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Introduction

Under D.C. Official Code §38-1804.02, OSSE is required to annually collect enrollment counts for resident students, nonresident students, and students with disabilities, attending all District of Columbia Public Schools, District of Columbia Public Charter Schools, children in Pre-K3 and Pre-K4 programs in community based organizations, and the number of students whose tuition or education in schools or programs is paid for with District funds, as of Oct. 5 of each school year. OSSE is then required to conduct an audit to verify the accuracy of the enrollment counts, as well as to identify any material weaknesses in the enrollment systems, procedures, or methodology at the LEA level. OSSE will report the results of the audit with the Mayor, the Council of the District of Columbia, and the appropriate Congressional committees. Please reference the 2017-18 Enrollment Audit and Child Count Handbook for policy, guidance and key deadlines.

The purpose of the Enrollment Audit and Child Count Application is to provide a system to streamline the Enrollment Audit and Child Count process. This will allow transparency for the local education agencies (LEAs), auditors and OSSE to manage the Enrollment Audit and Child Count student rosters from the start of the 2017-18 school year to Dec. 2017. The application addresses the below:

1. Managing the LEA Enrollment Audit and Child Count student’s rosters.
2. Facilitating LEAs, auditors and OSSE with the workflow for the verification of the student rosters based on stage 5 enrollments without an exit on or before Oct. 5, 2017.
3. Allowing for updates of the Enrollment Audit and Child Count student’s rosters until Nov. 17, 2107.
4. Allowing for the management of the residency appeal process.
5. Resolving duplicative enrollments between LEAs.
6. Finalizing the Enrollment Audit and Child Count student’s rosters.

Also, the application provides a near real-time updates to students’ data, errors, duplicative enrollments, onsite audit outcomes, initial appeal and final in-person appeal processes and outcomes for Enrollment Audit and Child Count.
Abbreviations and Terms

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFSA</td>
<td>Child and Family Services Agency</td>
</tr>
<tr>
<td>DC</td>
<td>District of Columbia</td>
</tr>
<tr>
<td>DCRV</td>
<td>District of Columbia Residency Verification</td>
</tr>
<tr>
<td>DME</td>
<td>Office of the Deputy Mayor for Education</td>
</tr>
<tr>
<td>EL</td>
<td>English Learner</td>
</tr>
<tr>
<td>KPI</td>
<td>key performance indicator</td>
</tr>
<tr>
<td>LEA</td>
<td>Local Education Agency</td>
</tr>
<tr>
<td>MKV</td>
<td>McKinney-Vento Homeless Assistance Act</td>
</tr>
<tr>
<td>OSSE</td>
<td>Office of the State Superintendent of Education</td>
</tr>
<tr>
<td>PCSB</td>
<td>Public Charter school Board</td>
</tr>
<tr>
<td>PK3</td>
<td>Pre-kindergarten for 3-year-olds</td>
</tr>
<tr>
<td>PK4</td>
<td>Pre-kindergarten for 4-year-olds</td>
</tr>
<tr>
<td>POC</td>
<td>Point of Contact (dedicated LEA/CBO personnel for specific audit-related activities)</td>
</tr>
<tr>
<td>RSD</td>
<td>Residency Supporting Documentation</td>
</tr>
<tr>
<td>SEDS</td>
<td>Special Education Data System</td>
</tr>
<tr>
<td>SLED</td>
<td>Statewide Longitudinal Education Data</td>
</tr>
<tr>
<td>SNAP</td>
<td>Supplemental Nutrition Assistance Program</td>
</tr>
<tr>
<td>SPED</td>
<td>Special Education</td>
</tr>
<tr>
<td>TANF</td>
<td>Temporary Assistance for Needy Families</td>
</tr>
<tr>
<td>TCP</td>
<td>The Community Partnership for the Prevention of Homelessness</td>
</tr>
<tr>
<td>UPSFF</td>
<td>Uniform Per Student Funding Formula</td>
</tr>
<tr>
<td>USI</td>
<td>Unique Student Identifier</td>
</tr>
</tbody>
</table>

Enrollment Audit and Child Count Application Calendar

Please reference the [2017-18 Enrollment Audit and Child Count Handbook](#) for policy, guidance and key deadlines.
Enrollment Audit and Child Count Process Overview

Who has Access to the Enrollment Audit and Child Count Application?

LEA persons assigned the below user roles in eSchoolPLUS will have access to the Enrollment Audit and Child Count application after completing trainings for the Statewide Longitudinal Education Data (SLED).

1. LEA Enrollment Audit POC
2. School Enrollment Audit POC
3. Special Education POC
4. LEA Data Manager
5. Head of School

It is the LEA’s responsibility to designate staff members in eSchoolPLUS with the above role to access the Enrollment Audit and Child Count Application. The user roles are listed in eSchoolPLUS in the staff table.

OSSE will have access to the application to manage the process and provide appeal outcomes.

Authorized members from the below agencies will have access to the application.

1. Office of the Deputy Mayor for Education (DME)
2. Public Charter School Board (PCSB)
Log into the Enrollment Audit and Child Count Application

The Enrollment Audit and Child Count Application is accessible from SLED or directly at https://data.osse.dc.gov/enrollmentaudit.

Access Application from SLED
2. Click on the Related Sites tab located on the navigation bar and then click on Enrollment Audit and Child Count Application.

![SLED Statewide Longitudinal Education Data](image)

Figure 2: Enrollment Audit and Child Count Application link from SLED

Access Application from Web Address
Log into the Enrollment Audit and Child Count Application at https://data.osse.dc.gov/enrollmentaudit.

Login to Application
1. Log in using SLED credentials.
2. Click the Sign In button.

![Enrollment Audit Application Homepage](image)

Figure 3: Enrollment Audit and Child Count Application Homepage
Dashboard

The purpose of the dashboard is for the user to (1) view the total number of students by the LEA or school, (2) view the total number of students counted in each category and (3) support the LEA in ensuring all counts are accurate.

**NOTE:** The data in the application will change daily based on the nightly feed from the LEA SIS and other data sources.

The dashboard consists of filters, key performance indicators (KPIs), summary report, student search function and data export.

![Dashboard](image-url)

**Figure 4: Dashboard**
Filters
By default the LEA filter is applied to the dashboard and displays the related counts. However, the school filter can be applied to view the counts by a specific school.

KPIs
The dashboard displays the counts for fifteen KPIs. A KPI can be clicked to view the list of related students on the Student Population page.
Enrolled
The Enrolled KPI displays the number of students who have/had a valid stage 5 enrollment without a valid exit on or before Oct. 5.

UPSFF
The UPSFF KPI displays the number of students that qualify for the Uniform Per Student Funding Formula (UPSFF). A student must have the following:

1. Valid stage 5 enrollment without a valid exit on or before October 5;
2. Considered a DC resident;
3. Attending school is not a non-public school; and
4. No stage 5 duplicative enrollments.

NOTE: The UPSFF KPI does not take into account the LEA’s enrollment ceilings.

DC Residents
The DC Residents KPI displays the number of students considered a DC resident. Before the LEA’s first school’s onsite residency audit date, this KPI displays the number of students considered a DC resident based on the following:

1. OSSE Residency Verified; or
2. LEA SIS residency value of yes.

After the LEA’s first school’s onsite residency audit outcome until the end of the final in-person appeal outcome, this KPI displays the number of students considered a DC resident based on the following:

For a 20% residency audited sample size:

1. OSSE Residency Verified;
2. LEA SIS residency value of yes for unaudited students;
3. Auditor’s residency outcomes for audited students; or
4. OSSE’s residency outcomes for audited students.

For 100% residency audited sample size

1. OSSE Residency Verified;
2. Auditor’s residency outcomes; or
3. OSSE’s residency outcomes for audited students.

A student must meet one or more of the following criteria for the current school year to be identified as OSSE Residency Verified:

1. Identified as homeless at some point in the current school year via the TCP, MKV or LEA SIS feeds;
2. Identified as a TANF recipient via DHS feed;
3. Identified as a SNAP recipient via DHS feed;
4. Identified as a ward of the state via CFSA feed;
5. Identified as a Medicaid recipient via DHS feed; and
6. Confirmed as a DC resident via OTR.

IMPORTANT: LEAs have seven days from the onsite residency audit outcomes to appeal the auditors’ outcomes. Seven days from the onsite residency audit outcomes, if the LEA has not appealed the
auditors’ outcomes, then the auditors’ outcomes will become the student’s final residency value, and the LEA cannot further appeal the residency outcomes.

Also the LEA cannot request a final in-person appeal for a student if the LEA did not request an initial appeal seven days from the onsite residency audit outcomes.

Also Nov. 17 is the last day an LEA can request a final in-person appeal for a student.

The below table provides the logic in determining the student’s final outcome of either DC resident or non-DC resident.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>DC Residency Verification Form</th>
<th>Residency Supporting Documentation</th>
<th>Final DC Residency Value</th>
<th>DC Resident or Non-DC Resident?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student audited for DC Residency Verification Form and Residency Supporting Documentation</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>DC Resident</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Non-DC Resident</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Non-DC Resident</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Non-DC Resident</td>
</tr>
<tr>
<td>Student audited for DC Residency Verification Form (either not in audit sample population or DC Residency Verified)</td>
<td>Yes</td>
<td>N/A</td>
<td>Yes</td>
<td>DC Resident</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>N/A</td>
<td>No</td>
<td>Non-DC Resident</td>
</tr>
</tbody>
</table>

**Table 1: How Final DC Resident Status is Determined**

**English Learner**

The English Learner KPI displays the number of students identified as English learners (ELs) for the current school year.

If the student does not have a Qlik Unified Data Error (UDE) for EL then the student’s EL status is taken from the LEA SIS. However, if the student does have a Qlik UDE for EL then the student’s EL status will be assign as follows:

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Error</th>
<th>Description</th>
<th>Enrollment Audit EL Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>E347</td>
<td>Current EL - Recently Proficient</td>
<td>The student is identified as EL, but reached ACCESS proficiency in OSSE certified data.</td>
<td>No</td>
</tr>
<tr>
<td>E348</td>
<td>Not EL - Not ACCESS Proficient</td>
<td>The student is not identified as EL, but did not test proficient on their most recent ACCESS exam; the student is expected to be an EL.</td>
<td>Yes</td>
</tr>
<tr>
<td>E349</td>
<td>Not EL, but EL in one of past two years - Not ACCESS proficient</td>
<td>The student has been identified as an EL in OSSE certified data but is not currently identified as EL and has not scored proficient on the ACCESS exam.</td>
<td>Yes</td>
</tr>
<tr>
<td>E350</td>
<td>English Learner Overage</td>
<td>The adult student is over the age of 21 cannot be identified as EL.</td>
<td>No</td>
</tr>
</tbody>
</table>
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Table 2: How Final EL Status is Determined

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Error</th>
<th>Description</th>
<th>Enrollment Audit EL Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>E354</td>
<td>Not English Learner in SIS but English Learner in Audit</td>
<td>The student is not an EL in the LEA SIS, but was EL in the most recent Enrollment Audit.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### At-Risk

The At-Risk KPI displays the number of students that are identified as At-Risk. A student must meet one or more of the following criteria for the current school year to be considered At-Risk:

1. Identified as homeless at some point in the current school year via the TCP, MKV or LEA SIS feeds;
2. Identified as a TANF recipient via DHS feed;
3. Identified as a SNAP recipient via DHS feed;
4. Identified as a ward of the state via CFSA feed;
5. Identified as over age for the assigned grade levels 9, 10, 11 and 12. If the student’s age is at least one year above the expected age for the grade level, the student is identified as over age. The age is calculated as of Sept. 30 of the respective birth year for the grade level.

### Child Count

The Child Count KPI displays the number of students with disabilities (SWDs) that qualifies for Child Count. A student must not have any Qlik UDEs for special education errors impacting Child Count to be included in the count. Reference the Enrollment Audit and Child Count Handbook for the Child Count guidelines.

Log into Qlik to access the SY17-18 Unified Data Errors application to review the special education errors impacting Child Count for students.

### Non-Public

The Non-Public KPI displays the number of students where the attending school is a non-public school.

### Duplicative Enrollments

The Duplicative Enrollments KPI displays the number of students that have more than one valid stage 5 enrollments at the same or different school(s). LEAs should work together to resolve duplicative enrollments.

For duplicative enrollments not resolved between Oct. 13 and Nov. 17, both LEAs will be required to attend a duplicative enrollment appeal session together. The sessions will be scheduled by OSSE.

Login to Qlik to access the SY17-18 Unified Data Errors application to review the duplicative enrollments and the other LEA or school name(s) where the student has a duplicative enrollment(s).

**NOTE:** Students with duplicative enrollment are excluded in all KPIs except for the Enrolled KPI.

The below table provides the logic on how the duplicative enrollment resolution outcomes impact the KPIs on the Dashboard page.

<table>
<thead>
<tr>
<th>KPI</th>
<th>OSSE Accepted as Enrolled</th>
<th>OSSE Rejected as Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>Count will remain the same</td>
<td>Count will decrease</td>
</tr>
</tbody>
</table>
Membership Tracker Conflicts
The Membership Tracker Conflicts KPI displays the number of students with one or more demographic conflicts in the SLED LEA Membership Tracker module. Login into SLED to review and resolve the demographic conflict(s).

Unified Data Errors
The Unified Data Errors KPI displays the number of students with UDEs in the Qlik Unified Data Errors application impacting Enrollment Audit and Child Count.

Login to Qlik to access the SY17-18 Unified Data Errors application to review the UDEs that impact Enrollment Audit and Child Count.

UPSFF Grade Levels
The UPSFF Grade Levels KPI displays the number of students in each UPSFF grade level. The UPSFF grade level only differs from the LEA SIS for students whose grade level is ungraded (UN) or the student is enrolled at a special education school.

Students with a UN grade level are assigned to their respective grade level based on their date of birth. The age is calculated as of Sept. 30 of the respective birth year for the grade level.

Students attending a special education school are assigned to the ‘SPED’ grade level.

SPED Levels
The SPED Levels KPI displays the number of SWDs that qualifies for the Child Count (see the Child Count KPI) by Level 1, Level 2, Level 3 and Level 4. The SPED Levels are calculate by the total number of hours per week a student receives specialized instruction and related services regardless of the setting where received, and any dedicated aide hours. The SPED Levels are defined as follows:

1. SPED Level 1 – 0 to 8 hours;
2. SPED Level 2 – 8.01 to 16 hours;
3. SPED Level 3 – 16.01 to 24 hours; and
4. SPED Level 4 – more than 24 hours.

DC Residency Verification Form Audit Status
The DC Residency Verification Form Audit Status KPI displays the number of students by the below statuses. This KPI is initially driven by the onsite school(s) review of 100 percent of DC Residency Verification forms (DCRV Form 1 or 2) for all students enrolled at the LEA. This KPI reflects the onsite residency audit, initial appeal and final in-person appeal outcomes for all students at the LEA.

1. Auditor Pending – indicates the auditor is responsible for reviewing students’ documentation and providing outcomes.
2. Auditor Accepted – indicates the auditor accepted the students’ documentation and no further actions are necessary for the LEA.
3. Auditor Rejected – indicates the auditor rejected the students’ documentation and the LEA can accept or appeal the students’ outcomes.

### Table 3: How Duplicative Enrollment impacts KPIs

<table>
<thead>
<tr>
<th>Duplicative Enrollment</th>
<th>Count will decrease</th>
<th>Count will decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Other KPIs</td>
<td>Count will increase</td>
<td>Count will remain the same</td>
</tr>
</tbody>
</table>
4. **LEA Pending** – indicates the LEA is responsible for reviewing the students’ rejection outcomes and either accept or appeal the students’ outcomes.

5. **LEA Accepted** – indicates the LEA accepted the students’ outcome.

6. **LEA Appealed** – indicates the LEA appealed the auditors’ outcomes, uploaded documentation, and is awaiting the auditor or OSSE to review students’ documentation and provide the students’ outcomes.

7. **OSSE Pending** – indicates OSSE is responsible for reviewing students’ documentation and providing outcomes.

8. **OSSE Accepted** – indicates OSSE accepted the students’ documentation and no further actions are necessary for the LEA.

9. **OSSE Rejected** – indicates OSSE rejected the students’ documentation and no further actions are necessary for the LEA.

**NOTE:** This KPI does not reflect a unique total number of students. Students will be counted twice for the following combinations:

- (1) LEA Appealed and (2) Auditor Pending;
- (1) LEA Appealed and (2) OSSE Pending; and
- (1) Auditor Rejected and (2) LEA Pending.

**Residency Supporting Documentation Audit Status**

The Residency Supporting Documentation Audit Status KPI displays the number of audited students by the below statuses. This KPI is initially driven by the onsite school(s) review of a random sampling of 20 percent of supporting documentation of enrolled students at the LEA whose residency has not been verified by OSSE through direct data feeds with relevant government and independent agencies. The number of students appears after the onsite residency audit outcomes are released to the school. This KPI is driven by the audited students’ onsite residency audit, initial appeal and final in-person appeal outcomes for all students at the LEA.

**NOTE:** The audited number of students for residency supporting documentation varies based on the grade levels served (grade levels PK3 and PK4 have a separate audit sample size than all other grade levels). Also audited number of students varies if the school undergoes the 20 percent residency supporting documentation audit sample size or if the school reaches the failure rate of 5% of the residency audit sample size or 2 students whichever value is the greatest, then all students, excluding the OSSE residency verified students, will be included in this KPI.

1. **Auditor Pending** – indicates the auditor is responsible for reviewing students’ documentation and providing to outcomes.

2. **Auditor Accepted** – indicates the auditor accepted the students’ documentation and no further actions are necessary for the LEA.

3. **Auditor Rejected** – indicates the auditor rejected the students’ documentation and the LEA can accept or appeal the students’ outcomes.

4. **LEA Pending** – indicates the LEA is responsible for reviewing the students’ rejection outcomes and either accept or appeal the students’ outcomes.

5. **LEA Accepted** – indicates the LEA accepted the students’ outcome.

6. **LEA Appealed** – indicates the LEA appealed the auditors’ outcomes and uploaded documentation, and is awaiting the auditor or OSSE to review students’ documentation and provide the students’ outcomes.

7. **OSSE Pending** – indicates OSSE is responsible for reviewing students’ documentation and providing to outcomes.
8. OSSE Accepted – indicates OSSE accepted the students’ documentation and no further actions are necessary for the LEA.

9. OSSE Rejected – indicates the OSSE rejected the students’ documentation and no further actions are necessary for the LEA.

**NOTE**: This KPI does not reflect a unique total number of students. Students will be counted twice for the following combinations:

- (1) LEA Appealed and (2) Auditor Pending;
- (1) LEA Appealed and (2) OSSE Pending; and
- (1) Auditor Rejected and (2) LEA Pending.

**Duplicate Enrollment Audit Status**

The Duplicate Enrollment Audit Status report displays the number of students by the below statuses. This KPI reflects the duplicative enrollments initial appeal and final in-person appeal outcomes for all impacted students at the LEA.

1. LEA Pending – indicates the LEA is responsible for reviewing the students’ duplicative enrollments and either confirm the student is not enrolled or provide documentation for proof of enrollment.
2. LEA Accepted – indicates the LEA either confirmed the student as not enrolled or accepted the students’ outcome.
3. LEA Appealed – indicates the LEA appealed the OSSE’s outcomes, uploaded documentation, and is awaiting OSSE to review students’ documentation and provide the students’ outcomes.
4. OSSE Pending – indicates OSSE is responsible for reviewing students’ documentation and providing outcomes.
5. OSSE Accepted – indicates OSSE accepted the students’ documentation and no further actions are necessary for the LEA.
6. OSSE Rejected – indicates OSSE rejected the students’ documentation, and the LEA (1) can accept OSSE’s outcome, (2) appeal the student’s outcome for a final in-person appeal or (3) no further actions are necessary for the LEA.

**NOTE**: This KPI does not reflect a unique total number of students. Students will be counted twice for the following combinations:

- (1) LEA Appealed and (2) OSSE Pending; and
- (1) OSSE Rejected and (2) LEA Pending, in some cases.

**Student Population Summary Report**

The Student Population Summary report displays the total number of students for each column header. The LEA code, LEA name, school code, school name or total values can be clicked to view the corresponding students on the Student Population page.

**Search for LEA or School**

The Search for LEA or School feature allows a LEA or school to be quickly located.

1. To find a LEA or school, click the **Search** (🔍) icon.
2. When the **Filter Data** search bar appears, enter the LEA or school’s name.
**LEA and School Student Tabs**

The Student Population Summary report displays the LEA or school view.

By default the LEA’s Student Population Summary report is displayed. To view the school’s Student Population Summary report, click the **School** tab.

![Student Population Summary Report Tabs](image)

**Export Data**

The Export Data feature allows the school population summary to be downloaded.

1. Click the **Download** (⬇️) icon.
2. The below message appears.

![Exported Data Message](image)

3. Click the **Download** link to obtain the .csv file.

**NOTE:** The data in the application will change daily based on the nightly feed from the LEA SIS and other data sources; therefore, the downloaded .csv file may be outdated by the next day.

**Paging**

The Paging provides a navigation through the Student Population Summary report. The **Rows per page** allows for 5, 10, 15 or 20 records to be displayed at once. The ‘1-5 of 7’ provide the total number of records available and the number of records being displayed. The arrows allows navigation to the first page, previous page, next page and last page.
Accessing the Student Population Page

The Student Population page can be accessed by clicking any KPI, hyperlink in the report or accessing the menu.

1. From the menu click the Menu (☰) icon in the upper left hand of the screen.
2. The menu will appear, click the Student Population option.

   **NOTE:** The menu can be used to return to the Dashboard or logout of the application.

![Figure 10: Access Student Population Page via Menu](image)
Student Population Page

The Student Population page provides various filter options with the list of students based on the filter results. The Student Population page has the below features.

1. The **Search for Student** (🔍) feature to quickly locate a student.
2. The **Clear Filters** (🗑️ CLEAR FILTERS) feature to reset all filters.
3. The **Export Data** (⬇️) feature to download the list of students.

**NOTE:** The data in the application will change daily based on the nightly feed from the LEA SIS and other data sources; therefore, the downloaded .csv file may be outdated by the next day.

4. Several filters that can be applied to obtain a list of students below.

![Image of Student Population Page]

**Figure 11: Student Population Page**

Only values applicable to the students are available for selection. For example, if the LEA serves the PK3 grade level but sets the School filter to high school, then the PK3 grade level will not be a filter choice in the Enrolled Grade Level or UPSFF Grade Level filters.

**NOTE:** If a KPI was clicked on the dashboard to access the Student Population page then the applicable filters and student list are displayed and applied.
Filters
The below table lists the filters and corresponding descriptions on the Student Population page.

<table>
<thead>
<tr>
<th>Filter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEA</td>
<td>Displays the LEA name associated with the user</td>
</tr>
<tr>
<td>School</td>
<td>Displays school names associated with the LEA. The School filter has All Schools or a specific school values available for selection</td>
</tr>
<tr>
<td>DC Residents</td>
<td>Displays <strong>All Students</strong> regardless of their DC residency status, <strong>Yes</strong> for students considered to be DC Residents or <strong>No</strong> for students not considered to be DC Residents</td>
</tr>
<tr>
<td>Non-public</td>
<td>Displays <strong>All Students</strong> regardless if they attend a Non-public school, <strong>Yes</strong> for students attending a Non-public school or <strong>No</strong> for students not attending a Non-public school</td>
</tr>
<tr>
<td>UPSFF</td>
<td>Displays <strong>All Students</strong> regardless if they are in the UPSFF population, <strong>Yes</strong> for students included in the UPSFF population or <strong>No</strong> for students not included in the UPSFF population</td>
</tr>
<tr>
<td>SWD Status</td>
<td>Displays <strong>All Students</strong> regardless if they are identified as a SWD, <strong>Yes</strong> for students identified as a SWD or <strong>No</strong> for students not identified as a SWD</td>
</tr>
<tr>
<td>Sped Levels</td>
<td>Displays <strong>All Students</strong> regardless if they are identified as a SWD and included in the Child Count population or by a specific SPED Level 1-4 value available for selection</td>
</tr>
<tr>
<td>Enrollment Grade Level</td>
<td>Displays <strong>All Students</strong> regardless of their Enrollment Grade Level or a specific Enrollment Grade Level value available for selection</td>
</tr>
<tr>
<td>UPSFF Grade Levels</td>
<td>Displays <strong>All Students</strong> regardless of their UPSFF Grade Level or by a specific UPSFF Grade Level value available for selection</td>
</tr>
<tr>
<td>English Learner</td>
<td>Displays <strong>All Students</strong> regardless if they are identified as EL, <strong>Yes</strong> for students identified as EL or <strong>No</strong> for students not identified as EL</td>
</tr>
<tr>
<td>At-Risk</td>
<td>Displays <strong>All Students</strong> regardless if they are identified as At-Risk, <strong>Yes</strong> for students identified as At-Risk or <strong>No</strong> for students not identified as At-Risk</td>
</tr>
<tr>
<td>Duplicative Enrollments</td>
<td>Displays <strong>All Students</strong> regardless if they are identified as having duplicative enrollments, <strong>Yes</strong> for students identified as having duplicative enrollments or <strong>No</strong> for students not having duplicative enrollments</td>
</tr>
<tr>
<td>Child Count</td>
<td>Displays <strong>All Students</strong> regardless of their Child Count status, <strong>Yes</strong> for students included in the Child Count population or <strong>No</strong> for students not included in the Child Count population</td>
</tr>
<tr>
<td>Membership Tracker Conflicts</td>
<td>Displays <strong>All Students</strong> regardless if they are identified as having a demographic conflict(s) in the SLED LEA Membership Tracker, <strong>Yes</strong> for students identified as having a demographic conflict(s) or <strong>No</strong> for students not having a demographic conflict(s)</td>
</tr>
<tr>
<td>Unified Data Errors</td>
<td>Displays <strong>All Students</strong> regardless if they are identified as having a UDE(s) impacting Enrollment Audit and/or Child Count in Qlik, <strong>Yes</strong> for students identified as having a UDE(s) or <strong>No</strong> for students not having a UDE(s)</td>
</tr>
<tr>
<td>DC Residency Verification Form Audit Status</td>
<td>Displays <strong>All Statuses</strong> regardless of the student’s status or by a specific DC Residency Verification Form Audit Status value available for selection</td>
</tr>
<tr>
<td>Filter</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Residency Supporting Documentation Audit Status</td>
<td>Displays <strong>All Statuses</strong> regardless of the student’s status or by a specific Residency Supporting Documentation Audit Status value available for selection</td>
</tr>
<tr>
<td>Duplicative Enrollment Audit Status</td>
<td>Displays <strong>All Statuses</strong> regardless of the student’s status or by a specific Duplicative Enrollment Audit Status value available for selection</td>
</tr>
<tr>
<td>Residency Supporting Documentation Sample Population</td>
<td>Displays <strong>All Students</strong> regardless if the student in the sample population, <strong>Yes</strong> for students included in the Residency Supporting Documentation Sample Population or <strong>No</strong> for students not included in the Residency Supporting Documentation Sample Population</td>
</tr>
<tr>
<td>Residency Supporting Documentation OSSE Verified</td>
<td>Displays <strong>All Students</strong> regardless if the students are OSSE residency verified, <strong>Yes</strong> for students are OSSE residency verified or <strong>No</strong> for students not OSSE residency verified</td>
</tr>
</tbody>
</table>

**Commonly Preferred Filters**

Below are common filters to use to identify a subset of students.

**Enrolled But Not DC Resident**
To locate a student(s) who is enrolled but not a DC resident use the following filters:

- **Duplicative Enrollment** = No (or click on the Enrolled KPI on the dashboard); and
- **DC Resident** = No.

**Enrolled Does Not Match UPSFF**
To locate a student(s) who is enrolled but not included in the UPSFF population use the following filters:

- **Duplicative Enrollment** = No (or click on the Enrolled KPI on the dashboard); and
- **UPSFF** = No.

**SWD Does Not Match Child Count**
To locate a student(s) who is identified as a SWD but not included in the Child Count population use the following filters:

- **Duplicative Enrollment** = No (or click on the Enrolled KPI on the dashboard);
- **SWD Status** = Yes; and
- **Child Count** = No.
DC Resident Does Not Match LEA SIS Count
To locate a student(s) who was flagged as a DC Resident but not counted as DC resident use the below filters based on the timeframe the filter is being performed.

After the onsite residency audit or initial appeal outcomes:

**First Filter**
- Duplicative Enrollment = No (or click on the Enrolled KPI on the dashboard); and
- DC Residency Verification Form Audit Status = Auditor Rejected.

**Second Filter**
- Duplicative Enrollment = No (or click on the Enrolled KPI on the dashboard); and
- Residency Supporting Documentation Audit Status = Auditor Rejected.

After the final in-person appeal outcome:

**First Filter**
- Duplicative Enrollment = No (or click on the Enrolled KPI on the dashboard); and
- DC Residency Verification Form Audit Status = OSSE Rejected.

**Second Filter**
- Duplicative Enrollment = No (or click on the Enrolled KPI on the dashboard); and
- Residency Supporting Documentation Audit Status = OSSE Rejected.

Student Population Report
The Student Population report displays the list of students resulting from the filter(s). The report has several columns and additional columns are available in the Export Data feature.

Accessing the Student Demographic Page
The Student Demographic page can be accessed by clicking on the Edit (✏️) icon next to the student population report on the Student Population page.

<table>
<thead>
<tr>
<th>ID</th>
<th>USI</th>
<th>SIS Local ID</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>1106872</td>
<td>9983467366</td>
<td>TrainFirst52453</td>
<td>TrainLast52453</td>
<td>Nov 24 2002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1106714</td>
<td>9959316264</td>
<td>TrainFirst3649</td>
<td>TrainLast3649</td>
<td>Nov 13 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1106674</td>
<td>9960235220</td>
<td>TrainFirst34199</td>
<td>TrainLast34199</td>
<td>Mar 22 2009</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 12: How to Access Student Demographic Page
**Student Demographic Page**

The Student Demographic page displays the details of a student.

### Demographics

<table>
<thead>
<tr>
<th>Local ID</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>950202490</td>
<td>TrainFirst32914</td>
<td></td>
<td>TrainLast332914</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Date of Birth</th>
<th>Age as of Audit</th>
<th>Race</th>
<th>Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Black or African American</td>
<td>N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEA Code</th>
<th>LEA</th>
<th>School Code</th>
<th>School</th>
<th>Site Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1057</td>
<td></td>
<td>3500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>ZIP Code</th>
<th>Ward</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WASHINGTON</td>
<td>DC</td>
<td>20011-7117</td>
<td>Ward 4</td>
</tr>
</tbody>
</table>

### At Risk

This indicator identifies if the student is At Risk.

- At Risk: NO
- Homeless: NO
- CFS: NO
- Direct Cert: NO
- Overage: NO

### Child Count

This indicator identifies if the student is part of the Child Count.

- Child Count: YES
- Primary Disability: Speech or Language Impairment
- Educational Environment: A - 0-20% outside general education classroom
- Total SPED Hours: 12
- SPED Level: Level 2

### English Learner

This indicator identifies if English is not the first language for a student.

- NO

### Non-Public

This indicator identifies if the student is attending a Non-Public.

- NO

### UPSFF

This indicator identifies if the school is eligible for funding for this student.

- YES

### UPSFF Grade Level

This indicator identifies the UPSFF Grade Level for the student.

- 08

**Figure 13: Student Demographic Page**

**Duplicative Enrollment Alert**

The below alert appears at the top of the Student Demographic Page for students identified as duplicative enrolled at more than one school.

**Demographics**

This student has a duplicative enrollment

**Figure 14: Duplicative Enrollment Alert**

**Demographics**

The Demographic KPI displays the student’s demographic and enrollment information.

**At-Risk**

The At-Risk KPI displays whether the student is identified as At-Risk and which specific At-Risk indicator(s) qualifies the student.
**Child Count**
The Child Count KPI displays whether the student is identified as a SWD and included in the Child Count population.

**English Learner**
The English Learner KPI displays whether the student is identified as EL.

**Non-Public**
The Non-Public KPI displays whether the student attends a non-public school.

**UPSFF**
The UPSFF KPI displays whether the student is included in the UPSFF roster.

**UPSFF Grade Level**
The UPSFF Grade Level KPI displays the included student’s UPSFF Grade Level.

**DC Residency Verification Form**
The DC Residency Verification Form KPI displays the student’s DC Residency Verification Form status. This KPI is interactive for all students.

**Residency Supporting Documentation**
The Residency Supporting Documentation KPI displays the student’s Residency Supporting Documentation status. Initially, this KPI is interactive for students in the 20% residency supporting documentation audit sample size. However, if the school reaches the failure rate of 5% of the residency audit sample size or 2 students whichever value is the greatest, then all students, excluding the OSSE residency verified students, will be included in this KPI.

**Residency Audit Process**
The DC Residency Verification Form and Residency Supporting Documentation KPIs are a part of the residency audit process and are considered interactive.

**Before the Onsite Residency Audit Outcomes**
Before the onsite residency audit date, the Residency Verification Form and/or Residency Supporting Documentation KPIs displays the *Waiting for Auditor’s Decision* status.

![Table showing DC Residency Verification Form and Residency Supporting Documentation statuses](image)

**NOTE:** The sample student is a part of the 20% residency supporting documentation audit sample size.
Two Days after the Onsite Residency Audit Date

Two days after the onsite residency audit date, the LEA can view the residency audit outcomes.

The Residency Supporting Documentation KPI on the Student Demographic page looks different for a student included in the residency supporting documentation audit sample size (see Figure 16: Student in Residency Supporting Documentation Audit Sample Size) than a student not included in the residency audit sample size (see Figure 17: Student Not in Residency Supporting Documentation Audit Sample Size).

**Documentation Accepted**

If the auditor accepts the student’s documentation, the **Site Visit by Auditor** is set to **Accepted Form**, and the KPI is outlined in a green color with the **Form Accepted** status. No further action is required by the LEA.

**Documentation Rejected**

In the onsite residency audit, if the auditor rejects the student’s documentation, the **Site Visit by Auditor** is set to **Auditor Rejected Documentation**, **Denial Reasons** are listed and the KPI is outlined in a red color with the **Documentation Rejected** status.
The LEA can either *Accept Auditor's Decision* or *Appeal Auditor's Decision* within seven business days after the auditor’s outcomes are released.

**NOTE:** LEAs have seven business days from the onsite residency audit outcomes to appeal the auditors’ outcomes. Seven days from the onsite residency audit outcomes, if the LEA has not appealed the auditors’ outcomes, then the auditors’ outcomes will become the student’s final residency value, and the LEA cannot further appeal the residency outcomes.

Please note that an LEA cannot request a final in-person appeal for a student, if the LEA did not request an initial appeal seven days from the onsite residency audit outcomes.

![Figure 18: Site Visit Appeal by LEA Options](image)

If the LEA selects the *Accept Auditor's Decision* option then no further action is required by the LEA. However, if the LEA selects the *Appeal Auditor's Decision* option then the residency audit process goes to the initial appeals phase.
Initial Appeal

The LEA performs the below steps.

1. Select the **Appeal Auditor’s Decision** option for the **Site Visit Appeal by LEA** and then the **Fix Errors to Save Changes** will appear to ensure a file is uploaded.

   ![Figure 19: LEA Appeal Auditor’s Decision](image1)

2. Upload the supporting documentation.
   **NOTE**: The documentation must be in a .PDF format and smaller than 2MB.
   a. If needed, cancel the file upload, click the **Cancel** icon.

   ![Figure 20: LEA Appeal Auditor’s Decision & Uploads Document](image2)

3. Click the **Upload** icon for the document to fully upload the document, the **Fix Errors to Save Changes** will disappear.
4. Click the **Save Changes** button for the auditor to review the supporting documentation to provide an initial appeal outcome. The **Site Visit Appeal by LEA** status is set to *Waiting for Auditor’s Decision*.

![Residency Supporting Documentation](image)

*Figure 21: LEA Appeal Auditor’s Decision & Saves*

- The document can be downloaded using the Download (△) icon.
- If necessary, the uploaded documentation can be deleted using the **Delete** (🗑️) icon. **NOTE**: If only one document has been uploaded for the student then another document must be uploaded before the current document is deleted. If there are more than one uploaded then a document can be deleted.

5. A **Successfully Uploaded files** message appears to verify the file was saved.

![Successfully uploaded files](image)

*Figure 22: Successfully uploaded files*

6. The **Site Visit Appeal Decision by Auditor** status is *Waiting for Auditor’s Decision*.

**Documentation Accepted**  
In the initial appeal process, if the auditor accepts the student’s documentation the **Site Visit Appeal by Auditor** is set to *Accepted Form*, and the KPI is outlined in a green color with the **Form Accepted** status. No further action is required by the LEA.
Documentation Rejected

In the initial appeal process, if the auditor rejects the student’s documentation the Site Visit Appeal by Auditor is set to Auditor Rejected Documentation, Denial Reasons are listed and the KPI is outlined in a red color with the Documentation Rejected status.

The LEA can either Accept Auditor’s Decision or Appeal Auditor’s Decision by Nov. 17 after the initial appeal outcome.

![Residency Supporting Documentation](image)

Figure 23: Initial Appeal - LEA Appeals Auditor’s Decision

If the LEA selects the Accept Auditor’s Decision option then no further action is required by the LEA. However, if the LEA selects the Appeal Auditor’s Decision option then the residency audit process goes to the final in-person appeals phase.

NOTE: LEAs cannot request a final in-person appeal for a student, if the LEA did not request an initial appeal seven days from the onsite residency audit outcomes.
Final In-Person Appeal

1. The LEA selects the **Appeal Auditor's Decision** option for the Final Appeal by LEA.
2. Additional documentation can be uploaded but is not required.
3. Click the **Save Changes** button.
4. The Final Appeal Decision by OSSE status is **Waiting for OSSE's Decision**.

5. Schedule a final in-person appeal session.
6. OSSE reviews the documentation and provides a final in-person appeal outcome for the scheduled meeting.

**NOTE**: If OSSE accepts the documentation and the LEA does not have any additional students pending a final in-person appeal, OSSE will cancel the final in-person appeal meeting for the LEA. Otherwise, the LEA should have all supporting documentation uploaded in the application to support the student’s enrollment prior to the final in-person appeal meeting.
Residency Supporting Documentation
This indicator identifies if the student has verified supporting documentation.

- Site Visit by Auditor
  - Auditor Rejected Documentation
  - Denial Reasons: Name on supporting doesn't match DCRV

- Site Visit Appeal by LEA
  - LEA Appealed Auditor's Decision
    - Upload Supporting Documentation

- Site Visit Appeal Decision by Auditor
  - Auditor Rejected Documentation
  - Denial Reasons: Missing/Incomplete Other Primary Caregiver Supporting Documentation

- Final Appeal by LEA
  - Appealed Auditor's Decision
    - Upload Optional Supporting Documentation

Final Appeal Decision by OSSE
OSSE Accepted Documentation

Documentation Accepted

Figure 25: OSSE Final In-Person Appeal Accepted

Residency Supporting Documentation
This indicator identifies if the student has verified supporting documentation.

- Site Visit by Auditor
  - Auditor Rejected Documentation
  - Denial Reasons: Name on supporting doesn't match DCRV

- Site Visit Appeal by LEA
  - LEA Appealed Auditor's Decision
    - Upload Supporting Documentation

- Site Visit Appeal Decision by Auditor
  - Auditor Rejected Documentation
  - Denial Reasons: Missing/Incomplete Other Primary Caregiver Supporting Documentation

- Final Appeal by LEA
  - Appealed Auditor's Decision
    - Upload Optional Supporting Documentation

Final Appeal Decision by OSSE
OSSE Rejected Documentation

Denial Reasons: Missing/Incomplete Other Primary Caregiver Supporting Documentation

LEAs attending final in person appeals need to sign up for a session.

Documentation Rejected

Figure 26: OSSE Final In-Person Appeal Rejected
Duplicative Enrollment Resolution Process

The Duplicative Enrollment Resolution KPI is a part of the duplicative enrollment resolution process and are considered interactive.

Initial Appeal

1. After Oct. 13 data freeze, the LEA selects the LEA Decision option for the Site Visit Appeal by LEA as one of the following:
   a. Student is not enrolled at LEA or
   b. Provide documentation for proof of enrollment.

   ![Figure 27: Duplicative Enrollment - Resolution Initial Appeal](image)

LEA Decision: Student is Not Enrolled at LEA

2. If the Initial Appeal by LEA status is set to Student is not enrolled at LEA, the NOTE: Student must be withdrawn in LEA SIS will appear.

   ![Figure 28: Duplicative Enrollment - Student Not Enrolled](image)

3. Click the Save Changes button.
LEA Decision: Provide Documentation for Proof of Enrollment

4. If the Initial Appeal by LEA status is set to *Provide documentation for proof of enrollment*.

5. Click the **Upload Supporting Documentation** button to locate the document filename. **NOTE:** The documentation must be in a .PDF format and smaller than 2MB.
   a. If needed, cancel the file upload, click the **Cancel** icon.

6. Click the **Upload** icon for the document to fully upload the document, the **Fix Errors to Save Changes** will disappear.

7. Click the **Save Changes** button for OSSE to review the supporting documentation to provide an initial appeal outcome.

8. A **Successfully Uploaded files** message appears to verify the file was saved.
9. The **Appeal Decision by OSSE** status is set to **Waiting for OSSE’s Decision**.

### Documentation Accepted

In the initial appeal process, if OSSE accepts the student’s documentation the **Appeal Decision by OSSE** is set to **OSSE Accepted Documentation** and the KPI is outlined in a green color with the **Enrollment Accepted** status. No further action is required by the LEA.

### Documentation Rejected

In the initial appeal process, if OSSE rejects the student’s documentation the **Appeal Decision by OSSE** is set to **OSSE Rejected Documentation**, **Denial Reasons** are listed and the KPI is outlined in a red color with the **Enrollment Rejected** status.

The LEA can either **Accept OSSE’s Decision** or **Appeal OSSE’s Decision** by Nov. 27 after the initial appeal outcome.
If the LEA selects the *Accept OSSE’s Decision* option then no further action is required by the LEA. However, if the LEA selects the *Appeal OSSE’s Decision* option then the duplicative enrollment resolutions process goes to the final in-person appeals phase.

**NOTE:** LEAs cannot request a final in-person appeal for a student, if the LEA did not request an initial appeal by Nov. 9.

**Final in-person appeal**

7. The LEA selects the *Appeal OSSE’s Decision* option for the **Final Appeal by LEA**.
8. Additional documentation can be uploaded but is not required.
9. Click the **Save Changes** button.
10. The **Final Appeal Decision by OSSE** status is *Waiting for OSSE’s Decision*.

![Figure 34: Duplicative Enrollment - LEA Final In-person Appeal](image)

11. OSSE will schedule a final in-person appeal session with both LEAs.
12. OSSE reviews the documentation and provides a final in-person appeal outcome for the scheduled meeting.

**Figure 35: OSSE final in-person appeal Accepted**

**Figure 36: OSSE final in-person appeal Rejected**
## Appendix A: Resources

Below is a table of resources to assist with the Enrollment Audit and Child Count application.

<table>
<thead>
<tr>
<th>Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Audit and Child Count Handbook</td>
<td><a href="https://osse.dc.gov/node/1263931">https://osse.dc.gov/node/1263931</a></td>
</tr>
</tbody>
</table>
| OSSE Support Tool                          | Submit questions and technical assistance inquiries at [https://octo.quickbase.com/db/bh9ehz86q?a=q&qid=1000048](https://octo.quickbase.com/db/bh9ehz86q?a=q&qid=1000048)  
  To request access to the OSSE Support Tool, send an email to [sled.info@dc.gov](mailto:sled.info@dc.gov). |
| eSchoolPLUS Points of Contacts Guidance    | [http://osse.dc.gov/node/1179356](http://osse.dc.gov/node/1179356) |
| SLED Access                                | [https://sled.osse.dc.gov](https://sled.osse.dc.gov)  
  To request access to SLED, send an email to [sled.info@dc.gov](mailto:sled.info@dc.gov). |
| Qlik                                       | [https://analysis.osse.dc.gov/](https://analysis.osse.dc.gov/) |