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/](http://data.osse.dc.gov/faculty-and-staff/)
- Log in using **SLED credentials**.
- Click the **Login** button.

![Login Page](image)

*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.
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.

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.
A. If the LEA has unresolved errors, there will be a “yield” icon which indicates that there are unresolved errors and the LEA will not be able to certify. Note, this is why it is extremely important to resolve all errors before certification day.
B. If the LEA does not have unresolved data errors on certification day, a checkbox will appear.

![Figure 6: Certification Checkbox unchecked](image)

**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](image)
**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.

![Figure 8: Certification Button](image)

**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](image)