

## **Distribution of the At-A-Glance Special Education Profiles by School Districts**

Districts must take responsibility for ensuring that the At-A-Glance Special Education Profiles reach the parents of each student with an IEP enrolled in Oregon public schools. The At-A-Glance Special Education Profiles are distributed to parents in the same manner as the School and District At-A-Glance Profiles ([IDEA 2004](#); [OAR 581-022-2255](#); [2021-2022 School District Technical Manual](#)). The Oregon Department of Education (ODE) requires distribution no later than May 31 of each school year. Many districts choose to mail their At-A-Glance Profiles to parents; however, this is not a requirement.

### **Guidelines for Reproducing and Distributing the At-A-Glance Profiles to Parents**

- The 2021-2022 At-A-Glance Profiles and supporting documents are available for download from the [Oregon Department of Education's website](#) beginning May 11, 2023. (Please note: At-A-Glance Special Education Profiles are *not* available for download on the Achievement Data Insight Tool).
- Districts are not obligated to reproduce and distribute any documents except the actual At-A-Glance Special Education Profiles.
- Paper copies of the official report cards may be printed on 8.5 x 11 letter-size paper, front and back.
- Districts may not alter the At-A-Glance Profiles in any way and must distribute them in their entirety. However, information can be added to the "Information Provided by District/Program" during the Narrative Collection. For more information on this collection, please refer to the [Narrative Collection Manual: At-A-Glance Special Education Profile](#).