



District of Columbia Office of the State Superintendent of Education Annual Enrollment Audit Appeals Guide, School Year 2016-2017

All LEAs and CBOs are provided an opportunity to appeal findings reported in the DC Annual Enrollment Audit.

Appeals Process: There are two rounds of appeals: desktop appeals and in-person appeals.

- A desktop appeal is necessary before moving to an in-person appeal.
- All appeals require the LEAs or CBOs to submit an appeals package to OSSE for review.

Dec. 15, 2016 is the deadline to submit desktop appeals. Appeals forms and packages must be submitted via OSSE's SY 2016-17 Enrollment Audit QB Application. OSSE encourages LEAs and CBOs to submit the complete appeals packages as early as possible to avoid delays.

Appeals Timeline

DATE	ACTIVITY/DELIVERABLE
Monday, Dec. 12, 2016	Pre-appeals enrollment audit data (including at-risk numbers) released to LEAs via SLED
Monday, Dec. 19, 2016	Enrollment audit desktop appeals submitted to OSSE (via school year 2016-17 Enrollment Audit QB Application)
Friday, Dec. 16, 2016 - Thursday, Dec. 22, 2016	Desktop appeals
Tuesday, Jan. 10, 2017 at 5 p.m.	In-person appeals request due to OSSE
Thursday, Jan. 12 - Tuesday, Jan. 17, 2017	In-person appeals

Key Dates and Deliverables

1. **Enrollment Audit Appeals Deadline:** All appeals packages and documentation must be submitted by **Monday, Dec. 19, 2016**.
 - Appeals forms and packages must be submitted via bulk upload option in the 2016-17 school year Enrollment Audit QB Application.
 - Once the appeal has been submitted, please send OSSE an email to Terasita.Edwards@dc.gov and list each different type of appeal submitted for the LEA/CBO.
 - **Note this is the last opportunity to request changes to the general enrollment, residency, grade-level, at-risk, SPED Level and ELL enrollment data.**
2. **Enrollment Audit Appeals Determinations:** OSSE and the auditing firm will review appeals packages in the order received and approve or deny appeals based on submitted documentation. If an in-person appeal is required, OSSE will notify the Head of LEA/CBO and the enrollment audit POC to arrange the date and time of the in-person appeal.

Appeals Packages

The appeals package must include:

- a **roster listing all students being appealed (in Excel format, not as a pdf)**;
- the **supporting documentation** for each appeal.

Once the appeal has been submitted in the QuickBase tool, please email osse.enrollmentaudit@dc.gov and list each type of appeal submitted. Note: To reduce file sizes for easier uploading, LEAs can split the appeals packages into more than one bulk upload.

Types of Appeals

The following are the types of appeals:

- Absent Student Documentation
- Limited English Proficient
- Remove Student from Roster (Extra Student) Appeal
- Add Student to Roster (Missing Student)
- Residency Status
- Student Demographics (e.g. misspelled name, gender, race, ethnicity, DOB, grade level)
- Special Education Status and/or Level
- At-Risk

Acceptable Documentation for Common Types of Appeals

LEAs are encouraged to provide any documentation that may support the appeals case, including but not limited to:

- **OSSE Support Tool (OST) tickets** submitted prior to Oct. 7, 2016 addressing the issue
- **Documentation** provided to the auditors for the affected students during resolution meetings
- **Pertinent email exchanges** between LEA or CBO and OSSE/Auditors regarding the issue and affected student

Please note that submitting this documentation does not guarantee that the appeal will be approved. All data corrections requested must first be present in SLED before the appeal can be approved. For example, in order to appeal to change a student's grade from seventh to sixth, the student should appear in sixth grade on the current roster in SLED (or on the roster of the student's last day of enrollment).

Preparing for a Successful Appeal

The following section provides guidance to help prepare appeals packages.

Absent Student Documentation Appeal

- A copy of an acceptable document from the Absent Student Hierarchy on pages 23 and 24 in the 2016-17 Enrollment Audit Handbook.

Limited English Proficient (LEP) Appeal

- The appropriate LEP Identification documentation per the LEP Sample Audit section in the school year 2016-17 Enrollment Audit Handbook.

Appeal to Remove Student(s) from Roster

- No documentation needs to be submitted.
- SLED must reflect a valid withdrawal for the student with the exit date of Oct. 5, 2016 or earlier.

Appeal to Add Student to Roster (Missing Student)

- SLED must reflect a valid stage 5 enrollment for the student with an entry date of Oct. 5, 2016 or earlier.
- Submit the appropriate residency verification form(s) and supporting documentation received during the student's enrollment at the school.

Residency Appeal

- Appropriate residency verification form(s) and supporting documentation received during the student's enrollment at the school.

Student Grade Level/Demographic Data Appeal

- No documentation needs to be submitted. The data must be accurately reflected in SLED according to the corrected data element in the appeals roster.

Special Education Status and/or Level

- Printout from the SEDS system demonstrating that the student was actively receiving special education services.

At-Risk Appeal

Note: Appeals to request that a sibling also receive at-risk status will be reviewed on a case-by-case basis.

- **Homeless students:** McKinney-Vento (MKV) referral form, letter from shelter, The Community Partnership (TCP) data, or record from MKV QuickBase app
- **TANF/SNAP recipients:** DHS issued benefits notification, case worker print out
- **Students in foster care:** Letter or correspondence from CFSA
- **Overage high school students:** No documentation needs to be submitted. The student's grade level and date of birth must be accurately reflected in SLED.