



At-Risk Certification and Appeals

DESKTOP APPEALS PROCESS

OSSE will conduct a desktop audit of documentation to review and make final determinations regarding at-risk appeals. LEAs are required to certify data using the at-risk certification form. In some cases, an LEA may disagree with the at-risk classification of a student. If a disagreement occurs, the LEA has the right to appeal the classification within ten (10) business days of receipt.

The table below contains the various forms of acceptable documentation that may be submitted during the appeals window. In addition to the supporting documentation below, the "Residency Verification Form" will be requested as proof of enrollment for every student appealed. Please note that all at-risk students are based on the October 6, 2014 data and should be enrolled and have all supporting documentation as of that date.

ACCEPTABLE DOCUMENTATION FOR AT-RISK STUDENT APPEALS

Homeless Students:

- Database record dated October 6, 2014 from the McKinney-Vento QuickBase application
- McKinney-Vento Referral Form
- Letter from any homeless shelter that student currently resides
- The Community Partnership (TCP) Data

TANF or SNAP Recipients:

- DHS issued benefits notification
- Case worker print out

Foster Care System:

- Letter from Child and Family Services (CFSA) Agency
- Correspondence from CFSA

Overage Students (High School Students Only):

- Screen shot from the student information system that shows the student's name, USI, and grade of the student (which should reflect overage)

LEA TIMELINE

Date	Task/Need
November 5, 2014 5:00 pm	LEAs will receive an at-risk certification form which will be used to verify students that are considered at-risk based on one of the four criteria: <ul style="list-style-type: none"> - Homeless students - TANF or SNAP recipients - Foster Care System - Overage students
November 19, 2014 5:00 pm	<p>If LEA agrees with the data in the at-risk certification form:</p> <ul style="list-style-type: none"> - LEA signs at-risk certification form and emails to osse.enrollmentaudit@dc.gov. <p>If LEA disagrees with the data in the at-risk certification form:</p> <ul style="list-style-type: none"> - LEA provides documentation that confirms student in question is an at-risk student. - OSSE's Office of Enrollment & Residency will review all documentation received for final determination. <p>If LEA does nothing:</p> <ul style="list-style-type: none"> - If LEA does not certify using the at-risk certification document by November 19, 2014, OSSE will record a passive certification.
November 20-26, 2014	<p>OSSE will make final determinations for all appeals received</p> <ul style="list-style-type: none"> - LEA will be contacted by email if submitted documentation is unacceptable and/or if there are additional questions. - LEA will resubmit the at-risk certification form based on final numbers.
December 1, 2014	<p>SLED Database reflects updated at-risk numbers</p> <p>No changes can be made to this data after December 1, 2014.</p>

Office of Enrollment and Residency

For more information contact us at osse.enrollmentaudit@dc.gov or visit osse.dc.gov/service/enrollment-and-residency

