SLED – DATA MANAGEMENT

Prior Year Exit Management - Assurance Roster

Introduction

The Office of the State Superintendent of Education (OSSE) created the Student Characteristics Data Change Assurance Form at the end of the 2019-20 school year. The assurance form serves as a documentation proxy due to the local education agencies' (LEAs') inaccessibility to obtain the required documentation to support the use of specific exit codes for withdrawn students through the Statewide Longitudinal Education Data (SLED) system Exit Management and Prior Year Exit Management modules.

The SLED Prior Year Exit Management - Assurance Roster module facilitates the process for LEAs to submit the real documentation needed to support a student's exit code from a previous school year.

Who has Access?

LEA persons assigned either the LEA Approver or School Approver point of contact in eSchoolPLUS will have access to the Prior Year Exit Management - Assurance Roster module after completing trainings for SLED.

It is the LEA's responsibility to designate staff members in eSchoolPLUS with the LEA or School Approver role to access the Prior Year Exit Management module in SLED. The user roles are set up in eSchoolPLUS in the staff table.

How to Access?

1. Log into SLED at sled.osse.dc.gov.
2. Click on the **Data Management** tab located on the navigation bar and then click on **Prior Year Exit Management - Assurance Roster**.

Prior Year Exit - Assurance Roster

The **Prior Year Exit - Assurance Roster** page displays the number of exits requiring documentation for prior school years. The page has the below reports.

1. **Prior Year Assurance Roster Summary** – displays the total count of records for the related school year in one of the statuses below.
   - **Pending LEA Exits** – indicates an exit code may be assigned or updated.

- **OSSE Not Accepted Exit** – indicates OSSE rejected the LEA's documentation. The LEA is permitted to submit additional documentation.
- **Pending OSSE Review** – indicates that exit record needs reviewing by OSSE.
- **OSSE Accepted Exits** – indicates the exit code change has been approved by OSSE.

School Year	Incomplete Exits		Pending OSSE Review	Completed Exits	Total
	Pending LEA Exits	OSSE Not Accepted Exits		OSSE Accepted Exits	
2015-2016	1	2	1	1	5
2019-2020	1	0	0	2	3

Figure 2: Prior Year Exit - Assurance Roster Report

2. **Incomplete Exits** – lists exit records available for the real document to be submitted. These exit records are in either the **Penidng LEA/School Exits** or **OSSE Not Accepted Exits** statuses and can be edited. Use the search bar to quickly locate a record using the USI, first name, last name, date of birth (DOB), LEA name and school name. Below are the column headers for the report.
   - **USI** – provides the 10-digit unique student identifier assigned by OSSE. Click on a USI hyperlink to go to the Prior Year Exit - Assurance Details Page.
   - **First Name** – provides the student's legal first name.
   - **Last Name** – provides the student's legal last name.
   - **DOB** – provides student's date of birth.
   - **School Year** – provides the school year for which the exit record was received.
   - **PYE Exit**
     - **Entry Date** – is the date of "receipt of educational services, which are deemed to begin on the first official school day" (DCMR Title 5-A2199).
     - **Exit Date** – provides the date on which the student exited the school.
     - **Exit Code** – provides the code of the reason for exiting the LEA.
     - **Description** – provides shorten description of the reason for exiting or withdrawing from the LEA.
   - **LEA Name** – provides the name of the LEA.
   - **School Name** – provides the name of the school that the student is physically attending.
   - **Status** – provides the status of the exit record.
   - **Date Modified** – indicates the date when the exit record was last modified.

USI	First Name	Last Name	DOB	School Year	PYE Exit				LEA Name	School Name	Status	Date Modified
					Entry Date	Exit Date	Exit Code	Descri...				
1012279475	PYEM	TURNER	7/19/2008	2015-2016	8/26/2015	10/1/2015	1940	Transfer to different state			OSSE Not Accepted Exits	8/22/2020
1013822806	PYEM	STODDARD	12/11/2006	2015-2016	8/25/2015	1/12/2016	1940	Transfer to different state			Pending LEA/School Exits	8/3/2020

(No real student data is displayed)
Figure 3: Incomplete Exits Report

3. **Pending OSSE Review** – lists exit records pending OSSE's review. Click on the USI hyperlink to view a student record. The exit records are in the **Pending OSSE Review** status cannot be edited.
4. **OSSE Accepted Exits** – lists completed exit records accepted by OSSE. Click on the USI hyperlink to view a specific exit code of a student. These exit records are in the **OSSE Approved Exits** status and cannot be edited.

Prior Year Exit - Assurance Details Page

To navigate to a student's page, click on the student's USI.

The Prior Year Exit - Assurance Details page facilitates the process to update the student's exit code with the below reports.

- **Student Information** – lists the student's demographic and related enrollment information.
- **Prior Year Exit Details** – lists the exit information and the previously accepted Student Characteristics Data Change Assurance Form.

Exit ID	School Year	Status	Entry Date	Prior Year Exit			Support Document(s)
				Code	Description	Date	
38946	2015-2016	OSSE Not Accepted Exits	8/26/2015	1940	Transfer to different state	10/1/2015	5686853783.pdf

- **Prior Year Student Documents** – lists all the documents uploaded for the student's exit record. Documents previously accepted in either the Exit Management or Prior Year Exit Management modules cannot be modified. Any documents uploaded in this module can be edited or deleted before submitting to OSSE for review.

Prior Year Student Documents

Lists the documents uploaded for the student. In the Prior Year Student Documents report, click the Add Document and Submit button to upload a document. Click the Edit icon to update the document details. A document can be deleted as long as it is associated to an exit record that is in one of the Incomplete Exits category (Pending LEA Exits and OSSE Not Accepted Exits) and you are the user who uploaded the document in the Prior Year Exit Management – Assurance Roster module.

Edit	Delete	School Year	Supporting Document	Uploaded On	Uploaded By	Title	Purpose	Document Type
		2015-2016	5686853783.pdf	6/3/2019 12:44 PM	DM	Enrollment Confirmation	ACGR	Student Data Change Assurance Form
✎	🗑	2015-2016	Test.pdf	8/22/2020 9:10 AM	LEA Admin User	Withdrawal Enrollment Form	exited out of DC	LEA Enrollment/Exit Form

Add Document and Submit

Figure 4: Prior Year Student Documents Report

  o Click the **Add Document and Submit** button to upload the real document, which must be a PDF document with the size limitation of 2MB.
  o Complete all fields in the **Manage Student Document** window. Click one of the three buttons:
     - **Save** – to save the document to the exit record. The updated exit code will not push to OSSE for review; however, the **Verify** button (Verify) will appear on the Prior Year Exit - Assurance Details Page to submit the documentation to OSSE for review.
     - **Save and Submit** – to immediately submit the record to OSSE for review.
     - **Close** – to exit the window.
  o Only the user who uploaded documents can edit or delete the document.
- **Prior Year Exit Verification Notes** – allows users to enter comments up to 500 characters.

- **Prior Year Exit Verification History** – provides log of the exit record changes.
- **Prior Year Exit Notes History** – lists the comments saved in the Prior Year Exit Verification Notes.

Resources

Below is a table of resources to assist with the Prior Year Exit Management - Assurance Form.

Title	Location
SLED Prior Year Exit Management user guide	Prior Year Exit Management User Guide
OSSE Support Tool	OSSE Support Tool for questions and technical assistance inquiries should be sent to the OSSE Support Tool. For access to the OSSE Support Tool, please email LEA's Data Liaison
How to manage Points of Contacts in eSchoolPLUS	eSchoolPLUS LEA Points of Contact User Guide
Descriptions of Points of Contacts in eSchoolPLUS	eSchoolPLUS LEA Points of Contact Descriptions
SLED Trainings	OSSE Training Registration
SLED Access	To receive SLED credentials, send an email to sled.info@dc.gov.
OSSE Entry and Exit Guidance	OSSE Entry and Exit Guidance
Unified Data Errors	Unified Data Errors User Guide
Adjusted Cohort Graduation Rate (ACGR) Validation:	Adjusted Cohort Graduation Rate (ACGR) Validation: Technical Guide