GEORGIA DEPARTMENT OF EDUCATION (GADOE)

Office of Technology Services – Technology Management

FY2025 Student Record Data Collection Data File Layout - School Level



Document Revision Updates

DATE	DATA ELEMENT	ADDED
DATE	DATA ELEMENT	CHANGED
7/1/2023	FISCAL YEAR	Changed to '2025'
DATE	DATA ELEMENT	MERGED
DATE	DATA ELEMENT	DELETED

SCHOOL Level Record Layout (B01) – Title I, Title III, Free/Reduced Status, and Unsafe Schools

School coordinators should collect and verify the information to make sure the proper data are being collected and are sent to the district office for inclusion in the student record.

Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
B001	FISCAL YEAR	A	уууу	4	1	4	Fiscal year of record.	E010 - FISCAL YEAR not valid. FISCAL YEAR must be the current valid FISCAL YEAR.
B002	PERIOD	Α	х	1	5	5	Reporting period of record.	E021 - Always equal to '1'.
B003	SYSTEM CODE	А	xxx	3	6	8	School System Code.	E040 - Must be an active SYSTEM CODE in the <i>Facilities Database</i> in the range 601-799.
B004	SCHOOL CODE	A	xxxx	4	9	12	School Code	E050 - SCHOOL CODE is missing or not valid for this system or was not reported in FTE 1 or FTE 3 of current school year. <i>Refer to the Facilities Database.</i>

Layout	Element	Field	Format	Length	Starting	Ending	Description	Edits
ID		Туре			Position	Position		
								E045 - Data reported for SCHOOL CODE in FTE-1 and/or FTE-3 but no school-level Student Record data have been submitted for SCHOOL CODE. All schools that reported FTE for the current school year must also submit school-level Student Record information.
								E052 - Student Level Record data must be submitted for all schools reporting School Level Record data. W052 - No students were reported
								withdrawn from this school.
B005	RECORD TYPE	Α	xxx	3	13	15	Identifies record layout.	E812 - Equals 'B01' for school level record layout.
	Filler			65	16	80		Filler
B007	TITLE I SCHOOL CODE	A	X	1	81	81	Indicates the type of Title I program this school year.	E260 - Must equal one of the following codes: '1' Targeted Assistance Title Program '2' School-wide Title Program '9' No Title program exists in the school E263 - Title participation data reported on Student level record but school has no Title program. E2641 - TITLE SCHOOL CODE = '1' or '2' but the school is not listed as a Title school by the Title program. E2644 - TITLE 1 SCHOOL CODE = '1' but the school is not listed by the Title program with a Targeted Assistance Title Program.
								E2651 - TITLE 1 SCHOOL CODE = '2' but the school is not listed by the Title I

Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
		7.						program with a school-wide Title I program.
								E2655 - TITLE I SCHOOL CODE = '9' but the Title I program indicates the school has a Title I program.
B105	STEM/STEAM SCHOOL	A	x	1	82	82		E2665 - Must equal one of the following codes: 'S' State-certified STEM/STEAM school 'P' STEM/STEAM Program at school (some students participate) 'N' Not a STEM/STEAM school; no STEM/STEAM Program at school. E2669 - STEM/STEAM SCHOOL = 'S' but the school is not listed by the STEM/STEAM office as a STEM/STEAM school. E2679 - STEM/STEAM SCHOOL = 'P' but the school is not listed by the
								STEM/STEAM office with a STEM/STEAM program at the school.
								E2668 - STEM/STEAM SCHOOL = 'N' but the school is listed by the STEM/STEAM office as a STEM/STEAM school or program.
B009	AGGRAVATED BATTERY (USCO)	N	nn	2	83	84	Number of USCO Incidents of Aggravated Battery (00-99). See "USCO Incidents" in Data Element Detail.	E3125 - AGGRAVATED BATTERY must be a number 00-99.
B010	AGGRAVATED CHILD MOLESTATION (USCO)	N	nn	2	85	86	Number of USCO Incidents of Aggravated Child Molestation (00-99).	E3126 - AGGRAVATED CHILD MOLESTATION must be a number 00- 99.
B011	AGGRAVATED SEXUAL BATTERY (USCO)	N	nn	2	87	88	Number of USCO Incidents of Aggravated Sexual Battery (00-99).	E3127 - AGGRAVATED SEXUAL BATTERY must be a number 00-99.

Georgia Department of Education 4 of 14 July 1, 2024

Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
B012	AGGRAVATED SODOMY	N	nn	2	89	90	Number of USCO Incidents of	E3128 - AGGRAVATED SODOMY must
DOIL	(USCO)	.,		_		30	Aggravated Sodomy (00-99).	be a number 00-99.
B013	ARMED ROBBERY	N	nn	2	91	92	Number of USCO Incidents of	E3129 - ARMED ROBBERY must be a
D013	(USCO)	.,		_	31	32	Armed Robbery (00-99).	number 00-99.
B014	FIRST DEGREE ARSON	N	nn	2	93	94	Number of USCO Incidents of	E3130 - FIRST DEGREE ARSON must be a
5011	(USCO)	.,		_			First Degree Arson (00-99).	number 00-99.
B015	KIDNAPPING	N	nn	2	95	96	Number of USCO Incidents of	E3131 - KIDNAPPING must be a number
2020	(USCO)			_			Kidnapping (00-99).	00-99.
B016	MURDER	N	nn	2	97	98	Number of USCO Incidents of	E3132 - MURDER must be a number 00-
	(USCO)						Murder (00-99).	99.
B017	RAPE	N	nn	2	99	100	Number of USCO Incidents of	E3133 - RAPE must be a number 00-99.
	(USCO)						Rape (00-99).	
B018	VOLUNTARY MANSLAUGHTER	N	nn	2	101	102	Number of USCO Incidents of	E3134 - VOLUNTARY MANSLAUGHTER
	(USCO)						Voluntary Manslaughter (00-	must be a number 00-99.
	,						99).	
B019	NON-FELONY DRUGS	N	nn	2	103	104	Number of USCO Incidents of	E3135 - NON-FELONY DRUGS must be a
	(USCO)						Non-Felony Drugs (00-99).	number 00-99.
B020	FELONY DRUG	N	nn	2	105	106	Number of USCO Incidents of	E3136 - FELONY DRUGS must be a
	(USCO)						Felony Drug (00-99).	number 00-99.
B021	FELONY WEAPONS	N	nn	2	107	108	Number of USCO Incidents of	E3137 - FELONY WEAPONS must be a
	(USCO)						Felony Weapons (00-99).	number 00-99.
B022	TERRORISTIC THREATS	N	nn	2	109	110	Number of USCO Incidents of	E3138 - TERRORISTIC THREATS must be
	(USCO)						Terroristic threats (00-99).	a number 00-99.
B023	DUAL ENROLLMENT AWARENESS	Α	N	1	111	111	Were 8th grade students made	E3551 – School is reporting students in
	8 th GRADE						aware of Dual Enrollment	GRADE LEVEL = '08'. DUAL
							opportunities for the next	ENROLLMENT AWARENESS 8th GRADE
							academic year regarding	must equal one of the following (cannot
							scheduling, enrollment, and	be blank):
							coursework guidance?	Y - Yes
								N - No
B024	DUAL ENROLLMENT AWARENESS	Α	N	1	112	112	Were 9 th grade students made	E3552 - School is reporting students in
	9 th GRADE						aware of Dual Enrollment	GRADE LEVEL = '09'. DUAL
							opportunities for the next	ENROLLMENT AWARENESS 9th GRADE
							academic year regarding	must equal one of the following (cannot
							scheduling, enrollment, and	be blank):
							coursework guidance?	Y - Yes
								N - No
B025	DUAL ENROLLMENT AWARENESS	Α	N	1	113	113	Were 10 th grade students	E3553 - School is reporting students in
	10th GRADE						made aware of Dual	GRADE LEVEL = '10'. DUAL
							Enrollment opportunities for	ENROLLMENT AWARENESS 10 th GRADE
							the next academic year	

Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
							regarding scheduling, enrollment, and coursework guidance?	must equal one of the following (cannot be blank): Y - Yes N - No
B026	DUAL ENROLLMENT AWARENESS 11 th GRADE	A	N	1	114	114	Were 11 th grade students made aware of Dual Enrollment opportunities for the next academic year regarding scheduling, enrollment, and coursework guidance?	E3554 -School is reporting students in GRADE LEVEL = '11'. DUAL ENROLLMENT AWARENESS 11 th GRADE must equal one of the following (cannot be blank): Y - Yes N - No
B027	SOCIAL WORK CASES: Health Services	N	nnnnn	<u>6</u>	115	120	Total number of cases regarding health services (e.g., hearing, dental, vision, immunizations, medications, illness, etc.) handled by school social worker this school year.	W551 - The sum of all SOCIAL WORK CASES data items should not equal zero. Please check the data.
B028	SOCIAL WORK CASES: Foster Care Services	N	nnnnn	6	121	126	Total number of cases involving students in foster care (e.g., Trauma-Informed Education Support (TIES) meetings) handled by the school social worker this school year.	W551 - The sum of all SOCIAL WORK CASES data items should not equal zero. Please check the data.
B029	SOCIAL WORK STUDENT COUNT: Unduplicated Count of Students Served	N	nnnnn	<u>6</u>	127	132	Unduplicated number of individual students served by the school social worker per school year. Each student counts once, even with multiple case/intervention/referral categories.	W5501 - The sum of all SOCIAL WORK STUDENT COUNT Unduplicated Count of Students Served should not equal zero. Please check the data.
B030	SOCIAL WORK SERVICES/INTERVENTIONS: Crisis Response Team	N	nnnnn	<u>6</u>	133	138	Total number of crisis response team deployments during or following a traumatic event (e.g., death, school lock-down, emergency that causes school disruption, etc.) by the school social worker.	W550 - The sum of all SOCIAL WORK SERVICES/INTERVENTIONS should not equal zero. Please check the data.

Georgia Department of Education 6 of 14 July 1, 2024

Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
B031	SOCIAL WORK SERVICES/INTERVENTIONS: Supervisory Conferences	N.	nnnnn	<u>6</u>	139	144	Total number of contacts with other professionals and/or interns to provide supervision, mentorship, or guidance by a school social worker.	W550 - The sum of all SOCIAL WORK SERVICES/INTERVENTIONS should not equal zero. Please check the data.
B032	SOCIAL WORK SERVICES/INTERVERTIONS: Community Participation	N	nnnnn	<mark>6</mark>	<mark>145</mark>	<mark>150</mark>	Total number of community meetings attended by a school social worker, as a school district representative.	W550 - The sum of all SOCIAL WORK SERVICES/INTERVENTIONS should not equal zero. Please check the data.
	Filler			<mark>188</mark>	<mark>151</mark>	338		Filler
B080	SOCIAL WORK SERVICES/INTERVENTIONS: Conferences with Students	N	nnnnn	6	339	344	Total Number of Single (Core Social Work) contacts in person, by phone, or mail with students by Social Workers this year. <u>Excludes classroom quidance</u> , assemblies, etc.	W550 - The sum of all SOCIAL WORK SERVICES/INTERVENTIONS should not equal zero. Please check the data.
B081	SOCIAL WORK SERVICES/INTERVENTIONS: Conferences with Parents or Guardians	N	nnnnn	6	345	350	Total Number of <u>Direct</u> Single Contacts in person, by phone, or mail with Parent or <u>Guardian</u> by Social Workers this year. <u>Excludes parent</u> nights, PTO presentations, etc.	W550 - The sum of all SOCIAL WORK SERVICES/INTERVENTIONS should not equal zero. Please check the data.
B082	SOCIAL WORK SERVICES/INTERVENTIONS: Consults with School Staff	N	nnnnn	6	351	356	Total Number of <u>Student/Family</u> Related contacts in person, by phone, or mail with school staff by Social Workers this year. <u>Excludes faculty presentations,</u> Lunch and Learns, etc.	W550 - The sum of all SOCIAL WORK SERVICES/INTERVENTIONS should not equal zero. Please check the data.
	Filler	N	nnnnnn	6	357	362		Filler
B084	SOCIAL WORK SERVICES/INTERVENTIONS: Economic Aid Support	N	nnnnnn	6	363	368	Total number of sessions by social workers this year which result in providing direct services such as clothing, glasses, etc.	W550 - The sum of all SOCIAL WORK SERVICES/INTERVENTIONS should not equal zero. Please check the data.
B085	SOCIAL WORK SERVICES/INTERVENTIONS: Home-Visits	N	nnnnnn	6	369	374	Total number of trips made by social workers this school year to homes to impart or gather information.	W550 - The sum of all SOCIAL WORK SERVICES/INTERVENTIONS should not equal zero. Please check the data.
Filler	Filler			6	375	380		Filler

Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
B087	SOCIAL WORK CASES: Child Abuse and Neglect Services.	N	nnnnnn	6	381	386	Total number of cases regarding physical, sexual, or emotional abuse handled by social workers this school year.	W551 - The sum of all SOCIAL WORK CASES data items should not equal zero. Please check the data.
В088	SOCIAL WORK CASES: Academic Support	N	nnnnn	6	387	392	Total number of cases regarding academic challenges (e.g., underachievement, inattention, incomplete assignments, etc.) including Response to Intervention (RTI) and Student Support Team (SST) cases, handled by the school social worker this school year. Exclude Individual Education Plans (IEP) and Students with Disabilities (SWD); see B092.	W551 - The sum of all SOCIAL WORK CASES data items should not equal zero. Please check the data.
B089	SOCIAL WORK CASES: Attendance/Dropout Prevention Services	N	nnnnn	6	393	398	Total number of cases regarding unexcused absences or truancy, and cases/consults involving students who have been identified at-risk for dropping out of school handled by social workers this school year.	W551 - The sum of all SOCIAL WORK CASES data items should not equal zero. Please check the data.
B090	SOCIAL WORK CASES: Behavior/Discipline Services	N	nnnnnn	6	399	404	Total number of cases involving discipline, bullying, alcohol/drugs, gangs and custody issues handled by social workers this school year.	W551 - The sum of all SOCIAL WORK CASES data items should not equal zero. Please check the data.
B091	SOCIAL WORK CASES: Family Services	N	nnnnn	6	405	410	Total number of cases with parent/guardian problems (e.g., parent/guardian distress, substance abuse, poverty, economic aid, divorce/custody, parenting skills, etc.) handled by the school social worker this school year.	W551 - The sum of all SOCIAL WORK CASES data items should not equal zero. Please check the data.
B092	SOCIAL WORK CASES: Special Education Services	N	nnnnnn	6	411	416	Total number of cases involving special Education	W551 - The sum of all SOCIAL WORK CASES data items should not equal zero. Please check the data.

Georgia Department of Education

Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
							students handled by social workers this school year.	
B093	SOCIAL WORK REFERRALS: Department of Family and Children Services (DFCS)	N	nnnnnn	6	417	422	Total number of <u>reports made</u> <u>by the SSW</u> to the Department of Family and Child Services this school year.	W552 - The sum of all SOCIAL WORK REFERRALS data items should not equal zero. Please check the data.
B094	SOCIAL WORK REFERRALS: Juvenile and Other Court	N	nnnnnn	6	423	428	Total number of complaints/petitions filed by the SSW this school year to juvenile, state, and other courts.	W552 - The sum of all SOCIAL WORK REFERRALS data items should not equal zero. Please check the data.
B095	SOCIAL WORK REFERRALS: Mental Health Services	N	nnnnnn	6	429	434	Total number of <u>direct</u> referrals made by the SSW to mental health agencies this school year.	W552 - The sum of all SOCIAL WORK REFERRALS data items should not equal zero. Please check the data.
B096	SOCIAL WORK REFERRALS: Health Services	N	nnnnnn	6	435	440	Total number of <u>direct</u> <u>referrals</u> to health agencies or physicians other than mental health made by Social workers this school year.	W552 - The sum of all SOCIAL WORK REFERRALS data items should not equal zero. Please check the data.
B097	SOCIAL WORK REFERRALS: Community Agencies	N	nnnnn	6	441	446	Total number of <u>direct</u> referrals made by the SSW to Community Agencies other than DFACS, Courts, Mental Health or Health Providers this school year.	W552 - The sum of all SOCIAL WORK REFERRALS data items should not equal zero. Please check the data.
в098	CPR_AED	A	х	1	447	447	Indicates whether a school with grades 9-12 provided instruction in CPR and the use of AED in PE courses. Required for schools with GRADE LEVEL '09' – '12'. State Board Rule 160-4-212 Comprehensive Health and Physical Education.	Y' Yes, the school with GRADE LEVEL '09' – '12' provided instruction in CPR and the use of AED in PE courses. 'N' No, the school with GRADE LEVEL '09' – '12' does not provide instruction in CPR and the use of AED in PE courses. Blank GRADE LEVEL 'PK' – '08' should be blank.
								E788 - CPR_AED should be blank for a school with GRADE LEVEL = 'PK' – '08'.

Georgia Department of Education 9 of 14 July 1, 2024

Layout	Element	Field	Format	Length	Starting	Ending	Description	Edits
ID		Туре			Position	Position	•	
B099	ONLINE SCHOOL	A	х	1	448	448	Indicates the school offers only instruction in which students and teachers are separated by time and/or location, and that interaction occurs via computers and /or	Y - Yes, the school is exclusively an online/virtual school. N - No, the school is not exclusively an online/virtual school.
							telecommunication technologies. A 'virtual classroom' generally does not have a physical facility that allows students to attend classes on site. (NCES definition).	E1825 - The SCHOOL CODE was reported as ONLINE LINE = 'Y' in the prior FISCAL YEAR Student Record, but ONLINE SCHOOL = 'N' in the current Student Record cycle.
B100	SOCIAL WORK CASES: Mental Health Services	N	nnnnn	6	449	454	Total number of cases addressing student mental health challenges (e.g., anxiety, depression, self-harm, suicidality, substance abuse, etc.) handled by the school social worker this school year.	W551 - The sum of all SOCIAL WORK CASES data items should not equal zero. Please check the data.
B101	SOCIAL WORK CASES: Homeless Services	N	nnnnnn	6	455	460	Total number of cases involving homeless students and families handled by social workers this school year.	W551 - The sum of all SOCIAL WORK CASES data items should not equal zero. Please check the data.
	Filler	N	<mark>nnnnnn</mark>	<mark>6</mark>	<mark>461</mark>	<mark>466</mark>		Filler Filler
B103	SOCIAL WORK SERVICES/INTERVENTIONS: Group Interventions	N	nnnnnn	6	467	472	Total Number of Groups led or co led by Social Workers this year, e.g. conflict resolution, self-esteem, grief, etc.	W550 - The sum of all SOCIAL WORK SERVICES/INTERVENTIONS should not equal zero. Please check the data.
B104	SOCIAL WORK SERVICES/INTERVENTIONS: Crisis Interventions	N	nnnnn	6	473	478	Total number of Single contacts in person, by phone, or mail involving life-threatening issues with students or staff (suicide, homicide, other death or traumatic event).	W550 - The sum of all SOCIAL WORK SERVICES/INTERVENTIONS should not equal zero. Please check the data.
B105	SOCIAL WORK SERVICES/INTERVENTIONS: Agency Visits	N	nnnnnn	6	479	484	Total number of trips made by social workers this school year to agencies to impact, or gather information, e.g. juvenile court, DFCS, MDT, or	W550 - The sum of all SOCIAL WORK SERVICES/INTERVENTIONS should not equal zero. Please check the data.

Georgia Department of Education

10 of 14

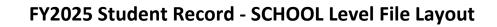
Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
							other agency visits on behalf of students and/or families.	
B106	SOCIAL WORK SERVICES/INTERVENTIONS: Special Programs	N N	nnnnn	<u>6</u>	485	<u>490</u>	Total number of special programs (e.g., assemblies, lunch and learns, parent night presentations, etc.) where the school social worker shared information or facilitated a presentation. This should reflect the number of programs, not the number of participants.	W550 - The sum of all SOCIAL WORK SERVICES/INTERVENTIONS should not equal zero. Please check the data.
	Filler			10	491	500		Filler

Georgia Department of Education 11 of 14 July 1, 2024

Appendix A – School Level Data Elements

School Level Data Elements	Starting Position
AGGRAVATED BATTERY (USCO)	83
AGGRAVATED CHILD MOLESTATION (USCO)	85
AGGRAVATED SEXUAL BATTERY (USCO)	87
AGGRAVATED SODOMY (USCO)	89
ARMED ROBBERY (USCO)	91
CPR_AED	447
DUAL ENROLLMENT AWARENESS 8TH GRADE	111
DUAL ENROLLMENT AWARENESS 9TH GRADE	112
DUAL ENROLLMENT AWARENESS 10 TH GRADE	113
DUAL ENROLLMENT AWARENESS 11 TH GRADE	114
FELONY DRUG (USCO)	105
FELONY WEAPONS (USCO)	107
FIRST DEGREE ARSON (USCO)	93
FISCAL YEAR	1
KIDNAPPING (USCO)	95
MURDER (USCO)	97
NON-FELONY DRUGS (USCO)	103
ONLINE SCHOOL	448
PERIOD	5
RAPE (USCO)	99
RECORD TYPE	13
SCHOOL CODE	9
SOCIAL WORK CASES: Academic Support	387
SOCIAL WORK CASES: Attendance/Dropout Prevention Services	393
SOCIAL WORK CASES: Child Abuse and Neglect Services	381
SOCIAL WORK CASES: Family Services	405
SOCIAL WORK CASES: Foster Care Services	<mark>121</mark>

SOCIAL WORK CASES: Health Services	<mark>115</mark>
SOCIAL WORK CASES: Homeless Services	455
SOCIAL WORK CASES: Behavior/Discipline Services	399
SOCIAL WORK CASES: Special Education	411
SOCIAL WORK CASES: Special Programs	461
SOCIAL WORK CASES: Mental Health Services	449
SOCIAL WORK REFERRALS: Community Agencies	441
SOCIAL WORK REFERRALS: Health Services	435
SOCIAL WORK REFERRALS: Juvenile and Other Court	423
SOCIAL WORK REFERRALS: Mental Health Services	429
SOCIAL WORK REFERRALS: Department of Family and Children Services (DFCS)	417
SOCIAL WORK SERVICES/INTERVENTIONS: Agency Visits	479
SOCIAL WORK SERVICES/INTERVERTIONS: Community Participation	<mark>145</mark>
SOCIAL WORK SERVICES/INTERVENTIONS: Conferences with Parents or Guardians	345
SOCIAL WORK SERVICES/INTERVENTIONS: Crisis Interventions	473
SOCIAL WORK SERVICES/INTERVENTIONS: Group Interventions	467
SOCIAL WORK SERVICES/INTERVENTIONS: Home Visits	369
SOCIAL WORK SERVICES/INTERVENTIONS: Conferences with Students	339
SOCIAL WORK SERVICES/INTERVENTIONS: Consults with Agencies	357
SOCIAL WORK SERVICES/INTERVENTIONS: Consults with School Staff	351
SOCIAL WORK SERVICES/INTERVENTIONS: Crisis Response Team	<mark>133</mark>
SOCIAL WORK SERVICES/INTERVENTIONS: Economic Aid Support	363
SOCIAL WORK SERVICES/INTERVENTIONS: Special Programs	<mark>485</mark>
SOCIAL WORK SERVICES/INTERVENTIONS: Supervisory Conferences	<mark>139</mark>
SOCIAL WORK STUDENT COUNT: Unduplicated Count of Students Served	<mark>127</mark>
STEM/STEAM SCHOOL	82
SYSTEM CODE	6
TERRORISTIC THREATS (USCO)	109
TITLE I SCHOOL CODE	81
VOLUNTARY MANSLAUGHTER (USCO)	101



Georgia Department of Education 14 of 14 July 1, 2024