

3.7 Description of the Georgia Adult Learner Information System (GALIS)



Effective Date: July 1, 2007

Revises Previous Effective Date: N/A

I. Policy:

The Georgia Adult Learner Information System (GALIS) is a web-enabled management information system (MIS) developed to meet the individual needs of Georgia's adult education program, while meeting the guidelines of the National Reporting System (NRS). Each local eligible program shall enter data regularly (by the 10th of the month) into GALIS.

II. Applicability:

This applies to all Adult Education offices and employees associated with the Technical College System of Georgia.

III. Related Authority: N/A

IV. Definitions: N/A

V. Attachments: (Use the back button on your browser to return to this section after viewing an attachment).

[GALIS User Manual](#)

[OAE Electronic Sites](#)

VI. Procedure:

GALIS is a system to collect the data needed to meet state and local program management needs and the requirements of NRS. By utilizing a web-based system, the Department has access to real time data. The advantages of GALIS are:

- computerized individual student database;
- disaggregated data to instructional site and classroom level;

- individual student identified by goal;
- edit checks for test scores and other data integrity;
- data matches with external data systems; and
- other edit checks to monitor data quality.

The *GALIS User Manual* provides information to: 1) successfully log into the GALIS application, 2) navigate the main screens and tables, 3) review student, class, attendance, staff, site and report forms and sub-forms, 4) add new and modify existing data, 5) roll over data from a previous fiscal year and 6) view reports and save or print them.

Data Entry

The local eligible program enters data into GALIS on student demographics, student goals, student enrollment, conference notes, attendance, staff information, and class and site information.

Reports

GALIS aggregates the data for the NRS statistical reports, reports that are of benefit for the Department and local programs such as tracking student and program progress.

Technology Assistance

The GALIS staff provides technology assistance through training, help desk and list serve. The help desk is monitored continuously to provide instant assistance to the local programs. Electronic sites and addresses are available for report submission and assistance. Refer to *OAE Electronic Sites*.

VII. Records Retention:

GALIS data and documents will be maintained according to the Record Retention Chart which is located in the attachment section of Policy 2.3.