

MEMORANDUM NO. 120-2001-02

January 4, 2002

TO: District and ESD Superintendents  
Principals

RE: Preparation and Distribution of 2002 School and District Report Cards

The Department of Education is in high gear preparing to distribute the third annual school and district report cards as required by ORS 329.105. The target date for the public release is January 24, 2002. Although we have included additional materials for your understanding, districts are only required to distribute the actual school and district report cards to their communities.

Please note the following timeline with key report card distribution dates and deadlines:

- **Week of January 7:** The Oregon Department of Education Pipeline will be posted on the website. This newsletter will feature important report card information.
- **January 18:** Report cards will be released to districts on the password protected website. Please note the verification process below.
- **January 18:** Schools and superintendents will be contacted if a school is receiving an overall low or unacceptable rating.
- **January 18:** Detail sheets will be available on the password protected website.
- **January 24:** RELEASE DATE. Report cards will be available on the website: <http://reportcard.ode.state.or.us/>.
- **February 8:** Report cards, "How to Read" documents and Spanish translations will be mailed to all districts.
- **March 31:** A copy of the school and district report cards must be distributed by the local district to each parent of an enrolled school child.

During these first three years, the report card has not changed substantially. This year, however, several new elements were added by legislative mandate under SB811. The new displays on the school report card include percent of students in ESL programs, number of students dropping out of school, numbers of staff positions by category, number of CIM completers, and detailed listings of assessment participation categories. The district report cards will include additional information about special populations of students, students attending school in another district or from another district, numbers of classes taught by a teacher outside the teacher's area of certification, bond levy results, state General Fund expenditures, ESD support, and instructional video conferencing facilities.

As the Oregon Department of Education collected data for the 2002 report card, several procedures were updated in an effort to be more responsive to feedback from schools and districts:

- The validation process has allowed schools to suggest changes in assessment data at the student level. District test coordinators were able to access data after each assessment window.
- The web-based detail sheets available soon will provide districts and schools with specific data for interpreting report cards.
- Boundary changes will be noted. If a school reported that 40% of the population was new to the school due to a boundary change, the school will be treated as a new school and will not receive an overall rating.
- A provision has been included that will allow schools which consistently maintain a high performance rating to keep a strong or exceptional overall rating.
- For accountability purposes all students have been assigned to a "report card" school.
- The school overall rating will be displayed on a continuum.

Additional optional materials are enclosed in this packet to assist you in preparing for and understanding the 2002 Report Cards.

1. How to Read the School Report Card. A companion document called How to Read the District Report Card will be available in the January Pipeline.
2. Frequently Asked Questions: Data Sources for the Report Card
3. Verification Process for January 18 – January 22, 2002
4. Instructions for Accessing Data Used in the Rating Calculations

The report card team is interested in any feedback you may have. Please feel free to call Nanci Schneider at (503) 378-3600, Ext. 2353 or email the report card team at [report.card@state.or.us](mailto:report.card@state.or.us).

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