



District of Columbia Office of the State Superintendent of Education Annual Enrollment Audit Appeals Guide, School Year 2014-2015

All Local Education Agencies (LEAs) are provided an opportunity to appeal findings reported in the DC Annual Enrollment Audit conducted by FS Taylor & Associates (FSTA).

There are two types of appeals, the desktop appeals and the in-person appeals hearings. All appeals require the LEA to submit an appeals package to OSSE and the auditors for review. A desktop appeal is necessary before moving to an in-person appeal, as its purpose is to make an attempt to process without an in-person appeals hearing. However, if it is determined that the package is not sufficient to accept the appeal, an in-person hearing may be scheduled by the LEA. OSSE encourages LEAs to submit their complete appeals packages as early as possible to avoid delays. **December 23, 2014 at 5pm EST is the last opportunity for LEAs to submit appeals.**

Appeals Timeline

DATE	ACTIVITY/DELIVERABLE
Wednesday, December 17, 2014 5 p.m.	Pre-appeals Enrollment Audit data release to LEAs via SLED
Thursday, December 18, 2014 - Tuesday, December 23, 2014 5 p.m.	Enrollment Audit desktop appeals due to OSSE. 5 p.m. on 12/23 is the last opportunity to submit desktop appeals for review.
Monday, December 29, 2014 - Monday, January 5, 2015	Desktop Appeals Hearings
Friday, January 9, 2015 5 p.m.	In person appeals request due to OSSE
Wednesday, January 8, 2015 - Friday, January 10, 2015	In person appeals hearings

Key Dates and Deliverables

- Enrollment Audit Appeals Deadline:** All appeals and documentation (per the appeals guidelines) must be submitted to OSSE by **5:00 pm EST on Tuesday, December 23, 2014**. Appeals forms and packages must be submitted via OSSE's Enrollment Audit QuickBase Tool as an LEA bulk upload. Once your appeal has been submitted, please send OSSE an email at osse.enrollmentaudit@dc.gov and list each different type of appeals your LEA has submitted. **Note, this is the LAST opportunity to request changes to the general enrollment, residency, grade-level, and ELL enrollment data.**
- Enrollment Audit Appeals Determinations and/or Hearings:** OSSE and FS Taylor will review appeals packages in the order they are received, and approve or deny appeals based on submitted documentation. If an in-person hearing is required, OSSE will notify the Head of LEA and the Audit POC to arrange the date and time of the in-person appeals hearing.

Appeals Packages

The Appeals package must include a roster listing all students being appealed, an **Enrollment Audit Student Appeals Form** for each student listed on the appeals roster, and the accompanying documentation must be included to support the appeal. Once your appeal has been submitted, please email OSSE at osse.enrollmentaudit@dc.gov and list each type of appeal your LEA has submitted.



Types of Appeals

The following are the most common types of appeals:

- Absent Student Documentation
- Limited English Proficient
- Remove Student from Roster (Extra Student) Appeal
- Add Student to Roster (Missing Student)
- Residency Status
- Student Demographics
- Special Education Status and/or level

Acceptable Documentation for Common Types of Appeals

LEAs are encouraged to provide any documentation that may support their appeals case, including but not limited to:

- OSSE Support Tool (OST) tickets submitted prior to October 8, 2014 addressing the issue
- Documentation provided to the auditors for the affected students during resolution meetings
- Pertinent email exchanges between LEA/OSSE/Auditors regarding the issue and affected student

Please note that submitting this documentation does not guarantee that the appeal will be approved. All data corrections requested must first be present in SLED before the appeal can be approved. For example, in order to appeal to change a student's grade from seventh to sixth, the student should appear in sixth grade on the current roster in SLED (or on the roster of the student's last day of enrollment).

Preparing for a Successful Appeal

The following section provides guidance to help LEAs prepare appeals packages for the most common types of appeals.

Absent Student Documentation Appeal

- Printout from LEA's Student Information System (SIS) demonstrating student's enrollment as of October 6, 2014, and attendance printouts from SIS, if available, demonstrating attendance.

Limited English Proficient (LEP) Appeal

- The appropriate LEP Identification documentation per the LEP Sample Audit section in the SY 2014-2015 Enrollment Audit Handbook.

Appeal to Remove Student(s) from roster

- Printout from the LEA's Student Information System (SIS) showing students' withdrawal date on or before October 6, 2014 and a valid exit code.

Appeal to Add student to Roster (missing student)

- Printout from the LEA's Student Information System (SIS) showing student's enrollment, verifying a valid enrollment date and code.

Residency Appeal

- Appropriate residency verification form(s) and supporting documentation received during the student's enrollment at the LEA.

Student Grade Level/Demographic Data Appeal

- Printout from SLED's Student Information System (SIS) showing students' data elements in question in the LEA SIS.
- Copy of the student's enrollment paperwork verifying the correct information

Special Education Status and/or LEVEL

- Printout from the SEDS system demonstrating that the student was actively receiving special education services as of October 6, 2014.

If you have any questions or concerns, please e-mail osse.enrollmentaudit@dc.gov or call 202-727-7224