Georgia Unique Identifier for Education (GUIDE)

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GaDOE

Georgia Department of Education

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

Agenda

- ❖ **What is a GTID?**

- ❖ **What is GUIDE?**

- ❖ **What are the identity elements used to get a GTID?**

- ❖ **How do I get a GTID for a student?**

- ❖ **What is a claim?**

The GTID is ...

- ❖ **GTID – Georgia Testing Identifier;**

- ❖ **10 digit number;**

- ❖ **Has no leading zero or no trailing zero;**

- ❖ **Does not contain three or more of the same number (ex. 111,2222, etc.)**

- ❖ **Randomly assigned;**

- ❖ **Has no intelligence in the number assignment.**

- ❖ **Stays with the student from PK to 12.**

GUIDE is the Application…

❖ **Where you can find an existing GTID.**

❖ **Where you can create a new GTID.**

❖ **Open 24 / 7 / 350+ days.**

GUIDE Documentation

http://www.gadoe.org/Technology-Services/Data-Collections/Pages/FY2018-GUIDE-Resources.aspx

GUIDE Data Elements

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

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

GUIDE Documentation

Rules regarding student names in our student databases are posted at http://www.gadoe.org/Technology-Services/Data-Collections/Pages/FY2018-GUIDE-Resources.aspx

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

🏠 →Technology Services →Technology Services →Data Collections →FY2...

General Information

FY2018 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

FY2018 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.

FY2018 GUIDE Resources

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

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*)

Other rules in the document, like
- **Last name should not have comma or suffix (Smith, Jr.)**

GUIDE Data Elements

Why use the SSN? We have 3,200 pairs of students with the same first & last names, gender, and birth date.

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

We do collect SSN and use it as a student identity matching element. Parents have a right to refuse to provide the SSN in which case they must sign a waiver (district designed.) Then you assign a pseudo-SSN to the student.

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.
- Every district gets a block of 999 numbers. Get more from the GaDOE Helpdesk.
- 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.)

GUIDE Main Menu

Georgia Unique IDentifier for Education (GUIDE)

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

You have New Message(s)

HELP!!

? Help ▼

Current Login: Patricha Miller(patricha.miller@gmail.com)

DeKalb County

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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

Georgia Department of Education
Richard Woods, State Superintendent of Schools
July 18, 2017 01:29 p.m.

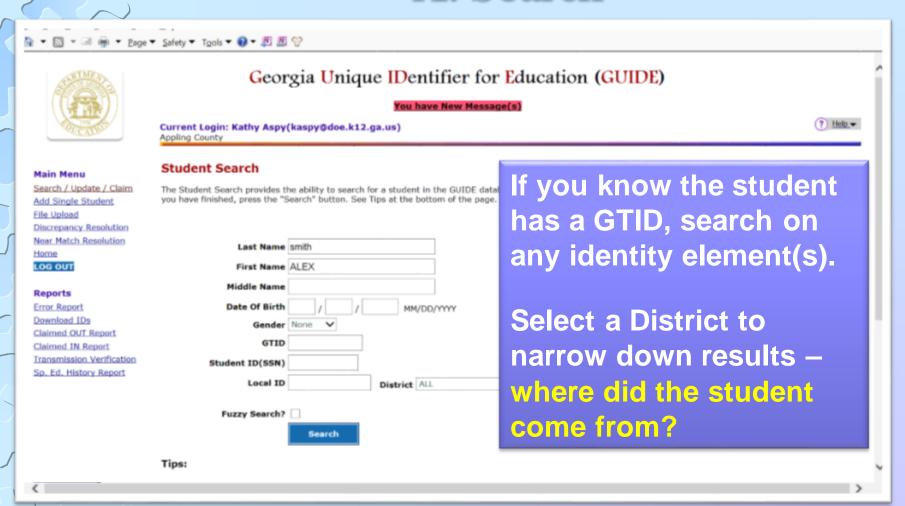# 3 Ways to Get a GTID

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.

1) Getting a GTID – Single Student

A. Search for the student in GUIDE

B. Claim the student

C. Copy GTID

D. Paste

1) Getting a GTID
A. Search

Georgia Unique IDentifier for Education (GUIDE)

You have New Message(s)

Current Login: Kathy Aspy(kaspy@doe.k12.ga.us)
Appling County

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Student Search

The Student Search provides the ability to search for a student in the GUIDE data[...]
you have finished, press the "Search" button. See Tips at the bottom of the page. [...]

Last Name	smith
First Name	ALEX
Middle Name	
Date Of Birth	___ / ___ / ___ MM/DD/YYYY
Gender	None
GTID	
Student ID(SSN)	
Local ID	District ALL
Fuzzy Search?	☐

Search

Tips:

If you know the student has a GTID, search on any identity element(s).

Select a District to narrow down results – where did the student come from?

1) Getting a GTID
A. Search Results

Login: Kathy Aspy(kaspy@doe.k12.ga.us)
Appling County

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Student Search Results

To view details for a specific student, click on the Last Name link below. To view...

You won't see the whole SSN until you drill in on your selected student.

You can only claim Active students.

Showing 1 - 50 of 483 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
Smith	Alex			10/ 92	Male	*****9332		Walker County	415 505	08/20/2009	Active
Smith	Alex			08/ 08	Female	999086998	La mith	Richmond County	538 808	08/12/2013	Active
Smith	Alex			04/ 92	Male	*****6388		Coweta County	600 646	08/31/2010	Student Graduated
Smith	Alex	F		05/ 08	Male	*****5566	nith	Hart County	149 993	08/05/2013	Active
Smith	Alex	C		09/ 07	Male	*****1154	Tr rman	Screven County	768 196	08/04/2014	Active
Smith	Alex	C		08/ 09	Male	*****0402		Jones County	298 406	10/17/2006	Student Graduated
Smith	Alex	C		03/ 02	Male	*****7512	Sar wnsell	Dougherty County	446 208	04/07/2014	Active
Smith	Alex			06/ 05	Male	*****6522		Clayton County	485 626	09/09/2013	Active
Smith	Alex			08/ 91	Male	*****4261		Bbb County	582 943	11/15/2006	Active
Smith	Alex	D		03/ 00	Male	*****6042	Gwe Smith	Fulton County	823 782	08/12/2013	Active
Smith	Alex	D		11/ 98	Female	*****7430		Walton County	700 242	03/24/2010	Active
Smith	Alex		JR	04/ 05	Male	*****5618	Ad Smith	Fulton County	823 077	08/12/2013	Active
Smith	Alex			09/ 87	Male	*****8460		Cobb County	752 229	11/11/2005	Student has aged-out
Smith	Alex			10/ 98	Male	*****3684		Franklin County	675 408	11/11/2005	Active
SMITH	ALEX			10/ 87	Male	*****1757		Gwinnett County	193 415	11/15/2005	Student has aged-out
Smith	Alex	H		12/ 96	Male	*****8126		Catoosa County	406 251	08/05/2013	Active
SMITH	ALEX	JE		12/ 03	Male	999186099		Gwinnett County	747 598	09/24/2012	Active
Smith	Alex	Je		12/ 98	Male	*****5223	E nley	Fulton County	750 198	08/12/2013	Active
Smith	Alex	Je		12/ 89	Male	*****6913		Thomasville City	399 557	08/29/2008	Student has aged-out
Smith	Alex	J		05/ 92	Male	*****4375		Floyd County	779 609	08/23/2011	Student Graduated
Smith	Alex	J		07/ 03	Male	*****4568	C mith	Rome City	322 355	08/01/2014	Active
Smith	Alex	J		09/ 94	Male	*****1878		Newton County	738 788	08/12/2012	Student Graduated
Smith	Alex	Joseph		09/ 07	Male	*****1405	Co arrillo	Johnson County	355 797	08/05/2013	Active

What is a Claim?

The current claim is Last District to Update / Last School to Update.

What is a Claim?

A claim . . .

❖ Is the last district / school to update a student's GTID record.

❖ Shows on the 'View Student Detail' page.

❖ Can happen when you search for a student, find him, and update his district and school to your district and school.

❖ Can happen when you go through the Near Match process and select the student – "this is my student".

Is the key to accessing SLDS for a student.

2) Add a New Student - Online

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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 ▼

GTID	
*Last Name	
*First Name	
Middle Name	
Suffix	▼

*SSN/Student ID		Please Enter all the digits. (Format:999999999).
*Gender	Select Gender ▼	
*DOB (MM/DD/YYYY)		
Local Student ID		
*Parent/Guardian		

*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)	08/22/2014
*Selected District	Appling County
*Selected School	

Add   Undo

Patricha Miller

GUIDE
Administrator

dticket@doe.k12.ga.us
1-800-869-1011 (help desk)