





## OPERATIONAL WALKTHROUGH OVERVIEW

Operational Walkthroughs for all Opportunity Network contract programs focused on the systems and structures that are required to deliver high quality instruction to students. Operational Walkthroughs assessed program performance across three domains: 1) Academic & School Climate Accountability; 2) Organizational Compliance; and 3) Accommodative & Financial Compliance. Taken together, the three domains encompass key operational expectations that are based on the program's contract with The School District of Philadelphia, as well as applicable federal, state and local laws.

Operational Walkthroughs are one part of the School District's three-part approach to the formal annual evaluation of all contracted Opportunity Network programs. In addition to Operational Walkthroughs, Instructional Walkthroughs and Alternative Education Progress Reports (AEPR) provide qualitative and quantitative data for program performance that inform decisions related to contract renewal, termination, and program expansion. This report summarizes the program's performance for each of the three domains reviewed during the Operational Walkthrough. In addition, this report provides ratings for select contract requirements indicating whether the program met those requirements or standards based on evidence reviewed during the Operational Walkthrough. All SY2021-22 Operational Walkthroughs were conducted in person and onsite.

A  indicates that the program met the contract requirement. A  indicates that the program did not meet the contract requirement. The basis for the rating is provided in the Additional Notes section for each standard.

### GENERAL INFORMATION

**Walkthrough Date:** November 5, 2021

**Contract Term:** FY 2018- FY 2022

**Program Type:** Accelerated (Grades 9-12)

### CONTACT INFORMATION

1142 E. Erie Avenue, Philadelphia, PA 19124

Phone: 215-744-6000

**Webpage:** <http://www.onebrihtraycommunity.org/>

### MISSION

"The mission of One Bright Ray Community High School is to provide a quality education to urban, over-aged and under-credited students in search of a positive school experience while earning their high school diploma. We challenge each student to explore his/her personal and academic potential through our accelerated Project Based curriculum and respectful relationships."

### PROGRAM LEADERSHIP

**Marcus A. Delgado**, Chief Executive Officer

**Joycet Velasquez**, Chief Academic Officer

**Marta Lasiy**, Principal

**Elizabeth White**, Dean of Students

### WALKTHROUGH REVIEW TEAM

**DawnLynne Kacer**, Executive Director, Opportunity Network

**Majeedah Scott**, Director, Multiple Pathways to Graduation

**Marcus De Vose**, Assistant Director, Transition Services

**Seth Morones**, Strategy Analyst II, Opportunity Network

**Rodreen Howell**, Transition Liaison

**Keith Freeman**, Special Education Case Manager

The School District of Philadelphia's official demographic information is reported on October 1<sup>st</sup> of each school year. The Opportunity Network's demographic information is reported here as of November 2021 to more closely align with the student population on the date of the walkthrough.

**ENROLLMENT INFORMATION**

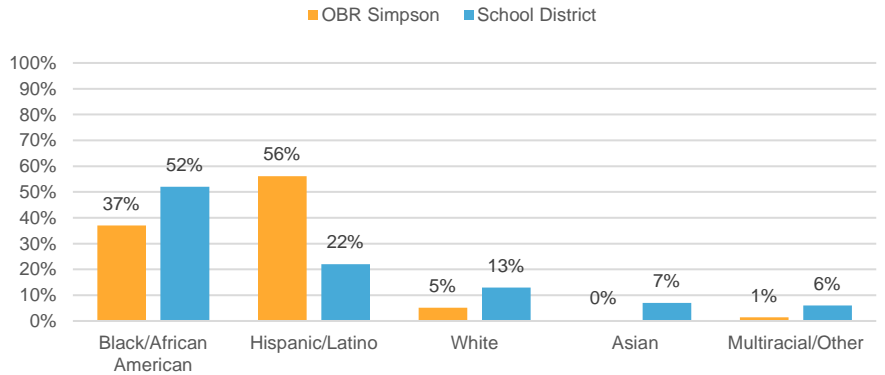
Enrollment as of November 2021

292

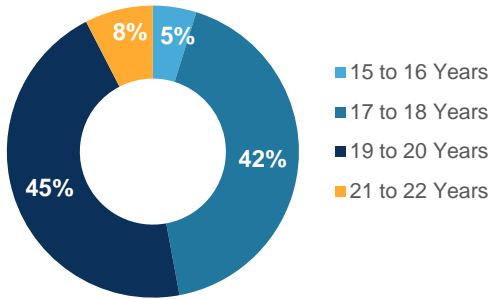
Contracted Maximum

270

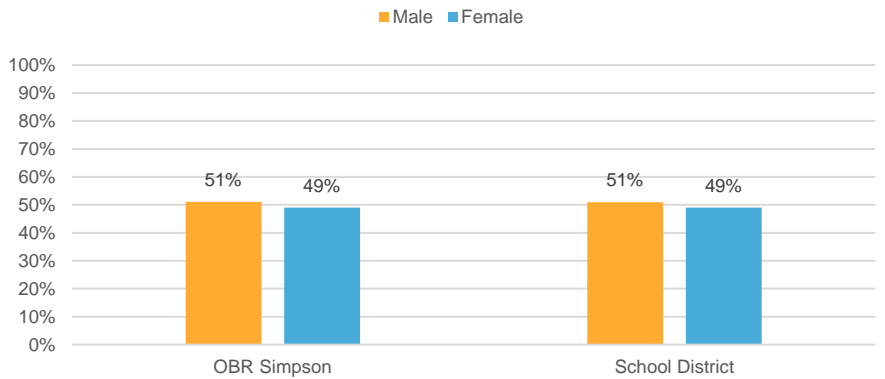
**RACE & ETHNICITY**



**ENROLLMENT BY AGE**

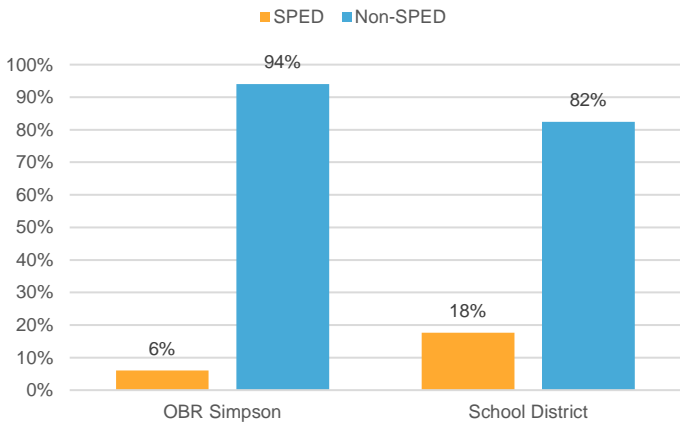


**GENDER**

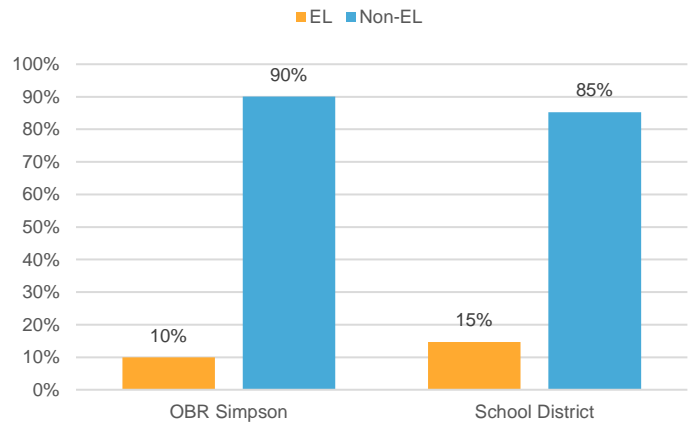


**DIVERSE LEARNERS**

**SPECIAL EDUCATION**



**ENGLISH LEARNERS**



All data for attendance, student conduct, low income, McKinney-Vento, and Education Leading to Employment and Career Training (ELECT) participation reflect enrollment as of November 2021 to more closely align with the student population on the date of the walkthrough.

LOW INCOME

Low income data is unavailable for One Bright Ray – Simpson.

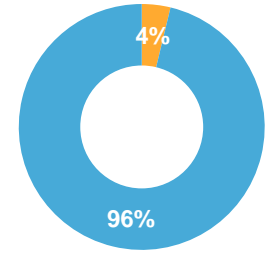
Low income status is calculated by the number of students directly certified as receiving public assistance.

MCKINNEY-VENTO

There were no McKinney-Vento students enrolled at One Bright Ray – Simpson as of November 2021.

The McKinney-Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all children and youth experiencing homelessness.

ELECT PARTICIPATION



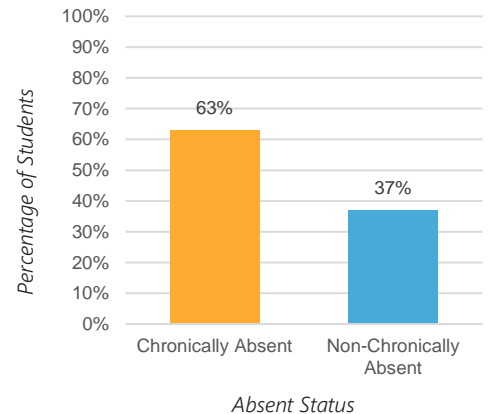
ELECT Non-ELECT

The Philadelphia ELECT program is a comprehensive network of education, health, and support services designed to assist pregnant and parenting teens in completing their education and becoming self-sufficient.

OUT OF SCHOOL SUSPENSIONS SY2021-22

There were no suspensions at One Bright Ray – Simpson as of November 2021 school year to date.

CHRONICALLY ABSENT SY2021-22



Students are considered chronically absent if they accrue 10 or more unexcused absences within a 45-day period.

## DOMAIN 1: ACADEMIC & SCHOOL CLIMATE ACCOUNTABILITY

The table below summarizes the number of standards by category that met expectations consistent with contract requirements during the 2021-2022 Operational Walkthrough. Information regarding how standards in the Academic and School Climate Accountability domain are measured can be found in the performance framework for Opportunity Network contract programs.

CATEGORY	REQUIREMENTS MET
Academic Quality ( <a href="#">Page 5</a> )	4 / 5
School Climate Quality ( <a href="#">Page 6</a> )	5 / 6
<b>TOTAL</b>	<b>9 / 11</b>

## DOMAIN 2: ORGANIZATIONAL COMPLIANCE

The table below summarizes the number of standards by category that met expectations consistent with contract requirements during the 2021-2022 Operational Walkthrough. Information regarding how standards in the Organizational Compliance domain are measured can be found in the performance framework for Opportunity Network contract programs.

CATEGORY	REQUIREMENTS MET
Student Progress Monitoring & Reporting ( <a href="#">Page 8</a> )	4 / 8
Record Keeping & Communication ( <a href="#">Page 9</a> )	3 / 4
Personnel ( <a href="#">Page 11</a> )	5 / 7
Governance & Enrollment ( <a href="#">Page 12</a> )	3 / 5
<b>TOTAL</b>	<b>15 / 24</b>

## DOMAIN 3: ACCOMMODATIVE & FINANCIAL COMPLIANCE

The table below summarizes the number of standards by category that met expectations consistent with contract requirements during the 2021-2022 Operational Walkthrough. Information regarding how standards in the Accommodative & Financial Compliance domain are measured can be found in the performance framework for Opportunity Network contract programs.

CATEGORY	REQUIREMENTS MET
Accommodative Quality ( <a href="#">Page 14</a> )	5 / 5
Financial Compliance ( <a href="#">Page 15</a> )	2 / 4
<b>TOTAL</b>	<b>7 / 9</b>

**CATEGORY I: ACADEMIC QUALITY**

STANDARD: CURRICULAR QUALITY – Evidence of systems and structures to ensure quality curriculum and instruction offered by contractor		
CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<p><b>BASELINE and REQUIRED ASSESSMENTS:</b> Offers baseline (pre-test) and required assessments (Basic Assessment in Reading &amp; Math, PA PSSA/Keystone Exams, P/SATs) for academic progress monitoring.</p>	✘	Less than 80% of students had STAR assessment scores at the time of the walkthrough (Reading 28%; Math 27%).
<p><b>BEHAVIOR MODIFICATION/CHARACTER EDUCATION:</b> Educational program offered includes behavior modification/character education.</p>	✔	Restorative practices are imbedded into the program culture with a focus on building and maintaining positive relationships and a healthy school climate. Students begin learning restorative practices at orientation and continue throughout their time in the program via daily community circles.




STANDARD: STUDENT PERFORMANCE – Evidence of systems and structures to ensure expected student progress in the program as defined in the AEPR and consistent with contract expectations		
CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<p><b>ACADEMIC ACHIEVEMENT:</b> Collects and uses data to track and monitor student progress to evaluate academic achievement and make appropriate instructional shifts and/or differentiate instruction.</p>	✔	The program schedules regular meetings with students to meet with advisors, and the staff have regular MTSS meetings to monitor progress and determine any interventions needed for students with academic concerns. Documentation shows that students are active participants in progress monitoring meetings. CPT meetings occur weekly to discuss student data and instructional shifts.
<p><b>POST-SECONDARY READINESS:</b> Collects and uses data to track and monitor student post-secondary readiness.</p>	✔	In addition to Naviance, the program has a system in place to track students' completion of post-secondary bridging activities. 12th graders are rostered into Senior Seminar classes to explore post-secondary options and set goals for higher education matriculation and/or jobs.

CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<p><b>ACADEMIC PERFORMANCE BARRIERS:</b> Collects and uses data to track and monitor school climate and identifies appropriate student supports to improve school climate outcomes.</p>	✓	<p>The program’s social worker works with students to determine their support needs and refers students to the program’s Youth Mentor and outside resources as needed. Individual attendance plans for chronically absent students include detailed interventions and supports that are tracked weekly. The program maintains a program-wide data dashboard to track behavior and attendance.</p>

**CATEGORY 2: SCHOOL CLIMATE QUALITY**

STANDARD: DISCIPLINE MANAGEMENT – Evidence of systems, structures and contractor efforts to effectively manage student behavior and employ positive behavior intervention & supports system		
CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<p><b>RESTORATIVE JUSTICE and POSITIVE CLIMATE PRACTICES:</b> Employs restorative justice practices (e.g. facilitated mediation, reflective writing, peer court/advising). Evidence of policies and practices to combat bullying including cyber bullying.</p>	✓	<p>The program utilizes community circles and restorative conferences, and has adopted the SDP bullying/cyberbullying policy. All students receive Safe2Say training.</p>
<p><b>STUDENT INCENTIVES:</b> Employs developmentally appropriate individual or group based incentives (e.g. admission to school events, recognition awards, tangible rewards).</p>	✓	<p>Weekly incentives for perfect attendance, mid-module celebratory events with food and music. Student also receive academic awards and pins.</p>
<p><b>TAILORED SOCIO-EMOTIONAL DEVELOPMENT PLANS:</b> Develops and implements plan within 30 days of receiving student and adheres to personalized socio-emotional development plans.</p>	✓	

**STANDARD: ATTENDANCE & DISCIPLINE REPORTING** – Evidence of systems, structures and contractor efforts to track, monitor and report student attendance and behavior, including compliance with Safe Schools Act





CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<p><b>DRILLS and SAFETY REPORTING:</b>                      Conducts and reports appropriate school safety drills, designates rally and shelter-in-place locations, and reports school safety incidents as required.</p>		
<p><b>CODE of CONDUCT:</b>                      Adopts and provides to students a code of conduct aligned to School District's Code of Conduct.</p>		The program uses its own code of conduct that is aligned to the SDP Code of Conduct.
<p><b>TRUANCY and DISCIPLINE REPORTING:</b>                      Accurate and timely reporting of attendance, truancy and disciplinary incidents as required by contract. Develops Student Attendance Improvement Plans and communicates with parents/guardians timely to prevent chronic absenteeism.</p>		At the time of the walkthrough, SAIPs were not uploaded to SIS as required, however, plans were completed on paper for chronically absent students. This school year the responsibility of entering SAIPs in SIS was shifted from the program's dean to the program's social worker, and social worker SAIP training was completed less than one week before the walkthrough.

**CATEGORY 1: STUDENT PROGRESS MONITORING & REPORTING**



STANDARD: STUDENT LEVEL PLANS – Evidence that contractor creates, maintains and effectively implements student-level plans for learning, behavior and post-secondary and communicates student progress to student and family for all students		
CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<b>PERSONALIZED LEARNING PLANS (AEDY Transition &amp; Continuation only):</b> Creation (upon enrollment of student) of a Personalized Learning Plan that includes a Transition Plan for student to return to School District.	Not applicable	
<b>PERIODIC ACADEMIC and BEHAVIOR REPORTING:</b> Provides timely reporting of student academic progress (on quarterly or semester basis to students, parents and/or guardians) including information for coursework attempted/completed, level of achievement and progress, behavior and attendance.	✓	
<b>GRADUATION AND POST-SECONDARY PLANS:</b> Creation and maintenance of plan for progress towards graduation (including credits needed) and a student-specific post-secondary plan aligned to student interests.	✓	Individual graduation plans include credit maps, expected graduation date, post-secondary goals and a checklist of required post-secondary bridging activities.

STANDARD: DIVERSE LEARNER POPULATION – Evidence of systems, structures and contractor policies to appropriately identify, support and monitor instruction for special education students and English Learners (ELs)		
CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<b>ENROLLMENT of SPECIAL EDUCATION STUDENTS:</b> Enrolls special education population no less than 15% and no greater than 20% of the program capacity.	✗	At the time of the walkthrough, 6% of students enrolled had an IEP.
<b>BASELINE MEASURES:</b> Provides baseline measures for both special education and EL students against which to monitor growth. Monitors progress toward IEP goals and communicates this progress routinely to parents/guardians.	✗	9 of 10 IEP files reviewed had sufficient evidence of progress monitoring. 6 of 10 EL files reviewed had screener scores.





CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<p><b>IEP IDENTIFICATION, EVALUATION &amp; REVIEW:</b> Identifies, evaluates, reviews and implements IEPs timely and with fidelity, in accordance with applicable laws.</p>		<p>9 of 10 IEP files reviewed had sufficient evidence of transition planning. 9 of 10 IEP files reviewed captured attendance.</p>
<p><b>ANNUAL IEP UPDATES:</b> Ensures IEPs are updated on an annual basis according to federal and state directives including December 1 Child Count compliance. Includes Transition Services in IEPs for students 14 years or older. Documents participation of all required IEP team members.</p>		<p>17 of 17 IEPs were in compliance for December 1 Child Count (100% compliance rate).</p>
<p><b>IEP MEETINGS:</b> Assumes lead role for scheduling, convening, and completion of IEP meetings as well as all special education related paperwork. Collaborates with the School District as necessary and appropriate to support students.</p>		
<p><b>EL IDENTIFICATION, EVALUATION &amp; REVIEW:</b> Identifies potential ELs using the Home Language Survey, evaluates students using screener, and assesses ELs annually using ACCESS exam to provide all required services for success of EL students.</p>		<p>6 of 10 EL files reviewed had recent ACCESS scores. 19 of 20 enrollment files reviewed had a completed Home Language Survey. Annual Notification Letters had not yet been sent as of the time of the walkthrough.</p>





**CATEGORY 2: RECORD KEEPING & COMMUNICATION**


STANDARD: COMMUNICATIONS WITH SCHOOL DISTRICT – Evidence that contractor timely and accurately reports information to the School District either directly or via provided systems consistent with contract requirements and written updates from the School District		
CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<p><b>STUDENT INFORMATION SYSTEM UPLOAD:</b> Provides student enrollment, attendance, behavior and coursework information to School District (via SIS) within contractually outlined period.</p>		
<p><b>ARCHIVE OF HISTORICAL RECORDS:</b> Maintains an archive of all historical student academic and behavioral records.</p>		

**STANDARD: COMMUNICATIONS WITH STUDENTS, PARENTS/GUARDIANS AND FAMILIES** – Evidence that contractor communicates timely and accurately with students, parents/guardians and families regarding student performance and progress in a manner accessible to all; protects student record information

CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<p><b>SECURE PERSONALLY IDENTIFIABLE INFORMATION:</b>                      Secures personally identifiable information, does not request or require prohibited information at time of enrollment (e.g. SSNs), and ensures that if student is 18+ years of age, student provides consent to release records.</p>		<p>0 of 20 enrollment files reviewed contained personally identifiable information.                      7 of 20 enrollment files reviewed contained signed FERPA forms for students not yet 18 years old. Recommend that the program add a date field to the FERPA form to indicate the date that it is signed.</p>
<p><b>ENGAGEMENT WITH PARENTS/GUARDIANS AND FAMILIES:</b>                      Contractor ensures that it communicates with all stakeholders as appropriate to maintain levels of engagement including reporting of student academic progress, information regarding program events (e.g. back to school nights) and student expectations (e.g. orientation and handbook) in a manner that is accessible to all.</p>		<p>The program maintains a log of family engagement efforts. Clear evidence that the program communicates with parents regularly to discuss not only academic progress, but also student well-being, attendance concerns, and post-secondary goals.</p>

**CATEGORY 3: PERSONNEL**

STANDARD: BACKGROUND CHECKS, LICENSES & EDUCATOR CERTIFICATION – Evidence of contractor compliance with relevant contract, state and federal educator personnel requirements		
CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<p><b>EMPLOYEE BACKGROUND CHECKS:</b>                      Provides evidence of all relevant employee background checks and clearances. Checks and clearances are valid, timely and up to date as appropriate.</p>		FBI Background Check: 4 of 4 employees reviewed had a valid check on file. PA Child Abuse Clearance: 4 of 4 employees reviewed had a valid clearance on file. PA Criminal History Check: 4 of 4 employees reviewed had a valid check on file. Act 168 documentation: 2 of 4 employees reviewed had signed documentation on file after their dates of hire.
<p><b>PROFESSIONAL CERTIFICATIONS:</b>                      Provides PA certificated teachers in all core instructional areas.</p>		0 of 2 science teachers are appropriately certified. 1 of 2 English teachers are appropriately certified. 1 of 2 math teachers are appropriately certified.
<p><b>PROFESSIONAL CERTIFICATIONS (ADMINISTRATOR):</b>                      Provides at least one PA certificated administrator per site.</p>		
<p><b>STUDENT SUPPORT SERVICES STAFF:</b>                      Provides sufficiently trained and certified/licensed professional staff for student support services including special education and ELs.</p>		


STANDARD: PERSONNEL RATIO & PROFESSIONAL DEVELOPMENT – Evidence of contractor adherence to contractual Personnel Ratios, contractually or statutorily required trainings, and relevant staff professional development		
CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<p><b>PERSONNEL RATIOS:</b>                      Provides staffing to meet contractual student to teacher ratios and ensures student to support staff ratio is within contractual limits.</p>		



CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<p><b>OBLIGATORY TRAININGS:</b> Provides all employees with Act 71, Act 126, and other obligatory PDE professional trainings and monitors timely completion and updates as required.</p>	✓	<p>Act 71: 4 of 4 employees reviewed had a completion certificate on file. Act 126: 4 of 4 employees reviewed had a completion certificate on file for the required 3-hour training that includes human trafficking.</p>
<p><b>ENGAGEMENT IN DISTRICT PROFESSIONAL DEVELOPMENT AND CONTRACTOR MEETINGS:</b> Ensures that teachers and administrators engage in School District professional development opportunities and monthly contractor meetings.</p>	✓	

**CATEGORY 4: GOVERNANCE & ENROLLMENT**



STANDARD: PROGRAM GOVERNANCE – Evidence of systems, structures and contractor activities to support compliance with contractual expectations for program governance		
CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<p><b>COMMUNITY ENGAGEMENT:</b> Engages community and non-profit providers to provide a diverse and relevant range of non-academic student services and support.</p>	✓	Evidence that the program engages with community organizations to provide post-secondary exposure activities, community events, mental health supports, life skills, and service learning opportunities.
<p><b>COMMUNITY ELICITATION:</b> Has active school or community advisory board or process by which the school community can provide input and feedback to the contractor regarding the program. Encourages parent/guardian participation in the District-wide annual survey.</p>	✗	8.5% of parents participated in the 2020-2021 district-wide survey (minimum of 10% required).



**STANDARD: STUDENT ENROLLMENT** – Evidence of systems, structures and contractor practices to meet contractual and statutory requirements for student enrollment and eliminate barriers to entry


CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<p><b>TIMELY ENROLLMENT:</b>                      Contractor does not create barriers to enrollment and enrolls students referred and/or who apply timely. Enrollment and/or student files contain information as required by PDE for enrollment. Program has procedures in place to confirm eligibility of students prior to enrollment.</p>		<p>3 of 20 enrollment files reviewed had date of birth on enrollment application that did not match proof of age. Recommend that the program confirm student age as in application with SIS or proof of age documentation, with corrections notated on the application.</p>

CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<p><b>RESIDENCY REQUIREMENT:</b>                      Contractor does not serve students from other LEAs without written consent of School District. Contractor confirms residency of student prior to or at time of enrollment.</p>		<p>20 of 20 enrollment files reviewed contained proof of address.</p>
<p><b>RE-ENGAGEMENT CENTER REFERRALS:</b>                      Contractor has reserved 50% of seats for School District's Engagement Center (REC) and/or partners with the REC to receive referrals.</p>		



**CATEGORY I: ACCOMMODATIVE QUALITY**


<b>STANDARD: FACILITIES</b> – Evidence of contractor compliance with established facility guidelines, contractual/statutory requirements and lease terms (if in School District-owned properties)		
<b>CONTRACT REQUIREMENTS</b>	<b>RATING</b>	<b>ADDITIONAL NOTES</b>
<p><b>FEDERAL, STATE, &amp; LOCAL REGULATIONS:</b>                      Complies with all federal and state regulations regarding access to individuals with (physical or otherwise) disabilities. The program is housed in a non-sectarian facility. If in a privately-owned facility, contractor is compliant with any local requirements for facility condition including lead and water testing.</p>		
<p><b>FACILITY MAINTENANCE:</b>                      For privately-owned facilities, contractor maintains regular upkeep of facility including structure, student and staff related spaces as well as outside grounds. For School District-owned facilities, contractor fulfills the obligations of their lease agreement regarding maintenance and reports facility condition issues timely.</p>		


<b>STANDARD: SCHOOL CALENDAR, TRANSPORTATION AND UNIFORMS</b> – Evidence that contractor operates a program that meets the minimum number of days of instruction as required by the contract and makes the program accessible to all eligible students		
<b>CONTRACT REQUIREMENTS</b>	<b>RATING</b>	<b>ADDITIONAL NOTES</b>
<p><b>CALENDAR:</b>                      Maintains an academic calendar that minimally has at least as many instructional days as that of the School District. Submits operational calendars timely and appropriately notifies the School District departments of any changes in the calendar.</p>		
<p><b>TRANSPORTATION:</b>                      Maintains accurate student information to allow the School District to appropriately manage transportation services for students. No corrective action initiated regarding required student transpass usage reports.</p>		

CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<p><b>UNIFORMS:</b> Establishes a clear dress code for students inclusive of expectations regarding school uniform. Provides uniforms to students upon request due to financial need. Does not have policies or practices that create barriers to instruction based on dress code or school uniform.</p>		<p>Program has incorporated language from Board Policy 252 into the program handbook to inform students of their gender identity rights.</p>

**CATEGORY 2: FINANCIAL COMPLIANCE**

STANDARD: PROCUREMENT OF OPERATING CERTIFICATES – Contractor provides School District with relevant operating licenses and certificates; maintains current insurance consistent with contract requirements		
CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<p><b>TAX LIABILITIES:</b> Provides School District with Certificate of Tax Clearance absolving any city tax liabilities.</p>		
<p><b>PROOF OF INSURANCE:</b> Provides Proof of Insurance related to: (1) Worker's Compensation and Employer's Liability, (2) General Liability Insurance, (3) Automobile Liability Insurance, (4) Professional Liability Insurance, (5) Educator Legal Liability Insurance, (6) Excess/Umbrella Liability, and (7) Directors' and Officers' Liability Insurance.</p>		<p>At the time of the walkthrough, the program's insurance documentation was not approved by the Office of Risk Management due to lack of Additional Insured Endorsement.</p>

STANDARD: FINANCIAL MANAGEMENT AND REPORTING – Evidence the contractor adheres to standards of financial management including with monitoring and reporting of revenues and expenses, invoicing to the School District and ability of contractor to maintain financial viability		
CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<p><b>FINANCIAL MANAGEMENT:</b> Provides detailed information upon request regarding program annual budgets, as well as actual expenses and revenues. Upon request, provides independent third-party financial audit timely; audit does not indicate any material weakness or going concerns.</p>		

CONTRACT REQUIREMENTS	RATING	ADDITIONAL NOTES
<p><b>MONTHLY INVOICING:</b> Submits monthly invoices timely with complete and accurate student-level information. Information provided can generally be validated against the School District's SIS.</p>		Monthly invoices often require revision to the number of students enrolled.