Enrollment Verification Inquiry Form Results

Governor's Office of Student Achievement December 6, 2017

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 2017, or
- More than 10 students were affected in both 2016 and 2017.

The audit examines seven error codes that check for student enrollment consistency between FTE and SR collections. A full list is provided in the Appendix to this report. This year, only two error codes had schools that were flagged using the above criteria: Gifted services (E3025) and Remedial services (E262).

Fall 2017 Enrollment Verification Schools of Concern					
		2016		2017	
School System	School Name	Error Code	Count	Error Code	Count
Atlanta Public Schools	Mays High School	E3025	0	E3025	68
Atlanta Public Schools	North Atlanta High School	E3025	0	E3025	34
Barrow County	Statham Elementary School	E3025	0	E3025	29
DeKalb County	Southwest DeKalb High School	E3025	0	E3025	31
DeKalb County	Towers High School	E3025	0	E3025	28
DeKalb County	Tucker High School	E3025	0	E3025	33
Forsyth County	Sharon Elementary School	E3025	0	E3025	40
Fulton County	Banneker High School	E262	0	E262	56
Fulton County	Creekside High School	E3025	0	E3025	37
Fulton County	Johns Creek High School	E3025	15	E3025	68
Fulton County	Langston Hughes High School	E3025	1	E3025	35
Fulton County	North Springs High School	E3025	3	E3025	29
Glynn County	Brunswick High School	E262	0	E262	34
Montgomery County	Montgomery County Middle School	E3025	0	E3025	30
State Charter School	Georgia Connections Academy	E2537	0	E2537	56
Wayne County	Wayne County High School	E262	0	E262	46
Worth County	Worth County High School	E3025	0	E3025	48

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The results of the verification inquiry forms submitted by each LEA are detailed in this report. In each case, the local education agencies (LEAs) 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 Record collection. It is important to note that other schools had enrollment reporting discrepancies that resulted in additional funding but that fell below the criteria set forth in this audit.

GOSA Response and Recommendation

All seventeen schools provided sufficient responses to explain the reason for the error and have taken steps to rectify it for future collections. However, GOSA recommends that the State Board of Education (SBOE) pursue a mechanism to recoup the funding provided to the LEAs for students who were incorrectly categorized as receiving services. In addition, 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.

The remainder of the document provides more detailed information about each school, listed in alphabetical order by district name. More information on the audit methodology is available in the Enrollment Verification Audit Process Overview.

Atlanta Public Schools, Mays High School

Reason for School Being Flagged

• School was flagged for error code E3025 (GIFTED SERVICE CODE must equal '1' if gifted segments reported in FTE 1 or FTE 3). In 2017, 68 students were affected by the error.

Reason(s) Reported for Errors

- The error occurred during the first FTE count.
- This was the first year that the school scheduled based upon course requests.
- The gifted contact was new to the position in FY17.
- There was no administrational oversight of staff responsible for creating student schedules.
- Schedules were corrected during the school year and before Student Record reporting.

School/LEA Steps Taken to Address Concerns

- An administrator has been assigned to provide oversight of all scheduling personnel at the school.
- The counselors have received additional training on the use of the Infinite Campus academic planner.
- The gifted coordinator has received additional training on how to identify and correct scheduling errors.
- The LEA will now provide schools with a roster of students receiving special services (Gifted, REP/IEP, Special Education, ESOL) for verification prior to principal sign-off on FTE data.

Atlanta Public Schools, North Atlanta High School

Reason for School Being Flagged

• School was flagged for error code E3025 (GIFTED SERVICE CODE must equal '1' if gifted segments reported in FTE 1 or FTE 3). In 2017, 34 students were affected by the error.

Reason(s) Reported for Errors

- The error occurred during the first FTE count.
- The counselors and student information coordinator accidentally scheduled non-gifted students in gifted courses.
- The error was caught, and corrections were made locally. However, the errors still needed to be corrected in Student Record at the end of the year.

School/LEA Steps Taken to Address Concerns

• The LEA will now provide schools with a roster of students receiving special services (Gifted, REP/IEP, Special Education, ESOL) for verification prior to principal sign-off on FTE data.

Barrow County, Statham Elementary School

Reason for School Being Flagged

• School was flagged for error code E3025 (GIFTED SERVICE CODE must equal '1' if gifted segments reported in FTE 1 or FTE 3). In 2017, 29 students were affected by the error.

Reason(s) Reported for Errors

- The school was using an advanced content delivery model and these classrooms contained mixed groups of gifted and non-gifted students.
- Separate course segments should have been set up to assign students, but this was not done and the non-gifted students were assigned the same segment code as the gifted students.
- There was a loophole in the school's software tracking that did not identify this error.
- Administration and program managers did not verify segment counts "correctly or with fidelity."
- The mistake was caught by the March FTE, but the error could not be officially corrected until Student Record sign-off.

School/LEA Steps Taken to Address Concerns

- The administrative staff at the school is no longer employed by the LEA due to "neglect and lack of oversight."
- New checks and protocols have been added to prevent this issue from occurring again in the future.
- Additional training has also been added throughout all schools, including additional training for administrative personnel.

DeKalb County, Southwest DeKalb High School

Reason for School Being Flagged

• School was flagged for error code E3025 (GIFTED SERVICE CODE must equal '1' if gifted segments reported in FTE 1 or FTE 3). In 2017, 31 students were affected by the error.

Reason(s) Reported for Errors

- The error occurred for students who received gifted services and a final grade in a gifted course, but were never eligible for gifted.
- Ineligible students were scheduled in classes that were coded Gifted. This error was discovered while the LEA was correcting active Student Record errors.
- The mistake was caught and corrected for the Student Record sign-off.

School/LEA Steps Taken to Address Concerns

• The district purchased an extension in Infinite Campus that requires principals to sign off on all FTE reporting. The tool also requires all defined errors to be validated and approved before sign-off.

DeKalb County, Towers High School

Reason for School Being Flagged

• School was flagged for error code E3025 (GIFTED SERVICE CODE must equal '1' if gifted segments reported in FTE 1 or FTE 3). In 2017, 28 students were affected by the error.

Reason(s) Reported for Errors

- The error occurred for students who received gifted services and a final grade in a gifted course, but were never eligible for gifted.
- Ineligible students were scheduled in classes that were coded Gifted. This error was discovered while the LEA was correcting active Student Record errors.
- The mistake was caught and corrected for the Student Record sign-off.

Reason(s) Reported for Errors

• The district purchased an extension in Infinite Campus that requires principals to sign off on all FTE reporting. The tool also requires all defined errors to be validated and approved before sign-off.

DeKalb County, Tucker High School

Reason for School Being Flagged

• School was flagged for error code E3025 (GIFTED SERVICE CODE must equal '1' if gifted segments reported in FTE 1 or FTE 3). In 2017, 28 students were affected by the error.

Reason(s) Reported for Errors

- The error occurred for students who received gifted services and a final grade in a gifted course, but were never eligible for gifted.
- Ineligible students were scheduled in classes that were coded Gifted. This error was discovered while the LEA was correcting active Student Record errors.
- The mistake was caught and corrected for the Student Record sign-off.

School/LEA Steps Taken to Address Concerns

• The district purchased an extension in Infinite Campus that requires principals to sign off on all FTE reporting. The tool also requires all defined errors to be validated and approved before sign-off.

Forsyth County, Sharon Elementary School

Reason for School Being Flagged

• School was flagged for error code E3025 (GIFTED SERVICE CODE must equal '1' if gifted segments reported in FTE 1 or FTE 3). In 2017, 40 students were affected by the error.

Reason(s) Reported for Errors

- The students were accidently assigned a gifted course number when they had not qualified for the gifted program. Students were actually taking an advanced content course, which should have been course coded differently.
- School data clerk did not realize that having different course codes for gifted and advanced affected FTE funding results.
- The error was caught by November 10, 2016, and SIS at GaDOE made a comment on the final report to document the error so that the LEA could easily sign off during Student Record collection.
- Documentation of the error is on file.

- Both the school's FTE administrator and FTE data clerk are now required to attend FTE training.
- One elementary administrator at each school is now required to receive student scheduling training on Infinite Campus.
- Additional training has also been added throughout all schools, including additional training for administrative personnel.
- Training in October 2017 covered FTE reporting and the funding implications associated with accurate reporting.
- The district purchased a new extension of the school's student information system (Infinite Campus), allowing administrators to track errors and fix them before FTE reporting and sign-off is completed. The LEA trained administrators on how to use the tool in September 2017.

Fulton County, Banneker High School

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 2017, 56 students were affected by the error.

Reason(s) Reported for Errors

• Students who did not take remedial courses were accidently reported as enrolled in remedial courses. It was not discovered until Student Record collection.

School/LEA Steps Taken to Address Concerns

- LEA has implemented a new software tool that reviews discrepancy reports by comparing actual FTE and Student Record errors ahead of state reporting windows.
- LEA program coordinators have also implemented improved communication and collaboration to share information that should minimize FTE and Student Record errors from occurring.
- FY18 FTE 1 in October 2017 had a significant reduction in reporting areas from previous years because of corrective measures implemented.

Fulton County, Creekside High School

Reason for School Being Flagged

• School was flagged for error code E3025 (GIFTED SERVICE CODE must equal '1' if gifted segments reported in FTE 1 or FTE 3). In 2017, 37 students were affected by the error.

Reason(s) Reported for Errors

- Some students were incorrectly enrolled in AP gifted courses when they should have been enrolled in AP general education courses.
- Other students were enrolled in gifted courses when they should have been enrolled in general education courses.
- These errors were not caught until Student Record signoff, and this caused the error in Student Record.

- LEA has implemented a new software tool that reviews discrepancy reports by comparing actual FTE and Student Record errors ahead of state reporting windows.
- LEA program coordinators have also implemented improved communication and collaboration to share information that should minimize FTE and Student Record errors from occurring.
- FY18 FTE 1 in October 2017 had a significant reduction in reporting areas from previous years because of corrective measures implemented.

Fulton County, Johns Creek High School

Reason for School Being Flagged

• School was flagged for error code E3025 (GIFTED SERVICE CODE must equal '1' if gifted segments reported in FTE 1 or FTE 3). In 2017, 68 students were affected by the error.

Reason(s) Reported for Errors

- Some students were incorrectly enrolled in AP gifted courses when they should have been enrolled in AP general education courses.
- Other students were enrolled in gifted courses when they should have been enrolled in general education courses.
- These errors were not caught until Student Record signoff, and this caused the error in Student Record.

School/LEA Steps Taken to Address Concerns

- LEA has implemented a new software tool that reviews discrepancy reports by comparing actual FTE and Student Record errors ahead of state reporting windows.
- LEA program coordinators have also implemented improved communication and collaboration to share information that should minimize FTE and Student Record errors from occurring.
- FY18 FTE 1 in October 2017 had a significant reduction in reporting areas from previous years because of corrective measures implemented.

Fulton County, Langston Hughes High School

Reason for School Being Flagged

• School was flagged for error code E3025 (GIFTED SERVICE CODE must equal '1' if gifted segments reported in FTE 1 or FTE 3). In 2017, 35 students were affected by the error.

Reason(s) Reported for Errors

- Some students were incorrectly enrolled in AP gifted courses when they should have been enrolled in AP general education courses.
- Other students were enrolled in gifted courses when they should have been enrolled in general education courses.
- These errors were not caught until Student Record signoff, and this caused the error in Student Record.

School/LEA Steps Taken to Address Concerns

- LEA has implemented a new software tool that reviews discrepancy reports by comparing actual FTE and Student Record errors ahead of state reporting windows.
- LEA program coordinators have also implemented improved communication and collaboration to share information that should minimize FTE and Student Record errors from occurring.
- FY18 FTE 1 in October 2017 had a significant reduction in reporting areas from previous years because of corrective measures implemented.

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Fulton County, North Springs High School

Reason for School Being Flagged

• School was flagged for error code E3025 (GIFTED SERVICE CODE must equal '1' if gifted segments reported in FTE 1 or FTE 3). In 2017, 29 students were affected by the error.

Reason(s) Reported for Errors

- Some students were incorrectly enrolled in AP gifted courses when they should have been enrolled in AP general education courses.
- Other students were enrolled in gifted courses when they should have been enrolled in general education courses.
- These errors were not caught until Student Record signoff, and this caused the error in Student Record.

School/LEA Steps Taken to Address Concerns

- LEA has implemented a new software tool that reviews discrepancy reports by comparing actual FTE and Student Record errors ahead of state reporting windows.
- LEA program coordinators have also implemented improved communication and collaboration to share information that should minimize FTE and Student Record errors from occurring.
- FY18 FTE 1 in October 2017 had a significant reduction in reporting areas from previous years because of corrective measures implemented.

Glynn County, Brunswick High School

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 2017, 46 students were affected by the error.

Reason(s) Reported for Errors

- The error was discovered at the time of Student Record submission. The Remedial Education Subject Code field had not been populated.
- Ineligible students were accidently enrolled under a remedial course code in a yearlong World Literature and Composition course created from an archived course, causing the error.

- The LEA Data Coordinator emphasized the need to verify all rosters for students receiving educational services areas in training.
- A report has been created to identify students scheduled in remedial courses who do not have a remedial education subject code. This will allow schools to correct course codes before the first FTE count.

Montgomery County, Montgomery County Middle School

Reason for School Being Flagged

• School was flagged for error code E3025 (GIFTED SERVICE CODE must equal '1' if gifted segments reported in FTE 1 or FTE 3). In 2017, 30 students were affected by the error.

Reason(s) Reported for Errors

- The error occurred for students who were advanced learners who were mistakenly reported as gifted in the FTE 1 count in fall 2016.
- The Gifted coordinator accidentally added the advanced learners in with the gifted eligible students. The new school data coordinator failed to notice the discrepancy at the time it occurred.
- The mistake was caught and corrected by the FTE 3 count in spring 2017.

School/LEA Steps Taken to Address Concerns

• School data coordinators, program coordinators, and administrators were made aware of the mistake and received additional training to identify discrepancies.

State Virtual School, Georgia Connections Academy

Reason for School Being Flagged

• School was flagged for error code E2537 (GIFTED SERVICE = '1', at least one course record must report a GIFTED DELIVERY MODEL.). In 2017, 56 students were affected by the error.

Reason(s) Reported for Errors

- The error occurred because students in gifted sections later dropped those sections midterm and were not reported in Student Record as having taken the course at all.
- The school believed only students who completed a course should be reported in Student Record, regardless of what was reported in FTE 1.

- School personnel met with GOSA personnel at the Georgia Department of Education Data Conference and discussed the matter. The school learned that students enrolled in a course had to be reported in Student Record, regardless of course completion.
- A tracking mechanism is now in place to verify student enrollment in gifted courses for accurate Student Record reporting.

Wayne County, Wayne County High School

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 2017, 46 students were affected by the error.

Reason(s) Reported for Errors

- The error occurred for gifted students who were mistakenly coded "J" as remedial students by the school data clerk in the FTE 1 count. The error was discovered and corrected during Student Record clean up.
- The LEA data coordinator discovered during Student Record signoff and contacted the school data clerk who changed the course from remedial to gifted.

- The LEA conducted a data collections training at the beginning of the school year.
- The LEA provided specific guidelines for data collections and reporting responsibilities at the school level.
- The LEA has recommended to building principals that school data clerks should attend at least one state data collections conference annually.
- The district data coordinators will conduct monthly information and support sessions with all school data clerks.

Worth County, Worth County High School

Reason for School Being Flagged

• School was flagged for error code E3025 (GIFTED SERVICE CODE must equal '1' if gifted segments reported in FTE 1 or FTE 3). In 2017, 48 students were affected by the error.

Reason(s) Reported for Errors

- The school transitioned to a new SIS (Infinite Campus) beginning in 2016-2017, and due to a lack of knowledge, the counselors scheduled students into the correct course block but an incorrect gifted section.
- Students should have been placed in regular education AP/Honors, but they were placed in the gifted education AP/Honors.

- The school level registrars now complete a manual audit to compare student schedules with gifted, remedial, and special education rosters to the FTE reports. The LEA level registrar will also complete a manual audit to verify student data.
- Prior to FTE 3 in spring 2017, counselors received additional training and were asked to verify and correct student data for accuracy. Student Records were changed before FTE 3 to reflect the actual course section for students.
- A district data collection timeline for student information system (SIS) users will be created.
- Additional training will be provided for counselors on how to navigate and use Infinite Campus.
- Counselors and the registrar will be required to conduct an additional schedule check before finalizing student schedules.
- The school registrar received additional training to detect and correct data discrepancies before reporting data to the state.

Appendix: Error Codes Reviewed in Enrollment Verification Audit

Each year, the GaDOE provides FTE/SR Error Code Reports for GOSA review to identify schools that will be subject to an Enrollment Verification Inquiry. The report flags discrepancies between the FTE and Student Record data collections in in total enrollment, students eligible for special education services, early intervention program (EIP), and students eligible for remedial education services (REP). The GaDOE uses data to determine state education funding through the Quality Basic Education (QBE) formula, so enrollment reporting errors result in incorrect funding.

The following codes are examined:

- <u>E057</u>: 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*.
- <u>E874:</u> 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 their 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.
- <u>E262:</u> A REMEDIAL EDUCATION SUBJECT CODE must be reported for all students with an FTE PROGRAM CODE of 'J'. *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.*
- <u>E327</u>: An EIP SUBJECT CODE must be reported for all students with an FTE PROGRAM CODE of 'E', 'F', or 'G'. (Kindergarten, Primary Grades, 4th and 5th 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.*
- <u>E2537:</u> GIFTED SERVICE = '1', at least one course record must report a GIFTED DELIVERY MODEL. Any student listed as receiving gifted services must have at least one gifted course record listed in FTE and student record.
- <u>E3025:</u> GIFTED SERVICE CODE must equal '1' if gifted segments reported in FTE 1 or FTE 3. Any student reported as receiving gifted services in FTE 1 or FTE 3 is required to have that participation recorded in student record.

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:¹

- More than 25 students were affected in prior year
- Or more than 10 students were affected in both of the prior two years.

¹ Criteria may be adjusted in future years as deemed appropriate.