Get STAMPED!

Gold Level Data Professional

Georgia’s New “**S**tatewide **T**raining **a**nd **M**entorship **P**rogram for **E**ducational **D**ata”

**Overview and Rationale**

The “Get STAMPED” program is designed to provide high-quality training to those individuals charged with maintaining and reporting of educational data in Georgia’s public schools. The program has a flexible structure, offering participants a menu of 25courses from which they can choose, based on professional learning and career advancement goals. An experienced administrator may wish to only take a couple of “Get STAMPED” classes to become familiar with a new area of responsibility. On the other hand, a new information specialist or data clerk charged with data management for an entire school may wish to take many courses and become credentialed as a bronze, silver, or gold level data professional, with a comprehensive understanding of data reporting requirements for many of Georgia’s educational programs.

This program supports accurate Georgia Department of Education data collections, such as Full-Time Equivalent (FTE), Student Record, Certified / Classified Personnel Information, and Student Class. These major data collections impact funding, accountability scores, and program evaluation. Accurate reporting of data by school districts is also crucial to researchers and legislators who rely on this data to make critical judgments about the state of education in Georgia. The program further supports schools in accurate application of Georgia laws pertaining to enrollment, withdrawal, and attendance, as well as federal laws such as the Federal Education Rights and Privacy Act (FERPA).

All instructors are experienced experts in their fields from the Georgia Department of Education or Georgia school districts. All “Get STAMPED” courses will be offered through Georgia Virtual School’s online leaning management system, *Desire to Learn* ®, and all course instructors will receive training on both the platform and strategies for successful online teaching through participation in the already created course titled Tools for Effective Online Teaching, available at <https://www.openteachertraining.org/>. All courses offered by “Get STAMPED” will include opportunities for collaboration amongst course participants via synchronous or asynchronous discussions. This will encourage development of professional relationships statewide. Fostering these relationships is extremely important for individuals working in these roles, which are often only performed by one person in a school or district. Their professional networks must extend across individual school or district office buildings. Course work will also be job embedded, with each course requiring an activity that allows participants to research how course concepts are implemented in practice within a particular school or school district.

In addition to the 25 “Get STAMPED” courses, the comprehensive program also includes an orientation and mentorship program for new school-level information specialists / data clerks, as well as new district-level student information systems coordinators. Protégés are matched to experienced mentors who work in similar roles and contexts. Mentors receive targeted training and are given the opportunity to work with protégés at a face-to-face orientation, which includes a heavy emphasis on relationship building. After orientation, mentors conference with protégés, either in a face-to-face or virtual setting, on a minimum bi-weekly basis to provide ongoing and time-sensitive support for completion of common tasks.

The “Get STAMPED” program has been carefully designed to provide high-quality supports that are necessary to recruit and retain talented data professionals in Georgia’s public schools. This is accomplished through flexible and job-embedded learning that connects data professionals in a broad, statewide community dedicated to accurate collection and reporting of crucial data on K-12 learners and schools.

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**How do I learn more?**

Visit the “Get STAMPED” website at <https://gadoe.org/getstamped> to review the “Get STAMPED” program handbook and sign-up for an upcoming webinar to learn more!

* Tuesday, May 3, 2016: 3:30 PM EST
* Thursday, May 4, 2016: 7:00 PM EST
* Saturday, May 7, 2016: 10:00 AM EST
* Tuesday, May 10, 2016: 9:00 AM EST

**What is the cost?**

Courses are **FREE** to all full-time employees of Georgia public schools. Those not employed in Georgia schools may participate in ‘Get STAMPED’ courses for a modest fee of $49 per course.

*NOTE: While the orientation and mentorship program for new Student Information Systems Coordinators and Data Clerks / Information Specialists is also free of charge, districts will incur travel-related expenses.*

**Who is this designed for?**

**“Get STAMPED”** is available to anyone who wants to become more proficient in their current role or prepare for career advancement.

* District-Level Student Information Systems Coordinators
* Data Clerks and School Information Specialists
* School or District Administrative Assistants
* School or District Administrators
* School Counselors
* Many Others!

The program is also available to anyone currently not working in a public school who wishes to prepare for a new career!

**What is “Get STAMPED”?**

**“Get STAMPED”** is a flexible professional learning program to support those who are responsible for the collection, management, and reporting of educational data in the K-12 school setting.

The program includes 25 2-week online courses which are each offered 3 times per year. All courses are taught by expert professionals at the Georgia Department of Education or experienced leaders from Georgia school districts. Participants in “Get STAMPED” may pick and choose from available courses, based on individual professional learning needs and career goals. Collect stamps to earn ‘Get STAMPED’ credentials.

* 0-5 STAMPS: TARGETED PARTICIPANT
* 6-10 STAMPS: **GEORGIA BRONZE-LEVEL CERTIFIED DATA PROFESSIONAL**
* 11-15 STAMPS: **GEORGIA SILVER-LEVEL CERTIFIED DATA PROFSSIONAL**
* 16+ STAMPS: **GEORGIA GOLD-LEVEL CERTIFIED DATA PROFESSIONAL**

The program also includes an orientation and mentorship program for new district-level Student Information Systems Coordinators and school-level Data Clerks / Information Specialists.

**ALREADY AN EXPERIENCED PROFESSIONAL?**

Contact Jane Smith, the “Get STAMPED” program coordinator, at (404) 555-2316 or [jsmith@doe.k12.ga.us](mailto:jsmith@doe.k12.ga.us) to learn more about contributing to the professional growth of others and earning extra money by serving as a “Get STAMPED” mentor or teaching a “Get STAMPED” course.

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Course Descriptions &

Schedule of Classes

2016-2017

**Course Descriptions**

**Course Title:** **CRS101: Educational Terminology**

**Course Description:** This course concentrates on familiarizing participants with key terms and acronyms used in education and basic definitions of these terms.

**Instructor:** Anna Abel, Student Information Systems Coordinator: Johnson County Schools

**Sessions Offered:** Session 1: August 21, 2016 – September 3, 2016

Session 2: September 11, 2016 – September 24, 2016

Session 7: January 2, 2017 – January 14, 2017

**Course Title:** **CRS102: Student Data Privacy Laws**

**Course Description:** Participants will study the legal requirements for protection of student data, as found in such policies as the Family Educational Rights and Privacy Act (FERPA) and the Healthcare Insurance Portability and Accountability Act (HIPAA).

**Instructor:** Barry Baker, Chief Privacy Officer: Georgia Department of Education

**Sessions Offered:** Session 1: August 21, 2016 – September 3, 2016

Session 2: September 11, 2016 – September 24, 2016

Session 8: January 22, 2017 – February 4, 2017

**Course Title:** **103: Introduction to Georgia Data Collections & Reporting**

**Course Description:** This is an introductory course, designed to give participants an overview of state reporting coordinated by the Georgia Department of Education Data Collections and Accountability divisions, including Full-Time Equivalent (FTE), Certified / Classified Personnel Information (CPI), Student Record, Student Class, Teacher Class, Pre-ID Labels, and CCRPI Data Collections. Also included will be an overview of the bi-annual Office of Civil Rights (OCR) survey.

**Instructor:** Connie Clayton, Data Collections Specialist: Georgia Department of Education

Tara Turner, Accountability Specialist: Georgia Department of Education

**Sessions Offered:** Session 2: September 11, 2016 – September 24, 2106

Session 3: October 2, 2016 – October 15, 2016

Session 9: February 12, 2017 – February 25, 2017

**Course Title:** **CRS104: Georgia’s Statewide Longitudinal Data System (SLDS)**

**Course Description:** Participants will discover how SLDS can be used to acquire a vast amount of longitudinal data on students, including assessments, enrollment histories, historical grades, program participation, and attendance. Participants will also discover how SLDS may be useful in monitoring school improvement and teacher effectiveness. Included in this course will be a discussion of Georgia’s Growth Model.

**Instructor:** Danny Dasher, SLDS Training Coordinator: Georgia Department of Education

Evan Everett, Director of Accountability: Georgia Department of Education

**Sessions Offered:** Session 3: October 2, 2016 – October 15, 2016

Session 6: December 4, 2016 – December 17, 2016

Session 10: March 5, 2017 – March 18, 2017

**Course Title:** **CRS105: Special Education: An Overview**

**Course Description:** This course focuses on introducing participants to data collections and reporting related specifically to services provided to students with disabilities. Topics will include understanding terminology, the purpose and format of an Individualized Education Plan (IEP), and different scheduling models and supports available to students with disabilities.

**Instructor:** Franny Finch, Director of Special Education, Lee County Schools

**Sessions Offered:** Session 1: August 21, 2016 – September 3, 2016

Session 2: September 11, 2016 – September 24, 2016

Session 7: January 2, 2017 – January 14, 2017

**Course Title:** **CRS201: Full-Time-Equivalent (FTE)**

**Course Description:** By participating in this course, participants will gain a basic knowledge of how FTE reporting is completed in school districts. Assignments will be differentiated for school-based and system-based employees. This course is designed to be a general overview and more detailed FTE reporting instruction is also provided during program-specific courses.

**Instructor:** Gary Griffin, Data Collections Specialist, Georgia Department of Education

**Sessions Offered:** Session 2: September 11, 2016 – September 24, 2016

Session 3: October 2, 2016 – October 15, 2016

Session 8: January 22, 2017 – February 4, 2017

**Course Title:** **CRS202: Scheduling and Its Impact on Data Collections**

**Course Description:** Student schedule information is reported for various data collections, including Student Class, Teacher Class, and Student Record. In this course, participants will learn how to accurately schedule students and teachers for reporting purposes.

**Instructor:** Heather Hunt, Student Information Systems Coordinator, Chatham County Schools

**Sessions Offered:**  Session 1: August 21, 2016 – September 3, 2016

Session 3: October 2, 2016 – October 15, 2016

Session 7: January 2, 2017 – January 14, 2017

**Course Title:** **CRS203: Certified / Classified Personnel Information (CPI)**

**Course Description:** Participants will learn how to accurately submit personnel data for the Certified / Classified Personnel Information (CPI) report, which is used for making highly qualified staff determinations and for system training and experience funding.

**Instructor:** Inez Iglesias, Data Collections Coordinator, Georgia Department of Education

**Sessions Offered:** Session 4: October 23, 2016 – November 5, 2016

Session 6: December 4, 2016 – December 17, 2016

Session 8: January 22, 2017 – February 4, 2017

**Course Title:** **CRS205: Student ID Management and GUIDE**

**Course Description:** All students in Georgia are required to have a Georgia Testing Identifier (GTID) number. This session will focus on acquiring new GTID numbers, claiming existing GTID numbers, and best practices for identity management and tips for avoiding assignment of duplicate numbers to single students.

**Instructor:** Jamie Jackson, GUIDE Coordinator, Georgia Department of Education

**Sessions Offered:**  Session 1: August 21, 2016 – September 3, 2016

Session 7: January 2, 2017 – January 14, 2017

Session 16: July 30, 2017 – August 12, 2017

**Course Title:** **CRS301: Special Education Data Reporting**

**Course Description:** This course will provide more in-depth information about how data on special education students is reported through FTE and Student Record processes. (NOTE: Those unfamiliar with Special Education should take CRS105 prior to taking this course.)

**Instructor:** Kelly Kessler, Program Manager for Special Education, Georgia Department of Education

**Sessions Offered:**  Session 3: October 2, 2016 – October 15, 2016

Session 8: January 22, 2017 – February 4, 2017

Session 15: July 9, 2017 – July 22, 2017

**Course Title:** **CRS302: Remedial Education Program (REP)**

**Course Description:** This course will provide information about the rules and regulations for student participation in and state reporting for the Remedial Education Program (REP) that serves middle and high school students.

**Instructor:** Lisa Lamb, Program Manager for Remedial Education (REP), Georgia Department of Education

**Sessions Offered:** Session 4: October 23, 2016 – November 5, 2016

Session 9: February 12, 2017 – February 25, 2017

Session 13: May 7, 2017 – May 20, 2017

**Course Title:** **CRS303: Early Intervention Program (EIP)**

**Course Description:** This course will provide information about the rules and regulations for student participation in and state reporting for the Early Intervention Program (EIP) that elementary students.

**Instructor:** Mark Murphy, Program Manager for Early Intervention Program (REP), Georgia Department of Education

**Sessions Offered:**  Session 4: October 23, 2016 – November 5, 2016

Session 11: March 26, 2017 – April 8, 2017

Session 16: July 30, 2017 – August 12, 2017

**Course Title:** **CRS304: Gifted & Talented Education Program**

**Course Description:** This course will provide information about the rules and regulations for student participation in and state reporting for the Gifted & Talented Education Program.

**Instructor:** Nancy Nelson, Program Manager for Gifted & Talented Program, Georgia Department of Education

**Sessions Offered:**  Session 5: November 13, 2016 – November 29, 2016

Session 12: April 16, 2016 – April 29, 2016

Session 14: May 29, 2016 – June 10, 2016

**Course Title:** **CRS305: English Language Learners / English to Speakers of Other Languages (ESOL) / Migrant Education**

**Course Description:** This course will provide information about the rules and regulations for participation in and state reporting for students identified as English Language Learners and/or Migrant students.

**Instructor:** Oliver O’Neil, Program Manager for English to Speakers of Other Languages, Georgia Department of Education

Connie Callahan, Program Manager for Migrant Education, Georgia Department of Education

**Sessions Offered:** Session 6: December 4, 2016 – December 17, 2016

Session 10: March 5, 2017 – March 18, 2017

Session 14: May 29, 2017 – June 10, 2017

**Course Title:** **CRS306: Student Support Teams (SST), Section 504, and Tiers of Intervention**

**Course Description:** This course covers general information and data reporting requirements for several additional programs that are in place to support student success.

**Instructor:**  Penelope Peterson, Program Manager for SST / 504, Georgia Department of Education

Quincy Quinlan, Program Manager for Tiers of Intervention, Georgia Department of Education

**Sessions Offered:** Session 5: November 13, 2016 – November 29, 2016

Session 12: April 16, 2017 – April 29, 2017

Session 13: May 7, 2017 – May 20, 2017

**Course Title:** **CRS307: Title I Programs**

**Course Description:** Participants will learn how to properly code student data for reporting of participation in Title I programs. Also included in the course will be information about scheduling school services to avoid supplanting of funds for teachers paid from Title I grant allocations.

**Instructor:** Riley Roberson, Program Manager for Federal Programs, Georgia Department of Education

**Sessions Offered:** Session 8: January 22, 2017 – February 4, 2017

Session 11: March 26, 2017 – April 8, 2017

Session 15: July 9, 2017 – July 22, 2017

**Course Title:** **CRS401: Student Enrollment & Withdrawal**

**Course Description:** Participants in this course will review both state requirements for the enrollment and withdrawal of students, as well as the local decisions made by school districts related to enrollment and withdrawal. Also, included in this session will be information about House Bill 251 and Senate Bill 10, Georgia’s school choice legislation.

**Instructor:** Sally Smith, Student Information Systems Coordinator, Gwinnett County

**Sessions Offered:**  Session 4: October 23, 2016 – November 5, 2016

Session 10: March 5, 2017 – March 18, 2017

Session 16: July 30, 2017 – August 12, 2017

**Course Title:** **CRS402: Student Attendance: Data Reporting and Legal Compliance**

**Course Description:** During this course, participants will learn about various Georgia laws pertaining to student attendance and the legal obligation of school districts to inform parents of excessive student absences. This session will also cover services offered for students participating in hospital / homebound programs and school district’s obligation to report students not in compliance with compulsory school attendance.

**Instructor:** Tonya Tippins, Coordinator for Student Attendance and Truancy, Atlanta City Public Schools

**Sessions Offered:**  Session 5: November 13, 2016 – November 29, 2016

Session 9: February 12, 2017 – February 25, 2017

Session 13: May 7, 2017 – May 20, 2017

**Course Title:** **CRS403: Student Discipline Reporting and School Climate Rating for CCRPI**

**Course Description:** Participants will review appropriate reporting and coding of student disciplinary events for Student Record and how student discipline data is used in calculation of the school’s CCRPI School Climate Rating score.

**Instructor:** Ursula Underwood, Program Manager for Safe and Drug Free Schools, Georgia Department of Education

**Sessions Offered:**  Session 6: December 4, 2016 – December 17, 2016

Session 14: May 29, 2017 – June 10, 2017

Session 12: April 16, 2017 – April 29, 2017

**Course Title:** **CRS404: McKinney-Vento: The Homeless Education Act**

**Course Description:** This course introduces participants to the McKinney-Vento Act and includes information on screening for possible homeless status, both at the time of registration and throughout the school year. Participants will also learn of possible barriers to enrollment that must be addressed in order to provide immediate services to students experiencing homelessness.

**Instructor:** Victoria Vickery, Program Manager for the McKinney Vento Homeless Education Act, Georgia Department of Education

**Sessions Offered:**  Session 5: November 13, 2017 – November 29, 2017

Session 10: March 5, 2017 – March 18, 2017

Session 15: July 9, 2017 – July 22, 2017

**Course Title:** **CRS501: Georgia’s College and Career Ready Performance Index (CCRPI)**

**Course Description:** This course focuses on the Georgia’s College and Career Ready Performance Index (CCRPI) Data Calculation Guide. Participants will learn how CCRPI scores are calculated and why accurate data submissions are critical to school and district CCRPI scores.

**Instructor:** Walter Wilson, Director of Accountability, Georgia Department of Education

**Sessions Offered:**  Session 5: November 13, 2016 – November 29, 2016

Session 11: March 26, 2017 – April 8, 2017

Session 15: July 9, 2017 – July 22, 2017

**Course Title:** **CRS601: Custody Disputes in the School Setting**

**Course Description:** This course focuses on custody and guardianship issues as they pertain to the school setting, including the rights of parents to educational records, eligibility to enroll and withdrawal students, and parent ability to control emergency pickup lists. Tips will be provided for how to remain neutral in custody disputes, with a focus on participant research of how issues are approached with their individual school districts.

**Instructor:** Zina Zipperer, Assistant Superintendent, Bibb County Schools

**Sessions Offered:** Session 4: October 23, 2016 – November 5, 2016

Session 9: February 12, 2017 – February 25, 2017

Session 14: May 29, 2017 – June 10, 2017

**Course Title:** **CRS701: Excel for Managing Educational Data**

**Course Description:** This course offers tips and tricks for working with large sets of data using Microsoft Excel. Topics will include such topics as filters, formulas, and vlookups.

**Instructor:** Angie Anderson, Coordinator of Instructional Technology, Paulding County Schools

**Sessions Offered:** Session 6: December 4, 2016 – December 17, 2016

Session 12: April 16, 2017 – April 29, 2017

Session 13: May 7, 2017 – May 20, 2017

**Course Title:** **CRS702: Mail Merge Using Microsoft Office**

**Course Description:** This course offers instruction on how to use Microsoft Word and Microsoft Excel to produce mail merge documents, including letters, labels, and reports.

**Instructor:** Becky Benton, Information Technology Coordinator, Effingham County Schools

**Sessions Offered:** Session 7: January 2, 2017 – January 14, 2017

Session 10: March 5, 2017 – March 18, 2017

Session 14: May 29, 2017 – June 10, 2017

**Course Title:** **CRS703: Productivity Tools for the School Office**

**Course Description:** This course provides tips for staying organized and working more efficiently. Many free software tools will be explored such as Google Docs / Google Drive, video recording and screen capture tools, and calendaring software.

**Instructor:** Callie Collins, Technology Specialist, White County Schools.

**Sessions Offered:**  Session 9: February 12, 2017 – February 25, 2017

Session 11: March 26, 2017 – April 8, 2017

Session 16: July 30, 2017 – August 12, 2017

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| --- | --- | --- | --- | --- | --- | --- |
| 2015-2016 “Get STAMPED” Class Schedule | | | | | | |
| **Session #** | **Dates** | **Course Offering #1** | **Course Offering #2** | **Course Offering #3** | **Course Offering #4** | **Course Offering #5** |
| 1 | Begins: August 21, 2016  Ends: September 3, 2016 | CRS101 | CRS102 | CRS105 | CRS202 | CRS205 |
| 2 | Begins: September 11, 2016  Ends: September 24, 2016 | CRS101 | CRS102 | CRS103 | CRS105 | CRS201 |
| 3 | Begins: October 2, 2015  Ends: October 15, 2016 | CRS103 | CRS104 | CRS201 | CRS202 | CRS301 |
| 4 | Begins: October 23, 2016  Ends: November 5, 2016 | CRS203 | CRS302 | CRS303 | CRS401 | CRS601 |
| 5 | Begins: November 13, 2016  Ends: November 29, 2016 | CRS304 | CRS306 | CRS402 | CRS404 | CRS501 |
| 6 | Begins: December 4, 2016  Ends: December 17, 2016 | CRS203 | CRS305 | CRS403 | CRS701 | CRS104 |
| 7 | Begins: January 2, 2017  Ends: January 14, 2017 | CRS101 | CRS105 | CRS202 | CRS205 | CRS702 |
| 8 | Begins: January 22, 2017  Ends: February 4, 2017 | CRS307 | CRS102 | CRS201 | CRS301 | CRS203 |
| 9 | Begins: February 12, 2107  Ends: February 25, 2017 | CRS302 | CRS402 | CRS103 | CRS601 | CRS703 |
| 10 | Begins: March 5, 2017  Ends: March 18, 2017 | CRS104 | CRS305 | CRS401 | CRS404 | CRS702 |
| 11 | Begins: March 26, 2017  Ends: April 8, 2017 | CRS703 | CRS303 | CRS307 | CRS501 |  |
| 12 | Begins: April 16, 2017  Ends: April 29, 2017 | CRS304 | CRS306 | CRS403 | CRS701 |  |
| 13 | Begins: May 7, 2017  Ends: May 20, 2017 | CRS302 | CRS306 | CRS402 | CRS701 |  |
| 14 | Begins: May 29, 2017  Ends: June 10, 2017 | CRS304 | CRS305 | CRS403 | CRS601 | CRS702 |
| 15 | Begins: July 9, 2017  Ends: July 22, 2017 | CRS301 | CRS307 | CRS404 | CRS501 |  |
| 16 | Begins: July 30, 2017  Ends: August 12, 2017 | CRS205 | CRS303 | CRS401 | CRS703 |  |

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Mentorship Program

for

First-Year Student Information Systems Coordinators and School Data Clerks / Information Specialists

2016-2017

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What is the Mentorship Program?

Those responsible for data collections and reporting at both the district and school-level must understand a variety of educational programs and reporting requirements. Accurate data reporting is critical for school system funding, accountability, and program evaluation. The mentorship program connects both district and school-level data professionals with experienced mentors who serve in similar roles and school contexts.

Mentors and protégés meet, either face-to-face or via videoconferencing technology, on a bi-weekly basis for 30 minutes to 1 hour, at times determined by the mentor and protégé. Mentors are sent monthly e-mails with suggested topics based on upcoming data collection cycles. Additional questions and topics may also be discussed, based on the protégés’ needs. Most mentors will only work with 1-3 first-year protégés.

The mentorship program complements the “Get STAMPED” course offerings and participants are encouraged to participate both in the mentorship program and structured, topic-specific courses.

How do I Get Started?

The first step is to complete and submit a program application, which must be signed by your supervisor. Based on the information provided on this survey, you will be assigned a mentor. You and your mentor will both attend one of four statewide face-to-face orientation sessions offered at two locations in the state.

When is Orientation?

For 2016-2017, times and locations are as follows:

|  |  |  |
| --- | --- | --- |
| **Location** | **Mentor Schedule** | **Protégé Schedule** |
| **Fall Orientation Sessions** | | |
| Athens (Classic Center) | \*August 12th (begins @ 11:00 AM) – August 13th (ends @ 4:30 PM) | August 13th (begins @ 8:30 AM) –  August 14th (ends @ 11:30 AM) |
| Savannah (Marriott Hotel – Downtown) | \*August 19th (begins @ 11:00 AM)  – August 20th (ends @ 4:30 PM) | August 20th (begins @ 8:30 AM) –  August 21st (ends @ 11:30 AM) |
| **Spring Orientation Sessions** | | |
| Savannah (Marriott Hotel – Downtown) | \*January 13th (begins @ 11:00 AM) – January 14th (ends @ 4:30 PM) | January 14th (begins @ 8:30 AM) –  January 15th (ends @ 11:30 AM) |
| Athens (Classic Center) | \*January 6th (begins @ 11:00 AM)  – January 7th (ends @ 4:30 PM) | January 7th (begins @ 8:30 AM) –  January 8th (ends @ 11:30 AM) |

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Orientation Schedule of Events

|  |  |  |
| --- | --- | --- |
| **Time** | **Mentor Schedule** | **Protégé Schedule** |
| **Day 1** | | |
| 11:00 – 12:00 | Welcome and Ice Breakers |  |
| 12:00 – 1:00 | LUNCH |  |
| 1:00 – 2:00 | Tips for Being a Great Mentor |  |
| 2:00 – 2:40 | Protégé Data Sheet Review / Identification of Likely Needs |  |
| 2:40 – 2:50 | BREAK |  |
| 2:50 – 3:30 | Complete Advisement Sheets for “Get STAMPED” courses |  |
| 3:30 – 4:15 | Review of Requirements for Documentation of Mentor / Protégé activities and evaluations |  |
| **Day 2** | | |
| 8:30 – 9:30 | Welcome and Ice Breakers | Welcome and Ice Breakers |
| 9:30 – 10:30 | Mentor / Protégé “Get to Know You” Activities; Trade contact information | Mentor / Protégé “Get to Know You” Activities; Trade contact information |
| 10:30 – 10:40 | BREAK | BREAK |
| 10:40 – 11:30 | An Overview of Georgia Data Collections and Reporting Cycles | Review and Revision of Advisement Sheets for “Get STAMPED” courses after “Get to Know You” activities |
| 11:30 – 12:30 | Assist protégés with registration for “Get STAMPED” courses for next 3 months; Determine whether face-to-face meetings or videoconferencing meetings work best and create mentoring schedule for the year. | Assist protégés with registration for “Get STAMPED” courses for next 3 months; Determine whether face-to-face meetings or videoconferencing meetings work best and create mentoring schedule for the year. |
| 12:30 – 1:30 | LUNCH | LUNCH |
| 1:30 – 2:20 | Ensuring Successful Virtual Meetings | Ensuring Successful Virtual Meetings |
| 2:20 – 2:30 | BREAK | BREAK |
| 2:30 – 3:30 | Brainstorm Ideas for Tips and Tricks for Staying Organized | Orientation to Georgia Virtual School’s Online Learning Platform (used for “Get STAMPED” courses) |
| 3:30 – 4:15 | Mentors share ideas for staying organized | Mentors share ideas for staying organized |

|  |  |  |
| --- | --- | --- |
| **Time** | **Mentor Schedule** | **Protégé Schedule** |
| **Day 3** | | |
| 8:30 – 9:00 |  | Ice Breakers |
| 9:00 -10:00 |  | Tour of Georgia Department of Education Website |
| 10:00 – 10:10 |  | BREAK |
| 10:10 – 10:40 |  | Creation of Social Media Space for Program Participants |
| 10:40 – 11:10 |  | Creation of Google Docs Shared Folder for Sharing Resources |
| 11:10 – 11:30 |  | Closing Comments |