



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF  
**EDUCATION**

**Data Validation Deadline Policy: 2021-22 School Year**  
(Updated May 26, 2022)

As we embark upon the 2021-22 school year collection cycle, we know that the way we manage and process data has changed due to the pandemic and our current environment. The Office of the State Superintendent of Education (OSSE) has taken these challenges into consideration by allowing some flexibilities while continuing to expect accurate, valid and complete data.

**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 in the STAR framework and DC School Report Card.

These processes are critical and have significant impacts on LEA funding, public reporting like annual assessment results and graduation rates, as well as our annual STAR Framework and Report Card results, and as such each require that the Heads of School certify OSSE data.

This document contains details and policies specifically relating to the annual **Data Validation** process.

**Reminder**

Although the Faculty and Staff data must be certified by the LEA, these data will not be included in the SY21-22 Data Validation Qlik application. These data will be validated in the Faculty and Staff Application that was released to LEAs on Tuesday, September 28.

**Scope**

Each year, OSSE determines which data are to be included in the Data Validation process.

Datasets in Scope for Data Validation: SY21-22	
Assessment	Health Profiles
At-Risk	Homeless
Calendars	In Seat Attendance (ISA)
Cohort Responsible Schools	New to US
Demographic and Characteristics Conflicts	Migrant Students
Discipline	Military Connected
English Learners	School Health Profiles
Faculty & Staff	School Testing Windows
Free and Reduced Meal Status (FARMS)	Student Demographic

## Datasets in Scope for Data Validation: SY21-22

Grade Levels	Student Enrollment (including Dual Enrollment)
English Learners	Students with Disabilities (SWD)/504

### Process

There are five basic steps to the data validation process. Note that though the steps below are consistent across the Data Validation process, the timeline for each step is dataset-specific.

1. OSSE releases data to LEAs via Qlik, along with any related trainings;
2. LEA data managers review their data;
3. LEAs submit OST tickets if corrections or updates are needed to the data;
4. OSSE resolves OST tickets and refreshes the data, as applicable;
5. Heads of School certify the data.

### Deadlines

Each year, OSSE will issue a comprehensive set of Data Validation deadlines. The two critical deadlines for LEAs – the OST ticket and certification deadlines (numbers 4 and 5 above, respectively) – are set to give LEAs the maximum allowable days for review without affecting statewide reporting deadlines. Except in cases of a bona fide error on the part of OSSE staff, OSSE will not accept late data updates. Late OST tickets will also not be accepted, unless at OSSE’s sole discretion the requested changes are significant in nature and can be reasonably resolved before the certification deadline. In order to assist LEAs with compliance, OSSE will notify LEA Leaders/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. Please see the critical deadlines outlined in *Appendix I. Data Validation Details by Date*.

### Appeals

Appeals for acceptance of new or corrected data after Head of School certification or a missed deadline will only be considered 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 if relevant, Board Chair). Appeal letters must be submitted within five 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. Appeals will not be accepted after the appeal window closes. OSSE retains sole discretion over whether to accept such appeals and whether and when to update publicly reported data. Depending on the circumstances OSSE may also pursue additional oversight actions such as an audit of the LEA’s data management practices.

Questions? If you have questions relating to this policy, please contact OSSE’s Deputy CIO, Stephanie Davis at [Stephanie.Davis3@dc.gov](mailto:Stephanie.Davis3@dc.gov).

## Appendix I. Data Validation Details by Date

Date	Action	Relevant Datasets	Responsible Party
<b>Sept. 28, 2021</b>	Release of key datasets to LEAs	<ul style="list-style-type: none"> <li>Faculty and Staff</li> </ul>	LEA Data Manager Faculty & Staff POC
<b>Oct. 15, 2021</b>	OST submission deadline for First Certification	<ul style="list-style-type: none"> <li>Faculty and Staff</li> </ul>	LEA Data Manager Faculty & Staff POC
<b>Oct. 29, 2021</b>	<b>First Certification</b>	<ul style="list-style-type: none"> <li>Faculty and Staff</li> </ul>	<b>Head of School</b>
<b>Dec. 7, 2021</b>	Release of key datasets to LEAs	<ul style="list-style-type: none"> <li>Student Enrollment</li> <li>Student Demographic</li> <li>Demographic Conflicts</li> <li>Calendars</li> <li>ISA</li> <li>FARMS</li> <li>At-Risk</li> <li>Students with Disabilities &amp; 504</li> <li>Migrant Students</li> <li>Military Connected</li> <li>Grade levels</li> <li>English Learners</li> </ul>	LEA Data Manager Assessment POC Health POC Special Ed. POC
<b>Jan. 25, 2022</b>	Release of key datasets to LEAs	<ul style="list-style-type: none"> <li>School Testing Windows</li> <li>Cohort Responsible School</li> </ul>	LEA Data Manager Assessment POC
<b>March 29, 2022</b>	Release of key datasets to LEAs	<ul style="list-style-type: none"> <li>Assessment Data</li> <li>School Health Profiles</li> <li>Recently Arrived EL</li> </ul>	LEA Data Manager Assessment POC Health POC
<b>April 8, 2022</b>	OST submission deadline for School Health Profiles	<ul style="list-style-type: none"> <li>School Health Profiles</li> </ul>	Health POC
<b>April 22, 2022</b>	<b>Second Certification</b>	<ul style="list-style-type: none"> <li>School Health Profiles</li> </ul>	<b>Head of School</b>
<b>June 10, 2022</b>	OST submission deadline for Third Certification	<ul style="list-style-type: none"> <li>Student Enrollment</li> <li>Student Demographic</li> <li>Demographic Conflicts</li> <li>Discipline</li> <li>Military Connected</li> <li>Migrant Student</li> <li>ISA</li> <li>FARMS</li> <li>At-Risk</li> <li>English Learners</li> <li>Students with Disabilities &amp; 504</li> <li>Calendars</li> <li>Grade levels</li> <li>School Testing Windows</li> <li>Assessment Data</li> </ul>	LEA Data Manager Assessment POC Special Ed. POC

<b>July 5, 2022</b>	<b>Third Certification</b>	<ul style="list-style-type: none"> <li>• Student Enrollment</li> <li>• Student Demographic</li> <li>• Demographic Conflicts</li> <li>• Discipline</li> <li>• Military Connected</li> <li>• Migrant Students</li> <li>• ISA</li> <li>• FARMS</li> <li>• At-Risk</li> <li>• English Learners</li> <li>• Students with Disabilities &amp; 504</li> <li>• Calendars</li> <li>• Grade levels</li> <li>• School Testing Windows</li> <li>• Assessment Data</li> </ul>	<b>Head of School</b>
<b>July 8, 2022</b>	OST submission deadline for Fourth Certification	<ul style="list-style-type: none"> <li>• Cohort Responsible School</li> </ul>	LEA Data Manager
<b>July 22, 2022</b>	<b>Fourth Certification</b>	<ul style="list-style-type: none"> <li>• Cohort Responsible School</li> </ul>	<b>Head of School</b>
<b>Aug 12, 2022*</b>	OST submission deadline for Fifth Certification	<p>For Extended Year (EY) LEAs only</p> <ul style="list-style-type: none"> <li>• Student Enrollment</li> <li>• Student Demographic</li> <li>• Demographic Conflicts</li> <li>• Discipline</li> <li>• Military Connected</li> <li>• Migrant Students</li> <li>• ISA</li> <li>• FARMS</li> <li>• At-Risk</li> <li>• English Learners</li> <li>• Students with Disabilities &amp; 504</li> <li>• Calendars</li> <li>• Grade levels</li> <li>• School Testing Windows</li> <li>• Assessment Data</li> <li>• Cohort Responsible Schools</li> </ul>	LEA Data Manager
<b>Aug. 19, 2022*</b>	<b>Fifth Certification</b>	<p>For Extended Year (EY) LEAs only</p> <ul style="list-style-type: none"> <li>• Student Enrollment</li> <li>• Student Demographic</li> <li>• Demographic Conflicts</li> <li>• Discipline</li> <li>• Military Connected</li> <li>• Migrant Students</li> <li>• ISA</li> <li>• FARMS</li> <li>• At-Risk</li> <li>• English Learners</li> <li>• Students with Disabilities &amp; 504</li> <li>• Calendars</li> <li>• Grade levels</li> <li>• School Testing Windows</li> <li>• Assessment Data</li> <li>• Cohort Responsible Schools</li> </ul>	<b>Head of School</b>

\*EY LEAs with a variation to the OST submission deadlines and certification dates have received communication from OSSE.

**Appendix II. Data Validation Details by Dataset and Certification Deadline** The table below shows the release date, OST ticket deadline, and certification deadline for each dataset, as well as the number of calendar days the LEA has to review between the time the data are released and the OST ticket deadline. (EY = Extended Year LEAs).

Dataset	Released to LEAs	Days to Review	OST Ticket Deadline	Certification Deadline
<b>Faculty &amp; Staff</b>	Sept. 28, 2021	31	Oct. 15, 2021	Oct.29, 2021
<b>Student Enrollment</b>	Dec.7, 2021	210 EY: 255	June 10, 2022 EY: Aug. 12, 2022	July 5, 2022 EY: Aug. 19, 2022
<b>Student Demographic</b>	Dec.7, 2021	210 EY: 255	June 10, 2022 EY: Aug. 12, 2022	July 5, 2022 EY: Aug. 19, 2022
<b>Demographic Conflict</b>	Dec.7, 2021	210 EY: 255	June 10, 2022 EY: Aug. 12, 2022	July 5, 2022 EY: Aug. 19, 2022
<b>Military Connected</b>	Dec.7, 2021	210 EY: 255	June 10, 2022 EY: Aug. 12, 2022	July 5, 2022 EY: Aug. 19, 2022
<b>Migrant Students</b>	Dec.7, 2021	210 EY: 255	June 10, 2022 EY: Aug. 12, 2022	July 5, 2022 EY: Aug. 19, 2022
<b>In Seat Attendance (ISA)</b>	Dec.7, 2021	210 EY: 255	June 10, 2022 EY: Aug. 12, 2022	July 5, 2022 EY: Aug. 19, 2022
<b>FARMS</b>	Dec.7, 2021	210 EY: 255	June 10, 2022 EY: Aug. 12, 2022	July 5, 2022 EY: Aug. 19, 2022
<b>At-Risk</b>	Dec.7, 2021	210 EY: 255	June 10, 2022 EY: Aug. 12, 2022	July 5, 2022 EY: Aug. 19, 2022
<b>English Learners</b>	Dec.7, 2021	210 EY: 255	June 10, 2022 EY: Aug. 12, 2022	July 5, 2022 EY: Aug. 19, 2022
<b>SWD/504</b>	Dec.7, 2021	210 EY: 255	June 10, 2022 EY: Aug. 12, 2022	July 5, 2022 EY: Aug. 19, 2022
<b>Dual Enrollment</b>	Dec.7, 2021	210 EY: 255	June 10, 2022 EY: Aug. 12, 2022	July 5, 2022 EY: Aug. 19, 2022
<b>Discipline</b>	Dec.7, 2021	210 EY: 255	June 10, 2022 EY: Aug. 12, 2022	July 5, 2022 EY: Aug. 19, 2022
<b>Calendars</b>	Dec. 7, 2021	210 EY: 255	June 10, 2022 EY: Aug. 12, 2022	July 5, 2022 EY: Aug. 19, 2022
<b>Grade Levels</b>	Dec. 7, 2021	210 EY: 255	June 10, 2022 EY: Aug. 12, 2022	July 5, 2022 EY: Aug. 19, 2022
<b>School Testing Windows</b>	Jan. 25, 2022	161 EY: 206	June 10, 2022 EY: Aug. 12, 2022	July 5, 2022 EY: Aug. 19, 2022
<b>Recently Arrived EL</b>	Jan. 25, 2022	161 EY: 206	June 10, 2022 EY: Aug. 12, 2022	July 5, 2022 EY: Aug. 19, 2022
<b>School Health Profiles</b>	March 29, 2022	24	April 15, 2022	April 22, 2022
<b>Assessment Data</b>	March 29, 2022	98 EY:143	June 10, 2022 EY: Aug. 12, 2022	July 5, 2022 EY: Aug. 19, 2022
<b>Cohort Responsible School</b>	Jan. 25, 2022	177 EY: 206	July 8, 2022 EY: Aug. 12, 2022	July 22, 2022 EY: Aug. 19, 2022