

# SY2015-2016 Enrollment Audit: Data Deep Dive Webinar

September 2, 2015



# Agenda

- Key Dates, Data Systems and Data Flow
- Reviewing Enrollment Audit Data in SLED
- LEA Data Certification
- Identifying and Resolving Data Errors
- Count Location and Document Submission
- Additional Notes about Specific Data Elements
- Questions and Contact Information



# Key Dates, Data Systems, and Data Flow

# Key Dates

**All data input must be complete and accurate in source systems by October 5 at 5:00 PM.**

- SLED will update daily through the audit day, October 5, 2015.
- Changes made in the LEA SIS by 5:00 PM on October 5, 2015 will be accepted and reflected the next morning by 10:00 AM.

**The frozen enrollment audit data will be visible in SLED for review as of 10:00 am on October 6, 2015**

**Data Certifications must be submitted by October 7 at 5:00 PM.**

- Certification forms should be downloaded from the Reports section in SLED, and submitted to the Enrollment Audit section in SLED

**Student Count Locations for each student must be entered into QuickBase **6 work days** before your site visit.**

# Data Systems

## **The LEA Student Information System (SIS)**

- The system where LEAs input student enrollment, demographic, residency/tuition payment data.

## **The State Longitudinal Education Data system (SLED)**

- All student data *must* be reflected correctly in the Enrollment Audit UPSFF table in SLED for your LEA to receive correct UPSFF funding
- LEAs should go to the Enrollment Audit section in SLED to review and certify data.

## **The Special Education Data System (SEDS)**

- The primary system for inputting and updating special education student information

## **SY2015-2016 Enrollment Audit and Child Count (EA/CC) QuickBase Application**

- The system LEAs will use to input Count Location information for all students
- The system LEAs will use to submit residency, resolution, appeals, and ELL/LEP documentation

## **The OSSE Support Tool (OST)**

- The system LEAs will use to submit a request for support from OSSE

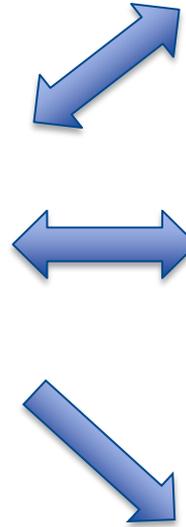
# Data Flow



The ADT app transfers data to OSSE.



Demographic and enrollment data from your Student Information System (e.g. PowerSchool, SchoolForce, ADT SIS) are captured with the ADT



SEDS sends data to EasyIEP for LEA view. LEAs enter data in EasyIEP that is returned to SEDS



SLED and SEDS send data for LEAs to view in the Enrollment Audit QuickBase app. LEAs enter enrollment audit data in QuickBase which is returned to SLED and SEDS

**OSSE Enrollment Audit and Child**  
THE INFORMATION will be updated daily by 10AM

**SLED** Statewide Longitudinal Education Data

Home - Library - Reports - Search - Programs - Related Sites - Help  
Enrollment Audit - Summary

The tables below show the most current student data in SLED and SEDS for your LEA. Please review all data in the source system and what is displayed, please submit a request to the OSSE Support Tool.  
The data will be updated on a daily basis up through the audit day, October 6, 2014, when all data will freeze, October 6 at 9:00PM.

UPSFF Summary

LEA ID	LEA Name	School ID	School Name
001	District of Columbia Public Schools	206	Locke ES
110	E.L. Haynes PCS	1021	Village Academy of Washington, DC
110	E.L. Haynes PCS	1044	Eggleston Center for Children, DC
110	E.L. Haynes PCS	1045	Accordis Academy Therapeutic, D
11A	# 1 Haynes PCS	1061	Unversted School (Rockville, MD)

LEAs review SLED data via secure website.



# Reviewing Enrollment Audit Data in SLED

# Accessing the Enrollment Audit Data in SLED

1. Navigate to <https://sled.osse.dc.gov>.
2. Log-in with your SLED credentials\*.
3. Click on Programs in the top navigation panel. The Enrollment Audit report options are shown in the dropdown menu.

The screenshot displays the SLED (Statewide Longitudinal Education Data) website interface. At the top left is the SLED logo and the text "Statewide Longitudinal Education Data". A search bar is located to the right of the logo. Below the logo is a blue navigation bar with the following items: Home, Library, Reports, Search, Programs, Related Sites, and Help. The "Programs" item is highlighted with a red box. Below the navigation bar, a dropdown menu is open for "Programs", showing the following options: Elementary & Secondary Education, Current Enrollment Summary (uncertified), Current Roster (uncertified), Direct Certification, and Nonpublic Attendance LEA. The "Enrollment Audit" option is highlighted with a red box. Below the dropdown menu, there is a table with the following columns: Sector, LEA Name, and Student Tot.

\*To gain SLED access, email [sled.info@dc.gov](mailto:sled.info@dc.gov). Training is required before access can be granted.

# SLED UPSFF Summary Report

This report shows the number of students enrolled and attending DC public and public charter schools as those are the students eligible for the Uniform per Student Funding Formula (UPSFF) payments.

The data will update daily based on information successfully transferred to SLED the night prior from the LEA SIS, SEDS, and the EA/CC QuickBase Application. Changes made by 5:00 PM will be accepted and reflected the following morning by 10:00 AM.

LEA UPSFF Summary													
School ID	School Name	SLED Last Update Date	Enrolled	Residents	LEP	At-Risk	SPED Level 1	SPED Level 2	SPED Level 3	SPED Level 4	Total SPED	Grade PK3	
1433	School A		1	0	0	0	0	0	0	0	1	1	0
1434	School B		2	3	0	0	0	0	1	0	0	1	0
1367	School C		2	0	0	0	0	0	0	0	2	2	0
			<b>Total</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>0</b>

# SLED UPSFF Summary Report

The school level counts should add up to the LEA total

Hide, sort, and filter columns by clicking here

Export to Excel or expand the window

School ID	School Name	SLED Last Update Date	Enrolled	Residents	LEP	At-Risk	SPED Level 1	SPED Level 2	SPED Level 3	SPED Level 4	Total SPED	Grade PK3	
1433	School A			0	0	0	0	0	0	0	1	1	0
1434	School B			3	0	0	0	0	0	1	0	1	0
1367	School C			0	0	0	0	0	0	0	2	2	0
			Total 5	3	0	0	0	0	0	1	3	3	0

Click on the linked fields to drill down to a student level data for that school

# SLED Student Level UPSFF Report

The Student Level UPSFF Population Report corresponds with the LEA Summary Report. It is the LEA's responsibility to review all student level data on the Student Level Report for accuracy, validity, and completeness.

Home Library- Reports- Search- Programs- Related Sites- Help-

Search Student

Programs / Enrollment Audit & Child Count / UPSFF Population

UPSFF Population Child Count Nonpublic Population

## Enrollment Audit - UPSFF Population

Enrollment Audit - Total UPSFF Population



Enrollment Indicator Filter

All



Apply Filter

C

## Enrollment Audit - UPSFF Population

Please click  to export Enrollment Audit - UPSFF Population data to the csv file.

USI	Local ID	First Name	Last Name	DOB	Gender	LEA ID	LEA Name	School Code	School Name	Facility Code	Facility Name	Residential Program Indicator
-----	----------	------------	-----------	-----	--------	--------	----------	-------------	-------------	---------------	---------------	-------------------------------

# SLED Student Level UPSFF Report

Select the population of interest here

Home Library- Reports- Search- Programs- Related Sites- Help- Search Student

Programs / Enrollment Audit & Child Count / UPSFF Population

UPSFF Population Child Count Nonpublic Population

Enrollment Audit - UPSFF Population

This window displays a graphical representation of the enrolled population

Filter here to see which students were found by the auditors to be enrolled

Enrollment Audit - Total UPSFF Population

Enrollment Indicator Filter

All [v] Apply Filter

Export to Excel here

Enrollment Audit - UPSFF Population

Please click  to export Enrollment Audit - UPSFF Population data to the csv file.

USI	Local ID	First Name	Last Name	DOB	Gender	LEA ID	LEA Name	School Code	School Name	Facility Code	Facility Name	Residential Program Indicator
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# LEA Data Certification

# Accessing the Certification Form

1. Navigate to SLED at <https://sled.osse.dc.gov>.
2. Click on the Reports tab.
3. Select on the Enterprise Reporting System menu option.
4. Input your SLED credentials.
5. Once logged-in, under Enrollment Audit and Child Count Reports, find and select the Enrollment Audit Data Certification report.
6. Download the report and complete all necessary information.

The screenshot displays the SLED website interface. At the top, the SLED logo and the text "Statewide Longitudinal Education Data" are visible. Below the logo is a navigation bar with tabs for Home, Library, Reports, Search, Programs, Related Sites, and Help. The Reports tab is highlighted with a red box. A dropdown menu is open under Reports, showing options like Data Quality Error Reports, Error Summary, Error Details List, Duplicative Enrollment Report, OSSE Reports, and Enterprise Reporting System. The Enterprise Reporting System option is highlighted with a red box. Below the navigation bar, there is a section for "Current Enrollment" and "Local Education Agency" with a dropdown for Sector and a text input for LEA Name. Below this, the "ENTERPRISE Reporting System" logo is shown. The main content area is divided into two columns: "Most Viewed in Catalog" and "Recently Viewed Reports". Under "Most Viewed in Catalog", there are two main categories: "SEDS" and "Enrollment Audit and Child Count". Under "Enrollment Audit and Child Count", the "Enrollment Audit Certification" report is highlighted with a red box. Under "Recently Viewed Reports", there is a list of reports including Enrollment Audit Certification, LearnDC Enrollment, Child Count Certification Report, Historical ACCESS Scores, At Risk, Student Growth Percentile, and Median Growth Percentile.

# Completing the Certification Form

1. Verify the SLED Student Count field for each category.
2. If the SLED Student Counts are inaccurate, write in the actual counts in the LEA Totals column.
3. Supply the open OST ticket number(s) for each LEA total written in.
4. Complete all requested fields on the form.
5. Obtain the required signature(s).
6. Scan the form and save the file.

  
**LEA Enrollment Audit Data Certification**  
*This form also serves as a Request for Appropriations Disbursement for Public Charter Schools*

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**SY 2015-2016**  
This form must be completed by **ALL** LEAs  
Please submit completed application electronically and with the original signatures.

LEA Name: **Achievement Preparatory Academy PCS**      Date: **08/27/2015**      EIN (PCS Only ): \_\_\_\_\_

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Certification Information

Please specify the number of students your LEA is certifying for each category based on October 5, 2015 enrollment. The SLED student counts populated in the chart below reflect the LEA student enrollment for each UPSFF category, according to the Enrollment Audit roster. In the case in which the SLED Student Counts do not accurately reflect your LEA's enrollment in any category, reference the OSSE Support Tool (OST) Ticket number that is open to address the specific issue.

Category	SLED Student Count	LEA Totals (if different from SLED)	Open OST Ticket number(s)
Enrolled	648		
KG	67		

# Submitting the Certification Form

Certifications are due by 5:00 PM on October 7.

1. Navigate to <https://sled.osse.dc.gov>
2. Log-in with your SLED credentials\*.
3. Click on Programs in the top navigation panel.
4. Select the Document Upload menu option.

The screenshot shows the SLED Statewide Longitudinal Education Data - Authoring Environment interface. The top navigation bar includes 'Home', 'Library', 'Reports', 'Search', 'Programs', 'Related Sites', and 'Help'. The 'Programs' menu is open, showing options for 'Elementary & Secondary Education' and 'Enrollment Audit'. The 'Document Upload' option is highlighted with a red box. A red arrow points from the text 'Select the Document Upload menu option.' to the 'Document Upload' option.

**SLED** Statewide Longitudinal Education Data - **Authoring Environment** | District of Columbia State Superintendent

Home Library Reports Search Programs Related Sites Help SLED LEA Admin : LEA A

Programs / LEA / Current Enrollment (uncertified)

Current Enrollment LEA Summary (uncertified)

Local Education Agency (LEA) Enrollment Summary (uncertified)

Displays total number of students currently enrolled at an LEA

Sector LEA Name Student Total

# Submitting the Certification Form

5. Click on the Enrollment Audit Certification tab.
6. Browse and upload the completed and signed certification form by 5:00 PM on October 7.

Enrollment Audit Certification | Child Count Data Anomalies Acknowledgement Form | Child Count Certification Report

## Enrollment Audit Certification

Upload Window: 10/6/2015 9 AM - 10/07/2015 5 PM

### Enrollment Audit Certification

Click the **Choose File** button to select the document. Complete the remaining fields and select the **Upload** button.

**Note:** PDF file only.

**File Name**  Browse...

**Document Title**

Fields marked with an Asterisks(\*) are required

**Upload** Clear

### Enrollment Audit Certification History

Document Title	File Name
	AgileAdoptionSteps9-10.pdf
	AgileAdoptionSteps...
PdF	AgileAdoptionSteps...
pdf	AgileAdoptionSteps9-10.pdf
PdF	AgileAdoptionSteps...
test server	SLED_Demo_QA.pdf
LEA 001	SEATS-Training-State.pdf

1 10 items p



# Data Errors and Resolution

# Missing Student Records

Not all student records present on the Current Roster (Uncertified) transfer to the Enrollment Audit Roster. In order for a student record to be accepted and displayed in the Enrollment Audit Roster (for any of the views), the following criteria must be met:

Enrollment Audit Roster Requirements	
<b>Current Roster (uncertified requirements)</b>	Complete first and last name
	Complete date of birth
	Non-future entry date
	Future or blank exit date
	Valid OSSE entry code
	<ul style="list-style-type: none"><li>• Entry code must be Stage 5</li></ul>
	Valid gender value
	Valid race value
	Valid ethnicity value
	Valid grade level value
	Student address input (street address, state, & zip)

# Identifying Data Errors

To assist LEAs in identifying data errors, SLED provides the following error reports.

**SLED** Statewide Longitudinal Education Data - Authoring Environment

Home Library- Reports- Search- Programs- Related Sites- Help- Search Student S

Programs / LEA / Current Enrollment

**Data Quality Error Reports**

- Error Summary
- Error Details List
- Duplicative Enrollment Report

**OSSE Reports**

- Enterprise Reporting System
- OSSE Reports
- OSSE Analysis Tool

Local Education Agency Enrollment

Displays total number of students currently enrolled at an LEA.

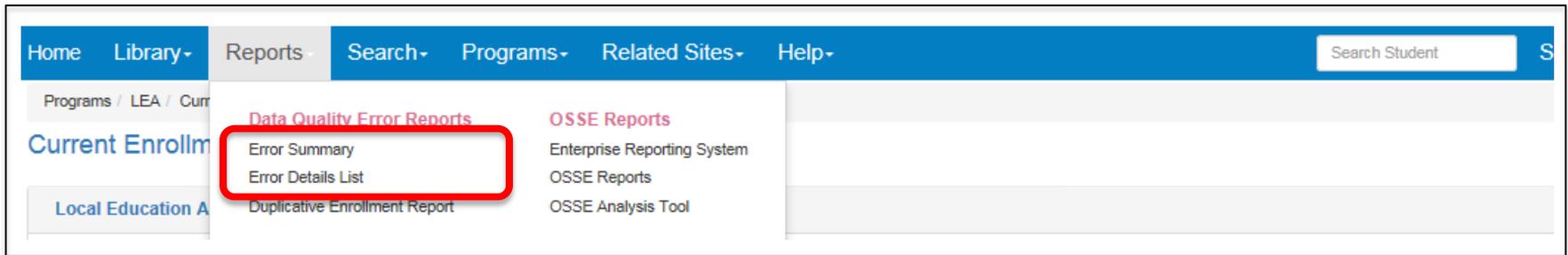
Sector	LEA Name	Student Total
DCPS	District of Columbia Public Schools	

Enrollment by School (uncertified)

Displays the total number of students currently enrolled at schools within this LEA and any non-public school students might be attending for which this LEA has the primary responsibility.

School	Student Total
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# SLED Error Summary and Error Details Reports



The Error Summary shows LEAs the counts of errors by school and also the number of students with each type of error. The chart to the right shows the error types.

The Error Details List shows the student records associated with each error.

Error Description	Total
Ethnicity should not be empty	5
First Name missing	1
Date of Birth invalid	...
Race missing	
Grade Level is not a recognized value	
Gender missing	
State is not a recognized value	
Street Address missing	
City missing	
Zip Code missing	
Incorrect LEP code	
Ethnicity should be a recognized value	
Future Date of Birth (DOB)	

# Resolving Data Errors (Prior to Oct 5)

If a data error is identified in SLED, follow these steps to resolve the issue:

1. Review the information in the source system. **Remember, different data elements have different source systems. The source system of each data element is listed in Appendix C of the Enrollment Audit Handbook.**
2. Make necessary corrections.
3. Check SLED the following business day to make sure that the updates were transmitted correctly.
4. If the issue persists, submit a request for support in the OSSE Support Tool.

Please note that it is the responsibility of the LEAs to correct and resolve issues, and verify resolution of the issues prior to October 5. Ultimately, funding will be based on data in SLED so corrections must be reflected in SLED.

# SLED Duplicative Enrollment Report

The screenshot shows the SLED navigation menu. The 'Reports' dropdown menu is open, and 'Duplicative Enrollment Report' is highlighted with a red rectangular box. Other options in the menu include 'Data Quality Error Reports', 'OSSE Reports', 'Error Summary', 'Enterprise Reporting System', 'Error Details List', 'OSSE Reports', and 'OSSE Analysis Tool'. The top navigation bar includes 'Home', 'Library', 'Reports', 'Search', 'Programs', 'Related Sites', 'Help', and a 'Search Student' input field.

The Duplicative Enrollment Report shows instances where a single student is enrolled in multiple schools.

**Duplicative Stage 4 and 5 Enrollment Report**

LEA Code	LEA Name	School Code	School Name	Enrollment Stage	Enrollment Code	Enrollment Code Description	Enrollment Date
118	Early Childhood Academy PCS	138	Early Childhood Academy PCS	Stage 5	1810	Continuing education in the same school with no interruption in schooling	08/25/2014
001	District of Columbia Public Schools	329	Turner ES	Stage 4	1800	Student has provided school with required enrollment forms and letter of enrollment agreement; school has completed registration of the student in the Student Information System (SIS)	01/01/1900
001	District of Columbia Public Schools	462	Belou STAY	Stage 4	1800	Student has provided school with required enrollment forms and letter of enrollment agreement; school has completed registration of the student	01/01/1900

# Resolving Duplicative Stage 5 Enrollments

*If a student is being claimed by another LEA, and is NOT attending your LEA:*

Withdraw the student with a proper exit code. The student will not exit your roster without a proper exit date and code. OSSE exit codes and guidance are available at <http://osse.dc.gov/service/entry-codes-exit-codes-and-enrollment>.

# Resolving Duplicative Stage 5 Enrollments

*If the student is attending your LEA:*

The school or LEA representative must complete the Duplicative Enrollment Resolution Affirmation Statement (DERAS) form and upload the DERAS form along with supporting documentation to certify the enrollment to the SLED Document Exchange. You can find the DERAS Form and additional guidance about this process on SLED under the Library menu.

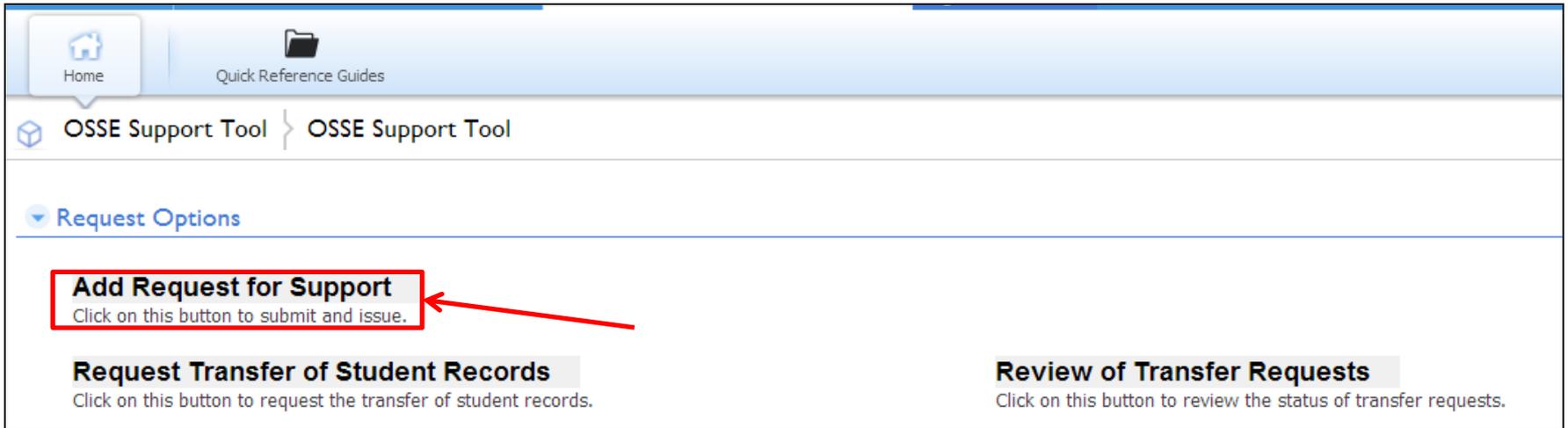
For the purposes of the Enrollment Audit, any duplicative enrollment that cannot be resolved by the LEAs by October 5, 2015 will be resolved by the auditor. The school where the student is determined *not to be enrolled* is then responsible for promptly withdrawing the student from the LEA SIS when the audit concludes.

# OSSE Support Tool (OST)

- The OSSE Support Tool (OST) is a QuickBase Application, which is used to submit request(s) for support from OSSE.
- The OST is available to the SEDS LEA Special Education Point of Contact, Head of LEA, Enrollment Audit Point of Contact, and LEP Point of Contact
  - SEDS LEA Special Education POCs have access to enter issues about anything related specifically to SEDS.
  - Other OST users have access to enter issues specific to Enrollment or Enrollment Audit.

# Adding a Request for Support

To send OSSE a question/issue, click on the “Add Request for Support” button.



The screenshot displays the OSSE Support Tool interface. At the top, there are navigation links for 'Home' and 'Quick Reference Guides'. Below this, the breadcrumb path shows 'OSSE Support Tool > OSSE Support Tool'. A section titled 'Request Options' is expanded, revealing three main options: 'Add Request for Support', 'Request Transfer of Student Records', and 'Review of Transfer Requests'. The 'Add Request for Support' option is highlighted with a red box, and a red arrow points to it from the right. The other two options are also highlighted with grey boxes.

Home Quick Reference Guides

OSSE Support Tool > OSSE Support Tool

Request Options

**Add Request for Support**  
Click on this button to submit and issue.

**Request Transfer of Student Records**  
Click on this button to request the transfer of student records.

**Review of Transfer Requests**  
Click on this button to review the status of transfer requests.

# Completing the OST Form

The screenshot shows the 'Add Issue' form in the SEDS system. At the top right, a green 'Save' button with a dropdown arrow is circled in red. Below the form title, there are four main sections: 'OSSE Support Request', 'Student Information', 'LEA Information', and 'Issue Description'. Red arrows point to the 'Issue Type' dropdown in the OSSE section, the 'Gender' dropdown in the Student Information section, the 'Issue Description' text area, and the 'Choose File' button in the Attachment section. The 'Save' button is also highlighted with a red circle.

Issues } Add Issue **Save** Cancel

OSSE Support Request

Directions:  
Use this form to request support for SEDS.  
Issue Type \*

Student Information

First Name Last Name  
USI  
 USI unavailable? Gender  
DoB  
Attending School

LEA Information

Requestor's LEA \* Make a Selection...

Issue Description \*

Attachment  
Choose File No file chosen

Status  
New

Select the category that best describes your issue from the drop down box. A second drop-down box may appear asking for additional information.

If your request involves a specific student, please complete the fields under ‘Student Information.’

Enter a detailed description of the issue.

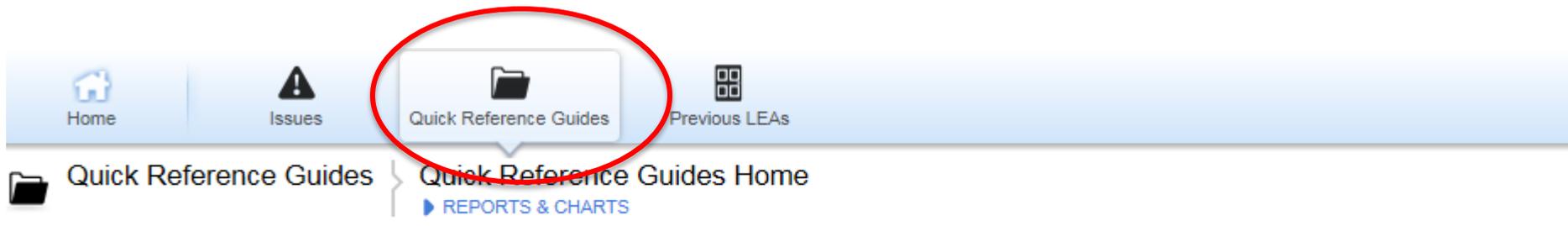
If necessary, a user may take a screenshot of the page in SEDS where he/she is experiencing an issue to include in the Support Request.

To enter clarifying information use the issue description box. Click the **Save** button.

# Global Issues Ticket

If you have an issue that affects multiple students, please complete the Global Issues Template found under the Quick Reference Guides tab.

– DO NOT SUBMIT A NEW TICKET FOR EVERY STUDENT.



Embedded for LDAs	5 Quick Reference Guides			Archive? is not '1'
	Name	Description	Guide	Archive?
	OSSE Support Tool Guide		<a href="#">LEA Data Administrator II - Course Presentation - OSSE Support Tool Section.pdf</a>	
	LEA Contact List		<a href="#">Updated 2013 Contact List.xlsx</a>	
	Nonpublic Training of TA Model		<a href="#">Nonpub training of new TA model UPDATED 02 09 2014 (1).pdf</a>	
	OST Enrollment Audit Global Issue Template		<a href="#">OST Enrollment Audit Global Issue Template 2014-2015.xlsx</a>	
	OSSE Support Tool Guide for DSE POCs		<a href="#">OSSE Support Tool PPT Guide - DSE POC updated 09 04 2014.pptx</a>	

# Closing Resolved OST Tickets

Once the user has accepted the suggested solution offered by the State, the user should inform the State by checking the box below that the issue has been resolved.

The screenshot shows a ticket summary card with a yellow background. At the top, it says "Resolved/Pending User Confirmation (1 Issue)". Below this, there are four columns: "Resolved/Pending User Confirmation", "System Issues", "General Questions", and a large text area. The text area contains two entries: "[SEP-24-13 9:50 PM Angel Test] The information entered in this field is where users enter their questions for the OSSE to review and provide assistance." and "[SEP-24-13 9:48 PM Angel Test] This is a test." There is a small edit icon (pencil) to the left of the first entry.

To confirm the issue has been resolved, click on the edit icon (  ) next to the request.

The screenshot shows the "Issue Description" section of a ticket. At the top, there is a dropdown menu labeled "Issue Description". Below it, a checkbox is highlighted with a red box. The text next to the checkbox reads: "By checking this box, I confirm that the provided solution addresses my issue". Below the checkbox, there is a text area labeled "Issue Description" containing two entries: "[SEP-24-13 9:50 PM Angel Test] The information entered in this field is where users enter their questions for the OSSE to review and provide assistance." and "[SEP-24-13 9:48 PM Angel...". A link "Show All Entries" is visible below the text area.

Check the box above the Issue Description box to inform OSSE that the issue has been resolved.

To enter clarifying information use the issue description box. Click  . 30



# Count Location and Document Submission

# SY15-16 Enrollment Audit & Child Count QuickBase App

- LEAs will use QB to input **Count Location** information for all students.
- LEAs will use QB to submit residency, resolution, appeals, and ELL/LEP documentation.

The screenshot shows the OSSE Enrollment Audit and Child Count QuickBase application interface. The top navigation bar includes links for OSSE Enrollment..., College Access..., Equity Reports..., OSSE Commu..., and OSSE IDEAfact. Below the navigation bar is a section for LEA Document Upload. The main content area is titled "Enrollment Audit and Child Count..." and includes a "General Instructions" dropdown menu. The "Enrollment Audit" section provides instructions for inputting data, including a list of "Editable Data Elements" and "Inputting and Updating Data" instructions. A detailed list of steps for "Bulk data upload" is provided, along with a note that the process is manual and requires 48 hours for OSSE to process the upload.

OSSE Enrollment... College Access... Equity Reports... OSSE Commu... OSSE IDEAfact

LEA Document Upload

Enrollment Audit and Child Count... } Enrollment Audit

Child Count Report

Upload Report

## Enrollment Audit

This is the Enrollment Audit Dashboard. Please continue reading for guidance on inputting C

### Editable Data Elements

The only data element that is editable in this application for the enrollment audit is Count Loc must complete identify and input a **Count Location at least 6 business days before the st** student's program meeting time must also be specified Count Location data field.

### Inputting and Updating Data

To input Count Location, click on the "Enrollment Audit Child Count" link along the top navig Database (SLED) system will appear in this report.

There are a few different ways that LEAs can edit the required data.

**Using Grid Edit** – To edit multiple records quickly, click Grid Edit link in the upper rig Review changes the following day in SLED to ensure information syncs correctly.

**Editing Student-by-Student** – To input information for one student at a time, click th following day in SLED to ensure information syncs correctly.

**Bulk data upload** – LEAs may **only** use this option to update the Count Location int

1. Click the More drop down menu in the upper right corner of the page.
2. Select the Save as a Spreadsheet option. The table will then download an
3. Edit only the Count Location information. Do not add or delete any rows or
4. Save the spreadsheet.
5. In QB, click on the "LEA Document Upload" icon along the top navigation i
6. Click on the Edit icon, represented by a pencil to the far left of the record.
7. Select "Browse" in the appropriate field and attach the file.
8. Click Save (then review the record because the attachment should now ap
9. Send an email to [osse.enrollmentaudit@dc.gov](mailto:osse.enrollmentaudit@dc.gov) informing the OSSE Enrol
10. Wait up to 48 hours for OSSE to process the upload. After 48 hours, che

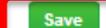
The bulk data upload is a completely manual process for OSSE. If LEAs do not adhere to thi

### Uploading Document Packets

# Inputting Count Location

1. Navigate to <https://octo.quickbase.com>.
2. Log-in with your credentials.
3. Click on the OSSE Enrollment Audit and Child Count SY 2015-2016 QuickBase Application link.
4. Select the Enrollment Audit button (  )
5. Scroll down to the Enrollment Audit Report
6. Select Grid Edit.
7. Edit the Count Location information for each student.
8. Save.

Enrollment Audit Child Count } Enrollment Audit Report

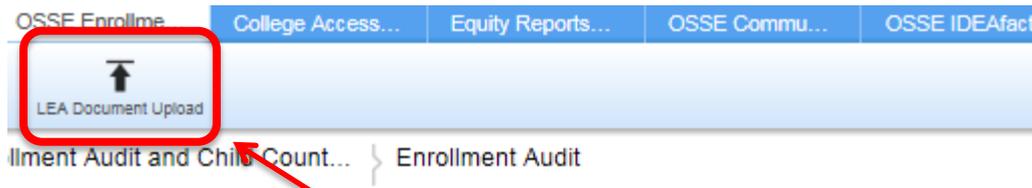
to 200 (out of 38924 Students)

USI	Local ID	First Name *	Last Name *	Date of Birth	Enrollment Grade Level	School Name	Date and Time of Site Visit	Count Location, Site Visit
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# Notes about Count Location

- In the Count Location field, you must enter the classroom location of each student for the Auditor site visit.
- If a school within the LEA has multiple program times, that information needs to be included in the count location field *for each student*.
  - For example, there are schools where some students come in the AM and others in the PM. The count location of an AM student might say, “Room 205 – AM”
- The Count Location field must be complete **six work days** before your site visit.

# QuickBase: Document Upload



Child Count  
Report  
ort

## General Instructions

### Enrollment Audit

This is the Enrollment Audit Dashboard. Please continue reading for guidance on inputting C

#### Editable Data Elements

The only data element that is editable in this application for the enrollment audit is Count Loc must complete identify and input a **Count Location at least 6 business days before the sc** student's program meeting time must also be specified Count Location data field.

#### Inputting and Updating Data

To input Count Location, click on the "Enrollment Audit Child Count" link along the top navig Database (SLED) system will appear in this report.

There are a few different ways that LEAs can edit the required data.

**Using Grid Edit** – To edit multiple records quickly, click Grid Edit link in the upper rig Review changes the following day in SLED to ensure information syncs correctly.

**Editing Student-by-Student** – To input information for one student at a time, click th following day in SLED to ensure information syncs correctly.

**Bulk data upload** – LEAs may **only** use this option to update the Count Location inf

1. Click the More drop down menu in the upper right corner of the page.
2. Select the Save as a Spreadsheet option. The table will then download an
3. Edit only the Count Location information. Do not add or delete any rows or
4. Save the spreadsheet.
5. In QB, click on the "LEA Document Upload" icon along the top navigation l
6. Click on the Edit icon, represented by a pencil to the far left of the record.
7. Select "Browse" in the appropriate field and attach the file.
8. Click Save (then review the record because the attachment should now ap
9. Send an email to [osse\\_enrollmentaudit@dc.gov](mailto:osse_enrollmentaudit@dc.gov) informing the OSSE Enrol
10. Wait up to 48 hours for OSSE to process the upload. After 48 hours, che

The bulk data upload is a completely manual process for OSSE. If LEAs do not adhere to thi

#### Uploading Document Packets

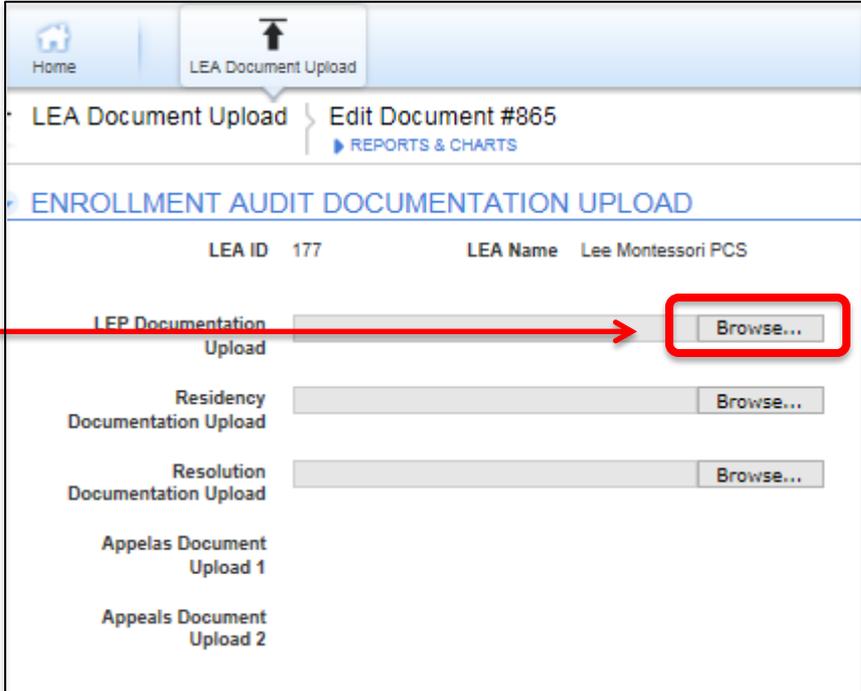
LEAs will upload documents to QuickBase, if needed, for:

- LEP sample audit
- Residency documentation
- Resolution documents
- Appeals

# QuickBase: Document Upload

67 Documents					
	LEA Name	Tuition and Residency Upload	Count Location Upload	LEP Documentation Upload	Resid Docur Upload
	Lee Montessori PCS				

1. Click on the Edit Icon on the row associated with your LEA.
2. Browse, attach, and save the file in the appropriate data field.
3. Ensure file name is titled *LEA\_School\_TypeOfSubmission* (e.g. *DCPS\_HarrisElem\_Resolution*)



Home | LEA Document Upload

LEA Document Upload | Edit Document #865  
▶ REPORTS & CHARTS

ENROLLMENT AUDIT DOCUMENTATION UPLOAD

LEA ID	177	LEA Name	Lee Montessori PCS
LEP Documentation Upload			<input type="button" value="Browse..."/>
Residency Documentation Upload			<input type="button" value="Browse..."/>
Resolution Documentation Upload			<input type="button" value="Browse..."/>
Appelas Document Upload 1			
Appeals Document Upload 2			



# Notes About Specific Data Elements

# Enrollment, Residency, and Tuition Indicators

## Enrollment Indicator

- The Enrollment Indicator should equal YES for all students on October 5. The Enrollment Indicator could be flipped to NO for a record when the audit findings return from the Auditor the student was found not to be enrolled *or* if the student is duplicatively enrolled.

## Residency and Tuition Indicators

- This year, Residency Indicator and Tuition Paid Indicator will be captured and in the LEA SIS. These data fields need to be complete for all students by October 5 at 5:00 PM.

# Direct Certification Indicator

- This data field indicates that the student's family was eligible for TANF or SNAP at any point within the given school year.
- The Direct Certification indicator is populated by OSSE using data provided by the Department of Human Services (DHS);
- **The first SY 2015-2016 data will not be available until October 1, 2015**  
**Because of that, the LEA Direct Certification population will probably change on October 1.**

# Enrollment Grade vs. UPSFF Grade

- The Enrollment Grade Level will display the grade level input in the LEA SIS.
- The UPSFF Grade is the translation of that grade for funding purposes. The UPSFF grade will be same as the Enrollment Grade in all cases except the following:
  - Schools with Alternative, Special Education, or Adult program status
  - Records with invalid Enrollment Grades (UPSFF grade will be translated to the students' age appropriate grades)
  - Students in Grades C1-C8 (UPSFF Grade will be translated to the students' age appropriate grades)

# New Data Fields

## Facility ID and Name

- This field indicates the location where the student is actually attending school and the associated ID, assigned by OSSE. For most schools, there is only one facility but some schools have multiple facilities.

## Residential Program Indicator

- An indication that the students participates in the residential program of the school. This data field is not applicable to the vast majority of DC public and public charter schools.

# Summary of Key Milestones

- SLED is updating daily through the audit day, October 5, 2015. Changes made in the LEA SIS by 5:00 PM will be accepted and reflected the next morning by 10:00 AM.
- Deadline for having data accurate, complete, and valid in the source system is October 5 at 5:00 PM
  - Count Location information must be input at least 6 business days before your head count
- Data Certifications must be submitted by October 7 at 5:00 PM.

# Questions?

Please contact [osse.enrollmentaudit@dc.gov](mailto:osse.enrollmentaudit@dc.gov) if you have any further questions or need additional support.

