



# LEA Data Discussion

*July 16, 2020*

# Meeting Participation Instructions

## Two options for providing feedback:

- Option 1 - Use the question/chat box to respond
- Option 2 - Raise your hand to be unmuted to speak

## What to Expect:

- Questions will be repeated out loud from the question/chat box
- You will be identified and unmuted when it's your turn to speak

# Agenda

- Introductions
- Reminders
- DC School Report Card
- LEA Discipline Collection
- Enrollment Audit Updates
- Start of School and other Upcoming Trainings



# Introductions

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# Introductions

## Office of the Chief Information Officer

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Don Davis  
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# Reminders

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# Data Connectivity Key Dates & Deadlines

As we shift towards preparation for SY20-21, these are the key operational processes and deadlines presented to LEA leaders last week. OSSE will issue more detailed guidance in the coming week.

Category	Milestone/ Process step	Owner	Deadline*
Decisions	LEA Start Date determined and communicated to OSSE	LEA	June 15, 2020
Data Connectivity	LEA calendars submitted to eSchoolPLUS	LEA	45 calendar days prior to SoS
	Data mapping completed in LEA Data Mapping Tool	LEA	45 calendar days prior to SoS
	Configuration session ( <i>OSSE will initiate scheduling</i> )	OSSE/LEA	30 calendar days prior to SoS
	Flip SIS to SY20-21	LEA	15 calendar days prior to SoS
	Data is flowing without error from SIS to SLED	OSSE	13 calendar days prior to SoS

\*These are final deadlines; LEAs can get started earlier if they choose.

# LEA Points of Contact

The LEA Points of Contact (POC) is a collection of LEA staff who serve as key contacts for specific content areas, which allows direct communication to staff.

**Total Numbers of Contact Types: 37**

## Key Findings

- Staff email addresses are entered incorrectly.
- Staff still listed as POCs who are no longer employed by the LEA.
- Staff are assigned / not assigned to the appropriate contact type.
- Staff have no contact number.

## Next Steps

- Review the LEA assigned points of contact and update in eSchoolPLUS.





# DC School Report Card

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7/16/20 - Donna Johnson | Director of Accountability

# Metric Calculation Confirmation Policy SY 19-20

- Metric Calculation Confirmation (MCC) is the process by which LEAs review the calculations and metrics used on the DC School Report Card and used in other reports, analyses, and OSSE data files.
  - MCC Phase 1 and 2 opened Wednesday, July 15
- The MCC Policy for SY 19-20 was sent on June 10, 2020 to all LEAs and is available on the OSSE website, as linked [here](#).

# MCC for School Profile (MCC Phase 1) : July 15 – August 14

## Data Included:

### School Profile items:

- Address, Phone Number, Grades served, Principal/School Leader name, School Picture, Social Media Links, School Uniform
- **Before/After School Care availability, payment option , and hours**
- Extracurricular/Enrichment Programs - (max size 200 characters)
- Message from the School – (max size 530 characters)
- Parent Organization/Representative/Rep email/Communication Policy
- **School Day Hours** - Should reflect regular instructional day hours not hours facility is open
- **School Program Offerings** – AP/IB school must be on approved list from College Board/IB in order to select this option
- Transportation (Bus and Metro)

## Dates:

- **eSchool Plus Changes for profile data may begin :** 6/15 – (engage your principals and school leaders to review these items as well)
- **MCC Phase opens:** 7/15/20
- **OST submission deadline:** 7/31/20, at 4pm
- **MCC Phase Certification:** 8/14/20, by 5pm

# MCC for Health and Staff Data (MCC Phase 2): July 15 – August 14



## Data Included

- Teacher/School Leader Data
- Health Staff Data
- Physical Activity Minutes

## Dates:

- MCC Phase 2 Opens: 7/15/20
- OST Submission deadline: 7/31/20 at 4pm
- MCC Phase 2 certification: 8/14/20 by 5pm

# Student level metrics (MCC Phase 3): 9/9 – 10/30

## Data Included

- In-Seat Attendance (thru 3/13)
- 90% Attendance (thru 3/13)
- Re-Enrollment
- Mobility (thru end of February)
- Discipline Metrics
- SAT CCR
- SAT DC Percentile
- **College Enrollment**
- **Graduation: four and five-year ACGR**
- AP/IB Participation
- AP Performance

- Re-engagement (Alt Schools Only)
- 8<sup>th</sup> to 9<sup>th</sup> Transition (Alt Schools Only)
- **Secondary Completion (Alt Schools only)**

Some data elements released later in cycle due to availability, elements on the Report Card are **bold**

## Dates:

**MCC Phase 3 opens:** First data set 9/9/20,  
**Additional data set 9/30/20**

**OST Submission deadline:** 10/23/20, at  
4pm

**MCC Phase 3 Certification:** 10/30/20 by  
5pm

# DC School Report Card – December 2020

## Limited data displayed from SY 2019-20

- Profile Page: Enrollment, Physical Activity minutes
- Academic Performance: 4 and 5-year Grad Rate, College Enrollment rates
- School Environment: Teacher, School Leader, and Health Staff data

## Report Card Display changes

- Profile Page:
  - Social Media will now include Instagram
  - School Hours should represent School Day hours, not Facility Hours – Based on hours as planned for December 2020 not August/September 2020
  - Times for Before and After Care will be published along with the information on funding model - Based on hours as planned for December 2020 not August/September 2020
  - AP/IB Programs – Only schools who are listed as certified providers by College Board or IB will be permitted to display this school program option, this is not per course, it is per school
- Teacher and Staff Data
  - N-count for teachers and school leaders for which data was provided will be included with the data published



# LEA Discipline Collection

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# Bottom Line Up Front

- A **complete, accurate and final** data collection template must be submitted to OSSE by **August 15, 2020**.
  - In the case of no disciplinary incidents, a [certification form](#) must be submitted (see slide 3 for more info).
- Report all **newly required data elements** for 2019-20 SY. (These elements were optional in the 2018-19 collection.)
  - Description of the disciplinary incident that led to the disciplinary action;
  - Whether the student willfully caused, attempted to cause, or threatened to cause bodily injury to another person related to the disciplinary incident;
  - An indication of whether the student was subject to a removal from school or enrollment resulting from violations of the Gun Free Schools Act that are modified to less than 365 days;
  - Type of disciplinary action
- **EVERY** disciplinary incident and action for students served by your LEA should be reported.
  - This also includes incidents occurring on or after March 13<sup>th</sup>, 2020 (start of distance learning)



# Data Submission Process

- In order for your submission to be considered complete, LEAs must submit the following by August 15<sup>th</sup>, 2020:
  - A completed [data collection template](#)
  - A [certification form](#) signed by the head of school
    - If your LEA did not have any in-school suspension incidents or any discipline incidents, you are required to submit a certification form.
  - Written justifications for students who received out of school suspensions for more than 20 days
- If PCSB submits data on your LEA's behalf, follow their guidance on submission but ensure that all three pieces above are provided and data is complete, accurate, and final by August 15<sup>th</sup>, 2020 as the submission is ultimately the LEA's responsibility.

# Ensuring Appropriate Collection Access.

- To submit the 2019-20 Discipline Data Collection template and certification form to OSSE, you must have the following:
  - Access to student discipline records
  - Access to OSSE's Discipline Data Collection Template
  - A [BOX](#) account with access to the discipline folder
    - Please note that you MUST be listed as the Head of School or Data Manager in eSchoolPlus to have access to this folder.

# Additional Information

- More information on OSSE's Discipline Data Policy can be found in the [policy guidance](#).
- Questions about BOX (access or upload issues) can be directed to your OSSE Data Liaison.
- Questions about completing the collection template or certification form can be directed to your OSSE Data Liaison or Saurabh Gupta ([Saurabh.Gupta1@dc.gov](mailto:Saurabh.Gupta1@dc.gov)).
- Questions about OSSE's annual [Discipline Report](#) or discipline research can be directed to Dr. Troy Shine ([Troy.Shine@dc.gov](mailto:Troy.Shine@dc.gov)).
- OSSE's 20-21 SY Discipline Collection Guidance will address issues concerning distance-learning and school discipline.
  - LEAs are welcomed to reach out to Troy Shine to recommend relevant discipline topics to be discussed and addressed for the 20-21 school year.
  - Collection guidance overview and training will take place late September 2020.



# Enrollment Audit Updates

*SY20-21*

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# Enrollment flexibilities already in place

Since March, OSSE has taken several actions to support LEAs and enrolling persons that face difficulties with the residency verification process due to COVID-19:

1. Expanded the use of electronic document submission, allowing enrolling persons and LEAs to social distance
2. Expanded the use of OSSE Residency Verification tools, resulting in less documentation that needs to be collected by the LEA from enrolling persons
3. Made parallel adjustments to DC DMV document expiration dates so that enrolling persons can use expired documents that they are currently unable to update
4. Added Unemployment Insurance benefits as a valid supporting document to aid enrolling persons that are no longer able to use a paystub due to unemployment
5. Released remote home visit guidance to support LEAs enrolling students with no available residency documentation
6. Allowed for the use of a lease proof of payment explanation letter so that persons paying a different rent amount than what is stipulated on the lease



# Enrollment Audit Process

DC Code requires that OSSE annually collect enrollment counts of all students attending a DC public school or public charter school and students whose education is paid for with District funds.

- This count is based on enrollment, *not* attendance
  - *Distance learning status will not impact inclusion in counts*
- The count is supported by an audit to verify student residency status
- The audit of residency status involves and auditor review of all DC Residency Verification forms and a sample of supporting residency documents
- The audit is an iterative process allowing LEAs to resolve auditor identified issues with residency documentation

# Enrollment Audit: New Options & Standards

OSSE understands that LEAs have many remaining questions and concerns about the upcoming audit, which we have sought to address in two key ways:

1. OSSE will provide an **e-binder *option***\* for LEAs versus the typical in-person process. This option provides two main benefits:
  - LEAs will not need to print residency documents that are already being collected electronically
  - LEAs will not need to reserve space at their schools for auditors during the field work phase
2. OSSE is also updating the standards for auditors to ensure - within statutory requirements - fewer document rejections and thus fewer follow-ups required of LEA staff.
  - Note that compliance with e-signature requirements is *not* a part of the auditor scope for the 2020-21 enrollment audit.



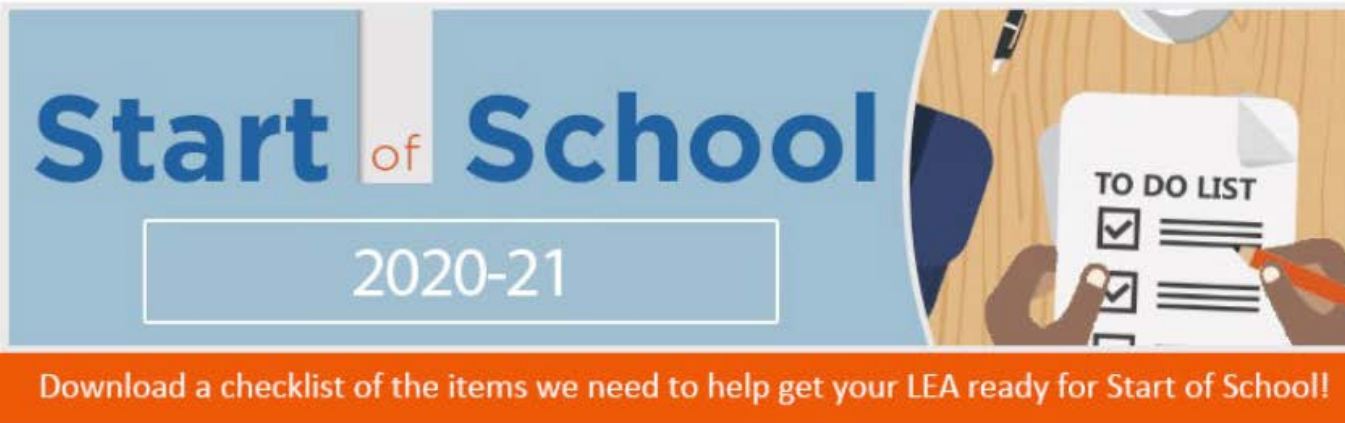
*\*If LEAs choose, they are still able to run an in-person process so long as they can accommodate social distancing for the auditor staff.*



# Start of School & Upcoming Trainings

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At OSSE, we recognize that the start of school is a critical time for the local education agencies and families we serve. That's why, as part of our ongoing focus on responsive and consistent service, we're seeking to transform the way that our education partners experience the start of school with OSSE.

Click on the icons below to learn more about our five priorities for strengthening the 2020-21 start of school.



**2020-21 START OF SCHOOL DATES & DEADLINES**

**2020-21 START OF SCHOOL RESOURCES & TOOLS**



<https://osse.dc.gov/startofschool>

Monday	Tuesday	Wednesday	Thursday
<b>July 20</b> <a href="#">New Data Manager Orientation</a> <a href="#">New Enrollment Audit POC Orientation</a> <a href="#">Returning Enrollment Audit POC Refresher</a>	<b>July 21</b> <a href="#">New Special Education POC Orientation</a> <a href="#">New Transportation POC Orientation + TOTE 2.0</a> <a href="#">Re-entry Strategies and Tools to Support ELs: Part 1</a>	<b>July 22</b> <a href="#">SEDS Train-the-Trainer: Eligibility Process</a> <a href="#">SEDS Train-the-Trainer IEP Process</a> <a href="#">TOTE 2.0 Training</a> <a href="#">SLED Training for New Users</a>	<b>July 23</b> <a href="#">SEDS Train-the-Trainer: Related Service Provision Documentation</a>
<b>July 27</b> <a href="#">SLED Training for New Users</a>	<b>July 28</b> <a href="#">Re-entry Strategies and Tools to Support ELs: Part 2</a> <a href="#">LEA Feed Management</a>	<b>July 29</b> <a href="#">Serving Students with Disabilities Remotely: Part 1</a> <a href="#">TOTE 2.0 Training</a>	<b>July 30</b> <a href="#">LEA Data Discussion for Data Managers</a>
<b>Aug. 3</b>	<b>Aug. 4</b>	<b>Aug. 5</b> <a href="#">Re-entry Strategies and Tools to Support ELs: Part 3</a> <a href="#">Serving Students with Disabilities Remotely: Part 2</a> <a href="#">TOTE 2.0 Training</a>	<b>Aug. 6</b>
<b>Aug. 12</b> <a href="#">Serving Students with Disabilities Remotely: Part 3</a> <a href="#">TOTE 2.0 Training</a>			<b>Aug. 13</b> <a href="#">Kid Talk Event</a> <a href="#">LEA Data Discussion for Data Managers</a> <a href="#">Re-entry Strategies and Tools to Support ELs: Part 4</a>
<b>Aug. 19</b> <a href="#">Special Ed POC &amp; Transportation POC Webinar</a>			<b>Aug. 20</b>

# SY2020-21 Start of School Summer Training Calendar

Additional details for each training can be found within the [OSSE Training Registration System](#) and on the [OSSE Start of School Website](#)

## 2020 Kid Talk: Thursday, Aug. 13, 2020 (Virtual)

- Extension of the [Bridge to High School \(B2HS\) Data Exchange Program](#)
- Middle school & high school staff come together to discuss the academic and social emotional needs of **incoming 9<sup>th</sup> graders.**
  - **INVITED:** counselors, special education coordinators, English learner coordinators, student support staff, school leaders.
  - Allows the receiving school to **plan for specific student needs before the school year begins.**
- **To RSVP:** Contact Janae Eason at (202) 251-7392 or [Janae.Eason@dc.gov](mailto:Janae.Eason@dc.gov).



# Upcoming Trainings

<u>Division</u>	<u>Course</u>	<u>Dates</u>
CIO	Orientation for New LEA Data Managers	Jul. 20
CIO	LEA Feed Management	Jul. 28 Aug. 03
CIO	SPED Focus Group for External Stakeholders	Jul. 9
CIO	SEDS BASIC USER TRAINING - IEP PROCESS – TTT	Jul. 22
CIO	SEDS Eligibility Process - Train the Trainer	Jul. 22
CIO	SEDS Training for Related Service Providers	Jul. 23
CIO	SLED Training for New Users	Jul. 20 Jul. 22 and more
DOT	TOTE	Jul. 21 Jul. 22 and more

7/16/2020

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