In-Field FAQs 02.10.19

The In-Field Portal opened January 25, 2019. This year's in-field portal was refined to be more fully inline with program guidance and data collection guidance and rules. Since opening, the in-field team has already addressed some scenarios through coding and others are in the works. Below are several scenarios that LEAs can address. This temporary document is designed to assist LEA staff in working through their data prior to the March 2019 Data Collection. Please note that updates will not be reflected in the in-field portal until all data has been officially transmitted and incorporated (expected May 2019).

	Common Questions	Ideas for Troubleshooting
1	**Content Teacher Out-of-Field** Certification Seems to Make Sense for Course but is showing as out-of-field	• Check CAPS on GaPSC Website to determine if alignment exists for the course. If not, reach out through HR channels to GaPSC and ask about alignment. • Check to see if the teacher holds a W, NT, or SI. If so, they may be out of field. Educators who hold a W, NT, or SI who have taken and passed the GACE should be in-field. Educators with NT in endorsement fields will be in-field once coursework is completed. • Check to see if the educator holds an endorsement, if so ensure that the educator also holds base certification at the same grade level bands in which the teacher is assigned. For example, a teacher with a 6-12 ELA base certificate and ESOL endorsement is not in-field to teach 5th grade ESOL courses.
2	**Content Teacher Out-of-Field** Waiver Code 103 Used in CPI	• Ensure grade level alignment between the course and GACE test.
3	**Content Teacher Out-of-Field** Waiver Code 101, 102, 103, or 105 Used in CPI	• Ensure the code is reported for each applicable assignment and location in CPI.
4	**Content Teacher Out-of-Field** Waiver Code 104 Used in CPI	• Content teachers reported in CPI using waiver code 104 may meet LEA PQ requirements but are automatically out-of-field. Review teacher credentials to see if teacher could be in-field using another charter waiver code. Ensure corresponding documentation is on file for any charter waiver code used.
5	**Content Teacher Out-of-Field** Charter Waiver Code Not Appearing in In-Field even though educator is reported in CPI with a charter waiver code	• Cross reference CPI subject matter code and first two digits of the course code in Student Class to ensure alignment. Numbers should be the same. Reference the Code Files in CPI Data Collection Guidance and Course Numbers in the Curriculum and Instruction webpage. If codes don't match, the charter waiver code will not apply or appear in the in-field portal.
6	**Content Teacher Out-of-Field** Content Teacher in .0 Course is Out-of-Field for Special Education	• Check to see if an '8' or '9' inclusion code was reported in Student Class. If so, ensure an additional teacher is identified for the course.
7	**Content Teacher Out-of-Field** Content Teacher in .0 Course is Out-of-Field for ESOL	• Check to see if you coded 'pull-out' in a content class. If so, ensure an additional teacher is identified for the course. • Check to see if you coded 'pull-out' in an ESOL class. If coded 'pull-out', determine whether this course matches the definition of a 'scheduled' course instead, and if so, then update the coding. • Check to see if you coded 'push-in' in a content class. If so, ensure an additional teacher is identified for the course.

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		• Check to see if you coded 'innovative delivery model' in a content class. If so, we are working to update the in-field portal to reflect different scenarios.
8	**Content Teacher Out-of-Field** Content Teacher in .0 Course is Out-of-Field for Gifted	• Check to see if teacher has NT. NT is out-of-field until converted to SRT.
9	**ESOL Teacher Out-of-Field** ESOL in '55' Course is Out-of-Field, but holds ESOL	• Check to see if you coded 'pull-out' in an ESOL class. If coded 'pull-out', determine whether this course matches the definition of a 'scheduled' course instead, and if so, then update the coding.
10	**AP Teacher Out-of-Field**	• Check to see if 'AP' was the gifted delivery model coded in student class. Ensure records are kept of AP Training AND 10 Contact Hrs. Characteristics of Gifted Students Training.

11	**Special Education Teacher Out-of-Field**
	Teacher scheduled for a .8 class. Holds Special Education certification and content certification
		• Check the in-field portal for the make-up of the class. Is the class composed of students with the GAA flag and students without? If so, the teacher needs Adapted for GAA and General for those without.
		• Check to see if all students are supposed to have GAA flag, but don't:
		   ○ Remember that currently we are reflecting 17-18 GAA and will incorporate 18-19 from Student Record at the end of the year. Check rosters and data reports to make sure students are reported as you expect. This will update on its own with official incorporation of data.
		   ○ Check your SIS. Two LEAs reported that the GAA flag dropped between entry and reporting. This is being addressed but is worth a look.
		• Check to see if content is sufficient for student level. Teachers must hold certification at the highest level of the highest student.

12	**Special Education Teacher Out-of-Field** Teacher holds SpEd General/ECE	• Check to see if this teacher was scheduled outside of P-5. Review the in-field statement for this certification. It enables the educator to be in-field P-5, not 6-12.
13	**Teacher with IN4T Out-of-Field** Hasn't taken the GACE, but is enrolled in a preparation program	• Verify that the teacher is in fact enrolled. For any numbers of reasons, sometimes teachers don't start on time or discontinue coursework. Enrollment info updates nightly. An indicator of enrollment is in the works.
14	**Teacher Out-of-Field** I updated my data, but my teacher is showing as Out-of-Field	• Remember that right now the in-field portal only uses official uploads (October, March, June). Certification (including program enrollment and GACE testing) updates overnight. We are working towards incorporating data more frequently in the future.
15	**Teacher – No Clearance Certificate** Teacher has certification and no clearance certificate	• Work with the GaPSC to get the clearance certificate issued. Do not wait.
16	**Teacher Outside My Agency is On My Report**	• Your LEA is responsible for every student's education. Some LEAs use GAVS, Third-Party Vendors, MOUs between LEAs, GNETS, or shared charters to serve students. Regardless of where the student is receiving education support and services, the LEA is responsible for that placement. All educators affiliated with your students will be reported in

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		your in-field report. Most service providers strive to ensure that teachers have appropriate credentials and some LEAs even have partnerships with service providers like GNETS to help educators earn requisite credentials in hard to staff fields.
17	**Teacher 222-22-2222 Out-of-Field**	• We use 222-22-2222, Student GTID and course code to search for the GAVS teacher's identity on GAVS' rosters. Then the credentials of the GAVS teacher is evaluated for In-Field status. If you are still seeing all 2's, there is something wrong with the match. In some cases, the GTID has not been an exact match and in some cases the course code has not been an exact match.
18	**Teacher 333-33-3333 Out-of-Field**	• This is the Data Collections Student Class placeholder for a teacher providing virtual instruction for which a LEA does not have an SSN. In order to be in-field an SSN must be reported.
19	**Paraprofessional Out-Of-Field** Paraprofessional is Out-Of-Field but is not actually teaching the class, just facilitating online instruction	• Please refer to Data Collections Student Class guidance for how to code this scenario.
20	**Staff Not Teachers Showing Out-of-Field**	• Any Educator reported in Student Class as the primary teacher for a course is subject to in-field. Refer to the Data Collections Student Class Guidance for how you might code these staff members if they are not actually teaching the courses.