



Nonpublic Schools Webinar: How to Navigate the OSSE SEATS System

Nov. 17, 2017

OSSE Division of K-12 Systems and Supports
Nonpublic Payment and Nonpublic Monitoring Teams



SEATS

Special Education Attendance Tracking System

November 2017



Agenda

- Charter
- Program Highlights
- Users and Functions
- How SEATS Works
 - Recording Attendance Entries
 - Submitting Attendance Entries
 - Unlocking Attendance Records
- Navigation and Web Pages
- Demonstration
- Troubleshooting & Help



Charter

SEATS is OSSE's response to a need to create a systematic method for collecting attendance information for DC special education students who attend nonpublic programs

- Create system of record for District nonpublic student attendance data collection
- Institute a change management process that keeps attendance tracking system up to date
- Support the inclusion of comments and supporting documentation for attendance records.



Highlights

- Web-based program access
- Preloaded schools, campuses and student rosters
- Supporting documentation and comments
- Weekly automated reminders
- Visual alerts when absence thresholds are met
- Student entry date adjustments
- Lock/unlock attendance function supporting change management
- Secure permission-based and password protected access
- Attendance reports in SEATS and SLED
- Data views in SLED for LEAs and OSSE



Users and Functions

SEATS Nonpublic permissions include School (see all campuses under that school) and Campus (only view a specific campus for attendance entry).

Nonpublic Program



1. Record
2. Submit
3. Review
4. Recall
5. Request

Local Education Agency



1. Load student files
2. Unlock
3. View

OSSE



1. View
2. Support
3. Improve



How SEATS Works

- Nonpublic campuses enter daily attendance codes, student supporting documents and comments
 - Visual alerts during entry for new student entry dates, student withdrawal dates, and when student absence thresholds are reached
- Record attendance Wednesday and Friday
 - Auto-reminder on Friday if no Record is detected by SEATS
- Submit attendance last day of the current month
- Recall and edit up to the 5th working day
- System locks submitted attendance after 5th working day
- Request for unlock must be sent to LEA if updates are needed
- Data collected can be viewed in SLED by LEA



Recording Attendance Entries

Recording Attendance – Bi-weekly action

- Occurs Wednesday and Friday each week
- Attendance records are saved
- Visible to LEAs and State Education Agency via SLED
- Can be amended
- Weekly reminders to complete attendance recording



Nonpublic Program

Jan 25	Jan 26	Rec	Jan 28	Rec	Jan 30	Jan 31
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Weekly Reminders



Nonpublic Program

		No Rec		No Rec		
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

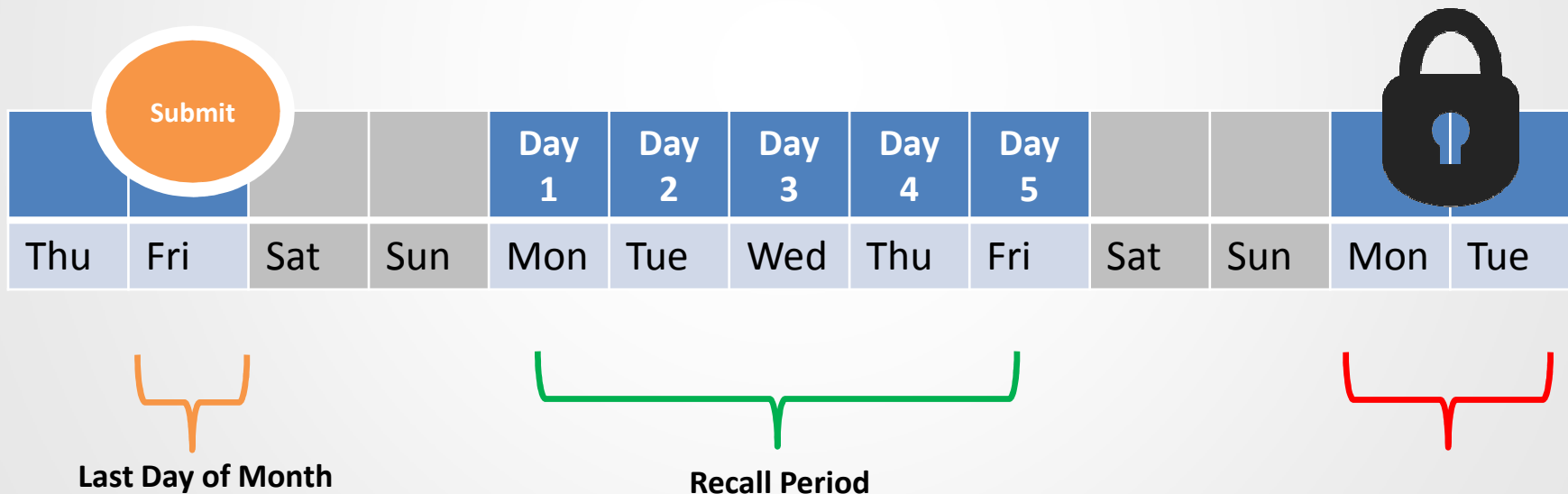
[12:00pm Friday]
"Missing Attendance for School A 2014 Week 2"



Submitting Attendance Entries

Attendance Submission – Monthly action

- Occurs the last weekday of the month
- “Final Submission” asserts that attendance data is accurate
- Visible to LEAs and State Education Agency
- Can be amended within 5 week days (Recall Period) after submission





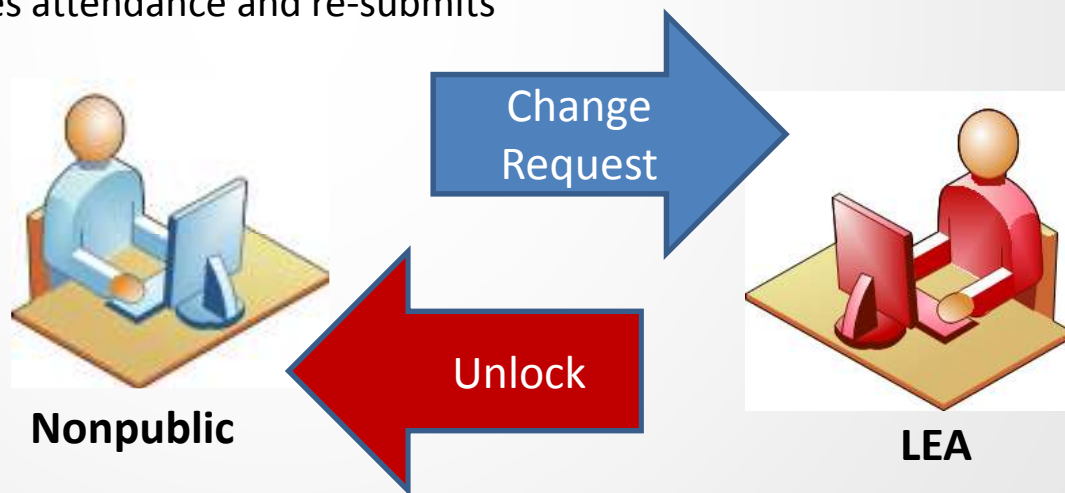
Unlocking Attendance Records

Step 1 - Nonpublic user submits a request to unlock attendance via email or telephone to LEA administrators

Step 2 - Nonpublic users identify the student record(s) and respective campus, LEA specific

Step 3 - LEA administrator unlocks attendance records for their students **ONLY**

Step 4 - Nonpublic user updates attendance and re-submits





Navigation

- SEATS Login <https://seats.osse.dc.gov>

SEATS

Special Education Attendance Tracking System

District of Columbia Office of the
State Superintendent of Education

OSSE Special Education Attendance Tracking System (SEATS)

This new online Attendance Tracking system is to be used by the DC nonpublic programs to more efficiently gather, collect and electronically submit the attendance data for Special Education Students enrolled within their programs.

If you are a registered Nonpublic School user, enter your assigned username and password. If you do not have a login, please email the [OSSE Call Center](#) or call 202-719-6500 and they will assign one to you.

Login

Note: This website is best viewed on Internet Explorer version 9 or above. It is also supported by Chrome.

Username:

Password:

case-sensitive

Sign In

[Reset Password](#)



Navigation

- SEATS Home Page



District of Columbia Office of the
State Superintendent of Education



[Home](#) [Attendance](#) [Reports](#) [Help](#) [Change Password](#) [Logout](#)

Monitor, School: [seatslookup](#)

WELCOME Nonpublic School Users

The Office of the State Superintendent of Education (OSSE), Division of Specialized Education (SPED), developed the Special Education Attendance Tracking System (SEATS) for our nonpublic special education programs throughout the country. All roster updates are managed through our DC Statewide Longitudinal Education Data System (SLED).



Click the **Attendance** link above to start entering your SEATS data.

Attendance Tracking Highlights

- Monthly Grid Displays for your student rosters.
- Absence codes previously used will be available.
- Record attendance Wednesday and Friday.
- Submit attendance monthly.
- Easily make changes up to 5 working days before lock.
- Correct Locked Attendance with LEA intervention.
- Load Non-School Days easily with just a few key strokes.
- Add Attachments supporting student absences.
- Print copies of your files.

What's New in SEATS

- **SEATS** now has a 5-day flag for unapproved absences from the beginning of the school year.
- **SEATS** allows users to adjust entry gray days when the student shows up before or after the day we receive their start date.
- Two new reports have been added:
 - **Attendance Submission Status Report** showing the workflow of the attendance from recording dates to submission dates.
 - **Absence Detail Report** showing student absences and reason codes for the absences.



Navigation

SEATS

Special Education Attendance Tracking System

District of Columbia Office of the
State Superintendent of Education



[Home](#) [Attendance](#) [Reports](#) [Help](#) [Change Password](#) [Logout](#)

Monitor School: seatslookup

School users see all assigned campuses; campus users see only their own campus. Current month enrollment displays. Click Select.

- Schools and Campuses

School Name	Campus Name	Campus Address	Current Month Enrollment	
School	School Middle School Middle School Middle School	1000 Connecticut St NW Washington DC 20004	1	Select
School	School Middle School Middle School Middle School	1000 Connecticut St NW Washington DC 20004	0	Select
School	School Middle School Middle School Middle School	1000 Connecticut St NW Washington DC 20004	0	Select
School Middle School	School Middle School Middle School Middle School	1000 Connecticut St NW Washington DC 20004	2	Select
School Middle School	School Middle School Middle School Middle School	1000 Connecticut St NW Washington DC 20004	82	Select

- Dashboard

Review dashboard for monthly submission status. Click current month Not Submitted total.

Select Service Month for:

School Year:

School Year	Month	Enrollment	Not Submitted	Submitted	Locked	UnLocked	Print Attendance
2017/2018	September	82	82	0	0	0	Print
2017/2018	August	99	99	0	0	0	Print
2016/2017	July	81	81	0	0	0	Print
2016/2017	June	87	1	0	86	0	Print
2016/2017	May	84	0	0	84	0	Print
2016/2017	April	80	0	0	80	0	Print
2016/2017	March	83	0	0	83	0	Print
2016/2017	February	78	0	0	78	0	Print
2016/2017	January	80	0	0	80	0	Print
2016/2017	December	80	0	0	80	0	Print
2016/2017	November	78	0	0	78	0	Print
2016/2017	October	76	0	0	76	0	Print

Select a School Year to view only the selected SY months.



Navigation

• Attendance Code Entry

For each student and each school day, enter the appropriate attendance code into the attendance grid. Use Expand Roster button if student roster contains more than five students in order to see 10 rows for completion of the attendance. This button will not be available if 5 or less students are in the roster. The Record and Submit buttons will be unavailable if the prior month's attendance was not submitted.

Note: Attendance must be recorded every Wednesday and Friday of the current week.
Service Month: 2017-July

Expand Roster Search Student Name

School Name	Code	Campus Name	ID	Campus Address	Count																																
					81																																
P- Present EM- Excused Medical EI- Excused Illness ED- Excused Bereavement EC- Excused Court ER- Excused Religious Holiday T- LEA Transportation OS- Out of School Suspension UA- Unexcused Absence IF- Non-School Day EX- Excused Absence W- Student Withdrawn from School																																					
Student Name	USI	DOB	LEA ID	ALT ID	Su 1	Su 2	Mo 3	Tu 4	We 5	Th 6	Fr 7	Sa 8	Su 9	Mo 10	Tu 11	We 12	Th 13	Fr 14	Sa 15	Su 16	Mo 17	Tu 18	We 19	Th 20	Fr 21	Sa 22	Su 23	Mo 24	Tu 25	We 26	Th 27	Fr 28	Sa 29	Su 30	Mo 31	Comment	Uplo
Student 1																																				Comment	
Student 2																																				Comment	
Student 3																																				Comment	
Student 4																																				Comment	
Student 5																																				Comment	

Need Help? Call 202-719-6500 (CIO Call Center)

Record Submit Print Attendance Cancel

Key:

- 5th Unexcused absence reached throughout the school year.
- 10th Unexcused absence reached throughout the school year.
- 7th Consecutive absence reached.
- 8th Consecutive absence reached.
- 10th Consecutive absence reached.
- 15th Consecutive absence reached.
- Attendance Not Applicable.

Approved Absence Codes:

- P – Present
- EM – Excused Medical
- EI – Excused Illness
- ED – Excused Bereavement
- EC – Excused Court
- ER – Excused Religious Holiday
- T – Transportation
- OS – Out of School Suspension
- UA – Unexcused Absence
- U – Non-School Day
- EX – Excused Absence
- W – Student Withdrawn from School



Navigation

- Add Comments

Click on the word comment to launch the text box. Type a message then when Record or Submit is clicked the word “Comment” will be in red alerting the LEA that a comment has been entered.

Note: Attendance must be recorded every Wednesday and Friday of the current week.
Service Month: 2017-July

Expand Roster Search Student Name

School Name	Code	Campus Name	ID	Campus Address	Count																											
P- Present EM- Excused Medical EI- Excused Illness ED- Excused Bereavement EC- Excused Court ER- Excused Religious Holiday T- LEA Transportation OS- Out of School Suspension UA- Unexcused Absence U- Non-School Day EX- Excused Absence W- Student Withdrawn from School																																
Student Name	USI	DOB	LEA ID	ALT ID	Tu 6	Fr 7	Sa 8	Sa 9	Su 10	Tu 11	We 12	Th 13	Fr 14	Sa 15	Sa 16	Su 17	Tu 18	We 19	Th 20	Fr 21	Sa 22	Sa 23	Su 24	Tu 25	We 26	Th 27	Fr 28	Sa 29	Sa 30	Su 31	Comment	Upload Supporting Documentation
John Doe	123456789	12/31/2000	123456	123456																											Comment	Browse...
John Doe	123456789	12/31/2000	123456	123456																											Comment	Browse...
John Doe	123456789	12/31/2000	123456	123456																											Comment	Browse...

- Upload Supporting Documents

Note: Attendance must be recorded every Wednesday and Friday of the current week.
Service Month: 2017-July

Expand Roster Search Student Name

School Name	Code	Campus Name	ID	Campus Address	Count																											
P- Present EM- Excused Medical EI- Excused Illness ED- Excused Bereavement EC- Excused Court ER- Excused Religious Holiday T- LEA Transportation OS- Out of School Suspension UA- Unexcused Absence U- Non-School Day EX- Excused Absence W- Student Withdrawn from School																																
Student Name	USI	DOB	LEA ID	ALT ID	Tu 6	Fr 7	Sa 8	Sa 9	Su 10	Tu 11	We 12	Th 13	Fr 14	Sa 15	Sa 16	Su 17	Tu 18	We 19	Th 20	Fr 21	Sa 22	Sa 23	Su 24	Tu 25	We 26	Th 27	Fr 28	Sa 29	Sa 30	Su 31	Comment	Upload Supporting Documentation
John Doe	123456789	12/31/2000	123456	123456																											Comment	Browse...
John Doe	123456789	12/31/2000	123456	123456																											Comment	Browse...
John Doe	123456789	12/31/2000	123456	123456																											Comment	Browse...

Record Submit Print Attendance Cancel



Navigation: Code Adjustments

- SEATS will grey out days up to the first day the student appears in the roster.
- Sometimes the date we see the student on the roster and the date the student actually arrives at school may not be the same.
 - Type a valid code on the date the student arrives (before or after the grey indicators)
 - Click the Record button
 - The grey days will adjust accordingly

School Name		Code	Campus Name		ID	Campus Address		Count																												
P- Present		EM- Excused Medical		EI- Excused Illness		ED- Excused Bereavement		EC- Excused Court		ER- Excused Religious Holiday		T- LEA Transportation																								
OS- Out of School Suspension		UA- Unexcused Absence		U- Non-School Day		EX- Excused Absence		W- Student Withdrawn from School																												
Student Name	USI	DOB	LEA ID	ALT ID	Fr 1	Ja 2	Ja 3	Ma 4	Tu 5	We 6	Th 7	Fr 8	Ja 9	Ja 10	Ma 11	Tu 12	We 13	Th 14	Fr 15	Ja 16	Ja 17	Ma 18	Tu 19	We 20	Th 21	Fr 22	Ja 23	Ja 24	Ma 25	Tu 26	We 27	Th 28	Fr 29	Ja 30	Comment	Upload Supporting Doc
Student 1	12345678	12/12/2000	123456	01234567	P			P	P	P	P	P		P	P	P	P	P	P			P	P	P	U	P			P	P	P	P	P			
Student 2	87654321	01/01/2001	765432	98765432	P			P	P	P	P	P			P	P	P	P	P			P	P	P	U	P			P	P	P	P	P			
Student 3	56789012	03/03/2002	567890	12345678	W			P	W	W	W	W			W	W	W	W	W			W	W	W	U	W			W	W	W	W	W			
Student 4	34567890	05/05/2003	345678	90123456	EX			P	P	P	P	P			P	P	P	P	P			P	P	P	U	P			P	P	P	P	P			
Student 5	23456789	07/07/2004	234567	89012345																									P	P	P	P	P			



Reports



- Monthly Attendance Report

User permissions apply to reporting. School (all campuses) and Campus (specific campus). Below are examples of report output. All reports can be exported to PDF or Excel files.

Monthly Attendance Report

Run by seatslookup at 9/12/2017 10:07:00 AM

School: [redacted] School Code: 1049 Total # of School Days: 22

Campus: [redacted] Month: 3 Year: 2017

LEA ID	Student Name	USI	STU ID	DOB	We 1	Th 2	Fr 3	Sa 4	Su 5	Mo 6	Tu 7	We 8	Th 9	Fr 10	Sa 11	Su 12	Mo 13	Tu 14	We 15	Th 16	Fr 17	Sa 18	Su 19	Mo 20	Tu 21	We 22	Th 23	Fr 24	Sa 25	Su 26	Mo 27	Tu 28	We 29	Th 30	Fr 31	Total UA	Total EX	Total Present	Comment	Doc
001	[redacted]	[redacted]	[redacted]	[redacted]	P	EM	EI			P	P	P	EI	EI			P	U	P	P	P			P	P	P	P	UA			P	P	P	EM	P	1	0	16		Y
120	[redacted]	[redacted]	[redacted]	[redacted]	P	P	P			EI	P	EM	P	UA			P	U	P	P	P			P	P	P	P	P			P	P	P	P	P	1	0	19		Y
179	[redacted]	[redacted]	[redacted]	[redacted]	P	P	EM			P	P	P	P	P			P	U	P	P	P			P	P	P	P	P			P	P	P	P	UA	1	0	20		N
120	[redacted]	[redacted]	[redacted]	[redacted]	UA	P	EC			EI	P	P	UA	P			P	U	UA	P	P			UA	P	P	P	P			P	P	P	P	P	4	0	16		Y
181	[redacted]	[redacted]	[redacted]	[redacted]	P	P	P			P	P	EM	P	P			P	U	EM	P	P			P	P	P	P	EI			P	P	P	P	P	0	0	19		Y
175	[redacted]	[redacted]	[redacted]	[redacted]	EX	EX	EX			EX	EX	EX	EX	EX			EX	U	EX	EX	EX			EX	EX	EX	EX	EX			EX	EX	EX	EX	EX	0	22	0		N
120	[redacted]	[redacted]	[redacted]	[redacted]	P	P	P			P	P	P	P	P			P	U	P	P	P			P	P	P	P	UA			UA	P	UA	P	P	3	0	19		N
001	[redacted]	[redacted]	[redacted]	[redacted]	P	P	P			P	P	P	P	P			EM	U	P	P	P			P	P	P	P	P			P	P	P	P	P	0	0	21		Y
175	[redacted]	[redacted]	[redacted]	[redacted]	ER	P	P			P	P	P	UA	P			UA	U	P	P	UA			EI	EI	EI	EI	UA			P	P	P	P	P	4	0	13		Y
109	[redacted]	[redacted]	[redacted]	[redacted]																													UA			1	0	0		N
186	[redacted]	[redacted]	[redacted]	[redacted]	UA	UA	UA			UA	UA	UA	UA	UA			UA	U	UA	UA	UA			UA	UA	UA	UA	UA			UA	UA	UA	UA	UA	22	0	0		N
156	[redacted]	[redacted]	[redacted]	[redacted]																							P				P	P	P	UA	UA	2	0	4		N
001	[redacted]	[redacted]	[redacted]	[redacted]	P	P	P			P	P	P	P	P			P	U	P	P	P			P	P	P	P	P			P	P	EM	P	P	0	0	21		Y
001	[redacted]	[redacted]	[redacted]	[redacted]	W	W	W			W	W	W	W	W			W	U	W	W	W			W	W	W	W	W			W	W	W	W	W	0	0	0		N



Reports

- Attendance Summary Report

ATTENDANCE SUMMARY REPORT

Select School/Campus Name:

Seaside Middle, Thompson, Reg. School Spring 2017

Select Date Range:

03/01/2017

03/31/2017

☐ All Schools/Campuses

1 of 1 Find | Next

Attendance Summary Report

Run by seatslookup at 9/12/2017 10:10:17 AM

StartDate: 3/1/2017 12:00:00 AM

End Date

3/31/2017 12:00:00 AM

LEA ID	Last Name	FirstName	USI	ALT ID	DOB	P	EM	EI	ED	EC	ER	T	OS	UA	NPU	EX	W	Total Present Days	Total Days Absent
174	Thompson	Thompson	1800000000	1800000000	18000000	19	0	0	0	0	0	0	0	3	1	0	0	19	3
175	Thompson	Thompson	1800000000	1800000000	18000000	19	0	1	0	0	0	0	0	2	1	0	0	19	3
176	Thompson	Thompson	1800000000	1800000000	18000000	19	0	0	0	0	0	0	0	3	1	0	0	19	3
177	Thompson	Thompson	1800000000	1800000000	18000000	17	3	1	0	0	0	0	0	1	1	0	0	17	5
178	Thompson	Thompson	1800000000	1800000000	18000000	6	0	0	0	0	0	0	1	15	1	0	0	6	16
179	Thompson	Thompson	1800000000	1800000000	18000000	18	1	2	0	0	0	0	0	1	1	0	0	18	4
180	Thompson	Thompson	1800000000	1800000000	18000000	0	0	0	0	0	0	0	0	0	1	0	22	0	0
181	Thompson	Thompson	1800000000	1800000000	18000000	0	0	0	0	0	0	0	0	0	1	0	22	0	0
182	Thompson	Thompson	1800000000	1800000000	18000000	4	0	0	0	0	0	0	0	18	1	0	0	4	18
183	Thompson	Thompson	1800000000	1800000000	18000000	1	0	0	0	0	0	0	0	21	1	0	0	1	21
184	Thompson	Thompson	1800000000	1800000000	18000000	11	1	1	0	0	0	0	2	7	1	0	0	11	11
185	Thompson	Thompson	1800000000	1800000000	18000000	0	0	0	0	0	0	0	0	0	1	0	22	0	0



Reports

- Flag Report

FLAG REPORT

School/Campus Name:

San Diego County Office of Education - San Diego County Office of Education

Select Year:

2017

Month:

March

☐ All Schools/Campuses

1 of 2 ? Find | Next

Flag Report

Run by seatslookup at 9/12/2017 10:12:13 AM

LEA	Student	USI	ALT ID	School	DOB	5-Day Flag Reached	10-Day Flag Reached	Consecutive 7-Day Flag Reached	Consecutive 5-Day Flag Reached	Consecutive 10-Day Flag Reached	Consecutive 15-Day Flag Reached	EM and/or EC
001	Student 1	123456789	ALT1234	School 1	2/10/2002	3/24/2017						X
	Student 2	123456789	ALT1235	School 1	3/4/2000							X
	Student 3	123456789	ALT1236	School 1	8/1/2009							X
	Student 4	123456789	ALT1237	School 1	12/6/1998		3/1/2017 3/9/2017 3/15/2017 3/20/2017					X
	Student 5	123456789	ALT1238	School 1	6/15/2003							X
	Student 6	123456789	ALT1239	School 1	6/6/2000		3/24/2017 3/27/2017 3/29/2017					
	Student 7	123456789	ALT1240	School 1	9/23/2001							X
	Student 8	123456789	ALT1241	School 1	8/17/2000		3/9/2017 3/13/2017 3/17/2017 3/24/2017					



Reports

- Attendance Submission Status

Nonpublic Attendance Submission Status Report

Select LEA:

Select School:

Select Campus:

Select Dates: thru

Select Action:

1 of 2 ? Find | Next

Nonpublic Attendance Submission Status Report Run by seatslookup at 9/12/2017 10:15:01 AM

LEA ID: 001
School Code: 2
School Name: Accotink Academy

Campus Name	Month	Record	Submit	Recall	Lock	Unlock	User Name
Accotink Academy, Thompson High School, Springfield, CA	March 2017	2017-03-09 (Thu)	2017-03-09 (Thu)				ben.dedman@accotink.com
		2017-03-10 (Fri)					ben.dedman@accotink.com
		2017-03-24 (Fri)					ben.dedman@accotink.com
		2017-03-28 (Tue)					ben.dedman@accotink.com
		2017-03-29 (Wed)					ben.dedman@accotink.com



Reports

- Absence Detail Report

Absence Detail Report

School Campus
Year Month
1 of 2 ? Find | Next

Absentee Report

Run by seatslookup at 9/12/2017 10:16:33 AM

Year	Month	No. School Days	Campus Name	USI	ALT Id	Last_Name	First_Name	LEA_Code	School_Code	dob	ABSENT DATE	Absent Code	Absent Code Desc
2017	9	20									9/5/2017	UA	Unexcused Absence
2017	9	20									9/7/2017	UA	Unexcused Absence
2017	9	21									9/1/2017	UA	Unexcused Absence
2017	9	21									9/5/2017	UA	Unexcused Absence
2017	9	20									9/6/2017	UA	Unexcused Absence
2017	9	20									9/8/2017	UA	Unexcused Absence
2017	9	19									9/11/2017	OS	Out of School Suspension
2017	9	20									9/6/2017	UA	Unexcused Absence
2017	9	20									9/8/2017	UA	Unexcused Absence
2017	9	18									9/6/2017	T	LEA Transportation
2017	9	20									9/1/2017	UA	Unexcused Absence
2017	9	20									9/5/2017	UA	Unexcused Absence



Help: Troubleshooting

IF:

- Students appear on the roster but are no longer at your school:
 - Contact the sending LEA, they will need to exit the student from their student information system (SIS).
 - Enter a “W” for the dates the student(s) were no longer enrolled.
- Students are not showing up on your roster:
 - Contact the sending LEA to initiate the transfer to your school thru SEDS.
- When launching the roster, there are no Record or Submit buttons:
 - The previous month’s attendance must be submitted before the current month can be completed.



Help: Troubleshooting

IF:

- When launching the roster, the system does not respond:
 - The application must be used with Internet Explorer 9 or above; or Chrome.
- The roster is locked and more changes are needed:
 - Contact the sending LEA of the student needing edits
 - The LEA will unlock the record for their students **only**
 - Make the changes then Submit again
 - Submit will take the roster back to the Locked status.



Help: Change Password



District of Columbia Office of the
State Superintendent of Education



[Home](#) [Attendance](#) [Reports](#) [Help](#) [Change Password](#) [Logout](#)

Change Your Password

Password

New Password

Confirm New Password

Change Password

Cancel

Password must be 7 characters in length including one special character i.e. &,%,\$.



Help: General Information



Special Education Attendance Tracking System

[Home](#) [Attendance](#) [Reports](#) [Help](#) [Change Password](#) [Logout](#)

SEATS Help

OSSE Call Center

For Technical issues related to SEATS please call 202-719-6500. Technicians are standing by Monday through Friday 8 a.m. to 5 p.m. to answer your technical questions.

SEATS Quick References

To open and save a copy of the SEATS Quick Reference for using the system, click [SEATS](#)

To open and save a copy of the SEATS Report Quick Reference, click [SEATS Reports](#)

SEATS FAQs

To open and save a copy of the SEATS Frequently Asked Questions document, click [SEATSFAQ](#)

LEA Codes and School Names

To view a list of LEA codes and school names used in this application, click [LEA Search](#)

OSSE SEATS Resource Team

Policy	Technical Assistance & New User Access Requests
Jacqueline Corsey Program Analyst 202-724-2157 (O) jacqueline.corsey@dc.gov	Linda Callahan SEATS Administrator 202-744-3007 (C) linda.callahan@dc.gov



Help: Access & Contacts

If you are a new SEATS user, please email linda.callahan@dc.gov and provide the following information:

User Name (email address):

School Name:

School or Campus role:

Campus Name (if campus role):

Application Access: OSSE Customer Service Center osse.callcenter@dc.gov