

# SY2014-2015 Equity Reports Mid-Year Entry & Withdrawal Data Verification Support Webinar



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# Agenda

1. Review timeline and guidance
2. Take a look at the MYE/MYW verification application in QuickBase, and
3. Ask questions about the process

# Equity Reports Overview

- The Equity Reports are a collaborative effort between OSSE, DCPS, PCSB, DME, the New Schools Venture Fund to complement to OSSE's LearnDC School Profiles, DCPS' School Scorecards and PCSB's Performance Management Framework.
- The reports are housed on LearnDC.org (shown below).

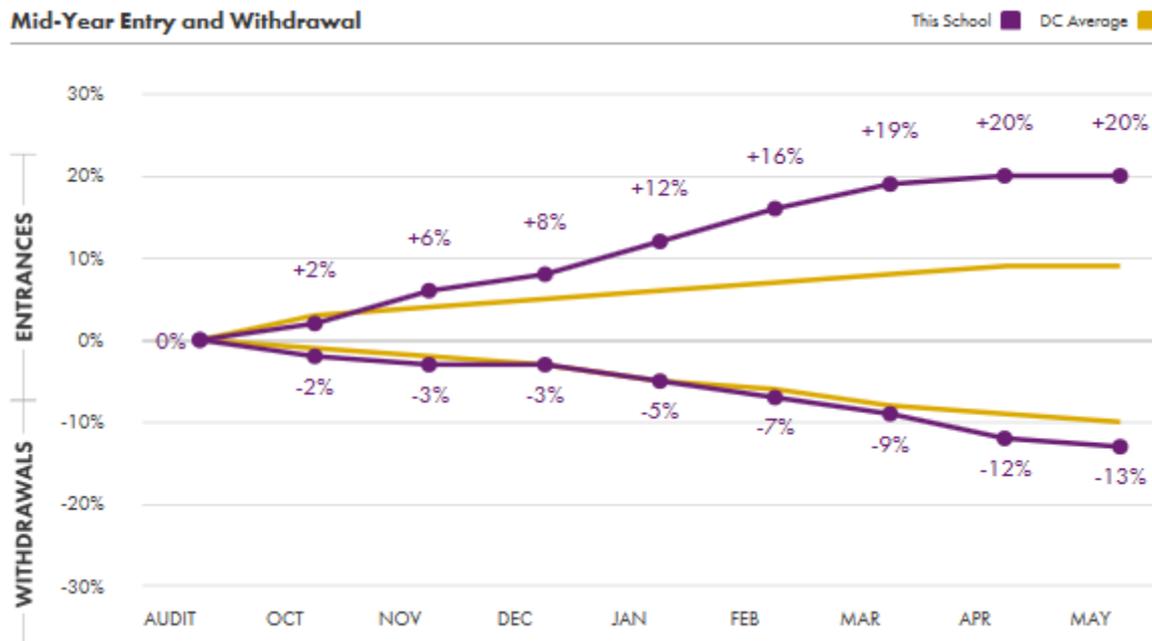
The screenshot shows the LearnDC.org website interface. At the top left is the LearnDC logo. To the right, there is a 'CONTACT' link and the text 'District of Columbia Office of the State Superintendent of Education' next to the OSSE logo. Below this is a navigation bar with 'SCHOOL PROFILES -', 'CLASSROOMS -', 'EARLY CHILDHOOD -', and 'CHILD CARE FINDER'. Underneath the navigation bar are three buttons: 'FIND A SCHOOL', 'DC REPORT CARD', and 'ABOUT THIS INFO'. Below these buttons is a horizontal menu with three options: 'REPORT CARD', 'PROFILE', and 'EQUITY REPORT'. The 'EQUITY REPORT' option is highlighted with a red circle. Below the 'EQUITY REPORT' option is a 'PRINT THIS REPORT' button.

## WHAT IS AN EQUITY REPORT?

Equity in education refers to all students receiving the same caliber of education regardless of their race, ethnicity, economic status, special education status or other factors.

# Mid-Year Entry/Withdrawal Overview

- Mid-year Entry and Withdrawal are metrics reported on the Equity Reports and represent the student inflow and outflow to and from DC schools, by month, over the course of the school year.



# Verification Overview

- LEAs will have the opportunity to verify and make corrections to the enrollment and withdrawal data.
- The enrollment and withdrawal data of all students enrolled in the LEA throughout SY2014-2015 is published in QuickBase.
- LEAs should review the data and make changes in QuickBase and in the SIS, where necessary.

# Timeline

- **July 8 – 31:** LEAs review and make edits to the enrollment and withdrawal information in QB
- **August 1 – 10:** OSSE reviews changes, resolves remaining issues, and calculates MYE/MYW metrics
- **August 10 – 21:** LEAs review school MYE/MYW metric calculations

# The Enrollment & Withdrawal Report

- The report in QuickBase displays the enrollment and withdrawal information of all students enrolled in the LEA between October 6, 2014 and May 31, 2015.
- There is one record for each period of enrollment of the student.
- Pre-enrollments (Entry Code 1800) are not part of this verification.
- Students who have an overlapping enrollment with another school (or potentially multiple schools) are flagged with a YES in the overlapping enrollment indicator field. This field will be blank otherwise.

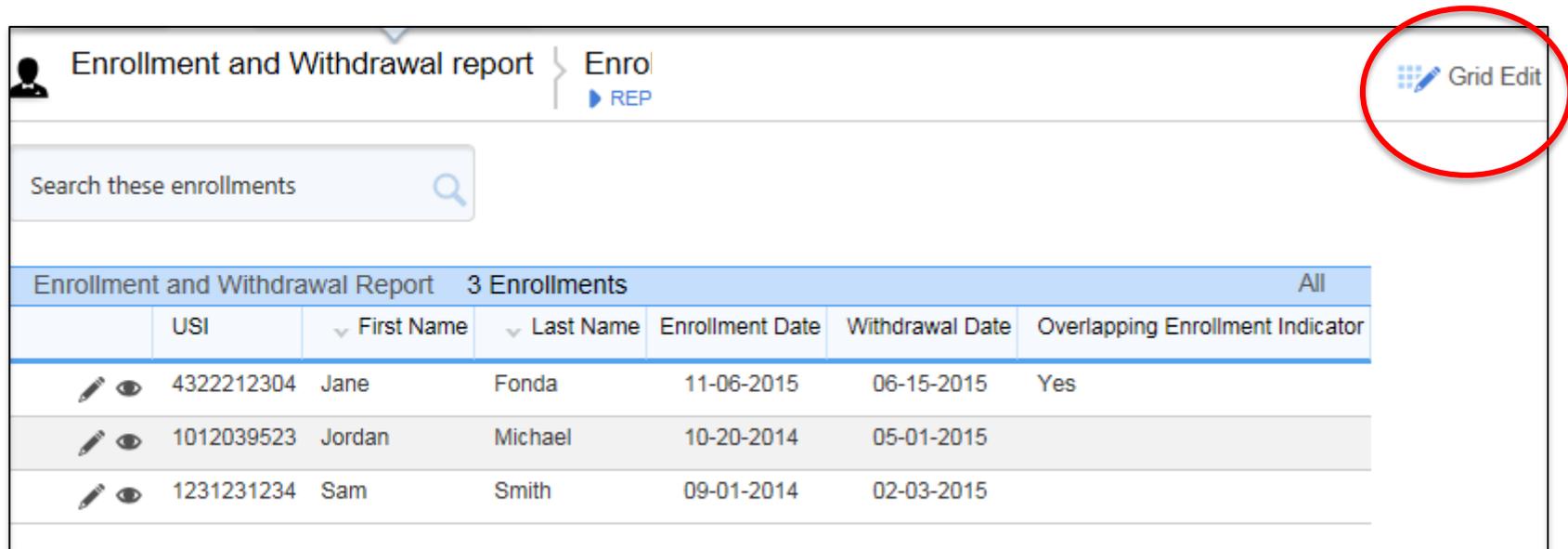
# Verification Process

1. Log-in to QuickBase at <https://octo.quickbase.com>
  - You can reset your password from the login page if needed
2. Once logged-in, select the “Equity Reports – Midyear Entry & Withdrawal Verification” app.
3. Read the General Instructions.
4. Click on the “Enrollment and Withdrawal report” icon to review your data (shown below).



# Verification Process Continued...

5. Review each student's enrollment and withdrawal information for accuracy and completeness, paying especially close attention where there is an overlapping enrollment.
6. To make a change, click the Grid Edit icon (shown below).

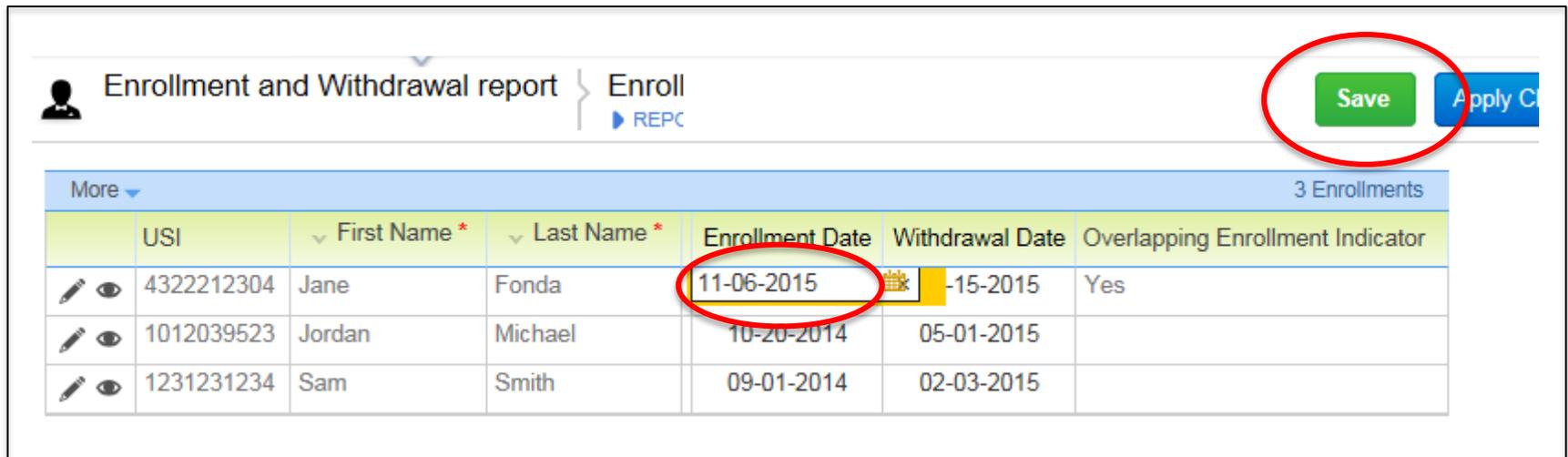


The screenshot shows a web interface for an enrollment and withdrawal report. At the top, there is a header with a user profile icon, the text "Enrollment and Withdrawal report", and a breadcrumb trail "Enro" followed by "REP". A search bar labeled "Search these enrollments" is positioned below the header. The main content area features a table titled "Enrollment and Withdrawal Report" with a sub-header "3 Enrollments" and a filter "All". The table has columns for USI, First Name, Last Name, Enrollment Date, Withdrawal Date, and Overlapping Enrollment Indicator. Three rows of student data are displayed. A red circle highlights the "Grid Edit" icon in the top right corner of the interface.

Enrollment and Withdrawal Report		3 Enrollments			All	
	USI	First Name	Last Name	Enrollment Date	Withdrawal Date	Overlapping Enrollment Indicator
 	4322212304	Jane	Fonda	11-06-2015	06-15-2015	Yes
 	1012039523	Jordan	Michael	10-20-2014	05-01-2015	
 	1231231234	Sam	Smith	09-01-2014	02-03-2015	

# Verification Process Continued...

7. Double click in the enrollment or withdrawal date fields to edit.
8. Make the desired change and then click Save (shown below).



The screenshot displays a web application interface for managing enrollment data. At the top, there is a navigation bar with a user icon, the text "Enrollment and Withdrawal report", and a dropdown menu currently showing "Enroll". To the right of the dropdown are two buttons: a green "Save" button and a blue "Apply C" button, both of which are circled in red. Below the navigation bar is a table with the following columns: "More" (with a dropdown arrow), "USI", "First Name \*", "Last Name \*", "Enrollment Date", "Withdrawal Date", and "Overlapping Enrollment Indicator". The table contains three rows of data. The first row has the following values: USI: 4322212304, First Name: Jane, Last Name: Fonda, Enrollment Date: 11-06-2015 (circled in red), Withdrawal Date: -15-2015, and Overlapping Enrollment Indicator: Yes. The second row has USI: 1012039523, First Name: Jordan, Last Name: Michael, Enrollment Date: 10-20-2014, Withdrawal Date: 05-01-2015, and Overlapping Enrollment Indicator: (empty). The third row has USI: 1231231234, First Name: Sam, Last Name: Smith, Enrollment Date: 09-01-2014, Withdrawal Date: 02-03-2015, and Overlapping Enrollment Indicator: (empty). The table header indicates "3 Enrollments".

More	USI	First Name *	Last Name *	Enrollment Date	Withdrawal Date	Overlapping Enrollment Indicator
	4322212304	Jane	Fonda	11-06-2015	-15-2015	Yes
	1012039523	Jordan	Michael	10-20-2014	05-01-2015	
	1231231234	Sam	Smith	09-01-2014	02-03-2015	

# QB app demo

<https://octo.quickbase.com>

# Questions

- If you have any questions during the verification, please contact Katie Williams ([katie.williams@dc.gov](mailto:katie.williams@dc.gov)).
- This webinar is being recorded and will be published. Please check the LEA Look Forward for publication details.