



Employee Services Directory

Note:

General information and resources are found on the DCPS website within the sub-pages listed on the Employee Services main page. Additional questions are best directed to the points of contact listed below.

Topic

Address, Birthdate, Gender, Marital Status, and Name changes Annual
Leave Payout Requests
Annual Leave Restoration
ASPEN/SEDS/Blackman-Jones Data
Benefits
Bus Drivers and Attendants - OSSE Transportation
Canvas Support
Clearance (Fingerprinting)
Council of School Officers (CSO)
Death Claims
Drug and Alcohol Testing
Educational Level Promotions, Tuition Reimbursement
Email Support-OCTO
Employee Assistance Program (EAP)
Employment Verification
Equal Opportunity Employment (EEO)
Food Services
IMPACT
Labor Management and Employee Relations
Leave of Absence
Licensure/Certification Information -OSSE
Licensure-Employment Status
Longevity Form Requests
Onboarding (post-offer letter)
Payroll
PeopleSoft Support-OCTO
Personnel Action Forms
Personnel Files
Professional Development
Resignations/Offboarding

Contact

dcps.pschangerequest@k12.dc.gov
dcps.alpayout@k12.dc.gov
dcps.benefits@k12.dc.gov
202 442 9281
dcps.benefits@k12.dc.gov
202 724 8600
dcps.canvas@k12.dc.gov
dcps.clearance@k12.dc.gov
202 526 4700
dcps.deathclaims@k12.dc.gov
dcps.mdat@k12.dc.gov
dcps.compensation@k12.dc.gov
202 442 5715
www.inova.org/eap
dcps.voe@k12.dc.gov
dcps.lmer@k12.dc.gov
www.sodexousa.com
impactdcps@k12.dc.gov
dcps.lmer@k12.dc.gov
dcps.loa@k12.dc.gov
202 741 5881
dcps.licensure@k12.dc.gov
dcps.retirement@k12.dc.gov
dcps.onboarding@k12.dc.gov
202 442 5330
202 727 8700
dcps.offboarding@k12.dc.gov
dcps.hrrecords@k12.dc.gov
leap.dcps@k12.dc.gov
dcps.offboarding@k12.dc.gov

Retirement	dcps.retirement@k12.dc.gov
Sick Leave Buy-Back	202 442 5330
Staffing	dcps.staffing@k12.dc.gov
Staples Card	ocoo.businessopps@k12.dc.gov
Step/Salary Reviews	dcps.compensation@k12.dc.gov
Substitute Teaching	substitute.dcps@k12.dc.gov
Teacher or Educational Aide Applications	teach.dcps@k12.dc.gov
Teamsters Local 639	202 636 8170
Time Entry/Approval	dcps.timeandlabor@k12.dc.gov
Unemployment Claims	dcps.unemployment@k12.dc.gov
Volunteers	dcps.clearance@k12.dc.gov
Workers' Compensation, Severance Claims W2 Reprint	dcps.compensation@k12.dc.gov
Office/Garnishment Inquiry-OPRS	202-741-8650
