District of Columbia
Office of the State Superintendent of Education

2026-27 FACULTY AND STAFF DATA COLLECTION

Policy Guide

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Executive Summary

The US Department of Education (USED) requires the Office of the State Superintendent of Education (OSSE) to collect various metrics related to faculty and staff employed in the District of Columbia educational system for federal reporting. This includes information for every direct hire or contractor who is part of the local education agency's (LEA's) regular operations as of Oct. 5, 2026. OSSE defines "regular operations" as "day-to-day academic, administrative, student support, maintenance, security, and other activities necessary for the school to function." OSSE also uses these data to provide DC's education community with educator workforce data and targeted support. Some uses for these data include:

A. **EdFacts Reports**: OSSE is required to submit EDFacts reports to USED. EDFacts is the USED "initiative to collect, analyze, report on, and promote the use of high-quality data."
B. **Federal Teacher Shortage Areas Report**: OSSE is required to submit data to USED to comply with the requirements of the following federal programs:
    a. Family Federal Education Loan (FFEL) and Federal Supplemental Loans for Students (SLS) programs (34 CFR 682.210(q));
    b. Federal Perkins Loan Program (34 CFR 674.53(c)); and
    c. Teacher Education Assistance for College and Higher Education (TEACH) Grant Program (34 CFR 686).
C. **DC School Report Card**: Federal and local statutes, including the Every Student Succeeds Act (ESSA), require OSSE to publish state and local report cards. The DC School Report Card gives families access to information on all public schools in the District of Columbia.
D. **Equitable Access to Excellent Educators Calculations**: ESSA requires state education agencies (SEAs) and LEAs to address any teacher equity gaps that are identified, ESSA § 1111(g) and § 1112(b)(2).
E. **OSSE Public Reporting**: OSSE provides DC schools, families, government officials, and other community members with comprehensive educator workforce data to support data-driven decision-making. Public reporting includes the following:
    a. Educator Talent and Equity Dashboard Data
    b. Educator Workforce Reports
    c. DC School Report Card

Further, DC Code § 38-2609(c)(2)(A) gives OSSE the authority to collect "necessary data pertaining to students, teachers, and school levels [which] shall be submitted to the OSSE for the purpose of constructing, updating, or maintaining the education data warehouse (EDW) system." In addition, DC Code § 38-2609(c)(2)(B) states, "the requested data shall be submitted within a reasonable time, as determined by the OSSE, following a request, and in a standardized format to be established by the OSSE."

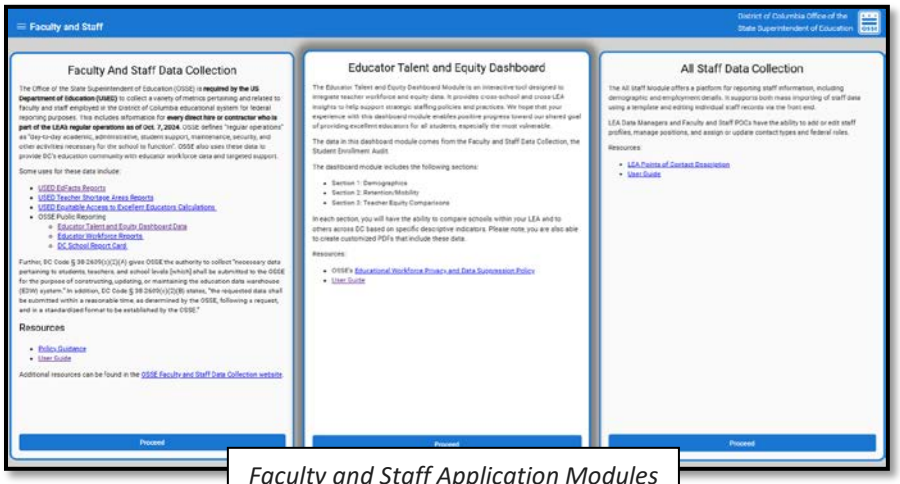
This policy guide contains information related to business rules for LEA data submissions to the 2026 Faculty and Staff Data Collection. For more information on using the application, please reference the Faculty and Staff Data Collection User Guide.

Accessing the Faculty and Staff Application

Gaining Access

To access the Faculty and Staff Data Collection Application, LEA staff first must have an OSSE Statewide Longitudinal Education Data (SLED) system account and must be assigned to one of the following points of contact (POCs) in the All-Staff Data Collection in the Faculty and Staff Application:

1. Faculty and Staff POC
2. Head of School POC
3. Proxy Head of School
4. LEA Data Manager POC



Faculty and Staff Application Modules

LEA staff should work with their data manager to ensure they are assigned these roles. If an LEA staff member needs an SLED account, they must contact their LEA Data Liaison. Users automatically gain access to the application one business day after having the correct role and a SLED account.

Log in to the Faculty and Staff Application at data.osse.dc.gov/faculty-and-staff/ using the same username and password used to access **SLED**. If you already have a SLED account but need to reset your password, please contact OSSE at sled.info@dc.gov.

2026-27 Data Collection Timeline

The Faculty and Staff Collection Application pre-populates with a starting roster when the collection opens so that LEA users do not have to start from a blank roster. The system begins with your certified data from the 2025-26 school year collection and automatically updates with your most current data from the All-Staff Data Collection. The LEA is responsible for reviewing the application data and making updates to reflect the 2026-27 school year roster. Please note: The earliest an LEA can submit its final roster is Monday, Oct. 5, 2026. LEA requests for technical assistance may take up to one business day; please plan accordingly.

Action	Date
Application Opens for Submissions	Monday, Sept. 21, 2026
Last day to submit tickets via the OSSE Support Tool (OST)	Friday, Oct. 16, 2026
Last day to upload data via template [Import button removed]	Monday, Oct. 26, 2026 [5 p.m.]
Data Clean Up Week [Minor, manual edits only]	Tuesday, Oct. 27 to Friday, Oct. 30, 2026
Due Date [Application becomes read-only]	Friday, Oct. 30, 2026 [5 p.m.]
Certification Window	Wednesday, Nov. 4 – Thursday, Nov. 5, 2026
Appeals Window	Friday, Nov. 6 – Monday, Nov. 16, 2026

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Certification Window

LEA Heads of School must certify that the data submitted are correct between Wednesday, Nov. 4, at 9 a.m. and Thursday, Nov. 5, at 5 p.m. The application will provide a checkbox at the bottom of the Summary Page during the certification window. Only LEA staff assigned the "Head of School" or "Proxy Head of School" POC role in the All-Staff Data Collection in the Faculty and Staff Application can certify data.

In case of emergency, **OSSE recommends that LEAs identify and designate two staff members as Heads of School in the Faculty and Staff Data Collection (FSDC) application to ensure certification occurs by the deadline.** More information can be found in the 2026 Certification Guidance.

For a complete list of data collection errors that will prevent the LEA from certifying or uploading data, please refer to Appendix C: Data Errors and Anomalies in the Faculty and Staff Application User Guide.

Post-Collection Appeals

LEAs may appeal for two reasons: 1) to request more time to complete their data collection, and 2) to fix data that were erroneously certified as correct. OSSE does not automatically grant appeals, and the decision to reopen the application for new or revised submissions considers a myriad systemic factors. Therefore, LEAs should plan to submit accurate data by the stated collection deadlines.

OSSE accepts LEA appeals for up to three days of additional time between Friday, Nov. 6, and Monday, Nov. 16, 2026. In the event an LEA would like to appeal during the appeals window, the LEA must email a letter addressed to Superintendent Antoinette S. Mitchell, Ph.D. (osse.superintendent@dc.gov) requesting to appeal and outlining reasons why they want to do so by **Monday, Nov. 16**. The LEA should copy Celina Ketelsen, Interim Assistant Superintendent of Teaching and Learning (Celina.Ketelsen@dc.gov), and fsdatacollection@dc.gov.

Training and Support

OSSE will provide training on the Faculty and Staff Collection Application and changes to data elements:

- **Faculty and Staff Data Collection Elements and Tool Webinars:**
    - (New Data Managers) Tuesday, Sept. 8, 2026, from 2 – 3:30 p.m.
    - Tuesday, Sept. 15, 2026, from 12 – 1:30 p.m.
    - Thursday, Sept. 17, 2026, from 1 – 2:30 p.m.

*Returning data managers may attend if they find it useful

LEAs may register to attend training via the 2026-27 Faculty and Staff POC Intake Form sent via email to Faculty and Staff POCs and Heads of School designated in All-Staff. LEAs will also have the opportunity to submit tickets through the OSSE Support Tool (OST) during the collection window.

OSSE staff will also offer virtual office hour sessions for LEAs who need live support during the collection. OSSE will communicate more information about these office hours to LEA data managers.

What's New for the 2026-27 Collection?

Every District of Columbia LEA must complete the Faculty and Staff Data Collection annually. Below is a summary of key 2026-27 school year reminders.

- **Eliminated Manual Licensure Reporting:** In direct response to LEA feedback, LEAs are no longer required to manually look up, enter, or submit OSSE credential information. The application now automatically pre-populates active educator licensure data directly from OSSE databases into read-only fields. If an educator holds multiple credentials, all active licenses will automatically display in a single field separated by a semicolon (e.g., General Elementary; Secondary Science).
- **Mandatory Department of Health License Status:** Completing the "Department of Health License Status" field (formerly "License or Certification Provider") is now required for specific roles, including school counselors/directors, social workers, psychologists, nurses, speech language pathologists, audiologists, interpreters, medical/nursing staff, occupational/physical therapists, and mobility specialists. The option set is strictly "Yes" or "No."
- **New Instructional Coach Federal Roles:** Three new federal roles have been added to the "PP/Admin/RSPs" template tab: *Instructional Coach – Literacy*, *Instructional Coach – Math*, and *Instructional Coach – Other Subjects/Multiple Subjects*. These roles require the "Years of Teaching Experience" field to be completed, but this value will not automatically increment year-over-year.
- **Role Template Movements:** To streamline data entry, School Counselors/Directors, School Social Workers, School Psychologists, and Speech Language Pathologists have moved from the "All Other Staff" template tab to the "PP/Admin/RSPs" tab.
- **Upfront Data Validation Checks:** Automated validations will now run at the launch of the collection across all pre-populated data to ensure untouched records missing required fields are flagged immediately upon first login.
- **Dedicated OSSE Data Validation Window:** The 2026-27 collection timeline includes a dedicated OSSE Data Validation window on Monday, Nov. 2, to Tuesday, Nov. 3, 2026, immediately prior to the Certification Window (Nov. 4–5, 2026).
- **Technical Assistance SLA Notice:** LEAs should expect at least a 24-hour wait time for technical assistance via the OSSE Support Tool (OST) during the final week of the collection due to high ticket volume. LEAs are strongly encouraged to begin review and submit support tickets as early as possible.

Frequently Asked Questions

- **Who is the point of contact at OSSE if an LEA has issues that cannot be resolved using the information provided in OSSE's guidance documents?** LEAs should contact their assigned LEA Data Liaison for support. If your data liaison is unavailable, please contact Fsdatacollection@dc.gov.
- **In what scenarios should LEAs submit tickets to the OST?** LEAs should submit tickets to the OST if there are issues with the Faculty and Staff Collection Application's functionalities before Friday, Sept 18, 2026. LEAs should direct questions about business rules to OSSE staff. See

octo.quickbase.com.

- **What happens if a Head of School cannot certify data on the certification date?** OSSE recommends LEAs have more than one person assigned to the Head of School role in the All-Staff Data Collection in the Faculty and Staff Application in case of an emergency. Only individuals with a "Head of School" or "Proxy Head of School" POC designation can certify an LEA's data. LEAs that do not certify data on time must submit an appeal to Superintendent Mitchell and Interim Assistant Superintendent Ketelsen to receive an extension.
- **What happens if the application prevents an LEA from certifying its data on Certification Day because errors preventing certification have not been resolved?** In this scenario, LEAs must appeal to correct their data submission. In the event an LEA needs to appeal during the appeals window, the LEA must write a letter addressed to Superintendent Mitchell requesting to appeal and outlining reasons why they want to do so by **Monday, Nov. 16, 2026**. The LEA should email the letter to osse.superintendent@dc.gov and copy Celina Ketelsen, Interim Assistant Superintendent of Teaching and Learning (Celina.Ketelsen@dc.gov), and fsdatacollection@dc.gov.

  For more information on data errors that prevent certification and suggested next steps, please visit Appendix C: Data Errors and Anomalies in the Faculty and Staff Application User Guide.
- **What should happen if an LEA discovers errors in a data submission after the appeals window ends?** LEAs should contact OSSE as soon as possible, and OSSE staff will determine next steps. Please contact fsdatacollection@dc.gov.

Which Faculty and Staff Should Be Included?

Each LEA must report teaching vacancies and staff roster information for all instructional, administrative, and support staff in the LEA and its schools. Teaching vacancy and staff roster information must include information on positions filled by direct hire or contracting that can be considered part of the LEA's regular operations. OSSE defines "regular operations" as "day-to-day academic, administrative, student support, maintenance, security, and other activities necessary for the school to function." The data reported to OSSE under this collection must represent each LEA's faculty and staff roster and teaching vacancies as of Oct. 5, 2026.

LEAs are required to report data on the following faculty and staff:

- All instructional, administrative, and support staff in LEAs and schools filled by direct hire or by contracting;
- Long-term substitute teachers employed for four weeks or longer;
- Contract staff who contract directly with the LEA or school and are considered part of regular operations. Examples include:
  - Bus drivers (if buses are used regularly);
  - School nurses;
  - Related service providers (e.g., audiologists, social workers, school psychologists, physical therapists, occupational therapists); and
- Staff employed by another entity contracted to provide work that can be considered part of the

LEA's regular operations. Examples include:

- Related service providers;
- School security personnel provided by a private firm;
- School Resource Officers (SROs); and
- Charter school teachers who are employees of a charter school operator.

Which Faculty and Staff Should be Excluded?

LEAs should not report staff hired after Oct. 5, 2026, or any staff not part of the LEA's regular operations. For example:

- Student teachers (unless the position is part of the LEA's regular operation);
- Short-term substitutes employed for fewer than four weeks in the same position;
- Contract employees who provide a non-regular service. Examples include:
  - Staff working for a firm hired to refurbish a school building (e.g., carpenters, electricians);
  - Contract staff hired under contract with a food service firm (e.g., cooks and truck drivers who prepare and deliver meals once a week).

How Is This Connected to the All-Staff Data Collection?

The Faculty and Staff Application will pre-populate with last year's data submission when the collection opens in September. Before pre-population, that data will be automatically updated with current staff roster data from the All-Staff Data Collection, which is open for submissions all year. The All-Staff Application will update the following data points:

- Federal Role
- Local Staff ID
- First Name
- Last Name
- Middle Name
- Alias or Maiden Name
- Social Security Number (SSN) (last four digits)
- Date of Birth (DOB)
- Gender
- Race
- Ethnicity
- Returning Status (new employees and teachers who left the LEA or transferred out of a teacher position)
- Leave Date (teachers only)

This will create new records in the Faculty and Staff Application for new staff included in the All-Staff Application as of Sept. 18, 2026, that your LEA did not include in your 2025-26 Faculty and Staff Data

Collection submission. It will also update records for returning staff. Given that the prepopulated data were last updated on Sept. 18, but the collection is an audit as of Oct. 5, updates should be made to reflect staffing as of Oct. 5, 2026.

Aside from teachers from the previous year's submission, staff identified as Leavers will not be included in the pre-populated roster.

Note: Teacher leavers present in the previous year's Faculty and Staff Data Collection submission still need to fill in their performance ratings for the previous year.

Frequently Asked Questions

- **What happens if there is a discrepancy between All-Staff data and last year's Faculty and Staff Collection data?**
  If there is a discrepancy between All-Staff data and last year's Faculty and Staff Collection data in the data fields noted on page 6 for returning staff, All-Staff data will be used as it is the latest data.
- **What happens if a staff member is accidentally excluded from the All-Staff Collection?** In a scenario where a Unique Faculty and Staff Identifier (UFSI) is found in the Faculty and Staff roster but not in All-Staff data, the record from the Faculty and Staff roster will be added to the pre-populated roster to identify the status of the staff member that the LEA certified last year.
- **Why are the Key Performance Indicators (KPIs) on the summary tab of the application missing staff when an LEA first logs in?**
  The KPIs in the Summary tab of the Faculty and Staff Application only reflect records in the roster that have a UFSI, Returning Status, and FTE > 0. Retuning status is blank for most staff at the start of the collection since it may change between school years as staff leave and transfer roles. Since the returning status is only pre-populated for new employees and teachers who left the LEA or transferred out of teacher positions, the Summary tab KPIs will only reflect those records upon first login. These KPIs will update as the Returning Status and FTE are updated for more staff members.

How Is the Collection Template Organized?

The template is broken down into separate worksheets based on the following role types:

- Vacancy;
- Teachers;
- Paraprofessionals, Administrators, and Related Service Providers; and
- All other staff.

It is important to note that if a faculty or staff member holds multiple roles within the LEA that fall into different federal roles, the LEA should report the staff member in multiple collection templates. For example, a faculty/staff member who is a teacher and special education related service provider should be reported separately in both the "Teacher" and "PP, Admin, and RSPs" sheets. The chart below summarizes the collection templates and the federal roles.

Collection Template	Federal Role
Vacancy and Teacher	• Teacher, Adult • Teacher, Elementary (grades 1-6) • Teacher, Kindergarten • Teacher, Pre-School and Pre-Kindergarten (grades preschool and pre-K) • Teacher, Secondary (grades 7-12)
School Administrators/ Related Service Providers/ Special Education Paraprofessionals	• Paraprofessional - Special Education • School Administrator - Principal/School Leader (designate ONE per school) • School Administrator - Other • Instructional Coach – Literacy **(NEW for 2026-27)** • Instructional Coach – Math **(NEW for 2026-27)** • Instructional Coach – Other Subjects/Multiple Subjects **(NEW for 2026-27)** • School Counselors/Directors **(MOVED from All Other Staff)** • School Counselors/Directors, Secondary (Grades 7-12) **(MOVED from All Other Staff)** • School Counselors/Directors, Elementary (Grades PS-6) **(MOVED from All Other Staff)** • School Social Workers, Not Special Education Specific **(MOVED from All Other Staff)** • School Psychologists, Not Special Education Specific **(MOVED from All Other Staff)** • Speech Language Pathologists, Not Special Education Specific **(MOVED from All Other Staff)** • Special Education Support Staff, Audiologist • Special Education Support Staff, Counselor/Rehabilitation Counselor • Special Education Support Staff, Interpreter • Special Education Support Staff, Medical/Nursing • Special Education Support Staff, Occupational Therapist • Special Education Support Staff, Orientation and Mobility Specialist • Special Education Support Staff, Physical Therapist • Special Education Support Staff, Psychologist • Special Education Support Staff, Recreation and Therapeutic Recreation Specialist • Special Education Support Staff, Social Worker

Collection Template	Federal Role
	• Special Education Support Staff, Speech Language Pathologist
All Other Staff	• Paraprofessional – General Education • Librarian/Media Specialist • Library/Media Support Staff • LEA Administrator • Instructional Coordinator and Supervisor • LEA Administrative Support Staff • School Administrative Support Staff • Student Support Staff • School Nurses, Not Special Education Specific • Other Support Staff

The following sections of the Policy Guide mirror the corresponding sections in the data collection templates. These sections include a brief narrative of the section, data elements, and frequently asked questions. Please refer to Appendix A: Data Element Descriptions and Allowable Values for the list of permitted values.

Staff Member Identifiers and Demographic Information

The Staff Member Identifiers and Demographic Information section will be pre-populated with data from the All-Staff application. Data managers should verify the data are correct and update both applications if there are errors. The data are required for every staff member (permanent hire or contractor) who can be considered part of the LEA's regular operations as of Oct. 5, 2026, regardless of the staff member's role in the LEA.

Metric	Description/Special Considerations
Last Name	The legal last name of the faculty or staff member.
First Name	The legal first name of the faculty or staff member.
Middle Name	The legal middle name of the faculty or staff member.
Alias or Maiden Name	Any alternate or maiden name of the faculty or staff member. Any additional names or previous names that the faculty or staff member may have had.
SSN	The last four digits of the faculty or staff member's Social Security Number (SSN) or the last four digits of the staff member's Individual Taxpayer Identification Number (ITIN).
Local Staff ID	The ID assigned to the faculty or staff member by your internal system.
Date of Birth	The month, day, and year the faculty or staff member was born.
Gender	A coded value representing the faculty or staff member's reported gender.
Race	The reported race/ethnicity of the faculty or staff member.
Ethnicity	The reported ethnicity of the faculty or staff member.

Frequently Asked Questions

- **Is the LEA required to submit demographic information for the contracted related service providers?** Yes, if the LEA receives funding under the Individuals with Disabilities Education Act (IDEA), the LEA is required to provide the contractor's full name, date of birth, and the last four digits of the SSN. OSSE understands that gathering these data may be more difficult than other faculty and staff data. However, these data are federally required and must be submitted by all LEAs. Accordingly, OSSE recommends that as LEA Special Education Directors develop agreements with contractors/vendors who may be providing these services, the agreement should explicitly require that these data be provided to the appropriate person at the LEA or school.
- **Is an LEA required to submit demographic information for staff who work at schools outside of its LEA?** LEAs must submit demographic information for individuals employed by the LEA who work at other LEAs in the district. During data validation, the LEAs must work together as the data will appear on the report cards for the LEA/school for which the staff member provides direct services to students.
- **Are the last four digits of a staff member's SSN (or ITIN) and date of birth required fields?** Yes, these metrics are required. OSSE requires each staff member's full name, date of birth, and last four digits of SSN (or ITIN) to create the USFI to link data across school years. If any of these data are missing, an LEA cannot certify its data.
- **What can an LEA do if Microsoft Excel rejects the first zero of an employee's SSN?** If Excel drops the first zero of the employee's SSN, please select the cells in Excel, select "format cells," and change the cell format to text.
- **Will the record be rejected if the staff member does not have an SSN or the last four digits of the staff member's ITIN?** Yes, the system will not accept any record without the last four digits of a staff member's SSN or the last four digits of the staff member's ITIN.
- **Can an LEA select multiple races/ethnicities for a staff member?** No, OSSE requires LEAs to select one of the following federal race categories:
    - American Indian/Alaskan Native
    - Asian
    - Black/African American
    - Two or More Races
    - Pacific Islander/Native Hawaiian
    - White/Caucasian
    - Other
    - Unknown

  If a staff member has multiple races, an LEA should select the "Two or more races" category.
- **How should an LEA indicate if a staff member identifies as Hispanic?** To align with its student data collection, OSSE includes an ethnicity field. If a staff member is Hispanic/Latino, an LEA would select "Hispanic/Latino" for the ethnicity field.
- **Should student teachers be included in this data collection?** Student teachers should be excluded from this data collection unless they have been hired by the LEA or are contracted to fill a position that is part of the LEA's regular operation. If hired to teach a class regularly, they should be coded as teachers, but if they are primarily supporting classes—even if they will lead

them at times—LEAs should code them as "Paraprofessionals."

- **Should substitute teachers be included in this data collection?** Long-term substitute teachers should be included in this data collection, where "long-term" is defined as any substitute serving four weeks or longer in the same position, as of Oct. 5, 2026. Consistent with federal definitions, long-term substitutes should be categorized as "Student Support Staff." Short-term substitutes (serving fewer than four weeks) should be excluded from this data collection.
- **Why does OSSE ask for a Local Staff ID?** The Local Staff ID data element is optional; however, providing the Local Staff ID will help OSSE uniquely identify staff members and may make it easier for an LEA to match employee data in future data collection templates.
- **Why is the date of birth a required data element?** The date of birth data element helps OSSE generate the UFSI. Please note that if this data element is missing, an LEA cannot certify its data.

Returning Status

In the Returning Status section, LEAs will indicate the returning status of every staff member at their LEA, regardless of role type. Returning status is relative to the previous school year's audit date. For example, if a staff member started the day after the previous year's audit date, they would still be considered a "New Employee" for the current year's collection.

Metric	Description/Special Considerations
Returning Employee	The staff member's returning status.
Leave Date	The employee's last day of employment at the LEA. **This metric is only required for staff members whose returning status is "Leaver."**

Frequently Asked Questions

- **What if this is an LEA's first operating year?** If your LEA is newly opened, report every employee as a "New Employee."
- **How should an LEA handle staff who have not left the LEA, but have transferred to a new federal role, school, or subject?** If an employee transferred to a new school, federal role, or subject inside the same LEA, include records for their old and new roles and list both as "Transfer - New School/Federal Role/Subject." The old role(s) should receive an FTE of 0, given that they no longer work in the role, and the new role(s) should be given an FTE to reflect their current status.
- **What if an employee now has more roles than they did last year?** Include records for their old and new roles and list both as "Transfer - New School/Federal Role/Subject." The old role(s) and the new role(s) should be given an FTE to reflect the proportion of a full work week they now spend in each.
- **What if an employee has fewer roles than they did last year?** Include records for all previous year's roles and list both as "Transfer - New School/Federal Role/Subject." Give an FTE of 0 for the role they no longer hold.

- **What if an employee works part-time at two schools inside the LEA?** If a staff member serves multiple schools, report each school the staff member serves and the portion of time the staff member serves each respective school. This should be denoted using separate rows for each school served and splitting their full-time employment (FTE) percentage proportionately across the positions.
- **How should an LEA report that an employee decreased their hours?** If an employee transferred to work part-time at a different school within the same LEA, report the employee as "Transfer- New School/Federal Role/Subject." If the employee reduced their hours at the same school as the previous year, report the employee as "Returned" and only reduce their FTE percentage.
- **What if an employee worked at two schools last year, but only at one school within the same LEA this year?** In the row that includes the role that the employee is returning to, mark the employee as a "Returner" and adjust the FTE percentage accordingly. In the row of the role the employee left, mark the employee as a "Transfer- New School/ Federal Role/ Subject," and change the FTE percentage to 0. If the employee left a teaching position, include the Previous School Year Evaluation Rating in the old teacher role record.
- **What if the employee left the LEA after the audit date, Oct. 5, 2026?** The data reported in this collection should only represent the LEA's faculty and staff roster as of Oct. 5, 2026. If the employee was employed at the LEA on Oct. 5, 2026, indicate the returning status as of that date.
- **What if an employee worked during the last year but started on or after last year's audit date, Oct. 6, 2025?** This employee should be labeled a "New Employee."
- **What if an employee started after last year's audit date, Oct. 5, 2026, meaning they were not in last year's submission, but left the LEA before this year's audit date, Oct. 5, 2026?** This employee should not be included in the collection.

LEA and School Information

The LEA and School Information section includes basic identifying information about the LEA and school the faculty or staff member serves, regardless of the staff member's role.

Metric	Description/Special Considerations
LEA Name	This field should have the name of the LEA the staff member serves.
LEA Code	The unique OSSE-assigned identifier for the LEA the staff member serves.
School Name	The name of the school that the staff member serves.
School Code	The unique OSSE-assigned identifier for the school the staff member serves.

Frequently Asked Questions

- **What if a staff member works at the LEA level in the central office?** If a staff member works at the main office, report "Not Applicable" for the School Name and leave the School Code blank.
- **What if a teacher teaches an online class and does not attend a physical school building?** If a staff member teaches an online class, report the school code associated with that online class. All teachers must be assigned to a school.

- **What if a staff member serves multiple schools?** If a staff member serves multiple schools, report each school and the portion of time the staff member serves each respective school. This should be denoted using separate rows for each school served.

Role and FTE Percentage

The Role and FTE Percentage section includes information on the staff member's title, federal role, and FTE percentage, regardless of the staff member's role. LEAs should use the employee's title to determine the appropriate federal role. Each staff member's title falls within a federal role category. Use the Definitions of Federal Roles document as a reference.

Metric	Description/Special Considerations
Staff Member's Title	The employee's title is as per the LEA.
Federal Role	The employee's federal role is as per the Definitions of Federal Roles document.
Full-time employment (FTE) Percentage	The proportion of a full-time work week the staff member spends in the performance of a role. FTEs are reported on a scale of 0-1.2. Values over 1.0 represent regular overtime work greater than that of a traditional work week.

Frequently Asked Questions

- **Who should be classified as a teacher?** A teacher is defined as a school-based employee who instructs any core or non-core academic subject. Examples include general or special education teachers instructing students in the "core" subject areas of English language arts, math, science, and social studies, as well as non-core subjects such as arts, world languages, and physical education. LEAs should not include student support professionals in their reporting of teachers (e.g., speech therapists or social workers, counselors, librarians, coaches, principals, special education coordinators, program coordinators, deans, office staff, custodians, or any other non-instructional personnel).
- **How is the FTE percentage reported?** The FTE percentage is reported as a number. Report a staff member who works full-time as 1.0. Report a staff member who works half-time as 0.5. The majority of staff will be reported between 0.1 and 1.0. If a staff member regularly works overtime, that staff member's FTE percentage will exceed 1.0.
- **What if a staff member serves multiple roles?** Report each staff member's role using a separate row in the corresponding template. The FTE percentage in each row should represent the percentage of time the staff member spends carrying out that unique role but should not exceed 1.0 (or 1.2 for employees who regularly work overtime).
- **How should the LEA divide an employee's time between two roles?** Divide an employee's time based on the contact time spent in each role. For example, in the case of a teacher who works 3 hours out of a 6-hour workday as a pre-kindergarten teacher and 3 hours out of a 6-

hour workday as a first-grade teacher, the LEA would report the teacher's role as (a) "Teacher, Pre-Kindergarten" with an FTE percentage of 0.5; and (b) "Teacher, Elementary" with an FTE percentage of 0.5.

- **How should the LEA determine the elementary versus secondary teacher classification?** Classify a teacher who teaches grades 1-6 as an elementary teacher. Classify a teacher who teaches grades 7-12 as a secondary teacher. However, if a teacher works with fifth and seventh graders, an LEA should divide that teacher's time across the two federal roles. For example, if a teacher equally spends time with fifth, sixth, seventh, and eighth graders, include the teacher on two lines, with 0.5 FTEs for "Teacher, Elementary" based on the time spent with fifth and sixth graders and 0.5 FTEs for "Teacher, Secondary" based on the time spent with seventh and eighth graders.
- **How should the LEA report a special education teacher?** Report a special education teacher based on the grade level served (e.g., elementary teacher, secondary teacher). Their time should also be split between grade levels as noted above. Indicate that the staff member is a special education teacher in the "Special Education Teacher" column. Also, designate "Special Education" as the subject in the Years of Teaching Experience section of the data collection template and complete the "Special Education: Percentage of Time and Grades Served" section.
- **What is the difference between special education and general education federal roles (ex., Paraprofessional – Special Education vs. Paraprofessional – General Education)?** Staff should be assigned special education federal roles if they work with students with disabilities, and IDEA funds are used to fund it. LEAs that do not serve students with disabilities under IDEA and, therefore, do not receive IDEA funds are not expected to report special education staff (i.e., teachers, special education paraprofessionals, and related service providers).
- **How should the LEA report administrators and administrative support staff in an LEA that consists of a single school?** If your LEA consists of a single school and the LEA administrator is also the school administrator, report that staff member's FTE at the school level. In this case, select the "School Administrator" role. The same is true for an LEA administrative support staff member who is also a school administrative support staff member. Report the staff member's FTE at the school level.
- **How should an LEA report a returning staff member whose actual job has not changed, but who is being assigned to one of the new Instructional Coach federal roles for the first time in 2026-27?** Because the "Federal Role" field is changing from what was certified in the 2025-26 collection, the system requires this to be reported as a role transfer. To ensure data accuracy: **Old Role Record:** Locate the federal role record certified in the previous year (e.g., *Teacher, Elementary* or *Instructional Coordinator and Supervisor*). Set the FTE to **0** and change the returning status to *Transfer – New School/Federal Role/Subject.* **New Role Record:** Add a new record for the appropriate federal role (e.g., *Instructional Coach – Math*). Set the FTE to the staff member's current active percentage (e.g., **1.0**) and set the returning status to *Transfer – New School/Federal Role/Subject.*

For more information about federal roles, see the Federal Role Guidance.

Special Education: Percentage of Time and Grades Served

The Special Education: Percentage of Time and Grades Served section includes information about the portion of time a staff member serves students with disabilities and the grade level of those students served. This section should be completed for:

- Teachers;
- Related Service Providers; and
- Special Education Paraprofessionals.

Metric	Description/Special Considerations
Special Education Teacher	The designation for a staff member who is a special education teacher.
Special Education FTE	The amount of time the special education teacher, special education paraprofessional, or special education support staff (e.g., audiologist, psychologist) serves students with disabilities.
Special Education Grades Pre-K 3 to Pre-K 4 FTE	The amount of time a **special education paraprofessional** serves students with disabilities in grades pre-K 3 to pre-K 4. This is only for **paraprofessionals**. Schools not serving pre-K 3 to pre-K 4 students should include an "NA" for this metric.
Special Education Grade K to Age 21 FTE	The amount of time a **special education paraprofessional** serves students with disabilities between kindergarten to 21 years old. This is only for **paraprofessionals**. Schools that do not serve grades K to age 21 should include an "NA" for this metric.

Frequently Asked Questions

- **Are adult LEAs expected to complete the Special Education: Percentage of Time and Grades Served section?** Yes. Every LEA, including adult LEAs, is expected to complete every template. The only exception to this expectation is for fields that request information for students outside of the age range served by that LEA.
- **What if a staff member serves students with disabilities exclusively?** If a staff member serves students with disabilities exclusively, report the special education FTE as 1.0.
- **Are there expectations for LEAs that do not receive IDEA funds?** LEAs that do not serve students with disabilities under IDEA are not expected to report special education staff (i.e., teachers, special education paraprofessionals, and related service providers).
- **What if a general education teacher has students with disabilities in the general education classroom?** Report the general education teacher's special education percentage of time as 0, as they are not exclusively serving students with disabilities. Please keep in mind that the FTE should be based on the purpose of the position. If a teacher is hired as the special education inclusion teacher and focuses on students with disabilities, then their Special Education FTE would be 1.0. If a teacher is hired to be a general education teacher and focuses on all students, their Special Education FTE would be 0.

- **How should the LEA report staff who serve both special education and general education students?** If a staff member serves both special education and general education students, report the percentage of time the staff member serves students with disabilities under "Special Education Percentage of Time." For example, if a staff member teaches three separate 1-hour courses in a resource room for special education students and one 1-hour general education course with general education students, report the "Special Education Percentage of Time" as 0.75 (3/4 hours).
- **How should the LEA calculate a paraprofessional's total time serving students with disabilities by grade level in the "Special Education Grades Pre-K 3 to Pre-K 4 FTE" and "Special Education Grade K to Age 21 FTE" columns?** Consider the case of a paraprofessional who serves students with disabilities 4 hours out of a 6-hour workday. If the staff member spends 1 of those 4 hours serving students in grades pre-K 3, and 3 hours with students in grade K, the LEA would report 0.17 (1 hour/6 hours) percentage in the "Special Education Grades Pre-K 3 to Pre-K 4 Percentage" category and 0.50 (3 hours/6 hours) percentage in the "Special Education Grade K to 21 Percentage" category.
- **Will the sum of the percentage of time in the "Special Education Grades Pre-K 3 to Pre-K 4 FTE" and "Special Education Grade K to Age 21 FTE" columns equal 1.0?** The sum percentage will only equal 1.0 if the paraprofessional serves students with disabilities exclusively and is a full-time staff member; the percentage of time serving students with disabilities, grades pre-K 3 to pre-K 4 and grade K to age 21, will likely sum to 1.0.

English Learner FTE

The English learner (EL) FTE section includes information about the portion of time a teacher teaches in a language instruction educational program designed specifically for ELs. This does not include general education courses with EL students present unless the teacher is in the course to assist ELs specifically. This section is only for teachers.

Schools with ELs should ensure they designate EL teachers by accurately reporting EL FTEs for the relevant teachers.

Metric	Description/Special Considerations
EL FTE	The time the teacher serves in a language instruction education program designed for ELs. **This metric is only required for EL teachers.**

Frequently Asked Questions

- **How should the LEA report a staff member serving both English and non-English learners?** If a teacher serves both EL and non-EL students, report the percentage of time the staff member serves ELs in a specific language instruction program under "EL FTE." For example, if a staff member works 4 hours out of a 6-hour workday teaching English to ELs, and 2 hours out of a 6-hour workday teaching math to all students in a program not designed for ELs, report the "EL FTE" as 0.67 (4/6 hours). Please round to two decimal places.

Dual Language Program Instruction

The dual language program instruction section includes information about a type of bilingual education in which students are taught in English and a partner language. The purpose is for students to develop bilingualism, biliteracy, and cultural competency through standards-based instruction in both languages.

Metric	Description/Special Considerations
Dual Language Program Teacher	The designation for a teacher who teaches in a dual language program. By definition, a teacher in a dual language program provides academic content in a partner language or in English.
Dual Language of Instruction	The language used to teach the course curriculum to students. In dual language programs, teachers may provide instruction in English, a partner language, or both. The partner language is the language other than English in which students attempt to achieve literacy.

Frequently Asked Questions

- **How does an LEA know if any of its schools are dual language schools?** A dual language school has a clear, defined dual language program across grades. A professional teacher delivers instruction in two languages every day for at least 50 percent of the instructional time in a language other than English. Dual language instruction is neither a world language class nor an after-school program offering foreign language enrichment and support.
- **Who is a dual language program teacher?** A dual language program teacher is a professional educator who delivers instruction to students and develops bilingual and biliterate skills. An English-speaking teacher may instruct a group of bilingual students daily and collaborate with a bilingual teacher who delivers instruction in a language other than English. Both teachers are dual language teachers.
- **How should the LEA report teachers in bilingual programs?** If a teacher works in a bilingual program with ELs, specifically teaching English, their time should be reported as an EL FTE. For example, if a teacher is teaching English language through a math class (content-based instruction or bilingual instruction), they should still be included with a 1.0 EL FTE.
- **What if a bilingual teacher is co-teaching with an English-only teacher?** Co-teaching in a dual language program may look like a teacher delivering instruction in English and a partner teacher delivering instruction in a language other than English. In this scenario, indicate yes on the dual language teacher column, and for the language of instruction, indicate “English” as the teacher is delivering 100 percent of instruction in English and the partner teacher is delivering 100 percent of instruction in a language other than English to one or more groups of bilingual students.
- **What if a bilingual teacher is a self-contained teacher delivering instruction in two languages?** A self-contained teacher is a bilingual teacher who delivers instruction to one group of students in two languages. In this scenario, the LEA must include this teacher in two rows. In one row, indicate the percentage of time the teacher delivers instruction in English, and in the other row, indicate the percentage of time the teacher delivers instruction in the other language.

Certification and Credential Information

The Certification Information section includes information about a staff member's qualifications and certifications. This section should be completed for:

- Teachers;
- Related Service Providers; and
- Special Education Paraprofessionals.

New for 2026-27: To reduce reporting burden, OSSE now automatically pre-populates all OSSE credential and licensure fields directly from official records. These fields are read-only for LEAs. ***LEAs are no longer required to manually enter OSSE credentials.***

Licensure Requirements for Each Role:

- **Teachers (general and EL Teachers)**
    - **DC Public Schools (DCPS):** DCPS teachers are required to be certified. (5A DCMR §1601)
    - **Public Charter Schools:** Public charter LEAs may elect to require teachers to hold active educator credentials, but OSSE does not maintain this requirement for charter LEAs. (DC Code Ann. § 38-1802.04(c)(3))

- **Special Education Teachers**
    - **DCPS:** ESSA amended IDEA section 612(a)(14)(C) by incorporating the requirement previously in IDEA section 602(10)(B) that a person employed as a special education teacher in elementary school, middle school, or secondary school must:
        - Have obtained full certification as a special education teacher (including certification obtained through alternative routes to certification), or passed the state special education teacher licensing examination, and hold a license to teach in the state as a special education teacher;
        - Not had special education certification or licensure requirements waived on an emergency, temporary, or provisional basis; and
        - Hold at least a bachelor's degree.
    - **Public charter Schools:** Special education teachers who work in a DC public charter school are required to hold at least a bachelor's degree. (This does not mean the employee is certified; it simply means the employee is qualified to hold a position as a special education teacher.)

- **Related Service Providers**
    - IDEA requires OSSE to report whether the following special education support staff hold a license or certification in their field:
        - Audiologist;
        - Counselor/Rehabilitation Counselor;

- Interpreter;
- Medical/Nursing;
- Occupational Therapist;
- Orientation and Mobility Specialist;
- Physical Therapist;
- School Psychologist;
- Recreation and Therapeutic Recreation Specialist;
- Social Worker - OSSE school social worker; and
- Speech Language Pathologist.

o For information on whether an OSSE credential or license from DC Health is required for employment, please visit the OSSE Licensure- School Service Provider Certification and the DC Health - Health professionals webpage.

Metric	Description/Special Considerations
OSSE License or Certification Status	**Pre-populated by OSSE (Read-only).** Indicates whether the staff member holds an active educator credential in DC for their current role.
OSSE Special Education Certification Status	**Pre-populated by OSSE (Read-only).** Indicates whether the teacher holds a special education teacher credential from OSSE.
OSSE EL Certification Status	**Pre-populated by OSSE (Read-only).** Indicates whether the teacher holds an English as a second language (ESL)/teaching English to speakers of other languages credential or a bilingual credential from OSSE.
License or Certification Field or Subject	**Pre-populated by OSSE (Read-only).** Displays the primary credential or certification field. If a staff member holds multiple active licenses, they will be separated by a semicolon (e.g., General Elementary; Secondary Science).
DC Health License Status *(Formerly License or Certification Provider)*	**Mandatory** for related service providers. Indicates whether the staff member holds an active DC Health license. Allowable values are Yes or No.
Passed ParaPro Exam	Indicates whether the special education paraprofessional passed the ETS PRAXIS ParaPro Assessment on or before **Oct. 5, 2026**. This metric is required for special education paraprofessionals.

Frequently Asked Questions

- **Why are OSSE licensure fields included in this collection if LEAs cannot edit them?**
  Although these fields are read-only and cannot be edited by LEAs, including them serves two major purposes:
  1. **Centralized LEA Lookup:** It provides LEAs a one-stop view to check the OSSE certification status for all their teachers at once—a consolidated view that is not available anywhere else.
  2. **Federal Reporting:** It allows OSSE to link active credentials from our licensure database to specific school and LEA assignments to meet federal reporting requirements under Title III

and IDEA.

- **How will I see information for a staff member who holds multiple OSSE licenses?**
  Because OSSE pre-populates these fields, you do not need to manually format multiple credentials. If a staff member has multiple active OSSE licenses, the application will automatically display all of them in the "License or Certification Field or Subject" field, separated by a semicolon (e.g., "Special Education; Administrative Services; Biology").
- **What is the difference between the OSSE credential fields and DC Health license field for related service providers?**
  OSSE automatically pre-populates active OSSE credentials for related service providers (such as an OSSE School Social Worker credential) based on our internal records. However, because OSSE does not manage DC Health databases and this is a required reporting requirement for USED, LEAs **must manually indicate** whether the provider holds an active DOH license by selecting "Yes" or "No" in the mandatory "Department of Health License Status" field.
- **What should an LEA do if a staff member's pre-populated OSSE licensure data appear incorrect or missing?**
  The pre-populated fields reflect official OSSE credentialing records as of the collection date. Because these fields are read-only, LEAs cannot manually override them in the application. If a staff member believes an active credential is missing or expired in error, they should verify their licensure status directly in the OSSE educator credentialing portal or contact OSSE.Asklicensure@dc.gov.

Years of Experience

The Years of Experience section includes information about a teacher's or school administrator's experience, the grades taught, the individual's qualifications, and the LEA start date. Every field is not required for every individual.

Metric	Description/Special Considerations
Subject	The indication of the teacher's subject area. **This metric is required for teachers and vacancies.**
In-Field	The indication of whether the teacher is in-field in the subject area they currently teach, based on OSSE's definition: 1. Has a university degree in their field of teaching; 2. Has an active certification in their field of teaching; and/or 3. Has demonstrated at least one year of effective teaching in their field as measured by the LEA's teacher evaluation system. **This metric is only required for teachers.**
Novice Teacher	The indication of whether the teacher has zero years of experience, or one year of experience, and was rated below effective in their first year of teaching. **This metric is only required for teachers.**

Metric	Description/Special Considerations
Principal Experience	The indication of the principal's experience as a principal. **This metric is only required if the federal role is "School Administrator - Principal/School Leader."**
Teacher Years of Teaching Experience	The years as a full-time teacher of record, not including the 2026-27 school year. This metric is only required for teachers.
Years of Teaching Experience (Instructional Coaches)	**Required for all Instructional Coach roles**. Enter the total years as a full-time teacher of record prior to the 2026-27 school year. Enter a truncated whole number (e.g., report 4 years for 4.8 years of experience). **Note:** Unlike classroom teacher records, OSSE will NOT automatically increment ($n + 1$) this value year-over-year for Instructional Coaches, as they may not serve as classroom teachers of record in their current role.
Years of School Administrator Experience	The years as a full-time school administrator, not including the 2026-27 school year. This metric is only required if the federal role is "School Administrator—Principal/School Leader" or "School Administrator—Other."
LEA Start Date	The month/day/year the employee started at the LEA. If the LEA only has the year, record the LEA Start Date as Sept. 1 of the specified year. For example, if the staff member just started, indicate Sept. 1, 2026. **This metric is required for every staff member regardless of role.**

Frequently Asked Questions

- **What subject should LEAs assign to pre-Kindergarten teachers?** LEAs should assign "Early Childhood" as the subject for all pre-Kindergarten teachers.
- **How should an LEA enter the LEA start date if the LEA only collects the year?** If the LEA only has the year the staff member started, enter Sept. 1 of the specified school year. For example, if the staff member started in 2018, indicate Sept. 1, 2018.
- **What if a teacher teaches in more than one subject area?** If a teacher serves in more than one subject area, the LEA should report the subject and the corresponding FTE percentage on a separate row.
- **Which subject should the LEA select for a special education inclusion teacher?** Indicate "yes" for Special Education Teacher and select "Special Education" as the subject for all special education teachers—both inclusion and self-contained.
- **How should the LEA record the years of teaching experience?** Record the years of teaching experience as a whole number, excluding the current year. If a teacher taught four and a half years prior to the start of the 2026-27 school year, report four years of teaching experience. Please note that for pre-populated data, OSSE has already added a year to what the LEA reported in the previous year's collection.
- **How should the LEA record less than one full year of teaching experience?** Report zero years of teaching experience for a teacher who has taught less than one full year. For example, if a teacher started teaching in December 2025, report zero years of teaching

experience for that teacher because they have not yet taught a full year as of Oct. 5, 2026.

Education and Preparation

The Education and Preparation section includes information about a staff member's educational history. This section should be completed for:

- Teachers;
- Related Service Providers; and
- Special Education Paraprofessionals.

Metric	Description/Special Considerations
Highest Education Attained	The type of degree the staff member received.
Highest Degree Field/Major	The field/major in which the staff member received this degree. If staff have multiple fields, include both on the same line (i.e., Math/Science).

Frequently Asked Questions

- **Should the LEA include information for each degree earned or just the highest degree earned?** The LEA should report education information on the highest level of education attained.
- **How should the LEA report education information for staff members with multiple degrees at the same level?** If a staff member has multiple degrees at the same level, report information for each degree, separated by a forward slash. For example, suppose a staff member has earned two bachelor's degrees in different fields. Report the bachelor's degree Field/Major for the staff member as "Major 1/Major 2."

Performance Ratings

The Performance Ratings section includes the teacher's performance rating from the previous school year. This section should be completed for:

- Teachers (returners and leavers)

Metric	Description/Special Considerations
Previous School Year Evaluation Rating	The indication for whether the teacher earned an evaluation rating below "Effective" on the LEA's evaluation system for the previous school year. For example, mark "Below Effective" if the person was rated partially effective, minimally effective, not effective, or any other rating below effective.

Most LEAs in DC evaluate teachers using a four-tier evaluation system. Regardless, LEAs should choose a consistent method for translating their evaluation system to the effective/ineffective binary. Below is an example of how an LEA can aggregate evaluation ratings on a four-tier system into the "effective/ineffective" categories required for OSSE reporting.

LEA scale	Description	Previous School Year Evaluation Rating Selection
Ineffective	Teachers who do not show effectiveness in any area. This is the lowest rating for teachers. Other common terms are "Unsatisfactory" or "Not Proficient."	Below Effective
Minimally Effective	Teachers who are not quite effective, but demonstrate some effective traits, or could be developed to be effective. Other common terms are "Developing," "Not Quite Effective," or "Somewhat Effective."	Below Effective
Effective	Teachers who meet the bar for effective teaching at your LEA. Other common terms are "Satisfactory" or "Proficient."	Effective
Highly Effective	Teachers who consistently and routinely demonstrate exemplary instruction. These teachers are often considered instructional leaders due to their expertise and effectiveness.	Effective

Frequently Asked Questions

- **What if a teacher did not receive a rating in the previous school year?** Please select "Not rated" from the dropdown values if a teacher was not rated.
- **Should I include ratings for teachers who left the LEA?** Yes. To comply with the requirement, a rating must be entered for anyone reported as a teacher in the previous year's Faculty and Staff Data Collection.
- **Should I include ratings for teachers who stayed at the LEA but moved on to a different role?** Every teacher included in last year's Faculty and Staff Data Collection – including transfers – needs a **teacher** record in the current year's collection so OSSE can track evaluation ratings from the end of the previous school year. If a teacher in last year's collection moved to a different role at the LEA, include a teacher record and mark their returning status as "Transfer" with an FTE of 0.
- **How are the teacher evaluation ratings used?** OSSE is committed to continuously improving our ability to collect clean, accurate, and meaningful data, including teacher evaluation data, to: (a) meet our ESSA responsibility to ensure equitable access to excellent teachers, and (b) continue to provide high-quality state-level analysis. Some examples of analyses OSSE creates with these data include teacher retention rates by effectiveness rating and the likelihood of exposure to an effective teacher by different student demographics. For context on OSSE's work to ensure equitable access to excellent educators, please refer to OSSE's District of Columbia Plan to Ensure Equitable Access to Excellent Educators, LEA Equity Gap Calculation Guidance, and the DC State Plan.

Vacancy Information

LEAs must report all vacant teaching positions as of Oct. 5, 2026.

Metric	Description/Special Considerations
LEA Name	The name of the LEA that has the vacancy.
LEA Code	The unique OSSE-assigned identifier for LEAs is three to four digits. This field should have the LEA code that has the vacancy.
School Name	The name of the school that has the vacancy.
School Code	The unique OSSE-assigned identifier for schools is three to four digits. This field should contain the school code that has the vacancy.
Federal Role	The vacant teaching position.
Subject	The vacant subject area.
Number of Vacant Teacher Full-time employment (FTE) positions	The total number of vacant FTE teacher positions.

LEAs should report the total number of vacant FTEs by school, role, and subject rather than reporting each vacant FTE in a separate row. For example, if the LEA has three vacant, full-time, elementary math positions, it must indicate the school name/code that has the three vacant positions. This LEA would select “Teacher, Elementary (grades 1-6)” for “Federal Role,” “General Mathematics” for “Subject,” and “3” for the number of vacant FTEs.

Frequently Asked Questions

- **Is an LEA required to report all vacancies?** It depends upon when those vacancies are measured. LEAs are required to report teaching positions that are vacant as of Oct. 5. Any positions that are filled before Oct. 5 or become vacant after Oct. 5 should not be included.

Appendix A: Data Element Descriptions and Allowable Values

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
Staff Member Identifiers and Demographic Information	Unique Faculty and Staff Identifier (UFSI)	The staff member's unique identifier provided by OSSE.	No	• Teacher •PP/Admin/RSPs • All other staff	Data Quality	N/A	
Staff Member Identifiers and Demographic Information	Last Name	The legal last name of the faculty or staff member.	Yes	• Teacher •PP/Admin/RSPs • All other staff	Data Quality check and generation of UFSI	<Open text>	**Error Scenario**: Missing data **Error Message**: Last Name is required. **Error Scenario**: Full last name is not entered **Error Message**: Please enter Full Last Name.
Staff Member Identifiers and Demographic Information	First Name	The legal first name of the faculty or staff member.	Yes	• Teacher •PP/Admin/RSPs • All other staff	Data Quality check and generation of UFSI	<Open text>	**Error Scenario**: Missing data **Error Message**: First Name is required. **Error Scenario**: Full first name is not entered **Error Message**: Please enter Full First Name.
Staff Member Identifiers and	Middle Name	The legal middle name of the faculty or staff member.	No	• Teacher •PP/Admin/RSPs • All other staff	Data Quality check and generation of UFSI	<Open text>	

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
Demographic Information							
Staff Member Identifiers and Demographic Information	Alias or Maiden Name	An alternate or maiden name of the faculty or staff member. Any additional names or previous names that the faculty or staff member may have had.	No	• Teacher •PP/Admin/RSPs • All other staff	Data Quality check and generation of UFSI	<Open text>	
Staff Member Identifiers and Demographic Information	SSN	The last four digits of the staff member's Social Security Number or the last four digits of the staff member's Individual Taxpayer Identification Number (ITIN).	Yes	• Teacher •PP/Admin/RSPs • All other staff	Data Quality check and generation of UFSI	<Numeric>	**Error Scenario**: Missing data **Error Message**: SSN is required. **Error Scenario**: Non-allowable value **Error Message**: Please enter the last four digits of SSN.
Staff Member Identifiers and	Local Staff ID	The ID assigned to your staff member by your internal system.	No	• Teacher •PP/Admin/RSPs • All other staff	N/A	<Open text>	

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
Demographic Information							
Staff Member Identifiers and Demographic Information	Date of Birth	The month, day and year on which the faculty or staff member was born.	Yes	• Teacher •PP/Admin/RSPs • All other staff	Data quality check and generation of UFSI	MM/DD/YYYY	**Error Scenario**: Missing data **Error Message**: Date of Birth is required. **Error Scenario**: Date of birth is not in MM/DD/YYYY format. **Error Message**: Date of Birth should be in MM/DD/YYYY format. **Error Scenario**: Date of Birth is outside the range of 15 years to 100 years when current age is calculated. **Error Message**: Age should be between 15 years and 100 years.
Staff Member Identifiers and Demographic Information	Gender	A coded value representing the staff member's reported gender.	Yes	• Teacher •PP/Admin/RSPs • All other staff	Data Quality check and generation of UFSI and Statewide report	• Male • Female • Non-binary • Unknown	**Error Scenario**: Missing data **Error Message**: Gender is required. **Error Scenario**: Non-allowable value

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
							Error Message: Data entered is not an acceptable value for the data field. Please choose a value from the option set.
Staff Member Identifiers and Demographic Information	Race	The reported race of the faculty or staff member.	Yes	• Teacher •PP/Admin/RSPs • All other staff	Data Quality check and generation of UFSI and Statewide report	• American Indian/Alaskan Native • Asian • Black/African American • Two or More Races • Pacific Islander/Native Hawaiian • White/Caucasian • Other • Unknown	**Error Scenario**: Missing data **Error Message**: Race is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set.
Staff Member Identifiers and Demographic Information	Ethnicity	The reported ethnicity of the faculty or staff member.	Yes	• Teacher •PP/Admin/RSPs • All other staff	Data Quality check and generation of UFSI and Statewide report	• Hispanic • Not Hispanic • Unknown	**Error Scenario**: Missing data **Error Message**: Ethnicity is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
							data field. Please choose a value from the option set.
LEA and School Information	LEA Name	The name of the local education agency (LEA) the staff member serves.	Yes	All	All federal and local reports	<Character> Select LEA Name from the drop-down menu.	
LEA and School Information	LEA Code	The unique OSSE-assigned identifier for the LEA.	N/A	All	All federal and local reports	<Character> Select LEA Code from the drop-down menu.	**Error Scenario**: Missing data **Error Message**: LEA Code is required. **Error Scenario**: Invalid LEA Code **Error Message**: Invalid LEA Code. Please only select LEA codes from the dropdown menu in the LEA Code Field.
LEA and School Information	School Name	The name of the school the staff member serves.	Yes	All	All federal and local reports	<Character> Select School Name from the drop-down menu.	

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
LEA and School Information	School Code	The unique OSSE-assigned identifier for the school the staff member serves.	N/A	All	All federal and local reports	<Numeric> Select School Code from the drop-down menu.	**Error Scenario**: Missing data **Error Message**: School Code is required. **Error Scenario**: The school code is not associated with the LEA. **Error Message**: Invalid School Code. Please select school codes only from the dropdown menu in the School Code Field. **Error Scenario:** User has selected Not Applicable value for the School Name field when the federal role is any of the following: • Teacher, Adult; • Teacher, Elementary (grades 1-6); • Teacher, Kindergarten; • Teacher, Pre-School and Pre-Kindergarten (grades PS and PK);

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
							• Teacher, Secondary (grades 7-12); • School Administrator - Principal/School Leader (designate ONE per school); • School Administrator - Other; • Paraprofessional – Special Education; • Paraprofessional – General Education; and • School Administrative Support Staff. **Error Message**: Not applicable is not a valid school value for the selected Federal Role. **Error Scenario**: LEA has reported a staff member as 'Returner', 'New Employee', or 'Transfer with FTE>0' for a closed school.

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
							Error Message: The school is in closed status for the current school year. If the Staff member is with the LEA for the current school year, please provide the staff member's current School Name and School Code. If the staff member is not employed with the LEA for the current school year, please update returning employee status to 'Leaver-LEA'. If the Staff member is with the LEA but no longer serves at the school, please update returning employee status to 'Transfer – New School/Federal Role/Subject and FTE Percentage to 0'.
Returning Status	Returning Employee	The staff member's returning status.	Yes	• Teacher •PP/Admin/RSPs • All other staff	Statewide retention analysis report	• Returner • Transfer- New School/ Federal Role/ Subject • Leaver- LEA • New Employee	**Error Scenario**: Missing data **Error Message**: Returning Employee is required. **Error Scenario**: Non-allowable value

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
							Error Message: Data entered is not an acceptable value for the data field. Please choose a value from the option set.
Returning Status	Leave Date	The employees' last day of employment at the LEA.	Only required when returning employee value is Leaver-LEA	• Teacher •PP/Admin/RSPs • All other staff	Statewide retention analysis report	MM/DD/YYYY	**Error Scenario**: Returning Status is 'Leaver-LEA' and Leave date is blank. **Error Message**: Leave date is required when Returning Employee is Leaver-LEA. **Error Scenario**: Leave Date is not in MM/DD/YYYY format. **Error Message**: Leave date should be in MM/DD/YYYY format. **Error Scenario**: Leave date is after audit date of Oct 5 of the current school year, or the following Monday if Oct. 5 is a weekend. **Error Message**: Leave date should not be after audit date.

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
							Error Scenario: Staff member has 'Leave Date' entered when "Returning Employee" field has a value other than "Leaver-LEA". **Error Message**: Staff member's returning status is not Leaver LEA, but Leave date is entered. **Error Scenario**: Leave date is prior to Start date. **Error Message**: Leave date should not be prior to LEA Start Date.
Returning Status	LEA Start Date	The month, day, and year the employee started at the LEA.	Yes	• Teacher •PP/Admin/RSPs • All other staff	Data Quality	MM/DD/YYYY	**Error Scenario**: Missing data **Error Message**: LEA Start Date is required. **Error Scenario**: LEA Start Date is not in MM/DD/YYYY format. **Error Message**: LEA Start Date should be in MM/DD/YYYY format. **Error Scenario**: LEA Start Date field is after audit date.

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
							Error Message: Include only staff that are employed as of audit date of Oct 5 of the current school year or the following Monday if Oct. 5 falls on a Saturday or Sunday.
Federal Role	Federal Role	The employee's federal role as per the definitions in the Common Core of Data's (CCD) Definitions of Staff Categories document.	Yes	All	Data quality; Federal Teacher Shortage Areas Report; EdFacts; Statewide retention analysis report; DC School Report Card	• Teacher, Adult • Teacher, Elementary (grades 1-6) • Teacher, Kindergarten • Teacher, Pre-School and Pre-Kindergarten (grades PS and PK) • Teacher, Secondary (grades 7-12) • School Administrator - Principal/School Leader (designate ONE per school) • School Administrator -	**Error Scenario**: Missing data **Error Message**: Federal Role is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set.

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
						Other • Paraprofessional – Special Education • Special Education Support Staff, Audiologist • Special Education Support Staff, Counselor/Rehabilitation Counselor • Special Education Support Staff, Interpreter • Special Education Support Staff, Medical/Nursing • Special Education Support Staff, Occupational Therapist • Special Education Support Staff,	

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
						Orientation and Mobility Specialist • Special Education Support Staff, Physical Therapist • Special Education Support Staff, Psychologist • Special Education Support Staff, Recreation and Therapeutic Recreation Specialist • Special Education Support Staff, Social Worker • Special Education Support Staff, Speech Language Pathologist • Paraprofessional – General	

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
						Education • Librarian/Media Specialist • Library/Media Support Staff • LEA Administrator • Instructional Coordinator and Supervisor • LEA Administrative Support Staff • School Administrative Support Staff • School Counselors/Directors • School Counselors/Directors, Secondary (Grades 7-12) • School Counselors/Directors, Elementary (Grades PS-6) • Student Support Staff	

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
						• School Social Workers, Not Special Education Specific • School Psychologists, Not Special Education Specific • School Nurses, Not Special Education Specific • Speech Language Pathologists, Not Special Education Specific • Other Support Staff	
Full-time Employee (FTE) Percentage	Staff Member's Title	The employee's title as per the LEA.	Yes	• Teacher •PP/Admin/RSPs • All other staff	Data quality	<Open text>	**Error Scenario**: Missing data **Error Message**: Staff Member's title is required. **Error Scenario**: When Staff member's title does not contain enough data. **Error Message**: Please enter valid data.

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
Full-time Employee (FTE) Percentage	Full-time employment (FTE) Percentage	The amount of time the staff member spends in performance of a role.	Yes	All	Federal Teacher Shortage Areas Report; EdFacts; Statewide retention analysis report; DC School Report Card; Teacher Equity Calculations	0 to 1.2	**Error Scenario**: Missing data **Error Message**: Full-time employment (FTE) Percentage is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Acceptable values are 0 to 1.2 **Error Scenario**: Full-time Employment (FTE) Percentage field is less than zero or greater than 1.2 for returning status 'Transfer- New School/ Federal Role/ Subject'. **Error Message**: Full-time Employment (FTE) Percentage should not be less than 0 or greater than 1.2 for Transfer- New School/ Federal Role/ Subject. **Error Scenario**: Full-time Employment (FTE)

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
							Percentage field is less than or equal to zero and greater than 1.2 for returning status 'Returner' or 'New Employee'. **Error Message**: Full-time Employment (FTE) Percentage should not be less than or equal to 0 or greater than 1.2 for Returners and New Employees.
Special Education: Percentage of Time and Grades Served	Special Education Teacher	The designation for a staff member who is a Special Education Teacher.	Required for Teacher Federal Role Type.	Teacher	EdFacts	• Yes • No	**Error Scenario**: Missing data. **Error Message**: Special Education Teacher is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
							set. **Error Scenario**: Special Education Teacher=No, and the Federal role type is 'Teacher' and Subject contains the word 'special education'. **Error Message**: Subject indicates that the teacher is a Special Education Teacher and Special Education Teacher field is No.
Special Education: Percentage of Time and Grades Served	Special Education FTE	The amount of time the teacher, paraprofessional, or special education support staff serves students with disabilities.	1. Required for PP/Admin/RSPs Federal Role Type when Federal Role is not 'School Administrator - Principal/ School Leader	• Teacher •PP/Admin/RSPs	EdFacts	0-1.2	**Error Scenario**: When Special Education Teacher, Special Education - Paraprofessional and Special Education Support Staff has reported Special Education FTE as 0 or greater than 1.2 **Error Message**: Special Education FTE should be greater than 0 and less than or equal to 1.2 when a staff member is a Special Education Teacher, Special Education

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
			(designate ONE per school)' and ' School Administrator - Other' 2. Required for teacher federal role type when the value for special education teacher is Yes.				Paraprofessional or Special Education Support Staff. **Error Scenario**: When Special Education Teacher is No and Special Education FTE is not equal to 0. **Error Message**: Special Education FTE should be 0 when Special Education Teacher is No. **Error Scenario**: Special Education FTE field is greater than Full-time Employment (FTE) Percentage. **Error Message**: Special Education FTE should not be greater than Full-time Employment (FTE) Percentage. **Error Scenario**: Special Education Grades Pre-K3 to Pre-K4 FTE and Special Education Grade K to Age 21 FTE is not equal to the value in Special Education

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
							FTE. **Error Message**: Sum of Special Education Grades Pre-K3 to Pre-K4 FTE and Special Education Grade K to Age 21 FTE must equal Special Education FTE. **Error Scenario**: When there is a value in Special Education FTE field for a federal role for which Special Education FTE field is not applicable. **Error Message**: This data element is not necessary for the selected federal role. Please leave the field blank.
Special Education: Percentage of Time and Grades Served	Special Education Grades Pre-K 3 to Pre-K 4 FTE	The amount of time the **paraprofessional** serves students with disabilities in grades Pre-K 3 to Pre-K 4.	1. Required for PP/Admin/RSPs Federal Role Type when Federal Role is **"Special**	•PP/Admin/RSPs	EdFacts	0-1.2	**Error Scenario**: When Special Education Teacher, Special Education - Paraprofessional has reported Special Education Grades Pre-K 3 to Pre-K 4 FTE as 0 or greater than 1.2 **Error Message**: Data entered is not an

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
			Education – Paraprofessional"				acceptable value for the data field. Acceptable values are 0 to 1.2 **Error Scenario**: When there is a value in Special Education Grades Pre-K3 to Pre-K4 FTE field for a federal role for which Special Education Grades Pre-K3 to Pre-K4 FTE field is not applicable. **Error Message**: This data element is not necessary for the selected federal role. Please leave the field blank.

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
Special Education: Percentage of Time and Grades Served	Special Education Grade K to Age 21 FTE	The amount of time the **paraprofessional** serves students with disabilities between kindergarten and 21 years old.	1. Required for PP/Admin/RSPs Federal Role Type when Federal Role is **"Special Education – Paraprofessional"**	•PP/Admin/RSPs	EdFacts	0-1.2	**Error Scenario**: When Special Education - Paraprofessional has reported Special Education Grade K to Age 21 FTE as 0 or greater than 1.2 **Error Message**: Data entered is not an acceptable value for the data field. Acceptable values are 0 to 1.2 **Error Scenario**: When there is a value in Special Education Grade K to Age 21 field for a federal role for which Special Education Grade K to Age 21 field is not applicable. **Error Message**: This data element is not necessary for the selected federal role. Please leave the field blank.

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
English Learner FTE	EL FTE	The amount of time the teacher serves in a language instruction education program designed for English learners.	Only required when the value in Subject field is 'English as a second language'	Teacher	EdFacts	0-1.2	**Error Scenario**: Non-allowable value. **Error Message**: Data entered is not an acceptable value for the data field. Acceptable values are 0-1.2 **Error Scenario**: When EL FTE is null, and Subject is English as a second language. **Error Message**: Subject indicates that the teacher is EL and EL FTE is null. **Error Scenario**: When EL FTE is 0 and Subject is English as a second language. **Error Message**: Subject indicates that the teacher is EL and EL FTE is 0. **Error Scenario**: EL FTE field is greater than Full-time Employment (FTE) Percentage. **Error Message**: EL FTE should not be greater than Full-time

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
							Employment (FTE) Percentage.
Dual Language Program Instruction	Dual Language Program Teacher	The designation for a teacher who teaches in a dual language program. By definition, a teacher in a dual language program provides academic content in a partner language or in English.	Only required for teachers.	Teacher		• Yes • No	**Error Scenario**: Missing data **Error Message**: Dual Language Program Teacher is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set. **Error Scenario**: When Dual Language Program

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
							Teacher field has a value of 'yes' and the school does not offer dual language program. **Error Message**: The school does not provide dual language program, but the teacher is identified as a dual language teacher.
Dual Language Program Instruction	Language of Instruction	The language used to teach course curriculum to students.	Only required for teachers.	Teacher		• English • Spanish • French • Mandarin • Arabic • Hebrew	**Error Scenario**: Missing data **Error Message**: Language of instruction is required when Dual Language Program Teacher =Yes. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set. **Error Scenario**: When Dual Language Program Teacher =No, and Language of instruction field has a value.

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
							Error Message: Language of instruction should not have a value when Dual Language Program Teacher is No.
Certification Information	OSSE License or Certification Status	The indication for whether the staff member holds an active educator credential in DC for his/her current role.	1. Required for PP/Admin /RSPs Federal Role Type when Federal Role is not 'School Administrator - Principal/ School Leader (designate ONE per school)' ,' School Administrator - Other', or "Paraprof	• Teacher •PP/Admin/RSPs	EdFacts; DC School Report Card for DCPS only	• Yes • No	

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
			essional – Special Education ” 2. Required for teacher federal role type.				
Certification Information	OSSE Special Education Certification Status	The indication for whether the teacher holds a Special Education teaching credential from OSSE.	Required for teacher federal role type.	Teacher	EdFacts	• Yes • No	
Certification Information	OSSE EL Certification Status	The indication for whether the teacher holds an ESL/Teaching English to speakers of other languages credential or a bilingual credential from OSSE.	Required for teacher federal role type.	Teacher	EdFacts	• Yes • No	

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
Certification Information	License or Certification Field or Subject	Indicates the primary educator credential or certification field. It may include more than one on the same line (i.e., English/Special Education)	1. Required for PP/Admin /RSPs Federal Role Type when Federal Role is not 'School Administrator - Principal/ School Leader (designate ONE per school)',' School Administrator - Other', or "Paraprofessional – Special Education "when 'OSSE	• Teacher •PP/Admin/RSPs	EdFacts	<Open Text>	

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
			Credentia l Status' is Yes. 2. Required for teacher federal role type when 'OSSE Credentia l Status' is Yes.				

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
Certification Information	Department of Health License Status	Indicates whether the staff member holds an active Department of Health (DOH) license	1. Required for PP/Admin /RSPs Federal Role Type when Federal Role is not 'School Administrator - Principal/ School Leader (designate ONE per school)',' School Administrator - Other', or “Paraprofessional – Special Education ”	PP/Admin/RSPs	EdFacts	• Yes • No	**Error Scenario**: Missing data **Error Message**: Department of Health License Status is required for certain roles. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set.

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
Certification Information	Passed ParaPro Exam	The indication as to whether the special education paraprofessional has passed the ETS PRAXIS ParaPro Assessment on or before Oct. 5, 2026.	Only required for Paraprofessional - Special Education	PP/Admin/RSPs		• Yes • No • Not Attempted	**Error Scenario**: Missing data **Error Message**: Passed PRAXIS exam is required when Federal Role is Special Education Paraprofessional and OSSE License or Certification Status is No. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set. **Error Scenario**: When there is a value in Passed PRAXIS exam field for a federal role other than Special Education - Paraprofessional. **Error Message**: This data element is not necessary for the selected federal role. Please leave the field blank.

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
Years of experience	Subject	The teacher's subject area.	Required for teacher federal role type.	• Teacher • Vacancy	Federal Teacher Shortage Areas Report; Statewide retention analysis report	• Art: General Art • Art: Dance • Art: Music: Instrumental/Vocal • Art: Performing Arts • Art: Visual Arts • Bilingual Education • Business Education • CTE: Agriculture, Food, and Natural Resources • CTE: Architecture and Construction • CTE: Arts, A/V Technology, and Communications • CTE: Business Management & Administration • CTE: Education & Training • CTE: Finance • CTE: Government and	**Error Scenario**: Missing data **Error Message**: Subject is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set.

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
						Public Administration • CTE: Health Science • CTE: Hospitality and Tourism • CTE: Human Services • CTE: Information Technology • CTE: Law, Public Safety, Corrections & Security • CTE: Manufacturing • CTE: Marketing • CTE: Science, Technology, Engineering & Mathematics • CTE: Transportation and Logistics • Early Childhood • Elementary • English Language Arts • Literature • Speech	

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
						• English as a Second Language • Foreign Languages: Spanish • Foreign Languages: French • Foreign Languages: Latin • Foreign Languages: American Sign Language • Foreign Languages: Mandarin Chinese • Foreign Languages: Japanese • Foreign Languages: Other (not noted above) • Health and Physical Education • Home Economics • Humanities	

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
						• Librarian • General Mathematics • Mathematics: Algebra 2/Trigonometry • Mathematics: Calculus/Pre-Calculus • Mathematics: Geometry • Mathematics: Algebra 1 and 2 • Mathematics: Statistics • Psychologist • Reading • ROTC • Science: General Science • Science: Biology • Science: Chemistry • Science: Environmental Science • Science: Earth and Space • Science: Life Science	

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
						• Science: Physics • Social Studies • Geography • Government • Economics • History (U.S. or World) • Political Science • Special Education • Technology Education	
Years of experience	In-Field	The indication for whether the teacher is qualified in the subject area they currently teach, based on OSSE's definition: 1. Has a university degree in their field of teaching; 2. Has a certification in their field of teaching; and/or	Required for teacher federal role type.	Teacher	Teacher Equity calculations; DC School Report Card	• Yes • No	**Error Scenario**: Missing data **Error Message**: In-field is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set.

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
		3. Has demonstrated effective teaching in their field as measured by the LEA's teacher evaluation system.					
Years of experience	Novice Teacher	The indication for whether the teacher has zero years of experience, or one year of experience and was found below effective in their first year of teaching.	Required for teacher federal role type.	Teacher	Teacher Equity calculations	• Yes • No	**Error Scenario**: Missing data **Error Message**: Novice is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set. **Error Scenario**: Novice Teacher' is equal to 'No' and 'Teacher Years of Teaching Experience' is 0. **Error Message**: Teacher should be identified as Novice when Years of

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
							Teaching Experience is 0. **Error Scenario**: 'Novice Teacher' is equal to 'Yes' and 'Teacher Years of Teaching Experience' is greater than or equal to 2. **Error Message**: Teacher should not be identified as Novice when Years of Teaching Experience is greater than or equal to 2. **Error Scenario**: Novice Teacher' is equal to No, 'Teacher Years of Teaching Experience' = 1 and Previous School Year Evaluation Rating = Below Effective. **Error Message**: Teacher should be identified as Novice when Years of Teaching Experience is 1 and Previous School Year Evaluation Rating is Below Effective. **Error Scenario**: Novice

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
							Teacher' field is equal to Yes, 'Teacher Years of Teaching Experience' = 1 and Previous School Year Evaluation Rating = Effective. **Error Message**: Teacher should not be identified as Novice when Years of Teaching Experience is 1 and Previous School Year Evaluation Rating is Effective.
Years of experience	Principal Experience	The indication of the principal's experience as a principal.	Only required if federal role is "School Administrator - Principal/ School Leader (designate ONE per school)"	PP/Admin/RSPs	Statewide retention analysis report	• The current principal was in the same role last year • The current principal is new to the role this year, new to the school, and new to the LEA • The current principal is new to the principal role, but not new to the school (e.g., was assistant principal or an	**Error Scenario**: Missing data **Error Message**: Principal Experience is required. **Error Scenario**: Not allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set. **Error Scenario**: When there is a value in Principal Experience field for a federal role for

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
						instructional coach last year) • The current principal is new to the role, and worked in a different school in the LEA last year	which Principal Experience field is not applicable. **Error Message**: This data element is not necessary for the selected federal role. Please leave the field blank.
Years of experience	Teacher Years of Teaching Experience	The years as a full-time teacher of record, not including the 2026-27 school year.	Required for teacher federal role type.	Teacher	DC School Report Card; EdFacts	<Numeric (whole number)>	**Error Scenario**: Missing data **Error Message**: Teacher Years of Teaching Experience is required. **Error Scenario**: Teacher Years of Teaching Experience' field is not a whole number. **Error Message**: Include years as a full-time teacher of record, not including this year. Please report the truncated number. For example, if years of experience is 1.8,

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
							report 1. Note: For pre-populated data we have already adjusted the values. LEAs should review any pre-populated data and update so that **data** reflect the audit date of Oct. 5 of the current school year or the following Monday if Oct. 5 falls on a Saturday or Sunday.
Years of experience	Years of School Administrator Experience	The years as a full-time school administrator for anyone listed with a federal role of School Administrator.	Only required if federal role is "School Administrator - Principal/ School Leader (designate ONE per school)" and 'School Administrator - Other'	PP/Admin/RSPs	DC School Report Card; EdFacts	<Numeric (whole number)>	**Error Scenario**: Missing data **Error Message**: Years of School Administrator Experience is required. **Error Scenario**: When the data in 'Years of School Administrator Experience' field is not a whole number. **Error Message**: Include years as a full-time school administrator for anyone listed with a federal role of "School Administrator." Do not include this year. Please report the truncated

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
							number. For example, if years of experience is 1.8, report 1. Note: for pre-populated data we have already adjusted the values. LEAs should review any pre-populated data and update it so that it reflects the audit date of Oct 5 of the current school year or the following Monday if Oct. 5 falls on a Saturday or Sunday. **Error Scenario**: When there is a value in Years of School Administrator Experience field for a federal role for which Years of School Administrator Experience field is not applicable. **Error Message**: This data element is not necessary for the selected federal role. Please leave the field blank.

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
Education and Preparation	Highest Education Attained	The type of degree the staff member received.	1. Required for Teacher Federal Role Type. 2. Required for PP/Admin /RSPs Federal Role Type when federal roles are 'Paraprofessional – Special Education ', 'Special Education Support Staff, Interpreter', 'Special Education Support	• Teacher •PP/Admin/RSPs	Educator Preparation report	• 48 Hours of college credit • Associate • Bachelor's • Master's • Doctorate • Other	**Error Scenario**: Missing data **Error Message**: Highest Education Attained is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set. **Error Scenario**: When there is a value in Highest Education Attained field for a federal role for which Highest Education Attained field is not applicable. **Error Message**: This data element is not necessary for the selected federal role. Please leave the field blank.

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
			Staff, Orientation and Mobility Specialist', and 'Special Education Support Staff, Recreation and Therapeutic Recreation Specialist'.				

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
Education and Preparation	Highest Degree Field/Major	The field/major in which the staff member received this degree.	1. Required for Teacher Federal Role Type. 2. Required for PP/Admin/RSPs Federal Role Type when federal roles are 'Paraprofessional – Special Education', 'Special Education Support Staff, Interpreter', 'Special Education Support	• Teacher •PP/Admin/RSPs	Educator Preparation report	<Open Text>	**Error Scenario**: Missing data **Error Message**: Highest Degree Field/Major is required. **Error Scenario**: When Highest Degree Field/Major field does not have enough data. **Error Message**: Please enter valid data. **Error Scenario**: When there is a value in Highest Degree Field/Major field for a federal role for which Highest Degree Field/Major field is not applicable. **Error Message**: This data element is not necessary for the selected federal role. Please leave the field blank.

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
			Staff, Orientation and Mobility Specialist', and 'Special Education Support Staff, Recreation and Therapeutic Recreation Specialist'.				
Performance Ratings	Previous School Year Evaluation Rating	The indication for whether the teacher earned an evaluation rating below "effective" on the LEA's evaluation system for the previous school year.	Only required when Federal Role Type is 'Teacher' and Returning employee is not 'New	• Teachers (Leavers Included)	Teacher Equity Calculations; Educator Preparation report	• Below Effective • Effective • Not Rated	**Error Scenario:** Missing data **Error Message**: Previous School Year Evaluation Rating is required when Federal Role Type is 'Teacher' and Returning employee is not 'New Employee'. **Error Scenario:** Not allowable value **Error Message**: Data

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in the collection tab	Error Scenarios and Error Messages
			Employee '				entered is not an acceptable value for the data field. Please choose a value from the option set.