Absent Student Documentation and Hierarchy (Policy)

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. Auditors will request that schools provide this information as part of the resolution process, which occurs approximately one week after head-count day.

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). Certification forms can be found online at http://osse.dc.gov/service/data. The LEA must only provide documentation for one of the steps in the hierarchy (the highest step the LEA can achieve).

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. Attendance Records	Demonstrate at least one day of attendance during the September 24 through October 19 time period. Attendance does not need to be demonstrated for each class during the day.	If multiple LEAs have student absence record, the auditor will choose the LEA that demonstrates the most days of attendance during this time period: September 24 through October 19. 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 #2.
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, 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. School Work	Two pieces of school work/exam documentation (including student's name and the date of the work) during September 24 through October 19. Electronically submitted work/exams with a date stamp and student's name or unique student identifier will also be accepted.	Auditors will choose the LEA that shows the most school work or exam documentation during the time period of September 24 through 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.

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. Attendance Records	Demonstrate attendance at least one day of attendance during the time period of September 24 through October 19. Attendance does not need to be demonstrated for each class during the day.
2. 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 24 through 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.

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.

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, LEAs can report this activity to OSSE at   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.

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