

Overview of Data Collections



END OF PATHWAY ASSESSMENT (EOPA)

WHAT

End of Pathway Assessment collects assessment data for pathway completers related to technical skill attainment based on industry validated standards.

WHY

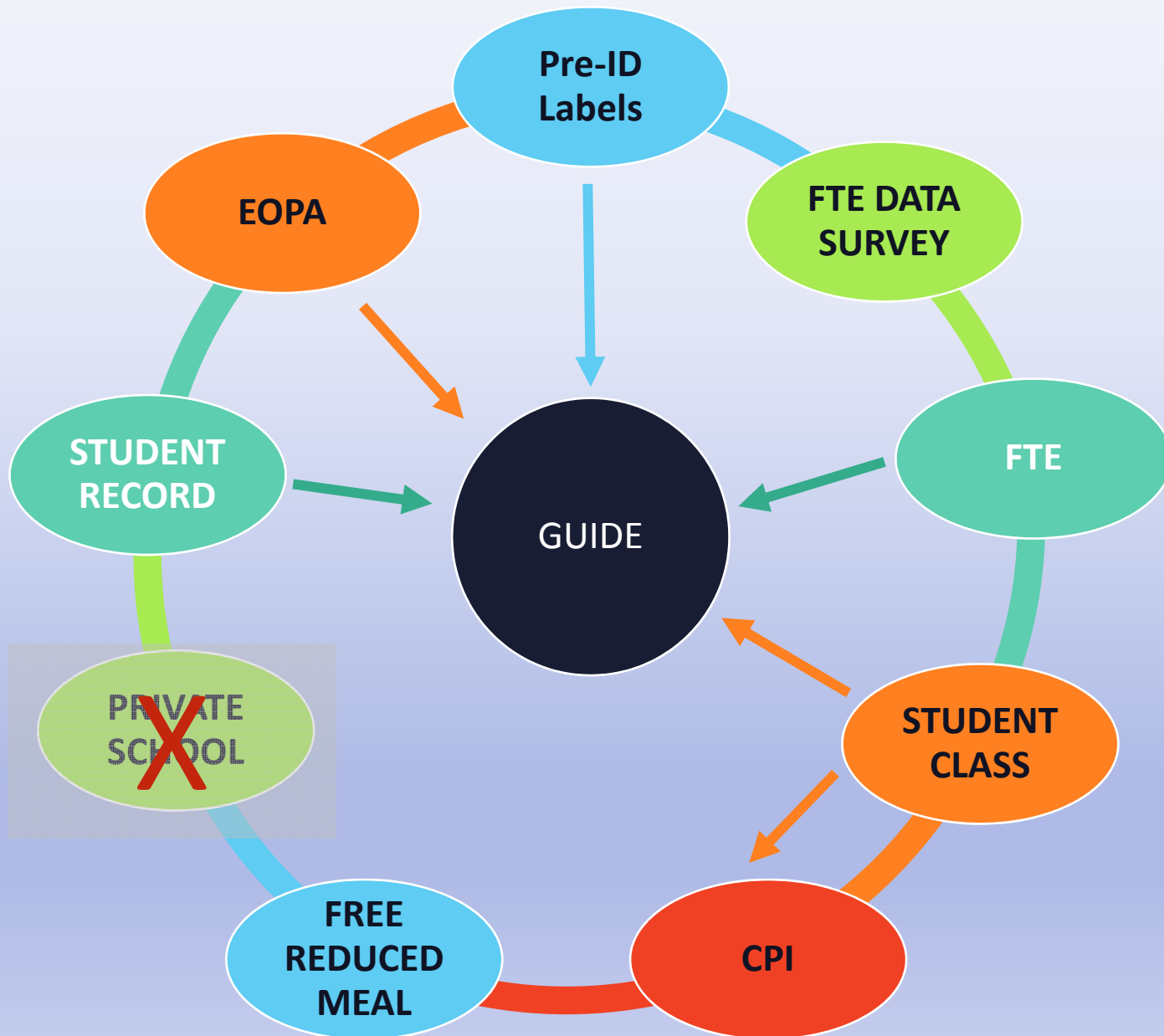
The EOPA assessment measurement process is required as outlined in Perkins IV legislation - specifically, Core Indicator 2S1.

WHEN

- ☐ June (after Student Class sign off)

REQUIRES SUPERINTENDENT SIGN OFF - even if no data is submitted

Overview of Data Collections



Beginning of School Timeline

Student registers with your school.

Get the student a GTID from GUIDE.

Enter student in your SIS.

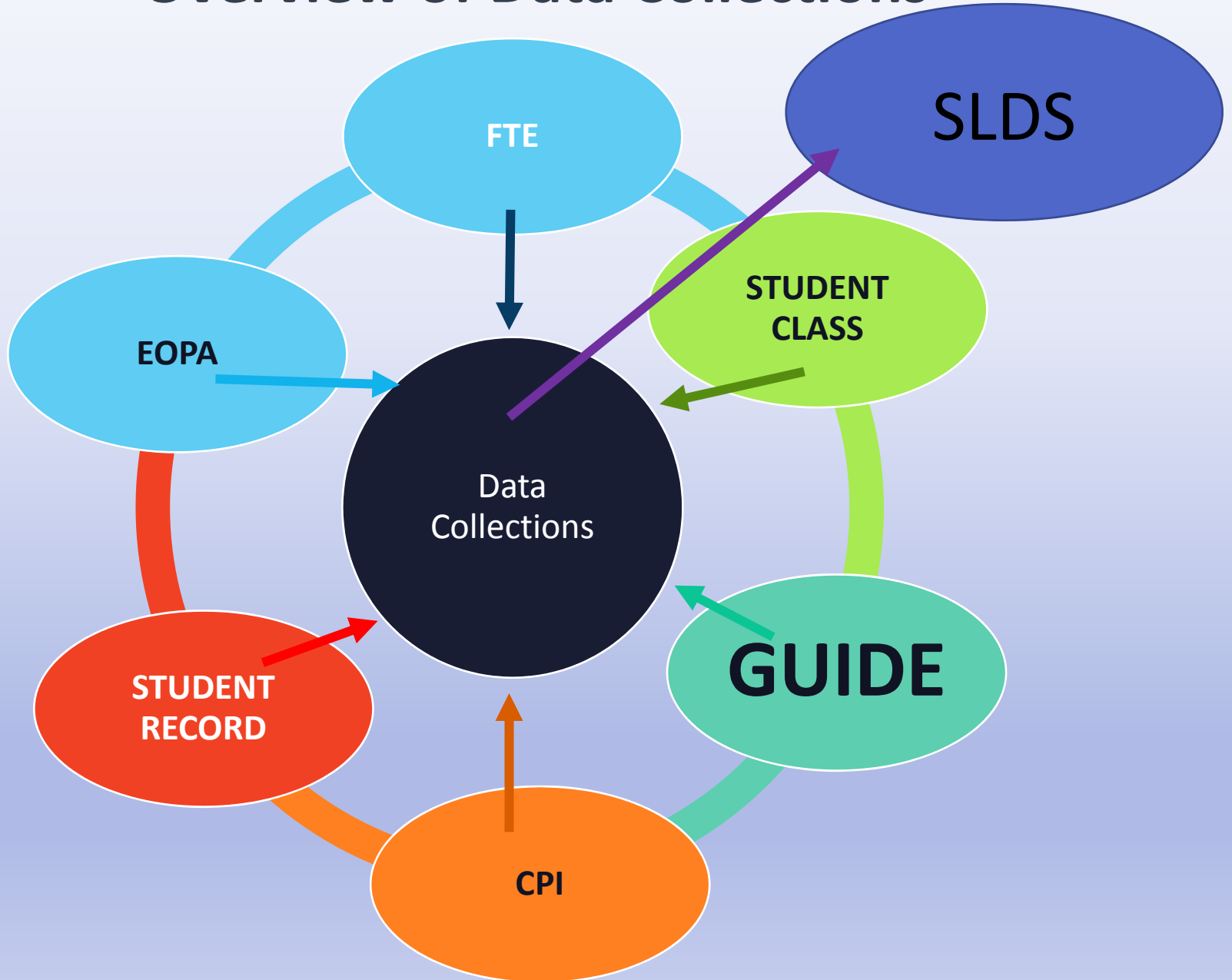
Schedule student in your SIS.

Start sending Student Class records to cleanse student schedule data.

Start sending Student Record records to cleanse student data.

Sample Data Collections checklists are posted on Data Collections webpage

Overview of Data Collections



Data Collection Team

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