



Office of the



State Superintendent of Education

October 17, 2011

Dear LEA Leaders and Special Education Representatives,

As you are aware, the enrollment audit and child count/educational environments data collection efforts have been combined this year in an attempt to reduce the administrative burden on LEAs. This communication is intended to clarify the key activities and timelines designed to support this process.

1. Week of October 24, 2011:
Special education audit/child count data collection effort LEA webinar registration information and guidance issued.
2. Week of October 31, 2011:
Make up webinar session(s) provided as needed.
3. October 31, 2011:
Ideafacts application tool is released to LEAs
4. October 31, 2011 – December 7, 2011:
Ideafacts tool is available to LEAs; LEAs are provided with ongoing technical assistance from their SEDS team point of contact.
5. December 7, 2011:
LEA initial data certification is due to OSSE.
6. December 8, 2011 – December 13, 2011:
SEA independent audit of records occurs.
SEA analysis of initial LEA data submissions occurs.
7. December 16, 2011:
Finalized analysis and data notes for LEAs with data discrepancies are distributed to LEAs (Note: OSSE will consider December 7 certifications as final for LEAs with no noted special education data discrepancies)
8. January 4, 2012:
All data appeals resolved, SEA finalizes data set; final LEA certification forms due, if applicable.

In the same manner as last year, each LEA will be receiving an invitation to the OSSE IDEAfacts application. The invitation will be received by the identified LEA Leader and Special Education Coordinator. The OSSE IDEAfacts application will allow each LEA to quickly review and confirm that the data in SEDS are accurate and up-to-date. The OSSE IDEAfacts will also allow each LEA to report environment settings that may not be captured in SEDS. Within the OSSE IDEAfacts application, there will be a required certification form. After reviewing the data and confirming the accuracy of the data, each LEA must download the certification form, sign it and fax it back to the OSSE by December 7, 2011 by 5:00PM. It is vitally important for all LEAs to submit certification of valid and reliable data in a timely manner.

As noted above, The SEDS team will provide support for IDEAfacts via a webinar. During the 1 hour webinar, the SEDS team will review the following: (1) accessing OSSE IDEAfacts; (2) reviewing

information in the application; (3) executing steps for correcting erroneous information; and (4) completing the certification process. There will also be an opportunity for participants to ask questions. This webinar will be offered and then available in archived format on the SEDS resource site.

Along with the invitation to the OSSE IDEA*facts* application, each LEA will receive a manual with instructions for accessing the application and completing required activities. Each LEA has been assigned to a SEDS Team contact person. This individual will contact LEA special education representatives to provide support and answer any questions.

If there are any inaccuracies in the data, updates/corrections must be made within SEDS and/or DCSTARS or PROACTIVE. You may contact your SEDS Team contact person for additional support on how to make the necessary updates/corrections.

The OSSE's Division of Special Education is committed to working with LEAs to improve results for all children with disabilities and ensuring that all children are afforded their guaranteed rights under the law. If you have any questions, please email your SEDS Team contact or Sreeja Nair, Director of Special Education Data, at Sreeja.Nair@dc.gov.

We look forward to supporting this important effort.

Sincerely,

Amy Maisterra, Ed.D.
Interim Assistant Superintendent, Special Education

Cc: Hosanna Mahaley, State Superintendent