



# GTID Tips, Tricks, and Best Practices

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# Agenda

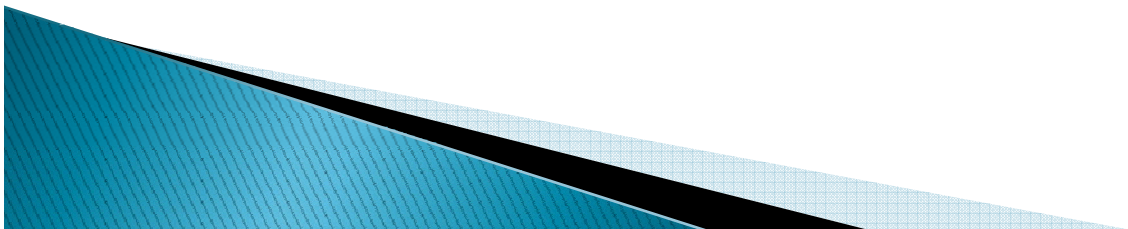
- ▶ Printing this presentation
- ▶ Brief history
- ▶ Documentation location
- ▶ How the GTID application works
- ▶ Near Match Resolutions
- ▶ Tricks: Extracting and Downloading
- ▶ Birth Certificates
- ▶ Tips

All sensitive data in this presentation has been changed.



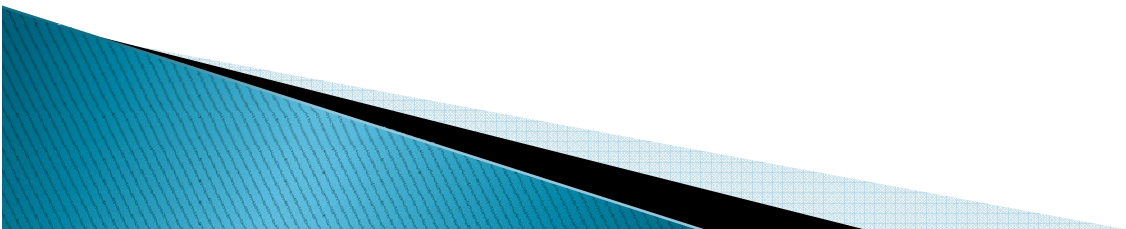
# Georgia ID History

- 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.
- Required in data collections in Dec. 2006.
- Edits (validity checks) in FTE and SR



# Georgia ID History

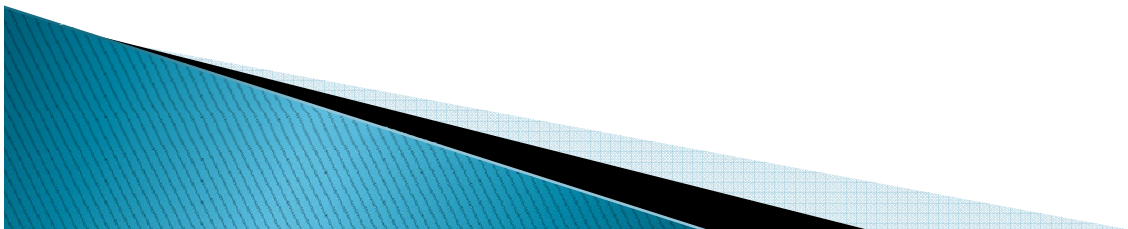
- GTID is the key (primary identifier) for:
  - Student Profile Report – valuable student historical data for teachers at the beginning of the school year
  - Graduation Coach Application
  - State assessment tests
  - Also used for finding students for 4 year Graduation Rate calculation
  - New Special 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

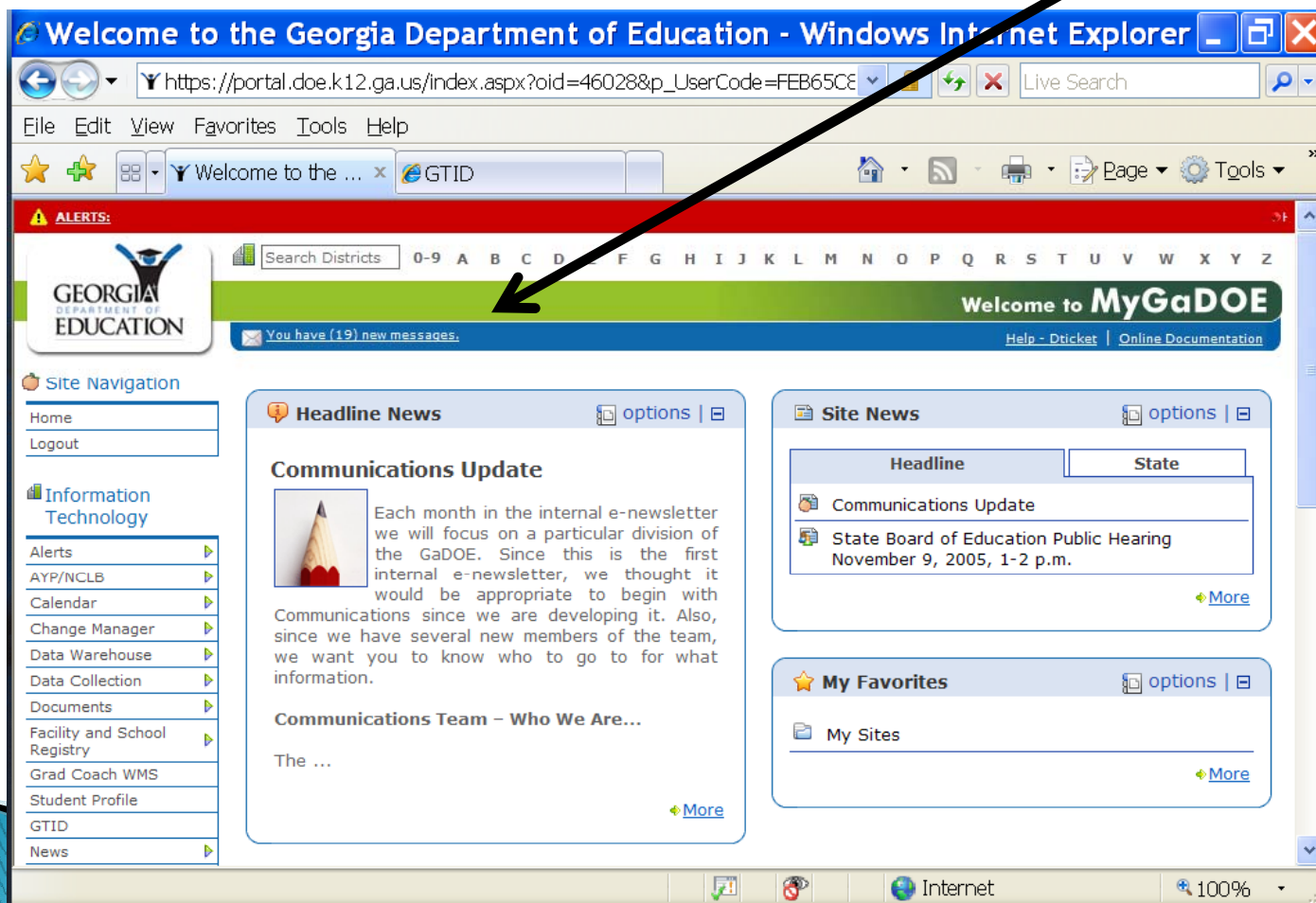
The screenshot shows a web browser window titled "Georgia Department of Education - Information Technology - Windows Inter...". The address bar displays "http://public.doe.k12.ga.us/pea\_infosys\_data.aspx". The browser's address bar also shows "Georgia Department of Education - ...".

The website header includes the Georgia Department of Education logo and the tagline "Improving student achievement. Georgia Department of Education". A navigation menu at the top lists: Home, About GaDOE, State Board of Ed., School Improvement, Curriculum, and Data Reporting. The "Data Reporting" menu is expanded, showing a list of reports: Adequate Yearly Progress (AYP), Report Card, Title I Annual Reports, Special Education Annual Reports, CTAE Reports, Financial Reports, GBE Reports, Data Collections (highlighted), and MyGaDOE. A blue arrow labeled "1st" points to the "Data Collections" link in this menu.

Below the header, the breadcrumb trail reads: Home » About GaDOE » Office of Technology Services » Information Technology » Education Tr. The main content area is titled "Data Collections" and includes a paragraph: "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." Below this, the "Information/Documentation" section lists several links: Certified/Classified Personnel Information (CPI) Resources, Education Thematic Maps, Facilities Resources, FERPA Resources, Full-Time Equivalent (FTE), Georgia Testing Identifier (GTID) (highlighted), and GSIS Conference (2-2-09). A blue arrow labeled "2nd" points to the "Georgia Testing Identifier (GTID)" link.

On the left side of the page, there are sections for "DIVISIONS" (Instructional Technology, Information Technology) and "CONTACT INFORMATION" (Levette Williams, Associate Superintendent, Technology Services, 1554 Twin Towers East, 205 Jesse Hill Jr. Drive SE, Atlanta, GA 30334, (404) 463-6504, lewillia@doe.k12.ga.us).

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

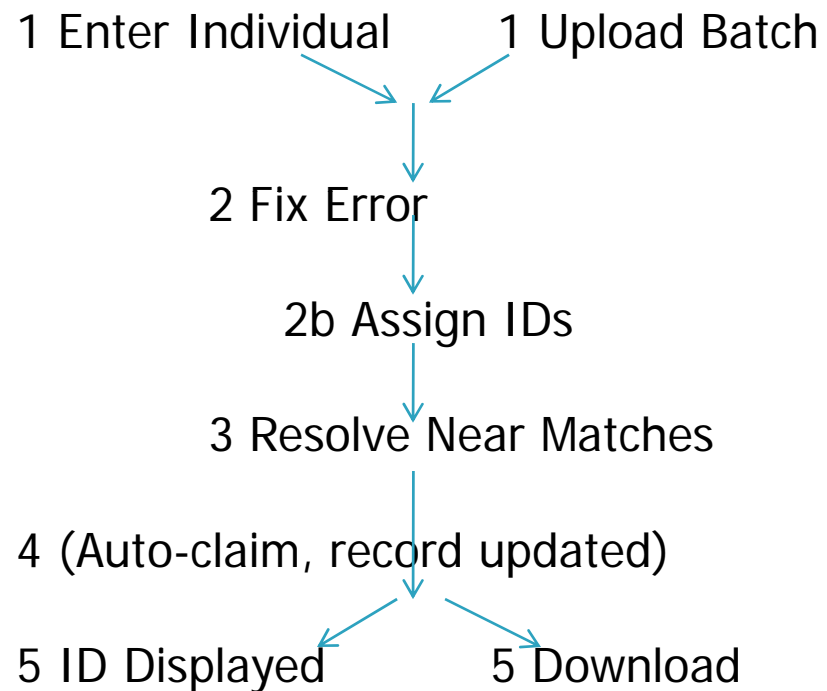
The screenshot shows the 'GTID Home' interface. A 'MENU' sidebar on the left contains the following options: 'Upload Batch File', 'Enter Individual Student', 'Student Search', 'Extract & Download Batch', 'Claiming Process', and 'Exit Application'. Arrows from the list items point to these options: 'Batch (SIS vendor requirement)' points to 'Upload Batch File', 'On-line entry' points to 'Enter Individual Student', and 'Find GTID and claim' points to 'Claiming Process'. The main area of the interface includes a 'Submission Type' dropdown set to 'All', a 'Process' button, date pickers for 'From' (12/23/2009) and 'To' (01/...), a 'Find Batch' search box, and a table with columns 'Upload Date' and 'Batch Info'.

Upload Date	Batch Info	
01/22/2010	239711	Nea
01/22/2010	239668	ID A



# How the GTID system works

## ► Data flow:



# 1 How the GTID system works – On-line Data Entry

## Enter Individual Student

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

GTID Home

## Student Data Entry

* First Name:	<input type="text"/>	Middle Name:	<input type="text"/>	* Last Name:	<input type="text"/>	Suffix:	<input type="text"/>
* Gender:	<input type="text" value="v"/>	* Date Of Birth:	<input type="text" value="v"/> / <input type="text" value="v"/> / <input type="text" value="v"/>	Ethnicity:	<input type="text" value="v"/>	* Sch. Code:	<input type="text"/>
* Res District:	<input type="text"/>	* SSN:	<input type="text"/> - <input type="text"/> - <input type="text"/>	* Local Student ID:	<input type="text"/>	* Grade:	<input type="text" value="v"/>
* District:	<input type="text"/>	* School Year:	<input type="text"/>	GTID:	<input type="text"/>		

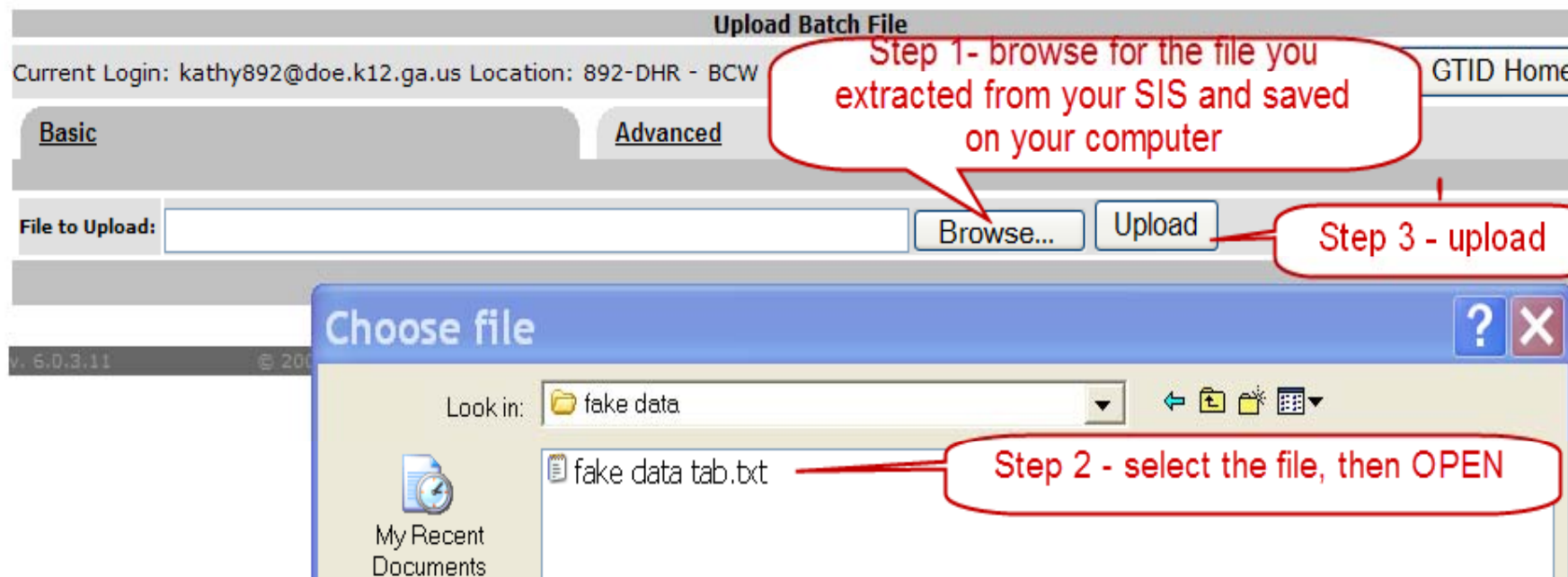
\* Required Fields

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.



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.)

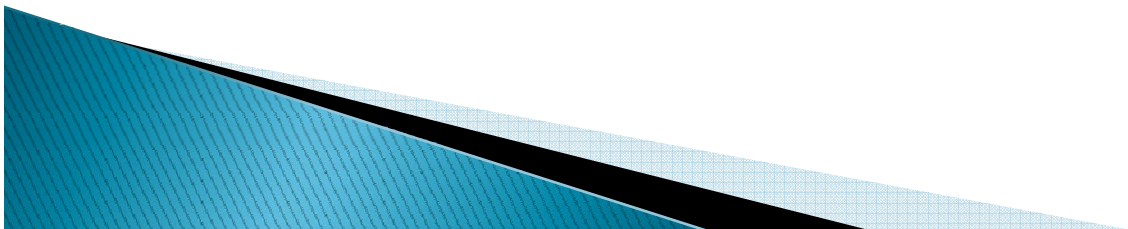
Your SIS vendor has created an Extract/Export/Report to pull a whole file of students. This part is in your SIS – I can't see it, therefore, I can't assist with this extract.

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.



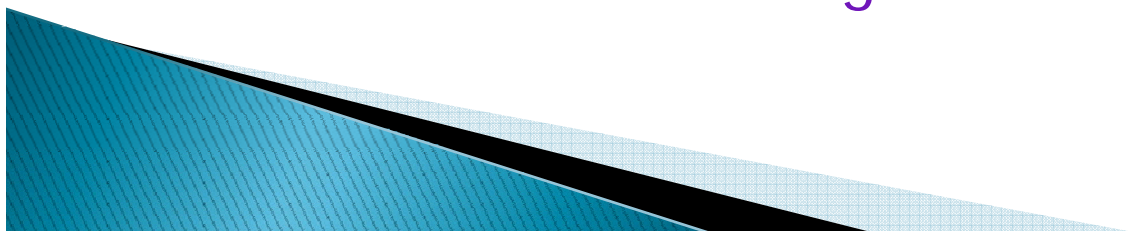
# 1 How the GTID system works – Yearly Batch Update

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.

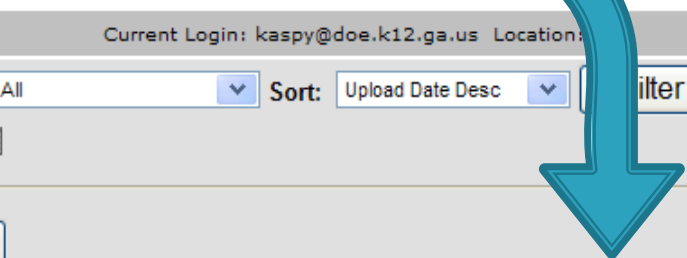
You do need to go through all the processing steps from Assign ID all the way through Resolving Matches.

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.



**GTID Home** Current Login: kaspy@doe.k12.ga.us Location: County

**MENU**  
Upload Batch File  
Enter Individual Student  
Student Search  
Extract & Download Batch  
Claiming Process  
Exit Application

Submission Type: All Processing Stage: All Sort: Upload Date Desc Filter Results

From: 07/24/2010 To: 08/23/2010

Find Batch: Search

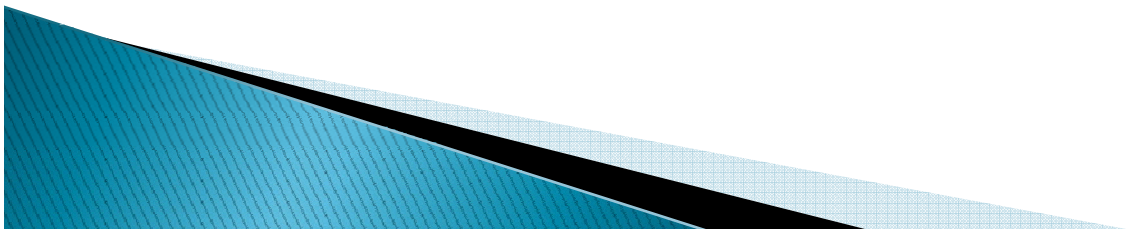
Upload Date	Batch Info	Status	Record Count	Next Action
08/23/2010	284512	IDs Assigned	2	Download GTID
08/23/2010	284229	Fix Errors	1	Fix Errors
08/23/2010	284094	IDs Assigned	3	Download GTID
08/23/2010	284053	Data Validation Complete. Ready to Assign GTIDs	3	Assign GTID
08/23/2010	284037	IDs Assigned	3	Download GTID
08/20/2010	283605	IDs Assigned	19	Download GTID
08/20/2010	283153	Near Matches / Duplicates Found	1	Resolve Near Matches

## 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

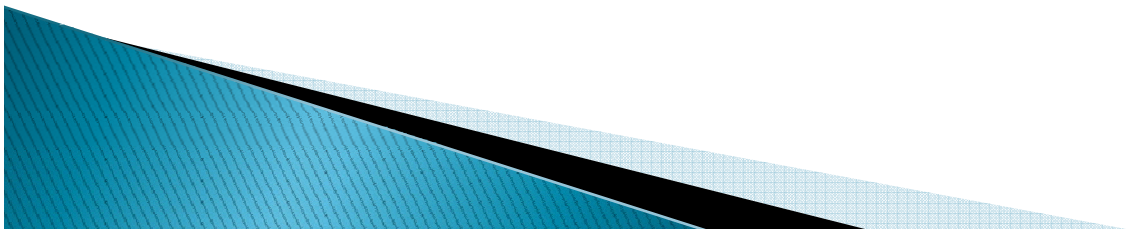
**Other demographic** – birth day, birth month, birth year, gender, ethnicity (optional)

**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.

Individual Student

Current Login: kaspy@doe. Youth Centers [GTID Home](#)

Student Data Entry									
* First Name:	Michael	Middle Name:		* Last Name:	Smith	Suffix:			
* Gender:	MALE	* Date Of Birth:	07 / 13 / 1996	Ethnicity:		* Sch. Code:	0198		
* Res District:	892	* SSN:	801 - 28 - 5040	* Local Student ID:	DU731	* Grade:	I		
* District:	892	* School Year:	2011	GTID:					
<div>* Required Fields</div> <div>Assign GTID Clear</div>									

# 3 How the GTID system works

## The Near Match Process

249310 Duplicate Records Found							
Last Name	First Name	Middle Name	# Records	Last Name	First Name	Middle Name	# Records
<a href="#">smith</a>	<a href="#">joshua</a>		305	<a href="#">smith</a>	<a href="#">justin</a>		252
<a href="#">williams</a>	<a href="#">christopher</a>		302	<a href="#">smith</a>	<a href="#">ashley</a>		251
<a href="#">smith</a>	<a href="#">christopher</a>		301	<a href="#">williams</a>	<a href="#">michael</a>		246
<a href="#">smith</a>	<a href="#">michael</a>		279	<a href="#">williams</a>	<a href="#">brandon</a>		240
<a href="#">brown</a>	<a href="#">christopher</a>		268	<a href="#">williams</a>	<a href="#">ashley</a>		238
<a href="#">smith</a>	<a href="#">william</a>		264	<a href="#">smith</a>	<a href="#">brandon</a>		235
<a href="#">johnson</a>	<a href="#">christopher</a>		254	<a href="#">jones</a>	<a href="#">christopher</a>		232

### 3 How the GTID system works– Matching

First Round

- ▶ **Name (4parts), 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)

**Resolve Near Matches / D**

Current Login: kathy892@doe.k12.ga.us Location: 892-DHR - BCW & DHR Youth [GTID Home](#)

**Student Record to Review and Select.**

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School
Smith	Michael			07/13/ 1996	MALE	892	3010

[Assign Selected](#) [Create New ID](#) [Cancel Record](#) [Select Another Record](#)

**Near Matches / Duplicates Found.**

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School	Match Probability
<input type="radio"/>	Smith	<a href="#">Brendan</a>	Michael		07/13/ 1996	MALE	658	<a href="#">0197</a>	90 [NEAR MATCH]
<input type="radio"/>	Smith	<a href="#">Michael</a>	Christopher		07/13/ 1995	MALE	623	<a href="#">4052</a>	90 [NEAR MATCH]
<input type="radio"/>	Smith	<a href="#">Michael</a>	J		07/13/ 1998	MALE	658	<a href="#">0190</a>	90 [NEAR MATCH]

These are Near Matches that the ID application found

### 3 How the GTID system works – Resolving Near Matches

**Resolve Near Matches / Duplicates**

Current Login: kathy892@doe.k12.ga.us Location: 892-DHR - BCW & DHR Youth Centers GTID Home

Student Record to Review and Select.

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender
Smith	Michael			07/13/ 1996	MALE

Assign SelectedCreate New IDCancel RecordSelect

Near Matches / Duplicates Found.

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	
<input type="radio"/>	Smith	<a href="#">Brendan</a>	Michael		07/13/ 1996	MALE	658	<a href="#">0190</a>
<input type="radio"/>	Smith	<a href="#">Michael</a>	Christopher		07/13/ 1995	MALE	623	<a href="#">4052</a> 90 [NEAR MATCH]
<input type="radio"/>	Smith	<a href="#">Michael</a>	J		07/13/ 1998	MALE	658	<a href="#">0190</a> 90 [NEAR MATCH]

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

Compare Student Information

Current Login: kathy892@doe.k12.ga.us Location: 892-DHR - BCW & DHR Youth Centers
GTID Home

Student Record being reviewed

First Name:	Michael	Middle Name:		Last Name:	Smith	Suffix:		
District:	892-DHR - BCW & DHR Youth Centers	School:	3010-BCW - Dublin, South Central Health District					
Gender:	MALE	Date Of Birth:	7/13/1996	Ethnicity:	MULTI-RACIAL		Sch. Yr:	201
Res District:	892	SSN:	801285040	Local Student ID:	DU73		Grade:	I
Created:	08/13/2010	Last Updated:	08/13/2010	Serial#:	18689049		GTID:	
Comments:								

Near Match / Duplicate Student [ GTID: 120 - 88 - 90.0 ]

First Name:	Michael	Middle Name:	Christopher	Last Name:	Smith	Suffix:		
District:	623-Catoosa County	School:	4052-Ringgold High School					
Gender:	MALE	Date Of Birth:	7/13/1995	Ethnicity:	WHITE, NOT OF HISPANIC ORIGIN		Sch. Yr:	201
Res District:	623	SSN:	326 111222	Local Student ID:	3005		Grade:	
Created:	10/31/2006	Last Updated:	11/23/2007	Serial#:	6236162		GTID:	120 88
Matching Note:								

The record you just sent

Same: first, last name, birth day, month  
 Different: middle name missing, SSN (not really different), birth year  
 So how do you decide?

This is the record you clicked on.

# 3 How the GTID system works – Resolving Near Matches

Compare Student Information							
Current Login: kathy892@doe.k12.ga.us Location: 892-DHR - BCW & DHR Youth Centers							GTID Home
Student Record being reviewed							
First Name:	Michael	Middle Name:		Last Name:	Smith	Suffix:	
District:	892-DHR - BCW & DHR Youth Centers			School:	3010-BCW - Dublin, South Central Health District		
Gender:	MALE	Date Of Birth:	7/13/1996	Ethnicity:	MULTI-RACIAL	Sch. Yr:	201
Res District:	892	SSN:	801285040	Local Student ID:	DU73	Grade:	I
Created:	08/13/2010	Last Updated:	08/13/2010	Serial#:	18689049	GTID:	
Comments:							
Near Match / Duplicate Student [ GTID: 120 - 88 - 90.0 ]							
First Name:	Michael	Middle Name:	Christopher	Last Name:	Smith	Suffix:	
District:	623-Catoosa County			School:	4052-Ringgold High School		
Gender:	MALE	Date Of Birth:	7/13/1995	Ethnicity:	WHITE, NOT OF HISPANIC ORIGIN	Sch. Yr:	201
Res District:	623	SSN:	326 111222	Local Student ID:	3005	Grade:	
Created:	10/31/2006	Last Updated:	11/25/2007	Serial#:	6236162	GTID:	120 88
Matching Note:							

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.

**Resolve Near Matches / Duplicates**

Location: 892-DHR - BCW & DHR Youth Centers [GTID Home](#)

**Student Record to Review and Select.**

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School
Smith	Michael			07/13/ 1996	MALE	892	3010

[Assign Selected](#) [Create New ID](#) [Cancel Record](#) [Select Another Record](#)

**Near Matches / Duplicates Found.**

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School	Match Probability
<input type="radio"/>	Smith	<a href="#">Brendan</a>	Michael		07/13/ 1996	MALE	658	<a href="#">0197</a>	90 [NEAR MATCH]
<input checked="" type="radio"/>	Smith	<a href="#">Michael</a>	Christopher		07/13/ 1995	MALE	623	<a href="#">4052</a>	90 [NEAR MATCH]
<input type="radio"/>	Smith	<a href="#">Michael</a>	J		07/13/ 1998	MALE	658	<a href="#">0190</a>	90 [NEAR MATCH]

# 5 How the GTID system works – Downloading the GTID

GEORGIA  
DEPARTMENT OF  
EDUCATION

1 click

Download		
Current Login: kaspy@doe.k12.ga.us Location: 6 Lanier County		
Upload Date	Batch Info	Status
08/23/2010	284405	File Extract Complete. Click <a href="#">here</a> to download the file.

2 Decide whether you want to Open so you can copy / paste the GTID; or Save the GTID(s) as a file to import

System

[contact GDOE](#)  
[Accessibility](#)

## File Download

Do you want to open or save this file?



Name: sid\_edit\_record\_284405\_20100823\_124925\_ide\_id.txt  
Type: Text Document, 154 bytes  
From: gtid.doe.k12.ga.us

Open

Save

Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

## 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 18202684 810123456 498085113 660 2011
ID 4062 660 Phoenix Yoni Michael M 04/13/1996 09 92013271 810238747 7307541319 660 2011
ID 0597 660 Leonard James Carter Jr. M 08/12/1997 07 18273012 810805775 3311234804 660 2011
ID 0373 660 Figures Ean Parker M 01/28/1963 02 18207867 810131499 4117006347 660 2011
ID 0114 660 Solomon Kristen Ashley F 06/14/2002 03 18208363 810229967 7879355065 660 2011
ID 4062 660 Nedza Angela Evangeline F 08/04/1994 09 18208348 810304716 660 2011
ID 0597 660 Wallace Emma Josephine F 12/31/1969 08 18204836 810279025 5686812217 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

File	Edit	Format	View	Help			
TH	08/19/2010	16:07:25	08191	1.0	Delimiter=0X09		
ID	2550	660	Sun	Michael	DJ	M	09/28/2005
ID	2550	660	Staffordson	Lauren	Elizabeth	F	03/09/2006
ID	4062	660	Phoenix	Yoni	Michael	M	04/13/1996
ID	0597	660	Leonard	James	Carter Jr.	M	08/12/1997
ID	0373	660	Figures	Ean	Parker	M	01/28/1963
ID	0114	660	Solomon	Kristen	Ashley	F	06/14/2002
ID	4062	660	Nedza	Angela	Evangeline	F	08/04/1994
ID	0597	660	Wallace	Emma	Josephine	F	12/31/1969
ID	0491	660	Kedari	Punathil	Srinivas	M	02/19/1977
ID	0187	660	Enoke	M'Kaila	Nicole	F	10/15/2002
ID	0187	660	Bragg	Cheryl	Johnsie	F	09/12/2001
TT	08191	13					

# Example of a GTID file in Ultra Edit

```

1 TH»    08/19/2010»    16:07:25»    08191»  1.0»    Delimiter=0X09
2 ID»    2550»    660»    Sun»    .....Michael».....DJ»    »    .....M»    09/28/2005»    PK»
3 ID»    2550»    660»    Staffordson»    Lauren»    .....Elizabeth»    »    F»    03/09/2006»    PK»
4 ID»    4062»    660»    Phoenix».....Yoni»    .....Michael»»    .....M»    04/13/1996»    09»
5 ID»    0597»    660»    Leonard».....James»    .....Carter» Jr.»    .....M»    08/12/1997»    07»
6 ID»    0373»    660»    Figures».....Ean»    .....Parker» »    .....M»    01/28/1963»    02»
7 ID»    0114»    660»    Solomon».....Kristen».....Ashley» »    .....F»    06/14/2002»    03»
8 ID»    4062»    660»    Nedza»    .....Angela»    .....Evangeline»    »    F»    08/04/1994»    09»
9 ID»    0597»    660»    Wallace».....Emma»    .....Josephine»    .....F»    12/31/1969»    08»
10 ID»    0491»    660»    Kedari»    .....Punathil»    Srinivas»    »    M»    02/19/1977»    01»
11 ID»    0187»    660»    Enoke»    .....M'Kaila».....Nicole» »    .....F»    10/15/2002»    02»
12 ID»    0187»    660»    Bragg»    .....Cheryl»    .....Johnsie»»    .....F»    09/12/2001»    03»
13 TT»    08191»    13

```

14

# Example of a GTID file in Ultra Edit

```

1 TH»    08/19/2010»    16:07:25»    08191»  1.0»    Delimiter=0X09
2 ID»    2550»    660»    Sun»    .....Michael».....DJ»    »    .....M»    09/28/2005»    PK»
3 ID»    2550»    660»    Staffordson»    Lauren»    .....Elizabeth»    »    F»    03/09/2006»    PK»
4 ID»    4062»    660»    Phoenix».....Yoni»    .....Michael».....M»    04/13/1996»    09»
5 ID»    0597»    660»    Leonard».....James»    .....Carter» Jr.»    .....M»    08/12/1997»    07»
6 ID»    0373»    660»    Figures».....Ean»    .....Parker»    »    .....M»    01/28/1963»    02»
7 ID»    0114»    660»    Solomon».....Kristen».....Ashley»    »    .....F»    06/14/2002»    03»
8 ID»    4062»    660»    Nedza»    .....Angela»    .....Evangeline»    »    F»    08/04/1994»    09»
9 ID»    0597»    660»    Wallace».....Emma»    .....Josephine»    .....F»    12/31/1969»    08»
10 ID»    0491»    660»    Kedari»    .....Punathil»    Srinivas»    »    M»    02/19/1977»    01»
11 ID»    0187»    660»    Enoke»    .....M'Kaila».....Nicole»    »    .....F»    10/15/2002»    02»
12 ID»    0187»    660»    Bragg»    .....Cheryl»    .....Johnsie».....F»    09/12/2001»    03»
13 TT»    08191»    13
14

```

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

**GTID Home**

**MENU**

- Upload Batch File
- Enter Individual Student
- Student Search
- Extract & Download Batch
- Claiming Process
- Exit Application

Submission Type:  Processing

From:  To:

Find Batch:

Upload Date	Batch Info	
01/22/2010	<input type="text" value="239711"/>	Near M
01/22/2010	<input type="text" value="239668"/>	ID Ass
01/22/2010	<input type="text" value="239574"/>	IDs As
01/21/2010	<input type="text" value="239500"/>	IDs As

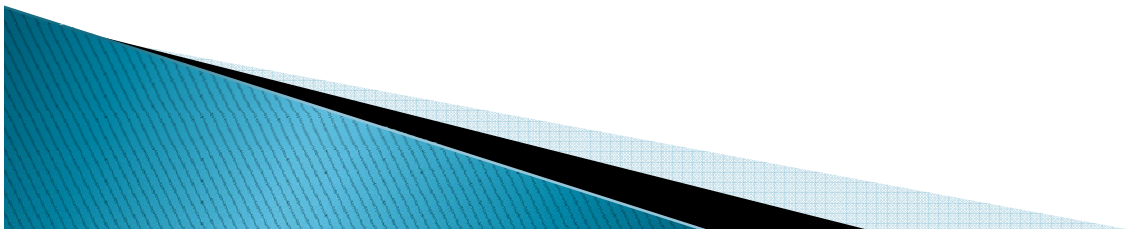
# Searching for a student

**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 accidentally 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.

Search Individual Student

Current Login: kaspy@doe.k12.ga.us Location: 656-Fayette County [GTID Home](#)

Simple Search

Advanced Search

GTID Search

\* First Name: ashle

Middle Name:

\* Last Name: smith

Suffix:

Gender:

Date Of Birth: 

mm

 / 

dd

 / 

yyyy

Ethnicity:

School Code:

Res District:

Local Student ID:

Grade:

District:

\* Required Fields

Search

Clear

Search Results

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	Match Probability
<a href="#">Sm ith</a>	<a href="#">Ashley</a>	Leighanne		02/23/1989	FEMALE	
<a href="#">Sm ith</a>	<a href="#">Ashley</a>	Lynn		03/17/1989	FEMALE	
<a href="#">Sm ith</a>	<a href="#">Ashley</a>	Christianna		07/30/1996	FEMALE	
<a href="#">Sm ith</a>	<a href="#">Ashley</a>	M		05/10/1989	FEMALE	
<a href="#">Sm ith</a>	<a href="#">ASHLEY</a>	NICHOLE		04/29/1996	FEMALE	

Once you've found your student, click on their first or last name to get the student's history.

33

# Searching for a student – Screen shot of student with history

EDIT button is active  
because he is MY  
student; SSN is  
hidden here.

**Search Individual Student**

761-Atlanta Public Schools [GTID Home](#)

---

Student Information: [GTID : 123-456-0987] Created: 04/12/2006

First Name:	John	Middle Name:	Lee	Last Name:	Smith	Suffix:	III
School:	0103 Main Street Elementary	Gender:	MALE	Local Student ID:	1111111	Grade:	04
Dist:	761 Atlanta Public Schools	Date Of Birth:	04/03/1999	Ethnicity:		Sch Yr:	2010
Res Dist:	761 Atlanta Public Schools	Last Updated:	01/25/2010	Update Ref #:	<a href="#">16122562</a>	Last Batch #:	240196

[Edit Student](#)
[Back To Search Results](#)

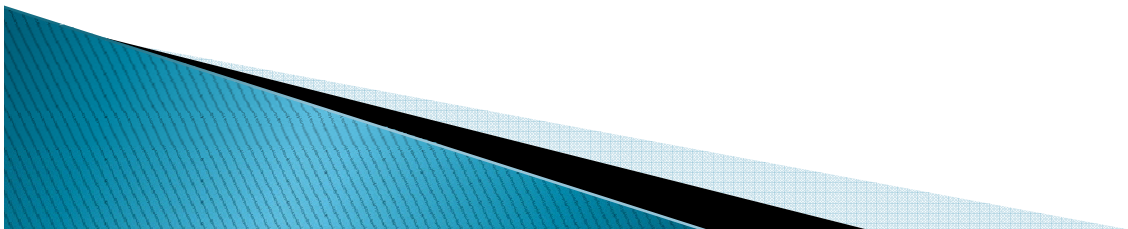
History Information									
History Date	Last Name	First Name	Middle Name	Suffix	Gender	Date Of Birth	Race/Ethnicity	District	School
<a href="#">04/12/2006</a>	Smit	John			MALE	04/03/1999	BLACK, NOT OF HISPANIC ORIGIN	667	1605
<a href="#">11/17/2006</a>	Smith	John			MALE	04/03/1999	BLACK, NOT OF HISPANIC ORIGIN	667	1605
<a href="#">12/23/2007</a>	Smith	John			MALE	04/03/1999	BLACK, NOT OF HISPANIC ORIGIN	667	0280
<a href="#">09/13/2008</a>	Smith	John			MALE	04/03/1999	BLACK, NOT OF HISPANIC ORIGIN	667	0199
<a href="#">09/14/2008</a>	Smith	John			MALE	04/03/1999	BLACK, NOT OF HISPANIC ORIGIN	667	0199
<a href="#">11/26/2008</a>	Smith	John			MALE	04/03/1999	BLACK, NOT OF HISPANIC ORIGIN	667	0280
<a href="#">09/15/2009</a>	Smith	John	L		MALE	04/03/1999		667	0389
<a href="#">10/07/2009</a>	Smith	John	Lee	III	MALE	04/03/1999	BLACK, NOT OF HISPANIC ORIGIN	648	0208

## 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

Claiming Process

Current Login: [User]@k12.ga.us Location: 633-Cobb County [GTID Home](#)

[Create A New Claim](#) [Search Individual Claim](#) [Extract & Download](#) [Resend Email](#)

Claim Type:  Claim Status:  Student Status:  Verified Status:  [Filter Results](#)

From:  To:  School:  Sort:

Claim Date	Claim ID	GTID	Student Name	Losing School	Gaining School	Status	Verified	Next Action
------------	----------	------	--------------	---------------	----------------	--------	----------	-------------

## 4 How the GTID system works – Claiming

Create A New Claim							
Current Login: kaspy@doe.k12.ga.us Location: 633-Cobb County							GTID Home
<b>Student Information</b> [1234569870]							
First Name:	Ashley	Middle Name:	Elizabeth	Last Name:	Smith	Suffix:	
School:	633-0281 Dickerson Middle School	Res. Dist:	633	Local Student ID:	00055!	Grade:	07
Gender:	FEMALE	Date Of Birth:	06/10/ 1996	tnicity:	WHITE, NOT OF HISPANIC ORIGIN	Sch. Yr:	2010
Created:	11/11/2005	Last Updated:	08/12/2009	Update Ref #:	<a href="#">12411065</a>	Last Batch#:	196743

New Claim Entry			
Gaining School		Losing School	
District:	Cobb County (633)	District:	Cobb County (633)
* School:	Select A School	School:	Dickerson Middle School (0281)
* Grade Level:	07	Grade Level:	07
* Claim Date:	08/23/2010	Response Date:	
* Email:		* Email:	
CC1:		CC1:	
CC2:		CC2:	
CC3:		CC3:	
Comments: (maximum length 255 characters)		Comments: (maximum length 255 characters)	

1 Select the student's new school

2 then the current grade level

3 then the email address of the new school

4 then Create Claim button

this is today's date, the date of the claim, not the enrollment date



## 4 How the GTID system works – Claiming

**Claiming Process**

Current Login: kaspy@doe.k12.ga.us Location: 648-Douglas County [GTID Home](#)

[Create A New Claim](#) [Search Individual Claim](#) [Extract & Download](#) [Resend Email](#)

Claim Type:  Claim Status:  Student Status:  Verified Status:  [Filter Results](#)

From:  To:  School:  Sort:

Claim Date	Claim ID	GTID	Student Name	Losing School	Gaining School	Status	Verified	Next Action
01/26/2010	<a href="#">956</a>			Alexander High School ( <a href="#">648-0187</a> )	DeKalb Transition School ( <a href="#">644-0302</a> )	Accepted	No	<a href="#">Details</a>
01/26/2010	<a href="#">956</a>			Chapel Hill Elementary School ( <a href="#">648-0208</a> )	Shoal Creek Elementary School ( <a href="#">722-0194</a> )	Accepted	Yes	<a href="#">Details</a>
01/26/2010	<a href="#">956</a>			Mill Creek High School ( <a href="#">667-0105</a> )	Alexander High School ( <a href="#">648-0187</a> )	Accepted	No	<a href="#">Details</a>
01/26/2010	<a href="#">956</a>			Inner Harbour School ( <a href="#">648-0507</a> )	Morningstar Treatment Services, Inc. Youth Estate ( <a href="#">663-0107</a> )	Accepted	Yes	<a href="#">Details</a>
01/26/2010	<a href="#">956</a>			Dobbs Elementary School ( <a href="#">761-0104</a> )	Factory Shoals Elementary School ( <a href="#">648-0189</a> )	Accepted	No	<a href="#">Details</a>
01/26/2010	<a href="#">956</a>			Hiram Elementary School ( <a href="#">710-5050</a> )	Burnett Elementary School ( <a href="#">648-0398</a> )	Accepted	No	<a href="#">Details</a>
01/26/2010	<a href="#">956</a>			Price Middle School ( <a href="#">761-0288</a> )	Factory Shoals Middle School ( <a href="#">648-0108</a> )	Accepted	No	<a href="#">Details</a>

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)

The screenshot shows the 'GTID Home' application interface. A blue arrow on the left points to the 'Extract & Download Batch' option in the 'MENU' sidebar. Another blue arrow on the right points to the 'Download GTID' button in the 'Next Action' column of the table.

**GTID Home** Current Login: kaspy@doe.k12.ga.us Location: { } County: { }

**MENU**

- Upload Batch File
- Enter Individual Student
- Student Search
- Extract & Download Batch**
- Claiming Process
- Exit Application

Submission Type: All Processing Stage: All Sort: Upload Date Desc Filter Results

From: 07/24/2010 To: 08/23/2010

Find Batch: Search

Upload Date	Batch Info	Status	Record Count	Next Action
08/23/2010	284512	IDs Assigned	2	Download GTID
08/23/2010	284229	IDs Assigned	1	Fix Errors
08/23/2010	284094	IDs Assigned	3	Download GTID
08/23/2010	284053	Data Validation Complete. Ready to Assign GTIDs	3	Assign GTID
08/23/2010	284037	IDs Assigned	3	Download GTID
08/20/2010	283605	IDs Assigned	19	Download GTID
08/20/2010	283153	Near Matches / Duplicates Found	1	Resolve 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

**1st** **2nd**

Current Login: kaspy@doe.k12.ga.us Location: 660-Fulton County

Submission Type: All Extract Type: Canceled Sort: Upload Date Desc

From: 07/25/2010 To: 08/24/2010

GTID Home Filter Results

View Download Cart

Upload Date	Batch Info	Status	Record Count	Next Action
08/24/2010	284960	Canceled.	561	Extract Records
08/22/2010	283898	Canceled.	337	Extract Records
08/22/2010	283897	Canceled.	265	Extract Records
08/20/2010	282981	Canceled.	376	Extract Records

Add To Download Cart



# Extract and Download – 3

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

Download Cart - canceled Extract Type			
	Upload Date	Batch Number	Record Count
<input type="checkbox"/>	08/02/2010	274662	2
<input type="checkbox"/>	08/17/2010	280885	9

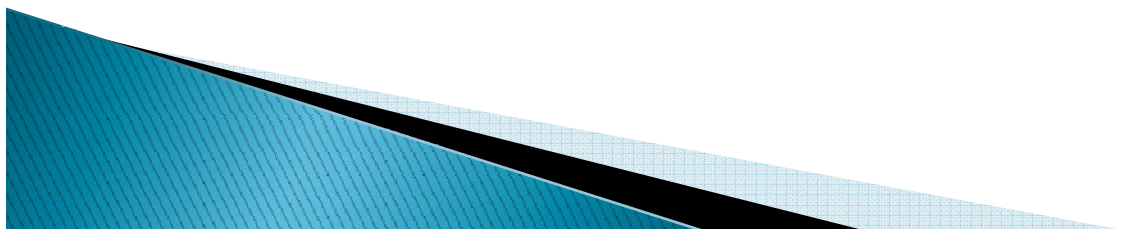
Download Cart

Download With Options

Back To Extract & Download

Remove Selected

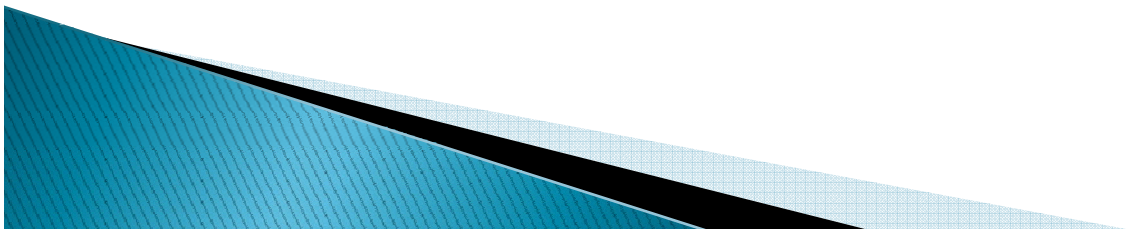
Clear Cart



# Extract and Download – 4

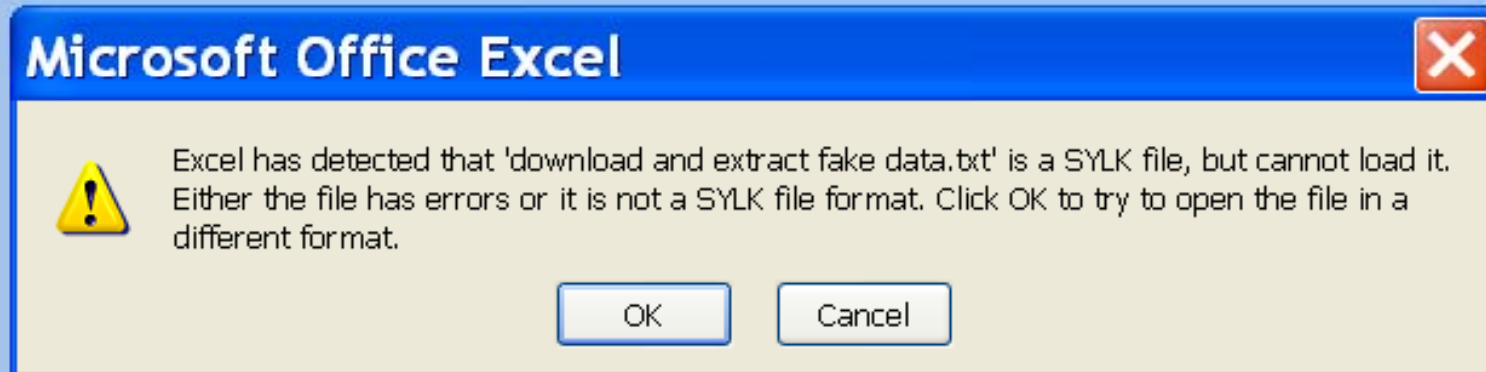
Download with Options will allow you to select the delimiter, etc.

Download Options	
Current Login: kaspy@doe.k12.ga.us Location: 660-Fulton County	
Field Delimiter:	COMMA ▼
Field Qualifier:	▼
Date Format:	mm/dd/yyyy ▼
Include Header/Footer:	<input checked="" type="radio"/> Yes <input type="radio"/> No
<div>Download Back</div>	



# Extract and Download – 5

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



# Extract and Download – 6

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	ID	sch	res dlist	last	first	middle	suffix	gender	date of birth	gr	local		local	fake ssn	ethn	GTID	dist	sch yr	why it was canceled	transaction ID	problem in the file
2	ID	2550	660	Sun	Michael	DJ		M	09/28/2005	PK	2000001285	1820001285	1820001285				660	2011	Canceled During Fix Errors Stage	####	SSN is not present;
3	ID	2550	660	Tinsley	Lauren	Elizabeth		F	03/09/2006	PK	2000002684	1820002684	1820002684				660	2011	Canceled During Fix Errors Stage	####	SSN is not present;
4	ID	4062	660	Phoenix	Yoni	Michael		M	04/13/1996	09	1100183271	920183271	9201083271				660	2011	Canceled During Fix Errors Stage	####	SSN is not present;
5	ID	0597	660	Leonard	James	Carter Jr.		M	08/12/1997	07	2000007305	1820007305	18200073012	810805775			660	2011	Canceled During Match Resolution Stage	####	1498085113;
6	ID	0373	660	Figures	Ean	Parker		M	01/28/1963	02	2000007867	1820007867	1820007867	810131499			660	2011	Canceled During Fix Errors Stage	####	Date Of Birth is not valid(01/28/1963);
7	ID	0114	660	Solomon	Kristen	Ashley		F	06/14/2002	03	2000008336	1820008336	1820008363	810229967			660	2011	Canceled During Match Resolution Stage	####	7307541319;
8	ID	4062	660	Nedza	Angela	Evangelina		F	08/04/1994	09	2000008348	1820008348	1820008348	810304716			660	2011	Canceled During Match Resolution Stage	####	3311234804;
9	ID	0597	660	Wallace	Emma	Josephine		F	12/31/1969	08	2000008436	1820008436	1820008436	810279025			660	2011	Canceled During Fix Errors Stage	####	Date Of Birth is not valid(12/31/1969);
10	ID	0491	660	Kedari	Punathil	Srinivas		M	02/19/1977	01	2000008517	1820008517	1820008517	810473791			660	2011	Canceled During Fix Errors Stage	####	Date Of Birth is not valid(02/19/1977);
11	ID	0187	660	Enoke	M'Kaila	Nicole		F	10/15/2002	02	2000008699	1820008699	1820008969	810331158			660	2011	Canceled During Match Resolution Stage	####	8118952037;4521496113;
12	ID	0187	660	Bragg	Cheryl	Johnsie		F	09/12/2001	03	2000008757	1820008757	1820008757				660	2011	Canceled During Fix Errors Stage	####	SSN is not present;

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

# Tips – Birth Certificates

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

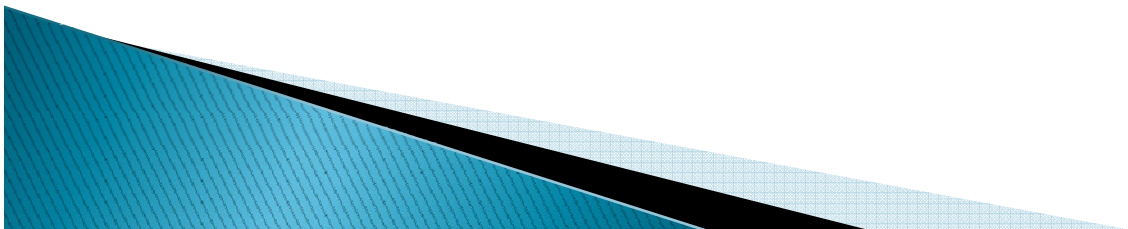
MOM Sriya Sunil **Preneetsandu** is

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 Administrator**