CPI OVERVIEW
CPI OVERVIEW

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
CPI OVERVIEW

HOW IS THE 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”
CPI OVERVIEW

WHAT IS REPORTED

‘A01’ Record-Basic Demographics

‘B01’ Record-Contract and Certification Information
# CPI OVERVIEW

## WHAT IS REPORTED

### ‘C01’ Records - Job Assignments

<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>Fund Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>0103</td>
<td>66.0</td>
<td>C - Certified</td>
<td>I - In</td>
<td>T</td>
<td>109</td>
<td>400</td>
<td>748</td>
<td>00</td>
</tr>
<tr>
<td>0103</td>
<td>34.0</td>
<td>C - Certified</td>
<td>I - In</td>
<td>T</td>
<td>112</td>
<td>910</td>
<td>748</td>
<td>00</td>
</tr>
</tbody>
</table>

### PSC Certification Information

<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>P</td>
<td></td>
<td>C</td>
<td>804</td>
<td>01/04/2018</td>
<td>06/30/2021</td>
<td></td>
</tr>
</tbody>
</table>
WHO IS REPORTED

Normally provided on the extract file from your Payroll System

May need to add online in CPI

CPI OVERVIEW

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CPI

PAYROLL

ACCOUNTS PAYABLE

REGULAR” DIRECT CONTRACT EMPLOYEES

LONG-TERM SUBSTITUTES

3RD PARTY CONTRACT EMPLOYEES

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WHO IS REPORTED

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CPI OVERVIEW

EMPLOYEE TYPE

REGULAR EMPLOYEE

EMPLOYEE TYPE = blank/null

Direct contract with school district

Visiting International Faculty (VIF)

EMPLOYEE TYPE = “B”

Direct contract with school district (Retired teachers who have come back to teach full time not restricted to the salary schedule minimums)

*** Required for “In-Field” Determination for Title II and IDEA Reporting ***
CPI OVERVIEW
EMPLOYEE TYPE

LONG TERM SUBSTITUTE
EMPLOYEE TYPE “L”

Hired directly by district to occupy a vacant permanent position.

Must teach in the same vacant position, or replace the same permanent employee, for at least 4 weeks to be considered “long term”. (Title II-A definition)

*** Required for “In-Field” Determination for Title II and IDEA Reporting ***
CPI OVERVIEW

EMPLOYEE TYPE

THIRD PARTY CONTRACTOR

EMPLOYEE TYPE “P”

Not Hired directly by district Independent contractors (Tax Form 1099)

Staff hired by and paid through another agency / private company
Ex. Nurse hired through a hospital

Does not earn T&E dollars

*** Required for “In-Field” Determination for Title II and IDEA Reporting ***
## CPI OVERVIEW
### CPI RECORDS PER EMPLOYEE TYPE

<table>
<thead>
<tr>
<th>EMPLOYEE TYPE Code</th>
<th>Personnel</th>
<th>Record Layouts</th>
<th>Certified T&amp;E $</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>Long-Term Substitutes</td>
<td>A</td>
<td>No</td>
</tr>
<tr>
<td>P</td>
<td>Third-Party Contracts</td>
<td>A &amp; C</td>
<td>No</td>
</tr>
<tr>
<td>B</td>
<td>SB 327 Employees (direct contract)</td>
<td>A, B, &amp; C</td>
<td>Yes</td>
</tr>
<tr>
<td>Blank/null</td>
<td>Other direct contract employees and VIF</td>
<td>A, B, &amp; C</td>
<td>Yes</td>
</tr>
</tbody>
</table>
13

Check your staff for proper certification

Enter the data into your system

Upload the data into the DOE portal

Gather your data Ex. New contracts, salary guide, updated certifications

Correct your errors

Verify your data with program managers or any other pertinent persons in your district

Check the Student class report to make sure all teachers reported in Student Class is reported in CPI

Print and verify your reports

Superintendent Signoff

Extract the data out of your system formatted like the File layout
CPI OVERVIEW

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

• For Local Software Assistance
• Refer to vendor documentation
• Vendor Help Line
What is your **Extract** file

- Text file located on PC hard drive or server
- Formatted to meet GaDOE requirements
- Can be viewed in text editor
- Some text editors evaluation copy free on web
  - (ex: Ultra Edit, NotePad++)
CPI OVERVIEW

WHAT AN EXTRACT LOOK LIKE
## Personnel Demographic Information - A Record

<table>
<thead>
<tr>
<th>Element</th>
<th>Record Position</th>
<th>Description</th>
<th>Field Type</th>
<th>Field Length</th>
<th>Required for: Edits</th>
<th>Edit#</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FISCAL YEAR</strong></td>
<td>A01 1-4</td>
<td>Current fiscal year</td>
<td>N</td>
<td>4</td>
<td>Certified, Classified, Active, Terminated</td>
<td>E010</td>
</tr>
<tr>
<td><strong>REPORT PERIOD</strong></td>
<td>A01 5</td>
<td>Identifies the CPI reporting period.</td>
<td>A</td>
<td>1</td>
<td>Certified, Classified, Active, Terminated</td>
<td>E020</td>
</tr>
<tr>
<td><strong>SYSTEM CODE</strong></td>
<td>A01 6-8</td>
<td>School System code.</td>
<td>A</td>
<td>3</td>
<td>Certified, Classified, Active, Terminated</td>
<td>E041</td>
</tr>
<tr>
<td><strong>EMPLOYEE CODE</strong></td>
<td>A01 9-17</td>
<td>Employee's Social Security Number</td>
<td>A</td>
<td>9</td>
<td>Certified, Classified, Active, Terminated</td>
<td>E064</td>
</tr>
<tr>
<td><strong>RECORD TYPE</strong></td>
<td>A01 18-20</td>
<td>Identifies part of the record layout.</td>
<td>A</td>
<td>3</td>
<td>Certified, Classified, Active, Terminated</td>
<td>E802</td>
</tr>
</tbody>
</table>

**FISCAL YEAR** must be all four digits of the current valid fiscal year - e.g. fiscal year from July 1, 2017 to June 30, 2018 = "2018".

**REPORT PERIOD** must be the current valid CPI period:
- "1" = October
- "2" = May
- "3" = July

**SYSTEM CODE** must be an active school system code in the Facilities Database.

**SOCIAL SECURITY NUMBER** must be employee's 9-digit Social security Number, right justified with expressed leading zeros.

**SOCIAL SECURITY NUMBER** must be unique for every RECORD TYPE = "A01" in file for one SYSTEM.

All personnel reported as active in CPI 2006-2 must be reported as either active or terminated in CPI 2007-1.

**SOCIAL SECURITY NUMBER** must be unique for every RECORD TYPE = "A01" in entire STATE where TERMINATION CODE = zeros.

**RECORD TYPE** must = "A01".

Every active employee where TERMINATION CODE = zero or blank must have **RECORD TYPE** = "C01".

Every employee with a RECORD TYPE = "B01" must have a record with RECORD TYPE = "A01".

Every employee with a RECORD TYPE = "M01" must have a record with RECORD TYPE = "B01".
CPI OVERVIEW

- Report Menu
- Funding Reports Menu
- CPI File Upload
- CPI Add/Edit/Delete
- Delete All Data for this System
- Validation Routine
- Manual Relief Request
- ADHOC Query
- Status Check List
- CPI Primary Contacts
CPI OVERVIEW
Check your extract instructions for location of the extract file. If you need further instructions, contact vendor, or PC Genesis representative.
CPI OVERVIEW

Once Selected, Upload The File

Once extract file is selected, the path of the file will display in the path box.

Click on "Upload File" to execute the upload.
CPI OVERVIEW

Upload Complete

Do not confuse “Upload Complete” (on screen) with Process Being “Successful” (message via email)
IF PROCESS FAILS

• “Process Failed” message on Main Menu
  • Email sent to person logged into CPI
  • Indicates data lines that have error(s)

• Use text editor
  • Check key fields first
  • Do all the records line up?
  • Look for unusual characters ($,%,!,etc.)

• Make corrections and re-upload
CPI OVERVIEW

CPI Main Menu

- Report Menu
- ADHOC Query
- CPI Primary Contacts
- PSC Data Request
- Transmission System
- Transmission Status
- Admin/Helpdesk Menu

CP008- Errors and Warning Summary
CP009- Error and Warnings Detail
## CPI OVERVIEW

**ERROR SUMMARY REPORT CP008**

---

**Georgia Department of Education**

CPI (Certified/Classified Personnel Information) Data Collection System

Errors and Warnings Summary - July, 2007 CPI Cycle 2007-3

### System:

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

[Display All Errors]
CPI OVERVIEW

ERROR AND WARNING

DETAIL CP009

Click on Employee Code to see the detail

### Georgia Department of Education

CPI (Certified/Classified Personnel Information) Data Collection System

Errors and Warnings Detail - July, 2007 CPI Cycle 2007-3

<table>
<thead>
<tr>
<th>Employee SSN</th>
<th>Employee Name</th>
<th>Error Code</th>
<th>Error Message</th>
<th>Data Submitted</th>
<th>Input Field</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GRIFFIN, EARL GRAY</td>
<td>E692</td>
<td>ASSIGNMENT JOB CODE missing or not valid</td>
<td>190</td>
<td>Primary Assignment Job Code</td>
</tr>
<tr>
<td></td>
<td>OVERSTREET, SHANNA</td>
<td>E692</td>
<td>ASSIGNMENT JOB CODE missing or not valid</td>
<td>190</td>
<td>Primary Assignment Job Code</td>
</tr>
<tr>
<td></td>
<td>WHITE, SAMANTHA</td>
<td>E692</td>
<td>ASSIGNMENT JOB CODE missing or not valid</td>
<td>000</td>
<td>Primary Assignment Job Code</td>
</tr>
</tbody>
</table>
CPI OVERVIEW

SOLVING ERRORS

- Check File Layouts
  - Look at data element description in layout
  - Look at error message

- Inspect data in local software

- Inspect data in CPI
CPI OVERVIEW

CORRECTING ERRORS

• Make corrections in local software
• Correct and re-upload to CPI
• Automatic revalidation
• Recheck CPI error listing
CPI OVERVIEW

CORRECTING ERRORS ON-LINE

• Use for **last-minute changes** only!

• Online changes – two methods to access employee’s detail records:
  • Add/Edit/Delete
  • Error Listing Detail

• Revalidate after all corrections are made – you do not need to do after each record
TRANSMISSION DATES
TRANSMISSION DATES

CYCLE I - OCTOBER

Report Active and Terminated Employees

- Tuesday, **October 2, 2018** – Transmissions begin
- Tuesday, **October 9, 2018** – Initial transmission deadline
  
  **Purpose:** Removal of duplicate reporting by districts
- Tuesday, **October 23, 2018** - Final transmission deadline
  
  **Deadline for Superintendent Sign-off**

Valid termination date range for
October CPI 2018-1 is **03/02/2018 – 10/02/2018**
TRANSMISSION DATES

CYCLE 2 - MARCH

Report Active and Terminated Employees

- Thursday, March 7, 2019 - Transmissions begin
- Thursday, March 14, 2019 - Initial transmission deadline
  Purpose: Removal of duplicate reporting by districts
- Thursday, March 28, 2019 - Final transmission deadline

  ➢ Deadline for Superintendent Sign-off

Valid termination date range for
October CPI 2018-2 is 10/03/2018– 03/07/2019

A, B, and C Records
TRANSMISSION DATES
CYCLE 3 - JULY

Leave Reporting for Fiscal Year

- Thursday, **July 11, 2019** - Transmissions begin
- Thursday, **July 18, 2019** - Initial transmission deadline
- Thursday, **July 25, 2019** - Final transmission deadline
  - Deadline for Superintendent Sign-off

Report cumulative leave taken for fiscal year.
**A & D records only**
## FY2019 Data Collections
### Summary of Collection Dates

<table>
<thead>
<tr>
<th>Collection</th>
<th>Cycle</th>
<th>Start Date / Count Date</th>
<th>Initial Transmission Deadline</th>
<th>Duplicate Record Deadline</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student class (LDS profile)</td>
<td>1 [A]</td>
<td>Wednesday, July 18, 2018</td>
<td>n/a</td>
<td>n/a</td>
<td>Friday, June 28, 2019</td>
</tr>
<tr>
<td>GURDC</td>
<td>n/a</td>
<td>Thursday, July 11, 2018</td>
<td>n/a</td>
<td>n/a</td>
<td>Friday, June 28, 2019</td>
</tr>
<tr>
<td>Pre-ID</td>
<td>2</td>
<td>Thursday, September 6, 2018</td>
<td>n/a</td>
<td>n/a</td>
<td>Thursday, September 20, 2018</td>
</tr>
<tr>
<td>Pre-ID</td>
<td>3</td>
<td>Tuesday, January 2, 2019</td>
<td>n/a</td>
<td>n/a</td>
<td>Thursday, January 24, 2019</td>
</tr>
<tr>
<td>FTE Data Survey</td>
<td>1</td>
<td>Tuesday, September 11, 2018</td>
<td>n/a</td>
<td>n/a</td>
<td>Tuesday, September 25, 2018</td>
</tr>
<tr>
<td>FIE</td>
<td>1</td>
<td>Tuesday, October 2, 2018</td>
<td>Tuesday, October 9, 2018</td>
<td>Tuesday, October 18, 2018</td>
<td>Tuesday, October 25, 2018</td>
</tr>
<tr>
<td>FTE</td>
<td>2</td>
<td>Thursday, March 7, 2019</td>
<td>Thursday, March 14, 2019</td>
<td>Thursday, March 21, 2019</td>
<td>Thursday, March 28, 2019</td>
</tr>
<tr>
<td>CPI</td>
<td>1</td>
<td>Tuesday, October 2, 2018</td>
<td>Tuesday, October 9, 2018</td>
<td>Tuesday, October 18, 2018</td>
<td>Tuesday, October 23, 2018</td>
</tr>
<tr>
<td>CPI</td>
<td>2</td>
<td>Thursday, March 7, 2019</td>
<td>Thursday, March 14, 2019</td>
<td>Thursday, March 21, 2019</td>
<td>Thursday, March 28, 2019</td>
</tr>
<tr>
<td>Student Class</td>
<td>Oct</td>
<td>Tuesday, September 25, 2018</td>
<td>Tuesday, October 1, 2018</td>
<td>Tuesday, October 8, 2018</td>
<td>Tuesday, October 15, 2018</td>
</tr>
<tr>
<td>Student Class</td>
<td>Mar</td>
<td>Thursday, February 28, 2019</td>
<td>Thursday, March 14, 2019</td>
<td>Thursday, March 21, 2019</td>
<td>Thursday, March 28, 2019</td>
</tr>
<tr>
<td>Student class - End of year</td>
<td>Jan</td>
<td>Thursday, May 2, 2019</td>
<td>Thursday, May 9, 2019</td>
<td>n/a</td>
<td>Tuesday, June 11, 2019</td>
</tr>
<tr>
<td>Free &amp; Reduced Meal</td>
<td>1</td>
<td>Tuesday, November 6, 2018</td>
<td>n/a</td>
<td>n/a</td>
<td>Wednesday, November 26, 2018</td>
</tr>
<tr>
<td>Private School - Finance</td>
<td>1</td>
<td>Tuesday, August 28, 2018</td>
<td>n/a</td>
<td>n/a</td>
<td>Tuesday, June 28, 2019</td>
</tr>
<tr>
<td>Private School</td>
<td>1</td>
<td>Tuesday, November 6, 2018</td>
<td>n/a</td>
<td>n/a</td>
<td>Wednesday, November 20, 2018</td>
</tr>
<tr>
<td>Student Record - Data cleanse</td>
<td>1</td>
<td>Thursday, September 6, 2018</td>
<td>n/a</td>
<td>n/a</td>
<td>Thursday, December 12, 2018</td>
</tr>
<tr>
<td>Student Record</td>
<td>1</td>
<td>Wednesday, February 5, 2019</td>
<td>see below</td>
<td>see below</td>
<td>Tuesday, June 18, 2019</td>
</tr>
<tr>
<td>Student</td>
<td></td>
<td>see below</td>
<td>see below</td>
<td>see below</td>
<td>Tuesday, June 18, 2019</td>
</tr>
<tr>
<td>Enrollment</td>
<td></td>
<td>see below</td>
<td>see below</td>
<td>see below</td>
<td>Tuesday, June 18, 2019</td>
</tr>
<tr>
<td>Special Education</td>
<td></td>
<td>see below</td>
<td>see below</td>
<td>see below</td>
<td>Tuesday, June 18, 2019</td>
</tr>
<tr>
<td>Student Safety</td>
<td></td>
<td>see below</td>
<td>see below</td>
<td>see below</td>
<td>Tuesday, June 18, 2019</td>
</tr>
<tr>
<td>Program</td>
<td></td>
<td>see below</td>
<td>see below</td>
<td>see below</td>
<td>Tuesday, June 18, 2019</td>
</tr>
<tr>
<td>Addresses</td>
<td></td>
<td>see below</td>
<td>see below</td>
<td>see below</td>
<td>Tuesday, June 18, 2019</td>
</tr>
<tr>
<td>System</td>
<td></td>
<td>see below</td>
<td>see below</td>
<td>see below</td>
<td>Tuesday, June 18, 2019</td>
</tr>
<tr>
<td>School</td>
<td></td>
<td>see below</td>
<td>see below</td>
<td>see below</td>
<td>Tuesday, June 18, 2019</td>
</tr>
<tr>
<td>COPA</td>
<td>1</td>
<td>OOPAS following Student Class Signoff</td>
<td>n/a</td>
<td>n/a</td>
<td>Thursday, June 27, 2019</td>
</tr>
</tbody>
</table>
TRANSMISSION DATES

PLAN YOUR CALENDAR

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!
TRANSMISSION DATES

FTE SURVEY

Source for our CPI Coordinator List

Tuesday, September 11 to Tuesday, September 25

- 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

#### Updates from PSC

**New Assignment Certificate Types**

<table>
<thead>
<tr>
<th>Certificate Certificate Type</th>
<th>Category</th>
<th>Salary Typ Currently</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR2L (P2L) Performance-based Tier 2 Leadership</td>
<td>Professional</td>
<td>T</td>
<td>New in FY19</td>
</tr>
</tbody>
</table>
WHAT'S NEW

NO LONGER ISSUED ASSIGNMENT CERTIFICATE TYPES

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Certificate Type</th>
<th>Category</th>
<th>Salary Type Currently</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT</td>
<td>Core Academic Teaching</td>
<td>Provisional</td>
<td>B</td>
</tr>
<tr>
<td>CPT</td>
<td>Clinical Practice Teaching</td>
<td>Provisional</td>
<td>B</td>
</tr>
<tr>
<td>IT</td>
<td>Intern Teaching</td>
<td>Provisional</td>
<td>B</td>
</tr>
<tr>
<td>NNS</td>
<td>Nonrenewable Non-Professional Service</td>
<td>Provisional</td>
<td>B</td>
</tr>
<tr>
<td>NNT</td>
<td>Nonrenewable Non-Professional Teaching</td>
<td>Provisional</td>
<td>B</td>
</tr>
<tr>
<td>OT</td>
<td>One-Year Supervised Practicum Teaching</td>
<td>Provisional</td>
<td>B</td>
</tr>
<tr>
<td>Certificate Field Code</td>
<td>Certificate Field</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>805</td>
<td>Special Ed + C209 Adapted Curr. (P-12) Consultative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>410</td>
<td>Montessori Infant Toddler (Birth - 3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>420</td>
<td>Montessori PK2- K (Ages 2 1/2 - 6)</td>
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<tr>
<td>430</td>
<td>Montessori Elementary I Grades 1st-3rd (Ages 6 - 9)</td>
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<tr>
<td>440</td>
<td>Montessori Elementary I - II Grades 1st - 6th (Ages 6 - 12)</td>
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<td></td>
</tr>
<tr>
<td>450</td>
<td>Montessori Secondary I Grades 7th - 9th (Ages 12 - 15)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>451</td>
<td>Concentration: Secondary I Language Arts &amp; Social Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>452</td>
<td>Concentration: Secondary I Science &amp; Mathematics</td>
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<td></td>
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<tr>
<td>460</td>
<td>Montessori Secondary II - III Grades 7th-12th (Ages 12 - 18)</td>
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</tr>
<tr>
<td>461</td>
<td>Concentration: Secondary II English</td>
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<td></td>
</tr>
<tr>
<td>462</td>
<td>Concentration: Secondary II Social Studies</td>
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<td></td>
</tr>
<tr>
<td>463</td>
<td>Concentration: Secondary II Science</td>
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<td></td>
</tr>
<tr>
<td>464</td>
<td>Concentration: Secondary II Mathematics</td>
<td></td>
<td></td>
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<tr>
<td>105</td>
<td>CTAE - Meets LEA PQ and ESSA In-Field; Charter/SWSS Waiver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>106</td>
<td>Full Flexibility - Does not meet LEA PQ or ESSA In-Field No T&amp;E funding Char/SWSS</td>
<td></td>
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</tr>
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## WHAT'S NEW
### CHANGED ASSIGNMENT CERTIFICATE FIELD CODES

<table>
<thead>
<tr>
<th>Certificate Field Code</th>
<th>Certificate Field</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Academic Major - Meets LEA PQ and ESSA In-Field; Charter/SWSS Waiver</td>
<td>change name</td>
</tr>
<tr>
<td>102</td>
<td>Course Work - Meets LEA PQ and ESSA In-Field; Charter/SWSS Waiver</td>
<td>change name</td>
</tr>
<tr>
<td>103</td>
<td>GACE - Meets LEA PQ and ESSA In-Field; Charter/SWSS Waiver</td>
<td>change name</td>
</tr>
<tr>
<td>104</td>
<td>LEA Qualified - Meets LEA PQ, Does not meet ESSA In-Field Charter/SWSS Waiver</td>
<td>change name</td>
</tr>
</tbody>
</table>
WHAT'S NEW
CONSOLIDATED FUNDING

Removed Edit

E1024 – District total for Consolidated Funding is greater than the Resource Allocation
## WHAT'S NEW
### CPI FILE LAYOUT

### FY2019 CPI Data File Layout

<table>
<thead>
<tr>
<th>Date</th>
<th>Data Element Affected</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2018</td>
<td>ASSIGNMENT JOB CODE</td>
<td>Modify edit E1022: ASSIGNMENT JOB CODE not valid for Consolidated Funding.</td>
</tr>
<tr>
<td>07/01/2018</td>
<td>ASSIGNMENT SCHOOL CODE</td>
<td>Modify edit E1023: ASSIGNMENT SCHOOL CODE not listed on approved Consolidated Funding school list.</td>
</tr>
<tr>
<td>07/01/2018</td>
<td>ASSIGNMENT FUND CODE</td>
<td>Remove edit E1024: District total for Consolidated Funding is greater than the Resource Allocation. See report CP050 for more information.</td>
</tr>
<tr>
<td>07/01/2018</td>
<td>ASSIGNMENT FIELD CODE</td>
<td>Update edit E645, E6451, E698, E691 – to add ASSIGNMENT FIELD CODE '105', '106' to all errors.</td>
</tr>
<tr>
<td>07/01/2018</td>
<td>ASSIGNMENT TYPE CODE</td>
<td>Change W628 to Edit E6280: Charter School reported with no certified employees. (All ASSIGNMENT TYPE CODE = 'N'). Please verify data.</td>
</tr>
<tr>
<td>07/01/2018</td>
<td>ASSIGNMENT FIELD STATUS</td>
<td>Remove Data Element ASSIGNMENT FIELD STATUS</td>
</tr>
<tr>
<td>07/01/2018</td>
<td>ASSIGNMENT FIELD STATUS</td>
<td>Modify Edit E666 to remove verbiage, ASSIGNMENT FIELD STATUS</td>
</tr>
<tr>
<td>07/01/2018</td>
<td>ASSIGNMENT FIELD STATUS</td>
<td>Remove edits E668: ASSIGNMENT FIELD STATUS must be one of the following valid values:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>'Y' = in-field</td>
</tr>
<tr>
<td></td>
<td></td>
<td>'O' = Out-of-Field</td>
</tr>
<tr>
<td>07/01/2018</td>
<td>ASSIGNMENT FIELD STATUS</td>
<td>Remove edit E679: if ASSIGNMENT FIELD STATUS = 'O', ASSIGNMENT JOB CODE must = 085-199, 400-499, 600, 610, 615, 621, or 841.</td>
</tr>
</tbody>
</table>
## WHAT’S NEW

### CPI FILE LAYOUT

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment Job Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2018</td>
<td>Modify E2581 - ASSIGNMENT JOB CODE 195' (20 day Extended Day/Year QBE Funded) should only be used with a SECONDARY FUND CODE = ‘00’, ‘01’, or ‘02’</td>
<td></td>
</tr>
<tr>
<td>07/01/2018</td>
<td>ASSIGNMENT CERTIFICATE TYPE</td>
<td>Modify E617 - Where leadership under new rules, ASSIGNMENT CERTIFICATE TYPE CODE = ‘L’ and Effective Date &gt; 20100701, the reported CERTIFICATE FIELD CODE must be 700, 706, 707, or 710.</td>
</tr>
<tr>
<td>07/01/2018</td>
<td>ASSIGNMENT CERTIFICATE TYPE</td>
<td>Modify E618 - Where leadership under new rules, ASSIGNMENT CERTIFICATE TYPE CODE = ‘L’ and Effective Date &gt; 20100701, the ASSIGNMENT CERTIFICATE TYPE CODE must be DL, NL, NPL, PRL, SRL, WL, P2L (Formerly PL, NPL, L, NL, WL or WPL).</td>
</tr>
<tr>
<td>07/01/2018</td>
<td>ASSIGNMENT CERTIFICATE TYPE</td>
<td>New E6201 ASSIGNMENT CERTIFICATE TYPE NPL only valid with CERTIFICATE FIELD CODES 706 and 707. Replace edit E619</td>
</tr>
<tr>
<td>07/01/2018</td>
<td>ASSIGNMENT CERTIFICATE TYPE</td>
<td>New E620 ASSIGNMENT CERTIFICATE TYPE P2L only valid with CERTIFICATE FIELD CODE 710</td>
</tr>
<tr>
<td>07/01/2018</td>
<td>ASSIGNMENT CERTIFICATE TYPE</td>
<td>REMOVE E619 replaced with E6201</td>
</tr>
</tbody>
</table>
## WHAT’S NEW
### CHARTER/ SWSS WAIVER

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Academic Major</td>
<td>LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements <strong>T&amp; E Yes</strong></td>
</tr>
<tr>
<td>102</td>
<td>Course Work (Minimum 21 semester hrs/35 quarter hrs)</td>
<td>LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements <strong>T&amp; E Yes</strong></td>
</tr>
<tr>
<td>103</td>
<td>GACE</td>
<td>LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements <strong>T&amp; E Yes</strong></td>
</tr>
<tr>
<td>105</td>
<td>In-Field by CTAE Equivalent Requirements</td>
<td>LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements <strong>T&amp; E Yes</strong></td>
</tr>
<tr>
<td>104</td>
<td>Meets LEA PQ Requirements Does Not Meet ESSA In-Field Requirements</td>
<td>LEA Uses GaDOE Charter/SWSS Waiver to Meet LEA PQ Requirements; However, the Teacher Does Not Hold GaDOE In-Field Equivalent Credentials <strong>T&amp; E Yes</strong></td>
</tr>
<tr>
<td>106</td>
<td>Does Not Meet LEA PQ Requirements Does Not Meet ESSA In-Field Requirements</td>
<td>LEA Hires/Assigns the Best Available Teacher Who Does Not Meet LEA PQ Requirements. The Teacher Does Not Hold GaDOE In-Field Equivalent Credentials <strong>T&amp;E NO</strong></td>
</tr>
</tbody>
</table>
### CPI Main Menu

No data has been transmitted for this system.

<table>
<thead>
<tr>
<th>Menu</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Menu</td>
<td></td>
</tr>
<tr>
<td>Funding Reports Menu</td>
<td></td>
</tr>
<tr>
<td>CPI File Upload</td>
<td></td>
</tr>
<tr>
<td>CPI Add/Edit/Delete</td>
<td></td>
</tr>
<tr>
<td>Delete All Data for this System</td>
<td></td>
</tr>
<tr>
<td>Validation Routine</td>
<td></td>
</tr>
<tr>
<td>Manual Relief Request</td>
<td></td>
</tr>
<tr>
<td>ADHOC Quota</td>
<td></td>
</tr>
<tr>
<td>Status Check List</td>
<td></td>
</tr>
<tr>
<td>CPI Primary Contacts</td>
<td></td>
</tr>
<tr>
<td>SC006-Missing Teacher/Assignment</td>
<td></td>
</tr>
<tr>
<td>PUC Data Request</td>
<td></td>
</tr>
<tr>
<td>Transmission System</td>
<td></td>
</tr>
<tr>
<td>Transmission Status</td>
<td></td>
</tr>
<tr>
<td>Admin/Helpdesk Menu</td>
<td></td>
</tr>
</tbody>
</table>
REPORTS

Available as soon as Cycle 1 starts in October:
- CP003 Certified Staff/FTE Experience (T&E funding)
- CP038A HB280 Math/Science Eligibility - Grades 06-12
- CP038B HB280 Math/Science Eligibility - Grades KK-05

NOT available until after the end of the fiscal year:
- CP039 HB280 Secondary Math/Science Funded - Grades 06-12
- CP039 HB280 Secondary Math/Science Funded - Grades KK-05

<table>
<thead>
<tr>
<th>Go To CPI Main Menu</th>
<th>CPI Funding Reports Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP090 Certified State and Other Health Plan</td>
<td>CP003 Certified Staff/FTE Experience</td>
</tr>
<tr>
<td>CP038A HB280 Math/Science Eligibility - Grades 06-12</td>
<td>CP038B HB280 Math/Science Eligibility - Grades KK-05</td>
</tr>
<tr>
<td>CP039A HB280 Secondary Math/Science Funded - Grades 06-12</td>
<td>CP039B HB280 Secondary Math/Science Funded - Grades KK-05</td>
</tr>
</tbody>
</table>

View to GA PSC Database
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
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
NOTE: This report is available in CPI and in Student Class. E5083 is generated when the COURSE TEACHER CODE is not found in CPI. The E5019 is generated when the COURSE TEACHER CODE does not have a teaching assignment code in CPI. If a COURSE TEACHER CODE is being generated for both E5019 and E5083, the E5083 will take precedence over the E5019 and only the E5083 will be listed in this report.

<table>
<thead>
<tr>
<th>School ID</th>
<th>School Name</th>
<th>Course Teacher Code</th>
<th>Addl. Course Teacher Code 1</th>
<th>Addl. Course Teacher Code 2</th>
<th>Addl. Course Teacher Code 3</th>
<th>Online Course</th>
<th>Teacher Last Name</th>
<th>Teacher First Name</th>
<th>Course Number</th>
<th>Class Section Number</th>
<th>Job Code</th>
<th>Job Title</th>
<th>Error Code</th>
<th>Reason</th>
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</thead>
<tbody>
<tr>
<td>0158</td>
<td>Jasper County High School</td>
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<td>E5083</td>
<td>Missing Teacher in CPI</td>
</tr>
<tr>
<td>0158</td>
<td>Jasper County High School</td>
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<td>Missing Teacher in CPI</td>
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<tr>
<td>0158</td>
<td>Jasper County High School</td>
<td>******0000</td>
<td>N</td>
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<td>E5083</td>
<td>Missing Teacher in CPI</td>
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</tbody>
</table>
## Report Menu

Report Menu is broken out by categories and link to PSC data...
- Transmission
- Certified
- Classified
- All Employees

### CPI Report Menu

<table>
<thead>
<tr>
<th>Category</th>
<th>Report Name</th>
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<tbody>
<tr>
<td>Transmission</td>
<td>CP001 Transmission Verification</td>
</tr>
<tr>
<td></td>
<td>CP005 Errors and Warnings Summary</td>
</tr>
<tr>
<td></td>
<td>CP010 Employee Record Detail</td>
</tr>
<tr>
<td></td>
<td>CP015 Employment Base Greater Than 1.25</td>
</tr>
<tr>
<td></td>
<td>CP016-E 6243 Clear Data Report</td>
</tr>
<tr>
<td>Certified</td>
<td>CP003 Certified Staff/TE Experience</td>
</tr>
<tr>
<td></td>
<td>CP005 Employees With Out of Field Status</td>
</tr>
<tr>
<td></td>
<td>CP007 Employees Average Salary Summary</td>
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<tr>
<td></td>
<td>CP010B UTAC—Job Assignments</td>
</tr>
<tr>
<td></td>
<td>CP016 Employee Ethnicity and Gender</td>
</tr>
<tr>
<td></td>
<td>CP022 Employee Funding Source Detail</td>
</tr>
<tr>
<td></td>
<td>CP027 Spec Ed Teachers of Students Age 3-5</td>
</tr>
<tr>
<td></td>
<td>CP028 Rel Svcs Providers of Students Age 3-21</td>
</tr>
<tr>
<td></td>
<td>CP033 Employees Certificate Type 998 or 999</td>
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<td></td>
<td>CP035 Employees Not Meeting State Minimum (EGSS)</td>
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<tr>
<td></td>
<td>CP042 Certified Salary Below Minimum</td>
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<td></td>
<td>CP044 Teachers Assignment For Math &amp; Science</td>
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<tr>
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<td>CP070 Lookup For Last Reported Years Of Experience</td>
</tr>
<tr>
<td>Classified</td>
<td>CP013 Employee Record Summary</td>
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<tr>
<td></td>
<td>CP014 Personnel Not Funded Through T &amp; E</td>
</tr>
<tr>
<td></td>
<td>CP034 Year Experience Compared (Y200)</td>
</tr>
<tr>
<td></td>
<td>CP037 Non-Leadership Assignment with Leadership Cert Type</td>
</tr>
<tr>
<td></td>
<td>CP043 Compare Certified Year Experience</td>
</tr>
<tr>
<td></td>
<td>CP053 Consolidated Funding District Summary</td>
</tr>
<tr>
<td>All Employees</td>
<td>CP006 State Health Plan Employee Summary</td>
</tr>
<tr>
<td></td>
<td>CP017 Employee Ethnicity and Gender</td>
</tr>
<tr>
<td></td>
<td>CP038 Employee Code With Different Name (E2019)</td>
</tr>
<tr>
<td></td>
<td>CP040 Active Employee Summary</td>
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<tr>
<td></td>
<td>CP014 Salary Greater Than $50,000</td>
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<tr>
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<td>CP015 Terminated Employees</td>
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<tr>
<td></td>
<td>CP020 Assignment Job Codes Not Reported</td>
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<tr>
<td></td>
<td>CP021 Personnel Reported Active In Last Cycle</td>
</tr>
<tr>
<td></td>
<td>CP045 Long-Term Substitute Record Summary</td>
</tr>
<tr>
<td></td>
<td>CP100 System Sign-Off</td>
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</tbody>
</table>

View to GA PSC Database
REPORTS
REPORTS TO MONITOR

T&E RELATED REPORTS
SPECIAL ED REPORTS
CTAE REPORT
DUPLICATE ID REPORT

CERTIFIED

CP003 Certified Staff /FTE Experience
CP007 Employees Average Salary Summary
CP011B CTAE- Job Assignments
CP016 Employee Ethnicity and Gender
CP021 Teachers Avg Salary Comparison
CP025 Certificate Expiration Dates
CP028 Spec Ed Teachers of Students Age 6-21
CP030 Duplicate Employee ID's
CP006 Employee Funding Source Summary
CP011A CTAE- Contract Information
CP012 Employee Record Summary
CP022 Employee Funding Source Detail
CP027 Spec Ed Teachers of Students Age 3-21
CP029 Rel Srvcs Providers of Students Age 3-21
CP031 Personnel Not Funded Through T&E
REPORTS

REPORTS TO MONITOR

JOB CODE REPORTS
ACTIVE VS. TERMINATED EMPLOYEES
LONG-TERM SUBS & 3RD PARTY CONTRACTS

<table>
<thead>
<tr>
<th>ALL EMPLOYEES</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>CP002 Active Employee Summary</td>
<td>CP010 Employee Record Detail</td>
</tr>
<tr>
<td>CP014 Salary Greater Than $85,000</td>
<td>CP015 Employment Basis Greater Than 1.25</td>
</tr>
<tr>
<td>CP018 Terminated Employees</td>
<td>CP020 Assignment Job Codes Not Reported</td>
</tr>
<tr>
<td>CP026 Active Employee Comparison</td>
<td>CP032 Personnel Reported Active in Last Cycle</td>
</tr>
<tr>
<td>CP036 Job Codes Summary by System</td>
<td>CP040 Long-Term Substitute Record Summary</td>
</tr>
<tr>
<td>CP041 Third-Party Contract Record Summary</td>
<td>CP100 System Sign-Of</td>
</tr>
</tbody>
</table>
**GOAL:**
Have reports reviewed and ready to **sign off before** the CPI deadline, in case changes need to be made to your data.

### REPORTS TO MONITOR

<table>
<thead>
<tr>
<th>Type of Employee Reported</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Active Employees Reported</td>
<td>0</td>
</tr>
<tr>
<td>Total Terminated Employees Reported</td>
<td>0</td>
</tr>
<tr>
<td>Total Employees Reported for T &amp; E</td>
<td>0</td>
</tr>
<tr>
<td>Total Teachers Out of Field</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Employee Reported in A Record</th>
<th>EMPLOYEE TYPE</th>
<th>Total Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular - Direct Contract</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Regular - TRS Retained Full-Time</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Long-Term Substitution</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Third-Party Contract (Teachers and Special Ed Services)</td>
<td>P</td>
<td></td>
</tr>
</tbody>
</table>
CONTRACTS AND SALARIES
CONTRACTS AND SALARIES

Calculating an 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
X 5 days/week
40 hours/week
X 38 weeks/year
1520 hours/year

Calculation for additional hours:

2 hours/day
X 2 days/week
4 hours/week
X 38 weeks/year
152 hours/year

1520 + 152 = 1672

1672 ÷ 1520 = 1.10 (Employment Basis)
CONTRACTS AND SALARIES

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
CONTRACTS AND SALARIES

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
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)
We will use 4 years of experience salary step 2 the T-4 = 36168.00 – 34092.00 = 2076.00 T&E dollars
BASE EQUALS = 34092.00
ITEM’S TO REMEMBER
ITEM’S TO REMEMBER

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>
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</tr>
<tr>
<td>018</td>
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</tr>
</tbody>
</table>
ITEM’S TO REMEMBER

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.xxxxxxx
  - 231 = Remedial LA
  - 232 = Gifted Education LA
  - 233 = Distance Learning LA
  - 238 = Special Education LA
  - 230 = All Other LA
ITEM’S TO REMEMBER

Subject Reminders

- **Subject Matter** codes should reflect the **specialized fields of study** wherever possible.
  - Reduces necessary changes in In-Field 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
ITEM’S TO REMEMBER

ESSA PQ/ In-field G-CASE Understanding PQ & In-Field

**PQ**
- Paraprofessionals and teachers must meet federal and state certification requirements.
- ESSA/NCLB – Paras
- GaDOE Rule – SpEd
- LEA DIP - Teachers

**In-Field**
- Teachers who are teaching in the field in which they are certified.
- GA allows LEAs who waive certification to establish in-field by asserting experience in CPI through degree, coursework or content testing.

All In-Field Teachers are PQ.
ITEM’S TO REMEMBER

ESSA PQ/ In-field G-CASE Clearance Certificates

ALL Georgia LEA teachers, school or school system administrators, and paraprofessionals MUST hold a Clearance Certificate.

A Clearance Certificate is a certificate issued by the Georgia Professional Standards Commission that verifies that an educator has completed fingerprint and criminal background check requirements.
ITEM’S TO REMEMBER

ESSA PQ/ In-field G-CASE
Commonly Confused Concepts

Waiver v Waiver
Waiver – GaPSC Certificate
Issued by the GaPSC, a waiver certificate (W) can be requested by a LEA for a teacher who does not meet certification requirements, but who is the most qualified candidate for employment.

Waiver – GaDOE Approved Charter or Strategic Waiver Application
Submitted by a LEA, an approved charter waiver or strategic waiver application allows LEAs to waive the requirement for an education to hold a certificate issued by the GaPSC.

In-Field v In-Field

In-Field - GaPSC
GaPSC establishes in-field criteria by determining which certification(s) are appropriate for each course. LEAs are responsible for ensuring that educators are assigned only within the field (subject area) and grade level for which teachers have been prepared and certified.

In-Field - ESSA
In Georgia, in-field for ESSA is based on GaPSC in-field rules, but, in several specific scenarios, GaDOE has different requirements for an in-field determination.

Example:
GaPSC In-field – Teachers holding a ‘N’ may be in-field if assigned appropriately.
ESSA In-field – Teachers holding a ‘N’ are not in-field.
ITEM’S TO REMEMBER

ESSA PQ/ In-field G-CASE
Special Education Teachers

NEW IN GEORGIA IN FY18
Under Georgia SBOE Board Rule Amended – July 20, 2017,
ALL LEA Special Education Teachers must be certified in
special education in the field in which the teacher is
assigned. This includes special education teachers in charter
schools, charter districts and strategic waiver districts.
**Professional Qualifications for Teachers**

What does ESSA say about qualifications?
ESSA says that state education agencies (SEAs) and Local Education Agencies (LEAs) must ensure teachers meet applicable state certification requirements [Sections 1111(g)(2)(J), 1112(c)(6)].

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**O.C.G.A. § 20-2-984**
Georga law authorizes GaPSC to establish certification requirements.

**§ 20-2-2065**
Georga law allows charter and strategic waivers systems to waive state certification for most teachers.
ITEM’S TO REMEMBER

Report employee’s form first day of collection until the last.

Please make sure all employee’s have Clearance Certificates.

Make sure you are aware of all Third-Party Employee’s. If you are taking advantage of services from other districts, please confirm that they are reporting the employee’s in there CPI collection.

Remember Termination dates are just that Termination dates.

Make sure you communicate with the Superintendent about signings off before the signoff date.

Look up your new employee’s in PSC to confirm certifications information if you see an (*) contact PSC to inform them that they are working for your LEA.

Know that I Am Here For You!!!!
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
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