



Dr. John D. Barge, State School Superintendent
“Making Education Work for All Georgians”

Data Collections FY2012

Starting Off on the Right Foot

AGENDA

- 1 Overview of Data Collections
- 2 Starting Off on the Right Foot
- 3 Questions and Answers

OVERVIEW OF DATA COLLECTIONS

WHY DATA COLLECTIONS?



Fulfill Legal Requirements



State and Federal Reporting



Program Evaluation and Enforcement



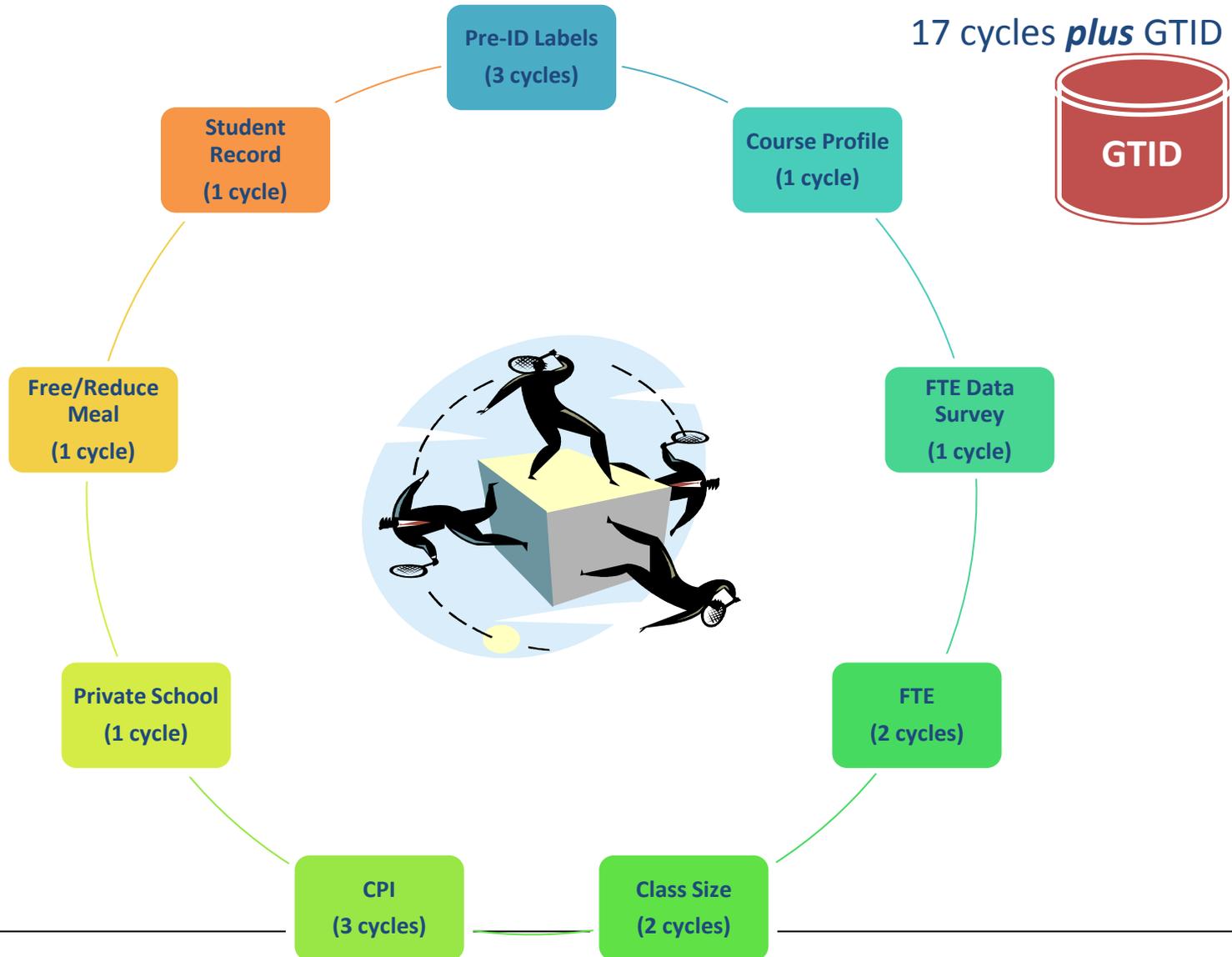
Encourage Data Integrity and Quality



Foundation for Making Decisions



OVERVIEW OF DATA COLLECTIONS



OVERVIEW OF DATA COLLECTIONS

TRANSMISSION TIMELINES

Student Course Profile	July – June (ongoing)
Pre-ID Labels	August, November, <i>and</i> February
FTE Data Survey	September
FTE	October <i>and</i> March
Class Size	October <i>and</i> March
CPI	October, March, <i>and</i> July
Free & Reduced Lunch	November
Private School Counts	November
Student Record	February - June

WHAT YOU NEED TO KNOW TO GET STARTED

UPCOMING DATA COLLECTIONS

JULY

- Student Course Profile application is open – districts can begin uploading K-12 course data.

AUGUST

- Pre-ID Cycle 1 – send data to generate labels for GHSWT and EOCT assessments.

SEPTEMBER

- FTE Data Survey – send data on district level information required for FTE and other collections or to meet policy requirements
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STARTING OFF ON THE RIGHT FOOT

DATA COLLECTION DOCUMENTATION

http://public.doe.k12.ga.us/pea_infosys_data.aspx

Georgia Department of Education - Information Technology - Windows Internet Explorer

http://www.doe.k12.ga.us/pea_infosys_data.aspx

File Edit View Favorites Tools Help

Google Search

My Timesheets - Proje... The Home of the Geor... Georgia Departme... Login

Providing technology services that support education in Georgia.

DIVISIONS

- [Instructional Technology](#)
- [Information Technology](#)

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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.

General Information

- [Conference Information](#)
- [Facilities Resources](#)
- [FERPA Resources](#)
- [Georgia Testing Identifier \(GTID\)](#)
- Data Collection Presentations
 - [GSIS Feb 2011 Student Record Updates](#)
 - [GSIS Feb 2011 Best Practices](#)
- [Race and Ethnicity Reporting Requirements and Resources](#)
- [Transmission Dates](#)

Collections Documentation

- [Certified/Classified Personnel Information \(CPI\)](#)
- [Free/Reduced Price Meal Eligibility](#)
- [Full-Time Equivalent \(FTE\)/Class Size/FTE Data Survey](#)
- [Pre-ID Labels](#)
- [Private School Report](#)
- [Student Course Profile \(SCP\)](#)
- [Student Record \(SR\)](#)

Reports

- [Education Thematic Maps](#)
- [Enrollment by Grade](#)
- [Enrollment by Race, Gender and Grade](#)
- [Free/Reduced Price Meal Eligibility](#)
- [School Count by Type](#)

Done Internet 100%

Data Collection documentation – including layouts, data element detail, etc. per application

CPI

WHAT

Reporting of certified and classified personnel based on their role within the district. Includes everyone employed by the school system, except board members and short-term substitutes.

WHY

Provide state funding for certified staff (Training and Experience – T&E)
Data forwarded to PSC for HiQ determinations (NCLB)

WHEN

Collection Cycles:

Cycle 1 – October

Cycle 2 – March

Cycle 3 – July (personnel leave report)

DATA COLLECTION DOCUMENTATION

CERTIFIED/CLASSIFIED PERSONNEL (CPI) DOCUMENTATION

- **DATA ELEMENT GLOSSARY** - The Data Element Glossary includes the definitions of the data elements report and helpful suggestions and examples for reporting the data elements in CPI. The document is organized in alphabetical order by the name of the data element.
 - **FILE LAYOUT and EDIT RULES** - The file layout provides the FTE Coordinator with the name of the data element being collected, the format, field length, starting/ending position, description of the data element, and a list of all the edit checks related to the data element.
 - **VIEW/DOWNLOAD CODE TABLES** – This link allows the CPI Coordinator to view the Job Codes, Subject Matter Codes, Certificate Type Codes, Certificate Field Codes, Secondary Fund Codes, and Termination Codes that are reported in CPI.
 - **STATE SALARY SCHEDULE** – Clicking on the State Salary Schedule link will provide the CPI Coordinator with a table displaying the Georgia Annual/Monthly Salary Schedule for certified employees.
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FTE

WHAT

Data collected for state funding that is based on student enrollment and education services provided by local school systems to students. FTE is a “snapshot” of services regularly scheduled to be provided on a specific date.

WHY

O.C.G.A. 20-2-160: The initial enrollment count shall be made after October 1 but prior to November 17 and the final enrollment count after March 1 but prior to May 1. The report shall indicate the student’s specific assigned program for each one-sixth segment of the school day on the designated reporting date.

WHEN

Collections:

- Cycle 1 – October (*Active and Withdrawn Students*)
 - Cycle 3 – March (*Active Students only*)
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DATA COLLECTION DOCUMENTATION

FULL TIME EQUIVALENT (FTE) DOCUMENTATION

- **GENERAL INFORMATION** - This document provides the FTE Coordinator with a summary of changes, common terms, standard definitions, and information on FTE processes and resources.
 - **FILE LAYOUT** - The file layout provides the FTE Coordinator with the name of the data element being collected, the format, field length, starting/ending position, description of the data element, and a list of all the edit checks related to the data element.
 - **DATA ELEMENT DETAIL** - The Data Element Detail includes the definitions and coding guidelines for all of the data elements reported in FTE. The document is organized in alphabetical order by the name of the data element (or “field”).
 - **CATEGORIES AND WEIGHTS** – The Categories and Weights document provides the FTE Coordinator with a description of each program code and the funding weight for each program code.
 - **GUIDELINES FOR SPECIAL EDUCATION ENVIRONMENTS** – The Guidelines for Special Education Environments document, which is age specific, provides the FTE Coordinator with the decision rules to be used in determining which environment to use when reporting each child.
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DATA COLLECTION DOCUMENTATION

FTE FILE LAYOUT

FY2012 FTE DATA COLLECTION- DATA FILE LAYOUT

Element ID	Element	Report Cycle	Field Type	Format	Field Length	Starting Position	Ending Position	Description	Edits	Edit #
FTE001	SYSTEM	1, 3	A	xxx	3	1	3	School System Code	SYSTEM must be an active school system code in the <i>Facilities Database</i>	E040
FTE002	FISCAL YEAR	1, 3	A	yy	2	4	5	Fiscal Year of Record	FISCAL YEAR not valid. FISCAL YEAR must be the current valid fiscal year.	E010
FTE003	REPORT PERIOD	1, 3	A	x	1	6	6	FTE Report Period	REPORT PERIOD must be the current valid FTE REPORT PERIOD as follows: '1' = October, '3' = March	E020
Filler	Filler	1, 3	N/A	Blank	1	7	7	Filler	No Edits	N/A
FTE004	STUDENT ID	1, 3	A	x(15)	15	8	22	Students Social Security Number or a state-approved Social Security like number.	<p>STUDENT ID must be student's 9-digit Social Security Number or FTE number, right-justified.</p> <p>Active STUDENT ID must be unique within a SYSTEM.</p> <p>STUDENT ID must be unique within a SCHOOL CODE.</p> <p>If FISCAL YEAR <i>and</i> REPORT PERIOD are valid, STUDENT ID must be unique for all active students within the state.</p> <p>All full-time students reported as active in Student Record from previous year must be reported in FTE 2012-1. All students reported in the Student Record with a withdrawal date on or after 10/06/2009 must be reported in FTE 2012-1.</p>	<p>E061</p> <p>E062</p> <p>E1103</p> <p>E808</p> <p>E049</p>

STUDENT RECORD

WHAT

Student Record provides a year-end, cumulative record of student program participation and various activities for the fiscal year.

WHY

Student Record provides data used in the AYP determination process, state report card, federal reporting, program audits and evaluations, and open records requests.

WHEN

Collection:

- February through June 15 (Annual cumulative data)
-

DATA COLLECTION DOCUMENTATION

STUDENT RECORD (SR) DOCUMENTATION

- **DATA ELEMENT DETAIL** - The Data Element Detail includes the definitions and coding guidelines for all of the data elements reported in SR. The document is organized in alphabetical order by the name of the data element (or “field”).
 - **FILE LAYOUT** - Student Record has *NINE* different file layouts – *System, School, Student, Course, Discipline, Enrollment, Address, Program, and Special Education*. Each of the file layout documents provides the SR Coordinator with the name of the data element being collected, the format, field length, starting/ending position, description of the data element, and a list of all the edit checks related to the data element.
 - **SPECIAL EDUCATION GUIDELINES** - The Special Education Guidelines document provides the SR Coordinator, and Special Education Director, information on how to report special education related data. The document includes information related to reporting a PRIMARY AREA, EVENT CODES, and EVENT DATES for both new and existing special education students.
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REPORTING QUALITY DATA

WHAT KIND OF DATA QUALITY ISSUES CAN AFFECT YOUR BUDGETS, PROGRAM EVALUATIONS, AND ACCOUNTABILITY REPORTING?

- ✓ Under Reporting of Data
 - ✓ Over Reporting of Data
 - ✓ Occurrences of Invalid Data
 - ✓ Occurrences of Inaccurate Data
 - ✓ Incomplete Data
-

REPORTING QUALITY DATA

Example: **UNDER REPORTING DATA**



Issue: ABC school is reported with Prior 10 Days = “N” for **ALL** students in the FTE-1 data collection.

Result: The ENTIRE school was not funded.

- ❖ *One of the conditions for funding is that a student must be present one of the prior 10 days before the FTE count day.*

REPORTING QUALITY DATA



Example: **OVER REPORTING DATA**

Issue: District reports duplicate discipline suspensions for students at the district high school.

Result: The number of days students are reported as suspended is doubled. As such, the Student Record 'System Totals by Discipline Action' report will show an inflated, inaccurate number of suspension days for the students *and* the school.

REPORTING QUALITY DATA



Example: **Invalid Data**

Issue: The FISCAL YEAR is '2011' in the file being uploaded for FY2012 FTE Cycle-1.

Result: The file fails processing and will not upload due to the invalid FISCAL YEAR being reported. FTE data is not loaded.

REPORTING QUALITY DATA



Example: Inaccurate Data

Issue: A five-year-old student is reported as an underage first-grader, but the child was actually in kindergarten.

Result: Child is not funded. If reported as being in kindergarten, child would have been funded.

❖ *Is this a placement issue or a data-entry error?*

REPORTING QUALITY DATA



Example: **Incomplete Data**

Issue: Student reported with non-instructional segments, because information was missing, or incorrect, in the student's schedule.

Result: FTE funding is reduced and district is not reimbursed for services provided.

❖ *Non-funded segments can create a loss of approximately \$2,725.07 per student plus additional funds allocated to various instructional programs.*

SUMMARY OF RESPONSIBILITIES OF INDIVIDUAL SCHOOLS

- ✓ Locate and make note of transmission timelines
 - *See the 'FY 2012 Data Collections Transmission Dates' document located on the Data Collections website*
 - ✓ Capture all data elements pertinent to each data collection
 - *See the file layout for the collection to make sure all data elements are reported accurately and correctly*
 - ✓ Implement data integrity procedures
 - ✓ Respond to the Coordinator quickly and timely
 - ✓ Administrators are encouraged to support the Coordinator and school staff to ensure a successful data collection
 - ✓ Ask the Coordinator for reports on data – both before and after data has been uploaded
-

DATA COLLECTION COMMUNICATION

❖ **TRAINING:**

- ❑ Annual Conference
- ❑ Elluminate Sessions For Coordinators
- ❑ Presenting At Conferences (Ex: GSIS)

❖ **Updates:**

- ❑ Elluminate Sessions For Coordinators
 - ❑ Portal Messaging
 - ❑ Help Desk Reminder Calls To Districts
 - ❑ Vendor Updates
-

DATA COLLECTION TEAM

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Data Request

Mark Vignati

❖ QUESTIONS???



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- Email: dticket@doe.k12.ga.us
- Call: 800-860-1011

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THANK YOU!