District of Columbia
Office of the State Superintendent of Education

FACULTY AND STAFF DATA COLLECTION APPLICATION

LEA User Guide

September 2023

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Introduction

The Office of the State Superintendent of Education's (OSSE's) Faculty and Staff Application has two modules –

> **Faculty and Staff Data Collection Module**: Provides local education agencies (LEAs) a platform to submit their annual Faculty and staff data to OSSE.

> **Educator Talent and Equity Dashboard Module**: Provides each DC LEA and OSSE staff with insights on educator supply and demand, retention and teacher equity.

This serves as the user guide for the Faculty and Staff Data Collection Module. The application allows LEAs to (1) add or update their faculty and staff data within the application or by file upload, and (2) allows Heads of Schools to certify their faculty and staff data at the end of the collection window. For more information on the business rules, please consult the 2023 Faculty and Staff Data Collection Policy Guidance.

Faculty and Staff Data Collection Timeline

Each LEA will receive its data previously submitted to the Faculty and Staff Data Collection and All Staff* applications when the application is opened at the start of the collection window. It is the responsibility of the LEA to review the data in the Faculty and Staff Collection Application and make updates to reflect the staffing roster as of **Oct. 5, 2023**.

Action	Date
Application Release** [Receive SY2023-24 data]	Monday, Sept. 25, 2023
Last day to submit tickets via OSSE Support Tool (OST)	Friday, Oct. 20, 2023
Last day to upload data via template [Import button will be removed]	Friday, Oct. 27, 2023 [5 p.m.]
LEAs manually edit entries in the application	Monday, Oct. 30 to Wed., Nov. 1
Due Date [Application becomes read-only]	Wednesday, Nov. 1, 2023 [5 p.m.]
Certification Day	Thursday, Nov. 2, 2023 [9 a.m. to 5 p.m.]
Appeals Window	Friday, Nov. 3 to Fri., Nov. 10, 2023

*The All Staff Application can be accessed through the Integrated Data System (IDS). The Faculty and Staff Application excludes non-teaching staff identified as "leavers" from the pre-populated data from the All Staff Application. Teacher leavers are included to record the "Previous School Year Evaluation Rating."

**The earliest an LEA can submit its final roster is Thursday, Oct. 5, 2023.

Certification Day

LEA Heads of School must certify the data submitted are correct on **Thurs., Nov. 2, 2023 by 5pm**. The application will provide a checkbox at the bottom of the Summary Page on Certification Day. Only LEA staff assigned the "Head of School" POC role in the All Staff Data Collection in the Integrated Data Submission (IDS) tool can certify data. **It is recommended that LEAs identify and designate two staff members as Heads of School in the FSDC application to ensure certification occurs by the deadline.** More information can be found in the 2023 Certification Guidance.

For a full list of data collection errors that will prevent the LEA from certifying or uploading data, please refer to Appendix C: Data Errors and Anomalies in the Faculty and Staff Application User Guide.

What is Included?

LEAs use the Faculty and Staff Data Collection Application to submit two sets of data:

- **Staffing Roster:** This includes every *direct hire* or *contractor who is part of the LEA's regular operations* as of Oct. 5, 2023. OSSE defines "regular operations" as "day-to-day academic, administrative, student support, maintenance, security and other activities necessary for the school to function."

  Examples*:* Teachers, school and LEA administrators, contracted related service providers, security guards/School Resource Officers (SROs)

  Nonexamples*:* Student teachers (unless the position is part of the LEA's regular operation), short-term (< 4 weeks) substitutes and contract employees who provide a non-regular service (e.g., carpenters refurbishing a lobby, truck drivers who deliver meals once a week, etc.)

- **Teacher Vacancies:** This includes vacant teacher positions as of Oct. 5, 2023. Teacher vacancies are recorded as the total Full Time Equivalencies (FTEs) vacant by school, subject and federal role.

Below are the data points that are pre-populated from the All Staff Application into the Faculty and Staff Data Collection Application. All data points not listed below must be updated in this year's Faculty and Staff Application.
- Full Name
- Social Security Number (SSN) [Last four digits] or Individual Taxpayer Identification Number (ITIN)
- Local Staff ID
- Date of Birth
- Gender
- Race
- Ethnicity
- LEA Name/Code
- School Name/Code
- Federal Role
- Returning Status (only for teachers from last year who are not returning)
- Leave Date (only for teachers from last year who are not returning)

USING THE APPLICATION: A FLOWCHART OVERVIEW

For a detailed process flow of the application, please refer to the chart below:

START HERE

How many staff positions or vacancies need to be addressed?

Multiple

Click ⬇ Download in the top right corner to download your LEA's data to edit in a spreadsheet

Blank Templates
Current Data
Last Year's Data

Edit staff and vacancy records in the spreadsheet.

Click ⬆ Import and follow the instructions to upload your edited spreadsheet to the application

After your upload is finished, click ⬆ Import to check its status

✓ = successful upload

⊘ = failed upload

Click "Results File" next to your failed upload on the import log

Imported File
Results File

Check the last 2 columns in each tab in the Results File to see which records have errors preventing your upload. Make corrections in your **original** spreadsheet.

Errors:
Click on the error type to view a list of effected records

Check error reports at the bottom of the Summary Page for errors that will prevent certification

END HERE

No Errors: Dataset is ready for certification

System processes entry:

- Error report generation
- UFSI generation for new staff (overnight)
- Key Performance Indicators (KPI) update (overnight)

One

Add new entry

+ Add New
Faculty And Staff
Vacancy

Select **Add New** in the top right-hand corner to add a new staff member or vacancy.

Edit entry

Click on the "All Staff" tab at the top of the page. Click "Vacancy" for vacancies.

Search for the record you would like to edit by Unique Faculty and Staff Identifier (UFSI), first, last name. Use filters for vacancies

Click the edit icon (✏) next to the record in question to make edits

Accessing the Faculty and Staff Application

Preferred Internet Browser

For the best experience, OSSE recommends that LEAs use the latest version of Google Chrome or Apple Safari.

Gaining Access

To access the Faculty and Staff Data Collection Application, LEA staff first must have an OSSE Statewide Longitudinal Education Data (SLED) system account and must be assigned to one of the following POCs in the All Staff Application in IDS:

1. Faculty and Staff POC
2. Head of School POC
3. LEA Data Manager POC

For further information on how to assign POCs in the All Staff Application, please refer to the IDS User Guide. If an LEA staff member needs a SLED account, they must contact their LEA Data Liaison.

Site

Log in to the Faculty and Staff Application at data.osse.dc.gov/faculty-and-staff/ using the same username and password used to access **SLED**. If you already have a SLED account but need to reset your password, please contact OSSE at sled.info@dc.gov.

Users can also access the application by going to sled.osse.dc.gov, clicking on the Related Sites tab located on the navigation bar and clicking on Faculty and Staff Application.
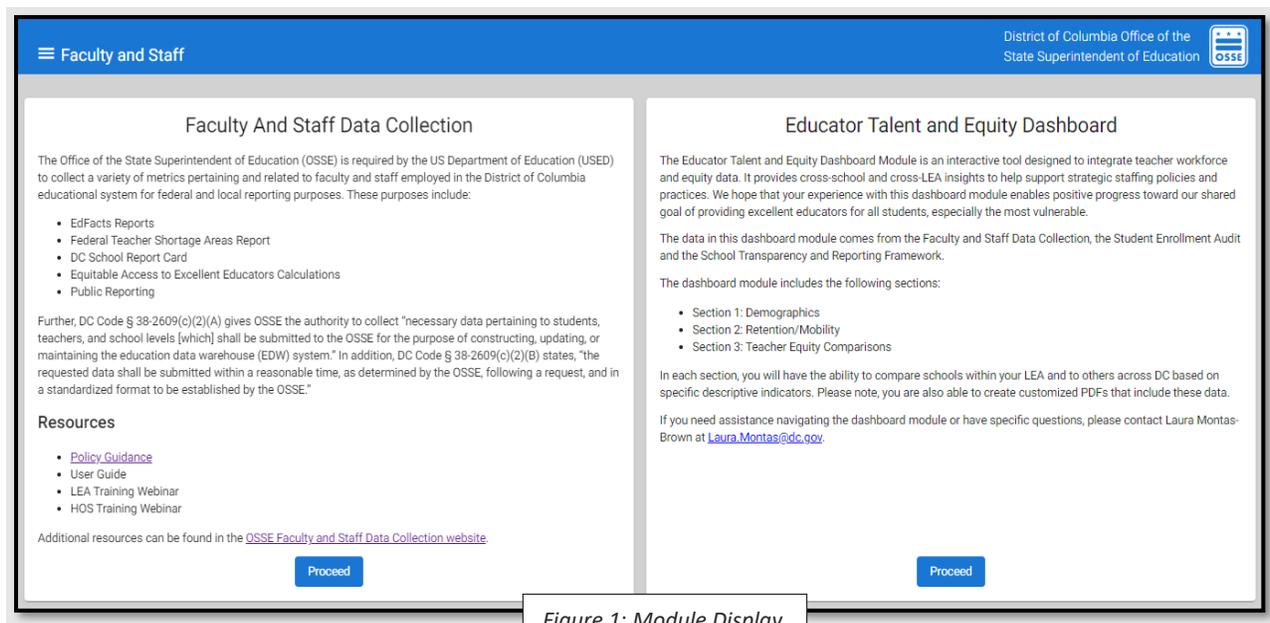
Modules

Figure 1: Module Display

The application displays both the Faculty and Staff Data Collection and Educator Talent and Equity Dashboard Modules. Select the module you wish to view by clicking **Proceed**.

Summary Page

The Summary page is the first page displayed after the user logs in to the application. The Summary page serves as a support tool as it displays counts and percentages through key performance indicators (KPIs), tables, bar charts and filters to ensure the data submitted is accurate. It includes the total number or percentage of **(1)** staff members by the LEA or school, **(2)** staff members counted in each category, **(3)** data errors, and **(4)** data anomalies.

The Summary page also contains a Feedback Survey.

Filters

By default, the LEA filter is applied to the Summary page and displays the related counts; however, the school filter can be applied to view the counts by a specific school.

Click the **Clear Filters** (✕ CLEAR FILTERS) icon to remove all applied filters.

Key Performance Indicators (KPIs)

The Summary page displays the following KPIs:

- Teacher Headcount
- School Administrator/Related Service Provider/Special Education (SPED) Paraprofessional Headcount
- All Other Staff Headcount
- Leaver-LEA Headcount
- Teacher Vacancy FTE
- Total English Learner (EL) Teacher Headcount
- EL Certified Percentage
- SPED Certified
- Teacher Novice Percentage
- Teacher In-field Percentage
- Teacher Percent Certified
- Teacher Retention Rate at School

To view the related information connected to a KPI, simply click on a KPI or bar chart and the application will display the information on the All Staff, Vacancy, or Other Reports Page. KPIs, tables and bar charts exclude staff without a Unique Faculty and Staff Identifier (UFSI).

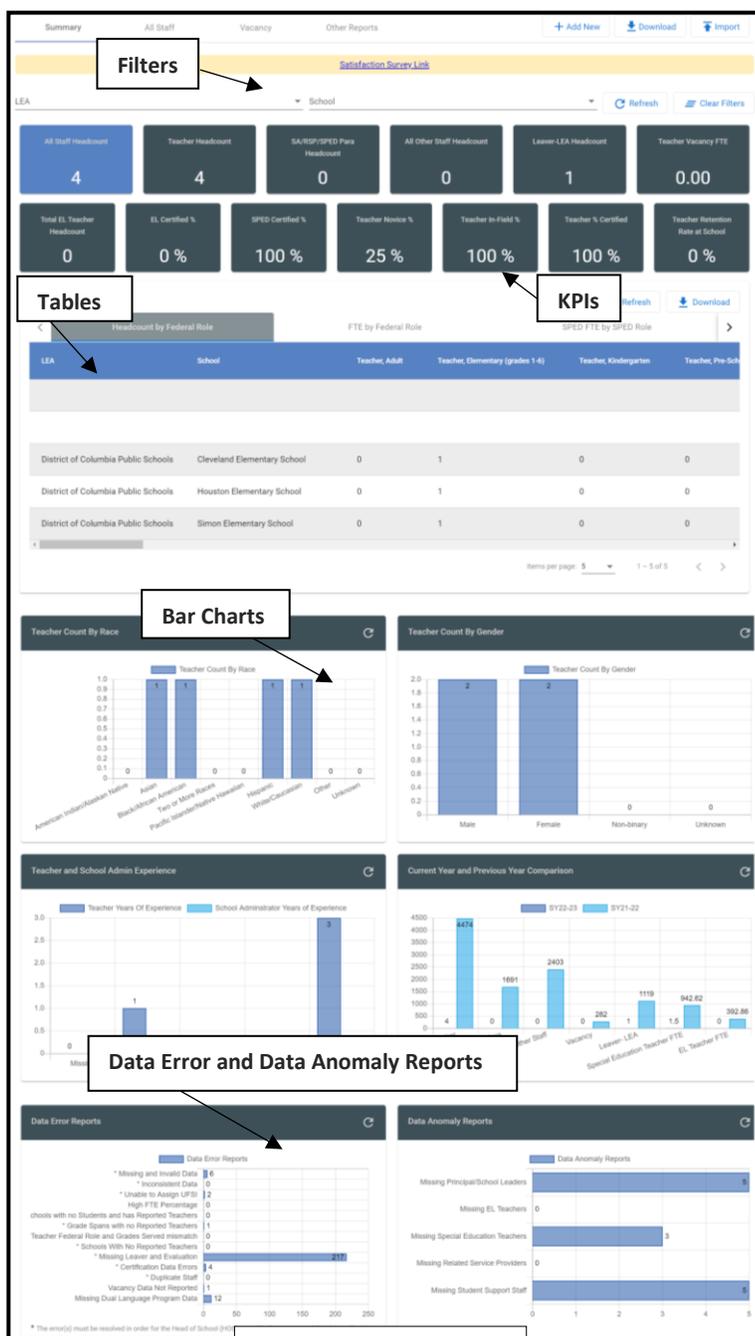For a description of each KPI and how they are calculated, please see Appendix A: Summary Page KPIs.

Figure 2: *Summary Page*

Tables

- The **Headcount by Federal Role** table displays a unique count of faculty and staff by federal role. Note, the "All Schools" row in the table represents LEA level counts, and the other rows represent counts by each school within the LEA. The table can be exported to Excel by clicking on the **Download** button (⬇ Download) on the top right of the table.

- The **FTE by Federal Role** table displays the sum of FTE by federal role. Note, the "All Schools" row in the table represents LEA level counts, and the other rows represent counts by each school within the LEA. The **FTE by Federal Role** table can be exported to Excel by clicking on the **Download** button on the top right of the table.

- The **SPED FTE by SPED Role** table displays the sum of SPED FTE by federal role. Note, the "All Schools" row in the table represents LEA level counts, and the other rows represent counts by each school within the LEA. The **SPED FTE by SPED Role** table can be exported to Excel by clicking on the **Download** button on the top right of the table.

Bar Charts

- The **Teacher Count by Race** bar chart displays a unique count of teachers by race.

- The **Teacher Count by Gender** bar chart displays a unique count of teachers by gender.

- The **Teacher Years of Experience** bar chart displays a unique count of faculty and staff with the teacher years of teaching experience in the following ranges 0-1, 2-5, 6-10, 11+.

- The **School Administrator Years of Experience** bar chart displays a unique count of faculty and staff with the school administrator years of experience in the following ranges: 0-1, 2-5, 6-10, and 11+.

- The **Current Year and Previous Year** bar chart allows the user to compare aggregate data submitted in the current collection to data submitted in the previous faculty and staff data collection.

Data Error and Data Anomaly Reports

- The **Data Error Reports** section displays the number of data entries that are incomplete, inconsistent, in incorrect format, or invalid.

- The **Data Anomaly Reports** section displays data that deviates from what is standard, normal, or expected. The data may be correct, but LEA users should confirm the accuracy of inputs.
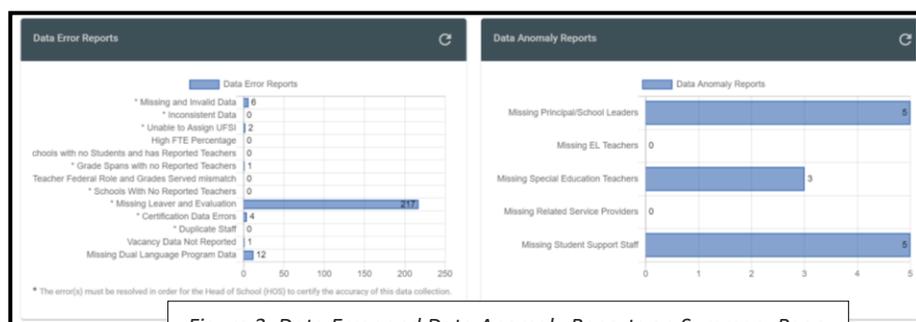

Figure 3: Data Error and Data Anomaly Reports on Summary Page

- For more information on **which files are affected** by each error or anomaly, click on the bar next to the name of the error or report. The application will take you to a list of affected records and/or schools.

Data Errors and Anomalies List

| Issue	Prevents File Import	Prevents Certification on Certification Day	Anomaly (No Effect)
Certification Data Errors		✓ (DCPS)	✓ (Charters)
Duplicate Position	✓	✓	
Duplicate Staff		✓	
Grade Spans with No Reported Teachers		✓	
Inconsistent Data*		✓	
Missing Dual Language Program Data		✓	
Missing or Invalid Data*	✓	✓	
Missing Teacher Record from Previous Year		✓	
Schools with No Reported Teachers		✓	
Schools with No Students and Has Reported Teachers		✓	
Teacher Federal Role and Grades Served Mismatch		✓	
Unable to Assign UFSI		✓	
Vacancy Data Not Reported		✓	
High FTE Percentage			✓
Missing EL Teachers			✓
Missing Principal/School Leaders			✓
Missing Related Service Providers			✓
Missing Special Education Teachers			✓
Missing Student Support Staff			✓

* The application displays an error alert (⚠) to the left of records that have missing, invalid, or inconsistent data on the All Staff page. This only shows which *records*, not fields, are affected by missing, invalid, or inconsistent data. To find out which fields are affected, please download your "Current Data" or a Results file from your last upload and navigate to the "Column Level Validations" column at the end of each data sheet for more information about which row has an error and in what field. *Tip: You can apply a filter to your "Column Level Validations" column to isolate rows with data issues.*

Refer to **Appendix C: Data Errors and Anomalies** for frequently asked questions, descriptions of each data error and anomaly, and guidance on how to resolve error or anomaly.

All Staff Page

The All Staff page displays all the positions for every staff member in a table. Staff members receive a row for each federal role they hold. Users can access the All Staff page by clicking its icon at the top dashboard. Clicking on select KPIs and data error and anomaly reports on the Summary page will also take the user to the **All Staff page**.

The page allows the user to filter, add, edit, and delete faculty and staff, as well as download and import data.

Figure 4: All Staff Page
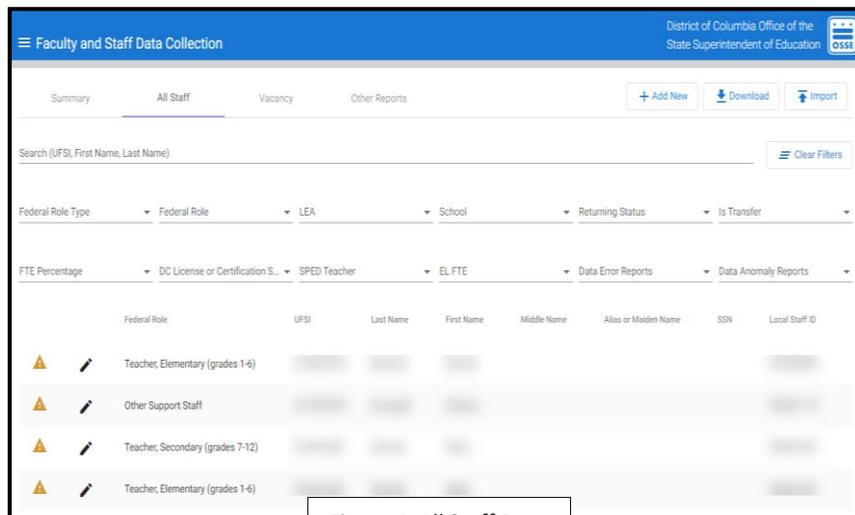
Filters

The **All Staff** page contains several filters that will allow the user to search faculty and staff data. Once one or more values are selected in the filter, the data on the page will automatically refresh with results. Click the **Clear Filters** (✕ CLEAR FILTERS) icon to remove all applied filters so a new filter can be applied. Applied filters are highlighted in blue to make it easier for the user to view what filters have been applied. **NOTE**: Applied filters are held throughout the application across pages. Please be sure to clear filters when verifying the accuracy of all inputs.

Users can find a list of filters on the All Staff page below:

- Search (by UFSI, First Name, or Last Name)
- Federal Role Type
- Federal Role
- LEA
- School
- Returning Status
- Transfer Status
- FTE Percentage
- OSSE Credential Status
- SPED Teacher
- EL FTE
- Data Error Reports
- Data Anomaly Reports

Updating Faculty and Staff Data

There are two methods to add and update staff data

- o **User Interface:** The application allows the user to add/update data for one staff member or vacancy at a time within the application itself
- o **File Import:** The application allows users to upload an OSSE-provided Excel template with all roster and vacancy entries and fields at once

User Interface

Creating a New User Profile

1. Verify if the staff member is already in the application using the **Search** (UFSI, First Name, Last Name) function prior to adding new faculty and staff.

Figure 5: Add New Faculty and Staff button

Users should **NOT** create a new profile for an existing staff member if they need to enter multiple positions. This will create a duplicate profile error that will prevent LEAs from certifying their data. Users should add a new position to an **existing** profile in this scenario. Skip to the next section of this guide to learn how to input multiple positions for an existing staff member.

2. If the staff member is not in the application, click on the **Add New** and select **Faculty and Staff** button located on the top right of the application.

3. Complete the **Staff Profile page**. The Staff Profile page contains **Staff Member Identifiers and Demographic Information** and **Returning Status** sections. Refer to **Appendix B: 2023 Data Element Descriptions and Allowable Values** for a list of data fields.

4. Check for errors. The application displays an **alert** icon (⊘) for the sections that have missing or invalid data to make it easier for the user to identify where the data needs correction. Refer to **Appendix B: 2023 Data Element Descriptions and Allowable Values** for the list of error messages. The application displays a green check box (✓) for the sections that have complete and valid data.

5. **Save** your entry. The **Save** button is enabled only when there is no missing or invalid data in the form.
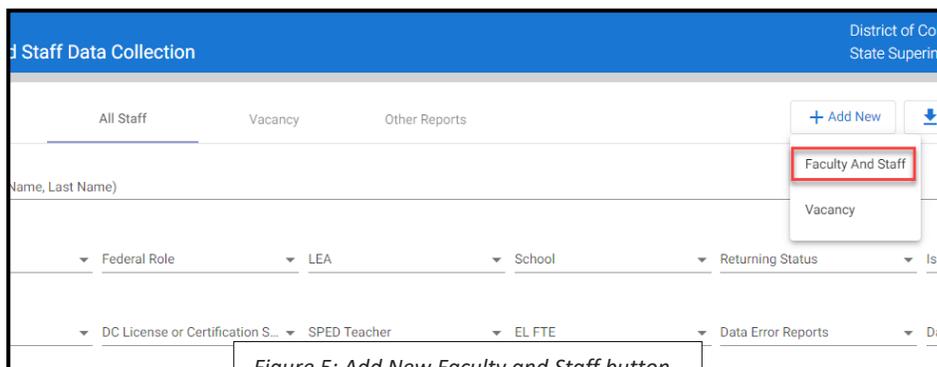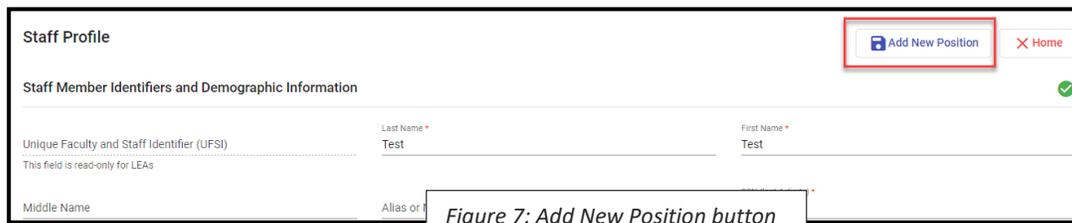
Figure 6: Staff Profile Page

Figure 7: Add New Position button

6. Click on the **Add New Position** button when the information in the Staff Profile page is complete and valid to open the **Staff Position page**. The user can exit the Staff Profile page at any time by clicking on **Home** (🏠 Home).

The Staff Position page contains *Employee Transfer, Federal Role, LEA and School Information, Role and Full Time Employment (FTE) Percentage, Special Education: Percentage of Time and Grades Served, English Learner FTE, Certification Information, Years of Experience, Education and Preparation and Performance Ratings* sections. Refer to **Appendix B: 2023 Data Element Descriptions and Allowable Values** for the list of data field requirements.

7. Enter information about the **position** the staff member holds.

   *Depending on the federal role selected, the application disables the data elements that are not necessary for the selected federal role. As an example, if a **Teacher, Kindergarten** is selected as the federal role, the application disables the **Principal Experience** field as Principal experience is not a relevant data field for a kindergarten teacher.*

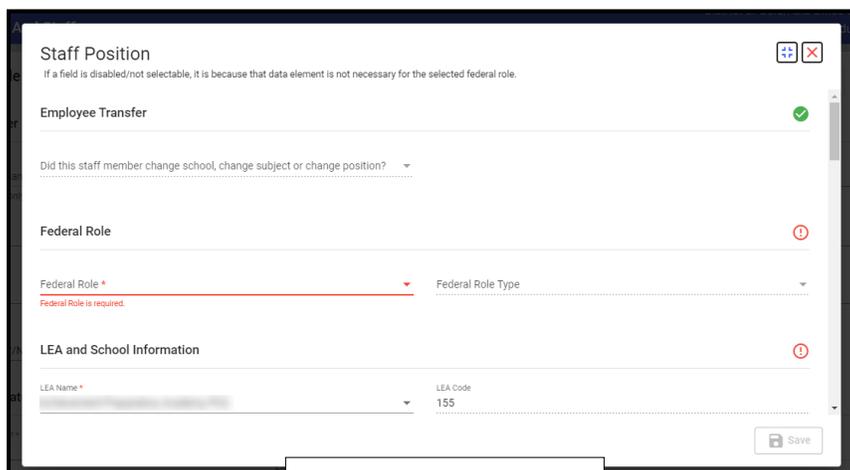Figure 8: Staff Position Page

8. Check for errors by checking for the **alert** icon (⊙) or green check box (✓) in each section.

9. **Save** your entry. The application saves the record and takes the user to the Staff Profile page.

10. Scroll down to see the staff member's position in the Staff Position section. The application will also display a timestamp that indicates when and by whom the profile and position pages were updated.

Entering Multiple Positions for a Staff Member

- For staff holding multiple positions, click on the **Add New Position** button and repeat steps 6-10 from the previous section.
- When the user is entering second and subsequent positions, the application automatically pre-populates data in certain fields from the first position page. This is because the data in these fields are expected to remain the same no matter how many positions are held by the staff member. Such fields are:
  a. DC Special Education Certification Status
  b. EL Certification Status
  c. Novice
  d. Teacher Years of Teaching Experience
  e. Years of School Administrator Experience
  f. Highest Education Attained
  g. Highest Degree Field/Major
  h. Previous School Year Below Effective Evaluation Rating

  If the user updates the information in any of the above fields, that information gets updated for all positions the staff member in question holds.

- Once the position is saved, all the positions are available in the Staff Positions section at the bottom of the Staff Profile page.

Editing Positions

In the **All Staff page**, all the positions for every staff member are available in a table.

1. Use the UFSI, first and/or last name to find the position profile for the staff member in question.
2. Click the **Edit** button (⬚) for the record to open the staff member's **Profile page** and update the sections as needed.
3. **Save** your entry.

File Import

The application allows the user to download the data from the application in OSSE's standardized **Excel template**, save the file on the user's computer, update the data as needed, and import the file back into the application.

Key Things to Note in File Import Functionality

1. When the file is successfully imported, it **replaces the data** in the application with newly imported data. Therefore, the user needs to be careful about the file used for import.

   Example: LEA currently has 100 records in the application. LEA user downloads the file and imports back a file that has only 60 records. When the file is successfully imported, the application deletes the 100 records and shows only 60 records that were imported.

2. Do **NOT** change the structure or formatting of the template. Even small changes to the way the template is structured can cause your upload to fail.

3. When filters are applied in the All Staff page or Vacancy page, the application downloads only filtered data; therefore, the user needs to download *unfiltered* data if they intend to use that file to import back to the application.

4. Though LEA Name and School Name are available in the template, the application only uses LEA Code and School Code to process the data. Please check the "Schools" tab to ensure you are using the correct school codes.

   Example: School ABC's school code is 123. School XYZ's school code is 789. When the user submits a record with an **ABC** value the in School Name field and **789** the value in the School Code field, the application only looks at the school code and assigns the staff member to School XYZ.

How is the Excel Template Organized?

The template is broken down by federal role type and divided into five separate sheets:

- Teacher Data
- PP, Admin, RSP
- All Other Staff
- Vacancy

Figure 9: Excel Template

Federal Role and Federal Role Type Crosswalk

Federal roles are categorized into three different types based on the data elements required for a federal role. The three types are Teacher, PP/Admin/RSPs, and All Other Staff.

Federal Role Type	Federal Role
Teacher	Teacher, Adult
Teacher	Teacher, Elementary (grades 1-6)
Teacher	Teacher, Kindergarten
Teacher	Teacher, Pre-School, and Pre-Kindergarten (grades PS and PK)
Teacher	Teacher, Secondary (grades 7-12)
PP, Admin, RSP	School Administrator – Principal/School Leader (designate ONE per school)
PP, Admin, RSP	School Administrator – Other
PP, Admin, RSP	Paraprofessional – Special Education
PP, Admin, RSP	Paraprofessional – General Education
PP, Admin, RSP	Special Education Support Staff, Audiologist
PP, Admin, RSP	Special Education Support Staff, Counselor/Rehabilitation Counselor
PP, Admin, RSP	Special Education Support Staff, Interpreter
PP, Admin, RSP	Special Education Support Staff, Medical/Nursing
PP, Admin, RSP	Special Education Support Staff, Occupational Therapist
PP, Admin, RSP	Special Education Support Staff, Orientation and Mobility Specialist
PP, Admin, RSP	Special Education Support Staff, Physical Therapist
PP, Admin, RSP	Special Education Support Staff, Psychologist
PP, Admin, RSP	Special Education Support Staff, Recreation and Therapeutic Recreation Specialist
PP, Admin, RSP	Special Education Support Staff, Social Worker
PP, Admin, RSP	Special Education Support Staff, Speech Language Pathologist
All Other Staff	Librarian/Media Specialist
All Other Staff	Library/Media Support Staff
All Other Staff	LEA Administrator
All Other Staff	Instructional Coordinator and Supervisor
All Other Staff	LEA Administrative Support Staff
All Other Staff	School Administrative Support Staff
All Other Staff	School Counselors/Directors
All Other Staff	School Counselors/Directors, Secondary (Grades 7-12)
All Other Staff	School Counselors/Directors, Elementary (Grades PS-6)
All Other Staff	Student Support Staff
All Other Staff	School Social Workers, Not Special Education Specific
All Other Staff	School Psychologists, Not Special Education Specific
All Other Staff	School Nurses, Not Special Education Specific
All Other Staff	Speech Language Pathologists, Not Special Education Specific
All Other Staff	Other Support Staff

Downloading Data

The download button is in the top right-hand corner of the application. The application provides the following three options when the **Download** button is clicked:

a. **Blank Templates**: Downloads a template that does not contain any pre-populated data. Blank templates have multiple sheets; do not modify the sheet names.

b. **Current Data**: Downloads a file that contains the data as it is in the application currently. When filters are applied in the All Staff page, the Current Data file downloads only filtered data as highlighted in each section on Filters. Downloading filtered data is useful to analyze a subset of data. **Download data without any filters if you want to use the downloaded file to update and import back into the application.**

c. **Last Year's Data**: Downloads a file that contains the faculty and staff data certified by the LEA in data validation in the previous year. Last year's data file is provided as a reset option for LEAs in case the user is not sure about the quality/content of the current data and wants to start from the beginning again. Last year's data file does not include any updates.
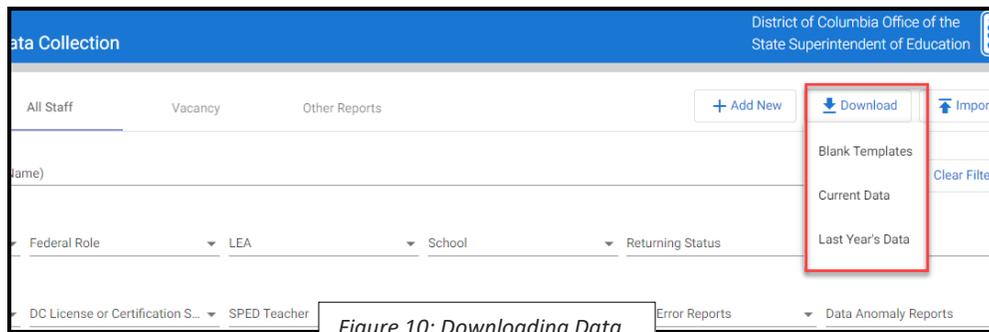

Figure 10: Downloading Data

Each Excel spreadsheet downloaded from the application includes two columns added to the end of the sheet as defined below. Please read carefully as information provided may impact your ability to import revised data into the system.

1. **Column Level Validations (These errors will prevent the user from importing the file)** – The column lists missing or invalid data errors and inconsistent data errors for the staff record. The user should review the error information and correct the data in the file. If the error is not corrected, the user cannot import the file into the application.

2. **Data Error Reports (These errors will NOT prevent the user from importing the file)** – The column lists all other data errors for the staff record such as Unable to assign UFSI, High FTE Percentage and Certification errors. The user should review and correct the data, but the user doesn't need to correct these errors to be able to import the file.

Figure 11: Error Messages in downloaded file

Import Data

The **Import** button is in the top right-hand corner of the application. Follow the steps outlined below to import data:

1. Click on **Import New File**.
2. Select the file you wish to import.
3. Read the content on the pop-up window. This feature is added to ensure the user understands that the application **replaces the current data** in the application with newly imported data.
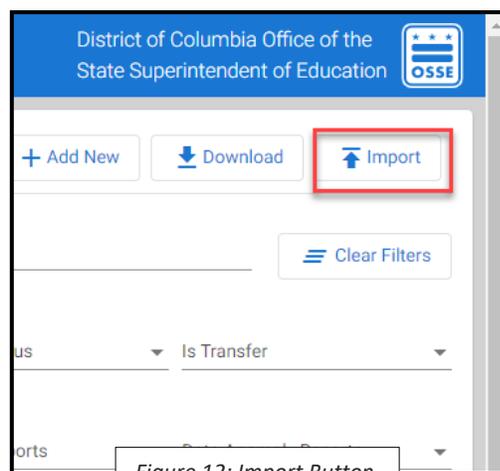4. Enter the word **IMPORT,** then press **Ok** to start the import.

When the import is in progress, existing records cannot be modified by the user. The application displays the message in a **red** banner on the top of the page stating "Import in Progress. An import has been started. While the import is in progress, existing records cannot be modified." When one user starts the import, the application displays the same red banner to all users at the same LEA and redirects other users to the homepage. The banner disappears after the import is complete.
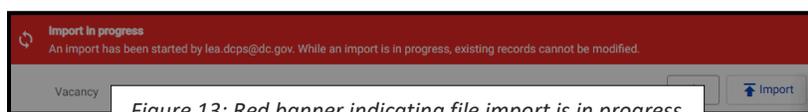

Figure 12: Import Button

Figure 13: Red banner indicating file import is in progress

Once the import is complete, a log appears on the Import Panel. The log indicates the name of the user that imported the file, a timestamp and a **Download** button (⬇). The application maintains historical logs in the Import Panel to allow the user to retrieve any file that was imported at any time in the past.

The application provides two options when the **Download** button is clicked.

1. **Imported File**: The imported file is exactly the same file that the user has imported.
2. **Results File**: The results file is also exactly the same file that the user has imported with two additional pieces of information:
   a. **Import Results Sheet**: An Import Results Sheet becomes the first sheet in the file. The Import Results Sheet indicates whether the Sheet Names Validation and Data Validation checks have passed or failed.
      i. **Sheet Names Validation**: The sheet names in the imported file must match sheet names in the template. The sheet names in the template are Teacher Data, PP, Admin, RSPs, All Other Staff and Vacancy Data. If the user updates sheet names in the imported file, the application fails Sheet Names Validation check.
      ii. **Data Validation**: The Data Validation check passes when the staff and vacancy data is complete and valid. If there are errors, it displays the number of records with errors in each sheet.
   b. **Column Level Validations**: When Data Validation checks fail, the application indicates what has caused the error by adding a **Column Level Validations** column in each of the sheets.

The application imports the data only when both Sheet Names and Data Validations pass.
When the import fails, the log in the Import Panel has a **red** alert flag icon.

When the import is successful, the log in the Import Panel has a **green** flag icon, and the data in the application are refreshed.

If your import fails, download the Results file, correct the data by reviewing **Import Results Sheet** and **Column level validations** column, and import the file back into the application.
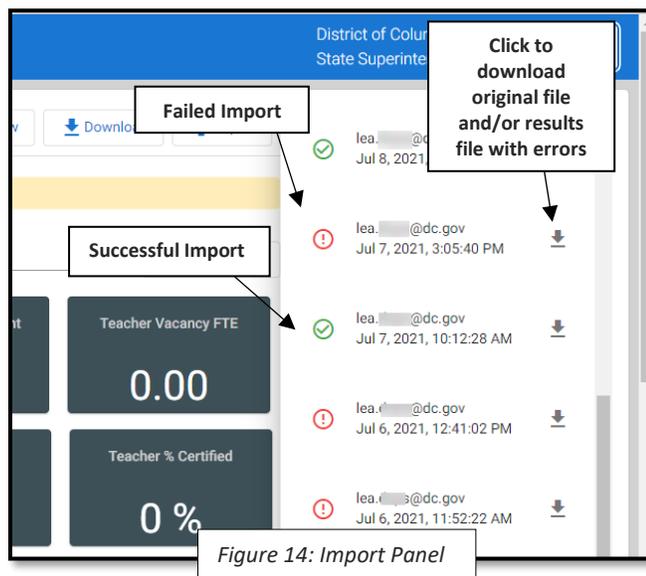

Figure 14: Import Panel

Deleting Faculty and Staff

On the All Staff page, all positions for all the staff members are available in a table. Follow these steps when deleting positions:

1. When the **Edit** button is clicked for the position record, the application opens the staff member's position page.
2. Click on the **Delete** button.
3. To confirm the deletion of the staff position, click **Yes**.

Deleting Teachers Reported in the Previous Year:

For teacher federal roles, the application allows users to delete positions if there is at least one teacher position remaining for that staff member. When the user tries to delete the last teacher position, the application shows a message that "***The LEA has reported the staff member as a teacher in the previous year's data validation. This position should not be deleted as LEAs are required to report Leave date and Previous Year Below Effective Evaluation Ratings for teachers.***"

Deleting Non-Teachers Reported in the Previous Year:

For non-teacher federal roles, the application allows users to delete positions if there is at least one position remaining for that staff member. When the user tries to delete the last position, the application shows a message that "***The LEA has reported the staff member in the previous year's data validation. The staff member should not be deleted as LEAs are required to report Leave date if the staff member is no longer with the LEA.***"

Vacancy Page

LEAs are required to report vacant teacher positions as of Oct. 5, 2023, by school, subject and federal role. The Vacancy page displays all vacant teacher positions the LEA has entered for the current school year. It has several functions that include filters, adding new vacancies, editing vacancies, deleting vacancies and downloading/importing data.

The Vacancy page can be accessed by clicking on the Vacancy page on the dashboard. Clicking on the Vacant FTE KPI on the Summary page also takes the user to the Vacancy page.
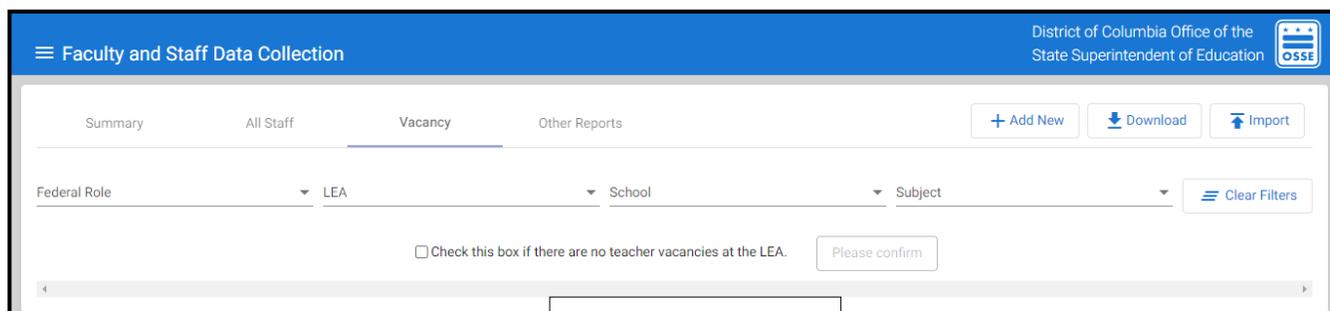
Figure 15: Vacancy Page

Filters

The Vacancy page contains filters that will allow the user to search vacancy data by federal role, school and subject.

Updating Vacancy Data

Like faculty and staff data, the application provides two methods for the LEAs user to update and submit vacancy data to OSSE.

User Interface

Below are the steps to follow to add a vacancy through the user interface.

1. Click on the **Add New** and select **Vacancy** button.
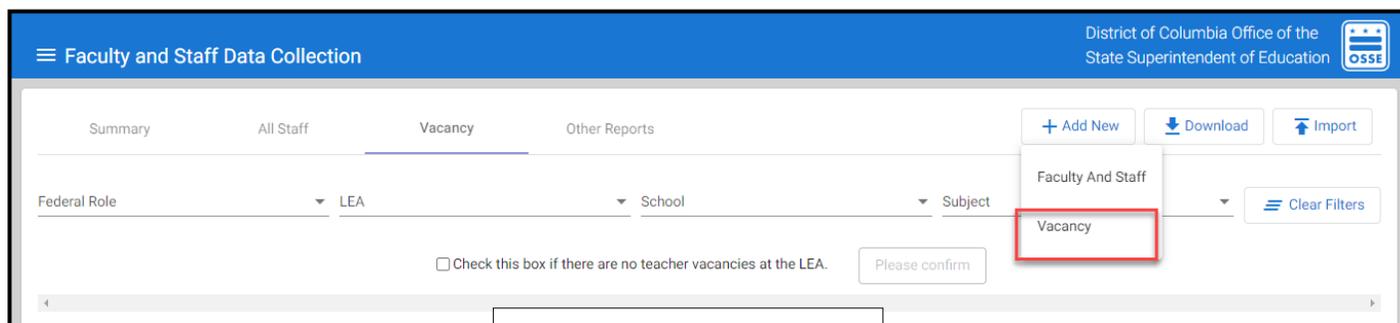
Figure 16: Add New Vacancy button

2. Complete the Vacancy form.
3. Check for errors. Check for errors by checking for the **alert** icon (🛑) or green check box (✅) in each section. Refer to **Appendix B: 2023 Data Element Descriptions and Allowable Values** for the list of error messages.
4. Click on the **Save** button. (Only enabled when there is no missing or invalid data in the form.)

Figure 17: Vacancy Form

File Import

Vacancies are uploaded using the same Excel template as other faculty and staff data. See the import guidelines for more information.

Editing Vacancies

1. Click the **Edit** button (✏) to the left of the vacancy record on the Vacancy page to open it.
2. Update the data as needed.
3. Check for errors (see Step 3 in the previous section).
4. Click the **Save** button.

Deleting Vacancies

1. Click the **Edit** button (✏) to the left of the vacancy record on the Vacancy page to open it.
2. Click on the **Delete** button.
3. Select **Yes** after reading the pop-up window asking the user to confirm that they want to delete the current vacancy.
4. The vacancy record is deleted, and the Vacancy page appears with refreshed data.

LEAs without Vacancies

If the LEA has no teacher vacancies, the LEA can simply check the box to indicate that there are no teacher vacancies at the LEA. When the LEA checks the box but subsequently adds a vacancy, the application automatically unchecks the box.

Other Reports Page

Any error associated with a staff record is displayed on the All Staff page. However, any report that is generated because of the non-existence of data or the existence of duplicates in the LEA roster is displayed on the Other Reports page. The Other Reports page can be accessed by clicking on the Other Reports page on the dashboard. Clicking select data error and anomaly reports on the Summary page also takes the user to the Other Reports page. Reports can be filtered by school and the type of error or anomaly.

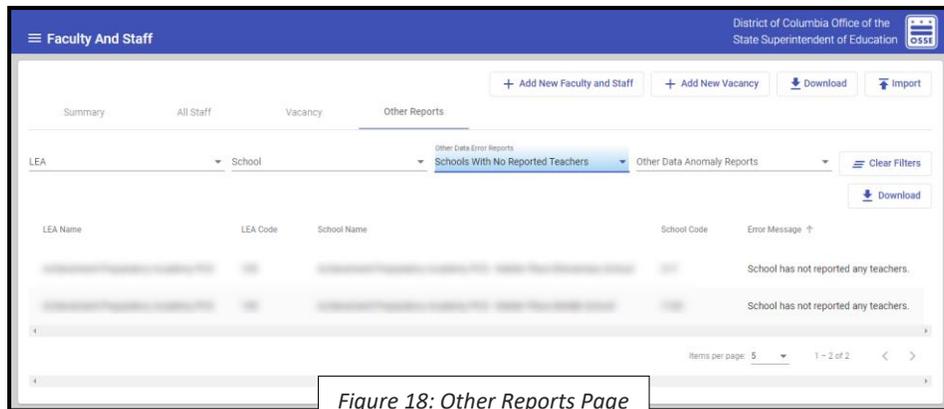Reference the Data Error and Data Anomaly Reports section for more details.

Figure 18: Other Reports Page

Appendix A: Summary Page KPIs

The Summary page displays the following KPIs, tables and bar charts:

- The **Teacher Headcount** KPI displays the unique count of teachers at the LEA.
- The **SA/RSP/SPED Para Headcount** KPI displays the unique count of staff with school-level administrator and special education support federal role types at the LEA.
- The **All Other Staff Headcount** KPI displays the unique count of staff with All Other Staff Federal Role Type at the LEA.
- The **Leaver-LEA Headcount** KPI displays the unique count of faculty and staff with Returning Status = *Leaver-LEA*. The KPI excludes staff with no UFSI.
- The **Teacher Vacancy FTE** KPI displays the sum of FTE reported for teacher vacant positions for the LEA.
- The **Total EL Teacher Headcount** KPI displays the unique count of faculty and staff where the sum of EL FTE reported in the EL FTE field is greater than 0. **EL Certified %** KPI is calculated using the below logic.

$$\frac{Unique\ count\ of\ staff\ where\ the\ value\ in\ the\ EL\ FTE\ field\ is\ greater\ than\ 0\ \ AND}{Unique\ count\ of\ staff\ where\ the\ value\ in\ EL\ FTE\ field\ is\ greater\ than\ 0}$$

- The **SPED Certified %** KPI is calculated using the below logic.

$$\frac{Unique\ count\ of\ staff\ where\ Special\ Education\ Teacher = Yes\ \ AND}{Unique\ count\ of\ staff\ where\ Special\ Education\ Teacher = Yes}$$

- The **Teacher Novice %** KPI is calculated using the below logic.

$$\frac{Unique\ count\ of\ staff\ where\ Federal\ Role\ Type = Teacher\ \ AND\ Novice = Yes}{Unique\ count\ of\ staff\ where\ Federal\ Role\ Type = Teacher}$$

- The **Teacher In-field %** KPI is calculated using the below logic.

$$\frac{Unique\ count\ of\ staff\ where\ Federal\ Role\ Type = Teacher\ \ AND\ In-field = Yes}{Unique\ count\ of\ staff\ where\ Federal\ Role\ Type = Teacher}$$

- The **Teacher % Certified** KPI is calculated using the below logic.

$$\frac{Unique\ count\ of\ staff\ where\ Federal\ Role\ Type = Teacher\ \ AND\ DC\ License\ or\ Cerification\ status = Yes}{Unique\ count\ of\ staff\ where\ Federal\ Role\ Type = Teacher}$$

- The **Teacher Retention Rate at School** KPI is calculated using the below logic.

$$\frac{Unique\ count\ of\ staff\ where\ Federal\ Role\ Type = Teacher\ \ AND\ FTE\ for\ all\ roles \geq .5\ in\ both\ the\ previous\ and\ current\ school\ years\ who\ work\ at\ the\ same\ school}{Unique\ count\ of\ staff\ where\ Federal\ Role\ Type = Teacher\ \ AND\ FTE\ for\ all\ roles \geq .5\ in\ the\ previous\ school\ year}$$

Appendix B: 2023 Data Element Descriptions and Allowable Values

Section Name	Column Name	Description	Is this metric required?	Collection Template	Data Use	Allowable values in collection tab	Error Scenarios and Error Messages
Staff Member Identifiers and Demographic Information	Unique Faculty and Staff Identifier (UFSI)	The staff member's unique identifier provided by OSSE.	No	• Teacher •PP/Admin/RSPs • All other staff	Data Quality	N/A	
Staff Member Identifiers and Demographic Information	Last Name	The legal last name of the faculty or staff member.	Yes	• Teacher •PP/Admin/RSPs • All other staff	Data Quality check and generation of UFSI	\<Open text>	**Error Scenario**: Missing data **Error Message**: Last Name is required. **Error Scenario**: Full last name is not entered **Error Message**: Please enter Full Last Name.
Staff Member Identifiers and Demographic Information	First Name	The legal first name of the faculty or staff member.	Yes	• Teacher •PP/Admin/RSPs • All other staff	Data Quality check and generation of UFSI	\<Open text>	**Error Scenario**: Missing data **Error Message**: First Name is required. **Error Scenario**: Full first name is not entered **Error Message**: Please enter Full First Name.
Staff Member Identifiers and Demographic Information	Middle Name	The legal middle name of the faculty or staff member.	No	• Teacher •PP/Admin/RSPs • All other staff	Data Quality check and generation of UFSI	\<Open text>	
Staff Member Identifiers and Demographic Information	Alias or Maiden Name	An alternate or maiden name of the faculty or staff member. Any additional names or previous names that the faculty or staff member may have had.	No	• Teacher •PP/Admin/RSPs • All other staff	Data Quality check and generation of UFSI	\<Open text>	
Staff Member Identifiers and Demographic Information	SSN	The last four digits of the staff member's Social Security Number or the last four digits of the staff member's	Yes	• Teacher •PP/Admin/RSPs • All other staff	Data Quality check and generation of UFSI	\<Numeric>	**Error Scenario**: Missing data **Error Message**: SSN is required. **Error Scenario**: Non-allowable value

		Individual Taxpayer Identification Number (ITIN).				**Error Message**: Please enter the last four digits of SSN.
Staff Member Identifiers and Demographic Information	Local Staff ID	The ID assigned to your staff member by your internal system.	No	• Teacher •PP/Admin/RSPs • All other staff	N/A	<Open text>	
Staff Member Identifiers and Demographic Information	Date of Birth	The month, day and year on which the faculty or staff member was born.	Yes	• Teacher •PP/Admin/RSPs • All other staff	Data quality check and generation of UFSI	MM/DD/YYYY	**Error Scenario**: Missing data **Error Message**: Date of Birth is required. **Error Scenario**: Date of birth is not in MM/DD/YYYY format. **Error Message**: Date of Birth should be in MM/DD/YYYY format. **Error Scenario**: Data of Birth is outside the range of 15 years to 100 years when current age is calculated. **Error Message**: Age should be between 15 years and 100 years.
Staff Member Identifiers and Demographic Information	Gender	A coded value representing the staff member's reported gender.	Yes	• Teacher •PP/Admin/RSPs • All other staff	Data Quality check and generation of UFSI and Statewide report	• Male • Female • Non-binary • Unknown	**Error Scenario**: Missing data **Error Message**: Gender is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set.
Staff Member Identifiers and Demographic Information	Race	The reported race of the faculty or staff member.	Yes	• Teacher •PP/Admin/RSPs • All other staff	Data Quality check and generation of UFSI and Statewide report	• American Indian/Alaskan Native • Asian • Black/African American • Two or More Races • Pacific Islander/Native Hawaiian • White/Caucasian • Other • Unknown	**Error Scenario**: Missing data **Error Message**: Race is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set.

Staff Member Identifiers and Demographic Information	Ethnicity	The reported ethnicity of the faculty or staff member.	Yes	• Teacher •PP/Admin/RSPs • All other staff	Data Quality check and generation of UFSI and Statewide report	• Hispanic • Not Hispanic • Unknown	**Error Scenario**: Missing data **Error Message**: Ethnicity is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set.
LEA and School Information	LEA Name	The name of the local education agency (LEA) the staff member serves.	Yes	All	All federal and local reports	\<Character> Select LEA Name from the drop-down menu.	
LEA and School Information	LEA Code	The unique OSSE-assigned identifier for the LEA.	N/A	All	All federal and local reports	\<Character> Select LEA Code from the drop-down menu.	**Error Scenario**: Missing data **Error Message**: LEA Code is required. **Error Scenario**: Invalid LEA Code **Error Message**: Invalid LEA Code. Please only select LEA codes from the dropdown menu in LEA Code Field.
LEA and School Information	School Name	The name of the school the staff member serves.	Yes	All	All federal and local reports	\<Character> Select School Name from the drop-down menu.	
LEA and School Information	School Code	The unique OSSE-assigned identifier for the school the staff member serves.	N/A	All	All federal and local reports	\<Numeric> Select School Code from the drop-down menu.	**Error Scenario**: Missing data **Error Message**: School Code is required. **Error Scenario**: The school code is not associated with the LEA. **Error Message**: Invalid School Code. Please only select school codes from the dropdown menu in School Code Field. **Error Scenario:** User has selected Not Applicable value for the School Name field when the federal role is any of the following: • Teacher, Adult; • Teacher, Elementary (grades 1-6); • Teacher, Kindergarten;

							• Teacher, Pre-School and Pre-Kindergarten (grades PS and PK); • Teacher, Secondary (grades 7-12); • School Administrator - Principal/School Leader (designate ONE per school); • School Administrator - Other; Paraprofessional – Special Education; • Paraprofessional – General Education; and • School Administrative Support Staff. **Error Message**: Not applicable is not a valid school value for the selected Federal Role. **Error Scenario**: LEA has reported a staff member as 'Returner', 'New Employee', or 'Transfer with FTE>0' for a closed school. **Error Message**: The school is in closed status for the current school year. If the Staff member is with the LEA for the current school year, please provide the staff member's current School Name and School Code. If the staff member is not employed with the LEA for the current school year, please update returning employee status to 'Leaver-LEA'. If the Staff member is with the LEA but no longer serves at the school, please update returning employee status to 'Transfer – New School/Federal Role/Subject and FTE Percentage to 0'.
Returning Status	Returning Employee	The staff member's returning status.	Yes	• Teacher •PP/Admin/RSPs • All other staff	Statewide retention analysis report	• Returner • Transfer- New School/ Federal Role/ Subject • Leaver- LEA • New Employee	**Error Scenario**: Missing data **Error Message**: Returning Employee is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set.
Returning Status	Leave Date	The employees' last day of employment at the LEA.	Only required when returning employee value is Leaver-LEA	• Teacher •PP/Admin/RSPs • All other staff	Statewide retention analysis report	MM/DD/YYYY	**Error Scenario**: Returning Status is 'Leaver-LEA' and Leave date is blank. **Error Message**: Leave date is required when Returning Employee is Leaver-LEA.

							Error Scenario: Leave Date is not in MM/DD/YYYY format. **Error Message**: Leave date should be in MM/DD/YYYY format. **Error Scenario**: Leave date is after audit date of Oct 5 of the current school year or the following Monday if Oct. 5 is a weekend. **Error Message**: Leave date should not be after audit date. **Error Scenario**: Staff member has 'Leave Date' entered when "Returning Employee" field has a value other than "Leaver-LEA". **Error Message**: Staff member's returning status is not Leaver LEA but Leave date is entered. **Error Scenario**: Leave date is prior to Start date. **Error Message**: Leave date should not be prior to LEA Start Date.
Returning Status	LEA Start Date	The month, day, and year the employee started at the LEA.	Yes	• Teacher •PP/Admin/RSPs • All other staff	Data Quality	MM/DD/YYYY	**Error Scenario**: Missing data **Error Message**: LEA Start Date is required. **Error Scenario**: LEA Start Date is not in MM/DD/YYYY format. **Error Message**: LEA Start Date should be in MM/DD/YYYY format. **Error Scenario**: LEA Start Date field is after audit date. **Error Message**: Include only staff that are employed as of audit date of Oct 5 of the current school year or the following Monday if Oct. 5 falls on a Saturday or Sunday.

| Federal Role | Federal Role | The employee's federal role as per the definitions in the Common Core of Data's (CCD) Definitions of Staff Categories document. | Yes | All | Data quality; Federal Teacher Shortage Areas Report; EdFacts; Statewide retention analysis report; DC School Report Card | • Teacher, Adult
• Teacher, Elementary (grades 1-6)
• Teacher, Kindergarten
• Teacher, Pre-School and Pre-Kindergarten (grades PS and PK)
• Teacher, Secondary (grades 7-12)
• School Administrator - Principal/School Leader (designate ONE per school)
• School Administrator - Other
• Paraprofessional – Special Education
• Special Education Support Staff, Audiologist
• Special Education Support Staff, Counselor/Rehabilitation Counselor
• Special Education Support Staff, Interpreter
• Special Education Support Staff, Medical/Nursing
• Special Education Support Staff, Occupational Therapist
• Special Education Support Staff, Orientation and Mobility Specialist
• Special Education Support Staff, Physical Therapist
• Special Education Support Staff, Psychologist
• Special Education Support Staff, Recreation and Therapeutic Recreation Specialist
• Special Education Support Staff, Social Worker | **Error Scenario**: Missing data
Error Message: Federal Role is required.

Error Scenario: Non-allowable value
Error Message: Data entered is not an acceptable value for the data field. Please choose a value from the option set. |

				• Special Education Support Staff, Speech Language Pathologist • Paraprofessional – General Education • Librarian/Media Specialist • Library/Media Support Staff • LEA Administrator • Instructional Coordinator and Supervisor • LEA Administrative Support Staff • School Administrative Support Staff • School Counselors/Directors • School Counselors/Directors, Secondary (Grades 7-12) • School Counselors/Directors, Elementary (Grades PS-6) • Student Support Staff • School Social Workers, Not Special Education Specific • School Psychologists, Not Special Education Specific • School Nurses, Not Special Education Specific • Speech Language Pathologists, Not Special Education Specific • Other Support Staff			
Full-time Employee (FTE) Percentage	Staff Member's Title	The employee's title as per the LEA.	Yes	• Teacher •PP/Admin/RSPs • All other staff	Data quality	<Open text>	**Error Scenario**: Missing data **Error Message**: Staff Member's title is required. **Error Scenario**: When Staff member's title does not contain enough data. **Error Message**: Please enter valid data.

Full-time Employee (FTE) Percentage	Full-time employment (FTE) Percentage	The amount of time the staff member spends in performance of a role.	Yes	All	Federal Teacher Shortage Areas Report; EdFacts; Statewide retention analysis report; DC School Report Card; Teacher Equity Calculations	0 to 1.2	**Error Scenario**: Missing data **Error Message**: Full-time employment (FTE) Percentage is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Acceptable values are 0 to 1.2 **Error Scenario**: Full-time Employment (FTE) Percentage field is less than zero or greater than 1.2 for returning status 'Transfer- New School/ Federal Role/ Subject'. **Error Message**: Full-time Employment (FTE) Percentage should not be less than 0 or greater than 1.2 for Transfer- New School/ Federal Role/ Subject. **Error Scenario**: Full-time Employment (FTE) Percentage field is less than or equal to zero and greater than 1.2 for returning status 'Returner' or 'New Employee'. **Error Message**: Full-time Employment (FTE) Percentage should not be less than or equal to 0 or greater than 1.2 for Returners and New Employees.

Special Education: Percentage of Time and Grades Served	Special Education Teacher	The designation for a staff member who is a Special Education Teacher.	Required for Teacher Federal Role Type.	Teacher	EdFacts	• Yes • No	**Error Scenario**: Missing data. **Error Message**: Special Education Teacher is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set. **Error Scenario**: Special Education Teacher=No, and the Federal role type is 'Teacher' and Subject contains the word 'special education'. **Error Message**: Subject indicates that the teacher is a Special Education Teacher and Special Education Teacher field is No.
Special Education: Percentage of Time and Grades Served	Special Education FTE	The amount of time the teacher, paraprofessional, or special education support staff serves students with disabilities.	1. Required for PP/Admin/RSPs Federal Role Type when Federal Role is not 'School Administrator - Principal/School Leader (designate ONE per school)' and ' School Administrator - Other' 2. Required for teacher federal role type when the value for special education teacher is Yes.	• Teacher •PP/Admin/RSPs	EdFacts	0-1.2	**Error Scenario**: When Special Education Teacher, Special Education - Paraprofessional and Special Education Support Staff has reported Special Education FTE as 0 or greater than 1.2 **Error Message**: Special Education FTE should be greater than 0 and less than or equal to 1.2 when a staff member is a Special Education Teacher, Special Education Paraprofessional or Special Education Support Staff. **Error Scenario**: When Special Education Teacher is No and Special Education FTE is not equal to 0. **Error Message**: Special Education FTE should be 0 when Special Education Teacher is No. **Error Scenario**: Special Education FTE field is greater than Full-time Employment (FTE) Percentage. **Error Message**: Special Education FTE should not be greater than Full-time Employment (FTE) Percentage.

							Error Scenario: Special Education Grades Pre-K3 to Pre-K4 FTE and Special Education Grade K to Age 21 FTE is not equal to the value in Special Education FTE. **Error Message**: Sum of Special Education Grades Pre-K3 to Pre-K4 FTE and Special Education Grade K to Age 21 FTE must equal Special Education FTE. **Error Scenario**: When there is a value in Special Education FTE field for a federal role for which Special Education FTE field is not applicable. **Error Message**: This data element is not necessary for the selected federal role. Please leave the field blank.
Special Education: Percentage of Time and Grades Served	Special Education Grades Pre-K3 to Pre-K4 FTE	The amount of time the **paraprofessional** serves students with disabilities in grades Pre-K3 to Pre-K4.	1. Required for PP/Admin/RSPs Federal Role Type when Federal Role is **"Special Education – Paraprofessional"**	•PP/Admin/RSPs	EdFacts	0-1.2	**Error Scenario**: When Special Education Teacher, Special Education - Paraprofessional has reported Special Education Grades Pre-K3 to Pre-K4 FTE as 0 or greater than 1.2 **Error Message**: Data entered is not an acceptable value for the data field. Acceptable values are 0 to 1.2 **Error Scenario**: When there is a value in Special Education Grades Pre-K3 to Pre-K4 FTE field for a federal role for which Special Education Grades Pre-K3 to Pre-K4 FTE field is not applicable. **Error Message**: This data element is not necessary for the selected federal role. Please leave the field blank.

Special Education: Percentage of Time and Grades Served	Special Education Grade K to Age 21 FTE	The amount of time the **paraprofessional** serves students with disabilities between kindergarten to 21 years old.	1. Required for PP/Admin/RSPs Federal Role Type when Federal Role is **"Special Education – Paraprofessional"**	•PP/Admin/RSPs	EdFacts	0-1.2	**Error Scenario**: When Special Education - Paraprofessional has reported Special Education Grade K to Age 21 FTE as 0 or greater than 1.2 **Error Message**: Data entered is not an acceptable value for the data field. Acceptable values are 0 to 1.2 **Error Scenario**: When there is a value in Special Education Grade K to Age 21 field for a federal role for which Special Education Grade K to Age 21 field is not applicable. **Error Message**: This data element is not necessary for the selected federal role. Please leave the field blank.
English Learner FTE	EL FTE	The amount of time the teacher serves in a language instruction education program designed for English learners.	Only required when the value in Subject field is 'English as a second language'	Teacher	EdFacts	0-1.2	**Error Scenario**: Non-allowable value. **Error Message**: Data entered is not an acceptable value for the data field. Acceptable values are 0-1.2 **Error Scenario**: When EL FTE is null, and Subject is English as a second language. **Error Message**: Subject indicates that the teacher is EL and EL FTE is null. **Error Scenario**: When EL FTE is 0 and Subject is English as a second language. **Error Message**: Subject indicates that the teacher is EL and EL FTE is 0. **Error Scenario**: EL FTE field is greater than Full-time Employment (FTE) Percentage.

						Error Message: EL FTE should not be greater than Full-time Employment (FTE) Percentage.
Dual Language Program Instruction	Dual Language Program Teacher	The designation for a teacher who teaches in a dual language program. By definition, a teacher in a dual language program provides academic content in a partner language or in English.	Only required for teachers.	Teacher	• Yes • No	**Error Scenario**: Missing data **Error Message**: Dual Language Program Teacher is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set. **Error Scenario**: When Dual Language Program Teacher field has a value of 'yes' and the school does not offer dual language program. **Error Message**: The school does not provide dual language program, but the teacher is identified as a dual language teacher.
Dual Language Program Instruction	Language of Instruction	The language used to teach course curriculum to students.	Only required for teachers.	Teacher	• English • Spanish • French • Mandarin • Arabic • Hebrew	**Error Scenario**: Missing data **Error Message**: Language of instruction is required when Dual Language Program Teacher =Yes. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please

						choose a value from the option set. **Error Scenario**: When Dual Language Program Teacher =No, and Language of instruction field has a value. **Error Message**: Language of instruction should not have a value when Dual Language Program Teacher is No.
Certification Information	DC License or Certification Status	The indication for whether the staff member holds an active educator credential in DC for his/her current role.	1. Required for PP/Admin/RSPs Federal Role Type when Federal Role is not 'School Administrator - Principal/School Leader (designate ONE per school)' and ' School Administrator - Other' 2. Required for teacher federal role type.	• Teacher •PP/Admin/RSPs	EdFacts; DC School Report Card for DCPS only	• Yes • No	**Error Scenario**: Missing data **Error Message**: DC License or Certification Statusis required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set. **Error Scenario**: When there is a value in DC License or Certification Statusfield for a federal role for which DC License or Certification Statusfield is not applicable. **Error Message**: This data element is not necessary for the selected federal role. Please leave the field blank.
Certification Information	DC Special Education Certification Status	The indication for whether the teacher holds a Special Education teaching credential from OSSE.	Required for teacher federal role type.	Teacher	EdFacts	• Yes • No	**Error Scenario**: Missing data **Error Message**: DC Special Education Certification Status is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set.

Certification Information	DC EL Certification Status	The indication for whether the teacher holds an ESL/Teaching English to speakers of other languages credential or a bilingual credential from OSSE.	Required for teacher federal role type.	Teacher	EdFacts	• Yes • No	**Error Scenario**: Missing data **Error Message**: DC EL Certification Status is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set.
Certification Information	License or Certification Field or Subject	Indicates the primary educator credential or certification field. It may include more than one on the same line (i.e., English/Special Education)	1. Required for PP/Admin/RSPs Federal Role Type when Federal Role is not 'School Administrator - Principal/School Leader (designate ONE per school)' and ' School Administrator - Other' when 'OSSE Credential Status' is Yes. 2. Required for teacher federal role type when 'OSSE Credential Status' is Yes.	• Teacher •PP/Admin/RSPs	EdFacts	<Open Text>	**Error Scenario**: Missing data **Error Message**: License or Certification Field or Subject is required when DC License or Certification Statusis Yes. **Error Scenario**: OSSE Credential Status=No, and License or Certification Field or Subject field has a value. **Error Message**: License or Certification Field or Subject should not have a value when DC License or Certification Statusis No. **Error Scenario**: When License or Certification Field or Subject field does not contain enough data. **Error Message**: Please enter valid data. **Error Scenario**: When there is a value in License or Certification Field or Subject field for a federal role for which License or Certification Field or Subject field is not applicable. **Error Message**: This data element is not necessary for the selected federal role. Please leave the field blank.

Certification Information	License or Certification Provider	The name of the provider that issued the certification or license.	1. Required for PP/Admin/RSPs Federal Role Type when Federal Role is not 'School Administrator - Principal/School Leader (designate ONE per school)' and ' School Administrator - Other' when 'OSSE Credential Status' is Yes.	PP/Admin/RSPs	EdFacts	• OSSE • DOH • OSSE and DOH	**Error Scenario**: Missing data **Error Message**: License or Certification Provider is required when DC License or Certification Statusis Yes. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set. **Error Scenario**: DC License or Certification Statusis No and License or Certification Provider field has a value. **Error Message**: License or Certification Provider should not have a value when DC License or Certification Statusis No. **Error Scenario**: When there is a value in License or Certification Provider field for a federal role for which License or Certification Provider field is not applicable. **Error Message**: This data element is not necessary for the selected federal role. Please leave the field blank.
Certification Information	Passed ParaPro Exam	The indication as to whether the special education paraprofessional has passed the ETS PRAXIS ParaPro Assessment on or before Oct. 5, 2023.	Only required for Paraprofessional - Special Education	PP/Admin/RSPs		• Yes • No • Not Attempted	**Error Scenario**: Missing data **Error Message**: Passed PRAXIS exam is required when Federal Role is Special Education Paraprofessional and DC License or Certification Statusis No. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set. **Error Scenario**: When there is a value in Passed PRAXIS exam field for a federal role other than Special Education - Paraprofessional. **Error Message**: This data element is not

							necessary for the selected federal role. Please leave the field blank.
Years of experience	Subject	The teacher's subject area.	Required for teacher federal role type.	• Teacher • Vacancy	Federal Teacher Shortage Areas Report; Statewide retention analysis report	• Art: General Art • Art: Dance • Art: Music: Instrumental/Vocal • Art: Performing Arts • Art: Visual Arts • Bilingual Education • Business Education • CTE: Agriculture, Food, and Natural Resources • CTE: Architecture and Construction • CTE: Arts, A/V Technology, and Communications • CTE: Business Management & Administration • CTE: Education & Training • CTE: Finance • CTE: Government and Public Administration • CTE: Health Science • CTE: Hospitality and Tourism • CTE: Human Services • CTE: Information Technology • CTE: Law, Public Safety, Corrections & Security • CTE: Manufacturing • CTE: Marketing • CTE: Science, Technology,	**Error Scenario**: Missing data **Error Message**: Subject is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set.

Engineering & Mathematics
- CTE: Transportation and Logistics
- Early Childhood
- Elementary
- English Language Arts
  - Literature
  - Speech
- English as a Second Language
- Foreign Languages: Spanish
- Foreign Languages: French
- Foreign Languages: Latin
- Foreign Languages: American Sign Language
- Foreign Languages: Mandarin Chinese
- Foreign Languages: Japanese
- Foreign Languages: Other (not noted above)
- Health and Physical Education
- Home Economics
- Humanities
- Librarian
- General Mathematics
- Mathematics: Algebra 2/Trigonometry
- Mathematics: Calculus/Pre-Calculus
- Mathematics: Geometry
- Mathematics: Algebra 1 and 2
- Mathematics: Statistics
- Psychologist
- Reading
- ROTC
- Science: General Science
- Science: Biology
- Science: Chemistry

					• Science: Environmental Science • Science: Earth and Space • Science: Life Science • Science: Physics • Social Studies • Geography • Government • Economics • History (U.S. or World) • Political Science • Special Education • Technology Education	
Years of experience	In-Field	The indication for whether the teacher is qualified in the subject area they currently teach, based on OSSE's definition: 1. Has a university degree in their field of teaching; 2. Has a certification in their field of teaching; and/or 3. Has demonstrated effective teaching in their field as measured by the LEA's teacher evaluation system.	Required for teacher federal role type.	Teacher	Teacher Equity calculations; DC School Report Card	• Yes • No	**Error Scenario**: Missing data **Error Message**: In-field is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set.
Years of experience	Novice Teacher	The indication for whether the teacher has zero (0) years of experience, or one (1) year of experience and was found below effective in their first year of teaching.	Required for teacher federal role type.	Teacher	Teacher Equity calculations	• Yes • No	**Error Scenario**: Missing data **Error Message**: Novice is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set. **Error Scenario**: Novice Teacher' is equal to 'No'

and 'Teacher Years of Teaching Experience' is 0.
Error Message: Teacher should be identified as Novice when Years of Teaching Experience is 0.

Error Scenario: 'Novice Teacher' is equal to 'Yes' and 'Teacher Years of Teaching Experience' is greater than or equal to 2.
Error Message: Teacher should not be identified as Novice when Years of Teaching Experience is greater than or equal to 2.

Error Scenario: Novice Teacher' is equal to No, 'Teacher Years of Teaching Experience' = 1 and Previous School Year Below Effective Evaluation Rating =Yes.
Error Message: Teacher should be identified as Novice when Years of Teaching Experience is 1 and Previous School Year Below Effective Evaluation Rating is Yes.

Error Scenario: Novice Teacher' field is equal to Yes, 'Teacher Years of Teaching Experience' = 1 and Previous School Year Below Effective Evaluation Rating = No.
Error Message: Teacher should not be identified as Novice when Years of Teaching Experience is 1 and Previous School Year Below Effective Evaluation Rating is No.

Years of experience	Principal Experience	The indication of the principal's experience as a principal.	Only required if federal role is "School Administrator - Principal/School Leader (designate ONE per school)"	PP/Admin/RSPs	Statewide retention analysis report	• The current principal was in the same role last year • The current principal is new to the role this year, new to the school, and new to the LEA • The current principal is new to the principal role, but not new to the school (e.g., was assistant principal or an instructional coach last year) • The current principal is new to the role, and worked in a different school in the LEA last year	**Error Scenario**: Missing data **Error Message**: Principal Experience is required. **Error Scenario**: Not allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set. **Error Scenario**: When there is a value in Principal Experience field for a federal role for which Principal Experience field is not applicable. **Error Message**: This data element is not necessary for the selected federal role. Please leave the field blank.
Years of experience	Teacher Years of Teaching Experience	The years as a full-time teacher of record, not including the 2023-24 school year.	Required for teacher federal role type.	Teacher	DC School Report Card; EdFacts	<Numeric (whole number)>	**Error Scenario**: Missing data **Error Message**: Teacher Years of Teaching Experience is required. **Error Scenario**: Teacher Years of Teaching Experience' field is not a whole number. **Error Message**: Include years as a full-time teacher of record, not including this year. Please report the truncated number. For example, if years of experience is 1.8, report 1. Note: For pre-populated data we have already adjusted the values. LEAs should review any pre-populated data and update it so that it reflects the audit date of Oct. 5 of the current school year or the following Monday if Oct. 5 falls on a Saturday or Sunday.

Years of experience	Years of School Administrator Experience	The years as a full-time school administrator for anyone listed with a federal role of School Administrator.	Only required if federal role is "School Administrator - Principal/School Leader (designate ONE per school)" and 'School Administrator - Other'	PP/Admin/RSPs	DC School Report Card; EdFacts	<Numeric (whole number)>	**Error Scenario**: Missing data **Error Message**: Years of School Administrator Experience is required. **Error Scenario**: When the data in 'Years of School Administrator Experience' field is not a whole number. **Error Message**: Include years as a full-time school administrator for anyone listed with a federal role of "School Administrator." Do not include this year. Please report the truncated number. For example, if years of experience is 1.8, report 1. Note: for pre-populated data we have already adjusted the values. LEAs should review any pre-populated data and update it so that it reflects the audit date of Oct 5 of the current school year or the following Monday if Oct. 5 falls on a Saturday or Sunday. **Error Scenario**: When there is a value in Years of School Administrator Experience field for a federal role for which Years of School Administrator Experience field is not applicable. **Error Message**: This data element is not necessary for the selected federal role. Please leave the field blank.
Education and Preparation	Highest Education Attained	The type of degree the staff member received.	1. Required for Teacher Federal Role Type. 2. Required for PP/Admin/RSPs Federal Role Type when federal roles are 'Paraprofessional – Special Education', 'Special Education Support Staff, Interpreter', 'Special Education Support Staff, Orientation and Mobility Specialist', and 'Special	• Teacher •PP/Admin/RSPs	Educator Preparation report	• 48 Hours of college credit • Associate's • Bachelor's • Master's • Doctorate • Other	**Error Scenario**: Missing data **Error Message**: Highest Education Attained is required. **Error Scenario**: Non-allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set. **Error Scenario**: When there is a value in Highest Education Attained field for a federal role for which Highest Education Attained field is not applicable.

			Education Support Staff, Recreation and Therapeutic Recreation Specialist'.			**Error Message**: This data element is not necessary for the selected federal role. Please leave the field blank.
Education and Preparation	Highest Degree Field/Major	The field/major in which the staff member received this degree.	1. Required for Teacher Federal Role Type. 2. Required for PP/Admin/RSPs Federal Role Type when federal roles are 'Paraprofessional – Special Education', 'Special Education Support Staff, Interpreter', 'Special Education Support Staff, Orientation and Mobility Specialist', and 'Special Education Support Staff, Recreation and Therapeutic Recreation Specialist'.	• Teacher •PP/Admin/RSPs	Educator Preparation report	<Open Text>	**Error Scenario**: Missing data **Error Message**: Highest Degree Field/Major is required. **Error Scenario**: When Highest Degree Field/Major field does not have enough data. **Error Message**: Please enter valid data. **Error Scenario**: When there is a value in Highest Degree Field/Major field for a federal role for which Highest Degree Field/Major field is not applicable. **Error Message**: This data element is not necessary for the selected federal role. Please leave the field blank.
Performance Ratings	Previous School Year Below Effective Evaluation Rating	The indication for whether the teacher earned an evaluation rating below "effective" on the LEA's evaluation system for the previous school year.	Only required when Federal Role Type is 'Teacher' and Returning employee is not 'New Employee'	• Teachers (Leavers Included)	Teacher Equity Calculations; Educator Preparation report	• Yes • No • Not Rated	**Error Scenario:** Missing data **Error Message**: Previous School Year Below Effective Evaluation Rating is required when Federal Role Type is 'Teacher' and Returning employee is not 'New Employee'. **Error Scenario:** Not allowable value **Error Message**: Data entered is not an acceptable value for the data field. Please choose a value from the option set.

Appendix C: Data Errors and Anomalies

This section is for support addressing data errors and anomalies. LEAs should check the **Frequently Asked Questions section** to see if their issues are addressed there and continue to the **Data Errors and Anomalies tables** if they need more information.

The **Data Errors and Anomalies tables** include:
- Descriptions of each error and anomaly
- Information on how long the system takes to generate each error/anomaly
- The effect on the LEA's ability to upload and certify data on Certification Day (errors)
- Suggested next steps

Frequently Asked Questions

1. **A related service provider holds a license from the DC Department of Health. Why is the system showing a Certification Data error when "DC License or Certification Status" is marked as "Yes"?**

   The "DC License or Certification Status" field tracks OSSE credentials, not those provided by other agencies. Please update the field with the staff member's OSSE credential status as of Oct. 5.

2. **We were unable to resolve errors that prevent LEA's from certifying their data before Certification Day? What are our next steps?**

   In this scenario, LEAs will have to make an appeal to correct their data submission. In the event an LEA needs to appeal for more during the appeals window, the LEA must write a letter addressed to Superintendent Grant requesting to appeal and outlining reasons why they want to do so by **Friday, Nov. 10**. The LEA should email the letter to osse.superintendent@dc.gov and copy Elizabeth Ross, Deputy Assistant Superintendent of Teaching and Learning (Elizabeth.Ross@dc.gov).

3. **Why is the system showing a Duplicate Staff error when I only added a new *position* for a staff member?**

   [This can only occur if the LEA adds a record manually in the application] The system creates a Duplicate Staff error when more than one staff profile (not position) exists for a staff member in the application. LEAs should check to make sure they only create a new position when adding positions instead of creating an entirely new profile.

4. **What should I do if the system shows a Duplicate Staff error, but will not permit me to manually delete a teacher record in the application?**

   Before Friday, Oct. 27: LEAs should reupload their data using the application's import function
   After Friday, Oct. 27: LEAs should contact OSSE staff for support.

5. **Why is the application showing a <mark>High FTE Percentage error</mark> when none of the records for a staff member exceed 1.2?**

   The High FTE Percentage error flags when the **cumulative** FTE across **all** a staff member's records exceeds 1.2. LEAs should add the FTE across a staff member's records to ensure it does not exceed 1.2.

6. **The system is showing <mark>Missing or Invalid Data errors,</mark> but it is not clear which fields are missing or invalid.**

   The application will only show which **records** are affected by missing and/or invalid data. To find out which **fields** for each record are missing and/or invalid, please download your <u>"Current Data"</u> or a Results file from <u>your last upload</u> and navigate to the "Column Level Validations" column at the end of each data sheet for more information about which row has an error and in what field.
   Tip: LEAs can apply a filter to your "Column Level Validations" column to isolate rows with data issues.

7. **A teacher left the school at the end of last year and I am receiving a <mark>Missing Teacher Record from Previous Year</mark> error. Why do I need to include them in the collection?**

   Every teacher included in last year's Faculty and Staff Data Collection – including leavers – needs a **teacher** record in the current year's collection so OSSE can track evaluation ratings from the end of the previous school year. If a teacher included in last year's collection left the LEA before Oct. 5, include a teacher record for them and mark their returning status as "Leaver" with an FTE of 0.

8. **A teacher was promoted to a different role at our school this year, but I included a record for them in their new role. Why am I receiving a <mark>Missing Teacher Record from Previous Year</mark> error?**

   Every teacher included in last year's Faculty and Staff Data Collection – including transfers – needs a **teacher** record in the current year's collection so OSSE can track evaluation ratings from the end of the previous school year. If a teacher included in last year's collection moved to a different role at the LEA, include a teacher record for them and mark their returning status as "Transfer" with an FTE of 0.

9. **Why am I receiving an <mark>Unable to Assign UFSI Data error</mark> for a record if the first name, last name, date of birth and SSN for the record are correct?**

   UFSIs are assigned nightly by OSSE; therefore, when an LEA enters a new staff member, the UFSI is null and the application displays this error. There is no action needed by the LEA at this time. LEAs need to review the data if the error persists the next calendar day.

Data Errors

Error Name	Description	Time for System to Generate Error	Prevents Upload	Prevents Certification	Suggested Action
Certification Data Error	Licensing/certification information does not match OSSE's licensure database as of Oct. 5, 2023. See Appendix D: Certification Data Errors and Anomalies for different causes of Certification Data Errors	1 Day/Overnight	Varies (See Appendix D)	Varies (See Appendix D)	The LEA should adjust the licensure fields to accurately reflect the staff member's licensure status as of Oct. 5, 2023
Duplicate Position Error	Teacher: The staff member has two or more records with the same federal role, school and subject. Non-Teacher: The staff member has two or more records with the same federal role and school.	Real-time	✓	✓	The LEA should review the staff member's record and delete or update a position.
Duplicate Staff Data Error	The Duplicate Staff Data Error is generated when there are more than one staff member with the same UFSI within the LEA.	Real-time if the staff record has UFSI. One day, if a staff record does not have UFSI.	-	✓	The LEA should review roster and delete duplicate profile records. The LEA should contact OSSE if it is a duplicate teacher record that the system will not let them delete.
Grade Spans with No Reported Teachers Data Error	The application generates Grade Spans with No Reported Teachers Data Error when the grade spans the LEA serves do not have any reported teachers in the respective grade spans. Note that this error is verified at the LEA-level and not school-level.	Real-time	-	✓	The LEA should review the faculty and staff roster and add teachers with the federal roles within the LEAs reported grade band. If the reported grade band is incorrect, the LEA should have an Entity Management Information (EMI) form sent to OSSE by the Public Charter School Board (PCSB) or DC Public Schools (DCPS).
High FTE Percentage Data Error	The High FTE Percentage Data Error is generated when the sum of a staff member's total FTE percentage across all their positions adds up to greater than 1.2.	Real-time if the staff record has UFSI. One day, if a staff record does not have UFSI.	-	-	The LEA should review Full Time Employment (FTE) Percentage column for all the staff member's positions and update the data to make sure it adds up to a number between 0-1.2.

Inconsistent Data Error	A staff member has multiple records and data are inconsistent across records for the below fields. • Gender • Race • Ethnicity • Leave Date • Returning Status • LEA Start Date • DC Special Education Certification Status • DC EL Certification Status • Novice Teacher • Teacher Years of Teaching Experience • Years of School Administrator Experience • Highest Education Attained • Highest Degree Field or Major • Previous School Year Below Effective Evaluation Rating	Real-time	-	✓	The LEA should review the staff member's record and update the data.
Missing Dual Language Program Data Error	The Missing Dual Language Program Data Error is generated if a school within the LEA offers a dual language program and has not reported any dual language teachers.	Real-time	-	✓	The LEA should review roster and accurately identify dual language teachers in the Dual Language Instruction section.
Missing or Invalid Data Error	A record has a missing required field or data submitted in an incorrect format.	Real-time	✓	✓	The LEA should refer to Appendix B: 2023 Data Element Descriptions and Allowable Values for a list of required fields and formats and adjust records accordingly. Submitting a record without one of these fields or in the wrong format will trigger a Missing or Invalid Data Error. The application will only show which *records* are affected by missing and/or invalid data. To find out which *fields* for each record are missing and/or invalid, please download your "Current Data" or a Results file from your last upload and

					navigate to the "Column Level Validations" column at the end of each data sheet for more information about which row has an error and in what field. Tip: You can apply a filter to your "Column Level Validations" column to isolate rows with data issues.
Missing Teacher Record from Previous Year	The Missing Teacher Record from Previous Year is generated when a staff member that was reported as a teacher in the previous school year's collection is not included in the current collection.	Real-time	-	✓	LEAs should review the report and add the staff members previously reported as teachers to the application and provide leave date and Previous School Year Evaluation Rating.
Schools with No Reported Teachers Data Error	The Schools with No Reported Teachers Data Error is generated when any schools listed under the LEA's current list of schools do not have any reported teachers.	Real-time	-	✓	The LEA should add teacher records to the roster for that school.
Schools with No Students and has Reported Teachers Data Error	The Schools with No Students and has Reported Teachers Data Error is generated when a school has reported teachers but does not have any Stage 5 enrolled students in OSSE data systems.	Real-time	-	✓	This error can be resolved if the LEA reassigns everyone with the federal role Teacher to the federal role Student Support Staff- Other
Teacher Federal Role and Grades Served Mismatch Data Error	The application generates Teacher Federal Role and Grades Served Mismatch Data Error when the LEA has reported a federal role/grade span for a grade span the LEA does not serve. Note that this error is verified at the LEA level and not school level.	Real-time	-	✓	The LEA should review the roster and update the federal role for the teachers with the federal role for a different grade band than what the LEA serves. If the grade band is incorrect, the LEA should have an EMI form sent to OSSE by PCSB or DCPS.
Unable to Assign UFSI Data Error	The Unable to Assign UFSI Data Error is generated when OSSE is unable to assign a UFSI to a staff member due to missing or invalid data. OSSE requires the following information to create a UFSI: • First Name;	1 Day/Overnight	-	✓	The LEA should ensure that the First Name, Last Name, Date of Birth and SSN are complete and accurate. NOTE: UFSI is assigned nightly by OSSE; therefore, when an LEA enters a new staff member, the UFSI is null, and the application displays this error. There is no action needed by the LEA at this time. LEAs need to review the data if the error persists the next calendar day.

	• Last Name; • Date of Birth; and • Last four digits of Social Security Number (SSN)				
Vacancy Data Not Reported Data Error	The Vacancy Data Not Reported Data Error is generated if the LEA has not reported any vacancies and the LEA has not checked the box in the Vacancy page indicating that there are no vacancies at the LEA.	Real-time	-	✓	The LEA should review the Vacancy Page and update vacancy information.

Data Anomalies

Anomaly Name	Description	Time for System to Generate Anomaly	Suggested Action
Missing EL Teachers Data Anomaly	The Missing EL Teachers anomaly is generated for any LEA that receives Title III funds but the sum for the EL FTE field for a school listed under the LEA is equal to zero.	Real-time	LEAs should review the roster and ensure the EL FTE field for EL teachers is accurate.
Missing Principal/School Leader Data Anomaly	The Missing Principal/School Leader Data Anomaly is generated when a school listed under the LEA does not have anyone with a federal role of School Administrator – Principal/School Leader and/ or School Administrator – Other	Real-time	LEAs should review the report and add staff members with school administrator federal role to the application.
Missing Related Service Providers Data Anomaly	The Missing Related Service Providers anomaly is generated for any school that has students with disabilities with Stage 5 enrollment in SLED and prescribed services as of Oct. 5 of the current school year in the Special Programs system but has not identified anyone with the federal role Special Education Support Staff.	Real-time	LEAs should add Special Education Support Staff to the roster.
Missing Special Education Teacher Data Anomaly	The Missing Special Education Teacher anomaly is generated for any LEA that receives IDEA funds but a school within the LEA does not have anyone identified as a Special Education Teacher.	Real-time	LEAs should review the roster and ensure the Special Education Teacher field is accurate.
Missing Student Support Staff	The Missing Student Support Staff anomaly is generated for any school that has students with Stage 5 enrollment in SLED as of Oct. 5 of the current school year but has not identified anyone with the federal role Student Support Staff.	Real-time	LEAs should add Student Support Staff to the roster.

Appendix D: Certification Data Errors and Anomalies

Data Error	Error Scenario	Error Message	Anomaly Scenario	Anomaly Message
EL Certification Error	OSSE will verify the data submitted by the LEA against OSSE's Educator Licensure Data System. The data error report is generated if the LEA reports that the EL teacher has a DC license, and the OSSE licensure database does not reflect that the EL teacher has a valid ESL/Teaching English to speakers of other languages certification or a bilingual education license as of Oct. 5 of the current school year.	This staff member was reported as being certified in DC, does not have a certification in the OSSE licensure database.	OSSE will verify the data submitted by the LEA against OSSE's Educator Licensure Data System. The anomaly is generated if the LEA reports that the EL teacher does not have a DC license, and the OSSE licensure database reflects that the EL teacher has a valid ESL/Teaching English to speakers of other languages certification or a bilingual education license as of Oct. 5 of the current school year.	This staff member was reported as not being certified in DC and has a valid certification in the OSSE licensure database.
General License Certification Error for Charter Schools	NA	NA	OSSE will verify the data submitted by the LEA against OSSE's Educator Licensure Data System. The anomaly is generated if the LEA reports that the teacher does not have a DC license, and the OSSE licensure database reflects that the teacher has a valid license as of Oct. 5 of the current school year or the Charter LEA reports that the teacher has a DC license, and the OSSE licensure database does not reflect that the teacher has a valid license as of Oct. 5 of the current school year.	This staff member was reported as being certified in DC, does not have a certification in the OSSE licensure database. This staff member was reported as not being certified in DC, and has a valid certification in the OSSE licensure database.
General License Certification Error for DCPS	OSSE will verify the data submitted by the LEA against OSSE's Educator Licensure Data System. The error report is generated if DCPS reports that the teacher has a DC license, and the OSSE licensure database does not reflect that the teacher has a valid license as of Oct. 5 of the current school year.	This staff member was reported as being certified in DC, does not have a certification in the OSSE licensure database.	OSSE will verify the data submitted by the LEA against OSSE's Educator Licensure Data System. The anomaly is generated if the LEA reports that the teacher does not have a DC license, and the OSSE licensure database reflects that the teacher has a valid license as of Oct. 5 of the current school year or the Charter LEA reports that the teacher has a DC license, and the OSSE licensure database does not reflect that the teacher has a valid license as of Oct. 5 of the current school year.	This staff member was reported as not being certified in DC and has a valid certification in the OSSE licensure database.

Data Error	Error Scenario	Error Message	Anomaly Scenario	Anomaly Message
Related Service Provider Certification Error for Counselor/Rehabilitation Counselor, Psychologist, Social Worker and Speech Language Pathologist.	OSSE will verify the data submitted by the LEA against OSSE's Educator Licensure Data System. The data error report is generated if the LEA reports that the related service provider has a DC license, and the OSSE licensure database does not reflect that the staff member has a valid license in the area of service as of Oct. 5 of the current school year.	This staff member was reported as being certified in DC, does not have a certification in the OSSE licensure database.	OSSE will verify the data submitted by the LEA against OSSE's Educator Licensure Data System. The anomaly is generated if the LEA reports that the related service provider does not have a DC license and the OSSE licensure database reflects that the related service provider has a valid license in the area of service as of Oct. 5 of the current school year.	This staff member was reported as not being certified in DC and has a valid certification in the OSSE licensure database.
Special Education Certification Error for Charter Schools	OSSE will verify the data submitted by the LEA against OSSE's Educator Licensure Data System. The data error is generated if the LEA reports that the special education teacher has a special education license, and the OSSE licensure database does not reflect that the staff member has a valid license as of Oct. 5 of the current school year, and the staff member's highest degree is not a bachelor's degree or higher.	This staff member was reported as being certified in DC, but the highest education attained is not bachelors or higher and the person does not hold an OSSE certificate.	OSSE will verify the data submitted by the LEA against OSSE's Educator Licensure Data System. The data error is generated if the LEA reports that the special education teacher has a special education license and the OSSE licensure database does not reflect that the staff member has a valid license as of Oct. 5 of the current school year, and the staff member's highest degree is a bachelor's degree or higher. OSSE will verify the data submitted by the LEA against OSSE's Educator Licensure Data System. The anomaly is generated if the LEA reports that the special education teacher does not have a special education license, and the OSSE licensure database reflects that the special education teacher has a valid license as of Oct. 5 of the current school year.	This staff member was reported as being certified in DC, does not have a certification in the OSSE licensure database, but is considered qualified because they have bachelor's degree or higher This staff member was reported as not being certified in DC but has a valid certification in the OSSE licensure database.

Data Error	Error Scenario	Error Message	Anomaly Scenario	Anomaly Message
Special Education Certification Error for DCPS	OSSE will verify the data submitted by the LEA against OSSE's Educator Licensure Data System. The data error is generated if the LEA reports that the special education teacher has a special education license, and the OSSE licensure database does not reflect that the staff member has a valid license as of Oct. 5 of the current school year.	This staff member was reported as being certified in DC, does not have a certification in the OSSE licensure database.	OSSE will verify the data submitted by the LEA against OSSE's Educator Licensure Data System. The anomaly is generated if the LEA reports that the special education teacher does not have a special education license, and the OSSE licensure database reflects that the special education teacher has a valid license as of Oct. 5 of the current school year.	This staff member was reported as not being certified in DC and has a valid certification in the OSSE licensure database.