

Enrollment Verification Inquiry Form Results

Governor's Office of Student Achievement

December 5, 2016

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 2016, or
- More than 10 students were affected in both 2015 and 2016.

Fall 2016 Enrollment Verification Schools of Concern					
		2015		2016	
School System	School Name	Error Code	Count	Error Code	Count
Gordon County	Gordon Central High School	E262	0	E262	150
Jones County	Clifton Ridge Middle School	E262	0	E262	72
Dooly County	Dooly County Middle School	E262	0	E262	44
DeKalb County	Miller Grove High School	E262	0	E262	35
DeKalb County	<i>Elizabeth Andrews High School*</i>	E262	101	E262	31
DeKalb County	Columbia Middle School	E262	9	E262	28
DeKalb County	Stone Mountain High School	E262	16	E262	26
DeKalb County	Towers High School	E262	23	E262	12
DeKalb County	Kingsley Elementary School	E327	0	E327	25

**Denotes a previously flagged school*

The results of the verification inquiry forms submitted by each LEA are detailed in this report.

The following school has provided sufficient information to fully resolve discrepancies, and no further action is needed at this time.

- Gordon Central High School, Gordon County

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.

- Clifton Ridge Middle School, Jones County
- Miller Grove High School, DeKalb County
- Elizabeth Andrews High School, DeKalb County
- Columbia Middle School, DeKalb County
- Stone Mountain High School, DeKalb County
- Towers High School, DeKalb County
- Kingsley Elementary, DeKalb

The following school did not provide a sufficient response. As a result of this, an on-site audit was conducted. The full audit report, which includes the findings and the steps that the district will take to address the audit, is available at [this link](#).

- Dooly County Middle School, Dooly County (Audit conducted October 19, 2016)

Enrollment Verification Inquiry Form Results Summary

Gordon Central High School, Gordon County

Reason for School Being Flagged

- School was flagged for error code E262 (A REMEDIAL EDUCATION SUBJECT CODE must be reported for all students with an FTE PROGRAM CODE of 'J'). In 2016, 150 students were affected by the error.

Reason(s) Reported for Errors

- The error occurred for students scheduled in Algebra IA Support and Geometry IA Support.
- The state course number was incorrectly entered by the district data coordinator in the course master for 2015-2016 Gordon Central High School.
- The course incorrectly pulled a 'J' segment for students, and the students not identified as eligible for remedial services should have received a 'D' weight.

School/LEA Steps Taken to Address Concerns

- GaDOE data and finance divisions were both notified by the district data coordinator upon discovery of the error during the data cleanse prior to the March 2016 FTE count, and the state course number was corrected.
- A D-ticket was submitted on 03/31/2016 (GaDOE Ticket 00707815) in reference to the error.
- District data coordinator spoke to Carl Garber (data collections) and Ted Beck (CFO of GaDOE) regarding the issue, and requested that the QBE allotment sheet for the district be reduced by the appropriate amount to reflect the error in remedial funding.
- Mr. Beck stated that the collection cycle is an average over a three count period to minimize funding discrepancies and that no further action was required.
- The district data coordinator is now located in the main central office to provide seamless access to all district directors for additional review and checks of all GaDOE data collections.
- A new course number request form has been created, and all approvals must be processed by the district curriculum director to verify correct course numbers.
- An additional FTE checklist has been created for all school data coordinators and principals.
- A data collections procedures document is being developed for all district and school level data personnel.

GOSA Response

- The school has provided sufficient information to fully resolve discrepancies, and no further action is needed at this time.

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Clifton Ridge Middle School, Jones County

Reason for School Being Flagged

- School was flagged for error code E262 (A REMEDIAL EDUCATION SUBJECT CODE must be reported for all students with an FTE PROGRAM CODE of 'J'). In 2016, 72 students were affected by the error.

Reason(s) Reported for Errors

- School's data clerk did not remove the students' 2014-2015 remedial code (J) from the students' current 2015-2016 calendar enrollment.
- The error was not discovered until it was generated in Student Records when it was pushed back to the system because the students had not been scheduled in remedial classes for 2015-2016.
- Students had been coded in FTE 1 as remedial, and it could not be changed.
- The error was a result of the school data clerk and administration not fully reviewing reports.

School/LEA Steps Taken to Address Concerns

- The LEA has purchased software designed to alert the user of discrepancies in data.
- All data clerks will be required to attend a conference on Infinite Campus.
- Principals will receive emails and attend presentations conducted by district level administrators regarding EIP/REP coding procedures.
- Principals will be required to validate student information in the software program, as well as reports in the GaDOE portal.
- Administrators will be required to attend future sessions of the GaDOE Data Conference.

GOSA Response

- The school has identified the reason 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.

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Dooly County Middle School, Dooly 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 2016, 44 students were affected by the error.

Reason(s) Reported for Errors

- There are several discrepancies between the collections of records for FTE and SR.
 - The previous registrar lacked training.
 - The error was the result of inaccurate coding.
 - There was no clear understanding of what the correct code should be.
- There is no method or formal process for school data personnel to be trained.
- The LEA has been without a Data Collections Coordinator since February, 2016 and the school board has not approved hiring of a replacement.

School/LEA Steps Taken to Address Concerns

- The district has provided more opportunities for training, but is unclear what those opportunities are.

GOSA Response

- The school has identified reasons for the prior errors; however, the steps taken are inadequate for reducing the likelihood of future errors.
- Due to the lack of coordinated data collections and reporting, the lack of coordinated training for personnel, and lack of a trained central office data collections coordinator, GOSA conducted an on-site audit on October 18, 2016.
- GOSA outlined its findings and steps the school system must take to address the audit.
- Dooly County responded with an official letter concurring with the findings and outlining a plan to address all six steps.
- GOSA accepted the letter and will follow up in six and twelve months to monitor progress.
- The Dooly County On-site Audit Report may be found [at this link](#).

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Miller Grove 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 2016, 35 students were affected by the error.

Reason(s) Reported for Errors

- Thirty-two students withdrew from Miller Grove High School prior to the end of term without receiving grades in the course being taken. If a student was withdrawn without receiving a grade, then they were not reported in SR for a given class. This would cause a discrepancy and error between FTE and SR reporting.
- Two students were dropped from a 'J' weight course to a 'SE Co-taught' course when their IEPs were written.
- One student was identified in error, and zero 'J' weights were reported in FTE 1.

School/LEA Steps Taken to Address Concerns

- Ad hoc reports have been put in place to identify missing grades, and LEA has reorganized its support team to have one person per region with assigned schools. The support personnel work directly with their schools running and monitoring reports prior to grades being posted to transcripts.
- To pinpoint the data collections error, GOSA, GaDOE Data Collections, and DeKalb County Schools Data Collections held a phone conference on October 13, 2016. During the call, it was discovered that DeKalb County schools had been using transcript instead of scheduling data to determine program participation, which caused the discrepancy when students withdraw from a course. GaDOE explained that program participation should be reported in the Student Record at the student level using scheduling data. Going forward for the 2016-2017 collections, DeKalb County will now track EIP and REP student participation using scheduling data instead of transcript data.

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.

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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 2015, 101 students were affected by the error. In 2016, 31 students were affected by the error. Elizabeth Andrews High School was flagged in the 2015 Enrollment Verification Inquiry.

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.
 - For all 16 errors, students did not receive a final grade because of being dropped from the course. As a result, the students were not reported in Student Record.
- For the 2014-2015 school year:
 - The school transitioned to a new student information system and had not established clear processes for identifying students with missing grades.
 - 75 students were withdrawn prior to completing the course and thus did not receive a final grade. As a result, they were not reported in Student Record. 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.

For the 2015-2016 school year:

- Twenty-six students were dropped without receiving grades in the course being taken. If a student was withdrawn without receiving a grade, then they were not reported in SR for a given class. This would cause a discrepancy and error between FTE and SR reporting.
 - Four students withdrew from school prior to the end of term.
 - One student was reported in error (data does not reflect how this happened).

School/LEA Steps Taken to Address Concerns

- During the 2015-2016 school year, processes were revamped to better monitor, identify, and communicate with schools regarding missing grades prior to reporting.
- Ad hoc reports have been put in place to identify missing grades, and LEA has reorganized its support team to have one person per region with assigned schools. The support personnel work directly with their schools running and monitoring reports prior to grades being posted to transcripts.
- To pinpoint the data collections error, GOSA, GaDOE Data Collections, and DeKalb County Schools Data Collections held a phone conference on October 13, 2016. During the call, it was discovered that DeKalb County schools had been using transcript instead of scheduling data to determine program participation, which caused the discrepancy when students withdraw from a course. GaDOE explained that program participation should be reported in the Student Record at the student level using scheduling data. Going forward for the 2016-2017 collections, DeKalb

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County will now track EIP and REP student participation using scheduling data instead of transcript data.

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. While it was on the list for the second year, the correction discussion in the phone conference should reduce or eliminate inconsistencies. 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.

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Columbia 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 2015, 9 students were affected by the error. In 2016, 28 students were affected by the error.

Reason(s) Reported for Errors

- Thirteen students were withdrawn prior to the end of term without receiving grades in the course being taken. If a student was withdrawn without receiving a grade, then they were not reported in SR for a given class. This would cause a discrepancy and error between FTE and SR reporting.
- Eleven students were moved to balance class rosters after FTE reporting.
- Two students were moved for special education IEP compliance reasons.
- One student was moved because of a parent request.
- LEA reports that, “when students have been moved from classes, Student Record is a historical recording of the prior events.”

School/LEA Steps Taken to Address Concerns

- Columbia Middle School administrators have been notified that students moved to balance classrooms should be moved prior to FTE reporting. This will also be shared with all other schools in the LEA.
- Ad hoc reports have been put in place to identify missing grades, and LEA has reorganized its support team to have one person per region with assigned schools. The support personnel work directly with their schools running and monitoring reports prior to grades being posted to transcripts.
- To pinpoint the data collections error, GOSA, GaDOE Data Collections, and DeKalb County Schools Data Collections held a phone conference on October 13, 2016. During the call, it was discovered that DeKalb County schools had been using transcript instead of scheduling data to determine program participation, which caused the discrepancy when students withdraw from a course. GaDOE explained that program participation should be reported in the Student Record at the student level using scheduling data. Going forward for the 2016-2017 collections, DeKalb County will now track EIP and REP student participation using scheduling data instead of transcript data.

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.

Stone Mountain 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 2015, 16 students were affected by the error. In 2016, 26 students were affected by the error.

Reason(s) Reported for Errors

- Twenty-three of the students were withdrawn before the end of the school year without receiving grades in the course being taken. If a student was withdrawn without receiving a grade, then they were not reported in SR for a given class. This would cause a discrepancy and error between FTE and SR reporting.
- Three of the students were reported in error. However, the data from the GaDOE ad hoc query utility, which allows LEAs to look up student status in FTE and SR, reveals none of these students received a 'J' code during either of the FTE collections.
- If a student is withdrawn without receiving a grade, then they would not be reported in SR for a given class. This would cause a discrepancy and error between FTE and SR reporting.

School/LEA Steps Taken to Address Concerns

- Ad hoc reports have been put in place to identify missing grades, and LEA has reorganized its support team to have one person per region with assigned schools. The support personnel work directly with their schools running and monitoring reports prior to grades being posted to transcripts.
- To pinpoint the data collections error, GOSA, GaDOE Data Collections, and DeKalb County Schools Data Collections held a phone conference on October 13, 2016. During the call, it was discovered that DeKalb County schools had been using transcript instead of scheduling data to determine program participation, which caused the discrepancy when students withdraw from a course. GaDOE explained that program participation should be reported in the Student Record at the student level using scheduling data. Going forward for the 2016-2017 collections, DeKalb County will now track EIP and REP student participation using scheduling data instead of transcript data.

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

Towers 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 2015, 23 students were affected by the error. In 2016, 12 students were affected by the error.

Reason(s) Reported for Errors

- For 2014-2015:
 - Twenty-two students were withdrawn prior to the end of term without receiving grades in the course being taken. If a student was withdrawn without receiving a grade, then they were not reported in SR for a given class. This would cause a discrepancy and error between FTE and SR reporting.
 - One student was reported in error. Student was incorrectly scheduled, and it was not discovered until after the FTE count.
- For 2015-2016:
 - Twelve students were withdrawn prior to the end of term without receiving grades in the course being taken.

School/LEA Steps Taken to Address Concerns

- Ad hoc reports have been put in place to identify missing grades, and LEA has reorganized its support team to have one person per region with assigned schools. The support personnel work directly with their schools running and monitoring reports prior to grades being posted to transcripts.
- To pinpoint the data collections error, GOSA, GaDOE Data Collections, and DeKalb County Schools Data Collections held a phone conference on October 13, 2016. During the call, it was discovered that DeKalb County schools had been using transcript instead of scheduling data to determine program participation, which caused the discrepancy when students withdraw from a course. GaDOE explained that program participation should be reported in the Student Record at the student level using scheduling data. Going forward for the 2016-2017 collections, DeKalb County will now track EIP and REP student participation using scheduling data instead of transcript data.

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.

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Kingsley Elementary, DeKalb 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 2016, 25 students were affected by the error.

Reason(s) Reported for Errors

- Twenty-three students were scheduled in both a 0.1 segment and a 0.0 segment of the same course.
 - This error was not discovered until after FTE was reported.
 - It was corrected prior to the grade reporting at the end of term.
 - The assistant principal reported this an oversight and made note that no report was available within Campus, the LEA student scheduling system, to identify the error.
- One student had an update to their IEP and special education qualifications after the FTE count.
- One student received a grade after special education sign-off.

School/LEA Steps Taken to Address Concerns

- A new report has been created in Campus to assist administration with identifying duplicate courses prior to the FTE collection.

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.