



OSSE Key Points of Contact for LEAs

The purpose of this document is to provide a directory for LEA leaders to find the right OSSE staff for support. It is organized by content area and offers examples of commonly asked questions under each area. OSSE will continue to update and this resource quarterly.

If you have a question not addressed in this resource, please contact Erin Garratt, Programs & Operations Associate (Erin.Garratt@dc.gov, (202) 641-1456).

CONTENT AREAS:

- Assessments
- Data and Reporting
- Early Learning
- Every Student Succeeds Act (ESSA) Flexibility Waiver
- Funding and Grants Management
- Health & Wellness
- IT Help Desk
- Office of Dispute Resolution
- Postsecondary and Career Education
- Special Populations Support
- Student Transportation
- Teaching and Learning

EXAMPLE:

If you need information on

Contact

For answers to questions such as

To access online resources, visit

TITLE I, PART A AND TITLE II, PART A

Bonnie Bacon Bonnie.Bacon@dc.gov (202) 545-7224

How does OSSE determine eligibility for Title I and Title II funding?

When does OSSE release allocation amounts?

How do I apply for funding?

What is the monitoring cycle?

What are permissible uses of Title I and Title II funds?

What are the required set asides?

What is the difference between a targeted assistance program and School Wide Program (SWP)?

How do I notify OSSE that my program is new or significantly expanding?

Who is the grants management specialist assigned to my LEA?

For online resources, please visit <http://osse.dc.gov/node/1253316>

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ASSESSMENTS

DC SCIENCE ALTERNATE ASSESSMENT TEST ADMINISTRATION AND POLICY

Michael Craig Michael.Craig@dc.gov (202) 257-3371

- What is the DC Science Alt Assessment?
- Who must administer the DC Science Alt Assessment?
- Who must take the DC Science Alt Assessment?
- How do I determine if a student is eligible to take the DC Science Alt Assessment?
- When does my school administer the DC Science Alt Assessment?
- How do I register my students for the DC Science Alt Assessment?
- How do my staff and I get training to administer the DC Science Alt Assessment?
- What are the technology requirements for administering the DC Science Alt Assessment on computers?
- How are DC Science Alt Assessment results reported to students, parents and schools?
- Where can I find out more about the DC Science Alt Assessment?

For online resources, please visit <http://osse.dc.gov/service/alternate-assessments>

DC SCIENCE ASSESSMENT TEST ADMINISTRATION AND POLICY

Swea Hart Swea.Hart@dc.gov (202) 374-7148

- What is the DC Science Assessment?
- Who should administer/take the DC Science Assessment?
- When does my school administer the DC Science Assessment?
- How do I register my students for the DC Science Assessment?
- How do my staff and I get training to administer the DC Science Assessment?
- What are the technology requirements for administering the DC Science Assessment on computers?
- How are DC Science Assessment results reported to students, parents and schools?
- Where can I find more information on the DC Science Assessment?

For online resources, please visit <http://osse.dc.gov/page/dc-science-assessment-assessment-next-generation-science-standards-ngss>

DISTRICTWIDE / STATEWIDE ASSESSMENTS

Cassie Lynott Cassie.Lynott@dc.gov (202) 535-2651

- What are the Districtwide assessments?
- What policies and guidance exist related to Districtwide assessments?
- Which Districtwide assessments are required for LEAs to administer? For students to take?
- When do the Districtwide assessments take place this year?
- Who should I contact about assessment-specific questions?
- Where can I get more information about each of the Districtwide assessments?
- What kind of Districtwide assessment data is available?
- How can I find out more about Districtwide assessments?
- Who are our vendors for the Districtwide assessments?

For online resources, please visit <http://osse.dc.gov/service/dc-state-assessments-new>

DISTRICTWIDE / STATEWIDE ASSESSMENT ACCOMMODATIONS FOR SPECIAL POPULATIONS

Michael Craig Michael.Craig@dc.gov (202) 257-3371

- What accommodations are available to students with Individualized Education Plans, 504 Plans, and English Language Learners on Districtwide assessments?
- How do I determine which accommodations are appropriate for each student?
- Where can I find more information about how to implement accommodations on Districtwide assessments?
- What are the technology requirements for implementing accommodations on Districtwide assessments?
- What training is available on assignment and implementation of accommodations?
- How do I ensure that students receive the accommodations to which they are entitled on the Districtwide assessments?
- Where can I find more guidance on accommodations?
- Where do I find more information about ACCESS, the assessment for English Language Learners that determines English language proficiency?

For online resources, please visit <http://osse.dc.gov/service/testing-accommodations>

DISTRICTWIDE/STATEWIDE ASSESSMENT TEST DEVELOPMENT

Nikki Stewart Nikki.Stewart@dc.gov (202) 957-7748

- Which standards to the Districtwide assessments measure?
- Where can I find out more information about the standards?
- How do the Districtwide assessments measure DC's standards?
- How were the Districtwide assessments developed?
- Where can I find the test blueprints for the Districtwide assessments?
- Who writes the Districtwide assessment items?
- Who scores the Districtwide assessments?
- Where can I find more information about the construction and analysis of Districtwide assessments?

For online resources, please visit <http://osse.dc.gov/service/dc-state-assessments-new> and <http://osse.dc.gov/service/dc-educational-standards>

DISTRICTWIDE/STATEWIDE ASSESSMENT TEST INTEGRITY AND SECURITY

To report test integrity or security concerns, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Nikki Stewart Nikki.Stewart@dc.gov (202) 957-7748

- What are the laws, regulations and rules around Districtwide assessment test security?
- How can I make sure my LEA and school are compliant with the Testing Integrity Act of 2013?
- What training and technical assistance is available to me around testing integrity and security?
- What happens if my LEA, school or student are involved in a test security incident?
- What, where and when do I need to report a potential test security incident?
- How do I report an alleged test security violation?
- What happens in the event of a test security incident or violation?

OSSE Key Points of Contact for LEAs

Where can I find historical test security data and reports?
What happens during a state test integrity investigation?

For online resources, please visit <http://osse.dc.gov/service/test-security-and-incident-forms>

DISTRICTWIDE/STATEWIDE NON-SUMMATIVE ASSESSMENTS

Nikki Stewart Nikki.Stewart@dc.gov (202) 957-7748

What are Districtwide non-summative assessments?
Which Districtwide non-summative assessments will be available when?
How do I get access to non-summative assessments?
How do I implement and administer non-summative assessments?
How do I use data from the non-summative assessments?
Where can I get more information about each of the Districtwide non-summative assessments?

For online resources, please visit <http://osse.dc.gov/service/formative-assessments-educators>

MULTI-STATE ALTERNATE ASSESSMENT (MSAA) – ELA AND MATH ALTERNATE ASSESSMENT TEST ADMINISTRATION AND POLICY

Michael Craig Michael.Craig@dc.gov (202) 257-3371

What is the MSAA assessment?
What is the MSAA Consortium and how does DC participate?
Who must administer the MSAA?
Who must take the MSAA?
How do I determine if a student is eligible to take the MSAA?
When does my school administer the MSAA?
How do I register my students for the MSAA?
How do my staff and I get training to administer the MSAA?
What are the technology requirements for administering the MSAA on computers?
How are MSAA results reported to students, parents and schools?
Where can I find out more about MSAA?

For online resources, please visit <http://osse.dc.gov/service/alternate-assessments>

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)

Swea Hart Swea.Hart@dc.gov (202) 374-7148

What is the NAEP?
Who must administer the NAEP?
Who must take the NAEP?
When does my school administer the NAEP?
How do I register my students for the NAEP?
How do my staff and I get training to administer the NAEP?
What are the technology requirements for administering the NAEP on computers?
How are NAEP results reported to students, parents and schools?
How can NAEP data be used?
Are there NAEP resources can I use?
Where can I find out more about the NAEP?

For online resources, please visit <http://osse.dc.gov/service/national-assessment-educational-progress-naep>

PARCC (ELA AND MATH) TEST ADMINISTRATION AND POLICY

For technology questions related to PARCC testing, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Cassie Lynott Cassie.Lynott@dc.gov (202) 535-2651

What are the PARCC Assessments and how are results reported to students, parents and schools?
What is the PARCC Consortium and how does DC participate?
Who must take the PARCC Assessments?
When does my school administer the PARCC?
How do I register my students for PARCC?
How do my staff and I get training to administer PARCC?
What are the technology requirements for administering PARCC on computers?
How do I add my staff to the contact list for LEA Assessment Coordinators?
Where can I find additional information about PARCC?

For online resources, please visit <http://osse.dc.gov/assessments> and <http://osse.dc.gov/parcc>

Acronym Key	
NAEP	National Assessment of Educational Progress
MSAA	Multi-State Alternative Assessment
ELA	English Language Arts
PARCC	Partnership for Assessment of Readiness for College and Careers

DATA AND REPORTING

ACCOUNTABILITY DATA

Donna Johnson DonnaR.Johnson@dc.gov (202) 545-7233

How are schools rated in the accountability system?
How are school scores and ratings calculated?
How do I access accountability data including student group and metric scores?

For online resources, please visit dcschoolreportcard.org

ADJUSTED COHORT GRADUATION RATE (ACGR)

For Non-Public "SEATS" application questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Bradley Quarles Bradley.Quarles@dc.gov (202) 545-7234

What is the four-year adjusted cohort graduation rate (ACGR)?
How is the rate calculated?
What are the implications of the ACGR?
How are cohorts defined?
When a student transfers into our school, which cohort will OSSE assign the student?

For online resources, please visit <http://osse.dc.gov/service/high-school-graduation-rates-0>

OSSE Key Points of Contact for LEAs

ASSESSMENT DATA

Danielle Branson Danielle.Branson@dc.gov (202) 374-1328

- How are performance levels calculated?
- Where can I find assessment data by sector and year?
- How do I access historical scores?

For online resources, please visit results.osse.dc.gov

ATTENDANCE REPORTING

Matthew Jacovina Matthew.Jacovina@dc.gov (202) 315-8403

- What type of attendance information should each school maintain?
- How do I report attendance?
- Who is responsible for attendance reporting?
- How long should a school record a student's attendance?

Online resources will be available at <https://osse.dc.gov/page/data-and-reports-0#attendance>

AUTOMATED DATA TRANSFER (ADT)

For "ADT" application or feed related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Sean Josiah Sean.Josiah@dc.gov (202) 899-6139

Shacara Young Shacara.Young@dc.gov (202) 741-5523

- What is ADT, and how does the process work?
- What's the path of my data from my LEA's SIS to OSSE?
- Do I need a SIF (School Interoperability Framework)?
- Who should I contact for ADT technical assistance and support?

For online resources, please visit <http://osse.dc.gov/service/automated-data-transfer-adt>

DATA PRIVACY, SECURITY, AND CONFIDENTIALITY

Gwen Rubinstein Gwen.Rubinstein@dc.gov (202) 374-3723

- What are best practices to protect sensitive information?
- What policies and practices does OSSE have in place to protect its information?
- How does OSSE govern its information?
- What supports are available to LEAs?

DC SCHOOL REPORT CARD DATA

Donna Johnson DonnaR.Johnson@dc.gov (202) 545-7233

- What information and data are included in the school report card?
- Can I get a paper copy of a school's report card?
- How can I access school report card data for all schools?
- How are report card metrics calculated?
- Can my LEA/school review the report card data before they are released?

For online resources, please visit dcschoolreportcard.org

Acronym Key	
ACGR	Adjusted Cohort Graduation Rate
ADT	Automated Data Transfer
SIF	School Interoperability Framework
YRBS	Youth Risk Behavior Survey
SEDS	Special Education Data System
SLED	Statewide Longitudinal Education Data System

ENROLLMENT AUDIT DATA

Stephanie Davis Stephanie.Davis3@dc.gov (202) 322-0546

- Where can I find past enrollment audit data reports?
- How can I correct a data error?
- How is the at-risk designation calculated?
- Where can I find enrollment projections?

For online resources, please visit <http://osse.dc.gov/enrollment>

ENROLLMENT AUDIT RESPONSIBILITIES

Terasita Edwards Terasita.Edwards@dc.gov (202) 741-5993

- What is the purpose of the student enrollment audit?
- Who is counted in the audit?
- How is the enrollment audit conducted?
- When is the student enrollment audit conducted?
- Where can I learn more information about the audit?

For online resources, please visit <http://osse.dc.gov/service/enrollment-and-residency-verification>

ENTRY AND EXIT CODES

Shenee Akinmoyalan Shenee.Akinmoyalan@dc.gov

(202) 545-7244

- What are the stages of the entry process?
- How do I code a withdrawal?
- What are the expectations for coding special population students?
- What should I do if I receive an error report?

For online resources, please visit <http://osse.dc.gov/service/entry-codes-exit-codes-and-enrollment>

LEA REPORTING CALENDAR, COLLECTION, AND VERIFICATION PROCESS

Shenee Akinmoyalan Shenee.Akinmoyalan@dc.gov

(202) 545-7244

- Where is the comprehensive LEA reporting calendar located?
- How far in advance should I expect notice of data requests?
- What is the timeline for collections?
- What's the format for data submissions?
- Who can I contact for system challenges?

For online resources, please visit <https://sled.osse.dc.gov>

NON-RESIDENT TUITION PAYMENTS

Veita Clark Veita.Clark@dc.gov (202) 727-7224

- How do you set up a payment?
- What payment options are available?
- What happens if a payment is missed?

REPORTING A POTENTIAL NON-RESIDENT

Antonio Cannon Antonio.Cannon@dc.gov (202) 724-2153

- What do I do if I think a non-resident is attending a DC public school?
- What is the process for reporting potential non-residents?

To access the online report form, please visit

<https://dcforms.dc.gov/webform/osse-residency-fraud-prevention-form>

RESIDENCY VERIFICATION

Terasita Edwards Terasita.Edwards@dc.gov (202) 741-5993

- What type of documents are schools required to maintain for each student to verify residency?
- When must residency be established?
- What can a primary caregiver show a school official to establish District of Columbia residency?
- What is the process for reporting potential non-residents?
- What are the residency responsibilities for an LEA that places a special education student into a non-public school?
- Where can I find more information?

For online resources, please visit <http://osse.dc.gov/service/enrollment-and-residency-verification>

SPECIAL EDUCATION DATA SYSTEM (SEDS)

Shenee Akinmoyalan Shenee.Akinmoyalan@dc.gov
(202) 545-7244

- How do I gain access to SEDS?
- What reports are available to LEAs to assist in the delivery of special education services?
- Where do I go for SEDS training and other special education resources?
- Will OSSE request special education records from another LEA on my behalf?
- Who should I contact if I am not able to access a student's IEP in SEDS?

For online resources, please visit <https://sites.google.com/a/dc.gov/seds-help-resources/>

STATEWIDE LONGITUDINAL EDUCATION DATA SYSTEM (SLED)

For "SLED" application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Darrell Ashton Darrell.Ashton@dc.gov (202) 741-5537

- What is SLED?
- How do I access SLED?
- What type of student information is available via SLED?
- Who should I contact for SLED technical assistance and support?
- How can SLED help our LEA?
- Where can I receive SLED training?

For online resources, please visit <https://sled.osse.dc.gov>

TRUANCY REPORTING

Whitney Meagher Whitney.Meagher@dc.gov (202) 741-5095

- Who do I notify if a student has accumulated 10 or more unexcused absences?
- What type of student information is required for reporting?
- What interventions occur on the school level before external reporting?
- Who is responsible for reporting educational neglect?
- What are the common causes of truancy and how can our school work to prevent them?
- What are DC's laws and regulations that prescribe truancy reporting requirements?

For online resources, please visit <http://osse.dc.gov/publication/truancy-guide>

EARLY LEARNING

EARLY INTERVENTION: PART C AND PART B-619

State Activities, Part C

Allan Phillips Allan.Phillips@dc.gov (202) 741-0475

- Where can I obtain Part C policies and regulations?
- How do I obtain Part C reports?

State Activities, Part B-619

Carlene Reid Carlene.Reid@dc.gov (202) 741-7635

- Where can I obtain training and technical assistance for serving preschool age children with special needs?
- How do I access the Child Outcomes Summary data system?

Local Activities, Part C

Andres Alvarado Andres.Alvarado@dc.gov (202) 727-5853

Sandra Smith Sandra.Smith3@dc.gov (202) 727-6538

Chelsia Latney Chelsia.Latney@dc.gov (202) 741-8716

- How do I get early intervention support services?
- Who do I contact if I have concerns about my child's development?
- How do I refer a child for early intervention services?

For online resources, please visit <https://osse.dc.gov/service/early-learning>

CHILD CARE LICENSING AND COMPLIANCE

Eva Laguerre Eva.Laguerre@dc.gov (202) 741-5942

Clement Idun Clement.Idun@dc.gov (202) 442-4733

Carolyn Terry-Taylor Carolyn.Taylor@dc.gov (202) 727-8140

- How do I get a child development facility licensed?
- What are the licensing requirements and health and safety standards?
- What are the types of child development facilities?
- How do I make a complaint about a child development facility or provider?
- How can I locate child care for my family?

For online resources, please visit <https://osse.dc.gov/service/licensing-and-compliance>

OPERATIONS AND GRANTSMANAGEMENT

Sabine Campbell Sabine.Campbell@dc.gov (202) 545-7214

Tara Dewan-Czarnecki Tara.Dewan-Czarnecki@dc.gov
(202) 741-7637

Rebecca Shaw Rebecca.Shaw@dc.gov (202) 727-5045

Toya Thompson Toya.Thompson@dc.gov (202) 727-8137

- Where can providers submit subsidy renewal applications?
- How do I know if I am eligible to receive a child care subsidy?
- How do I locate a child care provider that accepts subsidy?
- How do I obtain a child care admission form?
- Where can we find more resources and information regarding grants?
- How can I become a Level II provider?

For online resources, please visit <http://osse.dc.gov/service/early-learning>

POLICY, PLANNING & RESEARCH

Christina Crayton Christina.Crayton@dc.gov (202) 442-4716

Bonnie Mackintosh Bonnie.Mackintosh@dc.gov (202) 741-0791

- What resources are available to enhance my early learning program?
- How do I learn more about the Pre- K Enhancement Program?
- How do I learn more about the Early Development Instrument?
- What are the child care eligibility policies in DC?

For online resources, please visit <http://osse.dc.gov/service/early-learning>

QUALITY INITIATIVES

Kathryn Kigera Kathryn.Kigera@dc.gov (202) 481-3763

Michael Rowe Michael.Rowe@dc.gov (202) 727-8123

- How do I receive training and technical assistance for my early learning facility?
- As an early learning professional, how do I obtain professional development training?
- How do I register for the Professional Development Information System (PDIS)?
- How do I enroll my child into the Quality Improvement Network?
- How do I learn more about Capital Quality, DC's redesigned Quality Rating and Improvement System (QRIS)?

For online resources, please visit <http://osse.dc.gov/service/early-learning-services-providers-professional-development> or <https://osse.dc.gov/page/capital-quality-qr>

STATE EARLY CHILDHOOD DEVELOPMENT COORDINATING COUNCIL (SECDCC)

Deborah Alston Deborah.Alston@dc.gov (202) 442-4780

- What is the role of the SECDCC?
- Who is on the SECDCC?
- When does the SECDCC hold meetings open to the public?

For online resources, please visit <http://osse.dc.gov/service/state-early-childhood-development-coordinating-council-secdcc>

EVERY STUDENT SUCCEEDS ACT (ESSA)

INTERVENTIONS FOR LOW-PERFORMING SCHOOLS

Sharon Gaskins Sharon.Gaskins@dc.gov (202) 654-6112

- How are low-performing schools identified under the Every Student Succeeds Act (ESSA)?
- What are an LEA's responsibilities with regard to low-performing schools in the current school year?
- What technical and financial assistance does OSSE offer low-performing schools?
- How does OSSE monitor the implementation of interventions within low-performing schools?

For online resources, please visit <https://osse.dc.gov/service/school-improvement-plans>

PARENT AND COMMUNITY ENGAGEMENT AND PARTNERSHIP

Valrie Brown Valrie.Brown@dc.gov (202) 299-2093

- Who can I talk to regarding questions, concerns or complaints regarding my child's general or specialized education?
- Are advocacy and support services available to parents?
- What community resources are available to support my child's needs?
- How can I find out more about the State Education Plan and how I can support my child's learning?

For online resources, please visit <https://osse.dc.gov/service/parent-community-and-stakeholder-special-education-information>

FUNDING AND GRANTS MANAGEMENT

Acronym Key	
DC TAG	DC Tuition Assistance Grant
EGMS	Enterprise Grant Management System
IDEA Part C	Early Intervention Program
Title I, Part A	Improving Basic Programs
Title I, Part D	Neglected and Delinquent
Title 1003 (G) - SIG	School Improvement Grant
Title II, Part A	Teacher and Principal Training and Recruiting
Title II, Part B (MSP)	Math and Science Partnership
Title III, Part A	English Language Acquisition
Title IV, Part B	21 st Century Community Learning Center
Title V, Part B	Charter School Planning
Title X, Part C: McKinney Vento	Education of Homeless Children and Youth

CAREER EDUCATION DEVELOPMENT — CAREER ACADEMIES CERTIFICATION FUND

For "EGMS" application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Simone Garcia Simone.Garcia@dc.gov (202) 727-4312

- What are Career Academies?
- Which schools are eligible?
- How can schools apply?
- What are the reporting requirements?
- What certifications will OSSE support?
- How can schools apply?
- How are funds dispersed?

For current school year information and online resources, please visit <http://osse.dc.gov/CareerEducationDevelopment>

OSSE Key Points of Contact for LEAs

CARL D. PERKINS GRANT

For "EGMS" application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Richard Kincaid Richard.Kincaid@dc.gov (202) 442-4008

What is the purpose of the Carl D. Perkins grant and how does it support Career and Technical Education (CTE)?
Who is eligible for Perkins funds?
What are the permissible uses of Perkins funds?
What are the reporting requirements?

For online resources, please visit <http://osse.dc.gov/service/career-and-technical-education-cte>

DC TUITION ASSISTANCE GRANT (DCTAG)

For "EGMS" application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Kenneth McGhee Kenneth.McGhee@dc.gov (202) 481-3946

What is DCTAG?
Who is eligible for DCTAG?
How do students apply for DCTAG?
When is the application deadline?
What is the disbursement process for DCTAG?
How can my school support students in the DCTAG process?

For online resources, please visit <http://osse.dc.gov/service/dc-tuition-assistance-grant-dc-tag>

ENTERPRISE GRANT MANAGEMENT SYSTEM (EGMS)

For "EGMS" application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Nancy Mahon Nancy.Mahon@dc.gov (202) 741-1886

What is the Enterprise Grant Management System?
How do I apply for a grant using EGMS?
How do I submit reimbursement requests?
Who can I contact for system challenges or technical assistance?
How do I find out about available grants?

For online resources, please visit <http://egmsfe.osse.dc.gov/>

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) GRANTS

For "EGMS" application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Kieran Bowen Kieran.Bowen@dc.gov (202) 481-3938

What is the purpose of IDEA funding?
When should my school receive its IDEA determination and allocation?
What is the difference between IDEA Part B and IDEA Part C?
Who is eligible to receive IDEA grant funds?

When are LEAs required to allocate Part B funds to Coordinated Early Intervening Services (CEIS)?

What are allowable costs for IDEA, Part B funds?

For online resources, please visit <http://osse.dc.gov/service/specialized-education-fiscal-policy-and-grants-management>

MEDICAID CLAIMING FOR SCHOOL-BASED HEALTH SERVICES

Yvonne S. Smith YvonneS.Smith@dc.gov (202) 741-5996

How do LEAs apply for Medicaid reimbursement?
What services qualify for reimbursement?
What constitutes an allowable claim?
What is the Random Moment Time Study required for claiming?

For online resources, please visit <http://osse.dc.gov/service/medicaid-recovery-unit>

NONPUBLIC SPECIAL EDUCATION SCHOOL PAYMENTS

Yvonne S. Smith YvonneS.Smith@dc.gov (202) 741-5996

How are rates established for nonpublic schools?
How do schools set up the payment process?
What regulations govern nonpublic schools and payments?
What are the requirements for billing?
What are the LEA obligations related to documentation authorizing payments?

For online resources, please visit <http://osse.dc.gov/service/nonpublic-invoice-verification>

PUBLIC CHARTER SCHOOL FACILITY FINANCING

For "EGMS" application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Debra Roane Debra.Roane@dc.gov (202) 478-5940

What financing is available to construct, acquire or renovate my school?
Can OSSE guarantee lease payments for public charter schools?
My bank wants a credit enhancement before they will give me financing for my school. Where can I get a credit enhancement?

For online resources, please visit <http://osse.dc.gov/service/facilities-financing-dc-public-charter-schools>

SCHOOL ARSHIP SUPPORT OPPORTUNITY AND RESULTS (SOAR) ACT – CHARTER SECTOR

For "EGMS" application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

What are the required set-asides?

Who is eligible to apply for SOAR Act funds? What are allowable costs for

SOAR funds?

What are the fiscal responsibilities of an entity that receives SOAR Act funds?

How will entities that receive SOAR Act funds be monitored?

OSSE Key Points of Contact for LEAs

For online resources, please visit

<http://osse.dc.gov/service/scholarships-opportunity-and-results-soar-act-grant-fy-2014>

SCHOOL NUTRITION GRANTS

For "EGMS" application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Lindsey Palmer Lindsey.Palmer@dc.gov (202) 724-7861

What nutritional grants are offered through OSSE's Division of Health and Wellness?

Who is eligible to participate in the National School Breakfast and Lunch Program?

What are the nutritional requirements for school meals supported by federal grants?

For online resources, please visit <https://osse.dc.gov/service/nutrition-services>

TITLE I, PART A AND TITLE II, PART A

For "EGMS" application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Bonnie Bacon Bonnie.Bacon@dc.gov (202) 545-7224

How does OSSE determine eligibility for Title I and Title II funding?

When does OSSE release allocation amounts?

How do I apply for funding?

What is the monitoring cycle?

What are permissible uses of Title I and Title II funds?

What are the required set-asides?

What is the difference between a targeted assistance program and School Wide Program (SWP)?

How do I notify OSSE that my program is new or significantly expanding?

Who is the grants management specialist assigned to my LEA?

For online resources, please visit <https://osse.dc.gov/node/1253316>

TITLE 1003 (G) – SCHOOL IMPROVEMENT

For "EGMS" application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Sharon Gaskins Sharon.Gaskins@dc.gov (202) 654-6112

How does OSSE determine eligibility for School Improvement Grants (SIG)?

Where can I find the school improvement grant models?

When is the SIG application due?

What are permissible uses of SIG funding?

For online resources, please visit <http://osse.dc.gov/service/title-i-part-1003g-school-improvement-grants>

TITLE I, PART D

For "EGMS" application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Alison Losey Alison.Losey@dc.gov (202) 654-6110

How does OSSE determine eligibility for Title I-D funding?

What are the goals of Title I, Part D?

How do I apply for funding?

What is the monitoring cycle?

What are permissible uses of Title I-D funds?

For online resources, please visit <http://osse.dc.gov/service/neglected-and-delinquent-youth-title-i-part-d>

TITLE III, PART A

For "EGMS" application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Bonnie Bacon Bonnie.Bacon@dc.gov (202) 545-7224

What is the definition of "immigrant children and youth" in ESEA Title III?

How does OSSE determine eligibility for Title III funding?

How does OSSE allocate funds to LEAs with substantial increases in the percentage or number of immigrant children and youth?

What are the required activities for LEAs that receive Title III grants?

What are permissible uses of Title III funds?

For online resources, please visit <https://osse.dc.gov/node/1253316>

TITLE IV, PART B: 21ST CENTURY PROGRAMS

For "EGMS" application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Myles Cliff 21stcclc.info@dc.gov (202) 442-3255

What is 21st Century?

Who can apply for 21st Century Community Learning Center (CCLC) funds?

Can an outside agency work with an individual school within a 21st CCLC awarded LEA?

Can 21st CCLC activities take place during the regular school day?

What are the permissible uses of 21st CCLC program funds?

Can I use grant funds to purchase food for the program?

For online resources, please visit <http://osse.dc.gov/service/title-iv-part-b-21st-century-community-learning-centers-cclc>

TITLE V, PART B: CHARTER SCHOOLS PROGRAM (CSP)

For "EGMS" application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Ronda Kardash Ronda.Kardash@dc.gov (202) 741-5099

What is Title V, Part B?

Who is eligible to apply for Title V, Part B funds?

What are allowable costs for Title V, Part B funds?

What are the fiscal responsibilities of a charter school granter under Title V, Part B?

What are the dissemination grants and who is eligible to apply?

For online resources, please visit <http://osse.dc.gov/service/charter-school-programs-grant-title-v-part-b>

TITLE X, PART C: MCKINNEY-VENTO

For "EGMS" application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

Nicole Lee-Mwandha Nicole.Lee-Mwandha@dc.gov
(202) 654-6123

Who is considered homeless under the McKinney-Vento Act?

Are LEAs required to have a homeless liaison?

What are permissible uses of McKinney Vento funds? Can funds be used to pay for things such as transportation and school uniforms?

For online resources, please visit <http://osse.dc.gov/publication/mckinney-vento-homeless-assistance-act>

HEALTH & WELLNESS SERVICES

CHILD AND ADULT CARE FOOD PROGRAM

Lindsey Palmer Lindsey.Palmer@dc.gov (202) 724-7861

What is the Child and Adult Care Food Program (CACFP)?

What are the benefits of participating in the CACFP?

What type of organizations and businesses can participate in the CACFP?

Who is eligible to receive meals through the CACFP?

What the rules and regulations do I have to follow?

What does it mean to be viable, capable and accountable (VCA)?

What is involved in operating the CACFP?

What are the nutritional and meal pattern requirements for the CACFP?

Why is it important to serve healthy meals?

How much money will I get and how do I get paid?

How do I get Healthy Tots reimbursements?

Where do I locate summer meal sites?

For online resources, please visit <http://osse.dc.gov/service/wellness-and-nutrition-services>

HEALTHY SCHOOLS AND WELLNESS PROGRAMS

Kerriann Peart Kerriann.Peart@dc.gov (202) 481-3753

What resources are available for aligning health curricula to health and physical education standards?

Where do I find a copy of the health standards?

Where do I refer students for sexual health services?

How do I receive professional development trainings on health and physical education topics?

How do I receive technical assistance and capacity building support around school health services and health and physical education programs?

How do I get a school nurse?

How do I get social and emotional health resources in my school?

I would like my teachers to be more informed about the Healthy Schools Act. Is there a training they can participate in?

Where can I find resources for incorporating Nutrition Education into the classroom?

How do I get more information on recycling, composting and other areas related to environmental literacy in schools?

How do I receive grants to implement health and physical education programs and services?

How do I become a physical education or environmental literacy cadre member for my school?

How do I get my staff certified as an Undesignated Epinephrine Auto-Injector designee?

How do I get my students to apply for the Youth Advisory Committee?

For online resources, please visit <http://osse.dc.gov/service/wellness-and-nutrition-school-programs>

SCHOOL FOOD PROGRAM REQUIREMENTS

Lindsey Palmer Lindsey.Palmer@dc.gov (202) 724-7861

What are the responsibilities of the School Food Authority (SFA)?

How should schools determine student eligibility for free and reduced meals?

What type of training should a School Food Authority provide?

What type of notification is required for food services?

What are the requirements of a Food Safety Plan?

What are the requirements for food sanitation inspections?

How long should nutrition-related records be maintained?

SCHOOL HEALTH POLICY AND PLANNING

Kyle Flood Kyle.Flood@dc.gov (202) 741-5252

What types of grants are available to help LEAs accomplish goals and programs laid out in the Healthy Schools Act?

How often does my LEA need to update their Local Wellness Policy and who should be involved in this process?

I am confused about a question on the School Health Profile (SHP). How can I receive technical assistance?

What is the Youth Risk Behavior Survey (YRBS) and how often is it conducted?

How do I get involved in the Healthy Youth & Schools Commission?

What is the Centers for Disease Control and Preventions (CDC) School Health Profile?

What is the School Climate Survey?

What is the Health and Physical Education Assessment, and when do I administer it in my schools?

For online resources, please visit <http://osse.dc.gov/service/healthy-schools-act>

YOUTH RISK BEHAVIORS SURVEY (YRBS)

Aimee McLaughlin Aimee.McLaughlin@dc.gov (202) 704-5774

When and how is the YRBS survey administered?

How does OSSE ensure student anonymity in the YRBS?

When will the next DC YRBS report be published?

What resources are available for students who need support related to the risk behaviors identified in the YRBS?

What are the youth risk behavior indicators and trends my school should consider as we make programmatic decisions?

For online resources, please visit <https://osse.dc.gov/service/dc-youth-risk-behavior-survey-yrbs>

IT HELP DESK

OSSE APPLICATION SERVICE DESK

OSSE Technology Service Desk osse.callcenter@dc.gov
(202) 719-6500

The OSSE Application Service Desk provides technical support for the following applications and topics:
ATS, BITSEE, Data Privacy, DEL Licensing, EGMS, HomeSchool, OATS, ORCHARD, SARA, SEATS, SLED, and Test Integrity.

For technical assistance, please submit an OSSE Help Desk ticket via <http://ossehelp.com>

OFFICE OF DISPUTE RESOLUTION

OFFICE OF DISPUTE RESOLUTION

Tracey Langley Tracey.Langley@dc.gov (202) 481-3436

How can I file a due process complaint?
What is a due process hearing?
How can I request a due process hearing?
What's the difference between Mediation and a Due Process Hearing?
How can I request mediation?
Will I need an attorney?
Do you provide attorneys or can you assist me in finding one?
Who will preside over the hearing?
How are the cases assigned?
What is an HOD?
Will I receive a copy of the HOD?

For online resources, please visit <http://osse.dc.gov/service/office-dispute-resolution-odr>

POSTSECONDARY AND CAREER EDUCATION

For "My College Fact Finder" and "FAFSA" application related questions, please contact the OSSE Service Desk at (202) 719-6500 or osse.callcenter@dc.gov. For program questions, contact ↓

COLLEGE AND CAREER READINESS

Melissa McKnight Melissa.Mcknight@dc.gov (202) 741-6413

What are the responsibilities of the Office of College and Career Readiness in the Division of Postsecondary and Career Education?
Who can I contact about Dual Enrollment, Advanced Placement Testing and the OSSE Scholars Program?
Are my students eligible for SAT and ACT funding through the Office of College and Career Readiness?
What is the College and Credential Completion Network (C3N)?

For online resources, please visit <https://osse.dc.gov/page/college-and-career-education>

DC REENGAGEMENT CENTER

Ja'Sent Brown Jasent.Brown@dc.gov (202) 671-2539,

What is the ReEngagement Center?
How old are eligible students?
What type of support does the ReEngagement Center provide?
Where is the ReEngagement Center located?

For online resources, please visit <http://osse.dc.gov/service/dc-reengagement-center>

GED PROGRAM OFFICE

Philip PremDas Philip.Premdas@dc.gov (202) 274-7173

What is the General Education Development Test (GED)?
How is the GED administered?
Where can I go to take the GED in DC?
Is the GED offered in non-English languages?
Who is eligible for the GED?
Are there prep materials available?

For online resources, please visit <http://osse.dc.gov/service/general-education-development-tests-ged>

SPECIAL POPULATIONS AND COMMUNITY SUPPORT

CHANGE IN PLACEMENT

Katie Reda Katie.Red@dc.gov (202) 481-3926

What is the OSSE Policies and Procedures for Placement Review, Revised (PPPR)?
What is a change in placement (CIP)?
How do LEAs initiate a CIP request?
How is OSSE's role during the CIP process articulated?
What happens if the IEP team moves forward with placement to a more restrictive environment (a nonpublic school placement)?

For online resources, please visit <http://osse.dc.gov/service/placement-oversight-unit>

DC HOME SCHOOLS REQUIREMENTS

Stephanie Thomas Stephanie.Thomas@dc.gov
(202) 654-6122

Who can home school?
Are there regulations that govern home schooling in the District?
Do parents need permission from their child's school to home school?
What is the notification process for home schooling in the District of Columbia?
Can my homeschooled child take the citywide assessment?

For online resources, please visit <http://osse.dc.gov/service/dc-homeschooling-program>

HOMELESS CHILDREN AND YOUTH SUPPORT

Nicole Lee-Mwandha Nicole.Lee-Mwandha@dc.gov
(202) 654-6123

What is the function of the Education of Homeless Children and Youth Program?

Who must designate a homeless liaison?
Is there a time limit on how long a child or youth can be considered homeless?
Who is defined as a homeless child or youth under McKinney-Vento?
What ages does the McKinney-Vento Act cover?
Are immigrant students covered by the McKinney-Vento Act?
What are the responsibilities of the homeless liaison?

For online resources, please visit <http://osse.dc.gov/service/education-homeless-children-and-youth-program>

NON - P U B L I C P L A C E M E N T

Katie Reda Katie.Red@dc.gov (202) 481-3926

What is the difference between a private school and a nonpublic school?
What if a parent requests for their child to attend a nonpublic school or program?
Who makes the final decision about nonpublic placement for a student?
What are my LEA's roles and responsibilities for students placed in nonpublic schools or programs?
Can students receive transportation services to nonpublic schools?

For an online resource, please visit <http://osse.dc.gov/publication/nonpublic-toolkit>

PRIVATE SCHOOL OPERATIONAL REQUIREMENTS

Stephanie Thomas Stephanie.Thomas@dc.gov (202) 654-6122

What are the requirements for operating a private school in the District?
Are private schools subject to record keeping requirements?
How can private schools request and receive approval from OSSE?
What testing requirements apply to private schools in the District of Columbia?
What financial assistance is available to support private education?

S P E C I A L E D U C A T I O N M O N I T O R I N G A N D C O M P L I A N C E

Karen Morgan-Donaldson Karen.Morgan-Donaldson@dc.gov (202) 724-7803

Who monitors compliance for special education in the District of Columbia?
How is compliance tracked in the District of Columbia?
What are annual LEA determinations?
What is OSSE looking for when they monitor my LEA?
How do I find out more about the monitoring process for my LEA?

For online resources, please visit <https://osse.dc.gov/publication/risk-based-monitoring-guidance>

S P E C I A L E D U C A T I O N P O L I C Y

Christie Weaver-Harris Christie.Weaver-Harris@dc.gov (202) 741-0470

Where can I access special education policies?
What if I have a question about federal or local special education requirements?

For online resources, please visit <http://osse.dc.gov/publication/rights-parents-students-disabilities-idea-part-b-notice-procedural-safeguards>

S P E C I A L E D U C A T I O N P R O C E D U R A L S A F E G U A R D S A N D R E S O U R C E S U N D E R I D E A

Adrienne Rodriguez Adrienne.Rodriguez@dc.gov (202) 478-5947

What information are LEAs required to provide to parents of students with disabilities?
How often must LEAs provide the Notice of Procedural Safeguards to parents?
How can an LEA prove that it has provided this document to parents?

For online resources, please visit <http://osse.dc.gov/publication/rights-parents-students-disabilities-idea-part-b-notice-procedural-safeguards>

S P E C I A L E D U C A T I O N S T A T E C O M P L A I N T S

Victoria Glick Victoria.Glick@dc.gov (202) 724-7860

By when must an LEA reply when an individual or organization files a State complaint?
How is a State complaint different from a request for a due process hearing?
What are my LEA's options for resolving the State Complaint?

For online resources, please visit <http://osse.dc.gov/service/specialized-education-state-complaints>

STUDENT TRANSPORTATION

GENERAL INFORMATION

Division of Student Transportation osse.dot@dc.gov (202) 724-8600

How do I find general information regarding student transportation services?
Which unit handles complaints regarding student transportation?

For online resources, please visit <http://osse.dc.gov/service/student-transportation>

P A R E N T R E S O U R C E C E N T E R

Parent Resource Center (202) 576-5000

What is the Parent Resource Center and how can I contact them?
As an LEA representative, who specifically can I contact for questions or concerns about transportation?
What if a parent has a concern/complaint regarding transportation services?
When do Customer Service Representatives inform parents/guardians of bus delays?
Where can parents and stakeholders sign up to receive notifications and updates?
When are representatives available to take calls?
What is the inclement weather policy for student transportation?

For online resources, please visit <http://osse.dc.gov/service/student-transportation>

TECHNICAL SUPPORT

Division of Student Transportation dot.data@dc.gov
(202) 576-5520

- Where can I access the policy regarding student transportation?
- When do I submit transportation requests for eligible students with disabilities enrolled in my school?
- What is the Transportation Online Tool for Education (TOTE)?
- How do I access TOTE?
- How do I submit a transportation request?
- What information is required to submit a transportation request?
- How do I submit school calendar and bell time information?
- How do we request an address change for a student or any other type of route change?

For online resources, please visit <http://osse.dc.gov/service/student-transportation>

TEACHING AND LEARNING

ENGLISH LEARNERS SUPPORT

Jennifer Norton Jennifer.Norton@dc.gov (202) 478-5987

- Do all LEAs have to comply with the use of a Home Language Survey (HLS)?
- Who are students with limited English proficiency (LEPs)?
- Do all LEAs have to develop and implement an English Language Program Plan (also known as ELL plan)?
- Do all students with limited English Proficiency (LEPs) have to participate in the state assessment test?
- Are all LEAs required to administer annual assessments to measure LEPs language proficiency and progress?

For online resources, please visit <https://osse.dc.gov/page/english-learners-els>

INSTRUCTIONAL SUPPORTS (GENERAL EDUCATION)

Jenye Fletcher Jenye.Fletcher@dc.gov (202) 727-3666

- What are best practices in teaching and learning?
- How can I plan standards-based lessons that engage all learners?
- What resources support quality instructional planning?

For online resources, please visit <http://osse.dc.gov/service/specialized-education-training-and-technical-assistance> or <https://osse.dc.gov/service/k-12-teaching-and-learning-resources>

LEAST RESTRICTIVE ENVIRONMENT

Yuliana Del Arroyo Yuliana.Delarroyo@dc.gov
(202) 741-0478

- What is the difference between least restrictive environment (LRE) and inclusion?
- Is placement the same thing as location of services?
- How do I know if a student is in his or her least restrictive environment?
- What does it mean for my school to provide a full continuum of educational services?
- How can I make my school a more inclusion focused school?

For an online resource, please visit <http://osse.dc.gov/publication/least-restrictive-environment-toolkit>

POSITIVE BEHAVIOR SUPPORT

Jessica Dulay Jessica.Dulay@dc.gov (202) 654-6101

- What is Positive Behavior Support?
- What does PBS have to do with the Law?
- What are some examples of positive behavior supports?
- What is a manifestation determination review and when is it needed?
- How can our school begin utilizing restorative justice?

For an online resource, please visit

<http://osse.dc.gov/publication/positive-behavior-support-pbs-toolkit>

SECONDARY TRANSITION PROCESSES

Jennifer Carpenter Jennifer.Carpenter@dc.gov (202) 899-6087

- What is a secondary transition plan?
- When does planning for secondary transition start?
- Do I have to use assessments when writing a secondary transition plan in the IEP?
- Who should I invite to a secondary transition planning meeting for a student?
- How is a transition plan written?
- How can I ensure that secondary transition planning is focused on what's best for the student?
- I'm new to this process. What resources are available to help me get up to speed?

For an online resource, please visit

<http://osse.dc.gov/publication/secondary-transition-process-toolkit>

SPECIAL EDUCATION GUIDANCE

Jennifer Carpenter Jennifer.Carpenter@dc.gov (202) 899-6087

- What is the difference between a traditional IEP and a standards-based IEP?
- Are the Common Core State Standards the same thing as DC's learning standards?
- What does it mean to differentiate instruction?
- Can I write a standards-based IEP for a student who is not on grade-level?
- How can I ensure that I always write standards-based IEPs for students?
- Are all LEAs required to administer annual assessments to measure LEPs language proficiency and progress?

For an online resource, please visit

<http://osse.dc.gov/publication/standards-based-individualized-education-program-iep-resource-guide>

TEACHER LICENSURE REQUIREMENTS

OSSE.AskLicensure@dc.gov

(For questions regarding educator credentialing requirements)

OSSE.ECIS@dc.gov

(For support using the online application system)

- What are the criteria for licensure for teachers, administrators, and related service providers in the District?
- What are the required exams for licensure in one's respective discipline?
- Are LEAs required to notify parents regarding teacher and paraprofessional quality?

For online resources, please visit <https://osse.dc.gov/ed-credentials>

Acronym Key	
ELL	English Language Learner
HQT	Highly Qualified Teacher
LRE	Least Restrictive Environment
PBS	Positive Behavior Support
IEP	Individualized Education Program
SLO	Student Learning Objective
UDL	Universal Design for Learning
