



**NEW LOOK
COMING SOON!**

Office of the State Superintendent of Education

OSSE LEA LOOK-FORWARD: September 19, 2013—September 26, 2013 Key Events, Announcements, Updates and Deadlines

Enrollment Audit

REMINDER! Enrollment Audit Student Residency Prevention Hotline

OSSE strongly encourages school-based staff, District residents, and families to report information regarding any non-resident student receiving District-funded public education free of charge. This information can be reported to the Student Residency Fraud Prevention Hotline at (202) 727-7224. This is a confidential tip hotline. Caller identification is anonymous. Please post the attached [flier](#) in your school's student registration office.

Division of Early Learning

NEW! U.S. Department of Education Awards More Than \$15.1 Million in Enhanced Assessment Grants to Develop or Improve Kindergarten Entry Assessments

The U.S. Department of Education (ED) has awarded more than \$15.1 million in Enhanced Assessment Grants (EAGs) to three state education agencies—North Carolina, Maryland and Texas—to develop or enhance their Kindergarten Entry Assessments. The North Carolina award, in the amount of \$6.1 million, is a part of a nine-state consortium, including Delaware, Iowa, Maine, North Dakota, Oregon, Rhode Island, Washington, DC and South Carolina. The grant will be used to enhance a K-3 assessment system to help improve student outcomes and promote early learning. The consortium's funds will be used to enhance the Kindergarten portion of a K-3 formative assessment system. Secretary Duncan will highlight the grants at a town hall about expanding access to early [learning programs](#), an event that is part of the Department's "Strong Start, Bright Future" [back-to-school bus tour](#).

The primary measure of school's success under the Elementary and Secondary Education Act is proficiency on state assessments. The EAGs can be used to improve the quality, validity, and reliability of state academic assessments; measure student academic achievement using multiple measures; chart student progress over time; and evaluate student academic achievement through the development of comprehensive academic assessment instruments.

UPDATE! Kindergarten Teachers, Register for KEA Pilot Two-Day Training and Receive an iPad Mini—New Date Added

OSSE invites kindergarten classroom teachers to participate in a pilot of a kindergarten-entry assessment – Teaching Strategies GOLD. This pilot will inform the needs of teachers and schools regarding the potential use of an observation-based assessment to measure kindergarten readiness. OSSE can accommodate up to 72 teachers from both DCPS and DCPCS. Teachers will be required to participate in two-day training and will receive an iPad mini to support the administration of the assessment. Teachers will also be required to participate in an evaluation of the pilot. Please see the training schedule below. For more information, please contact [Mahlet Getachew](#). **Registration is required.**





Division of Early Learning (Continued)

To register for a training session, please go to <http://keatraining.eventbrite.com/>.

KEA TRAINING DATE	REGISTRATION DEADLINE	TIME	LOCATION	DATA REPORTING DATE TO OSSE
September 21–22	Thursday, Sept. 19	9:00 a.m. – 4:00 p.m.	Gestalt Partners, LLC 1325 G St NW, #1020 Washington (20005) (Metro Center) OSSE	All schools must submit KEA data for all participating students to OSSE by October 31, 2013 .
*September 28–29	Thursday, Sept. 26	9:00 a.m. – 4:00 p.m.	810 First Street, NE Third Floor, CIO Computer Lab	

Division of Elementary & Secondary Education

NEW! September Student Growth/Human Capital Task Force Meeting, September 26

The September meeting of the Student Growth/Human Capital Task Force will take place Thursday, September 26 from 4:00 p.m. – 6:00 p.m. at OSSE, 810 First Street, NE 8th floor, Conference Room 806B. We will review and solicit feedback for the final chapter and appendices of the “Student Learning Objectives Guidebook”. Please contact [Heidi Beeman](#) with any questions.

REMINDER! Federal Fiscal Year 2013 Consolidated Application Guidebook Now Available

OSSE is pleased to announce the release of the *Federal Fiscal Year 2013 Consolidated Application Guidebook*, a resource developed to provide LEAs with guidance on completing the Federal Fiscal Year 2013 Consolidated Application. The guidebook contains a collection of individual technical assistance documents for critical sections of the application. This step-by-step guide gives each LEA the ability to access specific parts of the Federal Fiscal Year 2013 Consolidated Application as needed without reviewing the entire Phase II instructions document. The guidebook provides (1) each program’s purpose, (2) each program’s eligibility, (3) step by step instructions on how to complete the section, and (4) associated links for further guidance specific to the covered programs. Please visit <http://osse.dc.gov/node/618142> to access the resource. For any questions or comments, please contact [Robin Bessler](#).

REMINDER! FFY 2013 Consolidated Application Status

ELSEC’s grants management team will provide weekly status updates to LEAs in reference to their FFY 2013 Consolidated Applications. ELSEC allocated Title I, Title II, and Title III funds to 54 LEAs, of which 29 LEAs have submitted Phase II applications. Please click on the link to view the current [Consolidated Application Status Report](#).





Division of Elementary & Secondary Education (Continued)

REMINDER! Complaint Procedures for Elementary and Secondary Education Act Programs and Grants

OSSE has a formal policy for receiving and addressing state-level complaints related to ESEA programs for sub-recipients of funding made available under the Elementary and Secondary Education Act of 1965, as amended (ESEA). The procedure described in this policy applies to complaints arising from and related to ESEA program administration, sub-grantee administration, equitable services and ESEA accountability classifications. Detailed guidance is available on the OSSE website located [here](#).

For more information on filing a complaint or appealing an LEA decision regarding the provision of educational services to homeless students and parents under McKinney-Vento, please refer to the policies on OSSE's [Homeless Children and Youth Program](#) webpage under the Division of Elementary and Secondary Education.

For more information on filing a complaint regarding the provision of specialized education services to disabled students under IDEA, please refer to the policies under OSSE's [Division of Specialized Education](#) webpage. Please share this information with your program staff and participants.

Division of Post-Secondary & Career Education

REMINDER! OSSE Scholars Application Now Available

OSSE Scholars provides high-achieving, academically motivated students who exhibit financial need with the opportunity to attend selective summer college programs at partner universities. This program offers early exposure to college-level academics, navigating a college environment, and, at certain universities, earning college credit. OSSE fully funds tuition, room and board, books, and transportation for selected students. In order to become eligible, students must:

- Be a District resident attending a District public or charter school
- Be a current sophomore or junior
- Have a GPA of at least 3.0
- Have demonstrated financial need
- Exhibit leadership and maturity through extracurricular and/or community involvement

For more information and the application, please visit <http://osse.dc.gov/service/osse-scholars-summer-enrichment-program>. The application deadline is Friday, October 25. For questions or concerns, please contact [Jill Wohrle](#), or by phone at (202) 741-6415.

REMINDER! Dual Enrollment Funding Opportunity

The OSSE Dual Enrollment Fund provides support for unmet tuition, fee and book costs for high school students enrolled in postsecondary classes at District universities. OSSE can provide support and funding to schools looking to create new dual enrollment partnerships. If your school is interested in increasing the number of students who participate in dual enrollment, please contact [Jill Wohrle](#), or by phone at (202) 741-6415.





Division of Specialized Education

NEW! IDEA Phase II Application Now Available, Due November 8

OSSE is pleased to announce the release of the FFY2013 Phase II application for IDEA, Part B funds for LEAs. The application, along with a memo with instructions, can be found online at: <http://osse.dc.gov/service/fiscal-policy-and-grants-management>. Applications are due by 5:00 p.m. Friday, November 8, 2013. If you have any questions regarding funding for IDEA or the Phase II application please contact [Faith Leach](#) by phone at (202)741-5091.

REMINDER! New LEA Support Model for 2013-2014

As announced via the LEA monthly data meeting on August 29, 2013, OSSE is transitioning to a new LEA support framework—the LEA Inquiry Team Model. This model is designed to provide LEAs with a "one-stop shop" for receiving support tailored to meet their needs. The Office of Data Management and the Division of Specialized Education are launching the model, which is intended to expand as other divisions join the effort. In this model, staff from different practice areas will support an assigned group of LEAs. These teams are supported by a primary point of contact (POC), who, in consultation with a secondary POC, will route both data and practice/policy questions to pre-designated resources assigned to support specific LEAs via LEA "Inquiry Teams." This process is designed to ensure that LEAs receive timely and robust answers to their questions. The second function of the model is to proactively review data for LEAs to design targeted assistance that supports performance improvement. For example, if data shows that particular LEAs are experiencing challenges within an area of practice, OSSE may offer targeted technical assistance or link the LEAs to others that may be having success for consultative purposes.

In addition, if questions on a particular topic are received in the OSSE Support Tool by more than one LEA, this will indicate a need for OSSE to create and post state-level guidance. LEAs should use the new OSSE Support Tool, released on August 16, 2013, for all inquiries. While many LEA special education representatives have already received training on the use of this tool, OSSE will be providing additional guidance to other LEA personnel. Each LEA will be contacted by its designated POCs to provide further details regarding the model and will also be available to answer any questions LEAs may have at that time. The Office of Data Management and Division of Specialized Education look forward to collaborating with LEAs to fine tune this new approach, which is intended to provide high quality support designed to meet LEA needs. If you have any questions, please do not hesitate to contact Jeffrey Noel, Director of Data Management by email at Jeffrey.Noel@dc.gov, or Amy Maisterra, Assistant Superintendent, Division of Specialized Education, by email at Amy.Maisterra@dc.gov.

REMINDER! Nonviolent Crisis Intervention – Training Opportunity

The Nonviolent Crisis Intervention training program, developed by Crisis Prevention Institute (CPI), is embraced worldwide as a highly effective behavior management system for organizations committed to providing quality care and services in a respectful, safe environment. The strategies taught in the Nonviolent Crisis Intervention training program provide stakeholders with a proven framework for decision-making and problem-solving to prevent, de-escalate, and safely respond to disruptive or assaultive behavior.





Division of Specialized Education (Continued)

This training is a one-day training offered multiple times at OSSE, 810 First Street, NE, 3rd Floor Grand Hall Side B from 8:30 a.m. to 3:30 p.m. Please register for one (1) of the Nonviolent Crisis Intervention trainings at the following links:

- [Tuesday, September 24 - 8:30 a.m. - 3:30 p.m.](#)
- [Thursday, September 26 - 8:30 a.m. - 3:30 p.m.](#)
- [Monday, September 30 - 8:30 a.m. - 3:30 p.m.](#)
- [Wednesday, October 2 - 8:30 a.m. - 3:30 p.m.](#)

REMINDER! Register Today for the SEDS LDA Level 2 Course Trainings

DSE is pleased to announce the continuation of the 2013 LEA Data Administrator (LDA) II course. All LEAs are required to have at least one (1) representative (two (2) preferred) complete all five professional development modules for this course. At this point, one (1) person from each LEA should have completed both modules 1 and 2 of the LEA Data Administrator II course. The remaining three (3) modules will be delivered via an online course. Upon completion of all five (5) modules, attendees will receive a certificate of completion and awarded 11 Professional Learning Units (PLUs). Below are the dates and times of each course. Please review and register for the remaining four (4) modules by clicking on the links provided.

COURSE NAME	DATE	TIME
2013 LDA Module 3	Wednesday, October 23	10:00 a.m. – 12:00 p.m.
2013 LDA Module 4	Wednesday, November 20	10:00 a.m. – 12:00 p.m.
2013 LDA Module 5	Wednesday, December 18	10:00 a.m. – 12:00 p.m.

Division of Wellness & Nutrition

NEW! Learn How to Get Your School Recognized Through the HealthierUS School Challenge Webinars, September 23 and September 30

The HealthierUS School Challenge (HUSSC) is a voluntary certification initiative that has recognized thousands of schools for their efforts in improving food and beverage offerings, teachings kids about nutritious food choices and being physically active, providing opportunities for physical activity, and having supportive school wellness policies. Participation in the HealthierUS School Challenge is voluntary and certifies schools that meet specific criteria at four (4) award levels: **Bronze, Silver, Gold, and Gold Award of Distinction**. Schools that participate get recognized nationally and receive monetary awards. If you are interested in learning more about this initiative, please join us for two (2) upcoming webinars on Monday, September 23 and Monday, September 30 (2:30 p.m. - 3:30 p.m. EST). The first webinar will include an in-depth discussion of each of the menu criteria for HUSSC, and the second webinar will cover School Breakfast Program criteria for HUSSC and promote SBP and resources.





Division of Wellness & Nutrition (Continued)

These webinars are open to the LEAs, RCCIs, and Tribal communities, and anyone who is interested in obtaining this recognition for their school. To find out more or to RSVP, please contact [Noni Robinson](#).

FINAL NOTICE! District of Columbia ‘Education Built to Last’ Green Ribbon Schools Tour, September 25

The District of Columbia ‘Education Built to Last’ Green Ribbon Schools Tour sponsored by the U.S. Department of Education (ED) and OSSE will take place on Wednesday, September 25. ED’s Green Ribbon Schools (EDGRS) program is the first comprehensive federal initiative to recognize and learn from sustainable schools. The tour will visit three (3) DC Green Ribbon Schools: **Washington Yu Ying PCS, Woodrow Wilson HS, and Sidwell Friends School**, and will include a listening session at Woodrow Wilson HS. Please download the [agenda](#) for a full schedule of the day’s events. We hope that you will be able to join us for all or some components of the tour.

Representatives from federal and local education agencies, as well as interested community members, will be in attendance. If you are planning to attend the Sidwell Friends leg of the tour, please provide your full name to [Sam Ullery](#) by 5:00 p.m. on Monday, September 23.

REMINDER! Healthy Schools Act Art & Essay Contest, Deadline October 4

LEA leaders, please spread the word about the Healthy Schools Act Art & Essay Contest. This is an opportunity for students to showcase their schools’ efforts to promote health and wellness. Students may submit an essay, poem, drawing, painting, original photograph, or video. All participating schools will receive a plaque and all winning entries will be displayed in the historic Wilson Building. First and second place winners in each grade category (K-2, 3, 5, 6-8, and 9-12) will also win money for their school and a Modell’s gift card for the students. Students in grades 6-12 can also enter a t-shirt design competition. [Full contest details](#) are available on the OSSE website or by contacting [Brittany Oberdorff](#). Please post the attached [flier](#) in your school’s front office.

REMINDER! Register Today for the Lunch and Breakfast Meal Pattern Training Hosted by the National Food Service Management Institute, October 30

School food authorities and vendors are invited to attend the Lunch and Breakfast Meal Pattern Training hosted by The National Food Service Management Institute on Wednesday, October 30 from 8:30 a.m. to 4:00 p.m. at OSSE, 810 First Street, NE, Third Floor Grand Hall Side A. This training provides an overview of the lunch and breakfast meal pattern and focuses on food-based menu planning required for the National School Lunch Program. Various group activities support each of the lesson topics. Note: This training **does not** discuss certification of compliance with meal requirements or the six (6) cents per lunch rule. Lesson topics include:

- New Meal Pattern
- Vegetable Subgroups
- Whole Grain-Rich Foods
- Meal Components and Menu Planning
- Calorie Range for Breakfast and Lunch Menus
- Dietary Specifications for Sodium, Saturated Fat, and Trans Fat
- Offer Versus Serve (OVS)

Please send your RSVP by email to [Noni Robinson](#).





Division of Wellness & Nutrition (Continued)

REMINDER! Growing Healthy Schools Week, October 20 – 26

[Growing Healthy Schools Week](#) celebrates **school gardens** and **farm to school** programs throughout the District. During the week, school staff work with local non-profits, farms and chefs to coordinate inspiring activities aimed at engaging students in a conversation about seasonality, plant cultivation, and nutrition. The registration deadline is Friday, October 11, so get your classroom or school [registered](#) today!

REMINDER! Apply for the Second Annual Best School Garden Award 2013: Applications Due September 27

The District is home to over 90 active school gardens found in public, private, and public charter schools in all eight (8) Wards. These gardens are inspiring spaces that engage students of all ages across all subjects using innovative teaching strategies. But who has the best school garden in DC? The 2013 Best School Garden Award (*Best New Garden* and *Best Sustained Garden*) will be awarded to four (4) schools. The winner of each category will receive a golden shovel to display in their garden, a banner, a spotlight on the [DC Schoolyard Greening](#) website and will be featured in the Growing Health Schools Week School Garden Bike Tour. Click [here](#) for the application materials and more information.

Office of Data Management & Assessment

UPDATED! Registration Open for Content and Bias Review, September 24 and 25

The Content and Bias Review (CBR) for the DC CAS, facilitated by DC CAS vendors CTB/McGraw Hill, will take place on Tuesday, September 24 and Wednesday, September 25. This workshop will review new items for content accuracy and appropriateness, verify alignment to standards to be assessed, and review items with regard to any bias or sensitivity issues which may create an advantage or disadvantage for certain student subgroups. The CBR is open to math, reading, science and health teachers, and instructional coaches familiar with the Common Core State Standards and/or DC content standards. Participants are expected to attend both days. Breakfast, lunch, snacks, and substitute costs will be covered. To register, please visit <https://www.surveymonkey.com/s/GBLN87T>. Registration is required and seating is limited. Registrants will receive a confirmation email message with additional details on Friday, September 20. Please contact [Jessica Mellen Enos](#) or [Albery Melo](#) with any questions.

UPDATED! Registration Open for Guide to Test Interpretation Training, September 26 and 27

The annual Guide to Test Interpretation Training, facilitated by DC CAS vendors CTB/McGraw Hill, will take place Thursday, September 26 and Friday, September 27. This is two-hour workshop, offered four (4) times over the two days, and is designed to provide general information about the DC CAS, how the results are reported, and what the results mean. The GTI is open to principals, data managers, instructional coaches and designees, and will take place at the Hilton Garden Inn-Washington DC/US Capitol. Registration is required and seating is limited. Registrants will receive a confirmation email message with additional details. Please contact [Jessica Mellen Enos](#) or [Albery Melo](#) with any questions. To register, please visit <https://www.surveymonkey.com/s/BJBSB6D>.





Office of Data Management & Assessment (Continued)

FINAL NOTICE! Register Today for the SLED New and Existing User Training, September 25

The Office of Data Management will host Statewide Longitudinal Education Data (SLED) System training for new and existing SLED users on **Wednesday, September 25 – 1:00 p.m. - 3:00 p.m.** All training sessions will take place at OSSE, 810 First Street, NE, Third Floor Training Lab. To register for one (1) of the training sessions, please send an email message to SLED.info@dc.gov.

REMINDER! 2013-2014 DC CAS Alt Registration

The District of Columbia Comprehensive Assessment System Alternate (DC CAS Alt) is a portfolio assessment given to students with the most significant cognitive disabilities and who are unable to participate in the general assessment (DC CAS) even with accommodations and/or modifications. Potential DC CAS Alt students must be registered by Friday, October 18, 2013.

For additional information, please contact [Michelle Blakey-Tuggle](#) or visit <http://osse.dc.gov/service/dc-cas-alt-participation-criteria-and-forms>.

REMINDER! Registration Available for DC CAS Alt Fall Portfolio Administrator Training, September 26 and 27

OSSE is pleased to deliver a new training designed for new and veteran DC CAS Alt Administrators.

- **Thursday, September 26 (8:30 a.m. -3:00 p.m.) New Administrator Training (0-3 Years' Experience Administering DC CAS Alt)**
 - The new administrator training will provide guidance on how to develop a DC CAS Alt Portfolio, an overview of the scoring criteria for the DC CAS Alt; an overview of DC CAS Alt Composition; examples of sample passages, and strategies for composition instruction, an overview of the Individual Score Report; how to interpret the form to parents; an explanation of the condition codes; and implications for instruction.
- **Friday, September 27 (8:30 a.m. - 2:00 p.m.) Veteran Administrator Training (4+ Years' Experience Administering DC CAS Alt)**
 - This veteran administrator training will provide participants with guidance on developing a DC CAS Alt Portfolio; an overview of the Individual Score Report; an explanation of the condition codes, implications for instruction; an overview of what's new in 2013-2014; and strategies for DC CAS Alt Composition instruction.

Seating is limited to 60 participants per training. Click [here](#) to register. Registration will close Monday, September 23. A registration confirmation will be sent by Tuesday, September 24.

WebEx information will be provided for those that are unable to attend in-person.

Please contact [Michelle Blakey-Tuggle](#) for additional information.





Office of Data Management & Assessment (Continued)

REMINDER! New LEA Support Model for 2013-2014

As announced via the LEA monthly data meeting on August 29, 2013, OSSE is transitioning to a new LEA support framework—the LEA Inquiry Team Model. This model is designed to provide LEAs with a "one-stop shop" for receiving support tailored to meet their needs. The Office of Data Management and the Division of Specialized Education are launching the model, which is intended to expand as other divisions join the effort. In this model, staff from different practice areas will support an assigned group of LEAs. These teams are supported by a primary point of contact (POC), who, in consultation with a secondary POC, will route both data and practice/policy questions to pre-designated resources assigned to support specific LEAs via LEA "Inquiry Teams." This process is designed to ensure that LEAs receive timely and robust answers to their questions. The second function of the model is to proactively review data for LEAs to design targeted assistance that supports performance improvement. For example, if data shows that particular LEAs are experiencing challenges within an area of practice, OSSE may offer targeted technical assistance or link the LEAs to others that may be having success for consultative purposes. In addition, if questions on a particular topic are received in the OSSE Support Tool by more than one LEA, this will indicate a need for OSSE to create and post state-level guidance. LEAs should use the new OSSE Support Tool, released on August 16, 2013, for all inquiries. While many LEA special education representatives have already received training on the use of this tool, OSSE will be providing additional guidance to other LEA personnel. Each LEA will be contacted by its designated POCs to provide further details regarding the model and will also be available to answer any questions LEAs may have at that time. The Office of Data Management and Division of Specialized Education look forward to collaborating with LEAs to fine tune this new approach, which is intended to provide high quality support designed to meet LEA needs. If you have any questions, please do not hesitate to contact Jeffrey Noel, Director of Data Management by email at Jeffrey.Noel@dc.gov, or Amy Maisterra, Assistant Superintendent, Division of Specialized Education, by email at Amy.Maisterra@dc.gov.

REMINDER! English Language Learner (ELL) Identification Guidance

OSSE will be providing a webinar and resources for LEAs on the identification of ELL students within the coming weeks. If you are interested in attending the webinar or receiving these resources when they become available, please email [Michelle Blakey-Tuggle](mailto:Michelle.Blakey-Tuggle) or [Jessica Mellen Enos](mailto:Jessica.Mellen.Enos).

REMINDER! Phase II: Staff Data Collection

Phase II of the annual staff data collection for federal reporting is underway, focusing on evaluation and retention. Please note that the process has been modified from previous years to include additional requirements, and will involve Pre-K-12 staff and Early Childhood Providers who are funded via the UPSFF. For more information, please contact [Jessica Mellen Enos](mailto:Jessica.Mellen.Enos).

REMINDER! PARCC Technology Guidelines for Online Assessments

The Partnership for Assessment of Readiness for College and Careers (PARCC) has released technology guidelines for the online assessments for the 2014-2015 school year. Please click [here](#) to access PARCC's latest technology recommendations and resources. For questions related to the guidelines, please call the OSSE Help Desk at (202) 719-6500 and select option 3. OSSE will continue to provide guidance on preparing for PARCC assessments in upcoming editions of the *LEA Look-Forward*.





Office of Data Management & Assessment (Continued)

REMINDER! Amended AMAO Targets for the District of Columbia

OSSE submitted a request to the U.S. Department of Education (ED) to amend the Title III portion of the State’s Consolidated State Application under section 9302 of the Elementary and Secondary Education Act of 1965, as amended (ESEA). Under Title III, states are required to use three Annual Measurable Achievement Objectives (AMAOs) to make annual determinations for all public and charter LEAs that receive Title III funds. The OSSE proposed AMAO 1 targets did not meet the accountability requirements for SEAs under Title III. Based on technical assistance from ED, the District of Columbia AMAO targets were revised to reflect an annual increase in all AMAO targets. The 2013 targets for AMAO 1 Progress and AMAO 2 Attainment will be based on the results of the spring 2013 administration of ACCESS for ELLs®. AMAO 3 (AMO) outcomes are determined by DC CAS results. For more information on 2013 AMOs, please visit <http://osse.dc.gov/accountability>.

Cohorts K-12: LEP students in grades K-12

ENGLISH LANGUAGE PROFICIENCY TARGETS	PERCENT OR NUMBER OF LEP STUDENTS MAKING PROGRESS IN ACQUIRING ENGLISH LANGUAGE PROFICIENCY	PERCENT OR NUMBER OF LEP STUDENTS ATTAINING ENGLISH LANGUAGE PROFICIENCY
2012-2013 School Year	61%	16%
2013-2014 School Year	62%	17%
2014-2015 School Year	63%	18%
2015-2016 School Year	64%	19%
2016-2017 School Year	65%	20%

REMINDER! LEA Contact Information

OSSE is reaching out to LEAs to update OSSE’s LEA Contact List for the 2013–14 school year. LEAs should provide the appropriate names, titles and contact information for the following contact types:

- Data Manager
- Finance/Grants Manager
- Special Education Data System Trainer
- Special Education Coordinator
- Head of School
- SEDS Team Leader
- SEDS Data Administrator
- Enrollment Auditor
- Homeless Liaison
- LEP Coordinator
- Assessment Specialist
- Information Technology Manager

To facilitate this process, OSSE has created an [online form](#) for LEAs to use when submitting contact information. LEAs may input new information all at once, or revisit the form to add additional information at any point during this process. For assistance with this process or the form, please contact [Jessica Mellen Enos](#).





Office of Grants Management and Compliance

REMINDER! Federal Grants Management Conference, September 27—Registration Ends September 20

The Office of the State Superintendent of Education (OSSE) is hosting the Federal Grants Management Conference for Local Education Agencies (LEAs) to learn about federal grants. The Conference will cover many topics, including the following:

1. Federal Funding Updates for FY 2014
2. Local Funding Updates and Issues
3. Internal Controls for Financial Management System and Allowable Costs
4. Time and Effort
5. Cash Management
6. Procurement and Inventory Controls
7. Monitoring and Pass Through Responsibility and Preparing for Audits

In addition, participants will have the opportunity to network with LEA professionals from all over of the District! The event will be held at the Marriot Wardman Park, Friday, September 27, from 8:00 a.m. - 3:30 p.m. Breakfast and lunch will be served. **Registration closes Friday, September 20.** Register [here](#). For more information, please contact [Jessica Rodriguez](#).

REMINDER! DC OSSE Consolidated List of Federal Grant Programs Impacted by Sequestration

Please visit the [OSSE website](#) for information pertaining to the 2013-2014 allocations for LEAs in Washington, DC. To learn more about the impact of sequestration regarding federal grants, click [here](#). If you have any questions or concerns, please contact [Cedric Thompson](#). Please visit <http://www.bruman.com/index.php/sequestration-resources/> to access additional guidance on sequestration.

REMINDER! FY 2013 Federal Grant Closeout Deadlines

The following deadlines will be strictly enforced.

DEADLINE	ACTION
Monday, September 30	Last day to obligate funds
Friday, November 15	Last day to submit reimbursement workbooks





General Announcements

FEMS offers Fire Safety Education Classroom Presentations for Students

Fire and Emergency Medical Services Chief Kenneth Ellerbe strongly supports the philosophy that fire safety is an important topic that should be educated to all residents and visitors of the District of Columbia including children. Highlighted below are a few fire safety educational programs that the District of Columbia Fire & EMS Department (DCFEMS) offers each year that are designed to strengthen elementary and middle school age children's knowledge in the area of fire safety education. These programs are fun and very interactive and can be presented in any classroom setting at the request of any DC Public or Public Charter school teacher or administrator.

Safety Smart about Fire

Safety Smart about Fire is a one-hour program presentation designed for grades K-3 offered by DCFEMS Public Educators to reinforce simple safety principles. Our educators gather the assistance of Disney's Timon and Pumba (via digital media) to reinforce the following learning factors:

- Making A Home Fire Escape Plan & Its Importance
- Smoke Alarms & Their Importance
- Understanding Why Smoke is Poisonous
- The Fundamentals of Getting Down, Getting Out, & Staying Out
- Don't Play With Matches or Lighters

Safety Smart Science (Understanding Fire)

Safety Smart Science is a one-hour program presentation designed for grades 4-8 offered by DCFEMS Fire Educators to reinforce the science behind fire. Through a structured curriculum with activities, educators, with the assistance of Bill Nye the Science guy (via digital media), expand on the science concepts. The program provides opportunities for students to apply research, writing, analytical, and teamwork skills. To schedule a presentation for your students, please contact Ms. Samone Hoston, Fire Education Information Specialist, FEMS Fire Prevention Division at (202) 727-1614.

