

Enrollment Audit & Child Count

LEA Audit Webinar



**District of Columbia
Office of the State Superintendent of Education**

Aug. 17, 2016

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Enrollment Audit & Child Count Training

Agenda

Enrollment Audit

Residency Verification

Residency Fraud

Homeless Education

Data Management

Child Count

Limited English Proficiency

Audit Process

Questions

Enrollment Audit

Enrollment Audit: Overview

What is the Enrollment Audit?

- The enrollment audit is used to develop public education funding and policies.

What does this mean for the schools?

- Schools participate in an annual headcount for each student enrolled
- Auditor reviews student records to ensure both enrollment and residency

Enrollment Audit: Legal Guidelines

Specific information regarding residency requirements and student calculation can be found in the following sections of the DC Code.

- DC Code §38-306 through 38-311 – specifies the requirements of proof of residency for students enrolled in DC public schools or the payment of tuition
- DC Code §38-1804.02 – specifies the requirements for calculating the number of students enrolled in DC public schools

Special Circumstance: Admission of Non-resident Students

OSSE now collects tuition for all LEAs, including DCPS.

- 2006.1 A non-resident student is defined as a student admitted or seeking admission to the D.C. Public Schools who does not meet any of the criteria for resident-free instruction set forth in § 2000.2.
- 2007.1 Prior to the admission of a non-resident student, the principal or other person in charge of the school or program to which the non-resident student is admitted shall require written proof of payment of non-resident tuition, pursuant to the rules and procedures set forth in this section.

Residency Verification: Admission of Non-Resident Students

1. LEAs must first vet the waitlist to ensure no DC residents are waiting placement
2. Contact OSSE's Office of Enrollment & Residency, verifying that the waitlist was vetted for tuition agreement.
3. OSSE will send a tuition agreement to the enrolling family.
4. OSSE will manage payment agreement throughout the school year.

Residency Verification

Residency Verification: Overview

What is the responsibility of the school?

- Review enrollment and residency documents to ensure DC residency
- Assist families having difficulty providing residency documents
 - Homeless student
 - Ward of the state
 - Student adoption
 - Lack of family documentation
 - Possible non-resident

Residency Verification: LEA Responsibility

Residency Verification Form

Require residency verification form for ALL enrolling students

Review residency verification form for completion and accuracy



Supporting documentation

Ensure forms meet required documentation for DC residency proof

Match supporting documentation residency verification form



Additional Supporting Documentation

Home Visitation Residency, McKinney Vento Referral, or Other Primary Caregiver forms

Residency Verification: Scenarios

Scenario 1

- Mom completes enrollment and residency forms to enroll her child. One week later, dad comes in to provide residency supporting documentation. Is this acceptable?

Scenario 2

- The enrolling student is a ward of the state. However, the student's foster family resides in MD. Can the student register the following school year?

Scenario 3

- Parent registers child at school. Later on, the child brings in the parent's residency documentation to confirm residency. Is this acceptable?

Residency Verification: Binders

Residency Verification Binder

- Minimum of 3 binders
- Sorted in alphabetical order, by last name
- Includes residency verification forms

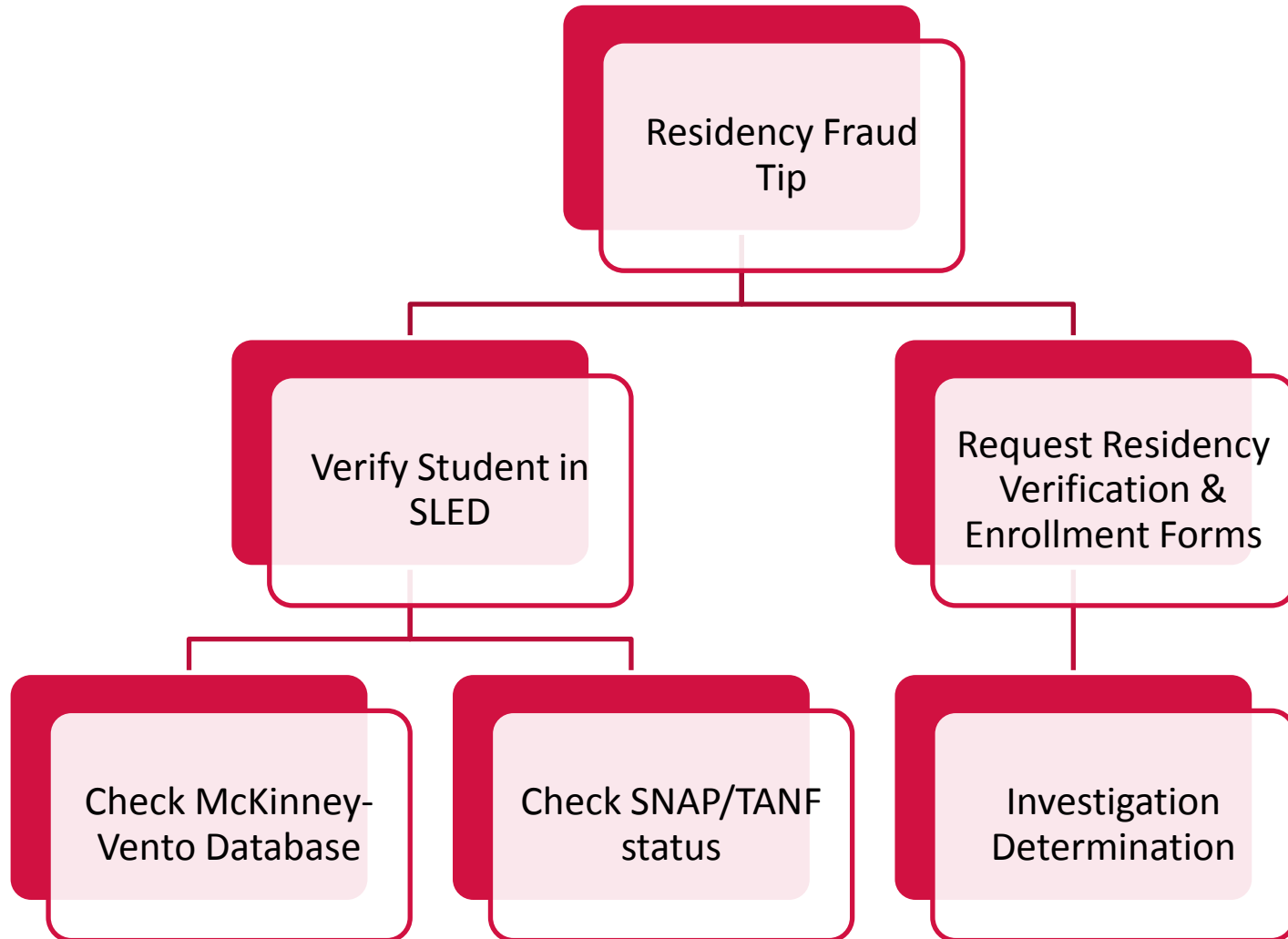
Supporting Documentation Binders

- Auditors will select 10% sample to review
- Separate binders for non-public placement students
- Include items listed as supporting documentation – home visitation form, primary caregiver form, etc.



Residency Fraud

Residency Fraud: Tips



Residency Fraud: Tips

- The identity of the student is verified in SLED
- OSSE contacts the LEA for document request
 - Enrollment forms
 - Residency verification forms
 - Supporting documentation
- Documents should be submitted within 5 business days of request

Residency Fraud

Close/No Investigation

The enrolling family is verified on either the direct certification or homeless/MKV listing.

Close/Withdraw Finding

After investigation, the enrolling parent/guardian was found to be a DC resident.

OSSE Issues a Finding Letter

The enrolling parent/guardian is found to be a non-resident.

Residency Fraud: Investigations

The Investigation Process

- OSSE conducts the investigation and makes a preliminary determination.
- Investigations consist of but are not limited to:
 - Internet database searches
 - Motor vehicle records –Department of Motor Vehicle official vehicle and license registration information
 - Address history –Rental records, Property deeds, Address associations etc.
 - Utility history
 - Court Proceedings – Criminal records, Liens & Judgments, Bankruptcies
 - Surveillance
 - Possible associations and relatives

Residency Fraud: Final Determination

What does this mean?

- The investigation was completed.
- A final determination of one of the following was made:
 - **DC Resident** – If the investigation reveals that a student is a District of Columbia resident, the case will be closed . The child is able to continue receiving DC public school education, uninterrupted and tuition free.
 - **Non-Resident** – A preliminary finding on non-residency was determined and a initial finding letter was sent to the parent/guardian. The parent has the option to appeal the non-residency finding by requesting an administrative review or they may seek to resolve the non-residency finding if they believe there was an error in this finding.
 - **Homeless** – During the course of the investigation it was revealed that the student was homeless and the case will be closed.
 - **Non-Responsive Parents** – Non-responsive parents are automatically deemed nonresidents. OSSE forwards case to OAG for tuition collection for retroactive tuition.

*Non-resident students are withdrawn upon notice by OSSE.

Residency Fraud: Overview

- What is the role of the school official legally?
- What happens when school official participates in Residency Fraud?
- What is fraud on the face of the document?
- What happens when the school accepts documents from someone other than the parent? (i.e. from a grandma)
- When are parents referred to the Office of Attorney General (OAG)?

Legal Requirements & Consequences

- Requirements:
 - Relevant DC statute on residency can be found at DC Code Section 38-301 to Section 38-312.03
- Consequences
 - Non resident student
 - Assess tuition
 - Fraud from Non-resident
 - Penalties

Residency Fraud: Tips

Reporting Methods

- Residency Fraud Tip Line
 - (202) 719-6500
- Residency Fraud Online Form
 - OSSE Website

Information Necessary for Report

- Parent's Information
 - Name
 - Vehicle tag
 - Suspected out of state address
- Reason for non-residency suspicion
- Student's full name
- School name

McKinney-Vento Homeless Assistance Act

McKinney-Vento Homeless Assistance Act

Defines homeless children and youth as:

- Children and youth who lack a fixed, regular and adequate nighttime residence;
- Children and youth:
 - sharing the housing of others due to loss of housing, economic hardship, or similar reason
 - living in temporary housing such as motels, hotels, trailer parks, camping grounds due to lack of adequate alternative accommodations
 - living in emergency or transitional shelters
 - abandoned in hospitals
 - awaiting Foster Care placement
 - living in a public or private place not designed for humans to live such as cars, parks, abandoned buildings, bus or train stations, etc.;
- Migratory children living in above circumstances;
- Unaccompanied youth, including youth who are not in the physical custody of a parent or guardian, who qualify as homeless because they live in circumstances described above; and
- Children and youth in the care of a federally appointed sponsor.

McKinney-Vento Homeless Assistance Act

Enrollment of Homeless Children & Youth

- Children and youth in homeless situations can stay in their school of origin or enroll in any public school that students living in the same attendance area are eligible to attend.
- **School of origin** – school attended when permanently housed or in which last enrolled.
- **Best interest** – keep students who are homeless in their school of origin, to the extent feasible, unless against the parents' or guardians' wishes. Common considerations include the safety of the child or youth, the impact of the commute on education and the school placement of siblings.
- Children and youth have a right to enroll in school **immediately**, even if they do not have required documents, such as school records, medical records, proof of residency and other documents. The Registrar and/or homeless liaison must assist with obtaining medical and school records from previous school.

McKinney-Vento Homeless Assistance Act

Tools For Capturing Housing Status & Homeless Data

- LEA's Enrollment Form – Housing Status
- Homeless Education Program Title X Part C McKinney-Vento Confidential Referral Form
- OSSE McKinney-Vento Homeless Student Referrals (QuickBase Application)
- DC Statewide Longitudinal Education Data System (SLED)

McKinney-Vento Homeless Assistance Act

Enrollment of Undocumented Immigrant Children & Youth

- Immigrant children have the right to attend school full time as long as they meet the age and residency requirements established by District law
 - U.S. Supreme Court recognized that **children who are undocumented immigrants cannot be denied a free public education if they are residents** of a school district (Plyler v. Doe, 457 U.S. 202).
- In May 2014, the U.S. Department of Justice and the U.S. Department of Education issued updated guidance on the enrollment rights of all children. (See: <http://www.justice.gov/crt/about/edu/documents/plylerletter.pdf>)
- At the time of registration, LEAs should avoid asking questions related to immigration status or that may reveal a child's immigration status, such as asking for a Social Security number
- Schools can lawfully request documentation from students and families to verify residency status but are **prohibited** from denying school enrollment on the basis of failure to submit a birth certificate, Visa, Green Card, DC driver's license, a state identification card or other documents that require Social Security numbers.
- In order to avoid discouraging enrollment, an LEA may enroll any child who comes its way and ask for documentation later, after the child is enrolled.

McKinney-Vento Homeless Assistance Act

Enrollment of Undocumented Immigrant Children & Youth

- Schools may require that prospective students furnish proof of residency in DC and/or age prior to enrollment, *except* for any children and youth who are considered homeless under the Federal McKinney-Vento Homeless Assistance Act.
- Requests for documentation must not discriminate, or have the effect of discriminating, on the basis of race, color, national origin, citizenship, or immigration status
- LEAs must determine whether they are doing anything that may have the effect of discouraging the enrollment of undocumented children, such as asking for immigration papers or social security numbers, or requiring a driver's license or state-issued identification from a parent. Such practices and policies, once identified, must be changed to eliminate any possible chilling effect on enrollment.

McKinney-Vento Homeless Assistance Act

Enrollment of Undocumented Immigrant Children & Youth

Sample Scenarios:

- **Living in the District with Caretaker who is the official sponsor**
 - Official sponsor has generally obtained legal document establishing temporary guardianship/custody. As long as the official sponsor has this legal document, the LEA should enroll student through the same enrollment procedure used for any District resident.
- **Living in the District with Caretaker but no legal document establishing guardianship/custody.**
 - LEAs cannot mandate adult caretakers or relatives with whom a child lives to establish legal guardianship as a condition for gaining access to the LEA's schools. LEAs may require reasonable assurance from the responsible adult caretaker that they accept responsibility for the child and that while exercising control, care and support over the child, they will provide him or her with a regular fixed nighttime abode. This may be done through the sworn affidavit.
- **Unaccompanied minor without family/sponsor**
 - Enroll through McKinney-Vento.



Data Management

Data Systems used during the Enrollment Audit

State Longitudinal Education Data system (SLED)

- The system where the official Enrollment Audit and Child Count data are located and displayed. LEAs should go to SLED review and certify data.
- The system LEAs will use to sign the Certification and Acknowledgement forms

Special Education Data System (SEDS)

- The primary system for inputting and updating special education student information

SY2016-2017 Enrollment Audit QuickBase Application

- The system LEAs will use to submit residency, resolution, appeals, and ELL/LEP documentation

OSSE Support Tool (OST)

- The system LEAs will use to submit a request for support from OSSE

eSchoolPLUS

- The system LEAs will use to update LEA Points of Contact

Updating LEA Points of Contact (POCs)

- OSSE communicates with the following contacts during the Enrollment Audit
 - Head of LEA
 - Enrollment Audit and Data Manager
 - Special Education Coordinator
 - ELL/LEP Coordinator
- To update the contact information, the Head of LEA or LEA Data Manager must update this information in eSchoolPLUS.
- All updates must be made prior to September 2, 2016.
- To gain access to eSchoolPLUS, email osse.dartraining@dc.gov.

SLED Navigation Guidance

To access the Enrollment Audit and Child Count data in SLED,

1. Navigate to sled.osse.dc.gov
2. Log-in*
3. Click on the “Enrollment Audit” option under Programs

The screenshot shows the SLED website interface. At the top left is the SLED logo and the text "Statewide Longitudinal Education Data System". At the top right is the District of Columbia Office of the State Superintendent of Education (OSSE) logo. Below the header is a navigation bar with links for Home, Related Sites, Reports, Library, Search, Programs, Data Quality Error Reports, and Help. A search bar and user information "Hello osseatester@gmail.com! Log off" are also present. The main content area shows a breadcrumb trail: Programs / LEA / Current Enrollment (uncertified). Below this, there are two main sections: "Current Enrollment LEA Summary (uncertified)" and "Local Education Agency (LEA) Enrollment Summary (uncertified)". The "Current Enrollment LEA Summary" section has a dropdown menu for "Elementary & Secondary Education" which is open, showing options: "Current Enrollment LEA Summary (uncertified)", "Direct Certification", "NonPublic Attendance LEA", "Enrollment Audit" (highlighted with a red circle), "Student Summary", and "Student Level". The "Local Education Agency (LEA) Enrollment Summary" section has a table with columns for Sector, LEA Name, and Student Total. The table shows data for DCPS (District of Columbia Public Schools) with a total of 50,216 students.

Sector	LEA Name	Student Total
DCPS	District of Columbia Public Schools	50,216
		Total 50,216

*To gain SLED access, email sled.info@dc.gov. Training is required before access can be granted, so make sure any individuals who need access request it as soon as possible.

SLED Enrollment Audit Reports

In the Enrollment Audit section, you can either select the Summary or Student Level reports

- The **Summary** report shows the LEA (and school) total enrollment counts for UPSFF and Child Count
- The **Student Level** report shows the student level data that corresponds to the Summary report. Select the population of interest from the following drop-down menus:
 - **Enrollment Audit UPSFF Population:** The view displays only the students enrolled and attending DC public and public charter schools
 - **Child Count Population:** This view displays only those special education students who are part of the annual Child Count
 - **Nonpublic Population:** This view displays only those special education students who are enrolled in DC Local Education Agencies (LEAs) but attending nonpublic programs

Data Quality Expectations

- Through October 5, SLED will update daily based on the feeds from the LEA Student Information Systems (SIS) and SEDS
- Throughout the entire Enrollment Audit process, it is the LEAs' legal responsibility to ensure that all student data are accurate, complete, and valid.

Term	Definition
Accurate	The data correctly represent reality.
Complete	All required data elements contain values.
Valid	All values entered conform to permitted attributes.

- OSSE strongly encourages LEAs to have all student data up-to-date in their SIS and SEDS **well before the October 5 deadline.**

Current Roster (uncertified) vs Enrollment Audit Roster

Not all student records present on the Current Roster (Uncertified) will be transferred to the Enrollment Audit Roster. In order for a student record to be accepted and displayed in the Enrollment Audit Roster (for any of the views), the following criteria must be met:

- The student's enrollment date must be non-future,
- The student's enrollment code must be a current stage 5 Enrollment code ,
- **The student's exit date (or populated with a future date)**
- The following data fields must be populated with valid data:

- First and last name
- Date of birth
- Local ID
- Gender
- Ethnicity
- Race
- Grade level
- Student address (street address, city, state, and zip code)
- LEA name and ID
- School name and ID

Identifying Data Errors

To assist LEAs in identifying data errors, SLED provides the following error reports



Related Sites Reports Library Search Programs Data Quality Error Reports Help Search... Hello oss

ns LEA / Current Enrollment (uncertified)

nt Enrollment LEA Summary (uncertified)

Education Agency (LEA) Enrollment Summary (uncertified)

- Demographic & Enroll. Error Reports
- Duplicative Enrollment Report
- Data Quality Error Report
- Error Details List

LEA Name	Student Total
District of Columbia Public Schools	

Identifying Data Errors

To assist LEAs in identifying data errors, Qlik provides the following error reports

The screenshot displays a Qlik dashboard interface. On the left, a navigation pane is visible with the following items: 'My work' (with a user icon), 'Stream', 'LEA' (highlighted), 'OSSE', 'OSSE Internal', and 'PCSB'. The main content area is titled 'LEA' and contains a horizontal row of six report cards. Each card features a Venn diagram icon with two overlapping circles (one green, one orange) and a small grey dot above the intersection. The reports are: '9th Grade Transition', 'Attendance Anomalies', 'Charter Sector Attendance', 'Duplicative Enrollment Repot...', 'SLED Roster and Assessments', and 'Unified Error Report'.

Stream	Report
LEA	9th Grade Transition
OSSE	Attendance Anomalies
OSSE Internal	Charter Sector Attendance
PCSB	Duplicative Enrollment Repot...
	SLED Roster and Assessments
	Unified Error Report

Unified Data Error Report

The Unified Data Error Report displays the follow error categories. The Error Details option shows the student level data the corresponds with these summary counts.

Error Categories	Total
Demographic	5
Enrollment	1
Special Education	...
Transportation	

Duplicative Enrollment Report

The Duplicative Enrollment Report shows any cases in which a student is enrolled in multiple schools.



Related Sites Reports Library Search Programs Data Quality Error Reports Help Search... Hello oss

ns LEA / Current Enrollment (uncertified)

nt Enrollment LEA Summary (uncertified)

Education Agency (LEA) Enrollment Summary (uncertified)

Demographic & Enroll. Error Reports

Duplicative Enrollment Report







Data Quality Error Report

Error Details List

LEA Name	Student Total
District of Columbia Public Schools	

Duplicative Error Report

The Duplicative Enrollment Report shows any cases in which a student is enrolled in multiple schools.

My work	LEA					
Stream						
LEA						
OSSE	9th Grade Transition	Attendance Anomalies	Charter Sector Attendance	Duplicative Enrollment Repo...	SLED Roster and Assessments	Unified Error Report
OSSE Internal						
PCSB						

Resolving Data Errors (Prior to Oct 5)

If a data error is identified in SLED or QLIK, follow these steps to resolve the issue:

1. Review the information in the source system. **Remember, different data elements have different source systems. The source system of each data element is listed in Appendix C of the Enrollment Audit Handbook.**
2. Make necessary corrections.
3. Check SLED the following business day to make sure that the updates were transmitted correctly.
4. If the issue persists, submit a request for support in the OSSE Support Tool.

Please note that it is the responsibility of the LEAs to correct and resolve issues, and verify resolution of the issues prior to October 5. Ultimately, funding will be based on data in SLED so corrections must be reflected in SLED.

Data Certification

The data certification process is a two-part process this year.

Part 1 (e-certification): The Head of each LEA must complete and submit the Data Certification and Data Anomalies Acknowledgement form, verifying the October 5th student counts and data anomalies from the Enrollment Audit Report.

- If the SLED student counts do not accurately reflect your LEA's enrollment, there is a space to write an updated student count. Any changes must be accompanied by an open OSSE Support Tool (OST) ticket number to address the specific issue.
- **Forms:** This form is available in SLED under the Enrollment Audit Program tab.
- **Submission:** The Certification and Data Anomalies Acknowledgement form will be e-signed and submitted electronically in SLED in the Enrollment Audit section.

Part 2 (signatures): Public charter schools must complete the PCSB Enrollment Audit Data Certification form. The completed form must be submitted to SLED.

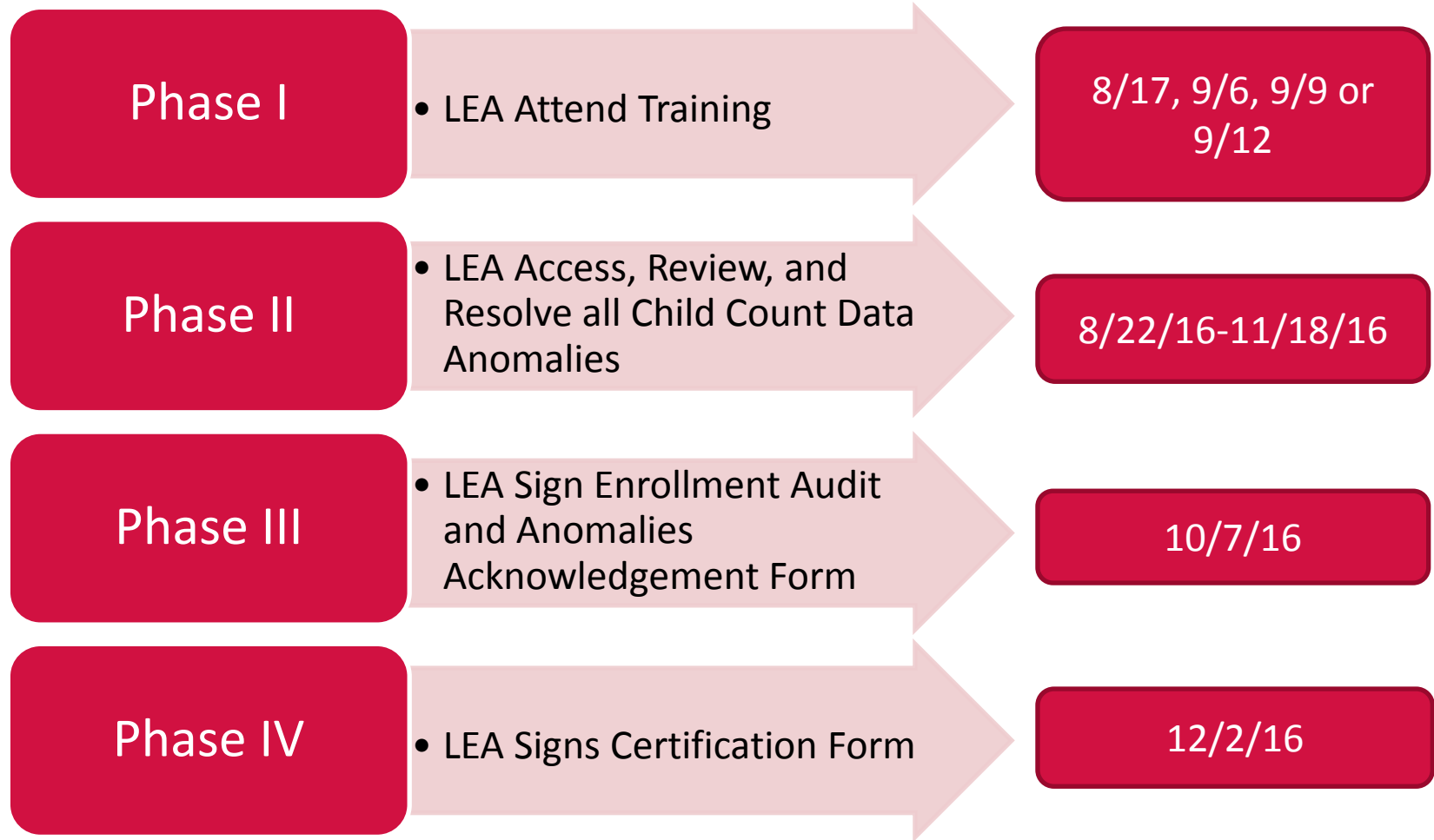
- **Forms:** This form is available ?
- **Submission:** The signature form will be uploaded via Document Upload in the Enrollment Audit section of SLED.

Due Date: Both parts of the certification process must be completed and submitted by October 7 at 5:00 p.m.



Special Education Data (SPED) Child Count

Child Count Timeline



Child Count Summary of Actions






Data Type	Examples	Action required
Demographic	<ul style="list-style-type: none"> •Name •DOB •Race •Ethnicity 	<ul style="list-style-type: none"> • Review • If accurate, no action required • If inaccurate, make update in source system (PowerSchool, ASPEN, SchoolForce , ProActive, etc.)
Special Education*	<ul style="list-style-type: none"> •Disability* •IEP date •Educational Environment •Dedicated Aide 	<ul style="list-style-type: none"> • Review Disability: If accurate, no action required; If inaccurate, make update in source system (SEDS) • Review IEP Date: If accurate, no action required; If inaccurate, make update in source system (SEDS) • Review Environment: If accurate, no action required; If missing or inaccurate, update in source system (SEDS) • Review/update dedicated aide information to ensure accuracy. If inaccurate, make update in SEDS

**Please note that any change in disability category needs to be supported by data via the evaluation/eligibility determination process pursuant to IDEA.*

Child Count A Closer Look: IEP Amendments

- All IEP amendments for corrections to special education data must be completed no later than **5:00pm, October 5, 2016**.
- Any IEP Amendment completed after **October 5, 2016**, for the purposes of correcting Child Count data, **must** be submitted to OSSE in the OSSE Support Tool (OST) by the LEA Special Education Point of Contact.

IEP Amendment
for Mary Major


	Identify Source of Amendment Request
	Create Standard IEP Amendment Form
	Document Outcome of Amendment Request
	Amend IEP Information
	Create Final Documents

Child Count Preparation for Certification

- Be sure all students listed were receiving services as of **October 5, 2016**.
- Ensure all demographic and special education information is accurate for all students.
- Be sure the educational environment indicated is accurate.
- Review and resolve all data anomalies, no later than November 18, 2016, to be considered timely.

Child Count Analysis

- OSSE will review all data submitted to find the following, but not limited to:
 - Students duplicated across LEAs
 - Students with missing demographic information
 - Students that are not ages 3 through 21
 - Students with primary disability of developmental delay older than 7 years old
 - Discrepancies in Educational Environment
 - Students with excessively high (>35 hours) or low (<0.5) hours
- As a result of OSSE analysis, LEAs will receive a report of all the issues identified in their data.



Limited English Proficient (LEP) Sample Audit



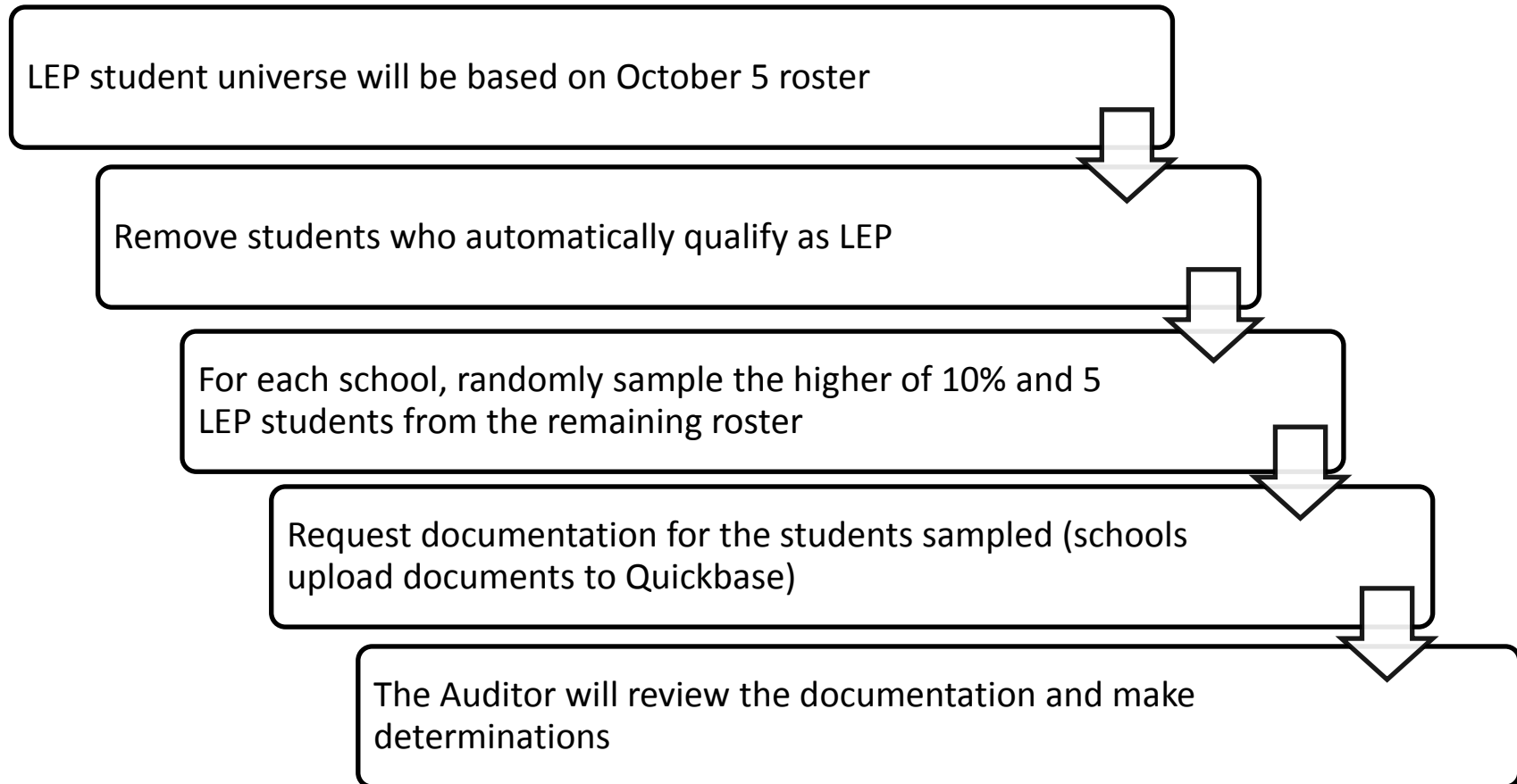
LEP Sample Audit

- LEP students in the District of Columbia qualify for supplemental funding through the D.C. Uniform Per Student Funding Formula (UPSFF)
- Students must meet all **four** conditions of the federal definition of LEP as it is written in *The No Child Left Behind (NCLB) of 2001* in order to qualify as LEP.

LEP Definition

- A. The individual is aged 3 through 21;
- B. The individual is enrolled or preparing to enroll in an elementary school or secondary school;
- C.
 - (i) The individual was not born in the U.S. or whose native language is a language other than English; or
 - (ii) (I) The individual is a Native American or Alaska Native, or a native resident of the outlying areas; and (II) The individual comes from an environment where a language other than English has had a significant impact on the individual's English language proficiency; or
 - (iii) The individual is migratory, his/her native language is a language other than English, & he/she comes from an environment where a language other than English is dominant; *and*
- D. An individual whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual
 - (i) the ability to meet the state's proficient level of achievement on state assessments;
 - (ii) the ability to successfully achieve in classrooms where the language of instruction is English;
 - (iii) the opportunity to participate fully in society.

LEP Process Overview



LEP Approval of LEP Status

- Any student whose documentation is complete and current and whose assessment score is qualifying (i.e. below the proficiency thresholds) will be verified as LEP.
- Any student for whom documentation is insufficient or whose assessment score is above the proficiency threshold will be denied LEP status.

LEP Process Overview (cont.)

Full school LEP audit

- If more than 2 students in a school cannot be verified as LEP during the initial sample audit, the Auditor will request and review the LEP documentation for all LEP students at the school from the roster provided by OSSE.
- If 2 or fewer students in a school cannot be verified as LEP during the initial LEP sample audit, then all LEP students at the school, *except those whose statuses could not be verified*, will be verified as LEP.



LEP Acceptable Documentation

- Only official scoring sheets will be accepted.
- Documents created by the LEA should not be reviewed.
- No retroactively altered documentation will be accepted.

- All assessments submitted must include all of the following data elements:
 - Student's first and last name
 - Most records should also have USI, but this is not necessarily required
 - Student's date of birth
 - Student's grade level on the assessment date
 - Date when student was assessed

LEP The Review Process

1. Verify that the documentation submitted

- a) is complete
- b) represents the correct student
- c) is current

2. Ensure that the student took assessment in acceptable grade

3. Verify that the assessment score qualifies the student as LEP.

• Check for all required elements

• Compare student identifiers provided by school to those in original file by OSSE

• Within the timeframe that is considered acceptable

• Compare grade on assessment to the grade levels during which the assessment should be given

• Compare the student's proficiency level to the proficiency threshold for the given assessment. Check adjusted scoring when necessary.

Audit Process

Audit Process: Schedule

- Schedule confirmations must be signed and returned by September 17th
 - Return confirmation via email or fax by the date requested
 - Verify all information is correct
- Field audits begin on October 17, 2016
- Changes made only for impractical circumstances (testing, school closures, etc.)

Audit Process: Count Locations

- Classroom rosters must be provided to OSSE **6 work days prior** to your scheduled enrollment audit
- Individual classroom rosters must correspond to the **DAY**, **TIME**, and **LOCATION** of your scheduled enrollment audit

Audit Process: Physical Head Count

Audit Teams

- Arrive at confirmed location and time
- Audit will begin promptly

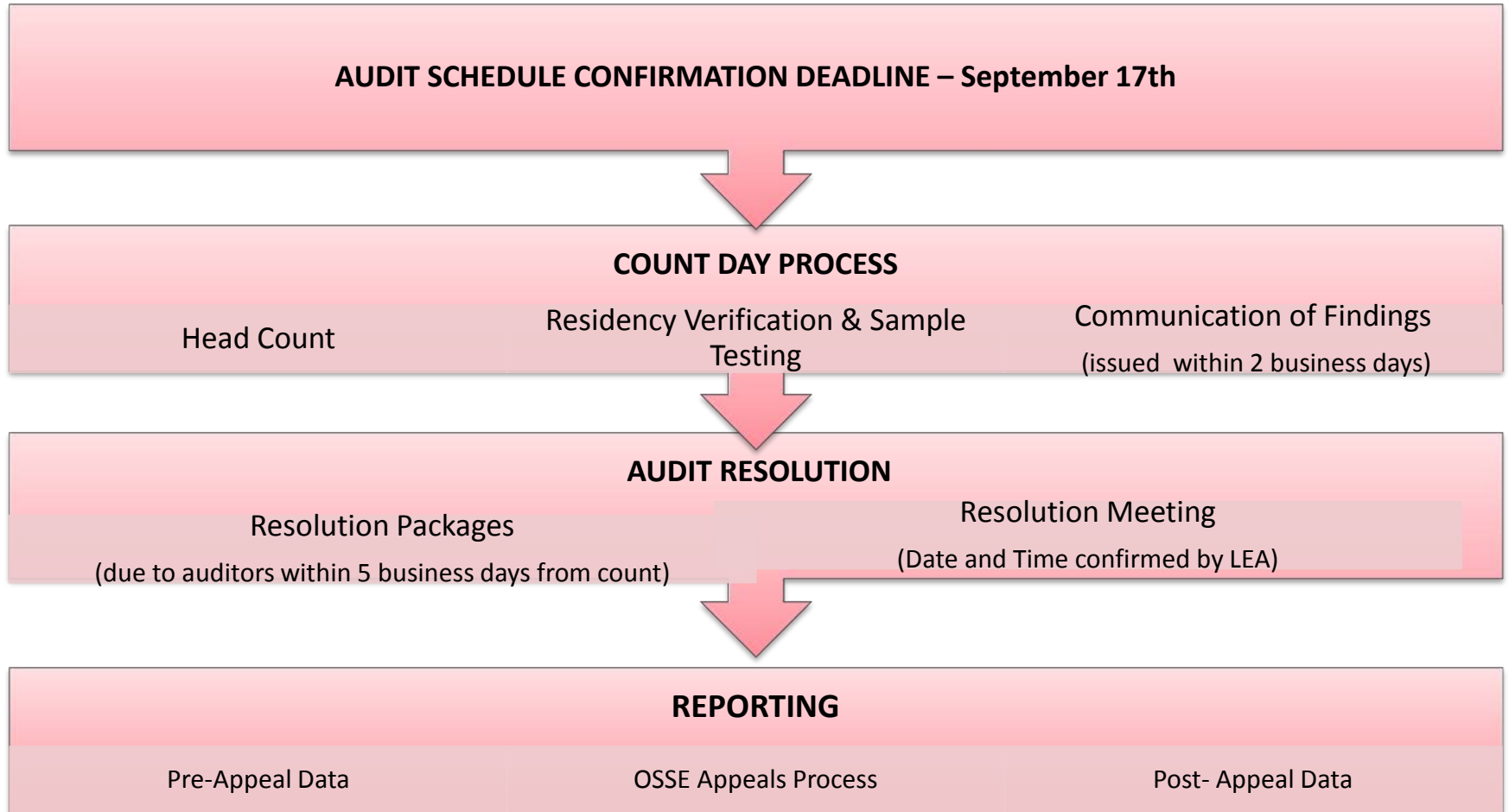
Students

- Remain in classrooms until count completed
- Tardy students remain in designated area and will be counted

Teachers

- Call names on rosters
- Validate grade levels, if applicable
- Certify count totals, comments and grade levels recorded on rosters

Audit Process: Workflow



Audit Process: Residency Sample Selections

LEAs will receive the list of sample selections on the day of the count.
Residency supporting documentation will be reviewed on site by the auditors

Auditors will select:

- 10% Residency Supporting Documentation
 - Will not include students identified as direct certification
 - Will include
 - prior year residency exceptions
 - OSSE flagged residency issues
- 10% Residency Supporting Documentation of Pre-K students only

Audit Process: Residency Sample Selections

If errors of 10% or greater are noted in the initial sample, the auditor will request additional residency supporting documentation.

- The second sample will be an additional 10% of remaining untested and non-direct certified student population
- LEAs must provide supporting documentation from the second sample on the same day for review

Audit Process: Absent/Duplicate Students

- Process to protect funding for students that are not in attendance during official head count day.
- Gives LEAs the opportunity to provide documentation that shows a student is enrolled.
- Provides LEAs the option to receive funding for absent students.
- Used to make duplicative enrollment determinations that are not corrected by October 5, 2016

Audit Process: Absent/Duplicate Students

<u>Hierarchy Order</u>	<u>If Only One LEA Claims Student as Enrolled...</u>	<u>If Multiple LEAs Claim Student as Enrolled</u>
1. Withdrawal Code	<ul style="list-style-type: none"> - Does not apply. Skip to #2 	<ul style="list-style-type: none"> - Auditor check to ensure student not withdrawn in SLED - If withdrawn in SLED, student cannot be claimed
2. Note from parent/legal guardian/doctor etc.	<ul style="list-style-type: none"> - Student absent due to illness, court order appearance, school suspension - LEA may provide signed note - LEA may provide official documentation of court order appearance, suspension etc. 	<ul style="list-style-type: none"> - If more than one LEA provides documentation for reason of absence, move to #3 in hierarchy

Audit Process: Absent/Duplicate Students

<u>Hierarchy Order</u>	<u>If Only One LEA Claims Student as Enrolled...</u>	<u>If Multiple LEAs Claim Student as Enrolled</u>
3. Attendance Records	<ul style="list-style-type: none"> - Demonstrate at least 1 day of attendance between September 21 to October 19 - Cannot pre-date or post date the day of the head count - Attendance not required for all classes - Must be a class where physical attendance takes place 	<ul style="list-style-type: none"> - LEA to demonstrate attendance on October 5 - If no LEA can demonstrate this, auditor will make final decision - Decision based on LEA with total amount of days student attends.
4. School Work	<ul style="list-style-type: none"> - Two pieces of school work or exam documentation - Include student name and date - Electronic submission with date stamp and USI acceptable 	<ul style="list-style-type: none"> - School work or exam documentation on October 5 - The LEA with the most school work will be granted the student's enrollment

Audit Process: Adult Students Absent Hierarchy

<u>Hierarchy Order</u>	<u>LEA claiming student must provide</u>
1. Student-signed Affidavit	Adult student must sign an affidavit attesting that the student is enrolled in the LEA program. If the LEA cannot get a signed student affidavit, the LEA must move to #2.
2. Attendance Records	Demonstrate attendance at least 1 day during the time period of September 21 to October 19. The attendance cannot pre-date the first day of the current school year or post-date the day of the LEA's enrollment audit head count.
3. School Work	Two pieces of school work or exam documentation (including student's name and the date of the work) during the time period of September 21 to October 19. Electronically submitted work or exams that have a date stamp and show the student's name or unique student identifier will also be accepted.

Audit Process: Communication of Findings

- LEA will acknowledge completion of the enrollment audit count process
- Two Business Days
 - Email communication
 - Summary reports which document:
 - Absentees
 - Residency discrepancies
 - Other relevant open audit points
 - Date and time
 - Resolution package due date
 - Resolution meeting
 - Instructions for resolution process

Resolution Process

Resolution Packages – Received from LEA within 5 business days of count day

- Received and reviewed by auditors
- Determine the sufficiency of supporting documentation
- Email LEA designee if additional information is required

Resolution Meeting – Date Pre-determined

- Auditor will discuss preliminary enrollment audit results
- LEA **MUST** retain copy of documentation presented at resolution meeting
- LEA designee signature acknowledges audit results and findings

Appeals Process: Reasons to Appeal

- Absent Student Documentation
- Limited English Proficient
- Remove Student from Roster Appeal
- Add Student to Roster
- Residency Status
- Student Demographics (e.g. misspelled name, gender, race, ethnicity, DOB, grade level)
- Special Education Status and/or Level
- At-Risk

Appeals Process: Desktop

Desktop appeals allow LEAs the opportunity to dispute the findings from the resolution meetings based on the enrollment audit.

For a successful desktop appeal, LEAs should:

- Request a desktop appeal by Thursday, December 15
- Only provide documentation presented during the resolution meeting
- Put together an appeals package including a roster of students being appealed; an enrollment audit student appeals form; and supporting documentation for each appeal

Appeals: In-Person

In-Person appeals are the final opportunity for LEAs to include students on the final enrollment and/or child count roster.

For an In-Person appeal, LEAs should:

- Have completed a desktop appeals
- Request an in-person appeal by January 10th at 5pm
- Have the original documentation submitted during both the resolution and desktop and appeals process

Recap: Important Dates

Aug 31 – Nov 18	OSSE works with LEAs to resolve errors and anomalies
Oct 5	SLED takes snapshot of roster
Oct 7 by 5pm	Enrollment Audit Certification & Child Count Data Anomalies Acknowledgement form
Oct 17 - Nov 17	Student Head Count Process
Oct 31 – Nov 28	Auditor conducts LEA/school resolution meetings
Nov 18	Child Count Anomalies Resolved
Dec 8	Audited Data released to LEAs in SLED
Dec 15 by 5pm	LEAs submit request for desktop appeals via Quickbase
Dec 16 – 22	Desktop Appeals Review
Jan 6	Updated data released to LEAs in SLED
Jan 10 by 5pm	LEAs submit request for In-Person Appeal
Jan 12 – 17	In-Person Appeals

QUESTIONS?

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Upcoming Training Sessions

In-Person Training Sessions

Tuesday, September 6th, 1-3 p.m.

Friday September 9th, 10 a.m.- 12 p.m. & 1-3 p.m.

Monday, September 12th, 11-3 p.m.