
ENROLLMENT AUDIT AND CHILD COUNT

LEA User Guide

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OFFICE OF STATE SUPERINTENDENT OF EDUCATION



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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

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

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

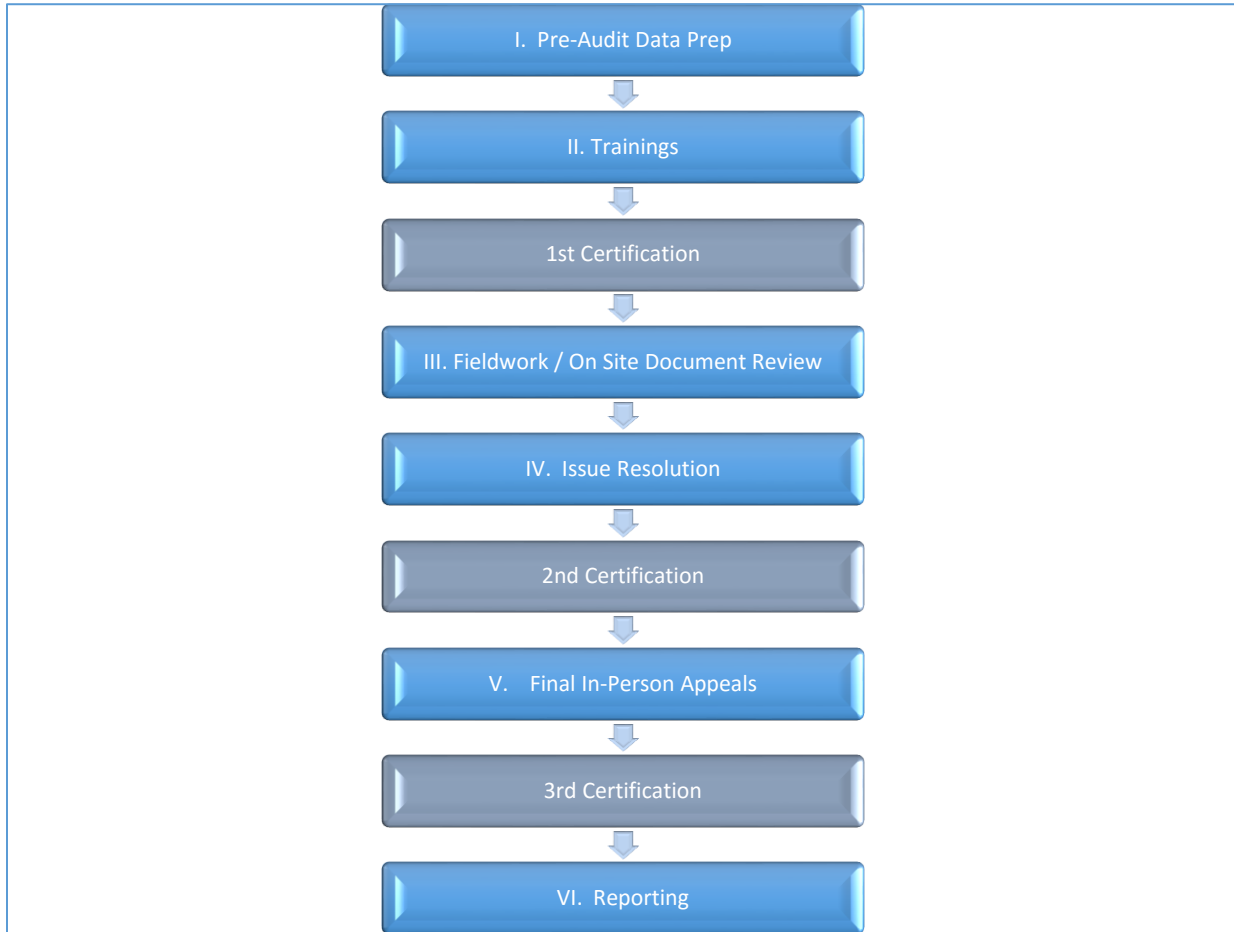


Figure 1: Enrollment Audit and Child Count Process Flow

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

1. Go to SLED at <https://sled.osse.dc.gov>.
2. Click on the **Related Sites** tab located on the navigation bar and then click on **Enrollment Audit and Child Count Application**.

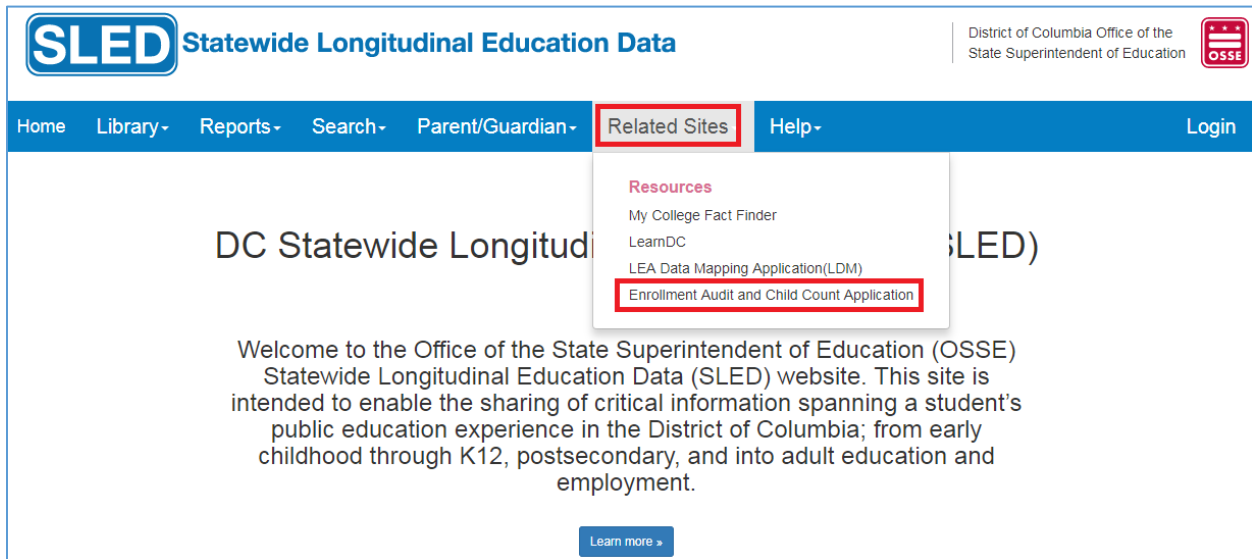


Figure 2: Enrollment Audit and Child Count Application link from SLED

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.

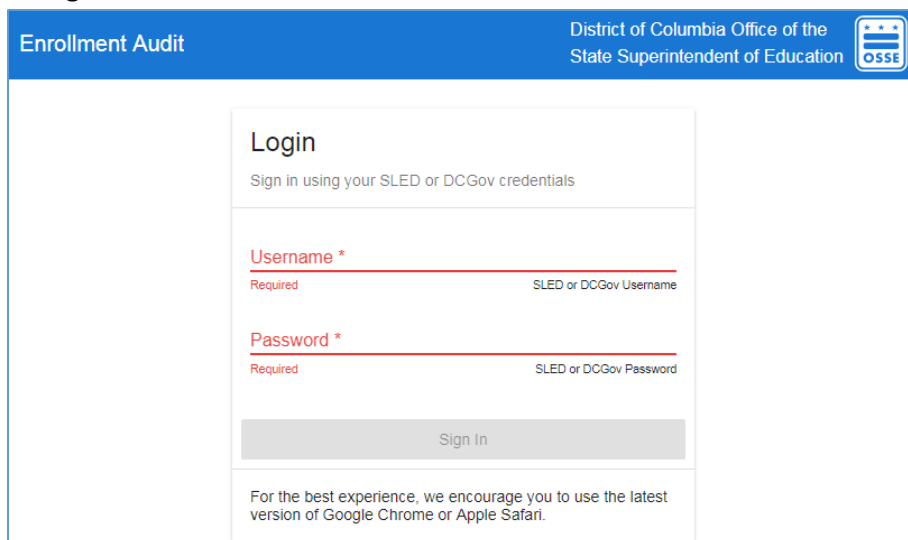


Figure 3: Enrollment Audit and Child Count Application Homepage



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.



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.

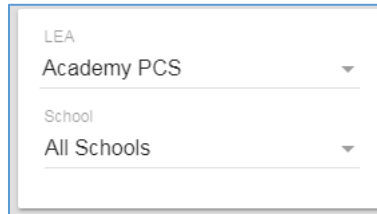


Figure 5: Dashboard Filters

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.

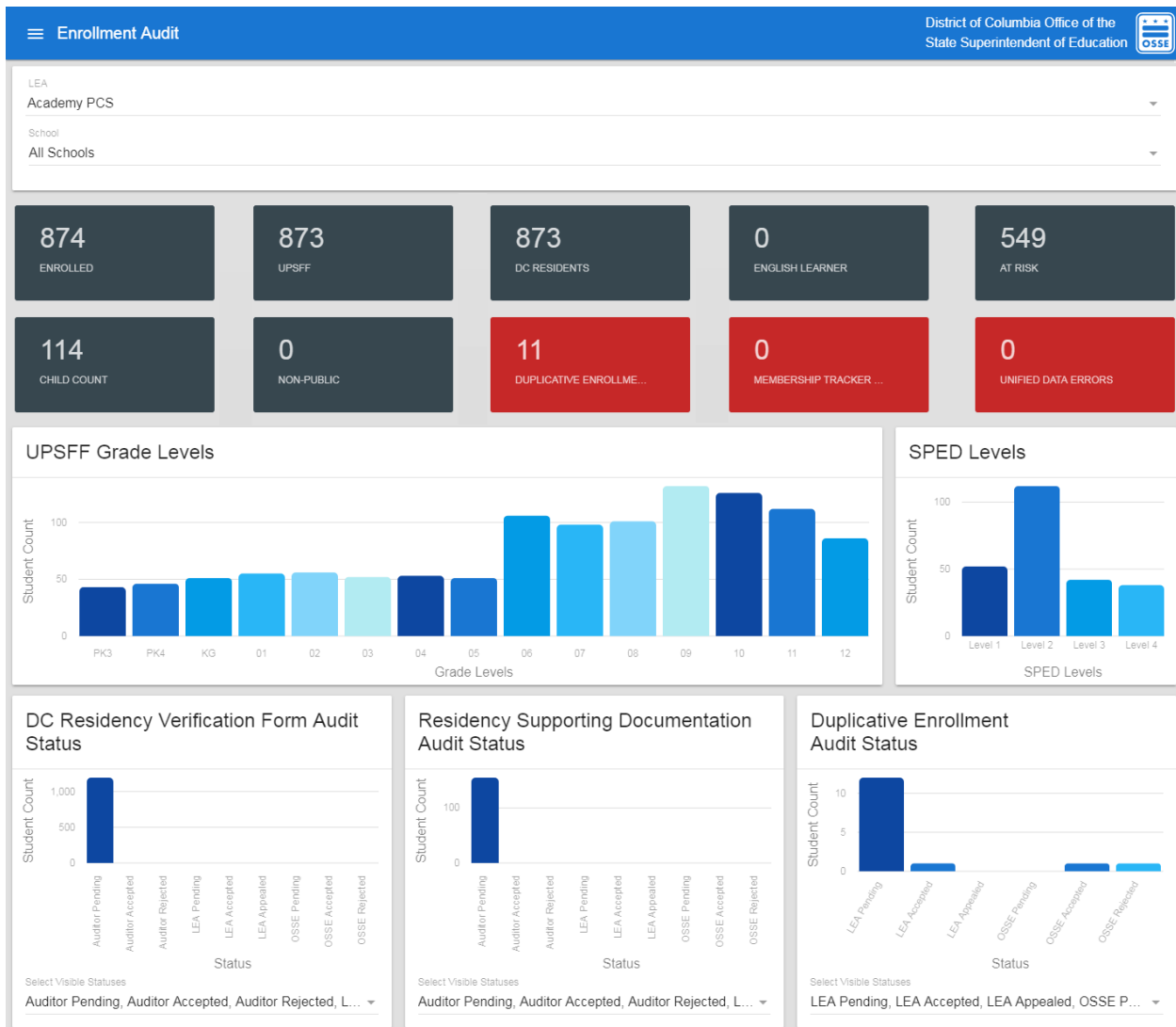


Figure 6: Fifteen Dashboard KPIs



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.

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

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 assigned as follows:

Error Code	Error	Description	Enrollment Audit EL Status
E347	Current EL - Recently Proficient	The student is identified as EL, but reached ACCESS proficiency in OSSE certified data.	No
E348	Not EL - Not ACCESS Proficient	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.	Yes
E349	Not EL, but EL in one of past two years - Not ACCESS proficient	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.	Yes
E350	English Learner Overage	The adult student is over the age of 21 cannot be identified as EL.	No



Error Code	Error	Description	Enrollment Audit EL Status
E354	Not English Learner in SIS but English Learner in Audit	The student is not an EL in the LEA SIS, but was EL in the most recent Enrollment Audit.	Yes

Table 2: How Final EL Status is Determined

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 to [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.

KPI	OSSE Accepted as Enrolled	OSSE Rejected as Enrolled
Enrolled	Count will remain the same	Count will decrease



Duplicative Enrollment	Count will decrease	Count will decrease
All Other KPIs	Count will increase	Count will remain the same

Table 3: How Duplicative Enrollment impacts KPIs

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.



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.



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

Duplicative Enrollment Audit Status

The Duplicative 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.

- 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.
- LEA Accepted – indicates the LEA either confirmed the student as not enrolled or accepted the students’ outcome.
- 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.
- OSSE Pending – indicates OSSE is responsible for reviewing students’ documentation and providing outcomes.
- OSSE Accepted – indicates OSSE accepted the students’ documentation and no further actions are necessary for the LEA.
- 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.

- To find a LEA or school, click the **Search** (🔍) icon.
- When the **Filter Data** search bar appears, enter the LEA or school’s name.



Figure 7: Filter Data Search Bar

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.

LEA Code	LEA Name	School Code	School Name	Enrolled	UPSFF	Residents	NonPublic	English Learner
1057	Local Ed Agency 1057	1240	School Campus 1240	1	0	1	1	1
1057	Local Ed Agency 1057	2700	School Campus 2700	195	195	195	0	49
1057	Local Ed Agency 1057	3500	School Campus 3500	235	235	235	0	37
1057	Local Ed Agency 1057	5800	School Campus 5800	1	0	1	1	0
1057	Local Ed Agency 1057	6260	School Campus 6260	1	0	1	1	0

Figure 8: Student Population Summary Report Tabs

Export Data

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

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

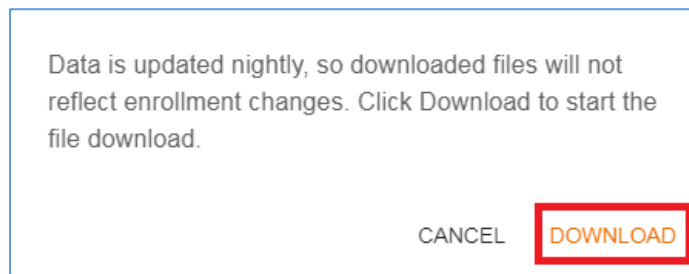


Figure 9: Exported Data Message

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.

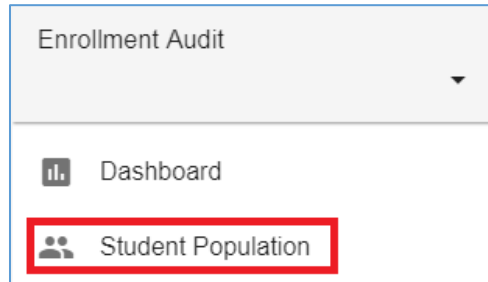


Figure 10: Access Student Population Page via Menu

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.

The screenshot shows the 'Student Population' interface. At the top, there are search and filter controls: a search icon, 'CLEAR FILTERS', and a download icon. Below these are several filter sections:

- LEA:** Local Ed Agency 1057
- School:** All Students
- DC Resident:** Non-Public
- UPSFF:** Yes
- SWD Status:** SPED Level
- Enrollment Grade Level:** Enrollment Grade Level
- UPSFF Grade Level:** English Learner
- At Risk:** At Risk
- Duplicative Enrollment:** No
- Child Count:** Child Count
- Membership Tracker Conflicts:** Membership Tracker Conflicts
- Unified Data Errors:** Unified Data Errors
- DC Residency Verification Form Audit Status:** Residency Supporting Documentation Audit Status
- Duplicative Enrollment Audit Status:** Residency Supporting Documentation Sample Population
- Residency Supporting Documentation OSSE Verified:** Residency Supporting Documentation OSSE Verified

Below the filters is a table of student data:

ID	USI	SIS Local ID	First Name	Middle Name	Last Name	Date of Birth	G
1106872	9983467366		TrainFirst52493		TrainLast52493	Nov 24 2002	F
1106714	9959316254		TrainFirst83649		TrainLast83649	Nov 13 2011	M
1106674	9950235220		TrainFirst34199		TrainLast34199	Mar 22 2009	M
1106957	9950202490		TrainFirst32914		TrainLast32914	Feb 21 2001	M
1106660	9946385328		TrainFirst41385		TrainLast41385	Aug 12 2010	F

At the bottom of the table, there is a pagination control: 'Row per page: 5' and '1-5 of 730'.

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.

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



Filter	Description
Residency Supporting Documentation Audit Status	Displays All Statuses regardless of the student's status or by a specific Residency Supporting Documentation Audit Status value available for selection
Duplicative Enrollment Audit Status	Displays All Statuses regardless of the student's status or by a specific Duplicative Enrollment Audit Status value available for selection
Residency Supporting Documentation Sample Population	Displays All Students regardless if the student in the sample population, Yes for students included in the Residency Supporting Documentation Sample Population or No for students not included in the Residency Supporting Documentation Sample Population
Residency Supporting Documentation OSSE Verified	Displays All Students regardless if the students are OSSE residency verified, Yes for students are OSSE residency verified or No for students not OSSE residency verified

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.





	ID	USI	SIS Local ID	First Name	Middle Name	Last Name	Date of Birth
	1106872	9983467366		TrainFirst52493		TrainLast52493	Nov 24 2002
	1106714	9959316254		TrainFirst83649		TrainLast83649	Nov 13 2011
	1106674	9950235220		TrainFirst34199		TrainLast34199	Mar 22 2009
	1106657	9950235220		TrainFirst34199		TrainLast34199	Mar 22 2009

Figure 12: How to Access Student Demographic Page



Student Demographic Page

The Student Demographic page displays the details of a student.

Demographics				
USI 9950202490	Local ID	First Name TrainFirst32914	Middle Name	Last Name TrainLast32914
Gender	Date of Birth Feb 21 2001 12:00AM	Age as of Audit	Race Black or African American	Ethnicity N
LEA Code 1057	LEA Local Ed Agency 1057	School Code 3500	School School Campus 3500	Site Code
Site				
Street Address	City WASHINGTON	State DC	ZIP Code 20011-7117	Ward Ward 4

<h3>At Risk</h3> <p>This indicator identifies if the student is At Risk.</p> <p>At Risk: NO Homeless: NO CFSA: NO Direct Cert: NO Overage: NO</p>	<h3>Child Count</h3> <p>This indicator identifies if the student is part of the Child Count.</p> <p>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</p>
---	--

<h3>English Learner</h3> <p>This indicator identifies if English is not the first language for a student.</p> <p>NO</p>	<h3>Non-Public</h3> <p>This indicator identifies if the student is attending a Non-Public.</p> <p>NO</p>	<h3>UPSFF</h3> <p>This indicator identifies if the school is eligible for funding for this student.</p> <p>YES</p>	<h3>UPSFF Grade Level</h3> <p>This indicator identifies the UPSFF Grade Level for the student.</p> <p>08</p>
---	--	--	--

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.

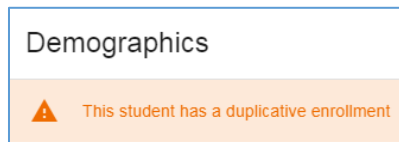


Figure 14: Duplicative Enrollment Alert

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.

<p>DC Residency Verification Form</p> <p>This indicator identifies if the student's DC Residency Verification form has been verified.</p>	<p>Residency Supporting Documentation</p> <p>This indicator identifies if the student has verified supporting documentation.</p>
<p>Site Visit by Auditor</p> <p>Waiting for Auditor's Decision</p>	<p>Site Visit by Auditor</p> <p>Waiting for Auditor's Decision</p>
<p>Waiting for Auditor's Decision</p>	<p>Waiting for Auditor's Decision</p>

Figure 15: Before the Onsite Residency Audit Outcomes View

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](#))

<p>DC Residency Verification Form</p> <p>This indicator identifies if the student's DC Residency Verification form has been verified.</p> <hr/> <p>Site Visit by Auditor</p> <p>Auditor Accepted Form</p> <hr/> <p style="text-align: center; color: green;">Form Accepted</p>	<p>Residency Supporting Documentation</p> <p>This indicator identifies if the student has verified supporting documentation.</p> <hr/> <p>Site Visit by Auditor</p> <p>Auditor Rejected Documentation</p> <p>Denial Reasons: Name on supporting doesn't match DCRV</p> <hr/> <p>Site Visit Appeal by LEA</p> <p>LEA Decision * ▼</p> <hr/> <p style="text-align: center; color: red;">Documentation Rejected</p>
--	---

Figure 16: Student in Residency Supporting Documentation Audit Sample Size

<p>DC Residency Verification Form</p> <p>This indicator identifies if the student's DC Residency Verification form has been verified.</p> <hr/> <p>Site Visit by Auditor</p> <p>Waiting for Auditor's Decision</p> <hr/> <p style="text-align: center;">Waiting for Auditor's Decision</p>	<p>Residency Supporting Documentation</p> <p>This indicator identifies if the student has verified supporting documentation.</p> <hr/> <p>Site Visit by Auditor</p> <p>Waiting for Auditor's Decision</p> <hr/> <p style="text-align: center;">Waiting for Auditor's Decision</p>
--	---

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.

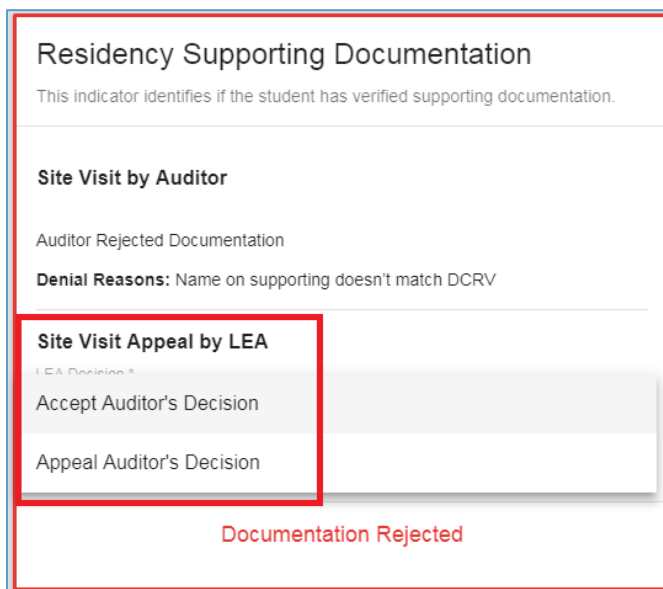
Documentation Rejected

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.



The screenshot displays a web interface titled "Residency Supporting Documentation". Below the title is a descriptive sentence: "This indicator identifies if the student has verified supporting documentation." The interface is divided into two main sections. The first section, "Site Visit by Auditor", contains the text "Auditor Rejected Documentation" and "Denial Reasons: Name on supporting doesn't match DCRV". The second section, "Site Visit Appeal by LEA", is highlighted with a red box and contains two radio button options: "Accept Auditor's Decision" and "Appeal Auditor's Decision". At the bottom of the interface, the text "Documentation Rejected" is displayed in red.

Figure 18: Site Visit Appeal by LEA Options

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.

The screenshot shows a web form titled "Residency Supporting Documentation". Below the title is a descriptive sentence: "This indicator identifies if the student has verified supporting documentation." The form is divided into sections. The first section is "Site Visit by Auditor", containing "Auditor Rejected Documentation" and "Denial Reasons: Name on supporting doesn't match DCRV". The second section is "Site Visit Appeal by LEA", which includes a dropdown menu labeled "LEA Decision *" with the selected option being "Appeal Auditor's Decision". Below this section is a blue button with a paperclip icon and the text "Upload Supporting Documentation". At the bottom of the form, a red banner contains a warning icon and the text "Fix Errors To Save Changes".

Figure 19: LEA Appeal Auditor's Decision

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.

This screenshot is identical to Figure 19, but with a red rectangular box highlighting the "Click to Upload: Test.pdf" button. The button has an upward-pointing arrow icon and a small red 'x' icon in its bottom right corner. The "Fix Errors To Save Changes" banner remains at the bottom.

Figure 20: LEA Appeal Auditor's Decision & Uploads Document

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**.

Figure 21: LEA Appeal Auditor's Decision & Saves

- a. The document can be downloaded using the Download (↓) icon.
 - b. 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.

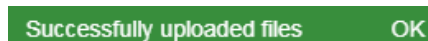


Figure 22: Successfully uploaded files

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.

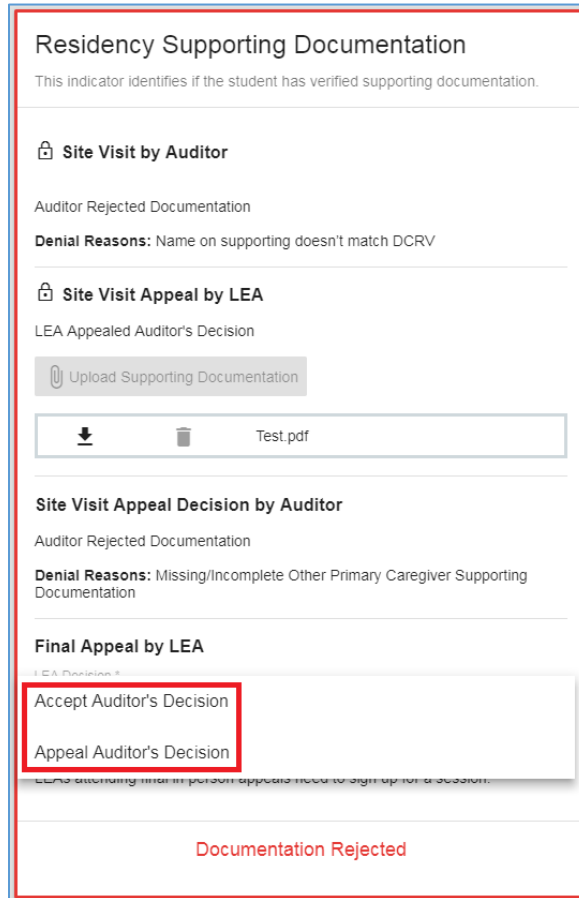


Figure 23: Initial Appeal - LEA Appeals Auditor's Decision

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**.

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

↓ 🗑 Test.pdf

Site Visit Appeal Decision by Auditor

Auditor Rejected Documentation

Denial Reasons: Missing/Incomplete Other Primary Caregiver Supporting Documentation

Final Appeal by LEA

LEA Decision *

Appeal Auditor's Decision ▼

Final Appeal Decision by OSSE

Waiting for OSSE's Decision

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

Figure 24: LEA Final In-person Appeal

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

↓ 🗑 Test.pdf

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

↓ 🗑 Test.pdf

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

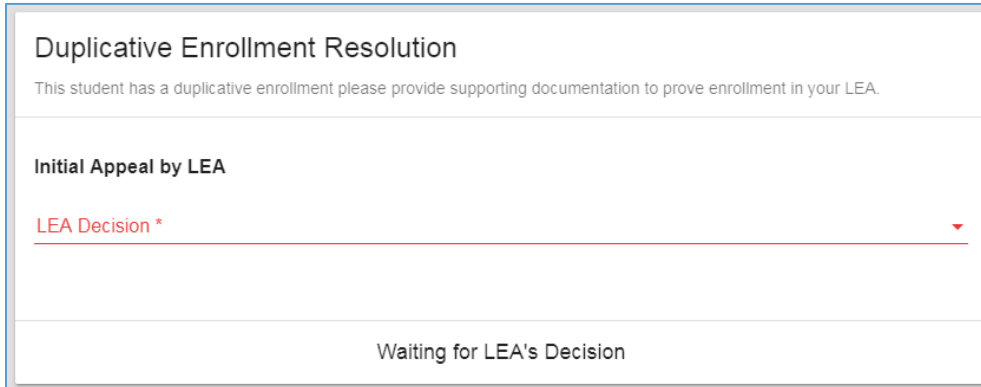
Figure 26: OSSE Final In-Person Appeal Rejected

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.



Duplicative Enrollment Resolution

This student has a duplicative enrollment please provide supporting documentation to prove enrollment in your LEA.

Initial Appeal by LEA

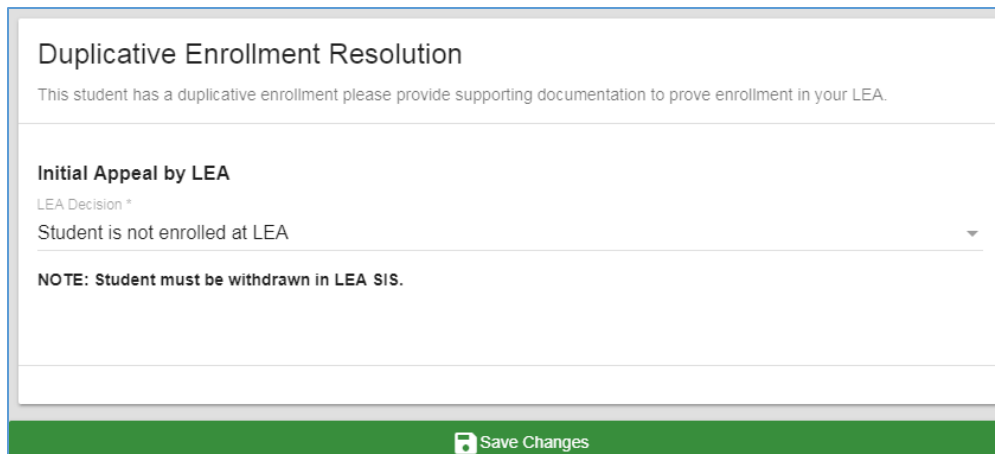
LEA Decision *

Waiting for LEA's Decision

Figure 27: Duplicative Enrollment - Resolution Initial Appeal

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.



Duplicative Enrollment Resolution

This student has a duplicative enrollment please provide supporting documentation to prove enrollment in your LEA.

Initial Appeal by LEA

LEA Decision *

Student is not enrolled at LEA

NOTE: Student must be withdrawn in LEA SIS.

Save Changes

Figure 28: Duplicative Enrollment - Student Not Enrolled

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*.

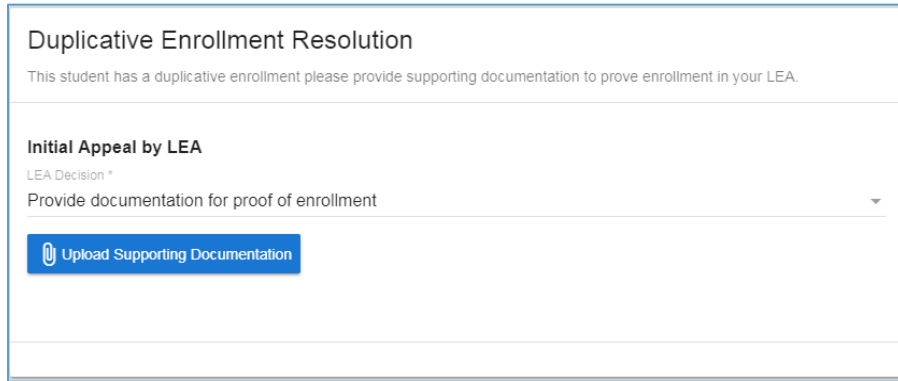


Figure 29: Duplicative Enrollment - Documentation for Proof of Enrollment

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.

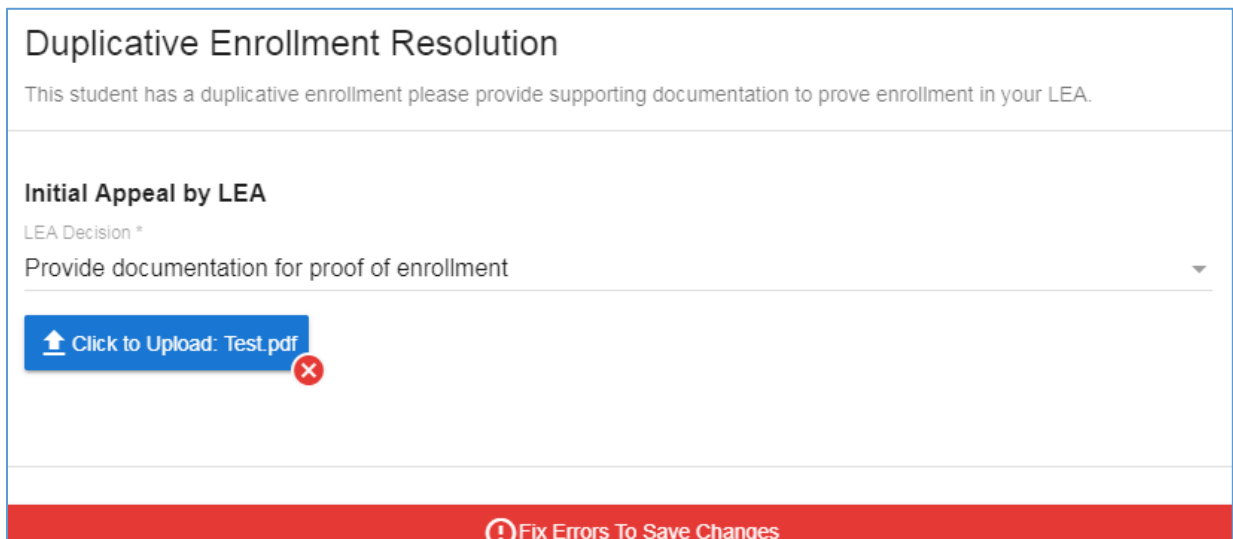


Figure 30: Duplicative Enrollment - Uploads Document

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.



Figure 31: Successfully uploaded files

9. The **Appeal Decision by OSSE** status is set to **Waiting for OSSE's Decision**.

Duplicative Enrollment Resolution
This student has a duplicative enrollment please provide supporting documentation to prove enrollment in your LEA.

Initial Appeal by LEA
LEA Decision *
Provide documentation for proof of enrollment

↓ 🗑 Test.pdf

Appeal Decision by OSSE
Waiting for OSSE's Decision

Figure 32: Duplicative Enrollment - 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.

Duplicative Enrollment Resolution
This student has a duplicative enrollment please provide supporting documentation to prove enrollment in your LEA.

Initial Appeal by LEA
LEA provided documentation to prove student's enrollment

↓ 🗑 eSchoolPLUS - Implementing Home Access Center v1 (1).pdf

Appeal Decision by OSSE
OSSE Rejected Documentation
Denial Reasons: Reason 1, Reason 3

Final Appeal by LEA
LEA Decision *

Accept OSSE's Decision

Appeal OSSE's Decision

LEA's existing main person appears need to sign up for a session.

Enrollment Rejected

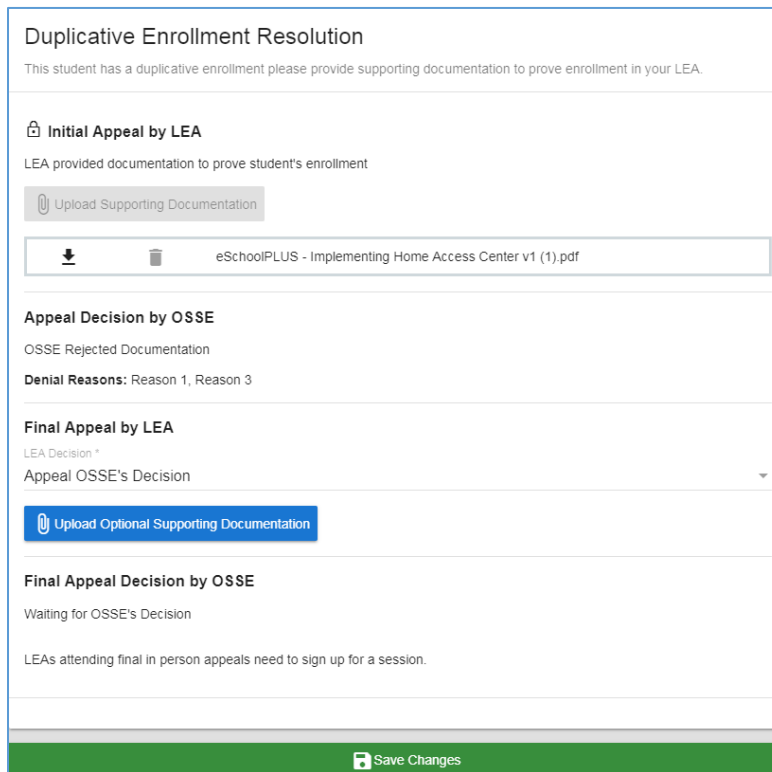
Figure 33: Duplicative Enrollment - LEA Appeals OSSE's Decision

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**.



The screenshot shows a web form titled "Duplicative Enrollment Resolution" with the instruction: "This student has a duplicative enrollment please provide supporting documentation to prove enrollment in your LEA." The form is divided into several sections:

- Initial Appeal by LEA:** Includes a lock icon, the text "LEA provided documentation to prove student's enrollment", and an "Upload Supporting Documentation" button. A file named "eSchoolPLUS - Implementing Home Access Center v1 (1).pdf" is shown with download and delete icons.
- Appeal Decision by OSSE:** Shows "OSSE Rejected Documentation" and "Denial Reasons: Reason 1, Reason 3".
- Final Appeal by LEA:** Includes "LEA Decision *" and a dropdown menu currently set to "Appeal OSSE's Decision", along with an "Upload Optional Supporting Documentation" button.
- Final Appeal Decision by OSSE:** Shows "Waiting for OSSE's Decision" and a note: "LEAs attending final in person appeals need to sign up for a session."

A green bar at the bottom contains a "Save Changes" button with a floppy disk icon.

Figure 34: Duplicative Enrollment - LEA Final In-person Appeal

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.

Duplicative Enrollment Resolution
This student has a duplicative enrollment please provide supporting documentation to prove enrollment in your LEA.

Initial Appeal by LEA
LEA provided documentation to prove student's enrollment

Upload Supporting Documentation

eSchoolPLUS - Implementing Home Access Center v1 (1).pdf

Appeal Decision by OSSE
OSSE Rejected Documentation
Denial Reasons: Reason 1, Reason 3

Final Appeal by LEA
Appealed OSSE's Decision

Upload Optional Supporting Documentation

Final Appeal Decision by OSSE
OSSE Accepted Documentation

Enrollment Accepted

Figure 35: OSSE final in-person appeal Accepted

Duplicative Enrollment Resolution
This student has a duplicative enrollment please provide supporting documentation to prove enrollment in your LEA.

Initial Appeal by LEA
LEA provided documentation to prove student's enrollment

Upload Supporting Documentation

eSchoolPLUS - Implementing Home Access Center v1 (1).pdf

Appeal Decision by OSSE
OSSE Rejected Documentation
Denial Reasons: Reason 1, Reason 3

Final Appeal by LEA
Appealed OSSE's Decision

Upload Optional Supporting Documentation

Final Appeal Decision by OSSE
OSSE Rejected Documentation
Denial Reasons: Reason 1
LEAs attending final in person appeals need to sign up for a session.

Enrollment Rejected

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.

Title	Location
Enrollment Audit and Child Count Handbook	https://osse.dc.gov/node/1263931
OSSE Support Tool	Submit questions and technical assistance inquiries at 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 .
eSchoolPLUS Points of Contacts Guidance	http://osse.dc.gov/node/1179356
SLED Access	https://sled.osse.dc.gov To request access to SLED, send an email to sled.info@dc.gov .
Qlik	https://analysis.osse.dc.gov/
Unified Data Errors Guidance	https://osse.dc.gov/publication/unified-data-errors
LEA Membership Tracker Guidance	https://sled.osse.dc.gov/vPage/LEAP-Training-Presentation-Guides/2542/91441 .