



# OSSE TOTE Training Presentation

OSSE Transportation Online  
Tool for ESY

Presented by Lia Rogers



- ❖ **OSSE Transportation Online Tool for ESY**
  - ❖ **Overview of Certification and how it relates to TOTE**
    - ❖ **Basic Certification Information**
    - ❖ **Certification Deadline**
  - ❖ **Discussion of TOTE Bonus**
  - ❖ **General Role-Specific Functionality Overview**
  - ❖ **General Functionality Overview**
  
- ❖ **Lia Rogers – [lia.rogers@dc.gov](mailto:lia.rogers@dc.gov) – (202) 576-5510**

# Certification and OSSE TOTE



## ❖ Online Certification Tool for ESY – Summer 2013

❖ Operational March 4<sup>th</sup>, 2013

### ❖ Benefits

❖ Less Manual Submission

❖ Greater Transparency

❖ More Reliable Child Data Exchange

❖ Improved Workflow

❖ Streamlined Communication

❖ Reduction of ESY Certification Errors



## ❖ LEA Responsibility to Certify

- ❖ Mandatory participation
- ❖ Submit documents to OSSE
- ❖ District Charters submissions must be certified by DCPS

## ❖ Certification Deadline

- ❖ May 6<sup>th</sup>, 2013
  - ❖ All Certifications must be complete in TOTE by this date.

# OSSE TOTE Data Import



## ❖ TOTE BONUS

❖ Some Data is imported for you!

❖ Student Data

❖ Basic School Information

❖ Imported on Weekly Basis

❖ SEDS Errors Communication

❖ TOTE Questions & Errors Communication



# Invitation to OSSE TOTE



## ❖ Users will receive an invitation to QuickBase

New | Reply | Reply all | Forward | Delete | Junk | Sweep | Mark as | Move to | Categories |

OSSE TOTE (Beta Version) - QuickBase Invitation Back to messages |

lia.rogers @ dc.gov (via QuickBase) [Add to contacts](#) 2:38 PM   
To @hotmail.com Reply

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### Intuit QuickBase

Lia Rogers has shared a QuickBase app with you.

**Note from Lia Rogers:**  
The OSSE Transportation Online Tool for ESY (OSSE TOTE) application is the place all LEAs will submit calendar information for schools serving District of Columbia Special Education Students. It is also the place to certify students for ESY - Summer 2013 services if they need transportation services for ESY - Summer 2013 and/or if they will be attending a non-public school for ESY - Summer 2013.

[Open OSSE TOTE \(Beta Version\)](#)

This invitation was sent by [Intuit QuickBase](#) -- the fastest way to automate your business processes, enabling your team to collaborate efficiently while saving time and increasing productivity.

Note: If you have trouble using the links above, copy and paste the following Web address into the address bar of your browser:  
<https://octo.quickbase.com/db/main?a=pv&uid=58138685&pp=bpj7vhgahtd2pzubh4wb4qbrz8r7rcp4k2uwcivrhssc73aegceuas8!abhu2vyijs&dbid=bhtt9pgur>  
For security reasons, this link will expire in 6 months.

# Registering with QuickBase



- ❖ Users must register with QuickBase
- ❖ OSSE TOTE username is email address at which registration was received

**Sign Up for QuickBase**

All fields marked with an asterisk (\*) are required.

**First name\***

**Last name\***

**Email address** @hotmail.com

---

**Choose a password\***

**Retype password\***

Password strength:

- ✓ Must be at least 8 characters
- ✓ Must include both numbers and letters

---

Please set up a security question in case you ever need to reset your password.

**Question:\***

**Answer:\***

Your answer is not case sensitive.

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I have read and agree to the QuickBase [Terms of Service](#)

# Logging into OSSE TOTE



- ❖ Users can access OSSE TOTE via the OSSE web site
- ❖ The URL is <http://osse.dc.gov/page/osse-tote>

OSSE TOTE | osse

osse.dc.gov/page/osse-tote

311 Online | District Residents | Businesses | Visitors | Media | Online Services

THE DISTRICT OF COLUMBIA  
"One City, One Future"

ONE CITY  
Mayor VINCENT C. GRAY

Office of the State Superintendent of Education

Search Search

dc.gov osse.dc.gov

OSSE Home | Programs | News Room | Parents & Students | Technical Assistance | Educators | State Board of Ed | About OSSE

Office of the State Superintendent of Education

Listen

ADD THIS Text Resize

OSSE TOTE

OSSE Transportation Online Tool for ESY

Enter your login credentials below to access the OSSE TOTE tool:

Username

Password

Enter

Strong Start Campaign

If your child isn't walking, maybe you should take the next step.

Learn about the Strong Start Campaign.

Go to College Now!

# Sample Dashboard



❖ The user's role in OSSE TOTE will determine the dashboard view and available functionality.

LEA List									
Full Report   Grid Edit   Email ▼   More ▼									1 LEAs
	▲ LEA Name	Schools within LEA	Special Education Students in LEA	1. Pending Eligibility Determination	2. Pending Transportation Form Upload in TOTE	3. Pending Confirmation of Upload to SEDS	4. Certification Complete	5. No SEA Responsibility	
<a href="#">EDIT</a>	<a href="#">VIEW</a>	Avatar Preparatory Academies PCS	5	14	9	1	0	3	1
		TOT	5	14	9	1	0	3	1

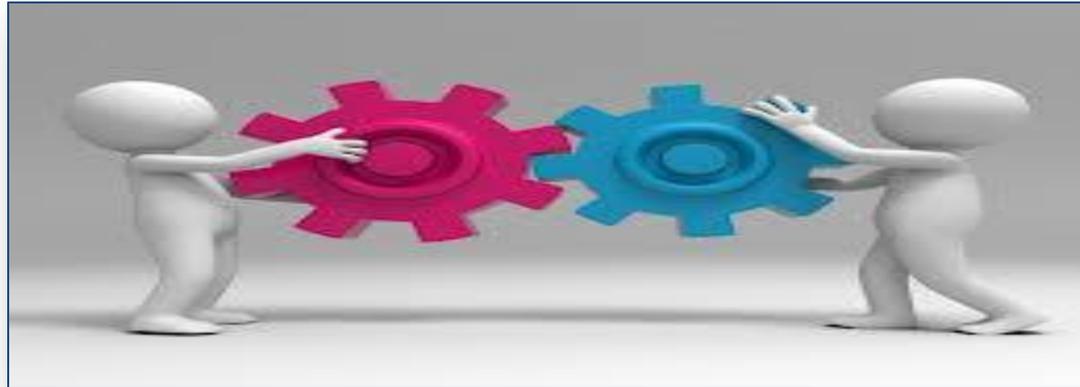
Schools List								
Full Report   Grid Edit   Email ▼   More ▼								5 Schools
	School Code	▲ School Name	School Address On File	Main Phone Number	Principal Name	OnSite ESY Program Manager Name	School Type	
<a href="#">EDIT</a>	<a href="#">VIEW</a>	999999	Aang School of Avatars	1600 Avatar Avenue NW Washington DC 20500	(999) 867-5309	Avatar Aang	Sokka Water-Tribe	LEA (Independent) Charter
<a href="#">EDIT</a>	<a href="#">VIEW</a>	999998	Avatar Air Temple	2122 West Air Capitol Street NW Washington DC 20032	(202) 867-5208	Ainsley Air-Nomad	Michel Taylor	LEA (Independent) Charter
<a href="#">EDIT</a>	<a href="#">VIEW</a>	999996	Avatar Earth Temple	45 Ba Sing Sae Place SW Washington DC 20002	(202) 555-2645	Vanessa Dowd	Deirdre Sutherland	LEA (Independent) Charter
<a href="#">EDIT</a>	<a href="#">VIEW</a>	999995	Avatar Fire Temple	24 Fire Mount Court SE Washington DC 20018	(202) 867-5124	Jake Kelly	Stewart Davidsom	LEA (Independent) Charter
<a href="#">EDIT</a>	<a href="#">VIEW</a>	999997	Avatar Water Temple	100 Pathick Falls NE Washington DC 20044				LEA (Independent) Charter

ESY School Calendar Dashboard											
Full Report   Grid Edit   Email ▼   More ▼											3 School Calendar
	▲ School Name	First Day	Last Day	Doors Open	Instruction Starts	Dismissal Time	Early Dismissal Recurrence Interval	Early Dismissal Day(s)	Early Dismissal Time	Estimated Bus Schedule	
<b>Avatar Preparatory Academies PCS (3 School Calendars)</b>											
<a href="#">EDIT</a>	<a href="#">VIEW</a>	Aang School of Avatars	06-01-2013	07-19-2013	8:50 am	9:30 am	4:30 pm	Weekly	Wednesday	2:15 pm	We will schedule the bus to arrive between 9:00 am and 9:20 am
<a href="#">EDIT</a>	<a href="#">VIEW</a>	Avatar Air Temple	06-03-2013	08-14-2013	9:00 am	9:30 am	4:30 am	Bi-Weekly	Tuesday	1:30 am	We will schedule the bus to arrive between 9:00 am and 9:20 am
<a href="#">EDIT</a>	<a href="#">VIEW</a>	Avatar Fire Temple	06-10-2013	08-30-2013	9:00 am	9:30 am	4:30 pm				We will schedule the bus to arrive between 9:00 am and 9:20 am

# Roles in OSSE TOTE



- ❖ There are various roles in OSSE TOTE
  - ❖ DCPS SPED LEA
  - ❖ LEA Admin
  - ❖ School Staff
  - ❖ Non-Public School Staff



- ❖ DCPS SPED LEA
  - ❖ Functions as the LEA Admin role.
  - ❖ One Exception: DCPS must certify ESY for children enrolled in & submitted by District Charters.
- ❖ School Staff
  - ❖ Functions as the Non-Public School Staff role.
  - ❖ One Exception: School Staff have the ability to edit ESY Student Status of students enrolled in their schools \*if\* given permission and access by their LEA Admin.

# Functionality



## ❖ LEA Administration

- ❖ Users have the capability to edit details for schools that fall under their respective LEA jurisdictions and certify students for ESY.

LEA List									
Full Report   Grid Edit   Email   More									3 LEAs
	LEA Name	Schools within LEA	▲ ESY Certification Status	Special Education Students in LEA	1. Pending Eligibility Determination	2. Pending Transportation Form Upload in TOTE	3. Pending Confirmation of Upload to SEDS	4. Certification Complete	5. No SEA Responsibility
<a href="#">EDIT</a>	<a href="#">VIEW</a>	Thurgood Marshall Academy PCS	1	ESY Certification Complete	1	0	0	1	0
<a href="#">EDIT</a>	<a href="#">VIEW</a>	Avatar Preparatory Academies PCS	5	Ready to Certify	13	0	0	4	9
<a href="#">EDIT</a>	<a href="#">VIEW</a>	Cesar Chavez PCS	4	Students Pending Certification	15	4	0	4	7
TOT			10		29	4	0	9	16

## ❖ School Administration

- ❖ Users can edit details for their school, to include school calendars.

School Demographics and Contacts								
Full Report   Grid Edit   Email   More							1 Schools	
	School Type	School Code	▲ School Name	School Address On File	Main Phone Number	Principal Name & Title	On-Site ESY Program Manager Name & Title	
<a href="#">EDIT</a>	<a href="#">VIEW</a>	LEA (Independent) Charter	999998	Avatar Air Temple	2122 West Air Capitol Street NW Washington DC 20032	(202) 867-5208	Ainsley Air-Nomad, Head of School	Michel Taylor, Head of School

# LEA Administration



## LEA Form

❖ View/edit information pertaining to all schools within the LEA, to include:

- ❖ School Address and Contact Information
- ❖ Special Education Transportation Contacts
- ❖ ESY Certification Student Status Summary
- ❖ Student ESY Certification Details

LEA Name [Avatar Preparatory Academies PCS](#) LEA Schools [5](#)  
 LEA ID [dcaaaa](#) LEA Students [14](#)

### School Address and Contact Information

This section lists the detailed School Address and Contact Information for schools within this LEA.

		Full Report	Grid Edit	Email ▼	More ▼	5 Schools		
	School Code	▲ School Name	School Address On File	Main Phone Number	Main Fax Number	Principal Name	School Type	
<a href="#">EDIT</a>	<a href="#">VIEW</a>	999999	Aang School of Avatars	1600 Avatar Avenue NW Washington DC 20500	(999) 867-5309	(999) 867-5308	Avatar Aang	LEA (Independent) Charter
<a href="#">EDIT</a>	<a href="#">VIEW</a>	999998	Avatar Air Temple	2122 West Air Capitol Street NW Washington DC 20032	(202) 867-5208		Ainsley Air-Nomad	LEA (Independent) Charter
<a href="#">EDIT</a>	<a href="#">VIEW</a>	999996	Avatar Earth Temple	45 Ba Sing Sae Place SW Washington DC 20002	(202) 555-2645		Vanessa Dowd	LEA (Independent) Charter
<a href="#">EDIT</a>	<a href="#">VIEW</a>	999995	Avatar Fire Temple	24 Fire Mount Court SE Washington DC 20018	(202) 867-5124		Jake Kelly	LEA (Independent) Charter
<a href="#">EDIT</a>	<a href="#">VIEW</a>	999997	Avatar Water Temple	100 Pathick Falls NE Washington DC 20044				LEA (Independent) Charter

### Spec. Education Transportation Contacts

These are all the Special Education Transportation Contacts by school within this LEA.

		Full Report	Grid Edit	Email ▼	More ▼	9 Contacts		
	School Name	▲ Role	Contact Name	Email Address	Direct Phone			
<b>Aang School of Avatars (2 Contacts)</b>								
<a href="#">VIEW</a>	<a href="#">Aang School of Avatars</a>	LEA Administrator	Williams, Dartanion	<a href="mailto:dartanion.williams@dc.gov">dartanion.williams@dc.gov</a>	(202) 422-1153			
<a href="#">VIEW</a>	<a href="#">Aang School of Avatars</a>	LEA Administrator	Rogers, Lia	<a href="mailto:lia.rogers@dc.gov">lia.rogers@dc.gov</a>	(202) 576-5510			
<b>Avatar Air Temple (2 Contacts)</b>								
<a href="#">VIEW</a>	<a href="#">Avatar Air Temple</a>	LEA Administrator	King, Ernest	<a href="mailto:ernest.king@dc.gov">ernest.king@dc.gov</a>	(202) 741-0272			
<a href="#">VIEW</a>	<a href="#">Avatar Air Temple</a>	LEA Administrator	Song, Sonji	<a href="mailto:bambimaiik@hotmail.com">bambimaiik@hotmail.com</a>	(202) 541-2574			
<b>Avatar Earth Temple (2 Contacts)</b>								
<a href="#">VIEW</a>	<a href="#">Avatar Earth Temple</a>	LEA Administrator	Blasioli, Cassandra	<a href="mailto:cassandra.blasioli@dc.gov">cassandra.blasioli@dc.gov</a>	(202) 727-6789			
<a href="#">VIEW</a>	<a href="#">Avatar Earth Temple</a>	LEA Administrator	Enos, Jessica	<a href="mailto:Jessica.enos@dc.gov">Jessica.enos@dc.gov</a>	(202) 867-5309			
<b>Avatar Fire Temple (1 Contact)</b>								
<a href="#">VIEW</a>	<a href="#">Avatar Fire Temple</a>	Transportation Coordinator	Campbell, Jason	<a href="mailto:jason.campbell@dc.gov">jason.campbell@dc.gov</a>	(202) 299-9999			
<b>Avatar Water Temple (2 Contacts)</b>								
<a href="#">VIEW</a>	<a href="#">Avatar Water Temple</a>	LEA Administrator	Heinrich, Phil	<a href="mailto:phil.heinrich@dc.gov">phil.heinrich@dc.gov</a>	(202) 421-1037			
<a href="#">VIEW</a>	<a href="#">Avatar Water Temple</a>	Special Education Coordinator	Deerdoe, Bambi	<a href="mailto:liamaiik@hotmail.com">liamaiik@hotmail.com</a>	(999) 867-5309			

# School Administration



## School Information Form

- ❖ View/edit information for specific school:
  - ❖ School Address & Contact Information
  - ❖ Confirmation to offer ESY – Summer 2013
  - ❖ Special Education Transportation Contacts
  - ❖ School Calendar & Bell Times
  - ❖ Bell Times that differ per Student Program

### School Address & Contact Information

LEA  
Avatar Preparatory Academies PCS

School Name: Avatar Air Temple    School Code: 999998    School Type: LEA (Independent) Charter

Principal Name  
Ainsley Air-Nomad

On-Site ESY Program Manager Name  
Michel Taylor

Main Phone Number: (202) 867-5208    Main Fax Number: [Redacted]

Street Address  
2122 West Air Capitol Street NW

City / State / Zip  
Washington DC 20032

Is the address listed above correct?  
Yes

### Spec. Education Transportation Contacts

Full Report   Grid Edit   Email   More						2 Contacts
	School Name	▲ Role	Contact Name	Direct Phone	Email Address	
<b>Avatar Air Temple (2 Contacts)</b>						
<a href="#">VIEW</a>	<a href="#">Avatar Air Temple</a>	LEA Administrator	King, Ernest	(202) 741-0272	<a href="mailto:ernest.king@dc.gov">ernest.king@dc.gov</a>	
<a href="#">VIEW</a>	<a href="#">Avatar Air Temple</a>	LEA Administrator	Song, Sonji	(202) 541-2574	<a href="mailto:bambimaiik@hotmail.com">bambimaiik@hotmail.com</a>	

Are the contact(s) listed above the only contact(s) for this school?  
Yes

### School Calendar and Bell Times

In this section, you will enter all information related to your school calendar reflecting school hours, school schedule, observed Holidays, and early dismissal days.

#### Add School Term Calendar

Full Report   Grid Edit   Email   More											1 School Calendar
	First Day	Last Day	Student Entry Time	Instruction Start Time	PM Dismissal Time	Is Early Dismissal Recurring?	Early Dismissal Recurs How Often?	What is the Early Dismissal Day(s)?	Early Dismissal Time	Estimated Bus Arrival Time	
<a href="#">EDIT</a> <a href="#">VIEW</a>	06-03-2013	08-14-2013	9:00 am	9:30 am	4:30 am	Yes	Bi-Weekly	Tuesday	1:30 am	<b>We will schedule the bus to arrive between 9:00 am and 9:20 am.</b>	



"OK, I'm now going to read out loud every single slide to you, word for word, until you all wish you'd just die."