

The Challenges of Reporting Student Attendance

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West Carrollton City Schools
Our Mission is to Build Students' Minds, Muscles and Imaginations

Who is West Carrollton?

- Approximately 3900 students
- 410 regular certified and classified staff
- Three communities: West Carrollton, Moraine, Miami Township
- 10 square miles in size
- 59% students Free & Reduced
- 16% special needs students



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Who is West Carrollton?, cont'd

- 7 Buildings: 1 Early Childhood; 4 ES including 1 year round; 1 Middle; 1 High School
- Sponsor the West Carrollton Secondary Academy (Community School)
- District wireless WAN independent of ITC provider (3rd party)
- Recipient of Ohio Partnership for Excellence Award, 2004 and MBNQA Applicant, 2009



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Student Enrollment

- West Carrollton is a Central Enrollment District
- Began process in the 2004-2005 school year
- Purpose was to regain control of the data in an effort to assure data quality
- All students are enrolled at the district central office, and parents or guardians are able to enroll their children year round on a walk-in basis



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Immediate Results

- Reduced salaries at the building level, which enabled hiring of a fulltime Enrollment Specialist at Central Office: bottom line, no increase in payroll cost
- Locked down the student management system so that only 4 staff members district wide had (have) complete access
- Restricted views of student information by secretarial staff and unnecessary staff



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Immediate Results, cont'd

- Eliminated the “New Student Enrollment Week” immediately prior to first day of school
- Standardized the information parents receive (at enrollment) about the buildings/district
- Eliminated the need for parents to travel to more than one building to enroll students
- Created the “single point of data entry” and thereby established data consistency



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Results Over Time

- Enhanced the quality of Data submitted to ODE
- Able to regularly involve Enrollment Specialist in training opportunities
- Developed a resource desk that can resolve legal and ethical issues prior to enrolling students
- Added a Central Withdrawal process to the position



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Ongoing Benefit

- Standardized the message, so that we could
- Assure the quality of the data which
- Reduced the amount of time necessary to correct information during every reporting cycle, allowing every building to
- Better utilize staff so that
- We can continuously improve the PROCESS



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1, 2, 3... Let's Start Counting

- Our students are really our students
- We don't just take attendance
- Our data matches THEIR data
- The courts say one thing
- We report everything
- The Auditor is watching



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Our Customers

- Enrolling students is a process, and it is not just completing paperwork, but asking the questions as well:
 - Are they residents?
 - Are they homeless?
 - Are there custody issues?
 - Is there an IEP?
 - Are there language barriers?



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Are They Residents?

- Students are considered residents if they live within the geographical boundaries of the school district. These students are considered “active” in all data management systems
- Parents/Guardians must provide Proof of Residency at the time of enrollment. Ohio Revised Code 3316.64 allows for districts to determine residency criteria



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Are They Residents?, cont'd

- By definition RESIDENCY is:
 - “A place where important family activity takes place during significant parts of each day; a place where the family eats, sleeps, relaxes, or plays. It must be the place, in short, which can be called “home’.”



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Are They Residents?, cont'd

- Utility bills (including power, phone, cable, satellite)
- Insurance policies (home, renters, automobile)
- Leases or mortgage documentation
- Other (2 documents with same address, ex. Pay stub and checking account)
- If nothing, then...
- Residency Affidavit (30 day), No Renewal



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Are They Resident?, cont'd

- They could be Open Enrolled. Districts are not required to provide Open Enrollment options for students (ORC 3313.98)
- West Carrollton began Open Enrollment this school year (2013/2014) and currently is educating 109 OE students
- Open to students statewide via an application process



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Are They Residents?, cont'd

- Parents/Guardians still must provide proof of residency so that funding will flow from correct school district
- Students must be reenrolled every year
- Number of open enrolled students allowed each year is determined by grade level space available and by staffing levels.



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Are They Residents?, cont'd

- Districts are still accountable for resident students they do not educate:
 - Foster placed in another district
 - Incarcerated
 - Group home
 - Special needs students
 - ESC placed students
 - JVS students
 - Alternative Education Placements



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Homelessness

- Children are homeless if:
 - Sharing housing (doubled up and have no decision making authority in residence)
 - Living in motels, temporary trailer parks or camping grounds
 - Living in a shelter
 - Primary nighttime residence is a private or public space not designed for residency
- Living in cars, parks or abandoned buildings



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Homelessness, cont'd

- All school districts nationwide are required to follow provisions of the McKinney-Vento Act which defines how homeless children are to be educated.
- Children must be enrolled immediately, even without important documentation
- May attend previous school district of enrollment or district where temporary residence is located



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Homelessness, cont'd

- All school districts must employ a Homeless Liaison to guarantee unrestricted educational opportunities for these children
- District educating must provide education (districts can agree to mutual cooperation)
- Districts are eligible to apply for special assistance grants (block grants) made available to all states



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Who Is The Parent?

- Many of our students are from non-traditional family units
- If it is determined at enrollment that a child is from a single parent environment it is imperative that custody be determined
- Who is the RESIDENTIAL parent?
- Who can enroll the child?
- What rights does the OTHER parent have?



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Who Is The Parent?, cont'd

- Court orders in MOST cases, specify the residential parent for school purposes
- The real issue arises when parents have never been married and there are no court orders
- The MOTHER is always the default custodial parent
- What happens when the father attempts to enroll children in this situation?



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Who Is The Parent?, cont'd

- The role of the birth certificate
- “So, I asked my sister to take care of my kids for me. I gave her a notarized letter I wrote that said it was okay.”
- “My EX was a poor excuse for a parent so I threw him out. I don’t want him to know where my kids are going to school.”
- Grandparents raising children and what they need to know



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There Is An IEP In Place

- Students enrolling in a new district with an IEP cannot be excluded from enrolling, even if services for that child cannot be provided
- Special Ed event records must be added as well as recording related service information
- The district of RESIDENCE must provide transportation to the district where education can be provided
- Students are active or considered residents out depending on the educating district



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Language Barriers

- Students who are non-English learners cannot be prevented from enrolling in their residential district
- These students can be separated into different classrooms that will provide better learning opportunities
- Districts are required to assess ELL students via the OTELA and are required to participate in OAA and OGT assessments. Home Language survey is completed at enrollment. They are an AMO sub-group on the report card



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They're Enrolled; Now What?

- They are assigned an SSID number
- A determination is made about their eligibility for Free and/or Reduced lunch
- If in preschool their poverty level is established
- If in high school, the year the student entered 9th grade is entered
- But what about unusual enrollment circumstances?



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Are They Ours, or Yours?

- It is important to realize that state funding flows to school districts based on student information reported to ODE via the October Count Week reporting period (K)
- Ohio counts kids based on ADM– Average Daily Membership (approx. \$1150.00/day/student)
- With ADM, districts account for all resident children, regardless of their educating district, for days between July 1 and the last day of count week, whether or not they are enrolled or withdrawn



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Counting Kids Next Year

- ADE (My acronym)– Average Daily Enrollment
- Three Counting Periods and will include absent and unexcused absent just as CS's
 - October – Students enrolled between July 1 and the end of October count date
 - March – Students enrolled between July 1 and end of February count date
 - June – Students enrolled between July 1 and end of school year



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Variables In Counting

- Duplicate SSID numbers exist at State 3rd party level
- Different enrollment and withdrawal dates between districts
- Different “withdrawn to” information
- Students over 18 years of age dropout
- Inability of courts to keep up with documentation



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We Count Everyone Scenario #1

- Student A, a 7th grader, attended resident District 1 and was foster placed in District 2 April 2012
- He was WD to District 3 in June 2012
- Was WD to District 4 in Oct 2012 and then
- WD to District 5 in Feb 2013 and then was
- WD back to District 4 in May 2013



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We Count Everyone Scenario #2

- Student B is a resident of District 1
- Student is Foster Placed in District 2 and is
- Open enrolled in District 3 where he is WD at end of school year
- And is Open enrolled back into District 1 for next school year and is WD in Jan 2013 to attend online Community School



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We Count Everyone Scenario #3

- Student C is in 9th grade & resident of District 1
- Student Foster Placed in District 2 on 8/17/12
- Returns to District 1 on 8/28/12
- FP back in District 2 on 9/13/12
- Returns to District 1 on 10/11/12
- FP to District 2 on 11/15/12
- Returns to District 1 on 11/26/12



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Scenario #3, cont'd

- FP to District 2 on 12/20/12
- Returns to District 1 on 1/7/13
- FP to District 3 on 4/4/13 where he finishes the school year
- 5 different foster placements in less than 8 months
- Resident District must use court documents to reconcile funding



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The Issue of Attendance

- Legitimate reasons for “breaks in enrollment”
- Students do quit school and “vanish”
- Resident districts are required to pursue truancy if a student drops out of a CS
- Parents/guardians do not always withdraw children from school
- Many students are withdrawn every year to return to native country
- Issues related to the “revolving door” concept in education



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Full Academic Year

- Students are counted in their attending district for testing purposes as long as they have had a continuous enrollment in that district from the last day of October count week through the first day of OGT/OAA testing (the former “120 day” rule)
- Withdrawals for whatever reason, as long as they occurred during this timeframe, are considered a break in enrollment



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Assessments

- Pre-School Assessments and the KRA-L are reported to ODE in the October and Year End reporting periods. Beginning this year the 3rd Grade Reading assessments are reported at both times as well.
- The OGT for grades 11 and 12 and the OAA for 3rd grade Reading are reported in October
- The Spring OGT and OAA assessments are reported in year end submissions to ODE



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Data Reconciliation

- October Count Week reporting lasts approximately 3 ½ months
- All student enrollments and withdrawals are reported and must be reconciled with other district submissions in order for a district to receive full funding for each student
- Verification and data correction are completed by each district and resubmitted to ODE on a regular basis



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Level 1 Reports			
Severity	Message	Description	Record Identifying Fields
Fatal	Value out of range	(CI110) Invalid value '194X' in the field 'Semester Hours'	BBBBBBBBBB' = Employee ID, 'XXXXXXX' = Employee Name, 'BBBBBBBBBB' = State Staff ID
Warning	Staff member over 70 years old	(CI070) Invalid value '19XX09XX3' in the field 'Date of Birth'	CCCCCCCCCC' = Employee ID, 'XXXXXXXXXX' = Employee Name, 'CCCCCCCCCC' = State Staff ID
Fatal	Invalid option	(CN310) Invalid value '**' in the field 'Curriculum'	'WCHS-80194-01' = Local Classroom Code, '060265' = Subject Code
Fatal	Invalid option	(CN320) Invalid value '**' in the field 'Delivery Method'	'WCHS-80361-01' = Local Classroom Code, '132326' = Subject Code
Warning	Combination of District Relationship, How Received, and Sent 1 may be invalid	Check the reporting Organization Type, District Relationship (FS140), How Received (FS180) and Sent Reason 1 (FS200)	038596' = Building IRN, 'J45000000' = EMIS Student ID Number, 'MOUSE' = Last Name, 'MICKEY' = First Name, 'BBBBBBBBBB' = State Student ID, '20120701' = Effective Start Date
Warning	Combination of District Relationship, How Received, and Sent 2 may be invalid	Possibly invalid combination of values for Reporting Organization Type, District Relationship (FS140), How Received (FS180), and Sent Reason 2 (FS230)	038588' = Building IRN, 'J451111111' = EMIS Student ID Number, 'YYYYYYYY' = Last Name, 'SSSSSSSS' = First Name, '333333333' = State Student ID, '20120701' = Effective Start Date
Fatal	Count Week days not valid for this FS record date range	Check the total October Count Week days (FS260 plus FS270 plus FS280), Effective Start Date (FS060), and Effective End Date (FS090)	038588' = Building IRN, 'J450000001' = EMIS Student ID Number, 'KKKKK' = Last Name, 'AAAAA' = First Name, '333333333' = State Student ID, '20120701' = Effective Start Date
Fatal	Sent To IRN 1 not valid type for Sent Reason 1	Check Sent Reason 1 (FS200) and Sent To IRN 1 (FS210) values	038588' = Building IRN, 'J455555555' = EMIS Student ID Number, 'BBBB' = Last Name, 'DDDDDD' = First Name, '666666666' = State Student ID, '20120701' = Effective Start Date
Fatal	Multiple GE records for same student/date/date type	Check EMIS Student ID (GE050), Date Type (GE100), and Date (GE110) values Invalid value 'J45210325' in the field	038588' = Building IRN, 'J451111111' = EMIS Student ID Number, 'MOUSE' = Last Name, 'MICKEY' = First Name, '9999999' = State Student ID, 'RIEP' = Date Type, '20120000' = Date
Fatal	Non-attending reason required	(FN060) Invalid value '**' in the field 'Non-Attending Reason'	038596' = Building IRN, 'J4544' = EMIS Student ID Number, 'MMMMMMM' = Last Name, 'HHH' = First Name, '0101010101' = State Student ID
Fatal	Course Enrollment Dates Not Possible	Check Course Enrollment Start Date (GN160) and Course Enrollment End Date (GN170) values	038588' = Building IRN, 'J5476557775' = EMIS Student ID Number, 'NNNNNNNNN' = Last Name, 'YYYYY/' = First Name, '333333333' = State Student ID, 'WCHS-80XXX-02' = Local Classroom Code, '20130122' = Course Enrollment Start Date
Fatal	Element value cannot be blank	(CU100) Missing value for Highly Qualified Teacher	OOOOOO' = Employee ID, 'FFFFFFF, TTTTTTTTTT' = Employee Name, 'OOOOOOO' = State Staff ID, 'WCHS-80XX0-01' = Local Classroom Code

Level 2 Reports	
Received SSID not reported by Sending LEA. Error for Sending LEA.	This SSID was reported by another LEA with a Received From IRN pointing to your LEA. Your LEA did not report this SSID with that LEA as the Sent to IRN. (During Mandatory FS Reporting Date Range)
Sent SSID not reported by indicated Receiving LEA. Error for Sending LEA.	This SSID was reported by your LEA as having been sent to another LEA. That LEA did not report this SSID with your IRN as the Received From IRN. (During Mandatory FS Reporting Date Range)
Received SSID not reported by Sending LEA. Error for Receiving LEA.	This SSID was reported by your LEA with a Received From IRN pointing to another LEA. That LEA did not report this SSID with your IRN as the Sent to IRN. (During Mandatory FS Reporting Date Range)
Sent SSID not reported by indicated Receiving LEA. Error for Receiving LEA.	This SSID was reported by another LEA as having been sent to your LEA. Your LEA did not report this SSID with that LEA as the Received From IRN. (During Mandatory FS Reporting Date Range)
FTE > 1.0	This SSID has been reported with overlapping enrollments during count week resulting in FTE > 1.0.
SSID reported with more than 100% time. (During Mandatory FS Date Range)	This SSID was reported with overlapping enrollments resulting in greater than 100% of time.
SSID was reported with more than one valid resident district. (During Mandatory FS Date Range)	SSID was reported with more than one Legal District of Residence.

In Conclusion

- Districts work with other districts to resolve issues related to enrollments/withdrawals
- Students who do not “belong” to a district for a portion of the full academic year belong to the State for report card purposes
- Districts are required to document and maintain student withdrawals as part of student folders



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End

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Registration Forms Available online:

westcarrolltonschools.com



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