



## Roles and Responsibilities at Nonpublic Schools

### Nonpublic Point of Contact

A **Nonpublic Point of Contact** is OSSE's main liaison for matters related to special education, including monitoring and compliance, at the nonpublic school or program. Ideally, the liaison should have familiarity on the following areas:

- Certificate of Approval (COA) regulations ([5 DCMR §A-2800](#))
- OSSE's training schedule (Trainings should be taken regularly to ensure up-to-date information on various topics.)
- OSSE databases:
  - [DC Corrective Action Tracking System \(DC CATS\)](#) – Online corrective action tracking database used by local education agencies (LEAs) and nonpublic schools to demonstrate correction of identified noncompliance from monitoring activities.
  - Special Education Data System (SEDS) – District of Columbia online database that contains special education files for all DC students who receive special education services.
    - [OSSE Support Tool](#) – Interactive tool used to submit any technical issues experienced with SEDS.
  - [Special Education Attendance Tracking System \(SEATS\)](#) – Online attendance tracking database for District students attending nonpublic schools or programs.
  - [Staff Qualification Information Repository \(SQUIRE\)](#) – Online database to track/manage nonpublic staff credentials and certifications.

### Nonpublic School Director of Education

A nonpublic school's **Director of Education** supports the nonpublic school by ensuring that District students attending the program are receiving services and support needed to participate. The representative is OSSE's main liaison on any matters related to the school's COA. A director of education should:

- Be abreast of the status of the nonpublic school's COA.
- Be abreast of the status of staff licensure and certification.
- Be abreast of the status of staff restraint certifications.
- Be aware and actively correct findings of noncompliance from onsite monitoring.
- Ensure that students take the appropriate statewide assessments.

### Nonpublic School Teachers and Related Service Providers

Nonpublic school **teachers**:

- Provide instruction aligned with Common Core State Standards and individualized education program (IEP) goals.
- Create quarterly IEP progress reports in SEDS (or work with Director of Education to create).
- Are encouraged to attend DC SEDS trainings regularly to receive updated information on the database.

Nonpublic school **related service providers**:

- Provide related services aligned to students' IEP goals.
- Log all services in SEDS within required deadlines.
- Are encouraged to attend DC SEDS trainings regularly to receive updated information on the database.

Nonpublic school **secondary transition coordinators**:

- Review all transition plan goals, objectives and prescribed services with the LEA
- Ensure all transition services are implemented per students' IEPs.





## Key Resources and Information

### Helpful Resources

- [OSSE Approved Nonpublic Schools and Programs List](#) – Listing of nonpublic schools with a Certificate of Approval (COA).
- [COA Regulations](#) – District of Columbia Municipal Regulations that pertain to schools with a COA.
- [Nonpublic School Tool Kit](#) – An OSSE guide to assist LEAs and nonpublic schools in addressing the needs of students enrolled in nonpublic schools or transitioning to a less restrictive environment from a nonpublic school.
- [Monitoring Manual](#) – Guidance document to provide information on OSSE's State Monitoring and Compliance System for both LEA monitoring as well as nonpublic school monitoring.
- [OSSE Policies](#) – Policies developed by OSSE for District of Columbia schools and COA nonpublic schools
- [SEDS Resource Site](#) – Website dedicated to topics related to SEDS, including: information regarding trainings, links to past trainings and user guides.

### Three Year Nonpublic School Monitoring and Compliance Cycle

COA Issuance	Annual Assurances - Due July 31	Possible Monitoring	Possible Correction of Noncompliance	Annual Assurances - Due July 31	Renewal Notification	Possible Monitoring - One Year from Expiration	Possible Correction of Noncompliance	Submission of Application - 180 Days Prior to Expiration	Annual Assurances - Due July 31	COA Renewal
Year One		Year Two				Year Three				

### OSSE Nonpublic Monitoring Unit Contact Information

Schools should contact OSSE Nonpublic Monitoring Unit with questions pertaining to: preparing for monitoring, completing Annual Assurance documents, correction of noncompliance, COA regulations, challenges to demonstrating compliant practice per the COA regulations, COA applications, etc.

- Dr. Edgar Stewart, Supervisory Monitoring Specialist, [Edgar.Stewart@dc.gov](mailto:Edgar.Stewart@dc.gov), (202) 741-0259
- Sharon Powell, Supervisory Education Program Specialist, [Sharon.Powell@dc.gov](mailto:Sharon.Powell@dc.gov), (202) 727-8193
- Cherri Pope Black, Nonpublic Program Monitor, [Cherri.Pope@dc.gov](mailto:Cherri.Pope@dc.gov), (202) 654-6110
- Toni Lemons, Nonpublic Program Monitor, [ToniA.Lemons@dc.gov](mailto:ToniA.Lemons@dc.gov), (202) 899-6081
- LaShonda Wilson, Nonpublic Program Monitor, [LaShonda.Wilson@dc.gov](mailto:LaShonda.Wilson@dc.gov), (202) 545-7087