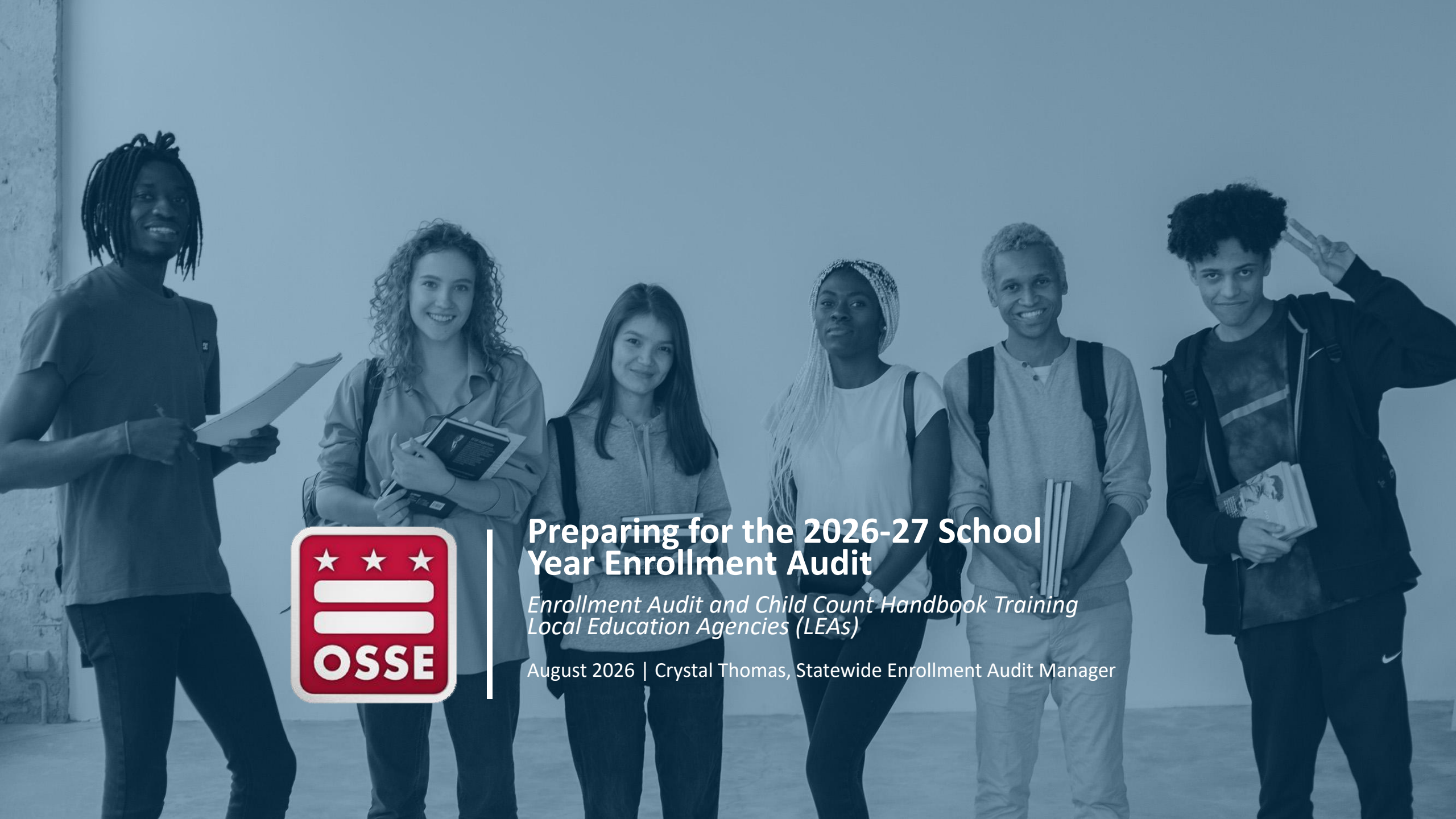


Preparing for the 2026-27 School Year Enrollment Audit

Enrollment Audit and Child Count Handbook Training
Local Education Agencies (LEAs)

August 2026 | Crystal Thomas, Statewide Enrollment Audit Manager

Objective

To provide enrollment audit points of contact (POCs) for local education agencies (LEAs) information on the following:

- Overview of the purpose of the enrollment audit
- Outline steps to prepare for the enrollment audit and child count
- Provide relevant deadlines throughout the enrollment audit process
- Answer any questions regarding the enrollment audit and child count process for the 2026-27 school year

Outlined in the Enrollment Audit and Child Count Handbook (July 2026)

Enrollment Reminders

Ensures DC residents have access to District public schools.

Ensures District public schools are funded appropriately for the DC resident students they serve.

Informs persons of the requirements and repercussions of enrolling an ineligible non-resident student.

Purpose and Importance of the Enrollment Audit

Enrolling person must be a bona fide resident

Uniform Per Student Funding Formula is determined via the Enrollment Audit

Pursuant §38–312. Any person, **including any District of Columbia public schools or public charter school official**, who knowingly supplies false information to a public official in connection with student residency verification shall be subject to charges of tuition retroactively, and payment of a fine of not more than $2,000, or imprisonment for not more than 90 days.

Pursuant §2-381.02. Any person who commits any of the acts outlined in the false claims liability act shall be subject to the District for civil penalties not less than $5,500 and not more than $11,000 for each false or fraudulent claim.

Fair and Equitable Access to an Education for Migrant Students

Undocumented Immigrant Children and Unaccompanied Youth Policy:

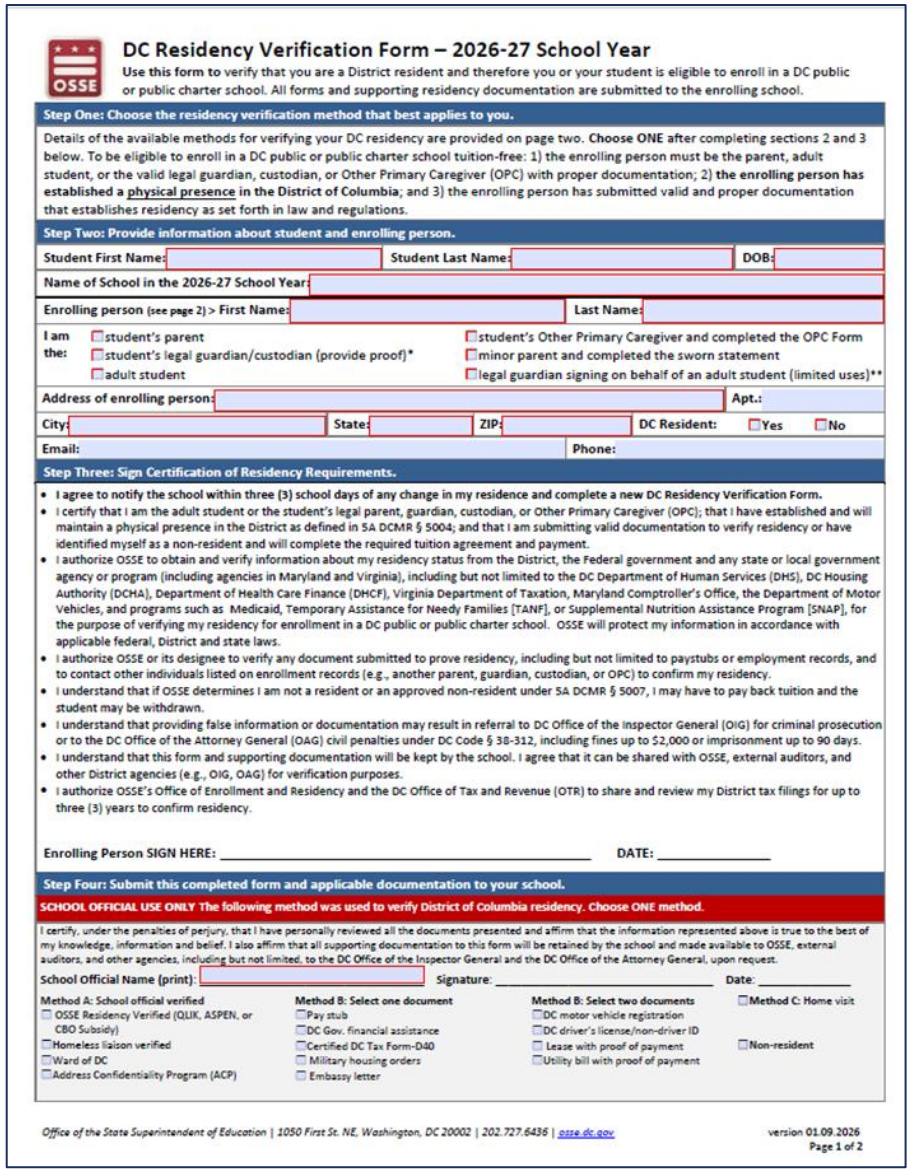
Students who are undocumented immigrants cannot be denied a free public education if they are residents of a school district (*Plyler v. Doe, 457 US 202*).Undocumented immigrant children and unaccompanied youth have the right to attend their in-boundary neighborhood school full-time if they meet the age and residency requirements established by District law. Those youth may attend an out-of-boundary or public charter school by submitting a common lottery application through My School DC. Undocumented students and their families may establish residency by:

- Submitting valid supporting residency documentation that is the name of the undocumented student's parent(s), custodian, guardian, or other primary caregiver;
- Allowing for a home visit to occur; or
- Submitting McKinney-Vento Homeless Education Act documentation.

Resources to Support Newly Arrived Migrant Students:

- DC Public Schools (DCPS) Language Acquisition Division and Secondary Newcomer Literacy Program– Offers supports to immigrant students who come to DCPS with limited or interrupted formal education background.
- OSSE Policy on Delivering Education Services to English Learners. Contact Angela.Awonaike@dc.gov for additional questions.

If you experience challenges with enrolling students that newly arrived in the District and have questions or require assistance, you may contact OSSE at OSSE.Residency@dc.gov.



DC Residency Verification Form – 2026-27 School Year

Use this form to verify that you are a District resident and therefore you or your student is eligible to enroll in a DC public or public charter school. All forms and supporting residency documentation are submitted to the enrolling school.

Step One: Choose the residency verification method that best applies to you.

Details of the available methods for verifying your DC residency are provided on page two. **Choose ONE** after completing sections 2 and 3 below. To be eligible to enroll in a DC public or public charter school tuition-free: 1) the enrolling person must be the parent, adult student, or the valid legal guardian, custodian, or Other Primary Caregiver (OPC) with proper documentation; 2) **the enrolling person has established a physical presence in the District of Columbia**; and 3) the enrolling person has submitted valid and proper documentation that establishes residency as set forth in law and regulations.

Step Two: Provide information about student and enrolling person.

Student First Name: | Student Last Name: | DOB:

Name of School in the 2026-27 School Year:

Enrolling person (see page 2) > First Name: | Last Name:

I am the: ☐ student's parent ☐ student's legal guardian/custodian (provide proof)* ☐ adult student ☐ student's Other Primary Caregiver and completed the OPC Form ☐ minor parent and completed the sworn statement ☐ legal guardian signing on behalf of an adult student (limited uses)**

Address of enrolling person: | Apt.:

City: | State: | ZIP: | DC Resident: ☐ Yes ☐ No

Email: | Phone:

Step Three: Sign Certification of Residency Requirements.

- **I agree to notify the school within three (3) school days of any change in my residence and complete a new DC Residency Verification Form.**
- I certify that I am the adult student or the student's legal parent, guardian, custodian, or Other Primary Caregiver (OPC); that I have established and will maintain a physical presence in the District as defined in 5A DCMR § 5004; and that I am submitting valid documentation to verify residency or have identified myself as a non-resident and will complete the required tuition agreement and payment.
- I authorize OSSE to obtain and verify information about my residency status from the District, the Federal government and any state or local government agency or program (including agencies in Maryland and Virginia), including but not limited to the DC Department of Human Services (DHS), DC Housing Authority (DCHA), Department of Health Care Finance (DHCF), Virginia Department of Taxation, Maryland Comptroller's Office, the Department of Motor Vehicles, and programs such as Medicaid, Temporary Assistance for Needy Families [TANF], or Supplemental Nutrition Assistance Program [SNAP], for the purpose of verifying my residency for enrollment in a DC public or public charter school. OSSE will protect my information in accordance with applicable federal, District and state laws.
- I authorize OSSE or its designee to verify any document submitted to prove residency, including but not limited to paystubs or employment records, and to contact other individuals listed on enrollment records (e.g., another parent, guardian, custodian, or OPC) to confirm my residency.
- I understand that if OSSE determines I am not a resident or an approved non-resident under 5A DCMR § 5007, I may have to pay back tuition and the student may be withdrawn.
- I understand that providing false information or documentation may result in referral to DC Office of the Inspector General (OIG) for criminal prosecution or to the DC Office of the Attorney General (OAG) civil penalties under DC Code § 38-312, including fines up to $2,000 or imprisonment up to 90 days.
- I understand that this form and supporting documentation will be kept by the school. I agree that it can be shared with OSSE, external auditors, and other District agencies (e.g., OIG, OAG) for verification purposes.
- I authorize OSSE's Office of Enrollment and Residency and the DC Office of Tax and Revenue (OTR) to share and review my District tax filings for up to three (3) years to confirm residency.

Enrolling Person SIGN HERE: _____ DATE: _____

Step Four: Submit this completed form and applicable documentation to your school.

SCHOOL OFFICIAL USE ONLY The following method was used to verify District of Columbia residency. Choose ONE method.

I certify, under the penalties of perjury, that I have personally reviewed all the documents presented and affirm that the information represented above is true to the best of my knowledge, information and belief. I also affirm that all supporting documentation to this form will be retained by the school and made available to OSSE, external auditors, and other agencies, including but not limited, to the DC Office of the Inspector General and the DC Office of the Attorney General, upon request.

School Official Name (print): | Signature: | Date:

Method A: School official verified
- ☐ OSSE Residency Verified (QLIK, ASPEN, or CBO Subsidy)
- ☐ Homeless liaison verified
- ☐ Ward of DC
- ☐ Address Confidentiality Program (ACP)

Method B: Select one document
- ☐ Pay stub
- ☐ DC Gov. financial assistance
- ☐ Certified DC Tax Form-D40
- ☐ Military housing orders
- ☐ Embassy letter

Method B: Select two documents
- ☐ DC motor vehicle registration
- ☐ DC driver's license/non-driver ID
- ☐ Lease with proof of payment
- ☐ Utility bill with proof of payment

Method C: Home visit
- ☐ Non-resident

Office of the State Superintendent of Education | 1050 First St. NE, Washington, DC 20002 | 202.727.6436 | osse.dc.gov

version 01.09.2026
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Ensure the School Official is Collecting the Required Enrollment Documentation for All Enrolled Students

A DC Residency Verification Form is required of ALL students enrolling in a District public school regardless of residency verification status.

Additional forms and supporting documentation may be required for students based on their status.

All forms must be complete with each box and section filled out (N/A if not applicable).

The enrolling person must sign all required enrollment forms.

The school official must sign certifying to the information listed in the forms.

***OSSE will not accept documents dated prior to March 27, 2026.**

Residency Verification

- Collect residency verification forms and supporting residency documents from enrolling persons.
- Ensure documents collected meet compliance requirements as outlined in the OER Handbook (March 2026)
- 2026-27 school year training on residency verification requirements can be found on the OER Website.
- Review and verify status for Office of the State Superintendent of Education (OSSE) Residency Verified students in the Qlik application for students that do not require supporting residency documents.

*Inclusion in the OSSE RV Qlik application does not remove the requirements to complete the residency verification forms or an LEAs responsibility to confirm bona fide residency.

Residency Verification

The residency of each student seeking to attend a District public school or receiving funding from the District of Columbia to attend another school or educational program shall be verified consistent with District of Columbia Municipal Regulations (DCMR) section 5A DCMR § 5002 – Student Residency Verification.

Enrollment Audit Phases

Enrollment Audit Process

Phase 1: Pre-Audit Data Prep

- Documentation Collection and Review
- Ensure Accuracy of Documentation, Data and Demographic Data
- Confirm All Student Are Enrolled in the LEAs' Student Information System (SIS) Oct. 5 by 4 p.m.

Phase 2: Trainings

- Ensure all relevant POCs are properly trained
- Review required trainings in the Learning Management System (LMS) and LEA Look Forward

Phase 3: OSSE Documentation Review

- Initial Documentation Review by Auditors
- Issue Resolution
- Final Documentation Submission & Review
- Appeals of Data Anomalies/Unresolved OST Tickets

Phase 4: Certification & Reporting

- First Certification - Unaudited (Oct. 9)
- Second Certification (Nov. 13)
- Third Certification (Final) (Dec. 11)

Upon completion of the enrollment audit and pursuant to DC Code 38-1804.02 (c), OSSE will submit an annual report of the final audited numbers to the Mayor and DC Council.

Enrollment Audit and Child Count Trainings

Enrollment Audit and Child Count Trainings

Training	Description
Residency Verification Training	Summary of the 2026-27 school year OER Handbook. Completed in March 2026 and available on the OER website.
Enrollment Audit and Child Count Training	Summary of the 2026-27 school year EACCA Handbook. Completed in August 2026 and recording and presentation available on the OER website.
Enrollment Audit and Child Count Application Training	Technical Training on how to functionally use the EACCA and complete certifications available in the EACCA.
Head of School Training	Refresher training for Heads of School on completing certifications.

Systems Access and Data Management

Enrollment Audit Points of Contact (POCs)

POC Type	Description
Head of School	Responsible for overall administrative leadership; completes all certifications for the enrollment audit
LEA Enrollment Audit POC	Coordinates and manages the LEA's enrollment audit, including ensuring deadlines are met, reviewing data for accuracy and completeness, preparing for site visits, coordinating documentation and uploading documents
School Enrollment Audit POC	Coordinates and manages a specific school enrollment audit within an LEA; their access is limited to the assigned school and does not oversee the enrollment audit for the LEA
LEA Data Manager	Ensures all data requests from OSSE are completed in a timely manner and maintains POCs and calendars; partner in pre-audit data preparation
LEA Special Education POC	Responds to OSSE requests related to special education, including updates to data systems and training and assistance to other LEA and school staff related to the Special Programs; key partner in Child Count
English Learners POC	Verifies the EL status of students and coordinate with the data manager to ensure that this information is correctly uploaded to the SIS
LEA Homeless Liaison	Responsible for identifying and ensuring that students identified as experiencing homelessness receive services

The LEA Data Manager is responsible for updating all POC roles in OSSE Systems. LEAs shall submit an updated staff list in the All-Staff Collection within the Faculty & Staff (F&S) application to ensure staff receive the appropriate updates, information and access to the systems essential to the enrollment audit process.

- **Box** – LEAs will use this system to submit e-file documents for students. Check the enrollment audit folder in Box to ensure the relevant staff have appropriate access. Be sure to delete old folders that remain from prior school years.
- **Enrollment Audit and Child Count Application (EACCA)** – Email notifications will be generated from this system; it is important that the appropriate contacts have access to view updates and receive notifications important for the enrollment audit process.
- **Qlik Sense Application** – This system will generate information regarding students that are OSSE residency verified.
- **Student Information Systems (SIS)** – Ensure that all students are properly entered into the student information systems.

Ensure the Appropriate Staff Have Access to All Systems

Contact your OSSE Data Liaison for assistance with access to systems and applications.

E-File Submission

LEAs will gain access to the *Enrollment Audit* Folder in Box in late August to begin uploading 2026-27 school year documents.

LEAs should delete all old, unnecessary folders within the Enrollment Audit folder in Box.

Upload electronic documents to designated school *Enrollment Audit* folder in Box.

LEAs may remove, add, and change uploaded documents in Box up till their upload deadline.

How to submit your e-file documents for the audit

LEAs shall upload all residency forms and supporting residency documents to their enrollment audit folder in Box by the LEA e-file deadline

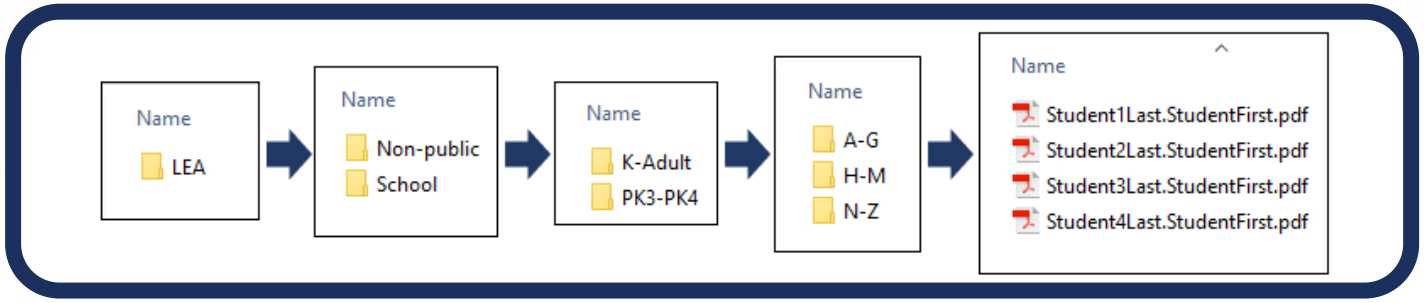
LEA e-file deadlines are in the EACCA in the Audit Workflow Schedule table

Failure to upload by the e-file deadline may result in the LEA completing individual appeals and manual uploads in the EACCA

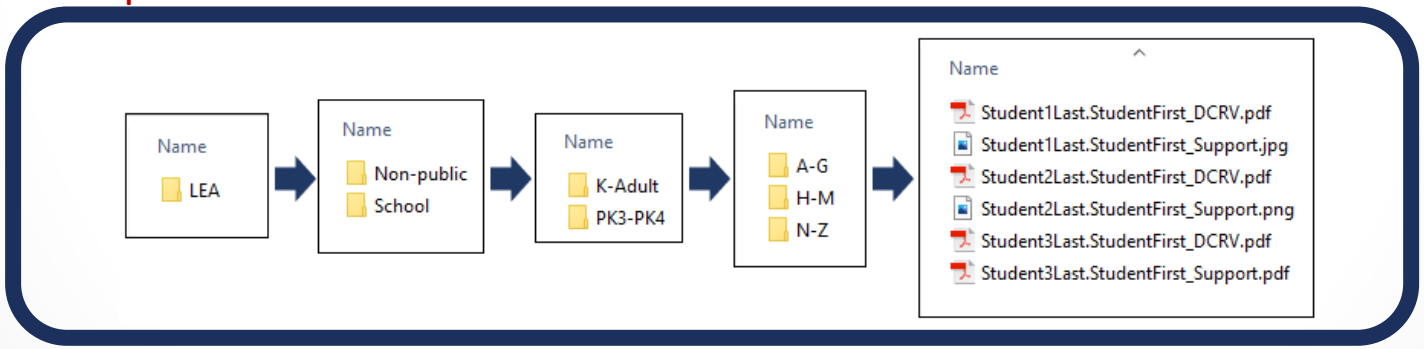
E-file is only used during Initial Documentation Review. Subsequent actions and appeals are completed through the EACCA directly on each student page

E-file documentation uploads can be either a single document containing both residency forms and supporting residency documents or two separate documents – one for the residency forms and one for supporting residency documents.

Option 1:



Option 2:



Residency Documentation Preparation

Option 1: A single document containing both residency forms and supporting residency documents

Option 2: Two separate documents - one for the residency forms and one for supporting residency documents

<u>LEAs must not upload zip files.</u> Student documentation shall be uploaded as individual e-files following the required file structure.

Certifying Accurate, Complete and Valid Student Data and Records

Ensure Accurate, Complete and Valid Student Records

LEAs shall ensure that all enrolled students are identified in their SIS and accurately reflected in the EACCA. This will help to ensure the student has an active enrollment record in the Statewide Longitudinal Education Data (SLED) system and minimize any demographic conflicts. Demographic conflicts must be resolved prior to the second certification. See handbook for date.

Last Name	Gender
First Name	Race
Date of Birth	Ethnicity
Street Address	Grade Level
City	EL Status
State	Residency Status
ZIP Code	Homeless Status
Attendance*	

*Attendance records will be reviewed for complete and accurate records.

Amending the Unaudited Enrollment Roster

LEAs are responsible for certifying accurate, complete and valid student data. LEAs must review student data to confirm accuracy prior to the first data freeze on Oct. 5, 2026. If a student must be added or removed, the LEA must submit an OSSE Support Tool (OST) ticket.

Adding Students

- Request must be submitted within five business days of the first certification
- An official request from the LEA Head of School, DC PCSB
- Explanation of issue that resulted in the student not being included in the first certification
- Copy of OST ticket submitted prior to the first certification deadline indicating a discrepancy in the student count
- Residency verification and enrollment documentation

Removing Students

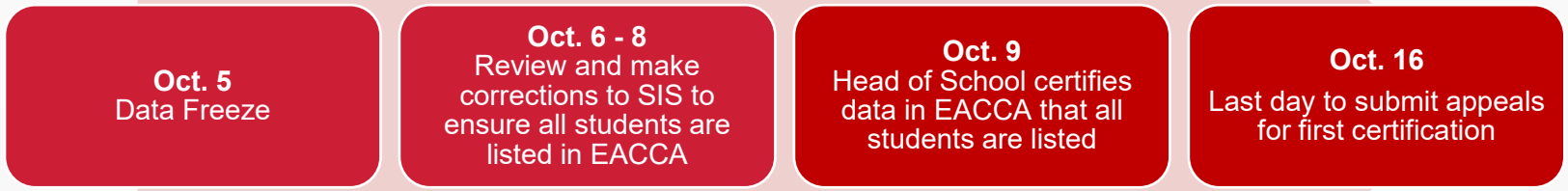
- If an LEA certifies a student who was not enrolled and attending as of Oct. 5 and needs the student removed from its unaudited enrollment roster *after* the first certification, the LEA shall submit a request to OSSE. OSSE will review the request and determine, in its sole discretion, if the students will be removed from the unaudited enrollment roster. The student must be withdrawn from the LEA student information system (SIS).
- To submit a request, the LEA shall submit an OST ticket to OSSE as soon as possible but no later than Oct. 23.

Additional information on this process is available in the EACCA Handbook.

Enrollment Audit Important Dates and Timelines

First Certification

- The first certification is the unaudited student roster that will be reviewed during enrollment audit period
- The roster will determine the October and January Uniform Per Student Funding Formula (UPSFF) payments
- The first certification does not confirm SPED level, English learner (EL) status or demographic information
- Certification must be completed in the EACCA by the Head of School on Oct. 9 by 5 p.m.
- If data errors submitted via OST tickets are yet not resolved, LEAs may submit an appeal ticket via the OST in LEA Appeals within five business days of the first certification (deadline: 4 p.m.).



Documentation Submission and Review

Initial Documentation Review

- A DC Residency Verification (DCRV) form has been submitted for all enrolled students
- Support documentation aligns with the requirements outlined in Method A, Method B or Method C in the support requirements on the DCRV
- Ensure additional supporting forms are included when necessary (i.e., OPC form, Sworn Statement, etc.)
- All addresses listed on residency verification forms align with the address listed on support documentation

OSSE reserves the right to review residency documentation from any LEA, at any time, and may elect to conduct a 100 percent audit of all supporting residency verification documentation.

Prior to the Second Certification

Auditors will begin reviewing documentation provided by LEAs to confirm that documentation is compliant with relevant District of Columbia laws and regulations for establishing residency pursuant to 5A DCMR § 5004 Student Residency Verification Methods.

Supporting documentation is reviewed for a random sample of 20 percent of the school's population of students that are not OSSE residency verified and 100 percent of the supporting residency for students that have been placed by the LEA in a nonpublic school..

If 5 percent or two students, whichever is greater, of a school's random sample fails the review of supporting residency documentation, the OSSE auditors immediately transition to a 100 percent review of supporting residency documentation.

2026-27 School Year Stage 5 Attendance Review

- The Office of the State Superintendent of Education (OSSE) will review attendance pursuant to D.C. Code § 38-203(a) for all students identified as Stage 5 enrolled in a local education agency (LEA) at the time of the annual enrollment audit to determine their attendance history.

- OSSE Data Liaisons will follow up with each LEA prior to the initial certification on Oct. 9, 2026, for which a student is identified as Stage 5 enrolled on Oct. 5, 2026, without a required record of attendance indicating the student was present for at least a portion of one school day.

- LEAs must enter attendance data to resolve the unified data error (UDE) for all students and/or provide proof of attendance for students for which there is no attendance reported that indicates the student was present in school for at least a portion of one school day.

Proof of attendance may include the following:

- Completed schoolwork with the student's name and date of completion; and
- Truancy referral pursuant to DC Code § 38-208 to a relevant District agency such as Child and Family Services Agency (CFSA), Court Social Services Division (CSSD), Department of Human Services (DHS) and/or the Office of Attorney General (OAG).

If the LEA does not provide proof of attendance for students with no record of attendance reported that indicates the student was present in school for at least a portion of one school day, the student shall not be counted in the audit under UPSFF and the LEA will not receive payment for the student.

2026-27 School Year Resolving Stage 5 Attendance UDE

- LEAs will be able to view the UDEs beginning in Sept.
- LEAs should resolve the UDE prior to Oct. 23 by updating the student attendance
- For any UDEs that are unable to be resolved by the LEA through updating attendance, an OST ticket must be submitted with proof of student attendance
- OST tickets to resolve any UDE attendance errors must be submitted no later than Oct. 23:
  - Completed schoolwork with the student's name and date of completion; and
  - Truancy referral pursuant to DC Code § 38-208 to a relevant District agency such as Child and Family Services Agency (CFSA), Court Social Services Division (CSSD), Department of Human Services (DHS) and/or the Office of Attorney General (OAG).
- Attendance issues for OST tickets must be resolved prior to the second certification on Nov. 13.
- If the Stage 5 Attendance UDE is not resolved, the student will be removed from UPSFF prior to the final certification.
- Attendance submitted and certified for the Enrollment Audit must align with attendance certifications in July. OSSE may, at its discretion, adjust supplemental payments for any students for which attendance does not align with the certification.

To resolve the attendance error, the LEA must:

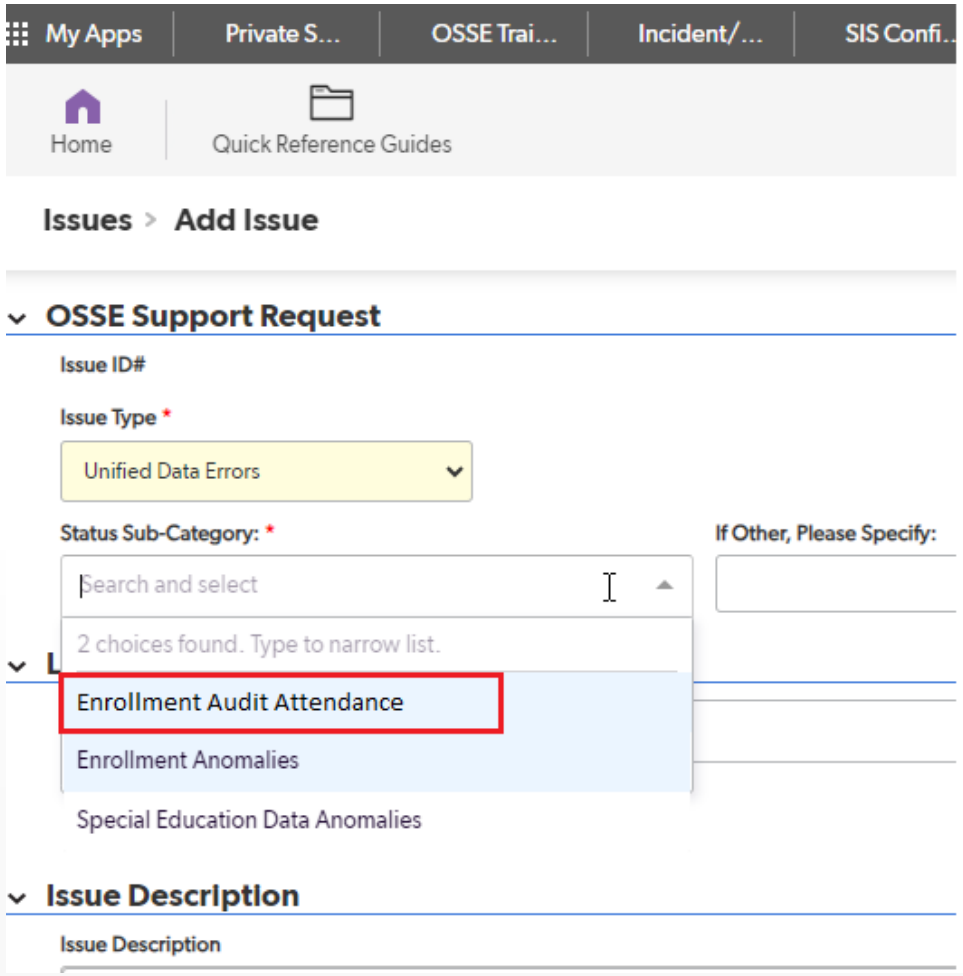
- Update the student attendance to show the student was present (present, partial present, absent partial) in school for at least a portion of school day to resolve the UDE; or
- Submit an OST ticket with proof of student attendance showing the student was present in school for at least a portion of the school day.

A list of acceptable attendance codes to resolve the UDE can be found on the current school year data collection template.

Stage 5 Attendance UDE OST Ticket Submission

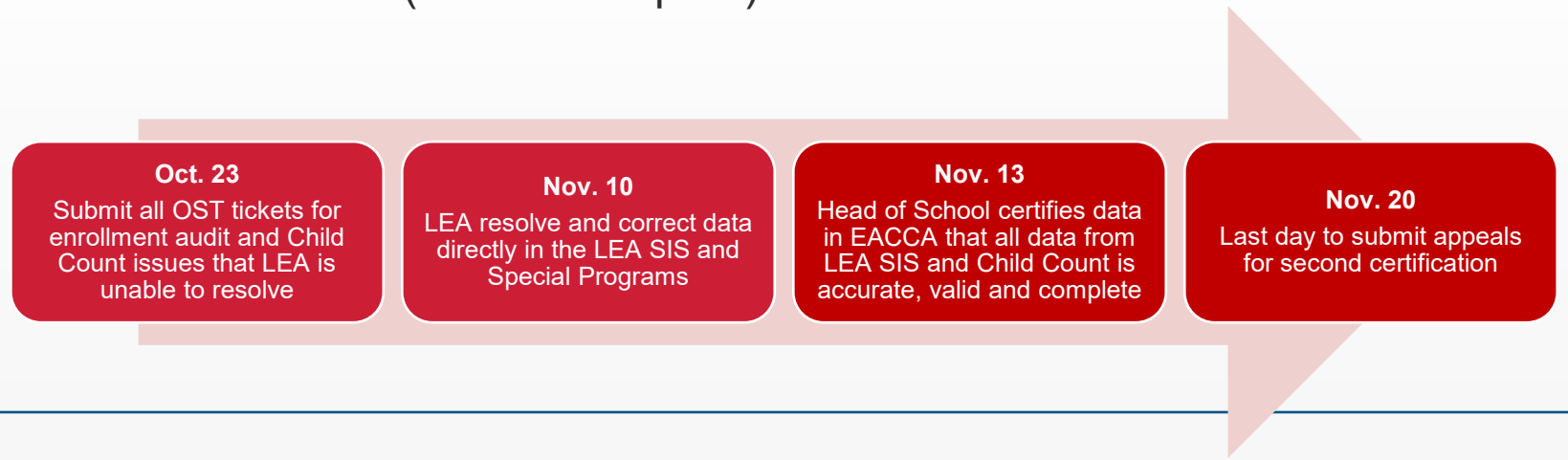
For any student for which you are unable to resolve the attendance UDE by updating the attendance, LEAs must submit an OST ticket by selecting the following:

- **Issue Type:** Select **"Unified Data Errors"**
- **Status Sub-Category**: Select **"Enrollment Audit Attendance"**
- **Include Description of the issue**
- **Attached relevant documents:**
  - ❑ Completed student work with name and date of completion; and
  - ❑ Truancy notifications to a relevant District agency – CSSD, CFSA, DHS, or OAG



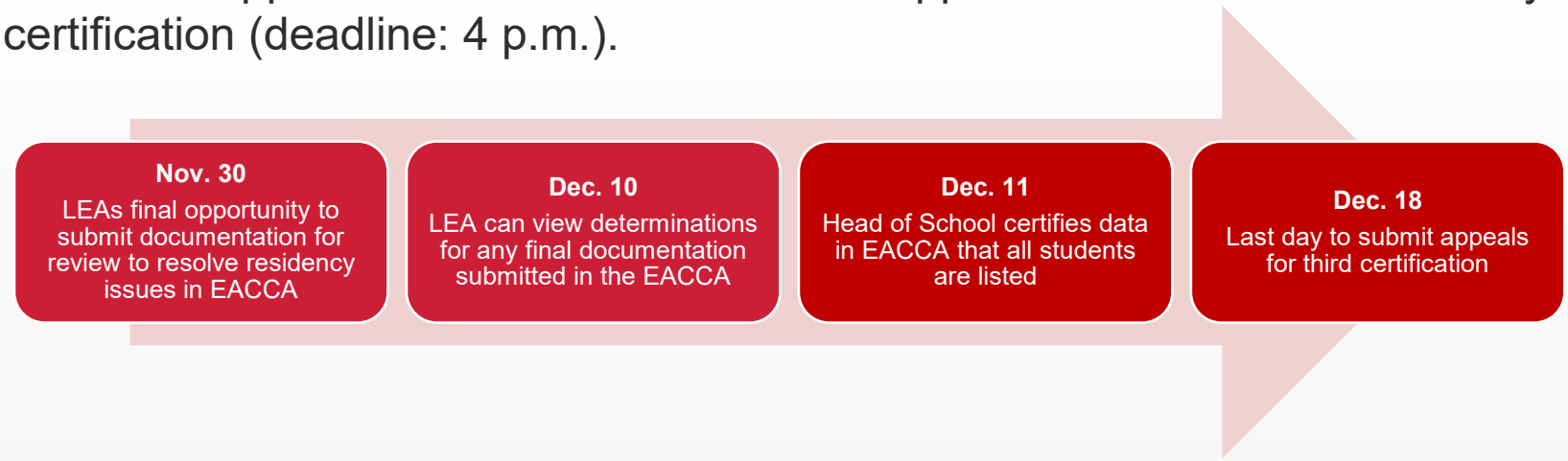
Second Certification

- The second certification is to certify the official student roster that will be audited for the 2026-27 school year enrollment audit period
- The second certification confirms SPED level, EL status and demographic information, student present attendance
- Certification must be completed in the EACCA by the Head of School on Nov. 13 by 5 p.m.
- If data errors submitted via OST tickets prior to Oct. 23 are not resolved, LEAs may submit an appeal ticket via the OST in LEA Appeals within five business days of the second certification (deadline: 4 p.m.).



Third (Final) Certification

- The final certification confirms that all information is correct and accurate
- All decisions from the final documentation review are irrevocable and the remaining unverified students shall be resolved by the LEA
- Certification must be completed in the EACCA by the Head of School on Dec. 11 by 5 p.m.
- If data errors submitted via OST tickets prior to Oct. 23 are not resolved, LEAs may submit an appeal ticket via the OST in LEA Appeals within five business days of final certification (deadline: 4 p.m.).



Enrollment Audit Important Dates*

2026-27 School Year	Event/Deliverable
Aug. 24	EACCA Release – LEA receives access to the EACCA for the 2026-27 school year
Oct. 5	**Data Freeze – Ensure all enrolled students are Stage 5 by 4 p.m.**
Oct. 9	First Certification – LEA certifies students to include in the EACCA
Oct. – Nov.	E-file submission deadline – varies by LEA (Refer to Audit Workflow)
Oct. – Nov.	Initial Documentation Review & Issue Resolution – Varies by LEA (Refer to Audit Workflow)
Oct. 23	Submit OST ticket for data issues unable to be resolved by the LEA
Nov. 10	Resolve all data issues prior to second certification
Nov. 13	Second Certification – LEA certifies demographic data and child count
Nov. 30	**Final Documentation Submission**
Dec. 11	Third Certification – LEA certifies audited enrollment numbers
Dec. 18	Final Date to Submit Appeals of Data Anomalies and Unresolved OST Tickets

*For a complete list of important dates, review the EACCA Handbook

Audit Workflow

- Audit workflow dates are listed on the dashboard of the EACCA.
- Supporting documentation should be obtained within 10 days of initial enrollment and no later than Oct. 5. Don’t wait until the final documentation submission and review phase to obtain and submit supporting documentation for review.
- Develop an Audit Workflow Calendar – The Enrollment Audit POC should keep track of the dates and set notifications for ensuring information is uploaded during the appropriate windows.

Audit Workflow Dates

e-file Deadline	Initial Documentation Review Start Date	Initial Documentation Review End Date	Issue Resolution Start Date	Issue Resolution End Date
October 23rd 2025, 11:59:59 pm	October 25th 2025, 12:00:00 am	October 30th 2025, 11:59:59 pm	October 31st 2025, 12:00:00 am	November 6th 2025, 11:59:59 pm

Auditor Issue Resolution Start Date	Auditor Issue Resolution End Date	Final Appeals Start Date	Final Appeals End Date
November 7th 2025, 12:00:00 am	November 11th 2025, 11:59:59 pm	November 12th 2025, 12:00:00 am	December 1st 2025, 11:59:59 pm

Enrollment Audit Best Practices

- Ensure the LEA's All-Staff Collection is up-to-date for access to the EACCA. Once the EACCA is live, all relevant staff should log-in to the platform to ensure access, prior to the Oct. 5 data freeze.
- Make sure the LEA's student rosters are up-to-date prior to the Oct. 5 data freeze. Do not wait until the first certification and appeal window to work on this.
- Submit all student files to Box during the initial upload to reduce the amount of individual student uploads to the EACCA. Box will give a count as to the number of files that were uploaded. Compare this count to each school's roster to find and address any discrepancies PRIOR to the e-file deadline.
- Do not submit blank documents as placeholders during the issue resolution phase.
- Keep track of the LEA's personalized audit workflow timeline for all deadlines.

Questions

Contact:
Crystal Thomas
Statewide Enrollment Audit Manager
Office of Enrollment and Residency
Crystal.Thomas1@dc.gov

Office of Enrollment and Residency:

- For questions about or related to the enrollment audit, contact: OSSE.EnrollmentAudit@dc.gov
- If parents have questions about non-resident tuition, contact: OSSE.Residency@dc.gov
- To report any suspicions of non-residency, submit a tip via the OSSE Residency Tip portal or contact: OSSE.Investigations@dc.gov