



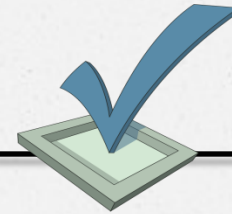
Fayette County Public Schools  
Where Excellence Counts!



# Facilitating the **Principal Sign Off** Process in the District



# Facilitating the Principal Sign Off Process in the District



Fayette County Public Schools  
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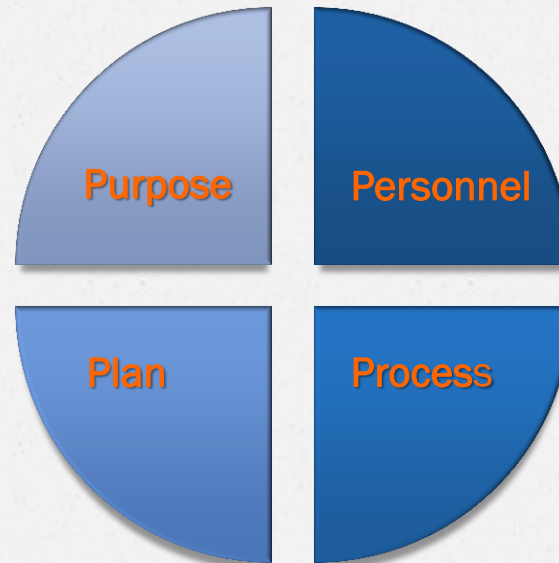
**Constance Franklin**  
Information Analyst

**Sarah MacDonald**  
Information Systems Manager

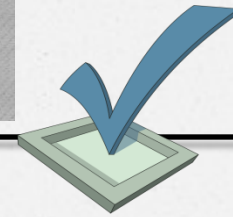
# Facilitating the Principal Sign Off Process in the District



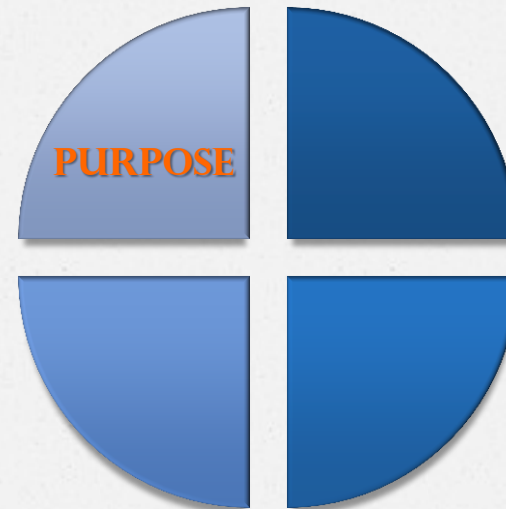
- o Purpose
- o Personnel
- o Plan
- o Process



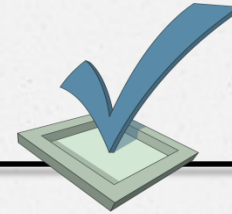
# Facilitating the Principal Sign Off Process in the District



 Purpose



# Facilitating the Principal Sign Off Process in the District



## 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**

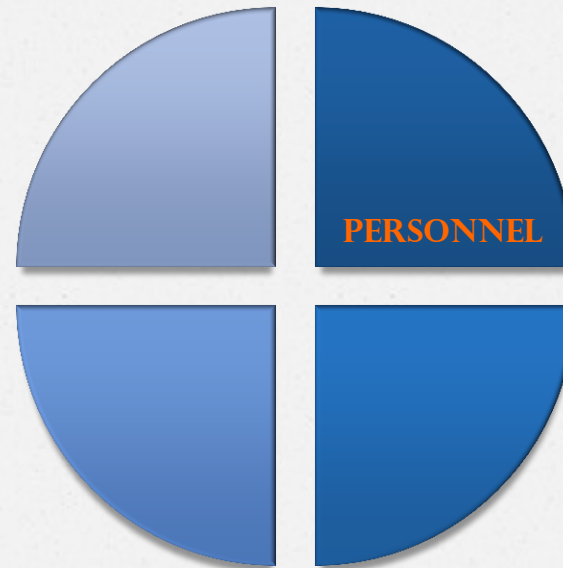


- ✓ the birth of  **Student Record**
- ✓ additional means to ensure accurate data reporting

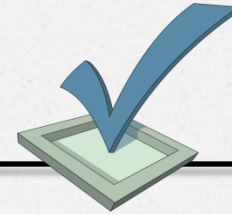
# Facilitating the Principal Sign Off Process in the District



 Personnel



# Facilitating the Principal Sign Off Process in the District



## o Personnel Support

- ✓ **Identify the team:** *SIS Staff, Principals, AP, Counselors, Curriculum, Technology and Superintendent*

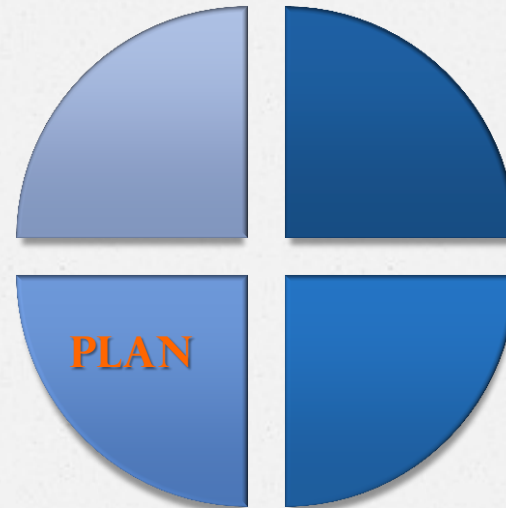
### **Departments Included:**

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

# Facilitating the Principal Sign Off Process in the District

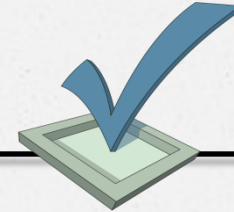


 Plan





# Facilitating the Principal Sign Off Process in the District



## ○ Planning



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

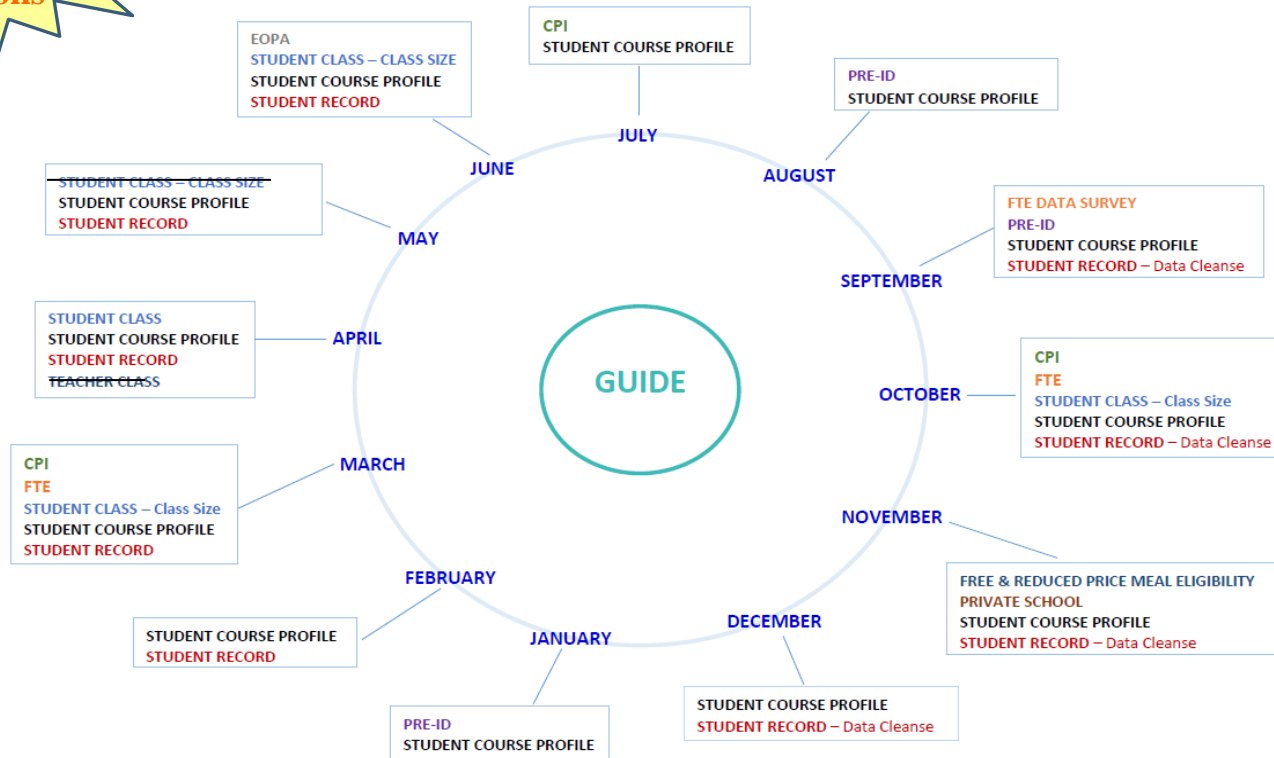


# Facilitating the Principal Sign Off Process in the District

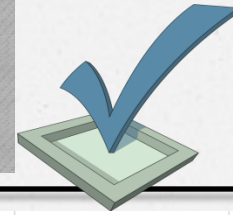


**19**  
collections

## DATA COLLECTION CYCLES



# Facilitating the Principal Sign Off Process in the District

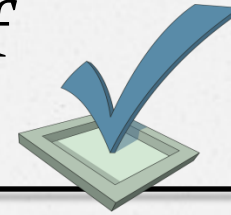


## FY2017 Data Collections Dates

Collection	Cycle	Start Date / Count Date	Fayette Deadline	Fayette Notes	Infinite Campus Requirements	GaDOE End Date 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
<b>FTE</b>	1	<b>Tues., October 4, 2016</b>	<b>Oct. 18, 2016</b>	10/18/16 Error Free/Princp.Signoff	verify FTE data/Segments	Tues, October 25, 2016
<b>FTE</b>	3	<b>Thurs, March 2, 2017</b>	<b>March 15, 2017</b>	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	<i>Preparing data for official Feb. Stu Rcd start. Focus on demographic data cleanup</i>			Fri., December 16, 2016
Student Record <i>(official collection)</i>	1	Wed. February 8, 2017	June 2, 2017	June 2 Error Free/Princp.Signoff	Stu Rcd data elements	Thurs., June 15, 2017
			May 25, 2017	Staff verify data before exiting. Data Entry: SST / Career Data / Title I/ Transcript/ HOPE/ SpEd Events & Contin. Srv./Content Completer/Hmls		
		April 15 - dept. sheets	May 19 - dept. return	<i>Collect System &amp; School Level data</i>		
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 Srvc)	1	Mon.,Sept. 12, 2016	Fri., Sept. 23, 2016
Private School (Pupil Srvc)	1	Mon., Nov. 8, 2016	Tues, Nov. 22, 2016

# Facilitating the Principal Sign Off Process in the District



Resolution by Level Schedule – *Last Year dates 2016*

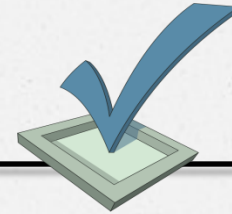
Student Record Error Resolution Schedule		
Record type	Start	Completion / Error Free
Student Level	4/13/2016	4/20/2016
Safety Level (Discipline)	4/20/2016	4/27/2016
Special Ed Level	4/20/2016	5/4/2016
Enrollment Level	4/27/2016	5/4/2016
SST / Career Data entry	now	5/13/2016
Program/Address Level	5/4/2016	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



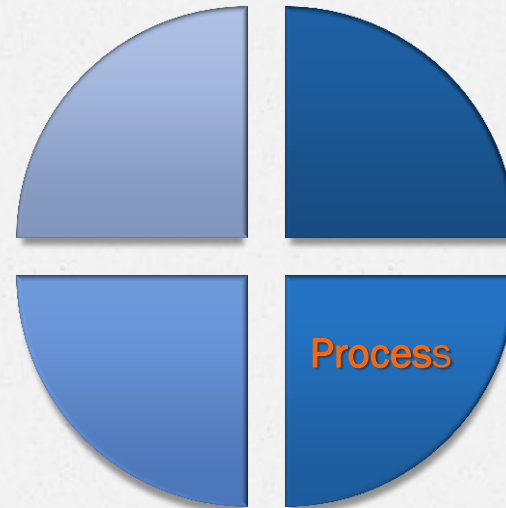




# Facilitating the Principal Sign Off Process in the District

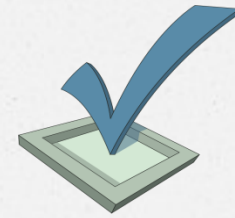


 Process





# Facilitating the Principal Sign Off Process in the District



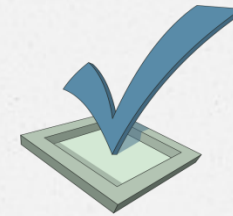
o Process

**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

# Facilitating the Principal Sign Off Process in the District



## In-house Error Reports

Infinite Campus District Edition

Year  School

Index Search <

- Constance Franklin
- Error Report - Gradebook
  - ▼ Error Reports
    - Gradebook Errors by Teacher
    - Corrupt Document Restore
    - Fayette Error Report
    - Fayette Error Comments
    - State Error Report by Sch
    - State Error Comments
    - State Error Exclude List
    - State Error Upload
    - State Error Comm Verified
    - State Error Count by Err Code
    - State Error Count by Sch
    - State Error Report by Err Code
    - Error Codes

McIntosh High School

0182

E0715

The current Student Record has a DATE ENTERED 9th GRADE that does not match the DATE ENTERED 9th GRADE in a previous Student Record. The year does not match when compared to the previous data.

Total Errs: 2

Ovrd	Student	Date Entered 9th:Previous (SYS:School:Date Entered)	Comment
	[REDACTED]	20120807:Previous (656:0182:20140807)	The original 9th Grade Enter Date was put in as the first day at MHS. The date was then corrected to be the date the student entered 9th grade.
	[REDACTED]	20121114:Previous (656:0182:20131114)	The original 9th Grade Enter Date was put in as the first day at MHS. The date was then corrected to be the date the student entered 9th grade.

E221

ESOL =  Y  , the ESOL DELIVERY MODEL must be reported for the student.

*Student Information > General > Transcript: When student is ELL=Y, at least one course must have an ELL Delivery Model. Mark ELL Delivery Model on all applicable Sections prior to the end of the term to have the value populated on the Transcript automatically when grades are posted.*

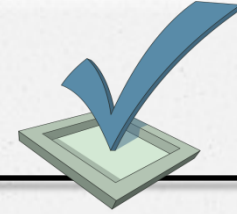
Total Errs: 1

Ovrd	Student	ESOL,EDM	Comment
	[REDACTED]	Y,	Student came to MHS as an ESOL Monitored student and therefore did not have any ESOL courses from [REDACTED] High School as a 9th Grader nor here at MHS the 1st semester, however by his performance at MHS he was placed back in ESOL. [REDACTED]

E838

GRADE LEVEL =  09   12 for the COURSE NUMBER reported and the NUMERIC GRADE is less than 70. COURSE CREDIT HOURS EARNED must be = 0.

# Facilitating the Principal Sign Off Process in the District



## 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).

A list of report descriptions is available here:  
[https://docs.google.com/a/mail.fcboe.org/document/d/1YKncv5FkWOa6carzbl0bnJrLpM\\_oc0m70n6D6Nwrt/edit?usp=sharing](https://docs.google.com/a/mail.fcboe.org/document/d/1YKncv5FkWOa6carzbl0bnJrLpM_oc0m70n6D6Nwrt/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

School \*

### 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
- 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 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

Send me a copy of my responses.

Never submit passwords through Google Forms.

## Principal Google Sign Off Form

### <<< - - Student Record Reports Description

### Technology Receives email when Principal signs off

Timestamp	06/08/2016 10:47 AM
Username	franklin.constance@mail.fcboe.org
School	MHS
I have verified ALL Student Record reports, including the following:	<ul style="list-style-type: none"> <li>• General &gt; 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)</li> <li>• School Level - Reviewed Unsafe School reports</li> <li>• Student Level - Reviewed reports using the Print ALL option plus reviewed Career (ES / MS) reports and PK report (ES) and SST reports</li> <li>• Course Level - Reviewed reports using the Print ALL option</li> <li>• 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)</li> <li>• Enrollment Level - Reviewed reports using the Print ALL option plus reviewed Enrollment Greater than 190 Days report</li> <li>• Special Ed Level - Reviewed each of the 9 reports listed (no print all option for this section - excludes Transmission Verification and Special Ed History)</li> <li>• Program Level - Reviewed Alternative School and GNETS Program reports</li> </ul>
Please type your name to indicate your signoff for Student Record reporting	Lisa Wms. Fine
Comments	<p>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 [redacted]</p> <p>General Reports: ERRRPT 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.</p> <p>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.</p>

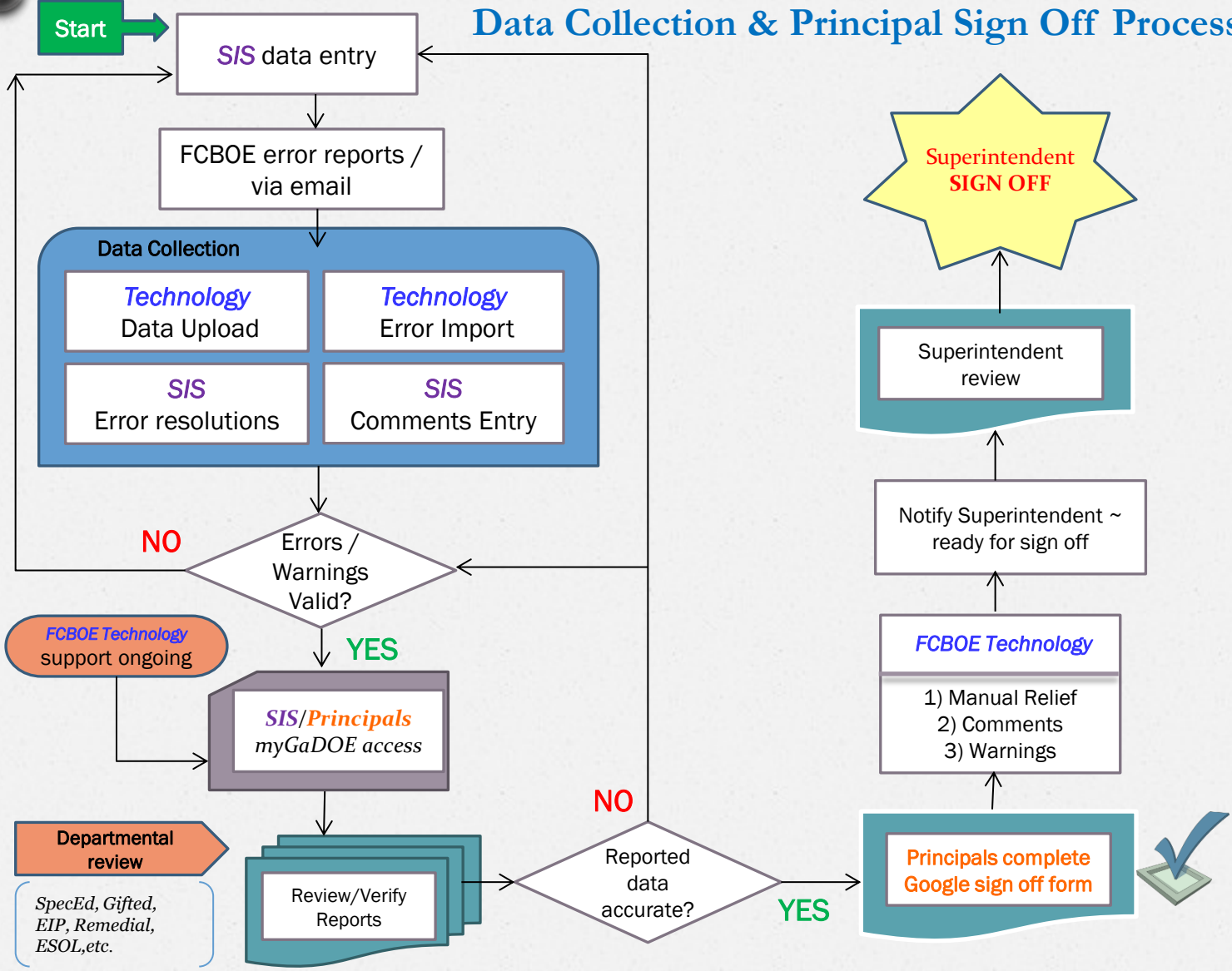
# Facilitating the Principal Sign Off Process in the District



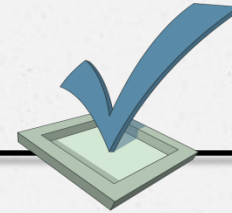
## Principal Google Sign Off Form emailed to Technology

Timestamp	Username	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]
6/24/2016 10:50:03	mcdonald.sarah@mail.tbboe.org	FORMULA ROW	General > School Error Report - Reviewed errors with your SIS and make sure any remaining errors or warnings have been resolved or commented (if allowable 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 100 Days report, 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	FORMULA ROW		*table cellpadding	6/24/2016 10:55:31, email sent to mcdonald.sarah@mail.tbboe.org, cc'd to franklin.constance@mail.tbboe.org, mcdonald.sarah@mail.tbboe.org	Master formula row. Do not sort.
6/7/2016 14:01:17	baldein.connie@mail.tbboe.org	WMS	General > School Error Report - Reviewed errors with your SIS and make sure any remaining errors or warnings have been resolved or commented and approved by Technology (if allowable 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 100 Days report, 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	Connie Baldein		*table cellpadding	6/7/2016 14:01:22, email sent from mcdonald.sarah@mail.tbboe.org to baldein.connie@mail.tbboe.org, cc'd to franklin.constance@mail.tbboe.org, mcdonald.sarah@mail.tbboe.org	Copied down all formulas, and formulas from row 2 in column G
6/7/2016 14:27:52	hancock.bonnie@mail.tbboe.org	Oak Grove	General > School Error Report - Reviewed errors with your SIS and make sure any remaining errors or warnings have been resolved or commented and approved by Technology (if allowable 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 100 Days report, 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	Bonnie Hancock		*table cellpadding	6/7/2016 14:27:58, email sent from mcdonald.sarah@mail.tbboe.org to hancock.bonnie@mail.tbboe.org, cc'd to franklin.constance@mail.tbboe.org, mcdonald.sarah@mail.tbboe.org	Copied down all formulas, and formulas from row 2 in column G
6/7/2016 14:51:06	angelc.erin@mail.tbboe.org	Minter	General > School Error Report - Reviewed errors with your SIS and make sure any remaining errors or warnings have been resolved or commented and approved by Technology (if allowable 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 100 Days report, 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	Erinn Angelo		*table cellpadding	6/7/2016 14:51:11, email sent from mcdonald.sarah@mail.tbboe.org to angelc.erin@mail.tbboe.org, cc'd to franklin.constance@mail.tbboe.org, mcdonald.sarah@mail.tbboe.org	Copied down all formulas, and formulas from row 2 in column G

# Data Collection & Principal Sign Off Process



# Facilitating the Principal Sign Off Process in the District



Fayette County Public Schools  
Where Excellence Counts!



**Constance Franklin**

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770-460-3990 x104

**Sarah MacDonald**

[macdonald.sarah@mail.fcboe.org](mailto:macdonald.sarah@mail.fcboe.org)

770-460-3990 x236