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| CHECKLIST |  |  |
|  | **August** |  |  |  |
|  |  |  | **Expected Completion Date** | **Actual Completion Date** |
| [ ]  | Review Student Record layouts | Make note of changes, if available. |  |  |
| [ ]  | 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.  |  |  |
| [ ]  | Establish Timelines for Collecting Data | Decide when you will collect the various types of data |  |  |
| [ ]  | Determine Internal Deadlines for Data Review and State Reporting | Dates should be prior to the GaDOE deadlines to allow time to review the data. |  |  |
| [ ]  | Complete Student Identity Data Updates and Verification | Verify accuracy in GUIDE; Claim Students as needed |  |  |
| [ ]  | Conduct Internal Training for Schools and District Staff |  |  |  |
| [ ]  | Run Preliminary Reports  | Attendance, Program Lists, Basic Demographic Data |  |  |
| [ ]  | Verify Student Demographic Data  | Race, Ethnicity, DOB – Run Reports from SIS to check for missing or invalid data. |  |  |
| [ ]  | Verify No Shows and Withdrawn Students are Coded Properly | Attendance Reports for Teachers to Verify. This verification supports the FTE process. |  |  |
| [ ]  | Verify Grade Level for Retained Students |  |  |  |
| [ ]  | Verify County of Residence and System of Residence |  |  |  |
| [ ]  | 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 |  |  |
| [ ]  | Verify Student Schedules and Teacher Assignments | Students schedules should be correct and complete by the end of August |  |  |
| [ ]  | Verify course information for MOWR students |  |  |  |
| [ ]  | Make Corrections as Needed  |  |  |  |
| [ ]  | 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 |  |  |
| [ ]  | Attend the Data Conference  | This conference provides updates on state reporting requirements for the school year. |  |  |
|  | **September** |  |  |  |
| [ ]  | Begin Uploading Files for SR Data Cleanse | Correcting errors in SR Data Cleanse will help to prepare the district for FTE and Student Class. |  |  |
| [ ]  | Verify Student Schedules  |  |  |  |
| [ ]  | Verify Student Attendance Data  |  |  |  |
| [ ]  | 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. |  |  |
| [ ]  | 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. |  |  |
| [ ]  | Begin Uploading Files for SR Data Cleanse | Correcting errors in SR Data Cleanse will help to prepare the district for FTE and Student Class. |  |  |
| [ ]  | 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 |  |  |
| [ ]  | Apply Vendor Upgrades or Patches as Needed |  |  |  |
| [ ]  | Test Extract Process |  |  |  |
| [ ]  | Participate in trainings, webinars, conference calls as needed |  |  |  |
|  | **October** |  |  |  |
| [ ]  | Continue Uploads to SR Data Cleanse | Continuing correcting errors in SR Data Cleanse will help to prepare the district for FTE and Student Class. |  |  |
| [ ]  | Review SR Reports | Organize errors and work to correct them.  |  |  |
| [ ]  | Resolve Identity Errors | Duplicate GTID, Students with Multiple GTIDs. This also supports the FTE process. |  |  |
| [ ]  | Participate in trainings, webinars, conference calls as needed |  |  |  |
|  | **November** |  |  |  |
| [ ]  | Continue Uploads to SR Data Cleanse | Continuing correcting errors in SR Data Cleanse will help to prepare the district for FTE and Student Class. |  |  |
| [ ]  | Review SR Reports | Organize errors and work to correct them.  |  |  |
| [ ]  | Resolve Identity Errors | Duplicate GTID, Students with Multiple GTIDs |  |  |
| [ ]  | Touch Base with Contacts Regarding Data that will be Needed for SR. | Reminder to program managers that they will need to provide and/or review data for Student Record. |  |  |
| [ ]  | Participate in trainings, webinars, conference calls as needed |  |  |  |

**December**

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| --- | --- | --- | --- | --- |
| [ ]  | Finalize uploads to SR Data Cleanse | Data Cleanse ends in mid-December and the application closes until the official SR collection begins |  |  |

**January**

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| --- | --- | --- | --- | --- |
| [ ]  | Verify Schools are Running Reports to Verify Attendance and Enrollment Data | 20-Day Attendance Reports |  |  |
| [ ]  | Review Timelines and Action Plan for the Official SR Collection | Set internal deadlines to ensure state deadlines are met. |  |  |
| [ ]  | Conduct Internal Training in Preparation for the Official SR Collection |  |  |  |
| [ ]  | Touch Base with Contacts Regarding Data that will be Needed for SR. | Reminder to program managers that they will need to provide and/or review data for Student Record. |  |  |
| [ ]  | Apply Vendor Upgrades or Patches as Needed |  |  |  |
| [ ]  | Test Extract Process |  |  |  |
| [ ]  | Participate in trainings, webinars, conference calls as needed |  |  |  |

**February**

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| --- | --- | --- | --- | --- |
| [ ]  | Finalize Data to be Uploaded for Student Record | By this point, there should be a good idea of any major gaps in data.  |  |  |
| [ ]  | Perform Initial Upload for Each School in District | To meet the deadline for initial transmission, there must be an upload of all students from every school in the district. |  |  |
| [ ]  | Have Schools Review Initial SR Reports |  |  |  |
| [ ]  | Apply Vendor Upgrades or Patches as Needed |  |  |  |
| [ ]  | Test Extract Process |  |  |  |
| [ ]  | Participate in trainings, webinars, conference calls as needed | GSIS, webinars, conference calls |  |  |

**March**

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| --- | --- | --- | --- | --- |
| [ ]  | Continue Uploads for Each School in District |  |  |  |
| [ ]  | Begin Migrant Matching Process | Pending GaDOE receipt of Migrant file in March |  |  |
| [ ]  | Continue to Have Schools Review SR Reports |  Review all reports |  |  |
| [ ]  | Apply Vendor Upgrades or Patches and Test Extracts as Needed |  |  |  |
| [ ]  | Ensure Process for Gathering System-Wide Data is in Operation | Verify that the contacts are collecting the information and aware of your deadlines. |  |  |
| [ ]  | Participate in trainings, webinars, conference calls as needed |  |  |  |

**April**

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| --- | --- | --- | --- | --- |
| [ ]  | Ensure Student Safety, Program, Address and School Level Data are Correct and Ready for Upload | Review reports to verify data |  |  |
| [ ]  | Continue Uploads for Each School in District |  |  |  |
| [ ]  | Continue to Have Schools Review SR Reports | Make sure the school level SR staff has access to SR as a school user. |  |  |
| [ ]  | Resolve All Duplicate GTID Issues |  |  |  |
| [ ]  | Resolve SR Discrepancies on SR071 Report – FTE/SR Exception Report | This report shows inconsistencies between students that were funded in FTE, but not showing served in SR. |  |  |
| [ ]  | Ensure Student Schedule Data are Correct |  |  |  |
| [ ]  | Continue Migrant Matching Process |  |  |  |
| [ ]  | Verify EOPA Eligibility Report Data | Check report against district’s list of students eligible to take the EOPA assessment(s). |  |  |
| [ ]  | Apply Vendor Upgrades or Patches and Test Extracts as Needed |  |  |  |
| [ ]  | Ensure Process for Gathering System-Wide Data is in Operation |  |  |  |
| [ ]  | Participate in trainings, webinars, conference calls as needed |  |  |  |

**May**

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| --- | --- | --- | --- | --- |
| [ ]  | Ensure All Record Levels are Uploaded for All Schools | Complete before school staff goes on vacation. |  |  |
| [ ]  | Continue to Have Schools Review SR Reports | Complete before school staff goes on vacation. |  |  |
| [ ]  | Resolve All Duplicate Student or GTID Issues | Complete before school staff goes on vacation. |  |  |
| [ ]  | Verify EOPA Eligibility Report Data | Complete before school staff goes on vacation. |  |  |
| [ ]  | Begin Internal School Level Sign Off Process or Internal Verification Process | Complete before school staff goes on vacation. |  |  |

**June**

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| --- | --- | --- | --- | --- |
| [ ]  | Ensure All Record Levels are Uploaded for All Schools |  |  |  |
| [ ]  | Continue to Have Schools Review SR Reports |  |  |  |
| [ ]  | Resolve All Duplicate GTID Issues |  |  |  |
| [ ]  | Verify EOPA Eligibility Report Data |  |  |  |
| [ ]  | Begin Internal School Level Sign Off Process or Internal Verification Process | Complete District Verification and Report Review |  |  |
| [ ]  | Ensure Superintendent Sign Off is Completed | SR is not completed until the Superintendent signs off. |  |  |