EMPLOYED EDUCATOR REPORT (EER)
INSTRUCTIONS FOR SCHOOL YEAR 2010-11

Educator Licensure and Accreditation
810 First Street, NE, Fifth Floor
Washington, DC 20002

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EMPLOYED EDUCATOR REPORT (EER)

EMPLOYED EDUCATOR REPORT (EER)

The purpose of the EER is to collect information about the professional and demographic characteristics of public school educational staff across the District of Columbia. LEA educator quality data, as submitted in the EER, becomes the LEA's official record of its educators' qualifications, including data on a LEA's teachers, administrators, service providers, and instructional paraprofessionals. Once these data are gathered, they are made available for use by the various LEAs, OSSE, the United States Department of Education, and others for educational research purposes. OSSE uses this information to analyze the demographics and qualifications of the current educator workforce in the District of Columbia, and for local, state and federal reporting purposes.

<p style="text-align:center; color:red;">**After fully completing the EER, please return it to
Erika Lomax at <u>erika.lomax@dc.gov</u> by June 3, 2011.**</p>

<u>Section 1 – Employed Educator Report Form</u>

The Employed Educator Report form is a Microsoft Excel spreadsheet that contains four reporting tabs:

     (1) Teachers, Administrators & Service Providers (SPs)
     (2) Paraprofessionals
     (3) Evaluation Practices
     (4) Teacher Salary Data

The Teachers, Admin & SPs worksheet is divided into three major sections: Personal and Demographic Data; Reported Assignment; and Educational Credentials. Staff members are reported using the Assignment Codes outlined in the 2010-11 EER Assignment Code table (see Appendix B). When reporting data on the Teachers, Admin & SPs and Paraprofessional worksheets, please note the following:

- For educational service providers (school counselors, speech language pathologists, counselors, psychologists, occupational therapists, etc.) and paraprofessionals, **include employed and contracted staff. If you do not have certain data elements for contracted staff, please insert NR for Not Reported. LEAs must insert all fields except the following for contracted staff: DOB, Race, Tot. Ed. Exp. (please insert if the information is available), PST, UGM, MEQ, ADM, NBC, HOUSSE.**
- If an Assignment Code does not exist for a particular assignment, then the assignment should not be reported on the EER. If you feel strongly that a particular assignment should be included, contact <u>erika.lomax@dc.gov</u> for guidance as to how you should proceed.

Please also note the following as you complete the SY 2010-11 EER, as some requirements have changed:

- Do not submit the EER on an older version of the form as the form has changed. Return your submission in the Excel format (not PDF).
    - Each LEA will receive a copy of last year's submission on the current year reporting form.
    - After receiving the above, please ensure that you remove educators who are no longer employed with the LEA, being mindful to delete multiple entries for that educator, where applicable. Also remember to update all required fields in instances where teaching assignments or positions have changed (curriculum code, grade code, highly qualified indicators, etc.).

• LEAs with multiple campuses/schools submit a single EER form inclusive of current data for staff at all schools/campuses under the authority of the LEA.

• When including teacher data, list each assignment a teacher teaches. **This input should result in one EER entry for:**
  - Self-contained teachers on the elementary level;
  - Administrators and school service providers in both elementary and secondary schools, unless they are teaching core subject classes **(Elementary Education (grades K-6); English/Language Arts, Mathematics, Science, Social Studies, Foreign Language, Art, Music, Drama)**;
  - Special subject elementary level teachers (Grades K-6 Art, Music, Health & PE, etc.). In schools with a K-8 model, core subject (Art, Music, Theater) teachers teaching grades seven and higher must be listed for each class taught to 7-8th graders.

• **Input should result in multiple EER entries for:**
  - Middle school and secondary core subject teachers responsible for more than one class.

• Please be sure to complete all data fields for each assignment reported, even if the educator's personal data appears multiple times. Cells left blank will require correction during the validation process, or may result in 'N' for No being entered. For example, where no indication of a Bachelor's degree is made, OSSE will enter N for No.

Section 2 – NEW to the 2010-11 EER

1) OSSE added columns that include LEA and school codes from the state-wide School and LEA Information Management System (SLIMS) database. SLIMS is an important step forward in building a statewide data system, and will greatly improve DC's ability to comply with all federal and local reporting requirements.
2) OSSE added a "School Level" column that includes Early Childhood, Elementary, Secondary, and Adult Education designations on the EER to enable proper sorting by school level for required federal reports.
3) On the paraprofessional's spreadsheet, LEAs must indicate the full-time equivalent (FTE) status for the paraprofessionals listed.
4) Per OSSE's Data Policy, finalized December 9, 2010, LEAs are required to certify the accuracy of their data submissions. Therefore, please ensure that an authorized official certifies the LEA's EER submission by completing the certification form in Appendix C.

Section 3 – Instructions for Completing the EER

Personal and Demographic Data and Reported Assignments

There are three distinct sections of the EER Form that are delineated by color. The yellow section contains personal and demographic data, the blue section contains the data on reported assignment and the green section contains educational credential data. Please refer to the table below for instructions on completing the Personal and Demographic Data and Reported Assignment sections of the Employed Educator Report.

Column	Heading	Instructions	Example
A	LEA Name	Enter the name of the LEA.	AppleTree PCS
B	LEA Code	Codes are pre-populated by OSSE.	103
C	School Name	Enter the name of the school/campus.	Amidon

D	School Code	Codes are pre-populated by OSSE.	139
E	School Level	School level designations are pre-populated by OSSE.	ECE
F	Last Name	Enter the educator's last name.	Doe
G	First Name	Enter the educator's first name.	Jane
H	Employee ID#	For **NEW** staff only, enter the employee's social security number or one using LEA coding and a number. For the latter, assign numbers for new employees that are greater than the highest number used last year. For example, last year, AppleTree PCS reported 30 staff members using the LEA Code/number. New staff will be reported starting with the number 031 for an Employee ID# of ATEL031. **See Appendix A for a list of appropriate LEA codes to use in lieu of the SSN.** *DO NOT change ID #s for previously reported employees unless the LEA is switching from using the SSN.*	ATEL031
I	D.O.B. (Date of Birth)	Enter the reported educator's date of birth using the two-digit month, two-digit day, and four-digit year.	01/01/1971
J	Race - Optional	Enter the educator's race using the following codes: • American Indian/Alaskan Native - **AI** • Asian - **AS** • Black/African-American - **BL** • Hispanic/Latino - **HL** • Native Hawaiian/Other Pacific Islander - **NH** • White - **WH** • Other - **O**	HL
K	Gender	Enter the educator's gender: either (F) for female or (M) for male.	F
L	Tot. Ed. Exp. (Total Educator Experience)	• **FOR PREVIOUSLY REPORTED STAFF IN THE SAME POSITION, SIMPLY ADD ONE YEAR.** • Enter the educator's total number of years of experience in their current position, e.g., as a teacher, principal, counselor, etc. • Enter the years of experience in whole numbers only. **Use '1' for a first year educator, '2' for a second year, etc.**	2
M	Tot. LEA Exp. (Total LEA Experience)	• **FOR PREVIOUSLY REPORTED STAFF, SIMPLY ADD ONE YEAR.** • Enter the educator's total number of years of experience at the LEA. • Enter the years of experience in whole numbers only. **Use '1' for current school year new hires, 2 for second year employees, etc.**	1
N	Tot. Sch. Exp. (Total School Experience)	• **FOR PREVIOUSLY REPORTED STAFF, SIMPLY ADD ONE YEAR IF THE PERSON HAS NOT CHANGED SCHOOLS/CAMPUSES.** • Enter the educator's total number of years of experience at the school/campus. • Enter the years of experience in whole numbers only. **Use '1' for educators in their first year at the school, '2' for second years, etc.**	1
O	Assgmt. Code (Assignment Code)	• Enter the assignment code that accurately represents the subject matter being taught. • Refer to the Assignment table in Appendix B for a listing of teaching, administrative and service provider assignment codes. • When matching a course to an assignment code, keep in mind that course content, not method of delivery or students	FRENCH

		served, determines an appropriate match as outlined in the examples below.
		
		    (1) Resource Math (taught to special education students) is a Math class
		    (2) ESL Science is a Science Class
		    (3) Self-contained Special Education, Grades 1-3 is a multi-grade Elementary Education class
		
		Therefore, Special Education and ESL/Bilingual resource teachers should only be listed with SPED or ESL/Bilingual codes when they are operating as teachers in a collaborative, consultative, pull-out or inclusion capacity, i.e., the student receives core subject instruction from a different core subject teacher of record.
		• When including teacher data, list each class assignment a teacher teaches. This will often result in several entries for secondary level teachers, and result in one entry for self-contained elementary teachers.
		
		If you have questions regarding whether a particular course at your LEA matches an assignment code, contact erika.lomax@dc.gov for assistance.	

P	Curr. Code (Curriculum Code)	• Refer to the Assignment table in Appendix B for a listing of curriculum codes.	36
Q	Core (Core Subject Area)	• Refer to the Assignment table in Appendix B for a listing of assignments and indication of whether the assignment is in a core subject area.	Y
R	Gr. Code (Grade Code)	• Refer to the Grade Code table in Appendix B, and input the appropriate grade code(s) for the students being served. **Note:** middle and secondary core subject teachers must still be reported for each class taught, even when a grade code representing more than one grade is used. For example, a Math teacher who teaches five classes of 9-12th graders may be listed five times with the 17 grade code (for grades 9-12) or five times with the specific 09, 10, 11, or 12 grade codes.	14
S	SPED (Special Education)	Enter 'Y' only if the course is taught to a class primarily comprised of special needs students. Enter 'N' in all other cases.	Y
T	SPED 3-5; 6-21	If a Y is marked in the SPED column, enter 3-5 or 6-21 to indicate the age group of students served. If both age groups were served, enter 3-21.	6-21
U	ESL (English as a Second Language)	Enter 'Y' only if the course is taught to a class primarily comprised of ESL students. Enter 'N' in all other cases.	N

Educational Credentials

This section of the EER is used to determine the HQT status of core subject teachers, and the appropriate licensure status of staff, where applicable. **Information reported in the Educational Credentials section must be relevant to the reported assignment except for Baccalaureate Degree and Licenses (DCPS only).**

Before completing the Educational Credentials section, please note the following:

- For non-core subject assignments, insert N/A in the PST – HOUSSE columns (sort the file by the Core column for easier data entry).
- Since elementary level teachers (K-6) may only be HQ via the Praxis test or HOUSSE process, insert N/A in the UGM – NBC columns for these teachers.
- **Based on documentation reviews conducted during several LEA on-site monitoring visits, please do not indicate that a teacher has the Praxis test, undergrad major, grad major, etc. if there is no documentation on file at the LEA to support the assertion. Acceptable documentation includes transcripts, foreign degree/coursework evaluations from approved agencies, Praxis score reports, and workshop certificates and other documentation used to verify completion of HOUSSE requirements. Résumés are not acceptable for documenting degree or major completion.**
- Per the above and OSSE's data policy, LEAs are required to maintain documentation for a period of at least five (5) years to support any and all data submissions and ensure such documentation is available to the OSSE, the U.S. Department of Education and/or other authorized entities for review, upon request.

Column	Heading	Instructions	Example
V	BD (Bachelor's Degree)	• Enter (Y) for Yes or (N) for No to indicate whether the staff member has a Bachelor's degree from an accredited institution of higher education. • Degrees earned outside of the United States must be evaluated for equivalency to U.S. standards. Evaluation agencies that are accepted by OSSE are available at www.naces.org (this also applies to UGM, MEQ, and ADM below).	Y
W	PST (Praxis Subject Test)	• Enter (Y) for Yes or (N) for No to indicate whether the teacher has passed the appropriate Praxis II content test. • See Appendix B - Assignment table for the acceptable state test for a particular assignment. Where no state test is listed or the assignment is non-core, input N/A in the PST column.	N
X	UGM (Undergraduate Major)	• Enter (Y) for Yes or (N) for No to indicate whether the teacher has an undergraduate major in the reported assignment. Insert N/A for Elementary and non-core subject staff.	N
Y	MEQ (Major Equivalent)	Enter (Y) for Yes or (N) for No to indicate whether the teacher has a major equivalent of thirty (30) semester hours in the reported assignment. Insert N/A for Elementary and non-core subject staff.	Y
Z	ADM (Advanced Degree Major)	• Enter (Y) for Yes or (N) for No to indicate whether the teacher has completed a graduate degree or higher in the reported assignment. Insert N/A for Elementary and non-core subject teachers.	N
AA	NBC (National Board Certification)	Enter (Y) for Yes or (N) for No to indicate whether a **secondary level** teacher has earned National Board	N

		Certification in the reported assignment. Insert N/A for Elementary and non-core subject staff.	
AB	HOUSSE (High Objective Uniform State Standard Evaluation)	Enter (Y) for Yes or (N) for No to indicate whether the teacher has earned a minimum of 100 points on the HOUSSE rubric in the reported assignment.	N
AC	DOH (Department of Health Certification) – **CHARTERS ONLY**	• Enter (Y) for Yes or (N) for No to indicate whether a service provider has current OSSE or D.C. Department of Health licensure or certification in the relevant service area. • Enter N/A for non-service providers.	N/A
	License(s) & Exp Date – **DCPS ONLY**	Enter the employee's VALID teacher, administrator, and/or service provider licenses and expiration dates. Do not include substitute and expired licenses.	English (3/14/2014)

Section 4 - Instructions for Reporting on Instructional Paraprofessionals

Instructional paraprofessionals/aides are also required to be highly qualified per standards outlined in the Elementary and Secondary Education Act, as amended by NCLB. Similar to the Teachers & Professional Staff worksheet in the EER, the Instructional Paraprofessionals worksheet has three distinct reporting areas delineated by color. The yellow section contains personal and demographic data, the blue section contains data on the reported assignment, and the green section contains educational credential data.

Please refer to the table below for instructions on completing all sections of the Paraprofessionals' worksheet. **If your LEA does not employ instructional paraprofessionals, please indicate so on the spreadsheet by entering, "Our LEA does not employ instructional paraprofessionals."**

Column	Heading	Instructions	Example
A	LEA Name	Enter the name of the LEA. Repeat for each line.	AppleTree PCS
B	LEA Code	Codes are pre-populated by OSSE.	103
C	School Name	• Enter the name of the school/campus. • Repeat for each relevant line.	Amidon
D	School Code	Codes are pre-populated by OSSE.	139
E	Elem/Sec	Elementary and Secondary school designations are pre-populated by OSSE.	ECE
F	Last Name	Enter the last name of the reported instructional aide.	Doe
G	First Name	Enter the first name of the reported instructional aide.	Jane
H	D.O.B. (Date of Birth)	Enter the reported instructional aide's date of birth including two-digit month, two-digit day, and four-digit year.	01/01/1971
I	Race - Optional	Enter the educator's race using the following codes: • American Indian/Alaskan Native - **AI** • Asian - **AS** • Black/African-American - **BL** • Hispanic/Latino - **HL** • Native Hawaiian/Other Pacific Islander - **NH** • White - **WH** • Other - **O**	HL
J	Gender	Enter the paraprofessional's gender; either (F) for female or (M) for male.	F
K	FTE (Full-Time Equivalent)	Indicate full-time equivalent status, e.g., full-time = 1.00; half-time = .50, three-quarters time = .75, etc.	.75

L	Tot. Ed. Exp. (Total Educator Experience)	• **FOR PREVIOUSLY REPORTED STAFF, SIMPLY ADD ONE YEAR.** • Enter the educator's total number of years of experience in their current position, e.g., as a teacher, principal, counselor, etc. • Enter the years of experience in whole numbers only. **Use '1' for a first year educator, '2' for a second year, etc.**	2
M	Tot. LEA Exp. (Total LEA Experience)	• **FOR PREVIOUSLY REPORTED STAFF, SIMPLY ADD ONE YEAR.** • Enter the educator's total number of years of experience at the LEA. • Enter the years of experience in whole numbers only. **Use '1' for current school year new hires, 2 for second year employees, etc.**	0
N	Gr. Code	Enter the Grade Code to indicate the grade(s) the paraprofessional is serving.	0P
O	SPED	Enter Y if the paraprofessional is primarily assisting special education students exclusively. Enter N in all other cases.	Y
P	SPED 3-5; 6-21	If a Y is marked in the SPED column, enter 3-5 or 6-21 to indicate the age group of students served. If both age groups were served, enter 3-21.	6-21
Q	HSD/GED (High School Diploma or General Equivalency Diploma)	• Enter (Y) for Yes, or (N) for No to indicate whether the reported instructional aide possesses either a high school diploma or a general education diploma. • Diplomas earned outside of the United States must be evaluated for equivalency to U.S. standards. Evaluation agencies that are accepted by OSSE are available at www.naces.org (also applies to coursework and degrees mentioned below).	Y
R	PSEC PREP (Postsecondary Preparation)	Enter the code (bolded below) that accurately reflects the manner in which the paraprofessional met HQ requirements: • **AA** - The paraprofessional has an associate's degree from an accredited institution of higher education (IHE). • **AE** - The paraprofessional has completed the equivalent of two years of undergraduate study, or a minimum of 48 semester hours of college coursework from an accredited IHE. • **BA** - The paraprofessional has a baccalaureate degree or higher from an accredited IHE. • **PP** - The paraprofessional has successfully completed the ETS ParaPro assessment with a minimum score of 461. • **N** - The paraprofessional has not completed any of the required elements to be deemed highly qualified. Please see information in Column Q's instructions regarding the evaluation of academic credits/degrees earned outside of the U.S.	PP

Notes: Based on documentation reviews conducted during several LEA on-site monitoring visits, please do not indicate that a paraprofessional completed the ParaPro test, associate's or bachelor's degree, etc. if there is no documentation on file at the LEA to support the assertion. Acceptable documentation includes transcripts, foreign diploma/degree evaluations from approved agencies, and ParaPro score reports. Résumés are not acceptable for documenting degree or major completion.

Per the above and OSSE's data policy, LEAs are required to maintain documentation for a period of at least five (5) years to support any and all data submissions and ensure such documentation is available to the OSSE, the U.S. Department of Education and/or other authorized entities for review, upon request.

Section 5 – Evaluation Practices Data

To meet State Fiscal Stabilization Funding (SFSF) federal reporting requirements, OSSE must collect LEA level data on teacher and principal evaluation practices. Last year served as the pilot year for this data collection. LEA responses will be published beginning with the 2010-11 data collection as required by DC's SFSF Plan.

LEAs must submit narrative responses describing their overall approach to evaluating teacher and principal performance and how evaluation results are used by the LEA; indicate Yes or No to specific questions regarding evaluation practices; and provide quantitative data on teacher and principal evaluation ratings.

Important notes regarding the submission and reporting of Evaluation Practices Data:
- If a LEA does not have a teacher or principal evaluation system, it should indicate so on the spreadsheet as opposed to leaving the information blank.
- LEA narrative responses from last year have been pre-loaded. Please update the response as needed to reflect current year practices. Please note that narrative responses may be published, so please ensure they accurately reflect practices and are grammatically correct.
- When submitting qualitative and quantitative data on principals, only include school principals, not assistant principals.
- LEAs must report teacher/principal evaluation ratings using those provided on the spreadsheet – Exceeds, Meets, and Below Expectations. If a LEA's evaluation system does not include summative ratings or the ratings outlined above, indicate whether the teacher/principal met or fell below expectations based on the LEA's decision to retain the employee or not.
- Percentages of teachers/principals at each rating level will automatically calculate once whole numbers are entered (do not delete the formulas!)
- Aggregate LEA quantitative evaluation data will be published by OSSE. Where ten (10) or fewer teachers/principals are employed by a LEA, the data must be submitted, but will not be published.

Section 6 – Teacher Salary Data

To meet local reporting requirements, please provide the following gross teacher salary information:

- Minimum Teacher Salary
- Maximum Teacher Salary
- Average Teacher Salary

Salaries must be based on gross, base salaries for **full-time** teachers only, and not include bonuses, stipends or fringe benefits. Reported minimum and maximum salaries must be based on a LEA's salary schedule, not the actual

minimum and maximum salaries for current year teachers. The LEA is therefore answering, "What are the minimum and maximum salaries a teacher can earn in this LEA?" The reported average salary is the actual average of current year teacher salaries.

Section 7 – LEA Validation Methods: Avoiding Common Reporting Errors

Based on the SY 2009-10 LEA EER validation process, OSSE developed a list of common reporting errors. Please review the data validation steps below before and while completing the EER. Per OSSE's new data policy, LEAs will be required to certify that data submissions are complete and accurate.

Teacher, Administrator & Service Provider's Worksheet

1) Ensure that **all** of the LEA's schools/campuses are represented in the SCHOOL NAME column, and that they match the names in the PCSB or DCPS directory.

2) Sort by SCHOOL NAME, then LAST NAME, then FIRST NAME
   a. Do I see duplications (or not) that make sense based on the school being an elementary or secondary school (unduplicated for elementary and duplications for core subject secondary school teachers)?
   b. In K-8 schools, **core subject and "specials teachers"** should be reported once to represent the K-6 student body served, as well as being reported **EACH** time a **core subject** teacher teaches grades 7-8.
   c. For each teacher duplicated in an elementary school (in grades K-6), determine if it is a resource teacher (SPED, ESL, Reading, Math, Science, for example) and delete the duplicates. Only keep one entry per elementary teacher.

3) Sort by TOTAL ED EXP then TOTAL LEA EXP – the numbers in the TOTAL LEA and TOTAL SCH EXP columns should not be higher than TOTAL ED EXP since in most cases, one will not have more experience at a school/LEA than they have in a position unless it is a new position for the individual.

4) Sort by CURRICULUM then ASSIGNMENT CODE to ensure the correct curriculum code has been applied to the assignment (see Appendix B).

5) Sort by CURRICULUM CODE then ASSIGNMENT CODE to ensure the correct designation (Y or N) has been applied in the CORE column (see Appendix B).

6) Sort by CURRICULUM CODE to ensure that all 04s, 47s, 50s have a Y in the SPED column. Insert N in all other cells in the SPED column unless the LEA indicates otherwise (do the same below in 6a).
   a. Also ensure that all 51s have a Y in the ESL column.

7) Sort by CORE, and enter N/A in columns W – AB for non-core staff since HQT requirements do not apply.

8) Sort by CURRICULUM CODE then ASSIGNMENT CODE, and enter N/A in columns X – AA for all curric. code 06 teachers because self-contained elementary teachers do not have these options to become HQ.

9) For charter LEAs only, sort by CURRICULUM CODE to see if relevant Student Support Personnel (Audiology & Speech Language Pathology; Occupational Therapy; Physical Therapy/Assistant; Professional Counseling; Medical/Nursing; Psychology; and Social Work) have a Y or N in the DOH column. Insert N/A for staff who are not student support personnel.

Paraprofessional's Worksheet
1) If the LEA does not employ instructional paraprofessionals, please type on the spreadsheet, "Our LEA does not employ instructional paraprofessionals."

2) Ensure that **all** of the LEA's schools/campuses are represented in the SCHOOL NAME column, and that they match the names in the PCSB or DCPS directory.

3) Sort by SCHOOL NAME, then LAST NAME, then FIRST NAME to ensure there are NO duplicates.

4) Ensure that HSD/GED and PSEC PREP columns contain the appropriate codes per the instructions on p.9.

Evaluation Practice's Worksheet
1) Ensure that the number of teachers and principals reported on the Teachers, Admin & SPs worksheet is equivalent to the number of teachers and principals reported in the evaluation ratings data.

Section 8 – OSSE's Data Validation Process

After your LEA's EER has been submitted, OSSE will check that the submission has been fully and accurately completed. For core subject and special education teachers, and paraprofessionals, OSSE will insert a HQ column and indicate their highly qualified status therein. The results will then be sent to LEAs for final verification, along with the number and percentage of highly qualified teachers and paraprofessionals. Per OSSE's data policy, LEAs must provide clarifications and answer data submission questions upon request within three (3) business days.

Section 9 – EER Webinars

OSSE will provide three webinars on completing the 2010-11 Employee Educator Report (EER). All LEAs are required to submit an EER as it provides annual statewide educator quality and highly qualified teacher/paraprofessional data for federal reporting purposes and statewide publications. The dates and links to register for the webinars are as follows:

- Tuesday, April 12, 2011 2:00-3:00pm, visit https://www2.gotomeeting.com/register/909829850 to register.
- Wednesday, April 27, 2011 1:00-2:00pm, visit https://www2.gotomeeting.com/register/796287194 to register.
- Monday, May 16, 2011 11:00am – 12:00pm, visit https://www2.gotomeeting.com/register/497337786 to register.

After <u>fully and accurately</u> completing the EER, please return it to Erika Lomax at erika.lomax@dc.gov by June 3, 2011.
Also feel free to contact Ms. Lomax with any questions.

Appendix A – LEA Codes for Unique Identifiers

If your LEA would prefer to use a non-SSN identifier in the Employee ID column, please use the code below, followed by 001, 002, 003 etc. for each unique person reported on the EER. Refer to the Employee ID instructions on p. 5 prior to inputting employee ID numbers.

LEA NAME	LEA CODE
Achievement Preparatory Academy	APAPCS
AppleTree Early Learning	ATEL
Arts & Technology Academy	ATAPCS
Booker T. Washington	BTWPCS
Bridges PCS	BRIPCS
Capital City	CAPPCS
Carlos Rosario International	CRINT
Center City	CENPCS
Cesar Chavez	CHAV
Community Academy	COMM
DC Bilingual	DCBPCS
DC Preparatory	DCPREP
DCPS	May use PeopleSoft ID
E.L. Haynes	ELHAY
E.W. Stokes Community Freedom	STOKES
Eagle Academy	EAGLE
Early Childhood Academy	ECAPCS
Education Strengthens Families	ESFPCS
Excel Academy	EXCEL
Friendship	FPCS
Hope Community	HOPE
Hospitality High	HOSP
Howard Road Academy	HRAPCS
Howard University Middle School	HUMS
Hyde Leadership Academy	HLAPCS
Ideal Academy	IDEAL
Imagine Southeast	IMASE
Integrated Design & Electronic Academy	IDEA
KIPP-DC	KIPP
Latin American Montessori Bilingual	LAMB
Mary McLeod Bethune	MMBPCS
Maya Angelou	MAPCS
Meridian	MERPCS
National Collegiate Preparatory	NCPPCS
Next Step/El Proximo Paso	NEXT
Nia Community	NIAPCS
Options	OPTPCS
Paul	PAUL
Potomac Lighthouse	POTM
Roots	ROOT

School for Arts in Learning	SAIL
SEED	SEED
Septima Clark	CLARK
St. Coletta Special Education	STCOL
Thea Bowman Preparatory Academy	THEA
Thurgood Marshall Academy	THURM
Tree of Life	TOLPCS
Two Rivers	TRPCS
Washington Latin	LATIN
Washington Math, Science & Technology	WMST
Washington Yu Ying	YING
William E. Doar, Jr.	WEDJ
YouthBuild LAYC	LAYC

Appendix C
Education Unit Certification of Data Accuracy

The following must be completed by the LEA's Data Manager or individual who completed the EER submission.

I certify that the data provided to the Office of the State Superintendent of Education are valid, reliable, and complete.

Name of authorized representative of the educational unit providing the data:

_____

Title of the authorized representative of the educational unit providing the data:

_____

Email address of the authorized representative of the educational unit providing the data:

_____

Educational Unit (LEA/School/Program) for which data are being provided:

_____
     LEA NAME

Date: _____