



Oklahoma State Department of Education

Comprehensive Exit Report

OCTOBER 1, 2013
VERSION 01.00

Oklahoma State Department of Education
2500 North Lincoln Boulevard
Oklahoma City, OK 73105-4599

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1 – Introduction

The Oklahoma State Department of Education (OSDE) has developed an implementation plan to calculate the state's Federal Four-Year Adjusted Cohort Graduation Rate using student-level data transmitted to the state and certified by districts. The student-level data is received at the state from myriad local student information systems via the Oklahoma's statewide SIF infrastructure and captured by the real-time Wave state student information system.

The five-year implementation plan will cover the graduation cohorts of 2012 (entering 9th graders in 2008-09) through 2016 (entering 9th graders in 2012-13). The Comprehensive Exit Report will be one piece of the overall report collection method that will automatically gather the necessary data over a four year period to calculate the Federal Four-Year Adjusted Cohort Graduation Rate going forward after 2016.

Four reports will encompass the overall reporting process that will allow for the Federal Four-Year Adjusted Cohort Graduation Rate to be calculated automatically beginning in 2016.

1. Drop Out Report – Beginning in quarter 1 of the 2013-2014 school year, the Drop Out Report will be reported through the Wave.
2. Comprehensive Exit Report – Beginning in October of the 2013-2014 school year, this report will provide the Exit Reason for every student in grades 9 – 12 from the previous year.
3. October 1 Consolidated Report – In addition to providing the necessary information for state and federal reporting in a consolidated report, this report, beginning in October of the 2013-2014 school year, will provide a longitudinal look at students and their grade levels and allow for the cohort year to be set accordingly.
4. SMART Report – Not all students will be captured on the October 1 Report as some students will exit school prior to October 1 and other students will enter school after October 1. The SMART Report captures all other educated students who were not reported on October 1. This report will be completed at the conclusion of each school year.

1.1 - Purpose

The purpose of this manual is to provide a step-by-step resource for accessing and submitting the Comprehensive Exit Report to The Oklahoma State Department of Education for review and approval.

1.2 - How to use this document

This document is intended to be a step-by-step guide for reviewing and submitting the Comprehensive Exit Report. To access successfully, follow the steps outlined in this document. For assistance with a specific section, identify the exact area in the Table of Contents and navigate to that section with a click of the mouse to follow the instructional steps. If you have any questions regarding this report, please contact the State Department of Education at 405.521.3301 for assistance.

2 – Access to the Comprehensive Exit Report

Access to the Comprehensive Exit Report is provided to a user by the District Superintendent or District Single Sign On Logon Administrator through the Single Sign On System. Individuals who already have the “District Superintendent,” “Site Principal,” or “District Administrator” role assigned to them in the Wave will automatically be granted access to the Comprehensive Exit Report. All others will need to have the “Comprehensive Exit Report Access” role assigned to them.

The Superintendent or Logon Administrator will need to grant access to each person whom they would like to review or submit the report. This will include the site level person who will complete each site level report and any other individuals.

2.1 Go to the Wave Portal

To begin, go to the *Single Sign On* Web site (<https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>), log in, and choose “the Wave’s Portal” option from the list of Systems. The list of systems will vary person-to-person depending on access privileges to applications.

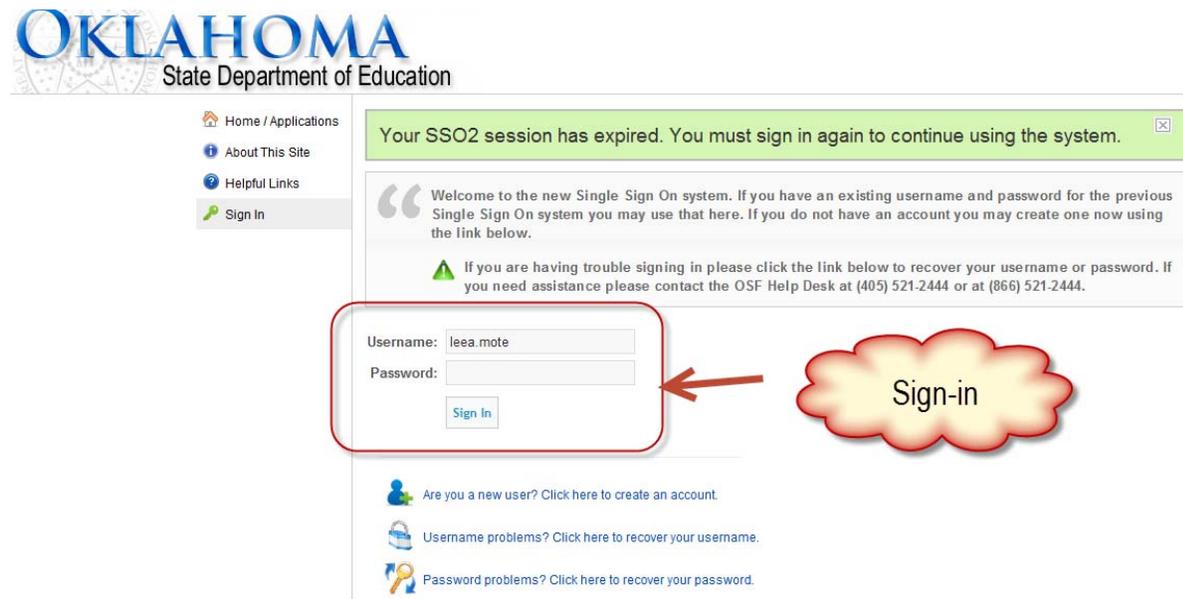


Figure 1 - Single Sign On Log-in Screen



Figure 2 - Single Sign On Application List

2.2 Go to the Comprehensive Exit Report

Once into the Wave go to the Reporting tab and select State Reporting Certification. This is the application where reporting certification will take place. Once into the State Reporting Certification Application you can scroll to the bottom of the screen and it will list all of the current reports. Select the Comprehensive Exit Report in the Report Link column. Below is a list of the different columns in this table.

Column Descriptions:

- **Report Link** - The link that will take you into the actual report
- **Status** - The "District" status. This will only change to the next level when all school sites associated with that report for your district reach the next level. There are four levels "Not Started," "In Process," "Confirmed," and "Certified."
- **Report Opens** - The first day you can access the report.
- **Due Date** - The day the report is due to be certified.
- **Contingent Report(s)** - This indicates the report requires another report to be completed first. You will not be permitted to begin a report that is contingent upon another until the other report shows a status of "Certified." If "None" is listed, the report is NOT contingent and can be started on or after the "Report Opens" date.
- **Report Note** - This is a summary about the report. Clicking on this will provide you with information related to this report (e.g. purpose, applicable state or federal laws, new additions or functions in the report).
- **Program Area / Phone #** - The State Department of Education program area responsible for the collection of this report and the phone number you should call with questions related to this report.

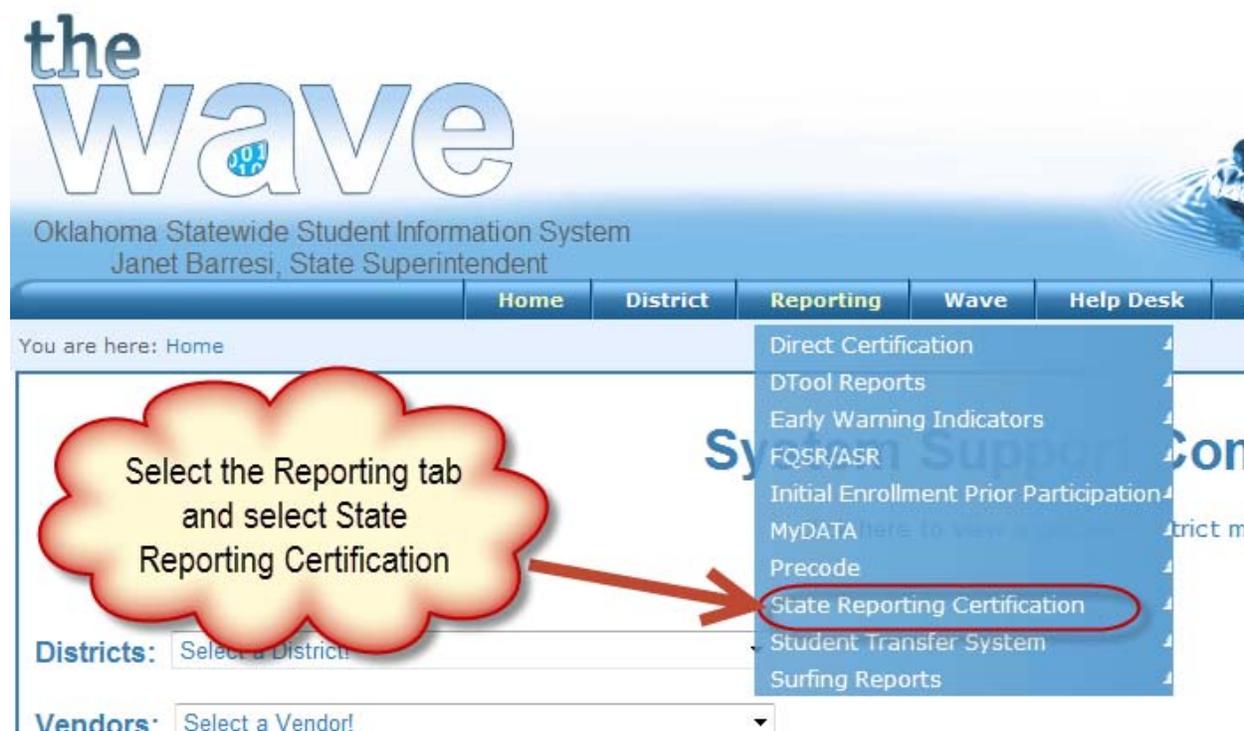


Figure 3 - The Wave Reporting Tab, State Reporting Certification

State Reporting Certification

Welcome to the State Reporting Certification Application. To begin, select a report from the list below:

Historical Reports

County/District Code:

291099 - HARMON / Example District

Report Link	Status	Op	Date	Contingent Report(s)	Report Note	Program Area / Phone#
Comprehensive Exit Report	Not Started	10/2/13 0:00	10/15/13 23:59	None	New Report / Read Me	Accountability and Assessments(405) 521-3301

Figure 4 - State Reporting Dashboard

2.3 Select Site and Reporting Status

To begin the report click on a school in the school list under the column heading "Site Name". For each site there is a site status to indicate what part in the process the school is in. All schools must reach a "Certified" status. Below is a graphical representation of the statuses that the report goes through. On this screen the following functions are available:

Functions:

- **Confirm** - Only the Superintendent and Site Principal will be able to click the "Confirm" button. This will lock the data so that it can no longer be edited. It will still be viewable.
- **Release** - Only the Superintendent can click the "Release" button. This will undo the "Confirm" and allow the data to be edited again. Do not call the State Department of Education to have a report "Released" from Confirmation. Only the Superintendent can perform this task.
- **Certify** - Only the Superintendent can click the "Certify" button and only after all of the schools are listed with a status of "Confirmed." This will lock the "Release" button so that the report can no longer be edited by the district. Only the state can unlock the Certified Report. Call the phone number on the State Reporting Certification Dashboard associated with this report to have the report unlocked.



Figure 5 - Reporting Status'

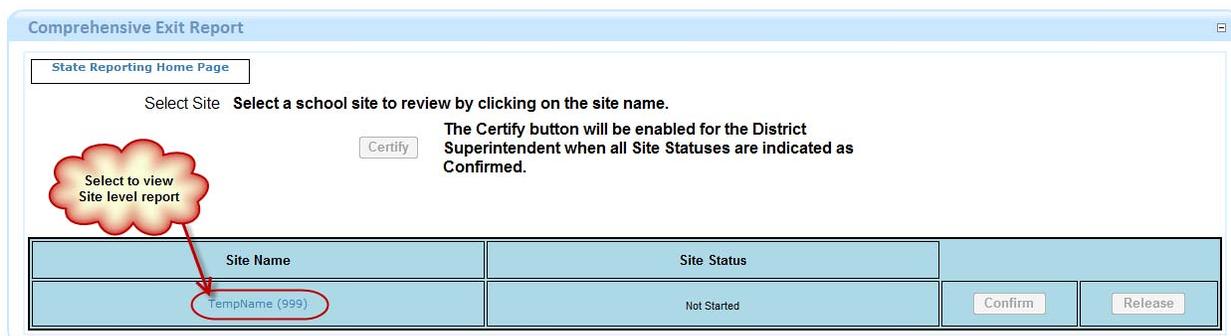


Figure 6 - Site Status Screen

2.4 General Navigation

Once in the Comprehensive Exit Report, there are standard buttons and links on every screen. The Navigation buttons at the top allow you to go between different sections of the application.

- **Site Selector** – this returns you to the Site Status screen to select a different site or Confirm/Certify.
- **On Screen Data Entry** – This page will list all of the students who attended your school last year in grades 9 – 12. You will have the ability to Edit three pieces of information about the student on this page: 1. The “Cohort Class Of,” the “Graduation Date” (if applicable), and the “Report Category.”
- **Final Report** – The Final Report page will simply be a copy of the On Screen Data Entry date, but without the editing functionality.
- **Reporting Tools** – Contains reports that will assist you in completing the Comprehensive Exit Report.

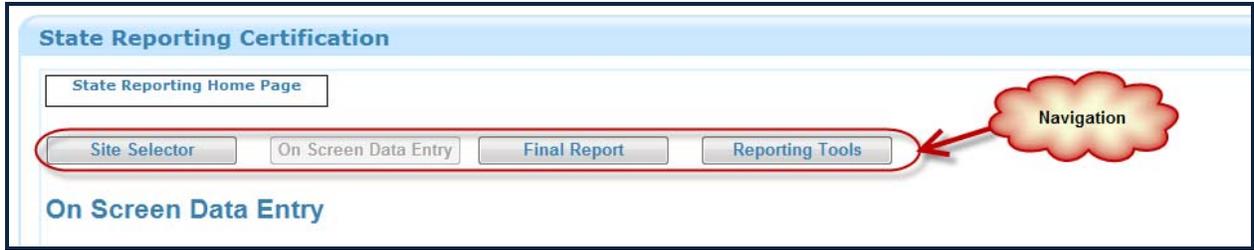


Figure 7 - Navigation

3 – On Screen Data Entry

This section provides a step-by-step process for completing the On Screen Data Entry page.

3.1 Reporting the Data

The data in the On Screen Data Entry page is entirely pre-populated from other reports, but may be in need of editing. The information contained on this page DOES NOT come directly from your local Student Information System. Changes made in your local system WILL NOT affect this report. It is a static report that is populated from other reports and all edits will be made on screen in the application.

The October 1 Consolidated Report and the SMART Report from the previous school year should have contained the names of every student who attended your school last year. The names of these students were carried over into this report. In addition to the name of the student, other fields were populated with information:

- **Report Category** – The Report Category concludes the statement “The last time my school had this student in membership during the previous school year they...” (Section 3.2)
- **Cohort Class Of** – This is a four digit year. This year is determined the first time a student enters ninth grade and should not be changed again. It is the expected graduation year for a student who would graduate in four years. (Section 3.3)
- **Graduation Date** – If the student graduated during the previous school year, this should be the graduation date.
- **Enrolled in OK** – After filling in the students from last year, the system looked through the current year’s data to see if the student was enrolled in an Oklahoma school this year. If it found the student, it placed a “Yes” in this box and filled in the Current School column with the County/District/Site code of the current school. This is simply a tool to assist you in locating the student to help you fill in the Report Category. It does not need to be filled in or edited.
- **Current School** – As mentioned above, this is the school or a school the student was found to be enrolled in for the current year as of September 30th. It does not need to be filled in or edited. It is simply a tool to assist you in filling in the correct Report Category.

All of the data was pre-populated into the report using multiple sources of data to attempt to determine the Report Category, the Cohort Class Of, and the Graduation Date. It is very likely that some of the data may be inaccurate as the Wave system does not contain data from out of state or from private schools within the state. The last known status of the student over the summer cannot be determined by the Wave system in many instances. A best “guess” was placed in these categories for the student.

How to complete this report:

Review the Report Category, the Cohort Class Of, and the Graduation Date and make any necessary changes to correct the data on screen. These are the only three fields that need to be edited and checked for accuracy.

3.2 Report Category

The Report Category finishes the statement “statement “The last time my school had this student in membership during the previous school year they...”

Report Category	Description and Use Cases
Graduated	The student completed all of the requirements to receive a standard High School diploma on or before September 30 th of the following school year.
Exited to Another Diploma Issuing School	<p>The student exited prior to the end of school to go to another diploma issuing school. This includes a different school in the same district (LEA).</p> <p>OR</p> <p>The student exited during the summer to go to another diploma issuing school. This includes a different school in the same district (LEA).</p>
Dropped Out	<p>The State’s Definition of Drop Out.</p> <p>If a student drops out, but can be placed on the 4th quarter re-entry report, this code would not apply because a different code above or below is more applicable.</p>
Emigrated	The student left the country prior to attending school in the following school year.
Died	The student passed away prior to attending school in the following school year.
Exited to a Non-Diploma Issuing School or Institution	<p>The student exited to attend a school that does not provide a standard diploma.</p> <p>The student exited due to incarceration in a facility that does not provide educational services that can lead to a standard diploma.</p> <p>The student left to go to any other facility or location that does not provide educational services that lead to a standard diploma.</p>
Exited to Homeschooling	The student left to be homeschooled. (Important: Do not use this code if the student exited to attend an online virtual school that is accredited by the State Department of Education – in that instance, it would be exit to a diploma issuing school.)

Exited – Received their GED	The student left and has passed the GED.
Exited – Reached the Maximum Age for Services	The student has reached the maximum age for services and thus cannot be counted as a drop out.
Exited – Suspension	The last known exit for this student was a suspension, but the student is not considered a drop out because the time for the suspension is not completed. This is typically used in the cases where a long term suspension is in place that will span across more than one school year or when the suspension occurs right at the end of the school year.
Exited – Completed IEP, but did not receive a diploma	The student completed all of the requirements on the IEP, but did not receive a standard diploma because they are unable to meet the requirements of a standard diploma and they will no longer be returning to school.
Finished Out the Year – Returned next fall (same school)	The student was in membership on the last day of school and returned to the same school in the fall.
Exited – Over Compulsory Age	The student is over the compulsory age for attendance and thus cannot be counted on the drop out report.
Permanently Incapacitated	The student is permanently incapacitated.

3.3 Cohort Class Of

The Cohort Class Of is set the first time a student enters the ninth grade. After it has been set, it is not changed regardless of what happens to the student in relation to retention or graduating.

To determine the Cohort Class of:

1. Determine the year the school year the student first entered ninth grade (e.g. 2012-2013)
2. Add three to the fiscal year of the year the student first entered ninth grade (e.g. 2012-2013 is a Fiscal Year of 2013 + 3 = Cohort Class Of 2016).

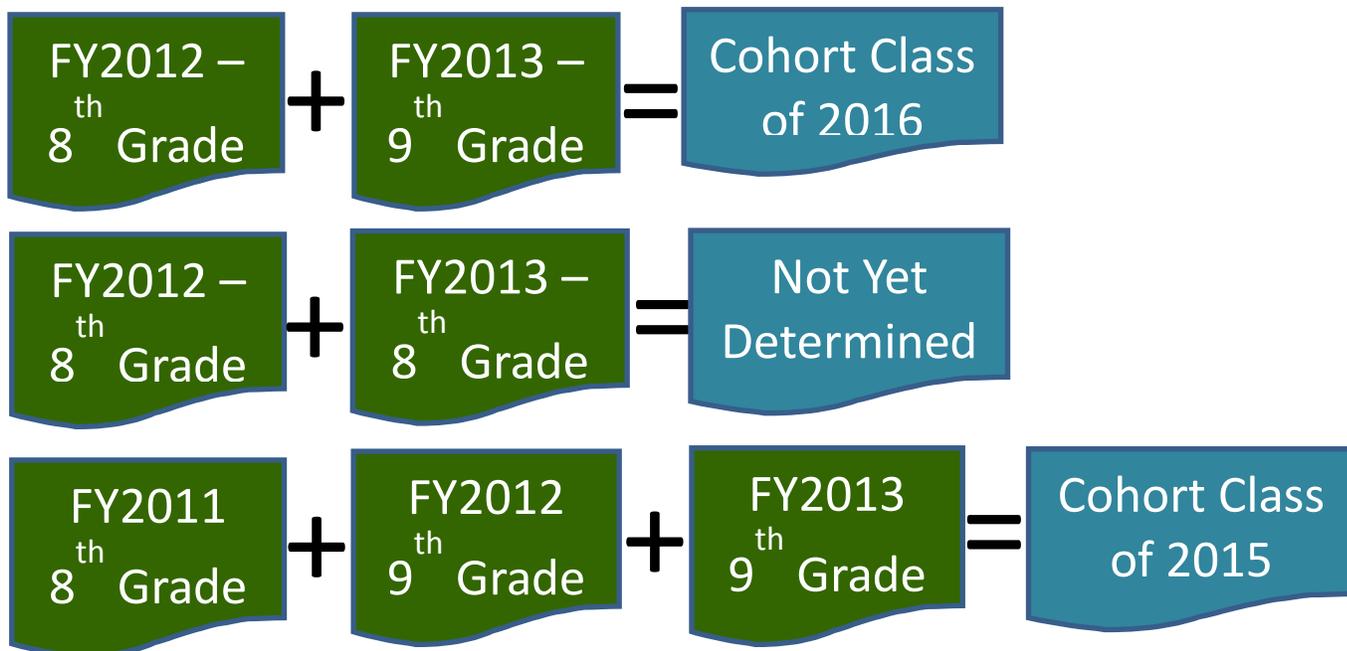


Figure 8 – Determining Cohort Examples

3.4 File Import Process

There are two methods available for editing records in the Comprehensive Exit Report. The first is to simply click the “Edit” button located to the left of the individual record and correct the record. The second method is to export the entire file to your local machine in an excel file format. Make all of the necessary changes in the Excel spreadsheet and then upload that file to the Comprehensive Exit Report to change all of the records en masse.

Export/Import Process:

1. Click the “Export to Excel” button located on the On Screen Data Entry page just above the list of students.

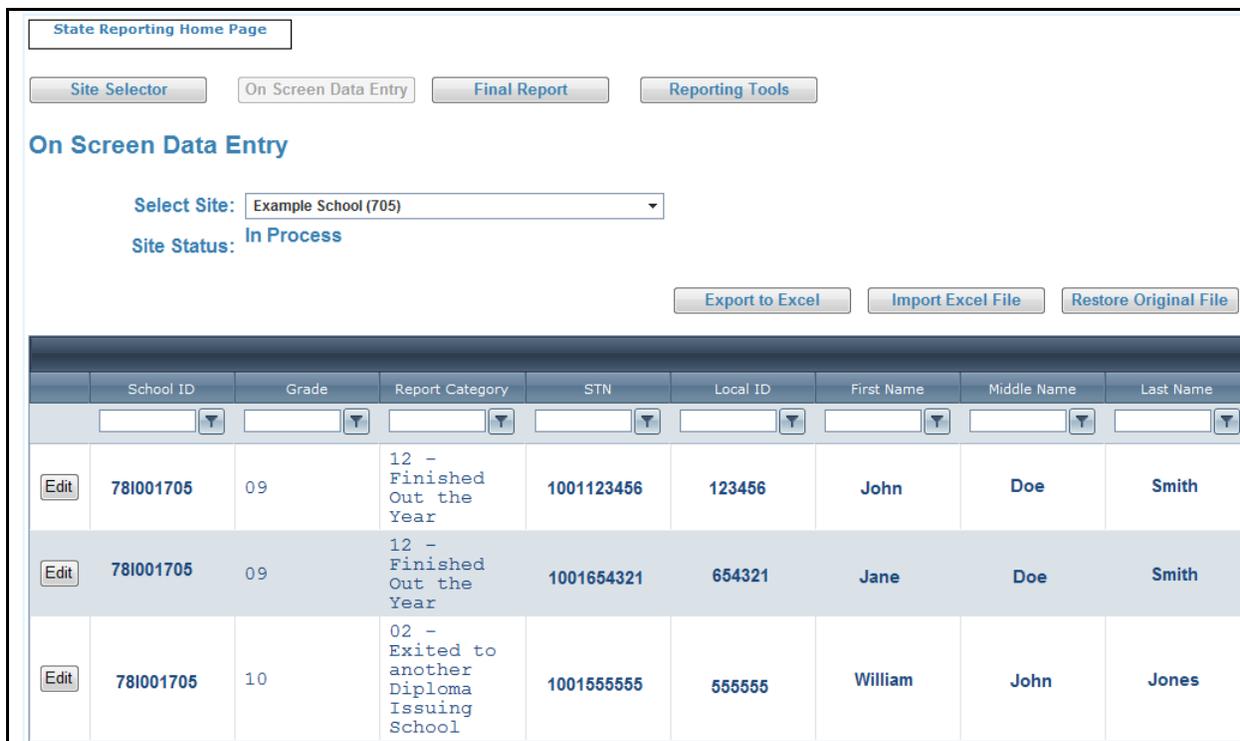


Figure 9 – Export to Excel

2. You will be prompted to either “Open” or “Save” the file. Save the file to a location on your local machine and then begin editing.
3. Do not edit the column headers and do not add or remove any columns from the spreadsheet.
4. After your edits are complete, save the local file. Be sure to save it in an “xlsx” format (Excel version 2007 or greater).
5. Return to the Comprehensive Exit Report and click the “Import Excel File” button.
6. A new screen will appear. Click the “Browse” button.

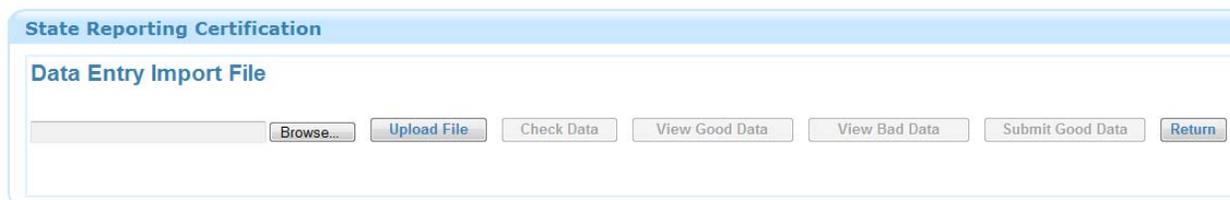


Figure 10 – Import Excel File

7. Navigate to the file on your local computer and click “Open”

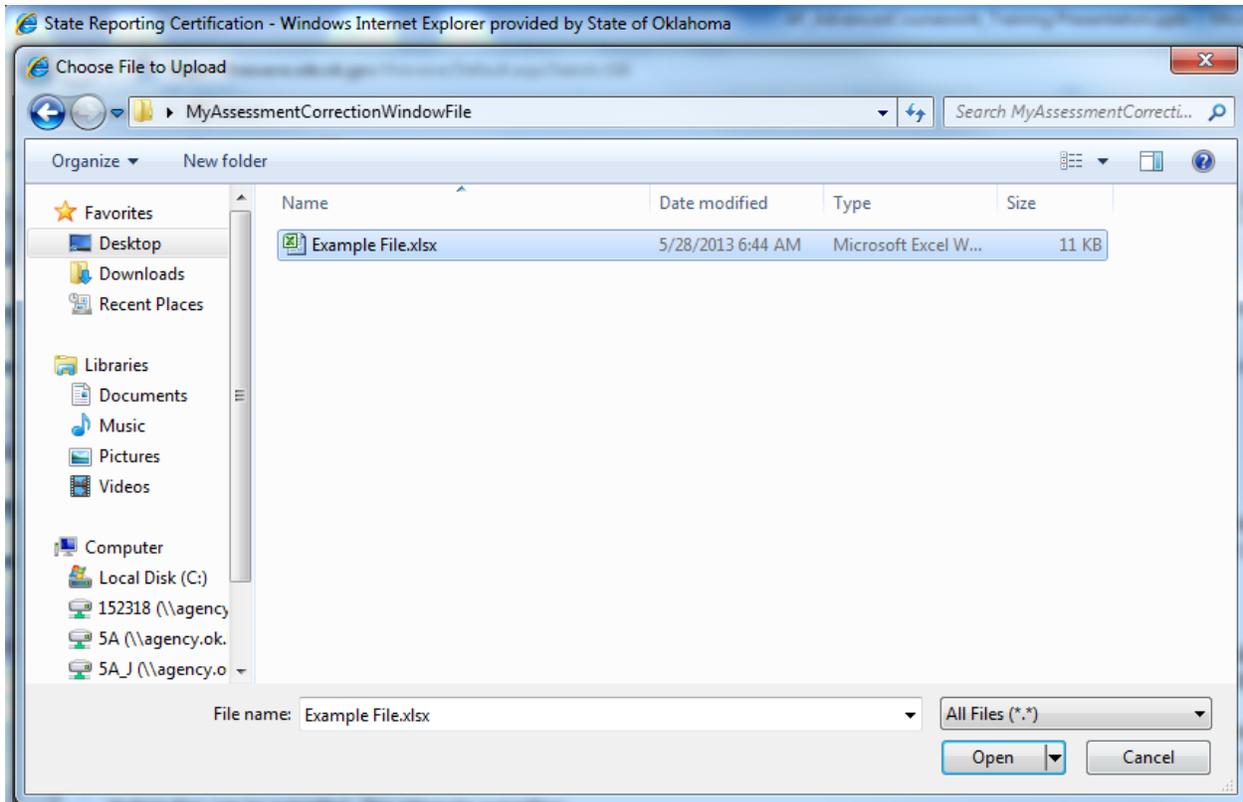


Figure 11 – Select Excel File to Import

8. Click the “Upload File” button. If the file is in the correct format (.xlsx) you will receive a message: “Your file has been uploaded!”

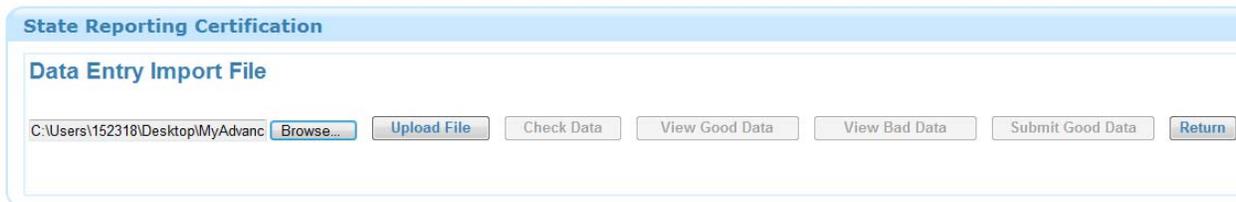


Figure 12 – Upload File

9. Click the “Check Data” button to allow the system to validate the data in the file.

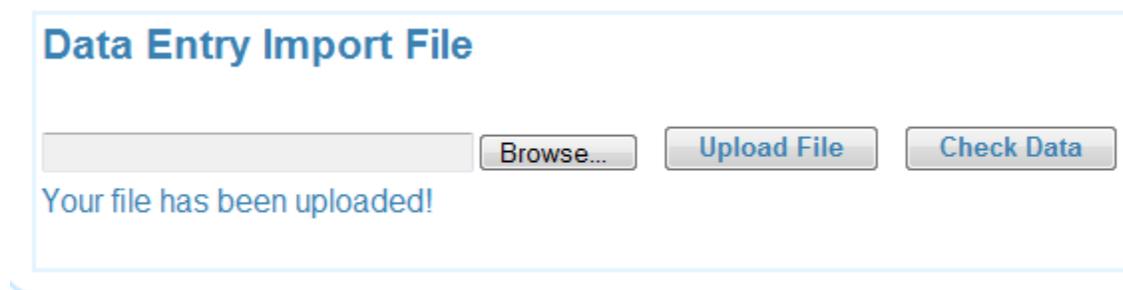


Figure 13 – Check Data Button

10. Three buttons will light up depending on the data that was submitted. The “View Good Data” button shows data ready to be submitted to the report. The “View Bad Data” button will show data that cannot be accepted into the report and will display the reason why. If good data exists, the “Submit Good Data” button will be enabled allowing you to submit the good data to the report. Subsequent files can be submitted over and over again. Each time a records is submitted for a student it will overwrite the previous record in the report. Corrections to the “Bad Data” must be made in the Excel File located on your local computer and then resubmitted using the steps above.



Figure 14 – Good and Bad Data Buttons

3.5 Filter Grid

The data grid can be filtered based on filter criteria you enter. At the top of each column under the column header there is a space for you to enter filter criteria, once you enter your filter criteria select the icon that looks like a cone (). This will bring up a list of filter options (contains, equal to, etc.). Select an option and the report will filter based on your selection. You can filter on multiple columns at one time (e.g. Grade and Gender). When you want to remove the filter criteria select the filter button again, and select “NoFilter.” This will remove the filter and return the list to all records. (If you filtered in multiple columns, you will need to do this for each column to remove ALL filters.)

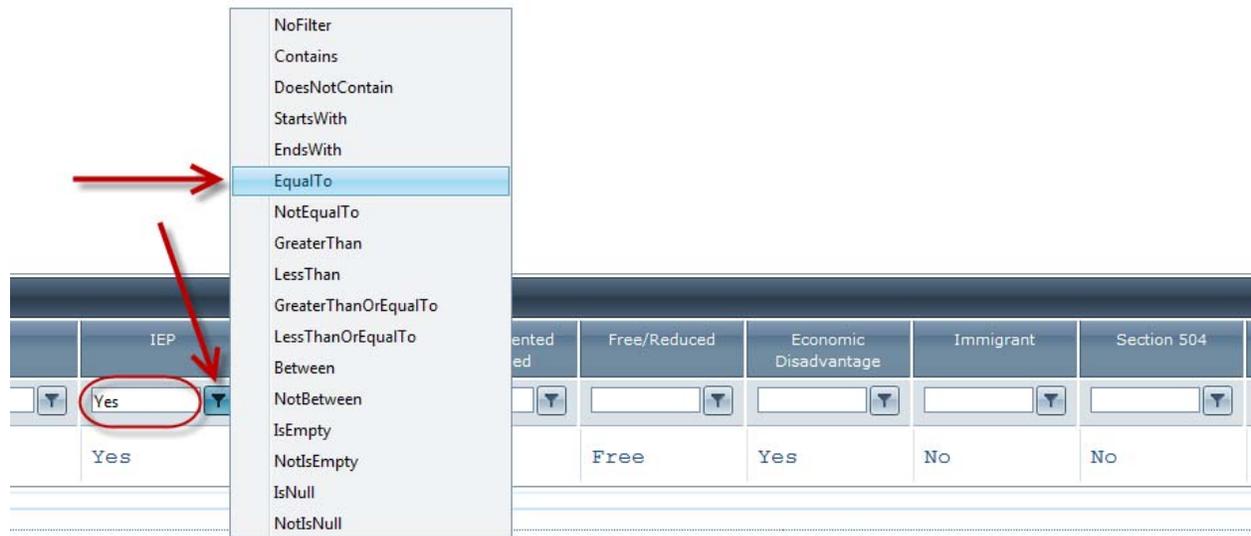


Figure 15 - Enter Filter Criteria and select Filter Button

3.6 Change the Report View

In the grid view you can change the order of the columns by dragging the column and placing it where you would like for it to appear. Hover over the column that you would like to move until it looks like crosshairs; , select the column and left click and hold the mouse button down, drag to where you want the column to move and release the button. This will release the column and move it to that location.

You can also sort the report by selecting the column title. This will sort the report alphabetically based on the column header you selected.



Figure 16 - Dragging to Reorder Columns

Last Name	First Name	Local ID	Midd
Brown	Duane	123456	J
Fonda	Jane	123	Sue

Figure 17 - Column Sorting

3.7 Confirm the Report

There are two ways to confirm the report, through the Final Report screen or on the Site Selector Screen. On the Final Report page a person with the “Site Principal” role or the District Superintendent will see the “Confirm” button activated. If you do not see this button activated and your report is in the “In Process” status, you do not have the proper authority to “Confirm” the report.

The other method to confirm the report is on the Site Selector Screen. To the right of the site’s name the “Confirm” button will be available to those with the appropriate access.

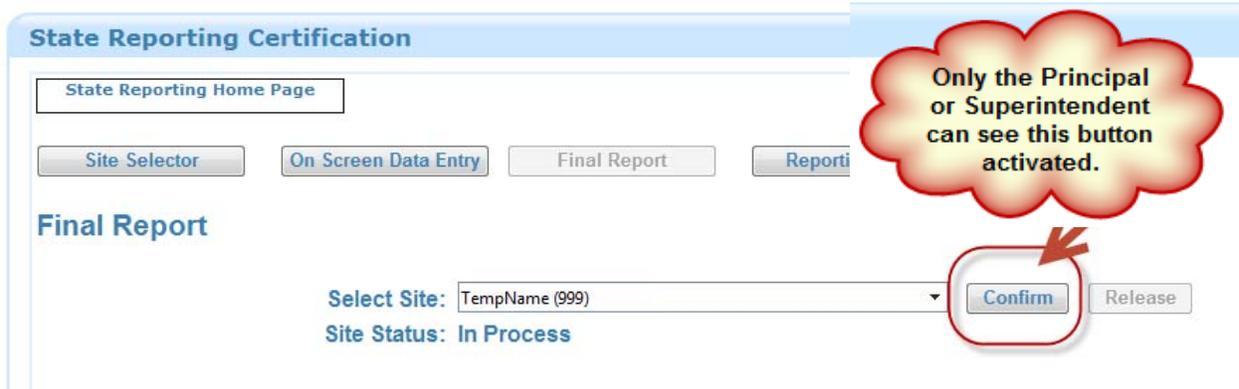


Figure 12 - Confirm Button on the Final Report page



Figure 18 - Confirm Button on Site Selector page

4 – Final Report

This section provides instructions for using the Final Report Page

4.1 Final Report Page

The Final Report page is simply a copy of the On Screen Data Entry page without the ability to edit the data. It will contain the list of students and will also contain a “Confirm” and “Release” button for the principal or superintendent for that particular school site.



Figure 19 – Find Missing Students Navigation Button

5 – Reporting Tools

This section provides instructions for the Reporting Tools section of the report. There is only one report currently available for the Comprehensive Exit Report.

- **Counts by Report Category** – This report will list the counts of students by grade level for each Report Category that exists for the particular school.

School ID	School Name	Report Category Description	Grade Level	Student Count
781001705	Example School	01 - Graduated	12	47
781001705	Example School	02 - Exited to another Diploma Issuing School	09	16
781001705	Example School	02 - Exited to another Diploma Issuing School	10	2
781001705	Example School	02 - Exited to another Diploma Issuing School	11	5
781001705	Example School	03 - Dropped Out	11	4
781001705	Example School	03 - Dropped Out	12	1
781001705	Example School	12 - Finished Out the Year	09	48
781001705	Example School	12 - Finished Out the Year	10	52
781001705	Example School	12 - Finished Out the Year	11	44
781001705	Example School	12 - Finished Out the Year	12	2
781001705	Example School	14 - Exited - Over Compulsory Age	12	1

Figure 20 – Report Example

5.1 Navigating the Report

On the Reporting Tools page choose a report from the drop-down list. Then if applicable select the checkbox next to District Report, and select the “View Report” button. The District Report checkbox is optional and should only be used by district users to show all sites under a particular district. *All reports open up in a new window.*

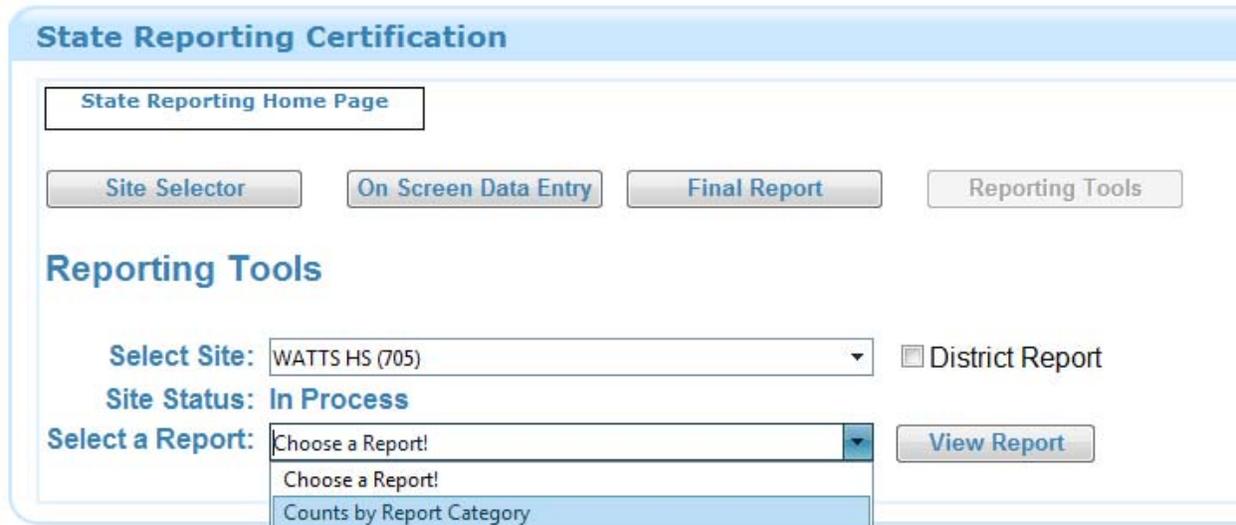


Figure 21 - Reporting Tools Screen Navigation

After clicking “View Report” a new screen will appear with the Report Information. Select a format from the drop down box at the top of the screen (e.g. Excel, Word, or PDF) and click “Export.” You will then be prompted to either “Open” or “Save” the document. Choose “Open” and the document format you selected will appear. For this report, Excel is probably the best option to choose for viewing the data.



Figure 22 - Reporting Tools Screen Navigation Formatting

6 – Superintendent Responsibilities

In this section we will review how the District Superintendent is to “Certify” the Comprehensive Exit Report.

6.1 Certifying the Report

To officially submit the report to OSDE for reporting, the District Superintendent must select the “Certify” button located on the Site Selector screen. This can only be done when all sites listed are in the Confirmed status.

State Reporting Certification

County/District Code:
 551012 - OKLAHOMA / EDMOND

Select Site **Select a school site to review by clicking on the site name.**

Certify

Decertify

The Certify button will be enabled for the District Superintendent when all Site Statuses are indicated as Confirmed.

Site Name	Site Status
MEMORIAL HS (705)	In Process
NORTH HS (715)	Not Started
SANTA FE HS (720)	Not Started

Superintendent must CERTIFY for the report to be officially submitted to OSDE

Figure 23 - Certify Button

6.2 Releasing the Report

If a site has already confirmed their report and they determine the need to make some additional changes, the District Superintendent has the authority to “Release” the site report for them to go back and make changes on the On Screen Data Entry screen. Doing this will change the report site status to “In Process” so the Principal will need to re-confirm the report and then the Superintendent can “Certify”.

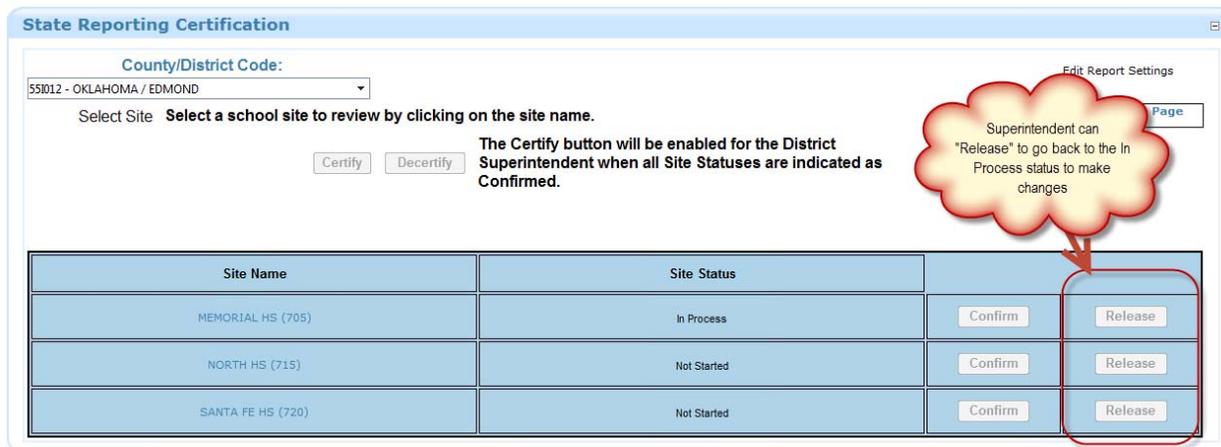


Figure 24 - Release Button

6.3 Decertification

If the Superintendent has already certified the report and the site/district determines they need to make additional changes to the report, they can call the OSDE to De-Certify their report. This will put it back to the Confirmed status and allow the Superintendent to Release the individual sites that need to make corrections.