



Updated February 29, 2024

OSSE LEA Points of Contact (POC) Descriptions

Overview

This document describes Points of Contact (POCs). LEAs are required to add and update these POCs throughout the school year. Relevant divisions at OSSE often use these Points of Contact to reach out to LEAs. For example, the Division of Health and Wellness may contact listed Health POCs.

Points of Contacts

The table below lists the POCs and descriptions.

POC Type	Description
Leadership POCs	
Head of School	Responsible for overall administrative leadership.
Principal	Responsible for leadership of an entire community within a school.
Data & Technology POCs	
ADT Technical Manager	Responsible for maintaining the Automatic Data Transfer (ADT) machine
LEA Approver	Responsible for managing changes to students' authoritative data at the LEA-level
LEA Data Manager	Responsible for ensuring all data requests from OSSE are completed in a timely manner and maintains the POCs and calendars
School Approver	Responsible for managing changes to students' authoritative data at the school-level
Faculty and Staff POC	Responsible for managing and reporting faculty and staff data
Enrollment POCs	
LEA Enrollment Audit Point of Contact	Responsible for coordinating and managing the enrollment audit, including ensuring deadlines are met, reviewing data for accuracy and completeness, preparing for site visits, coordinating documentation, and uploading documents.
School Enrollment Audit POC	Responsible for coordinating and managing the enrollment audit, including ensuring deadlines are met, reviewing data for accuracy and completeness, preparing for site visits, coordinating documentation and uploading documents at the school-level. Responsible for receiving the OSSE's Homeschool Eligibility Notification, which states that the parent/legal guardian is

	<p>eligible to administer a homeschooling program in the District of Columbia for the respective school year. The Homeschool Eligibility Notification supports the use of exit code 1942 - exited the state public school system to be homeschooled in the same state.</p> <p>Note: The Attendance POC also receives the OSSE's Homeschool Eligibility Notification.</p>
<i>Finance POCs</i>	
Chief Financial Officer	Responsible for directing fiscal functions.
LEA Finance/Grants Manager	Responsible for financial and grant-related report requests and questions.
<i>Health POCs</i>	
COVID-19 POC	Responsible for submitting and viewing positive cases of COVID-19 and corresponding close contacts to OSSE's contact identification team.
Health and Physical Education Assessment POC	Responsible for the overall planning and coordination of the assessment for students in grades 5, 8 and high school (high school students who are enrolled in a health class in the 2021-22 school year). The HPEA POC will serve as the liaison between OSSE and schools. This person is responsible for sharing LEA assessment dates, high school health rosters, and planned accommodations with OSSE as well as distributing all assessment materials to their schools in preparation for HPEA administration.
Health POC	Responsible for health matters, including Healthy Schools Act implementation, annual health assessment, and biennial Youth Risk Behavior Survey.
Immunization POC	<p>Responsible for supporting student immunization compliance, including immunization communications and accessing the DC Health District of Columbia Immunization Information System (DOCIIS) to identify non-compliant students.</p> <p>In schools that participate in the DC Health School Health Services Program, the Immunization POC may be a designated member of the health suite personnel, such as the school nurse or health technician.</p> <p>In schools that do not participate in the DC Health School Health Services Program, the Head of School or Principal shall identify a member of the school staff as the Immunization POC.</p>
Nutrition POC	Responsible for nutrition matters, including monthly submission of breakfast meals served.

School Health Profile POC	Responsible for completing School Health Profile Survey at the school level.
<i>Special Populations POCs</i>	
504 Coordinator	Serves as the school's main point of contact for questions from students, parents, and school staff regarding accommodations and services under Section 504. Ensures students receive free appropriate public education (FAPE) and non-discrimination.
CFSA POC	Responsible for serving as a foster care liaison with CFSA.
Early Childhood Transition Coordinator	Responsible for serving as the first external point of contact to answer questions from Head Start Agencies and other early childhood education programs about students transitioning to the LEA/school in Pre-K or kindergarten. May work with other LEA staff to coordinate prospective student events, transition policies, student data, joint professional development with early childhood programs, and other supports for incoming students entering the LEA.
ELL/LEP Coordinator	Responsible for the identification and classification of students who are English Learners and for ACCESS test activities.
Homeless Liaison	Responsible for identifying homeless students, connecting them with services and documenting referrals.
LEA Special Education Data Admin	Responsible at the LEA level, including management of all student records and oversight of the Special Programs. Each LEA is required to have at least one LEA Special Education Data Admin (LEA SE POC) who serves as OSSE's main point of contact with LEAs for the purpose of special education.
LEA Special Education POC	Responds to OSSE requests related to special education, including updates to data systems and training and assistance to other LEA and school staff related to the Special Programs.
Nonpublic Special Education Coordinator	The main liaison for matters related to special education, including monitoring and compliance, at the nonpublic school or program.
Pre-K Special Ed POC	Responsible for answering to all of OSSE's requests about students in pre-K who are special education students, including updating data systems and providing training and assistance to other staff for Special Programs and DC Corrective Action Tracking System (DC CATS) / Stepwell.
Related Service Provider Supervisor	This role is responsible for caseload assignment of related service providers, service logging and service tracker finalization. Can finalize progress reports. Each LEA should have at least one staff member assigned to this role.

School Special Education POC	Responsible for responding to all of OSSE’s requests related to special education, including updates to data systems and training and assistance to other LEA and school staff related to Special Programs.
Transportation Manager	Responsible for keeping up to date on all transportation policies, guidance, and eligibility criteria. Ensure timely submission of all Transportation Request Forms (TRFs) and program details in the Integrated Data Submission (IDS) Tool.
Assessment POCs	
ACCESS for ELLs 2.0 Coordinator	<p>If ACCESS for ELLs 2.0 is not managed directly by the LEA Assessment Manager, an ACCESS for ELLs 2.0 Coordinator should be identified. This individual is accountable for the below.</p> <ol style="list-style-type: none"> 1. Preparing for test administration (rostering) 2. Training and support school personnel in all aspects of assessment 3. Managing test administration 4. Liaising with LEA Assessment Manager 5. Liaising with LEA Data Manager and OSSE on assessment data management functions 6. Disseminating assessment-related communications to LEA- and school-level staff, where needed
Assessment POC	Responsible for serving as an additional POC to receive OSSE communications regarding assessments at the LEA-level.
LEA Assessment Manager	<p>Responsible for serving as the primary point of contact for OSSE for all statewide assessment functions. This individual is accountable for the below.</p> <ol style="list-style-type: none"> 1. Implementing statewide assessment policies 2. Developing and implementing LEA-level assessment policies 3. Preparing for test administration (rostering) 4. Training and support school personnel in all aspects of assessment 5. Managing test administration 6. Liaising with LEA Data Manager and OSSE on all assessment data management functions 7. Managing LEA-level assessment reporting 8. Disseminating assessment-related communications to LEA- and school-level staff (e.g., English learner and students with disabilities staff)

MSAA Coordinator	<p>If the Multi-State Alternate Assessment (MSAA) is not managed directly by the LEA Assessment Manager, a MSAA Coordinator should be identified. This individual is accountable for the below.</p> <ol style="list-style-type: none"> 1. Preparing for test administration (rostering) 2. Training and support school personnel in all aspects of assessment
<i>Other POCs</i>	
Attendance POC	<p>Responsible for managing students' attendance at the LEA-level.</p> <p>Responsible for receiving the OSSE's Homeschool Eligibility Notification, which states that the parent/legal guardian is eligible to administer a homeschooling program in the District of Columbia for the respective school year. The Homeschool Eligibility Notification supports the use of exit code 1942 - exited the state public school system to be homeschooled in the same state.</p> <p>Note: The School Enrollment Audit POC also receives the OSSE's Homeschool Eligibility Notification.</p>
Counselor	Responsible for ensuring students receive access to academic enrichment opportunities.
Course Collection POC	<p>Responsible for managing and reporting course data. This individual is accountable for the below.</p> <ol style="list-style-type: none"> 1. Collect course-level and school-level information 2. Attend Course Data Collection meetings, trainings, and course coding workshops 3. Map courses to OSSE State Course Catalog 4. Fill in the Course Data Collection Templates and upload templates in Integrated Data Submission (IDS).
School Discipline Manager	Responsible for school discipline matters, including responding to OSSE's requests related to the collection and submission of the annual school discipline collections.
School Garden Coordinator	Responsible for managing the school garden program. Typically, school garden coordinator teaches garden-based lessons, maintains gardens, and works with teachers to develop garden-based lessons.
STAR Framework LEA Access	Responsible for accessing the DC Report Card and STAR Framework application to review LEA-level data.
STAR Framework School Access	Responsible for accessing the DC Report Card and STAR Framework application to review school-level data.

School Climate Survey Liaison

Responsible for administering school climate surveys at the LEA and/or school levels and providing support to others in their LEA and/or school who may be administering the school climate surveys.