



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## **Master Student Demographic Data Change Affirmation Form**

**DOCUMENT PURPOSE:** The Master Student Demographic Data Change Affirmation Form should be used by Local Education Agency's (LEA) to assist with resolving changes to student demographic indicators within the Master Student Demographic database. This form can accompany or be used in place of demographic verification forms listed within the Master Student Demographic Data Policy.

**INSTRUCTIONS:** In order to request a change in a student's demographic data, LEA/School staff should:

1. Complete the Change Affirmation Form.
  - a. If the requested change is Gender, then the form must be signed by a parent/guardian or student (if 18 years old or older).<sup>1</sup>
  - b. If the requested change is Race and/or Ethnicity because there is no parent/guardian or student identification in existing LEA enrollment records or through the Verification Supporting Documents, this should be indicated in the Non-Consent Items section in this form.
2. Sign the Change Affirmation Form.
3. Scan the Change Affirmation Form.
4. Upload the Change Affirmation Form into the LEA Membership Tracker in SLED along with supporting documentation to substantiate that the student's information has changed.

The Change Affirmation Form is located on the following page.

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<sup>1</sup> (34 C.F.R. § 99.7(a)(2)(ii))



## Master Student Demographic Data Change Affirmation Form

This form establishes that a conflict in student records exists between the LEA's Student Information System (SIS) and the Office of the State Superintendent of Education (OSSE) – Statewide Longitudinal Education Data (SLED) system. The corrections are noted below.

**\*Required: Write in in the student's identifying information.**

Unique Student Identifier (USI): _____	
Student's Local Identifier: _____	
First Name: _____	Last Name: _____
LEA Name: _____	LEA Code: _____

**If the data record change corrects a student's gender, select the box below:**

<input type="checkbox"/> Gender:	
Corrected value: <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>PARENT/GUARDIAN AFFIRMATION:</b>	
I attest that I have verified the identified student record requires changes to OSSE Master Student Demographic Data.	
Signature: _____	Date: _____
Relation to Student: _____	

**Check the boxes below to identify the data element(s) the LEA is verifying should be changed, as well as the corrected values:**

<input type="checkbox"/> Ethnicity:	Corrected value:	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Not Hispanic/Latino
<input type="checkbox"/> Race:	Corrected value (select all that apply):		
	<input type="checkbox"/> American Indian and Alaskan Native	<input type="checkbox"/> Black or African American	
	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White	<input type="checkbox"/> Asian
	<input type="checkbox"/> Multiracial		
<input type="checkbox"/> Grade:	Corrected value:	_____	
<input type="checkbox"/> First Name:	Corrected value:	_____	
<input type="checkbox"/> Last Name:	Corrected value:	_____	
<input type="checkbox"/> DOB:	Corrected value (MM/DD/YYYY):	_____	

\*Corrected value must be in alignment with the values in the OSSE 2016-17 School Year LEA Data Collection Template.

LEA staff **must verify**:

LEA Signature: _____	Print Name: _____
Position Title: _____	Date: _____
Phone Number: _____	

Non-Consent Items:

<p>The Department of Education requires the use of observer identification at the elementary and secondary school level as a last resort, if ethnicity and race data are not self-identified by the parent/guardian or student. In alignment with the Department of Education, OSSE is requiring school level observer identification when the parent/guardian or student does not provide values for ethnicity and/or race.</p> <p>If this indicator was unreported in corresponding LEA documentation (e.g. enrollment forms) and therefore is not self-identified by the parent/guardian or student, the LEA has observed and reported the following indicators for federal reporting purposes:</p> <p><input type="checkbox"/> Student Race      <input type="checkbox"/> Student Ethnicity</p>
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