

District of Columbia Office of the State Superintendent of Education

DATA MANAGEMENT

DEMOGRAPHIC CONFLICTS MANAGEMENT February 2024

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Purpose

The Demographic Conflicts Management module in SLED provides real-time notification to Local Education Agencies (LEAs) of discrepancies within a student's enrollment record between the LEA's Student Information System (SIS) and the authoritative dataset maintained by OSSE. This will reduce the administrative burden on LEAs to conduct multiple demographic verifications throughout the school year.

Data Flow

How was the Authoritative Dataset Created?

The authoritative dataset is comprised of demographic data from the 2015-16 school year and historic demographic data. If a student did not attend an LEA during the 2015-16 school year, but previously attended a District of Columbia public or charter school, OSSE used the most received demographic data for the student. If a student newly enrolls in a District of Columbia public or charter school for the first time, the first demographic data received from the LEA will be used to create the authoritative data for that student.

What Demographic Data will be Flagged?

When a demographic conflict is flagged in the Demographic Conflicts Management module, the LEA or School Approver will have to resolve the conflict for the data to update in SLED. The table below contains the demographic data that are identified in the module. The Demographic Conflict Management module will only display demographic conflicts for the current school year.

First Name
Last Name
Date of Birth
Gender
Race
Ethnicity

Who has Access?

LEA staff assigned to either of the two user roles below in <u>Integrated Data Submission</u> (IDS) All Staff Collection will have access to the Data Management tab after completing trainings for Statewide Longitudinal Education Data (SLED)¹.

- 1. School Approver
- 2. LEA Approver

It is the LEA's responsibility to designate staff members in IDS All Staff Collection with the LEA or School Approver role to access the Demographic Conflicts Management module in SLED.

OSSE staff who are assigned the user role of State Approver will be given access to the Demographic Conflicts Management module to review and either accept or reject supporting documentation.

DEMOGRAPHIC CONFLICTS MANAGEMENT Demographic Conflicts Management in SLED

The Demographic Conflicts Management module is within <u>SLED</u>. To access SLED go to <u>https://sled.osse.dc.gov</u>. Once the LEA or School Approver has logged into SLED, the LEA or School Approver will click on the **Data Management** tab located on the navigation bar and then click on **Demographic Conflicts Management**.

SL	ED	Statewide	e Longitu	udinal Edu	cation Data		
Home	Library -	Reports -	Search-	Programs-	Data Management	Related Sites-	Help- N
							Search Student
Current	Roster (u	incertified)			Data Management LEA Feed Management Demographic Conflicts Mar Characteristics Conflict Mar Exit Management Prior Year Exit Managemen	nagement nagement nt	

Figure 1: Data Management Tab in SLED

For the LEA Approver, the LEA Demographic Conflicts Summary page displays the number of conflicts detected for an LEA and the current resolution status. For an explanation of the statuses, see <u>Appendix B:</u> <u>Glossary</u>.

Search

On the top right corner of the module is a search bar. To search for a student, enter one of the below values in the search bar.

- USI;
- Conflict ID; or
- Student's Name.

LEA User Logon
Search Student Conflict

Screenshot 3: Search field

A **Search Result – Data Management** page opens with all conflicts associated with the student for the current school year.

 Student Den 	nographic Co	nflicts					X
Conflict Id	USI :	First Name	Last Name	DOB :	Conflict Type	Resolution Status	Last : Modified
1857	1111111111	Test1	Last1	9/26/1997	First Name	Authoritative Change Accepted	2/9/2017
3628	1111111111	Test1	Last1	9/26/1997	Last Name	Unresolved	3/17/2017

Figure 2: Search Results



Figure 3: LEA Demographic Conflicts Summary

Note: For the School Approver, the School Demographics Conflicts Summary page displays.

For information on receiving credentials, go to Appendix A: Resources.

- 1. On the LEA Demographic Conflicts Summary table, click on the demographic conflicts list for the LEA.
- 2. Click on the conflict status counts to view the demographic conflicts associated with that status.

 LEA Demographic Con 	flicts S	ummary														?
This table summarizes the demo conflicts in that status. To view the entire conflict list, cli	ogra <mark>1</mark> ck Xto	nflicts dete	cted	for an LEA in the cu ct list to a .csv file fo	rrent school year. भ r further analysis.	∕ou can	click on LEA hyper	link to v	iew all conflict	s for tha	t LEA. You can also	click	on conflict status coun	ts to	view the demogra	phic
Responsible LEA		Total	:		LEA/School	Review	r.		Locked	1	OSSE Review		Ou	utcon	nes	
				Unresolved 2	Authoritative Change Not Accepted	:	SIS Change Pending	:			Authoritative Change Requested	:	Authoritative Change Accepted	:	SIS Corrected	:
					Accepted						noquootou					

Figure 4: LEA Demographic Conflict Summary Table

- On the LEA Demographic Conflicts Summary by School table, click on a conflict status count to view the demographic conflicts in that status for that school. See <u>Figure 6: Active Demographics</u> <u>Conflicts</u>.
- 4. Click on the school name in the Attending School column to go to the School Demographic Conflicts Summary for the school selected. See Figure 7: School Demographic Conflicts Summary.

✓ LEA Demographic Conflicts Su	ummary by	/ Scl	hool									2	2 ?	x
This table summarizes the demographic o status.	conflicts dete	cted	for an LEA in the cur	irre	ent school year. Please clic	k on the School hyperlink	to	o view school spe	eci	ific summary or conflict s	tatus counts to view the de	emographic conflict	s in th	at
Attending School	Total	:			LEA/School Review			Locked :		OSSE Review	Outc	omes		
			Unresolved :		Authoritative : Change Not Accepted	SIS Change : Pending				Authoritative : Change Requested	Authoritative Change Accepted	SIS Corrected	1	
School 1		74	3 57	7	0	4		0)	13	C		0	-
School 2 4		75	67	7	0	4		0)	3	1		0	

Figure 5: LEA Demographic Conflicts Summary by School

Note: Click the help icon (?) for the column descriptions.

his table lists a	ctive demographic cor	flicts in "Unresolved" of	or "SIS Pending	" or "Authori	ative Change I	Not Accer	oted" or "Authoritat	ive	Change Request	ted" :	statuses in the	currer	nt year. To viev	the co	onflict details, cli	ick on	the US
USI :	First Name :	Last Name	DOB :	Locked	:				Demog	raph	nic conflicts						Schoo
					First Nan	ne :	Last Name	÷	DOB	÷	Gender	÷	Race	- 1	Ethnicity	- 1	Name
12111111111	Student1	Test			Unres	olved											



 School Demographic 	Conflicts	Summary									X	?
his table summarizes the der Attending School	nographic c	conflicts detecte	d for a school in th	ne cu	rrent school year. You can	click on conflict status cou	unts	s to view the den	ographic conflicts in that s	status. Outco	mes	
			Unresolved	÷	Authoritative E Change Not Accepted	SIS Change E Pending			Authoritative : Change Requested	Authoritative : Change Accepted	SIS Corrected	:
School 1		-	X	57	0		4	0	13	0		



Resolving Demographic Conflicts

In order to resolve a conflict, click on the student's USI and the Student Demographic Conflicts Details page appears.

Y Acti	ve Der	mographic Con	flict										
This table	e lists a	ctive demographic	con	flicts in "Unresolv	ed" o	r "SIS Pendin	g" or "Authori	tativ	e Change Not Accep	ted" or "Authorita	ative	Change F	Requested
USI	÷	First Name	÷	Last Name	÷	DOB :	Locked	÷				I	Demogra
									First Name	Last Name	÷	DOB	
121111	11111	Student1		Test					Unresolved				
4													
	1	2 3 4	١.	▶ 20 ▼	st	udents per pa	je						

Figure 8: Student with One Demographic Conflict

On the Student Demographic Conflicts Details page, the demographic conflicts display in red.

Oat Prist Name in Current Koster Cast Name in Current Koster Conflict Instaty Cast School 1211111111 Student1 Test Not Available LEA School School * Demographic Conflicts Student1 Select the conflict you would like to validate by clicking on appropriate conflict hyperlink. In order to validate a conflict, you need to upload and attacteded conflict and enter resolution notes as meeded. Conflict ID : Conflict : Authoritative : Data from : Current : Detected On : Supporting Documents : Last Modified :	the document to st Modified : 10/24/2015
Demographic Conflicts Ists all the demographic conflicts associated with the student. Select the conflict you would like to validate by clicking on appropriate conflict hyperlink. In order to validate a conflict, you need to upload and attact elected conflict and enter resolution notes as needed. Conflict ID : Conflict : Authoritative : Data from : Current : Detected On : Supporting Documents : Last Modified : Data	? the document to st Modified : te 10/24/2019
Demographic Conflicts ists all the demographic conflicts associated with the student. Select the conflict you would like to validate by clicking on appropriate conflict hyperfink. In order to validate a conflict, you need to upload and attact elected conflict and enter resolution notes as needed. Conflict ID : Conflict : Authoritative : Data from : Current : Detected On : Supporting Documents : Last Modified : La By 2818 First Name Student1 Student234 Unresolved 97/2016 LEA User Available Student Documents	? the document to st Modified : te 10/24/2019
ists all the demographic conflicts associated with the student. Select the conflict you would like to validate by clicking on appropriate conflict hyperlink. In order to validate a conflict, you need to upload and attacted conflict and enter resolution notes as needed. Conflict ID i Conflict i: Authoritative i: Data from i: Current i: Detected On i: Supporting Documents i: Last Modified i:	h the document to st Modified : te 10/24/2019
elected conflict and enter resolution notes as needed. Conflict ID : Conflict : Authoritative : Data from : Current : Detected On : Supporting Documents : Last Modified : La By 2818 First Name Student1 Student234 Unresolved 9/7/2016 LEA User Available Student Documents	st Modified : te 10/24/2019
Online(1) Online(1) Online(1) Date of the second of the se	10/24/2019
2818 First Name Student1 Student234 Umresolved 9///2016 LEA User	10/24/201
Available Student Documents	
11. I I I I I I I I I I I I I I I I I I	
s all the documents uploaded and available for the student. Uncx on the cont cont to enter update the document cetails and/or associate document to one or more open connects. A document can be detend a colated to conflicts that are only in unresolved or change not accepted status and you are the user who uploaded the document.	3 long as it is
ta Not Available	
Add Document and Submit	
2014 miles	
Selected Conflict: First Name Conflict ID: 2818 Authoritative Data: Student1 Data from LEA SIS: Student23	4
Demographic Connict Resolution History 7 Back Error in SIS	
ts the progress of conflict resolution from the time it is created to time it is resolved.	
Conflict : Resolution : Modified : Modified Status On By	lick the Save
Anome Modified Mo	
Conflict Image: Resolution is status Modified is modified is modified by image: Modif	
onflict : Resolution : Modified : Modified : Modified : Plase enter comments (up to 500 characters) that may help LEA, School and/or OSSE to resolve the demographic conflicts and Comment button to save the comments. rst Name Unresolved 9/7/2016 11:16 AM DM : Plase enter comments (up to 500 characters) that may help LEA, School and/or OSSE to resolve the demographic conflicts and Comment button to save the comments.	
image: conflict	
Conflict : Resolution : Modified : Modified By rst Name Unresolved 9/7/2016 11:16 DM DM Mid 4 1 Mid 1-1 of 1 items C	
Conflict : Resolution : Modified : Modified By inst Name Unresolved 9/7/2016 11:16 M	
Conflict : Resolution : Modified : Modified By rst Name Unresolved 9/7/2016 11:16 DM ↑ AM AM AM I → NI 1 - 1 of 1 items ↑	
Conflict : Resolution : Modified : Modified : Modified By rst Name Unresolved 97/2016 11:16 AM DM : Please enter comments (up to 500 characters) that may help LEA, School and/or OSSE to resolve the demographic conflicts and Comment button to save the comments. Image: Comment Structure Image: Comment Structure Save Comment Save Comment Save Comment Clear Comment Clear Comment Save Comment	
Conflict : Resolution : Modified : Modified By ist Name 9/7/2016 11:16 DM A M dified : 1 - 1 of 1 items C Please enter comments (up to 500 characters) that may help LEA, School and/or OSSE to resolve the demographic conflicts and Comment button to save the comments. Save Comment Clear Comment Common to the comment of th	2
Conflict : Resolution : Modified : Modified By ist Name Unresolved 9/7/2016 11:16 DM → AM AM AM I > H 1 - 1 of 1 Items Save Comment Clear Comment Save Comment Clear Comment Y Demographic Conflict Resolution Notes History	2

Figure 9: Student Demographic Conflicts Details

To view the student's authoritative demographic and current enrollment information, click on the student's USI. A pop-up window appears with the Student Details. See below.

ick on the USI hyperlink to vi	ew student's authoritat	ive demographic data	and current enrollment.	Click on the Co	onflict History hyperlink to v	riew student
JSI	First Name in	n Current Roster	Last Name in Curre	nt Roster	Conflict History	1
1211111111	Student Deta	iils				
	Student Profile	e		Enroliment I	nformation	
	USI	12111111111		LEA ID	123	
_	Local ID	321654		Responsible	LEA LEA	
	First Name	Student1		School ID	1234	
	Last Name	Test		Attending Sc	hool School 1	
	Date Of Birth	03/03/2004		Grada	Sixth Grada	
	Gender	Male		Grade	00/12/2010	
	Race	Unknown		Last Feed Da	te 09/12/2016	
	Ethnicity	Hispanic/Latino				
	Last ADB Updated Date	01/03/2017				
	Non-Resident	No				

Figure 10: Student Authoritative Details

The Authoritative Data column displays the authoritative first name for the student as Student1; however, the LEA is sending Student234 as the student's first name in the nightly feed from the SIS.

Click on the USI hyperlink to view stu	dent's authoritative demographic data a	and current enrollment. Click on the C	Conflict History hyperlink to view stu	dent's closed demographic conflicts.		
USI :	First Name in Current Roster	Last Name in Current Roster	Conflict History	: LEA	School	
1211111111	Student1	Test	Not Available	LEA	Schoo	ol 1
Demographic Conflicts						
Demographic Conflicts ats all the demographic conflicts ass lected conflict and enter resolution	sociated with the student. Select the co notes as needed.	nflict you would like to validate by clic	cking on appropriate conflict hyperlir	k. In order to validate a conflict, you nee	ed to upload and at	ttach the document
Demographic Conflicts sts all the demographic conflicts ass lected conflict and enter resolution Conflict ID : Conflict	eoclated with the student. Select the co notes as needed.	nflict you would like to validate by clic Current : De Status	cking on appropriate conflict hyperlin letected On : Supporting Do	k. In order to validate a conflict, you nee ocuments : Las By	ed to upload and at st Modified :	ttach the document Last Modified Date

Figure 11: Demographic Conflicts

If the student has more than one demographic conflict, the LEA or School Approver may address one or all the conflicts at once.

To resolve the demographic conflict(s).

- 1. Click the hyperlink of the demographic conflict type.
- 2. The page refreshes, and the Selected Conflict bar updates with the conflict information.
- 3. The Demographic Conflict Resolution History and Notes apply to the conflict selected.

connict iD :	Conflict :	Autho : Data	Data from LEA SIS	Current : Status	Detec : On	Supporting Documents	:	Last Modifi By	Last Modifi Date
3820	Last Name	Test1	Last123	Unresolved	9/7/2016	3		DM	9/7/2016
7260	Ethnicity	Ν	Н	Unresolved	9/7/2016	3		DM	9/7/2016
Available St	udent Docum	nents							?
a Not Availabl Add Docu Selected Co	e ment and Subm onflict: Last N	it 2 Name	Conflict ID:	3820 A	uthoritative [Data: Test1 Data	from LEA	SIS: Lat	st123
Demograph	ic Conflict Re	solution Hist	ory X	Back	Error	in SIS			
Demograph ts the progress created to the tir conflict	ic Conflict Re of conflict resolu ne it is resolved. Resolution Status Jnresolved	ition from the time Modified 0n 9/7/2016	11 : ^	Back Enter Demo Please enter com conflicts and click	Error ographic Con ments (up to 500 the Save Comm	flict Resolution Notes	ol and/or OSS	SE to resolve th	e demographic
Demograph ts the progress created to the tir conflict ast Name t 1	ic Conflict Re of conflict resolu ne it is resolved. Resolution Status Jnresolved	Solution Hist Tion from the tim Modified On 9/7/2016	ory ► X = it 	Back Enter Demo Please enter com conflicts and click Save Commen	t Clear C	rin SIS flict Resolution Notes D characters) that may help LEA, Schoo hent button to save the comments.	ol and/or OSS	SE to resolve th	e demographic

Figure 12: Student Demographics Conflicts

Uploading Documents

In order for the LEA or school to correct the conflict, the LEA or School Approver can either:

- 1. Upload the appropriate documentation and request for OSSE to change the authoritative demographic data; or
- 2. If the data is inaccurate in the SIS, select the **Error in SIS** button. The **Error in SIS** button is used to acknowledge a data entry error occurred and will be corrected by the LEA or school.

ists all the demogr eed to upload and	raphic conflicts a	associated with to	he student. Sele	ct the conflict yo I enter resolution	u would like to va	lidate by clicking on appropriate conflict l	hyperlink. I	n order to valio	?
Conflict ID	Conflict	Autho : Data	Data : from LEA SIS	Current : Status	Detec : On	Supporting Documents	÷	Last Modifi By	Last Modifi Date
3820	Last Name	Test1	Last123	Unresolved	9/7/2016			DM	9/7/2016
7260	Ethnicity	N	н	Unresolved	9/7/2016			DM	9/7/2016
sts all the docume ocument can be d	ents uploaded ar eleted as long a	nd available for t s it is associated	he student. Click I to conflicts that	on the Edit icor are only in unre	n to either update solved or change	the document details and/or associate d not accepted status and you are the use	locument to er who uplo	o one or more o baded the docu	open conflicts. A ment.
ists all the docume ocument can be d nata Not Available Add Docur	ents uploaded ar eleted as long a e ment and Submi	nd available for t s it is associated it	he student. Click I to conflicts that	c on the Edit icor are only in unre	n to either update solved or change	the document details and/or associate d not accepted status and you are the use	locument to	o one or more o baded the docu	open conflicts. A ment.
sts all the docume ccument can be d ata Not Available Add Docur Selected Co	ents uploaded an eleted as long a ment and Submi onflict: Last N	nd available for t s it is associated it	he student. Click I to conflicts that	<pre>< on the Edit icor are only in unre 3820 A</pre>	n to either update solved or change uthoritative D	the document details and/or associate d not accepted status and you are the use ata: Test1 Data fro	or who uplo	o one or more of aded the docu SIS: Lat	open conflicts. A ment. st123

Figure 13: Adding a Document to the Student Record

To provide OSSE with supporting documentation to request an authoritative demographic change:

- 1. Under the **Available Student Documents** section on the Student Demographic Conflicts Details page, click the **Add Document and Submit** button.
- 2. Complete all required fields.
- Upload the documentation that supports the conflict type. See <u>Appendix C: Acceptable Documents</u> to <u>Resolve Demographic Conflicts</u> for the approved documents that may be uploaded to resolve Demographic Conflicts.
- 4. If a student has more than one demographic conflict, the LEA or School Approver may submit documentation to support all or some of the Demographic conflicts.
- 5. Check the demographic conflicts the documents correspond to.
- 6. Click one of the three buttons:
 - **Save** to save the document to the student record. This does <u>not</u> send the conflict to OSSE for review.

- **Save and Submit** to submit the demographic conflict to OSSE for review. If the LEA or School Approver makes this selection, the conflict cannot be modified.
- **Close** to exit the window.

tion	Manage Student Document				×
	Document Title: *				
Data	Document Purpose: *				
ntilcts					,
t enroll	Document Type: *				T
r	File Name: *	Choose File No file chosen			
	Applies To:	Last Name Ethnic Fields marked with an asterisk(*) ar	ity e required.		
would li					ed co
:	MILLETTEM	Inresolved	Save 9///2010	Save and Submit Clo	ose

Figure 14: Manage Student Document Popup Window

Available Student Documents Section

The Available Student Documents section displays all documents uploaded for the student.

- 1. Documents in this section may be used to resolve future demographic conflicts during the current school year.
- 2. Only the LEA or School Approver that uploaded the document may edit or delete the document.
- 3. Once the LEA or School Approver submits the document to OSSE for review, the LEA or School Approver is unable to modify the document.

vailable	St	tudent Docu	uments						? 5
ts all the d	doc in b	uments uploa	ded and availab ong as it is ass	le for the student. Click on the Ec ociated to conflicts that are only ir	lit icon to either update th nunresolved or change r	ne document details and/ ot accepted status and y	or associate docun ou are the user wh	nent to one or more o uploaded the doc	open conflicts. A ument.
dit	~	Delete	School	 Supporting Document 	Uploaded On	Uploaded By	Title	Purpose	Docum
uit		Delete	Year	supporting bocument	opiouded on	opiouded by	inde	i alpose	Туре
ø			2016-17	test.pdf	2/9/2017 2:22 PM	LEA User	test	test	Adoption Forms
4 4 1		F H	10 v items	per page					1 - 1 of 1 items d
Add		ocument and S	Submit						

Figure 15: Available Student Documents

Once the file has been uploaded, and if the **Save** button was selected, the LEA or School Approver sees the **Request Data Change** button. Prior to uploading a document, this button is not visible. Once all supporting

documents for a demographic conflict have been uploaded, click the **Request Data Change** button to have OSSE review the documents.

Selected Conflict: Last Name	Conflict	ID	Authoritative Data:
 Demographic Conflict Resolution History 	? 🔀	Back	Request Data Change

Figure 16: Request Data Change

If the LEA or School Approver selects the Error in SIS button, a popup box appears confirming the selection.

Confirm Error in SIS	
You have selected to mark conflict as Error in SIS. Please confirm. Enter Comments (up to 500 chars):	
	Confirm Cancel

Figure 17: Error in SIS Confirmation Window

Enter a comment and select **Confirm**. The page refreshes and displays the **Active Unresolved** page. The conflict record will be available under the **SIS Change Pending** column.

		LEA/School R	eview		
Unresolved	:	Authoritative Change Not Accepted	:	SIS Change Pending	:
	47		0		3

Figure 18: Updated Status

Once the demographic information is updated in the LEA SIS to reflect the authoritative demographic data, the conflict will close.

Once the SIS updates and the demographic conflict is resolved, the demographic conflict closes but is viewable via the Conflict History link on the Student Demographic Conflicts Details page. The LEA or School Approver can select the **Back** button to go to the Open Demographic Conflicts Roster for the school.

mographic conflicts									
USI	:	First Name in Current Roster	:	Last Name in Current Roster	:	Conflict History	LEA	: School	
1232123212		Student2		Jones		View History	LEA	School2	

Figure 19: Conflict History

TIP: If the **Error in SIS** button is selected by mistake, even after confirming this selection, the LEA or School Approver can modify the record. If the LEA or School Approver decides to request a change to the authoritative data, they must upload a supporting document and select the **Request Data Change** button; however, once the record is sent to OSSE for review and approval, this functionality is not available.

Conflict Resolution History and Notes Section

The LEA or School Approver may provide comments for a specific demographic conflict in the Conflict Resolution Notes section. All notes are visible to the State Approver.

lease enter comment	(up to 500 characters) that may help LEA. School and/or OSSE to resolve the demographic	
onflicts and click the S	ave Comment button to save the comments.	

Figure 20: Demographic Conflict Resolution Notes

To view the progress of a demographic conflict, go to the Demographic Conflict Resolution History section.

Lists the progre	ss of conflict resolu	ution from the time it is	s created to
the time it is res	olved.		
Conflict	 Resol ~ Status 	Modified ~ On	Modified By
First Name	Unresolved	9/7/2016 11:14 AM	DM 🌲
4		1	•
		1 1 of	1 itoma 🕐

Figure 21: Demographic Conflict Resolution History

Resolved Demographic Conflicts

To view the resolved demographic conflicts for the student, the LEA or School Approver can click on the **View History** link under Demographic Conflict History on the Student Demographic Conflicts Details page.

Click on the USI hyper emographic conflicts.	link t	o view student's authorita	ativ	e demographic data	and c	urrent enrollment. Clic	ck on	the Conflict History hyperli	nk to view student's c	losed
USI	-	First Name in Current Roster	:	Last Name in Current Roster	:	Conflict History	:	LEA :	School	:
1232123212		Student2		Jones		View History		LEA	School2	

Figure 22: Student Demographic Conflicts History

Click on the View Active Conflicts button to return to the Student Demographic Conflicts Details page

tudent Demogr	aphic Cor	nflicts H	listory									[View	Active Conflicts]
Click on the USI hyperlink	to view student?	s authoritati	ve demographic data a me in Current Roster	nd curre	ent enroliment. Click o	n the View Active Conflic Current Roster	ets b	Conflict History	ve demographic	conflicts.] Scł	ool		1
11122231543	1		Student2		Jones			Not Available		LEA			Sch	sloo	
Demographic Cor lists all the demographic Conflict ID	nflicts data changes as Conflict	sociated wit	h the student conflict. C Authoritative Data	lick on	conflict hyperlink to v sta from LEA S	ew and resolve the select	cted	t conflict. Click on the docum	nent hyperlink to Supporting D	download and view a doc ocuments	ument.	Last Modifie	d By	E Last Modified	3 ? :
1857	7 First Name		Student2		Sam	Authoritative Change Accepted		9/7/2016	bi	inth certificate.pdf		State User		2	2/9/201

Figure 23: Student Demographic Conflicts History

Locked Demographic Conflicts

A demographic conflict may be locked if the student has a duplicative enrollment at an LEA or if invalid demographic data (i.e., student was deleted from SIS). If a demographic conflict is locked, the LEA must resolve the duplicative enrollment prior to modifying the authoritative demographic data for the student.

The student's demographic conflict summary page lists the reason for the locked demographic conflict. See below.

Last Modified ~ By	Last Modified v Date
DM	5/6/2017
	 Last Modified By DM

Figure 24: Locked Demographic Conflicts

Resolution Status Flow

Once an LEA has clicked **Request Data Change** button there are several possible outcomes:



Figure 2: LEA or School Approver Requests Demographic Change

If the State Approver rejects the request:

- The LEA can upload additional documents and resubmit; or
- Correct the demographic data in their SIS.

If an LEA selects Error in SIS, see below.



Figure 3: Error in SIS

The Demographic Conflict Management module automatically closes a demographic conflict for the following reasons:

- 1. The USI is not in the roster (i.e., this happens when student record was deleted in the LEA SIS or dropped from the enrollment feed)
- 2. SIS Corrected (i.e., this happens when the LEA or School Approver corrects the LEA SIS to reflect what is in the authoritative demographic dataset)

If the Demographic Conflict Management module automatically closes a demographic conflict for one of the reasons listed above, the resolution status displays as System Closed, and the conflict is removed from the Active Demographic Conflict list. The LEA or School Approver may view closed demographic conflicts on the LEA Demographic Conflicts Summary page by clicking SIS Corrected.

		unnary										1
his table summarizes the lemographic conflicts in th	demograp at status.	hic conflict	s det	tected for an LEA in th	he c	urrent school year. You	u can click on LEA hype	erlin	nk to view all conflic	cts for that LEA. You ca	n also click on conflict	status counts to vie
Responsible LEA	Y	Total	*	LEA/School Review				L	Locked ~	OSSE Review	Outcomes	
				11		Authoritative	SIS Change			Authoritative	Authoritative	212

Figure 25: SIS Corrected Conflicts

Appendix A: Resources

The table below lists resources that are available to assist with resolving demographic conflicts.

Title	Location			
OSSE Support Tool	https://octo.quickbase.com/db/bh9ehz85s			
Integrated Data Submission	https://ids.osse.dc.gov/login			
SLED Access	To receive SLED credentials, access the OSSE Learning Management			
	System (<u>LMS</u>)			
SLED	https://sled.osse.dc.gov/			
Unified Data Errors	https://analysis.osse.dc.gov			

Demographic Conflict Status	Definition
Authoritative Change Accepted	Status is set to "Authoritative Change Accepted" when the State Approver approves the data conflicts, and the changes are saved into the Authoritative Dataset.
Authoritative Change Rejected	Status is set to "Authoritative Change Rejected" when the State Approver rejects the data changes approved and forwarded by the LEA or School Approver.
Locked	 The locked column indicates if the Demographic Conflicts has been locked from edits and approval. The system automatically locks an active conflict due to: 1) A duplicative enrollment that must be resolved prior to requesting the data change. 2) Invalid data that was received by OSSE.
Unresolved	The Demographic Conflicts automatically assigns "Unresolved" status when a new student data conflict is created.
SIS Change Pending	Status is set to "SIS Change Pending" when the LEA or School Approver confirms that the conflicts are due to an error in the SIS. Note : The LEA/School needs to fix the data in the SIS, so it matches with the Authoritative Dataset.

Appendix B: Glossary

SIS Corrected	The Demographic Conflicts automatically assigns "SIS Corrected" status							
	when the data in the SIS is updated to match the Authoritative Dataset.							

Appendix C: Acceptable Documents to Resolve Demographic Conflicts

The table below lists the supporting documents that may be uploaded to resolve demographic conflicts in the Demographic Conflicts Management Module.

First Name	Last Name	Date of Birth	Gender	Ethnicity	Race
Adoption Forms	Adoption Forms	Adoption Forms	Adoption Forms	LEA Enrollment Form	LEA Enrollment Form
Baptismal or Church Certification	Baptismal or Church Certification	Baptismal or Church Certification	Baptismal or Church Certification	Master Student Demographic Data Change Affirmation Form	Master Student Demographic Data Change Affirmation Form
Birth Certificate	Birth Certificate	Birth Certificate	Birth Certificate		
Court Order	Court Order	Court Order	Court Order		
Driver's License	Driver's License	Driver's License	Driver's License		
Hospital Certificate	Hospital Certificate	Hospital Certificate	Hospital Certificate		
Marriage License	Marriage License	Marriage License	Marriage License		
Master Student Demographic Data Change Affirmation Form	Master Student Demographic Data Change Affirmation Form	Master Student Demographic Data Change Affirmation Form	Master Student Demographic Data Change Affirmation Form		
Naturalization Forms	Naturalization Forms	Naturalization Forms	Naturalization Forms		
Passport	Passport	Passport	Passport		
Physician's Certificate	Physician's Certificate	Physician's Certificate	Physician's Certificate		
Residency Verification Form	Residency Verification Form	Residency Verification Form	Residency Verification Form		
State ID	State ID	State ID	State ID		
Visa	Visa	Visa	Visa		

Ward of State	Ward of State	Ward of State	Ward of State					
Documentation	Documentation	Documentation	Documentation					