

FY2021 Student Record Opening Webinar



Presented By Carl Garber

Offering a holistic education to **each and every child** in our state.



Student Record

Agenda

- Transmission Dates
- Documentation
- Changes
- File Upload
- Tips and Reminders
- Help Ticket
- Team Contacts

Student Record

Transmission Dates

FY2021 Collection

The FY2021 Student Record Data Collection will begin on Wednesday, February 3, 2021.

Initial Transmissions:

All school systems are required to complete the initial transmission of *Student and Enrollment* data by Wednesday, February 10, 2021. The initial transmission should include a record for all students that were reported active in FTE-1 or FTE-3 or reported as withdrawn this **FISCAL YEAR**.

The deadlines for initial transmission of all record types are listed below.

Record Type	Initial Upload Deadline
Student	Wednesday, February 10, 2021
Enrollment	Wednesday, February 10, 2021
Special Education	Wednesday, February 17, 2021
Student Safety	Wednesday, March 24, 2021
Program	Wednesday, April 14, 2021
System	Wednesday, April 21, 2021
School	Wednesday, April 21, 2021
Address	Wednesday, April 21, 2021

Duplicate Resolution: The deadline for resolving duplicate records of students with the same GTID reported active in more than one school is **Wednesday March 24, 2021**.

Sign Off:

All Student Record transmissions, data review of reports, and superintendent sign-off, must be completed by **Tuesday, June 15, 2021**. Verification by the superintendent that the information transmitted is complete and accurate is required no later than the Sign-off dates specified above.

Student Record

Documentation

General Information

- Student Record Data Element Detail
- Special Education Guidelines
- Student Record Transmission Dates

Related Information

- Data Collection FAQs (New document for FY2021)
- GNETS FAQ
- Place of Birth Codes
- Language Codes
- Student Record Checklist (Sample)
- Student Support Teams (SST) (Link to Student Support Teams website)
- Student Safety - Discipline Matrix (Link to the School Discipline website)

<https://www.gadoe.org/Technology-Services/Data-Collections/Pages/FY2021-Student-Record-Resources.aspx>

- Student Record File Layouts are in the portal on the Student Record Transmission Cycles webpage

Student Record

Summary of Changes

STUDENT Level

New Edits:

- **PRIMARY AREA**
E3215 - A **PRIMARY AREA** must be reported for the student unless the student has officially exited SpEd (**EVENT CODE** = '9', '10', or '13'). **NOTE – some of these warnings can be resolved.**
- **ENGLISH LEARNER (EL)**
E2093 - Another district in the state is reporting a different **EL** status for this **GTID** than the **EL** status reported by your district.
- **DATE ENTERED 9TH GRADE**
E0711 - **GRADE LEVEL** = '09' or greater and student age is less than '18' as of September 1, the **DATE ENTERED 9TH GRADE** is required.

Student Record

Summary of Changes

STUDENT Level

Edit Changes:

- **EL EXIT REASON**

E2244 - **EL EXIT REASON** = '2' is only valid when **EL** = '3' or '4'.

- **SCHOOL SYSTEM OF RESIDENCE**

E0335 - **SCHOOL ENTRY CODE** = '6', the **SCHOOL SYSTEM OF RESIDENCE** cannot equal the reporting **SYSTEM CODE**.

✓ Additional valid values for **SCHOOL SYSTEM OF RESIDENCE** have been added for students that have been displaced due to a natural disaster:

'901' - Mississippi

'902' - Alabama

'925' - Texas

'926' - Louisiana

'927' - Florida

Student Record

Summary of Changes

SPECIAL EDUCATION Level

New edit:

E5800 - Error E583 or E586 was relieved for the student in the prior year SR collection. A current **EVENT CODE** '08' or '15' is still required to be reported for the student.

E5805 - Error E584 or E585 was relieved for the student in the prior year SR collection (missing **EVENT CODE** '07'). A current **EVENT CODE** '07' is still required to be reported for the student.

ADDRESS Level changes

New edit:

E5677 - A Student level record was reported for this student, an Address level record must also be reported.

Student Record

Manual / Auto FTP File Upload

Student Record File Upload

SR file uploads allows the district to upload the extract files, created from the district's SIS, into the Student Record application in the portal. The district selects which files to upload.

1. To manually upload an extract file, select 'SR File Upload' from the SR Main Menu.
2. Click the 'Select Files' button.
3. Navigate to where the extract file(s) are saved. More than one extract can be selected. Once the extract files have been selected, click the 'Open' button.
4. Click the 'Upload' button and the extract file(s) selected will be uploaded into Student Record.
5. Return to SR Main Menu

Note: Districts can setup the auto FTP process in the SIS, so the files are extracted automatically and uploaded over-night into the SR application.

Student Record

Tips and Reminders

- Plan meetings with you **TEAM** to review data requirements.
- Make sure the **TEAM** is aware of deadlines. Use checklists for meeting target deadlines. (See sample SR checklist on the SR Resources page if the district does not have one)
- Start early in the SR collection to begin resolving SR errors.
- Print reports and give to **TEAM** members (Program managers - Gifted, ESOL, Remedial, SpEd, and other staff, etc.) to review the data.
- Keep the **TEAM** updated with the collections progress.

Help Desk Assistance

If you have any questions or need further assistance, please contact the Technology Management Customer Support Team by logging into the MyGaDOE Portal and clicking on the Help Desk Portal link and entering your request there. To Login to the MyGaDOE portal please follow this link: <https://portal.doe.k12.ga.us/Login.aspx>. You may also request assistance by calling 1-800-869-1011. Please provide a detailed message as well as your contact information.

When contacting the Help Desk, please follow the guidelines below for email or voice message correspondence:

Include:

- Your First and Last name
- District or Charter name
- Phone number (where you can be most easily reached)
- Email address (Use “email: youremail@doe.k12.ga.us” in your signature block and you will get a reply email with ticket number)
- Indicate the collection or application (SR, SC, GUIDE, FTE, CPI, etc. Several collections overlap and the Help Desk supports several other applications)
- Error/warning number *and* message
- Description of the issue or the question
- Portal I-mail is secure and may be used to send personally identifiable data if necessary.
- **Please DO NOT include personally identifiable data in your correspondence. This includes the use of full names, full SSN's/GTID's (partial #'s are ok), or other personally identifiable data.**

Data Collection Team

Nicholas Handville	Director of Data Collections, Analysis, and Reporting		nhandville@doe.k12.ga.us
Kathy Aspy	Data Collections Manager (Data Collections & Reporting)	404-556-7480	kaspy@doe.k12.ga.us
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Sharon Armour	Data Collections Specialist (Student Class, Course Table Maintenance, Pre-ID)	678-590-9861	sarmour@doe.k12.ga.us
Katie Green	Data Collections Specialist (CPI, Free and Reduced Meal)	404-295-8841	kagreen@doe.k12.ga.us
Irish Saxton	Data Collections Specialist (FTE, End Of Pathway Assessment)	404-304-3346	irish.saxton@doe.k12.ga.us
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