Faculty and Staff Data Collection Errors

The Office of the State Superintendent of Education (OSSE) is committed to continuous improvement in our ability to collect clean, accurate and meaningful faculty and staff data from every local education agency (LEA) in the District. For the 2022-23 Faculty and Staff Data Collection, OSSE will implement up-front data validation measures. This document outlines the data error reports to help LEAs submit clean and accurate data. **LEAs are required to certify the data submitted in the Faculty and Staff collection module on Oct. 28, 2022.**

The following document summarizes every data error the collection module will flag and its impact on the LEA. **Data error reports** are generated by the collection module because the data entered is incorrect.

Errors have different impacts on the upload and certification process. Each error falls into at least one of the following categories and some errors fall into multiple categories and will prevent both upload and certification.

- **Errors prevent upload:** If the errors are not corrected, the LEA will not be able to upload the collection template to the Faculty and Staff data collection module or save the data if manually entering into the system.
- **Errors prevent certification:** If the errors are not corrected, the LEA will not be able to certify the data.
- **Errors do not impact certification and/or upload:** Correcting the error is best practice; however, the error will not limit the LEA's ability to upload or certify the data.

Errors that prevent upload and certification

Data Error	Description
Missing or Invalid Data Error	The error is generated if any data field that is identified as required is missing, contains data values different from the pre-defined values, or the values are in an incorrect format. Please review the 2022-23 Faculty and Staff Data Collection Dropdowns document for a full list of required values.
Inconsistent Data Entry Error	The error is generated if a staff member has multiple records and data are not consistent across records for the following fields: • Demographic information (full name, date of birth, and last four digits of the Social Security Number) • Novice teacher

Data Error	Description
	• LEA start date

Errors that prevent upload

Data Error	Description
Last Name and First Name Error	The error is generated if the staff member's full name is not entered.
Verify Schools Against Official School List Error	The error is generated if the school codes entered are not associated with the LEA.
Duplicate Position Error	The error is generated if two or more records for an individual staff member have the same federal role, school and subject.
FTE Percentage (FTE) Error	The error is generated if the FTE percentage in a single row is equal to zero or greater than 1.2. for employees with a returning status of "returner" and "new employee."
LEA Start Date Error	The error is generated if the LEA start date is after the student enrollment audit date (Oct. 5, 2022).
Leaver Data Error	The error is generated if the returning status and leave date have any of the following inconsistencies: • The staff member has multiple records and one of the records has a value of "Leaver LEA" while another has a value of "Returning Employee," "Transfer," or "New Employee." • The "Leave Date" is entered but the returning status is not "Leaver LEA." • The "Leave date" is after Oct. 5, 2022. • The school has closed and the returning status is not "Transfer- New School/ Federal Role/ Subject" or "Leaver LEA." • The "Leaver" had a federal role of Teacher for the previous school year but did not provide a "Leaver Date" and/or "Previous School Year Below Effective Evaluation Rating" for the current school year.
Date of Birth Error	The error is generated if the date of birth is outside the range of 15 to 100 years old.
Special Education Percentage of Time and Grades Served Error	The error is generated if the Special Education Percentage of Time and Ages Served section has any of the following inconsistencies: • The staff member's federal role is Teacher, the "Special Education teacher" field is "no," but the value in the Special Education FTE field is greater than zero.

Data Error	Description
	• If the staff member's federal role is Teacher, the "Special Education teacher" is "yes," but the Special Education FTE field is equal to zero. • If the staff member's federal role is Teacher, Paraprofessional – Special Education, or Special Education Support Staff and the value of the "Special Education FTE" field is greater than the "FTE Percentage" field. • If the staff member's federal role is Paraprofessional – Special Education or Special Education Support Staff but the "Special Education FTE" is equal to zero. • If the staff member's federal role is Paraprofessional – Special Education but the sum of the metrics "Special Education Grades Pre-K 3 to Pre-K 4 FTE" and "Special Education Grade K to Age 21" is not equal to the "Special Education FTE."
English Learner FTE Error	The error is generated if the staff member's federal role is Teacher, and the value of the "EL FTE" field is greater than the "FTE Percentage" field.
Dual-Language Program Teacher Error	The error is generated if a staff member is identified as a Dual-Language Program Teacher at a school that does not offer a dual-language program.
Language of Instruction	The error is generated if the "Dual-Language Program Teacher" is "no," but the "Language of Instruction" field has a value.
License or Certification Field or Subject Error	The error is generated if the "DC License or Certification Status" is "no," but the "License or Certification" field has a value.
Passed PRAXIS Exam	The error is generated if the "DC License or Certification Status" is "yes" for Special Education Paraprofessionals but the "Passed PRAXIS exam" field has a value.
Novice Teacher Error	The error is generated if the Novice teacher field has any of the following inconsistencies: • If "Novice Teacher" is "no," but the "Teacher Years of Teaching Experience" is equal to zero. • If "Novice Teacher" is "yes," and "Teacher Years of Teaching Experience" is greater than or equal to two. • If "Novice Teacher" is "no," "Teacher Years of Teaching Experience" is equal to "one," and "Previous School Year Below Effective Evaluation Rating" is "yes." • If "Novice Teacher" field is "yes, "Teacher Years of Teaching Experience" is "one" and "Previous School Year Below Effective Evaluation Rating" is "no."

Data Error	Description
Federal Role and Subject Verification Error	The error is generated if the "EL FTE" is equal to zero but the "Subject" is English as a Second Language and/ or the field "Special Education Teacher" is equal to no, but the Subject is Special Education.
Teacher Years of Teaching Experience Error	The error is generated if the "Teacher Years of Teaching Experience" field is not a whole number.
Years of School Administrator Experience Error	The error is generated when the data in "Years of School Administrator Experience" field is not a whole number.
Certification Information Error	**School Administrators/ Related Service Providers/ Special Education Paraprofessional Collection:** The error is generated when the DC License or Certification Status is "No," but the License or Certification Provider field has a value.
Vacancy Collection Duplicates Error	The error is generated when there is a duplicate entry.

Errors that prevent certification

Data Error	Description
Unable to assign a Unique Faculty and Staff Identifier (UFSI) Error	The error is generated if OSSE is unable to assign a UFSI to a staff member due to missing or invalid data. OSSE requires the following information to create a UFSI: • Full Name, • Date of Birth, and • Last four digits of Social Security Number
Schools with no Reported Teachers Error	The error is generated if the schools listed under the LEA's current list of schools do not have any reported teachers.
Grade Spans with no Reported Teachers Error	The error is generated if the grade spans the LEA serves do not have any reported teachers in the respective grade spans. The teacher federal roles and grade spans are the following: • Teacher, Pre-School and Pre-Kindergarten (grades preschool and pre-K) • Teacher, Kindergarten • Teacher, Elementary (grades 1-6) • Teacher, Secondary (grades 7-12) • Teacher, Adult
Teacher Federal Role and Grades Served Mismatch Error	The error is generated if the LEA has reported a federal role/grade span for a grade span the LEA does not serve.

School with no Students and has Reported Teachers Error	The error is generated if a school has reported teachers but does not have students enrolled at Stage 5. *[This error can be resolved if the LEA reassigns every federal role "Teacher" to "Student Support Staff- Other"]*
Dual Language Error Report	The error is generated when a school that offers a dual language program has not reported any dual language teachers.
General License Certification Error **(Only prevents certification for DCPS)**	OSSE will verify the data submitted by the LEA against OSSE's Educator Licensure Data System. The error report is generated if an LEA reports that the teacher has a DC license and the OSSE licensure database does not reflect that the teacher has a valid license as of Oct. 5, 2022 (or vice versa).
Special Education Certification Error **(Only prevents certification for DCPS)**	**DCPS:** OSSE will verify the data submitted by the LEA against OSSE's Educator Licensure Data System. The data error is generated if the LEA reports that the special education teacher has a special education license and the OSSE licensure database does not reflect that the staff member has a valid license as of Oct. 5, 2022 (or vice versa). **Charter Schools:** OSSE will verify the data submitted by the LEA against OSSE's Educator Licensure Data System. The data error is generated if the LEA reports that the special education teacher has a special education license and the OSSE licensure database does not reflect that the staff member has a valid license as of Oct. 5, 2022 and the staff member's highest degree <u>is not</u> a bachelor's degree or higher (or vice versa).
Related Service Provider Certification Error **(Only prevents certification for DCPS)**	OSSE will verify the data submitted by the LEA against OSSE's Educator Licensure Data System. The data error report is generated if the LEA reports that the related service provider has a DC license and the OSSE licensure database <u>does not</u> reflect that the staff member has a valid license in the area of service as of Oct. 5, 2022 (or vice versa).
Special Education Paraprofessional Certification Error **(Only prevents certification for DCPS)**	If the paraprofessional's highest degree attained is not at least 48 credits hours, OSSE will verify the data submitted by the LEA against ETS Praxis database. The data error report is generated if the LEA reports that the special education paraprofessional provider <u>has</u> a DC certification and the ETS database <u>does not</u> reflect an ETS ParaPro Assessment passing score as of Oct. 5, 2022.
EL Certification Error **(Only prevents certification for DCPS)**	OSSE will verify the data submitted by the LEA against OSSE's Educator Licensure Data System. The data error report is generated if the LEA reports that the EL teacher has a DC license and the OSSE licensure database <u>does not</u> reflect that the EL teacher has a valid ESL/Teaching English to speakers of other

	languages certification or a bilingual education license as of Oct. 5, 2022 (or vice versa).
Missing Leaver and Evaluation Data Error	The error is generated if a staff member that was reported as a teacher in the previous school year's collection <u>is not</u> included in the current collection and is missing their "Previous School Year Below Effective Evaluation Rating."
Missing Principal/School Leader Data Error	The error is generated if a school listed under the LEA does not have anyone with a federal role of School Administrator - Principal/School Leader and/ or School Administrator – Other.
Missing EL Teachers Data Error	The error is generated for any LEA that receives Title III funds but the sum for the EL FTE field is equal to zero.
Missing Special Education Teacher Data Error	The error is generated for any LEA that receives IDEA funds but has not identified any Special Education Teachers.
Missing Related Service Providers Data Error	The error is generated for any school that has special education students with prescribed services as of Oct. 5, 2022 in SEDS but has not identified anyone with the federal role of Special Education Support Staff.

Errors that do not impact certification and/or upload

Data Error	Description
High FTE Percentage Error	The error is generated if the <u>sum</u> of a staff member's total FTE percentage is greater than 1.2.
Missing Student Support Staff	The error is generated when a school does not have any support staff records with FTE>0 that are not labeled as "Leaver-LEA."