

# Abbreviated School Day (Oregon)

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The Abbreviated School Day Program tracks students who receive instruction or education services for fewer hours than most students in the same grade within the student's resident school district. Data recorded here reports in the Abbreviated School Day Collection.

Overlapping records are not allowed. When a student's program status changes, the current record needs to be ended, and a new record needs to be added with the new program status.

The screenshot shows the 'Abbreviated School Day' record form for a student named Taylor. The form is titled 'Abbreviated School Day ☆' and includes a breadcrumb trail: 'Student Information > State Programs > Abbreviated School Day'. The student's information is displayed as 'Student, Taylor' with ID '123456', Grade '09', and DOB '12/21/2008'. There is a 'Restricted-Directory Information Flag' and a 'Related Tools' dropdown menu. The form has buttons for 'New', 'Save', 'Delete', and 'Print Summary Report'. A table shows one record with 'Initial Program Participation Date' of 04/01/2024 and 'Created By' as Morrow County School District 1, 2147, 05/24/2024. Below the table are fields for 'Initial Program Participation Date' (04/01/2024) and 'Last Consecutive Participation Date'. There is a 'Comments (up to 255 characters)' field. The 'State Defined Elements' section includes 'Parent Signature for Info. Receipt', '\*Student Weekly minutes' (180), '\*Resident District Weekly Minutes' (90), '\*Program Reason Code' (03: Student/parent choice to alt), 'Expected Full School Day Return', and 'Program Consent Parent Signature'. A 'District Defined Elements' section is also present.

*Abbreviated School Day Record*

- Read** - Access and view the Abbreviated School Day tool.
- Write** - Modify existing Abbreviated School Day records.
- Add** - Add new Abbreviated School Day records.
- Delete** - Permanently remove Abbreviated School Day records.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

Use the [Federal/State Program Updater](#) to import existing Abbreviated School Day records for students or to update records for multiple students.

# State Definition of Abbreviated School Day

An abbreviated school day means any school day during which a student receives instruction or educational services for fewer hours than most students in the same grade within the student's resident school district. A student on an abbreviated school day for more than 10 school days per school year constitutes an abbreviated school day program.

Any student who has an IEP, a 504 plan, or is undergoing an initial evaluation to determine eligibility for either Special Education or Section 504 and who is placed on an abbreviated school day program **for greater than 10 school days per school year** must be reported in the Abbreviated School Day Collection.

Each instance of a student being placed on an abbreviated school day program during the reporting period is entered separately. The reporting period for each school year is July 1 to June 30.

See the [Oregon Department of Education](#) website for more information.

## Add an Abbreviated School Day Record

1. Click **New**. The Abbreviated School Day editor displays.
2. Enter the **Initial Program Participation Date**.
3. Enter any **Comments** for this student related to their abbreviated school day.
4. Enter a date in the **Parent Signature for Information Receipt** field.
5. Enter the total **Student Weekly Minutes** for the abbreviated day.
6. Enter the total **Resident District Weekly Minutes** for the abbreviated day.
7. Select the applicable **Program Reason Code** for this student.
8. When the Program Reason Code is 06: Other, Enter Detail in Program Reason Comment, enter the reason for Code 06 in the **Other (Required for Reason Code 06)** field.
9. Enter the **Expected Full School Day Return** date.
10. Enter the **Program Consent Parent Signature** date.
11. Click **Save**.

End an Abbreviated School Day record by selecting the record and entering a date in the **Last Consecutive Participation Date** field. Click **Save** when finished.

Print a summary of the student's Abbreviated School Day records by selecting the **Print Summary Report** button. This lists all instances of their Abbreviated School Day records in chronological order (most recent first) with the provided comments. The Start Date (Initial Program Participation Date), End Date (Last Consecutive Participation Date), and Abbreviated School Day (Comments) are included in the report.

## Abbreviated School Day Field Descriptions

[Initial Program Participation Date](#) | [Last Consecutive Participation Date](#) | [Comments](#) | [State Defined Elements](#)

## Initial Program Participation Date

Indicates the date the student started an Abbreviated School Day Program for this event.

▶ [Click here to expand...](#)

## Last Consecutive Participation Date

Indicates the last date the student participated in the Abbreviated School Day Program for this event.

▶ [Click here to expand...](#)

## Comments

Provides additional comments or notes about the student's participation in the Abbreviated Day Program. This field is included in the Print Summary.

▶ [Click here to expand...](#)

## State Defined Elements

### Parent Signature for Info. Receipt

Indicates the date the district obtained the required parental signature of acknowledgment of receipt for the student to participate in an Abbreviated Day Program.

▶ [Click here to expand...](#)

### Student Weekly Minutes

Lists the total number of weekly minutes the student participates in the Abbreviated School Day Program.

▶ [Click here to expand...](#)

### Resident District Weekly Minutes

Lists the total weekly minutes available to other students in the same grade at the resident district who are not participating in Abbreviated School Day Programs.

▶ [Click here to expand...](#)

## Program Reason Code

Selected code indicates the reason the student is on an Abbreviated School Day Program.

▶ [Click here to expand...](#)

## Other (Required for Reason Code 06)

When the Reason Code entered above is **06: (Other)**, enter detail in **Program Reason Comment**, additional information is required to describe further why the student participates in the Abbreviated School Day Program.

▶ [Click here to expand...](#)

## Expected Full School Day Return

Indicates the date the student is expected to return to a full school day.

▶ [Click here to expand...](#)

## Program Consent Parent Signature

Indicates the date the parent signed required consent to place the student on an Abbreviated School Day Program.

▶ [Click here to expand...](#)

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