

Executive Numbered Memo 016-2006-07 - 2006-07 AYP and School District Report Cards

April 2, 2007

TO: District Superintendents, ESD Superintendents, School Principals, District Testing Coordinators, District Information Technology Managers, Others

RE: 2006-07 AYP and School and District Report Cards

Summary:

This memo communicates policy decisions related to determining Adequate Yearly Progress (AYP) and school report card ratings for 2006-07, serves as notification of the timeline for issuing reports for 2006-07, and requests the assistance of districts to ensure accurate reports are provided for all schools and districts.

1. AYP and Report Card Policy Changes: A comprehensive list of policy changes for 2006-07 is available on the [AYP webpage](#). Note that some of the changes are subject to approval by the U.S. Department of Education of amendments to Oregon's Accountability Workbook. 2006-07 Policy and Technical Manuals for AYP and Report Card are posted on the ODE website.

2. Key Dates for Accountability Reporting: A complete schedule of key dates in April through October for district data submission, data validation, and accountability reporting is available on the [AYP webpage](#).

ODE intends to strictly adhere to this timeline in order to meet reporting requirements under NCLB. **Failure to validate or submit data in a timely manner may cause a school or district not to meet AYP or to receive inaccurate ratings on the Report Card.** Reminder: Prior to the public release of the Preliminary and Final AYP Determinations and School and District Report Cards, schools and districts will be given a courtesy preview of their ratings and report cards. During this short preview period, data will be changed only if the Department has made an error in generating the report.

3. Data Sources for AYP and Report Card: AYP and Report Card use a number of data collections to calculate values used in the reports. Some inputs are lagged one year (prior school year collection: 2005-06) and other data collections will be used from the current school year (2006-07). Schools and districts are advised to review the [Schedule of Due Dates](#) and the Key Dates document to ensure sufficient staff are available for submission and validation of data. A list of data elements reported in the report card, the collection source, and [due dates for submission and validation](#) is available on the ODE district website. [Definitions of data elements](#) to assist districts in the validation process are also available.

4. Schools Receiving Report Cards and AYP Designations: A list of schools and districts that will receive report cards for the 2006-07 school year, grades offered, and whether or not a school received Title I funding will be posted as part of the spring validation window for report card data elements. Please verify this information is correct.

5. Boundary or Program Changes: If 40% or more of a school population is newly attending the school because of boundary, program, and/or grade level changes, the school may be considered a new school in 2006-07 and will not receive an AYP designation or an overall rating on the school and district report cards. The population change must be a result of boundary, program, or grade level changes and not

due to mobility.

Letter Requirement: If boundary, program, and/or grade level changes have occurred, districts must notify the Department via letter. The letter must include details of the boundary or program change, the amount of population shift, and the school year when the changes occurred. A boundary change calculator is available to assist districts on the Report Card Tools page. The letter must be signed by the superintendent and postmarked on or before May 24, 2007. Please address the letter to Oregon Department of Education, 255 Capitol St. NE, Salem, OR 97310-0203.

If you have questions about any of the above, please contact Jon Bridges at 503-947-5828.