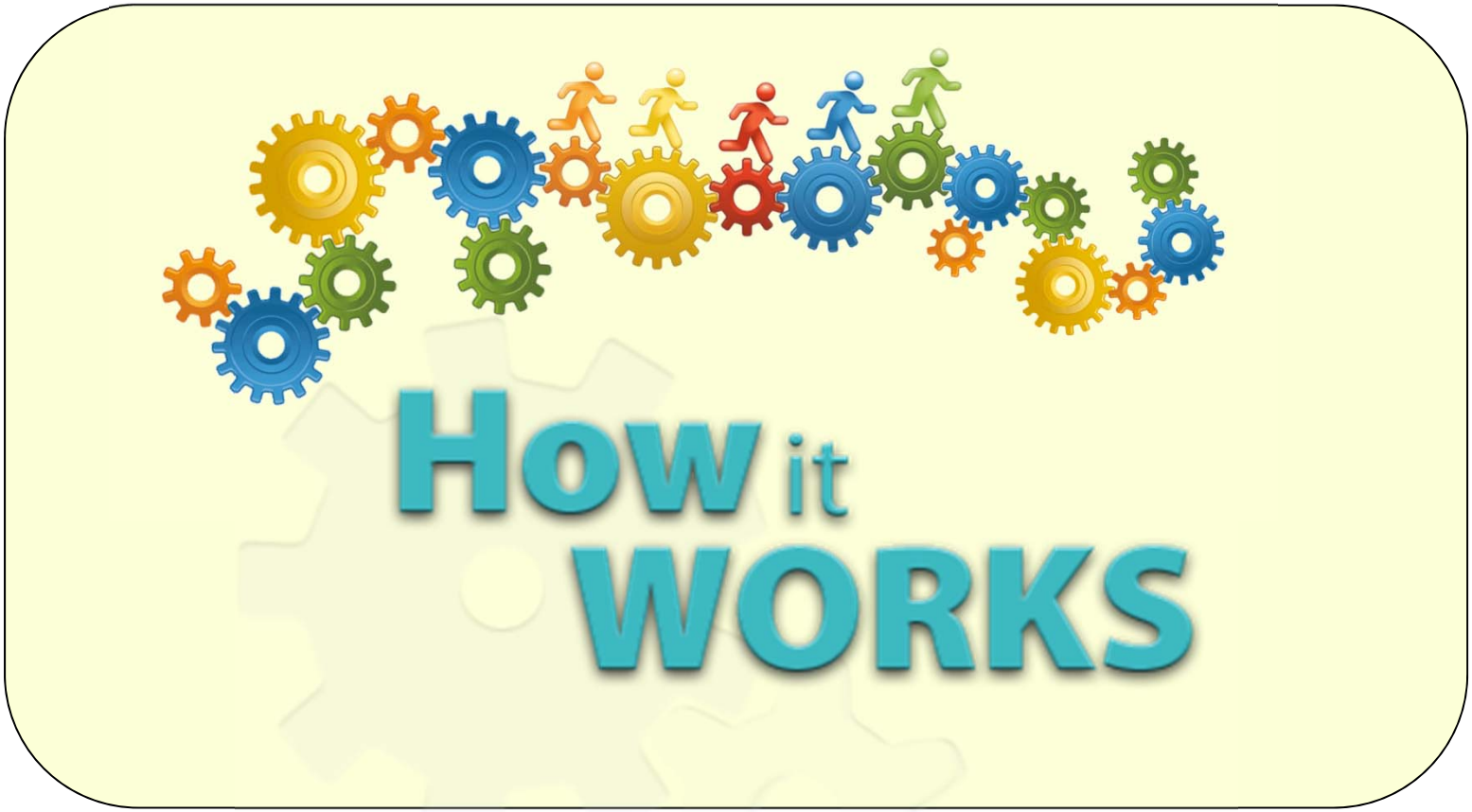
Georgia Department of Education

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

August 2016

DATA COLLECTIONS 101:

NEW COORDINATORS



Presented by Betty Rickicki, Kathy Aspy and Katie Green

Overview

- LOCAL versus STATE Software
- Logging In
- The Process
- Getting Help

YOUR LOCAL SOFTWARE

- **All data is entered into your local software**
- **Support for your local software is through your vendor (exception: GaDOE support PCG)**
- **Learn how your software works for data changes**
  - **Do schools upload their data to your district level? OR**
  - **Are data changes done at your district level?**
- **You use an option in your local software to produce a file (*extract*) that you upload to us**

Entering Data in your SIS

- Good Data Entry in Local System
  - Causes Less Errors On Upload
  - Can Prevent Loss of Funds

- Local Software Assistance
  - Vendor Documentation
  - Vendor Help Line

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STATE SOFTWARE PORTAL

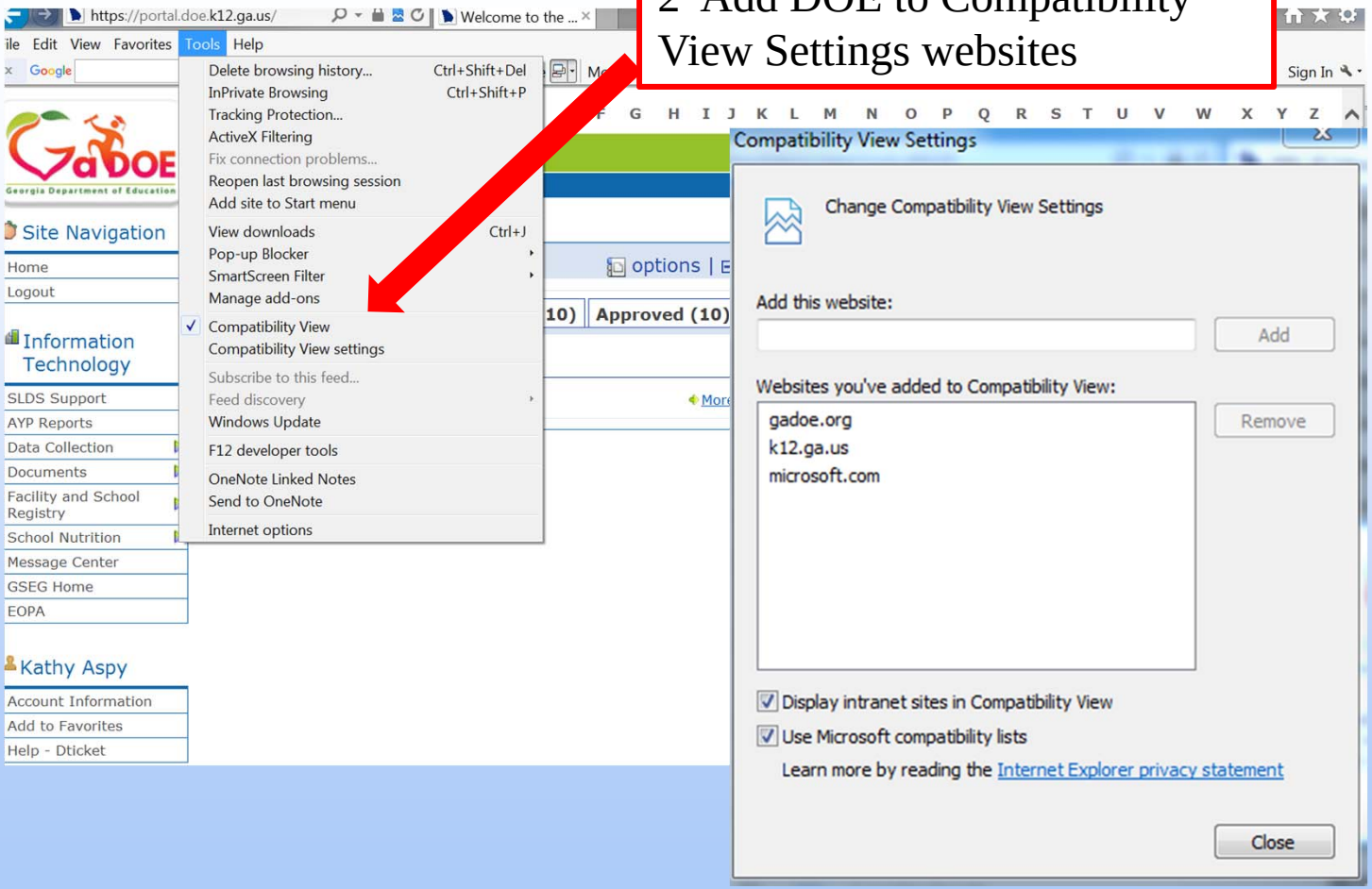
- **You can upload your extract by using the *portal***
- **The portal is a *secure website* that is accessed with a login and password**
- **Any data coming to the state, for any of our *applications*, are through the portal**
- **We support these applications (software)**

Browser for Portal

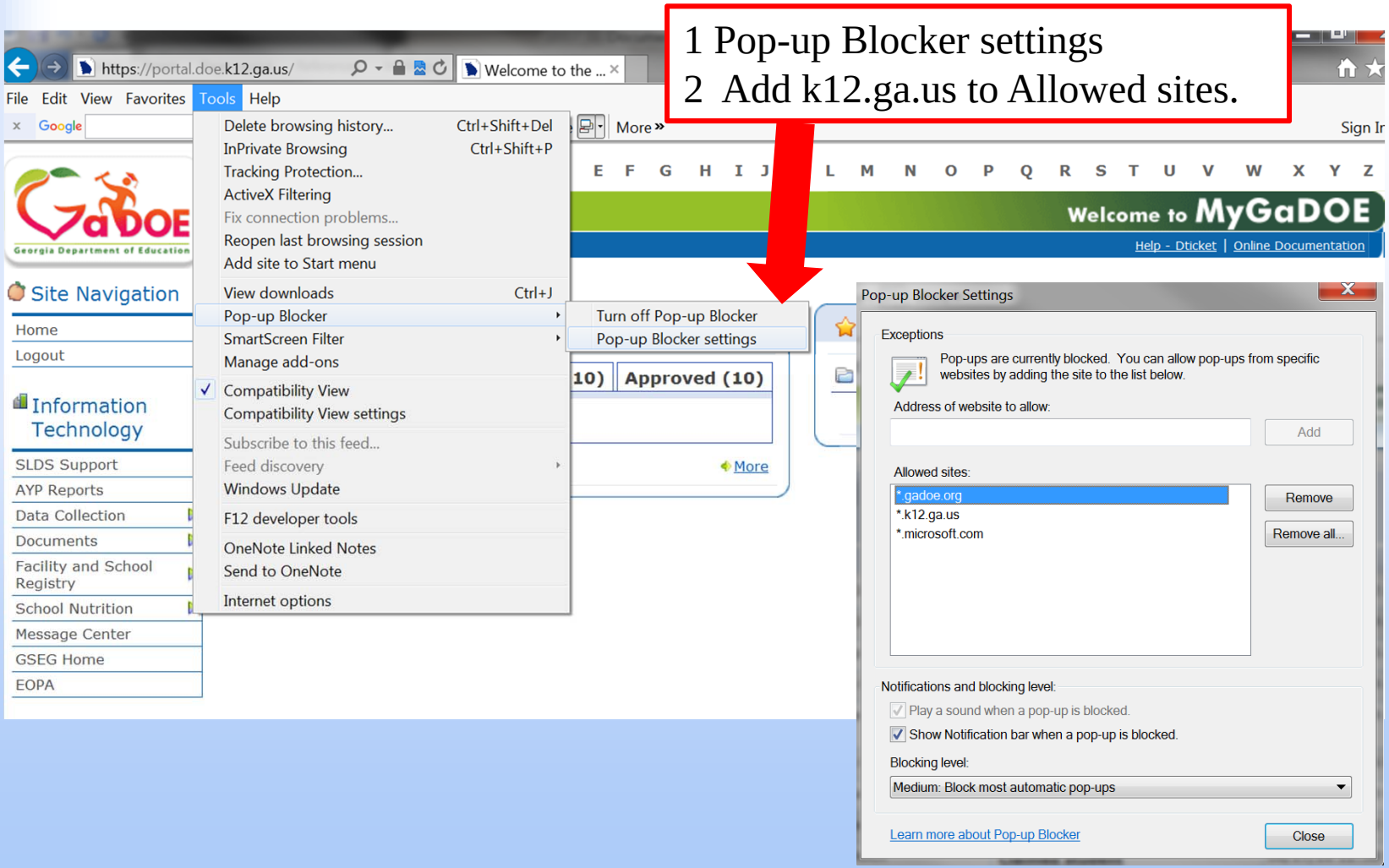
- Recommend using IE (Internet Explorer)
- Allows pop-ups to work, along with other features used by our software developers
- Check for ‘Compatibility View’

Demo: Compatibility View

1 Check Compatibility View
2 Add DOE to Compatibility View Settings websites



Demo: Allow pop-ups from:

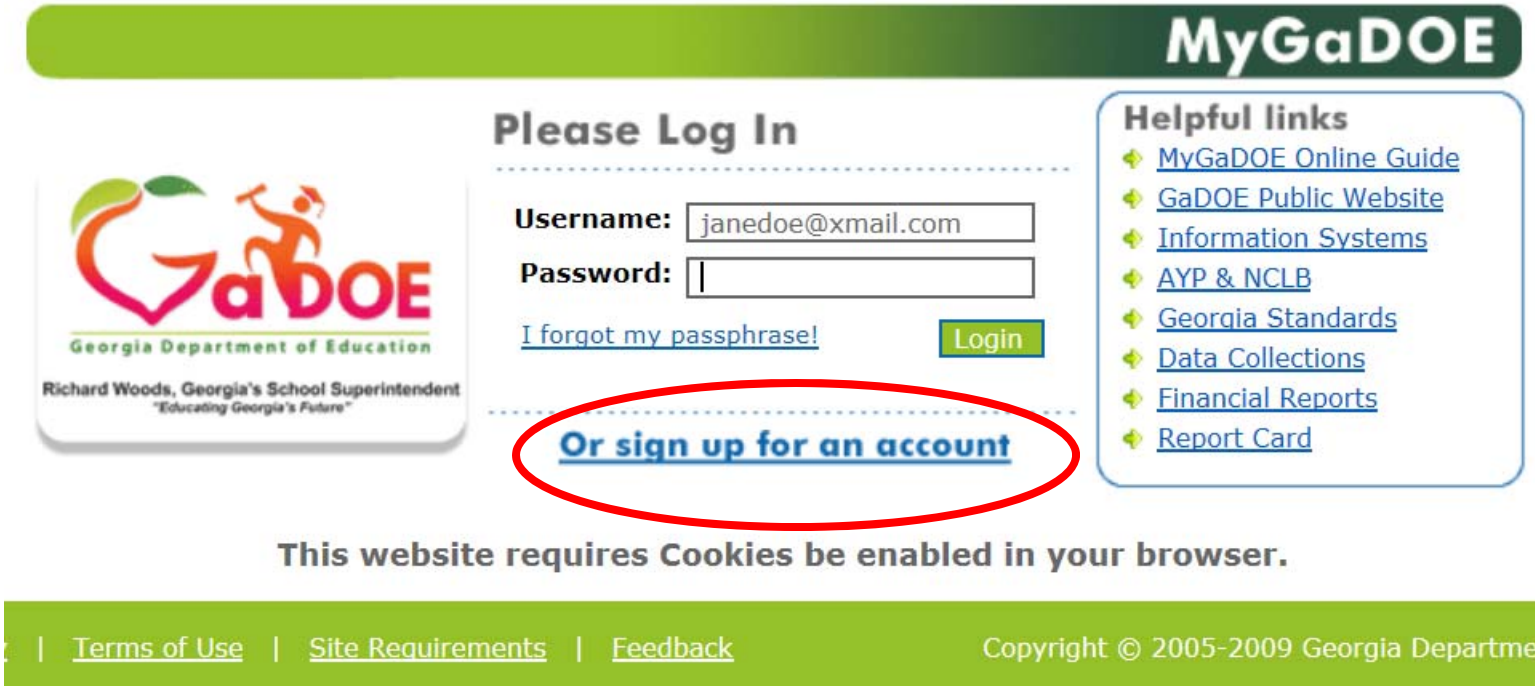


The Process

From

To

The login page…



This is a secured website to ensure confidentiality.
Do not share your login and password with others!

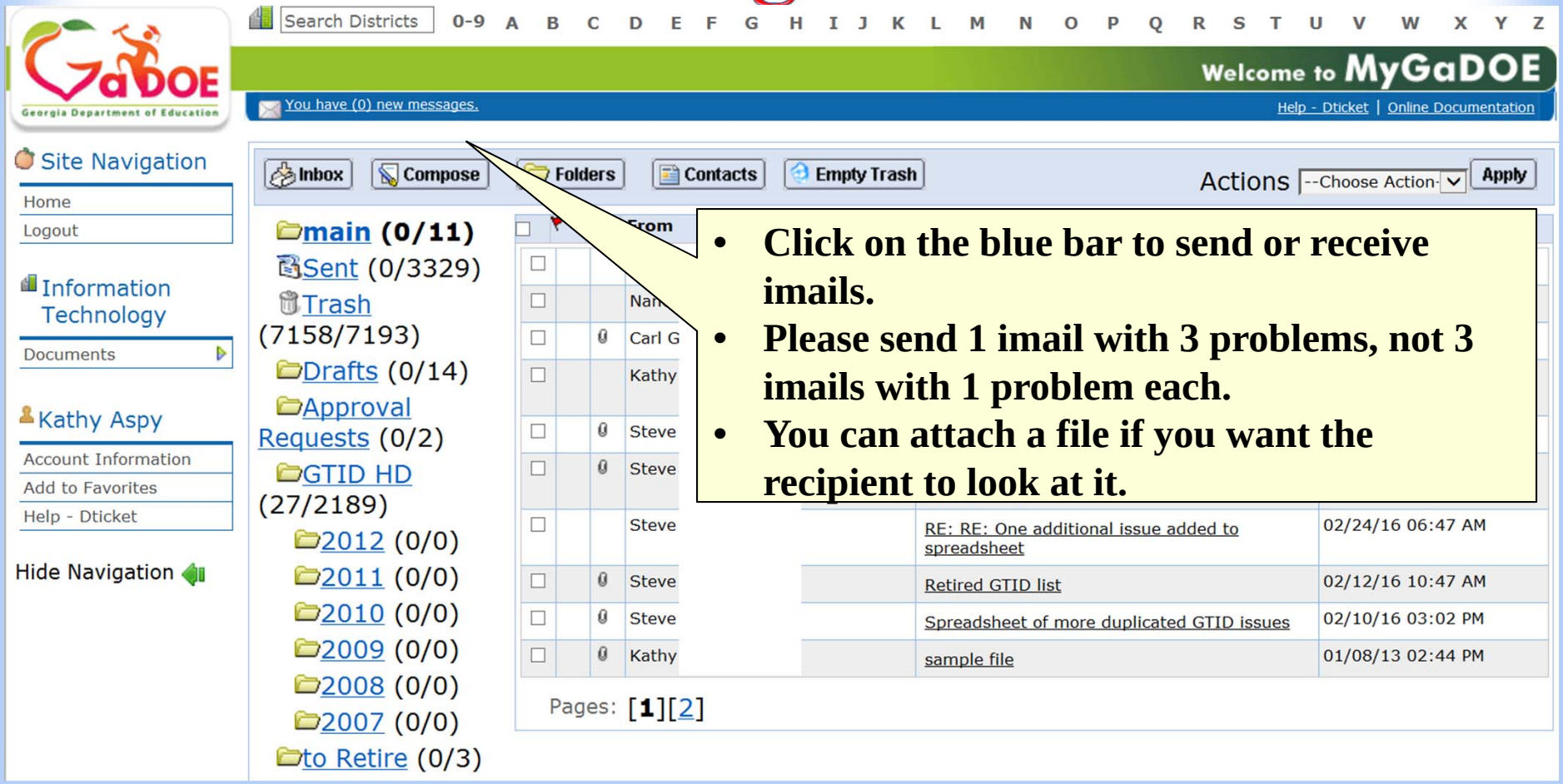
You can only have one role per account. If you need both district and school rights, you need to have separate accounts.

Demo: Using Portal imail

- Regular email (our GaDOE email and your school district email) is not secure.
- Do not send PII (Personally Identifiable Information) in regular email.

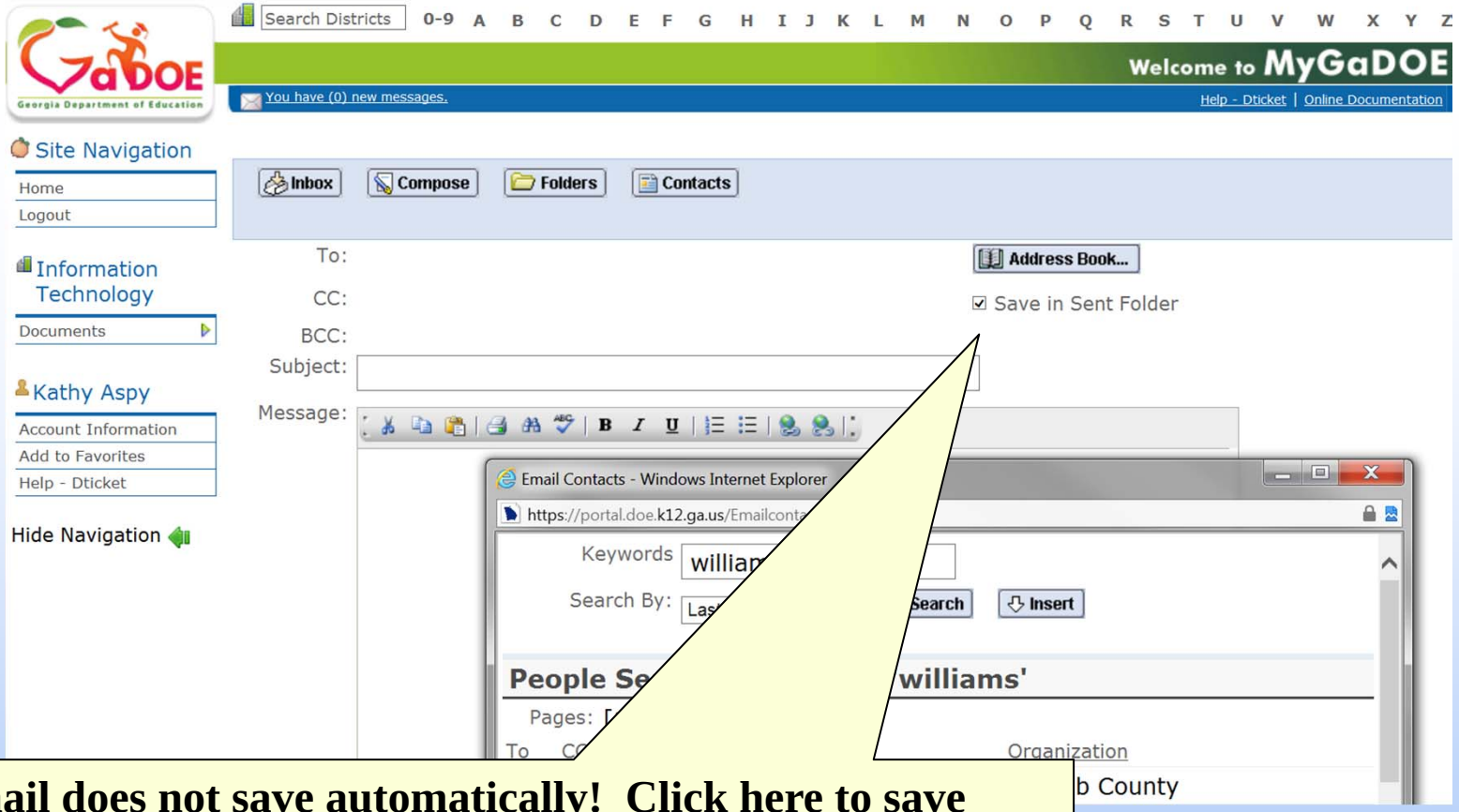
OK in 'regular'/non-portal email	Not OK in 'regular' email/ OK in portal mail
Last 4 digits of SSN	Full SSN
Last 4 digits of GTID	Full GTID
Full name and last 4 of SSN, Full name and last 4 of GTID	
	File attachments with PII
	Print screens with PII

Demo: Using Portal imail



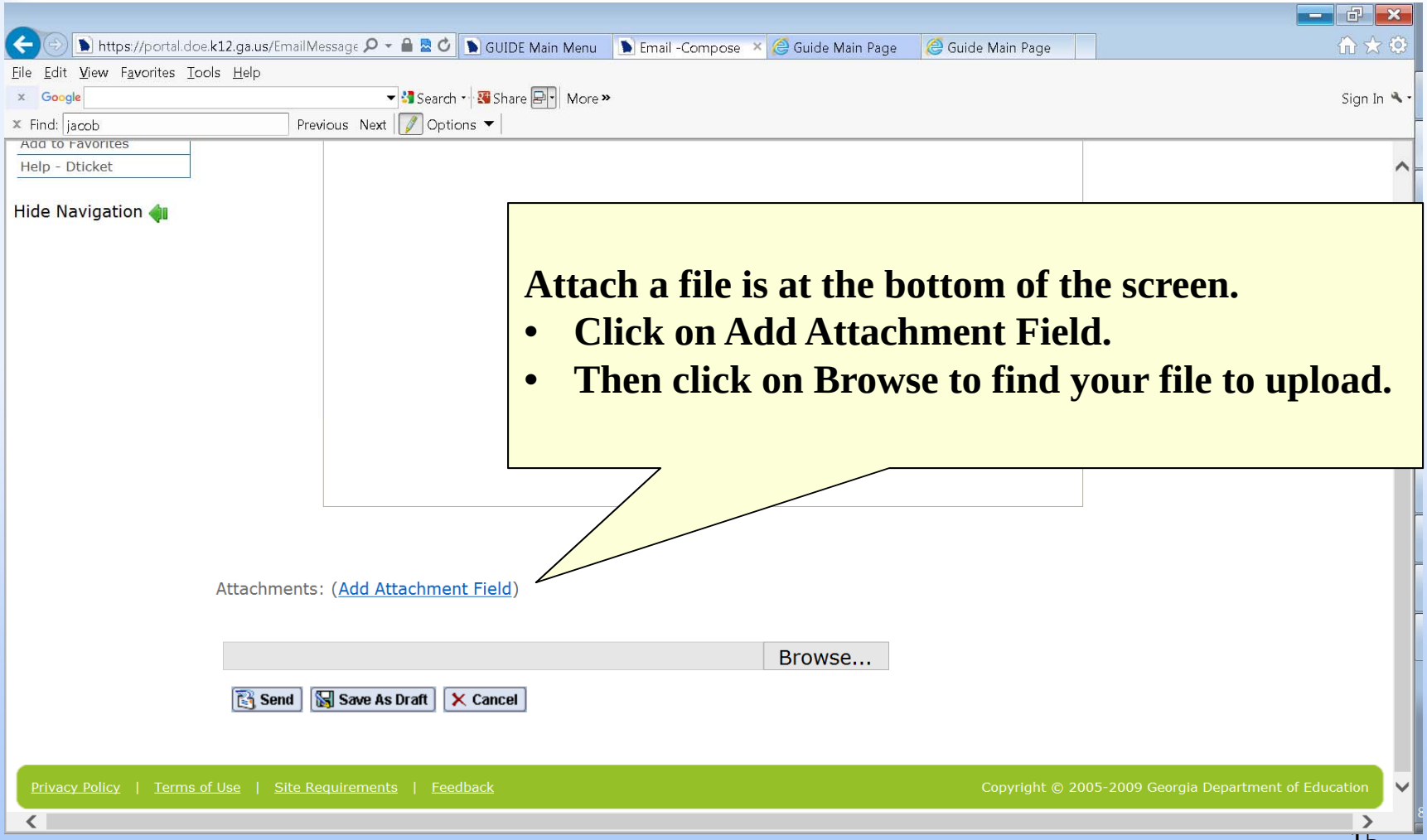
- **Click on the blue bar to send or receive imails.**
- **Please send 1 imail with 3 problems, not 3 imails with 1 problem each.**
- **You can attach a file if you want the recipient to look at it.**

Demo: Using Portal imail



- **Imail does not save automatically! Click here to save your sent imail.**
- **Click on Address Book to search for your recipient from the list of Portal users.**
- **Attach a file is at the bottom of the screen.**

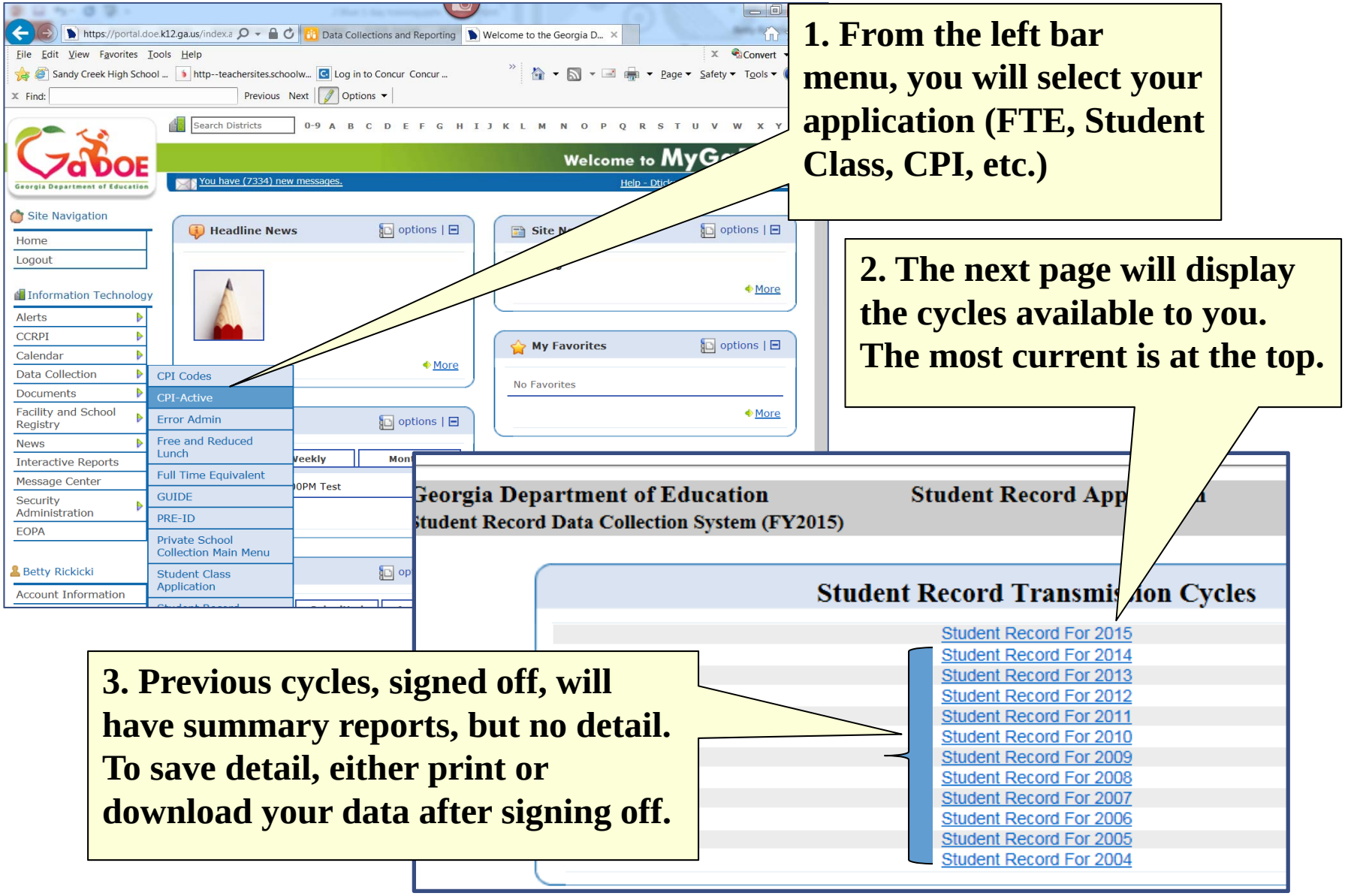
Demo: Using Portal imail



Attach a file is at the bottom of the screen.

- **Click on Add Attachment Field.**
- **Then click on Browse to find your file to upload.**

Demo: Selecting a Data Collection Application



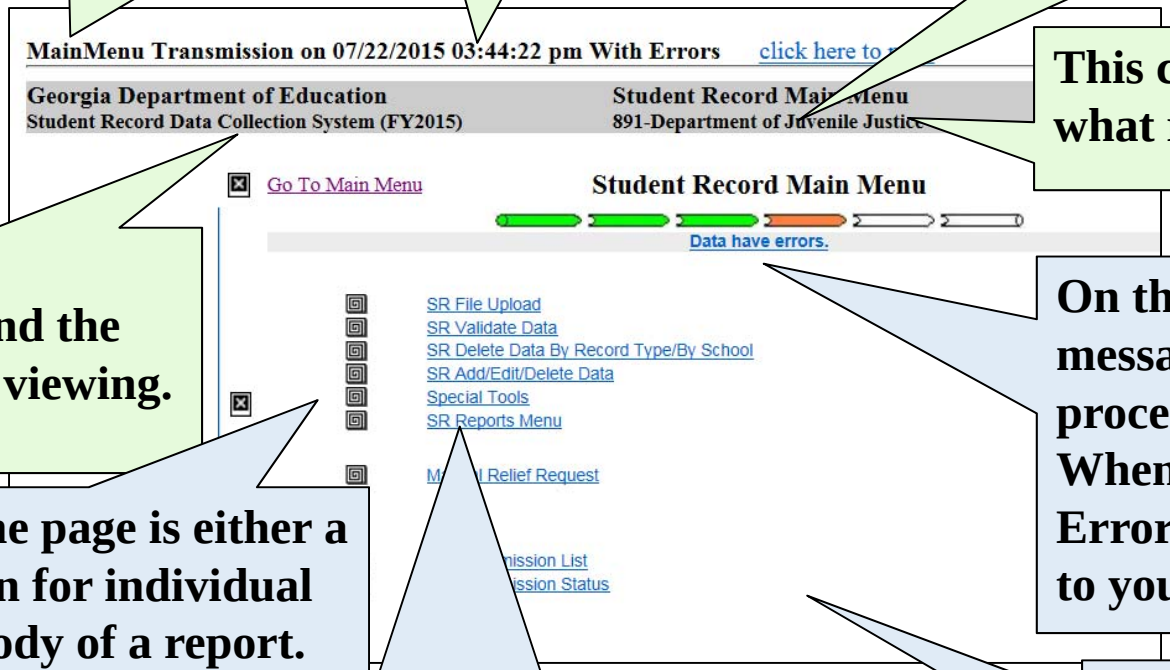
Demo: Standard Screen View

In the upper left corner of the *header* is the name of the menu or the ID of the page/report

When your file was last validated.

Where you are in the application and your district identification.

This can also tell you what report you are in.



Indicates the application and the cycle you are viewing.

On the Main Menu, a message indicates your processing status. When "Data Have Errors", it is also a link to your error report

The *body* of the page is either a menu, a screen for individual data, or the body of a report.

Menu items that are active will be in blue and underlined. They are hyperlinks to that selection.

SCROLL DOWN to check for *messages* regarding issues.

An "Extract"

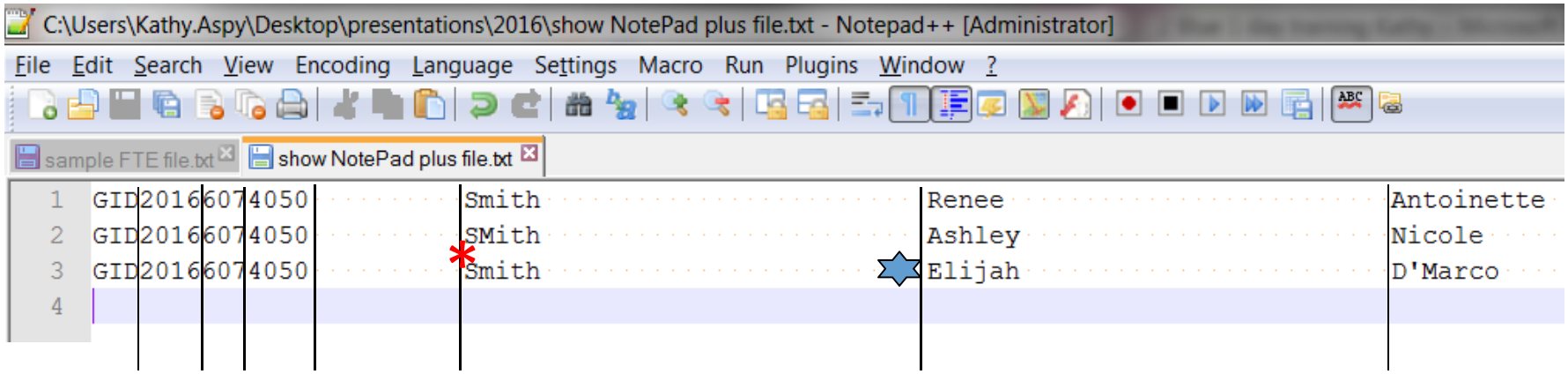
Is formatted so you (and the data collection application) know what the data is according to its placement.

For example 601-1050 means:

- District Code 601 = Appling County
- School Code 1050 = Altamaha Elementary School

- Is created from your SIS
- Your SIS should have instructions on how to extract
- Contact vendor for assistance
- Is a text file located on PC hard drive or server
- Is formatted to meet GaDOE requirements
- May have selection criteria to allow you to narrow down the records extracted
- Can be viewed in text editor – *if necessary*

An Extract looks like this



- Notice that extracts are 'fixed length' – each data element takes up all the length allotted in the record layout.
- Notice that each record lines up under each other.
- The data collection application processor know that data that starts here * has _30_ spaces, ends here ✸, and is the Student's Last Name

Doing an "UPLOAD"

The process by which you take the extract from your local software and send it up to us.

- **You need to know, from your vendor, how to create the extract and where to find it in a folder**
- **You need your *portal* login and password to be set up to access the application**
- **You need to know where the option is to upload the extract to the application**

“Validation”

The process by which your data is evaluated, based on the state business rules.

Upload and Validation Process

Email to user logged into portal

Create Extract

Process Failed

Successful Process

Upload Extract

"Upload Complete"

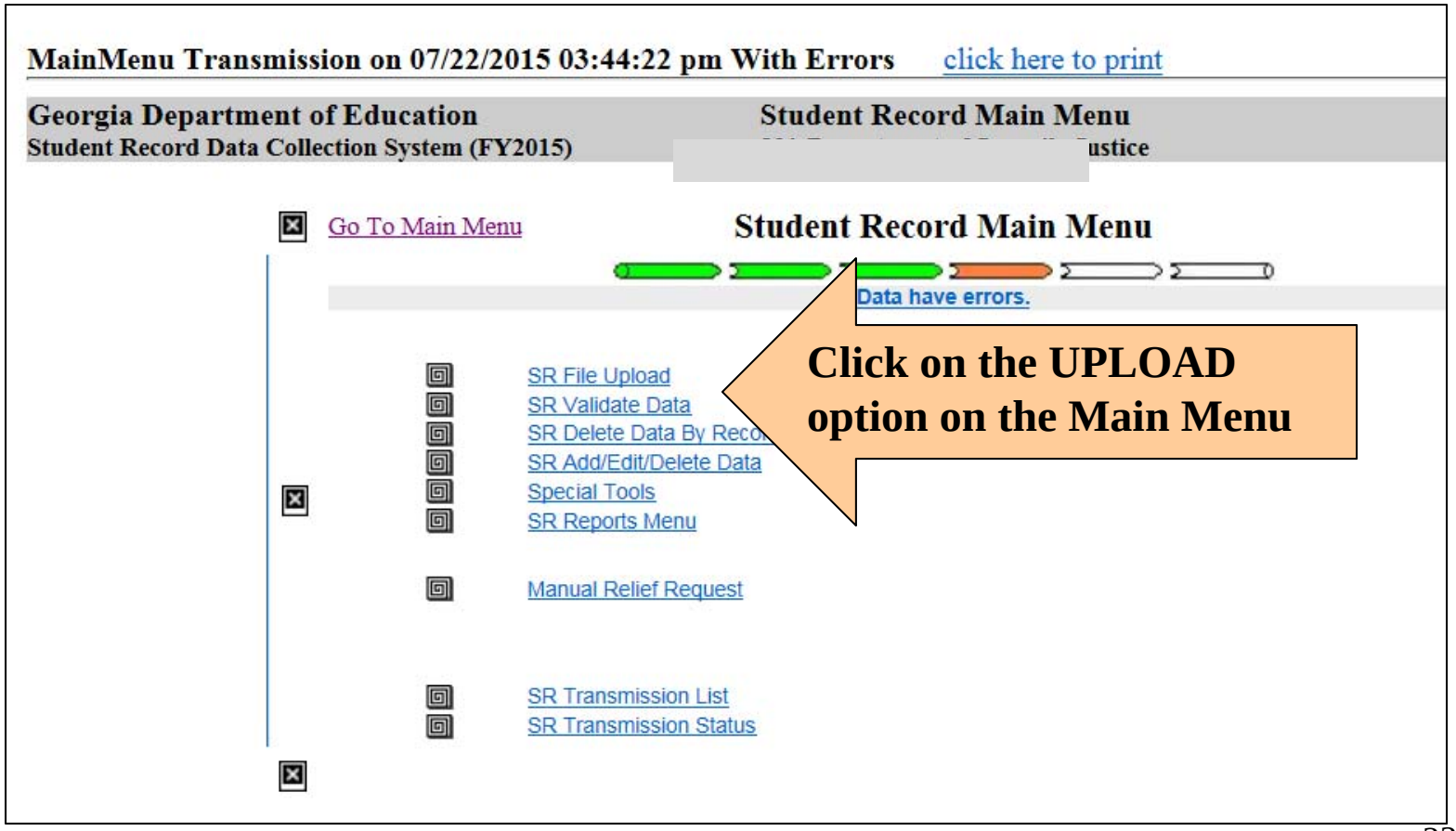
PRE-VALIDATION Process

VALIDATION & Error Report Process

Error Report

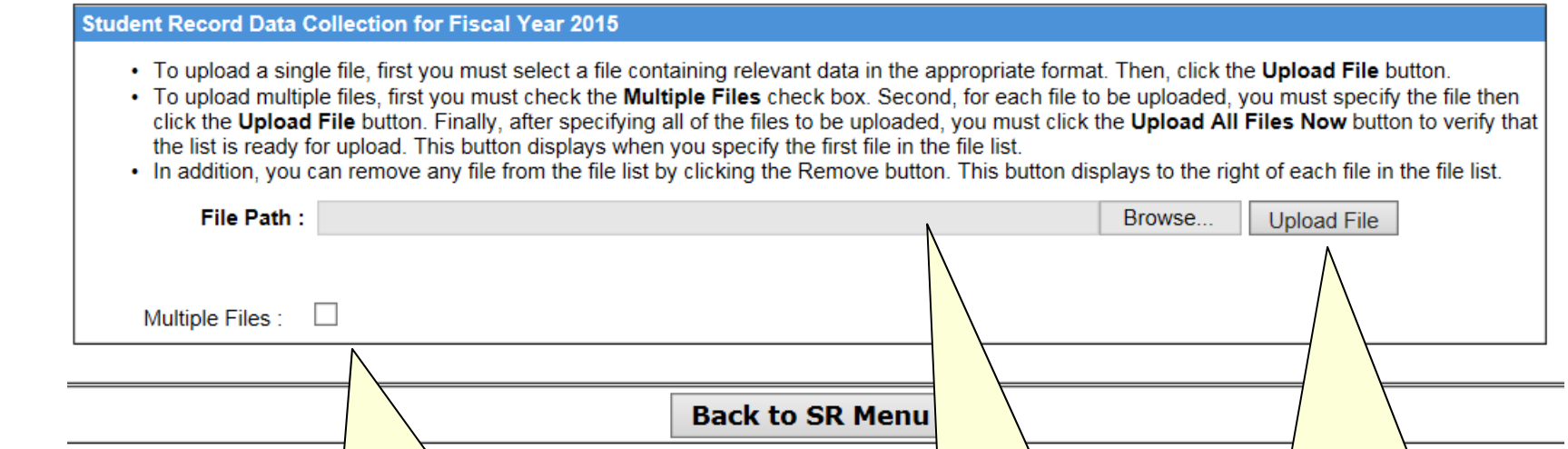
Upload

To upload, you need to know where your vendor stores your extract.



Upload

You can either upload one file or multiple files.



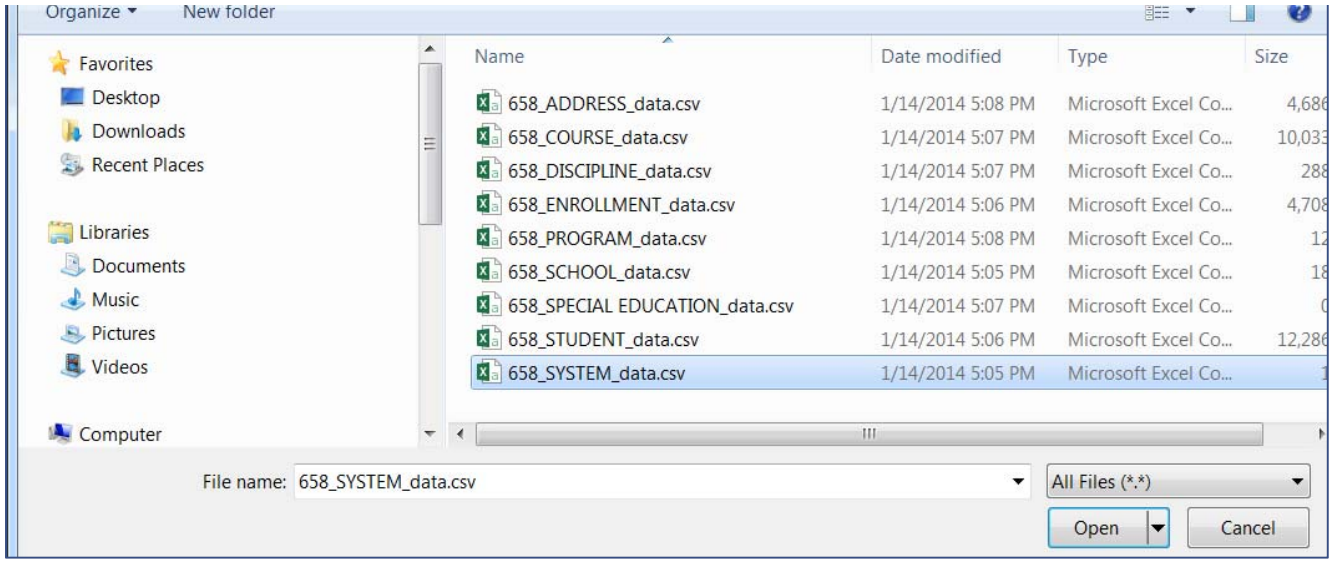
Check the box if you are uploading multiple files. It will prompt you for each file

You can type in the name of your extract file or use the Browse button to find it.

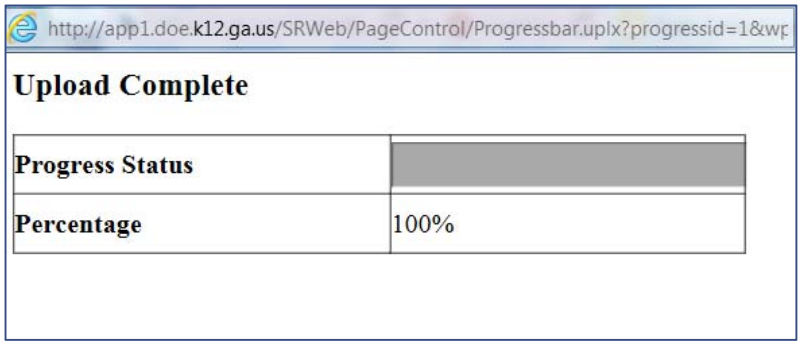
Don't forget to click on the Upload File button to complete the process!

Upload

Using the *Browse* option – just select and click *Open*

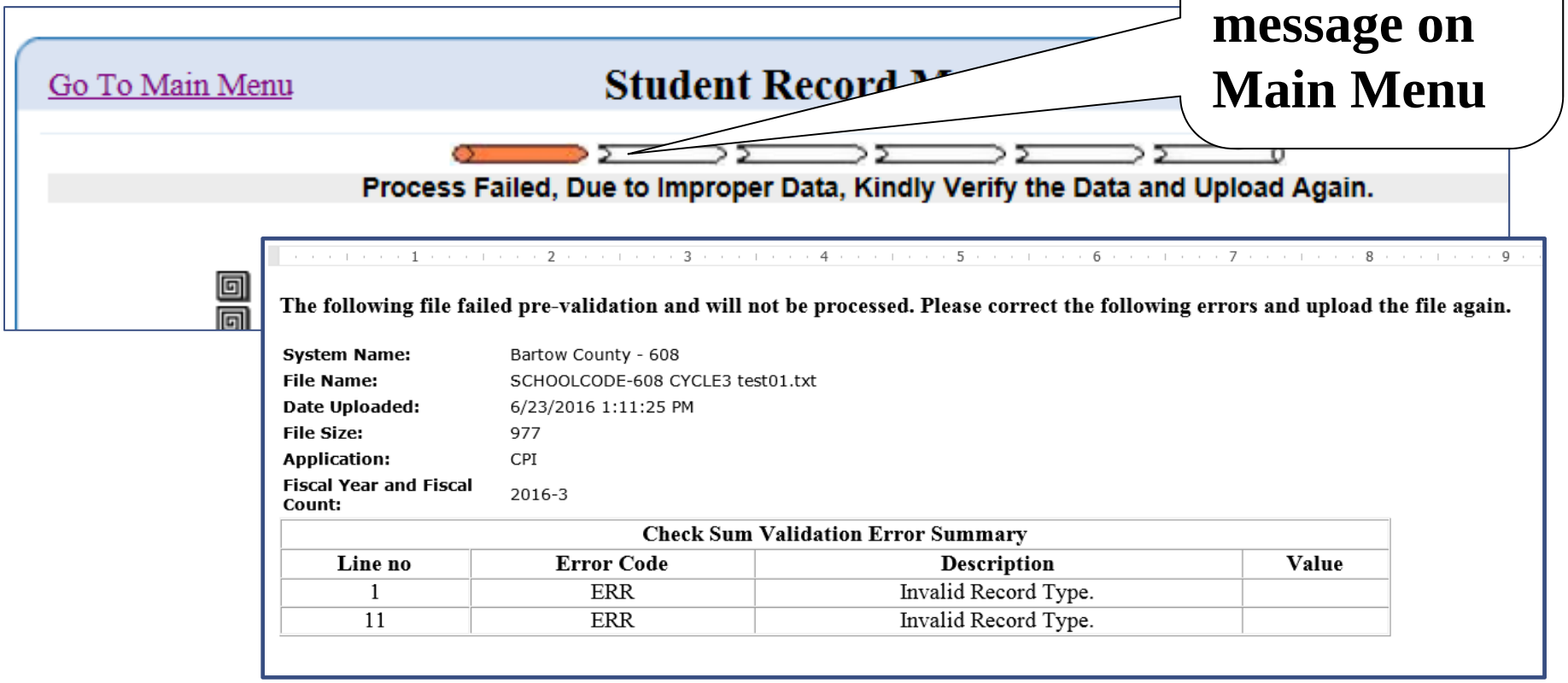


Once the file is 'loaded', you will get a message that it is done. Return to the Main Menu.



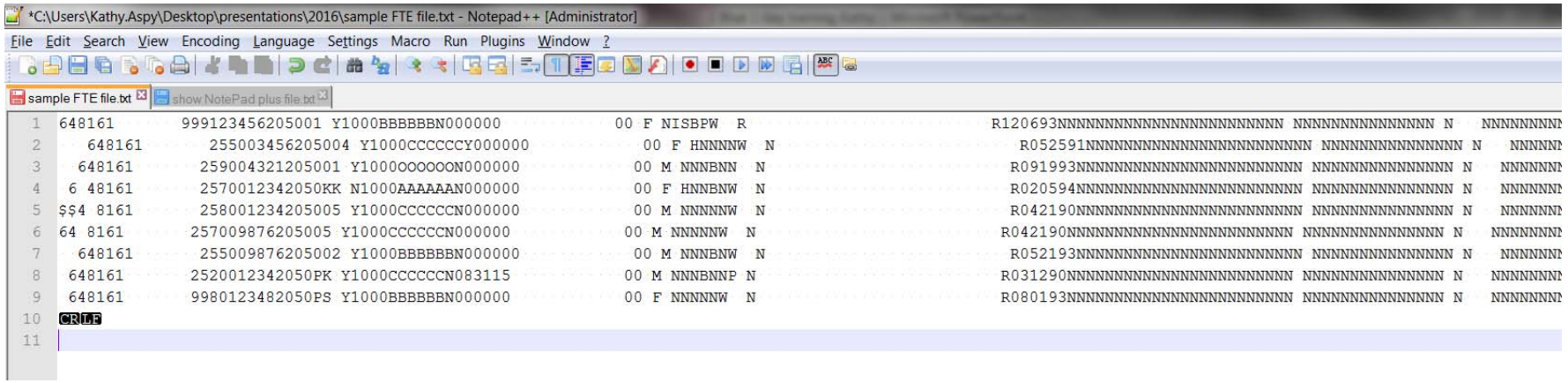
WHEN PROCESS FAILS…

"Process Failed" message on Main Menu



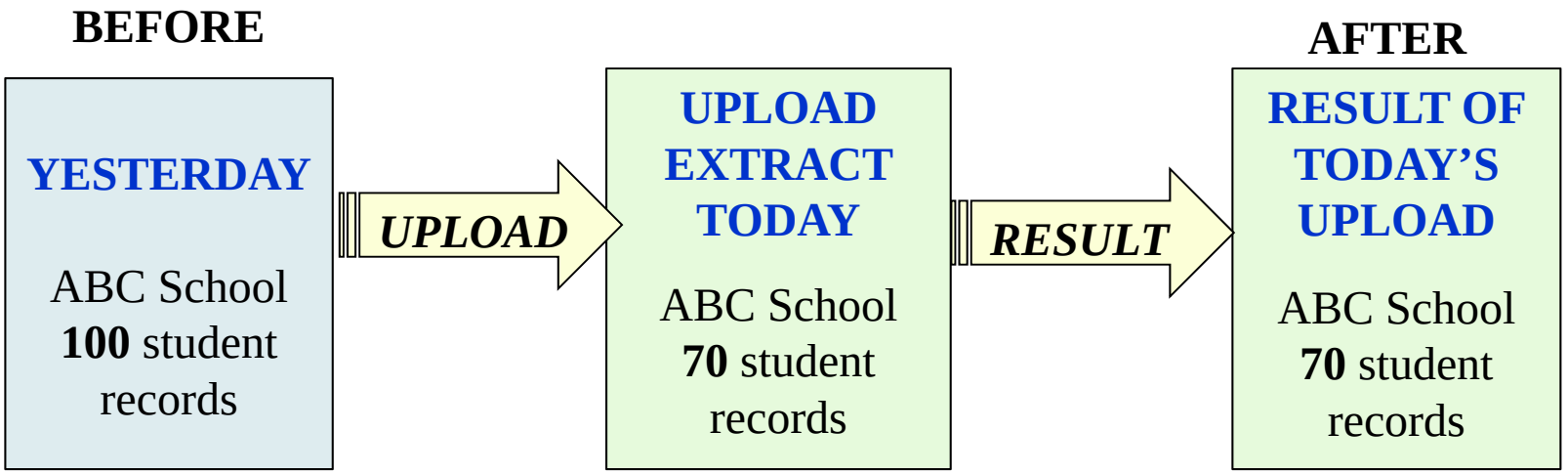
- **Email sent to person logged in**
  - **Normally indicates data lines that have error(s)**

WHEN PROCESS FAILS…



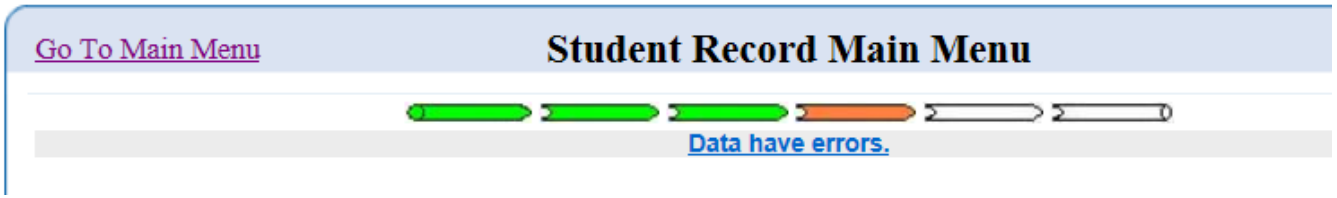
- **Use a text editor with a ‘character’ ruler**
- **Make corrections in your local software then, re-upload**

WHEN PROCESS IS SUCCESSFUL



- **Your data is loaded in the production tables.**
- **When the record includes a School Code, the extract data overlays the previous data <u>per school.</u>**
- **This applies to most of our applications.**

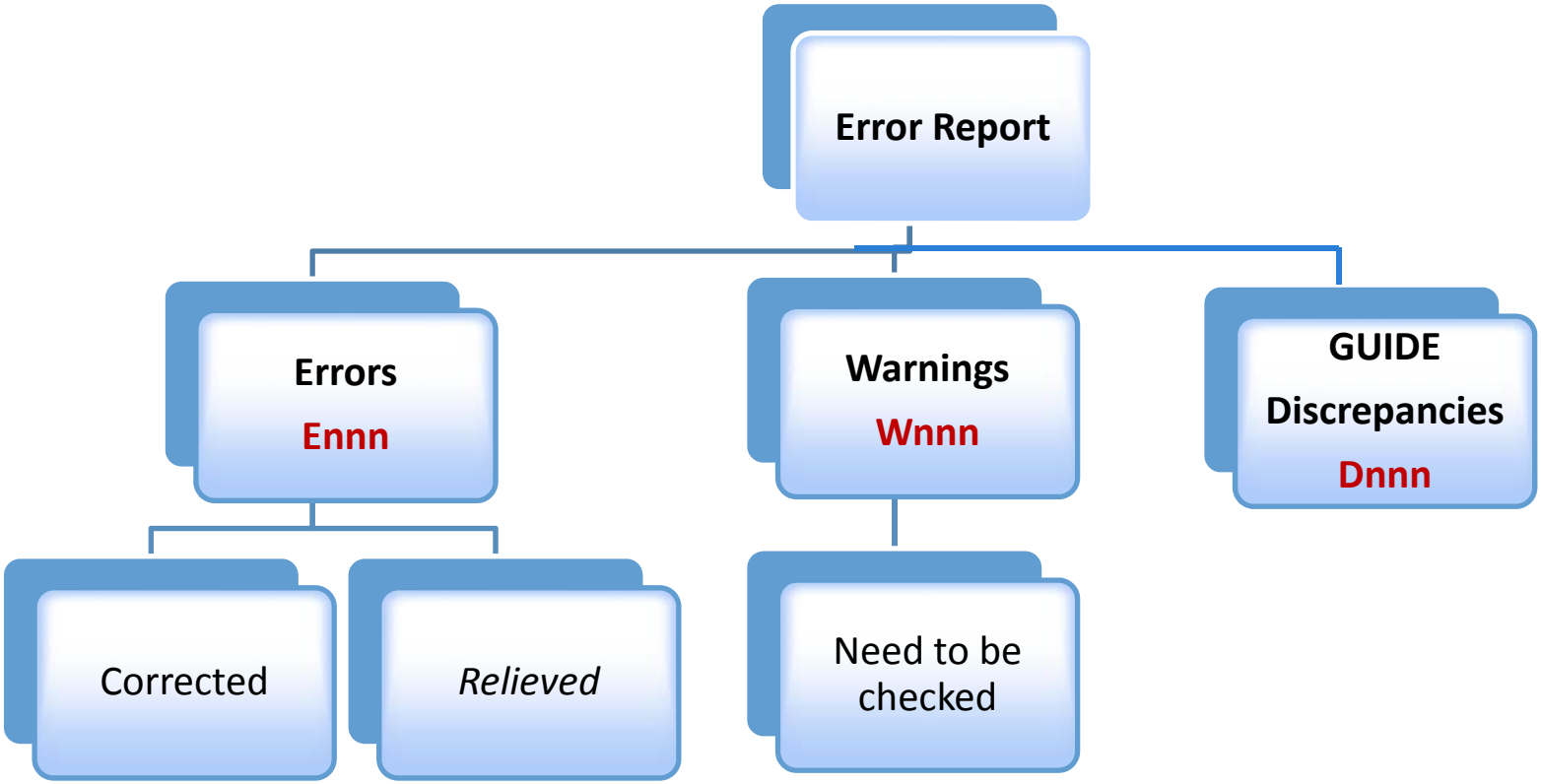
WHEN PROCESS IS SUCCESSFUL



- "*Data have errors*" message on Main Menu
- Click on the **message** to go to the error report
- Other messages indicating your status:
  - *Online changes made – please revalidate*
  - *Errors requiring comments*
  - *Error comments pending*
  - *Warning comments pending*
  - *Ready to Sign Off*
  - *Signed Off*

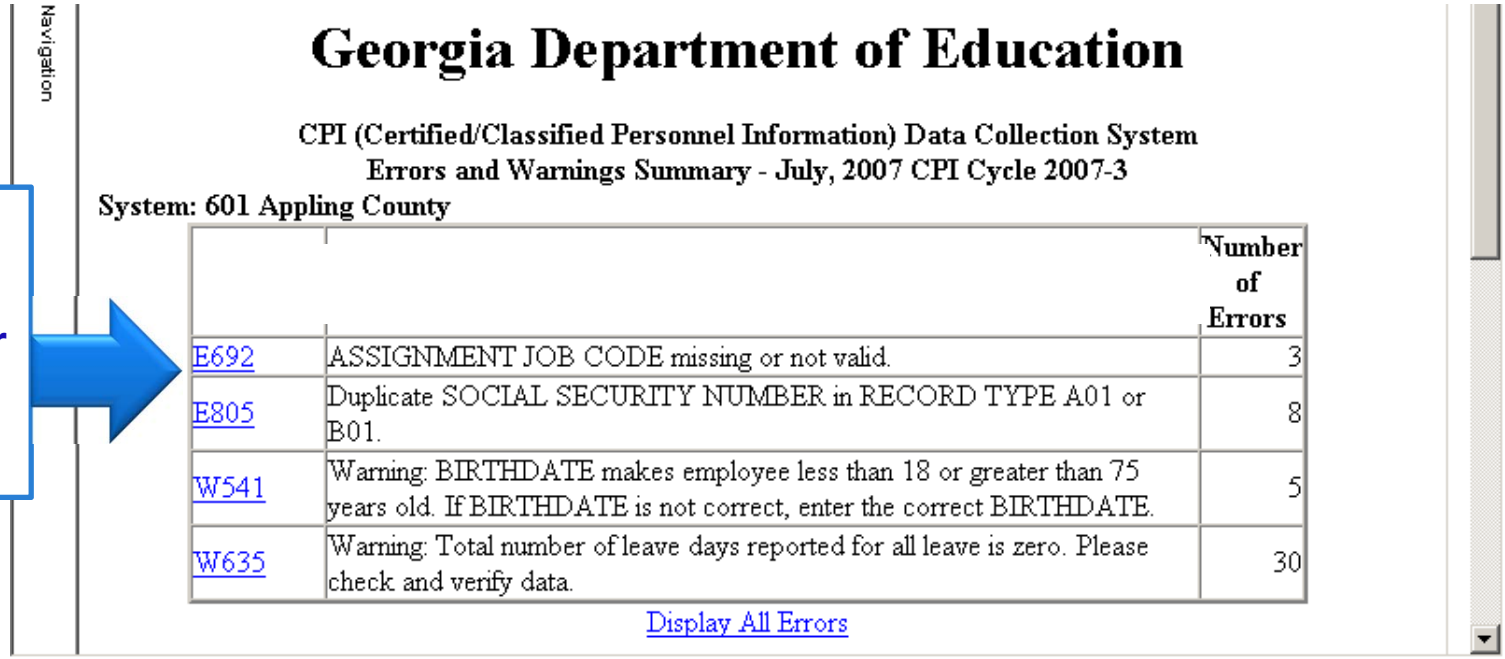
Validation Checks For Data Errors

The error report will tell you what data did not pass the state business rules and their edits.



Your Error Report

Click on Error Code for Detail List



Navigation

Georgia Department of Education

CPI (Certified/Classified Personnel Information) Data Collection System
Errors and Warnings Summary - July, 2007 CPI Cycle 2007-3

System: 601 Appling County

		Number of Errors
E692	ASSIGNMENT JOB CODE missing or not valid.	3
E805	Duplicate SOCIAL SECURITY NUMBER in RECORD TYPE A01 or B01.	8
W541	Warning: BIRTHDATE makes employee less than 18 or greater than 75 years old. If BIRTHDATE is not correct, enter the correct BIRTHDATE.	5
W635	Warning: Total number of leave days reported for all leave is zero. Please check and verify data.	30

Display All Errors

Error and Warning Detail Report

- **<u>Standard Practice</u>: Fix errors in your local system. Then re-upload.**
- Clicking on the link will take you to the detail where you can also make changes to the individual's data. But working online should be avoided until you need to make last-minute changes. Always update your local system as well.

Click on person's ID to view his/her records…

System: 999 Sample County

Employee SSN	Employee Name	Error Code	Error Message	Data Submitted	Input Field
[illegible]001	Jane Doe	E692	ASSIGNMENT JOB CODE missing or not valid.	190	Primary Assignment Job Code
[illegible]006	Rob Lo [illegible]	E692	ASSIGNMENT JOB CODE missing or not valid.	190	Primary Assignment Job Code
[illegible]015	Ruby Stone	E692	ASSIGNMENT JOB CODE missing or not valid.	000	Primary Assignment Job Code

Types of Errors

❑ Valid Value Checks

SST : Invalid code for Student Support Team (SST) participation. Must be 'Y' or 'N' for all students.

❑ Data Comparison Checks

PROGRAM CODE, GRADE LEVEL:

PROGRAM CODE = ‘J’ is only valid for GRADE LEVEL = ‘06’, ‘07’, ‘08’, ‘09’, ‘10’, ‘11’, and ‘12’.

❑ Across Application Checks

Data reported for SCHOOL CODE in FTE-1 and/or FTE-3 but no school-level Student Record data have been submitted for SCHOOL CODE. All schools that reported FTE for the current school year must also submit school-level Student Record information.

Error Corrections

1. **Diagnose why you are getting the error:**

   What is the error message telling you?

2. **<u>Tools</u>:**

   - **Layout**
   - **Data Definitions:**
     - **FTE, SR, SC – Data Element Detail**
     - **CPI – Data Glossary**
   - **Check at the source data for data entry errors**

3. **Local software issue – contact vendor**

4. **Not sure what the problem is – contact our Help Desk (dticket@doe.k12.ga.us)**

Error Correction Tools: File Layout

Georgia Department of Education

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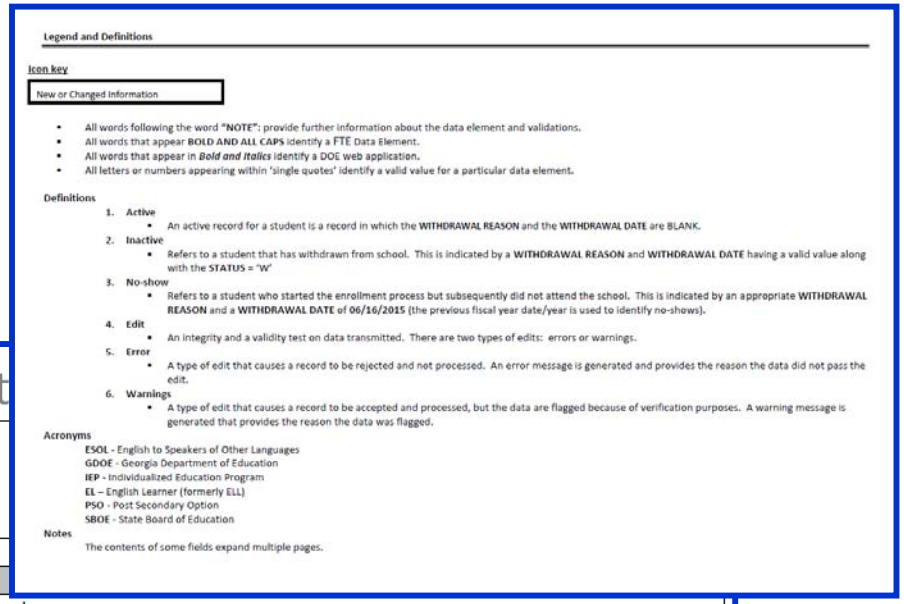
GEORGIA DEPARTMENT OF EDUCATION (GADOE)
Office of Technology Services - Technology Management

FY2016 FTE Data Collection
Data File Layout

Identifies data elements in each layout (record) and their placement in each record.



Legend and Definitions

Icon key

New or Changed Information

- All words following the word **"NOTE"**: provide further information about the data element and validations.
- All words that appear **BOLD AND ALL CAPS** identify a FTE Data Element.
- All words that appear in ***Bold and italics*** identify a DOE web application.
- All letters or numbers appearing within 'single quotes' identify a valid value for a particular data element.

Definitions

1. **Active**
   - An active record for a student is a record in which the **WITHDRAWAL REASON** and the **WITHDRAWAL DATE** are BLANK.
2. **Inactive**
   - Refers to a student that has withdrawn from school. This is indicated by a **WITHDRAWAL REASON** and **WITHDRAWAL DATE** having a valid value along with the **STATUS** = 'W'
3. **No-show**
   - Refers to a student who started the enrollment process but subsequently did not attend the school. This is indicated by an appropriate **WITHDRAWAL REASON** and a **WITHDRAWAL DATE** of **06/16/2015** (the previous fiscal year date/year is used to identify no-shows).
4. **Edit**
   - An integrity and a validity test on data transmitted. There are two types of edits: errors or warnings.
5. **Error**
   - A type of edit that causes a record to be rejected and not processed. An error message is generated and provides the reason the data did not pass the edit.
6. **Warnings**
   - A type of edit that causes a record to be accepted and processed, but the data are flagged because of verification purposes. A warning message is generated that provides the reason the data was flagged.

Acronyms

ESOL - English to Speakers of Other Languages
GDOE - Georgia Department of Education
IEP - Individualized Education Program
EL – English Learner (formerly ELL)
PSO - Post Secondary Option
SBOE - State Board of Education

Notes

The contents of some fields expand multiple pages.

FY2016 FTE Data Collect

Document Revision Updates

REVISION DATE	DATA ELEMENTS AFFECTED	COMMENTS
4/13/2015		Initial FTE File Layout
7/20/2015	E3050	Updated valid GRADE LEVEL to include '09' and '10'
7/24/2015	FISCAL AGENT; DUAL ENROLLMENT TYPE; PROGRAM CODE	FISCAL AGENT and DUAL ENROLLMENT TYPE are no longer reported. Modify E100 and E151; Remove edits: 152, E153, E154, E156, E1567, E157, E5382, and E5383
7/29/2015	PROGRAM CODE	Remove edits E5371; E5372
8/18/2015	EVENT DATE	Added E5777

What's New/Changed?

FTE Layout (FTE 2017-1, p. 4)

FY2017 FTE DATA COLLECTION- DATA FILE LAYOUT

Element ID	Element	Report Cycle	Field Type	Format	Field Length	Starting Position	Ending Position	Description	Edits
FTE001	SYSTEM	1, 3	A	xxx	3	1	3	School System Code	**E040 - SYSTEM** must be an active school system code in the *Facilities Database*.
FTE002	FISCAL YEAR	1, 3	A	yy	2	4	5	Fiscal Year of Record	**E010 - FISCAL YEAR** not valid. **FISCAL YEAR** must be the current valid **FISCAL YEAR.**
FTE003	REPORT PERIOD	1, 3	A	x	1	6	6	FTE Report Period	**E020 - REPORT PERIOD** must be the current valid FTE **REPORT PERIOD** as follows: '1' = October '3' = March
Filler	Filler	1, 3	N/A	BLANK	1	7	7	Filler	**N/A** – *NO EDITS*
Filler	Filler	1, 3	A	x(15)	15	8	22	Formerly STUDENT ID	**N/A** – *NO EDITS* ~~**E061 - STUDENT ID** must be student's 9-digit Social Security Number or FTE number.~~ ~~**E808 - If FISCAL YEAR and REPORT PERIOD** are valid, **STUDENT ID** must be unique for all active students within the state.~~ ~~**E3080 - STUDENT ID** for active student is being reported in CPI as an employee id.~~ ~~**W165 - STUDENT ID** changed since the last FTE cycle or Student Record collection. Previous **STUDENT ID** should be entered in the **PREVIOUS STUDENT ID** field.~~

Notes:

Yellow =

Field Length =

Strikethrough =

Report Cycle =

Field Type =

Format =

Starting Position =

Ending Position =

Edits =

FTE Layout – from March 2016-3

Element ID	Element	Report Cycle	Field Type	Format	Field Length	Starting Position	Ending Position	Description	Edits
FTE023	LOCATION OF ENROLLMENT 6	1, 3	A	x	1	53	53	Location of the dual enrollment services. Indicate whether the student took the course on the K-12 campus, USG campus, TCSG campus or via online course.	Same as **LOCATION OF ENROLLMENT** 1 above.
FTE024	TOTAL SERVICE MINUTES	1, 3	N	xxxxx	5	54	58	Report the total number of minutes for all IEP services which were in effect the week of the FTE count. Report for active students only. Exception Criteria: Students that meet the following criteria should not report TOTAL SERVICE MINUTES. Leave field null. 1. Students in grade level PK 2. Students with a service plan (ISP) or No IEP 3. Students reported by State Schools	**E0716: TOTAL SERVICE MINUTES** must be a numeric value. Alpha and special characters are not allowed. **E0717:** Student's **GRADE LEVEL** = PK. **TOTAL SERVICE MINUTES** must be null. **E0718: ALL SPECIAL EDUCATION SERVICES** = 'S' or 'N', **TOTAL SERVICE MINUTES** must be null. **E0719:** Student reported by one of the State Schools or state agencies. **TOTAL SERVICE MINUTES** must be null. **E0721: STUDENT STATUS** = 'W.' **TOTAL SERVICE MINUTES** must be null. **E0714: A PRIMARY AREA** was not reported for the record, **TOTAL SERVICE MINUTES** must be null.

Notes:

Yellow =

Field Length =

Strikethrough =

Report Cycle =

Field Type =

Format =

Starting Position =

Ending Position =

Edits =

FTE Layout (FTE 2017-1, p. 22)

Element ID	Element	Report Cycle	Field Type	Format	Field Length	Starting Position	Ending Position	Description	Edits
									'W' Admitted under School Choice (Title I School Choice) 'X' Admitted under USCO **E0291 - RESIDENT STATUS CODE** = '7', **SCHOOL ENTRY CODE** must = 'O'.
Filler	Filler	1, 3	N/A	BLANK	23	75	97	Filler	**N/A** – *NO EDITS*
FTE043	ENVIRONMENT	1, 3	A	x	1	98	98	Type of residential environment in which the student resides.	**E278 - ENVIRONMENT CODE** is not valid. Must equal one of the following codes: '1' Resides in a local institution for the neglected '2' Resides in a local institution for the delinquent '3' Is homeless '4' Homeless Unaccompanied Youth BLANK – N/A
Filler	Filler	1, 3	N/A	BLANK	1	99	99	Filler	**N/A** – *NO EDITS*
FTE044	REPORT TYPE	1, 3	A	x	1	100	100	Indicates whether the student receives Special Education services	**E800 - REPORT TYPE** must be: 'R' Regular Education or 'S' Special Education **E799** - Special Ed student reported in SR and did not exit program, but **REPORT TYPE** = 'R' in FTE. **E798 - RESIDENT STATUS CODE** = '7', **REPORT TYPE** must = 'R'. **E797 - SYSTEM** >800, **REPORT TYPE** must = 'S'. **E796** - Special Education exit **EVENT CODE** reported for student, **REPORT TYPE** must = 'R'.
FTE045	DATE OF BIRTH	1, 3	D	mmddyy	6	101	106	Student DATE OF BIRTH	**E542 - DATE OF BIRTH** cannot be BLANK; must be in format **MMDDYY. DATE OF BIRTH** cannot be greater than or equal to the current fiscal year.

Notes:

Valid Values / Codes =

E### =

W### =

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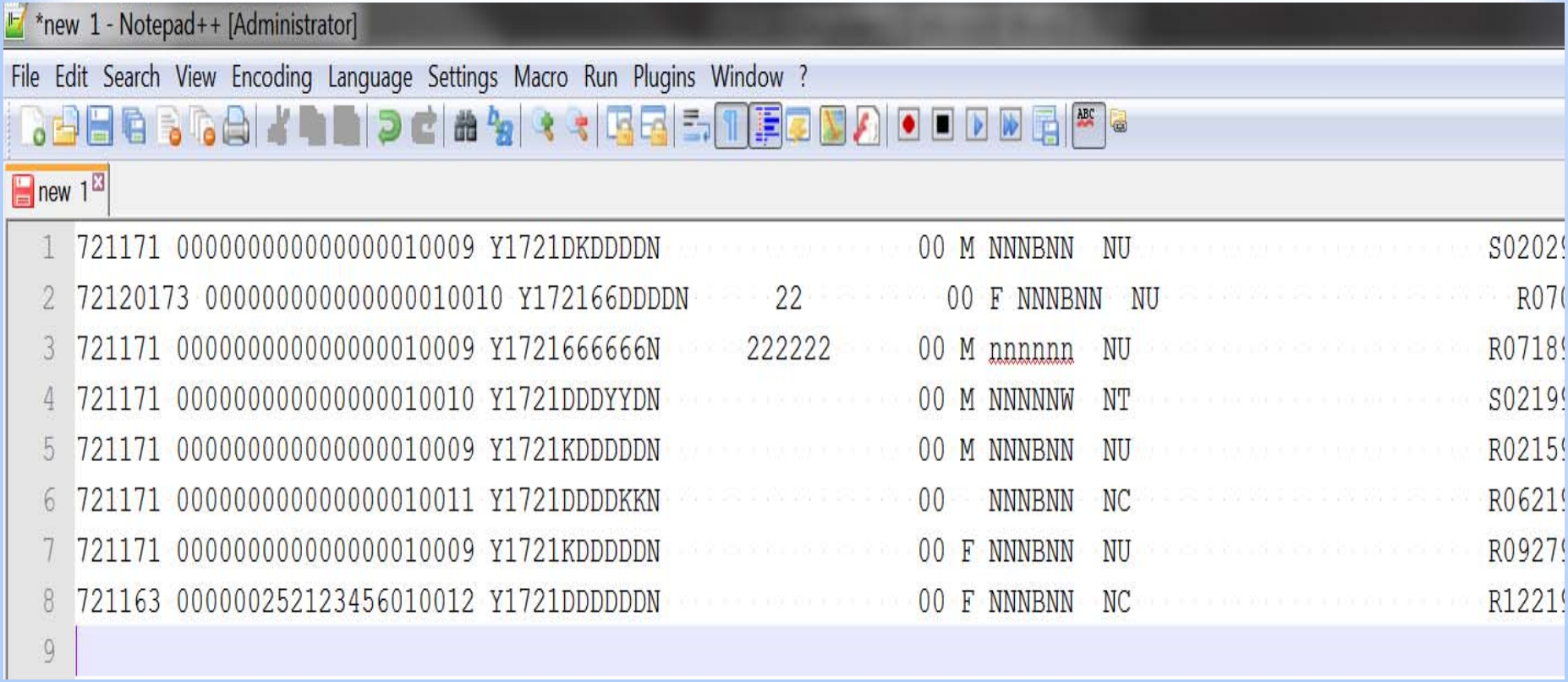
Error Examples

Looking at the previous slide, for the 2 complete elements: ENVIRONMENT and REPORT TYPE:

1. Which errors are for valid values?
2. Which errors are comparing more than one data element?
3. Which errors are across applications/data collections?

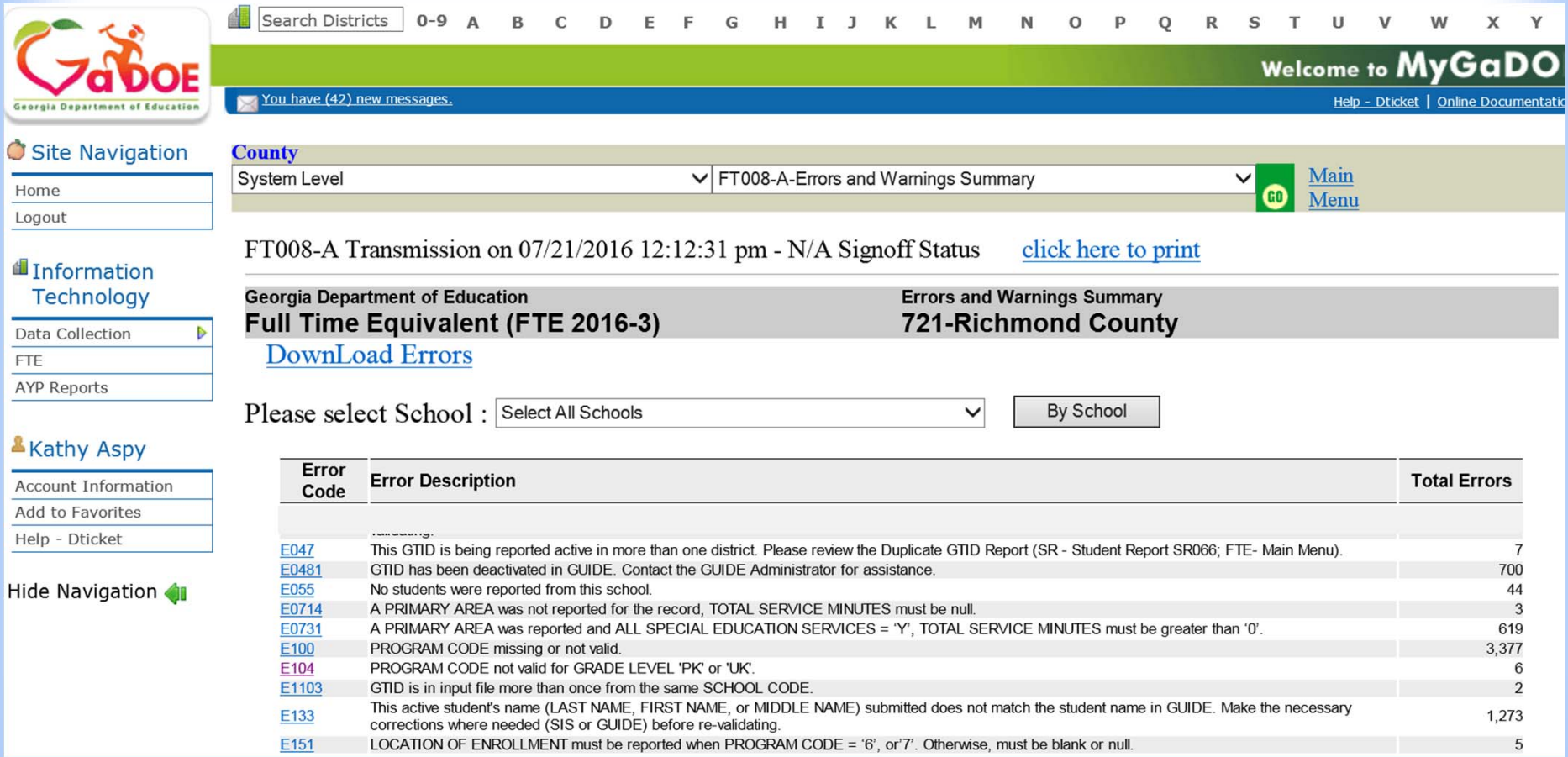
Can you find the problem in these records:



Text Editor Tips

- Some text editors have an evaluation copy free on web (ex: Ultra Edit, NotePad ++)
- Don’t ‘peek’ at your extract in Excel or other spreadsheet software, then close it and upload. Excel will reformat your file!
- Make corrections in SIS and re-upload.

Error Report Example



Search Districts 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y

Welcome to MyGaDO

You have (42) new messages. Help - Dticket | Online Documentatio

Site Navigation
- Home
- Logout

Information Technology
- Data Collection
- FTE
- AYP Reports

Kathy Aspy
- Account Information
- Add to Favorites
- Help - Dticket

Hide Navigation

County

System Level | FT008-A-Errors and Warnings Summary | GO | Main Menu

FT008-A Transmission on 07/21/2016 12:12:31 pm - N/A Signoff Status click here to print

Georgia Department of Education
Full Time Equivalent (FTE 2016-3)

Errors and Warnings Summary
721-Richmond County

DownLoad Errors

Please select School : Select All Schools | By School

Error Code	Error Description	Total Errors
E047	This GTID is being reported active in more than one district. Please review the Duplicate GTID Report (SR - Student Report SR066; FTE- Main Menu).	7
E0481	GTID has been deactivated in GUIDE. Contact the GUIDE Administrator for assistance.	700
E055	No students were reported from this school.	44
E0714	A PRIMARY AREA was not reported for the record, TOTAL SERVICE MINUTES must be null.	3
E0731	A PRIMARY AREA was reported and ALL SPECIAL EDUCATION SERVICES = 'Y', TOTAL SERVICE MINUTES must be greater than '0'.	619
E100	PROGRAM CODE missing or not valid.	3,377
E104	PROGRAM CODE not valid for GRADE LEVEL 'PK' or 'UK'.	6
E1103	GTID is in input file more than once from the same SCHOOL CODE.	2
E133	This active student's name (LAST NAME, FIRST NAME, or MIDDLE NAME) submitted does not match the student name in GUIDE. Make the necessary corrections where needed (SIS or GUIDE) before re-validating.	1,273
E151	LOCATION OF ENROLLMENT must be reported when PROGRAM CODE = '6', or'7'. Otherwise, must be blank or null.	5

Drilling in on E104

County

System Level | FT008-A-Errors and Warnings Summary | GO | Main Menu

FT008-A Transmission on 07/21/2016 12:17:19 pm - N/A Signoff Status click here to print

Georgia Department of Education
Full Time Equivalent (FTE 2016-3)

Errors and Warnings Summary
721-Richmond County

DownLoad Errors

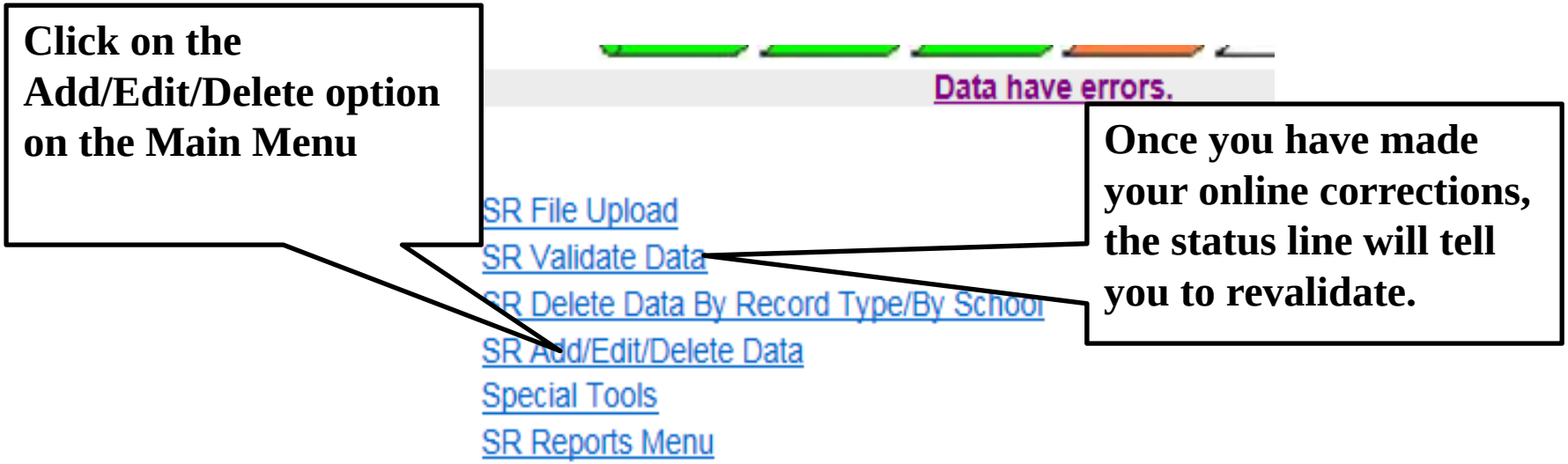
School ID	Error Code	GTID	Student Name	Grade	Error Message	Data Submitted	Input Field
0103	E104	5851	Smith, Jacob Daniel	PK	PROGRAM CODE not valid for GRADE LEVEL 'PK' or 'UK'.	A	Activity Code 1
0103	E104	5851	Smith, Jacob Daniel	PK	PROGRAM CODE not valid for GRADE LEVEL 'PK' or 'UK'.	A	Activity Code 6
0105	E104	1627	Jones, Ashley Nicole	PK	PROGRAM CODE not valid for GRADE LEVEL 'PK' or 'UK'.	A	Activity Code 6
0105	E104	1627	Jones, Ashley Ncole	PK	PROGRAM CODE not valid for GRADE LEVEL 'PK' or 'UK'.	A	Activity Code 1
0105	E104	3147	Bell, Anthony James	PK	PROGRAM CODE not valid for GRADE LEVEL 'PK' or 'UK'.	A	Activity Code 1
0105	E104	2674	Green, Sara Jane	PK	PROGRAM CODE not valid for GRADE LEVEL 'PK' or 'UK'.	A	Activity Code 1

Putting all these demos together

Using handouts:
Text File
Question Sheet
FTE layout

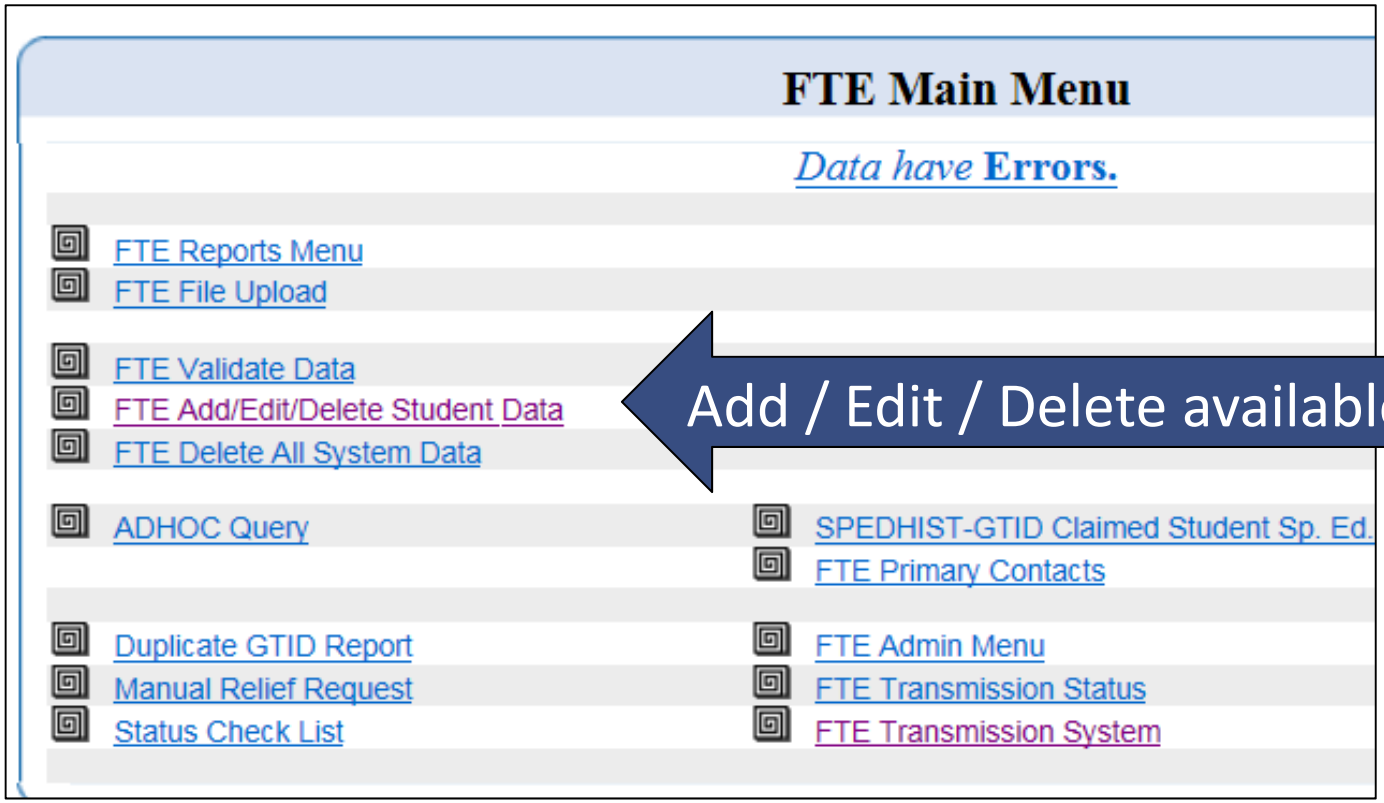
Last Minute Online Corrections

- **Only do online work when you will not do any more uploads**
- **Uploads will wipe out online corrections!**



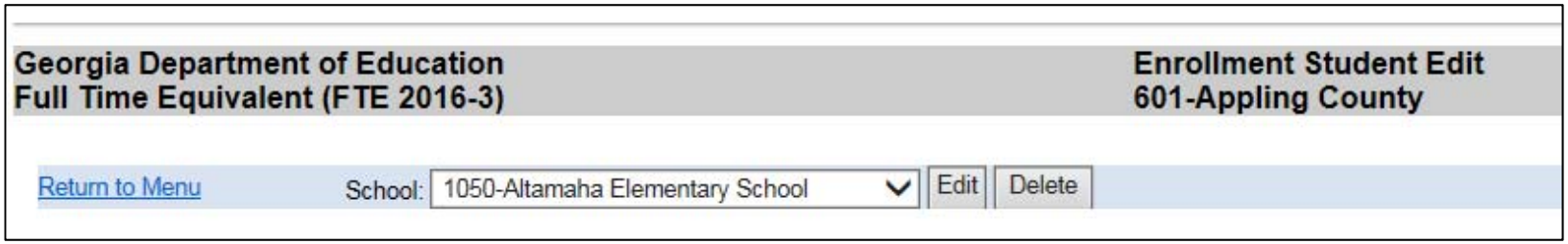
Online Add/Edit/Delete

- Most data collections have an option to change data online.



Online Add/Edit/Delete

- ❑ Student data is accessed through the *school*.
- ❑ First, select the school where the student is enrolled.

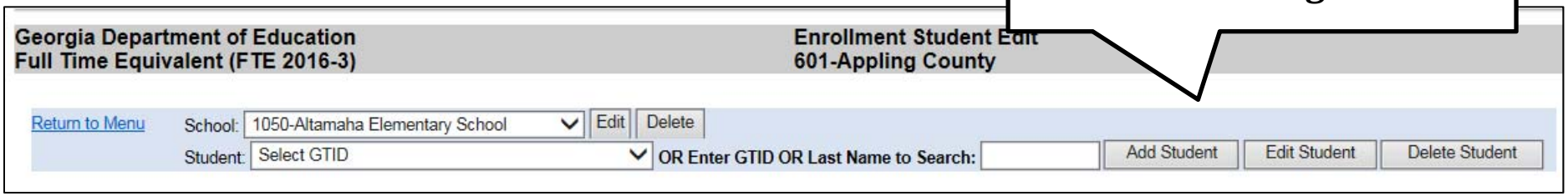


- ❑ Use the drop-down list to find the student

OR

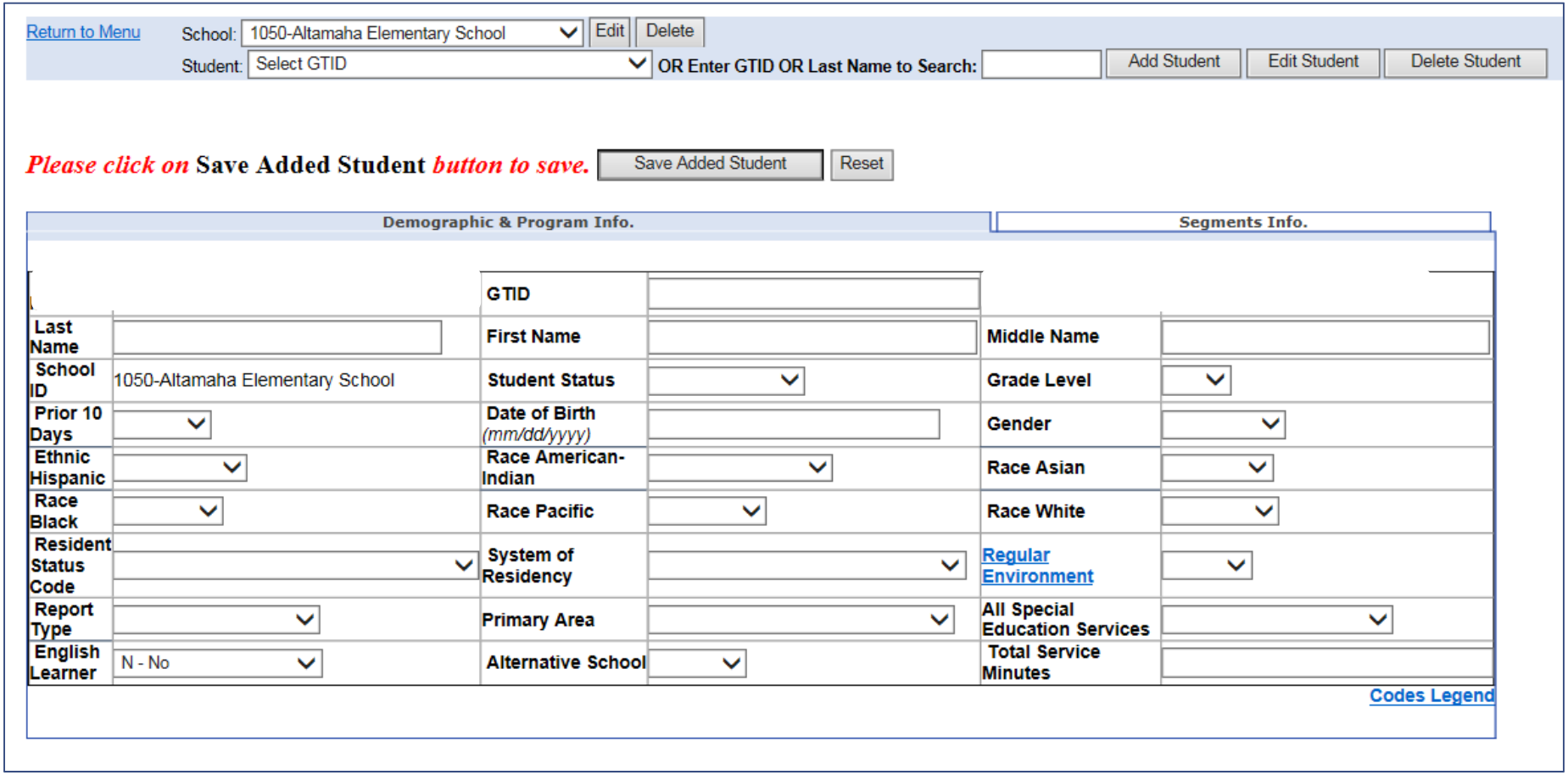
- ❑ Enter GTID or Last Name to select the student.

Note that you have the option to Add a new record, Change a record, or Delete an existing record.



Online Add/Edit/Delete

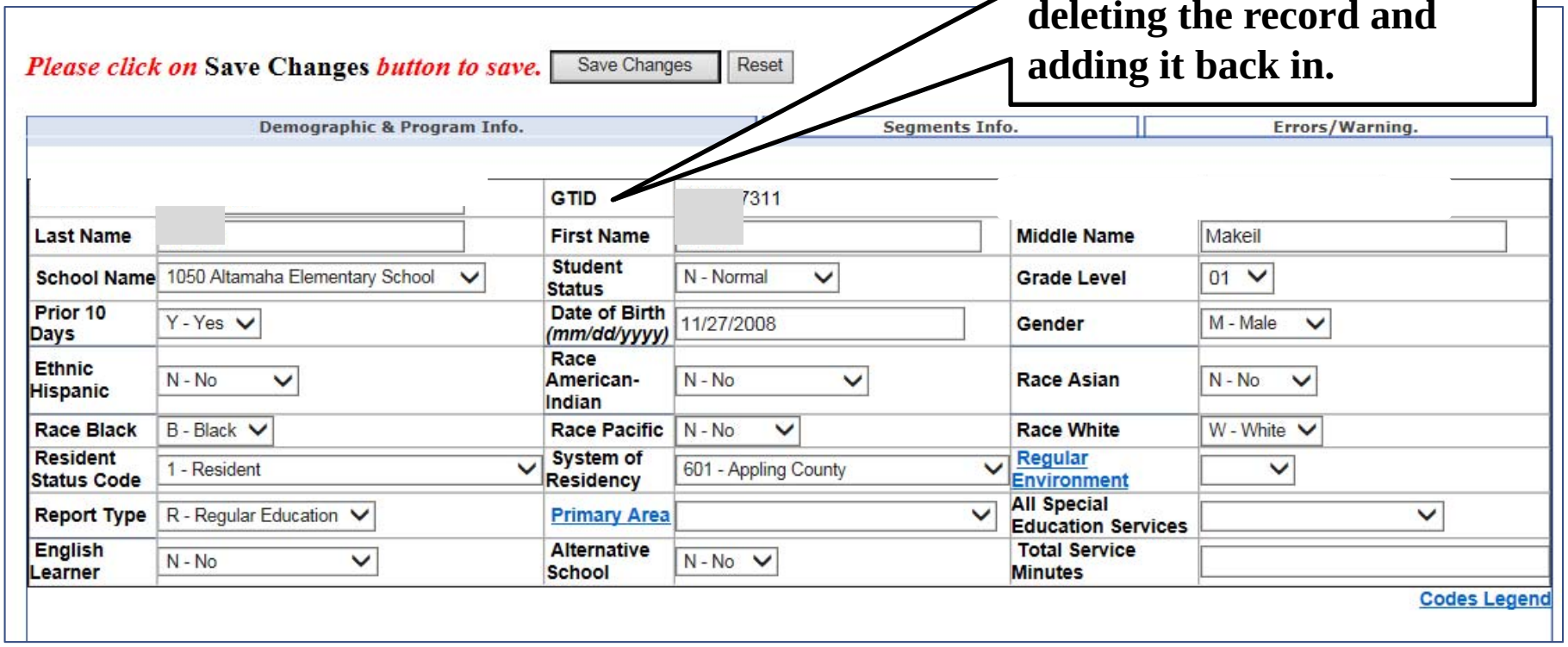
- View of the FTE record using the ADD option.



Online Add/Edit/Delete

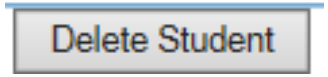
- View of the FTE record
  using the EDIT option.

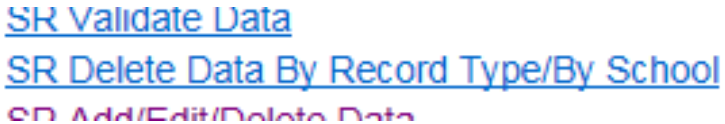
Note: Data you cannot change are 'key' elements. Key changes require deleting the record and adding it back in.



Deleting Data Online

- **Deletion options may vary per application**
- **For most, you delete**
  - **One record**
  - **All records for one student/employee**
  - **All records by school, record type, etc.**





If you need assistance deciding what method is best for your situation, please contact the Help Desk (dticket@doe.k12.ga.us or 1-800-869-1011)

Error Relief

Process that allows removal of errors when comments are entered for legitimate reasons that the data reported is correct but outside the norm.

Your application may have two types of error relief:

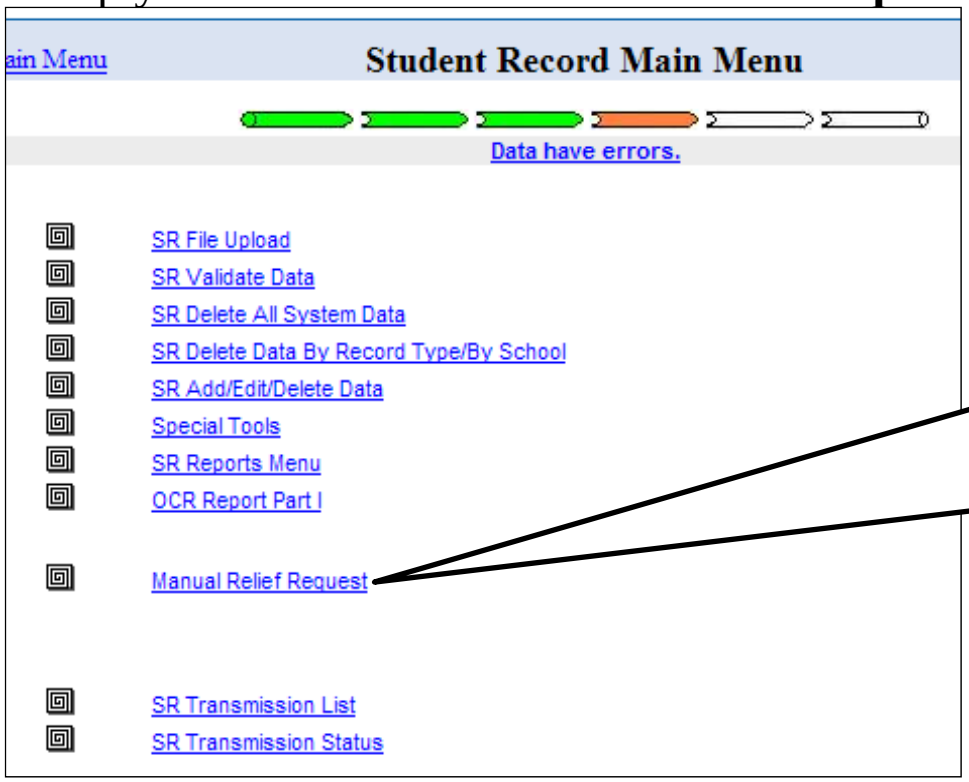
1. **Manual** error relief **–**
   use the **Manual Relief Request** option on the **Main Menu.**

2. **Online automated relief** – the "*Comments Entry Menu*" displays after all manual errors are corrected and any manual relief is completed. These have drop-down options to select from. Some of these only have 'Other' which requires you to enter the reason for the relief request – we have to approve these.

Manual Error Relief

How do I request manual relief?

Simply click on the new **Manual Relief Request** option on the Main Menu.



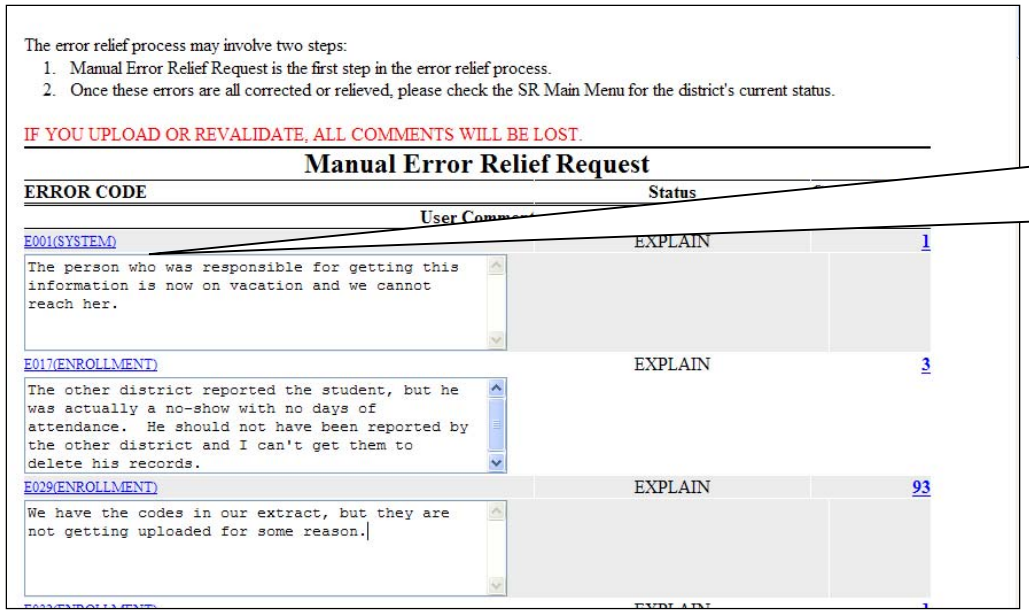
Click on this option once it displays on the Main Menu

If you do not see this option, it has not yet become available.

Error Relief

Enter your comments as they relate to each error.

Remember, we want what is really happening, so please describe what is truly occurring and why it is an exceptional situation that requires relief.



The error relief process may involve two steps:

1. Manual Error Relief Request is the first step in the error relief process.
2. Once these errors are all corrected or relieved, please check the SR Main Menu for the district's current status.

IF YOU UPLOAD OR REVALIDATE, ALL COMMENTS WILL BE LOST.

Manual Error Relief Request

ERROR CODE	Status	
	User Comment	
E001(SYSTEM)	EXPLAIN	1
The person who was responsible for getting this information is now on vacation and we cannot reach her.		
E017(ENROLLMENT)	EXPLAIN	3
The other district reported the student, but he was actually a no-show with no days of attendance. He should not have been reported by the other district and I can't get them to delete his records.		
E029(ENROLLMENT)	EXPLAIN	93
We have the codes in our extract, but they are not getting uploaded for some reason.		

Enter your comments in the box immediately below the related Error Code.

Error Relief

- Not all situations are relievable.
- Error relief is only for **exceptional** situations.

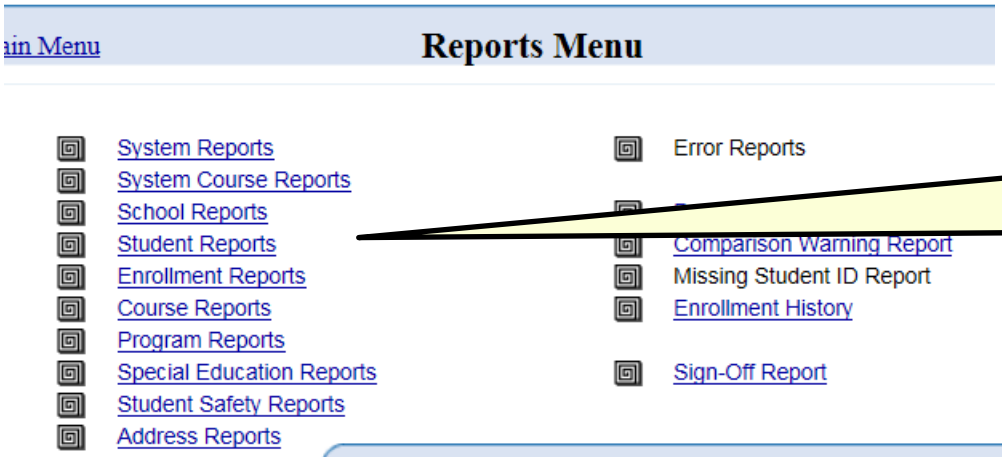
Some examples:

- *"SWD student graduated last year ("G"), was not coming back, but unexpectedly enrolled again this year."*
- *"Student ID was reported incorrectly last year and is now being reported correctly."*

Report Review

- **Each application has a report option on its Main Menu**
- **You may find sub-menus for categories of reports, like Student reports, Course reports, etc.**
- **Start checking reports early to detect data issues**
- **Have program managers review reports for their program area (Special Ed, Migrant, Gifted, etc.) to check the data being reported.**
- **Look for counts that don't make sense.**
- **Print "All Reports" after sign off.**

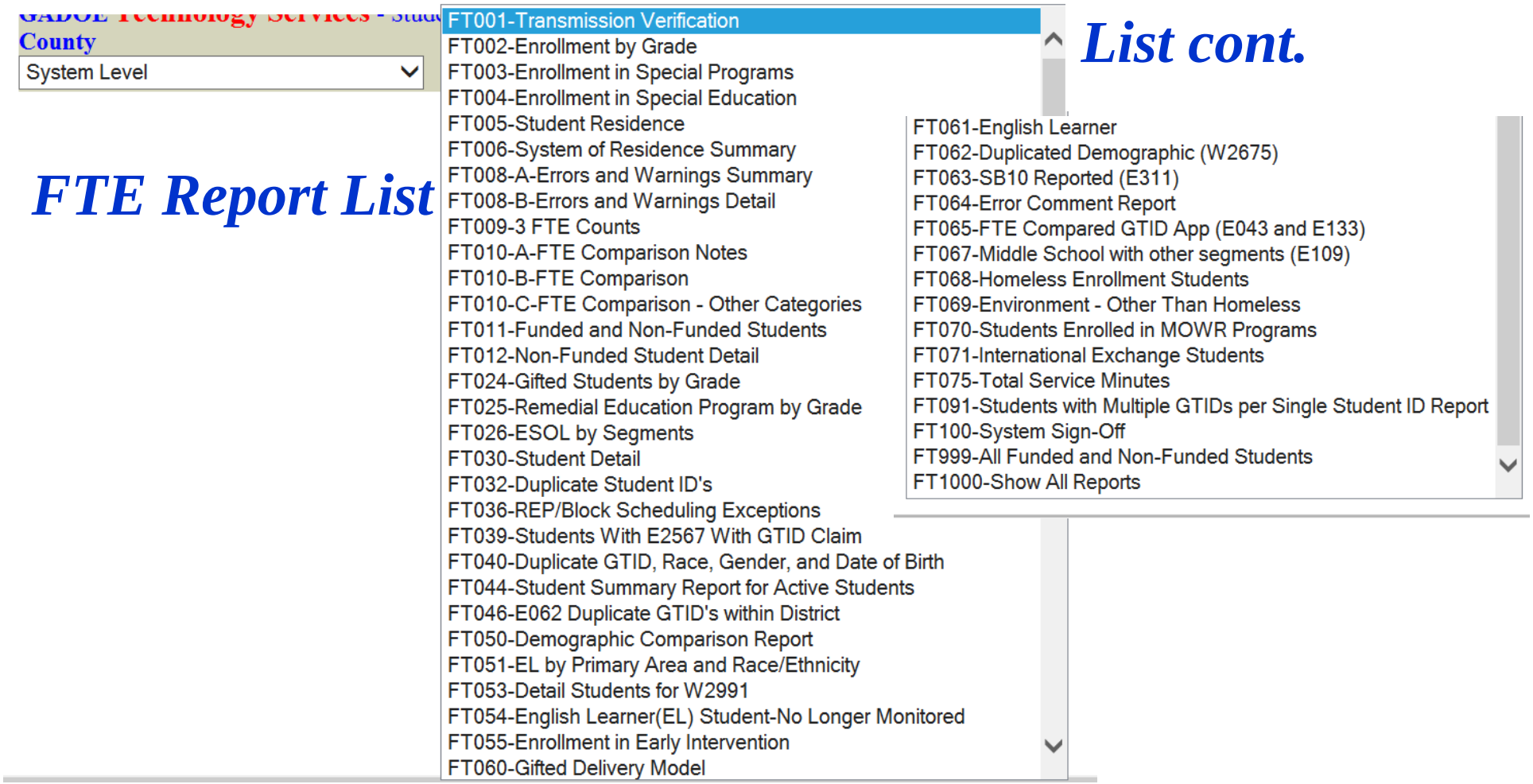
Report Menu Example



Student Record Reports are grouped by layout for convenient access.

Clicking on STUDENT takes you to the sub-menu to all Student level reports.

Examples of FTE Reports



Examples of FTE Reports

FT044 Student Summary for Active Students Report

Main St. Elementary School -0101 | FT044-Student Summary Report for Active Students | Main

FT044 Transmission on 10/04/2016 12:00:00 am - Signed off click here to print

Georgia Department of Education
Full Time Equivalent (FTE 2016-3)

Student Summary Report for Active Students
599-Sample County, 0101-Main Street ES

#	GTID	Last_Name, First_Name Middle_Name	Grade	Gender	Ethnic Race	Birth Date	Report Type	Present Prior 10 days	Activity						Inclusion						Student Status	ESOL		Gifted Del Model					
									1	2	3	4	5	6	1	2	3	4	5	6		Itinerant	Non Itinerant	1	2	3	4	5	6
1	1896	A	05	F	HNNNPN=>EH	12/22/2004	R	Y	C	C	C	C	C	C							N	0	0						
2	2112	B H	05	M	NNNNNW=>RW	10/21/2004	R	Y	C	C	C	C	C	C							N	0	0						
3	8404	B W	05	F	NNNNNW=>RW	05/13/2005	R	Y	C	C	C	C	C	C							N	0	0						
4	0626	B K	05	F	NNNNNW=>RW	07/11/2005	R	Y	I	I	I	I	I	I							N	0	0	1	1	1	1	1	1
5	3765	B M	05	M	NNNNNW=>RW	03/16/2005	R	Y	G	G	G	G	G	G							N	0	0						
6	2836	C C	05	F	NNNNNW=>RW	11/09/2004	R	Y	G	G	G	G	G	G							N	0	0						
7	5875	C K	05	M	NNNNNW=>RW	04/18/2005	R	Y	C	C	C	C	C	C							N	0	0						
8	1268	C D D	05	M	NNNBNN=>RB	09/04/2004	R	Y	G	G	G	G	G	G							N	0	0						
9	9243	C M	05	M	NNNNNW=>RW	12/17/2004	R	Y	I	I	I	I	I	I							N	0	0	1	1	1	1	1	1

Examples of FTE Reports

FT011 Funded and Non-Funded Students Report

Main St. Elementary School -0101 | FT011-Funded and Non-Funded Students | Main

FT011 Transmission on 10/04/2016 12:00:00 am - Signed off click here to print

Georgia Department of Education
Full Time Equivalent (FTE 2016-3)

Funded and Non-Funded Students
599 -Sample County, 0101-Main Street ES

Funded and Non-Funded Students by Category | Funded and Non-Funded Students- 3 years Data | Legend

FTE Category Description	Code	Students	Segments	FTE
Kindergarten	A	48	260	43
Grades 1 to 3	B	175	938	156
Grades 4 to 5	C	83	428	71
Middle Grades 6 to 8	9	0	0	0
Middle School 6 to 8	H	0	0	0
Grades 9 to 12	D	0	0	0
Kindergarten EIP	E	12	70	12
Primary Grades 1-3 EIP	F	44	124	21
4th - 5th Grades EIP	G	30	120	20
Mild Intellectual Disability	P	2	3	1
Moderate Intellectual Disability	Q	0	0	0
Severe Intellectual Disability	R	0	0	0
Profound Intellectual Disability	S	0	0	0
Emotional and Behavioral Disorder	T	4	7	1
Specific Learning Disability	U	17	36	6
Orthopedic Impairment	V	0	0	0

Can drill in on the hyperlink to 48 students (next screen).

Examples of FTE Reports

FT011 Funded and Non-Funded Students Report - DETAIL

Main St. Elementary School -0101 | FT044-Student Summary Report for Active Students | Main

FT044 Transmission on 10/04/2016 12:00:00 am - Signed off click here to print

Georgia Department of Education
Full Time Equivalent (FTE 2016-3)

Student Summary Report for Active Students
601- Sample County, 0101-Main Street ES

#	GTID	Last_Name, First_Name Middle_Name	Grade	Gender	Ethnic Race	Birth Date	Report Type	Present Prior 10 days	Activity						Inclusion						Student Status	ESOL		Gifted Del Model					
									1	2	3	4	5	6	1	2	3	4	5	6		Itinerant	Non Itinerant	1	2	3	4	5	6
1	1896	A	05	F	HNNNPN=>EH	12/22/2004	R	Y	C	C	C	C	C	C							N	0	0						
2	2112	B H	05	M	NNNNNW=>RW	10/21/2004	R	Y	C	C	C	C	C	C							N	0	0						
3	8404	B W	05	F	NNNNNW=>RW	05/13/2005	R	Y	C	C	C	C	C	C							N	0	0						
4	0626	B K	05	F	NNNNNW=>RW	07/11/2005	R	Y	I	I	I	I	I	I							N	0	0	1	1	1	1	1	1
5	3765	B M	05	M	NNNNNW=>RW	03/16/2005	R	Y	G	G	G	G	G	G							N	0	0						
6	2836	C C	05	F	NNNNNW=>RW	11/09/2004	R	Y	G	G	G	G	G	G							N	0	0						
7	5875	C K	05	M	NNNNNW=>RW	04/18/2005	R	Y	C	C	C	C	C	C							N	0	0						
8	1268	C D D	05	M	NNNBNN=>RB	09/04/2004	R	Y	G	G	G	G	G	G							N	0	0						
9	9243	C M	05	M	NNNNNW=>RW	12/17/2004	R	Y	I	I	I	I	I	I							N	0	0	1	1	1	1	1	1

Examples of FTE Reports

FT011 Funded and Non-Funded Students Report – 3 Year Comparison

FT011 Transmission on 10/04/2016 12:00:00 am - Signed off click here to print

Georgia Department of Education

Full Time Equivalent (FTE 2016-3)

Funded and Non-Funded Students

599-Sample County, 0101-Main Street ES

Funded and Non-Funded Students by Category | Funded and Non-Funded Students- 3 years Data | Legend

FTE Funded and Non-Funded Students

FTE Category		2016-3			2015-3			2014-3		
Description	Code	Students	Segments	FTE	Students	Segments	FTE	Students	Segments	FTE
Kindergarten	A	48	260	43	64	287	48	58	234	39
Grades 1 to 3	B	175	938	156	159	769	128	161	794	132
Grades 4 to 5	C	83	428	71	120	526	88	108	487	81
Middle Grades 6 to 8	9	0	0	0	0	0	0	0	0	0
Middle School 6 to 8	H	0	0	0	0	0	0	0	0	0
Grades 9 to 12	D	0	0	0	0	0	0	0	0	0
Kindergarten EIP	E	12	70	12	15	71	12	23	113	19
Primary Grades 1-3 EIP	F	44	124	21	22	105	18	31	151	25
4th - 5th Grades EIP	G	30	120	20	32	153	26	16	78	13
Mild Intellectual Disability	P	2	3	1	1	3	1	1	3	1
Moderate Intellectual Disability	Q	0	0	0	0	0	0	0	0	0
Severe Intellectual Disability	R	0	0	0	0	0	0	0	0	0
Profound Intellectual Disability	S	0	0	0	0	0	0	0	0	0
Emotional and Behavioral Disorder	T	4	7	1	2	3	1	2	5	1
Specific Learning Disability	U	17	36	6	18	39	7	14	33	6
Orthopedic Impairment	V	0	0	0	0	0	0	0	0	0
Hearing Impairment	W	0	0	0	0	0	0	0	0	0
Deaf	X	0	0	0	0	0	0	0	0	0
Other Health Impairment	Y	4	7	1	5	12	2	2	5	1
Visual Impairment	Z	1	3	1	1	3	1	1	2	0
Blind	1	0	0	0	0	0	0	0	0	0
Deaf/Blind	2	0	0	0	0	0	0	0	0	0
Speech/Language Impairment	3	29	32	5	30	31	5	23	23	4
GNETS (Psycho-Ed Program)	4	0	0	0	1	6	1	1	6	1

Examples of FTE Reports

FT012 Non-Funded Student Detail Report

FT012 Transmission on 10/04/2016 12:00:00 am - Signed off click here to print

Georgia Department of Education
Full Time Equivalent (FTE 2016-3)

Non-Funded Student Detail
601-Appling County, 1050-Altamaha Elementary School

#	School Name	Reason Not Eligible for Funding	Grade Level	GTID	Last_Name, First_Name Middle_Name	
1	0101 - Main St. ES	Pre-Kindergarten(PK)	PK	9403	R	*
2		Pre-Kindergarten(PK)	PK	9895	C	
3		Pre-Kindergarten(PK)	PK	9695	L	*
4		Pre-Kindergarten(PK)	PK	9792	G	
5		Pre-Kindergarten(PK)	PK	4405	M	*
6		Pre-Kindergarten(PK)	PK	2592	S	
7		Pre-Kindergarten(PK)	PK	6148	H	*
8		Pre-Kindergarten(PK)	PK	8402	R	*
9		Pre-Kindergarten(PK)	PK	6748	N	
10		Pre-Kindergarten(PK)	PK	9114	H	
11		Pre-Kindergarten(PK)	PK	4836	R	*

Sign Off Process

- Every mandated data collection requires the Superintendent to *sign off* on the data.
- The **Sign Off Report** is on the Main Menu

  ALWAYS REVIEW THIS REPORT!
- The Sign Off Button (electronic signature)
  - Is only visible via the Superintendent's login ID and password.
  - The button is not available on the report until the status is "*Ready to Sign Off*"
  - Alert your superintendent to sign off before the deadline

Sign Off Report

The left column list district totals per category

The right column has links to detail reports for the category on the right

Record Year: 2015
System : Sample Sounty

System Totals		Links For Viewing Other Repo
Active Students *	3,677	ailed **Active** Students
Withdrawn Students **	273	etailed **Withdrawn** students
Deceased Students	1	Detailed **Deceased** students
Total Students	3,950	
Attendance		
Average Daily Attendance	94.71%	Detailed **Attendance** reports
Sub-Populations		
Graduates	243	Detailed **Graduates**
Dropouts	35	Detailed **Dropout** reports
Retained Students	82	Detailed **Retention** reports
Gifted Program: Students Served	183	Detailed **Gifted** reports
REP: Students Served	358	Detailed **REP** reports
ESOL Students	230	Detailed **ESOL** reports
ELL/LEP Students	268	Detailed **ELL/LEP** reports
Special Education Students	578	Detailed **Special Education** reports
Students Misreported in Special Ed.	0	Detailed **Misreported in Special Ed** reports
Students Placed in Alternative Programs	80	Detailed **Alternative Program** reports
GNETS Students	10	Detailed **GNETS** reports
First-Time Ninth Grades Students	283	Detailed **First-Time Ninth Grades Students** reports
Courses		
Regular Education Courses	24,129	
Remedial Education Courses	1416	
Gifted Courses	390	
Distance Learning Courses	3	
1-Hour Lab Courses	829	
2-Hour Lab Courses	683	Detailed **Type of Instruction** reports
3-Hour Lab Courses	0	
Apprenticeship Courses	140	
Special Ed Courses for credit	781	
Special Ed Courses not for credit	0	
Post Secondary Option Courses (PSO)	283	
Discipline Actions		
Total Instances of Detention	0	
Total Instances of Corporal Punishment	143	
Total Instances of In-School Suspension	508	
Total Instances of Out-of-School Suspension	139	

Thank you for your attention

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

Data Collections