



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Guidance Related to Coronavirus (COVID-19): Preparing for SY20-21

Background

As a part of the District's response to coronavirus (COVID-19), the Office of the State Superintendent of Education (OSSE) is updating certain policies relating to operational work required to ensure that SY20-21 can begin with the appropriate data, systems, and services in place.

Scope

This document contains guidance specific to ensuring data connectivity between LEA School Information Systems (SISs) and the Statewide Longitudinal Education Database (SLED) in advance of each LEAs Start of School, and provides LEAs guidance on how OSSE intends to track attendance in the coming year during which distance learning is anticipated to continue.

Effective Date

Policy updates outlined below are effective immediately for SY20-21.

Policy Guidance

SY20-21 Data Collection Template

Each year, OSSE develops a new data collection template to capture any additional information required at the student level for the coming year. At the time of the first closure, OSSE had already introduced the proposed template to LEAs, received their feedback and was close to publishing a final version for LEA implementation. The new proposed version at that time included several new fields, which OSSE is now making optional for SY20-21. All of these changes have been discussed with data managers and are detailed in Appendix II of this document.

Confirming the LEA Start Date

In order to begin implementation of all of the critical operational activities below, LEAs must first confirm their intended start date for SY20-21. LEAs should do so by entering the first day of school in eSchoolPLUS no later than **June 15, 2020**. Additional steps and meetings will then be scheduled based on that start date. *If your LEA has not finalized its decision by this time, please provide the earliest of the dates under consideration.*

Data Connectivity

Once the start date is confirmed, all additional milestones required to ensure that the LEA SIS and SLED will be determined based on the start date. Key process points include the following, and associated deadlines are included in Appendix II of this document.

1. LEAs decide upon and submit calendars to eSchoolPLUS, which denote whether each day of the year is instructional or non-instructional;

2. LEA completes “data mapping” work in LEA Data Mapping tool to match fields in their SIS to the correct fields in SLED;
3. OSSE and LEA conduct a configuration meeting (OSSE will initiate scheduling based on the LEA start date);
4. The LEA switches their SIS from SY19-20 to SY20-21; and
5. LEA and OSSE conduct quality assurance activities to ensure data are flowing from SIS to SLED without error.

It is essential to note that it is only after all five steps above have been completed that LEAs can access downstream systems (such as SEDS and TOTE), so completing these steps in accordance with the deadlines in Appendix I is absolutely critical.

Tracking Attendance in SY20-21

OSSE will continue to track daily attendance for all students, though for the first time in SY20-21, OSSE will capture for both in person and distance learning attendance. While the *minimum requirements* for marking a student present for distance learning will be the subject of additional forthcoming engagement with LEAs and subsequent policy guidance, from a data perspective OSSE will be collecting only the attendance type (in person or distance learning) for each individual student every instructional day.

OSSE will expand the daily **attendance types** to include both in-person and distance learning attendance (Appendix III). Note of course that the introduction of new virtual attendance codes and status will effect comparability of attendance trends from year to year; OSSE is currently considering these impacts and will issue additional guidance relating to any public reporting which relies on attendance data in advance of publication.

Deadlines

Please refer to **Appendix I** for a complete list of all of the deadlines associated with this timeline. Especially in this condensed and anomalous year, it is essential that we have LEA cooperation in meeting our key deadlines to ensure that we can get SY20-21 off to a great start.

Forthcoming Guidance

In addition to these immediately applicable updates, OSSE intends to issue additional guidance on (1) the process steps required to ensure transportation can be provided as needed, (2) on *substantive virtual attendance standards* that LEAs should plan for as they consider their SY20-21 processes, and (3) on any public reporting adjustments required to account for year over year differences in attendance based on the new virtual attendance codes and requirements.

Questions?

If you have questions relating to this policy please contact OSSE’s Deputy CIO, Stephanie Davis at Stephanie.Davis3@dc.gov.

Appendix I. Key Dates and Deadlines

| Category | Milestone/ Process step | Owner | Deadline* |
|--------------------------|--|----------|-------------------------------|
| Decisions | LEA Start Date determined and communicated to OSSE | LEA | June 15, 2020 |
| Data Connectivity | LEA calendars submitted to eSchoolPLUS | LEA | 45 calendar days prior to SoS |
| | Data mapping completed in LEA Data Mapping Tool | LEA | 45 calendar days prior to SoS |
| | Configuration session (<i>OSSE will initiate scheduling</i>) | OSSE/LEA | 30 calendar days prior to SoS |
| | Flip SIS to SY20-21 | LEA | 15 calendar days prior to SoS |
| | Data is flowing without error from SIS to SLED | OSSE | 13 calendar days prior to SoS |

*These are final deadlines; LEAs can get started earlier if they choose.

Appendix II Data Collection Template – New Data Elements

The full data collection template is provided as a separate attachment. The fields below are the new, now optional, elements discussed earlier this year with LEA data managers. As noted in the full template, the definition of “distance learning” attendance will be updated once the policy discussions referenced in the text of this policy above have been finalized.

| Collection Template | Element |
|---------------------|---|
| Demographics | EL Status |
| Demographics | EL Screener Score |
| Demographics | EL Screener Date |
| Demographics | EL Program Type |
| Demographics | Parent Waived Services |
| Demographics | Oral Health Assessment |
| Demographics | Oral Health Assessment Physical Exam Date |

Appendix III. Attendance Tracking Details

This appendix provides the expanded attendance codes. New codes are *italicized*.

| Type | FY19-20 Codes | SY 20-21 Codes |
|---------|--|---|
| Present | <ul style="list-style-type: none"> Present Full Present – In School Suspension Present Partial Excused Present Partial Unexcused | <ul style="list-style-type: none"> Present Full – In-person <i>Present Full – Distance Learning</i> Present – In School Suspension Present Partial Excused – In person Present Partial Unexcused – In-person |
| Absent | <ul style="list-style-type: none"> Absent Full Excused Absent Full Unexcused | <ul style="list-style-type: none"> Absent Full Excused – In-person <i>Absent Full Excused – Distance Learning</i> |

| | | |
|--|---|--|
| | <ul style="list-style-type: none"> • Absent – Out of School Suspension • Absent Partial Excused • Absent Partial Unexcused | <ul style="list-style-type: none"> • Absent Full Unexcused – In-person • <i>Absent Full Unexcused – Distance Learning</i> • Absent – Out of School Suspension • Absent Partial Excused – In-person • Absent Partial Unexcused – In-person |
|--|---|--|