

# 2024 Faculty and Staff Data Collection

## Steps Before Certifying Data Submission is Complete

### Step 1: Confirm Account Access and Role

Data managers should ensure that data are accurate before declaring their submission is done. Heads of school should also certify that data are accurate before formally certifying their data in the application.

To certify the local education agency (LEA) Faculty and Staff Data Collection, LEA staff must have a Statewide Longitudinal Education Data (SLED) system account and must be assigned the **Head of School** role in the **All Staff Data Collection** in the [Integrated Data Submission \(IDS\) Tool](#).

### Step 2: Access the Faculty and Staff Application

Log into the Faculty and Staff Application at: [data.osse.dc.gov/faculty-and-staff/](https://data.osse.dc.gov/faculty-and-staff/)

- Log in using **SLED credentials**.
- Click the **Login** button.
- **Agree** to the consent form.

### Step 3: Proceed to the Faculty and Staff Data Collection Module

The application displays both the *Faculty and Staff Data Collection* and *Educator Talent and Equity Dashboard* Modules.

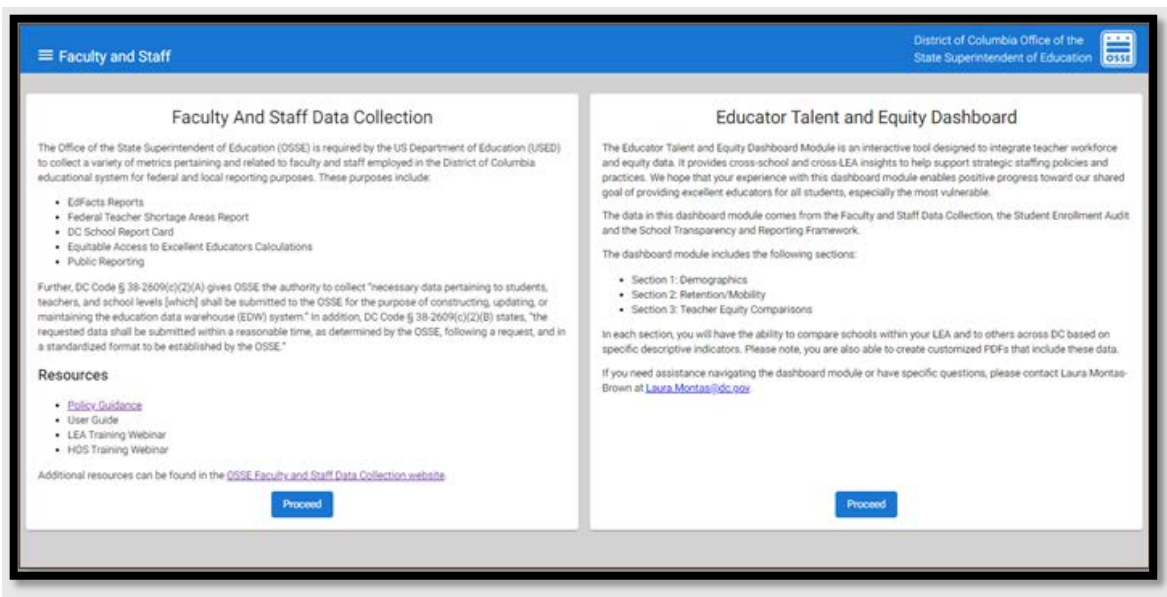


Figure 1: Module Display

## Step 4: Confirm the Accuracy of the LEA Submission

The application will display the **Summary Page**, which includes key performance indicators (KPIs), tables, and bar charts. LEAs should review the **entire** summary page before the certification date and **ensure the KPIs, tables, and bar charts reflect the 2024-25 school year roster as of Oct. 7, 2024**. At **9 a.m. on Nov. 1**, a red banner will appear on the Summary Page, signaling that it is **certification day**, and at this point, the LEA will not be able to make any further updates to the data.

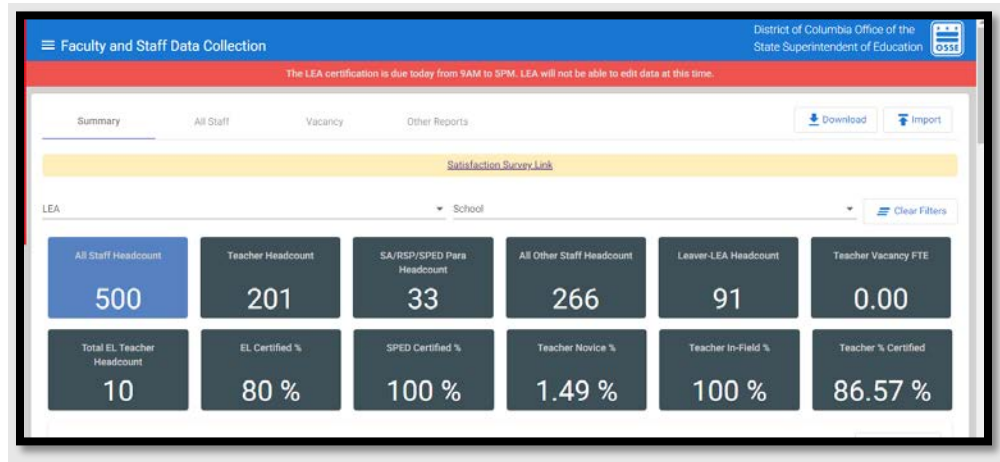


Figure 2: Summary Page

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.


## 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 Effective 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).

## Tables

- The **Headcount by Federal Role** table displays a unique count of faculty and staff by federal role. Note that 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 that 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 teacher years of teaching experience in the following ranges: 0-1, 2-5, 6-10, and 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.

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.

## Step 5: Check the Status of Data Error Reports

Scroll to the bottom of the screen and review the **Data Error reports**. For details on each data error and data anomaly, reference the 2024-25 Faculty and Staff Data Collection User Guide. The document includes the full list of errors that will prevent the LEA from certifying on Certification Day.



Figure 3: Data Errors and Data Anomalies

- 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.

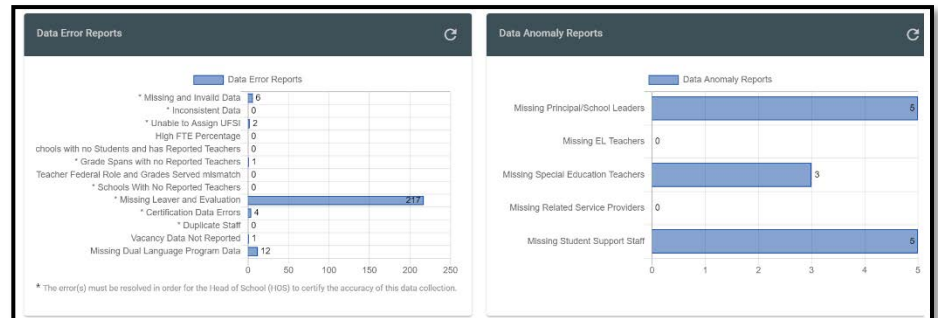


Figure 3: Data Error and Data Anomaly Reports on Summary Page

A. If the **LEA has unresolved errors**, there will be a “yield” icon that indicates that there are unresolved errors, and **the LEA will not be able to certify**. Note, this is why it is extremely important to resolve all errors before certification day.

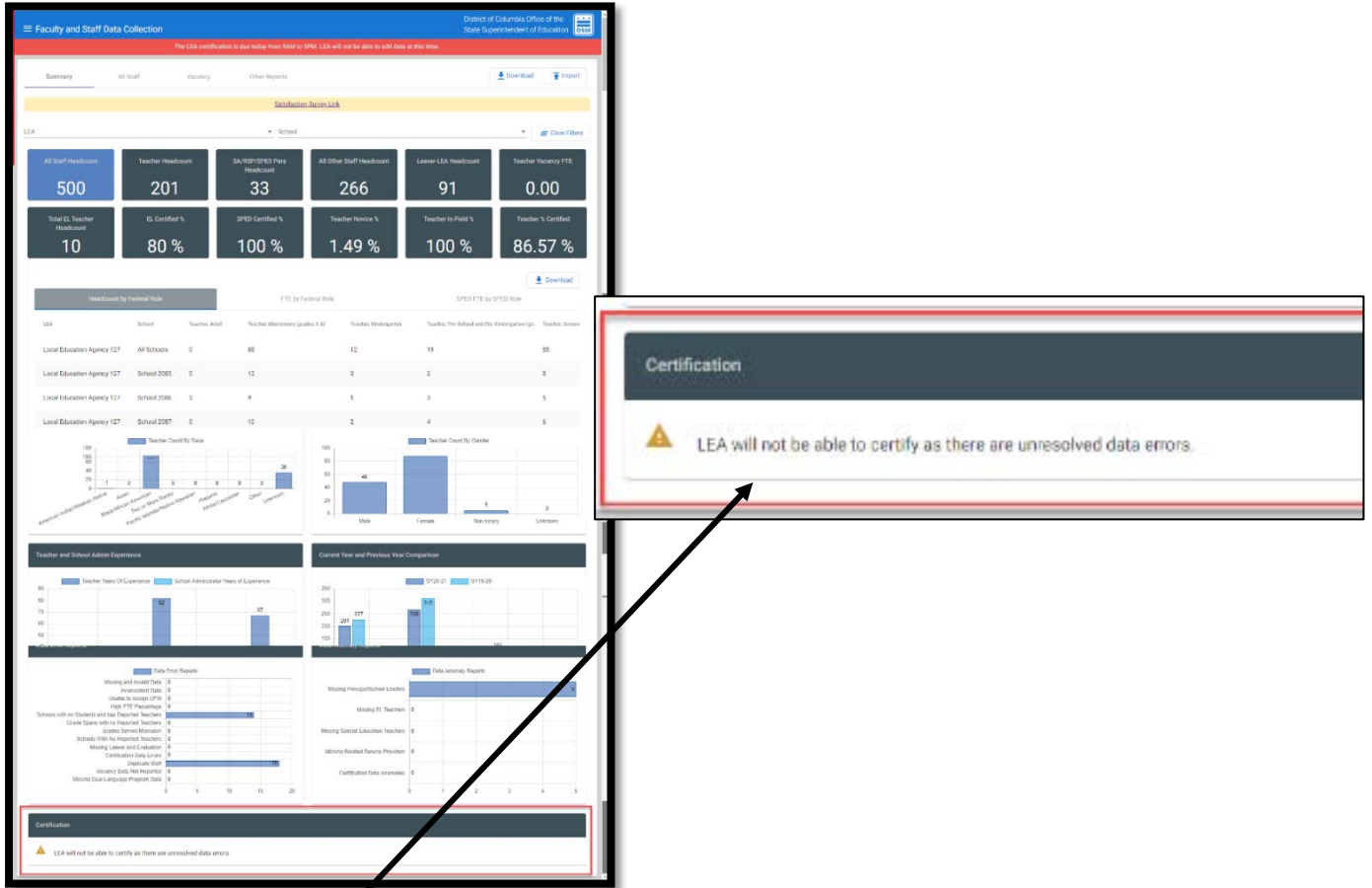


Figure 4: LEA Unable to certify

B. If the LEA does *not* have unresolved data errors on certification day, a checkbox will appear.

The screenshot displays the 'Faculty and Staff Data Collection' interface. At the top, it shows navigation tabs for 'Summary', 'All Staff', 'History', and 'Other Reports'. Below this, there are several summary cards for different staff categories: All Staff (500), Teacher (201), Non-Instructional (33), All Other Staff (266), Local LEA (91), and Teacher Vacancy (0.00). Below these are percentage-based metrics: Total EL Teacher (10), EL Certified % (80%), SPED Certified % (100%), Teacher Turnover % (1.49%), Teacher in Field % (100%), and Teacher % Certified (86.57%).

A table below the metrics shows data broken down by LEA and School. The table has columns for LEA, School, District, ADAP, Teacher (Instructional/Non-Instructional), Teacher (Instructional/Non-Instructional), Teacher (Instructional/Non-Instructional), Teacher (Instructional/Non-Instructional), and Teacher (Instructional/Non-Instructional).

Below the table are several charts: 'Teacher Count by Race', 'Teacher Count by Gender', 'Teacher and School Address Experience', 'Current Year and Previous Year Completion', 'Data Entry Reports', and 'Data Accuracy Reports'. At the bottom of the interface, there is a 'Certification' section with a checkbox and the text: 'I validate that the data are accurate for Local Education Agency 127'. The checkbox is currently unchecked.

A close-up view of the 'Certification' section. It features a checkbox that is currently unchecked, followed by the text: 'I validate that the data are accurate for Local Education Agency 127'. An arrow points from this section back to the main interface screenshot.

Figure 5: Certification Checkbox unchecked

## Step 6: Certify Data Submission

**For Heads of School:** To certify, **check the box** which indicates that the LEA has reviewed the data on the Summary Page and validates the data are accurate. Once the box is checked, a certification button on the right side of the screen will be enabled. **Check the button to certify the data.**

The screenshot displays two side-by-side data reports and a certification section below them. The left report, titled 'Data Error Reports', lists various data quality issues with counts: Missing and Invali Data (0), Inconsistent Data (0), Unable to Assign UFS (0), High FTE Percentage (0), Schools with no Students and has Reported Teachers (0), Grade Spans with no Reported Teachers (0), Grades Served Mismatch (0), Schools With No Reported Teachers (0), Missing Leaver and Evaluation (0), Certification Data Errors (0), Duplicate Staff (0), Vacancy Data Not Reported (0), and Missing Dual Language Program Data (0). The right report, titled 'Data Anomaly Reports', lists: Missing Principal/School Leaders (5), Missing EL Teachers (0), Missing Special Education Teachers (0), Missing Related Service Providers (0), and Certification Data Anomalies (0). Below the reports is a 'Certification' section with a checked checkbox and the text 'I validate that the data are accurate for Local Education Agency 127'. A 'Certify' button is visible to the right of the checkbox.

Figure 6: Certification Checkbox checked

## Step 7: Confirm Certification Has Processed

Scroll to the top of the **Summary Page**; the red banner should now say Certified. No further steps are needed.

The screenshot shows the top of the 'Faculty and Staff Data Collection' page. A red banner at the top center reads 'Certified by lea.user@dc.gov on 10/13/2021 03:31 PM'. The page header includes 'District of Columbia Office of the State Superintendent of Education' and the OSSE logo. Below the banner are navigation tabs for 'Summary', 'All Staff', 'Vacancy', and 'Other Reports'. There are 'Download' and 'Import' buttons. A yellow banner contains a 'Satisfaction Survey Link'. Below that is a filter section with 'EA' and 'School' dropdown menus and a 'Clear Filters' button.

Figure 7: Certification Day banner - after certification

## Frequently Asked Questions (FAQs)

**What should an LEA do if the Head of School is unavailable on Certification Day due to work or personal emergencies?**

OSSE recommends LEAs have at least two people designated as the Head of School in the All Staff Collection in IDS to ensure someone is available to certify data on Certification Day.

**What should an LEA do if the Head of School identifies inaccuracies in the data submitted and thus cannot certify the data are correct?**

OSSE has an appeals window for data edits that will last from Monday, Nov. 4, to Tuesday, Nov. 12, 2024. LEAs must write a letter addressed to Interim Superintendent Mitchell requesting to appeal and outlining reasons why data errors went unresolved before Certification Day. The LEA should email the letter to [osse.superintendent@dc.gov](mailto:osse.superintendent@dc.gov) and copy Elizabeth Ross, Assistant Superintendent of Teaching and Learning ([Elizabeth.Ross@dc.gov](mailto:Elizabeth.Ross@dc.gov)), and [fsdatacollection@dc.gov](mailto:fsdatacollection@dc.gov).

**What should an LEA do if the application does not allow the Head of School to certify the submission due to unresolved data errors?**

See the above answer regarding the appeals process.