



LEA LOOK FORWARD

Division of Early Learning (Continued)

Reminder: CLASS Trainings for Pre-k Teachers, Administrators, Principals and Instructional Support Staff

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

Registration Deadline	Training Date	Time	Location	Participant Capacity
No registration deadline, it is first come first serve	ID's will be issued starting December 1, 2013	N/A	Online	1 per site/LEA

For any questions please contact [Mahlet Getachew](#) at (202) 727-0545

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

The Pre-Kindergarten Grantee contractor approval form has been renamed: 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](#).

Approval Form submission deadlines are as follows:

- January 15, 2014
- 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 the community based organizations, public schools and charter schools during 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.



LEA LOOK FORWARD

Division of Early Learning (Continued)

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.

New: PROVIDER SPOTLIGHT

Mana Bilingual Child Development

Mana Bilingual Child Development Center is now a **GOLD** center. Mana CDC strongly believes that all children are diverse, unique and curious individuals. Mana Bilingual provides a supportive environment and the conditions for all children to construct knowledge, focusing on the learning process rather than the end product. Mana CDC uses the Spanish Immersion Program to teach children Spanish as a second language; therefore as the children go through their daily tasks, they automatically pick up a new language, with correct grammar and culture. Mana CDC is located at 604 Kennedy St. NW, Suite #602, Washington, DC 20111.

OSSE would love to hear about the wonderful things happening at your site. Please submit your story and photos to: [Sheena King](#).





LEA LOOK FORWARD

Division of Elementary & Secondary Education

New: STEM Opportunities for Students

The American Society for Engineering Education and OSSE's Division of Elementary & Secondary Education would like to share exciting information on local STEM programs for students! Deadlines are on January 6, 2014, so encourage your students to apply today!

- [The Science and Engineering Apprenticeship Program \(SEAP\)](#)
- [Gains in the Education of Mathematics and Science \(GEMS\)](#)

If you have any questions or would like more information, please feel free to contact [Maya Garcia](#).

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!

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.

Please visit the [NGSS](#) site at OSSE, to learn more about the proposed standards and share feedback, or view when OSSE will host events about Next Generation Science Standards.

If you have any questions or inquiries, please feel free to contact [Maya Garcia](#).



Division of Post-Secondary & Career Education

Reminder: Dual Enrollment Funding Available for Spring Semester

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 interested in increasing the number of students who participate in dual enrollment? If you have any questions, please contact: [Mike Andrews](#).





LEA LOOK FORWARD

Division of Specialized Education

New: Annual Special Education Parent Survey

OSSE is pleased to release its Annual Special Education Parent Survey! The survey, which is due to OSSE on January 3, 2014, is available electronically and should be completed by parents of children who received special education and related services during the 2012 - 2013 school year. Hard copies of the survey will be made available upon request. Parent responses are confidential, and will guide DSE efforts to improve services and results for children and families.

OSSE is requesting the assistance of local education agencies to disseminate the survey. Additional information regarding the survey timelines and guidance are available on OSSE's website. You may view the information by selecting the following link: [OSSE Annual Parent Survey](#)

OSSE's point of contact for the survey is Ms. Desirée Brown, Special Projects Manager, Community and Parent Relations. Ms. Brown can be reached by email at osse.spedparentsurvey@dc.gov or by phone at **(202) 741-0271**.

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.

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

Overview: Basic Considerations in Transition Planning

Practitioners who understand the basics of transition planning have increased abilities to develop quality postsecondary goals, provide individualized transition services, and maintain overall Indicator 13 compliance. Over the course of three full-day sessions, participants will receive an introduction to transition domains, best practices, the Taxonomy for Transition Programming, and learn about the importance of instilling self-determination within students throughout the transition planning process. Additionally, participants will apply their transition planning skills through developing action plans and providing evidence of improved transition planning practices in their relevant positions.

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

Sessions 2 & 3: Writing Transition Goals Linked to Assessment – These sessions will focus on the nuts and bolts of transition planning and incorporating age-appropriate assessments and assessment practices.





LEA LOOK FORWARD

Division of Specialized Education (Continued)

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

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

At this point, one person from each LEA should have completed modules 1, 2, 3, and 4 of the LEA Data Administrator II course. The remaining module will be delivered via an online course. Upon completion of all 5 modules, attendees will receive a certificate of completion and awarded 11 Professional Learning Units (PLUs). Below are the dates and times of each course.

Please review and register for the remaining module by clicking on the course name link provided.

Name of Course	Date of Training	Time of Training
2013 LDA II Module 5	Wednesday, December 18	10:00am - 12:00pm

Final Notice: Special Education Transportation Services Policy Training

DSE and OSSE-DOT is conducting the last of 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.

The training sessions were open to all LEAs. The last session will be held at 810 First Street, NE. Please register for the session at the link below.

Wednesday, December 18, 2013

810 1st Street, NE, Third Floor

8:30am – 4:30pm

[Registration](#)





LEA LOOK FORWARD

Office of Data Management & Assessment

New: Test Security Plans for School Year 2013-14

Per the Test Integrity Act of 2013 passed by Council and the Mayor over the summer and effective as of October 17, 2013, LEAs must submit to OSSE at least 90 days prior to the administration of the DC CAS their test security plans. With March 31, 2014 as the first day of DC CAS testing, plans are due to OSSE on December 31, 2013. LEAs with tested grades are currently receiving additional guidance and resources via email, to individuals on file with OSSE as Head of School/LEA and Assessment Specialist.

If you have questions, need additional guidance, or need to update your contact information for these two positions, please contact [Jessica Enos](#).

New: 2013-14 DC CAS Resource Guide

The 2013-14 District of Columbia Comprehensive Assessment System (DC CAS) Resource Guide, developed to provide teachers and other stakeholders with an understanding of the DC CAS, is now available on OSSE's website. Access and download the [2013-14 DC CAS Resource Guide](#).

Please contact [Jessica Enos](#) with any questions.

New: 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.

New: December 2013 LEA Data Meeting

The December LEA Data Meeting will be held on **Thursday, December 19, 2013**, Location: 810 First Street, NE 20002, Third Floor Grand Hall, Time: 11:00am to 12:30pm.

Please contact [Imani Stutely](#) with any questions.





LEA LOOK FORWARD

Office of Data Management & Assessment (Continued)

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: 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 Collection:	Monday, December 16 – Friday, January 24
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). On December 16, BFK will be contacting the LEA data managers on file with OSSE directly to begin the data collection process. That next day, Tuesday, December 17, we'll be hosting a technical webinar with LEA data managers from 1:00pm - 2:00pm. Details will follow in communications sent directly from BFK.

There will be two training sessions 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 opportunities will take place on Tuesday, February 18, 2014 and Wednesday, February 19, 2014. Registration information will be provided in January 2014.

If you have any questions, please contact [Jessica Mellen Enos](#), Director of Assessment at (202) 535-2651.





LEA LOOK FORWARD

Office of Data Management & Assessment (Continued)

Reminder: PARCC Accommodations

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

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

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: 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](#).





LEA LOOK FORWARD

Office of Grants Management and Compliance

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

OSSE's Office of Grant Management and Compliance (OGMC) 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](#) at (202) 727-3869.

Reminder: OSSE Consolidated List of Federal Grant Programs Impacted by Sequestration

Please visit the [OSSE website](#) for information pertaining to the 2013-2014 allocations for LEAs in Washington, DC. For any questions or concerns, please contact [Cedric Thompson](#).

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



Chief Information Office

Reminder: FY 14 Schools Technology Fund

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

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

OSSE asks that a list of all hardware and software purchased with the STF be kept for the records.

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

