

Memorandum No: 022-2003-04
January 13, 2004

To: All District Superintendents, ESD Superintendents, Assessment Coordinators,
Curriculum Directors, Public Information Officers

RE: Preparation for School and District Report Card Release

This memo is being sent electronically only. The purpose of this memo is to provide information you need to prepare for the January 29, 2004 report card release.

Superintendent Castillo will release the fifth annual school and district report cards on Thursday January 29, 2004. Prior to the public release, schools and districts will need to check the password-protected website on January 22 to review the cards.

Key dates:

January 22-26, 2004: Preview Window: Schools and districts will have an opportunity to check report cards on the password-protected website before public release. If an error is found, the appeals process begins with written notification to report.card@ode.state.or.us as soon as possible. Appeals will be addressed on a case-by-case basis. Data that has been validated by a school or district will not be changed prior to public release.

January 22-26, 2004: Superintendents will be called if a school in their district is going to receive a rating that is “low” or “unacceptable.” Superintendents will then call their schools to inform them.

January 29, 2004: Public Release

February 13, 2004: Mailings to Districts. Hard copies of school and district report cards in Spanish and English will be sent to each district. This packet will also contain Spanish and English versions of a “How to Read” document that will help explain the report cards.

March 31, 2004: Distribution. Copies of the school and district report cards must be distributed without alteration by this date to parents of each enrolled child.

Distribution Requirements:

- Districts must distribute the report cards intact with the only alteration being the addition of local information. Local information might include additional data, goals or honors from a particular school or district, or a message from the superintendent or principal.
- Report cards should be downloaded on legal-size paper (unless a district is using the copies from the Department which are mailed in February.)
- Mailing is not required.

- Districts are not required to reproduce and distribute any documents except the actual report cards.
- The self-mailer section of the back panels of the district report card can be addressed and tabbed so that school and district report cards can be sealed together for distribution. If your district chooses to distribute the “How to Read the Report Card” document, these can be sent as one packet. OSBA (Oregon School Boards Association) also provides a wrap-around mailer template. (www.osba.org)

A number of resources are available to you to assist in your planning.

- Video stream presentation which can be viewed in sections reviews and explains changes to the format, changes to the formula, relationship between AYP and the report cards, areas that need attention and communication.
<http://www.ode.state.or.us/elearning/k12educators/archivedvideo/schdistrepcrds.htm>
If you have trouble opening this, call the ODE Helpdesk at 503-378-3600 ext. 2645.
- Please refer to <http://reportcard.ode.state.or.us/whatnew.htm> where you will find the following
 - Sample cards for elementary, middle, high as well as district
 - Complete list of changes
 - Policy manual
 - Technical bulletin
- Oregon School Boards Association (OSBA) Communication Toolkit (www.osba.org)

Although a complete list of changes is available (see above) listed below are the changes that may be of particular interest.

“Heads Up” For Districts

- **Districts will receive a rating** of “met” or “did not meet” on the front of the district report card. (NCLB requirement) Since districts have not previously received a rating, they may want to prepare a local explanation. It is also possible for all the schools in the district to be listed as “meeting AYP” yet the district “does not meet.” This may be a result of the students who were “rolled up” to the district level in order to form a group large enough to be rated.
- **Highly qualified staff** (NCLB) information will be on the school and the district card. On the district card, a comparison will be made between highly qualified staff in “high poverty” schools in the district and “low poverty” schools in the district.
- **Disaggregated assessment data by student group** will be displayed on the district card as well as a “met” or “did not meet” rating for each student group by Race/Ethnicity, Special Education, Limited English Proficient, Economically Disadvantaged, and All Students.

“Heads Up” For Schools

- **The AYP rating will be on the front of the card** next to Oregon’s overall rating continuum. In many cases these ratings will conflict and will need to be explained.
- **All schools that received an AYP rating will receive a report card.** The report card is the required “distribution vehicle” for the AYP data. This means that some schools may not be expecting to receive a report card, but they will.
- **The school characteristics (testing participation) requirements have changed.** Schools with less than 85% participation on the 2002-2003 Oregon Statewide Assessments will receive an Overall Rating of “**Unacceptable.**” (Same as on the 2001-2002 report card.) Schools with 85% to 94.9% participation will receive a **maximum of “Low”** for the Overall Rating. Schools with 95% or greater participation will receive the Overall Rating as calculated by the formula. Remember—the rules for “who counts” for participation in the report card are different from “who counts” for AYP. Please see p. 9 in the Policy Manual (link here) for an explanation of who counts for what.

Additional documents and materials are available to you at <http://reportcard.ode.state.or.us/> Please feel free to provide input by contacting Nanci Schneider at 503-378-3600 ext. 2353 or by e-mailing report.card@state.or.us.