

Enrollment Verification Inquiry Form Results

Governor's Office of Student Achievement

November 20, 2015

Audit Summary

Through an enrollment verification data audit, GOSA reviews school reporting data and other school records reported to the Georgia Department of Education (GaDOE) through the FTE and Student Record (SR) collections to confirm accuracy of those data and to ensure that systems and schools throughout Georgia receive state funding in line with their actual enrollment.

Schools are identified for enrollment verification inquiries based on an analysis of the previous two years' error codes. Schools are selected if they meet one of the following criteria for an error code:

- More than 25 students were affected in FTE 2015, or
- More than 10 students were affected in both 2014 and 2015.

Fall 2015 Enrollment Verification Schools of Concern					
		2014		2015	
School System	School Name	Error Code	Count	Error Code	Count
State Charter	Graduation Achievement Academy	E57	65	E57	88
Rockdale County	Hicks Elementary School	0	0	E57	89
State Charter	Georgia Cyber Academy	0	0	E57	89
Newton County	Indian Creek Middle School	E262	110	E262	218
DeKalb County	Elizabeth Andrews High School	E262	16	E262	101
DeKalb County	McNair Middle School	E262	10	E262	18
Harris County	Harris County High School	0	0	E262	36
Fulton County	Langston Hughes High School	0	0	E262	38
Fulton County	High Point Elementary School	E327	1	E327	25

The results of the verification inquiry forms submitted by each LEA are detailed in this report. Based upon the responses provided, Hicks Elementary School and Indian Creek Middle School have been cleared of concern.

The following seven schools provided sufficient responses such that no further action is needed at this time. However, the schools will be monitored for errors next year to ensure that protocol put in place has been effective. Future errors may warrant additional investigation, which may include an onsite audit.

- Graduation Achievement Academy
- Georgia Cyber Academy
- Elizabeth Andrews High School
- McNair Middle School
- Harris County High School
- Langston Hughes High School
- High Point Elementary School

Enrollment Verification Inquiry Form Results Summary

Graduation Achievement Academy, formerly Provost Academy

Reason for School Being Flagged

- School was flagged for error code E57 (Students were reported as enrolled FTE-1 or FTE-3 but not in the Student Record collection). In 2014, 65 students were affected by the error. In 2015, 88 students were affected by the error.

Reason(s) Reported for Errors

- Since it is an online academy, attendance is taken when students login. No login constitutes an absence.
- Discrepancies in student records were due to school's coding process. Students should have been coded "R" for lack of attendance, not as no shows.
- Separate programs were used for scheduling and for attendance, causing difficulty to pinpoint error.
- Full explanation for all errors could not be determined because all staff members responsible for data submission in prior years are no longer employed at the school.

School/LEA Steps Taken to Address Concerns

- Entirely new staff has been hired and trained.
- One program will be used for both scheduling and attendance to limit errors.
- Incorrect course numbers have been deactivated.
- Targeted training regarding remedial scheduling is being provided at school level.

GOSA Response

- The school has identified some of the reasons for the prior errors, and the steps taken are appropriate to reduce the likelihood of future errors. No further action on the part of the school is needed at this time. However, the school will be monitored for errors next year to ensure that protocol put in place has been effective. Future errors may warrant additional investigation, which may include an onsite audit.

Enrollment Verification Inquiry Form Results Summary

Hicks Elementary School, Rockdale County

Reason for School Being Flagged

- School was flagged for error code E57 (Students were reported as enrolled FTE-1 or FTE-3 but not in the Student Record collection). In 2015, 89 students were affected by the error.

Reason(s) Reported for Errors

- Students identified were preschool children taught by early education students at the Rockdale Career Academy.
- The program receives a federal grant that requires identified students to be reported as enrolled even though the school receives no state funding for the identified students.
- GaDOE is aware of unique situation (preschool children who do not receive funding) and has advised the LEA to report these students in enrollment.
- The LEA was aware students would become part of student record and knew the error would need to be addressed.

School/LEA Steps Taken to Address Concerns

- Rockdale County Schools will follow GaDOE's directive for this unique preschool course.

GOSA Response

- School is cleared of concern due to its unique reporting situation and its ongoing collaboration with the GaDOE on the best way to report students.

Enrollment Verification Inquiry Form Results Summary

Georgia Cyber Academy

Reason for School Being Flagged

- School was flagged for error code E57 (Students were reported as enrolled FTE-1 or FTE-3 but not in the Student Record collection). In 2015, 89 students were affected by the error.

Reason(s) Reported for Errors

- The school identified two primary reasons for the errors.
- The first reason, of which the administration was already aware, affected 45 students. It was due to students enrolling in Georgia Cyber for a brief window of time that overlapped with an FTE count window and then withdrawing and re-enrolling in their district school. The districts reported these students as continuous enrollment in Student Record, causing the discrepancy.
- The second reason affected 44 students, of which the administration was not aware, was due to data integration errors that occurred during the school's transition to a new student information system last year. Students should have been withdrawn in the data system before FTE-1 but were not due to data integration errors. The data administrator withdrew the students with random dates and did not escalate the issue to administration.

School/LEA Steps Taken to Address Concerns

- The school has completed implementation of Infinite Campus.
- The school has hired a new state reporting coordinator who has experience in another LEA and hired two new positions (SIS administrator and SIS data analyst) to provide additional support for accurate data reporting and error correction when needed.
- A comprehensive state reporting work plan has been developed to ensure accuracy and full compliance with the state reporting process.

GOSA Response

- The school has identified the reasons for the prior errors, and the steps taken are appropriate to reduce the likelihood of future errors. No further action on the part of the school is needed at this time. However, the school will be monitored for errors next year to ensure that protocol put in place has been effective. Future errors may warrant additional investigation, which may include an onsite audit.

Enrollment Verification Inquiry Form Results Summary

Indian Creek Middle School, Newton County

Reason for School Being Flagged

- School was flagged for error code E262 (Students were reported requiring remedial education services in the FTE collection but not in the Student Record collection). In 2015, 89 students were affected by the error.

Reason(s) Reported for Errors

- Students were incorrectly reported as enrolled in remedial enrichment social studies and science courses, but social studies and science cannot be classified as remedial.

School/LEA Steps Taken to Address Concerns

- The code was adjusted to normal enrichment after the FTE-1 count, and the incorrect code was deactivated to prevent future errors.
- The LEA notified GaDOE data collections of the error and submitted applicable comments to during the Student Record collection.
- The LEA has delivered targeted training at the school level for appropriate personnel using GaDOE documentation to reduce the likelihood of future errors.

GOSA Response

- The school has identified reasons for the prior errors, and the steps taken are appropriate to reduce the likelihood of future errors. The LEA has deactivated the course code that results in the error. No further action on the part of the school is needed at this time. The school is cleared of concern.

Enrollment Verification Inquiry Form Results Summary

Elizabeth Andrews High School, DeKalb County

Reason for School Being Flagged

- School was flagged for error code E262 (Students were reported requiring remedial education services in the FTE collection but not in the Student Record collection). In 2014, 16 students were affected by the error. In 2015, 101 students were affected by the error.

Reason(s) Reported for Errors

- For the 2013-2014 school year, at the recommendation of the GaDOE, the school changed its second and fourth nine-week terms to begin prior to FTE count dates instead of at the end of the first and third terms. Under the previous term dates, the counts were not capturing all students served because students missing five days or more were dropped from the school. Enrollments with a grade of “DR,” or dropped, cannot be reported to the GaDOE.
- The school transitioned to a new student information system in 2014-2015 and had not established clear processes for identifying students with missing grades.
- The LEA identified the following reasons for the errors:
 - In 2013-2014, all 16 errors were due to students being dropped prior to completing the course and thus could not receive a grade of “DR.”
 - In 2014-2015, 75 students were prior to completing the course and thus could not receive a grade of “DR.” Twenty-one students had final grades that were posted after Student Record sign-off. Five students received remedial funding in error, four students had manually entered segments that were typos, and one student was reported in error.

School/LEA Steps Taken to Address Concerns

- For 2015-2016, processes have been revamped to better monitor, identify, and communicate with schools regarding missing grades prior to reporting.
- Enrollment reports with all students and segment enrollment have been provided to principals for this year’s FTE-1 count to verify and certify.

GOSA Response

- The school has identified the reasons for the prior errors, and the steps taken are appropriate to reduce the likelihood of future errors. No further action on the part of the school is needed at this time. However, the school will be monitored for errors next year to ensure that protocol put in place has been effective. Future errors may warrant additional investigation, which may include an onsite audit.

Enrollment Verification Inquiry Form Results Summary

McNair Middle School, DeKalb County

Reason(s) for School Being Flagged

- School was flagged for error code E262 (Students were reported requiring remedial education services in the FTE collection but not in the Student Record collection). In 2014, 10 students were affected by the error. In 2015, 18 students were affected by the error.

Reason(s) Reported for Errors

2013-2014

- Eight students withdrew from school prior to the end of the term and two students were moved from the class prior to the end of the term. Enrollments with a grade of “DR,” or dropped, cannot be reported to the GaDOE.

2014-2015

- Ten students were enrolled in a nine-week Math Tools class that was improperly coded as an eighteen-week course, causing the nine-week grade to post as a progress grade rather than a final grade. One student in this course did not receive a grade from the teacher.
- Four students withdrew from the Math Tools class before the end of the term.
- Three students earned remedial funding in error, two students had manually entered segments that were typos.
- One student was active during the FTE count but was withdrawn after FTE and backdated to 9/21/14.

School/LEA Steps Taken to Address Concerns

- For 2015-2016, processes have been revamped to better monitor, identify, and communicate with schools regarding missing grades prior to reporting.
- Additional time was spent during summer 2015 verifying that grading was correctly entered for all courses in order to improve error identification before Student Record is reported.
- Enrollment reports with all students and segment enrollment have been provided to principals for this year’s FTE-1 count to verify and certify.

GOSA Response

- The school has identified the reasons for the prior errors, and the steps taken are appropriate to reduce the likelihood of future errors. No further action on the part of the school is needed at this time. However, the school will be monitored for errors next year to ensure that protocol put in place has been effective. Future errors may warrant additional investigation, which may include an onsite audit.

Enrollment Verification Inquiry Form Results Summary

Harris County High School

Reason for School Being Flagged

- School was flagged for error code E262 (Students were reported requiring remedial education services in the FTE collection but not in the Student Record collection). In 2015, 36 students were affected by the error.

Reason(s) Reported for Errors

- The course in question was labeled a “J” (remedial) course and was in fact a “K” (regular) course. This error was not caught until after the first FTE count, resulting in the reporting error.

School/LEA Steps Taken to Address Concerns

- The LEA notified GaDOE data collections of the error and submitted applicable comments to during the Student Record collection.
- District data coordinator, school data manager, and guidance director will work more closely to ensure all FTE and School Record resources are accessible and understood by all involved in the process.
- An FTE checklist will be implemented.
- Professional development opportunities are being provided for data personnel.

GOSA Response

- The school has identified the reasons for the prior errors, and the steps taken are appropriate to reduce the likelihood of future errors. No further action on the part of the school is needed at this time. However, the school will be monitored for errors next year to ensure that protocol put in place has been effective. Future errors may warrant additional investigation, which may include an onsite audit.

Enrollment Verification Inquiry Form Results Summary

Langston Hughes High School, Fulton County

Reason for School Being Flagged

- School was flagged for error code E262 (Students were reported requiring remedial education services in the FTE collection but not in the Student Record collection). In 2015, 38 students were affected by the error.

Reason(s) Reported for Errors

- The school incorrectly scheduled students in a course with “J” (remedial) funding. The error could not be corrected in Student Record because the students did not have required remedial education program information.
- As a result, remedial funding was received incorrectly for these students.
- The LEA and school were aware of the error prior to the inquiry.

School/LEA Steps Taken to Address Concerns

- New validation reporting process to be used throughout school year instead of only during state reporting cycles.
- LEA currently going through Georgia Student Information Systems Data Cleanse to clean up any discrepancies between GaDOE and LEA data.
- Program coordinators will check that all student requirements are met to ensure appropriate FTE funding is generated for all schools.

GOSA Response

- The school has identified the reasons for the prior errors, and the steps taken are appropriate to reduce the likelihood of future errors. No further action on the part of the school is needed at this time. However, the school will be monitored for errors next year to ensure that protocol put in place has been effective. Future errors may warrant additional investigation, which may include an onsite audit.

High Point Elementary School, Fulton County

Reason for School Being Flagged

- School was flagged for error code E327 (Students were reported requiring early intervention program services in the FTE collection but not in the Student Record collection). In 2015, 25 students were affected by the error.

Reason(s) Reported for Errors

- The school reported EIP program codes (E, F, G) during FTE but not the corresponding EIP data for those students.
- After review of school-level data, it was determined that all students were eligible to receive EIP funding. However, the EIP data for these students was not updated until May 22, 2015, which is why it was not captured in Student Record.

School/LEA Steps Taken to Address Concerns

- New validation reporting process to be used throughout school year instead of only during state reporting cycles.
- LEA currently going through Georgia Student Information Systems Data Cleanse to clean up any discrepancies between GaDOE and LEA data.
- Program coordinators will check that all student requirements are met to ensure appropriate FTE funding is generated for all schools.

GOSA Response

- The school has identified the reasons for the prior errors, and the steps taken are appropriate to reduce the likelihood of future errors. No further action on the part of the school is needed at this time. However, the school will be monitored for errors next year to ensure that protocol put in place has been effective. Future errors may warrant additional investigation, which may include an onsite audit.