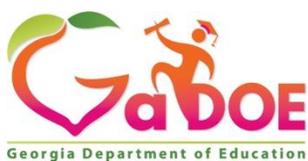


# Live Data Verification

## Tool User Guide



April 2021



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## Live Data Verification Tool Overview

### Purpose

Various public data files and reports, such as achievement data, graduation rate, and the state Report Card, rely heavily on data submitted annually in Student Record and Student Class. Thus, it is critical that data are correct for use in preparing these public data files. Many of the calculations utilize the current year's Student Record and Student Class data, as well as Student Record and Student Class data submitted in previous years. The Live Data Verification tool has been designed to assist districts and schools in checking the accuracy of the data that are submitted in Student Record and Student Class before superintendent sign off.

This user guide is provided to assist users in checking data entered in the 2021 Student Record and Student Class that will be reflected in 2021 public reports. The purpose of the Live Data Verification tool is to allow district and school CCRPI portal users to view some accountability-related Student Record and Student Class data values as they are submitted. The tool will assist districts and schools in checking the accuracy of the data and updating as necessary before the collections close and data are finalized, after which changes cannot be made.

### District and/or School Responsibilities

District staff with CCRPI portal access and school principals should use the Live Data Verification tool. If issues are identified, the district or principal should take action immediately. If you have an accountability or CCRPI issue or question, contact the [accountability specialist](#) at the GaDOE assigned to work with your district. Contact [Data Collections](#) with any questions or issues regarding the processes of Student Record or Student Class submissions.

All issues must be resolved prior to the close of Student Record and the close of Student Class. Additional support materials can be found on the [accountability webpage](#).

Please note that since the Live Data Verification tool is not an application, there is **no superintendent sign off**.

## Tool Timeline and Important Dates

Student Record data (demographics and attendance) are currently displayed. Student Class data (course information) will display in May 2021.

The Live Data Verification tool became available in the portal in late April. The data are consumed nightly until the close of Student Record and Student Class, but updates may take up to 48 hours after district submission of Student Record/Student Class to appear in the Live Data feature. After the collections close, values will remain visible, but the values will not change. Please note that Student Record and Student Class have different closing dates.

Data downloads are available as a drill-down feature for each count. The values in the downloads will update as new submissions are uploaded into Student Record and/or Student Class from the district. The data downloads will update nightly along with the Multi-Year Summary tab. The data downloads are not final until superintendent sign off on Student Record and Student Class.

## Accessing the Tool

### Portal Access

- Ensure that you have MyGaDOE portal access and are assigned the CCRPI role within the portal.
- If you do not have access, contact your district security officer to request access.
- Only one person per school can have principal CCRPI access in the portal.
- Only one individual in the district can have superintendent access.
- Multiple individuals at the district can have district CCRPI access, but each request must be approved by the district superintendent.
- For help accessing the portal or with functionality issues, please contact the MyGaDOE Information Systems Customer Support Center at 1-800-869-1011 or [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us)
- For help with the Live Data Verification tool, contact the [accountability specialist](#) assigned to work with your district.

### Navigating to the Tool

1. Start your web browser and go to <http://public.doe.k12.ga.us/>.
2. At the bottom of the Georgia Department of Education home page is the **MyGaDOE Portal Login**.

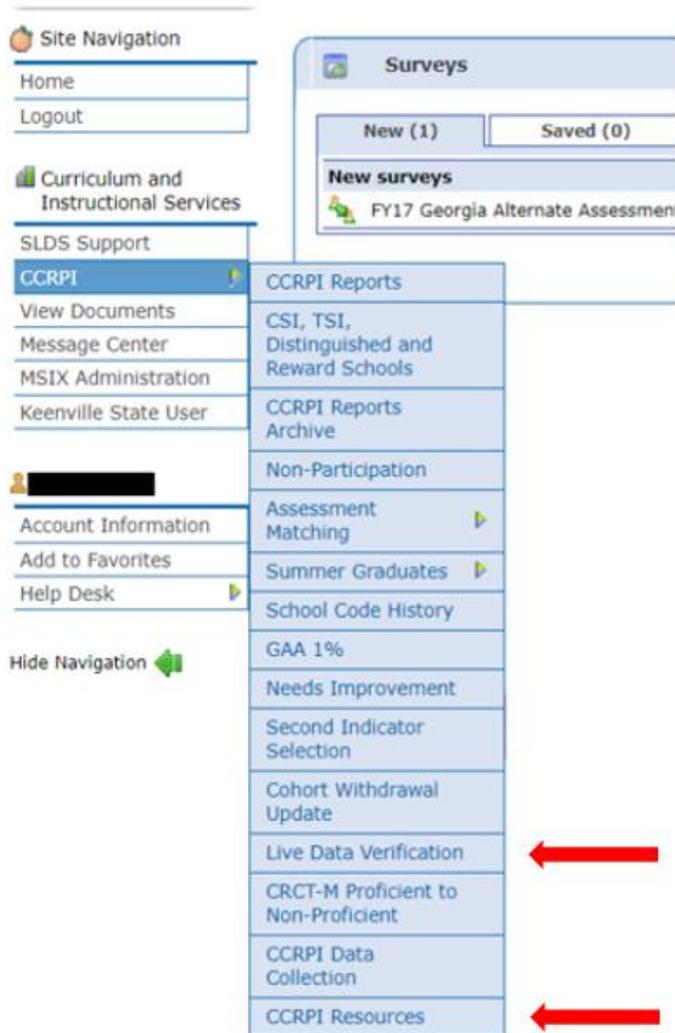


The following screen is displayed:



This website requires Cookies be enabled in your browser.

3. Enter your **username** and **password** (NOTE: passwords are case sensitive). If you need additional assistance, please contact the GaDOE Information Systems Customer Support Center at 1-800-869-1011 or [dticket@doe.k12.ga.us](mailto:dticket@doe.k12.ga.us).
4. Click the **Login** button. The MyGaDOE home page will be displayed.
5. From the left navigation menu, select **CCRPI**.
6. Choose Live Data Verification from the fly-out menu.



Tip: A training webinar and handout are available in *CCRPI Resources*.

## Using the Tool

### Notes

- The Live Data Verification tool may be used to check to ensure that
  - the expected number of students are coded correctly as ED, EL, SWD, GAA, year in US, etc.
  - students are enrolled using correct EOC course codes
  - other data, such as attendance, are correct
  - students are enrolled and grades are reported in Beyond the Core classes, and
  - students are enrolled and credit is reported in high school pathway and accelerated courses.
- **The tool does not provide final data or calculations. No counts, calculations, or determinations are final until Student Record and Student Class close, and final calculations are completed.**
- Data updates cannot be made in this tool. All updates must be made through Student Record or Student Class submissions.
- Values reported in the portal may change as Student Record and Student Class submissions are updated.
- The portal values take up to 48 hours to update after Student Record and Student Class submissions by the district. The Live Data Verification tool will display a date and time stamp to indicate the most recent update. The time stamp will not update if no new submissions have been made.
- Once the superintendent has signed off on Student Record and Student Record closes, the data reported there are considered final and cannot be updated.
- Once the superintendent has signed off on Student Class and Student Class closes, the data reported there are considered final and cannot be updated.

## Features and Functionality

### Multi-Year Summary

The Live Data Verification tool displays counts for information provided through Student Record, such as count of special education students, economically disadvantaged students, and English Learners. Counts based on data submitted during 2020 Student Record will be available for comparison to the current 2021 data submitted through Student Record. Counts and data not available for 2020 will display *NA*.

The Live Data Verification tool also displays counts for information provided through Student Class, such as course enrollment counts, course grades, and course credit. Counts based on data submitted during Student Class in 2020 will be available for comparison to the current 2021 data submitted through Student Class. Counts and data not available for 2020 will display *NA*.

Each row represents data from Student Record or Student Class.

- The **Prior Year Value** column represents the data values from the prior year Student Record and Student Class. This cannot be changed and thus is shaded.
- The **Current Year Value** column represents the data values in Student Record and Student Class as of the date/time stamp at the bottom of the page.
- Updates to data cannot be made in the Multi-Year Summary. All updates must be made through Student Record or Student Class submissions and may take up to 48 hours after district submission of Student Record/Student Class to appear in the Live Data Verification feature.
- Student Record data (demographics and attendance) are currently displayed. Student Class data (course information) will display in May 2021.

The screenshot shows the 'COLLEGE AND CAREER READY PERFORMANCE INDEX (CCRPI) LIVE DATA VERIFICATION' interface. At the top, there is a dropdown menu for the year, currently set to '2021'. Below this are fields for 'District' (County), 'School' (School), 'Title I School' (No), and 'Grades' (PK, KK, 01, 02, 03, 04, 05). A 'Choose a Report Type' section has 'Elementary School' selected. The main content area is titled 'MULTI YEAR SUMMARY' and contains a table with the following data:

Summary Description	Prior Year Value <sup>1</sup>	Current Year Value <sup>2</sup>
Total number of currently enrolled students	656	627
Number of Economically Disadvantaged students	396	368
Number of English Learner students - includes EL = Y and EL = 1, 2, 3 or 4	115	108
Number of Students with Disability	115	94
Number of students flagged for GAA	0	0
Number of students considered first year in US	2	1
Number of students considered second year in US	2	4
Number of students absent less than 10% of enrolled days <sup>3</sup>	NA	583
Percent of students absent less than 10% of enrolled days	NA	87.41

Data as of: 03/13/2021 12:02:06 PM

**Legend:**

- <sup>1</sup> Prior year CCRPI values that are finalized and utilized in prior year CCRPI calculations.
- <sup>2</sup> Current year CCRPI values based on data submitted in Student Record and Student Class. These values will be updated nightly based on LEA-submitted changes in Student Record and Student Class until both are closed and signed-off on by the LEA Superintendent.
- <sup>3</sup> Includes all students with an enrollment record during the current school year.

## Elementary School Multi-Year Summary Details

Student Record data (demographics and attendance) are currently displayed. Student Class data (course information) will display in May 2021.

**Total number of enrolled students:** count of actively enrolled students in grades K-5 submitted in the most recent Student Record submission

**Number of Economically Disadvantaged students:** count of students in grades K-5 submitted in most recent Student Record submission as Economically Disadvantaged (Community Eligibility Provision (CEP) and Special Provision II schools will display total number of students currently enrolled.)

**Number of English Learner students – includes EL=Y and EL=1, 2, 3 or 4:** count of students in grades K-5 submitted in most recent Student Record submission as English Learners or English Learners 1, 2, 3, or 4 (Students marked EL = Y are expected participants on the ACCESS.)

**Number of Students with Disability:** count of students in grades K-5 submitted in most recent Student Record submission as Student with Disability

**Number of students flagged for GAA:** count of students in grades K-5 submitted in most recent Student Record submission being assessed using the GAA

**Number of students considered first year in U.S.:** count of students in grades K-5 marked as English Learners with a primary language other than English who are considered first year enrolled in a U.S. school (First year in U.S. is determined using Date of Entry to U.S. Schools + 365.)

**Number of students considered second year in U.S.:** count of students in grades K-5 marked as English Learners with a primary language other than English who are considered second year enrolled in a U.S. school (Second year in U.S. is determined using Date of Entry to U.S. Schools + 730.)

**Number of students absent less than 10% of enrolled days:** count of all students in grades K-5 with enrollment records during the current school year absent less than 10% of enrolled days

**Percent of students absent less than 10% of enrolled days:** calculation includes students in grades K-5 with an enrollment record submitted in Student Record [(Number of students absent less than 10% of enrolled days/total number of students with enrollment record) x 100] (Students enrolled fewer than 30 days will not negatively impact attendance rate.)

**Number of K-5 students enrolled in a Beyond the Core course:** count of students currently enrolled in grades K-5 enrolled in at least one Beyond the Core course as submitted in the most recent Student Class

**Number of K-5 students with a passing score in a Beyond the Core course:** count of students currently enrolled in grades K-5 receiving a passing score (numeric, alpha, or P) in a Beyond the Core course as submitted in the most recent Student Class

**Percent of students earning a passing score in fine arts, world language, and/or computer science:** percent of students currently enrolled in grades K-5 receiving a passing score in fine arts, world language, and/or computer science

### Middle School Multi-Year Summary Details

Student Record data (demographics and attendance) are currently displayed. Student Class data (course information) will display in May 2021.

**Total number of currently enrolled students:** count of actively enrolled students in grades 6-8 as of the most recent Student Record submission from the district

**Number of Economically Disadvantaged students:** count of students in grades 6-8 submitted in most recent Student Record submission as Economically Disadvantaged (Community Eligibility Provision (CEP) and Special Provision II schools will display total number of students currently enrolled.)

**Number of English Learner students - includes EL=Y and EL=1, 2, 3 or 4:** count of students in grades 6-8 submitted in most recent Student Record submission as English Learners or English Learners 1, 2, 3, or 4 (Students marked EL = Y are expected participants on the ACCESS.)

**Number of Students with Disability:** count of students in grades 6-8 submitted in most recent Student Record submission as Student with Disability

**Number of students flagged for GAA:** count of students in grades 6-8 submitted in most recent Student Record submission being assessed using the GAA

**Number of students considered first year in U.S.:** count of students in grades 6-8 marked as English Learners with a primary language other than English who are considered first year enrolled in a U.S. school (First year in U.S. is determined using Date of Entry to U.S. Schools + 365.)

**Number of students considered second year in U.S.:** count of students in grades 6-8 marked as English Learners with a primary language other than English who are

considered second year enrolled in a U.S. school (Second year in U.S. is determined using Date of Entry to U.S. Schools + 730.)

**Number of students absent less than 10% of enrolled days:** count of all students in grades 6-8 with enrollment records absent less than 10% of enrolled days

**Percent of students absent less than 10% of enrolled days:** calculation includes students in grades 6-8 with an enrollment record submitted in Student Record [(Number of students absent less than 10% of enrolled days/total number of students with enrollment records) x 100] (Students enrolled fewer than 30 days will not negatively impact attendance rate.)

**Number of 6-8 students enrolled in a Beyond the Core course:** count of currently enrolled students in grades 6-8 enrolled in at least one Beyond the Core course as submitted in the most recent Student Class

**Number of 6-8 students with a passing score in a Beyond the Core course:** count of currently enrolled students in grades 6-8 receiving a passing score (numeric, alpha, or P) in a Beyond the Core course as submitted in the most recent Student Class

**Percent of students earning a passing score in fine arts, world language, physical education/health, career exploratory, and/or computer science course:** percent of students currently enrolled in grades 6-8 receiving a passing grade in a fine arts, world language, physical education/health, career exploratory, and/or computer science

**Number of students enrolled in American Literature:** count of students enrolled during the current school year in American Literature and Composition course codes as specified in the EOC Course Numbers 2020-2021 table below

**Number of students enrolled in Coordinate Algebra:** count of students enrolled during the current school year in Coordinate Algebra course codes as specified in the EOC Course Numbers 2020-2021 table below

**Number of students enrolled in Algebra:** count of students enrolled during the current school year in Algebra course codes as specified in the EOC Course Numbers 2020-2021 table below

**Number of students enrolled in Physical Science:** count of 8<sup>th</sup> grade students enrolled during the current school year in Physical Science course codes as specified in the EOC Course Numbers 2020-2021 table below

**Number of students enrolled in Biology:** count of students enrolled during the current school year in Biology course codes as specified in the EOC Course Numbers 2020-2021 table below

## High School Multi-Year Summary Details

Student Record data (demographics and attendance) are currently displayed. 2021 4-year graduation cohort data will display later in the spring. Student Class data (course information) will display in May 2021.

**Total number of currently enrolled students:** count of students actively enrolled in the school in grades 9-12 as of the most recent Student Record submission from the district (Prior year values do not include students with withdrawal status *Graduate (G)* as of the final Student Record submission. These students are no longer enrolled in the school.)

**Total number of 12<sup>th</sup> grade students:** count of students enrolled in 12<sup>th</sup> grade (This includes students whose last enrollment is at this school as a 12<sup>th</sup> grade student during the current school year.)

**Number of Economically Disadvantaged students:** count of students in grades 9-12 submitted in most recent Student Record submission as Economically Disadvantaged (Community Eligibility Provision (CEP) schools will display total number of students currently enrolled.)

**Number of English Learner students: includes EL=Y and EL=1, 2, 3 or 4:** count of students in grades 9-12 submitted in most recent Student Record submission as English Learners or English Learners 1, 2, 3, or 4 (Students marked EL = Y are expected participants on the ACCESS.)

**Number of Students with Disability:** count of students in grades 9-12 submitted in most recent Student Record submission as Student with Disability

**Number of Students in grades 9-12 flagged for GAA:** count of students in grades 9-12 submitted in most recent Student Record submission being assessed using the GAA

**Number of students considered first year in U.S.:** count of students in grades 9-12 marked as English Learners with a primary language other than English who are considered first year enrolled in a U.S. school (The student enrolled on or after Aug. 1 of the current school year.)

**Number of students considered second year in U.S.:** count of students in grades 9-12 marked as English Learners with a primary language other than English who are considered second year enrolled in a U.S. school (The student enrolled on or after Aug. 1 of the previous school year.)

**Number of students absent less than 10% of enrolled days:** count of all students in grades 9-12 with enrollment records during the current school year absent less than 10% of enrolled days

**Percent of students absent less than 10% of enrolled days:** calculation includes students in grades 9-12 with an enrollment record submitted in Student Record [(Number of students absent less than 10% of enrolled days/total number of students with enrollment records) x 100] (Students enrolled fewer than 30 days will not negatively impact attendance rate.)

**Number of students enrolled in American Literature:** count of students enrolled during the current school year in American Literature and Composition course codes as specified in the EOC Course Numbers 2020-2021 table below (Please note: this count does not include American Literature courses that are not core courses; e.g., SOME Advanced Placement courses do not substitute for American Literature.)

**Number of students enrolled in Coordinate Algebra:** count of students enrolled during the current school year in Coordinate Algebra course codes as specified in the EOC Course Numbers 2020-2021 table below

**Number of students enrolled in Algebra:** count of students enrolled during the current school year in Algebra course codes as specified in the EOC Course Numbers 2020-2021 table below

**Number of students enrolled in Biology:** count of students enrolled during the current school year in Biology course codes as specified in the EOC Course Numbers 2020-2021 table below

**Number of students enrolled in US History:** count of students enrolled during the current school year in US History course codes as specified in the EOC Course Numbers 2020-2021 table below

**Number of 12<sup>th</sup> grade students who have completed a pathway:** count of students in 12<sup>th</sup> grade completing a pathway (academic, CTAE, fine arts, or world language) determined by course enrollment and credit reported in Student Class (Calculation utilizes up to 7 years of submitted course data to determine if a student meets the criteria.)

**Percent of 12<sup>th</sup> grade students who have completed an advanced academic, CTAE, fine arts, or world language pathway:** calculation includes all students reported as 12<sup>th</sup> grade students in Student Record [(number of students completing a pathway/number of 12<sup>th</sup> grade students) x 100] (Calculation utilizes up to 7 years of submitted course data to determine if a student meets the criteria.)

**Number of 12<sup>th</sup> grade students with credit in a Dual Enrollment, AP, or IB course:** count of students in 12<sup>th</sup> grade as reported in Student Record who earn at least one full credit in a Dual Enrollment course, Advanced Placement course, or International Baccalaureate course

(Calculation utilizes up to 7 years of submitted course data to determine if a student meets the criteria.)

**Percent of 12<sup>th</sup> grade students earning credit for accelerated enrollment via Dual Enrollment, Advanced Placement, or International Baccalaureate courses:**

calculation includes all students reported as 12<sup>th</sup> grade students in Student Record [(number of students earning at least one full credit for accelerated enrollment via Dual Enrollment, Advanced Placement, or International Baccalaureate courses /number of 12<sup>th</sup> grade students) x 100]

(Calculation utilizes up to 7 years of submitted course data to determine if a student meets the criteria.)

**Number of students in 4-year graduation cohort:** count of students in the current 4-year cohort; this count includes any student in the cohort enrolled in the school in the past 4 years (This count in the Live Data Verification tool is for review purposes only and does not allow for cohort corrections.)

## Data Files

Data files can be accessed by clicking on the current year value numbers. Values in the data files will update as the data in the application updates. Click on any blue number to access the associated data file.

MULTI YEAR SUMMARY		
Summary Description	Prior Year Value <sup>1</sup>	Current Year Value <sup>2</sup>
Total number of currently enrolled students	656	<a href="#">627</a>
Number of Economically Disadvantaged students	396	<a href="#">368</a>
Number of English Learner students - includes EL = Y and EL = 1, 2, 3 or 4	115	<a href="#">108</a>
Number of Students with Disability	115	<a href="#">94</a>
Number of students flagged for GAA	0	<a href="#">0</a>
Number of students considered first year in US	2	<a href="#">1</a>
Number of students considered second year in US	2	<a href="#">4</a>
Number of students absent less than 10% of enrolled days <sup>3</sup>	NA	<a href="#">583</a>
Percent of students absent less than 10% of enrolled days	NA	87.41
Data as of: 03/13/2021 12:02:06 PM		

Demographic data download

Attendance download

Column M (EL) - Students are marked Y, N, 1, 2, 3, or 4. Students marked Y, 1, 2, 3, or 4 are part of the EL subgroup with 1, 2, 3, and 4 indicating the year of monitoring. **Students marked Y are expected to be assessed on the ACCESS for ELLs.**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	School Year	System Id	School Id	GTID	Student Grade Level	Student Last Name	Student First Name	Student MI	Student Birth Date	Race Code	Gender Code	ED	EL	SWD	GAA	Year in US
2	2021				KK					H	F	N	Y	N	N	1
3	2021				1					H	M	N	Y	Y	N	
4	2021				5					H	F	N	2	N	N	
5	2021				4					H	F	N	1	N	N	
6	2021				4					B	F	N	N	N	N	
7	2021				4					H	M	N	1	N	N	
8	2021				4					H	F	N	Y	N	N	
9	2021				5					H	M	N	N	N	N	
10	2021				5					H	F	N	N	N	N	
11	2021				4					H	M	N	N	N	N	
12	2021				5					B	M	N	N	Y	N	
13	2021				3					H	F	N	Y	N	N	
14	2021				3					H	M	N	Y	N	N	2
15	2021				3					H	F	N	Y	N	N	2
16	2021				5					B	F	N	N	N	N	
17	2021				5					W	F	N	N	N	N	
18	2021				KK					W	M	N	N	N	N	
19	2021				2					W	M	N	N	N	N	
20	2021				5					B	F	N	N	N	N	
21	2021				3					B	F	N	N	Y	N	
22	2021				KK					B	F	N	N	N	N	
23	2021				5					H	M	N	4	Y	N	
24	2021				4					H	F	N	1	N	N	

## EOC Course Numbers 2020-2021

SBOE Rule 160-3-1-.07 Testing Programs-Student Assessment requires that students enrolled in and completing courses assessed by a Georgia Milestone End-of-Course assessment shall take the EOC as a final exam that shall count as a portion of the final numeric grade.

Course ID	EOC Course Name	Corresponding EOC
<b>English Language Arts</b>		
23.05100	American Literature and Composition	American Literature
<b>Mathematics</b>		
27.09900	GSE Algebra I	Algebra I
27.09940	GSE Accelerated Algebra I/Geometry A	Algebra I
27.09710	GSE Coordinate Algebra	Coordinate Algebra
27.09750	Accelerated GSE Coordinate Algebra/Analytic Geometry A	Coordinate Algebra
<b>Science</b>		
26.01200	Biology I	Biology
26.01400	AP Biology	Biology
26.01800	IB Biology, Year One	Biology
<b>Social Sciences</b>		
45.08100	United States History	US History

The Physical Science EOC shall be administered only to 8<sup>th</sup> grade students enrolled in the high school Physical Science course (in lieu of the 8<sup>th</sup> grade science EOG assessment). The Physical Science EOC shall not count as the final exam or in the student's final grades. The Physical Science EOC shall not be administered to any other middle school students or to high school students enrolled in Physical Science.

Course ID	Course Name	Corresponding EOC
<b>Note: High School Physical Science EOC is available to 8<sup>th</sup> grade students only.</b>		
40.01100	Physical Science	Physical Science

Further guidance for Georgia Milestones can be found in the [2020-2021 Student Assessment Handbook](#).

## Important Reminders

- All issues must be resolved prior to the close of Student Record and the close of Student Class.
- Contact the [accountability specialist](#) with any questions or issues as soon as they are identified.
- Contact [Data Collections](#) with any questions or issues regarding the processes of Student Record submissions or Student Class submissions.
- Additional support materials may be found on the [accountability webpage](#).