



## Data Validation Deadline Policy: 2023-24 School Year

(Updated March 20, 2024)

As we embark upon the 2023-24 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 2023-24 School Year

#### Inclusion of Enrollment Data in the Mid-year Certifications

In school year 2022-24, mid-year certifications were inclusive of both attendance and discipline data due to the alignment between the two datasets. This alignment drove the need to include enrollment data to ensure a more complete and accurate view of the student's data lifecycle. The collective review of enrollment, attendance and discipline will increase the validity in mid-year reporting.

### Enrollment, Attendance & Discipline Data Review Windows

Collection	Collection Window	Validation Window	OST Deadline	Certification Date
1	Jul. 10 – Nov. 24 2023	Nov. 28, 2023– Jan. 12, 2024	Jan. 12, 2024	Jan. 19, 2024
2	Nov. 27, 2023– Mar. 1, 2024	Mar. 4 – 19, 2024	Mar. 19, 2024	Mar. 26, 2024
3	Mar. 4 – Jun. 21, 2024	Jun. 24 – Jul. 2, 2024	Jul. 2, 2024	Jul. 9, 2024

## Reminder

Although the Faculty and Staff data must be certified by the LEA, these data will not be included in the SY23-24 Data Validation Qlik application. This data will be validated in the Faculty and Staff Application will be released to LEAs in November 2023. 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: SY23-24		
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 in extremely limited circumstances. LEAs wishing to appeal must submit an appeal in the [OSSE Support Tool](#) LEA Certification Appeal Request module. The appeal's submission should include 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 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. 25, 2023</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>Sept. 26, 2023</b>	Release of key datasets to LEAs	<ul style="list-style-type: none"> <li>Student Enrollment</li> <li>Student Demographic</li> <li>Demographic &amp; Characteristics Conflicts</li> <li>Calendars</li> <li>Free and Reduced Meal Status (FARMS)</li> <li>At-Risk</li> <li>Homeless</li> <li>Migrant Students</li> <li>Military Connected</li> <li>Grade Levels</li> <li>English Learners (including Recently Arrived EL)</li> </ul>	LEA Data Manager Special Ed. POC Attendance POC
<b>Oct. 27, 2023</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>Nov. 2, 2023</b>	<b>First Certification</b>	<ul style="list-style-type: none"> <li>Faculty and Staff</li> </ul>	<b>Head of School</b>
<b>Nov. 7</b>	Release of key datasets to LEAs	<ul style="list-style-type: none"> <li>In Seat Attendance (ISA)</li> </ul>	LEA Data Manager
<b>Nov. 28</b>	Release of key datasets to LEAs	<ul style="list-style-type: none"> <li>Discipline</li> <li>Dual Enrollments</li> </ul>	LEA Data Manager School Discipline Manager
<b>Dec. 5</b>	Release of key datasets to LEAs	<ul style="list-style-type: none"> <li>Students with Disabilities</li> </ul>	LEA SPED POC
<b>Dec. 18, 2023</b>	Release of key datasets to LEAs	<ul style="list-style-type: none"> <li>School Health Profiles</li> <li>Cohort Responsible School &amp; First Ninth Grade Year (FNGY)</li> </ul>	LEA Data Manager School Health Profile POC
<b>Jan. 12, 2024</b>	OST submission deadline for Second Certification	<ul style="list-style-type: none"> <li>Student Enrollment</li> <li>Attendance (including Immunization Attendance)</li> <li>Discipline</li> </ul>	LEA Data Manager Attendance POC School Discipline Manager Immunization POC
<b>Jan. 19, 2024</b>	<b>Second Certification</b>	<ul style="list-style-type: none"> <li>Student Enrollment</li> <li>Attendance (including Immunization Attendance)</li> </ul>	<b>Head of School</b>
<b>Jan. 25, 2024</b>	Release of key datasets to LEAs	<ul style="list-style-type: none"> <li>School Testing Windows</li> </ul>	LEA Data Manager Assessment POC
<b>Feb. 09, 2024</b>	OST submission deadline for Third Certification	<ul style="list-style-type: none"> <li>School Health Profiles</li> </ul>	LEA Data Manager School Health Profile POC
<b>Feb. 16, 2024</b>	<b>Third Certification</b>	<ul style="list-style-type: none"> <li>School Health Profiles</li> </ul>	<b>Head of School</b>
<b>Mar. 19, 2024</b>	OST submission deadline for Fourth Certification	<ul style="list-style-type: none"> <li>Student Enrollment</li> <li>Attendance (including Immunization Attendance)</li> <li>Discipline</li> </ul>	LEA Data Manager Attendance POC School Discipline Manager Immunization POC



<b>Mar. 26, 2024</b>	<b>Fourth Certification</b>	<ul style="list-style-type: none"> <li>• Student Enrollment</li> <li>• Attendance (including Immunization Attendance)</li> <li>• Discipline</li> </ul>	<b>Head of School</b>
<b>Mar. 28, 2024</b>	Release of key datasets to LEAs	<ul style="list-style-type: none"> <li>• Assessment Data</li> </ul>	LEA Data Manager Assessment POC
<b>Jul. 2, 2024</b>	OST submission deadline for Fifth Certification	<ul style="list-style-type: none"> <li>• Student Enrollment</li> <li>• Student Demographic</li> <li>• Demographic &amp; Characteristics Conflicts</li> <li>• Discipline</li> <li>• Military Connected</li> <li>• Migrant Student</li> <li>• FARMS</li> <li>• Homeless</li> <li>• At-Risk</li> <li>• English Learners (including Recently Arrived EL)</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 School and FNGY</li> </ul>	LEA Data Manager Assessment POC Special Ed. POC School Discipline Manager
<b>Jul. 9, 2024</b>	<b>Fifth Certification</b>	<ul style="list-style-type: none"> <li>• Student Enrollment</li> <li>• Student Demographic</li> <li>• Demographic &amp; Characteristics Conflicts</li> <li>• Discipline</li> <li>• Military Connected</li> <li>• Migrant Students</li> <li>• ISA (including Immunization Attendance)</li> <li>• FARMS</li> <li>• Homeless</li> <li>• At-Risk</li> <li>• English Learners (including Recently Arrived EL)</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 School and FNGY</li> </ul>	<b>Head of School</b>
<b>Extended Year LEAs Deadlines*</b>			
<b>Aug. 2, 2024*</b>	OST submission deadline for Fifth Certification	<ul style="list-style-type: none"> <li>• Student Enrollment</li> <li>• Student Demographic</li> <li>• Demographic &amp; Characteristics Conflicts</li> </ul>	LEA Data Manager Assessment POC Special Ed. POC School Discipline Manager

		<ul style="list-style-type: none"> <li>• Discipline</li> <li>• Military Connected</li> <li>• Migrant Students</li> <li>• ISA (including Immunization Attendance)</li> <li>• FARMS</li> <li>• Homeless</li> <li>• At-Risk</li> <li>• English Learners (including Recently Arrived EL)</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 School and FNGY</li> </ul>	Attendance POC
<b>Aug. 9, 2024*</b>	<b>Fifth 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 (including Immunization Attendance)</li> <li>• FARMS</li> <li>• Homeless</li> <li>• At-Risk</li> <li>• English Learners (including Recently Arrived EL)</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 School and FNGY</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.