



Office of the State Superintendent of Education

DC CAS Roster Verification

March 2013



Agenda



1. Introduction & Purpose
2. Process Overview
3. Accessing the Roster from SLED
4. Reviewing the Roster for Accuracy
5. Roster Issue/Inaccuracy Resolution
6. Questions & Contact Information

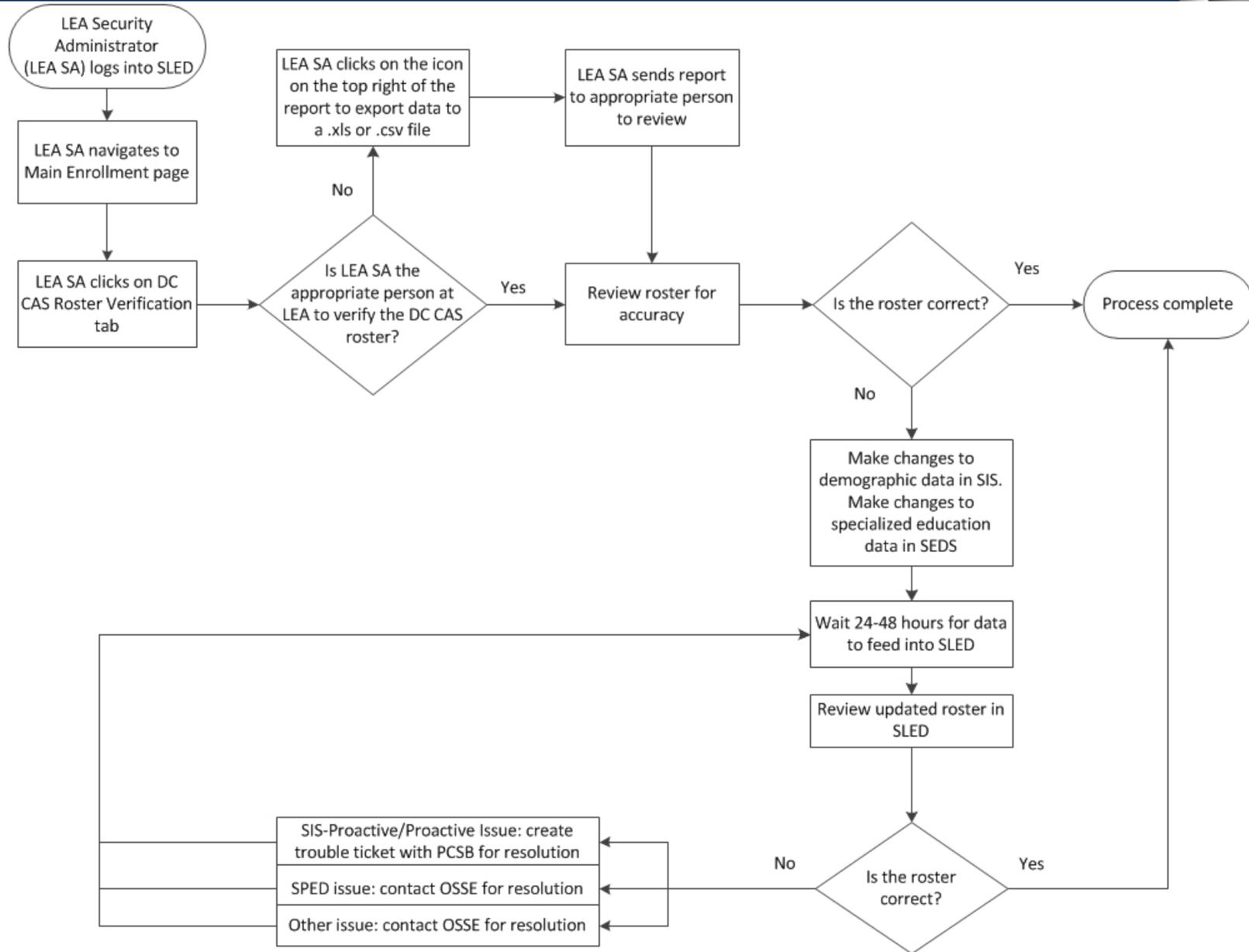
- Goals:
 - Reduce the reporting burden for LEAs
 - Create one quality dataset for accountability measures
 - Annual Measurable Objectives
 - School Index Scores
 - Charter LEAs' Performance Management Frameworks (Early Childhood (pilot), Elementary and Middle School, High School, and Adult Education (pilot))
 - DCPS School Scorecards

Process Overview



- Roster Verification will be conducted via OSSE's Statewide Longitudinal Education Data (SLED) System
- LEAs are requested to review all roster elements for all students on roster (including in non-tested grades) for accuracy and completeness
- LEAs are requested to address missing/inaccurate data elements for all students on roster
- Roster Verification must be completed by April 19, 2013.
 - There will be an appeal window in May/June

Process Overview



Accessing the Roster from SLED

Logging into SLED

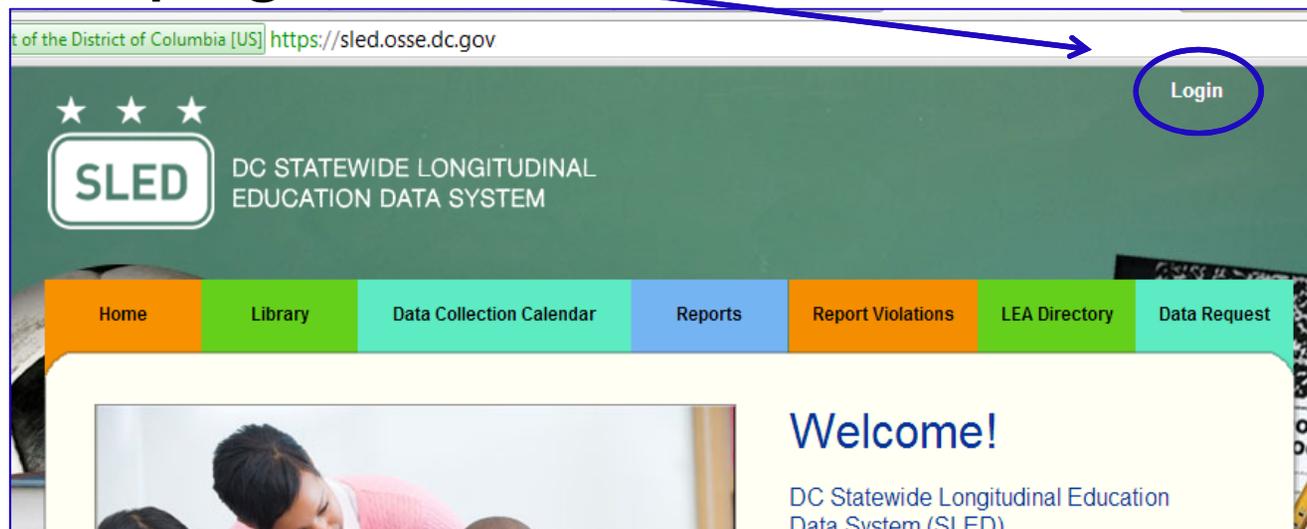


1. Log into SLED

- Go to <https://sled.osse.dc.gov>



2. Click on the “Login” link at the top right of the page



Logging into SLED



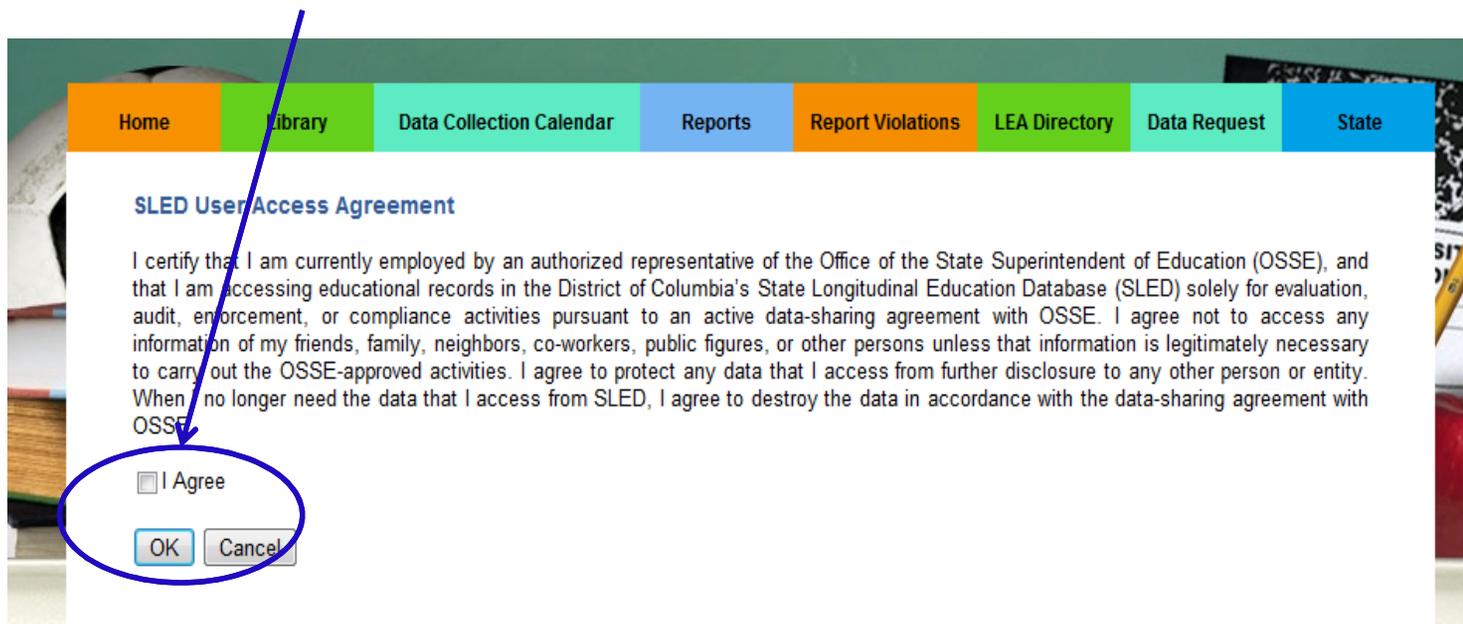
3. Enter the user name and password into the designated fields and click “Sign In.”

A screenshot of the SLED (DC Statewide Longitudinal Education Data System) login page. The page has a green header with the SLED logo and the text "DC STATEWIDE LONGITUDINAL EDUCATION DATA SYSTEM". Below the header is a navigation bar with seven colored buttons: Home (orange), Library (green), Data Collection Calendar (teal), Reports (blue), Report Violations (orange), LEA Directory (green), and Data Request (teal). The main content area is white and contains a "Login" form. The form has a blue header with the word "Login". Below the header is a red note: "Note: This website is best viewed on Internet Explorer version 8 or above. It is also supported by Firefox 15, Chrome 21 and above. Please make sure cookies and javascript are enabled in your browser." Below the note are two input fields: "User name:" and "Password:". The "Password:" field has a small text "(Enter 5 to 20 characters, case-sensitive)" to its right. Below the input fields are two buttons: "Sign In" and "Cancel". A blue oval highlights the "User name:" and "Password:" fields and the "Sign In" button. A blue arrow points from the text "click 'Sign In.'" in the previous slide to the "Sign In" button. At the bottom of the form is the text "OSSE User Login".

Logging into SLED



4. After reading the SLED User Access Agreement, click the “I Agree” box and click “OK.”



Accessing the DC CAS Roster Verification tab



5. After clicking “OK,” you will be directed to the main Enrollment page for your school/LEA. “Click on the DC CAS Roster Verification” tab.

SLED DC STATEWIDE LONGITUDINAL EDUCATION DATA SYSTEM

SLED LEA Admin: sledleatestuser1@gmail.com
Logout

Home Library Data Collection Calendar Reports Report Violations LEA Directory Data Request LEA

Surveys
Search
Enrollment
Direct Certification
Data Quality Error

Current Enrollment (uncertified) Duplicative Enrollment Report DC CAS Roster Verification

Data as of: 3/13/2013

Current Enrollment LEA Summary

Local Education Agency (LEA) Enrollment Summary

Sector	LEA Name	Student Total
DC	Oak Tree LEA	5,000

Reviewing/Filtering the Roster



6. You will be directed to a roster page that contains all elements that must be reviewed for all students.

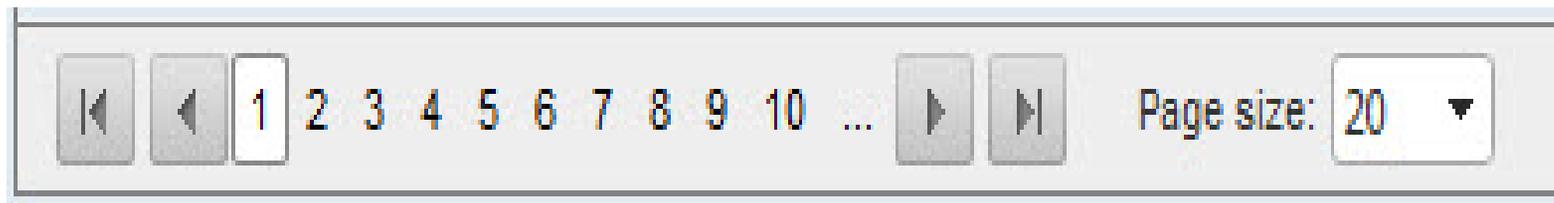
The screenshot shows the SLED DC Statewide Longitudinal Education Data System interface. The top navigation bar includes links for Home, Library, Data Collection Calendar, Reports, Report History, LEO Directory, Data Request, and LEO. The main content area displays the 'DC LEO Roster' page with a table of student records. The table has columns for ID, Local ID, LEO Code, LEO Name, School Code, School Name, Last Name, First Name, Middle Name, DOB, Gender, Ethnicity, Race, Grade, Replication Indicator, Status, Direct Certification, IEP, and Special Services. Two student records are visible in the table.

ID	Local ID	LEO Code	LEO Name	School Code	School Name	Last Name	First Name	Middle Name	DOB	Gender	Ethnicity	Race	Grade	Replication Indicator	Status	Direct Certification	IEP	Special Services
0218P001	000000	002	Chs T/au	0200	Jessie PR	Rachel	Joseph	T	01/20/08	Male	Hispanic/Latino	White	Tenigunk	No	Publ	No	No	Yes
002PM021	222221	002	Chs T/au	020	Jessie PR	Jessie	Mary		07/20/08	Female	Not Hispanic	Asian	PK1	No	Publ	Yes	Yes	No

Reviewing the Roster



The roster table in SLED may have multiple pages of records. To access additional pages, scroll down to the bottom of the roster and you will find hyperlinks to additional pages, navigation arrows, and a drop-down menu. You may use any of these options to navigate the roster pages.



Sorting/ Filtering the Roster



- You may adjust the order of the records or filter for particular records using the filter bars at the top of the roster table.

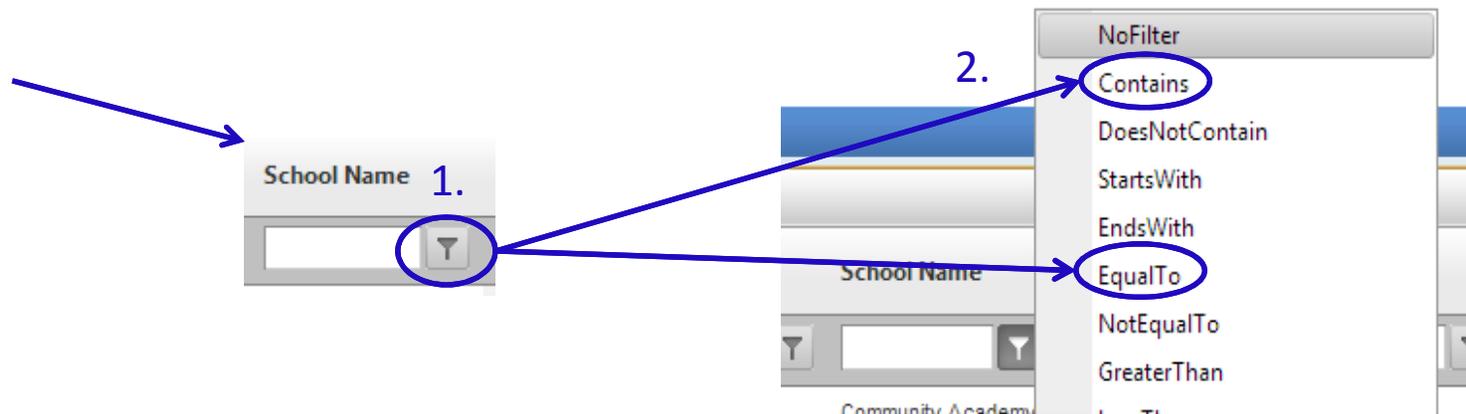
USI	Local ID	LEA Code	LEA Name	School Code	School Name	Last Name	First Name	Middle Name	DOB
<input type="text"/>									

- To order the records by one of the columns:
 - Click on the column name
 - The first click will sort the records by the values in that column in ascending order (1-100, A-Z).
 - Clicking the column name a second time will sort the records by the values in that column in descending order (100-1, Z-A).

Sorting/Filtering the Roster

To filter records:

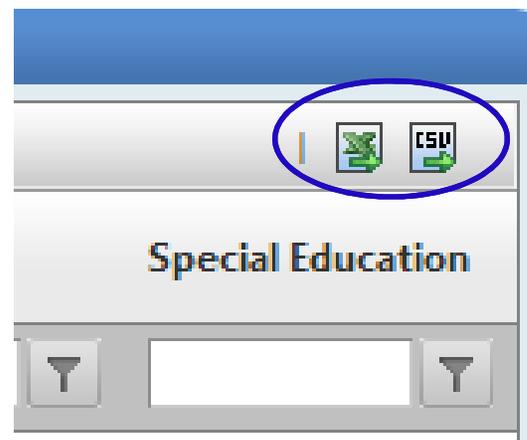
1. Enter the value you would like to filter for into the filter box.
2. Click the icon to the side of the filter box and select “Contains” or “Equals to.”



The page will refresh showing only those records that match the value you entered into the filter box.

Downloading the roster

On the DC CAS Roster Verification page, scroll to the far right. At the top of the table, above the “Special Education” column, you will see two small icons:



Downloading the roster



The icon on the left is the “Export to an .xls” (MS Excel) file button. Click this button if you would like to download the roster as an Excel file.

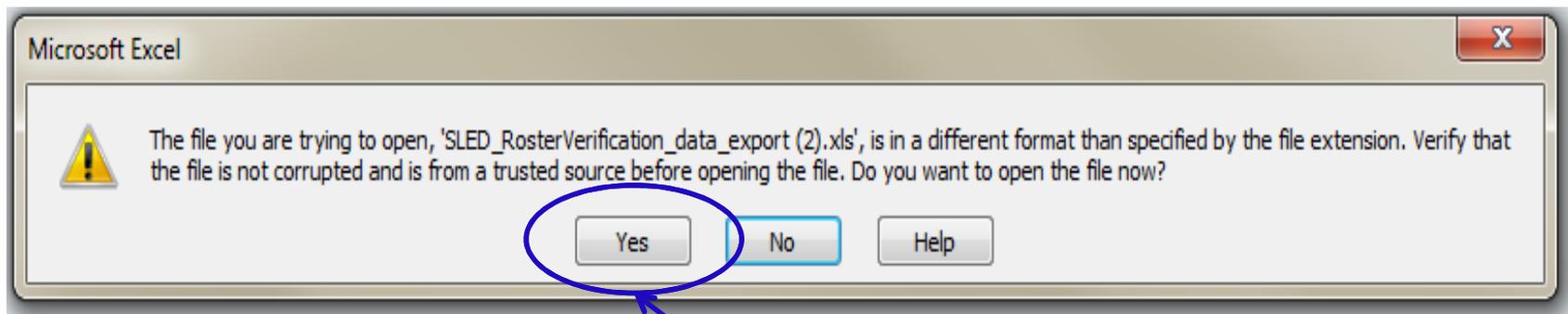


The icon on the right is the “Export to a .csv” file button. Click this button if you would like to download the roster as a .csv file.

As the downloaded roster will reflect any filtering/sorting, you may want to clear all filters prior to downloading the roster.

Downloading to Excel

If you download the roster as an Excel file, please note that the roster will download to a .xls, and not .xlsx file. Consequently, the following window may pop up:



This is simply an Excel versioning issue: the file is still compatible, please just click “Yes,” and the Excel file will open.

Reviewing the Roster for Accuracy



All required elements in the roster must be reviewed for accuracy for **all students**, including those in non-tested grades.

Data Elements



Element	Definition	Permitted Values
USI	Unique Student Identifier: unique, 10-digit OSSE assigned identification number that follows a student throughout the student's career in DC public education. <i>SLED shall only show records that have a USI. Records that have a near match will not be shown in this report.</i>	10-digit numeric code assigned by OSSE
Local ID	DCSTARS- or ProActive- assigned identification number.	Numeric code
LEA Code	A unique code assigned to each LEA by OSSE's School and LEA Information Management System (SLIMS). <i>If LEA Code is missing or contains an invalid value, it will not be shown in this report.</i>	Numeric SLIMS LEA Codes
LEA Name	The name of a non-person entity or, institution, agency, or business responsible for the institution a school or group of schools.	Alpha SLIMS LEA Names
School Code	A unique number or alphanumeric code assigned to an institution by a school, school system, a state, or other agency or entity. <i>If School Code is missing or contains an invalid value, it will not be shown in this report.</i>	Numeric SLIMS School Codes
School Name	The full legally accepted name of the school.	Alpha SLIMS School Names

Data Elements



Element	Definition	Permitted Values
Last Name	The legal last name of the student. The student legal last name is the name borne in common by members of a person's family, or the last name recognized as the formal and consistent last name given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change).	Alpha numeric
First Name	The legal First name of the student. It is the name given to an individual after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or through legal name change).	Alpha numeric
Middle Name	The legal Middle Name of the student. The student legal middle name is the second name of a person, which is given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change).	Alpha numeric
DOB	Date of Birth: the month, day and year on which the student was born based on the Gregorian calendar.	MM/DD/YYYY
Gender	A coded value representing the person's gender. Gender is a person's actual sex or perceived sex and includes a person's perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth. <i>If gender is missing or contains an invalid value, gender will be displayed as "Unknown."</i>	<ul style="list-style-type: none"> Female; Male

Data Elements



Element	Definition	Permitted Values
Ethnicity	<p>The ethnicity with which the student most closely identifies.</p> <ul style="list-style-type: none"> Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Not Hispanic or Latino: A person that is not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. <p><i>If ethnicity is missing or contains an invalid value, ethnicity will be displayed as "Unknown."</i></p>	<ul style="list-style-type: none"> Hispanic or Latino; Not Hispanic/Latino
Race	<p>The race with which the student most closely identifies:</p> <ul style="list-style-type: none"> American Indian and Alaska Native: A person having origins in any of the original peoples of North and South American (including Central America) and who maintain tribal affiliation or community attachment. Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian." Black or African American: A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black, African American, or Negro," or provide written entries such as African American, Afro American, Kenyan, Nigerian or Haitian. Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who indicate their race as "Native Hawaiian," "Guamanian or Chamorro," "Samoan," and "Other Pacific Islander." White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish. Two or More Races: A person having origins in any of the original peoples of more than one of the above categories. <p><i>If race is missing or contains an invalid value, race will be displayed as "Unknown."</i></p>	<ul style="list-style-type: none"> American Indian or Alaska Native; Asian; Black or African American; Native Hawaiian or Other Pacific Islander; White; Two or More Races

Data Elements



Element	Definition	Permitted Values
Grade	<p>The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.</p> <p><i>If grade is missing or contains an invalid value, grade will be displayed as "Unknown."</i></p>	<ul style="list-style-type: none"> • PK3; • PK4; • KG; • 1; • 2; • 3; • 4; • 5; • 6; • 7; • 8; • 9; • 10; • 11; • 12; • Adult; • Un-graded; • C1; • C2; • C3; • C4; • C5; • C6; • C7; • C8
Duplicative Enrollment	<p>An indication that the student has a primary enrollment at more than one LEA. This should not occur, except in certain situations involving Adult students.</p>	<ul style="list-style-type: none"> • Yes = Student has more than one primary enrollment; • No = Student has only one primary enrollment
FARMS	<p>Free and Reduced Meal Status: an indication of whether or not a student is receiving free meals, reduced priced meals, or they are paying for their meals. This is used as an indicator of a student's poverty level.</p>	<ul style="list-style-type: none"> • Free = receives free meals; • Reduced = receives reduced priced meals; • Paid = pays for meals • NA = student's age precludes them from participation in this program

Data Elements



Element	Definition	Permitted Values	
Direct Certification	An indication that the student is eligible to participate in the Direct Certification to Receive Free Meals program per USDA regulations.	<ul style="list-style-type: none"> • Yes; • No 	
LEP	Limited English Proficiency: an indication whether or not/ level of English Language Learner services a student is receiving.	<u>Charters</u> <ul style="list-style-type: none"> • Yes; • No <u>DCPS</u> <ul style="list-style-type: none"> • 30; • 31; • 32; • 33; • 34; • 35; • 36; • 37; • 38; • 39; • 40; • 41; 	<u>DCPS, cont.</u> <ul style="list-style-type: none"> • 42; • 43; • 44; • 45; • 46; • 47; • 48; • 49; • 50; • 51; • blank (not receiving ELL services)
SPED Receiving IDEA Services	An indication of whether the student is receiving services under the Individuals with Disabilities Education Act (IDEA).	<ul style="list-style-type: none"> • Yes; • No 	

Roster Review



1. View roster in SLED, or view roster downloaded from SLED.
2. Review elements in table above for **all** students.
3. When all elements of a student's record in the roster are accurate, the student's record has been completely reviewed, and nothing further is required for this student.
4. Once all elements of all records have been reviewed and are accurate in SLED, the school/LEA roster review is complete, and nothing further is required.

Issue Resolution



Issue	Resolution
Non-Demographic Errors (special education status, whether counted in 10/5 enrollment audit, whether enrolled on 4/17/13)	<ul style="list-style-type: none">• Contact OSSE
Enrollment Errors (blanks, incorrect demographic data or grade level, missing students, students who have withdrawn from your school but remain on your roster)	<ol style="list-style-type: none">1. Correct element in your LEA's student information system (SIS)2. Wait 24-48 hours3. Check SLED again <ul style="list-style-type: none">• If issue has been corrected in SLED, issue is resolved• If issue has not been corrected in SLED, please see "Problems Correcting Demographic Fields" below if applicable, or contact OSSE

Issue Resolution



Issue	Resolution
Problems Correcting Demographic Fields (LEA Code, School Code, School Name, USI, Last Name, First Name, Middle Initial, Date of Birth, Grade, Gender, Race, Ethnicity, LEP Status, Free/Reduced Lunch Status)	<ul style="list-style-type: none">• If you are having issues with your SIS, please contact your SIS administrator• Charters: if you are having issues with Proactive, please create a trouble ticket with PCSB by emailing datatickets@dcpcsb.org• Charters: if data looks correct in your SIS and in ProActive, but incorrect in SLED, please contact OSSE
Problems Correcting Special Education Status	<ul style="list-style-type: none">• Contact OSSE
New/Withdrawn Student on or post- 4/19	<ul style="list-style-type: none">• If a student taking the DC CAS has a change of demographic or enrollment information on or after April 19 (precluding the school/LEA from being able to verify the student's most updated information by the deadline) , the school/LEA may utilize the DC CAS Roster Appeals process in June 2013. OSSE will issue additional guidance about this process.

Contact Information



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