



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

LEA Feed Management: Technical Guide

July 16, 2018

V1.0

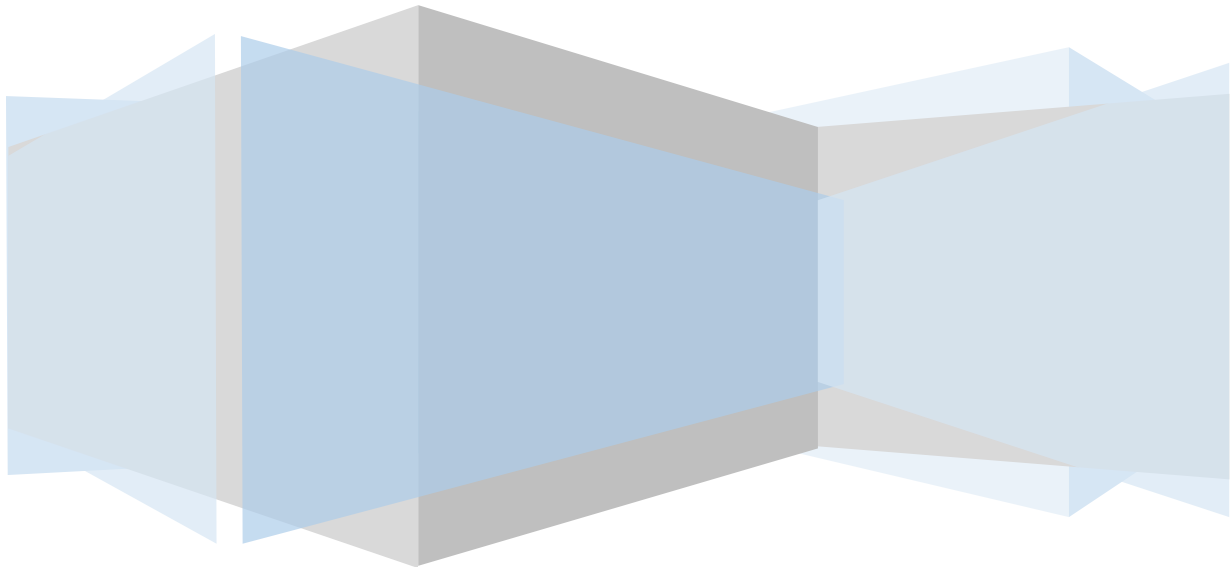




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Overview

This document serves as the technical guide for the 2018-19 LEA Feed Management Module in SLED. The LEA Feed Management module allows local education agencies (LEAs) to view the status of the daily enrollment, demographics, contacts, attendance and adult program data feeds from the LEA student information system (SIS) to OSSE and assist LEAs in troubleshooting problems with the feeds.

Prerequisites

To receive access to the LEA Feed Management module in SLED, the user must have:

- SLED Credentials; and
- LEA Data Manager Role in eSchoolPLUS.

To receive SLED credentials, users must attend SLED training and complete the required tasks. For more information on receiving SLED credentials and eSchoolPLUS user roles, see **Appendix C - Resources** section at the end of this guide.

Data Flow Process

The chart below illustrates the data flow process.

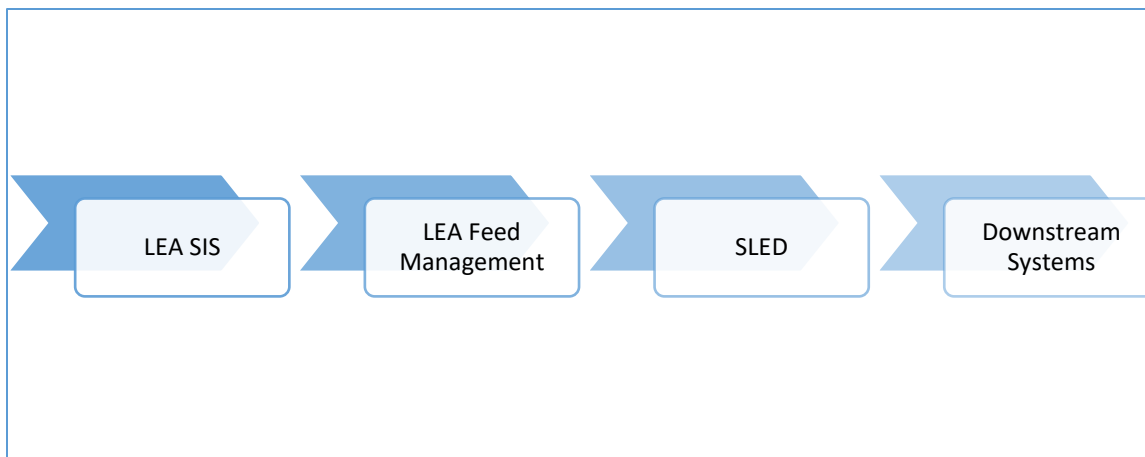


Figure 1: Data Flow Process

Start of School

LEAs are required to use the LEA Feed Management module prior to the start of school. LEAs must review and verify the data in the module prior to the data pushing into the live SLED. After the start of school, the module should be used as a tool to provide details regarding the status of the LEA feed.



Prior to the start of school, LEAs are required to:

1. Update the school calendar in eSchoolPLUS
2. Ensure the entry and exit codes are updated in the LEA SIS
3. Enroll students using the proper entry codes in the LEA SIS
4. Complete the SIS mappings in the LEA Data Mapping Application
5. Schedule the LEA SIS Configuration session in the LEA Data Mapping Application
6. Work with DAR liaison to verify data in the LEA Feed Management module is accurate
7. Work with DAR liaison to verify data in SLED is accurate

Accessing the LEA Feed Management Module

To access the LEA Feed Management module in SLED:

1. Login to SLED with SLED credentials (<https://sled.osse.dc.gov/>)
2. Click on the Data Management tab.
3. Click on LEA Feed Management.

A new page will open to display the LEA Feed Dashboard.





LEA Feed Summary Dashboard

The LEA Feed Summary Dashboard provides an overview of the LEA's feed status. From this page, the LEA is able to view:

- OSSE SLED Status
- The Last LEA Feed Processed
- The Last LEA Feed Processed Summary
- LEA Enrollment Roster Summary; and the
- LEA Feed Status and Record Count – Two Weeks Trend





Guide Icons

The icons below are displayed on the **LEA Feed Summary Dashboard** and throughout the module.

Icon	Description
	The Export File icon indicates the table can be downloaded to an Excel file.
	The Question Mark icon provides the definitions for the table headers.
	The Expand Arrows icon indicates the table can be opened in a new window.
	The Additional Information icon indicates additional information is available if the user hovers over the icon.



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	The Dashboard icon allows the user to return to the LEA Feed Dashboard.
	The LEA Roster Feed icon allows the user to go directly to the LEA Roster Feed page.
	The Search icon allows the user to search for the student using the student's SIS ID or USI.
	The LEA Live Feed Status icon allows the user to view the LEA Feed Status as of the listed date and time.

LEA Feed- OSSE SLED Status

The **LEA Feed- OSSE SLED Status** table summarizes the LEA's current school year feed status.

LEA Feed - OSSE SLED Status									
This table summarizes the LEA's current school year feed status.									
LEA ID	LEA Name	School Year	Date Start	Date End	LEA Feed Status	SLED Roster Go Live Date	SIS	Feed Type	Location
120	Friendship PCS	2018-2019	6/29/2018	6/30/2019	Active	6/29/2018	Powerschool	ADT	LEA

Figure 2: LEA Feed- OSSE SLED Status

The descriptions for the columns in the **LEA Feed – OSSE SLED Status** table are provided below.

Header	Description
LEA ID	Unique OSSE-assigned identifier for LEAs. The ID is typically three to four digits.
LEA Name	The name of the LEA.
School Year	The school year for which the data collection was run.
Date Start	The first day of the current school year for the LEA as entered into the eSchoolPLUS calendar.
Date End	Last day of the current school year for the LEA as entered into the eSchoolPLUS calendar.
LEA Feed Status	Indicates if the LEA's feed is Active or Inactive. Active – Student data is feeding into SLED. Inactive – Student data is not feeding into SLED.
SLED Roster Go Live Date	The date the LEA data initially feeds into SLED at the beginning of the school year.
SIS	The type of student information system used by the LEA.
Feed Type	The ADT method used to send data to OSSE (e.g., SQL, eSchoolPLUS (ESP), ADT).
Location	The physical location of the ADT client.



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The Last LEA Feed Processed

The Last LEA Feed Processed table summarizes the status, feed date, and count of the LEA's latest data template collections. The status column will display green (■) if OSSE received records for the data collection in the previous nightly feed. The status column will display red (■) if the records have not been received for more than two nightly feeds. The count column contains the total number of records received, not the unique count of students.

Template Type	Feed Date	Status	Days since last update	Count
Enrollment		■		0

Figure 3: Error with Enrollment Feed

If there is a red box under the status of a template type as in the figure above, to resolve confirm the following:

1. The LEA's ADT Client is not turned off for a collection.
2. OSSE has access to the ADT machine via the Log me in Pro (LMIP).
3. Ensure that your ADT machine has power, an internet connection, and the LMIP application is enabled, if applicable.

Note: A student may have multiple enrollment records within the same school in the same school year.

The Last LEA Feed Processed				
The Last LEA Feed Processed table summarizes the status, feed date, and count of the LEAs latest data collections. The status column will display green if OSSE received records for the collection within the last day. The status column will display red if the records have not been received for more than two days.				
Template Type	Feed Date	Status	Days since last update	Count
Enrollment	07/08/2018	■	1	4,914
Demographics	07/08/2018	■	1	5,001
Contacts	07/08/2018	■	1	4,881
Attendance	07/08/2018	■	1	723,487

Figure 4: Error with Enrollment Feed

To view the data collected for the Enrollment, Demographics, and Contacts collections throughout the school year, click the corresponding template type. For more information on the data collection types, see **Appendix C - Resources**.

Due to the volume of records received, student-level attendance data are not accessible from the main dashboard. Daily attendance records are available on a student's summary page.



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For LEAs that provide OSSE with adult program-level attendance data for students, in the **Last LEA Feed Processed** table, Adult Program will be present; however, the ability to drill-down to the student-level is not available.

AdultProgram	07/08/2018	<div></div>	1	5
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Figure 5: The Last LEA Feed Processed - Adult Program

The table below contains the definitions for the columns in the above **The Last LEA Feed Processed** table.

Header	Description
Template Type	The data collection template of Enrollment, Demographics, Contacts, Attendance or Adult Programs.
Feed Date	The date the feed was last received.
Status	The status column will display green if OSSE received records for the collection in the previous nightly feed. The status column will display red if the records have not been received for more than two-nightly feeds.
Days Since Last Update	The number of days since the last record was received for the data collection type.
Count	The total number of records received for the data collections received by OSSE.

The Last LEA Feed Processed Summary

The **Last LEA Feed Processed Summary** lists the enrollment data collection from the last feed by Enrollment Sticky, Enrollment from Current Feed and Total Number Enrollment Processed.

▼ The Last LEA Feed Processed Summary	
The Last LEA Feed Processed Summary lists the enrollment data collection from the last feed by Enrollment Sticky, Enrollment from Current Feed and Total Number Enrollment Processed.	
Processed Item	Record Count
Enrollment Sticky ⓘ	177 ▲
Enrollment from Current Feed ⓘ	4,914
Total Number Enrollment Processed ⓘ	5,091 ▼

Figure 6: The Last LEA Feed Processed Summary



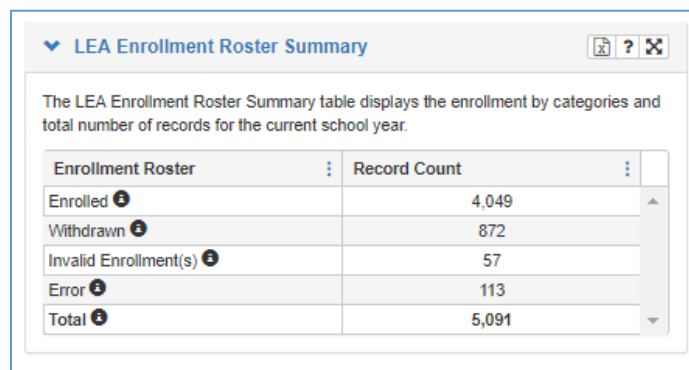
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To view student-level enrollments processed, click the **Total Number Enrollment Processed** link. The definitions for **Total Number Enrollment Processed** table are contained in the table below.

Header	Description
Processed Item	<p>Enrollment Sticky – An enrollment record is considered “sticky” if the LEA sent an enrollment record for a student and, in the current cumulative feed the enrollment record for the student is no longer present.</p> <p>A record can also be “sticky” for the below reasons.</p> <ol style="list-style-type: none">1. The student record was deleted from the SIS.2. The student record has a missing or incomplete demographic record but an enrollment record was received.3. The student record has missing enrollment record but a demographic record was received. <p>Enrollment from Current Feed – The number of students with a valid stage 4 and 5 enrollment records within the LEA’s calendar.</p> <p>Total Number Enrollment Processed – The total number of enrollments processed including the <i>Enrollment Sticky</i> and <i>Enrollment from the Current Feed</i> categories.</p>
Record Count	The total number of enrollment records processed.

LEA Enrollment Roster Summary

The **LEA Enrollment Roster Summary** table displays enrollments by categories and the total number of records for the current school year.



LEA Enrollment Roster Summary	
The LEA Enrollment Roster Summary table displays the enrollment by categories and total number of records for the current school year.	
Enrollment Roster	Record Count
Enrolled ⓘ	4,049
Withdrawn ⓘ	872
Invalid Enrollment(s) ⓘ	57
Error ⓘ	113
Total ⓘ	5,091

Figure 7: LEA Enrollment Roster Summary



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The definitions for **Total Number Enrollment Processed** table are provided in the table below.

Header	Description
Enrollment Roster	<p>The categories of the enrollment records and the total number of records for the current school year.</p> <p>Enrolled – Indicates the total number of enrollment records that meet all of the following criteria:</p> <ol style="list-style-type: none">1. The student has a matching demographic and enrollment records for the current school year;2. Valid stage 4 or 5 entry date and code; and3. A stage 4 entry date on or after July 1, before the start of school OR stage 5 entry date on an instructional day based on the LEA's eSchoolPLUS calendar. <p>Withdrawn – Indicates the total number of enrollment records that meet all of the following criteria:</p> <ol style="list-style-type: none">1. The student has a matching demographic and enrollment records for the current school year;2. Valid stage 4 or 5 entry date and code;3. Valid stage 4 or 5 exit date and code;4. A stage 4 entry code must have a stage 4 exit code OR a stage 5 entry code must have a stage 5 exit code; and5. A stage 4 entry date on or after July 1 and before the start of school OR stage 5 entry date on an instructional day based on the LEA's eSchoolPLUS calendar. <p>Invalid Enrollment(s) – Indicates the total number of enrollment records that cannot be processed since it could not be determined if the student is enrolled or exited in the current school year (e.g., no entry or exit code, student missing a first or last name, future stage 5 entry date, valid school code associated with wrong LEA ID, mismatched stage 4 and stage 5 entry and exit codes, etc.).</p> <p>This record will <u>not</u> appear in the SLED roster. The LEA should enter a valid and matching entry and exit date(s) and code(s).</p> <p>Error – Indicates the total number of enrollment records that cannot be processed since it could not be determined if the student is enrolled in the <u>current school year</u> (e.g., enrollment record not matching demographic record, invalid school code not found in School and LEA Information Management System (SLIMS), stage 4 or stage 5 date outside of eSchoolPLUS calendar range). This record will not appear in the SLED roster. The LEA should verify school code, entry and exit date(s) and code(s).</p> <p>Total – The total number of enrollments for the Enrolled, Withdrawn, Invalid Enrollment(s) and Error categories.</p>
Record Count	The total number of enrollment records processed.



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LEA Feed Status and Record Count – Two Weeks Trend

The **LEA Feed Status and Record Count-Two Weeks Trend** table displays the number of records OSSE received for the data collections, for two weeks. The collection process will begin each day at 5 p.m. Daily Snapshot time is 7:40 pm. The feed status will be green (■) if OSSE received records; the feed status will be red (■) if no records were received.

▼ LEA Feed Status and Record Count - Two Weeks Trend

OSSE requires LEAs to send collections on a daily basis, as this data is used to support the Statewide Longitudinal Education Data (SLED), the Special Education Data System (SEDS), and the daily validation of student attendance as well as transportation for students with disabilities. For public charter LEAs, data is transferred from OSSE to the District of Columbia Public Charter School Board (PCSB). Daily transfers ensure that both OSSE and PCSB have the LEA's most current student information. The collection process will begin each day at 5 p.m.

Daily Snapshot time: 7:40 pm. The feed status will be green if we received records; the feed status will be red if no records were received.

Template Type	06/25/2018	06/26/2018	06/27/2018	06/28/2018	06/29/2018	06/30/2018	07/01/2018	07/02/2018	07/03/2018	07/04/2018	07/05/2018	07/06/2018	07/07/2018	07/08/2018
Enrollment	■	0	■	0	0	■	0	■	0	■	0	4,914	4,913	4,880
Demographics	■	0	■	0	0	■	0	■	0	■	0	4,881	4,881	5,001
Contacts	■	0	■	0	0	■	0	■	0	■	0	4,881	4,880	4,913
Attendance	■	0	■	0	0	■	0	■	0	■	0	723,487	723,486	723,487

Figure 8: LEA Feed Status and Record Count - Two Week Trend

The Last Enrollment Feed Processed

The **Last Enrollment Feed Processed** displays the last time OSSE received the nightly enrollment feed.

The Last Enrollment Feed Processed on 07/08/2018 at 7:45 PM

Figure 9: The Last Enrollment Feed Processed

LEA Feed – Enrollment

1. To view the student-level enrollment records, click the Enrollment link on **The Last LEA Feed Processed** table.
2. The **LEA Feed-Enrollment** page will open. **The Latest Enrollment Collection** is displayed at the bottom, which displays the most recent enrollment data received from the LEA SIS.
3. To drill-down to the student level, click on the student's SIS ID.



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▼ The Last LEA Feed Processed

The Last LEA Feed Processed table summarizes the status, feed date, and count of the LEA's latest data collections. The status column will display green if OSSE received records for the collection within in the previous nightly feed the last day. The status column will display red if the records have not been received for more than two nightly feeds.

Template Type	Feed Date	Status	Days since last update	Count
Enrollment	07/08/2018		1	4,914
Demographics	07/08/2018		1	5,001
Contacts	07/08/2018		1	4,881
Attendance	07/08/2018		1	723,487

LEA Feed - Enrollment

▼ LEA Feed - OSSE SLED Status

This table summarizes the LEA's current school year feed status.

LEA ID	LEA Name	School Year	Date Start	Date End	LEA Feed Status	SLED Roster Go Live Date	SIS	Feed Type	Location
001	District of Columbia Public Schools	2018-2019	7/1/2018	6/30/2019	Active	7/3/2018	DCSTAR/ASPEN	SOL	OSSE

▼ The Latest Enrollment Collection

This table displays the most recent enrollment data received from the LEA SIS. To drill-down to the student level, click on the student's SIS ID.

Feed Status	LEA ID	Local School ID	Local School Type	School Year	Enrollment Period	Collection Date	SIS ID	Grade Level	Attending School ID	Attending School Name	Attending School Type	Site ID	Site Name	Enrollment Type	Dual Enrollment Program Indicator	Enrollment 1: Application	Enrollment 2: Student Notification	Enrc Slot
Error	001	302	01	2018-2019	REG	7/3/2018	20011205	04	302	Raymond EC	01			PE				
Error	001	1024	02	2018-2019	REG	7/3/2018	20011294	P4	1024	Educare of Washington DC	02			PE	N			
Error	001	1024	02	2018-2019	REG	7/3/2018	20011863	P4	1024	Educare of Washington DC	02			PE	N			
Error	001	1024	02	2018-2019	REG	7/3/2018	20011871	P4	1024	Educare of Washington DC	02			PE	N			
Error	001	1024	02	2018-2019	REG	7/3/2018	20011950	P4	1024	Educare of Washington DC	02			PE	N			
Error	001	1024	02	2018-2019	REG	7/3/2018	20012467	P4	1024	Educare of Washington DC	02			PE	N			
Error	001	1024	02	2018-2019	REG	7/3/2018	20012468	P4	1024	Educare of Washington DC	02			PE	N			
Error	001	339	01	2018-2019	REG	7/3/2018	20012874	04	339	J.O. Wilson ES	01			PE				
Error	001	262	01	2018-2019	REG	7/3/2018	20012936	P4	262	Langdon ES	01			PE	N			
Error	001	280	01	2018-2019	REG	7/3/2018	20015932	P4	280	Miner ES	01			PE				

Figure 10: Student SIS ID

Note: In the LEA Feed Management module, users are able to search for students using the student's SIS ID and USI. A student may appear in the LEA Feed Management module without a USI if:

- The student is new to the district and never received a USI;
- Not enough demographic information was received to complete a USI match; or
- The student's demographic information changed (e.g., a complete name change).

However, the student will always have a SIS ID.



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The columns in **The Latest Enrollment Collection** table are aligned with the fields in the data collection template. Information on the 2018-19 Data Collection Template, are available in [Appendix C - Resources](#).

Header	Description
Feed Status	<p>Enrolled – Indicates the total number of enrollment records that meet all the following criteria:</p> <ol style="list-style-type: none">1. The student has a matching demographic and enrollment records for the current school year;2. Valid stage 4 or 5 entry date and code;3. A stage 4 entry date on or after July 1, before the start of school OR stage 5 entry date on an instructional day based on the LEA's eSchoolPLUS calendar. <p>Withdrawn – Indicates the total number of enrollment records that meet all the following criteria:</p> <ol style="list-style-type: none">1. The student has a matching demographic and enrollment records for the current school year;2. Valid stage 4 or 5 entry date and code;3. Valid stage 4 or 5 exit date and code;4. A stage 4 entry code must have a stage 4 exit code OR a stage 5 entry code must have a stage 5 exit code;5. A stage 4 entry date on or after July 1, before the start of school OR stage 5 entry date on an instructional day based on the LEA's eSchoolPLUS calendar. <p>Invalid Enrollment(s) – Indicates the total number of enrollment records that cannot be processed since it could not be determined if the student is enrolled or exited in the current school year (i.e. no entry or exit code, student missing a first or last name, future stage 5 entry date, valid school code associated with wrong LEA ID, mismatched stage 4 and stage 5 entry and exit codes, etc.). This record will not appear in the SLED roster. The LEA should enter a valid and matching entry and exit date(s) and code(s).</p> <p>Error – Indicates the total number of enrollment records that cannot be processed since it could not be determined if the student is enrolled in the current school year (i.e. enrollment record no matching demographic record, invalid school code not found in School and LEA Information Management System (SLIMS), stage 4 or stage 5 date outside of eSchoolPLUS calendar range). This record will not appear in the SLED roster. The LEA should verify school code, entry and exit date(s) and code(s).</p>
LEA ID	Unique OSSE-assigned identifier for Local Education Agencies (LEAs), three to four digits.
Local School ID	Unique OSSE-assigned identifier for schools, three to four digits. If a student is attending a non-public school, the Local School ID should reflect the school ID of the sending/responsible local school.
Local School Type	School type indicates the attending school type for all students.
School Year	The school year for which the data collection was run.
Enrollment Period	Indicates the enrollment period for the data: regular school year, summer school, or extended school year.
Collection Date	The date for which the collection was run. This is a timestamp value that should be automatically generated by the SIS.



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Header	Description
SIS ID	A student ID number assigned by an LEA such as eSchoolPLUS, PowerSchool. These numbers will vary in length.
Grade Level	The grade the student is currently enrolled in.
Attending School ID	Unique OSSE-assigned identifier for schools, three to four digits.
Attending School Name	The name of the school that the student is physically attending.
Attending School Type	School type indicates the attending school type for all students.
Site ID	Unique OSSE-assigned identifier for schools site location, five digits.
Site Name	The name of the location that the student is physically attending.
Enrollment Type	Indicates the student's primary (PE) or secondary (SE) enrollment location.
Dual Enrollment Program Indicator	Indicates if the student is enrolled in an approved college course to earn credit toward a college degree or career pathway.
Enrollment 1: Application	Date of the application by the student to attend the school.
Enrollment 2: Student Notification	Date of acceptance and notification of an available slot for the student by the school.
Enrollment 3: Slot Accepted	Date of acceptance of the offered slot by the student (signified by completion of enrollment forms and parent signature on a "letter of enrollment agreement" form)
Enrollment 4: Student Registration	Date of registration of the student in the Student Information System (SIS) by the school upon receipt of required enrollment forms and letter of enrollment agreement.
Enrollment 5: Educational Services Received	Date of receipt of educational services, which are deemed to begin on the first official school day.
Enrollment Code	Indicates the student's type of enrollment at an LEA (e.g., re-enrollment, transfer, original entry, etc.)
Exit Date	The date on which it becomes known officially that the student left school.
Exit Code	Reason for exiting or withdrawing from the LEA.
Enrollment Transaction ID	An ID that uniquely identifies an enrollment record in the student information system. This ID is similar to the SIS ID--it does not change as updates are made to the data related to the enrollment record associated with the transaction ID.

LEA Feed – Demographics

1. To view student-level demographic records, click the Demographics link on **The Last LEA Feed Processed** table.
2. The **LEA Feed – Demographics** page will open.
3. The **Latest Demographics Collection** table displays the latest demographic collection received from the LEA SIS for the current school year. The columns in the table are aligned with the fields in the data collection template. Information on the 2018-19 Data Collection Template is available in **Appendix C - Resources** section.
4. To drill-down to the student level, click on the student's SIS ID.



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The Last LEA Feed Processed

The Last LEA Feed Processed table summarizes the status, feed date, and count of the LEA's latest data collections. The status column will display green if OSSE received records for the collection within in the previous nightly feed the last day. The status column will display red if the records have not been received for more than two nightly feeds.

Template Type	Feed Date	Status	Days since last update	Count
Enrollment	07/08/2018	Green	1	4,914
Demographics	07/08/2018	Green	1	5,001
Contacts	07/08/2018	Green	1	4,881
Attendance	07/08/2018	Green	1	723,487

LEA Feed - Demographics

LEA Feed - OSSE SLED Status

This table summarizes the LEA's current school year feed status.

LEA ID	LEA Name	School Year	Date Start	Date End	LEA Feed Status	SLED Roster Go Live Date	SIS	Feed Type	Location
001	District of Columbia Public Schools	2018-2019	7/1/2018	6/30/2019	Active	7/3/2018	DCSTAR/ASPEN	SQL	OSSE

The Latest Demographics Collection

This table displays the latest demographic collection received from the LEA SIS for the current school year.

LEA ID	School Year	Collection Date	SIS ID	USI	LEA Student ID	First Name	Middle Name	Last Name	Suffix	Alias or Maiden Name	Gender	DOB	New to US	New to US Date	Native Language	First Ninth Grade Year	EL Indicator	EL Status
001	2018-2019	7/3/2018	1420665	8291457727	1420665	John20423497	M	Doe			M	06/29/2011	N		ENG	Prior to 2003	N	
001	2018-2019	7/3/2018	1922295	2387737393	1922295	Jane20423498	F	Doe			F	06/29/2011	N		ENG	Prior to 2003	N	
001	2018-2019	7/3/2018	1988471	9512494949	1988471	Jane20423499	F	Doe			F	06/29/2011	N		ENG	Prior to 2003	N	
001	2018-2019	7/3/2018	20000010	2770045466	20000010	Jane20423500	F	Doe			F	06/29/2011	N		SPA		Y	EL Level 2
001	2018-2019	7/3/2018	20000011	9972482279	20000011	Jane20423501	F	Doe			F	06/29/2011	N		ENG		N	
001	2018-2019	7/3/2018	20000012	7542680235	20000012	John20423502	M	Doe			M	06/29/2011	N		ENG		N	
001	2018-2019	7/3/2018	20000013	4816860934	20000013	John20423503	M	Doe			M	06/29/2011	N		GER		Y	EL Level 4
001	2018-2019	7/3/2018	20000014	5943964436	20000014	John20423504	M	Doe	II		M	06/29/2011	N		ENG		N	
001	2018-2019	7/3/2018	20000016	5558743617	20000016	John20423505	M	Doe			M	06/29/2011	N		ENG		N	
001	2018-2019	7/3/2018	20000017	7259317163	20000017	Jane20423506	F	Doe			F	06/29/2011	N		ENG		N	

Figure 11: The Latest Demographics Collection

LEA Feed – Contacts

1. To view the contact records for students, on **The Last LEA Feed Processed** table, click Contacts.
2. **The Latest Contacts Collection** table displays persons listed as the parent(s)/guardian(s)/adult student in the LEA SIS. The LEA has the ability to provide multiple contacts per student in the collection template. This table displays the latest contact collection received from the LEA SIS for the current school year. The columns in **The Latest Contacts Collection** table are aligned with the fields in the data collection template. Information on the 2018-19 Data Collection Template is available in **Appendix C - Resources** section.
3. To drill-down to the student level, click on the student's SIS ID.



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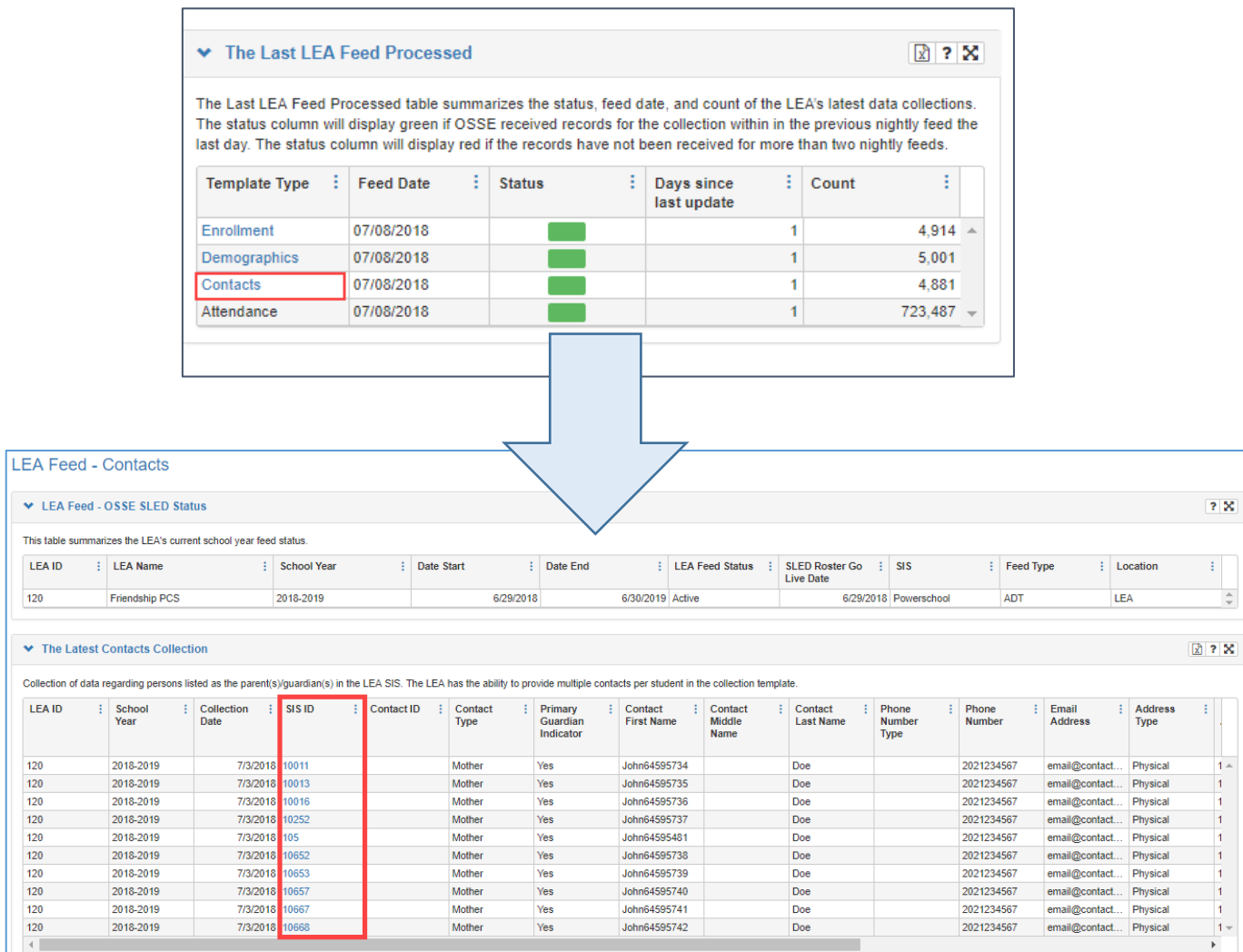


Figure 12: Latest Contacts Collection Dashboard

Total Number Enrollment Processed

The **Total Number Enrollment Processed** provides the total number of enrollments processed including the Enrollment Sticky and Enrollment from Current Feed categories.

1. To view the student-level data, click on the **Total Number Enrollment Processed** link.
2. The **LEA Roster Feed** page will open.
3. To drill-down to the student level, click on the student's SIS ID.



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The Last LEA Feed Processed Summary

The Last LEA Feed Processed Summary lists the enrollment data collection from the last feed.

Processed Item	Record Count
Enrollment Sticky	177
Enrollment from Current Feed	4,914
Total Number Enrollment Processed	5,091

LEA Enrollment Roster Summary

This table summarizes the enrollments detected for an LEA in the current school year.

LEA ID	LEA Name	Enrolled	Withdrawn	Invalid Enrollments	Error	Total
120	Friendship PCS	4,949		872	57	113

Search Enrollment Roster

SIS ID: USI: First Name: Last Name:
Roster Status: School: Enrollment Sticky:
All All Not Applicable

Note: Search by SIS ID and/or USI is exact ID search. Only 2,500 records will be displayed if other search criteria is used.

Demographic/Enrollment Feed Combination

This table displays the demographic and enrollment feed data received, the feed status, if the student has a demographic record to match the enrollment records, the collection date, and enrollment and exit information.

Feed Status	USI	SIS ID	Demographic Match?	Collection Date	First Name	Last Name	Gender	DOB	LEA ID	Attending School ID	Attending School Name	Grade Level	Enrollment 1: Application	Enrollment 2: Student Notification	Enrollment 3: Slot Accepted	Enrollment 4: Student Registration
Error	5076150520	29851	Yes	7/3/2018	Jane1033344	Doe	F	06/29/2011	120	999999		12				
Error	1943394873	33033	Yes	7/3/2018	John41554015	Doe	M	06/29/2011	120	555		KG				
Error		33051	Yes	7/3/2018	John41569713	Doe	M	06/29/2011	120	106		09				
Error		33052	Yes	7/3/2018	John41569714	Doe	M	06/29/2011	120	106		09				
Error		33053	Yes	7/3/2018	John41569715	Doe	M	06/29/2011	120	106		09				
Error		33054	Yes	7/3/2018	John41569716	Doe	M	06/29/2011	120	106		09				
Error		33055	Yes	7/3/2018	Jane41569717	Doe	F	06/29/2011	120	106		09				
Error		33056	Yes	7/3/2018	John41569718	Doe	M	06/29/2011	120	106		09				
Error		33057	Yes	7/3/2018	John41569719	Doe	M	06/29/2011	120	106		09				
Error		33058	Yes	7/3/2018	Jane41569720	Doe	F	06/29/2011	120	106		09				

Figure 13: LEA Roster Feed

LEA Enrollment Roster Summary

The **LEA Enrollment Roster Summary** table summarizes the enrollments detected for an LEA in the current school year.

Header	Description
Enrolled	Indicates the total number of enrollment records that meet all the following criteria: <ol style="list-style-type: none">1. The student has a matching demographic and enrollment records for the current school year;2. Valid stage 4 or 5 entry date and code;3. A stage 4 entry date on or after July 1 before the start of school OR stage 5 entry date on an instructional day based on the LEA's eSchoolPLUS calendar.
Withdrawn	Indicates the total number of enrollment records that meet all the following criteria: <ol style="list-style-type: none">1. The student has a matching demographic and enrollment records for the current school year;

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Header	Description
	<ol style="list-style-type: none">Valid stage 4 or 5 entry date and code;Valid stage 4 or 5 exit date and code;A stage 4 entry code must have a stage 4 exit code OR a stage 5 entry code must have a stage 5 exit code;A stage 4 entry date on or after July 1 before the start of school OR stage 5 entry date on an instructional day based on the LEA's eSchoolPLUS calendar.
Invalid Enrollments	Indicates the total number of enrollment records that cannot be processed since it could not be determined if the student is enrolled or exited in the current school year (e.g., no entry or exit code, student missing a first or last name, future stage 5 entry date, valid school code associated with wrong LEA ID, mismatched stage 4 and stage 5 entry and exit codes, etc.). This record will not appear in the SLED roster. The LEA should enter a valid and matching entry and exit date(s) and code(s).
Error	<p>Indicates the total number of enrollment records that <u>cannot</u> be processed since it could not be determined if the student is enrolled in the current school year (e.g., enrollment record no matching demographic record, invalid school code not found in School and LEA Information Management System (SLIMS), stage 4 or stage 5 date outside of eSchoolPLUS calendar range).</p> <p>This record will not appear in the SLED roster. The LEA should verify school code, entry and exit date(s) and code(s).</p>
Total	The total number of enrollments for the Enrolled, Withdrawn, Invalid Enrollment(s) and Error categories.

Search Enrollment Roster

The **Search Enrollment Roster** allows the user to search for a student using the SIS ID, USI, First Name, Last Name, Roster Status, School, and/or whether the enrollment is considered sticky. The table below will filter based on the search criteria.

Note: Only 2,500 records will be displayed.

Search Enrollment Roster

SIS ID

USI

Roster Status

School

Note: Search by SIS ID and/or USI is exact ID search. Only 2,500 records will be displayed if other search criteria is used.



Search Results of Enrollment Roster

Feed Status	USI	SIS ID	Demographic Match?	Collection Date	First Name	Last Name	Gender	DOB	LEA ID
Enrolled	5300781366	6213	Yes	7/3/2018	John41679509	Doe	M	06/29/2011	120
Enrolled	2810797317	1640	Yes	7/3/2018	John41679392	Doe	M	06/29/2011	120
Enrolled	5280330100	25618	Yes	7/3/2018	John41681007	Doe	M	06/29/2011	120
Enrolled	3780778659	6372	Yes	7/3/2018	John41679518	Doe	M	06/29/2011	120
Enrolled	7939339243	11312	Yes	7/3/2018	John41679709	Doe	M	06/29/2011	120
Enrolled	7577703053	5547	Yes	7/3/2018	John41679450	Doe	M	06/29/2011	120
Enrolled	506496355	16517	Yes	7/3/2018	Jane41679923	Doe	F	06/29/2011	120
Enrolled	1046097015	29717	Yes	7/3/2018	Jane41682214	Doe	F	06/29/2011	120
Enrolled	3108056734	30481	Yes	7/3/2018	John41682701	Doe	M	06/29/2011	120
Enrolled	9269921166	31075	Yes	7/3/2018	Jane41682999	Doe	F	06/29/2011	120

Figure 14: Search Results for Students Identified as Enrolled

Demographic/Enrollment Feed Combination

The **Demographic/Enrollment Feed Combination** table displays the demographic and enrollment feed data received, the feed status if the student has a demographic record to match the enrollment record, the collection date, and enrollment and exit information.

- The **Feed Status** column will display either:
 - Enrolled;
 - Withdrawn;
 - Invalid Enrollment; or
 - Error
- For a description of the statuses, see the **Total Number Enrollment Processed** table. Students with invalid enrollments or errors **cannot** be processed.
- If a student has a matching demographic record, in the **Demographic Match?** column  will be displayed.
- If a student does not have a matching demographic record, in the **Demographic Match?** column  will be displayed.

Note: Students with missing demographic records will **not** appear in SLED and the records will be considered an **Error**.



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The columns in the table are aligned with the fields in the data collection template. Information on the 2018-19 Data Collection Template is available in [Appendix C - Resources](#) section.

To drill-down to the student level, click on the student's SIS ID.

LEA Feed Search

To navigate to the **LEA Feed Search**, click on the magnifying glass at the top of any page.

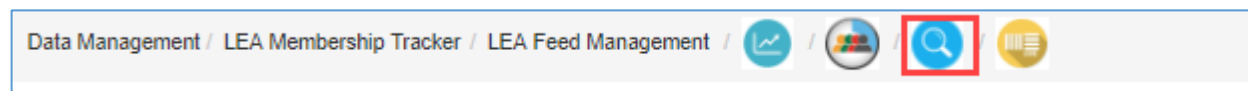


Figure 15: LEA Feed Search Icon

If the student does not have a USI, a search can be conducted using the student's SIS ID.

Using the **Search By** dropdown menu:

1. Select if the **SIS ID** or **USI** will be entered
2. Input either the **SIS ID** or **USI**
3. Click the **Search** button
4. The search results will appear in the search results of **The Last LEA Data Feeds** table.

Under '**Are Feeds Existing in Data Collection Template?**' a 'Yes' or 'No' will appear under each data collection, indicating if the data collection record for the student was received and processed in SLED.

In the example below, the Enrollment, Contacts, and Attendance data collection template state 'No'. When the user clicks on the SIS ID, the Student Summary page will open and display the error.

Search Results of The Last LEA Data Feeds				
This table identifies if the student has a record in the Enrollment, Demographic, Contacts and Attendance in the previous nightly feed.				
SIS ID	Are Feeds Existing in Data Collection Templates?			
	Enrollment	Demographics	Contacts	Attendance
29881	No	Yes	No	No

Figure 16: Search Results



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In the figure below, the enrollment collection contains an error and the feeds were not received for the contacts and attendance data collections.

Enrollment Collection Details

This table summarizes the student's current enrollment details received from the LEA SIS.

SIS ID	LEA ID	Local School ID	Local School Type	School Year	Enrollment Period	Collection Date	Collection Type	Grade
29881	120	999999	01	2018-2019	REG	7/3/2018	Enrollment	1

Demographics Collection Details

Contacts Collection Details

This table summarizes the student's contact information received from the LEA SIS.

Data Not Available

Attendance Collection Details

This table summarizes the student's current attendance details received from the LEA SIS.

Data Not Available

Figure 17: Student Summary Page

LEA Live Feed Status

The **Today's LEA Feed Status** table summarizes the data collections templates, status and count of the LEA's latest feed for either the previous nightly feed or 2 p.m. ADT pull for the current day, depending on when this report is viewed by the user. The status column will display green (■) if OSSE received records for the collection in the previous nightly feed. The status column will display red (■) if the records have not been received for more than two nightly feeds.

LEA Live Feed Status

Last updated status on 07/10/2018 at 13:06

Today's LEA Feed Status

Today's LEA Feed Status table summarizes the data collections templates, status and count of the LEA's latest feed for either the previous nightly feed or 2 p.m. ADT pull for current day, depending on when this report is viewed by the user. The status column will display green if OSSE received records for the collection in the previous nightly feed the last day. The status column will display red if the records have not been received for more than two nightly feeds.

Template Type	Feed Status	Record Count
Enrollment	■	4,912
Demographics	■	4,880
Contacts	■	0
Attendance	■	723,487

Figure 18: LEA Live Feed Status



Student Summary Page

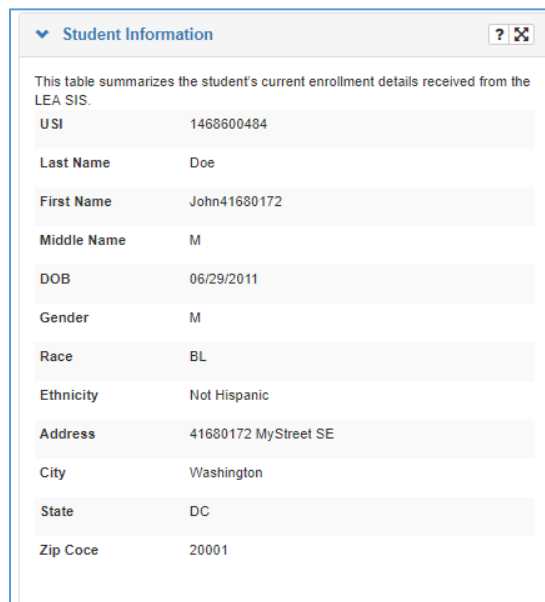
The **Student Summary** page displays the enrollment, demographic, contacts, and attendance data received from the LEA SIS for a student during the current school year.

To drill-down to the Student Summary page:

1. The user can click on the student's SIS ID from either the **LEA Feed- Enrollment**, **LEA Feed- Demographic**, **LEA Feed Contacts**, **LEA Enrollment Roster Summary**, or the **LEA Feed Search** pages.
2. The **Student Summary** page will open displaying the current year data collected for the student.

Student Information

The **Student Information** table displays the student's demographic information received from the LEA SIS.



Student Information

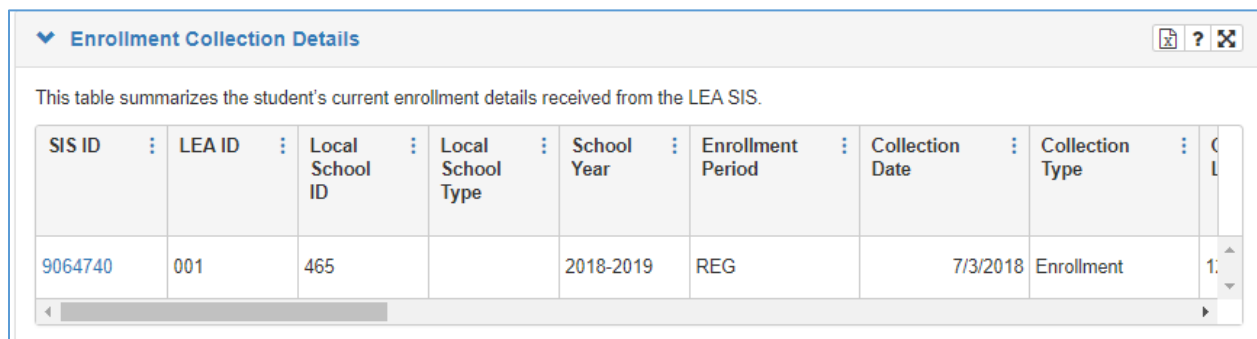
This table summarizes the student's current enrollment details received from the LEA SIS.

USI	1468600484
Last Name	Doe
First Name	John41680172
Middle Name	M
DOB	06/29/2011
Gender	M
Race	BL
Ethnicity	Not Hispanic
Address	41680172 MyStreet SE
City	Washington
State	DC
Zip Code	20001

Figure 19: Student Information

Enrollment Collection Details

The **Enrollment Collection Details** table summarizes the student's current enrollment details received from the LEA SIS.



Enrollment Collection Details

This table summarizes the student's current enrollment details received from the LEA SIS.

SIS ID	LEA ID	Local School ID	Local School Type	School Year	Enrollment Period	Collection Date	Collection Type	
9064740	001	465		2018-2019	REG	7/3/2018	Enrollment	1

Figure 20: Enrollment Collection Details



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To view the LEA Feed Value and the OSSE System Value, click on the student's SIS ID. Column header descriptions are available in the **LEA Feed – Enrollment** section.

Student Enrollment Details		
LEA can view the data received in the feed and the values mapped to OSSE. To make changes to the mapped values, non-eSchoolPLUS LEAs, can login to the LEA Data Mapping Application to view and modify their mappings. LEAs using eSchoolPLUS as their SIS should reach out to their DAR Liaison for assistance. A red box indicates that the SIS value is unmapped, missing or invalid.		
Feed Field	LEA Feed Value	OSSE System Value
LEA ID	120	120
Local School ID	186	186
Local School Type	01	01
School Year	2018-2019	2018-2019
Enrollment Period	REG	REG
Collection Date	7/3/2018 12:00:00 AM	7/3/2018 12:00:00 AM
SIS ID	33858	33858
Grade Level	09	09
Attending School ID	186	186
Attending School Name		
Attending School Type		
Site ID	103	103
Site Name	103	103
Enrollment Type	PE	PE
Dual Enrollment Program Indicator		
Enrollment 1: Application		
Enrollment 2: Student Notification		
Enrollment 3: Slot Accepted		
Enrollment 4: Student Registration		
Enrollment 5: Educational Services Received	06/25/2018	06/25/2018
Enrollment Code	1812	1812
Exit Date	07/26/2018	07/26/2018
Exit Code	AS	AS
Enrollment Transaction ID		

Figure 21: Enrollment Collection Details Mappings

OSSE also refers to Feed Fields as data elements. The feed fields align with the data collection template and the LEA Data Mapping Application.

- The LEA Feed Value are the values received from the LEA SIS.
- The OSSE System Value are the values mapped using the LEA Data Mapping Application.

The feed fields that have mapping options in the LEA Data Mapping application are highlighted in blue.



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Demographic Collections Details

The **Demographic Collections Details** table summarizes the student's current demographics details received from the LEA SIS. Column header descriptions are available in the **LEA Feed – Demographics** section.

Demographics Collection Details							
This table summarizes the student's current demographics details received from the LEA SIS.							
SIS ID	LEA ID	School Year	Collection Date	USI	LEA Student ID	First Name	Middle Name
9064740	001	2018-2019	7/3/2018	7682927035	9064740	Jane20447794	F

Figure 22: Demographics Collection Details

To view the LEA Feed Value and the OSSE System Value, click on the student's SIS ID.

Contacts Collection Details

The Contacts Collections Details table summarizes the student's contact information received from the LEA SIS. Column header descriptions are available in the **LEA Feed – Contacts** section.

Contacts Collection Details							
This table summarizes the student's contact information received from the LEA SIS.							
SIS ID	LEA ID	School Year	Collection Date	Contact ID	Contact Type	Primary Guardian Indicator	Contact First Name
9064740	001	2018-2019	7/3/2018	psNX2000p346...	111	Y	John4304
9064740	001	2018-2019	7/3/2018	psNX2000p346...	112		John4304

Figure 23: Contacts Collection Details

To view the LEA Feed Value and the OSSE System Value, click on the student's SIS ID.



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Attendance Collection Details

The **Attendance Collection Details** table summarizes the student's attendance information received from the LEA SIS. The table displays the daily attendance received for the student for the current school year.

Attendance Collection Details							
This table summarizes the student's current attendance details received from the LEA SIS.							
SIS ID	LEA ID	School Year	Collection Date	Attendance Date	Attendance Collection Type	Attendance Collection Code	Attendance Absence Reason
18898	120	2018-2019	7/3/2018	10/13/2017	D	PF	
18898	120	2018-2019	7/3/2018	02/07/2018	D	PF	
18898	120	2018-2019	7/3/2018	06/07/2018	D		
18898	120	2018-2019	7/3/2018	04/19/2018	D	PF	
18898	120	2018-2019	7/3/2018	04/12/2018	D	PF	
18898	120	2018-2019	7/3/2018	04/06/2018	D	AFU	
18898	120	2018-2019	7/3/2018	04/05/2018	D	AFU	
18898	120	2018-2019	7/3/2018	03/22/2018	D	PF	
18898	120	2018-2019	7/3/2018	03/15/2018	D	AFE	
18898	120	2018-2019	7/3/2018	03/08/2018	D	AFE	

Figure 24: Attendance Collection Details

To view the LEA Feed Value and the OSSE System Value, click on the student's SIS ID.

Header	Description
LEA ID	Unique OSSE-assigned identifier for Local Education Agencies (LEAs), three to four digits.
School Year	The school year for which the data collection was run.
Collection Date	The date for which the collection was run. This is a timestamp value that should be automatically generated by your system, e.g. 03/04/2018 03:30:13 PM. If your LEA runs multiple collections in the same day, OSSE will take the most recent collection as authoritative.
SIS ID	A student ID number assigned by an LEA such as eSchoolPLUS, PowerSchool. These numbers will vary in length.
Attendance Date	Date reflects student's attendance on a specific date.
Attendance Collection Type	A description of the type of attendance being collected: daily or by class/period.
Attendance Status Code	A description of the student's attendance: present or absent.
Attendance Absence Reason	A reason for the student's absence.

OSSE receives attendance records for students on a daily basis. Due to the volume, the total number of attendance errors are displayed in the Unified Data Errors application.



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Identifying Errors

If an error is identified in a data collection (enrollment, demographics, and/or contacts), the record will be highlighted in **red**. To view the error, click on the student's SIS ID.

SIS ID	LEA ID	Local School ID	Local School Type	School Year	Enrollment Period	Collection Date	Collection Type	Grade Level	Attending School ID	Attending School Name	Attending School Type	Site ID
20801	129	999999	01	2018-2019	REG	7/3/2018	Enrollment	12	999999			999999

Figure 25: Error with a Student's Enrollment

A red box (■) will appear next to an error. To resolve, the LEA Data Manager can either log in to the LEA Data Mapping Application to update or revise the mapping or updated value in the LEA SIS. In the previous figure, the local school ID is not an OSSE-defined school ID and the stage 5 enrollment date is for the previous school year.

View in SLED

The **View in SLED** table summarizes if the enrollment data is displayed in SLED.

Student in SLED

If the student's enrollment feed is in SLED, the **View in SLED** table will appear as below.

Is this enrollment feed in SLED	View in SLED
Yes	1468600484

Figure 26: Student Appearing in SLED

Student not in SLED

If the student's enrollment feed is not in SLED, the **View in SLED** table will appear as below.

Is this enrollment feed in SLED	View in SLED
No	

Figure 27: Student Not Appearing in SLED



Appendix A - Frequency Asked Questions

Questions	Answers
When do we need to use the LEA Feed Management?	All LEAs are required to use the LEA Feed Management module prior to the start of school to verify the data are accurate before OSSE pushes the data to SLED. After the start of school, LEAs should review the LEA Feed Management when data are not feeding properly to OSSE (e.g., errors are appearing in the unified data errors application in Qlik, attendance data are not displayed in Qlik).
What is a downstream system?	Some of OSSE's downstream systems are Qlik, Special Education Data System (SEDS), QuickBase and Transportation Online Tool for Education (TOTE).
I am listed as an LEA Data Manager but I cannot view the LEA Feed Management module in SLED. What should I do?	Please confirm that you have LEA-level SLED credentials. School-level data managers will not have access to the module. If you have confirmed that you have LEA-level access, reach out to your DAR Liaison. Your DAR liaison can be located at https://osse.dc.gov/publication/data-assessment-and-research-lea-liaisons .
There is a red box for a data collection. How do I resolve it?	Confirm the following: <ol style="list-style-type: none">1. The LEA's ADT Client is not turned off for a collection,2. OSSE does not have access to your ADT machine via LMIP.3. Ensure that the ADT machine has power, an internet connection, and the LMIP application is enabled, if applicable.
If a student withdraws and re-enrolls at another school within the same LEA will they count as both enrolled and withdrawn?	Yes, the student will have two enrollment records but one demographic record.



Appendix B - Abbreviations and Terms

Acronym	Description
DAR	Division of Data, Assessment and Research
LEA	Local Education Agency
LEA SIS	LEA Student Information System
LMIP	Log Me In Pro
OSSE	Office of the State Superintendent of Education
POC	Point of contact (dedicated LEA personnel for specific audit-related activities)
SIS	Student Information System
SLED	Statewide Longitudinal Education Data System
SLIMS	School and LEA Information Management System
USI	Unique Student Identifier



Appendix C - Resources

The table below contains resources listed in the guide.

Topic	Location
Contact information for DAR Liaisons	https://osse.dc.gov/publication/data-assessment-and-research-lea-liaisons
Data Collection Template	https://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/2018-19%20School%20Year%20LEA%20Data%20Collection%20Template_0.xlsx
Entry and Exit Code Guidance	https://osse.dc.gov/service/entry-codes-exit-codes-and-enrollment
eSchoolPLUS POC User Guide	https://osse.dc.gov/sites/default/files/dc/sites/osse/service_content/attachments/eSchoolPLUS%20-%20Point%20of%20Contact%20User%20Guide%20v3.pdf
LEA Data Mapping Application	https://data.osse.dc.gov/ldm/#/login
Qlik	https://analysis.osse.dc.gov/hub/
Receiving SLED Credentials	https://octo.quickbase.com/db/bj339wdcr
Resources on DAR Data Applications	https://osse.dc.gov/service/office-data-management-and-applications