



# August 2011

## Weekly Responsibilities

- LEAs**
- PROACTIV/STARS updated daily
  - Plan and convene meetings using SEDS and LEA Performance and Planning Report data
  - Timely data entry
  - LEA Admin responsibilities

## Monthly Responsibilities

- LEAs**
- Review [SEDS Training Calendar](#)
  - Maintain requirements for SEDS usage
  - SEDS trainer provides training to users
  - Perform timely assessments, evaluations, IEPs and implement HODs/SAs
  - Update information in SEDS
  - Comply with reporting requirements and submission deadlines
  - Review DSE trainings and technical assistance calendar and attend trainings
  - Compile discipline events for general and special education students
  - Review monthly OSSE Management reports.
- OSSE**
- Conduct DSE trainings 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 re-evaluations
  - Conduct required monitoring, identify and issue findings, verify corrections
  - Provide Blackman Jones Reports to Courts
  - Comply with OSEP reporting and requests

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 1st SY 11-12 Charter Enrollment Files Entered into PROACTIVE. LEAs Provide Contacts to OSSE. LEAs Assume Administrative Responsibilities in SEDS	2	3	4	5	6
7	8 Blackman Jones Timeliness Reports Provided to Court	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## Legend

- Green:** LEA Responsibilities
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## August Notes

- ◆ Summer data collection, released on July 6 2011, is due on September 6th, 2011.
- ◆ Begin COSF form completion for children 3-5 years old entering preschool programs. This form should be completed within 90 days of entry.
- ◆ August 1: Rate section of nonpublic Certificate of Approval regulations in effect
- ◆ August 1: State Unique Student Identifiers (USIs) in effect.



# September 2011

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 LEA Performance and Planning Report (LEA P&P), Related Services Management Report (RSMR), Un-transferred Records Report Issued	3
4	5 Labor Day	6 SEDS 4.2 Release: TOT Training Begins	7	8	9 LEA Quarterly Meeting	10
11	12 Blackman Jones Timeliness Reports Provided to Court, DSE Exit/ Withdrawal Code Review Request for Released to LEAs	13	14	15 HOD/ SA Implementation and Database Training	16 ARRA Reporting Deadline	17
18	19 ARRA Reporting Deadline	20 ARRA Reporting Deadline	21 ARRA Reporting Deadline	22 SEDS 4.2 Release: TOT Training Ends	23 DSE Exit / Withdrawal Code Review Request for 2010-2011 Due from LEAs	24
25	26	27 HOD/ SA Implementation and Database Training	28	29	30 FFY 2009 Grant: Last Date to Obligate Expenses OSEP Special Conditions Reporting Period 1 Ends	

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## September Notes

- ◆ Continue to update PROACTIV/STARS for enrollment audit.
- ◆ Prepare meetings for Child Count and DC-CAS Alt Eligibility decisions.
- ◆ Work on COSF form completion for children 3-5 years old entering preschool programs. This form should be completed within 90 days of entry.



# October 2011

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 OSEP Special Conditions Reporting Period 2 Begins
2	3 FFY10 Grant: Carryover Cycle Begins	4 OSSE Enrollment Audit Begins	5	6	7 Blackman Jones Timeliness Reports Provided to Court, LEA P&P, RSMR, Untransferred Records Report Issued	8
9	10 Columbus Day	11	12	13	14	15 SEDS Version 4.2 Release
16	17	18	19	20	21	22
23	24 FFY 2011: Grant Phase II Application Due	25	26	27	28	29
30	31					

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## October Notes

- ◆ Continue to ensure update in SEDS in preparation for December Child Count and DC-CAS Alt eligibility decisions.
- ◆ Work on COSF Form completion for children 3-5 years old entering preschool programs. This form should be completed within 90 days of entry.



# November 2011

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Submit EDFacts, CSPR Files, IDEA Part B & C Tables to OSEP. Submit OSEP Special Conditions Report.	2	3	4 LEA P&P, RSMR, Untransferred Records Report Issued	5
6	7	8	9	10	11 Veteran's Day Holiday	12
13	14 Blackman Jones Timeliness Reports Provided to Court, FFY09 Grant: Last Day To Submit Reimbursement Requests to OSSE	FFY09 Grants: Last Day To Submit Reimbursement Workbooks to OSSE	16	17	18	19
20	21	22	23	24 Thanksgiving	25	26
27	28	29	30			

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### November Notes

- ◆ Continue to ensure updated data in SEDS in preparation for December Child Count and DC CAS Alt eligibility decisions.
- ◆ Work on COSF form completion for children 3-5 years old entering preschool programs. This form should be completed within 90 days of entry.



# December 2011

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- PROACTIV/STARS updated daily
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Child Count	2 LLEA P&P, RSMR, Untransferred Records Report Issued, LEA Quarterly Meeting	3
4	5 COSF Entry and Exit Forms Due	6	7	8	9	10
11	12 Blackman Jones Timeliness Reports Provided to Court	13	14	15	16 Submit EDFacts Files of LEA Assessment Data to OSEP	17
18	19	20	21	22	23	24
25	26 Christmas Day Observed	27	28	29	30	31 Special Conditions Reporting Period 2 Ends

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## December Notes

- ◆ Child Count validation process begins.
- ◆ Work on COSF form completion for children 3-5 years old entering or exiting preschool programs. This form should be completed within 90 days of entry and 60 days of program exit.
- ◆ Finalize LEA data analysis for FFY2010 Annual Performance Report (APR) reporting.



# January 2012

## Weekly Responsibilities

### LEAs

- PROACTIV/STARS updated daily
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## Monthly Responsibilities

### LEAs

- Review [SEDS Training Calendar](#)
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### OSSE

- Conduct DSE trainings and technical assistance
- Calculate and report number of untimely due process hearings, hearing requests and overdue HODs/SAs
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 New Year's Day Observed, OSEP Special Conditions Reporting Period 3 Begins	3 <b>Deadline to Submit and Certify Child Count Data to OSSE</b>	4	5	6 <b>Finalize Drafts of APR B and C FFY 09; LEA P&amp;P, RSMR, Untransferred Records Report Issued</b>	7
8	9	10	11	12	13 <b>Blackman Jones Timeliness Reports Provided to Court</b>	14
15	16 Martin Luther King Day	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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## January Notes

- ◆ Final list of students eligible for DC-CAS Alt administration due to OSSE.
- ◆ Work on COSF form completion for children 3-5 years old entering or exiting preschool programs.
- ◆ Continue to maintain updated data in SEDS.



# February 2012

## Weekly Responsibilities

### LEAs

- PROACTIV/STARS updated daily
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Multiple Submissions to OSEP— See Notes Below	2	3 LEA P&P, RSMR, Untransferred Records Report Issued	4
5	6	7	8	9	10	11
12	13 Blackman Jones Timeliness Reports Provided to Court	14	15	16	17	18
19	20 Washington's Birthday	21	22	23	24	25
26	27	28	29			

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## February Notes

- ◆ Work on COSF form completion for children 3-5 years old entering or exiting preschool programs.
- ◆ Continue to maintain updated data in SEDS.
- ◆ OSSE submits FFY2010 Part B & C APR, IDEA 618 Part B & C Tables/Edfacts files and Special Conditions to OSEP.



# March 2012

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 LEA P&P, RSMR, Untransferred Records Report Issued LEA Quarterly Meeting	3
4	5 Draft SEA Part B and C Grant Applications Posted for Public Comment	6	7	8	9	10
11	12 Blackman Jones Timeliness Reports Provided to Court	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 OSEP Special Conditions Reporting Period 3 Ends

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## March Notes

- ◆ Work on COSF form completion for children 3-5 years old entering or exiting preschool programs. This form should be completed within 90 days of entry and 60 days of program exit.
- ◆ Continue to maintain updated data in SEDS.



# April 2012

## Weekly Responsibilities

### LEAs

- PROACTIV/STARS updated daily
- Plan and convene meetings using SEDS and LEA Performance and Planning Report data
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## Monthly Responsibilities

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 SY 11-12 Coordinated Early Intervening Services (CEIS) Data Due to OSSE	3	4	5	6 LEA P&P, RSMR, Untransferred Records Report Issued	7
8	9 Blackman Jones Timeliness Reports Provided to Courts	10	11	12	13	14
15	16 Emancipation Day	17 DC CAS Administration Begins	18	19	20	21
22	23	24	25	26	27 DC CAS Administration Ends	28
29	30 Deadline for New or Expanding LEA Notification form Submission to OSSE					

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## April Notes

- ◆ Work on COSF form completion for children 3-5 years old entering or exiting preschool programs.
- ◆ Continue to maintain updated data in SEDS.
- ◆ Review OSEP requests for clarification of FFY2010 APR submission.
- ◆ Revise and submit clarified FFY2010 APR to OSEP.



# May 2012

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Special Conditions Report and SY 11-12 CEIS Data Due to OSEP	2	3 Release of FFY 2012 Phase I Applications	4 LEA P&P, RSMR, Untransferred Records Report Issued	5
6	7 Blackman Jones Timeliness Reports Provided to Court, Extended School Year (ESY) Certification Due to DSE and DOT	8	9	10 SEA Part B & C FFY2012 Grant Applications Due to OSEP	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Memorial Day	29	30	31		

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## May Notes

- ◆ Work on COSF form completion for children 3-5 years old entering or exiting preschool programs.
- ◆ Continue to ensure update in SEDS.
- ◆ Publicly Post FFY2010 APR Performance Data.



# June 2012

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 LEA P&P, RSMR, Untransferred Records Report Issued	2
3	4 Blackman Jones Timeliness Reports Provided to Court	5	6	7	8	9
10	11	12	13	14	15 Deadline for New or Expanding LEA Notification Form Submission to OSSE	16
17	18	19	20	21	22	23
24	25	26	27	28	29 All Data Due for Closing Charters, Release of LEA IDEA Annual Determinations	30

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## June Notes

- ◆ Review DSE Data Management Calendar and Prepare FFY2011 Data for Submission
- ◆ Work on COSF form completion for children 3-5 years old entering or exiting preschool programs.
- ◆ Continue to maintain updated data in SEDS.



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Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Independence Day	5	6 Entry and Exit COSF Forms Due	7
8	9 Blackman Jones Timeliness Reports Provided to Court	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
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## July Notes

- Continue to ensure student records are updated in SEDS.