



LEA LOOK FORWARD

February 13 - 20, 2014

Enrollment Audit

New: Final Results for the 2013-2014SY Enrollment Audit are available in the State Longitudinal Educational Data System (SLED)

Please note that this is the final dataset and no changes can be made at this time. We value your feedback and suggestions. Please take a moment to provide your comments or feedback by accessing our [LEA Enrollment Audit Survey](#). If you have additional questions or concerns, please contact [Dr. Johnnie Meadors](#) or [Mr. Sean Flora](#).

Thank you for assistance in this year's student enrollment audit process.



Division of Early Learning

Reminder: Winter FY 2014 Professional Development Course Catalog

The [Winter FY 2014 Course Catalog](#) was developed to provide the early childhood education (ECE) and Out-of-School Time (OST) workforces with multiple opportunities for professional growth and development; opportunities for meeting the yearly continuing education requirements; and opportunities to participate in a District-wide professional learning community. Please see attached Winter FY 2014 Professional Development Course Catalog to check out the learning opportunities.

Please contact [Dana Caffee-Glenn](#), Professional Development Coordinator at the Early Learning Professional Development Unit, via email for additional questions.

Reminder: Child Care Emergency Preparedness Online Workshop

Improve your skills and take your practice to the next level by ensuring that all the children in your care will be protected during emergencies.

Please access the online workshop through the U.S. Center for Child Development and Resiliency to complete the [Save the Children's Child Care Emergency Preparedness Training](#)

Reminder: The Pre-K Classroom Technical Assistance and Comprehensive Service Vendor Form

The Pre-Kindergarten Grantee contractor approval form has been renamed to the Pre-Kindergarten Classroom TA and Comprehensive Services Approval Form. As a reminder, vendors should be selected from the OSSE Approved Trainer list.

Please submit all Pre-Kindergarten Classroom TA and Comprehensive Services Vendor Approval Forms to [NyKisha Haley](#).



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Division of Early Learning (Continued)

Approval Form submission deadlines are as follows:

- **March 14, 2014**
- **May 15, 2014**

For a copy of the Pre-K Classroom TA and Comp, please contact [NyKisha Haley](#).

Reminder: Distribution of Howard University Evaluation Data

OSSE, in partnership with Howard University's Center for Urban Progress, conducted an annual evaluation of pre-kindergarten programs in community based organizations, traditional public and public charter schools during the 2012-2013 School Year. The purpose of the evaluation was to assess classroom quality in the District of Columbia and provide useful data that can be used to strengthen the early childhood education system. As such, developmentally and culturally appropriate instruments such as Classroom Assessment Scoring System (CLASS), the Peabody Picture Vocabulary Test (PPVT4) and Expressive Language Vocabulary Test (EVT2), Infant and Toddler Environmental Rating Scale (ITTERS-R) and Family Child Care Environmental Rating Scale (FCCERS-R) were used to conduct the evaluation. The individual result of the evaluation was mailed and emailed to all providers including DCPS and PCS. Based on the evaluation results, OSSE is developing benchmarks and professional development opportunities for different stakeholders.



Division of Elementary & Secondary Education

New: 2013-2014 Teacher Quality Improvement Grant Program

The Office of Accountability, Performance, and Support at the Office of the State Superintendent of Education (OSSE) is pleased to announce the Request for Applications for FY 2013 School Improvement Grant (SIG) funding. The purpose of the SIG grant is to increase student achievement and teacher/principal effectiveness in the persistently lowest-achieving schools. School Improvement Grants (SIG), authorized under section 1003(g) of Title I of the Elementary and Secondary Education Act of 1965 (Title I or ESEA), are grants to State educational agencies (SEAs) that SEAs use to make competitive sub-grants to local educational agencies (LEAs). SIG funds are used for the purpose of implementing one of four Turnaround Models: Turnaround, Transformation, Restart, and Closure. The School Improvement Grant (SIG) program is designed to fund significant reforms in low performing schools.

Please access and read thoroughly the [RFA and LEA Application](#) available here on Friday, February 14, 2014.

A pre-application conference for the SIG grant will be held on Tuesday, February 25, 2014 at the OSSE, 810 First Street, 8th Floor, Conference Room 865 at 10:00am – 12:00 noon, Washington, D.C. 20002.

Please RSVP by emailing [LeeTosha Henry](#)



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Division of Elementary and Secondary Education (Continued)

New: 2013-2014 Teacher Quality Improvement Grant Program

The Office of the State Superintendent of Education (OSSE) is soliciting applications for the development and provision of professional development programs aimed at enhancing student achievement in eligible Local Educational Agencies (LEAs). The purpose of these professional development programs will be to ensure that teachers, highly qualified paraprofessionals, and, if appropriate, principals have subject matter knowledge in the core academic subjects they teach, and build upon the skills necessary to help students master core academic subjects.

Eligibility: The Teacher Quality Improvement Grant Program is a partnership grant. An eligible application must include the following principal partners at a minimum:

- (1) a private or State IHE and the division of the institution that prepares teachers and principals;
- (2) a school of arts and sciences; and
- (3) a high need LEA.

The Request for Applications (RFA) was released on Friday, February 7, 2014 and the deadline for submission is Friday, March 14, 2014 at 5:00pm. The RFA is available on OSSE's website, www.osse.dc.gov, and/or by contacting the OSSE Division of Elementary and Secondary Education at (202) 741-5095.

A Pre-Application Conference will be held on Thursday, February 20, 2014 from 1:00pm to 2:30pm. You may RSVP by emailing Tanisha Brown at tanisha.brown@dc.gov. Upon contacting OSSE to RSVP, prospective applicants will receive specific location information. It is strongly recommended that applying organizations attend the pre-application webinar.

Prospective applicants can access and download a copy of the [request for application](#) on the OSSE website.

New: 2014 Presidential Award for Excellence in Mathematics and Science Teaching

OSSE Requests Nominations for the 2014 Presidential Award for Excellence in Mathematics and Science Teaching (PAEMST). There are outstanding science and mathematics teachers throughout the District of Columbia. Help us identify and recognize these exceptional educators by nominating them for the PAEMST. Recipients of the award receive a certificate signed by the President of the United States, a \$10,000 award from the National Science Foundation and a paid trip for two to Washington, DC to attend a series of recognition events and professional development opportunities. In addition to recognizing outstanding teaching in mathematics or science (including computer science), the program provides teachers with an opportunity to build lasting partnerships with colleagues across the nation. This growing network of award-winning teachers serves as a vital resource for improving science, technology, engineering, and mathematics education and keeping America globally competitive. Please refer to the eligibility criteria below, and visit the [PAEMST website](#) to complete an online nomination form.

2014 PAEMST Awardees nominees must:

- Teach mathematics or science (including computer science) at the K – 6th grade level (2014 deadline) in a public or private school.
- Hold at least a bachelor's degree from an accredited institution.
- Be a full-time employee of the school or school district, and teach students at least 50% of the time.



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Division of Elementary and Secondary Education (Continued)

- Have at least 5 years of full-time, K-12 mathematics or science (including computer science) teaching experience prior to the 2013-2014 academic school year.
- Be a U.S. citizen or permanent resident.
- Not have received the PAEMST award at the national level in any prior competition or category.

For any questions or concerns, please feel free to reach out to [Kadena Duncan-Lawrence](#) or [Ayan Islam](#).

Reminder: Semester of SLOs: Session #2

OSSE is offering guidance on the creation and use of Student Learning Objectives (SLOs). Student Learning Objectives are learning goals that are set by teachers for students, and are a proven method for measuring student growth and teacher effectiveness in non-tested grades and subjects. Part of this guidance is a six-session series that will support LEAs in the creation and implementation of SLOs. During *Semester of SLOs*, members will engage in each phase of the complete process.

Session #2

Date: Thursday, February 20, 2014

Time: 4:30pm - 6:30pm

Venue: 810 First Street NE, Third Floor, Grand Hall

During this session, participants will be provided the opportunity to learn additional SLO strategies, and will discuss and collaborate around key elements of the Student Learning Objectives development process. This session will be differentiated based on participant needs and recent feedback.

For questions and inquiries please contact [Gimari Jones](#), Student Learning Objectives Specialist.

[Register here!](#)

[Learn more](#) about SLOs, begin training staff, access the SLO Guidebook, and download the technical assistance modules!

Reminder: Professional Development: Cutting to the Core Training

Teach Plus and teachers from across Washington, DC will be hosting a collaborative training in understanding the Common Core State Standards (CCSS).

Trainings will be held:

Wednesday, February 26, 2014

Time: 5:15pm – 7:30pm

5:15 pm: Registration and Dinner

5:45 pm: Breakout Sessions (by grade level and subject area)

7:15 pm: Closing



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Division of Elementary and Secondary Education (Continued)

Location: Deal Middle School

[3815 Fort Drive NW, Washington, D.C., 20016](#)

Parking is available at the school.

Closest Metro station: Tenleytown/AU

Save the Dates and visit teachplus.org for more information

- Wednesday, March 19, 2014
- Wednesday, April 23, 2014
- Wednesday, May 21, 2014

To learn more and RSVP, please visit teachplus.org.

Reminder: Save the Date - DC STEM Fair March 2014

The DC STEM Fair is a long-standing tradition for DC's Public, public charter, parochial, private and homeschooled students to showcase their research skills and compete for a variety of awards and prizes, including the opportunity to represent all of DC at the Intel International Science and Engineering Fair in Los Angeles, CA on **May 11-16, 2014!**

This exciting event will be held on Saturday, **March 22, 2014** from 8:00am – 3:00pm.

Visit the [DCPS STEM Fair site](#) for more details!



Division of Post-Secondary & Career Education

New: Professional Development: Guiding Families in High School Fit and Match

Understanding student-school fit and match is often one of the biggest hurdles in the school choice process. It is essential that families consider data throughout the high school choice process, but using data can feel daunting for parents and schools. This session, presented by Higher Achievement DC Metro, will empower school staff to be prepared for the necessary conversations about school fit. We will focus on how to examine "best fit" for a student, considering: school performance data, curricula, school location, and special programming.

Date: March 5, 2014

Time: 10:00am – 12:00pm

Location: 810 First Street, 3rd floor, OSSE Grand Hall

For questions and inquiries please contact [Chloe Woodward-Magrane](#).



LEA LOOK FORWARD

Division of Post-Secondary and Career Education (Continued)

Reminder: Event: OSSE College & Career Expo

The College and Career Expo is a yearly event designed to expose 7th – 11th grade students and their families to the complete postsecondary landscape and to encourage smart college and career choices. This year's Expo takes place on **Saturday, April 12, 2014** at the [Historic Howard Theater](#) from 9:00am – 1:30pm.

For questions please contact [Mike Andrews](#).

Reminder: 2014/2015 DC TAG Application

The DC TAG application opened February 1 and the deadline to submit all supporting documents will be **Monday, June 30, 2014**. To apply, visit www.dconeapp.dc.gov, and supporting documents must be brought to the Office of the State Superintendent of Education, third floor, 810 First Street, NE, Washington DC 20002; Office hours are Monday – Friday, 8:30am - 5:00pm.

If you are experiencing issues with completing the application, an update to the Compatibility View of your computer may be needed. To properly view and complete the **DCONEAPP** application, Internet Explorer 7 - 9 or Internet Explorer 10, Compatibility View" mode is required. Please see below to assist you in turning Compatibility View mode on/off. The system is not designed to function with any other browsers including but not limited to; Firefox, Safari, Android or Chrome.

Turning on/off Compatibility Mode

Click/tap the "Tools" command bar button

Click/tap the "Compatibility View" button (If Compatibility View is grayed out, then the webpage has no compatibility issues)

The webpage will now reload with Compatibility View turned on for it, and the website will be added to the list in compatibility view settings

For additional questions please contact: **Postsecondary Education** on **(202) 727-2824**.

Reminder: Dual Enrollment Funding Available for Spring 2014 Semester

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



Division of Specialized Education

New: OSSE Division of Specialized Education- Technical Assistance Request Form

In an effort to continue to provide high quality technical assistance to LEAs, OSSE Division of Specialized Education is happy to provide an online technical assistance request form.



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Division of Specialized Education (Continued)

Please access to submit a request for technical assistance at the link provided. Requests will receive a response within 2 business days. Access the [DSE Technical Assistance Request Form](#).

New: Extended School Year (ESY) Services Policy Annual Certification Requirement

Per the Extended School Year (ESY) Services Policy, LEAs must certify ESY student data to OSSE on an annual basis. This year's certification deadline is **May 5, 2014**.

It is critically important that LEAs submit accurate certification data, including school and student address and contact information. This data supports LEAs and nonpublic school programs in their efforts to ensure appropriate planning and staffing during the summer months, and permits OSSE to anticipate state-level expenses related to nonpublic ESY services and ESY-related transportation services.

The Division of Specialized Education (DSE), in partnership with the Division of Student Transportation (DOT), will provide webinars once per week over the next month. During the first hour DSE will address ESY eligibility determination and the remaining 30 minutes DOT will address ESY transportation using TOTE.

Webinars will be held on the following days and times:

Webinar Dates	Times	Registration Links
February 27, 2014	3:00pm – 4:30pm	Register
March 6, 2014	9:00am – 10:30am	Register
March 13, 2014	3:00pm – 4:30pm	Register
March 20, 2014	9:00am – 10:30am	Register

In addition to the above webinar dates, OSSE will host “office hours” beginning **March 3, 2014**, to answer LEA questions.

Please contact [Annette Thacker-Bartlett](#) to make an appointment during the following days and times provided below:

Mondays	10:00am – 5:00pm
Tuesdays	9:00am – 3:00pm and 4:00pm – 5:00pm
Wednesdays	12:00pm – 5:00pm
Thursdays	9:00am – 2:00pm and 3:00pm – 5:00pm
Fridays	10:00am – 3:00pm



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Division of Specialized Education (Continued)

New: Training and Technical Assistance Professional Development – Behavior Webinar Module I Legal Foundations of Behavior

This webinar will be discussing Section 504 of the 1973 Rehabilitation Act and the 2004 Amendments to IDEA. We will go over the Continuum of Placements, Discipline, and Manifestation Determinations.

Presenter(s):	OSSE
Date(s):	March 11, 2014
Time:	10:00 am to 11:30 am
<u>Register Here!</u>	

New: Training and Technical Assistance Professional Development – Youth Mental Health First Aid Training

Youth Mental Health First Aid is designed to teach parents, family members, caregivers, teachers, school staff, peers, neighbors, health and human services workers, and other caring citizens how to help an adolescent (age 12-18) who is experiencing a mental health or addictions challenge or is in crisis. Youth Mental Health First Aid is primarily designed for adults who regularly interact with young people.

The course introduces common mental health challenges for youth, reviews typical adolescent development, and teaches a 5-step action plan for how to help young people in both crisis and non-crisis situations. Topics covered include anxiety, depression, substance use, disorders in which psychosis may occur, disruptive behavior disorders (including ADHD), and eating disorders.

Presenter(s):	Department of Behavioral Health (DBH)
Date(s):	March 14, 2014
Time:	8:30 am to 4:30 pm
Location:	810 First Street, NE, 8th floor, Room 806 A
<u>Register Here!</u>	

New: Co-Teaching Project

The OSSE Division of Specialized Education has partnered with 2 Teach LLC to provide high quality professional development and trainings on highly effective best practices and research-based techniques on co-teaching. This professional development opportunity and training will improve LEA capacity, teacher effectiveness, and outcomes for learners with varied educational needs.



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Division of Specialized Education (Continued)

Training will consist of two (2) full-day professional development trainings, one (1) full-day follow-up meeting for administrators and teachers, and one (1) virtual meeting. Through the training design, LEA teams will learn various co-teaching methods, be observed in an authentic instructional environment, and receive feedback on effective co-teaching strategies, communication, behavior management, and assessment.

LEAs participating in this opportunity will commit to assess impact through comparison of data to a traditional classroom and a commitment to serve as co-teaching demonstration sites for other LEAs in the District.

For more information and to register access the [Co-Teaching Project site](#).

Presenter(s):	Dr. Wendy Murawski, 2 Teach LLC.
Date(s):	March 4, 2014; March 5, 2014; May 6, 2014. September 2014 (virtual meeting TBD)
Time:	8:30 am to 3:30 pm
Location:	810 First Street, NE, 8th floor, Room 806
Register Here!	This training requires a physical application.

New: Special Education Data System (SEDS) Nonpublic Point of Contact (NP POC) Quarterly Webinar Series

The OSSE Division of Specialized Education hosts a quarterly SEDS webinar support series for all Nonpublic SEDS Point of Contacts (NP POCs). Each webinar will address various SEDS-related topics, including:

- SEDS updates and alerts
- The release of new OSSE special education policies
- OSSE Support Tool updates
- Training tips
- Resources and announcements

All Nonpublic SEDS Point of Contacts should plan to attend and participate in these quarterly webinars. Please register for the webinar series using the links below:

Wednesday, March 19, 2014

10:00AM - 11:00AM

[Register](#)

Wednesday, May 21, 2014

10:00AM - 11:00AM

[Register](#)



LEA LOOK FORWARD

Division of Specialized Education (Continued)

Reminder: Special Education Data System (SEDS) – OSSE Support Tool Updates

As we receive feedback from users regarding the OSSE Support Tool, we continue to design ways to improve the tool. Recently, two changes were made in the OSSE Support Tool:

FERPA Language: You will see a message on your homepage asking to acknowledge the FERPA statement. To show acknowledgment of the FERPA statement, you will be required to click on a button that will take you to a page with a check box. By checking the box, you are confirming that you understand your role and responsibilities as it relates to FERPA and data available in the OSSE Support Tool.

New Status Categories: To understand the status of a ticket submission, the following changes are being made to the Status names:

- New Submission will now be **Brand New Submission**
- Received Investigating will now be **Investigating**
- LEA Action/Information Required remain the same
- Closed/No Response From User will now be **Resolved/Unconfirmed by User**
- Resolved will now be **Resolved Confirmed by User**
- Resolved/Pending User Confirmation will remain the same
- **Unresolved/No Response by User is a new status**

For any questions or concerns, please submit a ticket in the [OSSE Support Tool](#).

Reminder: Special Education Data System (SEDS) – SEDS LEA Data Administrator (LDA) Monthly Webinar Series

The OSSE Division of Specialized Education hosts a monthly SEDS webinar support series for all LEA Data Administrators. This webinar series takes place on the fourth Wednesday of every month from 10:00am - 11:00am.

Each month various SEDS-related topics will be discussed, including:

- SEDS updates and alerts
- The release of new OSSE special education policies
- OSSE Support Tool updates
- Training tips
- Resources and announcements

All LEA Data Administrators should plan to attend and participate in these monthly webinars. Please register for the webinar series using the links below:

Wednesday, February 26, 2014

10:00AM - 11:00AM

[Register](#)

Wednesday, March 26, 2014

10:00AM - 11:00AM

[Register](#)



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Division of Specialized Education (Continued)

- The [Confidentiality of Student Information Policy](#), in accordance with the Family Educational Rights and Privacy Act (FERPA), serves to protect the confidentiality of students with disabilities by establishing procedures for the collection, storage, disclosure, and destruction of personally identifiable information in educational records collected, used, or maintained under IDEA Part B.
- The [Individuals with Disabilities Education Act \(IDEA\) Part B Grant Eligibility and Administration Hearing Process Policy](#) establishes a hearing review process for grantees and subgrantees to request review of grant eligibility and administration activities, in accordance with the Education Department's General Administration Regulations (EDGAR).

Reminder: Special Education Data System (SEDS) 6.1 – Release Updates

The SEDS Winter 2014 Release was deployed Monday, January 20, 2014. An updated document summarizing all changes, a transition document, and a recorded training of the changes are all available on the [SEDS Resource Site](#).

The release of new functionality was successful with two exceptions:

- LEA Data Administrators (LDAs) will temporarily be unable to access the 'Inactive Documents' button found on the Documents Page. In the interim, in order to access inactive documents, LDAs should submit a request in the [OSSE Support Tool](#).
- The new transportation eligibility field has not been updated as expected and previously communicated. Until this is resolved, the transportation page will need to be updated for all students receiving special education services when developing an IEP or IEP Amendment.

OSSE has been in communication with the vendor and expects that these issues be corrected shortly. OSSE will keep you apprised if there are any changes.

For any questions or concerns regarding the new functionality, please submit a ticket in the [OSSE Support Tool](#)

Reminder: Student-led IEP Training

Research has shown that students who actively participate throughout the IEP process have higher levels of school engagement and are more likely to achieve their academic and personal goals.

One of these tools is "The Best Me I Can Be: Implementing Student-led IEPs" in the District of Columbia, a film that documents a demonstration project that began in the 2012-2013 school year. This film shares ideas about how students, educators, and parents can be meaningfully involved in the special education planning process.

Learn how you can better support student involvement in IEP planning by participating in the following interactive training modules:

1. Getting Started,
2. Building Awareness
3. Understanding Your IEP
4. Preparing for Participation
5. Student-led IEPs



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Division of Specialized Education (Continued)

Additionally, training participants will:

- View portions of The Best Me I Can Be film and learn how to implement highlighted best practices in their own schools;
- Interact with OSSE's new Secondary Transition resource website and the Student-led IEP Online Toolkit;
- Engage in application activities with resources that facilitate greater student involvement;
- Listen to DC teachers and administrators share the successes and challenges they have experienced in fostering meaningful student involvement throughout the IEP process; and
- Have the opportunity to arrange individualized action planning sessions with OSSE Training & Technical Assistance staff.

Presenter(s):	OSSE
Date(s):	February 19, 2014
Time:	8:30am - 3:30pm
Location:	810 First Street, NE, 8th Floor, Room 806 Sides A-B
Registration	

Reminder: Common Core State Standards Training

Elementary Reading

This training will use strategies to align reading teaching practices to the shifts in Common Core State Standards. Additionally, participants will determine specific ways to accommodate students with disabilities without changing the standards or lowering expectations through targeted, developmentally-appropriate strategies that will provide key supports for students.

This training is for K-5 educators.

Participants are expected to attend two half-day training sessions:

February 24, 2014, 9am-12pm and March 18, 2014 9am-12pm



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Division of Specialized Education (Continued)

Presenter(s):	OSSE
Date(s):	February 24, 2014 & March 18, 2014
Time:	9:00 am to 12:00 pm
Location:	810 First Street, NE, 8th Floor, Room 806, Sides A-B
Registration	

Elementary Mathematics

This training will use strategies to align mathematics teaching practices to the shifts in Common Core State Standards. Additionally, participants will determine specific ways to accommodate students with disabilities without changing the standards or lowering expectations through targeted, developmentally-appropriate strategies that will provide key supports for students.

This training is for K-5 educators.

Participants are expected to attend two half-day training sessions:

February 25, 2014, from 9:00am - 12:00pm & **March 19, 2014**, from 9:00am - 12:00pm

Presenter(s):	OSSE
Date(s):	February 25, 2014 & March 19, 2014
Time:	9:00 am to 12:00 pm
Location:	810 First Street, NE, 8th Floor, Room 806, Sides A-B
Registration	

Secondary Reading

This training will use strategies to align reading teaching practices to the shifts in Common Core State Standards. Additionally, participants will determine specific ways to accommodate students with disabilities without changing the standards or lowering expectations through targeted, developmentally-appropriate strategies that will provide key supports for students.

This training is for secondary (6-12) educators.

Participants are expected to attend two half-day training sessions: February 24, 2014, 1:00pm – 4:00pm and March 18, 2014, 1:00pm – 4:00pm



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Division of Specialized Education (Continued)

Presenter(s):	OSSE
Date(s):	February 24, 2014 & March 18, 2014
Time:	1:00 pm to 4:00 pm
Location:	810 First Street, NE, 8th Floor, Room 806, Sides A-B
Registration	

Secondary Mathematics

This training will use strategies to align mathematics teaching practices to the shifts in Common Core State Standards. Additionally, participants will determine specific ways to accommodate students with disabilities without changing the standards or lowering expectations through targeted, developmentally-appropriate strategies that will provide key supports for students.

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February 25, 2014, 1:00pm – 4:00pm and March 19, 2014, 1:00pm – 4:00pm

Presenter(s):	OSSE
Date(s):	February 25, 2014 & March 19, 2014
Time:	1:00 pm to 4:00 pm
Location:	810 First Street, NE, 8th Floor, Room 806, Sides A-B
Registration	

Update: Nonviolent Crisis Intervention Training (2nd Date Added)

The Nonviolent Crisis Intervention training program, developed by Crisis Prevention Institute (CPI), is embraced worldwide as a highly effective behavior management system for organizations committed to providing quality care and services in a respectful, safe environment.

The strategies taught in the Nonviolent Crisis Intervention training program provide participants with a proven framework for decision making and problem solving to prevent, de-escalate, and safely respond to disruptive or assaultive behavior. This event will not go over physical restraint techniques.

Please wear comfortable clothing, closed-toed shoes, and bring a water bottle.



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Division of Specialized Education (Continued)

Presenter(s):	OSSE
Date(s):	February 26, 2014 & March 17, 2014
Time(s):	8:30am to 3:30pm (on both days)
Location:	810 First Street, NE, 3rd Floor Grand Hall
<u>Registration</u>	Register here for February 26, 2014
<u>Registration</u>	Register here for March 17, 2014

Reminder: Special Education Quality Review (SEQR) Tool Webinars

The Special Education Quality Review (SEQR) Tool is a web-based self-assessment tool designed to assist schools, local education agencies (LEAs), and nonpublic schools in assessing the quality of school-level programming for students with disabilities. The tool uses selected quality indicators to assess present practices and guides users to identify and plan for school level improvements that are aligned with special education best practices. To learn more about the tool and how it can contribute to improved special education practices at your LEA, register to participate in one of the following introductory webinars.

Special Education Quality Review (SEQR) Tool for Nonpublic Programs:

Date: **March 12, 2014**
 Time: 9:00am – 11:00am
[Register](#)

Special Education Quality Review (SEQR) Tool for Nonpublic Programs:

Date: **May 14, 2014**
 Time: 9:00am – 11:00am
[Register](#)

Reminder: Secondary Transition Modules

OSSE's Division of Specialized Education is pleased to announce the 2013-2014 Secondary Transition Professional Development Training Series for District educators and administrators who desire to increase their capacity to support youth with disabilities in making the transition from high school to postsecondary education, employment, and independent living.

This year's training series allows educators the choice of participating in one to three interrelated training sessions based on their interests, level of experience, and needs. Upon completing training requirements participants will also have the opportunity to earn professional learning units. Please see the attached document for session descriptions and registration information.



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Division of Specialized Education (Continued)

If you have any questions regarding this training series, view the [Secondary Transition Modules site](#) or contact [Ms. Naté Dearden](#), Secondary Transition Specialist on (202) 741-0267.

Targeting Specific Transition Aims: Employment and Post-Secondary Education

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 post-secondary employment programs will conclude this session.

Session 3: Exploring Post-Secondary Education Options – In the final session of this series, participants will learn of the different types of post-secondary education and training opportunities available to students in the District of Columbia. A panel of representatives from post-secondary and training programs will conclude this session.

Presenter(s): Dr. Juliana Taymans, Dr. Pamela Leconte, Ms. Emily Lehman
Date(s): **February 7, 21, & 28, 2014*** (**Feb. 7 session past**)
Time: 8:30am to 3:30pm
Location: 810 First Street, NE, Third Floor Grand Hall (**February 7 & 21**),
and Eighth Floor Training Room (**February 28**)

[Registration](#) ***Participants must attend all 3 sessions.**

Developing Transition Planning Partners

Session 1: Facilitating Student Led IEPs and Parent Participation – This session will focus on how to assist students in developing their IEPs and leading their IEP meetings. Participants will learn about the influential roles families play in facilitating successful student transitions and best practices for fostering collaborative and effective communication with families throughout the planning process. This session will conclude with a panel of individuals who have successfully facilitated and implemented student-led IEPs in the District of Columbia.

Session 2: Developing Interagency Collaboration for Employment, Post-Secondary Education and Independent Living- In the final session of this series, facilitators will share best practices for interagency collaboration. Participants will also learn about available independent living options for students with disabilities and how to prepare students for independent living. This session will conclude with a panel representing community agencies.

Presenter(s): Dr. Juliana Taymans, Dr. Pamela Leconte, Ms.Emily Lehman
Date(s): **March 6, 2014 & March 7, 2014***
Time: 8:30am to 3:30pm
Location: 810 First Street, NE, Third Floor Grand Hall
[Registration](#) ***Participants must attend both sessions.**



LEA LOOK FORWARD

Division of Wellness & Nutrition (Continued)

New: Training Sessions!

Child & Adult Care Food Program (CACFP) Management Overview Workshop

Description: This training will cover topics like classifying Income Eligibility Statements, maintaining an accurate Master Enrollment List, preparing a claim, organizing CACFP records, and financial management. This workshop is perfect for any staff members who are relatively new to handling CACFP paperwork as well as staff members who need to be cross-trained as back-up's or assistants. We also encourage the Authorized Representative to attend in order to be aware of their responsibilities and the responsibilities delegated to others. Seasoned CACFP administrators are welcome to attend for a refresher on CACFP requirements and procedures. We do not recommend sending cooks and other food service personnel unless they also have administrative duties.

Date: Tuesday, February 25, 2014

Time: 1:30PM - 5:00PM

Location: OSSE Main Office, 810 First Street, N.E.

Room: 4002

[Register Here!](#) Deadline: **Friday, February 21**

Child & Adult Care Food Program (CACFP) Orientation for Prospective Applicants

Description: All organizations interested in applying to participate in the CACFP must first attend an orientation session. During the orientation, we cover important information about the CACFP, including its benefits, meal specifications, and record keeping requirements. The session also provides in-depth instructions on how to submit a successful application.

Date: Tuesday, March 18, 2014

Time: 9:30AM - 2:00PM

Location: OSSE Main Office, 810 First Street, N.E.

Room: 4002

[Register Here!](#) Deadline: **Friday, March 14**

DC Free Summer Meals Program Informational Session

Description: This informational session is designed for organizations to find out about the DC Free Summer Meals Program and how they can participate as a Sponsor or a Site. The DC Free Summer Meals Informational Session is open to churches, afterschool programs, community based organizations, summer camps or anyone who will have summer programming for children or are interested in serving free meals to needy children this summer.

Date: Tuesday, March 25, 2014

Time: 1:00PM - 2:15PM or 2:30PM – 3:45PM

Location: OSSE Main Office, 810 First Street, N.E.

Room: 4002

[Register Here!](#) Then look under the **[Training and Events](#)** section.



LEA LOOK FORWARD

Division of Wellness & Nutrition (Continued)

Reminder: Rooting DC Conference, March 1, 2014

OSSE's Division of Wellness and Nutrition is excited to announce its participation in the 7th annual Rooting DC conference, a free, all-day gardening forum that provides education about urban food production and consumption to cultivate health and preserve the environment.

Members of the Healthy Schools Initiatives team will be on-hand; presenting on "Skills of a Successful School Garden Coordinator" as well as tabling with information on the Healthy Schools Act and FoodCorps. Joining OSSE will be a host of other organizations that are deeply invested in nutrition, food, and school gardens within the district. The event offers more than 70 workshops for beginner gardeners (e.g., seed starting, soil remediation, and irrigation), seasoned horticulturalists (e.g., beekeeping, mushroom cultivation, permaculture design), and citizens. An information fair with over 50 green businesses and nonprofits will take place from 8:30am-1:30pm.

The event will take place March 1 from 8:30am-4:00pm at Wilson Senior High School in Tenleytown.

For more information and to register, please visit the [Rooting DC](#) site.

Reminder: DC Physical Activity for Youth Grant

OSSE is pleased to announce that funds to increase the capacity of D.C. schools to provide physical activity to all students before, during, or after the school day will be available shortly.

Eligibility for application is open to D.C. public schools, D.C. public charter schools, and nonprofit organizations.

Application Submission Deadline: **April 4, 2014**

Funds: Awards are available for up to **\$10,000**

Access and download more information on the [DC Physical Activity for Youth Grant](#)

For further questions please contact [Katie Lantuh](#) by email or call on **(202) 481-3401**



Office of Data Management & Assessment

New: DC CAS Accommodations Training Webinar

OSSE is hosting a webinar training for DC CAS Test Administrators focusing on an overview of the allowable DC CAS Accommodations.

Date: Thursday, February 20, 2014

Time: 3:00PM - 4:00PM

Space for the training is limited!

[Reserve and Register for your Webinar Seat Now!](#)

For questions and information please contact [Michelle Tuggle](#)



LEA LOOK FORWARD

Office of Data Management & Assessment (Continued)

New: DC CAS Alt Composition Training Webinar

OSSE webinar training that will provide an overview of process for administering DC CAS Alt Composition to grades 4, 7, and 10.

Date: Wednesday, February 26th, 2014

Time: 1:00 PM-3:00 PM.

Meeting Number: 801 143 238

Meeting Password: (This meeting does not require a password.)

For more information or to join the meeting:

1. Access [DC CAS Alt Composition Training Webinar](#)
2. Enter your name and email address.
3. Enter the meeting password: ([This meeting does not require a password.](#))
4. Click "Join Now".

For questions and information please contact [Michelle Tuggle](#)

New: DC CAS Alt

The DC CAS Alt Composition testing window is March 3rd-7th (TAs must administer during the specified testing window).

The Portfolio testing window closes March 7th.

Reminder: Roster Confirmation Reminder and Training Opportunities

OSSE places high value on the involvement of teachers in verifying and confirming the accuracy of student rosters for the DC value-added model. Through the roster confirmation process, teachers have an opportunity to confirm which students they taught for a particular subject and for what percentage of instruction they were responsible.

Upcoming Training: BFK and OSSE will offer training on how to oversee and complete roster confirmation. LEA data managers and school administrators (i.e., principal, director) are strongly encouraged to attend. School support team members are also welcome. Each session will include an open lab offering hands-on assistance with the School Setup process.

These sessions will all be held at OSSE on Tuesday, February 18, and you can choose from one of the following times: 9–11 am, 12–2 pm, and 3–5 pm.

Please RSVP to attend of the training sessions [here](#). It is recommended that you attend one of the sessions at OSSE so that you can receive hands-on assistance, however if you are unable to attend, please plan to join a webinar on Friday, February 21 at 1 pm. RSVP [here](#).

For questions, please contact **Jessica Enos**, Director of Assessment on **(202) 535-2651**.



LEA LOOK FORWARD

Office of Data Management & Assessment (Continued)

Reminder: SY 2013-14 DC CAS Roster Confirmation

OSSE is kicking off roster confirmation: a process that involves teachers and administrators verifying and confirming the accuracy of student rosters for the D.C. value-added model. In spring 2014, all charter LEAs participating in Race to the Top must conduct roster confirmation in order to receive value-added results for teachers of ELA and math in grades 4–8. LEAs have the option to additionally include individuals who teach ELA or math in grade 3 and individuals who teach ELA in grades 9–10. Roster confirmation involves teachers and school administrators in the process.

Key Dates for 2013-14 Roster Confirmation

LEA Data Collected

School Setup Period:

Tuesday, February 18 – Friday, February 28

Teacher Roster Confirmation Period:

Monday, March 3 – Friday, March 14

Administrator Review and Approval Period:

Due by Monday, March 24

LEA data managers will receive all correspondence and serve as your sole contact person for OSSE and our partner, Battelle for Kids (BFK).

There will be a training session for administrators who are new to the roster confirmation process or need a refresher. This training will allow you to effectively support teachers throughout the entire roster confirmation period. The training opportunity will take place on Tuesday, February 18, 2014.

For questions, please contact **Jessica Enos**, Director of Assessment on **(202) 535-2651**.

Final Notice: 2014 ACCESS for ELLs Data Collection and Training

It's time to start getting ready for the 2014 administration of the ACCESS for ELLs assessment! The ACCESS roster data collection will take place from February 14 to March 14. OSSE will hold two training sessions for this collection on Thursday, February 13 from 10:00am - 11:00am and Friday, February 14 from 10:00am – 11:00am. The training session will cover updated process for verifying student rosters and ordering Pre-ID labels.

Please register for one of the sessions by clicking the link below and completing the registration form.

For questions please reach out to [Katie Williams](#) or call on **(202) 550-4952**.

Training Sessions

Date: Thursday, February 13, 2014

Time: 10:00am - 11:00am

[Registration](#)



LEA LOOK FORWARD

Office of Data Management & Assessment (Continued)

Date: Friday, February 14, 2014

Time: 10:00am - 11:00am

[Registration](#)

Reminder: Automated Data Transfer (ADT) Page

ADT resources are now available via the link below. Resources include webinar slides, data elements (in .xls format), technology requirements, FAQs, and schedules. Webinar recordings and training information will also be posted on the [ADT page](#).

If you have any questions or feedback about the posted resources, please contact OSSE staff via ADT.OSSE@dc.gov

Updates to ADT Data Elements

OSSE will collect demographic and enrollment data from all LEAs via the ADT during SY14-15. A list of data elements was distributed to LEAs via email on December 6. Four minor updates were made to these elements, as follows:

Element Name: LEA ID, School ID, Attending School ID

Data Collection: Demographic and Enrollment

Change: Format is now 'Numeric Value', instead of a specific number of digits (previously listed as 3 or 4 digits only).

Note: 'Attending School ID' is collected only via the 'Enrollment' collection.

Element Name: School Type

Data Collection: Enrollment

Change: Added this optional data element to 'Enrollment' template. This data element comes from the EdFacts 'Directory' file.

Updates have been made to the [Statewide ADT Templates](#) posted on the [ADT page](#).

Reminder: 2014 DC CAS Training for Test Chairpersons and LEA Assessment Coordinators

2014 DC CAS Training for Test Chairpersons and LEA Assessment Coordinators will take place **Thursday, February 27, 2014** and **Friday, February 28, 2014**.

All Test Chairpersons must attend one of the sessions.

[Registration](#)

Sessions will be held at OSSE, 810 First Street, NE, on the 3rd Floor Grand Hall, and dates are as follows:

Group: **DCPS DC CAS Experts**

Date: Thursday, February 27, 2014

Time: 9:00am - 12:00pm

Group: **DCPS DC CAS Beginners**

Date: Thursday, February 27,

Time: 1:00pm - 5:00pm



LEA LOOK FORWARD

Office of Data Management & Assessment (Continued)

Group: **Charter DC CAS Experts**

Date: Friday, February 28,

Time: 9:00am - 12:00pm

Group: **Charter DC CAS Beginners**

Date: Friday, February 28,

Time: 1:00pm-5:00pm

Reminder: Electronic Support Established for the ADT Initiative

The email address adt.osse@dc.gov has been established to support the ADT initiative. OSSE staff members will consistently monitor this account to answer your questions about the ADT (Automated Data Transfer). Please direct your communications to this account regarding the ADT, and you will receive a prompt response. Specifically, contact this account with:

- Questions about how the ADT works
- The installation schedule
- The installation process
- ADT training and webinars
- Questions about technical requirements of the ADT
- Questions about ADT documents and resources (e.g. data elements)

Additionally, please look for direct emails regarding installation dates and updates to your installation schedule.

Staff members will use this email address to correspond directly with LEAs. We look forward to hearing from you!

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

Reminder: ACCESS for ELLs 2.0 Field Test

In spring 2014 and 2015, WIDA will field test the technology-based English language proficiency assessment, ACCESS for ELLs 2.0 (ACCESS 2.0).

The main purposes of field testing are to collect data to confirm that all test items and tasks are of the highest quality and to establish the psychometric linking between performances on ACCESS for ELLs[®] and ACCESS 2.0.

Interested LEAs requiring additional information, please contact [Michelle Tuggle](#).

Reminder: PARCC Accommodations

The second edition of the [PARCC Accessibility Features and Accommodations Manual](#) has been posted.

For more information, please contact [Michelle Tuggle](#).



LEA LOOK FORWARD

Office of Data Management & Assessment (Continued)

Reminder: 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.
4. 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.

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



LEA LOOK FORWARD

Office of Data Management & Assessment (Continued)

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

Reminder: 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](#).





LEA LOOK FORWARD

Office of Grants Management and Compliance

Reminder: Volunteers Needed to Test Enterprise Grant Management System (EGMS)

OSSE's Office of Grant Management and Compliance (OGMC) team is implementing an Enterprise Grant Management System (EGMS), and is issuing a call for reviewers to participate in a User Acceptance Training (UAT) for testing. EGMS is a solution intended to provide grant management enhanced operational efficiencies and security architecture, central data storage and warehousing, increased transparency, workflow automation, and process and performance accountability. If you are interested, please contact [Richard K. Rowley](#) on (202) 727-3869.

Selected individuals will be contributing to groundbreaking grant management trainings.



Chief Information Office

Reminder: FY 14 Schools Technology Fund

We are in the second quarter of the School Technology Fund (STF) for 2014. OSSE issued a purchase order to your LEA in October, 2013. In order to receive the fund amount, invoice OSSE for the full value of the purchase order and include the purchase order as backup for the invoice. Once you have made your purchases OSSE would like a copy of the receipts to document the value of the fund.

If you need a copy of the fund announcement, the purchase order or the invoicing instructions/template or if you want a follow up call from the OSSE STF manager or maybe there someone else who needs to be copied on future communications, please provide contact information to include name, title, phone number and email address to the attention of [Matthew Brownlee](#) and we will be glad to assist.



District of Columbia State Athletic Association (DCSAA)

Reminder: Scholar Athlete Scholarship Program Available

The launch of the DCSAA Scholar Athlete Scholarship Program was made possible by Modell's Sporting Goods and The Wendy's Company's generous donations to the ongoing work of the DCSAA.

The purpose of the scholarships is to recognize the distinguished academic, leadership and sportsmanship achievements of District of Columbia high school student athletes and the positive influence of athletics in each student's life.

Visit the DCSAA website for an [application and more information](#) on each scholarship.



LEA LOOK FORWARD

District of Columbia State Athletic Association (Continued)

Scholarship winners will be notified by **April 18, 2014** and posted on the DCSAA website by **April 25, 2014**.

Completed applications and supporting documents must be submitted in person or received via U.S. mail, no later than 4:00pm on **March 28, 2014**.

The address for submissions is:

District of Columbia State Athletic Association

Office of the State Superintendent of Education

Government of the District of Columbia

810 First Street, NE, 4th Floor

Washington, DC 20002



General Announcement

Reminder: Seeking National Tournament of Academic Excellence (NTAE) State Teams

The National Tournament of Academic Excellence (NTAE), formerly known as the Panasonic Academic Challenge, is seeking teams from each state for its annual academic national high school competition. The tournament will be held at the Convention Center of Walt Disney World's Contemporary Resort in Lake Buena Vista, Florida on **June 14 – 17, 2014**.

The NTAE showcases the excellence of the U.S. educational system and rewards individual scholastic achievement of student participants. The tournament hosts teams from many states, as well as teams from the District of Columbia, Guam and the U.S. Virgin Islands. This is a highly academic national high school competition modeled after Florida's statewide tournament, and will be hosted by the State of Florida.

Each team consists of six students (four players and two alternates) and one coach. Students enrolled in grades 9-12 during the school year are eligible. As many as six teams may compete against each other in one competition. This is not a quick response, trivial pursuit contest. Instead, it is a slower-paced tournament in which players are asked questions from the areas of mathematics, science, language arts, social studies, the fine arts, world languages (French and Spanish) and technology. The questions are written by educators from high schools and colleges throughout the nation.

Interested? If so, please submit your team's information (full name, grade, student or teacher/coach, contact information) by **February 21, 2014** to ayan.islam@dc.gov.



LEA LOOK FORWARD

General Announcements (Continued)

Information on grant funding, provided by the Florida Education Department and other sources to help offset participation costs, will be sent as soon as it becomes available.

Access and download information about the [National Tournament of Academic Excellence \(NTAE\)](#) competition [here](#).

Reminder: Student Hearing Office (SHO) Appoints New Chief Hearing Officer

OSSE Student Hearing Office (SHO) is pleased to announce Virginia Dietrich, Esq. as the new Chief Hearing Officer. Since 2008, Dietrich has served as an impartial hearing officer in the Student Hearing Office, which is responsible for the administration of the state dispute resolution system for all special education disputes in the District of Columbia.

A retired Navy commander ('97), Ms. Dietrich has been committed to the practice of law in the District of Columbia for twenty-two years and has had a long and distinguished legal career. Prior to becoming a full-time impartial hearing officer, Ms. Dietrich worked as a solo practitioner handling thousands of cases, to include child neglect and abuse, indigent criminal defense, juvenile delinquency, immigration, and served as a guardian of persons and conservator of financial estates in the Superior Court of the District of Columbia. During her years of legal practice, Ms. Dietrich has successfully tried and settled thousands of cases.

Ms. Dietrich is a former president (2007-2010) and secretary (2003-2007) of the Board of Directors for the Ionia R. Whipper Home, Inc. (IWH), a comprehensive, residential program that uses a holistic approach for treating abused girls ages 12 through 21. An active member of the National Bar Association and a member of the D.C. Bar, Ms. Dietrich received her law degree from Georgetown University Law Center and bachelor's degree from Smith College.

For more information about the Student Hearing Office, [visit their page](#), email the [Hearing Office](#) or call on **(202) 698-3819** for any questions or inquiries.

Reminder: Grant Opportunities and Programs

Hilton Teacher Treks Program

Program Dates: **Summer 2014**

Application Deadline: **February 26, 2014**

Sponsored by Hilton Worldwide and administered by IIE, the Hilton Teacher Treks Program allows US K-12 teachers to go abroad for 2-3 weeks to travel, explore and experience culture worldwide. The program has two tracks. The "Teach Abroad" track offers ESL/ELL teachers the opportunity to teach English and provide educational workshops to Hilton Worldwide employees in emerging hotel markets. The "Travel Grant" track is open to teachers of all subjects, and supports travel and cultural exploration, designed by the teachers themselves, in countries with Hilton hotel properties. Teach Abroad awardees receive \$7,500 grants; Travel Grant awardees receive \$6,000. Schools of selected teachers each receive \$1,000 donations. Applicants must be US citizens, employed full time, with a minimum of 3 years teaching experience.

Go to the [Hilton Teacher Treks Program site](#) for more detailed information and to apply online.

Questions? Contact teachertreks@iie.org.

