

OSSE TOTE Quick Guide

OSSE Transportation
Online Tool for ESY

Overview

This guide provides information on navigating through TOTE to certify students for the Extended School Year (ESY). TOTE will deliver accurate school information to the Office of State Superintendent of Education (OSSE) and the Division of Student Transportation (DOT). TOTE helps streamline the certification process with less manual submission, greater transparency, and more reliable child data exchange. TOTE allows you to add and/or edit school address, contact information, bell times, school calendar information, and student ESY certification status. TOTE will also contain a copy of the individual Transportation Form per student.

The general steps in Certifying an LEA for ESY in TOTE by the deadline are:

- ❖ Edit School Address and Contact Information
- ❖ Answer ESY – Summer 2013 specific questions
- ❖ Edit and/or add Special Education Transportation Contacts
- ❖ Add School Calendar and Bell Times
- ❖ Add Calendar Day Exceptions
- ❖ Enter Student ESY Information
- ❖ Upload Transportation Forms, if applicable
- ❖ Submit information to SEDS
- ❖ Certify all School and Student Information in TOTE.

Before beginning the certification process, OSSE DOT recommends that you review your ESY certification requirements for SEDS and obtain your SEDS ESY Report.

Note: Some operations, such as Student Certification, are only supported in certain roles. Your role may not support this option. To access this functionality, contact your LEA Administrator or Lia Rogers (lia.rogers@dc.gov) for assistance.

The procedures in this guide assume that you have a QuickBase account and are logged into the TOTE application. For more information and details on how to gain access, see the *OSSE TOTE Presentation*.

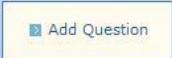
Table of Contents



| | |
|--------------------------------------|----|
| Roles in TOTE | 4 |
| TOTE Dashboard | 5 |
| School Address | 8 |
| ESY Configuration | 10 |
| School Contact Information | 11 |
| School Programs | 12 |
| School Calendar and Bell Times | 14 |
| Early Dismissal Details | 15 |
| Calendar Exceptions | 16 |
| Students in TOTE | 17 |
| Entering Student ESY Data | 19 |
| Certification | 23 |
| SEDS Correction | 26 |
| Questions or Issues | 27 |

Roles in TOTE



Note: Most users granted access to TOTE will be automatically assigned specific roles based on the point of contact information on file with OSSE. If your role is not sufficient to complete certification for your LEA and you are the designated certification specialist, please submit your access issue by click the **Add Question** button,  , on the top-right hand corner of the page.

There are four major roles in TOTE.

- ❖ DCPS SPED LEA
- ❖ LEA Admin
- ❖ School Staff
- ❖ Non-Public School Staff

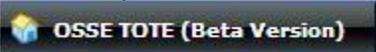
The DCPS SPED LEA and the LEA Admin have the same functionality. However, the District of Columbia Public School system (DCPS) has a unique relationship with district charters in the city. Per OSSE Policy, **District Charters** must submit their certification data for children receiving ESY services at non-public schools and ESY-related transportation services to DCPS, who in turn must certify this information to OSSE.

The School Staff and the Non-Public School Staff share the same functionality. The only exception is the School Staff role allows a designated individual to **submit** certification data for children receiving ESY services at their school. However, certification is only **complete** after a user in the LEA Admin role certifies that submission.

TOTE Dashboard



Note: The options and screens shown in your version of TOTE might be different from those shown in this guide depending on your role. If you have questions about the roles available to you or the access granted to users in your LEA, submit your question through TOTE.

The **TOTE Dashboard** is the homepage of the Transportation Online Tool for ESY. You can always return to this screen by clicking the **OSSE TOTE Home Page** button, , in the top-left hand corner of the page.

octo

Customize Recent Find Help Signed in as Bambi Deerdorfe octo.quickbase.com

OSSE TOTE (Beta Version) QUESTIONS DCPS SPED LEA LEAS SCHOOLS CONTACTS SCHOOL CALENDAR CALENDAR EXCEPTIONS STUDENTS SCHOOL TYPES TERMS PROGRAMS, etc.

OSSE Transportation Online Tool for ESY (OSSE TOTE) Add Question

OSSE Transportation Online Tool for ESY (OSSE TOTE)

This application is the place all LEAs will submit calendar information and student ESY certification information to OSSE for Special Education Students living in and/or attending schools in the District of Columbia for the extended school year.

You may submit questions by clicking the "Add Question" button above.

GET CERTIFICATION STARTED by clicking your LEA name below.

LEA List

Full Report Grid Edit Email More 1 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 |
|----------------------------------|--------------------|--------------------------|-----------------------------------|--------------------------------------|---|---|---------------------------|--------------------------|
| Avatar Preparatory Academies PCS | 5 | Ready to Certify | 13 | 0 | 0 | 0 | 4 | 9 |
| TOT | 5 | | 13 | 0 | 0 | 0 | 4 | 9 |

Schools List

Full Report Grid Edit Email More 5 Schools

| School Type | School Code | School Name | School Address On File | Main Phone Number | Principal Name & Title | On-Site ESY Program Manager Name & Title |
|---------------------------|-------------|------------------------|---|-------------------|-----------------------------------|--|
| LEA (Independent) Charter | 999999 | Aang School of Avatars | 1600 Avatar Avenue NW Washington DC 20500 | (999) 867-5309 | Dr. Avatar Aang, Director | Sokka Water-Tribe |
| 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 (Independent) Charter | 999996 | Avatar Earth Temple | 45 Ba Sing Sae Place SW Washington DC 20002 | (202) 555-2645 | Vanessa Dowd, Dean | Deirdre Sutherland |
| LEA (Independent) Charter | 999995 | Avatar Fire Temple | 24 Fire Mount Court SE Washington DC 20018 | (202) 867-5124 | Jake Kelly | Stewart Davidom |
| LEA (Independent) Charter | 999997 | Avatar Water Temple | 100 Pathick Falls NE Washington DC 20044 | (202) 333-8542 | Marnie Lafaver | Lisette Furlone |

ESY School Calendar Dashboard

Full Report Grid Edit Email More 4 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 |
|--|------------|------------|------------|--------------------|----------------|-------------------------------------|------------------------|----------------------|---|
| Avatar Preparatory Academies PCS (4 School Calendars) | | | | | | | | | |
| 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. |
| Avatar Air Temple | 06-10-2013 | 08-23-2013 | 8:15 am | 8:45 am | 3:15 pm | Bi-Weekly | Tuesday | 1:15 pm | We will schedule the bus to arrive between 8:15 am and 8:35 am. |
| 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. |
| Avatar Water Temple | 06-03-2013 | 08-16-2013 | 7:50 am | 8:35 am | 2:00 pm | | | 12:30 pm | We will schedule the bus to arrive between 8:05 am and 8:25 am. |

DCPS SPED LEA Dashboard

The DCPS SPED LEA Dashboard provides functionality to manage all DCPS schools and District Charters.

The following reports are provided on the DCPS SPED LEA Dashboard:

- ❖ **All District-Dependent LEA Student Summary**
 - ❖ Provides overview of ESY Certification status for all students requiring DCPS certification.
 - ❖ You can access all students enrolled in district-dependent schools by ESY certification status category.
- ❖ **ESY Status Summary by DCPS LEA**
 - ❖ Provides a list of all schools that require DCPS certification.
 - ❖ You can view schools submitting to DCPS and the student ESY certification status for students enrolled in those schools.
- ❖ **ESY School Calendar Dashboard**
 - ❖ Provides a view of the ESY school calendars for district-dependent schools.
 - ❖ You can view and/or edit schools calendars, to include bell times, for schools that fall within the DCPS jurisdiction.

LEA Admin Dashboard

The LEA Admin Dashboard provides functionality to manage all schools within one LEA.

The following reports are provided on the LEA Admin Dashboard:

- ❖ **Certification Summary by LEA**
 - ❖ Provides overview of ESY Certification status for your LEA.
 - ❖ You can access all students enrolled in schools in your LEA by ESY Certification Status category.
- ❖ **ESY Status Summary by LEA**
 - ❖ Provides a summary of which ESY Certification categories students are in at schools in your LEA.
 - ❖ You can view the certification progress of students enrolled in your LEA schools.
- ❖ **ESY School Calendar Dashboard**
 - ❖ Provides a view of the ESY school calendars for schools in your LEA.
 - ❖ You can view and/or edit school calendars, to include bell times, for schools within your LEA.

School Staff Dashboard

The School Staff Dashboard provides functionality to manage all details for the school at which you are staffed or have privileges to access.

The following reports are provided on the School Staff Dashboard:

- ❖ **ESY Status Summary by School**

- ❖ Provides overview of ESY Certification status for all students enrolled in your school.
- ❖ You can access all students enrolled in your school by ESY certification status category.

- ❖ **School Demographics and Contacts**

- ❖ Provides the school address and contact information for your school.

- ❖ **ESY School Calendar Dashboard**

- ❖ Provides a view of the ESY school calendars for your school.
- ❖ You can view and/or edit schools calendars, to include bell times, for your school.

Non-Public School Staff Dashboard

The Non-Public School Staff Dashboard provides functionality to manage your non-public school and submit school calendars to OSSE and to DOT.

The following reports are provided on the Non-Public School Staff Dashboard:

- ❖ **School Demographics and Contacts**

- ❖ Provides the school address and contact information for your school.

- ❖ **ESY School Calendar Dashboard**

- ❖ Provides a view of the ESY school calendars for your school.
- ❖ You can view and/or edit schools calendars, to include bell times, for your school.

School Address



Note: Due to shared functionality between roles, but different access points to the information, the steps from this point forward will include extra notation where necessary to direct the user in a specific role to the operation being discussed.

DCPS SPED LEA Role

- A.** Click the **Edit** button,  , next to the individual LEA Name in your LEA List Section on your Dashboard.
- B.** Click the **Edit** button next to the school in the School Address and Contact Information Section on your LEA Form.

1. Click the **Edit** button,  , next to the school name. Once the **Edit** button is clicked, the School Form below is displayed.

School Address & Contact Information

LEA
Avatar Preparatory Academies PCS

School Name Aang School of Avatars **School Code** 999999 **School Type** LEA (Independent) Charter

Principal Name & Title
Dr. Avatar Aang, Director

On-Site ESY Program Manager Name & Title
Sokka Water-Tribe

Main Phone Number (999) 867-5309 **Main Fax Number** (999) 867-5308

Street Address
1600 Avatar Avenue NW

City / State / Zip
Washington DC 20500

Is the address listed above correct?
 Yes

ESY - Summer 2013

Does this school serve as an ESY Site? Yes

Does your school have an 11-12 month calendar? No

Spec. Education Transportation Contacts

Full Report | Grid Edit | Email | More | 4 Contacts

| School Name | ▲ Role | Contact Name | Direct Phone | Email Address |
|---|------------------------|---------------------|----------------|--|
| Aang School of Avatars (4 Contacts) | | | | |
| VIEW Aang School of Avatars | DCPS LEA Administrator | Williams, Dartanion | (773) 553-4331 | ddwilliams4@cps.k12.il.us |
| VIEW Aang School of Avatars | DCPS LEA Administrator | Bowski, Johnny | (773) 553-1000 | jb@cps.edu |
| VIEW Aang School of Avatars | LEA Administrator | Heinrich, Phil | (202) 421-1037 | phil.heinrich@dc.gov |
| VIEW Aang School of Avatars | LEA Administrator | Rogers, Lia | (202) 576-5510 | lia.rogers@dc.gov |

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

Multiple Programs and Bell Times

Does this school have different bell times which serve populations of students at the same campus/location? No

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.

Editing School Address



2. Verify the address on file is correct.

2b. If the address is incorrect, choose “No” in the dropdown box.

2c. Enter in correct address information and certify that information.

School Address & Contact Information

LEA
Avatar Preparatory Academies PCS

School Name: Aang School of Avatars School Code: 999999

Principal Prefix: Dr. Principal First Name: Avatar

On-Site ESY Program Manager Prefix: * On-Site ESY Program Manager First Name: Sokka

Main Phone Number: (999) 867-5309 Main Fax Number: (999) 867-5308

Street Address: 1600 Avatar Avenue NW

City / State / Zip: Washington DC 20500

Is the address listed above correct? * Yes

Street Address: 1600 Avatar Avenue NW

City / State / Zip: Washington DC 20500

Is the address listed above correct? * No

* Street Number: Street Direction: * Street Name: * Street Type: Quadrant:

* City: * State: * Zip Code: County:

I certify this address is the correct address for my school and approve the update to this system.

Updated Street Address: Updated City / State / Zip:

* Address Certification:

Note: Once a week, on Thursdays, a report is generated and emailed to TOTE Administrators, who will report the inaccurate information to our data retrieval facility. Updates to TOTE, to include information imports, will happen on a weekly basis.

ESY Configuration



These questions serve to determine the information required in order to accurately certify your LEA for ESY.

1. Whether your school functions as an ESY Site helps TOTE to understand if students enrolled in other schools may be attending your school this ESY period.

ESY - Summer 2013

* Does this school serve as an ESY Site?

* Does your school have an 11-12 month calendar?

2. Choosing “Yes” in the dropdown regarding the 11-12 month calendar, initiates ESY-related questions about the school.

ESY - Summer 2013

* Does this school serve as an ESY Site?

* Does your school have an 11-12 month calendar?

* Do you have an instruction break between June 1st and September 1st?

Are any of your students eligible for ESY during this break?

3. If there is no break between June 1st, 2013 and Septemeber 1st, 2013, you do not offer ESY services for the purposes of this certification and will not be prompted to enter bell times for your school and/or programs.

ESY - Summer 2013

* Does this school serve as an ESY Site?

* Does your school have an 11-12 month calendar?

* Do you have an instruction break between June 1st and September 1st?

Are any of your students eligible for ESY during this break?

School Contact Information



Special Education Transportation contacts may refer to those contacts that exist outside of this ESY Certification period. Keep in mind, OSSE and DOT may need to communicate student issues with representatives at the schools. You may be an LEA Administrator tasked with certifying students for the ESY services at non-public schools and ESY-related transportation services, but you are not the contact to discuss on-site issues with. This section serves to capture those individuals who are able to handle on-site concerns but are not authorized to certify students for this ESY period.

Note: There may be a contact, or two, listed in this section that you are unable to edit. If their contact information is incorrect, you can report this to us by clicking the **Add Question** button,  , on your Dashboard.

1. If the contact listed is the only contact for your school, simply verify that information and choose **“Yes”** in the dropdown.

| School Name | ▲ Role | Contact Name | Direct Phone |
|---|----------------------------|-----------------|----------------|
| Avatar Fire Temple (1 Contact) | | | |
| VIEW Avatar Fire Temple | Transportation Coordinator | Campbell, Jason | (202) 299-9999 |

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

Yes ▾

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

No ▾

Add Additional School Contact(s)

Please add the additional School Special Education Transportation Contact(s) by clicking the "Add Contact" button below.

[Add Contact](#)

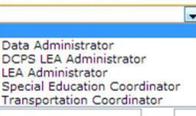
[SAVE](#) [SAVE & ADD ANOTHER](#) [CANCEL](#)

School Details

LEA Avatar Preparatory Academies PCS
School Name Avatar Air Temple
Principal Name Ainsley Air-Nomad, Head of School
On-Site ESY Program Manager Name Michel Taylor, Head of School
School Phone Number (202) 867-5208
School Fax Number

Contact Details

* Related School Avatar Air Temple ▾

* Role 

* First Name

* Last Name

* Email Address

* Direct Phone ext.

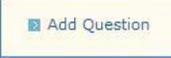
2. If there **are** additional contacts, choose **“No”** in the dropdown. This reveals the ability to add contacts.

3. Click the **Add Contact** button, [Add Contact](#) . Enter the required fields, applying the correct contact role.

4. Click the **Save** button, [SAVE](#) , or the **Save & Add Another** button, [SAVE & ADD ANOTHER](#) , to add more contacts.

School Programs



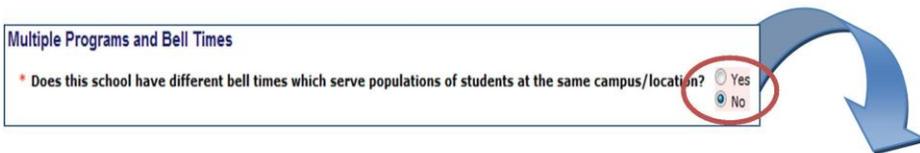
Note: There may be an instance where you see your **Program** listed as a separate school. To remove the additional school and report your Program details, let us know by clicking the **Add Question** button, , on your Dashboard.

What is a “Program”? Schools traditionally serve more than one population of students. A school’s location, it’s address, is called a campus. There may be High school students, Middle school students, and Elementary school students that matriculate at the same campus. These populations of students may share the same campus, but adhere to different bell times. There might even be a different Principal, responsible for governing the day-to-day details of a specific population, the High School Students, for example. If your school has different bell times for different populations of students, you offer **“Multiple Programs”**.

Multiple Programs and Bell Times

* Does this school have different bell times which serve populations of students at the same campus/location? Yes No

1. Choosing “Yes” will reveal the “Program Information” section.



Multiple Programs and Bell Times

* Does this school have different bell times which serve populations of students at the same campus/location? Yes No

Program Information

This section supports those schools with multiple populations of students at one campus/location. These students may have a different bell time and/or Principal, but are 'housed' at the same location as the main campus. For the purpose of TOTE, those students are enrolled in a specific **Program**.

If your school has multiple bell times depending upon the "Program", please add those details by clicking the **Add Program** button below.

Example - Avatar City School campus is located at 100 Avatar Lane SW, Washington DC. There is a High School, Middle School, and Lower School that all share the same location/campus. To add information for Avatar City Middle School, create a *Program* named *Middle School* and enter the details for that program.

Add Program

| Program... | Student... | Instruction... | Dismissal... | Early... | Early... | Early... | Estimated... | Program... | Program... | Program... |
|-------------------|------------|----------------|--------------|----------|----------|----------|--------------|------------|------------|------------|
| No programs found | | | | | | | | | | |

Adding School Programs



2. The “Program” section allows you to enter the details for the program, such as:

- ❖ Program Contact Information
- ❖ Program Details

You are only required to enter those details that differ from your main campus.

SAVE SAVE & ADD ANOTHER CANCEL

Dependent LEA Avatar Preparatory Academies PCS School Name Avatar Earth Temple

Program Contact Information

Enter only that information that differs from the School Main Campus information.

| | | | | |
|------------------------|----------------------------|-----------------------------|---------------------------|-----------------------|
| Program Manager Prefix | Program Manager First Name | Program Manager Middle Name | Program Manager Last Name | Program Manager Title |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Program Name | Program Phone Number | Program Fax Number | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | | |

Program Details

| | | | | | |
|----------------------|----------------------|-------------------------------------|----------------------|------------------------|----------------------|
| Student Entry Time | <input type="text"/> | Instruction Start Time | <input type="text"/> | Dismissal Time | <input type="text"/> |
| Early Dismissal Time | <input type="text"/> | Early Dismissal Recurrence Interval | <input type="text"/> | Early Dismissal Day(s) | <input type="text"/> |

Please enter all non-recurring early dismissal days for this program as Calendar Exceptions, ensuring each day is assigned to the applicable program.

Note: Some fields in this section may be unfamiliar to you. Not to worry! We discuss “Bell Times” on page 14 and “Early Dismissal” on page 15.

School Calendar & Bell Times



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](#)

The “School Calendar and Bell Times” section allows you to enter the ESY – Summer 2013 school calendar for your school or main campus, to include:

- ❖ **First Day and Last Day**
- ❖ **Student Entry Time** (The time students may enter the building)
- ❖ **Instruction Start Time** (The time students are in their seats, ready to learn)
- ❖ **PM Dismissal Time**
- ❖ **Early Dismissal Time**
- ❖ **Early Dismissal Details**

1. Click the **Add School Term Calendar** button, [Add School Term Calendar](#), to enter details for your school or main campus.

If there is a record present, you may edit that record.

School Calendar Form

School Avatar Earth Temple **School Address On File** 45 Ba Sing Sae Place SW Washington DC 20002

Principal **On-Site ESY Program Manager** Deirdre Sutherland

Term ESY - Summer 2013 ▼

Extended School Day Details

First Day **Last Day**

The details you enter below are **effective the 1st Day of the ESY - Summer 2013 Term**. Changes can be made to this schedule the first week of the ESY - Summer 2013 Term. *No changes to this schedule will be accepted or effected after the first week of the ESY - Summer 2013 Term.*

Student Entry Time **Instruction Start Time** **PM Dismissal Time**

Early Dismissal Details

Recurring means these days happen on a predetermined, repetitive, and consistent basis. *Example: An early dismissal day recurs biweekly on Wednesdays at 1:15 pm.*

Early Dismissal Time **Is Early Dismissal Recurring?** ▼

Early Dismissal Details

There is a difference between a non-recurring early dismissal and a recurring early dismissal.

A non-recurring early dismissal is one that happens at a predetermined time but not always on a certain day.

Example: We dismiss our students at 12:15 pm on Thursday of this week and Tuesday of the week after next.

If this is the case for your campus, you would choose “**No**” in the dropdown.

You will need to enter ALL early dismissal days as **Calendar Exceptions** (page 16).

A recurring early dismissal is one that happens on a predetermined, repetitive, and consistent basis.

Example: We dismiss our students every other Wednesday at 12:15 pm.

If this is the case for your campus, you would choose “**Yes**” in the dropdown.

You will be prompted to enter the recurrence interval.

Early Dismissal Details

Recurring means these days happen on a predetermined, repetitive, and consistent basis. Example: An early dismissal day recurs biweekly on Wednesdays at 1:15 pm.

Early Dismissal Time: 12:15 pm

Is Early Dismissal Recurring? Yes No

Early Dismissal Details

Recurring means these days happen on a predetermined, repetitive, and consistent basis. Example: An early dismissal day recurs biweekly on Wednesdays at 1:15 pm.

Early Dismissal Time: 12:15 pm

Is Early Dismissal Recurring? Yes No

Please enter all non-recurring early dismissal days into the Calendar Exceptions section.

Early Dismissal Details

Recurring means these days happen on a predetermined, repetitive, and consistent basis. Example: An early dismissal day recurs biweekly on Wednesdays at 1:15 pm.

Early Dismissal Time: 12:15 pm

Is Early Dismissal Recurring? Yes

* Early Dismissal Recurs How Often?

- Weekly
- Bi-Weekly
- Monthly
- 1st of Every Month
- 2nd of Every Month
- 3rd of Every Month
- 4th of Every Month
- 1st & 3rd of Every Month
- 1st & 2nd of Every Month
- 2nd & 3rd of Every Month
- 1st & 4th of Every Month
- 2nd & 4th of Every Month
- 3rd & 4th of Every Month

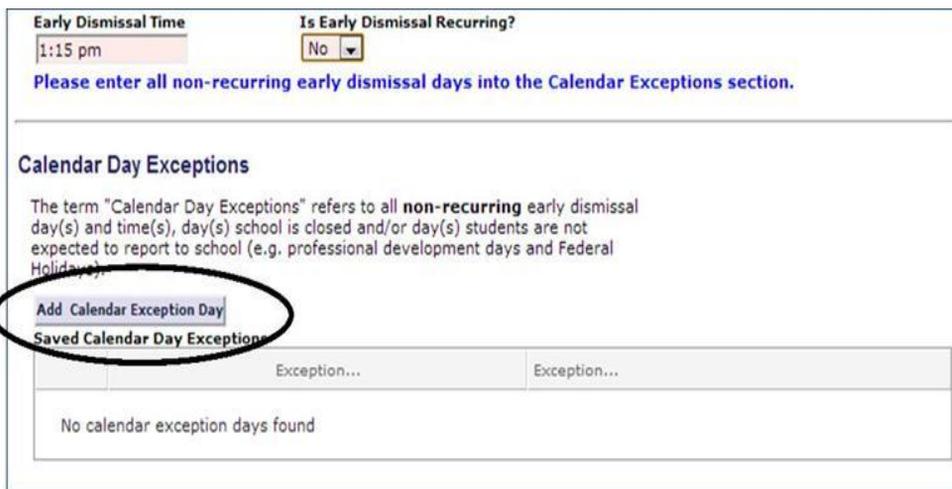
* What is the Early Dismissal Day(s)?

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Monday & Tuesday
- Tuesday & Wednesday
- Wednesday & Thursday
- Thursday & Friday
- Monday & Wednesday
- Tuesday & Thursday
- Wednesday & Friday
- Monday & Thursday
- Tuesday & Friday
- Monday & Friday

Calendar Exceptions

Calendar Exceptions are all non-recurring early dismissal day(s), day(s) school is closed and/or day(s) students are not expected to report to school (e.g. professional development days and Federal Holidays).

1. Click the **Add Calendar Exception Day** button, **Add Calendar Exception Day**, to add these days to TOTE.



Early Dismissal Time: 1:15 pm
Is Early Dismissal Recurring?: No

Please enter all non-recurring early dismissal days into the Calendar Exceptions section.

Calendar Day Exceptions

The term "Calendar Day Exceptions" refers to all **non-recurring** early dismissal day(s) and time(s), day(s) school is closed and/or day(s) students are not expected to report to school (e.g. professional development days and Federal Holidays).

Add Calendar Exception Day

Saved Calendar Day Exceptions

| Exception... | Exception... |
|----------------------------------|--------------|
| No calendar exception days found | |

SAVE SAVE & ADD ANOTHER CANCEL

School Avatar Earth Temple Principal Name

Does this school have Programs entered in TOTE? Yes OnSite ESY Program Manager Name Deirdre Sutherland

Exception Date Exception Type

If you have a Calendar Exception Day that applies to one population of students and NOT the entire school, choose the program or enter it below.

Applicable Program Make a Selection...

Program - Instruction Start Time

Note: You may enter multiple Calendar Exception days on this form. You may also enter calendar exception days for a specific program, by choosing that program in the "Applicable Program" dropdown.
You must first create the Program on the Schools Form before you may apply an exception date to it in this section.

Students in TOTE



Note: Only a user in the **LEA Admin** or **DCPS SPED LEA** may certify students for ESY – Summer 2013. Users in the **School Staff** role may submit information to TOTE for their LEA Administrator but they **CANNOT** certify that information for submission to OSSE.

The following report is on the **TOTE Dashboard**. You can access it by clicking the **OSSE TOTE Home Page** button, , in the top-left hand corner of the page.

The **Certification Summary** Report assists the LEA Admin and the DCPS SPED LEA in certifying their students for ESY. It is a handy tracking tool to determine the progress of your LEA. There are four (4) status categories that highlight your progression.

Certification Summary by LEA

Full Report
Email ▼
More ▼

ESY Certification Status

| ESY Certification Complete | No SPED Students to Certify | Requires DCPS to Certify | Students Pending Certification |
|---|---|---|--|
| All of the schools and students in this LEA have completed submission and a DCPS SPED LEA user or an LEA Admin user has certified that submission. | There are no students in this LEA to certify. This may occur if you have no students requiring ESY services . | All of the schools and students in this LEA have completed submission but a DCPS SPED LEA user is required to certify that submission. | There are students and schools in your LEA that have not been certified. This category is further explained by the Student ESY Status report. |

Certifying Students in TOTE



Note: Only a user in the **LEA Admin** or **DCPS SPED LEA** may certify students for ESY – Summer 2013. Users in the **School Staff** role may submit information to TOTE for their LEA Administrator but they **CANNOT** certify that information for submission to OSSE.

The following report is on the **TOTE Dashboard**. You can access it by clicking the **OSSE TOTE Home Page** button, , in the top-left hand corner of the page.

The **ESY Status Summary** Report assists the LEA Admin, the DCPS SPED LEA, and the School Staff in certifying their students for ESY. It is a handy tracking tool to determine the progress of students in your LEA and school. There are five (5) status categories that highlight your progression.

| ESY Status Summary by DCPS LEA | | | ESY Status Summary by LEA | | |
|--------------------------------|---------|--------|---------------------------|---------|--------|
| Full Report | Email ▼ | More ▼ | Full Report | Email ▼ | More ▼ |
| Student ESY Status | | | Student ESY Status | | |

| 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 |
|--|--|--|--|--|
| All Special Education Students enrolled in your LEA that require entry of ESY data, this should eventually equal zero (0). | Students who have ESY-Related Transportation marked as “Yes”, but their transportation form has not been uploaded into TOTE. | Students who still need to have their required ESY documentation uploaded into SEDS. | Students who have all of their information uploaded to both SEDS and to TOTE and all requirements have been met. | Students who are not attending a nonpublic, do not need ESY-related transportation, and/or do not need ESY services. |

Entering Student ESY Data



Note: Users in the **School Staff** role may enter Student ESY Data. However, only a user in the **LEA Admin** or **DCPS SPED LEA** may certify students for ESY – Summer 2013.

The following report is on the **TOTE Dashboard**. You can access it by clicking the **OSSE TOTE Home Page** button,  , in the top-left hand corner of the page.

1. On your Dashboard, click the “**LEA Name**” in the **ESY Status Summary** report.

| Certification Summary by LEA | | | |
|----------------------------------|--------------------------------|-------------------------------|-------------------------------|
| Full Report | | Email ▾ | More ▾ |
| ESY Certification Status | Students Pending Certification | | Totals |
| LEA Name | # of Schools within LEA (tot) | # of Schools within LEA (tot) | # of Schools within LEA (tot) |
| Avatar Preparatory Academies PCS | 5 | | 5 |
| Totals (1 groups) | 5 | | 5 |

| ESY Status Summary by LEA | | | |
|----------------------------------|--------------------------------------|--------------------|--------------------|
| Full Report | | Email ▾ | More ▾ |
| Student ESY Status | 1. Pending Eligibility Determination | | Totals |
| LEA Name | Number of Students | Number of Students | Number of Students |
| Avatar Preparatory Academies PCS | 13 | | 13 |
| Totals (1 groups) | 13 | | 13 |



2. You will be directed to the full report of students for your LEA.

| LEA Name is 'Avatar Preparatory Academies PCS' | | | | | | | | | | | | |
|--|--------------|-----------------|---------------------------------|----------------------------|------------------|-----------------------------------|--|--|----------|--------------------------------------|-------------------------------------|-------------|
| Grid Edit | | Email ▾ | | | | | | | | | | 13 Students |
| Student USI | Student Name | Enrolled School | Eligible for ESY (Summer 2013)? | Attends Non-Public School? | Attending School | Needs ESY-Related Transportation? | Student Transportation Form Uploaded in TOTE | All Eligibility Docs Uploaded to SEDS? | ESY Site | Student ESY Status | Add SEDS Correction | |
| EDIT VIEW | 20146985 | Harris, Thomas | Aang School of Avatars | Incomplete | Incomplete | Incomplete | | Incomplete | | 1. Pending Eligibility Determination | Add SEDS Correction | |
| EDIT VIEW | 65842685 | Johnson, Greg | Aang School of Avatars | Incomplete | Incomplete | Incomplete | | Incomplete | | 1. Pending Eligibility Determination | Add SEDS Correction | |

Entering Student ESY Data

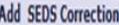
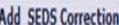


Note: Users in the **School Staff** role may enter Student ESY Data. However, only a user in the **LEA Admin** or **DCPS SPED LEA** may certify students for ESY – Summer 2013.

3. You may edit this report two (2) ways: **Grid Edit**,  or **Edit** .

LEA Name is 'Avatar Preparatory Academies PCS'

Grid Edit  13 Students

| Student USI | Student Name | Enrolled School | Eligible for ESY (Summer 2013)? | Attends Non-Public School? | Attending School | Needs ESY-Related Transportation? | Student Transportation Form Uploaded in TOTE | All Eligibility Docs Uploaded to SEDS? | ESY Site | Student ESY Status | Add SEDS Correction |
|--|--------------|-----------------|---------------------------------|----------------------------|------------------|-----------------------------------|--|--|----------|--------------------------------------|---|
|   | 20146985 | Harris, Thomas | Aang School of Avatars | Incomplete | Incomplete | Incomplete | Incomplete | Incomplete | | 1. Pending Eligibility Determination |  |
|   | | | School of Avatars | Incomplete | Incomplete | Incomplete | Incomplete | Incomplete | | 1. Pending Eligibility Determination |  |

 **Edit**

4. Let's start with **Grid Edit** . You will know you're in **Grid Edit** mode when you see the **Grid Icon**. You can enter data for more than one student in this mode.




 **Students** | LEA Name is 'Avatar Preparatory Academies PCS'

SAVE CHANGES | SAVE & DONE

Actions ▾

| Student USI | Student Name | Enrolled School | Eligible for ESY (Summer 2013)? | Attends Non-Public School? |
|---|--------------|-----------------|---------------------------------|----------------------------|
|   | 20146985 | Harris, Thomas | Aang School of Avatars | Incomplete |
|   | 65842685 | Johnson, Greg | Aang School of Avatars | Incomplete |

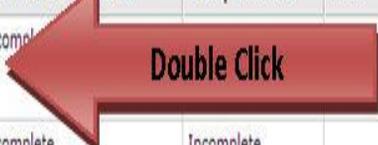
Entering Student ESY Data



Note: Users in the **School Staff** role may enter Student ESY Data. However, only a user in the **LEA Admin** or **DCPS SPED LEA** may certify students for ESY – Summer 2013.

5. To edit fields in **Grid Edit** mode, double click on the field you wish to edit.

| | Student USI * | ▲ Student Name | Enrolled School | Eligible for ESY (Summer 2013)? | Attends Non- Public School? | Attending School | Needs ESY-Related Transportation? | Student Transportation Form Uploaded in TOTE | All Eligibility Docs Uploaded to SEDS? | ESY Site | Student ESY Status | Add SEDS Correction |
|---|------------------|-------------------|------------------------|------------------------------------|--------------------------------|---------------------|--------------------------------------|--|---|----------|--------------------------------------|------------------------|
| EDIT VIEW | 20146985 | Harris, Thomas | Aang School of Avatars | Incomplete | Incomplete | | | | Incomplete | | 1. Pending Eligibility Determination | Add SEDS Correction |
| EDIT VIEW | 65842685 | Johnson, Greg | Aang School of Avatars | Incomplete | Incomplete | | Incomplete | | Incomplete | | 1. Pending Eligibility Determination | Add SEDS Correction |



| | Student USI * | ▲ Student Name | Enrolled School | Eligible for ESY (Summer 2013)? | Attends Non- Public School? |
|---|------------------|-------------------|------------------------|------------------------------------|--------------------------------|
| EDIT VIEW | 20146985 | Harris, Thomas | Aang School of Avatars | Incomplete ▾ | Incomplete |
| EDIT VIEW | 65842685 | Johnson, Greg | Aang School of Avatars | Incomplete | Incomplete |

6. Double clicking reveals the dropdown box and the ability to see the available options.



| | Student USI * | ▲ Student Name | Enrolled School | Eligible for ESY (Summer 2013)? | Attends Non- Public School? |
|---|------------------|-------------------|------------------------|------------------------------------|--------------------------------|
| EDIT VIEW | 20146985 | Harris, Thomas | Aang School of Avatars | Incomplete ▾ | Incomplete |
| EDIT VIEW | 65842685 | Johnson, Greg | Aang School of Avatars | No Yes Incomplete | Incomplete |

Entering Student ESY Data



Note: Users in the **School Staff** role may enter Student ESY Data. However, only a user in the **LEA Admin** or **DCPS SPED LEA** may certify students for ESY – Summer 2013.

7. Now let's discuss the **Edit** .

| | | | | | | | | | | |
|---|--|----------|----------------|------------------------|------------|------------|------------|------------|--------------------------------------|---|
|  |  | 20146985 | Harris, Thomas | Aang School of Avatars | Incomplete | Incomplete | Incomplete | Incomplete | 1. Pending Eligibility Determination |  |
|  | | | | School of Avatars | Incomplete | Incomplete | Incomplete | Incomplete | 1. Pending Eligibility Determination |  |

 **Edit**

8. **Edit** mode directs you to the **Student Form** where you enter data for one student.

Student Information

Student Name Harris, Thomas
Student USI 20146985
Enrolled School Aang School of Avatars

ESY-Related Transportation Details

Eligible for ESY (Summer 2013)?

Attends Non-Public School

Attending School

Needs ESY-Related Transportation?

ESY Site

Transportation Request Documentation

Student Transportation Form Uploaded in TOTE

 No file chosen

Confirmation of SEDS Upload

All Eligibility Docs Uploaded to SEDS?

SEDS Correction



| | | |
|---------|----------|---------------|
| Date... | Error... | Resolution... |
|---------|----------|---------------|

No seds corrections found

Certification



Note: Users in the **School Staff** role may enter Student ESY Data. However, only a user in the **LEA Admin** or **DCPS SPED LEA** may certify students for ESY – Summer 2013.

In order for Certification to be considered complete, each student must have data (other than “**Incomplete**”) entered. The fields that are required for Certification are:

- ❖ **Eligible for ESY (Summer 2013)?**
- ❖ **Attends Non-Public School?**
- ❖ **Attending School**
- ❖ **Needs ESY-Related Transportation**
- ❖ **Student Transportation Form Uploaded in TOTE**
- ❖ **All Eligibility Docs Uploaded to SEDS?**
- ❖ **ESY Site**

If all the required data is not entered, LEA Admins and DCPS SPED LEA will **not** see the “**Submission and Certification**” section at the bottom of the LEA form.

Student ESY - Summer 2013 Status Detail

This is the transportation request detail grid. You will need to edit existing records until Certification Completion status is obtained for all students.

If a student's information is entered incorrectly, report the incorrect information via the **SEDS Correction** button found in the details.

If there is another issue, you may ask questions by clicking the **Add Question** button found on the Dashboard.

| Full Report | Grid Edit | Email | More | LEA Name | Enrolled School | Student USI | Student Name |
|---|---------------------------|-----------------------|----------------------|----------------------------------|------------------------|-------------|----------------|
| Avatar Preparatory Academies PCS (13 Students) | | | | | | | |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Aang School of Avatars | 20146985 | Harris, Thomas |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Aang School of Avatars | 65842685 | Johnson, Greg |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Aang School of Avatars | 54169696 | Smith, Brad |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Aang School of Avatars | 20899370 | Smith, Jessica |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Aang School of Avatars | 23006608 | Smith, Johnny |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Aang School of Avatars | 20046823 | Stone, Flint |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Avatar Air Temple | 22020986 | Kamaria, Thon |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Avatar Air Temple | 21005412 | Fenn, Teller |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Avatar Barth Temple | 22020300 | Stanki, Tony |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Avatar Barth Temple | 21015666 | Toibec, Sean |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Avatar Fire Temple | 42465544 | Parker, Peter |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Avatar Fire Temple | 21015688 | Vertenz, Jose |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Avatar Water Temple | 20589107 | Potts, Pepper |

Submission Incomplete

Student ESY - Summer 2013 Status Detail

This is the transportation request detail grid. You will need to edit existing records until Certification Completion status is obtained for all students.

If a student's information is entered incorrectly, report the incorrect information via the **SEDS Correction** button found in the details.

If there is another issue, you may ask questions by clicking the **Add Question** button found on the Dashboard.

| Full Report | Grid Edit | Email | More | LEA Name | Enrolled School | Student USI | Student Name | ESY Site | Eligible for ESY (Sum 2013)? |
|---|---------------------------|-----------------------|----------------------|----------------------------------|------------------------|-------------|----------------|------------------------|------------------------------|
| Avatar Preparatory Academies PCS (13 Students) | | | | | | | | | |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Aang School of Avatars | 20146985 | Harris, Thomas | | Yes |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Aang School of Avatars | 65842685 | Johnson, Greg | | Yes |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Aang School of Avatars | 54169696 | Smith, Brad | | Yes |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Aang School of Avatars | 20899370 | Smith, Jessica | | Yes |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Aang School of Avatars | 23006608 | Smith, Johnny | Aang School of Avatars | Yes |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Aang School of Avatars | 20046823 | Stone, Flint | Aang School of Avatars | Yes |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Avatar Air Temple | 22020986 | Kamaria, Thon | | Yes |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Avatar Air Temple | 21005412 | Fenn, Teller | | Yes |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Avatar Barth Temple | 22020300 | Stanki, Tony | | Yes |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Avatar Barth Temple | 21015666 | Toibec, Sean | | Yes |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Avatar Fire Temple | 42465544 | Parker, Peter | | Yes |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Avatar Fire Temple | 21015688 | Vertenz, Jose | | Yes |
| Full Report | Grid Edit | Email | More | Avatar Preparatory Academies PCS | Avatar Water Temple | 20589107 | Potts, Pepper | | Yes |

Submission and Certification

LEA Certified

I certify this ESY Certification Submission for this LEA.

Certification Date

Submission Complete

Once all students have been processed and all data has been entered the “**Submission and Certification**” section will appear.

Certification



Note: Users in the **School Staff** role may enter Student ESY Data. However, only a user in the **LEA Admin** or **DCPS SPED LEA** may certify students for ESY – Summer 2013.

If none of the students in your LEA, with active IEPs , require ESY- Summer 2013 services, your “**LEA Certification Status**” will be:

❖ **No SPED Students to Certify**

You are still required to certify this submission, by checking the “**I certify this ESY Certification Submission for this LEA.**” box. Checking this box signs your electronic signature to the form, dates it, and submits the information to OSSE and DOT.

Submission and Certification

LEA Certification Status No SPED Students to Certify

I certify this ESY Certification Submission for this LEA.

Certification Date

If all of your students data is entered for ESY- Summer 2013 **and** you are a **District Charter** LEA the “**Submission and Certification**” section will appear. However, you are unable to certify this information for OSSE and your “**LEA Certification Status**” will be:

❖ **Requires DCPS to Certify**

You are unable to certify this submission and will need to reach out to your DCPS point of contact.

Submission and Certification

LEA Certification Status Requires DCPS to Certify

Congratulations! You have completed submitting certification information for your school and students. However, DCPS must certify the students in this submission for ESY Certification to be complete.

Certification



Note: Users in the **School Staff** role may enter Student ESY Data. However, only a user in the **LEA Admin** or **DCPS SPED LEA** may certify students for ESY – Summer 2013.

If all of your students data is entered for ESY – Summer 2013 **and** you are the DCPS SPED LEA or an LEA Admin for a non-District Charter, the “**Submission and Certification**” section will appear. Your “**LEA Certification Status**” will be:

❖ **Ready to Certify**

You are required to certify this submission, by checking the “**I certify this ESY Certification Submission for this LEA.**” box. Checking this box signs your electronic signature to the form, dates it, and submits the information to OSSE and DOT.

Submission and Certification

LEA Certification Status Ready to Certify

Congratulations! You have completed student ESY Certification and submitted school information for this LEA.

I certify this ESY Certification Submission for this LEA.

Certification Date 03-04-2013

Congratulations, you have successfully navigated TOTE! You have submitted and certified all information required to successfully facilitate your students' ESY – Summer 2013 related services and transportation.

If not, turn the page. You may be in need of a “**SEDS Correction**” (page 26) or to submit a “**Question**” (page 27).

SEDS Correction



While entering Student Data, you may come across an error in the student's import information. Because the student information is imported into TOTE manually from SEDS, data errors can occur. When you see an error, notify us of the error.

You can notify us of an error **before** entering **Grid Edit** mode in the **Student Report** by clicking the **Add SEDS Correction** button, **Add SEDS Correction**.

| | Student USI | Student Name | Enrolled School | Eligible for ESY (Summer 2013)? | Attends Non-Public School? | Attending School | Needs ESY-Related Transportation? | Student Transportation Form Uploaded in TOTE | All Eligibility Docs Uploaded to SEDS? | ESY Site | Student ESY Status | Add SEDS Correction |
|---|-------------|----------------|------------------------|---------------------------------|----------------------------|------------------|-----------------------------------|--|--|----------|--------------------------------------|-------------------------------------|
| EDIT VIEW | 20146985 | Harris, Thomas | Aang School of Avatars | Incomplete | Incomplete | | Incomplete | | Incomplete | | Determination | Add SEDS Correction |
| EDIT VIEW | 65842685 | Johnson, Greg | Aang School of Avatars | Incomplete | Incomplete | | Incomplete | | Incomplete | | 1. Pending Eligibility Determination | Add SEDS Correction |

You can notify us of an error on the **Student Form** by clicking the **Add SEDS Correction** button, **Add SEDS Correction**.

Student Information

Student Name: Harris, Thomas
 Student USI: 20146985
 Enrolled School: Aang School of Avatars

ESY-Related Transportation Details

Eligible for ESY (Summer 2013)?

Attends Non-Public School

Attending School

Needs ESY-Related Transportation?

ESY Site

Transportation Request Documentation

Student Transportation Form Uploaded in TOTE

No file chosen

Confirmation of SEDS Upload

All Eligibility Docs Uploaded to SEDS?

SEDS Correction

[Add SEDS Correction](#)

| Date... | Error... | Resolution... |
|---------------------------|----------|---------------|
| No seds corrections found | | |

SEDS Correction

[Add SEDS Correction](#)

| Date... | Error... | Resolution... |
|---------------------------|----------|---------------|
| No seds corrections found | | |

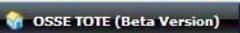
Questions or Issues

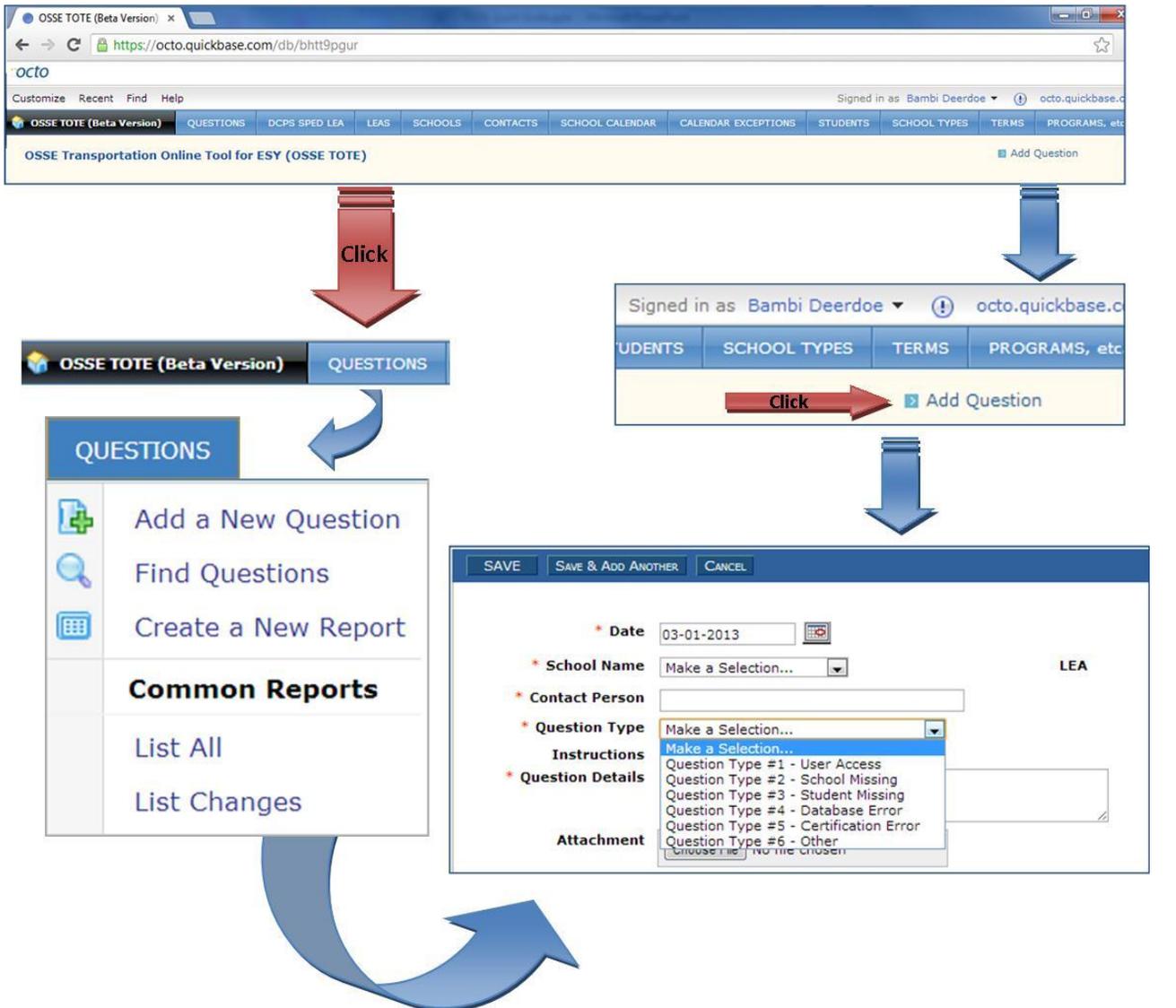


If you find:

- ❖ You need additional User Access
- ❖ A school is missing
- ❖ A student is missing
- ❖ A database error
- ❖ Something that interrupts your certification process

TOTE has the ability to capture and report these issues and submit your questions to our administrators.

Simply click the **Add Question** button,  on your Dashboard or click the **Add a New Question** option on the “Questions” tab near the homepage button, 



Questions or Issues



You will be able to return to your question and check on the resolution by clicking the **List All** link on the “**Questions**” tab. Here you may see other questions and find an answer to a question you had.

EDIT EMAIL DELETE PRINT DONE

Date 02-28-2013

School Name [Thurgood Marshall - Academy PCS](#)

LEA Thurgood Marshall Academy PCS

Contact Person Bambi Deerdoo

Question Type [Student Missing](#)

Instructions Include Student Name, USI, DOB, enrolled school, and attending school of student that needs to be added to TOTE.

Question Details Charles DeGaul, 10002656, 06/05/2004, Enrolled at DCPS, Attending Thurgood Marshall

Resolution Section

Resolve Date 03-01-2013 Resolved?

Resolution Notes student was added 03/01/2013