



Office of the



State Superintendent of Education

The OSSE Data Collection Guidance for Students Born Outside of the United States

Data from 2014 – 15 School Year

Students Born Outside of the US

Data Collection

Due: NOVEMBER 20



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Table of Contents

Contents

Table of Contents.....	2
Introduction	3
Getting Started: Who Is Included in this Collection?.....	3
Time Period for Data Collection.....	4
Tips for a Successful, Accurate and Timely Submission.....	4
Entering Data for this Data Submission	4
Student Information	4
LEA Code and LEA Name.....	5
School Code and School Name	5
Student Last Name and Student First Name.....	5
Student Date of Birth	5
Student ID (USI) and Student Local ID	5
Country of Origin.....	6
Native Language.....	6
English Language Learner (ELL) / Limited English Proficiency Status (LEP)	6
Date First Enrolled in US School (MM/DD/YYYY).....	6
Submitting the Data.....	6
Questions	7



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Introduction

The Office of the State Superintendent (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 2014-15 school year.

The collection effort will begin October 20 and end on November 20. 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 2014-15 school year. We are **ONLY** collecting data for students who were born outside of the US. ESEA Title III Section 3301(6) defines these students under the following criteria:

- (A) are aged 3 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 3 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.



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Time Period for Data Collection

This collection addresses students born outside of the US served by your LEA in the 2014-15 school year (August 1, 2014 through July 31, 2015).

Tips for a Successful, Accurate and Timely Submission

- Make sure the following data is available for each student enrolled during the 2014-15 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 **November 20**.
- If you should have any questions regarding the data collection, please contact Francine Redwood francine.redwood@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 thirteen elements as follows.



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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 2014-15 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 2014-15 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 2014-15 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 2014-15 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 2014-15 school year.



Office of the



State Superintendent of Education

Country of Origin

For those students identified as being born outside of the US and enrolled in a DC school during the 2014-15 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 2014-15 school year, enter the student's native language.

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

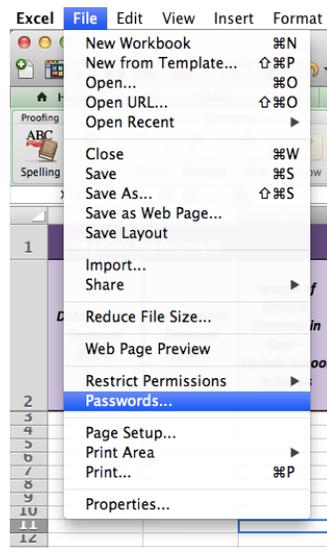
This indicates whether or not the student was classified as Limited English Proficient (LEP) or Non-Limited English Proficient (NLEP) for those students who were born outside of the US and enrolled in a DC school during the 2014-15 school year.

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, email the MS Excel file to francine.redwood@dc.gov. Please email the file as a password-protected spreadsheet. To password protect the spreadsheet, select File in the Excel menu and select Passwords. If you are using a Mac, use the following:



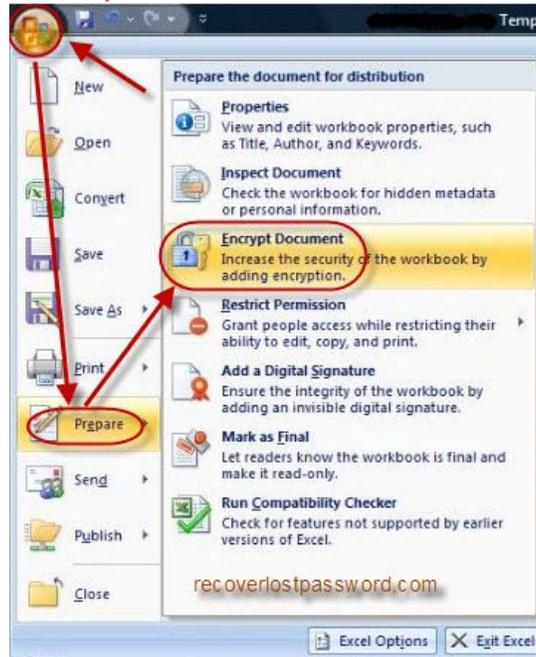
If you are using a Windows computer, use the following to password protect your Students Born Outside of the US Collection Submission:



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Questions

If you have any questions after reading this document, or have difficulty in completing your submission, please email Francine Redwood francine.redwood@dc.gov to address your concerns. When emailing, please include the heading "Students Born Outside the US Data Collection Effort 2014-15 school year" in the subject line to ensure that your email is addressed promptly and appropriately.