

## **Executive Numbered Memo 020-2005-06 - 2005-06 AYP and School and District Report Cards**

March 23, 2006

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

**RE:** 2005-06 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 2005-06, serves as notification of the timeline for issuing reports for 2005-06, 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 2005-06 is available on the AYP webpage. Note that many of the changes are subject to approval by the U.S. Department of Education of amendments to Oregon's Accountability workbook. 2005-06 Policy and Technical Manuals for AYP and Report Card are posted on the [ODE website](#).

#### **2. Including Growth in AYP:**

Oregon's proposal for including student growth in AYP determinations beginning in 2005-06 was submitted to the U.S. Department of Education on February 17, 2006. The proposal is posted. In May, the federal government will announce decisions on proposals submitted by states.

#### **3. 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 to not meet AYP or 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.

#### **4. Data Sources for AYP and Report Card:**

AYP and Report Card use a number of data collections as inputs used to calculate values used in the reports. Some inputs are lagged one year (prior school year collection: 2004-05) and other data collections will be used from the current school year (2005-06). 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 district secure website. [Definitions of data elements](#) to assist districts in the validation process are also available.

#### **5. Schools Receiving Report Cards and AYP Designations:**

A list of schools and districts that will receive report cards for the 2005-06 school year 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.

**6. 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 2005-06 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, 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. The letter must be signed by the superintendent and postmarked on or before May 17, 2006. 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.