

Office of Charter Schools



OAKLAND UNIFIED
SCHOOL DISTRICT
Community Schools, Thriving Students

FEATURE

Newsletter / September 2016

Fall Enrollment Data– Due October 31st



All charter schools must complete and submit the required [Fall Enrollment Data Spreadsheet](#) by October 31st. Please note, each school's final submission **must reflect enrollment as of 10/05/2016** and match the official census day enrollment submitted to the CDE. For tips and/or questions on how to complete the spreadsheet, email [brett.noble @ousd.org](mailto:brett.noble@ousd.org).

Student Exit Information



Last month, charter schools received an email about the new [Student Exit Information Spreadsheet](#), which must be submitted at the end of each statistical month. This change will allow all charter schools to meet Education Code § 47605(d)(3), which states that the District shall be notified within 30 days of the exit of any student not completing a charter school's program. Please provide an Excel version of the spreadsheet (via email or flash drive) at the same time the Monthly Attendance/ADA Report is submitted.

Document Tracking Services (DTS)

In the next few weeks, Charter School Leaders will be introduced to Document Tracking Services (DTS), a new online platform where charter schools will be able to review LCAP reports, provide general school and board information, include annual updates to the Collective MPOs, upload required documentation, and update teacher credentialing information. To help support new users with DTS, our office will be creating video tutorials and one-pagers. Please be on the lookout for an email sharing all of this information soon!

DOCUMENT TRACKING SERVICES
www.doc-tracking.com

Oakland Unified School District

Coordinator Menu

- View Users
- View Locations
- Document Change Report
- View Documents (All Locations)
- Update Data (All Locations)
- Export Data (All Locations)

Name	Document Last Updated	View Document
2015 Local Control and Accountability Plan Data Addendum	2015-08-23	
2015 Local Control and Accountability Plan/Annual Update	2016-08-23	
2016 Measurable Pupil Outcomes (HS)	2016-08-19	
2016 Measurable Pupil Outcomes (K-8)	2016-08-19	
2016-17 School Fall Information	2016-08-19	
2016-17 Teacher Credentialing & Special Education Student Info	2016-08-26	

HOW TO USE - DOCUMENT TRACKING SERVICES

1. Click on the # under 'Edit By Sections' for the document you want to work with
2. Click each Section Name (e.g. "Section 1") to edit your document data
3. To update your data make changes in the appropriate fields and click 'Save Data'
4. To view the updated document, click 'View Current Document'
5. To print the document, click on the 'Print' icon on your internet browser.



SPOTLIGHT

Introducing Our New Data Analyst

We're excited to welcome Brett Noble, our new Data Analyst to our office! He comes to us most recently from OUSD's Talent Division, where he worked as a Education Pioneers Fellow and Data Analyst during the 2015-16 school year. Prior to that, he worked for the State Auditor in Sacramento.



SAVE THE DATE

LAUSD & OUSD Blended Learning Collaboration PD

OUSD's Office of Charter Schools will be hosting the LAUSD & OUSD Blended Learning Collaboration Professional Development (PD) on October 13th-14th from 9am-4pm. The purpose of the interactive Blended Learning PD is to introduce blended learning to schools interested in implementation, identify best practices and pitfalls based on research, identify clear next steps to establish blended learning at each school site, and develop a support plan to ensure successful and effective implementation.

To participate in the PD, complete [this sign-up form](#) by September 30, 2016. Please note space is limited and reservations will be granted on a first come first serve basis. Selected participants will receive an invitation, which will include the meeting location and other details about the event. Breakfast and lunch will be provided.

Please read below for a short biography on the PD facilitator, Stepan Mekhitarian.

Stepan Mekhitarian has been passionate about instructional technology for over a decade of public education service. He completed his doctorate on the skills and training needed to effectively implement blended learning and currently serves as the Blended Learning and Data Coordinator at Los Angeles Unified School District. He has experience in a charter management organization as well as in a traditional school district and holds degrees from UCLA, Harvard, and Loyola Marymount University. In his spare time, he enjoys international travel and racing on track days.

