



2020-21 Start of School Checklist for LEA Leaders

We need your help! LEA leaders who ensure their teams complete the tasks below will help to ensure that OSSE can effectively support a great start of the 2020-21 school year for their LEA. The checklist below is organized by priority area, followed by the start date and then final deadline. For additional priority and point of contact-specific information, please access the [Bridge to High School data exchange](#), [data manager](#), [English learner](#), [No Shots, No School \(immunization\)](#), [special education](#), and/or [transportation](#) checklists.

Action	Earliest LEA Can Begin	Final Deadline	Audience	Resources & Support
LEA Continuous Education and School Recovery Plans				
Submit 2020-21 LEA continuous education and school recovery plans to OSSE	Ongoing	August 7	LEA Leaders, Data Managers	OSSE Continuous Education Landing Page <ul style="list-style-type: none"> • Continuous Education Supporting Resources for LEAs • Guiding Principles for Continuous Education • 2020-21 LEA Continuous Education & School Recovery Plan – Application Questions • 2020-21 LEA Continuous Education Application
Data Connectivity				
Update LEA points of contact in eSchoolPLUS so OSSE can share important information and deadlines and communicate with the right members of your team	Ongoing	Ongoing	Data Manager	eSchoolPLUS eSchoolPLUS LEA Points of Contact Video

				eSchoolPLUS LEA Points of Contact User Guide eSchoolPLUS LEA Points of Contact Descriptions
Create 2020-21 school calendar(s) in eSchoolPLUS	Ongoing	45 calendar days prior to start of school	Data Manager	eSchoolPLUS eSchoolPLUS Calendar Creation User Guide
<p>Complete LEA Data Mapping (LDM) tool</p> <p>If you need a quick reference on how to complete this task, check out our online LDM YouTube training video. Starting July 1, the OSSE ADT team will be contacting LEA Data Managers to schedule a 30-minute meeting or call to assist with reviewing the LDM.</p>	July 1	45 calendar days prior to start of school	Data Manager	LDM YouTube training video LEA Data Mapping Tool LEA Data Mapping Application
<p>Complete LEA Feed Management (LFM) review to identify and resolve data errors that prevent OSSE from pushing LEA data into the state systems</p> <p>Beginning the week of July 6, the OSSE ADT team will be contacting LEA Data Managers to schedule a thirty (30)minute meeting or call to assist with completing the LFM review; <u>note that your LEA must be sending its nightly feed to OSSE in order for this to work.</u></p>	July 15	15 calendar days prior to start of school	Data Manager	LEA Feed Management (LFM) Technical Guide Submit additional questions through the OSSE Support Tool
Early Access Applications				
Use information from the SY20-21 Early Access to SWDs Qlik application to inform planning for incoming students	April 29	Ongoing	Special Education POC	2020-21 Early Access to SWDs Qlik application

with disabilities				Submit additional questions through the OSSE Support Tool
Use information from the High School Transition Qlik application to inform planning for incoming 9 th , 10 th and 11 th grade students	May 4	Ongoing	Data Manager, Heads of School, School-Based Counselors	High School Transition Qlik Application Submit additional questions through the OSSE Support Tool
Review ACCESS for ELLs 2.0 score reports and ACCESS scores in the Early Access to EL Data Qlik application and use to inform language assistance program planning for enrolled students	August 31 or October 15*	Ongoing	English Learner POC	Early Access to EL Data Qlik application Submit additional questions through the OSSE Support Tool
Enrollment Audit				
Review the 2020-21 Student Enrollment Audit and Child Count Handbook and ensure demographic and enrollment data are error-free for all enrolled students prior to count day.	Ongoing	October 5	LEA Leader, Data Manager, Enrollment Audit POC	2020-21 Student Enrollment Audit and Child Count Handbook
Faculty & Staff Data Collection				
Submit the LEA's Faculty and Staff data through the Faculty and Staff collection module in SLED.	October 5	October 21	Data Manager	Faculty and Staff module in SLED
No Shots, No School				
Review the Immunization Policy for In-Person Attendance and supportive resources for schools and families and view, in full, the pre-recorded Immunization Policy Training	Ongoing	July 31	LEA Leaders, School Health Teams	Immunization Policy Landing Page • Immunization Policy for In-Person Attendance

				Please contact OSSE.schoolhealth@dc.gov for additional support
Transportation				
Submit calendar information in the new Transportation Online Tool for Education (TOTE 2.0) for each school under your LEA with transportation-eligible students	July 6	July 24	Special Education, Transportation POCs	TOTE 2.0 application
Submit TRFs in TOTE 2.0 for <u>eligible returning students</u> , including students attending non-public schools.	July 6	July 24	Special Education, Transportation POCs	OSSE Special Education Transportation Policy
Submit TRFs for <u>students new to your LEA</u> in TOTE 2.0	Once data connectivity is complete for SY 20-21	2 weeks prior to your LEA's first day of school	Transportation POC	NOTE: New students will not appear in SEDS or TOTE until your LEA's data for SY20-21 is flowing from your student information system (SIS) to OSSE.
Summer Training Series				
Register for and attend the relevant sessions of the 2020-21 Start of School Training Series to hear important updates, learn about policy changes that impact the start of school, and receive critical trainings on topics like data, the enrollment audit, serving English learners and students with disabilities, and transportation	July 20	Ongoing	LEA-level staff, specifically Data Managers and points of contact for English learners, enrollment audit, special education, and transportation	2020-21 Start of School Campaign website

* **NOTE:** Date for release of ACCESS score reports and scores to the [Early Access to EL Data Qlik application](#) is dependent on the date by which your LEA English Learner POC returns ACCESS materials to the test vendor, DRC.