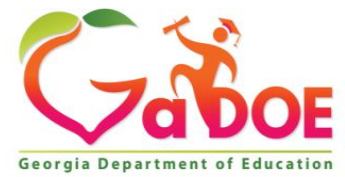# Data Collections Overview
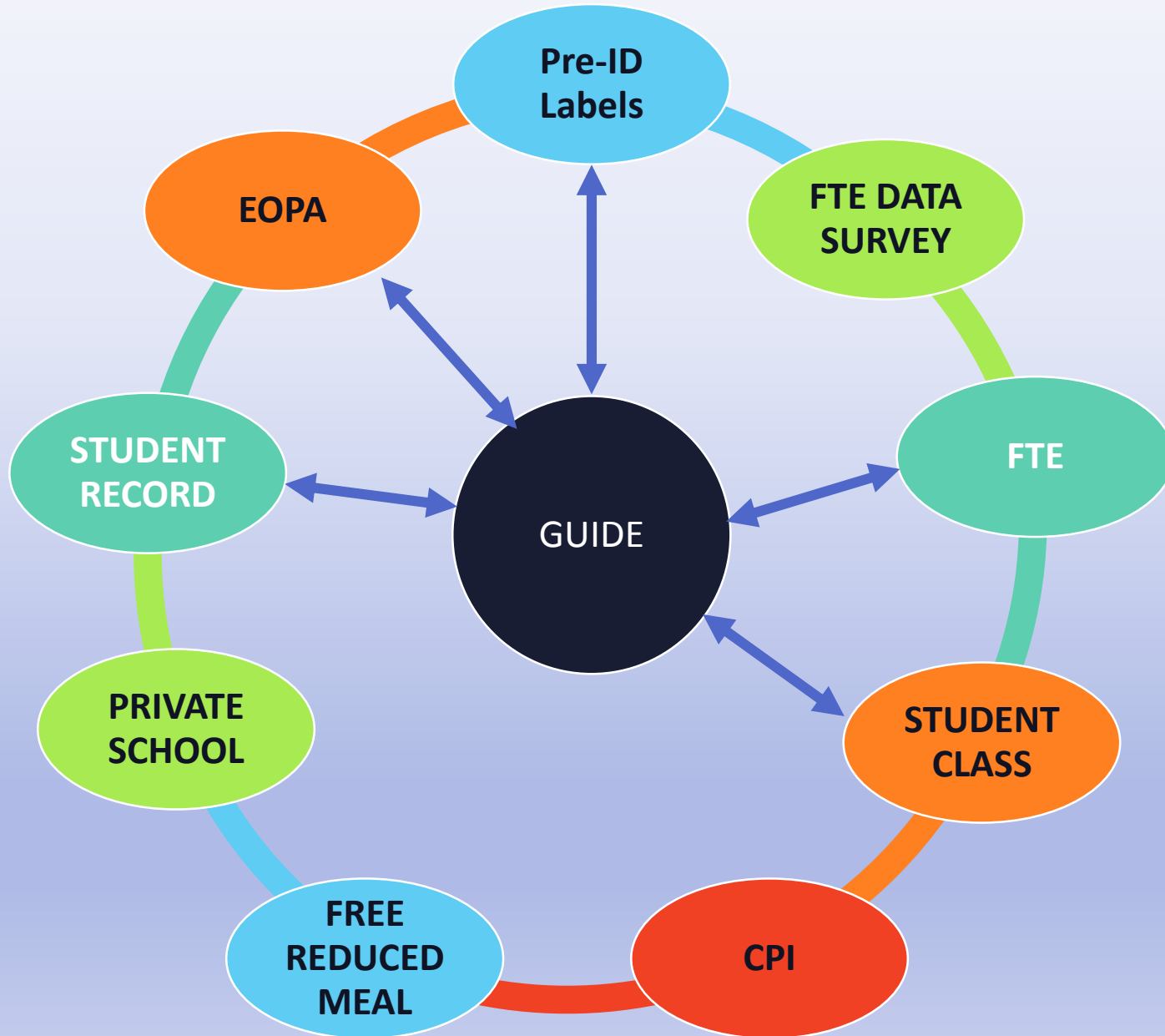
Georgia Department of Education

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

Kathy Aspy

Data Collections Manager

Overview of Data Collections

GUIDE

WHAT

GUIDE is the GADOE application that contains all student identity information. During every state 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).

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 generate labels that are included with the test materials sent from the test vendor to the school systems.

WHY

1. To reduce demographic errors from bubble sheets
2. To increase the percentage of test records automatically matched to Student Record data
3. To reduce manual matching to Student Record data

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

STUDENT CLASS

WHAT
Student Class is a collection for reporting student schedules. Student Class (data) is used for Student Class - 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 schedule 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

REQUIRES SUPERINTENDENT SIGN OFF

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 only 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.

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

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- ❑ Cycle 1 – First Tuesday in October *(Active* and *Withdrawn* Students*)*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

REQUIRES SUPERINTENDENT SIGN OFF

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 forwarded to Georgia Professional Standards Commission (PSC).

WHEN

Collection Cycles:
- ❑ Cycle 1 – October
- ❑ Cycle 2 – March
- ❑ Cycle 3 – July (personnel leave report)

REQUIRES SUPERINTENDENT SIGN OFF

PRIVATE SCHOOL

WHAT

The Private School collection is used by districts to report the *number* of students living within the district who are enrolled in a private school. *No student level data is submitted.*

WHY

- **Required by Georgia Code O.C.G.A. 20-2-690**
- **Directory information**
- **Used by Title 1 Program**

WHEN

❑ **November**

Only required for districts with a physical area – i.e., for county and city school districts.

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)

Carl - DC conf

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; Standardized Test Score Comparison Groups; Competitive Grant Awards.

WHEN

❑ **November**

Only required for districts that serve meals.

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: September
- ❑ 'Cleansing' Ends: December
- ❑ Begins: February
- ❑ Ends: June

REQUIRES SUPERINTENDENT SIGN OFF

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.

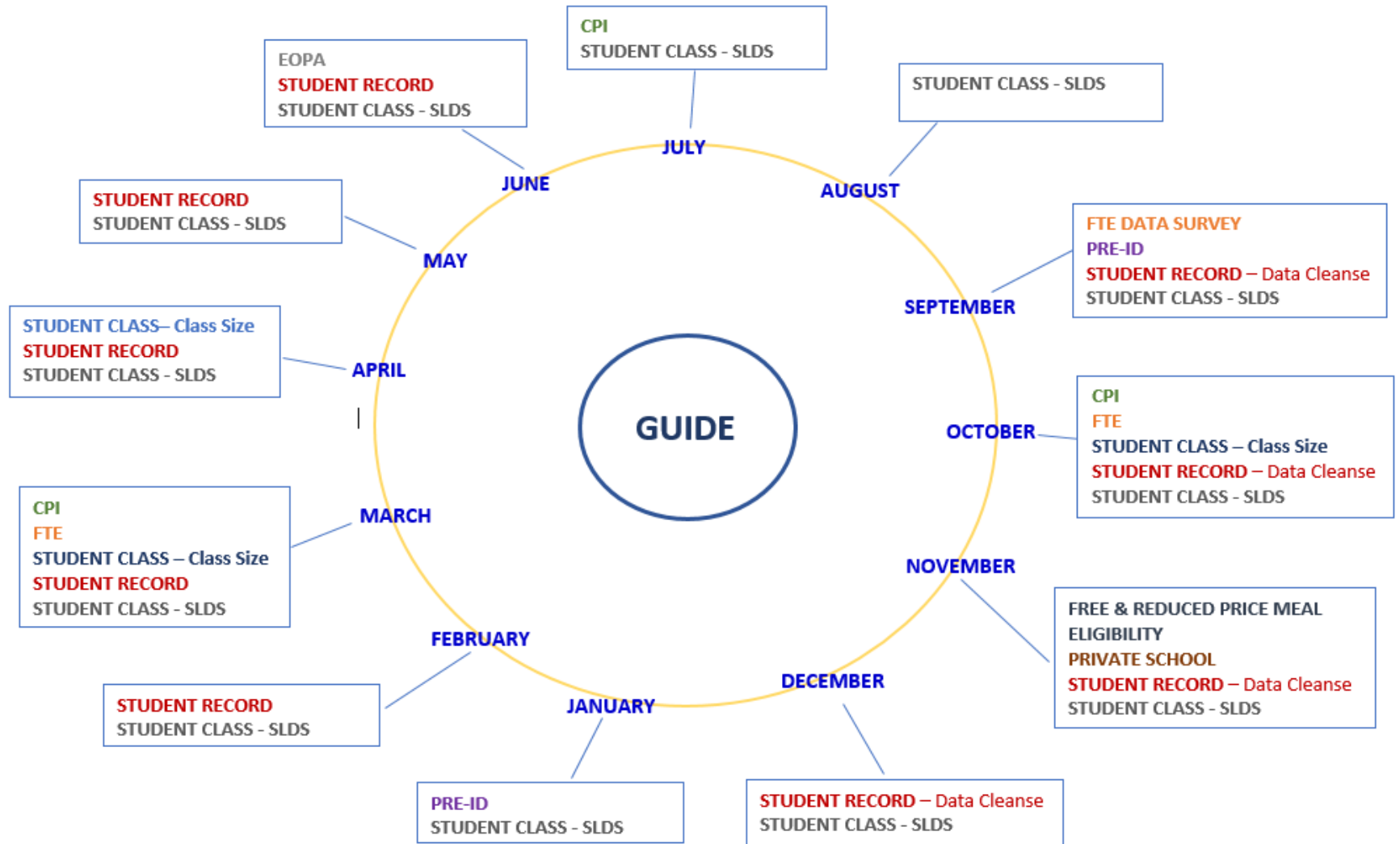**WHY** — The EOPA assessment measurement process is required as outlined in Perkins IV legislation - specifically, Core Indicator 2S1.

WHEN — ❑ June (after Student Class sign off)

REQUIRES SUPERINTENDENT SIGN OFF - even if no data is submitted

DATA COLLECTION CYCLES

CPI
STUDENT CLASS - SLDS

STUDENT CLASS - SLDS

EOPA
STUDENT RECORD
STUDENT CLASS - SLDS

FTE DATA SURVEY
PRE-ID
STUDENT RECORD – Data Cleanse
STUDENT CLASS - SLDS

STUDENT RECORD
STUDENT CLASS - SLDS

STUDENT CLASS– Class Size
STUDENT RECORD
STUDENT CLASS - SLDS

CPI
FTE
STUDENT CLASS – Class Size
STUDENT RECORD – Data Cleanse
STUDENT CLASS - SLDS

CPI
FTE
STUDENT CLASS – Class Size
STUDENT RECORD
STUDENT CLASS - SLDS

FREE & REDUCED PRICE MEAL
ELIGIBILITY
PRIVATE SCHOOL
STUDENT RECORD – Data Cleanse
STUDENT CLASS - SLDS

STUDENT RECORD
STUDENT CLASS - SLDS

PRE-ID
STUDENT CLASS - SLDS

STUDENT RECORD – Data Cleanse
STUDENT CLASS - SLDS

JULY
JUNE
AUGUST
MAY
SEPTEMBER
APRIL
GUIDE
OCTOBER
MARCH
NOVEMBER
FEBRUARY
DECEMBER
JANUARY

How is a **STUDENT** connected in the collections?

ACTIVE student reported in FTE

Enrollment level record must be reported in STUDENT RECORD

Student level record must be reported in STUDENT RECORD

Student schedule reported in STUDENT CLASS

Student must be claimed in GUIDE

Grade Level appropriate PRE-ID LABELS reporting
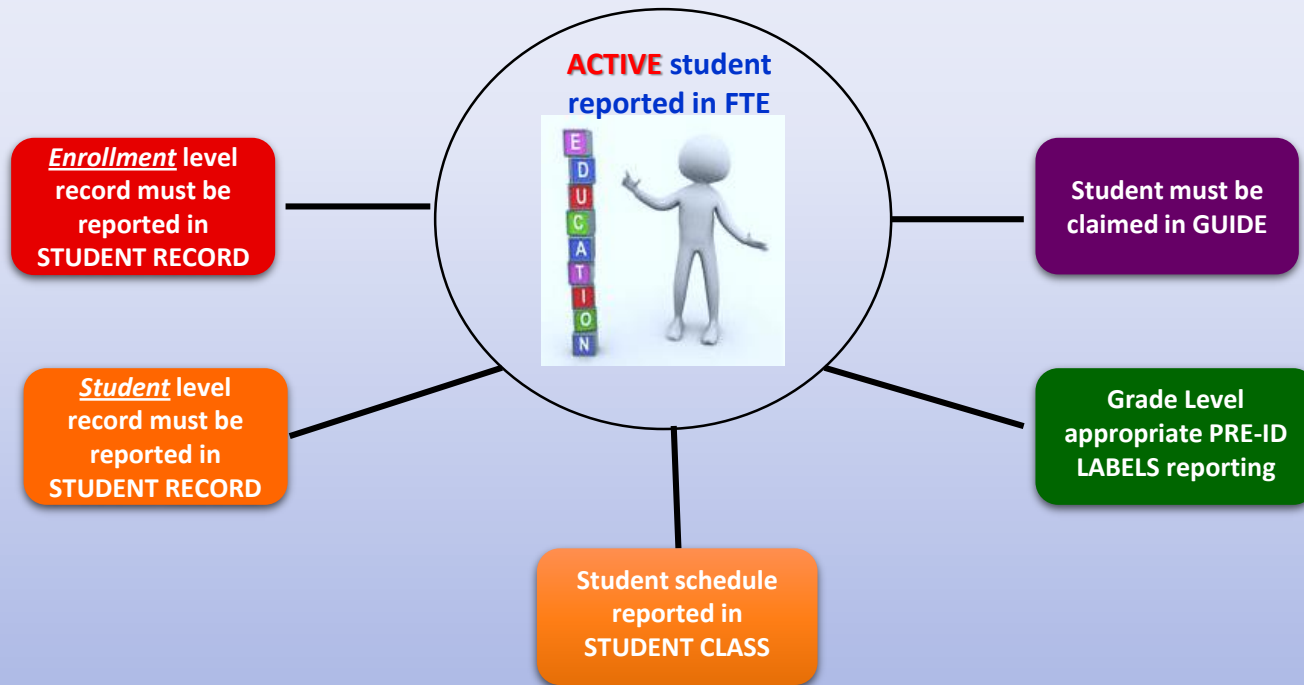
How are the collections connected?

Reporting data in one collection may require reporting additional data in a different collection.

In Student Record last year (prior year), the student was reported either active OR with a withdrawal date on/after 10/6/15 (prior year FTE Cycle 1 count day), but the student is *not* being reported in current FTE Cycle 1.

- **E049**: All full-time students reported as active in *Student Record* from prior **FISCAL YEAR** must be reported in FTE 2018-1. All students reported in Student Record with a **WITHDRAWAL DATE** on or after 10/06/2017 must be reported in FTE 2018-1.
  (FTE error based on data reported in prior year Student Record)

- **E057**: All students reported as active in FTE-1 or FTE-3 must be reported in the Student Record Data Collection. See SR071 FTE/SR Exceptions Report for a list of students reported in FTE but not in Student Record. **(Student Record error based on data reported in FTE)**

Active student was reported in FTE (Cycle 1 or 3) but is not being reported in Student Record.

- **E5012**: EIP segment(s) reported in FTE. **EIP DELIVERY MODEL** required in Student Class. **(Student Class error based on data reported in FTE)**

The student was reported with an EIP PROGRAM CODE ('E', 'F', 'G') in FTE, but an EIP DELIVERY MODEL has not been reported for the student in Student Class.

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How are the collections connected?

Data reported in one collection may be used as a benchmark for data reported in other collections.

- **E060**: No-Show student has course level data.
  (Student Record error based on data reported in FTE Cycle 1)

The student was reported in FTE Cycle 1 as a No-Show student (**WITHDRAWAL DATE** = 6/16/2016). As such, the student should not be reported in Student Record with (course) data - unless the student enrolls in the district after the FTE Cycle 1 count day.
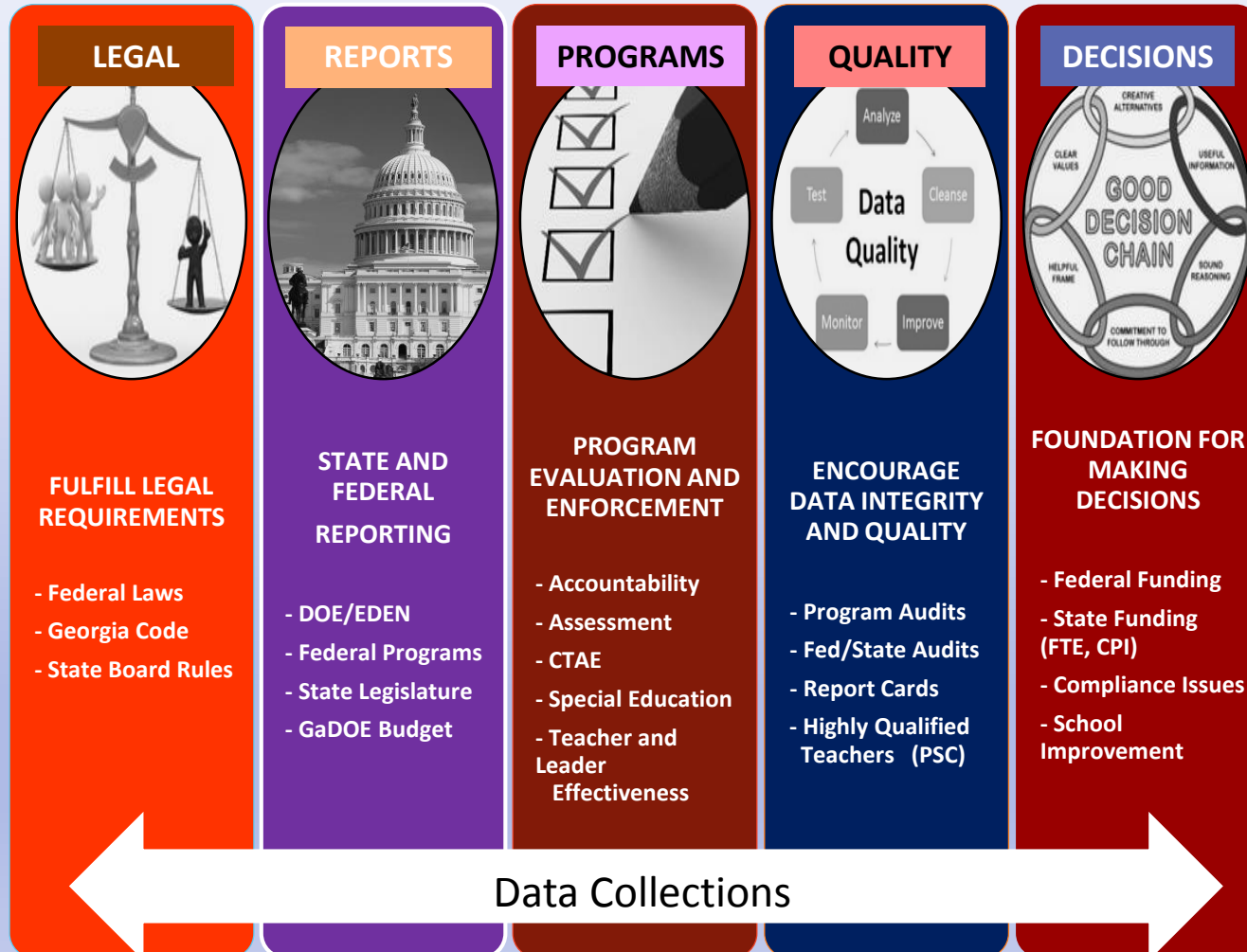
- **E168**: The **GTID** has been reported with **WITHDRAWAL REASON**='G' and **DIPLOMA TYPE** = 'S' or 'A' in a previous collection, but the GTID is being reported as ACTIVE in this collection.
  (Student Record error based on data reported in FTE Cycle 1)

The **GTID** for a special education student reported as *graduated* in a *prior* collection is being reported *active* in the current collection.

- **E1685:** The **GTID** has been reported with **WITHDRAWAL REASON** = 'G' and **DIPLOMA TYPE** = 'G', 'B', 'C', or 'V' in a previous collection, but the GTID is being reported ACTIVE in this FTE Cycle.
  (FTE error based on data reported in Student Record)

The GTID for the student was reported graduated (DIPLOMA TYPE = 'G', 'B', 'C', or 'V') in a prior collection but the GTID is being reported active now.

STATE REPORTING

LEGAL	REPORTS	PROGRAMS	QUALITY	DECISIONS
FULFILL LEGAL REQUIREMENTS	**STATE AND FEDERAL REPORTING**	**PROGRAM EVALUATION AND ENFORCEMENT**	**ENCOURAGE DATA INTEGRITY AND QUALITY**	**FOUNDATION FOR MAKING DECISIONS**
- **Federal Laws** - **Georgia Code** - **State Board Rules**	- **DOE/EDEN** - **Federal Programs** - **State Legislature** - **GaDOE Budget**	- **Accountability** - **Assessment** - **CTAE** - **Special Education** - **Teacher and Leader Effectiveness**	- **Program Audits** - **Fed/State Audits** - **Report Cards** - **Highly Qualified Teachers (PSC)**	- **Federal Funding** - **State Funding (FTE, CPI)** - **Compliance Issues** - **School Improvement**

Data Collections

Data Collection Communications

❖ **TRAINING:**

  ❑ Annual Conference

  ❑ Go-To Meeting online Sessions

  ❑ Presenting At Conferences (Ex: GSIS, etc.)

❖ **UPDATES:**

  ❑ Go-To Meeting online sessions

  ❑ Portal Messaging (see example)

  ❑ Help Desk Reminder Calls To Districts

HELP DESK ASSISTANCE

Help Desk
- Email: dticket@doe.k12.ga.us
- Phone: 800-869-1011

Data Collection Communications

The <u>Technology Services Help Desk</u> is the first line of contact for questions concerning a collection, errors, and warnings.

Please follow the guidelines below for all email or voice message correspondence:

Please include:
- Your First and Last name
- District name
- Phone number (where you can be most easily reached)
- Email address
- Indicate the collection (several collections overlap)
- Error/warning number <u>*and*</u> message
- Description of the issue or the question

❖**Please do <u>NOT</u> include *Personally Identifiable Information (PII)* in your correspondence**
This includes the use of full names, full SSN's/GTID's (partial #'s are ok), or other personally identifiable data.

Data Collections Team

Levette – Technology Services Director

Kathy Aspy – Data Collections Manager

Sharon Armour –   Student Class, PreID

Carl Garber – Student Record

Patty Miller – GUIDE, Private School

Irish Saxton – FTE, EOPA

Katie Green – CPI, PC Genesis, Free/Reduced Meal