

## Boundary Change Calculator and New Institution ID/ New School Status Clarification

The Oregon Department of Education (ODE) requires a Boundary Change Calculator to be completed for certain institution related requests. Please see the below circumstances for clarification regarding which calculator to use and when it is due to ODE.

### New School Institution IDs:

Schools may request a new Institution ID for a school undergoing significant change, so that it would be inappropriate to continue to use the old Institution ID associated with the institution. Such changes may include:

- a. Grade span of the school changed by more than three (3) grades, not including PK or KG.
- b. The physical location changed and the attendance area changed significantly.
  - i. The location must have changed by at least 0.5 miles and
  - ii. The attendance area will be considered to have changed significantly if:
    1. The flow of students in from other schools is greater than 10 percent of the school's prior year fall enrollment; and
    2. The flow of students out to other schools is greater than 10 percent of the school's prior year fall enrollment; and
    3. The sum of the inflows and outflows is greater than 40 percent of the school's prior year fall enrollment.
- c. Two (2) schools of about the same size population, merge. Original school would be closed and the merged education unit would be reported as a new school.

If a new Institution ID is requested, a boundary change calculator must accompany this request, and all documentation must be received by the ODE by **September 15** of the school year in which the change will take place. This [boundary change calculator](#) can be found online at the [Institution Identification – School Names website](#). For more information about the documentation required or Institution Request Forms, please see the [Institution Database Procedures Manual](#), located at the [same page](#).

### New School Status on the Accountability Details:

Schools may also request a New School Status on their Accountability Details report if they had a significant enrollment change due to boundary or attendance area, consolidation, or grades reconfiguration for the current school and they did not receive a new Institution ID at the beginning of the school year. This [boundary calculator](#) is due **May 1** of the school year in which the changes took place and can be found online at the [Accountability Tools website](#).

