

Georgia Unique Identifier for Education (GUIDE) – Introduction

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August 20, 2019



Today's Agenda

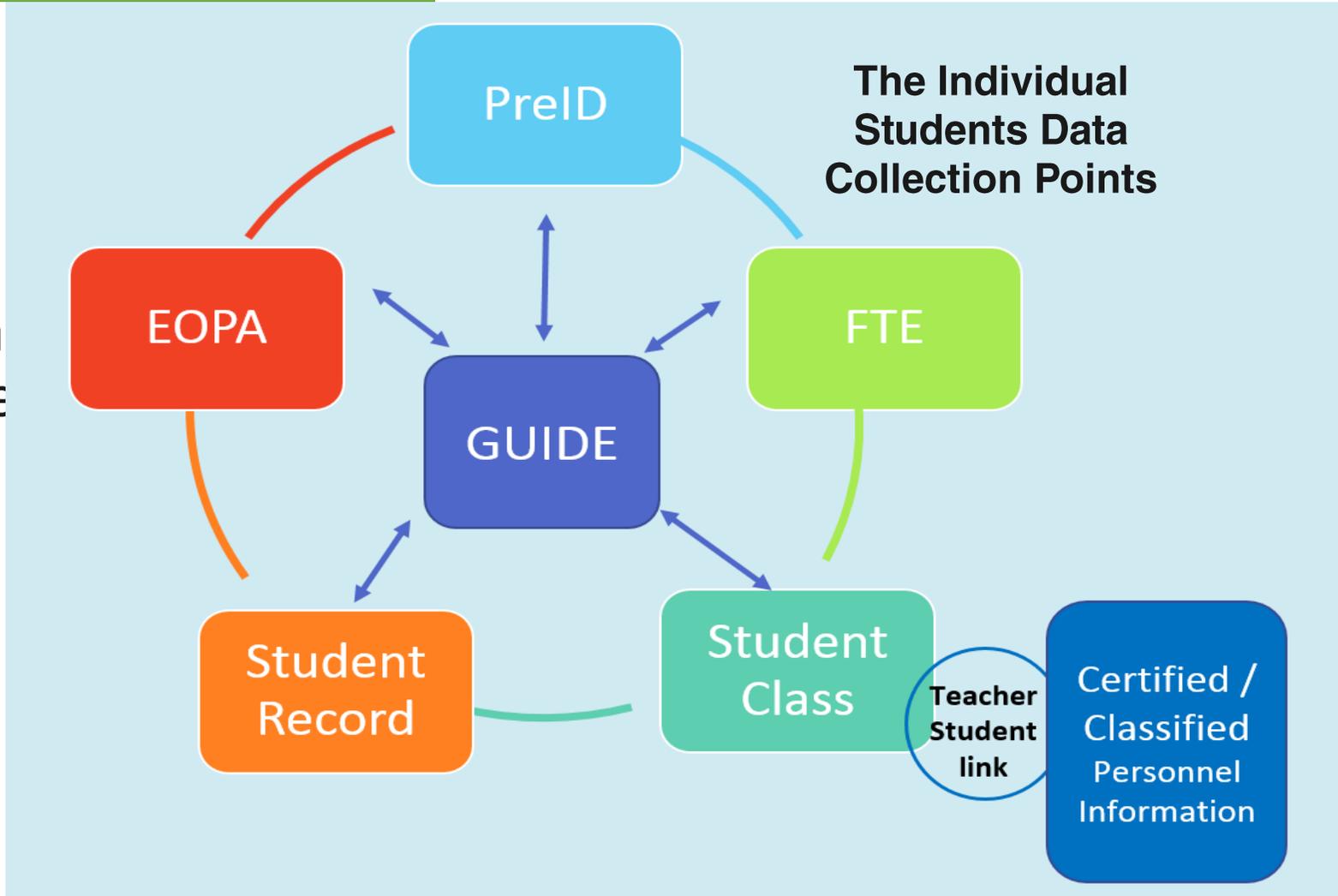
- What is a GTID?
- Importance of the GTID.
- What are the identity elements used to get a GTID?
- Name Processing Rules.
- What is a Claim?
- What is GUIDE?
- GUIDE Messages and Help.
- Where are GUIDE Documents located?
- Still need help?
- Questions?

What is a GTID?

- GTID is the Georgia Testing Identifier.
- 10-digit randomly assigned number
- Does not change throughout the student's PK-12 education.
- Must be used during all collections when reporting student information to make sure the student identity data matches.
- Must be used for all reports and files on the student submitted to the GaDOE.
- Must be used on all printed and electronic transcripts and report cards.

Importance of the GTID

The GTID is used in all collections when reporting student information to the Georgia Department of Education (GaDOE).



What are the Identity Elements Used to Get a GTID?

GUIDE Identity Elements

First Name

Middle Name

Last Name

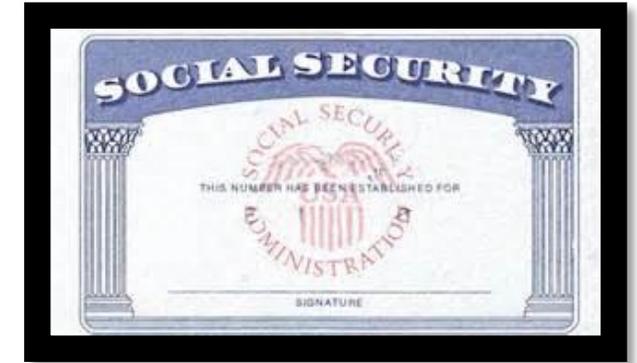
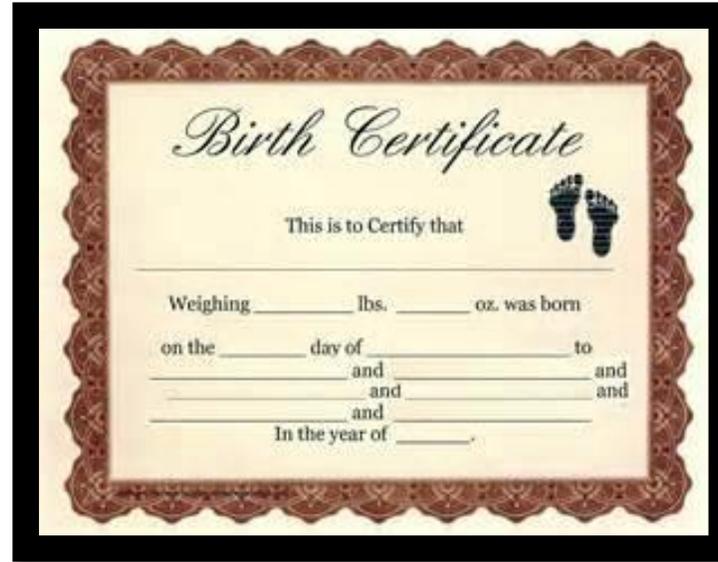
Gender

SSN

Birth Month

Birth Day

Birth Year



Check with your Student Information System (SIS) to see if you can scan a copy of these important documents and store them as attachments to the student's record.

Identity elements make a student unique and should not change. This data is referenced on legal documents (birth certificate, SSN card, and court documents).

Reference rules:

SBOE Rule [160-5-1-.28](#)

SBOE Rule [160-5-1-.07](#)

O.C.G.A. § [20-2-150](#)

Name Processing Rules

FY2020 GUIDE Resources - <https://www.gadoe.org/Technology-Services/Data-Collections/Pages/FY2020-GUIDE-Resources.aspx>

Home → Technology Services → Technology Services → Data Collections → FY2020 GUIDE Resources

- General Information
- Data Collection Documentation
- Data Collection Overview
- Data Conference
- GaDOE Name Processing Rules
- Georgia Student Data Privacy, Accessibility, and Transparency Act

FY2020 GUIDE Resources

Name: no complex characters like: **Reneé**, **Bjørg**, **Frída**, or **Анастасия** (Anastasia in Belarus)

The GUIDE system is used by district and school personnel to generate unique IDs for all of Georgia's public school students in grades KK - 12.

GUIDE Resources

- GUIDE Data Element Detail
- GUIDE FAQ's
- GaDOE Name Processing Rules
- How to Translate a Foreign Birth Certificate
- Student Identity Data Reminders

Only special characters in a name are:

- hyphen (*Sanchez-Garcia*),
- space (*Smith – Jones*),
- period (*Jill St. John*), and
- single quote (*La'Mont* or *O'Brien*)

Other rules in the document, like

- Last name should not have comma or suffix (*Smith, Jr.*)

Prior year GUIDE resources

What is a Claim?

A claim occurs when a user updates the school assignment for a student. The school assignment is called the **Last District To Update** and is displayed at the bottom of the *View Student Detail* page.

Importance of a Claim?

- No history found in SLDS
- New school won't know the student was receiving special services
- Testing and/or qualification to get special service is very time consuming. So failure to positively identify a student can have a huge impact on workload.

View Student Detail

This page displays detailed student information and provides the ability to claim a student or edit a student's GUIDE record. Required fields are noted in red with *.

To claim a student or to edit a GUIDE record, **you must first select the school.**

Claim: To claim this student, select the new school of enrollment and enter the School Entry Date. When you are ready to submit, press the Claim button.

Update: To edit this student's identity data, enter your changes into the fields below. When you are ready to submit your changes, press the Update button.

*Select a School		River Road Elementary School-4066
Data Element	Existing GUIDE Record	Update Record
GTID	Personal info protected by FERPA	
*Last Name		
*First Name		
Middle Name		
Middle Name Verified?		
Suffix		
*SSN/Student ID		
*Gender		
*DOB (MM/DD/YYYY)		
Local Student ID		
*Parent/Guardian		
*Ethnic Hispanic		
*Race American-Indian		
*Race Asian		
*Race Black		
*Race Pacific		
*Race White		
*School Entry Date(MM/DD/YYYY)	08/08/2018	08/08/2018
Last Updated	07/05/2018 03:04:05 PM	
Last Updated By User	Brown, Janie (brown.jane.g@muscogee.k12.ga.us)	
Student Status	Active	
Last District to Update:	Muscogee County Updated:07/05/2018 03:14:08 PM	
Last School to Update:	River Road Elementary School Updated:07/05/2018 03:14:08 PM	

GUIDE

WHAT

GUIDE is an electronic data system for the creation, tracking, and maintenance of the GTID.

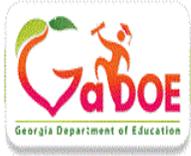
WHY

The State Board of Education (SBOE) has passed a rule that says the Department of Education (DOE) shall provide an electronic data system for the creation, tracking, and maintenance of the GTID. GUIDE fulfills the requirements of State Board Rule [160-5-1-.07 STUDENT AND STAFF DATA COLLECTIONS](#).

WHEN

Each student enrolling or enrolled in a publicly funded PK-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.

Getting Familiar with GUIDE Messages



Georgia Unique Identifier for Education (GUIDE)

You have New Message(s)

Current Login: Patricia Miller(pmiller@doe.k12.ga.us)

? Help ▾

Main Menu

[Search / Update / Claim](#)
[Add Single Student](#)
[File Upload](#)
[Discrepancy Resolution](#)
[Near Match Resolution](#)
[Request Additional Pseudo Numbers](#)
[Home](#)

[LOG OUT](#)

Reports

[Error Report](#)
[Download IDs](#)
[Claimed OUT Report](#)
[Claimed IN Report](#)
[Transmission Verification](#)
[Sp. Ed. History Report](#)
[EL History Report](#)

Current Documentation

[GUIDE FILE LAYOUT](#)
[GUIDE DATA ELEMENT DETAIL](#)
[GUIDE Coordinators List](#)
[GUIDE FAQs](#)

Click on 'You have New Message(s)' to display Messages.

Getting Familiar – GUIDE Messages

Welcome to Guide

08-14-2019

- Complex characters are causing file upload failure in Student Class. If you are getting a file upload failure (and no email stating the reason for the failure) in Student Class, extract all your active students and upload to GUIDE. We have put an error in GUIDE, E1336, that will tell you what students have these complex or invalid special characters in their name. Fix the name in your SIS and re-upload to GUIDE and SC.

Getting Familiar – GUIDE Help



Georgia Unique Identifier for Education (GUIDE)

[You have New Message\(s\)](#)

Current Login: [Patricha Miller\(pmiller@doe.k12.ga.us\)](#)

Main Menu

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Current Documentation

[GUIDE FILE LAYOUT](#)
[GUIDE DATA ELEMENT DETAIL](#)
[GUIDE Coordinators List](#)
[GUIDE FAQs](#)

- GUIDE has a very in-depth Help File
- From the GUIDE main screen, click on 
- You can select specific topics including but not limited to
 - Discrepancy Resolution
 - Error Report which includes the error definition and possible solution.
 - GUIDE Provisioning

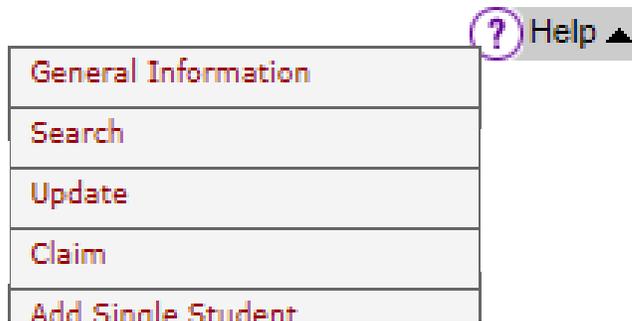
Select This District

 Help

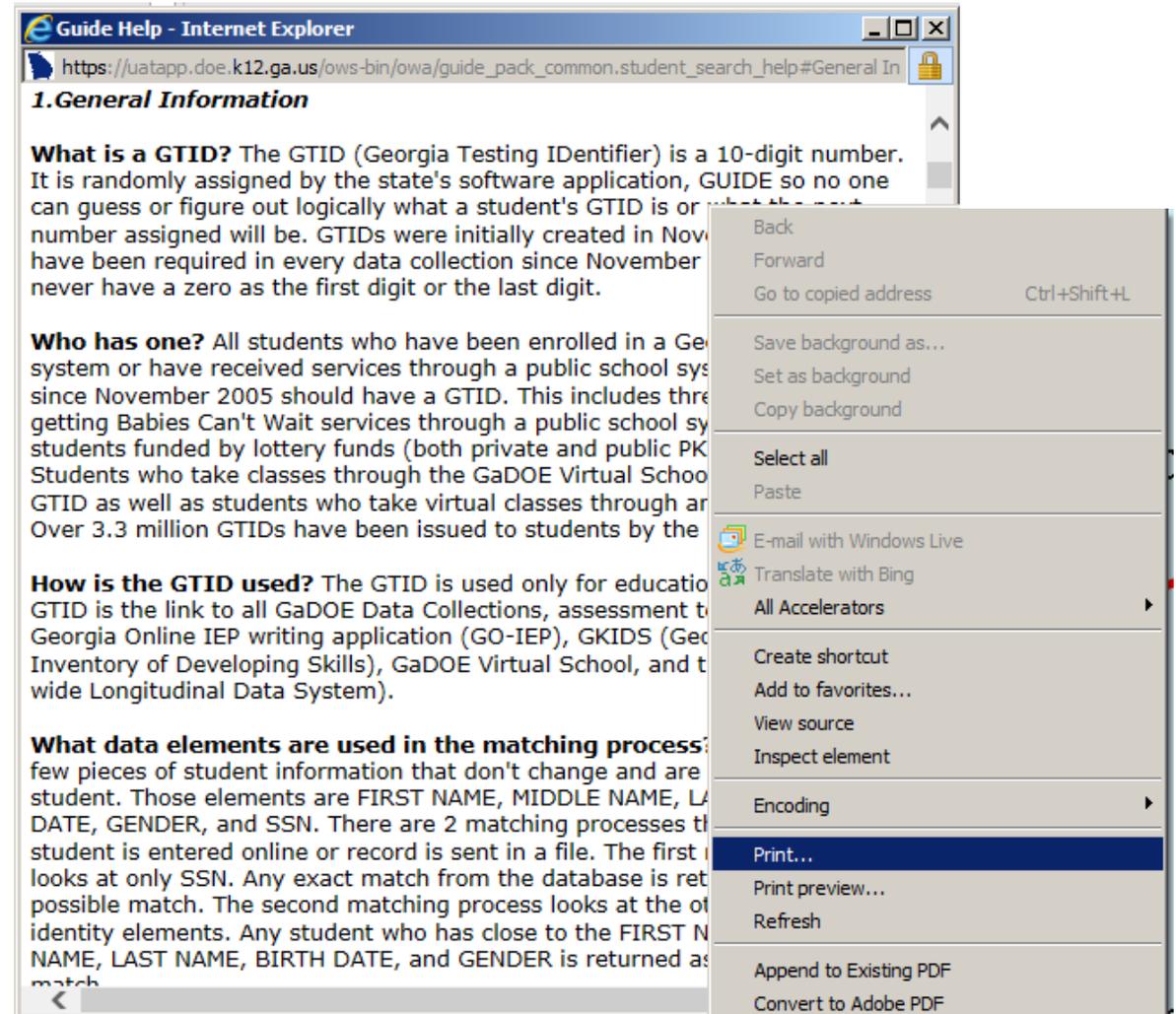
General Information
Search
Update
Claim
Add Single Student
File Upload
Discrepancy Resolution
Near Match Resolution
Request Add'l Pseudo Numbers
Home
Error Report
Download IDs
Claimed OUT Report
Claimed IN Report
Transmission Verification
Sp. Ed. History Report
EL History Report
File Layout
Data Element Detail
Best Practices
GADOE Guidelines
Student Name Suffixes
Update PII
GUIDE Provisioning

GUIDE Help (Continued)

- Select General Information and
- the entire Help File will open.

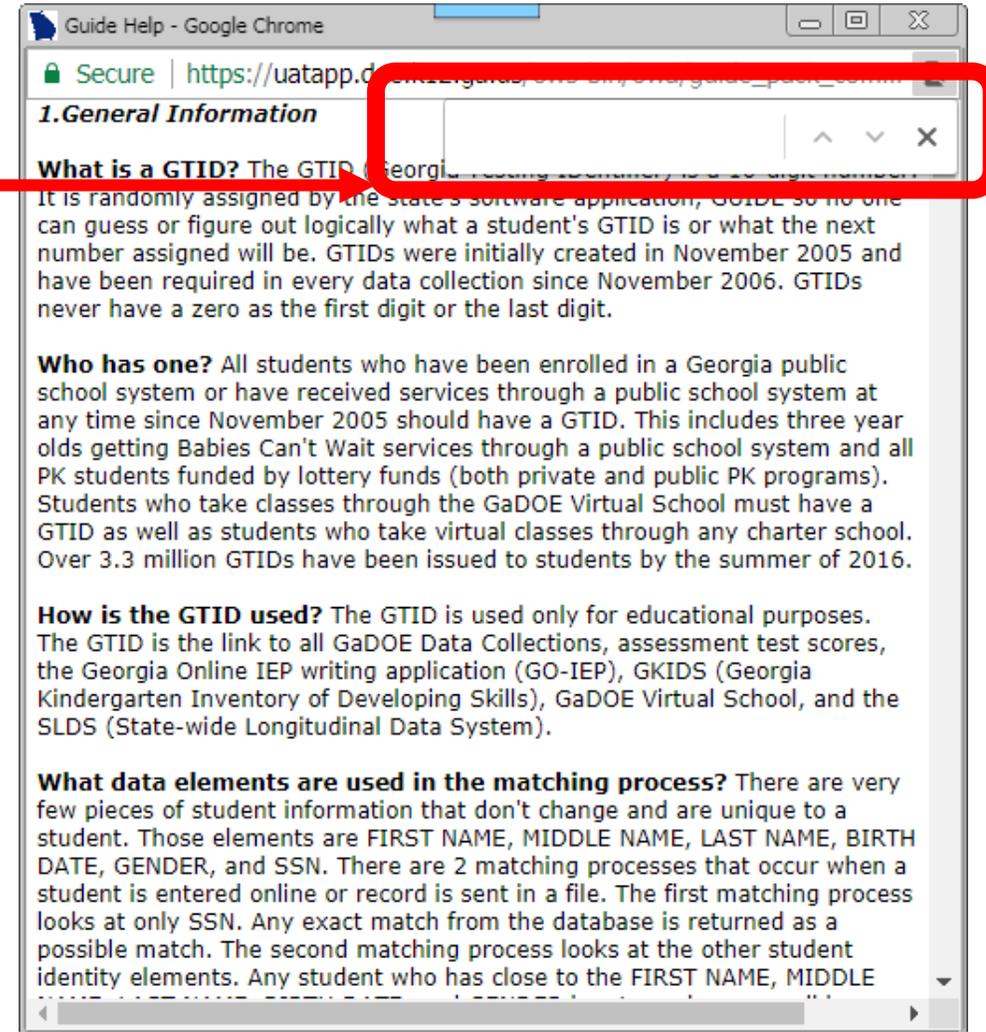


- Right click in the Help File to print a hardcopy or print to PDF.
- You can also click 'Select All' to copy and paste to a word document.



Getting Familiar – Help (Continued)

- After you have selected a topic you click inside the GUIDE Help screen and select Ctrl/f on your keyboard, a find box will come up allowing you to search the help file for specific information, keywords, errors, discrepancies, etc.



GUIDE Documents (Continued)



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Current Documentation

- [GUIDE FILE LAYOUT](#)
- [GUIDE DATA ELEMENT DETAIL](#)
- [GUIDE Coordinators List](#)
- [GUIDE FAQs **NEW**](#)

Current Documentation

- **GUIDE File Layout** – The File Layout is like a map. The layout lists each data element collected, the order in which they are collected, and contains all of the edit rules for errors, discrepancies, and warnings.
- **GUIDE Data Element Detail** – The Data Element Detail is like a data dictionary. Each data element collected is described in detail.
- **GUIDE Coordinators List** – A list of GUIDE District Coordinators for the State of Georgia.
- **GUIDE FAQs** – Answers to frequently asked questions.

Summary of Today's Presentation

- GTID is a unique, unchangeable, 10-digit randomly assigned number assigned on a permanent basis to each student enrolled in a publicly funded K-12 Georgia school or program.
- GTID is important because it uniquely identifies a student and is used to link all the students in all data collections.
- Identity elements used in GUIDE are the elements which to uniquely identify a student. They are: First Name, Middle Name, Last Name, Gender, SSN, Birth Month, Birth Day, and Birth Year.
- GUIDE is the electronic data system used for the creation, tracking, and maintenance of the GTID.
- The GUIDE Help File provides information on every part of GUIDE including errors and warnings.
- Documents for GUIDE can be found at gadoe.org and inside GUIDE.
- Contact the Helpdesk at dticket@doe.k12.ga.us or 1-800-869-1011.
- Remember you are part of a team.