



**Dr. John D. Barge, State School Superintendent**  
*"Making Education Work for All Georgians"*

# **Data Collections FY2012**

## **Starting Off on the Right Foot**

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# AGENDA

1

**Overview of Data Collections**

2

**Starting Off on the Right Foot**

3

**Questions and Answers**

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# OVERVIEW OF DATA COLLECTIONS

## WHY DATA COLLECTIONS?



**Fulfill Legal  
Requirements**



**State and  
Federal  
Reporting**



**Program  
Evaluation  
and  
Enforcement**



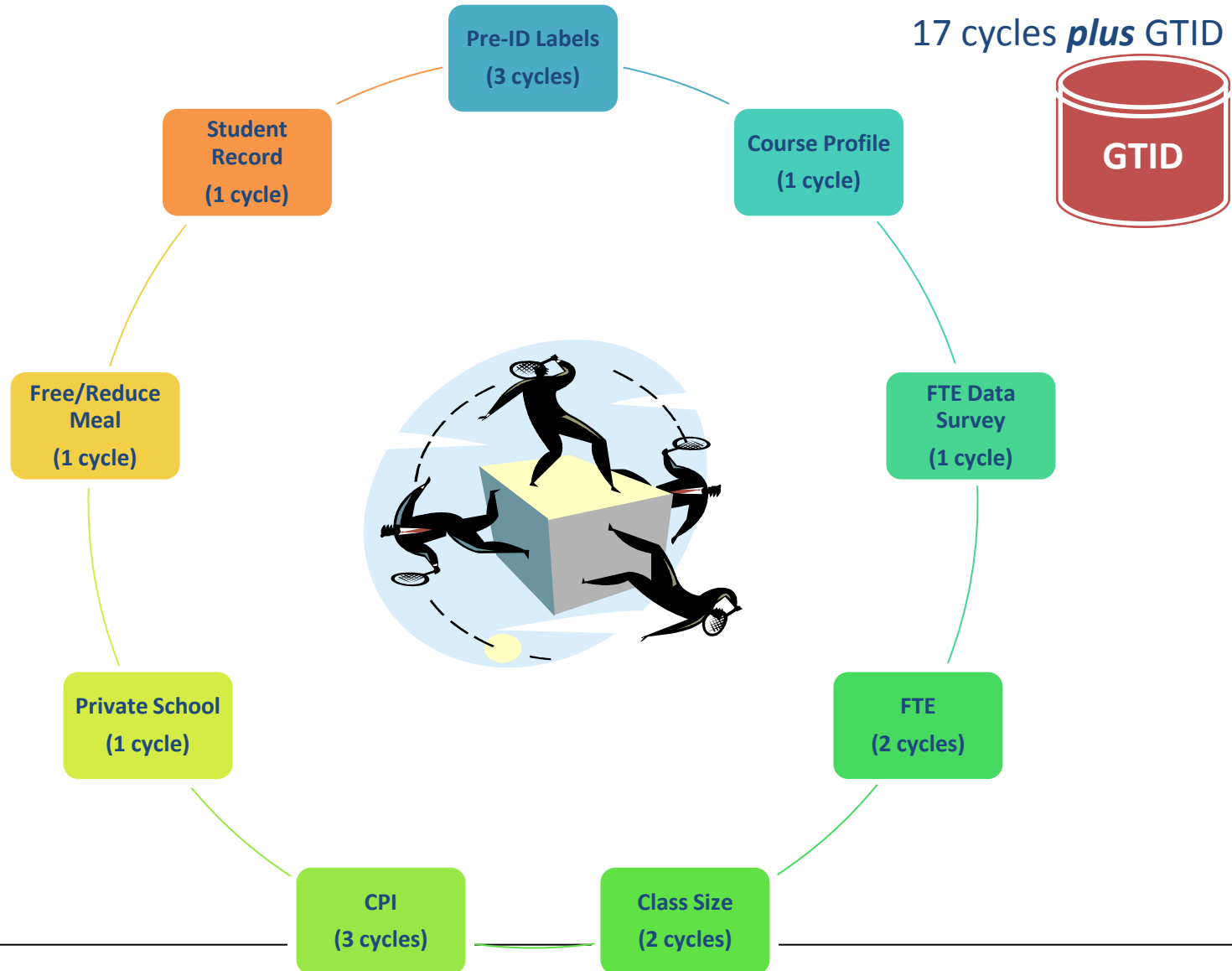
**Encourage  
Data Integrity  
and Quality**



**Foundation  
for Making  
Decisions**



# OVERVIEW OF DATA COLLECTIONS



# OVERVIEW OF DATA COLLECTIONS

## TRANSMISSION TIMELINES

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

# 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**

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# DATA COLLECTION DOCUMENTATION

[http://public.doe.k12.ga.us/pea\\_infosys\\_data.aspx](http://public.doe.k12.ga.us/pea_infosys_data.aspx)

The screenshot shows a Windows Internet Explorer browser window displaying the Georgia Department of Education - Information Technology website. The address bar shows the URL [http://www.doe.k12.ga.us/pea\\_infosys\\_data.aspx](http://www.doe.k12.ga.us/pea_infosys_data.aspx). The page title is "Georgia Department of Education - Information Technology - Windows Internet Explorer". The page content includes a sidebar with "DIVISIONS" (Instructional Technology, Information Technology) and "CONTACT INFORMATION" (Levette Williams, Associate Superintendent, Technology Services). The main content area is titled "Data Collections" and provides information and documentation on the department's data collection applications. It includes sections for "General Information" (Conference Information, Facilities Resources, FERPA Resources, Georgia Testing Identifier (GTID), Data Collection Presentations, 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)), and "Reports" (Education Thematic Maps, Enrollment by Grade, Enrollment by Race, Gender and Grade, Free/Reduced Price Meal Eligibility, School Count by Type). A blue callout box with a white arrow points to the "Collections Documentation" section, containing the text: "Data Collection documentation – including layouts, data element detail, etc. per application".

Georgia Department of Education - Information Technology - Windows Internet Explorer

http://www.doe.k12.ga.us/pea\_infosys\_data.aspx

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Google Search

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Providing technology services that support education in Georgia.

**DIVISIONS**

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

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[Report Problems with this Page](#)

**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](#)

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# 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*)

# 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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# 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

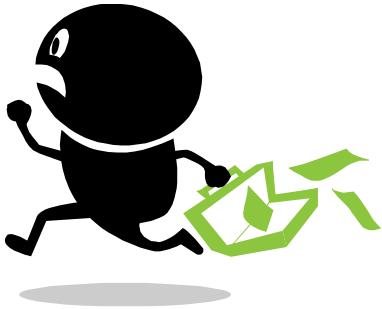


## Example: **OVER REPORTING DATA**

**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
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# 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
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# DATA COLLECTION TEAM

## Director of Technology

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## Data Request

*Mark Vignati*

## ❖ QUESTIONS???



### Help Desk

- Email: [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us)
- Call: 800-860-1011

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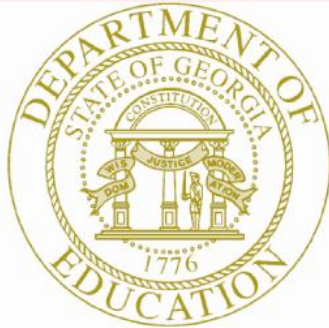
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**Dr. John D. Barge, State School Superintendent**  
*"Making Education Work for All Georgians"*

**THANK YOU!**