2022 Metric Calculation Confirmation 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 & 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 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. Due to the coronavirus (COVID-19) pandemic, OSSE made important adjustments to account for interruptions in data related to accountability components and federal requirements. The DC School Report Card will host all available metrics for DC, LEAs and schools from the 2021-22 school year as well as school profile information to provide details for the public about programs and resources at schools during the 2022-23 school year. Some metrics included in MCC will be published only in public data files, reports and files posted on the OSSE data site. OSSE will engage LEA Data Managers about how metrics and information will be shared and displayed for the 2022 DC School Report Card.

Each year, OSSE determines which data will be included in the MCC process. The scope for the 2022 MCC process is limited to the metrics listed below.

Metrics in Scope for MCC in 2022
To be published as part of the public reporting site for DC School Report Card data: - School Profile Information (information as certified by LEAs, no metric calculations) – this information reflects information current to the school for SY 2022-23   - Statewide Assessments in English language arts (ELA), Math and Science   - College Enrollment – Class of 2020 (six months and 12 months), Class of 2021 (six months)   - Graduation: four-year adjusted cohort graduation rate and five-year adjusted cohort graduation rate, Secondary Completion (for Alternative Schools only)   - College and Career Readiness: AP/IB metrics, SAT metrics   - Attendance: Chronic Absenteeism and Attendance Growth   - Discipline

Metrics in Scope for MCC in 2022
• Student Mobility: Re-enrollment, Mobility
• CLASS: Early Learning Environment metrics
• Eighth to ninth grade transition (Alternative Schools only)
• Re-engagement (Alternative Schools only)
• Secondary Completion (Alternative Schools only)

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.

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)
- School Leader Data (Count and Years of experience)
- Attendance: In-seat Attendance (ISA), Pre-K ISA

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 [DC School Report Card and STAR Framework Technical Guide,](link) 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) 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 an OST ticket 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 are included as an appendix to this policy.*

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 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. 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 Assistant Superintendent of Data, Assessment and Research Evan Kramer at Evan.Kramer@dc.gov or DCSchoolReportCard@dc.gov.

Appendix I. MCC Details by Phase

- **MCC Phase I**: **School Profile Information only.** This includes logistical information that will appear on each school's individual report card. 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 I OST.
- **MCC Phase II**: This includes metrics related to Attendance, Assessments and Discipline. (Specific details are outlined in Appendix II below).
- **MCC Phase III**: This phase includes Graduation metrics, College Enrollment, and College and Career readiness metrics, Re-enrollment, Mobility, and alternative school-specific metrics. (Specific details are outlined in Appendix II below).

Appendix II. MCC Details by Dataset and Certification Deadline

MCC Phase	Metrics to be confirmed	Released to LEAs	OST Deadline	Certification Deadline
Phase I	School Profile Information: eSchoolPLUS open for updates July 1, 2022 • School address • Ward • School phone number • Principal/school leader name and title • School website (URL) • Social media (Twitter, Facebook and Instagram) • School program offerings • Extracurricular/enrichment programs • Grades served for SY 2021-22 • School day hours for SY 2021-22 by day of the week	July 12, 2022	Aug. 11, 2022	Aug. 19, 2022

	• Message from the school • Parent organization representative, email and communication policy • Before/after school care availability, payment options and hours by day of the week • School picture (image file) • School uniform policy (yes or no) • Transportation (bus and Metro) • Title I status			
Phase II	Attendance: Chronic Absenteeism and Attendance Growth	Aug. 30, 2022	Sept. 16, 2022	Sept. 30, 2022
Phase II	Discipline metrics	Aug. 30, 2022	Sept. 16, 2022	Sept. 30, 2022
Phase II	Statewide Assessments: ELA and Math	Aug. 30, 2022	Sept. 16, 2022	Sept. 30, 2022
Phase II	CLASS	Aug. 30, 2022	Sept. 16, 2022	Sept. 30, 2022
Phase III	**Statewide Assessments: Science**	Oct. 4, 2022	Oct. 26, 2022	Nov. 4, 2022
Phase III	Mobility - monthly entries and exits	Oct. 4, 2022	Oct. 26, 2022	Nov. 4, 2022
Phase III	Re-enrollment	Oct. 4, 2022	Oct. 26, 2022	Nov. 4, 2022
Phase III	Re-engagement (Alternative Schools only)	Oct. 4, 2022	Oct. 26, 2022	Nov. 4, 2022
Phase III	Eighth to ninth grade transition (Alternative Schools only)	Oct. 4, 2022	Oct. 26, 2022	Nov. 4, 2022
Phase III	SAT DC Percentile and SAT College and Career Readiness Benchmark	Oct. 4, 2022	Oct. 26, 2022	Nov. 4, 2022
Phase III	AP/IB Participation and AP/IB Performance	Oct. 4, 2022	Oct. 26, 2022	Nov. 4, 2022
Phase III	College Enrollment – Class of 2020 (six month and 12 month), Class of 2021 (six month)	Oct. 4, 2022	Oct. 26, 2022	Nov. 4, 2022
Phase III	Graduation: 4-year adjusted cohort graduation rate and 5-year adjusted cohort graduation rate	Oct. 4, 2022	Oct. 26, 2022	Nov. 4, 2022
Phase III	Secondary Completion (Alternative Schools only)	Oct. 4, 2022	Oct. 26, 2022	Nov. 4, 2022