



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

**District of Columbia 2025-26 Pre-K Classroom Assessment Scoring System (CLASS) Observation
Data Collection and Quality Assurance Protocols: Local Education Agencies (LEAs)
Frequently Asked Questions**

Questions About Preparing for CLASS Observations

What do I do when I receive my two-week notification for the CLASS observation?

Answer: Confirm receipt of the two-week notification with the vendor. Let the vendor know about any planned changes in availability for observation during the two-week window provided, due to either site-wide reasons (e.g., field trips, professional learning days, etc.) or teacher-specific reasons (e.g., planned teacher absences). (See Section (I) Part (D).)

What do I do when I receive my one-week notification for the CLASS observation?

Answer: Confirm receipt of the one-week notification with the vendor. Let the vendor know about any unplanned changes in availability as soon as possible, due to either site-wide reasons (e.g., weather delays, power outages, etc.) or teacher-specific reasons (e.g., teacher illness). Inform teachers and staff members about the upcoming observation, as appropriate. (See Section (1) Part (E).)

Questions About Conducting CLASS Observations

How many observation cycles are needed for the CLASS observation to count?

Answer: Six observation cycles are needed for a CLASS observation to be counted. If fewer than six observation cycles are obtained, the CLASS observation will be rescheduled. (See Section (II) Part (D).)

What happens if a lead teacher or an assistant teacher is not there on the day of observation?

Answer: The classroom's normal lead teacher or assistant teacher does not need to be present on the day of observation, as long as there is a long-term substitute teacher that has been in place for at least two consecutive weeks prior to the observation. If the classroom's lead teacher plans to return at least three weeks before the CLASS observation window closes on May 31, 2026, the observation can be rescheduled so that the lead teacher is observed. (See Section (II) Part (K).)

If the lead teacher is sick or has an otherwise unplanned absence on the day of the observation, the vendor may pivot to observe an alternate classroom provided that the alternate classroom has received its one-week notification of a CLASS observation and the school administrator provides approval for the switch. (See Section (I) Part (G).)

What happens if the lead teacher has a leave of absence and there is no long-term substitute in place?

Answer: If no long-term substitute is in place at least three weeks before the CLASS observation window closes on May 31, 2026, no CLASS observation will take place. (See Section (II) Part (K).)

What happens if the lead teacher is present, but the assistant teacher has recently changed?

Answer: The CLASS observation will continue as scheduled. Although all teachers are observed, the CLASS observation primarily focuses on the lead teacher’s interactions with children. (See Section (II) Part (J).)

What happens if the lead teacher is present for only part of the CLASS observation?

Answer: The lead teacher is not required to be present for the entire CLASS observation (i.e., all six cycles). The observation will continue as normal and will still be counted. (See Section (II) Part (K).)

Further Questions and Contact Information

Who do I contact if I have questions?

Answer: If you have questions about CLASS observation scheduling, please email Teachstone at OSSE_Scheduling@teachstone.com. If you have any other question about CLASS, please reach out to Charmaine Llagas-Mulhern, education research analyst for the Quality Initiatives unit in the Office of the State Superintendent of Education (OSSE) Division of Early Learning (DEL), at Charmaine.Llagas-Mulhern@dc.gov.