

# Certifying the Office of the State Superintendent's (OSSE) 2023 Faculty and Staff Data Collection

## Step 1: Confirm Account Access and Role

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 the **All Staff Data Collection** in the [Integrated Data Submission \(IDS\) Tool](#).

## 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.
- **Agree** to the consent form.

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

The application displays both the *Faculty and Staff Data Collection* and *Educator Talent and Equity Dashboard* Modules.

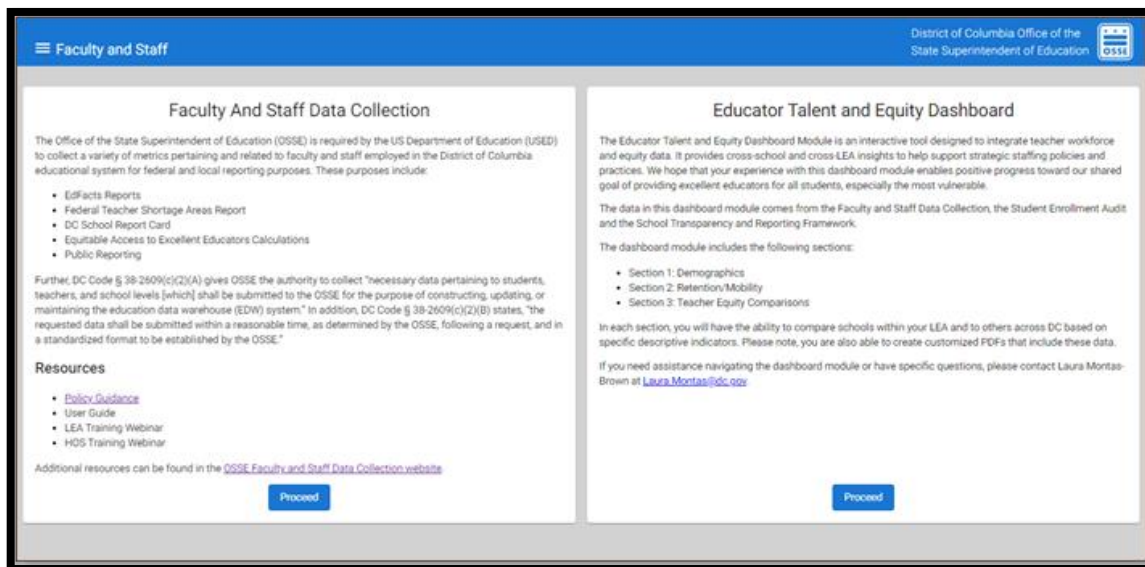


Figure 1: Module Display

#### 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 summary page before the certification date and **ensure the KPIs, tables, and bar charts reflect the 2023-24 school year roster as of Oct. 5, 2023**. At **9 a.m. on October 28<sup>th</sup>**, 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.

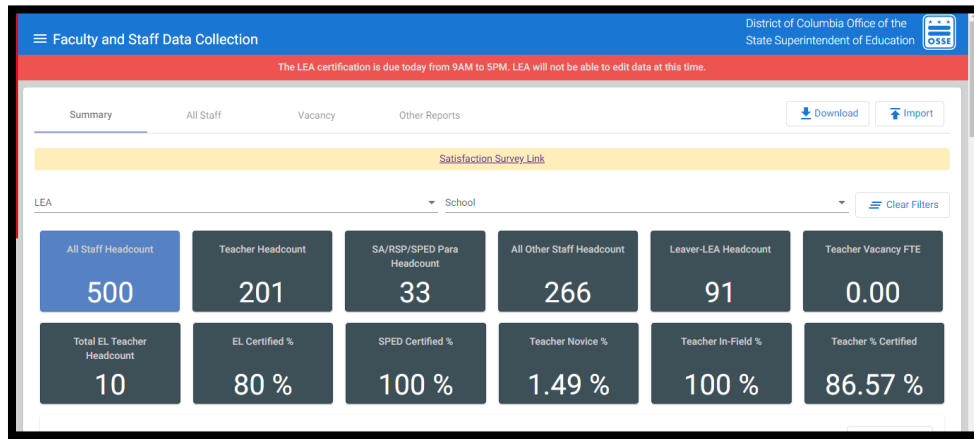


Figure 2: Summary Page

#### 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 [2023-24 Faculty and Staff Data Collection User Guide](#). The document includes the full list of errors that will prevent the LEA from certifying on Certification Day.

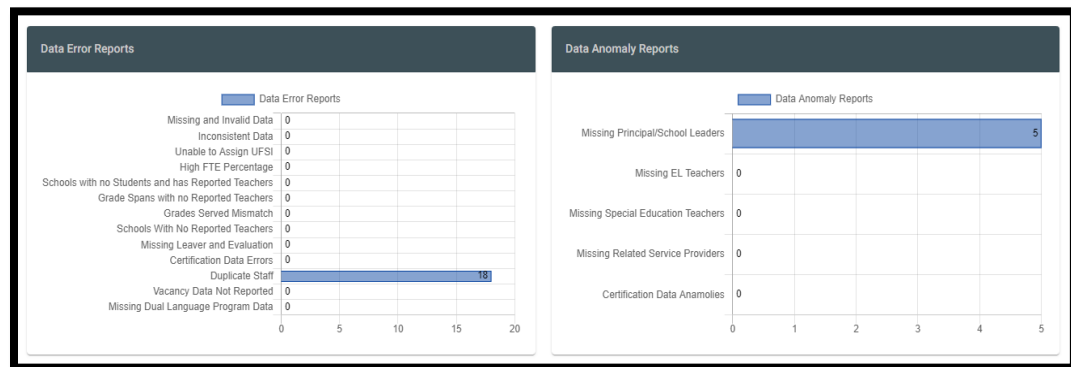


Figure 3: Data Errors and Data Anomalies

- A. If the **LEA has unresolved errors**, there will be a “yield” icon that 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.

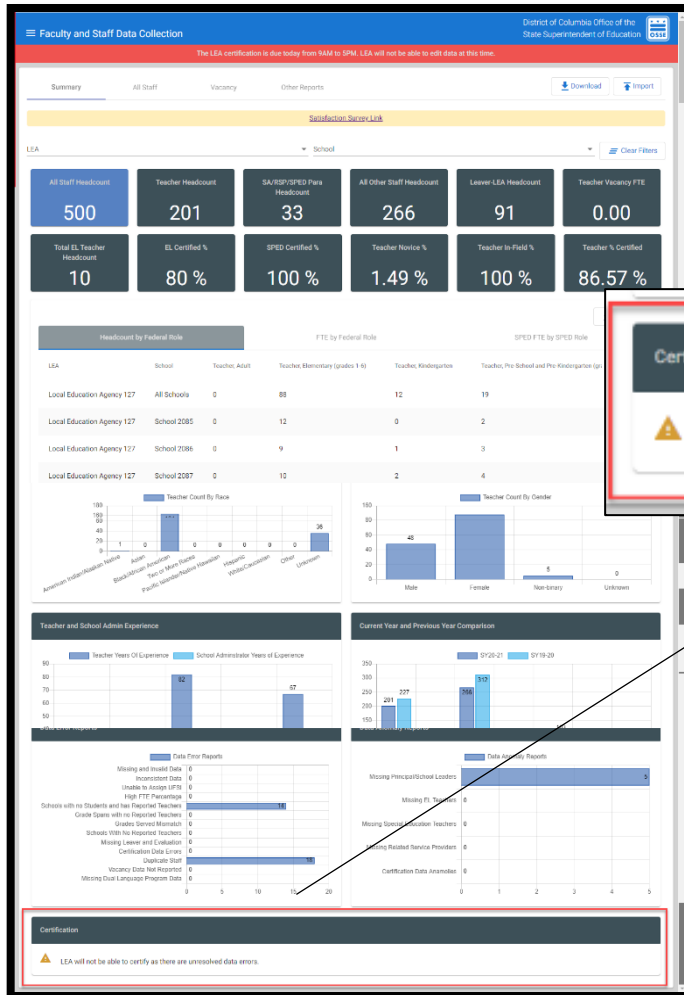


Figure 4: LEA Unable to certify

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

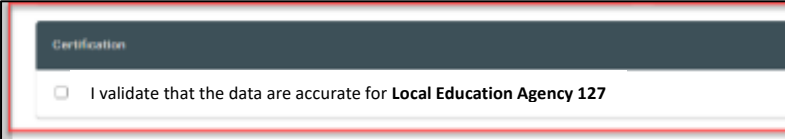
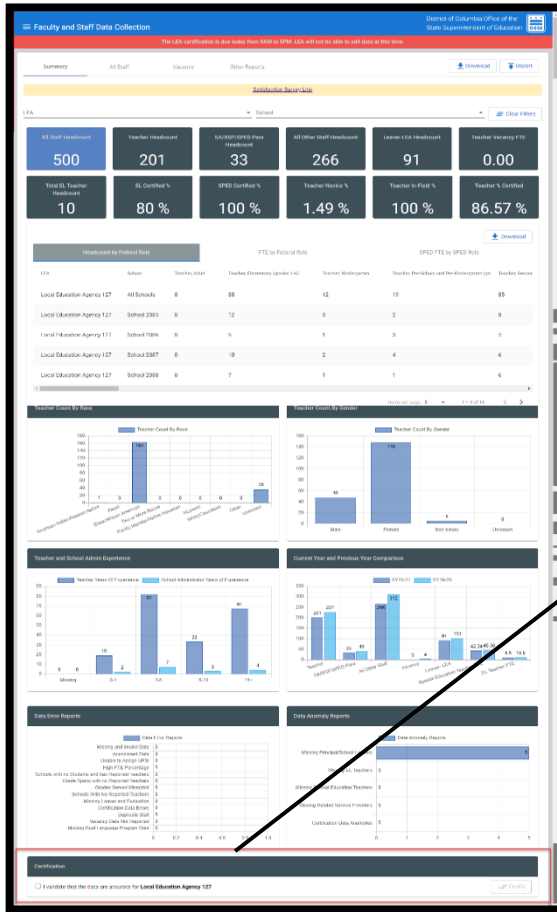


Figure 5: Certification Checkbox unchecked

### Step 6: Certify Data Submission

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

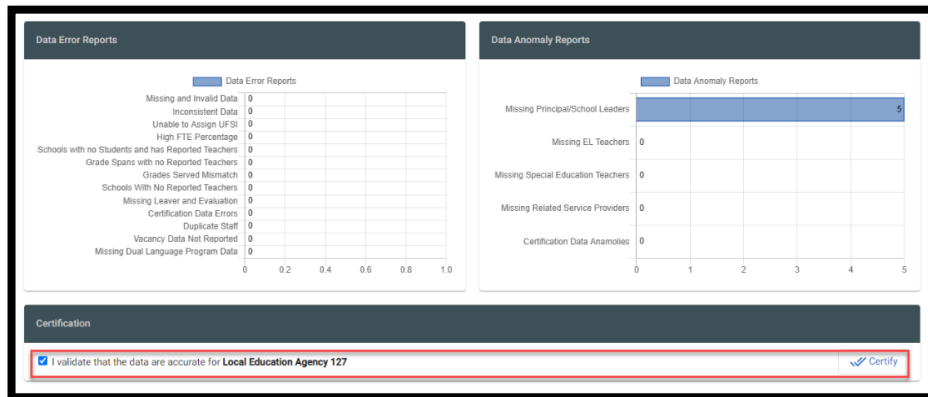


Figure 6: Certification Checkbox checked

## Step 8: Confirm Certification Has Processed

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

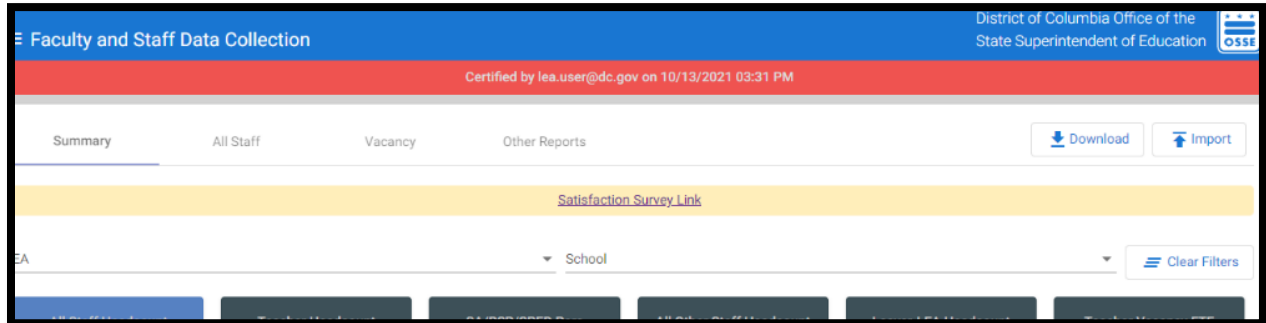


Figure 7: Certification day banner - after certification

## Frequently Asked Questions (FAQ's)

**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 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 Fri., Nov. 3 to Fri., Nov. 10, 2023. LEAs must write a letter addressed to Superintendent Grant requesting to appeal and outlining reasons why data errors went unresolved before Certification Day. The LEA should email the letter to [osse.superintendent@dc.gov](mailto:osse.superintendent@dc.gov) and copy Elizabeth Ross, Assistant Superintendent of Teaching and Learning ([Elizabeth.Ross@dc.gov](mailto:Elizabeth.Ross@dc.gov)).

**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.