

## GO-IEP Extract for Student Records

1. We STRONGLY encourage all systems to use this extract for Sp Ed Event Codes. This includes systems who are using GO-IEP for the first time this year.
2. Data collections will open the SR Data Cleanse phase on Sept 15<sup>th</sup>.
3. We have REMOVED the Student ID (SS#) field and replaced it with null fields. This is a positive change this year by Data Collections.

Collection	Cycle	Start Date / Count Date	Initial Transmission Deadline	End Date
Student Record - Data Cleanse	1	Thursday, September 15, 2016	n/a	Friday, December 16, 2016
Student Record	1	Wednesday, February 08, 2017		Thursday, June 15, 2017

4. To create the extract, select the IEP Reports link on the gray bar. Then select Student Record Extract radio button.

Logged In User: [Alford, Diane] Role: [,SystemAdmin]

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Active Case: [No Active Student] Student Search

### IEP Reports

Students By Case Load
  Student Status
  Meetings
  IEP
  Student Record Extract
  Progress Report
  FTE Service Mins/Wks

**Search Students By Case Load**

System:    
 School:    
 Case Manager:

IEP Lapsed  
 IEP Lapse in  Months  
 Eligibility Lapsed  
 Eligibility Lapse in  Months

5. Select the button “Show Student Information” – this button does not show in this screenshot
6. You have 2 options – Generate Student Record Extract and Export to Excel. The view on your screen will look like the screenshot below.

Students By Case Load
  Student Status
  Meetings
  IEP
  Student Record Extract
  Progress Report
  FTE Service Mins/Wks

**Student Data Report**

[Generate Student Record Extract](#)
[Export to Excel](#)

No.	FISCAL YEAR	PERIOD	SYSTEM CODE	SCHOOL CODE	STUDENT ID	RECORD TYPE	EVENT CODE	EVENT DATE	STUDENT PRESENT AT CONFERENCE	PARENT PRESENT AT CONFERENCE	GTID
1	2017	1	678		256876248	G0101	01	19930719			9002263177
2	2017	1	678		259896507	G0102	02	20010103			9002732056
3	2017	1	678		259896507	G0103	03	20010104			9002732056
4	2017	1	678		259896507	G0104	04	20010201			9002732056
5	2017	1	678		259896507	G0105	05	20010216	Y	Y	9002732056
6	2017	1	678		259896507	G0106	06	20010217			9002732056
7	2017	1	678		669184268	G0102	02	20050804			9002579703
8	2017	1	678		669184268	G0106	06	20050804			9002579703
9	2017	1	678		669184268	G0103	03	20050804			9002579703

7. Excel is useful primarily for the purpose of reviewing the data you have submitted in order to check on any errors you have received. You can sort/filter by GTID or by event type as you are working. I have sorted by date to show the screenshot below in order to show the match between the lines in the extract and excel.

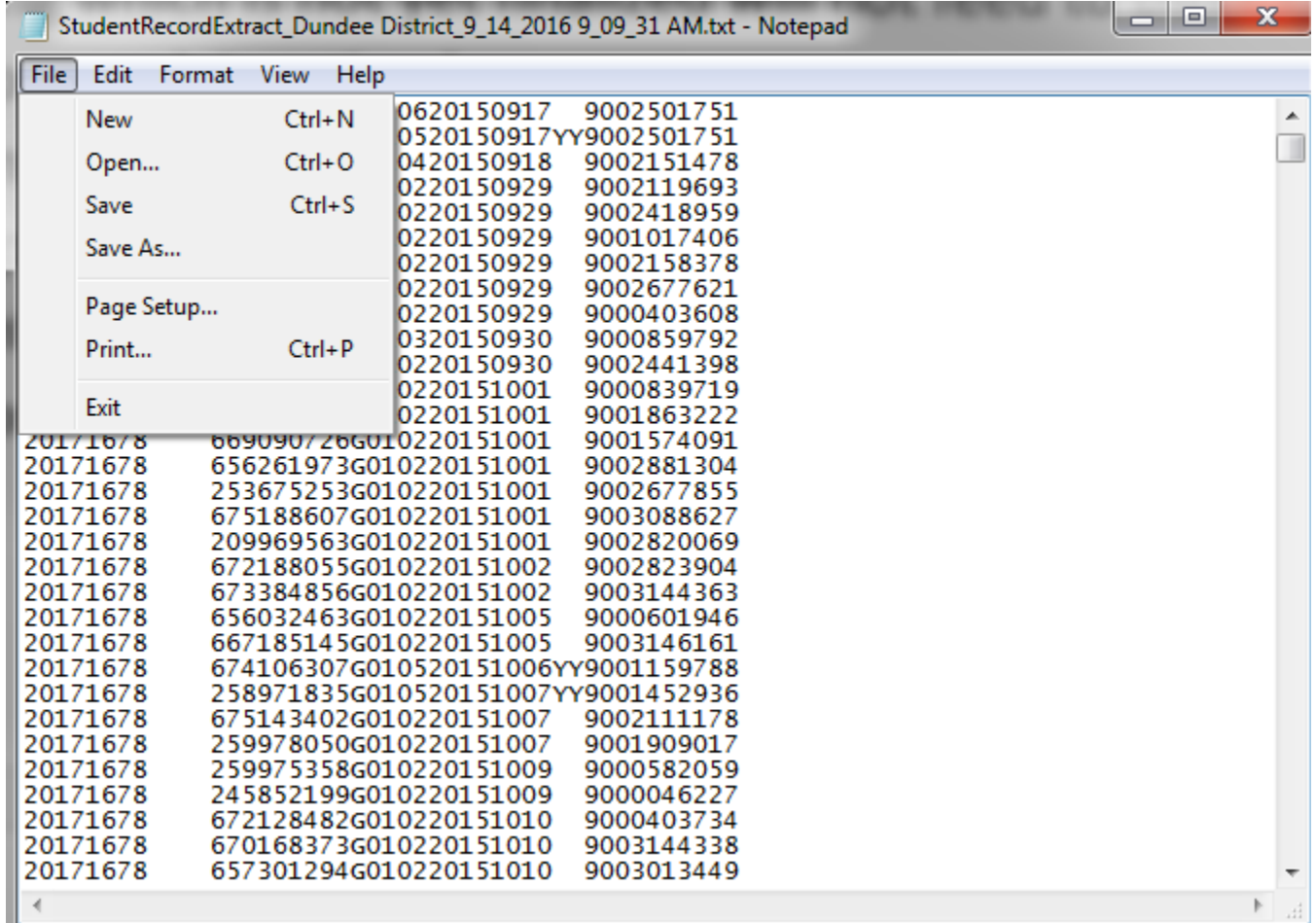
No.	FISCAL YEAR	PERIOD	SYSTEM CODE	SCHOOL CODE	STUDENT ID	RECORD TYPE	EVENT CODE	EVENT DATE	STUDENT PRESENT AT CONFERENCE	PARENT PRESENT AT CONFERENCE	GTID
1	2017	1	678		256876248	G0101	1	19930719			9002263177
2	2017	1	678		259896507	G0102	2	20010103			9002732056
3	2017	1	678		259896507	G0103	3	20010104			9002732056
4	2017	1	678		259896507	G0104	4	20010201			9002732056
5	2017	1	678		259896507	G0105	5	20010216	Y	Y	9002732056
6	2017	1	678		259896507	G0106	6	20010217			9002732056
7	2017	1	678		669184268	G0102	2	20050804			9002579703
8	2017	1	678		669184268	G0106	6	20050804			9002579703
9	2017	1	678		669184268	G0103	3	20050804			9002579703
10	2017	1	678		669184268	G0107	7	20050804	Y	Y	9002579703
11	2017	1	678		669184268	G0104	4	20050804			9002579703
12	2017	1	678		669184268	G0105	5	20050804	Y	Y	9002579703

8. The extract shown below has the same information on each line and is the format required by the data collections department. – The first line above can be seen as the first line of the extract screenshot below. Note that the lines are not in the same sequence in excel and the extract unless you filter excel by event date.

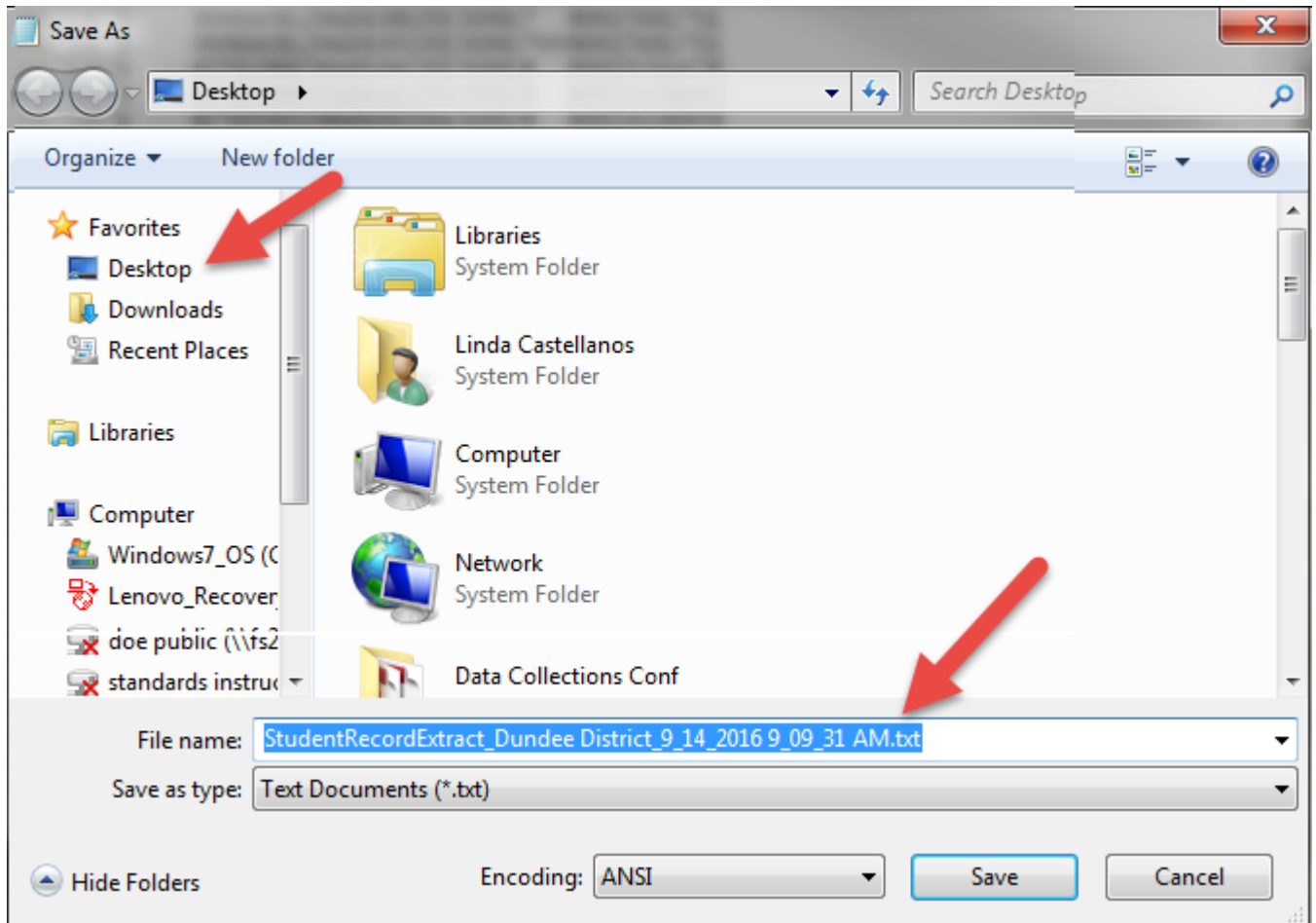
StudentRecordExtract\_Dundee District\_9\_14\_2016 8\_36\_04 AM.txt - Notepad

File	Edit	Format	View	Help
20171678	256876248	G0101	19930719	9002263177
20171678	259896507	G0102	20010103	9002732056
20171678	259896507	G0103	20010104	9002732056
20171678	259896507	G0104	20010201	9002732056
20171678	259896507	G0105	20010216	9002732056
20171678	259896507	G0106	20010217	9002732056
20171678	669184268	G0102	20050804	9002579703
20171678	669184268	G0106	20050804	9002579703
20171678	669184268	G0103	20050804	9002579703
20171678	669184268	G0107	20050804	9002579703
20171678	669184268	G0104	20050804	9002579703
20171678	669184268	G0108	20050804	9002579703
20171678	669184268	G0101	20050804	9002579703
20171678	230736821	G0103	20080105	9002100631
20171678	230736821	G0104	20080109	9002100631
20171678	230736821	G0105	20080115	9002100631
20171678	230736821	G0106	20080116	9002100631
20171678	244895075	G0106	20080528	9002859898
20171678	230736821	G0108	20110109	9002100631
20171678	655091963	G0104	20110314	9001535095
20171678	674305363	G0104	20130830	9000457188
20171678	260855191	G0102	20131002	9000884981
20171678	260855191	G0103	20131015	9000884981
20171678	260855191	G0105	20131020	9000884981
20171678	260855191	G0106	20131020	9000884981
20171678	260855191	G0104	20131020	9000884981
20171678	674106307	G0104	20131122	9001159788
20171678	260976983	G0104	20140105	9000658576
20171678	256795357	G0104	20140125	9001985609
20171678	257876786	G0104	20140208	9001951855

9. Inside this notepad file - select File – then Save As –



10. The correct name for the file will be automatically generated. Save the file on your computer and then upload it on the DOE Data Collections website.



11. Remember that anything which is not yet finalized will not feed to this extract. It is very important that teachers finalize all paperwork in a timely manner.
12. All dates on any consent to evaluate, any eligibility, any redetermination in which the student remained eligible or any IEP completed inside GO will feed to the extract. All appropriate dates, including the new event 11 and event 12 will feed to the extract. **Additionally, all appropriate dates entered inside the transfer or override forms will also feed to the extract.**
13. MANY dates will still appear in the rejected records report. This is to be expected from any IEP software program extract. Please take care of this FIRST.....It will get rid of many errors!
- We are including events from Jan – June of 2016 ONLY IF THEY WERE NOT REPORTED LAST YEAR in this extract. We are doing this because many systems who did not use the GO extract in the prior year for SR failed to report meetings which happened in the spring.
  - Dates which were entered on the override form or on the transfer form will often be rejected because they occurred outside of the current school year or outside of the student’s enrollment in your district. You can look in the student file in GO while working on the records recovery site and easily determine the code to select in the records recovery site.
  - New districts, or districts using the GO extract for the first time this year, will have more of these rejected dates than districts previously using the GO extract.
14. You should be running the disability report to be sure that all SWDs are appropriately coded in your SIS and that they have the correct primary dis. You should be doing this now for FTE and regularly prior to SR signoff.

15. You should be running the GAA report in GO to be sure that this is entered in your SIS.
16. Some of you have asked about a report for parent & student in attendance. This info is included in the SR extract so you can create your own report if you need this info for some reason other than the SR extract.
17. Carol Seay worked with the GO-IEP team to develop a PowerPoint last year with specific suggestions to look at as you work to cleanse your special education errors. This will also be sent to you separately.