



# Enrollment Verification Audit Results

March 4, 2019

Through the enrollment verification audit, the Governor’s Office of Student Achievement (GOSA) reviews enrollment data reported to the Georgia Department of Education (GaDOE) during Full-Time Equivalent (FTE), Student Record (SR), and Student Class (SC) data collections. The enrollment verification audit aims to confirm the accuracy of submitted data to ensure that systems and schools receive state funding in line with actual enrollment.

When students appear in an FTE count, but do not appear in the SR and SC counts, GaDOE’s data collection system flags the error. GOSA identifies schools for the enrollment verification audit 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 the 2017-2018 school year, OR
- More than 10 students were affected in both the 2016-2017 and 2017-2018 school years.

The audit includes nine error codes that check for student enrollment consistency between FTE and SR/SC collections. The appendix on page 12 includes a full list and description of the audited error codes.

2017-2018 Schools Flagged for Enrollment Verification Audit <sup>1</sup>			
School System	School Name	Error Code(s)	Count
Chatham County	UHS of Savannah Coastal Harbor	E6022	98
Douglas County	Youth Villages at Inner Harbour	E6022	115
Fulton County	Latin College Prep	E262/E6071	99/119
Gainesville City	Enota Multiple Intelligences Academy	E327	31
Glynn County	Greer Elementary School	E6072	48
Glynn County	Oglethorpe Point Elementary School	E6072	95
Mitchell County	Mitchell County High School	E6044	48
Pulaski County	Hawkinsville High School	E262/E6071	41/55
Richmond County	Richmond County Technical Career Magnet School	E6071	43
State Charter School	Georgia Connections Academy	E262/E6071	93/95
State Charter School	Mountain Education Charter High School	E6022	143
Wayne County	Martha Puckett Middle School	E262	32

GOSA provided each school with a random sample of Georgia Testing Identifiers (GTID) for students with errors and requested explanations for why each error occurred.<sup>2</sup>

<sup>1</sup> None of the audited schools had errors in the 2016-2017 school year, so GOSA did not flag any schools for the second audit criterion: more than 10 students were affected in both the 2016-2017 and 2017-2018 school years.

<sup>2</sup> GOSA requested explanations for 15% of unique students with errors, with no fewer than 5 and no more than 20 explanations requested per school.

The following seven schools provided explanations for the errors that are consistent with their FTE, SR, and SC data collection submissions. The following pages provide specific details for each school. No further action is required.

- Chatham County, Universal Health Services (UHS) of Savannah Coastal Harbor (p. 3)
- Douglas County, Youth Villages at Inner Harbour (p. 4)
- Gainesville City, Enota Multiple Intelligences Academy (p. 6)
- Glynn County, Greer Elementary School (p. 7)
- Glynn County, Oglethorpe Point Elementary School (p. 8)
- State Charter School, Mountain Education Charter High School (p. 13)
- Wayne County, Martha Puckett Middle School (p. 14)

The remaining five schools had genuine errors in their data collection submissions. Given these errors, the local education agency (LEA) received funding for students who were reported as receiving services during the fall or spring FTE enrollment counts, but who did not actually receive those services according to the summer Student Class and Student Record collections.<sup>3</sup> Each of these schools provided sufficient responses to GOSA's Enrollment Verification Audit Worksheet that included action steps to prevent similar errors in future collections. No further action is required at this time.

- Fulton County, Latin College Prep (p. 5)
- Mitchell County, Mitchell County High School (p. 9)
- Pulaski County, Hawkinsville High School (p. 10)
- Richmond County, Richmond County Technical Career Magnet School (p. 11)
- State Charter School, Georgia Connections Academy (p. 12)

This report details the results of the enrollment verification audit responses submitted by each LEA for all schools, organized alphabetically by school system. More information on the audit methodology is available in the [Enrollment Verification Audit Process Overview](#).

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<sup>3</sup> GOSA recommends that the State Board of Education pursue a mechanism to recoup the funding provided to the LEAs for students who were incorrectly categorized as receiving services.

## **Chatham County, Universal Health Services (UHS) of Savannah Coastal Harbor**

### *Reason for School Being Flagged*

- In 2017-2018, the Student Class submission flagged 98 students for error code E6022 (*GTID was reported in FTE. This student must have course records reported in Student Class*).

### *Reason(s) Reported for Errors*

- UHS of Savannah Coastal Harbor Youth Villages is an inpatient mental health treatment center. As such, the school does not enter schedules for their students in Student Class.

### *GOSA Response*

- Given the nature of UHS of Savannah Coastal Harbor as a residential treatment center and their memorandum of understanding (MOU) with the district, GOSA accepts the error explanations.

## **Douglas County, Youth Villages at Inner Harbour**

### *Reason for School Being Flagged*

- In 2017-2018, the Student Class submission flagged 115 students for error code E6022 (*GTID was reported in FTE. This student must have course records reported in Student Class*).

### *Reason(s) Reported for Errors*

- Youth Villages at Inner Harbour is a residential treatment center. As such, the school does not enter schedules for their students in Student Class.

### *GOSA Response*

- Given the nature of Youth Villages at Inner Harbour as a residential treatment center, GOSA accepts the error explanations.

## **Fulton County, Latin College Prep**

### *Reason for School Being Flagged*

- In 2017-2018, the Student Class/Student Record submission flagged 122 unique students for error codes:
  - E262 (99 errors): *A remedial education subject code must be reported in Student Record for all students with an FTE Program Code of 'J', and*
  - E6071 (119 errors): *Student was reported with Program Code = 'J' (Remedial Education) in FTE, at least one remedial course number must be reported for this student in Student Class.*

### *Reason(s) Reported for Errors*

- For one student, the school either neglected to add the subject code or removed it by mistake. The school could not correct the error since the school identified it after FTE sign-off.
- For the remaining 18 sampled students, the school incorrectly reported a remedial 'J' code. The school could not change the FTE submission since it identified the error after FTE sign-off.

### *School/LEA Steps Taken to Address Concerns*

- Upon realizing the Student Class/Student Record errors in June 2018, a team from Fulton County Schools' district office (Student Information Director, Curriculum Director, Charter School Director, Master Scheduler, Remedial Coordinator, and the State Reporting Manager) met with the principal and data clerk from Latin College Prep. At this meeting, attendees discussed policies and procedures involving remedial education services, including how to change the process at the school level to identify, serve, and report remedial students properly.
- The district created reports to identify remedial, early intervention program (EIP), and talented and gifted (TAG) students whose schedules do not match their FTE segments.
- At the district level, student information support staff, program area leads for TAG and remedial education, and the charter school coordinator will monitor data submissions for discrepancies prior to sign-off.

### *GOSA Response*

- The LEA received funding for students who were reported as receiving services during the fall or spring FTE enrollment counts, but who did not actually receive those services as reported on the summer Student Class/Student Record collections. GOSA will monitor the school for errors next year to ensure that protocols put in place have been effective. Future errors may warrant additional investigation, which may include an on-site audit.

## **Gainesville County, Enota Multiple Intelligences Academy**

### *Reason for School Being Flagged*

- In 2017-2018, the Student Record submission flagged 31 students for error code E327 (*An EIP subject code must be reported for all students with an FTE program code of 'E', 'F', or 'G' (Kindergarten, Primary Grades, and 4<sup>th</sup>-5th Grades)*).

### *Reason(s) Reported for Errors*

- For three students, the school exited them from EIP services before the end of the school year and did not include an EIP subject code in Student Record submission. Student Record guidelines require submissions to include an EIP subject code for any students who have received EIP services at any point during the year.
- For two students, the school provided them with EIP services but did not include an EIP subject code in the Student Record submission.

### *School/LEA Steps Taken to Address Concerns*

- The LEA will provide documentation from GaDOE's Data Collections Conference to registrars and continue requiring principals to verify the accuracy of data.
- The LEA will use Usha, an external software program, to verify data accuracy of student information system (SIS) data before data collections submissions.
- The LEA will provide additional written procedures to registrars to enhance enrollment processes and data collections to ensure EIP services provided at any point during the school year are reported in Student Record submission.

### *GOSA Response*

- The LEA received funding for students who did receive EIP services as reported in FTE, even though the LEA did not report the services during Student Record collection. GOSA accepts the error explanations and the LEA's action steps to address these errors in the 2018-2019 academic year.

## **Glynn County, Greer Elementary School**

### *Reason for School Being Flagged*

- In 2017-2018, the Student Class submission flagged 48 students for error code E6072 (*Student was reported with a Program Code = 'I' (Gifted Education) in FTE, at least one gifted course number must be reported with gifted delivery model for this student in Student Class*).

### *Reason(s) Reported for Errors*

- The school used a collaborative gifted delivery approach that included differentiated gifted instruction across various content areas, but these courses were not reflected in the students' daily schedules. A gifted-certified teacher served the students collaboratively for two segments, which were submitted to FTE by overriding the students' schedules.

### *School/LEA Steps Taken to Address Concerns*

- For 2018-2019, the school scheduled students in a gifted course in Student Class when providing the collaborative cluster services by a gifted-endorsed teacher.

### *GOSA Response*

- The LEA received funding for students who did receive gifted education services as reported in FTE, even though the LEA did not report the services during Student Class collections. GOSA accepts the error explanations and the LEA's action steps to address these errors in the 2018-2019 academic year.

## **Glynn County, Oglethorpe Point Elementary School**

### *Reason for School Being Flagged*

- In 2017-2018, the Student Class submission flagged 95 students for error code E6072 (*Student was reported with a Program Code = 'I' (Gifted Education) in FTE, at least one gifted course number must be reported with gifted delivery model for this student in Student Class*).

### *Reason(s) Reported for Errors*

- The school used a collaborative gifted delivery approach that included differentiated gifted instruction across various content areas, but these courses were not reflected in the students' daily schedules. A gifted-certified teacher served the students collaboratively, which was submitted to FTE by overriding the students' schedules.

### *School/LEA Steps Taken to Address Concerns*

- For 2018-2019, the school scheduled courses as a gifted course in Student Class when providing the collaborative cluster services by a gifted-endorsed teacher.

### *GOSA Response*

- The LEA received funding for students who did receive gifted education services as reported in FTE, even though the LEA did not report the services during Student Class collections. GOSA accepts the error explanations and the LEA's action steps to address these errors in the 2018-2019 academic year.



## **Mitchell County, Mitchell County High School**

### *Reason for School Being Flagged*

- In 2017-2018, the Student Class submission flagged 48 students for error code E6044 (*Student was reported with one or more Program Code = '6' (Move On When Ready – General Education) or '7' (Move On When Ready – Vocational Lab) in FTE, at least one Move On When Ready/Dual Enrollment course number must be reported for this student in Student Class*).

### *Reason(s) Reported for Errors*

- The LEA switched to a new SIS this year. Student schedules from the new system incorrectly identified these students as Move On When Ready (MOWR) during FTE submission.

### *School/LEA Steps Taken to Address Concerns*

- The school-level data clerk and the guidance counselors will meet to review student schedules before sending them to the district-level data coordinator.
- The district-level data coordinator will check for errors in data collections before sign-off.

### *GOSA Response*

- The LEA may have received funding for students who were reported as receiving services during the fall or spring FTE enrollment counts, but who did not actually receive those services as reported on the summer Student Class collection.<sup>4</sup> GOSA will monitor the school for errors next year to ensure that protocols put in place have been effective. Future errors may warrant additional investigation, which may include an on-site audit.

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<sup>4</sup> Error code E6044 encompasses program codes for both MOWR – General Education and MOWR – Vocational Lab courses. As such, the error code report does not provide enough detail to definitively determine if the school received excess funding.

## **Pulaski County, Hawkinsville High School**

### *Reason for School Being Flagged*

- In 2017-2018, the Student Class/Student Record submission flagged 57 unique students for error codes:
  - E262 (41 errors): *A remedial education subject code must be reported in Student Record for all students with an FTE Program Code of 'J', and*
  - E6071 (55 errors): *Student was reported with Program Code = 'J' (Remedial Education) in FTE, at least one remedial course number must be reported for this student in Student Class.*

### *Reason(s) Reported for Errors*

- The school incorrectly reported the students as remedial during the FTE count; the students were removed from the remedial course before Student Class and Student Record submission.

### *School/LEA Steps Taken to Address Concerns*

- The school will close the registrar's office for a day in September, January, and May to allow the school counselor and counseling secretary to review class lists and confirm that each student is coded correctly for each class.
- The school counselor and counseling secretary will review student enrollment codes with the LEA FTE specialist prior to data collections submission.

### *GOSA Response*

- The LEA received funding for students who were reported as receiving services during the fall or spring FTE enrollment counts, but who did not actually receive those services as reported on the summer Student Class/Student Record collections. GOSA will monitor the school for errors next year to ensure that protocols put in place have been effective. Future errors may warrant additional investigation, which may include an on-site audit.

## **Richmond County, Richmond County Technical Career Magnet School**

### *Reason for School Being Flagged*

- In 2017-2018, the Student Class submission flagged 43 students for error code E6071 (*Student was reported with Program Code = 'J' (Remedial Education) in FTE, at least one remedial course number must be reported for this student in Student Class*).

### *Reason(s) Reported for Errors*

- The school enrolled students in courses for additional math support with a remedial 'J' segment. The LEA then instructed all schools to use a different course number for math support. The school modified schedules, which changed reporting from 'J' to a 'D' (general education instruction). The school did not remove the 'J' code from the student's enrollment tab in Infinite Campus.

### *School/LEA Steps Taken to Address Concerns*

- The LEA has implemented an internal sign-off for FTE, Student Class, and Student Record for the principal to verify data accuracy.
- Beginning in the 2018-2019 school year, the LEA now holds weekly data meetings with the associate superintendent, district level directors, department heads, and other employees to review discrepancy reports showing students enrolled in different programs (gifted, remedial, etc.).
- The LEA has established Data Integrity Teams, comprised of district employees and school leadership and led by the LEA data coordinator, to review data before and after principal sign-off.
- The LEA will host a district-wide training on early intervention program and remedial education coding.
- The LEA has added a staff member to the SIS and state reporting team to analyze the data submitted for data collections.

### *GOSA Response*

- The LEA received funding for students who were reported as receiving services during the fall or spring FTE enrollment counts, but who did not actually receive those services as reported on the summer Student Class collection. GOSA will monitor the school for errors next year to ensure that protocols put in place have been effective. Future errors may warrant additional investigation, which may include an on-site audit.

## **State Charter School, Georgia Connections Academy**

### *Reason for School Being Flagged*

- In 2017-2018, the Student Class/Student Record submission flagged 95 unique students for error codes:
  - E262 (93 errors): *A remedial education subject code must be reported in Student Record for all students with an FTE Program Code of 'J', and*
  - E6071 (95 errors): *Student was reported with Program Code = 'J' (Remedial Education) in FTE, at least one remedial course number must be reported for this student in Student Class.*

### *Reason(s) Reported for Errors*

- The school erroneously reported students as both special education and remedial in FTE, even though the students did not receive any remedial services. The school removed the remedial designation before Student Record submission, but did not realize the error until after FTE sign-off.

### *School/LEA Steps Taken to Address Concerns*

- The school has added new identification and tracking tools, as well as a data quality assurance review process, for data collections.
- The school will hold data reviews and reconciliations early in the data collection process to ensure key staff has time to make adjustments during appropriate collections windows.

### *GOSA Response*

- The LEA received funding for students who were reported as receiving services during the fall or spring FTE enrollment counts, but who did not actually receive those services as reported on the summer Student Class/Student Record collection. GOSA will monitor the school for errors next year to ensure that protocols put in place have been effective. Future errors may warrant additional investigation, which may include an on-site audit.

## **State Charter School, Mountain Education Charter High School**

### *Reason for School Being Flagged*

- In 2017-2018, the Student Class submission flagged 143 students for error code E6022 (*GTID was reported in FTE. This student must have course records reported in Student Class*).

### *Reason(s) Reported for Errors*

- Mountain Education Charter High School is a dropout prevention/recovery school that uses a self-paced blended learning model with open enrollment and open attendance policies. Because of this model, some students do not complete courses during a given school year.
- The SIS data extract that Mountain Education Charter High School used for Student Class submission pulled from student transcripts instead of student schedules. The extract excluded students who were enrolled in classes but did not earn credits.
- Mountain Education Charter High School provided GOSA with the schedules of each student sampled. The schedules show that these students were scheduled in classes.

### *School/LEA Steps Taken to Address Concerns*

- Mountain Education Charter High School is working with their SIS vendor to ensure that future data extractions for data collections include schedules for all students, regardless of whether they earned credits.

### *GOSA Response*

- Given the documentation that Mountain Education Charter High School provided for each student, GOSA accepts the error explanations and the LEA's action steps to address these errors in the 2018-2019 academic year.

## **Wayne County, Martha Puckett Middle School**

### *Reason for School Being Flagged*

- In 2017-2018, the Student Record submission flagged 32 students for error code E262 (*A remedial education subject code must be reported in Student Record for all students with an FTE Program Code of 'J'*).

### *Reason(s) Reported for Errors*

- The school placed students in remedial classes that were not coded as remedial in the Student Record submission. The district-level state reporting coordinator was new to the role for this year.

### *School/LEA Steps Taken to Address Concerns*

- The LEA purchased a program to use at the school and district level to identify errors and warnings for FTE, Student Class, and Student Record.
- The LEA added a certified staff member in charge of data collections and enrollment.
- The LEA has coordinated training with the technology director to advise on the technology-based components of data collections and submissions.
- The LEA has added a school principal review in their data collections procedures before the data are uploaded for district review.

### *GOSA Response*

- The LEA received funding for students who did receive remedial services as reported in FTE, even though the LEA did not correctly report the services during the Student Record collection. GOSA accepts the error explanations and the LEA's action steps to address these errors in the 2018-2019 academic year.

## Appendix: Audited Error Codes

### Student Record

- E0571** All students reported as active in FTE-1 or FTE-3 must be reported in the Student Record Data Collection. *Student records should exist for all students counted in FTE-1 or FTE-3. Student records serve to validate a student's active status for funding purposes.*
- E874** Student reported as an active special education student in FTE but not reported with a PRIMARY AREA in Student Record. *Any student listed as active in special education must have a primary area of concern in Student Record. A primary area helps to determine FTE weight and funding for each special education student. Student records serve to validate a student's active status for funding purposes.*
- E262** A REMEDIAL EDUCATION SUBJECT CODE must be reported for all students with an FTE PROGRAM CODE of 'J' (Remedial Education). *To determine FTE weight, a subject code must be provided to determine the level of services provided to a student. Student records serve to validate a student's active status for funding purposes.*
- E563** Schools must report Special Education students if reported Special Education students in FTE-1. *Any student reported as Special Education in FTE-1 should also be reported as Special Education in Student Record.*
- E327** An EIP SUBJECT CODE must be reported for all students with an FTE PROGRAM CODE of 'E', 'F', or 'G' (Kindergarten, Primary Grades, and 4<sup>th</sup>-5<sup>th</sup> Grades). *To determine FTE weight, a subject code must be provided to determine the level of services provided to a student. Student records serve to validate a student's active status for funding purposes.*

### Student Class

- E6022** GTID was reported in FTE. This student must have course records reported in Student Class. *Any student listed in an FTE count must also have courses listed in Student Class.*
- E6044** One or more PROGRAM CODES = '6' (Move On When Ready – General Education) or '7' (Move On When Ready – Vocational Lab) was reported for this student in FTE, at least one MOWR (Move On When Ready/Dual Enrollment) COURSE NUMBER should be reported for this student in Student Class. *All program codes '6' or '7' in FTE must have a MOWR course number reported in Student Class.*
- E6071** Student was reported with PROGRAM CODE = 'J' (Remedial Education) in FTE, at least one Remedial (xx.1) COURSE NUMBER should be reported for this student in Student Class. *The 'J' program code from FTE must have a remedial course number reported in Student Class.*
- E6072** Student was reported with a PROGRAM CODE = 'I' (Gifted Education) in FTE, at least one gifted COURSE NUMBER must be reported with GIFTED DELIVERY MODEL. *Any student listed as receiving gifted services must have at least one gifted course record listed in FTE and Student Class.*