



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

To: LEA Head of School
LEA Data Manager

From: Darrell Ashton
Assistant Superintendent of Data, Assessment and Research

Re: 2018-19 School Year OSSE LEA Data Collections Template

Each year, the Office of the State Superintendent of Education (OSSE) releases the LEA Data Collection Template, which is the process to facilitate the daily collection of student demographic, enrollment, contacts, and attendance data. The goal is to collect student data that LEAs maintain in their student information system (SIS) and to facilitate the transfer of these data elements from LEAs to OSSE.

OSSE requires LEAs to send collections on a daily basis, as this data is used to support the Statewide Longitudinal Education Data (SLED), the Special Education Data System (SEDS), and the daily validation of student attendance as well as transportation for students with disabilities. For public charter LEAs, data is transferred from OSSE to the District of Columbia Public Charter School Board (PCSB). Daily transfers ensure that both OSSE and PCSB have the LEA's most current student information. The collection process will begin each day at 5 p.m.

For new LEAs, please schedule an introductory meeting with Stephanie Davis (Stephanie.Davis3@dc.gov) to learn more about the Automated Data Transfer (ADT) feed process no later than Friday, June 22, 2018. This meeting will ensure that your LEA is on track to send student information to OSSE prior to your first day of school.

For continuing LEAs, please inform OSSE if changes were made to your LEA SIS or you would like to review your LEA data mappings.

Overview of OSSE Data Collection Templates

The core requirements for student demographic, enrollment, contacts, and attendance records are included in the 2018-19 School Year OSSE LEA Data Collection Template. This collection template provides required fields, data formats, and OSSE option sets to ensure successful data transfer.

Template Types

- Demographic:** Collection of data regarding the characteristics of a student, such as age, gender, and date of birth. Data collected are used to assign Unique Student Identifiers (USIs) and identify students in OSSE applications.
- Enrollment:** Collection of data regarding the entry and exit of a student at a particular LEA. **This collection should be cumulative for multiple entries and exits during the school year.** This collection specifies which enrollment period the student is enrolled; i.e. Regular School Year, Summer School or Extended School Year (ESY). The Enrollment Template allows for the use of the six Stages of Enrollment (as specified in the DCMR Section 5-A2199); including Stage 4 and Stage 5 enrollment dates. LEAs should continue the use of the 1800 pre-enrollment entry code with the corresponding 1234/4321 exit codes. LEAs, if allowable in their SIS, can use a Stage 4 pre-enrollment date in conjunction with the 1800 entry code.
- Contacts:** Collection of data regarding persons listed as the parent(s)/guardian(s) in the LEA SIS. LEAs have the ability to provide multiple contacts per student in the collection template.
- Attendance:** Collection of data regarding a student's presence at the LEA for educational services. **This collection should be cumulative for each instance of daily attendance at the LEA during the school year.** These data will be provided to all LEAs in Qlik Sense for reporting purposes in the 2018-19 school year.

Template Format Defined

- Required Fields:** Required fields listed must be in the LEA SIS, and data must be entered for every student. Required fields ensure that data elements needed for the annual enrollment audit and federal reporting are captured in the LEA SIS and submitted to OSSE.
- Options Sets:** Option sets reflect the permitted values for each collected data element. It is highly recommended that LEAs enter OSSE options directly into their SIS. This facilitates accurate transfer of data by eliminating the need for data transformation. The ADT client has the capacity to transform LEA SIS values to OSSE values in instances where they are not available at the

LEA. Using spreadsheet uploads and the Statewide Student Information System (SIS), eSchoolPLUS, requires entry of permitted values.

2018-2019 Methods of Data Submission

For the 2018-19 school year, the collection data may be submitted via the following methods:

1. The ADT Client
 - a. If an LEA has a Primary SIS, data transfer will be via
 - Direct connection between SIS and ADT, which requires Open Database Connectivity (ODBC) connection and all required fields captured in SIS,
 - SIS data export to .CSV file (the ADT will connect to the .CSV file), or
2. The Statewide SIS (eSchoolPLUS)
 - a. Direct student-level data entry
 - b. Students will be managed in this application

ADT Client Best Practices

The ADT Client must be hosted on an ADT machine with special attention to the best practices listed below for optimal performances in the 2018-19 school year.

1. The ADT machine has access to power and an internet connection at all times.
2. The ADT machine is isolated for only ADT use.
3. The ADT machine is in a secure location and free from a high-trafficked area and little interruption (e.g. janitor, students, being powered off, loss of network activity).
4. The ADT machine is secured with a password since LogMeIn Pro application will be installed on the machine.

ADT Client Administrator Tasks for Periodical Check

The LEA should periodically perform the below tasks.

1. Cross-reference the LEA SIS with SLED.
2. Ensure changes in the LEA SIS are reflected in the LEA Data Mapping application as soon as they occur.
3. Maintain clean lines of communication between OSSE and the LEA SIS vendor.

4. Free up disk space on the ADT machine. If assistance is required for this task, contact the OSSE Helpdesk at www.ossehelp.com.

System Configuration

The LEA Data Mapping Application will allow LEAs to enter their data mapping and system configuration. This application is available throughout the school year. Data mapping and configuration for 2018-19 school year will begin **Tuesday, March 13, 2018**. LEAs can contact the OSSE Helpdesk at www.ossehelp.com for application assistance.

For Questions or Concerns

OSSE strives each school year to streamline processes while ensuring high-quality data collection and reporting. If you should have any questions about the 2018-19 school year OSSE LEA Data Collection, please contact Stephanie.Davis3@dc.gov.