

Executive Numbered Memo: 001-2016-17 Division 22 Assurances 2016-2017

To: District Superintendents
RE: 2016-2017 Division 22 Standards Assurances
From: Salam Noor, Deputy Superintendent of Public Instruction

Per Oregon Administrative Rule (OAR) 581-022-1610 Operating Policies and Procedures, school district superintendents are required to report to their respective communities, by January 15 of each year, their district's compliance with all Standards for Public Elementary and Secondary Schools as set forth in OAR Chapter 581, Division 22. Following this report, districts must complete and submit to the Oregon Department of Education (ODE) the annual Elementary and Secondary Schools Assurances Form, through the online Indistar® system.

The Division 22 Standards Assurance process requires your district to certify the following:

Whether or not the district is in compliance with the rules from OAR Chapter 581, Division 22 Standards for Public Elementary and Secondary Schools. If there are any rules with which your district is not in compliance, you will need to identify these specific rule(s) and provide information in the appropriate narrative box on the Indistar® webpage form describing the process your district will use to achieve compliance with the rule(s).

Presentation of the Annual Report to the community as required by OAR 581-022-1610. Evidence such as board minutes or a newspaper article documenting that the report was presented to the community needs to be included with the completed annual Elementary and Secondary Schools Assurances Form Assurances.


Districts are required to report compliance with the full list of Division 22 Standards only every third year. In intervening years, districts must provide specific information regarding selected Division 22 Standards. For 2016-2017 (being the third year of the cycle), your district will need to provide ODE with assurances regarding the full list of standards. This year's assurance process also includes two additional requests for information:

1. Your district's process for determining whether the district is or is not in compliance with the OARs
2. Detailed evidence to show your district's compliance with OAR 581-022-1310 Identification of Academically Talented and Intellectually Gifted Students.

Both of these questions are included on the Indistar® webpage form.

The Elementary and Secondary Schools Assurance Form is available on the Indistar system at www.indistar.org. Once completed, please submit the form directly through the Indistar® system. You will also need to upload your district's documentation that the Annual Report was provided to the community by January 15. The Indistar® webpage has a "submit" button and once assurances are submitted, districts will receive e-mail confirmation. The deadline for submission is **February 15, 2017**.

More information including an administrative rule check sheet [can be found on the ODE website](#). The check sheet will assist in the district's report to the community regarding compliance with all Division 22 OARs. Please do not submit this check sheet to ODE.

Our thanks to you and your staff for your review and submission of Division 22 Assurances. If you have questions, please contact Andrea Morgan, Education Specialist, at andrea.morgan@state.or.us  or at (503) 947-5772.

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