



District of Columbia
Office of the State Superintendent of Education

SY2022-23 LEA Continuous Education Plans Quickbase Application

User Manual

Version 1.0 | July 2022

Technical Assistance

For technical assistance on this Quickbase application, including adding an additional user, please contact OSSE’s help desk or submit a ticket via email

- osse.callcenter@dc.gov
- Phone: (202) 719-6500
- Hours: 8 a.m.- 5 p.m., Monday-Friday

Continuous Education Plan Application Quickstart

1. Sign into your existing account at octo.quickbase.com. An application link should have been sent to you by email.
2. If you are signing directly into your Quickbase account, please select the below item from your dashboard:



3. Once in the application click the “Start Application” button at the bottom of the landing page.



4. Please click on your LEA name or the eye icon to access your application.



5. If there is no previous LEA CEP Application, click “Add LEA Application.” If you have already created an application do not use this button as you can only have one application.



If for any reason you need to return to the previously created application that you left, you can access your previously created application in the LEA dashboard. If you have not submitted the application, it will display as “Not Submitted” on the submission status.

6. Upon creation, the application will contain a series of tabs. Each tab will contain fields that need to be completed.



7. Prior to submission, all LEA details, question fields and assurances are to be completed. Tabs can have multiple questions; please complete each question thoroughly.



In the 2022-23 school year, there may be reasons that a group of students, a school or an LEA might need to transition from in-person learning to situational distance learning. Acknowledging this reality, OSSE is allowing LEAs to convert up to five days of their academic calendar to situational distance learning without needing to get approval from OSSE. The reasons for the transition to situational distance learning might vary greatly including but not limited to strains on a school's operational posture due to disease, inclement weather or other event and are ultimately up to each LEA's discretion. The following section is meant to engage and assess the LEA's ability to move to situational distance learning at any point in the school year. At a minimum, an LEA "ready" to transition to situational distance learning will have plans addressing the following listed provisions.

▼ Question 1(Q1)

Q1. To be prepared for situational distance learning, the LEA has a plan for:

▼ a. Provisions for learning

a. The provision of situational distance learning through either: (Select all applicable strategies below and complete only the questions associated with the selected options)

1. Provision of 1:1 learning devices. 2. Distribution of learning materials that are not digital, such as paper packets and other related learning materials. 3. Other

8. To save, please use the "Save & Close" button. This will save the progress you have made.



The "Cancel" button to the right of the save button can be used to exit out to the LEA dashboard. Note that when this is used, entered responses that have not been saved will not be saved.



9. The "Assurances Statement for Continuous Education Plans (CEPs)" tab will have a series of statements that should be reviewed by the LEA. Check each box after you have read it to signify that the LEA agrees to the statement.

Assurance Statement for Continuous Education Plans (CEPs) :

The LEA attests to the following statements regarding **delivery of instruction** :

- The LEA grounds instruction in the District of Columbia's approved state academic standards (and/or the LEA's approved standards) in English language arts, math, and science across grades K-12

Enter your information as the LEA Leader after reviewing the statements and checking the checkboxes next to the statements.

If you are submitting as a data manager or other user, and are not the LEA leader, **you must attach a signed attestation form from the LEA leader.**



The attestation form can be downloaded from the main page.

[Download Attestation Form](#)

10. The “Health and Safety Assurance” tab will have an assurance statement that should be reviewed by the LEA. Check the box after you have read it to signify that the LEA agrees to the statement

Health and Safety Assurance

Assurance Statement for Health and Safety Plans :

The LEA ensures that it will adopt any required measures from applicable DC Health and OSSE COVID-19 guidance to help respond to and reduce the risk of COVID-19 transmission among students, staff, families and the community.

At the end, enter your information as the LEA Leader and submit the application when ready.

If you are submitting as a data manager or other user, and are not the LEA leader, **you must attach a signed attestation form from the LEA leader.**

No file chosen

11. After your application is submitted, you will receive an email notification that your application has been submitted.
12. Your application will be reviewed by OSSE, and will then be either approved or returned. You will receive a notification updating you on the status of the application once a decision is rendered.

If your application is returned, it will be because one or more application responses are not complete. In addition to a notification alerting you that the application has been returned, expect a follow-up email from an OSSE staff member explaining the return in more detail. Once you have addressed outstanding questions, resubmit the application in Quickbase.