

160-5-1-.07 STUDENT AND STAFF DATA COLLECTIONS.

(1) DEFINITIONS.

(a) **Certification** – the process whereby a local school district superintendent officially attests to the fact that data his or her school district has submitted to the Department is accurate.

(b) **Data Reporting** – the process by which local school districts submit, validate, verify and certify student and staff data.

(c) **Georgia Testing Identifier (GTID)** – a unique, unchangeable, random ten digit number containing neither leading or trailing zeroes, nor three or more contiguous numbers that are the same, (ex. 111, 2222, etc.) assigned on a permanent basis to each student enrolled in a publicly funded K-12 Georgia school or program.

(2) REQUIREMENTS.

(a) Local school systems shall report all student and staff information in accordance with the guidelines and timelines as published by the Georgia Department of Education (GaDOE) and posted on the department's website.

(b) Local school systems must certify their data by the annual deadline set by the GaDOE unless the GaDOE has approved a district extension request.

(c) A local school district may request an extension of the certification deadline only in the case of an unforeseen or emergency situation. A request to extend the deadline must be made in writing as specified by the GaDOE.

(d) Local school systems shall maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

(e) A student who is not in attendance on the first day of school but was expected based on prior year enrollment, shall be withdrawn as a no-show student and shall not be included in any enrollment or attendance counts.

(f) All new student-level data elements must be posted for public comment for 60 days.

(g) Georgia Testing Identifier.

1. Each student enrolling or enrolled in a publicly funded K-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.

2. The department shall provide, to each local school system, an electronic data system for the creation, tracking and maintenance of the GTID.

3. Local school systems shall accurately record the GTID on all state assessment answer documents whether this is accomplished through a pre-printed label, manually bubbled in by hand, or other GaDOE approved method.

4. The GTID shall be the primary student identifier for all reports and files submitted to the GaDOE, including all state assessments, programs and funding activities as well as federal programs and funding activities unless specifically exempted by the GaDOE.

5. All local boards of education shall include the GTID on all transcript records whether electronic or in print.

6. All local boards of education shall require student GTIDs be printed on student report cards.

Authority O.C.G.A. § 20-2-160; 20-2-182; 20-2-320; 20-2-664; 20-2-665; 20-2-697; 20-2-740.

Adopted: July 20, 2017

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