



Office of the State Superintendent of Education

# LEA Enrollment Audit Training One: October 5<sup>th</sup> Enrollment Data Collection



Co-Presented with the Public Charter School Board



# Today's Topics:



1. Enrollment Audit Handbook Overview
2. October 5<sup>th</sup> Data Collection
  - a. Quality Data for Accurate Funding Campaign
  - b. Online Enrollment Audit Tool
  - c. Data Requirements
  - d. Data Certification and 2<sup>nd</sup> Quarter Payment
3. Questions

# Separate Auditor Training Topics (late September):



1. Enrollment Audit Head Count Process
2. Students Absent on Head Count day
3. Audit Resolution with Auditor
4. Audit Appeals Process with OSSE

# Audit Process Overview: 7 Steps



1. Pre-October 5<sup>th</sup> Count Preparation
2. October 5<sup>th</sup> Count and Verification
3. Enrollment Audit Count Process
4. Auditor Resolution Process
5. Enrollment Audit Appeals Process
6. Final Enrollment Audit Release
7. Non-Resident Follow-up

# 1. Pre-October 5<sup>th</sup> Count Preparation



- Auditor Briefings: Dates currently being finalized.
- Quality Data for Accurate Funding Campaign – to be discussed in detail in the second half of the presentation

## 2. October 5<sup>th</sup> Count and Verification



- October 5: Last day for LEAs to submit adjustments to the October 5<sup>th</sup> enrollment data via their Student Information System (SIS).
- October 5 – 8: Data feed from SIS to Statewide Longitudinal Education Data (SLED) system
- October 9-11: LEA verification and certification of enrollment roster in SLED

These topics to be discussed in detail in the second half of this presentation.

# 3. Enrollment Audit Count Process



## Three Types of Audits:

- **General Audit**
  - Mid October – Mid November
  - Includes general education enrollment, residency, grade-level, and drop-out audit
  - Performed by auditor
  - Described in Section 8 of the Handbook. Residency discussed in Section 11.
  
- **English Language Learner (ELL) sample audit**
  - October 29 – November 5
  - Performed by OSSE
  - Described in Section 9 of the Handbook
  
- **Special Education Child Count verification**
  - October 15 – December 11
  - Performed by OSSE
  - Described in Section 10 of the Handbook

- OSSE will use ELL data provided in the October 5<sup>th</sup> LEA-verified roster.
- OSSE will “bump” each LEA ELL roster against ACCESS test scores from the previous year. Students with qualifying ACCESS test scores will automatically be verified as ELL.
- Remaining students: OSSE will sample 10% or 5 students (whichever is greater) of remaining LEA ELL students.



# ELL Audit (continued)



- Student sample will be verified using pre-screener or screener ELL assessments approved by OSSE.
- The list of assessments includes:
  - W-APT: WIDA – ACCESS Placement Test
  - K-WPAT: Kindergarten WIDA – ACCESS Placement Test
  - WIDA MODEL: Measure of Developing English Language
  - Pre-IPT: Pre-IDEA Oral Language Proficiency Test (3-5 year olds)
  - TABE CLAS-E (Adult English Language Learners)
- Any other adult test not included above should be reviewed with OSSE prior to October 29, 2012 by emailing [osse.enrollmenaudit@dc.gov](mailto:osse.enrollmenaudit@dc.gov).

## 4. Auditor Resolution Process



- LEAs meet with Auditor in mid-November (after head count) to review audit counts.
- LEAs may dispute the count at this time.
- LEAs should retain a copy of all materials presented during this meeting and to the auditor at any other point prior to this meeting.

# 5. Enrollment Audit Appeals Process



- **November 28**: LEAs receive “Pre-Appeals” numbers based on counts after Auditor Resolution Process
  - Data will be presented both in summary form and student-level records and given to LEAs through sFTP site
  - LEAs will be directed as to how to submit appeals during this time
- **December 6**: Appeals, with supporting documentation, due to OSSE.
- **December 10 – 14**: Appeal hearings performed by collaborative panel.

# Child Count Process Overview



# Child Count Important Dates



| Date                                  | Activity   |
|---------------------------------------|--|
| October 15, 2012                      | IDEAfacts application for special education is released to LEAs. IDEAfacts application for special education will be seeded with special education enrollment data from the October 5 <sup>th</sup> count.   |
| October 22, 2012 and October 24, 2012 | <p>Special education IDEAfacts data collection effort LEA webinar.</p> <p>October 22 (10-11:30 AM) Registration Link:<br/> <a href="https://www3.gotomeeting.com/register/435317542">https://www3.gotomeeting.com/register/435317542</a></p> <p>October 24 (10-11:30 AM) Registration Link:<br/> <a href="https://www3.gotomeeting.com/register/737157166">https://www3.gotomeeting.com/register/737157166</a></p> |
| October 15 – December 11, 2012        | IDEAfacts tool is available to LEAs; LEAs are provided ongoing technical assistance from their SEDS team point of contact.   |
| December 4, 2012                      | Flag data within the IDEAfacts application to clearly identify students added after October 5 <sup>th</sup> who were enrolled as of December 1, 2012, to allow LEAs to focus on these students.  |
| December 11, 2012                     | LEA initial special education data certification is due to OSSE.   |
| December 11-14, 2012                  | OSSE independent audit of special education records.<br>OSSE analysis of initial LEA special education data submissions.   |
| December 18, 2012                     | Finalize analysis and request clarification of data anomalies distributed to LEAs. (Note: OSSE will consider December 11 certifications as final for LEAs with no noted special education data discrepancies)  |
| January 3, 2013                       | Recertifications/corrections due to OSSE   |
| January 10, 2013                      | All special education data appeals resolved, OSSE finalizes data set for students with 13 disabilities   |

# Child Count Notes



- There will be an in-depth training on October 22<sup>nd</sup> and October 24<sup>th</sup>
- OSSE *IDEAfacts* will be used again for the 4<sup>th</sup> year for review/submission
- Specialized Education Coordinators are already familiar with the process
- You can make request for additional *IDEAfacts* accounts by emailing [OSSE.IDEAdata@dc.gov](mailto:OSSE.IDEAdata@dc.gov)

## 6. Final Enrollment Audit Release



- Final Audit Numbers (often called post-appeal audit numbers) released to the public as soon as they are available.
- LEAs will receive their final numbers via sFTP site, both at the summary- and student-level.

# 7. Non-Resident Follow Up (and details about Residency verification)



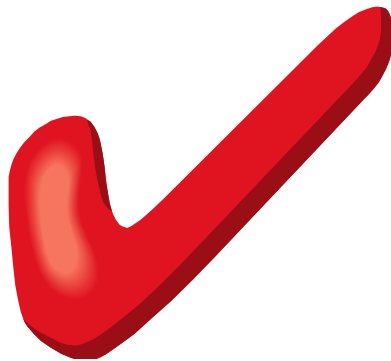
Quick Overview of Important  
Points and Problem Areas During  
and After Last Year's Audit



- Residents are entitled to free public education.
- Non-residents must pay tuition.
- Each student's residency must be verified annually and by the October 5<sup>th</sup>/10 day deadline.

# LEAs are responsible for...

- Verifying residency by checking documents
- Retaining copies of **DC Residency Verification Form AND residency documentation** relied upon.



***Who is responsible for retaining  
a copy of the residency  
documentation for a special needs  
student placed in a non-public  
school?***

***A: The LEA that placed the  
student there.***

# Residency Documentation – Things to Pay Attention to...



- Copies should be *readable*
- Documents should meet requirements
  - Correct document
  - Correct information
  - Correct number
  - Dates

# Other Matters:



- Homeless Students
- Students who have not provided the residency documentation required in the Form.
  - Exceptional Cases: Home visitations; Other evidence of residency.
  - LEAs responsibilities
- Tuition payments and payment plans for non-resident students

## Quality Data for Accurate Funding Campaign

# Quality Data for Accurate Funding Campaign



- This year, the enrollment audit roster will be generated from SLED.
- SLED is populated by each LEA's SIS.
  - Charter LEAs' information feeds from their SIS through ProActive to SLED.

# Data Quality for Accurate Funding Campaign



- OSSE and PCSB will be kicking off the Data Quality for Accurate Funding Campaign on September 17, 2011
  - OSSE Enrollment Audit Tool 2012
  - OSSE & PCSB Technical Assistance



# Quality Data for Accurate Funding Campaign



- OSSE Enrollment Audit Tool 2012
  - Very similar to Child Count process's IDEAFacts: displays information from SLED (updated daily)
  - Based on successful use of Child Count IDEAFacts since 2009
  - LEAs will be able to view what's in SLED via the new OSSE Enrollment Audit Tool.

# Quality Data for Accurate Funding Campaign



- Technical assistance to LEAs 9/17/12-10/11/12 to ensure that what's entered in the SIS is what appears in SLED, and is valid, accurate and complete.
  - Daily error reports
    - Missing information
    - Significant changes from previous years
    - Duplicative enrollments
  - Dedicated OSSE and PCSB personnel
    - LEAs will be assigned an OSSE contact
    - [osse.enrollmentaudit@dc.gov](mailto:osse.enrollmentaudit@dc.gov)

# OSSE Enrollment Audit Tool 2012



- OSSE Enrollment Audit Tool will display information from SLED (via SIS & ProActive)
- Email invitations will be sent to Audit POCs
  - Access link in invite to gain access
  - Use “forgot my password” function to reset
  - Use OSSE Enrollment Audit Tool manual for detailed directions
  - Make requests for additional accounts by emailing [osse.enrollmentaudit@dc.gov](mailto:osse.enrollmentaudit@dc.gov)

- LEAs' current rosters, as they appear in SLED, will appear in the OSSE Enrollment Audit Tool 2012
- Discrepancies in the OSSE Enrollment Audit Tool must be addressed at SIS/ProActive level

# OSSE Enrollment Audit Tool 2012




← → ↻ <https://octo.quickbase.com/db/bhe2sxztg>

octo

Customize Users Recent Find Help

Signed i

 OSSE Enrollment Audit Tool 2012

SLIMS SCHOOLS

ENROLLMENT AUDIT STUDENTS

HOME

## OSSE Enrollment Audit Tool 2012

This tool is a view that reflects student data as it appears in the Statewide Longitudinal Education Database (SLED) system. Discrepancies in the data seen in the OSSE Enrollment Audit Tool (and therefore SLED) must be addressed in the LEA's Student Information System (SIS), or for Charter LEAs, in ProActive. No changes may be made in the OSSE Enrollment Audit Tool.

When all the LEA's the information in the OSSE Enrollment Audit Tool is correct for the October 5 enrollment, LEAs will save the data as it appears in the OSSE Enrollment Audit Tool 2012, and complete a form certifying that data.

The deadline for the timely submission of accepted certifications of October 5, 2012 data is **Tuesday, October 9, 2012 at 12:00PM.**

[Click here](#) to access the OSSE Enrollment Audit Tool 2012 User Guide.

# OSSE Enrollment Audit Tool 2012



| LEA ENROLLMENT DATA                                 |                  |           |            |       |        |           |      |                        |                          |                           |                              |           |            |      |
|---|------------------|-----------|------------|-------|--------|-----------|------|------------------------|--------------------------|---------------------------|------------------------------|-----------|------------|------|
| FULL REPORT   GRID EDIT   EMAIL ▼   PRINT   OTHER ▼ |                  |           |            |       |        |           |      |                        |                          |                           |                              |           |            |      |
| USI   | Local Student ID | Last Name | First Name | Grade | Gender | Ethnicity | Race | Student Street Address | Student Residential City | Student Residential State | Student Residential Zip Code | Residency | ELL Status | SPED |
| 123456789   | 98765            | Smith     | Joe        | 05    | M      | N         | B    | 123 Sesa               | Washington               | DC                        | 20002                        | Y         | NLEP       | Y    |

LEAs will be able to view records for all students enrolled in the LEA, per the SLED. Any discrepancies seen in the OSSE Enrollment Audit Tool must be resolved at the SIS level.

OSSE and the PCSB, as applicable, will provide technical assistance from September 17 to October 11 to resolve any discrepancies or inaccuracies.

More detailed information about the OSSE Enrollment Audit Tool will be available via the OSSE Enrollment Audit Tool manual and webinars (TBA).

# Data Requirements



- Students must have a complete student record in SLED in order to be included in the final enrollment audit.
- Complete student record: all elements in table on following 2 slides.
- To the extent possible, all elements must be accurately entered for all students by October 5, 2012 at 5:00pm EST.

# Data Requirements



| Data Element                    | Definition  |
|---------------------------------|---|
| LEA Code                        | A unique code assigned to each LEA by the OSSE's School and LEA Information Management System (SLIMS)   |
| LEA Name                        | The official name of the LEA per SLIMS  |
| School Code                     | A unique code assigned to each school by SLIMS  |
| School Name                     | The official name of the school per SLIMS   |
| Unique Student Identifier (USI) | The official state identifier for all students attending a DC LEA; only the OSSE assigns USIs via the SLED system. It is a randomly-assigned ten-digit number, and travels with the student throughout his or her DC public education experience. |
| Local Student ID                | A unique number of alphanumeric codes assigned to a student by the LEA.   |
| Last Name                       | The legal last name of the student.   |
| First Name                      | The legal first name of the student.  |
| Date of Birth (DOB)             | The day, month, and year on which the student was born.   |
| Student's Street Address        | The number and name of the unit and street (and apartment, if applicable) where the student resides.  |
| Student's City                  | The city where the student resides.   |
| Student's State & Zip           | The abbreviation for the state, and the number that identifies the postal delivery area in which the student resides.   |



# Data Requirements, cont.



| Data Element                          | Definition  |
|---------------------------------------|---|
| Gender                                | The gender with which the student most closely identifies.  |
| Ethnicity                             | LEAs are required to categorize student ethnicity as “Yes – Hispanic or Latino” or “No – Not Hispanic or Latino” for the ethnicity with which the student most closely identifies.  |
| Race                                  | LEAs are required to categorize students in one or more of the five permitted race codes for which race(s) the student most closely identifies: American Indian/Alaskan Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White. |
| Grade Level                           | The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session, as permitted via SLIMS.   |
| ELL Status                            | An indication of whether the student is Limited English Proficient (LEP) and receiving English Language Learner (ELL) Services; or whether the student is Not Limited English Proficient (NLEP) and does not receive ELL services.                                  |
| Free And Reduced Meals Status (FARMS) | An indication of whether a student is receiving free meals, reduced price meals, or paying for meals in full.   |
| Specialized Education Status          | An indication that a student receives Specialized Education Services (auto-populated based on current IEP in SEDS)  |
| Residency Status                      | The LEA’s determination that the student is or is not a resident of DC.   |
| Count Location                        | Location of child on Count Day.   |

# Enrollment Audit and Count 2012-2013

September 6 and 11, 2012

Naomi DeVeaux  
Deputy Director  
DC Public Charter School Board

# Objective

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Understand what you need to do in order to be ready for the SY2012-2013 **Enrollment Count** in order to be paid the correct amount for your students through the **Uniform Per Student Funding Formula**.

# What is the Process?

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SIS

ProActive

SLED

# What needs to be in your Student Information System?



- **Enrollment Data**

- Are all the students who are in your school currently in your Student Information System?
- Are all the students who are NOT currently attending your school exited from your system (with exit DATE and CODE)?
- Are students divided by “homeroom”? When the auditors provide schools the audit schedule, complete this sections with the audit room so that the auditors can quickly find the students.

- **Demographic Data**

- Is the student correctly marked as an **English Language Learner**?
- Is the student in the correct **grade** (PK-3 (also known as PS), PK-4 (also known as PK), K, 1-12, Ungraded, Alternative, Adult)
- Is the student correctly marked as needing **special education** services\*?

\*This is a safety precaution only; the special education system of record is OSSE’s SEDS system and the student must be correctly identified and in SEDS to count toward your UPSFF.

## What needs to be in ProActive?

- Every student attending your school MUST be in ProActive in order to be “counted” on the October 5<sup>th</sup> Enrollment Count.
- The students must be correctly identified as English language learners
- The students must be in the correct grade level
- The students may have their special education designation – if you are unsure, enter “U”; enter “Y” if you know need level and hours. Please note that the system of record is OSSE’s SEDS system.
- Every student should be assigned the proper homeroom (“audit” room), so that the auditors can easily find the students. (HINT: divide up multi-grade classrooms by grade level in ProActive, to make it very clear to auditors who is in which grade.)

## What is in SLED?

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- The SAME information that is in ProActive
- Minus any students who have critical errors (missing fields such as gender, race, ethnicity, address, missing USIs)
- Plus student information from SEDS (special education designation and level of service)

# How can you check the data that is in ProActive?



Every Thursday, the PCSB places in the school’s FTP site a copy of the enrollment count by grade, ELL, and SPED.

Additionally, a school can run a full report in ProActive to review the data that is in the system.

| TEMPLATE FOR OCTOBER DEBURSEMENT FOR SCHOOL YEAR 2012-2013 |                      |      |     |     |     |     |     |     |     |     |     |     |     |     |
|--|----------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| PLN/DCS/EMR  | Year Labels: Section |      |     |     |     |     |     |     |     |     |     |     |     |     |
| NUMBER OF STUDENTS   | 11/12                |      |     |     |     |     |     |     |     |     |     |     |     |     |
| GRADE  | ELL                  | SPED | ELL | ELL | ELL | ELL | ELL | ELL | ELL | ELL | ELL | ELL | ELL | ELL |
|  |                      |      |     |     |     |     |     |     |     |     |     |     |     |     |
|  |                      |      |     |     |     |     |     |     |     |     |     |     |     |     |
|  |                      |      |     |     |     |     |     |     |     |     |     |     |     |     |
|  |                      |      |     |     |     |     |     |     |     |     |     |     |     |     |

Form D

|    |   |  |
|----|---|--|
| 18 | _____ D.C. Board of Education   | _____ D.C. Public Charter School Board |
| 20 | PCSB Name:  | _____                                  |
| 21 | PCSB Address:   | _____                                  |
| 22 | PCSB Phone No.:   | _____                                  |
| 23 | PCSB Fax No.:   | _____                                  |
| 24 | E-mail Address:   | _____                                  |
| 25 | PCSB Sponsored/Management Company:  | _____                                  |
| 26 | <i>(Name of Organization/Your Agency/Institution, please insert name.)</i>                |  |
| 27 | <b><u>Names and Contact Information of PCSB Officials</u></b>                             |  |
| 28 | PCSB Board of Trustees Chairman:  | _____ Phone Number: _____              |
| 29 | PCSB President:   | _____ Phone Number: _____              |
| 30 | PCSB Financial Officer:   | _____ Phone Number: _____              |
| 31 | <b><u>PCSB Financial Institution Information</u></b>                                      |  |
| 32 | Financial Institution Name:   | _____                                  |
| 33 | Your Bank address:  | _____                                  |
| 34 | PCSB Bank Account Title:  | _____                                  |
| 35 | Type of Accounts:   | _____ Checking _____ Savings           |
| 36 | Account Number:   | _____                                  |
| 37 | <i>(Account number appearing on monthly statements not the holder of the PCSB checks)</i> |  |
| 38 | Bank Contact Person and Phone No.:  | _____                                  |
| 39 | ABA Routing Number:   | _____                                  |

Form A



# What do I do if I have students on my roster who do not attend my school?

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- If the student is a “no show” and does not appear to be attending another public school in DC:
  - Try to locate the student’s family to see where s/he is enrolled
  - If you cannot locate the student, exit the student using the first day of school as the Withdrawal Date (e.g. August 27)
  - OSSE will provide guidance on how to address students who register to enroll but do not attend.

## What do I do if a student is enrolled at another school?



- You will receive a weekly email with a list of “duplicatively enrolled” students in your school/LEA
  - It is your responsibility to confirm each student’s physical enrollment and clean up your ProActive enrollment files
- PCSB will actively manage the communication between charter schools and DCPS.
- Charter school leaders will be responsible for managing the communication between charter schools.

## If a student is enrolled at another charter school:

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- It is the charter schools' responsibility to communicate directly to sort out the duplicative enrollment.
  - It is recommended that schools share official documentation as proof of enrollment.
- The school that the student is not physically attending should withdraw the student in ProActive:
  - Withdrawal date = the first day of school
  - Withdrawal code = 1908 for students attending another LEA.
  - Withdrawal code = 1907 for students attending another school within your LEA.

## If a student is enrolled at a DCPS school:



- If the student is attending your school:
  - Provide enrollment documentation to PCSB using your LEA’s FTP folder
    - Name file as “[LEA from which student should be withdrawn]\_[student last name]”
  - PCSB will transmit the documentation to DCPS
  
- If the student is attending the DCPS school:
  - You will receive documentation from DCPS in your LEA’s FTP folder
  - Withdraw the student in ProActive
    - Withdrawal Date = the first day of school
    - Withdrawal Code = 1908

# Other Enrollment Errors

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- You will receive a weekly email with a list of enrollment errors that prevent your students from being included in SLED
  - It is your responsibility to correct these enrollment errors as quickly as possible
- Generally, the enrollment errors are fairly easy to fix – (e. g. typos in State or Zip Code)
- For enrollment errors that you cannot fix, please contact Mikayla Lytton ([mlytton@dcpcsb.org](mailto:mlytton@dcpcsb.org))
  - Student doesn't have USI
  - Student refuses to select race/gender

# Data Certification and 2<sup>nd</sup> Quarter Payments



- The enrollment data used to calculate the four quarterly payments to charters is as follows:
  - Quarter 1 (July): A projected enrollment count negotiated between the LEA and the PCSB
  - Quarter 2 (October): The unaudited October 5 count
  - Quarter 3 (January): The unaudited October 5 count
  - Quarter 4 (April): The audited October 5 count

# Data Certification and 2<sup>nd</sup> Quarter Payments



- LEAs must certify the validity, completeness, and accurateness of their data by signing a Certification Form.
- The form must be signed, scanned, and emailed to OSSE no later than October 11, 2012.

- If the LEA does not submit the Certification form by the October 11, 2012 5:00pm EST deadline: ***the OSSE will consider the LEA's October 5 data, as reflected in the OSSE Enrollment Audit Tool as of 8am on October 9, 2012, to be accurate for transmission to the enrollment auditor.***



# Data Certification and 2<sup>nd</sup> Quarter Payments



- The Certification Form that LEAs fill out is a certification that the data is accurate to hand over to the auditor so they can conduct the audit. This is separate from the certification being done with PCSB to the OCFO for final counts for payments 2 and 3.
- The timing of second quarter payments for LEAs who have not signed the Certification Form should be discussed with the Public Charter School Board who oversees the quarterly payment function.

# Questions





Office of the State Superintendent of Education

## Contact Information

**General Enrollment Audit Questions, Data Quality for  
Accurate Funding Campaign Assistance:**

[OSSE.EnrollmentAudit@dc.gov](mailto:OSSE.EnrollmentAudit@dc.gov)

**ProActive/Charter Funding Questions:**

[operations@dcpcsb.org](mailto:operations@dcpcsb.org)



**OSSE Enrollment Audit Handbook:**

<http://osse.dc.gov/service/data>

