

Faculty and Staff Data Collection

Steps Before Certifying Data Submission is Complete

Local education agency (LEA) heads of school must officially certify their Faculty and Staff Data Collection submissions to the Office of the State Superintendent of Education (OSSE) are accurate between Wednesday, Nov. 4, at 9 a.m. and Thursday, Nov. 5, at 5 p.m.

Step 1: Confirm Account Access and Role

Data managers should ensure that the data are accurate before declaring their submission complete. Heads of school should also verify that the data are accurate via an internal quality assurance review before formally certifying their data in the application.

To certify the Faculty and Staff Data Collection, LEA staff must have a Statewide Longitudinal Education Data (SLED) system account and must be assigned the **“Head of School”** or **“Proxy Head of School”** role in the **All-Staff Data Collection** in the [Faculty and Staff Application](#).

Step 2: Access the Faculty and Staff Application

Log in to the Faculty and Staff Application at: data.osse.dc.gov/faculty-and-staff/

- Log in using **SLED credentials**.
- Click the **Login** button.
- **Agree** to the consent form.

Step 3: Proceed to the Faculty and Staff Data Collection Module

The application displays the *Faculty and Staff Data Collection*, *Educator Talent and Equity Dashboard*, and *All Staff Data Collection* modules.

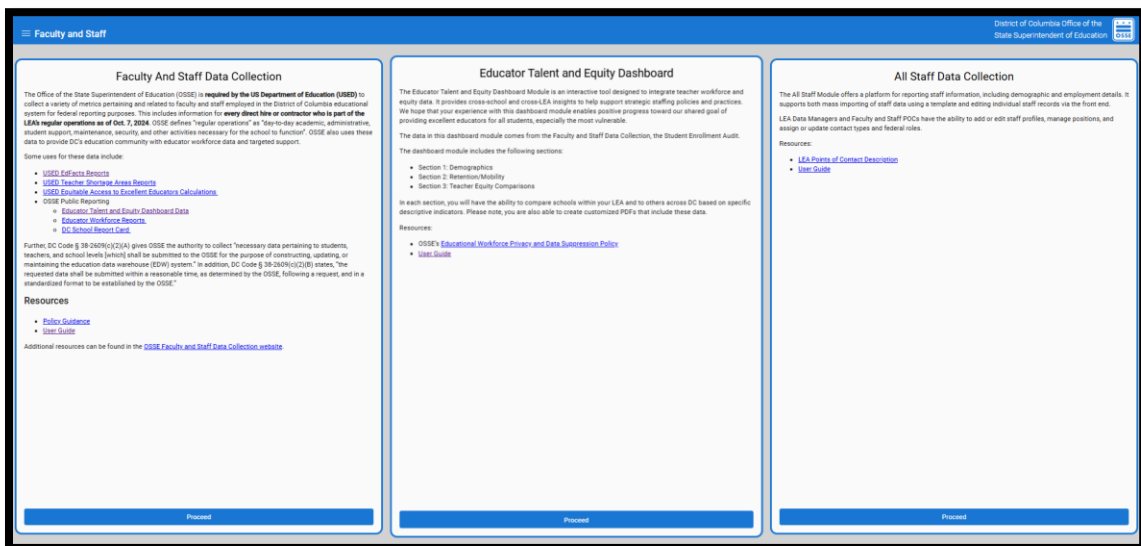


Figure 1: Module Display

Step 4: Confirm the Accuracy of the LEA Submission

The application will display the Summary Page, which includes key performance indicators (KPIs), tables, and bar charts. LEAs should review the entire summary page before the certification date and ensure the KPIs, tables, and bar charts reflect the 2026-27 school year roster as of Oct. 5, 2026. At 9 a.m. on Nov. 4, a red banner* will appear on the Summary Page, signaling that the certification window has opened, and at this point, the LEA will not be able to make any further updates to the data.

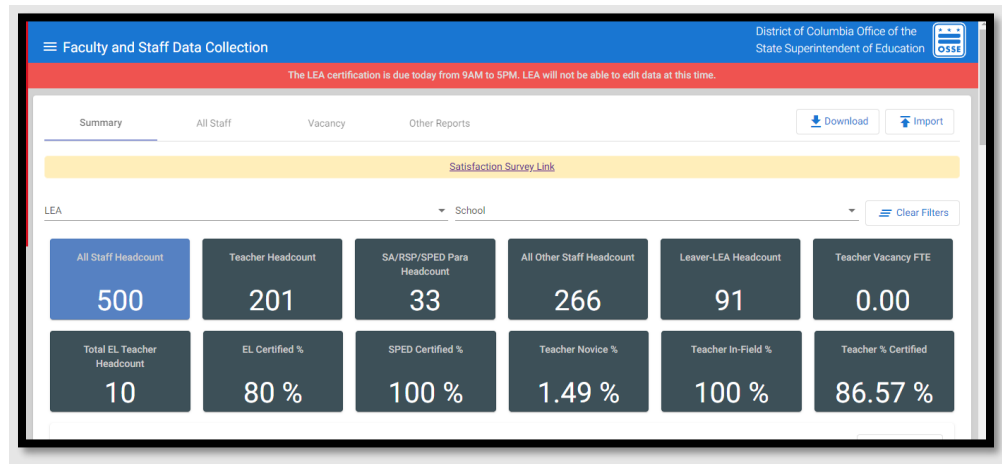


Figure 2: Summary Page

**This red banner is different from the banner displayed to data managers, which requires them to confirm the accuracy of teacher evaluations.*

The Summary page is the first page displayed after the user logs in to the application. The Summary page serves as a support tool, displaying counts and percentages through KPIs, tables, bar charts, and filters to ensure the data submitted is accurate. It includes the total number or percentage of **(1)** staff members by the LEA or school, **(2)** staff members counted in each category, **(3)** data errors, and **(4)** data anomalies.

KPIs

The Summary page displays the following KPIs:

- Teacher Headcount
- School Administrator/Related Service Provider/Special Education (SPED) Paraprofessional Headcount
- All Other Staff Headcount
- Leaver-LEA Headcount
- Teacher Vacancy FTE
- Total English Learner (EL) Teacher Headcount
- EL Certified Percentage
- SPED Certified
- Teacher Novice Percentage
- Teacher In-field Percentage
- Teacher Effective Percentage
- Teacher Percent Certified Teacher Retention Rate at School

To view the related information connected to a KPI, simply click on the KPI or bar chart. The application will display the information on the All Staff, Vacancy, or Other Reports Page. KPIs, tables, and bar charts exclude staff without a Unique Faculty and Staff Identifier (UFSI).

Tables

- The **Headcount by Federal Role** table displays a unique count of faculty and staff by federal role. Note that the “All Schools” row in the table represents LEA-level counts, and the other rows represent counts by each school within the LEA. The table can be exported to Excel by clicking on the **Download** button ( **Download**) on the top right of the table.
- The **FTE by Federal Role** table displays the sum of FTE by federal role. Note that the “All Schools” row in the table represents LEA-level counts, and the other rows represent counts by each school within the LEA. The **FTE by Federal Role** table can be exported to Excel by clicking on the **Download** button on the top right of the table.
- The **SPED FTE by SPED Role** table displays the sum of SPED FTE by federal role. Note, the “All Schools” row in the table represents LEA-level counts, and the other rows represent counts by each school within the LEA. The **SPED FTE by SPED Role** table can be exported to Excel by clicking on the **Download** button on the top right of the table.

Bar Charts

- The **Teacher Count by Race** bar chart displays a unique count of teachers by race.
- The **Teacher Count by Gender** bar chart displays a unique count of teachers by gender.
- The **Teacher Years of Experience** bar chart displays a unique count of faculty and staff with teacher years of teaching experience in the following ranges: 0-1, 2-5, 6-10, and 11+.
- The **School Administrator Years of Experience** bar chart displays a unique count of faculty and staff with the school administrator years of experience in the following ranges: 0-1, 2-5, 6-10, and 11+.
- The **Current Year and Previous Year** bar chart allows the user to compare aggregate data submitted in the current collection to data submitted in the previous faculty and staff data collection.

For more information on **which files are affected** by each error or anomaly, click on the bar next to the name of the error or report. The application will take you to a list of affected records and/or schools.

Step 5: Check the Status of Data Error Reports

Scroll to the bottom of the screen and review the Data Error reports. For details on each data error and data anomaly, reference the [2026-27 Faculty and Staff Data Collection User Guide](#). The document includes the complete list of errors that will prevent the LEA from certifying on Certification Day.

- The **Data Error Reports** section displays the number of data entries that are incomplete, inconsistent, in an incorrect format, or invalid.
- The **Data Anomaly Reports** section displays data that deviate from what is standard, normal, or expected. The data may be correct, but LEA users should confirm the accuracy of inputs.

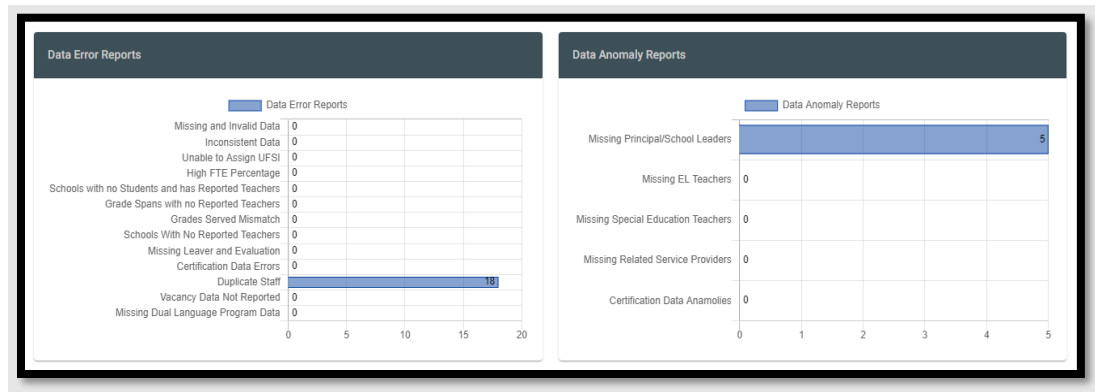


Figure 3: Data Errors and Data Anomalies

A. If the **LEA has unresolved errors**, a “yield” icon will indicate them, and the LEA will not be able to certify. This is why resolving all errors before certification day is extremely important.

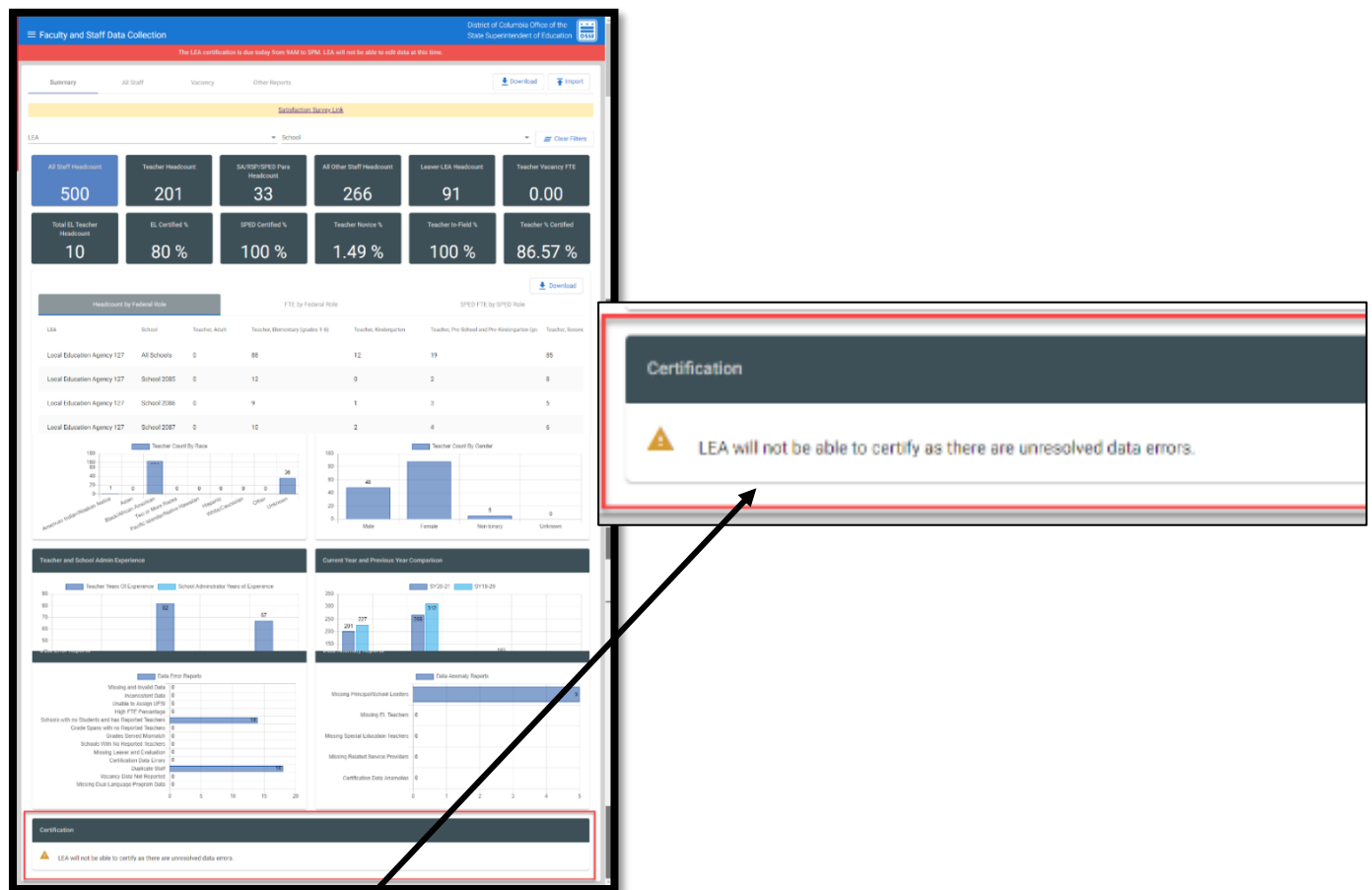


Figure 4: LEA Unable to Certify

B. If the LEA **does not** have unresolved data errors on certification day, a checkbox will appear.

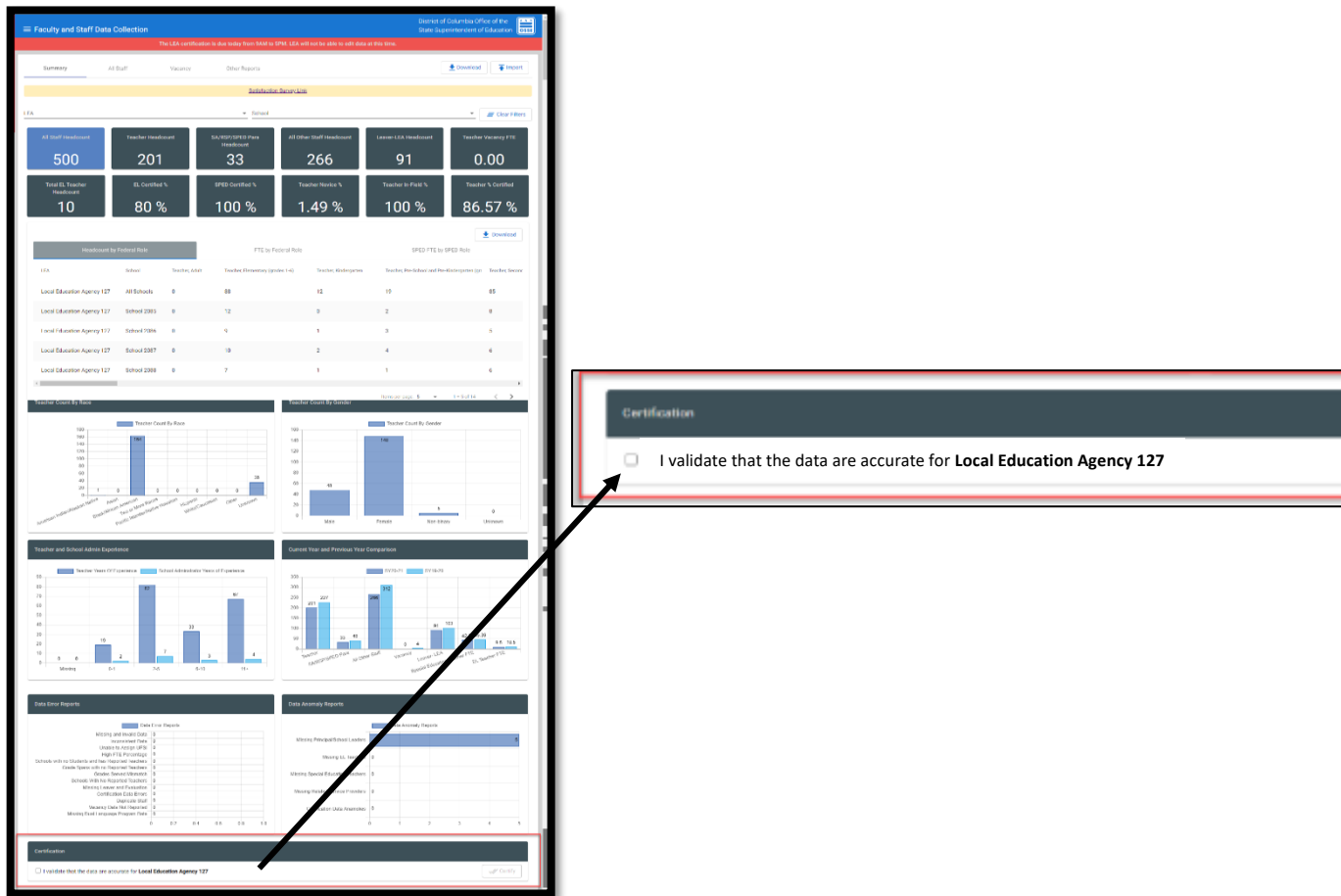


Figure 5: Certification Checkbox Unchecked

Step 6: Certify Data Submission

For Heads of School: To certify, **check the box** indicating that the LEA has reviewed the data on the Summary Page and validated that the data are accurate. Once the box is checked, a certification button will be enabled on the right side of the screen. Click **the button to certify the data**.

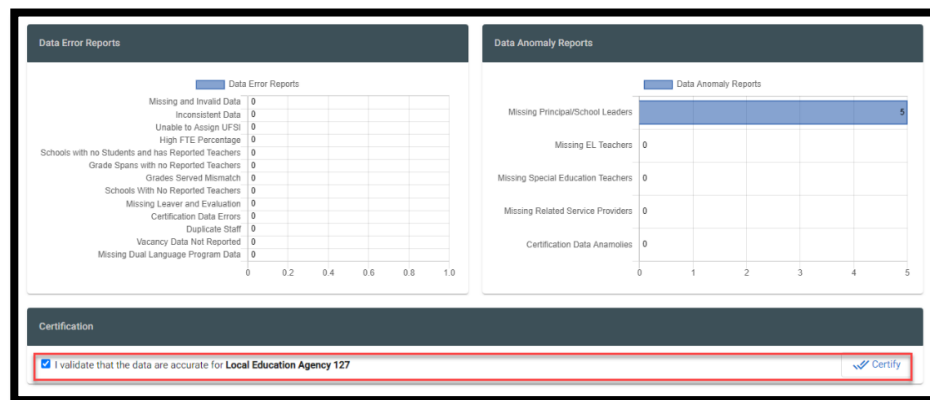


Figure 6: Certification Checkbox Checked

Step 7: Confirm Certification Has Processed

Scroll to the top of the **Summary Page**; the red banner should now say Certified. No further steps are needed.

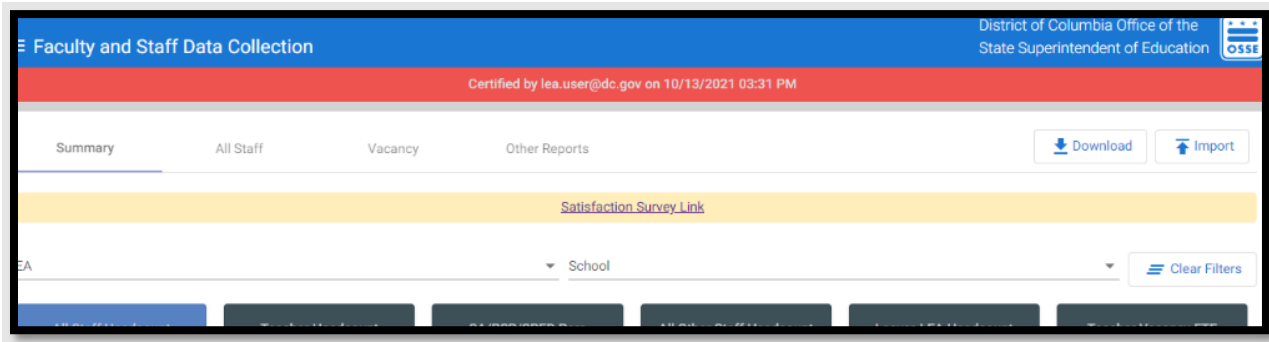


Figure 7: Certification Day Banner - After Certification

Frequently Asked Questions (FAQs)

What should an LEA do if the Head of School is unavailable on Certification Day due to work or personal emergencies?

OSSE recommends LEAs have at least two people designated as the Head of School in the All-Staff Collection in IDS (Integrated Data Submission) to ensure someone is available to certify data on Certification Day.

What should an LEA do if the Head of School identifies inaccuracies in the data submitted and thus cannot certify the data are correct?

OSSE has an appeals window for data edits that will last from Friday, Nov. 6, to Monday, Nov. 16, 2026. LEAs must write a letter to Superintendent Mitchell requesting an appeal and outlining why data errors went unresolved before Certification Day. The LEA should email the letter to osse.superintendent@dc.gov and copy Celina Ketelsen, Interim Assistant Superintendent of Teaching and Learning at (Celina.Ketelsen@dc.gov), and fsdatacollection@dc.gov. Please note that OSSE does not automatically approve appeals.

What should an LEA do if the application does not allow the Head of School to certify the submission due to unresolved data errors?

See the above answer regarding the appeals process.