Abbreviated School Day Programs

Strengthening ASDP Data Submissions
Microlearning Session
2025-26 School Year

Agenda

Data Submission Updates 2025-26

Key Considerations of Data Submissions

Most Common Submission Errors

Updates for 2025 - 2026

- Timelines for Submissions
  - o Once again, monthly windows for verifications are the 25th of the month until the 8th of the following month.
  - o For example, for October, a data submitter can submit anywhere from October 25th until November 8th. It is considered late after November 8th.

- Changes in Exit Codes - none

- ODE Support Personnel for ASDP
  - o Cara McMurry – Research Analyst – cara.mcmurry@ode.oregon.gov
  - o Patti Vickers – ASDP DSS – Patti.Vickers@ode.oregon.gov

Tips for Timely and Accurate Data Submission

- **Develop a clear communication path from the special education teacher, special education director or 504 case manager to your data submitter.**
  - Ensure there is a protocol or plan in place to ensure the accurate and efficient flow of data through your system from the IEP/504 team to district data submitter(s).
  - Special Education Director should be making the decisions as to reason codes, projected return to full-time instruction dates and so on. Then, pass on to the data submitter. The data submitter should not be left guessing what to submit.
  - How do you ensure this in your district? (put in Chat or raise your hand and we will unmute you)

Ensuring Accurate Data Submissions

- Take your time and carefully look over your work *before* hitting the submit button. Have the manual readily available for reference.

- If you have any questions about a submission, do not hesitate to contact OESO personnel *before* submitting your data.

- Place a monthly note on your calendar a few days before each monthly verification is due to ensure your submission is timely.

What are the most common data submission errors?

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Common Submission Error: **Consent Date**

Parent consent must be provided BEFORE the start date for an Abbreviated School Day Program (ASDP).

- This is a big deal as it is the **crux of the ASDP legislation**.
- If the start date is before the parent consent date, this **could be potential noncompliance**.
- Bottom Line: Ensure parent consent is obtained **prior** to actual placement on an ASDP.

Example:

Consent Date Must Be _Before_ Start Date

Which record is correct and why?

Program Start Date *	9/6/2023
Student's Weekly Instruction and Service Minutes *	600
Program Reason Code *	04-Graduation Credits Obtained
Notice Provided to Parent *	● Yes ○ No
Date of Initial Parent Consent *	9/18/2023
Program Stop Date	

Program Start Date *	11/6/2024
Student's Weekly Instruction and Service Minutes *	300
Program Reason Code *	01-Social/Emotional/Behavioral Nee...
Notice Provided to Parent *	● Yes ○ No
Date of Initial Parent Consent *	10/30/2024
Program Stop Date	

Oregon Department of Education

Common Submission Error: **Monthly Verification**

- **Reminder:** Monthly verifications can be entered five days before the end of the month and are due by the 8th of the next month.

- Please try to be **timely** with your submissions.

- **Be aware**: Any changes to your monthly submission **after initial verification require** re-verification for that month.

- Please do **not** verify for future months.

An Example:

Examining the Monthly Verification Report

Abbreviated Day Program Verification

School Year: 2024-2025 ▼

Month Verification Status	Current Total Open Records	IEP Students Entered	504 Students Entered	IEP Referral Students Entered	504 Referral Students Entered	Records Closed	Verification Date	Verified By	Verification
Sep-24 VERIFIED	88	43	0	1	0	3	11/15/2024	Jackie McKim	
Sep-24 Updated, Not Verified	89 ✓	44	1	1	0	3			✓ Verify
Oct-24 VERIFIED	97	11	1	2	0	4	11/15/2024	Jackie McKim	

When the application states "Updated, Not Verified," this means something has been updated after verification and the data submitter must reverify.

Common Submission Error: **Reporting as a Consortium Manager**

- Please remember to log in **as the School District**, not as the Educational Service District (ESD).

- Please do **not** log in as a School at any time.

Common Error: **Misuse of Reason Code 06 (Other)**

- Often the reason for an abbreviated school day program will belong in an already existing reason code.

Carefully Decide Which Reason Code Should be Utilized for the Following Statements

Program Reason Codes

Code	Name	Description
01	Social/Emotional/Behavioral Needs	To help the student meet their IEP or 504 goals related to behavior
02	Medical Needs	To help students meet their medically related needs
06	Other	Student is on an abbreviated school day program for other reason detailed in comment
07	Adult Transition Needs	Student's transition plan does not include a full-day schedule
08	Charter School	Parental choice for child to attend charter school whose instructional minutes are less than sponsoring district
09	Virtual Asynchronous Instruction	Child attends instructional model with components of asynchronous instruction
10	Special School or Program	Team decision for child to attend special school or program where meaningful access is less than the comparison group
11	Virtual Public Charter School	Virtual Public Charter School / Parental choice for child to attend a Virtual Public Charter School as recognized by ORS #338

How often does the consent form need to be updated in the ASDP application?

- Each time a follow-up meeting is held in which parent consent to continue placement on an ASDP is obtained, this consent form must be uploaded into the ASDP application.

- Only the consent form is needed to be uploaded - **nothing else**.

- Must be the **consent form** – not the receipt of parent rights or another document.

Questions?
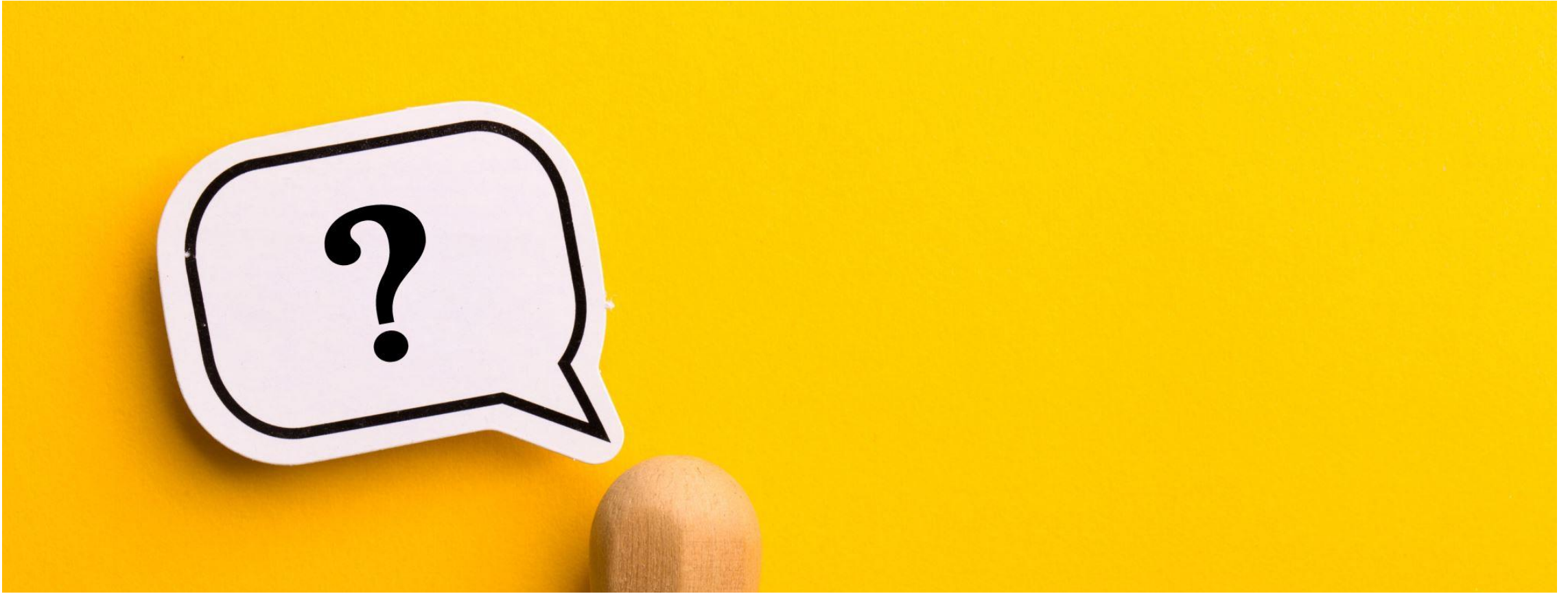
Thank you for taking the time to attend today's presentation!

Data Submission Questions:

ODE.OSS-DataTeam@ode.oregon.gov

Policy and Guidance Questions:

ODE.ASDPQuestions@ode.oregon.gov

Please use this link or QR code to provide us feedback on this session.

[Data Submissions Reminders and Tips](#)

Data Submission Reminders and Tips