

Division for Special Education Services
2010 Early Intervening Services (EIS)
User Manual

Updated on February 25, 2010

1. Log into the portal.



MyGaDOE

Please Log In


 Username:
 Password:
[I forgot my password!](#)
[Or sign up for an account](#)

Helpful links

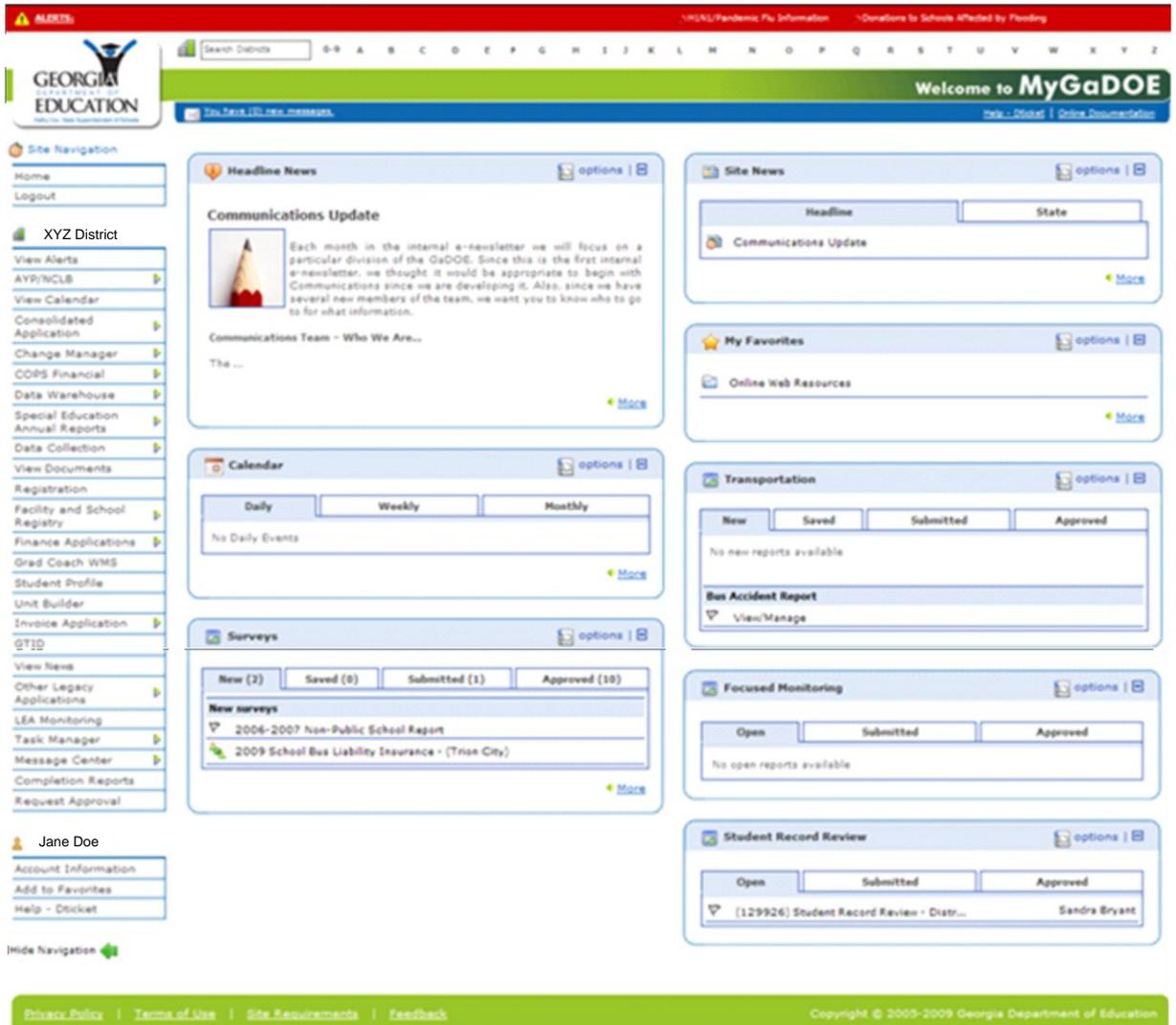
- MyGaDOE Online Guide
- GaDOE Public Website
- Information Systems
- AYP & NCLB
- Georgia Standards
- Data Collections
- Financial Reports
- Report Card

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2. You will see your portal page.



ALERTS: [Pandemic Flu Information] [Donations to Schools Affected by Flooding]

Search Districts: 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

Welcome to **MyGaDOE**

Site Navigation: Home, Logout, XYZ District, View Alerts, AYP/NCLB, View Calendar, Consolidated Application, Change Manager, COPS Financial, Data Warehouse, Special Education Annual Reports, Data Collection, View Documents, Registration, Facility and School Registry, Finance Applications, Grad Coach WMS, Student Profile, Unit Builder, Invoice Application, GTID, View News, Other Legacy Applications, LEA Monitoring, Task Manager, Message Center, Completion Reports, Request Approval.

Jane Doe: Account Information, Add to Favorites, Help - Ticket

Headline News

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 ...

Calendar

Daily Weekly Monthly

No Daily Events

Surveys

New (2) Saved (0) Submitted (1) Approved (10)

New surveys

- 2006-2007 Non-Public School Report
- 2009 School Bus Liability Insurance - (Trian City)

Site News

Headline	State
Communications Update	

My Favorites

- Online Web Resources

Transportation

New Saved Submitted Approved

No new reports available

Bus Accident Report

View/Manage

Focused Monitoring

Open Submitted Approved

No open reports available

Student Record Review

Open Submitted Approved

[129926] Student Record Review - Distr... Sandra Bryant

Hide Navigation

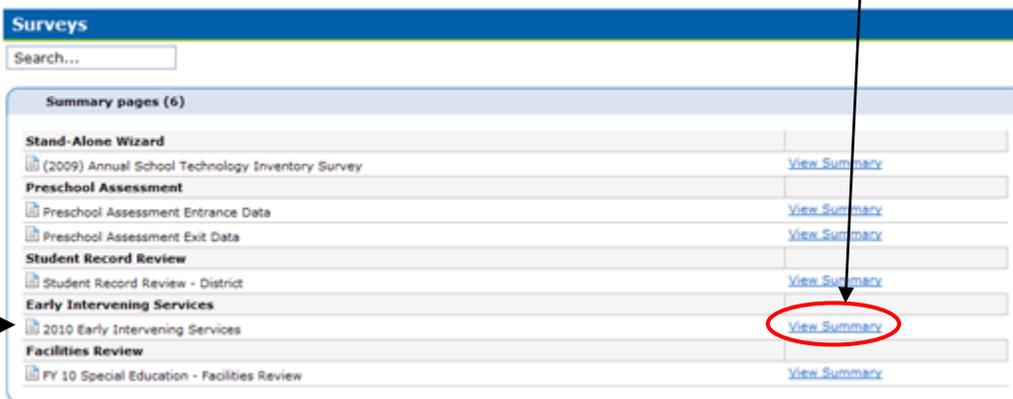
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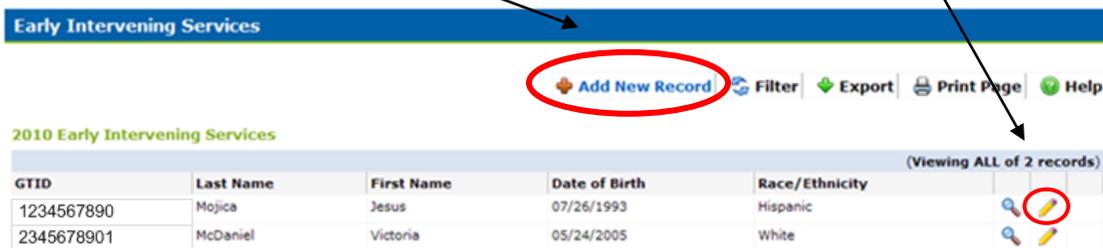
- Look for the 'Surveys' portlet (below) and select the '[More...](#)' hyperlink.



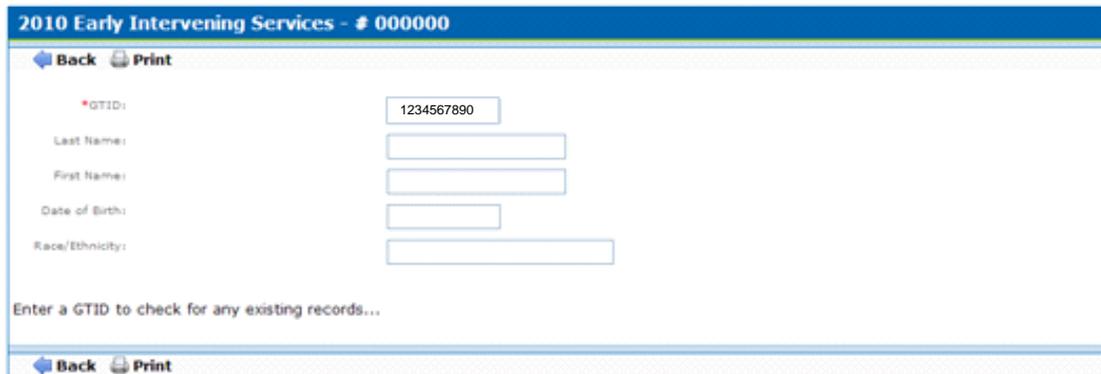
- A list of surveys that have summary pages is displayed. Select the '[View Summary](#)' hyperlink for the survey labeled: 2010 Early Intervening Services.



- The Summary Display for your district will be displayed. Select the pencil icon, to modify a record or select '[Add New Record](#)' to access the student Georgia Test Identifier (GTID) search, which will allow you to enter or modify an EIS record.



- When selecting 'Add New Record', an unpopulated record will display, which will allow the user to enter a student GTID. Enter the GTID for the student you wish to enter an EIS record, then click anywhere on the screen.

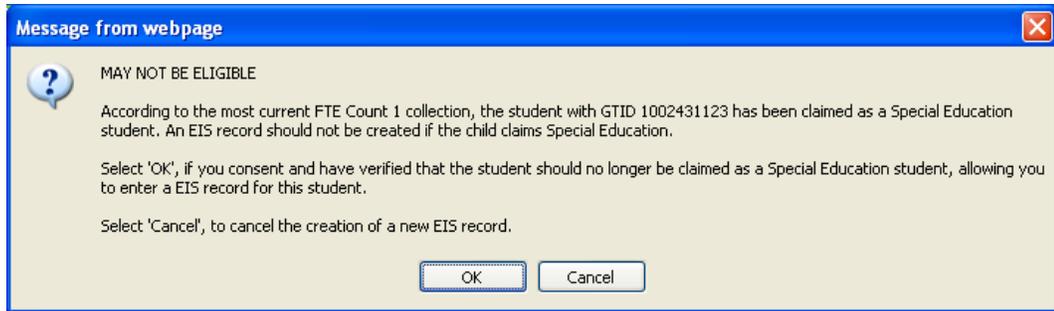


- If the district enters a GTID for a student who has not been previously claimed, the below message will be displayed. ***Districts can only enter EIS records for students presently claimed by the district and cannot view or modify records of students who are claimed by other districts.***

Once the 'OK' button has been executed, the GTID search clears out; another search may be performed at this time. Or the user may use the 'Back' button to return to his/her summary display.



- Students presently receiving special education services and supports are not eligible to receive EIS. If the district enters the GTID for a child with a disability based upon the most current district data collection, then an error message will be displayed. ***If you receive this error message, please validate that this child is no longer receiving special education services and supports.*** If the child is no longer coded S-type (Special Education), then select 'OK' to continue entering an EIS record, **OR** select 'Cancel' to return to the GTID Search.



9. If the child has been claimed by the district and no EIS record exists for the child, the student GTID information will automatically populate. This is considered the '*student's main EIS record*'. Select the '*Save*' button to save the record.

A screenshot of a web form titled "2010 Early Intervening Services - # 000000". At the top left, a "Save" button is circled in red. The form contains the following fields: "GTID:" with value "1234567890", "Last Name:" with value "Doe", "First Name:" with value "Jane", "Date of Birth:" with value "08/12/1999", and "Race/Ethnicity:" with value "White". Below the fields is a text input field with the placeholder "Enter a GTID to check for any existing records...". At the bottom left, another "Save" button is circled in red. Navigation buttons "Save & Exit", "Back", and "Print" are visible on both the top and bottom of the form.

Once the '*Save*' button has been executed, the user can add the Entrance and/or Exit record for the student searched, by executing the green '*Add New Entrance/Exit*' button at the bottom of the display.

A screenshot of the same web form, now titled "2010 Early Intervening Services - # 054515". The form fields are populated with the same student information as the previous screenshot. At the bottom left, the text "EIS Entrance/Exit Log (Total: 0)" is displayed above a green button labeled "Add New Entrance/Exit", which is circled in red. An arrow points from the text in the previous block to this button. Navigation buttons "Back" and "Print" are visible at the bottom of the form. A "+ Add New Record" button is visible in the top right corner.

The below is displayed, once the user has executed the green 'Add New Entrance/Exit Record' button. The Application automatically extracts the child's district, school and grade level based upon the most current district data collection and populates the information in the EIS record.

To complete the Entrance Record:

1. Enter the date the child entered into the EIS program by selecting the date selector.
2. Select the 'Save & Submit' button at the bottom of the display when finished.
3. The user can still go in and modify the Entrance date, only until the Exit information has been entered and saved.
4. The user can enter the entrance and exit information at the same time.

To complete the Exit Record:

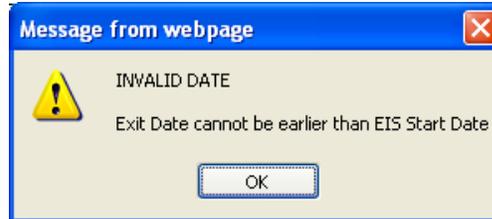
1. Select the grade the student is in when he/she leaves the EIS program.

NOTE: The grade level cannot be less than the grade level at the time of entering into the EIS program. If it is, the below message will be displayed.



2. Select the date the child left the EIS program.

NOTE: The exit date cannot be earlier than the EIS entrance date, or the following message will be displayed.



3. Select the reason the child left the EIS program from the provided drop down menu.
4. If 'Other' has been selected from the reason the child left the EIS program drop down menu, provide a brief explanation.
5. When finished with the Exit Record, select the 'Save & Submit' button at the bottom of the record display.
6. Once the 'Save & Submit' button has been executed, the Entrance and Exit Record are considered complete. The district user cannot modify the Entrance information once the Exit information has been saved, but they can still modify the exit information, as long as the district still claims the child and a new EIS record has not been created for the child.

2010 Early Intervening Services - # 054515 Add New Record

Back Print

GTID:

Last Name:

First Name:

Date of Birth:

Race/Ethnicity:

EIS Entrance/Exit Log (Total: 1)

EIS Entrance/Exit Log (1) Show/Hide

District:

School:

Grade level on Entrance:

EIS Start Date:

Grade Child Exited:

EIS Exit Date:

Exit Reason:

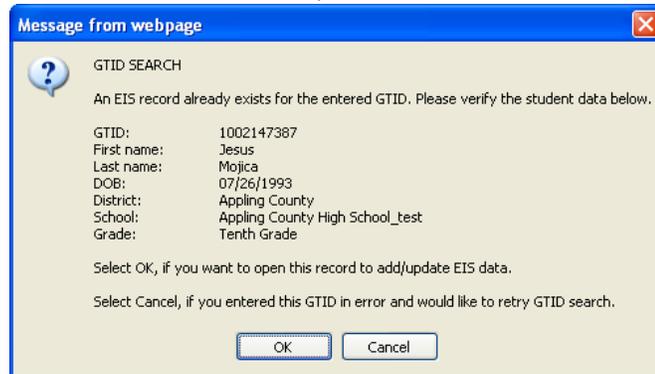
If Other, Please explain:

Is S-Type:

Submit: Submitted on 01/07/2010 by Patsy Dorrrough (patsy.dorrrough@bartow.k12.ga.us)

Back Print

10. If the child has been claimed by the district and an EIS record already exists for the student GTID searched, the below message will be displayed. The user should validate that this is the correct record for the child he/she wish to modify an EIS record. The user can select 'OK' to create an EIS record, or 'Cancel' to conduct a new GTID search.



11. If the user selects 'Cancel', the student information is cleared to allow the user to conduct a new GTID search.

- If the user selects 'OK' from the Student GTID validation message (*step 10*), the student's information will be displayed within the student EIS record. The EIS record history will be accessible, as well as, the ability to enter a new EIS record for the student providing the prior record has been fully completed (if applicable).

All EIS Entrance and Exit records for the child being viewed are indicated by the blue highlighted row on the below display, labeled 'EIS Entrance/Exit Log'. To view the record, select the green 'Show/Hide' button to the left of the blue highlighted bar.

Expanded View:

Note: The last person, who entered EIS information regarding the selected child, will be displayed at the bottom of the page view.

To add a new EIS Entrance/Exit record, select the green 'Add New Entrance/Exit' button at the bottom of the display.

To collapse the historical record, select the green 'Show/Hide' button at the upper right of the historical record.

2010 Early Intervening Services - # 054513 + Add New Record

[Back](#) [Print](#)

OTISD:

Last Name:

First Name:

Date of Birth:

Race/Ethnicity:

EIS Entrance/Exit Log (Total: 1) Show/Hide

EIS Entrance/Exit Log (1)

District:

School:

Grade level on Entrance:

EIS Start Date:

Grade Child Exited:

EIS Exit Date:

Exit Reason:

If Other, Please explain:

Is S-Type:

Submit: Submitted on 01/05/2010 by John Smith (Jsmith@xyzDistrict.com)

[Back](#) [Print](#)

END PROCESS