



**Comprehensive Literacy State
Development Grant (CLSD)
Birth-to-Five and K-12 Subgrantees**

**DATA COLLECTION GUIDE
2025-26 School Year to 2028-29 School Year**

BACKGROUND.....3

PURPOSE.....3

DATA SUBMISSION TIMELINE3

INTEGRATED DATA SUBMISSION (IDS) TOOL AND HOW TO SUBMIT4

SCOPE OF COLLECTION4

DATA EXCEL TEMPLATE OVERVIEW4

DATA COLLECTION METRICS.....4

 K-12 Template – Student and Educator Tabs5

 B-5 Template – Child and Educator Tabs.....6

ADDITIONAL REPORTING REQUIREMENTS.....6

SUPPORT7

FREQUENTLY ASKED QUESTIONS (FAQ)7

BACKGROUND

In September 2024,

Comprehensive Literacy State Development (CLSD) grant to strengthen literacy development and instruction from birth through grade 12. This phase builds on the \$16 million CLSD awarded in 2020 and targets five priorities: school-based literacy plans, structured literacy competency for all educators, high-quality literacy professional learning (PL), instructional coaching, and family literacy engagement—aimed at improving language and literacy outcomes and closing resource and capacity gaps.

OSSE administers two subgrants—Birth-to-Five (B-5) and K-12—and reporting/monitoring requirements may vary by age band. Each awardee identifies the staff member who will manage the CLSD subgrant (e.g., grant manager, local education agency [LEA]/school leader, literacy coach, or data manager) and shares that contact with OSSE.

PURPOSE

Every subgrantee is **required to collect data on student progress and educators' competency of structured literacy, professional development hours, and instructional coaching funded by the CLSD grant**. This document serves as the guidance for this requirement across the entire award period (Oct. 1, 2025 – Sept. 30, 2029). Subgrantees will be required to submit data specific to their LEA or organization using the [Integrated Data Submission](#) (IDS) application tool.

DATA SUBMISSION TIMELINE

Subgrantees submit CLSD data twice per year via IDS – BOY (Beginning of the Year) and EOY (End of the Year). MOY (Middle of the Year) is optional and may be used to show progress with other evidence-based assessments. For the baseline year (2025–26 school year), only EOY data will be collected due to the March 30, 2026 award timing, with the EOY submission window set for Sept. 15–Oct. 15, 2026 in IDS and the Annual Progress Report due October 2026 (date TBD).

Beginning in the 2026–27 school year, schools/facilities resume the BOY (fall) and EOY (spring) submission cadence (MOY remains optional) following the annual IDS windows. OSSE will communicate exact dates and update the guide each year.

FY26 KEY DATA AND REPORTING DATES (MARCH 30, 2026 – SEPT. 30, 2026)

Date	Event/Requirements
Sept. 15 – Oct. 15, 2026	EOY Data submission (Reporting)
Nov. 2026 (TBD)	Annual Progress Report (Monitoring)

INTEGRATED DATA SUBMISSION (IDS) TOOL AND HOW TO SUBMIT

CLSD subgrantees submit data only via the IDS system: your Data Manager downloads the appropriate Excel template, completes it using the in-template instructions/definitions, and uploads the file back into IDS. IDS runs validation and returns either a success status or a new version with errors identified to fix before resubmission. For detailed steps, use the [IDS User Guide](#). To protect confidentiality, no individual data is accepted outside IDS.

SCOPE OF COLLECTION

For **B-5**, submissions in the IDS system will include:

- All children ages 3-5 at CLSD-funded centers or schools
- All educators at each facility receiving CLSD supports

For **K-12**, submissions in the IDS system will include:

- All students at CLSD-funded schools within the age-band of your LEA's grant (K-5 and/or 6-12)
 - Grades K-3 – Assessment information and student information are required at each submission.
 - Grades 4-12 – Student information is required, but assessment information is optional (state test scores will be matched). LEAs can submit assessment data to best analyze student progress.
- All educators serving students in the age-band of your LEA's grant (K-5 and/or 6-12)

DATA EXCEL TEMPLATE OVERVIEW

The CLSD templates provide a standardized, roster-level snapshot of who is served and which supports are delivered across B-5 and K-12, enabling consistent monitoring and reporting. Student/child tabs capture core demographics with assessment names and composite scores (BOY/EOY; MOY optional), while educator tabs capture identification, role/grade or age served, and CLSD-funded supports aligned to the CLSD pillars (curriculum-based PD, other high-quality PD, supplemental coaching, and family-literacy engagement). Each template includes option sets and a definitions tab to standardize dropdowns and clarify required vs. optional fields, which improves matching and reduces IDS errors; personally identifiable data remains confidential within IDS.

DATA COLLECTION METRICS

This section outlines what each subgrantee must submit. **Use the Data Definitions tab in the Excel template to complete every column accurately with the required formats and dropdown values.** Each row in the Student/Child and Educator tabs should represent one individual only. The IDS system runs individual line validation—checking required versus optional fields, formats such as MM/DD/YYYY and 10-digit USI, and exact option-set selections. **Data collection is not complete until all errors are fixed.**

K-12 Template – Student and Educator Tabs

“Student Information” Metrics – explained on Definitions Tab

- LEA Name - Name of the LEA where the student was served the assessment
- LEA Code
- School Name (School where the student was administered the assessment)
- Student USI - 10-digit unique student identifier (USI) reported to OSSE
- First Name
- Last Name
- Date of Birth
- Gender
- Race
- Ethnicity
- English Language Arts (ELA) Teacher First Name (Teacher providing most intensive literacy supports to this student)
- ELA Teacher Last Name
- Assessment Name (BOY)
- Composite Score (BOY)
- Assessment Name (MOY)
- Composite Score (MOY)
- Assessment Name (EOY)
- Composite Score (EOY)

“Educator Information” Metrics- explained on Definitions tab

- LEA Name
- School Name
- Educator Identifier (Unique Faculty Staff Identifier - USFI)
- Educator First Name
- Educator Last Name
- Educator Email
- Educator Role
- Grade Level (Main)
- Grade Level (Other)
- Demonstrated competency in structured literacy training (Pillar B)
- Hours of literacy curriculum based professional development (Pillar C)
- Hours of other high-quality literacy professional development (Pillar C)
- Hours of supplemental literacy coaching support (Pillar D)
- Hours of supporting family literacy trainings or engagement activities funded by CLSD (Pillar E)

B-5 Template – Child and Educator Tabs

“Child Information” Metrics – explained on Definitions tab:

- Organization Name
- Facility Name
- Child Identifier - Unique child identifier (USI where available)
- First Name
- Last Name
- Date of Birth
- Gender
- Race
- Ethnicity
- Teacher First Name (Teacher providing most intensive literacy supports to this student)
- Teacher Last Name
- Assessment Name (BOY)
- Composite Score (BOY)
- Assessment Name (MOY)
- Composite Score (MOY)
- Assessment Name (EOY)
- Composite Score (EOY)

“Educator Information” Metrics – explained on Definitions tab

- Organization Name
- School/Facility Name
- Educator First Name
- Educator Last Name
- Educator Email
- Gender
- Race
- Ethnicity
- Educator Role
- Age Served (Main)
- Age Served (Other)
- Hours of literacy curriculum based professional development (Pillar B)
- Hours of other high-quality literacy professional development (Pillar B)
- Hours of supporting family literacy trainings or engagement activities funded by CLSD (Pillar C)

ADDITIONAL REPORTING REQUIREMENTS

In addition to the IDS data submissions, subgrantees will be required to comply with additional reporting as requested by the CLSD program. As outlined in the request for applications (RFA), these reporting requirements include:

- Submission of bi-annual fiscal reports and any other required information in a timely and efficient manner using the methods established by OSSE;
- File an expenditure report through the Enterprise Grants Management System (EGMS) within 60 days of the end of each annual budget period;
- File final grant activities reports through EGMS within 90 days of the end of the subgrant; and
- Any additional reporting as requested by the CLSD Program Analyst (i.e., completion of surveys, submission of additional student data, site visits, professional development, personnel, etc.).

SUPPORT

OSSE staff are available to assist you with any questions you may have about CLSD monitoring and reporting. For questions or to schedule a technical assistance meeting, please contact:

Clara Smith
CLSD Program Manager
Clara.Smith@dc.gov

or

Jose Urquilla
CLSD Program Analyst
Jose.Urquilla@dc.gov

FREQUENTLY ASKED QUESTIONS (FAQ)

Q: Why is OSSE collecting this demographic information?

A: A requirement of the CLSD grant program is to report student-level demographic information for the Department of Education CLSD National Evaluation Study. The purpose of this evaluation is to better understand how the implementation of the CLSD grant is impacting student literacy. Furthermore, OSSE is collecting this demographic information to understand and evaluate CLSD subgrantees.

Q: What assessment data should be reported?

A: To provide LEAs and early childhood education (ECE) programs with flexibility to select the most appropriate assessment to meet the needs of their children and students served, OSSE is requesting the name of assessment used to monitor interventions related to the CLSD subgrant, as well as BOY, MOY, and EOY score information. The purpose of this assessment data collection is to determine the impact of CLSD activities on student outcomes. LEAs and ECE programs will be required to select a nationally norm-referenced assessment.

Q: When should assessments be administered?

A: For the 2025-26 school year, the EOY assessment administered before June 30 should be submitted. For the 2026-27, 2027-28, and 2028-29 school years, the following timeline applies: BOY assessments should be administered between **Aug. 30 and Nov. 19**. EOY assessments should be administered between **March 30 and June 17**.

Q: How will student assessment data be utilized for CLSD subgrantees?

A: To determine the impact of CLSD funds and programming on student outcomes, student assessment data will be collected and analyzed. This analysis will provide OSSE an opportunity to identify areas of strength and need to provide appropriate supports to subgrantees. These supports could include targeted technical assistance, communities of practice and professional learning opportunities.

Q: How should subgrantees account for students who have disenrolled and/or who have enrolled within the organization or LEA since the last reporting cycle?

A: For students who have disenrolled since the BOY submission, please remove their entry from your reporting template. For students who have enrolled since the last reporting cycle, please add a new entry. To accommodate for changes in enrollment, BOY scores will be optional during EOY reporting. **However, it is required that BOY and EOY data be included for students who have been enrolled throughout the school year.** MOY data is optional to provide an additional data point.