



New LEA Data Managers Training

Office of the Chief Information Officer

2020-21 School Year

Agenda

- Meeting Participation
- What is a LEA Data Manager?
- Data Liaisons
- OSSE Support Tool
- Data Flows
- LEA Data Mapping Tool
- ADT
- Enrollment
- eSchoolPLUS
- SLED
- Qlik
- SEDS & TOTE
- Q&A
- Additional Resources
- 2020-21 Start of School
- Appendix

Meeting Participation

Two options for asking questions:

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

What to Expect:

- Questions are NOT visible on the screen for all attendees
- If you raise your hand, you will be identified and unmuted when it's your turn to speak



What is a LEA Data Manager?



What is a LEA Data Manager?

- Each LEA is required to have a data manager to serve as OSSE's main point of contact for data management and collections.
- The LEA data manager responsibilities remain largely the same from year to year, with some modifications depending on the LEA or State needs.
- This session will introduce new LEA Data Managers to topics that they are responsible for overseeing.
 - Review the [LEA Data Management Policy](#)
 - Review the [LEA Data Manager Checklist for 2020-21 School Year](#)



Data Liaisons



Data Liaisons

- Every LEA has a data liaison assigned to support them for data systems managed by CIO.
- When an LEA submits a ticket in the OST, most tickets are auto-assigned to the Data Liaison.
- Throughout the school year, data liaisons, will schedule check-ins at various intervals.
- Please find the data liaisons and their responsible LEAs here:

<https://osse.dc.gov/publication/data-assessment-and-research-lea-liaisons>

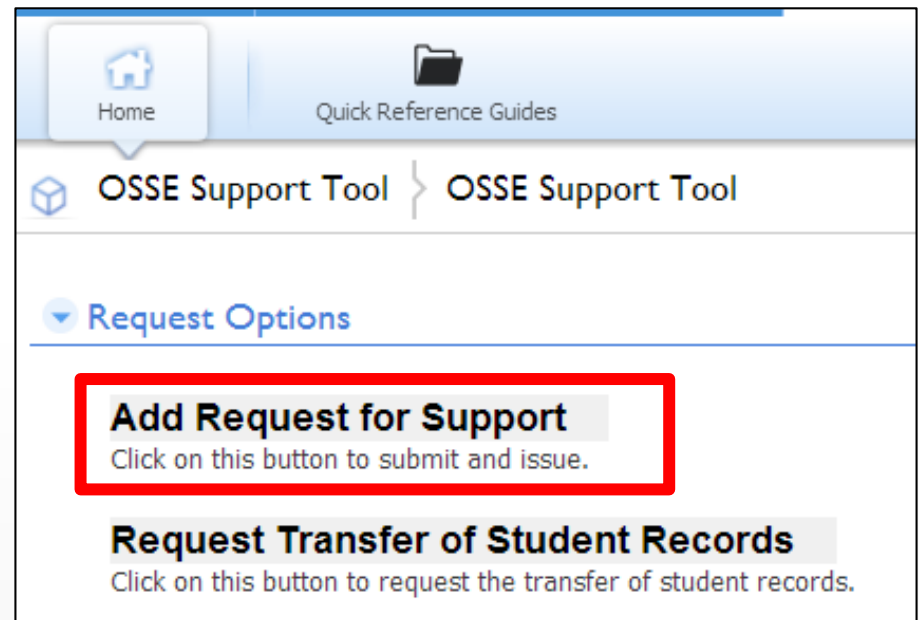


OSSE Support Tool



OSSE Support Tool (OST)

- The [OST](#) is a bidirectional communications tool where LEAs can contact the state for support and technical assistance by submitting a “ticket.”
- It allows LEAs and OSSE to securely share **personally identifiable information (PII)** for **student-level data** related to data errors or system issues.
- Users are able to view the progress of the ticket and allows OSSE and the user to communicate back and forth.



OSSE Support Tool (OST)

Prior to submitting an OST ticket, there are videos providing guidance to resolve common issues.

Things to Consider Before Opening an OST Ticket

Before submitting an OSSE Support Tool ticket, LEAs should review the checklist below to determine if the issue or request can be resolved by following processes already in place at each LEA.

OSSE has created short tutorials to assist LEAs with the steps to complete prior to submitting an issue or request. Select a tutorial and click on the "view" hyperlink to begin.

Did you check the following things before submitting an OST ticket?

- Why don't I see my enrollment data in SLED? Have you confirmed your **LEA Data Mappings** for the 2019-20 School Year? [view](#)
- Have you received a UDE Error for **Duplicative Enrollment**? [view](#)
- How do I resolve Conflicts with Stage 4 or Stage 5 enrollments that are appearing in SLED? [view](#)
- How do I ensure my students are exited and then re-enrolled the next day when transferring to a Non-Public School? [view](#)
- I am experiencing **calendar-related errors**? Please ensure your eSchoolPLUS calendars are up to date and accurately reflect all School Closures and Holidays. [view](#)
- What if I delete students records that are in my SIS? The LEA must re-enter the students in the LEA SIS and follow the appropriate Exit Process to remove the student from the Roster. **LEA's are instructed to NEVER delete Student records.** [view](#)

Create New Issue

Back to Homepage

OSSE Support Tool

Who should have access to the OST?

- LEA Data Managers
- LEA Enrollment Audit POCs
- LEA Special Education POCs
- Nonpublic SEDS POCs
- LEA Transportation POCs
- LEA Assessment POCs

What categories does the OST cover?

- Enrollment
- Students' characteristics
- Unified Data Errors
- SEDS support
- TOTE transportation tool
- Policy questions
- Statewide assessment test security, accommodations, affidavits, incidents
- And more

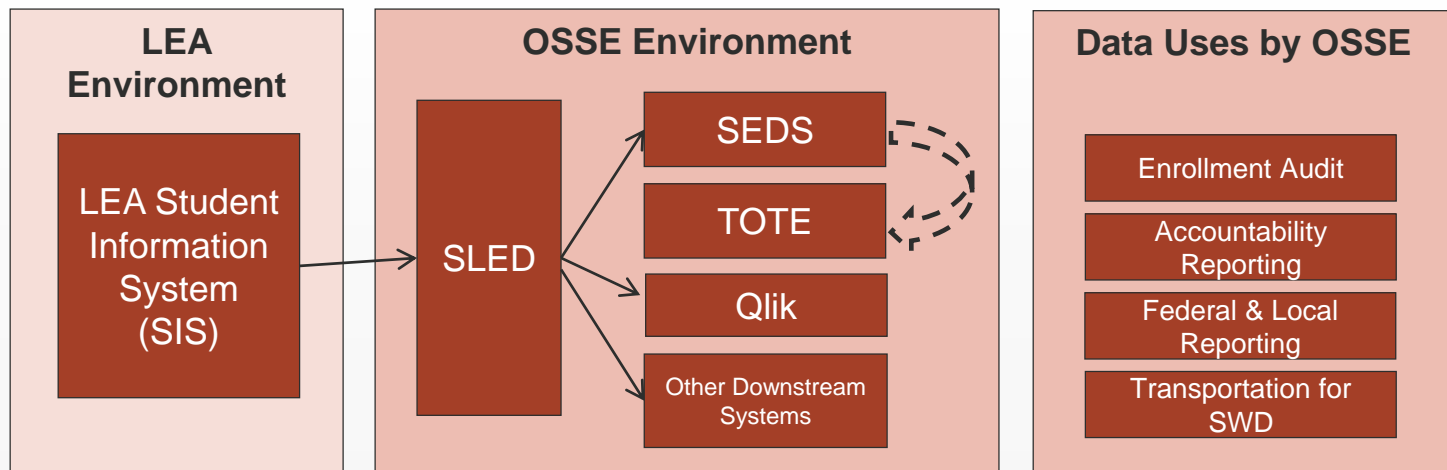


Data Flows

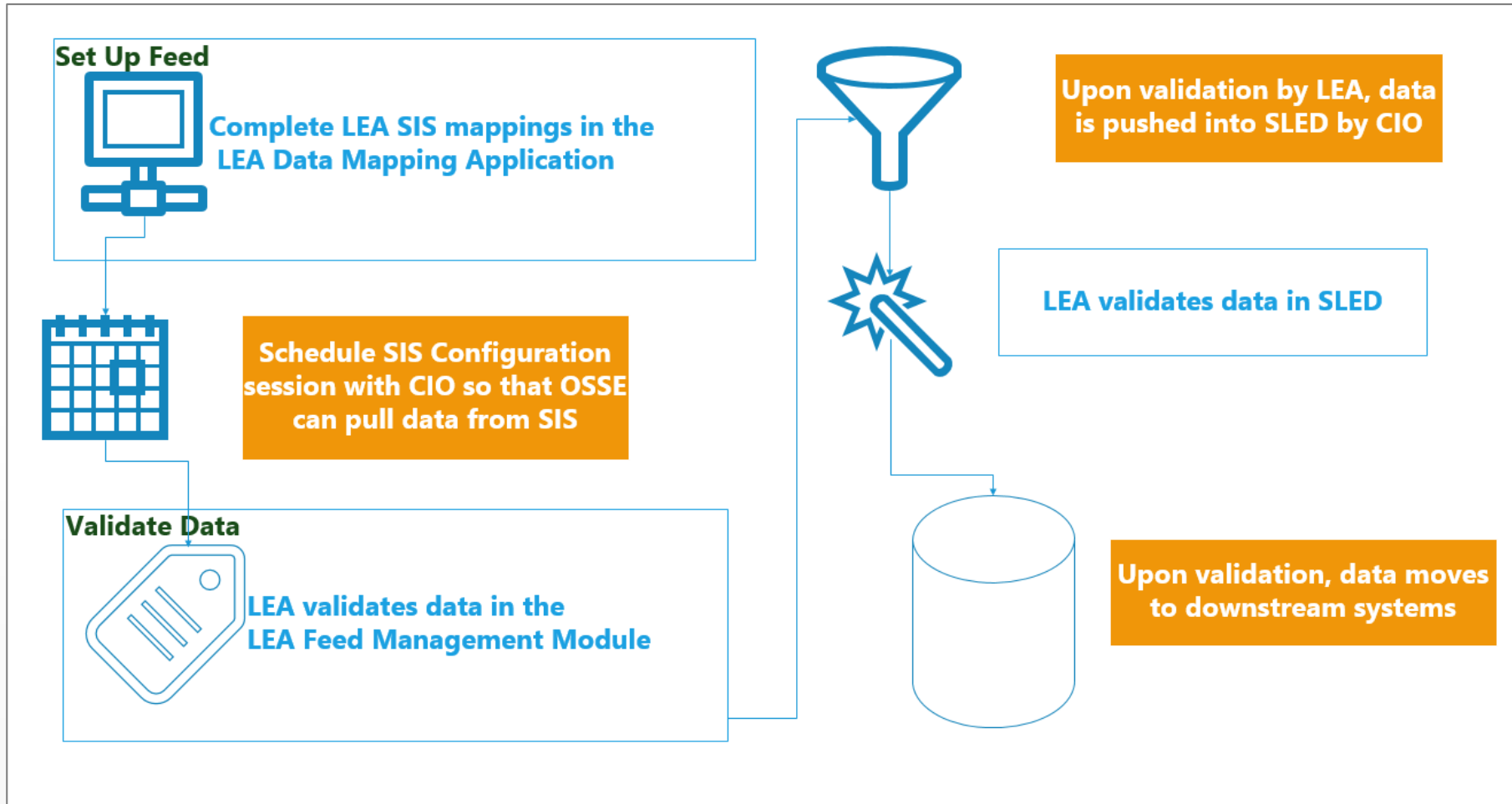


Data Flow

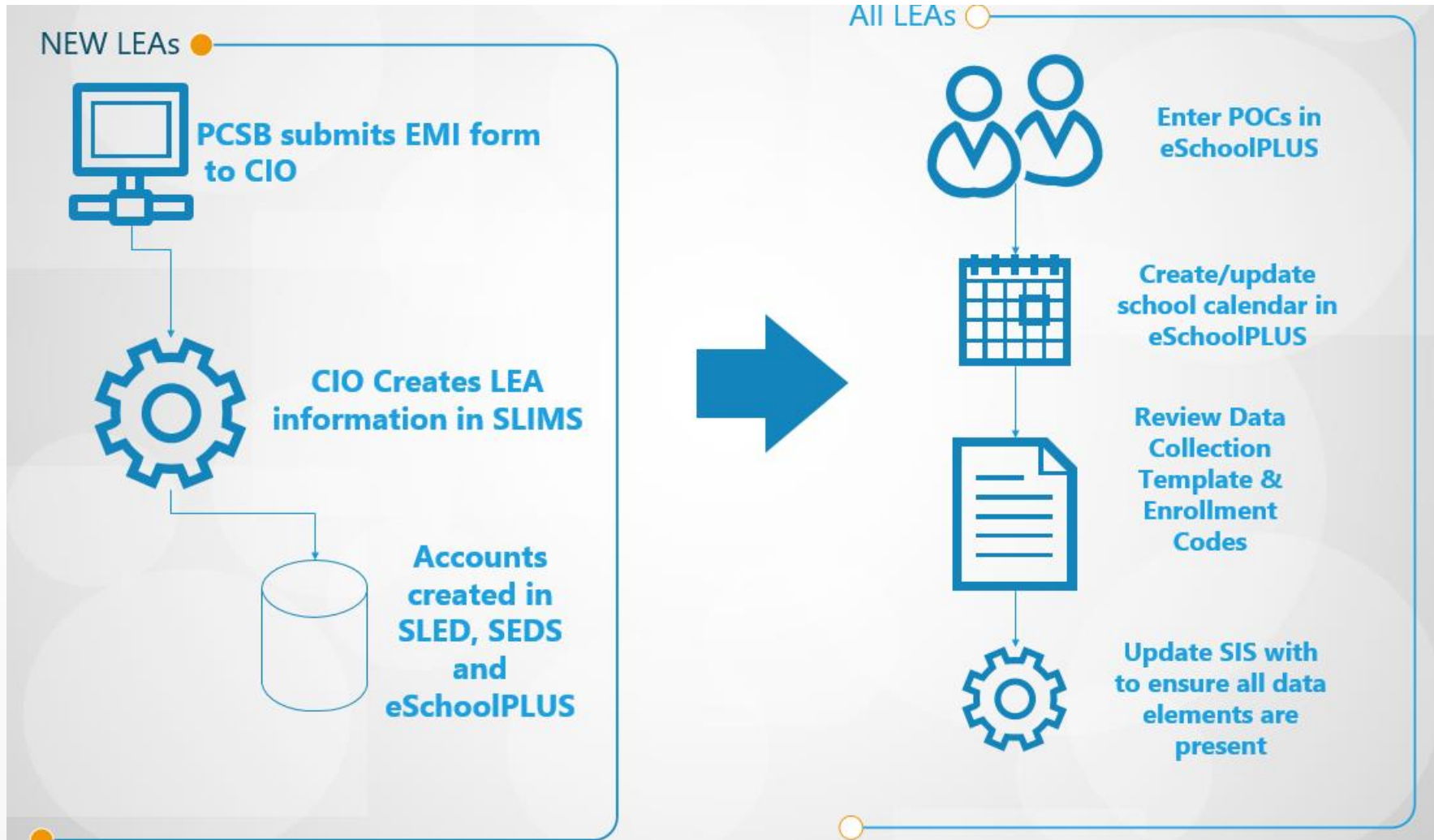
- **Statewide Longitudinal Education Data System (SLED)**: The state's comprehensive repository for student data and a feeder for other data systems.
- **Special Education Data System (SEDS)**: Primary system for inputting and updating SPED student information and for documenting services provided.
- **Transportation Online Tool for Education (TOTE)**: The Quickbase application through which LEAs place transportation requests for qualifying SPED students.
- **Qlik**: A data application that empowers users to easily create a range of flexible, interactive visualizations and view of data analytics.



Before the Start of School

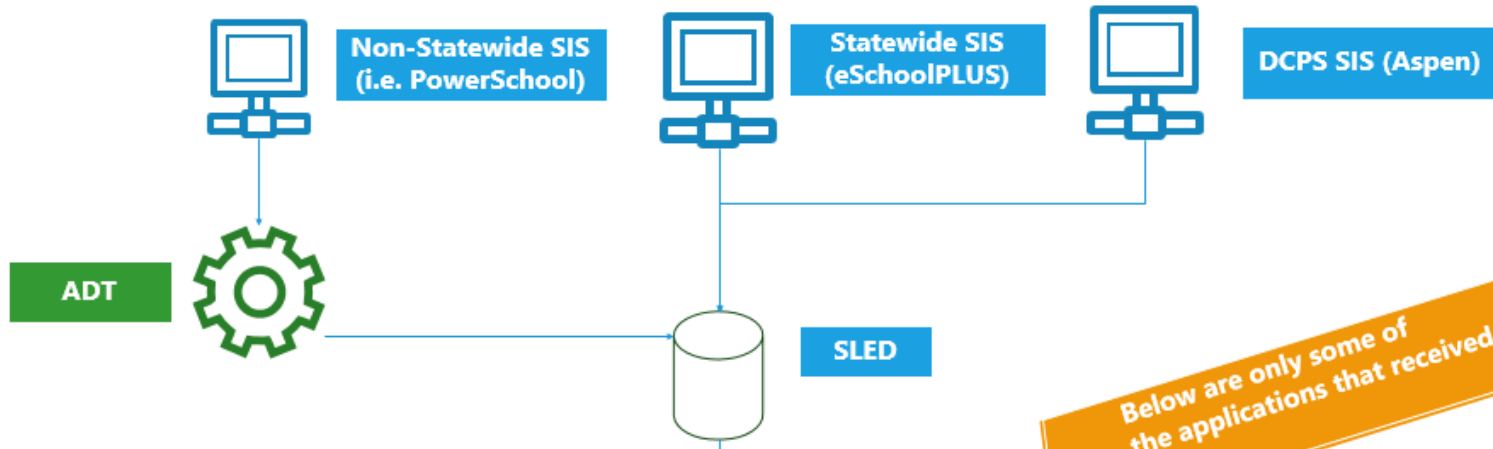


Before the Start of School

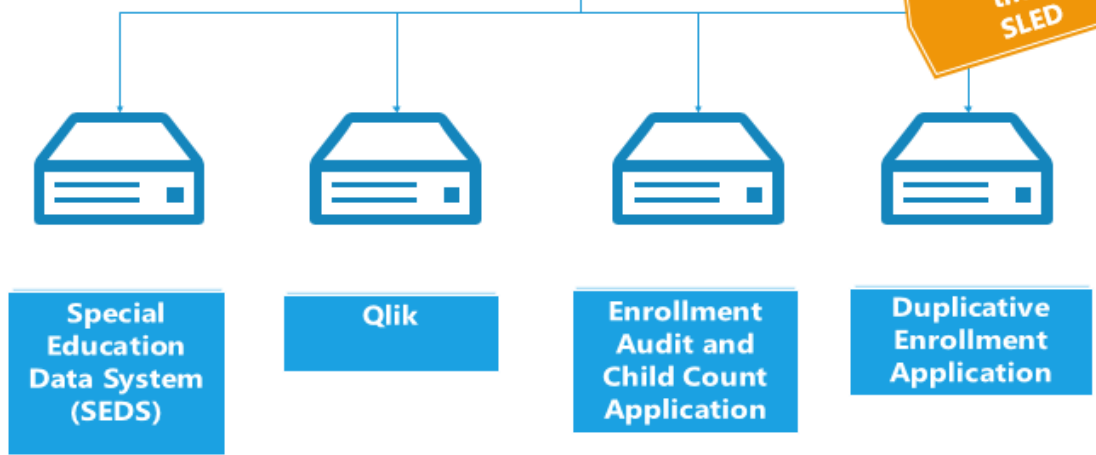


Daily LEA Feed

Source Systems



OSSE Applications



Data Collection Templates

OSSE collects student-level data via five Data Collection Templates

Data Collection Templates

Demographic

- Local ID
- Student Name
- Date of Birth
- Ethnicity/Race
- Address
- Residency/Housing
- Language
- FARMS
- Universal Health
- 504 Plan
- Military Family
- First Ninth Grade Year
- & more fields

Contacts

- Primary Guardian
- Contact Type
- Contact Name
- Contact Number
- Contact Email Address
- Contact Address

Enrollment

- LEA ID
- School Code
- School Year
- Attending School Code
- Grade Level
- Stages of Enrollment Dates
- Enrollment Code
- Exit Date
- Exit Code

Data Collection Templates

OSSE collects student level data via five Data Collection Templates

Data Collection Templates

Attendance

- Attendance Date
- Attendance Status Code
- Attendance Absence Reason

Adult Program

- Calendar Program Code
- Calendar Program Description
- Start Date
- End Date
- Class Name
- Class Start Date
- Class End Date

Data Collection Templates

OSSE collects four ancillary student-level data via four separate Data Collection Templates

Ancillary Data Collection Templates

Discipline

- LEA & Collection
- Demographic
- Incident
- Disciplinary Action
- Alternative Setting
- Students with Disabilities
- Monitoring

Certified Grad List

- LEA
- Demographic
- Program of Study
- Grade
- Year of Graduation
- Diploma Issue Date
- Version Date
- Regular Diploma
- IEP Certificate
- EDP
- Prior Year Modifications

Data Collection Templates

OSSE collects four ancillary student-level data via four separate Data Collection Templates

Ancillary Data Collection Templates

Migrant Student

- LEA ID
- Demographic
- Migrant Status
- Affirmation Letter

Alternative Program Designation

- Attending School ID
- Attending School Name
- USI
- LEA Student ID
- First Name
- Middle Name
- Last Name
- Suffix
- Gender
- Date of Birth
- Program Status
- Secondary Academic Credential



LEA Data Mapping Tool



LEA Data Mapping Tool

The LEA Data Mapping (LDM) Tool is an application that allows the following:

- LEA maps all data fields in the [LEA Data Collection Templates](#)
- LEA enters SIS, ADT client and query information
- LEA adds/updates SIS mappings to configure the ADT feed; and
- LEA views the below throughout the school year.
 - Unmapped values
 - Incomplete data mappings
 - Errors

Each year, the LDM is rolled over

- LEAs only have to update changed values or enter data for any new data element.

To request access to the LDM, the LEA Data Manager must submit a ticket in the OST.



Automated Data Transfer (ADT)



Automated Data Transfer (ADT)

- **What is the purpose of ADT?**
 - An application that is a bridge from the LEA SIS to OSSE systems
- **ADT Process**
 - Review LEA Data Collection Template
 - Complete LEA Data Mapping Tool
 - Attend Configuration Session:
 - Typically held at the beginning of the school year
 - Program installation
 - After LDM completion, all data elements from LEA Data Collection Template are mapped
 - SQL queries are then implemented in ADT
 - The data feed is enabled or turned on
 - Data is sent daily

ADT: Daily Feeds

- **When is data pulled from LEA SIS to OSSE?**
 - 2 p.m.
 - 4 - 7 p.m.
 - ADT manually pulls data due to ADT failure or data error
- **Why two data pulls?**
 - For redundancy, in case of failed or timed out feeds
- **How is data pulled for the 2020-21 school year?**
 - ADT: LEA host or OSSE host
 - direct connection to LEA SIS or LEA export data to .csv
 - eSchoolPLUS (directly to SLED)
- **What happens after data are pulled from the LEA SIS?**
 - Nightly jobs are processed
 - Downstream data systems are populated
 - Data are displayed the following day in all downstream data systems by 10 a.m.

ADT & Data Feed Issue Resolution Checklist

How-to Troubleshooting Data Feed Issues

- Login to the LEA Data Mapping Tool**
 - Check for any errors
 - Validate mappings are accurate

- Login to SLED to access the LEA Feed Management module**
 - Check for any Errors
 - Check for any failed data feeds

- Login to Qlik to access the Unified Data Errors application**
 - Check for any related errors

- Contact your Data Liaison to have the ADT configurations and data pull verified**



Enrollment



Enrollment Stages

Stage	Description
Stage 1	Application by student to attend the LEA.
Stage 2	Acceptance and notification of an available slot for the student by the LEA.
Stage 3	Acceptance of slot by student and submission of enrollment information.
Stage 4	Registration of the student in the Student Information System (SIS) by LEA.
Stage 5	Receipt of educational services, meaning the student is physically attending the LEA.
Stage 6	The LEA's obligation to determine eligibility for special education services or to provide special education services on an existing Individualized Education Program (IEP) is triggered upon completion of registration (stage 4).

Enrollment: Entry & Exit Guidance

The LEA is responsible for:

- Ensuring accurate and timely data entry for enrollment and withdrawal.
- Recording at least one valid entry or exit code per student in the SIS that reflects student enrollment and disenrollment.
- Collecting and retaining documentation to support the codes being used.
- Providing documentation for exit codes for **ALL** students within five days of student exit.

Reference the [Entry and Exit Guidance](#) for the 2020-21 school year for more details

Enrollment: Entry & Exit Guidance

Entry Codes Categories

Continuation

- Remain in same LEA
- No interruption in education services received

Transfer

- Changes LEA
- Remains enrolled in a District LEA

Original Entry

- First time enrollment in a U.S. school

Entry

- First time enrollment in a District LEA or re-entry after interruption

Enrollment: Entry & Exit Guidance

Exit Codes Categories

Credential

- Completion of a required program of study

End of Year

- Completion of last grade offered
- Remains enrolled in a District LEA

Transfer

- Change in LEA during the school year

Exit State

- Leaves the District for another state or country

Discharge

- Exits due to LEA disciplinary or other policy reason

Disengagement

- Discontinued schooling before maximum age

Enrollment: Entry & Exit Guidance

Exit Codes

- Impacts of documentation
 - Some exit codes requires supplemental documentation to fully exit a student from SLED and SEDS – e.g. exit state
- Impacts to reporting
 - [Statewide Longitudinal Education Data \(SLED\)](#)
 - [Adjusted Cohort Graduation Rate \(ACGR\)](#)
 - Special Education Data System (SEDS)
 - [DC School Report Card](#)
 - And other reporting

Reference the [Entry and Exit Guidance](#) for the 2020-21 school year for more details

Enrollment: Duplicative Enrollment

Duplicative Enrollment application resolves stage 5 duplicative enrollments year round.

Duplicative Enrollment within the same LEA

- LEA should exit the incorrect enrollment from the SIS

Duplicative Enrollment between two LEAs

- Review their student rosters daily
- Collaborate to quickly resolve duplicative enrollments
- Impacts students with disabilities ability to receive services and/or transportation

Reference the [Duplicative Enrollment Resolution Policy](#) for the 2020-21 school year for more details

Enrollment: Overlapping Enrollment

Overlapping Enrollment

- Reflects the number of enrollments at the LEA that are overlapping with another enrollment at the same or different school in the District.
- The student has an exit date which overlaps with entry date of another school.
- It is the responsibility of the LEAs to determine the correct exit and entry date of the student.

Status

- Remain on the LEA's SLED roster
- Are not counted in the duplicative enrollment number since the student has received an exit code

Exceptions

- Enrolled at a High School and Adult School.
- Enrolled at a two Adult Schools



eSchoolPLUS



eSchoolPLUS

- Is the statewide SIS and available to LEAs to use as their SIS
- The below contents are collected in eSchoolPLUS from all LEAs



POCS

Enter specific LEAs Point of Contacts (POCs) organizational email addresses. The data are used to send communications to LEA staff and grant access to some applications.



CALENDARS

Document the instructional and non-instructional days at the LEA-, school- and/or program-level. The data are used to calculate determine enrollment data, attendance data, and other reporting and analysis.



DC REPORT CARD

Captures data for the DC Report Card on the School Profile, School Hours and Parent Engagement pages.

To access eSchoolPLUS:

<https://oss.eschoolplus.powerschool.com/eSchoolPLUS/Account/LogOn>



Statewide Longitudinal Education Data (SLED)



SLED

- SLED is a comprehensive repository of student data – from early learning to postsecondary.
- SLED provides extensive educational data to schools, LEAs and OSSE to enable better planning, trend analysis, performance projections, which, in turn, will help improve the educational outcomes of District of Columbia students.

The screenshot shows the homepage of the SLED website. At the top left is the SLED logo and the text "Statewide Longitudinal Education Data". At the top right is the OSSE logo and the text "District of Columbia Office of the State Superintendent of Education". Below the logo is a navigation bar with links for Home, Library, Reports, Search, Parent/Guardian, Related Sites, and Help, and a Login link on the right. The main content area is titled "DC Statewide Longitudinal Education Data (SLED)" and contains a welcome message: "Welcome to the Office of the State Superintendent of Education (OSSE) Statewide Longitudinal Education Data (SLED) website. This site is intended to enable the sharing of critical information spanning a student's public education experience in the District of Columbia; from early childhood through K12, postsecondary, and into adult education and employment." Below the welcome message is a "Learn more >" button. At the bottom, there are four main sections, each with an icon, a title, a description, and a "Learn more >" button: 1. Training Calendar: "View and register for upcoming SLED training classes". 2. Collections Calendar: "View Report Collection / Events Calendar". 3. News & Events: "OSSE's LEA Look Forward". 4. Security & Privacy: "Security Information and FERPA Regulation Compliance".

SLED

- OSSE moves to the new school year the second Monday in July
- To register for SLED trainings, go to the OSSE Data Systems Training Registration Site at <https://octo.quickbase.com/db/bj339wdcr>.
- Users are given either LEA or school-level access based on their role.
- Prior to receiving login credentials, users must attend a mandatory training session on the navigation and data displays found within SLED.

Data Management

- The Data Management module is comprised of four modules in SLED:
 - **LEA Feed Management**
 - **Demographic Conflicts Management**
 - **Exit Management**
 - **Prior Year Exit Management**



- To access the Data Management module the LEA must assign a user with SLED credentials to one of the eSchoolPLUS POC roles below.
 - LEA Approver
 - School Approver

Reference the [SLED Library](#) for user guides and related documents for more details

LEA Feed Management

The LEA Feed Management module allows LEAs to view the status of the below data feeds:

- Daily Enrollment;
- Demographic;
- Contacts;
- Attendance; and
- Adult program data feeds.

Provides data feed insight

- Data Transparency
- Easier resolution of feed errors by LEAs
- Ability to see the feed data prior to pushing to SLED
- View into which students do not make it to SLED
- Ongoing view into daily feed status
- View students on the sticky roster

LEA Feed Management

Enrollment Sticky

- An enrollment record is considered “sticky” if the LEA sent an enrollment record for a student and, in the current cumulative feed the enrollment record for the student is no longer present.
- A record can also be “sticky” for the below reasons.
 1. The student record was deleted from the SIS.
 2. The student record has a missing or incomplete demographic record but an enrollment record was received.
 3. The student record has missing enrollment record but a demographic record was received.

LEA Feed Management

▼ LEA Feed Status and Record Count - Two Weeks Trend 1

OSSE requires LEAs to send collections on a daily basis, as this data are used to support the Statewide Longitudinal Education Data (SLED), the Special Education Data System (SEDS), and the Statewide Longitudinal Data System (SLDS) for students with disabilities. For public charter LEAs, data is transferred from OSSE to the District of Columbia Public Charter School Board (PCSB). Daily transfers ensure that both OSSE and PCSB receive data by 7:40 p.m.

Daily Snapshot time: 7:40 pm. The feed status will be green if we received records; the feed status will be red if no records were received.

Template Type	06/10/2...	06/11/2...	06/12/2...	06/13/2...	06/14/2...	06/15/2...	06/16/2...	06/17/2...
Enrollment	■ 0	■ 0	■ 1,003	3 ■ 1,003	■ 1,003	■ 1,003	■ 1,003	■ 1,003
Demographics	2 ■ 3,209	■ 3,209	■ 3,209	■ 3,209	■ 3,209	■ 3,209	■ 3,209	■ 3,209
Contacts	■ 3,209	■ 3,209	■ 3,209	■ 3,209	■ 3,209	■ 3,209	■ 3,209	■ 3,209
Attendance	■ 89,139	■ 0	■ 89,139	■ 89,139	■ 89,139	■ 89,139	■ 89,139	■ 89,139

- Reflects a two weeks trend of feed status
- Reflects the status of an individual collection by date
 - Green = Success
 - Red = Failure
- Reflects the count of records received that day

Demographic Conflicts Management

- Demographic Conflicts Management ensures accurate data in near real-time and improves data systems for a student's authoritative data.
 - First Name
 - Last Name
 - Date of Birth
 - Gender
 - Race
 - Ethnicity
- Authoritative dataset is comprised of demographic data since the 2015-16 school year and historic demographic data received from LEAs, CBOs and other agencies.

Exit Management

- Exit Management provides near real-time notification to LEAs of finalizing and addressing discrepancies for a student's stage 5 enrollment record between the LEA's SIS and enrollment data maintained by OSSE.
- It focuses on students' exits from the LEA and sorts exits into the following three categories:
 - **Completed Exits** – records OSSE considers exited and no further actions are required by the LEA;
 - **Incomplete Exits** – records requiring LEAs to submit documentation to certify an exit, waiting for enrollment at public school in the District or waiting certified graduates status, students will remain on SLED roster; and
 - **Exceptions** – records resulting in a Unified Data Error (UDE), overlapping enrollments or inappropriate use of exit codes.

Prior Year Exits

- Prior Year Exit Management (PYE) module facilitates the process for LEAs to update students' stage 5 exit code for prior school years.
 - SLED only has a data feed for the current school year
 - For the 2020-21 school year:
 - **2019-20 school year** – all enrollment records for all students are listed
 - **2015-16 to 2018-19 school years** – only enrollment records for students in the adjusted cohort graduation rate (ACGR) population and/or student with disabilities (SWD) remaining on the LEA's Special Education Data System (SEDS) roster

Prior Year Exits

- **When to Use PYE?**
 - Did the student exit reason change – *i.e. student did not reenroll but moved out of state?*
 - Does the student's exit code need to be updated for Report Card purposes – *i.e. enrolled at a school in another state?*
 - Does the student's exit code need to be updated for ACGR purposes – *i.e. enrolled at a diploma granting school in another state?*
 - Did the SWD exit in a previous school year and did not reenroll but remains on the LEA's SEDS roster?

Qlik

Qlik Sense is an application used for interactive reports and dashboards with charts and graphs. It serves as a visualization software to simplify data analysis and helps make informed business decisions.

- OSSE has created several Qlik applications such as:
 - Early Access to EL Data
 - Early Access to SWD Data
 - OSSE Subsidy Residency
 - Entity Management
 - DCPS/Charter Sector Attendance
 - Chronic Absenteeism
 - Unified Data Errors (UDE)
 - Data Validation
 - Metric Calculation Confirmation
 - & many more

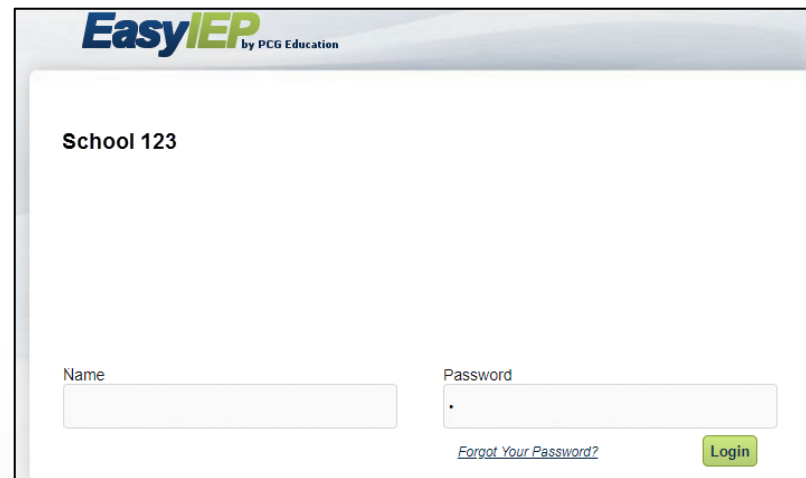


SEDS & TOTE



Special Education Data System (SEDS)

SEDS is a comprehensive data system designed to support high quality, seamless service delivery for students with disabilities.



The screenshot shows the login page for the EasyIEP system. At the top left, the logo reads "EasyIEP by PCG Education". Below the logo, the text "School 123" is displayed. The login form consists of two input fields: "Name" and "Password". The "Name" field is empty, and the "Password" field contains a single dot. To the right of the "Password" field is a green "Login" button. Below the "Password" field, there is a link that says "Forgot Your Password?".

- All LEA databases are separate, each LEA has a unique web address to access SEDS.
- LEAs are responsible for granting users access to SEDS except for aggregate accounts.

Transportation Online Tool for Education (TOTE)

- Is a application used by LEAs to submit transportation requests for students with disabilities who meet eligibility criteria according to [OSSE Transportation Policy](#) and have transportation as a service listed in current IEP or has 504 accommodation.
- Resources
 - SY20-21 Start of School Transportation: <https://osse.dc.gov/page/start-school-transportation>
 - TOTE Support: (202) 576-5520 or email DOT.Data@dc.gov



Q&A



LEA Look Forward Weekly Newsletter

- Weekly newsletter provides:
 - Announcements of changes to laws or policies, grant opportunities
 - Important dates, deadlines, and reminders
 - Professional development and training opportunities
- Updated and distributed every Wednesday
- Subscribe to receive the weekly newsletter by emailing a request to OSSE.Communications@dc.gov. Provide your name, LEA, job title, and official work email address.
- View current and past newsletters at any time by visiting <http://osse.dc.gov/newsroom/newsletters>.



Monthly Data Discussion Meeting

Monthly Data Discussion meeting provides updates and key announcements to LEA Data Managers regarding data systems, processes, data collections, and training.

- Held monthly and typically occurs on the fourth Thursday of the month.
 - In person
 - Webinar
 - the webinar recording and materials will be available [here](#).
- View current and past webinar recording and materials are available at any time by visiting <https://osse.dc.gov/node/1198985>.

Tips

- Do not delete a student record in the LEA SIS.
 - Each student must have valid matching entry and exit codes and dates.
 - Stage 4
 - Stage 5
 - If a student is entered in the LEA SIS, the student record is received in the daily cumulative feed.
 - Deleting a student without a valid exit code and date creates a “Sticky Roster”
- Attend the Enrollment Audit and Child Count policy and application training for the 2020-21 school year.
- Work with other LEAs to resolve Duplicative Enrollments between LEAs.



Additional Resources



Additional Resources

Below are resources described in the presentation.

Resource	Location
OSSE Website	https://osse.dc.gov
LEA Data Management Policy	https://osse.dc.gov/publication/lea-data-management-policy
LEA Data Manager Checklist for 2020-21 School Year	https://osse.dc.gov/publication/2020-21-start-school-checklist-lea-data-managers
Contact Information for Data Liaisons	https://osse.dc.gov/publication/data-assessment-and-research-lea-liaisons
OSSE Support Tool	https://octo.quickbase.com/db/main?a=signin
OSSE Data Systems Training Registration application	https://octo.quickbase.com/db/bj339wdcr
Office of Data Management and Applications	https://osse.dc.gov/service/office-data-management-and-applications
LEA Data Collection Template	https://osse.dc.gov/publication/2020-21-school-year-osse-lea-data-collections-template

Additional Resources

Below are resources described in the presentation.

Resource	Location
Entry and Exit Code Guidance	https://osse.dc.gov/publication/2020-21-entry-and-exit-code-guidance
eSchoolPLUS	https://oss.eschoolplus.powerschool.com/eSchoolPLUS
eSchoolPLUS Calendars	<ul style="list-style-type: none">• eSchoolPLUS LEA Calendars User Guide• Extended School Year and Summer School Calendar Guide
eSchoolPLUS Points of Contacts	Video: eSchoolPLUS LEA Points of Contact Video Guide: eSchoolPLUS LEA Points of Contact User Guide Descriptions: eSchoolPLUS LEA Points of Contact Descriptions
LEA Data Mapping Application	Website: https://data.osse.dc.gov/ldm Guide: https://osse.dc.gov/publication/lea-data-mapping-application Video: https://osse.dc.gov/publication/lea-data-mapping-application

Additional Resources

Below are resources described in the presentation.

Resource	Location
SLED	Website: https://sled.osse.dc.gov Assistance: Sled.info@dc.gov
LEA Feed Management user guide	User Guide: https://sled.osse.dc.gov/vPage/LEAP-Training-Presentation-Guides/2542/91441
Exit Management & Prior Year Exit Management user guide	User Guides: https://sled.osse.dc.gov/vPage/LEAP-Training-Presentation-Guides/2542/91441
SEDS	SEDS Site: https://osse.dc.gov/publication/roster-individual-lea-special-education-data-system-seds-sites SEDS Resource Site: https://sites.google.com/a/dc.gov/seds-help-resources/
Duplicative Enrollment Application	Website: https://data.osse.dc.gov/duplicative-enrollment/ Policy: https://osse.dc.gov/sites/default/files/dc/sites/osse/service_content/attachments/Duplicative Enrollment Resolution Policy 8.5.19.pdf

Additional Resources

Below are resources described in the presentation.

Resource	Location
Qlik – Early Access to Student Data	Webinar: https://osse.dc.gov/multimedia/early-access-student-data-tools-schools
LEA Feed Management user guide	User Guide: https://sled.osse.dc.gov/vPage/LEAP-Training-Presentation-Guides/2542/91441
Exit Management & Prior Year Exit Management user guide	User Guides: https://sled.osse.dc.gov/vPage/LEAP-Training-Presentation-Guides/2542/91441
SEDS	SEDS Site: https://osse.dc.gov/publication/roster-individual-lea-special-education-data-system-seds-sites SEDS Resource Site: https://sites.google.com/a/dc.gov/seds-help-resources/
Duplicative Enrollment Application	Website: https://data.osse.dc.gov/duplicative-enrollment/ Policy: https://osse.dc.gov/sites/default/files/dc/sites/osse/service_content/attachments/Duplicative Enrollment Resolution Policy 8.5.19.pdf



2020-21 Start of School

Overview & Announcements





Visit the [Start of School webpage](https://osse.dc.gov/startofschool) to learn more about our five priorities for strengthening the 2020-21 start of school, important dates and deadlines, and helpful resources and tools.

osse.dc.gov/startofschool



2020-21 START OF SCHOOL DATES & DEADLINES

2020-21 START OF SCHOOL RESOURCES & TOOLS

Monday	Tuesday	Wednesday	Thursday
<p>July 20</p> <p>New Data Manager Orientation</p> <p>New Enrollment Audit POC Orientation</p> <p>Returning Enrollment Audit POC Refresher</p>	<p>July 21</p> <p>New Special Education POC Orientation</p> <p>New Transportation POC Orientation + TOTE 2.0</p> <p>Re-entry Strategies and Tools to Support ELs: Part 1</p>	<p>July 22</p> <p>SEDS Train-the-Trainer: Eligibility Process</p> <p>SEDS Train-the-Trainer IEP Process</p> <p>TOTE 2.0 Training</p> <p>SLED Training for New Users</p>	<p>July 23</p> <p>SEDS Train-the-Trainer: Related Service Provision Documentation</p>
<p>July 27</p> <p>SLED Training for New Users</p>	<p>July 28</p> <p>Re-entry Strategies and Tools to Support ELs: Part 2</p>	<p>July 29</p> <p>Serving Students with Disabilities Remotely: Part 1</p> <p>TOTE 2.0 Training</p>	<p>July 30</p> <p>LEA Data Discussion for Data Managers</p>
<p>SY2020-21 Start of School Summer Training Calendar</p> <p>Additional details for each training can be found within the OSSE Training Registration System and on the OSSE Start of School Website</p>		<p>Aug. 5</p> <p>Re-entry Strategies and Tools to Support ELs: Part 3</p> <p>Serving Students with Disabilities Remotely: Part 2</p> <p>TOTE 2.0 Training</p>	<p>Aug. 6</p>
		<p>Aug. 12</p> <p>Serving Students with Disabilities Remotely: Part 3</p> <p>TOTE 2.0 Training</p>	<p>Aug. 13 Kid Talk Event</p> <p>LEA Data Discussion for Data Managers</p> <p>Re-entry Strategies and Tools to Support ELs: Part 4</p>
		<p>Aug. 19</p> <p>Special Ed POC & Transportation POC Webinar</p>	<p>Aug. 20</p>
<p>Aug. 17</p>	<p>Aug. 18</p>		

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 9th graders.**
 - **INVITED:** Counselors, special education coordinators, English learner coordinators, student support staff, school leaders.
 - Allows the receiving high 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.



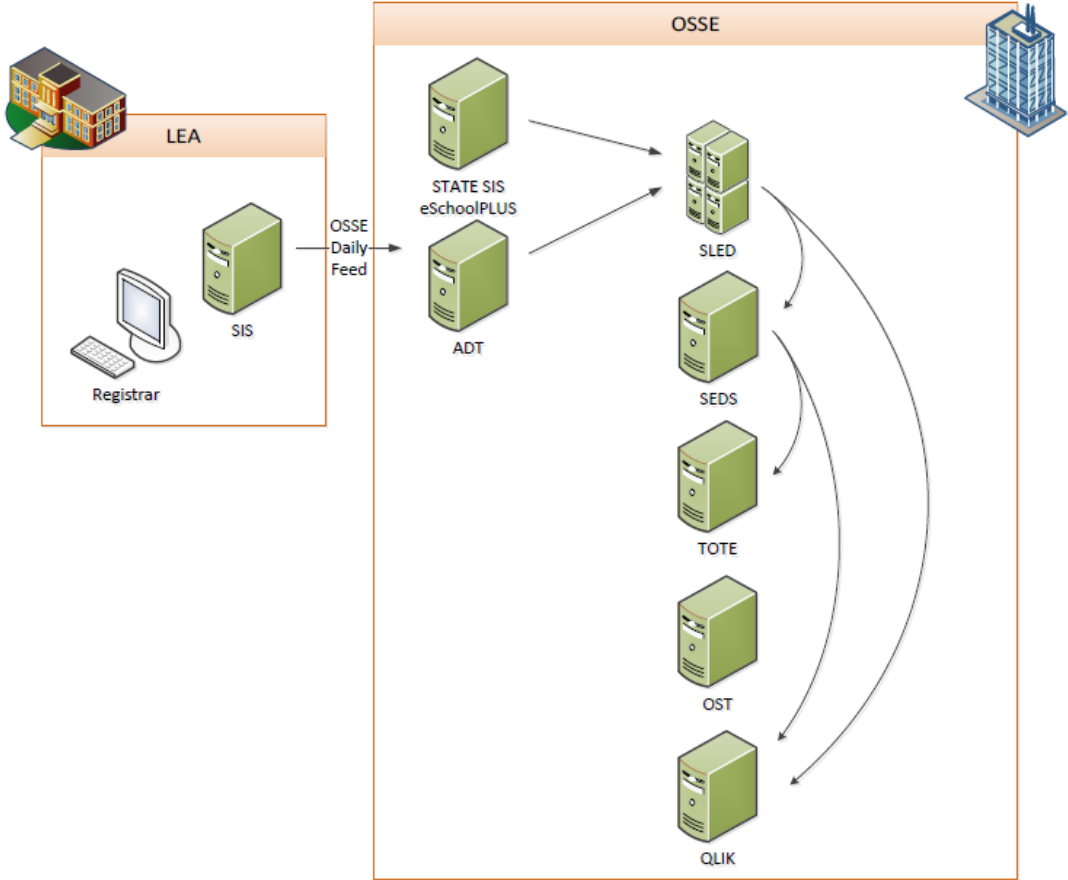


Appendix



Data Flow

- How data flows from LEA to OSSE applications from a CIO perspective



DCMR & Department of Education

The DC Municipal Regulations (DCMR) is the official compilation of the permanent rules, statements, and legal documents circulated by DC government executive agencies and departments, the Council of the District of Columbia, and independent entities.

The Regulations that are pertinent to OSSE are found in **Title 5: Education**.

The Department of Education mission is to promote educational excellence and help all students—regardless of their race, religion, income level, sex, first language, ability status, or any other demographic factor—have equal access to educational opportunity.

OSSE primarily reports to the Department of Education via the annual **EdFacts** reporting.



Enrollment – Stage 4

Enrollment – Student Withdrawal

What happens if the student never attends after the LEA stage 4 enrolled the student?

LEA Responsibilities

Follow LEA policy on the number of days the student can be a non-show before initiating the student exit procedure

Determine the reason for the no-show

Update LEA SIS with appropriate stage 4 exit code.
Refer to the latest [Entry and Exit Guidance](#).

If the student was a student with a disability, provide supporting evidences in SEDS.

Implications of not exiting a student properly

- ▶ Student remains active student on the LEA roster in SLED
- ▶ Possible duplicative enrollment in SLED
- ▶ If the student is a student with a disability, the LEA may be responsible for the student under IDEA.

Applications Impacted

- Qlik: Unified Data Errors (only if duplicative enrollment)
- SLED
- SEDS

Enrollment – Stage 5

Enrollment – Student Withdrawal

What happens if the student stops attending after the LEA stage 5 enrolled the student?

LEA Responsibilities

Follow LEA policy on the number of days the student can be absent before initiating the student exit procedure

Determine the reason for the no-show

Update LEA SIS with appropriate stage 5 exit code.
Refer to the latest [Entry and Exit Guidance](#).

Provide documentation in Exit Management, if necessary

If the student was a student with a disability, provide supporting evidences in SEDS.

Implications of not exiting a student properly

- ▶ Student remains active student on the LEA roster in SLED
- ▶ Impact to the school's Adjusted Cohort Graduation Rate (ACGR)
- ▶ Possible duplicative enrollment
- ▶ If the student is a student with a disability, the LEA may be responsible for the student under IDEA.

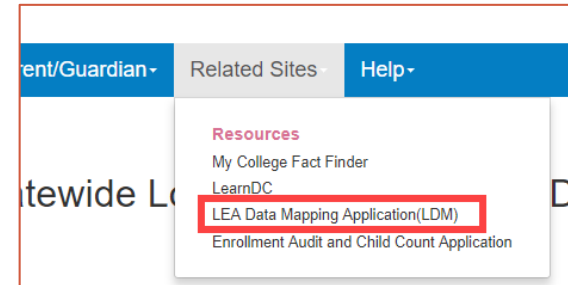
Applications Impacted

- Duplicative Enrollment Application
- Qlik: Unified Data Errors (only if duplicative enrollment)
- SLED
- SEDS

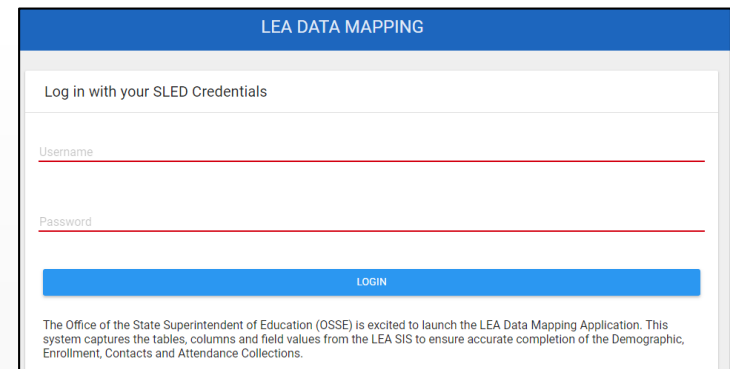
LEA Data Mapping Tool

There are two ways to access the LDM.

1. Go to [SLED](#) and click on the **Related Sites** tab. Click **LEA Data Mapping Application (LDM)**; or



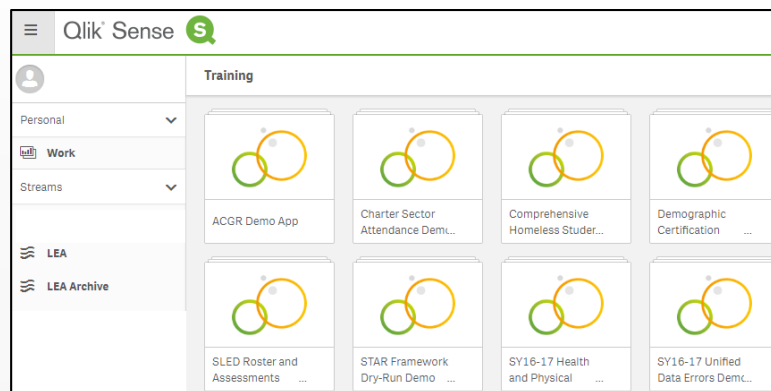
2. Go directly to: <https://data.osse.dc.gov/l dm>.

A screenshot of the LEA DATA MAPPING login page. The page has a blue header with the text 'LEA DATA MAPPING'. Below the header, it says 'Log in with your SLED Credentials'. There are two input fields: 'Username' and 'Password'. Below the input fields is a blue 'LOGIN' button. At the bottom of the page, there is a small text block: 'The Office of the State Superintendent of Education (OSSE) is excited to launch the LEA Data Mapping Application. This system captures the tables, columns and field values from the LEA SIS to ensure accurate completion of the Demographic, Enrollment, Contacts and Attendance Collections.'

Reference the [LDM Tool](#) video and user guide for more details

Qlik

- When you login to Qlik, the **hub** is where all of the applications are listed. Click an application in the hub to open it.
- The content in the hub is organized into **streams**. The streams are located on the left-hand side. OSSE has archived the previous school year apps into the **LEA Archive** stream.
- After selecting an application, the **sheets** are display. Each sheet is where charts and tables for data visualization are placed. An application can include one or several sheets.



Student Characteristics

Homeless

- An indication of whether the student was identified as experiencing homelessness at any point during the school year.
 - This indicator will persist for the entire school year
- Derived from the following:
 - **LEA SIS** Homeless status; and
 - **The Community Partnership** (TCP) data feed.

Student Characteristics

At-Risk

- Defined as a student who possesses one of the below characteristics at any point during the given school year.
 - Temporary Assistance for Needy Families (**TANF**)
 - Supplemental Nutrition Assistance Program (**SNAP**)
 - **Homeless**
 - LEA SIS Homeless status
 - TCP data feed
 - Under the care of the Child and Family Services Agency (**CFSA**)
 - **Over Age** (high school only): A high school student is over age by at least one year older than the expected age for their grade.



Thank you!

