FY20 In-Field Webinar

02.14.20
Disclaimer

• The information in the presentation is the most current information available on In-field Reporting as of 02.14.20. As with any evolving system, updates will continue to be made in guidance and in coding. Please access the website [www.gadoe.org](http://www.gadoe.org) for the most current In-field documentation. If there are any questions, please email [professionalqualifications@doe.k12.ga.us](mailto:professionalqualifications@doe.k12.ga.us) and copy your assigned specialist.
Presenters

Ken Banter  
Title I, Part A Senior Program Manager  
Georgia Department of Education

Jackson Alley  
Data Analyst  
Georgia Professional Standards Commission
GaDOE PQ/In-Field Support

Professional Qualifications & ESSA In-Field Reporting

Under the reauthorization of the Elementary and Secondary Education Act of 1965 as the Every Student Succeeds Act (ESSA) of 2015, Highly Qualified (HQ) is no longer required or reported to the United States Department of Education (USDE). Instead, ESSA, under Title I, Part A, says that state education agencies (SEAs) and local education agencies (LEAs) must ensure teachers meet applicable state certification requirements. In Georgia, under the Official Code of Georgia Annotated (O.C.G.A.), state certification requirements are established by the Georgia Professional Standards Commission (GaPSC). However, Georgia law allows LEAs to waive certification requirements in Title II if the LEA has an approved Charter or Strategic Waiver Application. LEAs that waive state certification must establish professional qualifications (PQ) for their teachers and report the requirements in their annual ESSA application - the Consolidated LEA Improvement Plan (CLIP). In Georgia, professional qualification requirements apply to all teachers in all local education agencies.

In addition, ESSA requires SEAs to report information on the qualifications of teachers including out-of-field. In Georgia, this is done at the close of each school year and is based on data submitted by LEAs (CPI, Teacher Course, Student Record) as cross-referenced with GaPSC certification records. In Georgia, out-of-field is determined using the GaPSC’s in-field requirements as listed in the Certification/ Curriculum Assignment Policies System (CAPS). If certification is waived, teachers may meet in-field requirements using equivalent qualifications (degree, coursework, or content area assessment).

For more detailed information about professional qualifications and reporting requirements, please use the resources below.

GaDOE > Offices & Divisions > School Improvement/ Federal Programs > Resources

“Professional Qualifications and Related Reporting Requirements”
The PQ/ In-Field Implementation Guide is an authoritative document that guides local education agencies (LEAs) in their efforts to implement federal, state and local requirements related to professional qualifications and in-field reporting in Georgia. This document is a living document that is updated as guidance becomes available. The most current version is always available on the GaDOE website.
Reminders

• Today’s focus is on In-Field and NOT Professional Qualifications
  • We will have another In-Field webinar May 21st 9:30 AM – Save the Date!

• Spring Data Collections Submission Final Date for CPI and Student Class is March 26, 2020
  • Calendar is on Data Collections Webpage

• Reach out for technical assistance before second submission
Reminders

• Current In-Field reflects:
  • The most recent official data collections submission for CPI
  • The most recent official data collections submission for Student Class
  • The most recent official data collections submission with GAA Flag for Student Record
  • Daily certification records (including GACE assessments)
  • Daily verification of program enrollment (GaTAPP)

• Final In-Field Reports will come from summer collections and final certification records as of June 30.

• Updates to CPI and Student Class will NOT appear until the next official collection is merged in the portal. Updates to certification will appear overnight.
Provisioning Users

• If you are the Account Manager, you can provision users on www.gapsc.org

• Contact your Account Manager within your District if you do not have an account for www.gapsc.org

• Levels and roles same as prior year
  • Building-level
  • System-level
Accessing the In-Field Portal

*Attention: Please note the new HR line hours below.

To contact the GaPSC, please call:

- **404-334-6462** – (inside the metro Atlanta area)
- **800-390-6698** – (outside the metro Atlanta area)

These numbers are available every weekday from 12:30 pm – 4:30 pm, excluding Tuesday’s and holidays. The HR line will be closed every Tuesday through fall CPI so staff can focus on case processing.

**NOTE:**

Voicemail is available during the HR line hours listed above. If the HR Specialists are assisting other HR line callers, your call will be returned in the order in which it was received. You can also contact the Certification Helpdesk by emailing us at certhelp@gapsc.com.

Please remember **not** to share these numbers or email with the general public.
Accessing the In-Field Portal

In-field System

Documentation
ESSA In-Field Updates for FY20
For further assistance email: infield@gapsc.com

Find an educator

SSN OR Certificate Number Search Educator

First name Last name Search By Names

Select Records

Academic Year & Data Cycle
2020-1

System
-- Select one system --

School Buildings
All Schools

Type
Teachers

Content Status
Subject to In-field rules

Services Status
Subject to In-field rules

Search System Report Building Report

Locate an educator directly without looking through the list.
New Feature – Content/Services Status with Educator Search

Find an educator

<table>
<thead>
<tr>
<th>SSN</th>
<th>OR Certificate Number</th>
<th>Search Educator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

First name | Last name | Search By Names |
<table>
<thead>
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<tbody>
<tr>
<td></td>
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</table>

Search Results

<table>
<thead>
<tr>
<th>SSN</th>
<th>Cert ID</th>
<th>Name</th>
<th>Course</th>
<th>System</th>
<th>School</th>
<th>Content Status</th>
<th>Services Status</th>
<th>Overall Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>653715</td>
<td>27.02200 Mathematics/Grade 7</td>
<td>In-field</td>
<td>Out-of-field</td>
<td>Out-of-field</td>
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<tr>
<td>653715</td>
<td>27.02200 Mathematics/Grade 7</td>
<td>In-field</td>
<td>Out-of-field</td>
<td>In-field</td>
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<tr>
<td>653715</td>
<td>35.01800 Study Skills 7</td>
<td>In-field</td>
<td>Out-of-field</td>
<td>In-field</td>
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<tr>
<td>653715</td>
<td>45.00800 Social Studies/Grade 7</td>
<td>In-field</td>
<td>Out-of-field</td>
<td>Out-of-field</td>
<td></td>
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</table>
Accessing the In-Field Portal

In-field System

Documentation
ESSA In-Field Updates for FY19
For further assistance email: infield@gapsc.com

Find an educator
SSN OR Certificate Number

Search Educator

First name Last name

Search By Names

Select Records

Academic Year & Data Cycle
2020-1

School Buildings
All Schools

Content Status
Subject to In-field rules

Search System Report

Building Report
Accessing the In-Field Portal

In-field System

Documentation
ESSA In-Field Updates for FY19
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Find an educator

SSN OR Certificate Number Search Educator

First name Last name Search By Names

Select Records

Academic Year & Data Cycle

2020-1

School Buildings

All Schools

Content Status

Subject to In-field rules

System

-- Select one system --

Type

Teachers

Services Status

Subject to In-field rules

Search System Report

Building Report

New Field

In-field
Out-of-field
Subject to In-field rules
Not Subject to In-field rules
All
Accessing the In-Field Portal

In-field System

Documentation

ESSA In-Field Updates for FY19
For further assistance email: infield@gapsc.com

Find an educator

SSN [ ] OR Certificate Number [ ] Search Educator

First name [ ] Last name [ ] Search By Names

Select Records

Academic Year & Data Cycle
2020-1

School Buildings
All Schools

Content Status
Subject to In-field rules

System
-- Select one system --

Type
Teachers

Services Status
Subject to In-field rules

Search System Report Building Report
# The In-Field Portal – System Report

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>System Wide</td>
<td>13.7%</td>
<td>8.2%</td>
<td>27.5%</td>
<td>17.4%</td>
<td>0%</td>
<td>7.7%</td>
<td>4.3%</td>
<td>0%</td>
<td>19.5%</td>
<td>12.6%</td>
<td>0%</td>
</tr>
<tr>
<td>XXX County High School</td>
<td>13%</td>
<td>13.3%</td>
<td>20.4%</td>
<td>32%</td>
<td>0%</td>
<td>8.1%</td>
<td>7.1%</td>
<td>0%</td>
<td>11.5%</td>
<td>7.4%</td>
<td>0%</td>
</tr>
<tr>
<td>XXX County Elementary School</td>
<td>13.3%</td>
<td>0%</td>
<td>33.3%</td>
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<td>0%</td>
<td>11.1%</td>
<td>0%</td>
<td>0%</td>
<td>4.8%</td>
<td>4.5%</td>
<td>0%</td>
</tr>
<tr>
<td>XXX County Middle School</td>
<td>18.6%</td>
<td>5.3%</td>
<td>37.5%</td>
<td>0%</td>
<td>0%</td>
<td>12.5%</td>
<td>5.9%</td>
<td>0%</td>
<td>30%</td>
<td>37.5%</td>
<td>0%</td>
</tr>
<tr>
<td>XXX County Primary School</td>
<td>19.4%</td>
<td>3.7%</td>
<td>56%</td>
<td>0%</td>
<td>0%</td>
<td>6.1%</td>
<td>0%</td>
<td>0%</td>
<td>44.4%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>XXX Elementary School</td>
<td>7.1%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>15.8%</td>
<td>5.3%</td>
<td>0%</td>
</tr>
<tr>
<td>XXX Elementary School</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
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</tr>
</tbody>
</table>
The In-Field Portal

- **Printable View** – prints all rows on all pages of the list.
- **Data View** – generates a file from all rows on all pages of the list.
### Select Records

**Academic Year & Data Cycle**
- 2020-1

**School Buildings**
- All Schools

**Content Status**
- Subject to In-field rules

**System**
- [Select System]

**Type**
- Teachers

**Services Status**
- Subject to In-field rules

### Search
- Search
- System Report
- Building Report

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### In-field by certification

- By certification
- By waiver
- By GACE
- Not In-field

### CC No Clearance Certificate

- [Select CC No Clearance Certificate]

### REV Certificate Revoked

- [Select REV Certificate Revoked]

### Content OK needs

- [Select Content OK needs]

### Content OK needs ESOL

- [Select Content OK needs ESOL]

### Content not met

- [Select Content not met]

### IN4 req not met

- [Select IN4 req not met]

### Course not in CAPS

- [Select Course not in CAPS]

### Overall Status

- [Select Overall Status]

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<table>
<thead>
<tr>
<th>SSN</th>
<th>Cert ID</th>
<th>Name</th>
<th>School</th>
<th>Course Number</th>
<th>Grade(s)</th>
<th>Students</th>
<th>Content Status</th>
<th>Services Status</th>
<th>Overall Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>652925</td>
<td></td>
<td>Boatright, Enka</td>
<td></td>
<td>55.004000 ESOL/Grade 3</td>
<td>3</td>
<td>9</td>
<td>In-field</td>
<td>Out-of-field</td>
<td>Out-of-field</td>
</tr>
<tr>
<td>263047</td>
<td></td>
<td>Boatright, Sheila</td>
<td></td>
<td>23.013000 Language Arts/Grade 8</td>
<td>8</td>
<td>75</td>
<td>Out-of-field</td>
<td>In-Field</td>
<td>Out-of-field</td>
</tr>
</tbody>
</table>

**Click SSN or enter Cert ID for Details on Content and Service Status**
Flag indicates In-field status
All courses appear as ‘.0’
EIP, AP, IB # – New for 2020
# of students w SpEd flag
Additional Teacher Listed with Service
Click SSN/ Cert ID for Details
The In-Field Portal

Determining In-Field for Content by Certification
1. Compare the course number for a teacher’s entry in Student Class to course definitions in CAPS.
2. Does the teacher hold suitable certification in an appropriate field listed in CAPS for that course number?

Determining In-Field for Service by Delivery Model and Certification
1. Compare the Cert ID for a teacher to the Delivery Model.
2. Does the teacher hold suitable certification for the delivery model?

Determining In-Field for Content, ESOL, or Gifted by Charter Waiver Code
1. Compare the course number for a teacher’s entry in Student Class to course definitions in CAPS.
2. Does the teacher have a waiver code in CPI for the subject code for that course number and each location?

NOTE: Special Education Teachers must hold certification in a special education field
Updates

• Updates
  • In-field Portal User Interface
  • Infield & PQ Implementation Guide and Quick Guides—updated (02.06.20)

• Areas to Watch
  • New Delivery Models – Special Education and EIP
  • New CPI Report Assurance – AP and IB (Look for guidance from Data Collections on completing the CPI Report)
  • GAVS – use of correct teacher code (222-22-2222), student GTID and same course code
Accessing Staff Reports
Next Steps

• Check records NOW – don’t wait
  • Work Internally First
    • Don’t forget that In-Field is a snapshot of the most recent official collection – it will not show daily transmissions. If you have already fixed it – don’t worry
    • Check employee credentials against assignment. If they don’t have the credentials and you want the individual to have the credentials, work with GaPSC to make it happen. In-Field is a reporting requirement not a mandate.
    • Ensure reporting accurately reflects what is happening. Do not change reporting if it is accurate.
    • If a scenario seems to reflect the guidance and rules, but is still showing as ‘out-of-field’ contact professionalqualifications@doe.k12.ga.us
Questions? Who to Contact…

• If you have questions regarding CPI or Student Class, you should contact Data Collections
  • Sharon Armour 404-657-1064 sarmour@doe.k12.ga.us
    Data Collections Specialist (Student Class, Course Table Maintenance)
  • Katie Green 404-463-1946 kagreen@doe.k12.ga.us
    Data Collections Specialist (CPI, Free and Reduced Meal)

• If your LEA has questions about PQ/In-Field guidance contact GaDOE Program Staff or email
  professionalqualifications@doe.k12.ga.us

• If your LEA has questions about In-Field portal on GaPSC.org- email infield@gapsc.com and copy
  professionalqualifications@doe.k12.ga.us
Next FY20 In-Field Updates Webinar

Friday 2.21.20 at 2:00 PM