



OSSE LEA LOOK-FORWARD: April 25, 2013—May 2, 2013 Key Events, Announcements, Updates and Deadlines

OSSE Payment Identification Web Page

OSSE unveiled a newly-implemented portal that will provide local education agencies (LEAs) and Vendors the ability to search through a breakdown of their invoices. This new ACH payment system will alleviate some of the prior difficulties associated with bulk payments. Payments to DC agencies do not list the breakdown of all sources of each payment, which makes it difficult for the LEA/Vendors to be able to tie back each bulk payment to the individual invoice requests they submitted. This new system will give LEAs and vendors the ability to search to see an itemized summary of what comprises each consolidated payment.

For OSSE, the search tool means a streamlined process for accounting for payment requests sent by LEAs and Vendors. By itemizing paid funds, OSSE has the ability to now compare and better appropriate federal resources in order to continue to confidently distribute federal grants to the district agencies in need. The link and instructions are as follows:

<http://osse.sp.dc.gov/osse/cfo/public/SitePages/APSearch2.aspx>

- Payment information received from your bank will appear in an alpha-numeric format such as 109001115111GD0; however, the search criteria would start from the 4th number and end on the 10th numeric number. For example:

<u>Number</u>	<u>Search Criteria</u>
109001115111GD0	001115111

- After inputting the numeric information in the ACH/CK Number field, press search and detailed information will appear for the entire transaction.

If you have any questions or need additional information, please contact Anetria Smart, OSSE AFO Accounts Payable Supervisor at 202-481-3857 or anetria.smart@dc.gov

Division of Wellness & Nutrition

Education Secretary Arne Duncan Announces Green Ribbon Schools Awards

On Earth Day, Monday April 22, 2013, Education Secretary Arne Duncan visited Mundo Verde Public Charter School to announce the winners of the [2013 Green Ribbon Schools Awards](#). The Green Ribbon Schools Awards provide recognition for schools that are committed to reducing environmental impact and costs; improving the health and wellness of students and staff; and providing effective environmental and sustainability education. We are proud to announce that all three of the nominees from DC were given the award this year. They are Mundo Verde Public Charter School, DCPS Wilson High School, and Washington Yu Ying Public Charter School. Last year's award winners included DCPS-Stoddert Elementary School (the district's first geo-thermal school) and Sidwell Friends Middle School.



Division of Wellness & Nutrition (Continued)

School Garden Grant Awardees for School Year 2013

Congratulations to the winners of the 2013 Healthy Schools Act School Garden Grants!

1. Mary McLeod Bethune PCS
2. Capitol City PCS
3. DCPS-Peabody Primary Campus
4. DCPS-Randall Highlands ES
5. DCPS-Hardy MS
6. DCPS-Murch ES
7. DCPS-JO Wilson ES
8. DCPS-Seaton ES
9. DC Bilingual PCS
10. DCPS-Eastern HS
11. EL Haynes PCS
12. Center City PCS
13. Cesar Chavez Preparatory PCS
14. Thurgood Marshall Academy PCS
15. DCPS-Stoddert ES (US Department of Education, Green Ribbon School)
16. DCPS-Anacostia HS
17. DCPS-Miner ES
18. DCPS-Capitol Hill Montessori @ Logan
19. DCPS-Eastern HS
20. DCPS-Watkins ES
21. DCPS-School Within School
22. DCPS-Tubman ES
23. DCPS-Burroughs ES
24. DCPS-Cleveland ES

For more information about School Garden Grants, visit <http://osse.dc.gov/service/wellness-and-nutrition-services>.

OSSE Youth Advisory Committee Applications Due April 26th, 2013

Do you know any dynamic young leaders who want to make a difference in their community? If so, have them apply to join **OSSE's Youth Advisory Committee**. Students participate in community outreach activities as well as receive trainings in a variety of topic areas such as HIV/pregnancy prevention, advocacy, college preparation, amongst other topics. Applicants must be in the 8th-12th grade and currently enrolled in a DC Public School or DC Public Charter School. Applicants can get additional information and apply at <http://adobe.ly/VWHgJ5>. **All applications are due by April 26, 2013.**



Division of Wellness & Nutrition (Continued)

Food Distribution Open Information Sessions, April 29 and 30, 2013

The USDA Food Distribution Program is intended to help supplement the nutritious meals served in the National School Lunch Program. For more information about the Food Distribution Program including program benefits and eligibility, as well as program allocations and the types of USDA foods available, attend an information session offered by OSSE. In addition, the USDA ordering procedures, bulk food processing and the DoD Fresh Fruit and Vegetable Program will be reviewed.

RSVP to Program Specialist Major Langford at 202-724-7865 or major.langford@dc.gov. All trainings are at 810 First Street, NE, Washington, DC 20002.

Training Dates/Times/Locations:

April 29th 1:00-4:30 3rd Floor Grand Hall Side A
April 30th 1:00-4:30 3rd Floor Grand Hall Side A

Equipment Grant Available, Applications Due April 30, 2013

SFA's know more than anyone how valuable updated equipment is to meeting the challenges of serving school meals that comply with new nutrition standards. Now in its sixth year, the Winston Industries Equipment Award Grant program will award 10 pieces of equipment to one school district in need of improving its school kitchen facilities. Equipment includes holding cabinets, holding drawers and thermalizers. The award is made through a competitive grant process. Online applications must be submitted by 11:59 p.m. on Tuesday, April 30, 2013. To learn more details, visit www.schoolnutrition.org/scholarships or contact SNF at scholarships@schoolnutrition.org or (301) 686-3100, ext. 133.

School Grants for Healthy Kids—Deadline Extended to May 3, 2013

Through partners CSX Transportation, Kellogg Company, and the Wal-Mart Foundation, Action for Healthy Kids are pleased to extend the deadline for its [School Grants for Healthy Kids](#) opportunities for the 2013-2014 school year. Around 400 schools will be awarded funds that will range from \$1,000 to \$5,000 with significant in-kind contributions from Action for Healthy Kids in the form of people, programs, and school breakfast and physical activity expertise. We'll also provide schools with management expertise and support to develop strong alternative and universal breakfast or physical activity programs. Award amounts will be based on building enrollment, project type, potential impact, and a school's ability to mobilize parents and students around school wellness initiatives.



Division of Wellness & Nutrition (Continued)

USDA Launches the Farm to School Census, Deadline May 3, 2013

USDA has now officially launched the first ever nationwide [Farm to School Census](#), which will survey more than 13,000 school districts to determine how many schools currently purchase local foods. Data from the Farm to School Census will be used by USDA's Farm to School Program to develop a baseline assessment of the prevalence, geographic distribution, and characteristics of farm to school programs in order to set priorities for USDA outreach and technical support. If you are a school food service director please respond to the survey that was emailed to you.

Civil Rights Training for School and School Food Service Administrators/Front Line Food Service Staff

Civil Rights Training is required annually for all School Food Authorities. This training will be offered via webinar and pre-reregistration for the webinar is required.

Please select the training that applies to you and click on the name of the webinar to begin the registration process. If you plan to view the webinar as a group please have each person register so that we have a list of all attendees of the webinar. If you have any questions or problems accessing the webinar training please feel free to contact Nancy Katz, Project Manager, at 202-714-2096 or nancy.katz@dc.gov.

[Civil Rights Training for School and School Food Service Administrators](#)

Monday, May 13, 2013

2:00-3:00pm

[Civil Rights Training for Front Line Food Service Staff](#)

Tuesday, May 14, 2013

2:00-3:00pm

Workshop: Utilizing Reliable Health Information in the Classroom, May 14, 2013

OSSE will be hosting a free three-hour workshop called *Utilizing Reliable Health Information in the Classroom* on **May 14th, from 3:00-6:00pm** for school personnel and community-based health educators. This workshop will prepare educators to assist students in identifying valid and reliable health information, products, and services on the web. Resources tailored to youth will be provided.

The workshop will be held at the OSSE offices, 810 First Street NE, Washington, DC 20002, 3rd Floor- Room 3002.

Registration is required and space is limited. The registration deadline is Friday, May 6th. To register go to <http://adobe.ly/156EC0t>.



Division of Wellness & Nutrition (Continued)

Parent Workshop: Implementation of Local Wellness Policies, May 23, 2013

OSSE will host a parent-focused workshop that will offer guidance about parent engagement to assist their child's school in meeting their wellness goals. This workshop will also educate parents about the DC Healthy Schools Act-Local Wellness Policy requirements and share current best practices. Specific resources will be used to support parents in establishing and/or participating in an active School Wellness Committee. The training will be held from 1:00-3:00pm on May 23rd, 2013 at the OSSE offices (810 1st Street, NE) in the 3rd floor Grand Hall. For more information, contact Nichelle Johnson at nichellel.johnson@dc.gov or 202-481-3753. Registration information to follow.

Farm to School 101 Training, May 23, 2013

WNS, in conjunction with DC Greens, will be conducting a Farm to School 101 training for teachers and school administrators. The training will focus on teaching students about the food system and locally grown foods and also how administrators can take small steps to start or expand a farm to school program. The training will be held from 4:00-6:00pm on May 23, 2013 at the OSSE offices (810 1st Street, NE) in the 3rd floor Grand Hall. To register, please visit <http://dcgreens.org/trainings/>. For more information, contact Erica Steinhart, our Farm to School Coordinator, at erica.steinhart@dc.gov or 202-442-8940.

Fresh Fruit and Vegetable Program Applications Due May 24, 2013

OSSE is accepting applications for the FFVP for School Year 2013-2014. This is a competitive grant program that must be applied for annually. Since individual elementary schools will be selected to participate, each school must submit a separate application. Grant amounts are determined by using an enrollment based calculation. This grant will be awarded for the SY 2013-2014 and will be distributed in two allocations: July 1, 2013 through September 2013 and October 1, 2013 through June 30, 2014. Applications must be postmarked by **May 24, 2013**. The application should be completed electronically and can be found at <http://osse.dc.gov/service/fresh-fruit-and-vegetable-program>. Applications received after the deadline or incomplete applications will not be considered for funding. Faxed or e-mailed applications will not be considered. Questions about the FFVP or the application process can be directed to Diedre Bell, Program Specialist, at diedre.bell@dc.gov or 202-724-7861.

Farm to School: Strawberries & Salad Greens Day, May 29, 2013

For the last four years, schools across the District have participated in Strawberries & Salad Greens Day as a way to showcase locally grown produce. This event will educate students about both the health and environmental benefits of eating locally grown fruits and vegetables. All Public and Public Charter Schools have the opportunity to participate in the event by serving local strawberries and local salad greens during the lunch meal service on May 29, 2013. Schools can also sign up to host an educational activity/table for students to visit in and around the cafeteria to learn about where their food comes from. To RSVP your school to participate in Strawberries & Salad Greens Day, click [here](#). For more information, contact OSSE's Farm to School Specialist, Erica Steinhart, RD, at erica.steinhart@dc.gov or (202) 442-8940.



Division of Elementary & Secondary Education

Common Core Aligned DC Early Learning Standards

OSSE is pleased to announce that the District of Columbia Common Core aligned Early Learning Standards have been posted to the OSSE website and can be accessed here: <http://osse.dc.gov/service/division-early-learning>

Annual Homeless Liaison Conference

The Division of Elementary and Secondary Education's Homeless Children and Youth Program will host its first annual Homeless Liaison Conference on May 10, 2013 from 9:00am until 4:30pm. The conference will bring together homeless liaisons, community based organizations, and government agencies that serve homeless youth in DC Public Schools and DC Public Charter Schools. This is an opportunity to discuss pressing issues that homeless youth face such as school enrollment, transportation assistance, pre-school, higher education and career readiness to name a few.

Homeless liaisons can register at <https://www.surveymonkey.com/s/BL2NC6K>.

Limited seating is available so we are asking that no more than two representatives participate from each LEA. If you have any questions or concerns, please contact Ja'Sent Brown at jasent.brown@dc.gov or 202-654-6123.

Understanding the DC Value Added Model

Thursday, May 30, 9:30-11:00am

1100 First Street, NE, 12th Floor

Please join staff from OSSE and Mathematica Policy Research for training on DC's value-added model. The value-added model is a statistical method that controls for factors beyond educators' control in order to estimate a teacher's impact on student achievement. Race to the Top LEAs use value-added results within their evaluation systems as one measure of teachers' success in supporting student academic achievement throughout the school year. The training will provide an overview of the DC value-added model and will highlight adjustments that have been made to the model over the past couple of years. It is intended for LEA administrators who will need to communicate about the model results to teachers and other school staff this summer.

Please RSVP at the following link if you plan to attend: <https://www.surveymonkey.com/s/7838XXB>

The training will be held at Mathematica's Offices at 1100 1st Street, NE, 12th Floor, Washington, DC 20002.



Division of Elementary & Secondary Education (Continued)

Communicating with Teachers about Evaluation: Strategies to Build Awareness, Understanding, Support, and Action

Monday, May 13, 3:00–4:30pm

Webinar

Are your teachers aware of the new local evaluation system? If so, do they fully understand and support it? Effective communications and engagement around the purpose, components, and benefits of local teacher evaluation systems can help to build support among teachers. Join us for a webinar on May 13 to gain useful insights and tools for communicating with teachers about evaluation. This includes strategies to build awareness, understanding, support, and action for professional growth. The presentation will be hosted by OSSE and led by Battelle for Kids, a national not-for-profit organization with expertise in communications and implementing effective teaching reforms. Registration information for the webinar will be provided in next week's newsletter.

If you have any questions, contact Robin Chait, Director of Teaching and Learning, at robin.chait@dc.gov.

Webinar Series on Measuring Growth

Friday, April 26, 2:00-3:15pm

Webinar

The U.S. Department of Education is collaborating with the Center on Great Teachers and Leaders at the American Institutes for Research (AIR) to provide a three-part webinar series on measuring growth in non-tested grades and subjects. Each of the three webinars will focus on a different approach—the first webinar will focus on use of school-wide growth, the second webinar will focus on use of student learning objectives (SLOs), and the third webinar will focus on building or buying assessments.

Each webinar will include the perspective of experts from AIR as well as the perspective of staff in States implementing each of these approaches. After each webinar, the Department of Education will post the presentations on their website at: <http://www2.ed.gov/policy/elsec/guid/esea-flexibility/index.html>.

The first webinar will be on the use of school-wide growth data for non-tested grades and subjects and will take place on **Friday, April 26, 2013 from 2:00-3:15pm**.

To register for this training session go to:

<https://educate.webex.com/educate/k2/j.php?ED=205929932&UID=0&HMAC=df201367ded57538740749fecb96bd9c4d3d0ad&RT=MIMxMQ%3D%3D>. Once you are approved by the host, you will receive a confirmation email with instructions for joining the session.



Division of Elementary & Secondary Education (Continued)

OSSE Requests Nominations for the Statewide Educator Talent Pool

The Office of the State Superintendent of Education (OSSE) is requesting recommendations for **OSSE's Educator Talent Pool**. Members of the talent pool, both teachers and administrators, will be considered for statewide and national recognition, awards, and participation in statewide committees where the practitioner's voice is needed. Please visit our [talent pool webpage](#) to formally recognize the outstanding and talented educators we have in the District of Columbia. **The deadline for recommendations is Friday, June 14, 2013.**

Update on SOAR Act Applications

Due to the immense number of applications that OSSE received in response to the call for applications for SOAR Act Funding, OSSE will be postponing award decision announcements. This is due to the fact that OSSE needed to seek out additional reviewers to properly evaluate the 107 applications received. The anticipated award date for the Facilities Awards (Replication & Growth and Public Facilities) is May 10th and the Academic Awards (Increasing Academic Quality and Special Populations) will be May 15th, following the applicant interviews. If anything should change, we will keep all applicants notified. Thank you in advance for your patience.

Office of Grants Management and Compliance

SEA Carryover Waiver Request

The Office of the State Superintendent of Education (OSSE) is required to notify the public that the agency is requesting a waiver from the United States Department of Education (ED) to allow OSSE to grant an LEA a waiver of the 15 percent carryover limitation rule. Comments regarding this request must be submitted to OSSE by May 6, 2013. This information will be included in the waiver request to ED. Please direct your comments to Iris Bond Gill, Director of Federal Grants, at osse.grantscompliance@dc.gov. The notice is now available on the OSSE website at <http://osse.dc.gov/release/public-notice-office-superintendent-state-superintendent-education-osse-waiver-request-us>.

Enrollment Audit Report, SY 2012-2013

The annual enrollment verification process for the 2012-2013 School Year is complete. The final enrollment audit report was sent by F.S. Taylor and Associates, an independent contractor that conducts the enrollment audit, and is available on the OSSE website at <http://osse.dc.gov/publication/2012-fall-enrollment-audit-report-district-columbia-public-schools-and-district-public>.

OSSE Charter School Closure Policy

The OSSE Charter School Closure policy sets expectations and provides guidance and technical assistance with regard to the state-level issues related to the closure of a District of Columbia public charter school, also referred to as a Local Educational Agency (LEA). The policy is now available on the OSSE website at <http://osse.dc.gov/publication/charter-school-closure-policy>



Division of Specialized Education

New! Announcing DSE’s May Professional Development Opportunities!

Child Outcomes Summary (COS) Exit Scores -- Refresher Webinar for LEAs

The Child Outcomes Summary (COS) data collection process is a mandatory process that LEAs must follow for all students receiving IEP services in a preschool special education program. COS entry and exit scores must be captured in the DC CATS online database for each student. As many students will be exiting preschool/pre-K within the next few months, this webinar serves as a refresher of the requirements for gathering and inputting COS exit scores into DC CATS within the 60 day exit window. This webinar will:

- Review the COS data collection process, including:
 - Important timelines and deadlines for COS entry & exit scores
 - The 3 functional outcome areas
 - The 7-point rating scale
 - Appropriate assessment data
- Discuss important information about the COS exit scores process
- Review the COS data entry process for the DC CATS online database

During and after the webinar, participants will have the opportunity to ask questions. In addition to a live broadcast, the webinar will be recorded and made available through the DC CATS website Documents Section. Please direct all questions and comments to osse.cosfaq@dc.gov.

Child Outcomes Summary (COS) Exit Scores Refresher Webinar

- Presenter(s):** OSSE Division of Specialized Education
- Target Audience:** LEA COS B7 Administrators and any LEA staff involved in COS Data Collection
- Date(s):** Wednesday, May 1, 2013
Friday, May 10, 2013
- Time:** Session 1: 10:00am to 12:00pm
Session 2: 1:00pm to 3:00pm
- Reserve your Webinar Seat for:** Session1: Wednesday, May 1, 2013—10:00am to 12:00pm
<https://www2.gotomeeting.com/register/271841562>
Session 2: May 10, 2013 – 1:00 pm to 3:00 pm
<https://www2.gotomeeting.com/register/237782138>



Division of Specialized Education (Continued)

Section 504 of the Rehabilitation Act of 1973

Please join us to learn about your LEA's Section 504 obligations and best practices from Dr. Perry Zirkel. Dr. Zirkel, a nationally recognized expert on special education law, IDEA, and 504, is a professor of education and law at Lehigh University who writes regular columns in publications such as the Phi Delta Kappa and Principal magazines. Dr. Zirkel has authored numerous publications in the area of special education, and his most recent book is Student Teaching and the Law.

In these sessions, Dr. Zirkel will address the intersection between the Individuals with Disabilities Education Act (IDEA) and section 504 of the Rehabilitation Act of 1973, with a particular emphasis on implications for effective behavior planning.

Please note: The content of the sessions is equivalent. However, the morning session, which will take place from 8:30 am to 11:30 pm, is designated for elementary school educators, and the afternoon session, from 12:30 pm to 3:30 pm, is designated for secondary school educators.

Section 504 of the Rehabilitation Act of 1973 – Dr. Perry Zirkel

Presenter(s): OSSE Division of Specialized Education

Target Audience: Elementary and Secondary School Educators

Date(s): May 31, 2013

Time: Session 1: 8:30am to 11:10am
Session 1: 12:30pm – 3:30pm

Location: Hilton Garden Inn Washington
1225 First Street, NE
Washington, DC 20002

Register: To register for the elementary school educator session, please select the following link: <http://www.cvent.com/d/0cq5cz/4W>

To register for the secondary school educator session, please select the following link: <http://www.cvent.com/d/ncq5cz/4W>



Division of Specialized Education (Continued)

OSSE Special Education Tiered Technical Assistance Plan: May Tier I Professional Development Sessions

As a result of OSSE's first annual special education data audit, OSSE continues to support LEAs in improving special education program performance via the delivery of foundational (Tier I) technical assistance sessions. These sessions are required for all LEAs with the exception of certain LEAs that were exempted from this requirement due to their performance on the audit. These LEAs were given flexibility regarding their attendance.

Congratulations to **Bridges PCS, Latin American Montessori Bilingual PCS, Septima Clark PCS, and Two Rivers PCS**, who achieved this impressive milestone!

Final Session: Special Education Quality Review (SEQR) Training

We are pleased to announce that a final SEQR training has been scheduled for May 14th at 9am. Calendar updates and registration information for all Special Education Data Audit Tier 1 trainings can be found on the SEDS Resource Site <https://sites.google.com/a/dc.gov/seds-help-resources/home/tier-i-t-ta-calendar>.

Special Education Quality Review (SEQR) – Tiered Technical Assistance

Presenter(s): OSSE Division of Specialized Education

Target Audience: LEA Leadership Team

Date(s): May 14, 2013

Time: 9:00am to 12:00pm

Location: Office of the State Superintendent of Education
810 First Street, NE - 3rd Floor Computer Lab
Washington, DC 20002

Register: <http://www.cvent.com/d/2cq5l4/4W>



Division of Specialized Education (Continued)

Conducting a Root Cause Analysis

This session is designed to provide LEA leadership teams with a foundational framework for using Root Cause Analysis (RCA) processes to assist them in identifying core challenges and systemic solutions that will accelerate progress.

RCA is anchored in evidence-based processes used to identify strengths and challenges that explain student academic performance. The process begins with the LEA staff defining what they believe the key indicators of student success to be. Academic data are used to determine which students are underperforming and to learn as much as possible about “red flag” issues or student groups. To further investigate performance issues associated with “red flag” groups, teams review multiple measures to draw conclusions. LEAs will be provided an overview of types of measures, as well as how to “weight” root causes and create a final list of prioritized and weighted root causes to determine next steps.

Calendar updates and registration information for all Special Education Data Audit Tier 1 trainings can be found on the SEDS Resource Site <https://sites.google.com/a/dc.gov/seds-help-resources/home/tier-i-t-ta-calendar>.

Root Cause Analysis – Webinars

Presenter(s): OSSE Division of Specialized Education

Target Audience: LEA Leadership Team

Date(s): Wednesday, May 1, 2013
Tuesday, May 7, 2013
Wednesday, May 8, 2013

Dates and Registration: Wednesday, May 1, 2013
Session 1: 10:00am to 11:00am
<https://www2.gotomeeting.com/register/742078026>

Wednesday, May 1, 2013
Session 2: 3:30pm to 4:30pm
<https://www2.gotomeeting.com/register/467381634>

Tuesday, May 7, 2013
Session 1: 3:30pm to 4:30pm
<https://www2.gotomeeting.com/register/411307178>

Wednesday, May 8, 2013
Session 1: 10:00am – 11:00am
<https://www2.gotomeeting.com/register/310437442>



Division of Specialized Education (Continued)

Extended School Year (ESY) Certification – Recorded Webinar Resource for LEAs

The Division of Specialized Education (DSE) hosted two Extended School Year (ESY) Certification webinars on February 13 and 27, 2013. These webinars were designed to assist LEAs in successfully completing the annual ESY certification requirements. Specifically, the webinars contain key information regarding federal and state ESY requirements, ESY eligibility framework and IEP documentation requirements, annual certification process requirements, and the Division of Student Transportation's (DOT) new Transportation Online Tool for ESY (TOTE).

In order to support LEAs as they implement the requirements, DSE recorded the webinar and is making it available for viewing. The webinar is approximately 90 minutes in length and can be viewed at any time.

To register for and view the recorded webinar, please click here: <https://www2.gotomeeting.com/register/123774794>

Extended School Year (ESY) Certification – Additional Guidance

The Division of Specialized Education (DSE) has issued additional ESY certification guidance to assist local education agencies (LEAs) with amending Individualized Education Programs (IEPs) or providing Parent Notice, as appropriate, when making determinations about ESY-related transportation services.

Please visit the SEDS Resource Site (link: <https://sites.google.com/a/dc.gov/seds-help-resources/home>) to access the following documents: ESY Webinar PowerPoint, ESY Webinar FAQ, ESY Amendment Guidance, ESY Amendment Considerations Guidance, ESY Amendment Guidance Flowchart, and Parent Notice Form.

Division of Post-Secondary & Career Education

General Education Diploma Announcement

OSSE is letting adult learners in the District of Columbia know — ***Your future is calling. With the GED test, you can answer the call!*** The current GED® test is expiring at the end of 2013 and learners' partial passing scores will expire too if the test is not successfully completed by then. For learners who don't feel prepared, OSSE and local programs can help. The OSSE Adult and Family Education Office and the DC Office of Cable Television (OCT) have partnered to produce a public service announcement encouraging District residents to finish the GED before the current test series expires on December 31, 2013.

The PSA is running on DC cable television. View the GED message at <http://youtu.be/83olkMqsZHc>. Learn more about the GED campaign at <http://www.gedtestingservice.com/finishtheged/>.



Office of Data Management

DC CAS Roster Verification – ELL/LEP Monitored Students

Students who are in “ELL Monitoring” status (students who have earned a 5 on the ACCESS for ELLs test for the first time within the past 2 years) **are considered LEP for the purposes of accountability**. Because many LEAs do not code these students as receiving ELL services in their student information systems, OSSE has developed a process to identify these students in conjunction with the DC CAS Roster Verification process for the purposes of accountability. OSSE will identify students who likely have an ELL monitored status and will create a roster for LEAs to review. LEAs may then update, amend, and confirm these ELL-Monitored rosters during the DC CAS demographic appeal window in May/June.

PARCC Technology Inventory Data Collection

OSSE will open the PARCC Technology Inventory data collection on May 1, 2013, and this collection will close on May 30, 2013. This collection will be conducted via QuickBase, and data managers per the OSSE contact list will receive invitations to the QuickBase tool on May 1st. Webinars will take place on May 6th and May 8th and data managers will receive invitations.

Discipline Data Collection

The 2011-12 school year collection for discipline data will open on May 1, 2013 and close on May 30, 2013. The process for this collection will mirror the 2010-11 Discipline data collection process with the exception that LEAs will be able to access templates from, and upload completed spreadsheets to QuickBase. Data managers per the OSSE contact list will receive invitations to the QuickBase tool on May 1st. Webinars will take place on May 6th and May 8th and data managers will receive invitations.

Enrollment Audit Tool Closing

The Enrollment Audit Tool in QuickBase that was utilized for the 2012-13 school year will be **closed on April 30, 2013**. After April 30th, LEAs will no longer have access to this site.

Please export or download any tables your LEA would like to save prior to April 30th.

Data Manager Contact Information Update

With multiple collections occurring between the months of April and June, OSSE wants to ensure that we have the most current contact information for LEA data managers and data collection points of contact. If you would like to update, modify, or add Data Manager/Data Collection POC information, or if you would like to verify the information OSSE currently has on file, please send your information by email to osse.odm@dc.gov.



Office of Data Management (Continued)

Policy Guidelines for Calculating the Adjusted Cohort Graduation Rate

OSSE is beginning the Adjusted Cohort Graduation Rate (ACGR) verification process. On Friday, March 15, 2013, LEAs received the ACGR policy documentation, which includes a “DETAILED TIMELINE” and processes.

The timeline includes important deadlines. LEA(s) will have from April 1, 2013 to May 20, 2013 to verify students and provide documentation.

Responsibility	Process	Timeline
Phase I: Project Timeline	<ul style="list-style-type: none"> Submit project timeline to LEA(s) Contact LEA(s) 	March 15, 2013
Phase II: Username & Password Dissemination	<ul style="list-style-type: none"> LEAs receive username & passwords DCPS receives data file format 	March 27, 2013
Phase II: Verification Tool	<ul style="list-style-type: none"> LEA cohort verification begins LEA(s) submit documentation 	April 1, 2013 – May 20, 2013
Phase III: Cohort Assignment and Verification	<ul style="list-style-type: none"> Students are verified and assigned to their appropriate cohorts OSSE reviews documentation submitted by LEA(s) Preliminary ACGR conducted 	May 30, 2013 – July, 2013
Phase IV: Graduates Data submission	<ul style="list-style-type: none"> PCSB and DCPS submits official certified graduates 	June 8, 2013 – June 15, 2013
Phase VI: Graduates Data Submission II (Summer Graduates)	<ul style="list-style-type: none"> PCSB and DCPS submit official certified graduates (summer graduates) 	Aug 1, 2013- Aug 8, 2013
Phase VII: Data Analysis	<ul style="list-style-type: none"> OSSE conducts data analysis 	Aug 8, 2013-Sept 1, 2013

If you have questions about any of the Office of Data Management notices, please contact Jessica Mellen Enos at (202) 535-2651, or by email at jessica.enos@dc.gov.