GTID Training for New Users

Kathy Aspy
GTID Administrator

July 21, 2011
Agenda

• Printing this presentation
• Brief history
• Documentation location
• How the GTID application works
• Near Match Resolutions
• Tips
• Homework

— All sensitive data in this presentation has been changed. You are welcome to print this presentation.
Orientation

- Please edit your profile by: Right click on your name in the Participants window, then Edit Profile and fill out your name, district, email and phone. Thanks!

- To Print the Power Point from this session: click on File, Print, Whiteboard

- This session is being recorded - you can review this presentation by clicking on the date of the session on the Elluminate calendar - I'll show you where this is.
Georgia ID History

– Schools – in FY2011
  • 194 school districts
  • 2292 schools, 40 more schools / year

– Student Enrollment Trends
  • 1.67 million active students, increasing at 2% annually
  • 2.77 million IDs issued

– Georgia Testing Identifiers were first generated in Nov. 2005.
– Edits (validity checks) in FTE and SR
Georgia ID History

– GTID is the key (primary identifier) for:
  • Student Profile Report – valuable student historical data for teachers at the beginning of the school year
  • Graduation Coach Application
  • State assessment tests
  • Also used for finding students for 4 year Graduation Rate calculation
  • New Special Education events history report
– Now required on student report cards and transcripts—GaBOE Rule 160-5-1-.07
GTID

- GA Testing ID
  - 10 digit, no leading zero, no trailing zero, Modulus 11
  - Separate from all other data collection applications – has no timeline; open 24/7
  - Supported by 1 administrator, 1 GaDOE IT staff, vendor, and the GaDOE Helpdesk
  - Contains no enrollment or withdrawal data
GTID Documentation - from www.gadoe.org home page

Dr. John D. Barge, State School Superintendent
GTID Application – sign into the Portal
If you have the security clearance, GTID will be here.
If you need to send me a question with private info such as student name, GTID, SSN, go to the Portal mail!
How the GTID system works

Georgia Test Identifier System

Dr. John D. Barge, State School Superintendent
How the GTID system works

Georgia Test Identifier System

Filters to find a batch easier – ex. Find all your Resolve Near Matches

Your last batches of IDs assigned

Dr. John D. Barge, State School Superintendent
GTID application functions

- Upload Batch File – to find or update records for all students in a file
- Enter Individual Student – manual entry for 1 new student
- Student Search – lookup only
- Extract & Download – can put more than 1 file of entry results in a shopping cart; can extract by filtering (all cancelled errors or near matches – advanced function)
- Claiming Process – if you find a student and want to claim his GTID instead of entering info
How the GTID system works

1. School sends demographic data
   - GTID Assignment Level
     • District
     • Or school
   - Data Entry
     A. Batch (SIS vendor requirement)
     B. On-line entry
     C. Find GTID and claim

Dr. John D. Barge, State School Superintendent
How the GTID system works

1. School or district sends/enters demographic data

2. Error correction / Assign ID

3. Matching process

4. Claiming

5. Record Update / GTID download

Dr. John D. Barge, State School Superintendent
# How the GTID system works – On-line Data Entry

## Enter Individual Student

Current Login: kaspy@doe.k12.ga.us Location: 614-Brooks County

### Student Data Entry

- **First Name:**
- **Middle Name:**
- **Last Name:**
- **Suffix:**
- **Gender:**
- **Date Of Birth:**
- **Ethnicity:**
- **Sch. Code:**
- **Res District:**
- **SSN:**
- **Local Student ID:**
- **Grade:**
- **District:**
- **School Year:**
- **GTID:**

*Required Fields*  

[Assign GTID]  
[Clear]
1 How the GTID system works – On-line Data Entry

Dr. John D. Barge, State School Superintendent
2 How the GTID system works – Fix Errors

1. Put in the missing birth year

2. Click on Assign GTID
Most common error – missing SSN.
If you are missing a required element, cancel the record and come back.
If you use an 800# until you get an SSN, **PLEASE** come back to GTID and correct the SSN.
1 How the GTID system works – On-line Data Entry

Enter Individual Student

Current Login: kaspy@doe.k12.ga.us Location: 892-DHR - BCW & DHR Youth Centers

Enter Individual Student

Student Data Entry

* First Name: Michael
* Middle Name: 
* Last Name: Smith

* Gender: MALE
* Date Of Birth: 07 / 13 / 
Ethnicity: 

* Res District: 892
* SSN: 801.28.5040
* Local Student ID: DU73

* District: 892
* School Year: 2011
GTID: 

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3 How the GTID system works– Matching

**Used in matching**

**Name** – First name, middle name, last name, suffix

**Other demographic** – birth day, birth month, birth year, gender

**Other ID info** – SSN (can be 800#)

**Not used**

**Ethnicity**

**Enrollment info** – district, school, grade, school year, resident district, local student ID

Please use the Birth Certificate as the source for name and birth date and the SSN card for SSN.
How the GTID system works

The Near Match Process

Please ask for the SSN and keep it secure in your SIS.

From GaBOE Rule 160-5-1-.28

Pursuant to O.C.G.A. § 20-2-150, before the final enrollment of a student to a publicly-funded Georgia school is complete, a parent, guardian, or other person shall provide a copy of the enrolling student’s social security number to the proper school authorities or shall complete and sign a form stating the individual does not wish to provide the social security number.

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How the GTID system works

The Near Match Process

Please use the full legal name, including middle name

From GaBOE Rule 160-5-1-.28 and O.C.G.A. § 20-2-150

A student shall be identified in the local Student Information System (SIS) and in the Georgia Statewide Student Information System (GSSIS) by the student's legal name as it appears on the documentation submitted for age verification as delineated in paragraph (2) (a) 3, or in a court order changing the student's name.

Dr. John D. Barge, State School Superintendent
3 How the GTID system works—Matching

First Round

- **Name (4 parts), Date of Birth (3 parts), Gender**

Second Round

- **SSN**

Please use the Birth Certificate as the source for name and birth date and the SSN card for SSN.

- 2,794,340 GTIDs have been issued as of 7/15/2011
- There are >18,000 Ashleys and >21,000 if you look at variations (Ashleigh, Ashlee, etc.)
- There are >35,000 Smiths.
- There are 297 Ashle% Smiths. 3 born the a single day and 8 pairs born the same day. **Middle name and SSN are critical when trying to match a common name.**
3 How the GTID system works - Resolving Near Matches – (next screen after pg. 18)

Data you sent

These are Near Matches that the ID application found

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3 How the GTID system works - Resolving Near Matches

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>Date Of Birth</th>
<th>Gender</th>
<th>District</th>
<th>School</th>
<th>Match Probability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Michael</td>
<td></td>
<td></td>
<td>07/13/1996</td>
<td>MALE</td>
<td>658</td>
<td>0197</td>
<td>90 [NEAR MATCH]</td>
</tr>
<tr>
<td>Smith</td>
<td>Brendan</td>
<td>Michael</td>
<td></td>
<td>07/13/1996</td>
<td>MALE</td>
<td>623</td>
<td>0452</td>
<td>90 [NEAR MATCH]</td>
</tr>
<tr>
<td>Smith</td>
<td>Christopher</td>
<td>Michael</td>
<td></td>
<td>07/13/1995</td>
<td>MALE</td>
<td>658</td>
<td>0190</td>
<td>90 [NEAR MATCH]</td>
</tr>
<tr>
<td>Smith</td>
<td>Michael</td>
<td>J</td>
<td></td>
<td>07/13/1998</td>
<td>MALE</td>
<td>658</td>
<td>0197</td>
<td>90 [NEAR MATCH]</td>
</tr>
</tbody>
</table>

The last district and school to claim these students.
3 How the GTID system works - Resolving Near Matches

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Test</th>
<th>Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>Student</td>
<td>Student</td>
</tr>
<tr>
<td>Middle Name:</td>
<td>Fake</td>
<td></td>
</tr>
<tr>
<td>Suffix:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>02/09/1994</td>
<td>02/09/1994</td>
</tr>
<tr>
<td>Gender:</td>
<td>MALE</td>
<td>MALE</td>
</tr>
<tr>
<td>SSN:</td>
<td>801121234</td>
<td>8003062441</td>
</tr>
<tr>
<td>Ethnicity/Race:</td>
<td>American Indian or Alaska Native</td>
<td>American Indian or Alaska Native</td>
</tr>
<tr>
<td>District:</td>
<td>625-Chatham County</td>
<td>Any District</td>
</tr>
<tr>
<td>School:</td>
<td>2056-Gould Elementary School</td>
<td>MainStreetHighSchool</td>
</tr>
<tr>
<td>Res District:</td>
<td>625</td>
<td>625</td>
</tr>
<tr>
<td>Grade:</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>School Year:</td>
<td>2011</td>
<td>2011</td>
</tr>
<tr>
<td>Local ID:</td>
<td>801121234</td>
<td>8484</td>
</tr>
<tr>
<td>GTID:</td>
<td>7080557275</td>
<td>7080557275</td>
</tr>
<tr>
<td>Serial #:</td>
<td>22981992</td>
<td>21003020</td>
</tr>
<tr>
<td>Created:</td>
<td>12/31/2010</td>
<td>05/15/2008</td>
</tr>
<tr>
<td>Last Updated:</td>
<td>12/31/2010</td>
<td>10/04/2010</td>
</tr>
<tr>
<td>Comments:</td>
<td>7080557275</td>
<td></td>
</tr>
<tr>
<td>Match Notes:</td>
<td>matched with SQL</td>
<td></td>
</tr>
</tbody>
</table>

Same: first, last name, birth day, month
Different: middle name missing, SSN (not really different)
So how do you decide?

Dr. John D. Barge, State School Superintendent
3 How the GTID system works - Resolving Near Matches

So how do you decide?
“What is the LAST SCHOOL you attended?” “Is your SSN 326-11-1222?”
Then click on

Return to List of Near Matches

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In this case, select the match you confirmed and click here.

If you verify that the data in your SIS is wrong, please fix it at this point.

Dr. John D. Barge, State School Superintendent
# Resolving NMs – decision choices

<table>
<thead>
<tr>
<th>Option</th>
<th>When to use it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign Selected</td>
<td>Update the data of a student that already has a GTID</td>
</tr>
<tr>
<td>Create New ID</td>
<td>Create a New ID for a student that has <em>NEVER</em> been issued a GTID</td>
</tr>
<tr>
<td>Cancel</td>
<td>User can not determine whether or not the students are the same</td>
</tr>
</tbody>
</table>
5 How the GTID system works – Downloading the GTID

1 click

2 Decide whether you want to Open so you can copy / paste the GTID; or Save the GTID(s) as a file to import

Dr. John D. Barge, State School Superintendent
The GTID is before the school district and school year in the layout/file.

<table>
<thead>
<tr>
<th>File</th>
<th>Edit</th>
<th>Format</th>
<th>View</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH</td>
<td>08/20/2010</td>
<td>12:49:25</td>
<td>N/A</td>
<td>1.0 delimiter=0x09</td>
</tr>
<tr>
<td>ID</td>
<td>0198 892 Brown Micheal M</td>
<td>07/13/1996</td>
<td>PK</td>
<td>DU7311111 801285040 W 1570882673 892 2011</td>
</tr>
<tr>
<td>TT</td>
<td>N/A</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The layout is posted in the GTID documents.

Best Practice – copy from here and paste into your SIS. If you type it, you may make a mistake.
Batch entry – for multiple students that need an ID, or to send all students to update GTIDs.

Your SIS vendor has created an Extract/Export/Report to pull a whole file of students. This part is in your SIS – I can’t see it, therefore, I can’t assist with this extract.

The extraction process should ask you:

(only) Students that need a GTID

OR  

All active students

I hope it will also give you the choice of:

Only students with changed demographic data

If you select Students that need a GTID, you will get all the students with missing GTIDs.
If you select **All active students**, you can send a file to update the info in GTID for this year for all active students.

Uploading this file AND going through all the processing steps will update each students’ grade level, school, and the school year.

You don’t need to Download and bring the GTIDs back to your SIS.
Batch entry – for multiple students that need an ID, or to send all students to update GTIDs.

1. How the GTID system works – Batch Data Entry

**Step 1** - browse for the file you extracted from your SIS and saved on your computer

**Step 2** - select the file, then OPEN

**Step 3** - upload

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1 How the GTID system works – Batch Data Entry

There is no difference in the way you work in the GTID application between Batch Entry and Enter Individual Student from this point on, except that you will see the Next Action for the batch here.

Dr. John D. Barge, State School Superintendent
How the GTID system works

Getting a GTID – by searching and claiming

Data Entry
A. Batch (SIS vendor requirement)
B. on-line entry
C. Find GTID and claim

Dr. John D. Barge, State School Superintendent
How the GTID system works

Searching

Dr. John D. Barge, State School Superintendent
Tip – Searching for a student

Searching for an existing record for a newly enrolled student.

SEARCHING FOR LESS IS BETTER

When you search by name, there is no “Soundex”. You will not find Sara Snickerdoodle if you search for Sarah Snickerdoodle. If you accidently type a space after Sara(), you will not find Sara.

When you upload or enter a student, be accurate and complete. When you search, be vague.
Tip – Searching for a student

Don’t put in more than you have to. For a name like Ashlee Smith, the best search is Ashle Smith with the birth date because chances are the name has been misspelled in the past.

Once you’ve found your student, click on their first or last name to get the student’s history.

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# Student History

Student was last claimed on this date at the school above.

---

**Search Individual Student**

Current Login: kaspy@doe.k12.ga.us Location: 111-State of Georgia

**Student Information: [GTID: 308-934-5242]**

<table>
<thead>
<tr>
<th><strong>General Information</strong></th>
<th><strong>Enrollment Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name:</strong></td>
<td><strong>Grade:</strong></td>
</tr>
<tr>
<td>Sara</td>
<td>08</td>
</tr>
<tr>
<td><strong>Middle Name:</strong></td>
<td><strong>School:</strong></td>
</tr>
<tr>
<td>Elizabeth</td>
<td>0281 Sample Middle School</td>
</tr>
<tr>
<td><strong>Last Name:</strong></td>
<td><strong>District:</strong></td>
</tr>
<tr>
<td>Smith</td>
<td>633 A County</td>
</tr>
<tr>
<td><strong>Suffix:</strong></td>
<td><strong>Res District:</strong></td>
</tr>
<tr>
<td></td>
<td>633 A County</td>
</tr>
<tr>
<td><strong>Gender:</strong></td>
<td><strong>Sch Yr:</strong></td>
</tr>
<tr>
<td>FEMALE</td>
<td>2011</td>
</tr>
<tr>
<td><strong>Date Of Birth:</strong></td>
<td><strong>Local ID:</strong></td>
</tr>
<tr>
<td>06/10/1997</td>
<td>00055992</td>
</tr>
<tr>
<td><strong>Ethnicity/Race:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SSN:</strong></td>
<td></td>
</tr>
<tr>
<td>801001111</td>
<td></td>
</tr>
</tbody>
</table>

**Batch Information**

| **Last Batch #:**       | 299020                     |
| **Last Updated:**       | 09/24/2010                 |
| **Update Ref #:**       | 20300679                   |

---

**History Information**

<table>
<thead>
<tr>
<th>History Date</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>Gender</th>
<th>Date Of Birth</th>
<th>Race(s)</th>
<th>SSN</th>
<th>District</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/1/2005</td>
<td>Smith</td>
<td>Sara</td>
<td></td>
<td></td>
<td>FEMALE</td>
<td>06/10/1997</td>
<td></td>
<td>801001111</td>
<td>0278</td>
<td>721</td>
</tr>
<tr>
<td>11/18/2006</td>
<td>Smith</td>
<td>Sara</td>
<td></td>
<td></td>
<td>FEMALE</td>
<td>06/10/1997</td>
<td></td>
<td>801001111</td>
<td>0278</td>
<td>721</td>
</tr>
<tr>
<td>12/21/2007</td>
<td>Smith</td>
<td>Sara</td>
<td></td>
<td></td>
<td>FEMALE</td>
<td>06/10/1997</td>
<td></td>
<td>801001111</td>
<td>0278</td>
<td>721</td>
</tr>
<tr>
<td>06/17/2008</td>
<td>Smith</td>
<td>Sara</td>
<td></td>
<td></td>
<td>FEMALE</td>
<td>06/10/1997</td>
<td></td>
<td>801001111</td>
<td>0278</td>
<td>721</td>
</tr>
<tr>
<td>10/22/2008</td>
<td>Smith</td>
<td>Sara</td>
<td>Elizabeth</td>
<td></td>
<td>FEMALE</td>
<td>06/10/1997</td>
<td>WHITE, NOT OF HISPANIC ORIGIN</td>
<td>801001111</td>
<td>0281</td>
<td>0281</td>
</tr>
<tr>
<td>08/12/2009</td>
<td>Smith</td>
<td>Sara</td>
<td>Elizabeth</td>
<td></td>
<td>FEMALE</td>
<td>06/10/1997</td>
<td>WHITE, NOT OF HISPANIC ORIGIN</td>
<td>801001111</td>
<td>0281</td>
<td>0281</td>
</tr>
</tbody>
</table>

---

**Dr. John D. Barge, State School Superintendent**
What is a claim? A claim is just a line in the GTID record that means – “on this date, this student was active in my school”.

A. A claim is created automatically when an ID is created, updated, or near match is selected.
B. A claim can also be created manually.

1 Claiming Process from the Main Menu
2 Create a Claim  3 Enter / Paste in GTID

Dr. John D. Barge, State School Superintendent
4 How the GTID system works - Claiming

Create A New Claim

Current Login: kaspy@doe.k12.ga.us Location: 633-Cobb County

<table>
<thead>
<tr>
<th>Student Information</th>
<th>[1234569870]</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name: Ashley</td>
<td></td>
</tr>
<tr>
<td>Middle Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name: Smith</td>
<td></td>
</tr>
<tr>
<td>Res. Dist: 633</td>
<td></td>
</tr>
<tr>
<td>Local Student ID:</td>
<td></td>
</tr>
<tr>
<td>Grade: 07</td>
<td></td>
</tr>
<tr>
<td>Sch. Yr: 2010</td>
<td></td>
</tr>
<tr>
<td>Created: 11/11/2005</td>
<td></td>
</tr>
<tr>
<td>Last Updated: 08/12/2009</td>
<td></td>
</tr>
<tr>
<td>Update Ref #: 12411065</td>
<td></td>
</tr>
<tr>
<td>Gender: FEMALE</td>
<td></td>
</tr>
<tr>
<td>Date Of Birth: 06/10/1996</td>
<td></td>
</tr>
<tr>
<td>Suffix:</td>
<td></td>
</tr>
<tr>
<td>thnicity: WHITE, NOT OF HISPANIC ORIGIN</td>
<td></td>
</tr>
<tr>
<td>Last Batch#: 196743</td>
<td></td>
</tr>
</tbody>
</table>

New Claim Entry

<table>
<thead>
<tr>
<th>Gaining School</th>
<th>Losing School</th>
</tr>
</thead>
<tbody>
<tr>
<td>District: Cobb County (633)</td>
<td>District: Cobb County (633)</td>
</tr>
<tr>
<td>* School: Select A School</td>
<td>School: Dickerson Middle School (0281)</td>
</tr>
<tr>
<td>* Grade Level: 07</td>
<td>Grade Level: 07</td>
</tr>
<tr>
<td>* Claim Date: 08/23/2010</td>
<td></td>
</tr>
<tr>
<td>* Email:</td>
<td></td>
</tr>
</tbody>
</table>

This is today's date, the date of the claim, not the enrollment date.

1. Select the student's new school
2. Then the current grade level
3. Then the email address of the new school
4. Then Create Claim button

Dr. John D. Barge, State School Superintendent
TIP: You can also mark a claim verified if you wish to keep track of withdrawals this way, “verified” is not required.

Dr. John D. Barge, State School Superintendent
Getting a Clean ID - Duplicates

What does a duplicate look like when searching?

Dr. John D. Barge, State School Superintendent
#### Getting a Clean ID - Duplicates

- What does a duplicate look like, as a Near Match?

---

### Resolve Near Matches / Duplicates

Current Login: kaspy@doe.k12.ga.us Location: 644-DeKalb County

**Student Record to Review and Select.**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>Date Of Birth</th>
<th>Gender</th>
<th>District</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lopez</td>
<td>Juan</td>
<td>Luis</td>
<td></td>
<td>12/02/1998</td>
<td>MALE</td>
<td>644</td>
<td>0290</td>
</tr>
</tbody>
</table>

- Assign Selected
- Create New ID
- Cancel Record
- Select Another Record

---

**Near Matches / Duplicates Found.**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>Date Of Birth</th>
<th>Gender</th>
<th>District</th>
<th>School</th>
<th>Match Probability</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lopez</strong></td>
<td>Juan</td>
<td>Luis</td>
<td>Jr.</td>
<td>12/02/1998</td>
<td>MALE</td>
<td>670</td>
<td>0188</td>
<td>100 [MATCH]</td>
</tr>
<tr>
<td><strong>Lopez</strong></td>
<td>Juan</td>
<td>Luis</td>
<td></td>
<td>12/02/1998</td>
<td>MALE</td>
<td>761</td>
<td>0186</td>
<td>100 [MATCH]</td>
</tr>
</tbody>
</table>

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Dr. John D. Barge, State School Superintendent
Getting a Clean ID - Duplicates

• How did this happen?

• Some one got a Near Match choice and said, “I’m not sure if this is the same student and I:
  – A. don’t have time to research it
  – B. don’t see the documents that the parent gave the school because I’m at the district
  – C. can’t communicate with the parents well/in a timely manner
  – D. etc.

• And then that person selected

Create a New ID

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• Now that student has 2 GTIDs. And if the last district to have that student doesn’t get a request for transcript and know where the student went, that district just got a ‘drop out’, lost a student in the 4 year graduation rate calculation, and you may have gained a Special Education student that you don’t know is a SWD so you don’t serve him and now your district is not complying with Federal DOE ‘continuation of services’ requirements, and...
Getting a Clean ID - Duplicates

• ... and getting the GTIDs ‘clean’ matters.

• What can you do about a student with 2 GTIDs? Send me the 2 GTIDs in a PORTAL email and if I confirm that the IDs are for the same student, I will merge them.
Getting a Clean ID – Shared ID
Student with a Shared or “STOLEN” ID

Notice that the names and birthdates are different in history

Dr. John D. Barge, State School Superintendent
Getting a Clean ID — Shared ID

How did it happen?

<table>
<thead>
<tr>
<th>IF</th>
<th>THEN</th>
<th>FIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>“That’s her SSN so take the GTID away from him!”</td>
<td>2 students are ‘Merged’ in 1 record.</td>
<td>Email me using PORTAL email. I will separate the GTID and give one of the students a new GTID.</td>
</tr>
</tbody>
</table>
Getting a Clean ID

Keeping it clean:

If you’re entering a student and get an SSN duplicate with a different student, don’t steal the GTID.
1. Create a New ID if there’s no name and demographic match.
2. Check on the SSN, then EDIT in GTID.
3. If you don’t correct the SSN in GTID, it will become an E043 error in FTE and SR.
Tips

• Use the full legal name. Enter the name EXACTLY as it is on the Birth Certificate.

• Use SSN if at all possible. Keep the SSNs secure. Encourage parents of students with common name to give the SSN (to prevent mistaken identity and continuity of records.)

• Resolve a Near Match once. Don’t upload again if you have a batch of Near Matches pending.
Tips

• You can only edit a student’s info if you have claimed him. If the EDIT button is grayed out, you need to claim the student.

• DOE security policy says that no SSN and no GTID can be sent in unsecured email – that’s Lotus Notes and dticket.
Homework assignment: 7/21/11

Email me using Portal mail (Kathy Aspy). Send me your name, phone number, email address, District Code, and School Code. I will email you back a range of 800 numbers (substitute SSNs).
Questions?

Phone: 404-651-5312

For email – select my name in Portal mail

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