



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Policy to Amend Unaudited Enrollment Roster

PURPOSE

The purpose of this policy is to outline the process and requirements that a local education agency (LEA) needs to follow to make a request to the Office of the State Superintendent of Education (OSSE) to add students to the Enrollment Audit & Child Count Application (EACCA) after the first enrollment audit certification.

BACKGROUND

OSSE is required by D.C. Official Code §38-1804.02 to conduct a District-wide annual enrollment audit to verify the total number of students attending District public schools (to include both DC Public Schools as well as public charter schools) and verify the number of District residents in attendance to ensure equitable funding under the District's Uniform Per Student Funding Formula (UPSFF). According to D.C. Official Code §38-2906.02 payments to charter schools are based on the verified October enrollment audit numbers. It is the LEA's responsibility to properly enter student data into their student information system (SIS) and ensure that all enrolled students are included on the LEA's roster. OSSE receives the LEAs roster through a data feed that populates the EACCA. If students are not included in the EACCA as of the date of the first certification, those students will not be captured in the universe of students included in the enrollment audit. OSSE's legal and regulatory mandate, official policies for carrying out this annual audit as well as requirements for LEAs in furtherance of such audit, are embodied in the [Student Enrollment Audit & Child Count Handbook](#) (Handbook). OSSE is committed to fulfilling its obligations with fidelity, transparency and equity.

The UPSFF funding for LEAs is based on enrollment audit student counts, so the LEA will not receive UPSFF funding for students that are not included in the EACCA by the date of the first certification. The Handbook outlines several deadlines required by each LEA relative to the student-level data that originates from the LEA and shared with OSSE. Specifically, the LEA is to make corrections to enrollment data by 5 p.m. on the Data Freeze Day in the respective LEA SIS to ensure all enrolled students are included on the roster. During the data review period, an LEA is able to review and make final corrections to enrollment data in the LEA SIS. Finally, the LEA is to submit the first certification for the unaudited enrollment roster by the first certification deadline. The specific dates for meeting these requirements are outlined annually in the Handbook. It is incumbent upon each respective LEA to not only comply with the obligations and requirements set forth in the Handbook, but also ensure the accuracy of the information certified at each stage of the

audit. Moreover, as delineated in the Handbook, OSSE has established various avenues for questions and issue resolution.

An LEA's failure to enter proper student information into the LEA SIS means there will be no record for these students in the EACCA. If student data is not in the EACCA these students cannot be included in the LEA's final enrollment audit count, which is the basis for the LEA's per-pupil funding through the UPSFF.

STUDENT INCLUSION REQUEST AND REVIEW PROCESS

If an LEA wants students who are enrolled and attending by the data freeze day, but not captured at the time of the first certification, added to its unaudited enrollment roster after the first certification, they must submit a request to OSSE. OSSE will review the request and determine, in its sole discretion, if the students will be added into the unaudited enrollment roster.

To submit a request, the LEA will need to submit the following items within 10 business days of the first certification deadline.

- 1) An official request for review from the LEA head of school and LEA board chair, if applicable. This should include a signed letter confirming that all of the data and documents accompanying this request are accurate, and that it is being made in good faith and not for purposes of misleading, misrepresenting, or otherwise defrauding the District of Columbia Government.
- 2) For public charter schools, a letter from the Public Charter School Board (PCSB) that approves of this request. The approval from PCSB should be signed by the executive director.
- 3) A copy of the OSSE Support Tool (OST) ticket submitted to OSSE prior to the first certification deadline indicating a discrepancy in the student count. The OST ticket should include:
 - a. The student's identifying information; and
 - b. The student's actual start date at the school, listed individually for each student.
- 4) Evidence that the student was enrolled and attending on or before Data Freeze Day. This will include attendance records (for the school days leading up to and including Data Freeze Day) and an example of student work completed on or before Data Freeze Day. Student work should have the name of the student and the date.
- 5) Residency verification paperwork and enrollment documentation for each of the students listed in the OST ticket.

OSSE, in its sole discretion, may take additional action or request additional information, depending on the egregiousness of the LEA's failure to properly manage the data in their

SIS. The deadline for providing additional information will be determined by OSSE. Additional actions and information may include:

- 1) Issuance of a Notice of Non-Compliance for failure to follow guidelines in OSSE's [LEA Data Management Policy](#).
- 2) Request for a corrective action plan, detailing the steps the LEA will take to ensure compliance, internal controls and oversight of its data collection and verification practices related to student enrollment. The corrective action plan may be made available to the public.
- 3) Request for a memo describing how students have been accounted for in the school if the LEA did not enter student information into their SIS according to the data management policy. This memo needs to include:
 - a. How attendance has been taken for students that are not in the SIS; and
 - b. How the LEA is maintaining compliance with other data reporting requirements, such as attendance, discipline, and documentation and service provisions for students with disabilities.
- 4) Participation in a meeting with OSSE and PCSB, if applicable, to review enrollment data practices and to prepare for the enrollment audit process for the following school year.

Upon review of the information in the request and any additional information requested, OSSE will decide to approve the request, partially approve the request, or deny the request. An incomplete request will be denied.

OSSE will make a decision on the request one week prior to the second certification deadline. Any students that are approved will be manually added to the EACCA by OSSE. OSSE may include a list in the Audit and Verification of Student Enrollment Report of all LEAs that requested a post-certification request to add students and OSSE's decision on the request.

If you have any questions related to this policy, please contact Special Assistant of Budget and Finance Ryan Aurori at Ryan.Aurori@dc.gov and Director of Enrollment and Residency Aaron Parrott at Aaron.Parrott@dc.gov.