# OSSE LEA Points of Contact (POC) Descriptions

## Overview

This document describes Points of Contact (POCs). LEAs are required to add and update these POCs throughout the school year. Relevant divisions at OSSE often use these Points of Contact to reach out to LEAs. For example, the Division of Health and Wellness may contact listed Health POCs.

## Points of Contacts

The table below lists the POCs and descriptions.

| POC Type | Description |
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| *Leadership POCs* | |
| **Head of School** | Responsible for overall administrative leadership. |
| **Principal** | Responsible for leadership of an entire community within a school. |
| *Data & Technology POCs* | |
| **ADT Technical Manager** | Responsible for maintaining the Automatic Data Transfer (ADT) machine |
| **LEA Approver** | Responsible for managing changes to students' authoritative data at the LEA-level |
| **LEA Data Manager** | Responsible for ensuring all data requests from OSSE are completed in a timely manner and maintains the POCs and calendars |
| **School Approver** | Responsible for managing changes to students' authoritative data at the school-level |
| **Faculty and Staff POC** | Responsible for managing and reporting faculty and staff data |
| *Enrollment POCs* | |
| **LEA Enrollment Audit Point of Contact** | Responsible for coordinating and managing the enrollment audit, including ensuring deadlines are met, reviewing data for accuracy and completeness, preparing for site visits, coordinating documentation, and uploading documents. |
| **School Enrollment Audit POC** | Responsible for coordinating and managing the enrollment audit, including ensuring deadlines are met, reviewing data for accuracy and completeness, preparing for site visits, coordinating documentation |

and uploading documents at the school-level.

Responsible for receiving the OSSE's Homeschool Eligibility Notification, which states that the parent/legal guardian is eligible to administer a homeschooling program in the District of Columbia for the respective school year. The Homeschool Eligibility Notification supports the use of exit code 1942 - exited the state public school system to be homeschooled in the same state.
Note: The Attendance POC also receives the OSSE's Homeschool Eligibility Notification.

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| *Finance POCs* | |
| **Chief Financial Officer** | Responsible for directing fiscal functions. |
| **LEA Finance/Grants Manager** | Responsible for financial and grant-related report requests and questions. |
| *Health POCs* | |
| **COVID-19 POC** | Responsible for submitting and viewing positive cases of COVID-19 and corresponding close contacts to OSSE's contact identification team. |
| **Health and Physical Education Assessment POC** | Responsible for the overall planning and coordination of the assessment for students in grades 5, 8 and high school (high school students who have been enrolled in a health class at any point during the current school year). The HPEA POC will serve as the liaison between OSSE and schools. This person is responsible for sharing LEA assessment dates, high school health rosters, and planned accommodations with OSSE as well as distributing all assessment materials to their schools in preparation for HPEA administration. |
| **Health POC** | Responsible for health matters, including Healthy Schools Act implementation, annual health assessment, and biennial Youth Risk Behavior Survey. |
| **Immunization POC** | Responsible for supporting student immunization compliance, including immunization communications, entering immunization information into the DC Health District of Columbia Immunization Information System (DOCIIS), and accessing the Immunization Compliance Portal (Salesforce) to identify non-compliant students.  In schools that participate in the DC Health School Health Services Program, one IPOC shall be a designated member of the health suite personnel, such as the school nurse or health technician, and the school leader shall identify another staff member to serve as the second IPOC.  In schools that do not participate in the DC Health School Health Services Program, the school leader shall identify two members of the school staff to serve as the IPOC. |

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| **Nutrition POC** | Responsible for nutrition matters, including monthly submission of breakfast meals served. |
| **School Health Profile POC** | Responsible for contributing to and/or completing the annual School Health Profile survey. The School Health Profile POC role can be assigned to both school-level and LEA-level staff. This person will receive all email correspondence and notifications from the SHP application throughout the data collection cycle. Only school-level SHP POCs will receive a notification when their SHP PDFs are ready to be downloaded. School-level SHP POCs are responsible for ensuring the SHP PDF is posted online if the school has a website and is made available to parents in the school office. |
| *Special Populations POCs* | |
| **504 Coordinator** | Serves as the school's main point of contact for questions from students, parents, and school staff regarding accommodations and services under Section 504. Ensures students receive free appropriate public education (FAPE) and non-discrimination. |
| **CFSA POC** | Responsible for serving as a foster care liaison with CFSA. |
| **Early Childhood Transition Coordinator** | Responsible for serving as the first external point of contact to answer questions from Head Start Agencies and other early childhood education programs about students transitioning to the LEA/school in Pre-K or kindergarten.<br><br>May work with other LEA staff to coordinate prospective student events, transition policies, student data, joint professional development with early childhood programs, and other supports for incoming students entering the LEA. |
| **ELL/LEP Coordinator** | Responsible for the identification and classification of students who are English Learners and for ACCESS test activities. |
| **Homeless Liaison** | Responsible for identifying homeless students, connecting them with services and documenting referrals. |
| **LEA Special Education Data Admin** | Responsible at the LEA level, including management of all student records and oversight of the Special Programs. Each LEA is required to have at least one LEA Special Education Data Admin (LEA SE POC) who serves as OSSE's main point of contact with LEAs for the purpose of special education. |
| **LEA Special Education POC** | Responds to OSSE requests related to special education, including updates to data systems and training and assistance to other LEA and school staff related to the Special Education Data System (SEDS) / Special Programs. |
| **Nonpublic Special Education Coordinator** | The main liaison for matters related to special education, including monitoring and compliance, at the nonpublic school or program. |

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| **Pre-K Special Ed POC** | Responsible for answering to all of OSSE's requests about students in pre-K who are special education students, including updating data systems and providing training and assistance to other staff for SEDS / Special Programs and DC Corrective Action Tracking System (DC CATS) / Stepwell. |
| **Related Service Provider** | *Only for Nonpublic Staff*<br>Responsible for related service, service logging and service tracker finalization. This individual is a special education support staff holding a license or certification in their field:<br>• Audiologist;<br>• Counselor/Rehabilitation Counselor;<br>• Interpreter;<br>• Medical/Nursing;<br>• Occupational Therapist;<br>• Orientation and Mobility Specialist;<br>• Physical Therapist;<br>• School Psychologist;<br>• Recreation and Therapeutic Recreation Specialist; |
| **Related Service Provider Supervisor** | *Only for Nonpublic Staff*<br>Responsible for caseload assignment of related service providers, service logging and service tracker finalization. Can finalize progress reports. Each LEA should have at least one staff member |
| **School Special Education POC** | Responsible for responding to all of OSSE's requests related to special education, including updates to data systems and training and assistance to other LEA and school staff related to the SEDS / Special Programs. |
| **Special Education Teacher** | This individual is a teacher is defined as a school-based employee who instructs any core or non-core academic subject this includes special education teachers instructing students in the "core" subject areas of English language arts, math, science and social studies, as well as noncore subjects such as arts, world languages and physical education. |
| **Transportation Manager** | Responsible for keeping up to date on all transportation policies, guidance, and eligibility criteria. Ensure timely submission of all Transportation Request Forms (TRFs) and program details in the Integrated Data Submission (IDS) Tool. |

| Assessment POCs | |
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| **ACCESS for ELLs 2.0 Coordinator** | If ACCESS for ELLs 2.0 is not managed directly by the LEA Assessment Manager, an ACCESS for ELLs 2.0 Coordinator should be identified. This individual is accountable for the below.<br>1. Preparing for test administration (rostering)<br>2. Training and support school personnel in all aspects of assessment<br>3. Managing test administration<br>4. Liaising with LEA Assessment Manager<br>5. Liaising with LEA Data Manager and OSSE on assessment data management functions<br>6. Disseminating assessment-related communications to LEA- and school-level staff, where needed |
| **Assessment POC** | Responsible for serving as an additional POC to receive OSSE communications regarding assessments at the LEA-level. |
| **LEA Assessment Manager** | Responsible for serving as the primary point of contact for OSSE for all statewide assessment functions. This individual is accountable for the below.<br>1. Implementing statewide assessment policies<br>2. Developing and implementing LEA-level assessment policies<br>3. Preparing for test administration (rostering)<br>4. Training and support school personnel in all aspects of assessment<br>5. Managing test administration<br>6. Liaising with LEA Data Manager and OSSE on all assessment data management functions<br>7. Managing LEA-level assessment reporting<br>8. Disseminating assessment-related communications to LEA- and school-level staff (e.g., English learner and students with disabilities staff) |
| **MSAA Coordinator** | If the Multi-State Alternate Assessment (MSAA) is not managed directly by the LEA Assessment Manager, an MSAA Coordinator should be identified. This individual is accountable for the below.<br>1. Preparing for test administration (rostering)<br>2. Training and support school personnel in all aspects of assessment |

| Other POCs | |
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| **Attendance POC** | Responsible for managing students' attendance at the LEA- level.<br><br>Responsible for receiving the OSSE's Homeschool Eligibility Notification, which states that the parent/legal guardian is eligible to administer a homeschooling program in the District of Columbia for the respective school year. The Homeschool Eligibility Notification supports the use of exit code 1942 - exited the state public school system to be homeschooled in the same state.<br>Note: The School Enrollment Audit POC also receives the OSSE's Homeschool Eligibility Notification. |
| **Counselor** | Responsible for ensuring students receive access to academic enrichment opportunities. |
| **Course Collection POC** | Responsible for managing and reporting course data. This individual is accountable for the below.<br>1. Collect course-level and school-level information<br>2. Attend Course Data Collection meetings, trainings, and course coding workshops<br>3. Map courses to OSSE State Course Catalog<br>4. Fill in the Course Data Collection Templates and upload templates in Integrated Data Submission (IDS). |
| **School Discipline Manager** | Responsible for school discipline matters, including responding to OSSE's requests related to the collection and submission of the annual school discipline collections. |
| **School Garden Coordinator** | Responsible for managing the school garden program.<br><br>Typically, school garden coordinator teaches garden-based lessons, maintains gardens, and works with teachers to develop garden-based lessons. |
| **STAR Framework LEA Access** | Responsible for accessing the DC Report Card and STAR Framework application to review LEA-level data. |
| **STAR Framework School Access** | Responsible for accessing the DC Report Card and STAR Framework application to review school-level data. |