GTID Tips, Tricks, and Best Practices

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Agenda

- Printing this presentation
- Brief history
- Documentation location
- How the GTID application works
- Near Match Resolutions
- Tricks: Extracting and Downloading
- Birth Certificates
- Tips

All sensitive data in this presentation has been changed.
Georgia ID History

- **Schools**
  - 187 school districts
  - 2271 schools, 40 more schools / year

- **Student Enrollment Trends**
  - 1.67 million active students, increasing at 2% annually
  - 2.67 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 – 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
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

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
How the GTID system works

- Data flow:

1. Enter Individual
2. Fix Error
3. Resolve Near Matches
4. (Auto-claim, record updated)
5. ID Displayed
6. Download
1 How the GTID system works – Online Data Entry

### Enter Individual Student

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

### Student Data Entry

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td></td>
</tr>
<tr>
<td>Date Of Birth</td>
<td></td>
</tr>
<tr>
<td>Ethnicity</td>
<td></td>
</tr>
<tr>
<td>Res District</td>
<td></td>
</tr>
<tr>
<td>SSN</td>
<td></td>
</tr>
<tr>
<td>Local Student ID</td>
<td></td>
</tr>
<tr>
<td>District</td>
<td></td>
</tr>
<tr>
<td>School Year</td>
<td></td>
</tr>
<tr>
<td>GTID</td>
<td></td>
</tr>
</tbody>
</table>

* Required Fields

Assign GTID  Clear
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.

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

Note: see slide describing download file to see an example of an upload file.
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. (There is a limit of 40,000 records in an upload.)

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

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 do need to go through all the processing steps from Assign ID all the way through Resolving Matches.

TIP: If you load all students that need a new ID and go through all the processing steps including downloading them back to your SIS, THEN upload all active students, you don’t need to Download and bring the GTIDs back to your SIS.
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.
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.
3 How the GTID system works– Matching

Elements to enter

Name – First name, middle name, last name, suffix
Other demographic – birth day, birth month, birth year, gender, ethnicity (optional)
Other ID info – SSN (can be 800#)
Enrollment info – district, school, grade, school year, resident district, local student ID

Bolded elements are used in matching.
Please use the Birth Certificate as the source for name and birth date and the SSN card for SSN.
3 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.

Please ask for the SSN and keep it secure in your SIS.
3 How the GTID system works

The Near Match Process

Please use the full legal name, including middle name

There are 352,000 students without a middle name in the db.
3 How the GTID system works

The Near Match Process

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th># Records</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th># Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>smith</td>
<td>joshua</td>
<td></td>
<td>305</td>
<td>smith</td>
<td>joshua</td>
<td></td>
<td></td>
</tr>
<tr>
<td>williams</td>
<td>christopher</td>
<td></td>
<td>302</td>
<td>smith</td>
<td>ashley</td>
<td></td>
<td>251</td>
</tr>
<tr>
<td>smith</td>
<td>christopher</td>
<td></td>
<td>301</td>
<td>williams</td>
<td>michael</td>
<td></td>
<td>246</td>
</tr>
<tr>
<td>smith</td>
<td>michael</td>
<td></td>
<td>270</td>
<td>williams</td>
<td>brandon</td>
<td></td>
<td>240</td>
</tr>
<tr>
<td>brown</td>
<td>christopher</td>
<td></td>
<td>268</td>
<td>williams</td>
<td>ashley</td>
<td></td>
<td>238</td>
</tr>
<tr>
<td>smith</td>
<td>william</td>
<td></td>
<td>264</td>
<td>smith</td>
<td>brandon</td>
<td></td>
<td>235</td>
</tr>
<tr>
<td>johnson</td>
<td>christopher</td>
<td></td>
<td>264</td>
<td>jones</td>
<td>christopher</td>
<td></td>
<td>232</td>
</tr>
</tbody>
</table>
3 How the GTID system works--Matching

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

Second Round
- **SSN**

Bolded elements are used in matching.
Please use the Birth Certificate as the source for name and birth date and the SSN card for SSN.

- 2,663,788 GTIDs have been issued as of 8/19/2010
- There are >18,000 Ashleys and >21,000 if you look at variations (Ashleigh, Ashlee, etc.)
- There are >35,000 Smiths.
- There are 287 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)

<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>Brendan</td>
<td>Michael</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>Michael</td>
<td>Christopher</td>
<td></td>
<td>07/13/1995</td>
<td>MALE</td>
<td>623</td>
<td>4052</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>0190</td>
<td>90 [NEAR MATCH]</td>
</tr>
</tbody>
</table>

Data you sent

These are Near Matches that the ID application found
3 How the GTID system works – Resolving Near Matches

TIP: If you know the last district(#) to claim the student, you may be able to skip the next couple of steps.
3 How the GTID system works – Resolving Near Matches

The record you just sent

This is the record you clicked on.

Same: first, last name, birth day, month
Different: middle name missing, SSN (not really different), birth year
So how do you decide?
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
3 How the GTID system works – Resolving Near Matches

In this case, select the match you confirmed and click here.
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
5 How the GTID system works – Downloading the GTID

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

TH 08/19/2010 16:07:25 08191 1.0 Delimiter=0x09
ID 2550 660 Sun Michael DJ M 09/28/2005 PK 1820001285 810654321 4521496113 660 2011
ID 2550 660 Staffordson Lauren Elizabeth F 03/09/2006 PK 18202664 810123456 1498085113 660 2011
ID 4082 660 Phoenix Yoni Michael M 04/13/1996 09 92013271 810238747 7307541319 660 2011
ID 0373 660 Figures Ean Parker M 01/28/1963 02 182073867 810131499 4117006347 660 2011
ID 0114 660 Solomon Kristen Ashley F 06/14/2002 03 18208363 810229967 7879355065 660 2011
ID 4082 660 Nedza Angela Evangeline F 08/04/1994 09 18208348 810304716 660 2011
ID 0491 660 Kedari Punathil Srinivas M 02/19/1977 01 1820008517 810473791 6685995793 660 2011
ID 0187 660 Enoke M’Kaila Nicole F 10/15/2002 02 18208969 810331158 2156485305 660 2011
ID 0187 660 Bragg Cheryl Johnsie F 09/12/2001 03 18208757 810551234 6375880165 660 2011
TT 08191 13

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.
## Example of a GTID file in Text Pad

<table>
<thead>
<tr>
<th>File</th>
<th>Edit</th>
<th>Format</th>
<th>View</th>
<th>Help</th>
<th>Delimiter=0x09</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH</td>
<td>08/19/2010</td>
<td>16:07:25</td>
<td>08191</td>
<td>1.0</td>
<td>M 09/28/2005</td>
</tr>
<tr>
<td>ID</td>
<td>2550</td>
<td>660</td>
<td>Sun</td>
<td>Michael</td>
<td>DJ</td>
</tr>
<tr>
<td>ID</td>
<td>2550</td>
<td>660</td>
<td>Staffordson</td>
<td>Lauren</td>
<td>Elizabeth</td>
</tr>
<tr>
<td>ID</td>
<td>4062</td>
<td>660</td>
<td>Phoenix</td>
<td>Yoni</td>
<td>Michael</td>
</tr>
<tr>
<td>ID</td>
<td>0597</td>
<td>660</td>
<td>Leonard</td>
<td>James</td>
<td>Carter Jr.</td>
</tr>
<tr>
<td>ID</td>
<td>0373</td>
<td>660</td>
<td>Figures</td>
<td>Ean</td>
<td>Parker</td>
</tr>
<tr>
<td>ID</td>
<td>0114</td>
<td>660</td>
<td>Solomon</td>
<td>Kristen</td>
<td>Ashley</td>
</tr>
<tr>
<td>ID</td>
<td>4062</td>
<td>660</td>
<td>Nedza</td>
<td>Angela</td>
<td>Evangeline</td>
</tr>
<tr>
<td>ID</td>
<td>0597</td>
<td>660</td>
<td>Wallace</td>
<td>Emma</td>
<td>Josephine</td>
</tr>
<tr>
<td>ID</td>
<td>0491</td>
<td>660</td>
<td>Kedari</td>
<td>Punathil</td>
<td>Srinivas</td>
</tr>
<tr>
<td>ID</td>
<td>0187</td>
<td>660</td>
<td>Enoch</td>
<td>M'Kaila</td>
<td>Nicole</td>
</tr>
<tr>
<td>TT</td>
<td>08191</td>
<td>13</td>
<td>Bragg</td>
<td>Cheryl</td>
<td>Johnsie</td>
</tr>
</tbody>
</table>
**Example of a GTID file in Ultra Edit**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Gender</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Michael</td>
<td>M</td>
<td>09/28/2005</td>
<td>PK</td>
</tr>
<tr>
<td>2</td>
<td>DJ</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Elizabeth</td>
<td>F</td>
<td>03/09/2006</td>
<td>PK</td>
</tr>
<tr>
<td>4</td>
<td>Yoni</td>
<td>M</td>
<td>04/13/1996</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>DJ</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Elizabeth</td>
<td>F</td>
<td>01/28/1963</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Ashley</td>
<td>F</td>
<td>06/14/2002</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Parker</td>
<td>M</td>
<td>08/04/1994</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Evangeline</td>
<td>F</td>
<td>12/31/1969</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Srinivas</td>
<td>M</td>
<td>02/19/1977</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Nicole</td>
<td>F</td>
<td>10/15/2002</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Johnnie</td>
<td>F</td>
<td>09/12/2001</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Bragg</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>DJ</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The GTID file layout must be tab or comma delimited. It is not ‘fixed width’ like FTE and SR. Don’t try to straighten it up.

TIP: Looking at a file in a text editor program will show you what you can’t see in a file – like spaces and tabs.
Searching and Claiming

Getting a GTID – by searching and claiming

Data Entry
A. Batch (SIS vendor requirement)
B. on-line entry
C. Find GTID and claim
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.
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.
EDIT button is active because he is MY student; SSN is hidden here.
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”. There are 3 ways to claim a student:

A. A claim is created automatically when a student is entered through Enter Individual Student (if the student is already in the database and matches the record being entered.)

B. A claim is created automatically when a student is uploaded through Upload Batch File (if the student is already in the database and matches the record being entered.)
4 How the GTID system works – Claiming

C. A claim can also be created manually.

1 Claiming Process from the Main Menu
2 Create a Claim 3 Enter / Paste in GTID
4 How the GTID system works – Claiming

Create A New Claim

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

<table>
<thead>
<tr>
<th>Student Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name: Ashley</td>
</tr>
<tr>
<td>Middle Name: Elizabeth</td>
</tr>
<tr>
<td>Last Name: Smith</td>
</tr>
<tr>
<td>[1234569870]</td>
</tr>
<tr>
<td>School: 633-0281 Dickerson Middle School</td>
</tr>
<tr>
<td>Res. Dist: 633</td>
</tr>
<tr>
<td>Local Student ID: 000656</td>
</tr>
<tr>
<td>Gender: FEMALE</td>
</tr>
<tr>
<td>Date of Birth: 06/10/1990</td>
</tr>
<tr>
<td>Ethnicity: WHITE, NOT OF HISPANIC ORIGIN</td>
</tr>
<tr>
<td>Sch. Yr: 2010</td>
</tr>
<tr>
<td>Created: 11/11/2005</td>
</tr>
<tr>
<td>Last Updated: 08/12/2009</td>
</tr>
<tr>
<td>Update Ref #: 12411065</td>
</tr>
<tr>
<td>Last Batch #: 196743</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Claim entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>District: Cobb County (633)</td>
</tr>
<tr>
<td>* School: Dickerson Middle School (0281)</td>
</tr>
<tr>
<td>* Grade Level: 07</td>
</tr>
<tr>
<td>* Claim Date: 08/23/2010</td>
</tr>
<tr>
<td>* Email:</td>
</tr>
<tr>
<td>CC1:</td>
</tr>
<tr>
<td>CC2:</td>
</tr>
<tr>
<td>CC3:</td>
</tr>
</tbody>
</table>

Gaining School

<table>
<thead>
<tr>
<th>Losing School</th>
</tr>
</thead>
<tbody>
<tr>
<td>District: Cobb County (633)</td>
</tr>
<tr>
<td>School: Dickerson Middle School (0281)</td>
</tr>
<tr>
<td>Grade Level: 07</td>
</tr>
<tr>
<td>Response Date:</td>
</tr>
<tr>
<td>* Email:</td>
</tr>
<tr>
<td>CC1:</td>
</tr>
<tr>
<td>CC2:</td>
</tr>
<tr>
<td>CC3:</td>
</tr>
</tbody>
</table>

Comments: (maximum length 255 characters)

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

This is today's date, the date of the claim, not the enrollment date.
4 How the GTID system works – Claiming

When you make a claim on a student, whether by individual claim or uploading a batch, an email is sent to the losing school. For security reasons, the email says a student left Alexander High School and was claimed by DeKalb Transitional School on mm/dd/yyyy. Look here in the Claiming Process menu to see the student’s name.
New Tricks – Extract and Download

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)
Extract and Download – 2

Scenario – beginning of the year uploads; many records are missing some data element so you cancel the records with errors and near matches and move on the students that can be assigned now.

Step 1: Filter on the Extract Type: Canceled

<table>
<thead>
<tr>
<th>Upload Date</th>
<th>Batch Info</th>
<th>Status</th>
<th>Record Count</th>
<th>Next Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/24/2010</td>
<td>284960</td>
<td>Canceled</td>
<td>561</td>
<td>Extract Records</td>
</tr>
<tr>
<td>08/22/2010</td>
<td>283898</td>
<td>Canceled</td>
<td>337</td>
<td>Extract Records</td>
</tr>
<tr>
<td>08/22/2010</td>
<td>283897</td>
<td>Canceled</td>
<td>265</td>
<td>Extract Records</td>
</tr>
<tr>
<td>08/20/2010</td>
<td>282981</td>
<td>Canceled</td>
<td>376</td>
<td>Extract Records</td>
</tr>
</tbody>
</table>
Extract and Download – 3

Select the files that you want to add to a download cart

<table>
<thead>
<tr>
<th>Download Cart - canceled Extract Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upload Date</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>08/02/2010</td>
</tr>
<tr>
<td>08/17/2010</td>
</tr>
</tbody>
</table>

Buttons:
- Download Cart
- Download With Options
- Back To Extract & Download
- Remove Selected
- Clear Cart
Extract and Download – 4

Download with Options will allow you to select the delimiter, etc.

Download Options

Current Login: kaspy@doe.k12.ga.us Location: 650-Fulton County

Field Delimiter: COMMA
Field Qualifier:
Date Format: mm/dd/yyyy
Include Header/Footer: Yes  No

Download  Back
Extract and Download – 5

The file will only save as a .txt file and Excel does want to recognize it but it will open.

Microsoft Office Excel

Excel has detected that 'download and extract fake data.txt' is a SYLK file, but cannot load it. Either the file has errors or it is not a SYLK file format. Click OK to try to open the file in a different format.

OK  Cancel
So now you have a SORTable list of all the missing data elements as well as the possible Near Match GTIDs.

NOTE: I faked all this data. I also reformatted the highlighted fields where the leading zero dropped.
Tips – Birth Certificates

I would love to tell you that I have figured out how to interpret birth certificates from all other countries. I have not. Things I’ve learned:

- In **most** Hispanic cultures, a child’s last name is 2 names with a space between; dad’s first, then mom’s (father’s sir name). So the child of

  DAD Ricardo Marcos **Ruiz Hernandez** and

  MOM Isabella Maria **Ramirez Estrada** is

  CHILD Juan Carlos **Ruiz Ramirez**
But most Americans will add a dash when typing a double last name because in this country, when a mom keeps her maiden (sir) name and hyphenates her husband’s sir name, the child will end up with both of their last names, like the mom:

DAD John David Stafford and

MOM Ashley Susan Jones-Stafford name their

CHILD Christopher Joshua Jones-Stafford
Tips – Birth Certificates

- In most Indian cultures, a child’s last name is the dad’s sir name, as is most common here in the U.S. But in some provinces in India, the child’s last name is the dad’s first & middle. So:

  DAD Karam Mari Srikarsunil and
  MOM Sriya Sunil Preneetsandu is
  CHILD Srinivas Karammari
**Tips**

- Use the full legal name. Enter the name **EXACTLY** as it is on the Birth Certificate. Get the parent to interpret (point to, etc.) which name goes where. Enter the middle name if it is there.

- 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.) An 800# stays with the student – use it if the student comes with one. Don’t auto-assign a substitute.

- To change the Claiming email address, contact me.
Tips

- Resolve a Near Match once. Don’t upload again if you have a batch of Near Matches pending.
- 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.
- If you can’t claim a student, try a different way of entering his data. (If you get a boundary school error, ENTER or UPLOAD the student.)
- DOE security policy says that no SSN and no GTID can be sent in unsecured email – that’s Lotus Notes and dticket. Use Portal mail.
Questions?

Phone: 404-651-5312
For email - select my name in Portal mail
Kathy Aspy
GTID D Administrator