OSSE's Private School Enrollment Application
Instructions and Frequently Asked Questions

Getting Started

- Each private school must have two points of contact registered to access the Private School Data Collection QuickBase Application, and one of these must be the Head of School. Access to the application is restricted to these points of contact.
    - You may choose who (other than the Head of School) can access the application from your school's page. To do so, please click the "Add School Admin" button and complete the information on the page that will come up. This will take a few days to process, as it triggers a manual process that OSSE must complete. (Please note that just editing the School Administrator information will not trigger the process to update access.)
- Your school contact information and enrollment data from the previous school year will be pre-populated the first time that you log in:
    - Confirm the school contact information is accurate and complete and make changes as needed.
    - Please pay special attention to ensure that the following fields are complete and accurate:
        - Contact information for the Head of School
        - First Day of the school year
        - Last Day of the school year
        - School site information:
            - Number of sites
            - Site address
            - Grades served at each site
            - If needed, date site was closed
- Private school enrollment data must be submitted to OSSE by Oct. 5. Changes in enrollment (new student enrollments or withdrawals) must be updated in the application by the 5th of each month.
    - You may update enrollment data at the start of the year by either uploading a completed spreadsheet template (if more than 25 student records are being added) or editing each student record separately. Instructions for both processes are below.
    - Once this initial submission is used to update the data for the school year, all schools must edit individual records only if there are changes throughout the rest of the year.

Initial Data Submission
Depending on the number of new student records to add, users have two options for submitting school year enrollment data: upload a spreadsheet or manual entry.

Option One: Upload a spreadsheet.
- This is available only for the first enrollment update of the year, and only if you will be adding more than 25 student records.
- You must ensure that the columns of your spreadsheet exactly match the required columns, or the application will not accept the upload and you will have to update records manually.
- Please make sure every row in each required column is completely filled. Please do not only fill the top row for information, such as the school name, but include the information in all rows.
- Please note the following:
    - Site Name: If you only have one site, please use your school's name again in this column.
    - Grade Level: The acceptable values are: UN (ungraded), P3, P4, KG, and grades 1-12.
    - Date of Birth (DOB): Please only use numeric values, and do not use the written names for months.
    - Enrollment date: This is the date that the student first attended the grade referenced. It is not the date that the student enrolled at your school.

<u>Steps for Uploading a Spreadsheet</u>
1) Locate and click on the "Upload Document" button located on your dashboard.
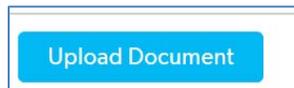
2) You will receive the below message as a reminder that once you upload your document, any previously uploaded information will be overwritten. Click "OK."
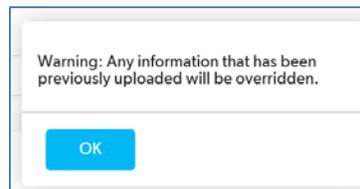
3) Select your school name from the dropdown menu. You will only have access to your school.
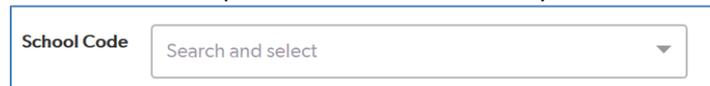
4) Click "Browse" to locate and attach your spreadsheet.

5) Click the "Save & Close" button to save your file.
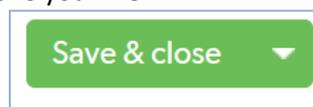
6) Confirm that the document page displays the uploaded document.
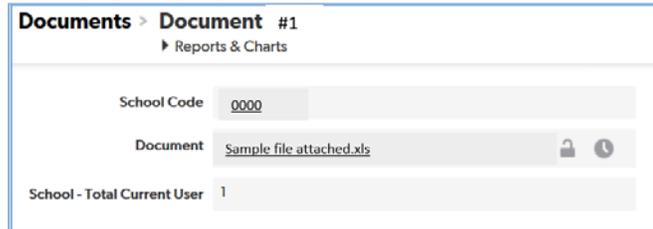
7) Click the "Home" icon to close the page and return to the dashboard.
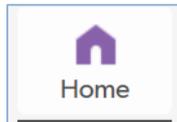
Option Two: Manual Entry.
All students who attended your school during the previous school year automatically populate in the system and users must review and confirm the accuracy of the pre-populated enrollment information. Student records are also automatically advanced to the next school year on July 1 of each year. For example, all students at your school that were in first grade will automatically be promoted to the second grade on July 1.

Please note that adding a student manually in the system is a two-step process. If a student record does not already exist, a new record must be created, and then enrollment status must be updated. Student records without an updated enrollment status will indicate that they are "incomplete" instead of "enrolled" or "exited".

1) From the dashboard, locate the Enrollment Status Report for the current school year and click on the school name which is a hyperlink to open the "Students" page to display all the students for your school.

Enrollment Status	Enrolled	Exited	Incomplete	Totals
Related Site (ref) - School Name	Number of Students	Number of Students	Number of Students	Number of Students
School Name	70	2	2	74

2) The "Students" page will open and display all the students for your school. Once you locate the student that you would like to update, scroll to the right and click the "Add Student Enrollment" link.

3) The student enrollment page will open. Updates can only be made to the Demographic Details and Enrollment Details sections.

4) Once you have completed all of your changes, click the "Save & Close" button at the top of your screen to save.

5) The "Enrollment" page will close, and you will return to the "Students" page where you can continue the review of the remaining students.

6) Once you have completed the review of all your students, click the "Home" icon to return to the dashboard.

Required Throughout the Year

After your data is initially updated by Oct. 5, you are required to update changes in enrollment by the 5th of each month through the end of the school year. This means that by the 5th of the month, you should log in to the application to update the student information for any student who has enrolled or left your school in the previous month. If you do not have any changes in enrollment for that month, no action is needed.

FREQUENTLY ASKED QUESTIONS

Question One: How do we submit enrollment data?
Enrollment data is submitted only through OSSE's Private School Data Collection application. Two staff members at each school will have access to the application, and one of those staff members must be the Head of School.

Question Two: When do we submit enrollment data?
Enrollment data is due annually on Oct. 5. Changes in enrollment (new enrollments and withdrawals) are due by the 5th of each month. If you do not have any changes in enrollment for that month, no action is needed.

Question Three: Do we only submit data for students who are of compulsory age?
Yes. In DC, compulsory age is defined as turning five years old by Sept. 30 of the current school year, up to 18 years old. If you enroll students who are younger than compulsory age, you may enter their data into the enrollment app and this data will be shared with DC Health for immunization compliance purposes.

Question Four: Do we only submit data for DC residents?
Reporting is required for all students enrolled at the school, regardless of their state of residency. If you enroll boarding students, you will use their parent's address if their parents live in the United States. For international students only, you will use the address of your school.

Question Five: Will OSSE share my enrollment data with DC Health?
Yes. If you would not like OSSE to share your enrollment data with DC Health for the purpose of immunization compliance, please let us know.

We have collaborated with DC Health to streamline the process for immunization reporting. With your consent, we are able to share the data that you report to us and eliminate the need for you to submit it to both agencies. If you choose to opt-out of this process, you will need to work separately with DC Health to maintain compliance with immunization requirements. Please note:
- You will continue to need to send your immunizations records separately to DC Health.
- If you enroll students who are younger than compulsory age, you may enter their data into the enrollment app and this data will be shared with DC Health.

Question Six: How do we update our school contact information?
It is the responsibility of each school to ensure that school contact information provided to OSSE is accurate and up-to-date.

1) Click the "Schools" icon on the menu to open the page.
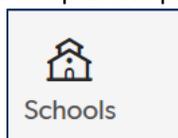
2) Click on the pencil by the school name to open the school record.
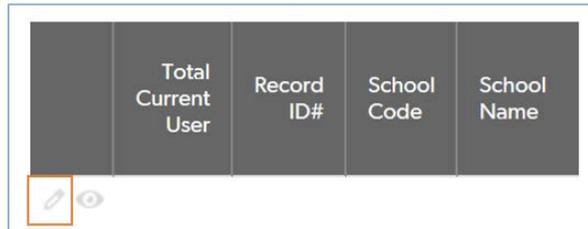
3) The first section of the page will display the contact information. Locate the contact field that you would like to update.

4) Once you have completed all of your changes, click the "Save & Close" button at the top of your screen to save.

5) The page will close and return the "Schools" page where you will be able to view your changes. Click the "Home" icon to return to the dashboard.

Home

Question Seven: How do we remove students who have left the school, or graduated, from our roster?

1) From the dashboard, use the Student Search field to locate the student record that you would like to update.

Search Student Demographics

Search by Name, State ID or DOB

2) Enter the student name and click the 🔍 icon the display your search results in a popup window. Below is an example of a search result when using the name of Mary.

Student Demographics contains 'mary': 3 Student Demographics

	Record ID#	Total Enrollment Records	Related Site (ref) - School Code2	Site Code	School Year	State ID	First Name	Last Name	Middle Name
✏👁	48997	1	6015	60028	2019-2020		mary	Test-Massie	

3) Locate the student that you would like to update and click on the pencil to open the student record.

4) The student demographic page will open. Scroll down to the "Student Enrollments" section. Click on the pencil to open the enrollment page.

Student enrollments

Add Student Enrollment

Student enrollments
Full Report | Email | More ▾ 1 Student Enrollment

	Record ID#	Related Student Demographic	Student Demographic - most recent enrollmnet record id	Student Demographic - Related Site (ref) - School Code2	Student Demographic - Related Site (ref) - School Name	Student Demographic - Site Name	Student Demographic - State ID	Enrollment Date
✏👁	34415	48997	34415	6015	Christian Family Montessori School	Christian Family Montessori School		08-31-2020

Updates can only be made to the Demographic Details and Enrollment Details sections.

Enrollment Details

Enrollment Date *

mm-dd-yyyy

Exit Date

mm-dd-yyyy

ⓘ Exit Code

Exit Code Description

5) Once you have completed all of your changes, click the "Save & Close" button at the top of your screen to save.

Save & close
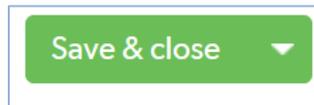
6) Once the changes are saved, the page will close and return to the student demographic page. Click the "Home" icon to return to the dashboard.

Home