

**DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD**

**Charter Actions Requiring a Vote**

- Approve a Charter Application (15 yrs)
- Approve a Charter Renewal (15 yrs)
- Approve Charter Continuance (5 or 10 yrs)
- Approve a Charter Amendment Request
- Give a Charter Notice of Concern
- Lift the Charter Notice of Concern
- Commence Charter Revocation Proceedings
- Revoke a Charter
- Board Action, Other \_\_\_\_\_

**Non-Voting Board Items**

- Public Hearing Item
- Discussion Item
- Read into Record

**Policies**

- Open a New Policy or Changes to a Policy for Public Comment
- Approve a New Policy
- Approve an Amendment to an Existing Policy

**PREPARED BY:** Rashida Young – Senior Manager, Equity and Fidelity Team

**SUBJECT:** Policy Revisions: Data and Document Submission Policy (proposed),  
previously, Attendance and Discipline Data Policy

**DATE:** December 14, 2015

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*The following proposal was opened for public comment on November 16, 2015 and will remain open until December 14, 2015, with a public hearing also on that date. No public comment has been submitted thus far. The DC PCSB Board will vote on the proposal at the January board meeting. Any public comment received will be publicly discussed prior to the vote.*

**Proposal**

DC Public Charter School Board (“DC PCSB”) staff recommends that the Board hold a public hearing on proposed revisions to the Attendance and Discipline Data Policy. To perform effective oversight, DC PCSB staff must collect a variety of information through various platforms, including but not limited to data and compliance submission and validation. Timely submission of materials from schools allows DC PCSB staff to monitor school performance effectively. Conversely, when information is missing or late, DC PCSB staff cannot adequately assess school performance or compliance with applicable health and safety laws. This policy uses Board action as a tool to address chronic lateness across various oversight functions in order to improve our oversight capacity.

## Key Changes

Topic	Old Policy	New Policy	Reason for Change
Policy Title	Name of Policy: Attendance and Discipline Data Policy	Name of Policy: Data and Document Submission Policy	Revised policy includes document submission
Data and documents covered in policy	Expectations for timely submission in these categories: Attendance, Discipline, Enrollment	Expectations for timely submission in these categories: Attendance, Discipline, Enrollment, Finance, Compliance documents collected in Epicenter, data validation	In addition to monthly data submission, DC PCSB requests schools to validate data and submit compliance documents regularly throughout the year
Consequences	Consequences for lateness or non-submission: Staff-to-staff Early Warning Email, Staff issues an Out of Compliance Notice, DC PCSB Board issues a Notice of Concern at a public meeting	Consequences for lateness or non-submission: No Change/Same	N/A
Data systems	Mention of specific databases and systems: ProActive, AOIS	Replaced with generic: “DC PCSB’s established data systems”	Data systems may change but the expectations of data and document submission remain unchanged.
Expected delivery dates	Contains a chart showing each calendar day data is due	Omitted chart, states that DC PCSB will release a calendar to schools prior to each school year	Calendar due dates will change annually so removing the calendar chart will prevent the policy from requiring revisions and a Board action each year.*

*\*The Calendar for SY 2025-16 can be found on the link below. Future years’ calendars will not materially reduce the turnaround time for schools to submit data.*

<https://calendar.google.com/calendar/embed?src=Mzc0MWwwZHQxMzMxa29xMwo3YzdvZG02cHNhZ3JvdXAuY2FsZW5kYXluZ29vZ2xlMnVnbQ&pli=1>

**Background**

PCSB’s Attendance and Discipline Data Policy (2012) provided schools with guidelines for submission of student level attendance, discipline, and enrollment data. Additionally, schools are required to submit documents via an electronic data system in PCSB’s annual Compliance Review. Schools are also required to validate student and campus level data throughout the year, including but not limited to data pertaining to the Performance Management Framework, Equity Reports, and Council reports.

Date: _____
PCSB Action: _____ Approved _____ Approved with Changes _____ Rejected
Changes to the Original Proposal: _____
_____
_____
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