Annual Enrollment Audit Appeals Guide, School Year 2013-2014

All Local Education Agencies (LEAs) are provided an opportunity to appeal findings reported in the DC Annual Enrollment Audit conducted by FS Taylor & Associates (FSTA). An appeal to the Office of the State Superintendent of Education (OSSE) is limited to issues that have been previously presented to FSTA during the course of the enrollment audit.

In-Person or Document-based Appeals

There are two types of appeals procedures: (1) a document-based appeals package and (2) an in-person appeals hearing. All appeals require the LEA to submit an appeals package and OSSE will review the packages on a rolling basis in an attempt to process them without an in-person hearing. However, if the appeals committee determines that the package is not sufficient to accept the appeal, an in-person hearing may be scheduled with the LEA during business hours the week of Wednesday, January 8, 2014-Friday, January 10, 2014. Appeals packages will be reviewed in the order in which they were received: OSSE encourages LEAs to submit their complete appeals packages as early as possible to avoid delays. **December 13, 2013 at (5pm EST) is the last opportunity for LEAs to submit appeals.**

	Timeframe	Process
1	Wednesday, 12/4/13	Pre-appeals Enrollment Audit data release to LEAs
2	Friday, 12/13/13, 5pm	Enrollment Audit desktop appeals due to OSSE at 5pm
3	Monday 12/16/13 -Friday 12/20/13	Desktop Appeals Hearings
4	Friday, 1/3/13	In person appeals hearing deadline to submit documentation at 5pm
5	Wednesday 1/8/13-Friday, 1/10/13	In person Appeals Hearings

Appeals Process Timeline in Four Subcomponents

1. **Enrollment Audit Appeals Deadline:** All appeals and documentation (per the appeals guidelines) must be submitted to OSSE by (**5:00pm EST) on Friday, December 13, 2013**. Appeals forms and packages <u>must</u> be submitted via OSSE's Enrollment Audit Quickbase Tool as a bulk upload. <u>Please provide separate cover letters for each student appeal.</u>

2. **The December 13 appeals submission deadline is the LAST chance** LEAs have to change their general enrollment, residency, grade-level, and ELL enrollment data.

3. **Enrollment Audit Appeals Determinations and/or Hearings**: OSSE appeals panel will review appeals packages in the order in which they are received, and approve or deny appeals based on the provided documentation. If an in-person hearing is required, OSSE will notify the Head of LEA and the Audit POC to arrange the date and time of the hearing.

Appeals Packages

Common Types of Appeals

- Absent Student Documentation Appeal
- Limited English Proficient Appeal
- Extra Student/s Appeal (Auditor roster > LEA roster)
- Missing Student/s Appeal (Auditor roster < LEA roster)
- Residency Appeal
- Student Demographics Appeal
- Other

Documentation for Common Types of Appeals

The following section provides guidance to help LEAs prepare appeals packages for the most common types of appeals. LEAs are encouraged to provide any documentation that may support their appeals case.

Absent Student Documentation Appeal

1. Completed Appeals form (citing Absent Student as a reason)
2. Roster/list of affected students
3. Specific appeal for each student record and desired appeal outcome
4. Printout from LEA's Student Information System (SIS) demonstrating student's enrollment as of 10/7/13, and attendance printouts from SIS, if available, demonstrating attendance
5. Printout from ProActive demonstrating student's enrollment as of 10/7/13 (for Charter LEAs)
6. Documentation provided to Auditors for affected students during Resolution meeting
7. Any emails between LEA/OSSE/PCSB/Auditors regarding affected students
8. Any other documentation that may support your case

Limited English Proficient (LEP) Appeal

1. Documentation to support students tested for LEP after October 7, 2013
2. Completed Appeals form (citing LEP as a reason)
3. Roster/list of affected students
4. Specific appeal for each student record and desired appeal outcome
5. Printout from the LEA's Student Information System (SIS) showing students indicated as LEP/not LEP in the LEA SIS
6. Printout from ProActive of affected students in LEA per ProActive (for Charter LEAs)
7. Any tickets sent to Enrollment Support Tool alerting OSSE to the issue
8. Documentation provided to Auditors for affected students during Resolution meeting
9. Any emails between LEA/OSSE/PCSB/Auditors regarding affected students
10. Any other documentation that may support your case

Extra Student(s) Appeal (Auditor roster contains more students than LEA Roster)

1. Completed Appeals form (citing Extra Student(s) as a reason)

2. Roster/list of affected students
3. Specific appeal for each student record and desired appeal outcome
4. Printout from the LEA's Student Information System (SIS) showing students per the LEA's SIS
5. Printout from ProActive of affected students in LEA per ProActive (for Charter LEAs)
6. Any tickets sent to Enrollment Support Tool alerting OSSE to the issue
7. Documentation provided to Auditors for affected students during Resolution meeting
8. Any emails between LEA/OSSE/PCSB/Auditors regarding affected students
9. Any other documentation that may support your case

Missing Student(s) Appeal (Auditor roster contains fewer students than LEA Roster)

1. Completed Appeals form (citing Missing Student(s) as a reason)
2. Roster/list of affected students
3. Specific appeal for each student record and desired appeal outcome
4. Printout from the LEA's Student Information System (SIS) showing students per the LEA's SIS
5. Printout from ProActive of affected students in LEA per ProActive (for Charter LEAs)
6. Any tickets sent to Enrollment Support Tool alerting OSSE to the issue
7. Documentation provided to Auditors for affected students during Resolution meeting
8. Any emails between LEA/OSSE/PCSB/Auditors regarding affected students
9. Any other documentation that may support your case

Residency Appeal

1. Completed Appeals form (citing Residency as a reason)
2. Roster/list of affected students
3. Specific appeal for each student record and desired appeal outcome
4. Residency verification forms for affected students
5. Any supporting residency documentation for affected students
6. Any tickets sent to Enrollment Support Tool alerting OSSE to the issue
7. Documentation provided to Auditors for affected students during Resolution meeting
8. Any emails between LEA/OSSE/PCSB/Auditors regarding affected students
9. Any other documentation that may support your case

Student Grade Level/Demographic Data Appeal

1. Completed Appeals form (citing Grade Level/Demographics as a reason)
2. Roster/list of affected students
3. Specific appeal for each student record and desired appeal outcome
4. Printout from the LEA's Student Information System (SIS) showing students' data elements in question in the LEA SIS
5. Printout from ProActive of affected students in LEA per ProActive (for Charter LEAs)
6. Any tickets sent to Enrollment Support Tool alerting OSSE to the issue
7. Documentation provided to Auditors for affected students during Resolution meeting
8. Any emails between LEA/OSSE/PCSB/Auditors regarding affected students
9. Any other documentation that may support your case

Other Appeals

1. Completed Appeals form (citing Other as a reason)
2. Roster/list of affected students
3. Specific appeal for each student record and desired appeal outcome
4. Any tickets sent to the Enrollment Support Tool alerting OSSE to the issue
5. Documentation, emails, and other supporting information

If you have any questions or concerns, please e-mail osse.enrollmentaudit@dc.gov