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

Presented by Katie Williams

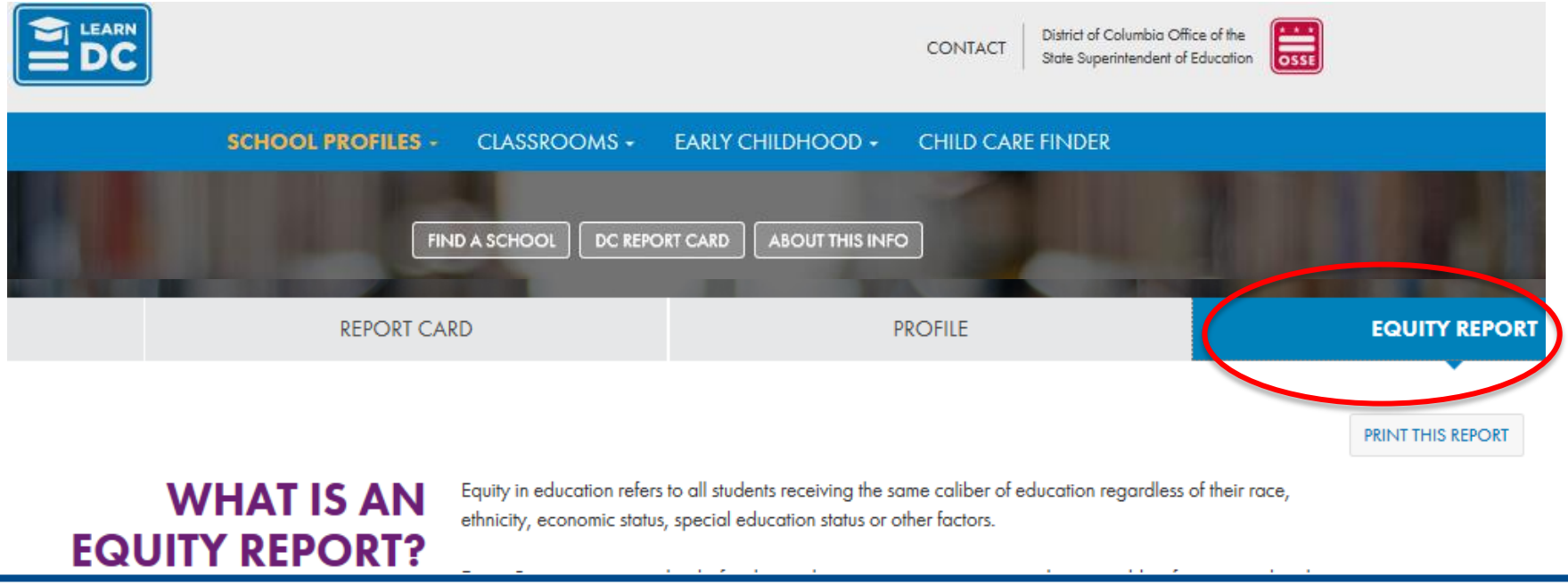
The Division of Data, Accountability and Research

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

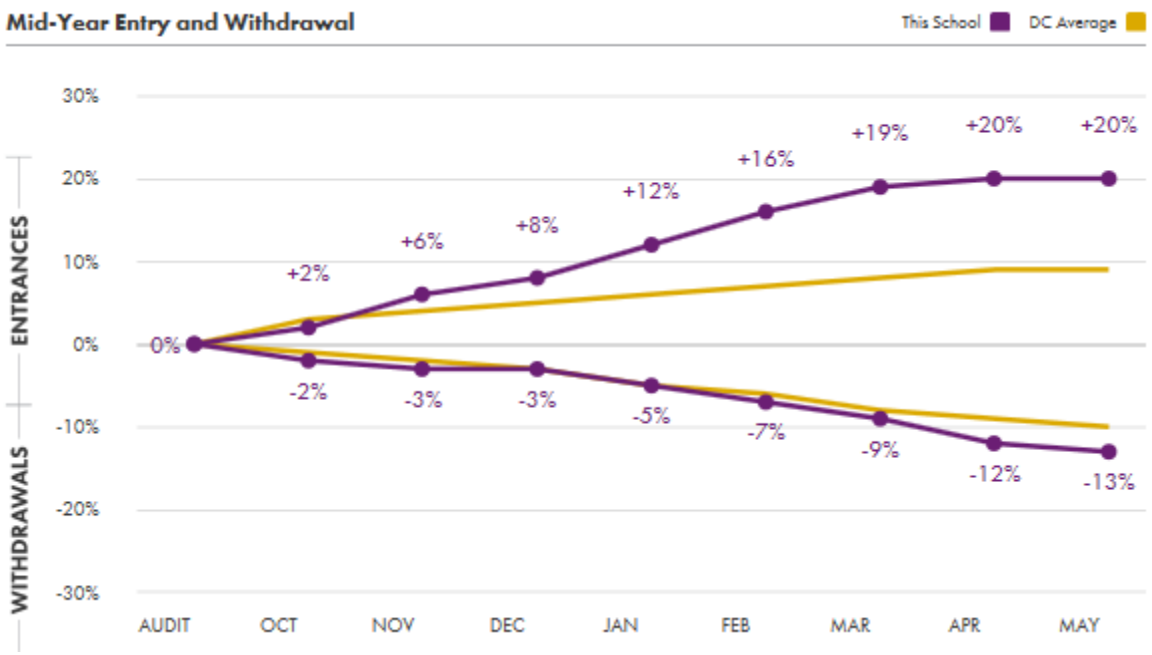
Equity Reports Overview

- 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).



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

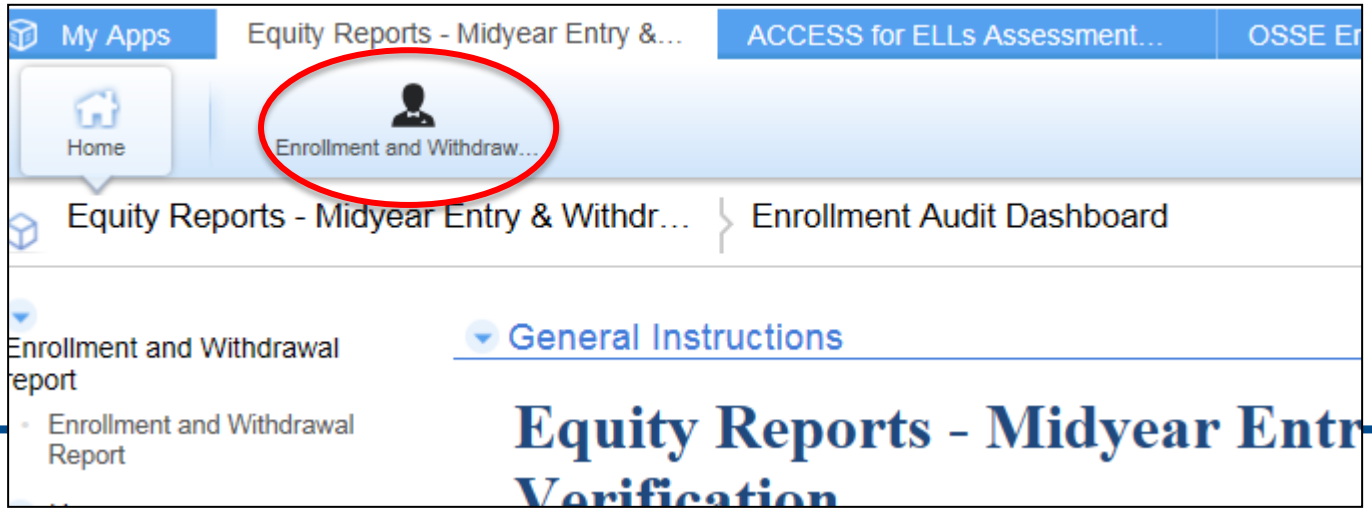
- **July 8 – 31:** LEAs review and make edits to the enrollment and withdrawal information in QB
- **August 1 – 10:** OSSE reviews changes, resolves remaining issues, and calculates MYE/MYW metrics
- **August 10 – 21:** LEAs review school MYE/MYW metric calculations

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.

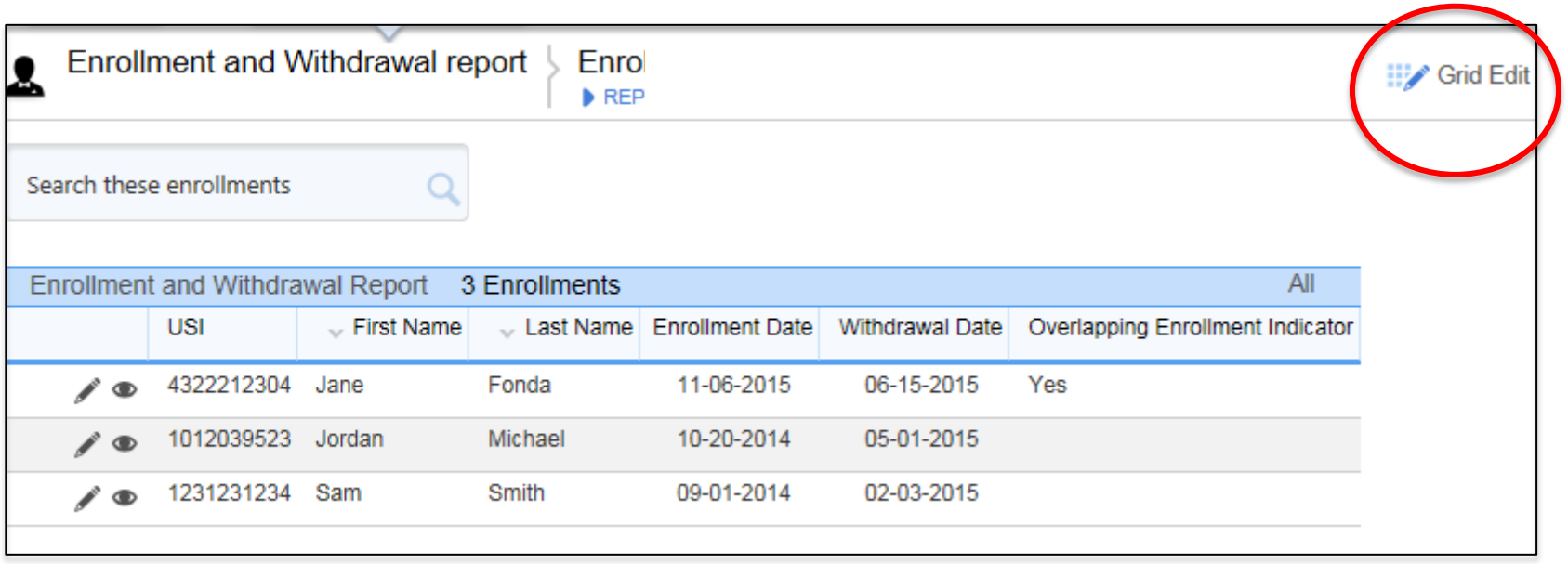
Verification Process

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).



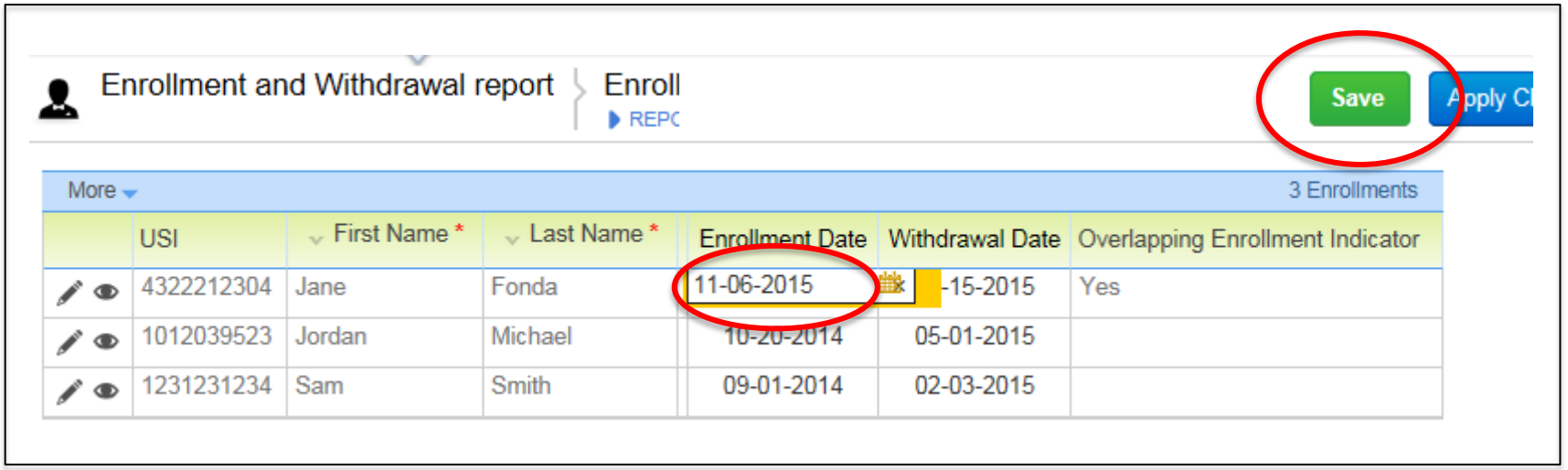
Verification Process Continued…

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).



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).



QB app demo

https://octo.quickbase.com

Questions

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