



Data Validation Deadline Policy: SY19-20

Background

Each year, there are three key processes that OSSE administers to ensure that the agency is capturing the highest quality data from Local Education Agency (LEA) partners. These are:

1. The Annual Enrollment Audit & Child Count, which determines funding allocations for LEAs;
2. Data Validation, which allows LEAs to review and update a broad range of data about students and teachers; and
3. Metric Calculation Confirmation (MCC), which allows LEAs to review the calculations and metrics used in the STAR framework and DC School Report Card.

These processes are critical and have significant impacts on LEA funding, public reporting like annual assessment results and graduation rates, as well as our annual STAR Framework and Report Card results, and as such each require that the Heads of School certify OSSE data.

This document contains details and policies specifically relating to the annual **Data Validation** process.

Scope

Each year, OSSE will determine which data are to be included in the Data Validation process.

Datasets in Scope for Data Validation: SY19-20	
Faculty & Staff	Calendars
Student Enrollment	School Health Profiles
Student Demographic	Grade Levels
Demographic Conflict	English Learners
Military Connected	Historic English Learners
FARMS	School Testing Windows
Homeless	Breakfast Counts
At-Risk	Cohort Responsible School
SWD/ 504	Assessment Sheets
In Seat Attendance (ISA)	Migrant Students

Process

There are five basic steps to the data validation process. Note that though the steps below are consistent across the Data Validation process, the timeline for each step is dataset-specific.

1. OSSE releases data to LEAs via Qlik, along with any related trainings;
2. LEA data managers review their data;

3. LEAs submit OST tickets if corrections or updates are needed to the data;
4. OSSE resolves OST tickets and refreshes the data, as applicable;
5. Heads of School certify the data.

Deadlines

Each year, OSSE will issue a comprehensive set of Data Validation deadlines. *The deadlines for School Year 2019-20 are included as an appendix to this policy.*

The two critical deadlines for LEAs – the OST ticket and certification deadlines (numbers 4 and 5 above, respectively) – are set so as to give LEAs the maximum allowable days for review without affecting statewide reporting deadlines. Except in cases of a bona fide error on the part of OSSE staff, OSSE will not accept late data updates. Late OST tickets will also not be accepted, unless at OSSE’s sole discretion the requested changes can be reasonably resolved before the certification deadline.

In order to assist LEAs with compliance, OSSE will notify LEA Leaders/Heads of School of impending and missed certification deadlines. If a Head of School does not certify by the deadline and does not appeal as described below, the data will be considered final and ready for use in public reporting.

Appeals

Appeals for acceptance of new or corrected data after Head of School certification or a missed deadline will only be considered in extremely limited circumstances. LEAs wishing to appeal must submit a formal letter to the State Superintendent from the LEA Leader/Head of School, (and if relevant, Board Chair). Appeal letters must be submitted within five business days of the missed deadline, and must include the reasons for the delayed submission, documentation thereof, as well as, if relevant, a corrective action plan to address these issues in the future. OSSE retains sole discretion over whether to accept such appeals and whether and when to update publicly reported data. Depending on the circumstances OSSE may also pursue additional oversight actions such as an audit of the LEA’s data management practices.

Questions?

If you have questions relating to this policy please contact OSSE’s interim Director of Data Management, Stephanie Davis at Stephanie.Davis3@dc.gov.

Appendix I. Data Validation Details by Date

Date	Action	Relevant Datasets	Responsible Party
November 21, 2019	Release of key datasets to LEAs	<ul style="list-style-type: none"> • Student Enrollment • Student Demographic • Demographic Conflict • Military Connected • FARMS • Homeless • At-Risk • Students with Disability & 504 • ISA • Calendars • Faculty and Staff 	LEA Data Manager Faculty & Staff POC
January 10, 2020	OST submission deadline for First Certification	<ul style="list-style-type: none"> • Faculty and Staff 	LEA Data Manager Faculty & Staff POC
January 21, 2020	Release of key datasets to LEAs	<ul style="list-style-type: none"> • Grade Levels • English Learners • Historic English Learners • School Testing Windows • School Health Profiles • Breakfast Counts 	LEA Data Manager Assessment POC Health POC
January 24, 2020	First Certification	<ul style="list-style-type: none"> • Faculty and Staff 	Head of School
March 20, 2020	OST submission deadline for Second Certification	<ul style="list-style-type: none"> • School Health Profiles 	LEA Data Manager Health POC
March 24, 2020	Release of key datasets to LEAs	<ul style="list-style-type: none"> • Cohort Responsible School • Assessment Data • Migrant Students 	LEA Data Manager Assessment POC
April 3, 2020	Second Certification	<ul style="list-style-type: none"> • School Health Profiles 	Head of School
June 12, 2020	OST submission deadline for Third Certification	<ul style="list-style-type: none"> • Student Enrollment • Student Demographic • Demographic Conflict • Military Connected • FARMS • Homeless • At-Risk • Students with Disability & 504 • Calendars • Migrant Students • Assessment Data • Breakfast Count • ISA • Migrant Students • English Learners • Historic English Learners 	LEA Data Manager Assessment POC Health POC

		<ul style="list-style-type: none"> • School Testing Windows • Grade Levels 	
June 26, 2020	Third Certification	<ul style="list-style-type: none"> • Student Enrollment • Student Demographic • Demographic Conflict • Military Connected • FARMS • Homeless • At-Risk • Students with Disability & 504 • Calendars • Migrant Students • Assessment Data • Breakfast Count • ISA • Migrant Students • English Learners • Historic English Learners • School Testing Windows • Grade Levels 	Head of School
June 26, 2020	OST submission deadline for Fourth Certification	<ul style="list-style-type: none"> • Cohort Responsible School 	LEA Data Manager
July 10, 2020	Fourth Certification	<ul style="list-style-type: none"> • Cohort Responsible School 	Head of School
July 24, 2020	OST submission deadline for Fifth Certification	For Extended Year (EY) LEAs only <ul style="list-style-type: none"> • ISA • Cohort Responsible School 	LEA Data Manager
August 7, 2020	Fifth Certification	For Extended Year (EY) LEAs only <ul style="list-style-type: none"> • ISA • Cohort Responsible School 	Head of School

Appendix II. Data Validation Details by Dataset and Certification Deadline

The table below shows the release date, OST ticket deadline, and certification deadline for each dataset, as well as the number of calendar days the LEA has to review between the time the data are released and the OST ticket deadline. (EY= Extended Year LEAs).

Dataset	Released to LEAs	Days to Review	OST Ticket Deadline	Certification Deadline
Faculty & Staff	November 21, 2019	50	January 10, 2020	January 24, 2020
Student Enrollment	November 21, 2019	204	June 12, 2020	June 26, 2020
Student Demographic	November 21, 2019	204	June 12, 2020	June 26, 2020
Demographic Conflict	November 21, 2019	204	June 12, 2020	June 26, 2020
Military Connected	November 21, 2019	204	June 12, 2020	June 26, 2020
FARMS	November 21, 2019	204	June 12, 2020	June 26, 2020
Homeless	November 21, 2019	204	June 12, 2020	June 26, 2020
At-Risk	November 21, 2019	204	June 12, 2020	June 26, 2020
SWD/504	November 21, 2019	204	June 12, 2020	June 26, 2020
In Seat Attendance (ISA)	November 21, 2019	204 <i>EY: 246</i>	June 12, 2020 <i>EY: July 24, 2020</i>	June 26, 2020 <i>EY: August 7, 2020</i>
Calendars	November 21, 2019	204	June 12, 2020	June 26, 2020
Health profiles	January 21, 2020	59	March 20, 2020	April 3, 2020
Grade Levels	January 21, 2020	143	June 12, 2020	June 26, 2020
English Learners	January 21, 2020	143	June 12, 2020	June 26, 2020
Historic English Learners	January 21, 2020	143	June 12, 2020	June 26, 2020
School Testing Windows	January 21, 2020	143	June 12, 2020	June 26, 2020
Breakfast Counts	January 21, 2020	143	June 12, 2020	June 26, 2020
Cohort Responsible School	March 24, 2020	80 <i>EY: 122</i>	June 12, 2020 <i>EY: July 24, 2020</i>	July 10, 2020 <i>EY: August 7, 2020</i>
Assessment Data	March 24, 2020	80	June 12, 2020	June 26, 2020
Migrant Students	March 24, 2020	80	June 12, 2020	June 26, 2020