

Executive Numbered Memo 013-2012-13 – New Oregon Report Card

June 21, 2013

TO: Superintendents, Principals, Special Education Directors, and other District Administrators

RE: New Oregon Report Card

On May 16, 2013, the State Board of Education adopted the design of the new Oregon Report Card. In redesigning the Report Card, the overarching goal was to have it provide clear, meaningful, and relevant information on school and district performance to our parents and communities. The redesign efforts were spear-headed by a 17-member steering committee that received feedback from a wide array of stakeholders over the past several months. Prototypes of the redesign, along with the steering committee's final report, can be found on the [School and District Report Card Redesign webpage](#). School and District Report Cards for the 2012-13 school year will be released on October 10.

Adoption of the new Report Card necessitated revising OAR 581-022-1060, which is the administrative rule related to report cards. The revision, which was adopted by the Board on June 20, deals primarily with technical modifications needed to align with the specifications of the new Oregon Report Card and Oregon's ESEA Flexibility Waiver.

The revised rule requires the Deputy Superintendent to make available a Policy and Technical Manual to provide school districts and schools with details of the data elements and calculations used in the district and school performance reports. Districts and schools will be expected to submit and validate data in accordance with this manual.

To assist with validating the various pieces of information included in the Report Card, ODE has created a new validation site. This site provides many new features, including the ability to sort, filter, and download both school- and student-level data. Besides using the new validation site to verify the accuracy of their data, districts will be required to submit the following new data elements:

At the district level:

- a) Superintendent's Letter
- b) Information on Curriculum and Environment at the district level

At the school level:

- a) Principal's Letter
- b) Information on Curriculum and Learning at the school level
- c) Freshmen on track to graduate within 4 years

The Superintendent and principal letters, as well as the school curriculum and learning and district curriculum and environment information, must be submitted in both English and Spanish. Districts are responsible for producing and providing the Spanish translation for this submission. If a school fails to provide any of the information above, a notation in the Report Card will appear indicating that data was not submitted. If a Spanish translation is not provided, both the English and Spanish sections will be notated as not being submitted, regardless of whether an English version was submitted.

The OAR revision leaves unchanged the requirement for districts to distribute Report Cards to the parent(s) or guardian(s) of each child enrolled in a public school in the school district by January 15 of each year. This distribution may be accomplished by doing one or more of the following:

- a) Mailing a copy (may be black and white or color);
- b) Electronically sending a copy; or
- c) Providing a link to a state or district web site containing the reports and also making copies available in local schools, libraries, parents centers, community centers, or other public locations easily accessible to parents and others.

The revised rule and Report Card requirements apply to the 2012-13 Report Card. For additional information, please refer to the [School and District Report Card Redesign webpage](#).