Metric Calculation Confirmation Policy: 2020-21 School Year

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

Background

Each year, there are three key processes that OSSE administers to ensure that the agency is capturing the highest quality data from local education agency (LEA) partners. These are:

1. The Annual Enrollment Audit & Child Count, which determines funding allocations for LEAs;
2. Data Validation, which allows LEAs to review and update a broad range of data about students and schools; and
3. Metric Calculation Confirmation (MCC), which allows LEAs to review the calculations and metrics used in the DC School Report Card, Report Card and STAR Framework Application, and those reported on the OSSE website.

These processes are critical and have significant impacts on LEA funding, public reporting (e.g., annual assessment results, graduation rates), as well as the annual DC School Report Card results. Each require that the Heads of School certify data as it is captured by OSSE.

This document explains the **MCC process**, sets expectations for a successful completion, and highlights the tools that LEAs can use to support this work. Due to COVID-19, we made important adjustments from previous years to account for the school building closures and waivers of key federal requirements for assessments and accountability processes. The DC School Report Card will be presented in a different format and significantly scaled down from prior publications in light of the limited data for the 2020-21 school year; some metrics included in MCC will be published separately on the OSSE website or made available to schools and LEAs for school improvement planning. OSSE will engage LEA Data Managers about how metrics and information will be shared and displayed.

Each year, OSSE determines which data are to be included in the MCC process. The scope for the 2020-21 school year process is limited to the metrics listed below.

Metrics in Scope for MCC: 2020-21 School Year
To be published as part of the public reporting of DC School Report Card data: • School Profile Information (information as certified by LEAs, no metric calculations) • College Enrollment – Class of 2019 (six months and 12 months), Class of 2020 (six months) • Graduation: Four-year adjusted cohort graduation rate and 5-year adjusted cohort graduation rate • College and Career Readiness: AP, IB, SAT

Metrics in Scope for MCC: 2020-21 School Year
• Attendance: Chronic Absenteeism, ISA, Pre-K ISA • Discipline • Student Mobility: Re-enrollment, Mobility Included in MCC to be made available to schools/LEAs • Eighth to ninth grade transition (Alternative Schools only) • Re-engagement (Alternative Schools only) • Secondary Completion (Alternative Schools only)

The MCC process is intended only to validate the accuracy of the school profile information and the calculations or aggregations according to the previously published business rules. All the underlying data will already have been certified by the Head of School during Data Validation and cannot be changed during MCC.

The following metrics are already certified via Data Validation and the Faculty & Staff Collection. Since no additional calculations are applied they are not a part of the MCC process, but are included in the public report.
- Enrollment
- Teacher Data (Years of experience, certified and in-field)
- School Leader Data (Years of experience)

Process
There are three phases of the MCC process, each focusing on a different set of metrics. Within each phase, there are three steps for LEA action.

1. **Metric calculations are released to LEAs in Qlik.** Each phase has an opening date when the data are released for LEAs to review. Using the DC School Report Card and STAR Framework Technical Guide and the validated data, LEA Data Managers can confirm the calculation of each of the metrics.
2. **LEAs can submit an Online Support Ticket (OST) for any concerns about calculations**. When submitting an OST ticket, LEA Data Managers should select "MCC" from the dropdown menu of topics. The deadline to submit OST tickets is generally one week prior to the certification date (specifics can be seen below in Appendix II).
3. **LEAs certify the calculations**. On the certification date, Heads of School log in to Qlik and certify the accuracy of the data and calculations in the phase.

Deadlines
Each year, OSSE will issue a comprehensive set of MCC deadlines. *The deadlines for 2020-21 school year are included as an appendix to this policy.*

The two critical deadlines for LEAs are the OST ticket and certification deadlines (steps 2 and 3 above, respectively). In order to assist LEAs with compliance, OSSE will notify Heads of School of impending and missed certification deadlines. If a Head of School does not certify by the deadline and does not appeal as described below, the data will be considered final and ready for use in public reporting.

Appeals
In the unlikely event that an LEA notices a problem with a calculation after an MCC phase closes, the LEA has three days after the calculation confirmation date to file an appeal.

OSSE will only consider appeals for changes to metric calculations or profile data after Head of School certification or a missed deadline only in extremely limited circumstances. LEAs wishing to appeal must submit a formal letter to the State Superintendent from the LEA Leader, Head of School, and/or if relevant, Board Chair. Appeal letters must be submitted within three business days of the missed deadline, and must include the reasons for the delayed submission, documentation thereof, as well as, if relevant, a corrective action plan to address these issues in the future. OSSE retains sole discretion over whether to accept such appeals and whether and when to update publicly reported data. OSSE responds to appeals within two business days. LEAs will not need to re-certify data after the appeal.

Depending on the circumstances, OSSE may also pursue additional oversight actions such as an audit of the LEA's data management practices.

Questions and Connecting with OSSE

If you have questions relating to this policy, please contact OSSE's Director of Accountability, Donna Johnson at DonnaR.Johnson@dc.gov or DCSchoolReportCard@dc.gov.

Appendix I. MCC Details by Phase

- **MCC Phase I: School Profile Information only**. This includes logistical information that will appear on each school's individual report card. This information is provided directly by the LEA, separate from data validation, and includes no calculated metrics. This information may be updated in eSchoolPLUS and through official entity management submissions in SLIMS from the date of release to LEAs up until the deadline to submit Phase I OST tickets.
- **MCC Phase II**: This includes metrics related to Attendance, Mobility, and Discipline. (Specific details are outlined in Appendix II below).
- **MCC Phase II**: This phase includes Graduation metrics, College Enrollment, and College and Career readiness metrics. (Specific details are outlined in Appendix II below).

Appendix II. MCC Details by Dataset and Certification Deadline

MCC Phase	Metrics to be confirmed	Released to LEAs	OST Ticket Deadline	Certification Deadline
Phase I	School Profile Information: eSchoolPLUS open for updates May 27, 2021 • School Address • Ward • School Phone number • Principal/school leader name and title • School website (URL) • Social media (Twitter, Facebook and Instagram) • School program offerings • Extracurricular/enrichment programs	July 15, 2021	Aug. 5, 2021	Aug. 13, 2021

	• Grades served for the 2021-22 school year • School day instructional hours for the 2021-22 school year by day of the week • Message from the School • Parent organization representative, email and communication policy • Before/after school care availability, payment options and hours by day of the week • School picture (image file) • School uniform policy (yes or no) • Transportation (bus and Metro) • Title I Participant			
Phase II	Attendance: Chronic Absenteeism, Pre-K ISA, and ISA (with in-person and virtual disaggregations)	Aug. 31, 2021	Sept. 17, 2021	Sept. 24, 2021
Phase II	Mobility – monthly entries and exits	Aug. 31, 2021	Sept. 17, 2021	Sept. 24, 2021
Phase II	Re-enrollment	Aug. 31, 2021	Sept. 17, 2021	Sept. 24, 2021
Phase II	Re-engagement (Alternative Schools only)	Aug. 31, 2021	Sept. 17, 2021	Sept. 24, 2021
Phase II	8th to 9th grade transition (Alternative Schools only)	Aug. 31, 2021	Sept. 17, 2021	Sept. 24, 2021
Phase III	Discipline metrics	Oct. 13, 2021	Oct. 29, 2021	Nov. 5, 2021
Phase III	SAT DC Percentile and SAT College and Career Readiness Benchmark	Oct. 13, 2021	Oct. 29, 2021	Nov. 5, 2021
Phase III	AP/IB Participation and AP/IB Performance	Oct. 13, 2021	Oct. 29, 2021	Nov. 5, 2021
Phase III	College Enrollment – Class of 2018 (6 month and 12 month), Class of 2019 (6 month)	Oct. 13, 2021	Oct. 29, 2021	Nov. 5, 2021
Phase III	Graduation: 4-year adjusted cohort graduation rate and 5-year adjusted cohort graduation rate	Oct. 13, 2021	Oct. 29, 2021	Nov. 5, 2021
Phase III	Secondary Completion (Alternative Schools only)	Oct. 13, 2021	Oct. 29, 2021	Nov. 5, 2021