



GTID Training for New Users

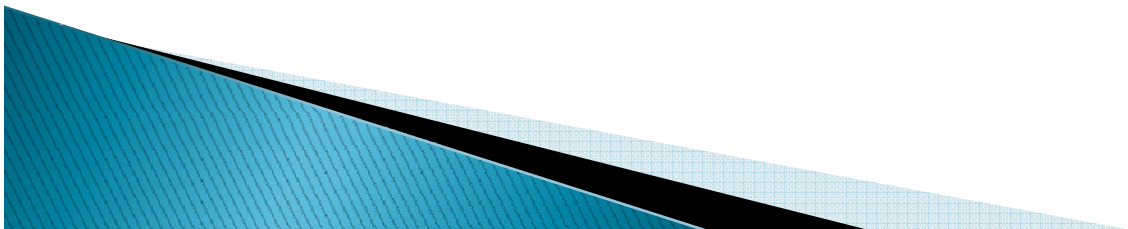
Kathy Aspy
GTID Administrator

August 24, 2010

Brad Bryant
State Superintendent of Schools

Agenda

- ▶ Printing this presentation
 - ▶ Brief history
 - ▶ Documentation location
 - ▶ How the GTID application works
 - ▶ Near Match Resolutions
 - ▶ Tips
-
- ▶ All sensitive data in this presentation has been changed.

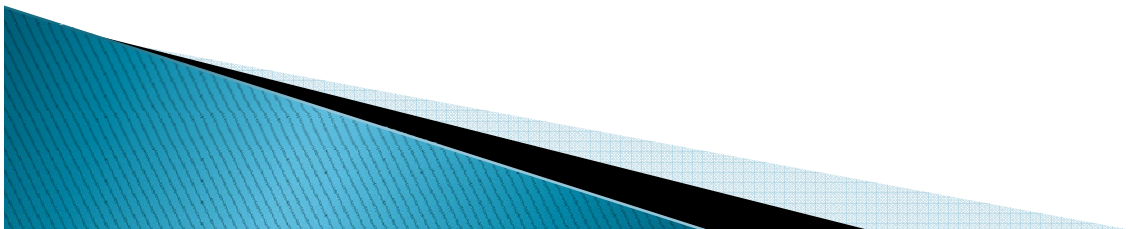


Orientation

- ▶ Please edit your profile by: Right click on your name in the Participants window, then Edit Profile and fill out your name, district, email and phone. Thanks!
- ▶ To Print the Power Point from this session: click on File, Print, Whiteboard
- ▶ This session is being recorded – you can review this presentation by clicking on the date of the session on the Elluminate calendar – I'll show you where this is.

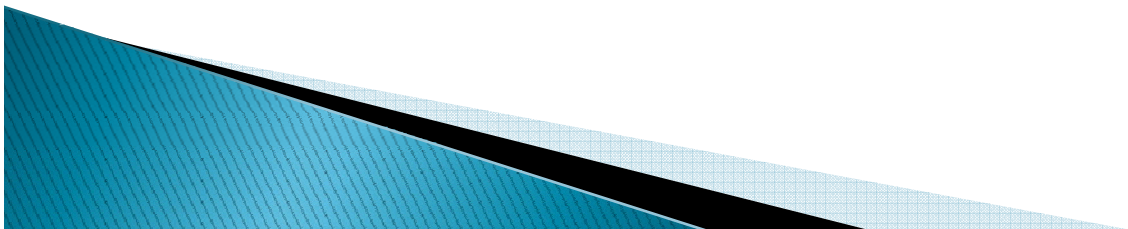
Georgia ID History

- 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 with the title "Georgia Department of Education - Information Technology - Windows Inter...". The address bar contains the URL "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 a navigation menu with the following items: Home, About GaDOE, State Board of Ed., School Improvement, Curriculum, Data Reporting, and a search box labeled "AskDOE".

The main content area features the Georgia Department of Education logo and the tagline "Improving student achievement. Georgia Department of Education". Below this is a breadcrumb trail: Home » About GaDOE » Office of Technology Services » Information Technology » Education IT. The page title is "School Year 2005-2006 Student Characteristics".

The page is divided into several sections:

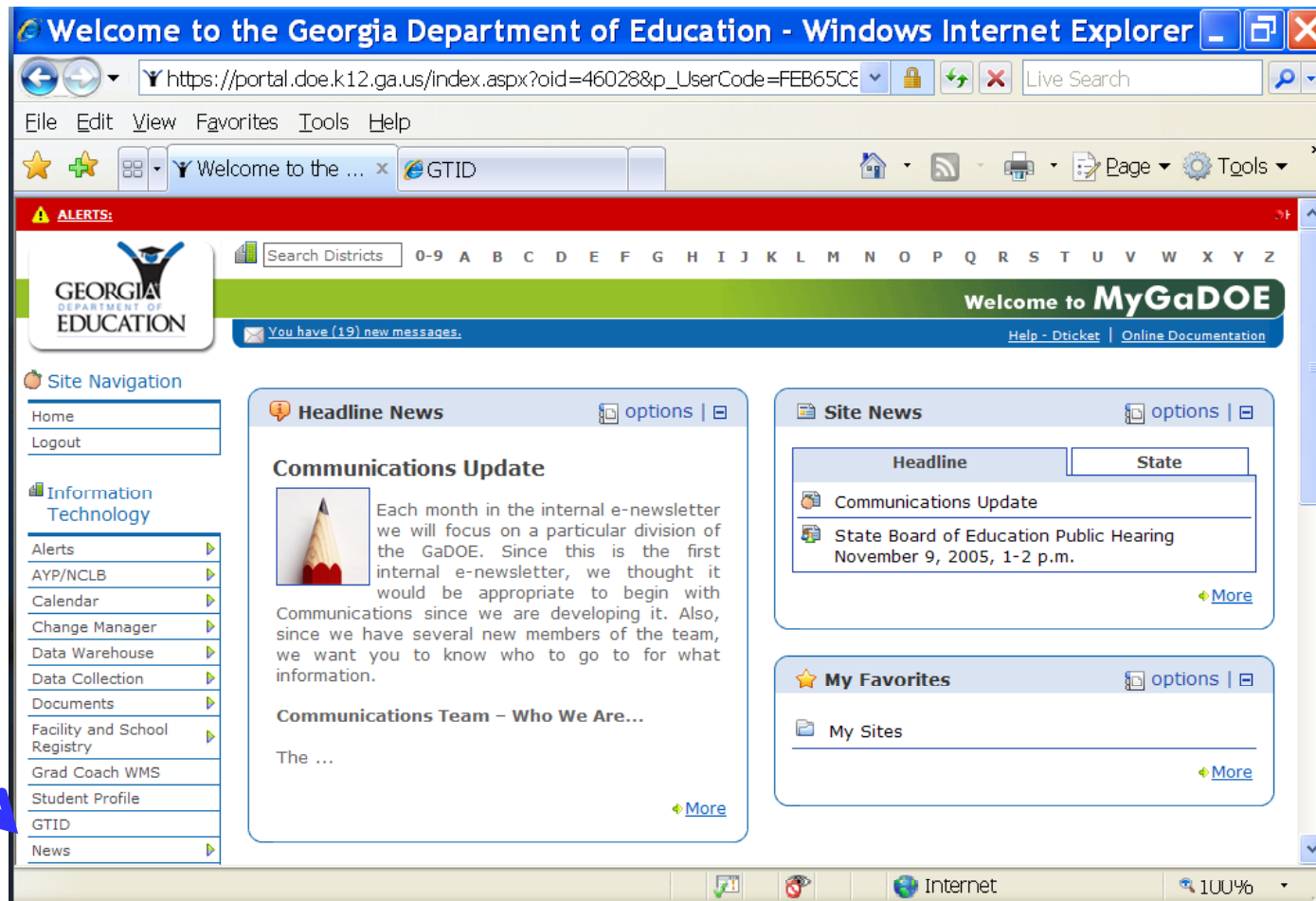
- DIVISIONS:** Instructional Technology, Information Technology.
- CONTACT INFORMATION:** Levette Williams, Associate Superintendent, Technology Services, 1554 Twin Towers East, 205 Jesse Hill Jr. Drive SE, Atlanta, GA 30334, (404) 463-6504, lewillia@doe.k12.ga.us.
- Data Collections:** This page provides 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.
- Information/Documentation:** A list of resources including:
 - Certified/Classified Personnel Information (CPI) Resources
 - Education Thematic Maps
 - Facilities Resources
 - FERPA Resources
 - Full-Time Equivalent (FTE)
 - Georgia Testing Identifier (GTID)
 - GSIS Conference (2-2-09)

Two blue arrows point to specific elements: one labeled "1st" points to the "Data Collections" menu item in the navigation bar, and another labeled "2nd" points to the "Georgia Testing Identifier (GTID)" link in the "Information/Documentation" section.

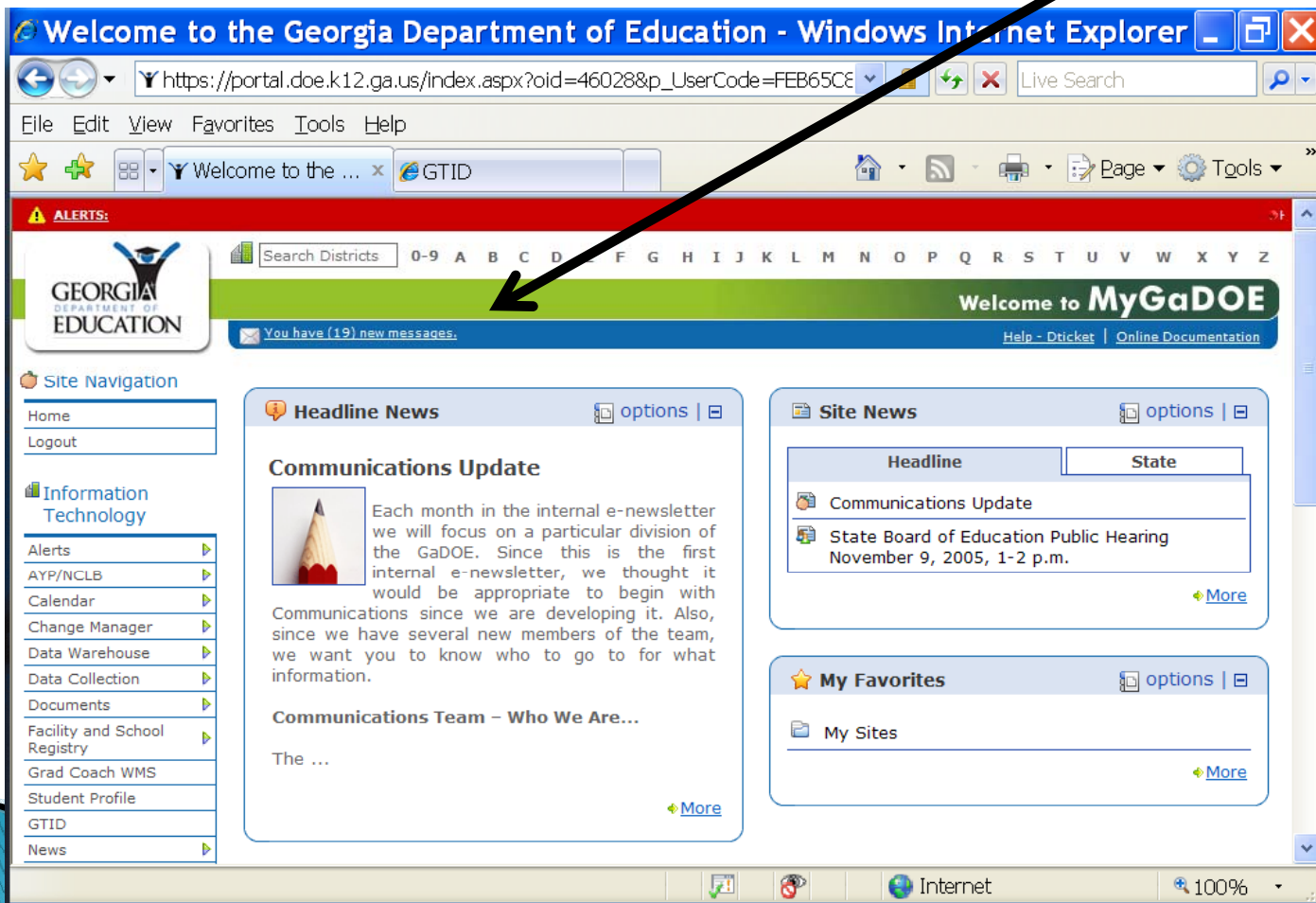
GTID Application – sign into the Portal

The screenshot shows the Georgia Department of Education website in a Windows Internet Explorer browser window. The address bar displays <http://public.doe.k12.ga.us/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The website's navigation menu includes Home, About GaDOE, State Board of Ed., School Improvement, Curriculum, and Data Reporting. The Data Reporting menu is expanded, showing options such as Adequate Yearly Progress (AYP), Report Card, Title I Annual Reports, Special Education Annual Reports, CTAE Reports, Financial Reports, QBE Reports, Data Collections, MyGaDOE, Login, and Online Documentation. A blue arrow points to the 'Login' link. Another blue arrow points to the 'Data Reporting' menu. The website features a header with the Georgia Department of Education logo and the slogan 'Helping students excel.' Below the header, there are alerts for '2010 AYP Reports Now Available!' and 'AskDOE'. The main content area includes 'HOT TOPICS' (About the GaDOE, Superintendent Brad Bryant, Strategic Plan, GaDOESource Newsletter, AskDOE, Stimulus Funding, Proposed Rulemakings), 'Careers' (Working at GaDOE, Teaching in Georgia, Troops to Teachers), a '2010 AYP Adequate Yearly Progress' feature, and a 'STATE SUPERINTENDENT' section for Brad Bryant with a 'Become a Fan' button. The browser's status bar at the bottom shows 'Internet' and '100%' zoom.

If you have the security clearance, GTID will be here.



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



Georgia Test Identifier System

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

GTID Home Current Login: dwatson@henry.k12.ga.us Location: 675 - Henry Count

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

From: 12/23/2009 To: 01/22/2010

Find Batch:

Upload Date	Batch Info	Status	Record Count	Next Action
01/22/2010	<input type="text" value="239711"/>	Near Matches / Duplicates Found	2	<input type="button" value="Resolve Near Matches"/>
01/22/2010	<input type="text" value="239668"/>	ID Assigned	1	<input type="button" value="Download GTID"/>
01/22/2010	<input type="text" value="239574"/>	IDs Assigned	3	<input type="button" value="Download GTID"/>
01/21/2010	<input type="text" value="239500"/>	IDs Assigned	13	<input type="button" value="Download GTID"/>

How the GTID system works



Georgia Test Identifier System

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

Filters to find a batch easier – ex.
Find all your Resolve Near Matches

GTID Home

MENU

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

Current Login: dwatson@henry.k12.ga.us Location: 675 - Henry County

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

From: 12/23/2009 To: 01/22/2010

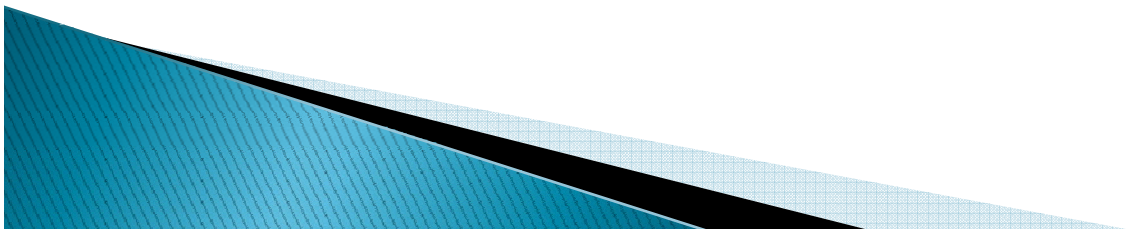
Find Batch: Search

Upload Date	Batch Info	Status	Record Count	Next Action
01/22/2010	<input type="text" value="239711"/>	Near Matches / Duplicates Found	2	<input type="button" value="Resolve Near Matches"/>
01/22/2010	<input type="text" value="239668"/>	ID Assigned	1	<input type="button" value="Download GTID"/>
01/22/2010	<input type="text" value="239574"/>	IDs Assigned	3	<input type="button" value="Download GTID"/>
01/21/2010	<input type="text" value="239500"/>	IDs Assigned	13	<input type="button" value="Download GTID"/>

Your last batches of IDs assigned

GTID application functions

- ▶ Upload Batch File – to find or **update** records for all students in a file
- ▶ Enter Individual Student – manual entry for 1 new student
- ▶ Student Search – lookup only
- ▶ 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)
- ▶ Claiming Process – if you find a student and want to claim his GTID instead of entering info



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

GTID Home

MENU

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

Submission Type: All Process

From: 12/23/2009 To: 01/23/2010

Find Batch:

Upload Date	Batch Info	
01/22/2010	<input type="text" value="239711"/>	Nea
01/22/2010	<input type="text" value="239668"/>	ID A

How the GTID system works

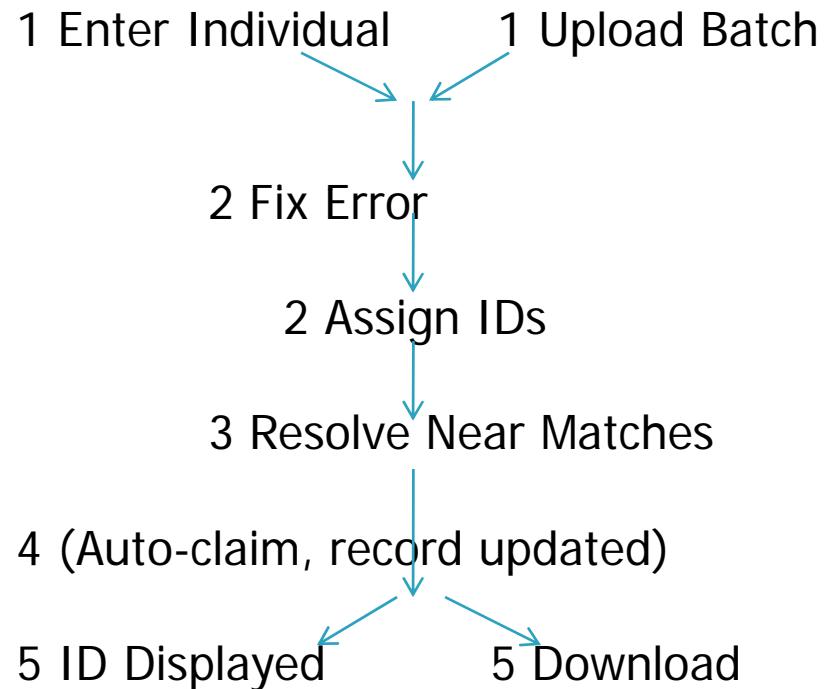
1 School or district sends/enters
demographic data

2 Error correction /
Assign ID

3 Matching process

4 Claiming

5 Record Update / GTID download



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](#)

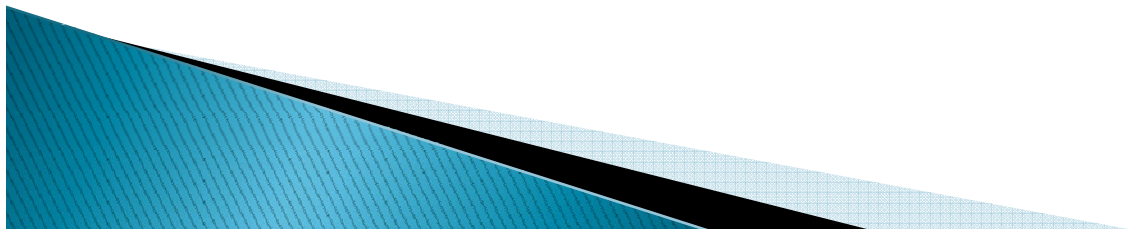
Student Data Entry

* 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](#)

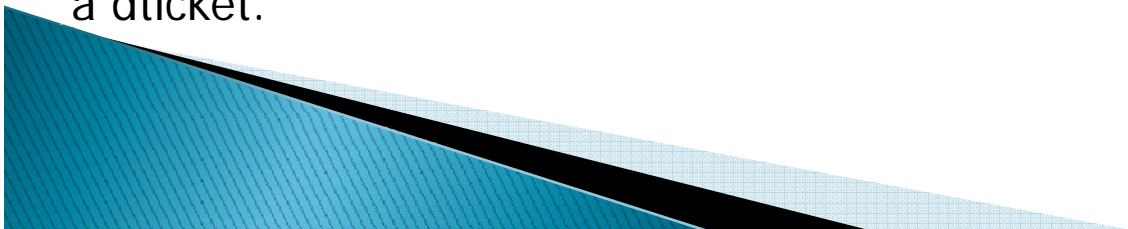
[Clear](#)



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

Enter Individual Student							
Current Login: kaspy@doe.k12.ga.us Location: 892-DHR - BCW & DHR Youth Centers					GTID Home		
Student Data Entry							
* First Name:	Michael	Middle Name:		* Last Name:	Smith	Suffix:	
* Gender:	MALE	* Date Of Birth:	07 / 13 /	Ethnicity:		* Sch. Code:	0198
* Res District:	892	* SSN:	801 .28 .5040	* Local Student ID:	DU73	* Grade:	P
* District:	892	* School Year:	2011	GTID:			
* Required Fields						Assign GTID	Clear

If the parents have signed a waiver refusing to give the SSN, then you assign the student an "800#" alternative. If your district needs more "800#s", put in a dticket.



2 How the GTID system works – Fix Errors

Enter Individual Student

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

System Message

The student information has not been updated. Validation errors.

Student Data Entry

* First Name:	Michael	Middle Name:		* Last Name:	Smith	Suffix:	
* Gender:	MALE	* Date Of Birth:	07 / 15 /	Ethnicity:		* Sch. Code:	0198
* Res District:	892	* SSN:	801 - 28 - 5040	* Local Student ID:	DU731	* Grade:	PK
* District:	892	* School Year:	2011	GTID:			

* Required Fields Assign GTID Clear

1 Put in the missing birth year

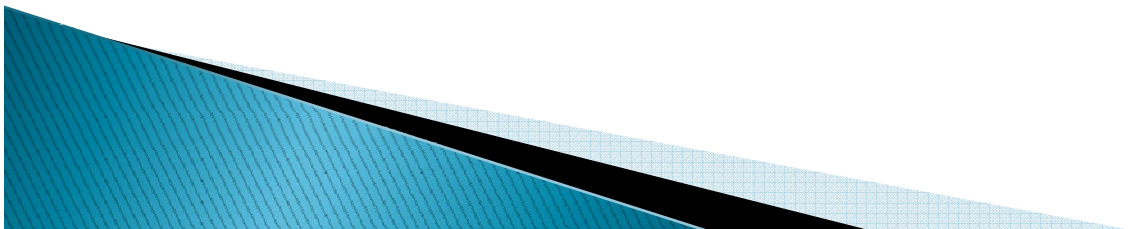
2 Click on Assign GTID

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.

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– 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)

Data you sent

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

Near Matches / Duplicates Found.

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

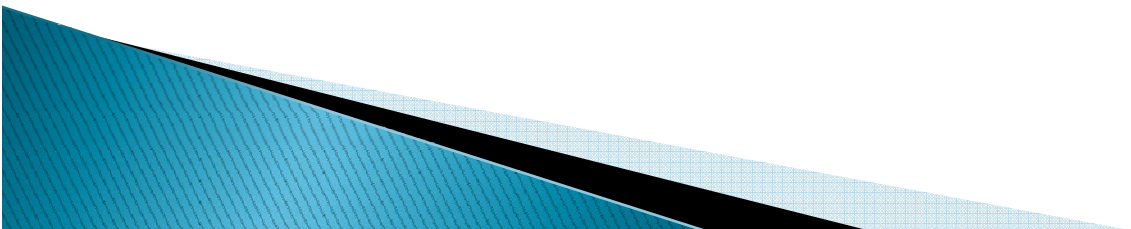
Student Record to Review and Select.

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

Near Matches / Duplicates Found.

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

The last district and school to claim these students.



3 How the GTID system works – Resolving Near Matches

The record you just sent

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:							

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:	1
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

Near Matches / Duplicates Found.

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

Resolving NMs – decision choices

Option	When to use it
Assign Selected	Update the data of a student that already has a GTID
Create New ID	Create a New ID for a student that was <i>NEVER</i> issued a GTID
Cancel	User can not determine whether or not the students are the same

5 How the GTID system works – Downloading the GTID

GEORGIA
DEPARTMENT OF
EDUCATION

1 click

System

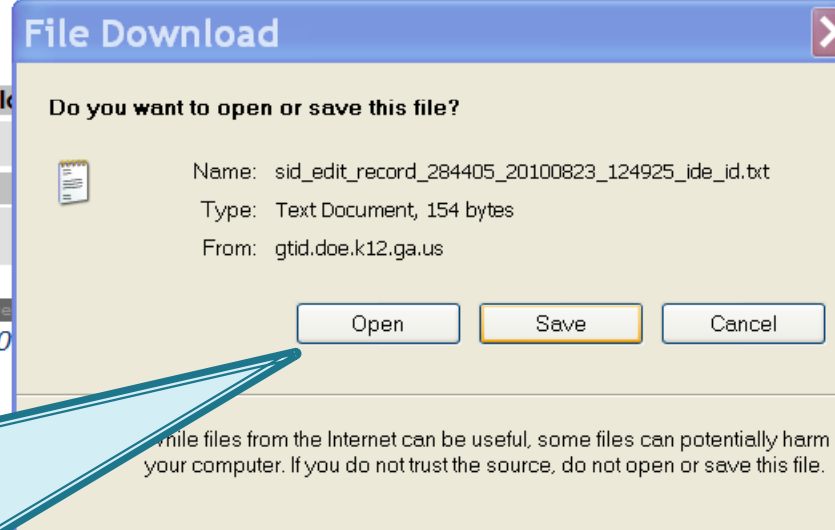
[contact GDOE](#)
[Accessibility](#)

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 here to download the file.

v. 6.0.3.11 © 2005 Georgia Department of Education. All rights reserved.
Copyright © 200



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

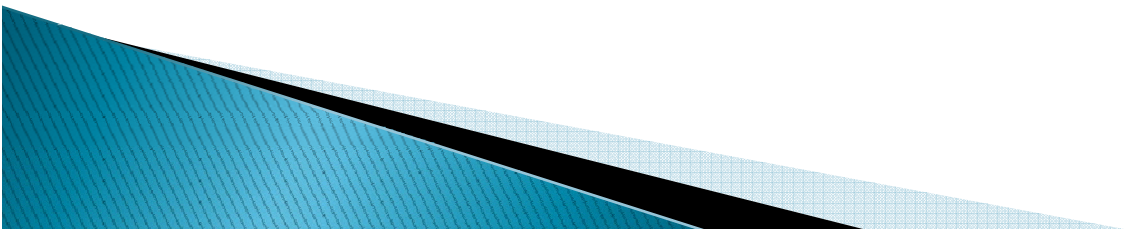
5 How the GTID system works – Downloading the GTID

The GTID is before the school district and school year in the layout/file.

```
File Edit Format View Help
TH 08/20/2010 12:49:25 N/A 1.0 delimiter=0x09
ID 0198 892 Brown Micheal M 07/13/1996 PK DU7311111 801285040 w 1570882673 892 2011
TT N/A 3
```

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.



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.

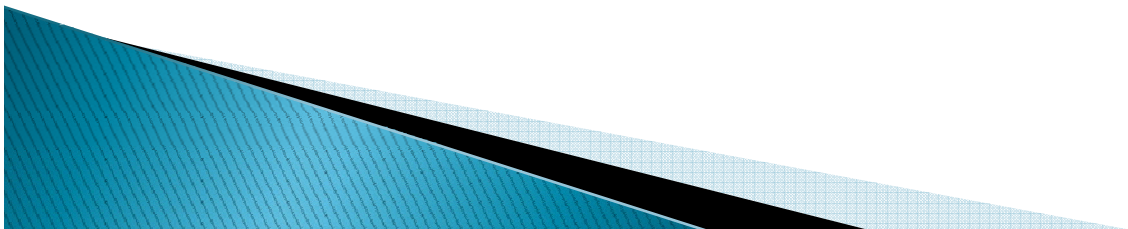
Your SIS vendor has created an Extract/Export/Report to pull a whole file of students. This part is in your SIS – I can't see it, therefore, I can't assist with this extract.

The extraction process should ask you:

(only) Students that need a GTID

OR All active students

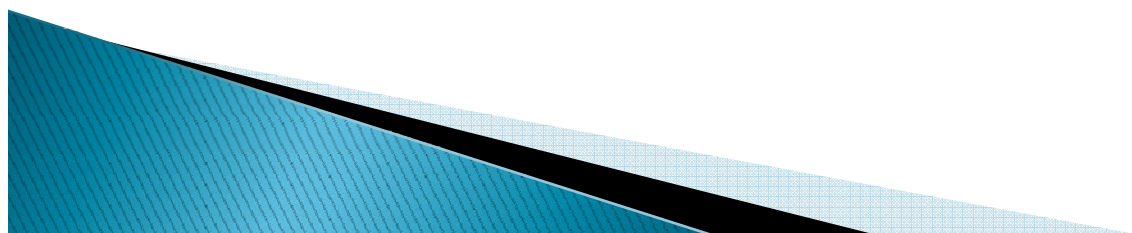
If you select Students that need a GTID, you will get all the students with missing GTIDs.



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. You don't need to Download and bring the GTIDs back to your SIS.



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.

The image shows a screenshot of a web application interface for uploading a batch file. The interface includes a header with the title "Upload Batch File", a login field showing "Current Login: kathy892@doe.k12.ga.us", and a location field showing "Location: 892-DHR - BCW". There are two tabs, "Basic" and "Advanced", with "Basic" selected. Below the tabs is a "File to Upload:" field with a "Browse..." button and an "Upload" button. A "GTID Home" link is visible in the top right corner. A "Choose file" dialog box is overlaid on the interface, showing the "Look in:" field set to "fake data" and a list of files including "fake data tab.txt". Red callout boxes provide instructions: "Step 1- browse for the file you extracted from your SIS and saved on your computer" points to the "Browse..." button; "Step 2 - select the file, then OPEN" points to the "fake data tab.txt" file in the dialog; and "Step 3 - upload" points to the "Upload" button.

Upload Batch File

Current Login: kathy892@doe.k12.ga.us Location: 892-DHR - BCW

GTID Home

Basic Advanced

File to Upload: Browse... Upload

Step 1- browse for the file you extracted from your SIS and saved on your computer

Step 3 - upload

Choose file

Look in: fake data

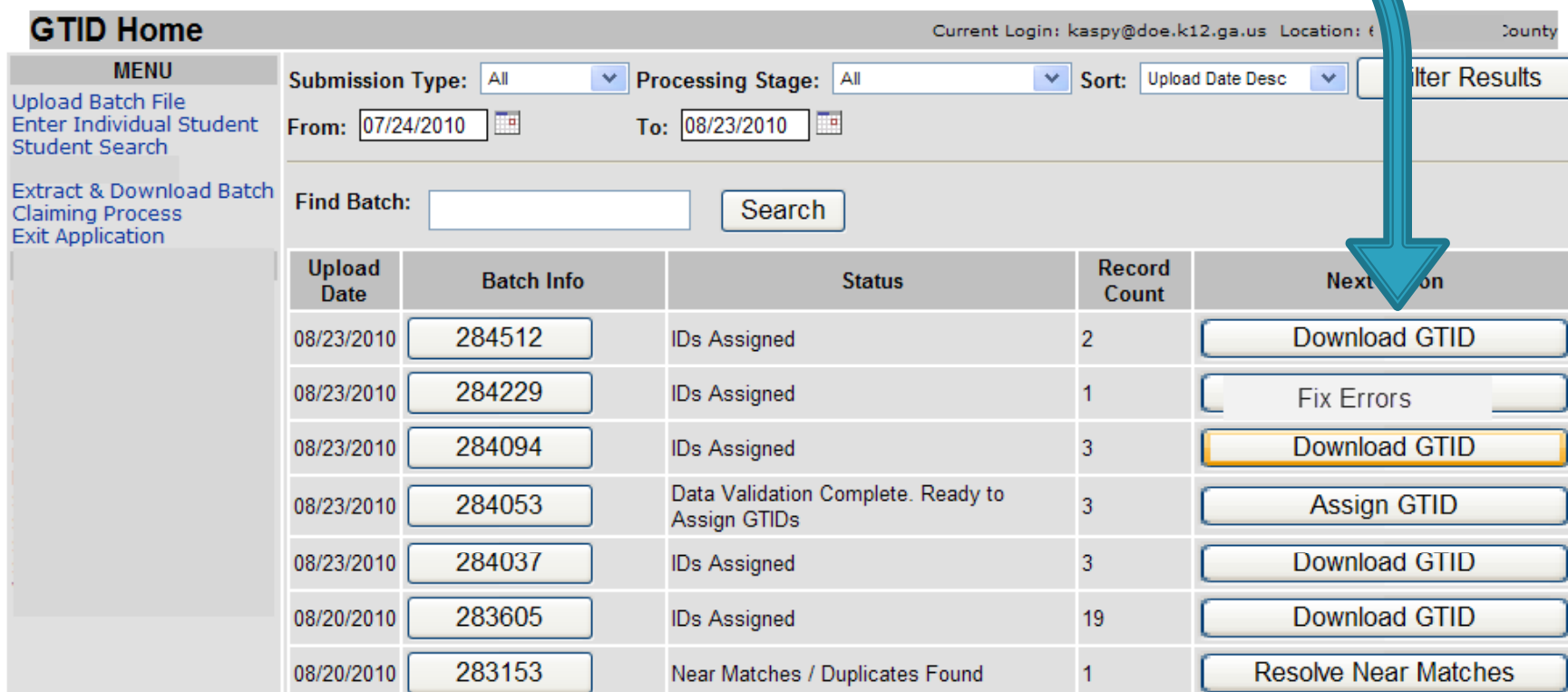
fake data tab.txt

My Recent Documents

Step 2 - select the file, then OPEN

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	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

How the GTID system works

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: All Processing

From: 12/23/2009 To: 01/22/2010

Find Batch:

Upload Date	Batch Info	
01/22/2010	239711	Near M
01/22/2010	239668	ID Ass
01/22/2010	239574	IDs As
01/21/2010	239500	IDs As

How the GTID system works

Searching

Search Individual Student

Current Login: kaspy@doe.k12.ga.us Location: 111-State of Georgia [GTID Home](#)

Simple Search Advanced Search GTID Search

First Name:	<input type="text" value="sarah"/>	Middle Name:	<input type="text"/>	* Last Name:	<input type="text" value="snickerdoodle"/>	Suffix:	<input type="text"/>
Gender:	<input type="text" value="v"/>	Date Of Birth:	mm <input type="text" value="v"/> / dd <input type="text" value="v"/> / yyyy <input type="text" value="v"/>	Ethnicity:	<input type="text" value="v"/>	School Code:	<input type="text"/>
District:	<input type="text"/>	Local Student ID:	<input type="text"/>	Grade:	<input type="text" value="v"/>	District:	<input type="text"/>

*Required Fields

No records found.

Tip – 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.

Tip - 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](#)

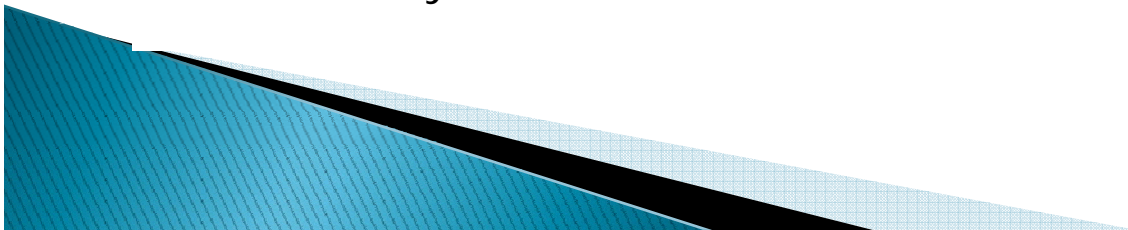
Simple Search **Advanced Search** **GTID Search**

* First Name: ashle	Middle Name:	* Last Name: smith	Suffix:
Gender: <input type="button" value="v"/>	Date Of Birth: mm <input type="button" value="v"/> / dd <input type="button" value="v"/> / yyyy <input type="button" value="v"/>	Ethnicity: <input type="button" value="v"/>	School Code:
Res District:	Local Student ID:	Grade: <input type="button" value="v"/>	District:

*Required Fields

Search Results						
Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	Match Probability
Sm ith	Ashley	Leighanne		02/23/1989	FEMALE	
Sm ith	Ashley	Lynn		03/17/1989	FEMALE	
Sm ith	Ashley	Christianna		07/30/1996	FEMALE	
Sm ith	Ashley	M		05/10/1989	FEMALE	
Sm ith	ASHLEY	NICHOLE		04/29/1996	FEMALE	

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



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 #:	16122562	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
04/12/2006	Smit	John			MALE	04/03/1999	BLACK, NOT OF HISPANIC ORIGIN	667	1605
11/17/2006	Smith	John			MALE	04/03/1999	BLACK, NOT OF HISPANIC ORIGIN	667	1605
12/23/2007	Smith	John			MALE	04/03/1999	BLACK, NOT OF HISPANIC ORIGIN	667	0280
09/13/2008	Smith	John			MALE	04/03/1999	BLACK, NOT OF HISPANIC ORIGIN	667	0199
09/14/2008	Smith	John			MALE	04/03/1999	BLACK, NOT OF HISPANIC ORIGIN	667	0199
11/26/2008	Smith	John			MALE	04/03/1999	BLACK, NOT OF HISPANIC ORIGIN	667	0280
09/15/2009	Smith	John	L		MALE	04/03/1999		667	0389
10/07/2009	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”.

- A. A claim is created automatically when an ID is created, updated, or near match is selected.
- B. A claim can also be created manually.

1 Claiming Process from the Main Menu
2 Create a Claim 3 Enter / Paste in GTID

The screenshot shows the 'Claiming Process' interface. At the top right is a 'GTID Home' button. Below it are four main action buttons: 'Create A New Claim', 'Search Individual Claim', 'Extract & Download', and 'Resend Email'. Below these are filter options: 'Claim Type: All', 'Claim Status: All', 'Student Status: Active', and 'Verified Status: All', with a 'Filter Results' button. At the bottom of the filter section are date pickers for 'From: 07/24/2010' and 'To: 08/23/2010', a 'School: All Schools' dropdown, and a 'Sort: Claim Date Desc' dropdown. Below the filters is a table header with the following columns: Claim Date, Claim ID, GTID, Student Name, Losing School, Gaining School, Status, Verified, and 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](#)

Student Information							
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	thnicity:	WHITE, NOT OF HISPANIC ORIGIN	Sch. Yr:	2010
Created:	11/11/2005	Last Updated:	08/12/2009	Update Ref #:	12411065	Last Batch#:	196743

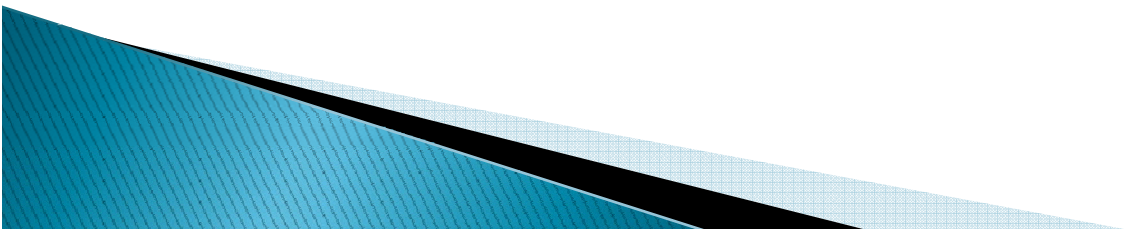
New Claim Entry			
Gaining School		Losing School	
District:	Cobb County (633)	District:	Cobb County (633)
* School:	Select A School <input type="button" value="v"/>	School:	Dickerson Middle School (0281)
* Grade Level:	07 <input type="button" value="v"/>	Grade Level:	07
* Claim Date:	08/23/2010 <input type="button" value="calendar"/>	Response Date:	
* Email:	<input type="text"/> <input type="button" value="..."/>	* Email:	<input type="text"/>
CC1:	<input type="text"/>	CC1:	<input type="text"/>
CC2:	<input type="text"/>	CC2:	<input type="text"/>
CC3:	<input type="text"/>	CC3:	<input type="text"/>
Comments: (maximum length 255 characters)		Comments: (maximum length 255 characters)	

1 Select the student's new school

2 then the current grade level

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

3 then the email address of the new school
4 then Create Claim button



4 How the GTID system works – Claiming

Claiming Process

Current Login: kaspy@doe.k12.ga.us Location: 648-Douglas County GTID Home

Claim Type:
 Claim Status:
 Student Status:
 Verified Status:

From: To:
 School:
 Sort:

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

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.

Getting a Clean ID – Duplicates

What does a duplicate look like when searching?

Search Individual Student

Current Login: kaspy@doe.k12.ga.us Location: 111-State of Georgia [GTID Home](#)

[Simple Search](#) [Advanced Search](#) [GTID Search](#)

* First Name: <input type="text" value="jordan"/>	Middle Name: <input type="text"/>	* Last Name: <input type="text" value="Amazon"/>	Suffix: <input type="text"/>
Gender: <input type="text" value="v"/>	Date Of Birth: mm <input type="text" value="v"/> / dd <input type="text" value="v"/> / yyyy <input type="text" value="v"/>	Ethnicity: <input type="text" value="v"/>	School Code: <input type="text"/>
Res District: <input type="text"/>	Local Student ID: <input type="text"/>	Grade: <input type="text" value="v"/>	District: <input type="text"/>

*Required Fields

Search Results

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	Match Probability
Amazon	Jordan	A		09/12/2002	FEMALE	
Amazon	Jordan	Alibya		09/12/2002	FEMALE	
Amazon	Jordan	Alibya		09/12/2002	FEMALE	

Getting a Clean ID – Duplicates

- ▶ What does a duplicate look like, as a Near Match?

Resolve Near Matches / Duplicates

Current Login: kaspy@doe.k12.ga.us Location: 644-DeKalb County GTID Home

Student Record to Review and Select.

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School
Lopez	Juan	Luis		12/02/1998	MALE	644	0290

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"/>	Lopez	Juan	Luis	Jr.	12/02/1998	MALE	670	0188	100 [MATCH]
<input type="radio"/>	Lopez	Juan	Luis		12/02/1998	MALE	761	0186	100 [MATCH]

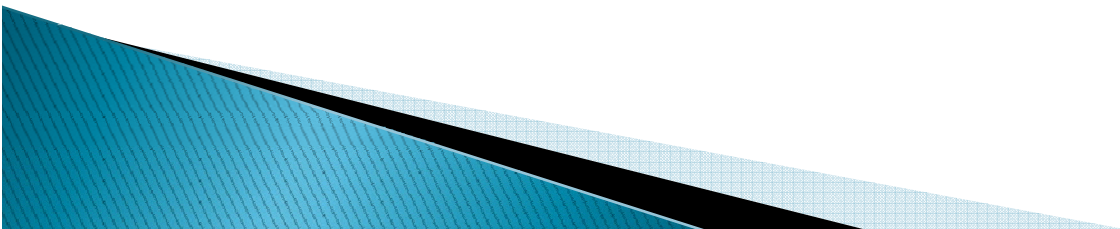
Getting a Clean ID – Duplicates

- ▶ How did this happen?
- ▶ Some one got a Near Match choice and said, “I’m not sure if this is the same student and I:
 - A. don’t have time to research it
 - B. don’t see the documents that the parent gave the school because I’m at the district
 - C. can’t communicate with the parents well/in a timely manner
 - D. etc.
- ▶ And then that person selected

Create a New ID

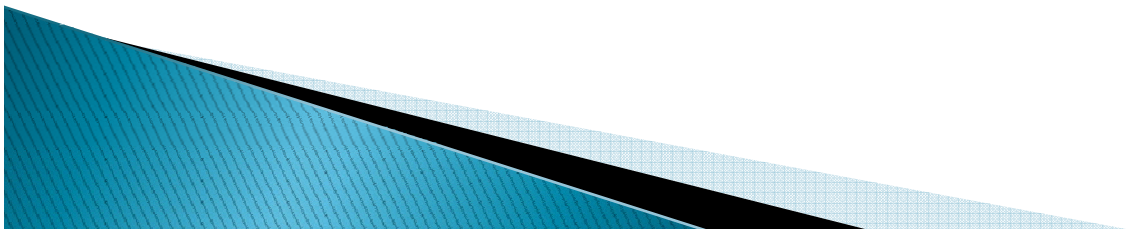
Getting a Clean ID – Duplicates

- ▶ Now that student has 2 GTIDs. And if the last district to have that student doesn't get a request for transcript and know where the student went, that district just got a 'drop out', lost a student in the 4 year graduation rate calculation, and you may have gained a Special Education student that you don't know is a SWD so you don't serve him and now your district is not complying with Federal DOE 'continuation of services' requirements, and...



Getting a Clean ID – Duplicates

- ▶ ... and getting the GTIDs 'clean' matters.
- ▶ What can you do about a student with 2 GTIDs? Send me the 2 GTIDs in a PORTAL email and if I confirm that the IDs are for the same student, I will merge them.

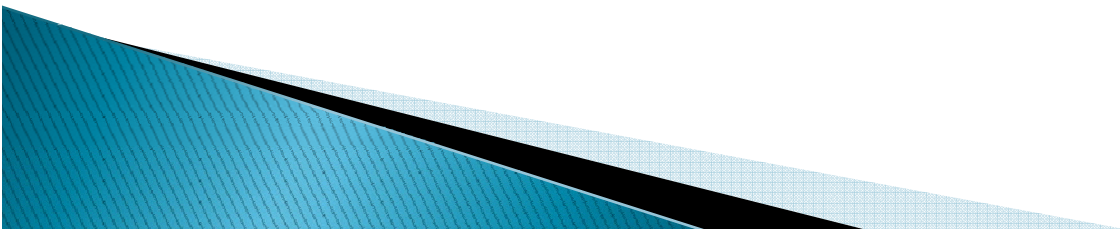


Getting a Clean ID – Shared ID

B. Shared ID

- 2 students with 1 GTID
 - Nora Jones
SSN 123456789
 - John Jacob Smith
SSN 123456789

John becomes a history record.



Getting a Clean ID – Shared ID

What does this look like?

Search Individual Student									
Current Login: kaspy@doe.k12.ga.us Location: 111-State of Georgia								GTID Home	
Student Information: [GTID : 111-222-3333					Created: 11/13/2005				
First Name:	Nora	Middle Name:		Last Name:	Jones	Suffix:			
School:	0203 Pine Elementary	Gender:	FEMALE	Local Student ID:	121212	Grade:	03		
Dist:	Clinton County Schools	Date Of Birth:	02/23/2001	Ethnicity:		Sch Yr:	2010		
Res Dist:	Clinton County Schools	Last Updated:	10/01/2009	Update Ref #:	14524001	Last Batch #:	212791		
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
11/13/2005	Smith	John	Jacob		MALE	05/14/1998	BLACK, NOT OF HISPANIC ORIGIN	101	1052
12/08/2005	Smith	John	Jacob		MALE	05/14/1998	BLACK, NOT OF HISPANIC ORIGIN	101	1052
09/27/2006	Jones	Nora			FEMALE	02/23/2001	BLACK, NOT OF HISPANIC ORIGIN	202	0203
09/03/2008	Jones	Nora			FEMALE	02/23/2001	BLACK, NOT OF HISPANIC ORIGIN	202	0203
08/17/2009	Jones	Nora			FEMALE	02/23/2001	BLACK, NOT OF HISPANIC ORIGIN	202	0203

Getting a Clean ID – Shared ID

How did it happen?

IF	THEN	FIX
“That’s her SSN so take the GTID away from him!”	2 students are ‘Merged’ in 1 record.	Email me using PORTAL email. I will separate the GTID and give one of the students a new GTID.

Getting a Clean ID

Keeping it clean:

If you're entering a student and get an SSN duplicate with a different student, don't steal the GTID.

1. Create a New ID if there's no name and demographic match.
2. Check on the SSN, then EDIT in GTID.
3. If you don't correct the SSN in GTID, it will become an E043 error in FTE and SR.

Getting a Clean ID – FTE and SR reports

Shared IDs in FTE and SR

FTE – Duplicate GTID report on the main menu

SR – SR066 Duplicate GTID Report in Reports,
Student Reports

Georgia Department of Education		Duplicate GTID Report								
Student Record Data Collection System (FY2010)		656-Fayette County								
Duplicate GTID Report										
#	System Id	School Id	GTID	Student Id	Student Name	Grade Level	Withdrawn Code	Gender	Ethnic Race	Birth Date
1	656	0105	1231231234	0011111111	Cowell, Simon	09		F	NNNNNW=>RW	12191991
2	721	0100	1231231234	001123123	Abdul, Paula	10		F	NNNNNW=>NA	03171992
3	656	0105	<u>9998881234</u>	<u>800213456</u>	Copperfield, David	09		M	NNNNNN=>RW	01031992
4	721	0100	<u>9998881234</u>	<u>000999888</u>	Copperfield, David	10		M	NNNNNW=>NA	01031992

Resolving Near Matches – file status



Georgia Test Identifier System

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GTID Home

Current Login: dwatson@henry.k12.ga.us Location: 675 - Henry Count

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

Submission Type: Processing Stage: Sort:
From: To:

Find Batch:

Upload Date	Batch Info	Status	Record Count	Next Action
01/22/2010	<input type="text" value="239711"/>	Near Matches / Duplicates Found	4	<input type="button" value="Resolve Near Matches"/>
01/22/2010	<input type="text" value="239668"/>	ID Assigned	1	<input type="button" value="Download GTID"/>
01/22/2010	<input type="text" value="239574"/>	IDs Assigned	3	<input type="button" value="Download GTID"/>
01/21/2010	<input type="text" value="239500"/>	IDs Assigned	13	<input type="button" value="Download GTID"/>

Resolving Near Matches – list

Resolve Near Matches / Duplicates

Current Login: kasp@doe.k12.ga.us Location: 710-Paulding County GTID Home

Select All In Page Cancel All Checked Records Cancel All Near Match Records For This Batch

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code	Res District Code	
<input type="checkbox"/>	Abrams	Sally			04/01/2004	FEMALE	710	0198	710	Review and Select
<input type="checkbox"/>	Bigfoot	Brian			04/09/2004	MALE	710	0299	710	Review and Select
<input type="checkbox"/>	Fido	Debra			02/25/2004	FEMALE	710	0103	710	Review and Select
<input type="checkbox"/>	Henson	Quintravous	Alan		03/30/1998	MALE	710	3052	710	Review and Select

Resolving NMs – student #1

Resolve Near Matches / Duplicates

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

Student Record to Review and Select.

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School
Henson	QuinTravous	Alan		03/30/1998	MALE	660	0206

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"/>	Hensen	Quintravous	Allen		05/30/1998	MALE	761	5567	89 [NEAR MATCH]

HINT: If you can't determine if the near match record is the same student by looking at name, birthdate, and SSN, then click on the student's name and check the district and school. Is that the last school the student attended? If yes, that's most likely a match.

Resolving NMs – student detail #1

Compare Student Information									
Current Login: kasp@doe.k12.ga.us Location: 660-Fulton County									GTID Home
Student Record being reviewed.									
First Name:	QuinTravous	Middle Name:	Alan	Last Name:	Henson	Suffix:			
District:	660-Fulton County	School:	0206-Oakley Elementary School						
Gender:	MALE	Date Of Birth:	03/30/1998	Ethnicity:	BLACK, NOT OF HISPANIC ORIGIN		Sch. Yr:	2010	
Res District:	660	SSN:	555555555	Local Student ID:	11002211		Grade:	05	
Created:	01/21/2010	Last Updated:	01/21/2010	Serial#:	16071024		GTID:	1231231234	
Comments:	4542657647;								
Near Match / Duplicate Student [GTID: 1231231234 - 89.0									
First Name:	Quintravous	Middle Name:	Allen	Last Name:	Hensen	Suffix:			
District:	761-Atlanta Public Schools	School:	5567-Toomer Elementary School						
Gender:	MALE	Date Of Birth:	05/30/1998	Ethnicity:			Sch. Yr:	2010	
Res District:	761	SSN:	555555555	Local Student ID:	2222222		Grade:	05	
Created:	11/15/2005	Last Updated:	09/18/2009	Serial#:	14036815		GTID:	1231231234	
Matching Note:									
Return to List of Near Matches									

Background shading and/or italicized text indicates that the values for that field differ between the two students.

Resolving NMs – student #1

Resolve Near Matches / Duplicates

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

GTID Home

Student Record to Review and Select.

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School
Henson	QuinTravous	Alan		03/30/1998	MALE	660	0206

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 checked="" type="radio"/>	Henson	<u>Quintravous</u>	Allen		05/30/1998	MALE	761	<u>5567</u>	89 [NEAR MATCH]

Resolving NMs – student #2



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Resolve Near Matches / Duplicates

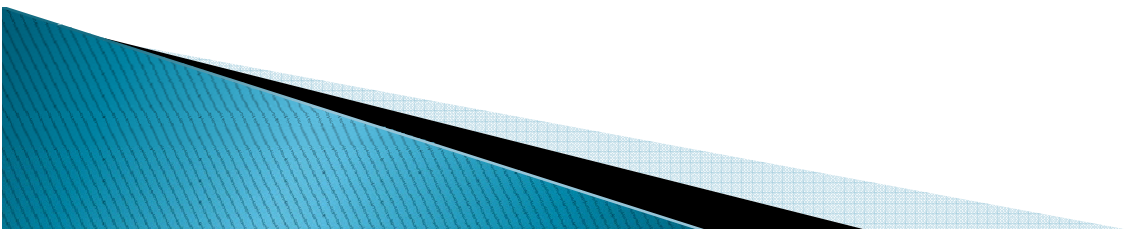
Current Login: kathy892@doe.k12.ga.us Location: 892-DHR - BCW & DHR Youth Centers GTID Home

Student Record to Review and Select.

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School
Barrinowski	Ashley			03/10/ 1997	FEMALE	892	3007
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"/>	Barinowsky	ASHLEY	P		03/10/ 1997	FEMALE	667	0288	92 [NEAR MATCH]



Resolving NMs – student #2

Compare Student Information

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

Student Record being reviewed.

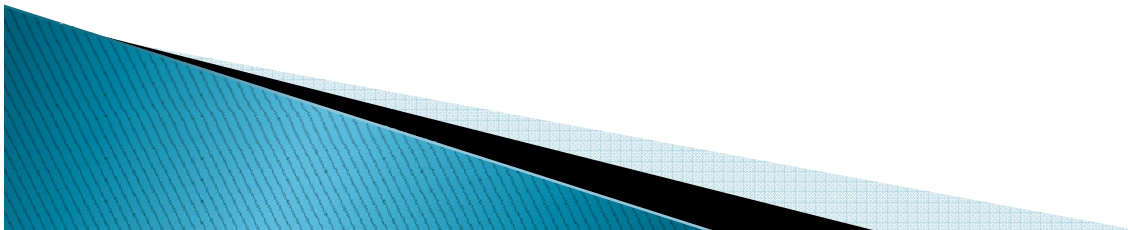
First Name:	Ashley	Middle Name:		Last Name:	Barrinowski	Suffix:	
District:	892-DHR - BCW & DHR Youth Centers	School:	3007-BCW - Gwinnett, East Metro Health District				
Gender:	FEMALE	Date Of Birth:	03/10/ 1997	Ethnicity:	BLACK, NOT OF HISPANIC ORIGIN	Sch. Yr:	2011
Res District:	892	SSN:	80211111	Local Student ID:	GW15i	Grade:	PK
Created:	08/13/2010	Last Updated:	08/13/2010	Serial#:	18690162	GTID:	
Comments:	1585855618;						

Near Match / Duplicate Student [GTID: 1585855618 - 92.01

First Name:	ASHLEY	Middle Name:	P	Last Name:	Barinowsky	Suffix:	
District:	667-Gwinnett County	School:	0288-Minor Elementary School				
Gender:	FEMALE	Date Of Birth:	03/10/ 1997	Ethnicity:		Sch. Yr:	2010
Res District:	667	SSN:	802555555	Local Student ID:	20039i	Grade:	PK
Created:	01/15/2010	Last Updated:	03/12/2010	Serial#:	16884520	GTID:	1585855618
Matching Note:							

[Return to List of Near Matches](#)

Background shading and/or italicized text indicates that the values for that field differ between the two students.



Resolving Near Matches – student #2



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Resolve Near Matches / Duplicates

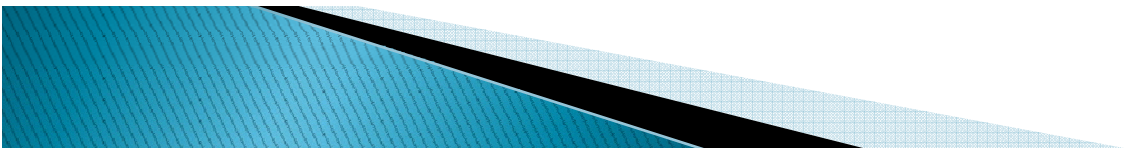
Current Login: kathy892@doe.k12.ga.us Location: 892-DHR - BCW & DHR Youth Centers GTID Home

Student Record to Review and Select.

Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School
Barrinowski	Ashley			03/10/ 1997	FEMALE	892	3007

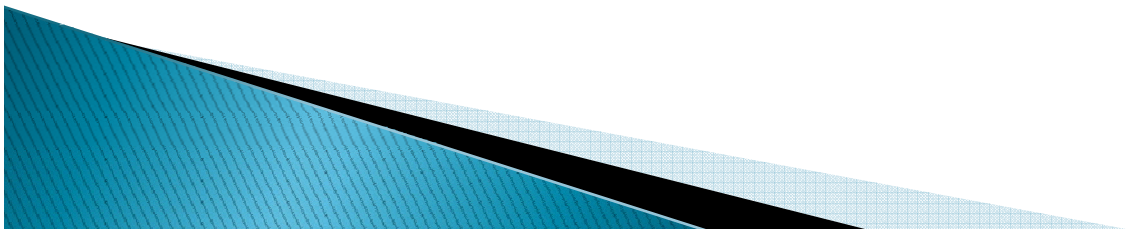
Near Matches / Duplicates Found.

	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School	Match Probability
<input type="radio"/>	Barinowsky	<u>ASHLEY</u>	P		03/10/ 1997	FEMALE	667	<u>0288</u>	92 [NEAR MATCH]



Tips

- ▶ Use the full legal name. Enter the name EXACTLY as it is on the Birth Certificate.
- ▶ 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.)
- ▶ To change the Claiming email address, contact me.
- ▶ Resolve a Near Match once. Don't upload again if you have a batch of Near Matches pending.



Tips

- ▶ 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.



Questions?

Phone: 404-651-5312
For email – select my name in
Portal mail
Kathy Aspy
GTID Administrator