



# **Data Collection Guidance Students Born Outside of the United States**

**Data from 2015 – 16 School Year**

**Students Born Outside of the US**

**Data Collection**

**Due: NOV. 4**

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## Introduction

The Office of the State Superintendent of Education (OSSE) is collecting data for students who were born outside the US to meet federal reporting requirements and determine eligibility for Title III funding. As a part of this data collection, data relating to students who were born outside of the US and enrolled in DC elementary and secondary school is requested for 2015-16 school year.

The collection effort will begin Oct. 3 and end on Nov. 4. LEAs will be required to submit complete and accurate information on or before the reporting deadline.

**Please note:** The timeliness and accuracy of students born outside of the US data submissions may impact both the annual determination process and funding for LEAs.

## Getting Started: Who Is Included in this Collection?

In order to successfully complete this data submission, you will need access to the LEA's student information for the 2015-16 school year. We are **ONLY** collecting data for students who were born outside of the US which includes children (students) born to US citizens abroad (e.g., children born on a military base overseas) are to be considered. ESEA Title III Section 3301(6) defines these students under the following criteria:

- (A) are age three through 21;
- (B) were not born in any State; and
- (C) have not been attending one or more schools in any one or more States for more than three full academic years.

If the answer to **all three** questions is **yes**, then the student is counted in this data collection. If the answer to **any** of these questions is no, the student will not be counted. You do not need to report all students on your roster; you would report only the students who meet these criteria.

**Please note that a student born outside of the US may be fluent in English or a native speaker and is not necessarily of Limited English Proficiency.**

## Time Period for Data Collection

This collection addresses students born outside of the US served by your LEA in the 2015-16 school year (July 1, 2015 through June 30, 2016).

## Tips for a Successful, Accurate and Timely Submission

- Make sure the following data is available for each student enrolled during the 2015-16 school year prior to data entry or upload:

- Student’s school and LEA
- OSSE school code and LEA code
- Student’s local ID and OSSE USI
- Student’s last and first names
- Student’s date of birth
- Limited English Proficiency (LEP) status of the student
- Enter the data into the template on the Excel spreadsheet provided.
- All fields/columns need to be reviewed and are required fields. Make sure to enter all of the appropriate information for every question/field/column in the spreadsheet.
- The data collection deadline is **Nov. 4**.
- If you should have any questions regarding the data collection, please send an email to: [OSSE.LEAdata@dc.gov](mailto:OSSE.LEAdata@dc.gov)

## Entering Data for this Data Submission

The MS Excel spreadsheet is the only way to enter information for this data submission. This guide will describe how to enter data into the provided MS Excel workbooks. You must input data and complete all information requested in the **blue** tab in the Students Born Outside of the US Data Collection Template. We have also included a **red** tab with the list of schools for each LEA.

## Student Information

This next series of steps should be completed for every student in the LEA that has been identified as a student born outside of the US. *EDFacts* is the U. S. Department of Education (ED) “initiative to collect, analyze, report on and promote the use of high-quality data for use in education planning, policymaking, and management and budget decision making to improve outcomes for students.”

(<http://www2.ed.gov/about/inits/ed/edfacts/index.html>)

Each student record will have 13 elements as follows.

1. LEA Code
2. LEA Name
3. School Code
4. School Name
5. Student Last Name
6. Student First Name
7. Student Date of Birth
8. Student USI
9. Student Local ID
10. Country of Birth
11. Native Language
12. English Language Learner (ELL)/ Limited English Proficiency Status (LEP)
13. Date First Enrolled in US School (MM/DD/YYYY)

## **LEA Code and LEA Name**

Enter the information into the tab for those students who were born outside of the US and enrolled in a DC school during the 2015-16 school year. This information can be found on the red tab titled “LEA-School Name and Codes”.

## **School Code and School Name**

Enter the information into the tab for those students who were born outside of the US and enrolled in a DC school during the 2015-16 school year. This information can be found on the red tab titled “LEA-School Name and Codes.”

## **Student Last Name and Student First Name**

Enter the information in the tab for those students who were born outside of the US and enrolled in a DC school during the 2015-16 school year.

## **Student Date of Birth**

This is the student’s date of birth. Enter the information in the tab for those students who were born outside of the US and enrolled in a DC school during the 2015-16 school year. The date should be in the month date year (MM/DD/YYYY) format as seen in the example below:

**03/31/2011 (Month/Day/Year)**

## **Student ID (USI) and Student Local ID**

Enter the information in the tab for those students who were born outside of the US and enrolled in a DC school during the 2015-16 school year.

## **Country of Origin**

For those students identified as being born outside of the US and enrolled in a DC school during the 2015-16 school year, enter the country the student was originally born in.

## **Native Language**

For those students identified as being born outside of the US and enrolled in a DC school during the 2015-16 school year, enter the student’s native language.

## **English Language Learner (ELL) / Limited English Proficiency Status (LEP)**

This indicates whether or not the student was classified as Limited English Proficient (LEP) or Non-Limited English Proficient (NLEP) for those students who were born outside of the US and enrolled in a DC school during the 2015-16 school year.

## **Date First Enrolled in US School (MM/DD/YYYY)**

Enter the date the student first enrolled in a school in the US. This date should be entered in MM/DD/YYYY format.

## Submitting the Data

Once the LEA determines that the data is accurate and is ready to deliver the submission

1. Go to the OSSE secure upload site at <https://upload.dc.gov/ossedata/nclb/>.
2. Log in to the secure upload site using your username and password.
3. Click on the main folder, and locate the District of Columbia Public Schools or Public Charter Schools folder, depending.
4. Select your LEA folder.
5. Click on your folder.
6. Upload the template in the "Students Born Outside of US" subfolder.

**Please do not send data to OSSE over email.**

## Questions

If you have any questions after reading this document, or have difficulty in completing your submission to the secure upload site, please email [OSSE.LEAdata@dc.gov](mailto:OSSE.LEAdata@dc.gov) to address your concerns. When emailing, please include the heading, "Students Born Outside the US Data Collection Effort 2015-16 school year," in the subject line to ensure that your email is addressed promptly and appropriately.