



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## What to Expect for the 2021-22 School Year Enrollment Audit

Preparation for the 2021-22 school year enrollment audit has begun. This letter serves as a reminder for local education agencies (LEAs) of key items to prepare and monitor to successfully complete the enrollment audit. This is only a summary; complete guidance can be found in the Enrollment Audit and Child Count Handbook and the trainings available in the Enrollment Audit and Child Count Application (EACCA). Links to LEA-specific handbooks can be found at the end of this document.

### Points of Contact (POCs)

OSSE uses Enrollment Audit POCs to grant access to the EACCA and to select recipients for notifications sent by the Office of Enrollment and Residency (OER). **All enrollment audit communications will be sent to the LEA Data Manager and LEA Enrollment Audit POCs, as defined in eSchoolPLUS.** Be sure your POCs are up to date so your LEA can receive the critical access and information needed to complete a successful enrollment audit.

The current list of POCs is available for review in OSSE's eSchoolPLUS Points of Contact list. The LEA Data Manager shall access eSchoolPLUS to submit changes to LEA, school, or site information in the eSchoolPLUS application. Changes throughout the school year shall be updated by the LEA as necessary in eSchoolPLUS. To update POCs, see the [eSchoolPLUS LEA Points of Contact User Guide](#).

If an LEA encounters issues it is not able to troubleshoot, it should contact [osse.enrollmentaudit@dc.gov](mailto:osse.enrollmentaudit@dc.gov) for policy issues and submit an OSSE Support Tool (OST) ticket for data and system integration issues. Additionally, the Statewide Enrollment Audit Manager Diamond Bynum can be emailed at [Diamond.Bynum@dc.gov](mailto:Diamond.Bynum@dc.gov).

### Planning

New for the 2021-22 school year enrollment audit, LEAs had a choice between the traditional in-person initial documentation review or submitting an e-file of residency documentation for remote initial documentation review. LEAs had to select an initial documentation review method by Aug. 2.

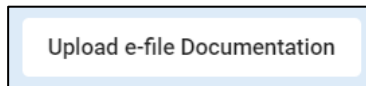
#### In-person preparation

At a minimum, there will be three auditors per school site. For larger schools, team size is approximated at one auditor per 100 students. As such, schools shall prepare an appropriately sized room with **Wi-Fi accessibility for the auditors to access the EACCA**. Please

ensure that **reserved space** to conduct the audit is properly prepared and complies with [social distancing requirements](#). Please ensure school staff wear face-coverings at all times. Auditors will coordinate directly with schools to implement controls to limit contact. Finally, schools must have a **minimum of three binders** with student residency documents for the entire school population. Any student not identified as a District resident must be an identified tuition-paying student by OSSE. Schools with a larger population shall divide the student residency documentation in a reasonable manner. Binders containing DC Residency Verification Forms and supporting documentation shall be in the assigned audit space upon the auditor’s arrival.

### E-file preparation

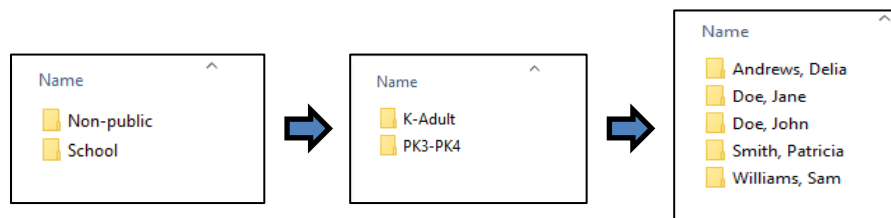
The e-file shall be submitted via BOX, through the EACCA by the “e-file deadline” defined in LEAs “Audit Workflow Dates.” Audit Workflow Dates can be found at the bottom of the LEA Dashboard page in the EACCA.



The enrollment audit BOX folder is accessible now through the EACCA. Schools can organize and upload documents ahead of their e-file deadlines. Access the BOX folder by clicking on the “Upload e-file Documentation” button or by logging in directly through [BOX](#). If you login directly through BOX, you must navigate to the folder named “**Enrollment Audit e-file from (LEACode-LEAName) to OSSE.**”

Submitted files shall follow the format below and the school must provide documentation for all students in the EACCA.

### Fieldwork and Issue Resolution Phases



The Enrollment Audit Fieldwork and Issue Resolution Phases will begin on Oct. 18 and continue until Dec. 3.

## Initial Documentation Review Scheduling

Initial Documentation Review schedules have been uploaded into the EACCA. Please review dates listed in the Audit Workflow table as initial dates have changed from the opening of the EACCA. Detailed e-file deadlines, initial documentation review dates, and all other audit workflow dates can be found in this table. For questions about dates in the Audit Workflow table, contact [osse.enrollmentaudit@dc.gov](mailto:osse.enrollmentaudit@dc.gov).



The screenshot shows a table titled "Audit Workflow Dates" with a search icon and a plus-minus icon in the top right corner. The table has several columns: LEA Code, LEA Name, School Code, School Name, e-File Deadline, LEA Site Access Removal, Initial Documentation Review Start Date, Initial Documentation Review End Date, and Issue Resolution Start Date. The table is currently empty.

## Initial Documentation Review Day

### *In-person*

The team of F.S. Taylor & Associates auditors assigned to the school or LEA will arrive 30 minutes before the scheduled audit time. The school's Enrollment Audit POC shall meet the audit team upon their arrival. Once auditors arrive on-site, the lead auditor will make himself or herself known to the Enrollment Audit POC at the school. The Enrollment Audit POC is the key point of contact during the entirety of the enrollment audit. Please ensure that this team member is available for the confirmed time of the scheduled on-site visit. The Enrollment Audit POC shall minimize interruptions in the audit room and allow the audit team privacy to review residency documentation.

### *E-file*

While all e-files are due on defined e-file due dates, each school participating in the e-file option will be assigned a "initial documentation review start date." This date is when the auditors will begin remote review of documentation and recording of determinations. It is also the start date for all subsequent follow-up requirements by the LEA.

## Full-Scope Audit

If the auditors reach the identified fail rate of the supporting documentation during the document review, the school is triggered for a full scope audit. The lead auditor will present the Enrollment Audit POC with a **Full-Scope Notification letter** identifying the students in the sample population who failed.

## Initial Documentation Review Closure

### *In-person*

At the conclusion of the site visit, the Lead Auditor will provide the Enrollment Audit POC with an Initial Documentation Review Closure Letter. This report summarizes the number of student residency documents reviewed; the sample size, if a full scope audit was completed; and the entry and exit time of the audit team. The Enrollment Audit POC shall review the Initial Documentation Review Closure Letter but is not required to sign. **The Enrollment Audit POC should request a copy of the Initial Documentation Review Closure Letter to retain for their records.**

### *E-file*

At the conclusion of the remote document review, the Enrollment Audit POC will be able to view the completion of the initial documentation review in the EACCA. The report in the EACCA summarizes the number of student residency documents reviewed, the sample size and if a full scope audit was completed.

### Initial Documentation Review determinations and Issue Resolution

Auditors will review documentation within the guidance OSSE provides during the initial documentation review and issue resolution phases. Auditors have been instructed to reach out to OSSE in the event they encounter circumstances that do not fall within their guidance. After the initial documentation review is completed by the auditor, auditors have two business days to post the results in the EACCA. Once the auditor's determination is received, schools have five business days to provide a response. School-specific dates can be found in the Audit Workflow table in the EACCA.

LEAs shall respond to auditors and OSSE as promptly as possible during this period to ensure timeliness of data reconciliation through OST tickets, email, and the EACCA.

### Duplicative Enrollment

Duplicative enrollment resolution will follow the process outlined in the [Duplicative Enrollment Resolution Policy](#) for the 2021-22 school year. As a reminder, **students are not permitted to simultaneously enroll in a PKEEP program and a DCPS or public charter school**, regardless of the school's operating status. To avoid potential loss of funding if a student is found, during the enrollment audit, to be enrolled in both a PKEEP program and a DCPS or public charter school, PKEEP programs shall inform parents that students cannot simultaneously be enrolled in PKEEP and a DCPS or public charter school.

### Final Appeals

If an LEA does not respond to an auditor's decision during issue resolution, the auditor's decision is final and the opportunity for a final appeal is forfeited. If an LEA does respond to an auditor's decision during issue resolution, but is not successful in resolving, a final appeal can be submitted. Final appeals will be scheduled remotely and will be with an auditor and an OSSE official.

### Unverified Residents

Remaining unresolved residency errors will result in an unverified resident status for the enrolled student. LEAs do not receive funding for unverified residents and are responsible for completing residency verification if the student remains enrolled at the LEA.

### Additional Resources

Title	Location
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Enrollment Audit and Child Count Handbook	<a href="https://osse.dc.gov/sites/default/files/dc/sites/osse/service_content/attachments/SY21_22_EACC_CBO_Handbook_08192021_FINAL.pdf">osse.dc.gov/sites/default/files/dc/sites/osse/service_content/attachments/SY21_22_EACC_CBO_Handbook_08192021_FINAL.pdf</a>
Enrollment Audit and Child Count policy questions	<a href="mailto:osse.enrollmentaudit@dc.gov">osse.enrollmentaudit@dc.gov</a>
Office of Enrollment and Residency Handbook	<a href="https://osse.dc.gov/node/1525206">osse.dc.gov/node/1525206</a>
COVID-19 Guidance and Resources for the Enrollment Process	<a href="https://osse.dc.gov/page/guidance-and-resources-covid-19-related-closures-and-recovery">osse.dc.gov/page/guidance-and-resources-covid-19-related-closures-and-recovery</a>
OSSE Support Tool (OST) for policy and application questions	Submit questions and technical assistance inquiries at <a href="https://octo.quickbase.com/db/bh9ehz85s">octo.quickbase.com/db/bh9ehz85s</a> To request access to the OSSE Support Tool, the LEA's <a href="#">Data Liaison</a> .
eSchoolPLUS Points of Contacts Guidance	<a href="#">eSchoolPLUS LEA Points of Contact How-To Video</a> <a href="#">eSchoolPLUS LEA Points of Contact User Guide</a> <a href="#">eSchoolPLUS LEA Points of Contact Descriptions</a>
SLED Access	<a href="https://sled.osse.dc.gov">sled.osse.dc.gov</a> To request access to SLED, submit an OST ticket at <a href="https://octo.quickbase.com/db/bh9ehz85s">octo.quickbase.com/db/bh9ehz85s</a>
Qlik	<a href="https://analysis.osse.dc.gov/">analysis.osse.dc.gov/</a>
Unified Data Errors Guidance	<a href="https://osse.dc.gov/node/1124356">osse.dc.gov/node/1124356</a>
SLED - Demographic Conflicts Guidance	<a href="https://sled.osse.dc.gov/vPage/LEAP-Training-Presentation-Guides/2542/91441">sled.osse.dc.gov/vPage/LEAP-Training-Presentation-Guides/2542/91441</a>