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

GEORGIA DEPARTMENT OF EDUCATION (GADOE)

Office of Technology Services - Technology Management

FY2018 GUIDE Data Element Detail

DOCUMENT REVISION UPDATES

REVISION DATE	DATA ELEMENTS AFFECTED	COMMENTS
7/12/2017		Initial Data Element Detail FY2018

GUIDE DATA ELEMENTS

GUIDE Data Element Detail

DATE OF BIRTH - Date of student's birth in yyyymmdd format.

ETHNICITY - Indicates if the student is Hispanic or Latino. ETHNICITY is not part of race indicators. A positive indicator of Hispanic or Latino heritage is 'H'. 'N' indicates the student is not Hispanic or Latino.

FIRST, MIDDLE, AND LAST NAME - Each name is a 30-character text field. Names may only contain letters, a space, and these 3 special characters: hyphen (-) as in Smith-Jones, period (.) as in St. James, and single quote (') as in La'Tisha.

The legal name of the student is the most critical piece of data used by the matching engine to look for an existing GTID record. Enter the legal name, exactly as it is on the birth certificate. If there are 2 names in a single field with a space between, for ex. Mary Beth, then do not type MaryBeth. The student's name and SUFFIX (if present) should be entered in GUIDE exactly as it is on the birth certificate even if the parent says a name is misspelled. The entry of the names must be consistent from one district to another because that same birth certificate is what the next district will also see if the student transfers. (Put the name as the parent wants it to appear on report cards and rosters in a nickname field. Check with your SIS helpdesk if you need to know where to enter a nickname.)

FISCAL YEAR is the year of record. The FISCAL YEAR is the 4-digit year at the end of the school calendar. For example, the FISCAL YEAR is 2014 for the school year 2013-2014.

GENDER - Identifies the student's gender and must equal one of the following codes: 'F' = Female or 'M' = Male. The GENDER data element is not required by law to be verified with the birth certificate. Check the gender entered on the registration form.

GTID - The GTID (Georgia Testing IDentifier) is a 10-digit number randomly assigned by the application so no one can guess what a student's GTID is or what the next number assigned will be. The GTID is used in all GaDOE Data Collections to positively identify a student. The GTID is only used to link educational records. The use of a GTID is restricted to educational purposes.

LAST DISTRICT TO UPDATE - Sometimes called a claim, this is the last district that changed any data in this student's GTID record. To see the history of changes to any of a student's identity data or district/school claim data, click on the GUIDE Transaction Log.

LAST SCHOOL TO UPDATE - Sometimes called a claim, this is the last school that changed any data in this student's GTID record. To see the history of changes to any of a student's identity data or district/school claim data, click on the GUIDE Transaction Log.

LAST UPDATED - Date and time stamp for the last update to this GTID. To see the history of changes to any of a student's identity data or district/school claim data, click on the GUIDE Transaction Log.

LAST UPDATED BY USER - User that last updated this GTID. To see the history of changes to any of a student's identity data or district/school claim data, click on the GUIDE Transaction Log.

LOCAL STUDENT ID - This field is not required by the GUIDE application but may be required by your SIS. This element is frequently required by the SIS to match the record back to the SIS record after a GTID is created.

MIDDLE NAME VERIFICATION was added in February 2015 at the request of school districts that were working to improve their student identity data integrity. Verifying the **STUDENT MIDDLE NAME** gives the district better feedback on their HOME page Data Integrity Report. This data element is at the end of the GUIDE extract layout, in position 222. Entering a verification code is **optional. A verification code should only be entered if the STUDENT MIDDLE NAME has been verified with the birth certificate.** If this element is uploaded as blank, it will default to a '0', not yet unverified.

There are four choices for the data element:
0 = **STUDENT MIDDLE NAME** has not been verified against student's birth certificate.
1 = Verified that the **STUDENT MIDDLE NAME** is one letter long.
2 = Verified that the **STUDENT MIDDLE NAME** is a name, 2 or more letters long.
3 = Verified that the student has no middle name or initial.

If the student's middle name has been verified as a middle initial only, then mark the **MIDDLE NAME VERIFICATION** element as a '1' in the SIS, the code for 'verified that the **STUDENT MIDDLE NAME** is one letter long'. When a student's record is uploaded with a '1' in **MIDDLE NAME VERIFICATION** position in the layout, that student will not be included in the extract of students with only a middle initial. The extract of students will now include only students with only a middle initial and a blank **MIDDLE NAME VERIFICATION** or a **MIDDLE NAME VERIFICATION** that is not '1'.

Similarly, if a student has no middle name and that has been verified with the birth certificate, then mark the **MIDDLE NAME VERIFICATION** element as a '3' in the SIS, the code for 'verified that the student has no middle name or initial'. When a student's record is uploaded with a '3' in the **MIDDLE NAME VERIFICATION** position in the layout, that student will not be included in the extract of students a blank middle name. The extract of students will now include only students with a blank middle name and a **MIDDLE NAME VERIFICATION** or a **MIDDLE NAME VERIFICATION** that is not '3'.

PARENT / GUARDIAN - Indicates the first name and last name of a parent or guardian. Name format should be First Name space Last Name. This name is for reference only and will be displayed to help the user make a decision during Near Match Resolution. Only one parent name is required to be in the field but both names of the parents may be entered. This is a 60-character field. If the SIS stores 2 names of parents (first and last) in separate fields and only 1 parent's name will be extracted to the PARENT / GUARDIAN name field, then please extract the mother's name. This name does not have to be the parent's full legal name, and does not have to be found on the student's birth certificate.

RACE - There are five race indicators that can each be set to a positive indicator or no for a student. More than one can apply. The student must have at least one race indicator, even if ETHNICITY is positive for Hispanic/Latino.
     RACE INDIAN must be 'I' or 'N'
     RACE ASIAN must be 'S' or 'N'
     RACE BLACK must be 'B' or 'N'
     RACE PACIFIC must be 'P' or 'N'

RACE WHITE must be 'W' or 'N'

RECORD TYPE is a code that identifies each record as an ID record. Always = 'GID'.

SCHOOL ENTRY DATE -The SCHOOL ENTRY DATE does not need to be updated every year. The SCHOOL ENTRY DATE must be updated when a student changes schools. The SCHOOL ENTRY DATE displayed on a record could be several years old if a student has not changed schools in several years. Because the purpose of an upload file is to claim new students, in an upload file the SCHOOL ENTRY DATE must be the date of the student's entry into the school this school year. In an upload file, SCHOOL ENTRY DATE must be a valid date in the current fiscal year.

SSN/STUDENT ID - Student's SOCIAL SECURITY NUMBER/STUDENT ID or a state-approved pseudo-Social Security-like number. SSN/STUDENT ID is a unique identifier for each student reported in any Georgia public school system. From GaBOE Rule 160-5-1-.28 and state law O.C.G.A. § 20-2-150, "before the final enrollment of a student to a publicly-funded Georgia school is complete, a parent, guardian, or other person shall provide a copy of the enrolling student's social security number to the proper school authorities or shall complete and sign a form stating the individual does not wish to provide the social security number." Pseudo-SSNs are issued by the school or district only when a student's parents refuse to allow the student's real SSN to be used to positively identify their student and the parent signs a waiver. This waiver is a district generated form. Once a waiver is signed, that pseudo-SSN takes the place of a real SSN. The pseudo-SSN stays with the student like a real SSN until the student graduates from high school. If a student enrolls and the parents do not have the SSN card with them, do NOT issue another pseudo-SSN. Check any withdrawal documents the student brings with him/her for identity information like the GTID and a pseudo-SSN previously assigned. If the student does not have any withdrawal documents, look the student up in GUIDE. If the student has a pseudo-SSN starting with 999, use the pseudo-SSN already assigned to the student. If the student gave the SSN to the last district, ask the parents to use the SSN again. If they agree, use the SSN found in GUIDE. If not, get them to sign the waiver and use the pseudo-SSN already assigned to this student - visible on the Error Report, Discrepancy Resolution report, and on a View Student Detail page after searching for a student. If a student has an SSN card with the statement: **"VALID FOR WORK ONLY WITH DHS AUTHORIZATION"** you may use that SSN in the SSN field. This is a valid SSN. The Social Security Administration issues this type of card to people lawfully admitted to the United States on a temporary basis who have DHS authorization to work. This is a valid identifier and unique to each person.

STUDENT STATUS - This field is calculated at GaDOE, not a field from the SIS that is sent in with the record to GUIDE. In the summertime, after the close of SR, if a student is over 21 years old, he/she will be marked 'over-age'. If the student is withdrawn 'G' for graduated in SR, then the STUDENT STATUS in GUIDE will be 'Student Graduated'. If the student is withdrawn 'O' in SR, then the STUDENT STATUS in GUIDE will be 'Inactive Adult Ed/Postsecondary'. If the student is still active in your district, Reactivate the student by clicking on the Discrepancy code (D015 or D016) and then confirming this is the correct student and the student's ID should be considered active. If the student is withdrawn with a 'D' for deceased in SR, the Student Status will indicate 'deceased' in GUIDE. A user cannot Reactivate a student who has been withdrawn 'deceased'. If the withdrawal code was entered incorrectly for the student, contact the GaDOE Helpdesk for assistance.

SUFFIX - The suffix field must be one of the suffixes listed in the GaDOE Guidelines for Extracting Names document included at the end of this HELP document and posted on the GaDOE Data Collections website.