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

Effective Date: July 1, 2007; Professional Development added August 16, 2013.

Revises Previous Effective Date: N/A

I. Policy:
The Georgia Adult Learners Information System (GALIS) is a web-enabled management information system (MIS) developed to meet the individual needs of Georgia’s adult education programs, while meeting the guidelines of the State of Georgia and the Federal National Reporting System (NRS). Each local eligible program shall enter data from the prior month into GALIS by the 10th of the current month.

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 was designed 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 Office of Adult Education has access to real time data. The advantages of GALIS are:
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, professional development, site and report forms and subforms, 4) add new and modify existing data, 5) roll over data from a previous fiscal year and 6) view, save, export, and print reports.

Data Entry

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

Reports

GALIS aggregates the data for the NRS data tables, State reports, and local program specific reports such as tracking student and program progress.

Technology Assistance

The GALIS staff provides technology assistance through training, a helpdesk and statewide list serve. The helpdesk 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 must be maintained according to the Record Retention Chart which is located in the attachment section of Policy 2.3.