



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

GEORGIA DEPARTMENT OF EDUCATION (GADOE)

Office of Technology Services - Technology Management

FY2012 Student Record Data Collection Checklist

Table of Contents

- Legend and Definitions 3**
- System Level Checklist..... 5**
 - Checklist for Social Work Data 5**
 - Checklist for Psychological Services Data 7**
 - Checklist for Title I Services 10**
- School Level Checklist..... 12**
 - Title I School Code Checklist..... 12**
 - Free or Reduced Lunch Eligibility, Special Assistance Status Code Checklist 13**
- Student-Level and Course-Level Data Checklist 15**
- Student Level Data Checklist 16**
- Course Level Data Checklist 17**
- Enrollment Activity Data Checklist..... 19**
- Special Education Data Checklist 20**

Legend and Definitions

Text key:

- All words following the word '**NOTE:**' provide further information about the data element and validations.
- ALL WORDS THAT APPEAR **BOLD AND ALL CAPS** IDENTIFY A STUDENT RECORD DATA ELEMENT.
- All words that appear in ***Bold and Italics*** indicate a DOE web application.
- All letters or numbers appearing within 'single quotes' identify a valid value for a particular data element.
- | |
|--|
| All words appearing within a box identify a term defined in the definitions section. |
|--|

Acronyms:

CRCT - Criterion Referenced Competency Test
DFCS – Department of Family and Child Services
EOCT – End Of Course Test
ESOL - English to Speakers of Other Languages
ESY – Extended Service Year
FTE – Full Time Equivalency
GaDOE- Georgia Department of Education
GKAP – Georgia Kindergarten Assessment Program
HSGT – High School Graduation Test
GNETS - Georgia Network for Educational and Therapeutic Support (Psycho-educational Network)
IEP - Individualized Education Program
ELL – English Language Learner formerly Limited English Proficient (formerly LEP)
LSS – Local School System
MEP – Migrant Education Program
OSR – Office of School Readiness
PSO - Post Secondary Option
RESA – Regional Education Service Area
REP – Remedial Education Program
SBOE - State Board of Education
SOP – State Operated Program
SSN – Social Security Number

Web address for the Student Record Data File Layouts and Data Element Detail:

http://public.doe.k12.ga.us/pea_infosys_data.aspx?PageReq=PEAISD11SRR

Student Record Data Collection Checklists

The following pages contain checklists intended to assist in the collection of data for the Student Record Data Collection. The checklists are divided into the following areas:

- **System Level Checklist**
 - Social Work Services
 - Psychological Services
 - Private School Title III Services
 - Title I Services
- **School Level Checklist**
 - Title I School Code
 - Free or Reduced Price Meal Eligibility – Special Assistance Status
 - Unsafe Schools
- **Student and Course Level Checklist**
- **Enrollment Checklist**
- **Special Education Checklist**

Each checklist contains general guidelines for data collection, as well as itemized lists identifying the data to be collected. The persons responsible for collecting this data should be provided with copies of these checklists and the corresponding sections of the Data File Layouts or Data Element Detail to aid them in the collection of the data.

System Level Checklist

✓ Checklist for Social Work Data

The data collected for these items was formerly reported on **DE Form 1157 System Annual Report of School Social Work Services**.

This data should be collected from the Director of Special Programs or the person responsible for collecting social work information. The data will then be submitted to the Georgia Department of Education, by the system's Student Record coordinator, as part of the current fiscal year Student Record data collection.

GENERAL:

- Gather the data in the social work categories listed from the social work director for each of the schools in your system.
- For each category listed, total the numbers from all schools into one system total per category.
- Verify all data for accuracy in time to meet the June 15, 2012 sign-off deadline.

Social Work Services – For each category listed below, include the total number of sessions held for each school. These will be summed by the Student Record coordinator and returned to the Georgia Department of Education as system-wide aggregates.

** Please refer to the Data File Layout or Data Element Detail sections for further descriptions of the following data collection categories.*

- _____ Number of conferences with students.
- _____ Number of conferences with parents/families.
- _____ Number of conferences with others.
- _____ Number of consultations/referrals with community agencies.
- _____ Number of sessions resulting in economic aid.
- _____ Number of home/agency visits.
- _____ Number of mediation sessions on behalf of students.

Social Work Cases – For each category listed below, include the total number of sessions held for each school. The data will be summed by the Student Record coordinator and reported to the Georgia Department of Education as system-wide aggregates.

** Please refer to the Data File Layout or Data Element Detail sections for further descriptions of the following data collection categories.*

- _____ Number of cases of abuse.
- _____ Number of cases of improving underachievement, inattention, poor classroom work, or poor homework.
- _____ Number of cases for improving poor attendance. This includes students who have already dropped out of school.
- _____ Number of cases for discipline services.
- _____ Number of cases for family/health/personal/and social services.
- _____ Number of cases of special education counseling.

Social Work Referrals – For each category listed below, include the total number of referrals made for each school. The data will be summed by the Student Record coordinator and reported to the Georgia Department of Education as system-wide aggregates.

** Please refer to the Data File Layout or Data Element Detail sections for further descriptions of the following data collection categories.*

- _____ Number of referrals to the Department of Family and Child Services.
- _____ Number of referrals to Juvenile Court.
- _____ Number of referrals to public mental health agencies.
- _____ Number of referrals to public health agencies other than mental health.
- _____ Other referrals.

Checklist for Psychological Services Data

The data collected for these data items was formerly reported on **DE Form 0547 System Annual Report of Psychology Services**.

This data should be collected from the Director of Special Programs or the person responsible for collecting psychological service information. The data will then be submitted to the Georgia Department of Education, by the system's Student Record coordinator, as part of the current fiscal year Student Record data collection.

GENERAL:

- Gather the data in the psychological services categories listed from the psychological services director for each of the schools in your system.
- For each category listed, total the numbers from all schools into one system total per category.
- Verify all data for accuracy in time to meet the June 15, 2012 sign-off deadline.

Psychological Services Evaluations – For each category listed below, collect the total number of evaluations held for each school. The data will be summed by the Student Record coordinator and reported to the Georgia Department of Education as system-wide aggregates.
** Please refer to the Data File Layout or Data Element Detail sections for further descriptions of the following data collection categories.*

- _____ Number of comprehensive evaluations by system-employed school psychologists.
- _____ Number of comprehensive evaluations by non-system-employed psychologists.
- _____ Number of evaluations not considered full evaluations by all psychologists.
- _____ Number of students referred for INITIAL full psychological evaluations who were not evaluated this school year.
- _____ Number of re-evaluations due but not completed by the end of the school year.
- _____ Estimated number of students who will receive psychoeducational evaluations during the summer by school psychologists who are system employees.
- _____ Estimated number of students for whom the system will provide psychoeducational evaluations during the summer by psychologists who are NOT system employees.

Psychological Consultation Services – For each category listed below, collect the total number of consultations by all psychologists providing consultations for each school. The data will be summed by the Student Record coordinator and reported to the Georgia Department of Education as system-wide aggregates.
** Please refer to the Data File Layout or Data Element Detail sections for further descriptions of the following data collection categories.*

- _____ Number of consultations with parents.
- _____ Number of consultations student support teams.
- _____ Number of consultations with students.
- _____ Number of consultations at the school level.
- _____ Number of other consultations or services.

Checklist for Private School Title III Services

This data should be collected from the ESOL/Title III Director or the person responsible for collecting ESOL/Title III data. The data will then be submitted to the Georgia Department of Education, by the system's Student Record coordinator, as part of the current fiscal year Student Record data collection.

GENERAL:

- Gather data for each of the ESOL/Title III categories listed.
- Verify all data for accuracy in time to meet the June 15, 2012 sign-off deadline.

Title III Private School Students – Collect the total number of students in a private school who have been identified as ELL or immigrants by both the private school and the public school system.

** Please refer to the Data File Layout or Data Element Detail sections for further descriptions of the following data collection categories.*

- _____ Total number of private school students identified as ELL by both the private school and public school system.
- _____ Total number of private school students identified as immigrant by both the private school and public school system.

Checklist for Title I Services

This data should be collected from the Title I Director or the person responsible for collecting Title I data. The data will then be submitted to the Georgia Department of Education, by the system's Student Record coordinator, as part of the current fiscal year Student Record data collection.

GENERAL:

- Gather data for each of the Title I categories listed from the Title I director in your school system.
- Verify all data for accuracy in time to meet the June 15, 2012 sign-off deadline.

Title I Private School Students – For each age or grade level listed below, collect the total number of students in a private school who have been served by your school system this school year. * Please refer to the Data File Layout or Data Element Detail sections for further descriptions of the following data collection categories.

- _____ Total number of private school students, aged 4 served this school year.
- _____ Total number of private school students, in Grade K served this school year.
- _____ Total number of private school students, in Grade 1 served this school year.
- _____ Total number of private school students, in Grade 2 served this school year.
- _____ Total number of private school students, in Grade 3 served this school year.
- _____ Total number of private school students, in Grade 4 served this school year.
- _____ Total number of private school students, in Grade 5 served this school year.
- _____ Total number of private school students, in Grade 6 served this school year.
- _____ Total number of private school students, in Grade 7 served this school year.
- _____ Total number of private school students, in Grade 8 served this school year.
- _____ Total number of private school students, in Grade 9 served this school year.
- _____ Total number of private school students, in Grade 10 served this school year.
- _____ Total number of private school students, in Grade 11 served this school year.
- _____ Total number of private school students, in Grade 12 served this school year.

Title I School for Neglected Students – For each age or grade level listed below, collect the total number of students in an institution for neglected students who have been served by your school system this school year.

** Please refer to the Data File Layout or Data Element Detail sections for further descriptions of the following data collection categories.*

- _____ Number of students in an institution for neglected students, aged 4 served this year.
- _____ Number of students in an institution for neglected students, in Grade K served this year.
- _____ Number of students in an institution for neglected students, in Grade 1 served this year.
- _____ Number of students in an institution for neglected students, in Grade 2 served this year.
- _____ Number of students in an institution for neglected students, in Grade 3 served this year.
- _____ Number of students in an institution for neglected students, in Grade 4 served this year.
- _____ Number of students in an institution for neglected students, in Grade 5 served this year.
- _____ Number of students in an institution for neglected students, in Grade 6 served this year.
- _____ Number of students in an institution for neglected students, in Grade 7 served this year.
- _____ Number of students in an institution for neglected students, in Grade 8 served this year.
- _____ Number of students in an institution for neglected students, in Grade 9 served this year.
- _____ Number of students in an institution for neglected students, in Grade 10 served this year.
- _____ Number of students in an institution for neglected students, in Grade 11 served this year.
- _____ Number of students in an institution for neglected students, in Grade 12 served this year.
- _____ Title I Family Literacy Services.
- _____ Title I Extended Time Instructional Services.

School Level Checklist

Title I School Code Checklist

This data should be collected from the Title I Director for each school in your system. The data will then be submitted to the Georgia Department of Education, by the system's Student Record coordinator, as part of the current fiscal year Student Record data collection.

GENERAL:

- For each school in your system, report whether the school has a School-Wide Title I program, a Targeted Assistance Title I program, or no Title I program.

Title I School Code – For each school in your system, report whether the school has a School-Wide Title I program, a Targeted Assistance Title I program, or no Title I program.

** Please refer to the Data File Layout or Data Element Detail sections for further descriptions of the following data collection categories.*

Free or Reduced Lunch Eligibility, Special Assistance Status Code Checklist

This data should be collected from the School Nutrition director for your system. The data will then be submitted to the Georgia Department of Education, by the system's Student Record coordinator, as part of the current fiscal year Student Record data collection.

GENERAL:

- For each school in your system, report whether the school is a Special Assistance Status School.

Special Assistance Status School Code

For each school, mark the Special Assistance Status School Code either 'Yes' or 'No' as follows:

- Yes – This school is a Special Assistance Status School and participates in the federal program providing free lunch to all students at this school.
- No – This school is not a Special Assistance Status School. Free or reduced-price lunch eligibility is handled on an individual student basis, not on a school-wide basis.

Free or Reduced Lunch Eligibility, Special Assistance Status Code – For each school in your system, report whether the school is a Special Assistance Status School.
** Please refer to the Data File Layout or Data Element Detail sections for further descriptions of the following data collection categories.*

Unsafe Schools Checklist

This data should be collected from the Safe Schools Coordinator for your system. The data will then be submitted to the Georgia Department of Education, by the system's Student Record coordinator, as part of the current fiscal year Student Record data collection.

GENERAL:

- For each school in your system, report whether the school reported instances of unsafe schools violations as defined in the Unsafe School Choice Option (USCO) board rule 160-4-8-.16.

Unsafe School Violations

For each school, enter the number of incidents where at least one student enrolled was found, by official action, to have committed an offense in violation of a school rule that involved one or more of the following criminal offenses.

Unsafe School Violations – For each school in your system, report the number of incidents of each violation.

** Please refer to the Data File Layout or Data Element Detail sections for further descriptions of the following data collection categories.*

- _____ Number of incidents of aggravated child molestation reported this year.
- _____ Number of incidents of aggravated sexual battery reported this year.
- _____ Number of incidents of aggravated sodomy reported this year.
- _____ Number of incidents of armed robbery reported this year.
- _____ Number of incidents of first degree arson reported this year.
- _____ Number of incidents of kidnapping reported this year.
- _____ Number of incidents of murder reported this year.
- _____ Number of incidents of rape reported this year.
- _____ Number of incidents of voluntary manslaughter reported this year.
- _____ Number of incidents of non-felony drugs reported this year.
- _____ Number of incidents of felony drugs reported this year.
- _____ Number of incidents of felony weapons reported this year.
- _____ Number of incidents of terroristic threats reported this year.

Student-Level and Course-Level Data Checklist

Student-level data is required for all students in grades K-12. Course-level data is required for all students in grades K-12. This information should be maintained in the student information system in place at each school.

Capturing the Student-Level and Course-Level Data for the Student Record

The timing of the data capture for the Student Record data collection is **critical**. If you have any questions about the timing of this event, please contact Information Technology Customer Support. For the fastest response, please use the automated ticket generator by sending an email message to dticket@doe.k12.ga.us.

- ✓ Type **ONLY** your three-digit system number in the SUBJECT field.
- ✓ Type your full name, district/school name, telephone number including the area code, and the specific details of your request within the body of the email.

The phone number to contact Information Technology Customer Support is (800) 869-1011.

Capture (export) the student-level and course-level data:

- After the end of the school year. (Records are for the current fiscal school year. The closing date for all data is June 15, 2012. Summer school information is not included.)
- After final grades are entered for the school year.
- After the graduates have been coded as graduated.
- After the students that were not promoted to the next grade have been marked as retained.

AND

- Before withdrawn students are marked “retained” for the purpose of maintaining the grade level attained by the time the student withdrew.
- Before the end-of-year processing that promotes all non-retained students to the next grade.
- Before summer school data is entered.

→ It is important to make a copy of the entire student information database, either by third party backup or by a directory copy, to a hard drive. Please note that because of the timing of the data capture, if a major correction needs to be made to the data after the end-of-year processing has been completed, the data originally exported will no longer be available.

Student Level Data Checklist

Student-level data elements are comprised of the information maintained at every school for each student enrolled in the school at any time during the current fiscal school year. This data includes demographic and program participation information for all students in grades K-12.

For each school, one student-level record must be submitted for every student enrolled in the school during the current fiscal school year. One record must be submitted for every student, regardless of whether the student is active or withdrawn at the end of the school year.

A student should only have one record from each school - either an active record or a withdrawn record. A student may have multiple records within a school system if the student had been enrolled at different schools, at different times, within the system, but only one record can be active.

The student-level record sent for each student should be a cumulative record for the student at the school during the current fiscal school year.

- Verify all data for accuracy in time to meet the June 15, 2012 sign-off deadline.
- Verify all active students have a valid GTID assigned through the GTID application.
- Verify student GTIDs are not duplicated within the district (i.e. - such as the same GTID being assigned to more than one student).
- Collect information to identify homeless students (as defined by Board Rule 160-5-1-.28 – *Student Enrollment and Withdrawal*). Enter the code in the Environment Code field.

Course Level Data Checklist

ALL students in grades K-12 completing any courses during the current fiscal school year must have course records submitted, regardless of whether the student is active, or withdrawn, at the end of the school year. The section below lists specifications for full-time and part-time students. Full-time students are those students for which more than three funded segments were reported during FTE-1 or FTE-3. Part-time students are those students for which three or less funded segments were reported during FTE-1 or FTE-3.

- **Full-time** active students in **grades 6-12**: For high school (9-12) students, submit course information for any course that the student took for credit, regardless of whether the student passed the course. One course record should be submitted for EACH course **completed** during the regular school year. **(This does not apply to summer school)**. Do not send course information if credit is not assigned until the end of the course and the student did not complete the course. The student's next school should assign the credit and send the course information.
- For students in grades 6-8, send course information for any course for which a grade will be stored in the student's permanent record at the end of the year. One course record should be submitted for EACH course **completed**, or for which the student received a final grade during the regular school year, (not summer school).
- Report all completed courses for students in grades K-12; however, a minimum of 4 courses should be reported for all active **full-time** students in grades K-12. Active **full-time** students in grades K-12 reported with fewer than 4 different courses will be flagged with an error or warning.
- Students in grade 12 must have at least 1 course reported, but in most cases should have at least 4 different courses reported. If an active 12th grade student has no course information reported, an error will be issued.
- **Part-time** active students in **grades K-12**: For part-time, active students in grades K-12, at least one course record must be reported, but all completed courses should be reported.
- **Withdrawn** students in **grades K-12**: For withdrawn students in grades K-12, EACH course the student **completed** before withdrawing should be reported. Do not send course information if credit is not assigned until the end of the course and the student did not complete the course. The student's next school should assign the credit and send the course information.

Course Level Data Check-list (continued)

- Do not submit multiple course records for the same course for any student. Send only 1 course record for each course taken. For example, if a middle school student takes year-long courses in math, science, English, and social studies, and takes 6 different exploratory courses, submit the following for that student: 1 math course record, 1 science course record, 1 English course record, 1 social studies course record, and 6 exploratory course records - 1 for each of the different exploratory courses. Each course must have a valid course number and a course section number. If a student ~~has~~ had to repeat a course during the year, it must be reported with a different course section number.

TEACHER ID must be reported in either Certified/Classified Personnel Information (CPI)-1 or (CPI)-2. To prevent duplicate course records in the case of transfer students, courses entered into the transcript or permanent record for incoming transfers should set the teacher ID to '999999999' for students transferring from another school in Georgia or '888888888' for students transferring from a school outside of Georgia. Use '777777777' for long-term substitute teachers and use '77700xxx' for PSO/Accel courses. Use '555555555' for contracted services personnel. If the teacher assigned to a course is contracted through the virtual school program, then use 333333333 for the teacher ID. (Please refer to the Data Element Detail for information on Teacher IDs for PSO/Accel teachers.)

- Verify all data for accuracy in time to meet the June 15, 2012 sign-off deadline.

Enrollment Activity Data Checklist

Enrollment activity data elements are comprised of the information maintained at each school for each student's enrollment and withdrawal history. An enrollment record should be reported for each student that is reported in the student level record. Enrollment records should be reported for active and inactive students if they were enrolled at any time during the current fiscal school year.

Do not submit enrollment data or any other record types for students who are no-shows. If the student never attended the school during the school year, no data should be reported for the student in Student Record. These students should have been reported as no-shows in FY2012 FTE-1 only.

- All enrollment records must have a school entry date and school entry code.
- Verify the school entry date is prior to the withdrawal date on the same enrollment record.
- The school entry date on the most recent record cannot be prior to the withdrawal date on any previous enrollment records.
- Verify all data for accuracy in time to meet the June 15, 2012 sign-off deadline.

Special Education Data Checklist

Special Education data must be submitted for each student that was enrolled in Special Education at any time during the school year. School systems should submit the most recent data for the following dates:

- Babies Can't Wait Notification
- Parent Consent to Evaluation
- Initial Evaluation
- Initial Eligibility Determination
- Initial IEP Meeting
- Initial IEP Placement/Transition Service Begin
- IEP Annual Review
- Re-Eligibility Determination
- Special Education Exit Code
- Parent Revoked Consent

In the event that not all dates are available for a special education student, the school system must report either the Initial IEP Meeting or IEP Annual Review, and the Initial Eligibility Determination or the Re-Eligibility Determination.

Regular education students may also report special education records if the student was considered for placement but was determined ineligible. In this case, a regular education student may only report records for the Parent Consent to Evaluation, Initial Evaluation, and Initial Eligibility Determination.

If there is a record reported for the Parent Consent to Evaluation, then there must also be records for the Initial Evaluation and Initial Eligibility Determination - unless the date for Parent Consent to Evaluation is after April 15th of the current school year.

- Verify all special education students have the appropriate records reported in the Special Education level.
- Verify that if the Initial IEP Meeting is greater than one year, then a newer record for the IEP Annual Review is reported.

- Verify that if the Initial Eligibility Determination date is greater than three years, then a newer record for the Re-Eligibility Determination is reported.
- Verify all data for accuracy in time to meet the June 15, 2012 sign-off deadline.