



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF

# EDUCATION

## Unified Data Errors

### Purpose

The Office of the State Superintendent of Education (OSSE) is committed to quality data and accuracy in federal and state reporting. In an effort to report consistent and timely data to stakeholders, OSSE has consolidated all demographic, enrollment, attendance and special education data errors and anomalies to provide LEAs with a comprehensive error report in the Statewide Longitudinal Education Data System (SLED) and Qlik. Each error/anomaly has a suggested resolution path and information to indicate whether it will affect the Enrollment Audit and/or Child Count data collection process.

### Error Types

How OSSE defines the terms “error” and “anomaly” can be found in the “Definitions” section below. The following errors and anomalies are discussed in this document in the following order:

1. Special Education Errors
2. Special Education Anomalies
3. Attendance Errors
4. Enrollment Errors
5. Enrollment Anomalies
6. Transportation Errors

OSSE developed this guidance document to assist local education agencies (LEAs) in the District of Columbia, the District of Columbia Public Charter School Board (PCSB), and OSSE personnel in using the Data Error Report in SLED. This will be specifically useful for individuals responsible for inputting and validating student enrollment, demographic, and/or special education data in SLED, the LEA Membership Tracker, and the Special Education Data System (SEDS). LEAs should be aware that these definitions apply to all data platforms housed under OSSE. Appropriate use of these definitions will help ensure student records reflect consistency in enrollment, demographics, and retention across OSSE and LEA data systems.

### Definitions

**Error:** Data entry input by the LEA is deemed incorrect or invalid.

- Data entry that is deemed incorrect or invalid based on one or more of the following premises:
  - Data entry does not align with data format standard defined by OSSE;
  - Data entry does not align with the historical authoritative data OSSE has established in the category within LEAP; or

- Data entry is not a permitted value.

**Anomaly:** Data entry that deviates from what is standard, normal, or expected.

- Data entry is possibly incorrect and may require LEA action to assure the entry is correct.

**Child Count Exclusion:** This is an indication that the error will lead to the student’s record being excluded entirely from the Child Count roster.

**Enrollment Audit Exclusion:** This is an indication that the error will lead to the student’s record being excluded entirely from the Enrollment Audit roster.

## Implications

### **Error:**

- Data must be remedied before the student’s entry on the Child Count and/or Enrollment Audit roster.
- Failure to remedy errors has potential funding implications if not addressed.
- Failure to remedy errors may affect accurate and timely downstream data submissions, including attendance data.

### **Anomaly:**

- May not require LEA action.
- Does not have funding implications.

## Required Actions

### **Error:**

- The action steps in the “suggested resolution” path must be completed for the error to be removed from the report.
- Full resolution of the error will remedy potential funding issues if the resolution is completed in a timely fashion.

### **Anomaly:**

- Anomalies can be removed by completing the “suggested resolution” path.
- Because anomalies may represent accurate information, full resolution of anomalies is not required, however, completion of the resolution path is required to remove anomalies from the error report.

## Description of Error Codes and Guidance for Resolution

The guidance below provides LEAs with information about how to resolve each specific data error or anomaly. The “time estimate” refers to how long it will take to resolve the error.

### Special Education (SPED) Errors

**Error:** **Age younger than 3**  
**Error code:** **E100**  
**Description:** The student is under the age of 3 as of the Enrollment Audit date and will be excluded from the final Child Count roster.  
**Suggested Resolution:** The LEA should verify and update the student's age in the LEA Student Information System (SIS).  
**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** No

**Error:** **Age 22 or older**  
**Error code:** **E101**  
**Description:** The student is age 22 or older as of the Enrollment Audit date and will be excluded from the final Child Count roster.  
**Suggested Resolution:** The LEA should verify and update the student's age in the LEA SIS.  
**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** No

**Error:** **Developmental Delay**  
**Error code:** **E102**  
**Description:** The student has the disability of “developmental delay” and the student is age 8 or older. In accordance with DCMR, developmental delay is only appropriate for students age 7 and younger.  
**Suggested Resolution:** The LEA should conduct a re-evaluation to determine the appropriate eligibility category and finalize the student’s Individualized Education Program (IEP). If the student’s date of birth (DOB) is inaccurate, the LEA should correct it in the LEA SIS.  
**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** No

**Error:** **Educational Environment – Separate School**  
**Error code:** **E103**  
**Description:** The educational environment selected in the student’s IEP in SEDS indicates that the student is attending a separate school but the attending school is not known to be a separate school.  
**Suggested Resolution:** The LEA should review the student enrollment to ensure the attending school is accurate and/or update the educational environment in the student’s IEP. If corrections to the student’s IEP are necessary, the LEA should complete an IEP amendment to correct/update the required information.  
**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** No

**Error:** **Educational Environment – Residential Facility**  
**Error code:** **E104**  
**Description:** The educational environment selected in the student’s IEP in SEDS indicates that the student is attending a residential facility but the attending school is not known to be a residential facility.  
**Suggested Resolution:** The LEA should review the student’s enrollment to ensure the attending school is accurate and/or update the educational environment in the student’s IEP. If corrections to the student’s IEP are necessary, the LEA should complete an IEP amendment to correct/update the required information.  
**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** No

**Error:** **Educational Environment – Correctional Facility**  
**Error code:** **E105**  
**Description:** The educational environment selected in the student’s IEP in SEDS indicates that the student is attending a correctional facility but the attending school is not known to be a correctional facility.  
**Suggested Resolution:** The LEA should review the student’s enrollment to ensure the attending school is accurate and/or update the educational environment in the student’s IEP. If corrections to the student’s IEP are necessary, the LEA should complete an IEP amendment to correct/update the required information.  
**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** No

**Error:** **Educational Environment – Parentally Placed**

**Error code:** E106  
**Description:** The educational environment selected in the student’s IEP in SEDS indicates that the student is parentally placed in a private school but the attending school is not known to be a parentally placed private school.  
**Suggested Resolution:** The LEA should review the student’s enrollment to ensure the attending school is accurate and/or update the educational environment in the student’s IEP. If corrections to the student’s IEP are necessary, the LEA should complete an IEP amendment to correct/update the required information.  
**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** No

**Error:** Educational Environment – Attending School Correctional Facility  
**Error code:** E109  
**Description:** The attending school field indicates that the student is attending a school correctional facility but the Educational Environment indicated in the student’s IEP in SEDS does not match the attending school.  
**Suggested Resolution:** The LEA should review the student’s enrollment to ensure the attending school is accurate and/or update the educational environment in the student’s IEP. If corrections to the student’s IEP are necessary, the LEA should complete an IEP amendment to correct/update the required information.  
**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** No

**Error:** Educational Environment – Attending School Parentally Placed  
**Error code:** E108  
**Description:** The attending school field indicates that the student is parentally placed in a private school but the educational environment indicated in the student’s IEP in SEDS does not match the attending school.  
**Suggested Resolution:** The LEA should review the student’s enrollment and ensure the attending school is accurate and/or update the educational environment in the student’s IEP. If corrections to the student’s IEP are necessary, the LEA should complete an IEP amendment to correct/update the required information.  
**Time Estimate:** One day

**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** No

**Error:** **Educational Environment – Age**

**Error code:** **E107**

**Description:** The Educational Environment selected is not appropriate for the age of the student.

**Suggested Resolution:** The LEA should review the student’s date of birth (DOB) to ensure that the age is accurate. If the age is not accurate, then the LEA should enter the student’s DOB in the LEA SIS.

If the age displayed in the Enrollment Audit/Child Count data is accurate, then the LEA will need to select an age appropriate educational environment in SEDS by completing an IEP amendment. For more information on age-appropriate educational environments, the LEA should refer to the guidance document in SEDS.

**Time Estimate:** One day

**Child Count Exclusion:** Yes

**Enrollment Audit Exclusion:** No

**Error:** **Educational Environment Missing**

**Error code:** **E110**

**Description:** Student has a missing educational environment.

**Suggested Resolution:**

The LEA should review the student’s IEP. If corrections are necessary, the LEA should complete an IEP amendment to correct/update the required information.

**Time Estimate:** One day

**Child Count Exclusion:** Yes

**Enrollment Audit Exclusion:** No

**Error:** **Specialized Instruction & Related Services Missing**

**Error code:** **E111**

**Description:** The student has 0 hours per week of specialized instruction and related services.

**Suggested Resolution:** The LEA should review the current finalized IEP, and confirm the hours are accurately reflected. If any corrections need to be made, the LEA should complete and finalize an IEP amendment or hold an annual IEP meeting to review and update the student’s eligibility or service hours.

**Time Estimate:** One to 30 days

**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** No

**Error:** **Expired IEP & Eligibility**  
**Error code:** **E112**  
**Description:** The IEP and Eligibility are expired.  
**Suggested Resolution:** The LEA should conduct a re-evaluation to determine the student's eligibility. If the student is found to still be eligible for IDEA services, hold an IEP meeting to update services and service hours. Finalize the updated eligibility and IEP in SEDS.  
**Time Estimate:** One to 30 days  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** No

**Error:** **Disability Missing**  
**Error code:** **E113**  
**Description:** The student has a missing disability.  
**Suggested Resolution:** The LEA should update the student's Eligibility Determination to include a valid disability. For a disability category to update and be considered final in the Enrollment Audit or Child Count roster, the LEA should also update and finalize the student's IEP in SEDS.  
**Time Estimate:** One to 15 days  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** No

**Error:** **Active in SEDS but Not in SIS**  
**Error code:** **E114**  
**Description:** The student is active in SEDS but missing in the SIS.  
**Suggested Resolution:** The LEA should either 1) re-enter the student in the SIS with the appropriate entry code and same entry date as is reflected in SEDS, or 2) follow the process indicated in the Special Education Guidance section of the OSSE Entry and Exit Guidance to exit the student from SEDS.  
**Time Estimate:** One to five days  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** No

**Error:** **Active In SEDS but Withdrawn in SIS**  
**Error code:** **E115**  
**Description:** The student is active in SEDS but is withdrawn in the SIS.  
**Suggested Resolution:** The LEA should ensure that it used the appropriate exit code. The LEA should either 1) re-enter the student in the SIS with the

appropriate entry code and same entry date as is reflected in SEDS, or 2) follow the process indicated in the Special Education Guidance section of the OSSE Entry and Exit Guidance to properly exit the student from SEDS.

**Time Estimate:** One to five days  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** No

## Special Education (SPED) Anomalies

**Anomaly:** **Dedicated Aide Hours – No Hours**  
**Anomaly code:** **E116**  
**Description:** The IEP for the student indicates that the student has a dedicated aide but there are no dedicated aide hours indicated on the IEP (via the Dedicated Aide Justification Plan).  
**Suggested Resolution:** The LEA should review the IEP and make any necessary corrections by completing and finalizing a new IEP or an IEP amendment.  
**Time Estimate:** One day  
**Child Count Exclusion:** No  
**Enrollment Audit Exclusion:** No

**Anomaly:** **Dedicated Aide Hours – Unusually High**  
**Anomaly code:** **A117**  
**Description:** The hours for dedicated aide are unusually high based on the IEP (via the Dedicated Aide Justification Plan).  
**Suggested Resolution:** The LEA should review the IEP and make any necessary corrections by completing and finalizing an IEP amendment. If the hours are accurate, the LEA should provide a brief explanation describing the need for the hours in the OSSE Support Tool.  
**Time Estimate:** One day  
**Child Count Exclusion:** No  
**Enrollment Audit Exclusion:** No

**Anomaly:** **Inappropriate % of Services Outside General Education**  
**Anomaly code:** **A118**  
**Description:** The percentage of special education and related services received outside of the general education environment based on the most current finalized IEP is not appropriate for the educational environment selected. For more information on selecting

educational environments, the LEA should review the appropriate guidance document in SEDS.

**Suggested Resolution:** The LEA should review the most current IEP in SEDS and confirm that the hours are accurate and the appropriate educational environment is indicated. The LEA should complete and finalize an IEP amendment or update the annual IEP to make the appropriate corrections.

**Time Estimate:** One day

**Child Count Exclusion:** No

**Enrollment Audit Exclusion:** No

**Anomaly:** **Excessive Number of Service Hours**

**Anomaly code:** **A119**

**Description:** The student has more than 35 hours per week of specialized instruction and related services.

**Suggested Resolution:** The LEA should review the current finalized IEP and confirm the hours are accurately reflected. If any correction needs to be made, the LEA should complete and finalize an IEP amendment to update the service hours.

**Time Estimate:** One day

**Child Count Exclusion:** No

**Enrollment Audit Exclusion:** No

**Anomaly:** **Insufficient Number of Service Hours**

**Anomaly code:** **A110**

**Description:** The student has more than 0 but fewer than 0.5 hours per week of specialized instruction and related services.

**Suggested Resolution:** The LEA should review the current finalized IEP, and confirm the hours are accurately reflected. If any correction needs to be made, the LEA should complete and finalize an IEP amendment to update the service hours.

**Time Estimate:** One day

**Child Count Exclusion:** No

**Enrollment Audit Exclusion:** No

**Anomaly:** **Expired IEP & Active Eligibility**

**Anomaly code:** **A111**

**Description:** The IEP has expired but the eligibility is active.

**Suggested Resolution:** The LEA should hold an IEP meeting and update and finalize the IEP in SEDS.

**Time Estimate:** 30 days

**Child Count Exclusion:** No  
**Enrollment Audit Exclusion:** No

## Attendance Errors

**Error:** **Invalid Attendance Code**  
**Error code:** **E200**  
**Description:** This error identifies all attendance records with attendance codes that are not recognized by OSSE as valid attendance codes.  
**Suggested Resolution:** The LEA should review the LEA data mapping template to ensure that the “unknown attendance code” is included in the template. If the code is not included or is mapped incorrectly, the LEA should update the attendance mapping card in the LEA Data Mapping Application.  
**Time Estimate:** One day  
**Child Count Exclusion:** N/A  
**Enrollment Audit Exclusion:** N/A

**Error:** **Missing Attendance Code**  
**Error code:** **E201**  
**Description:** This error identifies all attendance records with missing attendance codes.  
**Suggested Resolution:** The LEA should review the student’s attendance data in the LEA SIS to enter the appropriate attendance data for the student.  
**Time Estimate:** One day  
**Child Count Exclusion:** N/A  
**Enrollment Audit Exclusion:** N/A

**Error:** **Future Attendance Dates**  
**Error code:** **E202**  
**Description:** This error identifies all records with attendance dates marked “Present” that are greater than the current date.  
**Suggested Resolution:** The LEA should review the student’s attendance data in the LEA SIS to remove the future attendance code.  
**Time Estimate:** One day  
**Child Count Exclusion:** N/A  
**Enrollment Audit Exclusion:** N/A

**Error:** **Attendance on an Unenrolled Day**  
**Error code:** **E204**

**Description:** This error identifies students with attendance data for the days the student was in an unenrolled status.

**Suggested Resolution:** The LEA should review the student’s attendance data to ensure that the student is properly enrolled in the LEA. If the student was not enrolled on the day in question, then the LEA should remove the attendance data from the student’s record in the LEA SIS.

**Time Estimate:** One day

**Child Count Exclusion:** N/A

**Enrollment Audit Exclusion:** N/A

**Error:** **Attendance on Non-Instructional Days**

**Error code:** **E205**

**Description:** This error flags any attendance data submitted for a non-instructional day.

**Suggested Resolution:** The LEA should review its calendar in eSchoolPLUS to ensure that the calendar is accurate and updated accordingly. If the calendar does not need updating, then the student’s attendance data in the LEA SIS should be removed.

**Time Estimate:** One day

**Child Count Exclusion:** N/A

**Enrollment Audit Exclusion:** N/A

**Error:** **Stage 5 Enrollment with No Attendance**

**Error code:** **E206**

**Description:** This error identifies all students who have a Stage 5 enrollment but whose attendance data indicate that they have never attended school.

**Suggested Resolution:** The LEA should review the student’s enrollment in the LEA SIS to ensure that the student is Stage 5 enrolled, which indicates that the student is physically attending and receiving educational services. If the student is not a “true” Stage 5 enrollment, then the LEA should update the student’s enrollment accordingly. If the student is physically attending the LEA, then the student’s attendance data should be entered in the SIS.

**Time Estimate:** One day

**Child Count Exclusion:** N/A

**Enrollment Audit Exclusion:** N/A

**Error:** **Multiple Attendance Codes on Same Day**

**Error code:** **E207**

**Description:** This error provides information of students with more than one type of attendance status code for a single attendance date.

**Suggested Resolution:** The LEA should provide a single daily attendance code for the student and update the LEA SIS.  
**Time Estimate:** One day  
**Child Count Exclusion:** N/A  
**Enrollment Audit Exclusion:** N/A

## Enrollment Errors

**Error:** **Age Younger than 2**  
**Error code:** **E300**  
**Description:** The student is under the age of 2 as of the Enrollment Audit date and will be excluded from the final Enrollment Audit roster.  
**Suggested Resolution:** The LEA should verify and update the student's age in the LEA SIS.  
**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** Yes

**Error:** **Invalid Entry: Stage 5 Enrollment Date Before First Day of School**  
**Error code:** **E302**  
**Description:** The student has a Stage 5 entry date before the LEA's first day of school, which is defined by the first day field for an LEA-level calendar in the eSchoolPLUS calendar.  
**Suggested Resolution:** If the first day of school has not occurred, the LEA should change the student's Stage 5 enrollment to a Stage 4 enrollment in the LEA SIS.  
If the student's enrollment stage is correct, then the LEA should update the first day of school in the eSchoolPLUS calendar.  
If the first day of school is entered correctly and the first day of school has passed, the LEA should update the student's Stage 5 enrollment date to a date that is on or later than the first day of school.  
**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** Yes

**Error:** **Invalid Entry: Stage 5 Enrollment Date After Last Day of School**  
**Error code:** **E303**  
**Description:** The student has a Stage 5 entry date after the LEA's last day of school, which is defined by the Last Day field for an LEA-level calendar in the eSchoolPLUS calendar.

**Suggested Resolution:** If the last day of school is identified correctly in the eSchoolPLUS calendar, then the LEA should change the student's Stage 5 enrollment date to a valid date in the LEA SIS.  
If the student's enrollment stage is correct, then the LEA should update the last day of school in the eSchoolPLUS calendar.

**Time Estimate:** One day  
**Child Count Exclusion:** N/A  
**Enrollment Audit Exclusion:** N/A

**Anomaly:** **Invalid Exit: Adult Exit Code**  
**Error code:** **E304**  
**Description:** The student has a Stage 5 exit code only permitted for an adult student exiting an adult LEA or school.

**Suggested Resolution:** The LEA should update the student's exit code to match that of pre-K 3-12 LEA entry code.

**Time Estimate:** One day  
**Child Count Exclusion:** N/A  
**Enrollment Audit Exclusion:** N/A

**Error:** **Invalid Exit: Inapplicable Exit Code**  
**Error code:** **E305**  
**Description:** The student has a Stage 5 exit code that is inappropriate for the student grade level or age (e.g., exit code 1960).

**Suggested Resolution:** The LEA should update the exit code to one that applies to the correct grade and age level.

**Time Estimate:** One day  
**Child Count Exclusion:** N/A  
**Enrollment Audit Exclusion:** N/A

**Error:** **Invalid Entry: Missing Entry Code**  
**Error code:** **E306**  
**Description:** No Stage 4 or 5 entry code has been input for a student's enrollment.

**Suggested Resolution:** The LEA should verify and enter the appropriate Stage 4 or 5 entry code for the student.

**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** Yes

**Error:** **Invalid Entry: Future Stage 5 Enrollment Date**  
**Error code:** **E307**

**Description:** The student has a Stage 5 entry date that is a future date. The Stage 5 enrollment is defined as “receipt of educational services, which are deemed to begin on the first official school day.”

**Suggested Resolution:** The LEA should verify and update the appropriate Stage 5 entry date for the student.

**Time Estimate:** One day

**Child Count Exclusion:** Yes

**Enrollment Audit Exclusion:** Yes

**Error:** **Ethnicity Missing**

**Error code:** **E308**

**Description:** The student has a missing ethnicity value.

**Suggested Resolution:** The LEA should verify and enter the appropriate ethnicity code for the student in the LEA SIS.

**Time Estimate:** One day

**Child Count Exclusion:** Yes

**Enrollment Audit Exclusion:** Yes

**Error:** **Ethnicity Invalid**

**Error code:** **E309**

**Description:** The student has a non-OSSE defined ethnicity value.

**Suggested Resolution:** The LEA should verify and update the appropriate ethnicity code in the LEA SIS Data Mapping Application.

**Time Estimate:** One day

**Child Count Exclusion:** Yes

**Enrollment Audit Exclusion:** Yes

**Error:** **Race Missing**

**Error code:** **E310**

**Description:** The student is missing a race value.

**Suggested Resolution:** The LEA should verify and enter the appropriate race code for the student in the LEA SIS.

**Time Estimate:** One day

**Child Count Exclusion:** Yes

**Enrollment Audit Exclusion:** Yes

**Error:** **Race Invalid**

**Error code:** **E311**

**Description:** The student has a non-OSSE defined race value.

**Suggested Resolution:** The LEA should verify and update the appropriate race code in the LEA SIS Data Mapping Application.

**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** Yes

**Error:** **Date of Birth (DOB) Invalid**  
**Error code:** **E312**  
**Description:** The student has a non-OSSE defined DOB value.  
**Suggested Resolution:** The LEA should verify and update the appropriate DOB code in the LEA Data Mapping Application.

**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** Yes

**Error:** **Future Date of Birth**  
**Error code:** **E313**  
**Description:** The student has a DOB that is on or after current date.  
**Suggested Resolution:** The LEA should verify and update the appropriate DOB code for the student in the LEA SIS.

**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** Yes

**Error:** **DOB Missing**  
**Error code:** **E314**  
**Description:** The student is missing a DOB value.  
**Suggested Resolution:** The LEA should verify and update the DOB for the student in the LEA SIS.

**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** Yes

**Error:** **Grade Level Invalid**  
**Error code:** **E315**  
**Description:** The student has a non-OSSE defined grade level value.  
**Suggested Resolution:** The LEA should verify and update the appropriate grade level code in the LEA SIS Data Mapping Application.

**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** Yes

**Error:** **Grade Level is Missing**

**Error code:** E316  
**Description:** The student is missing a grade level value.  
**Suggested Resolution:** The LEA should verify and enter the appropriate grade level code for the student in the LEA SIS.  
**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** Yes

**Error:** **Grade Level Does Not Match Offered Grades**  
**Error code:** E317  
**Description:** The student has a grade level not offered at the school for the current school year.  
**Suggested Resolution:** The LEA should provide an appropriate grade level for the student, or update LEA SLIMS with the appropriate school grade levels offered.  
**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** No

**Error:** **Gender Missing**  
**Error code:** E318  
**Description:** The student is missing a gender value.  
**Suggested Resolution:** The LEA should verify and enter the appropriate gender code for the student in the LEA SIS.  
**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** Yes

**Error:** **City Missing**  
**Error code:** E319  
**Description:** The student is missing a city value.  
**Suggested Resolution:** The LEA should verify and enter the appropriate city for the student in the LEA SIS.  
**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** Yes

**Error:** **City Invalid**  
**Error code:** E320  
**Description:** The student has a non-OSSE defined city value.  
**Suggested Resolution:** The LEA should verify and update the appropriate city for the student in the LEA SIS.

**Time Estimate:** One day  
**Child Count Exclusion:** No  
**Enrollment Audit Exclusion:** No

**Error:** **State Invalid**  
**Error code:** **E321**  
**Description:** The student has a non-OSSE defined state value.  
**Suggested Resolution:** The LEA should verify and update the appropriate state for the student in the LEA SIS.

**Time Estimate:** One day  
**Child Count Exclusion:** No  
**Enrollment Audit Exclusion:** No

**Error:** **Street Address Missing**  
**Error code:** **E322**  
**Description:** The student is missing a street address value.  
**Suggested Resolution:** The LEA should verify and enter the appropriate street address for the student in the LEA SIS.

**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** Yes

**Error:** **Street Address Invalid**  
**Error code:** **E323**  
**Description:** The student's street address is not valid according to the DC Master Address Repository (MAR).  
**Suggested Resolution:** The LEA should verify and update the appropriate street address for the student in the LEA SIS and in the MAR at <http://dcatlas.dcgis.dc.gov/mar/> to ensure the address is valid .

**Time Estimate:** One day  
**Child Count Exclusion:** No  
**Enrollment Audit Exclusion:** No

**Error:** **ZIP Code Missing**  
**Error code:** **E324**  
**Description:** The student is missing a ZIP code value.  
**Suggested Resolution:** The LEA should verify and enter the appropriate ZIP code for the student in the LEA SIS.

**Time Estimate:** One day  
**Child Count Exclusion:** Yes  
**Enrollment Audit Exclusion:** Yes

**Error:** **ZIP Code Invalid**  
**Error code:** **E325**  
**Description:** The student's ZIP code is not valid according to the MAR.  
**Suggested Resolution:** The LEA should verify and update the appropriate zip code for the student in the LEA SIS.  
**Time Estimate:** One day  
**Child Count Exclusion:** No  
**Enrollment Audit Exclusion:** No

**Error:** **Incorrect Limited English Proficiency (LEP) Code**  
**Error code:** **E326**  
**Description:** The student has a non-OSSE defined LEP value.  
**Suggested Resolution:** The LEA should review and verify the student's LEP status in the LEA SIS to ensure that the student has an appropriate LEP code.  
**Time Estimate:** One day  
**Child Count Exclusion:** No  
**Enrollment Audit Exclusion:** No

## Enrollment Anomalies

**Anomaly:** **Count Location Missing**  
**Anomaly code:** **A327**  
**Description:** The student is missing a count location for Enrollment Audit.  
**Suggested Resolution:** The LEA should review the student's count location in the LEA SIS to ensure that the student has a value in the count location field.  
**Time Estimate:** One day  
**Child Count Exclusion:** No  
**Enrollment Audit Exclusion:** No

**Anomaly:** **Age Outside Expected Range for Grade**  
**Anomaly code:** **A328**  
**Description:** The student is more than four years younger or four years older than the expected age for that grade based on a Sept. 30 age cut-off date.  
**Suggested Resolution:** The LEA should review the student's DOB and grade in the LEA SIS to ensure that the student has the appropriate DOB or grade.  
**Time Estimate:** One day  
**Child Count Exclusion:** No  
**Enrollment Audit Exclusion:** No

**Error:** **Invalid Exit: Missing Exit Code**  
**Error code:** **E329**  
**Description:** No Stage 4 or 5 exit code has been input for the student's withdrawal from the LEA.  
**Suggested Resolution:** The LEA should verify and enter the appropriate Stage 4 or 5 exit code for the student.  
**Time Estimate:** One day  
**Child Count Exclusion:** No  
**Enrollment Audit Exclusion:** No

## Transportation Errors

**Error:** **Eligible for Transportation but no Completed Form in TOTE**  
**Error code:** **E400**  
**Description:** Student's IEP states that the student is eligible for transportation but there is no completed transportation form in TOTE.  
**Suggested Resolution:** The LEA should complete the transportation form for the student in TOTE. If the student is no longer eligible for transportation, the LEA should review the IEP and make any necessary corrections by completing and finalizing a new IEP or an IEP amendment.  
**Time Estimate:** One to 15 days  
**Child Count Exclusion:** No  
**Enrollment Audit Exclusion:** No

## Duplicative Enrollment Resolution

Duplicative Enrollment occurs when a student is pre-enrolled or enrolled in the same LEA or another LEA at the same time. A student can only attend and receive educational services at one LEA.

### To Resolve a Duplicative Enrollment within the same LEA

1. The LEA should withdraw one of the student's enrollment records to ensure the enrollment that most accurately reflects the student's status remains active.

### To Resolve a Duplicative Enrollment with another LEA

1. LEA 1 should complete the Duplicative Enrollment Affirmation Statement located in SLED Library. This document should be completed and uploaded along with the supporting documents.
2. After Step 1, the LEA should contact LEA 2 to indicate that the appropriate documents were uploaded and request the student be withdrawn.
3. If LEA 2 does not withdraw the student within two business days and the student is a special education student, LEA 1 should submit a ticket in the OSSE Support Tool.
4. OSSE will review the documents provided in document upload and work with both LEAs to resolve the duplicative enrollment.
  - a. For Stage 5 duplicative enrollments, OSSE may use additional student data to resolve the enrollment issue.

## Helpful Resources

For support with resolving your LEA's errors and anomalies, please enter a ticket into the [OSSE Support Tool](#).

For more information regarding OSSE Entry and Exit Guidance, please review the guidance [here](#).