



OSSE LEA LOOK-FORWARD: August 1, 2013—August 8, 2013 Key Events, Announcements, Updates and Deadlines

2nd Annual DC Parent & Family Engagement Summit

NEW! Registration is now open for the 2nd Annual DC Parent & Family Engagement Summit: Your Passport to Success, hosted by the Office of the State Superintendent of Education (OSSE). This year's Summit is **Saturday, September 7, 2013** at the Walter E. Washington Convention Center, 801 Mt. Vernon Place, NW. Parents can register online or by contacting Ms. Lysa Romero at 202-727-8577.

For more information about the Summit, visit <http://osse.dc.gov/event/osse-parent-and-family-engagement-conference>, or contact Ms. [Valrie Brown](#) at 202-299-2093.

Enrollment Audit

REMINDER! Applications Now Available for Alternative Program Status Requests

LEAs with schools that qualify for alternative program weighting in the Uniform Per Student Funding Formula (UPSFF) may submit a request to identify the school as an Alternative Education program by completing the *Alternative Education Designation Request* form. An "alternative program" is defined as specialized instruction for students under court supervision, or on short and long-term suspension, or who have been chronically truant or expelled from a regular District of Columbia Public School or Public Charter School academic program. To qualify as an alternative program, a school must meet the criteria and rules set forth by OSSE. An alternative program may be defined as an entire school or a specialized program within a school. In accordance with the UPSFF, schools that have been designated Alternative Education programs will receive supplemental funding when the UPSFF is applied.

To qualify for the UPSFF alternative program for the 2013–2014 school year, applications must be received by August 30, 2013. Alternative program UPSFF determinations will be communicated by September 16, 2013.

The application can be found [here](#). The form must be completed, signed, scanned and emailed to the attention of Sheryl Hamilton at Sheryl.Hamilton@dc.gov with the subject heading "Request for Alternative Education Program Designation." If you have any questions, please contact [Sheryl Hamilton](#).

REMINDER! Enrollment Audit Student Residency Prevention Hotline

OSSE strongly encourages school-based staff, District residents, and families to report information regarding any non-resident student receiving District-funded public education free of charge. This information can be reported to the Student Residency Fraud Prevention Hotline at (202) 727-7224. This is a confidential tip hotline. Caller identification is anonymous.

Please post the attached [flier](#) in your school's student registration office.





Enrollment Audit (continued)

REMINDER! Register Today for the LEA Enrollment Audit Training Sessions

With the enrollment audit season underway, the OSSE enrollment audit team is offering training sessions for all LEA representatives, to include special education representatives, that will inform LEA’s on the important (and new) enrollment audit procedures for the SY 2013-2014. Please click on the hyperlinked training session to RSVP by including your **name, position, contact information** and **selected training session date** in the email body message. For more information, please contact [Sean Flora](#).

	DATE & TIME	LOCATION
Training Session 1	Friday, August 23 9:00 a.m. – 12:00 p.m.	OSSE 810 First Street, NE Grand Hall, Third Floor
Training Session 2	Thursday, September 5 9:00 a.m. – 12:00 p.m.	

Division of Elementary & Secondary Education

NEW! Federal Fiscal Year 2013 Consolidated Application Guidebook Now Available

OSSE is pleased to announce the release of the *Federal Fiscal Year 2013 Consolidated Application Guidebook*, a resource developed to provide LEAS with guidance on completing the Federal Fiscal Year 2013 Consolidated Application. The guidebook contains a collection of individual technical assistance documents for critical sections of the application. This step-by-step guide gives each LEA the ability to access specific parts of the Federal Fiscal Year 2013 Consolidated Application as needed without reviewing the entire Phase II instructions document.

The guidebook provides (1) each program’s purpose, (2) each program’s eligibility, (3) step by step instructions on how to complete the section, and (4) associated links for further guidance specific to the covered programs. Please visit <http://osse.dc.gov/node/618142> to access the resource.

For any questions or comments, please contact [Robin Bessler](#).

REMINDER! District of Columbia 21st Century Community Learning Centers School Year 2013-2014 Request for Applications Competition: Last Chance to Register for the Pre-Application TA Webinar

OSSE is pleased to announce the commencement of the School Year 2013-2014 Request for Applications (RFA) competition for the 21st Century Community Learning Centers Grant Program as authorized under Title IV, Part B of the Elementary and Secondary Education Act, as amended.

Please visit the [OSSE's 21st Century Community Learning Centers](#) webpage to access the RFA. The submission deadline for all School Year 2013-2014 RFA documents is 5:00 p.m. EST on Friday, September 6, 2013.





Division of Elementary & Secondary Education (Continued)

Any questions or concerns regarding the competition must be submitted to 21stcccl.info@dc.gov or (202) 442-3255 before Friday, August 23, 2013.

OSSE will facilitate two (2) Pre-Application Technical Assistance webinars for grant applicants.

Please click on the hyperlinked date to register.

DATE	TIME	SESSION TYPE
Wednesday, August 7	2:00 p.m. – 3:00 p.m.	Webinar **Applicants are strongly encouraged to attend one of the Pre-Application Technical Assistance Workshops.

REMINDER! Applications Now Available for Special Populations Grant for 3- and 4-Year Olds, Deadline August 15

OSSE is pleased to provide funding to support District of Columbia Title I-eligible public charter schools that serve three- and four-year olds in a preschool or pre-kindergarten program. The purpose of these funds is to assist preschool and pre-kindergarten programs in the development of school readiness skills. Eligible DC Public Charter schools must have at least a 40% enrollment serving three- and four-year olds, and must be identified as a Title I, Part A local educational agency (LEA). The submission deadline is 5:00 p.m. EST on Thursday, August 15, 2013. The applicant must submit one (1) electronic copy in Excel and one signature page in PDF, emailed to opcsfs.funding@dc.gov. Please visit <http://osse.dc.gov/service/appropriations-act-special-populations-grant> to access the following information:

- The Special Populations Notice of Funding Availability (NOFA)
- The Special Populations Request for Applications (RFA)
- The Special Populations Grant Application
- The eligible list of LEAs that may apply

If you have any questions, please contact [Faida Fuller](#).

REMINDER! Submit Your Nominations for the 2014 District of Columbia Teacher of the Year

OSSE is requesting nominations for the 2014 District of Columbia Teacher of the Year. This award recognizes and honors the many contributions of our classroom teachers. If you would like to nominate a teacher who has at least five (5) years of DC teaching experience, and has demonstrated outstanding leadership and commitment to student achievement, please submit the teacher’s name and e-mail address to [Kadena Duncan-Lawrence](#). She will contact the teacher directly to inform her/him of your nomination and request an application submission.





Division of Elementary & Secondary Education (Continued)

The application is extensive, so please submit a nominee's name in a timely manner to provide the nominee with sufficient time to complete the application before the **Friday, September 20, 2013 deadline**. Self-nominations are also acceptable. Please visit OSSE's [District of Columbia Teacher of the Year](#) webpage for the application. The winner of the DC Teacher of the Year will be included in the National Teacher of the Year competition.

By 5:00 p.m. on Friday, September 20, 2013, application submissions must be e-mailed to kadena.duncan-lawrence@dc.gov, or hand-delivered (will need ID to enter the building) to:

Office of the State Superintendent of Education
Educator Licensure and Accreditation – DCTOY Program
810 First Street, N.E.
Eighth Floor
Washington, DC 20002

FINAL NOTICE! Last Chance to Register for the Race to the Top: Leveraging the Educator Portal+ Training

OSSE is excited to host a training opportunity for DC Public Charter Schools on the *Educator Portal+* (PD Platform). The *Educator Portal+* is an online interactive platform that provides teachers with the effective, classroom-centered tools and resources needed to improve teaching. The Portal offers teachers access to professional development resources related to Common Core State Standards; interim assessments; and teaching strategies. OSSE strongly encourages LEA leaders and instructional coaches/specialists to attend one of the trainings to learn about the tool and the best way their schools can utilize it.

Please click on the training date link to register.

- [Tuesday, August 6 from 9:30 a.m. – 10:30 a.m. @ OSSE](#)
- [Wednesday, August 7 from 11:30 a.m. – 12:30 p.m. @ OSSE](#)

Upon registration, you will receive an email confirmation with more details. Due to limited seating, we request that no more than two (2) representatives participate from each LEA. If you have any questions or concerns, please forward all questions by email to renu.oliver@dc.gov, or by phone at (202) 741-5251.

REMINDER! Register Today for the Consolidated Application for Title I, II, & III Technical Assistance Session

The Division of Elementary & Secondary Education grants management team is providing in-depth Technical Assistance Sessions for LEAs in preparation of the **FFY 2013 Phase II Consolidated Application** process. If you have any questions or concerns, please contact [Cedric Thompson](#).

All LEAs are required to attend at least one of the Technical Assistance sessions.





Division of Elementary & Secondary Education (Continued)

School administrators, grant managers, and/or central office staff members responsible for preparing the Phase II application, implementing and/or monitoring funded activities, and reporting on those activities, should participate in sessions.

Please click on the session name link to register. All office hour sessions are held at OSSE, 810 First Street, NE.

SESSION TYPE	DATE	TIME	LOCATION
<u>Morning Office Hours</u>	Tuesday, August 6	9:00 a.m. – 12:00 p.m.	4006
<u>Morning Office Hours</u>	Thursday, August 8	9:00 a.m. – 12:00 p.m.	4006
<u>Afternoon Office Hours</u>	Tuesday, August 13	1:00 p.m. – 4:00 p.m.	4006
<u>Afternoon Office Hours</u>	Thursday, August 15	1:00 p.m. – 4:00 p.m.	4006

REMINDER! Complaint Procedures for Elementary and Secondary Education Act Programs and Grants

OSSE has a formal policy for receiving and addressing state-level complaints related to ESEA programs for sub-recipients of funding made available under the Elementary and Secondary Education Act of 1965, as amended (ESEA). The procedure described in this policy applies to complaints arising from and related to ESEA program administration, sub-grantee administration, equitable services and ESEA accountability classifications. Detailed guidance is available on the OSSE website located [here](#).

For more information on filing a complaint or appealing an LEA decision regarding the provision of educational services to homeless students and parents under McKinney-Vento, please refer to the policies on OSSE’s [Homeless Children and Youth Program](#) webpage under the Division of Elementary and Secondary Education. For more information on filing a complaint regarding the provision of specialized education services to disabled students under IDEA, please refer to the policies under OSSE’s [Division of Specialized Education](#) webpage. Please share this information with your program staff and participants.

REMINDER! Applications Now Available for Alternative Program Status Requests

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Division of Elementary & Secondary Education (Continued)

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Division of Specialized Education

NEW! District of Columbia Annual FFY 2011 IDEA Part B Determinations

Under the Federal Individuals with Disabilities Education Act (IDEA), states receive an annual performance determination from the U.S. Department of Education Office of Special Education Programs (OSEP). States are also expected to evaluate LEA performance and issue LEA determinations. Under this determination framework, States and LEAs can receive one (1) of four (4) determinations:

- 1. Meets Requirements**
- 2. Needs Assistance**
- 3. Needs Intervention**
- 4. Needs Substantial Intervention**

In OSEP’s July 1 statement to OSSE regarding the District’s annual determinations for FFY 2012, the District of Columbia received a determination level of “needs intervention” related to Part B IDEA (services to children with qualifying disabilities, ages 3 through 21). The District’s FFY 2011 annual performance reports (APRs), which are based on the 2011-2012 year, serve as the foundation for the determination process. Data examined includes the timeliness rate for evaluations and service provision; transition planning for children and youth; and progress related to the District’s historical noncompliance. To access OSSE’s public announcement regarding the District’s determination, please visit: <http://osse.dc.gov/release/osse-receives-annual-idea-part-c-and-part-b-determination-letters>. In the near future, OSSE will be issuing local annual determination letters to LEAs.

In an effort to provide guidance and support to the LEAS, OSSE is hosting a webinar to review the determinations process and to answer any questions.





Division of Specialized Education (Continued)

Please click on the link below to register.

DATE

TIME

WEBINAR

Friday, August 16

12:00 p.m. – 1:00 p.m.

REMINDER! The Division of Specialized Education (DSE) Releases Positive Behavior Support Toolkit

DSE is pleased to announce the publication of the *Positive Behavior Support (PBS) Toolkit*, a new training and technical assistance publication. The toolkit is a comprehensive guide which contains information and nationally recognized best practices to assist educators in effectively addressing the needs of students with behavioral challenges.

Developed using a range of publicly available research-based guidance documents and tools, the PBS toolkit is designed to provide educators, school professionals, and others with meaningful, evidence-based strategies to support the full range of diverse learners who exist in the classroom. Please visit <http://osse.dc.gov/publication/positive-behavior-support-pbs-toolkit> to access the toolkit.

NEW! Special Education Data System (SEDS) Fall 2013 Release Announcement and Webinar Training

DSE is pleased to announce the fall 2013 release of new SEDS functionality. Beginning Monday, August 26, several new features and enhancements to SEDS will be available. Please visit the [SEDS Resource Site](#) for a complete list of all system changes.

Training for these system changes, which have been reviewed by LEA representatives via preview sessions in July and August, will take place via webinar on **Wednesday, August 14** from **10:00 a.m. – 12:00 p.m.** This training is for LEA Data Administrators and nonpublic school Points of Contact (POCs) only. Upon completion of this training, LEA Data Administrators and nonpublic school POCs are expected to train their respective SEDS users on the updates to the system per the *Train the Trainer* model.

Please [click here](#) to register for this webinar. This webinar will be recorded and posted to the [SEDS Resource Site](#) upon conclusion of the webinar. For any questions regarding the fall 2013 release, please contact [Debbie Yu](#).

REMINDER! SEDS User Survey

The [2013 SEDS User Survey](#) is now available! Thank you to all who completed the 2012 SEDS user survey. Similar to last year’s survey, the goals for this year include tracking general comfort levels with SEDS, gauging the extent and nature of SEDS usage, and understanding user attitudes towards SEDS. The survey should only take 15 minutes to complete.





Division of Specialized Education (Continued)

Please submit your one-time response **by 5 p.m. on Friday, August 16**. We greatly appreciate your response as your feedback will be used to shape the development of SEDS, SEDS trainings, and any other SEDS resources to assist users. For questions regarding the survey, please contact [Karmen Rouland](#).

REMINDER! Special Education Data System (SEDS) – Resource Site

The SEDS Basic User Course is now available on the [SEDS Resource Site](#). This online course is a good tool for both new and existing users. New users will learn basic SEDS functionality while existing users should take an opportunity to refresh their SEDS knowledge.

Sample agendas, based on user types, are also available for SEDS Trainers to consider using while hosting school based trainings. SEDS Trainers are expected to distribute the link to this course and any related training materials to users. Click [here](#) to access the SEDS Basic User course. For questions regarding the course, please contact [Angel Johnson](#).

REMINDER! Register Today for the SEDS LDA Level 2 Course

The Division of Specialized Education (DSE) is pleased to announce the release of the 2013 LEA Data Administrator (LDA) Level 2 course. All LEAs are required to have at least one (1) representative (two preferred) complete all five (5) professional development modules for this course. To attend the 2013 LDA Level 2 course, you must complete the Level 1 LDA course in-person or online. If you have not had an opportunity to complete the Level 1 LDA course, please visit the SEDS Resource Site and click on [SEDS Videos](#) to register for the course.

The 2013 LDA Level 2 course is divided into five (5) modules that will span over the first five (5) months of the 2013-2014 school year. The first module consists of in-person training with multiple opportunities for you to attend **one (1)** of the offerings. The remaining four (4) modules will be delivered via online courses. Upon completion of all five (5) modules, attendees will receive a certificate of completion and be awarded 11 Professional Learning Units (PLUs). Below, are the dates and times of each course, please review and register for all five modules by clicking on the links provided.

Click [here](#) to register for Module 1.

COURSE NAME	DATE	TIME
2013 LDA – Module 1	Thursday, August 8	1:00 p.m. – 4:30 p.m.
2013 LDA – Module 1	Thursday, August 15	9:30 a.m. – 1:00 p.m.





Division of Specialized Education (Continued)

Click on the name of the course to register for Module 2-5 trainings.

COURSE NAME	DATE	TIME
2013 LDA Module 2	Wednesday, September 25	10:00 a.m. – 12:00 p.m.
2013 LDA Module 3	Wednesday, October 23	10:00 a.m. – 12:00 p.m.
2013 LDA Module 4	Wednesday, November 20	10:00 a.m. – 12:00 p.m.
2013 LDA Module 5	Wednesday, December 18	10:00 a.m. – 12:00 p.m.

Division of Wellness & Nutrition

NEW! Sign up Today for the DC Anti-Bullying Safe Schools Initiative for School-Based Staff, Spring 2014

We invite school-based staff to participate in a vital professional development opportunity co-sponsored by OSSE and the Gay, Lesbian and Straight Education Network (GLSEN). The goal of the two-day sessions is to provide participants with the knowledge, skills and resources to create safe and affirming school environments for all students, regardless of sexual orientation or gender identity/expression.

The sessions will be led by certified facilitators from OSSE, DC Public Schools and local government and community-based organizations, and are being provided at no cost to individuals. If you are interested, please complete the [Interest Form](#) to be notified of future trainings opportunities. Contact [Julie Ost](#) with questions.

NEW! Apply Today for the Second Annual Best School Garden Award 2013: Applications Due September 27

The District is home to over 90 active school gardens found in public, private, and public charter schools in all eight (8) Wards. These gardens are inspiring spaces that engage students of all ages across all subjects using innovative teaching strategies. But who has the best school garden in DC?

The 2013 Best School Garden Award (*Best New Garden* and *Best Sustained Garden*) will be awarded to four (4) schools. The winner of each category will receive a golden shovel to display in their garden, a banner, a spotlight on the [DC Schoolyard Greening](#) website and will be featured in the Growing Health Schools Week School Garden Bike Tour.

Click [here](#) for the application materials and more information.





Division of Wellness & Nutrition (Continued)

NEW! Register Today for the NFSMI Orientation to School Management Seminar, September 16-20

Registration is now open for the Orientation to School Nutrition Management Seminar at the National Food Service Management Institute (NFSMI) at National Harbor, MD. This seminar is designed for new and aspiring school nutrition directors. Management topics include:

- School Wellness
- Menu Planning/HUSSC
- Program Accountability
- Procurement
- Technology and Information Systems
- Special Needs
- Financial Management
- Work Place Safety and Emergency Preparedness
- Green/Environmental Conservation
- Human Resource Management
- Marketing and Communication

Registration and participant materials are free. Space is limited so reserve your seat early by clicking [here](#) and returning the form to [Allyson Russell](#) via email by Monday, August 19.

NEW! Tuberculosis Exposure Risk Assessment and Testing Requirements for Children Entering Child Development Facilities or Schools

The DC Department of Health, OSSE, and the District of Columbia Chapter of the American Academy of Pediatrics have issued a notice, [Tuberculosis \(TB\) Exposure Risk Assessments and Testing Guidance](#), which clarifies current District of Columbia requirements regarding tuberculin testing of children attending Child Development Facilities and schools, which follow the current recommendations of the American Academy of Pediatrics. Please download a copy of the guidance for your records.

REMINDER! Register for the “Engaging in Your Child's Health Education Experience” Workshop, August 13

The WNS, Health Education Team is hosting a free workshop entitled *Engaging in Your Child's Health Education Experience*. When parents are actively involved in their child's school, the child is more likely to avoid negative health behaviors such as poor attendance or alcohol and drug use. By attending this interactive workshop, parents will learn about:

- ✓ Local health education policies
- ✓ Parental consent procedures
- ✓ WNS, Health Education service offerings
- ✓ Ways to get involved in their child's health education experience

This workshop is designed for parents and guardians of students attending District of Columbia Public and Public Charter schools. **Please widely distribute this notice to your local parent associations and groups.** For more information or questions please feel free to contact [Ms. Kevon Harris](#).





Division of Wellness & Nutrition (Continued)

Click on the link below to register. ****The LAST DAY to register is Wednesday, August 7!**

	DATE/TIME	LOCATION
<u>“Engaging in Your Child's Health Education Experience”</u> <u>Workshop</u>	Tuesday, August 13 5:00 p.m. – 7:00 p.m.	OSSE 810 First Street, NE Third Floor, Grand Hall B
SPACE IS LIMITED SO SIGN UP TODAY!		

REMINDER! DC Free Summer Meals Program: Hunger Doesn't Take a Vacation!

When school is out, the meals served as a part of the National School Lunch Program and School Breakfast Program are not available, and due to families' limited budgets, or other circumstances, children will often miss wholesome meals. The U.S. Department of Agriculture (USDA) Summer Food Service Program (SFSP), known in Washington, DC as the DC Free Summer Meals Program, provides free nutritious meals and snacks served to children 18 and younger. These meals help children in low-income areas get the nutrition they need to learn, play, and grow throughout the summer months when they are out of school. Parents can visit the [DC Free Summer Meals Program](#) for more information or call 311 to find a feeding site located near their home. School officials and teachers can assist by passing this information along to anyone who might be in need of free meals during the summer.

REMINDER! Mandatory National School Lunch Program (NSLP), Healthy Schools Act (HSA), and Fresh Fruit and Vegetable Program (FFVP) Claims and Accountability Workshops: August 13, 14, and 16

In preparation for the 2013-2014 school year, the NSLP, HSA and FFVP Claims & Accountability Workshops are scheduled on August 13, 14 and 16. Invitations will be sent out to SFAs in the coming weeks with the specific date, time, and room assignments. It is imperative that representatives from SFAs who manage the various administrative duties related to school food service and reporting requirements attend these **MANDATORY** workshops. This includes, but is not limited to, the following staff:

- Food Service Director
- Head of School
- Cafeteria Leads
- Area Manager
- Business/Operations/Finance Managers

All workshops will be held at OSSE, 810 First Street, NE. For questions regarding the workshops, please contact [Talitha Jordan](#), Claims Specialist.





Division of Wellness & Nutrition (Continued)

REMINDER! Register Today for DCSAA Coach Credentialing Program Training Offered on Saturdays through August 24

The District of Columbia State Athletic Association (DCSAA) is excited to offer a new Coach Credentialing program covering any sport conducted in all DC schools. In an effort to ensure that all student athletes have a safe, competitive training experience, DCSAA is partnering with the Red Cross and ServeDC to offer multiple CPR, First Aid, and Automated External Defibrillator (AED) training sessions – **free of charge** – to all District of Columbia Interscholastic Athletic Coaches.

There are four (4) training sessions remaining with a 75-seat capacity for each. For more information, please call (202) 442-5872 or email osse.dcsaa@dc.gov.

Click [here](#) to register for a training session.

TRAINING SESSION	TIME	LOCATION
Saturday, August 3	9:00 a.m. – 5:00 p.m.	OSSE 810 First Street, NE Grand Hall Third Floor
Saturday, August 10	9:00 a.m. – 5:00 p.m.	
Saturday, August 17	9:00 a.m. – 5:00 p.m.	
Saturday, August 24	9:00 a.m. – 5:00 p.m.	

Office of Data Management

FINAL NOTICE! Last Chance to Register for “ELD Standards in Action: Connecting with CCSS” Workshop, August 8

Connecting with CCSS is a one-day professional development workshop for educators of English Language Learners. Participants will learn how the ELD framework connects with the CCSS and how to integrate content standards and the WIDA ELD Standards when planning instruction.

This workshop is limited to 35 participants. Registration ends on Monday, August 5.

Click on the link below to register.

	DATE/TIME	LOCATION
<u>ELD Standards in Action: Connecting with CCSS</u>	Thursday, August 8 9:00 a.m. – 3:00 p.m.	Center City Public Charter School Capitol Hill Campus 1503 East Capitol Street, SE





Office of Data Management (Continued)

REMINDER! LEA Contact Information—UPDATE

OSSE is now reaching out to LEAs to update OSSE’s LEA Contact List for the 2013-14 school year. LEAs should provide the appropriate names, titles and contact information for the following contact types:

- Data Manager
- Finance/Grants Manager
- Special Education Data System Trainer
- Special Education Coordinator
- Head of School
- SEDS Team Leader
- SEDS Data Administrator
- Enrollment Auditor
- Homeless Liaison
- LEP Coordinator
- Assessment Specialist
- Information Technology Manager

To facilitate this process, OSSE has created an [online form](#) for LEAs to use when submitting contact information. LEAs may input new information all at once, or revisit the form to add additional information at any point during this process. For assistance with this process or the form, please contact [Jessica Mellen Enos](#).

UPDATE! Register Today for the “Beginning of Year Enrollment” Webinar, August 9

OSSE is hosting the annual “Beginning of Year Enrollment” webinar on Friday, August 9 at 10:00 a.m. The webinar will focus on general enrollment, and the intended audience is Special Education Coordinators and other LEA staff that work with student enrollment. To register, please visit: <https://www2.gotomeeting.com/register/310100938>. For more information, please contact [Jessica Mellen Enos](#).

REMINDER! April 28-May 30 ACCESS for ELLs Testing Window

For more information on the ACCESS for ELLs test administration, please visit <http://osse.dc.gov/service/access-ells>.

REMINDER! Phase II: Staff Data Collection Begins Today

Phase II of the annual staff data collection for federal reporting is scheduled begins today, Thursday, August 1, focusing on evaluation and retention. Please note that the process has been modified from previous years to include additional requirements, and will involve Pre-K-12 staff and Early Childhood Providers who are funded via the UPSFF. For more information, please contact [Jessica Mellen Enos](#).

REMINDER! PARCC Technology Guidelines for Online Assessments

The Partnership for Assessment of Readiness for College and Careers (PARCC) has released technology guidelines for the online assessments for the 2014-2015 school year. Please click [here](#) to access PARCC’s latest technology recommendations and resources. For questions related to the guidelines, please call the OSSE Help Desk at (202) 719-6500 and select option 3. OSSE will continue to provide guidance on preparing for PARCC assessments in upcoming editions of the *LEA Look-Forward*.





Office of Data Management (Continued)

REMINDER! Information Technology Contact Information

OSSE has added the “Information Technology Contact” role to OSSE’s LEA Contact List. Please designate a contact at your LEA who will be responsible for communication, information and collections related to information technology and provide his or her contact information to [Tonia Lovelace](#). If an LEA has an existing contract for IT services, the LEA should provide the information of the employee who is the designated point of contact for the IT contractor. For more information, please contact [Jessica Mellen Enos](#).

REMINDER! Policy Guidelines for Calculating the Adjusted Cohort Graduation Rate

The Adjusted Cohort Graduation Rate (ACGR) verification process is near completion. In March, LEAs received the ACGR policy documentation, which included a “DETAILED TIMELINE” and processes. For more information, please contact [Jessica Mellen Enos](#).

RESPONSIBILITY	PROCESS	TIMELINE
Phase VI: Graduates Data Submission II (Summer Graduates)	<ul style="list-style-type: none"> PCSB and DCPS submit official certified graduates (summer graduates) 	Aug. 1, 2013-Aug. 8, 2013
Phase VII: Data Analysis	<ul style="list-style-type: none"> OSSE conducts data analysis 	Aug. 8, 2013-Sept. 1, 2013

REMINDER! March 31-April 11 DC CAS Testing Window Selected for 2014 Administration

For more information on the DC CAS Testing Window selection process, please visit <http://osse.dc.gov/service/assessment>.

REMINDER! Amended AMAO Targets for the District of Columbia

OSSE submitted a request to the U.S. Department of Education (ED) to amend the Title III portion of the State’s Consolidated State Application under section 9302 of the Elementary and Secondary Education Act of 1965, as amended (ESEA). Under Title III, states are required to use three Annual Measurable Achievement Objectives (AMAOs) to make annual determinations for all public and charter LEAs that receive Title III funds. The OSSE proposed AMAO 1 targets did not meet the accountability requirements for SEAs under Title III.

Based on technical assistance from ED, the District of Columbia AMAO targets were revised to reflect an annual increase in all AMAO targets. The 2013 targets for AMAO 1 Progress and AMAO 2 Attainment will be based on the results of the spring 2013 administration of ACCESS for ELLs®. AMAO 3 (AMO) outcomes are determined by DC CAS results.

For more information on 2013 AMOs, please visit <http://osse.dc.gov/accountability>.





Office of Data Management (Continued)

Cohorts K-12: LEP students in grades K-12

ENGLISH LANGUAGE PROFICIENCY TARGETS	PERCENT OR NUMBER OF LEP STUDENTS MAKING PROGRESS IN ACQUIRING ENGLISH LANGUAGE PROFICIENCY	PERCENT OR NUMBER OF LEP STUDENTS ATTAINING ENGLISH LANGUAGE PROFICIENCY
2012-2013 School Year	61%	16%
2013-2014 School Year	62%	17%
2014-2015 School Year	63%	18%
2015-2016 School Year	64%	19%
2016-2017 School Year	65%	20%

Office of Grants Management and Compliance

REMINDER! DC OSSE Consolidated List of Federal Grant Programs Impacted by Sequestration

Please visit the [OSSE website](#) for information pertaining to the 2013-2014 allocations for LEAs in Washington, DC. To learn more about the impact of sequestration regarding federal grants, click [here](#). If you have any questions or concerns, please contact [Cedric Thompson](#). Please visit <http://www.bruman.com/index.php/sequestration-resources/> to access additional guidance on sequestration.

REMINDER! FY 2013 Federal Grant Closeout Deadlines

The following deadlines will be strictly enforced.

DEADLINE	ACTION
Monday, September 30	Last day to obligate funds
Friday, November 15	Last day to submit reimbursement workbooks





General Announcements

FEMS offers Fire Safety Education Classroom Presentations for Students

Fire and Emergency Medical Services Chief Kenneth Ellerbe strongly supports the philosophy that fire safety is an important topic that should be educated to all residents and visitors of the District of Columbia including children. Highlighted below are a few fire safety educational programs that the District of Columbia Fire & EMS Department (DCFEMS) offers each year that are designed to strengthen elementary and middle school age children's knowledge in the area of fire safety education. These programs are fun and very interactive and can be presented in any classroom setting at the request of any DC Public or Public Charter school teacher or administrator.

Safety Smart about Fire

Safety Smart about Fire is a one-hour program presentation designed for grades K-3 offered by DCFEMS Public Educators to reinforce simple safety principles. Our educators gather the assistance of Disney's *Timon and Pumba* (via digital media) to reinforce the following learning factors:

- Making A Home Fire Escape Plan & Its Importance
- Smoke Alarms & Their Importance
- Understanding Why Smoke is Poisonous
- The Fundamentals of Getting Down, Getting Out, & Staying Out
- Don't Play With Matches or Lighters

Safety Smart Science (Understanding Fire)

Safety Smart Science is a one-hour program presentation designed for grades 4-8 offered by DCFEMS Fire Educators to reinforce the science behind fire. Through a structured curriculum with activities, educators, with the assistance of Bill Nye the Science guy (via digital media), expand on the science concepts. The program provides opportunities for students to apply research, writing, analytical, and teamwork skills.

To schedule a presentation for your students, please contact Ms. Samone Hoston, Fire Education Information Specialist, FEMS Fire Prevention Division at (202) 727-1614.

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General Announcements (continued)

Facilitated Resolution Now Offered for all Special Education Due Process Complaints

Introduction

A Facilitated Resolution Meeting is a *new* offering by the Office of the State Superintendent of Education (OSSE) that provides an opportunity for parents and schools to resolve due process complaint issues with a Settlement Agreement, prior to a due process hearing. Facilitated resolution meetings are a rapidly growing resource designed to assist schools and parents who may be experiencing difficulties in resolving special education disputes. As of June 3, 2013, OSSE began offering the opportunity for facilitated resolution whenever a due process complaint is filed. The OSSE Student Hearing Office is managing this process.

What is a Facilitated Resolution Meeting?

Under IDEA regulation 34 C.F.R. § 300.510, within 15 calendar days of receiving notice of the parent's due process complaint (7 days if expedited), and prior to the initiation of a due process hearing, a school must convene a meeting with the parent and the relevant member or members of the IEP Team who have specific knowledge of the facts identified in the due process complaint. The purpose of the meeting is for the parent of the child to discuss the due process complaint, and the facts that form the basis of the due process complaint, so that the school has an opportunity to resolve the dispute that is the basis for the complaint. This is called the Resolution Meeting. OSSE is offering schools and parents an opportunity to benefit from the expertise of a skilled facilitator to participate in the meeting to help the parties discuss their positions in a more meaningful way. The presence of a neutral facilitator at the resolution session may produce a more effective discussion and successful outcome.

Benefits include:

- The student remains the focus of the discussions, and those who know the student best make all decisions rather than a hearing officer.
- Both school personnel and the parent are afforded an opportunity to fully and meaningfully participate in the discussions in a non-confrontational environment.
- Promotes consensus building and open communication, possibly allowing school district personnel and the parent to independently resolve any disputes or disagreements should they arise in the future.
- The school and the parent are spared considerable expense associated with litigation.
- Should a hearing be necessary, the parties would have had an opportunity to have narrowed down and clarified the points of agreement and disagreement, which can lead to a more focused, effective and efficient due process hearing.

Can Facilitated Resolution be declined?

Yes; this is an optional service. All parties to the Due Process complaint will be contacted, and both parties must consent to facilitation before a facilitator is assigned.

For more information on Facilitated Resolution Meetings, please visit <http://osse.dc.gov/service/student-hearing-office>. For questions or concerns, please contact [Jan Chatman-Holland](#), Acting Director of the Student Hearing Office at (202) 481-3458, or [Angel Terry](#), FRM Coordinator, at 202-698-3819.

