



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Amending the Unaudited Enrollment Roster to Include Newly Enrolled Distance Learning Students

In response to the [Protecting Our Children Emergency Amendment Act of 2021](#), local education agencies (LEAs) may include students who were stage 4 enrolled for the 2021-22 school year on or prior to Oct. 5 but are now stage 5 enrolled as a result of an updated medical certification and receipt of distance learning educational services. If an LEA wants these students added to its 2021-22 school year unaudited enrollment roster, the LEA shall submit a request to the Office of the State Superintendent of Education (OSSE). OSSE will review the request and determine if the students will be added into the unaudited enrollment roster.

Prior to submitting a request, the LEA shall take the following actions:

1. Collect and approve a [COVID-19 MEDICAL CONSENT & CERTIFICATION FOR DISTANCE LEARNING, 2021-22 SCHOOL YEAR form](#) for each student.
2. Update LEA Student Information System (SIS) to show the student as stage 5 as of Dec. 8, 2021.

To complete a request, the LEA shall submit in, *one* OSSE Support Tool (OST) ticket by Dec. 8, 2021, the following items:

1. An OST ticket with “Enrollment Audit Policy” as the OST selection choice.
2. An official request for review from the LEA head of school. This shall include a signed letter confirming that all data and documents accompanying the request are accurate, and that it is being made in good faith and not for purposes of misleading, misrepresenting, or otherwise defrauding the District of Columbia Government. The letter must provide an assurance that the [COVID-19 MEDICAL CONSENT & CERTIFICATION FOR DISTANCE LEARNING, 2021-22 SCHOOL YEAR form](#) has been collected and accepted for each student.
3. The student’s identifying information (Student USI, First Name, Last Name and Birthdate) and the students actual start date at the school. This data must be submitted in a spreadsheet if submitting for more than one student.
4. Current attendance evidence showing that each student is now attending and receiving distance learning educational services. These documents must be submitted in a single pdf, alphabetically by last name, if submitting for more than one student.
5. Residency verification forms and supporting documentation for each student. These documents must be submitted in a single pdf, alphabetically by last name, if submitting for more than one student.

Incomplete requests will not be reviewed or accepted. Submissions that create duplicative enrollments will not be accepted. OSSE, in its sole discretion, may take additional action or request additional information. Upon review of the information in the request and any additional information requested.

Any students that are approved will be manually added to the Enrollment Audit and Child Count Application (EACCA) by OSSE. OSSE may include a list in the Audit and Verification of Student Enrollment

Report of all LEAs that requested a post-certification request to add students and OSSE's decision on the request.

If you have any questions, please contact OSSE's Office of Enrollment and Residency at osse.enrollmentaudit@dc.gov.