OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

2023-24 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 2023-24 school year for their LEA. The checklist below is organized by priority area, followed by the start date and then final deadline.

Action	Earliest LEA Can Begin	Final Deadline	Resources and Support
Data Connectivity			
Update points of contacts in the All-Staff Data Collection template	Ongoing	Ongoing	Integrated Data Submission Tool (IDS) All-Staff Data Collection Webinar
Create 2023-24 school calendar(s) with the start and end dates in eSchoolPLUS	Ongoing	June 2	eSchoolPLUS eSchoolPLUS Calendar Creation User Guide
Complete 2023-24 school calendar(s) with all instructional and non-instructional days in eSchoolPLUS	Ongoing	45 business days prior to SoS	eSchoolPLUS eSchoolPLUS Calendar Creation User Guide
Review 2023-24 Early Access to SWDs Qlik application	April 25	Ongoing	2023-24 Early Access to SWDs Qlik application
Review 2023-24 Early Access to ELs Qlik application	April 25	Ongoing	2023-24 Early Access to English learner Qlik application
Review 2023-24 High School Transition Qlik Application	April 25	Ongoing	2023-24 High School Transition Qlik application
Complete LEA Data Mapping (LDM) tool If you need a quick reference on how to complete this task, review our online LDM training video. Beginning June 5, the OSSE ADT team will be contacting LEA Data Managers to schedule a 30-minute meeting or call to assist with reviewing the LDM.	May 1	June 9	LEA Data Mapping Overview and Training Video LEA Data Mapping Tool Application

Complete Automated Data Transfer (ADT) configuration call with OSSE ADT staff

Beginning June 5, the OSSE ADT team will be contacting LEA Data Managers to schedule a 30-minute meeting or call to assist with completing this task. | June 5 | 45 business days prior to SoS | |
| Verify data are feeding to SLED accurately using the SLED LEA Feed Management; note that your LEA must be sending its nightly feed to OSSE in order for this to work | July 10 | **LEA offering ESY/Summer School**: At least 15 business days prior to SoS

LEA not offering ESY/Summer School: At least 30 calendar days prior to SoS | SLED

LEA Feed Management (LFM) Guide |
| Complete LEA Feed Management (LFM) review to identify and resolve data errors that prevent OSSE from pushing LEA data into the state systems

Beginning the week of June 5, the OSSE ADT team will be contacting LEA Data Managers to schedule a 30-minute meeting or call to assist with completing the LFM review; note that your LEA must be sending its nightly feed to OSSE in order for this to work. | July 10 | **LEA offering ESY/Summer School**: At least 15 business days prior to SoS

LEA not offering ESY/Summer School: At least 30 calendar days prior to SoS | LEA Feed Management (LFM) Guide |
| Complete SLED data review with OSSE staff to ensure your LEA's SIS is connected correctly to OSSE's data system

Beginning the week of June 5, the OSSE ADT team will contact LEA Data Managers to schedule a 30 minute meeting or call to assist with completing the SLED Data Review | July 10 | **LEA offering ESY/Summer School**: At least 15 business days prior to SoS

LEA not offering ESY/Summer School: At least 30 calendar days prior to SoS | Submit additional questions through the OSSE Support Tool |

Student Transportation			
LEA Data Manager updates the list of transportation points of contact (POCs) in eSchoolPLUS to ensure that the appropriate team members gain access to necessary systems and receive notifications	As staff is assigned	Update as needed to ensure access throughout OSSE systems	
Collect and confirm data for all transportation-eligible students to prepare for TRF submission data; for example, could include pick-up address, drop-off address, attending school, parent/guardian contact information, etc.	April	Extended Deadline- Tuesday, May 9, 2023 (Returning students) Three weeks prior to school (New students)	
Submit calendar information in the Integrated Data System (IDS) for each school under your LEA with transportation-eligible students	May	Extended Deadline- Tuesday, May 9, 2023	IDS Application
Monitor the OSSE DOT School Year Transportation Request Form Submissions webpage. This page provides an overview of how many eligible students within your LEA have had their TRF submitted as well as how many have not.	May	Monitor until all TRFs have been submitted for eligible students	2023-24 School Year Transportation Request Form Submissions
Dyslexia Awareness			
LEA Data Manager updates emails into the All-Staff Data Collection for integration into the Learning Management System (LMS)	Now	Rolling	
Register in the LMS Register for the Dyslexia Awareness Module	Upon completion of All-Staff update	August 2023	Dyslexia Awareness Module Registration
Continue registration and participation in the Dyslexia Awareness Module for new staff	September 2023	October 2023	Dyslexia Awareness Module Registration
Accelerated Learning			
Register in the LMS	Now	Rolling	Osse.pl.powerschool.com
Access trainings based on need or interest	Now	Rolling	Osse.pl.powerschool.com
Transition to Special Programs			
Prepare Zero Week participants by confirming names are shared with Data Liaisons and assigned the "LEA Special Education Data Admin" contact type in All Staff. Attendees should:	May	Complete all of these action by 5pm on the Friday before the start of Zero Week	

- Have access to and be familiar with SEDs - Complete End User Experience for Special Programs - Have Marking Periods for SY2022-23 or SY2023-24 - Have LEA logo for uploading into Special Programs			
Add all Special Programs users to All Staff with appropriate federal role and/or contact type. For contractors, consult with the user to ensure name is spelled correctly and the user will have the same email across all LEA sites.	May	Complete all of these action by 5pm on the Friday before the start of Zero Week	
Prepare materials for Zero Week: - Finalize all documents within SEDS - Ensure student demographic conflicts are resolved in the Demographic Conflict Management module in SLED - Download document templates as fillable PDFs for use during Zero Weeks from the OSSE Support Tool (OST).	April	Complete all of these action by 5pm on the Friday before the start of Zero Week	
All Users should complete the appropriate training for their position. Use the matrix provided by OSSE to inform the course and order appropriate for the position. Trainings are offered through the OSSE Learning Management System (LMS).	April	Prior to using Special Programs	
Course Data Collection			
Designate Course Data Collection POC in the Integrated Data Submission (IDS) All Staff Collection.	As staff is assigned	Aug. 8, 2023	OSSE's Integrated Data Submission (IDS)
Review OSSE's Course Data Collection website, including the 2023-24 School Year LEA Course Data Collection Policy Guide, 2023-24 Course Data Collection Template, and OSSE State Course Catalog V2.	April 14, 2023	Aug. 8, 2023	OSSE's Course Data Collection website
Register for the OSSE Statewide Course Data Collection Kickoff Meeting on the OSSE Learning Management System (LMS) site, which was held on Thursday, June 8 at 10 a.m. This meeting is required for all LEAs, including LEAs who joined the 2022-23 school year pilot. LEAs can access the training recording and deck until Sept. 1, 2023.	May 2023	Sept. 1, 2023	OSSE Learning Management System (LMS) site
Register for the Course Data Collection Training for LEAs, which will be held on Tuesday, Aug. 8 at 9:30 a.m. The OSSE Course Data Collection Team will provide detailed guidance on how to	May 2023	Aug. 8, 2023	OSSE Learning Management System (LMS) site

use OSSE State Course Catalog V2, and support LEAs in filling in the course collection template. This meeting is required for all LEAs, and optional for LEAs who joined the 2022-23 school year pilot if their Course Collection POCs remain the same.			
Register for the OSSE Master Course Coding Workshop for All LEAs, which will be held on Tuesday, Aug. 15, 2023 at 1 p.m. The OSSE Course Data Collection Team will provide hands-on training to assist LEAs in mapping their course catalogs to the OSSE State Course Catalog. This meeting is recommended for all LEAs, including LEAs who joined the 2022-23 school year pilot.	May 2023	Aug. 15, 2023	[OSSE Learning Management System (LMS) site](#)
Register for content-specific Course Coding Workshops: • Adult Courses: Thursday, Aug. 17, 2023, 10-11 a.m. (Course 10406) • Montessori Courses: Tuesday, Aug. 22, 2023, 10-11 a.m. (Course 10399) • Bilingual and English Learner (EL) Courses: Wednesday, Aug. 23, 2023, 10-11 a.m. (Course 10400) • Dual Enrollment Courses (including Advanced Technical Center (ATC) Courses): Tuesday, Sept. 12, 2023, 10-11 a.m. (Course 10401) • CTE Courses (including ATC Courses): Wednesday, Sept. 13, 2023, 10-11 a.m. (Course 10402) • Courses for Students With Disabilities (including Extended School Year offerings): Thursday, Sept. 14, 2023, 10-11 a.m. (Course 10403)	May 2023	Aug. 17— Sept. 14, 2023	Search for individual courses on [OSSE's Learning Management System (LMS) site](#)
Download the final Course Data Collection template from the Integrated Data Submission (IDS) and submit the completed template through IDS.	Sept. 1, 2023	Oct. 20, 2023	[OSSE's Integrated Data Submission (IDS)](#)
As needed, register for Course Data Collection Office Hours to receive assistance. • Session One: Tuesday, September 19, 2023, 2-3 p.m. (Course 10465) • Session Two: Wednesday, September 27, 2023, 10-11 a.m. (Course 10466) • Session Three: Thursday, October 12, 2023, from 1-2 p.m. (Course 10467)	June 2023	Sept. 19 —Oct. 12, 2023	Search for individual Office Hour sessions on [OSSE's Learning Management System (LMS) site](#)

Reference OSSE's Knowledge Base Tool for a searchable version of frequently asked questions (FAQ) and the OSSE State Course Catalog V2.	April 14, 2023	Oct. 20, 2023	[OSSE's Knowledge Base Tool](#)
As needed, submit question through the OSSE Support Tool (OST) Quick Base application. (Issue Type: "Course Collection," Status Sub-Category: "Question")	April 14, 2023	Oct. 20, 2023	[OSSE Support Tool (OST) Quick Base application](#)
Head of School reviews and certifies Course Data Collection information in Qlik.	Nov. 3, 2023	Nov. 3, 2023	[OSSE's Qlik application](#)
Enrollment Audit			
LEA Data Manager updates the list of Enrollment Audit Points of Contact (POC) to ensure that the appropriate team members gain access to necessary systems and receive notifications	As staff is assigned	Update as needed to ensure access throughout OSSE systems	LEA Liaison
Collect enrollment documents and save electronically, following the naming conventions and file formats dictated in the 2023-24 OER Handbook. This will simplify the transition of enrollment documents to Box folders when they become available later in the summer	April 1	By your LEA's e-file deadline, visible in the EACCA workflow table (after Oct. 5)	[2023-24 OER Handbook](#)
Review the 2023-24 OSSE Residency Verified Qlik report to identify which of your students do not need to submit supporting residency documentation. [**Please note:** if you have reason to suspect someone on the residency verified list may not be a resident, you *should* request supporting documentation from them.]	April 3	Ongoing	[Link to report](#)
Plan for staff transitions over the summer: ensure documents are stored somewhere that is accessible to others in your LEA (i.e., not solely saved on your local device or email account), and that any new staff have been appropriately trained on enrollment requirements	April 1	Ongoing	
Attend 2023-24 Enrollment Audit Training		July 19	
Early Access Applications			
LEAs will register to attend the Early Access to Incoming Students Data: Tools for Schools	May	Registration is ongoing	[LMS Registration Link](#)

LEAs will view the Qlik user application guides and develop questions (if applicable) in preparation for the virtual webinar	As soon as possible	Ongoing access	[Ninth Grade Outcomes Qlik Application](#)
LEAs will attend the virtual webinar and gain a high-level understanding of the Early Access to Student Data Qlik applications including their interplay and function	June 7	Day of event	Webinar link will be provided via email – additional details forthcoming!
LEAs will access SY22-23 student data via the appropriate Qlik applications:	July	Ongoing access	[Qlik Application](#)
LEAs will reach out to the appropriate Early Access POCs for additional training, support, guidance, etc.	August	Ongoing support	Ninth Grade Outcomes and High School Transitions Data: Marquita Hardy, Marquita.Hardy@dc.gov Early Access to EL Data: Anika Harris, Anika.Harris@dc.gov Early Access to SWDs Data: Lashonda Wilson, Lashonda.Wilson@dc.gov Early Access to Immunizations Data: Aimee McLaughlin, Aimee.McLaughlin@dc.gov
School Day Guidance			
An LEA, for each school under its authority, is required to submit its full school year instructional and non-instructional days in eSchoolPLUS.	Immediately	45 business days prior to the LEA's start of the school year.	LEAs should refer to [Calendar Creation in eSchoolPLUS](#) regarding the procedure to submit calendars.
Immunization			
Review in full the **School Immunization Policy** and supportive resources for schools and families	Immediately	June 16	[Immunization Policy Landing Page](#) School Immunization Policy
View the pre-recorded webinar and reach out to your LEA central office (if applicable) or OSSE.schoolhealth@dc.gov for any questions or clarifications	Immediately	June 16	[Immunization Policy Landing Page](#) [Technical Assistance Call: District of Columbia School Immunization Policy, 2023-24 School Year](#)
Establish school-level responsibilities, identify two Immunization Points of Contact (IPOC), and form a School Health Team (Step 1 of the School Immunization Policy) *Note: Schools that participate in DC Health School Health Services Program (SHSP) may rely on a Children's School*	Immediately	June 16	[Immunization Policy Landing Page](#) School Health Team one-pager

Services (CSS) school nurse or health technician as one of the two IPOCs at the school. CSS school nurses have access to the Immunization Compliance Portal (ICP) for pulling compliance records and the School Health Management (SHM) and District of Columbia Immunization Information System (DOCIIS) for inputting immunization records. For more information or questions about CSS school nurses, contact DC Health by using the [SHSP Online Information Reporting and Contact System](#) *or at* shs.program@dc.gov, *202-442-5925*			
Currently enrolled students for the 2022-23 school year: Disseminate immunization information to all families currently enrolled and establish school communication protocols (Step 2 of the School Immunization Policy) *Note: It is recommended to begin distributing immunization information to all families currently enrolled before the conclusion of the 2022-23 school year in order to give families enough time to plan and start scheduling immunization appointments prior to the start of the 2023-24 school year.*	Immediately	June 16	[Immunization Policy Landing Page](#)
Currently enrolled students for the 2022-23 school year: Conduct a review of the <u>current</u> school-level immunization compliance of students <u>currently</u> enrolled for the 2022-23 school year via the Immunization Compliance Portal (ICP) (Step 3 of the School Immunization Policy) *Note: If your Immunization Points of Contact (IPOC) do not have access to the Immunization Compliance Portal (ICP), please contact the DC Health Immunization Program and ask for support in accessing ICP and receiving your school's immunization compliance list at:* doh.immunization@dc.gov, *(202) 576-7130*	Immediately	June 16	[Immunization Policy Landing Page](#)
Currently enrolled students for the 2022-23 school year: Identify your <u>current</u> non-compliant students and send written notification to parent(s)/guardian(s) informing them that their student(s) are missing immunizations that need to be secured before the beginning of the 2023-24 school year (unless exempted) (Step 4A of the School Immunization Policy).	Immediately	June 16	[Immunization Policy Landing Page](#)

Note: *Schools should ensure all students are up to date on their immunizations regardless of whether they are currently enrolled in grades Pre-K 3, kindergarten, 7 or 11.*			
Anticipated students for the 2023-24 school year: Conduct a review of the school-level immunization compliance of students anticipated to be enrolling for the 2023-24 school year via the SY23-24 Early Access to Immunization Data App in Qlik (new students and returning students) - (Step 4A of the School Immunization Policy). *Note*: *The Early Access to Immunization Data App is available in Qlik to Immunization Points of Contact (IPOC), Health POCs, Principals, and LEA Data Managers. Contact your LEA Data Manager to ensure these points of contacts are updated in eSchoolPLUS (or IDS) to ensure access to the Qlik app.*	June 16	Aug. 25	Access the SY23-24 Early Access to Immunization Data App in Qlik
Anticipated students for the 2023-24 school year: Identify non-compliant students anticipated to attend in your school in the 2023-24 school year via the SY23-24 Early Access to Immunization Data App (new students and returning students - Stage 3 and Stage 4 enrollment). Send written notification informing parent(s)/guardian(s) that their student(s) are missing immunizations that need to be secured before the beginning of the 2023-24 school year (unless exempted) - (Step 4A of the School Immunization Policy).	June 16	Aug. 25	Immunization Policy Landing Page
Start of the 2023-24 school year: After first day of school, conduct an initial review of school-level immunization compliance via the Immunization Compliance Portal (ICP) and identify students that remain out of compliance (stage 5 enrollment). Send written notification to parent(s)/guardian(s) informing them that their student(s) are missing immunizations that need to be secured as soon as possible unless exempted (medical or religious exemption). Written notifications (letters) can be generated from the Immunization Compliance Portal (ICP). Schools may add a cover page with more details (Step 4A of the School Immunization Policy). For students enrolled in grades Pre-K 3, kindergarten, 7 and 11 that remain out of compliance, warn of potential temporary	First Day of School	Sept. 6	Immunization Policy Landing Page

exclusion if the immunizations are not secured before Oct. 5 (Count Day) unless exempted (medical or religious exemption).			
Start of the 2023-24 school year: Conduct periodic and frequent review of immunization compliance via the Immunization Compliance Portal (ICP) and follow-up with non-compliant parent(s)/guardians(s) until immunization certification is obtained by the school unless exempted (medical or religious exemption). Written notifications (letters) can be generated from the Immunization Compliance Portal (ICP). Schools may add a cover page with more details (Step 4A of the School Immunization Policy). For students enrolled in grades Pre-K 3, kindergarten, 7 and 11 that remain out of compliance, warn of potential temporary exclusion if the immunizations are not secured before Oct. 5 (Count Day) unless exempted (medical or religious exemption).	Sept. 6	Oct. 5 (Count Day)	[Immunization Policy Landing Page](#)
Generate List of Students for Temporary Exclusion: Review Immunization Compliance Portal (ICP) to identify students enrolled in grades Pre-K 3, kindergarten, 7 and 11 that remain out of compliance. Develop and prepare notifications to be sent to non-compliant students in these grades warning of temporary exclusion. Written notifications (letters) can be generated from the Immunization Compliance Portal (ICP). Schools may add a cover page with more details (Step 4B of the School Immunization Policy). *Note: Students experiencing homelessness and military children have special protections in law, please refer to Section III Special Student Populations of the School Immunization Policy for full details on exclusions impacting these students.*	Oct. 13	Oct. 25	[Immunization Policy Landing Page](#)
Warning of Temporary Exclusion Notification (Oct. 26): Send the written warning of temporary exclusion notifications to parent(s)/guardian(s) of students enrolled in grades Pre-K 3, kindergarten, 7 and 11 who remain out of compliance. Written notifications (letters) can be generated from the Immunization	Oct. 26	Oct. 26	[Immunization Policy Landing Page](#)

Compliance Portal (ICP). Schools may add a cover page with more details (Step 4B of the School Immunization Policy). _Note: All schools will use the same day (Oct. 26) to send the warning of temporary exclusion notification for students enrolled in grades Pre-K 3, kindergarten, 7 and 11._			
Periodic Reminders: Periodically follow-up with parent(s)/guardian(s) of students enrolled in grades Pre-K 3, kindergarten, 7 and 11 who remain out of compliance (Step 4B of the School Immunization Policy).	Oct. 30	Nov. 30	[Immunization Policy Landing Page](#)
Final Warning of Temporary Exclusion Notification (Dec. 1): Send the final written warning of temporary exclusion notifications to parent(s)/guardian(s) of students enrolled in grades Pre-K 3, kindergarten, 7 and 11 who remain out of compliance. Written notifications (letters) can be generated from the Immunization Compliance Portal (ICP). Schools may add a cover page with more details (Step 4B of the School Immunization Policy). _Note: All schools will use the same day (Dec. 1) to send the final warning of temporary exclusion notification for students enrolled in grades Pre-K 3, kindergarten, 7 and 11._	Dec. 1	Dec. 1	[Immunization Policy Landing Page](#)
Begin Temporary Exclusions (Dec. 4): Begin temporary exclusion for students enrolled in grades Pre-K 3, kindergarten, 7 and 11 who remain out of compliance. Periodically follow-up with parent(s)/guardian(s). Use attendance code "_unexcused absence – immunization_" (AFUI) for each school day missed (Step 5 of the School Immunization Policy). _Note: All schools will use the same day (Dec. 4) to send begin temporary exclusions for students enrolled in grades Pre-K 3, kindergarten, 7 and 11._	Dec. 4	Dec. 4	[Immunization Policy Landing Page](#)
Students Return After Temporary Exclusion: Allow students enrolled in grades Pre-K 3, kindergarten, 7 and 11 to return to school when immunizations (or medical or religious exemption) have been secured and certification is submitted to the school. Reclassify attendance code for each missed school day to	Dec. 5	Varies	[Immunization Policy Landing Page](#)

"excused absence – immunization" (AFEI) – (Step 6 of School Immunization Policy). *Note*: LEAs should ensure immunization attendance codes are classified or reclassified appropriately before certifying attendance data, to the greatest extent feasible.			
Licensing for OST Partners			
LEA – In order to become a licensed child care provider, an organization must: • Complete an online orientation and quiz. • Complete and submit an application, including any and all required documents. • Complete an inspection of the location where programming will be held. • Complete a validation visit; and • Once these steps have been completed, a provider is eligible to receive a license. All forms can be found at osse.dc.gov/service/licensing-and-compliance	It is recommended that LEA's start no later than May 1. OSSE works diligently to ensure applications are processed in a timely manner. Please allow 90 days to process the licensing application. The process is dependent on whether the LEA submits all required documentation with the application and on the LEA's responsiveness to OSSE staff follow-up questions and scheduling of inspections/site visits.		Licensing and Compliance Child Development Center Licensing Orientation Webinar and Quiz
Upon receipt of a child care license an LEA may participate in the subsidized child care program as a licensed OST provider.	Aug. 1		
To participate in the subsidized child care program, the LEA must attend an online orientation and quiz. All required forms are provided during the subsidy orientation and include, but are not limited to, the following: • Authorized Representative Form; • Subsidized Child Care Provider Service Form; • Staffing Pattern Form;	OSSE works diligently to ensure applications are processed in a timely manner. The process is dependent on whether the LEA submits all required documentation with the subsidy application and on the		Child Care Subsidy/Voucher Program

• Comprehensive Curriculum Selection Certification Form; • Child and Youth Safety and Health Omnibus Act Certification Form; • Non-Disclosure Agreement Affirmation Form; • Master Supplier Information Collection Form; • Request for Tax Payer Identification and Certification Form (W-9); • Living Wage Act Affirmation Form; • Language Access Act Affirmation Form; • Traffic Record Check Affirmation Form; and Copies of license and certifications (e.g., Clean Hands, Internal Revenue Service form, etc.).	LEA's responsiveness to OSSE staff follow-up questions.		
To learn more about the subsidized child care program, please call the early childhood education (ECE) help desk at ECEhelpdesk@dc.gov or (202) 478-5903.			
LEA – In order to become a licensed child care provider, an organization must: • Complete an online orientation and quiz. • Complete and submit an application, including any and all required documents. • Complete an inspection of the location where programming will be held. • Complete a validation visit; and • Once these steps have been completed, a provider is eligible to receive a license.	It is recommended that LEA's start no later than May 1. OSSE works diligently to ensure applications are processed in a timely manner. Please allow 90 days to process the licensing application. The process is dependent on whether the LEA submits all required documentation with the application and on the LEA's responsiveness to OSSE staff follow-up questions and scheduling of inspections/site visits.		All forms can be found at Licensing and Compliance

Last Updated: June 26, 2023