



STEP-BY-STEP ACCESS TO ODE DISCIPLINE DATA

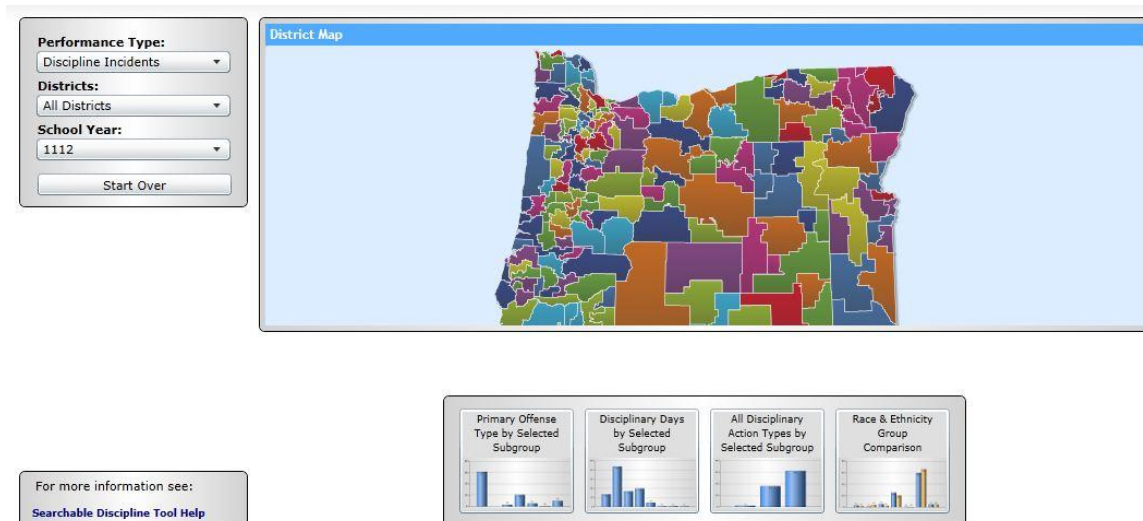
1. Go to Oregon Department of Education website:
www.ode.state.or.us/home/
2. Link “Find Visual Reports” (left side of screen, shape of Oregon map)



Screen shot of Oregon Department of Education home page

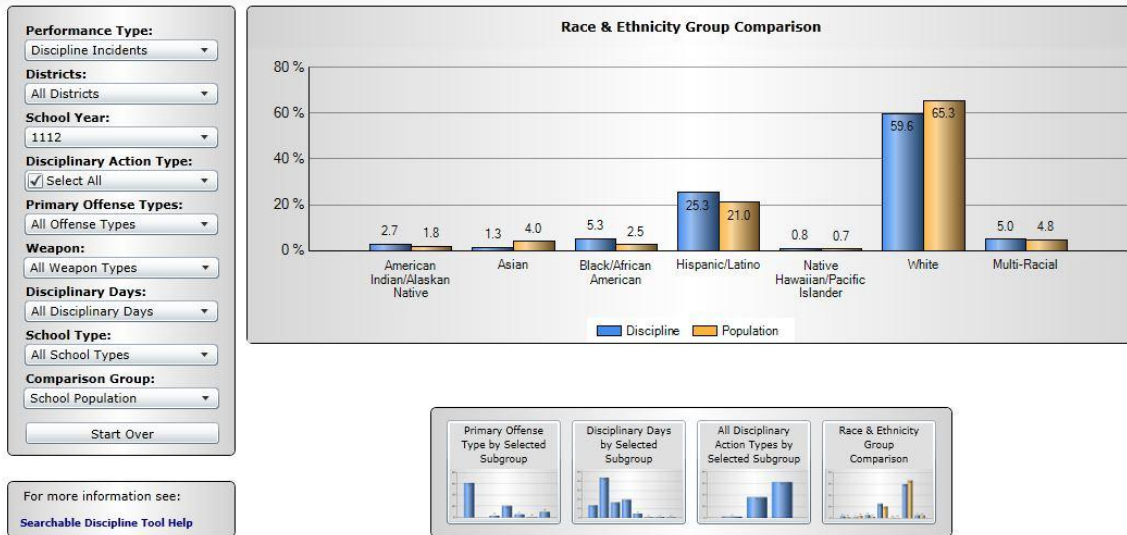
Note the button on the lower left that is a link to the Education Data Explorer page

3. Clicking on the Oregon map takes you to Education Data Explorer
 - a. Choose Performance Type -- Discipline Incidents
 - b. Choose District – All Districts or specific school district, alphabetically (or click on interactive map to district of your choice)
 - c. Choose School Year (data covers 2007-08 school year to present)
 - d. Or follow instructions on right of screen
 - e. For more detailed instructions, see “Searchable Discipline Tool Help” link at bottom left of screen



Screen Shot of Data Explorer after choosing “Discipline Incidents” as the Performance Type

4. Select chart type from bottom center of screen (*start with “Race & Ethnicity Group Comparison” link*)
5. At next window, choose disciplinary action type (or Select All)
6. Other choices to select include:
 - a. Primary offense types
 - b. Weapon
 - c. Disciplinary Days (# of days)
 - d. School Type (All School Types, Elementary School, Middle School, High School)
 - e. Comparison group (*important to click “School Population” in order to see share of student body represented by particular racial/ethnic student group, etc.*)



Screen shot of Data Explorer showing statewide discipline by race & ethnicity for all Oregon school districts during the 2011-2012 school year

- On right side of screen, note the options you have to view data either as a chart or as a data grid. You may also Export the Grid alone or Chart and Grid together to a file on your computer, save it or print it out.



Right side of screen shot

8. Important to note is ODE's statement below some charts that data/info "is suppressed if 5 or fewer students are represented to protect student confidentiality." Because federal privacy laws prevent school districts and the state from releasing information that could lead to identification of individual students who have been disciplined, ODE does not show any data if the number of students of a specific race or ethnicity (or the total number of students) disciplined was five or fewer.

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