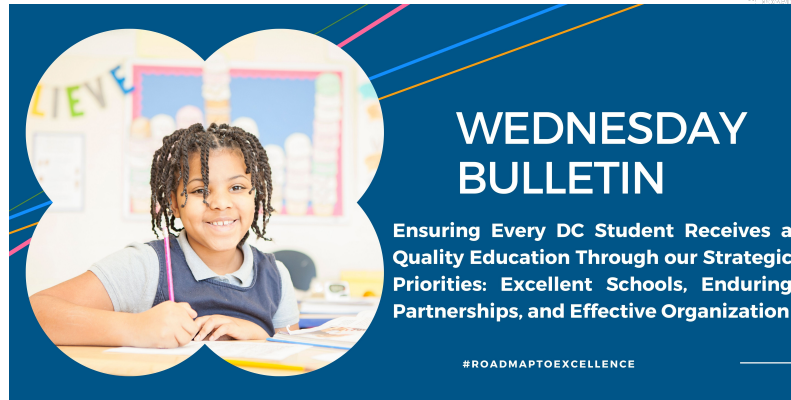




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Wednesday Bulletin is a roundup of the latest opportunities available to DC public charter school students, teachers, leaders, and partners. The weekly e-newsletter is delivered every Wednesday morning. Submissions are welcome and due by 5 p.m. every Friday to [wednesdaybulletin@dcpccb.org](mailto:wednesdaybulletin@dcpccb.org). To subscribe to Wednesday Bulletin, [click here](#). To view archived bulletins, [click here](#).

July 30, 2025



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#### Immunizations

# Immunizations



#### DC Health Measles Resources for Schools and Child Development Facilities

In light of the over 300 measles cases that have been reported in 15 states, DC Health has developed a number of resources for schools and child development facilities including [Frequently Asked Questions](#), a [Measles Fact Sheet](#) and a [Letter to Education Partners](#) that provides guidance and a form that schools and child development facilities can use to report cases of measles to DC Health. If you have additional questions, please contact the Immunization Division at [doh.immunization@dc.gov](mailto:doh.immunization@dc.gov) or (202) 576-7130. For questions related to disease reporting and outbreaks, visit [here](#).

#### Updated Student Health Forms

DC Health has updated the [Universal Health Certificate](#) (UHC). This [memo](#) explains the changes. The English version below is updated. The other languages will be forthcoming. Please share with your school families and registrars. Please note that DC Health has confirmed that schools can accept UHCs with electronic signatures from providers. If you have questions, contact Audrey Williams at [awilliams@dcpcsb.org](mailto:awilliams@dcpcsb.org)

**Oral Health Assessment Forms:** [English](#). [Amharic](#). [Chinese](#). [French](#). [Korean](#). [Spanish](#). [Vietnamese](#)

**School Based Oral Health Consent Form:** [English](#). [Amharic](#). [Chinese](#). [French](#). [Korean](#). [Spanish](#). [Vietnamese](#)

**School Health Services Consent Forms:** [English](#). [Amharic](#). [Chinese](#). [French](#). [Korean](#). [Spanish](#). [Vietnamese](#)

**Universal Health Certificate Forms:** [Updated English version](#). [Amharic](#). [Chinese](#). [French](#). [Korean](#). [Spanish](#). [Vietnamese](#)

#### DC PCSB General Notices

# DC PCSB General Notices



#### 1. FY26 Budget Appreciation

The DC Council approved the final FY26 Budget on Monday. Thank you to the LEA leaders and staff who advocated for DC's public charter schools and its students. Please refer to the DC Charter Alliance's update for specific budgetary information.

#### 2. [New] Guide for Developing a School Cardiac Emergency Response Plan

By the beginning of the 2025-26 school year, all public and public charter schools in the District of Columbia must adopt and implement a Cardiac Emergency Response Plan (CERP). To assist in this effort, DC Fire and Emergency Services (FEMS) and OSSE have developed a [Guide for Developing a School Cardiac Emergency Response Plan](#). This guide includes a model plan template and identifies the components of a high-quality CERP, including, but not limited to, building a strong cardiac emergency response team through training and drills, maintaining accessible and functional automated external defibrillators (AEDs), and implementing clear protocols for swift and effective intervention.

DCPS schools with questions about developing their School Cardiac Emergency Response Plan should contact [healthservices.dcps@k12.dc.gov](mailto:healthservices.dcps@k12.dc.gov). Charter schools with questions about developing their School Cardiac Emergency Response Plan should contact [chris.lalik@lalikandassociates.com](mailto:chris.lalik@lalikandassociates.com) or [dbell@dcpcsb.org](mailto:dbell@dcpcsb.org).

#### 3. [New] Resources for Helping Students, Staff Navigate Metro's New Bus Network

Metro launched a new bus network on June 29, which means the commute to school for students in your LEAs will be different. All routes have new names; routes, frequencies, and operating hours have changed; and some bus stops have changed.

Please support student attendance and adjustments for families and staff in your LEA and/or school by sharing these Metro resources to learn about the new network, including [online maps and tools](#), [videos](#), and trip-planning aids like the [Metro Trip Planner](#) and the new [MetroPulse App](#). Plan your back-to-school trips today by visiting [wmata.com/BetterBus](http://wmata.com/BetterBus).

#### 4. [NEW] Emergency Medication in Schools

Effective August 1, 2025, DC Health will assume responsibility of ordering and distributing Epinephrine (Epi-pens) for all schools. Beginning August 2025, DC Health will also begin distributing undesignated Glucagon and Albuterol to schools. Click [here](#) for a memo to school leaders with details.

- For schools participating in the School Health Services Program (SHSP), the designated DC Health suite staff member will receive the medication delivery.
- Schools not participating in the SHSP will coordinate directly with DC Health for delivery logistics.

Additional information about the undesignated emergency medication program is available on the DC Health website: <https://dchealth.dc.gov/page/undesignated-emergency-medications-uem-program>.

Two informative webinars are available on the website:

- An overview of the undesignated emergency medication program
- A guide to implementing the Undesignated Emergency Medications Action Plan

#### 5. Update School Health Suite Staffing for July 21 – August 1

Below is the School Health Services Program (SHSP) Health Suite Staffing Schedule from **Monday, July 21 through Friday, August 1** of School Year 2024 - 2025.

School leaders are strongly encouraged to review and become familiar with these resources.

For any questions regarding undesignated emergency medications for the 2025-2026 school year, please contact: [william.tyndall@dc.gov](mailto:william.tyndall@dc.gov) and [kyle.jamamillo-kuidis@dc.gov](mailto:kyle.jamamillo-kuidis@dc.gov).

An additional tab has been added to the schedule. This tab lists the certified Administration of Medication (AOM) staff.

#### Staffing for July 21 – August 1

To help with summer staffing, it would be incredibly helpful if your administrators could share key information with the health suite staff on the first day of summer staffing. Specifically, please ensure they receive:

- Participants' full names and dates of birth
- Guardian and emergency contact information
- Any known allergies or health conditions
- Completed DC medical forms for students who will need medications or treatments while on site

Please update the school contacts for the health suite schedule. If you have changes, please email [awilliams@dcpsb.org](mailto:awilliams@dcpsb.org). Health suite personnel coverage days and times are indicated. Nurse Managers are available Monday through Friday from 8:00 a.m. to 4:30 p.m. All Nurse Manager contact information is located on the "Nurse Manager Contact Info" tab, including email addresses. Please contact your nurse manager if you have any questions regarding the schedule, and be sure to include the School Health Services Program at [SHS.program@dc.gov](mailto:SHS.program@dc.gov) in all communications.

#### 6. Talking Points on Transition of School Health Services – SY 2025-2026 For PCS School Leaders

[Here](#) are FAQs and talking points on the school health program to assist school staff in responding to parent questions and to help facilitate a smooth transition for the upcoming 2025–2026 school year. **Not to be distributed to families.** [Here](#) are talking points to be shared with parents and caregivers. If you have questions, please contact [shs.program@dc.gov](mailto:shs.program@dc.gov) or [awilliams@dcpsb.org](mailto:awilliams@dcpsb.org).

#### 7. Kids Ride Free – Summer Update

To help ensure that students have access to transportation for the start of SY25-26, DDOT staff will be available to assign REPLACEMENT SY24-25 KRF SmarTrip cards as follows:

- When: **Wednesdays: July 30, August 6, and August 13**
- Times: 10:00 a.m.-12:00 p.m. and 2:00 p.m.-4:00 p.m.
- Where: DDOT Headquarters- 250 M ST, SE (1st floor)
- Staff Contact: Yvonne Jones

Students should bring their student ID number to ensure we can locate their records in the database. SY24-25 KRF cards will remain valid through **September 30**. The new SY25-26 KRF SmarTrip cards will be delivered to schools beginning in late August, as usual. Please continue to remind students to TAP their cards! The KRF SmarTrip card must be tapped on the fare box or fare gate to ride for free. Questions? Students, families, and school staff can visit [KidsRideFree.dc.gov](https://KidsRideFree.dc.gov), email [school.transit@dc.gov](mailto:school.transit@dc.gov), or call (202) 673-1740.

#### 8. Message from the Office of Finance & Treasury (OFT) regarding District of Columbia Teachers' Retirement Plan

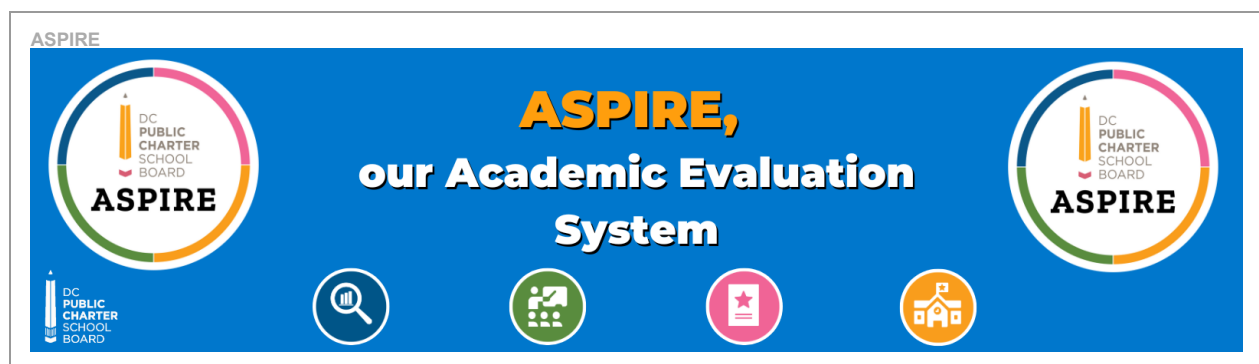
Charter schools' new hires from the District of Columbia Public School that participated in the Teachers' Retirement Plan can continue participation in the DC Teachers' Retirement Plan with their respective school's approval. Please refer to these [FAQs](#) for more details.

1. The [DC Teachers' Retirement Plan Enrollment Form](#) and FY 2025 Retirement Contribution Form ([Word template](#) or [PDF template](#)) should be completed by both the teacher and the charter school.

2. Charter schools' timely remittance of Teacher Retirement Contribution funds are required to be remitted with the corresponding completed [DC Teachers' Retirement Plan Payment Tracking Sheet\(s\)](#).

3. Please send all remittances and forms to Merzie Davis ([Merzie.Davis@dc.gov](mailto:Merzie.Davis@dc.gov)) and Cianna Ajavon ([Cianna.ajavon@dc.gov](mailto:Cianna.ajavon@dc.gov)).

The District of Columbia fiscal year 2025 began on October 1 and the new employer contribution rates are discussed in [FY 2025 Rate Change Memo](#).



#### 9. Got Questions About ASPIRE? We've Got Answers

Curious about the ASPIRE System and how it all works? You're not alone, and we're here to help. Our updated [ASPIRE FAQs](#) is your go-to guide for understanding the ins and outs of ASPIRE. This resource is a living document, meaning that as we continue to fully implement the system, we'll keep updating the document with the latest insights, answers, and clarifications. Think of it as your ASPIRE cheat sheet, designed to keep you informed every step of the way. Check out the updated ASPIRE FAQs and stay in the loop.



# Government Notices



## 10. [NEW] EveryDay Labs Information Sessions

The Deputy Mayor of Education's Office is providing access to [EveryDay Labs](#), a comprehensive attendance solution available at no cost to schools that sign up. The platform uses attendance data to help schools proactively identify trends and target interventions, including communicating with families, to address attendance concerns. Virtual info sessions will be held on **August 1 and August 15**. For access, schools must [request](#) by **August 15**. For more information or to sign up for info sessions, contact 'Abdu'l-Karim Ewing-Boyd at [abdul-karim.ewing-boyd@dc.gov](mailto:abdul-karim.ewing-boyd@dc.gov).

## 11. [NEW] OSSE to Launch Start of School Newsletter for Special Education

OSSE's [Start of School Special Education Newsletter](#) will be published on **Tuesday, August 19**. This newsletter will provide LEAs with information pertinent to all LEA Special Education Points of Contact (SPED POCs), including updates and reminders regarding SPED POC roles and responsibilities, policy and guidance, data systems, monitoring activities, and nonpublic placement processes. Monthly newsletters will be published throughout the school year.

To subscribe to receive the Special Education Newsletter, register [here](#). If you have any questions, please contact Karen Morgan-Donaldson at [Karen.Morgan-Donaldson@dc.gov](mailto:Karen.Morgan-Donaldson@dc.gov).

## 12. [NEW] LEA Enrollment Audit and Child Count Handbook and Webinar

The 2025-26 school year [Student Enrollment Audit and Child Count Handbook](#) is now available on [OSSE's Office of Enrollment and Residency \(OER\) webpage](#).

OER will host the annual LEA Enrollment Audit and Child Count Webinar on **Thursday, August 7 at 10:00 a.m.** This required session for LEA enrollment audit points of contact (POCs) will cover key deadlines and procedures for the 2025-26 school year. A recording of the webinar will be posted on the OER webpage for staff who are unable to attend.

Registration information was sent to LEA Heads of School and LEA Enrollment Audit POCs. Please ensure your LEA's contacts are up to date in the [All-Staff Collection within the Faculty & Staff \(F&S\) application](#), so the appropriate team members receive enrollment communications.

For more information, please contact the team at [OSSE.enrollmentaudit@dc.gov](mailto:OSSE.enrollmentaudit@dc.gov).

## 13. OSSE Parent Portal FAQs for LEAs Available

OSSE is excited to share a new resource: the OSSE Parent Portal FAQs for LEAs. This comprehensive document answers the most frequently asked questions we've received from schools and includes guidance to help staff navigate the new process, communicate with families, and better understand your role. You can access the FAQ document [here](#).

## 14. Metro Back to School Engagement

Metro is looking to share information on the new bus network to all school staff, students and families. If you have events coming up in August and September, please invite Metro to come out to the following by [completing this form](#):

- Kids Ride Free Card Distribution Dates
- Afterschool dismissal
- Back to School Orientations
- Family or community meetings before the first day of school
- Back to School Nights
- Open Houses
- Any additional student and family events

Please note Metro does not distribute Kids Ride Free SmarTrip Cards. Distribution is handled by schools, and questions should be directed to the District Department of Transportation (DDOT) at [school.transit@dc.gov](mailto:school.transit@dc.gov). For general questions regarding outreach, contact Jerry Ilar at [jjilar@wmata.com](mailto:jjilar@wmata.com).

## 15. Discipline Data Collection Training Aug. 13 and Aug. 20 – Register Now!

OSSE is pleased to announce that the Division of Data, Assessment, and Research (DAR) will host two training sessions focused on our annual discipline collection for those who are new to the discipline collection or would just like a refresher. These sessions are ideal for new LEA data managers, school leaders and discipline points of contact. However, anyone who works with the OSSE discipline collection is welcome to attend. The same content will be presented both in-person and virtually so you can choose the format that works best for you. Topics covered will include background information, key dates, collection requirements, data entry overview, and data review and certification. OSSE will offer the following sessions:

In-person

- **Wednesday, August 13 from 10:00–11:30 a.m.**
- OSSE headquarters
- 1050 First Street, NE, Washington, DC 20002
- Eleanor Holmes Norton I Conference Room
- [Click here to register for the in-person session on Aug. 13.](#)

Online

- **Wednesday, August 20 from 1:00–2:30 p.m.**
- [Click here to register for the virtual session on Aug. 20.](#)

Registration is open now! For questions, contact OSSE's discipline team at [OSSE.data@dc.gov](mailto:OSSE.data@dc.gov).

## 16. FY25 Needs Assessment: OST Provider Questionnaire

As an Out of School Time (OST) provider serving the District's youth, your voice is essential to this process and assessing the capacity of providers to achieve universal access. The OST Commission requests that you please take the time to complete the [OST Provider Questionnaire](#) no later than **Friday, August 1**.

## 17. The District of Columbia Office of Open Government and the Open Meetings Act

Public charter school boards of trustees are required to hold their meetings in accordance with the Open Meetings Act (OMA), and the Office of Open Government (OOG) provides virtual and in-person training on the OMA to ensure compliance. OOG is an office within the Board of Ethics of Government Accountability that enforces the OMA and its regulations. The organization's mission is to train and educate public bodies and members of the public on the requirements of the OMA to ensure government transparency. OOG's goals are cooperation and compliance, and their staff are eager to assist. For those unable to attend, view the information presented [here](#). To request OMA training, contact OOG any time at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov).

## 17. Educational Neglect Consultation Meetings

Is your school staff up to date on the process of how to report referrals for educational neglect with CFSA? If not, please join these weekly office hours. CFSA holds virtual weekly consultations for charter LEAs. These sessions are an opportunity for charter school staff to consult CFSA staff about attendance and truancy reporting requirements, among other issues. These meetings are held for charter school staff each Thursday from 11:00 a.m.-12:00 p.m. To access CFSA's New Educational Neglect Consultation Meetings, please [click here to join the meeting](#). Contact Joseph Osiecki ([joseph.osiecki@dc.gov](mailto:joseph.osiecki@dc.gov)) with any questions.

## 18 Who to Call to Reach MPD Public Safety Officials

The Metropolitan Police Department has released its contact roster for the 2024-2025 school year. Click [here](#) to access the list. Additionally, click [here](#) to access a list of other school safety resources. Below are other key contacts for public safety officials:

- Pamela Wheeler-Taylor, Assistant Chief of the Youth and Family Engagement Bureau – 202-437-8116
- School Safety Division Watch Commander – 202-438-1656
- Text information for the daily law enforcement call – 202-340-7059
- [Parent and Adolescent Support Services \(PASS\) Intensive Case Management](#) (ICM) – [dhs.pass@dc.gov](mailto:dhs.pass@dc.gov); 202-698-4334

#### Special Opportunities for School Leaders/Staff/Parents

## Special Announcements for School Leaders/ Staff/ Parents

### 20. Reminder: DC Collaborative's Annual Community Meeting

Let's come together on **Wednesday, July 30 from 2:00 p.m – 4:00 p.m** to get energized for the next school year! Join local creatives, changemakers, and supporters for our annual Community Meeting. This event is free to attend. [Registration required](#)

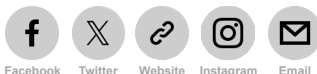
#### Agenda:

- ☐ Kick off with the Anacostia Community Museum
- ☐ The launch of our brand new mission statement and strategic plan!
- ☐ Updates on our Education Programs and Teaching Artist Network

#### What to expect:

- Meet fellow artists, educators, community leaders, and more!
- Connect with local organizations
- Learn about resources that can support your creative endeavors
- Time to tour the current exhibitions
- Light refreshments

Hosted by the [Smithsonian's Anacostia Community Museum](#). The Anacostia Community Museum is wheelchair accessible. Read more [here](#). Live closed captioning will be available via StreamText, accessible on any mobile device. Please ask any accommodation-related questions by emailing [info@dccollaborative.org](mailto:info@dccollaborative.org).



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