

**Executive Numbered Memo 006-2017-18**  
**Division 22 Assurances 2017-2018**

**To:** District Superintendents

**From:** Theresa Richards, Interim Assistant Superintendent, Office of Teaching, Learning and Assessment

**Date:** December 5, 2017

By February 1 of each year, school district superintendents are required to report to their local school board the district's standing with respect to all Standards for Public Elementary and Secondary Schools as set forth in Oregon Administrative Rules 581-022-2305. Districts are also required to post the report to their websites by February 1, 2018. Following that report, districts will complete and submit to the Oregon Department of Education (ODE) the annual Elementary and Secondary Schools Assurance Form by February 15, 2018.

For the 2017-2018 school year, districts will report compliance to the full list of Division 22 Standards. Districts will complete and submit the Division 22 Assurance Form directly into the Indistar system at [www.indistar.org](http://www.indistar.org). Once the Assurance form is submitted, districts will receive e-mail confirmation. The deadline for submission is **February 15, 2018**.

To complete the Assurances process, districts must certify three things:

**First**, that the district's Annual Report was presented to the local school board in a public meeting by February 1, 2018 and that the school board acknowledged receipt of the report. Please include with the completed Assurance Form board minutes, documenting that the report was presented to the local school board and acknowledged by the local district board.

**Second**, that the district posted the Annual Report on the district's website by February 1, 2018. Please include with the completed Assurance Form a link to the web page where the Annual Report was posted.

**Third**, districts must certify on the 2017-2018 Assurance Form that the district is or is not in compliance with the rules from OAR chapter 581, Division 22 Standards for Public Elementary and Secondary Schools. If your district is not in compliance with any of the rules, please identify the rule(s) and provide information in the appropriate narrative box on the Indistar form describing the district's process to achieve compliance with the rule(s).

The Assurance Form includes embedded links to the specific Oregon Administrative Rules (OARs). A link to the Division 22 OARs, as posted on the Oregon Secretary of State's website, is available online at <http://www.oregon.gov/ode/rules-and-policies/StateRules/Pages/Division-22.aspx>.

An administrative rule check sheet is provided at <http://www.oregon.gov/ode/rules-and-policies/StateRules/Pages/Division-22.aspx> to assist in the district's report to the community regarding compliance with all Division 22 OARs. Please **do not** submit this check sheet to ODE.

Our thanks to you and your staff for your review and submission of Division 22 Assurances.

If you have questions, please contact Andrea Morgan, Education Specialist, at [andrea.morgan@state.or.us](mailto:andrea.morgan@state.or.us) or at (503) 947-5772.