



DC
PUBLIC
CHARTER
SCHOOL
BOARD

2016 PMF

**RE-ENROLLMENT
INSTRUCTIONS & A
GUIDE TO FTP**

Released March 2016
Questions? Please contact
datatickets@dcpcsb.org

Overview

- › End of Year Data Collection Timeline (page 3)
- › Re-enrollment Instructions (page 5)
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Year-End Data Collection and Validation Timeline March - June

DC PCSB is moving to a new data collection and validation platform in May 2016!

- March 21 – April 22: Re-enrollment document collection
- Mid-May – Early June: Instructions and training on new platform
- June: Early childhood data collection & re-enrollment validation

For timelines and instructions for specific data collection and validation windows, please see

<http://www.dcpsb.org/report/data>



What is New This Year?

DC PCSB is currently designing a new platform to conduct all our year-end data collection and validation needs.

- ▶ We plan to roll out this platform in late May.
- ▶ FTP will be used for one last time to collect re-enrollment documents.





Re-enrollment Instructions

What is Re-enrollment?

- Re-enrollment is a measure of how many eligible students choose to return to a school the next school year.
- The re-enrollment measure is applicable to the EC/ES/MS and HS PMFs.
- Each year, DC PCSB collects and validates documentation on students' eligibility to return. This document outlines the procedure for that process.
- For overall timelines and instructions for specific data collection and validation windows, please see <http://www.dcpsb.org/report/data>
- Questions? Please contact datatickets@dcpsb.org



Re-enrollment Eligibility Criteria

Reason for Ineligibility to Re-Enroll	Ineligibility Documentation Needed from LEA
Moved out of DC*	<ul style="list-style-type: none"> • Signed withdrawal form mentioning moving out of DC; • Parent/guardian signed letter or email mentioning moving; or • Records request form from school in another state.
Expelled for a federally-recognized reason (U.S. Code § 7151) (PDF / text)	<ul style="list-style-type: none"> • Expulsion letter stating reason for expulsion; or • Incident report outlining the firearm or incendiary device.
In the campus's terminal grade and promoted to the next grade	PCSB will verify; no documentation needed.
Placed into private placement from a DCPS-dependent LEA	PCSB will verify; no documentation needed.
Transfer within an LEA	PCSB will verify; no documentation needed.

* Documents used for multiple students (e.g., siblings) must include each student's name.



FTP Overview

What is FTP?

- Schools will use DC PCSB's File Transfer Protocol (FTP) to securely **submit** documents for re-enrollment to DC PCSB.
- FileZilla is a program used to access an FTP server.





Data Collection via FTP

Data Collection via FTP - Outline

The next slides explain how to download templates and submit underlying data and evidence to DC PCSB using FTP:

1. Download FileZilla
2. Connect to FTP
3. Data Collection Templates
4. Uploading Data and/or Evidence



Download FileZilla

(If you already have FileZilla or another FTP client installed, skip this step.)

1. Go to <https://filezilla-project.org/>
2. Click “Download FileZilla client”
3. Install FileZilla

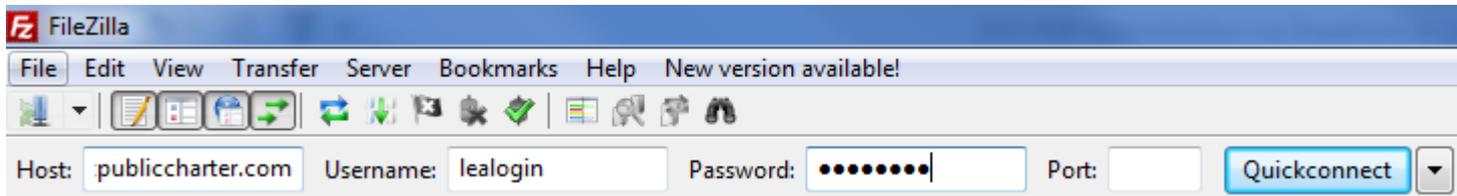


The screenshot shows the FileZilla website homepage. The header features the FileZilla logo and the tagline "The free FTP solution". A large blue arrow points from the top right towards the "Download FileZilla Client" button. The main content area includes an "Overview" section with introductory text, a "Quick download links" section with two buttons: "Download FileZilla Client" (All platforms) and "Download FileZilla Server" (Windows only), and a "News" section with a recent update: "2015-03-29 - FileZilla Client 3.10.3 released". A sidebar on the left contains navigation links for Home, FileZilla (Features, Screenshots, Download, Documentation), FileZilla Server (Download), Community (Forum, Project page, Wiki), General (Contact, License, Privacy Policy), and Development (Source code, Nightly builds, Translations).



Connect to FileZilla / FTP

1. Launch FileZilla (or another FTP client)
2. At the top of FileZilla, enter the following information:
 - Host: <ftp.dcpubliccharter.com>
 - Username and Password*: Assigned to each charter LEA - contact datatickets@dpcsb.org for assistance
 - *Erin Kupferberg emailed your LEA's username and password to your LEA's executive director and data manager on March 16.
 - Port: Leave blank



3. Click "Quickconnect"

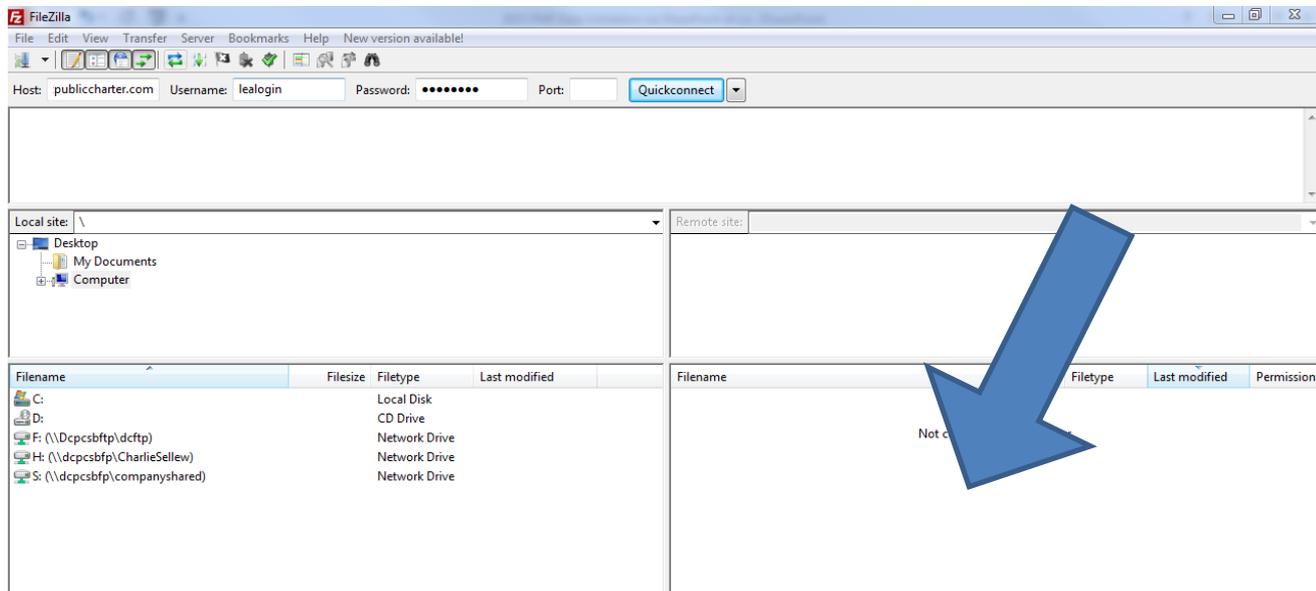


Connect to FileZilla / FTP

(part 2)

4. Once you have connected to DC PCSB's FTP server, you will see several folders. Double click on the "2016 PMF" folder.

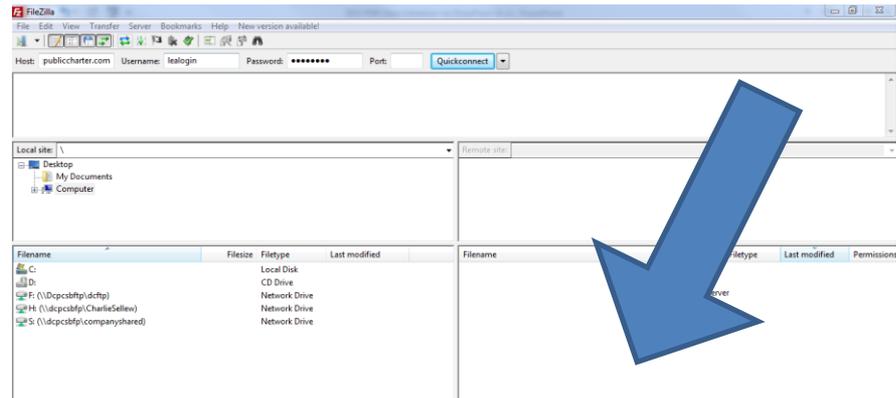
Note for multi-campus LEAs: If your LEA has multiple campuses, DC PCSB will collect data for all of your campuses together, but you will view and validate your calculated rates for each campus separately in June.



Document Collection Spreadsheet

During the re-enrollment documentation collection window, schools can first download the Excel spreadsheet with students who did not return to their LEA in the 2015 audit. PCSB will pre-populate this spreadsheet and save within the re-enrollment folder. Please see page 19 for details.

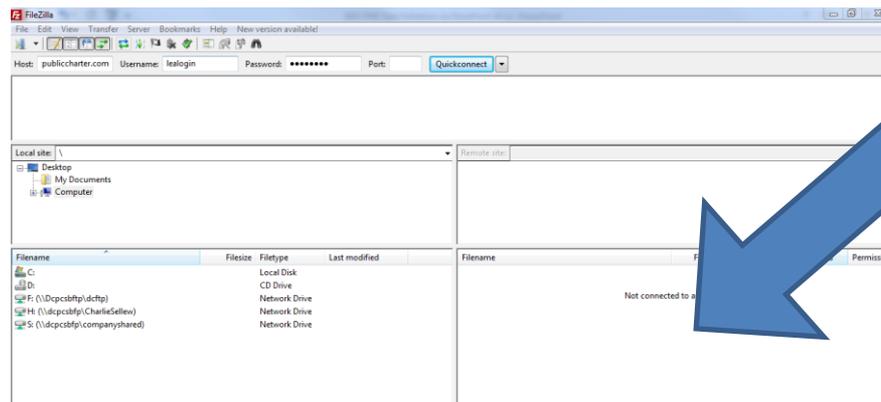
1. Open FileZilla and connect to DC PCSB's FTP server to access the "2016 PMF" folder for your campus.
2. Select the "Reenrollment" folder.



Document Collection Spreadsheet

(part 2)

3. Download the relevant spreadsheet by right-clicking the file and selecting “View/Edit.”



4. The file will save to a temporary folder on your computer. Use “Save As” to save the file to a specific folder.



Upload Documents and/or Evidence

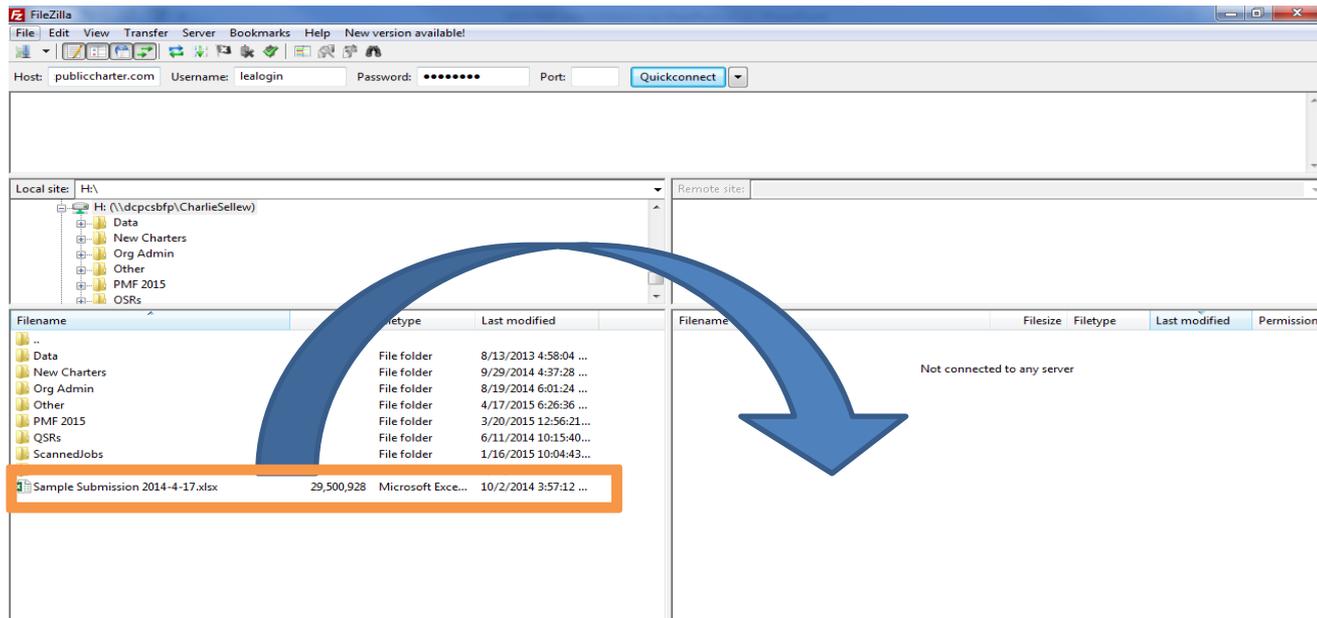
1. Open FileZilla and connect to DC PCSB's FTP server to access the "2016 PMF" folder.
2. Select the re-enrollment folder for your upload (only folders relevant to your LEA will be available):
 - Re-enrollment submissions (all re-enrollment documents and evidence) MUST be saved here.



Upload Documents and/or Evidence

(part 2)

3. Using the left-side local navigation pane, locate the files you wish to upload on your local hard drive.
4. Drag and drop the files into the appropriate submissions folder.



How to ...



The next slides explain how to download your student level re-enrollment file, update it to reflect new information, and upload the revisions along with documentation.



Download Initial Re-enrollment Spreadsheet

New this year: DC PCSB will provide an Excel spreadsheet in your re-enrollment FTP folder. This spreadsheet will highlight (in blue) all of the students who did not return to the LEA for the 2015 audit and did not enroll in another DC LEA. This file will allow schools to see which students DC PCSB can receive documentation for to become ineligible. Schools review this initial file and note when a document has been uploaded for a student.

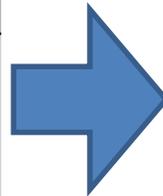
1. To download the spreadsheet, please see page 12 of these directions.
2. Review the list of students and submit any documents for students who should be deemed ineligible. Please see page 7 for re-enrollment eligibility criteria.



Update Re-enrollment Spreadsheet

1. Open the spreadsheet in Excel or another spreadsheet program.
2. For each student you are submitting document:
 - a. Click “Yes” under Documents Submitted column for that student. Row will automatically highlight yellow. Please also add a comment to explain why student is ineligible under “LEA Comment” column.
 - b. Change “Student is *eligible* to re-enroll at campus” from a 1 to a 0

Ex. Student moved out of state			
Student is eligible to re-enroll at campus in SY15-16 (Yes=1, No=0) <input type="checkbox"/>	Student re-enrolled at the campus SY 15-16 (Yes=1, No=0) <input type="checkbox"/>	Student returned to LEA SY 15-16 (Yes=1, No=0) <input type="checkbox"/>	Document Submitted
1	0	0	



Ex. Student moved out of state			
Student is eligible to re-enroll at campus in SY15-16 (Yes=1, No=0) <input type="checkbox"/>	Student re-enrolled at the campus SY 15-16 (Yes=1, No=0) <input type="checkbox"/>	Student returned to LEA SY 15-16 (Yes=1, No=0) <input type="checkbox"/>	Document Submitted
0	0	0	Yes



Update Re-enrollment Spreadsheet

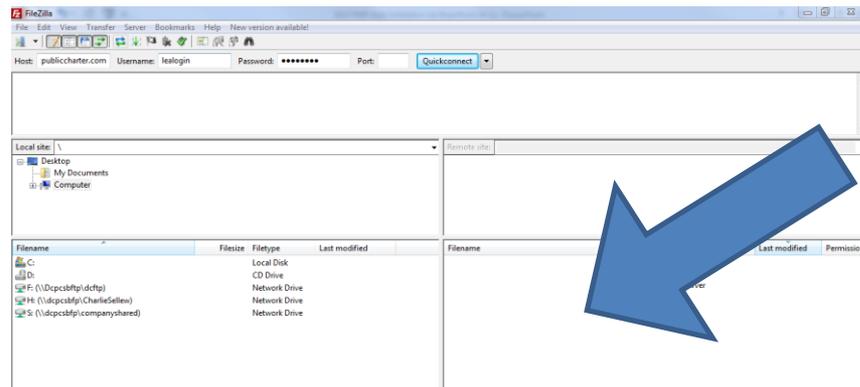
(part 2)

3. Save the file with a name which makes clear the date you are updating the file. For example, it might be named “Sample PCS reenroll 4-10-2016” or similar.



Upload Revised Spreadsheet Documentation

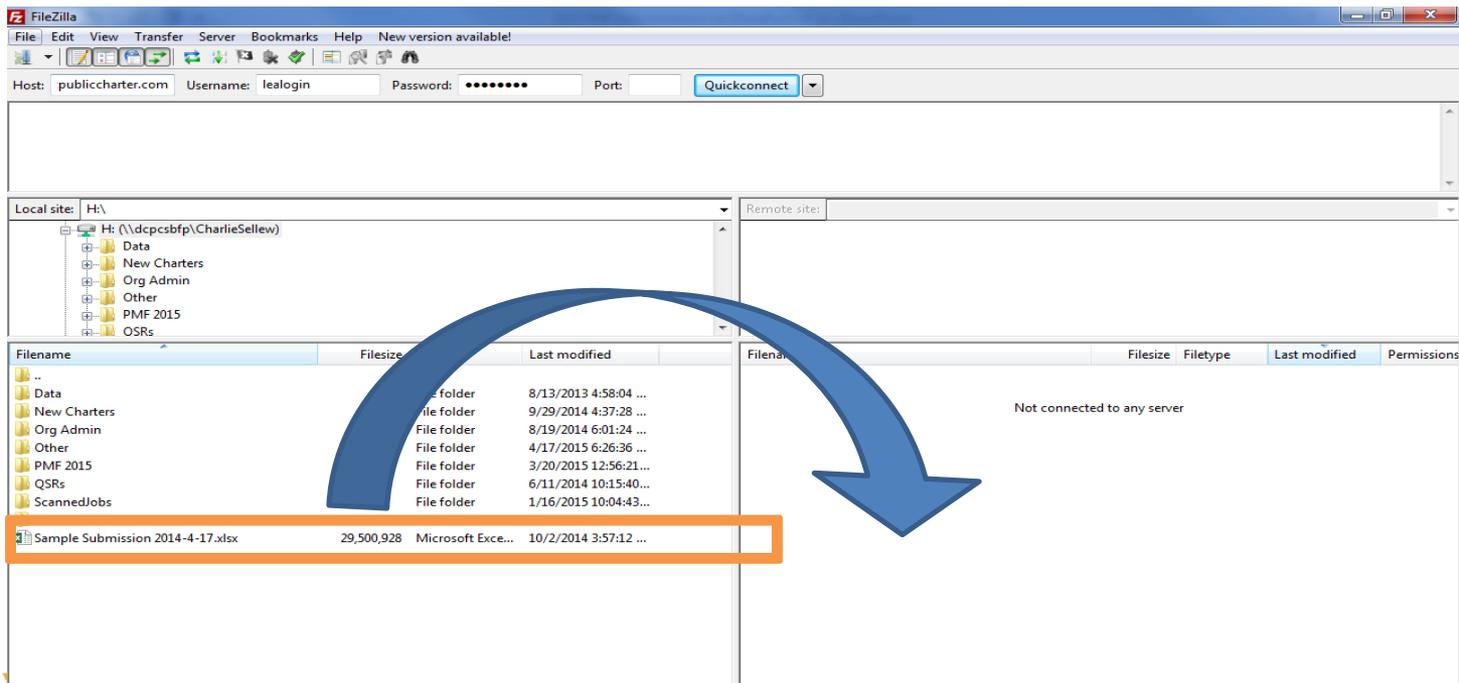
1. Gather your revised student level file (with your changes shaded in yellow) **and** appropriate evidence documenting your changes (see page 7 for list of documentation).
2. Open FileZilla and connect to DC PCSB's FTP server to access the "2016 PMF" folder. (For detailed instructions, see page 10 of these directions).
3. Select the "Reenrollment" folder.



Upload Revised Spreadsheet and Documents

(part 2)

- Using the left-side local navigation pane, locate the revised student level file and supporting documentation you wish to upload from your local hard drive.
- Drag and drop the files into Re-enrollment folder.



Re-enrollment Validation

Validation for Re-enrollment will be completed using DC PCSB's new platform in June 2016.



Questions

Please contact:

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