



# New LEA Data Managers Training

Division of Data, Research and Assessments

2019-20 School Year



# Agenda

- Introductions
- What is a LEA Data Manager?
- OSSE Support Tool
- How Data Flows
- LEA Data Mapping Tools
- eSchoolPLUS
- SLED
- Duplicative Enrollment Application
- Qlik
- DAR Liaisons
- SEDS
- Resources



# Introductions



# Introductions

- Let's introduce ourselves.
  - Name
  - Local education agency (LEA)
  - Have you worked at a school in DC or within the education sector before?  
If so, where and when?
  - Have you ever been a data manager in a different jurisdiction?



What is a LEA Data  
Manager?



# What is a LEA Data Manager?

- Each LEA is required to have a data manager to serve as OSSE's main point of contact for data management and collections.
- The LEA data manager responsibilities remain largely the same from year to year, with some modifications depending on changing LEA or State needs.

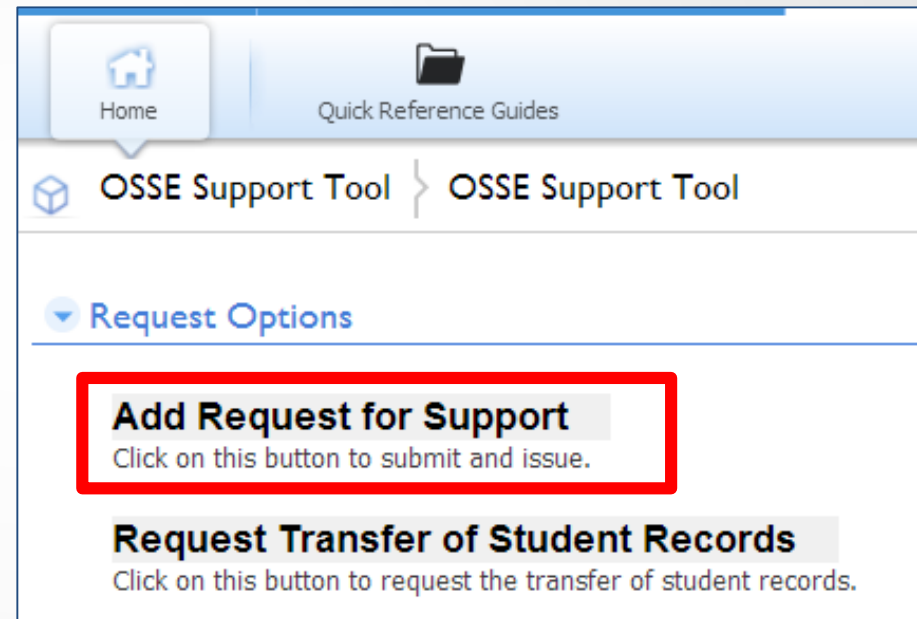


OSSE Support Tool



# OSSE Support Tool (OST)

- The OST is a bidirectional communications tool where LEAs can contact the state for support and technical assistance by submitting a “ticket” at <https://octo.quickbase.com/db/bh9ehz85s>.
- It allows LEAs and OSSE to securely share **personally identifiable student-level data** related to data errors or system issues.
- Users are able to view the progress of the ticket and allows OSSE and the user to communicate back and forth.







# OSSE Support Tool

## Who should have access to the OST?

- LEA Data Managers
- LEA Enrollment Audit POCs
- LEA Special Education POCs
- Nonpublic SEDS POCs
- LEA Transportation POCs
- LEA Assessment POCs
- Registrars

### How do I gain access to the OST?

Ensure you are listed in eSchoolPLUS with a POC role. The LEA Data Manager can assist.

Visit <https://octo.quickbase.com> and select "Create a login."

## What categories does the OST cover?

- Enrollment
- Students' characteristics
- Enrollment Audit & Child Count
- Unified Data Errors
- Access to SEDS
- SEDS system issues
- SEDS student-level issues
- Student record transfers
- Nonpublic programs
- TOTE transportation tool
- Extended School Year (ESY)
- Policy questions
- Statewide assessment test security, accommodations, affidavits, incidents

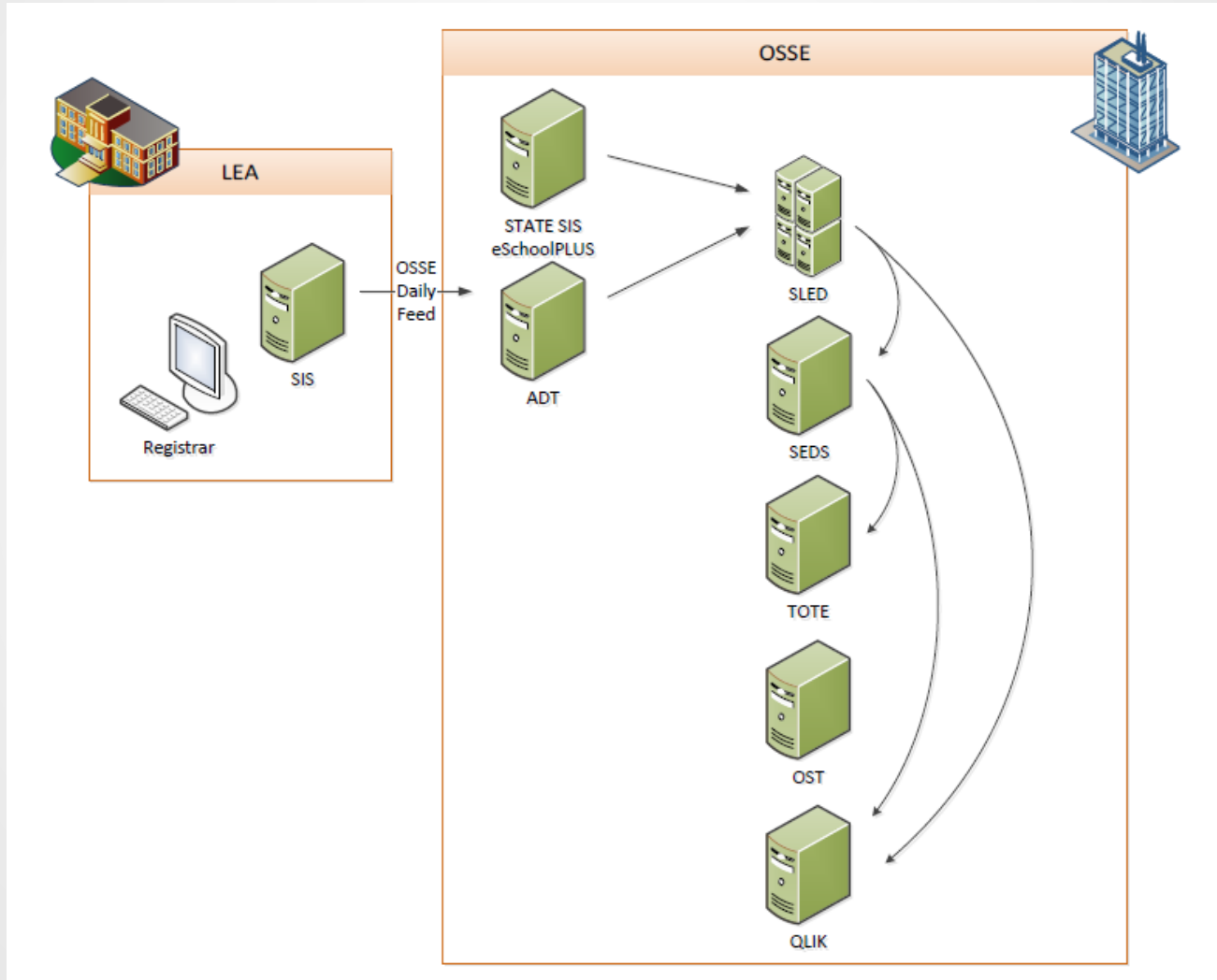


# How Data Flows



# Data Flow

How data flows from LEA to OSSE applications from a DAR perspective





# Data Collection Templates

DAR collects student-level data via five Data Collection Templates

(located at [2019-20 School Year OSSE LEA Data Collections Template](#))

## Data Collection Templates

### Demographic

- Local ID
- Student Name
- DOB
- Ethnicity/Race
- Address
- Residency/Housing
- Language
- FARMS
- Universal Health
- 504 Plan
- Military Family
- First Ninth Grade Year

### Contacts

- Primary Guardian
- Contact Type
- Contact Name
- Contact Number
- Contact Email Address
- Contact Address

### Enrollment

- LEA ID
- School Code
- School Year
- Attending School Code
- Grade Level
- Stages of Enrollment Dates
- Enrollment Code
- Exit Date
- Exit Code



# Data Collection Templates

DAR collects student level data via five Data Collection Templates

## Data Collection Templates

### Attendance

- Attendance Date
- Attendance Status Code
- Attendance Absence Reason

### Adult Program

- Calendar Program Code
- Calendar Program Description
- Start Date
- End Date
- Class Name
- Class Start Date
- Class End Date



# Daily Feeds

- **When is data pulled from LEA student information system (SIS) to OSSE?**
  - 2 p.m.
  - 4 - 7 p.m.
  - Automated data transfer (ADT) randomly pulls data from a LEA SIS
- **Why two data pulls?**
  - For redundancy, in case of failed or timed out feeds
- **How is data pulled for the 2019-20 school year?**
  - ADT: LEA host (implies direct connection, .csv) or OSSE host (implies direct connection)
    - direct connection to LEA SIS or LEA export data to .csv
  - eSchoolPLUS (directly to SLED)
- **What happens after data are pulled from the LEA SIS?**
  - Nightly jobs are processed
  - Downstream data systems are populated



# LEA Data Mapping Tool



# LEA Data Mapping Tool

The LEA Data Mapping (LDM) Tool is an application to allow the following:

- OSSE to confirm which data collection fields are required and the accepted values, including any option sets;
- LEAs to add/update SIS mappings to effect the ADT feed; and
- LEA Data Managers to view:
  - Unmapped values
  - Incomplete data mappings
  - Errors
- LEAs using the statewide SIS, eSchoolPLUS, do not use LDM.

To request access to the LDM, the LEA Data Manager must submit a ticket in the OST.





# LEA Data Mapping Tool

The Data Collection Templates below can be used as a reference for LEA Data managers to review detailed mapping definitions for each of the required fields.

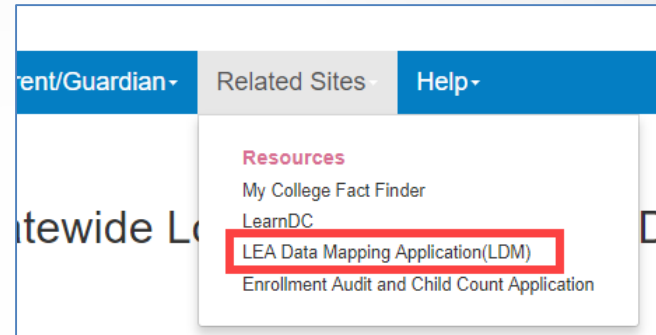
- Demographic
- Enrollment
- Contacts
- Attendance
- Adult Program, only if requested



# LEA Data Mapping Tool

There are two ways to access the LDM.

1. Go to [SLED](#) and click on the **Related Sites** tab. Click **LEA Data Mapping Application (LDM)**; or



2. Go directly to: <https://data.osse.dc.gov/ldm>.



eSchoolPLUS



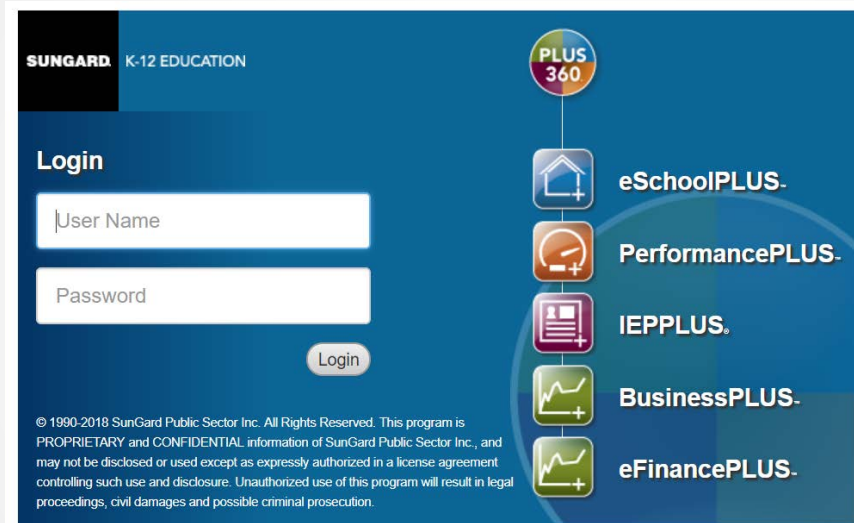
- LEAs are required to use eSchoolPLUS for calendars and Points of Contact (POCs).
- The calendar is the system of record for instructional and non-instructional days for each LEA. It will be used to calculate attendance data and reporting.
- LEA Data Managers are responsible for adding and updating contacts and calendars in eSchoolPLUS. POCs must have an organizational email.
- Access to applications is granted to POCs for the below systems/applications:
  - SLED
  - Qlik
  - Box



# eSchoolPLUS

To access eSchoolPLUS:

<https://oss.eschoolplus.powerschool.com/eSchoolPLUS/Account/LogOn>



To receive eSchoolPLUS credentials submit a ticket in the OST.



# Statewide Longitudinal Education Data (SLED)



- The Statewide Longitudinal Education Data System (SLED) is a comprehensive repository of student data – from early learning to postsecondary.
- SLED provides extensive educational data to schools, LEAs and OSSE to enable better planning, trend analysis, performance projections, which, in turn, will help improve the educational outcomes of District of Columbia students.

**SLED** Statewide Longitudinal Education Data

District of Columbia Office of the State Superintendent of Education OSSE

Home Library- Reports- Search- Parent/Guardian- Related Sites- Help- Login

## DC Statewide Longitudinal Education Data (SLED)

Welcome to the Office of the State Superintendent of Education (OSSE) Statewide Longitudinal Education Data (SLED) website. This site is intended to enable the sharing of critical information spanning a student's public education experience in the District of Columbia; from early childhood through K12, postsecondary, and into adult education and employment.

[Learn more >](#)

**Training Calendar**

View and register for upcoming SLED training classes

[Learn more >](#)

**Collections Calendar**

View Report Collection / Events Calendar

[Learn more >](#)

**News & Events**

OSSE's LEA Look Forward

[Learn more >](#)

**Security & Privacy**

Security Information and FERPA Regulation Compliance

[Learn more >](#)



- To request access to SLED, the LEA Data Manager should submit a ticket in the OST.
- LEA Data Managers may request SLED access for staff. Users are given either LEA or school-level access based on their role.
- **Prior** to receiving login credentials, users must attend a mandatory training session on the navigation and data displays found within SLED. In addition, users must sign and return the SLED Data Privacy Information form.
- To register for SLED trainings, go to the OSSE Data Systems Training Registration Site at <https://octo.quickbase.com/db/bj339wdcr>.





# Duplicative Enrollment

- A Duplicative Enrollment occurs when a student has an active stage 4 and/or stage 5 enrollment at one or more schools.
- Each LEA manages a separate SIS for tracking and reporting enrollments.
- OSSE reviews and assist with the resolution for duplicate student status in Duplicative Enrollment Across LEAs - Hierarchy and Determinations process.
  - **Duplicative Enrollment Errors for PreK-12 Students**
    1. Enrollment/Withdrawal Forms
    2. Attendance or Discipline Records
    3. Schoolwork
  - **Duplicative Enrollment Errors for Adult Students**
    1. Student-signed affidavit
    2. Attendance Records
    3. Schoolwork



# Data Management

The Data Management module is comprised of four modules in SLED:

- Demographic Conflicts Management
- Exit Management
- LEA Feed Management
- Prior Year Exit Management





# LEA Feed Management

The LEA Feed Management module allows local education agencies (LEAs) to view the status of the:

- Daily Enrollment
- Demographic
- Contacts
- Attendance, and
- Adult program data feeds

from the LEA student information system (SIS) to OSSE and assist LEAs in troubleshooting problems with the feeds.



# Demographic Conflicts Management

- Demographic Conflicts Management ensures accurate data in real time and improves data systems for a student's authoritative data.
  1. First Name
  2. Last Name
  3. Date of Birth
  4. Gender
  5. Race
  6. Ethnicity
- Reduces need for multiple data verifications.
- Authoritative dataset is comprised of demographic data from the 2015-16 school year and historic demographic data.



# Exit Management

Exit Management provides real-time notification to LEAs of discrepancies within a student's stage 5 enrollment record between the LEA's SIS and enrollment data maintained by OSSE.

Exit Management also:

- Reduces the administrative burden on LEAs to conduct multiple stage 5 enrollment data verifications throughout the school year;
- Is used for several federal reporting requirements, such as Indicator 2 of the Individuals with Disabilities Education Act Annual Performance Report (IDEA APR); and
- Adjusted Cohort Graduation Rate (ACGR).



# Exit Management

Exit Management focuses on students' exits from the LEA and sorts exits into the following three categories:

- **Completed Exits** – records OSSE considers exited and no further actions are required by the LEA;
- **Incomplete Exits** – records requiring LEAs to submit documentation to certify an exit, waiting for enrollment at public school in the District or waiting certified graduates status; and
- **Exceptions** – records resulting in a Unified Data Error (UDE) or overlapping enrollments for a student.



# Prior Year Exits

- **Prior Year Exit Management** is a new module in SLED under the Data Management tab. It was released on May 22, 2019.
- **Purpose**
  - Prior Year Exits (PYE) module facilitates the process for LEAs to update students' stage 5 exit code for prior school years
    - Enrollment records for all students in the 2017-18 school year are listed
    - Enrollment records for students from 2014-15 to 2016-17 school years are listed for diploma granting LEAs and/or student with disabilities (SWD) remaining on the LEA's Special Education Data System (SEDS) roster



# Prior Year Exits

- **When to Use PYE?**
  - Did the LEA not exit all student at the end of the last school year?
  - Did the student exit reason change – *i.e. student did not reenroll but moved out of state?*
  - Does the student’s exit code need to be updated for adjusted cohort graduation rate (ACGR) purposes – *i.e. enrolled at a diploma granting school in another state?*
  - Did the SWD exit in a previous school year and did not reenroll but remains on the LEA’s SEDS roster? Have all SEDS tasks been completed SEDS – *i.e. PWN?*





# Prior Year Exits

- PYE caveats
  - Unlike Exit Management, “Pending LEA Exits” count is not expected to decrease to zero
  - Exit code can only be changed one-time
  - Exit dates are displayed but cannot be changed
  - Entry dates are displayed
  - If a student had multiple enrollments at the LEAs, each enrollment is displayed
  - Exit codes requiring documentation will go through OSSE review process
  - Exit codes requiring documentation in SEDS for SWD will go through OSSE review process
  - PCSB will have access to charter LEAs’ data
  - Must have eSchoolPLUS POCs as LEA Approver or School Approver



# Access & Live Demonstration

To access the Data Management module the LEA must assign a user with SLED credentials to one of the eSchoolPLUS POC roles below.

- **LEA Approver**
- **School Approver**
  
- *Live Demonstration*



# Duplicative Enrollment Application



# Duplicative Enrollment Application

- OSSE will release a new Duplicative Enrollment Application in Sept. 2019.
- The new application will assist LEAs in identifying and resolving duplicative enrollments between LEAs.
- OSSE will conduct the initial enrollment determination. The application will allow LEAs to appeal OSSE determinations.
- A new duplicative enrollment policy will be released in June 2019.
- Training will be offered on the new application beginning Sept. 10, 2019.



Qlik



Qlik Sense is an application used for interactive reports and dashboards with charts and graphs. It serves as a visualization software to simplify data analysis and helps make informed business decisions.

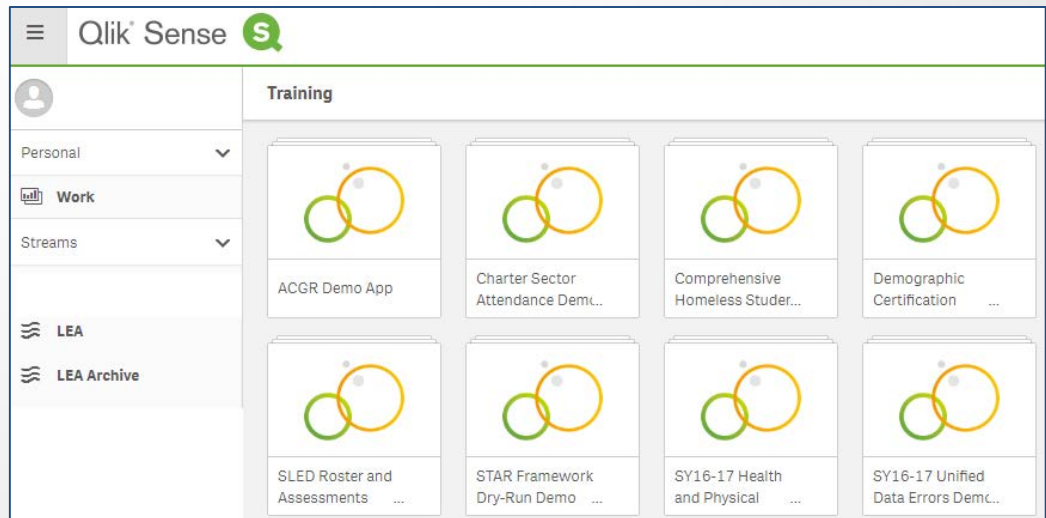
- OSSE has created several Qlik applications to analysis such as:
  - SY18-19 Charter Sector Attendance
  - SY18-19 Chronic Absenteeism
  - SY18-19 Data Validation
  - SY18-19 Unified Data Errors (UDE)
  - SY18-19 Metric Calculation Confirmation
- Qlik offers and presents data through:
  - Visualization
  - Ease of exploration
  - User-driven, drag-and-drop creation
  - Collaboration and storytelling



When you login to Qlik, the **hub** is where all of the applications are listed. Click an application in the hub to open it.

The content in the hub is organized into **streams**. The streams are located on the left-hand side. OSSE has archived the previous school year apps into the **LEA Archive** stream.

After selecting an application, the **sheets** are display. Each sheet is where charts and tables for data visualization are placed. An application can include one or several sheets.







# Qlik Applications

All applications will be visible in Qlik; however, a user's role in eSchoolPLUS will determine if they are accessible.

- View [2018-19 Qlik Applications Summary](#) for a list of Qlik applications.
- *Live Demonstration*



DAR Liaisons



# DAR Liaisons

- Every LEA has a Division of Data, Assessment and Research (DAR) liaison assigned to support them for data systems managed by DAR.
- When an LEA submits a ticket in the OST, most tickets are reassigned to the DAR Liaison.
- Throughout the school year, DAR liaisons, will schedule check-ins at various intervals.
- Please find the DAR liaisons and their responsible LEAs here:

<https://osse.dc.gov/publication/data-assessment-and-research-lea-liaisons>



SEDS

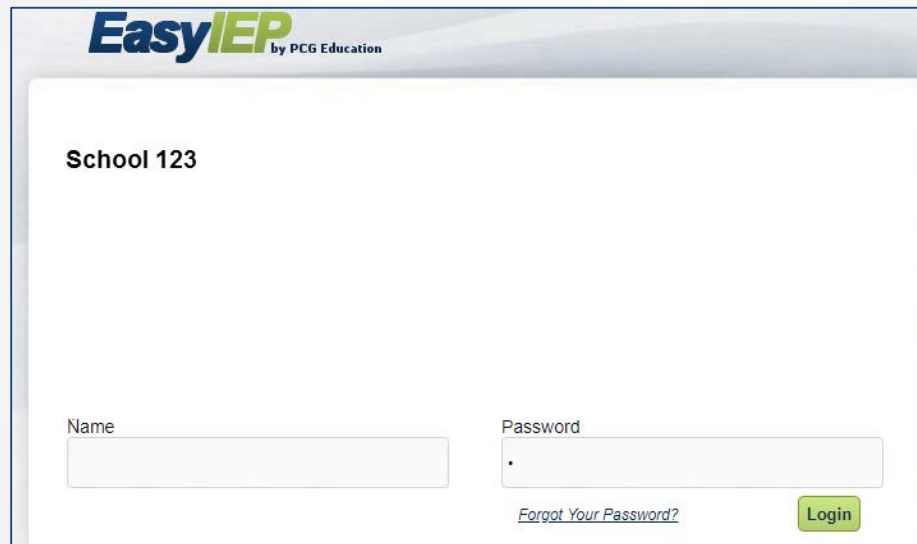


# SEDS - LEA SE POC Role

- Each LEA is required to have an LEA Special Education Point of Contact (LEA SE POC) who serves as OSSE's main POC with LEAs for the purpose of special education.
- LEA SE POC responsibilities remain largely the same from year to year, with some modifications according to LEA-level or state-level needs.
- LEA SE POC webinars run one hour monthly series will run on the third Wednesday of every month from 10 - 11 a.m. to discuss relevant topics for the month identified by:
  - OSSE Division of Data, Assessment, and Research
  - OSSE Division of K-12 Systems and Supports
  - OSSE Division of Student Transportation
  - OSSE Division of Teaching and Learning



The Special Education Data System (SEDS) is a comprehensive data system designed to support high quality, seamless service delivery for students with disabilities.



- Access for LEA staff: all LEA databases are separate, each LEA has a unique web address to access SEDS.
- LEAs are responsible for granting users access to SEDS except for aggregate accounts.



# Enrollment Stages

Stage	Description
<b>Stage 1</b>	Application by student to attend the LEA.
<b>Stage 2</b>	Acceptance and notification of an available slot for the student by the LEA.
<b>Stage 3</b>	Acceptance of slot by student and submission of enrollment information.
<b>Stage 4</b>	Registration of the student in the <b>Student Information System (SIS)</b> by LEA.
<b>Stage 5</b>	Receipt of educational services, meaning the student is <b>physically attending the LEA.</b>
<b>Stage 6</b>	The LEA's obligation to determine eligibility for special education services or to provide special education services on an existing Individualized Education Program (IEP) is triggered upon completion of registration ( <b>stage 4</b> ).



# Enrollment Stages

Stage	Description
Stage 4	Registration of the student in the SIS by LEA.
Stage 5	Receipt of educational services, meaning the student is <b>physically attending the LEA</b> .
Stage 6	The LEA's obligation to determine eligibility for special education services or to provide special education services on an existing IEP is triggered upon completion of registration ( <b>stage 4</b> ).

When a student reaches **Stage 4**, their demographic info will appear in SEDS.

The student will **appear active in SEDS** as a **general education student** with a **white checkmark** because the special education records are not yet transferred.

<u>CP</u>	<u>Proj Elig</u>	<u>IEP End</u>	<u>School</u>	<u>Grade</u>	<u>Name</u>
✓			1SA	5	<u>Gina General110</u>

**OSSE will transfer special education records** to the new LEA when a student is in **Stage 5**, or when **certain criteria are met during Stage 4**, as long as the **student is active in new LEA's SEDS**.





# Transfer of Special Education Records

Criteria	Records Transfer Process
<ul style="list-style-type: none"> <li>• <b>Stage 5 enrollment</b></li> </ul>	<p>Upon student’s first day of attendance, OSSE will <b>initiate records transfer</b>. If initiated by 5 p.m., records will be available on the second business day.</p>
<ul style="list-style-type: none"> <li>• <b>Stage 4 enrollment</b></li> <li>• <b>My School DC LEA matches LEA in SEDS</b></li> </ul>	<p>OSSE will <b>initiate records transfer</b>. If initiated by 5 p.m., records will be available on the second business day.</p>
<ul style="list-style-type: none"> <li>• <b>Stage 4 enrollment</b></li> <li>• <b>LEA does not participate</b> in My School DC , <b>OR</b></li> <li>• <b>My School DC LEA does NOT match</b> LEA in SEDS</li> </ul>	<p><b>LEA SE POC requests records transfer using OST, and former LEA confirms transfer request in OST.</b></p> <p>OSSE transfers records within two business days.</p>
	<p>If new or former LEA is nonresponsive, <b>OSSE will initiate records transfer on fourth day of student remaining in Stage 4</b>. If initiated by 5 p.m., records will be available on fifth business day.</p> <p>In the case of <b>duplicative enrollment</b>, the records will be sent to the LEA who most recently registered the student in their SIS.</p>



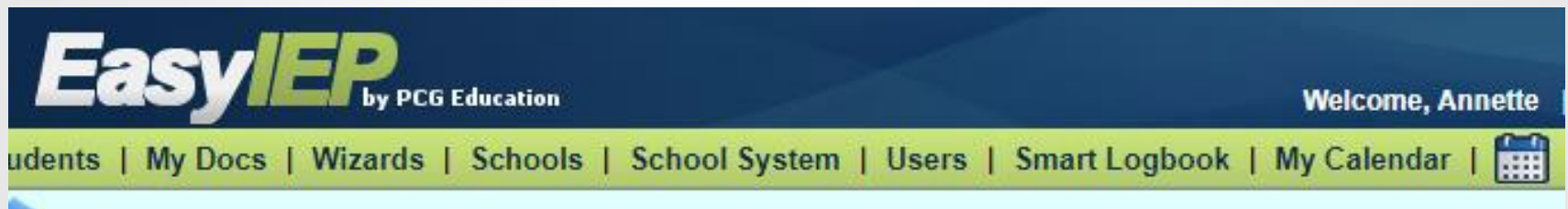
# Start of School SEDS User Audit

LEA SE POCs are responsible for **protecting the privacy** of student information by controlling access to student files in SEDS.

**Start of school housekeeping** should include a **SEDS user audit** to search for the below.

- 1) Users who no longer work at the LEA.
- 2) Users who no longer need access to student files.
- 3) Nonpublic users who no longer need access to student files

**STEP 1:** Open the **Users** tab in SEDS





# Start of School SEDS User Audit

**STEP 2:** Select **all** LEA and school-level roles. **Unselect all state-level** roles (**never** change profiles for OSSE staff user accounts).

Check All    Check None

<input checked="" type="checkbox"/> Special Education Teacher	<input checked="" type="checkbox"/> Special Education Specialist
<input checked="" type="checkbox"/> Related Service Provider	<input checked="" type="checkbox"/> Occupational Therapist
<input checked="" type="checkbox"/> Special Education Coordinator	<input checked="" type="checkbox"/> Physical Therapist
<input type="checkbox"/> State Data Administrator	<input checked="" type="checkbox"/> Speech/Language Pathologist
<input type="checkbox"/> State Placement Officer	<input checked="" type="checkbox"/> Psychologist
<input type="checkbox"/> Help Desk Support Tier 1	<input checked="" type="checkbox"/> Social Worker
<input checked="" type="checkbox"/> SEC/RSP	<input checked="" type="checkbox"/> Art Therapist
<input checked="" type="checkbox"/> Pre-Training Account Access	<input checked="" type="checkbox"/> Audiologist
<input checked="" type="checkbox"/> RSP Supervisor	<input checked="" type="checkbox"/> Adapted PE Teacher
<input checked="" type="checkbox"/> Transportation Coordinator	<input checked="" type="checkbox"/> Related Service Provider- Vendor
<input checked="" type="checkbox"/> LEA View Only Administrator	<input checked="" type="checkbox"/> School Leader
<input checked="" type="checkbox"/> LEA Data Administrator	<input checked="" type="checkbox"/> RSP Program Coordinator
<input type="checkbox"/> State Special Education Staff	<input checked="" type="checkbox"/> ASO
<input checked="" type="checkbox"/> Special Education Supervisor	

User Type(s): \*  
(check none to match all)



# SEDS Calendar Setup Reminder

- SEDS does not automatically switch school years, the LEA SE POC is responsible for the following:
  - Switching the SEDS calendar to a new school year;
  - Ensuring the first and last days of school are correctly listed in SEDS;
  - Adding the progress reporting periods; and
  - Adding Extended School Year (ESY) dates.

School Year	Start Date	End Date	Days	Days	Edit	Edit
2013-2014	08/27/2013	06/17/2014	295	209	Edit	Edit
<input type="checkbox"/> 2014-2015	09/02/2014	06/18/2015			Edit	Edit
<input type="checkbox"/> 2015-2016					Edit	Edit
<input type="checkbox"/> 2016-2017					Edit	Edit

NOTE: You cannot delete a school year if a Report Card has been created for that school year or if that year is the currently selected School Year for the School System. Please do not create "holes" in the School Years. If you do, then next time you add a new school year, the holes will be filled in before higher school years are added.

[Update the database](#)

[Add previous school year](#) [Add next school year](#)

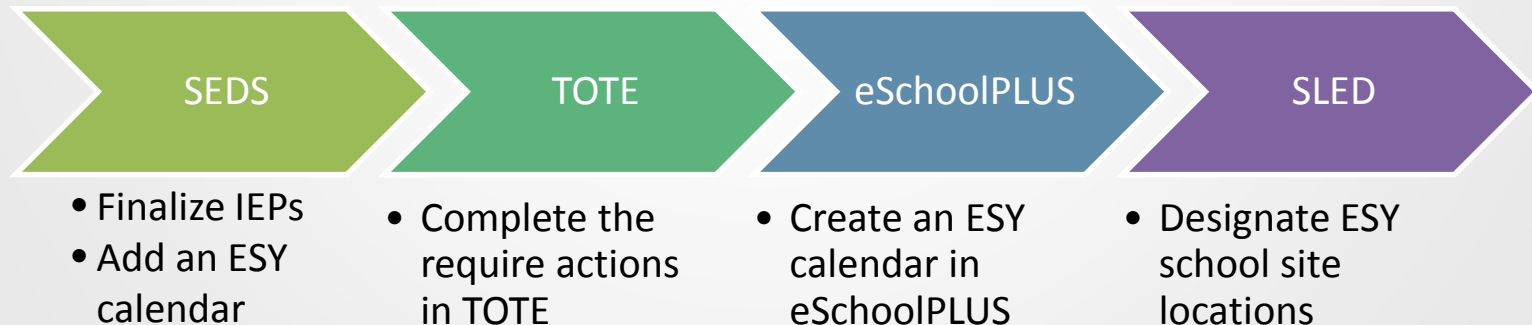


# ESY Requirements

All LEAs with students eligible for ESY must utilize the below data systems.

- SEDS
- TOTE
- eSchoolPLUS
- SLED

Below is a high-level description of what must occur in those data systems.





# ESY SLED Module

LEA Data Managers and LEA SE POCs are responsible in SLED for ensuring students with disabilities (SWD) who are eligible for ESY services have the following steps completed:

1. Identify which schools within their LEAs will serve as an ESY site location;
2. Assign students to ESY schools; and
3. Input students' ESY attendance summary who were eligible for the ESY program.

OSSE provides training to LEA Data Managers and LEA SE POCs. A list of resources are provided at the end of the presentation.



# TOTE Support

## Transportation Online Tool for Education (TOTE)

- Is a QuickBase application used by LEAs to submit transportation requests for students with disabilities who meet eligibility criteria according to [OSSE Transportation Policy](#) and have transportation as a service listed in current IEP.
- Resources
  - TOTE Support Line: (202) 576-5520
  - LEA Transportation Checklist for 2019-20 school year

<https://osse.dc.gov/publication/2019-20-start-school-checklist-lea-transportation-points-contact>



# Administrative Exits

In order for a student to be removed from an LEA's SEDS roster, the LEA SE POC must submit documentation in SEDS.

OSSE's Entry and Exit Code guidance provides LEAs with specific guidance on the exit codes that will remove a student from SEDS *if* proper documentation was recorded in SEDS. Below are just a some examples of exit codes that require documented to exited a student from the SEDS roster.

- Graduated with a regular, advanced or International Baccalaureate diploma
- Exited the state public school system
- Died or were permanently incapacitated
- Withdrew due to exceeding the maximum age for special education services eligibility under IDEA (age 22)

*(Reference the [Entry and Exit Guidance](#) for the 2019-20 school year for more details)*





# Administrative Exits

- Once the LEA SE POC has provided the proper documentation in SEDS, they must submit a ticket in the OST requesting for the student(s) to be removed from the LEA SEDS roster.
- OSSE will review the student's special education records to verify all actions have been take to process an administrative exit.



# SEDS Administrative Tasks

- All LEAs are required to provide OSSE with the LEA's logo via a ticket in the OST. The logo will be added to the LEAs IEPs.
- LEAs must manually add the fax number to the SEDS account.

The screenshot shows the 'Edit School System Information' form with the following fields and values:

Field	Value
School System Name	Docs Demo *
School Year	2017-2018 *
School System Code	docs
Address	810 First St, NE
City, State, Zip Code	Washington DC 20001
E-Mail Address	docs@dc.gov
Phone Number	
Fax Number	
Time Zone	US/Eastern (GMT -05:00 / -04:00)
County	

A red box highlights the 'Fax Number' field and the 'Upload New Data' button.

The SEDS resource site contains a number of help tools for SEDS users. There are user manuals, frequently asked questions, video mini-trainings, and information about the SEDS user training course are all included. To access the SEDS resource site go to: <https://sites.google.com/a/dc.gov/seds-help-resources/home>



# Student Characteristics



## Homeless

- An indication of whether the student was identified as experiencing homelessness at any point during the school year.
- Derived from the following:
  - **LEA SIS** Homeless status;
  - **McKinney-Vento Application** data; and
  - The Community Partnership (**TCP**) data feed.



# Student Characteristics

## At-Risk

- Defined as a student who possesses one of the below characteristics at any point during the given school year.
  - Temporary Assistance for Needy Families (**TANF**)
  - Supplemental Nutrition Assistance Program (**SNAP**)
  - **Homeless**
    - LEA SIS Homeless status
    - McKinney-Vento Application data
    - TCP data feed
  - Under the care of the Child and Family Services Agency (**CFSA**)
  - **Over Age** (high school only): A high school student is over age if he or she is at least one year older than the expected age for their grade.



## Economically Disadvantage

- Defined as a student who possesses one of the below characteristics at any point during the given school year.
    - **TANF**
    - **SNAP**
    - **CFSA**
    - **Homeless:**
      - LEA SIS;
      - McKinney-Vento Application data; or
      - TCP data feed
    - **FARMS** status or School Community Eligibility Provision (CEP)\* status
- \* Denotes the school participates in the Community Eligibility Provision of the National School Lunch Program*



# Resources



# Start of School Resources & Support

OSSE has provided a wealth of resources to support LEA leaders and POCs when gearing up for the first day of school, and throughout the school year.



At OSSE, we recognize that the start of school is a critical time for the local education agencies and families we serve. That's why, as part of our ongoing focus on responsive and consistent service, we're seeking to transform the way that our education partners experience the start of school with OSSE.

Click on the icons below to learn more about our seven priorities for strengthening the 2019-20 start of school.



2019-20 START OF SCHOOL DATES & DEADLINES

2019-20 START OF SCHOOL RESOURCES & TOOLS

- Checklists & timelines
- Training opportunities
- Quick start user guides
- Calendar tools
- Data collection tools
- Data applications to access student-level info as early as possible
- Helplines and troubleshooting resources

[Register](#) for the Start of School Summit on the OSSE website.





# Additional Resources

Below are resources described in the presentation.

Resource	Location
OSSE Support Tool	<a href="https://octo.quickbase.com/db/main?a=signin">https://octo.quickbase.com/db/main?a=signin</a>
OSSE Data Systems Training Registration application	<a href="https://octo.quickbase.com/db/bj339wdcr">https://octo.quickbase.com/db/bj339wdcr</a>
SLED Assistance	<a href="mailto:Sled.info@dc.gov">Sled.info@dc.gov</a>
LEA Data Mapping Application Guide	<a href="https://osse.dc.gov/publication/lea-data-mapping-application">https://osse.dc.gov/publication/lea-data-mapping-application</a>
Contact Information for DAR Liaisons	<a href="https://osse.dc.gov/publication/data-assessment-and-research-lea-liaisons">https://osse.dc.gov/publication/data-assessment-and-research-lea-liaisons</a>
OSSE Website	<a href="https://osse.dc.gov">https://osse.dc.gov</a>
SLED	<a href="https://sled.osse.dc.gov">https://sled.osse.dc.gov</a>
SEDS	<a href="https://osse.dc.gov/publication/roster-individual-lea-special-education-data-system-seds-sites">https://osse.dc.gov/publication/roster-individual-lea-special-education-data-system-seds-sites</a>



# Additional Resources

Below are resources described in the presentation.

Resource	Location
DAR Technical Assistance, Support, and Training Education	<a href="https://osse.dc.gov/service/technical-assistance-support-and-training-education">https://osse.dc.gov/service/technical-assistance-support-and-training-education</a>
SEDS Resource Site	<a href="https://sites.google.com/a/dc.gov/seds-help-resources/">https://sites.google.com/a/dc.gov/seds-help-resources/</a>
Entry and Exit Code Guidance	<a href="https://osse.dc.gov/publication/2019-20-entry-and-exit-code-guidance">https://osse.dc.gov/publication/2019-20-entry-and-exit-code-guidance</a>



# LEA Look Forward Weekly Newsletter

- Weekly newsletter provides:
  - Announcements of changes to laws or policies, grant opportunities
  - Important dates, deadlines, and reminders
  - Professional development and training opportunities
- Updated and distributed every Wednesday
- Subscribe to receive the weekly newsletter by emailing a request to [OSSE.Communications@dc.gov](mailto:OSSE.Communications@dc.gov). Provide your name, LEA, job title, and official work email address.
- View current and past newsletters at any time by visiting <http://osse.dc.gov/newsroom/newsletters>.



District of Columbia  
Office of the State Superintendent of Education

## LEA LOOK FORWARD

July 27-Aug. 2, 2016

### In this issue...

- [SPECIAL FEATURE: Getting Start-of-School Ready](#)
- [\[Action Required by LEAs\] LEA Participation Verification](#) (reminder)
- [2016 PARCC Reporting Timeline](#) (reminder)
- [Invitation to Participate: DC Staffing Data Collaborative](#) (reminder)
- [Health and Wellness Symposium](#) (reminder)
- [LEA Responsibility for Special Education Services Began July 1 at Student Registration](#) (reminder)
- [Dates to Remember](#)



# Monthly Data Discussion Meeting

Monthly Data Discussion meeting provides updates and key announcements to LEA Data Managers regarding data systems, processes, data collections, and training.

- Held monthly and typically occurs on the fourth Thursday of the month.
  - In person
  - Webinar
  - the webinar recording and materials will be available [here](#).
- View current and past webinar recording and materials are available at any time by visiting <https://osse.dc.gov/node/1198985>.



# Tips

- Do not delete a student record in the LEA SIS.
  - Each student must have valid matching entry and exit codes and dates.
    - Stage 4
    - Stage 5
  - If a student is entered in the LEA SIS, the student record is received in the daily cumulative feed.
  - Deleting a student without a valid exit code and date creates a “Sticky Roster”
- Attend the Enrollment Audit and Child Count policy and application training for the 2019-20 school year.
- Work with other LEAs to resolve Duplicative Enrollments between LEAs.



Q&A



| Thank you!