

## Executive Numbered Memo 002-2010-11 - Grade 9 Essential Skills Requirements

September 3, 2010

**TO:** School District and ESD Superintendents

**RE:** Essential Skills requirements, based on the year students are first enrolled in grade 9

As Oregon Schools approach the first year that students will be required to demonstrate proficiency in Essential Skills to earn an Oregon Diploma, some questions have arisen that require clarification.

In the early days of discussion and State Board of Education adoption of Essential Skill requirements, the roll-out for the requirements was described in terms of a student's high school graduation year (e.g. Class of 2012, 2013, etc.). As policy issues were refined, it became clear that to avoid creating additional requirements for students whose graduation year changed when they decided on a 5th year of high school, requirements should instead be described in terms of the year the student first entered the high school system. In this way, the Essential Skills requirements are applied to students based on the school year they were first enrolled in grade 9, also referred to as the cohort group.

Oregon Administrative Rule (OAR) 581-22-0615 (Assessment of Essential Skills, adopted in December 2009) clarifies that students who are receiving a regular or modified high school diploma are required to demonstrate proficiency in the Essential Skills based on the school year in which they were first enrolled in grade 9.

As a result, students who are planning an early graduation (with a regular or modified diploma) must meet the Essential Skill requirements for their cohort group based on the year the student first enrolled in grade 9. For students who first entered grade 9 in 2008-09, districts must collect and report the manner in which they demonstrated proficiency for the Essential Skill of reading. For students who first entered grade 9 in 2009-10, districts must collect and report the manner in which they demonstrated proficiency for the Essential Skills of reading and writing. For students who first entered grade 9 in 2010-11, districts must collect and report the manner in which they demonstrated proficiency for the Essential Skills of reading, writing, and math.

The table below shows the Essential Skills required for students based on the year in which they first enrolled in grade 9.

### School year first enrolled in grade 9

Essential Skills	2008-2009 (most will graduate in 2011-12)	2009-2010 (most will graduate in 2012-13)	2010-2011 (most will graduate in 2013-14)
Reading	X	X	X
Writing		X	X
Math			X

Essential Skills data (regarding how to report the manner in which students' demonstrate proficiency for the diploma requirement) is collected through the Cumulative Average Daily Membership (Cum ADM) data collection. For more information on this system and process, please visit the Cum ADM manual on the [ODE district website](#).

If you have questions about the Essential Skills requirements or about reporting the data, please contact [Cristen McLean](#).