



LEA LOOK FORWARD

March 13 - 20, 2014

Enrollment Audit

New: Gearing Up for a Successful 2014-2015 Enrollment Audit: Residency Verification Training

OSSE is conducting training on Residency Verification. The purpose of the training is to provide residency verification guidance to all LEA(s) and outline recent changes to all residency verification forms. OSSE urges all LEA enrollment audit point of contacts (POC) and individuals responsible for enrollment and residency verification to attend this training. All forms presented on the webinar will be made available on the OSSE website during the training.

For questions, please contact [Sean Flora](#) or call on (202) 727-7224.

Training Date and Time: Friday, March 20, 2014 (2:00pm- 3:00pm)

[Register for the Webinar!](#)

Reminder: Enrollment Audit Survey Final Results Feedback Request

OSSE values your feedback and suggestions. We ask that you please take a moment to provide comments or feedback on the 2013-2014 SY Enrollment Audit by accessing our [LEA Enrollment Audit Survey](#). If you have additional questions or concerns, please contact [Dr. Johnnie Meadors](#) or [Sean Flora](#).

Thank you for assistance in this year's student enrollment audit process.



Division of Early Learning

Reminder: 2014 DC Infant and Toddler Conference: April 14, 15, and 17

The 2014 DC Infant and Toddler Conference: "Creating Pathways to Early Success" will bring together more than 900 professionals in infant/toddler early care and education. Early intervention and infant/toddler specialists, home visitors, social workers, mental health providers as well as physical, occupational therapists, pediatricians, dietitians and other professionals will be joining OSSE as programming partners and conference participants as we continue our efforts to build healthy families and healthy communities.

The conference will be held on April 14, 15, and 17 from 8:30am to 5:00pm at The Kellogg Conference Center in Gallaudet University. The conference repeats each day, thus you only need to register for a day.

[Register Now](#)



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Division of Early Learning (Continued)

Reminder: Winter FY 2014 Professional Development Course Catalog

The [Winter FY 2014 Course Catalog](#) was developed to provide the early childhood education (ECE) and Out-of-School Time (OST) workforces with multiple opportunities for professional growth and development; opportunities for meeting the yearly continuing education requirements; and opportunities to participate in a District-wide professional learning community. Please see the attached Winter FY 2014 Professional Development Course Catalog to check out the learning opportunities.

Please contact [Dana Caffee-Glenn](#), Professional Development Coordinator at the Early Learning Professional Development Unit, via email for additional questions.

Reminder: Child Care Emergency Preparedness Online Workshop

Improve your skills and take your practice to the next level by ensuring that all the children in your care will be protected during emergencies. Please access the online workshop through the U.S. Center for Child Development and Resiliency to complete the [Save the Children's Child Care Emergency Preparedness Training](#).

Reminder: The Pre-K Classroom Technical Assistance and Comprehensive Service Vendor Form

The Pre-Kindergarten Grantee contractor approval form has been renamed to the Pre-Kindergarten Classroom TA and Comprehensive Services Approval Form. As a reminder, vendors should be selected from the OSSE Approved Trainer list. Please submit all Pre-Kindergarten Classroom TA and Comprehensive Services Vendor Approval Forms to [NyKisha Haley](#).

Approval Form submission deadlines are as follows:

- Thursday, May 15, 2014

For a copy of the Pre-K Classroom TA and Comp, please contact [NyKisha Haley](#).



Division of Elementary & Secondary Education

Reminder: 2014 Presidential Award for Excellence in Mathematics and Science Teaching

OSSE requests nominations for the 2014 Presidential Award for Excellence in Mathematics and Science Teaching (PAEMST). There are outstanding science and mathematics teachers throughout the District of Columbia. Help us identify and recognize these exceptional educators by nominating them for the PAEMST. Recipients of the award receive a certificate signed by the President of the United States, a \$10,000 award from the National Science Foundation and a paid trip for two to Washington, DC to attend a series of recognition events and professional development opportunities. In addition to recognizing outstanding teaching in mathematics or science (including computer science), the program provides teachers with an opportunity to build lasting partnerships with colleagues across the nation.



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Division of Post-Secondary & Career Education

Reminder: FSA Tool Publishes FAFSA Completion Numbers for the High School Graduating Class of 2014

The US Department of Education is now providing high schools with current data about their FAFSA submissions and completions so that high schools can track their progress and help ensure that their students complete a FAFSA. For more information about the FAFSA Completion Tool, and to view high school completion rates, click [here](#).

Reminder: Event: OSSE College & Career Expo

The College and Career Expo is a yearly event designed to expose 7th – 11th grade students and their families to the complete postsecondary landscape and to encourage smart college and career choices.

This year's Expo takes place on **Saturday, April 12, 2014** at the [Historic Howard Theater](#) from 9:00am – 1:30pm.

For questions please contact [Mike Andrews](#).

Reminder: 2014/2015 DC TAG Application

The DC TAG application opened February 1 and the deadline to submit all supporting documents will be **Monday, June 30, 2014**. To apply, visit www.dconeapp.dc.gov.

Supporting documents must be brought to the Office of the State Superintendent of Education, third floor, 810 First Street, NE, Washington DC 20002; office hours are Monday - Friday, 8:30am - 5:00pm.

If a student experiences issues with completing the application, an update to the Compatibility View of the computer may be needed. To properly view and complete the DCONEAPP application, Internet Explorer 7 - 9 or Internet Explorer 10, Compatibility View" mode is required. Please see below to assist in turning the Compatibility View mode on/off. The system is not designed to function with any other browsers including but not limited to; Firefox, Safari, Android or Chrome.

Turning on/off Compatibility Mode

Click/tap the "Tools" command bar button

Click/tap the "Compatibility View" button (If Compatibility View is grayed out, then the webpage has no compatibility issues)

The webpage will now reload with Compatibility View turned on for it, and the website will be added to the list in compatibility view settings

For additional questions please contact: **Post-Secondary Education** on (202) 727-2824.

Reminder: Dual Enrollment Funding Available for Spring 2014 Semester

OSSE's Dual Enrollment Fund provides support for unmet tuition, fee and book costs for high school students enrolled in post-secondary classes at District universities. OSSE can provide support and funding to schools looking to create new dual enrollment partnerships.



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Division of Elementary and Secondary Education (Continued)

If your school is interested in increasing the number of students who participate in dual enrollment, or if you have any questions, please contact [Mike Andrews](#).



Division of Specialized Education

New: OSSE Posts FFY 2014 Draft State Grant Application under Part B of the Individuals with Disabilities Education Act (IDEA) for Public Comment

In order to receive a grant award under Part B of IDEA to support the provision of special education and related services to children with disabilities, each state must complete an annual grant application to the United States Department of Education, Office of Special Education Programs.

To ensure an opportunity for the public to provide input, this application must be posted for 60 calendar days and open for public comment for 30 days within the same 60 day period. OSSE's FFY 2014 draft state application and spending plans for IDEA Part B were posted for 60 days on the OSSE website on March 11, 2014.

Members of the public will have the opportunity to make comments on the applications from March 11, 2014, - May 11, 2014. Individuals who wish to do so should direct their comments to Dr. Amy Maisterra, Assistant Superintendent of Special Education, Division of Special Education, by email at osse.publiccomment@dc.gov.

For questions regarding these applications or the public comment period, please contact [Ms. Desirée Brown](#) or call on (202) 741-0271.

Please Note: The Office of Special Education Programs (OSEP) has requested that OSSE notify the public that it does not have an appropriation yet. States should use last year's Part B spreadsheet for public participation purposes. As the FFY2014 allocations are not yet available, the numbers posted to meet the 60-day public participation requirement are ""draft"" and the State will post its 2014 spreadsheet as soon as it becomes available.

Reminder: OSSE Division of Specialized Education Policy in Practice Webinar Series

OSSE is pleased to announce the release of its new Policy in Practice Webinar Series. This training series is a new technical assistance initiative that will serve as a valuable resource for local and state level educators and administrators in understanding and implementing state special education policies.

The webinar training series covers a wide variety of special education topics, and consists of one webinar training for each of DSE's special education policies. During each webinar, participants will learn:

- The basic tenets of each special education policy
- The laws and regulations underlying each policy
- Best practices in implementing the policies, including case studies
- Documentation of policies and procedures in the Special Education Data System (SEDS)
- Where to find additional resources



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Division of Specialized Education (Continued)

Each webinar is pre-recorded and is available for download in Windows Media file format (for information about PC and Mac technical requirements needed to view the recording click [here](#)). Webinars vary in length from 20 to 75 minutes, depending on the length of the policy. To access a webinar, simply click the hyperlink below. Additional DSE policy webinars will be added to this list as they are completed. For questions about this policy webinar project, please contact the DSE Training & Technical Assistance Unit: osse.tta@dc.gov.

Individualized Education Program (IEP) Process Policy
Individualized Education Program (IEP) Amendment Policy
Part B Initial Evaluation/Reevaluation Policy
Comprehensive Child Find Policy
Special Education Transportation Services Policy
Related Services Policy
Extended School Year (ESY) Services Policy
Secondary Transition Policy
Confidentiality of Student Information Policy
Guidance Related to Prohibition on Discrimination Against Children with Disabilities in the Charter School Application During the Enrollment Process & Prohibition on Medication Guidance (2-part webinar)

Reminder: LEA Focus Groups for DCMR Title 5, Chapter 30 Updates

DSE is planning to hold focus groups to gather input from LEAs and other stakeholders on a variety of issues affecting special education services and students with disabilities in the District of Columbia.

Input collected from these focus groups will be taken into consideration as the agency considers changes to Title 5-E, Chapter 30 of the District of Columbia Municipal Regulations and related policies. DSE has developed a pre-focus group survey to gather information regarding how to best facilitate these sessions.

To view the survey, please follow the link: [Chapter 30 Focus Group Pre-Survey](#)

Reminder: Division of Specialized Education Technical Assistance Request Form

In an effort to continue to provide high quality technical assistance to LEAs, DSE is happy to provide an online technical assistance request form.



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Division of Specialized Education (Continued)

Please access to submit a request for technical assistance at the link provided. Requests will receive a response within 2 business days. Access the [DSE Technical Assistance Request Form](#).

Reminder: Extended School Year (ESY) Services Policy Annual Certification Requirement

Per the Extended School Year (ESY) Services Policy, LEAs must certify ESY student data to OSSE on an annual basis. This year's certification deadline is **May 5, 2014**.

It is critically important that LEAs submit accurate certification data, including school and student address and contact information. This data supports LEAs and nonpublic school programs in their efforts to ensure appropriate planning and staffing during the summer months, and permits OSSE to anticipate state-level expenses related to nonpublic ESY services and ESY-related transportation services.

DSE in partnership with the Division of Student Transportation (OSSE DOT), will provide webinars once per week over the next month. During the first hour DSE will address ESY eligibility determination and the remaining 30 minutes OSSE DOT will address ESY transportation using TOTE.

The final webinar will be held on:

Webinar Date	Time	Registration Link
Thursday, March 20, 2014	9:00am – 10:30am	Register

In addition to the above webinar, OSSE will host “office hours” beginning **March 3, 2014**, to answer in-person LEA questions.

Please contact [Annette Thacker-Bartlett](#) to make an appointment during the following days and times provided below:

Mondays	10:00am – 5:00pm
Tuesdays	9:00am – 3:00pm and 4:00pm – 5:00pm
Wednesdays	12:00pm – 5:00pm
Thursdays	9:00am – 2:00pm and 3:00pm – 5:00pm
Fridays	10:00am – 3:00pm

Reminder: Special Education Data System (SEDS) Nonpublic Point of Contact (NP POC) Quarterly Webinar Series

DSE hosts a quarterly SEDS webinar support series for all Non-Public SEDS Point of Contacts (NP POCs). Each webinar will address various SEDS-related topics, including:

- SEDS updates and alerts
- The release of new OSSE special education policies
- OSSE Support Tool updates



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Division of Specialized Education (Continued)

Reminder: Division of Specialized Education (DSE) Policy Release

On January 27, 2014, OSSE released three new policies: the Individualized Education Program (IEP) Amendment Policy, the Confidentiality of Student Information Policy, and the Individuals with Disabilities Education Act (IDEA) Part B Grant Eligibility and Administration Hearing Process Policy.

All three policies became effective on Monday, March 3, 2014.

- The [Individualized Education Program \(IEP\) Amendment Policy](#) formalizes requirements and appropriate procedural safeguards for parents related to changes made to IEPs after the annual IEP review takes place, through either documented written agreement or IEP Team meeting.
- The [Confidentiality of Student Information Policy](#), in accordance with the Family Educational Rights and Privacy Act (FERPA), serves to protect the confidentiality of students with disabilities by establishing procedures for the collection, storage, disclosure, and destruction of personally identifiable information in educational records collected, used, or maintained under IDEA Part B.
- The [Individuals with Disabilities Education Act \(IDEA\) Part B Grant Eligibility and Administration Hearing Process Policy](#) establishes a hearing review process for grantees and subgrantees to request review of grant eligibility and administration activities, in accordance with the Education Department's General Administration Regulations (EDGAR).

Final Notice: Nonviolent Crisis Intervention Training

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 participants with a proven framework for decision making and problem solving to prevent, de-escalate, and safely respond to disruptive or assaultive behavior. This event will not go over physical restraint techniques. Please wear comfortable clothing, closed-toed shoes, and bring a water bottle.

Presenter(s):	OSSE
Date(s):	Monday, March 17, 2014
Time:	8:30am to 3:30pm
Location:	810 First Street, NE, 3rd Floor Grand Hall
<u>Registration</u>	

Reminder: Special Education Quality Review (SEQR) Tool Webinars

The Special Education Quality Review (SEQR) Tool is a web-based self-assessment tool designed to assist schools, local education agencies (LEAs), and nonpublic schools in assessing the quality of school-level programming for students with disabilities. The tool uses selected quality indicators to assess present practices and guides users to identify and plan for school level improvements that are aligned with special education best practices.



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Division of Specialized Education (Continued)

To learn more about the tool and how it can contribute to improved special education practices at your LEA, register, or to participate in the upcoming webinars.

Presenter(s): OSSE

Date: **Wednesday, April 9, 2014**

Time: **9:00am – 11:00am**

[Registration](#)



Division of Wellness & Nutrition

Final Notice: School Breakfast Competition, March 6 – 21, 2014

The week of March 3 was National School Breakfast Week and Washington DC ranks #1 in the nation for connecting students to school breakfast. To underscore the District's success, DC public elementary school families are invited to participate in a contest. The contest officially kicked-off on Thursday, March 6, 2014 and will continue until Friday, March 21, 2014. Both schools and students will be eligible for prizes.

To participate in the contest, students and their families must text the name of their school and why school breakfast matters to them to **(202) 6565_EAT (202-656-5328)**.

The top three schools in terms of numbers of texts will win cash prizes, and students who text will be entered in a drawing for other valuable prizes. Please support this contest by printing out the [contest rules](#) and making copies to distribute to your students and families, and posting information about the competition on parent/family listservs or on your school website.

More details are available on the [OSSE Site](#).

Final Notice: DCSAA Girls Soccer Coaches Clinic, Saturday, March 15

On Saturday, March 15, 2014 from 9:00am – 12:00pm, the DCSAA will be holding a free coaches' clinic led by Coach Jim Bruno, Head Coach of Varsity Soccer at Good Counsel High School.

[Register Here for the Clinic!](#)

Venue for the clinic is at: [Archbishop Carroll High School, 4300 Harewood Road, NE, Washington, DC.](#)

Reminder: DC Physical Activity for Youth (DCPAY) Grant, Applications Due April 4

The OSSE Wellness and Nutrition Services Division is soliciting grant applications for the DC Physical Activity for Youth (DC PAY) grant. The purpose of this grant is to increase the capacity of DC schools to provide physical activity to all students before, during, or after the school day.



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Division of Wellness & Nutrition (Continued)

Application information and resource materials are available on the [OSSE Site](#).

The application submission deadline is **April 4, 2014**.

For questions and additional information, please contact [Katie Lantuh](#).

Reminder: USDA Farm to School Grants Available, Applications Due April 30

The purpose of the USDA Farm to School Grant Program is to assist eligible entities in implementing farm to school programs that improve access to local foods in eligible schools. On an annual basis, USDA awards up to \$5 million in competitive grants for training, supporting operations, planning, purchasing equipment, developing school gardens, developing partnerships, and implementing farm to school programs. Planning grants are intended for school districts or schools just starting to incorporate farm to school program elements into their operations. Implementation grants are intended for school districts or schools to help scale or further develop existing farm to school initiatives.

For more information, please visit the [USDA Farm to School Site](#).

Reminder: School Grants for Healthy Kids, Applications Due May 2

Through partners, such as CSX Transportation, Kellogg Company, and the Kellogg's Corporate Citizenship Fund, (and more!), Action for Healthy Kids has released its *School Grants for Healthy Kids* opportunities for the 2014-2015 School Year. Around 1,000 schools will be awarded funds ranging from \$500 to \$5,000 to support school breakfast and physical activity programs. Funded schools will also receive expertise and people power to help implement a successful project that leads to sustainable change.

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.

For more information, please visit the [Action for Healthy Kids Site](#).

Reminder: National Federation of State High School Associations 2013-14 Athletics Participation Survey, Due May 30

The District of Columbia is participating in the National Federation of State High School Associations 2013-14 Athletics Participation Survey. It is time for all of our student-athletes to be counted and included in the national survey! All schools should have received a fillable PDF form from the DC State Athletic Association to submit this data. Data should be submitted to [Marie Rudolph](#) by close of business, Friday, May 30, 2014.

Please contact the [Marie Rudolph](#) if you have not received your form or have any questions.





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Office of Data Management & Assessment

New: Statewide Student Information System Working Group

OSSE is looking for participants in a new working group on a Statewide Student Information System (SSIS). ODM is currently developing an RFP for the system, and is soliciting feedback from interested LEA staff. The SSIS will be offered free to any LEAs that wish to utilize it. Participants should be interested in developing data solutions (experience in development is not required) and ready to discuss their own experience with data and data systems. Participants will not be expected to adopt the SIS upon its release, as the system will be an optional service offered to all DC LEAs, CBOs, and adult education providers.

If you wish to participate in the working group or have any questions, please contact [Sarah Sherman](#). We look forward to working with you!

New: 2014 ACGR Cohort Release

OSSE is preparing to release the 2014 ACGR cohorts for LEA verification. Similar to last year's process, your 2014 cohort will be posted on the Graduation Cohort Data Collection Tool in [Quickbase](#) by Friday, March 14. If you do not have access to Quickbase or need your log in and password, please contact [Emily Persons](#).

Only with your support, will the District of Columbia achieve 75 percent in statewide proficiency and graduation rates by 2017, so we thank you for your assistance as we begin a path toward improving statewide student achievement in every school and at every level.

Update: SY 2013-14 DC CAS Roster Verification

The pre-test DC CAS Roster Verification window is open until March 28. Detailed guidance is posted on the OSSE website.

For questions and inquiries, please contact by email [Gwen Rubinstein](#), Data Analysis Manager, OSSE Data Management and Assessment Office.

Final Notice: Teacher Roster Confirmation has begun!

Monday, March 3 was the official start of the Teacher Roster Confirmation period! Teachers have the opportunity to review and edit their class rosters now through the deadline on Friday, March 14. If you need support, you can access a number of online materials, including the interactive teacher tutorial, in the "Resources" section of the main BFK•Link® screen. For technical questions, contact the Battelle for Kids Support Team at support@BattelleforKids.org or 1 (866) 543-7555.

Reminder: DC CAS Monitor Training

Each year, monitors are deployed by OSSE and LEAs to ensure that the statewide assessment is proctored in a fair, uniform, and equitable manner. Some of the procedures observed during the testing window (March 31- April 11, 2014) include the following:

- Test administration (i.e. reading test directions verbatim);
- Test environment (i.e. seating arrangement, removal of curriculum material from walls);
- On-site supervision of the handling of secure and non-secure test materials, Inventory/distribution of secure and non-secure materials;
- Collection of scorable documents, and;



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Office of Data Management & Assessment (Continued)

- Test packaging and shipment of secure and non-secure materials.

DC CAS 2014 Test Integrity Monitor Training will be offered from March 25-28, 2014.

[Register now.](#)

Sessions will be offered in the morning from 10:00am to 12:00noon and in the afternoon from 1:00pm to 3:00pm.

For additional information, please contact [Dr. Tonya Mead](#), or call on (202) 741-5991.

Reminder: Post-Secondary Report

OSSE has created a report that shares district-level data on college performance and early indicators. School-level files from this report are now available on the [SFTP site](#). For questions and inquiries, please contact [Emily Persons](#)

Reminder: Electronic Transcript Service

All LEAs have access to a service that allows students and LEAs to share transcripts electronically to colleges and other LEAs. The vendor Parchment will begin communicating with LEAs soon. For questions and inquiries about the service please email [Emily Persons](#).

Reminder: ACCESS for ELLs 2.0 Field Test

In spring 2014 and 2015, WIDA will field test the technology-based English language proficiency assessment, ACCESS for ELLs 2.0 (ACCESS 2.0).

The main purposes of field testing are to collect data to confirm that all test items and tasks are of the highest quality and to establish the psychometric linking between performances on ACCESS for ELLs[®] and ACCESS 2.0.

Interested LEAs requiring additional information, please contact [Michelle Tuggle](#).

Reminder: PARCC Accommodations

The second edition of the [PARCC Accessibility Features and Accommodations Manual](#) has been posted.

For more information, please contact [Michelle Tuggle](#).

Reminder: High School Access to National Student Clearinghouse Data

All DC high schools have the ability to directly receive student-level college enrollment and completion information from the National Student Clearinghouse for students in the classes of 2006 to 2013.

For details about how to create an account to obtain this information, please contact [Emily Persons](#).





LEA LOOK FORWARD

Office of Grants Management and Compliance

Reminder: Volunteers Needed to Test Enterprise Grant Management System (EGMS)

OSSE's Office of Grant Management and Compliance (OGMC) team is implementing an Enterprise Grant Management System (EGMS), and is issuing a call for reviewers to participate in a User Acceptance Training (UAT) for testing. EGMS is a solution intended to provide grant management enhanced operational efficiencies and security architecture, central data storage and warehousing, increased transparency, workflow automation, and process and performance accountability. If you are interested or have any questions, please contact [Richard K. Rowley](#) on (202) 727-3869. Selected individuals will be contributing to groundbreaking grant management trainings.



Chief Information Office

Reminder: FY 14 Schools Technology Fund

We are in the second quarter of the School Technology Fund (STF) for 2014. OSSE issued a purchase order to your LEA in October, 2013. In order to receive the fund amount, invoice OSSE for the full value of the purchase order and include the purchase order as backup for the invoice. Once you have made your purchases OSSE would like a copy of the receipts to document the value of the fund.

If you need a copy of the fund announcement, the purchase order or the invoicing instructions/template; or if you want a follow up call from the OSSE STF manager; or maybe there someone else who needs to be copied on future communications, please provide contact information to include name, title, phone number and email address to the attention of [Matthew Brownlee](#) and we will be glad to assist.



District of Columbia State Athletic Association (DCSAA)

Reminder: Scholar Athlete Scholarship Program Available

The launch of the DCSAA Scholar Athlete Scholarship Program was made possible by Modell's Sporting Goods' and The Wendy's Company's generous donations to the ongoing work of the DCSAA.

The purpose of the scholarships is to recognize the distinguished academic, leadership and sportsmanship achievements of District of Columbia high school student athletes and the positive influence of athletics in each student's life.

Visit the DCSAA website for an [application and more information](#) on each scholarship.

Scholarship winners will be notified by **April 18, 2014** and posted on the DCSAA website by **April 25, 2014**.

Completed applications and supporting documents must be submitted in person or received via U.S. mail, no later than 4:00pm on **March 28, 2014**.

