

# Facility and School Registry Resource Manual

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Developed by:  
Georgia Department of Education  
Facility and School Staff

# Facility and School Registry

## Table of Contents

<b>NEW DESIGN OVERVIEW .....</b>	<b>4</b>
<i>New way of thinking about Facility, School and Program.....</i>	<i>4</i>
<i>New Search Functionality .....</i>	<i>4</i>
<i>New Look and Feel .....</i>	<i>4</i>
<i>New functionality .....</i>	<i>4</i>
<i>FAQ.....</i>	<i>5</i>
<i>Review of Terms.....</i>	<i>5</i>
<i>Step-by-step Instructions .....</i>	<i>5</i>
<b>SEARCH.....</b>	<b>6</b>
<i>Search for a Facility.....</i>	<i>6</i>
<i>Search Facility .....</i>	<i>6</i>
<i>Export Search Results to Excel .....</i>	<i>9</i>
<i>Search for a School/Program .....</i>	<i>10</i>
<i>Search School.....</i>	<i>10</i>
<b>FACILITY.....</b>	<b>14</b>
<i>Instructional Facility.....</i>	<i>14</i>
<i>Administrative Facility .....</i>	<i>14</i>
<i>Replacement Facility.....</i>	<i>14</i>
<i>Update a Facility .....</i>	<i>15</i>
<i>Change Log (history).....</i>	<i>17</i>
<i>Discard a Rejected Facility Change Request .....</i>	<i>19</i>
<i>Update a Rejected Facility Change Request.....</i>	<i>21</i>
<b>SCHOOLS .....</b>	<b>23</b>
<i>Regular School .....</i>	<i>23</i>
<i>Charter School.....</i>	<i>23</i>
<i>Non-Traditional School.....</i>	<i>23</i>
<b>FUTURE YEAR .....</b>	<b>23</b>
<i>New School for Future Year .....</i>	<i>24</i>
<i>Update a School for Future Year .....</i>	<i>29</i>
<i>Discard a Rejected School Change Request.....</i>	<i>31</i>
<i>Update a Rejected School Change Request .....</i>	<i>33</i>
<b>CURRENT YEAR.....</b>	<b>36</b>
<i>New School for the Current Year .....</i>	<i>36</i>
<b>ADDRESS AND PRINCIPAL – FUTURE OR CURRENT YEAR .....</b>	<b>41</b>
<i>Change School Address .....</i>	<i>41</i>
<i>Change School Principal .....</i>	<i>44</i>

# Facility and School Registry

<b>SCHOOL PROGRAM .....</b>	<b>46</b>
<i>Non-traditional.....</i>	<i>47</i>
<i>Head Start .....</i>	<i>47</i>
<i>Magnet.....</i>	<i>47</i>
<i>Pre-Kindergarten.....</i>	<i>47</i>
<i>Department of Juvenile Justice.....</i>	<i>47</i>
<i>Residential Treatment Center .....</i>	<i>47</i>
<b>FUTURE YEAR .....</b>	<b>47</b>
<i>New Program for Future Year .....</i>	<i>47</i>
<i>Update a Program .....</i>	<i>52</i>
<i>Discard a Rejected School Program Change Request .....</i>	<i>54</i>
<i>Update a Rejected School Program Change Request .....</i>	<i>56</i>
<b>CURRENT YEAR.....</b>	<b>58</b>
<i>New Program .....</i>	<i>58</i>
<b>APPENDIX A – FREQUENTLY ASKED QUESTIONS .....</b>	<b>63</b>
<b>QUESTION .....</b>	<b>63</b>
<i>Answer.....</i>	<i>63</i>
<b>QUESTION .....</b>	<b>63</b>
<i>Answer.....</i>	<i>63</i>
<b>APPENDIX B – CONTACT NUMBERS .....</b>	<b>65</b>
<i>Facility and School Contacts .....</i>	<i>65</i>
<i>Help Desk .....</i>	<i>65</i>
<b>APPENDIX C – GLOSSARY OF TERMS .....</b>	<b>66</b>
<i>Important Terms and Definitions.....</i>	<i>66</i>
<b>APPENDIX D – IMPORTANT FACTS.....</b>	<b>69</b>
<i>Important Facts to Know.....</i>	<i>69</i>
<b>APPENDIX E – FACILITY, SCHOOL AND PROGRAM .....</b>	<b>70</b>
<i>Overview Differences for Accountability.....</i>	<i>70</i>

# Facility and School Registry

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## New Design Overview

The Facility Application has been updated for ease of use to locate a record, update a record or submit a **new** change request for a Facility, School or Program code. The display views of the Facility and School data have been combined to simplify the data collection, to avoid redundancy and ensure data integrity.

## New way of thinking about Facility, School and Program

There must be a **new** way of thinking about the different Codes used to collect, report, and maintain data.

- For reporting reasons we must begin to think about how a Facility is different from a School or Program.
- A Facility is a building or groups of buildings that are used for educational purposes. The Facility code will sometimes be a different number than the School Code or Program Code.
- A School is an FTE/QBE reporting entity that must by federal law and state rule receive an annual AYP determination under the No Child Left Behind Act of 2001(NCLB) and Georgia's Single Statewide Accountability System (SSAS).
- A Program is a non-FTE reporting entity that does not report or receive annual AYP determinations. Students enrolled in programs are counted back to their respective home schools for FTE and AYP determinations.
- A four digit code is assigned to identify each Facility, School or Program as a different entity.

## New Search Functionality

A **new** Search page has been added, separated with tab folders and different search criteria for the different record types. The Search allows quick look-up for specific records, different groups of records, or all records by a change request status; by utilizing a different filter criterion available. The data returned is viewable in a table grid, can be sorted by any item column header in the list, and can be exported to Excel.

## New Look and Feel

You will notice immediately, a **new** look and feel to the application. The main differences are the **new** Search functionality and the combination of the display view for School and Facility records. The view also allows the two sections to be collapsed or expanded as the data is viewed and updated. Email notifications to the requestor are part of the Approval process.

## New functionality

The following are **newly** designed features in the **new** Facility and School application.

- ability to make separate changes to the current year and the future year data records
- ability to discard or update a rejected change request
- ability to distinguish a School from a Program

# Facility and School Registry

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## FAQ

Frequently Asked Questions will be included later in Appendix A of this document. Any suggestions for **new** questions are welcomed. All feedback is encouraged regarding this guide.

## Review of Terms

Please refer to the glossary of terms in Appendix B of this document.

## Step-by-step Instructions

Each chapter contains step-by-step instructions that cover most of the functionality in the *Facility and School Registry* application and will allow for practical learning and knowledge; and will serve as a quick reference guide for the future as well as provide basic training for **new** employees who will use the *Facility and School Registry* application.

Please refer to **Appendix F** for any uncommon functions and the step-by-step instructions, and GaDOE staff will have **Appendix G** for additional functions.

# Facility and School Registry

## Search



A search capability has been implemented for all types of records, including Site/Tract, Facility, School, Program, and Construction Projects for any given District. Each record type has specific search filter criteria on a separate page.

The matching record(s) result set is displayed in a table grid on the bottom half of the Search page and contains hyperlinks to display the actual record or to a pending, rejected or approved change request.

The result set allows sort capabilities on each of the column headings in the table and a data export of the records displayed to Excel.

## Search for a Facility

Facility searches can be made against all records for a District, or by filtering the data with different search categories, including Facility Name, Facility Purpose, Facility Type, Facility Status or (Change) Request Status. The result set returns the same data elements, plus Facility Code, Administrative Purpose, Administrative Usage, (Facility Proposed) Grades, and the Open or Closed Date. The hyperlink on the Facility Name directs the application to display the actual Facility record. The hyperlink on the Request Status redirects the application to display the actual change request. The Facility record may only be updated when the Request Status is Approved or Rejected.

## Search Facility

The following steps describe a sample search on Facility. The District will be automatically set to the user default home District. If no filter selections are made, the initial search will return all Open Facilities for that District when the Search button is selected.

The screenshot shows a web application window titled "Search". At the top, there are four tabs: "Search Site", "Search Facility" (which is selected), "Search School", and "Search Construction". Below the tabs, there is a section for "Instructions" with a plus/minus sign and the text "(Click on the plus/minus sign above to view or hide instructions.)". The main search area contains several fields:

- District:** A dropdown menu with "601 Appling County" selected.
- Facility Name:** A text input field.
- Facility Purpose:** A dropdown menu with "All" selected.
- Facility Type:** A dropdown menu with "All" selected.
- Facility Status:** A dropdown menu with "Open" selected.
- Request Status:** A dropdown menu with "All" selected.

At the bottom of the search area, there are two buttons: "Search" and "Clear".


# Facility and School Registry

- Click 

The matching set of records is displayed for the District, or the message “no records found.” is displayed.

Facility Code	Facility Name	Facility Purpose	Administrative Purpose	Administrative Usage	Facility Type	Facility Grades	Facility Status	Effective Date	Request Status
601-8010-1060.01	<a href="#">Central Office</a>	Administrative	Central Office Facility	CPI Central Office Main Facility	PreK 12 / Other		Open	01/19/2006	Approved
601-8012-1060.01	<a href="#">Transportation Facility</a>	Administrative	Central Office Facility	CPI Transportation Facility	PreK 12 / Other		Open	01/19/2006	Approved
601-8013-1060.01	<a href="#">Maintenance Facility</a>	Administrative	Central Office Facility	CPI Maintenance Facility	PreK 12 / Other		Open	01/19/2006	Approved
601-8014-9999.99	<a href="#">Other Auxillary Facility</a>	Administrative	Central Office Facility	CPI Other Central Facility	PreK 12 / Other		Open	01/19/2006	Approved
601-8015-1060.01	<a href="#">Consolidated School Nutrition</a>	Administrative	Central Office Facility	CPI New Office Facility	PreK 12 / Other		Open	01/19/2006	Approved
601-0103-1030.01	<a href="#">Appling County High Facility</a>	Instructional			High	09, 10, 11, 12	Open	07/26/2005	Approved
601-0108-1071.01	<a href="#">Baxley Wilderness Institute DJJ Facility</a>	Instructional			High	08, 09, 10, 11, 12	Open	08/15/2007	Approved
601-0195-1070.01	<a href="#">Appling County Middle Facility</a>	Instructional			Middle	06, 07, 08, 09	Open	01/19/2006	Approved

- Click on the column heading **Facility Name**.



Facility Code	Facility Name	Facility Purpose
601-1050-1020.01	<a href="#">Altamaha Elementary Facility</a>	Instructional
601-1604-1010.01	<a href="#">Appling County Elementary Facility</a>	Instructional
601-5050-1050.01	<a href="#">Fourth District Elementary Facility</a>	Instructional

The System will sort the list alphabetically on **Facility Name**.

Facility Code	Facility Name	Facility Purpose	Administrative Purpose	Administrative Usage	Facility Type	Facility Grades	Facility Status	Effective Date	Request Status
601-1050-1020.01	<a href="#">Altamaha Elementary Facility</a>	Instructional			Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	Approved
601-1604-1010.01	<a href="#">Appling County Elementary Facility</a>	Instructional			Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	Approved
601-0103-1030.01	<a href="#">Appling County High Facility</a>	Instructional			High	09, 10, 11, 12	Open	07/26/2005	Approved
601-1605-1040.01	<a href="#">Appling County Learning Center #3 Facility</a>	Instructional			PreK 12 / Other	04, 05, 06, 07, 08, 09, 10, 11, 12	Open	08/01/1997	Approved
601-0195-1070.01	<a href="#">Appling County Middle Facility</a>	Instructional			Middle	06, 07, 08, 09	Open	01/19/2006	Approved
601-0108-1071.01	<a href="#">Baxley Wilderness Institute DJJ Facility</a>	Instructional			High	08, 09, 10, 11, 12	Open	08/15/2007	Approved
601-6412-1073.01	<a href="#">Cedarwood Psychoeducational Program</a>	Instructional			PreK 12 / Other	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, KK, PK	Open	01/19/2006	Approved
601-1607-1073.01	<a href="#">Discovery Place Parent Resource Center Facility</a>	Instructional			PreK 12 / Other	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, KK, PK	Open	08/01/2000	Approved
601-5050-1050.01	<a href="#">Fourth District Elementary Facility</a>	Instructional			Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	Approved

# Facility and School Registry

3. Select **Facility Purpose** of Instructional and click  . The matching set of records is limited to only Instructional Facilities for the District, or the message “no records found.” is displayed.

Facility Code	Facility Name	Facility Purpose	Administrative Purpose	Administrative Usage	Facility Type	Facility Grades	Facility Status	Effective Date	Request Status
601-0103-1030.01	<a href="#">Appling County High Facility</a>	Instructional			High	09, 10, 11, 12	Open	07/26/2005	Approved
601-0108-1071.01	<a href="#">Baxley Wilderness Institute DJJ Facility</a>	Instructional			High	08, 09, 10, 11, 12	Open	08/15/2007	Approved
601-0195-1070.01	<a href="#">Appling County Middle Facility</a>	Instructional			Middle	06, 07, 08, 09	Open	01/19/2006	Approved
601-1050-1020.01	<a href="#">Altamaha Elementary Facility</a>	Instructional			Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	Approved
601-1604-1010.01	<a href="#">Appling County Elementary Facility</a>	Instructional			Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	Approved
601-1605-1040.01	<a href="#">Appling County Learning Center #3 Facility</a>	Instructional			PreK 12 / Other	04, 05, 06, 07, 08, 09, 10, 11, 12	Open	08/01/1997	Approved
601-1607-1073.01	<a href="#">Discovery Place Parent Resource Center Facility</a>	Instructional			PreK 12 / Other	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, KK, PK	Open	08/01/2000	Approved
601-5050-1050.01	<a href="#">Fourth District Elementary Facility</a>	Instructional			Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	Approved
601-6412-1073.01	<a href="#">Cedarwood Psychoeducational Program</a>	Instructional			PreK 12 / Other	01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, KK, PK	Open	01/19/2006	Approved

4. Select **Facility Type** of Elementary and click  . The matching set of records is now limited to only the Elementary Facilities in the District, or the message “no records found.” is displayed.

Facility Code	Facility Name	Facility Purpose	Administrative Purpose	Administrative Usage	Facility Type	Facility Grades	Facility Status	Effective Date	Request Status
601-1050-1020.01	<a href="#">Altamaha Elementary Facility</a>	Instructional			Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	<a href="#">Pending Future</a>
601-1604-1010.01	<a href="#">Appling County Elementary Facility</a>	Instructional			Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	Approved
601-5050-1050.01	<a href="#">Fourth District Elementary Facility</a>	Instructional			Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	Approved

**NOTE:** From the search result set, Change Requests can be viewed by clicking the hyperlink on the actual status of “Pending”, “Pending Future” or “Rejected” under the **Request Status** in the table grid. The current state of a record can be viewed by clicking on the hyperlink on the **Facility Name** in the table grid.



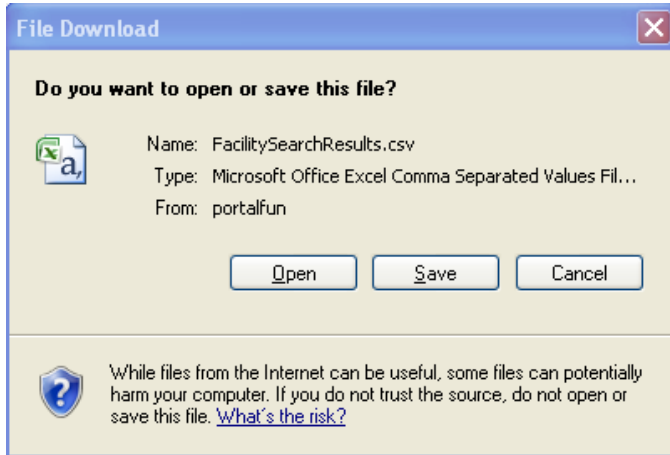
# Facility and School Registry

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## Export Search Results to Excel

The following steps describe how to download any of the search result lists to an Excel spreadsheet. This can be completed once you have initiated a search and have the results under the search criteria.

1. Click 
2. Click **Open** to view the worksheet; or click **Save** to download the file to your computer.



NOTE: The System names the file FacilitySearchResults.csv for EVERY type of record. It may be helpful when you save the file to rename it so that you can review it in the future.

# Facility and School Registry

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## Search for a School/Program

School searches can be made against all records for a District, or by filtering the data with different search categories, including School Name, Instructional Purpose, Instructional Usage, School Type, School Status and School (Change) Request Status. The result set returns the same data elements, plus School Code, (School) Grades, and the Open or Closed Date. The hyperlink on the School Name directs the application to display the actual School record. The hyperlink on the (Change) Request Status redirects the application to display the actual change request. A School record may only be updated when the Request Status is Approved or Rejected. A Rejected change request against a School record can be updated or discarded in the System, allowing the change to be started over.

## Search School

The following steps describe a sample search on a School for all records with the Type of Elementary, Instructional Purpose of School, and Instructional Usage of Instructional Schools. The District will be automatically set to the user default home District. If no filter selections are made, the initial search will return all Open Schools for that District when the Search button is selected.


The screenshot shows a web application window titled "Search". At the top, there are four tabs: "Search Site", "Search Facility", "Search School", and "Search Construction". Below the tabs, there is a section for "Instructions" with a plus/minus icon and the text "(Click on the plus/minus sign above to view or hide instructions.)". The main area contains several search filters, each with a label and a dropdown menu:

- District:** 601 Appling County
- School Name:** (empty text input field)
- Instructional Purpose:** All
- Instructional Usage:** All
- School Type:** All
- School Status:** Open
- Request Status:** All

At the bottom of the filter section, there are two buttons: "Search" and "Clear".


# Facility and School Registry

## SCHOOL


- Click . The matching set of records is displayed for the District, or the message “no records found.” is displayed.

School Code	School Name	School Instructional Purpose	School Instructional Usage	School Type	School Grades	School Status	Open/Close Date	Request Status
601-0103	<a href="#">Appling County High School</a>	School	Regular	High	09, 10, 11, 12	Open	07/26/2005	Approved
601-0109	<a href="#">Baxley Wilderness Institute</a>	School		PreK 12 / Other	05, 06, 07, 08, 09, 10, 11, 12	Open	08/01/2007	Approved
601-0177	<a href="#">Appling County Elementary School</a>	School	Regular	Elementary	03, 04, 05	Open	01/19/2006	Approved
601-0195	<a href="#">Appling County Middle School</a>	School	Regular	Middle	06, 07, 08, 09	Open	01/19/2006	Approved
601-0277	<a href="#">Appling County Primary School</a>	School	Regular	Elementary	01, 02, 03, KK, PK	Open	01/19/2006	Approved
601-1050	<a href="#">Altamaha Elementary School</a>	School	Regular	Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	Approved
601-5050	<a href="#">Fourth District Elementary School</a>	School	Regular	Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	Approved

- Click on the column heading **School Name**. The System will sort the list alphabetically on **School Name**.



School Code	School Name	School Instructional Purpose	School Instructional Usage	School Type	School Grades	School Status	Open/Close Date	Request Status
601-1050	<a href="#">Altamaha Elementary School</a>	School	Regular	Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	Approved
601-0177	<a href="#">Appling County Elementary School</a>	School	Regular	Elementary	03, 04, 05	Open	01/19/2006	Approved
601-0103	<a href="#">Appling County High School</a>	School	Regular	High	09, 10, 11, 12	Open	07/26/2005	Approved
601-0195	<a href="#">Appling County Middle School</a>	School	Regular	Middle	06, 07, 08, 09	Open	01/19/2006	Approved
601-0277	<a href="#">Appling County Primary School</a>	School	Regular	Elementary	01, 02, 03, KK, PK	Open	01/19/2006	Approved
601-0109	<a href="#">Baxley Wilderness Institute</a>	School		PreK 12 / Other	05, 06, 07, 08, 09, 10, 11, 12	Open	08/01/2007	Approved
601-5050	<a href="#">Fourth District Elementary School</a>	School	Regular	Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	Approved

- Select **Instructional Purpose** of “School”, **Instructional Usage** of “Regular” and click . The matching set of records is limited to only the “Regular” Instructional Schools for the District, or the message “no records found.” is displayed.

School Code	School Name	School Instructional Purpose	School Instructional Usage	School Type	School Grades	School Status	Open/Close Date	Request Status
601-0103	<a href="#">Appling County High School</a>	School	Regular	High	09, 10, 11, 12	Open	07/26/2005	Approved
601-0177	<a href="#">Appling County Elementary School</a>	School	Regular	Elementary	03, 04, 05	Open	01/19/2006	Approved
601-0195	<a href="#">Appling County Middle School</a>	School	Regular	Middle	06, 07, 08, 09	Open	01/19/2006	Approved
601-0277	<a href="#">Appling County Primary School</a>	School	Regular	Elementary	01, 02, 03, KK, PK	Open	01/19/2006	Approved
601-1050	<a href="#">Altamaha Elementary School</a>	School	Regular	Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	Approved
601-5050	<a href="#">Fourth District Elementary School</a>	School	Regular	Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	Approved

# Facility and School Registry

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4. Select **School Type** of Elementary and click  . The matching set of records is now limited to only the Elementary Schools in the District, or the message “no records found.” is displayed.

School Code	School Name	School Instructional Purpose	School Instructional Usage	School Type	School Grades	School Status	Open/Close Date	Request Status
601-0177	<a href="#">Appling County Elementary School</a>	School	Regular	Elementary	03, 04, 05	Open	01/19/2006	Approved
601-0277	<a href="#">Appling County Primary School</a>	School	Regular	Elementary	01, 02, 03, KK, PK	Open	01/19/2006	Approved
601-1050	<a href="#">Altamaha Elementary School</a>	School	Regular	Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	Approved
601-5050	<a href="#">Fourth District Elementary School</a>	School	Regular	Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	Approved

# Facility and School Registry

## PROGRAM

1. Click **Clear**. The system resets the filter criterion back to empty school name, and “All” for the other fields.
2. Select **Instructional Purpose** of “Program” and click **Search**. The matching set of records is displayed for the District, or the message “no records found.” is displayed.

**Search**

Search Site Search Facility Search School Search Construction

Instructions (Click on the plus/minus sign above to view or hide instructions.)

District: 660 Fulton County

School Name:

Instructional Purpose: Program

Instructional Usage: All

School Type: All

School Status: All

Request Status: All

Search Clear

School Code	School Name	School Instructional Purpose	School Instructional Usage	School Type	School Grades	School Status	Open/Close Date	Request Status
660-6508	<a href="#">South Fulton Crossroads/Second Chance Programs</a>	Program		High	06, 07, 08, 09, 10, 11, 12	Open	08/01/2007	Approved

Export to Excel

3. Click on the column heading **School Name** for the desired Program. The System will sort the list alphabetically on **School Name** for Programs.

School Code	School Name	School Instructional Purpose	School Instructional Usage	School Type	School Grades	School Status	Open/Close Date	Request Status
660-6508	<a href="#">South Fulton Crossroads/Second Chance Programs</a>	Program		High	06, 07, 08, 09, 10, 11, 12	Open	08/01/2007	Approved

4. Select **School Type** of Elementary and click **Search**. The matching set of records is now limited to only the Elementary Programs in the District. In this example, there is only one program found.

School Code	School Name	School Instructional Purpose	School Instructional Usage	School Type	School Grades	School Status	Open/Close Date	Request Status
660-6508	<a href="#">South Fulton Crossroads/Second Chance Programs</a>	Program		High	06, 07, 08, 09, 10, 11, 12	Open	08/01/2007	Approved

**NOTE:** From the search result set, Change Request can be viewed by clicking the hyperlink on the actual status of “Pending”, “Pending Future” or “Rejected” under the **Request Status** in the table grid. The current state of a record can be viewed by clicking on the hyperlink of the School Name in the table grid.

# Facility and School Registry

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## Facility



A **Facility** is a building or groups of buildings that are used for educational purposes. A code of less than 6000 is assigned to a Facility for reporting purposes as well as reporting of the Capital Outlay Expenditures. A Facility record can only be created by GaDOE personnel in Atlanta as part of creating the Site/Tract record in the database. District personnel only have access to update Facility Records.

There are two different types of Facilities: Instructional and Administrative. Due to the nature of data reporting and accountability, they have different descriptions and rules that apply to maintaining the data recorded in the System. Please see definitions below.

### Instructional Facility

An Instructional Facility implies that the building or group of buildings will accommodate students and staff. **All New Instructional Facility records must be created and approved by GaDOE Staff members.**

### Administrative Facility

An Administrative Facility is used for non-instructional purposes and can report Certified/Classified Personnel Information (CPI). For example; a Central Office or Transportation Maintenance Garage is an Administrative Facility.

### Replacement Facility

A Replacement Facility occurs when one Facility is replaced with a **new** building/group of buildings; it is considered a Replacement Facility. By marking the record as a Replacement Facility while creating a **new** change request, the System will allow the same name to be used for the Replacement Facility record. **All New Replacement Facility records must be created and approved by GaDOE Staff members.**

# Facility and School Registry

## Update a Facility

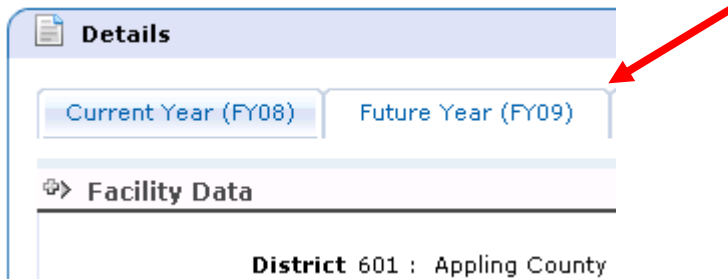
A Facility record is created with the Status of “Proposed”. When the construction is completed and the building or buildings are ready for occupancy, the Status should be updated to “Open.” Updates can be made against any of the Facility fields, including changing the name of a Facility and setting the Facility Status to “Open” or “Closed” during a change request.

The following steps describe submitting a change request on an Open Facility. All change requests must be approved by GaDOE Staff.

1. Locate and select a Facility record with the **Facility Purpose** of “Administrative” and **Facility Status** of “Open” from the **Search Facility** tab folder and click the hyperlink on the **Facility Name**.

<a href="#">Facility Code</a>	<a href="#">Facility Name</a>	<a href="#">Facility Purpose</a>
601-1050-1020.01	<a href="#">Altamaha Elementary Facility</a>	Instructional
601-1604-1010.01	<a href="#">Appling County Elementary Facility</a>	Instructional
601-5050-1050.01	<a href="#">Fourth District Elementary Facility</a>	Instructional

2. Click the **Future Year (FY)** tab folder. The System displays the future year state of the record.




The screenshot shows a 'Details' header with a document icon. Below it are two tabs: 'Current Year (FY08)' and 'Future Year (FY09)'. The 'Future Year (FY09)' tab is selected and highlighted with a red arrow. Below the tabs is a section titled 'Facility Data' with a right-pointing arrow icon. Underneath, it displays 'District 601 : Appling County'.

3. Click [Request Change](#). The System displays the **Request – Future Year – Facility** tab folder to initiate the change request.




The screenshot shows the same 'Details' header. Below the tabs, a third tab 'Request - Future Year- Facility' has been added and is selected, highlighted with a red arrow. The other tabs are 'Current Year (FY08)' and 'Future Year (FY09)'.

4. Update the **Facility Name**.
5. Select “Closed” from the **Facility Status** drop-down.

**Facility Status \***  

6. Enter the actual **Closed Date** (format: 07/01/2010).

**Closed Date \***  

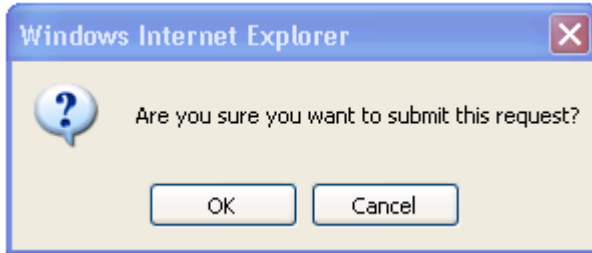
# Facility and School Registry

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7. Enter the optional text for the **Request Comments**.

**Request Comments**

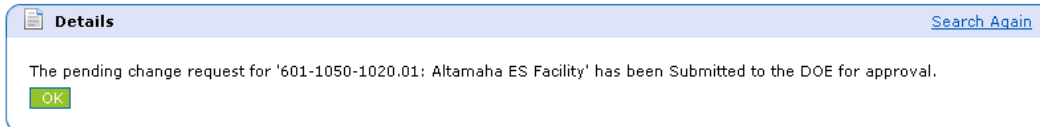
8. Click **Submit**. The System displays a pop-up message “Are you sure you want to submit this request?”



9. Click **OK**. The System will display a pop-up message when required field data is missing. **NOTE:** Any field on the screen with a **red** asterisk (\*) is required entry to submit a **new** school request.



The System submits the request, emails the requestor and displays a message similar to “The pending change request for **Code and Name** (i.e. ‘601-0118: My Elementary Facility’) has been Submitted to the DOE for approval” on the page.



10. Click **OK**. The System returns the display to the original search page.



# Facility and School Registry

## Change Log (history)

All **new** or update change requests are recorded in a transaction Change Log for history purposes and auditing.

1. Locate and select a **Facility** record with the **Facility Status** of "Open" from the **Search Facility** tab folder and click the hyperlink on the **Facility Name**.

<a href="#">Facility Code</a>	<a href="#">Facility Name</a>	<a href="#">Facility Purpose</a>
601-1050-1020.01	<a href="#">Altamaha Elementary Facility</a>	Instructional
601-1604-1010.01	<a href="#">Appling County Elementary Facility</a>	Instructional
601-5050-1050.01	<a href="#">Fourth District Elementary Facility</a>	Instructional

2. Click the **Current Year** tab folder. The System displays the Facility record.

The screenshot shows a 'Details' window with two tabs: 'Current Year (FY08)' and 'Future Year (FY09)'. A red arrow points to the 'Current Year (FY08)' tab. Below the tabs is a section titled 'Facility Data' with the text 'District 601 : Appling County'.

3. Click [Change Log](#). The System displays the Facility record's transaction change request history.

The screenshot shows the 'Change Log' page for '601:Appling County Altamaha Elementary Facility'. It features a 'Search Again' link in the top right. The page is divided into two sections: 'Current Year Changes' and 'Future Year Changes'. The 'Current Year Changes' section contains a table with the following data:

Date	Type	Proposed By	Approved By	Request Status	Approved Date
01/20/2006	Update	Conversion User	Lee Johnson	Approved	

Below the table is the instruction: 'Click a line in the table above to view complete details.' and a green 'Return to Record' button. The 'Future Year Changes' section shows 'None.' and another green 'Return to Record' button.

# Facility and School Registry

4. Click a line in the **Current Year Changes** table to view complete details of a change request. The System displays the **Old Value** and **New Value** on the fields for the selected change request.

**Change Log** [Search Again](#)

**601:Appling County**  
Altamaha Elementary Facility

**Current Year Changes**

Date	Type	Proposed By	Approved By	Request Status	Approved Date
01/20/2006	Update	Conversion User	Lee Johnson	Approved	

*Click a line in the table above to view complete details.*

**Field Changes**

Field Name	New Value	Old Value
EmailAddress	bboone@appling.k12.ga.us	

**Comments:**

[Return to Record](#)

**Future Year Changes**

None.

[Return to Record](#)

5. Click [Return to Record](#). The System returns to the Facility record display.

# Facility and School Registry

## Discard a Rejected Facility Change Request

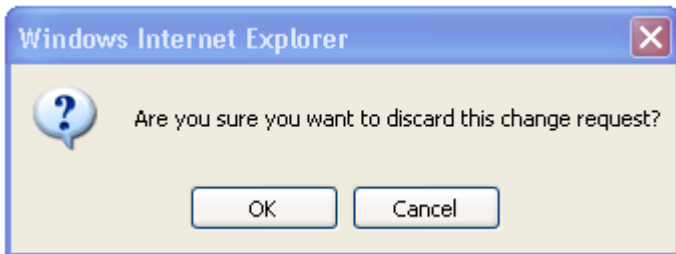
All **new** or update change requests must be reviewed and approved by GaDOE Staff. In some instances, the GaDOE Staff may reject a change request for further information or to suggest the change request be started over with other updates. The request will contain a comment from the GaDOE to explain why your request was rejected. The requestor can choose to update the request based on the comments provided or discard the request. An email notification is automatically generated allowing the change to be corrected by the original requestor.

The following steps describe discarding a Rejected Change Request on a Facility. The change request will be DELETED from the database. There is no history record kept in the transaction change log, when a change request is COMPLETELY discarded.

1. Locate and select a **Facility** record with the **Request Status** of “Rejected” from the **Search Facility** tab folder and click the hyperlink on the “Rejected” **Request Status**.

Facility Code	Facility Name	Facility Purpose	Administrative Purpose	Administrative Usage	Facility Type	Facility Grades	Facility Status	Effective Date	Request Status
601-1050-1020.01	<a href="#">Altamaha Elementary Facility</a>	Instructional			Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	<a href="#">Rejected</a>
601-1604-1010.01	<a href="#">Appling County Elementary Facility</a>	Instructional			Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	<a href="#">Pending Future</a>

2. Click **Discard**. The System displays a pop-up message “Are you sure you want to discard this request?”



3. Click **OK**. The System removes the change request, but the actual record remains the same.

# Facility and School Registry

## Alternate Search and Select

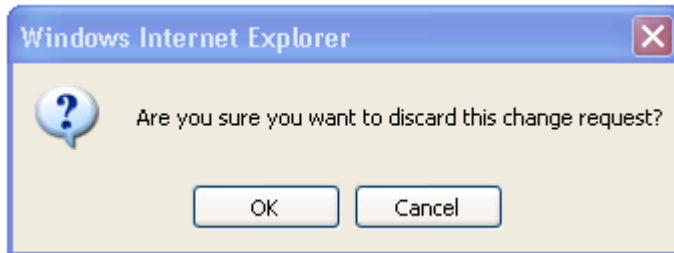
1. Locate and select a **Facility** record with the **Request Status** of “Rejected” from the Search Facility tab folder and click the hyperlink on the **Facility Name**.

<a href="#">Facility Code</a>	<a href="#">Facility Name</a>	<a href="#">Facility Purpose</a>
601-1050-1020.01	<a href="#">Altamaha Elementary Facility</a>	Instructional
601-1604-1010.01	<a href="#">Appling County Elementary Facility</a>	Instructional
601-5050-1050.01	<a href="#">Fourth District Elementary Facility</a>	Instructional

2. Click the **Request – Future Year – Facility** tab folder.



3. Click **Discard**. The System displays a pop-up message “Are you sure you want to discard this request?”



4. Click **OK**. The System removes the change request, but the actual record remains the same.

# Facility and School Registry

## Update a Rejected Facility Change Request

All **new** or update change requests must be reviewed and approved by GaDOE Staff. In some instances, the GaDOE Staff may reject a change request for further information or to suggest the change request be started over with other updates. The request will contain a comment from the GaDOE to explain why your request was rejected. The requestor can choose to update the request based on the comments provided or discard the request. An email notification is automatically generated allowing the change to be corrected by the original requestor.

The following steps describe submitting an updated Rejected Change Request on a Facility. All Change Requests must be approved by GaDOE Staff.

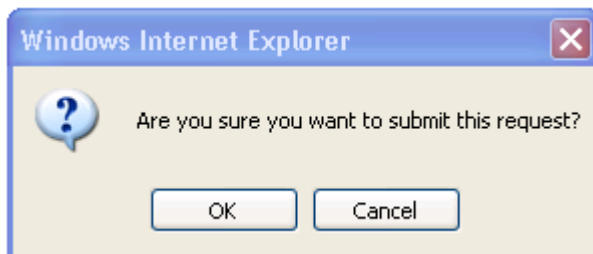
1. Locate and select a **Facility** record with the **Request Status** of “Rejected” from the **Search Facility** tab folder and click the hyperlink on the **Facility Name**.

<u>Facility Code</u>	<u>Facility Name</u>	<u>Facility Purpose</u>
601-1050-1020.01	<a href="#">Altamaha Elementary Facility</a>	Instructional
601-1604-1010.01	<a href="#">Appling County Elementary Facility</a>	Instructional
601-5050-1050.01	<a href="#">Fourth District Elementary Facility</a>	Instructional

2. The System displays the Facility record tab folders. Click on the **Request – Future Year – Facility** tab folder.



3. Update the **Facility Name**
4. Click **Submit**. The System displays a pop-up message “Are you sure you want to submit this request?”



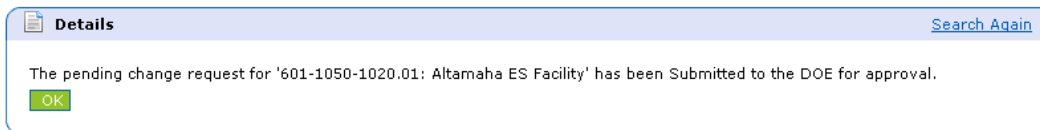
# Facility and School Registry

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5. Click **OK**. The System will display a pop-up message when required field data is missing. **NOTE:** Any field on the screen with a **red** asterisk (\*) is required entry to submit a **new** school request.



The System submits the request, emails the requestor and displays a message similar to “The pending change request for **Code and Name** (i.e. ‘601-0118: My Elementary Facility’) has been Submitted to the DOE for approval” on the page.



6. Click **OK**. The System returns the display to the original search page.

# Facility and School Registry

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## Schools



A **School** an FTE/QBE reporting entity that must by federal law and state rule receive an annual AYP determination under the (NCLB) and Georgia's Single Statewide Accountability System (SSAS).

- Schools receive four digit entity codes of less than 6000.
- One or more schools can be attached to a single facility; although, state law only provides a salary supplement for one principal per facility.
- The school code can be obtained 6 months before the facility is ready to be occupied.

There are three types of schools: Regular, Charter and Non-traditional School. Each type of school requires slightly different data to be collected that describe that entity for more efficient data reporting.

### Regular School

A Regular School refers to a public school system that is offering standard curriculum to all residents of a particular School District in Georgia.

### Charter School

A Charter School refers to a school-based program intended to provide flexibility to schools in designing programs to improve student learning and in meeting local, state and national education goals. The charter is a binding performance contract between the charter school, its local board of education and/or the State Board of Education. This charter, when approved by the school faculty and instructional staff, the parents of students enrolled in the school, the local board of education and the State Board of Education, will substitute for state education statutes as state and local rules, policies, regulations and standards as a governance structure for the charter school.

### Non-Traditional School

A Non-traditional School is an FTE, AYP reporting school that serves students who are eligible to remain in the regular classroom but are more likely to succeed in a nontraditional setting, as well as students who are excluded from the regular classroom because of disciplinary reasons.

### Future Year

The main purpose of the future year is to allow for planning, budgeting and setup of School Codes for the upcoming school year. **New** or Update change requests can be submitted during the Request Window for the upcoming school year. The request window covers the time period from January through June 30. These future School change requests follow the same process for a current year School change request, and must be approved by GaDOE Staff.

# Facility and School Registry

## New School for Future Year

There are separate sections to create or update the data for a School Record: 1) School Data, 2) Address, and 3) Principal contact information. Each section of the **New School** request must be completed before you can submit the request. Hint: After you finish each tab click on “Next” once all the information is complete the “Submit” button will become active so that you can submit your request.

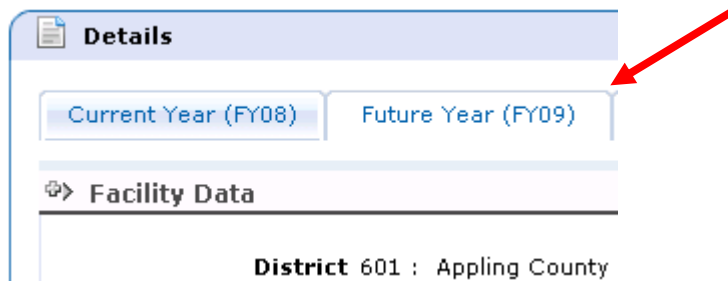
A **New School** request can be submitted through a change request for the future year until June 30<sup>th</sup>. After July 1<sup>st</sup>, the change must be done through the current year.

The following steps describe submitting a change request for the Future Year on a **new** School with the required **School Data**, **Address**, and **Principal** contact information. The **Address** and **Principal** contact information can only be entered once the required **School Data** has been completed. All Change Requests must be approved by GaDOE Staff.

1. Locate and select a **School** record with the **School Status** of “Open” from the **Search School** tab folder and click the hyperlink on the **School Name**.

<a href="#">School Code</a>	<a href="#">School Name</a>	<a href="#">School Instructional Purpose</a>	<a href="#">School Instructional Usage</a>	<a href="#">School Type</a>
601-1050	<a href="#">Altamaha Elementary School</a>	School	Regular	Elementary
601-0177	<a href="#">Appling County Elementary School</a>	School	Regular	Elementary
601-0103	<a href="#">Appling County High School</a>	School	Regular	High

2. Click the **Future Year (FY)** tab folder. The System displays the future year state of the record.



**Details**

Current Year (FY08) | **Future Year (FY09)**

Facility Data

District 601 : Appling County



# Facility and School Registry

- Click **New School**. The System displays the **School Data** tab folder for step one of creating a **new** School. The System automatically sets **School Status** to “Open” and the **Open Date** to “07/01/20(FY)”.

**School Data**

**School Data** | **Address** | **Principal**

You will need to gather the following information required to continue...  
- School Name - Address - Grade Configuration - FTE Reporting needs - Certified/Classified Personnel Information

**School Code - Name** xxx - \* New School

**Instructional Purpose** \* Select One

**Instructional Usage** \* Select One

**School Type** \* Select One

**School Grades** \*

**School Status** \* Open

**Effective Date** 07/01/2009

**Request Comments**



Next Previous Submit Cancel

FTE  
ACP  
QBE  
FTE2  
CPI  
 CPI Override

- Enter the text for the **School Name**.
- Select “School” from the **Instructional Purpose** drop-down.  
**Instructional Purpose** \* School
- Select “Regular” from the **Instructional Usage** drop-down.  
**Instructional Usage** \* Regular
- Select “High” from the **School Type**  
**School Type** \* High
- Click the grade selection icon . The System displays a list of grades.

# Facility and School Registry

9. Select the grades “9, 10, 11, 12” from the **School Grades** selection box.

10. Click the right arrow  to add them to the selection list
11. Click . The System displays the **School Grades** selected in grade order.


**School Grades \***

12. Enter the optional text for the **Request Comments**.

**Request Comments**

**NOTE: The **Submit** button is not available until the School Data, Address, and Principal contact information is all entered and verified by clicking **Next** on each tab folder when creating a new school.**

13. Click . The System advances to the **Address** tab folder for step two of creating a **new** School.
14. Enter the text for the **Physical Address, City, State,** and **ZIP** code.
15. Click the **Same as Above** when the Physical Address and Mailing Address are the same. The System will copy the Physical Address to the Mailing Address (or Enter a different Mailing Address (PO Box or Drawer is allowed since the Mailing Address is not validated).
16. Enter the School **Phone Number**
17. Enter the School **Fax number**
18. Enter the School **Website** (URL)

# Facility and School Registry

19. Click **Next**. The System runs a validation routine to verify the address is a valid United States Postal Service location and displays a pop-up message along with the closest match location for the address entered.



A similar address was found in the United States Postal Service database:  
10 Park Pl NW  
Atlanta GA 30318-2541  
[Click here to accept this address](#) or re-enter another address and resubmit.

**Request Comments**

**Next** **Previous** **Submit** **Cancel**

**NOTE: The Submit button is not available until the School Data, Address, and Principal contact information is all entered and verified by clicking Next on each tab folder when creating a new school.**

20. Click the hyperlink "[Click here to accept this address](#)" when the address returned is correct OR Enter the appropriate changes and repeat the process.
21. Click **Next**. The System advances to the **Principal** tab folder for the third and final step for creating a new School.
22. Select the appropriate name from the **School Administrator, Director or Principal** drop-down.

**School Administrator, Director or Principal \***

**Request Comments**

**Next** **Previous** **Submit** **Cancel**

**NOTE: The Submit button is not available until the School Data, Address, and Principal contact information is all entered and verified by clicking Next on each tab folder when creating a new school.**

# Facility and School Registry

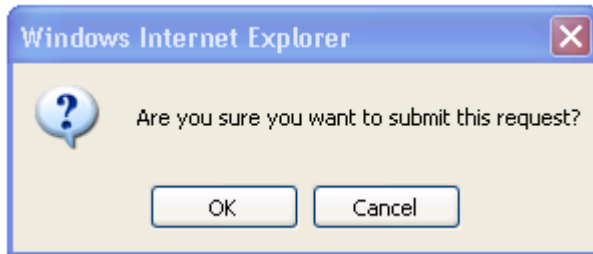
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23. Click **Next**. The System returns to the **School Data** tab folder, displays “Review your information before you submit”; and activates the Submit button.

**Request Comments**

**Next** **Previous** **Submit** **Cancel**

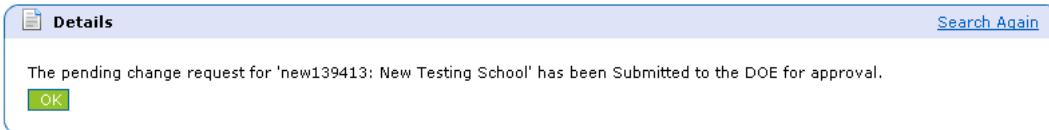
24. Click **Submit**. The System displays a pop-up message “Are you sure you want to submit this request?”



25. Click **OK**. The System will display a pop-up message when required field data is missing. **NOTE:** Any field on the screen with a **red asterisk (\*)** is required entry to submit a **new** school request.



The System submits the request, emails the requestor and displays a message similar to “The pending change request for **Code and Name** (i.e. ‘601-0118: My Elementary School’) has been Submitted to the DOE for approval” on the page.



26. Click **OK**. The System returns the display to the original search page.

# Facility and School Registry

## Update a School for Future Year

A School can be opened or closed through a change request for the Future Year until June 30<sup>th</sup>. After July 1<sup>st</sup> the change must be done through the current year.

The following steps describe submitting a change request for the Future Year on a School with the required School Data, Address, and Principal contact information. The Address and Principal contact information can only be entered once the required School Data has been completed. Updates can be made against any of the School fields, including changing the name of a School and setting the School Status to “Open” or “Closed” during a change request. All Change Requests must be approved by GaDOE Staff.

1. Locate and select a **School** record with the **School Status** of “Open” from the **Search School** tab folder and click the hyperlink on the **School Name**.

<a href="#">School Code</a>	<a href="#">School Name</a>	<a href="#">School Instructional Purpose</a>	<a href="#">School Instructional Usage</a>	<a href="#">School Type</a>
601-1050	<a href="#">Altamaha Elementary School</a>	School	Regular	Elementary
601-0177	<a href="#">Appling County Elementary School</a>	School	Regular	Elementary
601-0103	<a href="#">Appling County High School</a>	School	Regular	High

2. Click the **Future Year (FY)** tab folder. The System displays the future year state of the record.

**Details**

Current Year (FY08) | **Future Year (FY09)**

Facility Data

District 601 : Appling County

3. Click **Request Change**. The System displays the **Request –Future Year – School** tab folder to initiate the change request.

**Details**

Current Year (FY08) | Future Year (FY09) | **Request - Future Year- School**

4. Update the **School Name**.

# Facility and School Registry

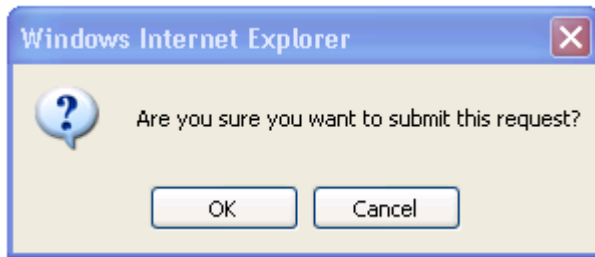
5. Select “Closed” from the **School Status** drop-down. The System automatically enters the **Closed Date** of 6/30/20(FY).

**School Status \***

6. Enter the optional text for the **Request Comments**.

**Request Comments**

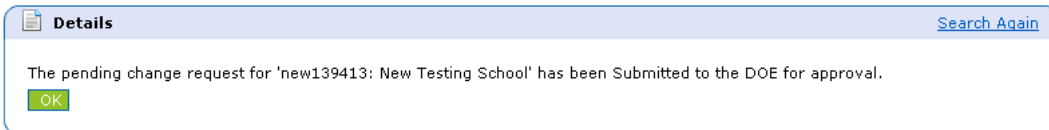
7. Click **Submit**. The System displays a pop-up message “Are you sure you want to submit this request?”



8. Click **OK**. The System will display a pop-up message when required field data is missing. **NOTE:** Any field on the screen with a **red** asterisk (\*) is required entry to submit a change request.



The System submits the request, emails the requestor and displays a request status message similar to “The pending change request for **Code and Name** (i.e. ‘601-0118: My Elementary School’) has been Submitted to the DOE for approval” on the page.



9. Click **OK**. The System returns the display to the original search page.

# Facility and School Registry

## Discard a Rejected School Change Request

All **new** or update change requests must be reviewed and approved by GaDOE Staff. In some instances, the GaDOE Staff may reject a change request for further information or to suggest the change request be started over with other updates. The request will contain a comment from the GaDOE to explain why your request was rejected. The requestor can choose to update the request based on the comments provided or discard the request. An email notification is automatically generated allowing the change to be corrected by the original requestor.

The following steps describe discarding a Rejected Change Request on a School for a future year. The change request will be DELETED from the database. There is no history record kept in the transaction change log, when a change request is COMPLETELY discarded.

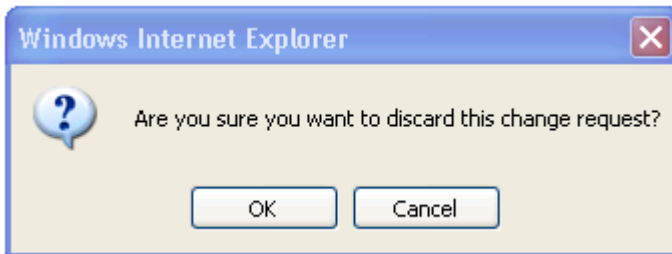
1. Locate and select a **School** record with the **Request Status** of “Rejected” from the **Search School** tab folder and click the hyperlink on the “Rejected” **Request Status**.

<a href="#">School Code</a>	<a href="#">School Name</a>	<a href="#">School Instructional Purpose</a>	<a href="#">School Instructional Usage</a>	<a href="#">School Type</a>	<a href="#">School Grades</a>	<a href="#">School Status</a>	<a href="#">Open/Close Date</a>	<a href="#">Request Status</a>
601-1050	<a href="#">Altamaha Elementary School</a>	School	Regular	Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	<a href="#">Rejected</a>
xxx	New Testing School	School	Regular	High		Open	07/01/2009	<a href="#">Pending Future</a>
601-0103	<a href="#">Appling County High School</a>	School	Regular	High	09, 10, 11, 12	Open	07/26/2005	Approved

2. Enter the optional text for the **Request Comments**.

**Request Comments**

3. Click **Discard**. The System displays a pop-up message “Are you sure you want to discard this request?”



4. Click **OK**. The System removes the change request, but the actual record remains the same. The System returns the display to the original search page.

# Facility and School Registry

## Alternate Search and Select

1. Locate and select a **School** record with the **Request Status** of “Rejected” from the **Search School** tab folder and click the hyperlink on the **School Name**.

<a href="#">School Code</a>	<a href="#">School Name</a>	<a href="#">School Instructional Purpose</a>	<a href="#">School Instructional Usage</a>	<a href="#">School Type</a>	<a href="#">School Grades</a>	<a href="#">School Status</a>	<a href="#">Open/Close Date</a>	<a href="#">Request Status</a>
601-1050	<a href="#">Altamaha Elementary School</a>	School	Regular	Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	Rejected
xxx	New Testing School	School	Regular	High		Open	07/01/2009	Pending Future
601-0103	<a href="#">Appling County High School</a>	School	Regular	High	09, 10, 11, 12	Open	07/26/2005	Approved

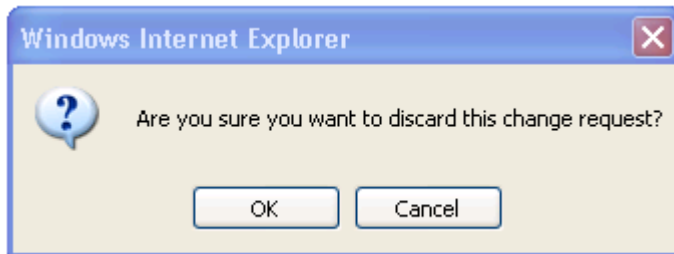
2. Click the **Request – Future Year – School** tab folder.



3. Enter the optional text for the **Request Comments**.

**Request Comments**

4. Click **Discard**. The System displays a pop-up message “Are you sure you want to discard this request?”



5. Click **OK**. The System removes the change request, but the actual record remains the same. The System returns the display to the original search page.



# Facility and School Registry

## Update a Rejected School Change Request

All **new** or update change requests must be reviewed and approved by GaDOE Staff. In some instances, the GaDOE Staff may reject a change request for further information or to suggest the change request be started over with other updates. The request will contain a comment from the GaDOE to explain why your request was rejected. The requestor can choose to update the request based on the comments provided or discard the request. An email notification is automatically generated allowing the change to be corrected by the original requestor.

The following steps describe updating and re-submitting a Rejected Change Request on a School for a future year. The re-submitted Change Request must be approved by GaDOE Staff.

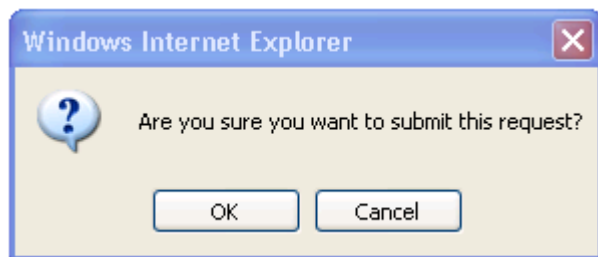
1. Locate and select a **School** record with the **Request Status** of “Rejected” from the **Search School** tab folder and click the hyperlink on the “Rejected” **Request Status**.

School Code	School Name	School Instructional Purpose	School Instructional Usage	School Type	School Grades	School Status	Open/Close Date	Request Status
601-1050	<a href="#">Altamaha Elementary School</a>	School	Regular	Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	<a href="#">Rejected</a>
xxx	New Testing School	School	Regular	High		Open	07/01/2009	<a href="#">Pending Future</a>
601-0103	<a href="#">Appling County High School</a>	School	Regular	High	09, 10, 11, 12	Open	07/26/2005	Approved

2. Enter the optional text for the **Request Comments**.

**Request Comments**

3. Click **Submit**. The System displays a pop-up message “Are you sure you want to submit this request?”

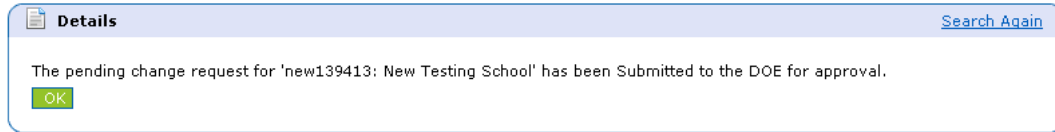


4. Click **OK**. The System will display a pop-up message when required field data is missing. **NOTE:** Any field on the screen with a **red** asterisk (\*) is required entry to submit a **new** school request.



# Facility and School Registry

The System submits the request, emails the requestor and displays a request status message similar to “The pending change request for Code and Name (i.e. ‘601-0118: My Elementary School’) has been Submitted to the DOE for approval” on the page.



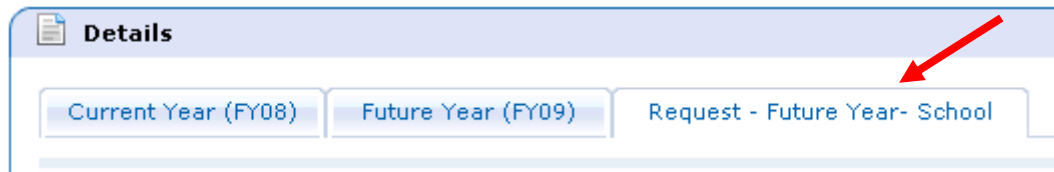
5. Click **OK**. The System returns the display to the original search page.

## Alternate Search and Select

1. Locate and select a **School** record with the **Request Status** of “Rejected” from the **Search School** tab folder and click the hyperlink on the **School Name**.

<a href="#">School Code</a>	<a href="#">School Name</a>	<a href="#">School Instructional Purpose</a>	<a href="#">School Instructional Usage</a>	<a href="#">School Type</a>	<a href="#">School Grades</a>	<a href="#">School Status</a>	<a href="#">Open/Close Date</a>	<a href="#">Request Status</a>
601-1050	<a href="#">Altamaha Elementary School</a>	School	Regular	Elementary	01, 02, 03, 04, 05, KK, PK	Open	01/19/2006	<a href="#">Rejected</a>
xxx	New Testing School	School	Regular	High		Open	07/01/2009	<a href="#">Pending Future</a>
601-0103	<a href="#">Appling County High School</a>	School	Regular	High	09, 10, 11, 12	Open	07/26/2005	Approved

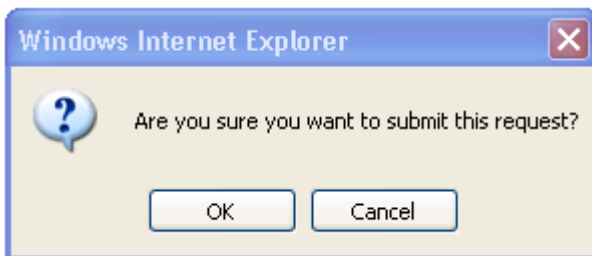
2. Click the **Request – Future Year – School** tab folder.



3. Update the **School Name**.
4. Enter the optional text for the **Request Comments**.

**Request Comments**

5. Click **Submit**. The System displays a pop-up message “Are you sure you want to submit this request?”



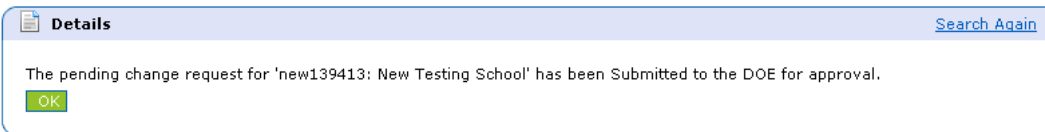
# Facility and School Registry

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6. Click **OK**. The System will display a pop-up message when required field data is missing. **NOTE:** Any field on the screen with a **red** asterisk (\*) is required entry to submit a **new** school request.



The System submits the request, emails the requestor and displays a request status message similar to “The pending change request for Code and Name (i.e. ‘601-0118: My Elementary School’) has been Submitted to the DOE for approval” on the page.



7. Click **OK**. The System returns the display to the original search page.

# Facility and School Registry

## Current Year

Transition from the Future Year to the Current Year occurs on or about June 30. This will move all Future Year change requests to build the **new** Current Year or **new** fiscal year. The required School Data can be added or updated through a change request during the current year up to the point of the first FTE Data Collection cycle. After the cycle closes, only the Address and Principal contact information can be updated. All School Data change requests must be approved by GaDOE Staff.

## New School for the Current Year

A **new** School can be created through a **new** change request during the current year up to the point of the first FTE Data Collection cycle. After the FTE cycle closes, only the Address or Principal contact information can be updated.

The following steps describe submitting a **new** Charter School change request for the Current Year with the required School Data Address and Principal information. The Address and Principal contact information can only be entered once the required School Data has been completed. All Change Requests must be approved by GaDOE Staff.

1. Locate and select a **School** record with the **School Status** of “Open” from the **Search School** tab folder and click the hyperlink on the **School Name**.

<a href="#">School Code</a>	<a href="#">School Name</a>	<a href="#">School Instructional Purpose</a>	<a href="#">School Instructional Usage</a>	<a href="#">School Type</a>
601-1050	<a href="#">Altamaha Elementary School</a>	School	Regular	Elementary
601-0177	<a href="#">Appling County Elementary School</a>	School	Regular	Elementary
601-0103	<a href="#">Appling County High School</a>	School	Regular	High

2. Click the **Future Year (FY)** tab folder. The System displays the future year state of the record.

Details

Current Year (FY08) Future Year (FY09)

Facility Data

District 601 : Appling County

3. Click [New School](#). The System displays the **School Data** tab folder for step one of creating a **new** School. The System automatically sets the **School Status** to “Open” and defaults the **Open Date** to “07/01/20(FY).”

# Facility and School Registry

➔ School Data

School Data    Address    Principal

You will need to gather the following information required to continue...  
- School Name - Address - Grade Configuration - FTE Reporting needs - Certified/Classified Personnel Information

School Code - Name    xxx - \* New School

Instructional Purpose \*    Select One

Instructional Usage \*    Select One

School Type \*    Select One

School Grades \*    [icon]

School Status \*    Open

Effective Date    07/01/2009

Request Comments

Next    Previous    Submit    Cancel

FTE  
 ATP  
 QBE  
 FTE2  
 CPI  
 CPI Override

4. Enter the text for the **School Name**.
5. Select “School” from the **Instructional Purpose** drop-down.

**Instructional Purpose** \*    School

6. Select “Charter” from the **Instructional Usage** drop-down.

**Instructional Usage** \*    Charter

7. Select “High” from the **School Type**

**School Type** \*    High

8. Click the grade selection icon [icon]. The System displays a list of grades.
9. Select the grades “9, 10, 11, 12” from the **School Grades** selection box.

[icon]    [icon]    [icon]

PK  
KK  
01  
02  
03  
04  
05  
06  
07  
08

save  
cancel

10. Click the right arrow [icon] to add them to the selection list

# Facility and School Registry

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11. Click **save**. The System displays the **School Grades** selected in grade order.

**School Grades \***

12. Enter the optional text for the **Request Comments**.

**Request Comments**

**NOTE: The Submit button is not available until the School Data, Address, and Principal contact information is all entered and verified by clicking Next on each tab folder when creating a new school.**

13. Click **Next**. The System advances to the **Address** tab folder for step two of creating a **new** School.

14. Enter the text for the **Physical Address, City, State,** and **ZIP** code.

15. Click the **Same as Above** when the Physical Address and Mailing Address are the same. The System will copy the Physical Address to the Mailing Address (or Enter a different Mailing Address (PO Box or Drawer is allowed since the Mailing Address is not validated).

16. Enter the School **Phone Number**

17. Enter the School **Fax number**

18. Enter the School **Website** (URL)

19. Click **Next**. The System runs a validation routine to verify the address is a valid United States Postal Service location and displays a pop-up message along with the closest match location for the address entered.



# Facility and School Registry

A similar address was found in the United States Postal Service database:  
2010 Towne Lake Hills South Dr  
Woodstock GA 30189-5288

[Click here to accept this address](#) or re-enter another address and resubmit.

**Request Comments**

**NOTE: The **Submit** button is not available until the **School Data, Address, and Principal contact information** is all entered and verified by clicking **Next** on each tab folder when creating a new school.**

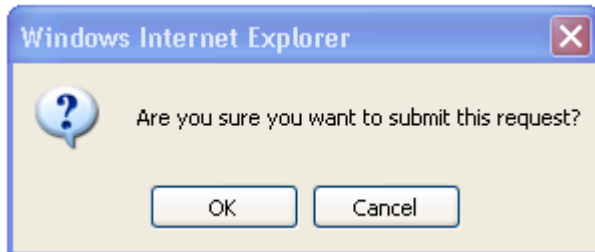
- Click the hyperlink "[Click here to accept this address](#)" when the address returned is correct OR Enter the appropriate changes and repeat the process.
- Enter the optional text for the **Request Comment**.
- Click . The System advances to the **Principal** tab folder for the third and final step for creating a new School.
- Select the appropriate name from the **School Administrator, Director or Principal** drop-down.

**NOTE: The **Submit** button is not available until the **School Data, Address, and Principal contact information** is all entered and verified by clicking **Next** on each tab folder when creating a new school.**

- Click . The System returns to the **School Data** tab folder, displays "Review your information before you submit"; and activates the Submit button.

**Request Comments**

- Click . The System displays a pop-up message "Are you sure you want to submit this request?"



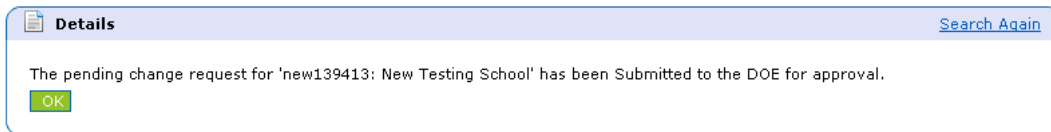
# Facility and School Registry

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26. Click **OK**. The System will display a pop-up message when required field data is missing. **NOTE:** Any field on the screen with a **red** asterisk (\*) is required entry to submit a **new** school request.



The System submits the request, emails the requestor and displays a message similar to “The pending change request for **Code and Name** (i.e. ‘601-0118: My Elementary School’) has been Submitted to the DOE for approval” on the page.



27. Click **OK**. The System returns the display to the original search page.



# Facility and School Registry

## Address and Principal – Future or Current Year

The sections of the School record for Address and Principal contact information for an existing School can be modified at any time.

### Change School Address

The following steps describe changing a school Address. The Address information for a School can be updated for the Future Year or the Current Year, or both records. Address changes do NOT require GaDOE approval.

1. Locate and select a **School** record with the **School Status** of “Open” from the **Search School** tab folder and click the hyperlink on the **School Name**.

<a href="#">School Code</a>	<a href="#">School Name</a>	<a href="#">School Instructional Purpose</a>	<a href="#">School Instructional Usage</a>	<a href="#">School Type</a>
601-1050	<a href="#">Altamaha Elementary School</a>	School	Regular	Elementary
601-0177	<a href="#">Appling County Elementary School</a>	School	Regular	Elementary
601-0103	<a href="#">Appling County High School</a>	School	Regular	High

2. Click the **Future Year (FY)** tab folder. The System displays the **School Data** tab folder for the School record.

**Details**

Current Year (FY08) Future Year (FY09)

Facility Data

District 601 : Appling County

# Facility and School Registry

- Click the **Address** tab folder. The System displays the **Address** tab folder.

☞ School Data

School Data Address Principal

**Physical Address \*** 680 Blackshear Highway

City Baxley

State GA

Zip \* 31513

**Mailing Address**

City

State

Zip

**School Phone Number \*** Areacode: 912 Number: 3678640

**School Fax** Areacode: Number:

**Website (URL)**

Request Change Change Log

- Click **Request Change**.
- Update the text for the **Physical Address, City, State,** and **ZIP** code.
- Click the **Same as Above** when the Physical Address and Mailing Address are the same. The System will copy the Physical Address to the Mailing Address (or Enter a different Mailing Address (PO Box or Drawer is allowed since the Mailing Address is not validated).
- Click **Submit**. The System runs a validation routine to verify the address is a valid United States Postal Service location and displays a pop-up message along with the closest match location for the address entered.



A similar address was found in the United States Postal Service database:  
2010 Towne Lake Hills South Dr  
Woodstock GA 30189-5288  
[Click here to accept this address](#) or re-enter another address and resubmit.

**Request Comments** Testing new charter school for future year

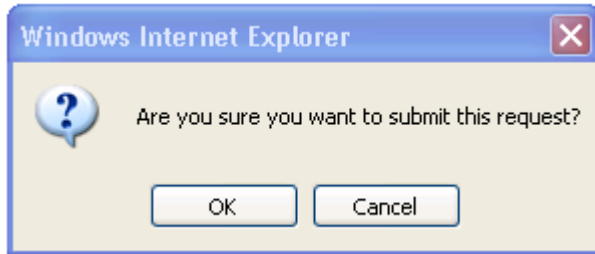
Next Previous Submit Cancel

- Enter the optional text for the **Request Comment**.

# Facility and School Registry

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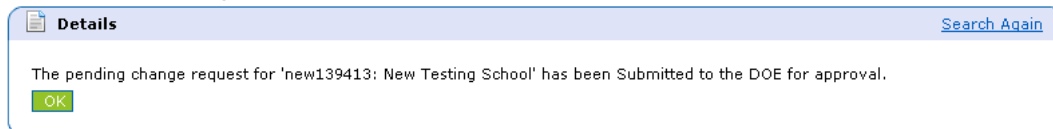
9. Click **Submit**. The System displays a pop-up message “Are you sure you want to submit this request?”



10. Click **OK**. The System will display a pop-up message when required field data is missing. **NOTE:** Any field on the screen with a **red** asterisk (\*) is required entry to submit a **new** school request.



The System submits the request, emails the requestor and displays a message similar to “The requested change for Code and Name (i.e. ‘601-0118: My Elementary School’) has been Submitted to the DOE for approval.” on the page.



11. Click **OK**. The System returns the display to the original search page.

# Facility and School Registry

## Change School Principal

The following steps describe changing a school Principal. The Principal contact information for a School can be updated for the Future Year or the Current Year, or both records. Principal changes do NOT require GaDOE approval.

1. Locate and select a **School** record with the **School Status** of “Open” from the **Search School** tab folder and click the hyperlink on the **School Name**.

<a href="#">School Code</a>	<a href="#">School Name</a>	<a href="#">School Instructional Purpose</a>	<a href="#">School Instructional Usage</a>	<a href="#">School Type</a>
601-1050	<a href="#">Altamaha Elementary School</a>	School	Regular	Elementary
601-0177	<a href="#">Appling County Elementary School</a>	School	Regular	Elementary
601-0103	<a href="#">Appling County High School</a>	School	Regular	High

2. Click the **Future Year (FY)** tab folder. The System displays the future year state of the record.

Details

Current Year (FY08) Future Year (FY09)

Facility Data

District 601 : Appling County

3. Select the **Principal** tab folder.

School Data

School Data Address Principal

School Administrator, Director or Principal \* Herndon, GS (sherndon@appling.k12.ga.us)

Request Comments

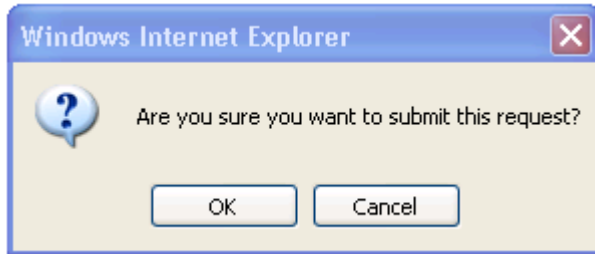
Submit Cancel

4. Select the appropriate name from the **School Administrator, Director or Principal** drop-down.
5. Enter the optional text for the **Request Comment**.

# Facility and School Registry

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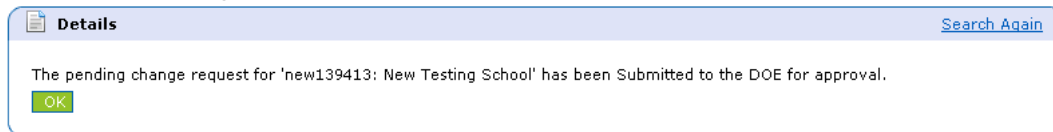
6. Click **Submit**. The System displays a pop-up message “Are you sure you want to submit this request?”



7. Click **OK**. The System will display a pop-up message when required field data is missing. **NOTE:** Any field on the screen with a **red** asterisk (\*) is required entry to submit a **new** school request.



The System submits the request, emails the requestor and displays a message similar to “The requested change for **Code and Name** (i.e. ‘601-0118: My Elementary School’) has been Submitted to the DOE for approval.” on the page.



8. Click **OK**. The System returns the display to the original search page.

# Facility and School Registry

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## School Program



**Programs** are non-FTE reporting entities and not receive annual AYP determinations.

Students enrolled in programs are counted back to their respective home schools for FTE and AYP determinations.

One or more programs can be associated with a single facility.

The state board rule (160-5-1-.03) requires that all schools and programs must be assigned an appropriate school or program code by the GaDOE. If your system has any program(s) (public or private) that will be serving your public school students this coming school year, please make sure that all those programs have a state program code (6000-7000) assigned. If, by some chance, you have a program that does not yet have a program code, you will need to logon to the MyGaDOE Portal and request a program code at <https://portal.doe.k12.ga.us/login.aspx>.

Programs do not report FTE, do not earn QBE funds directly, and do not receive AYP designations. Students being served at programs are counted back through their home “schools” for FTE, QBE, and AYP purposes. Schools have four digit codes below 6000. Programs have four digit codes between 6000 and 7000.

### Private Programs

Privately run programs (i.e., Ombudsman) will need to work through each school system to request and receive a site code, facility code, and program code in that order. Only a system’s facility coordinator can request these codes. The documentation required to facilitate this process is attached.

### SBOE RULE 160-5-1-.03 IDENTIFICATION AND REPORTING OF SCHOOLS

#### (3) REQUIREMENTS.

- (a) By August 15 of each year, school systems shall verify to the department all schools and special entities that they will operate that year.
- (b) Each school system, school and special entity shall be identified by a code assigned by the department that shall not be changed without the approval of the state school superintendent or designee.
- (c) All school/special entity-based data reported to the department shall be by the assigned codes.

There are several different types of Programs, including: 1) Department of Juvenile Justice Center, 2) Head Start, 3) Non-traditional, 4) Magnet, 5) Pre-K, and 6) Residential Treatment Center.

# Facility and School Registry

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Non-Traditional Programs include: 1) Early College, 2) Education Management Organization, 3) Evening School, 4) Off Campus Non-Traditional, 5) On Campus Non-Traditional; and 6) Teenage Pregnancy Program.

## Non-traditional

Non-traditional serves students who are eligible to remain in the regular classroom but are more likely to succeed in a nontraditional setting, as well as students who are excluded from the regular classroom because of disciplinary reasons.

## Head Start

Head Start refers to a federally funded program for three, four and five year old at-risk children designed to prepare them for success when they enter the K-12 program.

## Magnet

Magnet refers to a program with a strong emphasis in a particular subject area, for example, music, science, drama, math, etc. Students are selected through an application process instead of being assigned based on residence.

## Pre-Kindergarten

Pre-Kindergarten refers to any program designed for students before they are age eligible, and are physically, emotionally, socially, and academically prepared to attend kindergarten.

## Department of Juvenile Justice

Department of Juvenile Justice (DJJ) Centers offer a program to serve neglected, delinquent and at-risk youths in institutions operated or contracted by these agencies.

## Residential Treatment Center

Residential Treatment Center or Residential Facility refers to a program offered to the students placed and paid for by the DJJ or DHR or any of its divisions and who is physically present within the geographical area served by a local school District for any length of time is eligible for enrollment in the educational programs of that local school District.

## Future Year

The purpose of the future year is to allow for planning, budgeting and setup of School Program Codes for the upcoming school year. **New** or Update change requests can be submitted during the Request Window for the upcoming school year. The request window covers the time period from January through June 30. These future Program change requests follow the same process for a current year Program change request, and must be approved by GaDOE Staff.

## New Program for Future Year

A **new** Program can be created through a **new** change request during the Future Year until June 30<sup>th</sup>. After July 1<sup>st</sup> the change must be done through the current year.

# Facility and School Registry

The following steps describe submitting a change request for a **new** Non-traditional center as a **Program** for the Future Year with the required Program Data, Address and Administrator information. The **Address** and **Administrator** contact information can only be entered once the required School Program Data has been completed. All Change Requests must be approved by GaDOE Staff.

1. Locate and select a **Facility** record with the **Facility Status** of “Open” from the **Search Facility** tab folder and click the hyperlink on the **Facility Name**.
2. Click **New School**. The System displays the **School Data** tab folder for step one of creating a **new** School Program.

☞ School Data

School Data | Address | Principal

School Code - Name: 660-6508 - \* South Fulton Crossroads/Second Chance Programs

Instructional Purpose: Program

Instructional Usage: Select One

School Type: High


School Grades: 06,07,08,09,10,11,12

School Status: Open

Effective Date: 08/01/2007

Request Change | Change Log

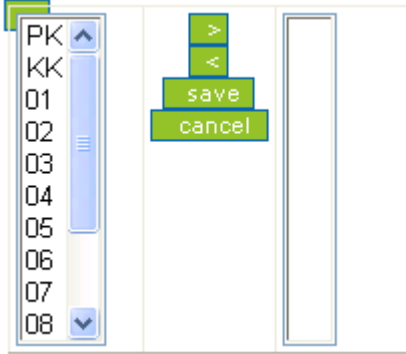
FTE, AYP, QOE, FTE2, CPI



3. Enter the text for the **Program Name**.
4. Select “Program” from the **Instructional Purpose** drop-down.  
**Instructional Purpose** \* Program
5. Select “Non-traditional” from the **Instructional Usage** drop-down.  
**Instructional Usage** \* Innovative Learning
6. Select “Evening School” from the **Non-traditional Type** drop-down.  
**Innovative Learning Type** \* Evening School
7. Select “Nondisruptive” from the **Non-traditional Students Served** drop-down.  
**Innovative Learning Students Served** \* Nondisruptive
8. Select “High” from the **School Type**  
**School Type** \* High
9. Click the grade selection icon . The System displays a list of grades.



# Facility and School Registry

10. Select the grades “9, 10, 11, 12” from the **School Grades** selection box.






11. Click the right arrow  to add them to the selection list
12. Click . The System displays the **School Grades** selected in grade order.


**School Grades \***

13. Enter the optional text for the **Request Comments**.

**Request Comments**

**NOTE: The Submit button is not available until the School Data, Address, and Principal contact information is all entered and verified by clicking Next on each tab folder when creating a new school.**

14. Click . The System advances to the **Address** tab folder for step two of creating a **new** Program.
15. Enter the text for the **Physical Address, City, State, and ZIP** code.
16. Click the **Same as Above** when the Physical Address and Mailing Address are the same. The System will copy the Physical Address to the Mailing Address (or Enter a different Mailing Address (PO Box or Drawer is allowed since the Mailing Address is not validated).
17. Enter the **School Phone Number**
18. Enter the **School Fax number**
19. Enter the **School Website (URL)**

**NOTE: The Submit button is not available until the School Data, Address, and Principal contact information is all entered and verified by clicking Next on each tab folder when creating a new school.**

# Facility and School Registry

20. Click **Next**. The System runs a validation routine to verify the address is a valid United States Postal Service location and displays a pop-up message along with the closest match location for the address entered.



A similar address was found in the United States Postal Service database:  
8744 Main St  
Woodstock GA 30188-4926  
[Click here to accept this address](#) or re-enter another address and resubmit.

**Request Comments**

**Next** **Previous** **Submit** **Cancel**

21. Click the hyperlink “[Click here to accept this address](#)” when the address returned is correct OR Enter the appropriate changes and repeat the process.

**NOTE: The Submit button is not available until the School Data, Address, and Principal contact information is all entered and verified by clicking Next on each tab folder when creating a new school.**

22. Click **Next**. The System advances to the **Principal** tab folder for the third and final step for creating a new Program.
23. Select the appropriate name from the **School Administrator, Director or Principal** drop-down.

**School Data**

**School Administrator, Director or Principal \*** Copeland, Scarlett (scopeland@appling.k12.ga.us)

**Request Comments**

**Next** **Previous** **Submit** **Cancel**

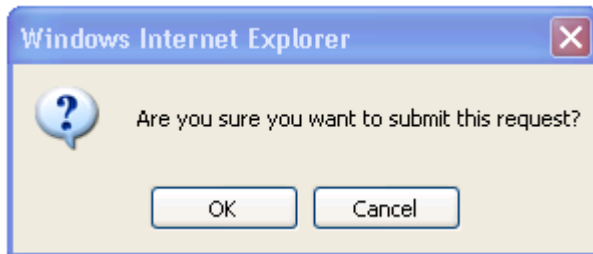
# Facility and School Registry

24. Click **Next**. The System returns to the **School Data** tab folder, displays “Review your information before you submit”; and activates the Submit button.

**Request Comments**

**Next** **Previous** **Submit** **Cancel**

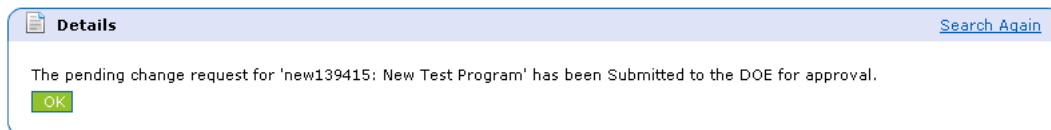
25. Click **Submit**. The System displays a pop-up message “Are you sure you want to submit this request?”



27. Click **OK**. The System will display a pop-up message when required field data is missing. **NOTE:** Any field on the screen with a **red** asterisk (\*) is required entry to submit a **new** school request.



The System submits the request, emails the requestor and displays a message similar to “The requested change for **Code and Name** (i.e. ‘601-0118: My Elementary School’) has been Submitted to the DOE for approval.” on the page.



28. Click **OK**. The System returns the display to the original search page.

# Facility and School Registry

## Update a Program

A Program can be opened or closed through a change request during the future year until June 30. After July 1 the change must be done through the current year. Updates can be made against any of the Program fields, including changing the name of a Program and setting the Status to “Open” or “Closed” during a change request.

The following steps describe submitting a change request for the Future Year to a Program. Updates can be made against any of the Program fields, including changing the name of a Program and setting the **School Status** to “Open” or “Closed” during a change request. All Change Requests must be approved by GaDOE Staff.

1. Locate and select a **School Program** record with the **School Status** of “Open” from the **Search School** tab folder and click the hyperlink on the **School Name** for the Program.

School Code	School Name	School Instructional Purpose	School Instructional Usage	School Type	School Grades	School Status	Open/Close Date	Request Status
660-6508	<a href="#">South Fulton Crossroads/Second Chance Programs</a>	Program		High	06, 07, 08, 09, 10, 11, 12	Open	08/01/2007	Approved

2. Click the **Future Year (FY)** tab folder. The System displays the future year state of the record.

**Details**

Current Year (FY08) Future Year (FY09)

Facility Data

District 601 : Appling County

3. Click **Request Change**. The System displays the **Request – Future Year – School** tab folder to initiate the change request.

**Details**

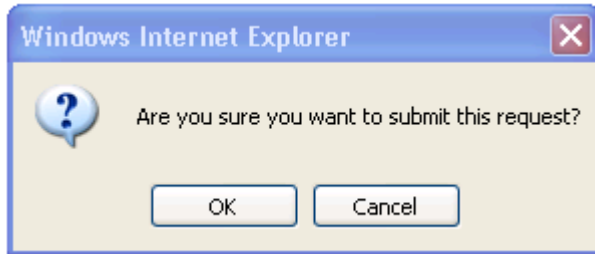
Current Year (FY08) Future Year (FY09) Request - Future Year- School

4. Select “Closed” from the **School Status** drop-down. The System automatically sets the **Closed Date** to 06/30/20(FY).
5. Enter the optional text for the **Request Comments**.

# Facility and School Registry

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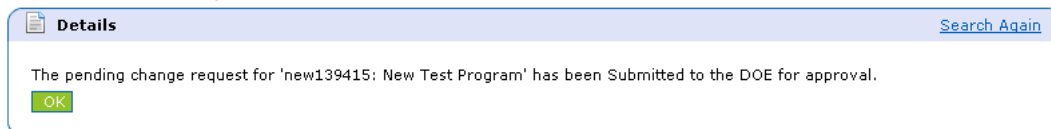
6. Click **Submit**. The System displays a pop-up message “Are you sure you want to submit this request?”



7. Click **OK**. The System will display a pop-up message when required field data is missing. **NOTE:** Any field on the screen with a **red** asterisk (\*) is required entry to submit a **new** school request.



The System submits the request, emails the requestor and displays a message similar to “The pending change request for **Code and Name** (i.e. ‘601-0118: My Elementary School’) has been Submitted to the DOE for approval” on the page.



8. Click **OK**. The System returns the display to the original search page.

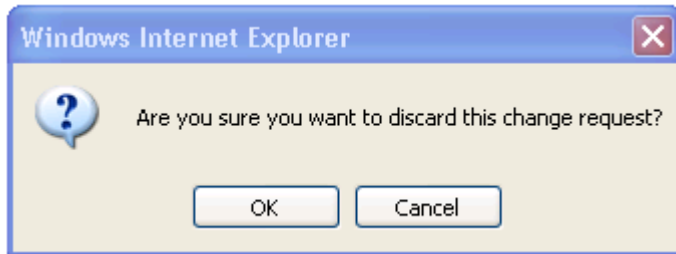
# Facility and School Registry

## Discard a Rejected School Program Change Request

All **new** or update change requests must be reviewed and approved by GaDOE Staff. In some instances, the GaDOE Staff may reject a change request for further information or to suggest the change request be started over with other updates. The request will contain a comment from the GaDOE to explain why your request was rejected. The requestor can choose to update the request based on the comments provided or discard the request. An email notification is automatically generated allowing the change to be corrected by the original requestor.

The following steps describe discarding a Rejected Change Request on Program Data for a future year. The change request will be DELETED from the database. There is no history record kept in the transaction change log, when a change request is COMPLETELY discarded.

1. Locate and select a **School Program** record with the **Request Status** of “Rejected” from the **Search School** tab folder and click the hyperlink on “Rejected” for the **Request Status** of the Program.
2. Click **Discard**. The System displays a pop-up message “Are you sure you want to discard this request?”



3. Click **OK**. The System removes the change request, but the actual record remains the same. The System returns the display to the original search page.

## Alternate Search and Select

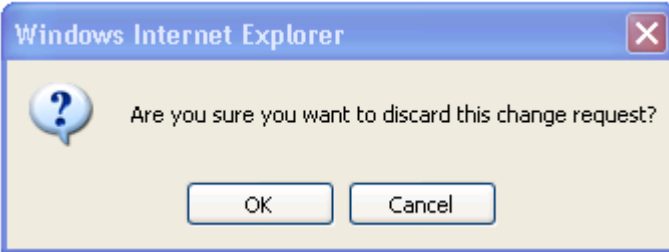
1. Locate and select a **School Program** record with the **Request Status** of “Rejected” from the **Search School** tab folder and click the hyperlink on the **School Name** of the Program.
2. Click the **Request – Future Year – School** tab folder.



# Facility and School Registry

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3. Click **Discard**. The System displays a pop-up message “Are you sure you want to discard this request?”



4. Click **OK**. The System removes the change request, but the actual record remains the same. The System returns the display to the original search page.


# Facility and School Registry

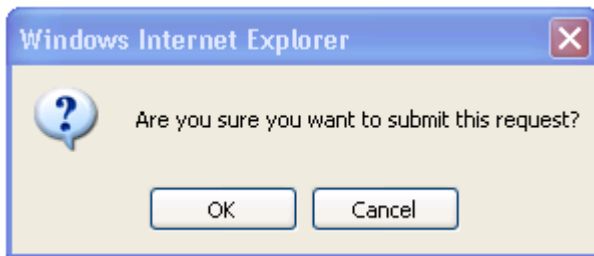
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## Update a Rejected School Program Change Request

All **new** or update change requests must be reviewed and approved by GaDOE Staff. In some instances, the GaDOE Staff may reject a change request for further information or to suggest the change request be started over with other updates. The request will contain a comment from the GaDOE to explain why your request was rejected. The requestor can choose to update the request based on the comments provided or discard the request. An email notification is automatically generated allowing the change to be corrected by the original requestor.

The following steps describe updating and re-submitting a Rejected Change Request on Program Data for a future year. The re-submitted Change Request must be approved by GaDOE Staff.

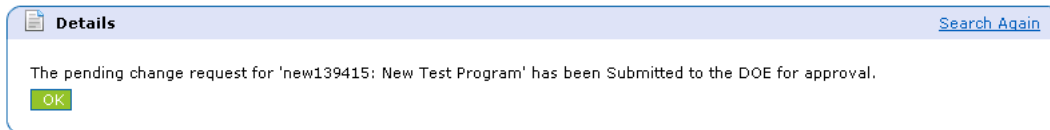
1. Locate and select a School Program record with the **Request Status** of “Rejected” from the **Search School** tab folder and click the hyperlink on the “Rejected” **Request Status** for the Program.
2. Update the **School Name** of the Program.
3. Enter the optional text for the **Request Comments**.
4. Click . The System displays a pop-up message “Are you sure you want to submit this request?”




5. Click **OK**. The System will display a pop-up message when required field data is missing. **NOTE:** Any field on the screen with a **red** asterisk (\*) is required entry to submit a **new** school request.



The System submits the request, emails the requestor and displays a message similar to “The pending change request for **Code and Name** (i.e. ‘601-0118: My Elementary School’) has been Submitted to the DOE for approval” on the page.



6. Click . The System returns the display to the original search page.



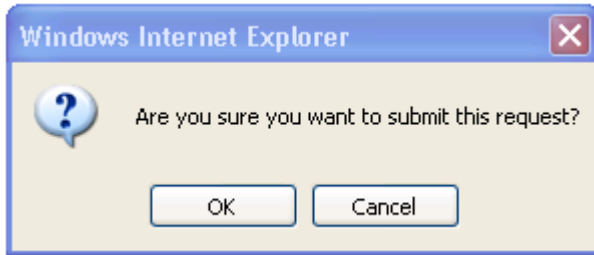
# Facility and School Registry

## Alternate Search and Select

1. Locate and select a **School Program** record with the **Request Status** of “Rejected” from the **Search School** tab folder and click the hyperlink on the **School Name** for the Program.
2. Click the **Request – Future Year – School** tab folder.



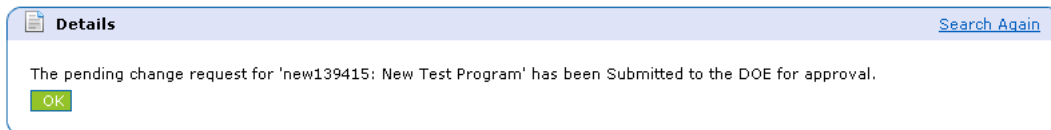
3. Update the **School Program Name**.
4. Enter the optional text **Request Comments**.
5. Click **Submit**. The System displays a pop-up message “Are you sure you want to submit this request?”



6. Click **OK**. The System will display a pop-up message when required field data is missing. **NOTE:** Any field on the screen with a **red** asterisk (\*) is required entry to submit a **new** school request.



The System submits the request, emails the requestor and displays a message similar to “The pending change request for Code and Name (i.e. ‘601-0118: My Elementary School’) has been Submitted to the DOE for approval” on the page.



7. Click **OK**. The System returns the display to the original search page.

# Facility and School Registry


## Current Year

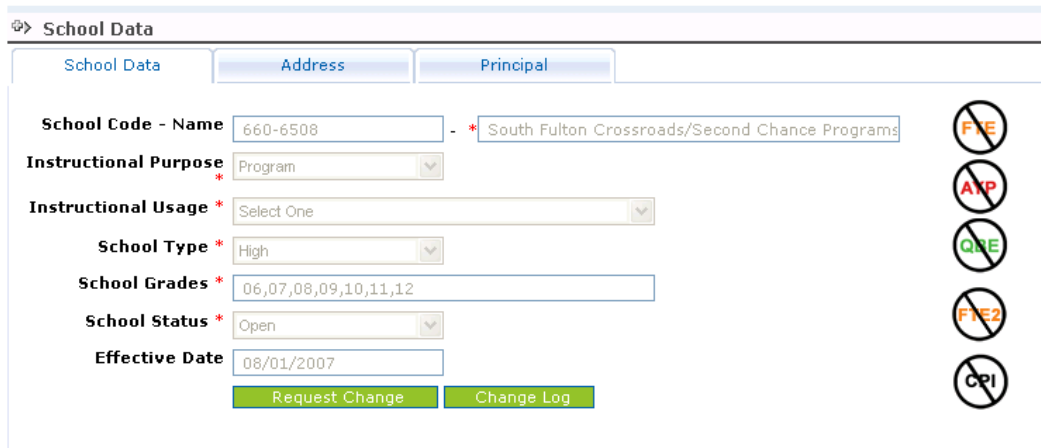
The transition from the Future Year to the Current Year occurs on or about June 30. This moves all Future Year change requests to the **new** Current Year or **new** fiscal year/school year. A Program can be added or updated through a change request during the current year up to the point of the first FTE Data Collection cycle. After the cycle closes, only the Address and Principal contact information can be updated.

## New Program

A **new** Program can be created through a **new** change request during the current year up to the point of the first FTE Data Collection cycle. After the cycle closes, only the Address and Principal contact information can be updated.

The following steps describe submitting a change request for a **new** Pre-Kindergarten Center as a Program for the future year with the required Program Data, Address and Administrator information. The Address and Administrator contact information can only be entered once the required School Program Data has been completed. All Change Requests must be approved by GaDOE Staff.

1. Locate and select a **Facility** record with the **Facility Status** of “Open” from the **Search Facility** tab folder and click the hyperlink on the **Facility Name**.
2. Click . The System displays the **School Data** tab folder for step one of creating a **new** School Program.



☞ School Data

School Data Address Principal

School Code - Name 660-6508 - \* South Fulton Crossroads/Second Chance Programs

Instructional Purpose \* Program

Instructional Usage \* Select One

School Type \* High

School Grades \* 06,07,08,09,10,11,12

School Status \* Open

Effective Date 08/01/2007

Request Change Change Log

FTE AP QRE FTE2 CPI

3. Enter the text for the **Program Name**.
4. Select “Program” from the **Instructional Purpose** drop-down.

**Instructional Purpose** \* Program

5. Select “Non-traditional” from the **Instructional Usage** drop-down.

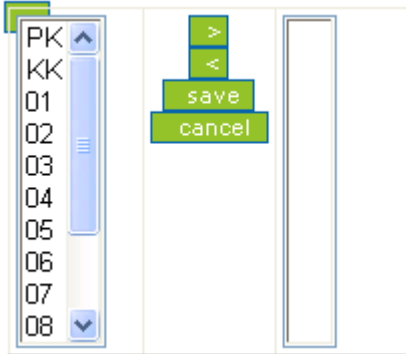
**Instructional Usage** \* Pre-K



# Facility and School Registry

6. Select "PreK 12/Other" from the **School Type**

**School Type \***

7. Click the grade selection icon . The System displays a list of grades.
8. Select the grades "PK" from the **School Grades** selection box.




9. Click the right arrow  to add them to the selection list
10. Click . The System displays the **School Grades** selected in grade order.

**School Grades \***

11. Enter the optional text for the **Request Comments**.

**Request Comments**

**NOTE: The Submit button is not available until the School Data, Address, and Principal contact information is all entered and verified by clicking Next on each tab folder when creating a new school.**

12. Click . The System advances to the **Address** tab folder for step two of creating a **new** Program.
13. Enter the text for the **Physical Address, City, State,** and **ZIP** code.
14. Click the **Same as Above** when the Physical Address and Mailing Address are the same. The System will copy the Physical Address to the Mailing Address (or Enter a different Mailing Address (PO Box or Drawer is allowed since the Mailing Address is not validated).
15. Enter the **School Phone Number**
16. Enter the **School Fax number**

# Facility and School Registry

17. Enter the **School Website (URL)**

**NOTE: The Submit button is not available until the School Data, Address, and Principal contact information is all entered and verified by clicking Next on each tab folder when creating a new school.**

18. Click **Next**. The System runs a validation routine to verify the address is a valid United States Postal Service location and displays a pop-up message along with the closest match location for the address entered.



A similar address was found in the United States Postal Service database:  
119 Quail Run  
Woodstock GA 30189-3548  
[Click here to accept this address](#) or re-enter another address and resubmit.

**Request Comments**

**Next** **Previous** **Submit** **Cancel**

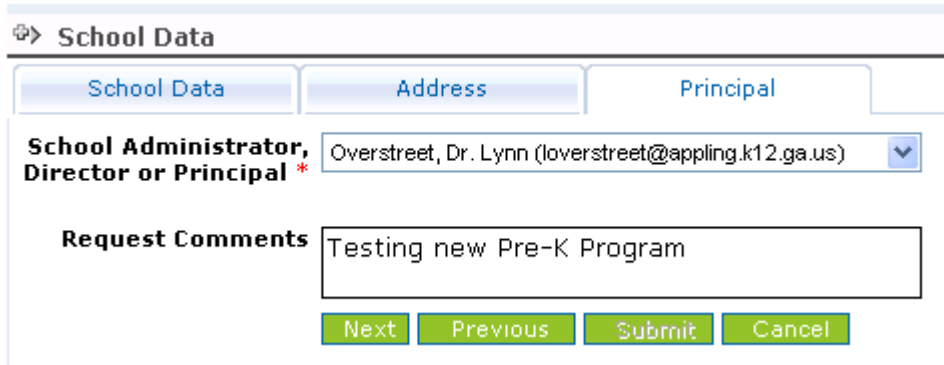
19. Click the hyperlink "[Click here to accept this address](#)" when the address returned is correct OR Enter the appropriate changes and repeat the process.

**NOTE: The Submit button is not available until the School Data, Address, and Principal contact information is all entered and verified by clicking Next on each tab folder when creating a new school.**

20. Click **Next**. The System advances to the **Principal** tab folder for the third and final step for creating a new Program.

# Facility and School Registry

21. Select the appropriate name from the **School Administrator, Director or Principal** drop-down.



☛ School Data

School Data Address Principal

**School Administrator, Director or Principal \*** Overstreet, Dr. Lynn (loverstreet@appling.k12.ga.us) ▼

**Request Comments** Testing new Pre-K Program

Next Previous Submit Cancel

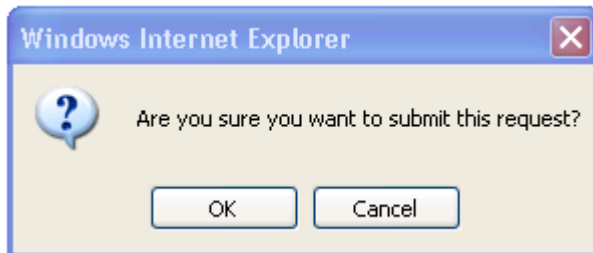
22. Click **Next**. The System returns to the **School Data** tab folder, displays “Review your information before you submit”; and activates the **Submit** button.



**Request Comments** Testing new Pre-K Program

Next Previous Submit Cancel

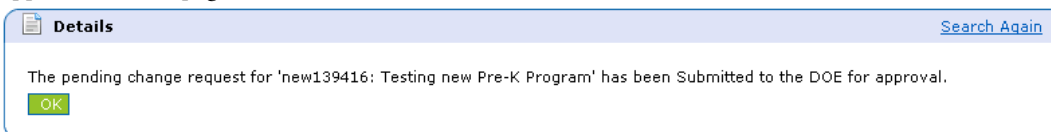
23. Click **Submit**. The System displays a pop-up message “Are you sure you want to submit this request?”



24. Click **OK**. The System will display a pop-up message when required field data is missing. **NOTE:** Any field on the screen with a **red** asterisk (\*) is required entry to submit a **new** school request.




The System submits the request, emails the requestor and displays a message similar to “The pending change request for **Code and Name** (i.e. ‘601-0118: My Elementary School’) has been Submitted to the DOE for approval” on the page.



# Facility and School Registry

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25. Click . The System returns the display to the original search page.

# Facility and School Registry

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## Appendix A – Frequently Asked Questions



These FAQs are some of the most common questions asked or that we think will be asked in the **new** application.

These will be added after the training is completed?!

### Question

What is a Facility?

### Answer

A Facility is when there is completed construction on a building or group of buildings with classrooms or administrative offices.

### Question

What is a School?

### Answer

A school is a group of students receiving instruction by administrators.

Q: Is it okay that my Facility Code and School Code match?

Q: Is it okay that my Facility Code and School Code don't match?

Q: Can get two Facility Codes even when they share the media center, kitchen/cafeteria and gymnasium?

Q: Who does QBE only fund on principal per Facility and not per School?

Q: Why can't I request a new School Code or Program Code without a Facility?

Q: Why can't I request a new School Code or Program Code on a Proposed Facility?

Q: What is site code 8888.88?

Q: What is site code 9999.99?

Q: What do the three numbers represent for my Facility Code (601-0194-1040.01)?

Q: Why is my Facility Effective Date show 01/19/2006 when it opened much earlier?

# Facility and School Registry

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Q: Why is my School Effective Date show 01/19/2006 when it opened much earlier?

Q: My Site/Tract data is incorrect. How do I correct it?

Q: My Construction data is incorrect. How do I correct it?

Q: What is the difference between a Non-Traditional School and Non-Traditional Program?

Q: What happened to the other "Life Stage" Facility Status types?

Q: What happened to the other "Life Stage" School Status types?

Q: Can I update my School Principal, Administrator, or Director in April for this year, and assign someone else for next year?

Q: What is State code 36-91 Public Works Construction?

Q: Why does the Construction Search show the same School record several times?

Q: How long will it take to get a request for a new facility code approved?

Q: How long will it take to get a request for a new school code approved?

Q: How long will it take to get a request for a new program code approved?

Q: Where do I go in the FSR Application to get a new Program?

Q: How do I prevent the Horizontal scroll on the page with both Facility and School Data?

Q: When I search for all of my Schools, I can't see the Request Status completely. How do I get to the last column of data in the search results?

Q: Why won't the address validation service (Strikelron) confirm the address that I am entering when I have been receiving mail there for years?

Q: How do I get to the New School button?

Q: What is OCGA 36-91 Public Works Construction bill?

Q: I turned in my final drawing set, but why doesn't it show on the Construction project?

Q: Why aren't my active Construction project(s) are not listed on the Search Construction page?

Q: What if I have a Middle School and High School complex at one Facility? Do I get one or two school codes?

Q: What if I have a PreK-12, a Central Office and a Middle School all at one campus? Do I get three school codes?

Q: Why don't my Facility Name and School Name match?

Q: Why is there no history on my last request that was discarded?

Q: Why can't I find my program when I perform a Search School?



# Facility and School Registry

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## Appendix B – Contact Numbers



### Facility and School Contacts

The Facilities Services main phone is 404-656-2454 for specific questions or concerns. The following is a list of GaDOE personnel that can offer assistance with any specific questions or data issues.

- |                       |              |                        |                             |
|-----------------------|--------------|------------------------|-----------------------------|
| • Facilities Services | Alan Krieger | akrieger@doe.k12.ga.us | Site/Tract and Construction |
| • Facilities Services | Laura Haase  | lhaase@doe.k12.ga.us   | Facility                    |
| • Policy (School)     | Jeff Gagne   | jgagne@doe.k12.ga.us   | School                      |
| • Technology Services | Linda Wawra  | lwawra@doe.k12.ga.us   | Data Issues                 |

### Help Desk

For general questions and assistance please contact the Help Desk in Atlanta.

- If you have any questions or need further assistance, please contact the **Technology Management Customer Support Team** by using the **Help-Dticket** link on the left side of the *MyGaDOE* portal menu.
- To login to the *MyGaDOE* portal please follow this link: <https://portal.doe.k12.ga.us/Login.aspx>
- You may also request assistance by emailing [Dticket@doe.k12.ga.us](mailto:Dticket@doe.k12.ga.us) or by calling GaDOE at 1-800-869-1011. Please provide a detailed message as well as your contact information.

# Facility and School Registry

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## Appendix C – Glossary of Terms

### Important Terms and Definitions

The following are some common terms and definitions that we will be referring to for the Facility and School Application.

- **FSR:** Facility and School Registry.
- **Portal:** The GaDOE access to all applications. You will need a login and password to access the FAC-SCH application.
- **District Consumer:** Any person in a school District who has the ability to view data on the Facility School Registry (FSR).
- **District Contributor:** The Facility Coordinator or Superintendent who have the ability to update and modify data in the FSR.
- **State Contributor:** A GaDOE Staff employee that has access to all Districts to update and modify data in the FSR.
- **Facility (FAC):** A building or group of buildings.
- **School (SCH):** A group of students who learn in a facility and report FTE and AYP.
- **Code:** A four digit number or identifying code that is assigned to a facility, school or program.
- **Facility Code:** The code that is given to the building or structure that contains classrooms and/or administrative offices.
- **School Code:** The code that is given to a group of learners who report FTE and AYP.
- **Administrative Facility:** A facility that is used for offices or other non instructional purposes which also can report CPI.
- **Instructional Facility:** A facility that is built to accommodate schools with staff and students.
- **Program:** Non-FTE reporting entity (see program code).
- **Program Code:** The code assigned to a group of learners who receive services, but their FTE count is reported at their home school.
- **Non-traditional:** A program formerly known as Alternative Education.
- **Magnet:**
- **Evening School:**
- **On Campus Non-traditional:**
- **Off Campus Non-traditional:**
- **Teenage Pregnancy Program:**
- **Education Management Organization (EMO)**

# Facility and School Registry

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- **Psycho-educational Program/Georgia Network for Educational and Therapeutic Service (GNETS):** A psycho-educational program that provides services for severely behavior disordered and severely emotionally disturbed students.
- **Department of Human Resources (DHR):** Programs that enable older people to live at home longer; prevent children from developing lifelong disabilities; train poor single parents to find and hold jobs; help people with mental or physical disabilities live and work in their communities; and control the spread of disease.
- **Department of Juvenile Justice (DJJ):** Program that serves youth in the long-term program who are assessed as having medium-to high public risk levels and youth in the short-term program.
- **Residential Treatment Center:** Programs to serve boys and girls ages 8-18 who are at risk for or exhibit emotional and behavioral problems at home, at school and in the community.
- **Head Start:** A program that provides comprehensive early childhood and family development services to children from birth to five-years-old, pregnant women and families.
- **Pre-Kindergarten (Pre-K):** A program to provide four-year-olds with the learning experiences they need to prepare for kindergarten.
- **Disruptive Students:**
- **Non-disruptive Students:**
- **Current Year:** Current fiscal and school year you are operating.
- **Future Year:** Next fiscal and school year that will be operating in the future.
- **School Year (SY):** August – June
- **State Fiscal Year (FY):** July 1- June 30; Example: FY09 corresponds with School Year 20(FY)-20(FY)
- **CPI-** Certified/ Classified Personnel Information
- **FTE-** Full Time Equivalent
- **FTE2-** Full Time Equivalent -second collection
- **QBE-** Quality Basic Education
- **AYP-** Annual Yearly Progress
- **Move, Merge, Split:** refers to the changing the location of the student population of a school to a different facility, splitting the student population of a school to multiple schools; or merging the student population from multiple schools into one school.
- A School **Move** can be done when the location of the school has changed or when there is a Replacement Facility where the building or group of buildings is being replaced. The Replacement Facility still requires the student population and School Administration to remain assigned to the original School code. The link to the Facility will be updated to the **new** Facility code to show that the group of students and staff are being relocated to a **new** building or group of buildings.

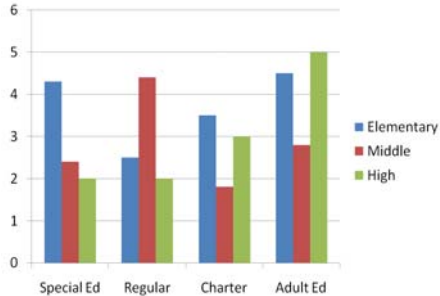
# Facility and School Registry

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- A School **Merge** is when more than one group of students from multiple schools is reassigned to one School or Facility.
- A School **Split** is when the group of students from one existing School is reassigned to two or more Schools, in one or more Facilities.

# Facility and School Registry

## Appendix D – Important Facts



The following are some important facts and information to know for utilizing the Facility and School Application.

### Important Facts to Know

The following are some important facts to know while utilizing the Facility and School Application.

- **Request Window:** The Facility and School request window for the upcoming school year is January 15 – June 30
- **Rollover:** Occurs approximately June 30 – July 4 to rollover to the **new** fiscal year
- **Lockout:** Facility and School lockout for the current school year is November 1 – January 15
- **FTE Flag:** This designates that that your school system will be reporting the Full Time Equivalent (FTE) from the school that is created. If you choose to report FTE this also means that QBE and AYP will be automatically reported.
- **FTE 2 Flag:** This designates that that your school system will be reporting the Full Time Equivalent (FTE) 2 for Special Education students from the school that is created.
- **AYP Flag-** Annual Yearly Progress assessments are reported when an FTE is being reported on a school then AYP will always be reported. Details are available on the public Georgia Department of Education website <http://www.doe.k12.ga.us> under Data Reporting or the School Finder.
- **QBE Flag-** Quality Basic Education will be reported when FTE is selected funding for student which is directly related to.
- **New Facilities** can only be added in the FSR application at GaDOE after the site has been approved.
- There can be multiple schools per facility, but State Law only provides one principal allotment per Facility.

# Facility and School Registry

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## Appendix E – Facility, School and Program

### Overview Differences for Accountability

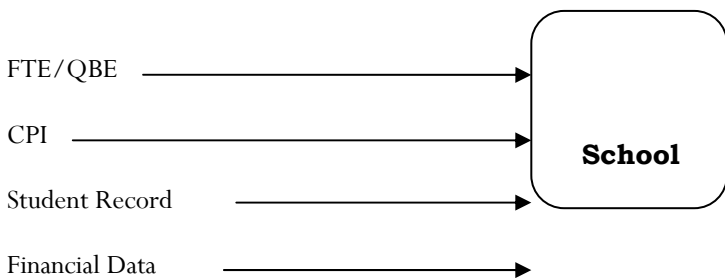
**Instructional Facility** – is a building or group of buildings that are used for educational purposes. The Facility reports CPI and Capital Outlay Expenditures.

- A facility record can only be created at GaDOE personnel, in Atlanta, after the Site/ Tract has been properly evaluated and accepted.
- Facilities will have four digit codes less than 6000.



**School** – an FTE/QBE reporting entity that must by federal law and state rule receive an annual AYP determination under the No Child Left Behind Act of 2001 (NCLB) and Georgia’s Single Statewide Accountability System (SSAS).

- Schools receive four digit entity codes of less than 6000.
- One or more schools can be attached to a single facility; although, state law only provides a salary supplement for one principal per facility.
- The school code can be obtained 6 months before the facility is ready to be occupied.



**Program** – programs are non-FTE reporting entities and do not receive annual AYP determinations. Students enrolled in programs are counted back to their respective home schools for FTE and AYP determinations.

- Programs receive four digit entity codes of greater than 6000 but less than 7000.
- One or more programs can be associated with a single facility.
- State Board Rule requires that all programs being operated by school systems have an active program code assigned by the GaDOE.

NOTE: Both schools and programs receive an NCES school ID for federal reporting purposes.