



# LEA Special Education Point of Contact Monthly Webinar

May 17, 2023

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OSSE Division of Systems and Supports, K-12 (K12SS)  
OSSE Division of the Chief Information Officer (CIO)  
OSSE Division of Teaching and Learning (TAL)  
OSSE Division of Student Transportation (DOT)

***The LEA Special Education Point of Contact Monthly Webinar will begin momentarily.***

***A copy of today's presentation is available for download through Go To Webinar. To access, expand the 'Handouts' menu.***

# Agenda

- Introduction
- Policy Reminders and Updates
- Individuals with Disabilities Education Act (IDEA) Monitoring Reminders and Updates
- Teaching and Learning (TAL) Reminders and Updates
- Special Populations Assessments Reminders and Updates
- Transportation Reminders and Updates
- PowerSchool Special Programs (PSSP) Reminders and Updates
- Reminders and Announcements



# Introduction

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# Policy Reminders and Updates

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# Chapter 30 Did You Know: Reevaluation Timeline

- The local education agency (LEA) must conduct a reevaluation of each student with a disability to determine continued eligibility at least once every three years, unless the LEA and parent agree it is unnecessary, or if the LEA or parent initiates a reevaluation sooner. (5A DCMR §3007.1)
- Reevaluations conducted prior to the triennial reevaluation must be completed within **60 calendar days** of parental consent. (5A DCMR §3007.5)
- LEAs must respond to a parent's request for a reevaluation within **10 business days** by:
  - Beginning reasonable efforts to obtain parental consent to reevaluate; or
  - Providing prior written notice (PWN) refusing to proceed with the requested reevaluation. (5A DCMR §3007.4)

# 2023-24 School Year Early Access to Students with Disabilities Data Application

This data application gives LEAs timely and appropriate access to information for pre-enrolled students with disabilities after the end of the current school year and prior to the start of the next school year.

Access is available to the eSchoolPLUS points of contact (POCs) below:

- LEA Data Managers
- Heads of School
- Principals
- Special Education POCs
- Pre-K Special Education POCs
- Early Childhood Transition Coordinators

The application became available on **April 26, 2023**, is updated daily and reflects changes in enrollment.

# Early Access to Students with Disabilities Data Application

Provides student demographic information from the Statewide Longitudinal Education Data (SLED) system as well as data points from the Special Education Data System (SEDS) including:

- Primary disability category
- Eligibility start and end dates
- IEP start and end dates
- Special education level
- Weekly service hours
- Related services: setting, time, frequency
- Assistive technology
- Least restrictive environment
- Dedicated aide and hours
- Transportation eligibility and mode
- ESY eligibility
- IDEA Part C services

# Closing Out the 2022-23 School Year

Prior to the end of the 2022-23 school year, LEAs should:

- Complete coronavirus (COVID-19) compensatory services decisions, as appropriate.
- Complete reevaluations and annual IEP team meetings that are due over the summer.
- Complete necessary documentation in SEDS.
  - Service logs, progress reports, prior written notices (PWNs) and summaries of performance for students graduating with a diploma.
- Identify a point of contact who can:
  - Respond to records requests from LEAs receiving students transferring from your LEA; and
  - Receive transition conference invitations and attend transition conferences for children transitioning from IDEA Part C early intervention services (C-to-B transition).



# Preparing for the 2023-24 School Year

To prepare for the 2023-24 school year, LEAs should:

- Submit Transportation Request Forms (TRFs);
- Monitor student enrollments through the Early Access to Students with Disabilities Data Application;
- Conduct an audit of your LEA's SEDS users;
- Ensure all necessary staff complete training on the new PowerSchool Special Programs (PSSP) system;
- Consult with your LEA Data Manager to ensure a smooth switchover of your student information system;
- Prepare for and document the first provision of specialized instruction for students with disabilities younger than age 6; and
- Prepare for the transition from SEDS to PSSP.
- Attend OSSE trainings, as appropriate.

# Preparing for the Transition to PSSP – Policy Considerations

- Consult with your LEA's Transition POC to develop plans for documentation and training.
- Update eligibilities and individualized education programs (IEPs) due within 30 days of your LEA's transition week.
- LEAs must update student records or documentation in statewide special education data systems no later than five business days after a change. (5A DCMR §3029.2)
  - Complete SY2022-23 service logs and progress reports.
  - Summary of performance – 60 calendar days prior to graduation (5A DCMR §3028.5)
  - Extended school year (ESY) service logs and progress reports.
  - Upload assessments, student records, and other relevant documentation.
- Consider additional administrative burdens of working in a new system
  - Summer/start of school training for all relevant staff
  - Budget extra preparation time for annual IEP meetings

# Physical Restraint Trainings

- OSSE is again providing in-person training for certification in the Mandt System, a de-escalation and physical restraint training program. All trainings are provided by Onyx Therapy Group.
- For more information and training dates to be held at the OSSE office, please see the [Chapter 30 Resources](#) page.
- **NEW!** LEAs interested in hosting in-person trainings at their school buildings can contact Christie Weaver-Harris ([Christie.Weaver-Harris@dc.gov](mailto:Christie.Weaver-Harris@dc.gov)) or Monica Rizo ([Monica.Rizo2@dc.gov](mailto:Monica.Rizo2@dc.gov)) for information on available dates and requirements related to physical space, technology and staff attendance.

# Paraprofessionals Training Series

OSSE is pleased to announce a new six-part training series for paraprofessionals and aides serving students with disabilities that provides an overview of:

- Paraprofessional roles and responsibilities;
- Principles of special education;
- Specialized instruction and instructional supports;
- Curriculum and content knowledge; and
- Classroom and behavior supports.

This series is ideal for special education paraprofessionals, aides and similar support staff and will be offered in the spring and late summer 2023.

For more information and training dates, please see the [Chapter 30 Resources](#) page.



# Individuals with Disabilities Education Act (IDEA) Monitoring Reminders and Updates

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# Reports in DC Corrective Action Tracking System (DC CATS)

Report Name	Year	Date of Notification	Prong 1 Due	Prong 2 Due
1. Initial Evaluation	2022-23	Aug. 18, 2022	Nov. 16, 2022	Aug. 18, 2023
2. Onsite or Desktop Monitoring	2022-23	Dec. 28, 2022	March 27, 2023	Dec. 28, 2023
3. Secondary Transition*	2022-23	TBD	TBD	TBD
4. Reevaluation**	2022-23	TBD	TBD	TBD

\* **May 18, 2023** - Secondary Transition 30 Day Correction Window Closes

\*\* **May 24, 2023** - Reevaluation 30 Day Correction Window Closes

Questions about your LEA's open reports? Please contact Karen Morgan-Donaldson at [Karen.Morgan-Donaldson@dc.gov](mailto:Karen.Morgan-Donaldson@dc.gov).



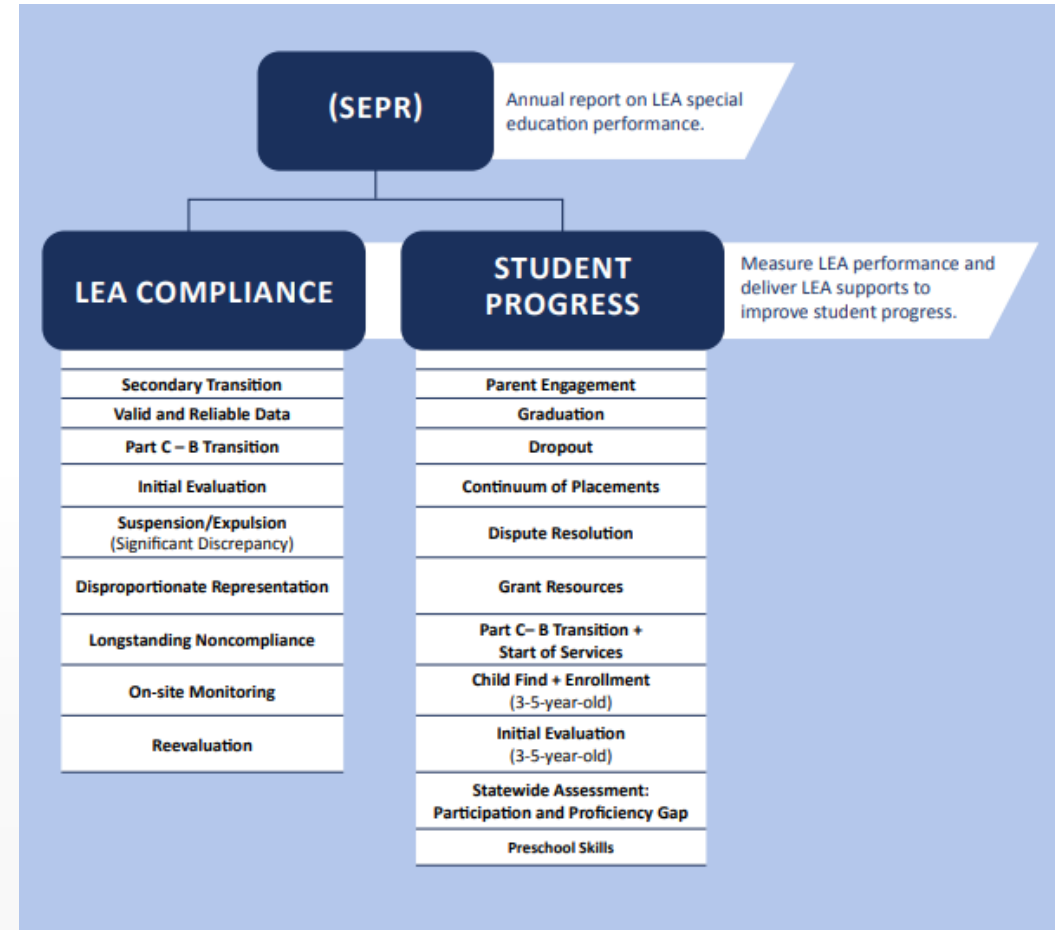
# Upcoming IDEA Monitoring Activities

<b>Monitoring Activity</b>	<b>Time Period Being Monitored</b>	<b>Monitoring Time Period</b>
<b>Initial Evaluation</b>	<b>July 1, 2022 – June 30, 2023</b>	<b>Initial Report – July 2023 Final Report – August 2023</b>
<b>C to B Timeliness</b>	<b>July 1, 2022 – June 30, 2023</b>	<b>Initial Report – August 2023 Final Report – September 2023</b>

**Important – Please make sure you are saving any and all documentation in SEDS prior to your LEA’s “zero week” as part of the transition to Special Programs.**

# Special Education Performance Report (SEPR)

- **May 25th at 3:00 p.m.-** Office Hours Please email [Karen.Morgan-Donaldson@dc.gov](mailto:Karen.Morgan-Donaldson@dc.gov) to RSVP.
- **June 2023** – Initial LEA SEPR released to LEAs in QuickBase.
- **June to September** – Appeal window afforded to LEAs.
- **September 2023** – Final LEA SEPR released to the public on OSSE’s website.







# Teaching and Learning Reminders and Updates

# Multi-Tiered System of Supports (MTSS) Community of Practice

Multi-Tiered System of Supports (MTSS) is a comprehensive system of academic, social and emotional supports aimed at improving learning outcomes for all students. OSSE is excited to start a Community of Practice (CoP) for educators and leaders to support the understanding and implementation of MTSS.

Participants of the CoP will engage in the following ways:

- Connect with other educators at various phases of MTSS implementation;
- Share experiences, strategies, innovation and provide support;
- Identify and problem-solve barriers and problems of practice; and
- Develop and review MTSS implementation resources.

The sessions will be offered monthly through June 2023 and are open to all District of Columbia educators interested in sharing knowledge, exploring best practices and developing resources on MTSS. [Register here](#).

For questions, please contact MTSS Specialist Angela Awonaike at: [Angela.Awonaike@dc.gov](mailto:Angela.Awonaike@dc.gov).



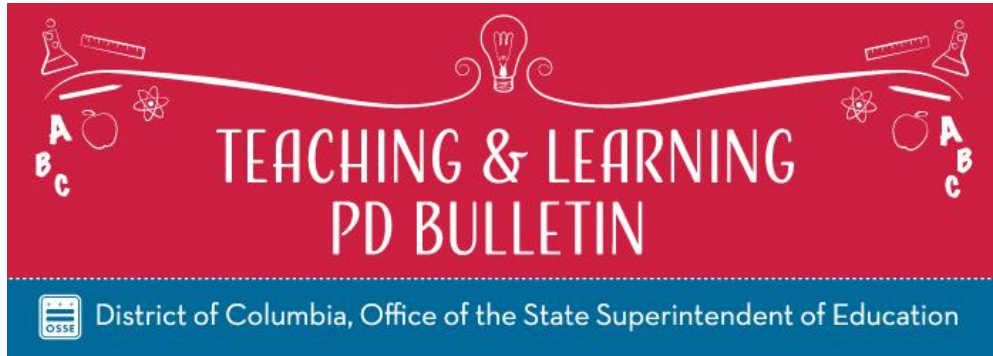
# Dyslexia Awareness

The OSSE [Dyslexia DC](#) landing page offers an overview of [DC Law 23-191](#) Addressing Dyslexia and Other Reading Difficulties Amendment Act of 2020. The page includes the [2022-23 School Year Approved Kindergarten - 2nd Grade Universal Screeners](#) and the [Universal Literacy Screener Guidance](#).

OSSE's three-part **dyslexia awareness course** is ideal for all educators serving grades kindergarten through grade 12 who lead and support literacy instruction and language development. Participants can earn up to 16 professional learning units (PLUs) for completion of all three modules. Please register [here](#). For questions, please contact Celina Ketelsen at: [Celina.Ketelsen@dc.gov](mailto:Celina.Ketelsen@dc.gov).

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# Additional PD Opportunities



All DC educators are encouraged to subscribe to the monthly TAL PD Bulletin to stay informed of upcoming PD sessions, resources, and tips from fellow educators. [Subscribe here.](#)

Find registration links for all upcoming PD sessions in the most recent TAL PD Bulletin, [viewable here.](#)

# Foundations of Special Education Skill-Building Opportunities for DC Educators

## Praxis & Stipend:

**Limited** to pre-K through grade 12 educators serving in DC public and public charter schools who hold a **current and active OSSE standard teaching credential** in any subject area other than special education.

## OBTAIN ENDORSEMENT BY SUMMER 2023

**\$1,500 Stipend**

**CREDENTIAL:** Submit application in Educator Credential Information System (ECIS) for Special Education Endorsement (add-on to DC Standard Teacher Credential)

**PRAXIS:** Special Education Praxis Exam (fee waived)

## Coursework & Micro-credentials:

**Open to all** pre-K through grade 12+ educators, including general and special education teachers, staff and school leaders, serving in DC LEAs.

**Up to 32 PLUs**

**MICRO-CREDENTIAL 2:** Using Data to Implement IEPs; Interventions and Assessments; High-leverage Instructional Practices

**COURSE 4:** Evidence-based Instructional Models

**COURSE 3:** Using Data to Develop Student Supports

**MICRO-CREDENTIAL 1:** Using Data to Develop High-Quality IEPs; Ensuring Continuum of Supports and Services; Equity

**COURSE 2:** The IEP Team and Process

**COURSE 1:** Introduction to Special Education

Coursework is centered on key knowledge and skills needed to serve students with disabilities.



# Foundations of Special Education

## Skill-Building Opportunities for DC Educators

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**\$1,500  
Incentive  
Pay**

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**Micro-credential 2:** Using Data to Implement IEPs; Interventions and Assessments; High-leverage Instructional Practices

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**Course 3:** Using Data to Develop Student Supports

**Micro-credential 1:** Using Data to Develop High-Quality IEPs; Ensuring Continuum of Supports and Services; Equity

**Course 2:** The IEP Team and Process

**Course 1:** Introduction to Special Education

*Coursework is centered on key knowledge and skills needed to serve students with disabilities.*



# Special Populations Assessments Reminders and Updates

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# 2022-23 Statewide Testing Windows

<p><b>Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS/Alt ACCESS for ELLs)</b> *Alt ACCESS Field Test</p>	<p><b>Feb. 13 - March 24, 2023</b></p>	
<p><b>Multi-State Alternate Assessment (MSAA) and Dynamic Learning Maps (DLM)</b></p>	<p><b>March 13 - April 28, 2023</b></p>	
<p><b>Partnership for Assessment of Readiness for College and Careers (PARCC) and DC Science</b></p>	<p><b>Online Testing</b></p>	<p><b>Paper Testing (accommodations only)</b></p>
	<p><b>April 3 - May 26, 2023</b></p>	<p><b>April 3 - May 19, 2023</b></p>



# See you in June!

The Assessment Team is wrapping up the 2022-23 school year administration cycle.

Please attend the Next Generation Assessment (NGA) meeting scheduled for **Tuesday, June 13, 2023.**

If you need to register or if you would like more information:

[OSSE.Assessments@dc.gov](mailto:OSSE.Assessments@dc.gov)





# Transportation Reminders and Updates

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# Transportation Requests Enhancements Training

OSSE released the enhancements to the Integrated Data Submission (IDS) Tool Transportation Requests on Tuesday, March 8, 2023.

The enhancements consist of:

- The ability to update an individual student record
- The ability to transfer students between schools within a single LEA during **the next school year transition**
- The ability to submit the LEA and school calendar details
- Validation checks against authoritative data such as 504, CFSA and homeless
- Key metrics for managing student submissions

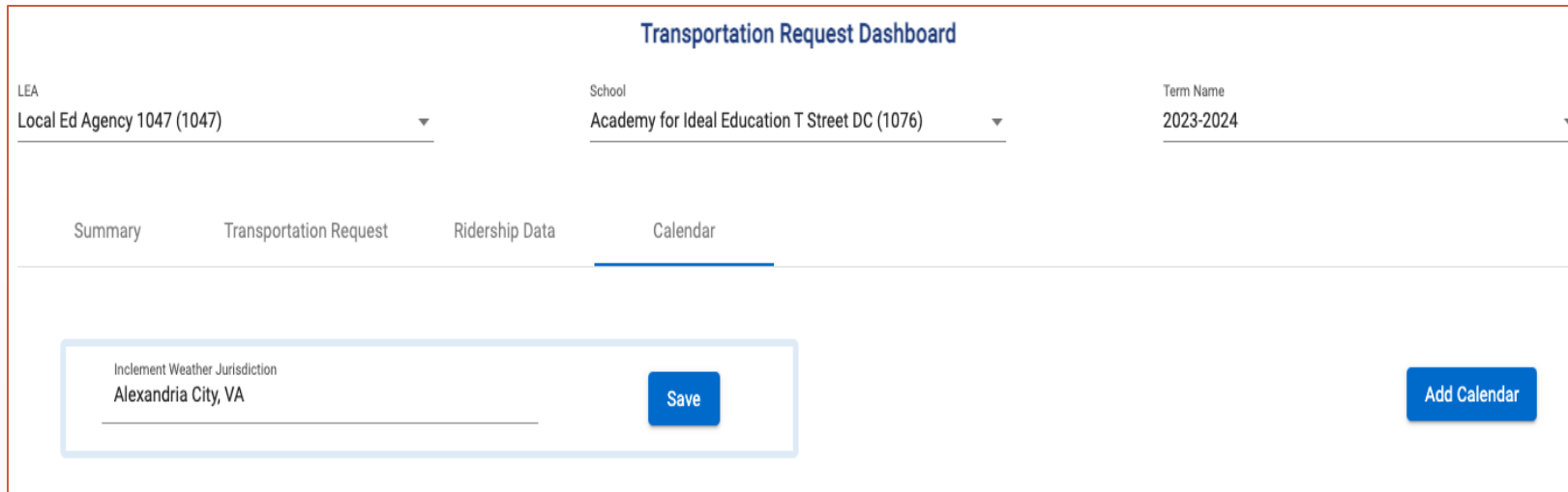
To register for an upcoming training, please visit the [OSSE Training Registration](#) application.

# Calendar Submissions

OSSE will utilize information provided by the LEA in the School/LEA Information Management System (SLIMS)\* and eSchoolPLUS to reduce the data entry burden on LEAs.

Within the calendar module, LEA users will have the ability to:

- Indicate the LEA's Inclement Weather Jurisdiction;
- Create a single calendar; and
- Copy a calendar across multiple schools.



The screenshot displays the "Transportation Request Dashboard" interface. At the top, there are three dropdown menus for "LEA" (Local Ed Agency 1047 (1047)), "School" (Academy for Ideal Education T Street DC (1076)), and "Term Name" (2023-2024). Below these are four tabs: "Summary", "Transportation Request", "Ridership Data", and "Calendar". The "Calendar" tab is active. In the main content area, there is a form with a label "Inclement Weather Jurisdiction" and a text input field containing "Alexandria City, VA". To the right of the input field is a blue "Save" button. Further to the right is another blue button labeled "Add Calendar".

\*Charter schools SLIMS' data are provided to OSSE by the DC Public Charter School Board (PCSB). Charter schools must contact PCSB for any changes.

# Calendar Submissions

## SLIMS and eSchoolPLUS Data Elements

Elements	Source
School Name	SLIMS
School Code	SLIMS
LEA Code	SLIMS
School Address	SLIMS
Principal	SLIMS
Grades Offered	SLIMS
First Day of School	eSchoolPLUS
Last Day of School	eSchoolPLUS
Non-Instructional Days	eSchoolPLUS
Reason for Non-Instructional Day	eSchoolPLUS

# Calendar Submissions

The LEA will need to enter the data for the below elements.

Elements	Elements
Inclement Weather Jurisdiction	Early Dismissal Time
Is there a transportation address different from school address	Is Early Dismissal Time Recurring?
Term	How Often Does Early Dismissal Time Recur?
Program/Calendar Type	What is/are the Early Dismissal Day(s)?
Cohort Schedule	Do you have an Additional Dismissal Bell?
Reason for Submitting Calendar	Additional Bell Time
Student Entry Time	Is Additional Bell Time Recurring?
Instruction Start Time	How Often Does Additional Bell Time Occur?
PM Dismissal Time	What is/are the Additional Bell Day(s)?
Do you have an Early Dismissal Time	Inactive



# PowerSchool Special Programs Reminders and Updates

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# Migrating Student Data

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# Students Being Migrated into Special Programs

## Migrate into Special Programs

Migrate any student who, in the last five years, had a **special education event** (including active and inactive students) **AND** the student is 35 and younger as of the start of the LEA's zero week.

## What is a Special Education Event?

A Special Education Event is defined as:

- Parental Consent;
- Referral;
- Eligibility;
- IEP;
- Referral Discontinuation;
- Parental Consent Discontinuation;
- Non-Eligibility Determination;
- Medicaid Parental Consent

# Where is the Data that is Not Being Migrated?

- OSSE will maintain all of the data that was not migrated.
- If the LEA needs access to students that were not migrated, an OST ticket will need to be submitted. OSSE will upload the student documents into Box. The SLA will vary based on the nature of the request.



**Zero Weeks**

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# LEAs in Zero Week I: 06/26 - 06/29/2023

LEA Name
Achievement Preparatory Academy PCS
Breakthrough Montessori PCS
Carlos Rosario International PCS
DYRS
I Dream PCS
Ingenuity Prep PCS
Kingsman Academy PCS
LEARN DC PCS
Maya Angelou PCS
Social Justice PCS
The Sojourner Truth School PCS
YouthBuild PCS

# LEAs in Zero Week II: 07/17 - 07/21/2023

LEA Name
Academy of Hope Adult PCS
AppleTree Early Learning PCS
BASIS DC PCS
E. L. Haynes PCS
Girls Global Academy PCS
Goodwill Excel Center PCS
Hope Community PCS
IDEA PCS
KIPP DC PCS
Latin American Montessori Bilingual PCS
The Family Place PCS
Washington Leadership Academy PCS

# LEAs in Zero Week III: 08/07 - 08/11/2023

LEA Name		
Bridges PCS	Eagle Academy PCS	Richard Wright PCS
Briya PCS	Early Childhood Academy PCS	Rocketship Education DC PCS
Capital City PCS	Elsie Whitlow Stokes PCS	Roots PCS
Capital Village PCS	Friendship PCS	SEED PCS
Cedar Tree Academy PCS	Global Citizen PCS	Sela PCS
Center City PCS	Harmony DC PCS	Shining Stars Montessori PCS
Cesar Chavez PCS for Public Policy	Howard University PCS	St. Coletta Special Education PCS
Creative Minds International PCS	Inspired Teaching PCS	Statesmen College for Boys PCS
DC Bilingual PCS	LAYC Career Academy PCS	The Children's Guild DC PCS
DC Prep PCS	Mary McLeod Bethune Academy PCS	Thurgood Marshall Academy PCS
DC Wildflower PCS	Mundo Verde Bilingual PCS	Washington Global PCS
Digital Pioneer Academy PCS	Paul PCS	Washington Yu Ying PCS
District of Columbia International PCS	Perry Street Preparatory PCS	

# LEAs in Zero Week IV: 08/14 - 08/18/2023

LEA Name
Community College Preparatory Academy PCS
District of Columbia Public Schools
Lee Montessori PCS
Meridian PCS
The Next Steps/El Proximo Paso PCS
Two Rivers PCS
Washington Latin PCS



# Training Updates

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# Special Programs Course Matrix

COURSE ID	COURSE NAME	LEA DATA ADMINISTRATOR/HELP DESK	SPECIAL EDUCATION COORDINATOR	SPECIAL EDUCATION TEACHER	RELATED SERVICE PROVIDER	504 COORDINATOR	TRANSPORTATION COORDINATOR ASSESSMENT COORDINATOR	LEA VIEWER
EUX 101	End User Experience	Yes	Yes	Yes	Yes	Yes	Yes	Yes
RRW 120	Report Writer	Yes	Yes	Yes	Yes	Yes	Yes	Yes
REX 121	Referral and Eligibility	Yes	Yes	Yes	No	No	No	No
IEP 131	The Individual Education Program (IEP)	Yes	Yes	Yes	No	No	No	No
DDS 141	Documenting and Delivering Related Services	Yes	Yes	No	Yes	No	No	No
BEH 151	Behavior	Yes	Yes	No	Yes	No	No	No
SEC 161	Section 504	Yes	No	No	No	Yes	No	No
EUS 171	Basic Platform Administration	Yes	No	No	No	No	No	No
BPA 200	End User Sped Module	No	No	No	No	No	Yes	No



# Upcoming Training Sessions

- End User Experience
- Report Writer
- Basic Platform Administration
- Referral & Eligibility
- The Individualized Education Program
- Documenting & Delivering Related Services

# OSSE Learning Management System (LMS)

- OSSE will migrate all Special Programs trainings to the OSSE LMS by the end of May.
- Training registration will take place in the OSSE LMS.
- Participants will have access to recorded sessions.



# Reminders and Announcements

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- On July 1, 2022, the new Chapter 30 special education regulations went into effect.
- OSSE's [Local Special Education Law and Regulations](#) page.
- See the [Chapter 30 Resources](#) page for:
  - Updated eligibility worksheets
  - Overview of Chapter 30 training
  - Disability Categories training
  - Seclusion and Restraint Requirements training

## Chapter 30 Special Education Regulations

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Effective July 1, 2022



# Special Education Law Training Modules

OSSE has partnered with Legal Resource Publications (LRP) to provide school district staff with access to DirectSTEP® eLearning courses. In each eCourse you will:

- Receive training on IDEA legal requirements
- Learn at your own pace
- Take three courses based on individual training needs
- Engage in learning through quizzes and activities
- Learn how to make decisions that are educationally and legally sound
- Receive a certificate of completion



Get started today by visiting [OSSE DirectSTEP](#) and self-register for your DirectSTEP® eCourses.

# Upcoming Trainings with LRP Special Ed Connection



For more information about Special Ed Connection, please contact [Karen.Morgan-Donaldson@dc.gov](mailto:Karen.Morgan-Donaldson@dc.gov).

# Child Outcomes Summary (COS) Checkpoint

All COS entry and exit data for the 2022-23 school year is due on Friday, June 30, 2023. To prepare for this checkpoint, LEAs should:

- Schedule a meeting with individuals who are most familiar with the student to collectively assess his/her abilities in the three functional skills areas.
- Confirm that you have completed all noted discrepancies from the January COS checkpoint.
- Complete exit data for every child who left your LEA during the school year or who will be promoted to kindergarten during the 2023-24 school year.

For additional support, please email [OSSE.COSFAQ@dc.gov](mailto:OSSE.COSFAQ@dc.gov)



# Early Childhood Special Education Summer Referrals

The transfer of active and new referrals for children enrolling in your LEA began on May 1, 2023. Remember to:

- Acknowledge all new referrals in SEDS within 3 days of receipt of notification. The referral date is the date of notification.
- Participate in all Part C transition meetings.
- All special education related activities must continue even during your LEA's "Zero" week of the PSSP migration.

# Missed a Webinar?

Visit our webpage - [LEA Special Education Points of Contact Monthly Webinar Series](#)

- Watch previous webinars
- Download training resources and materials

Recording of this webinar and slides will be posted to the webpage above within one week of the live webinar.

# Upcoming SPED POC Webinar

NEXT WEBINAR:

**This concludes our 2022-23 School Year Webinar Series.**

OSSE will announce the LEA Special Education Point of Contact Monthly Webinar Series for the 2023-24 School Year in the OSSE LEA Look Forward.

To subscribe to OSSE's LEA Look Forward, please contact OSSE Communications at

[OSSE.Communications@dc.gov](mailto:OSSE.Communications@dc.gov) and provide your first name, last name and email address.



# Complete our Survey

Please provide your feedback on the May 2023 SPED Webinar:

[www.surveymonkey.com/r/72GSFQW](https://www.surveymonkey.com/r/72GSFQW)





**Thank You!**

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# Appendix

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# OSSE Contact Information for LEA Special Education POCs

Topic	Point of Contact	Email/Phone
Policy & Guidance	OSSE Special Education Policy Team	<a href="mailto:OSSE.DSEpolicy@dc.gov">OSSE.DSEpolicy@dc.gov</a>
Monitoring & Compliance	Karen Morgan-Donaldson, IDEA Part B Monitoring and Compliance Team	<a href="mailto:Karen.Morgan-Donaldson@dc.gov">Karen.Morgan-Donaldson@dc.gov</a>
	Sharon Powell, Nonpublic Monitoring Team	<a href="mailto:Sharon.Powell@dc.gov">Sharon.Powell@dc.gov</a>
Evidence-Based Practice	Byul Yim, Teaching and Learning Division	<a href="mailto:byul.yim1@dc.gov">byul.yim1@dc.gov</a>
Data Apps & Systems	Use the <a href="#">OSSE Support Tool</a> for questions or support with special education data systems and applications Locate your LEA's <a href="#">DAR Liaison</a>	<a href="#">OSSE Support Tool</a> <a href="#">Locate DAR Liaison</a>
Preschool Special Education	Dawn Hilton, Special Education Supervisory Coordinator, Division of Early Learning	<a href="mailto:Dawn.Hilton1@dc.gov">Dawn.Hilton1@dc.gov</a>
	Child Outcomes Summary Data Collection	<a href="mailto:OSSE.COSFAQ@dc.gov">OSSE.COSFAQ@dc.gov</a>
Assessment Accommodations	Asaad Fulton, Assessment Specialist, Special Populations	<a href="mailto:Asaad.Fulton@dc.gov">Asaad.Fulton@dc.gov</a>
Student Transportation	TOTE Support Team:	(202) 576-5520 or <a href="mailto:DOT.Data@dc.gov">DOT.Data@dc.gov</a>
	School Liaisons and Parent Resource Center	(202) 576-5000 <i>(follow prompt for school officials)</i>

# The Role of the LEA Special Education POC (LEA SPED POC)

## Policy and Guidance

- Liaise with OSSE and your LEA on special education policy and guidance
- Identify key areas of need for special education technical assistance and professional development

## Monitoring and Compliance

- Liaise with OSSE IDEA Part B Monitoring and Non-Public Team
- Ensure implementation of dispute resolution correction of noncompliance

## Evidence-Based Practice

- Support LEA staff in leveraging OSSE resources on evidence-based practices in serving students with disabilities
- Share training opportunities with staff

## Data Apps and Systems

- Serve as the SEDS administrator and trainer on behalf of all LEA staff
- Access and leverage student-level data from multiple OSSE systems (Qlik, SLED, etc.)

- LEA leaders may assign one or more staff members as the LEA SE POC and may divide duties to best meet the needs of the LEA.
- LEA SPED POCS must be [assigned this role](#) in eSchoolPLUS to receive official OSSE communications targeted to their role. Contact your LEA Data Manager to add your name and email to the [eSchoolPLUS contact list](#).



# Coordination Between LEA SPED POCs and LEA Teams

LEA SPED POCs coordinate with a range of other POCs to support with the work listed below. Please connect with the staff members who serve in the following roles to ensure you are prepared to support one another throughout the school year.

## LEA Assessment POC

- Ensure students with disabilities receive appropriate assessment accommodations, as documented in IEPs
- Determine Alternate Assessment eligibility for students with cognitive disabilities

## LEA Transportation POC

- Provided updates to your LEA on transportation policies, guidance and eligibility criteria
- Ensure timely submission of all Transportation Request Forms (TRFs).

## Pre-K Special Education POC

- Serve 3- to 5-year-old students with disabilities
- Support pre-K SPED POC in collecting Child Outcomes Summary data, as needed

## LEA Data Manager

- Ensure accurate enrollment data to allow transfer of records in SEDS for students with disabilities
- Access and leverage student-level data from multiple OSSE systems (Qlik, SLED, SIS, etc.)

## Early Childhood Transition Coordinator

- Coordinate a smooth C to B Transition for newly enrolled 3- or 4-year-old children from the DC Early Intervention Program ('Strong Start')
- Coordinate Child Find duties for young children

## LEA English Learner Coordinator

- Serve students who are dually identified as English learners with disabilities, including appropriate assessment accommodations, evaluations and service provision in other languages, family engagement and communication, etc.

# ESY Contacts

- Student Transportation Services: Jason Campbell, Associate Director, DOT Audit/Compliance: [Jason.Campbell@dc.gov](mailto:Jason.Campbell@dc.gov)
- Transportation Data Systems: Stephanie Davis, Deputy CIO: [Stephanie.Davis3@dc.gov](mailto:Stephanie.Davis3@dc.gov)
- ESY eligibility and services: Christie Weaver-Harris, Policy Manager: [Christie.Weaver-Harris@dc.gov](mailto:Christie.Weaver-Harris@dc.gov)
- Special education program supports and consultation services: Opportunity Consulting, [DCSPED@opportunityconsulting.com](mailto:DCSPED@opportunityconsulting.com)
- ESY funding: Ryan Aurori, Director, Budget and Finance: [Ryan.Aurori@dc.gov](mailto:Ryan.Aurori@dc.gov)
- For assistance with the SLED ESY Module, eSchoolPLUS, IDS Transportation Request Tool or SEDS: [OSSE Support Tool](#)
- For SLED access: SLED Team, [SLED.info@dc.gov](mailto:SLED.info@dc.gov)

# ESY Resources

- [2023 ESY Preparation Guide](#)
- [Extended School Year \(ESY\) Services Policy](#)
- [Extended School Year \(ESY\) Services Frequently Asked Questions](#)
- [Special Education Policy Bulletin: Extended School Year \(ESY\) Services \(April 2021\)](#)
- Contact the policy team in the Division of Systems and Supports, K-12 at [OSSE.DSEpolicy@dc.gov](mailto:OSSE.DSEpolicy@dc.gov).