



Office of the State Superintendent of Education

SY 24-25 SPECIAL EDUCATION NEWSLETTER

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ROLES & RESPONSIBILITIES OF YOUR LEA SPECIAL EDUCATION POINT OF CONTACT (LEA SPED POC)

February LEA Special Education Points of Contact Webinar

On **Wednesday, Feb. 19, from 10-11 a.m.**, the Office of the State Superintendent of Education (OSSE) will host the quarterly webinar training for all local education agency (LEA) Special Education Points of Contact (LEA SPED POCs). During this training, OSSE will provide important information relevant to your role as the LEA SPED POC. The agenda will include the following:

- Policy reminders and updates;
- Individuals with Disabilities in Education Act (IDEA) monitoring reminders and updates;
- Teaching and learning reminders and updates;
- Special programs reminders and updates;



- Nonpublic placement reminders and updates;
- Transportation updates; and
- Reminders and announcements.

All LEA SPED POCs should plan to participate in each scheduled webinar, as well as share the content, updates, and announcements with relevant staff within your LEA. If you have not already signed up for the 2024-25 webinar series, please register [here](#).

If you have any questions about this webinar, please contact LaShonda Wilson Carter at LaShonda.Wilson@dc.gov.

SPECIAL EDUCATION GUIDANCE

Special Education Guidance

[OSSE Special Education Policy Bulletin: Informal Removal of Students with Disabilities](#) (Released October 2024) shares US Department of Education (USED) guidance on the definition of informal removal, clarifies LEA obligations for “manifestation determinations” and disciplinary changes in placement resulting from informal removal from the educational environment, includes guidance on addressing student behavior needs in the individualized education program (IEP), and addresses local data reporting requirements consistent with OSSE’s student discipline collection.

[OSSE Special Education Policy Bulletin: Referral for Initial Evaluation](#) (Released October 2024) provides guidance on LEA child find responsibilities and the obligation to accept and respond to requests (referrals) for initial evaluation of a student suspected of having a disability.

Least Restrictive Environment (LRE) Toolkit

The [Least Restrictive Environment \(LRE\) Toolkit](#) (Updated) is a resource for District of Columbia LEA special education administrators, educators, related service providers, and other school staff to support the implementation of special education services and best practices across the full continuum of alternative placements to effectively serve all District students.

ACCESSING SPECIAL EDUCATION DATA SYSTEMS

Special Programs: Activating Transfer Student Records

When a student transfers between LEAs, their documents automatically transfer to the new LEA in Special Programs. However, the new LEA must activate the student's current IEP, most recent IEP amendment, comparable services plan, or Section 504 plan if it is inactive. Activating documents allows users full functionality of the IEP document, including enabling the creation of progress reports and amendments.

For instructions on how to activate documents, please see the Special Programs User Guide: Activating Transfer Student Records available soon in the "Help" section of [Special Programs](#) under "Other Resources").

OSSE'S ANNUAL MONITORING ACTIVITIES

Open Reports in DC Corrective Action Tracking System (DCCATS)

OSSE issues and tracks closure of all IDEA findings of noncompliance in DCCATS. The following reports are currently in open status in DCCATS. Please review the timelines for closure and complete corrective actions before the due dates.

Report Name	SY in DCCATS	Date of Notification	Prong 1 Due	Prong 2 Due
Reevaluation Student Noncompliance SY 2023-2024	2023-24	June 25, 2024	Sept. 23, 2024	June 25, 2025
Secondary Transition Student Noncompliance SY 2023-2024	2023-24	June 25, 2024	Sept. 23, 2024	June 25, 2025
LEA Monitoring: Student Noncompliance 2023-24 *	2023-24	June 11, 2024 or June 25, 2024	Sept. 9, 2024 or Sept. 23, 2024	June 11, 2025 or June 25, 2025
Initial Evaluation Student Noncompliance SY 2023-2024	2023-24	Aug. 12, 2024	Nov. 10, 2024	Aug. 12, 2025
C to B Transition Noncompliance (SY 2024)**	2023-24	Dec. 18, 2024	Mar. 18, 2025	Dec. 18, 2025

* Applicable only to LEAs selected for Compliance & Continuous Improvement (CCI) Monitoring during SY 2023-24.

*If you have questions about the status of your LEA's reports in DCCATS or have any other questions about your LEA's monitoring, please reach out to Debra Melville at Debra.Melville@dc.gov.

Reminder: Annual Monitoring Activities for School Year 2024-25

In 2025, OSSE will monitor, report, and issue findings for the following compliance indicators:

Monitoring Activity	Reporting Requirement	Monitoring Begin Date	Timeframe for Data Reviewed
Secondary Transition	US Department of Education (USED) Specific Conditions	April 2025	Oct. 1, 2024 – March 31, 2025
Reevaluation	USED Specific Conditions	April 2025	Oct. 1, 2024 – March 31, 2025
Initial Evaluation	USED Annual Performance Report (APR)	July 2025	July 1, 2024 – June 30, 2025
C to B Transition	USED APR	July 2025	July 1, 2024 – June 30, 2025
Compliance & Continuous Improvement (CCI) Monitoring – Cohort SY 2024-25 Only*	IDEA General Supervision	Spring 2025	SY 2024-25

*OSSE will notify LEAs selected for this activity via email.

UNPACKING YOUR LEA'S SPECIAL EDUCATION PERFORMANCE REPORT (SEPR)

SEPR Office Hours

OSSE encourages LEAs to book office hours using the [SEPR Office Hours Scheduler](#) if they have questions about their SEPR. During these hours, LEAs can learn more about their reports and corresponding data and ask other relevant questions.

To learn more about the OSSE SEPR, please visit [OSSE's SEPR Website](#).

Special Education Technical Assistance and Training

Are you in need of technical assistance or training in any other area? Reference the topics below! Book office hours with one of our OSSE Points of Contact within the Office of Special Education.

Topic	Point of Contact	Email/Phone	Book Office Hours
Policy			
Policy & Guidance	Christie Weaver-Harris, Special Education Policy Team	OSSE.DSEpolicy@dc.gov	Special Education Policy Office Hours
Parent Support & Engagement	Jasmine Fleming, Special Education Policy Team	Jasmine.Fleming@dc.gov	N/A
IDEA Monitoring and Compliance			
IDEA Monitoring & Compliance	Karen Morgan-Donaldson, IDEA Part B Monitoring and Compliance Team	Karen.Morgan-Donaldson@dc.gov	Special Education Monitoring & Compliance Office Hours
Technical Assistance and Training LEA SPED POC Webinar	LaShonda Wilson Carter, IDEA Part B Monitoring and Compliance Team	LaShonda.Wilson@dc.gov	Technical Assistance Office Hours
Part B Correction of Noncompliance	Debra Melville, IDEA Part B Monitoring and Compliance Team	Debra.Melville@dc.gov	Compliance Office Hours
Part C Monitoring and Compliance	Sarah Peisch, IDEA Part B Monitoring and Compliance Team	Sarah.Peisch@dc.gov	Part C to B Monitoring Office Hours
Nonpublic Placement			
Nonpublic Placement	Katie Reda, Placement Oversight Unit	Katie.Red@dc.gov	Special Education Placement Office Hours
Nonpublic Monitoring and Compliance			

Nonpublic Monitoring & Compliance	Sharon Powell, Nonpublic Monitoring and Compliance Team	Sharon.Powell@dc.gov	N/A
State Complaints			
State Complaints	Kirstin Hansen, State Complaints Team	Kirstin.Hansen@dc.gov	State Complaints Office Hours



Questions? [Contact Us](#)



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