



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## Faculty and Staff Data Information Session FAQ

The Office of the State Superintendent of Education (OSSE) is currently planning for the development and release of a new application to collect Faculty and Staff data. On Feb. 27 and March 3, OSSE engaged LEAs for feedback in the development plans of the Faculty and Staff data application. During the sessions, OSSE shared information about the changes we are making regarding the collection and requested feedback and insight to inform our development plans.

Below are the answers to the questions raised during the information sessions:

- 1. What gives OSSE the authority to collect Faculty and Staff data?** OSSE is required by the Department of Education to collect a variety of metrics surrounding Faculty and Staff data for federal reporting. Further, DC Code § 38-2609(c)(2)(A) gives OSSE the authority to collect “necessary data pertaining to students, teachers, and school levels shall be submitted to the OSSE for the purpose of constructing, updating, or maintaining the [education data warehouse] E.D.W 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.”
- 2. Can LEAs continue to send the Faculty and Staff data through TNTP?**  
No. OSSE will no longer have a contract with TNTP. LEAs should send their data directly to OSSE through the online application by file upload or direct entry in the application.
- 3. Will the new online application include the previously submitted data?** OSSE will roll over all of the faculty and staff from the previous year to the application. It is the responsibility of the LEA to review the rolled over data and to make updates as necessary.
- 4. Will the new online application display errors?** Yes, the system includes multiple ways of showing errors:
  - If data are uploaded, the file will be rejected if non-allowable values are included; along with information about which data caused the error. Manually entered data are limited to allowable values.
  - An error report will display specific data errors. The LEAs submission will be considered incomplete if all data errors are not corrected.

- An anomaly report will display data that should be verified. An anomaly report will not impact an LEAs submission.
  - LEAs will also have the ability to use key performance indicators (KPIs) to check against their own totals.
- 5. Will the new online application allow for the user to batch upload?** Yes, however if the staff member serves in multiple roles, the LEA will have to upload the individual into the spreadsheet for each role type. The role types are: The proposed role types are:
- Vacancy
  - Teachers
  - School Administrators/ Related Service Providers/ Special Education Paraprofessionals
  - All other staff
- 6. Are the last four digits of a staff member’s Social Security Number and date of birth required fields? If so, why is that information needed?** Yes, those metrics are required. OSSE needs the staff member’s full name, date of birth, and last four digits of either the staff member’s Social Security Number or the last four digits of the staff member’s Individual Taxpayer Identification Number (ITIN) in order to create the Unique Faculty and Staff Identifier to link data across school years.
- 7. LEAs that were part of the Staffing Data Collaborative provided TNTP with “Leave reason.” This is not required for federal reporting. Will OSSE continue to collect this metric?** No, OSSE will no longer collect “leave reason.”
- 8. For the race metric, can you select multiple race/ethnicities for a staff member?** No, OSSE is using 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, then you would select “Two or more races”. To align with the student data collection, OSSE has added an ethnicity field. If the staff member is Hispanic/Latino, then you would select “Hispanic/Latino” on the Ethnicity field.
- 9. Why does OSSE need to collect teacher certification?** OSSE has to federally report teacher certifications for IDEA and Title III for all LEAs that receive those funds regardless of the sector. If a charter LEA does not collect information on teacher certifications, they may mark the

individual as not certified, as OSSE will look up these individuals in the state licensure database. If the staff member is in fact certified, then OSSE will manually change their certification status.

**10. What faculty and staff data will be reported on the School Report Card?** Faculty and Staff data appear under the School Environment tab of the DC School Report Card. The following metrics are reported:

- Health Staff--Percentage of health professionals at the school - these data come from the school health profiles, not the Faculty & Staff data collection.
- School Leaders--Number of school leaders at the school, Years of School Leadership Experience.
- Teachers--Number of teachers in the school, Years of teaching experience, In-Field Teachers (DCPS only), Certified Teachers (DCPS only).

Please note, OSSE will report the percentage of teachers for whom the LEA did not report experience data.

**11. Why does OSSE need to collect individual teacher evaluation ratings? If OSSE reports evaluation ratings in aggregate, why do LEAs need to report the ratings at the individual teacher level?** OSSE is committed to continuous improvement in our ability to collect clean, accurate and meaningful teachers' data, including teacher evaluation data, in order to: (a) meet our ESSA responsibility to ensure equitable access to excellent teachers, and (b) continue to provide high quality analysis for state, local education agency, and education preparation program audiences. 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](#).

**12. Will OSSE continue to collect evaluation ratings for teachers who left the school?** Yes, OSSE needs this information in order to meet our ESSA responsibility to ensure equitable access to excellent teachers.

**13. How is each Faculty and Staff metric reported out?** Please find this information in the document titled [2020-21 School Year Faculty and Staff Data Use and Dropdowns](#).

**14. Will OSSE start to collect "Start Date in Role," "School Start Date," or "Years at School"?** OSSE listened to the feedback from LEAs and understands the burden to LEAs gathering these metrics will cause. As a result, we have decided to not collect any of these metrics.

**15. Will the new template with dropdowns be ready for LEAs to review before the collection window?** Yes, we will be releasing the template with the Policy Guide before the end of the current school year.

**16. In the 2019-20 School Year Faculty and Staff Quickbase application, the Teacher Preparation Program Provider information did not match the dropdowns from the Excel template. Can OSSE staff ensure that the dropdowns from the template match the dropdowns in the system?** OSSE is no longer collecting the Teacher Preparation Program Provider metric. However, the team will ensure all dropdowns on the Excel templates match the dropdowns on the new application.

**17. Do LEAs have the ability to export data to Excel for All Faculty and Staff by Federal Role and Role Type?** Yes. The application will allow the user to download data by role type.

**18. When can LEAs upload or input their data into the application?** OSSE will open the application to users for training at or around Sept. 30, 2020. At that point, you can start inputting data to the application.

**19. Can OSSE release the policy guide before August 2020?** Yes. The team has started working on the policy guide and plans to release it before the end of the current school year (2019-20).

**20. Where will the application be housed?** The new application will be a module within SLED.

**21. Will the system accept NAs or will it allow for blank values?** The system will accept NAs and blank values where it is possible that a value may not be applicable. However, required fields will not allow for missing values.

**22. Will OSSE continue to collect transfer date?** No.

**23. Provide a list of the data metrics OSSE will no longer collect.**

- Filled or Vacant
- Vacancy Reason
- Transfer Date (decided after LEA Information Session)
- Leave Reason
- Grade Span
- Teacher Preparation Program Provider
- Highest Degree - Awarding Institution (decided after LEA Information Session)
- Previous School Year Evaluation Overall Rating (For TNTP Only)

**24. If a staff member refuses to provide the LEA with their race or ethnicity, how should the LEA report this information?** OSSE is using 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

And for Ethnicity

- Hispanic
- Not Hispanic
- Unknown

If the staff member refuses to provide the LEA with their race or ethnicity, the LEA should report the race as “Unknown.”

- 25. Will the record be rejected if the staff member does not have a social security number?** Yes, the system will not accept any record without the last four digits of either the staff member’s social security number or the last four digits of the staff member’s Individual Taxpayer Identification Number (ITIN).
- 26. What is in-field?** In-field is a metric collected only for teachers. In-field means the teacher has a college major, certification, or an effective teacher evaluation designation in the subject they are teaching.
- 27. If someone works in multiple roles, how should the LEA report this information?** If a faculty or staff member holds multiple roles within the LEA, the LEA should create a new line for each role of the faculty/staff member. Note, roles should be reported by type and in line with the template type (e.g., a faculty/staff member that is a Teacher and Special Education Related Service provider should be reported separately in the respective templates).
- 28. What information is required for adult LEAs?** Every LEA, including adult LEAs, is expected to complete every template with the exception of fields that specify information for students outside of the age range served at that LEA.
- 29. How do LEAs that have teachers from AppleTree PCS in their buildings certify those teachers?** OSSE is currently working on the best approach; we will include the resolution in the 2020-21 School Year Policy Guide.
- 30. Is there flexibility on the timeline to submit data?** No. The collection window will be from Oct. 5, 2020 to Oct. 30, 2020, based on staff employed on Oct. 5, 2020. This timeline allows LEAs to view and certify their data before OSSE has to report it to the Department of Education.
- 31. Which staff members should be included in the “Other Staff” role types template?** LEAs should include all staff who do not have the federal roles of Teacher, School Administrator, Special Education Related Service Provider, or Special Education Paraprofessional.

**32. How are LEAs expected to break down staff who serve students at multiple grade levels?** OSSE is no longer collecting grade span. However, if the teacher serves multiple federal teacher roles, please add a different row for each federal role. Please see the [Faculty & Staff Data Collection Policy Guide](#) for additional information regarding how to categorize teachers within these federal roles.

- Teacher, Pre-School and Pre-Kindergarten (grades PS and PK)
- Teacher, Kindergarten
- Teacher, Elementary (grades 1-6)
- Teacher, Secondary (grades 7-12)
- Teacher, Adult

**33. Should we provide information for staff members who left after Oct. 5?** No. The collection is based on staff members employed at the LEA as of Oct. 5.

**34. Are there expectations for LEAs that do not receive IDEA funds?** LEAs that do not serve students with disabilities under IDEA would not be expected to report having special education staff (i.e, teachers, paraprofessionals, or related service providers).

**35. Will there be a key performance indicator (KPI) for missing data?** No, the application will not allow the user to save the record if a required value is missing. So there would not be a KPI for missing data.

**36. Do we need to report all of our vacancies?** No. LEAs must report all teaching positions that are vacant on Oct. 5. Positions that are filled before Oct. 5 or become vacant after Oct. 5 should not be included.