



## Metric Calculation Confirmation 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 on the DC School Report Card, Report Card and STAR Framework Application, and on the OSSE Data site.

These processes are critical and have significant impacts on LEA funding, public reporting (e.g., annual assessment results, graduation rates), as well as the annual DC School Report Card results. Each requires that the Heads of School certify data as it is captured by OSSE.

This document explains the **MCC process**, sets expectations for a successful completion, and highlights the tools that LEAs can use to support this work. Due to coronavirus (COVID-19), we made important adjustments from previous years to account for the school building closures and waivers of key federal requirements for assessments and accountability processes. The DC School Report Card will be significantly scaled down for the 2019-20 school year in light of these limited data; however additional metrics will be included in MCC to be published on the OSSE Data site or made available to schools and LEAs for school improvement planning. OSSE will engage LEA Data Managers about how metrics and information most important for programmatic discussions are shared.

Each year, OSSE determines which data are to be included in the MCC process. The scope for the 2019-20 school year process is limited to the metrics listed below.

### Metrics in Scope for MCC: SY19-20

To be published on the DC School Report Card:

- School Profile Information (submitted directly by LEAs, not calculated)
- Teacher Data (Years of experience, certified, and in-field)
- School Leader Data (Years of experience)
- Health Data (Physical activity minutes and health staff roles present)
- College Enrollment – Class of 2018 (six month and 12 month), Class of 2019 (six month)
- Graduation: four-year adjusted cohort graduation rate and five-year adjusted cohort graduation rate

Included in MCC to be published on the OSSE Data site:

- Assessments: AP, IB, SAT
- 90+ Attendance
- In-seat Attendance (ISA), Pre-K ISA
- Discipline
- Mobility
- Re-enrollment

<b>Metrics in Scope for MCC: SY19-20</b>
Included in MCC to be made available to schools/LEAs <ul style="list-style-type: none"> <li>• Eighth to Ninth grade transition (Alternative Schools only)</li> <li>• Re-engagement (Alternative Schools only)</li> <li>• Secondary Completion (Alternative Schools only)</li> </ul>

The MCC process is intended only to validate the accuracy of the school profile information and the calculations or aggregations according to the previously published business rules. All of the underlying data will already have been certified by the Head of School during Data Validation and cannot be changed during MCC.

### Process

There are three phases of the MCC process, each focusing on a different set of metrics. Within each phase, there are three steps for LEA action.

1. **Metric calculations are released to LEAs in Qlik.** Each phase has an opening date when the data are released for LEAs to review. Using the [STAR Framework Technical Guide](#) and the validated data, LEA Data Managers can confirm the calculation of each of the metrics.
2. **LEAs can submit an Online Support Ticket (OST) for any concerns about calculations.** When submitting an [OST ticket](#), LEA Data Managers should select “MCC” from the dropdown menu of topics. The deadline to submit OST tickets is generally one week prior to the certification date (specifics can be seen below in Appendix II).
3. **LEAs certify the calculations.** On the certification date, Heads of School log into Qlik and certify the accuracy of the data and calculations in the phase

### Deadlines

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

The two critical deadlines for LEAs are the OST ticket and certification deadlines (steps 2 and 3 above, respectively). In order to assist LEAs with compliance, OSSE will notify 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

In the unlikely event that an LEA notices a problem with a calculation after an MCC phase closes, the LEA has three days after the calculation confirmation date to file an appeal.

OSSE will only consider appeals for changes to metric calculations or profile data after Head of School certification or a missed deadline only 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/or if relevant, Board Chair. Appeal letters must be submitted within three 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. OSSE responds to appeals within two business days. LEAs will not need to re-certify data after the appeal.

Depending on the circumstances, OSSE may also pursue additional oversight actions such as an audit of the LEA’s data management practices.

## Questions and Connecting with OSSE

If you have questions relating to this policy please contact OSSE’s Director of Accountability, Donna Johnson at [DonnaR.Johnson@dc.gov](mailto:DonnaR.Johnson@dc.gov) or [DCSchoolReportCard@dc.gov](mailto:DCSchoolReportCard@dc.gov).

### Appendix I. MCC Details by Phase

- **MCC Phase I: School Profile Information.** This includes logistical information that will appear on each school’s individual page on the DC School Report Card website. This information is provided directly by the LEA, separate from data validation, and includes no calculated metrics. This information may be updated in eSchoolPLUS and through official entity management submissions in SLIMS from the date of release to LEAs up until the deadline to submit Phase II OST tickets.
- **MCC Phase II: Staffing and Health Data.** In this phase, LEAs confirm the accuracy of the metrics on the DC School Report Card pertaining to teacher data, school leader data, and health staff and physical activity minutes based on data from School Health Profiles.
- **MCC Phase III:** All remaining data. OSSE will release the remaining metrics in waves during this phase as the data are ready to be shared. The majority of the metrics will be released at the opening date with some metrics (e.g., AP, IB, SAT, graduation metrics) shared later in the phase given the timing in which OSSE receives these data (all of this is outline in Appendix II below).

### Appendix II. MCC Details by Dataset and Certification Deadline

MCC Phase	Metrics to be confirmed	Released to LEAs	OST Ticket Deadline	Certification Deadline
Phase I	<p>School Profile Information (provided directly by the LEA, not calculated):</p> <ul style="list-style-type: none"> <li>• Address</li> <li>• Before/after school care availability and payment option and hours</li> <li>• Extracurricular/enrichment programs</li> <li>• Grades served for the SY20-21</li> <li>• Message from the School</li> <li>• Parent organization representative, email and communication policy</li> <li>• Phone number</li> <li>• Principal/school leader name and title</li> <li>• School day hours (i.e., instructional hours)</li> <li>• Social media (Twitter, Facebook, and Instagram)</li> <li>• School picture (image file)</li> <li>• School program offerings</li> <li>• School uniform policy (yes or no)</li> <li>• School website (URL)</li> </ul> <p>Transportation (bus and Metro)</p>	July 15, 2020	July 31, 2020	Aug. 14, 2020
Phase II	Teacher data: Years of experience, certified, and in-field	July 15, 2020	July 31, 2020	Aug. 14, 2020

Phase II	School Leader Data: Years of experience	July 15, 2020	July 31, 2020	Aug. 14, 2020
Phase II	Health Data: Physical activity minutes and health staff roles present	July 15, 2020	July 31, 2020	Aug. 14, 2020
Phase III	Attendance (through March 13, 2020): 90+ Attendance, In-Seat Attendance (ISA), Pre-K ISA	Sept. 9, 2020	Oct. 23, 2020	Oct. 30, 2020
Phase III	College Enrollment – Class of 2018 (six month and 12 month), Class of 2019 (six month)	Sept. 9, 2020	Oct. 23, 2020	Oct. 30, 2020
Phase III	Discipline	Sept. 9, 2020	Oct. 23, 2020	Oct. 30, 2020
Phase III	Mobility (through February 2020)	Sept. 9, 2020	Oct. 23, 2020	Oct. 30, 2020
Phase III	Re-enrollment	Sept. 9, 2020	Oct. 23, 2020	Oct. 30, 2020
Phase III	Re-engagement (Alternative Schools only)	Sept. 9, 2020	Oct. 23, 2020	Oct. 30, 2020
Phase III	Eighth to Ninth grade transition (Alternative Schools only)	Sept. 9, 2020	Oct. 23, 2020	Oct. 30, 2020
Phase III	SAT DC Percentile and SAT College and Career Readiness Benchmark	Sept. 9, 2020	Oct. 23, 2020	Oct. 30, 2020
Phase III	AP/IB Participation and AP Participation	Sept. 30, 2020	Oct. 23, 2020	Oct. 30, 2020
Phase III	Graduation: four-year adjusted cohort graduation rate and five-year adjusted cohort graduation rate	Sept. 30, 2020	Oct. 23, 2020	Oct. 30, 2020
Phase III	Secondary Completion (Alternative Schools only)	Sept. 30, 2020	Oct. 23, 2020	Oct. 30, 2020