



District of Columbia  
Office of the State Superintendent of Education

# Audit and Verification of Student Enrollment for the 2022-23 School Year

March 2023

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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 all 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 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 the 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/LEA 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> Data and Reports, OFF. OF THE STATE SUPERINTENDENT OF EDUC., <https://osse.dc.gov/page/data-and-reports-0> (last visited Jan. 11, 2023).

## Enrollment Audit Results for SY 2022-23<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 October 5, 2022.<sup>4</sup> OSSE captures unaudited public enrollment as of October 5, 2022 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.

Table 1 shows the initial number of students reported by LEAs that were enrolled and receiving educational services as of October 5, 2022. This table includes duplicative enrollments between LEAs.

<b>Table 1: Unaudited Enrollments</b>		
<b>Sector</b>	<b>Total Unaudited Enrollment (Including Non-Public Enrollment)</b>	<b>Unaudited Public Enrollment</b>
DCPS	50,528	50,204
PCSB	46,661	46,448
<b>Total</b>	<b>97,107</b>	<b>96,571</b>

Table 2 shows the number of students reported by LEAs who were enrolled and receiving educational services as of October 5, 2022, as determined after OSSE completed its enrollment audit. The numbers in this table no longer include duplicative enrollments, and the table breaks out the number of unverified resident students and students enrolled in non-public placements. Students included in the UPSFF are District residents enrolled in public schools in the District excluding students placed in non-public schools or whose residency is unverified at the conclusion of the audit.

<b>Table 2: Audited Enrollments (Including Non-Public Enrollment)</b>						
<b>Sector</b>	<b>Total Audited Enrollment<sup>5</sup></b>	<b>Students Included in UPSFF</b>	<b>Tuition Paying Non-Resident Students</b>	<b>Unverified Resident Students (Public)</b>	<b>Audited Non-Public Enrollment</b>	<b>Unverified Resident Students (Non-Public)</b>
DCPS	50,454	49,525	64	542	314	9
PCSB	46,605	46,358	1	33	212	1
<b>Total</b>	<b>97,059</b>	<b>95,883</b>	<b>65</b>	<b>575</b>	<b>526</b>	<b>10</b>

<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 October 5, or the following business day, of each school year.

<sup>5</sup> Excludes incarcerated students.

Table 3 shows the same number of students as Table 2 but excludes students enrolled in non-public placements.

<b>Table 3: Audited Public Enrollments</b>				
<b>Sector</b>	<b>Audited Public Enrollment</b>	<b>Students included in UPSFF</b>	<b>Tuition paying non-resident students</b>	<b>Unverified resident students</b>
DCPS	50,131	49,525	64	542
PCSB	46,392	46,358	1	33
<b>Total</b>	<b>96,523</b>	<b>95,883</b>	<b>65</b>	<b>575</b>

## 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, as of October 5, 2022, and must not have been exited/withdrawn from the LEA with a valid exit code.<sup>6</sup> Public enrollment does not include students in non-public placements. The unaudited enrollment as of October 5, 2022, reported 97,067 students enrolled in both DCPS and public charter schools. Upon completion of the enrollment audit and verification, the final audited enrollment was 96,523. Total audited enrollment for the 2022-2023 school year has **increased by 2,589 students** as compared to the audited enrollment for the 2021-2022 school year.

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, is the basis for the difference between the initial unaudited and the final audited enrollment figures.

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<sup>6</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.

## Residency

Compliance with District laws and regulations requires that schools maintain documentation verifying residency of each enrolled resident student.<sup>7</sup> Of the 96,523 students determined to be enrolled in DCPS and public charter schools, 95,883 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, and consistent with best practices, 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 the 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 for preventing and addressing homelessness.

Families whose residency is verified through these direct data exchanges are not a part of the eligible population for sampling described above. This minimizes the 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 District, and ensures that auditors focus their efforts on populations that are not otherwise validated.

Upon completion of the enrollment audit, there were 575 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 65 students who had non-resident tuition agreements on file with OSSE for the 2022-23 school year. These are self-identified non-resident students whose families have entered into tuition agreements for the school year in question.

The number of unverified residents increased from 518 in the 2021-2022 school year to 575 to 2022-23 school year as a result of residency verification compliance issues at specific LEAs. All LEAs must 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 2022-23 school year. In addition, OSSE will be notifying specific LEAs of material weaknesses in residency verification procedures and assign specific actions. Actions may include, but are not limited to, a corrective action plan, detailing data management practices, and a meeting with OSSE and PCSB to review residency verification practices.

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<sup>7</sup> D.C. Official Code §§ 38-301—313; 5A DCMR §§ 5000—5099.

### 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 are 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 in Table 4.

<b>Table 4: Non-public Placements</b>	
<b>Category</b>	<b>Student Count</b>
Non-public placements: students placed in non-public schools or programs by DCPS or public charter schools.	536
Surrounding county placements: students identified as wards of the District attending schools in surrounding counties (placed by CFSA)	115

## 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 [OSSE's website](#). OSSE applies data suppression rules to all published data files. The Student Privacy and Data Suppression Policy can be found on [OSSE's website](#).

Table Name	Description	Tab Label in Machine-Readable Format
District Summary	Sector-level view of the enrollment audit. This includes unaudited enrollments, audited enrollments, and audited public enrollments.	District Summary
LEA Summary	The LEA Summary provides an LEA-level view of the enrollments by key data points.	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-public students, and nonresidents.	District Audited Enr by Grade
LEA Audited Enrollments by Grade	This table provides the 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 number of audited enrolled students by the grades offered at the school.	School Audited Enr by Grade
District Audited Enrollments by Race/Ethnicity	This table provides the number of audited enrollments by race/ethnicity for each District sector. Please note that these numbers include UPSFF, non-public students, and nonresidents.	District Audited Enr by RaceEth
LEA Audited Enrollments by Race/Ethnicity	This table provides the number of audited enrolled students by race/ethnicity at each LEA.	LEA Audited Enr by RaceEth
School Audited Enrollments by Race/Ethnicity	This table provides the number of audited enrolled students by race/ethnicity at each school.	School Audited Enr by RaceEth
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
District UPSFF Enrollments by Special Need Categories	This table provides the 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) (distinguished between Elementary and Secondary EL), students identified as at-risk, 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 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 number of UPSFF-enrolled students who have additional special need identifications.	School UPSFF Enr by Spl Need
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 number enrollments with a breakdown of residents compared to the number of non-residents by CBO.	CBO Residency
CBO Enrollments by Race	This table provides the number of enrolled students by race/ethnicity that are funded by Pre-K Enhancement Funds.	CBO Enrollments by RaceEth
Student Enrollment in Surrounding County Schools	Student Enrollment in Surrounding County Schools provides the 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 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 number of students who are non-residents and tuition payment has been established. This report provides the tuition assessed, the amount owed as of Dec. 12, 2022 based on the tuition payment plans, and the amount collected as of Dec. 12, 2022 - by LEA and school.	Non-Res Tuition Assessed & Coll

## 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 October 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 October 5, after resolving any duplicative enrollments.
	Audited public enrollment	The final, audited number of students reported by schools/LEAs as “Stage 5” enrolled as of October 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 October 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 October 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 October 5 for which the residency could not be verified during the audit and for which the school/LEA will not be paid the UPSFF.
	Tuition paying non-resident students	The final audited number of students reported by schools/LEAs of “Stage 5” enrolled as of October 5, who have a tuition agreement in place for the school year. These students are not included in UPSFF.