



LEA LOOK FORWARD

November 28, 2013—December 5, 2013

Enrollment Audit

New: Enrollment Audit Appeals

OSSE has conducted all headcounts and resolution meetings for the Enrollment Audit. We now move into the appeals process.

There are two types of appeals procedures: (1) a document-based appeals package and (2) an in-person appeals hearing. All appeals require the LEA to submit an appeals package and OSSE will review the packages on a rolling basis in an attempt to process them without an in-person hearing. However, if the appeals committee determines that the package is not sufficient to accept the appeal, an in-person hearing may be scheduled with the LEA during business hours from **Wednesday, January 8, 2014 - Friday, January 10, 2014**. Appeals packages will be reviewed in the order in which they were received: OSSE encourages LEAs to submit their complete appeals packages as early as possible to avoid delays. **December 13, 2013 at (5pm EST) is the last opportunity for LEAs to submit appeals.**

	Timeframe	Process
1	Wednesday, 12/4/13	Pre-appeals Enrollment Audit data release to LEAs
2	Friday, 12/13/13, 5pm	Enrollment Audit desktop appeals due to OSSE at 5pm
3	Monday 12/16/13-Friday 12/20/13	Desktop Appeals Hearings
4	Friday, January 3, 2014, 5pm	In person appeals hearing deadline to submit documentation at 5pm
5	Wednesday 1/8/14 - Friday, 1/10/14	In person Appeals Hearings

Detailed information is forthcoming to all LEA point of contacts. If you have any questions or concerns, please contact osse.enrollmentaudit@dc.gov.

The Enrollment Audit team thanks you for your continued dedication to this process.

Reminder: Special Education Child Count

This is to remind all LEAs that the deadline for the 2013 November 22 Child Count/Educational Environment data collection is coming up. All submissions are due **Wednesday, November 27 by 5:00PM**. **All submissions must be emailed to: osse.enrollmentaudit@dc.gov**. Please be sure to include the certification form (available within SLED) and a clean PDF of the roster of students enrolled as of November 22, 2013 (also available to download in SLED).

If you have any questions, please enter a ticket into the OSSE Support Tool at octo.quickbase.com.





LEA LOOK FORWARD

Division of Early Learning (Continued)

New: Promoting Physical Activity in Early Child Care and Education Settings

Join us for a webinar on December 12, 2013 from 3:00pm-4:00pm EST

The New York City Department of Health and Mental Hygiene (NYC DOHMH), which has regulatory authority over group child care centers in NYC, modified the health code to promote obesity prevention in early childhood settings. This webinar will highlight key findings from this work related to promoting physical activity within a group child care setting, focusing on providing practical recommendations and tools that child care providers can use to improve the delivery of physical activity opportunities within child care and promote childhood obesity prevention.

Space is limited! [Register now](#).

New: Announcing the FY14 Classroom Assessment Scoring Systems (CLASS) RFA

OSSE has released a RFA seeking proposals from education based organizations, consulting firms, or vendors to conduct observations utilizing the Classroom Assessment Scoring System-Pre-K (CLASS-Pre-K) instrument in 3 and 4 year old pre-kindergarten classrooms across two (2) sectors (community-based organizations and District of Columbia Public Charter Schools) .

Funding for the Classroom Assessment Scoring System™ (CLASS™) Observations is made available through federal funding provided by the U.S. Department of Health and Human Services (DHHS), the Administration for Children and Families (ACF), Office of the Child Care and Development Fund (CCDF) and the District of Columbia local appropriations. This Request for Applications (RFA) does not commit OSSE to make an award. Total amount available is \$250,000.

In order to be considered for funding, applications must be received no later than **December 4, 2013, 3:30 p.m. EST**.

All applications must be submitted electronically to the OSSE, Division of Early Learning at ece.invoice@dc.gov no later than **3:30 p.m. EST**, on the deadline date of **December 4, 2013**.

Applications received **after 3:30 p.m. EST** on **December 4, 2013** **will not** be considered for funding.

Supplements, deletions or changes to the application will not be accepted after submission.

Note: applications received via delivered courier or mail will not be accepted. Only signed electronic copies will be accepted.

New: Childcare Referral Hotline and Professional Development Registry

OSSE is in the process of building internal capacity to support the professional development registry and Resource & Referral Function. OSSE's Child Care Connections Referral Hotline number has changed to **(202) 719-6500 Option #3**. Our IT department is in the process of standing up both sites and additional information will be provided next week.





LEA LOOK FORWARD

Division of Early Learning (Continued)

New: Pre-K Enhancement and Expansion Classroom Per Pupil Rate

For FY 14, OSSE has increased the Pre-K Enhancement and Expansion per pupil rate from \$11,629 to \$12,100 per child, which reflects an increase of \$7,536 per class room of 16 children.

New: Howard University FY 14-15 Quality Assessment

OSSE in partnership with Howard University’s Center for Urban Progress started evaluation of CLASS, ITERS, FECERS, PPVT and EVT. The purpose of the evaluation is to assess the quality status of early learning programs. A letter informing Howard’s visit was sent to CBO’s on November 11, 2013. Stay tuned for observation schedule.

New: Professional Development Offerings

OSSE in partnership with Teachstone will facilitate a series of face-to-face and online introductory CLASS trainings for Pre-k teachers, administrators, principals and instructional support staff. These trainings will provide an overview of the CLASS domains and dimensions, various uses of the tool, and the importance of effective teacher-child interactions for children’s learning.

Registration Deadline	Training Date	Time	Location	Participant Capacity
November 29,2013 Register Now	Wednesday, December 4, 2013	12:00PM- 4:00PM	Charles Sumner School Museum and Archives 1201 17th Street NW, Room 300	100
December 6, 2013 Register Now	Tuesday, December 10, 2013	9:30AM- 1:30PM	Dorothy I. Height/ Benning Neighborhood Library 3935 Benning Road, NE	100
December 6, 2013 Register Now	Saturday, December 14, 2013	9:00AM- 1:00PM	OSSE 810 First Street NE Washington, DC 20002- Grand Hall	100
No registration deadline, it is first come first serve	ID’s will be issued starting December 1, 2013	N/a	Online	1 per site/LEA

Please Note: First training at Charles Sumner School, date should read- 12/4/2013





LEA LOOK FORWARD

Division of Elementary & Secondary Education

New: Student Learning Objectives Pilot Study

OSSE is offering guidance on the creation and use of Student Learning Objectives (SLOs). Part of this guidance is a pilot study that will support LEAs in the creation and implementation of SLOs. The pilot study will begin this January, and will convene for one semester. OSSE will host an **information session** (details below), where OSSE will introduce the finalized **SLO guidebook**, **technical assistance modules**, and sign-ups for the **pilot study: 'Semester of SLOs'**. If you are interested in sharing best practices around SLOs, learning more about SLOs and/or participating in a community of practice through the pilot, please join us!

Venue: 810 First Street NE, 8th Floor – Room 806 (OSSE)

Date: Thursday, December 12, 2013. **Time:** 4:30pm-6:30pm.

To register, please contact [Gimari Jones](#) on **(202)478-5987**.

Reminder: Fiscal Year 2012 Waiver and School Improvement Grant

OSSE is requesting a waiver from the United States Department of Education to waive School Improvement Grant (SIG) FY 12 funding used for the purpose of implementing one of four SIG Turnaround models (Turnaround, Transformation, Restart and Closure) in the lowest-achieving schools ("Priority" schools). This request to extend the waiver, submitted pursuant to section 9401(d)(2) of the ESEA, would permit OSSE, in accordance with criteria developed by OSSE, to be thoughtful and strategic regarding the implementation of SIG models in Priority schools approved for SIG funding during SY 14-15.

OSSE seeks a waiver extension because: if granted the opportunity to carryover one hundred percent of FY 12 funds in combination with FY 13 funding to run one competition (beginning SY 14-15), LEAs will have the necessary time to conduct adequate planning for true fidelity to the SIG models. OSSE believes the additional time is in the public interest and will enable qualifying LEAs to ensure that Priority schools eligible for SIG funding are able to support effective implementation of selected SIG intervention models for a period of three years.

If you have any questions please contact [LeeTosha Henry](#).

Reminder: SOAR Act Update

OSSE is moving forward with the SOAR Act Grant for this year and supporting the advancement of educational outcomes for public charter school students; and the increase in high-quality seats available to those students in the District. The federal government shutdown delayed approval by the US Department of Education for at least another two weeks. In the meantime, OSSE has prepared plans, documents, communications, and other processes to ensure that upon approval it can move quickly through the grant competition process. Stay tuned for further updates.

If you have any questions please contact [Faida Fuller](#).





LEA LOOK FORWARD

Division of Specialized Education (Continued)

Session 1: How to Meet Transition Mandates with Effective Practices – The first session of this series will offer participants an overview of the status of transition planning locally and nationally. Trainers will highlight how research and evidenced-based practices can be applied to improve student outcomes.

Sessions 2 & 3: Writing Transition Goals Linked to Assessment – These sessions will focus on the nuts and bolts of transition planning and incorporating age-appropriate assessments and assessment practices. Facilitators will guide participants through an interactive training on how to create aligned postsecondary and annual goals that are (a) individualized, (b) based on age-appropriate assessments, and (c) legally compliant. Participants will also learn how to select appropriate transition services, activities, and courses of study that will result on improved outcomes for youth. Additionally, this session includes a panel of educators who will discuss successful transition program implementation.

Presenter(s): Dr. Juliana Taymans, Dr. Pamela Leconte, Ms. Emily Lehman

Date(s): January 17, 22, & 31 2014*

Time: 8:30 am to 3:30 pm

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

Registration *Participants must attend all 3 sessions.

Targeting Specific Transition Aims: Employment and Postsecondary Education

Participants will integrate transition-specific experiences into students' secondary school programs over three full-day sessions. Participants will develop and implement action plans that demonstrate evidence of integrating individualized transition-specific information and experiences into students' programs of study.

Session1: Using Career Cluster Information and Transition Curriculum for Improved Transition Outcomes – In this session, participants will learn about career clusters and the importance of considering current labor market information during the employment planning process. Participants will also learn how to utilize employment-focused curricula to address students' annual goals.

Session 2: Exploring Employment Preparation Options – In this session, participants will learn about various types of employment preparation programs, including information on what local schools and districts are doing to prepare students for postsecondary employment. A panel of representatives from local postsecondary employment programs will conclude this session.





LEA LOOK FORWARD

Division of Specialized Education (Continued)

Reminder: Training and Technical Assistance Professional Development – Nonviolent Crisis Intervention Training

The Nonviolent Crisis Intervention training program, developed by 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.

OSSE DSE is pleased to offer its next CPI training session for LEA staff. Please see below for details.

Thursday, December 5, 2013

Venue: 810 First Street, NE, 3rd Floor

Time: 8:30am – 3:30pm

[Register here!](#)

Reminder: Special Education Data System (SEDS) – LEA Data Administrator II Course Modules 5

OSSE is pleased to announce the continuation of the 2013 LEA Data Administrator (LDA) II course. All LEAs are required to have at least one representative (two preferred) complete all five professional development modules for this course.

At this point, one person from each LEA should have completed modules 1, 2, 3, and 4 of the LEA Data Administrator II course. The remaining module will be delivered via an 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 the remaining module by clicking on the course name link provided.

Name of Course	Date of Training	Time of Training
2013 LDA II Module 5	Wednesday December 18 th	10:00 – 12:00





LEA LOOK FORWARD

Division of Specialized Education (Continued)

Reminder: District of Columbia Inclusive Schools Week – Citywide Celebration

Families, schools and organizations around the world celebrate Inclusive Schools Week annually in the first week in December. The week highlights and celebrates the progress that schools have made with inclusive practices. The week provides an important opportunity for educators, students, and parents to discuss what else needs to be done in order to ensure that their schools continue to improve their ability to successfully educate all children.

OSSE and its planning partners have coordinated a week-long series of city-wide events and trainings in celebration of Inclusive Schools Week. Please join us in our efforts to raise awareness about the importance of inclusion and the great work our city is doing to ensure that inclusion is more than just a seat in a class! Help spread the word and download great resources to help celebrate the event from the [National Inclusive Schools Network](#).

To learn more about inclusion and the District of Columbia's events, please visit [District of Columbia Inclusive Schools Week](#).

Reminder: Special Education Transportation Services Policy – Trainings

DSE and DOT will also be conducting three comprehensive training sessions to assist LEAs with implementation of the requirements of the Special Education Transportation Services Policy, including training on transportation eligibility worksheets and SEDS and TOTE data components.

These training sessions are open to all LEAs. All three sessions will be held at 810 1st Street, NE. Please register for one session at the link below.

Monday, December 9, 2013

810 1st Street, NE, 8th Floor

8:30am – 4:30 pm

[Registration](#)

Thursday, December 12, 2013

810 1st Street, NE, 8th Floor

8:30am – 4:30pm

[Registration](#)

Wednesday, December 18, 2013

810 1st Street, NE, 3rd Floor

8:30am – 4:30 pm

[Registration](#)





LEA LOOK FORWARD

Division of Wellness & Nutrition

Reminder: School Health Profiles (Healthy Schools Act and Centers for Disease Control) due February 15, 2014 from Every Public and Public Charter School

In an effort to better understand the factors influencing student health, we request that you complete the Centers for Disease Control and Prevention School Health Profiles (CDC SHP) for schools with students in grades six through twelve and/or the Healthy Schools Act School Health Profiles (HSA SHP) for all public and public charter schools. Although they share similar titles, the Profiles surveys are not the same.

Download online forms located in [Quickbase](#).

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 HSA SHP to OSSE on or before **February 15th** of each year.

School Health Profiles Informational Conference Calls:

Information sessions will take place on the following dates:

- Option 1: **Thursday, January 16, 2014 at 10:00 a.m. EST**
- Option 2: **Wednesday, February 5, 2014 at 3:00 p.m. EST**

Dial-in number: (712) 775-7200

Access Code: **504477#**

How to Complete: Links to the form and access instructions were sent to all Principals on November 15, 2013. View the [full instructions and guidance for Profiles completion](#).

Questions/Assistance: If your school did not receive the email from Quickbase or someone other than the Principal needs access, please call either (202) 727-3467 or (202) 418-3939 or email osse.hsahealthform@dc.gov.

Reminder: HealthierUS School Challenge Awards Available

Is your school interested in any of the following?

- **Getting recognized nationally and earning monetary awards?**
- **Building school spirit and cooperation?**
- **Becoming leaders in efforts to end childhood obesity?**

If you answered **yes** to any of these questions, you should consider participating in The Healthier US School Challenge!





LEA LOOK FORWARD

Division of Wellness and Nutrition Services (Continued)

The Healthier US School Challenge is a voluntary certification initiative that has recognized thousands of schools for their efforts in improving food and beverage offerings, teaching kids about nutritious food choices and being physically active, providing opportunities for physical activity, and having supportive school wellness policies. Participation in the Healthier US School Challenge is voluntary and certifies schools that meet specific criteria at four award levels: Bronze, Silver, Gold, and Gold Award of Distinction.

For more information, the application, success stories, and other resources, visit the [Healthier US School Challenge site](#).

For additional information, you may also contact your State Child Nutrition Agency HUSSC contact [Blair Tucker-Gruchala](#) on (202)741-6481.



Office of Data Management & Assessment

New: Change in Demographic and Enrollment Data Collection for All Schools

At the November 22 LEA Data Meeting, the following announcements were made regarding collection of your enrollment and demographic data:

The Public Charter School Board's ProActive data system will ***no longer be able to accept demographic and enrollment data starting in SY2014-2015***. Instead, LEAs will send this data through a new OSSE app called the Automated Data Transfer (ADT). ***The ADT must be installed at your LEA by June 2014.***

The ADT is a direct bridge from your student information system to OSSE. You will be able to send demographic and enrollment data to OSSE nightly to support SEDS and SLED starting in fall 2014.

Please note this will be the only method for you to send enrollment and demographic data to OSSE; the PCSB will receive your data directly from OSSE. Each school has been assigned a set of dates for installation. The schedule was distributed at the November 22 data meeting and is provided below.

To support this effort:

1. Update your contact information with OSSE at osse.leadata@dc.gov. We will contact you directly with important dates and documentation regarding the ADT, and we will also update you via the LEA Look Forward. Data managers, registrars, IT staff, and any staff member who supports your enrollment and demographic data on a regular basis should be involved in the transition to ADT.
2. Attend upcoming OSSE webinars. OSSE will provide important information on ADT functionality and the logistics of installing ADT at your school via webinar. Dates, times, and links to registration are provided in the Look Forward.
3. Look for a memorandum of understanding to be emailed by the end of the calendar year; the MOU will explain this shift and has been written collaboratively by the PCSB and OSSE.





LEA LOOK FORWARD

Office of Data Management and Assessment (Continued)

Please contact [Sarah Sherman](#) with any questions specific to your LEA or other questions regarding the ADT effort.

Schedule for ADT Installation (per LEA):

	Initial Engagement (1 week)		Requirements Gathering (2 weeks)		Development (2 weeks)		Testing (2 weeks)		Training (1 week)	
	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish
Wave 1	11/18/13	11/22/13	12/02/13	12/13/13	12/16/13	12/31/13	01/06/14	01/17/14	01/20/14	01/24/14
Wave 2	01/27/14	01/31/14	02/03/14	02/14/13	02/17/14	02/28/14	03/03/14	03/14/14	03/17/14	03/21/14
Wave 3	03/24/14	03/28/14	03/31/14	04/11/14	04/14/14	04/25/14	04/28/14	05/09/14	05/12/14	05/16/14

Wave 0 LEA's	Wave 1 LEA's	Wave 2 LEA's	Wave 3 LEA's
Community Academy	Achievement Prep PCS	AppleTree Early Learning Center	BASIS
Excel Academy	Center City	Arts and Technology PCS	Community College Preparatory Academy PCS
Maya Angelou Academy	Cesar Chavez PCS	Booker T. Washington PCS	DC Bilingual
	DC Prep PCS	Bridges	Education Strengthens Families (Briya)
	EL Haynes PCS	Capital City	Hope Community Academy
	Friendship PCS	Carlos Rosario International PCS	Inspired Teaching Demonstration
	KIPP	Cedar Tree PCS	Latin American Montessori Bilingual PCS (LAMB)
	Perry Street Prep PCS	Creative Minds International PCS	LAYC Career Academy
	SEED	DC Scholars	Mary McLeod Bethune Day Academy
		Eagle Academy	Maya Angelou Young Adult Learning Center
		Early Childhood Academy	Meridian
		Elsie Whitlow Stokes Community Freedom PCS	Options
		Hospitality	Paul JHS
		Howard University Math & Science	Potomac Lighthouse
		Ideal Academy PCS	Richard Wright for Journalism and Media Arts
		Imagine Southeast	Roots
		Ingenuity Prep	Somerset
		Integrated Design Electronics Academy (IDEA)	St. Coletta Special Education PCS
		Mundo Verde	Tree of Life
		National Collegiate Preparatory	Two Rivers
		Sela	Washington Latin
		Shining Stars Montessori PCS	Washington Math Science Tech
		Sunshine Early Learning Center	Washington Yu Ying
		The Next Step PCS	YouthBuild
		Thurgood Marshall PCS	
		William E. Doar Jr	

November 19, 2013

New: Automated Data Transfer (ADT) Tool Overview Webinar

The Office of Data Management will offer webinars on the new Automated Data Transfer (ADT) tool, **Wednesday, December 4 from 10 - 11 AM and Friday, December 6 from 1 - 2 PM**. This webinar will explain how the ADT tool will work in practice at your school, and will also cover frequently-asked-questions about the ADT data collection process. The ADT will provide a bridge directly from your LEA's student information system (SIS) to OSSE, and can transfer student data on an automated schedule, easing the burden on LEA data staff. The ADT





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. For any questions or concerns, please contact [Cedric Thompson](#).

[Additional guidance](#) on sequestration is provided by Brustein & Manasevit, PLLC.



Chief Information Office

Reminder: FY 14 Schools Technology Fund

OSSE School Technology Fund (STF) notifications went out in September based on the 2012 Audit Enrollment Numbers. Purchase orders have been issued to LEAs. It's time to submit invoices for full amount of the purchase orders so funds can be transferred to LEAs. Instructions for payment were included in the original notification.

If you need OSSE to re-send the notification or provide a copy of the purchase order to you or to someone in your organization please contact [Matthew Brownlee](#) by email.

OSSE asks that a list of all hardware and software purchased with the School Technology Fund (STF) be kept for the records.

A survey will be conducted to collect LEA information to support the continuation of the fund next year.

