Georgia Unique IDentifier for Education (GUIDE) – Quick Start

Patricha Miller
August 17, 2020
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?

<table>
<thead>
<tr>
<th>GUIDE Identity Elements</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Middle Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Gender</td>
</tr>
<tr>
<td>SSN</td>
</tr>
<tr>
<td>Birth Month</td>
</tr>
<tr>
<td>Birth Day</td>
</tr>
<tr>
<td>Birth Year</td>
</tr>
</tbody>
</table>

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

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.

Reference rules:
- SBOE Rule 160-5-1.28
- SBOE Rule 160-5-1.07
- O.C.G.A. § 20-2-150
Name Processing Rules

FY2021 GUIDE Resources - https://www.gadoe.org/Technology-Services/Data-Collections/Pages/FY2021-GUIDE-Resources.aspx

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

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.)
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.
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 – GUIDE Messages

Georgia Unique IDentifier for Education (GUIDE)

CAUTION: This is real student data - keep it secure. No new GTIDs and no changes generated on this site will be copied to the new GUIDE database.

You have New Message(s)

Messages
• The message notification only appears when new messages have been posted.
• Click on the message notification to display a list of messages.

Welcome to Guide

07-02-2020 - The yearly maintenance for GUIDE has been completed. GUIDE is now open.

At the end of the message is a button for ‘More.’ Click ‘More’ to display additional message content.

07-02-2020 - For the best results claiming students and updating GUIDE student identity records, remember that you do not have to upload all students to GUIDE. You will need to upload students that have changed schools within your district, are new to your district, or are new to GA public schools. If you choose to upload all students, please wait until after ‘no-show’ students are withdrawn in the SIS. Waiting until
Getting Familiar – GUIDE Help

**Georgia Unique IDentifier for Education (GUIDE)**

CAUTION: This is real student data - keep it secure. No new GTIDs and no changes generated on this site will be copied to the new GUIDE database.

You have New Message(s)

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

- GUIDE has a very in-depth Help File, including but not limited to:
  - Discrepancies and possible solutions
  - Errors and possible solutions
  - From the GUIDE main screen, choose:
  - Now you can select a specific topic to view:
GUIDE Help

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