

GNETS Setup for Regional Access to SLDS

Providing equitable access for GNETS staff to SLDS.
Option TKES-Only



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This document will provide guidance to the LEA on the required method of providing equitable access to GNETS staff to SLDS.

Scenarios

There are four different scenarios that a district may encounter, the first thing you must thoughtfully decide is which scenario fits your district. The directions you should implement will be different based on the scenario.

Option TKES-GOIEP

Your GNETS staff will use your SIS to gain access to both the GNETS TKES platform and GOIEP for your district's students.

Option TKES-only

Your GNETS staff will use your SIS to gain access to the GNETS TKES platform but your district does not use GOIEP.

Option GOIEP-only

Your GNETS staff will use your SIS to gain access to GOIEP for your district's students.

Option No-Staff-Access

Your GNETS staff will not need access to your SIS (this still requires student setup).

The following directions will provide the appropriate access to GNETS staff that fit in the option "TKES-Only" scenario. If your district is not going to provide this level of access, **PLEASE STOP** and find the correct document that fits your district's scenario. Please do not FORCE these directions to fit your "different situation."

Definitions

- “Local” is an FTE reported school within the local district.
- “Regional” describes the GNETS Program (with the 6000-program code).
- “GNETS Staff” includes administrators, directors, teachers, paraprofessionals, etc.

Rule of Understanding

- GNETS staff can access TKES for that specific GNETS, only if they access SLDS from the “regional” view.
- GNETS staff can see all of the students they serve within one SLDS login, if they access SLDS from the “regional” view (and the districts have set up the students’ schedules correctly).

Please Read Carefully - When GNETS staff access SLDS, they are NOT accessing the district’s SLDS. The GNETS facility is treated as a **completely different district**. This is one of the precautions put into the program logic to prevent users from seeing students/staff that are not intentionally associated to the GNETS program.

To help better describe that, in the below example of Mainstay Academy (GNETS 6426), you will notice that Mainstay Academy is listed in BOTH the “District Name” dropdown and the “School Name” dropdown. This allows the personnel that are intentionally associated with the GNETS to be seen by the “Admin_GNETS.” It also prevents any non-associated personnel from showing up within GNETS accidentally or unintentionally.

The screenshot shows the Mainstay Academy SLDS interface. At the top, there is a navigation bar with links: SLDS, TRL, Usage reports, PD, GOFAR, TestPad, TRES/LRES, and Logout. Below this is a header for Mainstay Academy with the tagline 'Meeting the Needs of Students Educationally and Therapeutically'. The main content area has a 'Show' dropdown set to '100' and a 'Yes' button. Below this are two dropdown menus: 'District Name' and 'School Name', both of which are set to 'MAINSTAY ACADEMY - 6426'. A red text box with arrows pointing to these dropdowns contains the text: 'District name & School Name is the same as the GNETS facility. Not the same as the local district will see!'. Below the dropdowns is a 'CPI Job Title' dropdown set to 'Select Job Title...'. At the bottom of the form are three buttons: 'SAVE', 'CANCEL', and 'DEACTIVATE STAFF'. Below the buttons is a table with columns for Name, Superintendent, HR Admin, District Admin, Principal, Principal TRES/CP Right Only, Asst. Principal, School Admin, and Teacher. The table contains several rows of data, with the first row showing a person with a checkmark in the 'Teacher' column.

The district’s TKES Administrator may see checkmarks for the teaching staff when the district’s TKES Administrator looks in TKES. Unfortunately, the district’s TKES Administrator is **NOT seeing the same thing** the GNETS TKES Administrator is seeing when the GNETS TKES Administrator

logs into TKES (because they are considered **two different districts**). The GNETS TKES Administrator must go into the GNETS TKES and place the checkmarks in the appropriate checkboxes for GNETS staff. This is probably NEW- the GNETS Executive Director (or another designee of the Executive Director) will become the GNETS Platform Administrator (super user). This is because the district's Platform Administrator will not be able to complete the TKES setup for the GNETS district.

*FYI – the GNETS staff does not need to be in the districts TKES list- they MUST be in the GNETS TKES list. If they are in both places, this may create confusion.

Staff Access

What must occur

To provide a regional view to the GNETS staff of all the students/teachers within the GNETS region, you will need to assign the “Admin_GNETS” role to the admin staff, and teachers must be assigned the “Teacher_GNETS” role.

*Please know you must have the real SSN for each of these staff members.



Inside your SIS, you will need to assign the GNETS staff to the GNETS school/calendar. If you do not have a separate school created for the GNETS within your SIS, you will need to create one for them. Without a school with the valid 6000#, your GNETS staff will NOT be able to access GNETS SLDS. The only way to access the GNETS SLDS is for the user to be in the GNETS school in your SIS before they click on the SLDS button. As you may recall, when a user clicks on the SLDS button, your SIS passes over several critical pieces of information to SLDS, one of those pieces of information is SchoolNumber. To be properly assigned to access the GNETS regional view, they MUST see the GNETS logo in the banner above the blue menu bar in SLDS. If they do not see the GNETS logo (see above screenshot), they are NOT in the regional view, and they will NOT be able to access the GNETS TKES platform.

Classes Setup

For the GNETS staff to see the regional view of all their students in their classroom, your student's class schedule should be set up so that the FTE reportable school is reported as the "School Code" in the student class file (position 9-12 on the student class file extract).

Layout ID	Element	Cycle	Field Type	Format	Length	Starting Position	Ending Position
P004	SCHOOL CODE	ALL	A	NNNN	4	9	12

In addition, the class schedule MUST report the GNETS facility in the "Alternate School Code" field in the Student class file (position 408-411 on the student class file extract), and the current district number should be reported as the "Alternate System Code" in the student class file (position 405-407 on the student class file extract).

Layout ID	Element	Cycle	Field Type	Format	Length	Starting Position	Ending Position
P045	ALTERNATE SYSTEM CODE	ALL	A	XXX	3	405	407
P046	ALTERNATE SCHOOL CODE	ALL	A	NNNN	4	408	411

Regardless of how you do this within your SIS, the FTE reportable school must be reported as the "School Code" and the GNETS 6000# must be reported in the "Alternate School Code."

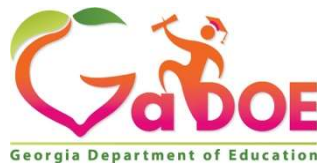
If you are unsure how to accomplish this based on your SIS setup, please seek guidance from your SIS vendor. Your SIS vendor is the best source for direction on how to set up your classes for the "Alternate School Code" to be populated when you run the student class file extract.

Student Setup

Students served in the GNETS facilities must be reported as being enrolled in the FTE reportable school. This can be accomplished in several ways, but you are responsible for reporting these students at the FTE reportable school in all state reporting collections. The only thing necessary to get them to show up in the GNETS School is for the class schedule to reflect the GNETS 6000# as the "Alternate School Code" (see above section).

If you are unsure how to accomplish this based on your SIS setup, please seek guidance from your SIS vendor. Your SIS vendor is the best source for direction on how to set up your student's information to avoid complications with data collections.

Please follow all guidelines set forth by Data Collections for other state reporting.



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