

Appendix B

POLICY TITLE:	
Discipline and Attendance Data Audit Policy	
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY UPDATED:
December 17, 2012	<u>October 17, 2016</u>

PURPOSE

This policy ~~will~~ determines potential flags that could trigger s of audits of submitted data. ~~The following cases could trigger such audits:~~

POLICY

The following ~~circumstances~~ could trigger ~~such a data submission~~ audits:

- Data discrepancies ~~between in ProActive (all grades) the school's Student Information System and DC PCSB's database~~
- Multiple changes of attendance statuses from unexcused to excused, 30 days or more after the school submitted the data
- Multiple changes of discipline data 30 days or more after the school submitted the data
- Between 0-3% discipline incidences in grades 6-12
- Data disparity where suspension, expulsion, or midyear withdrawal rates for one subgroup are more than double the rates of their non-subgroup peers
- Markedly higher suspension, expulsion, or midyear withdrawal rates, or markedly lower in-seat attendance rates, for any one subgroup, compared to the subgroup city average.
- ~~Under 80%, or 100% in-seat attendance rates (all grade spans that have regular Monday through Friday daytime classes)~~
- Discrepancies between discipline and attendance data
- Entry and/or Exit data with incorrect dates or codes
- Accusations of inaccurate attendance or discipline reporting
- Unfixed errors for more than 60 days on error reports produced by data systems

~~DC PCSB staff will take these triggers into consideration when determining if an audit should be conducted. If a trigger does apply to a school, other factors may also be considered, such as whether or not the school has received recent data submission warning notices. In addition to triggered targeted data audits, DC PCSB staff will~~ may conduct random audits of discipline and attendance data throughout the school year to ensure data quality.

~~These aData Audits could~~ may include the following:



- Comparison of attendance and discipline data between a school's student information system and data in ProActive-DC PCSB and/ or Office of the State Superintendent of Education's data systems.
- In person audit of a school's attendance, and discipline attendance, discipline, or midyear withdrawal data entry process
- Accurate review of paper documents (if applicable)
- Interviews with a school's data manager or other persons responsible for student data
- ~~Site review~~

Background

The School Reform Act of 1996, as amended, requires in section § 38-1802.11-(a)(1)(C) – that an eligible chartering authority shall monitor the progress of each such school in meeting student academic achievement expectations

specified in the charter granted to such school. In order to monitor schools' academic achievement, ~~the DC PCSB~~ collects data electronically via our data collection system, ~~ProActive, Epicenter, encrypted files,~~ or other secure methods. ~~As stated in the PCSB Data Submission Policy (May 2012), PCSB staff may conduct on-site data validation visits at any time throughout a school year. Therefore, Per DC PCSB's Data Management Policy, schools must PCSB expects schools to~~ maintain accurate documentation in paper and/or electronic format pertaining to attendance, enrollment, and discipline.

Board Approval Acknowledged By:

Darren Woodruff
DC PCSB Board Chair

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