

Zimbra

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[princi_elem] [principals] Additional Information: Oregon Department of Education Survey

From : Cydney Vandercar <vandercar_c@4j.lane.edu>

Tue, Nov 24, 2015 12:28 AM

Sender : princi_elem-bounces <princi_elem-bounces@4j.lane.edu>**Subject :** [princi_elem] [principals] Additional Information: Oregon Department of Education Survey**To :** cert all <cert_all@4j.lane.edu>**Cc :** principals@4j.lane.edu, assist midd <assist_midd@4j.lane.edu>, assist high <assist_high@4j.lane.edu>

Dear Staff,

Last Thursday a survey was sent to all Licensed in Eugene School District 4J. Your caution regarding if you should reply or not was appreciated, but to clarify, the email originated from Human Resources and is not "junk mail". To explain further, during the course of a school year, the Oregon Department of Education (ODE) requires school districts to provide some routine and (occasionally) some new information on the student and staff population. The information and resulting statistics are incorporated into a variety of publications by ODE, including some reports, for example.

This year, one new detail that ODE is requiring districts to provide is the "Language of Origin" that was spoken in the homes for all Administrative and Licensed staff in early childhood. Per the ODE request, the question is described as "the first language or native language spoken in an individual's home in their early childhood". ODE has indicated that this information will be used to produce annually required educator equity reports.

Human Resources has provided the two question email survey (through SurveyMonkey) in an effort to obtain answers in a quick manner, which can be completed at your convenience. We have asked for your email address to ensure we do not have duplicate responses.

Although this survey is voluntary, since the district is required to respond to the request through one of the annual reports, we greatly appreciate any and all responses that are submitted.

The link to the survey:

<https://www.surveymonkey.com/r/3G5KWXF>

For more information regarding the survey:

Below is the direct link from ODE's website regarding all the details of the Staff Position collection.

https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=171&Collection_ID=1376

In the link you can find the Consolidated Collections – Staff Collections User Guide. This gives a general overview of the Consolidated Collections.

The Staff Position report is one part of four in the Staff-Level Collections. Class size, Staff Assignment, and Unique Staff ID System are the other 3 components. The purpose of the Staff Level Collection is to provide a single collection mechanism and simplified method by which district users may submit and update staff information required by the Oregon Department of Education.

Access to the **Consolidated CollectionsApplication** is restricted to authorized users only and controlled by our District Security Administrator. Use the District Security Administrator Lookup

Tool<https://district.ode.state.or.us/apps/login/searchSA.aspx> to locate your District Security Administrator.

The Language of Origin code was a new field that was optional for the 14-15 collection, but is now a required field. It is required for teachers and administrators. For specifics reference page 36 of the manual for the Language of Origin Code. <https://district.ode.state.or.us/apps/info/docs/Staff%20Position%20Manual%2015-16.pdf> This 46 page manual goes into precise details regarding all the required data elements of the report.

Staff Position opens for data submissions for all districts starting [12/17/2015](#).

The ODE contact person for this collection is Isabella Jacoby at 503-947-5878.

Sincerely,

Cydney

From: "Human Resources" <hr@4j.lane.edu>

To: "cert all" <cert_all@4j.lane.edu>, principals@4j.lane.edu, "assist high" <assist_high@4j.lane.edu>, "assist midd" <assist_midd@4j.lane.edu>

Cc: "Gustavo Balderas" <balderas_g@4j.lane.edu>

Sent: Thursday, November 19, 2015 2:53:45 PM

Subject: [principals] Quick Oregon Department of Education Survey

Dear Staff,

The Oregon Department of Education is requiring the collection of the language of origin spoken in your home in early childhood.

Please take a moment to answer the two question survey included in the link below.

<https://www.surveymonkey.com/r/3G5KWXF>

Eugene School District 4J
Human Resources
(541) 790-7660

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Cydney Vandercar
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