

Data Collection Timelines

- Review Data Collection Transmission dates
- Discuss district timelines
- Review sample Student Record checklist

Data Collection Timelines

Timelines and Deadlines are important!

- Set internal deadlines that are earlier than the states collection deadlines
- Create check-lists to help keep the collection on track
- Strive to make the **Initial Transmission** deadlines
- Set times-frames to review the data and reports – *prior* to sign off.
- Allow additional time to handle the unexpected – because the unexpected *will* happen!
- ✓ Please contact the Help Desk (dticket@doe.k12.ga.us) or the Data Collection team ASAP if the district is having local system problems that will prevent the district from meeting the deadline.

Data Collection Transmission Dates

| Collection | Cycle | Start Date / Count Date | Initial Transmission Deadline | Duplicate Record Deadline | End Date |
|-------------------------------|-------|---------------------------------------|-------------------------------|---------------------------|------------------------------|
| Student Class (SLDS profile) | 1 (A) | Monday, July 20, 2020 | n/a | n/a | Friday, June 25, 2021 |
| GUIDE | n/a | Thursday, July 9, 2020 | n/a | n/a | Friday, June 25, 2021 |
| Pre-ID | 2 | Thursday, September 3, 2020 | n/a | n/a | Thursday, September 17, 2020 |
| Pre-ID | 3 | Thursday, January 7, 2021 | n/a | n/a | Thursday, January 21, 2021 |
| Data Collection Survey | 1 | Tuesday, July 14, 2020 | n/a | n/a | Tuesday, August 25, 2020 |
| FTE | 1 | Tuesday, October 6, 2020 | Tuesday, October 13, 2020 | Tuesday, October 20, 2020 | Tuesday, October 27, 2020 |
| FTE | 3 | Thursday, March 4, 2021 | Thursday, March 11, 2021 | Thursday, March 18, 2021 | Thursday, March 25, 2021 |
| CPI | 1 | Tuesday, October 6, 2020 | Tuesday, October 13, 2020 | Tuesday, October 20, 2020 | Tuesday, October 27, 2020 |
| CPI | 2 | Thursday, March 4, 2021 | Thursday, March 11, 2021 | Thursday, March 18, 2021 | Thursday, March 25, 2021 |
| CPI | 3 | Thursday, July 8, 2021 | Thursday, July 15, 2021 | n/a | Thursday, July 22, 2021 |
| Student Class | Oct | Tuesday, September 29, 2020 | Tuesday, October 13, 2020 | n/a | Tuesday, October 27, 2020 |
| Student Class | Mar | Thursday, February 25, 2021 | Thursday, March 11, 2021 | n/a | Thursday, March 25, 2021 |
| Student Class - End of Year | Jun | Thursday, May 6, 2021 | Thursday, May 13, 2021 | n/a | Tuesday, June 8, 2021 |
| Free & Reduced Meal | 1 | Tuesday, November 3, 2020 | n/a | n/a | Thursday, November 19, 2020 |
| Private School - Cleanse | 1 | Monday, July 6, 2020 | n/a | n/a | Friday, June 25, 2021 |
| Private School | 1 | Tuesday, November 3, 2020 | n/a | n/a | Thursday, November 19, 2020 |
| Student Record - Data Cleanse | 1 | Thursday, September 3, 2020 | n/a | n/a | Tuesday, December 15, 2020 |
| Student Record | n/a | Wednesday, February 3, 2021 | n/a | n/a | Tuesday, June 15, 2021 |
| Student | | Wednesday, February 3, 2021 | Wednesday, February 10, 2021 | Wednesday, March 24, 2021 | Tuesday, June 15, 2021 |
| Enrollment | | Wednesday, February 3, 2021 | Wednesday, February 10, 2021 | Wednesday, March 24, 2021 | Tuesday, June 15, 2021 |
| Special Education | | Wednesday, February 3, 2021 | Wednesday, February 17, 2021 | n/a | Tuesday, June 15, 2021 |
| Student Safety | | Wednesday, February 3, 2021 | Wednesday, March 24, 2021 | n/a | Tuesday, June 15, 2021 |
| Program | | Wednesday, February 3, 2021 | Wednesday, April 14, 2021 | n/a | Tuesday, June 15, 2021 |
| Address | | Wednesday, February 3, 2021 | Wednesday, April 21, 2021 | n/a | Tuesday, June 15, 2021 |
| System | | Wednesday, February 3, 2021 | Wednesday, April 21, 2021 | n/a | Tuesday, June 15, 2021 |
| School | | Wednesday, February 3, 2021 | Wednesday, April 21, 2021 | n/a | Tuesday, June 15, 2021 |
| EOPA | 1 | Opens following Student Class Signoff | n/a | n/a | Friday, June 25, 2021 |

Internal DISTRICT Timelines

| Collection | Cycle | Start Date Count Date | Initial Transmission Deadline | District Internal Initial Transmission Deadline | Duplicate Record Deadline | District Internal Duplicate Resolution Deadline | End Date | District Internal SpEd Sign Off Deadline | District Internal GIFTED Sign Off Deadline | District Internal REMEDIAL Sign Off Deadline | District Internal ESOL Sign Off Deadline | District Internal PRINCIPAL Sign Off Deadline |
|-------------------------------|-------|-----------------------------|-------------------------------|--|---------------------------|---|------------------------------|--|--|--|--|---|
| Student Class (SLDS profile) | 1 (A) | Monday, July 20, 2020 | n/a | | n/a | | Friday, June 25, 2021 | | | | | |
| GUIDE | n/a | Thursday, July 9, 2020 | n/a | | n/a | | Friday, June 25, 2021 | | | | | |
| Pre-ID | 2 | Thursday, September 3, 2020 | n/a | | n/a | | Thursday, September 17, 2020 | | | | | |
| Pre-ID | 3 | Thursday, January 7, 2021 | n/a | | n/a | | Thursday, January 21, 2021 | | | | | |
| Data Collection Survey | 1 | Tuesday, July 14, 2020 | n/a | | n/a | | Tuesday, August 25, 2020 | | | | | |
| FTE | 1 | Tuesday, October 6, 2020 | Tuesday, October 13, 2020 | | Tuesday, October 20, 2020 | | Tuesday, October 27, 2020 | | | | | |
| FTE | 3 | Thursday, March 4, 2021 | Thursday, March 11, 2021 | | Thursday, March 18, 2021 | | Thursday, March 25, 2021 | | | | | |
| CPI | 1 | Tuesday, October 6, 2020 | Tuesday, October 13, 2020 | | Tuesday, October 20, 2020 | | Tuesday, October 27, 2020 | | | | | |
| CPI | 2 | Thursday, March 4, 2021 | Thursday, March 11, 2021 | | Thursday, March 18, 2021 | | Thursday, March 25, 2021 | | | | | |
| CPI | 3 | Thursday, July 8, 2021 | Thursday, July 15, 2021 | | n/a | | Thursday, July 22, 2021 | | | | | |
| Student Class | Oct | Tuesday, September 29, 2020 | Tuesday, October 13, 2020 | | n/a | | Tuesday, October 27, 2020 | | | | | |
| Student Class | Mar | Thursday, February 25, 2021 | Thursday, March 11, 2021 | | n/a | | Thursday, March 25, 2021 | | | | | |
| Student Class - End of Year | Jun | Thursday, May 6, 2021 | Thursday, May 13, 2021 | | n/a | | Tuesday, June 8, 2021 | | | | | |
| Free & Reduced Meal | 1 | Tuesday, November 3, 2020 | n/a | | n/a | | Thursday, November 19, 2020 | | | | | |
| Private School - Cleanse | 1 | Monday, July 6, 2020 | n/a | | n/a | | Friday, June 25, 2021 | | | | | |
| Private School | 1 | Tuesday, November 3, 2020 | n/a | | n/a | | Thursday, November 19, 2020 | | | | | |
| Student Record - Data Cleanse | 1 | Thursday, September 3, 2020 | n/a | | n/a | | Tuesday, December 15, 2020 | | | | | |
| Student Record | n/a | Wednesday, February 3, 2021 | n/a | | n/a | | Tuesday, June 15, 2021 | | | | | |
| Student | | Wednesday, February 3, 2021 | Wednesday, February 10, 2021 | | Wednesday, March 24, 2021 | | Tuesday, June 15, 2021 | | | | | |
| Enrollment | | Wednesday, February 3, 2021 | Wednesday, February 10, 2021 | | Wednesday, March 24, 2021 | | Tuesday, June 15, 2021 | | | | | |
| Special Education | | Wednesday, February 3, 2021 | Wednesday, February 17, 2021 | | n/a | | Tuesday, June 15, 2021 | | | | | |
| Student Safety Program | | Wednesday, February 3, 2021 | Wednesday, March 24, 2021 | | n/a | | Tuesday, June 15, 2021 | | | | | |
| Address | | Wednesday, February 3, 2021 | Wednesday, April 14, 2021 | | n/a | | Tuesday, June 15, 2021 | | | | | |
| System | | Wednesday, February 3, 2021 | Wednesday, April 21, 2021 | | n/a | | Tuesday, June 15, 2021 | | | | | |
| School | | Wednesday, February 3, 2021 | Wednesday, April 21, 2021 | | n/a | | Tuesday, June 15, 2021 | | | | | |
| EOPA | 1 | After Student Class Signoff | n/a | | n/a | | Friday, June 25, 2021 | | | | | |



District Timelines and Checklists

CHECKLIST

August

| | | |
|--------------------------|--|--|
| <input type="checkbox"/> | Review Collection layouts | Make note of changes, if available. |
| <input type="checkbox"/> | Identify Data Sources and Points of Contact | Know who your contacts are for data not in the SIS system. Make sure they are aware early of what you will need, what it means, and when you will need it. |
| <input type="checkbox"/> | Establish Timelines for Collecting Data | Decide when you will collect the various types of data |
| <input type="checkbox"/> | Determine Internal Deadlines for Data Review and State Reporting | Dates should be prior to the GaDOE deadlines to allow time to review the data. |
| <input type="checkbox"/> | Complete Student Identity Data Updates and Verification | Verify accuracy in GUIDE; Claim all 'Active' Students. |
| <input type="checkbox"/> | Conduct Internal Training for Schools and District Staff | |
| <input type="checkbox"/> | Run Preliminary Reports | Attendance, Program Lists, Basic Demographic Data |
| <input type="checkbox"/> | Verify Student Demographic Data | Race, Ethnicity, DOB – Run Reports from SIS to check for missing or invalid data. |
| <input type="checkbox"/> | Verify No Shows and Withdrawn Students are Coded Properly | Attendance Reports for Teachers to Verify. This verification supports the FTE process. |
| <input type="checkbox"/> | Verify Grade Level for Retained Students | |
| <input type="checkbox"/> | Verify County of Residence and System of Residence | |
| <input type="checkbox"/> | Identify Special Education Students – Verify information with Special Education Teachers (or District level contact) | GUIDE, SLDS, Special Education History Report, Student Record Cleansing, Permanent Records |
| <input type="checkbox"/> | Verify Student Schedules and Teacher Assignments | Students schedules should be correct and complete by the end of August |
| <input type="checkbox"/> | Verify course information for MOWR students | |
| <input type="checkbox"/> | Make Corrections as Needed | |
| <input type="checkbox"/> | Identify and Meet Network Contacts | Join SIS user group, build relationships with other coordinators, build relationship with GaDOE contacts in Data Collections and Customer Support |

District Timelines and Checklists

September

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|--------------------------|---|---|
| <input type="checkbox"/> | Verify Student Schedules | |
| <input type="checkbox"/> | Verify Student Attendance Data | |
| <input type="checkbox"/> | Verify No Shows and Withdrawn Students are Coded Properly | Ensure students that are withdrawn are not reported as active. This verification supports the FTE process and reduces E057 errors. |
| <input type="checkbox"/> | Verify the Identify and Updates for students in selected programs (Special Education, EIP, REP, ESOL, Gifted Education, CTAE) | This verification supports the FTE process, but the school will have to account for these students in Student Record. |
| <input type="checkbox"/> | Begin Uploading Files for SR Data Cleanse | Correcting errors in SR Data Cleanse will help to prepare the district for FTE. |
| <input type="checkbox"/> | Run Error Report and Preliminary Student and Enrollment Reports in SR Data Cleanse | Have schools start working on error correction and reviewing reports. SR017, SR025A, SR025B, SR029, SR027d, SR038, SR055, SR067, SR070, SR071, ENR003, ENR032, ENR019A, ENR021, ENR023a, ENR035Sa |
| <input type="checkbox"/> | Apply Vendor Upgrades or Patches as Needed | |
| <input type="checkbox"/> | Test Extract Process | |
| <input type="checkbox"/> | Participate in trainings, webinars, conference calls as needed | |

October

| | | |
|--------------------------|--|---|
| <input type="checkbox"/> | Continue Uploads to SR Data Cleanse | |
| <input type="checkbox"/> | Review Reports | Organize errors and work to correct them. |
| <input type="checkbox"/> | Resolve Identity Errors | Duplicate GTID, Students With Multiple GTIDs. This also supports the FTE process. |
| <input type="checkbox"/> | Participate in trainings, webinars, conference calls as needed | |