

Data NEWSline, April 30, 2009

Welcome to Data NEWSline!

This newsletter will be available in PDF format soon. To view the PDF document, visit the District Website at: <<https://district.ode.state.or.us/search/page/?id=184>>.

Information about the newsletter, including "How to Subscribe/Unsubscribe", is located at the end of the newsletter.

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WHAT'S DUE? (See the Schedule of Due Dates for details
<<https://district.ode.state.or.us/apps/info/Default.aspx>>)

APR 30: Alternative Education Programs 08-09

MAY 01: Staff Assignment 08-09

MAY 08: Class Size 08-09

MAY 15: Charter School Surveys 08-09 (Public Surveys)

MAY 19: Extended Mathematics 08-09

Extended Reading 08-09

Extended Science 08-09

Extended Writing 08-09

MAY 27: Spring Student Membership 08-09

JUN 05: IDEA Annual Application for Federal Funds 09-10 (Paper)

JUN 16: NCLB Title X: Homeless 08-09
NCLB Title X: McKinney-Vento Subgrants 08-09 (Paper)

Contact: ODE Helpdesk, ode.helpdesk@state.or.us or 503.947.5715

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TIP! – SWINE FLU INFORMATION FOR OREGON

In light of the recent outbreak of the swine flu virus, the Department of Education has launched a new page with pertinent information for Oregon schools on its public website - <http://www.ode.state.or.us/search/page/?id=2582>. The site includes:

- An “Important Information for Schools” web page that has fact sheets for parents and links to other key agencies.
- Oregon Public Health Division updates prepared for schools.

As more information becomes available, it will be added to this site. Be sure and bookmark it!

Contact: Leslie Currin, 503.947.5812, [leslie.currin@state.or.us](mailto:leslie.currin@state.or.us) or Susanne Smith, 503.947.5637, [susanne.smith@state.or.us](mailto:susanne.smith@state.or.us).

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HELPDESK MCQ (MOST COMMON QUESTION) – SPRING MEMBERSHIP COLLECTION DATA

Q: How is my Spring Membership data used, and what is the difference between it and Fall Membership?

A: Spring Membership data has significance for districts’ Report Card and AYP reports. The denominator for participation rates for AYP, report card, and reports of assessment results begins with all students enrolled in the school or district at grades 3, 4, 5, 6, 7, 8, and 10 on the first school day in May for which the district receives state school fund (ADM). These students are reported in the Spring Membership Collection. The assessment results of students are reported in the AYP, report card, and reports of assessment results of the resident district and school of the student as indicated in the Spring Membership Collection.

In addition, the economically disadvantaged students, students enrolled for a full academic year, and students in district special education placements are identified using this collection.

Fall Membership provides a count of the number of students enrolled in Oregon school districts on October 1 each year. Its data is used for federal and state reporting, including the reporting of race, ethnicity, and gender groups. It also provides good data for research purposes.

Please refer to the Spring Membership’s data profile page for more information – <https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=105>. Material in the answer above was excerpted from the excellent FAQ’s document also available on the profile page –

https://district.ode.state.or.us/apps/info/docs/Frequently_Asked_Questions_for_Spring_Student_Membership_Collection.doc.

Contact: ODE Helpdesk, ODE.Helpdesk@state.or.us or 503.947.5715
For content questions on Spring Membership, contact: Regional Assessment Support Partners

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**UPDATED ODE INSTITUTION ID REQUEST PROCESS:**

ODE recently posted an new request form and procedures manual to assist districts in making requests for school closings/openings/consolidations, name changes, grade range changes for ODE institution ID numbers that correspond to local schools. The ODE institution ID numbers are used by districts to send information to ODE for student and aggregate level reports and have a direct bearing on AYP/Report Card ratings, distribution of ADM, assessment results and public released reports that fulfill state and/or federal reporting requirements. We understand that several districts are considering closings or consolidations of schools due to the economic situation and may want to review the updated materials to see if they may need to make ODE institution requests as part of decisions made at the local level. Changes for next school year are to be updated at ODE prior to the beginning of the school year. The new documents are posted at the following link along with contact information.

<http://www.ode.state.or.us/search/results/?id=219>

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SCHOOL YEAR 2008-2009 CUMULATIVE ADM DOCUMENTS:

ODE is combining 6 different data collections into one collection that will occur 4 times a year starting in October 2009. The Fall and Spring Membership, 2nd quarter and annual ADM, Early Leavers and High School Graduate collections will be combined into one file format and collected 4 times a year. After multiple reviews of the new requirements with districts, ODE posted two documents at the following ODE district web site location that districts can use to prepare for the consolidation. One document is a file format for the collection and the other document is a narrative review of the collections process as well as questions and answers from the field. As additional questions are raised and answered, this document is being updated. The documents are as follows. The cumulative collections will be reviewed again at the April 30, 2009 Data Collection Committee meeting at WESD in Salem.

Layout: Cumulative ADM File Format 2009-10 FINAL 04/07/2009 (68.91 KB)
Integrated Collection Early Leaver/Graduate Process: FINAL 04/23/2009 (255.50 KB)

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**BUILDING A CULTURE OF DATA QUALITY WORKSHOPS**

Eight regional workshops have been scheduled for the "Building a Culture of Data Quality" component of the Technical training offered through the Oregon DATA Project. The training is designed to assist district teams and ESD representatives with customizing the Culture of Data Quality model and improving data quality within their district. The training will be hosted by ESDs in October and November, and details on registering will be available soon on the Oregon DATA Project site, [www.oregondataproject.org](http://www.oregondataproject.org).

Training locations and dates: Malheur ESD, Oct. 20; Umatilla-Morrow, Oct. 21; Southern Oregon, Oct. 27; Douglas ESD, Oct. 28; High Desert, Nov. 3; Multnomah, Nov. 5; Willamette, Nov. 10; NW Regional, Nov. 17.

Contact: Megan Monson (megan@monson.com, 541.863.5267) for more information.

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ODE WEBINARS ON K-12 STIMULUS IMPLEMENTATION:

Stabilization Fund Update and District Application Review, this Friday, May 1st, 10:00am

Please join Pat Burk, Chief Policy Officer for Oregon Department of Education, on May 1 for a webinar aimed at answering school district questions around the State Stabilization Funding portion of the American Recovery and Reinvestment Act (ARRA). This first hour-long webinar will give an ARRA overview with emphasis on the State Fiscal Stabilization Funding (SFSF) District Application Process. The USDOE has approved the Governor's SFSF Application and Districts must submit an application to ODE to access these reimbursement funds. This webinar will focus on what the school districts application

This is the second in the weekly ODE weekly stimulus implementation webinars. Each webinar will focus on a different area of funding including Title I, IDEA, competitive grants, etc. As always you can find information regarding K-12 stimulus implementation at:

<http://stimulus.k12partners.org/>.

Weekly ARRA Q&A

Date: Friday, May 1, 2009

Starting time: 10:00 am, Pacific Daylight Time

Duration: 1 hour with run over time

Meeting number: 755 968 021

Meeting password: 1234567

Host key:

Teleconference: Call-in toll-free number (US/Canada): 866.699.3239

Teleconference: Web Portion

Host's name: <http://Oregon.webex.com> Pat Burk

Host's Email: Patrick.burk@state.or.us

Follow the steps below to join the weekly ARRA Q&A:

1. Go to the ODE WebEx URL <http://oregon.webex.com>
2. Select Weekly ARRA Q&A listed under Friday on the weekly Calendar
3. Enter the meeting number
4. Enter your name, email address and the password,
5. You will be connected to the meeting.
6. Use your phone to dial the toll free number and enter the meeting number and the password

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08-09 SPRING STUDENT MEMBERSHIP OPENS MAY 1, 2009:

The 08-09 Spring Student Membership opens Friday, May 1, 2009. The collection will close on Wednesday, May 27, 2009. It will not reopen for corrections or additions until after June 9 and then by request only. This collection is required for the state to determine Adequate Yearly Progress (AYP) for 2008-09 school year. All students who are financed with public funds need to be included.

Please check the Schedule of Due Dates for necessary updated documentation on how to complete the collection. To access the Spring Student Membership collection, log in to applications, and choose Consolidated Collections. You will find Spring Student Membership 08-09 under the Student Collections dropdown. Instructions and the User's Guide are available under Help on the top right of the page.

Remember to check for errors and do a production download for your records when you are done!

For Assistance in Submitting your Collection Contact your Regional ESD Support Staff:

- Region 1: Phoebe Burns, pburns@mesd.k12.or.us 503.257.1557
- Region 2: Donna Smith, donna.smith@douglasesd.k12.or.us 541.440.4756
- Region 3: Karen Brown Smith, karen.brown@umesd.k12.or.us 541.966.3124

For Questions Regarding Collection Content Contact:

- Lynn McCallister, lynn.mccallister@state.or.us 503.947.5632
- Rob Siegel, rob.siegel@state.or.us 503.947.5828
- Cynthia Yee, cynthia.yee@state.or.us 503.947.5780

For technical issues, contact: ODE Helpdesk, ODE.Helpdesk@state.or.us or 503.947.5715

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2008-09 ANNUAL DISTRICT HOMELESS STUDENT DATA COLLECTION OPENS MAY 15, 2009:

The 2008-09 Annual District Homeless Student Data Collection will open on May 15 and close on June 15, 2009. All Districts are required to count and report on the number of homeless students that have been enrolled in their Districts during the current school year. Districts with counts of zero are also required to submit this as data. Each district has designated a Homeless Education Liaison to implement the requirement. For a copy of the Pre-Collection Form, go to: <http://www.ode.state.or.us/search/page/?id=1976> .

For questions on federal requirements, definitions and counting, please contact dona.bolt@state.or.us (Dona Bolt-ODE, 503.947.5781).

For technical issues, contact: ODE Helpdesk, ODE.Helpdesk@state.or.us or 503.947.5715

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ALTERNATIVE EDUCATION PROGRAMS DATA COLLECTION WINDOW EXTENDED

The deadline for the district-level data collection of Alternative Education Programs 08-09 was May 1 and has been postponed until June 1, 2009 to allow districts to submit data. Consistent with ORS 329.115, data from the collection are used to prepare and publish reports on alternative education programs. If no data is submitted and validated by the school district, the report will reflect that the district has no alternative programs. ORS 336.615 defines alternative education programs as "a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the school district and the state." According to ORS 336.665 a school district shall be found "to be deficient within the meaning of ORS 327.103 if the district fails to cause the proposal of alternative programs to be made under ORS 339.250 (9) or (10). For additional information and documents that support this collection visit <https://district.ode.state.or.us>.

For questions or concerns relating to the Alternative Education Programs 08-09 Collection,

Contact: Drew Hinds, [drew.hinds@state.or.us](mailto:drew.hinds@state.or.us) or 503.947.5799

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COMMODITY ORDERING AND DISTRIBUTION

In August 2008 sponsors will accept their orders for the September 2008 distribution of commodities in CNPweb.

Commodity information is at: www.ode.state.or.us/services/nutrition/cfdp

Contact: Beverly Hassell, 503.947.5896 or David Jones, 503.947.5912

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ANNUAL ADM VIDEOCONFERENCE UPDATE:

The May 7th videoconference training will be on Annual ADM only. The NCLB: Consolidated Performance part of the training has been cancelled.

If you wish to take part in the Annual ADM training please contact your local scheduler and ask if a room is available on May 7th at 2:00 PM.

Request that the local scheduler contact Barbara Beckner to have the remote site added to the Network Reservation. Please send the correct IP or E164 Address for the site.

Please have all requests sent to ODE no later than noon on May 5th.

Contact: Barbara Beckner, [Barbara.beckner@state.or.us](mailto:Barbara.beckner@state.or.us)

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2009-10 BUDGET COLLECTION IS OPEN

All 2007-08 audits and CAFRs have been received and reconciled except there are a few replacement pages missing from one audit. Thank you to everyone, as the federal reports were filed with pretty accurate data.

The 2009-10 Budget Collections are open and ready for your submissions. The deadline for the Budget paper documents is July 15 and the electronic deadline is August 17. Be assured that ODE recognizes these are especially difficult times to develop budgets. Please stay within the due date timeframe as best you can.

The 2008-09 audits and CAFRs may be received by ODE anytime after July 1 with a deadline of December 31. The 2008-09 Actuals Collections opens Thursday, August 20 and closes Friday, December 11. The Business Manager/Auditor Communication letters and required documents will be posted at <http://www.ode.state.or.us/search/page/?=1233> on May 1.

You will find some new document postings for Transportation Reimbursement, PERS UAL Bond Accounting Guidance and Accounting Manual Frequently Asked Questions at <http://www.ode.state.or.us/search/page/?=1402>

Contact: Barb Cruickshank, barbara.cruickshank@state.or.us or 503.947.5916

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**LIGHTHOUSE AWARD WINNER! – NOMINEES WANTED!**

If you know someone that goes that extra distance to help get the data reports submitted correctly to ODE or that technology person that spent so much time getting the file set up just right...then here is the opportunity to thank that person for all of his/her hard work.

The DATA NEWSline is now accepting nominations for the Lighthouse Award. Please email your nominee's name, district, job title and a description of why he or she deserves the award to: [ode.helpdesk@state.or.us](mailto:ode.helpdesk@state.or.us)

Contacts: ODE Helpdesk, [ODE.Helpdesk@state.or.us](mailto:ODE.Helpdesk@state.or.us) or 503.947.5715

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Data NEWSline is a monthly email newsletter designed to keep district and school staff informed about School Finance, Web-based data collections and reports, Student Accounting reporting, Secure Student Identifier (SSID), Assessment Collections, the School and District Report Card, and Adequate Yearly Progress (AYP) Reports.

Questions, comments, and suggestions for the editor should be sent to Barbara Beckner at barbara.beckner@state.or.us. You may also call 503.947.5682.

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