



2020-21 Start of School Checklist for Faculty and Staff Data Collection

We need your help! LEAs will Each year, every LEA in the District of Columbia must complete the Faculty and Staff Data Collection. By submitting the information and completing the items in the checklist below, LEAs will ensure that they have met several of their federal and local reporting requirements in a timely and thorough manner.

Action	Earliest LEA Can Begin	Final Deadline	Resources & Support
Register and attend the Faculty and Staff Policy Changes and Updates webinar	May 7	June 3	Faculty and Staff POCs and LEA Data Managers are encouraged to attend. Participants must sign up in advance using the OSSE Data Systems Training Registration site.
Read the Faculty and Staff Policy Guide	May 7	October 30	Faculty and Staff Data Collection Policy Guide
Update the list of Head of School, Data Manager, and Faculty and Staff POCs in eSchoolPLUS to ensure that the appropriate team members gain access to the Faculty and Staff module in SLED	June 3	September 11	eSchoolPLUS
Review the 2020-21 School Year Faculty and Staff Data Use and Dropdowns document and ensure your LEA collects the required fields for each staff member	June 3	September 30	2020-21 School Year Faculty and Staff Data Use and Dropdowns
Review the Faculty and Staff Data Collection Errors and Anomalies document and ensure your LEA understands every data validation, data error, and data anomaly the collection module will flag and the impact it will have for the LEA.	June 3	September 30	Faculty and Staff Data Collection Errors and Anomalies

Register and attend one of the Faculty and Staff Collection trainings	September 1	October 8	<p>Trainings will be held on September 30 from 2-4pm and October 8 from 9-11am; Faculty and Staff POCs and LEA Data Managers are encouraged to attend.</p> <p>Participants must sign up in advance using the OSSE Data Systems Training Registration site.</p>
Ensure the Faculty and Staff POC at the LEA has access to the Faculty and Staff module in SLED; please submit an OSSE Support Ticket (OST) if you require additional support.	September 30	October 5	<p>Faculty and Staff module in SLED</p> <p>OSSE Support Tool</p>
Submit the LEA's Faculty and Staff data through the Faculty and Staff collection module in SLED.	October 5	October 21	<p>Faculty and Staff module in SLED</p>
Review the Faculty and Staff data errors and anomalies reports in the Faculty and Staff collection module in SLED and resolve issues.	October 21	October 30	<p>Faculty and Staff Data Collection Errors and Anomalies</p> <p>Faculty and Staff module in SLED</p>