



Georgia Department of Education

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"Educating Georgia's Future"

## Georgia Department of Education 65% Application Frequently Asked Questions

### 1. What is the purpose of the 65% Application?

The 65% Application is used to determine teacher and leader eligibility for the TEM and LEM. Resulting data in this application is also used to link Student Growth Percentile and Student Learning Objective results to the teachers and school leaders (principals and assistant principals).

### 2. How can I access the 65% Application?

District leaders (superintendents) and school leaders (principals) have been provisioned for the 65% application. The application is located within the GADOE portal. You can access the application under the 'TKES\_LKES 65 Percent' tab on the left-hand side of the GaDOE home screen.

### 3. What should I do if I need access to the 65% Application?

A request to have access to the application should initially be forwarded to your district's portal security officer. You should also follow the prompts through the GaDOE portal.

Note: There are only two levels of access for the 65% Application: District Level and School Level.

- District Level: The user would have the same level access as the superintendent. This person can sign off on the verified data for the entire school district.
- School Level: The user would have access to a specific school. This person can sign off on the verified data for the one school.

### 4. Is there a user guide to assist me with using the 65% Application?

Yes. Select the Help icon (upper right corner) once you have gained access to the application. The user guide is located there.

### 5. What data sources are used for the 65% TKES and LKES Applications?

Data sources for the TKES portion of the application include signed-off Student Class and Teacher Class files; for the LKES portion of the application, CPI and CCRPI files.

### 6. Why are teachers or students missing from rosters in the 65% application?

Teachers and students may be missing from rosters within the application if this information was not inputted in your SIS prior to signing off in June of the previous school year. Please note that any updates to data in your SIS that have been made since the time of sign-off will not be reflected in the 65% application.

### 7. What should a school leader/district do if they identify missing students or teachers in the 65% Application?

If students and/or teachers are missing from the rosters in the 65% application, those missing students and/or teachers will have to be addressed during the appeals process that occurs after the TEM and LEM results have been finalized. The application does not have the capability to add students and/or teachers outside of what was submitted through data collections at the time of the June 2015 sign-off.

### 8. Throughout the 65% Application I see Missing Class Start and End Dates or Student Start and End Dates. What does this mean?

In cases where start and end dates are missing, the data will be noted as exception data and should be labeled as such (shows in bold, red font); it should also be available to review in the exception data view. Changes can be made to the student and/or teacher 65% designation; changes made in the exception data views will be reflected in the non-exception data views of the application. These cases occur when there is a mismatch between Start and End date data in the Student Class and Teacher Class files.

### 9. What are the Teacher Exception and Student Exception tabs?

As noted in question 8, exception data occurs when there is a mismatch between the Start and End date data in the Student Class and Teacher Class files. Typically the dates are present in the Student Class files but missing from the Teacher Class files. These data can be viewed separate from the main school or district data in the Teacher Exception and Student Exception tabs, and the user can view all, search by school class, teacher name, student name, or marking period. Changes to these data can be made from "Does Not Meet" to "Meets," and those changes will be reflected in the main school or district data profiles.

**10. What should I do if the 65% requirement within the document is incorrect?**

The application allows the user to make modifications on teacher and student data from “Meets 65%” to “Does Not Meet 65%” and vice versa. You should make corrections and provide reasons for changes as needed.

**11. What if the course names that are in the application don’t match the names that we use in our district?**

IT pulled the most recent course names from the Student Longitudinal Data System, as the Teacher Class and Student Class files do not have this information. District course names might be slightly different. Note, however, that for the purposes of the TEM and LEM, **course numbers** are used.

**12. What should be done if the results for students in the TKES portion of the application are showing as “Meets” in year-long A/B courses? Note: Different teachers taught each segment. Will the student’s growth be connected to the school leader?**

To ensure that all data linkages are correct as submitted by the district, the application user should change student and teacher designations from “Meets” to “DNM” for year-long A/B courses with different teachers in the TKES portion of the application. The reason being is that these are year-long courses, and the teachers were not assigned to the courses for the entire school year, but instead just the first or second semester.

The student’s growth for those courses could be connected to the school leader, if the student is noted as “Meets” in the LKES portion of the application.

**13. What if the application won’t allow me to make updates for my school?**

Verify that the ‘I Accept’ box at the bottom of the home page is not greyed out. If the box is greyed out, this means that the verification process has been completed. You must contact your district’s superintendent/designee to reopen your application.

**14. What do I do if I need to make additional updates to my school’s 65% Application, but I have already signed-off?**

You must contact your district’s superintendent/designee to reopen your application.

**15. Have districts that have previously completed this verification process provided suggestions on how to complete this task?**

Yes. An example of how one district completed the 65% verification process is outlined below. [This is only an example, and not a required process.](#)

In working with our schools to complete the TKES and LKES 65% Verification process we found the best way to complete this was the following:

- Run reports of students with enrollment and withdrawal dates. Paying special attention to the students who left the district and then reentered the district at a later date.
- Run reports of all students with schedule changes during the year. Paying special attention to changes that occurred to semester 2 or nine week courses that may have changed after the first Student Class report in 2014-2015.
- Have the schools go through the 65% application and verify the students on the above list and make sure they calculated correctly and modify any that did. Also have the schools scroll through each page and verify that all classes are showing start and end dates; for those that do not they need to change the teachers and students to meets if applicable.

We also found it helpful to bring all of our schools together into one room to work on the application together as a large group.

**16. What could happen due to input errors in SIS or SC files?**

Input errors could affect the accuracy of the TEM/LEM. Specifically, the following could occur:

- No/wrong students are linked to a teacher in SC for growth.
- Wrong cert ID is provided in SC.
- Student or course start/end dates are not provided.

**17. If I have questions about the 65% application, what’s the best way to go about asking them?**

When contacting the GaDOE, please be as specific as you can. **Providing clear examples that include screenshots** will help the GaDOE TLE Data Team and IT better answer your questions. Please also try to consolidate questions into one email or word document so that we can aim to address as many issues as possible in a quick timeframe for you and your schools.

65% Application questions should be forwarded to Keisla Tisdell ([ktisdell@doe.k12.ga.us](mailto:ktisdell@doe.k12.ga.us)) and Carrie Matthews ([cmatthews@doe.k12.ga.us](mailto:cmatthews@doe.k12.ga.us)).