



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of the Chancellor

## Where to Call Guide



## School Year 2014

**Where to Call Guide**  
**7-10-14**

The telephone numbers listed below are in area code (202), unless otherwise noted. If you need further assistance, please contact the Office of the Chancellor at 202 442-5885.


Academic Services (Teaching and Learning)	8th Floor	673-4488
Accounts Payable	11th Floor	442-5300
Accreditation ( <b>Middle States Associations of Colleges and Schools</b> )	3624 Market Street Philadelphia, PA 19104	(215) 662-5600
Acquisitions and Contracts	11th Floor	442-5111
Adequate Yearly Progress ( <b>AYP</b> )	12th Floor	442-4777
Adult and Continuing Education	Office of State Superintendent of Education (OSSE) 441 4th Street, NW, Suite 370N, 20001	274-7173 274-7174
Adult Education Records (DCPS)	Eliot-Hine (Entrance on 17th Place) 1830 Constitution Avenue, NE, 20002	671-6410
Archives ( <b>OSSE</b> )	Charles Sumner School Museum 1201 17th Street, NW, 20036	730-0478
Athletics	Wilkinson Building 2330 Pomeroy Road, SE, 20020	729-3288
Attendance Unit	8th Floor	442-4404
Bilingual (Language Acquisition)	Garrison Elementary School 1200 S Street, NW, 20009	671-0750
Blackmon Jones	9th Floor	442-4800
Boundary (Neighborhood School)	10th Floor	478-5738
Budget	11th Floor	442-5300
<b>Chancellor (DC Public Schools)</b>	<b>12th Floor</b>	<b>442-5885</b>
Charter Schools	3333 14th Street, NW, 20010 - Suite 210	328-2660
City Council ( <b>DC</b> )	1350 Pennsylvania Avenue, NW, 20004	724-8000
College and Career Readiness	8th Floor	299-2115

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Community Partnership	12th Floor	299-3334
Compliance	10th Floor	442-5658
Contracts and Acquisitions	11th Floor	442-5111
Council of School Officers	2120 Bladensburg Road, NE, 20018	526-4700
Credit Union DC Teachers Federal Credit Union (DCTFCU)	5656 3rd Street, NE, 20011	547-4800
Critical Response Team (General & Special Education)	9th Floor	478-5738
Curriculum and Instruction (Teaching and Learning)	8th Floor	673-4488
Data and Strategy (ODS)	12th Floor	442-5142
DC College Access Program (DC CAP)	1400 L Street, NW, 20005 - 4th Floor	783-7933
DC Congress of PTA's	P.O. Box 75141 Washington, DC 20013	543-0333 832-0336(Fax)
DCNET Help Desk (Telephone/Computer Service)	655 15th Street, NW, 20005 - Suite 400 <a href="mailto:servus.helpdesk@dc.gov">servus.helpdesk@dc.gov</a>	715-3733
DC One Card	441 4th Street, NW, 20011	727-6030
DC Public Charter School Board (PCSB)	3333 14th Street, NW, 20010 - Suite 210	328-2660
DC Public Education Fund	9th Floor	549-3711
DC Student Assessment and Resilience Team (DC START)	1350 Pennsylvania Avenue, NW, 20004	727-6054
DC Teaching Fellows <a href="http://www.dcteachingfellows.org">www.dcteachingfellows.org</a>	10th Floor	442-5022
DC Tuition Assistance Grant (DC TAG)	810 First Street, NE, 20002 - 3rd Floor	727-2824
Department of Education	400 Maryland Avenue, SW, 20002	401-2000 1-800-872-5327
Deputy Mayor of Education	441 4th Street, NW, 20001	727-3636
Desktop Support, E-mail, Network Access	441 4th Street, NW, 20001	671-1566

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Diploma Request	1830 Constitution Avenue, NE, 20002 (Eliot-Hine MS)	671-6410
District Council 20 - <b>AFSCME, Local 1959 &amp; 2921</b>	1724 Kalorama Road, NW, 20009	234-6506
District Knowledge Network (DKN) <b>Cable TV</b>	McKinley Technology HS Campus 151 T Street, NE	939-4568 671-0066
Donations	12th Floor	442-5447
Early Childhood Education and School Readiness	Van Ness Building 1150 5th Street, SE, 20003	698-1033
Early Stages	1125 New Jersey Avenue, NW, 20001	698-8037
Easy IEP Help Desk	9th Floor	719-6500
<b>Educator Portal</b>	<a href="mailto:educator.portal@dc.gov">educator.portal@dc.gov</a>	*****
Educational Licensure Commission	810 First Street, NE, 20002 - 5th Floor	741-5881
Educational Technology	8th Floor	442-4430
Elementary & Secondary Education Act <b>(formerly NCLB)</b>	810 First Street, NE, 20002 - 5th Floor	727-6436 442-5671
Embassy Adoption	Garrison ES Administrative Unit 1200 S Street, NW - Room 220, 20009	671-0162
Emergency Preparedness	Reeves Center 2000 14th Street, NW, 20009 - 5th Floor	576-8962
Employee Assistance Program ( <b>EAP</b> )	<a href="mailto:eap@cope-inc.com">eap@cope-inc.com</a>	628-5240
Employee Benefits <a href="mailto:dcps.hranswers@dc.gov">dcps.hranswers@dc.gov</a>	10th Floor	442-4090
Employee Hearing	10th Floor	442-5373
Employee Verification	10th Floor	442-4090
English Language Learners ( <b>ELL</b> )	1150 5th Street, SE, 20003 (Van Ness)	671-0750
Enrollment Information	9th Floor	478-5738
Equal Employment Opportunity Officer ( <b>EEO</b> ) (Labor Management & Employee Relations)	10th Floor	<b>442-5424</b> 

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Family & Public Engagement	12th Floor	719-6613
Federal Programs and Grants ( <b>School Choice</b> )	8th Floor	442-6025
Fingerprinting - <b>8 a.m. - 5 p.m. Monday-Friday</b>	10th Floor	442-4090
Food and Nutritional Services	11th Floor	299-2159
Freedom of Information Act ( <b>FOIA</b> )	10th Floor	442-5000
General Counsel	10th Floor	442-5000
General Educational Development ( <b>GED</b> ) <b>Records &amp; Testing Center</b>	Office of the State Superintendent of Education OSSE 441 4th Street, NW, 20001 - Suite 370N	274-7173 274-7174
General Information (DC Government)	Washington, District of Columbia	311
<b>General Services</b> (formerly Public Education Facilities Modernization)	Located at Reeves Center, 5th Floor 2000 14th Street, NW, 20009	698-7700
Gifted and Talented	8th Floor	442-5030
Guidance and Counseling	8th Floor	442-5640
Head Start	Van Ness Building 1150 5th Street, SE, 20003	698-1033
Health and Wellness ( <b>Youth Engagement</b> )	8th Floor	442-5065
Higher Education Financial Services ( <b>HEFS</b> )	810 First Street, NE, 20002 - 3rd Floor	727-2824
Home Schooling (OSSE)	441 4th Street, NW, 20001	727-6436
Homeless Children and Youth Programs	8th Floor	576-9502
Hospital Home Instruction Program ( <b>HHIP</b> )	1150 5th Street, SE, 20003 - Van Ness Building	939-3507
Human Capitol - Teachers	10th Floor	719-6553
Human Resources <a href="mailto:dcps.hranswers@dc.gov">dcps.hranswers@dc.gov</a>	10th Floor	442-4090
<b>IMPACT</b> (Performance Assessment) <a href="mailto:impactdcps@dc.gov">impactdcps@dc.gov</a>	10th Floor	719-6553


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Impact Aid	Van Ness Building 1150 5th Street, SE, 20003 Suite 202	673-6613
Information Technology (IT)	441 4th Street, NW, 20001	671-1566
Inspector General (IG)	717 14th Street, NW, 20005	727-2540
Instructional Technology	8th Floor	673-4488
Intergovernmental Affairs	12th Floor	442-5035
Junior Reserve Officers' Training Corps (JROTC)	1830 Constitution Avenue, NE, 20002 - Eliot-Hine MS	671-6235
Labor Management and Employee Relations <a href="mailto:dcps.lmer@dc.gov">dcps.lmer@dc.gov</a>	10th Floor	442-5373
Language Acquisition formerly Bilingual Education Office	Garrison Elementary School 1200 S Street, NW, 20009	671-0750
<b>Library &amp; Media Services</b>	8th Floor	442-4430
Licensure & Highly Qualified Teacher <a href="mailto:Ask.HRHQUNIT@dc.gov">Ask.HRHQUNIT@dc.gov</a>	10th Floor	442-4090
<b>Local Educational Agency (LEA Grants)</b>	8th Floor	673-4488
Mail Room (Central Office)	1200 First Street, NE - 9th Floor	535-1655
Mail Services <a href="mailto:warehouse.dcps@dc.gov">warehouse.dcps@dc.gov</a>	Warehouse DCPS 2000 Adams Place, NE, 20018	576-6026
Master Educators	10th Floor	719-6553
Mayor's City Wide Call Center	1350 Pennsylvania Avenue, NW, 20004	311
Medicaid Unit (OSI)	9th Floor	442-4800
Metrobus and Metrorail Student Travel	2000 14th Street, NW, 20009 - 5th Floor	673-1740
National Assessment of Education Progress (NAEP)	8th Floor	741-0255

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Neediest Kids (OYE)	8th Floor	442-5437
New Beginning ( <b>Formerly Oak Hill Academy</b> )	8400 River Road, Laurel, Maryland 20704	299-3227
New Heights Program	8th Floor	442-5040
Office of the Chief Technology Officer - <b>OCTO</b>	441 4th Street, NW, Suite 930S, 20001	727-2277
Out-of-School-Time	8th Floor	442-5002
Pay and Retirement	441 4th Street, NW, 20001	741-8622
Payroll (DCPS)	11th Floor	442-5300
PeopleSoft	441 4th Street, NW, 20001	727-8700
Personnel	10th Floor	442-4090
Policy	10th Floor	535-2647
<b>Professional Development</b>	<b>8th Floor</b>	<b>299-3317</b> 
Public Education Facilities Modernization <b>(General Services)</b>	Reeves Center 2000 14th Street, NW, 20009 - 5th Floor <b><u>dgs.dc.gov</u></b>	727-2800 698-7700
Public Education Fund	8th Floor	549-3711
Realty ( <b>General Services</b> )	2000 14th Street, NW, 20009 Reeves Center - 5th Floor	442-5199
Research and Evaluation (ODS)	12th Floor	724-4651
Residency ( <b>Student</b> )	9th Floor	478-5738
Retirement Services <b><u>dcps.retirement@dc.gov</u></b>	10th Floor	442-4090
Safety, Regulatory & Environmental Unit	Reeves Center 2000 14th Street, NW, 20009 - 5th Floor	576-8962
Scholarship ( <b>Student</b> )	8th Floor	442-5640
Scholastic Aptitude Test ( <b>SAT</b> )	8th Floor	673-4488
School Records ( <b>Elementary/Enrollment</b> )	Eliot-Hine Middle School - Room 1-094 1830 Constitution Avenue, NE, 20002	671-6410

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School Nurses (DOH)	Community Health Administration (Department of Health) 899 North Street, NE, 20002 - 3rd Floor	442-5925
School Operations	9th Floor	442-5007
Secondary School Programs	8th Floor	299-2005
Section 504 Coordinator (OSI) (Office of Specialized Instruction; formally Office of Special Education)	9th Floor	442-5485 576-8830
<b>Security Desk</b>	<b>Building Lobby</b>	<b>703 929-3145</b>
Security Division (DCPS) Tip Hotline	3535 V Street, NE, 20018	576-6962 541-6016
Specialized Instruction (Formerly Special Education)	9th Floor	442-4800
Special Education Parent Center (OSSE)	1709 3rd Street, NE, 20002 - Logan Building	576-5000
STARS Help Desk	12th Floor	442-9281
<b>State Board of Education</b>	<b>441 4th Street, NW, 20001 - Suite 723N</b>	<b>741-0888</b>
<b>State Superintendent of Education (OSSE)</b>	<b>810 First Street, NE, 9th Floor, 20002</b>	<b>727-6436</b>
Student Government	8th Floor	673-4488
Student Hearing	8th Floor	719-6554
Student Discipline and School Climate (OYE)	8th Floor	442-4404
Student Placement	8th Floor	939-2004
Substitute	<a href="mailto:substitute.dcps@dc.gov"><u>substitute.dcps@dc.gov</u></a>	442-4090
Teaching and Learning	8th Floor	673-4488
Teamsters <b>Local 639</b>	3100 Ames Place, NE, 20018	636-8170
Textbook Services	2000 Adams Place, NE, 20018	576-6026
Title I ( <b>Federal Programs</b> )	8th Floor	442-5149
<b>Title IX Coordinator (Office of General Counsel)</b>	<b>10th Floor</b>	<b>442-5000</b> 



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Transcripts for Closed Schools	Warehouse (DCPS) 2000 Adams Place, NE, 20018	478-5982 671-6410
*Transportation (OSSE)	Logan Building - 1709 3rd Street, NE, 20002 *Parent Call Center (OSSE)	724-8600 576-5000
Van Ness Building (Student Hearing)	1150 5th Street, SE, 20003	698-3819
Visiting Instruction Services (VIS) <b>Hospital Home Instruction Program (HHIP)</b>	Van Ness Building 1150 5th Street, SE, 20003	939-3506
Volunteers	12th Floor	442-5447
<b>Vouchers</b>	<b>DC Children and Youth Investment Trust</b> <b>1400 16th Street, NW, Suite 500, 20036</b>	<b>347-4441</b> 
W2 Reproduction Center	441 4th Street, NW, 20001 - Suite 480N	741-8650
Wage Garnishment	Office of Pay and Retirement 441 4th Street, NW, 20001	741-8650
Warehouse (DCPS)	2000 Adams Place, NE, 20018	576-6026
Washington Teachers' Union	1825 K Street, NW, 20006 - Suite 1050	293-8600
<b>Weather Decision &amp; School Closing</b>	<u><a href="http://dcps.dc.gov">dcps.dc.gov</a></u> <u><a href="http://dc.gov">dc.gov</a></u> <u><a href="http://www.snow.dc.gov">www.snow.dc.gov</a></u>	<b>442-5885</b> <b>311</b>
Work Permit (Student)	Contact Any DCPS - High School	or 671-6410
Workforce and Professional Development	Emery ES (Room Scheduling/Training) 1720 First Street, NE, 20002	698-3995
Workman's Compensation (Employee)	441 4th Street, NW, 20001 - Suite 800S 2nd Floor	727-8600 1 888-832-2524
Youth Engagement	8th Floor	442-4404