



Facilitating the Principal Sign Off

Process in the District













Constance FranklinInformation Analyst

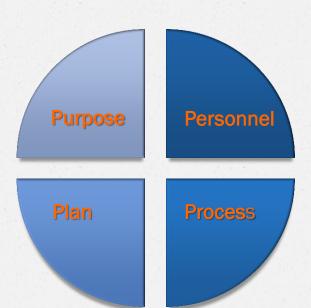
Sarah MacDonaldInformation Systems Manager







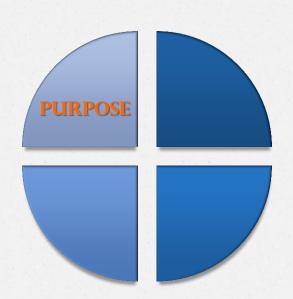
- Purpose
- Personnel
- O Plan
- Process







Purpose







Why did we implement the Principal Sign Off?

✓ Our profile ~ Fayette County Schools

24 schools (14 ES, 5 MS, 5 HS)

+ 4 Programs (Alternative, Mainstay, Open Campus, REACH)

28 Total reporting facilities

20,000 + students



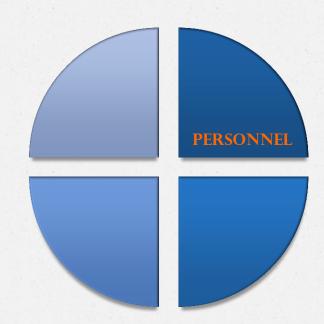
- ✓ the birth of Student Record
- ✓ additional means to ensure accurate data reporting







Personnel









Personnel Support

✓ Identify the team: SIS Staff, Principals, AP, Counselors,

Curriculum, Technology and Superintendent

Departments Included:

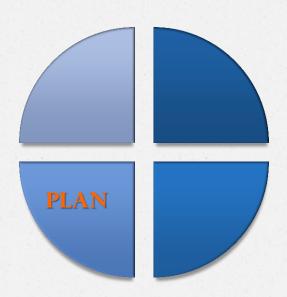
Exceptional Children (SWD)	School Nutrition
Title I / EL	Health Services
Assessment	Student & School Safety
Remedial / EIP	Psychological Services
Gifted	Programs (Alternative, Mainstay, OC, REACH)
Student Services (504, Migrant, Homeless, Enrollment, Social Work, Homebound, Foreign Exc.)	Human Resources (CPI)











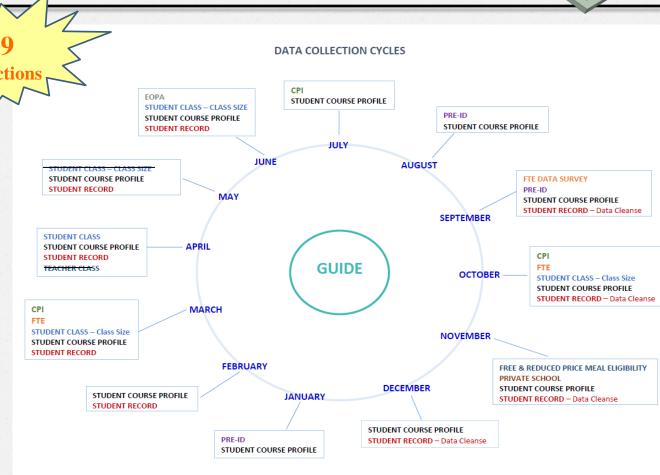




- ✓ Team communication
- ✓ Annual SIS Staff sessions (Data Collections, scheduling)
- ✓ Create a timeline (identifying deadlines)













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		FY2017 D	ata Collecti	ons Dates		
					Infinite Campus	GaDOE End Date
Collection	Cycle	Start Date / Count Date	Fayette Deadline	Fayette Notes	Requirements	Superintendent Signoff
Student Course Profile	1 (A)	Thurs. July 14		Tech Dept.	Student /Schedule data	Fri., June 30, 2017
GUIDE (GTID)		ongoing	as students enroll	Tech Dept. upload daily	required: SS#/FTE#	n/a
Pre-ID Labels	1	Wed. August 10, 2016	Fri. Aug. 12, 2016	GKids Grade KK)	Pre-Id data elements	Fri., August 19, 2016
Pre-ID Labels	2	Thur., Sept. 8, 2016	Fri. Sept. 16, 2016	Ga Milestone - EOC (grade 7 - 12)	Pre-Id data elements	Fri., Sept. 23, 2016
Pre-ID Labels	3	Tues., January 10, 2017	Thurs, Jan. 19, 2017	EOC (grade7 -12)/EOG (grade3 -8)	Pre-Id data elements	Thurs. January 26, 2017
FTE	1	Tues., October 4, 2016	Oct. 18, 2016	10/18/16 Error Free/Princp.Signoff	verify FTE data/Segments	Tues, October 25, 2016
FTE	3	Thurs, March 2, 2017	March 15, 2017	3/15/17 Error Free/Princp.Signoff	verify FTE data/Segments	Thurs., March 23, 2017
Student Class - Class Size	Oct	Tues., October 4, 2016	Oct. 21, 2016	10/21/16 Error Free/Princp.Signoff	student sched./teacher data	Mon, October 31, 2016
Student Class - Class Size	Mar	Thurs, March 2, 2017	March 24, 2017	3/24/17 Error Free/Princp.Signoff	student sched./teacher data	Thurs, March 30, 2017
Student Record - Data Cleanse	1	Thurs, Sept. 8, 2016	Preparing data for o	fficial Feb. Stu Rcd start. Focus on den	nographic data cleanup	Fri., December 16, 2016
Student Record	1	Wed. February 8, 2017	June 2, 2017	June 2 Error Free/Princp.Signoff	Stu Rcd data elements	Thurs., June 15, 2017
(official collection)				Staff verify data before exiting. Da	ata Entry: SST / Career Data /	Title I/ Transcript/ HOPE/
			May 25, 2017	SpEd Events & Contin. Srv./Cont	ent Completer/Hmls	
		April 15 - dept. sheets	May 19 - dept. return	Collect System & School Level de	ata	
EOPA	1	opens after SR Signoff			DOE Career Data entry	Wedn., June 28, 2017
Collection - Other Departments	Cycle	Start Date / Count Date	End Date			
CPI (HR - Jennifer Battles)	1	Tues., October 4, 2016	Tues, Oct. 25, 2016			
CPI (HR - Jennifer Battles)	2	Thurs, March 2, 2017	Thurs, March 23, 2017			
CPI (HR - Jennifer Battles)	3	Wed., July 5, 2017	Tue., July 18, 2017			
FTE Data Survey (TechServices)	1	Mon., Sept. 12, 2016	Fri., Sept 23, 2016			
Free & Reduced Meal (Schl Nutr	1	Thur., Nov. 10, 2016	Tues, Nov. 29, 2016			
Private School-Review(Pupil Srv	1	Mon.,Sept. 12, 2016	Fri., Sept. 23, 2016			
Private School (Pupil Srvc)	1	Mon., Nov. 8, 2016	Tues, Nov. 22, 2016			





Resolution by Level Schedule - Last Year dates 2016

Student Record Error Resolut	ion Schedule	
Record type	Start	Completion / Error Free
Student Level	4/13/2016	4/20/2016
Safety Level (Discipline)	4/20/2016	4/27/2016
Special Ed Level	4/20/2016	5/4/2016
Enrollment Level	4/27/2016	5/4/2016
SST / Career Data entry	now	5/13/2016
Program/Address Level	5/4/2016	5/6/2016
System / School Level	Technology	May data submitted from Dept.
System Course Level	Ongoing	Assessment Dept.
Course Level	May	as transcript grades posted



Fayette County



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Collecting System/School Data

Flat Rock Huddlestor	Cleveland C
SandyCrk SpringHill	Starr'sMill S

School Level reporting of CPR AED		State Board Bull	o 160-4-2- 12 (Comprehensive He	alth J	INO TILLE	FIPIUGIA
SCHOOL LEVEL TEPOTTING OF CPK_AED		State Board Rui	e 100-4-212 (Loniprenensive ne	aitii		
CPR_AED reporting. Indicate whether or no	ot a school with	grades 9 - 12 pro	ovided instructi	on in CPR and the u	se of AED	in PE/Hea	ilth courses
Y = Yes, the school with grades 9-12 provide	d instruction in	CPR and the use	of AED in PI	Health Courses.			
N = No, the school with grades 9-12 does no	t provide instru	ction in CPR and	the use of AE	D in PE/Health cour	rses.		

Data Element

Fayette High McIntosh Sandy Creek Starr's Mill Whitewater High

CPR_AED (B08)

Whitewater High

Special Assistance Status - Fayette Cour	nty	2016-	17											
Free or Reduced Price Meal Eligibility - Special Prov	rision Ast	sistance S	itatus	B008										
Indicate whether the school qualifies for Special Pr	ovision	-Assis	tance Sta	tus.										
To complete the form indicate: Y - Yes or N - No for each a	school o	r C - Th	e school pa	articipate	s in the (Commun	ity Eligibility	Provision						
Special Asistance Status School Code	AltMid	AltHS	Braelinn	Burch	BMMS	Booth	Cleveland	Crabapple	Fay.Elem	Flat Rock	Huddleston	Inman	Kedron	Mainsta
YES -This school is a Provision II School, all students receive free meals														
because of the last eligibility survey.														
NO - No, the school does not have a Special Provision status														
CEP - This school participates in the Community Eligibility Provision														
Special Asistance Status School Code	Minter	N.Fay	OpenCam	OkGrv	Peeples	PTC	RSMS	SandyCrk	SpringHill	Starr'sMill	WWM	WWHS	Minter	
YES -This school is a Provision II School, all students receive free meals														
because of the last eligibility survey.														
NO - No, the school does not have a Special Provision status														
CFP - This school participates in the Community Fligibility Provision														







Category		Total	Description			Co	lle	CTII	าฮ							
Psychological Services Evaluation		Total	Description		2011-000	-		O C	.0							
Comprehensive evaluations by:			Total number of full initial evaluations and re-evaluation	as conducted during the school year by school		0	14.1		10	- 1	-1.5	-4				
System-employed school psychologists	(A023)		psychologists who are school system employees	is conducted during the sensor year by sensor		5 V	ste	m	451	eno	ol C	aı	a			
Comprehensive evaluations by:	(1020)		Total number of full initial evaluations and re-evaluation	as conducted during the school year				•••/		00	U. -	G				
Non-system Employed Psychologist	(A024)		on a per-case basis.	is conducted daming the contest year												
Evaluations less than comprehensive	(Total number of individual student evaluations, observa	ations or case consultations not considered												
evaluations by all Psychologists	(A025)		a full evaluation, by ALL psychologists who provided		2016-17											
Initial referrals not seen	(A026)		Total number of students referred for INITIAL full psy	Fayette County Social Work												
	()		evaluated by the end of the school year	System Annual Report of So	cial Work Servic	es										
Re-evaluations not completed	(A027)		Total number of students due for psycho-educationa													
			end of the school year	Category												
Students to be evaluated by system-			Estimated number of students who will receive psyc	Social Work Services / Intervent	ion Categories	Booth	Bennett	Braelinn	Burch	Cleveland	Crabapple	Inman	ECHS	Fav Flem	FlatRock	Huddlesto
employed school Psychologists this summe	er (A028)		school Psychologists who are system employees	Student Interv - Individual and Group	(B080)	Dootiii	Dominion	Dideiiiii	Daron	Olevelana	отаварые		1 0110	r uy Lioin	1 Idel Cook	ridddiosto
Students to be evaluated by other			Estimated number of students for whom the system	Conference with Parents/Families	(B081)											
Psychologists this summer	(A029)		this summer by Psychologists who are NOT system	Conference with School Staff	(B082)	+-										
				Community Agency Consultations/	(5002)											
0-4		T-4-1	Description	Referrals/Crisis Interventions	(B083)											ĺ
Category		lotai	Description			-										
Psychological Services Consultations				Economic Aid Sessions	(B084)	+		-								
Consultations with parents only	(A030)		Total number of consultations with parents of studer	Home/Agency Visits	(B085)											—
	(4.004)		consultations for the school system this school yea	Mediation Sessions	(B086)	_										
Consultations with student support teams	(A031)		Total number of consultations with student support t													
Consultations with students	(4.020)		all Psychologists providing consultations for the sch	Social Work Case Category		Booth	Bennett	Braelinn	Burch	Cleveland	Crabapple	Inman	FCHS	Fay Elem	FlatRock	Huddlesto
Consultations with students	(A032)		Total number of consultations with students by all P school system this school year	Child Abuse and Neglect Services	(B087)											
Other school consultations	(0022)		Total number of other school consultations by all Ps	Academic Support	(B088)											
Other school consultations	(A033)		school system this school year	Attendance/Dropout Prevention Servic	es(B089)											ĺ
All other consultations or services provided	(0024)		Total number of all other consultations or other servi	(Unexcused absences, truancy, drop-	outs)											
All other consultations of services provided	(AU34)		for the school system this school year	School Safety Services	(B090)	7										ĺ
			ior the senser system the senser year	Family/Health/Social Services/	(B091)											
				Homeless Services	(===-/											
				Special Education	(B092)	+-										
				opeoidi Eddodioii	(2002)											
				Social Work Referrals		Rooth	Ronnott	Bracker	Burok	Clavaland	Crabapple	Inmor	ECHE	Env Ele-	ElatDack	Huddlocts
				Deptartment of Family & Children Sen	ices (B093)	Douth	Dennett	Draeiinn	Durch	Cieveiand	Crapappie	mman	i UNS	ı ay ⊑ıem	Talkock	riudalesto
				(DFCS)												
				Juvenile and Other Court	(B094)	+										
					\/	+		-				_				
											1	1				
				Mental Health Services	(B095)											
				Mental Health Services Health Services	(B095) (B096)											





Fayette County	2016-17		
System Level	2010 11		
Data Element		# of Stu	Description
Private EL Students (A035)		Enter the number of EL students attending private school.
Private Immigrant St	udents (A036)		Enter the number of IMMIGRANT students attending private sch

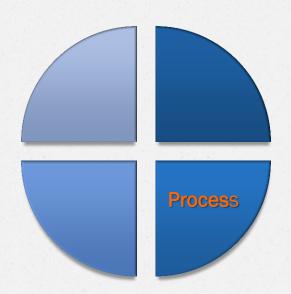
Collecting System/School Data

Annual System Report of - (US	SCO) Unsafe Scho	ls Faye	tte Coun	ıty - 🚄	ОТ0-:	Τ/						
Category	Category		BennMill	Booth	Braelinn	Burch	Cleveland	Crabapple	Fay Elem	FlatRock	FCHS	Hudd
Aggravated Battery	(B009)											
Aggravated Child Molestation	(B010)											
Aggravated Sexual Battery	(B011)											
Aggravated Sodomy	(B012)											
Armed Robbery	(B013)											
First Degree Arson	(B014)											
Kidnapping	(B015)											
Murder	(B016)											
Rape	(B017)											
Voluntary Manslaughter	(B018)											
Non-Felony Drugs	(B019)											
Felony Drug	(B020)											
Felony Weapons	(B021)											
Terroristic threats	(B022)											





Process









O Process

Principal sign off:

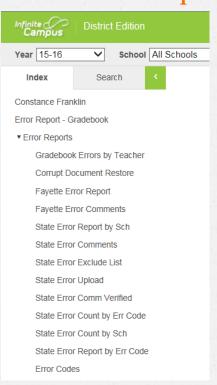
FTE, Student Class, Student Record

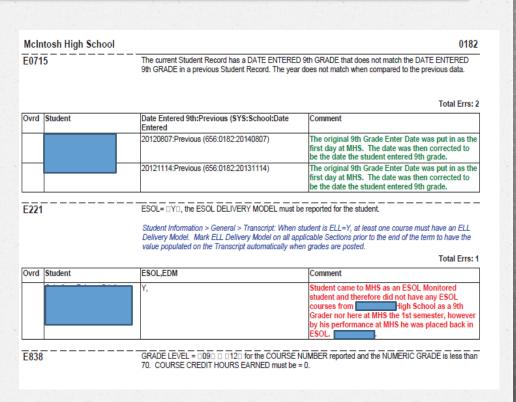
- ✓ SIS Staff Data entry
- ✓ Fayette error reports (emailed to SIS Staff monthly)
- ✓ Error Resolution
- ✓ Technology Error import / SIS comments entry
- ✓ Principals and SIS Staff: => myGaDOE portal access
- Review and Verify reports
- ✓ Principal sign off => Google Form
- Email notification of completion
- Printable error comments





In-house Error Reports









Student Record Principal Sign-off

Please indicate your signoff acceptance by checking that you have verified all required data on the MyGaDOE portal in the Student Record Application (Data Collection menu).

https://docs.google.com/a/mail.fcboe.org/document/d/1yKNcy5vFkWOa6carzblObnJrLpM_ocOl m7On6D6Nwtl/edit?usp=sharing

Before signing off, make sure you have checked with Technology Services in the event outstanding errors or warnings may require changes.

Your username (franklin.constance@mail.fcboe.org) will be recorded when you submit this form. Not franklin.constance? Sign out

* Required I have verified ALL Student Record reports, including the following: * NOTE: Several sections have a Print ALL option but may require certain reports to be run separately. Review each report for accuracy keeping in mind that students with errors may not be reflected in the totals even when the error is relievable. Also keep in mind that some students are being reported as your school from a site program (see GA State Reporting > Verification Reports > Program Enrollment by Home Sch report in Infinite Campus for student names). Some reports only apply to certain grade levels. When using the Print ALL option, the report will still be listed but should show 0 for all totals. ☐ General > School Error Report - Reviewed errors with your SIS and make sure any remaining errors or warning have been resolved or commented and approved by Technology (relievable only) School Level - Reviewed Unsafe School reports PK report (ES) and SST reports Course Level - Reviewed reports using the Print ALL option Discipline Level (Student Safety) - Verify in IC all disciplines have a COMPLETE status. Reviewed each of the 7 reports listed (no print all option for this section) ☐ Enrollment Level - Reviewed reports using the Print ALL option plus reviewed Enrollment Greater than Special Ed Level - Reviewed each of the 9 reports listed (no print all option for this section - excludes Transmission Verification and Special Ed History) Program Level - Reviewed Alternative School and GNETS Program reports Please type your name to indicate your signoff for Student Record reporting Comments

Never submit passwords through Google Forms.

Send me a copy of my responses.

Principal Google Sign Off Form

<<- - Student Record Reports Description

Technology Receives email when Principal signs off

Timestamp	06/08/2016 10:47 AM
Username	fi org
School	MHS
I have verified ALL Student Record reports, including the following:	General > School Error Report - Reviewed errors with your SIS and make sure any remaining errors or warning have been resolved or commented and approved by Technology (relievable only) School Level - Reviewed Unsafe School reports Student Level - Reviewed reports using the Print ALL option plus reviewed Career (ES / MS) reports and PK report (ES) and SST reports Course Level - Reviewed reports using the Print ALL option Discipline Level (Student Safety) - Verify in IC all disciplines have a COMPLETE status. Reviewed each of the 7 reports listed (no print all option for this section) Enrollment Level - Reviewed reports using the Print ALL option plus reviewed Enrollment Greater than 190 Days report Special Ed Level - Reviewed reports using the Print ALL option plus reviewed Enrollment Greater than 190 Enrollment Greater than 190 Pays report Special Ed Level - Reviewed Alternative School and GNETS Program reports
Please type your name to indicate your signoff for Student Record reporting	Lisa Wms. Fine
	Enrollment Level: ENR019A, Withdrawal Reason Report shows 15 with the withdrawal code of "T" — Transferred to Another Georgia Public School, however ENR003, Transfers Among Georgia Public Schools shows only 14 names. With some assistance from Constance, it appears that the student that is not listed on the ENR003 report is
Comments	General Reports: ERRPT School Error Report – Course Level Errors – E838 and E929 as of TODAY these errors show "7" listed but when drilling down, there are only 5 names showing. TODAY, 6/8/16 is the first time the report showed "7". An email has been sent to Constance and she will submit a D ticket to the state inquiring on this item.
	Suggestion for the State: Change of Title: Student Level (SR027a) - The TITLE for the 756 under "Total Number of Gifted Referrals This Year." The 756 is more representative of the total number of current students that had ever been tested for Gifted, but not the number tested THIS YEAR. The number of students tested for gifted this year would be about 18 (18 Eligible and 10 Not Eligible) as the report does indicate when you drill down.

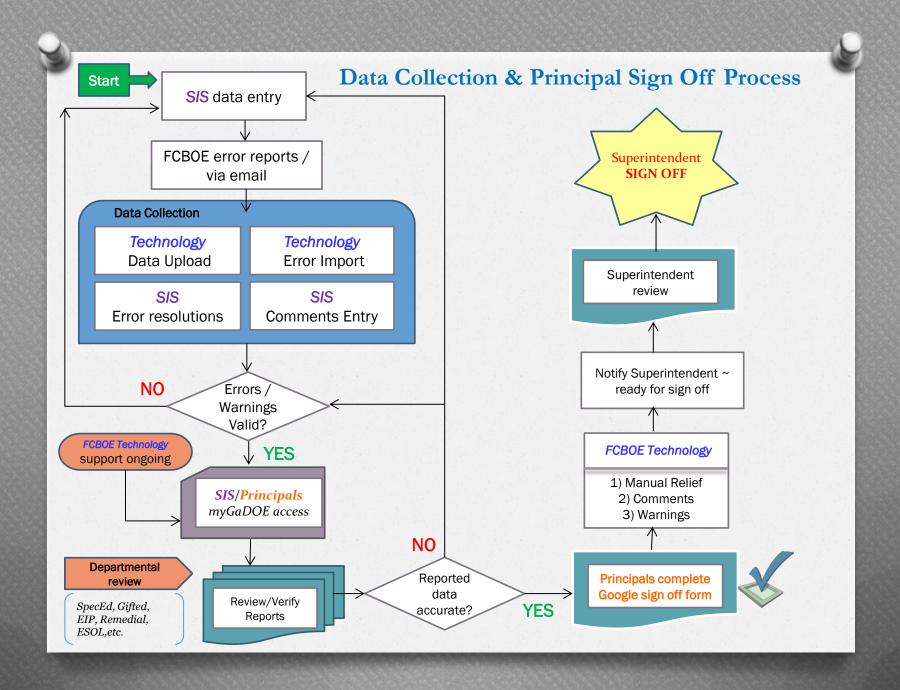






Principal Google Sign Off Form emailed to Technology

Timestamp	Usemane	School	I have verified ALL Student Record reports, including the following:	Please type your name to indicate your signoff for Student Record reporting	Comments	Email Format	Sign-off Received - Send Status (1)	Formula Copy Down Status [2]
	macdonald assistigm all thos.org	FORMULA ROW	General » Echool Emer Report. Reviewed errors with your Sills and make sear any commissing errors reached only in School Lavel » Beviewed Unasels School Lavel » Beviewed Unasels School Lavel » Beviewed Unasels School Insport, School Lavel » Beviewed Unasels School Insport, Cappen (ES) and SST reports, Course Lavel » Period ALL, Cappen (ES) and SST reports, Course Lavel » Reviewed epitude using the Priod ALL course Inseed • Deviewed School Course Lavel • School Course Lavel • Deviewed Section (ES) and SST reports seed to the Priod ALL Course Lavel • Deviewed Section (The ? reports being the priod of the Priod Course Lavel • Deviewed Section (The ? reports being the priod of the Priod Course Course Lavel • Deviewed Section (The Priod Course Course) (ES) and Course Course (The Priod Course Course) (ES) (ES) (ES) (ES) (ES) (ES) (ES) (ES	FORMULA ROW		*bite cellpadding	(CO40019 10:55:31, email sent to meadernial sensity) must been one, ord to meadernial sensity from the construction of the con	Master formula row. Do not wort.
	baldwin.corris@mail .hboe.org	vois	General > Echnol Elmor Report - Reviewed errors with your SIEs and reals see any remaining errors or warring trees been resolved or commented of and warring trees. Elsen resolved or commented of the Endetweed Unions Echnol reports, Student Level - Reviewed reports using the Print ALL option plans. Else and SST reports, Course Level - Reviewed reports using the Print ALL option, Discipline Level (Shudent Salvly) - Verify in C. all disciplines have a COMMELTE, sall option for this section), Enrollment Level - Reviewed Enrolment Greeker ban 190 Days report, Special Enrolment Greeker ban 190 Days report, Special Land option that this section - southern Trees and applies that this section - southern Trees Werthardton and Special Edit Hostory, Tregment Level - Newtoward Mannacher School and Chill'S Program.	Contie Beideln		*lable cellpaddin	6/7/2016 14:01:22, erradi sent from mandamid sent sent figured those ong to beldwist, connecting result those ong, cold to beldwist, connecting result those ong, cold to mandamid sent figured fitting, one of the cold sent figured fitting.	Copied down all formats, and formulae from row 2 in columns G
6772016 14:27:52	hancock bonnie @ma ii. taboe org	Oak Grove	Clement > School Elmor Report - Reviewed errors with pure SIS and raiks sure any reversiting errors or warring trave, been resolved or commanded and or warring trave, been resolved or commanded and or warring trave. Reviewed Cream Size of the Siz	Bonnie Hanoock		vitatie celipaddin	6/1/2018, 14:27:58, errort sent from mechanic sent grant from the mechanic sent grant fabos one to barrock bonnie@mail fabos one of the mechanic sent grant fabos one of the mechanic sent grant fabos one of the mechanic sent grant fabos one	Copied down all formets, and formulae from 2 in columns G
6/7/2016 14:51:06	argeto efron@mail to box.org	Minter	Clement in Edithold Elter Report - Reviewed errors with your SIEs and make sure sery remaining errors or warring have been resolved or commetted and or warring have been resolved or commetted and or learned to the service of th	Erinn Angelo		vitable cellpaddin	6/100/16 14 db.11, small sentifrom meademid sentigment flow ong to angelo anim@mel blook org, ord to angelo anim@mel blook org, ord to meademed sentigment fatoes org	Copied down all formats, and formulas from 2 in columns G













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