



Ongoing Responsibilities

LEAs

- PROACTIVE/STARS Updated Daily for Enrollment and Exit Information, Parent Contact Information, Student Demographic Information
- Plan and Convene Meetings Using SEDS and LEA Performance and Planning Report Data
- Begin COS Form Data Collection for 3-5 Year Olds in Preschool Programs Within 90 Days of Entry or 60 Days of Exits
- Review SEDS Training Calendar
- Maintain Requirements for SEDS Usage
- Perform Timely Assessments, Evaluations, IEPs.
- Implement HODs/SAs Timely
- Update Information in SEDS
- Comply with Reporting Requirements and Submission Deadlines
- Review DSE Trainings and Technical Assistance Calendar and Attend Trainings
- Compile Discipline Events

OSSE

- Provide LEA Training and Technical Assistance
- Calculate and Report Number of Untimely Due Process Hearings, Hearing Requests and Overdue HODs/SAs
- Collect, Review and Report Blackman Jones data on Timeliness of Assessments, Evaluations and Reevaluations and IEP Implementation
- Conduct Required Monitoring, Identify and Issue findings, Verify Correction

Useful Websites

DSE Homepage:
<http://osse.dc.gov/service/specialized-education>
DSE Data Unit:
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Special Education Data System (SEDS) Resource Site:
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Blackman Jones Database (BJDB):
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Legend

- LEA Responsibilities
- OSSE Responsibilities
- Holidays or Common Responsibilities
- SEDS Trainings
- Active Links to Website

August Highlights and Notes:

- ◊ Train the Trainer (TTT)/LEA Data Systems Administrator (DSA) Combined Course Offered
- ◊ SEDS Webinar Support Series 10am-12pm
- ◊ Special Conditions Report and Corrective Action Plan (CAP) Due to OSEP
- ◊ Tentative SEDS Outage for Routine Maintenance from 6pm 8/10 through 12pm 8/12
- ◊ Begin Child Outcomes Survey (COS) Form Data Collection for 3-5 Year Olds Entering Preschool Programs Within 90 Days of Entry or 60 Days of Exits

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Special Conditions and CAP Report Due to OSEP; Updated LEA Contact Information Submitted to OSSE.leadata@dc.gov	2 SEDS Webinar Support Series 10am-12pm	3 LEA P&P, Events not Transferred Reports Issued	4
5	6	7	8	9	10 Events not Transferred Report Issued; Tentative SEDS Outage Starts	11 Tentative SEDS Outage
12 Tentative SEDS Outage Ends	13 TTT/LEA DSA Combined Course Pt. 1	14 TTT/LEA DSA Combined Course Pt. 2	15	16	17 Events not Transferred Report Issued	18
19	20	21	22	23	24 Events not Transferred Report Issued	25
26	27	28	29	30	31 Events not Transferred Report Issued; Blackman Jones Reports Due to Court	



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September Highlights and Notes:

- ◊ OSSE Requests LEA Discipline Policies and Procedures (FFY2010 Significant Disproportionality) and Sends Self-Assessments (FFY 2011 Disproportionate Representation) to Identified LEAs
- ◊ Quarterly Findings of Non Compliance Issued
- ◊ Review Data in SEDS in Preparation for December Child Count and DC-CAS Alt Eligibility Designation
- ◊ LEA Discipline Policies and Procedures Due (FFY 2010 Significant Disproportionality) from Identified LEAs
- ◊ Train the Trainer (TTT)/LEA Data Systems Administrator (DSA) Combined Course Offered and SEDS Webinar Support Series 10am-12pm (Duplicate Session)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Labor Day	4	5	6 SEDS Webinar Support Series 10am-12pm	7 LEA P&P, Events not Transferred Reports Issued; DSE LEA Monitoring Training	8
9	10	11		13 TTT/LEA DSA Combined Course Pt. 1	14 Events not Transferred Report Issued; OSSE Requests LEA Discipline Policies and Procedures, and Sends Self-Assessments for Identified LEAs; TTT/LEA DSA Combined Course Pt. 2	15
16	17	18	19	20 SEDS Webinar Support Series 10am-12pm	21 Events not Transferred Report Issued	22
23	24	25	26	27	28 LEA Discipline Policies and Procedures Due from Identified LEAs; Events not Transferred Report Issued; Quarterly Findings of Noncompliance issued; Blackman Jones Reports Due to Court	29
30 Special Conditions Reporting Period 1 Ends						



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October Highlights and Notes:

- ◊DSE LEA Meeting 1pm-2:30pm
- ◊Findings for FFY 2010 Significant Discrepancy Issued
- ◊Train the Trainer (TTT) /LEA Data Systems Administrator (DSA) Combined Course Offered (Duplicate Sessions)
- ◊SEDS Webinar Support Series 10am-12pm

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Special Conditions Reporting Period 2 Begins	2	3	4 TTA/LEA DSA Combined Course Pt. 1	5 TTT/LEA DSA Combined Course Pt. 2; LEA P&P, Events not Transferred Reports Issued	6
7	8 Columbus Day	9	10	11 SEDS Webinar Support Series 10am-12pm	12	13
14	15	16	17 DSE LEA Meeting 1-2:30pm	18	19	20
21	22	23	24	25 SEDS Webinar Support Series 10am-12pm	26 Findings on Significant Discrepancy Issued; Blackman Jones Reports Due to Court	27
28	29	30	31			



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November Highlights and Notes:

- ◊ LEA Self-Assessments Due (FFY 2011 Disproportionate Representation) from Identified LEAs
- ◊ SEDS Webinar Support Series 10am-12pm
- ◊ Tentative SEDS Outage for Routine Maintenance from 6pm 11/2 to 12pm 11/4
- ◊ Continue to Update and Report Data in SEDS in Preparation for December Child Count and DC CAS Alt

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Special Conditions Report and CAP Due to OSEP	2 LEA P&P, Events not Transferred Reports Issued; Tentative SEDS Out- age Starts	3 Tentative SEDS Outage
4 Tentative SEDS Outage Ends	5	6	7 Pt. B & C files for Exiting, Dispute Resolution, Pt. B Personnel, Discipline Data Due to OSEP	8	9	10
11	12 Veterans Day Observed	13	14	15 SEDS Webinar Support Series 10am-12pm	16 LEA Self-Assessments Due from Identified LEAs	17
18	19	20	21	22 Thanksgiving Day	23	24
25	26	27	28	29	30 Quarterly Findings of Noncompliance Issued; Blackman Jones Reports Due to Court	



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December Highlights and Notes:

- ◊ Findings for FFY 2011 Disproportionate Representation Issued
- ◊ SEDS Webinar Support Series 10am-12pm
- ◊ Finalize LEA Data for FFY 2011 Annual Performance Report (APR)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 LEA P&P, Events not Transferred Reports Issued; Findings for Disproportionate Representation Issued	8
9	10	11	12 Part B Assessment Files Due to OSEP	13 SEDS Webinar Support Series 10am-12pm	14	15
16	17	18	19	20	21	22
23	24	25 Christmas Day	26	27	28 Blackman Jones Reports Due to Court	29
30	31 Special Conditions Reporting Period 2 Ends					



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January Highlights and Notes:

- ◇ COS Entry Forms Due 1/11/13 by 5pm
- ◇ SEDS Webinar support series 10am-12pm
- ◇ Final List of Students Eligible for DC CAS Alt Due

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 New Years Day Special Conditions Reporting Period 3 Begins	2	3	4 LEA P&P, Events not Transferred Reports Issued	5
6	7	8	9	10	11 COS Entry Forms Due by 5pm	12
13	14	15	16	17	18	19
20	21 Dr. Martin Luther King, Jr.'s Birthday	22	23	24 SEDS Webinar Support Series 10am-12pm	25 Blackman Jones Reports Due to Court	26
27	28	29	30	31		



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Legend

LEA Responsibilities
OSSE Responsibilities
Holidays or Common Responsibilities
SEDS Trainings
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February Highlights and Notes:

- ◊ DSE LEA Meeting 12:30 - 2:00pm
- ◊ OSSE Submits FFY 2011 Part B & C APR, IDEA 618 Part B & C Child Count and Environment Files to OSEP and Special Conditions Reports to OSEP
- ◊ Tentative SEDS Outage for Routine Maintenance from 6pm 2/8 through 12pm 2/10
- ◊ SEDS Webinar Support series 10am-12pm

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 LEA P&P, Events not Transferred Reports Issued; OSSE Submits FFY2011 Part B & C APR, IDEA 618 Part B & C Data, and Special Conditions	2
3	4	5	6	7	8 Tentative SEDS Outage Starts	9 Tentative SEDS Outage
10 Tentative SEDS Outage Ends	11	12	13 DSE LEA Meeting 12:30pm -2:00pm	14	15	16
17	18 Washington's Birthday Observed	19	20	21 SEDS Webinar Support Series 10am-12pm	22 Blackman Jones Reports Due to Court	23
24	25	26	27	28		



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March Highlights and Notes:

- ◊ Quarterly Findings of Noncompliance Issued
- ◊ OSSE Requests LEA Discipline policies (FFY 2011 Significant Disproportionality) from Identified LEAs
- ◊ OSSE Sends Self-Assessments to LEAs (FFY 2012 Disproportionate Representation) to Identified LEAs
- ◊ SEDS Webinar Support Series 10am-12pm

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 LEA P&P, Events not Transferred Reports Issued; Quarterly Findings of Noncompliance Issued	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 SEDS Webinar Support Series 10am-12pm	22	23
24	25	26	27	28	29 OSSE Requests LEA Discipline Policies and Sends Self-Assessments to Identified LEAs; Blackman Jones Reports Due to Court	30
31 Special Conditions Reporting Period 3 Ends						



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April Highlights and Notes:

- ◊ LEA Discipline Policies and Procedures (FFY 2011 Significant Disproportionality) Due for Identified LEAs
- ◊ SEDS Webinar Support Series 10am-12pm
- ◊ Review OSEP Requests for Clarification of FFY 2011 APR submissions
- ◊ OSSE Revises and Submit Clarified FFY 2011 APR to OSEP

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 LEA P&P, Events not Transferred Reports Issued	6
7	8	9	10	11	12 LEA Discipline Policies and Procedures from Identified LEAs	13
14	15	16 Emancipation Day	17	18	19	20
21	22 DC CAS Administration Starts	23	24	25 SEDS Webinar Support Series 10am-12pm	26 Blackman Jones Reports Due to Court	27
28	29	30				

DATA CALENDAR



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May Highlights and Notes:

- ◊ DSE LEA Meeting 1pm—2:30pm
- ◊ Quarterly Findings of Noncompliance Issued
- ◊ Self-Assessments (FFY 2012 Disproportionate Representation) for identified LEAs Due
- ◊ SEDS Webinar Support Series
- ◊ Post FFY 2011 APR and SPP data

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Special Conditions Report and CAP Due to OSEP. MOE and CEIS Due to OSEP	2	3 LEA P&P, Events not Transferred Reports Issued; DC CAS Administration Ends	4
5	6 Extended School Year (ESY) Certifica- tion Due to DSE and DOT	7	8	9	10 Significant Discrepancy Findings Issued to Identified LEAs	11
12	13	14	15 DSE LEA Meeting 1pm-2:30pm	16	17	18
19	20	21	22	23 SEDS Webinar Support Series 10am -12pm	24	25
26	27 Memorial Day	28	29	30	31 Quarterly Findings of Noncompliance; Self assessments Due from Identified LEAs; Blackman Jones Reports Due to Court	



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June Highlights and Notes:

- ◊ Findings Issued to Identified LEAs (FFY 2012 Disproportionate Representation)
- ◊ Review Public Reporting on OSSE's website
- ◊ Review DSE Data Management Calendar and Prepare FFY 2012 Data for Submission
- ◊ Review OSEP's Responses to FFY 2011 SPP/APR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Public Reporting on OSSE Website
2	3	4	5	6	7 LEA P&P, Events not Transferred Reports Issued	8
9	10	11	12	13	14	15
16	17	18	19	20	21 Disproportionate Representation Findings Issued to Identified LEAs	22
23	24	25	26	27	28 Blackman Jones Reports Due to Court; All Data for Closing Charters Due	29
30						

DATA CALENDAR



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- Update Information in SEDS
- Comply with Reporting Requirements and Submission Deadlines
- Review DSE Trainings and Technical Assistance Calendar and Attend Trainings
- Compile Discipline Events

OSSE

- Provide LEA Training and Technical Assistance
- Calculate and Report Number of Untimely Due Process Hearings, Hearing Requests and Overdue HODs/SAs
- Collect, Review and Report Blackman Jones data on Timeliness of Assessments, Evaluations and Reevaluations and IEP Implementation
- Conduct Required Monitoring, Identify and Issue findings, Verify Correction

Useful Websites

DSE Homepage:
<http://osse.dc.gov/service/specialized-education>
DSE Data Unit:
<http://osse.dc.gov/service/data-verification-unit>
Special Education Data System (SEDS) Resource Site:
<https://sites.google.com/a/dc.gov/seds-help-resources/home>
Blackman Jones Database (BJDB):
<https://www.blackmanjones.com/login>

Legend

- LEA Responsibilities
- OSSE Responsibilities
- Holidays or Common Responsibilities
- SEDS Trainings
- Active Links to Website

July Highlights and Notes:

◇COS Exit Forms Due

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Independence Day	5 LEA P&P, Events not Transferred Reports Issued	6
7	8	9	10	11	12 COS Exit Forms Due by 5pm	13
14	15	16	17	18	19	20
21	22	23	24	25	26 Blackman Jones Reports Due to Court	27
28	29	30	31			

DATA CALENDAR