

## Critical Start-of-School Trainings 2018

As part of our Start of School Campaign, OSSE has once again assembled a list of trainings that will help ensure your LEA is ready for the start of the coming school year. These trainings are for the same key LEA staff members who attend the Start of School Summit and serve as main points of contact (POCs) with OSSE. For new POCs, in addition to the Summit, OSSE will provide supplemental trainings on separate dates. These trainings are required for LEA staff members new in their roles, to their LEAs, or who require access to certain data systems and applications. More details regarding the agenda and registration for these trainings is forthcoming.

Training	Date	Time	Target Audience	Purpose
<a href="#">Start of School Summit</a>	June 12  August 1 <i>(Make-up Date)</i>	8:30 a.m. - 4:30 p.m.  TBD	LEA Data Managers and English Learner, Enrollment Audit, Special Education, and Transportation POCs	To share critical updates for the 2018-19 school year, provides trainings and tools to help LEAs get start-of-school-ready with OSSE, and discuss common challenges with data quality, data systems, enrollment, and serving special populations of students with LEA-level participants.
Enrollment Audit Deep Dive Training <b>(MANDATORY)</b>	June 12  August 1 <i>(Make-up Date)</i>	During Start of School Summit  During Start of School Summit make-up date	LEA Enrollment Audit POCs	To provide information on updates to the enrollment audit process and help LEAs prepare for a successful 2018-2019 audit. Training for new <u>and</u> returning POCs will be held during both the June 12 and August 1 Start of School Summits; session for new POCs will run for 90 minutes while session for returning POCs will last 60 minutes.  This training is mandatory.
<a href="#">TOTE Training</a>	June 12  June 28	During Start of School Summit  10:00 - 11:30 a.m. <u>or</u> 1:00 - 2:30 p.m.	LEA Special Education POCs  LEA Transportation POCs	To provide Special Education Coordinators and Transportation Managers (POCs) the instruction and guidance on how to enter student-related data and Transportation Request Forms (TRFs) for students eligible for transportation service.
<a href="#">English Learner Identification</a>	June 28	11:00 - 12:00 p.m.	LEA English Learner POCs	To share changes to OSSE’s Home Language Survey and provide an overview of the OSSE Home Language Survey administration procedures.

Training	Date	Time	Target Audience	Purpose
<a href="#">LEA Feed Management Training</a>	July 19 July 24 July 26 July 31	10:00 - 11:00 a.m. 2:00 - 3:00 p.m. 11:00 - 12:00 p.m. 10:00- 11:00 a.m.	LEA Data Managers	To provide an overview of the LEA Feed Management system, which will allow LEAs to view the status of their nightly enrollment, demographics, contacts, and adult program data feeds to OSSE. LEA Feed Management will assist LEAs with connecting to SLED at the start of school.  LEA Data Managers will have access to this module in SLED.
<a href="#">Orientation for New LEA Data Managers</a>	July 24	9:00 a.m. - 12:00 p.m.	LEA Data Managers	To provide new data managers an in-depth walk-through topics and expectations for the Data Manager role, data collections, LEA Data Mapping, SLED, Qlik and other related topics.  Training is for Data Managers in their roles for less than two years or those in need of a refresher.
<a href="#">Enrollment Audit Application Training (MANDATORY)</a>	August 9 August 28 September 13	9:30 - 11:00 a.m. 10:30 a.m. - 12:00 p.m. 1:00 - 2:30 p.m.	LEA Data Managers, LEA Enrollment Audit POCs	To provide an overview of the new enrollment audit application, its purposes, and its benefits.
Child Count Training (MANDATORY)	September 19	10:00 - 11:30 a.m.	LEA Special Education POCs	To provide an overview of Child Count and the Special Education POC's role within it.