

# How to Review the Report Card Rating Details Report 2015-16

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# How to Review the Report Card Rating Details Report 2015-16

(Published 7/21/2016)

## Section 1: Introduction

This document is intended as a brief outline to help districts and schools identify critical timelines for reviewing and validating the Report Card Rating Details reports and to provide a general understanding of the calculations reported. Links for additional detailed information are listed in the last section.

Please refer to the separate document [How to Review the Assessment Validations 2015-16](#) for detailed information about validating the assessment data used on the Report Card Rating Details Report.

## Section 2: Timelines

### Report Validation, Preview and Public Release

Reports are available within the [Achievement Data Insight](#) (ADI) application on the [district secure website](#). Permissions must be granted by the [District Security Administrator](#) (DSA) for each validation individually.

- **Preliminary** Report Card Rating Details reports can be previewed by districts from **July 21** through **October 5, 2016**. (Reports will be refreshed for each of the following Thursdays based on the latest data from the Friday before: **July 28, August 4, August 11, August 18, August 25**.)
- **Preliminary** Report Card Summary sheets can be previewed by districts from **July 28** through **October 5, 2016**. (Reports will be refreshed for each of the following Thursdays based on the latest data from the Friday before: **August 4, August 11, August 18, August 25, September 22, September 29**.)
- **Final Report Cards and Details** will be available for final district preview on **October 6** and posted for public release on **October 13, 2016**.

### Data Sources Open for Edits

- **Student Centered Staging** for English language arts (ELA) and mathematics assessment data will be open for editing through **August 19, 2016 at 5 PM**.
- **Third Period Cumulative ADM collection** closed **May 27** but may be re-opened for edits by request through **August 19, 2016 at 11:59 PM**.
- **Absolutely NO edits to this data will be allowed after August 19.**

## Data Collection Validations

Validations are available within the [Achievement Data Insight](#) (ADI) application on the [district secure website](#). Permissions must be granted by the [District Security Administrator](#) (DSA) for each validation individually.

- **Institutions for Accountability Reporting** was open for validation **April 21** to **May 16**. Boundary change requests were required by **May 13**.
- **Not Chronically Absent** is open for district validation **June 2** through **August 19**. (Data counts will be refreshed from Third Period Cumulative ADM collection on June 16, June 23, June 30, July 14, July 28, August 11, and August 18.)
- **Student Enrollment counts** by resident district and school are open for district validation **June 9** through **August 19**. (Data counts will be refreshed from Third Period Cumulative ADM collection on June 16, June 23, June 30, July 14, July 21, July 28, August 11, and August 18.)
- **Student Attendance** is open for district validation **June 9** through **August 19**. (Data counts will be refreshed from Third Period Cumulative ADM collection on June 16, June 23, June 30, July 14, July 21, July 28, August 4, August 11, and August 18. The AMO tab will not be available for 2015-2016.)
- **Graduation Rates are final** and were validated in November - December 2015 for the four-year and five-year cohort graduation rates. This data may still be viewed in the ADI application, under "All" validations, but may no longer be edited.

Additional dates are available in the *Collection and Validation Dates* schedule:

[https://district.ode.state.or.us/wma/training/docs/rc\\_collectionvalidationdates\\_1516.xlsx](https://district.ode.state.or.us/wma/training/docs/rc_collectionvalidationdates_1516.xlsx)

## **Section 3: Report Card Rating Details Reports for Elementary/Middle, High School, Combined School, and District**

Given the recent passage of the Every Student Succeeds Act (ESSA) and the expiration of Oregon's ESEA flexibility waiver on August 1, 2016, **the State of Oregon will not assign overall school ratings for the 2015-16 school year.**

ODE will continue to provide "Indicator" ratings for achievement, growth (at elementary and middle school only), and graduation, since data on these indicators will continue to be reported in 2016-17. Once the ESSA State Plan has been approved by the U.S. Department of Education, ODE will release data on the new accountability indicators and use 2015-16 data to provide districts with a preview of the 2016-17 school accountability system.

The 2015-16 Report Card Rating Details report displays two years of Achievement and Participation data (2014-15 and 2015-16), current year Growth data, and two or four years of Graduation data (depending on school size). The 2015-16 AMO targets (which remain the same as the 2014-15 targets) are also displayed on the Achievement, Graduation, and Participation detail pages.

## **Elementary or Middle School Rating Details Report**

### **Page 1 - Summary - Overall** (*Overall Level, Indicator Levels, Weighted Percent, Federal Reporting Designations*)

For the 2015-16 school year, the Report Card Rating Details report will **not** display the Overall Level or and Weighted Percent data, but will display the individual Indicator Levels, percent of Points Earned, and number of Consecutive Years with Missed Participation Targets (starting with 2015-16).

The Federal Reporting Designations indicate whether a school received Title I funds in 2015-16.

### **Page 2 - Summary - Indicators** (*Indicator Levels, Points Earned, and Points Eligible for Academic Achievement, Academic Growth, Student Group Growth*)

Displays Indicator Levels, Points Earned, and Points Eligible for Academic Achievement and Academic Growth for English Language Arts and Mathematics, and Student Group Growth by subject and four student groups (Economically Disadvantaged, English Learners, Students with Disabilities, and Underserved Races/Ethnicities); also displays Category Level Cutoffs for each level.

### **Page 3 - Academic Achievement Details** for English Language Arts and Mathematics (*Indicator Levels, Number of Tests, Percent Level 3/4, Combined Percent Met*)

Displays Academic Achievement Indicator Levels, current and prior year assessment data, and Combined Percent Met for each subject and twelve student groups; also displays Achievement Level Cutoffs for each subject.

The AMO targets for English Language Arts and Mathematics are displayed above each data table (targets are the same as for the 2014-15 school year).

### **Pages 4 & 5 - Academic Growth & Student Group Growth Details** for English Language Arts and Mathematics (*Indicator Levels, Number of Students, Median Growth Percentile, Combined Median Growth Percentile*)

Displays Academic Growth Indicator Levels, current and prior year growth data, and Combined Median Growth Percentile for each subject and twelve student groups. Also displays the Growth Level Cutoffs for the Median Growth Percentile.

The Report Card Rating Details report expresses growth for each subject as a median growth percentile representing the typical or average student's ranking on the current year assessment (i.e., Smarter Balanced 2015-16 tests) as compared to academic peers with similar scores on prior year assessments (i.e., OAKS Online and Smarter Balanced tests). For example, a median growth percentile of 60 in English language arts would indicate that the typical or average student in the school exhibited growth in English language arts as high or higher than 60 percent of academic peers.

It's important to note that, unlike the Academic Achievement indicator, both the Academic Growth and Student Group Growth indicators do not have AMO targets. However, schools can demonstrate low, typical, and high growth given the value of their respective median growth percentile. For instance, low growth refers to median growth percentiles less than 35, typical growth represents median growth percentiles greater than or equal to 35 and less than 66, and high growth refers to median growth percentiles greater than or equal to 66.

**Page 6 - Participation Details** for English Language Arts and Mathematics (*Status, Number of Participants, Number of Non-Participants, Participation Rates, Applied Rate*)

Displays the Participation Status, current and prior year participation data, and the Applied Rate for each subject and twelve student groups. The Applied Rate is the higher of the Combined and the most recent rate if the Status is Met, or the most recent rate (“Current”) if the Status is Not Met.

The AMO target for Participation is displayed above the data tables (the target is the same as for the 2014-15 school year).

Schools with a Status of Not Met in the “All Students” row for either subject will have a note on the Academic Achievement, Academic Growth, and Student Group Growth pages indicating that the available tests may not be representative of all students required to test, and results should be interpreted with caution.

## **High School Rating Details Report**

**Page 1 - Summary - Overall** (*Overall Level, Indicator Levels, Weighted Percent, Federal Reporting Designations*)

For the 2015-16 school year, the Report Card Rating Details report will **not** display the Overall Level or and Weighted Percent data, but will display the individual Indicator Levels, percent of Points Earned, and number of Consecutive Years with Missed Participation Targets (starting with 2015-16).

The Federal Reporting Designations indicate whether a school received Title I funds in 2015-16.

**Page 2 - Summary - Indicators** (*Indicator Levels, Points Earned, and Points Eligible for Academic Achievement, Academic Growth, Student Group Growth, Cohort Graduation, Student Group Graduation*)

Displays Indicator Levels, Points Earned, and Points Eligible for Academic Achievement and Academic Growth for English Language Arts and Mathematics, and Student Group Growth by subject and four student groups (Economically Disadvantaged, English Learners, Students with Disabilities, and Underserved Races/Ethnicities); also displays Category Level Cutoffs for each level.

Displays Indicator Levels, Points Earned, and Points Eligible for Cohort Graduation for All Students and for four student groups (Economically Disadvantaged, English Learners, Students with Disabilities, and Underserved Races/Ethnicities).

**Page 3 - Academic Achievement Details** for English Language Arts and Mathematics (*Indicator Levels, Number of Tests, Percent Level 3/4, Combined Percent Met*)

Displays Academic Achievement Indicator Levels, current and prior year assessment data, and Combined Percent Met for each subject and twelve student groups; also displays Achievement Level Cutoffs for each subject.

The AMO targets for English Language Arts and Mathematics are displayed above each data table (targets are the same as for the 2014-15 school year).

**Pages 4 & 5 - Academic Growth & Student Group Growth Details** for English Language Arts and Mathematics *(Indicator Levels, Number of Students, Median Growth Percentile, Combined Median Growth Percentile)*

Displays Academic Growth Indicator Levels, current and prior year growth data, and Combined Median Growth Percentile for each subject and twelve student groups. Also displays the Growth Level Cutoffs for the Median Growth Percentile.

The Report Card Rating Details report expresses growth for each subject as a median growth percentile representing the typical or average student's ranking on the current year assessment (i.e., Smarter Balanced 2015-16 tests) as compared to academic peers with similar scores on prior year assessments (i.e., OAKS Online and Smarter Balanced tests). For example, a median growth percentile of 60 in English language arts would indicate that the typical or average student in the school exhibited growth in English language arts as high or higher than 60 percent of academic peers.

It's important to note that, unlike the Academic Achievement indicator, both the Academic Growth and Student Group Growth indicators do not have AMO targets. However, schools can demonstrate low, typical, and high growth given the value of their respective median growth percentile. For instance, low growth refers to median growth percentiles less than 35, typical growth represents median growth percentiles greater than or equal to 35 and less than 66, and high growth refers to median growth percentiles greater than or equal to 66.

**Pages 6 & 7 - Graduation & Student Group Graduation Details** *(Indicator Levels, Adjusted Cohort, Graduation Rates for Current and Prior Cohorts, Combined Graduation Rate, Applied Rate)*

Displays the Indicator Levels, current and prior cohort data and rates, the Combined Rate, and the Applied Rate, for the Four-Year and Five-Year Cohorts, for twelve student groups; also displays the Graduation Level Cutoffs for the Four-Year Rate and Five-Year Rate. These rates include only graduates, not other completers. See <http://www.ode.state.or.us/search/page/?id=2644> for additional breakdowns and more information on the calculation.

**Page 8 - Participation Details** for English Language Arts and Mathematics *(Status, Number of Participants, Number of Non-Participants, Participation Rates, Applied Rate)*

Displays the Participation Status, current and prior year participation data, and the Applied Rate for each subject and twelve student groups. The Applied Rate is the higher of the Combined and the most recent rate if the Status is Met, or the most recent rate ("Current") if the Status is Not Met.

The AMO target for Participation is displayed above the data tables (the target is the same as for the 2014-15 school year).

Schools with a Status of Not Met in the "All Students" row for either subject will have a note on the Academic Achievement, Academic Growth, and Student Group Growth pages indicating that the available tests may not be representative of all students required to test, and results should be interpreted with caution.

## **Combined School Rating Details Report**

Combined Schools have high school graduates and offer grade 7 or lower.

### **Page 1 - Summary - Overall** *(Overall Level, Indicator Levels, Weighted Percent, Federal Reporting Designations)*

For the 2015-16 school year, the Report Card Rating Details report will **not** display the Overall Level or and Weighted Percent data, but will display the individual Indicator Levels, percent of Points Earned, and number of Consecutive Years with Missed Participation Targets (starting with 2015-16).

The Federal Reporting Designations indicate whether a school received Title I funds in 2015-16.

### **Page 2 - Summary - Indicators** *(Indicator Levels, Points Earned, and Points Eligible for Academic Achievement, Academic Growth, Student Group Growth, Cohort Graduation, Student Group Graduation)*

Displays Indicator Levels, Points Earned, and Points Eligible for Academic Achievement and Academic Growth for English Language Arts and Mathematics, and Student Group Growth by subject and four student groups (Economically Disadvantaged, English Learners, Students with Disabilities, and Underserved Races/Ethnicities). Also displays Category Level Cutoffs for each level.

Displays Indicator Levels, Points Earned, and Points Eligible for Cohort Graduation for All Students and for four student groups (Economically Disadvantaged, English Learners, Students with Disabilities, and Underserved Races/Ethnicities).

### **Page 3 - Academic Achievement Details** for English Language Arts and Mathematics *(Indicator Levels, Number of Tests, Percent Level 3/4, Combined Percent Met)*

Displays Academic Achievement Indicator Levels, current and prior year assessment data, and Combined Percent Met for each subject and twelve student groups; also displays Achievement Level Cutoffs for each subject.

The AMO targets for English Language Arts and Mathematics are displayed above each data table (targets are the same as for the 2014-15 school year).

### **Pages 4 & 5 - Academic Growth & Student Group Growth Details** for English Language Arts and Mathematics *(Indicator Levels, Number of Students, Median Growth Percentile, Combined Median Growth Percentile)*

Displays Academic Growth Indicator Levels, current and prior year growth data, and Combined Median Growth Percentile for each subject and twelve student groups. Also displays the Growth Level Cutoffs for the Median Growth Percentile.

The Report Card Rating Details report expresses growth for each subject as a median growth percentile representing the typical or average student's ranking on the current year assessment (i.e., Smarter Balanced 2015-16 tests) as compared to academic peers with similar scores on prior year assessments (i.e., OAKS Online and Smarter Balanced tests). For example, a median growth percentile of 60 in English language arts would indicate that the typical or average student in the school exhibited growth in English language arts as high or higher than 60 percent of academic peers.

It's important to note that, unlike the Academic Achievement indicator, both the Academic Growth and Student Group Growth indicators do not have AMO targets. However, schools can demonstrate

low, typical, and high growth given the value of their respective median growth percentile. For instance, low growth refers to median growth percentiles less than 35, typical growth represents median growth percentiles greater than or equal to 35 and less than 66, and high growth refers to median growth percentiles greater than or equal to 66.

**Pages 6 & 7 - Graduation & Student Group Graduation Details** (*Indicator Levels, Adjusted Cohort, Graduation Rates for Current and Prior Cohorts, Combined Graduation Rate, Applied Rate*)

Displays the Indicator Levels, current and prior cohort data and rates, the Combined Rate, and the Applied Rate, for the Four-Year and Five-Year Cohorts, for twelve student groups; also displays the Graduation Level Cutoffs for the Four-Year Rate and Five-Year Rate. These rates include only graduates, not other completers. See <http://www.ode.state.or.us/search/page/?id=2644> for additional breakdowns and more information on the calculation.

**Page 8 - Participation Details** for English Language Arts and Mathematics (*Status, Number of Participants, Number of Non-Participants, Participation Rates, Applied Rate*)

Displays the Participation Status, current and prior year participation data, and the Applied Rate for each subject and twelve student groups. The Applied Rate is the higher of the Combined and the most recent rate if the Status is Met, or the most recent rate (“Current”) if the Status is Not Met.

The AMO target for Participation is displayed above the data tables (the target is the same as for the 2014-15 school year).

Schools with a Status of Not Met in the “All Students” row for either subject will have a note on the Academic Achievement, Academic Growth, and Student Group Growth pages indicating that the available tests may not be representative of all students required to test, and results should be interpreted with caution.

## **District AMO Details Report**

### **Page 1 - Description**

The first page explains the purpose of the District Annual Measurable Objective (AMO) Details report and outlines the grade bands and page numbers for each section.

**Pages 2, 3, 4 - Elementary (Grades 3-5), Middle (grades 6-8), High (Grade 11) Academic Achievement Details** for English Language Arts and Mathematics (*Indicator Levels, Number of Tests, Percent Level 3/4, Combined Percent Met*)

Displays Academic Achievement Indicator Levels, current and prior year assessment data, and Combined Percent Met for each subject and twelve student groups; also displays Achievement Level Cutoffs for each subject.

The AMO targets for English Language Arts and Mathematics are displayed above each data table (targets are the same as for the 2014-15 school year).

**Pages 5, 6, 7 - Elementary (Grades 3-5), Middle (grades 6-8), High (Grade 11) Growth Details** for English Language Arts and Mathematics (*Indicator Levels, Number of Students, Median Growth Percentile, Combined Median Growth Percentile*)

Displays Academic Growth Indicator Levels, current and prior year growth data, and Combined Median Growth Percentile for each subject and twelve student groups. Also displays the Growth Level Cutoffs for the Median Growth Percentile.

The Report Card Rating Details report expresses growth for each subject as a median growth percentile representing the typical or average student's ranking on the current year assessment (i.e., Smarter Balanced 2015-16 tests) as compared to academic peers with similar scores on prior year assessments (i.e., OAKS Online and Smarter Balanced tests). For example, a median growth percentile of 60 in English language arts would indicate that the typical or average student in the school exhibited growth in English language arts as high or higher than 60 percent of academic peers.

It's important to note that, unlike the Academic Achievement indicator, both the Academic Growth and Student Group Growth indicators do not have AMO targets. However, schools can demonstrate low, typical, and high growth given the value of their respective median growth percentile. For instance, low growth refers to median growth percentiles less than 35, typical growth represents median growth percentiles greater than or equal to 35 and less than 66, and high growth refers to median growth percentiles greater than or equal to 66.

**Page 8 - Graduation Details** (*Indicator Levels, Adjusted Cohort, Graduation Rates for Current and Prior Cohorts, Combined Graduation Rate, Applied Rate*)

Displays the Indicator Levels, current and prior cohort data and rates, the Combined Rate, and the Applied Rate, for the Four-Year and Five-Year Cohorts, for twelve student groups; also displays the Graduation Level Cutoffs for the Four-Year Rate and Five-Year Rate. These rates include only graduates, not other completers. See <http://www.ode.state.or.us/search/page/?id=2644> for additional breakdowns and more information on the calculation.

**Pages 9, 10, 11 - Elementary (Grades 3-5), Middle (grades 6-8), High (Grade 11) Participation Details** for English Language Arts and Mathematics (*Status, Number of Participants, Number of Non-Participants, Participation Rates, Applied Rate*)

Displays the Participation Status, current and prior year participation data, and the Applied Rate for each subject and twelve student groups. The Applied Rate is the higher of the Combined and the most recent rate if the Status is Met, or the most recent rate ("Current") if the Status is Not Met.

The AMO target for Participation is displayed above the data tables (the target is the same as for the 2014-15 school year).

Schools with a Status of Not Met in the "All Students" row for either subject will have a note on the Academic Achievement, Academic Growth, and Student Group Growth pages indicating that the available tests may not be representative of all students required to test, and results should be interpreted with caution.

## Section 4: Non-Assessment Indicators - Definitions

### Graduation Rates

#### Definitions:

The **four-year cohort** is the set of all students who entered high school for the first time in 2011-12, and is adjusted (the Adjusted Cohort) to reflect students who transfer in or out of the school over the course of the following four years. The four-year cohort graduation rate is the number of students in the adjusted cohort who earned a standard (regular or modified) diploma by August 31, 2015, divided by the size of the adjusted cohort.

The **five-year cohort** is the set of all students who entered high school for the first time in 2010-11, and is adjusted (the Adjusted Cohort) to reflect students who transfer in or out of the school over the course of the following five years. The five-year cohort graduation rate is the number of students in the adjusted cohort who earned a standard (regular or modified) diploma by August 31, 2015, divided by the size of the adjusted cohort.

**Link for more information:** <http://www.ode.state.or.us/search/page/?id=2644>

## Section 5: Subgroups - Definitions and Data Sources

The following tables identify the definitions and data sources of the subgroups depending on the indicator. Any data changes during the open editing period for each data source are not immediately reflected on the Report Card Rating Details report but will be reflected on the refresh dates listed for report generation in Section 2 – Timelines.

### Subgroups for Assessment

Subgroup	Definition	Data Source(s)
Economically Disadvantaged	Student participating in or eligible for the Free & Reduced Lunch (FRL) Program or household income similar to FRL guidelines	Updated weekly in Student Centered Staging from Third Period Cumulative ADM collection starting 6/4/2016
English Learners	Student identified in the LEP collection in 2015-2016 or any LEP student exited in either 2014-2015 or 2013-2014	Updated weekly in Student Centered Staging from LEP collection starting 6/4/2016
Students with Disabilities	Student participating in an Individualized Education Plan (IEP) any time during the academic year (from the first school session day through the first school day in May)	SSID System at time of test record load; and Updated weekly in Student Centered Staging from Third Period Cumulative ADM collection starting 6/4/2016  Note: No longer editable in Staging after 6/3/2016

Race/Ethnicity	Categories same as last year; multi-racial category does not include any student of Hispanic origin.	SSID System at time of test record load; and Updated weekly in Student Centered Staging from Third Period Cumulative ADM collection starting 6/4/2016  Note: No longer editable in Staging after 6/3/2016
Migrant Education	Student participating in or eligible for instructional or support services in a Migrant Education Program (MEP)	SSID System at time of test record load; and Updated on 6/4/2016 from Oregon Migrant Student Information System (OMSIS) Federal Reporting (1415 table)  Note: No longer editable in Staging after 6/3/2016

**Subgroups for Graduation - Cohort graduation rates**

Subgroup	Definition	Data Source(s)
Economically Disadvantaged	Student identified in the Third Period Cumulative ADM Collection or Spring Membership collection as economically disadvantaged during any school year in which the student was enrolled in a high school grade	Third Period Cumulative ADM collections from 2010-2011 (five year cohort) or 2011-2012 (four year cohort) through 2014-2015
English Learners	Student identified in the LEP collection during any school year in which the student was enrolled in a high school grade  <b>Note:</b> do not confuse this subgroup with “ever English Learners” which is not used on the Detail sheets.	LEP collections from 2010-2011 (five year cohort) or 2011-2012 (four year cohort) through 2014-2015
Students with Disabilities	Student served by special education programs during any school year in which the student was enrolled in a high school grade	Special Ed Child Find (Indicator 11), December SECC, and June Special Education Exit collections from 2010-2011 (five year cohort) or 2011-2012 (four year cohort) to 2014-2015
Race/Ethnicity	Same categories used for ADM enrollment in 2011-2012 or later	The race/ethnicity attached to the student’s final outcome record in Cumulative ADM (Annual ADM 2010-2011 through 2014-2015, or First Period ADM 2015-2016)
Migrant Education	Student participating in or eligible for instructional or support services in a Migrant Education Program (MEP) during any school year in which the student was enrolled in a high school grade	Oregon Migrant Student Information System (OMSIS)

## Section 6: Achievement Data Insight (ADI) application

The Achievement Data Insight (ADI) application was developed in 2013 as a tool to replace the Report Card/Accountability Reports application. The ADI is used for validation of School and District Report Cards and data elements, as well as other accountability reports.

You must have a username and password (provided by your [District Security Administrator](#)) to log into this site and access this application. **Permissions must be granted for each validation separately within the ADI application.**

**REMINDER:** All summary data is **embargoed** until it is publicly released on **October 13, 2016**.

### Navigation

Instructions for navigating the ADI were included in the video training presentation on June 1, 2016: [https://district.ode.state.or.us/wma/training/video/2015-16/adi\\_enrlatndvalidations\\_1516.pptx](https://district.ode.state.or.us/wma/training/video/2015-16/adi_enrlatndvalidations_1516.pptx) (see slides 2-14).

### Description

The description box contains information about the reports that are or will be available.



**Reporting Year:** 2015-2016 [Click here for instructions](#)

This validation provides districts and schools with an opportunity to preview the Report Card summary and the Report Card Rating Details report. Both reports will be released to the public on October 13, 2016. Please note that the Ratings Detail report is currently unsuppressed. The suppressed version will be available on October 6, 2016.

To view data from previous years, use the Reporting Year drop-down box to select a different year.

### Instructions

Click on the link at the top, or scroll down to the bottom of the screen to view the instructions.

Validation of the Report Card Rating Details report is open July 21 through October 5, 2016. The Report Card summary will open on July 28, 2016 and close October 5, 2016. Both reports include data that are available in detail in other validations within the ADI. This review is confidential with unsuppressed data. When you review both reports, you should ensure that the correct data are appearing.

There is a separate process for submitting an appeal of a Report Card data element. ODE will consider appeals regarding (a) accountability data displayed on the 2015-2016 school and district Report Cards, and (b) Annual Measurable Objectives (AMO) designations. You may submit an appeal by following the instructions located [here](#). The deadline for submitting appeals is **5 PM on Wednesday, August 10, 2016**. You will be notified via email when your appeal has been received. Appeals will be reviewed by the Accountability Reporting Advisory Committee, and the submitter will be notified by Wednesday, August 31 of acceptance or rejection of appeal.

Most of the time, the appeal is related to a data error from the district's data submission and needs to be corrected by the submitter. You may be able to avoid a long wait time for a response to an appeal by obtaining assistance from your [Regional ESD Partner](#).

## Section 7: Documentation

**Report Card Policy & Technical Manual** is available on the *Report Card Policy* webpage:

<http://www.ode.state.or.us/search/page/?id=24>

**Cohort Policy and Technical Manual** is available on the *Cohort Graduation Rate* webpage:

<http://www.ode.state.or.us/search/page/?id=2644>

**Cumulative ADM Manual** is available at <http://www.ode.state.or.us/go/CumADMManual>

**Assessment Inclusion Rules Manual** is available on the *Assessment Results* webpage:

<http://www.ode.state.or.us/search/page/?id=1302>

**User Guides for Assessment Applications** are available on the District website:

<https://district.ode.state.or.us/search/page/?id=248>

File Layouts, Instructions, and FAQ are available on the **Student Centered Staging Resources** webpage:

<https://district.ode.state.or.us/search/page/?id=142>