

Section 2: Enrollment Audit Calendar

DATE	ITEM	PARTIES INVOLVED
Late July – Early August	LEA Point of Contact (POC) collection begins	OSSE and LEAs
August 23, 2013, and September 5, 2013	OSSE training to prepare LEAs for the audit and to review the handbook (LEAs only need to attend one session) Auditor briefs LEAs of head count audit** process	OSSE, PCSB, and LEAs, Auditor
September 16 – October 7, 2013	SLED/Proactive/SIS Data Quality Technical Assistance Campaign LEA begins verification of all student information in SLED.	OSSE, PCSB, and LEAs
October 7, 2013	Final day for LEA enrollment submission into SIS. Final day for special education data to appear correctly in SLED.	LEAs
October 11, 2013	LEA submits the Enrollment Audit Verification and Child Count Certification Form	LEAs
October 15 – November 15 2013	Audit count and verification performed Child Count OSSE analysis period commences. Anomalies and/or data discrepancies are distributed to LEAs.	Auditor
November 18- 27, 2013	General Audit Resolution Meetings	Auditor and LEAs
December 4, 2013	Release pre-appeals data to LEAs	OSSE
December 13, 2013	Deadline to submit Desktop Appeals documentation Responses to anomalies with final Child Count certification due to OSSE. (Note: OSSE will consider October 11 certifications as final for LEAs with no noted special education data discrepancies). Any additions, deletions, or changes to student information must be recertified by the Head of LEA.	LEAs
December 16-20, 2013	Desktop Appeals hearings	OSSE, Auditor, LEAs
January 3, 2014	Deadline to submit in-person appeals hearing documentation	LEAs
January 8-10, 2014	In- person Appeals Hearings	Auditor

*Exact dates will be scheduled with the auditor and LEAs closer to the date.

**References all audit components (general, LEP, and Child Count).