

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/

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

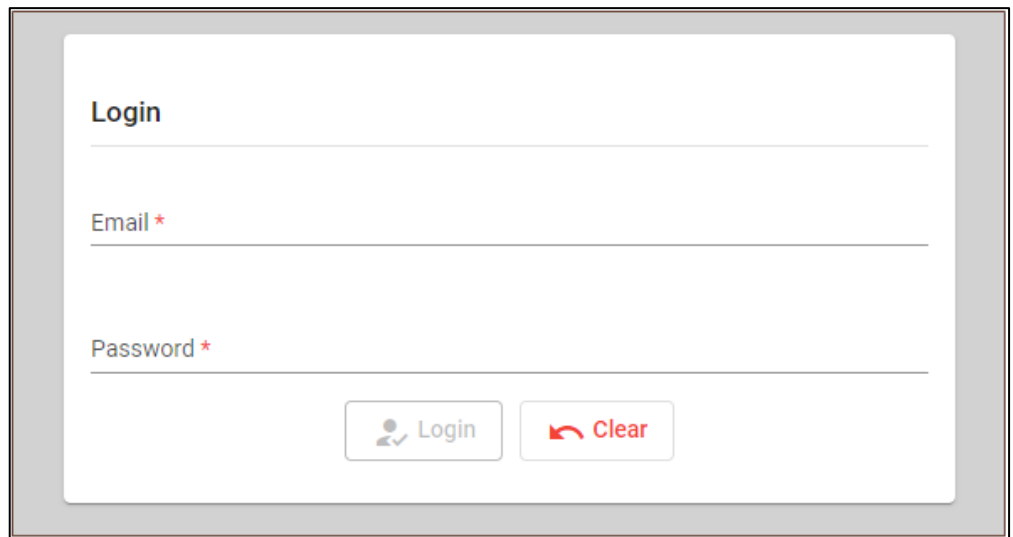
The image shows a login form with a white background and a grey border. At the top, the word "Login" is displayed in a bold, dark font. Below it are three input fields: the first is empty, the second is labeled "Email *" and the third is labeled "Password *". At the bottom of the form, there are two buttons: a "Login" button with a person icon and a "Clear" button with a red arrow icon.

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.

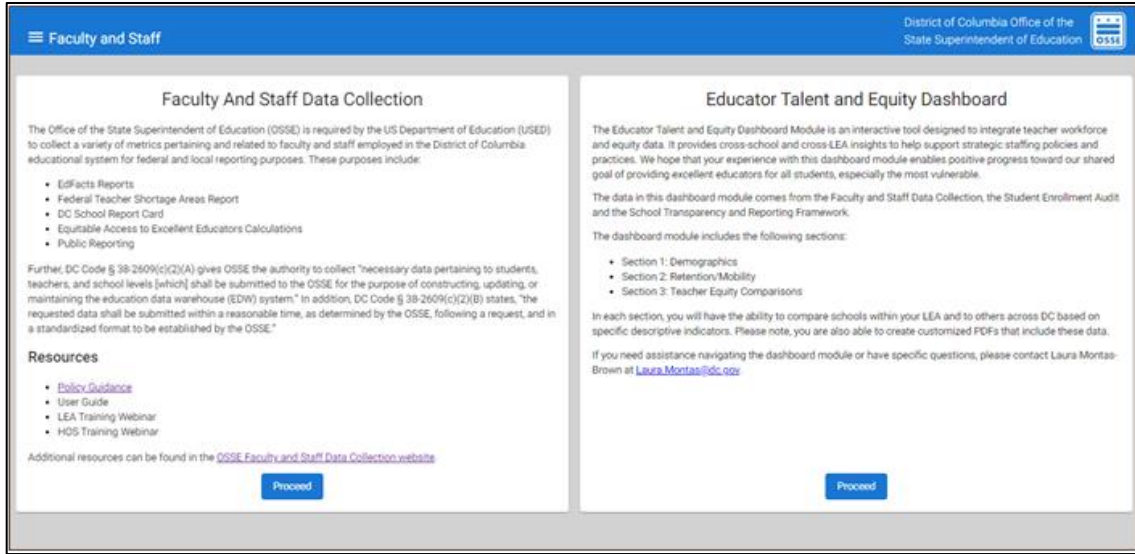


Figure 2: Module Display

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 **ensure the KPIs, tables and bar charts reflect the 2022-23 school year roster as of Oct. 5, 2022**. At **9 a.m. on Oct. 28**, 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.

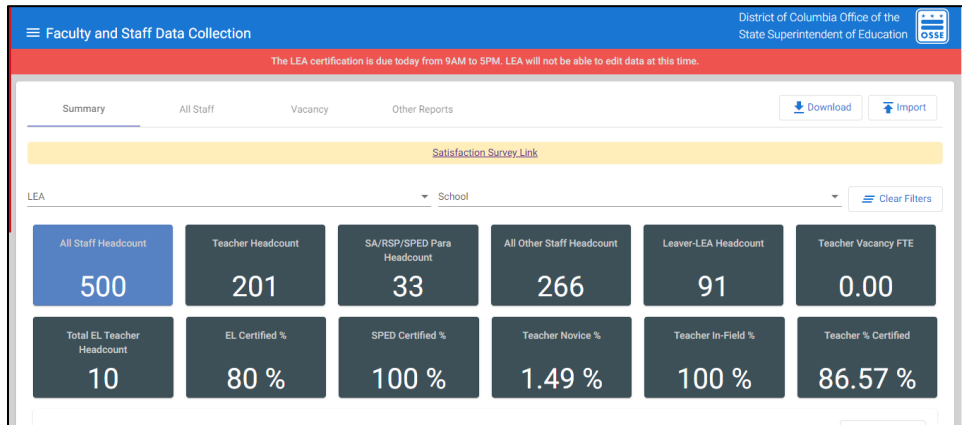


Figure 3: Summary Page

Step 5: Scroll to the bottom of the screen and review the **Data Error reports**. For details on each data error and data anomaly, reference the [2022-23 Faculty and Staff Data Collection Errors](#) document. The document includes the full list of errors that will prevent the LEA from certifying on certification day.

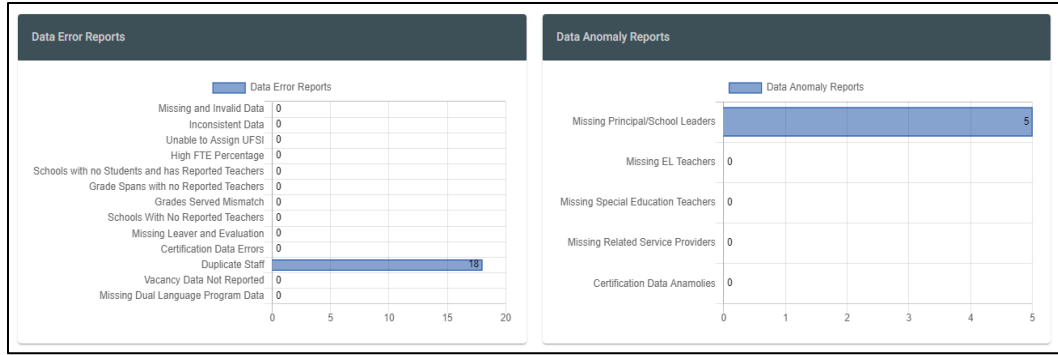


Figure 4: Data Errors and Data Anomalies

- 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.

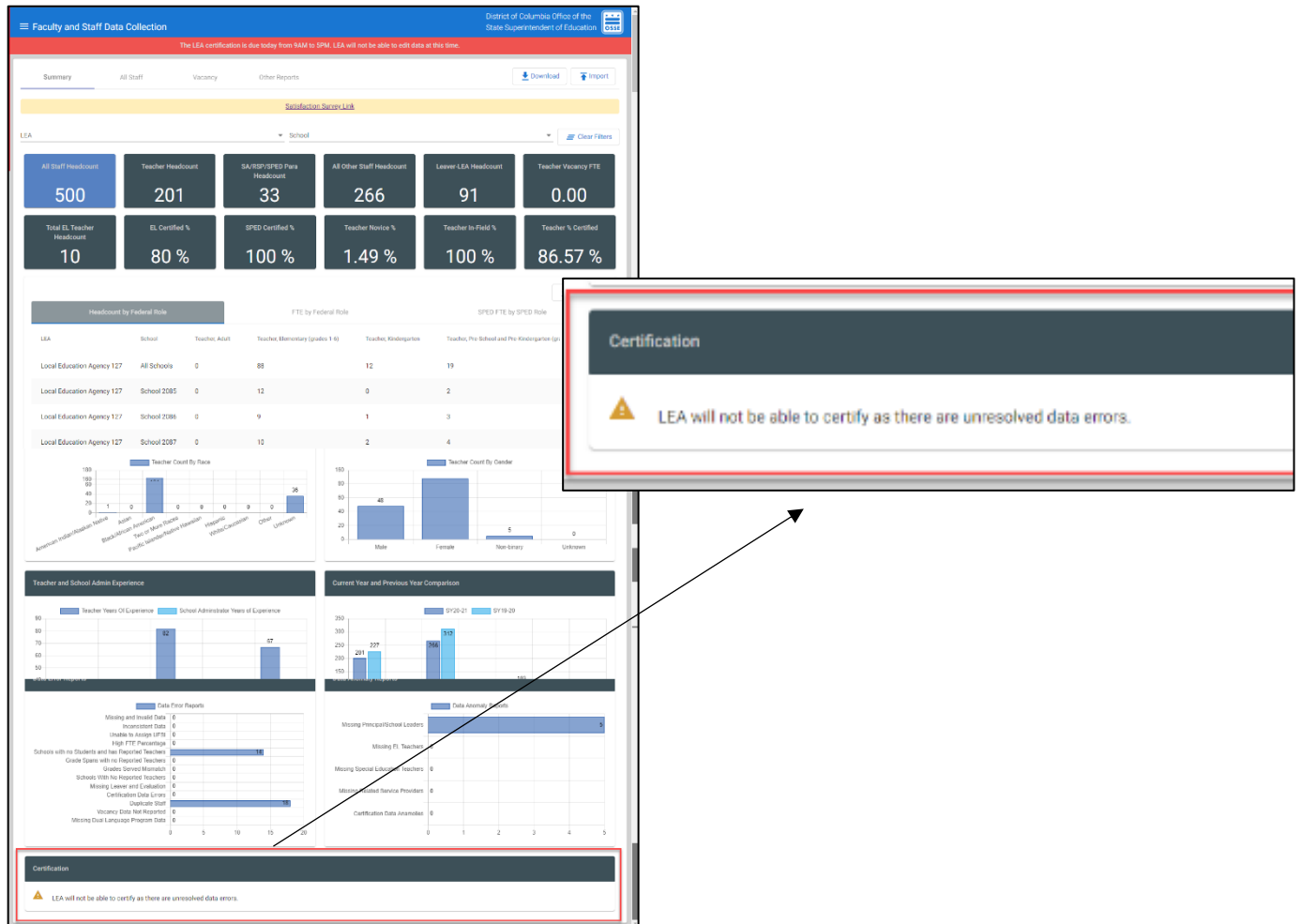


Figure 5: LEA Unable to certify

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

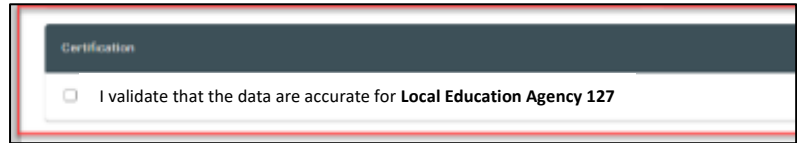


Figure 6: Certification Checkbox unchecked

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.

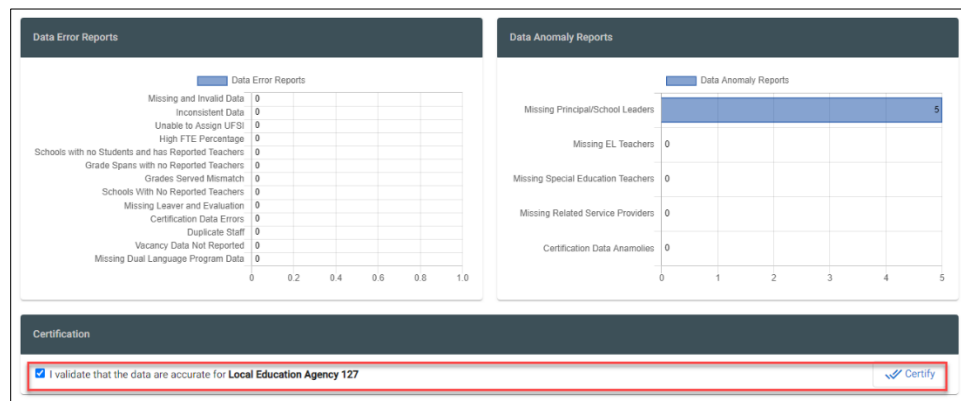


Figure 7: Certification Checkbox checked

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 data reports at the top: '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.

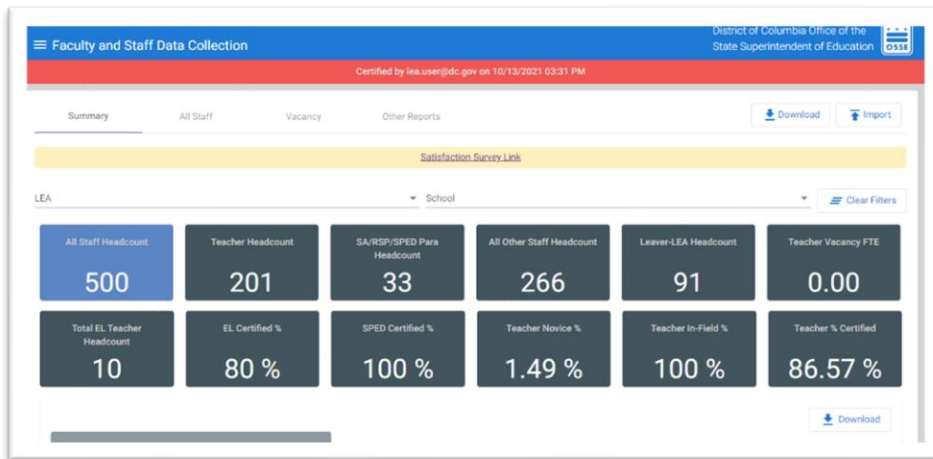


Figure 10: Certification day banner- after certification