

Oregon public school funding is based on student membership, not attendance. However, student attendance is required to maintain membership. Student membership and attendance is audited. Inaccurate student membership and attendance accounting can lead to return of school support monies and monetary penalties.

1. RESPONSIBILITY FOR MEMBERSHIP AND ATTENDANCE ACCOUNTING

- 1.1 Each school principal shall be responsible for maintaining accurate membership and attendance accounting in his/her school(s) to meet policy and reporting requirements of the district and the Oregon Department of Education (ODE).
- 1.2 The Instructional Services Department shall be responsible for maintaining accurate membership and attendance accounting for all private alternative education programs (e.g., COIC, Seven Peaks School, COCC, J Bar J, Oregon Youth Challenge and Sisters Academy), district sponsored public charter schools (e.g., Rimrock academy), and for all district operated alternative education programs that are not administered by a school (e.g., Second Chance, Chamberlain House, Riverbend and Court School).
- 1.3 Student Services shall be responsible for reporting student membership and instructional time for home and hospital tutorial to the Central Oregon Regional Data Center (CORDC).
- 1.4 The CORDC shall provide a uniform electronic data processing system to be used district-wide for student membership and attendance accounting. This center shall also be responsible for reporting district membership and attendance to the ODE, consistent with requirements and guidelines set by that department.

2. ENTRY INTO SCHOOL MEMBERSHIP

A student shall be entered on the active roll of a school utilizing the appropriate "E" or "R" code on the first day of the student's actual attendance. (See pg. 5 (A)(B) and pg. 6 (C))

- 2.1 A student with an excused absence of less than ten days at the beginning of the school year may be counted in membership prior to the first day of attendance if the status has been verified by contact with the parent or guardian.
- 2.2 A student participating in the instructional program of more than one school shall be entered on the active roll of the school in which more than 50 percent of the student's time is scheduled, and the student shall not be entered on the roll of the other school(s). If a student is attending two schools equal time, then it is the choice of the student and his/her parents to decide in which school to be enrolled.

3. ATTENDANCE

Each school shall be responsible to record student attendance and tardies in the electronic student information system operated by CORDC.

If a student is present anytime during a period/block in a middle or high school, or morning session or afternoon session in an elementary school, the student will not be counted as absent. However, if the student is late to a period/ block, or a.m. or p.m. session, the student shall be considered tardy.

When entering absences it is necessary to use the code "A." And, when entering tardies it is necessary to use the code "L" (late < 15 minutes) or "TL" (late > 15 minutes). For purposes of data analysis, a building may require that a reason be entered for tardies and absences.

- 3.1 Middle and high school teachers shall take attendance and report absences and tardiness after the first period or block of the day. Attendance for the remainder of the day can be entered on a period-by-period basis or at the convenience of teachers. Complete daily attendance reporting must be entered before the end of the regular teacher day.
- 3.2 Elementary school teachers shall take attendance and record absences and tardies during the first hour of the morning session and the first hour of the afternoon session. An absence shall be changed to a tardy if the student is in attendance prior to the end of the morning or afternoon session.
- 3.3 Each school principal, or designee, shall be responsible for monitoring the *Attendance Entry Completion Log* daily to verify that all teachers have recorded absences and tardies.

4.0 WITHDRAWAL OF A STUDENT FROM THE ACTIVE ROLL

A student is to be withdrawn from the school membership roll during multiple consecutive days' absence consistent with the following parameters:

- 4.1 When an absence of more than ten days has been pre-arranged, the student is to be withdrawn from school membership on the first day of that period of absence.
- 4.2 A student whose withdrawal status can be determined with a period of ten consecutive days' absence shall be withdrawn on the first school day absence following that determination. Examples follow:
 - 4.2.1 When it is determined that a student is absent because of an illness or injury which will cause the student to be out of school for at least 10 days, the student must be withdrawn on the school day following that determination. If a student is out of school due to an extend illness or injury and is receiving home or hospital tutorial services from the district Special Programs Department, the student must be withdrawn from school membership and shall be reported

consistent with state administrative rule by the Special Programs Department.

- 4.2.2 When a school receives a request to transfer a student's records to another school, the student must be withdrawn on the next school day.
- 4.3 If a determination has not been made for the cause of a multiple days' absence, the student must be withdrawn from the active roll of a school on the school day following the tenth consecutive full day of absence.
- 4.4 Following the withdrawal of a student from the active roll of a school, a student must be present for at least one-half day in order to restart the count of consecutive days' absence.
- 4.5 Under no circumstances shall a student who is absent for the first ten days at the beginning of the school year be counted in the membership roll of a school prior to the first day of actual attendance at school.
- 4.6 A *Consecutive Absence Report* shall be run daily at each school. Each school principal or designee, shall review this daily report to assure compliance with OAR 581-023-006 (4)(b) and this administrative regulation. The Instructional Services Department shall be responsible to assure compliance for all private alternative programs, public charter schools and district operated alternative education programs that are not administered by a school.
- 4.7 Prior to withdrawal of a student from the membership roll of a school, the following reports must be printed at the school: the office index card, verification sheet, report card, transcript, behavior notes and incidents and the attendance detail.

5.0 OAR 581-023-0006 INCORPORATED WITHIN THIS REGULATION

OAR 581-023-0006 is attached to and incorporated into this district administrative regulation.

581-023-0006

Student Accounting Records and State Reporting

(1) The following definitions and abbreviations apply to this rule:

- (a) "Active roll" means the list of students enrolled and attending the school or program during the current school year;
- (b) "ADA" means average daily attendance;
- (c) "ADM" means average daily membership;
- (d) "Alternative program" means any private or public alternative program providing instruction or instruction combined with counseling under ORS 336.635;
- (e) "Day in session" means a scheduled day of instruction during which students are under the guidance and direction of teachers;
- (f) "Department" means the Oregon Department of Education;
- (g) "Full school day" means the length of time a school or program is normally in session during the day in compliance with OAR 581-022-0503;
- (h) "FTE" means full-time equivalency;
- (i) "Inactive roll" means the list of students enrolled for purposes of credit but not attending the school or program. Includes students attending private alternative or Job Corps programs, students withdrawn after ten consecutive days' absence and students served on a tutorial basis outside the classroom;
- (j) "Instruction" for purposes of reimbursement of alternative programs means accountable activities as defined in OAR 581-023-0008;
- (k) "Instructional unit" means a school or other organizational arrangement which provides instruction of a given type or types;
- (l) "Intermediate group" means instruction provided by an alternative program approved by a school district to a class of six to 15 students;
- (m) "Large group" means instruction provided by an alternative program approved by a school district to a class of 16 or more students;
- (n) "Regular school program" means that which is offered to comply with the standards adopted by the State Board of Education and compulsory school attendance law. This does not include summer school, adult education, or prekindergarten programs;
- (o) "Small group" means instruction provided by an alternative program approved by the school district to a class of two to five students;
- (p) "Superintendent" means the State Superintendent of Public Instruction;

(q) "Tutorial" means instruction provided by an alternative program approved by a school district to one student.

(2) Instructions pertaining to the maintenance of student accounting records and state reporting shall be published by the Department.

(3) Each school district and ESD shall:

(a) Permanently maintain accounting records of student enrollment, attendance, membership, resident/nonresident status, and such other student information as may be required, for each student enrolled in regular school programs operating during the regular school year. Such records shall utilize uniform definitions of each student measure as stated in this rule;

(b) Designate the residency for school purposes, subject to the provisions of ORS 327.006 and ORS 339.133 of each student enrolled in the district;

(c) Have in operation an attendance accounting system which is adequately controlled and enables the district's chief administrator to certify in writing the accuracy of reported data;

(d) Report enrollment, attendance, membership, and such other information as the Superintendent may require, within 10 days of the end of the December 31, March 31, and June 30 reporting periods. Reports for the period ending September 30 shall be submitted no later than November 15;

(e) Retain daily source records of enrollment, membership and attendance for a period of no less than two years. Records, whether paper or electronic, must be maintained in an accessible format; and

(f) Utilize the following enrollment codes for recording entry, re-entry, and withdrawal of students during the regular school year.

(A) Original entries:

(i) E1 -- any student who has not previously, during the current year, entered any school in the United States;

(ii) E2 -- any student who has been enrolled during the current school year in a school in another state and who has not previously, during the current school year, been enrolled in any school in Oregon.

(B) Re-entries:

(i) R1 -- students received from another room in the same school;

(ii) R2 -- students received from a public school in the same school district;

(iii) R3 -- students received from a public school in the state but outside the local school district;

(iv) R4 -- students re-entering after withdrawal or discharge;

(v) R5 -- students received from a nonpublic school in the state.

(C) Withdrawals (or losses). Codes are recommended but not required:

(i) W1 -- students transferred to another room or classroom in the same building;

(ii) W2 -- students transferred to another public school in the same local district;

(iii) W3 -- students transferred to a nonpublic school in the same local district;

(iv) W4 -- students moved out of the local school district or state;

(v) W5 -- students quitting school after passing compulsory attendance age;

(vi) W6 -- students issued work permits;

(vii) W7 -- students graduated early;

(viii) W8 -- students withdrawn because of other reasons;

(ix) W -- the total of W1 through W8.

(D) If a school district adopts a year-round schedule incorporating a track system in which one or more tracks are scheduled to cross school years (July 1 through June 30) the enrollment code shall be expanded to include:

(i) R9 -- students received from a different grade level within the same district;

(ii) W9 -- students transferred to a different grade level within the same district;

(iii) The use of the R9 and W9 codes shall be limited to those students who change grades within a track during the school year. A W9 entry shall be counted as a day of membership.

(4) Students shall be entered and withdrawn from the district roll as follows:

(a) A student shall be entered on the district active roll utilizing the appropriate E or R code on the first day of the student's actual attendance. A student with an excused absence of less than ten days at the beginning of the school year may be counted in membership prior to the first day of attendance if the status has been verified by contact with the parent or guardian. A student participating in the program of more than one instructional unit shall be entered on the active roll of that instructional unit in which 50 percent or more of the student's time is scheduled and the student shall not be entered on the roll of other instructional units;

(b) A student whose withdrawal status can be determined within ten days shall be marked as a withdrawal on the school day following that determination. A student must be withdrawn from the active roll on the day following the tenth consecutive full day of absence but may be retained on the inactive roll at the district's option. A student must be present for at least one-half day in order to restart the count of consecutive days' absence. Under no circumstances shall a student who is absent for the first ten days at the

beginning of the school year be counted in membership prior to the first day of school attendance.

(5) Membership and attendance accounting in instructional units scheduled to operate a full school day shall be recorded as follows:

(a) A full-time equivalency (FTE) for each student on the active roll shall be determined. Students participating in more than one-half of the full-day program shall be given an FTE of 1.0. Students participating in one-half or less of the full-day program shall be given an FTE of .5. The FTE computation of students placed in community college programs by the local school district shall include time spent in the community college program:

(A) Kindergarten students shall be assigned an FTE of 1.0. The Department shall adjust the total days membership of kindergarten students reflecting the permissible percentage as stated in statute;

(B) Students participating in district supervised work-study programs may be credited as 1.0 FTE. If a student is released for work during school hours and the district assumes no supervisory responsibility for the time involved, that time shall not be counted as participation in the full-day program when determining the student's FTE.

(b) Membership of each student for the quarter shall be computed as follows: student FTE times days present plus student FTE times days absent equals total days membership of the student. The day upon which a student is marked as a W (except W9) shall not be counted as a day of membership. A student not scheduled to attend daily shall be marked present or absent only on the days the student is scheduled to attend;

(c) Total days membership of the instructional unit shall be the total of days membership of all students on the active roll of the instructional unit as computed in subsection (b) of this section. The computation of total days membership of the instructional unit shall yield subtotals indicating grade placement and resident/nonresident status of student membership;

(d) The Department shall compute the ADM and ADA of resident students, nonresident students, and attending students for each instructional unit reporting and derive totals of such data for each local school district in the state, subject to the following procedures:

(A) ADM is the total days membership of an instructional unit during a specific reporting period divided by the number of days the instructional unit was in session during that reporting period. The ADM of groups of instructional units having varying lengths of terms shall be the sum of the ADMs obtained for the individual instructional units. If a district school board adopts a class schedule that operates throughout the year under the provisions of ORS 336.012 for all or any instructional units in the district, the computation shall be made so that the resulting ADM will not be higher or lower than if the local board had not adopted such a schedule;

(B) ADA is the total days attendance of an instructional unit during a specific reporting period divided by the number of days the instructional unit was in session during that reporting period. The ADA of groups of instructional units having varying lengths of

terms shall be the sum of the ADAs obtained for the individual instructional units. If a district school board adopts a class schedule that operates throughout the year under the provisions of ORS 336.012 for all or any instructional units in the district, the computation shall be made so that the resulting ADA will not be higher or lower than if the local board had not adopted such a schedule.

(6) Students enrolled in programs operating less than the full school day and nonpublic school students attending public schools part time shall be accounted for as follows:

(a) The ADM of students enrolled in schools under provisions of ORS 336.135 and students enrolled in nonpublic schools or taught by private teacher or parent under ORS 339.035 shall be computed by multiplying total hours of instruction given all students during the reporting period by .167 and dividing the product by 55 for the October 1 to December 31 quarterly report and by 175 for the June 30 annual report;

(b) The ADM of students receiving tutorial instruction provided by certified district staff shall be computed by dividing total number of hours of tutorial instruction given (not to exceed 5 hours per week for a single student) by 55 for the October 1 to December 31 quarterly report and by 175 for the June 30 annual report;

(c) The computation of ADM for each less than full-time program listed shall yield subtotals for resident and nonresident students;

(d) The ADM of students enrolled in less than full-time programs shall be reported to the Department for the quarter ending December 31 and for the year ending June 30.

(e) No more than five day's membership may be claimed for any student enrolled in any combination of programs during a one-week period.

(f) Kindergarten ADM will be adjusted by the Department to reflect the permissible percentage as stated in statute.

(7) Students enrolled in alternative education programs under ORS 336.635 shall be accounted for as follows:

(a) The ADM of students enrolled in alternative programs scheduled to operate a full school day may be computed either on the basis of membership (section (5) of this rule) or on the basis of actual attendance (section (7)(b) of this rule);

(b) Equivalent ADM of students enrolled in alternative programs scheduled to operate less than full time shall be computed as follows:

(A) Equivalent ADM of students enrolled in large group instruction shall be computed by multiplying total hours of instruction given all students during the reporting period by a factor of .167 and dividing the product by 55 for the October 1 to December 31 quarterly report and by 175 for the June 30 annual report;

(B) Equivalent ADM of students enrolled in intermediate group instruction shall be computed by multiplying the total hours of instruction given all students during the reporting period by a factor of .222 and dividing the product by 55 for the October 1 to December 31 quarterly report and by 175 for the June 30 annual report;

(C) Equivalent ADM of students enrolled in small group instruction shall be computed by multiplying the total hours of instruction by a factor of .333 and dividing the product by 55 for the October 1 to December 31 quarterly report and by 175 for the June 30 annual report;

(D) Equivalent ADM of students receiving individual instruction shall be computed by multiplying the total number of hours of tutorial instruction given by a factor of 1.0 and dividing the product by 55 for the October 1 to December 31 quarterly report and by 175 for the June 30 annual report;

(E) Case management services (not limited to student contact) may be counted as large group instruction and constitute up to ten percent of equivalent ADM if specifically authorized by contract with the resident school district;

(F) Documented time in supervised work experience programs, supervised community service activities and supervised independent study, if performed as a part of the instructional programs designed to fulfill the student's educational goals, may be counted as large group instruction;

(G) Over any 20-day period, no more than 20 equivalent membership days may be claimed for any student receiving a combination of instructional services under paragraph (7)(b)(A), (B), (C) or (D) of this rule. Equivalent membership days for any student is equal to the hours of instruction given multiplied by the factor appropriate for the size of the instructional group.

(c) Students attending alternative programs part day and attending the home high school part day shall be reported by the home high school only, taking account of the total time spent in the alternative program and the home high school when determining FTE under section (5) of this rule;

(d) Students attending private alternative programs only, shall not be reported by the instructional unit placing the student for purposes of reporting membership or attendance.

(8) Each private alternative program shall:

(a) Maintain accounting records of student attendance, size of group attended, resident school district and such other student information as may be required by the contracting school district for each student attending the private alternative program;

(b) Report student name, dates served and hours served by group size to resident school district no less than twice yearly, once for the October 1 through December 31 period and an annual report ten days after the close of the school year; and

(c) Retain student attendance records for a period of no less than two years.

(9) Students in the following programs are not eligible to be counted in the resident average daily membership for purposes of ORS 327.013(7)(a):

(a) Students enrolled in special education programs under ORS 343.261, 343.961, and 346.010.

(b) Children enrolled in early intervention and early childhood special education programs under ORS 343.533;

(c) Students not receiving a free public education;

(d) Students in summer school programs;

(e) Students in adult education classes.

(10) Rules governing the reporting of students identified as dropouts are contained in the most recent edition of the Oregon Dropout Reporting Manual, published by the Oregon Department Education. The State Board of Education adopts the procedures in this publication to govern the reporting of dropouts by school districts.

(11) For the purposes of dropout reporting, the following shall apply:

(a) A student is considered enrolled when the student is present at school and attends more than half of a school day;

(b) Acceptable alternative programs are those programs providing activities meeting OAR 581-023-0008 and provided by public school districts, ESDs, community colleges or private alternative programs registered with the Oregon Department of Education under OAR 581-021-0072;

(c) An absence, explained or unexplained becomes a withdrawal after an absence of 10 consecutive days. A student must be present for at least one-half day in order to restart the count of consecutive days absence;

(d) Standards for excused absences must be developed by local districts. Policies shall clearly define excused and unexcused absences and ensure the health and safety of the child. Parents shall be informed of the policies at enrollment. Policy should address the documentation required.

(12) The Superintendent shall prescribe the applicable student accounting procedures for any programs or specific situations not covered by the provisions of this rule.

(13) This rule is effective beginning with the 1996-97 school year.

Stat. Auth.: ORS 326.310 & ORS 327.125

Stats. Implemented: ORS 325.125

Hist.: 1EB 1-1981, f. 2-5-81, ef. 7-1-81; 1EB 14-1985, f. 7-3-85, ef. 7-5-85; 1EB 28-1986, f. & ef. 7-18-86; EB 17-1987, f. & ef. 8-4-87; EB 18-1987(Temp), f. & ef. 8-4-87; EB 33-1987, f. & ef. 12-11-87; EB 38-1988, f. & cert. ef. 9-22-88; EB 30-1992, f. & cert. ef. 10-14-92; EB 6-1996, f. & cert. ef. 4-25-96