



LEP Sample Audit Questions

	Question	OSSE Response
Timeline	1. When do we upload the LEP students' documentation?	You will receive notification from the auditors on, or shortly after, October 15 that the LEP sample had been generated. You will then have 5 business days to check QuickBase to see which students were sampled and to upload the documentation for these students.
	2. If a student who enrolls on October 7th and we do not identify them as LEP on that date, what do we do?	Students enrolled as of October 7, but identified as LEP after October 7, 2013 will not be included in the audit. Schools must submit appeals to have these students counted as LEP. Appeals will only be accepted during the General Audit appeals window, which will run from December 4 – 13. More guidance will be provided when the pre-appeals findings are released about exactly how to submit an appeal.
QuickBase	3. Will we have access to the OSSE Enrollment Audit QuickBase Tool?	Yes. You will receive an invitation via email on or before September 16 that will allow you to access QuickBase. The subject of the email will probably say, <i>QuickBase invite to the "OSSE Enrollment Audit 2013 QUICKBASE Tool" app.</i>
	4. What is the name of the QuickBase Application?	The QuickBase application is called, "OSSE Enrollment Audit 2013 QUICKBASE Tool".
	5. Are our students automatically in QuickBase? Or do we need to enter them?	<p>The "LEP Sample Audit" table in QuickBase will prepopulate with all students who are identified as Limited English Proficient in SLED.</p> <p>With that said, the information in SLED is fed from data that you input in your Student Information System (SIS). Therefore, if the QuickBase tool doesn't display all students who are supposed to be categorized as LEP, you must first make sure that the data is entered accurately in your SIS. SLED will continue to update information entered in your SISs between September 16 and October 7.</p>
	6. Is QuickBase the only way to submit LEP documents?	That is correct. You must upload all LEP student documentation through QuickBase.



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	7. Why are some Pending-Sample Universe students 'NO'?"	"Pending-Sample Universe" means that the student could potentially be sampled. Not all students will be sampled necessarily though. If the LEP-Sampled Group field says "No", that means that the student was not selected in the random selection process and you do not need to provide documentation for these students (unless your school has to undergo a full-school audit).
Supplemental Documentation	8. Which assessments require supplemental documentation?	The only assessments that are missing elements and require additional documentation are the K W-APT and some of the Adult assessments. All of the other assessments include all of required data fields on the score sheets. <ul style="list-style-type: none"> • Student's first and last name • Student's date of birth • Student's grade level • Date of assessment
	9. What documentation must be provided for missing data elements?	You should print out a sheet from you Student Information System (SIS) that shows the missing data element.
	10. Can I hand-write in the missing data element on the assessment?	No.
Student Data	11. How can we see the 2013 ACCESS scores of students who attended a different school?	The ACCESS scores for all students currently enrolled in your LEA can be accessed through SLED. To set up a SLED account, email SLED.info@dc.gov .
	12. Does SLED have historical ACCESS information?	SLED houses ACCESS data dating as far back as the 2007-2008 school year, which is 6 years.



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	13. Is there a way for schools to obtain the detailed ACCESS scores for students from other schools?	Yes, for students enrolled at your LEA. You should submit a data request in the OSSE Data Request Form at http://osse.dc.gov/service/osse-data-request-form .

General Questions

	Question	OSSE Response
General	14. What is SLED?	SLED is the State Longitudinal Education Data
	15. What is a USI?	The official state identifier for all students attending a District of Columbia LEA; only OSSE assigns Unique Student Identifiers via the SLED system, and it is a randomly-assigned ten-digit number by OSSE to each public school student and travels with a student throughout his or her DC public education experience, from school to school and LEA to LEA within DC.
	16. How do we access SLED?	To set up a SLED account, email SLED.info@dc.gov .