

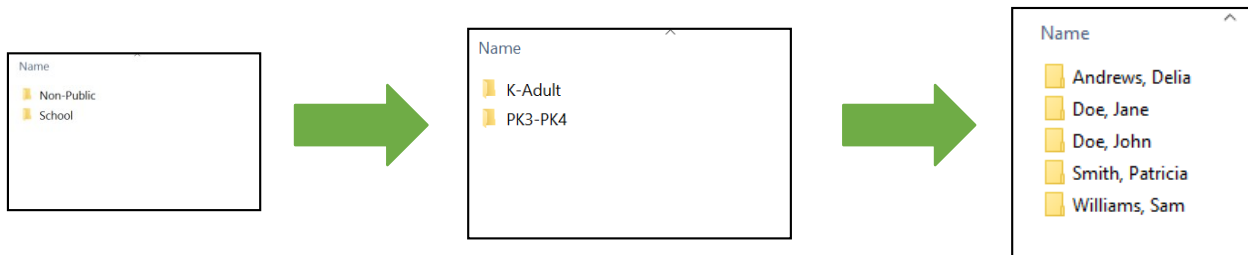


E-File for Enrollment Audit

LEAs may elect to complete their fieldwork through a remote document review. A remote document review requires the creation and submission of e-files. For the 2020-21 school year, OSSE will use BOX as the platform for providing the e-files. The EACCA will have a link directly to the school folder in BOX for uploading enrollment audit e-files. The e-files must contain the required documentation for all enrolled students. LEAs should confirm participation in remote document review by Aug. 26, 2020.

Prepare Student e-files for Remote Review

1. Organize the DCRV form and all applicable residency verification forms and supporting residency documentation (i.e., OPC Form) into 15 GB (max) .pdf files.
2. Files should be created and loaded into the Enrollment Audit BOX folder in the following order:
 - a. School and Non-Public (for entire LEA)
 - b. Enrollment Audit Population (K-Adult, pre-K 3, and pre-K4)
 - c. Student last name, student first name
 - i. Student names shall align with spellings as displayed in the EACCA
 - ii. Include student date of birth if more than one student has the same first and last name
3. If a school's Enrollment Audit Population folder exceeds the file size limits, break the group in half, alphabetically by last name (Ex. A-M, N-Z).



4. In each student folder, the supporting residency documentation should immediately follow the DCRV form for that student.
5. Submit final e-files by Oct. 15, 2020 – LEAs will have access to the folders up through this date to change as needed.

While e-files are due on Oct. 15, LEAs will still be assigned an “auditor review” day that initiates the phases of issue resolution. Details on these dates will be released with the larger fieldwork schedule.

Alternatives for e-file preparation

LEAs may request an alternative file structure to the e-file preparation requirements. To initiate this process, an LEA should reach out to OSSE.Enrollmentaudt@dc.gov. Any request for change to the e-file preparation shall be done in consultation with the LEA and auditor. Requests for alternative e-file preparation should be made by Aug. 19, 2020.