



LEA LOOK FORWARD

December 19 - 26, 2013

Enrollment Audit

New: Enrollment Audit Desktop Appeal Review On-going

The Enrollment Audit desktop appeals are being reviewed by the auditors. If any other information is needed from OSSE or our contracted auditors, you will be notified. The last day for “desktop appeals” review is **Friday, December 20, 2013**. OSSE will notify LEAs when the final dataset is in the SLED data system. The “in person” appeals process is the final opportunity for LEAs to correct enrollment audit data.

Please note: LEAs can only appeal students that were part of the “desktop appeals” process.

In person appeal hearings will take place at OSSE from **January 8-10, 2014**. A schedule for appointments will be available to LEAs soon. The enrollment audit (data) serves as the base for all enrollment projections for the upcoming school year’s budget and is a process to ensure that all LEAs receive accurate and appropriate funding.

If you have questions or concerns, please contact osse.enrollmentaudit@dc.gov for further assistance.



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 the Winter FY 2014 Professional Development Course Catalog to check out the learning opportunities.

For additional questions, please contact [Dana Caffee-Glenn](#), Professional Development Coordinator, at the Early Learning Professional Development Unit.



www.osse.dc.gov



www.facebook.com/ossedc



Twitter: @OSSEDC



www.ossedc.wordpress.com



LEA LOOK FORWARD

Division of Early Learning (Continued)

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.

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: Webinar Training - Serving Students in Transitory Housing

The Office of the State Superintendent of Education (OSSE) invites you to participate in the following webinars:

[McKinney-Vento 101: Knowing and Applying the Law](#)

Tuesday, **January 14, 2014**, 2:00pm - 3:30pm ET

[Paving the Way to College for Students Experiencing Homelessness](#)

Thursday, **January 16, 2014**, 2:00pm - 3:30pm ET

[Determining Eligibility for McKinney-Vento Rights and Services](#)

Tuesday, **January 21, 2014**, 2:00pm - 3:15pm ET

[Supporting the Education of Unaccompanied Homeless Students](#)

Wednesday, **January 29, 2014**, 2:00pm - 3:30pm ET

These webinars have been made possible by the National Center for Homeless Education (NCHE), a federally funded information and technical assistance center at the University of North Carolina at Greensboro (UNCG).

Who should view? LEA administrators, social workers, liaisons, counselor and others (homeless families) responsible for coordinating services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically.

Please visit the website of the [National Center for Homeless Education](#) for complete webinar descriptions, or to register for any of these webinars.

Please feel free to pass along this information to interested colleagues. Take advantage of these opportunities for quality professional development!

Reminder: STEM Opportunities for Students

The American Society for Engineering Education and the 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!



www.osse.dc.gov



www.facebook.com/ossedc



Twitter: @OSSEDC



www.ossedc.wordpress.com



LEA LOOK FORWARD

Division of Specialized Education (Continued)

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

Presenter(s): Dr. Juliana Taymans, Dr. Pamela Leconte, Ms. Emily Lehman
Date(s): January 17, 22, & 31 2014*
Time: 8:30am to 3:30pm
Location: 810 First Street, NE, Third Floor Grand Hall

Registration *Participants must attend all 3 sessions.

Targeting Specific Transition Aims: Employment and Postsecondary Education

Participants will integrate transition-specific experiences into students' secondary school programs over three (3) full-day sessions. Participants will develop and implement action plans that demonstrate evidence of integrating individualized transition-specific information and experiences into students' programs of study.

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

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

Session 3: Exploring Postsecondary Education Options – In the final session of this series, participants will learn of the different types of postsecondary education and training opportunities available to students in the District of Columbia. A panel of representatives from postsecondary 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*
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.





LEA LOOK FORWARD

Division of Specialized Education (Continued)

Developing Transition Planning Partners

Participants in this series will receive training on how to better integrate parents, students, and adult services into transition planning over two full-day sessions. Participants will develop and implement action plans in order to increase student, parent, and outside agency participation in transition planning and postsecondary services.

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 all 3 sessions.

Reminder: Secondary Transition Process Toolkit

DSE is pleased to announce the publication of the *Secondary Transition 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 with disabilities so that they are fully prepared for life after high school. This guide was developed in collaboration with the State Secondary Transition Community of Practice (CoP), whose expertise and partnership are greatly appreciated!

While this guide is intended to assist educators to understand and apply best practices in secondary transition planning, this guide is not meant to:

- Be a complete explanation of all special education laws and regulations;
- Give legal advice; or,
- Supersede any local and/or federal law.

We hope you find this toolkit useful and welcome your feedback. [View the toolkit online.](#)

Please forward any comments or feedback to the attention of [Ms. Naté Dearden](#) .





LEA LOOK FORWARD

Division of Wellness & Nutrition

New: Farm to School 101 Training, January 7, 2014

OSSE is hosting a training to review the basics of their Farm to School programming. The training will also include highlights of the recently awarded USDA Farm to School Grant, ways for schools and community organizations to utilize new Farm to School marketing materials, and how to get your school signed up to participate in a variety of activities throughout the school year.

Please RSVP to [Erica Steinhart](#). The training will take place at: OSSE, 810 First Street NE, Room 806B from 4:00pm - 5:00pm on **January 7, 2014**.

New: DC School Garden Grants Announced, Applications Due January 31, 2014

OSSE invites LEA's or gardening-focused community-based organizations to apply for a School Garden Grant. The request for applications, eligibility requirements and application form can be found at the [School Garden Grant site](#)

Reminder: U.S. Department of Education Green Ribbon Schools Applications, Due January 24, 2014

The U.S. Department of Education Green Ribbon Schools (ED-GRS) Award recognizes schools taking a comprehensive approach to greening their school. A comprehensive approach incorporates environmental learning with improving environmental and health impacts. OSSE is the nominating authority for District schools. All schools applying for the ED-GRS Award must submit an application to OSSE for review. OSSE will then nominate up to four District schools for consideration. Selection will be based on documentation of the applicant's high achievement in the three ED-GRS Pillars:

- **Pillar I:** Reduce environmental impact and costs.
- **Pillar II:** Improve the health and wellness of students and staff.
- **Pillar III:** Provide effective environmental and sustainability education.

A network of District agencies and organizations will support you through this process.

Questions and enquiries should be directed to [Sam Ullery](#), OSSE School Garden Specialist. **Applications are due on January 24, 2014.**

Access [more information on the award](#), including the application.

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

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

Under Section 602 of the *Healthy Schools Act of 2010*, each public school and public charter school within the District of Columbia is required to complete and submit the HSA SHP to OSSE on or before **February 15** of each year.





LEA LOOK FORWARD

Division of Wellness and Nutrition (Continued)

School Health Profiles Informational Conference Calls

Information sessions will take place on the following dates:

- Option 1: **Thursday, January 16, 2014** at 10:00am EST
- Option 2: **Wednesday, February 5, 2014** at 3:00pm EST

Dial-in number: **(712) 775-7200** | Access Code: **504477#**

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

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

Reminder: HealthierUS School Challenge Awards Available

Is your school interested in any of the following?

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

If you answered yes to any of these questions you should consider participating in The HealthierUS School Challenge! The HealthierUS 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. We encourage you to attend this training to learn about this exciting opportunity and to get started with the application process. The training will be held at OSSE, 810 First Street, NE, Room 4002. Additional details will follow as we approach the training date but please register at [HealthierUS School Challenge Training](#) as space is limited. If you have any questions, please contact [Blair Tucker-Gruchala](#).

For more information, the application, success stories, and other resources, please visit the [Team Nutrition website](#).





LEA LOOK FORWARD

Office of Data Management & Assessment (Continued)

- 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.

Update: December 2013 LEA Data Meeting Rescheduled

Due to the holiday season and travel schedules, the December LEA Data Discussion Meeting originally scheduled for today, Thursday, December 19 at 11am is canceled. The next meeting will be held on Thursday, **January 23, 2014**.

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

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 LOOK FORWARD

Office of Data Management & Assessment (Continued)

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 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 on **(202) 535-2651**.

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.





LEA LOOK FORWARD

Office of Data Management & Assessment (Continued)

- 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.

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

Reminder: 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](#) on (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.





LEA LOOK FORWARD

District of Columbia State Athletic Association (DCSAA)

New: Scholar Athlete Scholarship Program Available

The DCSAA launches the Scholar Athlete Scholarship Program 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.

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

LEA Grant Opportunity with the Coalition of Schools Educating Boys of Color (COSEBOC)

COSEBOC is pleased to announce our third annual [COSEBOC School Awards](#) designed to celebrate schools demonstrating success in educating boys and young men of color. This year the COSEBOC School Awards will be focused on schools educating **preK-6 grade** students. COSEBOC Award-winning schools will receive a **\$10,000** unrestricted grant and their promising practices will be featured at our Gathering of Leaders, April 24-26, 2014, in Jackson, Mississippi.

The [application, guidelines and forms](#) are available on COSEBOC's website. Interested schools should review the guidelines and **complete the application process by January 20, 2014**. For initial questions about this process contact Mitzi Dorbu, Outreach Coordinator at mdorbu@coseboc.org or 1-855-COSEBOC, Ext 7.

