



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF

# EDUCATION

## 2024 Metric Calculation Confirmation (MCC) Policy

### Background

Each year, the Office of the State Superintendent of Education (OSSE) administers three key processes to ensure that the agency is capturing the highest quality data from local education agency (LEA) partners.

These processes are:

1. The Annual Enrollment Audit and 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 and on the OSSE Data and Reports website.

These processes require heads of school to certify data because they have significant impacts on LEA funding and public reporting (e.g., annual assessment results, graduation rates), as well as annual DC School Report Card displays.

This document explains the **MCC process**, sets expectations for a successful completion and highlights the tools that LEAs can use to support this work. The DC School Report Card will host all available metrics for DC LEAs and schools from the 2023-24 school year as well as school profile information to provide details for the public about programs and resources at schools during the 2024-25 school year. Some metrics included in MCC will be published only in public data files, reports and files posted on the OSSE data site.

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

The following metrics are already certified via Data Validation and since no additional calculations are applied, they are not a part of the MCC process but are included in the public report.

- Enrollment;
- Teacher Data (Count, Demographics, Years of experience, Retention rates, Certified and in-field status); and
- School Leader Data (Count and Years of experience).

### 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. **OSSE releases metric calculations in Qlik.** Each phase has an opening date when the data are released for LEAs to review. Using the DC School Report Card Technical Guide, the MCC Technical Guide linked in the Qlik application and the validated data, LEA Data Managers can confirm the calculation of each of the metrics.

2. **LEAs can submit an OSSE Support Tool (OST) ticket with 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 an OST ticket is generally one week prior to the certification date (specifics can be seen below).
3. **LEAs certify the calculations.** On the certification date, Heads of School log in to 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 two critical deadlines for LEAs are the OST 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 business days after the calculation confirmation date to file an appeal.

OSSE will 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 in the OST LEA Appeal Module. Appeal letters must be submitted within three business days of the missed deadline, and must include the reasons for the delayed submission, documentation thereof and 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 Assistant Superintendent of Data, Assessment and Research Kelley Scholl at [Kelley.Scholl@dc.gov](mailto:Kelley.Scholl@dc.gov) or [DCSchoolReportCard@dc.gov](mailto:DCSchoolReportCard@dc.gov).

## MCC Phase Details and Deadlines

MCC Phase	Metrics to be confirmed	Data Released to LEAs	OST Deadline	Certification Deadline
<b>Phase I</b>	<ul style="list-style-type: none"> <li>• English Language Arts (ELA) and Math Statewide Assessment Participation               <ul style="list-style-type: none"> <li>○ Includes the following student-level indicators: Full Academic Year (FAY), Continuously Enrolled (CE), New to US</li> </ul> </li> </ul>	July 22, 2024	July 29, 2024	Aug. 2, 2024
<b>Phase II</b>	<ul style="list-style-type: none"> <li>• ELA and Math Statewide Assessment Achievement</li> </ul>	Aug. 5, 2024	Aug. 12, 2024	Aug. 16, 2024
<b>Phase III</b>	<ul style="list-style-type: none"> <li>• ACCESS Growth</li> <li>• School Framework</li> <li>• CLASS</li> <li>• College Enrollment</li> <li>• School Profile</li> <li>• Attendance Metrics               <ul style="list-style-type: none"> <li>• Chronic Truancy</li> <li>• Chronic Absenteeism</li> <li>• Attendance Growth</li> </ul> </li> <li>• Discipline Metrics</li> </ul>	Aug. 26, 2024	Sept. 12, 2024	Sept. 19, 2024
<b>Phase IV</b>	<ul style="list-style-type: none"> <li>• Student Growth in Math and ELA</li> <li>• Advanced Placement (AP)/International Baccalaureate (IB)/Dual Enrollment (DE) Participation</li> <li>• AP/IB Performance</li> <li>• Adjusted Cohort Graduation Rate</li> <li>• Re-Enrollment</li> <li>• SAT Metrics</li> <li>• Student Mobility</li> <li>• Science Assessment Participation and Achievement</li> </ul>	Sept. 30, 2024	Oct. 17, 2024	Oct. 24, 2024