

## Certifying the Local Educational Agency (LEA) Faculty and Staff Data Collection

### **Step 1: Confirm Account Access and Role**

In order to certify the LEA 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** role in **eSchoolPLUS**.

### **Step 2: Access the Faculty and Staff Application**

Log in to the Faculty and Staff Application at: [data.osse.dc.gov/faculty-and-staff/](https://data.osse.dc.gov/faculty-and-staff/)

- Log in using **SLED credentials**.
- Click the **Login** button.

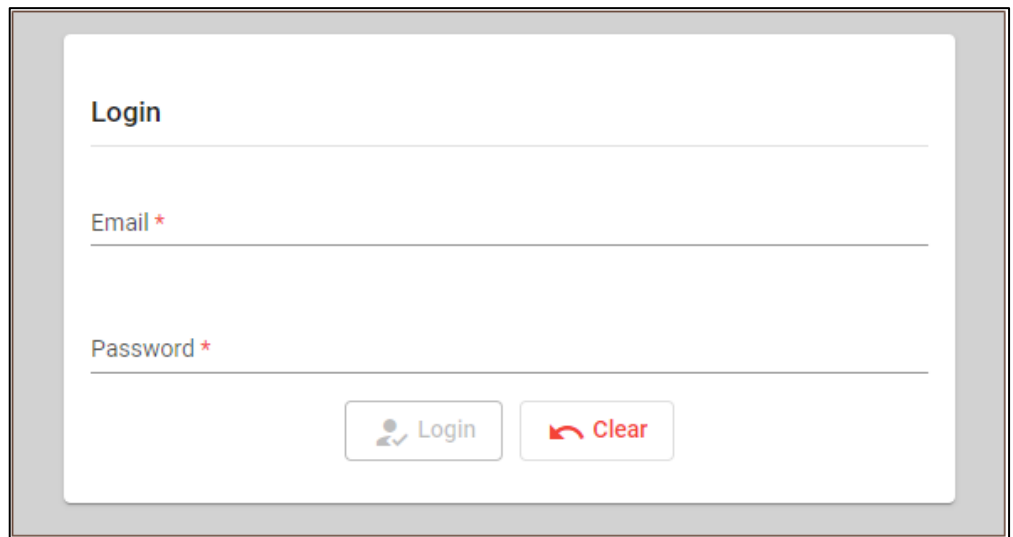


Figure 1: Login Page

- **Agree** to the consent form.

**Step 3:** The application displays both the *Faculty and Staff Data Collection* and *Educator Talent and Equity Dashboard* Modules. Click **Proceed** on the Faculty and Staff Data Collection Module.

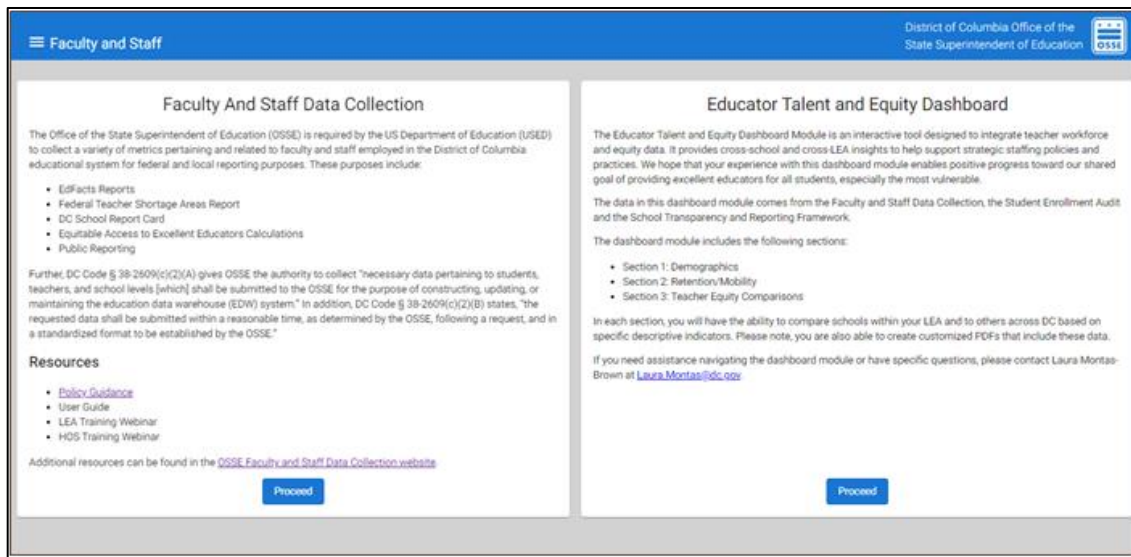


Figure 2: Module Display

**Step 4:** The application will display the **Summary Page** which includes key performance indicators (KPIs), tables and bar charts. LEAs should review the summary page before the certification date and **ensures the KPIs, tables, and bar charts reflect the 2021-22 school year roster as of Oct. 5, 2021**. At 9 a.m. on certification day a red banner will appear on the Summary Page, signaling that it is certification day and at this point, the LEA will not be able to make any further updates to the data.

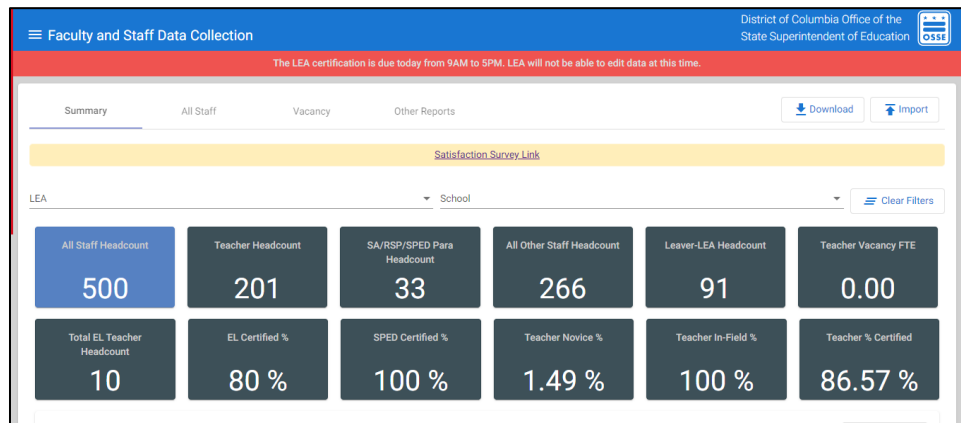


Figure 3: Summary Page

**Step 5:** Scroll to the bottom of the screen and review the **Data Errors** and **Data Anomaly** reports. For details on each data error and data anomaly, reference the [2021-22 Faculty and Staff Data Collection Errors and Anomalies](#) document. The document includes the full list of errors that will prevent the LEA from certifying on Certification day.



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



Figure 6: Certification Checkbox unchecked

**Step 6:** To certify, **check the box** which indicates that the LEA has reviewed the data on the Summary Page and validates the data are accurate.

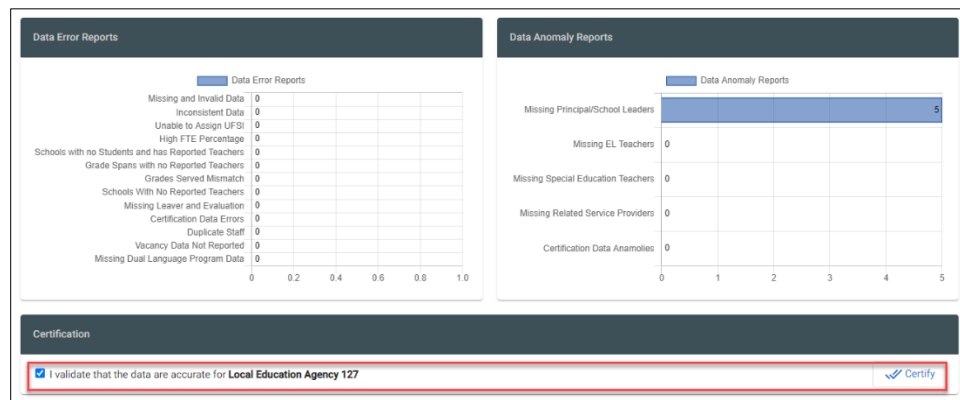


Figure 7: Certification Checkbox checked

**Step 7:** Once the box is checked, a certification button on the right side of the screen will be enabled. Check the button to certify the data.

The screenshot shows two side-by-side report sections: 'Data Error Reports' and 'Data Anomaly Reports'. Below these is a 'Certification' section with a checked checkbox and a 'Certify' button highlighted with a red box.

Category	Count
Missing and Invalid Data	0
Inconsistent Data	0
Unable to Assign UFSI	0
High FTE Percentage	0
Schools with no Students and has Reported Teachers	0
Grade Spans with no Reported Teachers	0
Grades Served Mismatch	0
Schools With No Reported Teachers	0
Missing Leaver and Evaluation	0
Certification Data Errors	0
Duplicate Staff	0
Vacancy Data Not Reported	0
Missing Dual Language Program Data	0

Category	Count
Missing Principal/School Leaders	5
Missing EL Teachers	0
Missing Special Education Teachers	0
Missing Related Service Providers	0
Certification Data Anomalies	0

☒ I validate that the data are accurate for Local Education Agency 127

[Certify](#)

Figure 8: Certification Button

**Step 8:** Scroll to the top of the **Summary Page**, the red banner now says **Certified**. No further steps are needed.

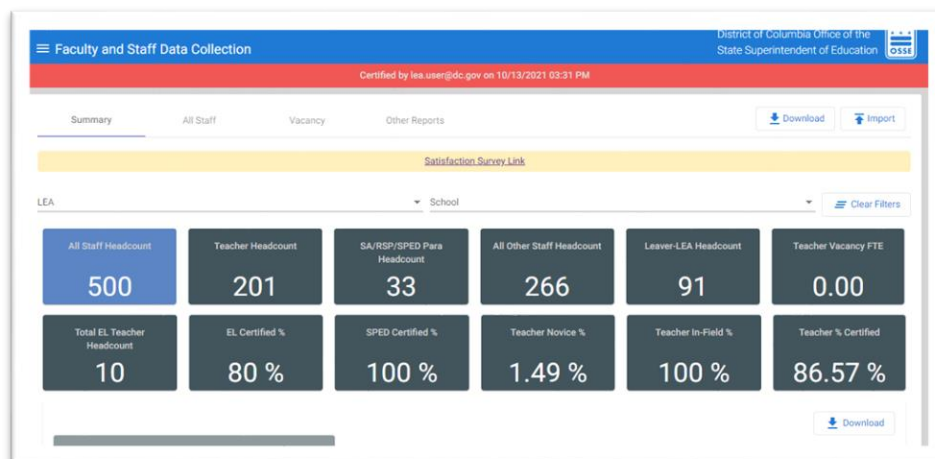


Figure 10: Certification day banner- after certification