**ABBREVIATED SCHOOL DAY DATA COLLECTION**

**Q&A FROM WEBINAR**

**9/27/2023**

1. **Students “Grandfathered” Into the 2022-20223 Data Collection**
2. **Students who were on an abbreviated day last year and received the July letter may not have the consent signed by this point because a new meeting hasn't been held. Does this collection account for those students' lack of recent consent?**

Students who were on an abbreviated day last year and received the July letter will need special consideration when entering their records into the Abbreviated Day Collection:

1. For the consent date, list the date the July Notice of Abbreviated School Day legislation was sent out to parents giving them the option to withdraw consent or remain in an abbreviated school day program.
2. For the program’s start date, list the date of the first day of the 2023-2024 school year for the school district.
3. For the Abbreviated School Day Program Notice and Abbreviated Day Program Notice Parental Receipt Date, list the date of the July Notice of Abbreviated School Day legislation that was sent out to the parents by the school district.
4. Parent Consent to Abbreviated School Day Program, use the date of the July Notice of Abbreviated School Day letter the district sent to parents.
5. Latest Parent Consent Document, make a copy of the July Notice of Abbreviated School Day letter that was sent to parents. Indicate on the top of the page that the parent has not withdrawn consent. Upload a PDF of this document for the Latest Parent Consent Document.
6. **Timelines**
7. **Will this collection replace the monthly reporting we are doing?**

Yes, this collection will replace the monthly reporting required during the 2023-2024 school year.

* 1. **Can you clarify when we submit: Are submission dates at the end of the month as they were last year? Or, as the change happens? Do we report a record as soon as it is known?**

ODE recommends the record be reported to the Abbreviated Day Collection within a few days after a written consent is obtained and meets the criteria for being a reportable record. A record becomes reportable when the student on an IEP or 504 plan or referred for either has been on an abbreviated school day program for eleven days in a school year, consecutively or cumulatively.

* 1. **How do we notify ODE when an abbreviated day ends?**

The student's end or stop date for abbreviated school day is one of the data collection elements. The data submitter will go into the district's collection and input an Abbreviated School Day Program end date to the abbreviated school day record and click Save.

* 1. **So for the kids who were on an abbreviated day last year (and got the letter this summer), do we use their last year's start date?**

Because ORS 363.161 was repealed and replaced by SB 819, students that completed the 2022-2023 school year on an abbreviated school day program will use the student's first day of school for the 2023-2024 school year as the official start date for the Abbreviated School Day Program.

* 1. **Expected to Return to Full School Day Date, what if we don't expect them to return until after residential treatment?**

The data submitter should work with the special education director on determining the expected return date after residential treatment has been completed. ODE realizes this is an expected return and, as such, the actual return data may not match the expected return date depending on individual student circumstances. In general, if the district is not sure of a return to full-time schedule date, the district is still obligated to input an expected date using the best information they have given the student's situation.

In some circumstances, for example, students with serious health conditions or students whose parents have given consent for an abbreviated school day because the student is taking an asynchronous class, the expected return date may be the end of the semester or end of the school year.

1. **Consent**
2. **Which parent consent form is uploaded as there are several versions? Are we required to upload consent every 30 days? Do we only have to upload the first consent?**

The parent consent form is the form giving the district permission to start an abbreviated school day program for the student. Anytime a new signed parent consent form is collected for a student (at follow-up meetings), it should be uploaded into the student’s record (that has already been submitted to the Abbreviated Day Collection). In other words, a PDF of the latest signed consent form should always be uploaded to replace the previously uploaded document.

1. **Acknowledgement form and consent – do they have to be separate PDFs uploaded?**

The Parent Consent Form for Abbreviated School Day Program is the only document that needs to be submitted to the collection.

1. **If a student is attending out of district and the decision to place the student on abbreviated day is made in the attending district, is the record reported by the resident district or the attending district?**

The resident district is responsible for seeing that SB 819 requirements are implemented. However, if this is an Inter-district transfer, the attending district is accountable for the student and is considered the resident district, and therefore will report the record ([**581-021-0019**](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=144548)).

1. **We might not get the signature on the consent form right away if we use DocuSign. Do we enter the student right after the meeting and wait for the signature, or do we wait to enter the student until we have the signature?**

A record becomes reportable when the student on an IEP or 504 plan or referred for either has been on an abbreviated school day program for eleven days in a school year, consecutively or cumulatively. A signed parent consent form is required and should be uploaded when the record is submitted.

1. **Access to Abbreviated Day Data Collection**
2. **How do we get our data input personnel access to the database?**

Your District Security Administrator can give access to whoever needs it. Staff will need Primary Submitter rights and Modify rights. Find your District Security Administrator here: <https://district.ode.state.or.us/CentralLogin/DSASearch>

1. **Code Questions**
2. **Is there a field that shows if it was a parent request and not a school/district request?**

Yes. Within the codes for reasons for being placed on an abbreviated school day program, there are options for student/parent choice.

1. **Will there be an online charter school code? Do we use “03” or “06” and write online charter school?**

If it is an online charter school only, the Resident School ID and Attending School ID should be the online or charter school’s ID. But, if it is a program within a district or school, ODE is not tracking that information.

1. **Are we uploading forms for all codes/reasons or just specific ones?**

The only form that will be submitted is the Parent Consent for Abbreviated School Day Program.

1. **Other Questions**

**We are amending IEPs as part of this process. Is that the IEP date of the last annual IEP?**

The IEP date entered, should be “the date that the student’s most recent Individual Education or Family Service Plan was completed.” Since the amendment is the last IEP date, you should enter that date.

**If the student is in evaluation for special education, there will not be a disability code yet. How do we handle that?**

Within the collection, the SECC Primary Disability Code is a drop-down menu with an option for "not applicable." The data submitter would select this option. In the Programs section within the record, the submitter can use the Yes/No checkboxes to indicate if the student is a Section 504 or Special Education student. If “No” is checked for both, that indicates the student is under evaluation for either Special Education or Section 504.

**504 and IEP data are submitted together?**

Yes, records for students receiving Section 504 and Special Education services will be submitted into the abbreviated day data collection.

**Would it be okay to enter the anticipated end date several years out? (Parent request for student in online school and several grade levels left to complete).**

Since the abbreviated day data collection is for SY 2023-24, use the last day of school of 2023-24 as the anticipated end date.

**If there is an error, can we correct it?**

Yes, errors can be corrected under the Review Errors menu. Records in error can also be deleted. However, be cautious in doing so as once an item is deleted, it cannot be retrieved. If questions on errors occur, please contact ODE.

**Is there a specific title you want for all the consent forms uploaded?**

Since the student's name is on the parent consent for abbreviated school day forms, no other title is needed.

**To clarify, if the student extends their day and their weekly minutes increase, do we end date the record and create a new one?**

Do not end-date the record if weekly minutes change. Updates to weekly minutes are not being collected by the formal data collection process. Only if the student is no longer on an abbreviated school day program, would the abbreviated school day program end date be entered.

**If a student moves, do we submit data for ending an abbreviated day, or how does that handoff district to the district work?**

The resident district should enter an end date of the last date the student was registered at the school. The new resident district will report a new record if the student continues on an abbreviated school day program at the new district.

**Should it also be an end date if they meet their high school graduation requirements and then are not fully scheduled? May have been on abbreviated day paperwork via parent request during first term, as they only had some credits left to finish for diploma. This happens with seniors.**

If a high school senior has acquired the credits needed to graduate, and the parent has signed a written agreement to the abbreviated school day program, the student would be exempted from abbreviated school day requirements. Therefore, in this case, the end date for the student would be at the end of the first term when the student has acquired sufficient credits to meet graduation requirements. This is not the case for students “on track” to graduate but have not received the required number of credits to graduate.