

School District Narrative Collection Manual 2023-2024

Special Education At-A- Glance Profile

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Narrative Data Collection

The Narrative Data Collection gives districts an opportunity to include a more subjective and holistic view of the district than what the data alone can convey on the At-A-Glance Special Education Profile.

Districts can add information to a single text box located on the first page of the At-A-Glance Special Education Profile.

Collection Dates

The collection opens in Achievement Data Insight (ADI) for districts to add information.

The reporting dates for the At-A-Glance Narrative Data Collection for the 2023-2024 Profile:

- Collection Opens: March 20, 2025
- Collection Closes: April 18, 2025
- At-A-Glance Special Education Profiles Published: May 8, 2025

Note: The At-A-Glance school and district profiles are embargoed in ADI until the publication date. Do not share them outside of authorized district personnel.

Staff Contact List

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Changes/What's New

March 2025

- No changes this year

Overview: District At-A-Glance Special Education Profile Narrative Collection

On the first page of the Oregon At-A-Glance Special Education profile, the Information Provided by District/Program text box is the only narrative section that is editable for the District profile.

<div>Information Provided by District/Program</div> <div>*</div>

Character Count Limits

The Information Provided by District/Program text box has a character limit of 650. Districts are strongly encouraged to be mindful of the length of both the English and the Spanish narrative sections. Narrative sections that use the entire character allotment can result in small, condensed, text that is difficult to read.

General Guidelines

The narrative for the Information Provided by District should be concise, easy to understand, and an authentic response from the district. ODE recommends that districts focus on what is important for your community when writing the narrative. To better engage and inform parents about your efforts to serve students, districts can describe measurable and meaningful actions. The narrative section is also a place where districts can describe the success of those efforts.

Submitting the Data

Where is the Narrative Collection?

The collection for the At-A-Glance Special Education Profile is located in the [Achievement Data Insight \(ADI\)](#) application. ADI is used for validation of the At-A-Glance Special Education Profile and data elements, as well as other accountability reports.

A video training on the Achievement Data Insight application, with an overview of how to use this application to review your validations, is available on [YouTube](#).

Login Information

Access your applications list from the ODE District site at <https://odedistrict.oregon.gov/Pages/default.aspx>. Click on the Central Login Application color block link.

ODE District
Welcome to the ODE District Home site. This site is designed to provide district and ESD staff the information needed for data collections, applications, training, and news.

Collections & Validations
[Collections](#)
[Reviews](#)
[File Formats](#)
[Validations](#)

Advisory Committees
[DCC](#)
[IT Managers](#)

Data Privacy & Security
[Data Privacy](#)
[Student Data Privacy](#)
[Data Validations](#)

About
[Contact Helpdesk](#)
[FAQ](#)

Schedule of Due Dates

Tuesday, January 3, 2023
[Audit Documents \(paper\) 21-22](#) (Opened on 7/1/2022)
[Actual Expenditures 21-22](#) (Opened on 10/6/2022)
[Actual Revenues 21-22](#) (Opened on 10/6/2022)
[Operational Unit Survey 21-22](#) (Opened on 10/6/2022)

Friday, January 6, 2023
[ESD Direct Support 21-22](#) (Opened on 11/3/2022)

Monday, January 9, 2023
Cannot Be Used Cumulative: 21-22 (Opened on 1/9/2023)

Applications

[Central Login Application](#) [District Security Administrator \(DSA\) Lookup](#)
[Secure File Transfer](#) [Institutions Lookup](#)
[Collections Catalog](#) [ODE's Public Website](#)
[At-a-glance & Detail Sheets](#) [CTE Approved Programs](#)

Logging in takes Users to their Applications List, (yours might appear differently).

Applications

You have been granted access to the items displayed in this list. To access an application, select it from the list.

[Achievement Data Insight - Oregon Department of Education](#)

[Consolidated Collections - Oregon Department of Education](#)

[IDEA Data Manager - Oregon Department of Education](#)

[Secure File Transfers](#)

[Special Ed Performance Review & Improvement - Oregon Department of Education](#)

[Special Ed Post School Outcomes 2.0 - Oregon Department of Education](#)

[Edit Profile](#)

From the Applications list, click on Achievement Data Insight.

Applications

You have been granted access to the items displayed in this list. To access an application, select it from the list.

Achievement Data Insight - Oregon Department of Education

Consolidated Collections - Oregon Department of Education

IDEA Data Manager - Oregon Department of Education

Secure File Transfers

Special Ed Performance Review & Improvement - Oregon Department of Education

Special Ed Post School Outcomes 2.0 - Oregon Department of Education

Edit Profile

Click on the Special Education At-A-Glance Narrative Collection tile to begin. If you do not see the Special Education Report Card Narrative Collection tile, reach out to your District Security Administrator to be granted Submitter rights and Modify rights.

Special Education At-A-Glance Narrative Collection

Last Visited:

Last Refreshed:

Validation Open:

Validation Closed:

Public Release:

Closes in

21

Days

Maintenance Tab

When you open the Narrative collection, the application will take you to the Maintenance tab. The Maintenance tab contains your district ID and district name for the At-A-Glance Special Education Profile.

MaintenanceRoll Forward

Ask a QuestionShow Filters

Edit	District ID	District Name	School ID	School Name	School Type	Overall Status	Submit	Undo Edits	District Information	English Preview	Spanish Preview
Edit					School District	Nothing Entered	Submit	Undo Edits	Nothing Entered		

110 items per page1 - 1 of 1 items

1. Edit button: takes you to the Edit screen for an institution. For more information, see [Entering and Editing Information](#).
2. Submit button: becomes available once you have entered and saved all of the required data for an institution. The Submit button allows your data to be published on the final At-A-Glance profile.
3. Undo Edits button: becomes available after making edits to already submitted data. The Undo Edits button reverts an institution's data to the last submitted version. For more information, see [Undo Edits](#).
4. Overall Status column: status tracking for your institutions. The Overall Status indicates how far along you are in the overall submission process for your institutions. For more information, see [Overall Status](#).
5. English Preview and Spanish Preview: use the Generate buttons to produce a PDF preview document, which highlights what was typed in the Information Provided by District/Program text box. For more information, see [Previewing Data](#).



Overall Status

Use the Overall Status column in the Maintenance tab to track how far along you are in the data submission process.

There are five different overall status types in the Narrative collection. You are finished with the collection when you see the Submitted status in green text.



1. Nothing Entered

This status indicates that there is no data entered or saved for the two required text boxes, English and Spanish, for the district.

Overall Status	Submit	Undo Edits	District Information
Nothing Entered	 Submit	 Undo Edits	Nothing Entered



2. Partial Entered

This status indicates that data has been entered and saved in one of the two required text boxes for the institution.

Overall Status	Submit	Undo Edits	District Information
Partial Entered	 Submit	 Undo Edits	Saved for one language



3. Saved, but not submitted

This status indicates that both required text boxes have data entered and saved. The data has not yet been submitted and will not be published on the final At-A-Glance Special Education Profile for the district.

Overall Status	Submit	Undo Edits	District Information
Saved but not submitted	 Submit	 Undo Edits	Saved for both languages



4. Submitted

This status indicates that the two text boxes for the institution have been entered, saved and submitted. The Submitted status indicates that the narrative will be published on the institution's At-A-Glance profile.

Overall Status	Submit	Undo Edits	District Information
Submitted	 Submit	 Undo Edits	Submitted

5. Edited since last submission

This status indicates that you previously submitted a version of the institution's text boxes, but have since made edits. If you do not click on the Submit button after making the additional edits, the institution will remain in the "Edited since last submission status" status and the previously submitted version will be published on the At-A-Glance Special Education Profile for the district.






Overall Status	Submit	Undo Edits	District Information
Edited since last submission	 Submit	 Undo Edits	Edited since last submission

Entering and Editing Data

To enter narrative data, click on the Edit button. The application will take you to the Edit screen.

Maintenance Roll Forward

Ask a Question Show Filters

Edit	District ID	District Name	School ID	School Name	School Type	Overall Status	Submit	Undo Edits	District Information	English Preview	Spanish Preview
 Edit					School District	Nothing Entered	 Submit	 Undo Edits	Nothing Entered	 English Preview	 Spanish Preview

1 10 items per page 1 - 1 of 1 Items

The Edit screen contains the text two boxes that need to be completed if the information is to be provided on the At-A-Glance Special Education Profile.

Save All Preview Last Saved - English Preview Last Saved - Spanish Close Without Save

District Information

Purpose:

- Opportunity for districts to provide local context regarding the district's priorities or goals for serving their students.

Technical Guidelines:

- Hard Character Max: 650 (include unseen formatting characters)
- Recommended Format: Paragraph(s)
- Save before each preview
- The preview feature is the only way to accurately assess what the text will look like on the Report Card.
- Preview each section

Language: English

B I U [List Icons] [Table Icon] [Link Icon] [Undo] [Redo] [Eraser] [Omega] [Help] Characters*: 0 Words: 0

There are two text boxes, a text box for the English version and a text box for the Spanish version.

The screenshot displays two identical text input areas stacked vertically. Each area has a header bar with the language label ('Language: English' and 'Language: Spanish' respectively) and an upward arrow. Below the header is a toolbar containing icons for bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, undo, redo, delete, link, and help. To the right of the toolbar, it says 'Characters*: 1 Words: 0'. Below the toolbar is a large, empty text box for the narrative.

Both text boxes have tools to edit and format the narrative information.

This screenshot is similar to the previous one, but a red rectangular box highlights the toolbar area of both the English and Spanish sections. The highlighted area includes the bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, undo, redo, delete, link, and help icons, along with the character and word count text.

Note: Special formatting (e.g., bolded font, or line breaks/returns) is stored in the database using HTML characters (e.g., `word`), which will add to the overall character count for the narrative section.

A close-up view of the toolbar shows the following icons from left to right: bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, undo, redo, delete, link, and help. To the right of the icons, the text 'Characters*: 1 Words: 0' is displayed.

Tool Bar Buttons

Use these buttons to:

- Format your text using different styles: bold, italic, underline, and accented characters.
- Add numbered or bulleted lists, indent or remove indentation, or to spell check entered text. The spell check function identifies English misspellings in the English text box and identifies Spanish misspellings in the Spanish text box.
- Cut and paste selected text, copy text from a Word document, paste plain text (no formatting) into the text box, or to select all text.
- Undo or redo changes made.
- Remove all formatting and the associated hidden HTML characters.

Saving and Previewing Data

After entering text into the text box, the Save All button is enabled.



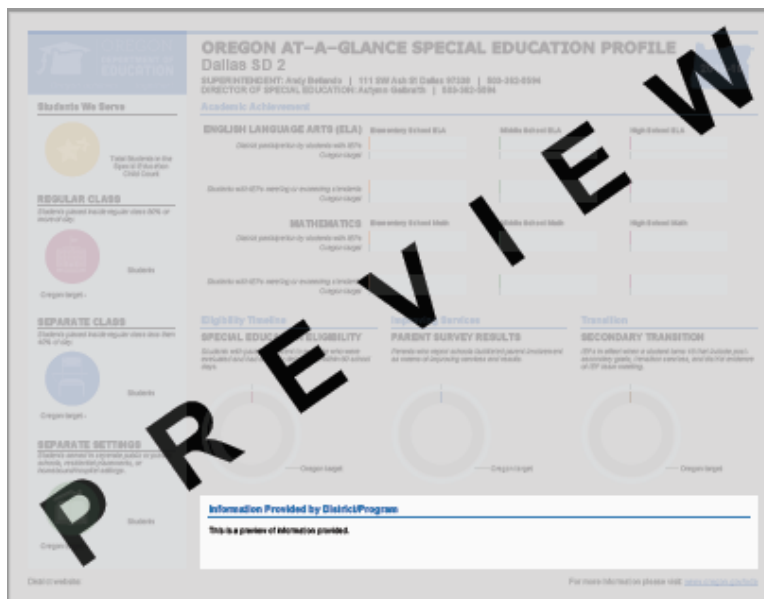
Saving

Text does not need to be entered into both text boxes in order to click Save All. You can work on one text box, save, and return to the collection later to complete the other text box. ODE encourages data submitters to save their work often.

Previewing Data

The Preview function generates a PDF preview of the English version and Spanish version of your narrative data. You must click Save All in order to generate a current preview of the narrative sections. The Preview Last Saved-English and Preview Last Saved-Spanish buttons are enabled after saving data.

You do not need to enter data into every narrative section in order to use the Preview function. The Preview buttons are available in both the Edit screen and on the Maintenance tab.



Use the Preview function to check that the formatting of your narrative sections are readable. You can edit, save, and generate preview PDFs as many times as you want during the collection window.

Submitting Data

After you have entered and saved data in the text boxes, in both English and Spanish, the Submit button is enabled on the Maintenance tab.

You must click the Submit button in order for your narrative information to be published in the final At-A-Glance profile.

The screenshot shows the 'Maintenance' tab interface. At the top, there are buttons for 'Maintenance' and 'Roll Forward'. Below these are 'Ask a Question' and 'Show Filters' buttons. The main table has columns: Edit, District ID, District Name, School ID, School Name, School Type, Overall Status, Submit, Undo Edits, District Information, English Preview, and Spanish Preview. The 'School Type' is 'School District'. The 'Overall Status' is 'Saved but not submitted'. The 'Submit' button is highlighted with a red box and contains a green arrow icon. The 'Undo Edits' button is disabled and contains a red X icon. The 'District Information' is 'Saved for both languages'. The 'English Preview' and 'Spanish Preview' buttons show document icons. At the bottom, there is a pagination bar showing '1' of '10' items per page and '1 - 1 of 1 items'.

After successfully submitting the narrative information for your institution, the row on the Maintenance tab for the institution will have the Overall Status of Submitted.

The screenshot shows the 'Maintenance' tab interface. The 'Overall Status' is now 'Submitted' and is highlighted with a red box. The 'Submit' button is now disabled and contains a green arrow icon. The 'Undo Edits' button is still disabled and contains a red X icon. The 'District Information' is 'Submitted'. The 'English Preview' and 'Spanish Preview' buttons show document icons. The pagination bar at the bottom remains the same, showing '1' of '10' items per page and '1 - 1 of 1 items'.

The Overall Status of Submitted means that you completed the data submission process for your institution.

If additional edits are needed, you can go back and edit your submitted narrative data by clicking on the Edit button on the Maintenance tab. However, be sure to click on the Submit button again after completing your additional edits. **Note: Only the last submitted data will appear on the final At-A-Glance profiles.**

Undo Edits

If you make additional edits to submitted narrative data and decide that you do not like the new edits, you can undo those edits using the Undo Edits button on the Maintenance tab. The Undo Edits button reverts your narrative data back to the previously submitted version.

The screenshot shows the 'Maintenance' tab interface. The 'Overall Status' is now 'Edited since last submission'. The 'Submit' button is enabled and contains a green arrow icon. The 'Undo Edits' button is highlighted with a red box and contains a red X icon. The 'District Information' is 'Edited since last submission'. The 'English Preview' and 'Spanish Preview' buttons show document icons. The pagination bar at the bottom remains the same, showing '1' of '10' items per page and '1 - 1 of 1 items'.

Roll Forward (Not Available for the Special Education At-A-Glance Profile)

The Roll Forward function is not available for the Special Education At-A-Glance Profile. Users can copy/paste text from their prior year district profile into each current year text box. Content can then be revised as necessary. Pasted text can also be reformatted using the Tool Bar buttons.