



District of Columbia  
Office of the State Superintendent of Education

# Audit and Verification of Student Enrollment for the 2020-21 School Year

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## Introduction

The Office of the State Superintendent of Education (OSSE) is responsible for verifying the enrollment of students in each local education agency (LEA) for the appropriation of public funds to support public education in the District of Columbia. These funds are allocated on a per pupil basis.

In order to fulfill this responsibility, under D.C. Official Code § 38-1804.02, OSSE is required to collect annual enrollment data for any District students whose education is supported through District funds. OSSE's Office of Enrollment and Residency (OER) carries out this annual process. In addition, pursuant to D.C. Official Code § 38-2906(d)(1), OER also verifies residency documents, investigates reported tips of non-residency, and administers tuition collection for non-residents.

The enrollment audit determines the total number of students who are DC residents at a school which in turn informs the funding for each LEA using the Uniform Per Student Funding Formula (UPSFF). This funding formula determines the amount of funding an LEA receives each school year based on the grade levels of the enrolled students at each school. The formula also provides additional funding to LEAs based on demographics of the enrolled students, including:

- Special education needs, including residential settings or extended school year services;
- English learners;
- At-risk status (students experiencing homelessness, Temporary Assistance for Needy Families (TANF)/Supplemental Nutrition Assistance Program (SNAP)-receiving students, students in foster care, students over-age/behind grade level); and
- Students enrolled in a residential school program.

There are a select number of students who are not funded via the UPSFF. These include students placed in non-public schools,<sup>1</sup> tuition paying non-resident students, and children enrolled in pre-K 3 and pre-K 4 at community-based organizations (CBOs) that receive Pre-K Enhancement and Expansion Program (PKEEP) funds. Supplemental tables for this report break down the counts of students collected during the enrollment audit in these categories by LEA, school, and CBO; these tables are available for download on OSSE's website under Data and Reports.<sup>2</sup>

The enrollment audit is a point-in-time count of public school enrollment and not a representation of the total universe of students a school serves throughout the school year.

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<sup>1</sup> A non-public school is a privately owned or operated school that maintains or conducts classes for the purposes of offering instruction to students with disabilities.

<sup>2</sup> [Office of the State Superintendent. Data & Reports- Enrollment.](#)

## Enrollment Audit Results for SY 2020-21

### District Summary<sup>3</sup>

The table below provides a sector level summary of the enrollment audit key data points. Please note that these data represent enrollment numbers as of Oct. 5, 2020.<sup>4</sup> OSSE captures unaudited public enrollment as of Oct. 5, 2020 and audits these numbers through an iterative process with enrolling LEAs until a final public enrollment number is determined. The narrative below further explains this process.

Audit Status	Metric	District of Columbia Public Schools	Public Charter Schools	Total
Unaudited	Public Enrollment (including cross-sector duplicative enrollment) <sup>1</sup>	49,958	44,101	93,987
	Public Enrollment (including in-sector duplicative enrollment) <sup>2</sup>	49,959	44,184	94,143
Audited	Public October Enrollment	49,890	43,942	93,832
	Students included in UPSFF <sup>3</sup>	49,581	43,857	93,438
	Unverified resident students <sup>4</sup>	261	85	346
	Tuition-paying non-resident students <sup>5</sup>	48	0	48
	Non-public placement students <sup>6</sup>	391	286	677
	Unverified resident students – Non-public	36	1	37
	<b>Total audited public and non-public enrollment</b>	<b>50,317</b>	<b>44,229</b>	<b>94,546</b>

<sup>1</sup> Duplicative enrollments occur when a student has been reported as enrolled at more than one LEA/school. Unaudited Public Enrollment (including cross-sector duplicative enrollment) counts duplicative enrollments in each sector but will only count an enrollment once in the Total.

<sup>2</sup> Unaudited Public Enrollment (including in-sector duplicative enrollment) counts duplicative enrollments in each sector and also counts them in the Total.

<sup>3</sup> Students included in the UPSFF are District residents enrolled in public schools in the District excluding students placed in non-public schools.

<sup>4</sup> Unverified residents are students whose District residency was not confirmed through the enrollment audit and will be completed by the LEA for students that continue to maintain enrollment.

<sup>5</sup> Tuition-paying non-residents include students who live outside of the District and pay tuition to attend public school in DC.

<sup>6</sup> Students placed in non-public schools are students with disabilities who are District residents whose placement determination was made in accordance with the Individuals with Disabilities Education Act (IDEA) by DC Public Schools (DCPS) or a public charter school.

<sup>3</sup> The DC School Report Card and STAR Framework uses a variety of enrollment measures and may differ from the Enrollment Audit Report. More information can be found in the [DC School Report Card and STAR Framework Technical guide](#).

<sup>4</sup> The enrollment count must be completed on Oct. 5, or the following business day, of each school year.

## Analysis

### Public Enrollment

Public enrollment is comprised of students enrolled in DC Public Schools (DCPS) and public charter schools who are District residents, tuition-paying non-residents (who have entered into current, non-resident tuition agreements with OSSE), and unverified residents whose residency was inconclusive at the end of the audit and will be investigated further by OSSE. To be considered an enrolled student for the purpose of the enrollment audit, students must be receiving educational services,<sup>5</sup> as of Oct. 5, 2020 and must not have been exited/withdrawn from the LEA with a valid exit code. Note: public enrollment does not include students in non-public placements. The unaudited enrollment as of Oct. 5, 2020 reported a total of 94,143 students enrolled in both DCPS and public charter schools. Upon completion of the enrollment audit and verification, the final audited enrollment was 93,832.

The primary difference between the unaudited and audited figures is due to duplicative student enrollment, which occurs when a student has been reported as enrolled at more than one LEA/school. Each LEA may use a separate student information system for tracking and reporting enrollment, so it is possible for a student to be recorded as enrolled at more than one LEA/school. At the beginning of the audit process each year, schools report and validate their unaudited enrollment numbers, which may include these duplicative enrollments. Later in the audit, each student enrolled in more than one school is resolved through a formalized Duplicative Enrollment Resolution process and assigned to one school and removed from the counts of any other schools in which they were originally also enrolled. This process, in addition to the residency verification process described below, are the bases for the difference between the initial unaudited and the final audited enrollment figures.

### Residency

Compliance with District laws and regulations requires that schools maintain documentation verifying residency of each enrolled resident student. Of the 93,832 students determined to be validly enrolled in DCPS and public charter schools, 93,438 students were categorized as residents of the District of Columbia, based on an examination of their records. For each student, examination procedures included a review of the DC Residency Verification (DCRV) form, which is the sworn statement of the person enrolling the student attesting to their residency. Additionally, for a randomly selected 20 percent sample of the eligible student population at each school, procedures included an inspection and assessment of residency supporting documentation. In an effort to alleviate burden on resident families, OSSE has established direct data exchanges with the following government and independent agencies:

- DC Department of Human Services (DHS);
- DC Child and Family Services Agency (CFSA);
- DC Office of Tax and Revenue (OTR); and
- The Community Partnership (TCP) – a nonprofit contracted by the DC Government to coordinate DC’s continuum of care.

Families whose residency is verified through these direct data exchanges are not a part of the eligible population for sampling described above. This minimizes burden on families already receiving benefits from the District, as well as on families who grant OSSE permission to access their tax records with the

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<sup>5</sup> This is determined by the student’s enrollment code in the School Information System. Stage 5 enrollment is the final step in which students are coded as receiving educational services, and only students with a Stage 5 enrollment code are counted in the audit.

District, and ensures that the auditors are deployed to focus their efforts on populations that are not otherwise validated.

Upon completion of the enrollment audit, there were 346 students attending DCPS or public charter schools whose residency could not be determined during the audit. These students are considered unverified residents, meaning that: (1) the DCRV or supporting residency documentation was not provided; or (2) the DCRV or supporting residency documentation was not in compliance with OSSE requirements. Because adequate documentation was not gathered for these students, they are not included in the student population for which the LEA is paid. Additionally, there were a total of 48 students who had non-resident tuition agreements on file with OSSE for the 2020-21 school year. These are self-identified non-resident students who have entered into tuition agreements for the school year in question.

The number of unverified residents increased in the 2020-21 school year as a result of document collection challenges caused by the coronavirus (COVID-19) pandemic. The LEA shall continue to verify residency for all enrolled students who are not verified as residents and who do not have applicable non-resident tuition agreements in place for the 2020-21 school year. OSSE will support the LEA with identification of students requiring further residency verification, and, students found to be non-residents will be required to follow the non-resident tuition process.

#### Students Attending Non-Public Schools and Surrounding County Schools

A relatively small population of students who are DC residents identified in the audit are those in non-public placements or attending surrounding county schools. These groups consist of District residents who for differing reasons may be placed outside of DCPS or public charter schools and still be funded by the District, but not through the UPSFF.

Non-public placement occurs when District residents with disabilities require services not otherwise available in District public schools. Placement determinations for these students were made in accordance with the federal Individuals with Disabilities Education Act (IDEA) by DCPS or a public charter school.

Resident students attending surrounding county schools are wards of the District who have been placed in these the surrounding jurisdictions by CFSA. CFSA provides resources and services to enhance the safety, permanence, and well-being of abused, neglected, and at-risk students who are considered wards of the District. CFSA may place children or youth in temporary settings outside of the District in surrounding jurisdictions. During such placement, children and youth may be enrolled in a school in that jurisdiction but they remain District wards. CFSA directly submitted the enrollment data for students placed by CFSA in surrounding county schools.

The total figures for these populations are shown below.

Category	Student Count
Non-public placements: students placed in non-public schools or programs by DCPS or public charter schools.	677
Surrounding county placements: students identified as wards of the District attending schools in surrounding counties (placed by CFSA)	131

## Appendices

### Appendix A: Supplemental Schedules for Student Enrollment

The following table lists the datasets available for download in machine-readable formats. These may be found under Data and Reports on the OSSE website.<sup>6</sup> OSSE applies data suppression rules to all published data files. The Student Privacy and Data Suppression Policy can be found on the OSSE website.<sup>7</sup>

Table Name	Description	Tab Label in machine-readable format
District Summary	Sector-level view of the enrollment audit including unaudited.	District Summary
LEA Summary	The LEA Summary provides an LEA-level view of the enrollments by key data points. Audited Enrollments in this table include UPSFF, non-public, non-residents, and unverified residents.	LEA Summary
School Summary	The School Summary provides a school-level view of the enrollments by key data points.	School Summary
District Audited Enrollments by Grade	This table provides the number of audited enrollments by grade for each District sector. Please note that these numbers include UPSFF, non-publics, and nonresidents.	District Audited Enr by Grade
LEA Audited Enrollments by Grade	This table provides the total number of audited enrolled students by each grade offered at the LEA.	LEA Audited Enr by Grade
School Audited Enrollments by Grade	This table provides the total number of audited enrolled students by the grades offered at the school.	School Audited Enr by Grade
District Enrollment Counts by UPSFF Funding Formula Category	This table provides the number of UPSFF enrolled students by sector and UPSFF funding formula category.	District UPSFF Enr by Fund Cat
LEA Enrollment Counts by UPSFF Funding Formula Category	This table provides the number of UPSFF-enrolled students by LEA and UPSFF funding formula category.	LEA UPSFF Enr by Fund Cat
School Enrollment Counts by UPSFF Funding Formula Category	This table provides the number of UPSFF-enrolled students by school and UPSFF funding formula category.	School UPSFF Enr by Fund Cat

<sup>6</sup> [Office of the State Superintendent – Data and Reports](#)

<sup>7</sup> [Office of the State Superintendent – Student Privacy and Data Suppression Policy](#)

CBO Enrollments by Grade	The CBO Enrollments by Grade provides the number of enrolled students by school and by grade that are funded by Pre-K Enhancement Funds.	CBO Enrollments by Grade
CBO Residency	The CBO Residency provides the total number enrollments with a breakdown of total residents compared to the number of total non-residents by CBO.	CBO Residency
Student Enrollment in Surrounding County Schools	Student Enrollment in Surrounding County Schools provides the total number of students under CFSA enrolled in a surrounding county public school by grade. These data are provided by CFSA.	Student Enr in Surr County Sch
Enrollment of Students in Non-Public Schools	The Enrollment of Students in Non-Public Schools provides the total number of students enrolled in each non-public school including unverified residents.	Enr of Student in Non-Public
Non-Resident Tuition Assessed, Owed, and Collected	The Non-Resident Tuition Assessed, Owed and Collected provides the total number of students who are non-residents and tuition payment has been established. This report provides the total tuition assessed, the amount owed as of Jan. 11, 2021 based on the tuition payment plans, and the amount collected as of Jan. 11, 2021 - by LEA and school.	Non-Res Tuition Assessed & Coll
District UPSFF Enrollments by Special Need Categories	This table provides the total number of UPSFF enrolled students who have additional special need identifications and the LEA is provided funding to serve their needs. These students include English learners (EL) <sup>8</sup> , at-risk students, and students with disabilities (SWD).	District UPSFF Enr by Spl Need
LEA UPSFF Enrollments by Special Need Categories	The LEA UPSFF Enrollments by Special Need Categories provides the total number of UPSFF-enrolled students by LEA who have additional special need identifications.	LEA UPSFF Enr by Spl Need
School UPSFF Enrollments by Special Need Categories	School UPSFF Enrollments by Special Need Categories provides the total number of UPSFF-enrolled students who have additional special need identifications. DS = double suppression	School UPSFF Enr by Spl Need

<sup>8</sup> As part of the District’s response to the coronavirus (COVID-19) pandemic, a provisional EL identification method was developed for the 2020-21 school year and is reflected in the supplemental tables as Provisional -EI (PEL) and Provisional – Not EL (PNEL). Additional information can be found in the [Provisional PreK-12 English Learner Identification Procedure During Distance Learning](#) document.

## Appendix B: Data Definitions

The following table defines the key metrics used in the data tables above and throughout this report.

<b>Audit Status</b>	<b>Metric</b>	<b>Definition</b>
Unaudited	Unaudited enrollment	The initial number reported by schools/LEAs as “Stage 5” enrolled students as of Oct. 5. This figure may include duplicative enrollments.
Audited	Audited enrollment	The final, audited number of students reported by schools/LEAs as “Stage 5” enrolled as of Oct. 5, after resolving any duplicative enrollments.
	Public enrollment	The final, audited number of students reported by schools/LEAs as “Stage 5” enrolled as of Oct. 5 at DCPS or public charter schools in the District. This metric excludes students in non-public placements.
	Non-public enrollment	The final, audited number of students reported by schools/LEAs of “Stage 5” enrolled as of Oct. 5 in non-public placements.
	Uniform Per Student Funding Formula (USPFF)	The final, audited number of students reported by schools/LEAs of “Stage 5” enrolled as of Oct. 5, for which the schools will be paid the UPSFF. This figure excludes non-residents with tuition agreements as well as students whose residency is unverified at the conclusion of the audit.
	Unverified residency	The final audited number of students reported by schools/LEAs of “Stage 5” enrolled as of Oct. 5 for which the residency could not be verified during the audit and for which the school/LEA will not be paid the UPSFF.
	Non-resident enrollment	The final audited number of students reported by schools/LEAs of “Stage 5” enrolled as of Oct. 5, who have a tuition agreement in place for the school year. These students are not included in UPSFF.