

Critical Start-of-School Trainings

As part of our Start of School Campaign, we’ve assembled a list of trainings that will help ensure your LEA is start-of-school ready with OSSE. These trainings are for key LEA staff who serve as a main point of contact (POC) with OSSE. We strongly encourage all of these POCs and LEA Leaders to come to our Start of School Summit. For new POCs, in addition to the Summit, OSSE will provide supplemental trainings on separate dates. These trainings are required for new POCs who need access to certain data systems and applications, as are the enrollment audit trainings. More details about agenda and registration coming soon.

Training	Date & Time	Target Audience	Purpose	Topics Covered
Start of School Summit	Aug 4: <i>For LEA Leaders:</i> 8:30a.m. – 12p.m. <i>For all other POCs:</i> 8:30 a.m. – 4 p.m.	LEA Leaders, Data Managers, Special Education POCs, Enrollment Audit POCs, and Homeless Liaisons	To understand the intersection of POCs’ roles around OSSE’s data systems in the morning and receive POC-specific trainings in the afternoon	<ul style="list-style-type: none"> - Data flow across systems - OSSE Resources for POCs - Enrollment audit and child count overview - Accessing data and resources to serve students with disabilities - Deep dives for each POC group
LEA Special Education Point of Contact Institute	July 27; Aug 1; Aug 18: 9 a.m. —4 p.m.	<i>Primary Audience:</i> New LEA SE POCs <i>Secondary Audience:</i> LEA SE POCs in need of refresher	To learn the basic responsibilities of the LEA SE POC role and to receive introductory training on relevant data systems	<ul style="list-style-type: none"> - Introduction to the LEA SE POC role - Accessing special education reports in SLED - Using the Related Services Management Report (RSMR) in Qlik - Preparing to train staff on SEDS EasyIEP
Enrollment Audit Deep Dive Training	Aug 4 (<i>part of the SoS Summit</i>); or Aug 9 or Sept 8: 9:30a.m.-12p.m. & 1 – 3 p.m.	Enrollment Audit POCs; Data Managers; Admissions and Enrollment POC	To receive updates and prepare for a successful enrollment audit for the 2017-18 school year.	<ul style="list-style-type: none"> - Updates to the enrollment audit - Enrollment audit timeline & site schedules - Child count as part of the enrollment audit
Enrollment Audit Application Training*	Aug 14: 1 – 3 p.m. Aug 24: 10a.m.-12p.m. <i>(In parallel with EA Deep Dive training)</i> Aug 9 or Sept 8: 9:30a.m.-12p.m. & 1 – 3 p.m.	Data Managers	To provide an overview of the new enrollment audit application, its purpose and benefits	<ul style="list-style-type: none"> - Purpose and in-depth walk-through of the new application - Data flow into the application - Description of use by LEAs, vendor and OSSE - Process for submitting appeals
LEA Data Manager Deep Dive Training*	Aug 18: 9 a.m. – 3 p.m.	<i>Primary Audience:</i> New Data Managers (in their role for less than 2 years) <i>Secondary Audience:</i> Those in need of a refresher	To provide a deep dive on the role of the data manager, review systems and ensure comfort in communicating with OSSE	<ul style="list-style-type: none"> - Purpose and in-depth walk-through of Qlik, SLED, LEA Membership Tracker, LEA Data Mapping, Entry & Exit Guidance - Support & communication channels for OSSE
Child Count Training*	Sept 20: 10 – 11:30 a.m. (<i>SE POC webinar</i>)	LEA Special Education POCs	To provide an overview of child count and the SE POC’s role within it	<ul style="list-style-type: none"> - Purpose of child count - Role of the SE POC to prepare for child count - Child count process and timeline

* Revised on 08/02/17

** Note that we have consolidated the Enrollment Audit Foundations training into the Start of School Summit.