FY 2016 Teacher Class

Data Element Detail

Office of Technology Services – Technology Management
## DOCUMENT REVISION UPDATES

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TEACHER CLASS DATA ELEMENT DETAIL

The Data Element Detail provides a brief description of each data element included on the Teacher Class layout. Additional information on some elements may be obtained from the referenced board rule.

CLASS PERIOD
CLASS PERIOD is the period a class section begins. It is also referred to as the Start Period for a course or class. Valid values are 00-99.

CLASS SECTION END DATE
CLASS SECTION END DATE is the date that a class section ends. The class section end date cannot be prior to the class section start date, and must be reported in YYYYMMDD format.

CLASS SECTION NUMBER
CLASS SECTION NUMBER is a unique number or alphanumeric code which identifies the particular section of a course. A class section number may be any combination of alpha and/or numeric values. The valid numeric range is 000-999. Special characters are not valid in this field.

CLASS SECTION START DATE
CLASS SECTION START DATE is the date that a class section begins. The class section start date must be reported in YYYYMMDD format.

COURSE NUMBER
COURSE NUMBER is the state-defined number used to identify state-funded courses. The COURSE NUMBER assigned to the student must be a valid number as prescribed in the State Board Rules for course numbers. Board Rule 160-4-2-.03 applies to students who entered 9th grade for the first time prior to 2008. Board Rule 160-4-2-.20 provides a list of valid courses for students who entered 9th grade beginning 2008.

Course number exceptions:
- Pseudo (or Dummy) course numbers for TEMS (PK.0010000 - Pre-K Literacy), (PK.0020000 - Pre-K Numeracy) – (PK.0030000 – Special Needs Literacy) and (PK.0040000 – Special Needs Numeracy).
- Pseudo (or Dummy) course numbers for SLDS access (begin with ‘00’)

FISCAL YEAR
FISCAL YEAR is the Georgia fiscal year to which a record corresponds. It must be in the YYYY format. The current fiscal year is ‘2016’.
MARKING PERIOD

MARKING PERIOD is the length of the course for which the final grade is reported for a student. The first position in the code indicates the period type, and the number indicates the sequence within the year.

(Ex:  X4 = 4th Six Week period, S2 = 2nd Semester)

Must equal one of the following codes:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>‘Y1’</td>
<td>Year</td>
</tr>
<tr>
<td>‘S1’, ‘S2’</td>
<td>Semester</td>
</tr>
<tr>
<td>‘N1’, ‘N2’, ‘N3’, ‘N4’</td>
<td>Nine Week</td>
</tr>
<tr>
<td>‘T1’, ‘T2’, ‘T3’</td>
<td>Trimester</td>
</tr>
</tbody>
</table>

PERIOD

PERIOD is the Teacher Class reporting cycle. The period must be ‘04’ for the current fiscal year.

RECORD TYPE

RECORD TYPE indicates the type of collection being reported. The record type must equal Tnn, where ‘nn’ is 01 to 99.

SCHOOL CODE

SCHOOL CODE is 4-character code that identifies a public school in Georgia. The school must be listed in the Georgia Department of Education’s Facilities Database as an active FTE reporting school. Teachers assigned to alternative programs, GNETS, Career Academies, or other programs outside the traditional school setting must be reported through the student’s home school.

SYSTEM CODE

SYSTEM CODE is a three-digit numeric code that identifies each school district. See the GaDOE Facilities Database for a list of all of the valid system codes.

TEACHER CLASS END DATE

TEACHER CLASS END DATE is the date a teacher assignment to a class section ended. It represents the ending of a period of time in which a teacher was assigned to a group of students. The teacher class end date must be reported in YYYYMMDD format.

TEACHER CLASS START DATE

TEACHER CLASS START DATE is the date a teacher was added, or assigned, to a class section. The teacher class start date must be reported in YYYYMMDD format.
**TEACHER ID**

**TEACHER ID** is the Social Security Number (SSN) for the teacher of the class. The ID reported in this field is for the primary or main teacher of the class. Enter the teacher ID for individual that is responsible for providing direct instruction to the class. Teachers that are employees of the District should be reported with the SSN. In special cases where instruction is provided online or through dual enrollment, report the TEACHER ID appropriate for the type of instruction.

See the chart below for the valid teacher ID options in Teacher Class when the SSN is not available or appropriate.

<table>
<thead>
<tr>
<th>TEACHER ID</th>
<th>Description – For use in cases where an alternate Teacher ID is required</th>
</tr>
</thead>
</table>
| 333333333 | Use ‘333333333’ when direct instruction is provided by a teacher who is the teacher of record for an online, virtual, or distance learning course, and the school does not have access to the teacher’s ID. The following examples are appropriate for teacher ID ‘333333333’.
1. Student is taking an online/virtual course where direct instruction is provided by a teacher that is not employed by the district.
2. Student is enrolled in an online or virtual course through GAVS, another school district, a school in another state, etc.
Note: The students and teacher are separated by time and/or location. The instruction occurs via computers and/or telecommunication technologies, and the students are not physically attending class on site with the teacher. |
| 444444444 | Use ‘444444444’ when there is no teacher of record for a class. The following examples are appropriate for teacher ID ‘444444444’.
1. Student is taking an online/virtual course where instruction is provided by the software. No teacher providing direct instruction. (ONLINE COURSE = Y)
2. Student is enrolled in a computer-based credit recovery course and no teacher is providing instruction. (CREDIT RECOVERY = Y) |
| 555555555 | Use ‘555555555’ when direct instruction is provided by a teacher contracted with the school district via a third party or organization, and the school does not have access to the teacher’s ID. The following examples are appropriate for teacher ID ‘555555555’.
1. Student is taking a course through a vendor-operated company or program.
Note: Exceptions will be addressed on a case-by-case basis.
2. GNETS teachers may be reported with all 5s if the school is unable to obtain the SSN. The SSN is preferable. If all 5s is used as the Teacher ID for a GNETS teacher, then the Teacher First Name and Teacher Last Name must match what is reported in CPI. |
| 77700xxxx * | For PSO/Accel or Dual HOPE courses, where xxx is the four-digit number identifying the college / university where the student took the PSO course. The list of college/university codes is provided on the website with the Student Record documentation. |

Notes related to TEACHER ID:

1. **Short-Term Substitutes** - Use the administrator ID as the Teacher ID for vacant positions filled by short-term substitute teachers. All 4s is not valid for short-term substitute teachers.
2. **Long-Term Substitutes** – Report the SSN for long-term substitute teachers. A long-term substitute is an employee hired directly by the district. This person typically has an hourly service agreement to “fill in” for a vacant permanent position for a period of four (4) consecutive weeks (20 consecutive school days) or more.
Reference: ESEA/NCLB TITLE II, PART A LEA HANDBOOK (page 71)
TEACHER CLASS DATA ELEMENT DETAIL

TEACHER TYPE
TEACHER TYPE indicates whether or not the teacher is the Primary Teacher or an Additional Teacher in the class. Valid values are ‘01’ for the Primary Teacher and ‘02’ for the Additional Teacher.

TEACHER FIRST NAME
TEACHER FIRST NAME indicates the first name of the teacher. Numeric characters in the teacher’s first name are allowed only for the alternate TEACHER IDs such as all 3s, 4s, 5s, or PSO (777-00-XXXX).

TEACHER LAST NAME
TEACHER LAST NAME indicates the last name of the teacher. Numeric characters in the teacher’s last name are allowed only for the alternate TEACHER IDs such as all 3s, 4s, 5s, or PSO (777-00-XXXX).