



Georgia Test Identifier System

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GTID 5.0 Quick Start Guide

- **How to Search for students in the GTID application?**

There are three search options available in the GTID application – Simple Search (name & birth date), Advanced Search (adds demographic elements to the search by name), and State ID Search.

The Search engine only produces results that are exact match to the criteria provided. Therefore, it is much better to search for Ja Jones than to search for Jasmine Jones because if Jazmine is spelled Jazmine in the database (whether it was spelled correctly or incorrectly when initially entered), a search for Jasmine won't produce Jazmine. Likewise, if you search for Sarah, you won't find Sara. Recommendation: only use 1 or 2 letters of the First Name. Please note that many GTIDs contain the student's middle initial as opposed to his or her full middle name because GTIDs were originally created from FTE data. So if you search for Sara Elizabeth, you won't find Sara E.

If a user enters values in more than one field the system would use the 'AND' operator to perform the search. Entering a student's birth date will narrow the search very effectively.

Student Search supports the use of wildcards for pattern matching. The following wildcards can be used:

"_" Match any single character in this position.

"%" Match any number of characters. Enclosing the string in percentage will return all occurrences of that string within the field. For example, %ash% would return Ash, Ashley, Washington, Nash,...

- **How to generate a GTID for a new student?**

Districts can choose whether to have a single person at the district or a person at each school responsible for finding or generating GTIDs.

There are two ways to get a GTID:

1. Upload a file of students with blank GTIDs from your SIS (Upload Batch File).
2. Enter Individual Student menu option.

Mandatory fields for the GTID assignment (and the rules for that data element)

- First Name (must be at least 1 letter, no capitalization rules)
 - Last Name (must be at least 2 letters, no capitalization rules)
 - Gender (must be male or female)
 - Date of Birth
 - Ethnicity (must be 1 of 6 codes defined by the state)
 - School Code (must be from the list of open schools in the Facilities Database)
 - Residential District Code (must be from the list of active districts in the Facilities Database)
 - Social Security Number – required (can't have all zeros, 000-xx-xxxx, xxx-00-xxxx, or xxx-xx-0000)
 - Local Student ID (no rules)
 - Grade (PK, KK, 01, 02, ... 12)
 - District Code (must be from the list of active districts in the Facilities Database)
 - School Year (must be 2007)
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- **How to edit the demographic information for a student that has a GTID?**

You can change Student information in the GTID application by uploading the batch file or editing Student information online.

If you upload a file to update Student information, you must include the GTID. All data that is different will replace the old data (which gets stored as a history item).

GTID 5.0 also contains an online edit function. When the home district clicks on the edit button, the SSN is displayed (It does not appear on a search). You can then edit any field except GTID. Note: You can only edit your own students.

- **How to retire a GTID?**

If a student has two GTIDs, then one must be retired by a DOE GTID administrator. Please send a dticket to the DOE Helpdesk to have GTID retired.

- **How to Claim a student?**

If a district enters the information for a new student (by upload or by online) and the application returns a near match, then the district will

need to review the records and determine whether a near match is indeed the transferring student. If the district believes that it is the same student, then they can “claim” the student. This generates an email to the losing school/district. The losing school/district can then accept or dispute the claim.

If the losing school/district accepts the claim, the information in the GTID database will indicate that the student is now active in the new school (the old school will be stored in a history record). There is no withdrawal record stored in the GTID database, but both entry and withdrawal records are stored in the GSSIS data warehouse.

Unless an alternate email address is established claim emails are sent to the principal of the losing school. If a district want to change the email address for GTID claims it must establish an alternate email address through a DOE dticket. While there is a limit of one alternate email address per districts, the alternate email could be a distribution list or an email account viewed by a group of people.

The district phone number that appears in the claim email can't be changed in GTID. That phone number is pulled from the portal information. The district security officer has to change that phone number in the portal for it to change in the email.

- **What is Extract & Download Batch option?**

New in 5.0 – This menu item allows the user to fill a shopping cart of GTIDs that were generated in different uploads or online.