

District of Columbia Office of the State Superintendent of Education

Statewide Longitudinal Education Data System (SLED) Document Exchange

Quick Guide

July 2015

Introduction

The document exchange functionality allows users to upload educational records in SLED for the purpose of facilitating the enrollment of a student and the resolution of duplicative enrollments. Duplicative enrollments occur as a result of a student being enrolled in more than one school simultaneously. The school in which the student is currently enrolled may upload attendance, enrollment and other documents to confirm that student's enrollment. Documents must be converted to PDF format and may not exceed 10MB in file size. When resolving a duplicative enrollment and certifying a student's current enrollment, the Duplicative Enrollment Resolution Affirmation Statement (DERAS) form must accompany the supporting documentation.

File Upload Terms and Conditions of Use:

- All educational records disclosed through this system shall be only exchanged between District of Columbia local educational agencies (LEAs) for the purpose of facilitating enrollment of a student.
- All disclosures of educational records shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) (Pub. L. 90-247; 80 Stat. 783), and the U.S. Department of Education's implementing regulations in Part 99 of Title 34 of the Code of Federal Regulations.
- Education records of a student shall be disclosed to another LEA only if the student is enrolled in or receives services from the other LEA.
- Educational records will be disclosed using this system only after the LEA has made a reasonable attempt to notify the parent or eligible student at the last known address of the parent or eligible student, unless:

a) The disclosure is initiated by the parent or eligible student; or

b) The annual notification of the LEA under § 99.7 includes a notice that the LEA forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

• The disclosing LEA shall, upon request, provide to the parent(s) or adult student a copy of the record(s) exchanged using this system and an opportunity for a hearing pursuant to FERPA regulations.

To attach and upload educational records for a student follow the steps below:

1. After logging into SLED click Duplicative Enrollment Report under the Reports menu option.

SLED	Statewic	le Longi	tudinal Ed	ucation Data			District of Columbia Office of the State Superintendent of Education
Home Library-	Reports -	Search-	Programs-	Related Sites-	Help-	Search Student	SLED State OSSE : State User Logoff
Programs Elementary Nonpublic Atter	Elementary Data Quality Error Reports Error Summary Error Details List Duplicative Enrolment Report		orts OSS Ente	OSSE Reports Enterprise Reporting System			
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2. Use the Filter function to search for a student.

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3. After locating the student on the Duplicative Enrollment report click the student's blue USI hyperlink. The Student Enrollment Summary screen will display.

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LEA Code	*	LEA ~ Name	School Code	*	School v Name	USI	Last Name	First Name	~ DOE		Gender	×	Grade 🗸	Address ~	1	Enroll Stage	-	nroll ~ ode	Enroll V Code Descri	Enroll Date	. ~
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4. Click the Document Upload tab.

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Home Library	- Repo	rts≁ Search≁	Programs-	Related S	Sites+ Help+			Search Stude	nt	SLED Sta	ate OSSE : State User	Logoff
Enrollment Speci	al Programs	Direct Certification	Assessments	Postsecondary	Document Upload	Docume	nt History					
Student Enrol	llment S	ummary										
Current Enrollin	nent										G	2 ? 🗙
Sector	~ 1	LEA Name	 School Na 	ime	Last Name	ų.	First Name	 DOB		Grade	- Entry Date	÷
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- 5. Complete the required fields on the Student Document Upload screen and to attach the file to the student's record.
- 6. Choose File (This allows for the selection of the document from its saved location on your computer).

SLED	Statewide Long	itudinal Educ	ation Data			District of Columbia Office of the State Superintendent of Education
Home Library-	Reports- Search-	Programs- R	elated Sites- Help-		Search Student	SLED State OSSE : State User Logoff
Student Information	Document Upload and Download					
Enrollment Special	Programs Direct Certification	Assessments Postse	condary Document Upload	Document History		
Upload Docum	ents					
Student Identifica	ation Information	1 1 7 X	Student Document U	pload		?
USI			Click the Browse button to	select the document. Complete the remain	ing fields and select the Uploa	ad button.
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First Name	(second second s		 When certifying a stu Do not upload Special 	al Education compliance document in SLED	Please go to the Special Edu	ication Data System (SEDS)
Middle Name			File Name "	Choose File No file chosen		
DOB	Arealis rents		Document Title *			
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Race and Ethnicity	Black or African American			Enrollment Document Request for Student Records		
			Student Year *	0ther		
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Address			evening ruppese			
City	100000000000000000000000000000000000000					
State	-			Fields marked with an Asterisks(*) are	required	
ZipCode	1000			Upload Clear		

- 7. Enter the Document Title (required).
- 8. Select the Document Type (required).
- 9. Select the School Year (required).
- 10. Type the purpose of the document in the text box (required).
- 11. Click Upload.

SLED DOCUMENT EXCHANGE QUICK GUIDE

SLED	Statewide Long	itudinal Edu	ucation Data			District of Columbia Office of the State Superintendent of Education
Home Library-	Reports- Search-	Programs+	Related Sites - Help-	ŧ	Search Student	SLED State OSSE : State User Logoff
Student Information /	Document Upload and Download					
Enrollment Special	Programs Direct Certification	Assessments Po	Document Upload	Document History		
Upload Docum	ents					
Student Identifica	tion Information	2 7 %	Student Document Up	load		7
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First Name	(annex)		2. Do not upload Speck	al Education compliance document in	SLED. Please go to the Special Edu	cation Data System (SEDS)
Middle Name			File Name *	Choose File No file chosen		
DOB	21 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Document Title *	Test Document		
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Race and Ethnicity	Secondary Statements			Request for Student Records Other	5	
			Student Year*	2015-2016 +		
Student Contact I	nformation	x ? 🖾	Document Purpose	Attendancel		
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City	100000000000000000000000000000000000000					
State	26			Fields marked with an Astensks(") are required	
ZipCode	1000			Upload Clear		

To edit/view uploaded educational records for a student follow the steps below:

1. Click the Document History Tab

SLE	Statewide Longi	tudinal Educa	ation Dat	ta				Distric	t of Columbia Office of the Superintendent of Education of Education (Column Superintendent of Education) (Column Superint	he ation
Home Library	- Reports- Search-	Programs - Re	elated Sites	- Help-		Search	Student	SLED State OS	SE : State User	Logof
Student Information Enrollment Spec	a Document History I Direct Certification Ent History	Assessments Postsec	condary Doct	ument Upload	nent History					
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Middle Name			Eait	2014-2015	ATS Classroom Registration xlsx	Test Document	Enrollment Document	Validate enrollment	7/9/2015 2:49 PM	LEA Ad
DOB	101000.71000			1	Anne per prese				1.20128	
Gender	100		1.1.1	10	Intrins ber baße				1.54.00 6.00	

- 2. The School Year, Document Name, Document Title, Document Type, Document Purpose, Uploaded (Date, Time), Uploaded By (SLED user), Uploaded By Organization Type (LEA), and Uploaded By Organization are included in the display.
- 3. Click the Edit button to make view or make updates to the document properties of files that you previously uploaded for a student. Updates may be made to the Document Title,

Edit Student Docume	nt Properties				x ? x
Document Title * Document Type *	Test Document Attendance Document				
Document Purpose *	 Enrollment Document Request for Student Records Other Attendance 				
Document ID Uploaded By Email	1183 State User	School Year Uploaded (Date,	2015-20	16 1:13:25 PI	•
Last Updated By Email	ossestatetester@gmail.com	Time) Last Updated (Date, Time)	7/14/2015	1:20:10 PN	Л
Uploaded By Organization Type	SLED State OSSE	Uploaded By Organization	OSSE	Note	e: Comments may
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	Fields marked with an Asterisks(*) are required				
	Submit Cancel		*		
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Comment		~	Commented B	By ∼	Comment DateTime ~
This is my first comment.			ossestatetester	@gmail	7/14/2015 1:20 PM 🌲

Document Type, Document Purpose, and School Year. Comments may also be added in the Add Comment text box.

4. Click the Submit button to record the updates.