

gEORGIa depARTMENT of education (GADOE)

Office of Technology Services - Technology Management

FY 2011 Student Course Profile

Frequently Asked Questions

 **FREQUENTLY ASKED QUESTIONS**

***Purpose of Data Collection***

1. **Why is course data being collected outside of Student Record?**

Unlike Student Record, which is a year-end collection, the Student Course Profile (SCP) data collection provides an avenue for identifying students assigned to a particular teacher during the course of the school year. Once the data is validated and free of errors, it is exported to the Student Profile and Graduation Coach applications to allow teachers and graduation coaches access to students based on the student’s current classes.

1. **Who will be using this data?**

The Student Course Profilewas created to provide graduation coaches with student schedules in an effort to assist them in identifying at-risk students. It will also provide information to teachers, school counselors, and other instructional staff through the Student Profile report which provides access to longitudinal data.

***Student Population to Report***

1. **Which students should be included in this collection?**

Course records for active students in grades K through 12 are should be sent.

1. **Which students should be excluded from this collection?**

Exclude any student who does not have an active class schedule on the day the data extract is created. Only active classes should be reported.

1. **We have both elementary and middle grades in our school. Do we report everyone’s schedule?**

You should report student course profile data for all students. The SCP application is designed to accept records with valid state-approved course numbers. Course data is required for students in grades K through 12 in the FY 2011 Student Record data collection.

***Reporting Cycles***

1. **When will we have to report this data?**

Student Course Profile data may be uploaded at any time during the school year. The application opens on August 6, 2010 for FY 2011. Each district is encouraged to maintain a cycle of continuous uploads throughout the school year in order to keep student schedules current. Although uploads can be done at any time, it is important to upload when there are significant changes to student schedules.

1. **Is the cycle extract supposed to be as a specific “count day”, like FTE?**

No. The data can be as of the day of the actual pull within the cycle dates. There is no specific “count day” for this data collection.

Data Collection Login

1. **How do I access this data collection?**

As with other data collections, you must first login via the portal. Student Course Profile is listed as one of the **Data Collections** applications in the drop-down menu. If you do not see this option under Data Collections, issue a dticket to indicate that the option is missing from your menu.

1. **Who should have access to this data collection?**

The district superintendent, the FTE Coordinator and the Student Record Coordinator should all have access to this data collection option.

***Data Verification***

1. **How can a district verify what was uploaded?**

Reports are available to districts from the Student Course Profile main menu.

1. **The course layout does not include the student names. How will I know who I am looking at?**

The student’s GTID will be used to match the reported course information with the student in the GTID database. The GTID student name will be used in the report of student detail.

1. **Will there be an error reporting?**

Yes. As with our other applications, the standard error report will be issued after validation occurs.

1. **How will I make corrections if I get errors?**

At present, there is no plan for online changes. Corrections will have to be made in your local SIS system and a new extract will need to be created with the changes. You simply re-upload the corrected file.

***Signoff Responsibility***

1. **Who should sign off for this data collection?**

There is **no sign off** for this data collection.