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#  All CDPR Data Collection Related

## Reporting Students:

### What exactly does “Students with Disabilities” mean?

It means to only count students who have an Individualized Education Program (IEP), Individualized Family Service Plan (IFSP), or a services plan. Do not include students only covered under Section 504 of the *Rehabilitation Act of 1973*.

### What if a student is in their 5th or 6th year of high school?

The student should be counted in the grade the student is enrolled in within the district.

### Can I have some clarification on the Race and Ethnicity counts?

For reporting, count the student under the race the student identifies. If the student identifies as two+ races, then count the student under “Multi-Racial”, UNLESS one of the races identified is “Hispanic/Latino”, then the student should ONLY be counted under “Hispanic” (not Multi-Racial).

This is due to federal rules for counting students: Count a student as Hispanic/Latino if they have identified themselves with a Hispanic/Latino ethnicity, regardless of the race selected. This distinction is made due to Hispanic/Latino being the only ethnicity option.

### What if a student is reluctant to identify their race or ethnicity or it is “Unknown”?

Federal Guidance states: “Whenever possible, student and staff should be allowed to self-identify their race and ethnicity. When self-identification is not possible or is refused “observer identification” should be used. Those who are reluctant to self-identify should be informed that observer identification is required by federal law and will be used.”

There is not an option to use “unknown” or to leave blank, a determination on the student must be made. Please feel free to [visit the Federal Race and Ethnicity Reporting Assistance Manual webpage](https://www.oregon.gov/ode/reports-and-data/dataresources/Pages/Federal-Race-Ethnicity-Reporting-Assistance-Manual.aspx) for more information.

## Access to Data

Visit the [Search for the District Administrator](https://district.ode.state.or.us/apps/login/searchSA.aspx) link to find your district’s Security Administrator.

### District SchoolWide data available

ODE posts data reports per district and school. These data reports are helpful ONLY for some of the **SchoolWide** data elements (not Targeted Assistance Schools). Please keep in mind, the timeline of when these are available varies.

* [Student Enrollment Reports](https://www.oregon.gov/ode/reports-and-data/students/Pages/Student-Enrollment-Reports.aspx)
	+ School Year 20xx-20xx (previous school year)
		- Fall Membership Report

### Demographic Data

This data can be accessed through your district’s *Student Information System*. You will gain access to this system through your Security Administrator.

Please keep in mind, ODE does not have access to this system and will not be able to offer assistance.

### Preparing the Data for the Data Collections

For help with interpreting the data and preparing it for the data collections, please contact your District Administrator or District Test/Assessment Coordinator.

## Consolidated Collections Web Application:

### How do I find the data collection?

1. Login to the [District Website](https://district.ode.state.or.us/home/) using your district’s user name and password
2. In the right hand column click on “Applications List”
3. Choose “Consolidated Collections”
4. Change the School Year to 2022-2023
5. Hover over “Institution Collections”
6. “ESEA CDPR Title IA: Students and Programs 22-23” pops up
7. “Submission/Maintenance” pops up
8. Click on “Submission/Maintenance” and the data collection opens
9. Click on “Insert New Record”

### What does it mean if the collection will not “submit” after clicking on “Save”?

This may mean that you have not entered a digit into every field (or comment if it is a required comment field). This is a requirement, even if the digit is “0”. It may also mean you do not have the permissions necessary to submit the data collection. Please contact your district’s [Security Administrator](https://district.ode.state.or.us/apps/login/searchSA.aspx) to give you editor/submitter rights.

### What does it mean if the data collections window says “Read Only” or gives a permissions error?

This means you do not have the permissions necessary to submit the data collection. Please contact your district’s [Security Administrator](https://district.ode.state.or.us/apps/login/searchSA.aspx) to give you editor/submitter rights.

# Specific to Title I-A Data Collection

## Reporting Students:

### What category do I count the student who was in both SW and TAS during the school year?

Count the student in the category (SW or TAS) they were in at the time the SBAC was taken.

### What does “Ungraded Student Count” mean?

This count is ONLY for schools which operate an “ungraded system” as opposed to designating students in grades (Grade 1, Grade 2, Grade 3, etc.).

### Do we count all the students in the building for the TAS counts?

No, ONLY count the students who were identified and are participating in the TAS Program in the building.

### For the Title I-A data collection, what students should be reported for the Title I-A Local Neglected Program?

Only the students who resided in the Neglected Facilities/Programs that were reported in the October Caseload Data Collection should be reported. If the district has a Neglected Facility/Program that was not reported in the October Caseload Data Collection please contact ODE. Reporting Neglected Facilities/Programs in the October Caseload Data Collection generates additional Neglected funds for the district’s Title I-A allocation.

## Common Validation Sheet Errors:

### Why do I have errors for the race/ethnicity and age/grade totals?

Every Title I-A student reported in the SchoolWide and TAS age/grade data elements must be reflected in the Title I-A race/ethnicity data elements. Therefore, the totals must match.

# Specific to Title I-D Data Collections

## Reporting Students:

### What students should be included in the Title I-D data collections?

The ONLY students who should be included are the students who received Title I-D services, regardless of the program/facility they were in or how it was funded.

## Common Validation Sheet Errors:

### Why do I have a highlighted BLACK cell for “Collect Student Outcomes After Exit” (Item #31) in my Title I-D Academic Outcomes Validations Worksheet?

If you answered “**yes**” for this data point, then the sum of all “within 90 days student count” data point questions must be larger than “0”. In other words, you must have a count in at least one of the questions that is larger than “0”. If it all adds up to “0”, then your answer should instead be “No” for item #31. This is why you have an error here.

If you answered “**no**” for this data point, then the sum of all “within 90 days student count” data point questions must equal “0”. In other words, you must not have a count in any of the questions. If you do have a count that is other than “0” in these questions, then your answer should instead be “Yes” for item #31. This is why you have an error here.

### Why do I have a highlighted BLACK cell for “Long Term Student Count” (Item #4) in my Title I-D Programs & Facilities Validations Worksheet?

The “Long Term Student Count” for the Title I-D Programs & Facilities data collection (#4) must match the “Pre-Post Data Reading Student Count” and “Pre-Post Data Math Student Count” data points in the Title I-D Academic Outcomes data collection (#17 and #24). If they do not match an error will be thrown.

Please note, this error only shows when using the Validations Worksheet, and only if you enter the data for both collections regarding the same type of facility in a single validations worksheet. It is when the validations worksheet collections “talk” to each other the error is thrown. This error does not show in the web application, however, when the data is reviewed by the U.S. Department of Education we are required to correct this error. ODE is trying to be proactive in receiving authentic data from the start.