


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

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





# LEA Special Education Points of Contact Monthly Webinar

February 19, 2020



OSSE Division of Data, Assessment, and Research

OSSE Division of Student Transportation

OSSE Division of Systems and Supports, K-12

OSSE Division of Teaching and Learning

# February 2020 LEA SE POC Webinar Agenda

- IEP Implementation for Transfer Students Policy and Comparable Services Requirements
- Documenting Comparable Services in SEDS
- Extended School Year (ESY) for 2020
- **REMINDER:** Access for Nonpublic Users
- General Reminders and Announcements



## IEP Implementation for Transfer Students Policy Overview

- Responsibilities and timelines
  - Comparable services
  - Tips and best practices
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# IEP Implementation for Transfer Students

The IEP Implementation for Transfer Students Policy outlines specific responsibilities for LEAs serving in-state, out-of-state, and private school transfer students:

- With an existing IEP, or
- With a pending referral or in-process initial evaluation.
- Under DCMR Chapter 30, LEAs are responsible for students transferring between DC LEAs:
  - During the school year: upon Stage 4 enrollment.
  - Between school years (during the summer): first day of school.

Access the IEP Implementation for Transfer Students Policy on OSSE's Special Education Policy page: <https://osse.dc.gov/publication/osse-releases-individualized-education-program-iep-implementation-transfer-students>

# Transfer Students: Records

- LEAs must request the student's records from the previous LEA within 5 business days of enrollment.
- The previous LEA must provide the student's records to the new LEA within 10 business days of the request.
  - Including the transfer of paper documents, if necessary.
- If the student is transferring from out-of-state, the LEA must upload the IEP into SEDS within 10 business days of receipt.
- If the new LEA is unable to obtain the student's IEP, the LEA must fulfill its child find obligations if it has reason to suspect the child may be a child with a disability.



# Transfer Students: Comparable Services

- A new LEA, in consultation with the parents, must provide FAPE in the form of comparable services to transfer students with existing IEPs.
- Comparable services are similar or equivalent to those described in the existing IEP.
  - Can include equitable services provided to parentally-placed private school students as documented in the student's Individual Services Plan (ISP).
- The new LEA must implement comparable services as soon as possible, but no later than 20 calendar days after receipt of the existing IEP.

# Transfer Students: Comparable Services

- Comparable services must be tracked and documented in SEDS.
  - In-state IEPs are automatically transferred within SEDS upon request of the new LEA. The Comparable Services tab in SEDS is not used in this scenario.
  - Out-of-state IEPs and private school ISPs must be manually uploaded into SEDS using the Transfer Student Intake process in the Comparable Services tab.



# Transfer Students: Best Practices

- Ask incoming stage 4 enrolled students if they have previously received special education services.
- Request records transfers as soon as possible.
- Pay attention to eligibility and IEP due dates.
  - Plan for triennial reevaluations.
  - Expired or expiring IEPs cannot be adopted.
- Begin collecting information and data on student performance as soon as possible to assist in determining the appropriateness of the student's IEP or whether a full evaluation of an out-of-state transfer student is necessary.
- Provide comparable services as soon as possible (and no later than 20 calendar days after receipt of the existing IEP).

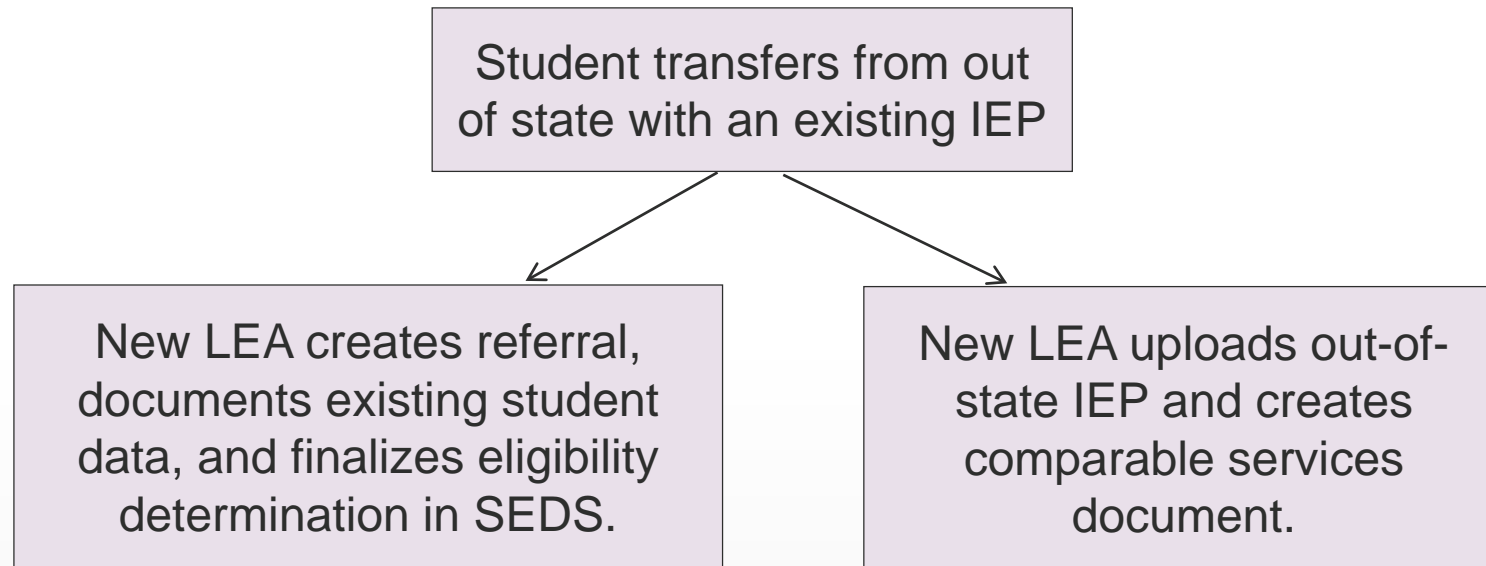


# Documenting Comparable Services in SEDS

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# Comparable Services Process

When a student with an existing IEP transfers to a new LEA, the new LEA must undertake two separate processes\* simultaneously:

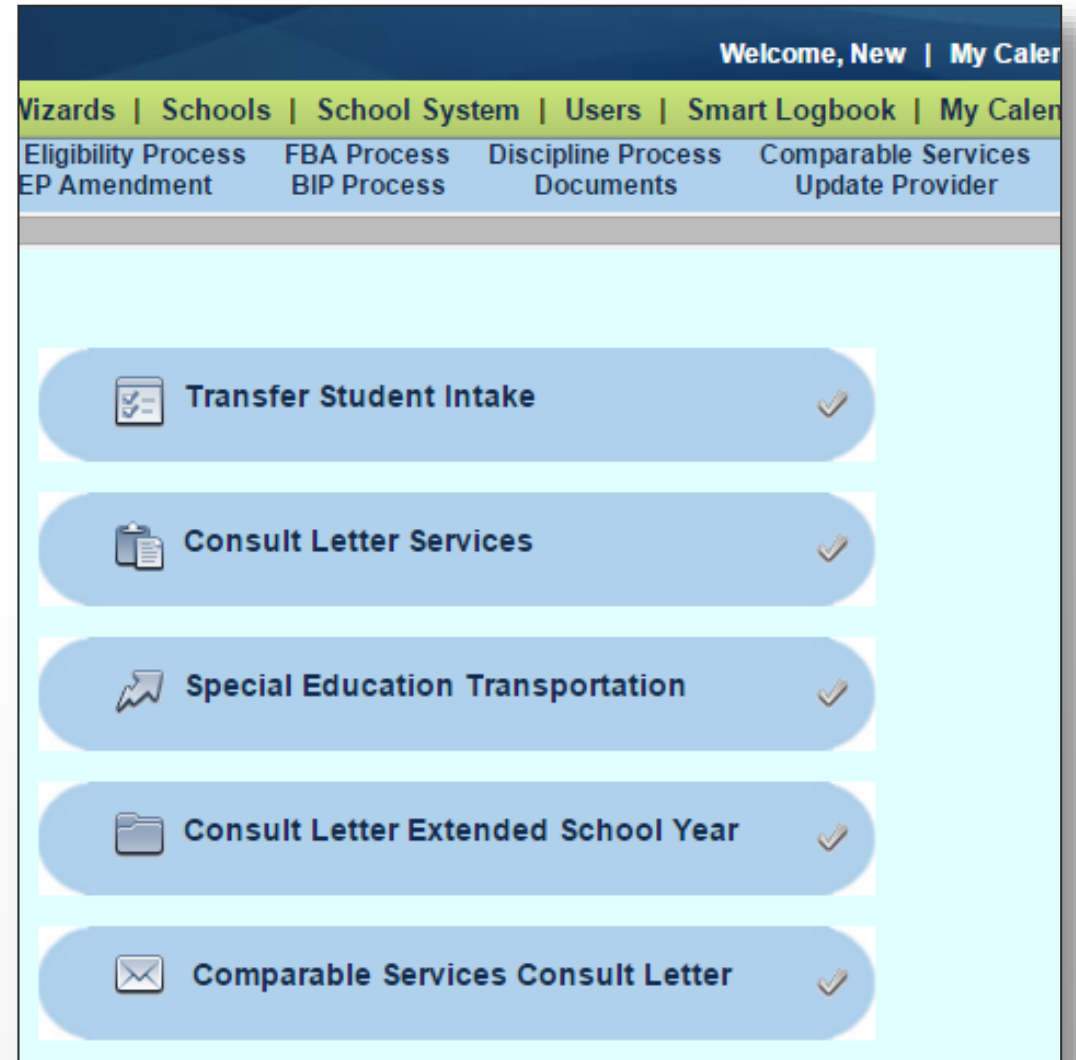


Comparable services are similar or equivalent to the services described in the IEP from the previous LEA or the equitable services described in the Individual Services Plan (private school transfer).

\*Both processes are described in the IEP Implementation for Transfer Students Policy, pp. 3-4.

# Comparable Services

1. Work with the school registrar to ensure the transfer student is properly enrolled (and thereby shows up in SEDS).
2. Go to the “Comparable Services” tab to begin the Transfer Student Intake process.
3. Complete all 5 sections of this process.



# Comparable Services – Student Intake

**PART 1: Transfer Student Intake:** Once the out-of-state IEP is obtained, upload it to SEDS by creating a cover sheet. This same process can be used for private school Individual Services Plans (ISPs).

**Transfer Student Intake**
**Gina General1101**

Student Information				
Student Name	Local ID	State USI	Date of Birth	Student Grade
Gina General1101	GINA1101	TRN0016644	06/01/1999	5th Grade

LEA / School Information		
LEA of Enrollment	School / Site	Case Manager
Docs Demo	1st Street Academy	Lea Admin101

**Transfer Student Existing Program:**

Create EasyFAX Cover Sheet for Out-Of-State IEP

Date Generated	Document Type	Attachments	Date Received	Upload
12/29/2014	<a href="#">EasyFAX External IEP Cover Sheet</a>	<a href="#">Gina Out-of-State IEP</a>	12/29/2014	<span style="background-color: #6aa84f; color: white; padding: 5px 10px; border-radius: 5px;">Upload Files</span>

Permitted file extensions are: **PDF, DOC, XLS, TXT, RTF, PPT, TIF, JPG, PNG, XLSX, PPTX, and DOCX**  
 No file may be greater than **3.00 MB** in size.

# Comparable Services – Consult Letter Services

**PART 2: Consult Letter Services:** Create a comparable services document by adding specialized instruction and related services that are similar or equivalent to what is listed in the existing out-of-state IEP.

**Consult Letter Services**
**Gina General1101**

Update the Database

**Special Education Services**

Del	Special Education Service	Setting	Amount of Time	Begin Date *	End Date *	Provider *	
<input type="checkbox"/>	Specialized Instruction	General Education ▼	15 hr per wk ▼	01/05/2015	01/04/2016	Lea Admin101 ▼	<span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #e0f0e0;">Details</span>

Add Special Education Service

**Related Services**


Del	Related Service	Setting	Amount of Time	Begin Date *	End Date *	Provider *	
<input type="checkbox"/>	Speech-Language Pathology	Outside General Education ▼	60 min per wk ▼	01/05/2015	01/04/2016	Art Articulate ▼	<span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #e0f0e0;">Details</span>

Add Related Service

# Comparable Services – Transportation

**PART 3: Special Education Transportation:** This page allows an IEP team to quickly determine if a transfer student qualifies for transportation services (without waiting for the full IEP process to be completed 60 or 90 days later).

- This page replicates the transportation page in the regular IEP process and requires all of the same information, including a transportation eligibility worksheet.


Special Education Transportation		Gina General1101		
Student Information				
Student Name	Local ID	State USI	Date of Birth	Student Grade
Gina General1101	GINA1101	TRN0016644	06/01/1999	5th Grade
LEA / School Information				
LEA of Enrollment	School / Site	Case Manager		
Docs Demo	1st Street Academy	Lea Admin101		
<b>Eligibility Criteria for Special Education Transportation Services</b>				
	The student's IEP Team is required to apply the established state-level criteria to determine eligibility for special education transportation services. IEP Teams should consider eligibility under the following category order: Medically Fragile Student (MFS), Structured Transportation Supports (STS), and Accessing Specialized Program (ASP).			



# Comparable Services – ESY

**PART 4: Extended School Year (ESY) Services:** This page allows an IEP team to quickly determine if a transfer student qualifies for ESY services (without waiting for the full IEP process to be completed later).

- This page replicates the ESY page in the regular IEP process and requires all of the same information, including the ESY eligibility worksheet.

Extended School Year Services					Gina General1101
Student Information					
Student Name	Local ID	State USI	Date of Birth	Student Grade	
Gina General1101	GINA1101	TRN0016644	06/01/1999	5th Grade	
LEA / School Information					
LEA of Enrollment	School / Site		Case Manager		
Docs Demo	1st Street Academy		Lea Admin101		
ESY Eligibility ?					
 The IEP Team is required to review the Extended School Year (ESY) Policy requirements prior to making a decision about the student's ESY eligibility. Follow the link to the Criteria Worksheet. Complete the worksheet to determine whether the student is eligible for ESY. Fax in the worksheet using the coversheet within five (5) business days of the ESY eligibility determination.					

# Comparable Services – Generate Consult Letter

**PART 5: Generate Comparable Services Consult Letter:** This last section of the process captures additional information needed to generate the comparable services consultation letter.

- LEA designee signs the letter
- Letter and copy of the out-of-state IEP are provided to the parent
- PWN for Initial Provision of Services is provided to the parent

**Comparable Services Consult Letter** Gina General1101

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**Student Information**


Student Name	Local ID	State USI	Date of Birth	Student Grade
Gina General1101	GINA1101	TRN0016644	06/01/1999	5th Grade

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**LEA / School Information**

LEA of Enrollment	School / Site	Case Manager
Docs Demo	1st Street Academy	Lea Admin101

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 The LEA must provide the parent with a copy of the draft Consult Letter document and the Out-of-State IEP prior to creating the final Consult Letter.

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**Create Transfer Comparable Services Document**

Classroom Accommodations	<input type="text"/>
Procedural Safeguards Notice given to parent?	<input type="text"/>



# Extended School Year (ESY) Services for 2020

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# ESY Certification

Per the OSSE ESY Policy, each spring all LEAs must certify ESY data to OSSE by the **first Monday in May**.

**2020 Deadline: Monday, May 4, 2020**

- **Purpose of Certification:**
  - Assists LEAs and nonpublic programs in appropriate planning
  - and staffing for the summer months.
  - Assists OSSE in anticipating state-level expenses and transportation needs.

# ESY Certification

- An LEA has completed ESY certification when:
- Student-level decisions on ESY eligibility status, goals and services, and transportation are updated and accurate in SEDS as part of a **finalized current IEP**.
- **ESY calendar** and **bell times** are updated and accurate in TOTE.
- Student **demographics, eligibility and ESY location** information is confirmed in TOTE.
- Transportation requests for all students requiring services have **been submitted in TOTE**.

**2020 Deadline: Monday, May 4, 2020**

# ESY Required Tasks for 2020

Data System	ESY Required Tasks	Earliest date LEA can begin task	Final deadline to complete task
SEDS	Finalize ESY eligibility & ESY transportation eligibility status on IEP	Fall 2019	Friday, May 1, 2020 <i>(shows in TOTE next business day)</i>
	Enter ESY calendar & ESY progress report dates	Fall 2019	Friday, May 1, 2020
	Enter Service Trackers	Last day of ESY	Within 5 business days after ESY ends for LEA
	Enter Progress Reports	Last week of ESY	
TOTE	Complete transportation request form (TRF) for each student eligible for ESY transportation	Mid-March 2020 (TBD)	Monday, May 4, 2020
eSchool PLUS	Create ESY calendar <i>(LEA Data Managers)</i>	March 23, 2020	Friday, May 1, 2020
SLED ESY Module	Input ESY site location(s) for LEA	April 6, 2020	Friday, May 1, 2020
	Assign each ESY-eligible SWD to ESY site location	April 6, 2020	Two days prior to the first day of ESY for the LEA
	Indicate overall ESY attendance for student	<i>Can be completed as early as first day of ESY, if parent/guardian /student will not attend ESY.</i>	Within 5 business days after ESY ends for LEA

# ESY Resources

- Extended School Year (ESY) Services Policy <http://osse.dc.gov/node/1555>
- Extended School Year (ESY) Services Frequently Asked Questions: <http://osse.dc.gov/publication/extended-school-year-esy-services-frequently-asked-questions>
- February 2019 LEA SE POC Webinar provides more detailed overview of ESY eligibility determinations and SEDS documentation <https://osse.dc.gov/multimedia/february-2019-special-education-point-contact-webinar>
- Contact the policy team in the Division of Systems and Supports, K-12 at [osse.dsepolicy@dc.gov](mailto:osse.dsepolicy@dc.gov)

**Be on the lookout!**

**OSSE will issue the 2020 ESY Memo to LEA leaders and LEA SE POCs soon!**





**REMINDER: Access  
for Non-Public Users**

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# Account Management - Non-Public Staff

LEA SE POCs are responsible for **protecting the privacy** of student information by controlling access to student files in SEDS.

**LEA SE POCs should NOT create accounts for aggregate users.**

Aggregate users are typically Related Service Providers that service multiple LEAs

- 1) Ensure the student(s) are properly enrolled at the non-public.
- 2) Request access via OST.
- 3) OSSE will add user to your LEAs SEDS site.
- 4) LEA SE POC will give access to **ONLY** the specific non-public school site appropriate for the specific user.
- 5) LEA SE POC will add provider to student caseloads.

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**OSSE DOES NOT SETUP CASELOADS OR PROVIDE ACCESS TO STUDENT RECORDS.**



# Account Management - Non-Public Staff

SEDS access for nonpublic staff requires OSSE, the nonpublic, and LEAs to work together. Key players include:

1. Nonpublic SEDS Point of Contact (NP SEDS POC): Each nonpublic campus has a designated POC who is responsible for:
  - Coordinating SEDS access for nonpublic staff
  - Training nonpublic staff on how to use SEDS
2. LEA SE POC: Responsible for overseeing SEDS access for **any user, including nonpublic users**, who serves students from that LEA. LEA SE POC directly controls which student files a user can access.
3. OSSE Help Desk Staff: Only the NP SEDS POC and/or the LEA SE POC can communicate with the OSSE Help Desk by using the OSSE Support Tool.

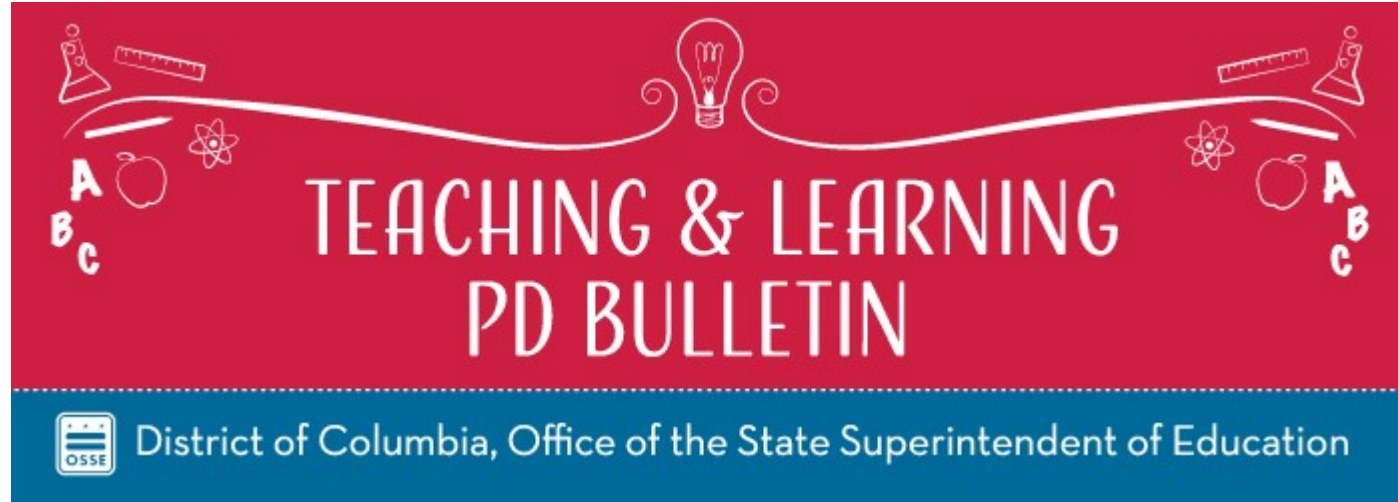


# Reminders and Announcements

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# Teaching and Learning PD Bulletin



[Subscribe here](#) using your school-based email address. Please share this subscriber link with your fellow educators and colleagues today!

To connect with a member of the OSSE Teaching and Learning team, view our [contact information here](#).

To view a full calendar of all upcoming professional development training opportunities, visit [www.osse.dc.gov/events](http://www.osse.dc.gov/events).



# Upcoming Trainings & Resources

## Archived Resources:

- Getting Started with SEDS: Related Service Provision 101 (webinar recording) <https://osse.dc.gov/node/1288166>
- Navigating the Initial Eligibility Process in SEDS (webinar recording) <https://osse.dc.gov/node/1317041>
- [SEDS Basic User Guide](#) (200-page manual with step-by-step instructions & screenshots)



# Thank you!

Data systems access, training, and troubleshooting, including SEDS issues:  
OSSE Support Tool or DAR Liaison

Policy questions: [OSSE.DSEpolicy@dc.gov](mailto:OSSE.DSEpolicy@dc.gov) or [Christie.Weaver-Harris@dc.gov](mailto:Christie.Weaver-Harris@dc.gov)

TOTE and transportation: (202) 576-5520 or [DOT.data@dc.gov](mailto:DOT.data@dc.gov)

Special education monitoring: [Karen.Morgan-Donaldson@dc.gov](mailto:Karen.Morgan-Donaldson@dc.gov) or your LEA state rep

Statewide assessment questions: [OSSE.Assessment@dc.gov](mailto:OSSE.Assessment@dc.gov)

**NEXT WEBINAR:**



**Wednesday, March 18, 2020 10:00am—11:00 a.m.**