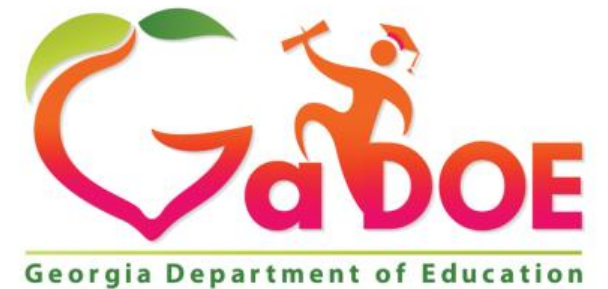


# Georgia Unique Identifier for Education (GUIDE) – Charter School Introduction

Patricha Miller

July 2, 2018



Richard Woods, Georgia's School Superintendent  
*"Educating Georgia's Future"*

# Today's Agenda

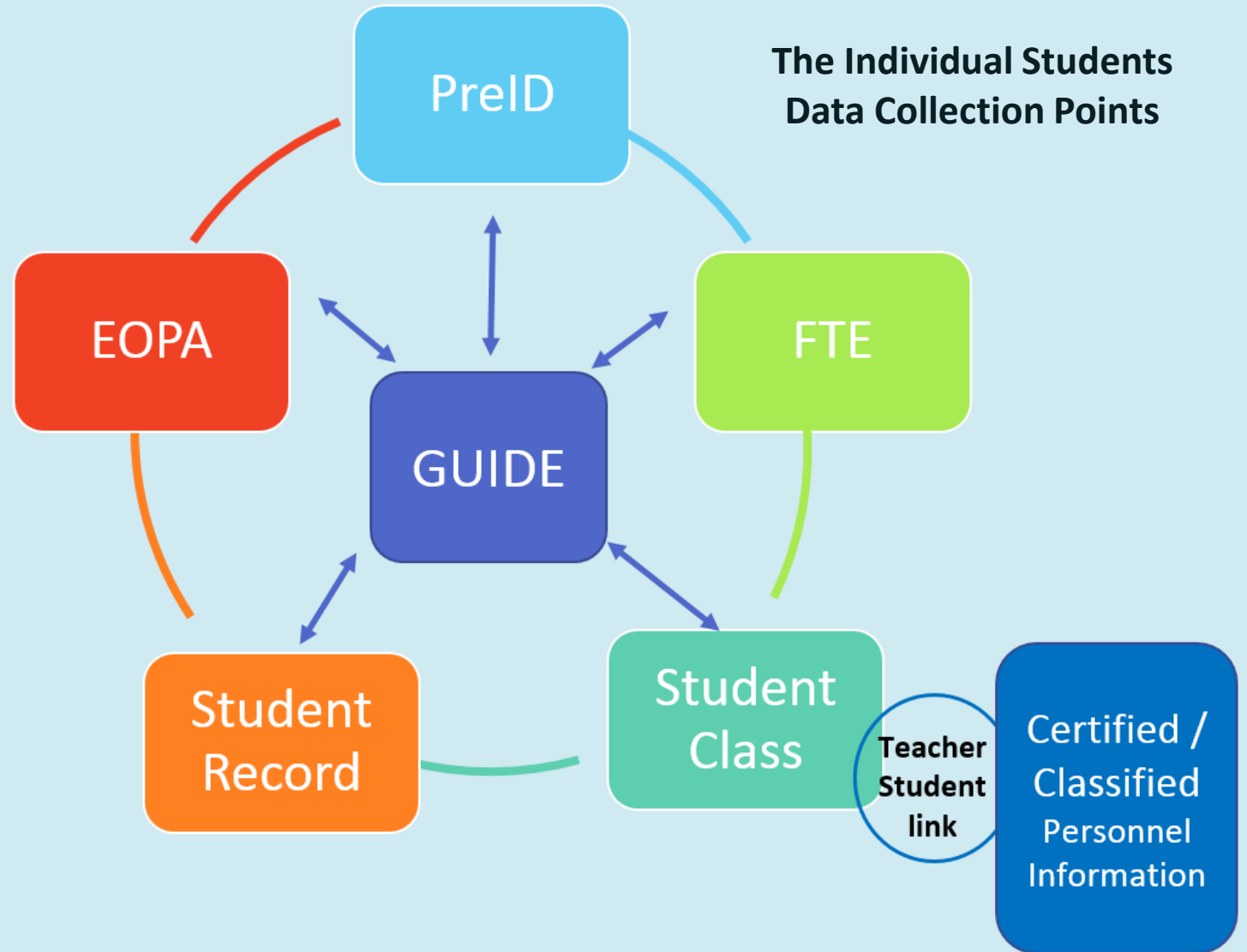
1. What is a GTID?
2. Importance of the GTID
3. What are the identity elements used to get a GTID?
4. What is GUIDE?
5. GUIDE Help
6. Where are GUIDE Documents located?
7. How do I get a GTID for a student?
8. What is a claim?
9. Still need help?
10. Questions?

# 1) What is a GTID?

- The GTID is the Georgia Testing Identifier.
- 10-digit randomly assigned number
- Does not change throughout the student's PK-12 education.
- Must be used during all collections when reporting student information to make sure the student identity data matches.
- Must be used for all reports and files on the student submitted to the GaDOE.
- Must be used on all printed and electronic transcripts and report cards.

## 2) Importance of the GTID

The GTID is used in all collections when reporting student information to the Georgia Department of Education (GaDOE).



# 3) What are the Identity Elements Used to Get a GTID?

GUIDE Identity Elements
First Name
Middle Name
Last Name
Gender
SSN
Birth Month
Birth Day
Birth Year



Check with your Student Information System (SIS) to see if you can scan a copy of these important documents and store them as attachments to the student's record.

Identity elements make a student unique and should not change. This data is referenced on legal documents (birth certificate, SSN card, and court documents).

Reference rules:  
SBOE Rule [160-5-1-.28](#)  
SBOE Rule [160-5-1-.07](#)  
O.C.G.A. § [20-2-150](#)

### 3) Identity Elements, SSN, pseudo-SSN? *(Continued)*

<b>GUIDE Identity Elements</b>
<b>First Name</b>
<b>Middle Name</b>
<b>Last Name</b>
<b>Gender</b>
<b>SSN</b>
<b>Birth Month</b>
<b>Birth Day</b>
<b>Birth Year</b>

A pseudo-SSN is a state-assigned number starting with 999- that takes the place of a true SSN. It stays with the student from PreSchool to grade 12.

- We issue GTIDs to babies as young as 2 months.
- Blocks of 999 numbers are free = easy to get.
- Districts get a block of 999 numbers from DOE. When more are needed, simply request a new block within GUIDE.
- Because the 999 number is used as a SSN, it must be unique.
- Never re-assign a 999 number to a different student.
- Do not run past your assigned block of 999 numbers, request more.
- Migrant IDs, ITIN numbers, etc. are not valid pseudo-SSNs. (ITIN = Individual Tax Identification Number; issued by IRS as a pseudo-SSN; usually start 991-xx-xxxx.)

# 3) Identity Elements, SSN, Waiver? (Continued)

- A Sample of a Social Security Number Waiver Form can be found in the;

[Georgia Department of Education  
Guidance for State Board of Education  
Rule  
160-5-1-.28 Student Enrollment and  
Withdrawal, Appendix J.](#)

Revision 5  
Georgia Department of Education  
Guidance for State Board of Education Rule  
160-5-1-.28 STUDENT ENROLLMENT AND WITHDRAWAL

**Appendix J: Sample Social Security Number Waiver Form**

*This sample form was developed with the gracious assistance of Buddy Welch, Jr. and Santana T. Flanigan of Smith, Welch, Webb & White.*

**Social Security Number Waiver Form**

Georgia law (O.C.G.A. § 20-2-150) requires public school authorities to request from parents and guardians the Social Security number for students being enrolled in school. The Social Security number is to be incorporated into the official school record for the student. No student will be denied enrollment in a public school for declining to provide his or her Social Security number or for declining to apply for such a number. A parent or guardian who objects to the incorporation of the social security number into the official school record of their student may have the requirement waived by signing a statement objecting to the requirement.

**Statement of Objection**

I do not wish to provide the school with the Social Security number of my child/children.  
Name of Child/Children Enrolled at this School (Please Print):

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

\_\_\_\_\_  
(Print) Name of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of School

# 4) GUIDE

## WHAT

GUIDE is an electronic data system for the creation, tracking and maintenance of the GTID.

## WHY

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

Each student enrolling or enrolled in a publicly funded PK-12 Georgia school or program shall be assigned a Georgia Testing Identifier (GTID). The GTID assigned to a student is the student's unique identifier that shall not change. Students can only be assigned one GTID.



# 5) GUIDE Main Menu



## Georgia Unique Identifier for Education (GUIDE)

CAUTION: This is real student data - keep it secure. NO new GTIS and NO changes generated on this site will be copied to the new GUIDE database.

**You have New Message(s)**

HELP!!

? Help

Current Login: Patricia Miller(pmillerdoe2@gmail.com)

X County

### Main Menu

- [Search / Update / Claim](#)
- [Add Single Student](#)
- [File Upload](#)
- [Discrepancy Resolution](#)
- [Near Match Resolution](#)
- [Request Additional Pseud Numbers](#)
- [Home](#)
- [LOG OUT](#)

### Reports

- [Error Report](#)
- [Download IDs](#)
- [Claimed OUT Report](#)
- [Claimed IN Report](#)
- [Transmission Verification](#)
- [Sp. Ed. History Report](#)
- [Collection Mismatch Report](#)
- [EL History Report](#)

### Current Documentation

- [GUIDE FILE LAYOUT](#)
- [GUIDE DATA ELEMENT DETAIL](#)
- [GUIDE Coordinators List](#)

### Guide Home

The purpose of the Georgia Unique Identifier for Education (GUIDE) is to be able to assign each student in the state of Georgia a unique student ID that will stay with the student.


**There are two ways to obtain an ID:**

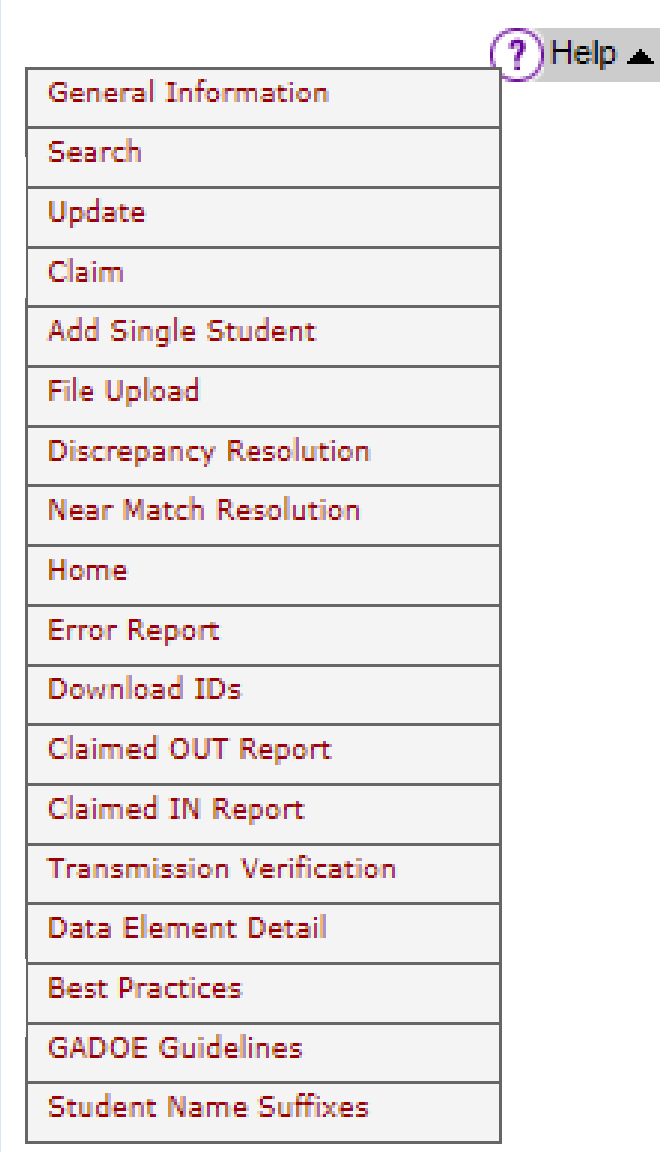
- 1. Add Single Student**  
This method allows the District to submit a single student's information and to obtain an unique ID for the submitted student. This function is not available to users with "Read-Only" access to GUIDE.
- 2. File Upload (Claims)**  
This method allows the sending District the option of sending a large batch of student information in order to assign each student a unique ID. Remember here that District should send the file for students who have a change in key elements and not all of the students.

For support or suggestions, please contact the Helpdesk at: [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us)

Georgia Department of Education  
Richard Woods, State Superintendent of Schools  
July 02, 2018 12:28 p.m.

# 5) GUIDE Help

- GUIDE has a very in-depth Help File
- From the GUIDE main screen, click on 
- You can now select specific topics including but not limited to
  - Discrepancy Resolution
  - Error Report which includes the error definition and possible solution.

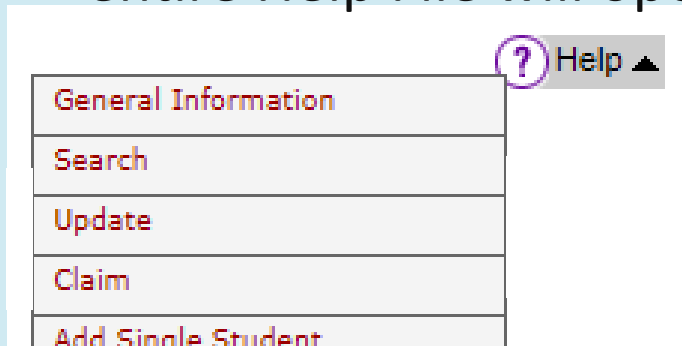


The screenshot shows a vertical menu titled "Help" with a question mark icon. The menu items are listed in a table below.

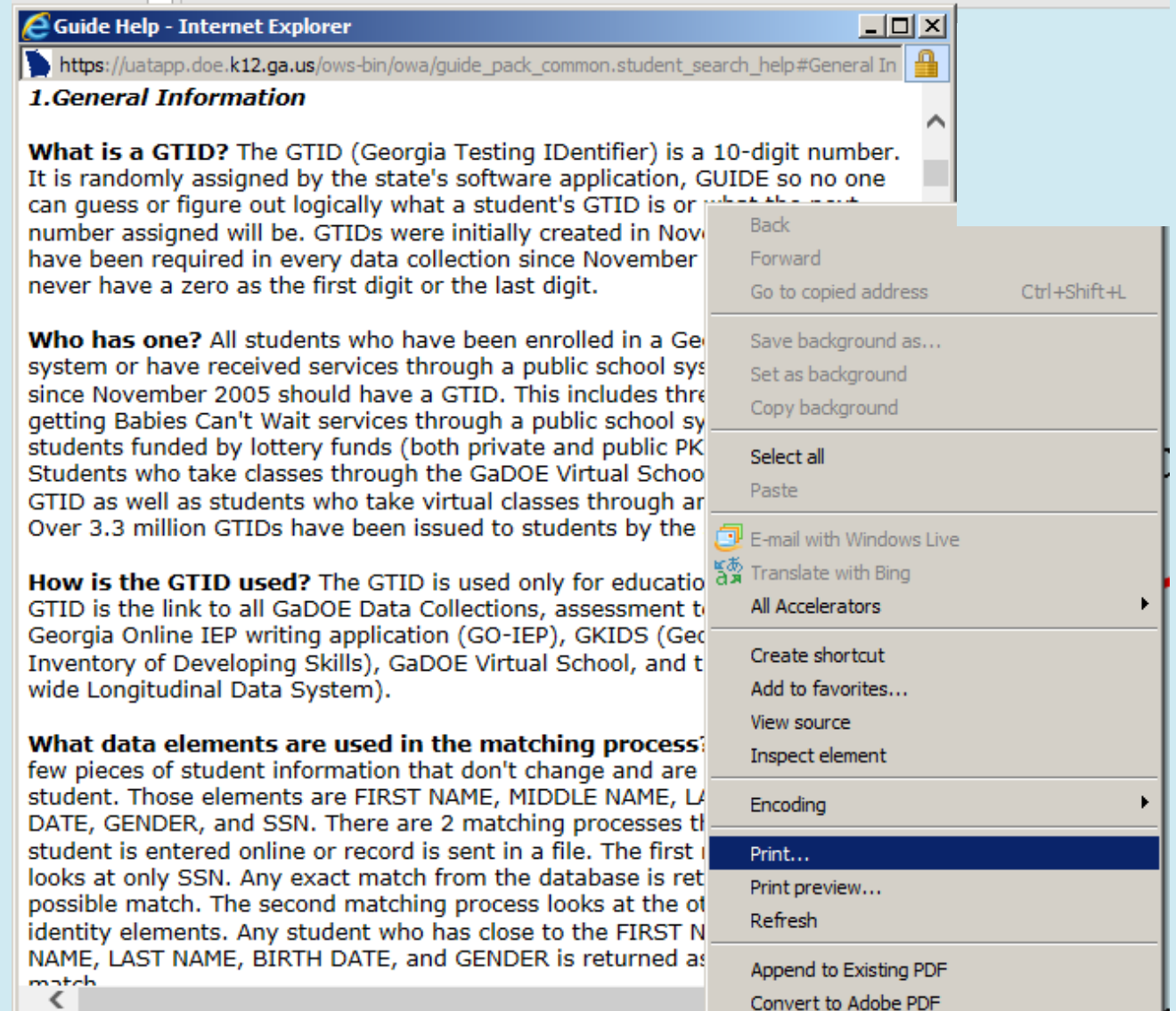
Help
General Information
Search
Update
Claim
Add Single Student
File Upload
Discrepancy Resolution
Near Match Resolution
Home
Error Report
Download IDs
Claimed OUT Report
Claimed IN Report
Transmission Verification
Data Element Detail
Best Practices
GADOE Guidelines
Student Name Suffixes

# 5) GUIDE Help (Continued)

- Select General Information and the entire Help File will open.

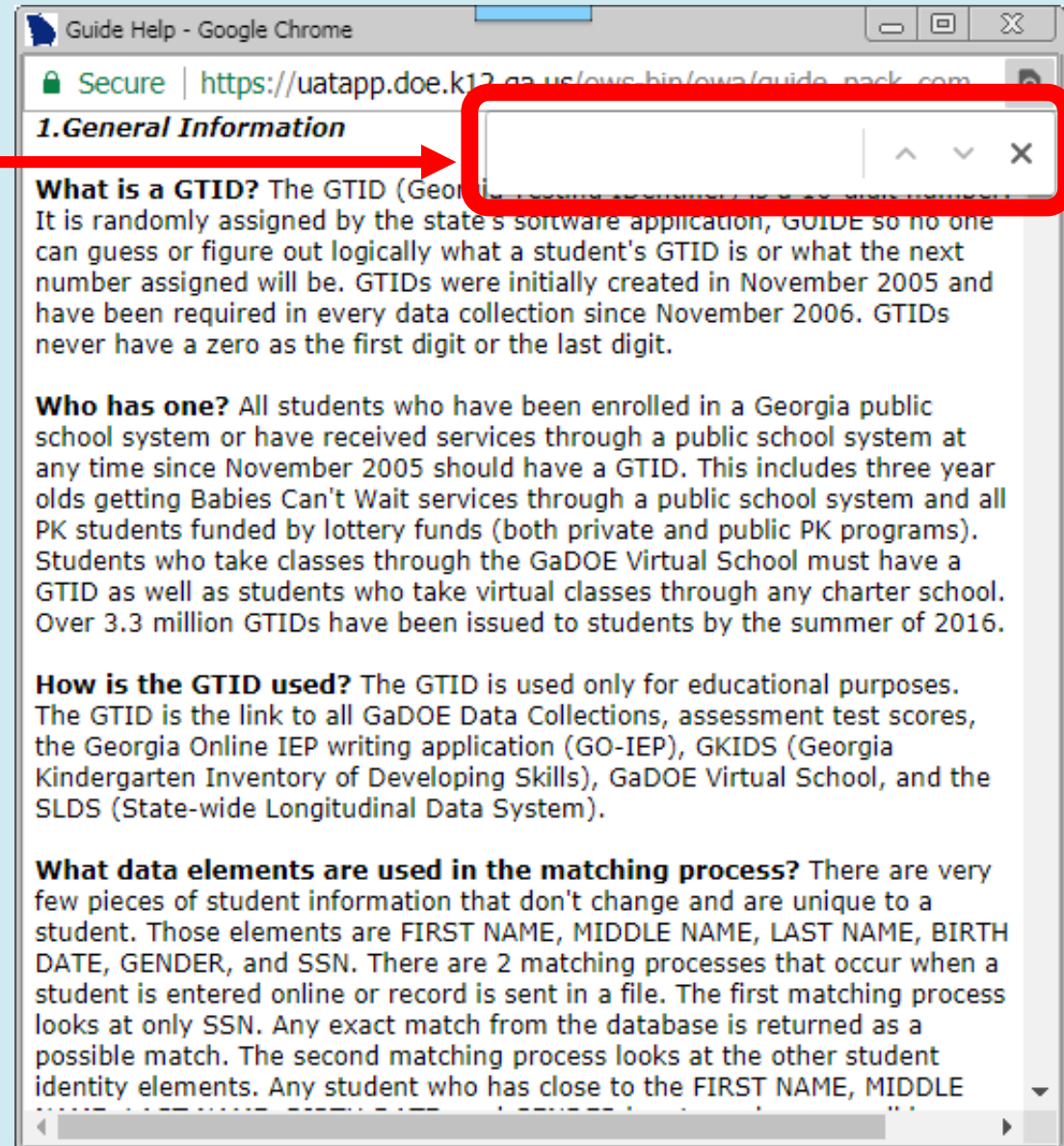


- Right click in the Help File to print or you can select all to copy and paste to a word document.



# 5) GUIDE Help (Continued)

- After you have selected a topic you click inside the GUIDE Help screen and select Ctrl/f on your keyboard, a find box will come up allowing you to search the help file for specific information, keywords, errors, discrepancies, etc.



# 6) GUIDE Documents

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

## State Education Rules

### State Education Rules

These current rules have been adopted by the State Board of Education, filed with the Secretary of State, and are, therefore, in effect.

Rules are listed in alphabetical order according to National Schools Boards Association (NSBA) codes. To sort by a particular category, simply click on any column heading.

To determine rules of the State Board of Education that have been recently adopted, sort the column 'Effective Date'. The most recently adopted rules will appear at the end of the list.

See Also

- Education-related Laws (look for Title 20-2)

Search engine for the Official Code of Georgia (O.C.G.A.)

\*\*\* For a list of all State Board of Education Rules, please click Search below. \*\*\*

### Search

160-5-1-.28 Search By RuleNumber Search

Total number of items are :1

NSBA Code	Effective Date	Rule Number	Title	Guidance, Guidelines, & Resources
JBC	13 Sep 2017	160-5-1-.28	Student Enrollment and Withdrawal	Guidance for the Student Enrollment and Withdrawal Rule Kinship Caregiver Affidavit

7/2/2018

## Official Code of Georgia - [Georgia General Assembly](#)

LexisNexis®  
Custom Solution

Georgia General Assembly

Help Sign



Statutes and Legislation (3)



Sort by: Relevance v

[Official Code of Georgia Annotated](#) > [TITLE 20. EDUCATION](#) > [CHAPTER 2. ELEMENTARY AND SECONDARY EDUCATION](#) > [ARTICLE 6. QUALITY BASIC EDUCATION](#) > [PART 3. EDUCATIONAL PROGRAMS](#)

- 1. [§ 20-2-150. Eligibility for enrollment](#)

GA - Official Code of Georgia Annotated | O.C.G.A. § 20-2-150

[TITLE 20. EDUCATION](#) > [CHAPTER 2. ELEMENTARY AND SECONDARY EDUCATION](#) > [ARTICLE 6. QUALITY BASIC EDUCATION](#) > [PART 3. EDUCATIONAL PROGRAMS](#)

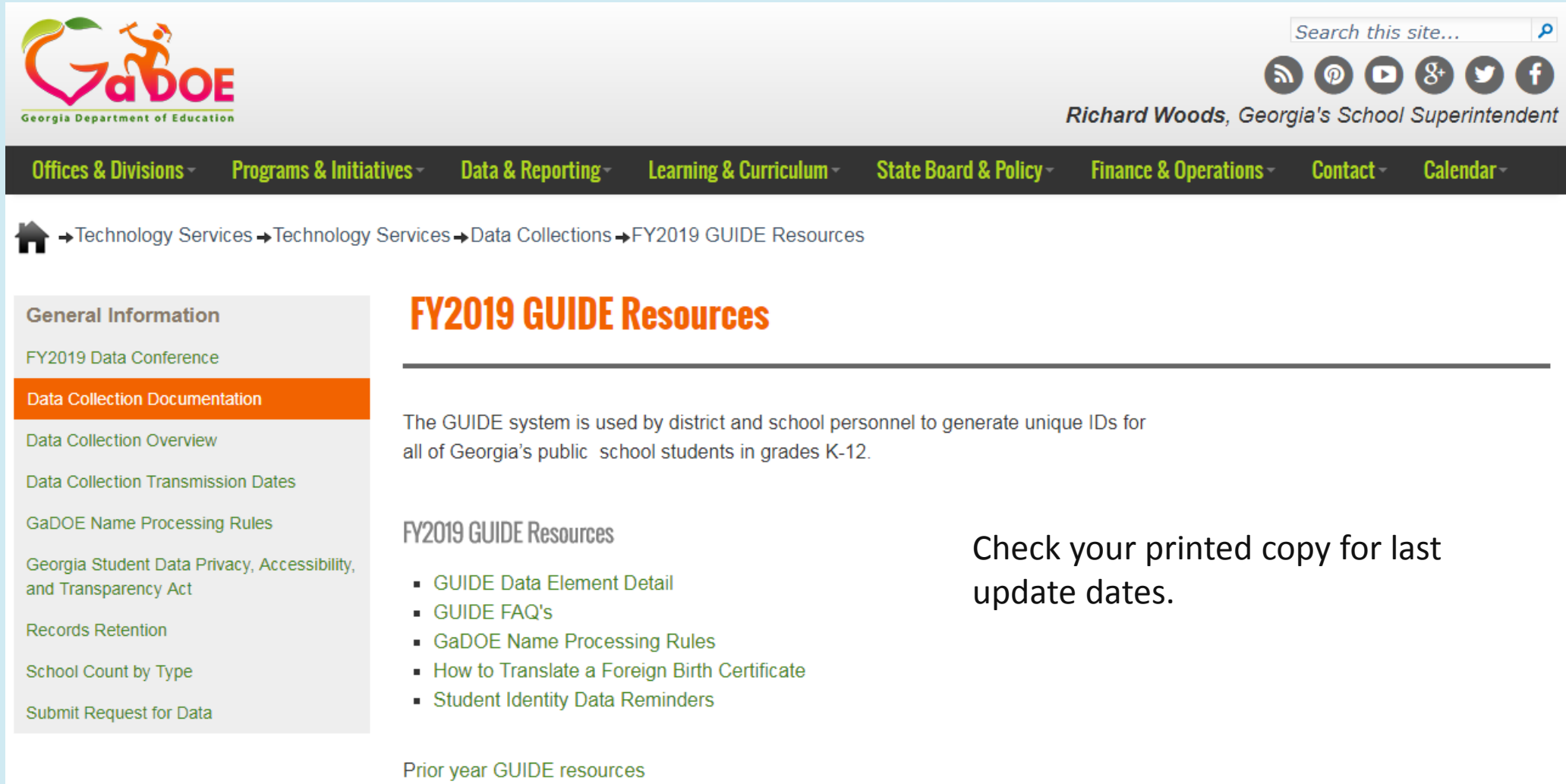
(a) Except as otherwise provided by subsection (b) of this Code section, all children and youth who have attained the age of five years by September 1 shall be eligible for enrollment in the appropriate general education programs authorized in this part unless they attain the age of 20 by September 1 or they have received high school diplomas or the equivalent. This shall specifically include students who have reenrolled 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 ...

... a statement objecting to the requirement. Code 1981, § 20-2-150, enacted by Ga. L. 1985, p. 1657, § 1, ...

... O.C.G.A. § 20-2-150 § 20-2-150. Eligibility for enrollment (a) Except as otherwise provided by ...


# 6) GUIDE Documents (Continued)







Rules regarding student names in our student databases are posted at  
<http://www.gadoe.org/Technology-Services/Data-Collections/Pages/FY2019-GUIDE-Resources.aspx>



The screenshot shows the GaDOE website header with the logo and search bar. The navigation menu includes: Offices & Divisions, Programs & Initiatives, Data & Reporting, Learning & Curriculum, State Board & Policy, Finance & Operations, Contact, and Calendar. The breadcrumb trail is: Home → Technology Services → Technology Services → Data Collections → FY2019 GUIDE Resources. The left sidebar menu includes: General Information, FY2019 Data Conference, Data Collection Documentation (highlighted), Data Collection Overview, Data Collection Transmission Dates, GaDOE Name Processing Rules, Georgia Student Data Privacy, Accessibility, and Transparency Act, Records Retention, School Count by Type, and Submit Request for Data. The main content area features the heading "FY2019 GUIDE Resources" and a paragraph: "The GUIDE system is used by district and school personnel to generate unique IDs for all of Georgia's public school students in grades K-12." Below this is a section titled "FY2019 GUIDE Resources" with a bulleted list: GUIDE Data Element Detail, GUIDE FAQ's, GaDOE Name Processing Rules, How to Translate a Foreign Birth Certificate, and Student Identity Data Reminders. A note on the right says "Check your printed copy for last update dates." At the bottom, there is a link for "Prior year GUIDE resources".

Georgia Department of Education

Search this site... 

Richard Woods, Georgia's School Superintendent

Offices & Divisions ▾ Programs & Initiatives ▾ Data & Reporting ▾ Learning & Curriculum ▾ State Board & Policy ▾ Finance & Operations ▾ Contact ▾ Calendar ▾

Home → Technology Services → Technology Services → Data Collections → FY2019 GUIDE Resources

**General Information**

FY2019 Data Conference

**Data Collection Documentation**

Data Collection Overview

Data Collection Transmission Dates

GaDOE Name Processing Rules

Georgia Student Data Privacy, Accessibility, and Transparency Act

Records Retention

School Count by Type

Submit Request for Data

## FY2019 GUIDE Resources

The GUIDE system is used by district and school personnel to generate unique IDs for all of Georgia's public school students in grades K-12.

### FY2019 GUIDE Resources

- [GUIDE Data Element Detail](#)
- [GUIDE FAQ's](#)
- [GaDOE Name Processing Rules](#)
- [How to Translate a Foreign Birth Certificate](#)
- [Student Identity Data Reminders](#)

Check your printed copy for last update dates.

[Prior year GUIDE resources](#)

# 6) GUIDE Documents (Continued)

FY2019 GUIDE Resources - <http://www.gadoe.org/Technology-Services/Data-Collections/Pages/FY2019-GUIDE-Resources.aspx>

**Georgia Department of Education**

Search this site... [magnifying glass icon]

Richard Woods, Georgia's School Superintendent

Offices & Divisions ▾ Programs & Initiatives ▾ Data & Reporting ▾ Learning & Curriculum ▾ State Board & Policy ▾ Finance & Operations ▾ Contact ▾ Calendar ▾

Home → Technology Services → Technology Services → Data Collections → FY2019 GUIDE Resources

## FY2019 GUIDE Resources

The GUIDE system is used by district and school personnel to generate unique IDs for all of Georgia's public school students in grades K-12.

### FY2019 GUIDE Resources

- GUIDE Data Element Detail
- GUIDE FAQ's
- GaDOE Name Processing Rules
- How to Translate a Foreign Birth Certificate
- Student Identity Data Reminders

Prior year GUIDE resources

**Name:** no complex characters like: **Reneé**, **Bjørg**, **Frída**, or **Анастасия** (Anastasia in Belarus)

**Other rules in the document, like**

- Last name should not have comma or suffix (Smith, Jr.)

**Only special characters in a name are:**

- hyphen (*Sanchez-Garcia*),
- space (Smith – Jones),
- period (*Jill St. John*), and
- single quote (*La'Mont* or *O'Brien*)

# 6) GUIDE Documents (Continued)



## Main Menu

[Search / Update / Claim](#)

[Add Single Student](#)

[File Upload](#)

[Discrepancy Resolution](#)

[Near Match Resolution](#)

[Home](#)

**LOG OUT**

## Reports

[Error Report](#)

[Download IDs](#)

[Claimed OUT Report](#)

[Claimed IN Report](#)

[Transmission Verification](#)

[Sp. Ed. History Report](#)

[Collection Mismatch Report](#)

## Current Documentation

[GUIDE FILE LAYOUT](#)

[GUIDE DATA ELEMENT DETAIL](#)

[GUIDE Coordinators List](#)

## Current Documentation

- **GUIDE File Layout** – The File Layout is like a map. The layout lists each data element collected, the order in which they are collected, and contains all of the edit rules for errors, discrepancies, and warnings.
- **GUIDE Data Element Detail** – The Data Element Detail is like a data dictionary. Each data element collected is described in detail.
- **GUIDE Coordinators List** – A list of GUIDE District Coordinators for the State of Georgia.



## 7) 3 Ways to Get a GTID

- 1) Search for the student in GUIDE and 'claim' him/her. (Students that have been in a GA school sometime.)
- 2) Add a new student – one at a time. (Students that have never, ever been in a GA public school.)
- 3) Extract a file from your SIS and upload it to GUIDE.

# 7-1) Getting a GTID – Single Student

- A. Search for the student in GUIDE
- B. Claim the student
- C. Copy GTID
- D. Paste

# 7-1) Getting a GTID, Search (Continued)

**A. Search** – Provides the ability to search for a student. (Students that transferred from another school district)

- While entering student identity information in your SIS, enter in GUIDE and search.

**Student Search**

Last Name

First Name

Middle Name

Date Of Birth  /  /  MM/DD/YYYY

Gender  ▼

GTID

Student ID(SSN)

Local ID  District  ▼

Fuzzy Search?

## Tips:

1. The search is not case sensitive.
2. Enter as many data elements as possible to narrow results and reduce process time.
3. Entering part of a name will find any name that starts with the letters entered. (For example: use this when you are not sure if both last names of a double last name were entered. Search on Sanchez instead of Sanchez-Hill.)
4. To search on a Local ID in any District, leave the District selection defaulted to ALL. To find a Local ID that was issued in a specific District, use the District filter selection.
5. Fuzzy Search can be used only when a first or last name is entered. This will find names that sound like the name but have a different spelling than is entered in the search. For example, a fuzzy search will find "Ashlee" and "Ashlea" and "Ashley" when "Ashley" is entered. A fuzzy search takes longer than a regular search.

# 7-1) Getting a GTID, Narrowing Search

## Student Search

The Student Search provides the ability to search for a student in the GUIDE database. To begin your search, please enter available information in the fields below. Once you have finished, press the 'Search' button. See Tips at the bottom of the page.

Last Name   
 First Name   
 Middle Name   
 Date Of Birth  /  /  MM/DD/YYYY  
 Gender    
 GTID   
 Student ID(SSN)   
 Local ID  District    
 Fuzzy Search?

If the Date of Birth was not entered, 28 like names would have been returned.

6 Results

Showing 1 - 6 of 6 Records

Last Name	First Name	Middle Name	Suffix	Birth Date	Gender	Student ID	Parent/Guardian Name	Last District to Update	GTID	School Entry Date	Student Status
<a href="#">Miller</a>	Patricha			08/	Female	*****9876	Gloria	Commission Charter Schools- Cirrus Charter Academy		07/19/2017	Active
<a href="#">Miller</a>	P			08/	Male	*****5595		Newton County		07/27/2011	Student has aged-out
<a href="#">Miller</a>	P			08/	Male	*****2845		Liberty County		09/19/2011	Active
<a href="#">MILLER</a>	PA			08/	Male	*****1797		Coweta County		11/16/2006	Student has aged-out
<a href="#">Miller</a>	P			08/	Male	*****1544		Cobb County		02/26/2013	Student Graduated
<a href="#">Miller</a>	P			08/	Male	*****5279		Forsyth County		08/06/2015	Active

# 7-1) Getting a GTID, Fuzzy search

A screenshot of a search form. The fields are: Last Name (miller), First Name (patr), Middle Name (empty), Date Of Birth (MM/DD/YYYY), Gender (None), GTID (empty), Student ID(SSN) (empty), Local ID (empty), District (ALL). The Fuzzy Search checkbox is checked. A blue Search button is at the bottom.

A Fuzzy search on last name miller, first name patr returned 2 records for Peter.

Last Name	First Name
<a href="#">Miller</a>	Peter
<a href="#">Miller</a>	Peter

A screenshot of a search form. The fields are: Last Name (empty), First Name (patrich), Middle Name (empty), Date Of Birth (MM/DD/YYYY), Gender (None), GTID (empty), Student ID(SSN) (empty), Local ID (empty), District (ALL). The Fuzzy Search checkbox is checked. A blue Search button is at the bottom.

A Fuzzy search on first name patrich returned 1,593 records for names that sound like patrich

Including but not limited to Patricia, Patrisio, PATRICIA, Patresha, PATRISHA, Patrecia, Patrisia, Patricha, Pe'Dreshia, Patreeshia

# 7-1) Getting a GTID, Search *(Continued)*

- If you find an exact match in GUIDE, select the student to **View Student Detail**.  
Claim the student and copy the GTID to your SIS.

Showing 1 - 1 of 1 Records											
Last Name	First Name	Middle Name	Suffix	Birth Date	Gender	Student ID	Parent/Guardian Name	Last District to Update	GTID	School Entry Date	Student Status
<u>Miller</u>	Patricha	Faith		08/21/2012	Female	*****9876	Gloria	State Charter Schools II- Cirrus Charter Academy	3229974084	07/19/2017	Active

- If no match is found, you can add the student.

# 7-1) Getting a GTID, Search (Continued)

- Claim a student by selecting your school from the drop down, entering the School Entry Date, **update information as necessary** and click 'Claim'. You **cannot remove** information at this time. There is an Update PII option that will be discussed in the Reports and Updates session/document that will allow you to submit a request to have data removed.

*Select a School		Update Record
Data Element	Existing GUIDE Record	
GTID	3229974084	
*Last Name	Miller	
*First Name	Patricha	
Middle Name	Faith	
Middle Name Verified?	Verified:Middle Name is 2 or more letters long	
Suffix		<input type="text"/>
*SSN/Student ID	123129876	<input type="text" value="123129876"/>
*Gender	Female	<input type="text" value="Female"/>
*DOB (MM/DD/YYYY)	08/21/2012	<input type="text" value="08/21/2012"/> <b>Age : 6</b> (As of Sept. 1 of School Year)
Local Student ID		<input type="text"/>
*Parent/Guardian	Gloria	<input type="text" value="Gloria"/>
*Ethnic Hispanic	No	<input type="text" value="N - No"/>
*Race American-Indian	No	<input type="text" value="N - No"/>
*Race Asian	No	<input type="text" value="N - No"/>
*Race Black	No	<input type="text" value="N - No"/>
*Race Pacific	No	<input type="text" value="N - No"/>
*Race White	White	<input type="text" value="W - White"/>
*School Entry Date(MM/DD/YYYY)	07/19/2017	<input type="text" value="07/19/2017"/>
Last Updated	07/19/2017 12:10:57 PM	
Last Updated By User	Spivey, Michelle (michelle.spivey@cirrusacademy.org)	
Student Status	Active	<input type="text"/>
Last District to Update:	State Charter Schools II- Cirrus Charter Academy Updated:07/19/2017 12:10:57 PM	
Last School to Update:	Cirrus Charter Academy Updated:07/19/2017 12:10:57 PM	

Select school

- Camden County High School-0295
- Camden Middle School-0182
- Crooked River Elementary School-0187
- David L Rainer Elementary School-0195
- Kingsland Elementary School-0193
- Mamie Lou Gross Elementary School-0100
- Mary Lee Clark Elementary School-0495
- Matilda Harris Elementary School-0189**
- Saint Marys Elementary School-0110
- Saint Marys Middle School-0105
- Sugarmill Elementary-0197
- Woodbine Elementary School-0192

# 7-2) Getting a GTID, Add a Single Student

## Add A Single Student

- **Add a Single Student**– Provides the ability to add a student to the GUIDE system for GTID assignment. (Students that have NEVER been in a GA public school, including PK (Bright From the Start).
- ALL of the identity elements (FIRST NAME, MIDDLE NAME, LAST NAME, BIRTH DATE, GENDER, and SSN) must be complete and accurate.
- This add results in a claim.

**Add Single Student**

This page provides the ability to add a student to the GUIDE system for GTID assignment. To add a student, enter all **required data (marked in red with \*)**, then press the "Add" button.

*Select a School	Select School
<b>GTID</b>	
*Last Name	<input type="text"/>
*First Name	<input type="text"/>
Middle Name	<input type="text"/>
Middle Name Verified?	0-Middle Name Not Verified
Suffix	<input type="text"/>
*SSN/Student ID	<input type="text"/> Please Enter all the digits. (Format:999999999).
*Gender	Select Gender
*DOB (MM/DD/YYYY)	<input type="text"/>
Local Student ID	<input type="text"/>
*Parent/Guardian	<input type="text"/>
*Ethnic Hispanic	N - No
*Race American-Indian	N - No
*Race Asian	N - No
*Race Black	N - No
*Race Pacific	N - No
*Race White	N - No
*School Entry Date(MM/DD/YYYY)	05/04/2017
*Selected District	DeKalb County
*Selected School	



## 7-2) Getting a GTID, Add a Single Student *(Continued)*

- If you receive the following message when adding a single student

**Student has not been added. A Near Match Case has been created and must be resolved. Go to Near Match Resolution and click on Batch ID 125335.**

- Follow the Near Match process – explained in the GUIDE 101 document and in the GUIDE Help document with the GUIDE application.

# 7-3) Getting a GTID, File Upload

## File Upload

- **File Upload** – Provides the ability to upload a previously extracted file from your SIS. There are 3 steps to upload a file.
- Step 1 - To upload a single file, click on the **Browse** button. Navigate to the file extracted from the SIS, then click on **Open**.
- Step 2 - Once the file has been chosen, it will show up in the **Send this file** area. Now click on **File Upload**.
- Step 3 - When you have multiple files, repeat the steps again.
- You will be notified (by email) when the upload process is complete.

The screenshot shows a web application interface with a navigation menu on the left and a main content area on the right. The navigation menu includes links for 'Main Menu', 'Search / Update / Claim', 'Add Single Student', 'File Upload', 'Discrepancy Resolution', 'Near Match Resolution', 'Request Additional Pseudo Numbers', 'Home', 'LOG OUT', 'Reports', 'Error Report', 'Download IDs', 'Claimed OUT Report', 'Claimed IN Report', 'Transmission Verification', 'Sp. Ed. History Report', 'Collection Mismatch Report', 'EL History Report', 'Current Documentation', 'GUIDE FILE LAYOUT', 'GUIDE DATA ELEMENT DETAIL', and 'GUIDE Coordinators List'. The main content area is titled 'File Upload' and contains instructions: 'Please follow the steps below:'. The instructions are: 'Step 1: To upload a single file, first you must select a file containing relevant data in the appropriate format by clicking on Browse button.', 'Step 2: Once you have chosen the file, it will show up in the Send this file area. Now click on File Upload.', and 'Step 3: When you have multiple files, repeat the steps again.'. Below the instructions, there is a form with the label 'Send this file:' followed by a text input field, a 'Browse...' button, and a 'FileUpload' button.

**Main Menu**  
[Search / Update / Claim](#)  
[Add Single Student](#)  
[File Upload](#)  
[Discrepancy Resolution](#)  
[Near Match Resolution](#)  
[Request Additional Pseudo Numbers](#)  
[Home](#)  
[LOG OUT](#)

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### File Upload

Please follow the steps below:

- **Step 1:** To upload a single file, first you must select a file containing relevant data in the appropriate format by clicking on Browse button.
- **Step 2:** Once you have chosen the file, it will show up in the Send this file area. Now click on File Upload.
- **Step 3:** When you have multiple files, repeat the steps again.

Send this file:

# 8) What is a Claim?

A claim occurs when a user updates the school assignment for a student. The school assignment is called the **Last District To Update** and is displayed at the bottom of the *View Student Detail* page.

There are 3 ways to claim a student.

- Manual claim –happens when you search for a student, find the student, and update the district and school to your district and school.
- Can happen when you go through the Near Match process (slide 35), select the student and confirm the student.
- An automatic claim occurs during upload when all the identity elements for a student matches perfectly. If the District and/or school don't match, the **Last District to Update** and **Last School to Update** will automatically update to the uploaded district and school.

A Claim is the key to accessing SLDS for a student.

## View Student Detail

This page displays detailed student information and provides the ability to claim a student or edit a student's GUIDE record. Required fields are noted in red with \*.

To claim a student or to edit a GUIDE record, **you must first select the school.**

**Claim:** To claim this student, select the new school of enrollment and enter the School Entry Date. When you are ready to submit, press the Claim button.

**Update:** To edit this student's identity data, enter your changes into the fields below. When you are ready to submit your changes, press the Update button.

\*Select a School

Data Element	Existing GUIDE Record	Update Record
GTID		
*Last Name		
*First Name		
Middle Name		
Middle Name Verified?		
Suffix		
*SSN/Student ID		
*Gender		
*DOB (MM/DD/YYYY)		
Local Student ID		
Parent/Guardian		
*Ethnic Hispanic		
*Race American-Indian		
*Race Asian		
*Race Black		
*Race Pacific		
*Race White		
*School Entry Date(MM/DD/YYYY)	08/08/2018	<input type="text" value="08/08/2018"/>
Last Updated	07/05/2018 03:04:05 PM	
Last Updated By User	Brown, Janie (brown.jane.g@muscogee.k12.ga.us)	
Student Status	<input type="text" value="Active"/>	
Last District to Update:	Muscogee County Updated:07/05/2018 03:14:08 PM	
Last School to Update:	River Road Elementary School Updated:07/05/2018 03:14:08 PM	

Personal info protected by FERPA

# 8) Who the student is and when they can be claimed

<b>WHO the student is</b>	<b>WHEN student can be claimed</b>
New / Transfer Students	.....they enroll
Pre-registered PK and KK Students	.....they register
Students that were enrolled last year and indicated they are returning	.....AFTER no-shows have been withdrawn

# 8) Who, When, You Can Claim a Student

- Only send or create a record in GUIDE when you have COMPLETE student identity info.
- If you are pre-registering a PK or KK student and the parent does not have the birth certificate or SSN card with them, wait – do not send a record to GUIDE for missing identity data.
- If a parent does not have a SSN card for a student that has previously been enrolled in a GA school, do NOT assign that student a 999# as a temporary identifier. Ask the parent if you can use the SSN if it is in the state identity database to help POSITIVELY identify their student. If they say yes, look the student up in GUIDE. If they say no, have them sign the waiver at that time, then assign a 999# **if there is not one already assigned** to the student in GUIDE.

# 9) Help Desk Assistance for GUIDE

- The Technology Management Customer Support Center at [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us) or 1-800-869-1011, is the first line of contact for questions concerning errors, warnings, and collections in general. When contacting the Help Desk, please follow the guidelines below for email or voice message correspondence:
- **Include:**
  - Your first and last name
  - District, school, or charter school name
  - Phone number (where you can be most easily reached)
  - Email address (Use “email: [youremail@doe.k12.ga.us](mailto:youremail@doe.k12.ga.us)” in your signature block and you will get a reply email with ticket number)
  - Indicate the collection or application (SR, SC, GUIDE, Con Apps, Facilities, etc. several collections overlap and the Help Desk supports several other applications)
  - Error/warning number *and* message
  - Description of the issue or the question
- **Please DO NOT include student personally identifiable data in your correspondence. This includes the use of full names, full SSN's/GTID's (partial #'s are ok), or other personally identifiable data.** Portal Imail is secure and may be used to send personally identifiable data if necessary. If using Portal Imail use (First Name) Guide (Last Name) Admin for GUIDE questions only.

# Summary of Today's Presentation

1. GTID is a unique, unchangeable, 10-digit randomly assigned number assigned on a permanent basis to each student enrolled in a publicly funded K-12 Georgia school or program.
2. GTID is important because it uniquely identifies a student and is used to link all the students in all data collections.
3. Identity elements used in GUIDE are the elements which to uniquely identify a student. They are: First Name, Middle Name, Last Name, Gender, SSN, Birth Month, Birth Day, and Birth Year.
4. GUIDE is the electronic data system used for the creation, tracking, and maintenance of the GTID.
5. The GUIDE Help File provides information on every part of GUIDE including errors and warnings.
6. Documents for GUIDE can be found at [gadoe.org](http://gadoe.org) and inside GUIDE.
7. Getting a GTID is easy – Search & Claim, Add a new Ga. Student, upload all students

# Summary of Today's Presentation *(Continued)*

8. Claim is complete manually, through the Near Match process, or automatically during upload.

9. Contact the Helpdesk at [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us) or 1-800-869-1011.

- Remember you are part of a team.

# You've got this!