



September 6, 2012

Dear LEA Leader,

The Office of the State Superintendent of Education (OSSE) is officially kicking off the School Year 2012- 2013 Student Enrollment Audit. As you know, the results of this annual audit are used to determine public education funding allotments and policy development.

OSSE is excited to announce that it has put together a Student Enrollment Audit Handbook (enclosed), which outlines the enrollment audit process, including a timeline of important events and due dates. We are also pleased to announce that the District has contracted with a new enrollment auditor vendor – F.S. Taylor and Associates. We look forward to working with F.S. Taylor and Associates and the LEAs to deliver an accurate enrollment audit count and a smooth process this year.

In preparation for the enrollment audit, we would like to alert you to two upcoming trainings. Your LEA should plan to send a representative to both Training One and Training Two. The head of each LEA and the LEA Enrollment Audit Point of Contact received an initial email about these trainings on August 21.

**Training One: October 5<sup>th</sup> Data Collection**

Training One is co-hosted by OSSE and the Public Charter School Board. The training will cover the enrollment audit timeline and detailed information about the October 5<sup>th</sup> data collection process, including information on a new online tool that will allow LEAs to view their Student Longitudinal Education Data (SLED) information as it appears in the system. The training was offered once already on September 6, 2012, but if you were not able to send a representative, it is not too late to sign up for the encore session:

Tuesday, September 11 – 9:00 – 11:00 AM

Location: 810 First Street NE, DC, 3<sup>rd</sup> Floor Conference Room. Please RSVP to [OSSE.EnrollmentAudit@dc.gov](mailto:OSSE.EnrollmentAudit@dc.gov).

**Training Two: Audit Head Count Process**

Training Two will be hosted by F.S. Taylor and Associates. The training will provide details about the head count and resolution process. Dates for these trainings will be announced soon. LEAs should anticipate that the trainings will take place in late September.

We look forward to working with all of you. If you have any questions, please contact [OSSE.EnrollmentAudit@dc.gov](mailto:OSSE.EnrollmentAudit@dc.gov). Our staff is checking this email account regularly and will respond to your email within 24 hours or the next business day.

Sincerely,

Iris Bond Gill  
Director of Grants Management and Compliance

Enclosure

