

Executive Numbered Memo: 007-2015-16 Division 22 Assurances 2015-2016

To: District Superintendents  
RE: 2015-2016 Division 22 Standards Assurances  
From: Paula Radich, Interim Assistant Superintendent, Office of Learning

Per OAR 581-022-1610, by January 15 of each year, school district superintendents are required to report to their communities the district's standing with respect to all Standards for Public Elementary and Secondary Schools as set forth in Oregon Administrative Rules Chapter 581, Division 22. Following that report, districts will complete and submit to the Oregon Department of Education the annual Elementary and Secondary Schools Assurance Form.

Districts report compliance to all Division 22 Standards every third year. In intervening years, districts report specific information regarding selected Division 22 Standards. For 2015-2016, please provide ODE with assurances regarding the following standards:

- a. OAR 581-022-0606 District Improvement Plan
- b. OAR 581-022-0711 Policies on Reporting Child Abuse
- c. OAR 581-022-1130 Diploma Requirements
- d. OAR 581-022-1210 District Curriculum
- e. OAR 581-022-1620 Required Instructional Time

Although districts provide information on only five of the Division 22 standards, districts are expected to comply with **all Division 22 standards**.

For the 2015-2016 school year, please complete an Assurance Form directly into the Indistar system. Please note there are two documents to upload to the Indistar form. The Indistar form has a "submit" button. Once assurances are submitted, districts will receive e-mail confirmation. The form is available from the Indistar system at [www.indistar.org](http://www.indistar.org). The deadline for submission is **February 15, 2016**.

To complete the Assurances process, districts must certify two things:

- **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 presented to the community.
- **Second**, districts must certify on the 2015-2016 Assurance Form that the district is or is not in compliance with the selected rules from OAR chapter 581, Division 22 Standards for Public Elementary and Secondary Schools. If your district is not in compliance with any of the selected rules, please identify the rule(s) and provide information in the appropriate narrative box in Indistar that describes the district's process to achieve compliance with the rule(s).

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.