

Executive Numbered Memo 003-2018-19
Student Attendance Reporting Change for 2019-20

TO: Superintendents, Principals and Data Submitters
FROM: Jennifer Patterson, Assistant Superintendent, Office of Teaching, Learning and Assessment
DATE: February 5, 2019
RE: Student Attendance Reporting for Time Spent at Instructionally-Related Activities

Reporting Change for 2019-20

Students benefit tremendously from opportunities to engage in school-sponsored activities that expand learning and ignite passion. As we work to advance equity and close opportunity gaps, we must carefully consider the implications for Oregon's students. In consultation with stakeholders and in accordance with federal reporting guidelines, the Oregon Department of Education (ODE) is amending current practice for Average Daily Membership (ADM) data collection.

Beginning in the 2019-20 school year, all time spent engaging in school-sponsored extracurricular activities during the official school day (including travel) will be counted as time present in the Cumulative ADM data collection. School-sponsored, extracurricular activities include but are not limited to: sporting activities, mathletes, music events, drama, debate and robotic competitions.

Any time spent engaged with these activities (including travel) will count as time present in the Cumulative ADM data collection. It is important to note that the reporting of students as present for time spent traveling to and from sporting events and extracurricular activities (instructionally-related activities) does not alter the definition of instructional time as defined in [OAR 581-022-0102\(30\)](#).

Next Steps

The Oregon Department of Education will communicate this change related to the Cumulative ADM data collection reporting to multiple stakeholders: school districts, Education Service Districts, school stakeholders and the [Data Collection Committee](#).

In addition, we will communicate this change during upcoming Every Day Matters trainings and future data collection trainings. We care about supporting districts with this change and we stand ready to support you in any way that you may need.

Please contact [Carla Wade](#), ODE Interim Director of Data, Operations and Grants Management, with any feedback or questions.