State Charter Schools Commission
New School Orientation

Data Collections Overview

March 20, 2018
Kathy Aspy
Data Collections and Reporting Manager

Data Collections is…

* A unit within the Georgia Department of Education's Technology Services Division.
  o Works across all departments and levels within the agency, and with other agencies, states, and US ED.
  o Supports and works with school districts to collect and report data.
  o Develops standards for data reporting and continuously improves processes to enhance data quality.

* Charged with collecting and reporting selected student, staff, and school data.
  o Data is used to inform decision-making in many areas such as funding, accountability, state and federal legal requirements, federal program monitoring and evaluation, audits, district data use, and other initiatives.

Data Collection Team

Levette Williams	**Chief Privacy Officer, Director of Technology Management (Data Collections & Reporting, Customer Support, Database Administration)**		**lewillia@doe.k12.ga.us**
Kathy Aspy	**Data Collections Manager (Data Collections & Reporting)**	**404-651-5312**	**kaspy@doe.k12.ga.us**
Patty Miller	**GTID Administrator (GUIDE, Private School Data Collection)**	**404-657-0533**	**pmiller@doe.k12.ga.us**
Carl Garber	**Data Collections Specialist (Student Record)**	**404-463-2326**	**cgarber@doe.k12.ga.us**
Sharon Armour	**Data Collections Specialist (Student Class, Course Table Maintenance, PreID)**	**404-657-1064**	**sarmour@doe.k12.ga.us**
Katie Green	**Data Collections Specialist (CPI, Free and Reduced Meal)**	**404-463-1946**	**kagreen@doe.k12.ga.us**
Irish Saxton	**Data Collections Specialist (FTE, EOPA)**	**404-657-0536**	**irish.saxton@doe.k12.ga.us**

MULTIPLE REASONS FOR THE COLLECTIONS

Fulfill Legal Requirements

State and Federal Reporting

Program Monitoring and Evaluation

Encourage Data Integrity and Quality
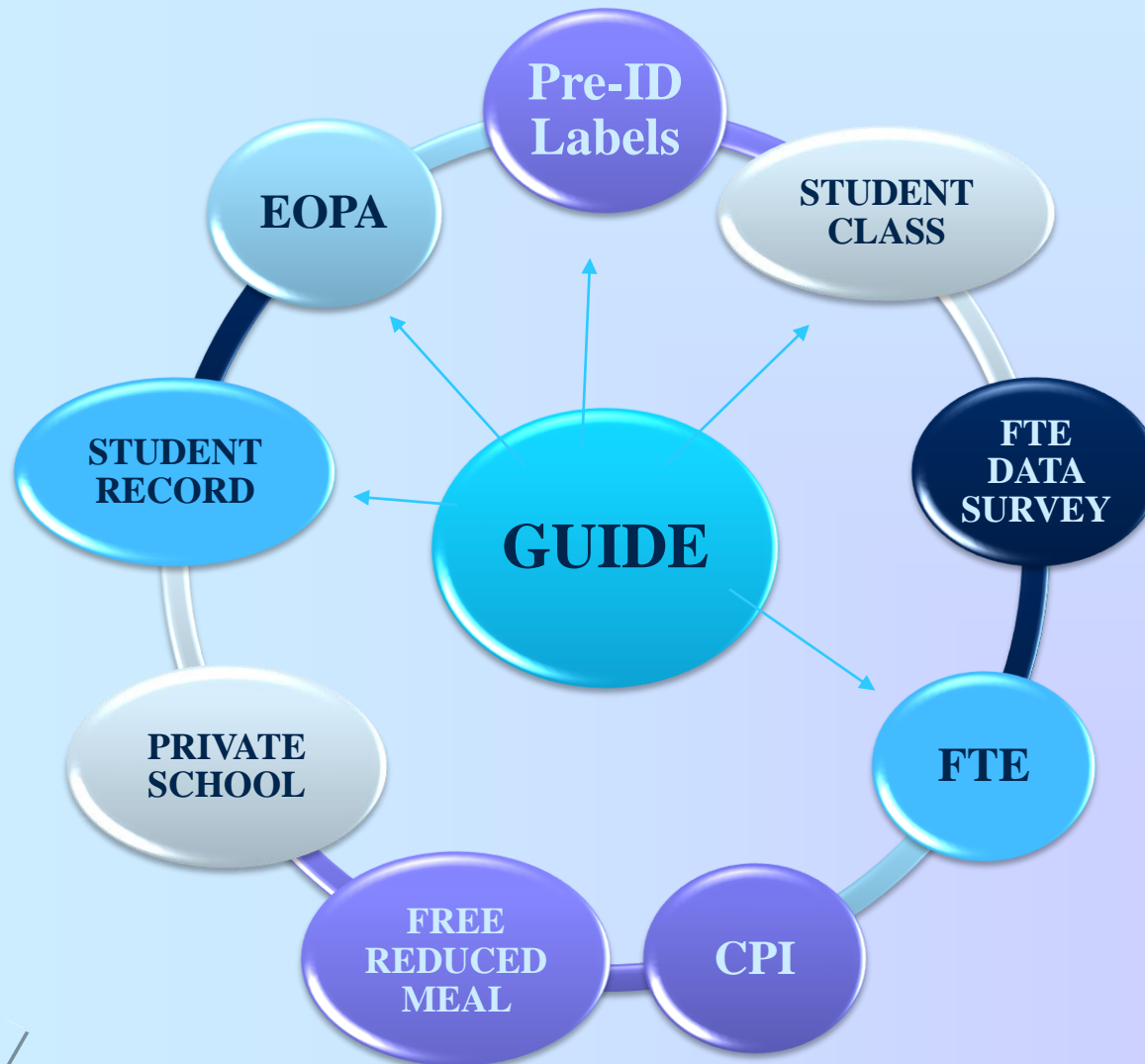
Foundation for Making Decisions

MULTIPLE REASONS FOR THE COLLECTIONS

- CCRPI
- Federal (EDEN) Reporting
- Program Monitoring and Evaluations
- Open Records Requests
- Civil Rights Data Collection
- Perkins Reporting
- Special Education reporting
- SLDS
- Teacher Evaluations
- Program audits
- State Report Card

THE DATA COLLECTIONS

FY2018 Data Collection Dates

FY2018 Data Collections
Summary of Collection Dates

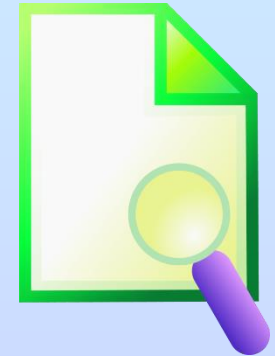| Collection	Cycle	Start Date / Count Date	Initial Transmission Deadline	Duplicate Record Deadline	End Date
Student Class (SLDS profile)	1 (A)	Monday, July 17, 2017	n/a	n/a	Friday, June 29, 2018
GUIDE	n/a	Thursday, July 13, 2017	n/a	n/a	Friday, June 29, 2018
Pre-ID	2	Thursday, September 07, 2017	n/a	n/a	Friday, September 22, 2017
Pre-ID	3	Tuesday, January 09, 2018	n/a	n/a	Thursday, January 25, 2018
FTE Data Survey	1	Monday, September 11, 2017	n/a	n/a	Friday, September 22, 2017
FTE	1	Tuesday, October 03, 2017	Tuesday, October 10, 2017	Tuesday, October 17, 2017	Tuesday, October 24, 2017
FTE	3	Thursday, March 01, 2018	Thursday, March 08, 2018	Thursday, March 15, 2018	Thursday, March 22, 2018
CPI	1	Tuesday, October 03, 2017	Tuesday, October 10, 2017	Tuesday, October 17, 2017	Tuesday, October 24, 2017
CPI	2	Thursday, March 01, 2018	Thursday, March 08, 2018	Thursday, March 15, 2018	Thursday, March 22, 2018
CPI	3	Thursday, July 12, 2018	Thursday, July 19, 2018	n/a	Thursday, July 26, 2018
Student Class	Oct	Tuesday, October 03, 2017	Tuesday, October 10, 2017	n/a	Monday, October 30, 2017
Student Class	Mar	Thursday, March 01, 2018	Thursday, March 08, 2018	n/a	Thursday, March 29, 2018
Student Class - End of Year	Jun	Thursday, May 10, 2018	Thursday, May 17, 2018	n/a	Monday, June 11, 2018
Free & Reduced Meal	1	Thursday, November 09, 2017	n/a	n/a	Tuesday, November 28, 2017
Private School - School Review	1	Tuesday, September 12, 2017	n/a	n/a	Friday, September 29, 2017
Private School	1	Tuesday, November 07, 2017	n/a	n/a	Tuesday, November 21, 2017
Student Record - Data Cleanse	1	Thursday, September 07, 2017	n/a	n/a	Friday, December 15, 2017
Student Record	1	Wednesday, February 07, 2018	see below	see below	Friday, June 15, 2018
Student		Wednesday, February 07, 2018	Wednesday, February 14, 2018	Wednesday, April 04, 2018	Friday, June 15, 2018
Enrollment		Wednesday, February 07, 2018	Wednesday, February 14, 2018	Wednesday, April 04, 2018	Friday, June 15, 2018
Special Education		Wednesday, February 07, 2018	Tuesday, February 20, 2018	n/a	Friday, June 15, 2018
Student Safety		Wednesday, February 07, 2018	Tuesday, April 3, 2018	n/a	Friday, June 15, 2018
Program		Wednesday, February 07, 2018	Friday, April 20, 2018	n/a	Friday, June 15, 2018
System		Wednesday, February 07, 2018	Wednesday, April 25, 2018	n/a	Friday, June 15, 2018
School		Wednesday, February 07, 2018	Wednesday, April 25, 2018	n/a	Friday, June 15, 2018
EOPA	1	Opens following Student Class Signoff	n/a	n/a	Thursday, June 28, 2018

STATE REPORTING

<u>Main Points</u>

- 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

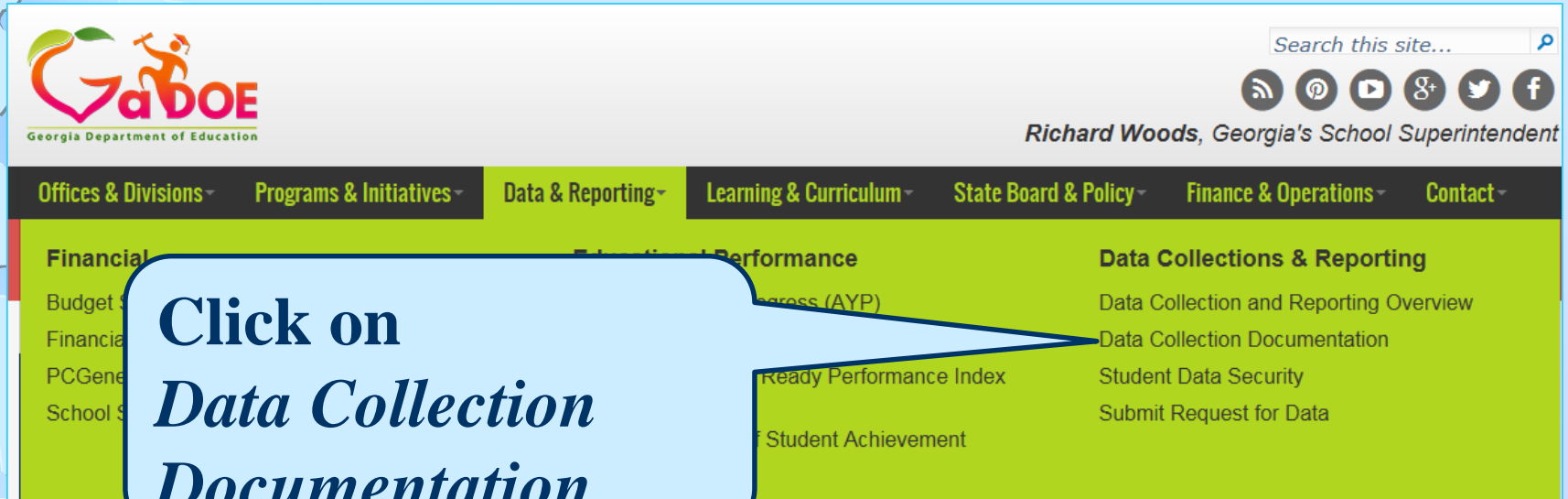| Transmission Cycles	Current Documentation
Student Record For 2017	• Enrollment Level File Layout
Student Record For 2016	• Program Level File Layout
Student Record For 2015	• School Level File Layout
Student Record For 2014	• Special Education Level Layout
Student Record For 2013	• Student Level File 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**

DOCUMENTATION

Click on
Data Collection
Documentation

- **Each application is listed under this link**

- **Each application has layouts and other documentation to assist you with the state reporting requirements**

Getting Started

DOCUMENTATION

Search this site... 🔍

Richard Woods, *Georgia's School Superintendent*

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

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Data Collections and Reporting

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

Data Collection Documentation

- 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

Levette Williams, Chief Privacy Officer

Technology Services Director

Phone: 404-463-6504

lewillia@doe.k12.ga.us

http://gadoe.org

FY2018 FTE Data Survey

- FTE Data Survey Instructions
- FTE Data Survey Transmission Dates

FY2018 FTE Resources

- FTE Transmission Dates
- FTE Coordinators
- FTE Data Element Detail
- FTE General Information
- FTE Program Codes and Weights
- GNETS FAQ's
- Guidelines for Special Education Environments: Ages 5 and Under
- Guidelines for Special Education Environments: Ages 6 - 21
- Special Education Educational Environments Calculator: Ages 5 and under
- Special Education Educational Environments Calculator: Ages 6 - 21

Other Resources

- FTE Checklist (Sample)
- QBE Reports

Prior year FTE Resources

Notice that there are sample checklists for some of the data collections. Please feel free to use these and modify for your school.

Getting Started

Georgia Department of Education- Sample Checklist

GaDOE

Georgia Department of Education

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

Student Record Checklist

BACKGROUND

Why Student Record?	Student Record is the single largest data collection conducted by GaDOE. It is a cumulative collection of data representing program participation and individual student data for the entire school year. Student Record does not include summer school information.
How is the Data Used?	1. Accountability Reporting 2. State and Federal Reporting 3. Program Monitoring and Evaluation 4. Data Requests

CHECKLIST

August

☐	Review Student Record layouts	Make note of changes, if available.
☐	Identify Data Sources and Points of Contact	Know who your contacts are for data not in the SIS system. Make sure they are aware early of what you will need, what it means, and when you will need it.
☐	Establish Timelines for Collecting Data	Decide when you will collect the various types of data
☐	Determine Internal Deadlines for Data Review and State Reporting	Dates should be prior to the GaDOE deadlines to allow time to review the data.
☐	Complete Student Identity Data Updates and Verification	Verify accuracy in GUIDE; Claim Students as needed
☐	Conduct Internal Training for Schools and District Staff	
☐	Run Preliminary Reports	Attendance, Program Lists, Basic Demographic Data
☐	Verify Student Demographic Data	Race, Ethnicity, DOB – Run Reports from SIS to check for missing or invalid data.
☐	Verify No Shows and Withdrawn Students are Coded Properly	Attendance Reports for Teachers to Verify. This verification supports the FTE process.
☐	Verify Grade Level for Retained Students	
☐	Verify County of Residence and System of Residence	
☐	Identify Special Education Students – Verify information with Special Education Teachers (or District level contact)	GUIDE, SLDS, Special Education History Report, Student Record Cleansing, Permanent Records

Training Your New Data Coordinator

Getting Started

GaDOE
Georgia Department of Education

Search this site...

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🏠 → Technology Services → Technology Services → Data Collections

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Technology Services Director
Phone: 404-463-6504
lewillia@doe.k12.ga.us
http://gadoe.org

We are adding a link for training docs for new coordinators here.

Training Your New Data Coordinator

Getting Started

GaDOE
Georgia Department of Education

Richard Woods, Georgia's School Superintendent

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

Calendar ▾

→ Technology Services → Technology Services → Data Collections

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

General Information

FY2018 Data Conference

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Training Your New Data Coordinator

2018 GaDOE Data Conference

Using Your Data to Make Data Driven Decisions

| Home | Location | Hotels | Sessions | Presentations | Registration | FY2018 OTHER AGENCY Presentations |

Conference Dates: August 30 - September 1, 2017

FY 2018 Data Conference

Conference Description:
Please plan to join us at the seventh annual Data Conference. The Georgia Department of Education will host a three-day conference at the Classic Center in Athens, Georgia. The conference mission continues to focus on presenting attendees with a better understanding of state and federal reporting requirements, including any reporting changes for fiscal year 2017. The

Training Your New Data Coordinator

Using Your Data to Make Data Driven Decisions

| Home | Location | Hotels | Sessions | Presentations | Registration | FY2018 OTHER AGENCY Presentations |

Session presentations have been organized based on the following categories, which corresponds with the 'Sessions-at-a-Glance' document: Data Collections; U.S. Department of Educatino; SEA; LEA; SLDS; and Other Agency. Please note – the title of the presentation link name matches the 'Sessions-at-a-Glance' document , which may differ from the title of the presentation when it is opened.

- **DATA COLLECTIONS**
- **U.S. Department of Education**
- **SEA**
- **SLDS**
- **LEA**
- **OTHER AGENCY**

Training Your New Data Coordinator

2018 GaDOE Data Conference

Using Your Data to Make Data Driven Decisions

| Home | Location | Hotels | Sessions | Presentations | Registration | FY2018 OTHER AGENCY Presentations |

FY2018 Data Collection Presentations

CPI 101 - Basics of CPI Personnel Reporting
CPI Annual Updates
Data Collections Updates: CPI, FTE, Pre-ID, Student Class, Student Record
FTE 101
GUIDE 101 - Back to the Basics
GUIDE - Beyond the Basics
Student Class
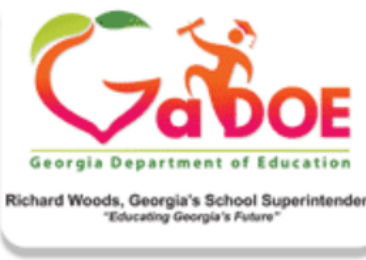Student Record 101

Look for the '101' presentations

The Portal

- https://portal.doe.k12.ga.us/Login.aspx
- Portal – the secure website used to collect all data in a data collection, to send personally identifiable data for students, personnel, financial reports, grant applications, etc.

The Portal, Security & Privileges

- Who is your Security Officer? Get the Superintendent and Security Officer entered by GaDOE Helpdesk Manager – Chris Rivera
- The SO sets up users access privileges
- Verify with SO which apps do you need access to
  - Contact Help Desk if you have any problems or questions

  Not getting messages?

  - email

  - Portal messages

Portal Messages

Welcome to MyGaDOE

✉ You have (239) new messages.

Help - Dticket | Online Documentation

Site Navigation

Home

Logout

Information Technology

Message Center

👤 Kathy Aspy

Account Information

Add to Favorites

Help - Dticket

Hide Navigation ◀◀

📝 Message Center

Search for [   ] [Search]

| **Messages** | **Categories** |

Please Note: To receive email notifications when a new message has been posted in a category, check desired categories and click the 'Save Preferences/Subscribe' button. By subscribing, you are also setting these categories as your preferred messages. Only preferred messages will then appear in the 'Messages' tab.

⚖ Accountability
Total: 0

Category Tags: AYP (Adequate Yearly Progress), NCLB, Principal Access, Report Card, Student Achievement

☑ ⊕ Subscribe

👥 Audience
Total: 1

Category Tags: Assessment Director, Charter School Administrator, Charter School Superintendent, Consolidated Application Coordinator, Content Manager, CPI Coordinator, Curriculum Director, Facilities Coordinator, Financial Review Coordinator, FTE Coordinator, GC District Administrator, Gifted Director, Grants Management Preparer, Grants Management Submitter, GTID Coordinator

📡 Communications
Total: 0

Category Tags: District Communication, Newsletter, Official DOE Communication, Press Release, School Communication, School Nutrition Messaging, State School Superintendent

☐ ⊕ Subscribe

Data Collection Communications

❑ **Portal Messaging**
(sample message)

Message Center Subscription Alert
The following message was just posted in your subscribed category.

Subject:	**FTE Cycle Three Data Collection Transmission is Now Open**
Author:	Chris Rivera
Message:	FTE and Student Record Coordinators,

This is just a reminder that the **FTE Cycle Three Transmission opens TODAY, Thursday, March 03, 2016**. All districts should begin uploading their FTE Cycle Three data and work to correct any errors. Information regarding the transmission is below.

FTE Cycle Three
Thursday, March 3, 2016 - Transmissions for FTE Cycle 3 begin
Thursday, March 10, 2016 - Last date for initial transmission of FTE Cycle 3 data
Thursday, March 17, 2016 - Deadline for correcting duplicate STUDENT ID errors
Tuesday, March 29, 2016 - Signoff Deadline for FTE Cycle 3 data
　　　Deadline for Superintendent's sign-off

NOTE:
Verification by the superintendent that the information transmitted is complete and accurate is required no later than the Sign-off dates specified above. The system superintendent must verify accuracy by electronically signing the System Signoff report. **All sign-offs must be completed by the signoff deadline.**

Information regarding the FTE Transmissions can be found on the following Data Collections website: http://www.gadoe.org/Technology-Services/Data-Collections/Pages/FY2016-FTE-Resources.aspx

If you have any questions or need further assistance, please contact the Technology Management Customer Support Team by using the **Help-dticket link** on the left side of the MyGaDOE portal menu.

To Login to the MyGaDOE portal please follow this link:
https://portal.doe.k12.ga.us/Login.aspx

You may also request assistance by emailing dticket@doe.k12.ga.us or by calling **1-800-869-1011**. Please provide a detailed message as well as your contact information.
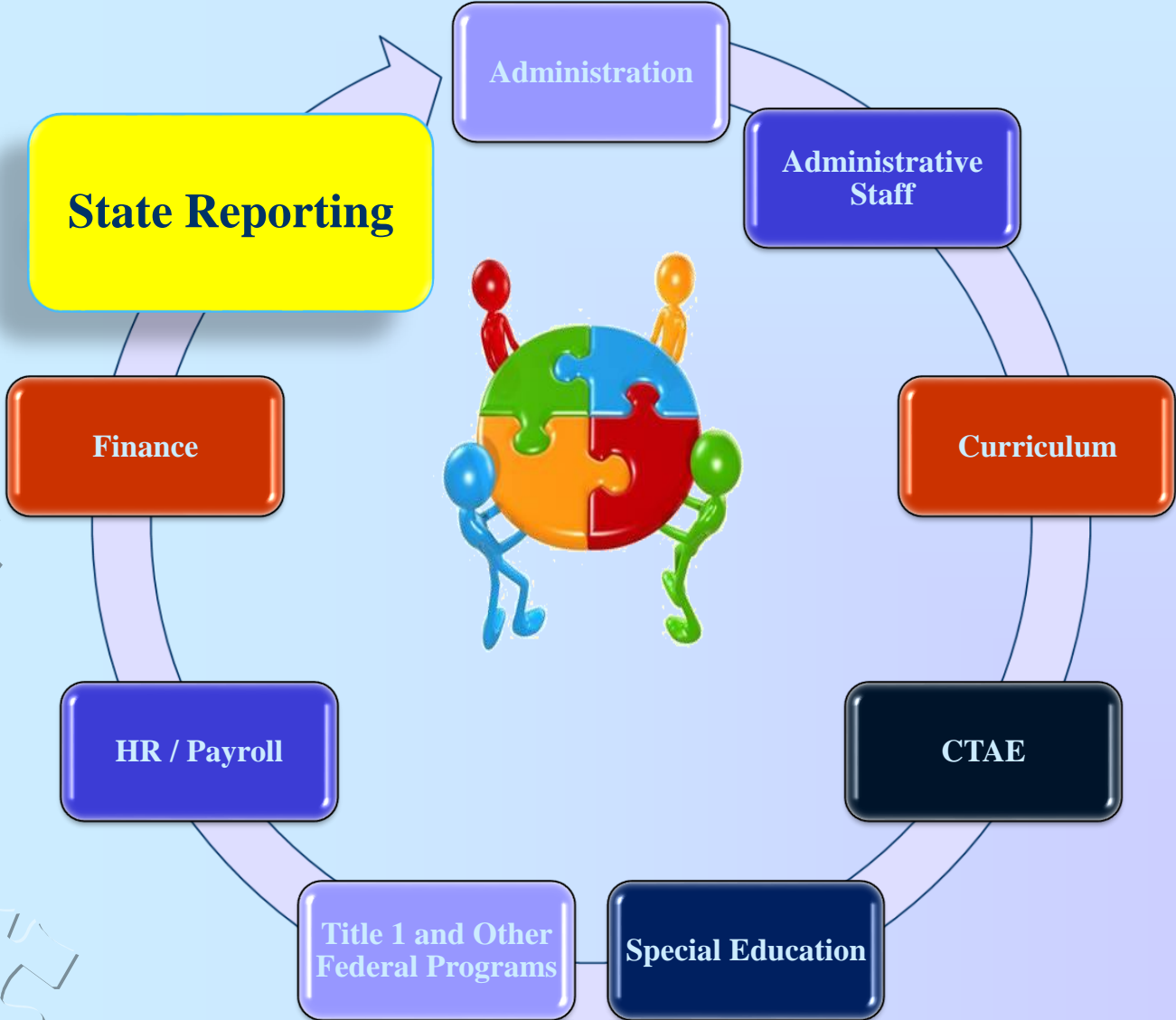
Thank you,

Technology Management Customer Support Center
Georgia Department of Education
Administrative Technology
205 Jesse Hill Jr. Drive, S. E.
1970 Twin Towers East
Atlanta, GA 30334-5080

Creating Your "*Team*"

- Make sure school staff understands their role and responsibility as it relates to collecting and reporting data for state reporting.

- Ensure the appropriate staff maintains proper records and are proactive to correct errors. ***Get a student information system!***

- Require state reporting staff to participate in relevant trainings. EX: New Coordinators Training, Data Collections Conference, Webinars, GSIS, etc.

- Ensure state reporting staff is aware and complying with deadlines and proactively preparing ahead of time.

Creating Your "*Team*"

Administration

Administrative Staff

State Reporting

Curriculum

Finance

CTAE

HR / Payroll

Special Education

Title 1 and Other Federal Programs

First Data Collection 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 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), state assessments, Special Education history, graduation rate, etc.

WHEN

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

NOTE: SSN is still used in GUIDE to positively identify a student. State law requires that you ask for the student's SSN.
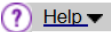
First Data Collection - GUIDE

- You will need a GTID for every student enrolled in your school.

- Make sure your registration form includes all necessary info to find a student previously enrolled in a public school or information needed to generate a GTID. Once created/claimed in GUIDE, you can see the SLDS history of a student.

First Data Collection - GUIDE

Georgia Unique IDentifier for Education (GUIDE)

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

(?) Help ▾

Main Menu

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Sp. Ed. History Report

Collection Mismatch 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

Georgia Department of Education
Richard Woods, State Superintendent of Schools
January 16, 2018 12:07 p.m.

First Data Collection - GUIDE

Georgia Unique IDentifier for Education (GUIDE)

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

? Help ▼

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Current Documentation
GUIDE FILE LAYOUT
GUIDE DATA ELEMENT DETAIL
GUIDE Coordinators List

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	
Middle Name Verified?	0-Middle Name Not Verified ▼
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)	01/16/2018
*Selected District	**Appling County**
*Selected School	

Add   UnDo

Special Ed History Report

Georgia Unique IDentifier for Education (GUIDE)

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

? He

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Current Documentation

GUIDE FILE LAYOUT
GUIDE DATA ELEMENT DETAIL

By GTID	E799 Records	By Claim Date	By Last Name

School: All Schools   **Report Selection:** All Claimed SWD Students List

Claim Start Date: 1/1/2018   **Claim End Date:** 1/16/2018   Get History

Download Data

Special Education Student List For Students Claimed between 1/1/2018 and 1/16/2018

Claim School ID	GTID	Student Name	Primary Area
0103	;09	M	6
0103	l02	Pe	U
0103	l48	Sa	U
0177	'16	Ri	U
0177	;84	Ri	U
0195	;59	Fι	
1050	)83	Se	3

NOTE: Students included in this report have been placed in Special Education (Special Education Events '06', '07', or '08') and have not exited Special Education (event '09','10','11','12','13'). If the Primary Area is missing, then the last district to report this
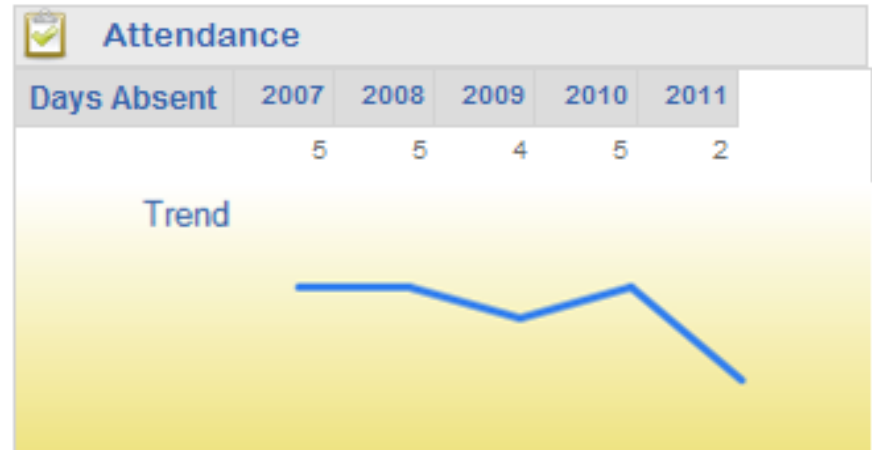
GTID is the Key to Open SLDS

Student Profile
For Smith **, Sara Elizabeth**
(as of school year 2011-2012)

Sample SLDS Record

Demographics

Name:	Smith, Sara Elizabeth
Grade:	09
Gender:	female
Ethnicity:	white, not of hispanic origin
Birth Date:	10 '10/' 1996
Gifted:	
SWD:	Y
Primary Area:	Specific Learning Disability

Attendance

Days Absent	2007	2008	2009	2010	2011
	5	5	4	5	2

Trend

Student Lexile Scores

Smith, Sara Elizabeth
Stretch Lexile Range

1155   1210   1265

Grade 06   Grade 07   Grade 08   Grade 09
2009   2010   2011   2012

Sample SLDS Record

	LANG	MATH	READ	SCIE	SOCI
10-11 Spring CRCT	(3-871)	(3-852)	(3-867)	(3-874)	(3-905)

	WRIT
10-11 Spring G8WT	(2-221)

	LANG	MATH	READ	SCIE	SOCI
09-10 Spring CRCT	(3-864)	(3-870)	(3-859)	(3-960)	(3-898)

CRCT/EOCT/GHSGT/GHSWT/G8WT Legend   1-Did Not Meet   2-Meets   3-Exceeds

The score displayed is the Scale Score for the given subject, except for EOCT, in which case the score represented is the grade conversion.

Enrollment History

Grade Level	Enrollment Date	Withdrawn Date	Withdrawn Reason	District	School	School Year
08	08-05-2010			Cobb County	Dickerson Middle School	2010-2011
	Student with Disability(Specific Learning Disability), Gifted					
07	08-10-2009			Cobb County	Dickerson Middle School	2009-2010
	Student with Disability(Specific Learning Disability), Gifted					
06	08-11-2008			Cobb County	Dickerson Middle School	2008-2009
	Student with Disability(Specific Learning Disability)					
05	08-13-2007			Cobb County	Mount Bethel Elementary School	2007-2008
	Student with Disability(Specific Learning Disability)					
04	08-15-2006			Cobb County	Mount Bethel Elementary School	2006-2007
	Student with Disability(Specific Learning Disability)					

Sample SLDS Record

My Schedule

2017-2018 Active Schedule	Teacher Name
Gwinnett County - Archer High School	
2nd Semester	
23. English Language Arts - 23. English Language Arts	Jacqueline J
🔑 American Literature and Composition - Section 003 (23.0510042)	
27. Mathematics - 27.04 Mathematics, Secondary	re, Sarah B
🔑 GSE Algebra II Students who entered 9th grade in 2008-2009 or after may substitute this course for 27.08300 or 27.06230 or 27.09730 - Section 003 (27.0992002)	
40. Physical Sciences - 40.08 Physics	an, Brian M
🔑 Physics I - Section 004 (40.0810042)	
45. Social Sciences - 45. Social Studies	g, Bruce M
🔑 US History - Section 005 (45.0810042)	
45. Social Sciences - 45.01 Social Science, Secondary, General	el, Brian C
🔑 Advanced Placement Psychology - Section 002 (45.0160012)	
50. Visual Arts - 50.02 Visual Arts/Comprehensive (9-12)	gton, Megan E
🔑 Visual Arts/Comprehensive II - Section 001 (50.0212001)	
Locally Defined - Locally Defined	en, Aisha C
ACADEMIC CONTACT - Section 009 (00.0000159)	
ADVISEMENT 11 - Section 012 (00.0000176)	
Year Long	
Locally Defined - Locally Defined	Adamson, Jason S

Sample SLDS Record

Grades   **Not Official Transcript**

School Year	Marking Period	Subject Area	Course Name	Grade	Credit Hrs
⊟ 2017					
	1st Semester	23.06 English Language Arts, (9-12) Literature, General	Tenth Grade Literature/and Composition (23.0620001)	91	0.5
	1st Semester	27.04 Mathematics, Secondary	GSE Geometry Students who entered 9th grade in 2008-2009 or after may substitute this course for 27.08200 or 27.06220 or 27.09720 (27.0991001)	86	0.5
	1st Semester	36.01 Physical Education, Secondary, General	Principles of Athletic Training /Sports Medicine (36.0150001)	97	0.5
	1st Semester	40.05 Chemistry	Chemistry I (40.0510041)	94	0.5
	1st Semester	45.08 History	World History (45.0830041)	95	0.5
	1st Semester	60.07 High School Spanish	Spanish II (60.0720001)	94	0.5
	2nd Semester	23.06 English Language Arts, (9-12) Literature, General	Tenth Grade Literature/and Composition (23.0620002)	95	0.5
	2nd Semester	27.04 Mathematics, Secondary	GSE Geometry Students who entered 9th grade in 2008-2009 or after may substitute this course for 27.08200 or 27.06220 or 27.09720 (27.0991002)	92	0.5
	2nd Semester	36.01 Physical Education, Secondary, General	Principles of Athletic Training /Sports Medicine (36.0150002)	95	0.5
	2nd Semester	40.05 Chemistry	Chemistry I (40.0510042)	91	0.5
	2nd Semester	45.08 History	World History (45.0830042)	99	0.5
	2nd Semester	60.07 High School Spanish	Spanish II (60.0720002)	96	0.5
⊟ 2016					
	1st Semester	23.06 English Language Arts, (9-12) Literature, General	Ninth Grade Literature/and Composition (23.0610001)	90	0.5
	1st Semester	26.01 Biology, General	Biology I (Grades 9-12) (26.0120041)	91	0.5
	1st Semester	27.04 Mathematics, Secondary	GSE Algebra I Students who entered 9th grade in	93	0.5

Second Data Collection Student Class

WHAT — Student Class is a collection for reporting student schedules.

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

And with Student Record in:
- ❑ June

REQUIRES SUPERINTENDENT SIGN OFF

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.

Other Data Collections

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

Other 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 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

Other Data Collections

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 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

Who 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.

- All preschool children (GRADE LEVEL = "PK")

Other Data Collections
FTE

<u>Who</u> is NOT Funded in FTE?

o Pre-Kindergarten students (funded through DECAL)

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

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

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

o Nonresident, Out-of-state students

o Students who are over 20 (general ed) or 21 (special ed)

Other Data Collections
FTE

- Important Items to Remember:
  - Students should have complete schedules

  - Student must be enrolled on the count day AND have been present at least one of the ten school days prior to the 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. **Get this info during registration!**

Other 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 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

Other 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; Standardized Test Score Comparison Groups; Competitive Grant Awards.

WHEN

❑   **November**

Other Data Collections

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

Other Data Collections Student Record

There are seven levels of Student Record:

1. **System – one per district**
2. **School – one per school**
3. **Student – one per student**
4. **Enrollment – one per enrollment period**
5. **Special Education – for each Special Ed event**
6. **Programs (like Alternative Education) – one record per enrollment in a program**
7. **Student Safety (Discipline) – a record for each incident that is required to be reported**

NOTE: A Student and Enrollment must be sent for any student who was enrolled (attended) for a day or more. Students who registered and never attended (no-shows) are not sent.

REQUIRES SUPERINTENDENT SIGN OFF

Other 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

REQUESTING ASSISTANCE

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

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

REQUESTING ASSISTANCE

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

Please include:
- 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 _and_ 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.

FY 2019 DATA CONFERENCE

Training and Workshops
1. New Coordinators Workshop – Tuesday, August 21, 2018
2. Data Conference - Wednesday, August 22, 2018 – Friday, August 24, 2018

Location: Classic Center in Athens, GA
No registration fee for either event

QUESTIONS & ANSWERS