



MURIEL BOWSER
MAYOR

January 31, 2022

The Honorable Phil Mendelson, Chairman
Council of the District of Columbia
1350 Pennsylvania Avenue N.W. Suite 504
Washington, D.C. 20004

Dear Chairman Mendelson:

I am pleased to submit to the Council of the District of Columbia the enclosed report, *Audit and Verification of Student Enrollment for the 2021-22 School Year*, prepared by the Office of the State Superintendent of Education (OSSE) pursuant to section 2402(c) of the District of Columbia School Reform Act of 1995, approved April 26, 1996 (110 Stat. 1321; D.C. Official Code § 38-1804.02(c)).

OSSE is responsible for verifying annually the enrollment of students in each local education agency. OSSE also verifies residency documents, investigates reported tips of non-residency, and administers tuition collection for non-residents. This report includes a brief overview of the enrollment audit process as well as audit results for the 2021-22 school year. Supplemental schedules for student enrollment are available for download in machine readable formats under the "LEAs & Schools" tab, "Data and Reports" subtab on the OSSE website (osse.dc.gov).

I am available to discuss any questions you may have regarding this report. In order to facilitate a response to your questions, please have your staff contact Justin Tooley, Deputy Chief of Staff, OSSE, at 202-215-3617.

Sincerely,

A handwritten signature in black ink, appearing to read "Muriel Bowser", written over a printed name.

Muriel Bowser

Enclosure



District of Columbia
Office of the State Superintendent of Education

Audit and Verification of Student Enrollment for the 2021-22 School Year

January 2022

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Introduction

The Office of the State Superintendent of Education (OSSE) is responsible for annually verifying the enrollment of students in each local education agency (LEA).

In order to fulfill this responsibility, under D.C. Official Code § 38-1804.02, OSSE is required to collect annual enrollment data for any District students whose education is supported through District funds. OSSE's Office of Enrollment and Residency (OER) carries out this annual process. In addition, pursuant to D.C. Official Code § 38-2906(d)(1), OER also verifies residency documents, investigates reported tips of non-residency, and administers tuition collection for non-residents.

The enrollment audit determines the total number of students who are DC residents at a school which in turn informs the funding for each LEA using the Uniform Per Student Funding Formula (UPSFF). This funding formula determines the amount of funding an LEA receives each school year based on the grade levels of the enrolled students at each school. The formula also provides additional funding to LEAs based on demographics of the enrolled students, including:

- Special education needs, including residential settings or extended school year services;
- English learners;
- At-risk status (students experiencing homelessness, Temporary Assistance for Needy Families (TANF)/Supplemental Nutrition Assistance Program (SNAP)-receiving students, students in foster care, students over-age/behind grade level); and
- Students enrolled in a residential school program.

There is a select number of students who are not funded via the UPSFF. These include students placed in non-public schools,¹ tuition-paying non-resident students, and children enrolled in pre-K 3 and pre-K 4 at community-based organizations (CBOs) that receive Pre-K Enhancement and Expansion Program (PKEEP) funds. Supplemental tables of this report break down the counts of students collected during the enrollment audit in these categories by LEA, school, and CBO; these tables are available for download on OSSE's website under Data and Reports.²

The enrollment audit is a point-in-time count of public school enrollment and not a representation of the total universe of students a school serves throughout the school year.

¹ A non-public school is a privately owned or operated school that maintains or conducts classes for the purposes of offering instruction to students with disabilities.

² [Office of the State Superintendent. Data & Reports- Enrollment.](#)

Enrollment Audit Results for SY 2021-22

District Summary³

The table below provides a sector-level summary of the key data points for the enrollment audit. Please note that these data represent enrollment numbers as of October 5, 2021.⁴ OSSE captured unaudited public enrollment as of October 5, 2021 and audited these numbers through an iterative process with enrolling LEAs until a final public enrollment number is determined. The sections below further explain this process.

Table 1 shows the initial number of students reported by LEAs that were enrolled and receiving educational services as of October 5, 2021. This table includes duplicative enrollments between LEAs.

Sector	Total Unaudited Enrollment (Including Non-Public Enrollment)	Unaudited Public Enrollment
DCPS	49,388	49,035
PCS	45,135	44,890
Total	94,438	93,843

Table 2 shows the number of students reported by LEAs who were enrolled and receiving educational services as of October 5, 2021, as determined after OSSE completed its enrollment audit. The numbers in this table no longer include duplicative enrollments, and the table breaks out the number of unverified resident students and students enrolled in non-public placements. Students included in the UPSFF are District residents enrolled in public schools in the District excluding students placed in non-public schools or whose residency is unverified at the conclusion of the audit.

Sector	Total Audited Enrollment	Students included in UPSFF	Tuition-paying non-resident students	Unverified resident students	Audited Non-Public Enrollment	Unverified resident students - Non-Public
DCPS	49,389	48,589	51	395	340	14
PCS	45,143	44,772	4	123	234	10
Total	94,532	93,361	55	518	574	24

³ The DC School Report Card and STAR Framework uses a variety of enrollment measures and may differ from the Enrollment Audit Report. More information can be found in the [DC School Report Card and STAR Framework Technical guide](#).

⁴ The enrollment count must be completed on October 5, or the following business day, of each school year.

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

Table 3: Audited Public Enrollments				
Sector	Audited Public Enrollment	Students included in UPSFF	Tuition-paying non-resident students	Unverified resident students
DCPS	49,035	48,589	51	395
PCS	44,899	44,772	4	123
Total	93,934	93,361	55	518

Analysis

Public Enrollment

Public enrollment is comprised of students enrolled in DC Public Schools (DCPS) and public charter schools who are District residents, tuition-paying non-residents (who have entered into current, non-resident tuition agreements with OSSE), and unverified residents whose residency was inconclusive at the end of the audit and will be investigated further by OSSE. To be considered an enrolled student for the purpose of the enrollment audit, students must have been receiving educational services⁵ as of October 5, 2021 and must not have been exited/withdrawn from the LEA with a valid exit code. (Note: Public enrollment does not include students in non-public placements.) The unaudited public enrollment as of October 5, 2021 reported a total of 93,843 students enrolled in both DCPS and public charter schools. Upon completion of the enrollment audit and verification, the final audited public enrollment was 93,934.

The difference between the unaudited and audited figures is due to duplicative student enrollments and the addition or removal of eligible students during the enrollment audit. Duplicative enrollments occur when a student has been reported as enrolled at more than one LEA/school. Each LEA may use a separate student information system for tracking and reporting enrollment, so it is possible for a student to be recorded as enrolled at more than one LEA/school. At the beginning of the audit process each year, schools report and validate their unaudited enrollment numbers, which may include these duplicative enrollments. Later in the audit, each student enrolled in more than one school is resolved through a formalized Duplicative Enrollment Resolution process and assigned to one school and removed from the counts of any other schools in which they were originally also enrolled. Additionally, LEAs have a period to identify eligible students for addition or removal from the enrollment audit that were not accurately identified by the LEA as of October 5, 2021. These processes, in addition to the residency verification process described below, are the bases for the difference between the initial unaudited and the final audited enrollment figures.

Residency

Compliance with District laws and regulations requires that schools maintain documentation verifying residency of each enrolled resident student. Of the 93,934 students determined to be validly enrolled in DCPS and public charter schools, 93,361 students were categorized as residents of the District of Columbia, based on an examination of their records. For each student, examination procedures included

⁵ This is determined by the student's enrollment code in the School Information System. Stage 5 enrollment is the final step in which students are coded as receiving educational services, and only students with a Stage 5 enrollment code are counted in the audit.

a review of the DC Residency Verification (DCRV) form, which is the sworn statement of the person enrolling the student attesting to their residency. Additionally, for a randomly selected 20 percent sample of the eligible student population at each school, procedures included an inspection and assessment of residency supporting documentation. In an effort to alleviate the burden on resident families, OSSE has established direct data exchanges with the following government agencies and non-governmental partner:

- DC Department of Human Services (DHS);
- DC Child and Family Services Agency (CFSA);
- DC Office of Tax and Revenue (OTR); and
- The Community Partnership (TCP) – a nonprofit contracted by the DC Government to coordinate DC’s continuum of care.

Families whose residency is verified through these direct data exchanges are not a part of the eligible population for sampling described above. This minimizes the burden on families already receiving benefits from the District, as well as on families who grant OSSE permission to access their tax records with the District, and ensures that the auditors are deployed to focus their efforts on populations that are not otherwise validated.

Upon completion of the enrollment audit, there were 518 students attending DCPS or public charter schools whose residency could not be determined during the audit. As in prior years, these students are considered unverified residents, meaning that: (1) the DCRV or supporting residency documentation was not provided; or (2) the DCRV or supporting residency documentation was not in compliance with DC law or OSSE requirements. Because adequate documentation was not gathered for these students, they are not included in the student population for which the LEA is paid. Additionally, there were a total of 55 students who had non-resident tuition agreements on file with OSSE for the 2021-22 school year. These are self-identified non-resident students who have entered into tuition agreements for the school year in question.

The number of unverified residents increased from the 2020-21 school year to the 2021-22 school year, from 346 to 518. This was the result of document collection challenges caused by the coronavirus (COVID-19) pandemic and residency verification compliance issues at specific LEAs. As required in the past, all LEAs shall continue to verify residency for all enrolled students who are not verified as residents and who do not have applicable non-resident tuition agreements in place for the 2021-22 school year. In addition, OSSE will notify specific LEAs of material weaknesses in residency verification procedures and assign specific actions. Actions may include, but are not limited to, requesting a corrective action plan, requesting a memorandum detailing data management practices, and meeting with OSSE and PCSB to review residency verification practices.

Students Attending Non-Public Schools and Surrounding County Schools

A relatively small population of students who are DC residents identified in the audit are those in non-public placements or attending surrounding county schools. These groups consist of District residents who for differing reasons may be placed outside of DCPS or public charter schools and still be funded by the District, but not through the UPSFF.

Non-public placement occurs when District residents with disabilities require services not otherwise available in District public schools. Placement determinations for these students were made in

accordance with the federal Individuals with Disabilities Education Act (IDEA) by DCPS or a public charter school.

Resident students attending surrounding county schools are wards of the District who have been placed in these the surrounding jurisdictions by CFSA. CFSA provides resources and services to enhance the safety, permanence, and well-being of abused, neglected, and at-risk students who are considered wards of the District. CFSA may place children or youth in temporary settings outside of the District in surrounding jurisdictions. During such placement, children and youth may be enrolled in a school in that jurisdiction but they remain District wards. CFSA directly submitted the enrollment data for students placed by CFSA in surrounding county schools.

The total figures for these populations are shown below in Table 4

Table 4 Non-public Placements	
Category	Student Count
Non-public placements: students placed in non-public schools or programs by DCPS or public charter schools.	574
Surrounding county placements: students identified as wards of the District attending schools in surrounding counties (placed by CFSA)	106

Appendices

Appendix A: Supplemental Schedules for Student Enrollment

The following table lists the datasets available for download in machine-readable formats. These may be found under LEAs & Schools → Data and Reports on the [OSSE website](#). OSSE applies data suppression rules to all published data files. The Student Privacy and Data Suppression Policy can be found on the [OSSE website](#).

Table Name	Description	Tab Label in machine-readable format
District Summary	Sector-level view of the enrollment audit. This includes unaudited enrollments, total audited enrollments, and audited public enrollments.	District Summary
LEA Summary	The LEA Summary provides an LEA-level view of the enrollments by key data points.	LEA Summary
School Summary	The School Summary provides a school-level view of the enrollments by key data points.	School Summary
District Audited Enrollments by Grade	This table provides the number of audited enrollments by grade for each District sector. Please note that these numbers include UPSFF, non-public students, tuition-paying students, and unverified residents.	District Audited Enr by Grade
LEA Audited Enrollments by Grade	This table provides the total number of audited enrolled students by each grade offered at the LEA.	LEA Audited Enr by Grade
School Audited Enrollments by Grade	This table provides the total number of audited enrolled students by the grades offered at the school.	School Audited Enr by Grade
District Audited Enrollments by Race/Ethnicity	This table provides the number of audited enrollments by race/ethnicity for each District sector. Please note that these numbers include UPSFF, non-public students, tuition-paying students, and unverified residents.	District Audited Enr by RaceEth
LEA Audited Enrollments by Race/Ethnicity	This table provides the total number of audited enrolled students by race/ethnicity at each LEA.	LEA Audited Enr by RaceEth
School Audited Enrollments by Race/Ethnicity	This table provides the total number of audited enrolled students by race/ethnicity at each school.	School Audited Enr by RaceEth
District Enrollment Counts by UPSFF Funding Formula Category	This table provides the number of UPSFF enrolled students by sector and UPSFF funding formula category.	District UPSFF Enr by Fund Cat
LEA Enrollment Counts by UPSFF Funding Formula Category	This table provides the number of UPSFF-enrolled students by LEA and UPSFF funding formula category.	LEA UPSFF Enr by Fund Cat

Table Name	Description	Tab Label in machine-readable format
School Enrollment Counts by UPSFF Funding Formula Category	This table provides the number of UPSFF-enrolled students by school and UPSFF funding formula category.	School UPSFF Enr by Fund Cat
District UPSFF Enrollments by Special Need Categories	This table provides the total number of UPSFF enrolled students who have additional special need identifications and the LEA is provided funding to serve their needs. These students include English learners (EL) ⁶ , students identified as at-risk, and students with disabilities (SWD).	District UPSFF Enr by Spl Need
LEA UPSFF Enrollments by Special Need Categories	This table provides the total number of UPSFF-enrolled students by LEA who have additional special need identifications.	LEA UPSFF Enr by Spl Need
School UPSFF Enrollments by Special Need Categories	This table provides the total number of UPSFF-enrolled students who have additional special need identifications.	School UPSFF Enr by Spl Need
CBO Enrollments by Grade	This table provides the number of enrolled students by school and by grade that are funded by Pre-K Enhancement Funds.	CBO Enrollments by Grade
CBO Enrollments by Race/Ethnicity	This table provides the total number of audited enrolled students by race/ethnicity at each school.	CBO Enrollments by Race
CBO Residency	This table provides the total number of enrollments with a breakdown of total residents compared to the number of total unverified residents by CBO.	CBO Residency
Student Enrollment in Surrounding County Schools	This table provides the total number of students under CFSA enrolled in a surrounding county public school by grade. These data are provided by CFSA.	Student Enr in Surr County Sch
Enrollment of Students in Non-Public Schools	This table provides the total number of students enrolled in each non-public school including unverified residents.	Enr of Student in Non-Public
Non-Resident Tuition Assessed, Owed, and Collected	This table provides the total number of students who are non-residents and tuition payment has been established. This report provides the total tuition assessed, the amount owed as of December 8, 2021 based on the tuition payment plans, and the amount collected as of December. 8, 2021 - by LEA and school.	Non-Res Tuition Assessed & Coll

⁶ Distinguished between Elementary and Secondary English learners

Appendix B: Data Definitions

The following table defines the key metrics used in the data tables above and throughout this report.

Audit Status	Metric	Definition
Unaudited	Unaudited enrollment	The initial number reported by schools/LEAs as “Stage 5” enrolled students as of October 5. This figure may include duplicative enrollments.
Audited	Audited enrollment	The final, audited number of students reported by schools/LEAs as “Stage 5” enrolled as of October 5, after resolving any duplicative enrollments.
	Audited public enrollment	The final, audited number of students reported by schools/LEAs as “Stage 5” enrolled as of October 5 at DCPS or public charter schools in the District. This metric excludes students in non-public placements.
	Non-public enrollment	The final, audited number of students reported by schools/LEAs of “Stage 5” enrolled as of October 5 in non-public placements.
	Uniform Per Student Funding Formula (USPFF)	The final, audited number of students reported by schools/LEAs of “Stage 5” enrolled as of October 5, for which the schools will be paid the UPSFF. This figure excludes non-residents with tuition agreements, students whose residency is unverified at the conclusion of the audit, as well as non-public students.
	Unverified resident students	The final audited number of students reported by schools/LEAs of “Stage 5” enrolled as of October 5 for which the residency could not be verified during the audit and for which the school/LEA will not be paid the UPSFF.
	Tuition-paying non-resident students	The final audited number of students reported by schools/LEAs of “Stage 5” enrolled as of October 5, who have a tuition agreement in place for the school year. These students are not included in UPSFF.