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.
- Required in data collections in Dec. 2006.
- Edits (validity checks) in FTE and SR

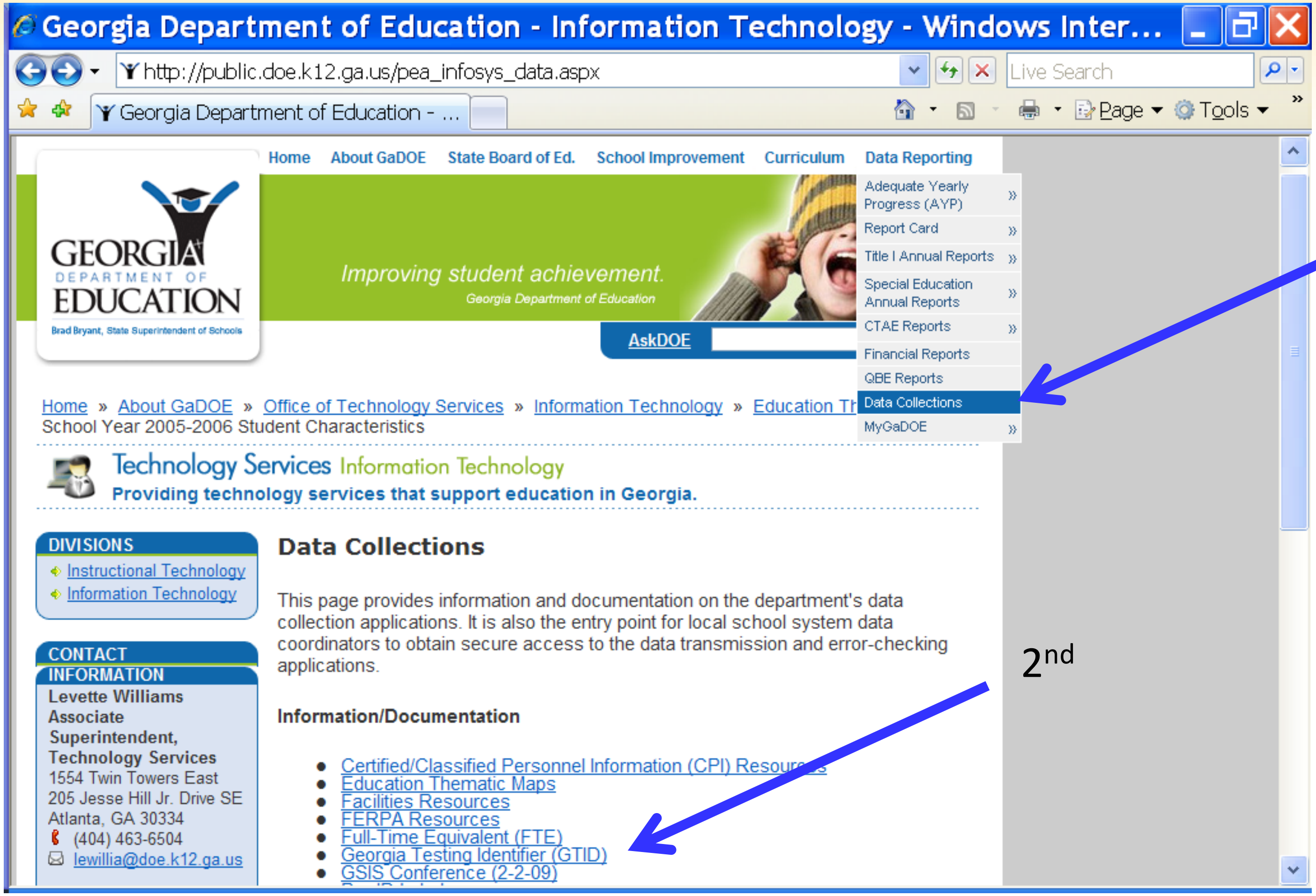
Georgia ID History

- 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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Report Card
Title I Annual Reports
Special Education Annual Reports
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Brad Bryant, State Superintendent of Schools
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School Year 2005-2006 Student Characteristics
Technology Services Information Technology
Providing technology services that support education in Georgia.
DIVISIONS
Instructional Technology
Information Technology
CONTACT INFORMATION

Levette Williams
Associate Superintendent, Technology Services
1554 Twin Towers East
205 Jesse Hill Jr. Drive SE
Atlanta, GA 30334
☎ (404) 463-6504
lewillia@doe.k12.ga.us

Data Collections

This page provides information and documentation on the department's data collection applications. It is also the entry point for local school system data coordinators to obtain secure access to the data transmission and error-checking applications.

Information/Documentation

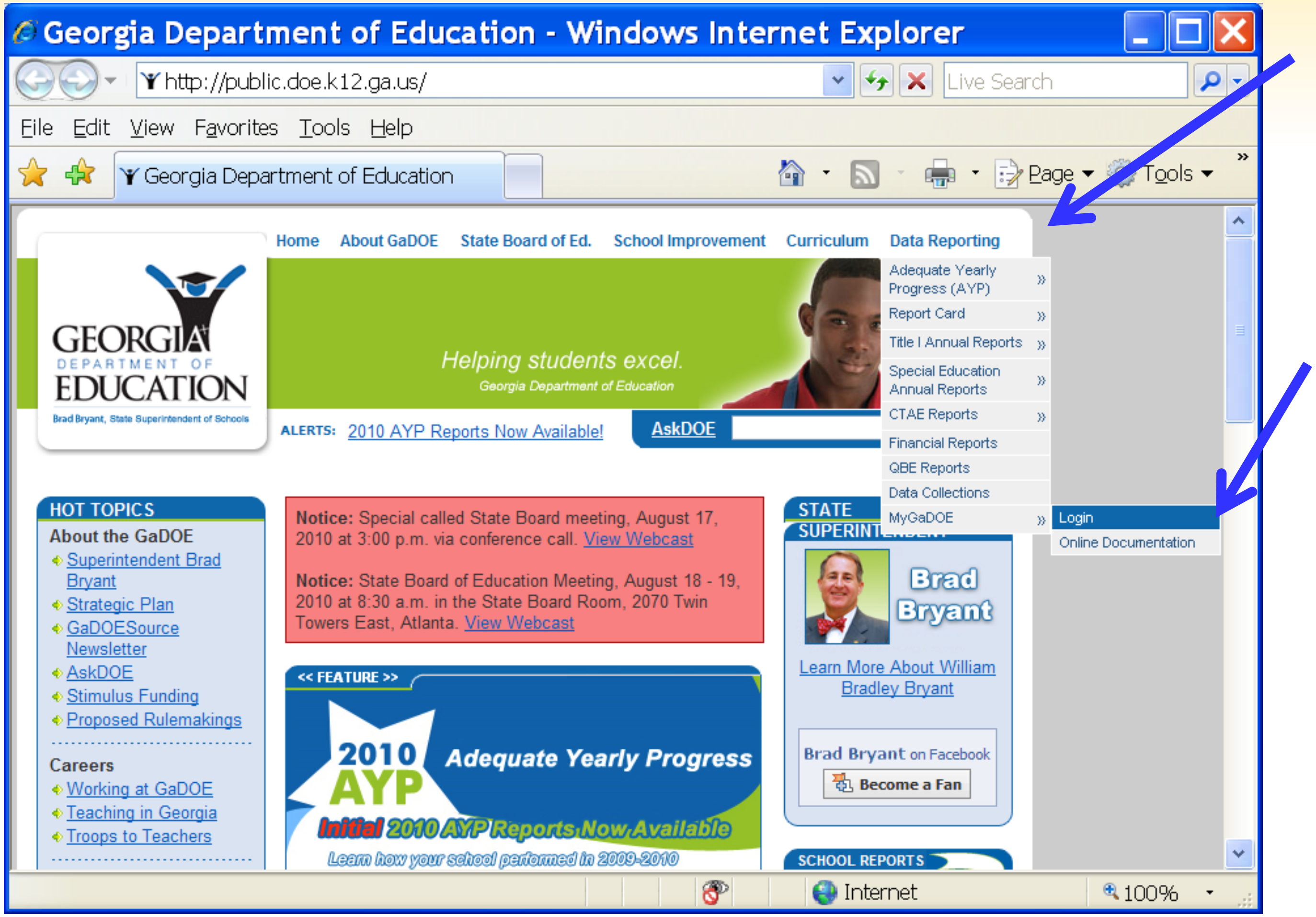
- Certified/Classified Personnel Information (CPI) Resources
- Education Thematic Maps
- Facilities Resources
- FERPA Resources
- Full-Time Equivalent (FTE)
- Georgia Testing Identifier (GTID)
- GSIS Conference (2-2-09)

1st

2nd

Dr. John D. Barge, State School Superintendent

GTID Application – sign into the Portal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MyGaDOE
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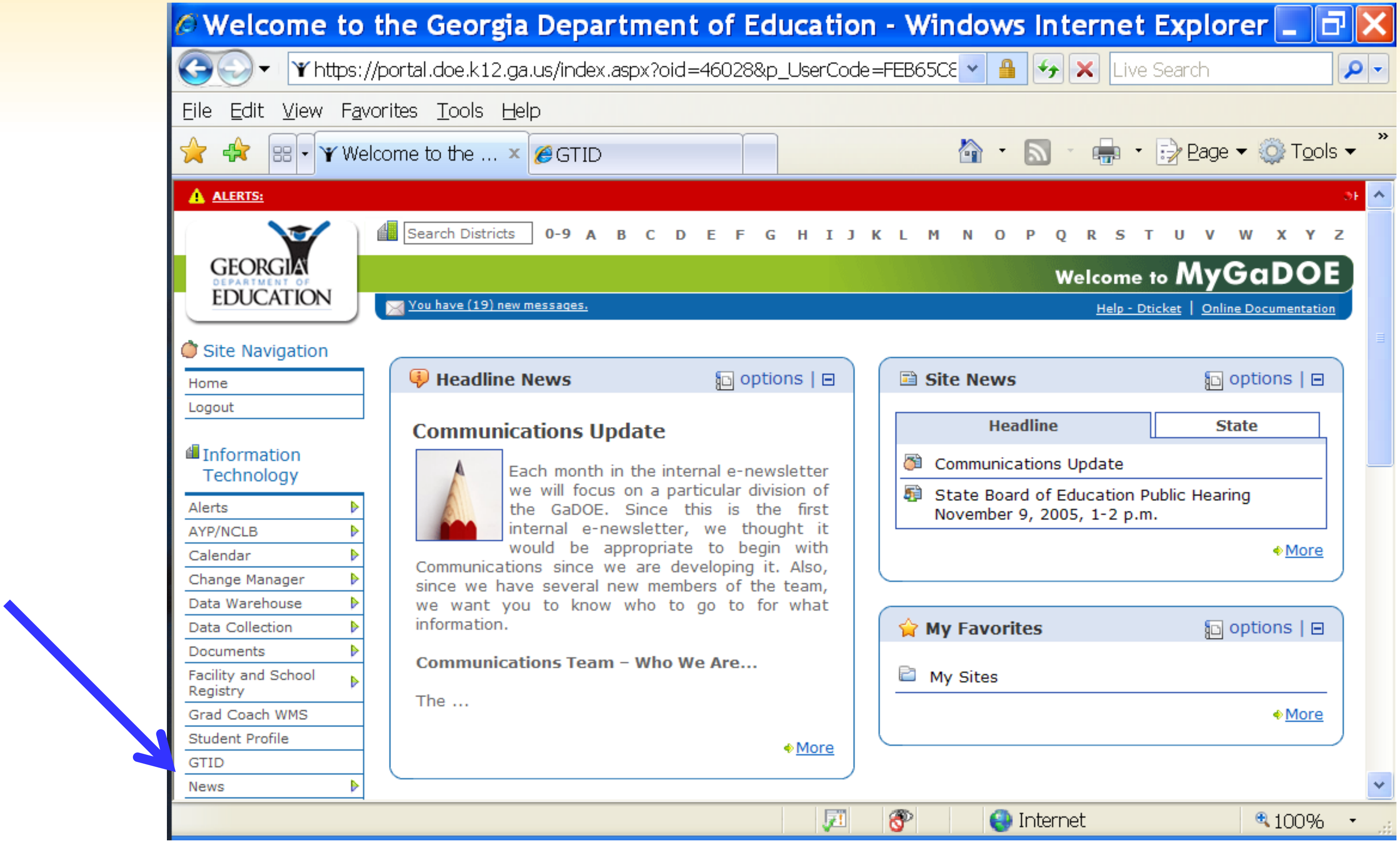
Brad Bryant, State Superintendent of Schools
Helping students excel.
Georgia Department of Education
ALERTS: 2010 AYP Reports Now Available!
AskDOE
HOT TOPICS
About the GaDOE
Superintendent Brad Bryant
Strategic Plan
GaDOESource Newsletter
AskDOE
Stimulus Funding
Proposed Rulemakings
Careers
Working at GaDOE
Teaching in Georgia
Troops to Teachers
<< FEATURE >>
2010 AYP
Adequate Yearly Progress
Initial 2010 AYP Reports Now Available
Learn how your school performed in 2009-2010
STATE SUPERINTENDENT
Brad Bryant
Learn More About William Bradley Bryant
Brad Bryant on Facebook
Become a Fan
SCHOOL REPORTS
Internet
100%

Notice: Special called State Board meeting, August 17, 2010 at 3:00 p.m. via conference call. View Webcast

Notice: State Board of Education Meeting, August 18 - 19, 2010 at 8:30 a.m. in the State Board Room, 2070 Twin Towers East, Atlanta. View Webcast

If you have the security clearance, GTID will be here.



Welcome to the Georgia Department of Education - Windows Internet Explorer

https://portal.doe.k12.ga.us/index.aspx?oid=46028&p_UserCode=FEB65C8

Live Search
File Edit View Favorites Tools Help
Welcome to the ...
GTID
Page
Tools
ALERTS:
GEORGIA DEPARTMENT OF EDUCATION
Search Districts
0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
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Logout
Information Technology
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AYP/NCLB
Calendar
Change Manager
Data Warehouse
Data Collection
Documents
Facility and School Registry
Grad Coach WMS
Student Profile
GTID
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options
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You have (19) new messages.

Communications Update

Each month in the internal e-newsletter we will focus on a particular division of the GaDOE. Since this is the first internal e-newsletter, we thought it would be appropriate to begin with Communications since we are developing it. Also, since we have several new members of the team, we want you to know who to go to for what information.

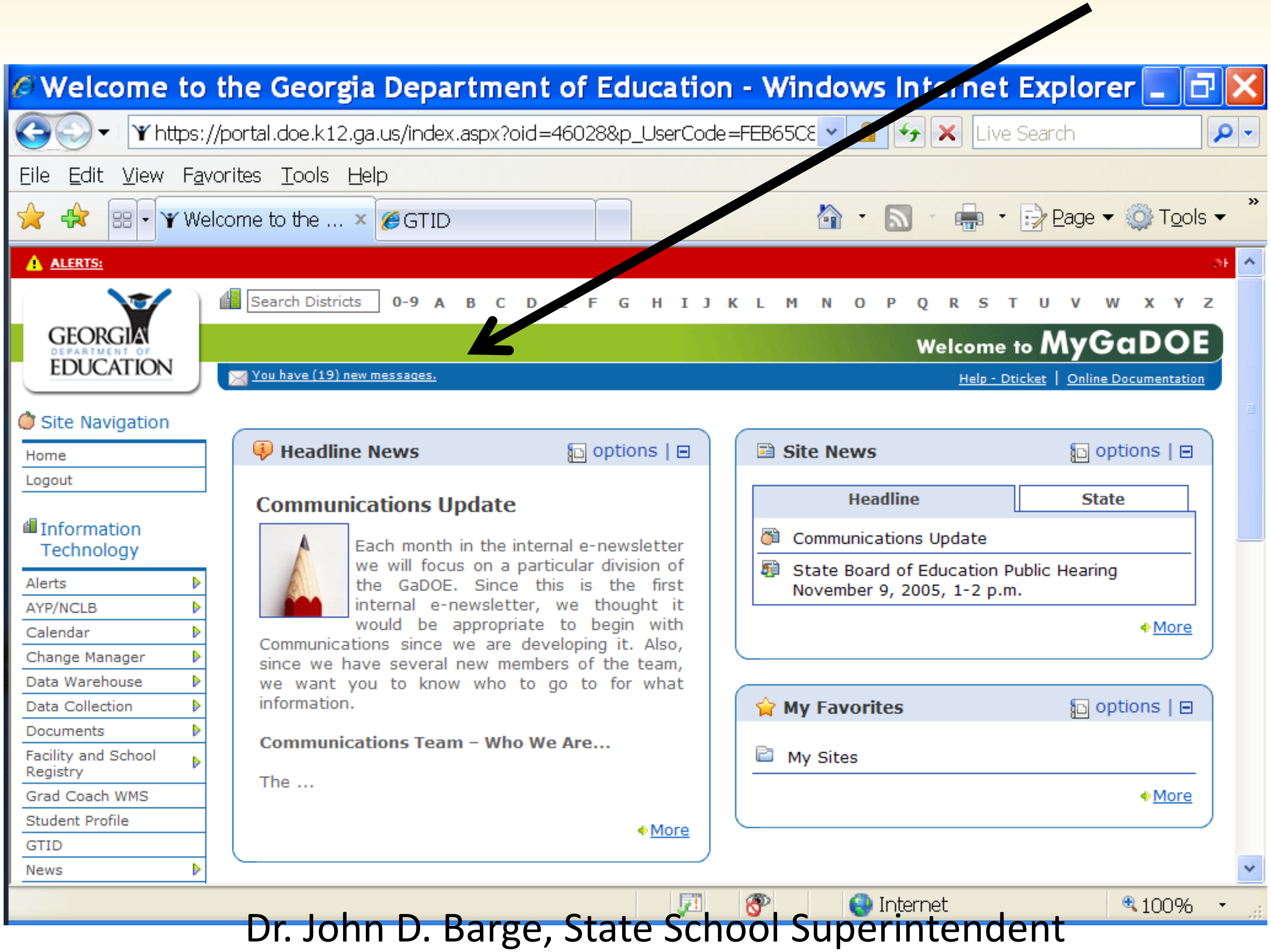
Communications Team – Who We Are...

The ...

Communications Update

State Board of Education Public Hearing November 9, 2005, 1-2 p.m.

If you need to send me a question with private info such as student name, GTID, SSN, go to the Portal mail!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Search Districts
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Change Manager
Data Warehouse
Data Collection
Documents
Facility and School Registry
Grad Coach WMS
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options
Site News
Headline
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My Favorites
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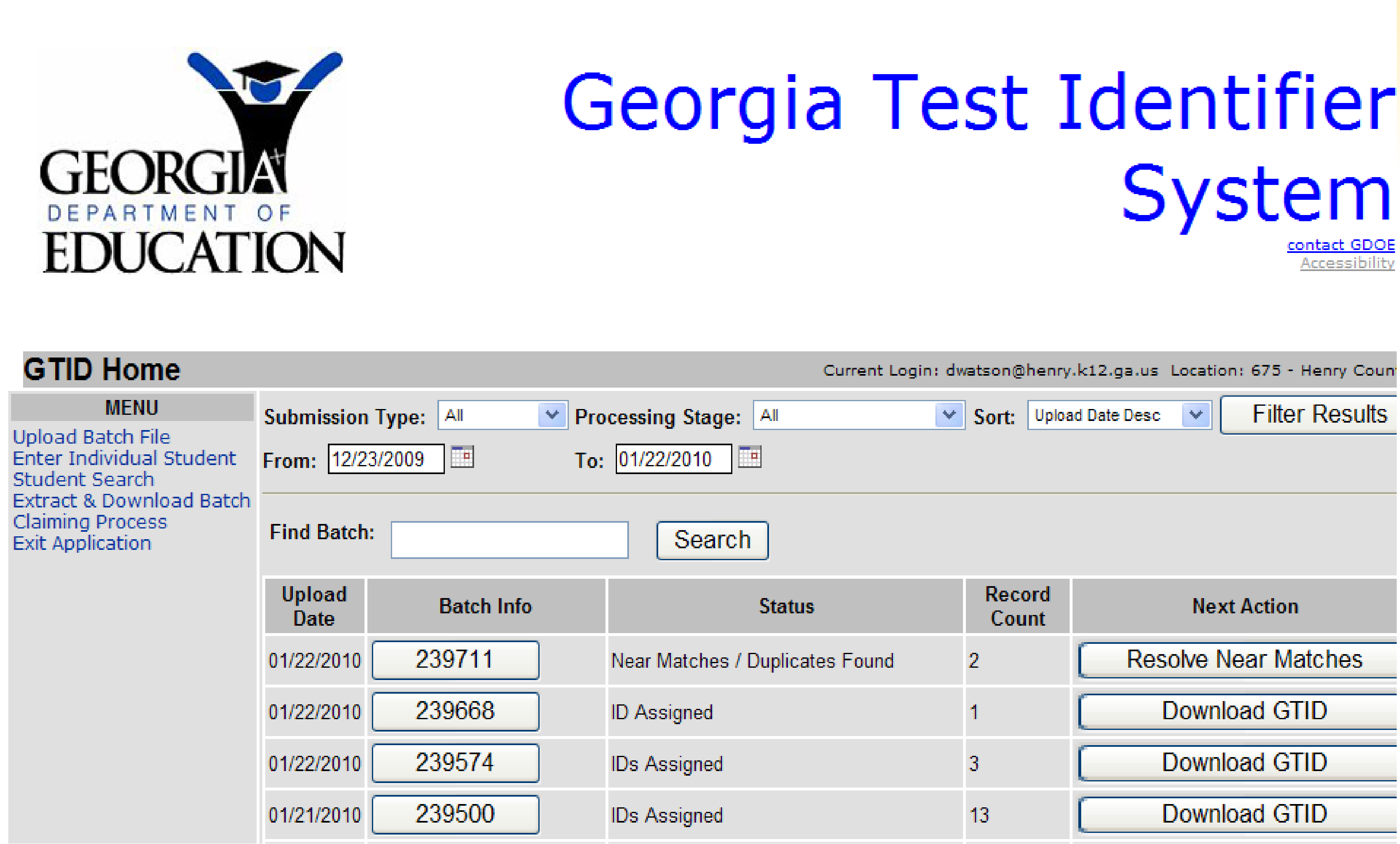
How the GTID system works


GEORGIA DEPARTMENT OF EDUCATION
Georgia Test Identifier System
contact GDOE
Accessibility
MENU
Upload Batch File
Enter Individual Student
Student Search
Extract & Download Batch
Claiming Process
Exit Application
Filter Results
Search

GTID Home

Current Login: dwatson@henry.k12.ga.us Location: 675 - Henry Coun

Submission Type: All Processing Stage: All Sort: Upload Date Desc

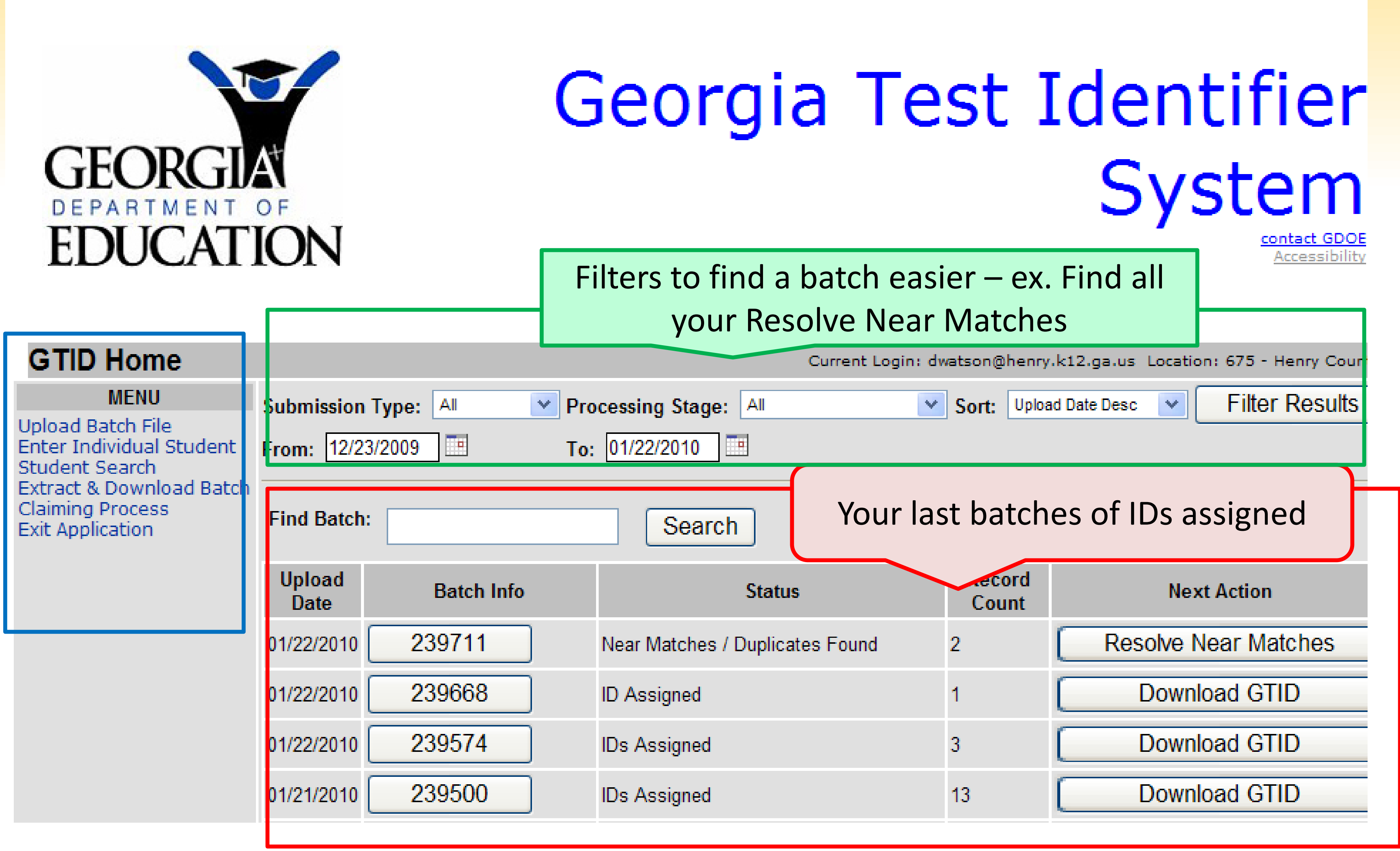
From: 12/23/2009 To: 01/22/2010

Find Batch:

Upload Date	Batch Info	Status	Record Count	Next Action
01/22/2010	239711	Near Matches / Duplicates Found	2	Resolve Near Matches
01/22/2010	239668	ID Assigned	1	Download GTID
01/22/2010	239574	IDs Assigned	3	Download GTID
01/21/2010	239500	IDs Assigned	13	Download GTID

Dr. John D. Barge, State School Superintendent

How the GTID system works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Georgia Test Identifier System
contact GDOE
Accessibility
GTID Home
MENU
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Extract & Download Batch
Claiming Process
Exit Application
Filter Results
Search
Resolve Near Matches
Download GTID

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

Current Login: dwatson@henry.k12.ga.us Location: 675 - Henry Coun

Submission Type: All
Processing Stage: All
Sort: Upload Date Desc
From: 12/23/2009
To: 01/22/2010

Your last batches of IDs assigned

Find Batch:

Upload Date	Batch Info	Status	Record Count	Next Action
01/22/2010	239711	Near Matches / Duplicates Found	2	Resolve Near Matches
01/22/2010	239668	ID Assigned	1	Download GTID
01/22/2010	239574	IDs Assigned	3	Download GTID
01/21/2010	239500	IDs Assigned	13	Download GTID

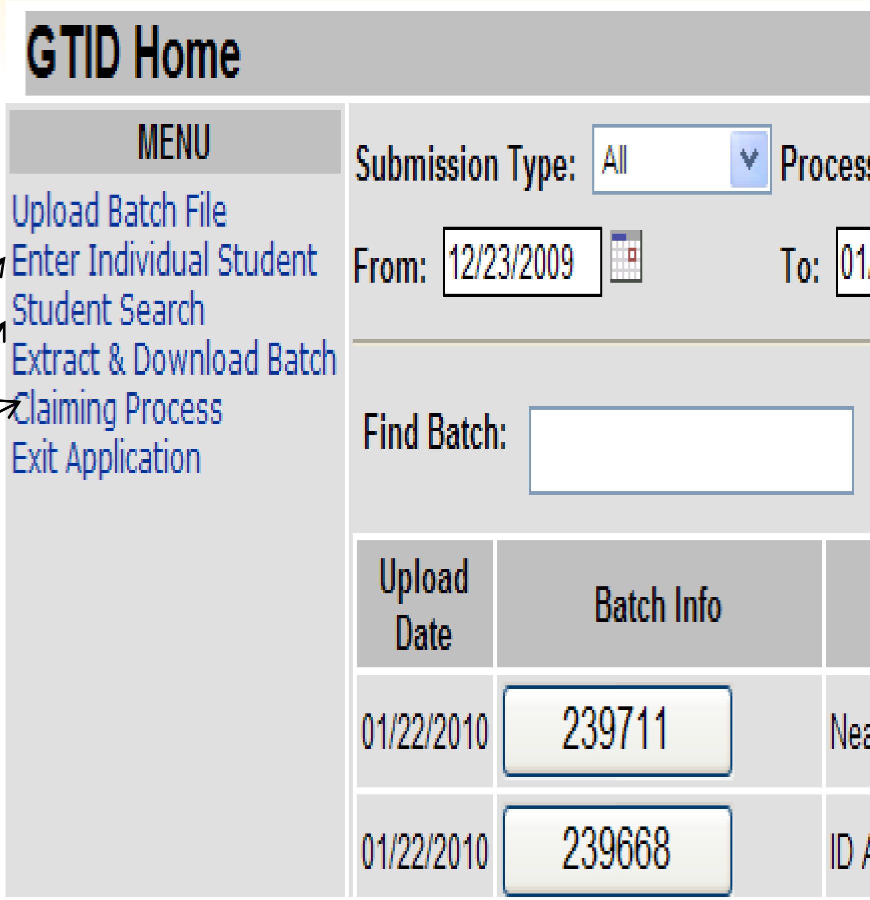
GTID application functions

- 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


GTID Home
MENU
Upload Batch File
Enter Individual Student
Student Search
Extract & Download Batch
Claiming Process
Exit Application
Submission Type:
All
Proces
From:
12/23/2009
To:
01
Find Batch:
Upload Date
Batch Info
01/22/2010
239711
Nea
01/22/2010
239668
ID A

Dr. John D. Barge, State School Superintendent

How the GTID system works

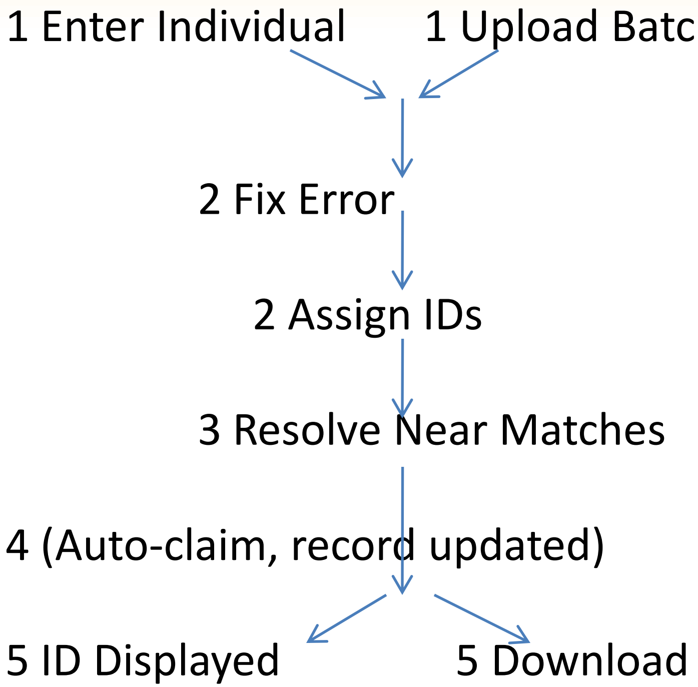
1 School or district sends/enters demographic data

2 Error correction / Assign ID

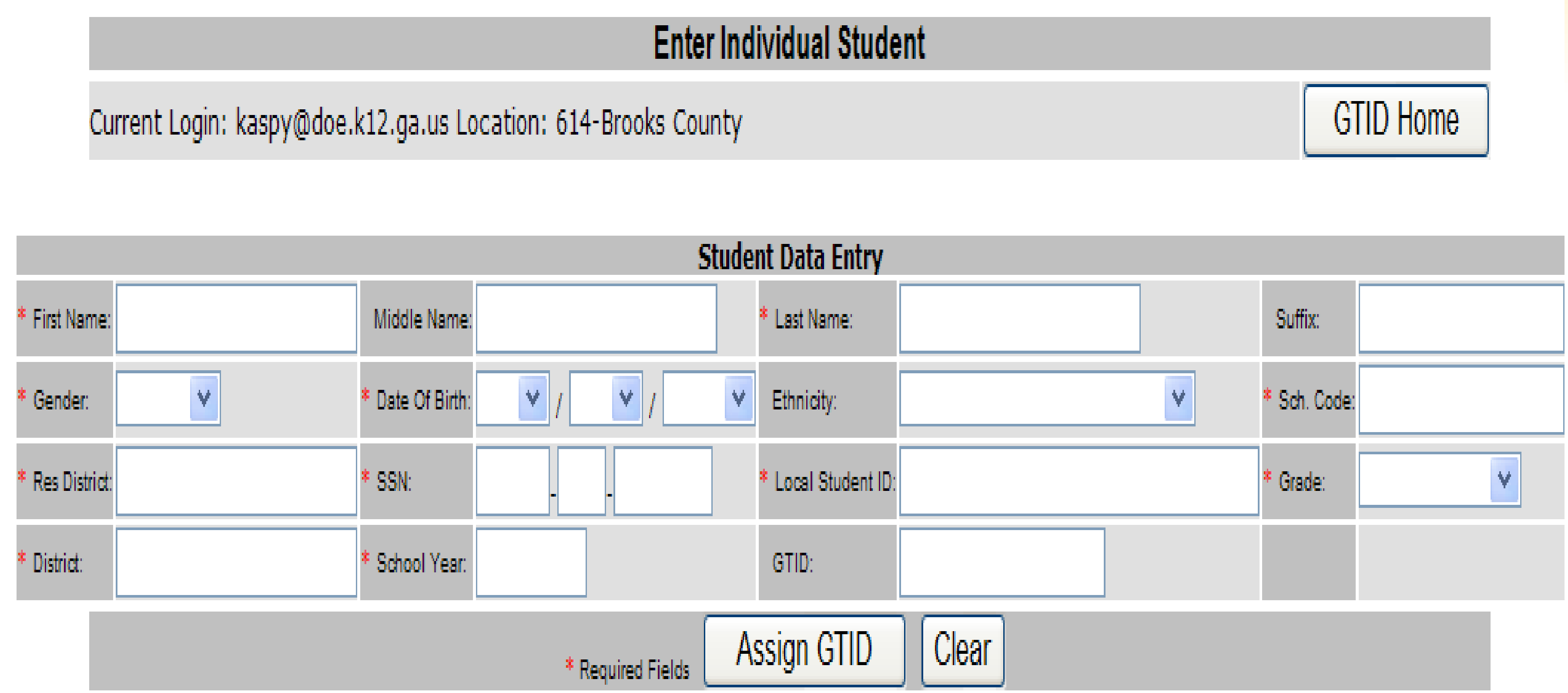
3 Matching process

4 Claiming

5 Record Update / GTID download


1 Enter Individual
1 Upload Batch
2 Fix Error
2 Assign IDs
3 Resolve Near Matches
4 (Auto-claim, record updated)
5 ID Displayed
5 Download

1 How the GTID system works – On-line Data Entry



Enter Individual Student

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

GTID Home

Student Data Entry

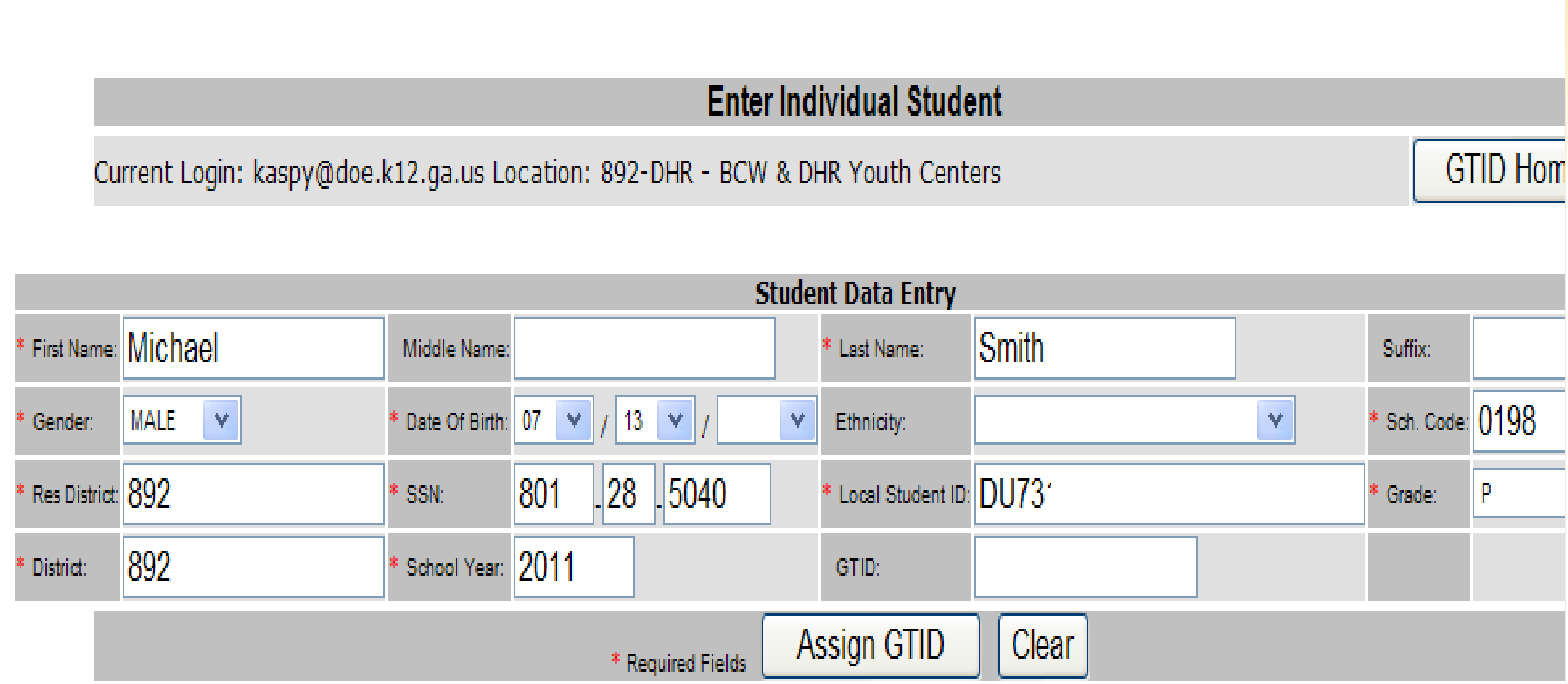
* First Name:		Middle Name:		* Last Name:		Suffix:	
* Gender:		* Date Of Birth:	/ /	Ethnicity:		* Sch. Code:	
* Res District:		* SSN:	- -	* Local Student ID:		* Grade:	
* District:		* School Year:		GTID:			

* Required Fields

Assign GTID

Clear

1 How the GTID system works – On-line Data Entry



Enter Individual Student

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

Student Data Entry

* First Name:	Michael	Middle Name:		* Last Name:	Smith	Suffix:	
* Gender:	MALE	* Date Of Birth:	07 / 13 /	Ethnicity:		* Sch. Code:	0198
* Res District:	892	* SSN:	801 - 28 - 5040	* Local Student ID:	DU73	* Grade:	P
* District:	892	* School Year:	2011	GTID:			

* Required Fields

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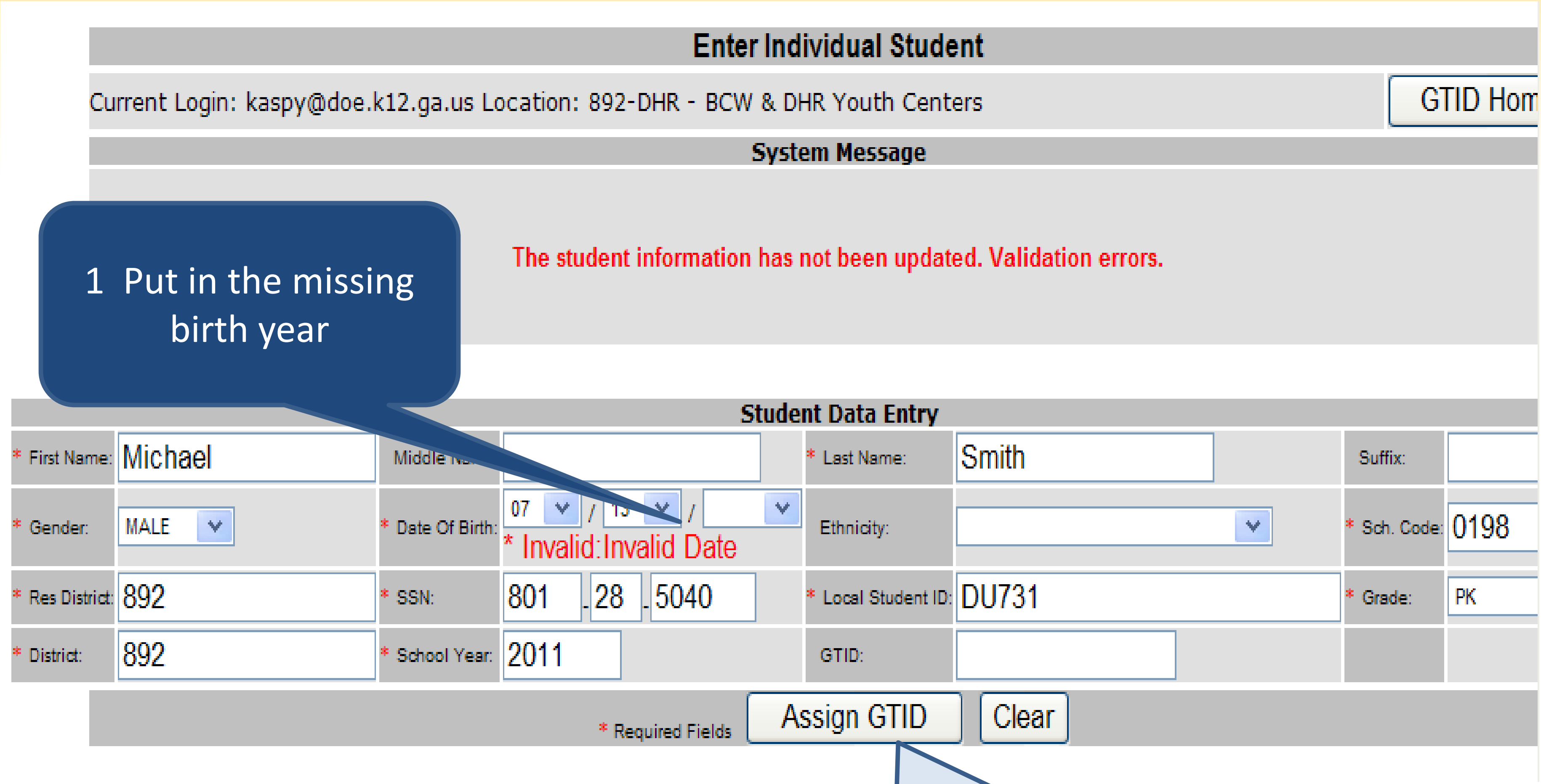
2 How the GTID system works – Fix Errors



Enter Individual Student

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

System Message

The student information has not been updated. Validation errors.

Student Data Entry

* First Name:	Michael	Middle Na		* Last Name:	Smith	Suffix:	
* Gender:	MALE	* Date Of Birth:	07 / 13 / * Invalid:Invalid Date	Ethnicity:		* Sch. Code:	0198
* Res District:	892	* SSN:	801 - 28 - 5040	* Local Student ID:	DU731	* Grade:	PK
* District:	892	* School Year:	2011	GTID:			

* Required Fields

1 Put in the missing birth year

2 Click on Assign GTID

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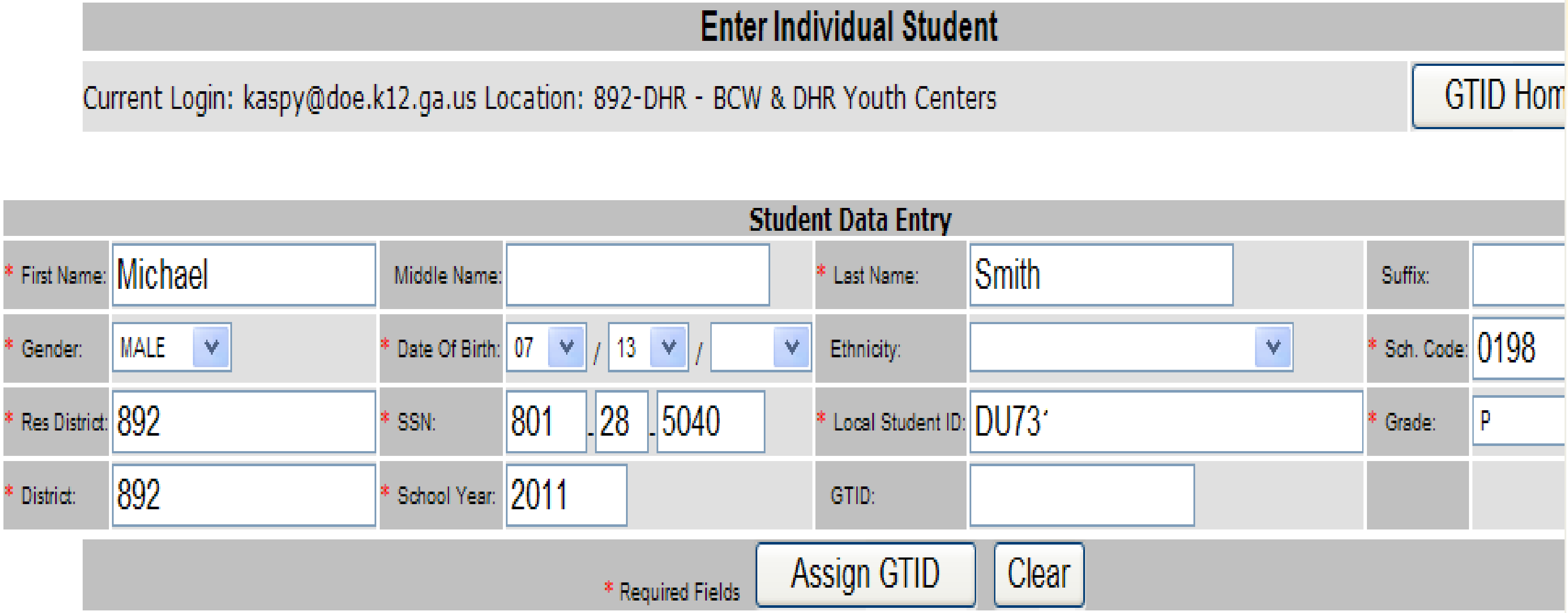
2 How the GTID system works – Fix Errors

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
GTID Hom
Student Data Entry
Assign GTID
Clear

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

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

* Gender: MALE
* Date Of Birth: 07 / 13 /
Ethnicity:
* Sch. Code: 0198

* Res District: 892
* SSN: 801 - 28 - 5040
* Local Student ID: DU73
* Grade: P

* District: 892
* School Year: 2011
GTID:

* Required Fields

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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.

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.

3 How the GTID system works– Matching

First Round

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

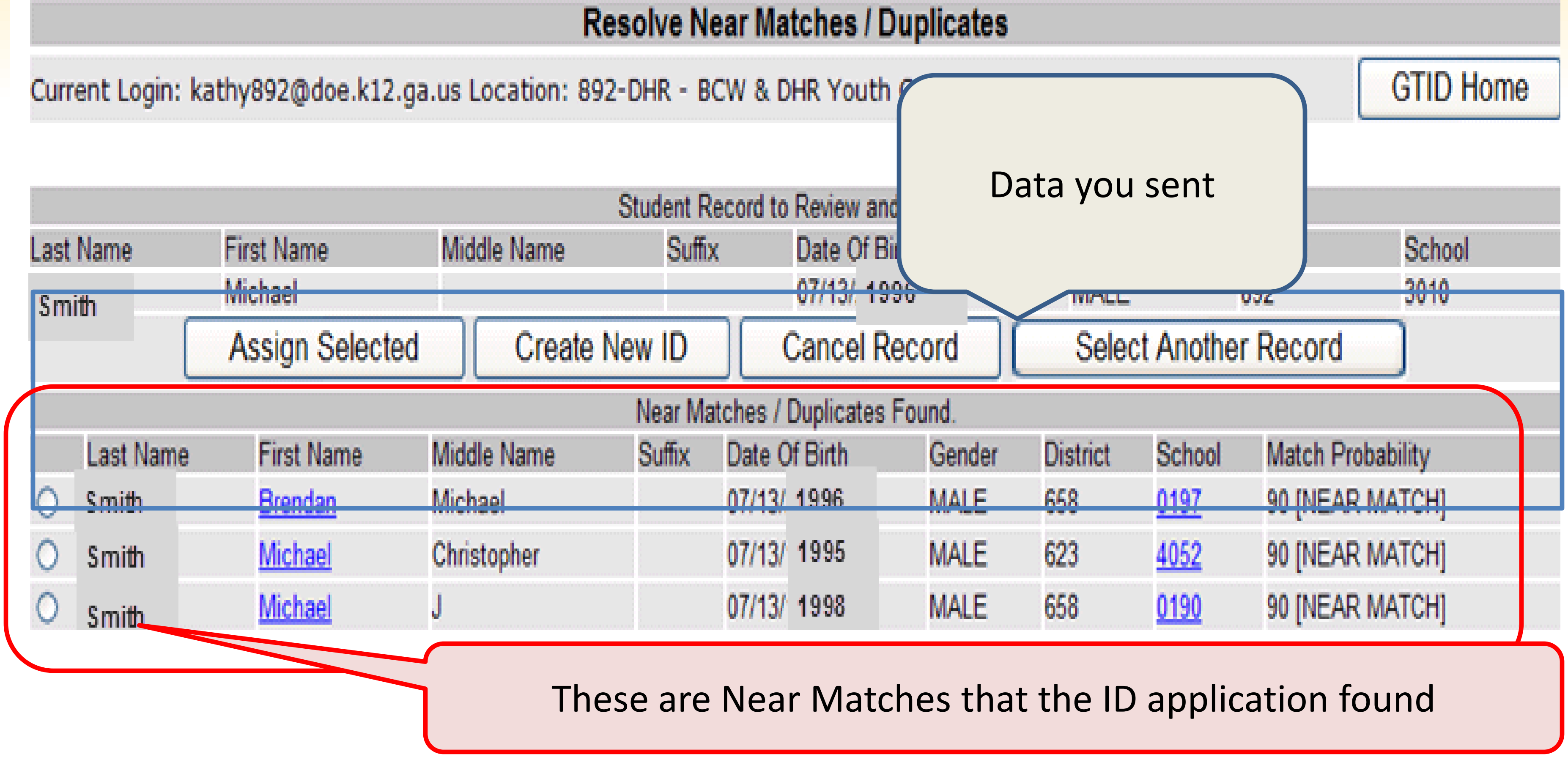
Second Round

- **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)



Resolve Near Matches / Duplicates

Current Login: kathy892@doe.k12.ga.us Location: 892-DHR - BCW & DHR Youth

Student Record to Review and

Last Name	First Name	Middle Name	Suffix	Date Of Bi			School
Smith	Michael			07/13/ 1996	MALE	892	3010

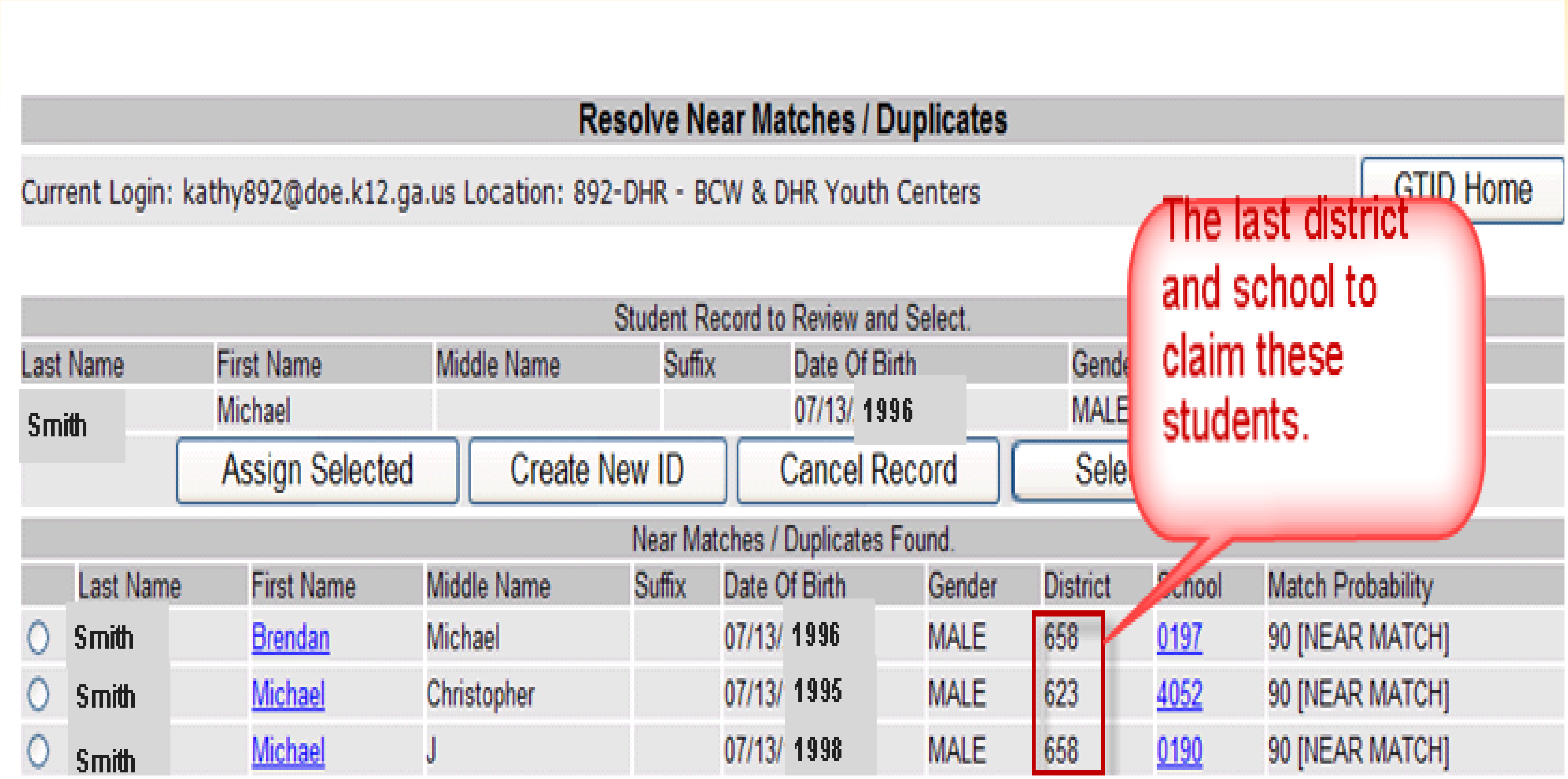
Data you sent

Near Matches / Duplicates Found.

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School	Match Probability
○	Smith	Brendan	Michael		07/13/ 1996	MALE	658	0197	90 [NEAR MATCH]
○	Smith	Michael	Christopher		07/13/ 1995	MALE	623	4052	90 [NEAR MATCH]
○	Smith	Michael	J		07/13/ 1998	MALE	658	0190	90 [NEAR MATCH]

These are Near Matches that the ID application found

3 How the GTID system works - Resolving Near Matches



Resolve Near Matches / Duplicates
GTID Home

Current Login: kathy892@doe.k12.ga.us Location: 892-DHR - BCW & DHR Youth Centers

Student Record to Review and Select.

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gende
Smith	Michael			07/13/ 1996	MALE

Assign Selected
Create New ID
Cancel Record
Sele

Near Matches / Duplicates Found.

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School	Match Probability
○	Smith	Brendan	Michael		07/13/ 1996	MALE	658	0197	90 [NEAR MATCH]
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○	Smith	Michael	J		07/13/ 1998	MALE	658	0190	90 [NEAR MATCH]

The last district and school to claim these students.

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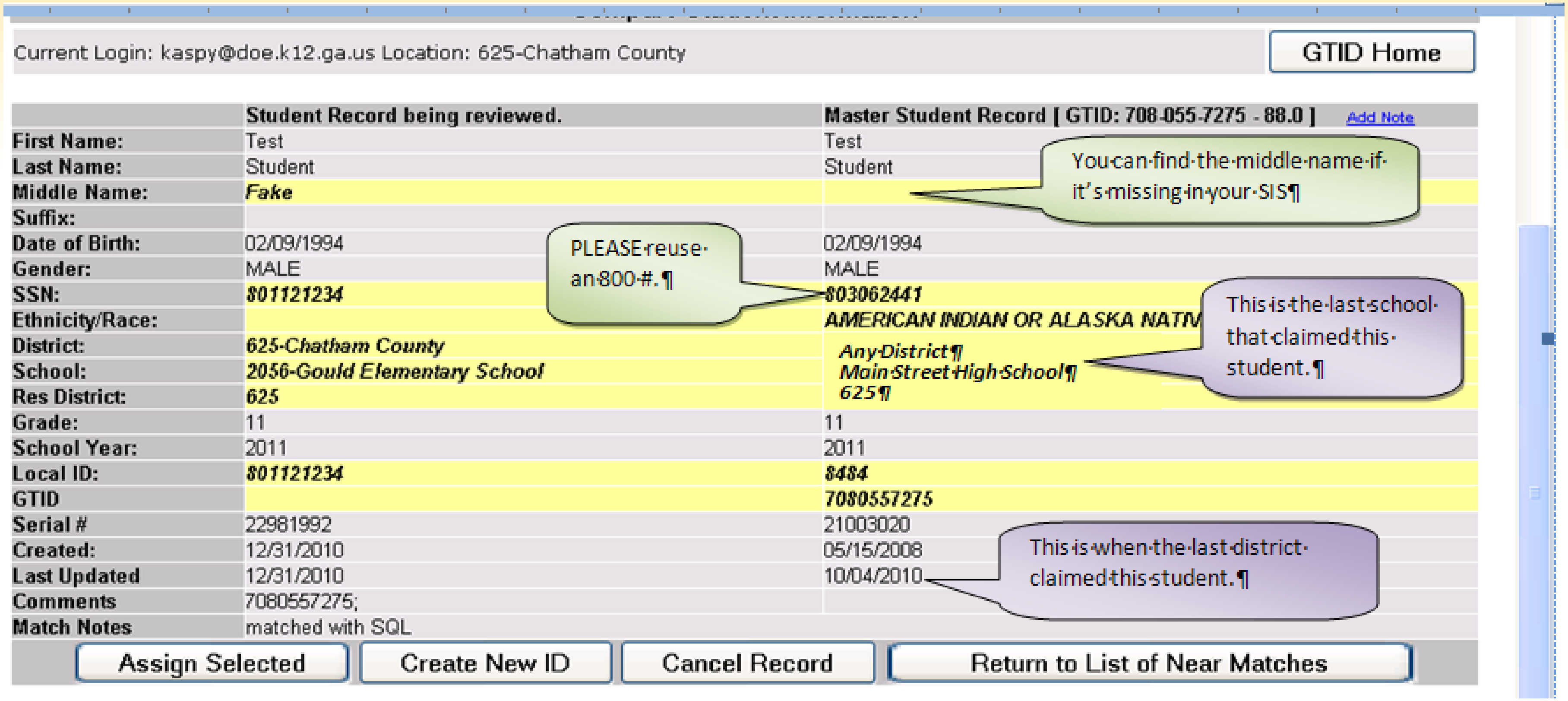
3 How the GTID system works - Resolving Near Matches



Current Login: kaspy@doe.k12.ga.us Location: 625-Chatham County

	Student Record being reviewed.	**Master Student Record [GTID: 708-055-7275 - 88.0]** Add Note
First Name:	Test	Test
Last Name:	Student	Student
Middle Name:	***Fake***	
Suffix:		
Date of Birth:	02/09/1994	02/09/1994
Gender:	MALE	MALE
SSN:	***801121234***	***803062441***
Ethnicity/Race:		***AMERICAN INDIAN OR ALASKA NATIV***
District:	***625-Chatham County***	*Any District¶*
School:	***2056-Gould Elementary School***	*Main Street High School¶*
Res District:	***625***	*625¶*
Grade:	11	11
School Year:	2011	2011
Local ID:	***801121234***	***8484***
GTID		***7080557275***
Serial #	22981992	21003020
Created:	12/31/2010	05/15/2008
Last Updated	12/31/2010	10/04/2010
Comments	7080557275;	
Match Notes	matched with SQL	

You can find the middle name if it's missing in your SIS¶

PLEASE reuse an 800 #.¶

This is the last school that claimed this student.¶

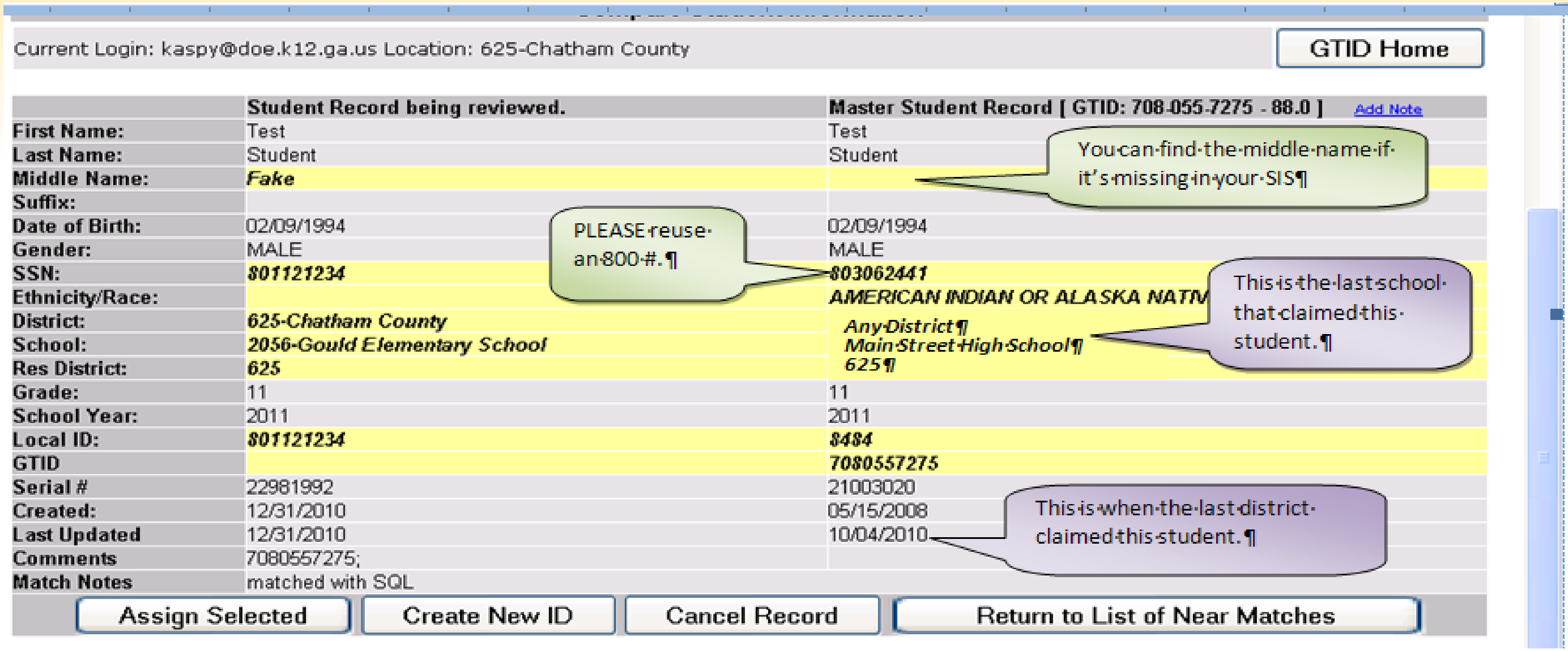
This is when the last district claimed this student.¶

Same: first, last name, birth day, month

Different: middle name missing, SSN (not really different)

So how do you decide?

3 How the GTID system works - Resolving Near Matches



Current Login: kaspy@doe.k12.ga.us Location: 625-Chatham County

	Student Record being reviewed.	**Master Student Record [GTID: 708-055-7275 - 88.0]**
First Name:	Test	Test
Last Name:	Student	Student
Middle Name:	*Fake*	
Suffix:		
Date of Birth:	02/09/1994	02/09/1994
Gender:	MALE	MALE
SSN:	*801121234*	*803062441*
Ethnicity/Race:		*AMERICAN INDIAN OR ALASKA NATIV*
District:	*625-Chatham County*	*Any District¶*
School:	*2056-Gould Elementary School*	*Main Street High School¶*
Res District:	*625*	*625¶*
Grade:	11	11
School Year:	2011	2011
Local ID:	*801121234*	*8484*
GTID		*7080557275*
Serial #	22981992	21003020
Created:	12/31/2010	05/15/2008
Last Updated	12/31/2010	10/04/2010
Comments	7080557275;	
Match Notes	matched with SQL	

You can find the middle name if it's missing in your SIS¶

PLEASE reuse an 800 #.¶

This is the last school that claimed this student.¶

This is when the last district claimed this student.¶

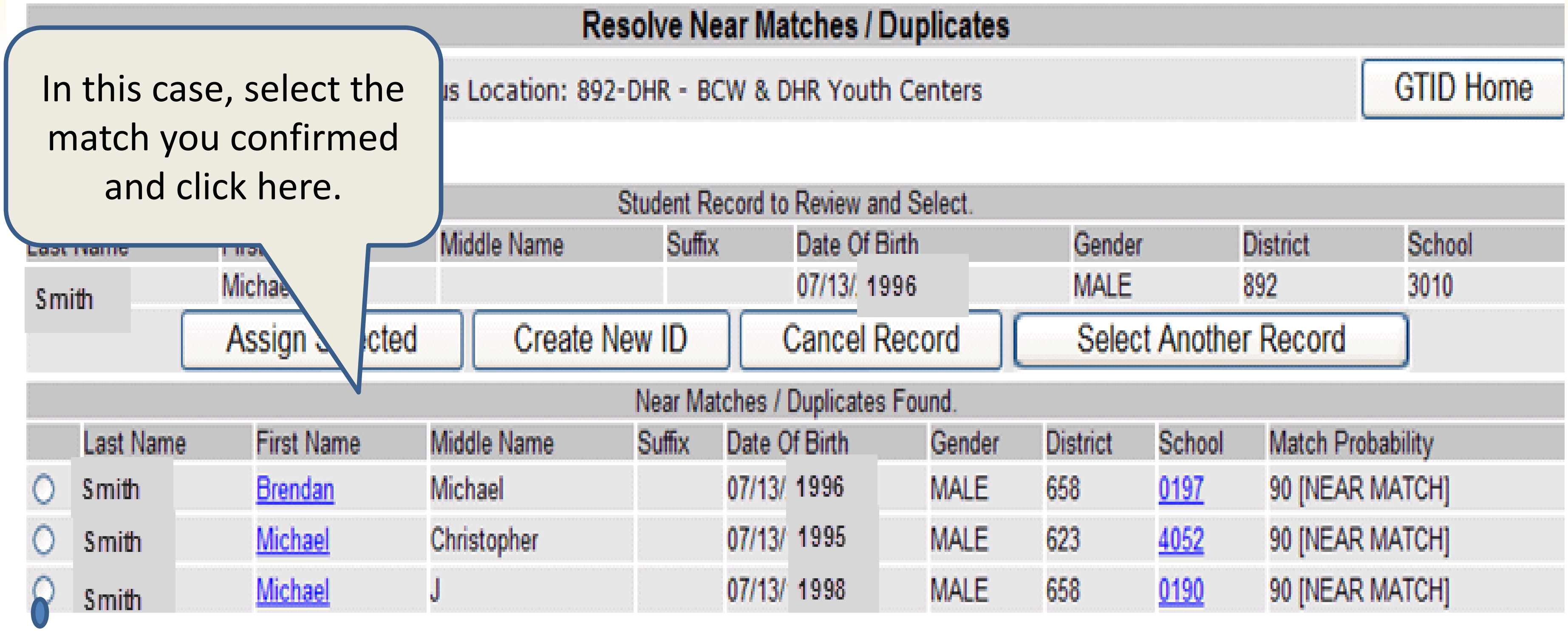
So how do you decide?

"What is the LAST SCHOOL you attended?" "Is your SSN 326-11-1222?"

Then click on

Return to List of Near Matches

3 How the GTID system works - Resolving Near Matches



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

Resolve Near Matches / Duplicates

us Location: 892-DHR - BCW & DHR Youth Centers

Student Record to Review and Select.

Last Name	First	Middle Name	Suffix	Date Of Birth	Gender	District	School
Smith	Michae			07/13/ 1996	MALE	892	3010

Near Matches / Duplicates Found.

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School	Match Probability
○	Smith	Brendan	Michael		07/13/ 1996	MALE	658	0197	90 [NEAR MATCH]
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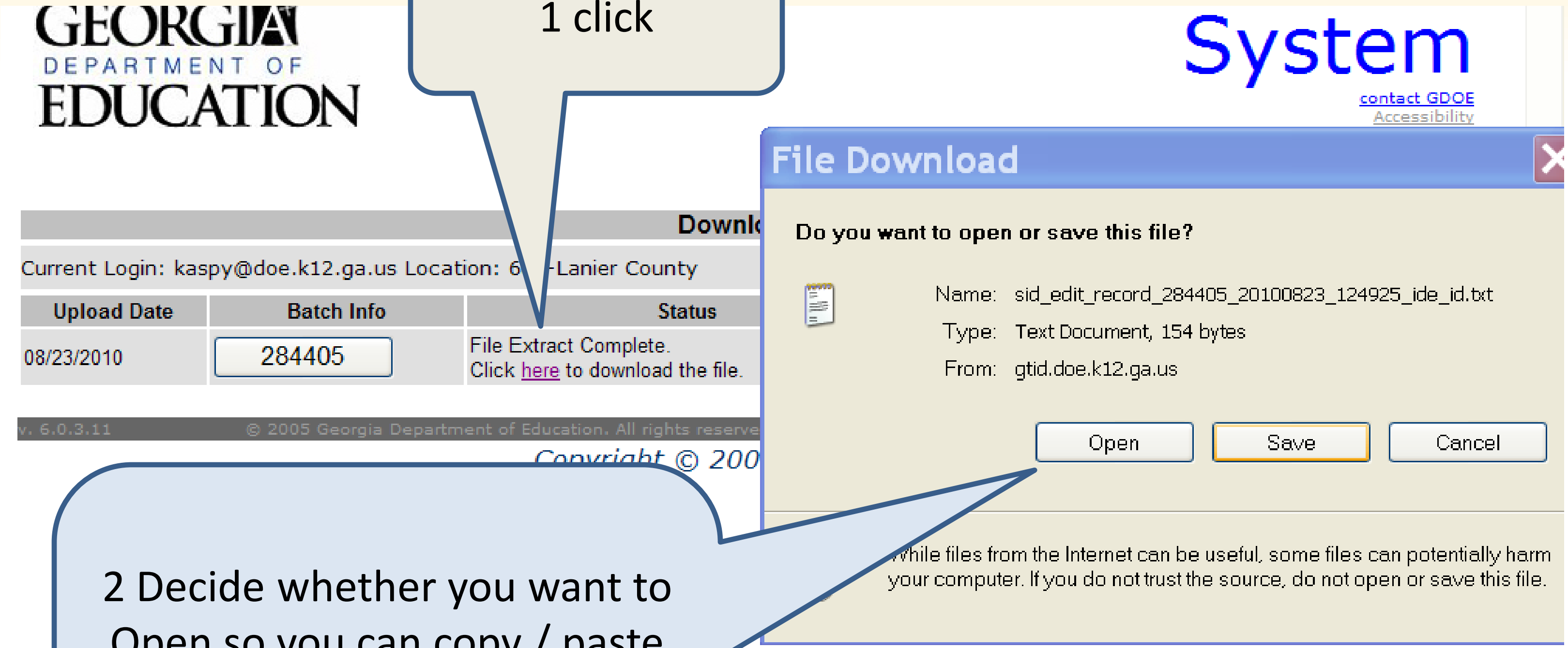
○	Smith	Michael	J		07/13/ 1998	MALE	658	0190	90 [NEAR MATCH]

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

Resolving NMs – decision choices

Option	When to use it
Assign Selected	Update the data of a student that already has a GTID
Create New ID	Create a New ID for a student that has ***NEVER*** been issued a GTID
Cancel	User can not determine whether or not the students are the same

5 How the GTID system works – Downloading the GTID



GEORGIA DEPARTMENT OF EDUCATION
System
contact GDOE
Accessibility
Downl

Current Login: kaspy@doe.k12.ga.us Location: 6 -Lanier County

Upload Date	Batch Info	Status
08/23/2010	284405	File Extract Complete. Click here to download the file.

v. 6.0.3.11 © 2005 Georgia Department of Education. All rights reserve

Copyright © 200

File Download

Do you want to open or save this file?

Name: sid_edit_record_284405_20100823_124925_ide_id.txt
Type: Text Document, 154 bytes
From: gtid.doe.k12.ga.us

Open
Save
Cancel

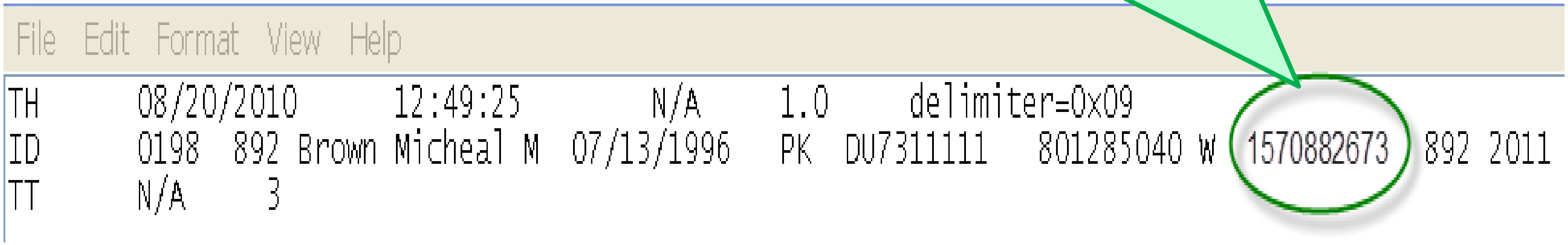
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

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

5 How the GTID system works – Downloading the GTID

The GTID is before the school district and school year in the layout/file.



```
TH      08/20/2010      12:49:25        N/A     1.0     delimiter=0x09
ID      0198  892 Brown Micheal M  07/13/1996    PK  DU7311111   801285040 W  1570882673  892 2011
TT      N/A     3
```

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.

1 How the GTID system works – Batch Data Entry

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.

1 How the GTID system works – Yearly Batch Update

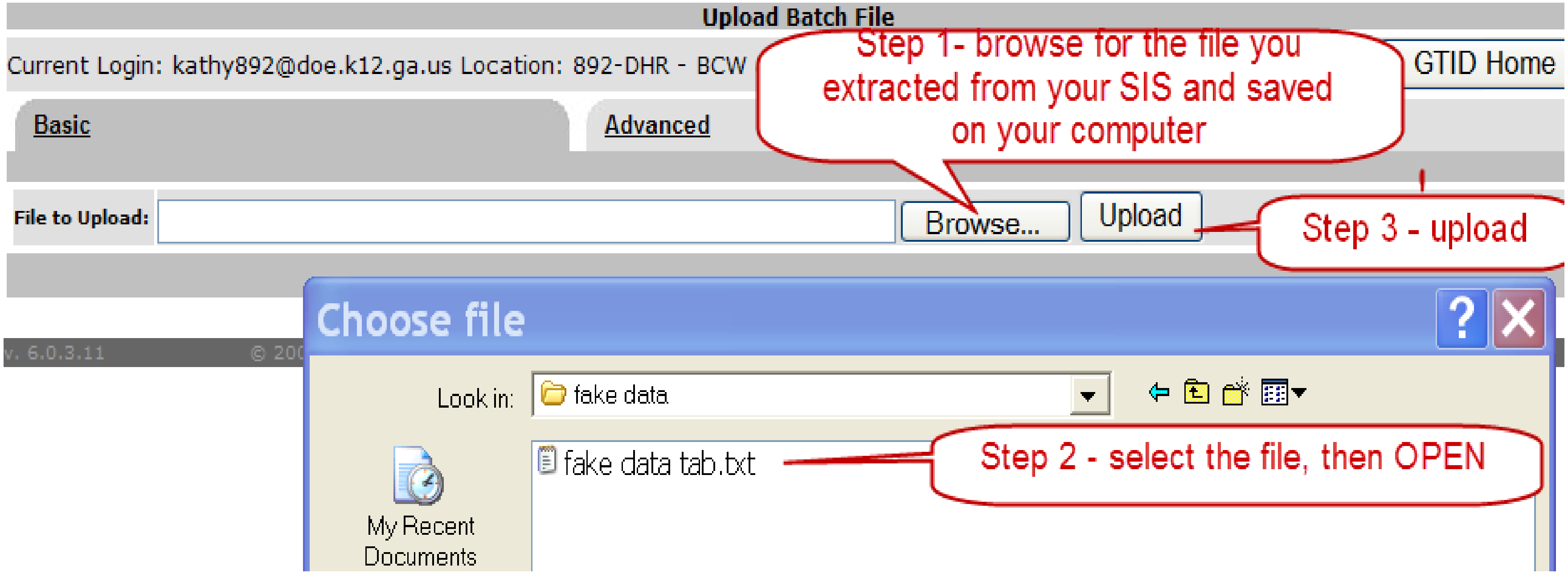
If you select All active students, you can send a file to update the info in GTID for this year for all active students.

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.

1 How the GTID system works – Batch Data Entry

Batch entry – for multiple students that need an ID, or to send all students to update GTIDs.


Upload Batch File
GTID Home
Basic
Advanced
File to Upload:
Browse...
Upload
v. 6.0.3.11
© 200
Choose file
My Recent Documents

Current Login: kathy892@doe.k12.ga.us Location: 892-DHR - BCW

Look in: fake data

fake data tab.txt

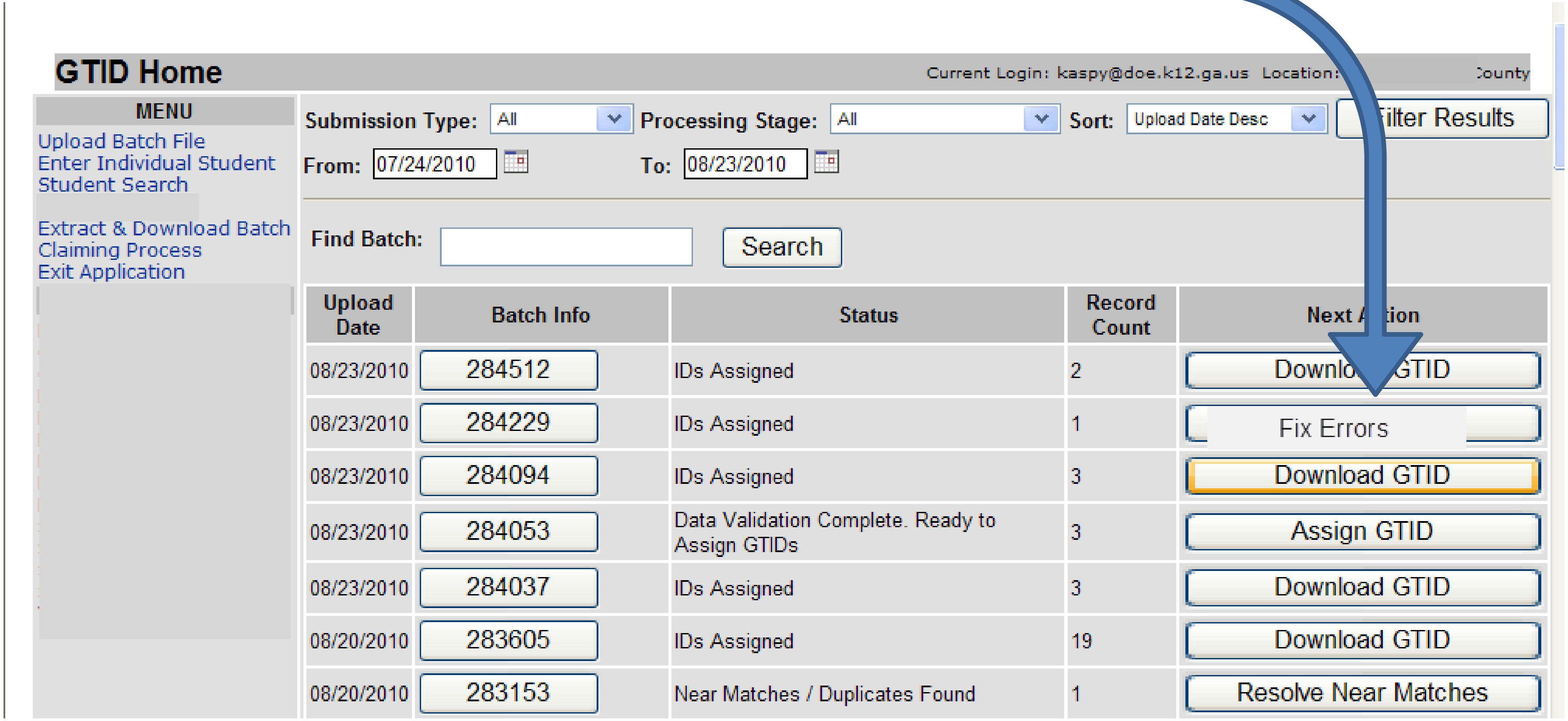
Step 1- browse for the file you extracted from your SIS and saved on your computer

Step 2 - select the file, then OPEN

Step 3 - upload

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.


GTID Home
MENU
Upload Batch File
Enter Individual Student
Student Search
Extract & Download Batch
Claiming Process
Exit Application
ilter Results
Search

Current Login: kaspy@doe.k12.ga.us Location: ounty

Submission Type: All
Processing Stage: All
Sort: Upload Date Desc
From: 07/24/2010
To: 08/23/2010
Find Batch:

Upload Date	Batch Info	Status	Record Count	Next A tion
08/23/2010	284512	IDs Assigned	2	Downlo GTID
08/23/2010	284229	IDs Assigned	1	Fix Errors
08/23/2010	284094	IDs Assigned	3	Download GTID
08/23/2010	284053	Data Validation Complete. Ready to Assign GTIDs	3	Assign GTID
08/23/2010	284037	IDs Assigned	3	Download GTID
08/20/2010	283605	IDs Assigned	19	Download GTID
08/20/2010	283153	Near Matches / Duplicates Found	1	Resolve Near Matches

How the GTID system works

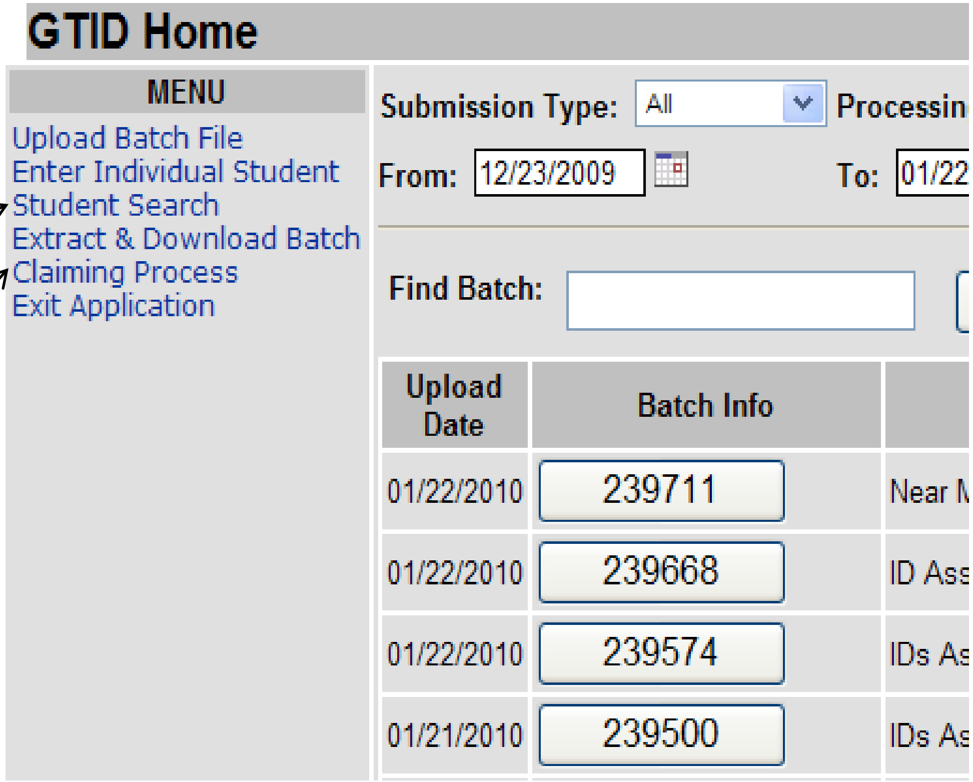
Getting a GTID – by searching and claiming

Data Entry

A. Batch (SIS vendor requirement)

B. on-line entry

C. Find GTID and claim


GTID Home
MENU
Upload Batch File
Enter Individual Student
Student Search
Extract & Download Batch
Claiming Process
Exit Application

Submission Type: All

Processin

From: 12/23/2009

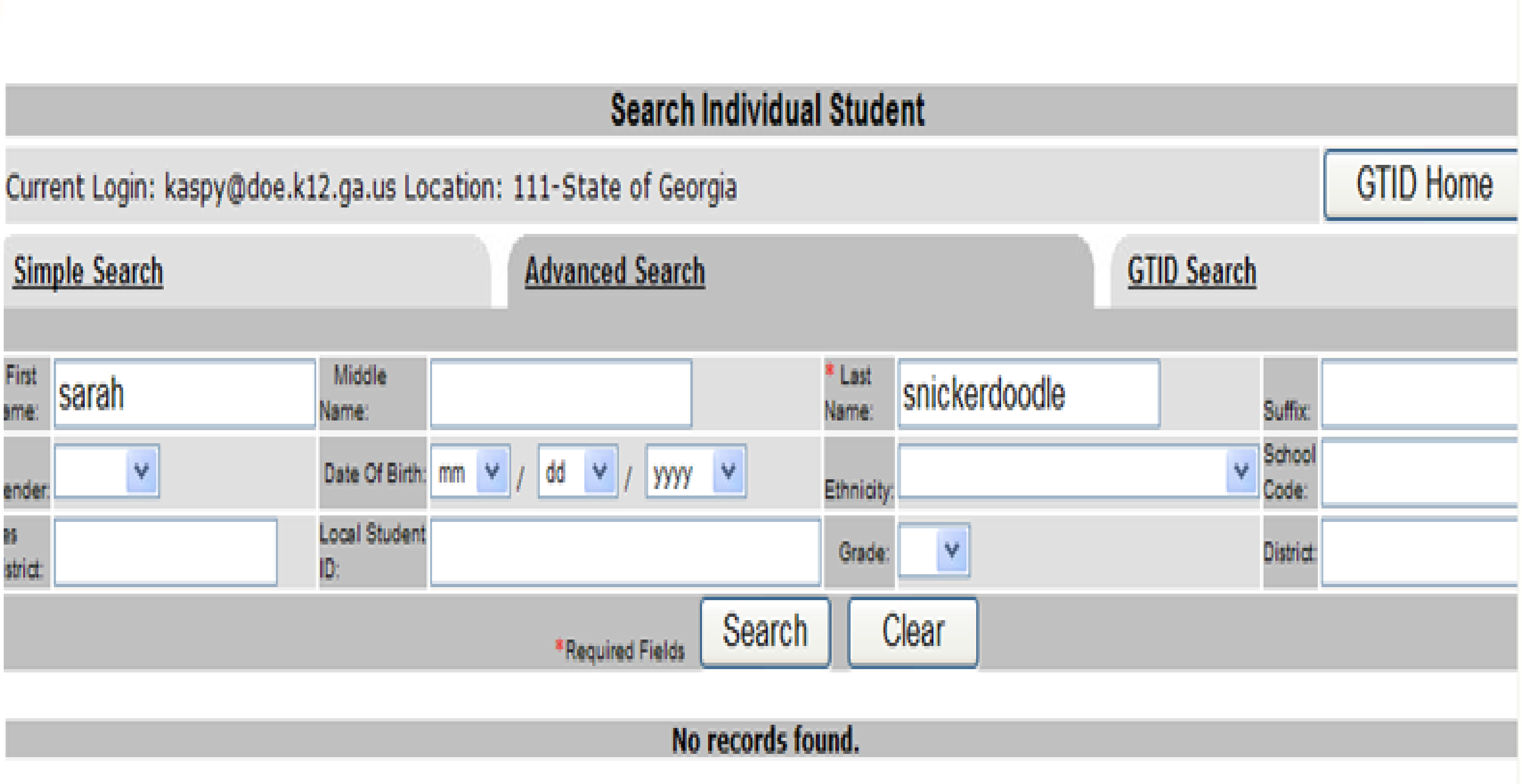
To: 01/22

Find Batch:

Upload Date	Batch Info	
01/22/2010	239711	Near M
01/22/2010	239668	ID Ass
01/22/2010	239574	IDs As
01/21/2010	239500	IDs As

How the GTID system works

Searching



Search Individual Student

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

First ame:	sarah	Middle Name:		* Last Name:	snickerdoodle	Suffix:	
ender:		Date Of Birth:	mm / dd / yyyy	Ethnicity:		School Code:	
s strict:		Local Student ID:		Grade:		District:	

*Required Fields

No records found.

GTID Home
Simple Search
Advanced Search
GTID Search
Search
Clear

Dr. John D. Barge, State School Superintendent

Tip – Searching for a student

Searching for an existing record for a newly enrolled student.

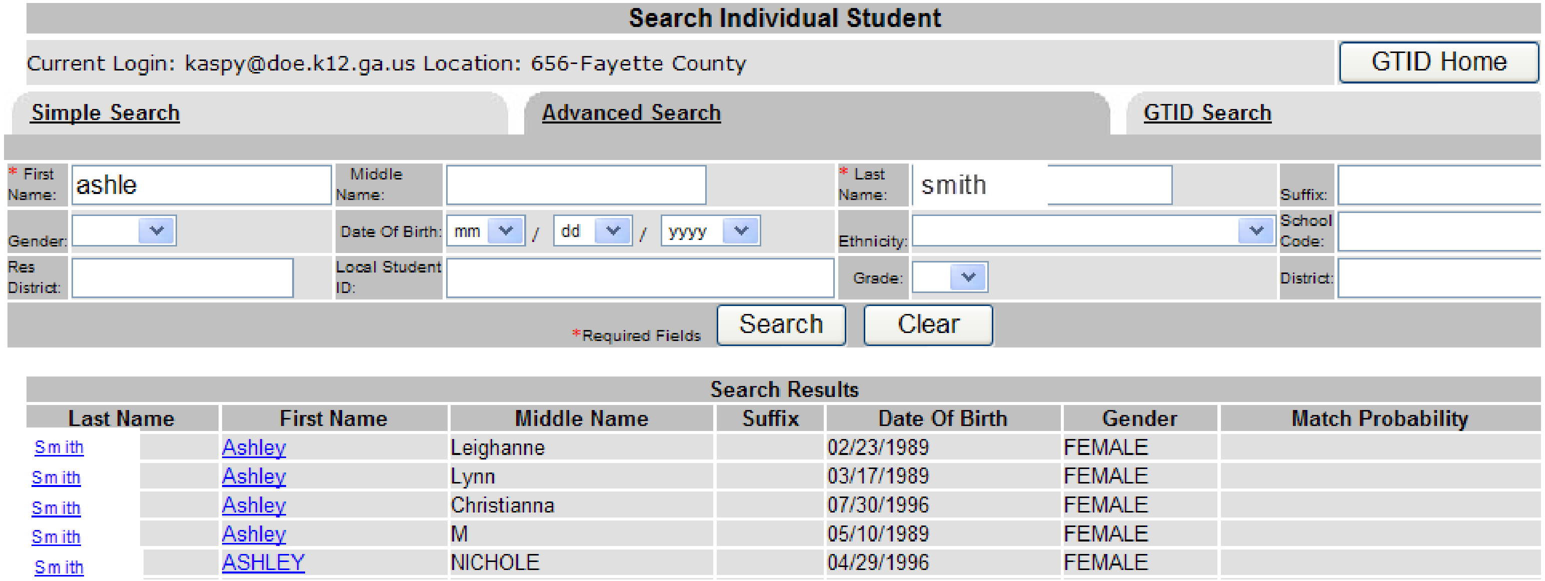
SEARCHING FOR LESS IS BETTER

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.



Search Individual Student

Current Login: kaspy@doe.k12.ga.us Location: 656-Fayette County

* First Name:	ashle	Middle Name:		* Last Name:	smith	Suffix:	
Gender:		Date Of Birth:	mm / dd / yyyy	Ethnicity:		School Code:	
Res District:		Local Student ID:		Grade:		District:	

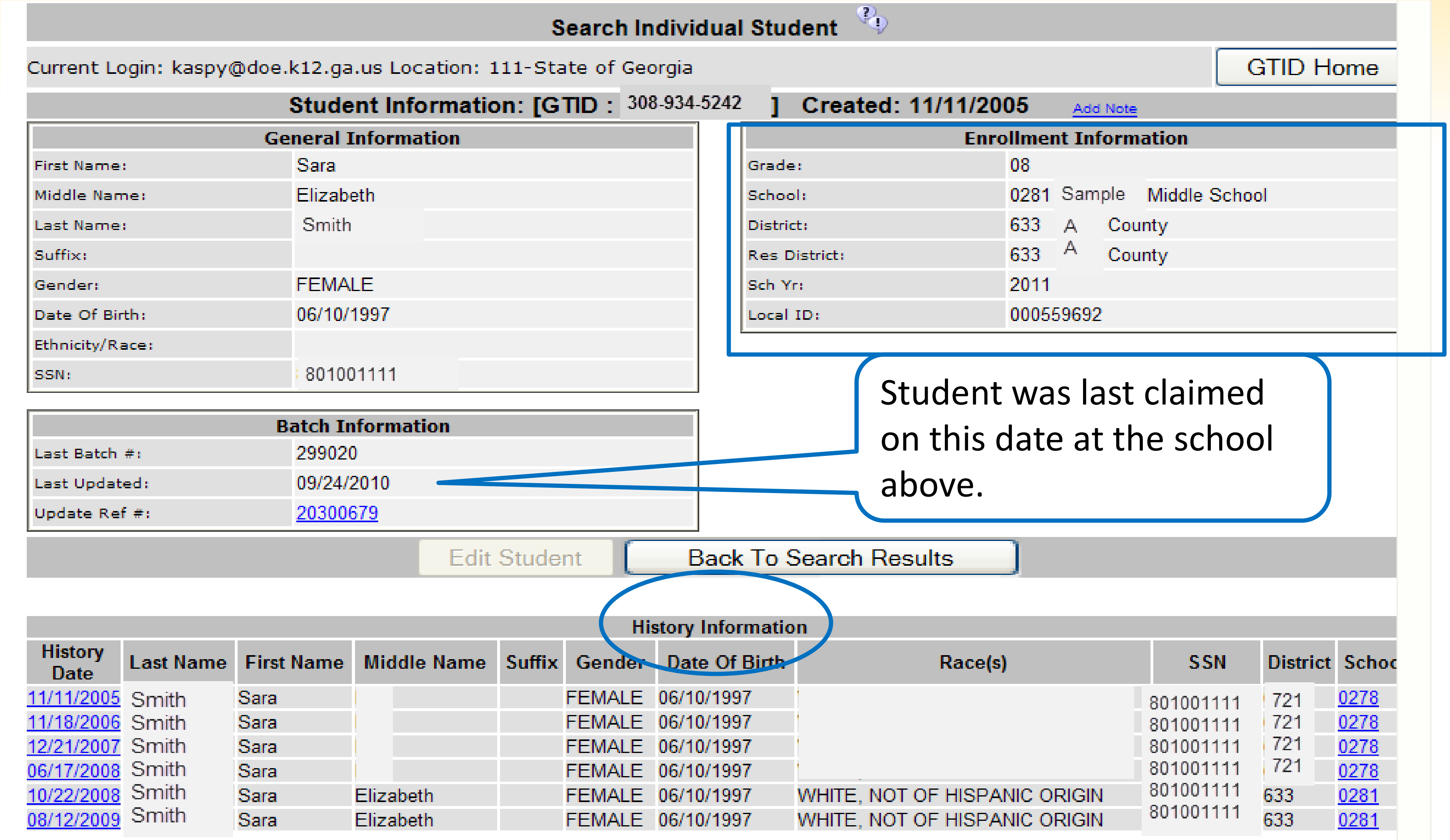
*Required Fields

Search Results

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	Match Probability
Smith	Ashley	Leighanne		02/23/1989	FEMALE	
Smith	Ashley	Lynn		03/17/1989	FEMALE	
Smith	Ashley	Christianna		07/30/1996	FEMALE	
Smith	Ashley	M		05/10/1989	FEMALE	
Smith	ASHLEY	NICHOLE		04/29/1996	FEMALE	

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

Student History



Search Individual Student

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

Student Information: [GTID : 308-934-5242] Created: 11/11/2005

General Information

First Name:	Sara
Middle Name:	Elizabeth
Last Name:	Smith
Suffix:	
Gender:	FEMALE
Date Of Birth:	06/10/1997
Ethnicity/Race:	
SSN:	801001111

Enrollment Information

Grade:	08
School:	0281 Sample Middle School
District:	633 A County
Res District:	633 A County
Sch Yr:	2011
Local ID:	000559692

Batch Information

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

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

History Information

History Date	Last Name	First Name	Middle Name	Suffix	Gender	Date Of Birth	Race(s)	SSN	District	Schoo
11/11/2005	Smith	Sara			FEMALE	06/10/1997		801001111	721	0278
11/18/2006	Smith	Sara			FEMALE	06/10/1997		801001111	721	0278
12/21/2007	Smith	Sara			FEMALE	06/10/1997		801001111	721	0278
06/17/2008	Smith	Sara			FEMALE	06/10/1997		801001111	721	0278
10/22/2008	Smith	Sara	Elizabeth		FEMALE	06/10/1997	WHITE, NOT OF HISPANIC ORIGIN	801001111	633	0281
08/12/2009	Smith	Sara	Elizabeth		FEMALE	06/10/1997	WHITE, NOT OF HISPANIC ORIGIN	801001111	633	0281

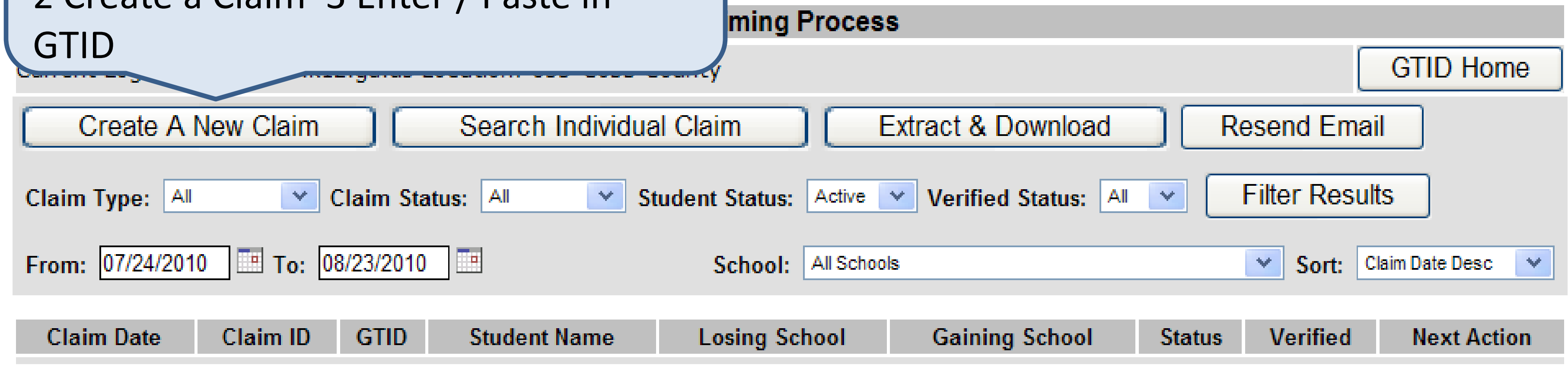
4 How the GTID system works - Claiming

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.

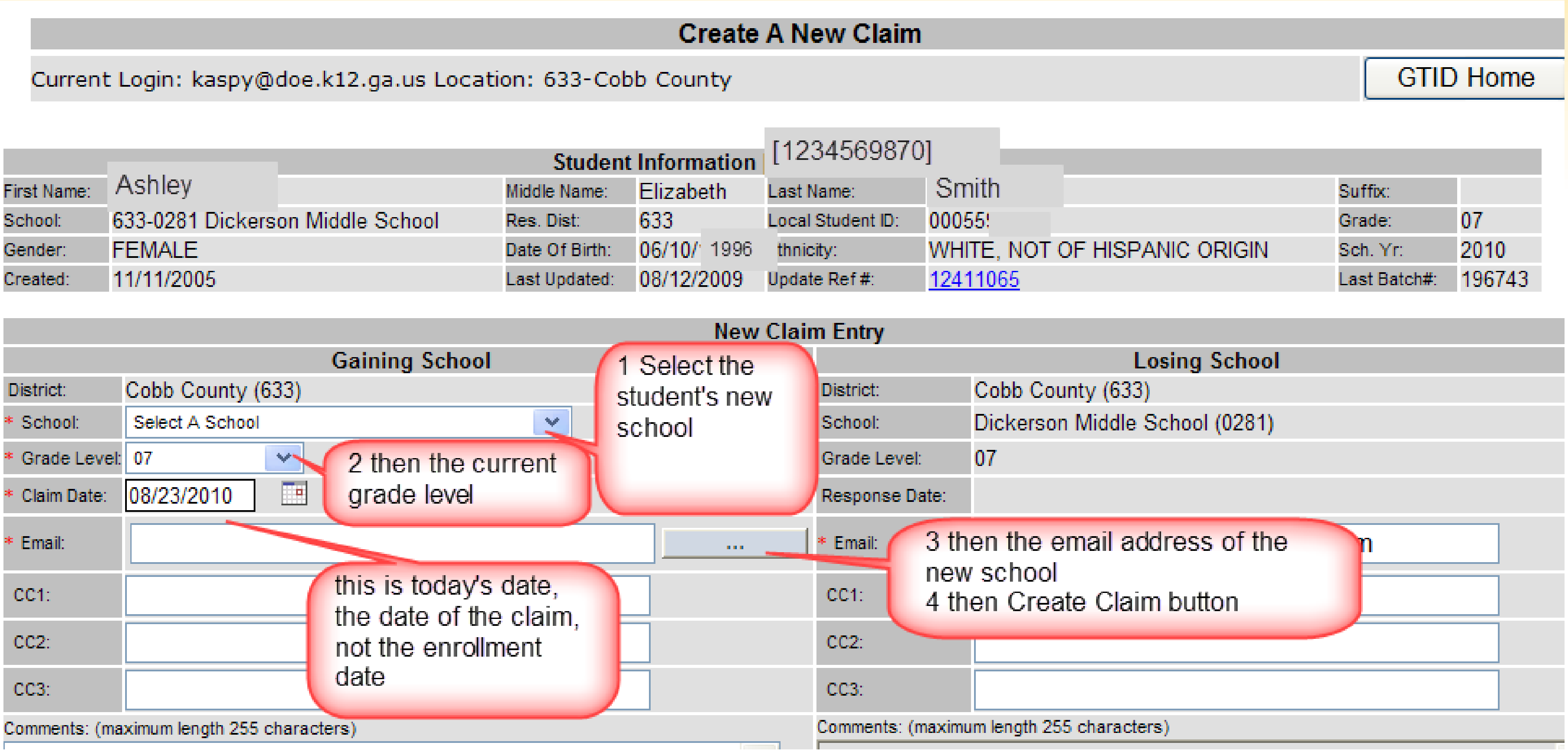
1 Claiming Process from the Main Menu
2 Create a Claim 3 Enter / Paste in GTID


ming Process
GTID Home
Create A New Claim
Search Individual Claim
Extract & Download
Resend Email
Filter Results

Claim Type: All
Claim Status: All
Student Status: Active
Verified Status: All
From: 07/24/2010
To: 08/23/2010
School: All Schools
Sort: Claim Date Desc

Claim Date	Claim ID	GTID	Student Name	Losing School	Gaining School	Status	Verified	Next Action

4 How the GTID system works - Claiming



Create A New Claim

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

Student Information [1234569870]

First Name:	Ashley	Middle Name:	Elizabeth	Last Name:	Smith	Suffix:	
School:	633-0281 Dickerson Middle School	Res. Dist:	633	Local Student ID:	00055!	Grade:	07
Gender:	FEMALE	Date Of Birth:	06/10/' 1996	thnicity:	WHITE, NOT OF HISPANIC ORIGIN	Sch. Yr:	2010
Created:	11/11/2005	Last Updated:	08/12/2009	Update Ref #:	12411065	Last Batch#:	196743

New Claim Entry

Gaining School

District:	Cobb County (633)
* School:	Select A School
* Grade Level:	07
* Claim Date:	08/23/2010
* Email:	
CC1:	
CC2:	
CC3:	

Comments: (maximum length 255 characters)

Losing School

District:	Cobb County (633)
School:	Dickerson Middle School (0281)
Grade Level:	07
Response Date:	
* Email:	n
CC1:	
CC2:	
CC3:	

Comments: (maximum length 255 characters)

1 Select the student's new school

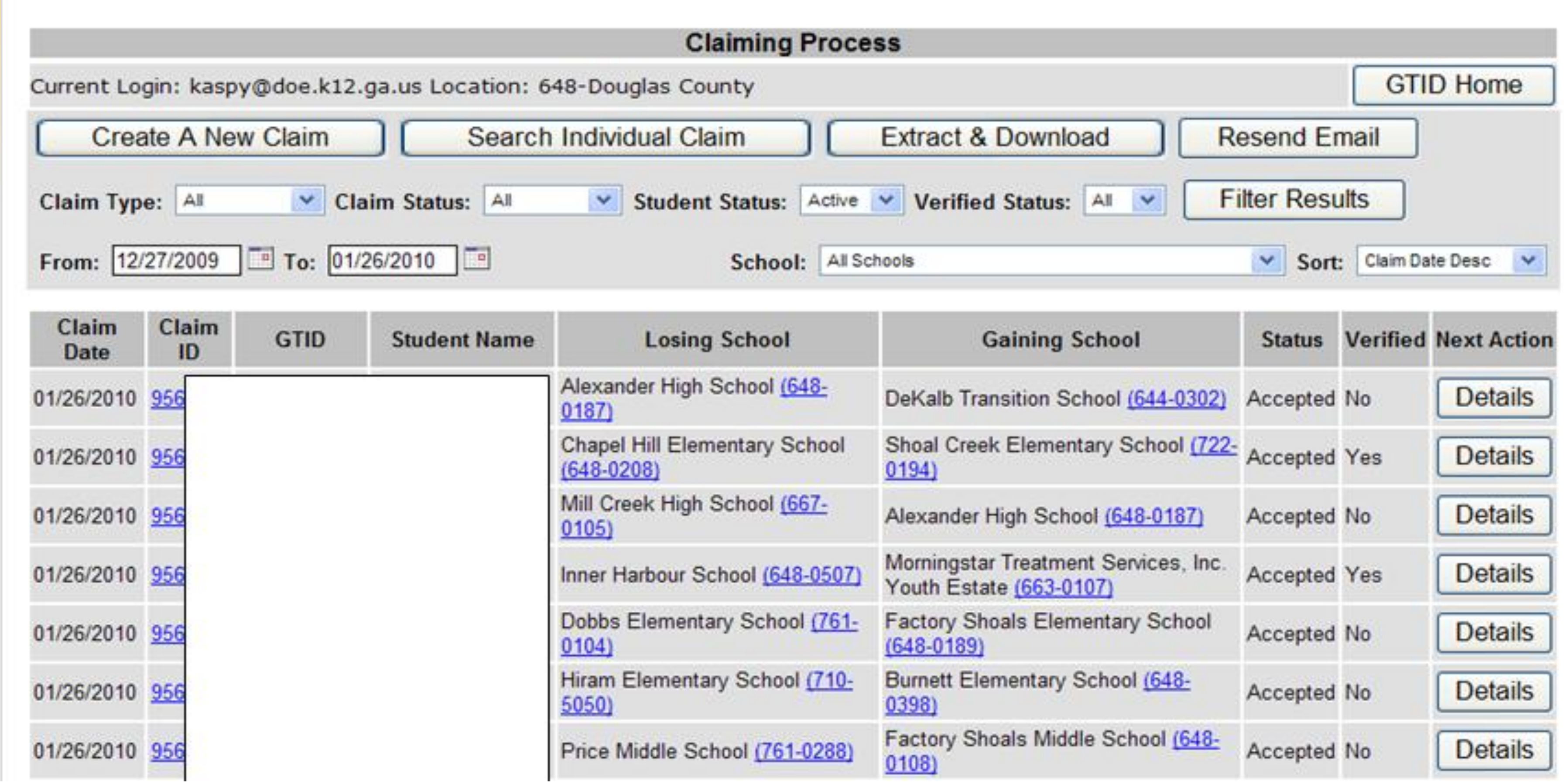
2 then the current grade level

this is today's date, the date of the claim, not the enrollment date

3 then the email address of the new school
4 then Create Claim button

Dr. John D. Barge, State School Superintendent

4 How the GTID system works - Claiming



Claiming Process

Current Login: kaspy@doe.k12.ga.us Location: 648-Douglas County

Claim Type: All
Claim Status: All
Student Status: Active
Verified Status: All

From: 12/27/2009 To: 01/26/2010

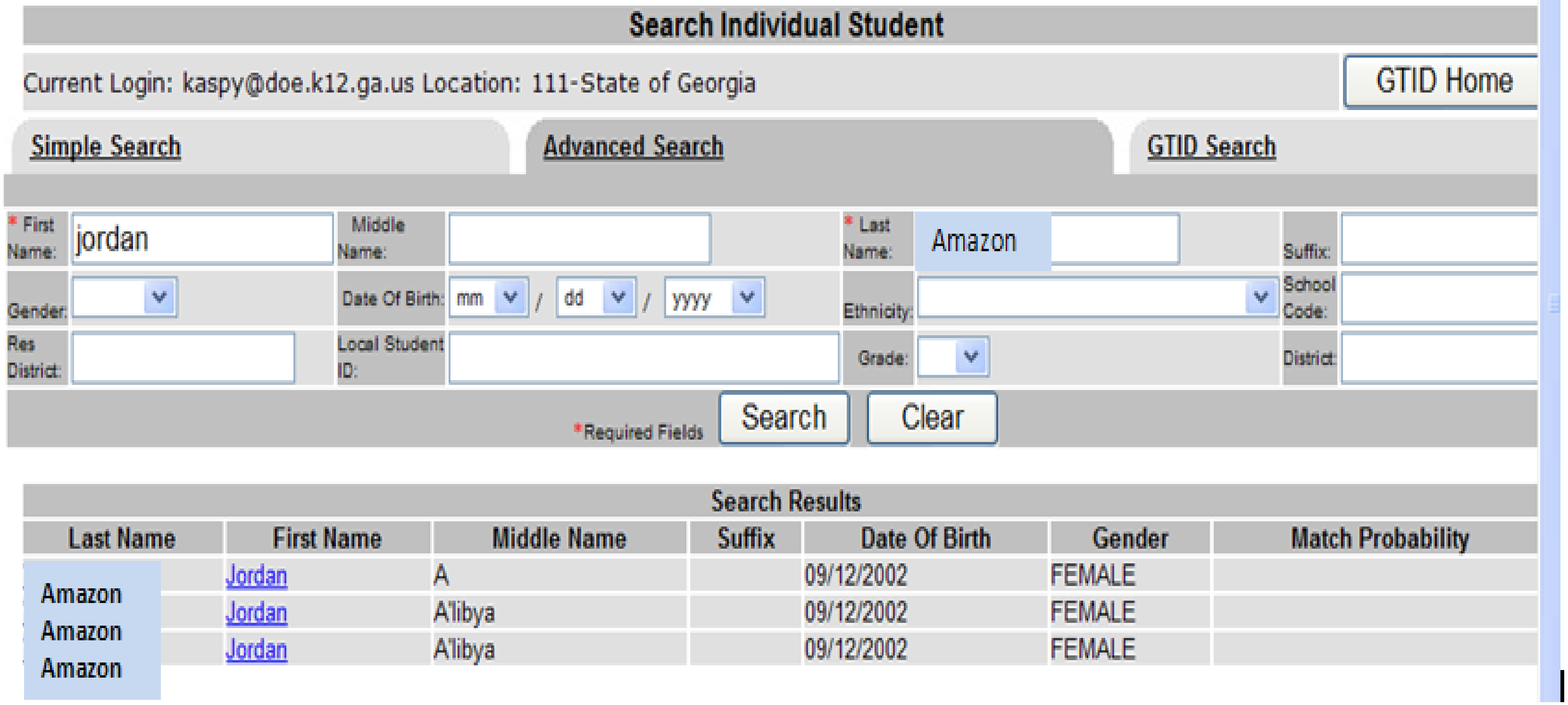
School: All Schools
Sort: Claim Date Desc

Claim Date	Claim ID	GTID	Student Name	Losing School	Gaining School	Status	Verified	Next Action
01/26/2010	956[redacted]	[redacted]	[redacted]	Alexander High School (648-0187)	DeKalb Transition School (644-0302)	Accepted	No	Details
01/26/2010	956[redacted]	[redacted]	[redacted]	Chapel Hill Elementary School (648-0208)	Shoal Creek Elementary School (722-0194)	Accepted	Yes	Details
01/26/2010	956[redacted]	[redacted]	[redacted]	Mill Creek High School (667-0105)	Alexander High School (648-0187)	Accepted	No	Details
01/26/2010	956[redacted]	[redacted]	[redacted]	Inner Harbour School (648-0507)	Morningstar Treatment Services, Inc. Youth Estate (663-0107)	Accepted	Yes	Details
01/26/2010	956[redacted]	[redacted]	[redacted]	Dobbs Elementary School (761-0104)	Factory Shoals Elementary School (648-0189)	Accepted	No	Details
01/26/2010	956[redacted]	[redacted]	[redacted]	Hiram Elementary School (710-5050)	Burnett Elementary School (648-0398)	Accepted	No	Details
01/26/2010	956[redacted]	[redacted]	[redacted]	Price Middle School (761-0288)	Factory Shoals Middle School (648-0108)	Accepted	No	Details

TIP: You *can* also mark a claim verified if you wish to keep track of withdrawals this way, “verified” is not required.

Getting a Clean ID - Duplicates

What does a duplicate look like when searching?



Search Individual Student

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

GTID Home
Simple Search
Advanced Search
GTID Search

* First Name: jordan

Middle Name:

* Last Name: Amazon

Suffix:

Gender:

Date Of Birth: mm / dd / yyyy

Ethnicity:

School Code:

Res District:

Local Student ID:

Grade:

District:

*Required Fields

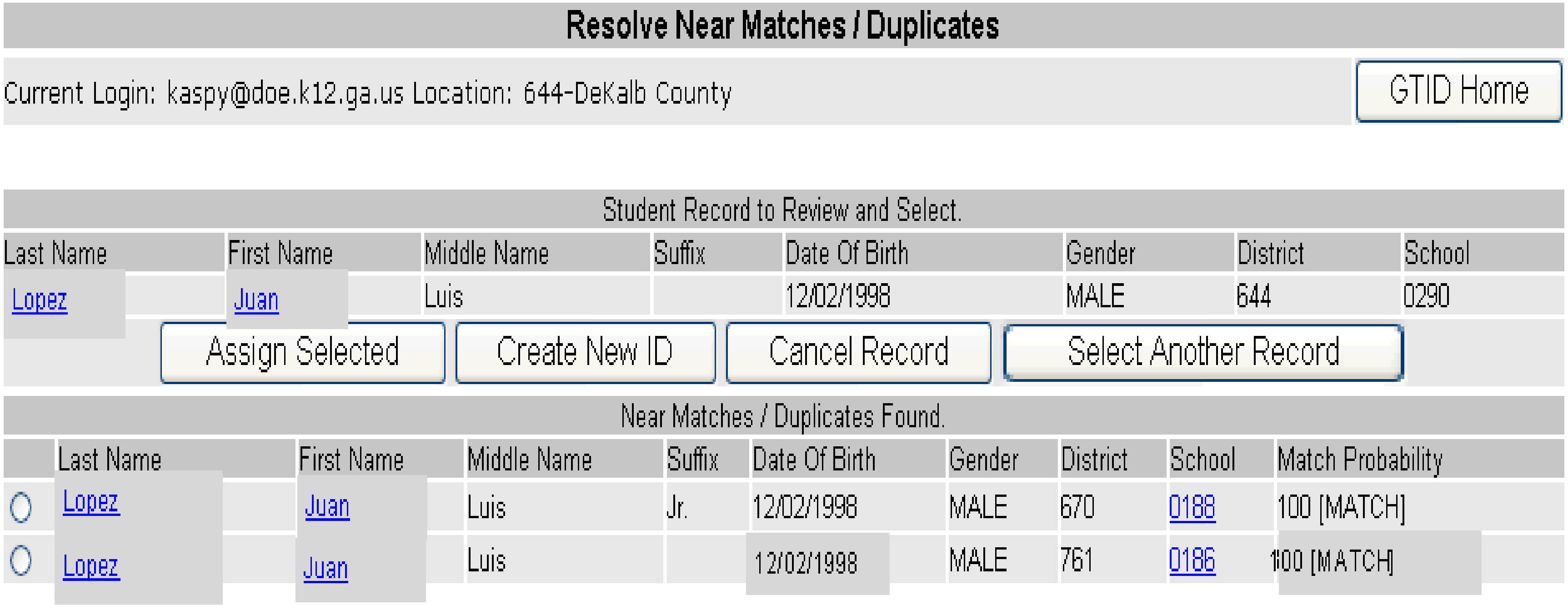
Search
Clear

Search Results

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	Match Probability
Amazon	Jordan	A		09/12/2002	FEMALE	
Amazon	Jordan	A'libya		09/12/2002	FEMALE	
Amazon	Jordan	A'libya		09/12/2002	FEMALE	

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

GTID Home

Student Record to Review and Select.

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School
Lopez	Juan	Luis		12/02/1998	MALE	644	0290

Assign Selected
Create New ID
Cancel Record
Select Another Record

Near Matches / Duplicates Found.

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School	Match Probability
○	Lopez	Juan	Luis	Jr.	12/02/1998	MALE	670	0188	100 [MATCH]
○	Lopez	Juan	Luis		12/02/1998	MALE	761	0186	100 [MATCH]

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

Getting a Clean ID - Duplicates

- 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…

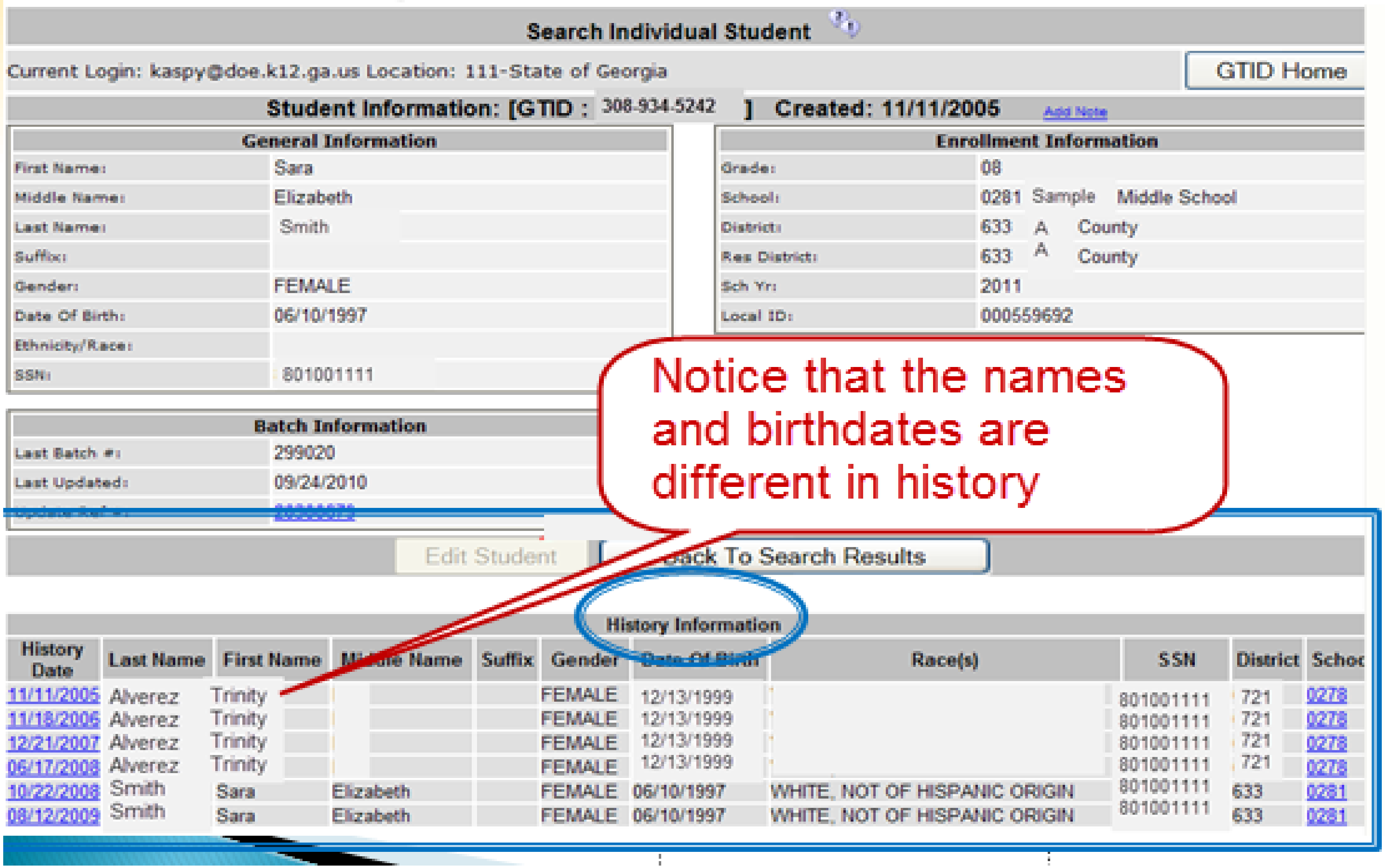
Getting a Clean ID - Duplicates

- … 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



Search Individual Student

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

Student Information: [GTID : 308-934-5242] Created: 11/11/2005

General Information	
First Name:	Sara
Middle Name:	Elizabeth
Last Name:	Smith
Suffix:	
Gender:	FEMALE
Date Of Birth:	06/10/1997
Ethnicity/Race:	
SSN:	801001111

Enrollment Information	
Grade:	08
School:	0281 Sample Middle School
District:	633 A County
Res District:	633 A County
Sch Yr:	2011
Local ID:	000559692

Batch Information	
Last Batch #:	299020
Last Updated:	09/24/2010
Update Ref #:	[illegible]

Notice that the names and birthdates are different in history

History Information

History Date	Last Name	First Name	Middle Name	Suffix	Gender	Date Of Birth	Race(s)	SSN	District	Scho
11/11/2005	Alverez	Trinity			FEMALE	12/13/1999		801001111	721	0278
11/18/2006	Alverez	Trinity			FEMALE	12/13/1999		801001111	721	0278
12/21/2007	Alverez	Trinity			FEMALE	12/13/1999		801001111	721	0278
06/17/2008	Alverez	Trinity			FEMALE	12/13/1999		801001111	721	0278
10/22/2008	Smith	Sara	Elizabeth		FEMALE	06/10/1997	WHITE, NOT OF HISPANIC ORIGIN	801001111	633	0281
08/12/2009	Smith	Sara	Elizabeth		FEMALE	06/10/1997	WHITE, NOT OF HISPANIC ORIGIN	801001111	633	0281

Getting a Clean ID – Shared ID

How did it happen?

IF	THEN	FIX
“That’s her SSN so take the GTID away from him!”	2 students are ‘Merged’ in 1 record.	Email me using PORTAL email. I will separate the GTID and give one of the students a new GTID.

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

Kathy Aspy

GTID Administrator

Charter Schools Division

Louis Erste
Director
(404) 651-8734
lerste@doe.k12.ga.us

Tabitha Press
Strategic Development Coordinator
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Jackie Clarke-Dodd
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jclarkedodd@doe.k12.ga.us