



## Enrollment Audit and Child Count: Certification Quick Guide

### Purpose

This quick guide provides the head of school how to complete the three certifications in the Enrollment Audit and Child Count Application.

### Who has Access to Certify Data?

Only the Head of School has access to certify the data.

### Log into the Enrollment Audit and Child Count Application


The Enrollment Audit and Child Count Application is accessible from SLED (at <https://sled.osse.dc.gov> > click on the **Related Sites** tab > select **Enrollment Audit and Child Count Application**) or directly at <https://data.osse.dc.gov/enrollmentaudit>.

Login to the application using SLED credentials then click the **Sign In** button.

### Certification Dates

1. 1st Certification is available on October 13 at 9:00 a.m. – 5:00 p.m.;
2. 2nd Certification is available on November 20 at 9:00 a.m. – 5:00 p.m.; and
3. 3rd Certification is available on December 15 at 9:00 a.m. – 5:00 p.m.

### Accessing Certifications

1. Click on the **Menu** () icon.
2. Select the **Certification** option.
3. In the **LEA** filter, the LEA Name is listed.
4. Click the **Certification Type** dropdown menu to select the specific certification to refresh the page with total enrollment counts.

**NOTE:** The Certification will only display in the application on the date and timeframe listed in the **Error! Reference source not found.** section.

### 1st Certification

During the 1st certification, select **Certification 1: Unaudited Enrollment and Child Count Anomalies Acknowledgement** – see [Certification Content](#) section for a brief description of categories.

### 2nd Certification

During the 2nd certification, select **Certification 2: Unaudited Enrollment and Final Child Count** – see [Certification Content](#) section for details of each count.

### 3rd Certification

During the 3rd certification, select **Certification 3: Unaudited Enrollment and Child Count Anomalies Acknowledgement** – see [Certification Content](#) section for details of each count.

## Certification Content

### Export Counts

Click the **Export Count** button to download the .csv file with the categories and corresponding counts.

### Total Enrollment

This lists the number of students counted in the LEA for the categories below:

1. UPSFF
2. Duplicative Enrollment
3. Non-public
4. Tuition Paying
5. Non-DC Residents

### UPSFF Grade Level

This lists the total number of students who qualify for UPSFF by their UPSFF grade level. Only the grade levels served at the LEA are displayed. If the LEA has students in the ungraded grade level then the students are counted in their age (as of Sept. 30) appropriate grade level. If the LEA only services students with disabilities (SWDs) then the students are counted in the SPED grade level.

### Special Education (UPSFF Population)

This lists the total number of SWD who qualify for UPSFF by their SPED levels.

### Special Education - Residential (UPSFF Population)

This lists the total number of SWD who qualify for UPSFF by their SPED levels and are attending a residential school.

### Residential

This lists the total number of English Learner (EL) students who qualify for UPSFF and are attending a residential school.

### Other Certified Counts

This lists the total number of (1) students who qualify for UPSFF and are considered to be EL or At-risk and (2) Child Count anomalies.

### Child Count Questions

This lists federally required questions that must be completed for Child Count.

**NOTE:** This only displays for the 2nd Certification.

### Certification

This displays the Certify button used to accept the counts. Once the button is clicked, the date and time of the certification appears.

## Resources

Below is a table of resources to assist with the Enrollment Audit and Child Count Application.

Title	Location
Enrollment Audit and Child Count Handbook	<a href="https://osse.dc.gov/node/1263931">https://osse.dc.gov/node/1263931</a>
Enrollment Audit and Child Count Policy inquiry	<a href="mailto:osse.enrollmentaudit@dc.gov">osse.enrollmentaudit@dc.gov</a>
Enrollment Audit and Child Count Application user guide	In application, click the <i>Menu</i> and select <i>LEA User Guide</i>
Enrollment Audit and Child Count Application inquiry	Email the <a href="#">DAR Liaison</a> assigned to the LEA
SLED Access	To request access to SLED, reset or unlock password email to <a href="mailto:sled.info@dc.gov">sled.info@dc.gov</a>