



LEA LOOK FORWARD

January 9 - 16, 2014

Enrollment Audit

New: Uniform Per Student Funding Formula (UPSFF) Payment Process Stakeholder Working Group

The Office of the State Superintendent of Education is assembling a working group for LEA leaders to provide input on potential changes to the Uniform Per Student Funding Formula (UPSFF) payments. Specifically, the group will meet in person over the next four to six weeks and help determine important policy decisions related to methodology and frequency of enrollment audits and the subsequent UPSFF payment schedule and amounts. Decisions made by this group will help inform legislative language that will be included in the FY-15 Budget Support Act. Participants will be expected to attend meetings, consider multiple perspectives, and provide meaningful feedback and guidance. If you are interested in becoming a member of this group or have any questions, please e-mail [Timothy Richardson](mailto:Timothy.Richardson@osse.dc.gov) for more information by COB Wednesday, January 15, 2014. LEA leaders will be informed shortly after of selections.

New: Enrollment Audit: Final Request

OSSE is currently conducting "in person" appeals with LEAs for additional changes that need to be made. As we approach the final stages of the Enrollment Audit, please remember to respond as soon as possible to any inquiries received from the OSSE Enrollment Audit Team. This will assist with final determinations for students. LEAs will be notified when the final dataset is available.

Shortly after the audit process, LEAs will receive an evaluation that outlines the processes and procedures of our audit. This information will be used to enhance the process as we start to prepare for the next school year. If you have questions or concerns, please contact osse.enrollmentaudit@dc.gov for further assistance.



Division of Early Learning

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 Winter FY 2014 Professional Development Course Catalog to check out the learning opportunities.

For additional questions, please contact [Dana Caffee-Glenn](#), Professional Development Coordinator, at the Early Learning Professional Development Unit.



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LEA LOOK FORWARD

Division of Early Learning (Continued)

Reminder: Distribution of Howard University Evaluation Data

OSSE, in partnership with Howard University's Center for Urban Progress, conducted an annual evaluation of pre-kindergarten programs in community based organizations, traditional public and public charter schools during the 2012-2013 school year. The purpose of the evaluation was to assess classroom quality in the District of Columbia and provide useful data that can be used to strengthen the early childhood education system.

As such, developmentally and culturally appropriate instruments such as Classroom Assessment Scoring System (CLASS), the Peabody Picture Vocabulary Test (PPVT4) and Expressive Language Vocabulary Test (EVT2), Infant and Toddler Environmental Rating Scale (ITTERS-R) and Family Child Care Environmental Rating Scale (FCCERS-R) were used to conduct the evaluation. The individual result of the evaluation was mailed and emailed to all providers including DCPS and PCS. Based on the evaluation results, OSSE is developing benchmarks and professional development opportunities for different stakeholders.

PROVIDER SPOTLIGHT

Mana Bilingual Child Development

Mana Bilingual Child Development Center is now a **GOLD** center. Mana CDC strongly believes that all children are diverse, unique and curious individuals. Mana Bilingual provides a supportive environment and the conditions for all children to construct knowledge, focusing on the learning process rather than the end product. Mana CDC uses the Spanish Immersion Program to teach children Spanish as a second language; therefore as the children go through their daily tasks, they automatically pick up a new language, with correct grammar and culture. Mana CDC is located at 604 Kennedy St. NW, Suite #602, Washington, DC 20111.

OSSE would love to hear about the wonderful things happening at your site. Please submit your story and photos to: [Sheena King](#).





LEA LOOK FORWARD

Division of Elementary and Secondary Education (Continued)

Reminder: Save the Date - DC STEM Fair March 2014

The DC STEM Fair is a long-standing tradition for DC's Public, public charter, parochial, private and homeschooled students to showcase their research skills and compete for a variety of awards and prizes, including the opportunity to represent all of DC at the Intel International Science and Engineering Fair in Los Angeles, CA on May 11-16, 2014. This exciting event will be held on Saturday, **March 22, 2014**, from 8:00am - 3:00pm.

Visit the [DCPS STEM Fair site](#) for more details!

New: Next Generation Science Standards Adopted for District of Columbia Schools, (K-12)

The final version of the [Next Generation Science Standards \(NGSS\)](#) was released by Achieve on April 9, 2013. The State Board of Education adopted the Next Generation Science Standards on December 18, 2013. Together with the Common Core State Standards in Mathematics and English Language Arts, the NGSS hold the promise of transforming STEM education and preparing all DC students to succeed, in education, work, and their daily lives.

Please visit the [NGSS](#) site at OSSE, to learn more about the newly adopted standards and view when OSSE will host more community events about Next Generation Science Standards.

If you have any questions or inquiries, please feel free to contact [Maya Garcia](#).



Division of Post-Secondary & Career Education

Reminder: Dual Enrollment Funding Available for Spring Semester

The OSSE 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. 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: Special Education Data System (SEDS) 2014 Winter Release

Over the past month DSE has held several sessions with LEA representatives regarding the upcoming SEDS Winter Release (6.1) which includes updates necessary for alignment to the new [OSSE Special Education Transportation Policy](#). Several LEAs raised concerns regarding the ability to adequately prepare staff and families at your site for changes related to the special education transportation policy, given the winter break. In response to these concerns, OSSE will be postponing the SEDS Winter 2014 Release until Monday, January 20, 2014.





LEA LOOK FORWARD

Division of Specialized Education (Continued)

Session 2: Exploring Employment Preparation Options – In this session, participants will learn about various types of employment preparation programs, including information on what local schools and districts are doing to prepare students for postsecondary employment. A panel of representatives from local postsecondary employment programs will conclude this session.

Session 3: Exploring Postsecondary Education Options – In the final session of this series, participants will learn of the different types of postsecondary education and training opportunities available to students in the District of Columbia. A panel of representatives from postsecondary and training programs will conclude this session.

Presenter(s): Dr. Juliana Taymans, Dr. Pamela Leconte, Ms. Emily Lehman
Date(s): February 7, 21, & 28, 2014*
Time: 8:30am to 3:30pm
Location: [Reg](#) 810 First Street, NE, Third Floor Grand Hall (February 7 & 21), and Eighth Floor Training Room (February 28)

[Registration](#) *Participants must attend all 3 sessions.

Developing Transition Planning Partners

Participants in this series will receive training on how to better integrate parents, students, and adult services into transition planning over two full-day sessions. Participants will develop and implement action plans in order to increase student, parent, and outside agency participation in transition planning and postsecondary services.

Session 1: Facilitating Student Led IEPs and Parent Participation- This session will focus on how to assist students in developing their IEPs and leading their IEP meetings. Participants will learn about the influential roles families play in facilitating successful student transitions and best practices for fostering collaborative and effective communication with families throughout the planning process. This session will conclude with a panel of individuals who have successfully facilitated and implemented student-led IEPs in the District of Columbia.

Session 2: Developing Interagency Collaboration for Employment, Post-Secondary Education and Independent Living- In the final session of this series, facilitators will share best practices for interagency collaboration. Participants will also learn about available independent living options for students with disabilities and how to prepare students for independent living. This session will conclude with a panel representing community agencies.

Presenter(s): Dr. Juliana Taymans, Dr. Pamela Leconte, Ms.Emily Lehman
Date(s): March 6, 2014 & March 7, 2014*
Time: 8:30am to 3:30pm
Location: 810 First Street, NE, Third Floor Grand Hall
[Registration](#) *Participants must attend all 3 sessions.





LEA LOOK FORWARD

Division of Wellness & Nutrition

New: DC CAS Health and Physical Education Optional Second Testing Window

OSSE is offering an optional second DC CAS Health and Physical Education test window on June 4-5, 2014. This second window applies ONLY to the DC CAS Health and Physical Education test. LEAs should complete [this survey](#) by **January 24, 2014** to indicate which testing window the schools/campuses in your LEA will be participating. Responses must be received no later than 5:00pm EST on **January 24, 2014**. LEAs that do not respond will be defaulted to the **March 31-April 11, 2014** administration. For questions please contact [Grace Friedberger](#) or [Jessica Enos](#).

New: DC School Garden Grants Announced, Applications Due January 31

OSSE invites LEA's or gardening-focused community-based organizations to apply for a School Garden Grant. The request for applications, eligibility requirements and application form can be found at the [School Garden Grant site](#).

Reminder: U.S. Department of Education Green Ribbon Schools Applications, Due January 24, 2014

The U.S. Department of Education Green Ribbon Schools (ED-GRS) Award recognizes schools taking a comprehensive approach to greening their school. A comprehensive approach incorporates environmental learning with improving environmental and health impacts. OSSE is the nominating authority for District schools. All schools applying for the ED-GRS Award must submit an application to OSSE for review. OSSE will then nominate up to four District schools for consideration. Selection will be based on documentation of the applicant's high achievement in the three ED-GRS Pillars:

- **Pillar I:** Reduce environmental impact and costs.
- **Pillar II:** Improve the health and wellness of students and staff.
- **Pillar III:** Provide effective environmental and sustainability education.

A network of District agencies and organizations will support you through this process.

Questions and enquiries should be directed to [Sam Ullery](#), OSSE School Garden Specialist. **Applications are due on January 24, 2014.**

Access [more information on the award](#), including the application.

Reminder: School Health Profiles (Healthy Schools Act and Centers for Disease Control) due February 15, 2014 from Every Public and Public Charter School

In an effort to better understand the factors influencing student health, we request that you complete the Centers for Disease Control and Prevention School Health Profiles (CDC SHP) for schools with students in grades six through twelve and/or the Healthy Schools Act School Health Profiles (HSA SHP) for all public and public charter schools. Although they share similar titles, the Profiles surveys are not the same. These are online forms, located in [Quickbase](#).

Under Section 602 of the *Healthy Schools Act of 2010*, each public school and public charter school within the District of Columbia is required to complete and submit the HSA SHP to OSSE on or before **February 15** of each year.





LEA LOOK FORWARD

Division of Wellness and Nutrition (Continued)

School Health Profiles Informational Conference Calls

Information sessions will take place on the following dates:

- Option 1: **Thursday, January 16, 2014** at 10:00am EST
- Option 2: **Wednesday, February 5, 2014** at 3:00pm EST

Dial-in number: **(712) 775-7200** | Access Code: **504477#**

How to Complete: Links to the form and access instructions were sent to all Principals on November 15, 2013. View [full instructions and guidance for Profiles completion](#).

Questions/Assistance: If your school did not receive the email from Quickbase or someone other than the Principal needs access, please call either **(202) 727-3467** or **(202) 418-3939** or email osse.hsahealthform@dc.gov.

Reminder: HealthierUS School Challenge Awards Available

Is your school interested in any of the following?

- **Getting recognized nationally and earning monetary awards?**
- **Building school spirit and cooperation?**
- **Becoming leaders in efforts to end childhood obesity?**

If you answered yes to any of these questions you should consider participating in The HealthierUS School Challenge! The HealthierUS School Challenge is a voluntary certification initiative that has recognized thousands of schools for their efforts in improving food and beverage offerings, teaching kids about nutritious food choices and being physically active, providing opportunities for physical activity, and having supportive school wellness policies. We encourage you to attend this training to learn about this exciting opportunity and to get started with the application process. The training will be held at OSSE, 810 First Street, NE, Room 4002. Additional details will follow as we approach the training date but please register at [HealthierUS School Challenge Training](#) as space is limited. If you have any questions, please contact [Blair Tucker-Gruchala](#).

For more information, the application, success stories, and other resources, please visit the [Team Nutrition website](#).





LEA LOOK FORWARD

Office of Data Management & Assessment

New: 2014 DC CAS Training for Test Chairpersons and LEA Assessment Coordinators

2014 DC CAS Training for Test Chairpersons and LEA Assessment Coordinators will take place Thursday, February 27, 2014 and Friday, February 28, 2014. Attendees will be able to select from one of four half-day sessions, and details about the sessions and registration will be posted subsequently in upcoming OSSE LEA Look Forward editions. Questions should please be directed to [Jessica Enos](#)

New: ADT Page

ADT resources are now available via the link below. Resources include webinar slides, data elements (in .xls format), technology requirements, FAQs, and schedules. Webinar recordings and training information will also be posted on the [ADT page](#). If you have any questions or feedback about the posted resources, please contact OSSE staff via ADT.OSSE@dc.gov

Updates to ADT Data Elements

OSSE will collect demographic and enrollment data from all LEAs via the ADT during SY14-15. A list of data elements was distributed to LEAs via email on December 6. Four minor updates were made to these elements, as follows:

Element Name: LEA ID, School ID, Attending School ID

Data Collection: Demographic and Enrollment

Change: Format is now 'Numeric Value', instead of a specific number of digits (previously listed as 3 or 4 digits only).

Note: 'Attending School ID' is collected only via the 'Enrollment' collection.

Element Name: School Type

Data Collection: Enrollment

Change: Added this optional data element to 'Enrollment' template. This data element comes from the EdFacts 'Directory' file.

Updates have been made to the [Statewide ADT Templates](#) posted on the [ADT page](#).

Reminder: Faculty & Staff Roster SY2013-2014 Data Collection

As a reminder, OSSE is currently collecting Faculty and Staff roster data for SY2013-2014. We are collecting educator data in stages this year to alleviate the burden of prior years' Employed Educator Reports. For the staff that you identify here as teachers and paraprofessionals, we will collect course assignment information in February and March. **This data collection runs from December 1, 2013 and is due on or before January 15, 2014.**

If you have any questions regarding the collection, please email [Emily Persons](#)

Reminder: 2013-14 DC CAS Resource Guide

The 2013-14 District of Columbia Comprehensive Assessment System (DC CAS) Resource Guide, developed to provide teachers and other stakeholders with an understanding of the DC CAS, is now available on OSSE's website. Access and download the [2013-14 DC CAS Resource Guide](#).

Please contact [Jessica Enos](#) with any questions.





LEA LOOK FORWARD

Office of Data Management & Assessment (Continued)

Reminder: Electronic Support Established for the ADT Initiative

The email address adt.osse@dc.gov has been established to support the ADT initiative. OSSE staff members will consistently monitor this account to answer your questions about the ADT (Automated Data Transfer). Please direct your communications to this account regarding the ADT, and you will receive a prompt response. Specifically, contact this account with:

- Questions about how the ADT works
- The installation schedule
- The installation process
- ADT training and webinars
- Questions about technical requirements of the ADT
- Questions about ADT documents and resources (e.g. data elements)

Additionally, please look for direct emails regarding installation dates and updates to your installation schedule.

Staff members will use this email address to correspond directly with LEAs. We look forward to hearing from you!

Please contact [Sarah Sherman](#) with any questions specific to your LEA or other questions regarding the ADT effort.

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: SY 2013-14 DC CAS Roster Confirmation

OSSE is kicking off roster confirmation: a process that involves teachers and administrators verifying and confirming the accuracy of student rosters for the D.C. value-added model. In spring 2014, all charter LEAs participating in Race to the Top must conduct roster confirmation in order to receive value-added results for teachers of ELA and math in grades 4–8. LEAs have the option to additionally include individuals who teach ELA or math in grade 3 and individuals who teach ELA in grades 9–10. Roster confirmation involves teachers and school administrators in the process.

Key Dates for 2013-14 Roster Confirmation

LEA Data Collection:	Monday, December 16 – Friday, January 24
School Setup Period:	Tuesday, February 18 – Friday, February 28
Teacher Roster Confirmation Period:	Monday, March 3 – Friday, March 14
Administrator Review and Approval Period:	Due by Monday, March 24





LEA LOOK FORWARD

Office of Data Management & Assessment (Continued)

LEA data managers will receive all correspondence and serve as your sole contact person for OSSE and our partner, Battelle for Kids (BFK).

There will be a training session for administrators who are new to the roster confirmation process or need a refresher. This training will allow you to effectively support teachers throughout the entire roster confirmation period. The training opportunity will take place on Tuesday, **February 18, 2014**.

A Technical Webinar will take place **Monday, January 13, 2014 from 2:30pm - 3:30pm**, contacts on file with BFK will receive registration emails.

For questions, please contact [Jessica Enos](#), Director of Assessment on **(202) 535-2651**.

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: Change in Demographic and Enrollment Data Collection for All Schools

At the November 22 LEA Data Meeting, the following announcements were made regarding collection of your enrollment and demographic data:

The Public Charter School Board's ProActive data system will ***no longer be able to accept demographic and enrollment data starting in SY2014-2015***. Instead, LEAs will send this data through a new OSSE app called the Automated Data Transfer (ADT). ***The ADT must be installed at your LEA by June 2014.***

The ADT is a direct bridge from your student information system to OSSE. You will be able to send demographic and enrollment data to OSSE nightly to support SEDS and SLED starting in fall 2014.

Please note this will be the only method for you to send enrollment and demographic data to OSSE; the PCSB will receive your data directly from OSSE. Each school has been assigned a set of dates for installation. The schedule was distributed at the November 22 data meeting and is provided below.

To support this effort:

1. Update your contact information with OSSE at osse.leadata@dc.gov. We will contact you directly with important dates and documentation regarding the ADT, and we will also update you via the LEA Look Forward. Data managers, registrars, IT staff, and any staff member who supports your enrollment and demographic data on a regular basis should be involved in the transition to ADT.
2. Attend upcoming OSSE webinars. OSSE will provide important information on ADT functionality and the logistics of installing ADT at your school via webinar. Dates, times, and links to registration are provided in the Look Forward.
3. Look for a memorandum of understanding to be emailed by the end of the calendar year; the MOU will explain this shift and has been written collaboratively by the PCSB and OSSE.





LEA LOOK FORWARD

Office of Data Management & Assessment (Continued)

- Look for a memorandum of understanding to be emailed by the end of the calendar year; the MOU will explain this shift and has been written collaboratively by the PCSB and OSSE.

Please contact [Sarah Sherman](#) with any questions specific to your LEA or other questions regarding the ADT effort.

Schedule for ADT Installation (per LEA):

	Initial Engagement (1 week)		Requirements Gathering (2 weeks)		Development (2 weeks)		Testing (2 weeks)		Training (1 week)	
	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish
Wave 1	11/18/13	11/22/13	12/02/13	12/13/13	12/16/13	12/31/13	01/06/14	01/17/14	01/20/14	01/24/14
Wave 2	01/27/14	01/31/14	02/03/14	02/14/13	02/17/14	02/28/14	03/03/14	03/14/14	03/17/14	03/21/14
Wave 3	03/24/14	03/28/14	03/31/14	04/11/14	04/14/14	04/25/14	04/28/14	05/09/14	05/12/14	05/16/14

Wave 0 LEA's	Wave 1 LEA's	Wave 2 LEA's	Wave 3 LEA's
Community Academy	Achievement Prep PCS	AppleTree Early Learning Center	BASIS
Excel Academy	Center City	Arts and Technology PCS	Community College Preparatory Academy PCS
Maya Angelou Academy	Cesar Chavez PCS	Booker T. Washington PCS	DC Bilingual
	DC Prep PCS	Bridges	Education Strengthens Families (Briya)
	EL Haynes PCS	Capital City	Hope Community Academy
	Friendship PCS	Carlos Rosario International PCS	Inspired Teaching Demonstration
	KIPP	Cedar Tree PCS	Latin American Montessori Bilingual PCS (LAMB)
	Perry Street Prep PCS	Creative Minds International PCS	LAYC Career Academy
	SEED	DC Scholars	Mary McLeod Bethune Day Academy
		Eagle Academy	Maya Angelou Young Adult Learning Center
		Early Childhood Academy	Meridian
		Elsie Whitlow Stokes Community Freedom PCS	Options
		Hospitality	Paul JHS
		Howard University Math & Science	Potomac Lighthouse
		Ideal Academy PCS	Richard Wright for Journalism and Media Arts
		Imagine Southeast	Roots
		Ingenuity Prep	Somerset
		Integrated Design Electronics Academy (IDEA)	St. Coletta Special Education PCS
		Mundo Verde	Tree of Life
		National Collegiate Preparatory	Two Rivers
		Sela	Washington Latin
		Shining Stars Montessori PCS	Washington Math Science Tech
		Sunshine Early Learning Center	Washington Yu Ying
		The Next Step PCS	YouthBuild
		Thurgood Marshall PCS	
		William E. Doar Jr	

November 19, 2013

Reminder: Announcement! 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

General Announcement (Continued)

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 on **(202) 727-1614**.

