



## ODE Data Collections – Third Period ADM

**Who:** District Reporters, District SIS Data Coordinators, Office Managers, Registrars

*[If you are no longer in one of these roles for your district or school, or if this information needs to get to others, please update your School or District Personnel lists in WebSIS > School or District Personnel so we can so we can get important information to the right persons.]*

ODE made recent decisions regarding this year's Third Period ADM collection and reporting for Essential Skills, as well as changes to other collections.

Here are key points as of this time:

- **Third Period ADM** collection for 2019-2020 has been canceled.
- **Annual ADM** will be reported for 2019-2020. ODE is developing guidance on how to handle Covid-19 emergency closure days and "Distance Learning for All" time in Annual ADM. We will pass along any information as we get it.
- **Essential Skill requirements** are suspended for the 2019-20 school year. In Annual ADM, the Essential Skill fields will be reported as "0" for all seniors – Not Applicable to be used for graduation records.

Although the 3<sup>rd</sup> period ADM will not be required, schools and district office need to continue the processes to make sure they are ready for the Annual ADM:

- School offices need to continue reviewing and cleaning up their Thresholds.
- Schools need to continue to process their weekly Reconciliation.
- Schools need to Finalize Q3 in May.

Once all schools have finalized Q3, District Offices need to contact LBL to manually set the Q3 flag for ADM. This is required for schools to complete their year-end processing in June. Please submit a Help Desk ticket for this request.

### **We are here to help**

- If you have any questions, please call the Student Information Systems Help Desk at 866.914.2800 (toll free) or 541.812.2800. Our phones are staffed from 7:30 AM to 5:00 PM every weekday. You can also submit questions, problems, or concerns via the online Web Help Desk. Your office staff will assist you with this.
- As you've likely heard many times, we are all in this together. LBL's SIS team is here to help you succeed in these most challenging of times.