



OSSE LEA Points of Contact 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 POCs to communicate with LEAs. For example, the Division of Health and Wellness may contact listed Health POCs. The table contains the POC name, permission level, POC type, and description. LEA Data Managers are required to submit LEA and school staff in the All Staff Data Collection template in the [Integrated Data Submission Tool](#) (IDS).

POC Name

The POC Name is the same as the Contact Type in the All Staff template in the IDS.

Contact Type
Required if Change Type = 'Change in role or Contact Type' OR 'New Employee'
Option Set

Screenshot 1: All Staff Data Collection

POC Type

The POC type is a high-level categorization of the POC. There are currently eight categories.

1. Leadership POCs
2. Data & Technology POCs
3. Enrollment POCs
4. Finance POCs
5. Health POCs
6. Special Populations POCs
7. Assessment POCs
8. Other POCs

Permission Level

LEA-level access allows staff to view data across the entire LEA. School-level access allows staff to view data only at the school assigned in the IDS.

Leadership POCs

POC Name	Permission Level	Description
Head of School	LEA	Responsible for overall administrative leadership.
Principal	School	Responsible for leadership of an entire community within a school.
Proxy Head of School	LEA	The role allows the LEA staff to act on behalf of the head of school when the head of school is unable to fulfill his/her duties as it relates to matters of the LEA. Only two staff can serve in this role at any given time.
Proxy Principal	School	The role allows the LEA staff to act on behalf of the principal when the principal is unable to fulfill his/her duties as it relates to matters of the school. Only two staff can serve in this role at any given time.

Data & Technology POCs

POC Name	Permission Level	Description
ADT Technical Manager	LEA	Responsible for maintaining the Automatic Data Transfer (ADT) machine.
LEA Approver	LEA	Responsible for managing changes to students' authoritative data at the LEA-level.
LEA Data Manager	LEA	Responsible for ensuring all data requests from OSSE are completed in a timely manner and maintains the POCs and calendars.
School Approver	School	Responsible for managing changes to students' authoritative data at the school-level.
Faculty and Staff POC	LEA	Responsible for managing and reporting faculty and staff data.

Enrollment POCs

POC Name	Permission Level	Description
LEA Enrollment Audit Point of Contact	LEA	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	School	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.
Dual Enrollment Coordinator	LEA	<p>Responsible for functioning as the main point of contact for participating students, partnering with Institutions of Higher Education (IHE) in the OSSE Dual Enrollment Consortium Program.</p> <p>The Dual Enrollment Coordinator is responsible for assisting students in completing their application and will ensure application materials are complete before the student submits them to OSSE. The coordinator is responsible for communicating regularly with the IHEs on student progress, and working directly with IHEs to resolve any issues with regard to course scheduling and academic or behavioral concerns. The coordinator will work with students to provide guidance on course scheduling, and liaise with the IHE to ensure students are properly placed.</p>

Finance POCs

POC Name	Permission Level	Description
Chief Financial Officer	LEA	Responsible for directing fiscal functions.
LEA Finance/Grants Manager	LEA	Responsible for financial and grant-related report requests and questions.

Health POCs

POC Name	Permission Level	Description
Health POC	LEA & School Level	Responsible for health matters, including Healthy Schools Act implementation, annual health assessment, and biennial Youth Risk Behavior Survey.
Immunization POC	School	Responsible for supporting student immunization compliance, including immunization communications, entering immunization information into the DC Health District of Columbia Immunization Information System (DOCIIS), and accessing the Immunization Compliance Portal (Salesforce) to identify non-compliant students. In schools that participate in the DC Health School Health Services Program, one IPOC shall be a designated member of the health suite personnel, such as the school nurse or health technician, and the school leader shall identify another staff member to serve as the second IPOC. In schools that do not participate in the DC Health School Health Services Program, the school leader shall identify two members of the school staff to serve as the IPOC.
Immunization POC	LEA	<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>
School Health Profile POC	School	Responsible for contributing to and/or completing the annual School Health Profile survey. The School Health Profile POC role can be assigned to both school-level and LEA-level staff. This person will receive all email correspondence and notifications from the SHP application throughout the data collection cycle. Only school-level SHP POCs will receive a notification when their SHP PDFs are ready to be downloaded. School-level SHP POCs are responsible for ensuring the SHP PDF is posted online if the school has a website and is made available to parents in the school office.

POC Name	Permission Level	Description
School Health Profile POC	LEA	LEA-level School Health Profile POCs will automatically be granted early access to the SHP application to begin prefilling data for schools and reviewing some pre-populated data from last year's survey. LEA Data Managers should ensure that both LEA-level and school-level SHP points of contact are updated via the Integrated Data System (IDS) All Staff application. All users must use the same email address added in IDS to create a new user profile to log-in to the SHP application . Please note: Users who had access last year will automatically have access again this year. They may need to reset their passwords, but that's a simple process they can do themselves in the portal.

Special Populations POCs

POC Name	Permission Level	Description
504 Coordinator	LEA	Serves as the LEA'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.
504 Coordinator	School	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.
Early Childhood Transition Coordinator	LEA	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	LEA	Responsible for the identification and classification of students who are English Learners and for ACCESS test activities.
LEA Homeless Liaison	LEA	Responsible at the LEA and school level for homeless student data and McKinney-Vento eligible supports for students experiencing homelessness, including management of all student records and oversight of the Homeless Education Program at their respective sites. Each LEA and school is required to have at least one LEA or School-based Homeless Liaison (LEA/SB HL) who serves as OSSE's main point of contact with LEAs or schools for the purpose of supporting students and families experiencing homelessness as mandated by the McKinney-Vento Homeless Assistance Act.

POC Name	Permission Level	Description
School Homeless Liaison	School	Responsible at the school level for homeless student data and McKinney-Vento eligible supports for students experiencing homelessness, including management of all student records and oversight of the Homeless Education Program at their respective sites. Each School is required to have at least one LEA or School-based Homeless Liaison (SB HL) who serves as OSSE’s main point of contact with Schools for the purpose of supporting students and families experiencing homelessness as mandated by the McKinney-Vento Homeless Assistance Act.
LEA Special Education Data Admin	LEA	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	LEA	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	School	The main liaison for matters related to special education, including monitoring and compliance, at the nonpublic school or program.
Pre-K Special Ed POC	LEA	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.
Pre-K Special Ed POC	School	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	School	Responsible for related service, service logging and service tracker finalization. This individual is a special education support staff holding a license or certification in their field: Audiologist; Counselor/Rehabilitation Counselor; Interpreter; Medical/Nursing; Occupational Therapist; Orientation and Mobility Specialist;

POC Name	Permission Level	Description
		Physical Therapist; School Psychologist; Recreation and Therapeutic Recreation Specialist; Social Worker - OSSE school social worker; and Speech Language Pathologist.
School Special Education POC	School	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 the Special Programs.
Special Education Teacher	School	This individual is a teacher is defined as a school-based employee who instructs any core or non-core academic subject this includes special education teachers instructing students in the “core” subject areas of English language arts, math, science and social studies, as well as noncore subjects such as arts, world languages and physical education.
Transportation Manager	LEA	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.
Transportation Manager	School	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

POC Name	Permission Level	Description
ACCESS for ELLs Assessment Coordinator	LEA	<p>If ACCESS for ELLs is not managed directly by the LEA Assessment Manager, an ACCESS for ELLs Assessment Coordinator should be identified. This individual is accountable for the below.</p> <ul style="list-style-type: none"> Preparing for test administration (rostering) Training and support school personnel in all aspects of assessment Managing test administration Liaising with LEA Assessment Manager Liaising with LEA Data Manager and OSSE on assessment data management functions Disseminating assessment-related communications to LEA- and school-level staff, where needed.

POC Name	Permission Level	Description
Assessment Support Staff	LEA	Does not have primary responsibility for statewide assessment preparation or administration but serves as an additional contact to receive OSSE communications regarding assessments at the LEA level.
LEA Assessment Manager	LEA	<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> <ul style="list-style-type: none"> Implementing statewide assessment policies Developing and implementing LEA-level assessment policies Preparing for test administration (rostering) Training and supporting school personnel in all aspects of assessment Managing test administration Liaising with LEA Data Manager and OSSE on all assessment data management functions Managing LEA-level assessment reporting Disseminating assessment-related communications to LEA- and school-level staff (e.g., English learner and special education staff)
MSAA/DLM Assessments Coordinator	LEA	<p>If the Multi-State Alternate Assessment (MSAA) and Dynamic Learning Maps Science Alternate Assessment (DLM) are not managed directly by the LEA Assessment Manager, an MSAA/DLM Assessments Coordinator should be identified. This individual is accountable for the below.</p> <ul style="list-style-type: none"> Preparing for test administration (rostering) Training and support school personnel in all aspects of assessment Managing test administration Liaising with LEA Assessment Manager Liaising with LEA Data Manager and OSSE on assessment data management functions Disseminating assessment-related communications to LEA- and school-level staff, where needed.
DC CAPE Assessments Coordinator	LEA	<p>If the DC CAPE assessments are not managed directly by the LEA Assessment Manager, a DC CAPE Assessments Coordinator should be identified. This individual is accountable for the below.</p> <ul style="list-style-type: none"> Preparing for test administration (rostering) Training and support school personnel in all aspects of assessment Managing test administration

POC Name	Permission Level	Description
		<p>Liaising with LEA Assessment Manager</p> <p>Liaising with LEA Data Manager and OSSE on assessment data management functions</p> <p>Disseminating assessment-related communications to LEA- and school-level staff, where needed</p>

Other POCs

POC Name	Permission Level	Description
Attendance Monitor	LEA & School Level	Responsible for maintaining an accurate, contemporaneous, and daily attendance record for each student who is enrolled in or who attends the educational institution. More information on attendance monitors can be found in 5-A DCMR §2101.
Counselor	School	Responsible for ensuring students receive access to academic enrichment opportunities.
Course Collection POC	LEA	<p>Responsible for managing and reporting course data. This individual is accountable for the below.</p> <p>Attend Course Data Collection meetings and trainings</p> <p>Submit LEA’s Course Catalog Collection data in the Integrated Data Submission (IDS) portal</p> <p>Map data elements in the LEA’s student information system to the Student and Section Course Data Collection</p>
School Discipline Manager	School	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	School	<p>Responsible for managing the school garden program.</p> <p>Typically, school garden coordinator teaches garden-based lessons, maintains gardens, and works with teachers to develop garden-based lessons.</p>
LEA Discipline Manager	LEA	Responsible for LEA discipline matters, including responding to OSSE’s requests related to the collection and submission of the 3x/year LEA discipline collections.
School Climate Survey Liaison	School	Responsible for administering school climate surveys at the school level and providing support to others in their school who may be administering the school climate surveys.
LEA Climate Survey Coordinator	LEA	Responsible for overseeing the LEA’s climate survey administration (including School Climate Survey Liaisons) and accessing the school climate survey data dashboard.