

Executive Numbered Memo: 003-2013-14 – Division 22 Assurances

TO: District Superintendents
RE: 2013-2014 Division 22 Assurances

By January 15 of each year, school district superintendents are required by OAR 581-022-1610 Operating Policies and Procedures to report to their communities the district's standing with respect to the Standards for Public Elementary and Secondary Schools as set out in OAR Chapter 581, Division 22. Following that report, districts are asked to complete and return the annual Elementary and Secondary Schools Assurance Form.

The requirement to submit the Assurance Form had been suspended for the past two years. That suspension is now over, and the requirement to submit the Assurances to ODE is back in place. However, as part of the Oregon Department of Education's mandate relief efforts, the 2013-2014 Assurances process has been simplified. The number of administrative rules included has been reduced, eliminating the Division 22 rules that are redundant or that are directed at entities other than school districts.

For the 2013-2014 school year, districts will complete a fillable document Assurance Form that will be electronically uploaded into the Indistar system. The form is available from the Indistar system at www.indistar.org. The deadline for submission is April 15, 2014.

To complete the Assurance Form, districts must certify two things:

1. **First**, that the district's annual report was presented to the community as required. Please include with the completed Assurance Form, evidence, such as board minutes or a newspaper article, documenting that the report was made to the community.
2. **Second**, districts must be able to certify on the Assurance Form that they are in compliance with all of the rules in OAR Chapter 581, Division 22 Standards for Public Elementary and Secondary Schools. If your district is not in compliance with all of the rules in Division 22, please identify the rule(s) and attach documents that describe the district's process to come back into compliance with the rule(s).

The Elementary and Secondary Schools 2013-2014 Assurance Form and a copy of the revised OARs is available on line at <http://www.ode.state.or.us/search/page/?id=733>.

The Quick Reference Guide provides links to the specific Oregon Administrative Rules and can be accessed from the Elementary and Secondary Schools 2013-2014 Assurance Form or as a separate document at <http://www.ode.state.or.us/search/page/?id=733>.

If you have any questions, please contact Andrea Morgan, Education Specialist, at andrea.morgan@state.or.us  or at 503-947-5772.