



Oklahoma State Department of Education

First Quarter Dropout Report

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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 will be pre-populating the First Quarter Dropout Report using data that comes directly from the local student information systems of school districts. The report will be both a means for reporting the required drop out data as well as a tool that will assist school districts in potentially locating students who were thought to be dropouts, but rather moved to another school district in Oklahoma.

The Wave Dropout Report will consist of four separate reports, one for each quarter. When a quarter is marked as certified, the data from that quarter will be moved into the following quarter and the following quarter will be immediately opened allowing school districts to keep track of students year round.

The first three quarters of the Wave Dropout Report will be entirely prepopulated using data from your local student information system. There will not be any manual entry. The fourth quarter drop out report will be a combination of pre-populated and manual data entry to correct any inaccurate data. Two other manuals and a video training will be provided that will explain the process for quarters two and three as well as the final report for quarter four. This manual will only cover reporting dropouts for quarter one.

1.1 - Purpose

The purpose of this manual is to provide a step-by-step resource for accessing and submitting the First Quarter Dropout 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 First Quarter Dropout 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 First Quarter Dropout Report

Access to the First Quarter Dropout 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 First Quarter Dropout Report. All others will need to have the “Dropout 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://sdweb01.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 First Quarter Dropout 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 First Quarter Dropout 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.

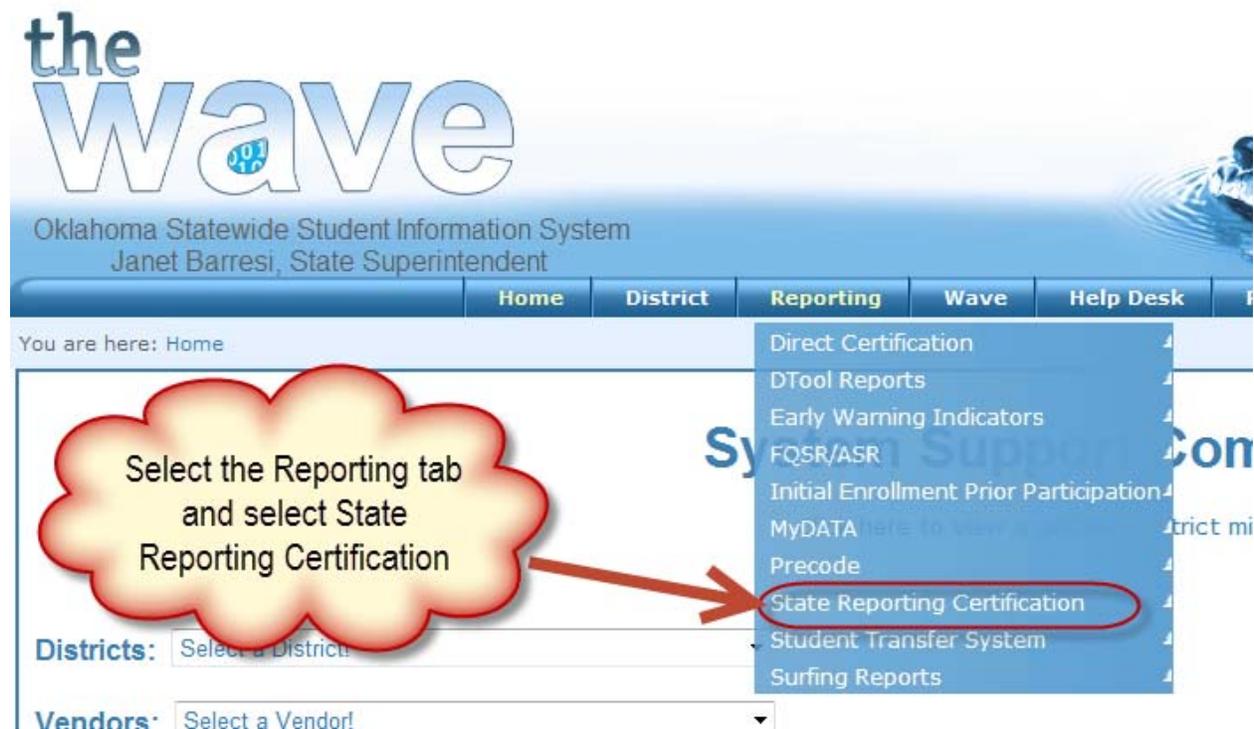


Figure 3 - The Wave Reporting Tab, State Reporting Certification

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#
First Quarter Dropout Report	Not Started	10/2/13 0:00	10/15/13 23:59	None	New Report / Read Me	Alternative Education (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 the school's place in the process. 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 district can no longer edit the report. 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'

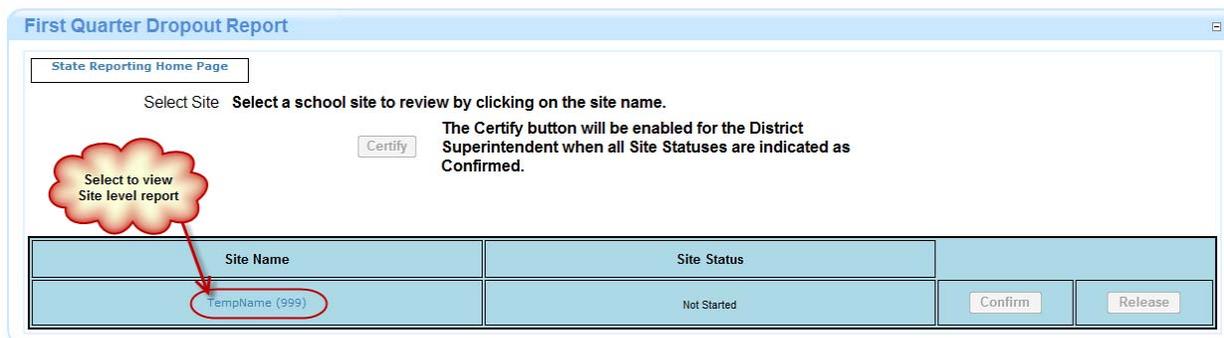


Figure 6 - Site Status Screen

2.4 General Navigation

Once in the First Quarter Dropout 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.
- **Final Report** – The Final Report contains a list of students currently being reported as dropouts from your local student information system for the First Quarter.
- **Find Missing Students** – This will provide you with a list of students (if any) who are being reported as dropouts for the first quarter, but have issues with their data keeping them from being placed on the dropout report. These data issues will need to be resolved so the student can be accurately reported.

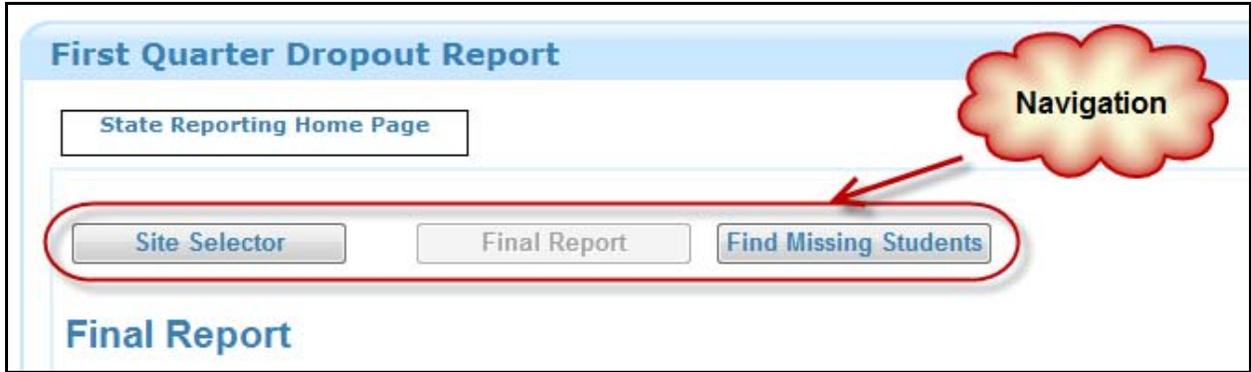


Figure 7 - Navigation

3 – Final Report

This section provides a step-by-step process for completing the Final Report.

3.1 Reporting the Data

The data in the Final Report section is entirely prepopulated from your local student information system. The Final Report data updates nightly from any changes made in your local system that day.

How to complete this report:

The Wave First Quarter Dropout Report is looking for any students who exited from your school with an exit date on or between October 1 and December 31 and who have an exit code of:

1. 1927 – Discontinued Schooling (Drop Out)
2. 1931 – Not enrolled, unknown status
3. 3502 – Not enrolled, eligible to return

Your exit codes may not be the same as the three listed above, but your vendor translates your exit codes into one of 33 different Wave exit codes before sending the data up to the Wave. Your descriptions should be similar even if the codes are different. The first code (1927) is the accurate code to use to report a dropout. The other two codes (1931, 3502) should only be used temporarily if your district policy allows while you are trying to determine what happened to a student who has exited. Any student who has one of these three exit codes will appear on the dropout report.

To report a student as a dropout, be certain the enrollment in your local system contains the exit code of 1927 (or your systems applicable dropout code) for the student's last known exit.

To remove a student from the dropout report before it has been confirmed or certified, change the exit code from 1927, 1931 or 3502 to another appropriate exit code that explains the reason why the student exited.

The Final Report page will consist of the following columns of data:

Column Name	Description
School ID	The County/District/Site Code for the school being viewed.
STN	The Student Testing Number for this student
Local ID	The ID used by your local system to track a student in your district.
First Name, Middle Name, Last Name	The student's first name, middle name, and last name.

Birth Date	The student's birth date.																												
Gender	The student's gender.																												
Grade	The grade the student was in when they dropped out. The grade level is associated with the enrollment.																												
Hispanic, American Indian, Asian, Black, Pacific Islander, White	An indication of the student's race.																												
ELL	An indication of whether or not the student is an English Language Learner (Limited English Proficient).																												
IEP	An indication of whether or not this student is on an IEP.																												
Disability	<p>The Disability Code for the student (blank if the student is not on an IEP).</p> <p>Codes:</p> <table border="1"> <tr> <td>PD03</td> <td>Primary Disability - Hearing Impairment (Not Including Deafness)</td> </tr> <tr> <td>PD04</td> <td>Primary Disability - Deafness</td> </tr> <tr> <td>PD05</td> <td>Primary Disability - Speech or Language</td> </tr> <tr> <td>PD06</td> <td>Primary Disability - Visual Impairment (Including Blindness)</td> </tr> <tr> <td>PD07</td> <td>Primary Disability - Emotional Disturbance</td> </tr> <tr> <td>PD08</td> <td>Primary Disability - Orthopedic Impairment</td> </tr> <tr> <td>PD09</td> <td>Primary Disability - Other Health Impairment</td> </tr> <tr> <td>PD10</td> <td>Primary Disability - Specific Learning Disability</td> </tr> <tr> <td>PD11</td> <td>Primary Disability - Deaf-Blindness (both impairments must exist)</td> </tr> <tr> <td>PD12</td> <td>Primary Disability - Multiple Disabilities</td> </tr> <tr> <td>PD13</td> <td>Primary Disability - Autism</td> </tr> <tr> <td>PD14</td> <td>Primary Disability - Traumatic Brain Injury</td> </tr> <tr> <td>PD16</td> <td>Primary Disability - Intellectually Disabled</td> </tr> <tr> <td>DD03</td> <td>Developmental Delay Suspected</td> </tr> </table>	PD03	Primary Disability - Hearing Impairment (Not Including Deafness)	PD04	Primary Disability - Deafness	PD05	Primary Disability - Speech or Language	PD06	Primary Disability - Visual Impairment (Including Blindness)	PD07	Primary Disability - Emotional Disturbance	PD08	Primary Disability - Orthopedic Impairment	PD09	Primary Disability - Other Health Impairment	PD10	Primary Disability - Specific Learning Disability	PD11	Primary Disability - Deaf-Blindness (both impairments must exist)	PD12	Primary Disability - Multiple Disabilities	PD13	Primary Disability - Autism	PD14	Primary Disability - Traumatic Brain Injury	PD16	Primary Disability - Intellectually Disabled	DD03	Developmental Delay Suspected
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DD07	Developmental Delay Suspected Disability - Emotional Disturbance
DD08	Developmental Delay Suspected Disability - Orthopedic Impairment
DD09	Developmental Delay Suspected Disability - Other Health Impairment
DD10	Developmental Delay Suspected Disability - Specific Learning Disability
DD11	Developmental Delay Suspected Disability - Deaf-Blindness (both impairments must exist)
DD12	Developmental Delay Suspected Disability - Multiple Disabilities
DD13	Developmental Delay Suspected Disability - Autism
DD14	Developmental Delay Suspected Disability - Traumatic Brain Injury
DD16	Developmental Delay Suspected Disability - Intellectually Disabled
Free Reduced	An indication of the student's Free Reduced status. ("None" indicates a full pay student.)
Economic Disadvantage	An indication of whether or not the student is economically disadvantaged. (Note: All students who are free or reduced price lunch are economically disadvantaged.)
Migrant	An indication of whether or not the student is a Migrant.
Drop Date	The last day of membership for this student. This date is the date associated with the enrollment that contains the drop out exit codes.
Exit Reason	The Exit Code and Description for this exit.
Address Line 1, City, Zip Code	The student's address.

Entry Date	The entry date showing the date the student entered for this particular enrollment.
Dropout Quarter	An indication of the quarter in which this data was reported. For this report, it will all be quarter one.
Reentry Date	When a student is added to the dropout report, the Wave system begins looking for a future enrollment for this student in an Oklahoma School. If it finds an entry date for a student that is later than the exit date from your system showing the student to be a drop out, it will fill in the enrollment information showing the Reentry Date, the Reentry School, Reentry District, Reentry Site (showing the school the student was enrolled in), Reentry Last, First, and Middle Name (showing the name of the student at the school they entered in case there is an STN accidental resolve issue), the Reentry Birth Date of the student.
Reentry Code	Not utilized (blank) during the First Quarter Dropout Report, but will be used in subsequent reports to prepopulate portions of the reentry checklist for quarter four.

This table is updated nightly using data from your local student information system. If a student is not on the report, check the Find Missing Students for data issues and check to make sure they have an enrollment in your local system with the appropriate exit code. If a student is on the report and needs to be removed, change the exit code in your local system to the appropriate code for the student. Remember the data will update overnight on the report.

Verify the information contained in the columns for each student is accurate and that the list of students to be reported for this quarter is complete.

Important: If the school is marked as “Confirmed” the data will no longer update daily. It will remain exactly as it appears on screen. If “Released” by the superintendent it will return to the current state of the data contained inside the Wave. Only “Confirm” a school site when the data is complete and accurate. If any changes need to be made, remember that it will need to be released so updates can flow from your system to the Wave.

3.2 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.)

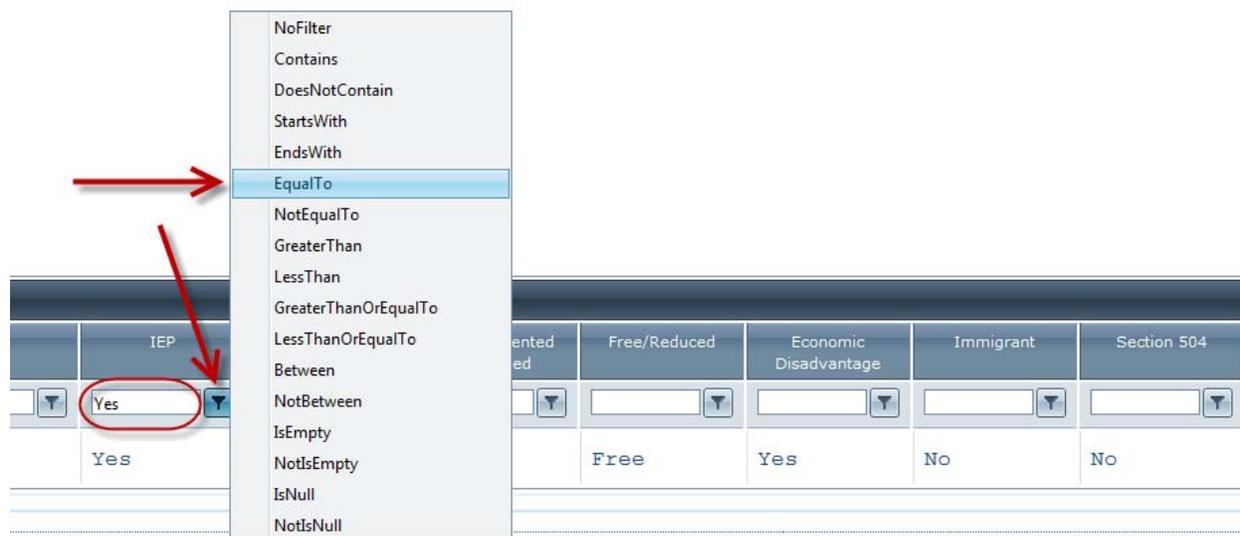


Figure 8 - Enter Filter Criteria and select Filter Button

3.3 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 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.

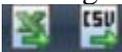


Figure 9 - Dragging to Reorder Columns

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

Figure 10 - Column Sorting

3.4 Export the Final Report

To the far right of the grid there are two small icons that will allow you to export to XLS (Excel) or CSV . After you select the icon, look for a pop-up at the bottom of the screen (This may vary depending on what version of Windows or other operating system you are using or what Internet browser you are utilizing.)

STN	Local ID	Migrant	Drop Out Reported FY	Drop Out Quarter	Drop Out Month	Most Recent 2011-2012 Entry Date
1001666999	123456	No				8/18/2011
1001666998	123	No	Not Applicable	Applicable	Applicable	8/12/2011

Figure 11 - Export Report

3.5 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.

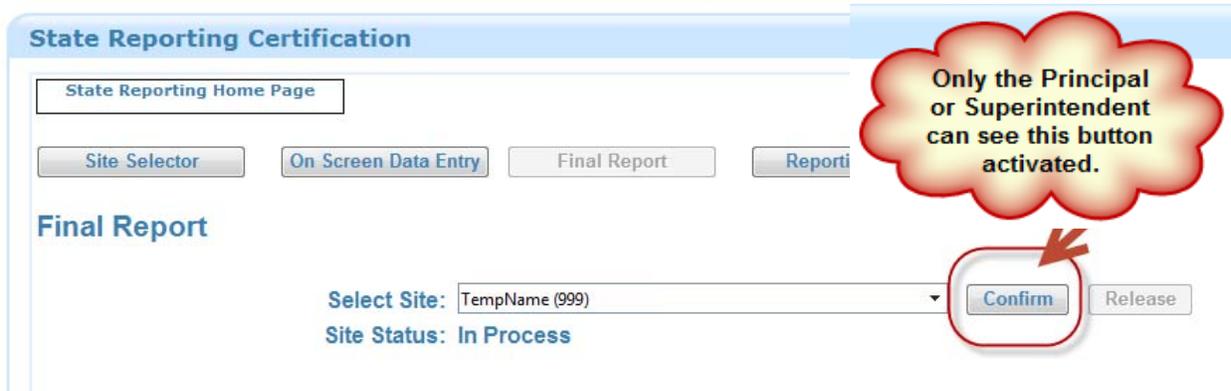


Figure 12 - Confirm Button on the Final Report page



Figure 13 - Confirm Button on Site Selector page

4 – Find Missing Students

This section provides instructions for using the Find Missing Students Page.

4.1 Find Missing Students Page

If after navigating to the First Quarter Dropout Report and reviewing the data on the Final Report page, you discover students are missing, the first place to look is the “Find Missing Students” link.

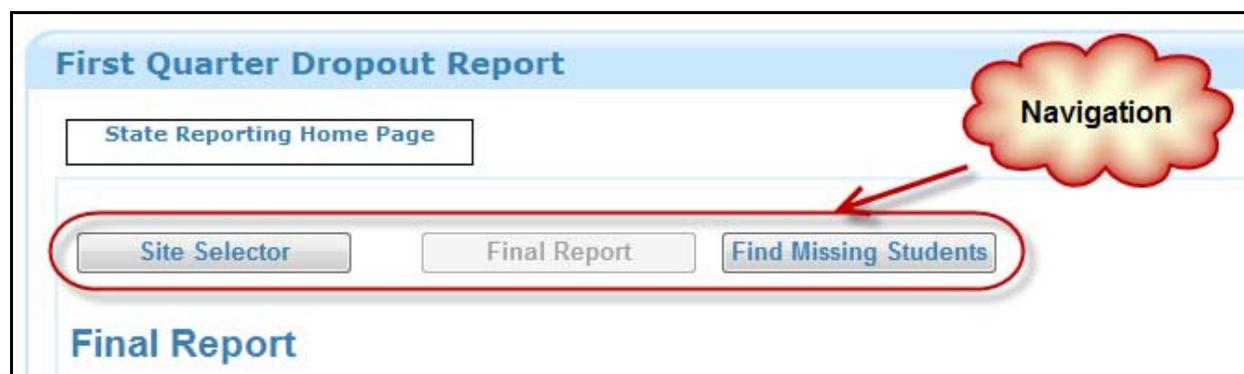


Figure 14 – Find Missing Students Navigation Button

The Find Missing Students page looks through all existing Wave data for a school. It subtracts out the students who already appear on the Final Report as their data is valid. It still needs to be checked for accuracy, but the Wave could not find any issues with the data. After subtracting those students out, the Find Missing Students page is left with students who have an enrollment at your school that shows the student was in membership on or between October 1 and December 31 and has an enrollment with an exit code of 1927, 1931, or 3502. It then looks through the data for those students and determines the reason or reasons why that student is not on the Final Report section. There are issues with the data that make it invalid or incomplete. The report will display those students in a grid and will highlight the data element or elements keeping that student from appearing on the report. It will also indicate at the far right side of the row if the student appears on any of the Wave Wizards as the reason why the student is not on the report. It will write the text “Has Issues” under the Wizard if that is one of the causes.

To move this student from the Find Missing Students list to the Final Report, you must correct the issue or issues in your local student information system. If the issue is the STN Wizard, you must correct that by navigating to the STN Wizard. The following morning, the student will appear in the Final Report section.

4.2 Common Issues

Below are some common issues that will be highlighted and the way to correct them.

- **STN** – If the STN is highlighted and the following columns are not – the student is on the STN Wizard waiting either to be resolved or to have a new STN created: First Name, Last Name, Middle Name, Birth Date, Gender, Hispanic Latino, Asian, American Indian, Black, Pacific Islander, White, and Local ID. If any of these previous columns are highlighted, they need to be corrected prior to the STN being assigned.

- **First Name, Middle Name, Last Name** – If any of these are highlighted, there is something wrong with the name itself. If First Name or Last Name is blank, they must be supplied (Middle Name can be blank). If they are filled in, but highlighted, look for numbers (the letter O in place of a zero) in the name, more than two of the same letter in a row (e.g. Matthweu – notice the three T’s), special characters, more than one space in between a name that has multiple names.
- **Suffix** – If the Suffix is highlighted, it is because it has an invalid value. The suffix does NOT have to be supplied; it can be blank.
- **Birth Date** – If not supplied, provide it. Otherwise it will usually be students older than 26 or younger than 3.
- **Gender** – Must be supplied and can only be “M” or “F”
- **Grade** – Must be supplied and can only be (07, 08, 09, 10, 11, 12)
- **Hispanic Latino** – Must be supplied and must be either “Yes” or “No.” “Unknown” is not valid.
- **American Indian, Asian, Black, Pacific Islander, White** – At least one must be a “Yes.” If all are marked as “No”, this indicates the Race was not supplied and all five will be highlighted.
- **ELL** – Must be supplied and must be either “Yes” or “No.” “Unknown” is not valid.
- **IEP** – Must be supplied and must be either “Yes” or “No.” “Unknown” is not valid.
- **Free/Reduced** – Must be supplied and must be in this list: Free, Reduced, None, Provision1, Provision2, Provision3, Provision4.
- **Economic Disadvantage** – Must be supplied and must be either “Yes” or “No.” “Unknown” is not valid. If “No” and highlighted, check “Free/Reduced.” If “Free/Reduced” is “Reduced” or “Free,” Economic Disadvantage must be “Yes.”
- **Migrant** – Must be supplied and must be either “Yes” or “No.” “Unknown” is not valid.
- **Disability Code** – If IEP = “Yes” a valid Disability Code must be supplied.
- **Address Line 1, City, Zip Code** – Must be supplied and Zip Code must have a valid Zip Code.
- **Exit Date** – Must be supplied.

If the Student is NOT listed on the Final Report for the First Quarter Dropout Report, and the student is not listed in the Find Missing Students check the following:

1. Does this student have a valid enrollment in your local student information system that would place them exiting your school on or between October 1 and December 31?

2. Does that enrollment contain an exit code of 1927 (Or your systems applicable drop out code)?
3. Check the XSD Wizard located under the District tab (contact your Superintendent or Logon Administrator if you do not have access). Look for “StudentPersonal” or “StudentSchoolEnrollment” errors. If these exist, contact your Student Information System vendor immediately and provide them with the error message you see on the XSD Wizard and ask them how to correct this issue in your local system. After they verify the issue has been corrected, contact the SDE Service Desk to have your data re-pulled.
4. Is this student located in an alternative education or other “fictional” non-accredited site in your local Student Information System? Many districts set up fictional sites for students to keep track of them separately from the other students because they are on different calendars. This is appropriate and acceptable, but the student must still be sent to the Wave through their accredited site. Each Student Information System vendor handles this mapping a little bit differently. Work with your vendor to insure that your students are being sent up through their appropriate accredited code even though they are tracked separately.

If there are no errors on the XSD Wizard, contact the SDE Service Desk, and they can assist you in investigating the potential issue.

5 – Superintendent Responsibilities

In this section we will review how the District Superintendent is to “Certify” the First Quarter Dropout Report.

5.1 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.**

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 15 - Certify Button

5.2 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”.

State Reporting Certification

County/District Code: 55012 - OKLAHOMA / EDMOND

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

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

Site Name	Site Status	Confirm	Release
MEMORIAL HS (705)	In Process	<input type="button" value="Confirm"/>	<input type="button" value="Release"/>
NORTH HS (715)	Not Started	<input type="button" value="Confirm"/>	<input type="button" value="Release"/>
SANTA FE HS (720)	Not Started	<input type="button" value="Confirm"/>	<input type="button" value="Release"/>

Superintendent can "Release" to go back to the In Process status to make changes

Figure 16 - Release Button

5.3 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.

6 – Important Information

6.1 Using the Report as a Tool

The dropout report is not only a way to comply with reporting, but is also a tool that can assist you in locating students who may have dropped out from your school. There will always be one quarter open. When one quarter is marked as certified, the next quarter will open allowing you to continually view the drop out report data. The Wave system will look daily for any student indicated as a dropout and attempt to find an enrollment for that student that shows they entered after being reported as a dropout. The report will fill in the “reentry” columns with what is found allowing you to see the name of a school/district to contact regarding sending records for the student to verify they did actually enroll. It will also be a means for you to correct the exit code right away and remove the student from the report, or if that quarter has already been certified, it will allow you to keep track of the reentry so you can report that student on the reentry checklist during the fourth quarter report.

6.2 Missing a Dropout

If the quarter ends and the report is certified and you then determine a student was missed who should have been reported during that quarter, there are two options.

1. If it is before the 5th of the month in which the report is due (Quarter 1 = January 5), you can have the report decertified, have your superintendent release the school site and the data will populate onto the report from your local system.
2. If it is after the 5th of the month, the student will be reported in the next quarter, you can simply report the student then. This is true for quarters one, two, and three. If quarter four is incorrect, you will need to contact the Alternative Education Office if the report is inaccurate and past the deadline.