

## Frequently Asked Questions – Oregon’s 1% Participation Cap Reporting Process Updated September 19, 2019

**Q1:** The online form that we are supposed to use to submit our data for the 1% Participation Cap Assurance and Reporting process does not match the Guiding Questions document that was shared during the webinar.

**A1:** The online reporting form, which districts will use to submit all data to ODE, has been updated to match the process elaborated in the webinar (and which was shared within the Guiding Questions document). The online form also includes the district assurance statement, that it is adhering to ODE’s eligibility guidance. All district reporting is conducted via the online Smartsheet form (not the Guiding Questions form). It is available at this link:

<https://app.smartsheet.com/b/form/4984541f40d8493ab8ec02c54f6658c2>

**Q2:** I am confused about due dates. The original email announcement from ODE on August 12, 2019 said that the report was due on December 1, 2019.

**A2:** We apologize for this inconsistency. The reporting process has been updated to reflect a look forward rather than a look backward, which affected all reporting timelines. Districts must complete Section 1 submissions by October 1, 2019. Though the timeline is more intensive in that regard, the information requested in Section 1 is minimal. Further information regarding due dates for each of the Sections in the reporting process is provided below in Questions 3-5.

**Q3:** What section do I need to submit if my district projects to go under the 1% Participation Cap?

**A3:** If a district projects that it will **not** exceed the 1% Participation Cap, it must enter the information required in Section 1 (date, name and email address of the submitter, the district, and select “No” from the projection drop-down menu). The district provides the assurance by checking that box and then selects *Submit*. This needs to be completed by October 1, 2019.

**Q4:** What sections do I need to complete if my district projects that it will exceed the 1% Participation Cap?

**A4:** If a district projects to exceed the 1% Participation Cap, then they submit Section 1 by October 1, 2019 and Sections 2-4, using the same online form, by October 15, 2019. Other than the date and contact information (name and email), Information that has been entered in prior submissions does not need to be re-entered.

**Q5:** What if my district also exhibits a disproportionality in our ORExt eligibility rates? What do I need to submit and when?

**A5:** Districts that expect to go over and have a disproportionality must add the information at the bottom of Section 4 and submit that information, using the same form, by November 1, 2019.

**Q6:** How do I know if my district has an ORExt eligibility disproportionality?

**A6:** The race/ethnicity categories used to determine whether a disproportionality exists in your district include the following: Asian, Black, Native American, Pacific Islander, Multi-Racial, White, and Hispanic. Districts must analyze the student demographics of their population who participate in the ORExt and compare that to student demographic averages for students across the district in the grades tested. A district must have at least 10 students (students in the race/ethnicity group in the grades tested projected to take the ORExt in 2019-20) in the numerator and at least 30 students in the denominator (all students in the race/ethnicity group in the grades tested) in order for ODE to consider that you have a disproportionality. Districts who need support in this area are encouraged to contact James Foutch, Research Analyst within the Office of Student Services at [james.foutch@ode.state.or.us](mailto:james.foutch@ode.state.or.us).

**Q7:** What will a district need to do if they did not project to exceed the 1% Participation Cap, but then do?

**A7:** Districts who do not project to exceed the 1% Participation Cap, but end up doing so in spring 2020, will complete the reporting process the following year using actual 2020 numbers versus projected 2021 numbers.

**Q8:** The Participation Rate formula presented in the webinar has the denominator as the number of students assessed, though earlier in the presentation the denominator is described as the number of students eligible for assessment. Which is correct?

**A8:** This discrepancy is evidence of the shift in the process to be a look forward rather than a look backward. The denominator should be the number of students who will be *eligible* to participate in the Oregon statewide assessments in spring 2020 (in Grades 3-8 & 11 for ELA and Math, and in Grades 5, 8, & 11 for Science). This has been corrected in the PPT that is posted online on the [Oregon Extended Assessment webpage](#) in the *Policies* section (see the ESSA “1% Participation Requirement” link).

**Q9:** I have another question about the Participation Rate formula denominator. Are the students in the grades tested referenced in the denominator students who were present on May 1 that year, or both those students and the Full Academic Year (FAY) students?

**A9:** This question is framed within an accountability context, whereas the request is to make a prediction about student counts for spring 2020. The denominator includes all district students who will be eligible to participate in the statewide assessment system in the grades tested in the spring of 2020. It seems that the most reasonable projections

would be made based on current student counts in the grades tested (both those who are likely to participate in the ORExt in the numerator and the total population in the denominator), with an adjustment based upon the district's projected student population changes for the coming school year (either growth or decline).

**Q10:** The ESSA regulation cited in the webinar and on the online form requires that districts who exceed the 1% Participation Cap to submit this report. Why is ODE using projections instead of last year's data and why are you requiring all districts to submit Section 1, even if they do not project to exceed the 1% Participation Cap?

**A10:** It is true that ESSA requires a complete assurance and justification from districts that exceed the 1% Participation Cap. We have elected to position our districts looking forward so we can make concurrent systems and data collections improvements during the school year. Districts who are projected to exceed the 1% Participation Cap will complete Sections 1-4. Districts who actually exceed the cap after test results are received must have their results published (as long as student-level information is not compromised). As part of our monitoring responsibility within ESSA, we are requesting that all districts provide an assurance that they are adhering to the ORExt Eligibility Guidance, even if they are not projecting that they will exceed the 1% Participation Cap.

If you have a question that is not addressed here, please contact Dan Farley, Director of Assessment at ODE: [dan.farley@ode.state.or.us](mailto:dan.farley@ode.state.or.us). Thank you for your patience!