



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

2023-24 SCHOOL YEAR

SCHOOL HEALTH PROFILES FORM

Healthy Schools Act of 2010

Under Section 602 of the *Healthy Schools Act of 2010* (L18-0209, DC Official Code § 38–826.02), each public school and public charter school within the District of Columbia is required to:

- 1.) **Complete and submit** the online School Health Profile (SHP) form to the Office of the State Superintendent of Education (OSSE).
- 2.) **Make the completed profile available to the public** by posting it online, if the school has a website, and making the information available to parents in the school's main office.

Any public school or public charter school that fails to complete and submit its SHP form to OSSE **on or before Feb. 16, 2024** will be out of compliance with Section 602 of the Healthy Schools Act of 2010 and noted as such in OSSE's biennial report to DC Council.

Instructions

The online SHP form must be completed by each school. For example, if your local education agency (LEA) includes five campuses, each campus must complete the SHP.

OSSE recommends that schools and LEAs work collaboratively to identify staff who are most knowledgeable about each section to answer those questions.

Complete all sections of the form with responses for the 2023-2024 school year.

For definitions, clarifications, or more information on how to complete the online SHP form, please see our [Frequently Asked Questions \(FAQs\)](#) at the end of this document.

Submission Deadline

The online form must be completed **on or before Feb. 16, 2024**. OSSE will post each completed and final SHP on the OSSE website within 30 days of receipt for public review. If your school has not completed the form by the deadline, your school will be listed on the OSSE website as out of compliance with Section 602 of the *Healthy Schools Act of 2010*. OSSE also reports compliance with the HSA to the Mayor, the DC Council, and the Healthy Youth and Schools Commission.

Once submitted, OSSE will also send an email notification to all SHP points of contact when a PDF copy of the completed SHP is available for download in the application.

The SHP form must be submitted through data.osse.dc.gov/shp

- Log in to this URL to access the application where you can fill out the form. See more specific log in instructions for school-level and LEA-level users in the [Frequently Asked Questions \(FAQs\)](#) section at the end of this document.

Need assistance with the online form?

Contact your LEA Data Manager or your LEA School Health Profile POC to submit an OSSE Support Tool (OST) ticket by Feb. 2, 2024 | [See FAQs in this doc](#)



Office of the State Superintendent of Education
Division of Health and Wellness
1050 First Street, NE, Sixth Floor
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Section 1: School Profile

This section includes your school's profile information as pulled from OSSE's authoritative database.

Type of School* Pre-filled

- Public School Public Charter School Private School

LEA ID* Pre-filled

LEA Name* Pre-filled

School Code* Pre-filled

School Name* Pre-filled

Ward* Pre-filled

Grades Served* Pre-filled

- | | | | |
|--|----------------------------|-----------------------------|--------------------------------|
| <input type="checkbox"/> Pre-K 3 & Pre-K 4 | <input type="checkbox"/> 3 | <input type="checkbox"/> 7 | <input type="checkbox"/> 11 |
| <input type="checkbox"/> K | <input type="checkbox"/> 4 | <input type="checkbox"/> 8 | <input type="checkbox"/> 12 |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 5 | <input type="checkbox"/> 9 | <input type="checkbox"/> Adult |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 6 | <input type="checkbox"/> 10 | <input type="checkbox"/> Other |



Section 2: Health Services

Recommended points of contact for this section:
School Health Professional and School Behavioral Health Professional

The following section asks your school to provide information on the physical and behavioral health services provided to students, parents and staff at your school.

Important Definitions for this Section:

Nursing: Registered nurses (RN) or licensed practical nurses (LPN).

Allied health professional: Nursing assistants, medical technicians, or anyone who can support a nurse; it does not refer to related service providers for purposes of special education.

Undesignated Epinephrine Injector: An epinephrine auto-injector that is not assigned to a specific student by prescription.

2.01 Do you have nursing and/or allied health professional coverage in your school?* *(Please note, any nurse or allied health professional within the school building for the sole purpose of administering COVID-19 testing or vaccinations should not be included in responses to sub-questions for 2.01 below.)*

Yes

No

If Yes, please state the coverage of nursing and/or allied health professional coverage in your school:*

Nurse

full time (0-10): _____

Funding source: Self-Funded Provided by DC Health Other _____

part time (0-10): _____

Funding source: Self-Funded Provided by DC Health Other _____

Allied health professional

full time (0-10): _____

Funding source: Self-Funded Provided by DC Health Other _____

part time (0-10): _____

Funding source: Self-Funded Provided by DC Health Other _____

2.02 What type(s) of health services does your school offer to students?* *Select all that apply.*



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- Access and/or referrals to medical providers through a systematic process
- Prevention materials and resources for chronic diseases (diabetes, obesity, asthma, etc.)
- Screening, testing and/or treatment for chronic diseases (diabetes, obesity, asthma, etc.)
- On-site COVID-19 testing
- Prevention materials and resources for sexually transmitted diseases (HIV/AIDS, gonorrhea, chlamydia, etc.)
- Screening, testing and/or treatment for sexually transmitted diseases (HIV/AIDS, gonorrhea, chlamydia, etc.)
- Oral health services (dental screening, cleaning, counseling, etc.)
- Vision screenings
- Hearing screenings
- On-site COVID-19 vaccinations and routine pediatric immunizations

2.03 Does your school partner with any outside programs or organizations to provide health services to students?

- Yes No

**If Yes, please specify their name below (including community-based organizations, DC Health, etc.).
Select all that apply.**

- April May Department of Behavioral Health Catholic Charities
- DC Health Hillcrest Children and Family Center MBI Health Services
- Paving the Way MSI Howard University Hospital SMILE Therapy Services
- WISE Center – MedStar Georgetown University Hospital Other: _____

2.04 Does your school have at least two unexpired undesignated epinephrine auto-injectors?*

- Yes No

2.05 Does your school have at least two employees or agents (outside of the school nurse) who are certified to administer both an undesignated and a designated epinephrine auto-injector during all hours of the school day in case of an anaphylactic emergency?

- Yes No

Please provide the names of Administration of Medication (AOM) certified personnel at your school and when they were certified, if applicable:



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Name 1: _____ Email 1: _____ Date of Certification 1: _____

Name 2: _____ Email 2: _____ Date of Certification 2: _____

2.06 Does your school have an Automated External Defibrillator (AED)?

Yes No

2.07 Student Access to Period Products

Grades: Pre-K 3 and Pre-K 4, K – 5

Does your school have a dispenser stocked with free period products in at least one student-accessible women’s and one gender-neutral bathroom (or if your school does not have a gender-neutral bathroom, then at least one men’s bathroom)?*

- At least one women’s bathroom
- At least one gender-neutral bathroom
- At least one men’s bathroom
- None

Does your school have a poster placed by each dispenser with information on the safe use and disposal of period products?*

Yes No

2.08 Student Access to Period Products

Grades: 6 – 8, 9 – 12

Does your school have a dispenser stocked with free period products in each student-accessible women’s and gender-neutral bathroom (or if your school does not have a gender-neutral bathroom, then at least one men’s bathroom)?*

- All women’s bathrooms
- All gender-neutral bathrooms
- At least one men’s bathroom
- None

Does your school have a poster placed by each dispenser with information on the safe use and disposal of period products?*

Yes No

2.09 How many of the following clinical staff are currently employed, work as a contractor, or volunteer at your school?*



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Licensed Independent Clinical Social Worker (LICSW)

full time (0-10): _____

Funding source: Self-Funded Provided by DC Health Other _____

part time (0-10):

Funding source: Self-Funded Provided by DC Health Other _____

Licensed Graduate Social Worker (LGSW)

full time (0-10): _____

Funding source: Self-Funded Provided by DC Health Other _____

part time (0-10):

Funding source: Self-Funded Provided by DC Health Other _____

Licensed Professional Counselor (LPC)

full time (0-10): _____

Funding source: Self-Funded Provided by DC Health Other _____

part time (0-10):

Funding source: Self-Funded Provided by DC Health Other _____

Licensed Graduate Professional Counselor (LGPC)

full time (0-10): _____

Funding source: Self-Funded Provided by DC Health Other _____

part time (0-10):

Funding source: Self-Funded Provided by DC Health Other _____

Psychologist

full time (0-10): _____

Funding source: Self-Funded Provided by DC Health Other _____

part time (0-10):

Funding source: Self-Funded Provided by DC Health Other _____

Psychiatrist

full time (0-10): _____



Funding source: Self-Funded Provided by DC Health Other _____

part time (0-10):

Funding source: Self-Funded Provided by DC Health Other _____

2.10 Please provide the contact information of your School Behavioral Health Coordinator:*

Name: _____

Email: _____

2.11 Does your school provide access to behavioral health services to all enrolled students? (A "yes" response indicates that behavioral health services are available to students in the general education setting as well as those who receive services through an individualized education program [IEP] or Section 504 plan.)

Yes No

2.12 Does your school partner with any outside programs or organizations to provide behavioral/mental health services to students?

Yes No

If Yes, please identify their name(s) below (including community-based organizations, Department of Behavioral Health, etc.). Select all that apply.

- Children's National Department of Behavioral Health Mary's Center
 DC Health Hillcrest Children and Family Center Shield T3
 Paving the Way MSI Elaine Ellis Center of Health Grassroots Project
 WISE Center – MedStar Georgetown University Hospital Other: _____

2.13 Does your school facilitate parent engagement? (Parent engagement in schools is defined as parents and school staff working together to support and improve the learning, development, and health of children and adolescents. For example, PTO, PTA, Wellness Committee.)

Yes No

2.14 Does your school offer any health and wellness education for parents?*

Yes No

If Yes, which of the following health and wellness education options does your school offer to parents? Select all that apply.



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- Health risks related education (e.g., managing student asthma, importance of annual well-child visits and routine pediatric immunizations, blood pressure screenings)
- Mental/behavioral health education (e.g., stress management, warning signs of youth suicide)
- Physical health education (e.g., nutrition or cooking classes, obesity prevention)
- Physical activity education (e.g., Zumba, yoga, parent-child exercise classes)
- Personal health education (e.g., how to talk to your child about appropriate touch, puberty, healthy relationships, sexual health resources)
- COVID-19 risks-related education (e.g., mitigation strategies, vaccination, etc.)
- Other: _____

2.15 Does your school offer any health and wellness initiatives to staff that contribute to a positive school climate?*

- Yes No

If Yes, what type of staff wellness initiatives does your school offer that contribute to a positive school climate?

- Organizational structures to support staff wellness (lactation rooms, welcoming break rooms, early dismissal days, opportunities to engage teacher voice and build trusting relationships, etc.)
- Staff wellness events (retreats, wellness days, workshops, campaigns, etc.) to promote positive self-care skills like fitness, nutrition, stress management, etc.
- Professional development (trauma-informed care, self-care, grief and loss, etc.)
- Mental/Behavioral health services offered through an Employee Assistance Program or partnering community-based organization



Section 3: Health Education Instruction

Recommended points of contact for this section:
Health Education Teacher and Physical Education Teacher

Important Definitions for this Section:

Health Education: Formal, structured health education as defined by the Centers for Disease Control and Prevention consists of any combination of planned learning experiences that provide the opportunity to acquire information and the skills students need to make quality health decisions. Health education instruction can be found in the District of Columbia Health Education Standards (DC Official Code § 38–821.01). The Healthy Schools Act requires an average of 75 minutes of health education per week for grades K – 8 (DC Official Code § 38–824.02).

Health Education Minutes (Grades 1-8): The average number of minutes per week during the school year that a student receives health education instruction. This average should only include time devoted exclusively to health education instruction that utilizes a health-specific curriculum. Do **NOT** include physical education instruction time in this figure. For this question, please indicate the average number of minutes per week that your school provides health education instruction to each grade level. Average number of minutes of health education instruction per week can range between 0 and 125 minutes.

Note: If your school provides more than 125 minutes of health education instruction in an average week, enter 125. If a student only receives health education for one semester or one quarter, please average the total weekly minutes for the whole school year.

Do you have questions regarding this calculation and need support? If so, please contact OSSE's Division of Health and Wellness at OSSE.HYDT@dc.gov.

OSSE is committed to providing technical assistance to schools that do not meet the health education minute requirements. Schools that do not meet the required health education minutes will receive follow-up support from OSSE and will be required to complete a self-assessment and action plan (SAAP).

Health Education Requirement (Grades 9-12): According to the District of Columbia Municipal Regulations, prior to graduation, all students must have one and one half (1.5) Carnegie Units in Health/Physical Education.

Cardiopulmonary Resuscitation (CPR) Training: Cardiopulmonary resuscitation (CPR) is a lifesaving technique that is useful in many emergencies, such as a heart attack or near drowning, in which someone's breathing or heartbeat has stopped. District of Columbia public and public charter schools that serve grades 9 through 12 shall include CPR instruction in at least one health class necessary for graduation. The instruction shall be nationally recognized and based on the most current evidence-based emergency cardiovascular care guidelines for resuscitation, include appropriate use of an AED, and incorporate hands-on practice (DC Official Code § 38–824.02).

The following questions ask for the names and contact information for teachers who instruct 1) only health education, 2) only physical education, and 3) both health education and physical education at your school.



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3.01 How many teachers instruct only health education in your school?* _____ (0 – 10)

Note: Please make sure teachers reported in questions 3.01, 3.02, and 3.03 are not counted more than one time.

Name of Health Education Instructor 1:

Email of Health Education Instructor 1:

Name of Health Education Instructor 2:

Email of Health Education Instructor 2:

3.02 How many teachers instruct only physical education in your school?* _____ (0 – 10)

Name of Physical Education Instructor 1:

Email of Physical Education Instructor 1:

Name of Physical Education Instructor 2:

Email of Physical Education Instructor 2:

3.03 How many teachers instruct both health and physical education in your school?* _____ (0 – 10)

Name of Dual Instructor 1:

Email of Dual Instructor 1:

Name of Dual Instructor 2:

Email of Dual Instructor 2:

3.04 For each grade in your school, please indicate the average number of minutes per week during the regular instructional school week that students receive health education instruction:*

Grades: K – 5

Kindergarten Minutes/Week: _____

Grade 1 Minutes/Week: _____

Grade 2 Minutes/Week: _____

Grade 3 Minutes/Week: _____

Grade 4 Minutes/Week: _____

Grade 5 Minutes/Week: _____



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Grades: 6 – 8

Grade 6 Minutes/Week: _____

Grade 7 Minutes/Week: _____

Grade 8 Minutes/Week: _____

3.05 Does your school partner with any outside programs or organizations to supplement the health education topical instruction (including nutrition, alcohol, tobacco and other drugs, sexual health, oral health, etc.)? *

Yes

No

If Yes, please specify the name(s) of the partner program or organization below.*

DC Health

Department of Behavioral Health

Mary’s Center

FoodCorps

Howard University Hospital

Martha’s Table

Grassroots Project

FRESHFARM FoodPrints

Teen Promise Project

Hillcrest Children and Family Center

Other: _____

3.06 Does your school include CPR instruction to students in grades 9 through 12 prior to graduation?

Yes

No

3.07 Does your school require high school students to take 0.5 or more Carnegie Units in Health Education prior to graduation?*

Yes

No

3.08 Does your school teach the following health education topics? Note: Please state the curriculum’s full name or note the curricula/lesson plan is teacher created.

Grades: K – 5 (Some topics may only be taught in older elementary grades. Please still answer “yes” in that case.)

Alcohol, Tobacco, and Other Drugs Prevention Education

Yes If Yes, what curriculum do you use? _____

No

Disease Prevention Education

Yes If Yes, what curriculum do you use? _____



No

Human Body and Personal Health Education

Yes If Yes, what curriculum do you use? _____

No

Nutrition Education

Yes If Yes, what curriculum do you use? _____

No

Mental and Emotional Health Education

Yes If Yes, what curriculum do you use? _____

No

Safety Skills Education

Yes If Yes, what curriculum do you use? _____

No

Suicide Prevention Education

Yes If Yes, what curriculum do you use? _____

No

Grades: 6 – 8

Alcohol, Tobacco, and Other Drugs Prevention Education

Yes If Yes, what curriculum do you use? _____

No

Disease Prevention Education

Yes If Yes, what curriculum do you use? _____

No

Human Body and Personal Health Education

Yes If Yes, what curriculum do you use? _____

No



HIV/STI Prevention Education

- Yes If Yes, what curriculum do you use? _____
- No

Nutrition Education

- Yes If Yes, what curriculum do you use? _____
- No

Mental and Emotional Health Education

- Yes If Yes, what curriculum do you use? _____
- No

Safety Skills Education

- Yes If Yes, what curriculum do you use? _____
- No

Suicide Prevention Education

- Yes If Yes, what curriculum do you use? _____
- No

Grades: 9 – 12

Alcohol, Tobacco, and Other Drugs Prevention Education

- Yes If Yes, what curriculum do you use? _____
- No

Disease Prevention Education

- Yes If Yes, what curriculum do you use? _____
- No

Human Body and Personal Health Education

- Yes If Yes, what curriculum do you use? _____
- No

HIV/STI Prevention Education

- Yes If Yes, what curriculum do you use? _____



No

Nutrition Education

Yes If Yes, what curriculum do you use? _____

No

Mental and Emotional Health Education

Yes If Yes, what curriculum do you use? _____

No

Safety Skills Education

Yes If Yes, what curriculum do you use? _____

No

Suicide Prevention Education

Yes If Yes, what curriculum do you use? _____

No



Section 4: Physical Education Instruction

Recommended point of contact for this section:

Physical Education Teacher

Important Definitions for this Section:

Physical Activity: Physical activity means bodily movement, including walking, dancing, or gardening (DC Official Code § 38–821.01). Physical activity promotes normal and healthy growth and development. It can help reduce the risk of chronic disease and improve general health and overall daily function in people who do it regularly.

Moderate-to-Vigorous Physical Activity: Movement resulting in a substantially increased heart rate and breathing (DC Official Code § 38–821.01). This number should include the time that students participate in moderate-to-vigorous physical activity. It should NOT include time devoted to administrative tasks, transitions, or breaks.

Physical Education: Physical education (PE) is instruction based on the District of Columbia Physical Education Standards, of which at least 50 percent of the time is spent in moderate to vigorous physical activity (DC Official Code § 38–821.01). As SHAPE America explains, “physical education provides students with a planned, sequential, K through 12 standards-based program of curricula and instruction designed to develop motor skills, knowledge and behaviors for active living, physical fitness, sportsmanship, self-efficacy and emotional intelligence.”

Recess and Outdoor Physical Activity: Recess and outdoor physical activity is a regularly scheduled period in the school day for physical activity and play that is monitored by trained staff or volunteers. During this time, students are encouraged to be physically active and engaged with their peers in structured physical activities or activities of their choice, at all grade levels.

Legislative Requirements and Instructions:

Physical Activity: For students in grades K-8, it shall be the goal to provide 60 minutes of physical activity per day (DC Official Code § 38–824.01). For students in grades pre-K 3 and pre-K 4, schools shall provide an average of 60 minutes of physical activity per day, with a goal to provide 90 minutes of physical activity per day. (DC Official Code § 38–824.02). For this question, please indicate a daily average between 0 and 135 for grades pre-K 3 and pre-K 4.

Physical Education Minutes: The Healthy Schools Act sets requirements for physical education and physical activity by grade band. For students in grades K – 5, schools shall provide an average of 90 minutes of physical education per week, with a goal to provide an average of 150 minutes per week. For students in grades 6 – 8, schools shall provide an average of 135 minutes of physical education per week, with a goal to provide an average of 225 minutes per week. At least 50 percent of physical education time shall be spent on moderate-to-vigorous physical activity (movement resulting in substantially increased heart rate and breathing). (DC Official Code § 38–824.02).

The Office of the State Superintendent of Education (OSSE) is committed to providing technical assistance to schools that do not meet the physical education minute requirements. Schools that do not meet the required physical education minutes will receive follow-up support from OSSE and will be required to complete a self-assessment and action plan (SAAP).



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Moderate-to-Vigorous Physical Activity Minutes: For students in grades K – 8, at least 50 percent of physical education time shall be spent on moderate-to-vigorous physical activity (DC Official Code § 38–824.02). For this question, please indicate a weekly average between 0 and 225 for grades K – 5, and a weekly average between 0 and 300 for grades 6 – 8.

Recess and Outdoor Physical Activity: Schools shall provide recess and outdoor physical activity for all students on a daily basis (weather and space permitting). For students in grades K – 8, it shall be the goal to provide at least one recess of at least 20 minutes per day. For students in grades pre-K 3 and pre-K 4, schools shall be the goal to provide at least two 20-minute sessions of outdoor physical activity per day (DC Official Code § 38–824.02).

4.01 For each grade span in your school, please indicate the average number of minutes per week during the regular instructional school week that a student receives physical education instruction. This does NOT include recess or after school activities.*

Grades: K – 5 Minutes/Week: _____

Grades: 6 – 8 Minutes/Week: _____

Grades: 9 – 12 Minutes/Week: _____

4.02 Which physical education curriculum (or curricula) is your school currently using for physical education instruction?*

Note: Please state the curriculum’s full official name or note if the curricula/lesson plan is teacher created.

Grades: K – 5 Curriculum: _____

Grades: 6 – 8 Curriculum: _____

Grades: 9 – 12 Curriculum: _____

4.03 Within the physical education course during the regular instructional school week, how much time is devoted to actual moderate-to-vigorous physical activity? This does NOT include recess or after school activities.*

Grades: K – 5 Less than 50 percent
 50 percent or more

Grades: 6 – 8 Less than 50 percent
 50 percent or more

Grades: 9 – 12 Less than 50 percent
 50 percent or more



4.04 Please indicate the average number of minutes per day of physical activity offered for pre-K 3 and pre-K 4 students:

Grades: Pre-K 3 and Pre-K 4 Minutes/Day: _____

Please indicate the number of sessions of outdoor physical activity per day: _____

Please indicate the average minutes per session of outdoor physical activity per day: _____

4.05 How many minutes per day do students get recess on average?*

Grades: K – 5 Minutes/Day: _____

Grades: 6 – 8 Minutes/Day: _____

4.06 What strategies does your school use, during or outside of regular school hours, to promote physical activity?* *Select all that apply.*

- Active Recess Movement in the Classroom Walk to School
- After-School Activities Athletic Programs Safe Routes to School
- Bike to School Playground/field on school campus Before-School Activities
- Playground/field off school campus Reward for student achievement or good behavior
- Shared Use Agreement with organizations providing physical activity outside of normal school day
- Gardening Dancing or Dance Programs Other: _____



Section 5: School Nutrition and Local Wellness Policy

Recommended points of contact for this section:

Food Services Director or Manager, Principal, and Chair of School Wellness Council/Committee

Important Definitions for this Section:

Alternative Breakfast Serving Model: An alternative breakfast serving model is a model of serving breakfast, such as breakfast in the classroom (BIC) or breakfast on grab-and-go carts, in which breakfast is offered in one or more locations with high student traffic other than the cafeteria. With alternative breakfast serving models, breakfast is also available after the start of the school day or both before and after the start of the school day. The model must be proven to increase student participation in breakfast relative to the traditional serving model, in which breakfast is served in the cafeteria before the start of the school day. Other alternative serving models may be used but may require approval by OSSE.

Local Wellness Committee: An action-oriented advisory group that focuses on the health and well-being of students, staff, and families in a school community. The local wellness committee implements the local wellness policy and leads or supports health-related initiatives.

Share Table: A location where school community members can place unopened or sealed foods to provide for other community members to take food that would otherwise be thrown away.

Good Food Purchasing Program (GFPP): Public schools, public charter schools and participating private schools are strongly encouraged to procure food in a manner consistent with the GFPP's core values established by the Center for Good Food Purchasing. (DC Official Code § 38–822.01.c) They include:

- (A) Local economics;
- (B) Nutrition;
- (C) Valued workforce;
- (D) Environmental sustainability; and
- (E) Animal welfare.

5.01 Does your school operate a share table?*

- Yes No

If Yes, please indicate the type of share table.

- Refrigerated
 Unrefrigerated

5.02 Is cold, filtered water available to students during meal times?*

- Yes No

5.03 How many vending machines are available to students?* _____ (0 – 10)



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If applicable, what hours are student vending machines available? *Select all that apply.*

- Before and/or after school
- During all school hours
- During school hours, excluding meal times
- During school hours, only at meal times

If applicable, what items are sold from student vending machines? *Select all that apply.*

- 100 percent fruit and/or vegetable juice
- Baked chips, lower calorie and/or fat snacks
- Fresh fruits and/or non-fried vegetables
- Milk and dairy products
- Fruit snacks
- Regular chips, pretzels and snack mixes
- Sodas and/or fruit drinks
- Whole grain products
- Water

5.04 Does your school have a school store?

- Yes No

If Yes, what are the hours of operation? *Select all that apply.*

- Before and/or after school
- During all school hours
- During school hours, excluding meal times
- During school hours, only at meal times

If Yes, what food and/or beverages are sold in the school store? *Select all that apply.*

- 100 percent fruit and/or vegetable juice
- Baked chips, lower calorie and/or fat snacks
- Fresh fruits and/or non-fried vegetables
- Milk and dairy products
- Fruit snacks
- Regular chips, pretzels and snack mixes
- Sodas and/or fruit drinks
- Whole grain products
- Water

5.05 Does your school serve breakfast via an alternative serving model?*

- Yes No

If Yes, select all alternative serving models in operation:

- Breakfast in the Classroom (BIC)
- Grab n Go (in-school)



Second Chance Breakfast

5.06 Does your school choose to procure foods in a manner consistent with the Good Food Purchasing Program's (GFPP) five core values (local economies, nutrition, valued workforce, environmental sustainability, and animal welfare)?*

Yes No I have never heard of GFPP

If Yes, which of the recommended steps of the GFPP has your school completed? *Select all that apply.*

- Have not started
- Learning about GFPP
- Measuring school baseline through a baseline assessment
- Identifying goals and developing an action plan
- Improving impact and tracking progress
- Institutionalizing GFPP goals
- Celebrating success

If Yes, please list the contact information for the School GFPP contact(s):

Name of School GFPP Contact 1: _____ Email of School GFPP Contact 1: _____

Name of School GFPP Contact 2: _____ Email of School GFPP Contact 2: _____

5.07 Does your school have a local wellness committee or school health council/team?*

Yes No



Section 6: Distributing Information

Recommended points of contact for this section:
Principal, Business Manager, and Director of Operations

Important Definitions for this Section:

Sustainable Agriculture: An integrated system of plant and animal production practices having a site-specific application that will, over the long-term: (a) Satisfy human food and fiber needs; (b) Enhance environmental quality and the natural resources base upon which the agriculture economy depends; (c) Make the most efficient use of nonrenewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls; (d) Sustain the economic viability of farm operations and (e) Enhance the quality of life for farmers and society as a whole.

Vegetarian Food Option: Food or beverages that are: (a) free of meat, poultry, and seafood; and/or (b) utilize a meat alternative recognized by the United States Department of Agriculture as a meat alternate free of meat, poultry, and seafood for the purposes of the National School Lunch Program. Schools shall have a vegetarian food optional available for students as a main course for breakfasts and lunches. Schools shall clearly label vegetarian food options and rotate the main course vegetarian food option to avoid repetition (DC Official Code § 38–822.01).

6.01 How and to whom are following items distributed at your school?* *Select all that apply.*

LEA's Local Wellness Policy

- | | |
|---|---|
| <input type="checkbox"/> School website | <input type="checkbox"/> School main office |
| <input type="checkbox"/> School cafeteria or eating areas | <input type="checkbox"/> To parent/teacher organization |
| <input type="checkbox"/> To foodservice staff | <input type="checkbox"/> To administrators |
| <input type="checkbox"/> To students | <input type="checkbox"/> This information is not available for distribution |
| <input type="checkbox"/> Upon request | <input type="checkbox"/> School does not have a Local Wellness Policy |

School Menu for Breakfast and Lunch

- | | |
|---|---|
| <input type="checkbox"/> School website | <input type="checkbox"/> School main office |
| <input type="checkbox"/> School cafeteria or eating areas | <input type="checkbox"/> To parent/teacher organization |
| <input type="checkbox"/> To foodservice staff | <input type="checkbox"/> To administrators |
| <input type="checkbox"/> To students | <input type="checkbox"/> This information is not available for distribution |
| <input type="checkbox"/> Upon request | <input type="checkbox"/> School does not have a school menu |



Nutritional Content of Each Menu Item

- | | |
|---|---|
| <input type="checkbox"/> School website | <input type="checkbox"/> School main office |
| <input type="checkbox"/> School cafeteria or eating areas | <input type="checkbox"/> To parent/teacher organization |
| <input type="checkbox"/> To foodservice staff | <input type="checkbox"/> To administrators |
| <input type="checkbox"/> To students | <input type="checkbox"/> This information is not available for distribution |
| <input type="checkbox"/> Upon request | <input type="checkbox"/> School does not have nutritional content of menu items |

Ingredients of Each Menu Item

- | | |
|---|---|
| <input type="checkbox"/> School website | <input type="checkbox"/> School main office |
| <input type="checkbox"/> School cafeteria or eating areas | <input type="checkbox"/> To parent/teacher organization |
| <input type="checkbox"/> To foodservice staff | <input type="checkbox"/> To administrators |
| <input type="checkbox"/> To students | <input type="checkbox"/> This information is not available for distribution |
| <input type="checkbox"/> Upon request | <input type="checkbox"/> School does not have ingredients of menu items |

Information on where fruits and vegetables served in school are grown and whether growers are engaged in sustainable agriculture practices

- | | |
|---|---|
| <input type="checkbox"/> School website | <input type="checkbox"/> School main office |
| <input type="checkbox"/> School cafeteria or eating areas | <input type="checkbox"/> To parent/teacher organization |
| <input type="checkbox"/> To foodservice staff | <input type="checkbox"/> To administrators |
| <input type="checkbox"/> To students | <input type="checkbox"/> This information is not available for distribution |
| <input type="checkbox"/> Upon request | <input type="checkbox"/> School does not have this information |

6.02 Do you offer vegetarian options at your school?*

- Yes No

If Yes, are students and parents informed about the availability of vegetarian food options at your school?*

- Yes No



If Yes, how are vegetarian food options made available to students at your school? *Select all that apply.*

- | | |
|--|---|
| <input type="checkbox"/> Vegetarian food options are available at breakfast | <input type="checkbox"/> Vegetarian food options are available at lunch |
| <input type="checkbox"/> Vegetarian food options are rotated daily to avoid repetition | <input type="checkbox"/> Vegetarian food options are clearly labeled or identified |
| | <input type="checkbox"/> Vegetarian accommodations are available through formal process or upon request |

6.03 Are milk alternatives, such as soy milk or lactose free milk, available at your school?*

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If Yes, are students and parents informed about the availability of milk alternatives?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|



Section 7: Environment

Recommended points of contact for this section:

Principal and Lead Science Teacher

Data from the School Health Profile will be used to complete the Environmental Literacy Indicator Tool, a biennial survey used to determine progress on environmental literacy goals in the Chesapeake Bay Watershed Agreement. Compiled results are available on the chesapeakeprogress.com website.

Important Definitions for this Section:

School Gardens: Outdoor spaces that engage students through hands-on lessons that enhance learning.

Meaningful Watershed Educational Experiences (MWEEs): Provide students with a better understanding of the natural environment by connecting classroom learning with outdoor field investigations. MWEEs encourage students to define an environmental issue, investigate the issue by collecting data through outdoor field experiences, take action to address the environmental issue at the personal or societal level, and then analyze and evaluate the results of the investigation to communicate findings to an audience. More information about MWEEs can be found at bit.ly/3cM1utm.

Environmental Literacy: Environmental literacy is the development of knowledge, attitudes, and skills necessary to make informed decisions concerning the relationships among natural and urban systems. An environmentally literate person will ultimately understand how to take actions that respect, restore, protect, and sustain the health and well-being of human communities and environmental systems.

Outdoor Learning: Outdoor learning is a process that deepens students' personal relationships to place through experiences that connect to locally relevant content or engage them in intentional activities that benefit from being in the outdoors and nature. Outdoor learning might include calculating the number of seeds needed to correctly plant an area of the garden or participating in an afterschool club that takes action to protect the local watershed. Outdoor learning does not include activities such as recess, eating lunch outdoors, or lessons taught outdoors that do not include connections to the surrounding location through observations of nature or using the outdoor area as context for learning.

Outdoor learning space: Any outside area where students and teachers can work together to learn, discuss, and explore. Outdoor learning spaces can be the temporary conversion of areas of school grounds, or it can be part of a larger initiative to create new outdoor teaching structures or enhance existing areas. The space can also be used for other school activities, such as meals, school-based behavioral health services, or student activity club meetings.

7.01 Does your school have an outdoor learning space?*

Yes

No

If Yes, how many students are exposed to 10 or more hours of outdoor learning per school year?

—



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If Yes, how is your outdoor learning space used for outdoor learning?

Instruction

Yes

No

English

Art

Math

Music

Science

Physical Education

Social Studies

Health Education

Other: _____

School Meals

Yes

No

Breakfast

Snack

Lunch

Supper

Fresh Fruit and Vegetable Program (FFVP)

Other: _____

Social Development

Yes

No

Morning Meetings

Wellness Breaks

After-School Activities

Educator Wellness Programs

Student Activity Club Meetings

Other: _____

If Yes, please list the contact information for the outdoor learning coordinator(s):

Name of outdoor learning coordinator 1: _____

Email of outdoor learning coordinator 1: _____

Name of outdoor learning coordinator 2: _____

Email of outdoor learning coordinator 2: _____



7.02 Does your school currently have a school garden?*

Yes No

If Yes, please list the contact information for the school garden contact(s):

Name of Garden Contact 1: _____

Email of Garden Contact 1: _____

Name of Garden Contact 2: _____

Email of Garden Contact 2: _____

7.03 Did any of your classes or student groups attend a farm field trip this school year?*

Yes No

If Yes, how many students attended a farm field trip?

Kindergarten: _____

Grade 7: _____

Grade 1: _____

Grade 8: _____

Grade 2: _____

Grade 9: _____

Grade 3: _____

Grade 10: _____

Grade 4: _____

Grade 11: _____

Grade 5: _____

Grade 12: _____

Grade 6: _____

If Yes, what farm(s) did the students visit? *Select all that apply.*

- | | |
|---|--|
| <input type="checkbox"/> Alice Ferguson Foundation's Hard Bargain Farm (MD) | <input type="checkbox"/> Common Good City Farm (DC) |
| <input type="checkbox"/> Pierce Mill (DC) | <input type="checkbox"/> DC Urban Greens' Fort Stanton Farm (DC) |
| <input type="checkbox"/> Arcadia Center for Sustainable Food and Agriculture (VA) | <input type="checkbox"/> Red Wiggler Farm (MD) |
| <input type="checkbox"/> Calleva Farm (MD) | <input type="checkbox"/> Rocklands Farm (MD) |
| <input type="checkbox"/> City Blossoms Community Green Spaces (DC) | <input type="checkbox"/> Washington Youth Garden (DC) |
| <input type="checkbox"/> Cox Farms (VA) | <input type="checkbox"/> Other: _____ |



7.04 Does your school offer an Environmental Science class?*

Yes No

If Yes, how many students are enrolled in this course in the 2022-23 school year? _____

If Yes, please list the contact information for the of Lead Science Teacher/Environmental Literacy Instructor(s):

Name of Lead Science Teacher/Environmental Literacy Instructor 1: _____

Email of Lead Science Teacher/Environmental Literacy Instructor 1: _____

Name of Lead Science Teacher/Environmental Literacy Instructor 2: _____

Email of Lead Science Teacher/Environmental Literacy Instructor 2: _____

7.05 Please select the environmental literacy topics currently addressed in your school. For each selection, indicate the course in which the topic is taught and the curriculum (or curricula) that your school is currently using for instruction.*

Note: Please state the curriculum's full name or note that the curricula/lesson plan is teacher created.

Grades: K – 5

Air (e.g., quality, climate change) Yes No

Course: _____

Curriculum: _____

Water (e.g., stormwater, rivers, aquatic wildlife) Yes No

Course: _____

Curriculum: _____

Land (e.g., plants, soil, urban planning, terrestrial wildlife) Yes No

Course: _____

Curriculum: _____

Resource Conservation (e.g., energy, waste, recycling) Yes No

Course: _____

Curriculum: _____



Health (e.g., nutrition, gardens, food)

Yes No

Course: _____

Curriculum: _____

Other (Please share the topic) _____

Yes No

Course: _____

Curriculum: _____

Grades: 6 – 8

Air (e.g., quality, climate change)

Yes No

Course: _____

Curriculum: _____

Water (e.g., stormwater, rivers, aquatic wildlife)

Yes No

Course: _____

Curriculum: _____

Land (e.g., plants, soil, urban planning, terrestrial wildlife)

Yes No

Course: _____

Curriculum: _____

Resource Conservation (e.g., energy, waste, recycling)

Yes No

Course: _____

Curriculum: _____

Health (e.g., nutrition, gardens, food)

Yes No

Course: _____

Curriculum: _____

Other (Please share the topic) _____

Yes No

Course: _____



Curriculum: _____

Grades: 9 – 12

Air (e.g., quality, climate change)

Yes No

Course: _____

Curriculum: _____

Water (e.g., stormwater, rivers, aquatic wildlife)

Yes No

Course: _____

Curriculum: _____

Land (e.g., plants, soil, urban planning, terrestrial wildlife)

Yes No

Course: _____

Curriculum: _____

Resource Conservation (e.g., energy, waste, recycling)

Yes No

Course: _____

Curriculum: _____

Health (e.g., nutrition, gardens, food)

Yes No

Course: _____

Curriculum: _____

Other (Please share the topic) _____

Yes No

Course: _____

Curriculum: _____

7.06 Which of the following groups in your school participated in environmental education (EE) learning experiences provided by outside organizations or agencies?*

Teachers of Grades K – 5

Yes No

Who was the provider?



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- Informal EE Organization (e.g., Anacostia Watershed Society)
- Higher Education (e.g., University of the District of Columbia)
- Local Education Agency (e.g., DC Public Schools)
- State Education Agency (OSSE)
- Other District Agency (e.g., DC Department of Energy & Environment)
- Federal Program (e.g., Smithsonian Institution)
- Other, please list: _____

Teachers of Grades 6 – 8 Yes No

Who was the provider?

- Informal EE Organization (e.g., Anacostia Watershed Society)
- Higher Education (e.g., University of the District of Columbia)
- Local Education Agency (e.g., DC Public Schools)
- State Education Agency (OSSE)
- Other District Agency (e.g., DC Department of Energy & Environment)
- Federal Program (e.g., Smithsonian Institution)
- Other, please list: _____

Teachers of Grades 9 – 12 Yes No

Who was the provider?

- Informal EE Organization (e.g., Anacostia Watershed Society)
- Higher Education (e.g., University of the District of Columbia)
- Local Education Agency (e.g., DC Public Schools)
- State Education Agency (OSSE)
- Other District Agency (e.g., DC Department of Energy & Environment)
- Federal Program (e.g., Smithsonian Institution)
- Other, please list: _____

Administrators Yes No

If yes, who was the provider?

- Informal EE Organization (e.g., Anacostia Watershed Society)
- Higher Education (e.g., University of the District of Columbia)
- Local Education Agency (e.g., DC Public Schools)
- State Education Agency (OSSE)
- Other District Agency (e.g., DC Department of Energy & Environment)
- Federal Program (e.g., Smithsonian Institution)
- Other, please list: _____

7.07 For each grade at your school, please indicate the level of participation in MWEEs.*

Grades: K – 5



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- A system-wide MWEE is in place. Please describe (i.e., grade, description of unit, partnerships, etc.): _____
- Some classes participated in a MWEE. Please describe (i.e., grade, description of unit, partnerships, etc.): _____
- No evidence that students in this grade participated in a MWEE.

Grades: 6 – 8

- A system-wide MWEE is in place. Please describe (i.e., grade, description of unit, partnerships, etc.): _____
- Some classes participated in a MWEE. Please describe (i.e., grade, description of unit, partnerships, etc.): _____
- No evidence that students in this grade participated in a MWEE.

Grades: 9 – 12

- A system-wide MWEE is in place. Please describe (i.e., grade, description of unit, partnerships, etc.): _____
- Some classes participated in a MWEE. Please describe (i.e., grade, description of unit, partnerships, etc.): _____
- No evidence that students in this grade participated in a MWEE.

7.08 Does your school implement any practices related to sustainable green schools?* *Select all that apply.*

- School-wide recycling program
- Lead testing of water
- On-site Composting
- LEED Certification Type: ___ Silver ___ Gold ___ Platinum
- Project Learning Tree Green Schools
- National Wildlife Federation Eco-Schools
- Environmentally friendly cleaning products
- Landscaping with native plants
- Stormwater reduction efforts (i.e., rain barrels, cisterns, rain gardens)
- Other: _____
- None of these

7.09 What type of recycling hauling services does your school receive?* *Select all that apply.*

- Cardboard only
- Paper and cardboard only
- Mixed recyclables (i.e., plastic, metals, glass) only
- Co-mingled paper, cardboard, and mixed recyclables together (“single-stream”)
- Organics



- Other: _____
- None of these

7.10 Does your school compost?* *Select all that apply.*

- Yes, we participate in an organics recycling (e.g., off-site composting) program
- Yes, on-site outdoors (e.g., in garden)
- Yes, on-site indoors (e.g., worm bin in classroom)
- Other method: _____
- No, we don't compost

7.11 Does your school promote the Environmental Protection Agency's Indoor Air Quality Tools for Schools Program to reduce exposure to environmental factors that impact asthma among children and adults in public schools?*

- Yes
- No

7.12 Does your school purchase environmentally friendly cleaning supplies?*

- Yes
- No

7.13 Does your school cleaning/maintenance staff follow green cleaning procedures?*

- Yes
- No



Healthy Schools Act School Health Profiles Frequently Asked Questions (FAQs)

GENERAL INFORMATION

1. What is the *Healthy Schools Act* School Health Profiles?

The School Health Profiles (SHP) is an online questionnaire that must be completed by each District of Columbia public and public charter school according to Section 602 of the *Healthy Schools Act of 2010* (HSA). Upon completion of the annual profile, the SHP points of contact will receive a PDF copy of the profile that is required to be made available online if the school has a website and available to parents or guardians in the main office. The HSA designates the Office of the State Superintendent of Education (OSSE) as the administrator of the SHP.

2. How is the information in the SHP used?

Information collected in the SHP is used to inform OSSE, the Mayor, DC Council and the Healthy Youth and Schools Commission on the extent to which the District’s schools are achieving the goals of the HSA. A biennial report is required by Section 405 of the HSA and is submitted by OSSE to the Mayor, DC Council and Healthy Youth and Schools Commission. Previous HSA Reports can be found at the [OSSE Healthy Schools Act webpage](#).

3. When is the SHP due?

The SHP must be submitted electronically no later than 11:59 p.m. EST on Feb. 15, 2024. The LEA Head of School will certify the data by 5 p.m. EST on Feb. 16, 2024. Schools that do not complete the SHP by this date will be listed on the OSSE website as out of compliance with Section 602 of the *Healthy Schools Act of 2010*.

4. Who should complete the SHP?

The principal and those listed as SHP points of contact are automatically given access and can enter responses into the SHP online form. LEA-level points of contact including the LEA Data Manager and LEA Head of School can also enter responses on behalf of their school. OSSE recommends that schools and LEAs work collaboratively to identify school staff who are most knowledgeable about each section (see chart below for suggestions).

Section	Recommended to be completed by
1: School Profile	Pre-filled by OSSE
2: Health Services	School Health Providers, School Health Professional and School Behavioral Health Professional
3: Health Education Instruction	Health Education Teacher, Physical Education Teacher
4: Physical Education Instruction	Physical Education Teacher
5: School Nutrition and Local Wellness Policy	Principal, Food Services Director or Manager, Chair of School Wellness Council/Committee
6: Distributing Information	Principal, Business Manager, Director of Operations



7: Environment	Principal, Lead Science Teacher
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5. How do I complete the SHP online form?

Log in to this URL (data.osse.dc.gov/shp) to access the application where you can fill out the form. See more specific log in instructions for school-level and LEA-level users in the sections below.

6. Can I see all SHP questions in one document?

Yes, a printable version of the SHP is available in the online application and the [OSSE SHP webpage](#).

7. What if I have other questions beyond those included in the FAQ?

- a. A recording of the webinar will be made available in the online application and the [OSSE SHP webpage](#).
- b. If this FAQ and the webinar recording do not answer your question, please contact your LEA Data Manager or your LEA School Health Profile POC to submit an OSSE Support Tool ticket.

SCHOOL-LEVEL USER

1. Where must the School Health Profiles (SHP) be submitted?

The 2023-24 school year marks the release of a new, enhanced application outside of Quickbase which includes a more user-friendly formatting, automated pre-fill responses when appropriate and a one-stop platform for both school data submission and LEA data review and validation. The new platform is housed at data.osse.dc.gov/shp.

2. What are the login steps for a new user?

- a. Once your LEA Data Manager has assigned you an appropriate role (“Principal” or “School Health Profile POC”) in OSSE’s Integrated Data Submission (IDS) System, please wait one business day for access to be configured to your email address on file.
- b. On the next business day, type in the application URL in your browser (Chrome is the preferred browser).
- c. Click “Sign Up” at the bottom of the page to create your user account for the application. Please note, *all* users will need to create a new account.
- d. When creating your user account, use the same email address that OSSE has on file (i.e., the email address entered by your LEA Data Manager when they assigned the role to you).
- e. Once you have created your account, the application will verify your credentials and you will be able to log in to the application.

3. The application denied me access. What should I do?

- a. First, ensure that your LEA Data Manager has assigned to you the “School Health Profile POC” or “Principal” role in the IDS application.
- b. Second, ensure that you are logging in one business day after your LEA Data Manager has assigned the role to you.
- c. Third, ensure that you are using the same email address that your LEA Data Manager entered in IDS when assigning the role to you. If you think the email address is incorrect, reach out to your LEA Data Manager to correct it in IDS.
- d. If you still are unable to access the application, reach out to your LEA Data Manager or your LEA point of contact to raise a support ticket with OSSE.

4. How do I request access for another individual?



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Please reach out to your LEA data manager or your LEA point of contact to request that they add the user into OSSE's IDS system as a "School Health Profile POC" role for your school. Please allow one business day for the user to be granted access to the application. The next business day, the user should be able to access the application by creating new log-in credentials under "Sign up."

5. Where do I find the contact details for LEA representatives?

Click the link to SHP survey. Once you are on the survey page, click the "Points of Contact" tab at the top of the page. The application will take you to a page that displays the name and email of LEA representatives (e.g., LEA Data Manager, LEA Head of School and School Health Profile POC).

6. When does the progress bar for a section change to 100 percent?

Once the user has answered all required questions (marked with *) and checked the "Section Complete" checkbox at the bottom of the section, the progress for that section will change to 100 percent. Please be sure to click "Save" before exiting the page to ensure no data are lost.

7. Why is the "Section Complete" checkbox grayed out even when all the required questions are answered?

The "Section Complete" checkbox will only be enabled when all required questions are answered and there are no outstanding errors in the answer formatting or allowable numerical range.

8. What happens when I click the "Submit for Certification" button?

The "Submit for Certification" button will be enabled once all the sections are 100 percent complete. Upon clicking the button, the survey becomes locked for the school-level user, and only the LEA-level user will still be able to edit. If the school-level user would like to make changes after submitting for certification, they will need to reach out to the LEA data manager or "School Health Profile – LEA Level point of contact" to make the necessary changes.

9. Who certifies the SHP data?

The LEA Head of School certifies the SHP data.

10. Who at my school will be notified once the SHP data is certified by the LEA Head of School?

All individuals with active user accounts in the SHP survey tool will receive an email notification once the LEA Head of School has certified the data.

11. What happens after the data are certified?

After the data are certified, the survey is locked for all users, including LEA-level users. All school-level users will receive an email notification once the SHP data have been certified and your school's PDF is ready for download.

12. As I complete the SHP, I am finding terms with which I am unfamiliar. Where can I find the definitions for those terms?

Certain questions will have an "i" icon at the end of the sentence. Click the icon to find relevant definitions. After reading the definitions provided, if you have further questions, please contact .

13. Who should I contact in case I encounter an error in the app and need technical assistance?

Reach out to your LEA data manager or "School Health Profile – LEA Level point of contact" to raise a help desk ticket. Upon receiving the ticket, the OSSE team will reach out to you to provide needed support. All OSSE Support Tool (OST) tickets must be submitted by the OST deadline on Feb. 2, 2024.

14. What should I do with the School Health Profile PDF?



Once received, the School Health Profile PDF is required to be posted online if the school has a website and available to parents or guardians in the main office.

15. Can I view submissions for prior school years?

Yes. Click the “Historical Submissions” link on the home page.

LEA-LEVEL USER

1. How do I request access for a new user at either the school or LEA-level?

- a. Step 1: Reach out to your LEA Data Manager to add users in the All Staff Integrated Data Submission (IDS) Collection. Let them know that the user needs to be assigned to the “School Health Profile POC” role.
 - i. If the user needs school-level access, select the appropriate school in the “School Name” field in the IDS template.
 - ii. If the user needs LEA-level access, select “Not Applicable” in “School Name” field.
- b. Step 2: Notify the user once the assignment is complete. Allow one business day for the user to be granted access to the application. Please ensure the user attempts to log in using the same email address submitted to IDS.

2. Where can I find the information on who is assigned to the “School Health Profile POC” role?

The list of users who are assigned to “School Health Profile POC” role can be accessed two ways:

- a. From the Entity Management Qlik Application: Log in to Qlik application. Go to “OSSE Stream.” Locate the “Entity Management” application for current school year. Click the “All Staff Points of Contact.” Filter for “School Health Profile POC” in the LEA Data Contact Type column.
- b. From the School Health Profile Application: Log in to the application. Go to a particular school’s survey page. Click the “Points of Contact” tab.

3. Are there users who will get automatic access to the application?

Yes. Any individual from your LEA or school(s) who is listed in IDS as School Principal, LEA Data Manager, or LEA Head of School will get automatic access to the application. These users will need to create an account when they first log in.

4. How do I review the progress of each school?

Click on “School Health Profile for Current School Year” on the homepage. You will be taken to a status page that displays the progress of each school. You can filter by the school’s name and survey status fields.

5. How do I navigate to a school’s survey page?

Click on the “School Health Profile for Current School Year” on the home page. You will be taken to a status page that displays the progress of each school. Click on the name of the school and you will be taken to their survey page.

6. Can I update a survey on behalf of a school-level user?

Yes. LEA-level points of contact including LEA Data Manager and LEA Head of School can enter responses on behalf of their school.

7. Why do I see certain questions pre-populated?

OSSE has identified a subset of questions for which the value will be pre-populated from the prior year’s response. Please review the responses and update them accordingly, if needed.



8. Can I submit a survey for certification on behalf of a school-level user?

- a. Yes. LEAs may consider submitting a survey for certification on behalf of a school if the school is unable to submit by the deadline.
- b. The “Submit for Certification” button will be enabled once all the sections are 100 percent complete. The user will need to click the button to submit the profile for certification of the data by the LEA. Upon clicking the button, the survey becomes locked for the school-level user, and only the LEA-level user will still be able to edit. If the school-level user would like to make changes after submitting for certification, they will need to reach out to the LEA data manager or “School Health Profile – LEA level” point of contact to make the necessary changes.

9. What are the various values for “Survey Status”?

In the beginning of data collection, all schools will have a survey status of “Not started.” Once the user starts to make an update and saves it, the status will change to “In Progress.” Once the user submits the survey for certification, the status will change to “Submitted for Certification” and to “Certified” once the LEA Head of School certifies the data.

10. What are the requirements for certification?

The LEA Head of School will only be able to certify data for those schools that have submitted for certification.

11. When is certification?

Certification is the last day of data collection window. The certification tab will be available for the LEA Head of School between 9 a.m. and 5 p.m. on Feb. 16, 2024, the certification day.

12. What happens if the LEA Head of School does not certify?

- a. If the LEA Head of School does not certify by 5 p.m. on the certification date, the data will be considered complete by OSSE and the profile statuses will remain as “Submitted for Certification.”
- b. If you would like to change any data post certification, please follow the standard appeals process as laid out in the [OSSE Data Validation Policy](#) document.

