OSSE LEA LOOK–FORWARD: July 25, 2013—August 1, 2013
Key Events, Announcements, Updates and Deadlines

Enrollment Audit

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.

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[1]" 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! Register Today for the LEA Enrollment Audit Training Sessions
With the enrollment audit season quickly approaching, 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 your desired training session link 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

REMINDER! Early Warning and Support System Formula Grant

OSSE is pleased to provide funding to support the Early Warning and Support System as prescribed by the "Raising Expectations for Education Outcomes Omnibus Act of 2012." Title II of the Omnibus Act allows additional funding for schools to identify students who are at risk of leaving school prior to graduation, develop initiatives to support high school and college readiness, and increase high school graduation rates. The following information can be accessed here on the Division of Elementary and Secondary Education's webpage:

- The Early Warning and Support System Release Memo
- The Early Warning and Support System Application
- The Early Warning and Support System Intent to Not Apply Memorandum and Form
- The Early Warning and Support System Application Technical Assistance Session Dates

Please send all questions and comments to osse.ews@dc.gov.

REMINDER! District of Columbia 21st Century Community Learning Centers School Year 2013-2014 Request for Applications Competition

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. Any questions or concerns regarding the competition must be submitted to 21stcclc.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 session name link to register.

DATE	TIME	SESSION TYPE
Wednesday, July 31	11:00 a.m. – 12:00 p.m.	**Webinar**
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.**	

Division of Elementary & Secondary Education (Continued)

REMINDER! Special Populations Grant for 3- and 4-Year Olds
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 following information will be made available no later than Friday, July 26 and accessible on the OSSE website:

- 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

Please note that the NOFA can now be accessed via the DC Register.

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. 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

Division of Elementary & Secondary Education (Continued)

REMINDER! Grants Management Hosts Consolidated Application for Title I, II, & III Technical Assistance
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. Technical Assistance will be provided in three forms: general information sessions, webinars, and office hours. The general information sessions will cover (1) SEA and LEA roles, responsibilities, and timelines; (2) processes for determining program eligibility and calculating allocations; (3) instructions for all sections of the Phase II application; and (4) underlying program requirements associated with the three covered programs. 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.

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. Multiple dates and times are scheduled to ensure that all LEAs have numerous opportunities to receive OSSE assistance.

In addition to the large and small group technical assistance opportunities scheduled, LEAs may receive individualized technical assistance from your assigned Grants Management specialist, who is available throughout the application process to provide support.

Please click on the session name link to register.

SESSION TYPE	DATE	TIME	LOCATION
Afternoon Office Hours	Tuesday, July 30	1:00 p.m. – 4:00 p.m.	4006
Afternoon Office Hours	Thursday, August 1	1:00 p.m. – 4:00 p.m.	4006
Morning Office Hours	Tuesday, August 6	9:00 a.m. – 12:00 p.m.	4006
Morning Office Hours	Thursday, August 8	9:00 a.m. – 12:00 p.m.	4006
Afternoon Office Hours	Tuesday, August 13	1:00 p.m. – 4:00 p.m.	4006
Afternoon Office Hours	Thursday, August 15	1:00 p.m. – 4:00 p.m.	4006
	All office hour sessions are held at OSSE, 810 First Street, NE.		

Division of Elementary & Secondary Education (Continued)

REMINDER! Register Today for 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! 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. The policy applies to the following programs:

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.

Division of Post-Secondary and Career Education

SHOUT OUT! DC Students Earned Over 200 Microsoft Office Specialist Certifications
District of Columbia students earned over 200 Microsoft Office Specialist certifications in Word and PowerPoint through Microsoft IT Academy courses this semester. OSSE's CTE Office is pleased to have had the opportunity to support this program in ten District high schools this year. We look forward to expanding the program to additional high schools next year. Please visit the DC Microsoft Academy website to learn more about this engaging program, which uses a blended learning approach and promotes college and career readiness. LEAs interested in offering Microsoft IT Academy courses next year should contact Tony Johnson, State CTE Director.

Division of Specialized Education

NEW! 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 Preview
DSE will present LEA data administrators with a demonstration of new features in SEDS. Participants will preview and have an opportunity to test new system functionality before it is released. Please visit the SEDS Resource Site for session dates, times, and registration information. For questions regarding this opportunity, 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.

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.

Division of Specialized Education (Continued)

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	Friday, July 26	1:00 a.m. – 4:30 p.m.
2013 LDA – Module 1	Wednesday, July 31	9:30 a.m. – 1:00 p.m.
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.

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

SHOUT OUT! Congratulations to Schools Participating in Fresh Fruits and Vegetables Program for School Year 2013-2014!

We are pleased to announce that the following LEAs have been approved to participate in the School Year 2013-2014 Fresh Fruits and Vegetable Program (FFVP). To get more information on FFVP and a complete listing of approved sites please visit http://osse.dc.gov/service/fresh-fruit-and-vegetable-program.

- AppleTree Early Learning PCS – 7 sites
- Arts & Technology PCS – 1 site
- Bridges PCS – 2 sites
- DC Bilingual PCS – 1 site
- DC Public Schools – 56 sites
- Eagle Academy PCS – 1 site
- Elsie Whitlow Stokes PCS – 1 site
- Excel Academy PCS – 1 site
- Friendship PCS – 4 sites
- Howard Road PCS – 1 site
- Imagine PCS – 1 site
- KIPP PCS – 6 sites
- Tree of Life – 1 site

NEW! Register Today for the "Engaging in Your Child's Health Education Experience" Workshop: Tuesday, 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 (DCPS) and Public Charter (PCS) schools. **Please widely distribute this information to your local parent associations and groups.** For more information or questions please feel free to contact Ms. Kevon Harris.

Click on the link below to register.

	DATE/TIME	LOCATION
"Engaging in Your Child's Health Education Experience" Workshop	Tuesday, August 13, 2013 5:00 p.m.-7:00 p.m.	**OSSE** **810 First Street, NE** **Third Floor, Grand Hall B**
	****LAST DAY to register is Wednesday, August 7! Space is limited so sign up soon!**	

Division of Wellness & Nutrition (Continued)

NEW! Mandatory HSA, FFVP Claims and Accountability Workshops: August 13-15
In preparation for the 2013-2014 school year, the NSLP, HSA and FFVP Claims & Accountability Workshops are scheduled from Tuesday, August 13 through Thursday, August 15. 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, and 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.

REMINDER! DCSAA Coach Credentialing Program Training Sessions Offered on Saturdays, July 27–August 17
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 five (5) 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, July 27	9:00 a.m. – 5:00 p.m.	OSSE 810 First Street, NE Grand Hall Third Floor
Saturday, August 3	9:00 a.m. – 5:00 p.m.	
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.	

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 DC Free Summer Meals Program provides free nutritious meals and snacks served to children 18 and younger. Parents can visit the DC Free Summer Meals Program for more information or call 311 to find a program site located near their home. Please pass this information along to anyone who might be in need of free meals during the summer.

Office of Data Management

NEW! Register Today for ELD Standards in Action: Connecting with CCSS, Thursday, 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 Friday, August 5.

Click here to register.

	DATE/TIME	LOCATION
ELD Standards in Action: Connecting with CCSS	Thursday, August 8 9:00 a.m. – 3:00 p.m.	**Center City Public Charter School Capitol Hill Campus 1503 East Capitol Street, SE Washington, DC 20003**

NEW! LEA Contact Information—UPDATE
Starting in August, OSSE will begin to reach out to LEAs in an effort 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

For more information, please contact Jessica Mellen Enos.

FINAL NOTICE! NPEFS—UPDATE
NPEFS/F-33 files are due by 5:00pm on Friday, July 26. Please contact Katie Williams with questions.

NEW! Beginning of Year Enrollment Webinar
Slated for early August, OSSE will be hosting the annual "Beginning of Year Enrollment" webinar (details in the next *LEA Look-Forward*). The "Beginning of Year Enrollment" webinar will focus on general enrollment, and the intended audience is Special Education Coordinators and other LEA staff that work with student enrollment. 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.

Office of Data Management (Continued)

REMINDER! Phase II: Staff Data Collection Begins Thursday, August 1
Phase II of the annual staff data collection for federal reporting is scheduled to begin on 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. This collection will be discussed at the next LEA Data Meeting. For more information, please contact Jessica Mellen Enos.

REMINDER! Pre-Register Today for the Two-Day CCSS Summer Institute for Specialized Education Teachers
The Division of Assessment and Accountability is excited to offer a two-day Common Core State Standards (CCSS) Summer Institute designed specifically for specialized education teachers in the District of Columbia. In SY 2014-2015, DC CAS Alt students will transition to an online Alternate State Assessment aligned to Common Core State Standards (CCSS). To aid educators in the transition, the Summer Institute will provide all participating teachers of students with significant cognitive disabilities with CCSS Instructional Binders and professional development sessions designed to empower teachers to effectively use these binders in their daily instruction. Additional featured sessions include topics covering: (1) Transitioning to Online Assessments, (2) Standards Based IEP Goal Writing, (3) Universal Design for Learning (UDL), and (4)Teaching Composition (DC CAS Alt).

Participants must attend all sessions to receive a teacher stipend and eight (8) Professional Learning Units.

DATE	TIME	REGISTRATION LINK
Tuesday, August 6 & Wednesday, August 7	8:15 a.m. – 4:00 p.m.	CCSS Summer Institute 2013
	*Due to space capacity, pre-registration is required. Selected Participants will be notified on Friday, July 26.	

REMINDER! 2013 DC CAS Data Release
The **embargoed** DC CAS student-level data was released to LEA Leaders on Tuesday, July 9 via OSSE's secure FTP site. As of Tuesday, July 16, LEA Leaders may, by choice, share **individual student** results with directly related teachers for instructional planning purposes only. The data remains embargoed until further notice, and it is the responsibility of the LEA to ensure the embargo is respected.

If your LEA Leader has not received an email with guidance and instructions for retrieving the 2013 DC CAS data, please contact Jessica Mellen Enos or Tonya Mead immediately for further assistance.

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.

Office of Data Management (Continued)

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.

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	20%	18%
2015-2016 School Year	64%	19%
2016-2017 School Year	65%	

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! 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! 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)	• PCSB and DCPS submit official certified graduates (summer graduates)	Aug. 1, 2013-Aug. 8, 2013
Phase VII: Data Analysis	• OSSE conducts data analysis	Aug. 8, 2013-Sept. 1, 2013

Office of Grants Management and Compliance

REMINDER! DC OSSE Consolidated List of Federal Grant Programs Impacted by Sequestration
Please refer to 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. Additional guidance on sequestration can be found here.

REMINDER! FY 2013 Federal Grant Closeout Deadlines
The following deadlines will be strictly enforced.

DEADLINE	ACTION
Wednesday, July 31	Last day to submit amendment requests to allow for timely obligations of funds
Monday, September 30	Last day to obligate funds
Friday, November 15	Last day to submit reimbursement workbooks

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.