



# Webinar for Nonpublic Schools, Q4 2024



Presented by:

Division of Strategic Funding for Quality Schools (FSQ)

Division of the Chief Information Officer (CIO)

Division of Data, Assessment, and Research (DAR)

Division of Student Transportation (DOT)

Division of Teaching and Learning (TAL)

Oct. 24, 2024

# Agenda

- Welcome
- Nonpublic Monitoring Updates
- Nonpublic School Admissions Updates
- Special Programs Updates
- Course Data Collection Updates
- Transportation Updates
- Forum for Sharing Strategies on Ensuring Alignment with DC Standards of Learning and Graduation Requirements
- Q&A



# Nonpublic Monitoring Updates

*Presented by Cristal Hayes, Sharon Powell, Shannon Sterling-Hunter*

# Annual Assurances, 2024-25 School Year

- Prior to the start of every school year, nonpublic special education schools are required to certify compliance with the District of Columbia Municipal Regulations that apply directly to nonpublic schools (Title 5-A, Chapter 28).
- Schools should have received the annual assurances data request on July 17, 2024.
- A completed Certificate of Compliance and EMI form were due to the Office of the State Superintendent of Education (OSSE) by Aug. 16, 2024.

# Certificate of Approval (COA) Renewal Application Process, 2024-25

The nonpublic schools listed below hold COAs that expire in the 2024-25 school year. Schools have either already received a renewal application or will receive an application 12 months prior to date of the COA's expiration. All renewal applications are due six months prior to expiration.

- Alternative Paths Training School
- Foundation Schools
  - Montgomery County
  - Prince George's County
  - The Learning Center
- High Road MD
  - High Road School of Prince George's County
  - High Road Upper School of Prince George's County
  - High Road Academy of Prince George's County
  - High Road Academy of Howard County
- Devereux - Connecticut
- Devereux - Georgia
- Devereux - Florida
- Grafton Schools
  - Berryville
  - Richmond
  - Ruth Birch
- Millcreek Arkansas
- PHILLIPS
  - Fairfax
  - Annandale
  - Laurel
- Reginald S Lourie
- Ridge School
- Sheppard Pratt Schools
  - Gaithersburg
  - Lanham
- Youth for Tomorrow

# Special Project: Revision of COA Application

The nonpublic support and oversight team is seeking input from internal and external stakeholders on the COA application as it undergoes its first major revision since the agency was established. Feedback from the schools that hold a COA and from the individuals who complete the application is considered especially valuable.

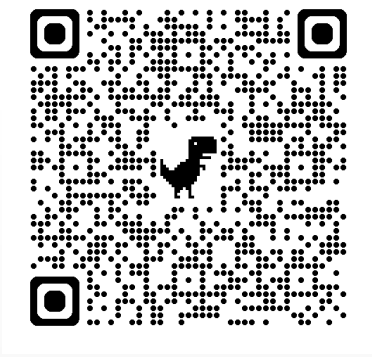
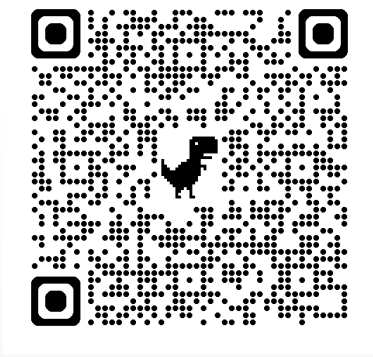
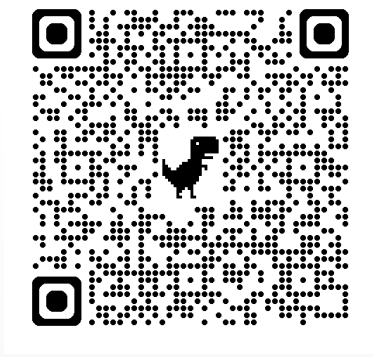
Strengths	Areas for Improvement
<ul style="list-style-type: none"><li>• Strength A</li><li>• Strength B</li></ul>	<ul style="list-style-type: none"><li>• Area for Improvement A</li><li>• Area for Improvement B</li></ul>

We want to hear from you. To share your thoughts, click the following link to access a three-question [SURVEY](#).  
Submit responses by Nov 1, 2024.

# Expansion of Network of Approved Schools

OSSE is growing its network of approved schools.

If you are interested in learning about the process for adding schools to your COA campus list or the standard COA application process for new schools, contact [Sharon.Powell@dc.gov](mailto:Sharon.Powell@dc.gov).



# Onsite Monitoring Reports, 2023-24 School Year

OSSE has completed onsite monitoring visits for the nonpublic schools listed below during the 2023-24 school year. These schools are required to correct any identified noncompliance as soon as possible and no later than 365 days from the date of the notification.

- Children's Guild
- Coastal Harbor Treatment Center
- Devereux - Florida
- Foundation Schools
- Grafton School
- Harbor Point Behavioral Health
- High Road Schools
- Lab School of Washington
- Millcreek of Arkansas
- New Beginnings Vocational Program
- Rivermont - Alexandria
- Woods Services
- Youth for Tomorrow

# Onsite Monitoring Visits, 2024-25 School Year

OSSE will conduct onsite monitoring visits to the nonpublic schools listed below during the 2024-25 school year. These schools received a notification letter and accompanying document request from OSSE on Sept. 3, 2024. The requested documents are due 30 days prior to the scheduled onsite visit.

- Accotink Academy Therapeutic Day School
- Alternative Paths Training School
- Aurora School
- Chelsea School
- Devereux School - Connecticut
- Devereux School - Massachusetts
- Devereux School - Pennsylvania
- Ivymount School
- Katherine Thomas School
- Kennedy School
- Kennedy Krieger Institute:  
Fairmount, Greenspring, Powder Mill
- Liberty Point
- Maryland School for the Blind
- Pathways Edgewood
- Sheppard Pratt School - Rockville

# Transition from DCCATS to Stepwell

The transition from the District of Columbia Corrective Action Tracking System (DCCATS) to Stepwell has been placed on hold.

Once the transition is completed, Stepwell will serve as the online application through which nonpublic schools access and view monitoring reports and demonstrate the correction of identified noncompliance.

Information on training opportunities will be shared in this webinar series and sent directly to OSSE's nonpublic points of contact (POCs) via email.

# Incident Report Review and the Incident Reporting Module

- Nonpublic schools continue to be required to document all incidents of a qualifying type in a written report and to send a copy of the report to OSSE by uploading the report to the incident reporting module in Quickbase.
- Reporting Types:
  - Restraint/Seclusion
  - Physical Injury
  - Child Abuse/Neglect
  - Emergency
  - Aversive Intervention
- Starting in the 2024-25 school year, local education agencies (LEAs) will begin to track their review of incident reports in Quickbase and document any follow-up steps taken by the nonpublic school and/or LEA in response to incidents in Quickbase.
- OSSE will periodically review the records within the incident reporting module in Quickbase and engage with LEAs as necessary to ensure and strengthen LEA and nonpublic school responses to incidents.

# Changes in Circumstance

Reminder: Nonpublic special education schools are required to notify OSSE in writing before a change in circumstance occurs. A change in circumstance includes:

- Change in location or school name;
- Change in licensure or accreditation status;
- Change in ownership; or
- Other form of change in the operation that is inconsistent with the specifications included on the COA.



# Nonpublic School Admissions Updates

*Presented by Katie Reda*

# Nonpublic School Admissions Updates

- Admissions packets for students requiring a nonpublic school service location are sent to nonpublic schools by the OSSE Placement Team on a rolling basis.
- Please reach out to Katie Reda, [Katie.Red@dc.gov](mailto:Katie.Red@dc.gov), for the following:
  - Changes in admission contact information.
  - Updates on space availability within your schools and programs.
  - Changes to your school's programming or availability to accept students based on specific factors.
  - Updates to required admission processes.
  - Questions about the service location process.



## Special Programs Updates

*Presented by Sharnell Bryan*

# Special Programs Updates

- As a reminder, staff must be submitted in the Nonpublic All Staff in the [Integrated Data Submission Tool \(IDS\)](#) before receiving access to [Special Programs](#). Things to remember when adding emails to the IDS:
  - Do not include spaces.
  - Do not include special characters.
- 2. Things to remember when creating a Single Sign On (SSO) account:
  - Use the same email address that was entered in the IDS.
- 3. When submitting tickets in the OSSE Support Tool (OST) remember:
  - Tickets will be closed if a response is not received within a reasonable amount of time.
  - Please provide as much detail as possible including the student's full name, USI, and screenshots in the ticket.



## Transportation Updates

*Presented by Dionne McAdoo and Chelcia Greer*

# School Calendars

## Calendars provide the following guidance for OSSE DOT:

- Determining accurate pick up and drop off times for each student
- Understanding each school's scheduling needs; e.g., holidays, breaks, early releases, staging, etc.

## Please review all calendars in IDS to ensure the accuracy of:

- School start and end dates
- Instructional start time
- PM dismissal time
- Non instructional dates
- Early dismissal day/times

# Requests for Transportation Schedule Adjustments

Requests for emergency/immediate schedule adjustments must be submitted by email and cannot be entered through the calendar application in IDS.

1. Gather details of the event (time, duration and children impacted).
2. Send email to [OSSE.DOTcriticalinfo@dc.gov](mailto:OSSE.DOTcriticalinfo@dc.gov). Include [PRCescalations@dc.gov](mailto:PRCescalations@dc.gov) (notifies the community outreach team).
3. Look for a response from a DOT representative. This is your official confirmation that we have the details and are working on the accommodation.

# Requests for Transportation Schedule Adjustments

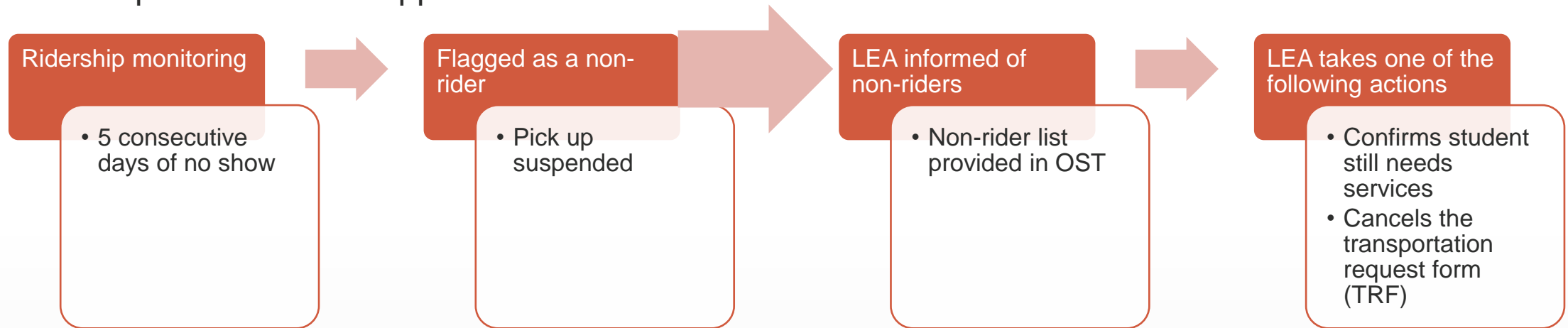
- OSSE DOT can not guarantee all requests will be honored
- Acceptable adjustments include, but are not limited to:
  - Weather related events
  - Government related events
  - School safety and access issues
  - lock-downs/public safety matters

Please note:

Calls to the Parent Resource Center (PRC) are not confirmation of accepted adjustments.

# Non-riders and Transportation

OSSE DOT captures data on students who are routed for transportation but do not use the services. LEAs should review the OSSE Support Tool (OST) data and cancel student transportation where applicable.



**An inactive student who remains assigned to a route impacts the pickup schedule for all students on the route.**

# OSSE DOT Resources

Resource	Details/Contact Information
Parent Resource Center	The Parent Resource Center (PRC) serves as the primary communication link between OSSE-DOT, families and schools. You can reach the PRC at: <b>(202) 576-5000</b> from 5 a.m. - 7 p.m., Monday through Friday
Parent Stipend Program Student Transportation Family Handbook Parent Reimbursement Program Info OSSE Inclement Weather Procedures DOT Daily Updates	<a href="https://osse.dc.gov/service/student-transportation">osse.dc.gov/service/student-transportation</a>
Parent Stipend Program Application Support	Email: <a href="mailto:OSSE.Stipendapp@dc.gov">OSSE.Stipendapp@dc.gov</a>
Commute-related concerns (for school staff only)	Email: <a href="mailto:PRCescalations@dc.gov">PRCescalations@dc.gov</a>
Safety-related concerns & inquiries (for school staff only)	Email: <a href="mailto:Dot.Safetytraining@dc.gov">Dot.Safetytraining@dc.gov</a>



# Course Data Collection Updates

*Presented by Aaron Park*

# Nonpublic Course Collection Updates

- **More than 89 percent** of nonpublic schools with Certificate of Approval (COA) from OSSE have successfully uploaded Nonpublic Course Collection template on Integrated Data Submission (IDS) by the Sept. 20 submission deadline.
- OSSE has received more than 3,300 courses from nonpublic schools.
  - All of these courses have been mapped using OSSE Course Catalog, and OSSE will share the NPEA Course Crosswalk with LEAs shortly.

# Nonpublic Course Collection Next Steps

Nonpublic Course Collection Milestones	Key Dates
OSSE maps nonpublic courses to OSSE State Course Catalog and share a crosswalk for LEAs.	October 2024 <i>(In Progress)</i>
OSSE shows Unified Data Errors (UDEs) to LEAs related to nonpublic students.	November 2024
OSSE re-opens IDS to accommodate nonpublic schools that need to update the course catalog.	January 2025



# Get Help

Submit a ticket in the [OSSE Support Tool \(OST\)](#) Quickbase application by using “**Course Collection**” Issue Type with a Status Sub-Category of “Question.”



## Forum for Sharing Strategies on Ensuring Alignment with DC Standards of Learning and Graduation Requirements

- Audrey Dolginoff, The Lab School of Washington



Q&A

## Nonpublic Support and Oversight Team

### Manager

- Sharon Powell
  - [Sharon.Powell@dc.gov](mailto:Sharon.Powell@dc.gov)

### Nonpublic Monitor

- Cristal Hayes
  - [Cristal.Hayes@dc.gov](mailto:Cristal.Hayes@dc.gov)

### Nonpublic Monitor

- Shannon Sterling- Hunter
  - [Shannon.Sterling-Hunter@dc.gov](mailto:Shannon.Sterling-Hunter@dc.gov)



## Key Points of Contact

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Nonpublic Support and Oversight Team

Office of Special Education

Division of Systems and Supports, K-12



**Thank you!**

Take the [survey](#).



**The next nonpublic quarterly webinar will take place on Feb 20, 2025.**