



Data Validation Deadline Policy: 2024-25 School Year

(Updated 09/18/2024)

As we embark upon the 2024-25 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 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 DC 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 2024-25 School Year

Inclusion of Course Collection Data in the Mid-year Certifications

In the 2023-24 school year, OSSE rolled out the Course Catalog Collection via the Integrated Data Submission (IDS) tool. Subsequently, in SY2024-25, OSSE launched the Student and Section Course Data Collection process via the Automated Data Transfer (ADT). This endeavor was vital in creating a teacher-student data link, which means connecting the courses to who is teaching them and who is taking them. This data link will enable OSSE to better perform its core compliance and monitoring functions, better design impactful and relevant professional developing offerings, and streamline data collection processes.

Enrollment, Attendance, Course Collection & Discipline Data Review Windows

Collection	Collection Window	Validation Window	OST Deadline	Certification Date
1	Jul. 8 – Nov. 22, 2024	Nov. 25, 2024– Jan. 10, 2025	Jan. 10, 2025	Jan. 17, 2025
2	Nov. 25, 2024– Feb. 28, 2025	Mar. 3 – 21, 2025	Mar. 21, 2025	Mar. 28, 2025
3	Mar. 3 – Jun. 20, 2025	Jun. 23 – Jun. 26, 2025	Jun. 27, 2025	Jul. 2 2025

Reminder

Although the Faculty and Staff data must be certified by the LEA, these data will not be included in the SY24-25 Data Validation Qlik application. This data will be validated in the Faculty and Staff Application which will be released to LEAs on September 23, 2024. 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: SY24-25	
Assessment	First Ninth Grade Year (FNGY)
At-Risk	Free and Reduced Meal Status (FARMS)
Attendance	Grade Levels
Calendars	Homeless
Cohort Responsible School	Migrant Students
Course Data	Military Connected
Demographic and Characteristics Conflicts	School Health Profiles
Discipline	School Testing Windows
English Learners	Student Demographic
Faculty & Staff	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, 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 or the **Proxy Head of School** will 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. 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.

Appendix I. Data Validation Details by Date

Date	Action	Relevant Datasets	Responsible Party
Apr. 1, 2024	Release of key datasets to LEAs	Calendars	LEA Data Managers
Sept. 11, 2024	Release of key datasets to LEAs	<ul style="list-style-type: none"> • At-Risk • Demographic & Characteristics Conflicts • English Learners (including Recently Arrived EL) • Free and Reduced Meal Status (FARMS) • Grade Levels • Homeless • Migrant Students • Military Connected • Student Demographic • Student Enrollment • Students with Disabilities & 504 	LEA Data Manager
Sept. 23, 2024	Release of key datasets to LEAs	<ul style="list-style-type: none"> • Faculty and Staff 	Faculty & Staff POC LEA Data Manager
Oct. 7, 2024	Release of key datasets to LEAs	<ul style="list-style-type: none"> • Attendance 	Attendance Monitor
Oct. 18, 2024	OST Submission deadline for First Certification	<ul style="list-style-type: none"> • Faculty and Staff 	Faculty & Staff POC LEA Data Manager
Nov. 1, 2024	First Certification	<ul style="list-style-type: none"> • Faculty and Staff 	Head of School Proxy Head of School
Dec. 2, 2024	Release of key datasets to LEAs	<ul style="list-style-type: none"> • Discipline • Course Data • Dual Enrollment • Cohort Responsible School & First Ninth Grade Year (FNGY) 	Course Collection POC LEA Data Manager Discipline POCs
Dec. 17, 2024	Release of key datasets to LEAs	<ul style="list-style-type: none"> • School Health Profile (Release for LEA-level users) 	LEA Health Profile POC
Jan. 10, 2025	OST submission deadline for Second Certification	<ul style="list-style-type: none"> • Student Enrollment • Student Attendance • Course Data • Discipline 	Attendance Monitor Course Collection POC Discipline POCs LEA Data Manager
Jan. 15, 2025	Release of key datasets to LEAs	<ul style="list-style-type: none"> • School Health Profile (Release for school-level users) • School Testing Windows 	School Health Profile POC Assessment POC
Jan. 17, 2025	Second Certification	<ul style="list-style-type: none"> • Student Enrollment • Student Attendance • Course Data • Discipline 	Head of School Proxy Head of School
Feb.4, 2025	OST submission deadline for Third Certification	<ul style="list-style-type: none"> • School Health Profile 	Head of School Proxy Head of School
Feb. 18, 2025	Third Certification	<ul style="list-style-type: none"> • School Health Profile 	Head of School Proxy Head of School

SY2024-25 DATA VALIDATION POLICY

Date	Action	Relevant Datasets		Responsible Party
Mar. 21, 2025	OST submission deadline for Fourth Certification	<ul style="list-style-type: none"> • Student Enrollment • Student Attendance • Course Data • Discipline 		Attendance Monitor Course Collection POC Discipline POCs LEA Data Manager
Mar. 28, 2025	Fourth Certification	<ul style="list-style-type: none"> • Student Enrollment • Student Attendance • Course Data • Discipline 		Head of School Proxy Head of School
May 9, 2025	Release of key dataset to LEAs	<ul style="list-style-type: none"> • Assessment Data 		Assessment POCs LEA Data Manager
June 27, 2025	OST submission deadline for Fifth Certification	<ul style="list-style-type: none"> • Assessment Data • At-Risk • Calendars • Course Data • Cohort Responsible School & First Ninth Grade Year (FNGY) • Demographic & Characteristics Conflicts • Discipline • Dual Enrollment • English Learners 	<ul style="list-style-type: none"> • Free and Reduced Meal Status (FARMS) • Grade Levels • Homeless • Attendance • Migrant Students • Military Connected • School Testing Windows • Student Demographic • Student Enrollment • Students with Disabilities & 504 	Assessment POCs Attendance Monitor Course Collection POC Discipline POCs LEA Data Manager
Jul. 2, 2025	Fifth Certification	<ul style="list-style-type: none"> • Assessment Data • At-Risk • Calendars • Course Data • Cohort Responsible School & First Ninth Grade Year (FNGY) • Demographic & Characteristics Conflicts • Discipline • Dual Enrollment • English Learners 	<ul style="list-style-type: none"> • Free and Reduced Meal Status (FARMS) • Grade Levels • Homeless • Attendance • Migrant Students • Military Connected • School Testing Windows • Student Demographic • Student Enrollment • Students with Disabilities & 504 	Head of School Proxy Head of School
*Extended Year LEAs Deadlines will receive a separate communication from OSSE.				