

Data Collection and Reporting Frequently Asked Questions For Students Enrolled in GNETS Programs

Each student served in a Georgia Network for Educational and Therapeutic Support (GNETS) program must have been through due process procedures and have an Individualized Education Program (IEP) documenting placement in the program.

The student data reporting requirements for students placed in a GNETS program are the same as the requirements for all other students. GNETS students must be enrolled in an LEA (Local Education Agency) and have an assigned GTID (Georgia Test Identifier).

All Student Record Files including enrollment and discipline must be reported for all GNETS students in the student's LEA of residence. LEAs must coordinate with their GNETS program to develop a data exchange system to provide the information required for input in the local student information system. To facilitate the transfer of data, IEPs for GNETS students should be written in the IEP platform of their LEA of residence.

- Overview of FTE (Full Time Equivalent) 1 and 3

Each annual FTE cycle has a count date for the reporting of data by the school systems. Data collected on the count day during cycles 1 and 3 can be thought of as a “picture” or “point in time snapshot” of the scheduled instructional services provided for the students on that specific date. The FTE report must indicate the student's specific assigned FTE program code for each one-sixth segment of the school day on the designated reporting date. FTE provides an enrollment count of students as well as an indication of program participation based on the instructional services received during the six segments.

- General Questions

Who reports the GNETS students for all state level data collections?

The resident system of the student even if the student attends non-GNETS classes in a school in the system where the GNETS program is located.

- Questions Related to FTE 1 and 3

How is FTE for a special entity reported?

Georgia Board Rule 160-5-1-.03 Identification and Reporting of Schools (d) states that FTE for special entities shall be reported at the student's home school or the school where the student would be assigned if the student being served is a nonresident student of the school system where the special entity is located.

Are GNETS students reported in FTE 1 and 3?

Students must be reported by the LEA of residence (home school) in the October (FTE 1) and March (FTE 3) counts.

What FTE program code is used to report segments of GNETS services?

Students served for segments in GNETS should be coded with a FTE program code of '4' in the appropriate segments on the day of the count for FTE 1 and 3, regardless of the funding source for the GNETS teacher.

What FTE program code is used to report segments of services that are not provided by GNETS?

Students receiving segments of services from a non-GNETS program should be reported with the FTE program codes specific to the other program for the segments served by that program. Example: If the student receives 3 segments of emotional and behavioral disorder instruction (FTE program code "T") on the FTE count day, and attended a GNETS class for the other 3 segments, only the 3 segments in the GNETS class would be coded as FTE program code "4." The other 3 segments would be coded as "T."

Where are segments reported when a GNETS student is served in a GNETS program located in another system or a GNETS student is served in non-GNETS classes in a system where the GNETS program is located when it is not the system of residence for the students?

All segments for students, who are placed by the system of residence by **IEP determination**, must be reported for FTE by the resident district.

How are GNETS students on tracking reported?

Unless the GNETS service meets the definition of "consultative" services, it is not reported in FTE 1 and 3. Consultative services are defined as the student receiving regularly scheduled direct instruction from the program for at least one segment per month AND receive direct instruction for the majority of a segment on the day of the FTE count.

Is there an FTE funding weight program code assigned to GNETS?

There is not an FTE weight assigned to the GNETS FTE program code. GNETS programs are funded through a separate grant appropriated from the Georgia General Assembly.

Are GNETS programs considered “schools”?

GNETS programs do not meet the definition of a “school” as defined in Georgia Board Rule 160-5-1-.03 Identification and Reporting of Schools. GNETS programs are defined as special entities. Georgia Board Rule 160-5-1-.03 Identification and Reporting of Schools (2.7.(b)) defines a special entity as an educational facility other than a school that houses students for all or part of the instructional day and does not report students for the purpose of earning FTE-based QBE funds.

What is the system of residence for students who attend a GNETS program located in another system?

For students who attend a GNETS program located in another system their system of residence would be the system they would attend if they were not enrolled in a GNETS program. This also applies to students who attend non-GNETS classes (general education or special education) in the system where the GNETS program is located when it is not their system of residence.

Is it okay to report GNETS students for FTE 1 and 3 in the system where the GNETS program is located and in FTE 2 in their resident system?

NO. FTE shall be reported at the student's home school or the school where the student would be assigned if the student were not being served in a GNETS program.

In addition, entering and withdrawing students impacts their Full Academic Year (FAY) status and removes them from the accountability process for the Annual Measurable Objective (AMO).

- Overview of FTE 2

The information reported in FTE 2 is unrelated to the FTE weights formula for funding and is a requirement of federal law. FTE 2 provides information for the federal December 1 count only. The December 1 count of students with disabilities (SWD) is conducted to fulfill federal reporting requirements. Special education environments indicate the type of educational setting in which the student receives special education services.

Special education environment codes and definitions are different for students whose DATE OF BIRTH indicates an age of 6 or above as of September 1 and for students whose DATE OF BIRTH indicates an age of 5 or under as of September 1. For information on calculating time in an environment, see the *Guidelines for Reporting Special Education Environments* on the Data Collection FTE website.

➤ Questions Related to FTE 2 (December 1 Federal Child Count)

What environment code is used to report GNETS students who are served in a “center-based” separate facility for greater than 50% of the day?

A separate facility is defined as a standalone program that does not afford students the opportunity to access age appropriate non-disabled peers during the school day. If the GNETS program is located in a separate facility and the student is served in this location for greater than 50% of the day, the student is reported with an

Environment Code of 4 – Public Separate Facility for students age of 6 or above as of September 1 or

Environment Code of 5 – Public Separate Facility for students age of 5 and under as of September 1. (Unless the student also attends a general education early childhood program; these students are always reported with an Early Childhood Environment code.)

What environment code is used to report GNETS students who are served in a GNETS program located in a facility that allows the student access to age appropriate non-disabled peers?

When GNETS students attend a facility that allows access to age-appropriate non-disabled peers and a specific student is served in the generalized setting, the student would be reported with Environments 1-3 based on the percentage of time the student spends in a generalized setting. A generalized setting is defined as the *total number of hours in the school day* including lunch, recess and study periods when a student has access to non-disabled peers.

(*This applies to all students with the exception noted for students under age 5 on September 1. It should be noted that new environment codes for students under the age of 5 on September 1 will be implemented for the 2010-11 school year.)

Environment 1- In a generalized setting at least 80% of the school day

Environment 2- In a generalized setting at least 40% of the school day but no more than 79% of the school day

Environment 3- In a generalized setting less than 40% of the school day

*Environment 4 - Students under age 5 on September 1 who receive ***all*** of their special education and related services in educational programs designed primarily for children with disabilities housed in regular school buildings or other community-based settings.

How are students receiving services in a GNETS center based program for less than 50% of the day and then attending general education classes reported?

Students receiving GNETS services in a separate facility for a portion of the school day and also attending general education classes on a general education campus would be reported in Environment 1, 2, or 3 as defined above.

How is the percentage of time in a generalized setting calculated?

When determining the amount of time a student is in a generalized setting, you must divide the number of hours the student spends inside the general classroom (The time spent outside the general classroom receiving services unrelated to the student's disability is considered time inside the general classroom.) by *the total number of hours in the school day (including lunch, recess and study periods)*. The result is multiplied by 100. An Environment Calculator is provided on the FTE Data Collections Website.

- **GNETS PROGRAM LEVEL RECORD - NEW COLLECTION for FY2010**

Overview of Student Record Data Collection –Program Level Record

Students served at any time during the current school year in a GNETS program should be reported with a Program Level Record in Student Record.

- Questions Related to Student Record Data Collection – Program Level Record

What is the GNETS program type?

The program type data element identifies the type of program being reported for each record's activity. The program type code for GNETS is '02' and its Element ID is 'PGM007'.

What are the program type codes for GNETS programs?

Where the program type code = GNETS '02', the program type code must equal one of the following codes:

'8' = GNETS – Center Based

'9' = GNETS – School Based

GNETS – Center Based '8' is defined as a separate program that operates as a standalone and does not afford students the opportunity to access age appropriate non-disabled peers during the school day.

GNETS – School Based '9' is defined as a program that allows students access to non-disabled peers during the school day.

If a student attends both program types during the school year but has continuous enrollment in the same GNETS program, report the program type status associated with 'Ending Date' (Element ID PGM0010).

What school code is used for GNETS students?

Two "school" codes are reported for GNETS students attending a GNETS program. The 'School Code' (Element ID PGM004) is used to report the home school the student would attend if not enrolled in a GNETS program and the 'Alternate School Code' (Element ID PGM011) is the program code assigned to the GNETS program the student attends.

What system code is used for GNETS students?

The 'System Code' (Element ID PGM003) is used to report the system the student would attend if not enrolled in a GNETS program.

How is duration of enrollment in a GNETS program determined?

The duration of services for a student enrolled in a GNETS program is calculated using the 'Beginning Date' (Element ID PGM009) and 'Ending Date' (Element ID PGM0010). For students with continuous enrollment 'Beginning Date' would be the first day of school and 'Ending Date' would be the last day of school. If a student enters and exits a GNETS program multiple times during the school year a new Program Level Record must be created for each entry.

What should be reported if a student moves but does not change GNETS programs or moves and changes GNETS programs?

If a student changes school systems but not GNETS programs, both systems should report a Program Level Record for the student reflecting the appropriate 'Beginning Date' (Element ID PGM009) and 'Ending Date' (Element ID PGM0010). The 'System Code' (Element ID PGM003) used to report the system and the 'School Code' (Element ID PGM004) used to report the home school the student would attend if not enrolled in a GNETS program will be different in the Program Level records but the 'Alternate School Code' (Element ID PGM011) the program code assigned to the GNETS program the student attends would not change.

If a student changes school systems and GNETS programs, both systems should report a Program Level Record for the student reflecting the appropriate 'Beginning Date' (Element ID PGM009) and 'Ending Date' (Element ID PGM0010). The 'System Code' (Element ID PGM003) used to report the system, the 'School Code' (Element ID PGM004) used to report the home school the student would attend if not enrolled in a GNETS program, and the 'Alternate

School Code' (Element ID PGM011) the program code assigned to the GNETS program the student attends will all change in the Program Level Records.

How is frequency of GNETS services determined?

The 'Number of Daily GNETS Segments' (Element ID PGM015) identifies the highest number of daily segments (1-6) a student received in a GNETS program during the school year.

Are students monitored or tracked by GNETS reported with Program Level Record?

No, unless they meet the definition for consultative services that states that the student receives regularly scheduled direct instruction from the program for at least one segment per month.

Can students have multiple GNETS Program Level Records?

Yes, multiple GNETS program records are required if the student has multiple GNETS placements during the school year. This applies to students who are placed in GNETS, removed from GNETS and subsequently returned to GNETS.

Are students served by GNETS in a summer program reported with a GNETS Program Level Record?

No, only students served by GNETS during the school year should be reported with a GNETS Program Level Record. Students receiving Extended Year Services (ESY) beyond the normal school year in accordance with the student's IEP should be reported in Student Record Data Element ID: STU046 with a 'Y' - Special Education ESY received.

➤ Questions Related to Other Student Record Data Collections – Non-GNETS Specific

Must discipline events for GNETS students be reported in the LEA Student Record?

Yes, all discipline events for GNETS students must be reported to the LEA and subsequently included in the LEA's Discipline Level File. This includes, but not limited to, all incidences of in-school and out-of-school suspensions, continuation of services for students suspended for 10 or more days, and incidences of serious bodily injury. Serious bodily injury is defined as a "bodily injury that involves a substantial risk of death, extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ of faculty". (18 U.S.C. Section 1365(3)(h)).

Must enrollment and attendance events for GNETS students be reported in the LEA Student Record?

Yes, attendance and enrollment data for GNETS students must be reported in the Enrollment Level File by the LEA.

Must course level events for GNETS students be reported in the LEA Student Record?

Yes, all active fulltime students in grades 6-12 must have a Course Level File. Course information is submitted for any course that the student took for credit and completed. The course record is submitted regardless of whether or not the student passed the course.

How are courses reported in student record if the teacher of record is not an employee of the system where the student resides?

In the Course Level Record the Course Teacher ID (D011) should be reported as '55555555' for "contract worker". All course information should be provided by the GNETS program and non-resident *system to the resident system in a timely manner.*

What are the class size implications on the resident system's Class size Report when reporting students served in a GNETS class located in another system or for GNETS students served in non-GNETS class located in another system?

Each student must have an individual class schedule and appropriate courses must be developed. The Teacher ID (B008) should be reported as '55555555'. It is not necessary to include these students in established classes.

➤ Questions Related to Other Special Education Data Collections – Non-GNETS Specific

LEA data submitted through the GaDOE Portal application must include students served by GNETS programs. This includes but is not limited to timeline data for eligibility re-determination, postsecondary outcomes, and preschool outcomes.

How are GNETS students reported for AYP?

Georgia Board Rule 160-5-1-.03 Identification and Reporting of Schools (d) states that AYP determinations for students served by special entities shall be included in the home school's or home school system's AYP determinations. *State of Georgia Consolidated State Application Accountability Workbook* states "Students in programs and GNET psychoeducational centers will either have their test scores counted back to their home school or their home system for AYP purposes." (Page 8)

➤ Questions Related to Certified/Classified Personnel Information

Is the funding source for a GNETS teacher reflected in their job code in CPI?

Yes. The job code for a GNETS teacher funded by the GNETS grant is '153' and the job code for a GNETS teacher funded by the local school system is '152'.

Does reporting students served in a GNETS program located in another system or GNETS students served in non-GNETS classes in the system where the GNETS program is located, when it is not system of residence for the students, impact the resident system's CPI?

No. Services provided to students by other school systems do not impact the resident system's CPI. The resident system would not report CPI data for staff at a GNETS program or in a school located in another school system.