

Deep Dive Training: Enrollment Audit, Child Count, and LEP Sample Audit, SY2014-2015

September 2014



Training Agenda

Tuesday, Sept. 9

- Enrollment Audit:
 - 1:30 PM – 2:15 PM
- Child Count:
 - 2:15 PM – 3 PM
- LEP Sample Audit:
 - 3 PM – 3:30 PM

Wednesday, Sept. 10

- Enrollment Audit:
 - 9 AM – 9:45 AM
- Child Count:
 - 9:45 AM -10:30 AM
- LEP Sample Audit:
 - 10:30 AM – 11 AM

SY2014-2015 Enrollment Audit

Data Team
September 2014



Enrollment Audit Training

Today's Agenda:

- Important dates
- Data systems
 - SLED and QuickBase applications
 - Data Certification Process
- Notes about Certain data elements



Important Dates

Important Dates

- This year, all data input must be complete by October 6 at 5 PM.
- Data must be certified by October 8 at 5 PM.
 - certification forms should be downloaded from the Reports section in SLED, and must be signed and emailed to osse.enrollmentaudit@dc.gov
- Head counts take place on site from October 20 – December 1.
 - Head count locations for each student must be entered into QuickBase **6 work days** before your site visit.



Data Systems

Data Systems

- **SLED**

- SLED reports, resources, and the enrollment audit data certification process
- Contact sled.info@dc.gov for any issues with access to SLED

- **QuickBase Applications**

- OSSE Enrollment Audit and Child Count SY 2014-2015 - QuickBase
 - Data entry, updating contact information, and document upload
- The OSSE Support Tool (OST) – QuickBase
 - Requesting support from OSSE with data issues

SLED

SLED is OSSE's
Statewide
Longitudinal
Education Data system

All student data *must*
be reflected correctly
in the Enrollment
Audit UPSFF table in
SLED for your LEA to
receive correct UPSFF
funding

The screenshot shows the SLED TRAINING website interface. At the top, there are three stars and the SLED TRAINING logo. The user is logged in as 'SLED LEA Admin: sledleatestuser1@gmail.com' with a 'Logout' link. The navigation menu includes Home, Library, Data Collection Calendar, Reports, Report Violations, LEA Directory, Data Request, and LEA. The current date is 8/28/2014. The main content area displays 'Current Enrollment (uncertified)' and 'Duplicative Enrollment Report'. The 'Current Enrollment LEA Summary' shows a table for 'Local Education Agency (LEA) Enrollment Summary' with columns for Sector, LEA Name, and Student Total. The data for DCPS (District of Columbia Public Schools) shows a total of 30,326 students. Below this is an 'Enrollment by School' table listing various schools and their student counts. At the bottom, there are three summary tables: 'Gender', 'Race and Ethnicity', and 'Ward of Residence', each showing a breakdown of student counts.

★ ★ ★
SLED TRAINING

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Logout

Home Library Data Collection Calendar Reports Report Violations LEA Directory Data Request LEA

Data as of: 8/28/2014

Current Enrollment (uncertified) Duplicative Enrollment Report

Current Enrollment LEA Summary

Local Education Agency (LEA) Enrollment Summary

Sector	LEA Name	Student Total
DCPS	District of Columbia Public Schools	30,326

Enrollment by School

School	Student Total
	1
Abraxas Academy (Morgantown, PA)	1
Abraxas I (Marienville, PA)	2
Abraxas Youth	1
Acadia Healthcare Capstone Academy (Detroit, MI)	1
Acadia Healthcare Millcreek of Arkansas (Fordyce, AR)	1
Acotink Academy Alternative Learning Center (Springfield, VA)	2
Acotink Academy Therapeutic Day School (Springfield, VA)	35
Aiton ES	152
Amidon Bowen ES	211

Page: 1 of 21 Go Page size: 10 Change Item 1 to 10 of 201

Gender

Gender	Student Total
Male	15,142
Female	15,184
Total	30,326

Race and Ethnicity

Race and Ethnicity	Student Total
Hispanio/Latino	10,165
Unknown	2,585
American Indian or Alaskan Native	2,491
Asian	2,572
Black or African American	2,467
Native Hawaiian or Other Pacific Islander	2,560
White	2,489
Two or More Races	2,502
Unknown	2,465
Total	30,326

Ward of Residence

Ward	Student Total
1	2,773
2	663
3	2,405

SLED

- How does my submitted data get to SLED?
 - It depends on your local data systems and it depends on the data element. Let's take two examples.

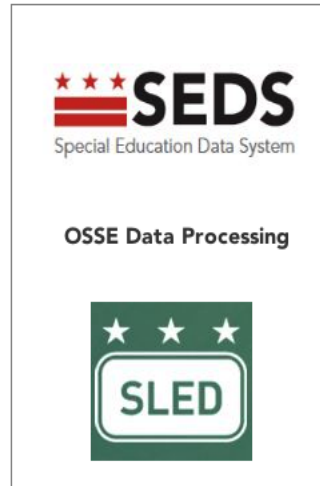
SLED

If your LEA has an ADT native connection:



Demographic and enrollment data from your student information system (e.g. PowerSchool, SchoolForce) is captured with the ADT app.

The ADT app transfers data to OSSE.



SEDS sends data to EasyIEP for LEA view. LEAs enter data in EasyIEP that is returned to SEDS.



SLED and SEDS send data for LEA view in QuickBase. LEAs enter data in QuickBase, which is returned to SLED and SEDS.

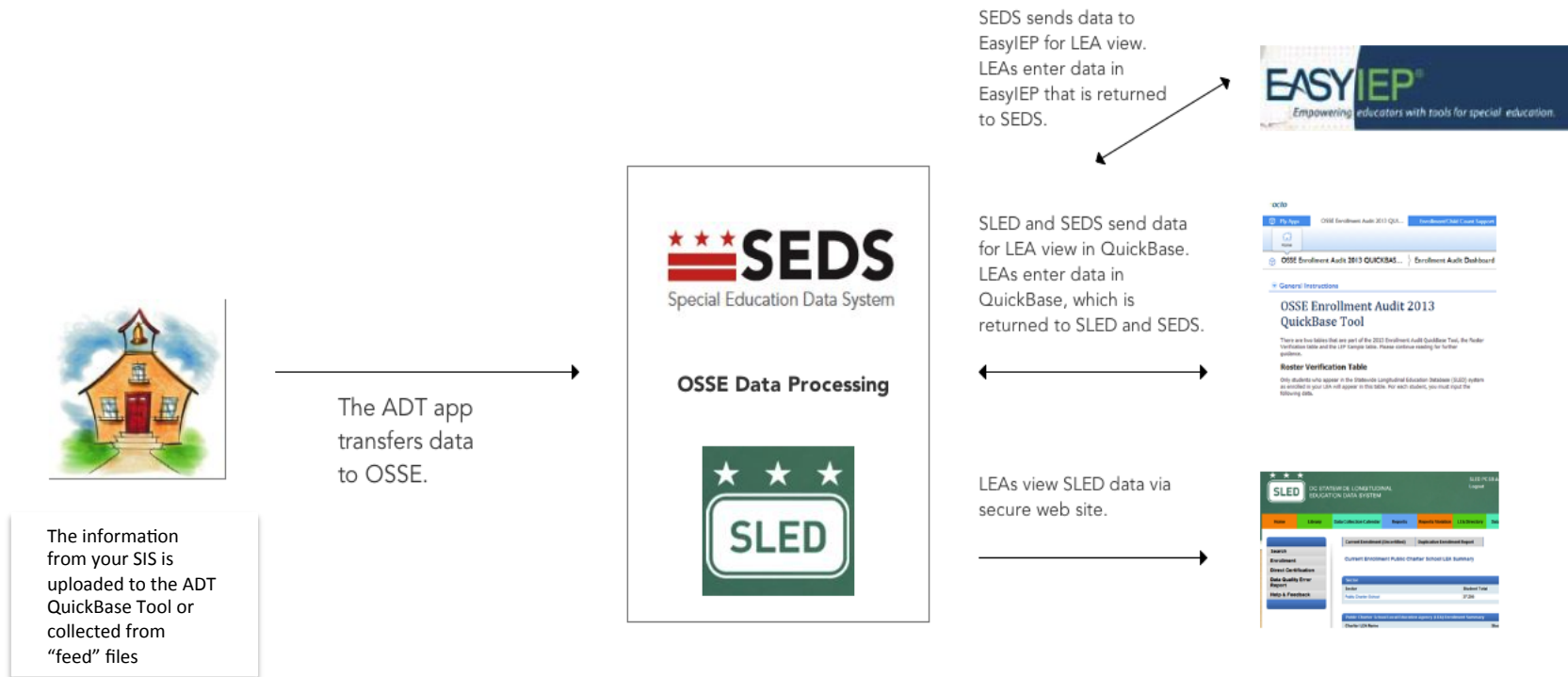


LEAs view SLED data via secure web site.



SLED

If you do *not* have an ADT native connection:



SLED: Where should I go in SLED to review my data?

- Enrollment Audit and Child Count Reports Section
- Data Quality Error Report
- Duplicative Enrollment Report

The screenshot shows the SLED dashboard interface. At the top, there is a navigation bar with tabs: Home, Library, Data Collection Calendar, Reports, Report Violations, LEA Directory, Data Request, State, and TCP. Below the navigation bar, there is a sidebar on the left with a search function and a list of menu items: Search, Enrollment, Enrollment Audit and Child Count, Career and Technical Education, and Data Quality Error Report. The main content area displays the 'Current Roster (uncertified)' report, which includes a sub-section for 'Duplicative Enrollment Report'. The data is presented in two tables: 'Sector' and 'Race and Ethnicity'. The 'Sector' table shows student totals for DCPS (51,758), DYRS (55), and Public Charter School (33,336). The 'Race and Ethnicity' table shows student totals for Hispanic/Latino (12,689), American Indian or Alaskan Native (174), and Asian (1,281). The data is as of 9/1/2014. Red arrows point from the list items to their corresponding locations in the dashboard: one to the 'Enrollment Audit and Child Count' menu item, one to the 'Duplicative Enrollment Report' link, and one to the 'Data Quality Error Report' menu item.

Home Library Data Collection Calendar Reports Report Violations LEA Directory Data Request State TCP

Data as of: 9/1/2014

Current Roster (uncertified) Duplicative Enrollment Report

Current Roster (uncertified)

Sector	
Sector	Student Total
DCPS	51,758
DYRS	55
Public Charter School	33,336

Race and Ethnicity	
Race and Ethnicity	Student Total
Hispanic/Latino	12,689
American Indian or Alaskan Native	174
Asian	1,281

SLED

What's the difference between these reports, & how will they help me during the audit?

Duplicative Enrollment Report: If a student record is here, that student is duplicatively enrolled at another LEA. The report includes both stage 4 and 5 enrollments.

Enrollment Audit and Child Count Reports Section: The enrollment audit report is the official roster for UPSFF. The child count report is the official roster for IDEA child count. The requirements to enter these official rosters are stringent, because a student record must be complete and error free for the independent auditors. If a student record does NOT appear in these official rosters, there are errors.

Data Quality Error Report: These are the errors in student records. If your student records are not making it to the enrollment audit roster, come to this report.

SLED

Current Roster (Uncertified) vs. Enrollment Audit and Child Count Sections

The Current Roster (Uncertified) Report is just that – uncertified. Student records can make it into the Current Roster (Uncertified) with errors. You can view these errors on a student-level basis on your Data Quality Error Report.

The enrollment audit report is the official roster for UPSFF funding. The child count report is the official roster for IDEA funding.

In order to be counted in the Enrollment Audit 2014 official roster, a student record must have a proper stage 5 enrollment record (NOT a pre-enrollment, which is entry code 1800) at the claiming school and LEA as of October 6, 2014.

SLED

In order to be included on the Enrollment Audit UPSFF Report, the student's record must have valid and complete information for all of the following data fields:

- **Proper stage 5 enrollment code (SY 2014-2015)**
- **Proper enrollment date (not a future date)**
- **LEA ID and Name**
- **School ID and Name**
- **USI (Unique Student Identifier)**
- **Local ID**
- **Last and first name**
- **Date of birth**
- **Gender**
- **Ethnicity**
- **Race**
- **FARMS (Free and Reduced Meals) Status (Includes CEP)**
- **Student address (street, city, state, zip code)**
- **LEP (Limited English Proficient) indicator**
- **SPED Level**
- **Student grade level**
- **Residency indicator**
- **Tuition indicator**
- **Tuition payment amount**
- **Homeless indicator**
- **At-Risk**

SLED: Data Quality Error Report

If you need to know what student records have errors, please visit the Data Quality Error Report. This report has a summary view of errors, by error type.

SLED TRAINING

SLED LEA Admin: sledleatestuser1@gmail.com
Logout

Home Library Data Collection Calendar Reports Report Violations LEA Directory Data Request LEA

Data as of: 8/28/2014

Search
Enrollment
Enrollment Audit and Child Count
Direct Certification
Data Quality Error Report
Help & Feedback

Error Summary Error Details List

Data Quality Error Report Total


School	School Total
Abraxas I (Marienville, PA)	1
Acadia Healthcare Capstone Academy (Detroit, MI)	1
Anacostia HS	4
Ballou STAY	2
Capitol Hill Montessori School at Logan	1
Cardozo EC	2
CHOICE Academy at Emery	4
Columbia Heights EC (CHEC)	1
Coolidge HS	3
CSAAC Community School of Maryland - Brookeville (Brookeville, MD)	1
Total	62

Page: 1 of 3 Go Page size: 10 Change Item 1 to 10 of 27

Error Code	Error Description	Total
E10	Ethnicity should not be empty	4
E45	Race missing	6
E5	Grade Level is not a recognized value	19
E52	State is not a recognized value	1
E54	Duplicative Enrollment: Student has more than 1 primary enrollment	28
E57	Critical: Race and ethnicity missing	4

SLED: Data Quality Error Report

This report also has a detailed view of errors by student record. You can export this report to a .xls and .csv file for easier use. Correct all errors in the source system (by 5 PM), and the change will be reflected in SLED the next morning at 9 AM.


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Home
Library
Data Collection Calendar
Reports
Report Violations
LEA Directory
Data Request
LEA

Data as of: 8/28/2014

Search

Enrollment

Enrollment Audit and Child Count

Direct Certification

Data Quality Error Report

Help & Feedback

Error Summary
Error Details List

SLED DQER Search

USI	LEA Name	LEA ID	School Name	School ID	Last Name	First Name	DOB	Error Code	Error Message	Error Data	Special Ed Elig.	Error Detected Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4018385015	District of Columbia Public Schools	001	Joseph P Kennedy Institute	1066	Boman	Kerry	07/14/1998	E5	Grade Level is not a recognized value	CX	No	03/30/2014
2966780673	District of Columbia Public Schools	001	Roosevelt STAY at MacFarland	456	Pokorny	Trina	12/15/2007	E54	Duplicative Enrollment: Student has more than 1 primary enrollment		No	03/30/2014
7219497397	District of Columbia Public Schools	001	Cardozo EC	454	Deramus	Kai	09/03/2001	E54	Duplicative Enrollment: Student has more than 1 primary enrollment		No	03/30/2014
1781840487	District of Columbia Public Schools	001	Youth Services Center	861	Denmark	Rebekah	04/09/2009	E54	Duplicative Enrollment: Student has more than 1 primary enrollment		Yes	03/30/2014
4282602039	District of Columbia Public Schools	001	Kelly Miller MS	421	Avey	Hilde	10/14/2008	E45	Race missing	NULL	Yes	03/30/2014
9009608306	District of Columbia Public Schools	001	Johnson John Hayden MS	416	Alls	Lon	02/19/2008	E54	Duplicative Enrollment: Student has more than 1 primary enrollment		No	03/30/2014
2938967455	District of Columbia Public Schools	001	Columbia Heights EC (CHEC)	442	Kettle	Cortez	02/05/2004	E54	Duplicative Enrollment: Student has more than 1 primary enrollment		No	03/30/2014
4134163354	District of Columbia Public Schools	001	Anacostia HS	450	Schuett	Bob	01/14/2006	E54	Duplicative Enrollment: Student has more than 1 primary enrollment		No	03/30/2014
819837472	District of Columbia Public Schools	001	Prince George's County Public Schools (Upper Marlboro, MD)	2002	Grandberry	Irina	08/07/1997	E54	Duplicative Enrollment: Student has more than 1 primary enrollment		Yes	03/30/2014
6418034967	District of Columbia Public Schools	001	Devereux Beneto Center Mapleton Program (Malvern, PA)	1221	Mein	Elouise	09/21/1999	E5	Grade Level is not a recognized value	XX	Yes	03/30/2014
2420240015	District of Columbia Public Schools	001	Roosevelt STAY at MacFarland	456	Torina	Venessa	01/17/2001	E54	Duplicative Enrollment: Student has more than 1 primary enrollment		No	03/30/2014

SLED: Enrollment Audit Reports

There are two SLED reports relevant to the SY14-15 general enrollment audit:

Enrollment Audit UPSFF Population

This report reflects all the students in your UPSFF population (those students enrolled and attending DC schools). It does not include non-public special education placement, surrounding county, private, or religious students.

Total Population

This report includes all students included in the UPSFF, Child Count, and non-public populations.

SLED: Enrollment Audit Reports

From the SLED homepage, navigate to the enrollment audit and child count link on the left-hand sidebar. The landing page contains instructions. There are summary reports available by LEA and school at your LEA for each enrollment audit category, under the 'Summary' tab.

SLED LEA Admin: sledleat... Logout

Home Library Data Collection Calendar Reports Report Violations LEA Directory Data Request

Search Enrollment Enrollment Audit and Child Count Direct Certification Data Quality Error Report Help & Feedback

Current Enrollment (uncertified) Duplicative Enrollment Report

Current Enrollment LEA Summary

Local Education Agency (LEA) Enrollment Summary

Sector	LEA Name	Stu
DCPS	District of Columbia Public Schools	

Enrollment by School

Next, select the 'Enrollment Audit UPSFF Population' report from the 'Student Level' drop-down. This report will show all students enrolled in your LEA. The 'Total Population' report includes child count, general education, and non-public placement students.

http://sledtraining.osse.dc.gov/lea/Pages/SLED%20Pages/EA-Home-Page.aspx

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Home Library Data Collection Calendar Reports Report Violations LEA Directory Data Request LEA

Search Enrollment Enrollment Audit and Child Count Direct Certification Data Quality Error Report Help & Feedback

Summary Student Level

Enrollment Audit UPSFF Population Child Count Population Total Population Non-Public Population

NOTICE: This page is for training purposes only, until further notice, should be used for training purposes only.

Welcome to the Enrollment Audit and Child Count page in SLED. This section displays the official Enrollment Audit and Child Count data for all components of the SY2014-2015 Enrollment Audit and Child Count reports will update daily based on information successfully transferred to SLED the night prior from the LEA SIS, SEDS, and the EA/CC QuickBase application. For additional information about each of certifying the October 6th data, please see the 2014-2015 Enrollment Audit and Child Count Handbook. The bullets below briefly describe each of the reports found in this section.

- The Summary tab**
The two summary reports under this tab provide the LEA a quick sense of the current number of students considered for each category of the associated Audit component. The data are organized in order to ensure the accuracy, completeness, and validity of all students' data.
 - UPSFF Enrollment Audit Summary – This report summarizes the data listed in the UPSFF Enrollment Audit Population Student Level table. It lists the current number of students in Funding Formula (UPSFF).
 - Child Count Summary – This report summarizes the data listed in the Child Count Population student level table. It lists the current number of students being considered for each school.
- Student Level tab**
The student level table displays and filters the LEA's student records based on specific population of interest.
 - UPSFF Enrollment Audit Population – This table displays the records of students who are actively enrolled at the LEA and attending a D.C. student according to data in SLED.
 - Child Count Population – This table displays the records of students with IEPs who are under the responsibility of the LEA and meet the following Child Count eligibility requirements: place as of October 6, and students that are ages 3-22 as of September 30.
 - Non-Public Population – This table displays the records of students who are actively enrolled at the LEA but who are attending Non-Public institutions. These students are audited by the LEA.
 - Total Population – This table displays an unfiltered view of all students who are under the responsibility of the LEA for some component of the Enrollment Audit.

The LEA can also drill down to and explore a student's full record by clicking on the student's USI number, which is hyperlinked and highlighted in blue.

SLED: Duplicative Enrollments

If a student appears on your duplicative enrollment report, this student is currently being claimed by another school.

Data as of: 8/28/2014

Current Enrollment (uncertified) Duplicative Enrollment Report

Duplicative Enrollment Summary

Export to Excel Export to CSV

Duplicative Enrollment Report

USI	Last Name	First Name	DOB	Gender	Grade	Address	School Name	Entry Date
74114112	Naab	Dee	4/27/2003	Male	7	8784 Santos Pike	Kelly Miller MS	3/24/2014
74114112	Naab	Dee	4/27/2003	Male	7	8784 Santos Pike	Maya Angelou Middle Campus PCS	8/26/2013
123456789	Lipham	Ismael	6/9/2000	Male	10	6001 Steadham Lane	Benjamin Banneker HS	8/26/2013
123456789	Lipham	Ismael	6/9/2000	Male	10	6001 Steadham Lane	Walter Reed HS	8/26/2013
813637472	Grandberry	Irina	8/7/1997	Female	12	1649 Nielson Pike	Friendship PCS Blow-Pierce Middle	8/26/2013
813637472	Grandberry	Irina	8/7/1997	Female	12	1649 Nielson Pike	Prince George's County Public Schools (Upper Marlboro, MD)	8/23/2013
1781846487	Denmark	Rebekah	4/8/2009	Female	1	7019 Coughlan Blvd	Youth Services Center	3/7/2014

This report has recently been updated to include enrollment stage, enrollment code, and enrollment code description.

SLED: Duplicative Enrollments

If a student is being claimed by another LEA, and is NOT attending your LEA:

If a student *is not* attending your school/LEA, withdraw the student with an SY14-15 exit code. The student will not exit your roster without a proper exit date and code. The codes and guidance are available here: <http://osse.dc.gov/service/entry-codes-exit-codes-and-enrollment>,

SLED: Duplicative Enrollments

If a student is being claimed by another LEA, and is NOT attending your LEA (continued):

To exit a student who was pre-enrolled but never physically attended your LEA, use the following exit codes:

- Exit Code 4321 for regular education students
- Exit Code 1234 for special education students
- You must provide an exit date for all students
- Every LEA must perform due diligence to determine if the student has enrolled elsewhere before exiting the student.

SLED: Duplicative Enrollments

If the student is being claimed by another LEA, but IS attending your school/LEA:

You must complete the Duplicative Enrollment Resolution Affirmation Statement (DERAS) form and upload it to the SLED Document Exchange, along with supporting documentation. This form, and guidance for the exchange, are available via SLED at this link:

<https://sled.osse.dc.gov:4433/Pages/SLED%20Pages/Documentation.aspx>

SLED: Duplicative Enrollments

If the student is being claimed by another LEA, but IS attending your school/LEA (continued):

Once you upload the DERAS form to SLED, contact the other LEA/school where the student is enrolled. Inform the school you have uploaded the documentation, and ask the school to withdraw the student from their system.

Complete guidance on this policy is available in your enrollment audit handbook, pages 14-16, and a full directory of LEAs and schools is available in SLED:

<https://sled.osse.dc.gov:4433/Pages/SLED%20Pages/SchoolSearch.aspx>

SLED: Duplicative Enrollments

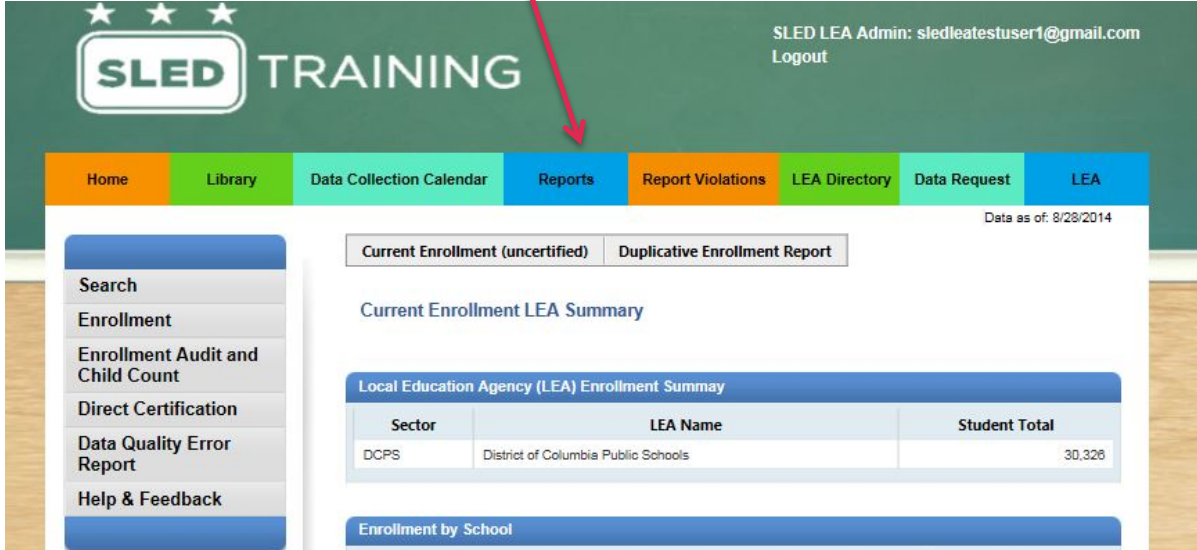
- Duplicative enrollments that cannot be resolved before October 6 will need to be resolved through the audit process (site visits, resolution meetings, and appeals). This is a lengthy process, and requires extensive documentation.
- OSSE highly recommends that LEAs proactively address and resolve any duplicative enrollments before Oct 6.



Data Systems: Enrollment Audit Data Certification

SLED: Certifying your Oct 6 data

- This year, you will download your data certification form via SLED Reports.



The screenshot shows the SLED TRAINING website interface. At the top, there is a green header with the SLED logo and the text "SLED TRAINING". To the right of the header, it says "SLED LEA Admin: sledleatestuser1@gmail.com" and "Logout". Below the header is a navigation menu with several tabs: Home, Library, Data Collection Calendar, Reports, Report Violations, LEA Directory, Data Request, and LEA. The "Reports" tab is highlighted in blue, and a red arrow points to it. Below the navigation menu, there is a sidebar on the left with a search bar and several menu items: Search, Enrollment, Enrollment Audit and Child Count, Direct Certification, Data Quality Error Report, and Help & Feedback. The main content area shows a "Current Enrollment (uncertified)" and "Duplicative Enrollment Report" section. Below this, there is a "Current Enrollment LEA Summary" section. A table titled "Local Education Agency (LEA) Enrollment Summary" is displayed, showing the following data:

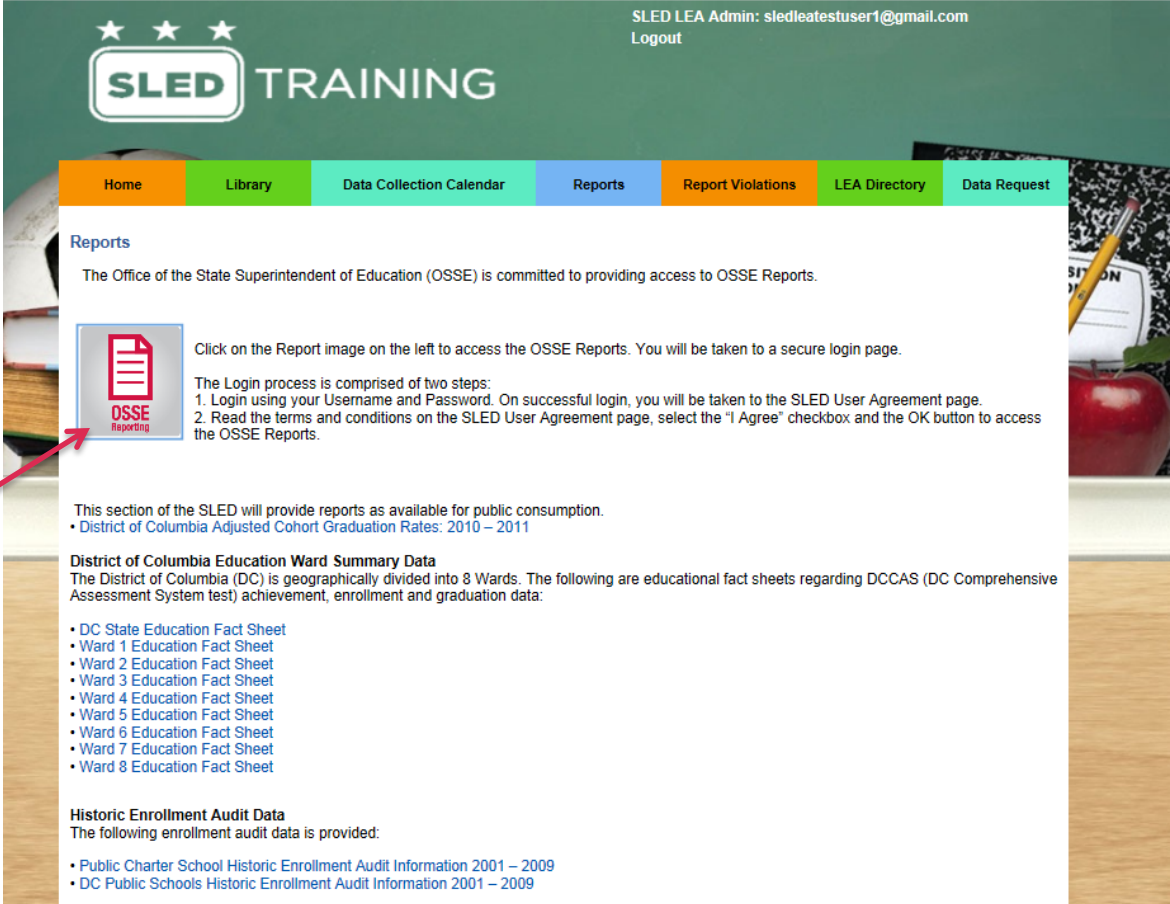
Sector	LEA Name	Student Total
DCPS	District of Columbia Public Schools	30,326

Below the table, there is a section titled "Enrollment by School".

- The form will be pre-populated, and you will need to confirm that the information is correct.

SLED: Certifying your Oct 6 data

Once you click the SLED Reports link, you'll go to the SLED Reports page. Click the OSSE Reporting icon.




SLED LEA Admin: sledleatestuser1@gmail.com
Logout

SLED TRAINING

Home Library Data Collection Calendar Reports Report Violations LEA Directory Data Request

Reports

The Office of the State Superintendent of Education (OSSE) is committed to providing access to OSSE Reports.

 Click on the Report image on the left to access the OSSE Reports. You will be taken to a secure login page.

The Login process is comprised of two steps:

1. Login using your Username and Password. On successful login, you will be taken to the SLED User Agreement page.
2. Read the terms and conditions on the SLED User Agreement page, select the "I Agree" checkbox and the OK button to access the OSSE Reports.

This section of the SLED will provide reports as available for public consumption.

- [District of Columbia Adjusted Cohort Graduation Rates: 2010 – 2011](#)

District of Columbia Education Ward Summary Data

The District of Columbia (DC) is geographically divided into 8 Wards. The following are educational fact sheets regarding DCCAS (DC Comprehensive Assessment System test) achievement, enrollment and graduation data:

- [DC State Education Fact Sheet](#)
- [Ward 1 Education Fact Sheet](#)
- [Ward 2 Education Fact Sheet](#)
- [Ward 3 Education Fact Sheet](#)
- [Ward 4 Education Fact Sheet](#)
- [Ward 5 Education Fact Sheet](#)
- [Ward 6 Education Fact Sheet](#)
- [Ward 7 Education Fact Sheet](#)
- [Ward 8 Education Fact Sheet](#)

Historic Enrollment Audit Data

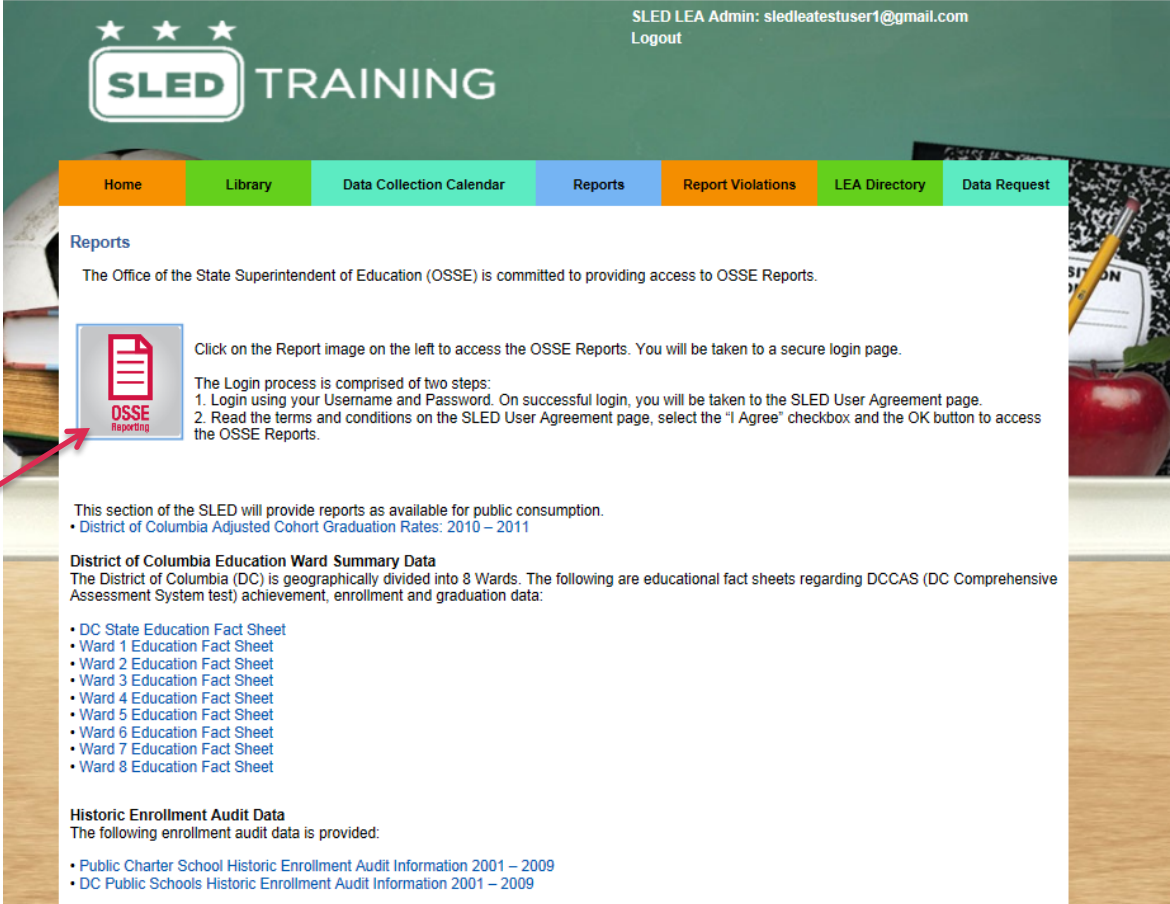
The following enrollment audit data is provided:

- [Public Charter School Historic Enrollment Audit Information 2001 – 2009](#)
- [DC Public Schools Historic Enrollment Audit Information 2001 – 2009](#)

SLED: Certifying your Oct 6 data

Once you click the SLED Reports link, you'll go to the SLED Reports page. Click the OSSE Reporting icon.

On the next page, enter your SLED login information again.




SLED LEA Admin: sledleatestuser1@gmail.com
Logout

SLED TRAINING

Home Library Data Collection Calendar Reports Report Violations LEA Directory Data Request

Reports

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- [Ward 6 Education Fact Sheet](#)
- [Ward 7 Education Fact Sheet](#)
- [Ward 8 Education Fact Sheet](#)

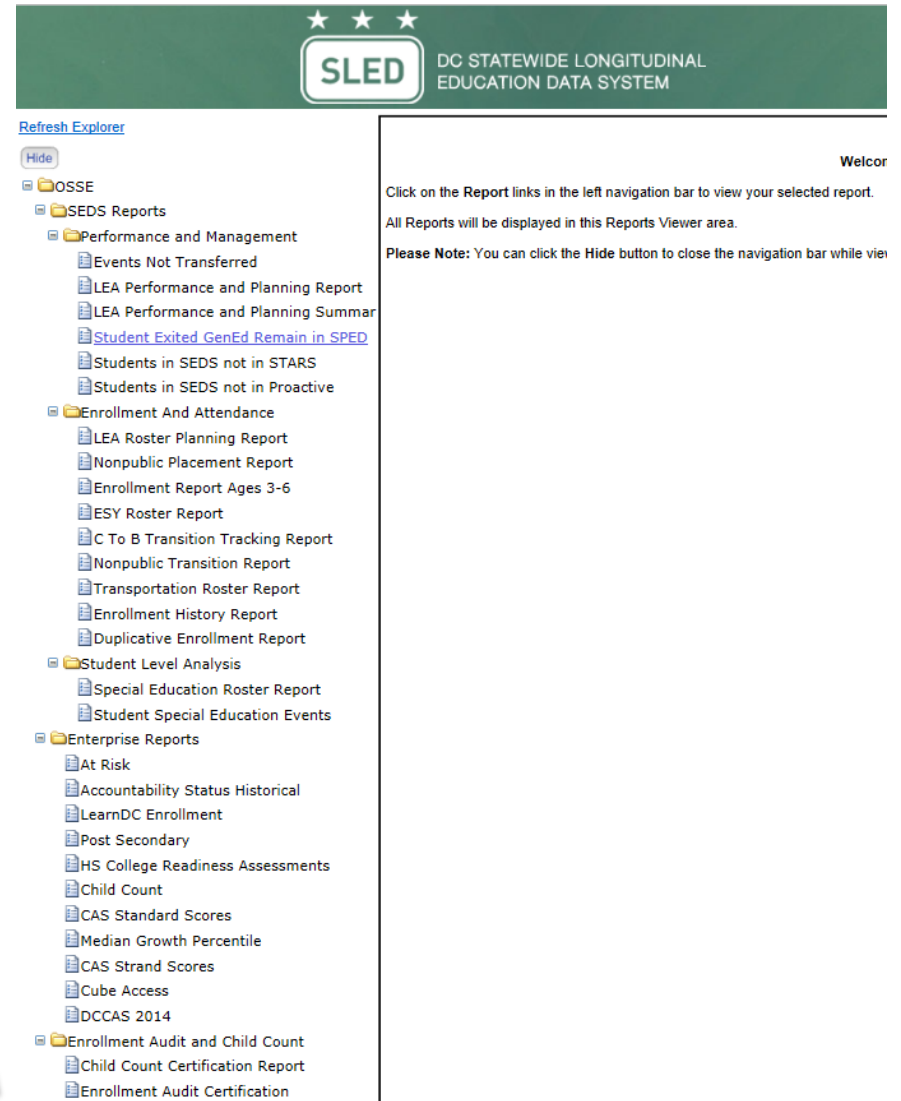
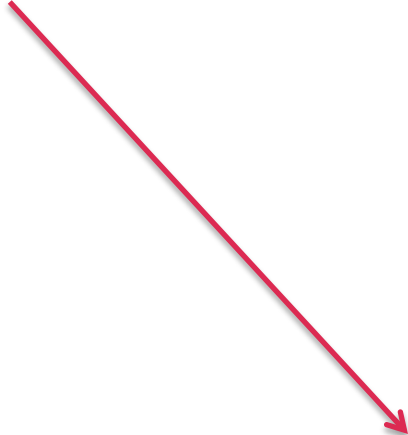
Historic Enrollment Audit Data

The following enrollment audit data is provided:

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- [DC Public Schools Historic Enrollment Audit Information 2001 – 2009](#)

SLED: Certifying your Oct 6 data

This is the SLED Reports Framework. Download your enrollment audit data certification report from this area of SLED.



Refresh Explorer

Hide

OSSE

- SEDS Reports
 - Performance and Management
 - Events Not Transferred
 - LEA Performance and Planning Report
 - LEA Performance and Planning Summar
 - [Student Exited GenEd Remain in SPED](#)
 - Students in SEDS not in STARS
 - Students in SEDS not in Proactive
 - Enrollment And Attendance
 - LEA Roster Planning Report
 - Nonpublic Placement Report
 - Enrollment Report Ages 3-6
 - ESY Roster Report
 - C To B Transition Tracking Report
 - Nonpublic Transition Report
 - Transportation Roster Report
 - Enrollment History Report
 - Duplicative Enrollment Report
 - Student Level Analysis
 - Special Education Roster Report
 - Student Special Education Events
 - Enterprise Reports
 - At Risk
 - Accountability Status Historical
 - LearnDC Enrollment
 - Post Secondary
 - HS College Readiness Assessments
 - Child Count
 - CAS Standard Scores
 - Median Growth Percentile
 - CAS Strand Scores
 - Cube Access
 - DCCAS 2014
 - Enrollment Audit and Child Count
 - Child Count Certification Report
 - Enrollment Audit Certification

Welcome

Click on the Report links in the left navigation bar to view your selected report.

All Reports will be displayed in this Reports Viewer area.

Please Note: You can click the Hide button to close the navigation bar while view


SLED: Certifying your Oct 6 data

Page 1:

- The 'SLED Student Count' column will be filled out for you, according to the data that's in SLED for your LEA.
- If these totals are incorrect, you must make a note of this in the 'LEA Totals (if different from SLED)' column and create an OSSE Support Tool ticket BEFORE returning the form to OSSE. Enter your open OSSE Support Tool Ticket numbers in the far right section for the listed categories.

Page 2:

- Complete the second page of the form. Make sure you have the correct signatures.



LEA/CBO ENROLLMENT AUDIT DATA CERTIFICATION

This form also serves as a Request for Appropriations Disbursement for Public Charter Schools

SY 2014-2015

This form must be completed by ALL LEAs and CBO's
Please submit completed application electronically and with the original signatures.

LEA/CBO Name: _____ Date: _____
EIN (PCS Only): _____ License Number (CBO Only): _____

Certification Information


Please specify the number of students your LEA is certifying for each category based on October 6, 2014 enrollment. In the case in which the Enrollment Audit section in SLED does not accurately reflect your LEA's enrollment in any category, reference the OSSE Support Tool (OST) Ticket Number that is open to address the issue.

Category	SLED Student Count	LEA Totals (if different from SLED)	Open OST Ticket number(s)
Enrolled			
PK3			
PK4			
KG			
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
Adult			
Alternative			
Special Ed			
Residents			
LEP			
Special Ed Level 1			
Special Ed Level 2			
Special Ed Level 3			
Special Ed Level 4			
At Risk			

Please continue to page 2.

SLED: Certifying your Oct 6 data

- The form is due to OSSE via email by 5 PM on October 8, 2014.
- Scan and email the completed form to osse.enrollmentaudit@dc.gov
- If we do not receive this form for your LEA by this deadline, you are passively certifying that your data in SLED are correct.



LEA/CBO ENROLLMENT AUDIT DATA CERTIFICATION
This form also serves as a Request for Appropriations Disbursement for Public Charter Schools

SY 2014-2015

This form must be completed by ALL LEAs and CBO's
Please submit completed application electronically and with the original signatures.

LEA/CBO Name: _____ Date: _____
EIN (PCS Only): _____ License Number (CBO Only): _____

Certification Information

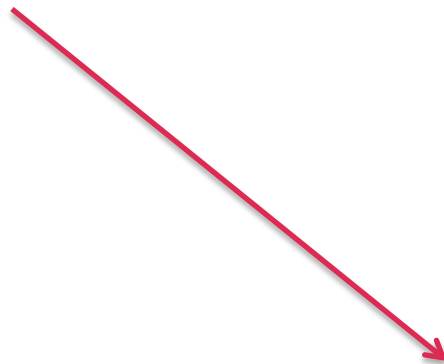
Please specify the number of students your LEA is certifying for each category based on October 6, 2014 enrollment. In the case in which the Enrollment Audit section in SLED does not accurately reflect your LEA's enrollment in any category, reference the OSSE Support Tool (OST) Ticket Number that is open to address the issue.

Category	SLED Student Count	LEA Totals (if different from SLED)	Open OST Ticket number(s)
Enrolled			
PK3			
PK4			
KG			
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
Adult			
Alternative			
Special Ed			
Residents			
LEP			
Special Ed Level 1			
Special Ed Level 2			
Special Ed Level 3			
Special Ed Level 4			
At Risk			

Please continue to page 2.

SLED: Certifying your Oct 6 data

You must also complete this process for Child Count. The certification form is also available via the SLED Reports Framework.



★ ★ ★
SLED DC STATEWIDE LONGITUDINAL
EDUCATION DATA SYSTEM

[Refresh Explorer](#)

- OSSE
 - SEDS Reports
 - Performance and Management
 - Events Not Transferred
 - LEA Performance and Planning Report
 - LEA Performance and Planning Summar
 - [Student Exited GenEd Remain in SPED](#)
 - Students in SEDS not in STARS
 - Students in SEDS not in Proactive
 - Enrollment And Attendance
 - LEA Roster Planning Report
 - Nonpublic Placement Report
 - Enrollment Report Ages 3-6
 - ESY Roster Report
 - C To B Transition Tracking Report
 - Nonpublic Transition Report
 - Transportation Roster Report
 - Enrollment History Report
 - Duplicative Enrollment Report
 - Student Level Analysis
 - Special Education Roster Report
 - Student Special Education Events
 - Enterprise Reports
 - At Risk
 - Accountability Status Historical
 - LearnDC Enrollment
 - Post Secondary
 - HS College Readiness Assessments
 - Child Count
 - CAS Standard Scores
 - Median Growth Percentile
 - CAS Strand Scores
 - Cube Access
 - DCCAS 2014
 - Enrollment Audit and Child Count
 - Child Count Certification Report
 - Enrollment Audit Certification

Welcor

Click on the **Report** links in the left navigation bar to view your selected report.
All Reports will be displayed in this Reports Viewer area.

Please Note: You can click the **Hide** button to close the navigation bar while view

SY14-15 Enrollment Audit Child Count QuickBase Tool

There are several data elements that can be updated in QuickBase:

Tuition

Tuition Payment Amount

Student Residency

Count Location

The screenshot shows a web browser window with the URL <https://octo.quickbase.com/db/bi5q5vyju>. The page title is "OSSE Enrollment Audit and Child Count SY 2014-2015 QuickBase Application". The navigation bar includes links for "Home", "Enrollment Audit Child Co...", "LEA Document Upload", "LEA SLIMS List", and "LEA Contact List". The main content area is titled "OSSE Enrollment Audit and Child Count SY 2014-2015 QuickBase Application" and contains the following text:

Welcome to the SY2014-2015 Enrollment Audit and Child Count (EA/CC) QuickBase application. This application serves the following purposes:

Data Collection:

This QB application allows OSSE to collect critical audit data from LEAs that is not being collected from the LEAs' Student Information Systems (SIS). Therefore, only a small subset of data points will be available for viewing in this application. A complete review of student data must take place in Enrollment Audit section in SLED. Information input/updated here will appear on the Enrollment Audit table in SLED the following business day.

This school year, LEAs can also review and update the OSSE LEA Contacts List and the School and LEA Information System (SLIMS) through this application.

Secure document sharing:

This application provides a secure location where LEAs can upload and transfer documentation (residency, LEP, appeals, etc) to the Auditor and OSSE.

Please continue reading for guidance and expectations on how to input, update, and upload information successfully.

Enrollment Audit Report

This report can be accessed by clicking on the "Enrollment Audit Child Count" link along the top navigation bar of the page. Only records for students who appear as enrolled on the UPSFF Enrollment Audit Student Table in Statewide Longitudinal Education Database (SLED) system will appear here. For each student, LEAs must ensure the following data elements are completed and accurate by the stated deadline.

Data Element	Permitted Value	Deadline
Count Location (Room #/ Home Room) for site visit	Open Text Field	Must be entered at least 6 work days before the Auditor Site Visit

QuickBase

There are several data elements that are not captured by the SIS. Enter this information in the EA/CC QuickBase application. QuickBase will send this data to SLED. These data elements are:

- Tuition paid (yes/no)
- Tuition amount (dollar amount, US)
- Residency (yes/no)
- Count location (enter the classroom location of each student for the site visit). ***This must be complete six work days before your site visit.***

QuickBase: What do I use the QuickBase tool for?

If any of this information is transmitted to OSSE via ADT, *you do not need to re-enter that information via QuickBase.*

If you are not sure if this information is captured by OSSE via ADT, put in an OSSE Support Tool ticket.

QuickBase: Document Upload

https://octo.quickbase.com/db/b15q5vjvu

Testing as Enrollment Audit role End Test

My A... DOH IT F... OSSE Enr... OSSE ID... OSSE AD... DPR Servi... OCA Hirin... OSSE Enr...

Home Enrollment Audit Child Co... LEA Document Upload LEA SLIMS List LEA Contact List

OSSE Enrollment Audit and Child Count SY 2014-2015 QuickBase Application

General Instructions

OSSE Enrollment Audit and Child Count SY 2014-2015 QuickBase Application

Welcome to the SY2014-2015 Enrollment Audit and Child Count (EA/CC) QuickBase application. This application serves the following purposes:

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Data Element	Permitted Value	Deadline
Count Location (Room #/ Home Room) for site visit	Open Text Field	Must be entered at least 6 work days before the Auditor Site Visit

LEAs will upload documents to QuickBase, if needed, for:

- LEP sample audit
- Residency documentation
- Resolution documents
- Appeals

QuickBase: Document Upload

https://octo.quickbase.com/db/bi6shch6j?a=er&rid=864&rl=faf

OSSE Enrollment Audit and ... Pages - Reports reports.osse.dc.gov

Testing as Enrollment Audit role End Test

My Ap... DOH IT F... OSSE Enr... OSSE IDE... OSSE AD... DPR Servi... OCA Hirin... OSSE Enr... OSSE Su... Communit... OSSE Enr... Graduatio... OSSE PA... Discipline... New App

Home Enrollment Audit Child Co... LEA Document Upload LEA SLIMS List LEA Contact List

LEA Document Upload Edit Document #864

Save Cancel

Return | Next

LEA Name Academy of Hope Adult PCS

Tuition and Residency Upload Count Location Upload

Residency Documentation Upload

Resolution Documentation Upload

LEA ID - Current User is in LEA

QuickBase: Points of Contact

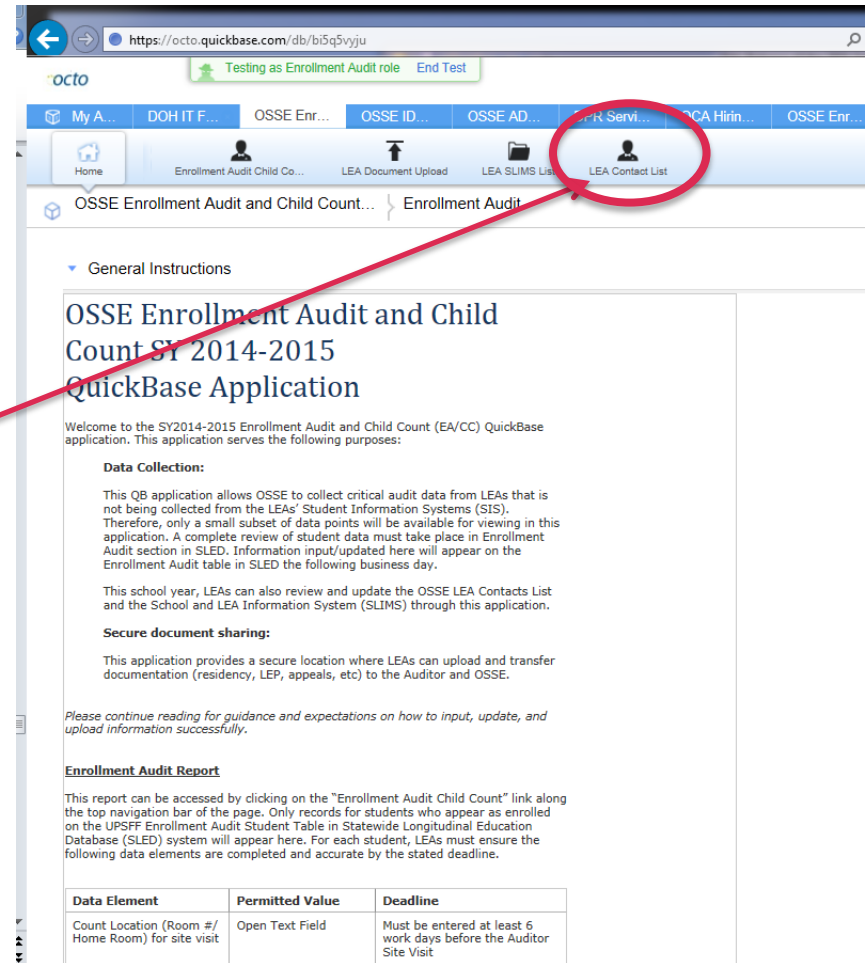
Updating your LEA's contact information via QuickBase

Starting September 3, 2014, you may update your LEA's contact information via QuickBase. You have until October 6, 2014 at 5 PM to make changes to this information via QuickBase. Outside of these dates, you **MUST** email tonia.lovelace@dc.gov.

QuickBase: Points of Contact

Updating your LEA's contact information via QuickBase

Click the 'LEA Contact List' link on the home page of QuickBase, update the appropriate fields, and save.



The screenshot shows the QuickBase interface for the 'OSSE Enrollment Audit and Child Count SY 2014-2015 QuickBase Application'. The 'LEA Contact List' link is circled in red in the top navigation bar. A red arrow points from the text 'Click the 'LEA Contact List' link' to the circled link.

OSSE Enrollment Audit and Child Count SY 2014-2015 QuickBase Application

Welcome to the SY2014-2015 Enrollment Audit and Child Count (EA/CC) QuickBase application. This application serves the following purposes:

Data Collection:

This QB application allows OSSE to collect critical audit data from LEAs that is not being collected from the LEAs' Student Information Systems (SIS). Therefore, only a small subset of data points will be available for viewing in this application. A complete review of student data must take place in Enrollment Audit section in SLED. Information input/updated here will appear on the Enrollment Audit table in SLED the following business day.

This school year, LEAs can also review and update the OSSE LEA Contacts List and the School and LEA Information System (SLIMS) through this application.

Secure document sharing:

This application provides a secure location where LEAs can upload and transfer documentation (residency, LEP, appeals, etc) to the Auditor and OSSE.

Please continue reading for guidance and expectations on how to input, update, and upload information successfully.

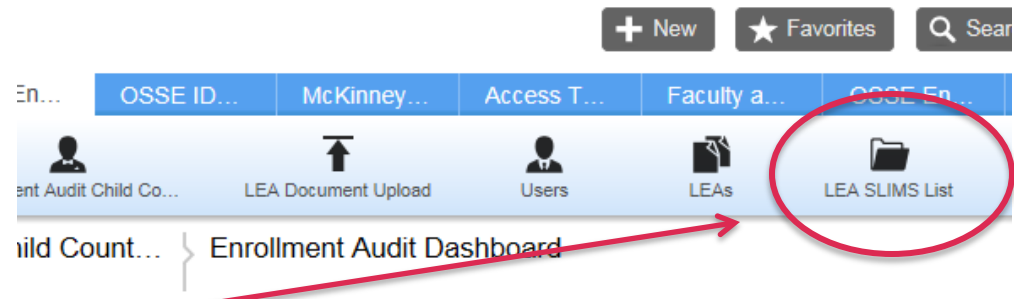
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This report can be accessed by clicking on the "Enrollment Audit Child Count" link along the top navigation bar of the page. Only records for students who appear as enrolled on the UPSFF Enrollment Audit Student Table in Statewide Longitudinal Education Database (SLED) system will appear here. For each student, LEAs must ensure the following data elements are completed and accurate by the stated deadline.

Data Element	Permitted Value	Deadline
Count Location (Room #/ Home Room) for site visit	Open Text Field	Must be entered at least 6 work days before the Auditor Site Visit

QuickBase: School and LEA data (SLIMS)

- Make sure all School and LEA Information is complete and up-to-date.
 - Grades offered
 - Age cutoff date
 - Campus addresses



[General Instructions](#)

OSSE Enrollment Audit and Child Count SY 2014-2015 QuickBase Application

There are three tables that are part of the 2013 Student_enrollment Audit QuickBase Tool, the Student_enrollments table and the LEP Sample table, and the LEA Bulk Data Upload table. Please continue reading for further guidance.

Roster Verification Table

Only students who appear in the Statewide Longitudinal Education Database (SLED) system as enrolled in your LEA will appear in this table. For each student, you must input the following data.

Data Element	Description	Permitted Value	Data Entry Timeframe
Residency Indicator	The LEA's determination that the student is or is not a resident of the District	Y = Resident N = Not Resident	9/16/2013 - 10/7/2013

SY14-15 OSSE Support Tool (OST)

Use the OSSE Support Tool if you have a persistent data issue in SLED, SEDS or the Enrollment Audit Child Count QuickBase tool. You can also request a USI split/merge via the Support Tool.

Student Information

First Name Last Name

USI

USI unavailable? Gender

DoB Age 22 at Fall Start (Aug. 1) Age 22 at Spring Start (Jan. 1)

Attending School

LEA Information

Requestor's LEA/School: (Select YOUR LEA. If you work at a non-public school, select your school from the drop-down menu) *

Issue Description

By checking this box, I confirm that the provided solution addresses my issue

Issue Description

If possible, take a screenshot of your status and upload it here.

Attachment

OST: Accessing the system

- Navigate to <https://octo.quickbase.com/db/bh9ehz85s>
- Login to OST with your existing QuickBase log-in information. If you have not previously used a QuickBase application and you have provided your email address to OSSE for access, you will be able to register for an account.
- For access to QuickBase, email osse.enrollmentaudit@dc.gov
- You can also reset your password for the application on the login page.

Username

Password

[I forgot my password](#)

Keep me signed in on this computer

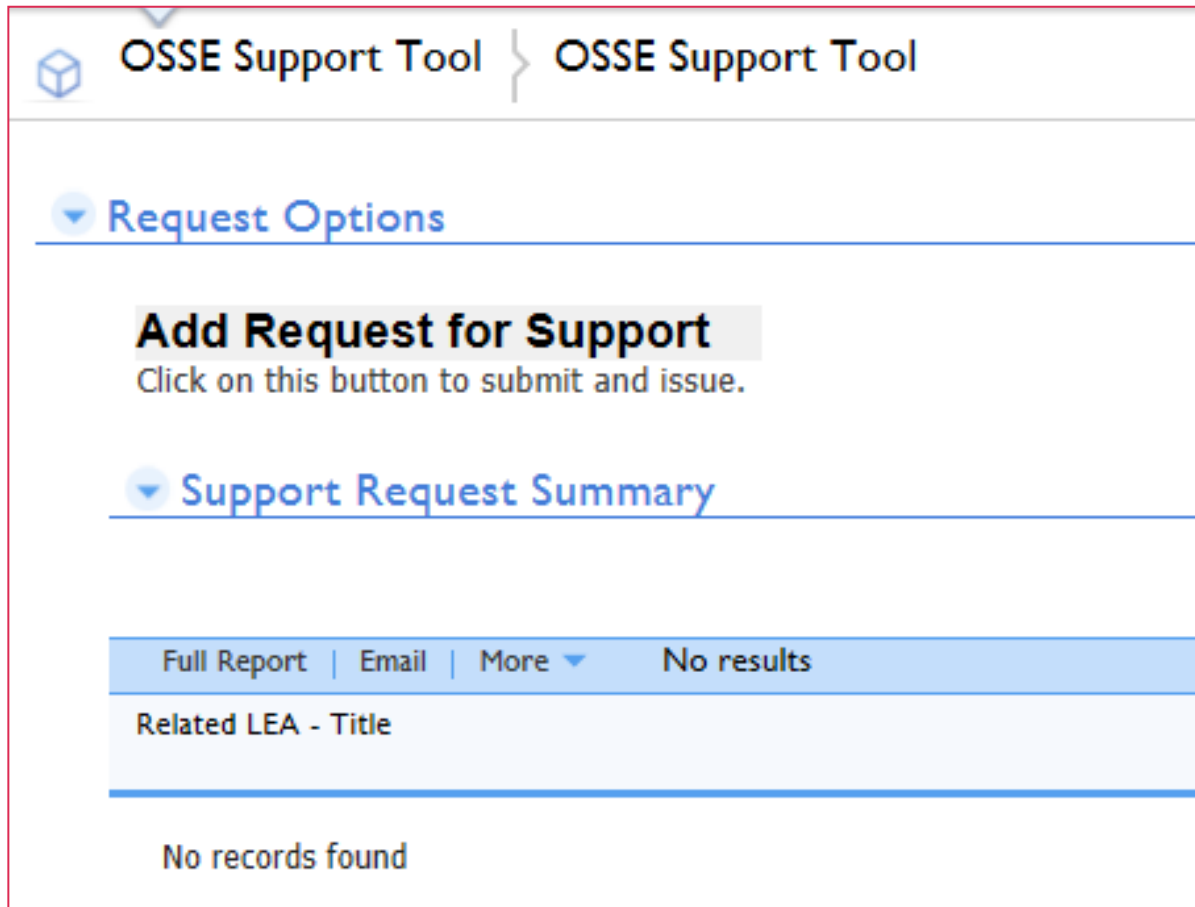
[Sign in](#)

Not a QuickBase user? [Create a log-in.](#)

w

OST: Creating a Ticket

Click on the Add Request for Support Button



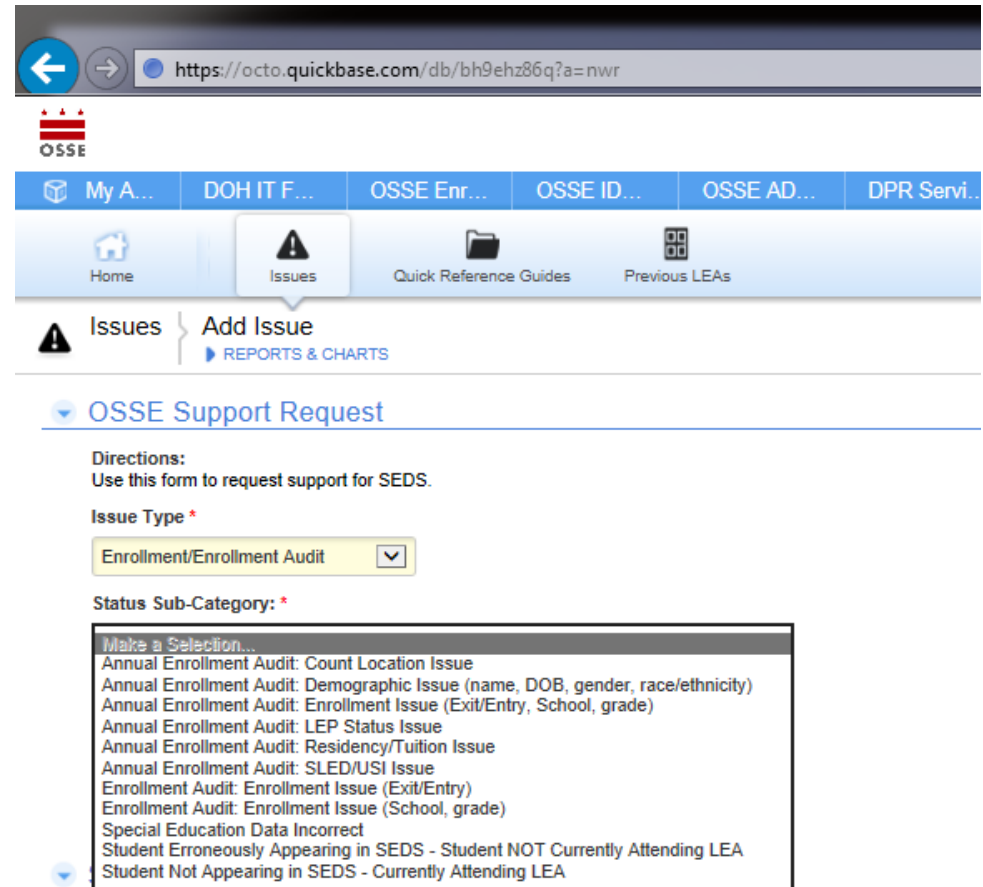
The screenshot displays the OSSE Support Tool interface. At the top, there is a breadcrumb trail: "OSSE Support Tool" followed by a right-pointing chevron and another "OSSE Support Tool". Below this is a section titled "Request Options" with a downward-pointing chevron. The main content area features a prominent button labeled "Add Request for Support" which is highlighted with a grey background. Directly beneath this button is the instruction "Click on this button to submit and issue." Below the instruction is another section titled "Support Request Summary" with a downward-pointing chevron. Underneath this section is a table with a blue header row containing "Full Report | Email | More" (with a downward chevron) and "No results". The table has a column header "Related LEA - Title". The body of the table is empty, and the text "No records found" is centered at the bottom of the table area.

OST: What enrollment issues can OSSE respond to?

If you have an enrollment data issue, select 'enrollment/enrollment audit' as your **issue type**, then the appropriate sub-category.

You must provide a USI OR a complete name and date of birth for the student in order for OSSE to resolve the issue.

OSSE will respond to your issue within 48 hours.



The screenshot shows a web browser window with the URL <https://octo.quickbase.com/db/bh9ehz86q?a=nwr>. The page header includes the OSSE logo and navigation tabs for 'My A...', 'DOH IT F...', 'OSSE Enr...', 'OSSE ID...', 'OSSE AD...', and 'DPR Servi...'. Below the header is a navigation bar with 'Home', 'Issues', 'Quick Reference Guides', and 'Previous LEAs'. The 'Issues' tab is active, and a dropdown menu is open showing 'Add Issue' and 'REPORTS & CHARTS'. The main content area is titled 'OSSE Support Request' and contains the following text:

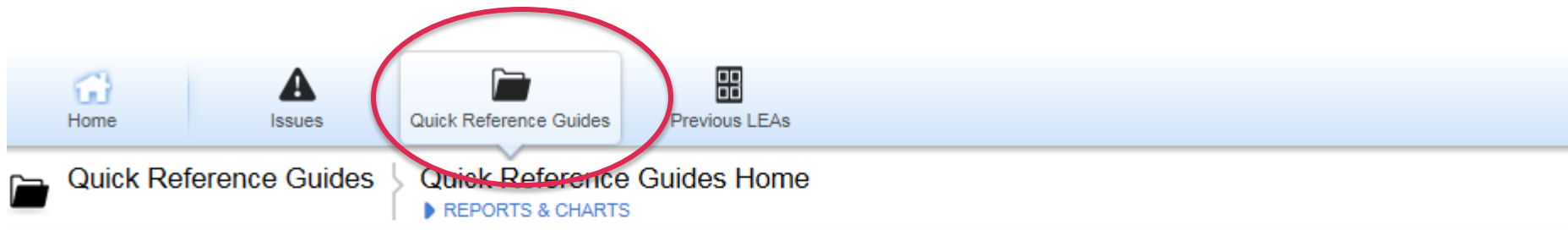
Directions:
Use this form to request support for SEDS.

Issue Type *
Enrollment/Enrollment Audit

Status Sub-Category: *
Make a Selection...
Annual Enrollment Audit: Count Location Issue
Annual Enrollment Audit: Demographic Issue (name, DOB, gender, race/ethnicity)
Annual Enrollment Audit: Enrollment Issue (Exit/Entry, School, grade)
Annual Enrollment Audit: LEP Status Issue
Annual Enrollment Audit: Residency/Tuition Issue
Annual Enrollment Audit: SLED/USI Issue
Enrollment Audit: Enrollment Issue (Exit/Entry)
Enrollment Audit: Enrollment Issue (School, grade)
Special Education Data Incorrect
Student Erroneously Appearing in SEDS - Student NOT Currently Attending LEA
Student Not Appearing in SEDS - Currently Attending LEA

OST: Global Issues Ticket

- If you have an issue that affects multiple students, please complete the Global Issues Template found under the Quick Reference Guides tab.
 - DO NOT SUBMIT A NEW TICKET FOR EVERY STUDENT.



Embedded for LDAs	5 Quick Reference Guides	Archive? is not '1'		
	Name	Description	Guide	Archive?
	OSSE Support Tool Guide		LEA Data Administrator II - Course Presentation - OSSE Support Tool Section.pdf	
	LEA Contact List		Updated 2013 Contact List.xlsx	
	Nonpublic Training of TA Model		Nonpub training of new TA model UPDATED 02 09 2014 (1).pdf	
	OST Enrollment Audit Global Issue Template		OST Enrollment Audit Global Issue Template 2014-2015.xlsx	
	OSSE Support Tool Guide for DSE POCs		OSSE Support Tool PPT Guide - DSE POC updated 09 04 2014.pptx	

OST

If you are an LEA that uploads enrollment and demographic data directly to ProActive and your data is appearing incorrectly in ProActive, please contact datatickets@dcpcs.org



Notes about specific Data Elements

Direct Certification Indicator

- An indication that the student's family was eligible for TANF or SNAP at any point within the given school year
- The Direct Certification indicator is populated by OSSE using data provided by the Department of Human Services (DHS);
- **The first SY 2014-2015 data will not be available until October 1, 2014. Because of that, the LEA Direct Certification population will probably change on October 1.**

Homeless Indicator

- This data element is populated by information from the McKinney/ Vento QuickBase Application.
- Work with the Homeless Liaison at the LEA to ensure that all homeless students are referred and in the QB application by October 6.

LEA Identified Grade vs. UPSFF Grade

- The LEA Identified Grade level will display the exact information you input in your SIS
- The UPSFF Grade is the translation of that grade for funding purposes. The UPSFF grade will be same as the LEA identified grade in all cases except the following:
 - Alternative programs
 - Special Education programs
 - Adult Programs
 - Records with invalid LEA Identified Grades (will be translated to the student's age appropriate grades)
 - Students in grades C1-C8 (will be translated to the student's age appropriate grades)



2014 Child Count Training

Division of Specialized Education
September 2014



Regulatory Context

The Child Count is a federally mandated activity as per CFR 300.641(a) that is reported annually and serves as the official special education enrollment number for the District of Columbia.

This year, requirements of Enrollment Audit and Child Count are aligned to reduce burden on LEAs, and;

The process has been streamlined for LEAs to fulfill reporting requirements of each process

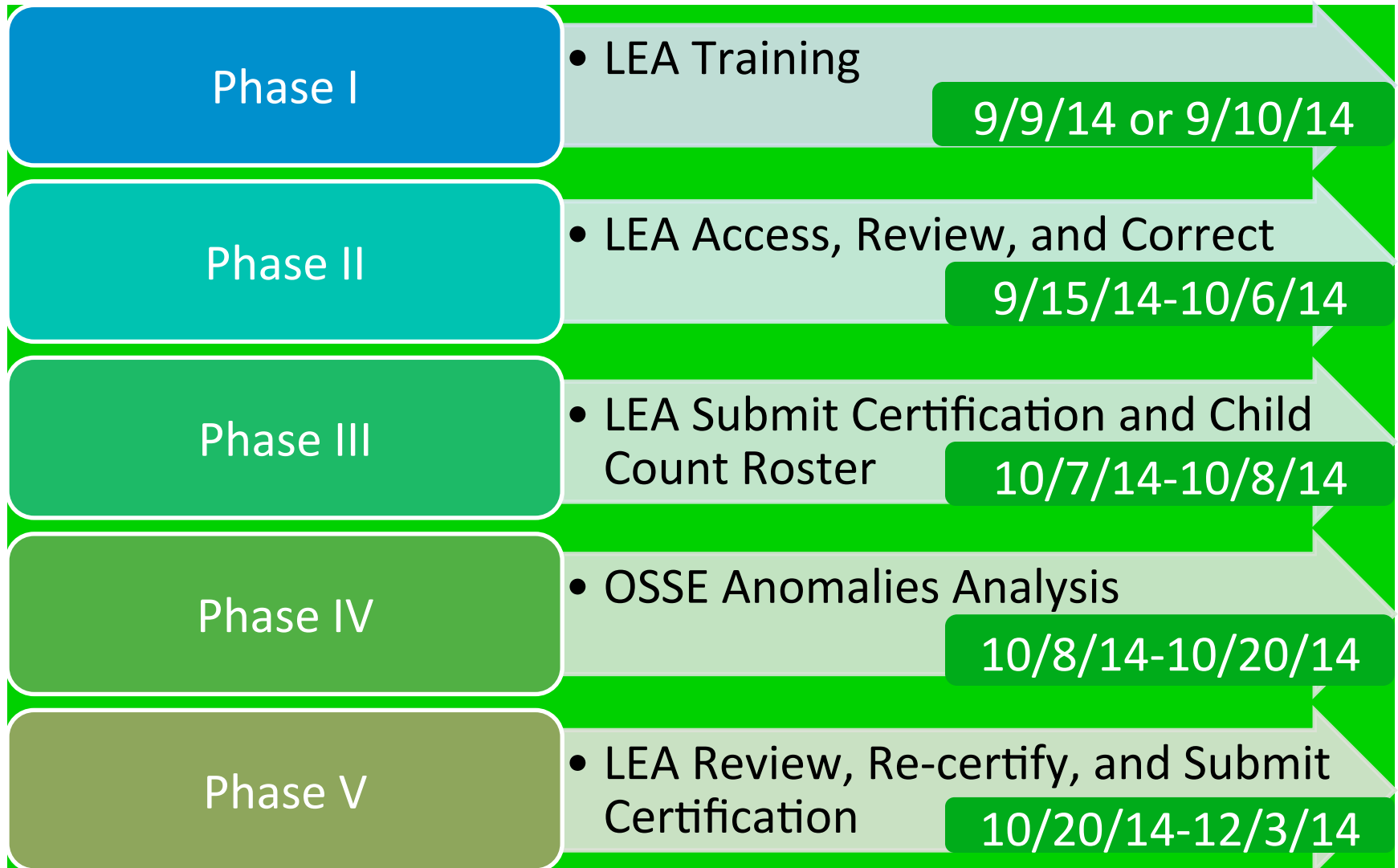
Regulatory Context

	Enrollment Audit	Child Count
Mandate	DCMR (DC Code)	IDEA
Population	<ul style="list-style-type: none"> •General and special education students •Additional requirements for students receiving special education services 	<ul style="list-style-type: none"> •Students ages 3 through 21 receiving special education services
Data Reported	<ul style="list-style-type: none"> •Student count •Service levels •Results of independent audit 	<ul style="list-style-type: none"> •Student count •Educational Environments
LEA Requirement	Verify student count and service levels	Verify student count and Educational Environment
Funding	Local funding formulas	Federal funds

For details on funding for special education students, refer to table on page 10 in the Student Enrollment Audit Handbook

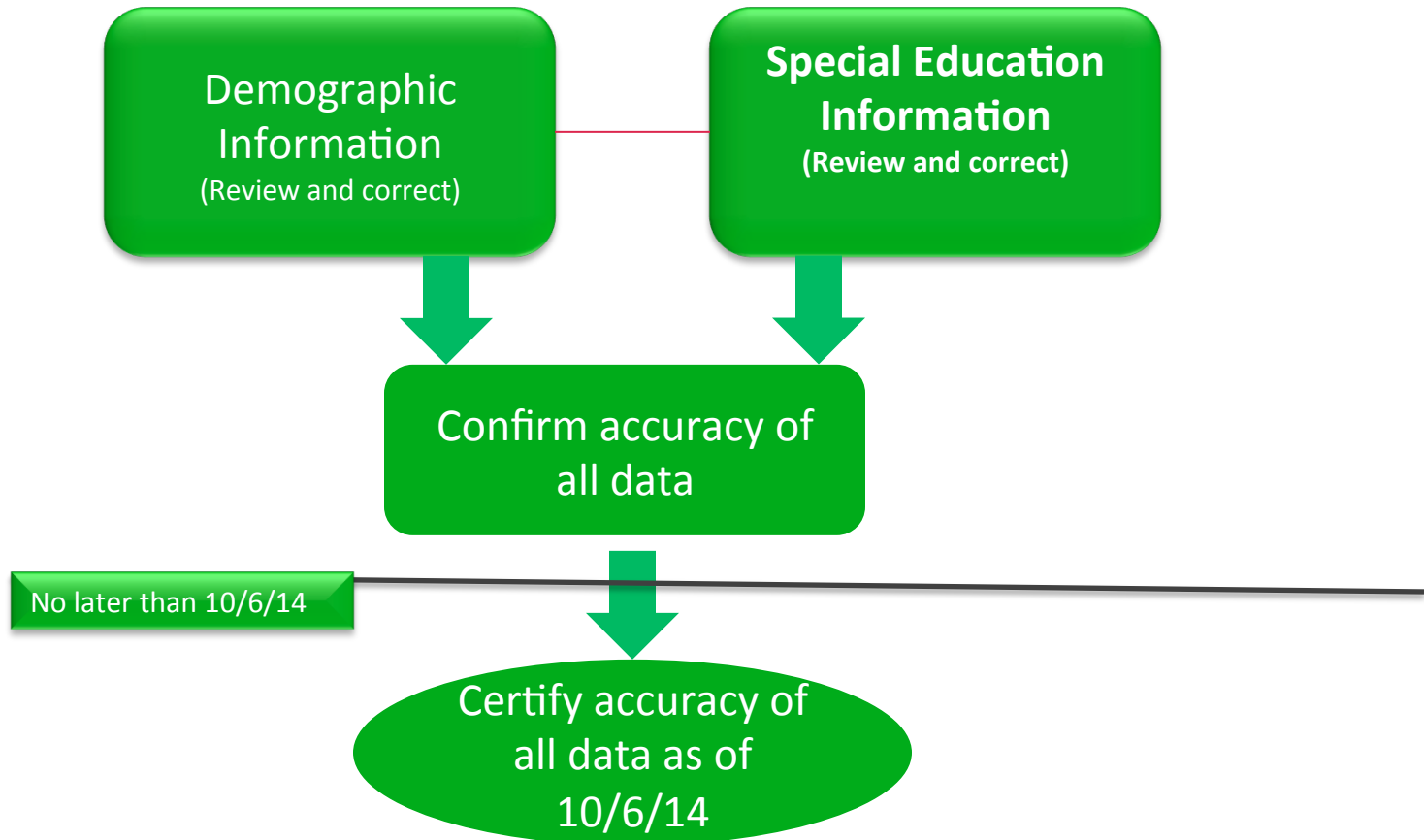
<http://osse.dc.gov/publication/forms-dc-enrollment-verification>

Child Count Process: Overview



Child Count

Action Steps



Data System Access and Communication

- **Child Count in SLED** – Primary location for LEAs to review all data for Child Count
- **SEDS** – Primary system for inputting and updating special education student information.
- **2014 Enrollment Audit Quickbase Application** – The application will be used for the collection of data not captured by the LEA SIS or SEDS; and, will also be used throughout the audit for the upload of residency, resolution, appeals, and LEP documentation.
- **SLED Data Quality Error Report** – Allows LEAs to see data errors in a student’s enrollment and/or demographic record that would potentially prevent the student from appearing accurately in the Enrollment Audit Roster Verification or Child Count in SLED (or in SEDS)
- **OSSE Support Tool** – A quick base application that will allow LEAs to enter a request for support from OSSE for the purposes of correcting/updating Enrollment Audit or Child Count data; Available to SEDS LEA Special Education Point of Contact(LEA SE POC) and Enrollment Audit or LEP Point of Contacts
- **SEDS Resource Site** – Provides guidance documents on the use of SEDS, particularly the process for completing IEP Amendments

Child Count: Data Verification and Summary of Actions

Review Demographic Information for Student

Data Element	Source System	Description
USI	STARS/ProActive	10 digit USI assigned by OSSE/SLED
First Name	STARS/ProActive	Student's First Name
Last Name	STARS/ProActive	Student's Last Name
DoB	STARS/ProActive	Student's Date of Birth
Age on 10/6/2014	STARS/ProActive	Student's age calculated from DOB as of 10/6/14
Gender	STARS/ProActive	Student's Gender
Grade	STARS/ProActive	Student's Grade
Race	STARS/ProActive	Student's Race
ELL	STARS/ProActive	Student's English Language Learner Status
LEA	STARS/ProActive	Student's attending LEA as of 10/6/2014
School Name	STARS/ProActive	Student's attending school as of 10/6/2014

Child Count:

Demographic Data - Summary of Actions

Correct Demographic Student Information

- If any of the student demographic information is inaccurate, the data must be corrected in the source system, the Student Information System (SIS) for the LEA.
- If the student is at a Charter LEA, the information must also be corrected in ProActive
- Be sure to allow for adequate time when reviewing/correcting data. Ensure there is time for the data to go from the SIS to ProActive and eventually to OSSE
- Work closely with the LEA Special Education Point of Contact to ensure that all data is accurate and up to date in all systems.

Child Count:

Data Verification - Summary of Actions

Review/Correct Special Education Student Information

- The process for reviewing and correcting data for SY14-15 is a new process
- ALL Special Education Data Elements must be corrected/ updated in the SOURCE system, with the exception of Educational Environment. Please make corrections to Educational Environment using the QuickBase Application.
- Please begin the review as soon as possible and allow ample time for the completion of IEP Amendment Meeting and/or Annual IEP Review Meetings as needed. The OSSE Child Count will be based on student enrollment and educational environment as of 5:00pm, Monday, October 6, 2014.

Child Count: Special Education Data Verification

Review Special Education Information for Student

SPECIAL EDUCATION DATA REVIEW SECTION		
Primary Disability	SEDS	Student's primary disability as of 10/6/2014
Most Recent IEP Date	SEDS	Date of most recent IEP as of 10/6/2014
IEP Event Date	SEDS	Event ID for IEP from which SERVICES are pulled
Most Recent Eligibility Date	SEDS	Date of most recent eligibility as of 10/6/2014
Total Hours Outside General Ed Setting	SEDS	Hours for all specialized instruction and related services prescribed on the IEP delivered OUTSIDE of the general education setting
Total Hours In General Ed Setting	SEDS	Hours for all specialized instruction and related services prescribed on the IEP delivered IN the general education setting
Total Hours	SEDS	Hours for all specialized instruction and related services prescribed on the IEP regardless of setting
% Outside Gen Ed Setting	Calculated based on data in SEDS	Total number of hours prescribed on IEP divided by the number of school hours by week
Environment	SEDS	Education Environment from the Least Restrictive Environment page within the IEP Process
Dedicated Aide	SEDS	Whether the student has a dedicated aide prescribed on the IEP.
Dedicated Aide Hours	SEDS	If there is a dedicate aide included on the IEP, the number of hours per week the aide is assigned

Special Education Data - Summary of Actions

Correct Special Education Student Information

- If any of the student special education information is inaccurate, the data must be corrected in the source system, SEDS.
- LEAs should complete all IEP Amendments prior to October 6, 2014 (refer to the [SEDS Resource Site](#) for a video on the IEP Amendment process)
- In the context of IEP amendment, the term typographical error refers to text that is inconsistent with the LEA and parents' shared understanding based on a prior IEP or IEP Team discussion of a specific requirement or term found in a student's existing IEP.



DC STATEWIDE LONGITUDINAL
EDUCATION DATA SYSTEM

Home

Library

Data Collection Calendar

Reports

Report Violations

LEA Directory

Login

Note: This website is best viewed on Internet Explorer version 8 or above. It is also supported by Firefox 15, Chrome 21 and above. Please make sure cookies and javascript are enabled in your browser.

User name:

Password: (Enter 5 to 20 characters, case-sensitive)

[OSSE User Login](#)

Login to SLED with the User name and Password that was emailed from SLED.info@ dc.gov

Data as of: 7/13/2014

Search

Enrollment

Enrollment Audit and
Child CountCareer and Technical
EducationData Quality Error
Report

Direct Certification

Graduation

Transitory Services

Help & Feedback

Current Enrollment (uncertified)

Duplicative Enrollment Report

Current Enrollment Summary

Sector

Sector	Student Total
DCPS	47,745
DYRS	55
Public Charter School	36,355
Total	84,155

Gender

Gender	Student Total
--------	---------------

Race and Ethnicity

Race and Ethnicity	Student Total
Hispanic/Latino	13,377
	69
American Indian or Alaskan Native	89
Asian	1,221
Black or African American	60,970
Native Hawaiian or Other Pacific Islander	90
White	7,078
Two or More Races	1,261

Login to OST with your existing QuickBase log in information. If you have not previously used a QuickBase application, you will be able to register for an account



 My Apps

OSSE Support Tool

OSSE IDEAfacts 2012

QuickBase > My Apps in OCTO

[Adv. Search](#)

[+ New App](#)

App Name

Activity

Last Visited



OSSE Support Tool



Sept. 11

Using OSSE Support Tool

- **Use the OSSE Support Tool (OST), which is a QuickBase Application, to submit a request for support from OSSE**
- **The OST is available to SEDS LEA Special Education Point, Heads of LEA, Enrollment Audit Point of Contact and LEP Point of Contact**
 - SEDS LEA Special Education POCs have access to enter issues about anything related specifically to SEDS
 - Other OST users have access to enter issues specific to Enrollment or Enrollment Audit
- **There are two specific instances where information must be entered into the OST:**
 - IEP Amendments that are completed BETWEEN 10/7/14 and 10/8/14 ONLY; If an IEP Amendment is completed prior to 10/7/14, the data will automatically be captured in the Child Count in SLED
 - If dedicated aide information in Child Count is not accurate in SLED, and the LEA believes that an IEP Amendment should not be completed to make the correction, it **MUST** be entered in OST

Child Count

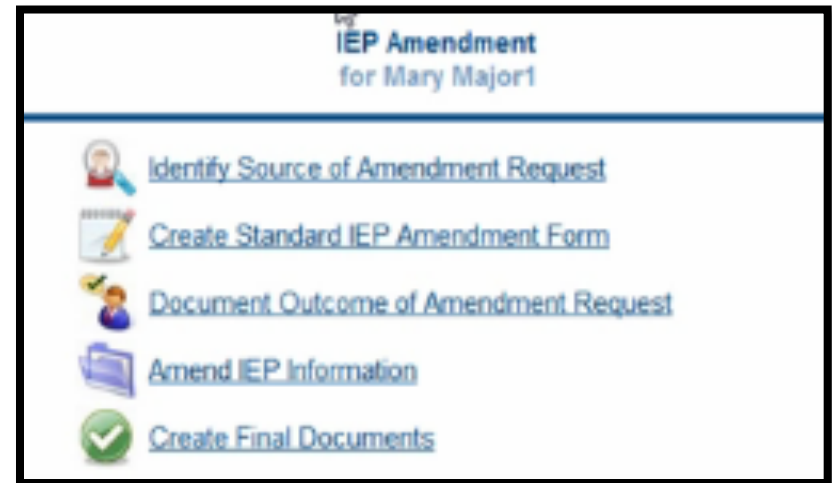
A Closer Look: IEP Amendments

- All IEP amendments for corrections to special education data must be completed no later than 5:00pm, Monday October 6, 2014.
- All IEP Amendments completed after October 6, 2014, for the purposes of correcting Child Count data, **must** be submitted to OSSE in the OSSE Support Tool by the LEA Special Education Point of Contact.
- In the context of IEP amendment, the term typographical error refers to text that is inconsistent with the LEA and parents' shared understanding based on a prior IEP or IEP Team discussion of a specific requirement or term found in a student's existing IEP.

A Closer Look:

IEP Amendments (cont'd)

- Changes to special education data must be made in SEDS
- Changes may be made via IEP annual review OR IEP amendment process
- If IEP team elects to make changes via IEP Amendment—it must follow requirements of OSSE amendment guidance and be completed in the SEDS Amendment Tab. (refer to **SEDS Resource Site** for a video on the IEP Amendment process)



A Closer Look:

IEP Amendments (cont'd)

ENTERING IEP AMENDMENT INFORMATION into OSSE Support Tool (OST)

- **IF AN IEP AMENDMENT** is completed for the purposes of updating or correcting Child Count data between October 7 and October 8, 2014, the LEA must submit a request through the OSSE Support Tool
- Include the following in the OST :
 - Student USI
 - Student Last Name
 - Student First Name
 - Student DOB
- In the ISSUE DESCRIPTION box, enter the following information:
 - IEP Amendment Date
 - IEP Amendment Event ID
 - Child Count data element(s) that need to be updated for Child Count

A Closer Look: Education Environment

- The Educational Environment selected for students will be displayed based on the Least Restrictive Environments Section in the IEP Process in SEDS.
- If the Educational Environment is missing or inaccurate in SLED, LEAs correct in the OSSE Enrollment Audit and Child Count SY 2014-2015 QuickBase Application.

The screenshot displays the OSSE Child Count application interface. At the top right is the OSSE logo. The main header reads "Child Count". Below this is a navigation bar with links for "Home", "Enrollment Audit Child C...", "LEA Contact List", and "LEA Users". The current page is titled "Edit Student #615049" and includes a "Save" button and a "Return" link.

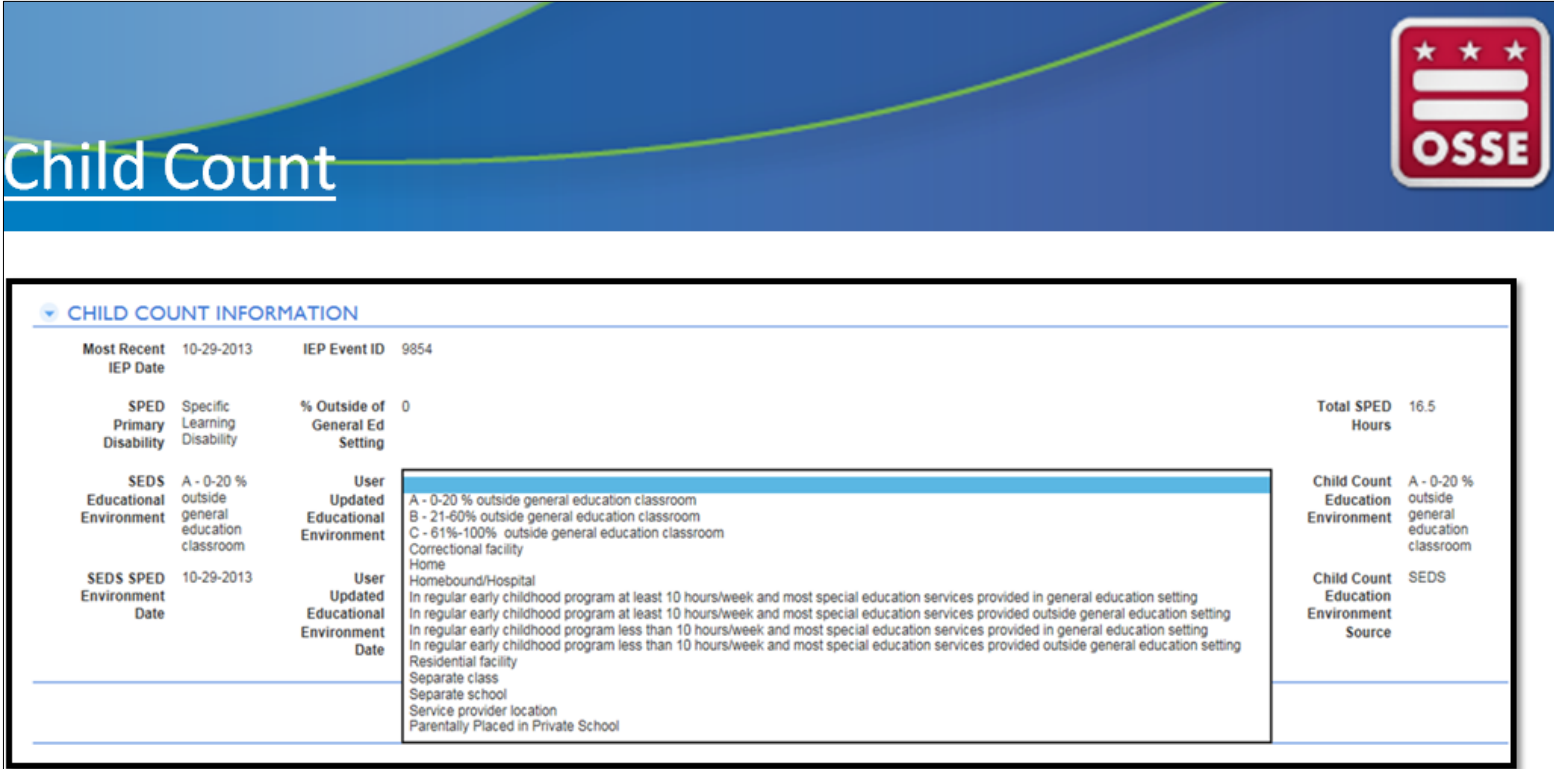
The "STUDENT DEMOGRAPHIC INFORMATION" section is currently blank. Below it is the "CHILD COUNT INFORMATION" section, which contains the following data:

Most Recent IEP Date	IEP Event ID		
10-29-2013	9854		
SPED Primary Disability	Specific Learning Disability	% Outside of General Ed Setting	0
SEDs Educational Environment	A - 0-20 % outside general education classroom	User Updated Educational Environment	<input type="text" value=""/>
Total SPED Hours			16.5
Child Count Education Environment			A - 0-20 % outside general education classroom

Child Count:

A Closer Look: Environments (cont'd)

Be sure to select the appropriate educational environment for students placed at nonpublic schools in SEDS, which is typically “Separate School” or “Residential”. If this is not the correct environment, update via the QuickBase Application



Child Count

OSSE

CHILD COUNT INFORMATION

Most Recent IEP Date	10-29-2013	IEP Event ID	9854
SPED Primary Disability	Specific Learning Disability	% Outside of General Ed Setting	0
SEDS Educational Environment	A - 0-20 % outside general education classroom	User Updated Educational Environment	A - 0-20 % outside general education classroom B - 21-60% outside general education classroom C - 61%-100% outside general education classroom Correctional facility Home Homebound/Hospital In regular early childhood program at least 10 hours/week and most special education services provided in general education setting In regular early childhood program at least 10 hours/week and most special education services provided outside general education setting In regular early childhood program less than 10 hours/week and most special education services provided in general education setting In regular early childhood program less than 10 hours/week and most special education services provided outside general education setting Residential facility Separate class Separate school Service provider location Parentally Placed in Private School
SEDS SPED Environment Date	10-29-2013	User Updated Educational Environment Date	
		Total SPED Hours	16.5
		Child Count Education Environment	A - 0-20 % outside general education classroom
		Child Count Education Environment Source	SEDS

A Closer Look: Dedicated Aide

- **In most cases, any changes to the dedicated aide information will need to be corrected/updated by completing an IEP Amendment in accordance with the following guidance (<http://osse.dc.gov/publication/individualized-education-program-amendment-guidance-final-april-21-2010>).**
- **Consult with your policy department for guidance on when to complete an amendment to correct erroneous data**
- **In a case where the dedicated aide information is not accurate, but the LEA does not believe that an IEP Amendment should be done, the LEA can submit a request for support in the OSSE Support Tool and OSSE will review each submission individually.**

Dedicated Aide Information Entered Into OSSE Support Tool

- Users will need to provide the following information in the required fields within the OSSE Support Tool (OST):
 - Student USI
 - Student Last Name
 - Student First Name
 - Student DOB
- In the ISSUE DESCRIPTION box, enter the following information:
 - Dedicated Aide Indicator appearing in the Child Count Tab within SLED
 - Dedicated Aide Hours appearing in the Child Count Tab within SLED
 - The correct Dedicated Aide Indicator (what the response should be)
 - The correct Dedicated Aide Hours (what the hours should be)
 - A brief description regarding why this information would need to be updated outside of an IEP Amendment

Troubleshooting-Request for Support

- After following all the troubleshooting steps outlined, if there are questions or issues remaining, please access OSSE SUPPORT TOOL to submit your question

OSSE Support Tool | OSSE Support Tool

Request Options

Add Request for Support
Click on this button to submit and issue.

Request Transfer of Student Records
Click on this button to request the transfer of student records.

Review of Transfer Requests
Click on this button to review the status of transfer requests.

Support Request Summary

Full Report | Email | More ▾ | No results

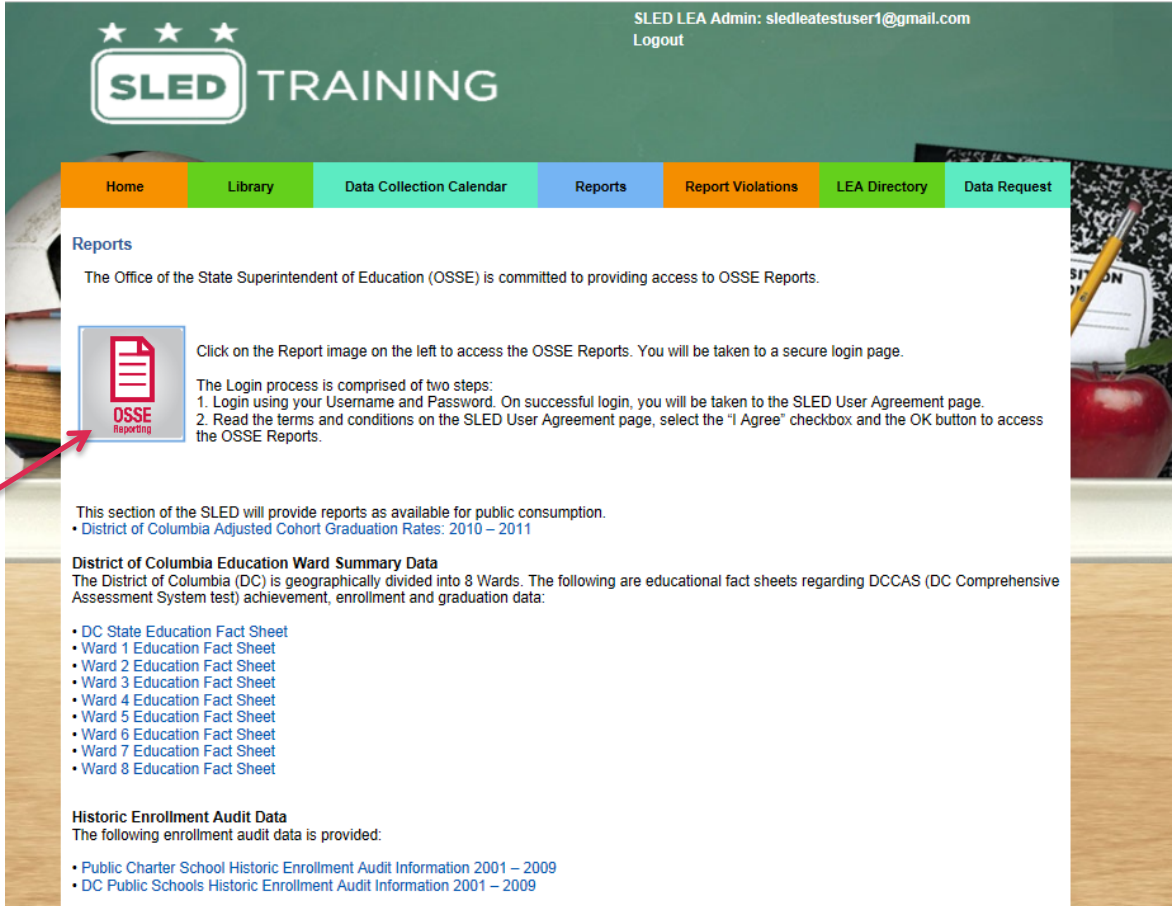
Status Category	Number of Issues
No records found	

Support Request Status

- **Green:** Request has been newly submitted and has not yet been reviewed by OSSE personnel.
- **Blue:** Request has been reviewed by OSSE personnel and a resolution is pending.
- **Red:** Request has been reviewed by OSSE personnel and requires additional information from the requestor.

SLED

Once you click the SLED Reports link, you'll go to the SLED Reports page. Click the OSSE Reporting icon.




SLED LEA Admin: sledleatestuser1@gmail.com
Logout

SLED TRAINING

Home Library Data Collection Calendar **Reports** Report Violations LEA Directory Data Request

Reports

The Office of the State Superintendent of Education (OSSE) is committed to providing access to OSSE Reports.

 Click on the Report image on the left to access the OSSE Reports. You will be taken to a secure login page.

The Login process is comprised of two steps:

1. Login using your Username and Password. On successful login, you will be taken to the SLED User Agreement page.
2. Read the terms and conditions on the SLED User Agreement page, select the "I Agree" checkbox and the OK button to access the OSSE Reports.

This section of the SLED will provide reports as available for public consumption.

- [District of Columbia Adjusted Cohort Graduation Rates: 2010 – 2011](#)

District of Columbia Education Ward Summary Data

The District of Columbia (DC) is geographically divided into 8 Wards. The following are educational fact sheets regarding DCCAS (DC Comprehensive Assessment System test) achievement, enrollment and graduation data:

- [DC State Education Fact Sheet](#)
- [Ward 1 Education Fact Sheet](#)
- [Ward 2 Education Fact Sheet](#)
- [Ward 3 Education Fact Sheet](#)
- [Ward 4 Education Fact Sheet](#)
- [Ward 5 Education Fact Sheet](#)
- [Ward 6 Education Fact Sheet](#)
- [Ward 7 Education Fact Sheet](#)
- [Ward 8 Education Fact Sheet](#)

Historic Enrollment Audit Data

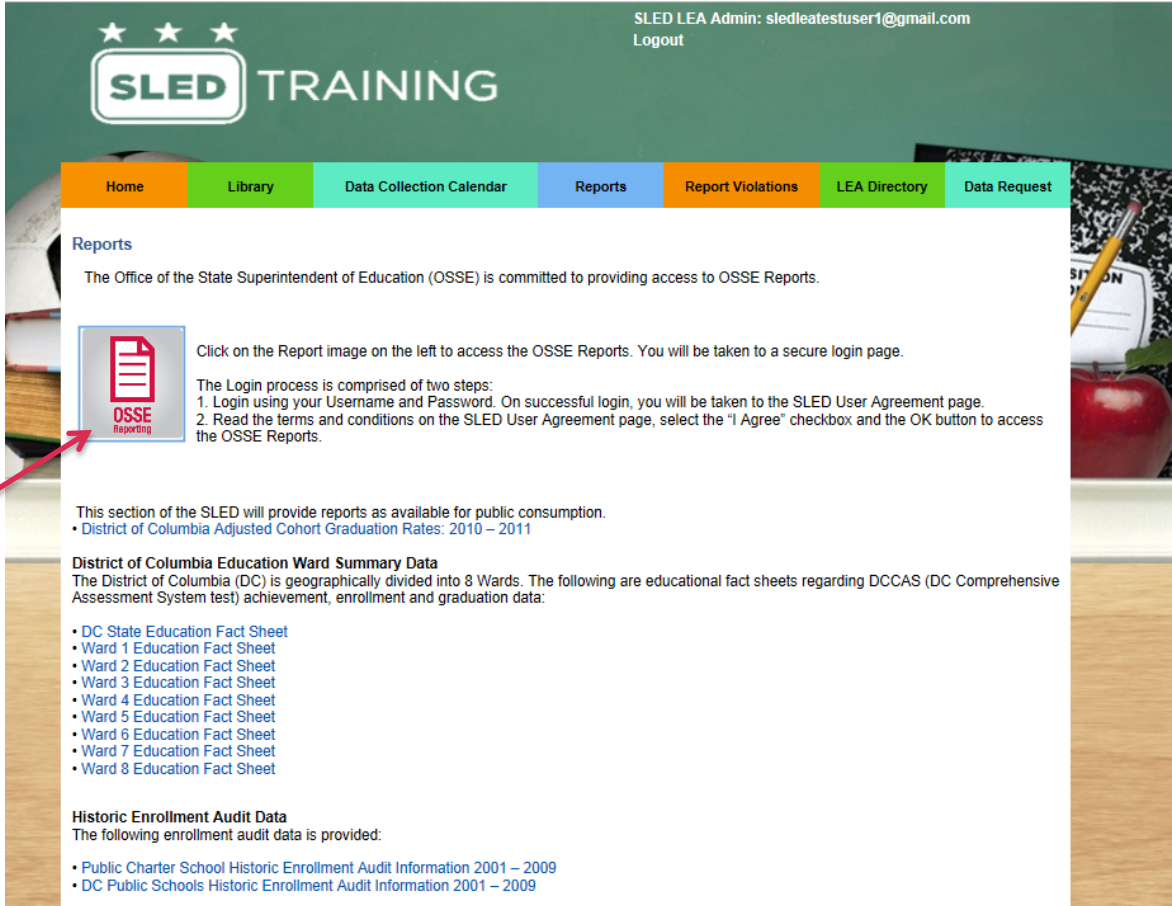
The following enrollment audit data is provided:

- [Public Charter School Historic Enrollment Audit Information 2001 – 2009](#)
- [DC Public Schools Historic Enrollment Audit Information 2001 – 2009](#)

SLED

Once you click the SLED Reports link, you'll go to the SLED Reports page. Click the OSSE Reporting icon.

On the next page, enter your SLED login information again.




SLED LEA Admin: sledleatestuser1@gmail.com
Logout

SLED TRAINING

Home Library Data Collection Calendar Reports Report Violations LEA Directory Data Request

Reports

The Office of the State Superintendent of Education (OSSE) is committed to providing access to OSSE Reports.

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- [Ward 6 Education Fact Sheet](#)
- [Ward 7 Education Fact Sheet](#)
- [Ward 8 Education Fact Sheet](#)

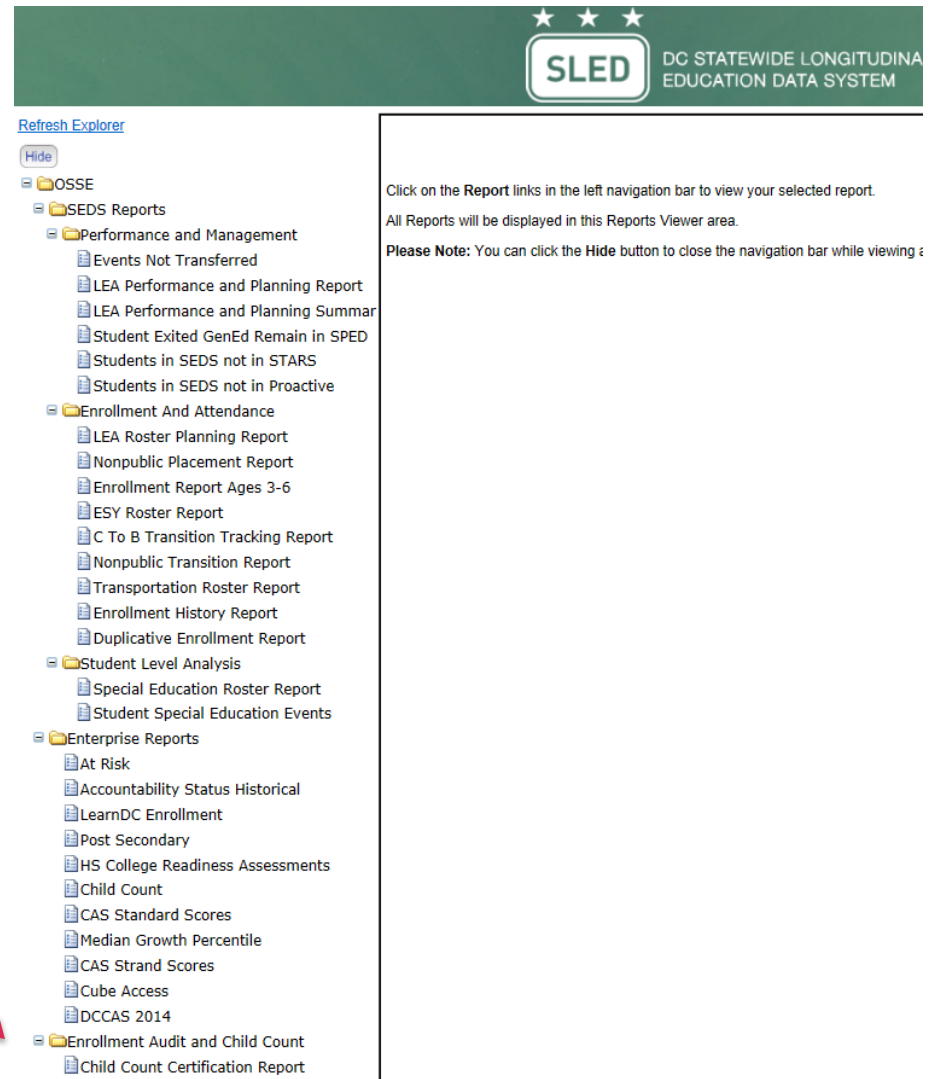
Historic Enrollment Audit Data

The following enrollment audit data is provided:

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- [DC Public Schools Historic Enrollment Audit Information 2001 – 2009](#)

SLED

This is the SLED Reports Framework. You will download your child count certification report from this area of SLED.



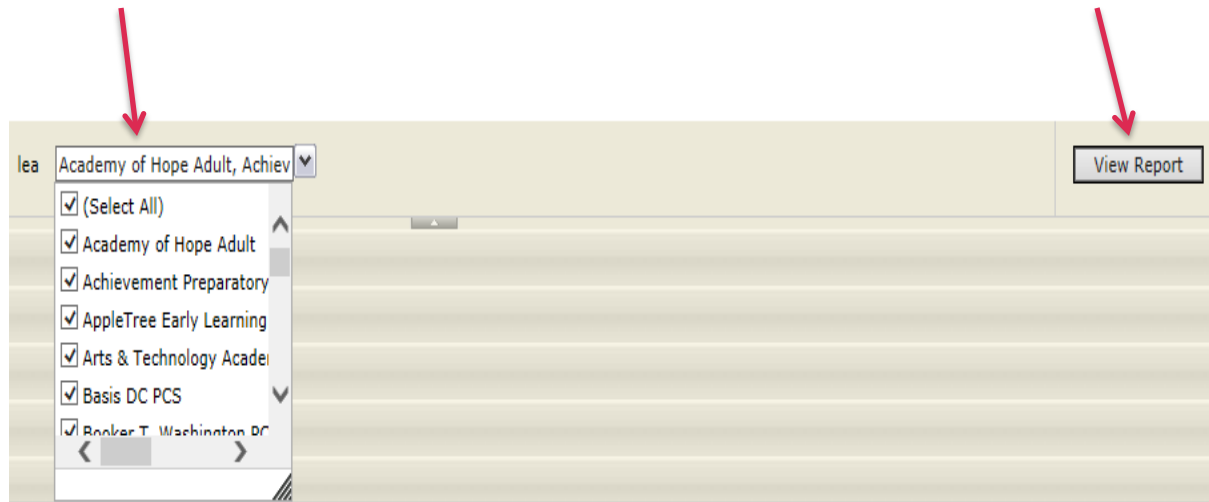
Refresh Explorer

Hide

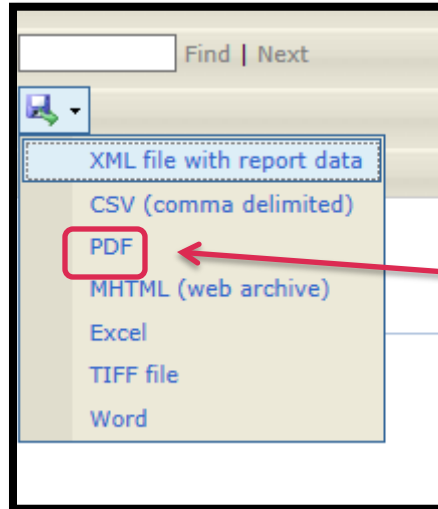
- OSSE
 - SEDS Reports
 - Performance and Management
 - Events Not Transferred
 - LEA Performance and Planning Report
 - LEA Performance and Planning Summary
 - Student Exited GenEd Remain in SPED
 - Students in SEDS not in STARS
 - Students in SEDS not in Proactive
 - Enrollment And Attendance
 - LEA Roster Planning Report
 - Nonpublic Placement Report
 - Enrollment Report Ages 3-6
 - ESY Roster Report
 - C To B Transition Tracking Report
 - Nonpublic Transition Report
 - Transportation Roster Report
 - Enrollment History Report
 - Duplicative Enrollment Report
 - Student Level Analysis
 - Special Education Roster Report
 - Student Special Education Events
 - Enterprise Reports
 - At Risk
 - Accountability Status Historical
 - LearnDC Enrollment
 - Post Secondary
 - HS College Readiness Assessments
 - Child Count
 - CAS Standard Scores
 - Median Growth Percentile
 - CAS Strand Scores
 - Cube Access
 - DCCAS 2014
 - Enrollment Audit and Child Count
 - Child Count Certification Report

Click on the **Report** links in the left navigation bar to view your selected report.
All Reports will be displayed in this Reports Viewer area.
Please Note: You can click the **Hide** button to close the navigation bar while viewing a report.

Select your LEA from the drop down menu and click on View Report.



To view the child count roster for your LEA, click on the blue arrow button in the report navigation pane.



To export the certification form and Child Count roster to PDF, click on the disk icon and choose “PDF”.

Submitting Child Count Certification (cont'd)

- Print, fill out, and scan/email the completed certification form and roster to osse.enrollmentaudit@dc.gov.
- Email the 2014 Child Count Certification Form and the Certified Child Count Roster to OSSE at osse.enrollmentaudit@dc.gov no later than 5:00pm, Wednesday, October 8, 2014.
- OSSE will notify you via email that your certification has been received. LEAs will be sent a review of your certification for discrepancies and inform your LEA within 48 hours:
 - If your certification has been accepted OR
 - If your LEA must resubmit the certification via email.
- OSSE will conduct the anomalies analysis from October 8, 2014 to October 20, 2014.

Child Count:

Certification Submission (cont'd)

- **Reminder:** DCPS will certify the data for students with IEPs for Dependent Charters, since these LEAs elected DCPS as their LEA for special education.
- Failure to submit timely documentation could result in:
 - Impact on local determinations
 - **Impact on funding**

OSSE Review of LEA Certification

It is highly recommended that LEAs submit their certification timely.

OSSE will review certification for the following items:

- Certification form must be signed by the Head of LEA
- There must not be any handwritten corrections on the certified roster report
- The number of students entered on the Certification Form must match the number of students on the certified roster report
- The table on the certification form is complete
- The date the Certification Form is signed must be no earlier than October 6, 2014.

If any of these items are missing or unclear, the LEA will be required to make the necessary adjustments and submit a new certification.

The LEA certification must be ACCEPTED by OSSE no later than 5:00pm, October 8, 2014 to be considered timely.

Child Count:

Anomalies Analysis

- OSSE will conduct an in-depth analysis of all data submitted to find the following, but not limited to:
 - Students duplicated across LEAs
 - Students with missing demographic information
 - Students that are not ages 3 through 21
 - Students with primary disability of developmental delay older than 7 years old
 - Discrepancies in Educational Environment

Child Count:

Findings Report to LEAs - Action Required

- LEAs will receive a report with the issues identified, based on the OSSE analysis, no later than October 20, 2014.
- LEAs will have an opportunity to make corrections and resubmit a certification with an updated roster from SLED **no later than 5:00pm, December 3, 2014.**

Child Count:

Final Certification – Review, Re-certify and Submit

- If the LEA receives one or more issues identified through the analysis process, corrections must be made and the LEA **must recertify no later than December 3, 2014.**
- Follow directions for making corrections and submitting certification as outlined in the **2014 OSSE Enrollment Audit Manual Supplement: Child Count Guide.**

Frequently Asked Questions

- **QUESTION:** What is Child Count?
- **ANSWER:** Child Count is a federally mandated activity as per 34 CFR 300.641(a) that is reported annually and serves as the official special education enrollment number for the District of Columbia.

- **QUESTION:** What is the official Child Count date for LEAs?
- **ANSWER:** The official child count date for LEAs is **October 6, 2014, no later than 5:00pm.**

- **QUESTION:** How can LEAs' Special Education Point of Contact register for SEDS training?
- **ANSWER:** LEA staff can register for the SEDS training by clicking on the following link:
<https://sites.google.com/a/dc.gov/seds-help-resources/>

- **QUESTION:** Who should I contact if a student(s) does not appear in SEDS as expected?
- **ANSWER:** Contact your LEA's registrar to ensure that the student is properly enrolled in your LEA SIS. If it's determined that the student still is not showing in the system, you may submit a request through the OSSE Support Tool for further assistance.

- **QUESTION:** Where can I find resources about Child Count?
- **ANSWER:** To find more information about Child Count, you may click on the following link:
<http://osse.dc.gov/service/sy-2014-2015-enrollment-audit-documents-and-resources>

Help Resources

- OSSE Special Education Data Verification: click on link [2014 Enrollment Audit Manual Supplement Child Count Guide](#)
- New account requests: Visit the OSSE Support Tool
- Account problems/troubleshooting: Visit the OSSE Support Tool
- Issues with demographic data: ProActive or STARS representatives
- Questions about Educational Environments: Visit the OSSE Support Tool

For a full list of resources for specific questions see the 2014 OSSE Enrollment Audit Manual Supplement: Child Count Guide



Limited English Proficiency (LEP) Sample Audit

Limited English Proficiency Sample Audit



- Students must meet all 4 conditions of the federal definition of NEP/LEP as it is written in *The No Child Left Behind (NCLB) of 2001* in order to qualify as LEP.

Definition of LEP/NEP



A. The individual is aged 3 through 21;

B. The individual is enrolled or preparing to enroll in an elementary school or secondary school;

C. (i) The individual was not born in the U.S. or whose native language is a language other than English; or

(ii) (I) The individual is a Native American or Alaska Native, or a native resident of the outlying areas; and (II) The individual comes from an environment where a language other than English has had a significant impact on the individual's English language proficiency; or

(iii) The individual is migratory, his/her native language is a language other than English, & he/she comes from an environment where a language other than English is dominant; *and*

D. An individual whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual

- (i) the ability to meet the state's proficient level of achievement on state assessments;
- (ii) the ability to successfully achieve in classrooms where the language of instruction is English;
- (iii) the opportunity to participate fully in society.

Process Overview



LEP student universe will be based on October 6 roster

Remove students who automatically qualify as LEP

For each school, auditors randomly sample the higher of 10% and 5 LEP students from the remaining roster

Request documentation for the students sampled (LEAs upload documents to Quickbase)

Auditors will review the documentation and make determinations

Process Overview continued



Full school LEP audit

- If more than 2 students in a school cannot be verified as LEP during the initial sample audit, FS Taylor will request and review the LEP documentation for all LEP students at the school from the roster provided by OSSE.
- If 2 or fewer students in a school cannot be verified as LEP during the initial LEP sample audit, then all LEP students at the school, *except those whose statuses could not be verified*, will be verified as LEP.

Updating a student's LEP Status



If the LEA is using the ADT,

- Update LEP information in your local student information system. For the ADT, this maps to LEP_Indicator field; accepted values are Yes or No only. Your updates will transfer automatically to OSSE. You do NOT need to make changes in ProActive. PCSB will receive your data from OSSE.
- Check SLED the following day to confirm the LEP report is correct.

If the LEA is NOT using the ADT:

- Update LEP information in your local student information system. Make sure these changes are also reflected in the PCSB's ProActive system, either manually or by using the file upload tool.
- Check SLED the following day to confirm the LEP report is correct.

Start updating the LEP population in SLED as early as possible.

Uploading LEP documentation



1. Navigate to <https://octo.quickbase.com/>
2. Login using user-created login credentials
3. Click on the Enrollment Audit QuickBase Tool icon
4. Read the Instructions
5. Click on the Enrollment Audit Child Count Report icon (shown below)



OSSE Enrollment
Audit and Child
Count SY 2014-
2015 QuickBase

A screenshot of the QuickBase dashboard interface. The top navigation bar contains five items: 'Home' (house icon), 'Enrollment Audit Child C...' (person icon, circled in red), 'LEA Document Upload' (upward arrow icon), 'LEA SLIMS List' (folder icon), and 'LEA Contact List' (person icon). Below the navigation bar, there are two tabs: 'OSSE Enrollment Audit and Child Count...' (with a cube icon) and 'LEP Dashboard'. The main content area shows the heading 'Instructions' followed by a horizontal line and the title 'Limited English Proficient (LEP) Sample Audit' in bold blue text.

Identifying Sampled Students



- **LEP OSSE Predetermination**
 - **LEP** - student pre-qualifies as LEP based on past ACCESS for ELLs proficiency
 - **Not LEP-Proficient** – student scored 5.0 above on the ACCESS for ELLs assessment and so has placed out of LEP/NEP status
 - **Not LEP – Age out of Range** - student is either older than 21 or younger than 3 by the pre-established LEA Age cut-off date
 - **Pending Audit** - student is eligible to be sampled and their LEP status will be verified through the sample audit process
- The students who have been sampled are those where “LEP-Sample Group” = Yes. LEAs must to upload the appropriate documentation for all sampled students.

training					LEP I	
	LEA Name	School Name	USI	LEP Indicator (Y/N)	LEP-OSSE Predetermination	LEP-Sample Group?
	AFC North	Baltimore Ravens	9990000037	Y	Pending-Sample Universe	Y
	AFC North	Baltimore Ravens	9990000038	Y	Pending-Sample Universe	Y
	AFC North	Baltimore Ravens	9990000039	Y	Not LEP-Date out of Range	

Uploading Documentation



1. Click on the LEA Document Upload icon along the top navigation bar.
2. Next to the LEA name, click on the Pencil Icon.

The screenshot shows the 'LEA Document Upload Home' interface. The top navigation bar includes icons for 'Enrollment Audit Child C...', 'LEA Document Upload' (circled in red), 'Users', 'LEAs', 'LEA SLIMS List', 'LEA Contact List', and 'New Table'. Below the navigation bar, there is a search bar labeled 'Search these documents' and a '+ New Document' button. The main content area displays a table with 137 documents. The table has columns for 'LEA Name', 'Tuition and Residency Upload', 'Count Location Upload', 'LEP Documentation Upload' (circled in red), 'Residency Documentation Upload', and 'Resolution Upload'. The first row of the table shows 'Perspectives PCS' in the 'LEA Name' column, with a pencil icon (circled in red) next to it.

LEA Name	Tuition and Residency Upload	Count Location Upload	LEP Documentation Upload	Residency Documentation Upload	Resolution Upload
Perspectives PCS					

Uploading Documentation



1. Click on the LEA Document Upload icon along the top navigation bar.
2. Next to the LEA name, click on the Pencil Icon.
3. Browse and upload the file containing all LEP documentation.
 - All documents for all sampled students should be compiled, scanned, and uploaded in **one PDF file**

A screenshot of a web application interface for uploading documentation. The interface is titled 'LEA Document Upload' and 'Edit Document #864'. It features a navigation bar with 'SETTINGS' and 'REPORTS & CHARTS'. Below the navigation bar, there are several input fields and buttons. The 'LEP Documentation Upload' field is highlighted with a red border. The 'LEA ID - Current User is in LEA' field is a dropdown menu.

LEA Document Upload | Edit Document #864

SETTINGS | REPORTS & CHARTS

LEA Name

Tuition and Residency Upload Browse...

LEP Documentation Upload Browse...

Resolution Documentation Upload Browse...

LEA ID - Current User is in LEA

Approval of LEP status



- Any student whose documentation is complete and current and whose assessment score is qualifying (i.e. below the proficiency thresholds) will be verified as LEP.
- Any student for whom documentation is insufficient or whose assessment score is above the proficiency threshold will be denied LEP status.

Acceptable Documentation



- Only official scoring sheets will be accepted.
- Documents created by the LEA should not be reviewed.
- No retroactively altered documentation will be accepted.

- All assessments submitted must include all of the following data elements:
 - Student's first and last name
 - Most records should also have USI, but this is not necessarily required
 - Student's date of birth
 - Student's grade level on the assessment date
 - Date when student was assessed

Acceptable Assessments



Approved Assessments	Acronym	Grade Levels	Description	Considered Proficient (does not qualify)	<i>How long the assessment will be accepted*</i>
Preschool-IDEA Oral Language Proficiency Test	Pre-IPT	PK3-PK4 (ages 3-5)	The Pre-IPT assesses the oral English language proficiency level.	FES: Fluent English Speaking	The Pre-IPT is valid through the end of the student's KG year.
Kindergarten WIDA – ACCESS Placement Test	K-WAPT	PK-fall, 1 st grade	The K-WAPT assigns scores for speaking and listening.	Total listening and speaking score of 29 and above	The K-WAPT is valid through the end of the student's KG year when the student was assessed in PK4 or KG. The K-WAPT is valid through the end of the student's first grade for students assessed in grade 1.
WIDA – ACCESS Placement Test	W-APT	1-12	The W-APT yields an overall composite score based on all language domains.	Adjusted Overall CPL 5.0 and above	The W-APT needs to have been administered within 12 months of the audit date.
WIDA Measure of Developing English Language	MODEL	K-12	The WIDA MODEL yields an overall composite score based on all language domains.	Adjusted Overall CPL 5.0 and above	The MODEL needs to have been administered within 12 months of the audit date.

* In the spring of each school year, all LEP students in grades K-12 should take the ACCESS for ELLs® assessment, the results of which would then be used to determine the student's English proficiency level for the following school year.

Adult LEP Assessments



Approved Assessments	Considered Proficient (does not qualify)	LEAs approved to use	How long the assessment will be accepted
TABE CLAS-E	Level 4 test and advanced in three subtests	DCPS, The Next Step	All adult LEP assessments must be administered within 12 months of the audit date.
NWEA	Score of 223 or above on the reading or language exam	LAYC	
CASAS	Reading/listening test scale score above 235 and writing test scale score above 260	Briya	
Placement Test Scoring Sheet	Total score equals 60		
TEAAL	Based on Carlos Rosario's criteria.	Carlos Rosario	

The Auditor Review Process



1. Verify that the documentation submitted
 - a) is complete
 - b) represents the correct student
 - c) is current
 2. Ensure that the student took assessment in acceptable grade
 3. Verify that the assessment score qualifies the student as LEP.
- Check for all required elements
- Compare student identifiers provided by school to those in original file by OSSE
- Compare date assessment administered to dates permitted
- Compare grade on assessment to acceptable grade levels
- Compare the student's proficiency level to the proficiency threshold for the given assessment. Check adjusted scoring when necessary.

Common reasons why documentation would not be accepted

These examples highlight some common “Reasons for Not Approving” seen in the past audits, not an exhaustive list

Ex

Is anything missing from this list of required elements?

- Student's first name
- Student's last name
- Most records should also have USI, but this is not necessarily required
- Student's date of birth
- Student's grade level on the assessment date
- Date when student was assessed

ORAL TEST

Insufficient Documentation

Pre-IPT® ORAL TEST

Ages 3–5

English

Fourth Edition



ID: 123456

Name: Manual Jones

Teacher: Ms. Johnson

Grade: PK3

School: Perspectives PCS

District:

Test Date:

Date of Birth: 4/6/2010

Country of Birth:

Gender: Female Male

Ethnicity:

Primary Language: Spanish

Economically Disadvantaged Disability Migrant

IPT Oral Score Level: A B C D E

IPT Oral Designation: NES LES FES

IPT Oral Proficiency: Beginning Early Intermediate

Intermediate Early Advanced Advanced

Example 2

Grades 1–2 W-APT™ Scoring Sheet for Listening and Reading

Is anything missing from this list of required elements?

- Student's first name
- Student's last name
- Most records should also have USI, but this is not necessarily required
- Student's date of birth
- Student's grade level on the assessment date
- Date when student was assessed

Listening Test					Reading Test				
Part	#	Key	Score (1 or 0)	Criterion for Advancement	Part	#	Key	Score (1 or 0)	Criterion for Advancement
A	1	A		If 2 or more correct, continue with Part B, otherwise skip to Reading, Part A.	A	5	B	n/a	If 2 or more correct, continue with Part B, otherwise skip to Writing Test.
	2	B				1	A	0	
	3	C				2	C		
	Total for Part A		3				3	B	
B	4	C		If 3 or more correct, continue with Part C, otherwise skip to Reading, Part A.	B	5	A	n/a	If 2 or more correct, continue with Part C, otherwise skip to Writing Test.
	5	B	0			4	A	0	
	6	A				5	B	0	
	7	A				6	C	0	
Total for Part B		3		Total for Part B		0			
C	8	A		If 2 or more correct, continue with Part D, otherwise skip to Reading, Part A.	C	7	B		If 2 or more correct, continue with Part D, otherwise skip to Writing Test.
	9	C				8	A		
	10	B				9	B		
Total for Part C		1		Total for Part C					
D	11	C		If 2 or more correct, continue with Part E, otherwise skip to Reading, Part A.	D	10	C		If 2 or more correct, continue with Part E, otherwise skip to Writing Test.
	12	C				11	A		
	13	B				12	A		
Total for Part D				Total for Part D					
E	14	B		Raw Score Conversion Table	E	13	B		Raw Score Conversion Table
	15	A				14	A		
	16	C				15	C		
Total for Part E				Total for Part E					
TOTAL FOR LISTENING		7		TOTAL FOR READING		2			
LISTENING PL		1		READING PL		1			
Determines from table				Determines from table					

Composite Proficiency Levels (CPLs)					
LITERACY		ORAL		OVERALL	
Reading PL	1 x .5	Speaking PL	5 x .5	Literacy CPL	_____ x .7
Writing PL	1 x .5	Listening PL	1 x .5	Oral CPL	_____ x .3
Literacy CPL	1.0	Oral CPL	3.0	Overall CPL	

Adjusted CPLs (adjusted for grade level)					
Adjusted Literacy CPL	1	Adjusted Oral CPL	3	Adjusted Overall CPL	1.6
See p. 3		See p. 3		See p. 3	

High
LEP

Score above proficiency threshold

Kindergarten W-APT™ Summary Scoring Sheet

Date: 8/5/2014 First Name: Jaime Home Language: Spanish
 District/School: Redskins Prep Last Name: Ayalos Test Administrator: R. Wilson
 Student ID: 4567887654 D.O.B.: 7/31/2009 Age: 5

Is anything missing from this list of required elements?

- Student's first name
- Student's last name
- Most records should also have USI, but this is not necessarily required
- Student's date of birth
- Student's grade level on the assessment date
- Date when student was assessed

Listening and Speaking		Reading		Writing	
Raw Score (ENTER TOTAL CORRECT FROM SCORING SHEET)	30	Raw Score (ENTER TOTAL CORRECT FROM SCORING SHEET)	7	Raw Score (ENTER TOTAL CORRECT FROM SCORING SHEET)	4
Oral Proficiency Score (ENTER SCORE USING CONVERSION TABLE BELOW)	Exceptional	Skills Description (ENTER DESCRIPTION FROM CONVERSION TABLE BELOW)	Can recognize letters	Skills Description (ENTER DESCRIPTION FROM CONVERSION TABLE BELOW)	Can copy letters

Listening and Speaking Conversion Table	
Raw Score	Oral Proficiency Score
0-10	Low
11-18	Mid
19-28	High
29-30	Exceptional

Reading Conversion Table	
Raw Score	Skills Description
0-2	No demonstrable ability
3-5	Can match simple pictures to each other
6-10	Can recognize letters
11-12	Can recognize words
13	Can read simple phrases
14-15	Can read simple sentences

Writing Conversion Table	
Raw Score	Skills Description
0-3	No ability
4-7	Can copy letters
8-11	Can complete simple words with initial letter
12-14	Can write simple words
15-16	Can write simple phrases
17-18	Can write simple sentences

41 - High
LEP

It is important to note that a student performing at a specific raw score (for example, a 10) can perform the corresponding skills (Can recognize letters) as well as all skills associated with lower raw scores (Can match simple pictures to each other).

It is important to note that a student provided a specific raw score can perform the corresponding skills at that level, as well as all skills associated with lower raw scores. For example, a student receiving a raw score of 11 can perform the skill indicator appropriate for that score (e.g., "Can complete simple words with initial letter") and the skills associated with lower scores (e.g., "Can copy letters").

Other Important Details



- Students enrolled as of October 6, but identified as LEP after October 6, 2014 will not be included in the audit. Schools must submit appeals to have these students counted as LEP
- Students who were not enrolled as of October 6, 2014 are not eligible for the UPSFF LEP/NEP funding supplement.

- QUESTIONS?