Data Collections – Getting Started

GaDOE Data Collections Conference
August 2011

Henry County Schools

"Ensuring Success for Each Student"

770-957-6601
33 North Zack Hinton Pkwy
McDonough, GA 30253

Start GaDOE Data Transmission Dates

http://public.doe.k12.ga.us

Select Transmission Dates

Technology Services Information Technology
Providing technology services that support education in Georgia.

DIVISIONS

- Application Development
- Data Collections
- Georgia Virtual School
- Infrastructure
- Instructional Technology

CONTACT INFORMATION

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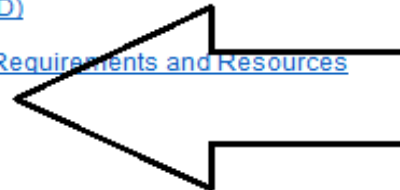Report Problems with this Page

Data Collections

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.

General Information

- Conference Information
- Facilities Resources
- FERPA Resources
- Georgia Testing Identifier (GTID)
- Data Collection Presentations
- Race and Ethnicity Reporting Requirements and Resources
- Transmission Dates
- Records Retention Schedules

Collections Documentation

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Select Current Year

Sample Calendar

Month	Task
June	Apply for facility code for any new schools
August	Summer Graduates
	Pre-ID Labels
	GTID-New Students
	GTID-All Students
	Course Profile
	HOPE Summer Graduates
	HOPE Underclassmen
September	FTE Data Survey
October	FTE-1
	CPI
	Class Size

Sample Calendar (cont'd)

Month	Task
November	Pre-ID 2
	Free/Reduced Meal
	Private School/ Home School
February	HOPE Scholarship Preliminary
	Pre-ID 3
March	FTE 3
	CPI 2
	Class Size 2
June	HOPE Scholarship Final
	Student Record
July	CPI 3
	HOPE Underclassmen 2

Build Your Own Processing Calendar

- Start with GaDOE Calendar. Input not only deadlines, but also starting dates and milestones

- Determine key types of data submitted for each cycle and build in processes to review data.

  – Beginning of year – reminder that SSN, date of birth, race, are all necessary for initial GTID claim. Schools will call in panic trying to test a student and want you to expedite getting the GTID.

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Incorporate Local Processes

- Include Grade Processing Schedules
- Include local testing cycles
- Include vacations, school breaks, etc.
- Publish one calendar that shows all processing cycles
- Schedule workshops before school starts and before major data processing cycles

Data Tips - GTID

- To begin school year, review data to ensure SSN, date of birth, race, gender. Any of these data elements will cause no match in GTID

- Try not to claim GTID until No Shows are identified.

- Kindergarten students will not be able to be tested until GTID is claimed.

- Most testing software now requires GTID, so this needs to be the first order of business.

Data Tips – After GTID

- After GTID are claimed, start submitting Student Course Profile

- For each FTE cycle, offer workshops for schools to assist each other, and for clerks to get away from schools and input data.

- Before submitting Pre-ID, it is important that special identifiers such as ELL, Special Ed., Gifted, etc. are correct.

Data Tips - Ongoing

- Have high schools verify SSN's early in the school year. Students without a "real" SSN do not receive HOPE.

- Develop a master course file that identifies FTE codes, and CPI codes.
  - Bookmark http://public.doe.k12.ga.us/pea_board.aspx?PageReq=PEABoardRules

- Be sure to make first data submission for FTE, Student Record, and CPI as early as possible, but at least by the Initial Submission deadline.

Where to Get Help

- Network!
  - **Don't leave this conference without a list of contacts you can call on**
- SIS GaDOE Sub-Committee
  - Usually meets the last Wednesday of every-other month
  - All are welcome
  - Not only do you learn a lot from these calls, but your input counts!
- CIO Conference calls

Conferences and Workshops

- Data Collections Conference in August
  - Learn what is required by the state
- GSIS Conference in early February – www.gsisusers.org
  - Although the state has a presence at this conference, it is run by users like yourself. You pick the topics and your colleagues present the sessions (you can too!)
- GaETC Conference in November – www.gaetc.org
  - Good way to see technology innovation, lots of vendors, sessions on a wide range of topics

What do you do all summer???

- Student Record
- HOPE Scholarship
- Prepare to start the new year
- ENDLESS CYCLE!