

READY SCHOOLS, SAFE LEARNERS

GUIDANCE FOR SCHOOL YEAR 2020–21

Cumulative Average Daily Membership (ADM) Reporting

Information and Frequently Asked Questions

The goal of this document is to clarify and support the [Ready Schools, Safe Learners](#) guidance, especially as it relates to Cumulative ADM. We will be adding questions as they arrive. We also encourage you to review [ODE's Attendance Best Practices](#) document.

[Ready Schools, Safe Learners](#) guidance describes requirements for attendance and enrollment.

Important Enrollment Information (Highlights)

- Continue practice of enrolling students on their first day of attendance in a school (with the standard exception during the first ten days of the school year).
- Temporary suspension of the 10-day drop rule (anticipated action by the State Board), effective once a student begins their attendance.
- Session day requirements are not changed.
- It is very important that districts promptly communicate with each other regarding transfers of students.

Important On-Site Instruction Attendance Information

- The ability to continue to monitor attendance, as a proxy for engagement, is arguably one of the most important ways schools can help ensure equitable access to student learning and account for student well-being during a pandemic across any instructional model. The primary rationale for documenting student engagement with high-quality attendance data is the relationship between student attendance and student achievement.
- As a state education agency, rooted in ensuring civil rights protections and access to quality education, ODE recognizes a fundamental responsibility to gather and review any information that can assist in that core public purpose. Attendance data won't and



should not be used in the 2020-21 school year for comparative or accountability reporting but as a potential tool in helping understand the changes happening in how and where students learn and teachers teach. What is most important at this time is our collective effort to support active engagement and provide resources to meet students and families experiencing challenges with staying connected.

- Prior attendance and reporting practices are unchanged for 2020-21.

Important Hybrid and Comprehensive Distance Learning Attendance Information

- Grades K-5 (self-contained): Attendance must be taken at least once per day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning, online schools).
- Grades 6-12 (individual subject): Attendance must be taken at least once for each scheduled class that day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning, online schools).
- Alternative Programs: Some students are reported in Cumulative ADM as enrolled in a non-standard program (such as tutorial time), with hours of instruction rather than days present and days absent. Attendance must be taken at least once for each scheduled interaction with each student, so that local systems can track the student's attendance and engagement. Reported hours of instruction continue to be those hours in which the student was present.
- Online schools that previously followed a two check-in per week attendance process must follow the Comprehensive Distance Learning requirements for checking and reporting attendance.
- Provide families with clear and concise descriptions of student attendance and participation expectations as well as family involvement expectations that take into consideration the home environment, caregiver's work schedule, and mental/physical health.

Attendance Interaction Information for Hybrid and Comprehensive Distance Learning

- Attendance includes both participation in class activities and interaction with a licensed or registered teacher during a school day or interactions with educational assistants, paraprofessionals, and TAPP family advocates through teacher-designed and facilitated processes.
- Interaction can be evidenced by any of the following or reasonable equivalents:
 - Participating in a video class;



- Communication from the student to the teacher via chat, text message, communication app or email;
- A phone call between the teacher or educational assistants/paraprofessionals and the student, or, for younger students, with the parent or guardian of the student;
- Posting completed coursework to a learning management system or web-based platform or via email; or
- Turning in completed coursework on a given day.
- When there is no evidence of student interaction during a 24-hour period surrounding a scheduled school day as described, students are reported as absent for the day (grades K-5/ self-contained) or class (grades 6-12/ individual subject).

Enrollment Frequently Asked Questions

Question: If there is no 10-day drop rule, are districts allowed to drop students from enrollment, or does waiving the drop rule mean districts cannot unenroll students who are not engaging in any classes and districts are unable to reach them or their parent(s)/guardians?

Answer: Districts shall not drop students from enrollment for students who have stopped attending classes, and for whom no evidence of a change of educational circumstances exists.

Districts must still unenroll a student and provide an end date when:

- A student transferred to a non-public school;
- A student moved out of the local school district or state;
- A student is quitting school after passing compulsory attendance age;
- A student leaves school to go to work;
- A student withdrew because of other reasons;
- A student changes or withdraws from a program.

Question: With the temporary waiver for the 10-day drop rule, if a school or district is unable to reach a student who was registered to attend beginning in the 2020-21 school year, is the student's enrollment reported?

Answer: The suspension of the 10-day drop rule applies to students already in attendance. Do not claim students for Cumulative ADM who were scheduled to enroll but who never attended. Continue weekly attempts to contact the student and family to help encourage attendance, provide support or outreach, or to confirm a transfer or withdrawal.



Students who were enrolled in the district in 2019-20 and expected to continue their enrollment in the 2020-21 school year may not be claimed in Cumulative ADM unless they begin attending in the 2020-21 school year. Enrollment begins when a student starts attending, not when they are registered or expected to attend.

Question: What counts as a session day?

Answer: Session day requirements are unchanged; session days may not be claimed for weekends or holidays, per [ORS 336.010](#) and [ORS 187.010](#), or any other day during which a licensed or registered teacher is not available to students. If a school switches from a five day/week schedule to a four day/week schedule, the session days must also change.

Session days include prescheduled weekdays during which the majority of students within the same school/grade level are scheduled to be present under the guidance and direction of appropriately licensed instructional staff, and there is an expectation that the majority of students within the school/grade level would be in attendance. Attendance is only reported for session days.

Question: In what scenarios should a school or district withdraw a student?

Answer: The below are situations in which a student should be withdrawn from the active roll and removed from Cumulative ADM:

- A records request from a different district is received. Withdraw the student based on the dates provided in the records request.
- A parent or guardian or a student over the age of 18 or emancipated minor provides notification of withdrawal, including to a non-degree granting program or to pursue employment.
- A parent or guardian or a student over the age of 18 or emancipated minor provides notification of withdrawal due to moving out of the state.

Question: What documentation of withdrawal from the program requires a drop from enrollment?

Answer: If any of the below documentation is received, districts must drop the student based on the day the withdrawal begins:

- Enrollment in another district
- Enrollment in a GED Program
- Notification of leaving the state
- Notification of registering as an ESD Homeschool student



Question: Parents have provided a printed copy of their child’s transcript during enrollment. Does the school or district need to make a records request from the student’s previous district?

Answer: Yes, records requests are required in all transfer situations. Records provided by a parent or guardian do not fulfill this requirement.

Question: A parent notifies the school that their student will be absent for an extended period of time (more than 10 days). Should the school withdraw the student on the day the absence begins?

Answer: For prolonged periods of absence due to something other than illness, such as a planned family vacation, the student should be withdrawn at the beginning of the period of absence and re-enrolled upon returning.

Attendance Frequently Asked Questions

Question: Will attendance requirements be the same for Hybrid, CDL, Online, and In-Person classes? Are districts or schools allowed to use twice weekly check-ins for attendance in online programs?

Answer: Twice weekly check-ins for attendance in online programs do not meet the requirements provided in the [Ready Schools, Safe Learners](#) guidance. The requirements for attendance are:

- Grades K-5 (self-contained): Attendance must be taken at least once per day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning, online schools).
- Grades 6-12 (individual subject): Attendance must be taken at least once for each scheduled class that day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning, online schools).

Question: What does 24 hours mean for attendance in CDL and Hybrid? Is that 24 hours prior to the class and 24 hours after?

Answer: Schools/districts should define the 24 hour period for a day and clearly communicate this to students and families. ODE recommends having a set time that schools consider the start/end of the day. For example, a school day may end at 4:30 p.m. Any qualifying interactions that happens after 4:30 p.m. that day would count as present for the next day’s



attendance. Students that completed qualifying interactions after 4:30 p.m. on Friday (or the end of the school week) and on/before 4:30 p.m. on Monday would count as present for Monday's attendance. This would also allow schools to reach out to families (at 4:30 p.m.) at the completion of the day when a student was absent per [ORS 339.071](#). How weekends play into a school or district's attendance will be up to how the district defines their 24 hour period for attendance.

Question: Last spring we learned that a significant number of students were turning in and completing coursework on the weekends. We've heard that weekends were often the time when students had more family support, and provided a good time for them to learn and do their work. Can we report students as present if they meet interaction requirements on the weekend?

Answer: Districts are required to decide what constitutes a 24 hour period for attendance on a given session day. Qualifying interactions that occur after the end of the day on the last day of the week (typically Friday) through the Monday following would count as present for Monday's attendance. See the question above on 24 hours for further information. Remember that weekends may not count as session days, and that students may not be required to attend (even virtually) on weekends and holidays, per [ORS 336.010](#) and [ORS 187.010](#). If a student **only** has qualifying interactions over the weekend, they would only be counted present for one day a week.

Question: Does ODE anticipate using 2020-2021 attendance data for public reporting or accountability? If not, why should districts spend significant time on attendance reporting?

Answer: No. As a state education agency, rooted in ensuring civil rights protections and access to quality education, ODE recognizes a fundamental responsibility to gather and review any information that can assist in that core public purpose. Attendance data won't and should not be used in the 2020-21 school year for comparative or accountability reporting but as a potential tool in helping understand more around student engagement and learning outcomes during SY 2020-21 the changes happening in how and where students learn and teachers teach. What is most important at this time is our collective effort to support active engagement and provide resources to meet the strengths and needs of students and families.

Question: How should half-day attendance be reported for full-time students in grades 6-12 (individual subject) for hybrid models and CDL?

Answer: ODE realizes that existing policy for converting attendance into half-day increments may present new challenges in Comprehensive Distance Learning at the middle school or high school level. Here are a few possible solutions:



- If a school is maintaining a bell schedule, this schedule can be used to designate “morning” and “afternoon” classes.
- If a school does not have a bell schedule, they could designate some classes as “morning” classes and some as “afternoon” classes in their student information system (SIS).
- If a student is present for more than half of their scheduled classes for the day, the student could be marked present for the day. If a student is present in at least one class but not for a majority of classes, the student can be marked with one half day present and one half day absent.

Question: How should half-day attendance be reported for full-time students in grades K-5 (self-contained) for hybrid models and CDL?

Answer: Students in self-contained classrooms should be reported as either fully present for the day or fully absent for the day, depending upon whether or not they meet the daily interaction requirements. We do not expect districts to submit attendance in half-day increments for these students.

Question: Our school has students in five-day-a-week distance learning. If students did not attend on Friday, but did turn in assignments over the weekend, may they be counted as present on Friday?

Answer: Districts are required to specify what a 24 hour window for attendance is per session day, and should remain consistent with their reporting of attendance based on that. If the student’s completed assignment falls within the district specified window, they may be considered present.

A district may choose to include weekend days as part of Friday or Monday attendance, but ORS 336.101 and ORS 187.010 precludes the requirement that students attend on Saturday, Sunday, or any school Holiday.

Question: A student is in CDL and is turning in all assignments on time and with success. However, the student doesn’t turn in assignments every day and does not meet any of the other requirements for attendance. Since this student is making adequate progress, may we record the whole week as present?

Answer: Students may only be marked as present on the days when they meet the requirements for attendance from the [Ready Schools, Safe Learners](#) guidance. Attendance includes both participation in class activities and interaction with a licensed or registered



teacher during a school day or interactions with educational assistants, paraprofessionals, and TAPP family advocates through teacher-designed and facilitated processes.

Interaction can be evidenced by any of the following or reasonable equivalents:

- Participating in a video class;
- Communication from the student to the teacher via chat, text message, communication app or email;
- A phone call between the teacher or educational assistants/paraprofessionals and the student, or, for younger students, with the parent or guardian of the student;
- Posting completed coursework to a learning management system or web-based platform or via email; or
- Turning in completed coursework on a given day.

Question: In-person school has stopped and instruction has moved to Comprehensive Distance Learning following an outbreak of COVID-19. Some students are very remote from the school and do not have reliable internet access. They are given packets of work and expected to turn those into a dropbox weekly and new packets are mailed out. They turn their packets in but have no other communication with the school. How much of their time is absent/present?

Answer: As described in RSSL, daily attendance recording is required. There are alternatives for student contact that do not require high speed internet. Email correspondence and phone calls with the student (or their parent, in the case of elementary students) can count as daily attendance. Present and absent time should accurately reflect daily attendance requirements.

Question: A student is in a hybrid setting and is absent from in-person class but always turns in their assignments and watches the videos on the online platform. They may turn in assignments to the online platform on the same day that they were supposed to be in-person. Are they absent that day?

Answer: If the submission of assignments occurs within the designated 24-hour period around that school day, then the student must be recorded as present for that day. Students are present if they participate in daily classroom activities OR if they meet any of the daily interaction activities described in the CDL guidance.

Question: Our district is planning to continue instruction at our alternative programs using small group and tutorial program types. Are we required to take daily attendance in these programs?



Answer: Yes, daily attendance is required for all students. However, for purposes of Cumulative ADM submissions, students reported with non-standard program types are submitted with hours of instruction received. Only hours that a student was present may be counted when reporting instructional hours. While Cumulative ADM submissions for these students do not include days present and days absent, it is important that the local district system for enrollment and engagement is able to track those days the student was receiving and not receiving planned instruction.

Question: Scenario: A student submits an assignment via LMS or via StudentVUE (SIS student access) at 8 p.m. but did not engage in the teacher-facilitated or applied learning (8 a.m.-4 p.m.) during the regularly scheduled school day. Can we count this student as present for the school day?

Answer: Yes, if the predetermined 24 hour window of allowance for interaction decided by your district falls on or after 8 p.m. It may be that this qualifying interaction would make them present for the next day if the day ended prior to 8 p.m. Please note that this would count the student as present for the class or period, not the entire day (unless the student is in grades K-5). You would then want to combine it with the other scheduled classes for that day to determine if they were present for a half or full day.

Question: In a CDL/Hybrid format, will schools be required to notify families by the "end of the school day" if their student was present or not? We use an auto dialer to make these calls. It would seem we would still need to have attendance complete "by the end of the school day" and make calls by early evening. Is this correct?

Answer: The requirements of [ORS 339.071](#) remain intact under CDL and RSSL. It is the decision of each district as to how to implement ORS 339.071. For example, the school district may, at the beginning of the year, ask parents and people in the parental relationship to the child what their preferred method of notification is; these notifications may be made through email or communication app rather than a phone call if that is the method they identified.

Question: A school is using the on-site instructional model. A student is sick and stays home for a few days but checks in virtually every day. How should we mark them, as present or absent?

Answer: On-site instruction must follow the standard on-site instructional model attendance requirements. If the student would be considered absent for missing a day of in person instruction, they should be considered absent regardless of checking in online.

