



***Dr. John D. Barge, State School Superintendent***  
***“Making Education Work for All Georgians”***

GEORGIA DEPARTMENT OF EDUCATION (GADOE)  
Office of Technology Services - Technology Management

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# 2012 Student Record Transmission Instructions

# **Overview of the Student Record Data Collection**

Student Record is the single largest data collection conducted by Georgia Department of Education. Reporting of Student Record information is required by State Board of Education Rule 160-5-1-.07 - *STUDENT DATA COLLECTION* and is collected under the authority of § O.C.G.A. 20-2-152, 20-2-154, 20-2-155, 20-2-160, 20-2-161, 20-2-161.1, 20-2-161.2, 20-2-182, 20-2-320, 20-2-697, 20-2-740.

## **Data collection periods for Student Record**

The data collected in Student Record is a year-end, cumulative record of student program participation, discipline activity, enrollment history, course completions, addresses and demographic data. In addition, school systems report information on Title I, psychological and social work services, and incidents required for unsafe schools.

Unlike the FTE collection, which is a “point-in-time” collection, Student Record provides information on instructional services provided to students by the local school system throughout the regular school year. Student Record does not include summer school information.

## **DATA COLLECTED IN STUDENT RECORD**

The Student Record web application collects data on over 250 data elements. There are nine categories of information collected in the Student Record: 1) system-level data; 2) school-level data; 3) student-level data; 4) course-level data; 5) discipline-level data; 6) enrollment-level data; 7) special education data; 8) alternative program data; and 9) student addresses.

- System-level data are reported by school districts already aggregated at the district level.
- School-level data are reported by districts already aggregated at the school level.
- Student and enrollment data are submitted for each student in grades K-12 (active or inactive) that attended school at any time during the regular school year.
- Course-level data are collected for each student in grades 6-12.
- Discipline-level data are only collected on those students which had state-reportable incidents or actions during the school year.
- Special Education data are required for all special education students that were enrolled in special education at any time during the school year or regular education students that were assessed for eligibility. Non-public school students with service plans do not report special education events.
- Program data are reported for students that were enrolled in specific programs (i.e. non-traditional/alternative education programs) at any time during the school year.
- Address-level data are reported for all active students. Districts are to report the residential or dwelling address.

Data collected in Student Record is used in calculating Adequate Yearly Progress (AYP) for each school system. It is also used to supply data for the state report card and for a number of federal reporting requirements. Therefore, it is imperative that districts provide accurate and complete data for Student Record.

# Accessing the Student Record Documentation

Start your web browser and go to the GaDOE website at <http://www.gadoe.org/>. From the GaDOE website, point your cursor to the menu items located at the top of the page and select **Data Reporting**.

The screenshot shows the Georgia Department of Education website. At the top, there is a navigation menu with links: Home, About GaDOE, State Board of Ed., School Improvement, Curriculum, and Data Reporting. The Data Reporting link is highlighted with a white arrow. Below the navigation menu is the Georgia Department of Education logo and a banner with the text "Helping students excel. Georgia Department of Education" and a photo of a young girl. A search bar labeled "Ask GaDOE" is also present. The main content area is divided into several sections: "GaDOE WEBSITE FINDER" with links to About GaDOE, State Board of Education, School Improvement, and Curriculum; "STATE SUPERINTENDENT" featuring a portrait of Kathy Cox and a quote; "Site Guides" with icons for Parents, Students, School Systems, Educators, and Legislators; "Site Index by Subject" with a dropdown menu; "Press Releases"; and "SCHOOL FINDER" with a map of Georgia and a dropdown menu.

Select the **Data Collections** link from the Data Reporting menu and then select **Student Record**. Now, select the [2012 Student Record Resources](#) link.

To find all of the information you need to get started and to familiarize yourself with this collection, we recommend that you view and print all of the documentation provided within the "Student Record Information 2012" web portal.

## Logging Into the Portal

In order to transmit your file, select the **MyGaDOE Login** link from the Data Reporting menu. Enter your portal userID and password. Once logged into the portal, look at the navigation bar on the left. Select **Data Collections** and then select **Student Record**.

NOTE: If you do not have a userID and password for the portal, or if you encounter problems logging in or accessing the application, contact [Information Technology Customer Support](#) using the new automated ticket generator.

1. Send an email message to: [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us)
2. Type **ONLY** your three-digit system number in the **SUBJECT** field.
3. Type your name, telephone number (including the area code), district/school name and the specific details of your request within the body of the email.

Or you may contact the Information Technology Customer Support by phone at (800) 869-1011.

You should now be logged into the Portal and able to access the Student Record Data Application. Depending on your access rights, you will need to select the **Data Collections > Student Record** buttons **OR** simply select the **Student Record** button to access the main menu of Student Record for 2012.

## Transmitting a File

At this point, the Student Record Main Menu should be displayed with your system's information at the top. From here, you can upload files, view reports and correct errors.

1. Select the [SR File Upload](#) link.
2. Click the **Browse** button to locate and select the file on your Personal Computer (PC).
3. A File Upload window will now be displayed to allow you to select your file. Change the drop-down list within the **Files of type** field by selecting **All Files (\*.\*)**. Locate and select the file (on your PC), so that the name of the file is populated **File name** field. Click **Open**.
4. The "File Upload" screen will be redisplayed with your file pathname populated in the **Upload this file** field. Click **Upload File** to send your file. You can select the **Multiple Files:** box and upload multiple files at one time.
5. Once you have clicked the Upload File button. The file is uploaded to the Georgia Department of Education and you are returned to the application. An automated e-mail message will be sent to the email address of the username used to log into the Portal/Student Record application. The message will either confirm the file was processed successfully or that it did not process properly because of errors. If the file did not process successfully, the e-mail will list the error(s)/reason the file failed processing.

The time it takes to finish processing will depend on the size of your file and the number of systems trying to upload/process files at the same time. Generally, the file processing time takes from 5 minutes to as much as 45 minutes for larger districts. You may either log out and wait a few minutes or click on the **Refresh** or **Reload** button on your web browser occasionally to check the process status.

You have now successfully completed the transmission of data. Click on the **BACK to SR MENU** button to return to your main menu.