
OREGON STUDENT MEMBERSHIP MANUAL

FOR THE 2018-19 SCHOOL YEAR

OREGON DEPARTMENT OF EDUCATION
SALEM, OREGON



Colt Gill, Deputy Superintendent of Public Instruction

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INTRODUCTION

Student enrollment data is collected throughout the year and validated in the fall and spring. The purpose of this document is to be a reference tool for those interested in how student enrollment reports are derived and what information they contain.

The Fall Membership Report represents 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 report 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 as enrolled in more than one school or district.

Spring membership represents students attending public schools and programs on the first school day in May. Spring membership is also an unduplicated list where no student is reported in more than one school or district. The Student Enrollment validation represents a subset of Spring Membership for grades K-12 used for accountability reporting. Students who are shared-time (ADM program type 09), or enrolled in non-accountable institutions, such as Educational Service Districts, are not included. The validation provides enrollment and demographic data for [School and District Report Cards](#), as well as other Oregon Department of Education reporting.

HISTORY

Before 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. The Spring Membership validation for Third Period Cumulative ADM ran from 2009-2010 until 2012-2013 when it was replaced by the Student Enrollment validation in 2013-2014. The process of record selection to create the Spring Membership continues in order to create the Student Enrollment validation for accountability reporting, but there is no current Spring Membership report.

Currently the Fall Membership report is generated from the First Period Cumulative ADM data collection. The spring membership process and Student Enrollment validation are based on the Third Period of Cumulative ADM data collection.

DOCUMENTATION AND HISTORICAL REPORTS

Documentation and Historical Fall Membership Reports are located here:

<http://www.oregon.gov/ode/reports-and-data/students/Pages/Student-Enrollment-Reports.aspx>

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 [Regional ESD Partner](#) in your region is your contact person for submitting the Cumulative ADM data collection, from which the Fall and Spring Membership data are drawn. Please contact them if you have questions regarding how to submit the data.

ESD REGIONAL PARTNERS BY REGION

To view the Regional ESD Partners, please see the General Assessment Support contact listed at <https://www.oregon.gov/ode/educator-resources/assessment/Documents/esdpartners.pdf>

ODE STAFF

Topic	Staff	Contact
ADM General Assistance (Data Owner)	Amanda Hiaasen	(503) 947-5674
ADM Technical Help & SSID merges	ODE Helpdesk	(503) 947-5715
Fall Membership/Student Enrollment	Robin Stalcup	(503) 947-0849

COLLECTION, VALIDATION, AND REPORTING

The data used in the Fall Membership report come from the First Period Cumulative ADM collection. Validation is done through viewing your data in the [Achievement Data Insight \(ADI\)](#) application. Training on the ADI was conducted May 31, 2018 and posted at <https://district.ode.state.or.us/search/page/?id=267>. 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 individual validations.

FALL CALENDAR

Relevant Dates	Milestones
Sept 27, 2018 – Oct 29, 2017	First Period Cumulative ADM is open for data submission
Oct 30, 2018 – Nov 7, 2018	First Period Cumulative ADM– collection closed for ODE data review
Nov 8, 2017 – Jan 25, 2019	Fall Membership Validation Period
Nov 8, 2017 – Nov 16, 2018	First Period Cumulative ADM audits
Jan 17, 2019 – Jan 25, 2019	Second Period Cumulative ADM Audit and Review window
Jan 25, 2019	No further changes allowed to First Period Cumulative ADM after 11:59 PM.
Jan 28, 2019	Final Fall Membership Extract pulled from First Period Cumulative ADM, preview available to districts no later than Thursday, January 31, after 1 p.m.
Feb 1, 2019	Final Fall Membership Press Release

There will be five refreshes during the Fall Membership validation window followed by a final refresh after the window closes. Within the Achievement Data Insight, refer to the Fall Membership validation tile (tile for 2017-2018 school year shown below on left) or the Data as of Date column within that validation (screenshot shown below on right) to determine how current the data are. For example, in both screenshots below the data include all changes made by 5pm on January 26, 2018.

Fall Membership

Last Visited: 01/24/2019

Last Refreshed: 01/28/2019

Validation Open: 11/08/2018

Validation Closed: 01/25/2019

Public Release: 02/01/2019

Closed

Percent of Twelfth Grade	Data as of Date
0	01/26/2019
0	01/26/2019

SPRING CALENDAR

Relevant Dates	Milestones
April 25, 2019 – May 24, 2019	Third Period Cumulative ADM is open for data submission
May 25, 2019 – May 29, 2019	Third Period Cumulative ADM Data Validation – collection closed for ODE data review
May 30, 2019 – June 7, 2019	Third Period Cumulative ADM audits
June 6, 2019 – August 23, 2019	Student Enrollment Validation Period
July 18, 2019 – July 26, 2019	Annual Cumulative ADM Audit and Review window
August 23, 2019	No further changes allowed to Third Period Cumulative ADM after 11:59 PM.
August 29, 2019	Final Spring Membership Extract pulled from Third Period Cumulative ADM , preview available to districts on ADI at 1 p.m.
Fall 2019 (Actual Date to be Determined)	Final Student Enrollment Public Release

The Student Enrollment validation tile looks similar to Fall Membership shown above. Spring membership and Student Enrollment refreshes will not be scheduled until later in spring, 2019. *Please watch the ADI training on May 30, 2019 for updates and more information.*

WHERE DO THE DATA COME FROM?

The data used for the Fall Membership Report come from the First Period Cumulative ADM Collection. The data used for Spring Membership and the Student Enrollment validation come from the Third Period 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 2018-19 School Year, the first school day in October was October 1, 2018. 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 1, 2018 or prior; **AND**
- The ADM End Date (ADMEndDt) reflects October 2, 2018. Students whose record reflects an ADM End Date of October 1, 2018 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 1, 2018, the student's last day of actual attendance would have been September 28. For the purposes of this report, ADM End Dates represent the first weekday *after* the student's actual departure (or determination of departure). An ADM End Date of October 2 indicates that the student was still enrolled on October 1, and the student would be counted in the Fall Membership report.

ADMEnrDt	ADMEndDt	Enrolled on October 1?
9/7/2018	9/27/2018	No
9/7/2018	10/1/2018	No
9/21/2018	10/2/2018	Yes
10/1/2018	10/2/2018	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	$\left(\frac{ADMPrsntDays + ADMAbsntDays}{ADMSessDays} \right) * ADMFTE$

Daily Program Type Examples¹:

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	9/5/2018	10/2/2018	9	10	19	1.0	1.00	N
20	B	Y	01	9/18/2018	10/2/2018	7	3	19	1.0	0.53	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	9/5/2018	10/2/2018	7	12	19	1.0	1.00	N
15	B	Y	01	9/18/2018	10/2/2018	7	3	19	.5	0.26	N
54	B	Z	01	9/18/2018	10/2/2018	8	2	17	.5	0.29	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	9/5/2018	10/2/2018	7	12	19	1.0	1.00	N
18	B	Y	01	9/18/2018	10/2/2018	7	3	19	.5	0.29	Y
63	B	Z	01	9/18/2018	10/2/2018	5	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.

¹ 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.²
- 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: 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	1 st Period Estimated ADMr Calculation
4	$\frac{(ADMInstrctHrs) \times .167}{19}$
6	$\frac{(ADMInstrctHrs) \times .222}{19}$
7	$\frac{(ADMInstrctHrs) \times .333}{19}$
8	$\frac{(ADMInstrctHrs) \times .167}{19}$
9	$\frac{(ADMInstrctHrs) \times .167}{19}$
10	$\frac{(ADMInstrctHrs)}{19}$
11	$\frac{(ADMInstrctHrs)}{12}$
12	$\frac{(ADMInstrctHrs)}{12}$
16	$\frac{(ADMInstrctHrs) \times .75}{12}$

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 unavailable: 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, 15, or within program type 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.

² 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	9/21/2018	10/2/2018				41		.36	N
81	B	Y	07	9/14/2018	10/2/2018				21		.37	Y
123	B	Y	06	9/12/2018	10/2/2018				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	9/21/2018	10/2/2018				75		.88	Y
345	B	Y	07	9/14/2018	10/2/2018				50		.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	9/21/2018	10/2/2018				75		.88	Y
555	B	Y	06	9/14/2018	10/2/2018				75		.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.

DIFFERENCES BETWEEN SPRING AND FALL MEMBERSHIP SELECTION

Spring Membership is based on enrollment on the first school day in May. Full Academic Year (FAY) in District and Full Academic Year (FAY) in School values are assigned in the Third Period Cumulative ADM collection by adding together ADMr values reported for resident district and resident school. Students who had a total of more than 0.5 ADMr across all of their 3rd period Cumulative ADM records, within their resident institutions and were enrolled on May 1, 2019 have their records marked as FAY = "Y." This calculation is made for both the resident school and the resident district; it is possible for mobile students to be Full Academic Year in their district, but not in any of their schools.

When extracting student records for Spring Membership, records for students that reflect the student spent the majority of their time at the district or school (>0.5 ADMr) are preferentially selected over records that do not reflect a full academic year (<=0.5 ADMr). This preference ensures that student enrollment more accurately reflects the accountable institutions where the student spent the majority of the school year over institutions where students may have been enrolled on the accountability date in May in a shorter placement such as hospital or juvenile detention programs.

After FAY preferences are taken into account, record selection for Spring Membership operates under the same selection criteria as the Fall Membership validation for using ADM program types, latest enrollment dates, highest ADMr, and earliest data submission (as shown on page 6).

Examples of record selection using spring FAY criteria - Students enrolled on the first school day in May that only have one attendance record will have that record accepted regardless if they were Full Academic Year in District or in School or not. Students that have multiple records will have records reflecting Full Academic Year attendance considered for inclusion into Spring Membership, while duplicate records for that student that do not reflect Full Academic Year in District/School will be ignored (e.g. duplicate record for Student 4444444 is ignored for Spring Membership consideration, shown in gray).

SSID	ADMProg Typ	ADMEnrIDt	ADMEndDt	FullAcadmYr DistFg	FullAcadmYr SchIFg	ADMr	Counted ?
1111	01	09/05/2018	05/02/2019	Y	Y	0.95	Y
2222	07	09/05/2018	05/02/2019	N	N	0.50	Y
3333	15	09/05/2018	05/02/2019	Y	N	0.40	Y
4444	01	09/05/2018	05/02/2019	Y	Y	0.71	Y
4444	01	09/05/2018	05/02/2019	N	N	0.29	N

Example of record selection where students have multiple records with equivalent Full Academic Year status- Program Type 1 or 15 records are selected over hourly program types (record not selected shown in gray)

SSID	ADMProgTyp	ADMenrIDt	ADMEndDt	FullAcdmYrDistFg	FullAcdmYrSchlFg	Counted ?
5555	01	09/05/2018	05/02/2019	Y	Y	Y
5555	06	09/05/2018	05/02/2019	Y	Y	N

Example of record selection where students have multiple records with equivalent Full Academic Year status and equivalent program type code – The record with the latest enrollment date is selected (record not selected is shown in gray)

ID	SSID	ADMProg Typ	ADMenrIDt	ADMEndDt	FullAcdmYr DistFg	FullAcdmYr SchlFg	Counted ?
435	7777	01	04/05/2019	05/02/2019	N	N	N
678	7777	01	04/15/2019	05/02/2019	N	N	Y

Example of record selection where students have multiple records with equivalent Full Academic Year status, same program type code, and same ADMEnrIDt – The record with the earliest submission is selected (record not selected is shown in gray)

ID	SSID	ADMProg Typ	ADMenrIDt	ADMEndDt	FullAcdmYr DistFg	FullAcdmYr SchlFg	Counted ?
123	8888	15	04/15/2019	05/02/2019	Y	N	Y
789	8888	15	04/15/2019	05/02/2019	Y	N	N

Record selection where students have multiple records with equivalent Full Academic Year Status for hourly program types only will be resolved with the same priorities as shown on page 6, using [Table B and C](#).

The Fall Membership Report counts numbers and percentages of racial/ethnic groups, genders, and students in each grade level. The Student Enrollment validation does not include gender and grade levels, but also counts race/ethnicity, number of languages spoken, special education students, economically disadvantaged students, and English Learners. Student Enrollment also does not include students who are shared-time (ADM program type 09).

THE FALL MEMBERSHIP REPORT

The Fall Membership Report is a published 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 th grade	4,456	4,261	14,204	14,003
6 th 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	17-18 Students	18-19 Students	18-19 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 2018-19"), 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 to the data owner.

RACE / ETHNICITY IN THE FALL MEMBERSHIP REPORT AND STUDENT ENROLLMENT

In both enrollment validations, race/ethnicity data are 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 (PaclslndrRaceFg) 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

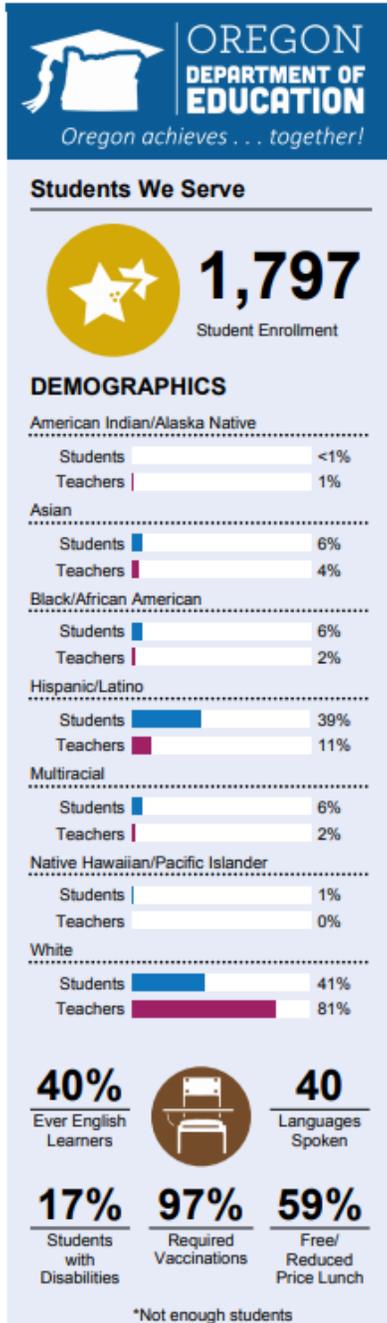
The student will be counted as White, Non-Hispanic if the record of membership reflects "Y" in the White Race Flag field (WhiteRaceFg) AND no other race or ethnicity flags are indicated.

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.

USE OF STUDENT ENROLLMENT DATA IN REPORT CARDS

Student demographic data displayed in the Student Enrollment validation populate the Oregon At-A-Glance School Profile as shown below. Vaccination rate data is provided by the Oregon Health Authority. Teacher demographics are abstracted from the Staff Position collection.



FREQUENTLY ASKED QUESTIONS

Why are some of the Fall Membership Report counts different from 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.

Fall Membership and Student Enrollment differ from each other because of student mobility within the school year within your district and with students moving into or out of your area. Additionally, Student Enrollment does not include ADM Program Type 09 students that *are included* in Fall Membership.

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/Student Enrollment Validation.

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/first school day in May.
- Your district or another district made changes to the First Period Cumulative ADM data collection/Third 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/after first school day in May. Records that reflect October 1/May 1 (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 or Third 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.