



Absent Student Documentation and Hierarchy

This document is intended to provide guidance in the event that a student is absent on the day of the enrollment audit head count. The auditors will use the following hierarchy to determine enrollment.

Packet and Hierarchy Order

For each absent student, the LEA is required to compile a packet of information, which includes a signed certification form acknowledging the supplementary documentation (listed below). The LEA must only provide documentation for one of the steps in the hierarchy (the highest step the LEA can achieve). If the LEA is not able to provide the item in the first (or more) steps of hierarchy, the LEA must provide a written statement identifying why the documentation is not available and the step must be skipped. (In cases where only one LEA is claiming the student as enrolled, the LEA does not need to provide a written explanation for item 1.)

Reporting Questionable Activity

If an LEA believes that another LEA is knowingly post-dating a withdrawal date in its Student Information System in an effort to inaccurately count a student as enrolled on October 5 when the student is not enrolled at that time, LEAs can report this activity to OSSE using the following email account: OSSE.Enrollmentaudit@dc.gov. The report should include the name of student, any additional identifying information about the student (USI, birthdate, etc.), the LEA engaging in the questionable activity, and the nature of the questionable activity. OSSE and/or the auditor will investigate as appropriate.

For Grades PK 3 – Grade 12 and students in Alternative Education and Special Education Schools

Hierarchy Order	If Only One LEA Claims Student as Enrolled...	If Multiple LEAs Claim Student as Enrolled...
1. Withdrawal Code	Does not apply. Skip to #2.	If the LEA claims a child is absent, the auditor will first check to ensure that the child has not been withdrawn from that LEA in the SLED system. If the student appears as withdrawn from the LEA on or before October 5 and there is no evidence in the system of re-enrolling in that same LEA on or before October 5 th , that LEA may NOT claim that student as enrolled.



Hierarchy Order	If Only One LEA Claims Student as Enrolled...	If Multiple LEAs Claim Student as Enrolled...
2. Note from parent/legal guardian/doctor/etc.	If a student is absent on the day of the head count because of an illness, court-ordered appearance, out-of-school suspension, the LEA may provide a note explaining the absence signed by a parent, legal guardian or doctor or official documentation of the court-ordered appearance, suspension, etc.	If a student is absent on the day of the head count because of an illness, court-ordered appearance, out-of-school suspension, the LEA may provide a note explaining the absence signed by a parent, legal guardian or doctor or official documentation of the court-ordered appearance, suspension, etc. If, under some unusual circumstance, more than one LEA has a signed note or official documentation explaining a student's absence on the day of the head count, move to #3.
3. Attendance Records	Demonstrate attendance at least one day of attendance during the October 1 through 12 time period. Attendance does not need to be demonstrated for each class during the day. 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.	LEA must demonstrate attendance on October 5. If no LEA has recorded the student as attending on October 5, the auditor will choose LEA that demonstrates the most days of attendance during this time period: October 1 to October 12. Attendance does not need to be demonstrated for each class during the day. If two or more LEAs have attendance records for the student in question for the same number of days, go to #4.
4. School Work	Two piece of school work or exam documentation (including student's name and the date of the work) during the time period of October 1 to October 12. Electronically submitted work or exams that have a date stamp and show the student's name or unique student identifier will also be accepted.	LEA that demonstrates school work or exam documentation on October 5 th . If that is not available, choose the LEA that shows the most amount of school work or exam documentation (including student's name and the date of the work) during the time period of October 1 to October 12. Electronically submitted work or exams that have a date stamp and show the student's name or unique student identifier will also be accepted.



For Adult Students

The following hierarchy determines enrollment. However, it is possible for more than one LEA to have the same adult student enrolled. In these cases, the auditor will use the rank order listed in Section 7 of the Enrollment Audit Handbook to determine which LEA receives credit in the enrollment audit count and UPSFF payment. The rank order is also listed below.

Hierarchy Order	
1. Student-signed Affidavit	The LEA should have the adult student sign an affidavit attesting that the student is enrolled in the LEA program (an example affidavit is attached to this document). If the LEA cannot get a signed student affidavit, the LEA must most to #2.
2. Attendance Records	Demonstrate attendance at least one day of attendance during the time period of October 1 through October 12. Attendance does not need to be demonstrated for each class during the day. 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 piece of school work or exam documentation (including student's name and the date of the work) during the time period of October 1 to October 12. Electronically submitted work or exams that have a date stamp and show the student's name or unique student identifier will also be accepted.

Payment to Adult Program in the Case of Enrollment at More Than One LEA (Section 7 of the Enrollment Audit Handbook):

If an adult student is enrolled in more than one LEA, the LEA receiving the enrollment credit and the UPSFF funds will be determined as follows in this rank order:

1. An adult program leading to a high school diploma automatically receives the enrollment credit over programs that do not lead to a high school diploma.
2. An adult program leading to a Graduate Equivalency Diploma (GED) automatically receives the enrollment credit over programs that do not lead to a GED.
3. If neither program leads to a high school diploma or GED, the program in which the student spends the most hours (on average) will receive the enrollment credit.