

2023-2024 Significant Disproportionality District Activity Checklist

Date to Complete by	Activity	Resources
March – April 2024	<p>Review activity checklist and materials from District Support Specialist (DSS). Attend training to become familiar with significant disproportionality process, requirements, available supports</p> <p>Attend one of two training dates: Tuesday 3/12 from 9:00-10:00 or Tuesday 4/2 from 3:00-4:00. Links will be sent.</p>	
April 2024	<p>Meet with DSS and ODE specialists to answer questions and help the district plan their process.</p> <p>For districts also flagged in SPR&I for B4b, B9, or B10, DSS will include planning for completing these additional activities of file reviews, root cause analysis, and policy and procedure reviews. (check in 1)</p>	
April 2024	Identify district team that will lead significant disproportionality planning in district.	<p>IDC Success Gaps Toolkit</p> <p>Success Gaps Toolkit Checklist</p> <p>IDC: Assemble an Appropriate Team</p>
May 2024	<p>Complete root cause analysis with district team and optional ODE support.</p> <p>Complete policy, procedure, and practice review with optional ODE support</p> <p>For districts also flagged in SPR&I for B4b, B9, or B10, complete file reviews, policy and procedure reviews, and root cause analysis. Discuss with District Support Specialist. (check in 2)</p>	<p>IDC: Prepare and Share Data</p> <p>IDC: Determine Actionable Root Causes</p> <p>IDC Success Gaps Rubric (PDF)</p> <p>IDC: Completing the Success Gaps Rubric 1 pager</p>
June 2024	Identify any areas of policy, procedure, practice to revise	
August 2024	Share insights from root cause analysis and policy, procedure and practice review with DSS. Develop and discuss CCEIS plan with DSS and ODE specialists (check in 3).	<p>IDC: Create an Action Plan</p>

September 2024	Begin implementing CCEIS*	
September 26, 2024 – November 15, 2024	Submit data to CEIS data collection to ODE (Use of Funds tab): <ul style="list-style-type: none"> • Group Served • Projected Count of Students • Grades Served • Brief Activities Plan 	
December 2024	Share progress updates with DSS and ODE specialists, will vary by district depending on stage of implementation of CCEIS. Discuss district risk for being identified next year (check in 4).	IDC: Implement Plan and Monitor Progress
December 2024	Make and publicly report on adjustments to identified policy, practices, or procedures. Share public reporting information with DSS.	
January 2025	ODE notifies districts of significant disproportionality for 2025	
Tentative: Sept 25 – Nov 17, 2025	Submit data on number of students receiving CCEIS to ODE CEIS collection (CEIS tab): <ul style="list-style-type: none"> • Number of students receiving CCEIS, <ul style="list-style-type: none"> ○ Number of students experiencing disability receiving CCEIS ○ Number of students who are not students experiencing disability receiving CCEIS • Number of students receiving special education Services reference year and/or two preceding years • Amount spent 	
Alongside CEIS collection above	Share progress updates with DSS and ODE specialists.	
Until CCEIS funds are expended, and district is no longer identified	Continue quarterly check ins with DSS	

*Districts may begin implementing CCEIS earlier if using funds from FFY 2023 or FFY 2022 allocations and DSS / ODE approves