



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Data Correction Policy

Effective July 2022 | Last Updated July 27, 2022

I. Authority	The Office of the State Superintendent of Education (OSSE) collects, analyzes and reports data about children, students, and educators, including as required under federal and local law. OSSE publishes reports and aggregate data sets to inform the public about progress on District education goals and outcomes.
II. Applicability	This policy applies to all data released to the public by OSSE.
III. Rationale	OSSE follows defined data review procedures and performs regular and systematic quality assurance checks to ensure the quality and integrity of published data. For example, much of the data published by OSSE has been reviewed, validated and certified by local education agencies (LEAs). Despite these efforts, errors and omissions can occur.
IV. Policy	<p>When an error is reported or discovered, OSSE will include a note with the posted file(s), report(s) or visualizations about the error. OSSE will correct the error in future files or reports that include those data and notate them to explain any discrepancy caused by the error in prior years.</p> <p>If a stakeholder appeals or elevates an error with significant impact on a report to the State Superintendent, the State Superintendent will decide whether OSSE will publish a corrected data file and report.</p> <p>Anyone who identifies a suspected error or wants to elevate a correction with significant impact should email OSSE.Datasharing@dc.gov with:</p> <ul style="list-style-type: none">• The URL of the file• Specific information about the error• The process or inquiry that led to the identification of the suspected error• An explanation of why the nature of the suspected error merits publishing a corrected data file/report
V. Error Discovery Process	OSSE's standard operating procedure for data error investigation includes fact finding (about source, scope, resolution, future prevention) and communication.
VI. Definitions	<p>Data:</p> <ul style="list-style-type: none">• Information representing facts in qualitative and quantitative forms in the aggregate. <p>Error:</p>

	<ul style="list-style-type: none"> An incorrectly stated or inaccurate fact; an incorrect action taken in a process, usually resulting in a defect. <p>Local education agency (LEA):</p> <ul style="list-style-type: none"> A public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties as are recognized in a State as an administrative agency for its public elementary schools or secondary schools.
VII. Exceptions	OSSE reserves the right to allow other exceptions to this policy to maintain an appropriate balance of transparency and consistency.
VIII. Auditing, Monitoring, and Review	OSSE will periodically review this policy to ensure it remains current and consistent with legal requirements and best practices.
IX. Further Information	Questions or requests for information can be directed to OSSE.Datasharing@dc.gov .