



OSSE LEA LOOK-FORWARD: June 27, 2013—July 4, 2013 Key Events, Announcements, Updates and Deadlines

NEW! Three District Early Learning Centers Highlighted in U.S. Department of Education Early Learning Video Series

Earlier this month, the U.S. Department of Education (ED) released a video series titled, “Early Learning: America’s Middle Class Promise Begins Early” on their [website](#) featuring three District of Columbia early learning centers as outstanding models of early learning. [CentroNia](#), [DC Prep](#), and [UDC Early Childhood Lab School](#) were highlighted in the four-minute video about the benefits of sending your child to pre-school to build social and academic skills. Click here to view the video on [From State to Student: The OSSE Blog](#).

REMINDER! 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.





REMINDER! Facilitated Resolution Now Being Offered for All Special Education Due Process Complaints

A Facilitated Resolution Meeting is a new offering by the 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. On Monday, June 3, the OSSE began offering the opportunity for facilitated resolution whenever a due process complaint is filed. The OSSE Student Hearing Office will be managing this process.

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.

For more information on Facilitated Resolution Meetings, please click [here](#). For questions or concerns, please contact [Jan Chatman-Holland](#), Deputy Director of the Student Hearing Office at 202-481-3458, or [Angel Terry](#), FRM Coordinator, at 202-698-3819.





Division of Elementary & Secondary Education

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 complaint 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:

- Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
- Title I, Part D: Prevention and Intervention Programs for Children and Youth Who are Neglected, Delinquent, or At-risk
- Title II, Part A: Improving Teacher Quality
- Title II, Part B: Mathematics and Science Partnerships
- Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement Act
- Title IV, Part B: 21st Century Community Learning Centers
- Title V, Part B: Public Charter School Programs
- Title V, Part D: Fund for the Improvement of Education (Teacher Incentive Fund)
- Title VI, Part A: Grants for State Assessments
- Title VIII: Impact Aid
- Competitive, state-administered U.S. Department of Education grants

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.

UPDATE! OSSE Requests Nominations for the Statewide Educator Talent Pool – Extended Deadline

OSSE is requesting recommendations for the **Educator Talent Pool**. Members of the talent pool, both teachers and administrators, will be considered for statewide and national recognition, awards, and participation in statewide committees where the practitioner's voice is needed. Please visit the [Educator Talent Pool](#) webpage on the OSSE website to formally recognize the outstanding and talented educators we have in the District of Columbia.

The deadline for recommendations has been extended to **Thursday, July 8**.





Division of Elementary & Secondary Education (Continued)

FINAL NOTICE! Community Schools Incentive Initiative Request for Application-Application Deadline July 3

OSSE is soliciting applications for the Community Schools Incentive Initiative. **The application deadline is Wednesday, July 3.** The purpose of this initiative is to establish community schools. A community school is a public and private community partnership to coordinate educational, developmental, family, health, and after-school-care programs during school and non-school hours for students, families, and local communities at a public school or public charter school with the objectives of improving academic achievement, reducing absenteeism, building stronger relationships between students, parents, and communities, and improving the skills, capacity, and well-being of the surrounding community residents. Click [here](#) or contact [Nancy Brenowitz Katz](#) for the Request for Application and Frequently Asked Questions.

REMINDER! OSSE Requests 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](#), and 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 may 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

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 the following link: <http://osse.dc.gov/service/assessment>.





Division of Elementary & Secondary Education (Continued)

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 upcoming 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.

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 money. 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>.





Division of Post-Secondary and Career Education

NEW! CTE Task Force Hosts Technical Assistance Session for LEAs and High School Leadership Teams

The District's Career and Technical Education Task Force will be holding an in-depth Technical Assistance Session for LEAs and High School Leadership Teams planning to apply for the Mayor's Career Academy Fund. This Fund will provide seed money to establish National Academy Foundation (NAF) Career Academies at DCPS and PCS high schools. For more information on the Career Academy Fund, email Dr. Erin Bibo or Dr. Antoinette Mitchell.

Date: July 9

Time: 10:00 a.m. – 12:00 p.m.

Location: OSSE Grand Hall A, 810 First Street NE, 3rd Floor

RSVP Required: erin.bibo@dc.gov

NEW! 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 feel free to visit the DC Microsoft Academy website at <http://dcschools.cclearning.com/> 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

UPDATE! Child Outcome Summary (COS) Updates

The upcoming data checkpoint for COS exit data is Friday, July 12. Exit data must be provided to OSSE for all preschool special education students who have exited preschool special education turned six (6) or have exited the District this school year. Exit data must be generated and reported within 60 days of the child's exit. For many students, that is the last day of school.

A Child Outcome Summary (COS) Process Guidance manual is now available for LEAs. This document provides in-depth information on the federal COS requirements, including the purpose of collecting COS data, the federal, state and local data reporting requirements, explanation of the outcomes measured, required procedures for data collection and submission and additional resources to support the collection process. The document can be accessed [here](#).

If you have questions regarding the COS data submission deadlines or the COS training materials, please email osse.cosfaq@dc.gov

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 will 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! OSSE DSE Releases Notice of Funding Availability for Charter LEA Co-Located Classrooms

OSSE is pleased to announce a second year grant opportunity made available to charter schools to create, staff, and manage a co-located therapeutic classroom model. The purpose of these grants is to expand the capacity of LEA charters to meet the needs of students with Individual Education Programs ("IEPs") with high levels of need and ensure that they are provided a Free Appropriate Public Education ("FAPE") in the least restrictive environment ("LRE").

Grantees will be required to host a co-located classroom model that provides students with effective, intensive therapeutic supports, including but not limited to specialized instruction, related services, wraparound support, and a robust transition plan to support a student's successful re-integration to the LEA of primary enrollment. The link to the announcement can be found [here](#).





Division of Specialized Education (Continued)

REMINDER! Special Education Data System (SEDS) – Level 2 LEA Data Administrator 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 (2) 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 course. Upon completion of all 5 modules, attendees will receive a certificate of completion and 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 a **Module 1 Session**.

Name of Course	Date of Training	Time of Training
2013 LDA – Module 1	Friday, July 12	9:30 a.m. – 1:00 p.m.
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 the **Module 2-5 trainings**.

Name of Course	Date of Training	Time of Training
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 Specialized Education (Continued)

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

The SEDS Basic User Course is now available on [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](#).

FINAL NOTICE! OSSE Releases Proposed Special Education Part B Policies for Public Comment

The OSSE, Division of Specialized Education (DSE), released for public comment the following proposed state policies entitled: “Individualized Education Program (IEP) Implementation for Transfer Students Policy,” “Specialized Transportation Policy,” “Individualized Education Program (IEP) Amendment Policy,” “Confidentiality of Student Information Policy,” and the “Individuals with Disabilities Education Act (IDEA) Part B Grant Eligibility and Administration Hearing Process Policy.”

The proposed policies will be posted for a 60 day public comment period that commenced Friday, May 3, 2013 and will close Tuesday, July 2, 2013. During the month of May, OSSE held two (2) public hearings on the proposed policies on May 21 and May 28, 2013. If you are interested in providing comments, please forward them to the attention of Dr. Amy Maisterra, Assistant Superintendent of Specialized Education, c/o Ms. Christie Weaver, Policy Analyst, at osse.publiccomment@dc.gov. All comments received by 5:00 p.m. Tuesday, July 2, 2013 will be considered.

To review the proposed policies, please select the following link: <http://osse.dc.gov/service/policies-and-regulations>.





Division of Specialized Education (Continued)

REMINDER! OSSE DSE Summer Institute- July 15-26, 2013

The DSE is pleased to announce that registration is open for its 2013 TTA Summer Institute, July 15-26, 2013. This Institute will focus on three “priority strands” that DSE will introduce via the institute and continue to emphasize through the 2013-2014 school year: Instructional Best Practice, Effective Behavior Support, and Secondary Transition Best Practice. The institute includes in-person sessions and webinars. OSSE DSE will also be releasing several practitioner toolkits to support work in these three priority areas. For session descriptions, please access the institute brochure [here](#).

Schedule of Events and Registration Information

- July 15, 2013 [Secondary Transition Institute](#)
8:30 a.m. - 3:30 p.m. – Hilton 1225 First Street, NE
- July 16, 2013 [Nonviolent Crisis Intervention Training*](#)
8:30 a.m. - 3:30 p.m. – 810 First Street, NE
- July 17, 2013 [Universal Design for Learning*](#)
9:00 a.m. - 12:00 p.m. - UDC– 801 North Capitol Street, NE
[Universal Design for Learning*](#)
1:00 p.m. - 4:00 p.m. - UDC– 801 North Capitol Street, NE
[Effective Behavior Support Basics Webinar*](#) 1:00 p.m. - 4:00 p.m.
- July 18, 2013 [Universal Design for Learning*](#)
9:00 a.m. - 12:00 p.m. - UDC–801 North Capitol Street, NE
[Universal Design for Learning*](#)
1:00 p.m. - 4:00 p.m. - UDC–801 North Capitol Street, NE
- July 22, 2013 [Effective Behavior Support Basics Webinar*](#) 9:00 a.m. – 12:00 p.m.
[Explore \(Dis\)Ability*](#) 9:00 a.m. – 10:30 a.m.
810 First Street, NE, Fourth Floor, Room 4002
[Explore \(Dis\)Ability*](#) 11:00 a.m. – 12:30 p.m.
810 First Street, NE, Fourth Floor, Room 4002
- July 23, 2013 [Special Education Quality Review \(SEQR\) Tool Webinar*](#) 10:00 a.m. - 11:30 a.m.
[Special Education Quality Review \(SEQR\) Tool Webinar*](#) 1:00 p.m.—2:30 p.m.
- July 24 - 2013 [Nonviolent Crisis Intervention Training*](#)
8:30 a.m. - 3:30 p.m. – 810 First Street, NE
- July 25, 2013 [Nonviolent Crisis Intervention Training*](#)
8:30 a.m. - 3:30 p.m. – 810 First Street, NE

* Session is offered multiple times.





Division of Wellness & Nutrition

NEW! Civil Rights Training for School and School Food Service Administrators/Front Line Food Service Staff—Webinar Recording Available until July 15

Civil Rights Training is **required** annually for all School Food Authorities. If you missed the chance to participate in the webinars in May and June, you may view the recorded webinars until Monday, July 15.

Click on the link below to access the recording. Once you have viewed the webinar, contact [Nancy Katz, Project Manager](#) to receive your certificate of completion.

- [Civil Rights Training for School and School Foodservice Administrators](#)
- [Civil Rights Training for Frontline Foodservice Staff](#)

NEW! 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! Gain Recognition for Your School through the HealthierUS School Challenge (HUSSC)

The HealthierUS School Challenge is a voluntary certification established in 2004 to recognize those schools participating in the National School Lunch Program that have created healthier school environments through the promotion of nutrition and physical activity. Monetary incentive awards are available for each HUSSC award level.

To date, HUSSC awards have been given to 6,521 schools in 49 states and the District of Columbia. Many schools find that applying for the challenge is a valuable learning process that helps their school wellness team focus on areas needing improvement. We hope your school will join us in this journey and we look forward to celebrating your progress.

Find out more about [HUSSC criteria](#) and how to apply. If you are interested in applying or have any additional questions, please contact Sr. Program Specialist [Noni Robinson](#).





Office of Data Management

UPDATE! NPEFS Data Collection Training Webinar Sessions Now Available

On Tuesday, July 2, OSSE will begin the process of collecting financial data for the annual National Public Education Financial Survey (NPEFS). In support of the collection process, OSSE is hosting two (2) training webinars on Tuesday, July 2 and Wednesday, July 3. All financial data is due to OSSE no later than Friday, July 26.

Additional guidance and webinar details will be provided shortly. Please register for only one (1) training session by clicking on the link below.

Webinar Session	Time
Tuesday, July 2	11:00 a.m. – 12:00 p.m.
Wednesday, July 3	3:00 p.m. – 4:00 p.m.

UPDATE! DC CAS Demographic and Enrollment Verification-DUE Wednesday, July 3

DC CAS demographic and enrollment files have been uploaded to OSSE’s secure FTP site. LEAs should review the data for accuracy and submit any corrections per the guidance sent out on June 14 and 25 by Wednesday, July 3. Determinations from the verification process will be used to calculate accountability metrics. Questions about the verification process may be directed to [Dr. Tonya Mead](#) or [Jessica Mellen Enos](#).

REMINDER! Discipline Data Collection – Update

In an effort to reduce the burden on LEAs, OSSE is partnering with the PCSB for the discipline and truancy data collection required for federal reporting and SLED’s early warning system. PCSB will be providing OSSE with the bulk of the data for charters; however, **OSSE will be reaching out to LEAs to collect data regarding incidents involving firearms**, as PCSB does not collect this information. For all other data elements, LEAs will only be requested to review and certify data. OSSE will release additional guidance about this collection in the coming weeks. For more information, please contact [Jessica Mellen Enos](#).

REMINDER! CTE (Career and Technical Education) Data Collection

The 2012-2013 CTE data collection is scheduled to open on Monday, July 1 and will close on Wednesday, July 31. The reporting requirements for Career and Technical Education have changed significantly from previous years. Historically, reporting was required only for the Perkins Consolidated Annual Report (CAR) and the federal EDFacts initiative.

This year, the District’s Career and Technical Education Task Force is requiring the collection of information regarding the District-wide CTE programs. The requirements have changed to include all District LEAs that offer CTE programs of study, whether the LEA receives Perkins funding or not. The 2012-2013 school year is the baseline year for reporting. Additionally, information about CTE courses and students enrolled in those courses will be collected as well. For more information, please contact [Jessica Mellen Enos](#).





Office of Data Management (Continued)

REMINDER! Staff Data Collection – June, July and August

The annual collection of staff data for federal reporting will take place during the months of June, July and August. The process has been modified slightly from prior years to include additional required elements, and will involve Pre-K through 12th grade LEAs and Early Childhood Providers who are funded via the UPSFF. The first stage of the data collection will begin on Saturday, June 1 and end on Monday, July 15 and will focus on staff rosters, credentials, etc. The second stage of the data collection will run from Thursday, August 1 through Saturday, August 31 and focus on evaluation and retention. Specific guidance and templates will be sent out shortly to LEA Data Managers and HR Managers. For more information, please contact [Jessica Mellen Enos](#).

REMINDER! Policy Guidelines for Calculating the Adjusted Cohort Graduation Rate

OSSE is conducting the Adjusted Cohort Graduation Rate (ACGR) verification process. In March this year, LEAs received the ACGR policy documentation, which includes a “DETAILED TIMELINE” and processes. The timeline includes important deadlines. For more information, please contact [Jessica Mellen Enos](#).

Responsibility	Process	Timeline
Phase I: Project Timeline	<ul style="list-style-type: none"> Submit project timeline to LEA(s) Contact LEA(s) 	March 15, 2013
Phase II: Username & Password Dissemination	<ul style="list-style-type: none"> LEAs receive username & passwords DCPS receives data file format 	March 27, 2013
Phase II: Verification Tool	<ul style="list-style-type: none"> LEA cohort verification begins LEA(s) submit documentation 	April 1, 2013 – May 20, 2013
Phase III: Cohort Assignment and Verification	<ul style="list-style-type: none"> Students are verified and assigned to their appropriate cohorts OSSE reviews documentation submitted by LEA(s) Preliminary ACGR conducted 	May 30, 2013 – July, 2013
Phase IV: Graduates Data submission	<ul style="list-style-type: none"> PCSB and DCPS submits official certified graduates 	June 8, 2013 – June 15, 2013
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





Office of Grants Management and Compliance

REMINDER! LEA Enrollment Audit Training Sessions

The enrollment audit season is quickly approaching! The OSSE enrollment audit team will offer a training that informs LEA's on important information regarding enrollment audit procedures for the SY 2013-2014. For your convenience, we are offering the same training on two (2) dates. To RSVP for one of the training sessions, please e-mail osse.enrollmentaudit@dc.gov with your name, position and contact information.

If you have any questions or concerns, please contact [Sean Flora](#) or by phone at (202) 727-7224.

Session Number	Date / Time	Location
Training Session 1	Friday, August 23 9:00AM – 12:00PM	OSSE Offices 3 rd Floor Grand Hall 810 1 st Street NE Washington, DC 20002
Training Session 2	Thursday, September 5 9:00AM- 12:00PM	OSSE Offices 3 rd Floor Grand Hall 810 1 st Street NE Washington, DC 20002

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

Please refer to our website for information pertaining to the 2013-2014 allocations for LEAs in Washington, DC. This information can be found by [here](#).

The link below gives detailed information on the impact of sequestration in reference to federal grants. If you have any questions or concerns, please contact [Cedric Thompson](#).

Please click [here](#) to find additional guidance on Sequestration.

REMINDER! FY 2013 Federal Grant Close Out

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

