



Guidance Related to Coronavirus (COVID-19): Data Validation for SY19-20

Background

As a part of the District’s response to coronavirus (COVID-19), the Office of the State Superintendent of Education (OSSE) is modifying certain policies related to the data validation process for SY19-20.

Scope

This document contains guidance specific to data validation for SY19-20, including changes to upcoming deadlines, changes to scope of data to be validated, additional flexibilities for certification, and impacts on reporting for SY19-20.

Effective Date

Policy updates outlined below are effective immediately, for SY19-20 only.

Policy Guidance

The Data Validation process is one of several key annual processes that OSSE administers to ensure that the agency is capturing the highest quality data from Local Education Agency (LEA) partners by requiring the Head of School to certify the validity of the data reported to OSSE. These certification processes are critical and generally have significant impacts on LEA funding, public reporting like annual assessment results and graduation rates, as well as our annual STAR Framework and Report Card results.

Though several federal requirements (e.g. to administer assessments and to issue new STAR Ratings) have been suspended for SY19-20, there remain numerous federal and local reporting requirements that have not changed. As a result, the Data Validation process will continue this year, with the modifications described below.

Changes to Timeline and Approach for Specific Datasets

The table below describes any deviations from the normal approach to validating specific datasets.. These changes include adjustments to several deadlines, changes to the validation period for specific datasets, as well as the removal of certain datasets from this process.

Datasets in Scope for Data Validation: SY19-20	Changes for this Dataset
Faculty & Staff	Validated on Jan. 24, 2020; no changes
Student Enrollment	No change
Student Demographic	No change
Demographic Conflict	No change
Military Connected	No change

FARMS	No change
Homeless	No change
At-Risk	No change
SWD / 504	No change
In Seat Attendance (ISA)	Through March 13; no attendance transmitted thereafter*
Calendars	Through March 13; remainder of year defaults to “PHE”, except for Spring Break and other non-instructional days
School Health Profiles	Deadlines moved to June 12 for OST; June 26 for certification.
Grade Levels	No change
English Learners	No change
Historic English Learners	No change
School Testing Windows	ACCESS only; for those students who took test
Breakfast Counts	Removed from Data Validation process
Cohort Responsible School	Deadline changes only for ESY schools; June 26 for OST; July 10 for certification.
Assessment Sheets	ACCESS only; for those students who took test
Migrant Students	No change

*Excepting LEAs which offered fully online programs prior to COVID-19 related closures.

Alternative Supporting Documentation

OSSE requires documentation for all manual changes made to student data. This requirement remains unchanged, and LEAs should follow the existing process for submitting the required documentation through the OSSE Support Tool (OST) for changes to demographics, exit/withdrawal information, cohort responsible school, and/or first ninth grade year. However, OSSE also recognizes that the current circumstances may complicate or prohibit the submission of documentation that is held in hard copy, as LEAs do not have access to their buildings. For the limited cases in which LEAs cannot submit documentation on the timelines outlined above, OSSE has developed a temporary approach which relies on an LEA Assurances form.

LEAs may submit the Assurances form (see Appendix III) in place of the required documentation along with their OST ticket requesting changes. However it is important to note that the LEA must then submit acceptable documentation **on or before 5:00 pm ET on September 18, 2020** for all requested data changes for which they initially provided assurances forms. That is, OSSE will revert any changes requested using assurances forms for which LEAs provide insufficient or no documentation as of 5:00 pm ET on September 18, 2020.

Process

There are five basic steps to the data validation process, which remain consistent across the Data Validation process. This process remains unchanged, however the timeline for each step is dataset-specific and these timelines are updated in the appendices below.

1. OSSE releases data to LEAs via Qlik, along with any related trainings;
2. LEA data managers review their data;
3. LEAs submit OST tickets if corrections or updates are needed to the data;
4. OSSE resolves OST tickets and refreshes the data, as applicable;
5. Heads of School certify the data.

Deadlines & Appeals

Updated deadlines for School Year 2019-20 are included as an appendix to this policy.

The two critical deadlines for LEAs – the OST ticket and certification deadlines (numbers 4 and 5 above, respectively) – were set to give LEAs the maximum allowable days for review without affecting statewide reporting deadlines. This notice serves as a reminder of the importance of this work to meet federal reporting requirements, not all of which have been waived. OSSE recognizes however that the disruptions caused by COVID-19 may have slowed work to review these data, and as such, is relaxing the requirements of our appeal policy. While certifications not completed on time will still require an appeal from the Head of School, for this year only, appeals may be submitted without all of the formal documentation described in the original policy (i.e. Board signatures, corrective action plans, etc.). Appeals must still be submitted within five business days of the deadline, via email from the Head of School to the Superintendent, and must describe the requested changes and timeframe for so doing. Data for which certification is not completed and for which an appeal is not received in the appropriate timeframe will be considered final for reporting purposes.

Questions?

If you have questions relating to this policy please contact OSSE's Deputy CIO, Stephanie Davis at Stephanie.Davis3@dc.gov.

Appendix I. Data Validation Details with Original and Revised Dates

Original Date	Revised Date	Action	Relevant Datasets	Responsible Party
November 21, 2019	NA	Release of key datasets to LEAs	<ul style="list-style-type: none"> • Student Enrollment • Student Demographic • Demographic Conflict • Military Connected • FARMS • Homeless • At-Risk • Students with Disability & 504 • ISA • Calendars • Faculty and Staff 	LEA Data Manager Faculty & Staff POC
January 10, 2020	NA	OST submission deadline for First Certification	<ul style="list-style-type: none"> • Faculty and Staff 	LEA Data Manager Faculty & Staff POC
January 21, 2020	NA	Release of key datasets to LEAs	<ul style="list-style-type: none"> • Grade Levels • English Learners • Historic English Learners • School Testing Windows • School Health Profile 	LEA Data Manager Assessment POC Health POC
January 24, 2020	NA	First Certification	<ul style="list-style-type: none"> • Faculty and Staff 	Head of School
March 20, 2020	Moved to June 12	OST submission deadline	<ul style="list-style-type: none"> • School Health Profiles 	LEA Data Manager Health POC
March 24, 2020	NA	Release of key datasets to LEAs	<ul style="list-style-type: none"> • Cohort Responsible School • Assessment Data (ACCESS only) • Migrant Students 	LEA Data Manager Assessment POC
April 3, 2020	Moved to June 26	Second Certification	<ul style="list-style-type: none"> • School Health Profiles 	Head of School
June 12, 2020	No change	OST submission deadline for Third Certification; including Extended Year LEAs	<ul style="list-style-type: none"> • Student Enrollment • Student Demographic • Demographic Conflict • Military Connected • FARMS • Homeless • At-Risk • Students with Disability & 504 • Calendars • Migrant Students • Assessment Data (ACCESS only) • ISA • English Learners • Historic English Learners • Grade Levels 	LEA Data Manager Assessment POC Health POC

June 26, 2020	No change	Third Certification	<ul style="list-style-type: none"> • Student Enrollment • Student Demographic • Demographic Conflict • Military Connected • FARMS • Homeless • At-Risk • Students with Disability & 504 • Calendars • Migrant Students • Assessment Data (ACCESS only) • ISA • English Learners • Historic English Learners • Grade Levels 	Head of School
June 26, 2020	No change; except EY LEAs will follow this timeline	OST submission deadline for Fourth Certification	<ul style="list-style-type: none"> • Cohort Responsible School 	LEA Data Manager
July 10, 2020	July, 10 2020	Fourth Certification	<ul style="list-style-type: none"> • Cohort Responsible School 	LEA Data Manager
	September 18, 2020	All final supporting documentation submitted	<ul style="list-style-type: none"> • All datasets for which changes were requested without appropriate documentation at the time of data validation 	LEA Data Manager

Appendix II. Data Validation Details by Dataset and Revised Certification Deadline

The table below shows the release date, and revised OST ticket and certification deadlines for each dataset. Note that changes to any dataset which required use of an Assurances form ensuring data validation must be substantiated with acceptable supporting documentation by September 18, 2020.

Dataset	Released to LEAs	OST Ticket Deadline	Certification Deadline
Faculty & Staff	November 21, 2019	January 10, 2020	January 24, 2020
Student Enrollment	November 21, 2019	June 12, 2020	June 26, 2020
Student Demographic	November 21, 2019	June 12, 2020	June 26, 2020
Demographic Conflict	November 21, 2019	June 12, 2020	June 26, 2020
Military Connected	November 21, 2019	June 12, 2020	June 26, 2020
FARMS	November 21, 2019	June 12, 2020	June 26, 2020
Homeless	November 21, 2019	June 12, 2020	June 26, 2020
At-Risk	November 21, 2019	June 12, 2020	June 26, 2020
SWD/504	November 21, 2019	June 12, 2020	June 26, 2020
In Seat Attendance (ISA)	November 21, 2019	June 12, 2020	June 26, 2020
Calendars	November 21, 2019	June 12, 2020	June 26, 2020
Health profiles	January 21, 2020	June 12, 2020	June 26, 2020
Grade Levels	January 21, 2020	June 12, 2020	June 26, 2020
English Learners	January 21, 2020	June 12, 2020	June 26, 2020
Historic English Learners	January 21, 2020	June 12, 2020	June 26, 2020
Assessment Data	March 24, 2020	June 12, 2020	June 26, 2020
Migrant Students	March 24, 2020	June 12, 2020	June 26, 2020
Cohort Responsible School	March 24, 2020	June 26, 2020	July 10, 2020

Appendix III. Student Characteristics Data Change Assurances Form

DOCUMENT PURPOSE: The Student Characteristics Data Change Assurance Form should be used by Local Education Agencies (LEAs) to assist with resolving changes to student characteristic indicators within the SY19-20 Data Validation application. This form can temporarily be used in place of verification documentation used to support changes in the SY19-20 Data Validation application.

INSTRUCTIONS: In order to request a change in a student's characteristics data, LEA/School staff should:

1. Complete the Change Assurance Form.
2. Sign the Change Assurance Form.
3. Open an [OSSE Support Tool](#) ticket.
 - a. Upload the Change Assurance Form as an attachment in the ticket.

Student Characteristics Data Change Assurance Form

This form establishes that a discrepancy in student records exists in the SY19-20 Data Validation application. The corrections are noted below.

Required: Write in the student's identifying information.

<p>Unique Student Identifier (USI): _____</p> <p>Student's Local Identifier: _____</p> <p>First Name: _____ Last Name: _____</p> <p>LEA Name: _____</p> <p>LEA Code: _____</p>
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If the data record change corrects a student's exit code, select the box and provide a reason below. View the [Entry and Exit Guidance](#) for the list of exit codes.

Exit/ Withdrawal Code:

Corrected exit code value: _____

Corrected reason: _____

Check the boxes below to identify the data element(s) the LEA is verifying should be changed, as well as the corrected values:

Homeless: Corrected value: Yes No

Homeless Student-Nighttime Residence:
Corrected value: Doubled Up Hotel/Motel
 Sheltered Unsheltered

Homeless Student-Unaccompanied Youth:
Corrected value: Unaccompanied Youth Not Unaccompanied Youth

EL Indicator: Corrected value: Yes No

New to US: Corrected value: Yes No

Military Family: Corrected value: Yes No

Grade Level:
Corrected value: Assessment and Report Grade Longest Enrolled Grade

Corrected value: PK3 PK4 KG 1 2 3 4 5 6

 7 8 9 10 11 12 UG Adult

Free and Reduced Meal Status (FARMS):
Corrected value: Free Reduced Paid

First Ninth Grade Year:
Corrected value: 2014-2015 2015-2016 2016-2017 2017-2018 2019-2020

Cohort Responsible LEA/school:
Corrected value: _____

Corrected reason: _____

LEA explanation of correct values (required): _____

Corrected value must be in alignment with the values in the most recent LEA Data Collection Template.

By submitting this form, I am assuring that access to the supporting documentation resides at the LEA/school building, or will be submitted by the parent/guardian to the school, and I will submit the hard copy of the supporting documentation upon the return to the appropriate building or storage location.

LEA Signature: _____ Print Name: _____
Position Title: _____ Date: _____
Phone Number: _____