



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Data Validation Deadline Policy: 2022-23 School Year

(Updated January 11, 2023)

As we embark upon the 2022-23 school year collection cycle, the Office of the State Superintendent of Education (OSSE) is excited about the opportunity to ensure a more robust but streamlined data validation cycle. The Division of the Chief Information Officer (CIO) has taken great strides to make data available for validation and certification 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.

New for the 2022-23 School Year

Attendance and Discipline Data Increased Certifications

During the height of the pandemic, attendance data were used to drive decisions about the return to school, determine who was and was not attending school in-person, and drove other school-related decisions. District policy makers rely heavily on use of attendance metrics to make district-wide decisions. Introducing multiple certifications is an important step towards enhancing the quality of our data and equipping policymakers, LEAs, and stakeholders with a more accurate picture.

At the end of each data certification window, any request for a data change must be made within the five business days appeals window as outlined in the appeals section below. Additional requests for data changes during or after this date must be accompanied by a Data Management Corrective Action Plan.

Attendance & Discipline Data Review Windows

Collection	Collection Window	Validation Window	OST Deadline	Certification Date
1	Jul. 1 – Nov. 23, 2022	Nov. 28, 2022– Jan. 11, 2023	Jan. 11, 2023	Jan. 20, 2023
2	Nov. 28, 2022 – Mar. 3, 2023	Mar. 6 – 17, 2023	Mar. 17, 2023	Mar. 24, 2023
3	Mar. 6 – Jun. 23, 2023	Jun. 26 – 30, 2023	Jun. 30, 2023	Jul. 7, 2023

Immunization Attendance Compliance Certifications

The Immunization of School Students Act of 1979 established standards for immunizing District students against preventable childhood diseases. The Immunization Attendance Policy (also referred to as No Shots, No School [NSNS]) includes District statutory and regulatory requirements for schools to enforce student immunizations, as well as recommended best practices. It stipulates the requirements for schools to ensure all students have up-to-date immunization certification on file with their school within the first 20 school days or they will not be allowed to attend school or school activities. OSSE’s NSNS monitoring and enforcement process will utilize two data sets: OSSE attendance data and immunization data from DC Health’s District of Columbia Immunization Information System (DOCIIS).

Reminder

Although the Faculty and Staff data must be certified by the LEA, these data will not be included in the SY22-23 Data Validation Qlik application. These data will be validated in the Faculty and Staff Application that was released to LEAs on Wednesday, September 28. However, accurate data from LEAs are critical to ensuring school staff have appropriate access to systems and student-information and should be prioritized by LEAs accordingly.

Scope

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

Datasets in Scope for Data Validation: SY22-23		
Assessment	First Ninth Grade Year (FNGY)	Migrant Students
At-Risk	Free and Reduced Meal Status (FARMS)	Military Connected
Calendars	Grade Levels	School Health Profiles
Cohort Responsible School	School Health Profiles	School Testing Windows
Demographic and Characteristics Conflicts	Homeless	Student Demographic
Discipline	Immunization Attendance	Student Enrollment (including Dual Enrollment)
English Learners	In Seat Attendance (ISA)	Students with Disabilities (SWD) & 504
Faculty & Staff	Recently Arrived EL	

Process

There are five basic steps to the data validation process. Note that though the steps below are consistent across the Data Validation process, regardless of the dataset, although the timeline for each step may be 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 (steps 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 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 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 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.

Appendix I. Data Validation Details by Date

Date	Action	Relevant Datasets	Responsible Party
Sept. 28, 2022	Release of key datasets to LEAs	<ul style="list-style-type: none"> Faculty and Staff 	LEA Data Manager Faculty & Staff POC
Sept. 30, 2022	Release of key datasets to LEAs	<ul style="list-style-type: none"> Student Enrollment Student Demographic Demographic & Characteristics Conflicts Calendars In Seat Attendance (ISA) Free and Reduced Meal Status (FARMS) At-Risk Students with Disabilities & 504 Homeless Migrant Students Military Connected Grade Levels English Learners (including Recently Arrived EL) 	LEA Data Manager Special Ed. POC Attendance POC
Oct. 18, 2022	OST submission deadline for First Certification	<ul style="list-style-type: none"> Faculty and Staff 	LEA Data Manager Faculty & Staff POC
Oct. 25, 2022	Release of key datasets to LEAs	<ul style="list-style-type: none"> Discipline Cohort Responsible School & First Ninth Grade Year (FNGY) 	LEA Data Manager School Discipline Manager
Oct. 28, 2022	First Certification	<ul style="list-style-type: none"> Faculty and Staff 	Head of School
Dec. 5, 2022	Release of key datasets to LEAs	<ul style="list-style-type: none"> School Health Profiles 	LEA Data Manager School Health Profile POC
Jan. 10, 2022	Release of key datasets to LEAs	<ul style="list-style-type: none"> Dual Enrollment 	LEA Data Manager
Jan. 11, 2023	OST submission deadline for Second Certification	<ul style="list-style-type: none"> Attendance (including Immunization Attendance) Discipline 	LEA Data Manager Attendance POC School Discipline Manager Immunization POC
Jan. 20, 2023	Second Certification	<ul style="list-style-type: none"> Attendance (including Immunization Attendance) Discipline 	Head of School
Jan. 25, 2023	Release of key datasets to LEAs	<ul style="list-style-type: none"> School Testing Windows 	LEA Data Manager Assessment POC
Feb. 03, 2023	OST submission deadline for Third Certification	<ul style="list-style-type: none"> School Health Profiles 	LEA Data Manager School Health Profile POC
Feb. 17, 2023	Third Certification	<ul style="list-style-type: none"> School Health Profiles 	Head of School
Mar. 17, 2023	OST submission deadline for Fourth Certification	<ul style="list-style-type: none"> Attendance (including Immunization Attendance) Discipline 	LEA Data Manager Attendance POC School Discipline Manager Immunization POC

Mar. 24, 2023	Fourth Certification	<ul style="list-style-type: none"> • Attendance (including Immunization Attendance) • Discipline 	Head of School
Mar. 28, 2023	Release of key datasets to LEAs	<ul style="list-style-type: none"> • Assessment Data 	LEA Data Manager Assessment POC
Jun. 30, 2023	OST submission deadline for Fifth Certification	<ul style="list-style-type: none"> • Student Enrollment • Student Demographic • Demographic & Characteristics Conflicts • Discipline • Military Connected • Migrant Student • ISA (including Immunization Attendance) • FARMS • Homeless • At-Risk • English Learners (including Recently Arrived EL) • Students with Disabilities & 504 • Calendars • Grade Levels • School Testing Windows • Assessment Data • Cohort Responsible School and FNGY 	LEA Data Manager Assessment POC Special Ed. POC School Discipline Manager
Jul. 7, 2023	Fifth Certification	<ul style="list-style-type: none"> • Student Enrollment • Student Demographic • Demographic & Characteristics Conflicts • Discipline • Military Connected • Migrant Students • ISA (including Immunization Attendance) • FARMS • Homeless • At-Risk • English Learners (including Recently Arrived EL) • Students with Disabilities & 504 • Calendars • Grade Levels • School Testing Windows • Assessment Data • Cohort Responsible School and FNGY 	Head of School
Extended Year LEAs Deadlines*			
Aug. 11, 2023*	OST submission deadline for Fifth Certification	<ul style="list-style-type: none"> • Student Enrollment • Student Demographic • Demographic & Characteristics Conflicts 	LEA Data Manager Assessment POC Special Ed. POC School Discipline Manager

		<ul style="list-style-type: none"> • Discipline • Military Connected • Migrant Students • ISA (including Immunization Attendance) • FARMS • Homeless • At-Risk • English Learners (including Recently Arrived EL) • Students with Disabilities & 504 • Calendars • Grade Levels • School Testing Windows • Assessment Data • Cohort Responsible School and FNGY 	Attendance POC
Aug. 18, 2023*	Fifth Certification	<ul style="list-style-type: none"> • Student Enrollment • Student Demographic • Demographic Conflicts • Discipline • Military Connected • Migrant Students • ISA (including Immunization Attendance) • FARMS • Homeless • At-Risk • English Learners (including Recently Arrived EL) • Students with Disabilities & 504 • Calendars • Grade Levels • School Testing Windows • Assessment Data • Cohort Responsible School and FNGY 	Head of School

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