

---

# OREGON FALL MEMBERSHIP MANUAL

FOR THE 2016-17 SCHOOL YEAR

---

OREGON DEPARTMENT OF EDUCATION  
SALEM, OREGON



Salam Noor, Deputy Superintendent of Public Instruction

It is the policy of the State Board of Education and a priority of the Oregon Department of Education that there will be no discrimination or harassment on the grounds of race, color, religion, sex, sexual orientation, national origin, marital status, age or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Deputy Superintendent of Public Instruction at the Oregon Department of Education.

The officially codified and compiled Administrative rules are published by the Secretary of State, and portions of that published compilation have copyright status. The Oregon Administrative Rules presented on these pages are not the official version of the rules published by the Secretary of State.



Please share this document with your colleagues!  
All or any part of it may be photocopied for educational purposes  
without permission from the Oregon Department of Education.

---

# TABLE OF CONTENTS

General Information .....	1
Introduction .....	1
History .....	1
Documentation and Historical Reports .....	1
Staff Responsibilities and Contact List .....	1
ESD Regional Partners by Region .....	1
ODE Staff .....	1
Collection, Validation, and Reporting .....	2
Calendar .....	2
The Data Source .....	3
Where Do the Data Come From? .....	3
Which Students Are Counted? .....	3
<b>How Can I Tell if the Student was Enrolled on the First School Day in October?</b> .....	3
<b>What if More than One Record for the Student Shows Enrollment on the First School Day in October?</b> .....	3
Collection Of The Race / Ethnicity Data .....	7
The Fall Membership Report .....	8
Statewide .....	8
District .....	8
School .....	9
Race / Ethnicity In The Fall Membership Report .....	9
<b>Hispanic / Latino</b> .....	9
<b>American Indian / Alaska Native, Non-Hispanic</b> .....	9
<b>Asian, Non-Hispanic</b> .....	9
<b>Pacific Islander, Non-Hispanic</b> .....	9
<b>Black/African American, Non-Hispanic</b> .....	9
<b>White, Non-Hispanic</b> .....	9
<b>Multi-Racial, Non-Hispanic</b> .....	9
Frequently Asked Questions .....	10

---

## INTRODUCTION

The Fall Membership Report is a representation of the number of K-12 students enrolled on the first school day in October each year. All K-12 students enrolled in public schools and programs are included; this includes regular, alternative, charter, and other types of schools and programs. In addition, students attending private schools and programs are included if the students were placed there by a public entity and are financed with public funds. No student is reported in more than one school or district.

The purpose of this document is to be a reference tool for those interested in how the report is derived and what information it contains.

## HISTORY

Prior to 2009-10, the Fall Membership report was derived from its own data collection. Beginning in 2009-10, the Fall and Spring Membership data collections, along with the Early Leavers and High School Completers data collections were combined with the ADM collection to form the Cumulative ADM data collection. Currently the Fall Membership report is generated from the first period of the Cumulative ADM data collection.

## DOCUMENTATION AND HISTORICAL REPORTS

Documentation and Historical Fall Membership Reports are located here:

<http://www.ode.state.or.us/search/page/?=3225>

Documentation regarding the Cumulative ADM Collection on the district secure site is located here:

<https://district.ode.state.or.us/search/results/?id=441>

---

## STAFF RESPONSIBILITIES AND CONTACT LIST

The ESD Regional Partner in your region is your contact person for submitting the Cumulative ADM data collection, from which the Fall Membership data is drawn. Please contact them if you have questions regarding how to submit the data.

## ESD REGIONAL PARTNERS BY REGION

To view the ESD Regional Partners by region, please see the General Assessment Support contact listed at [www.ode.state.or.us/go/assessmenthelp](http://www.ode.state.or.us/go/assessmenthelp).

## ODE STAFF

ADM General Assistance (Data Owner)	Isabella Jacoby	(503) 947-5878
ADM Technical Help & SSID merges	ODE Helpdesk	(503) 947-5715
Fall Membership Report or Validation	Beth Blumenstein	(503) 947-5767

# COLLECTION, VALIDATION, AND REPORTING

The data used in the Fall Membership report come from the First Period Cumulative ADM collection. This year, validation will be done through the Achievement Data Insight (ADI) application. Training on the ADI was conducted June 1, and is posted at <https://district.ode.state.or.us/search/page/?id=250>. Note that access to the ADI is granted on a validation-by-validation basis; data submitters and validators will need to contact their [district security administrators](#) to request access to validations.

## CALENDAR

<b>Sept 29, 2016 – Oct 28, 2016</b>	First Period Cumulative ADM is open for data submission
<b>Oct 29, 2016 – Nov 2, 2016</b>	First Period Cumulative ADM Data Validation – collection closed for ODE data review
<b>Nov 17, 2016 – Jan 27, 2017</b>	<b>Fall Membership Validation Period</b>
<b>Jan 19, 2017 – Jan 27, 2017</b>	Second Period Cumulative ADM Audit and Review window
<b>Jan 27, 2017</b>	No further changes allowed to First Period Cumulative ADM after 11:59 PM.
<b>Jan 30, 2017</b>	<b>Final Fall Membership Extract pulled from First Period Cumulative ADM, preview available to districts on ADI at 1 p.m.</b>
<b>Feb 2, 2017</b>	<b>Final Fall Membership Press Release</b>

There will be approximately 6 refreshes during the Fall Membership validation window. Refer to the Data as of Date column in the Achievement Data Insight validation to determine how current the data are. For example, in the screenshot below, the data include all changes made by 5pm on January 27, 2017.

elfth grade count	Percent of Twelfth Grade	Data as of Date
245	9	1/27/2017
0	0	1/27/2017
241	24	1/27/2017
0	0	1/27/2017

## WHERE DO THE DATA COME FROM?

The data used for the Fall Membership Report come from the First Period of the Cumulative ADM Collection.

## WHICH STUDENTS ARE COUNTED?

All students who were enrolled on the first school day in October are counted in the Fall Membership report. For the 2016-17 School Year, the first school day in October was October 3, 2016. Selection of the record of membership for each student is outlined below.

## HOW CAN I TELL IF THE STUDENT WAS ENROLLED ON THE FIRST SCHOOL DAY IN OCTOBER?

In the First Period Cumulative ADM data collection -

- Students whose ADM Enrollment date (ADMEnrDt) reflects October 3, 2016 or prior **AND**
- The ADM End Date (ADMEndDt) reflects October 4, 2016.

Students whose record reflects an ADM End Date of October 3, 2016 will **not** be included in the Fall Membership report. Per [OAR 581-023-0006 4\(b\)](#), the student's withdrawal will be reported as the school day following determination of their withdrawal. This means, if the student's ADM End Date reflects October 3, 2016, the student's last day of actual attendance would have been September 30. For the purposes of this report, ADM End Dates are interpreted as representing the school day after the student's actual departure (or determination of departure). An ADM End Date of October 4 indicates that the student was still enrolled on October 3, and the student would be counted in the Fall Membership report.

ADMEnrDt	ADMEndDt	Enrolled on October 3?
9/8/2016	9/23/2016	No
9/8/2016	10/3/2016	No
9/23/2016	10/4/2016	Yes
10/3/2016	10/4/2016	Yes

## WHAT IF MORE THAN ONE RECORD FOR THE STUDENT SHOWS ENROLLMENT ON THE FIRST SCHOOL DAY IN OCTOBER?

Students in multiple programs, who have withdrawn and re-enrolled or who have transferred schools, may have multiple records. If a student has two or more records that indicate enrollment on the first school day in October, the resolution process to determine the record of membership will be as follows (ADM Program Types 02 ESL, 03 Pregnant and Parenting, 05 Case Management, and 14 Student not Enrolled but Received Credential are all excluded from this process.):

**If all of the student’s records reflecting enrollment on the first school day in October are ADM Program Type 01 (Standard) or ADM Program Type 15 (Half-day Kindergarten)**

- Program type 01 records will take precedence over all other records.
- The record with the latest ADM Enrollment Date will take precedence over earlier records.
- If the ADM Enrollment Dates are identical in multiple Standard records, the record with the highest estimated ADMr will take precedence ([See Table A](#)).
- If the ADM Enrollment Dates are identical and the calculated ADMr is the same in the conflicting records, the record that was submitted to the First Period Cumulative ADM collection first will take precedence.

**Table A**

ADM Program Type	1st Period Estimated ADMr Calculation
1	$((ADMPrsntDays + ADMAbsntDays)/(ADMSessDays)) * ADMFTE$

**Daily Program Type Examples<sup>1</sup>:**

Note: Examples provided do not reflect the proper way to enter records into the Cumulative ADM Collection. They are provided as examples of how overlapping records will be resolved for the purposes of the Fall Membership report.

**Program Type 01 record conflicts – use latest enrollment date**

ODE Record ID	Dist	Schl	ADMProg TypCd	ADM EnrDt	ADM EndDt	ADMPrsnt Days	ADMAbsnt Days	ADMSess Days	ADM FTE	ADMr	Counted ?
8	A	Z	01	9/6/2016	10/4/2016	9	10	19	1.0	1.00	N
20	B	Y	01	9/19/2016	10/4/2016	8	3	19	1.0	0.58	Y

For conflicts between Program Type 01 records, the record with the latest ADM Enrollment date would be counted.

**Program Type 01 record conflicts – if latest enrollment dates match, use highest estimated ADMr**

ODE Record ID	Dist	Schl	ADMProg TypCd	ADMEnr Dt	ADMEnd Dt	ADMPrsnt Days	ADMAbsnt Days	ADMSess Days	ADM FTE	ADMr	Counted ?
7	A	X	01	9/6/2016	10/4/2016	7	12	19	1.0	1.00	N
15	B	Y	01	9/19/2016	10/4/2016	8	3	19	.5	0.29	N
54	B	Z	01	9/19/2016	10/4/2016	9	2	17	.5	0.32	Y

For conflicts between Program Type 01 records, if the latest start date is identical in the conflicting records, the record with highest estimated ADMr would be counted.  
Note: in this instance, District B should not have submitted records for this student at two different schools even if this student was only attending part-time at each.

**Program Type 01 record conflicts – if latest enrollment dates match, and estimated ADMr matches, use earliest submitted record**

ODE Record ID	Dist	Schl	ADMProg TypCd	ADMEnr Dt	ADMEndDt	ADMPrsnt Days	ADMAbsnt Days	ADMSess Days	ADM FTE	ADMr	Counted ?
7	A	X	01	9/6/2016	10/4/2016	7	12	19	1.0	1.00	N
18	B	Y	01	9/19/2016	10/4/2016	8	3	19	.5	0.29	Y
63	B	Z	01	9/19/2016	10/4/2016	6	5	19	.5	0.29	N

For conflicts between Program Type 01 records, if the latest start date is identical in the conflicting records and the calculated ADMr is identical, the record that was submitted to ODE first would be counted. Note that the ODE Record ID numbers are assigned in the order in which the record was submitted.  
Note: in this instance, District B should not have submitted records for this student at two different schools even if this student was only attending part-time at each.

<sup>1</sup> These scenarios are true also for Program Type 15 (Half-Day Kindergarten) records, if the student has only program type 15 records.

**If the student’s records reflecting enrollment on the first school day in October include both daily (ADM Program Type 01 or 15) and hourly/quarter credit hour (ADM Program Types 4 – 13, 16) program types**

- If the overlapping records include both daily and hourly/quarter credit hour records, the daily program type record(s) will take precedence.
- If the overlapping records include both Half-Day Kindergarten (ADM Program Type 15) and hourly/quarter credit hour (ADM Program Types 4-13, 16) records, the Half-Day Kindergarten program type (ADM Program Type 15) record will take precedence.<sup>2</sup>
- If multiple ADM Program Type 01 or 15 records conflict with one or more hourly program type records, disregard the hourly program type record(s) and resolve the daily program type records as outlined above for conflicts between daily records.

**If all the student’s records reflecting enrollment on the first school day in October are hourly/quarter credit hour (ADM Program Types 4 – 13, 16) program types**

- If all overlapping records are included in ADM Program Types 4 – 13 or 16, the record with the highest estimated ADMr will take precedence ([See Table B](#)). **Note that Program Type 13 records have 0 ADMr.**
- If there are multiple hourly records reflecting the highest estimated ADMr, a hierarchy of program types will determine which record will take precedence. ([See Table C](#))
- If there are multiple hourly records reflecting both the highest estimated ADMr and the highest priority program type of all the student’s records, then the record that was submitted first to the First Period Cumulative ADM Collection will take precedence.

Table B	
ADM Program Type	1st Period Estimated ADMr Calculation
4	(ADMInstrctHrs) * .167 / 19
6	(ADMInstrctHrs) * .222 / 19
7	(ADMInstrctHrs) * .333 / 19
8	(ADMInstrctHrs) * .167 / 19
9	(ADMInstrctHrs) * .167 / 19
10	ADMInstrctHrs / 19
11	ADMInstrctHrs / 12
12	ADMInstrctHrs / 12
16	ADMInstrctHrs / 12

Table C	
Priority	ADM Program Type
1	Large Group -04
2	Intermediate Group - 06
3	Small Group - 07
4	Tutorial - 10
5	Expanded Options - 11
6	College Coursework (not expanded options) - 12
7	Post Graduate Scholars - 16
8	Employed Minors - 08
9	Shared Time - 09
10	Student Enrolled, but Membership Data not Available - 13

Note: Program types 02, 03, 05, and 14 are not included. Program type 05 is case management and relates to time spent by a licensed instructor working on behalf of a student. Program types 02 and 03 are used for State School Fund weighting and an additional record indicating program type 01 or 15 or 04-12 must also exist in order to use these program types. Program type 14 indicates that a student was not enrolled but received a credential or some other outcome.

<sup>2</sup> In the event where an ADM Program Type 1 record conflicts with an ADM Program Type 15 record, the Program Type 1 record takes precedence.

### Hourly/Credit Hour Program Type Examples:

Note: Examples provided do not reflect the proper way to enter records into the Cumulative ADM Collection. They are provided as examples of how overlapping records will be resolved for the purposes of the Fall Membership report.

#### Hourly/quarter credit hour record conflicts – the record with the highest estimated ADMr will be counted.

ODE Rec ID	Dist	Schl	ADMProg TypCd	ADMEnrIDt	ADMEndDt	ADM Prsnt Days	ADM Absnt Days	ADM Sess Days	ADM Instrt Hrs	ADM FTE	ADMr	Counted?
23	A	X	04	9/21/2016	10/4/2016				41		.36	N
81	B	Y	07	9/14/2016	10/4/2016				21		.37	Y
123	B	Y	06	9/12/2016	10/4/2016				25		.29	N

For conflicts between hourly / quarter credit hour records, the record with the highest estimated ADMr will be counted.

#### Hourly/quarter credit hour record conflicts where the highest ADMr is identical

ODE Rec ID	Dist	Schl	ADMProg TypCd	ADMEnrIDt	ADMEndDt	ADM Prsnt Days	ADM Absnt Days	ADM Sess Days	ADM Instrt Hrs	ADM FTE	ADMr	Counted?
225	A	X	06	9/21/2016	10/4/2016				7.5		.88	Y
345	B	Y	07	9/14/2016	10/4/2016				5		.88	N

For conflicts between hourly / quarter credit hour records where the highest estimated ADMr is identical, the ADM Program Type with priority as indicated in [Table C](#) will be counted.

#### Hourly/quarter credit hour record conflicts where the highest ADMr is identical and ADM Program Type is identical

ODE Rec ID	Dist	Schl	ADMProg TypCd	ADMEnrIDt	ADMEndDt	ADM Prsnt Days	ADM Absnt Days	ADM Sess Days	ADM Instrt Hrs	ADM FTE	ADMr	Counted?
543	A	X	06	9/21/2016	10/4/2016				7.5		.88	Y
555	B	Y	06	9/14/2016	10/4/2016				7.5		.88	N

For conflicts between hourly / quarter credit hour records where the highest estimated ADMr is identical and the ADM Program Type with priority as indicated in [Table C](#) is also identical, then the first such submitted record will be counted. Note that the earlier record ID number indicates the top record was submitted first in this example. ADMEnrIDt is not used to distinguish between hourly/quarter credit hour program types in Fall Membership.

## COLLECTION OF THE RACE / ETHNICITY DATA

The collection of race/ethnicity data in the Cumulative ADM Collection uses a two-part question, which was implemented in 2010-11. The first question is regarding ethnicity and asks if the student is Hispanic/Latino. According to federal guidance, the definition of Hispanic/Latino is as follows:

- A **Hispanic or Latino** person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

The second question is regarding race and includes the option to select one or many races. As per federal guidance, the definition of each race is identified below:

- An **African American or Black** person has origins in any of the black racial groups of Africa.
- An **American Indian or Alaska Native** person has origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- An **Asian** person has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- A **Native Hawaiian or Other Pacific Islander** person has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- A **White** person has origins in any of the original peoples of Europe, the Middle East, or North Africa.

---

# THE FALL MEMBERSHIP REPORT

The Fall Membership Report is a representation of the number of K-12 students enrolled on the first school day in October each year. There are three tabs provided in the spreadsheet. Each tab contains data at the statewide, district, and school level respectively.

## STATEWIDE

The statewide data contains the total number of K-12 students in Oregon public schools, disaggregated by grade level, gender, ethnicity, and combinations of those factors. For instance, a section of the report might look like this:

	Hispanic		White, Non-Hispanic	
	Male	Female	Male	Female
5 <sup>th</sup> grade	4,456	4,261	14,204	14,003
6 <sup>th</sup> grade	4,562	4,239	14,243	14,056

(numbers are for demonstration purposes and do not reflect actual student counts)

In each column, you will find the counts of all males and females by ethnicity and the total number of students by ethnicity. The report also provides a breakdown of total student population by ethnicity, represented as percentages, and the corresponding data from the previous year's Fall Membership Report, along with percentage changes from last year to this year (e.g. a percentage change of -50% means that only half as many students as last year are in the category this year, while a percentage change of 100% means twice as many students this year as compared to last year).

## DISTRICT

The district section of the Fall Membership Report contains, by district, the total number of students from the prior year's Fall Membership Report as well as the current number of students. To be included in the district count, the student was reported in the First Period Cumulative ADM data collection as attending the district indicated. For the current year, the report is disaggregated by gender, race/ethnicity, and grade level. For instance, a section of the district report might look like this:

District ID	District Name	15-16 Students	16-17 Students	16-17 Males
2081	Portland SD 1J	45,003	45,231	23,221
2142	Salem-Keizer SD 24J	40,202	40,781	18,904

(numbers are for demonstration purposes and do not reflect actual student counts)

## SCHOOL

The school section of the report contains the same data categories as the district level. To be included in a school count, the student was reported as attending the school indicated. **Note:** In some cases, the student is attending an institution that is affiliated with or providing services to many districts (for example, institutions that are registered private alternative schools or programs). In this case, for the Fall Membership Report, the district listed for the institution reflects the district identified in the student record as the district the student is attending. This means the same school may appear in the report multiple times with different districts listed.

Please note: In cases where a school has enrollment in the current year, but not in the prior year, or vice versa, ODE will insert a short explanation when possible (e.g. "School is new in 2016-17"), based on data gathered during the institutions update process. If you wish to provide ODE with an explanation to use, please use the "Ask A Question" feature in the Achievement Data Insight to provide this information.

## RACE / ETHNICITY IN THE FALL MEMBERSHIP REPORT

In the Fall Membership Report race/ethnicity data is categorized as follows:

### **HISPANIC / LATINO**

The student will be counted as Hispanic / Latino if the record of membership reflects "Y" in the Hispanic Ethnic Flag field (HispEthnicFg) regardless of any race indicated.

### **AMERICAN INDIAN / ALASKA NATIVE, NON-HISPANIC**

The student will be counted as American Indian / Alaskan Native, Non-Hispanic if the record of membership reflects "Y" in the American Indian/Alaskan Native Race Flag field (AmerIndianAlsknNtvRaceFg) AND no other race or ethnicity flags are indicated.

### **ASIAN, NON-HISPANIC**

The student will be counted as Asian, Non-Hispanic if the record of membership reflects "Y" in the Asian Race Flag field (AsianRaceFg) AND no other race or ethnicity flags are indicated.

### **PACIFIC ISLANDER, NON-HISPANIC**

The student will be counted as Pacific Islander, Non-Hispanic if the record of membership reflects "Y" in the Pacific Islander Race Flag field (PacIsIndrRaceFg) AND no other race or ethnicity flags are indicated.

### **BLACK/AFRICAN AMERICAN, NON-HISPANIC**

The student will be counted as Black/African American, Non-Hispanic if the record of membership reflects "Y" in the Black Race Flag field (BlackRaceFg) AND no other race or ethnicity flags are indicated.

### **WHITE, NON-HISPANIC**

The student will be counted as White, Non-Hispanic if the record of membership reflects "Y" in the White Race Flag field (WhiteRaceFg) AND no other race or ethnicity flags are indicated.

### **MULTI-RACIAL, NON-HISPANIC**

The student will be counted as Multi-Racial, Non-Hispanic if the record of membership reflects "N" in the Hispanic Ethnic Flag field AND more than one race flag is indicated.

---

## FREQUENTLY ASKED QUESTIONS

### **Why are some of the Fall Membership Report counts different than the counts of students reported in some of the other reports that describe enrollment and/or membership?**

Different reports have different rules associated with the data analysis. For example, some reports use the resident district when counting and allocating students and some reports also include counts of students enrolled in pre-kindergarten and post high-school programs. As described above, the Fall Membership report uses attending district as the basis for counting and allocating students and also excludes counts of students enrolled in pre-kindergarten programs. The implications of using the attending field rather than the resident field are most noticeable at the school level.

For the district level, the federal Enrollment report (i.e. EdFacts) provided to the US Department of Education counts students in their Resident District. However, at the school level, the EdFacts report counts students at their Attending School.

### **I've followed the instructions regarding which students are counted and I still don't get the same count as listed for my District in the Fall Membership Report.**

There are a few reasons this may occur:

- Some of the students you believed were attending your district were also reported at another district on the first school day in October.
- Your district or another district made changes to the First Period Cumulative ADM data collection after the report was generated.
- This report is based on the Attending Institution fields and you may be counting based on the Resident Institution fields.
- The ADM End Date of the student must be after the first school day in October. Records that reflect October 3 (or earlier) as the ADM End Date will not be counted (see section labeled [How Can I Tell If The Student Was Enrolled On The First School Day In October](#) in this document).
- The student may have been reported under more than one SSID. The Fall Membership Report corrects for this circumstance.
- Your report of First Period Cumulative ADM may be incorrect. You should review the data your district submitted and notify your [Regional ESD Partner](#) if you have concerns.

### **What should I do if I realize I need to make corrections to my data in the First Period Cumulative ADM Collection?**

Contact either your [Regional ESD Partner](#) or the Cumulative ADM Data owner as listed in the [Staff Responsibilities and Contact List](#) section at the beginning of this document.