

Duplicative Enrollment Resolution Instructions & Affirmation Statement

DOCUMENT PURPOSE: The Duplicative Enrollment Resolution Affirmation Statement (DERAS) should be used by Local Education Agency (LEA)/School staff to assist with resolving duplicative enrollments (students enrolled at more than one school simultaneously).

INSTRUCTIONS:

1. Complete the DERAS.
2. Sign the DERAS.
3. Scan the DERAS.
4. Upload the DERAS into the Statewide Longitudinal Education Data (SLED) system (<https://sled.osse.dc.gov>) under the student that is duplicatively enrolled along with supporting documentation to substantiate that the student is physically attending your school.
5. If more than one school completes the DERAS, provides the supporting documentation and the duplicative enrollment still exists, please contact sled.info@dc.gov with the USI, First Name, Last Name, DOB and the issue.

Note: The DERAS is located on the following page.

**Duplicative Enrollment Resolution
Affirmation Statement
(DERAS)**

I attest that I have verified that the student identified below is physically enrolled and attending the school listed below.

Unique Student Identifier: _____

Student First Name: _____

Student Last Name: _____

Student Date of Birth: _____

LEA Name: _____

LEA Code: _____

School Name: _____

School Code: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____