



**NEW LOOK  
COMING SOON!**

Office of the State Superintendent of Education

## OSSE LEA LOOK-FORWARD: November 7, 2013—November 14, 2013

### Key Events, Announcements, Updates and Deadlines

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#### Enrollment Audit

##### **New: Special Education Child Count**

OSSE is prepared to begin the Special Education Child Count Audit. Please review the upcoming deadlines below.

If you have any questions or concerns, please contact [Dr. Karmen Rouland](mailto:Dr.KarmenRouland) or send an email to [osse.enrollmentaudit@dc.gov](mailto:osse.enrollmentaudit@dc.gov).

November 22, 2013 5:00 pm	- Final date to finalize IEPs prior to OSSE verification process
November 27, 2013	- LEAs submit the initial certification of their Child Count rosters - LEAs resolve any data discrepancies in SEDS for students enrolled as of 10/7 with IEPs
November 27-December 4, 2013	- OSSE team reviews data submitted by LEAs for anomalies
December 4-December 13, 2013	- LEAS review, correct, and resubmit their data by 12/13/2013 5pm

#### **Reminder: Enrollment Audit Resolution Meetings**

FS Taylor and Associates will be conducting resolution meetings for audit findings from **November 18 - November 27**. The auditors will reach out to each Enrollment Audit POC for date confirmations for resolution meetings. OSSE Enrollment Audit Team is requesting LEA Enrollment Audit POC's to ensure information needed is given in a timely manner. In addition, please be sure to adhere to the date and time given by the auditors in an effort to execute resolution meetings for all LEAs within the resolution process timeframe.

#### **Reminder: Special Education Child Count Webinar**

Minor changes have been made to the Special Education Child Count process. These changes were highlighted in a recent training for LEA Special Education Coordinators. If your LEA representative missed this information, he/she can view a [recording](#) of the updated Child Count webinar training given to Special Education Coordinators. If you have any questions or concerns, please contact [osse.enrollmentaudit@dc.gov](mailto:osse.enrollmentaudit@dc.gov).

#### **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. If you have any questions or concerns, or need assistance accessing the Quickbase site, please e-mail [osse.enrollmentaudit@dc.gov](mailto:osse.enrollmentaudit@dc.gov).



**Division of Early Learning**

**New: SY 14 Statewide Classroom Assessments Scoring System (CLASS) Professional Development Offering**

OSSE is pleased to announce the Statewide Classroom Assessment Scoring System (CLASS) - Pre- Kindergarten training (Pre-K). With the goal of increasing the number of high quality early learning programs that meet the academic and social developmental needs of all Pre-K students in comprehensive and enriching environments, OSSE in partnership with DCPS and PCSB will implement a statewide CLASS evaluation to all Pre-K classrooms starting January 2014.

To date, DCPS has been conducting CLASS assessment of pre-k programs and will use the result to guide professional development offerings in the form of coaching and mentoring. Since, it is the District’s vision to use the CLASS tool as a quality measure for all pre-k programs, 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 prior to the statewide CLASS evaluation administration. 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.

Please see training dates and registration deadlines below:

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

**REGISTRATION IS REQUIRED!**

For questions, enquiries, or registration information please contact [Mahlet Getachew](#) on (202)-727-0545.

**Reminder: Stepping Stones to Caring For Our Children- 3rd Edition**

This is a checklist that assesses child care programs' compliance with health and safety standards and is intended for use by multiple audiences in assessing whether a child care program complies with national health and safety standards.



### **Division of Early Learning (Continued)**

Topics include staffing; program activities and healthy development; health promotion and protection; nutrition and food service; facilities, supplies, equipment, and environmental health; play areas, play-grounds, and transportation; infectious disease; policies; and licensing and community action.

The checklist was produced by the American Academy of Pediatrics, the American Public Health Association, and the National Resource Center for Health and Safety in Child Care and Early Education with support from the Health Resources and Services Administration's Maternal and Child Health Bureau.

Download [Checklist](#) here. For additional assistance contact [DC Early Intervention Program Strong Start](#) or call on **(202) 727-3665**

### **Final Notice: NAEYC'S 2013 Annual Conference**

You are invited to experience Four Days of Learning, Networking and Discovery at the National Association for the Education of Young Children (NAEYC) 2013 Annual Conference.

The conference will be in DC **November 20 – 23, 2013**. The NAEYC Annual Conference & Expo is the largest early childhood education conference in the world, where tens of thousands of educators choose from hundreds of presentations and exhibits. Presenters and attendees include teachers and other staff in center and home-based child care, Head Start and Early Head Start, preschool and elementary school programs, faculty, trainers, researchers, students, and advocates.

For conference registration information please visit: [NAEYC 2013 Annual Conference](#).

### **Reminder: LearnDC- Creating Opportunities**

Providing safe and healthy environments for young children to grow and learn is a major priority in the District of Columbia. LearnDC offers information about services in DC for young children and their families, and resources for supporting healthy early child-hood development.

Everyone involved in the lives of young children in the District of Columbia — parents and families, child care providers, parents, teachers and community members — can use the information and resources available on LearnDC to support the young children they care about to meet their health, social-emotional and mental needs. For more information please visit [LearnDC- Early Childhood](#)

### **Reminder: 2013 Pre-K Report**

The 2013 Pre-K Report highlights pertinent information regarding the status of the District of Columbia pre-k programs. In this report you will find: current capacity of all existing Pre-K programs; the number of children for whom Pre-K is available; the manner in which Head Start Programs are incorporated in the early child care and education delivery system; the adoption of the District of Columbia Common Core Early Learning Standard; the criteria used in evaluating grant applications; the number of grant applications received and awarded; and amount and grant rationale for each grant and progress of each grantee.

To review the 2013 Pre-K Report, please download [The Report](#) here.



### **Division of Early Learning (Continued)**

#### **Reminder: New Electronic Payment Initiative (ACH)**

OSSE is pleased to announce its new electronic payment initiative for childcare providers! As a result of this initiative, providers will be able to receive their monthly payments by ACH instead of a paper check. Enrollment in the ACH program permits payment via the National Automated Clearinghouse Association (NACHA) network. Completed enrollment forms should be sent directly to: [osse.accounts.payable@dc.gov](mailto:osse.accounts.payable@dc.gov)

Please download the [ACH Enrollment Packet](#) here

Additional questions should be directed to [Anetria Smart](#) at (202) 481-3857 or [Mildred Almonte](#) at (202) 481-3855, Monday through Friday, between the hours of 8 a.m. and 5 p.m.

#### **Reminder: OSSE Approved Trainers**

OSSE approves competent individuals and organizations to train early childhood professionals. Trainers are selected based on their education and experience in the field. Research shows that early childhood professionals with specialized training **AND** higher education/professional credentials are more likely to create quality experiences for young children and their families. All staff in early childhood programs must provide evidence that they are receiving specialized training via continuing education and professional development activities.

Continuing education requirements may vary depending on the type of program (subsidized child care, Head Start, or publicly funded Pre-K.)

For more information please contact [Diane Mason](#) at (202) 727-8118.

#### **Reminder: Exciting Training Opportunities**

##### **CPR and First Aid**

Date: **All through the month of November, 2013** (except on holidays)

Time: 9:00am—8:00pm

Venue: 5212 Drake Place, SE, DC 20019

Registration contact: Joan Irabor, email: [Joan20131@gmail.com](mailto:Joan20131@gmail.com), Telephone number: (202) 340-0980

Training Cost: \$65.00

***Please remember to pre-register for the training!***

For a complete list and information on trainings available at the Division of Early Learning (DEL), Early Learning Institute, download the [Early Learning Professional Development Calendar](#) here.



## **Division of Elementary & Secondary Education**

### **New: Distribution of Backpacks, School Supplies and Snacks for Homeless Children**

OSSE in collaboration with the Feed the Child Organization is proud to announce our Annual Backpack Distribution event for homeless students. OSSE will distribute backpacks, school supplies, books, and snacks for homeless students attending DC Public Schools and DC Public Charter Schools. All schools and shelters may participate in this program. Only school and shelter representatives may pick up the supplies. Supplies will be distributed on a first come, first serve basis. The event will take place at 2000 Adams Place, N.E.

- DCPS can pick up supplies on November 21, 2013
- DC Public Charter Schools can pick up materials on November 22, 2013

If your organization would like to participate, contact [Ja'Sent Brown](#) for further details and requirements. Please make sure that you have a vehicle that can accommodate the boxes filled with supplies and that you are able to lift these boxes. You must have a valid ID to enter the warehouse. Please feel free to forward this information to other LEAs or shelters.

### **Reminder: Invitation to Join OSSE Title I Committee of Practitioners**

OSSE is requesting applications from candidates interested in serving on the State Title I Committee of Practitioners. The Elementary and Secondary Education Act of 1965 (ESEA) requires each State Education Agency to maintain such a committee and OSSE is updating the membership of its committee. The **State Title I Committee of Practitioners** serves as an advisory body that will support OSSE in carrying out its responsibilities under Title I of the ESEA for the District of Columbia.

The membership of the State Title I Committee of Practitioners must meet certain federal requirements to ensure that different stakeholders are represented. OSSE is seeking a variety of applicants for membership. These include: LEA and school administrators, teachers, parents of DCPS and public charter school students, members of public charter school boards of directors, private school representatives, and pupil services personnel (including school social workers, psychologists, and counselors).

OSSE requests that you consider applying to the State Title I Committee of Practitioners and distribute this application form widely to other potential interested individuals.

All application materials can be found at [this link](#) on the OSSE website. Complete applications (2 pages) must be submitted, accompanied by a current résumé electronically to [OSSE.CoP@dc.gov](mailto:OSSE.CoP@dc.gov) (**Attention: Robin Bessler**).

The deadline for the submission of applications is noon on Monday, November 25, 2013. The State Superintendent will appoint members to terms of 1, 2, or 3 years each. The first meeting for all individuals selected to serve on the State Title I Committee of Practitioners will be Thursday, December 5, from 4:00 – 6:30 P.M. at 810 1<sup>st</sup> Street NE.

If you have additional questions or would like more information, please contact [Robin Bessler](#) or call (202) 724-5239.

Thank you very much for sharing these documents and encouraging individuals to apply.



### **Division of Elementary & Secondary Education (Continued)**

#### **Reminder: Resources on School Climate, Bullying Prevention, and School Safety**

The National Parent Teachers Association (PTA) has developed a toolkit on **school safety** which can be accessed [here](#).

The U. S. Department of Education also has several **resources** on [school safety](#) for parents, teachers, and administrators.

The DC Office of Human Rights has a [Youth Bullying Prevention Task Force](#) that is a great resource for parents and educators. OSSE also has a Bullying Prevention policy (please provide link to OSSE's policy on the OSSE website). In addition, the DC Youth Bullying Prevention Act of 2012 requires each agency, LEA or grantee that provides services to youth to have a bullying prevention policy.

For additional resources please contact [Valida Walker](#) or call **(202) 741-6420**. You can also contact [Sheryl Hamilton](#) on **(202) 741-6404**.

#### **Reminder: Next Generation Science Standards Proposed for District of Columbia Schools, (K-12)**

The final version of the [Next Generation Science Standards \(NGSS\)](#) was released by Achieve on April 9, 2013. OSSE will be working closely with community stakeholders over the coming weeks and months to support the District of Columbia in preparing to adopt and implement NGSS. Together with the Common Core State Standards in Mathematics and English Language Arts, the NGSS hold the promise of transforming STEM education and preparing all DC students to succeed, in education, work, and their daily lives.

For opportunities to learn more about the Proposed NGSS for the District of Columbia, feel free to attend one of the following **Public Meetings and Feedback Sessions**:

- [11/16 - 10am Ward 2 Education Network Meeting](#)
- [11/19 - 6:30pm Ward 5 Educational Commission Meeting](#)
- [11/20 - 5:30pm State Board of Education Meeting](#)

Please visit the [NGSS](#) site at OSSE for more information about the proposed standards and to share feedback.

If you have any questions or enquiries, please contact [Maya Garcia](#).

#### **Reminder: Resources for Teachers of Homeless Students**

Resources for Teachers of Homeless Students: The National Center for Homeless Education (NCHE) provides research, resources, and information enabling communities to address the educational needs of children experiencing homelessness.

Funded by the U.S. Department of Education, the Center serves as a clearinghouse of information for people seeking to remove or overcome educational barriers and to improve educational opportunities and outcomes for children and youth experiencing homelessness. NCHE has published [Research Summary: Teaching and Classroom Strategies for Homeless and Highly Mobile Students](#). This valuable resource lists strategies to help school based staff effectively serve students in transitory housing including strategies to improve classroom culture, align academics, and increase social engagement among homeless students.

For more information please contact [Ja'sent Brown](#) or call at **(202) 654-6123**.



### **Division of Elementary & Secondary Education (Continued)**

#### **Reminder: Truancy Prevention Resource – Truancy Prevention Mailbox**

Did you know that missing just 10% of the school year in the early grades can leave many students struggling throughout elementary school? (Attendance Works).

Access information on the Truancy Guide in the following languages: in [English](#) , [Spanish](#) , and [Amharic](#).

*Attendance Matters:* In conjunction with Attendance Awareness Month, OSSE formally announced its Truancy Prevention Mailbox, a resource for educators, parents and other educational stakeholders to submit questions and enquiries related to truancy prevention. Questions or enquiries can be submitted to the [Truancy Prevention Mailbox](#).

#### **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.

### **Division of Post-Secondary & Career Education**

#### **Reminder: College Application Week**

The District is participating in the National College Application Week taking place this week from **Tuesday November 12 – Friday, November 15, 2013**. This event offers support to high school seniors who haven’t yet applied to college, and is to encourage them to do so. OSSE is registering interested high schools and providing support for the event.

For further questions or enquiries please contact [Michael Longaro](#).

#### **Update: Dual Enrollment Funding Opportunity**

The OSSE Dual Enrollment Fund provides support for unmet tuition, fee and book costs for high school students enrolled in postsecondary classes at District universities. OSSE can provide support and funding to schools looking to create new dual enrollment partnerships. Is your school is interested in increasing the number of students who participate in dual enrollment, please contact [Mike Andrews](#).



**Division of Specialized Education**

**New:** District of Columbia Inclusive Schools Week – Citywide Celebration



Inclusive Schools Week is celebrated annually in the first week in December by families, schools and organizations around the world.

The District of Columbia defines inclusive schools as environments in which all children, including those with significant disabilities, are welcomed and have an equal opportunity to receive high quality instruction.

Inclusive Schools 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!

*ISW Planning Partners:*

Advocates for Justice and Education, Inc., Department of Parks and Recreation, District of Columbia Public Charter School Board, District of Columbia Public Schools, DC Special Education Co-operative, SchoolTalk, the State Advisory Panel on Special Education, and University Legal Services

*Please contact the respective organizations for additional information or to register for specific events. Please note that additional events may be added; the calendar of events will be updated accordingly.*

**Inclusive Schools Week- Calendar of Events**

**December 2, 2013**

*Inclusive Schools Week Begins!*

Help spread the word and download great resources to help celebrate the event from the National Inclusive Schools Network: <http://inclusiveschools.org>.



**Division of Specialized Education (Continued)**

**December 3, 2013<sup>1</sup>**

*Inclusive Schools Day at the District of Columbia Public Schools*

DCPS will be celebrating Inclusive Schools Week by holding Inclusive Schools Day across DCPS. On this day, participating schools will have staff teach a lesson to students on the meaning of inclusion, why it is important, and how it can be encouraged at their school. Participating schools will be given the option of using a preselected module or developing their own unique lesson on inclusion.

The aim of Inclusive Schools Day is to encourage inclusive practices from the ground up and foster a sense of ownership amongst students regarding inclusion. While this event is designed specifically for the DCPS community, several participating schools will be selected by DCPS staff to showcase their lessons publicly at the DC Inclusive Schools Week family event in February.

*Hosted by the District of Columbia Public Schools – <http://dcps.dc.gov>*

**December 4, 2013**

*“What Inclusion Means to Me”<sup>2</sup> - A Youth Artistic Expression Event*

Advocates for Justice and Education, Inc.

1012 Pennsylvania Avenue, SE Washington, DC (Metro Accessible: Eastern Market)

6:00pm – 7:30pm

*Hosted by the Advocates for Justice and Education, Inc., (202) 678-8060*

[www.aje-dc.org](http://www.aje-dc.org)

**December 5, 2013**

*“Who Cares About Kelsey?” Film Screening<sup>2</sup>*

*The GALA Hispanic Theatre*

*3333 14th St NW, Washington, D.C., DC 20010*

*5:00pm – 7:00pm*

*Hosted by the DC Special Education Co-operative, Public Charter School Board, University Legal Services, Two Rivers Public Charter School, and George Mason University’s College of Education and Human Development’s Division of Special Education Research, OSSE*

<http://specialedcoop.org/coop/>

*“Strategies for Parents: Supporting a Child in an Inclusive Setting” - Parent Workshop<sup>2</sup>*

1012 Pennsylvania Avenue, SE Washington, DC (Metro Accessible: Eastern Market)

5:00pm – 6:30pm

*Hosted by Advocates for Justice and Education, Inc., (202) 678-8060*

[www.aje-dc.org](http://www.aje-dc.org)



## **Division of Specialized Education (Continued)**

**December 6, 2013**

*Professional Development Opportunity\*\*: Universal Design for Learning (UDL)<sup>3</sup>*

Universal Design for Learning (UDL) is a research-based framework for designing curricula—that is, educational goals, methods, materials, and assessments—that enable all individuals to gain knowledge, skills, and enthusiasm for learning. This session will support teachers' efforts to meet the challenge of diversity by providing flexible instructional materials, techniques, and strategies that help teachers differentiate instruction to meet these varied needs using the Internet and multimedia. Participants will individualize teaching materials to make learning engaging and challenging for students with varied backgrounds, learning styles, abilities, and disabilities.

\*\*Participants are required to bring a laptop computer.

810 First Street, NE, 3<sup>rd</sup> Floor

9:00am – 12:00pm – Registration Link: <http://www.cvent.com/d/l4qkd0/4W>

1:00pm – 4:00pm – Registration Link: <http://www.cvent.com/d/w4qkd0/4W>

*Hosted by the Office of the State Superintendent of Education (OSSE) – <http://osse.dc.gov>*

To learn more about inclusion and the District of Columbia's events, please visit <http://osse.dc.gov>.

<sup>1</sup>*This event will take place within DCPS schools across the city.*

<sup>2</sup>*These events are open to the public.*

<sup>3</sup>*This event is for District of Columbia educators – registration required.*

### **New: 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.

Thursday, December 5, 2013

Venue: 810 First Street, NE, 3rd Floor, Time: 8:30am – 3:30pm

Registration Link: <http://www.cvent.com/d/h4qkdl/4W>



### **Division of Specialized Education (Continued)**

#### **Reminder: Special Education Transportation Services Policy – LEA Focus Group and Trainings**

The Division of Specialized Education (DSE) and Division of Student Transportation (DOT) invite LEAs to participate in a focus group to preview OSSE’s Special Education Transportation Services Policy and related tools for implementation. DSE will use LEA feedback to inform finalization of the material and future trainings.

To view the transportation policy, which became effective January 6, 2013, please select the following link:

<http://osse.dc.gov/publication/special-education-transportation-services-policy>

The focus group will take place on **Tuesday, November 19, 2013** from 9:00am-12:00pm at 810 1st Street, NE, 8th Floor. Space for this focus group is limited, so reserve a spot today!

Please RSVP by emailing [Melanie Grant](mailto:Melanie.Grant@osse.dc.gov) by **Friday, November 15, 2013**.

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 of the three sessions at the links provided below.

#### **Monday, December 9, 2013**

810 1st Street, NE, 8th Floor

8:30am – 4:30 pm

Registration Link: <http://www.cvent.com/d/h4q8gr/4W>

#### **Thursday, December 12, 2013**

810 1<sup>st</sup> Street, NE, 8<sup>th</sup> Floor

8:30am – 4:30pm

Registration Link: <http://www.cvent.com/d/34qk86/4W>

#### **Wednesday, December 18, 2013**

810 1st Street, NE, 3rd Floor

8:30am – 4:30 pm

Registration Link: <http://www.cvent.com/d/k4q8gv/4W>

#### **Reminder: 2013 Child Count/Educational Environment Data Collection – DUE Wednesday 11/27/13**

This is a reminder that the deadline for the 2013 November 22, 2013 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](mailto:osse.enrollmentaudit@dc.gov)**. Please be sure to include the certification form (available within SLED) and a clean, printed roster of students enrolled as of November 22, 2013 (also available to download in SLED).



**Division of Specialized Education (Continued)**

**Reminder: The Division of Specialized Education (DSE) Releases Standards-Based IEP Resource Guide**

DSE is pleased to announce the publication of the *Standards-Based IEP Resource Guide*, a new training and technical assistance publication. This resource guide contains information and nationally recognized best practices to assist educators in effectively addressing the needs of students with disabilities through their IEP. Developed using a range of publicly available research-based guidance documents and tools, the *Standards-Based IEP Resource Guide* is designed to provide educators, school professionals, and other stakeholders with meaningful, evidence-based strategies to support the full range of diverse learners who exist in the classroom.

To access the guide, please visit <http://osse.dc.gov/service/division-special-education-training-and-technical-assistance>.

**Reminder: The Division of Specialized Education (DSE) Releases Nonpublic School Toolkit**

DSE is pleased to announce the publication of the *Nonpublic School Toolkit*, a new training and technical assistance publication. The toolkit is a comprehensive guide which contains information to assist educators in effectively addressing the needs of students enrolled and enrolling in nonpublic schools or transitioning to a less restrictive environment from a nonpublic school. This guide was developed using Federal and District of Columbia policies, procedures, and regulations.

The information contained in this toolkit should serve as a primary reference for local education agencies and nonpublic schools to access information on the expected processes necessary to ensure that District of Columbia students enrolled at nonpublic schools receive safe, supportive, and high-quality special education services.

To access the toolkit, please visit <http://osse.dc.gov/service/division-special-education-training-and-technical-assistance>.

**Reminder: Special Education Data System (SEDS) – LEA Data Administrator II Course Modules 4-5**

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, and 3 of the LEA Data Administrator II course. The remaining two modules 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 two modules by clicking on the course name links provided.

Name of Course	Date of Training	Time of Training
<a href="#">2013 LDA II Module 4</a>	Wednesday November 20 <sup>th</sup>	10:00 – 12:00
<a href="#">2013 LDA II Module 5</a>	Wednesday December 18 <sup>th</sup>	10:00 – 12:00



## Division of Wellness & Nutrition

### **New: 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! 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 Team Nutrition Web site: <http://teamnnutrition.usda.gov> and click on **Healthier US School Challenge**.

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

### **Reminder: Congratulations to the DC Free Summer Meals Program (FSMP)!**

Do you know how the District's children are fed during the summer months when they no longer receive school meals? They receive free meals through the *D.C. Free Summer Meals Program*. Meals were served at summer feeding sites throughout the city while many sponsors and site personnel kept the children engaged with activities. Generally, meals are served Monday-Friday, but for summer of 2013, many sponsors served meals on the weekends, which was new for the District's summer program. In addition, during a kick-off event in June, the Mayor challenged OSSE to reach a goal of serving 1.3 million children for summer of 2013—which OSSE met!

To learn more about the FSMP or to get involved for summer of 2014, please contact [Elisabeth Sweeting](#) on (202) 724-7628).

### **Final Notice: Serving it Safe Training Hosted by the National Food Service Management Institute, November 19<sup>th</sup> and 20<sup>th</sup>**

School food authorities and vendors are invited to attend the Serving It Safe, 4<sup>th</sup> Edition training hosted by the National Food Service Management Institute. *Serving It Safe, 4th Edition* provides foodservice personnel at all levels with an up-to-date source of information for managing a safe and sanitary foodservice operation.



**Division of Wellness & Nutrition (Continued)**

Topics will be covered such as: food safety, microorganisms, how to keep a clean and sanitary foodservice operation, prevention of foodborne illness, process for foodborne illness prevention, and food safety programs in schools. The training will be held at OSSE, 810 1st Street, Room 3002 from 9 am – 3 pm on 11/19 and 9 am – 1 pm on 11/20 (both days required). To register, contact [Noni Robinson](#).

**Note:** Serving it Safe should not be confused with the National Restaurant Association’s ServSafe course. There is no certification exam with Serving It Safe.

**Office of Data Management & Assessment**

**New: Data Collection Schedule**

OSSE is excited to share the Data Collection schedule for EDFacts and various reporting requirements. This schedule is to ensure that LEAs are aware of the types of data that will be collected and collection timelines. Please review the information and if you have questions, contact [Tonia Lovelace](#).

Collection Type	Data Collection Start Date	Data Collection Closes
Attendance	9/1/2014	9/30/2014
Career & Tech Ed	8/1/2014	9/15/2014
Discipline	9/1/2014	9/30/2014
Dropout Confirmation	9/1/2014	9/30/2014
Financial	4/1/2014	4/30/2014
Graduation	9/1/2014	9/10/2014
Graduation Cohort	2/1/2014	2/28/2014
Homeless/MKV	4/1/2014	4/30/2014
IDEA Non Participants	8/1/2014	8/30/2014
Neglected & Delinquent	12/12/2013	1/12/2014
School Improvement Grant	11/15/2013	12/15/2013
Staff	7/1/2013	8/31/2014
Staff	12/1/2013	1/15/2014
Staff	12/1/2013	3/31/2014
Staff	1/2/2014	3/31/2014
Staff	8/1/2014	Quarterly
Staff	1/2/2014	3/31/2014



**Office of Data Management & Assessment (Continued)**

**New: LEA Data Meeting November 22, 2013**

OSSE will be holding its monthly LEA Data Meeting on Friday, November 22, 2013 from 10am-11am. The meeting will be held in the Grand Hall on the 3<sup>rd</sup> Floor of OSSE (810 First Street NE Washington, DC 20002). For more information please contact Tonia Lovelace ([Tonia.Lovelace@dc.gov](mailto:Tonia.Lovelace@dc.gov)).

**New: DC CAS Reasons for Nonparticipation**

Earlier this month, LEAs received a list of students who did not participate in the administration of the 2012-2013 DC CAS via the secure FTP site. If your LEA has not already done so, please provide the reason the student did not participate in the DC CAS in the appropriate column and return the spreadsheet to the FTP site no later than November 22<sup>nd</sup>.

For more information please contact Tonia Lovelace ([Tonia.Lovelace@dc.gov](mailto:Tonia.Lovelace@dc.gov)) or Emily Persons ([Emily.Persons@dc.gov](mailto:Emily.Persons@dc.gov)).

**Reminder: Announcement! High School Access to National Student Clearinghouse Data**

All DC high schools have the ability to directly receive student-level college enrollment and completion information from the National Student Clearinghouse for students in the classes of 2006 to 2013.

For details about how to create an account to obtain this information, please contact [Emily Persons](#).

**Reminder: Highly Qualified Teachers reports available on QuickBase**

LEA reports of teachers' highly qualified status for core courses taught for SY2012-2013 are now available on the QuickBase application entitled "OSSE Data Collection Tool, Faculty and Staff Data". There is an appeals process which will last one week.

For more information, please contact [Doreen Christian](#) on (202) 727-8320.

**Reminder: Teacher Shortage Areas Data Collection Begins**

Collection for federal reporting of information related to teacher shortage areas is scheduled to begin **November 6, 2013** and will be due **December 2, 2013**. OSSE will be collecting data concerning FTE vacancies and positions filled by teachers who are not highly qualified during SY2013-2014.

For more information, please contact [Doreen Christian](#) on (202) 727-8320.

**Reminder: Students Born Outside of the US Data Collection Update**

Collection for federal reporting of information related to students who were born outside of the US began **November 1, 2013**. OSSE will be collecting student-level data focusing on student's native language and the date the student first enrolled in a US school for students enrolled during **SY2012-2013**.

For more information, please contact [Emily Persons](#).

**Reminder: 2014 DC CAS Blueprint**

Download the approved and finalized [Spring 2014 DC CAS Blueprint](#) for all tested grades and subjects. If you have any questions, please contact [Jessica Mellen Enos](#).



### **Office of Data Management & Assessment (Continued)**

#### **Reminder: English Language Learner (ELL) Identification Guidance**

OSSE has provided resources for LEAs on the identification of ELL students.

Please access [ELL Identification resources](#) here.

Contact [Michelle Blakey-Tuggle](#) for further information.

#### **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
- Teacher and Staff Data Coordinator

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 [Tonia Lovelace](#)

### **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.



### **OSSE Chief Information Office (CIO)**

#### **Update: 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.