

# NEW LOOK COMING SOON!

Office of the State Superintendent of Education

## OSSE LEA LOOK-FORWARD: September 5, 2013—September 12, 2013 Key Events, Announcements, Updates and Deadlines

### Enrollment Audit

**REMINDER!** Register Now for the 2013 Quality Data for Accurate Funding Webinar, September 16 – 17  
OSSE is pleased to offer LEAs a new quality data for accurate funding training for the 2013 enrollment audit. During the webinar, we will review the data expectations, guide users through the process of accessing their data, and demonstrate how to edit the data elements that require user entry. Finally, we will discuss the steps users should take to resolve data discrepancies. Please register for one (1) of the two (2) sessions by clicking on the links below:

- [Monday, September 16 from 11:00 a.m. – 12:00 p.m.](#)
- [Tuesday, September 17 from 11:00 a.m. – 12:00 p.m.](#)

### **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.

### Division of Early Learning

**REMINDER!** Kindergarten Teachers, Register for a KEA Pilot Two-Day Training and Receive an iPad Mini  
OSSE invites kindergarten classroom teachers to participate in a pilot of a kindergarten-entry assessment – Teaching Strategies GOLD. This pilot will inform the needs of teachers and schools regarding the potential use of an observation-based assessment to measure kindergarten readiness. OSSE can accommodate up to 72 teachers from both DCPS and DCPCS. Teachers will be required to participate in two-day training and will receive an iPad mini to support the administration of the assessment. Teachers will also be required to participate in an evaluation of the pilot. Please see the training schedule below. For more information, please contact [Mahlet Getachew](#). **Registration is required.**

To register for a training session, please go to <http://keatraining.eventbrite.com/>.

KEA TRAINING DATE	REGISTRATION DEADLINE	TIME	LOCATION	DATA REPORTING DATE TO OSSE
September 14–15	Thursday, Sept. 12	9:00 a.m. – 4:00 p.m.	Gestalt Partners, LLC 1325 G St NW, #1020	All schools must submit KEA data for all participating students to OSSE by <b>October 31, 2013.</b>
September 21–22	Thursday, Sept. 19	9:00 a.m. – 4:00 p.m.	Washington (20005) (Metro Center)	





## Division of Elementary & Secondary Education

### **REMINDER! 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! Request for Applications for the FY 2013 Charter Schools Program Dissemination Grant**

OSSE is pleased to issue the Request for Applications for the FY 2013 Charter Schools Program Dissemination Grant. A total of \$348,235 will be made available to Charter School LEAs to assist other schools in adapting the public charter school's program (or certain aspects of public charter school's program), or to disseminate information about the public charter school through activities such as:

- Assisting other individuals with planning and start-up of one or more new public schools, including charter schools, that are independent of the assisting charter school and the assisting charter school's developers, and that agree to be held to at least as high a level of accountability as the assisting charter school;
- Developing partnerships with other public schools, including charter schools, designed to improve student academic achievement in each of the schools participating within the partnership;
- Developing curriculum materials, assessments, and other materials that promote increased student achievement, and are based on successful practices within assisting charter school; and
- Conducting evaluations and developing materials that document the successful practices of the assisting charter school and that are designed to improve student performance in other schools.

If you have any questions regarding this opportunity, please contact [John Savage](#).

### **REMINDER! FFY 2013 Consolidated Application Status**

ELSEC's grants management team will provide weekly status updates to LEAs in reference to their FFY 2013 Consolidated Applications. ELSEC allocated Title I, Title II, and Title III funds to 54 LEAs, of which 29 LEAs have submitted Phase II applications. Please click on the link to view the current [Consolidated Application Status Report](#).





Division of Elementary & Secondary Education (Continued)

**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! 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](mailto: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., 8<sup>th</sup> Floor  
Washington, DC 20002





## **Division of Specialized Education**

### **NEW! Monitoring and Compliance – LEA Meeting, September 11**

Please join OSSE's Division of Specialized Education's Monitoring and Compliance Unit as it hosts the first LEA meeting for the 2013 – 2014 school year! The purpose of the meeting will be a review of the LEA monitoring processes and procedures for the upcoming school year. The meeting will take place Wednesday, September 11 at OSSE, 810 First Street, NE – 3<sup>rd</sup> Floor (CIO Training Room) from 9:30 a.m. to 12:00 p.m. Each LEA is encouraged to send its special education coordinator or an administrative representative responsible for making decisions regarding special education. For more information, please visit <http://osse.dc.gov/service/monitoring-and-compliance> for a full listing of LEA State contacts.

### **NEW! Nonviolent Crisis Intervention – Training Opportunity**

The Nonviolent Crisis Intervention training program, developed by Crisis Prevention Institute (CPI), is embraced worldwide as a highly effective behavior management system for organizations committed to providing quality care and services in a respectful, safe environment. The strategies taught in the Nonviolent Crisis Intervention training program provide stakeholders with a proven framework for decision-making and problem-solving to prevent, de-escalate, and safely respond to disruptive or assaultive behavior. This training is a one-day training offered multiple times at OSSE, 810 First Street, NE, 3<sup>rd</sup> Floor Grand Hall Side B from 8:30 a.m. to 3:30 p.m. Please register for one of the Nonviolent Crisis Intervention trainings at the following links:

- [Tuesday, September 24](#)
- [Thursday, September 26](#)
- [Monday, September 30](#)
- [Wednesday, October 2](#)

### **REMINDER! Notice of Public Hearing – Proposed IDEA Child Count Rulemaking**

The purpose of this proposed rule is to establish the requirement for all local educational agencies (“LEAs”) in the District of Columbia to annually count the number of children enrolled in the LEA who receive special education and related services in accordance with section 618 of the IDEA, on a date as determined by OSSE. The IDEA requires States to count and report the number of children with disabilities receiving special education and related services on any date between October 1 and December 1 of each year. This is known as the IDEA “child count,” which is used to determine the level of federal IDEA funding made available to States.

Persons desiring to comment on the subject matter of this proposed rulemaking should attend the hearing scheduled at OSSE in the Third Floor-Grand Hall on September 18, 2013, at 2:00 p.m. to 3:30 p.m., or should file comments in writing by email to [Jamai.Deuberry@dc.gov](mailto:Jamai.Deuberry@dc.gov) with the subject line “Attn: Jamai Deuberry, IDEA Child Count”, or by mail or hand delivery to Office of the State Superintendent of Education Attn: Jamai Deuberry re: “IDEA Child Count Regulations” 810 First Street, NE 9th Floor Washington, DC 20002 or both, not later than thirty (30) days after the date of publication of this notice in the D.C. Register. Copies of the proposed rule are available by contacting Ms. Deuberry at (202) 727-6436 or on the Office of the State Superintendent of Education’s website at [www.osse.dc.gov](http://www.osse.dc.gov).





Division of Specialized Education (Continued)

**REMINDER! 2013 Child Count Process Webinar, September 12 and 13**

OSSE will host two (2) webinars to review data expectations in preparation for the 2013 Child Count process. During the webinar, users will be shown how to access student-level data in SLED and the steps to edit data elements that require LEA entry. In addition, there will be a discussion of the steps LEAs should take to resolve data discrepancies. Finally, users will review the certification process. Please register for one of the two (2) sessions by following the links below.

- [Thursday, September 12 from 10:00 a.m. -11:00 a.m.](#)
- [Friday, September 13 from 10:00 a.m.-11:00 a.m.](#)

**REMINDER! Register Today for the SEDS LDA Level 2 Course Trainings**

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 consisted of in-person training and 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 the remaining modules by clicking on the links provided.

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

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

**REMINDER! DSE Releases 2013 – 2014 LEA Calendar**

DSE is pleased to release its 2013-2014 event calendar which is designed to provide LEAs with important information and resources. This calendar will be updated regularly throughout the year. To access the calendar, please visit: <http://osse.dc.gov/publication/dse-lea-data-calendar>.





Division of Specialized Education (Continued)

**REMINDER! Special Education Data System (SEDS) Fall 2013 Release Announcement and Training**

Several new features and enhancements to SEDS are now available. Please visit the [SEDS Resource Site](#) for a complete list of all system changes a [recording of the training](#) that was offered to LEA Data Administrators and Nonpublic School Point of Contact (POCs) on August 14, 2013. For any questions regarding the fall 2013 release, please contact [Debbie Yu](#).

Division of Wellness & Nutrition

**NEW! Healthy Schools Act Art & Essay Contest, Deadline October 4**

LEA leaders, please encourage your students to enter the Healthy Schools Act Art & Essay Contest. This is an opportunity for students and schools to be recognized for the work they are doing to create a healthier learning environment as a result of the Healthy Schools Act. Students can submit a short essay, poem, drawing, painting, original photograph, or video telling us how their school is promoting health and wellness. The winning students will receive a plaque and monetary award for their school and will be recognized by DC Hunger Solutions as Healthy Schools Act Heroes. In addition, all of the entries will be displayed in the historic John A. Wilson Building. For contest rules and guidelines, click [here](#) or contact [Brittany Oberdorff](#) for more information.

**REMINDER! Growing Healthy Schools Week, October 20 – 26**

[Growing Healthy Schools Week](#) celebrates **school gardens** and **farm to school** programs throughout the District. During the week, school staff work with local non-profits, farms and chefs to coordinate inspiring activities aimed at engaging students in a conversation about seasonality, plant cultivation, and nutrition. The registration deadline is Friday, October 11, so get your classroom or school [registered](#) today!

**REMINDER! Register Today for the Lunch and Breakfast Meal Pattern Training Hosted by the National Food Service Management Institute, October 30**

School food authorities and vendors are invited to attend the Lunch and Breakfast Meal Pattern Training hosted by The National Food Service Management Institute on Wednesday, October 30 from 8:30 a.m. to 4:00 p.m. at OSSE, 810 First Street, NE, Third Floor Grand Hall Side A. This training provides an overview of the lunch and breakfast meal pattern and focuses on food-based menu planning required for the National School Lunch Program. Various group activities support each of the lesson topics.

Note: This training **does not** discuss certification of compliance with meal requirements or the six (6) cents per lunch rule. Lesson topics include:

- New Meal Pattern
- Vegetable Subgroups
- Whole Grain-Rich Foods
- Meal Components and Menu Planning
- Calorie Range for Breakfast and Lunch Menus
- Dietary Specifications for Sodium, Saturated Fat, and Trans Fat
- Offer Versus Serve (OVS)

Please send your RSVP by email to [Noni Robinson](#).





Division of Wellness & Nutrition (Continued)

**REMINDER! Apply 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.

**REMINDER! 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.

**Office of Data Management**

**NEW! PARCC Field Test Participation, September 4-6**

During September 4-6, LEAs and schools randomly selected by the vendor for inclusion in the Spring 2014 PARCC field test received notification from Pearson of their inclusion and further details about the field test. LEAs will have until Wednesday, **September 18** to respond to Pearson (details included in the letter). Please note that the sampled classrooms listed in the notification will be included in the field test by default if a response is not provided. Any questions about the field test notification or process should be directed to [Jessica Enos](#).

**NEW! English Language Learner (ELL) Identification Guidance**

OSSE will be providing a webinar and resources for LEAs on the identification of ELL students within the next two (2) weeks. If you are interested in attending the webinar or receiving these resources when they become available, please email [Michelle Blakey-Tuggle](#) or [Jessica Enos](#).

**REMINDER! Phase II: Staff Data Collection**

Phase II of the annual staff data collection for federal reporting is underway, 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](#).





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	63%	18%
2015-2016 School Year	64%	19%
2016-2017 School Year	65%	20%

**REMINDER! LEA Contact Information**

OSSE is 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](#).





Office of Data Management (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 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 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

