



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

Data Validation Deadline Policy: 2020-21 School Year

(Updated April 29, 2021)

As we embark upon the 2020-21 school year collection cycle, we know that the way we manage, and process data has changed due to the pandemic and our current environment. The Office of the State Superintendent of Education (OSSE) has taken these challenges into consideration by allowing some flexibilities 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.

What's New

Although the Faculty and Staff data must be certified by the LEA, these data will not be included in the SY20-21 Data Validation Qlik application. These data will be validated in the new Faculty and Staff Application that will be released to LEAs on Tuesday, Sept. 29.

Scope

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

Datasets in Scope for Data Validation: SY20-21	
At-Risk	Homeless
Calendars	In Seat Attendance (ISA)
Cohort Responsible Schools	Migrant Students
Demographic Conflicts	Military Connected

English Learners	English Learners
Faculty & Staff	Student Demographic
Free and Reduced Meal Status (FARMS)	Student Enrollment
Grade Levels	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, the timeline for each step is 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 (numbers 4 and 5 above, respectively) – are set so as 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 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, if relevant, 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. 29, 2020	Release of key datasets to LEAs	<ul style="list-style-type: none"> • Faculty and Staff • 	LEA Data Manager Faculty & Staff POC
Oct. 16, 2020	OST submission deadline for First Certification	<ul style="list-style-type: none"> • Faculty and Staff 	LEA Data Manager Faculty & Staff POC
Oct. 20, 2020	Release of key datasets to LEAs	<ul style="list-style-type: none"> • Student Enrollment • Student Demographic • Demographic Conflicts • Military Connected • ISA • FARMS • At-Risk • Students with Disabilities & 504 • Calendars 	LEA Data Manager
Oct. 30, 2020	First Certification	<ul style="list-style-type: none"> • Faculty and Staff 	Head of School
Jan. 26, 2021	Release of key datasets to LEAs	<ul style="list-style-type: none"> • Grade levels • English Learners 	LEA Data Manager
March 30, 2021	Release of key datasets to LEAs	<ul style="list-style-type: none"> • Cohort Responsible School • Migrant Students 	LEA Data Manager
July 9, 2021	OST submission deadline for Second <u>and</u> Third Certification	<ul style="list-style-type: none"> • Student Enrollment • Student Demographic • Demographic Conflicts • Military Connected • FARMS • At-Risk • English Learners • Students with Disabilities & 504 • Calendars • Grade levels • Migrant Students • Cohort Responsible School 	LEA Data Manager

Date	Action	Relevant Datasets	Responsible Party
July 23, 2021	Second <u>and</u> Third Certification	<ul style="list-style-type: none"> • Student Enrollment • Student Demographic • Demographic Conflicts • Military Connected • FARMS • At-Risk • English Learners • Students with Disabilities & 504 • Calendars • Grade levels • Migrant Students • Cohort Responsible School 	Head of School
July 30, 2021	OST submission deadline for Third Certification	For Extended Year (EY) LEAs only <ul style="list-style-type: none"> • Student Enrollment • Student Demographic • Demographic Conflicts • Military Connected • FARMS • At-Risk • English Learners • Students with Disabilities & 504 • Calendars • Grade levels • Migrant Students • ISA • Cohort Responsible Schools 	LEA Data Manager
Aug. 13, 2021	Fourth Certification	For Extended Year (EY) LEAs only <ul style="list-style-type: none"> • Student Enrollment • Student Demographic • Demographic Conflicts • Military Connected • FARMS • At-Risk • English Learners • Students with Disabilities & 504 • Calendars • Grade levels • Migrant Students • ISA • Cohort Responsible Schools 	Head of School

Appendix II. Data Validation Details by Dataset and Certification Deadline The table below shows the release date, OST ticket deadline, and certification deadline for each dataset, as well as the number of calendar days the LEA has to review between the time the data are released and the OST ticket deadline. (EY= Extended Year LEAs).

Dataset	Released to LEAs	Days to Review	OST Ticket Deadline	Certification Deadline
Faculty & Staff	Sept. 29, 2020	18	Oct. 16, 2020	Oct. 30, 2020
Student Enrollment	Oct. 20, 2020	276	July 9, 2021	July 23, 2021
Student Demographic	Oct. 20, 2020	276	July 9, 2021	July 23, 2021
Demographic Conflict	Oct. 20, 2020	276	July 9, 2021	July 23, 2021
Military Connected	Oct. 20, 2020	276	July 9, 2021	July 23, 2021
In Seat Attendance (ISA)	Oct. 20, 2020	276	July 9, 2021	July 23, 2021
FARMS	Oct. 20, 2020	276	July 9, 2021	July 23, 2021
At-Risk	Oct. 20, 2020	276	July 9, 2021	July 23, 2021
SWD/504	Oct. 20, 2020	276	July 9, 2021	July 23, 2021
Calendars	Oct. 20, 2020	276	July 9, 2021	July 23, 2021
English Learners	Jan 26, 2021	178	July 9, 2021	July 23, 2021
Grade Levels	Jan. 26, 2021	178	July 9, 2021	July 23, 2021
Migrant Students	March 30, 2021	125	July 9, 2021	July 23, 2021
Cohort Responsible School	March 30, 2021	125 EY: 146	July 9, 2021 EY: July 30, 2021	July 23, 2021 EY: Aug. 13, 2021