



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

OSSE Course Data Collection Fact Sheet and Frequently Asked Questions (FAQs) for Nonpublic Education Agencies (NPEA)

As a state education agency, the Office of the State Superintendent of Education (OSSE) has a role in supporting all learners in DC, including those who attend nonpublic schools, by ensuring that they have equal access to appropriate coursework. To do this work, OSSE must collaborate with local education agencies (LEAs) and nonpublic education agencies (NPEAs) to understand the realities of the student experience in DC, including the courses they take. This document serves as the guide for the Nonpublic School Course Data Collection.

NPEA Responsibilities

- Designate a Course Collection Point of Contact (POC) in the Nonpublic School All Staff Collection;
- Report course-level information in the [Nonpublic Course Data Collection template](#);
- Attend OSSE training in the fall;
- Submit questions via [OSSE Support Tool \(OST\)](#);
- Review and certify submission via [Qlik](#).

OSSE Responsibilities

- Provide collection template to NPEAs;
- Ensure the process and data adhere to OSSE's data governance and data privacy standards;
- Ensure the process follows the policies approved by OSSE's Data Governance Committee;
- Provide training and one-on-one technical support to NPEAs;
- Map nonpublic school courses to the [OSSE State Course Catalog](#);
- Share the Nonpublic Course Crosswalk with LEAs;
- Address questions from NPEAs in OST;
- Develop and maintain the Integrated Data Support (IDS) tool and the Nonpublic Course Data Qlik dashboard;
- Perform analyses that promote equitable education policies in DC and inform policy-making decisions with stakeholder engagement; and
- Utilize course data to meet federal and local compliance laws and support state assessment administration.

Collection Scope

OSSE defines a "course" in the statewide course collection as a structured series of instructional materials, lessons, and assessments designed to teach a specific subject or topic within a particular grade level or range of grades. This typically includes a set of learning objectives or standards that students are expected to achieve by the end of the course.

NPEAs should report all courses offered to students in the current school year, including:

- **Scheduled Courses:** These courses are defined by the school and offered at a scheduled time during a specific term such as a semester or quarter, including courses offered for special student

populations (e.g., English learners, students with disabilities), credit recovery courses, credit-bearing summer school courses, etc.

- **Independent Study:** This type of course allows students to pursue a self-directed learning experience under the guidance of a faculty advisor or instructor and earn academic credit upon completion. These courses are defined by the school but the timeframe for beginning and completing the course is determined by the student.
- **Project-Based Learning:** Project-Based Learning (PBL) is a course that uses project-based learning as the main teaching method.

The following parts of the school day should not be included in this collection:

- **Non-Credit-Bearing Summer Courses**
- **Intervention Services:** Services or therapy sessions to prevent students from academic regression, such as non-academic offerings during Extended School Year (ESY).
- **Before/After Care:** Programs that provide care for school-age children before and after school hours.
- **Non-academic Blocks for Scheduling Purposes:** recess, lunch periods, etc.

Timelines and Platforms

OSSE will pre-populate the Nonpublic Course Data Qlik application with each NPEA's course data from the previous year when the application is refreshed in the late summer. In the fall, NPEAs are expected to review the data, and check for errors and changes. If the data are still accurate for the upcoming school year, no changes need to be made.

If changes need to be made to the course data, NPEAs will submit Course Data using the Course Data templates and [IDS](#). The new upload will completely replace what existed before, so the entire Course Catalog should be submitted, not just a template with changes.

Once data has been uploaded into IDS, it will be evaluated for potential errors. These errors will appear on the new version of the template, which will be at the top of the list that appears after clicking the "View History" button. After downloading this version of the template, the errors will be shown in the actual spreadsheet, on the row where the error exists. Please resolve all errors, and re-upload the template. Data will not be accepted until it is error-free.

Please see the [Integrated Data Submissions User Guide and Best Practices](#) for more information about using IDS. For additional assistance with the submission process, please submit a ticket through the [OST](#) under the "Course Collection" issue type.

Nonpublic Course Data Collection Template				
Category	Required?	Data Element	Definition	Allowable Type of Data
NPEA Information	Required	NPEA Name	Indicate the NPEA's full name.	Option Set: Downloaded template will be auto populated with the NPEA name.
	Required	Nonpublic School Name	Indicate the nonpublic school's full name.	Option Set: Downloaded template will be auto populated with nonpublic school name.
Nonpublic School Course Information	Optional	<i>Nonpublic School Course Subject</i>	<i>Indicate the subject of the course.</i>	<i>Free Format Text: Permitted format is up to 100 characters.</i>
	Required	Nonpublic School Course Name	Indicate the name of the course.	Free Format Text: Permitted format is up to 100 characters.
	Required	Nonpublic School Course Code	Indicate the course code.	Free Format Text: Permitted format is up to 100 characters.
	Optional	<i>Nonpublic School Course Level</i>	<i>Indicate the rigor level of the course.</i>	<i>Free Format Text: Permitted format is up to 20 characters.</i>
	Required	Nonpublic School Course Description	Provide the nonpublic school's description of the course.	Free Format Text: Permitted format is up to 500 characters.
OSSE Course Information	Required	OSSE Course Level	Indicate the Course Level from the OSSE standard.	Option Set: • B (Basic or Remedial) • G (General or Regular) • H (Honors) • C (College) • E (Enriched or Advanced) • X (No specified level of rigor)
	Required	Minimum Course Grade Level	Indicate the minimum grade level at which students may enroll in the course.	Option Set: • P3 • P4 • KG • 01 • 02 • 03 • 04 • 05 • 11 • 12 • C1 • C2 • C3 • C4 • C5 • C6

				• 06 • 07 • 08 • 09 • 10 • C7 • C8 • AA (adult students)
	Required	Maximum Course Grade Level	Indicate the maximum grade level in which student may enroll in a course.	Option Set: • P3 • P4 • KG • 01 • 02 • 03 • 04 • 05 • 06 • 07 • 08 • 09 • 10 • 11 • 12 • C1 • C2 • C3 • C4 • C5 • C6 • C7 • C8 • AA (adult students)
	Conditionally Required: Required for Secondary Courses Only	Course Credit	Indicate the number of Carnegie Units associated with the course.	Numeric: Permitted format is X.XX with a value between 0 to 5. E.g., 1.00, 0.50.
	Required	Course Sequence	Indicate where the course lies as part of a standardized course sequence. This element should be interpreted as part "n" of "m" parts (e.g., 1 of 2 parts would be reported as 12).	Numeric: Limited to two digits, and the first digit must be less than or equal to the second digit.

Frequently Asked Questions

Does all scheduled time that is entered into our student information system (SIS), such as lunch periods, need to be included?

No. Lunch periods and other non-academic activities for which students are not graded do not need to be captured in the course catalog.

Is homeroom included?

Homeroom does not need to be reported in the Nonpublic Course Data Collection Template if it is not graded. If the course includes academic content, please describe that in the Nonpublic School Course Description.

Do NPEAs need to report courses for students participating in before care or after care?

No. OSSE is not collecting data on before care or after care, only courses offered during standard school hours.

Should summer school courses be included?

All courses that grant course credit should be included, including summer school courses where students receive course credit.

Are NPEAs reporting course data only for courses provided in the current school year, or should we include historic course data? For example, should we also map inactive courses?

No. OSSE doesn't currently have plans to collect historical data. NPEAs only need to report courses active in the current school year.

Will NPEAs have to redo the course catalog submission every year?

NPEAs will need to review and certify their course data on an annual basis. OSSE doesn't expect that the information in an NPEA's course catalog will change significantly from year to year, but there may be some minimal edits that NPEAs will need to make.

Over the summer, when OSSE releases the Nonpublic Course Data Qlik application for the school year, it will be pre-populated with the NPEA's data from the previous school year. NPEAs will review this data and resubmit their Course Catalog through the IDS platform if needed. All NPEAs will certify the accuracy of their data for the school year in the fall in the Nonpublic Course Data Qlik application, regardless if they resubmitted the Course Catalog.

If my NPEA makes significant changes to the course catalog after the submission window, should I redo the submission during the school year?

OSSE does not expect course catalog to change significantly during the school year. OSSE does expect to re-open IDS for a short window of time a few times throughout the school year, to allow NPEAs to correct course data that may create errors for LEAs. For example, if an LEA provides information about a course and the Nonpublic School Course Code is not a part of the NPEA's submission, the NPEA would need to add that course to their Nonpublic Course Data Collection template and resubmit the template through IDS during the time that IDS is re-opened.

Can we use the same Nonpublic School Course Code for two different courses?

No. If an NPEA uses the same Nonpublic School Course Code for two different courses, this will create problems when OSSE uses the data for analysis and reporting. In the Nonpublic Course Data Qlik application, duplicate Nonpublic School Course Codes for a school will be highlighted in yellow.

Do we need to submit the course catalog for each school if everything is the same across multiple schools? Is there a way to make this simpler for entry?

It is useful for OSSE to have the information for which schools within the NPEA are offering particular courses, because it can vary from school to school. NPEAs will report the course information for each school, by selecting the Nonpublic School Name in the NPEA Information section. If multiple schools offer the exact same set of courses, this information can be copied down the spread sheet, and then the school name and code can be changed separately for each school.

What values are allowed for the “Nonpublic School Course Level” and the “Nonpublic School Course Description”?

These elements both use free form text, so they are not standardized by OSSE. Please use the Course Level and Course Description that is used by the NPEA.

Do we need to provide a Nonpublic School Course Description for each course?

Yes. Please provide a Nonpublic School Course Description for each course. We use these to further understand what takes place in the course, and at times to validate other data elements.

Are the Minimum and Maximum Grade Levels assigned based on the age or grade level of the students in the course, or the instructional content of the course?

The Minimum and Maximum Course Grade Levels should indicate that the content of the course is appropriate for students who are at a certain grade level, regardless of age.

Is there a recommended OSSE Course Level to use for courses for students who attend a nonpublic school?

Courses for students should be assigned at an OSSE Course Level which is appropriate to the content specific to the course. In determining the appropriate OSSE Course Level, NPEAs may consider the academic level of students for which the class was designed. Courses for students with disabilities are not inherently basic or remedial.

Do all courses require 'Course Credit' information?

Course Credit should only be reported for courses for which students receive Carnegie units. The permitted format is X.XX with a value between 0 to 5. E.g., 1.00, 0.50. For all other types of courses, there is no need to fill in this column.

What is required in the “Course Sequence” column on the spreadsheet?

Course Sequence indicates where the course lies as part of a standardized course sequence. This element should be interpreted as part "n" of "m" parts. For example, 1 of 2 parts would be reported as 12. For example, two Chorus classes (Chorus I, Chorus II) are both mapped as OSSE Course Code 05110, in the “Course Sequence” column, Chorus I should be 12, Chorus II should be 22. But for most of the courses that have unique OSSE Course Codes, and are not part of a sequence, you can just put “11” as the course sequence.

Do we need to submit information for all courses that are in a sequence? What if, due to student demand, we only offer a few of the courses in the sequence each year?

Yes, we would expect to see information for all courses in a sequence. For example, if two courses have Course Sequence 13 and 23, we would also expect to see a 33.

Your course catalog should show all the courses provided at your NPEA, and it shouldn’t change much from year to year. It is acceptable if certain courses aren’t offered in a given year, but anything that is eligible to be offered by a NPEA should be submitted.