

Institutions ID Process Manual

Overview:

The ODE Institutions Database is maintained for use in collecting and reporting data about school districts, ESDs, schools, ODE contract service providers, and other entities or organizations requiring an institution ID in order to do business with ODE.

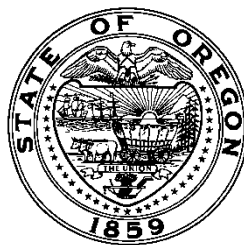
The ODE Institutions Database Advisory Team (IDAT) is the initial contact for institution requests. The IDAT critically reviews requests against established requirements, recommends action, and communicates those recommendations to the ODE Data Governance Committee (DGC) for final review.

Purpose:

To provide guidance, definitions, and criteria to be used by the Oregon Department of Education (ODE) employees, school districts, education service districts (ESDs), and other parties involved in the establishment and maintenance of ODE issued institution Identification (ID) numbers and other related information used for data collections, state and federal reporting, school directory information, fiscal affairs, and information system vendor license management.

Scope:

This process applies to all schools, school districts, ESDs, contractor service providers, and organizations doing business with the ODE.



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Institution Request Requirements Matrices

An "X" indicates that the document is required for approval. When submitting a change to the IDAT, supporting documentation is often necessary. These matrices outline the documentation/process required for approval of the requested change in the ODE's Institutions Database. Please follow these matrices to know which items are required for each type of change. Clicking on the request type in the header will take you to the section in this document that outlines the request.

Schools, School Districts/ESDs and Other Organizations									
Documents and Approvals	New ODE ID Number	New Private School (Reg. or Alt.)	Name Change	Street Address Change	Grade Level Change	Institution Mergers/Splits	Closure	Type Change	EGMS Only
Institution Request Form	X	X	X	X	X	X	X	X	X
Official Board Minutes	X	X	X	X	X	X	X	X	--
Boundary Calculator	X	--	--	--	X	X	--	X	--
Information Worksheet	X	X	--	--	X	X	--	X	--
State School Fund Coordinator Notification (Small School Correction)	X	--	--	--	X	X	X	--	--

Charter Schools								
Documents and Approvals	ODE ID Number	Name Change	Street Address Change	Fiscal Agent Change	Grade Change	Closure	Type Change	
School Application OAR 581-026-0050(1)	X	--	--	--	--	--	--	--
Charter Contract or Contract Amendment ORS 338.035 (2)(a)(C)	X	X	X	X	X	--	--	--
EIN Document ORS 338.035(2)(a)(C)	X	--	--	--	--	--	--	--
All annual reports on file at ODE ORS 338.095(2)	--	X	X	X	X	X	X	X
All municipal audits on file at ODE ORS 338.095 (3)	--	X	X	X	X	X	X	X
Institution Request Form	X	X	X	X	X	X	X	X
Charter School Board Minutes	--	--	--	--	--	X	--	--
Boundary Calculator	X	--	X	--	X	--	--	--
State School Fund Coordinator Notification (Small School Correction)	X	--	--	--	--	X	--	--

YCEPs, JDEPs, HOSPITALs, and LTCTs								
Documents and Approvals	New ODE ID Number	Name Change	Street Address Change	Grade Level Change	Institution Mergers	Institution Splits	Closure	Type Change
Needed in Contract or Contract Amendment	X	X	X	--	X	X	--	--
Service Plan or Written Notice	--	--	X	LTCT Only	YCEP/ JDEP	--	X	--
Institution Request Form	X	X	X	X	X	X	X	X

**IDAT and DGC Approval occur within ODE after the required documentation has been submitted.

Institution Request Form

One central source at school districts and ESDs will submit requests to the ODE. This prevents duplicate or conflicting requests being sent to the ODE. Requests are made by completing the [Institution Request form](#), along with any supporting documentation specified in that form for your particular changes. This form covers requests for:

- New institution ID numbers
- Merging schools
- Splitting schools into multiple schools
- Closing institutions
- Other institution changes
 - Names
 - Grade ranges
 - Addresses
 - Contacts information
 - Other demographic information

For staff updates, phone or fax number changes, and email changes, see the [Directory Information Changes](#) section in this document.

Instructions for completing the Institution Request form are included as part of the request form document. The [Institution Request Requirements Matrices](#) section of this document provides guidance as to documentation and approvals needed for each type of request.

Institutions Requesting New ODE Issued IDs

Every institution that does business with ODE requires an ODE issued institution ID. The section below addresses new institution ID requests for public schools, school districts, and ESDs. For information regarding private schools or other entities requiring an institution ID, please see the [Other Entities](#) section of this document.

Public Schools, School Districts, and ESDs

ODE seeks to avoid assigning new institution IDs to schools. The assignment of a new institution ID disrupts the continuity of data for long term studies. Each request is reviewed on a case-by-case basis with a final decision by ODE.

When assigning a new institution ID, ODE will assign institution ID's in alignment with the [federal EdFacts directory guidelines](#).

Based on these federal guidelines, ODE has set the following criteria for whether or not to assign a new institution ID to a school:

A new school institution ID may be assigned if:

- The institution is a brand new school and is not replacing an existing school.
- The new institution ID is requested by the school and meets one or more of the following criteria:
 1. Grade span of the school changed by more than three (3) grades, not including PK.
 2. The physical location changed, and the attendance area changed significantly.
 1. The location must have changed by at least 0.5 miles; and
 2. The flow of students in from other schools is greater than 10 percent of the school's prior year fall enrollment; and
 3. The flow of students out to other schools is greater than 10 percent of the school's prior year fall enrollment; and
 4. The sum of the inflows and outflows is greater than 40 percent of the school's prior year fall enrollment.
 3. Two schools of about the same size population merge. The original school would be closed, and the merged education unit would be reported as a new school.

No new school institution ID will be assigned if¹:

- A new ID is not requested.
- The grade span of the school changes by less than three grades, not including PK.
- The physical location or address changed, but the attendance area did not change significantly.
- A small school merges with a larger entity that provides essentially the same grade span.

¹ The criteria listed above are guidelines used by the IDAT to determine best practices for assigning an institution ID. However, the IDAT and the DGC have the authority to refuse to assign a new institution ID if it is not in the best interest of data continuity or other factors.

- A school changes charter or magnet status.
- A charter school changes their sponsoring school district.
- A school undergoes restructuring under provisions in the Elementary and Secondary Education Act (ESEA).
- The name of the school changes.

NOTE: A request for a new Institution ID should not be submitted if the reason is only to exclude the prior years' data on the Report Card. For such cases, a [New School Status](#) request should be made (using the Boundary Calculator found at <http://oregon.gov/ode/schools-and-districts/reportcards/reportcards/Pages/Report-Card-Tools.aspx> in May.

Online Institution ID Requests

ODE will approve requests for ID numbers for online schools in accordance with the definition of an online school. Data reporting can vary depending on the type of online instruction offered, and this will be taken into consideration when issuing an institution ID.

If online or virtual-only schools do not have physical boundaries for attendance more strictly defined than the State of Oregon, changes to the location of their office or sponsoring school district will not in itself constitute a change to its institution ID.

School/Institution Split Requests

When schools or institutions request to be split, the following steps will be followed in allocating the existing and new institution IDs.

1. If the school splits evenly in half (e.g. becomes two schools of the same grade range), the original institution ID will remain with the school that has the higher student population.
2. If the school splits across grade levels(e.g. becomes a K-3 and 4-6 school), the original institution ID will remain with the older group of students.

Resolution of Unique Institution Requests

The following are infrequent requests and, if approved, ODE will resolve institution ID numbers from them as identified below:

1. When a union high school district becomes a unified school district, a new number is assigned and the type is changed.
2. When two school districts merge - a new number is not assigned. The district ID number of the larger of the two districts will be used.
3. When a district boundary is changed by adding or subtracting territory, a new number **is not** assigned. The boundary change information needs to be reported to ODE for federal reporting information.

Key Dates for Public Schools, School Districts, and ESDs

ODE and the statewide Data Collection Committee established a cutoff date of September 14th each school year for requests to be received at ODE for new school year requests. Failure to submit requests by September 14th will result in inability to submit student level data to ODE systems. Federal guidance states that all institutions, even those open just one day during the school year,

must close on June 30th of each school year. All institutions must submit all applicable collections for each school year that they are open, which includes being open for just one day during the school year. The school year runs from July 1 – June 30.

All institution request forms for public schools, school districts, and ESDs are due no later than September 14 of the current school year. Any changes submitted after September 14 will be effective the following school year.

ODE's policy is to give a start date of July 1 for those charter schools that request an Institution Database ID number late in the school year. However, ODE will review each request on a case by case basis to determine if the charter will need an immediate ID number or can have the number effective July 1 for the next school year.

If Institutions do not meet the qualifications for a new institution ID or they do not wish to request a new ID, but they would like their prior years' data eliminated from the ODE Report Card based on boundary or student population change, they may apply for a "New School Status." This deadline changes annually, but is typically scheduled for mid-May. More information about the "New School Status" can be found online at <http://oregon.gov/ode/schools-and-districts/reportcards/reportcards/Pages/Report-Card-Tools.aspx> under the Boundary Calculator link.

ODE-Contracted Institutions

(e.g. Youth Correction Education Programs (YCEP), Long Term Care and Treatment (LTCT) facilities, etc.)

Requests for IDs for institutions under contract are made by the administering ODE office. See the [Requirements Matrices](#) above for approval of different types of requests. ODE strives to have changes in place prior to July 1 (the start of a new school year).

Example: Contractors providing services to Juvenile Detention Education Programs (JDEPs), Youth Corrections Education Programs (YCEPs), Long Term Care and Treatment Education Programs (LTCTs), and Hospital Education Programs.

Other Entities

Other entities require ODE issued institution IDs to do business with ODE. These institutions types include, but are not limited to:

- EGMS only Contractors
- Private Schools
- Private Career Schools
- Private Alternative Schools
- Child Nutrition Programs
- Career Technical Education (CTE) Skill Centers (through a School District or privately sponsored)
- Youth Development Division (YDD)

- Software Vendors

A new institution ID will be assigned to these entities if the institution is a new institution in ODE's Institution Database and the entity is doing business with the ODE, regardless of its organizational type.

Electronic Grants Management System (EGMS)

There are times ODE institution ID numbers are needed for organizations receiving grants and cannot access grant funds before having an ID number. ODE approval is required prior to the assignment of an ID number.

Private School Institution IDs (Any Private School)

There are times ODE institution ID numbers are needed for private schools conducting business with ODE offices. ODE approval is required prior to the assignment of an ID number. The private school must complete the institution ID Request form and identify the business need for obtaining an institution ID and the office within ODE with whom they are conducting business.

Child Nutrition Programs

Certain institutions/programs require an institution ID to work with the ODE's Child Nutrition office. If these institutions do not already have an institution ID, they are required to request an institution ID using the Institution Request Form.

CTE Skill Centers

CTE Skill Centers may be sponsored by a public or private entity. If the CTE Skill Center is receiving public State education funds (e.g. State School Fund) or doing business with the ODE, the institution must request an institution ID using the Institution Request Form.

Youth Development Division (YDD)

The Youth Development Division is established in the Department of Education. The purpose of the division is to ensure that services are provided to school-age children through youth 20 years of age in a manner that supports educational success, focuses on crime prevention, reduces high risk behaviors, and is integrated, measurable, and accountable. The division shall function under the direction and control of the Youth Development Council with the Youth Development Director serving as the administrative officer.

YDD types include: JCP Jurisdictional Lead, LEC Jurisdictional Lead, City Government, State Agency, Committee, County Agency, Tribal Agency, Detainment Facility, Holding Facility, Rehabilitation Facility, Youth Service Facility, Medical Facility, and Administrative Facility.

YDD institutions only need to complete the EGMS only sections of the [Institution Request Form](#) and specify which type of facility they are in the comments section of this form.

Information System Vendor Institution IDs

Software vendors that wish to apply for a license key to provide access to Cloud Information Technology Services (CITS) through their applications need to complete the Information System Vendor Authorization/License Key request form and submit it for review by ODE.

Key Dates for Other Entities

Although Public Schools, School Districts, and ESDs have a cut-off date of September 14 for requesting a new institution ID, other institutions may request a new institution ID any time during the school year.

Other Changes Requiring IDAT Approval

Besides requesting a new institution ID, the Institution Request Form is also used for other changes such as grade level changes, name changes, and address changes. This section will cover changes that also require the submission of an Institution Request Form and the approval of the IDAT.

Name Changes

These requests require approval by the IDAT. Approval will be based on compliance with Oregon Administrative Rules (OAR) related to grade range, school or program type, or other institution types². (See [Institution Request Requirements Matrices](#) for the approval process.)

Example of Approval: An institution request to change their name from Apple Elementary to Apple Avenue Elementary. The IDAT would approve this request.

Example of Denial: An institution, with a name including “middle school” requests to be changed to “Jr. High,” and the actual grade range does not meet the administrative rule definition of “Jr. High.” The request would be denied.

Grade Level Changes

These requests require approval by the IDAT and the DGC. Approval will be based on compliance with Oregon Administrative Rules (OAR) related to grade range, school or program type, or other institution types. (See [Institution Request Requirements Matrices](#) for the approval process.)

Example of Approval: An elementary school with grades 1-5 requests to add Kindergarten to their grade range. The IDAT would approve this request.

Example of Denial: An institution that requests a grade range change that does not meet the administrative rule definition of that type of institution, such as “middle school,” would have the request denied until the grade range was changed to meet the administrative rule definition.

In general, grade level changes that change the type of school (e.g. elementary changing to a middle school) or grade level changes spanning more than three grades also require completion of the Information Worksheet (Appendix B of the Institution Request Form). Smaller grade level changes do not require this worksheet unless specifically requested by the IDAT.

Street Address Changes

These requests require approval by the IDAT. Approval will be based on compliance with Oregon Administrative Rules (OAR) related to grade range, school or program type, or other institution types. (See [Institution Request Requirements Matrices](#) for the approval process.)

Example of Approval: A school requests to change their street address to another town. As long as this other town is still within the boundaries of the school district, the IDAT would approve this request.

² Including but not limited to OAR 581-022-0102

Example of Denial: A charter school that requested an address change outside the physical boundaries of the sponsoring school district would be denied.

School/Institution Closures

These requests require approval by the IDAT. Approval will be based on compliance with Oregon Administrative Rules (OAR) related to institution closures. (See [Institution Request Requirements Matrices](#) for the approval process.)

Example of Approval: A school closes and is not moving or reopening elsewhere. The IDAT would approve this request.

Example of Denial: An online charter closes with one sponsoring school district and opens again with another sponsoring school district. IDAT would not close this institution ID but would continue to use the id for this charter school under the new sponsoring school district.

Type Changes

The requests require approval by the IDAT. Approval will be based on compliance with Oregon Administrative Rules (OAR) related to institution type changes. (See [Institution Request Requirements Matrices](#) for the approval process.)

Type changes include changing from one of the types listed below to another:

Institution Classification:		
Sector: (Select only one)		Primary Function: (Select only one)
<input type="checkbox"/> Public		<input type="checkbox"/> School <input type="checkbox"/> Program
<input type="checkbox"/> Private		<input type="checkbox"/> University <input type="checkbox"/> Community College
<input type="checkbox"/> Private Non-Profit		<input type="checkbox"/> College <input type="checkbox"/> Organization/Other
		<input type="checkbox"/> Nutrition Site
Complete this section only if this institution is a primary educational provider (i.e. accountable for educational services).		
Instructional Type: (Institutions which do not have a regular instruction type must follow additional rules and statutes as designated by ODE.)		Program Type: (Only complete if the function type is "Program". Not applicable for schools.)
<input type="checkbox"/> Regular <input type="checkbox"/> Alternative		<input type="checkbox"/> JDEP <input type="checkbox"/> Hospital <input type="checkbox"/> LTCT
<input type="checkbox"/> Charter <input type="checkbox"/> Career/Technical		<input type="checkbox"/> ACEP <input type="checkbox"/> YCEP <input type="checkbox"/> EI/ECSE
		<input type="checkbox"/> Head Start <input type="checkbox"/> Even Start <input type="checkbox"/> Jail
		<input type="checkbox"/> Juvenile Detention Center <input type="checkbox"/> PNF
		<input type="checkbox"/> Regional Program (Special Ed.) <input type="checkbox"/> CTE
		<input type="checkbox"/> Tribal

Example of Approval: A school changes from a Regular to an Alternative school. If the changes didn't otherwise require a new institution ID, the IDAT would approve this request.

Example of Denial: A school changes from one type to another that would significantly change the student population or boundaries. The IDAT may deny this request and recommend a new institution ID instead.

Directory Information Changes Not Requiring IDAT Approval

The following data are directory updates not needing the IDAT or the DGC approval:

- Contact names
- Positions
- Email Addresses
- Phone and Fax numbers (ESDs, districts, schools and staff)
- Mailing Address Changes (such as PO Box changes)

Changes of this nature should still be reported to the ODE to maintain accurate contact and directory information. Requests not requiring approval of the IDAT and DGC Committees are made using the School Directory Worksheet (Appendix A of the Institution Request Form) at any time during the school year. When received, requests will be forwarded directly to staff responsible for directory updates. The school directory is published approximately once a month, so requestors will not see changes until the monthly publication following data updates. Immediate changes can be viewed at the Institution Lookup Page: <http://www.ode.state.or.us/instID/>.

Appendix A: Definitions

The following are definitions that can be used for reference when making Institution requests. The ODE office responsible for a defined area is identified along with the definition when applicable. Some areas defined have asterisks (**) at the end of the underlined name. The asterisks indicate that these are values that can be assigned to institution ID numbers within the ODE institutions database and used for reporting.

Adult Corrections Education Programs (ACEP)**: Local correctional facility means a jail or prison for the reception and confinement of prisoners that is provided, maintained and operated by a county or city and holds persons for more than 36 hours. (ORS 169.620) “Regional correctional facility” means a correctional facility operated pursuant to agreement as described in ORS 169.630 and used to house prisoners of the parties to the agreement, such prisoners having either pretrial or post-trial status. Department of Correction’s facilities used for the incarceration of persons sentenced to the custody of the Department of Corrections, includes the satellites, camps or branches of those facilities (ORS 421.005). These programs provide mandatory educational services for students on an Individual Education Plan (IEP) until they reach age 21 and optional educational services for other inmates in adult corrections facilities. The ODE Office of Learning – Student Services Unit recommends resolution of additions, deletions, and changes for these institutions and ID numbers.

Alternative Education Program: A school or separate class group designed to best serve students’ educational needs and interests and assist students in achieving the academic standards of the school district and the state. (ORS 336.615) The ODE Office of Learning - Instruction and Standards (ISAA-1) recommends resolution of additions, deletions, and changes for these institutions and ID numbers.

Approved Private School**: Oregon public school districts and Early Childhood Special Education (ECSE) programs may place children in, or refer children to, private schools or private preschools as a means of providing special education and related services (refer to OAR 581-015-2270). Private schools providing these services must meet specific state public education standards and be approved by the Office of Learning – Student Services Unit (for further information see <http://www.ode.state.or.us/search/results/?id=84>). The Student Services Unit recommends resolution of additions, deletions, and changes for these institutions and ID numbers.

Association**: An organization involved with education at any level not otherwise defined. The ODE IDAT recommends resolutions of additions and deletions for these institutions and ID numbers.

Career and Technical Education Service Centers (CTE)**: Career and Technical Education: A sequence of organized educational activities that:

- (a) Provides individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers;
- (b) Provides technical skill proficiency and may provide an industry-recognized credential, a certificate or an advanced degree; and

(c) Includes applied learning that contributes to an individual’s academic and technical knowledge, higher-order reasoning and problem-solving skills, work attitudes, and general employability skills.(OAR 581-022-0102 (2)(a-c)).

These are programs that integrate technical and career skill proficiencies with academic content and prepare students for the workplace, further education, training, family, and community roles. The Office of Learning – Instructions, Standards, Assessment & Accountability (ISAA-1) recommends resolution of additions, deletions, and changes for these institutions and ID numbers. Service centers are needed for program evaluation purposes.

Charter School**: Elementary or secondary school offering a comprehensive instructional program operating under a written agreement entered into between a sponsor and an applicant ORS 338.005 (OAR 581-022-0102 (6)). The Office of Learning - Instructions, Standards, Assessment & Accountability (ISAA-1) recommends resolution of additions, deletions, and changes for these institutions and ID numbers.

Child Nutrition Program (CNP) Sponsor: Meets one of the following definitions-

National School Lunch Program (NSLP), School Breakfast Program (SBP) and Special Milk Program (SMP)

Sponsors for this program may be:

Local Education Agencies (School Food Authority)

- Public Board of Education
- Other public or private nonprofit authority
- Educational Service Districts
- Units of local, municipal, county, tribal, State government, or political subdivision
- Private nonprofit organizations
- Residential Child Care Institutions (RCCI)
- State educational agency
- Nonresidential Child Care Centers (Special Milk Program, only)

Summer Food Service Program (SFSP)

Sponsors (Service Institutions) for this program may be:

- Public or private nonprofit School Food Authority
- Public or private nonprofit residential summer camp
- Public or private nonprofit nonresidential day camp
- Units of local, municipal, county, tribal, State government
- Public or private nonprofit college or university participating in the National Youth Sports Program or an Upward Bound Program
- Private nonprofit organizations with special summer or other school vacation programs (i.e., Special Olympics, Boys & Girls Club, YMCA)

Child and Adult Care Food Program (CACFP)

Sponsors (Institutions) for this program may be:

- Public, private nonprofit or for-profit sponsoring organization for:
 - (a) At-Risk Afterschool care centers
 - (b) Nonresidential adult day care centers

- (c) Nonresidential child care centers
- (d) Nonresidential day care homes
- (e) Head Start Centers
- (f) Outside-school-hours care centers
- Public or private nonprofit sponsoring organization of emergency shelters
- Residential Child Care Institutions (RCCI) for homeless children

The Office of Learning – Student Services, Child Nutrition recommends resolution of additions, deletions, and changes for these institutions and ID numbers.

College or University**: A college that offers a four (4) year degree or higher. The ODE IDAT reviews/recommends resolution of additions, deletions, changes for these institutions and ID numbers.

College, Community **: A public institution operated by a community college district for the purposes of providing courses of study limited to not more than two (2) years' full-time attendance, with the exception of technical programs in which the curriculum may require more than two (2) years of attendance but less than four (4) years, and designed to meet the needs of a geographical area by providing educational services, including but not limited to career and technical education programs or lower division collegiate programs.

Combined School**: An institution beginning with a grade lower than seven (7) and ending with a grade higher than eight (8). The ODE IDAT reviews/recommends resolution of additions, deletions, and changes for these institutions and ID numbers.

Conditionally Standard School: A school that fails to meet the standards but has submitted a plan of correction, approved by the district school board, to the State Superintendent (OAR 581-022-0102 (15)).

District School Board: The board of directors of a common school district or a union high school district (ORS 332.002(1)).

Early Intervention Early Childhood Special Education Programs (EI/ECSE)**: Early intervention/early childhood special education and refers to services or programs for preschool children with disabilities (OAR-015-2000 (8)). Programs provide services to children with disabilities and younger than elementary school age. The Office of Learning – Student Services recommends resolution of additions, deletions, and changes for these institutions and ID numbers. The Office of Learning establishes contracts with EI/ECSE service providers.

Educational Service District**: A district created under ORS 334.010 and provides regional educational services to school districts located within its territory. Oregon Legislature approves establishment and closure of ESDs.

Elementary School**: Any combination of grades K through eight (8) (OAR 581-022-0102 (24)).

Even Start Programs**: Programs that integrate early childhood education, adult literacy or adult basic education, and parenting education into a unified family literacy program for low income families. The Office of Learning – Student Services recommends resolution of additions, deletions,

and changes for these institutions and ID numbers. The Office of Learning establishes grant in aid awards to Even Start service providers.

General Education Diploma (GED) Options Program: General Educational Development (GED) Option Programs are for selected secondary students who are enrolled in school. Oregon school districts and ESDs with an approved GED Option Program Application are given the opportunity to retain enrollment of 16 and 17-year-old students while they study for and take GED subtests. Because they remain in school, students continue toward achieving the academic credits and Essential Skills required for graduation and do not need to drop out of school or request an exemption from compulsory attendance to access GED tests.

Head Start Programs**: Programs that serve three (3), four (4), and five (5) year old children who are not yet eligible for kindergarten from families at or below 100% poverty level and providing comprehensive services to children and families. The Office of Learning – Student Services recommends resolution of additions, deletions, and changes for these institutions and ID numbers. The Office of Learning awards grant in aid to Head Start service providers.

High School**: Any combination of grades 10 through 12 in districts providing a junior high school containing grade nine (9); any combination of grades nine (9) through 12 organized as a separate unit; grades nine (9) through 12 housed with grades K through 12; grades seven (7) or eight (8) through 12, if approved by the ODE (OAR 581-022-0102 (28)).

Independent College**: A college that offers a four (4) year degree. The ODE IDAT reviews/recommends resolution of additions, deletions, and changes for these institutions and ID numbers.

Institution of Postsecondary Education: An institution that provides education to students beyond the secondary school level; "secondary school level" means the educational level (not beyond Grade 12) at which secondary education is provided (581-021-0220(8)).

Junior High School**: A secondary school composed of one (1) or more of grades seven (7), eight (8), and nine (9) organized separately from other grades and approved by the ODE (OAR 581-022-0102 (31)).

Juvenile Detention Education Programs (JDEP)**: The provision of educational services to youths lodged overnight who receive educational services on consecutive days within a detention facility OAR 581-015-2585(1)(b). These programs provide services for youth in Juvenile Detention Centers operated by County Juvenile Departments. These programs are not accredited and do not offer a high school diploma; the educational emphasis is in the development of literacy and/or survival skills. The average length of stay for students in these settings is three (3)- five (5) days. The Office of Learning – Student Services recommends resolution of additions, deletions, and changes for these institutions and ID numbers. The Office of Learning establishes contracts with JDEP service providers.

Kindergarten**: A planned program that provides activities designed to foster the physical, social, emotional and cognitive development of young children. A kindergarten grade level may exist as part of an elementary or combined school, or it may exist independently, but a kindergarten institution

denotes institutions that are for kindergarten only (ORS 336.092 and 336.095 and OAR 581-022-0102 (32)).

Long Term Care and Treatment Education Program (LTCT)**: Per OAR 581-015-2570 means those activities provided under contract between a contracting school district & the department of education which provide a public education to preschool or school aged children placed by a public entity, private entity, or by the child's parent in a psychiatric Day treatment program or a psychiatric residential treatment facility.

Middle School**: An organizational unit composed of any combination of grades five (5), six (6), seven (7), and eight (8) organized separately from other elementary grades and identified as a middle school with the ODE (OAR 581-022-0102 (33)).

Non-Profit**: An entity that is registered with the Internal Revenue Service (IRS) as a non-profit organization. The ODE IDAT reviews/recommends resolution of additions, deletions, and changes for these institutions and ID numbers.

ODE Operated School**: School that is approved by the State Board of Education and managed and operated by the ODE (e.g. the Oregon School for the Deaf).

Online School: Public school, public instructional program, or ESD, providing learning opportunities for publicly enrolled students via the Internet or other electronic network. Instruction should satisfy Oregon content, teaching standards and accreditation requirements. Online programs and schools are governed by their school district guidelines for operations and education delivery (OAR 581-020-0505).

Other States/Public Entities**: These are organizations or institutions that are categorized together in the ODE Institutions Database that do not fall into another category. The ODE IDAT reviews/recommends resolution of additions, deletions, and changes for these institutions and ID numbers.

Pre-Kindergarten**: An institution serving any combination of ages zero (0)- five (5) that is not defined as a Kindergarten.

Private Career School**: "Career school" or "school" means any private proprietary professional, technical, home study, correspondence, business or other school instruction, organization or person that offers any instruction or training for the purpose or purported purpose of instructing, training or preparing persons for any profession (ORS 345.010 (3)).

Private Alternative Programs: Alternative education program means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the school district and the state. The Office of Learning – ISAA-1 has statutory responsibilities for the process of registering private alternative programs and recommends resolution of additions, deletions, and changes for institutions and ID numbers (ORS 336.625 & ORS 336.631).

Private School**: Institutions that are governed by a privately constituted board of directors. The ODE IDAT reviews/recommends resolution of additions, deletions, and changes for these institutions

and ID numbers. Private schools are only issued an institution ID when needed for the purpose of conducting business with ODE. They are treated similarly to EGMs only institutions.

Program**: A planned series of interrelated activities or services contributing to the attainment of a goal or set of goals (OAR 581-022-0102 (39)).

A program's purpose is to provide educational services to students, who have special needs which cannot be addressed in a school, on a part-time basis, or for a temporary time period, or as a secondary component of their overall services. Public programs must be administered by a school district or ESD; must have a director or head teacher; must teach to the state standards and follows a curriculum which differs from the standard K-12 curriculum; and must comply with the requirements of the ODE. Data reporting and accountability mechanisms are attributed directly to the resident school district which annually evaluates and approves the public program. Private programs must also comply with the requirements of the ODE (ORS 336.615).

Public**: Institutions that are governed by a publicly elected board of directors. An institution that is supported with public funds; operated by an education agency, (local education agency (ORS 332.002, 332.072), ESD (ORS 334.010), or state education agency (ORS 326.111); whose primary purpose is to offer educational instruction to students for the majority of the school day from the time they enroll until they have finished the school's requirements; have a principal, director or head teacher; utilize the services of at least one certificated licensed teacher; must teach to the states content standards; provide Oregon statewide assessment tests to its student at benchmark years; serve most students in their geographical area; occupying one or more buildings and must comply with the requirements of the ODE. The ODE IDAT reviews/recommends resolution of additions, deletions, and changes for these institutions and ID numbers.

Public Alternative Programs: Alternative education program means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the school district and the state. SDs must have policies and procedures in place at least annually to evaluate programs and to ensure that data for each student in public and private alternative education programs are included in district reporting (ORS 336.625 and OAR 581-022-1350).

Regional Program (Special Education)**: Direct or consultative services funded through the Department provided on a single or multi-county basis that assist SDs and early intervention/ early childhood special education providers in meeting the unique needs of eligible children (OAR 581-015-2540 (7)). The Office of Learning – Student Services recommends resolution of additions, deletions, and changes for these institutions and ID numbers.

Regular School**: A school that offers a standard K-12 curriculum to students and do not have an alternative, special education, or vocational focus.

Residential Child Care Institution (RCCI)**: Residential Child Care Institution - Includes but is not limited to: homes for children with disabilities, unmarried mothers and their infants, group homes, halfway houses, orphanages, temporary shelters for abused and runaway children, and long-term care facilities.

School**:

There is no statutory definition of a school in the state of Oregon. Schools in the institutions database are defined by their type. Within the Institutions Database, a program is never considered to be a school.

For purposes of the National School Lunch Program the USDA defines school as “(a) An educational unit of high school grade or under, recognized as part of the educational system in the State and operating under public or nonprofit private ownership in a single building or complex of buildings; (b) any public or nonprofit private classes of preprimary grade when they are conducted in the aforementioned.”

For the purposes of federal reporting through [Edfacts](#), schools are defined by their types:

- 1 - Regular School
A public elementary/secondary school that does NOT focus primarily on vocational, special, or alternative education, although it may provide these programs in addition to a regular curriculum.
- 2 - Special Education School
A public elementary/secondary school that focuses primarily on serving the needs of students with disabilities.
- 3 - Vocational Education School
A school that focuses primarily on providing secondary students with an occupationally relevant or career-related curriculum, including formal preparation for vocational, technical, or professional occupations.
- 4 - Alternative Education School
A public elementary/secondary school that addresses the needs of students that typically cannot be met in a regular school program. The school provides nontraditional education; serves as an adjunct to a regular school; and falls outside the categories of regular, special education, or vocational education.
- 5 - Reportable Program
Program that does not meet the definition of a school but that enrolls public school students or otherwise provides education services on a regular basis. (This may include magnet programs operated within public schools when these programs must be reported separate from the schools and postsecondary institutions that are the school of record for students in any grade PK-13 or ungraded classes. Exclude postsecondary institutions that offer programs for students enrolled in elementary or secondary schools, for example, community colleges that provide a limited number of dual enrollment courses for students enrolled in a public high school.)

School District**: A common or union high school district (ORS 332.002(2)). OAR 581-022-0102 (44). For the purposes of OARs 581-022-0403, 581-022-1310, 581-022-1320, and 581-022-1330, school district has the same meaning as in Oregon Revised Statute 343.395. A local education agency that provides educational services to student mainly based on geographic residence, and which administers and has the legal responsibility for one or more schools and submits data and financial records separately from other institutions.

School District Boundary Changes (ORS 330)

330.080 Composition, purpose and organization of district boundary board

- (1) The governing body of a county shall constitute the district boundary board for laying off the county in convenient school districts.
- (2) The district boundary board shall have jurisdiction over all school districts in the county and over all joint districts, the administrative offices of which are in the county.
- (3) The district boundary board shall make alterations and changes in the school districts in the manner specified by law. The board shall maintain a record showing the boundaries and numbers of the districts in the county based on records in the office of the county assessor.

School District (Common): A school district other than a union high school district formed primarily to provide education in all or part of grades K through 12 to pupils residing within the district (ORS 330.005(2)(b)). (OAR 581-022-0102 (11) and OAR 581-022-0102 (20)).

Service Center**: An ESD field office Service Center.

Skill Center**: These are programs that integrate technical and career skill proficiencies with academic content and prepare students for the workplace, further education, training, family, and community roles.

Small School**: A small high school as having less than 350 ADM (for a four (4) year HS) and a small elementary school as one (1) having less than 28 ADM per grade on average, excluding K. (ORS 327.077(13) also has a distance requirement for extra funding for elementary schools.)

Standard School: A school, which is in compliance with all of the standards (OAR 581-022-0102 (45)).

State Operated**: The department of education acts as the school district (e.g. State Sponsored Charter Schools). The ODE IDAT reviews/recommends resolution of additions, deletions, and changes for these institutions and ID numbers.

Union High School District: A school district, other than a common school district, formed in accordance with ORS 335.210 to 335.465 (330.005(2)(d) and OAR 581-022-0102 (49)).

Vocational Education School**: See definition for Career and Technical Education.

Youth Correction Education Program (YCEP)**: The provision of educational services to youths in youth correction facilities of the Oregon Youth Authority, and includes secure regional youth facilities, regional accountability camps, residential academies and satellites, camps, and branches of those facilities (OAR 581-015-2585 (1)(a)). Most youth work toward a high school diploma. Length of stay in these programs can be as long as nine (9) years. Office of Learning – Student Services recommends resolution of additions, deletions, and changes for these institutions and ID numbers. The ODE Office of Learning establishes contracts with YCEP service providers.

Youth Development Division (YDD):

The Youth Development Division is established in the Department of Education. The purpose of the division is to ensure that services are provided to school-age children through youth 20 years of age in a manner that supports educational success, focuses on crime prevention, reduces high risk behaviors, and is integrated, measurable, and accountable. The division shall function under the

direction and control of the Youth Development Council with the Youth Development Director serving as the administrative officer.

Roles:

- YDD-JCP: Administration role defining the relationship between a child institution and the parent that can access Juvenile Crime Prevention data using the Data Manager application.
- YDD-LEC: Administration role defining the relationship between a child institution and the parent that can access law enforcement compliance data using the Compliance Assessment Tool application.

Class:

- Legal Services Type: Facilities grouped by services provided.

Types:

- JCP Jurisdictional Lead: Institution responsible for the security settings and program governance for another group of institutions all utilizing the YDD Data Manager application.
- LEC Jurisdictional Lead: Institution responsible for the program governance of another group of institutions all utilizing the YDD Compliance Assessment Tool application.
- City Government: Institutions that are guided by a city government.
- State Agency: Institutions that are guided by a state agency.
- Committee: Institutions that are guided by a committee of interested parties.
- County Agency: Institutions that are guided by a county agency.
- Tribal Agency: Institutions that are guided by a tribal agency.
- Detainment Facility: Institutions that may detain persons for legal reasons (institution, corrections, lockup, jail, detention).
- Holding Facility: Institutions that may hold persons for legal reasons (court holding, temp hold, substation).
- Rehabilitation Facility: Institutions that exist to provide rehabilitation services (Alcohol & Drug, behavioral rehab, cognitive therapy, transitional, day treatment).
- Youth Service Facility: Institutions that provide youth specific services (Foster, Adoption, Shelter, Residential).
- Medical Facility: Institutions that may detain persons and provide medical support (Hospital, Mental Health).
- Administrative Facility: Institutions that provide primarily administrative duties (Headquarters, Main Office, Dispatch Center, Oversight Agency).