Office of the State Superintendent of Education
Enrollment Audit Stakeholders Working Group Introductory Meeting Notes
July 16, 2012
3:30pm to 5:00pm
810 First Street, NE, 9ᵗʰ Floor, Washington, DC 20002

Present Members

Ann Willemssen, Office of the State Superintendent of Education

Jeff Noel, Office of the State Superintendent of Education

Vanessa Carlo-Miranda, EL Haynes Public Charter School

Brittney Autry, Apple Tree Public Charter School

Naomi DeVeaux, DC Public Charter School Board

Irene Holtzman, KIPP Public Charter School

Julie Meyer, The Next Step Public Charter School

Lauren Outlaw, Friends of Choice in Public Schools

Jeremy Williams, DC Public Charter School Board

Michelle Tuggle, Office of the State Superintendent of Education

John Petersen, DC Public Schools (phone)

Ino Okoawo, DC Public Charter School Board (phone)

Keisha Hutchinson, Thurgood Marshall Academy Public Charter School (phone)

Kari Smith, Friendship Public Charter School (phone)

Absent Members

Joshua Thompson, Office of the Deputy Mayor for Education

Elisabeth Morse, Department of Youth Rehabilitation Services

Ramona Edelin, DC Association of Chartered Public Schools

Mary Lord, DC State Board of Education

Robert Cane, Friends of Choice in Public Schools

Electronic Signature on Enrollment Forms

- The Public Charter School Board raised the issue of using electronic signatures on school enrollment forms and whether the enrollment auditor will accept electronic signatures as viable when verifying enrollment of students not present on the day of the audit head count. (This question assumes that there will be a head count process used this year, which cannot be confirmed until an auditor contract is in place.)

- KIPP suggested enrollment forms not be used to verify enrollment as they can easily be filled out by parents at multiple schools. OSSE agrees with this assessment and will discuss with the auditor when the vendor is chosen.

Sample-Style Enrollment Audit Pilot

- OSSE reviewed the sample-style enrollment audit pilot process proposed in the June 18, 2012, Working Group meeting. The notes on this process appear below. Working Group representatives are invited to suggest alternate proposals or alternations to the proposed process. The number one issue brought up by present working group members was to ensure that the system was agile enough to be able to do the full census-audit in a short period of time if schools require it.

  Notes on the proposed sample-style enrollment audit pilot (originally printed 6/18/12):
- OSSE will execute a pilot this upcoming school year to test the accuracy, effectiveness, and efficiency of a sample-style enrollment audit process. The agency seeks the Working Group's input as to how this pilot should be developed. The underlying reason to move to a sample-style enrollment is to shorten the overall timeline to complete the annual student enrollment audit process in future years and to decrease the LEA level of effort to complete the audit for LEAs that consistently submit accurate enrollment data in their student information system (SIS).

- DC Code currently requires a census audit. This pilot is to test the feasibility of moving to a sample audit. If successful, the results will be used as evidence to support a process modification. However, it will take a change in the code to ultimately alter the current census requirement.

- OSSE presented the following benefits and concerns of a sample-style enrollment.

Potential Benefits	Areas of Concern
Shorten timeline to complete the enrollment audit (results earlier than February)	Limited benefit in early years as LEAs work to develop processes to submit accurate data in the SIS in time for October 5th count
Reduce burden on the LEAs to demonstrate enrollment (provided they have submitted accurate data into the SIS)	Upfront "costs" of change (involves re-educating LEAs on a new process which leaves open the risk of misunderstanding and execution errors)
Potential reduction in auditor contract cost	

The underlying question is ACCURACY. Will the sample audit produce accurate results? The pilot's *primary* purpose is to address this question.

- Proposed process: OSSE sketched out an idea of how the sample audit could be performed. This sketch serves as a jumping-off point for discussion.
  - A random sample (sample size yet to be determined) would be taken of each *school*'s student population. The sample would be based on an identified % of students, with a minimum floor in place to ensure precision. OSSE believes this sample floor could potentially be smaller than 50 students. In addition to the random sample of students, all students who show up as duplicates (enrolled in two or more schools) would also be added to the sample.
  - A low, acceptable "error threshold" would be established. This could be as few as one or two students, depending on sample size.
  - The audit of the sample may be performed as a head count or may use some other means to ensure enrollment.
  - If the number of errors in a school's audited sample exceeded the error threshold, the school would then receive a full, census audit.
  - A school that had errors but did not exceed the threshold would not receive funding for the error students, however, the error rate would not be extrapolated across the total student population. Thus, all students on the roster, with the exception of an error student found in the audit, would be funded.
  - The proposed methodology leaves LEAs either at the same burden level (if their error rate triggers a census audit) or better off than the methodology currently used (if they have a low error rate that requires only the sample).

- This is only the *beginning* of the discussion. We will use the upcoming working group meetings to discuss and shape the pilot.

English Language Learner (ELL) Enrollment Audit Process

- OSSE reviewed the ELL enrollment process for SY 12-13.
- Process:
  - OSSE will create a file of all students identified as ELL in the October 5th count.
  - This file will be bumped against the ACCESS exam scores from the prior 12 months. Students on the enrollment audit file who have a qualifying ACCESS score are automatically verified as ELL (pending enrollment status checks out in the independent audit).
  - From the remaining students who did not have ACCESS scores, OSSE will randomly sample 10% or 5 of the total ELL population at the LEA (whichever is larger) OSSE will request documentation of ELL status in the form of a completed pre-screen or screener ELL assessment that has been approved by OSSE. These assessments will be included in the enrollment audit handbook.
  - OSSE will review the sampled students for adequate documentation (described above). Any student lacking appropriate documentation will not be verified as ELL, and any student with appropriate documentation will be certified as ELL.
  - If more than two students identified as ELL in the October 5th report lack appropriate documentation, all students identified as ELL by the school will need documentation prior to certification of their status.
  - Further information on this process will be included in the enrollment audit handbook.
- To ensure that the October 5th of students includes all the ELL students the LEA believes should be included in the audit, OSSE will be working with LEAs in the weeks leading up to the October 5th data pull from SLED by flagging for LEA review and correction any data anomalies found in SLED. These flags will be based on historic data trends (i.e. an LEA that has ELL students the last few years but does not report ELL students this year) and other metrics and will survey all relevant enrollment audit data, not just ELL.
- Working Group members discussed which adult ELL assessments would be acceptable as documented evidence. The Public Charter School Board will provide OSSE with a list of the assessments charter programs use for their adult students to aid in this decision.

Next Meeting

The next working group meeting is scheduled for Monday, July 30, 2012, at 3:30 pm in Room 5014 (810 First Street NE).