



2010 Enrollment Audit Appeals Process

1. LEAs will be provided an opportunity to appeal findings reported in the 2010 DC School Enrollment Audit conducted by Thompson, Cobb, Bazilio & Associates (TCBA).
2. An appeal to the Office of the State Superintendent (OSSE) is limited in scope to issues that have been previously presented to TCBA during the course of the 2010 enrollment audit. No new issue, justification, or documentation may be submitted to OSSE on appeal.
3. The documentation to be submitted to OSSE in support of an appeal is limited to the same documentation presented to TCBA in either a school's resolution meeting with the auditors or in another session with the auditors.
4. An appeal submitted to OSSE should include a concise description of the issue on appeal; the time and place the issue was presented to TCBA auditors; and the LEA's reason for seeking revision of the reported data.
5. All appeals shall be submitted to OSSE using the 2010 Enrollment Audit Appeal Form, including appropriate supporting documentation.
6. Appeal Forms and supporting documentation shall be submitted to OSSE as follows:
Electronic submissions are preferred:
John Pallasch
2010 Audit Enrollment
Office of the State Superintendent of Education
john.pallasch@dc.gov.

Hard copies may be submitted via fax:
John Pallasch
2010 Audit Enrollment
Office of the State Superintendent of Education,
Fax: (202) 741-0229
7. OSSE shall review each appeal and notify the LEA of its decision in writing seven business days after the date OSSE receives an appeal including all supporting documentation.
8. All appeals must be received by OSSE no later than January 12, 2011.

For questions, please contact:

John Pallasch
Office of the State Superintendent of Education (OSSE)
810 1st St NE, 9th floor
Washington, DC 20002
Phone: (202) 538-2180
Email: john.pallasch@dc.gov

OSSE Date of Receipt:
[to be completed by OSSE]

2010 Enrollment Audit Appeals Form

Name of Local Education Agency (LEA):

School within LEA if applicable:

LEA Contact:

Phone:

Fax:

Email:

Issue on Appeal

In a short paragraph, state the reason for your appeal; e.g., “*We believe the auditors did not accept a valid IEP.*” Please describe with specificity the basis for your appeal, including how many students are affected, and your concern relating to the funding your school may or may not receive as a result.

Support for Appeal

Please provide specific details to explain the error that you believe has been made with regard to each student, the documentation that you presented to the auditors to justify your position, when you submitted each piece of documentation to the auditors (e.g., at resolution meeting, in initial binders, etc.), and how the documentation supports your appeal.

List of all supporting documentation included with appeal