

OREGON FALL MEMBERSHIP MANUAL

FOR THE 2011-12 SCHOOL YEAR

OREGON DEPARTMENT OF EDUCATION
SALEM, OREGON



Susan Castillo, State Superintendent of Public Instruction

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GENERAL INFORMATION

INTRODUCTION

The Fall Membership Report is a representation of the number of K-12 students enrolled on the first school day in October each year. All K-12 students enrolled in public schools and programs are included; this includes regular, alternative, charter, and other types of schools and programs. In addition, students attending private schools and programs are included if the students were placed there by a public entity and are financed with public funds. No student is reported in more than one school or district.

The purpose of this document is to be a reference tool for those interested in how the report is derived and what information it contains.

HISTORY

Prior to 2009-10, the Fall Membership report was derived from its own data collection. Beginning in 2009-10, the Fall and Spring Membership data collections, along with the Early Leavers and High School Completers data collections were combined with the ADM collection to form the Cumulative ADM data collection. Currently the Fall Membership report is generated from the first period of the Cumulative ADM data collection.

DOCUMENTATION AND HISTORICAL REPORTS

Documentation and Historical Fall Membership Reports are located here:

<http://www.ode.state.or.us/search/page/?=3225>

Documentation regarding the Cumulative ADM Collection on the district secure site is located here:

<https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=246>

STAFF RESPONSIBILITIES AND CONTACT LIST

The ESD Regional Partner in your region is your contact person for submitting the Cumulative ADM data collection, from which the Fall Membership data is drawn. Please contact them if you have questions regarding how to submit the data.

ESD REGIONAL PARTNERS BY REGION

Region 1	Region 2	Region 3
Karen Brown Smith 1-800-706-4447 x 3124 (541) 966-3124 (locally) karen.brown@imesd.k12.or.us	MJ Chain 877-373-3684 (541) 440-4756 (locally) mj.chain@douglasesd.k12.or.us	Karen Brown Smith 1-800-706-4447 x 3124 (541) 966-3124 (locally) karen.brown@imesd.k12.or.us
Peter Campbell 1-800-706-4447 x 3203 peter.campbell@imesd.k12.or.us		
Serves the following counties: Benton Clackamas Clatsop Columbia Hood River Linn Lincoln Marion Multnomah Polk Tillamook Washington Wasco Yamhill	Serves the following counties: Coos Crook Curry Deschutes Douglas Jackson Jefferson Josephine Klamath Lake Lane	Serves the following counties: Baker Gilliam Grant Harney Malheur Morrow Sherman Umatilla Union Wallowa Wheeler

ODE STAFF

ADM General Assistance (Data Owner)	Joy Blackwell	(503) 947-5767
ADM Technical Help & SSID merges	ODE Helpdesk	(503) 947-5715
Fall Membership Report	Isabella Jacoby	(503) 947-5878

COLLECTION, VALIDATION, AND REPORTING CALENDAR

The data used in the Fall Membership report come from the first period Cumulative ADM collection.

Dates	
Sept 29, 2011 – Oct 28, 2011	First Period Cumulative ADM is open for data submission
Oct 31, 2011 – Nov 04, 2011	First Period Cumulative ADM Data Validation – collection closed for ODE data review
Nov 7, 2011 – Nov 16, 2011	First Period Cumulative ADM Data Corrections – districts review/correct issues
Dec 5, 2011 – Dec 9, 2011	ODE Internal Testing of Fall Membership data extract process
Dec 20, 2011 – Jan 30, 2011	Fall Membership Validation Period
Dec 19, 2011	First Fall Membership Extract pulled from First Period Cumulative ADM
Dec 19, 2011 – Dec 22, 2011	ODE internal review of first district preview, first preview distributed to districts. Preview will reflect changes made by December 18 th , 5 pm.
Jan 3, 2012	Second Fall Membership Extract pulled from First Period Cumulative ADM
Jan 3, 2012 – Jan 6, 2012	ODE internal review of second district preview, second preview distributed to districts. Preview will reflect changes made by January 2 nd , 5 pm.
Jan 17, 2012	Third Fall Membership Extract pulled from First Period Cumulative ADM
Jan 17, 2012 – Jan 20, 2012	ODE internal review of third district preview, third preview distributed to districts. Preview will reflect changes made by January 16 th , 5 pm.
Jan 30, 2012	Final Fall Membership Extract pulled from First Period Cumulative ADM.
Jan 31, 2012 – Feb 3, 2012	ODE internal review of final district preview, final preview sent to districts. No further changes made to 1 st period will be reflected in the report.
Feb 8, 2012	Final Fall Membership Press Release

THE DATA SOURCE

WHERE DOES THE DATA COME FROM?

The data used for the Fall Membership Report come from the First Period of the Cumulative ADM Collection.

WHICH STUDENTS ARE COUNTED?

All students who were enrolled on the first school day in October are counted in the Fall Membership report. For the 2011-12 School Year, the first school day in October was October 3, 2011. Selection of the record of membership for each student is outlined below.

HOW CAN I TELL IF THE STUDENT WAS ENROLLED ON THE FIRST SCHOOL DAY IN OCTOBER?

In the First Period Cumulative ADM data collection -

- Students whose ADM Enrollment date (ADMEnrIDt) reflects October 3, 2011 or prior **AND**
- The ADM End Date (ADMEndDt) reflects October 4, 2011.

Students whose record reflects an ADM End Date of October 3, 2011 will **not** be included in the Fall Membership report. Per OAR 581-023-00064(b), the student's withdrawal will be reported as the school day following determination of their withdrawal. This means, if the student's ADM End Date reflects October 3, 2011, the student's last day of actual attendance would have been September 30. For the purposes of this report, ADM End Dates are interpreted as representing the school day after the student's actual departure (or determination of departure). An ADM End Date of October 4 indicates that the student was still enrolled on October 3 and the student would be counted in the Fall Membership report.

ADMEnrIDt	ADMEndDt	Enrolled on October 3?
9/7/2011	9/24/2011	No
9/6/2011	10/3/2011	No
9/23/2011	10/4/2011	Yes
10/3/2011	10/4/2011	Yes

WHAT IF MORE THAN ONE RECORD FOR THE STUDENT SHOWS ENROLLMENT ON THE FIRST SCHOOL DAY IN OCTOBER?

Students in multiple programs, who have withdrawn and re-enrolled, or who have transferred schools may have multiple records. If a student has two or more records that indicate enrollment on the first school day in October, the resolution process to determine the record of membership will be as follows (ADM Program Types 02 ESL, 03 Pregnant and Parenting, 05 Case Management, and 14 Student not Enrolled but Received Credential are all excluded from this process.):

If all the student's records reflecting enrollment on the first school day in October are ADM Program Type 01 (Standard)

- The record with the latest ADM Enrollment Date will take precedence.
- If the ADM Enrollment Dates are identical in multiple Standard records, the record with the highest estimated ADMr will take precedence (See Table A).
- If the ADM Enrollment Dates are identical and the calculated ADMr is the same in the conflicting records, the record that was submitted to the First Period Cumulative ADM Collection first will take precedence.

Table A

ADM Program Type	1st Period Estimated ADMr Calculation
1	$((\text{ADMPrsntDays} + \text{ADMAbsntDays}) / (\text{ADMSessDays})) * \text{ADM FTE}$

Examples:

Note: Examples provided do not reflect the proper way to enter records into the Cumulative ADM Collection. They are provided as examples of how overlapping records will be resolved for the purposes of the Fall Membership report.

Program Type 01 record conflicts – use latest enrollment date

ODE Record ID	Dist	Schl	ADMProg TypCd	ADMEnl Dt	ADMEnd Dt	ADMPrsnt Days	ADMAbsnt Days	ADMSess Days	ADM FTE	ADMr	Counted?
8	A	Z	01	9/7/2011	10/4/2011	9	10	19	1.0	1.00	N
20	B	Y	01	9/22/2011	10/4/2011	8	0	19	1.0	0.42	Y

For conflicts between Program Type 01 records, the record with the latest ADM Enrollment date would be counted.

Program Type 01 record conflicts – if latest enrollment dates match, use highest estimated ADMr

ODE Record ID	Dist	Schl	ADMProg TypCd	ADMEnl Dt	ADMEnd Dt	ADMPrsnt Days	ADMAbsnt Days	ADMSess Days	ADM FTE	ADMr	Counted?
7	A	X	01	9/7/2011	10/4/2011	7	12	19	1.0	1.00	N
15	B	Y	01	9/22/2011	10/4/2011	5	3	19	.5	0.21	N
54	B	Z	01	9/22/2011	10/4/2011	6	2	17	.5	0.24	Y

For conflicts between Program Type 01 records, if the latest start date is identical in the conflicting records, the record with highest estimated ADMr would be counted.
 Note: in this instance, District B should not have submitted records for this student at two different schools even if they were only attending part-time at each.

Program Type 01 record conflicts – if latest enrollment dates match, and estimated ADMr matches, use earliest submitted record

ODE Record ID	Dist	Schl	ADMProg TypCd	ADMEnrl Dt	ADMEnd Dt	ADMPrsnt Days	ADMAbsnt Days	ADMSess Days	ADM FTE	ADMr	Counted ?
7	A	X	01	9/7/2011	10/4/2011	7	12	19	1.0	1.00	N
18	B	Y	01	9/22/2011	10/4/2011	5	3	19	.5	0.21	Y
63	B	Z	01	9/22/2011	10/4/2011	6	2	19	.5	0.21	N

For conflicts between Program Type 01 records, if the latest start date is identical in the conflicting records and the calculated ADMr is identical, the record that was submitted to ODE first would be counted.
 Note: in this instance, District B should not have submitted records for this student at two different schools even if they were only attending part-time at each.

If the student’s records reflecting enrollment on the first school day in October include both daily (ADM Program Type 01) and hourly/quarter credit hour (ADM Program Types 4 – 13) program types

- If the overlapping records include both daily (ADM Program Type 01) and hourly/quarter credit hour (ADM Program Types 4 – 13) records, the daily program type (ADM Program Type 01) record will take precedence.
- If multiple ADM Program Type 01 records conflict with one or more hourly program type records, disregard the hourly program type record(s) and resolve the ADM Program Type 01 records as outlined above for conflicts between program type 01 records.

If all the student’s records reflecting enrollment on the first school day in October are hourly/quarter credit hour (ADM Program Types 4 – 13) program types

- If all overlapping records are included in ADM Program Types 4 – 13, the record with the highest estimated ADMr will take precedence (See Table B). **Note that program type 13 records have 0 ADMr.**
- If there are multiple hourly records reflecting the highest estimated ADMr, a hierarchy of program types will determine which record will take precedence. (See Table C)
- If there are multiple hourly records reflecting the highest estimated ADMr, and their priority in the hierarchy of program types reflect the highest priority for the student’s records, the record that was submitted to the First Period Cumulative ADM Collection first will take precedence.

Table B

ADM Program Type	1st Period Estimated ADMr Calculation
4	(ADMInstrctHrs) * .167 / 19
6	(ADMInstrctHrs) * .222 / 19
7	(ADMInstrctHrs) * .333 / 19
8	(ADMInstrctHrs) * .167 / 19
9	(ADMInstrctHrs) * .167 / 19
10	ADMInstrctHrs / 19
11	ADMInstrctHrs / 12
12	ADMInstrctHrs / 12

Table C

(Priority is Large Group 04, least priority is Student Enrolled but Membership Data not Available 13)

Priority	ADM Program Type
1	Large Group -04
2	Intermediate Group - 06
3	Small Group - 07
4	Tutorial - 10
5	Expanded Options - 11
6	College Coursework (not expanded options) - 12
7	Employed Minors - 08
8	Shared Time - 09
9	Student Enrolled, but Membership Data not Available - 13

Note: Program types 02, 03, 05, and 14 are not included. Program type 05 is case management and relates to time spent by a licensed instructor working on behalf of a student. Program types 02 and 03 are used for State School Fund weighting and an additional record indicating program type 01 or 04-12 must also exist in order to use these program types. Program type 14 indicates that a student was not enrolled, but received a credential.

Examples:

Note: Examples provided do not reflect the proper way to enter records into the Cumulative ADM Collection. They are provided as examples of how overlapping records will be resolved for the purposes of the Fall Membership report.

Hourly/quarter credit hour record conflicts – the record with the highest estimated ADMr will be counted.

ODE Rec ID	Dist	Schl	ADMProg TypCd	ADMEnr Dt	ADMEnd Dt	ADM Prsnt Days	ADM Absnt Days	ADM Sess Days	ADM Instrct Hrs	ADM FTE	ADMr	Counted ?
23	A	X	04	9/22/2011	10/4/2011				41		.36	N
81	B	Y	07	9/16/2011	10/4/2011				21		.37	Y
123	B	Y	06	9/12/2011	10/4/2011				25		0.29	N

For conflicts between hourly / quarter credit hour records, the record with the highest estimated ADMr will be counted.

Hourly/quarter credit hour record conflicts where the highest ADMr is identical -

ODE Rec ID	Dist	Schl	ADMProg TypCd	ADMEnr Dt	ADMEnd Dt	ADM Prsnt Days	ADM Absnt Days	ADM Sess Days	ADM Instrct Hrs	ADM FTE	ADMr	Counted ?
225	A	X	06	9/22/2011	10/4/2011				7.5		.88	Y
345	B	Y	07	9/16/2011	10/4/2011				5		.88	N

For conflicts between hourly / quarter credit hour records where the highest estimated ADMr is identical, the ADM Program Type with priority as indicated in Table C will be counted.

Hourly/quarter credit hour record conflicts where the highest ADMr is identical and ADM Program Type is identical

ODE Rec ID	Dist	Schl	ADMProg TypCd	ADMEnr Dt	ADMEnd Dt	ADM Prsnt Days	ADM Absnt Days	ADM Sess Days	ADM Instrct Hrs	ADM FTE	ADMr	Counted ?
543	A	X	06	9/22/2011	10/4/2011				7.5		.88	Y
555	B	Y	06	9/16/2011	10/4/2011				7.5		.88	N

For conflicts between hourly / quarter credit hour records where the highest estimated ADMr is identical, the ADM Program Type with priority as indicated in Table C will be counted.

COLLECTION OF THE RACE / ETHNICITY DATA

In 2010-11, collection of the race/ethnicity data in the Cumulative ADM Collection changed to use a two-part question. The 2011-12 collection uses this method as well.

The first question is regarding ethnicity and asks if the student is Hispanic/Latino. According to federal guidance, the definition of Hispanic/Latino is as follows:

- A **Hispanic or Latino** person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

The second question is regarding race and includes the option to select one or many races. As per federal guidance, the definition of each race is identified below:

- An **African American or Black** person has origins in any of the black racial groups of Africa.
- An **American Indian or Alaska Native** person has origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- An **Asian** person has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- A **Native Hawaiian or Other Pacific Islander** person has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- A **White** person has origins in any of the original peoples of Europe, the Middle East, or North Africa.

THE FALL MEMBERSHIP REPORT

The Fall Membership Report is a representation of the number of K-12 students enrolled on the first school day in October each year. There are three tabs provided in the spreadsheet. Each tab contains data at the statewide, district and school level respectively.

STATEWIDE

The statewide data contains the total number of K-12 students in Oregon public schools, disaggregated by grade level, gender, ethnicity, and combinations of those factors. For instance, a section of the report might look like this:

	Hispanic		White, Non Hispanic	
	Male	Female	Male	Female
5 th grade	4,456	4,261	14,204	14,003
6 th grade	4,562	4,239	14,243	14,056

(numbers are for demonstration purposes and do not reflect actual student counts)

In each column, you will find the counts of all males and females by ethnicity and the total number of students by ethnicity. The report also provides a breakdown of total student population by ethnicity, represented as percentages, and the corresponding data from the previous year's Fall Membership Report, along with percentage changes from last year to this year (e.g. a percentage change of -50% means that only half as many students as last year are in the category this year, while a percentage change of 100% means twice as many students this year as compared to last year).

DISTRICT

The district section of the Fall Membership Report contains, by district, the total number of students from the prior year's Fall Membership Report as well as the current number of students. To be included in the district count, the student was reported in the First Period Cumulative ADM data collection as attending the district indicated. For the current year, the report is disaggregated by gender, race/ethnicity, and grade level. For instance, a section of the district report might look like this:

District ID	District Name	10-11 Students	11-12 Students	11-12 Males
2081	Portland SD 1J	45,003	45,231	23,221
2142	Salem-Keizer SD 24J	40,202	40,781	18,904

(numbers are for demonstration purposes and do not reflect actual student counts)

SCHOOL

The school section of the report contains the same data categories as the district level. To be included in a school count, the student was reported as attending the school indicated. **Note:** In some cases, the student is attending an institution that is affiliated with or providing services to many districts. In this case, for the Fall Membership Report, the district listed for the institution reflects the district identified in the student record as the district the student is attending. This means the same school may appear in the report multiple times with different districts listed.

RACE / ETHNICITY IN THE FALL MEMBERSHIP REPORT

In the Fall Membership Report race/ethnicity data is categorized as follows:

HISPANIC / LATINO

The student will be counted as Hispanic / Latino if the record of membership reflects “Y” in the Hispanic Ethnic Flag field (HispEthnicFg) regardless of any race they may have indicated.

AMERICAN INDIAN / ALASKAN NATIVE, NON-HISPANIC

The student will be counted as American Indian / Alaskan Native, Non-Hispanic if the record of membership reflects “Y” in the American Indian/Alaskan Native Race Flag field (AmerIndianAlsknNtvRaceFg) AND no other race or ethnicity flags are indicated.

ASIAN, NON-HISPANIC

The student will be counted as Asian, Non-Hispanic if the record of membership reflects “Y” in the Asian Race Flag field (AsianRaceFg) AND no other race or ethnicity flags are indicated. These students were previously included in the Asian/Pacific Islander category.

PACIFIC ISLANDER, NON-HISPANIC

The student will be counted as Pacific Islander, Non-Hispanic if the record of membership reflects “Y” in the Pacific Islander Race Flag field (PaclslndrRaceFg) AND no other race or ethnicity flags are indicated. These students were previously included in the Asian/Pacific Islander category.

BLACK/AFRICAN AMERICAN, NON-HISPANIC

The student will be counted as Black/African American, Non-Hispanic if the record of membership reflects “Y” in the Black Race Flag field (BlackRaceFg) AND no other race or ethnicity flags are indicated.

WHITE, NON-HISPANIC

The student will be counted as White, Non-Hispanic if the record of membership reflects “Y” in the White Race Flag field (WhiteRaceFg) AND no other race or ethnicity flags are indicated.

MULTI-RACIAL, NON-HISPANIC

The student will be counted as Multi-Racial, Non-Hispanic if the record of membership reflects “N” in the Hispanic Ethnic Flag field AND more than one race flag is indicated.

FREQUENTLY ASKED QUESTIONS

Why are some of the Fall Membership Report counts different than the counts of students reported in some of the other reports on the ODE website that describe enrollment and/or membership?

Different reports have different rules associated with the data analysis. For example, some reports use the resident district when counting and allocating students and some reports also include counts of students enrolled in pre-kindergarten and post high-school programs. As described above, the Fall Membership report uses attending district as the basis for counting and allocating students and also excludes counts of students enrolled in pre-kindergarten programs. The implications of using the attending field rather than the resident field are most noticeable at the school level.

I've followed the instructions regarding which students are counted and I still don't get the same count as listed for my District in the Fall Membership Report.

There are a few reasons this may occur:

- Some of the students you believed were attending your district were also reported at another district on the first school day in October.
- Your district or another district made changes to the First Period Cumulative ADM data collection after the report was generated.
- This report is based on the Attending Institution fields and you may be counting based on the Resident Institution fields.
- The ADM End Date of the student must be after the first school day in October. Records that reflect October 3 as the ADM End Date will not be counted (see section labeled "How Can I Tell If The Student Was Enrolled On The First School Day In October?" in this document).
- The student may have been reported under more than one SSID. The Fall Membership Report corrects for this circumstance.
- Your report of First Period Cumulative ADM may be incorrect. You should review the data your district submitted and notify your Regional ESD Partner if you have concerns.

Why do some of the Fall Membership Report values not match the values in some federal Enrollment Reports we've seen for Oregon?

For the district level, the federal Enrollment report (i.e. EdFacts) provided to the US Department of Education counts students in their Resident District. However, at the school level, the EdFacts report counts students at their Attending School.

What should I do if I realize I need to make corrections to my data in the First Period Cumulative ADM Collection?

Contact your ESD Partner for assistance and fax a Collection Extension Request form to ODE. The Collection Extension Request form is located at:

https://district.ode.state.or.us/apps/info/docs/Collection_Extension_Request_3141-M_Rev_2-11.pdf