



# Data Validation Deadline Policy: 2025-26 School Year

*(As of 5/28/2026)*

## Background

Each year, the Office of the State Superintendent of Education (OSSE) embarks on the annual school year data collection cycle. 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 processes 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 require heads of school to certify data because they have significant impacts on LEA funding and public reporting (e.g., annual assessment results, graduation rates), as well as the annual DC Report Card displays.

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

## New for SY2025-26

### **Removal of Mid-Year Certifications for Enrollment, Attendance, Discipline, and Course Data (EADC)**

OSSE will no longer require mid-year certifications for student enrollment, attendance, discipline, and course. Instead, LEAs will complete a singular certification date at the end of the school year for EADC.

### **Extended School Year LEA Certifications**

OSSE seeks to establish a standardized final data validation certification date for LEAs whose academic calendar extends beyond the traditional school year and accept enrollments after June 30. Establishing a uniform certification timeline will support operational consistency, improve data integrity, and provide LEAs with sufficient time to finalize and certify their records accurately. Furthermore, this approach allows LEAs and OSSE to plan, ensuring transparency and consistency for all stakeholders regardless of the instructional model in use.



The Extended School Year LEAs' final certification will be divided into two distinct cycles. For further explanation, see below.

- The LEAs must choose which cycle to select by the last Friday in October annually.
- A form will be provided to the LEA Data Manager via email requesting a selection.
- Failure to respond by the deadline will result in OSSE selecting a cycle.

**Note:** If an Extended School Year LEA has students who participate in statewide assessments, the student enrollment and demographic data **must** be finalized on the same timeline as traditional schools.

A confirmation email will be sent to the LEAs with the final certification timelines.

The LEA will select either cycle 1 or cycle 2. The OST submission deadline, last feed date, and final certification date will maintain a set cadence.

- OST Submission Deadline, either
  - The last Monday in July; or
  - The Second Monday in August.
- Last Feed OSSE Processes Date – 3 business days after the OST Submission Deadline
- Certification Date – 1 business day after the Last Feed Date

See the table below for an example of an LEA selecting Cycle 1 and Cycle 2.

<b>Cycle 1</b> <b>(Commences the last Monday in July)</b>	<b>Cycle 2</b> <b>(Commences the Second Monday in Aug.)</b>
<b>OST Submission Deadline</b>	
Monday, July 27	Monday, Aug. 10
<b>Last Feed Date</b>	
Thursday, July 30	Thursday, Aug. 13
<b>Certification Date</b>	
Friday, July 31	Friday, Aug. 14

Table 1: Example of Cycle 1 and Cycle 2

## Reminder

Although Faculty and Staff, School Health Profiles, and course data must be certified by the LEA, these datasets are not included in the Data Validation Qlik application<sup>1</sup>.

### Faculty and Staff Data

The Faculty and Staff data is released and certified in the [Faculty and Staff Application](#). Guidance on the Faculty and Staff Data Collection is available at <https://osse.dc.gov/page/faculty-and-staff-data-collection>.

*Note: Accurate data from LEAs is essential to ensure that school staff have appropriate access to systems and student information and should remain a top priority for LEAs.*

### School Health Profiles

School Health Profiles data is released and certified in the [School Health Profiles Application](#). Guidance on school health profiles is available at <https://osse.dc.gov/node/722242>.

### LEA Course Data

The LEA course data is released and certified in the LEA Course Data Qlik Dashboard application in [Qlik](#). Guidance on the LEA Course Data Collection is available at <https://osse.dc.gov/coursedatacollection>.

## Scope

Annually, OSSE determines which data to include in the Data Validation process. [See Table 1: Datasets in Scope for Data Validation.](#)

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

Table 2: Datasets in Scope for Data Validation

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<sup>1</sup> See [Appendix I. Data Validation Details by Date](#) for the dataset release dates and deadlines.

## Process

There are five basic steps to the data validation process.

1. **OSSE releases datasets to LEAs<sup>2</sup>.** OSSE will release the datasets to LEAs along with any related guidance (including training).
2. **LEA Points of Contact (POCs) review datasets.** The POCs identified in [Appendix I. Data Validation Details by Date](#) are expected to review the data in the corresponding applications.
3. **LEAs can submit an [OSSE Support Tool \(OST\)](#) ticket if corrections or updates are needed to the data.** When submitting OST tickets, ensure the submission is within the OST deadline<sup>3</sup>.
4. **OSSE resolves OST tickets.** If the data needs to be updated, OSSE will make the adjustments and refresh the data.
5. **LEAs certify the data.** On the certification date, Heads of School or the Proxy Heads of School will certify the data.

*Note: Although the steps above are consistent in the Data Validation process, regardless of the dataset, the timeline for each step may differ based on the dataset.*

## Deadlines

Each year, OSSE will issue a comprehensive set of Data Validation deadlines. The two critical deadlines for LEAs are the OST and certification deadlines (steps 4 and 5 above, respectively). 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](#).

Except in cases of a bona fide error on the part of OSSE, 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.

## Appeals

Appeals for acceptance of new or corrected data after the 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. LEAs will not need to recertify data after the appeal.

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 Chief Information Officer, Stephanie Davis, at [Stephanie.Davis3@dc.gov](mailto:Stephanie.Davis3@dc.gov).

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<sup>2</sup> The Faculty & Staff and School Health Profiles datasets are not released in the Data Validation Qlik application.

<sup>3</sup> OST Deadlines are outlined in [Appendix I. Data Validation Details by Date](#).

## Appendix I. Data Validation Details by Date

Unless otherwise stated, all certification windows will open at 9 a.m. and close at 5 p.m. the same day.

Date	Action	Relevant Datasets	Responsible Party
May 23, 2025	Release of key datasets to LEAs	Calendars	LEA Data Managers
Aug. 27, 2025	Release of key datasets to LEAs	<ul style="list-style-type: none"> <li>• At-Risk</li> <li>• Demographic &amp; Characteristics Conflicts</li> <li>• English Learners (including Recently Arrived EL)</li> <li>• Free and Reduced Meal Status (FARMS)</li> <li>• Attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Grade Levels</li> <li>• Homeless</li> <li>• Migrant Students</li> <li>• Military Connected</li> <li>• Student Demographic</li> <li>• Student Enrollment</li> <li>• Students with Disabilities &amp; 504</li> </ul>
Sept. 16, 2025	Release of key datasets to LEAs	• Course Data	Course Collection POC
Sept. 22, 2025	Release of key datasets to LEAs	• Faculty and Staff	Faculty & Staff POC LEA Data Manager
Oct. 17, 2025	OST Submission deadline for First Certification	• Faculty and Staff	Faculty & Staff POC LEA Data Manager
Nov. 3, 2025 9:00 a.m. – Nov. 4, 5:00 p.m.	<b>First Certification</b>	• Faculty and Staff	Head of School Proxy Head of School
Dec. 2, 2025	Release of key datasets to LEAs	<ul style="list-style-type: none"> <li>• Discipline</li> <li>• Cohort Responsible School &amp; First Ninth Grade Year (FNGY)</li> </ul>	Discipline POCs LEA Data Manager
Dec. 8, 2025	Release of key datasets to LEAs	• School Health Profile (Release for LEA-level users)	LEA Health Profile POC
Jan. 12, 2026	Release of key datasets to LEAs	<ul style="list-style-type: none"> <li>• School Health Profile (Release for school-level users)</li> <li>• School Testing Windows</li> </ul>	School Health Profile POC Assessment POC
Feb. 2, 2026	OST submission deadline for Second Certification	• School Health Profiles	LEA Data Manager Proxy Head of School
Feb 5, 2026	Release of key dataset to LEAs	• Dual Enrollment	LEA Data Manager Dual Enrollment POC
Feb. 17, 2026	<b>Second Certification</b>	• School Health Profiles	Head of School Proxy Head of School

**SY2025-26 DATA VALIDATION POLICY V.2**

Date	Action	Relevant Datasets		Responsible Party
May 22, 2026	Release of key dataset to LEAs	<ul style="list-style-type: none"> <li>• Assessment Data</li> </ul>		Assessment POCs LEA Data Manager
June 25, 2026	OST submission deadline for Third Certification	<ul style="list-style-type: none"> <li>• Assessment Data</li> <li>• At-Risk</li> <li>• Calendars</li> <li>• Course Data</li> <li>• Cohort Responsible School &amp; First Ninth Grade Year (FNGY)</li> <li>• Demographic &amp; Characteristics Conflicts</li> <li>• Discipline</li> <li>• English Learners</li> </ul>	<ul style="list-style-type: none"> <li>• Free and Reduced Meal Status (FARMS)</li> <li>• Grade Levels</li> <li>• Homeless</li> <li>• Attendance</li> <li>• Migrant Students</li> <li>• Military Connected</li> <li>• School Testing Windows</li> <li>• Student Demographic</li> <li>• Student Enrollment</li> <li>• Students with Disabilities &amp; 504</li> </ul>	Assessment POCs Attendance Monitor Course Collection POC Discipline POCs LEA Data Manager Special Education POC
Jul. 2, 2026	<b>Third Certification</b>	<ul style="list-style-type: none"> <li>• Assessment Data</li> <li>• At-Risk</li> <li>• Calendars</li> <li>• Course Data</li> <li>• Cohort Responsible School &amp; First Ninth Grade Year (FNGY)</li> <li>• Demographic &amp; Characteristics Conflicts</li> <li>• Discipline</li> <li>• English Learners</li> </ul>	<ul style="list-style-type: none"> <li>• Free and Reduced Meal Status (FARMS)</li> <li>• Grade Levels</li> <li>• Homeless</li> <li>• Attendance</li> <li>• Migrant Students</li> <li>• Military Connected</li> <li>• School Testing Windows</li> <li>• Student Demographic</li> <li>• Student Enrollment</li> <li>• Students with Disabilities &amp; 504</li> </ul>	Head of School Proxy Head of School