CPI FY2018
Certified and Classified Personnel
Annual Updates & Review

Presented by Katie Green
Topics

- Overview
- Transmission Dates
- What’s New
- Items to Remember
- Contracts and Salaries
- Reports
What is CPI?

- Certified and Classified Personnel Information (Board Rule 160-5-2-.50)

- Reporting of certified and classified personnel based on their role within your district
How is CPI Data Used?

- State funding for certified staff - Training and Experience (T&E)
- Math/Science Incentive Funding (HB280)
- Title I Comparability Report
- Determine Teacher Shortage Areas
- Program Reviews
- State/Federal Reporting
- Given to PSC for highly qualified teachers process under ESSA “Every Student Succeeds Act”
What Data is Reported?

<table>
<thead>
<tr>
<th>EmpCode</th>
<th>Last Name</th>
<th>Birth Date (mm/dd/yyyy)</th>
<th>Gender</th>
<th>Ethnic-Hispanic</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456789</td>
<td>MOUSE</td>
<td>02/21/1935</td>
<td>F</td>
<td>N</td>
</tr>
</tbody>
</table>

**‘A01’ Record – Basic Demographics**

<table>
<thead>
<tr>
<th>EmpCode</th>
<th>Employee Type</th>
<th>Employment Basis</th>
<th>Contract Days</th>
<th>Contract Salary</th>
<th>Certified Years Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

‘B01’ Record – Contract and Certification Information

<table>
<thead>
<tr>
<th>School ID</th>
<th>Percent Of Time</th>
<th>Assignment Type</th>
<th>In Field Status</th>
<th>Cert Type</th>
<th>Job Code</th>
<th>Sub Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0103</td>
<td>66.0</td>
<td>C - Certified</td>
<td>I-In</td>
<td>109</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>0103</td>
<td>34.0</td>
<td>C - Certified</td>
<td>I-In</td>
<td>112</td>
<td>910</td>
<td></td>
</tr>
</tbody>
</table>

‘C01’ Record(s) – Job Assignments

Data from PSC

Certified

Classified
When Is CPI Reported?

CPI FY2018 Transmission Dates
Cycle 1 - October

Report Active and Terminated Employees

- Tuesday, **October 3, 2017** – Transmissions begin
- Tuesday, **October 10, 2017** – Initial transmission deadline
  
  **Purpose**: Removal of duplicate reporting by districts
- Tuesday, **October 24, 2017** – Final transmission deadline
  
  ➢ **Deadline for Superintendent Sign-off**

Valid termination date range for October CPI 2018-1 is **03/03/2017 – 10/03/2017**
Report Active and Terminated Employees

- Thursday, **March 1, 2018** - Transmissions begin
- Thursday, **March 8, 2018** - Initial transmission deadline
  - **Purpose**: Removal of duplicate reporting by districts
- Thursday, **March 22, 2018** - Final transmission deadline
  - **Deadline for Superintendent Sign-off**

Valid termination date range for October CPI 2018-2 is **10/04/2017– 03/01/2018**
Cycle 3 - July

Leave Reporting for Fiscal Year

- Thursday, **July 12, 2018** - Transmissions begin
- Thursday, **July 19, 2018** - Initial transmission deadline
- Thursday, **July 26, 2018** - Final transmission deadline
  - Deadline for Superintendent Sign-off

Report cumulative leave taken for fiscal year.
**A & D records only**
CPI Process Control Inquire
(PF4)(PF31)(PF9)

CPI Process Control Inquiry

--- THE CURRENT TRANSMISSION CYCLE IS 1 ---

District Name 849 LONGMONT BOE BOARD OF EDUCATION

Beginning School Year 2017
Ending School Year 2018

Last Rollover Date 11/08/2017 Last Rollover Cycle 3 Last Rollover User USD
Final Transmission Date 07/10/2017 Final Trans. Cycle 3 Final Trans. User SJH

----------- Transmission File Creation Information -----------

Date Time Cycle User
07/10/2017 07:35:05 3 SJH

Terminated Employees will be Reported:
From Date To Date
Cycle 1 06/30/2017 10/31/2017
Cycle 2 10/04/2017 03/01/2018
Cycle 3 07/01/2017 06/30/2018

When Processing Rollover Cycle from 2 to 3, Employees who have been Terminated Prior to 06/02/2018 will be Deleted.

F9 TO EDIT CYCLE DATES - F16 TO EXIT

12.02.00
There are reasons for Deadlines:

- **To resolve duplicates early in the cycle**
  - Please make the Initial Transmission deadline
  - Let us know early if you are having local system problems

- **To build in time to handle the “unexpected”**
- **To build in time to review data and reports**
- **To avoid the dreaded “last-minute” stress!**
FTE Survey

Source for our CPI Coordinator List

Monday, September 11 to Friday, September 22

- Make sure your FTE Coordinator has the correct information on your:
  - HR/Payroll software
  - Who your CPI Coordinator is
  - Correct contact information for your CPI Coordinator:
    - Email address
    - Phone Number

- RESAs – survey link is located on the CPI fall menu
What’s New This Year?

FY

2018

NEW
### UPDATES from PSC

**New ASSIGNMENT CERTIFICATE TYPES**

<table>
<thead>
<tr>
<th>Certificate Type Code</th>
<th>Certificate Type</th>
<th>Category</th>
<th>Salary Type</th>
<th>Currently Issued?</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Clearance</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>PARA</td>
<td>Parapro</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>NPARA</td>
<td>Nonrenewable Parapro</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>EI</td>
<td>Educational Interpreter</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>NEI</td>
<td>Nonrenewable Educational Interpreter</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>WEI</td>
<td>Waiver Educational Interpreter</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>AIDE</td>
<td>Non-instructional Aide</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>WAIDE</td>
<td>Waiver Non-instructional Aide</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>SP</td>
<td>Support Personnel</td>
<td></td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>
## UPDATES from PSC

### New ASSIGNMENT FIELD CODES

<table>
<thead>
<tr>
<th>Certificate Field Code</th>
<th>Certificate Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>823</td>
<td>SUPERINTENDENT</td>
</tr>
<tr>
<td>694</td>
<td>CLEARANCE CERTIFICATE</td>
</tr>
<tr>
<td>692</td>
<td>NON-INSTRUCTIONAL AIDE</td>
</tr>
<tr>
<td>695</td>
<td>EDUCATIONAL INTERPRETER LICENSE</td>
</tr>
<tr>
<td>693</td>
<td>SUPPORT PERSONNEL LICENSE</td>
</tr>
</tbody>
</table>
Georgia Department of Education

Richard Woods
State Superintendent of Schools

CPI Code Menu
Data Collection System
Office of Technology Services

- Job Codes
- Certificate Type Codes
- Secondary Fund Codes
- Subject Matter Codes
- Certificate Field Codes
- Termination Codes

https://app3.doe.k12.ga.us/ows-bin/owa/cpi_pack_code_menu.entry_form
Updating CPI Description Codes
(PF1)(PF12)(PF10)
Consolidated Funding

Atlanta Public Schools
Calhoun county
Calhoun City
Cartersville City
Dougherty county
Foothills Charter
Long County
Lumpkin County
Macon County
Madison County
Marietta City
Mitchell County
Worth County
School-wide school treats the funds it is consolidating as a single “pool” of funds.

Funds from the contributing programs lose their identity—but not all the strings.

The school uses funds from this consolidated school-wide (SW) pool to support any activity of the SW Plan.
What is the Purpose of Consolidation?

The purpose of consolidating funds is to help a school-wide program school effectively design and implement a comprehensive plan to upgrade the entire educational program in the school based on the school’s needs identified through its comprehensive needs assessment.
1. New data element – **ASSIGNMENT CONSOLIDATED FUND FLAG** Indicates if employee should be counted in the Consolidated Funding.

   Valid Values: “Y” = Yes, or “N” = No

2. New **ASSIGNMENT FUND CODES** (also called **SECONDARY FUND CODES**)
   - 01 = Staff accounted for within the Resource Allocation Plan (For CF Sites Only),
   - 02 = Staff NOT accounted for within the Resource Allocation Plan (For CF Sites Only)

3. New error checks
Consolidated Funding Flag (PF4)(PF1)
Click on the Asg tab
# Consolidated Funding Flag (PF4)(PF1)

## Certificate Details

**SSH:** 999-00-9764  
**Employee #:** 009764  
**Name:** FA5AH, KE5DRICK

## Assignment Summary

<table>
<thead>
<tr>
<th>PFKEY G/H</th>
<th>LOG JOB</th>
<th>SUBJ</th>
<th>FIELD</th>
<th>TYPE</th>
<th>INELD</th>
<th>FUND</th>
<th>CONSOL</th>
<th>PERCENT</th>
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<tbody>
<tr>
<td>F21</td>
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<td>100</td>
<td>410</td>
<td></td>
<td></td>
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<tr>
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<td></td>
<td></td>
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<tr>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>F24</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100.0</td>
</tr>
</tbody>
</table>

---

**Consolidated Funding Flag (PF4)(PF1)**
ASSIGNMENT CONSOLIDATE FUNDING FLAG

- Required for: Cycles 1 & 2
- Field Type: Alpha
- Required For: Certified, Classified and Active Employees
- Description: Indicates if employee should be counted in the Consolidated Funding
- Located: Part of the C record on the file layout.
Using Secondary Fund Codes 01 and 02

- **SCHOOL CODE** must be an approved school to use Consolidated Funding.

- Employee must be paid out of Fund 150

- **CONSOLIDATED FUND FLAG** must = ‘Y’

- **EMPLOYEE TYPE** must = (B= SB 327 Retiree or Blank/null = regular)

- Assignment must be one of the following **JOB CODES**

| Pupil Services                | 306,396,398,400,401,402,403,407,408,409,412,413,414,438,439,444,496,497 |
| Improvement of Instructional Services | 397,405,406,445,497,621 |
| Transportation (Supplemental academic services only) | 464,461 |
ASSIGNMENT CONSOLIDATED FUND FLAG- reported on the C record

ASSIGNMENT CONSOLIDATED FUND FLAG- Identifies whether an employee is being paid with Consolidated Funds Codes: Valid Values “Y” “N”

<table>
<thead>
<tr>
<th>School ID</th>
<th>Percent of Time</th>
<th>Assignment Type</th>
<th>In field Status</th>
<th>Cert Type</th>
<th>Job code</th>
<th>Sub code</th>
<th>Cert Field</th>
<th>Con Fund Flag</th>
<th>Fund Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0103</td>
<td>60</td>
<td>C</td>
<td>I</td>
<td>T</td>
<td>109</td>
<td>400</td>
<td>748</td>
<td>Y</td>
<td>01</td>
</tr>
<tr>
<td>0103</td>
<td>20</td>
<td>C</td>
<td>I</td>
<td>T</td>
<td>615</td>
<td>999</td>
<td>704</td>
<td>N</td>
<td>00</td>
</tr>
<tr>
<td>0103</td>
<td>20</td>
<td>C</td>
<td>I</td>
<td>T</td>
<td>112</td>
<td>910</td>
<td>748</td>
<td>Y</td>
<td>02</td>
</tr>
</tbody>
</table>
Consolidated Funding Certified Example

<table>
<thead>
<tr>
<th>School ID</th>
<th>Percent of Time</th>
<th>Assignment Type</th>
<th>In field Status</th>
<th>Cert Type</th>
<th>Job code</th>
<th>Sub code</th>
<th>Cert Field</th>
<th>Con Fund Flag</th>
<th>Fund Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0103</td>
<td>60</td>
<td>C</td>
<td>I</td>
<td>T</td>
<td>109</td>
<td>400</td>
<td>748</td>
<td>Y</td>
<td>01</td>
</tr>
<tr>
<td>0103</td>
<td>20</td>
<td>C</td>
<td>I</td>
<td>T</td>
<td>615</td>
<td>999</td>
<td>704</td>
<td>N</td>
<td>00</td>
</tr>
<tr>
<td>0103</td>
<td>20</td>
<td>C</td>
<td>I</td>
<td>T</td>
<td>112</td>
<td>910</td>
<td>748</td>
<td>Y</td>
<td>02</td>
</tr>
</tbody>
</table>

**Consolidated Funding Certified Example:**

Certified Staff = 300 by headcount

50 of the staff can be reported using the consolidated funding.

250 will be reported with the regular Fund Code 00

30 of the employees that are certified personnel who are included in the Consolidation of Funds Resource Allocation Plan and are considered necessary personnel to run a school and therefore receive T&E. Can be coded to Fund Code 01

20 of the employees are certified personnel who are NOT included in the Consolidation of Funds Resource Allocation Plan and are therefore considered additional personnel beyond what is necessary to run a school and therefore do NOT receive T&E can be coded to Fund Code 02.
Consolidated Funding
Classified Example

<table>
<thead>
<tr>
<th>School ID</th>
<th>Percent of Time</th>
<th>Assignment Type</th>
<th>In Field Status</th>
<th>Cert Type</th>
<th>Job Code</th>
<th>Sub Code</th>
<th>Cert Field</th>
<th>Con Fund Flag</th>
<th>Fund Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0103</td>
<td>60</td>
<td>N</td>
<td></td>
<td></td>
<td>425</td>
<td></td>
<td></td>
<td>Y</td>
<td>01</td>
</tr>
<tr>
<td>0103</td>
<td>40</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td>00</td>
</tr>
</tbody>
</table>

**Consolidated Funding Classified Example:**

Classified Staff = 100 by headcount

10 of the staff can be reported using the consolidated funding.

90 will be reported with the regular Fund Code 00

5 of the employees that are non-certified personnel and administrators who are included in the Consolidation of Funds Resource Allocation Plan and are considered necessary personnel to run a school and therefore receive T&E. Can be coded to Fund Code 01

5 of the employees are non-certified personnel and administrators who are NOT included in the Consolidation of Funds Resource Allocation Plan and are therefore considered additional personnel beyond what is necessary to run a school and therefore do NOT receive T&E can be coded to Fund Code 02
Consolidate Funding Errors

- E6991 - ASSIGNMENT CONSOLIDATED FUND FLAG = “N’ ASSIGNMENT FUND CODE cannot be 01 or 02

- E6992 - If ASSIGNMENT FUND CODE = 01 or 02 ASSIGNMENT CONSOLIDATED FUND FLAG must be “Y”

- E1022 - ASSIGNMENT JOB CODE not valid for consolidated Funding

- E1023 - ASSIGNMENT SCHOOL CODE Not listed on approved consolidated Funding List

- E1024 – District total for Consolidated Funding is greater than the Resource Allocation
<table>
<thead>
<tr>
<th>DATE</th>
<th>DATA ELEMENT AFFECTED</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2017</td>
<td>Annual Updates</td>
<td></td>
</tr>
<tr>
<td>07/01/2017</td>
<td>ASSIGNMENT CONSOLIDATED FUND FLAG</td>
<td>Add edit E6991 - ASSIGNMENT CONSOLIDATED FUND FLAG = “N”. ASSIGNMENT FUND CODE cannot be “01” or “02”.</td>
</tr>
<tr>
<td>07/01/2017</td>
<td>ASSIGNMENT CONSOLIDATED FUND FLAG</td>
<td>Add edit E1025 - IF ASSIGNMENT CONSOLIDATED FUND FLAG = “Y”, ASSIGNMENT FUND CODE must be “01” or “02”.</td>
</tr>
<tr>
<td>07/01/2017</td>
<td>ASSIGNMENT JOB CODE</td>
<td>Add edit E1022 - ASSIGNMENT JOB CODE not valid for Consolidated Funding.</td>
</tr>
<tr>
<td>07/01/2017</td>
<td>ASSIGNMENT SCHOOL CODE</td>
<td>Add edit E1023 - ASSIGNMENT SCHOOL CODE not listed on approved Consolidated Funding school list.</td>
</tr>
<tr>
<td>07/01/2017</td>
<td>ASSIGNMENT FUND CODE</td>
<td>Add edit E1024 - District total for Consolidated Funding is greater than the Resource Allocation. See report CP050 for more information.</td>
</tr>
<tr>
<td>07/01/2017</td>
<td>ASSIGNMENT CONSOLIDATED FUND FLAG</td>
<td>Add new data element ASSIGNMENT CONSOLIDATED FUND FLAG to the C record, position 45. This data element indicates if employee should be counted in the Consolidated Funding.</td>
</tr>
<tr>
<td></td>
<td>Valid Values:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>“Y” = Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>“N” = No</td>
<td></td>
</tr>
<tr>
<td>07/01/2017</td>
<td>SECONDARY FUND CODE</td>
<td>Add valid values: “01” = Staff accounted for within the Resource Allocation Plan (For CF sites only). “02” = Staff NOT accounted for within the Resource Allocation Plan (For CF sites only).</td>
</tr>
<tr>
<td>07/01/2017</td>
<td>Add Filler to the end of the C Record positions 46-85.</td>
<td></td>
</tr>
<tr>
<td>07/01/2017</td>
<td>ASSIGNMENT FIELD CODE</td>
<td>Add edit E6461 - If ASSIGNMENT FIELD CODE = “101”, “102”, “103”, or “104”, (Charter Wavier) the EMPLOYEE CODE must exist in the PSC’s Clearance Table. Contact PSC.</td>
</tr>
</tbody>
</table>
# FY2018 CPI Data File Layout

## Personnel Demographic Information – C Record

<table>
<thead>
<tr>
<th>Layout ID</th>
<th>Element</th>
<th>Cycle</th>
<th>Field Type</th>
<th>Required For</th>
<th>Length</th>
<th>Starting Position</th>
<th>Ending Position</th>
<th>Description</th>
<th>Edits</th>
</tr>
</thead>
</table>
| CON       | ASSIGNMENT CONSOLIDATED FUND FLAG | 1&2   | A          | Certified, Classified, Active | 1      | 45                 | 45             | This fund WILL earn T&E. 02: For APPROVED CONSOLIDATED FUNDING SITES ONLY. Use this ASSIGNMENT FUND CODE for all certified and classified staff NOT accounted for within the Resource Allocation Plan. Certified staff with this fund WILL NOT earn T&E. | E1022: ASSIGNMENT JOB CODE not valid for Consolidated Funding.  
E1023: ASSIGNMENT SCHOOL CODE not listed on approved Consolidated Fund Code List.  
E1024: District total for Consolidated Funding is greater than the Resource Allocation. See report CP050 for more information.  
E1025: IF ASSIGNMENT CONSOLIDATED FUND FLAG = “Y” ASSIGNMENT FUND CODE must = 01 or 02. |
| CON       | Filler | 1&2   | A          |              | 64     | 65                 | 85             | Filler | No Edits |
MEMORY REFRESHER
A long-term substitute is an employee hired directly by the district. This person typically has an hourly service agreement to “fill in”

- For a vacant permanent position for a period of four (4) consecutive weeks (20 consecutive school days) or more.

- Long-term substitute teachers are the sole "teachers of record" and there are no teachers under contract for the classes.

- Reports on long-term substitutes should not include persons substituting for teachers under contract who are away temporarily and expected to return, such as teachers on medical or maternity leave.

Note: A long-term substitute CANNOT earn T&E dollars.
IMPORTANT!

- In reference to the Title I Comparability Report and CPI, districts must report the Secondary Fund code for classified staff that are not state or locally funded.
- Otherwise, if no Secondary Fund Code is reported for classified staff, it will be assumed they are state or locally funded (Fund Code “00”).

<table>
<thead>
<tr>
<th>Secondary Fund Code</th>
<th>Secondary Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>51</td>
<td>Title I Elementary and Secondary Education Act of 1995</td>
</tr>
<tr>
<td>71</td>
<td>Title I Part C Migrant Education, Elementary &amp; Secondary Education Act of 1995</td>
</tr>
</tbody>
</table>
Some PSC Certified TYPES are printed as four or five character codes, but have a three-character “CPI” equivalent.

The induction certificates print as four character codes, but are translated to three characters for CPI.

<table>
<thead>
<tr>
<th>PSC Combo</th>
<th>CPI</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN1S</td>
<td>I1S</td>
<td>Induction Pathway 1 Service</td>
</tr>
<tr>
<td>IN2S</td>
<td>I2S</td>
<td>Induction Pathway 2 Service</td>
</tr>
<tr>
<td>IN3S</td>
<td>I3S</td>
<td>Induction Pathway 3 Service</td>
</tr>
<tr>
<td>IN4S</td>
<td>I4S</td>
<td>Induction Pathway 4 Service</td>
</tr>
<tr>
<td>IN1T</td>
<td>I1T</td>
<td>Induction Pathway 1 Teaching</td>
</tr>
<tr>
<td>IN2T</td>
<td>I2T</td>
<td>Induction Pathway 2 Teaching</td>
</tr>
<tr>
<td>IN3T</td>
<td>I3T</td>
<td>Induction Pathway 3 Teaching</td>
</tr>
<tr>
<td>IN4T</td>
<td>I4T</td>
<td>Induction Pathway 4 Teaching</td>
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</table>
# PSC Related

No longer exist – None active

<table>
<thead>
<tr>
<th>Certificate Type Code</th>
<th>Certificate Type</th>
<th>Category</th>
<th>Salary Type</th>
<th>Currently Issued?</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT</td>
<td>One-Year Supervised Practicum Teaching</td>
<td>Provisional</td>
<td>B</td>
<td>N</td>
</tr>
<tr>
<td>CAT</td>
<td>Core Academic Teaching</td>
<td>Provisional</td>
<td>B</td>
<td>N</td>
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<tr>
<td>CPT</td>
<td>Clinical Practice Teaching</td>
<td>Provisional</td>
<td>B</td>
<td>N</td>
</tr>
<tr>
<td>IT</td>
<td>Intern Teaching</td>
<td>Provisional</td>
<td>B</td>
<td>N</td>
</tr>
</tbody>
</table>
Certification Waivers in CPI

GaDOE codes for waivered schools to report non-PSC data as certified in CPI:

GaDOE “substitute” CERTIFICATE TYPE Code:
- CHW = GaDOE Charter/SWSS School Waiver

To be combined with:
GaDOE “substitute” CERTIFICATE FIELD Codes
- 101 = Academic Major (Grades 6-12) - GaDOE Charter School Waiver only
- 102 = Course work (minimum of 21 semester hours)* - GaDOE Charter School Waiver only
- 103 = GACE - GaDOE Charter School Waiver only
- 104 = GaDOE Full Flexibility Charter School Waiver only
An employee with only a *Certificate of Eligibility* (CoE) is **not certified**, and would be paid as a classified employee.

**TRUE**
The employing system should, immediately upon employing the bearer of a CoE in a position requiring certification, **apply for certification on behalf of the employee**. This is very simple, as the CoE **shows** the employer that the bearer has **already met all eligibility requirements except employment** for either an Induction Certificate or Standard Certificate.
A Certificate of Eligibility is not the Induction Certificate

**TRUE**

A Certificate of Eligibility will be converted to the appropriate certificate upon employment and submission of an application by the employing Georgia Local Unit of Administration (LUA). There are four “flavors” of Certificate of Eligibility:

* I1 is Eligibility for an Induction Pathway 1 Certificate
* I2 is Eligibility for an Induction Pathway 2 Certificate
* I3 is Eligibility for an Induction Pathway 3 Certificate
* SR is Eligibility for a Standard Professional Certificate (There is no CoE for Induction Pathway 4.)
A Certificate of Eligibility is done by the district before the Induction Certificate is issued by PSC.

Not quite. A Certificate of Eligibility is issued at the request of the applicant or preparation program provider when all requirements for a renewable professional OR induction certificate have been met EXCEPT for the employment requirement.

Renewable professional and induction certificates are only issued to educators employed by a Georgia Local Unit of Administration (LUA).
An *Induction Certificate* is considered *provisional*, not *professional*.

**PARTIALLY TRUE**

- Induction Pathways 1, 2 and 3 are *professional*,
- Induction Pathway 4 is *provisional*
If **TERMINATION CODE** is valid for termination, and a **TERMINATION DATE** exists, all other non-key data elements should be blank/null.

<table>
<thead>
<tr>
<th>Data Element</th>
<th>REPORT ONLY THESE DATA ELEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A RECORD</strong></td>
<td></td>
</tr>
<tr>
<td>FISCAL YEAR</td>
<td></td>
</tr>
<tr>
<td>SYSTEM CODE</td>
<td></td>
</tr>
<tr>
<td>SOCIAL SECURITY NUMBER</td>
<td></td>
</tr>
<tr>
<td>EMPLOYEE NAME</td>
<td></td>
</tr>
<tr>
<td>GENDER</td>
<td></td>
</tr>
<tr>
<td>DATE OF BIRTH</td>
<td></td>
</tr>
<tr>
<td>EMPLOYEE TYPE</td>
<td></td>
</tr>
<tr>
<td>ETHNIC HISPANIC</td>
<td></td>
</tr>
<tr>
<td>RACE flags</td>
<td></td>
</tr>
<tr>
<td><strong>B RECORD</strong></td>
<td></td>
</tr>
<tr>
<td>TERMINATION CODE</td>
<td></td>
</tr>
<tr>
<td>TERMINATION DATE</td>
<td></td>
</tr>
</tbody>
</table>
E627 - STATE HEALTH PLAN cannot be both "Y" and "O" within the district. Only one of these can be reported for all employees offered health insurance.
E2016 – Employee Active Last Year

- You have a E2016 error that appears on your report.
- You have verified the employee’s SSN and our records is showing to be accurate.
- Why can’t I see this in my file/extract??

| 123456789 | Data reported from PREVIOUS CYCLE | DOE, JANE | E2016 | All personnel reported as active in previous CPI cycle must be reported as either active or terminated in the current CPI cycle. “Data Reported” is from PREVIOUS cycle so detail record CANNOT BE VIEWED. If employee is in current extract, then Employee Code reported this cycle is different from last cycle, causing this error. Please check Employee Code. | Data reported from PREVIOUS CYCLE- EMP Code; Full Name |
Special Education - GNETS

ERROR:

 ASSIGNMENT FUND CODE is not valid for reported Special Ed/GNETS ASSIGNMENT JOB CODE.

Valid combinations:
Job Codes 152 and 158 require Fund Code 50 or 00.
Job Code 153 requires Fund Code 56 or 74.
Job Code 141 requires Fund Code 50, 55, or 00.
Job Code 650 requires Fund Code 74.
Job Codes 306, 404, 412, 469 require Fund Code 00, 74, 50, or 56.

- The combination of ASSIGNMENT FUND CODE and Special Ed/GNETS ASSIGNMENT JOB CODE will not be eligible for T&E Funding.
  - (Only FUND CODE ‘00’ is eligible for T&E funding.)
<table>
<thead>
<tr>
<th>JOB CODE</th>
<th>SECONDARY FUND CODE</th>
<th>EXPLANATION / ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>152 GNETS Teacher – Locally Funded</td>
<td>50 – LEA Federal Grant</td>
<td>Warning – No T&amp;E</td>
</tr>
<tr>
<td></td>
<td>00 – State or Local Funds</td>
<td></td>
</tr>
<tr>
<td></td>
<td>other</td>
<td>Error – Fund Code not valid for Job Code</td>
</tr>
<tr>
<td>153 - GNETS Teacher – Grant Funded</td>
<td>56 IDEA – GNETS Federal Grant</td>
<td>Warning – No T&amp;E</td>
</tr>
<tr>
<td></td>
<td>74 - GNETS State Grant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>other</td>
<td>Error – Fund Code not valid for Job Code</td>
</tr>
<tr>
<td>158 - Teacher of EBD Students</td>
<td>50 – LEA Federal Grant</td>
<td>Warning – No T&amp;E</td>
</tr>
<tr>
<td></td>
<td>00 – State or Local Funds</td>
<td></td>
</tr>
<tr>
<td></td>
<td>other</td>
<td>Error – Fund Code not valid for Job Code</td>
</tr>
<tr>
<td>141- Preschool Special Education Teacher</td>
<td>50</td>
<td>Warning – No T&amp;E</td>
</tr>
<tr>
<td>453 - Preschool Special Education Parapro</td>
<td>55 (Job Code must = 141)</td>
<td>Warning – No T&amp;E</td>
</tr>
<tr>
<td></td>
<td>00 – State or Local Funds</td>
<td></td>
</tr>
<tr>
<td></td>
<td>other</td>
<td>Error – Fund Code not valid for Job Code</td>
</tr>
<tr>
<td>306 - GNETS Counselor, 404 - GNETS School Psychologist, 412 - GNETS Social Worker, 439 - GNETS Paraprofessional 469 - GNETS Special Education Specialist</td>
<td>00 – State or Local Funds or 74 - GNETS State Grant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50 – LEA Federal Grant or 56 IDEA – GNETS Federal Grant</td>
<td>Warning – No T&amp;E</td>
</tr>
<tr>
<td></td>
<td>other</td>
<td>Error – Fund Code not valid for Job Code</td>
</tr>
<tr>
<td>650 - (GNETS Director)</td>
<td>74 - GNETS State Grant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>other</td>
<td>Error – Fund Code not valid for Job Code</td>
</tr>
</tbody>
</table>
**E1115** - ASSIGNMENT FUND CODE “56 “ (IDEA – GNETS Federal Grant) is not valid for teacher Job Codes (Job Codes less than 200).

**W992** - ASSIGNMENT JOB CODE Has corresponding SECONDARY FUND CODE that does not equal “74” (GNETS STATE GRANT).

- "153" (GNETS Teacher Grant funded) or
- "306" (GNETS Counselor) or
- "404" (GNETS School Psychologist) or
- "412" (GNETS Social Worker) or
- "439" (GNETS Paraprofessional) or
- "469" (GNETS Specialist) or
- "650" (GNETS Director)
WHO SHOULD BE REPORTED?
- Regular Employees (EMPLOYEE TYPE = blank)
- SB327 Retirees returned to work (EMPLOYEE TYPE = ‘P’)

WHO SHOULD NOT BE REPORTED?
- LongTerm Subs (EMPLOYEE TYPE = ‘L’)
- 3^RD Party Contracts (EMPLOYEE TYPE = ‘P’)

Note:
Budget office is using this data to determine participation rates for health insurance.
<table>
<thead>
<tr>
<th>QUESTION</th>
<th>ANSWER</th>
</tr>
</thead>
<tbody>
<tr>
<td>If our district does not offer any other health plan, other than the State Health Plan, should we ignore the “O” Other option?</td>
<td>YES. The &quot;O&quot; only applies to other health insurance plans offered by the district.</td>
</tr>
<tr>
<td>We have a wife and husband that are both employees of the district and they have a family plan. Do we flag both as 'yes'?</td>
<td>NO. Only report the &quot;Y&quot; or &quot;O&quot; for the spouse who is paying for the plan, whichever is applicable. Report &quot;N&quot; for the other spouse.</td>
</tr>
<tr>
<td>How do we report employees that have a health plan through their spouse's employment at another district?</td>
<td>Report &quot;N&quot;.</td>
</tr>
<tr>
<td>How do we report employees that have a health plan through their spouse's employment at a private company?</td>
<td>Report &quot;N&quot;.</td>
</tr>
<tr>
<td>How do we report employees that have the State Health Plan through their spouse's employment at a state department (like GaDOE or DHR)?</td>
<td>Report &quot;N&quot;.</td>
</tr>
<tr>
<td>How do we report an employee that works part-time with us and full time with another district?</td>
<td>Regardless of the employee's Employment Basis (part-time, fulltime), report the &quot;Y&quot; or &quot;O&quot; where the employee is paying for the insurance.</td>
</tr>
</tbody>
</table>
Leadership

- **E618** – Where leadership under new rules, ASSIGNMENT CERTIFICATE TYPE CODE = 'L' and Effective Date > 20100701, the ASSIGNMENT CERTIFICATE TYPE CODE must be PL, NPL, L, NL, WL or WPL.

- **E619** - The Certification **Field Type** is not valid for the leadership **Certificate Field Code**.

**VALID COMBINATIONS ARE:**

<table>
<thead>
<tr>
<th>Certificate Field Code</th>
<th>Certificate Condition (PSC / Certificate Type (GaDOE))</th>
</tr>
</thead>
<tbody>
<tr>
<td>704</td>
<td>PRL, DL, NL, SRL, WL, P, NP, WP</td>
</tr>
<tr>
<td>705</td>
<td>NL, WL</td>
</tr>
<tr>
<td>706 &amp; 707</td>
<td>PRL, NPL, WL</td>
</tr>
</tbody>
</table>
Watch for different Certificate Levels:
- Leadership Cert Levels separate from other Cert Levels
- **Example below**: Cert Level for teaching is not the same as leadership. These assignments are reported with teaching Cert Type.

### Assignment Information- C Record

<table>
<thead>
<tr>
<th>School ID</th>
<th>School Name</th>
<th>Percent of Time</th>
<th>Assignment TYPE</th>
<th>In Field Status</th>
<th>Certificate Type</th>
<th>Job Code</th>
<th>Subject Matter</th>
<th>Certificate Field</th>
<th>Fund Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0103</td>
<td>Sample H S</td>
<td>66.0</td>
<td>C</td>
<td>I</td>
<td>T</td>
<td>109</td>
<td>400</td>
<td>748</td>
<td>00</td>
</tr>
<tr>
<td>0103</td>
<td>Sample H S</td>
<td>34.0</td>
<td>C</td>
<td>I</td>
<td>T</td>
<td>112</td>
<td>910</td>
<td>748</td>
<td>00</td>
</tr>
</tbody>
</table>

### PSC Details if available

<table>
<thead>
<tr>
<th>Cert Level</th>
<th>Effective Date</th>
<th>Provision Flag</th>
<th>Certificate</th>
<th>Field Code</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4</strong></td>
<td>07/01/1994</td>
<td>F</td>
<td>T</td>
<td>748</td>
<td>05/20/2006</td>
<td>06/30/2014</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>07/01/2012</td>
<td>F</td>
<td>L</td>
<td>704</td>
<td>07/01/2010</td>
<td>06/30/2014</td>
</tr>
</tbody>
</table>

Leadership Requirements – Georgia Code **O.C.G.A. § 20-2-212**
CPI

Student Class Errors
E5083- COURSE TEACHER CODE not reported in CPI (Cycle 1 or 2) with a teaching job code.
E5019 - Course Teacher Code is not found in CPI.

Student Record Errors
E141-ADDITIONAL TEACHER CODE must be reported in CPI (Cycle 1 or 2) with a valid Job Code (080-199, 301, 302, 400, 401, 402, 440, 445, 480, 621, 672, 673).
E909-COURSE TEACHER CODE not reported in CPI (Cycle 1 or 2) with a teaching job code.
E906- For MOWR/Dual Enrollment courses, the COURSE TEACHER CODE should be a nine-digit number with format: 77700xxxx where xxxx is the four-digit number identifying the college/university where the student took the MOWR course, or a valid COURSE TEACHER CODE reported in CPI.

FTE
E5027-ADDITIONAL TEACHER CODE must be reported in CPI (Cycle 1 or 2) with a valid Job Code (080-199, 301, 302, 400, 401, 402, 440, 445, 480, 621, 672, 673) when collected for Student Class or TEMS.
CONTRACTS AND SALARIES
Data Used for T&E funding

Certified Employees Only

ALL “B” record data:

- Employment Basis
- **Certification Level** (PSC)
- Pay Step
- **Years of Experience**

* Increase T&E dollars earned
Employment Basis Formula

Certified and Classified Employment Basis

How to calculate:

\[
\text{# of full-time hours/day} \times \text{# of days/week} = \text{# of hours/week}
\]

\[
\text{# of hours/week} \times \text{# of weeks worked/year} = \text{Full-Time hours/year}
\]

\[
\text{# of additional hours/day} \times \text{# of days/week} = \text{# of hours/week}
\]

\[
\text{# of hours/week} \times \text{# of weeks worked/year} = \text{Additional hours/year}
\]

Once added together:

Total of Hours \quad DIVIDED \quad BY \quad \text{Full-Time Hours} = \text{EMPLOYMENT BASIS}
Example: Full-time teacher who works 2 additional hours 2 days a week teaching night school. Contracted days = 190 (38 wks)

**Calculation for full-time hours:**
- 8 hours/day
- \( \times 5 \text{ days/week} \)
- 40 hours/week
- \( \times 38 \text{ weeks/year} \)
- 1520 hours/year

**Calculation for additional hours:**
- 2 hours/day
- \( \times 2 \text{ days/week} \)
- 4 hours/week
- \( \times 38 \text{ weeks/year} \)
- 152 hours/year

1520 + 152 = 1672

1672 ÷ 1520 = 1.10 (Employment Basis)
Question from district:
Are we obligated to increase certified employees salary if there is an upgrade in certification within the contract year?

Answer:
The answer is yes - they are paid from the date of the certificate.

(See 160-5-2-.05 Experience for Salary Purposes)
Employment Basis vs. Percent of Time

- **Employment Basis – B Record**
  - Related to **CONTRACT SALARY**
  - Used to calculate FTE (full-time equivalent)
  - Used in T&E calculation for certified employees
  - Cannot be greater than 2.0

- **Assignment Percent of Time – C Record**
  - Related to **TOTAL TIME ON THE JOB**
  - All assignments must total 100% of time
  - Estimate % of time spent per assignment
Example: Employment Basis vs. Percent of Time

■ Employment Basis – B Record
- Certified CONTRACT Salary = $20,631.00
- Employment Basis = 0.50
- FTE calculated salary = $20,631.00 / 0.50 = $41,262.00
With Yrs Exp = 5 (Step 3) and Cert Level T4 (bachelors), the Salary Schedule minimum = $41,262.00 (met minimum)

■ Assignment Percent of Time – C Record
- Certified CONTRACT Days = 95 (full-time =190 days)
- Employee has 3 assignments:
  - 15% of time worked teaching English
  - 65% of time worked as counselor
  - 20% of time worked teaching English remedial
SUBJECT Matter Codes

Matching course to state codes

- Teaching assignments are broken out by subject taught.
- **First two digits** indicate the **subject area**.

<table>
<thead>
<tr>
<th>Subject Matter Code</th>
<th>Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td>Agricultural Business &amp; Production Technology</td>
</tr>
<tr>
<td>012</td>
<td>Agricultural Business &amp; Production Technology</td>
</tr>
<tr>
<td>013</td>
<td>Agricultural Business &amp; Production Technology</td>
</tr>
<tr>
<td>018</td>
<td>Agricultural Business &amp; Production Technology</td>
</tr>
</tbody>
</table>

- See Course Board Rule for Subject Area Codes.
SUBJECT Reminders
Matching course to state codes

- **Third digit** is the **Type of Instruction (Modality)**
  - 231 = Remedial
  - 232 = Gifted Education
  - 233 = Distance Learning
  - 238 = Special Education
  - 230 = All Other

- Combining **Subject** with **Type of Instruction**: **Example:**

  English Language Arts (LA) = 23.xxxxxxxx
  - 231 = Remedial LA
  - 232 = Gifted Education LA
  - 233 = Distance Learning LA
  - 238 = Special Education LA
  - 230 = All Other LA
Subject Reminders

- **Subject Matter** codes should reflect the specialized fields of study wherever possible.
  - Reduces necessary changes in HiQ reporting for PSC

- **Subject codes 930-958** are **not valid for teachers** for Job Codes 080-199 (teachers).
  - These are still valid for any position above 199 (non-teacher)
  - Elementary codes can still be used (920-928) where appropriate
Employee with Multiple Roles

Assignment Codes

- Assignments need to be broken out per Job, Subject, appropriate Certification, Fund, % Time.

- Examples:
  - Principal also serving as a teacher should have 2 assignment records with a percent of time serving as each.
  - CTAE teacher who is teaching multiple subjects, such as Military Science and Technology Education should have multiple assignments for each Subject Matter Code.

- Advise school level administration to keep you informed of changes in personnel roles that can occur during the year (e.g., principal has to take over a class).

  Employee may have certified as well as classified Job Codes reported.

  Example:
  - Teacher may also serve as bus driver.
REPORTS
Salary Related Reports

- In lieu of errors for certified salaries **NOT** meeting State Salary Schedule minimums:
  - Salaries Below Minimum Report (W404) CP035 CP042
  - Salary Step Irregularities Report (W629, W630) CP034

- Certified Employees FTE Report CP003 (similar to T&E employee count)

- Third-Party Contract Employee Report Employee Type=P CP041
- Long-Term Sub Report Employee Type=L CP040
### CP050 Consolidated Funding District Summary

**Georgia Department of Education**  
May, 2017 CPI Cycle 2008

**Consolidated Funding District Summary**  
608-Bartow County

<table>
<thead>
<tr>
<th>Funding Code</th>
<th>Fund Source Name</th>
<th>Allotted Number from Resource Allocation Plan</th>
<th>Number of FTE Positions Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Staff accounted for within the Resource Allocation Plan (For CF Sites Only)</td>
<td>122</td>
<td>100</td>
</tr>
<tr>
<td>02</td>
<td>Staff NOT accounted for within the Resource Allocation Plan (For CF Sites Only)</td>
<td>222</td>
<td>555</td>
</tr>
</tbody>
</table>

Click on the Fund Code for the drop-down list of schools.
### CP051 Consolidated Funding School Summary

- **System**: 608 Bartow County

Please select School:
- All Schools
- By School

<table>
<thead>
<tr>
<th>School Code</th>
<th>School Name</th>
<th>Allotted Number from Resource Allocation Plan</th>
<th>Number of FTE Positions Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>0177</td>
<td>Mickey Mouse Elementary</td>
<td>50</td>
<td>30</td>
</tr>
<tr>
<td>0956</td>
<td>Donald Middle School</td>
<td>50</td>
<td>40</td>
</tr>
</tbody>
</table>

Click on the Fund Code for the drop-down list of schools

Click on the School Code for a list of employees CP052
# CP052 Consolidated Funding Employee Summary

<table>
<thead>
<tr>
<th>Emp Code</th>
<th>Last Name, First Name</th>
<th>Consolidated Fund Flag</th>
<th>Subject Code</th>
<th>Job Code</th>
<th>% of Time</th>
<th>Fund Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>4545</td>
<td>Childs, Sue</td>
<td>Y</td>
<td>230</td>
<td>102</td>
<td>20</td>
<td>01</td>
</tr>
<tr>
<td>1111</td>
<td>Malcolm, X</td>
<td>Y</td>
<td>270</td>
<td>103</td>
<td>100</td>
<td>01</td>
</tr>
</tbody>
</table>

**Legend:**
1. **SCHOOL CODE** must be an Approved school to use Consolidated Funding.
2. Employee must be paid out of Fund 130
3. **CONSOLIDATED FUND FLAG** must = 'Y'
4. **EMPLOYEE TYPE** must = (B= SB 327 Retiree or Blank/null = regular)
5. Assignment must be one of the following **JOB CODES**

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Pupil Services</th>
<th>Improvement of Instructional Services</th>
<th>Transportation (Supplemental academic services only)</th>
</tr>
</thead>
</table>

Click on the Employee code to take you to the Employee record detail CP010
CP010 Employee Record Detail

CP010 shows detail of A B & C records.

The same process will flow when you click on Consolidated Fund Code 02

On the CP010 Employee Record Detail need to be able to search by EMPLOYEE CODE

Assignment- C Record (Non- Terminated, SB327 and Third Party employees are required to have C-Record(s))

<table>
<thead>
<tr>
<th>School ID</th>
<th>Percent of Time</th>
<th>Assignment Type</th>
<th>In field Status</th>
<th>Cert Type</th>
<th>Job code</th>
<th>Sub code</th>
<th>Cert Field</th>
<th>Con Fund Flag</th>
<th>Fund Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0103</td>
<td>60</td>
<td>C</td>
<td>I</td>
<td>T</td>
<td>109</td>
<td>400</td>
<td>748</td>
<td>Y</td>
<td>01</td>
</tr>
<tr>
<td>0103</td>
<td>20</td>
<td>C</td>
<td>I</td>
<td>T</td>
<td>615</td>
<td>999</td>
<td>704</td>
<td>N</td>
<td>00</td>
</tr>
<tr>
<td>0103</td>
<td>20</td>
<td>C</td>
<td>I</td>
<td>T</td>
<td>112</td>
<td>910</td>
<td>748</td>
<td>Y</td>
<td>02</td>
</tr>
</tbody>
</table>
HB 280 - Middle and High School (Grades 6-12)

Reports to identify teachers to be submitted to Budget as eligible for possible incentive funding separate from T&E.(CB038A)

• **HB280 Grades 06-12 Math /Science Eligibility**
  Based on Certificate Field and Subject Matter and Years of experience

• **HB280 Grades 06-12 Exception Report**
  Confirm Grades Taught Where Ambiguous
**Math/Science Teachers Incentive Funds Eligibility Reports**

**HB 280 – Elementary School (Grades K-5)**

Report to identify teachers to be submitted to Budget as eligible for possible annual stipend separate from T&E (CP038B)

- HB280 Grades K-05 Math Science Eligibility Report for Stipend Award
  Based on Certificate Field and Subject Matter and Years of experience

- HB280 Grades K-05 Exception Report for Stipend Award
  Confirm Grades Taught Where Ambiguous
**HB280 Math/Science**

*Where is the FY2017 funding report?*

Go to the October 2016 (CPI FY2017-1) menu

This is the cycle the report is based on.

<table>
<thead>
<tr>
<th>Transmission Cycles</th>
<th>Current Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPI Menu for July, 2017 (CPI 2017-3)</td>
<td></td>
</tr>
<tr>
<td>CPI Menu for March, 2017 (CPI 2017-2)</td>
<td>• CPI File Layout</td>
</tr>
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<td>CPI Menu for October, 2016 (CPI 2017-1)</td>
<td>• CPI-PSC Certificate File Layout and Edit Rules</td>
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CP039A and CP039B
Math/Science Teachers Funding Report

HB 280 - Middle and High School (Grades 6-12)
Reports to identify teachers that will be funded.(CB039A)

HB 280 – Elementary School (Grades K-5)
Reports to identify teachers that will be funded.(CB039B)
Need Assistance?

Please issue a dticket via email

dticket@doe.k12.ga.us

OR

Call the Help Line at

800-869-1011

Please indicate that this is a

CPI QUESTION.

Thank you for your kind attention!
## Data Collection Team

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<thead>
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<th>Phone</th>
<th>Email</th>
</tr>
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