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:

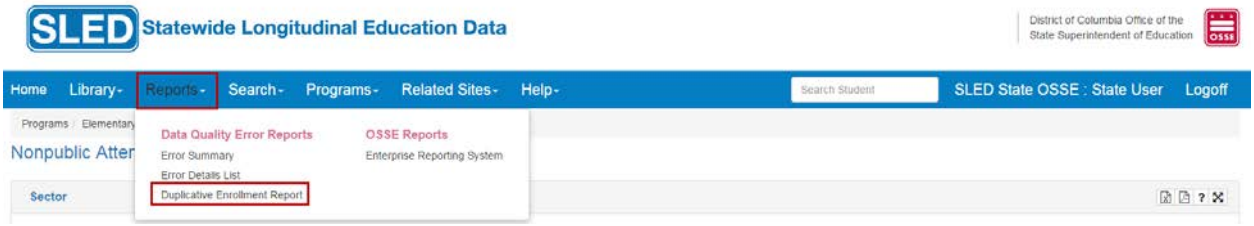
  a) The disclosure is initiated by the parent or eligible student; or

  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.

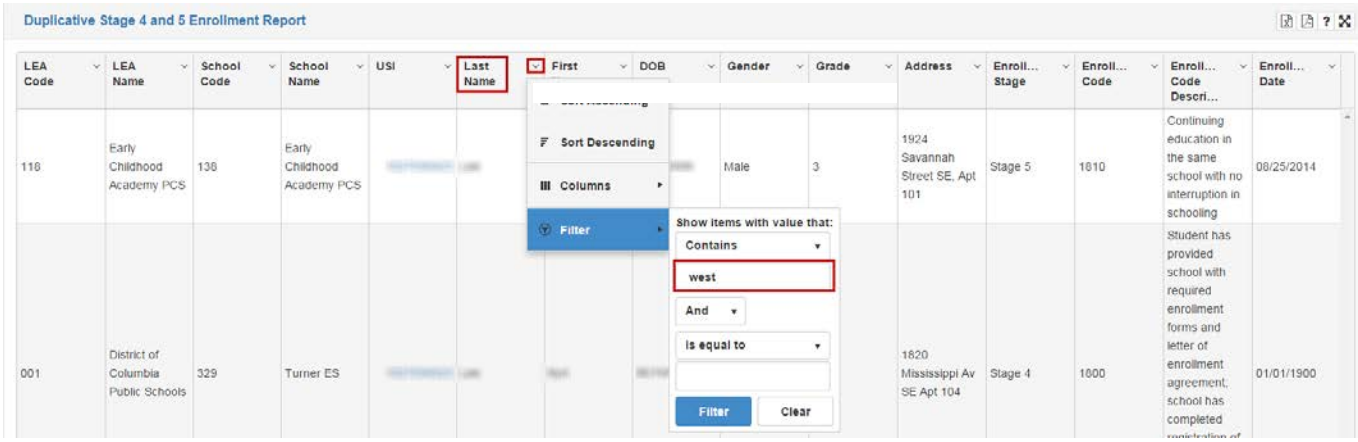
- The disclosing LEA shall, upon request, provide to the parent(s) or adult student a copy of the record(s) exchanged using this system and an opportunity for a hearing pursuant to FERPA regulations.

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

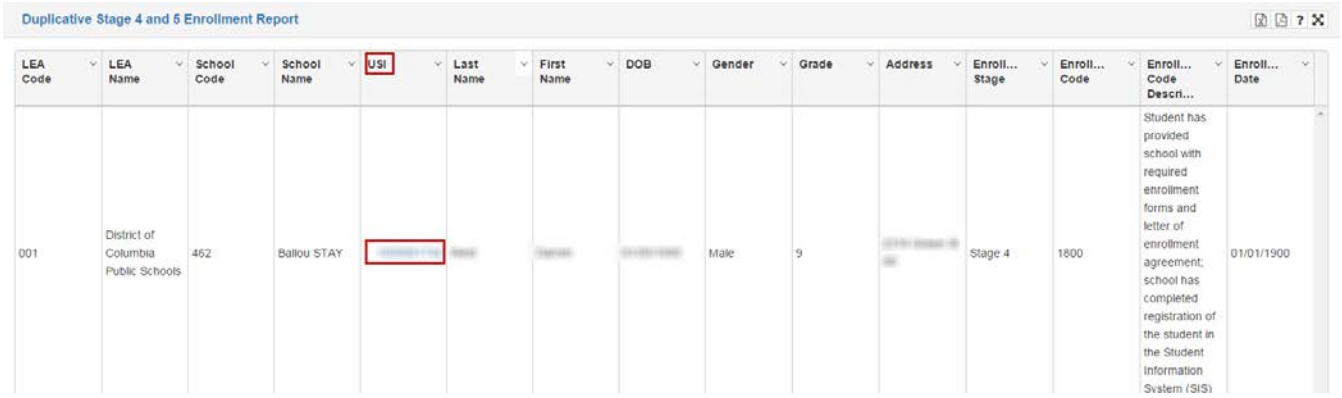
1. **After logging into SLED click Duplicative Enrollment Report under the Reports menu option.**



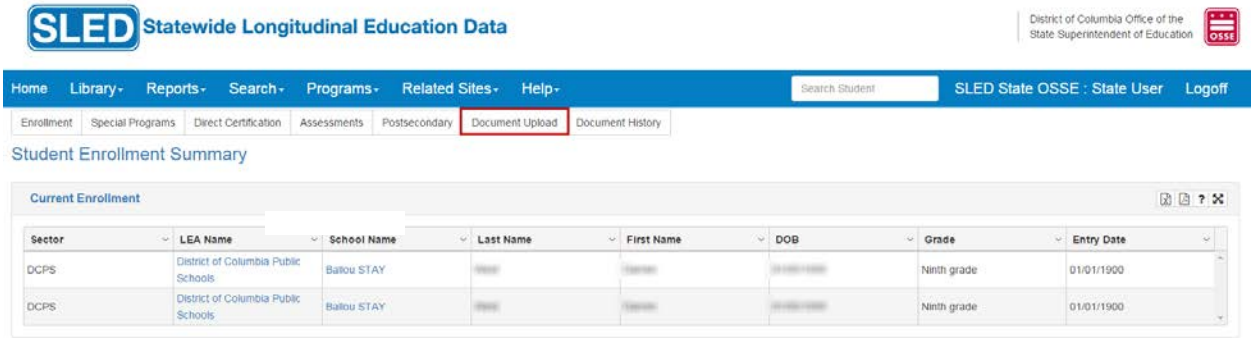
2. **Use the Filter function to search for a student.**



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

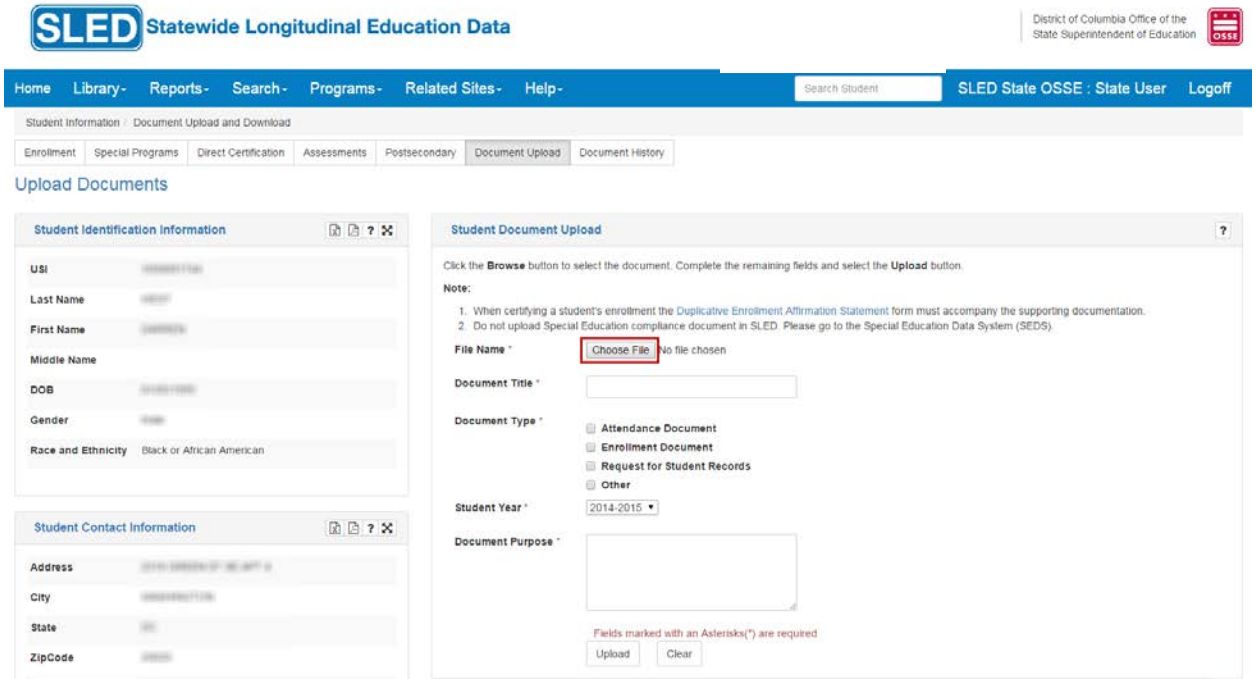


4. **Click the Document Upload tab.**



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).***



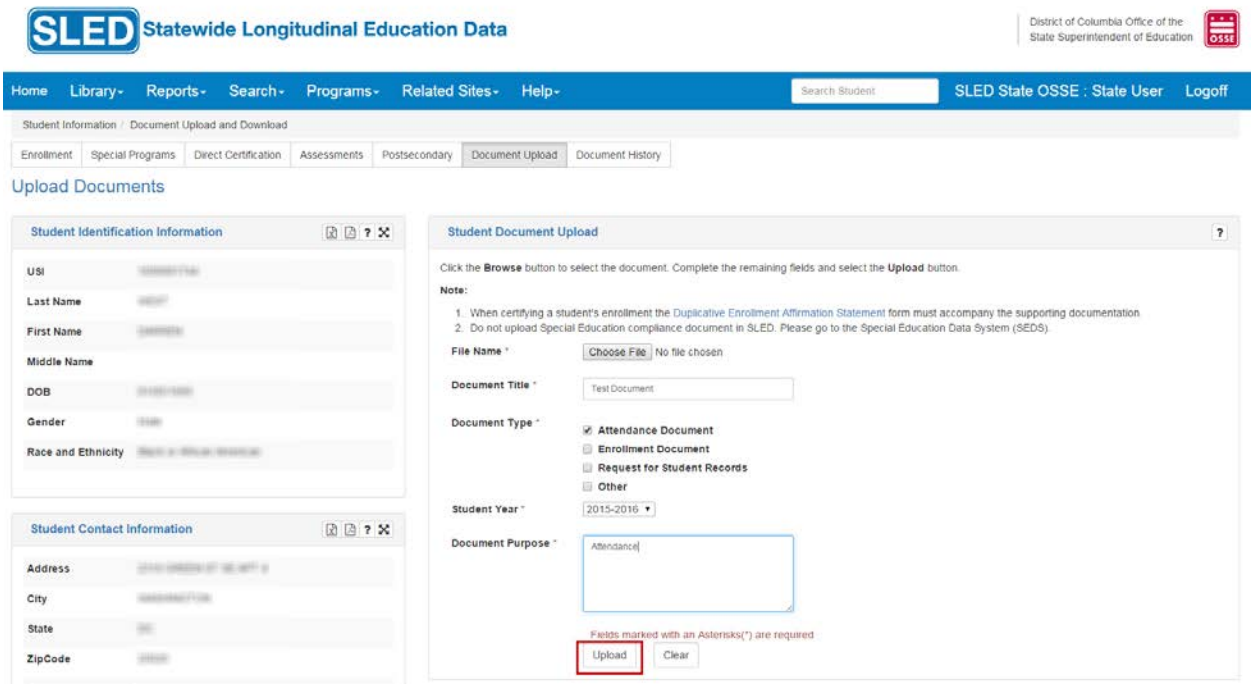
7. **Enter the Document Title (required).**

8. **Select the Document Type (required).**

9. **Select the School Year (required).**

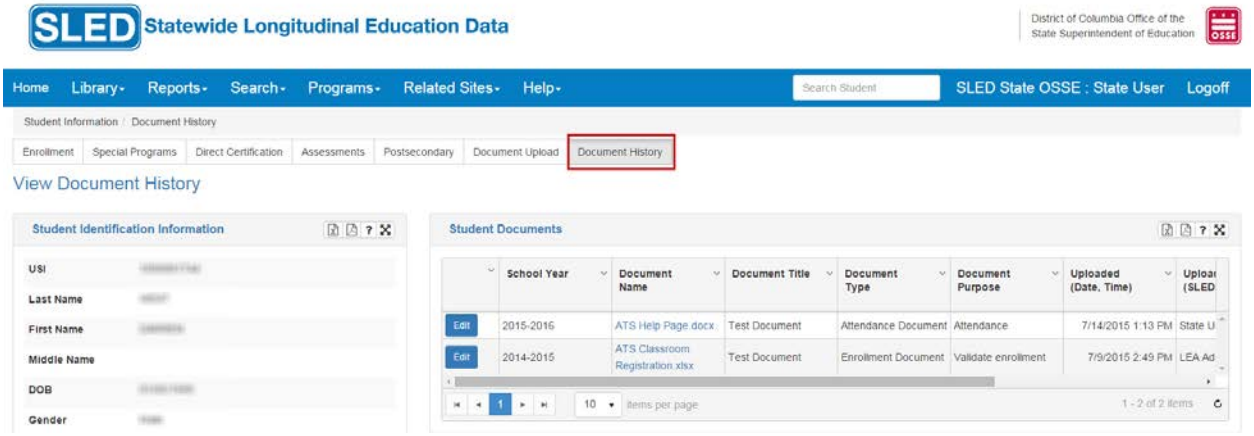
10. **Type the purpose of the document in the text box (required).**

11. **Click Upload.**



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

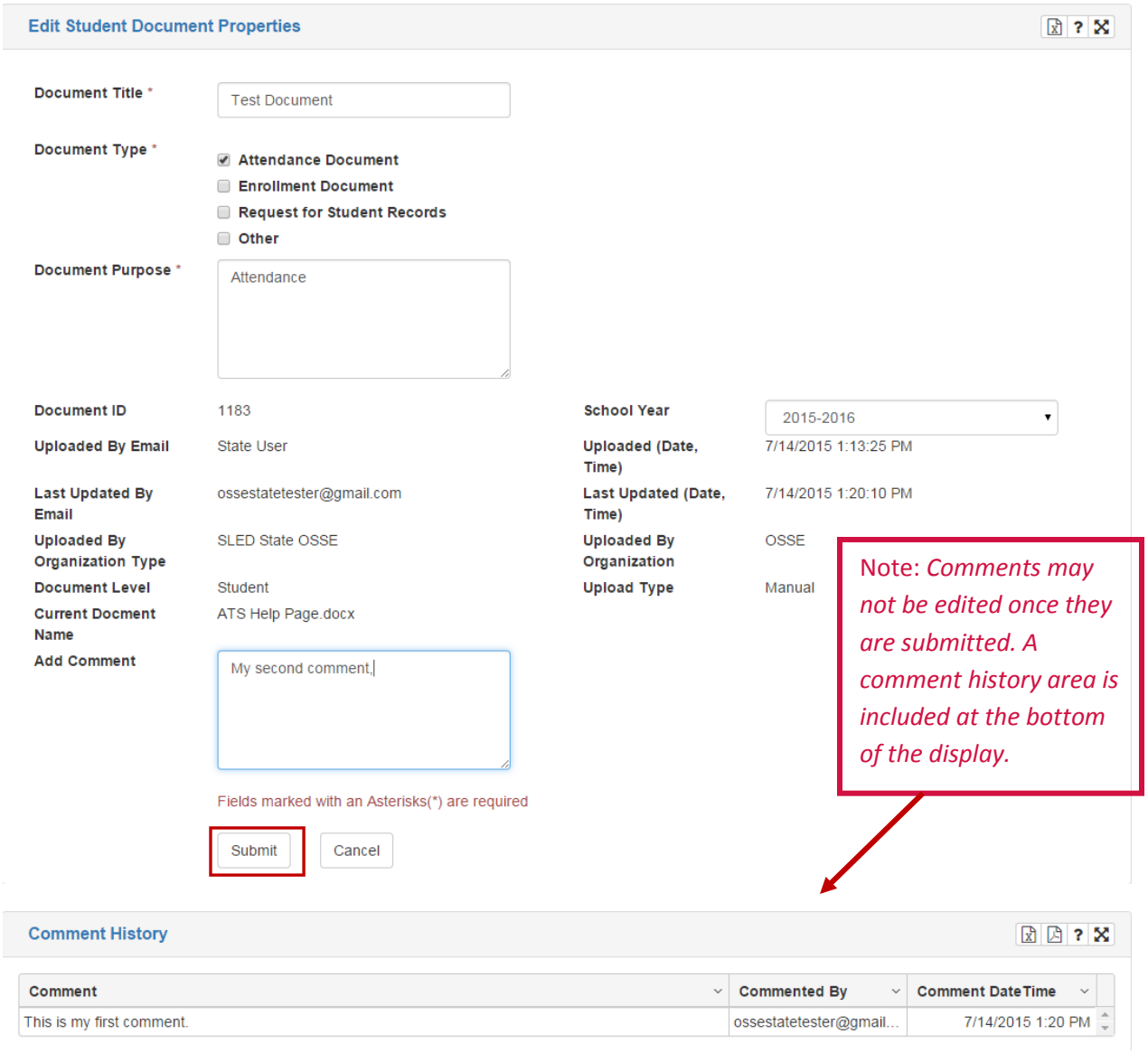
1. **Click the Document History Tab**



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,**

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.**