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| POLICY TITLE: | |
| Data Audit Policy | |
| ADOPTION/EFFECTIVE DATE: | MOST RECENTLY UPDATED: |
| December 17, 2012 | December 19, 2016 |

PURPOSE

This policy determines potential triggers of audits of submitted data.

POLICY

The following circumstances could trigger a data submission audit:

- Data discrepancies between the school's Student Information System and DC PCSB's database
- Multiple changes of attendance statuses from unexcused to excused, 60 days or more after the school submitted the data
- Multiple changes of discipline data 30 days or more after the school submitted the data. (Exception to this trigger: retroactive cleaning of data either requested by DC PCSB staff or discussed ahead of time with DC PCSB staff)
- 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. 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 (in cases in which the school was informed and had capability to fix)

In addition to triggered data audits, DC PCSB staff may conduct random audits of discipline and attendance data throughout the school year to ensure data quality.

Data Audits may include the following:

- Comparison of attendance and discipline data between a school's student information system and data in DC PCSB and/ or Office of the State Superintendent of Education's data systems.
- In person audit of a school's 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



When the audit is complete, DC PCSB staff will provide the school with an audit form that outlines the findings and any applicable next steps.

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, DC PCSB collects data electronically via our data collection system or other secure methods. Per DC PCSB's Data and Document Submission Policy, schools must maintain accurate documentation in paper and/or electronic format pertaining to attendance, enrollment, and discipline.

Board Approval Acknowledged By:

A large black rectangular box redacting the signature of the DC PCSB Board Chair.

Darren Woodruff
DC PCSB Board Chair

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