

New Institution ID/ New School Status Clarification

The Oregon Department of Education (ODE) requires an Enrollment Change Calculator to be completed for certain institution related requests. Please see the below circumstances for clarification regarding which calculator to use and when it is due to ODE.

New School Institution IDs:

Schools may request a new Institution ID for a school undergoing significant change, so that it would be inappropriate to continue to use the old Institution ID associated with the institution. Such changes may include:

- a. Grade span of the school changed by more than three (3) grades, not including PK or KG.
- b. The physical location changed and the attendance area changed significantly.
 - i. The location must have changed by at least 0.5 miles and
 - ii. The attendance area will be considered to have changed significantly if:
 1. The flow of students in from other schools is greater than 10 percent of the school's prior year fall enrollment; and
 2. The flow of students out to other schools is greater than 10 percent of the school's prior year fall enrollment; and
 3. The sum of the inflows and outflows is greater than 40 percent of the school's prior year fall enrollment.
- c. Two (2) schools of about the same size population, merge. Original school would be closed and the merged education unit would be reported as a new school.

If a new Institution ID is requested, an enrollment change calculator must accompany this request, and all documentation must be received by the ODE by **September 15** of the school year in which the change will take place. This [enrollment change calculator](#) can be found online at the [Institution Identification – School Names website](#). For more information about the documentation required or Institution Request Forms, please see the [Institution Database Procedures Manual](#), located at the [same page](#).

New School Status for Accountability Reporting:

Schools may also request a New School Status on their Accountability Details report if they had a significant enrollment change due to boundary or attendance area, consolidation, or grades reconfiguration for the current school and they did not receive a new Institution ID at the beginning of the school year. This [boundary calculator](#) is due **May 1** of the school year in which the changes took place and can be found online under the Tools resources menu on the [Accountability Details website](#).

