



OSSE LEA LOOK-FORWARD: April 18, 2013—April 25, 2013 Key Events, Announcements, Updates and Deadlines

New! OSSE Payment Identification Web Page

OSSE unveiled a newly-implemented portal that will provide local education agencies (LEAs) and Vendors the ability to search through a breakdown of their invoices. This new ACH payment system will alleviate some of the prior difficulties associated with bulk payments. Payments to DC agencies do not list the breakdown of all sources of each payment, which makes it difficult for the LEA/Vendors to be able to tie back each bulk payment to the individual invoice requests they submitted. This new system will give LEAs and vendors the ability to search to see an itemized summary of what comprises each consolidated payment.

For OSSE, the search tool means a streamlined process for accounting for payment requests sent by LEAs and Vendors. By itemizing paid funds, OSSE has the ability to now compare and better appropriate federal resources in order to continue to confidently distribute federal grants to the district agencies in need. The link and instructions are as follows:

<http://osse.sp.dc.gov/osse/cfo/public/SitePages/APSearch2.aspx>

- Payment information received from your bank will appear in an alpha-numeric format such as 109001115111GD0; however, the search criteria would start from the 4th number and end on the 10th numeric number. For example:

<u>Number</u>	<u>Search Criteria</u>
109001115111GD0	001115111

- After inputting the numeric information in the ACH/CK Number field, press search and detailed information will appear for the entire transaction.

If you have any questions or need additional information, please contact Anetria Smart, OSSE AFO Accounts Payable Supervisor at 202-481-3857 or anetria.smart@dc.gov

Division of Wellness & Nutrition

OSSE Youth Advisory Committee Applications Due April 26th, 2013

Do you know any dynamic young leaders who want to make a difference in their community? If so, have them apply to join **OSSE's Youth Advisory Committee**. Students participate in community outreach activities as well as receive trainings in a variety of topic areas such as HIV/pregnancy prevention, advocacy, college preparation, amongst other topics. Applicants must be in the 8th-12th grade and currently enrolled in a DC Public School or DC Public Charter School. Applicants can get additional information and apply at <http://adobe.ly/VWHgJ5>.

All applications are due by April 26, 2013.



Division of Wellness & Nutrition (Continued)

Community Eligibility Option Workshops, April 23rd and 25th, 2013

CEO is a new alternative to the traditional meal application process associated with the USDA National School Lunch (NSLP) and School Breakfast (SBP). Under the CEO provision, schools are required to offer both breakfast and lunch. Reimbursement for these meals is based on the percent of students in your school that are direct certified for free meals times 1.6. Thus, if 60% of your students are direct certified, your school would be reimbursed for 96% of the meals served at the free rate and 4% of the meals at the paid rate. CEO alleviates the burden on families by eliminating household applications, while helping schools reduce costs associated with collecting and processing those applications.

If you are interested in learning more information, please attend one of our upcoming information session(s) on **April 23rd** (10:00 am – 12:00 pm) and **April 25th** (2:00-4:00 pm)

Please RSVP to Program Specialist Wayne Gardiner at 202-724-7866 or wayne.gardiner@dc.gov. The training will take place at the OSSE Offices, 810 1st Street, NE, in Room 4012.

Food Distribution Open Information Sessions, April 24th, 29th and 30th, 2013

The USDA Food Distribution Program is intended to help supplement the nutritious meals served in the National School Lunch Program. For more information about the Food Distribution Program including program benefits and eligibility, as well as program allocations and the types of USDA foods available, attend one of the information session offered by OSSE. In addition, the USDA ordering procedures, bulk food processing and the DoD Fresh Fruit and Vegetable Program will be reviewed. RSVP to Program Specialist Major Langford at 202-724-7865 or major.langford@dc.gov. All trainings are at 810 First Street, NE, Washington, DC 20002.

Training Dates/Times/Locations:

April 24th 1:00-4:30 3rd Floor Grand Hall Side B
April 29th 1:00-4:30 3rd Floor Grand Hall Side A
April 30th 1:00-4:30 3rd Floor Grand Hall Side A

Equipment Grant Available, Applications Due April 30th, 2013

SFA's know more than anyone how valuable updated equipment is to meeting the challenges of serving school meals that comply with new nutrition standards. Now in its sixth year, the Winston Industries Equipment Award Grant program will award 10 pieces of equipment to one school district in need of improving its school kitchen facilities. Equipment includes holding cabinets, holding drawers and thermalizers. The award is made through a competitive grant process. Online applications must be submitted by 11:59 p.m. on Tuesday, April 30, 2013.

To learn more details, visit www.schoolnutrition.org/scholarships or contact SNF at scholarships@schoolnutrition.org or (301) 686-3100, ext. 133.



Division of Wellness & Nutrition (Continued)

Workshop: Utilizing Reliable Health Information in the Classroom, May 14th, 2013

OSSE will be hosting a three hour workshop called *Utilizing Reliable Health Information in the Classroom* on **May 14th, from 3:00-6:00 pm** for school personnel and community-based health educators.

This workshop will prepare educators to assist students in identifying valid and reliable health information, products, and services on the web. Resources tailored to youth will be provided. The workshop will be held at the OSSE offices, 810 First Street NE, Washington, DC 20002, 3rd Floor- Room 3002

Registration is required and space is limited.

The registration deadline is Friday, May 6th. To register go to <http://adobe.ly/156EC0t>.

Fresh Fruit and Vegetable Program (FFVP) Applications Due May 24, 2013

OSSE is accepting applications for the FFVP for SY 2013-2014. This is a competitive grant program that must be applied for annually. Since individual elementary schools will be selected to participate, each school must submit a separate application. Grant amounts are determined by using an enrollment based calculation. This grant will be awarded for the SY 2013-2014 and will be distributed in two allocations: July 1, 2013 through September 2013 and October 1, 2013 through June 30, 2014. Applications must be postmarked by **May 24, 2013**.

The application should be completed electronically and can be found at <http://osse.dc.gov/service/fresh-fruit-and-vegetable-program>. Applications received after the deadline or incomplete applications will not be considered for funding. Faxed or e-mailed applications will not be considered.

Questions about the FFVP or the application process can be directed to Diedre Bell, Program Specialist, at Diedre.Bell@dc.gov or 202-724-7861.

Farm to School: Strawberries & Salad Greens Day, May 29th, 2013

For the last four years, schools across the District have participated in Strawberries & Salad Greens Day as a way to showcase locally grown produce. This event will educate students about both the health and environmental benefits of eating locally grown fruits and vegetables. All Public and Public Charter Schools have the opportunity to participate in the event by serving local strawberries and local salad greens during the lunch meal service on May 29, 2013. Schools can also sign up to host an educational activity/table for students to visit in and around the cafeteria to learn about where their food comes from.

To RSVP your school to participate in Strawberries & Salad Greens Day, click [here](#).

For more information, contact OSSE's Farm to School Specialist, Erica Steinhart, RD, at erica.steinhart@dc.gov or (202) 442-8940.



Division of Wellness & Nutrition (Continued)

USDA Launches the Farm to School Census

USDA has now officially launched the first ever nationwide Farm to School Census, which will survey more than 13,000 school districts to determine how many schools currently purchase local foods. Data from the Farm to School Census will be used by USDA's Farm to School Program to develop a baseline assessment of the prevalence, geographic distribution, and characteristics of farm to school programs in order to set priorities for USDA outreach and technical support. If you are a school food service director please respond to the survey that was emailed to you. For more details visit: <http://www.fns.usda.gov/cnd/f2s/f2s-census.htm>.

Healthy Schools Act School Health Profile – Past Due

Under Section 602 of the *Healthy Schools Act of 2010*, each public school and public charter school within the District of Columbia is required to complete and submit the Healthy Schools Act School Health Profile form to OSSE on or before **February 15th** of each year. This is an online form, located in Quickbase (<https://octo.quickbase.com>), and links to the form and access instructions were sent to principals on January 10, 2013. If your school did not receive the link or someone other than the principal needs access, please call 202-481-3755 or email osse.hsahealthform@dc.gov.

The information in the profile is reported annually to the Mayor and the City Council. Schools who do not submit will be out of compliance, and this will be noted in the report as well as on the OSSE website. A print version of the 2013 School Health Profile form can be found here; however, the form must be submitted online through Quickbase. Please call if you would like to confirm OSSE's receipt of your school's School Health Profile.

Division of Elementary & Secondary Education

OSSE Requests Nominations for the Statewide Educator Talent Pool

OSSE is requesting recommendations for OSSE's 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. If you would like to recommend an educator who has demonstrated outstanding leadership and commitment to student achievement, please complete the Talent Pool Recommendation form [here](#) and submit it to Kadena D. Duncan-Lawrence at kadena.duncan-lawrence@dc.gov **no later than June 14, 2013**.

SOAR Act Applications Update

Due to the large number of applications received in response to the request for SOAR Act Funding, OSSE is postponing award decision announcements. The anticipated award date for the Facilities Awards (Replication & Growth and Public Facilities) is **May 10th** and the Academic Awards (Increasing Academic Quality and Special Populations) is **May 15th** following the applicant interviews.

In the interim, all applicants will be notified of any changes. Thank you for your patience as we work expeditiously to process and review the received applications. Should you have any questions or concerns, please contact Renee Evans by email at reneem.evans@dc.gov.



Division of Elementary & Secondary Education (Continued)

First Annual Homeless Liaison Conference

The Homeless Children and Youth Program under the Division of Elementary and Secondary Education will host its first annual Homeless Liaison Conference on **May 10, 2013** from 9:00 a.m. until 4:30 p.m. The conference will bring together homeless liaisons, community-based organizations, and government agencies that serve homeless youth in DC Public Schools and DC Public Charter Schools. This is an opportunity to discuss pressing issues that homeless youth face such as school enrollment, transportation assistance, pre-school enrollment, higher education and career readiness attainment to name a few.

Homeless liaisons can register at <https://www.surveymonkey.com/s/BL2NC6K>.

Limited seating is available, so we request that no more than two representatives from each LEA register to attend. If you have any questions or concerns, please contact Ja'Sent Brown at Jasent.brown@dc.gov or 202-654-6123.

Professional Development Grant Opportunity

On March 1, 2013, OSSE released the Teacher Quality Improvement (TQI) competitive application. The purpose of the TQI grant is to fund programs designed to provide teachers with skills needed to positively enhance student learning and improve the quality of instruction.

The application deadline is Monday, April 22, 2013 at 5:00pm.

OSSE encourages District of Columbia LEAs, and schools of education and arts and sciences departments within institutions of higher education to form eligible partnerships and apply. Please visit [OSSE's website](#) for more information on this grant opportunity and to download the Teacher Quality Improvement RFA. For more information regarding this opportunity, please contact Orman Feres at orman.feres@dc.gov.

Competitive Grant Opportunity for RTTT LEAs: Expanded Growth Assessments

OSSE is re-launching the Expanded Growth Assessment Competitive Grant this spring. Local education agencies (LEAs) that signed on to participate in Race to the Top (participating LEAs) are eligible to compete for the grant. The purpose of this grant is to support the development of assessments, assessment items, or growth measures from existing assessments for use in teacher and leader evaluations. These assessments will be aligned to common core or next generation science standards where applicable and will address the priority grades and subjects previously identified. Eligible applicants may apply for up to \$500,000. Both the request for applications and budget workbook are posted on [the OSSE website](#).

Applications are due no later than **May 22, 2013**. **A pre-application conference is scheduled for May 3, 2013 from 12:00-1:00 in conference room 9014, 9th floor 810 First St, NE.**

All applicants are required to attend the pre-application conference in order to be considered for the grant.

If you have questions, please contact David Hendrie at david.hendrie@dc.gov.



Division of Elementary & Secondary Education (Continued)

Resources on Aligning Assessments to the Common Core State Standards from the Council of Chief State School Officers (CCSSO) and Student Achievement Partners

On March 19, CCSSO, Student Achievement Partners, and the Council of Great City Schools held a webinar focused on providing high-level guidance on aligning interim/benchmark assessments to the Common Core State Standards (CCSS). The CCSS Draft Rubrics for Interim/Benchmark Assessments they presented on the webinar are currently posted on the CCSSO web site.

- Click here for the [CCSS Draft Rubric for Interim/Benchmark Assessments](#) in ELA/literacy.
- Click here for the [CCSS Draft Rubric for Interim/Benchmark Assessments](#) in Mathematics.

A copy of the **webinar recording** and the **slides presented** on March 19 can be found [here](#). For additional materials to support implementation of the CCSS, see the list below. You may also find these materials helpful in providing further support for using the rubrics.

ELA/literacy

- The [Revised Publishers' Criteria for the Common Core State Standards in English Language Arts and Literacy, Grades 3–12](#) at [achievethecore.org](#).
- The [Quality Criteria Checklist for ELA items](#) and the [Quality Criteria Checklist for Passages](#) created by Student Achievement Partners for guidance on evaluating items for alignment to the CCSS.
- The [Supplement to Appendix A of the Common Core State Standards for ELA/Literacy: New Research on Text Complexity](#) for information on text complexity and the conversion table for the text complexity measures. For additional supports on text complexity see the [Text Complexity Collection](#) at [achievethecore.org](#).

Mathematics

- The [K-8 Publishers' Criteria for the Common Core State Standards in Mathematics](#) on [www.achievethecore.org](#). Check back this spring for a revised version of the K-8 Publishers' Criteria in Mathematics and the High School Publishers' Criteria in Mathematics.
- The [Quality Criteria Checklist for Mathematics items](#) created by Student Achievement Partners for guidance on evaluating items for alignment to the CCSS.

Newly, Adopted Common Core Aligned Early Learning Standards Now Available

The Office of the State Superintendent of Education (OSSE) is pleased to announce and share the newly, adopted Common Core Aligned Early Learning Standards, which can be accessed at <http://osse.dc.gov/service/division-early-learning>.



Division of Elementary & Secondary Education (Continued)

PARCC Releases Draft Grade- and Subject-Specific PLDs for Public Comment

On April 10, 2013, the Partnership for Assessment of Readiness for College and Careers (PARCC) released the draft grade- and subject-specific performance level descriptors (PLDs) in English language arts/literacy (ELA) and mathematics for public comment. Performance levels, sometimes referred to as "achievement levels," are the broad, categorical levels used to report student performance on an assessment, and the PLDs further describe what that performance means. The draft grade- and subject-specific PLDs were informed by the College- and Career-Ready Determination Policy (CCRD) and Policy-Level Performance Level Descriptors (PLDs) adopted by the PARCC Governing Board and Advisory Committee on College Readiness (ACCR), which established five performance levels for the PARCC assessments.

From April 10 until May 8, 2013, the draft grade- and subject-specific PLDs are posted on the PARCC website. Interested parties can provide feedback through a survey posted on the PARCC website, answering questions specific to the PLDs for both ELA/literacy and mathematics.

All feedback will be reviewed by the state representatives and Achieve, PARCC's project management partner. Revisions will be made accordingly. The PARCC Governing Board and Advisory Committee on College Readiness will vote on the adoption of the final PLDs during their joint session on June 26, 2013.

For more information, FAQs or to view the PLDs, visit <http://www.parcconline.org/plds>.

Highly Effective Teacher Incentive Program Is Recruiting Highly Effective Teachers

Public schools in DC need talented teachers to contribute their time and energy to make a difference for students in high-needs schools. To accomplish this, OSSE has launched a pilot program to recruit 20 highly-effective educators to teach in four high-needs schools beginning in the 2013-14 school year.

Educators must make a commitment to teach for three years and will receive a range of incentives, including a \$10,000 bonus, \$5,000 in tuition assistance or loan repayment, and access to homebuyer assistance (details are forthcoming). Candidates must have been rated highly effective by their LEA's evaluation system, have come from a low-poverty school (less than 50% free or reduced-price lunch) or from outside the classroom, and have taught for at least two years.

Applications will be accepted between March 4th- April 19th with in-person interviews scheduled for April 29 or April 30 from 2:00PM-6:00PM.

You may find more information about the program and an application at <http://osse.dc.gov/page/teacher-and-leader-evaluation>.

If you have questions, please contact Robin Chait at robin.chait@dc.gov.



Division of Post-Secondary & Career Education

General Education Diploma Announcement

OSSE is letting adult learners in the District of Columbia know — *Your future is calling. With the GED test, you can answer the call!* The current GED® test is expiring at the end of 2013 and learners' partial passing scores will expire too if the test is not successfully completed by then. For learners who don't feel prepared, OSSE and local programs can help. The OSSE Adult and Family Education Office and the DC Office of Cable Television (OCT) have partnered to produce a public service announcement encouraging District residents to finish the GED before the current test series expires on December 31, 2013.

The PSA is running on DC cable television. View the GED message at <http://youtu.be/83olkMqsZHc>. Learn more about the GED campaign at <http://www.gedtestingservice.com/finishtheged/>.

Office of Grants Management and Compliance

Enrollment Audit Report, SY 2012-2013

The annual enrollment verification process for the 20112-2013 School Year is complete. The final enrollment audit report was sent by F.S. Taylor and Associates, an independent contractor that conducts the enrollment audit, and is available on the OSSE website at <http://osse.dc.gov/publication/2012-fall-enrollment-audit-report-district-columbia-public-schools-and-district-public>.

OSSE Charter School Closure Policy

The OSSE Charter School Closure policy sets expectations and provides guidance and technical assistance with regard to the state-level issues related to the closure of a District of Columbia public charter school, also referred to as a Local Educational Agency (LEA).

The policy is now available on the OSSE website at <http://osse.dc.gov/publication/2012-fall-enrollment-audit-report-district-columbia-public-schools-and-district-public>



Division of Specialized Education

Extended School Year (ESY) Certification – Recorded Webinar Resource for LEAs

The Division of Specialized Education (DSE) recently hosted two Extended School Year (ESY) Certification webinars on February 13, 2013 and February 27, 2013. These webinars were designed to assist local education agencies (LEAs) in successfully completing the annual ESY certification requirements. Specifically, the webinars contain key information regarding federal and state ESY requirements, ESY eligibility framework and IEP documentation requirements, annual certification process requirements, and the Division of Student Transportation's (DOT) new Transportation Online Tool for ESY (TOTE).

In order to support LEAs as they implement the requirements, DSE recorded the webinar and is making it available for viewing. The webinar is approximately 90 minutes in length and can be viewed at any time. To register for and view the recorded webinar, please click here: <https://www2.gotomeeting.com/register/123774794>

Extended School Year (ESY) Certification – Additional Guidance

The Division of Specialized Education (DSE) has issued additional ESY certification guidance to assist local education agencies (LEAs) with amending Individualized Education Programs (IEPs) or providing Parent Notice, as appropriate, when making determinations about ESY-related transportation services.

Please visit the SEDS Resource Site (link: <https://sites.google.com/a/dc.gov/seds-help-resources/home>) to access the following documents: ESY Webinar Powerpoint, ESY Webinar FAQ, ESY Amendment Guidance, ESY Amendment Considerations Guidance, ESY Amendment Guidance Flowchart, and Parent Notice Form.

Special Education Data System (SEDS) – April 25, 2013 Webinar

Please join us for the next SEDS Monthly Support Series webinar on **Thursday, April 25, 2013 at 10:00am**. This webinar will cover a variety of topics including Summary of Performance and updates to the SEDS Resource Site. This webinar is appropriate for all users but first check with your LEA representatives to determine if you should register and participate. There is an extended session for SEDS Trainers only that will immediately follow the regular session.

To register, [click here](#). For additional details, please see the [SEDS Resource Site](#).



Division of Specialized Education (Continued)

Announcing DSE's May Professional Development Opportunities!

Child Outcomes Summary (COS) Exit Scores -- Refresher Webinar for LEAs

The Child Outcomes Summary (COS) data collection process is a mandatory process that LEAs must follow for all students receiving IEP services in a preschool special education program. COS entry and exit scores must be captured in the DC CATS online database for each student. As many students will be exiting preschool/pre-K within the next few months, this webinar serves as a refresher of the requirements for gathering and inputting COS exit scores into DC CATS within the 60 day exit window. This webinar will:

- Review the COS data collection process, including:
 - Important timelines and deadlines for COS entry & exit scores
 - The 3 functional outcome areas
 - The 7-point rating scale
 - Appropriate assessment data
- Discuss important information about the COS exit scores process
- Review the COS data entry process for the DC CATS online database

During and after the webinar, participants will have the opportunity to ask questions. In addition to a live broadcast, the webinar will be recorded and made available through the DC CATS website Documents Section. Please direct all questions and comments to osse.cosfaq@dc.gov.

Child Outcomes Summary (COS) Exit Scores Refresher Webinar

- Presenter(s):** OSSE Division of Specialized Education
- Target Audience:** LEA COS B7 Administrators and any LEA staff involved in COS Data Collection
- Date(s):** May 1, 2013
- Time:** 10:00 am to 12:00 pm
- Register:** Reserve your Webinar Seat Now at:
<https://www2.gotomeeting.com/register/271841562>



Division of Specialized Education (Continued)

Section 504 of the Rehabilitation Act of 1973

Please join us to learn about your LEA's Section 504 obligations and best practices from Dr. Perry Zirkel. Dr. Zirkel, a nationally recognized expert on special education law, IDEA, and 504, is a professor of education and law at Lehigh University who writes regular columns in publications such as the Phi Delta Kappan and Principal magazines. Dr. Zirkel has authored numerous publications in the area of special education, and his most recent book is Student Teaching and the Law.

In these sessions, Dr. Zirkel will address the intersection between the Individuals with Disabilities Education Act (IDEA) and section 504 of the Rehabilitation Act of 1973, with a particular emphasis on implications for effective behavior planning.

Please note: The content of the sessions is equivalent. However, the morning session, which will take place from 8:30 am to 11:30 pm, is designated for elementary school educators, and the afternoon session, from 12:30 pm to 3:30 pm, is designated for secondary school educators.

Section 504 of the Rehabilitation Act of 1973 – Dr. Perry Zirkel

Presenter(s): OSSE Division of Specialized Education

Target Audience: Elementary and Secondary School Educators

Date(s): May 31, 2013

Time: Session 1: 8:30 am to 11:10 am
Session 1: 12:30 pm – 3:30pm

Location: Hilton Garden Inn Washington
1225 First Street, NE
Washington, DC 20002

Register: To register for the elementary school educator session, please select the following link: <http://www.cvent.com/d/0cq5cz/4W>

To register for the secondary school educator session, please select the following link: <http://www.cvent.com/d/ncq5cz/4W>



Division of Specialized Education (Continued)

OSSE Special Education Tiered Technical Assistance Plan: May Tier I Professional Development Sessions

As a result of OSSE's first annual special education data audit, OSSE continues to support LEAs in improving special education program performance via the delivery of foundational (Tier I) technical assistance sessions. These sessions are required for all LEAs with the exception of certain LEAs that were exempted from this requirement due to their performance on the audit. These LEAs were given flexibility regarding their attendance.

Congratulations to **Bridges PCS, Latin American Montessori Bilingual PCS, Septima Clark PCS, and Two Rivers PCS**, who achieved this impressive milestone!

Final Session: Special Education Quality Review (SEQR) Training

We are pleased to announce that a final SEQR training has been scheduled for May 14th at 9am. Calendar updates and registration information for all Special Education Data Audit Tier 1 trainings can be found on the SEDS Resource Site <https://sites.google.com/a/dc.gov/seds-help-resources/home/tier-i-t-ta-calendar>.

Special Education Quality Review (SEQR) – Tiered Technical Assistance

Presenter(s): OSSE Division of Specialized Education

Target Audience: LEA Leadership Team

Date(s): May 14, 2013

Time: 9:00 am to 12:00 pm

Location: Office of the State Superintendent of Education
810 First Street, NE - 3rd Floor Computer Lab
Washington, DC 20002

Register: <http://www.cvent.com/d/2cq5l4/4W>



Division of Specialized Education (Continued)

Conducting a Root Cause Analysis

This session is designed to provide LEA leadership teams with a foundational framework for using Root Cause Analysis (RCA) processes to assist them in identifying core challenges and systemic solutions that will accelerate progress.

RCA is anchored in evidence-based processes used to identify strengths and challenges that explain student academic performance. The process begins with the LEA staff defining what they believe the key indicators of student success to be. Academic data are used to determine which students are underperforming and to learn as much as possible about “red flag” issues or student groups. To further investigate performance issues associated with “red flag” groups, teams review multiple measures to draw conclusions. LEAs will be provided an overview of types of measures, as well as how to “weight” root causes and create a final list of prioritized and weighted root causes to determine next steps.

Calendar updates and registration information for all Special Education Data Audit Tier 1 trainings can be found on the SEDS Resource Site <https://sites.google.com/a/dc.gov/seds-help-resources/home/tier-i-t-ta-calendar>.

Root Cause Analysis – Webinars

Presenter(s): OSSE Division of Specialized Education in partnership with Cross and Joftus

Target Audience: LEA Leadership Team

Date(s): Tuesday, May 7, 2013
Wednesday, May 8, 2013

Time: May 7, 2013
Session 1: 3:30 pm to 4:30 pm

May 8, 2013
Session 1: 10:00 am to 11:00 am

Location: Webinar

Register: Tuesday, May 7, 2013
Session 1: 3:30 pm to 4:30 pm
<https://www2.gotomeeting.com/register/411307178>

Wednesday, May 8, 2013
Session 1: 10:00 am to 11:00 am
<https://www2.gotomeeting.com/register/310437442>



Office of Data Management

DC CAS Roster Verification Process – One More Week!

The DC CAS Roster Verification process is drawing to a close. **Roster verification must be completed by Friday, 4/19/13.** As changes to the student information system may take 24-48 hours to reflect in SLED, OSSE highly encourages LEAs to verify rosters and make any necessary changes to student information systems as soon as possible. Guidance documents for this process are posted on <http://osse.dc.gov/page/dc-cas-roster-verification-sy2012-13>.

DC CAS Roster Verification – ELL/LEP Monitored Students

Students who are in “ELL Monitoring” status (students who have earned a 5 on the ACCESS for ELLs test for the first time within the past 2 years) **are considered LEP for the purposes of accountability.** Because many LEAs do not code these students as receiving ELL services in their student information systems, OSSE has developed a process to identify these students in conjunction with the DC CAS Roster Verification process for the purposes of accountability. OSSE will identify students who likely have an ELL monitored status and will create a roster for LEAs to review. LEAs may then update, amend, and confirm these ELL-Monitored rosters during the DC CAS demographic appeal window in May/June.

PARCC Technology Inventory Data Collection

OSSE will open the PARCC Technology Inventory data collection on May 1, 2013, and this collection will close on May 30, 2013. This collection will be conducted via QuickBase, and additional details about this collection, guides and webinars will be provided in the coming weeks.

Discipline Data Collection

The 2011-12 school year collection for discipline data will open on May 1, 2013 and close on May 30, 2013. The process for this collection will mirror the 2010-11 Discipline data collection process with the exception that LEAs will be able to access templates from, and upload completed spreadsheets to QuickBase. Additional details about the collection, guides and webinars will be provided in the coming weeks.

Enrollment Audit Tool Closing

The Enrollment Audit Tool in QuickBase that was utilized for the 2012-13 school year will be **closed on April 30, 2013.** After April 30th, LEAs will no longer have access to this site.

Please export or download any tables your LEA would like to save prior to April 30th.

Data Manager Contact Information Update

With multiple collections occurring between the months of April and June, OSSE wants to ensure that we have the most current contact information for LEA data managers and data collection points of contact. If you would like to update, modify, or add Data Manager/Data Collection POC information, or if you would like to verify the information OSSE currently has on file, please send your information by email to osse.odm@dc.gov.



Office of Data Management (Continued)

Policy Guidelines for Calculating the Adjusted Cohort Graduation Rate

OSSE is beginning the Adjusted Cohort Graduation Rate (ACGR) verification process. On Friday, March 15, 2013, LEAs received the ACGR policy documentation, which includes a “DETAILED TIMELINE” and processes.

The timeline includes important deadlines. LEA(s) will have from April 1, 2013 to May 20, 2013 to verify students and provide documentation.

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

If you have questions about any of the Office of Data Management notices, please contact Jessica Mellen Enos at (202) 535-2651, or by email at jessica.enos@dc.gov.