



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

To: LEA Head of School
LEA Data Manager

From: Stephanie Davis
Deputy CIO

Re: 2023-24 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. Additional information is also collected for LEAs that serve Adult populations. 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 in an automated fashion.

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

For continuing LEAs, please inform OSSE if changes were made to your LEA SIS, if you would like to update your collection processes using an API or 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 2023-24 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.
- 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 is cumulative for each instance of positive daily attendance at the LEA during the school year. Attendance data will be provided to all LEAs in Qlik for reporting purposes in the 2023-24 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. LEAs should utilize OSSE options in their SIS to the fullest extent possible. This facilitates accurate transfer of data by eliminating the need for data transformation. However, OSSE does provide LEAs with the capacity to transform LEA-specific SIS values to OSSE-standard values through our LEA Data Mapping (LDM) application. OSSE-standard values are required for using Integrated Data Submission (IDS) solution, spreadsheet uploads, and statewide SIS, eSchoolPLUS.

Methods of Data Submission

For this school year, the collection data may be submitted via the following methods:

1. The ADT Client
 - If an LEA has a Primary SIS, data transfer can be made via
 - Direct connection between SIS and ADT, which requires Open Database Connectivity (ODBC) connection and all required fields captured in SIS, or
 - SIS data export to .CSV file (the ADT will connect to the .CSV file).
2. Application Programming Interfaces (APIs)
 - LEA SIS with robust APIs may be candidates for integration with OSSE's next-generation data collection systems.
 - LEAs interested in an API integration should schedule a session **with OSSE and their SIS Vendor** by January in preparation for the implementation at the start of the next school year.
3. The Statewide SIS (eSchoolPLUS)
 - Direct student-level data entry for Students will be managed in this application.

Data Collection 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. If assistance is required for this task, contact your LEA Liaison by submitting an [OSSE Support Tool ticket](#).

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 the upcoming school year will begin **Monday, June 12, 2023**. LEAs can contact the LEA liaison through the [OSSE Support Tool](#) 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 school year data collection process, please contact Stephanie.Davis3@dc.gov.