



Oklahoma State Department of Education

Wave October 1 Consolidated 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 Wave October 1 Consolidated 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 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.

The Wave October 1 Consolidated Report will also be used to consolidate what were previously aggregated counts from disparate reports into a single October 1 collection at the student level. The first run of the Wave October 1 Consolidated Report will be the source of the Accreditation Report grade grid counts, the Bilingual Count, the Gifted Talented District count, and the LEP/Immigrant Survey count.

1.1 - Purpose

The purpose of this manual is to provide a step-by-step resource for accessing and submitting the Wave October 1 Consolidated 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 October 1 Consolidated 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 October 1 Consolidated Report

Access to the October 1 Consolidated 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 October 1 Consolidated Report. All others will need to have the “October 1 Consolidated 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.

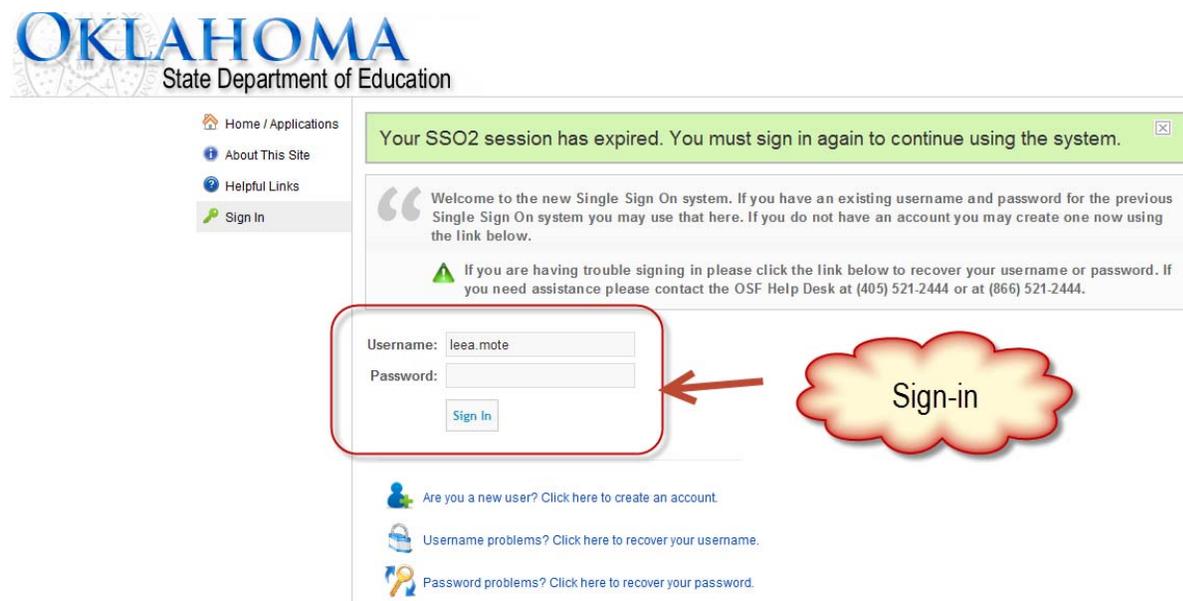


Figure 1 - Single Sign On Log-in Screen



Figure 2 - Single Sign On Application List

2.2 Go to the October 1 Consolidated 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 October 1 Consolidated 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.

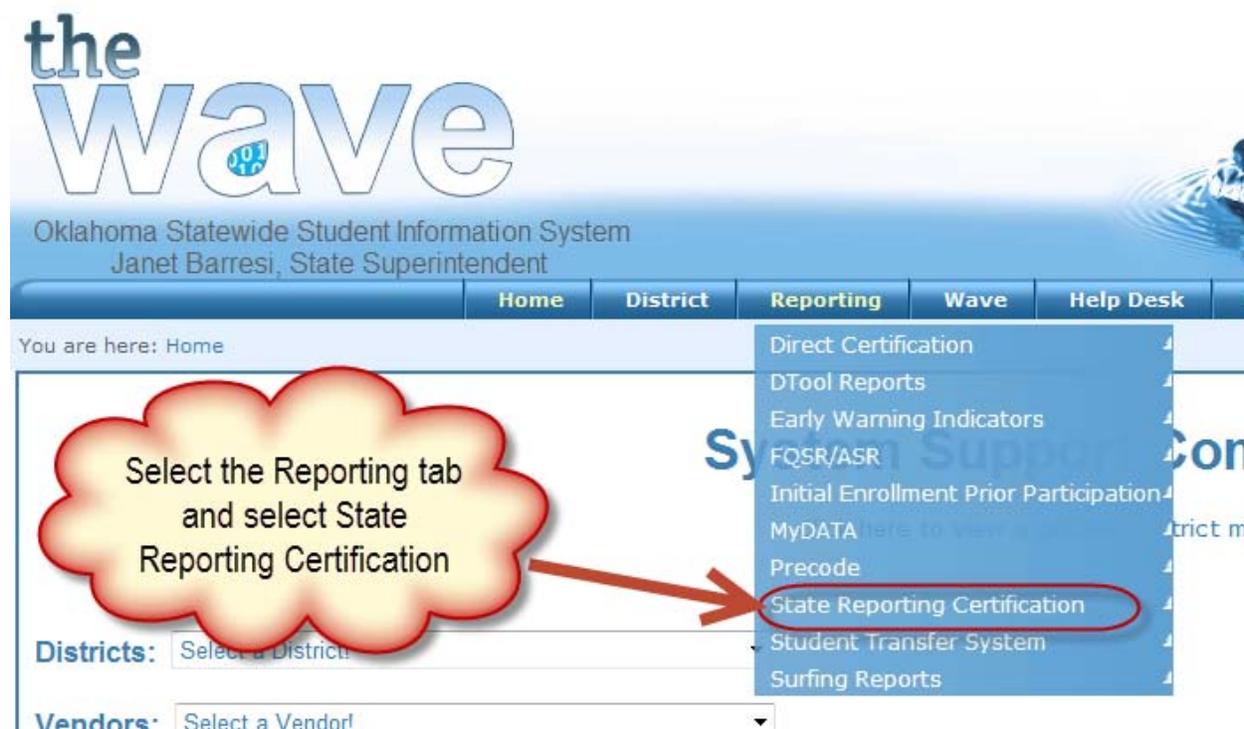


Figure 3 - The Wave Reporting Tab, State Reporting Certification

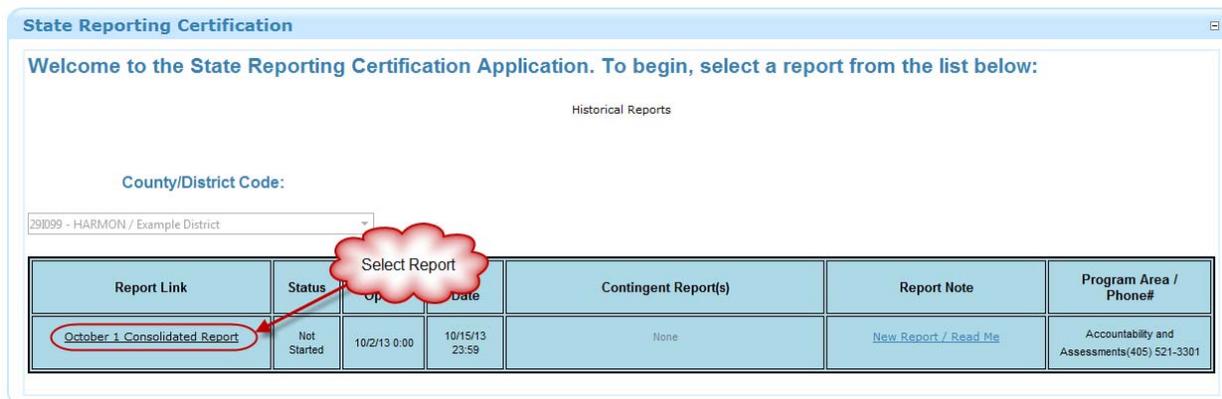


Figure 4 - State Reporting Dashboard

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'

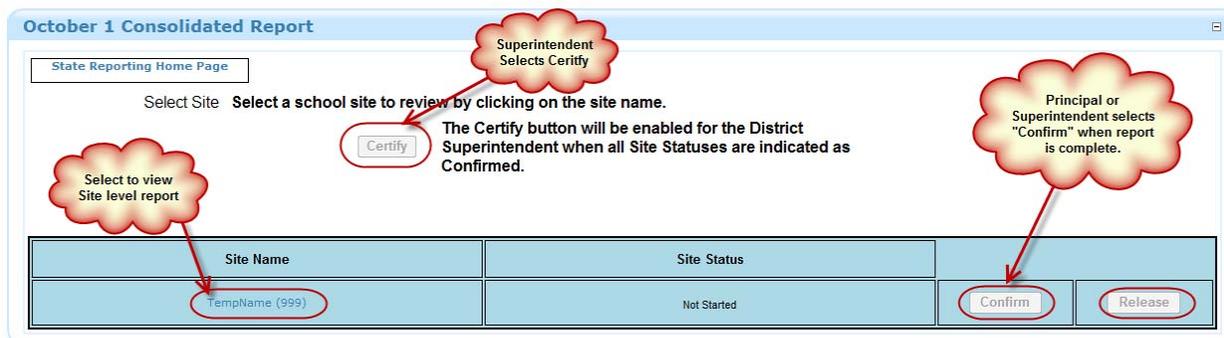


Figure 6 - Site Status Screen

2.4 General Navigation

Once in the October 1 Consolidated 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** - Since this report is 100% pre-populated from your student information system and contains no on screen data entry, the data is listed on the “Final Report” to be reviewed. It is updated nightly and reflects any changes made in your local system during the day.
- **Find Missing Students** – A list of all students who would otherwise appear on this report if certain data elements were provided or modified. The page contains a list of students and highlights the one or more elements keeping students from appearing on the report. The far right side of the row contains an indication of why a student is not on the report if it is due to him/her appearing on one of the three Wave Wizards (STN Wizard, District Ownership

Wizard, and Data Validation Wizard). If “Has Issues” appears in the row, this student has issues on that particular wizard. You can click the “Has Issues” link, and it will take you directly to that Wizard if your Superintendent or District Administrator has granted you access to that Wizard.

- **Reporting Tools** – Contains reports that will assist you in completing the October 1 Consolidated Report.



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 pre-populated 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 October 1 Consolidated Report is a list of every student in membership on October 1st at your school or district. The Final Report section should contain each of those students by name along with various different indicators about the student (Grade, Race, Gender, ELL, Gifted Talented, etc.)

1. Determine from your own local Student Information System the students who should be reported on the October 1st Accreditation Report Grade Grid. This will be the complete list of every student to report.
2. Verify that each student you compiled from your system is listed on the Final Report section of the Wave October 1 Consolidated Report. If any students are missing, check the “Find Missing Students” page on the report to see why and correct any data issues. If any students appear who should not be on your October 1 Consolidated Report, correct their enrollment information inside your local Student Information System as it is sending data to the Wave that this student was enrolled on October 1st. You may need to mark no-show students accordingly or correct/delete enrollments that are invalid in your system.
3. After you have a complete list of students on the Final Report, next verify the key demographic breakdown information (Grade, Ethnicity, Race, and Gender) for each student to make sure it is accurate. You should be able to generate an aggregate count of students from your local system that you would have used in the past to key the information into the Accreditation Report. Go ahead and generate that report. Then go to the “Reporting Tools” section on the Wave and generate the “October 1 Accreditation Report Grade Grid” report. Compare the two. They should match exactly. If not, determine what is causing the mismatch and correct accordingly for that student or students in your local Student Information System.
4. Finally, verify the other indicators about the student are correct. Most importantly verify the ELL, Bilingual, Immigrant, and Gifted Talented indicators as your Gifted/Talented District Report count and your LEP/Immigrant Survey LEP Count and Immigrant Counts will be counted from the Final Report section of the October 1 Consolidated Report this year. The “Reporting Tools” section has reports in it as well that aggregates the Final Report page into counts useful for comparison.
5. When all of the information is correct, confirm and certify the report. The Accreditation Report Grade Grid will be filled in daily to make comparisons. The Gifted/Talented Report Student Count and the LEP/Immigrant Survey counts will only be filled in once the Wave October 1 Consolidated Report has been certified.

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.)

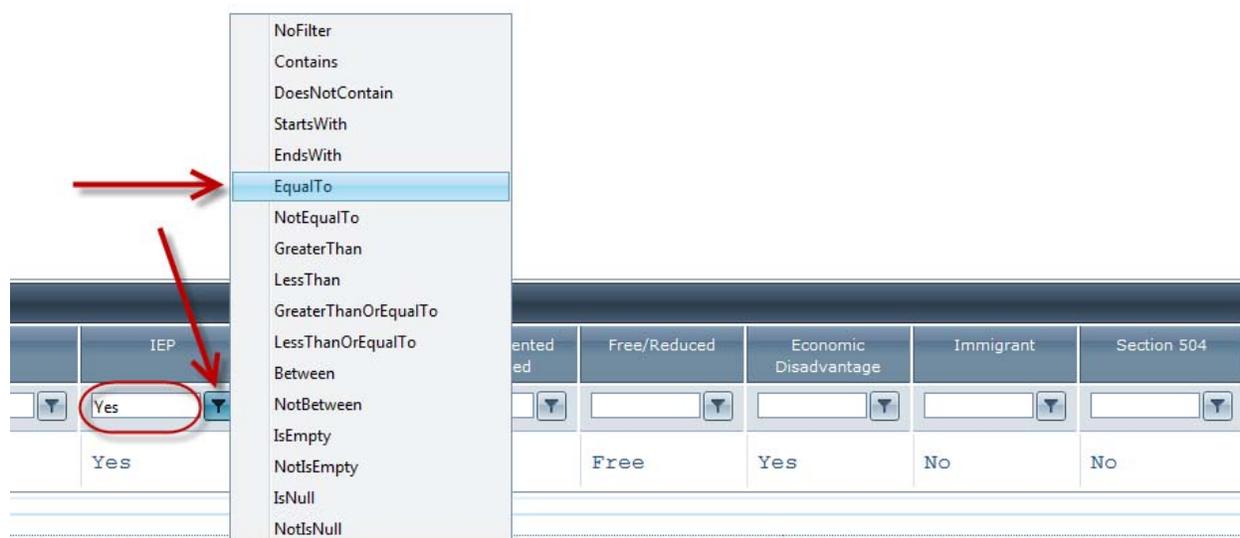


Figure 8 - Enter Filter Criteria and select Filter Button

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 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.

| Last Name | First Name | Middle Name | Birth Date | Hispa |
|-----------|------------|-------------|------------|-------|
| Brown | Duane | J | 7/9/1993 | No |
| Fonda | Jane | Sue | 4/4/1995 | No |

Figure 9 - Dragging to Reorder Columns

| Last Name | First Name | Local ID | Midd |
|-----------|------------|----------|------|
| 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 | | | Cable | 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.

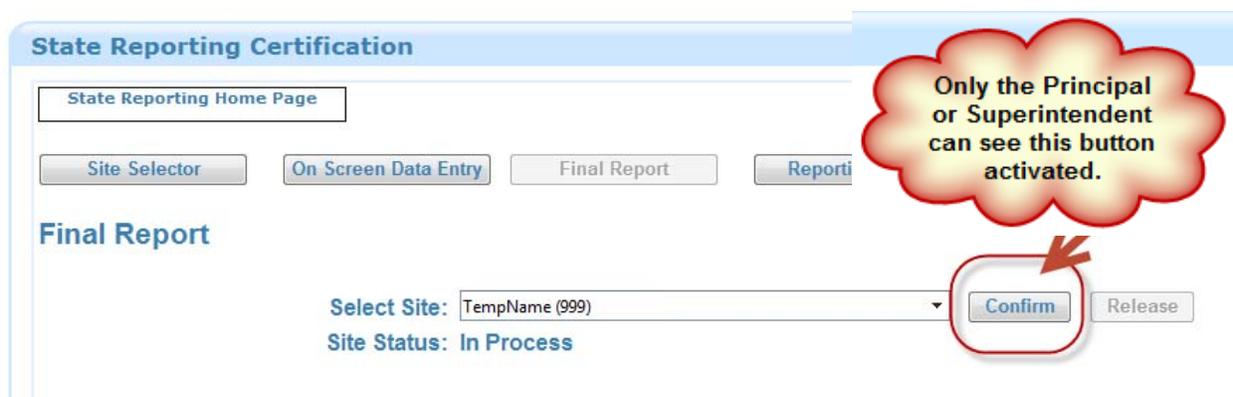


Figure 12 - Confirm Button on the Final Report page

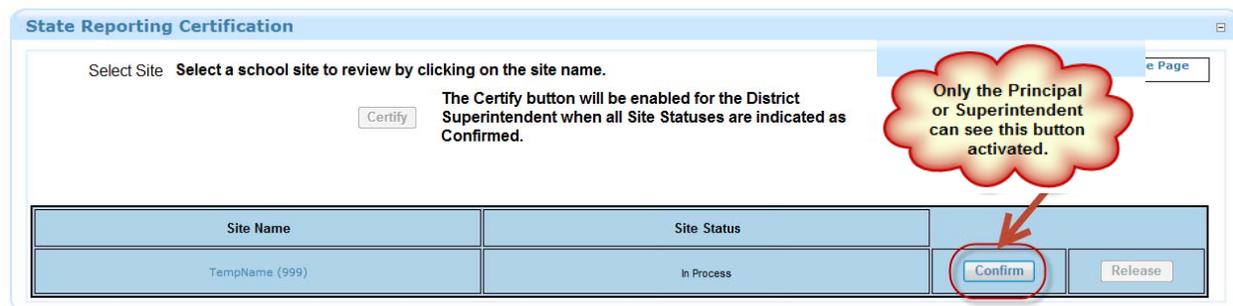


Figure 13 - Confirm Button on Site Selector page

4 – Find Missing Students

This section provides instructions for using the Find Missing Students Page

4.1 Find Missing Students Page

After completing step 1 in section 3.1 above, you will have a complete list of students who must be reported on the October 1 Consolidated Report. If after navigating to the October 1 Consolidated 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 October 1st. 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.

IMPORTANT: The purpose of the Find Missing Students is NOT to display every student who MUST be on the report, but rather to show all of the students who are in the Wave for that school who are NOT on the report and were not reported on the October 1 Consolidated Report. Why this distinction? One example is a cooperative. There are districts that have formed a cooperative. As such, two or more schools may send the same student to the Wave because they track them in their local system. One school sends the student with Basis of Admission code of “R” (Resident). The other sends a Basis of Admission code of “COOP” (Cooperative). The Wave system sees these codes and interprets one District as the Resident district responsible for reporting the student federally and for state reports, and the other District is seen as having an interest in educating the student, but is not the school responsible for reporting the student for federal and state reports. The student with the

Basis of Admission of “R” will appear on the October 1 Consolidated Report. The student with the Basis of Admission of “COOP” would appear on Find Missing Students. If the Basis of Admission code of “COOP” is correct, there is nothing more to do. The student should not be reported and thus would remain on the Find Missing Students page. If, however, COOP was accidentally entered as the Basis of Admission for a student and is thus the reason why the student is not on the Final Report, the school will be able to see this student located here and can then correct the code in their own Student Information System internally.

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. Matthew – 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 (PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12) – A common mistake is sending “UN (Ungraded)” for a student who is 3 or 4 and should be listed as a PK student.
- **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. If the answer is “Yes”, but it is highlighted, check the ELL 1st or 2nd year proficient columns. They must not be “Yes.” A student cannot be both ELL and proficient at the same time.

- IEP – Must be supplied and must be either “Yes” or “No.” “Unknown” is not valid. If the answer is “Yes”, but it is highlighted, check the Section 504 column. It must not be “Yes.” A student cannot be both IEP and Section 504. They are mutually exclusive.
- Gifted/Talented – Must be supplied and must be either “Yes” or “No.” “Unknown” is not valid.
- Gifted/Talented Identified – Must be supplied and must be “DNMCR”, “MULTI”, or “THREE.” If the code is correct but it is highlighted, check the Gifted/Talented. If “Yes,” the code for Gifted/Talented Identified must be “MULTI” or “THREE.”
- 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.”
- Immigrant – Must be supplied and must be either “Yes” or “No.” “Unknown” is not valid. If “Yes” and highlighted, check the State of Birth and Country of Birth for the student in your local system. A student cannot be born in the US and be Immigrant. If “No” is highlighted, it will mean that you have sent the appropriate age, an out-of-country Birth Country and the student is either in their first or second year of school (PK, KG) or you provided an entry code of Original Entry Into a United State School (1835) indicating to the Wave a student who meets the qualifications based on age, birth and the length of time in a public school in the US.
- Section 504 – Must be supplied and must be either “Yes” or “No.” “Unknown” is not valid. If the answer is “Yes”, but it is highlighted, check the IEP column. It must not be “Yes.” A student cannot be both IEP and Section 504. They are mutually exclusive.
- Basis of Admission – Must be one of the following: OHP1, OHP2, OHP3, OHP4, R, OT, ET01, ET02, ET03, ET04, ET05, ET06, ET07, RT, RVON, RVOFF, OTVON, OTVOFF, OTOHP1, ETVON, ETVOFF, FOY, ETOHP1. All other Basis of Admission codes would indicate the student is not in membership at this particular school.
- ELL 1st Year Proficient, ELL 2nd Year Proficient – Must be supplied and must be either “Yes” or “No.” Both cannot be “Yes.” And if one is “Yes”, then ELL must be “No.”
- Migrant – Must be supplied and must be either “Yes” or “No.” “Unknown” is not valid.
- Membership Type – Must be “Home.” A membership type of “Concurrent” indicates the student is enrolled in this school, but this is not the school responsible for reporting the student to the state or federally.
- FTPTStatus – If the student is in Prekindergarten or Kindergarten, the FTPT status must be supplied. All other grades it is not applicable.

If the Student is NOT listed on the Final Report for the October 1 Consolidated 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 in membership on October 1st?
2. Is the entry date of the student on or after the first day of school for the school they enrolled in? If the entry date is before the first day of school, this will cause some SIS vendors to not send the student to the Wave.
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 separate 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 – Reporting Tools

This section provides instructions for the Reporting Tools section of the report.

- **October 1 Accreditation Grade Grid** – Using the student level data on the Final Report, a grid is built of the aggregate counts showing how they will appear on the Accreditation Report Grade Grid.
- **October 1 Gifted Talented Grade Grid** – Using the student level data on the Final Report, a grid is built of the aggregate counts at the site level. **IMPORTANT:** The Gifted Talented Student Count is reported at the District Level on the Gifted Talented Report. To see a district level report, check the “District Report” box and then click “View Report.”
- **October 1 LEP Grade Grid** – Using the student level data on the Final Report, a grid is built of the aggregate counts showing how they will appear on the LEP Count portion of the LEP/Immigrant Survey.
- **October 1 Immigrant Count** – Using the student level data on the Final Report, two aggregate counts are generated showing how they will appear on the Immigrant Count portion of the LEP/Immigrant Survey.

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 15 - 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 16 - Reporting Tools Screen Navigation Formatting

6 – Superintendent Responsibilities

In this section we will review how the District Superintendent is to “Certify” the October 1 Consolidated 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 17 - 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”.

State Reporting Certification

County/District Code: 550012 - 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 18 - 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.

7 – Pre-Populating October 1 Reports

The data certified in the Wave October 1 Consolidated Report will be used to populate the counts on three other October 1 Reports:

1. A portion of the Accreditation Report Grade Grid
2. The student count section of the Gifted and Talented Report
3. The LEP and Immigrant counts on the LEP/Immigrant Survey

This section discusses how that pre-population will take place.

7.1 Accreditation Report

The Accreditation Report can be accessed the same way it always has been, and most of the way the accreditation report has been reported in the past is exactly the same. There will only be one change to the Accreditation Report affected by the Wave October 1 Consolidated Report. The Wave October 1 Consolidated Report will pre-populate the top portion of the Accreditation Report Grade Grid down through the Bilingual population. The rest of the grid which contains information about Virtual Students and the Graduate Counts will continue to be filled in manually by the user on the accreditation report screens as has always been done in the past.

| Statistical Information | | | | | | | | | | | | | | | |
|--|------------|-----------|-----------------------------------|----------|----------|------------|------------------------|-----------|---|----------|-----------|-----------|----------------------------------|----------|------------|
| United States Education Department Mandated Ethnicity and Race (E&R) Tabulation Categories | | | | | | | | | | | | | | | |
| Race Ethnicity Columns are in a different order from previous applications. | | | | | | | | | | | | | | | |
| Non Hispanics should be counted in one race tabulation category. | | | | | | | | | | | | | | | |
| GRADE | Hispanic | | American Indian or Alaskan Native | | Asian | | Black African American | | Native Hawaiian or Other Pacific Islander | | White | | Two or More Races (Non Hispanic) | | TOTAL |
| | M | F | M | F | M | F | M | F | M | F | M | F | M | F | |
| Pre K 3 (1/2 day) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pre K 3 (full day) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pre-Kindergarten (1/2 day) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pre-Kindergarten (full day) | 15 | 17 | 0 | 0 | 6 | 0 | 0 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 60 |
| Kindergarten (1/2 day) | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | 0 |
| Kindergarten (full day) | 18 | 22 | 1 | 3 | 1 | 0 | 27 | 14 | 0 | 0 | 4 | 8 | 0 | 1 | 0 |
| 1 | 21 | 22 | 2 | 1 | 0 | 0 | 0 | 21 | 0 | 1 | 1 | 2 | 2 | 0 | 105 |
| 2 | 15 | 17 | 0 | 2 | 1 | 0 | 0 | 15 | 0 | 0 | 8 | 8 | 0 | 0 | 87 |
| 3 | 15 | 17 | 0 | 0 | 1 | 0 | 24 | 0 | 0 | 1 | 3 | 5 | 2 | 0 | 85 |
| 4 | 17 | 17 | 0 | 1 | 0 | 1 | 22 | 0 | 0 | 0 | 2 | 8 | 0 | 0 | 85 |
| 5 | 12 | 14 | 0 | 1 | 1 | 0 | 0 | 13 | 0 | 0 | 7 | 9 | 0 | 1 | 73 |
| 6 | 16 | 10 | 0 | 0 | 0 | 0 | 0 | 18 | 1 | 0 | 3 | 1 | 2 | 0 | 85 |
| Out-of-Home Students+ | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GRAND TOTAL | 117 | 87 | 8 | 8 | 5 | 105 | 171 | 24 | 1 | 2 | 28 | 47 | 6 | 4 | 236 |
| Bilingual Total by Ethnicity++ | 110 | 117 | 0 | 0 | 5 | 1 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 105 |

Figure 19 – Accreditation Report Grade Grid

When your Accreditation Report opens, you will have the ability to go to the grade grid and will see numbers already populated on the report. These numbers come directly from the current Wave October 1 Consolidated Report. You cannot modify the numbers on the Accreditation Report. You must make corrections in your local student information system to update the Wave October 1 Consolidated Report. This will in turn correct the numbers on the Accreditation Report at the same time. If you click on one of the Accreditation Report boxes containing a number, a list of students that make up that count will appear on the screen. It is important that you manage these counts from the Wave October 1 Consolidated Report – not from the Accreditation Report as the Wave October 1 Consolidated Report will have the “Find Missing Students” section which will help identify why kids are missing.

The Wave October 1 Consolidated Report has a list of students on the Final Report screen. The section below will explain how that data translates into the aggregate counts that will appear on the Accreditation Report:

1. **Race Calculation** – There are seven Race/Ethnicity columns on the Accreditation Report. Here is how the determination is made to place a student into one of the seven categories:
 - a. Hispanic – If Hispanic Latino = Yes, the student will be placed in this category regardless of the race sent.
 - b. American Indian or Alaskan Native – If Hispanic Latino = No, and American Indian = Yes and no other Races are supplied; the student will be placed in this category.
 - c. Asian – If Hispanic Latino = No, and Asian = Yes and no other Races are supplied; the student will be placed in this category.
 - d. Black African American – If Hispanic Latino = No, and Black = Yes and no other Races are supplied; the student will be placed in this category.
 - e. Native Hawaiian or Other Pacific Islander – If Hispanic Latino = No, and Pacific Islander = Yes and no other Races are supplied; the student will be placed in this category.
 - f. White – If Hispanic Latino = No, and White = Yes and no other Races are supplied; the student will be placed in this category.
 - g. Two or More Races (Non-Hispanic) – If Hispanic Latino = No, and two Races (not including Hispanic) are indicated as Yes, the student will be placed in this category.

2. **Grade Calculation** – There are several Grades listed on the Accreditation Report. Here is how they will be determined:
 - a. PK3 (1/2 Day) – (Note the Wave does not receive any grade levels prior to PK)
 - i. Grade Level Code = PK
 - ii. FTPTStatus = PartTime (This comes on the student’s enrollment information.)
 - iii. Birth Date = The student was three years old on September 1st.
 - b. PK 3 (Full Day)
 - i. Grade Level Code = PK
 - ii. FTPTStatus = FullTime (This comes on the student’s enrollment information.)
 - iii. Birth Date = The student was three years old on September 1st.
 - c. Pre-Kindergarten (1/2 day)
 - i. Grade Level Code = PK
 - ii. FTPTStatus = PartTime (This comes on the student’s enrollment information.)
 - iii. Birth Date = The student was four years old or older on September 1st.
 - d. Pre-Kindergarten (Full Day)

- i. Grade Level Code = PK
 - ii. FTPTStatus = FullTime (This comes on the student's enrollment information.)
 - iii. Birth Date = The student was four years old or older on September 1st.
 - e. Kindergarten (1/2 day)
 - i. Grade Level Code = KG
 - ii. FTPTStatus = PartTime (This comes on the student's enrollment information.)
 - f. Kindergarten (Full Day)
 - i. Grade Level Code = KG
 - ii. FTPTStatus = FullTime (This comes on the student's enrollment information.)
 - g. 1st Grade – Grade Level Code = 01
 - h. 2nd Grade – Grade Level Code = 02
 - i. 3rd Grade – Grade Level Code = 03
 - j. 4th Grade – Grade Level Code = 04
 - k. 5th Grade – Grade Level Code = 05
 - l. 6th Grade – Grade Level Code = 06
 - m. 7th Grade – Grade Level Code = 07
 - n. 8th Grade – Grade Level Code = 08
 - o. 9th Grade – Grade Level Code = 09
 - p. 10th Grade – Grade Level Code = 10
 - q. 11th Grade – Grade Level Code = 11
 - r. 12th Grade – Grade Level Code = 12
 - s. Out-of-Home Students – If the Basis of Admission Code (Entry Type Other Code in SIF terminology) contains the letters “OHP,” it will override the Grade level codes above and the student will be listed here.
3. **Bilingual Total by Ethnicity** – The October 1 Consolidated Report will populate this row on the Accreditation Report using the following criteria:
- a. Bilingual = Yes (On the Wave October 1 Consolidated, a column called Bilingual will appear with Bilingual = Yes or Bilingual = No. The Wave gathers this from information sent from your local system (Refer to section 7.16 and 7.17 of the 2.x Wave Requirements document for more information).
 - i. EnglishProficiency_Code = 1634 (Fluent English Speaker) translates to Bilingual = Yes
 - ii. EnglishProficiency_Code = 2349(LEP/ELL) translates to Bilingual = Yes
 - iii. EnglishProficiency_Code = 1636 (Re-designated as Fluent English Proficient) AND EnglishProficiency_OtherCode = (1, 2, or 5) translates to Bilingual = Yes
 - iv. All other EnglishProficiency_Code and EnglishProficiency_OtherCode combinations translate to Bilingual = No

7.2 Certifying the Accreditation Report

The District Superintendent will not be able to certify the Accreditation Report until the Wave October 1 Consolidated Report has been marked as certified. If the Wave October 1 Consolidated Report should be decertified at the request of the school district and the District Superintendent logs into the Wave and Releases one of the Confirmed schools sites on the Wave, that same school site corresponding on the Accreditation Report will be returned to open status and will need to be Confirmed/Certified again after the Wave October 1 Consolidated has been recertified.

7.3 Gifted Talented Report

The Gifted Talented Report can be accessed the same way it has always been accessed in the past. Only the Student Count page on the Gifted Talented Report is changing. The numbers on the Student Count page can no longer be manually entered on the report. They will automatically appear after the Wave October 1 Consolidated Report has been certified by the District Superintendent.

There are five main sections of the Gifted Talented Student Count page that will be populated by the Wave October 1 Consolidated Report:

1. Number of students served scoring in the top 3% - The October 1 Consolidated Report will populate this number for every student in the district where Gifted Talented = Yes and Gifted Talented Identified = THREE.
2. Number of students served and identified by multi-criteria – The October 1 Consolidated Report will populate this number for every student in the district where Gifted Talented = Yes and Gifted Talented Identified = MULTI
3. Total Number of Served Students – the combined total of number 1 and number 3 above.
4. The Grid of students with a sub group breakdown of Grade, Race, Gender, and Ethnicity. The calculations for this will be the same as section 7.1 for the Accreditation Report. The only exception will be that the Gifted Talented Report does not contain PK3, Half-Day or Full-Day, or OHP students.
5. Number of identified, but not served, gifted/talented students – The October 1 Consolidated Report will populate this number for every student in the district where Gifted Talented = No and Gifted Talented Identified = MULTI or THREE.

| 1. Number of students served scoring in the top 3% (total/composite/or full scale score) on a nationally standardized test of intellectual ability: <input type="text" value="0"/> | | | | | | | | | | | | | | | |
|--|--------------------------------|--------------------------------|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---|--------------------------------|--------------------------------|--------------------------------|----------------------------------|--------------------------------|--------------------------------|
| 2. Number of students served and identified by multicriteria: <input type="text" value="0"/> | | | | | | | | | | | | | | | |
| 3. TOTAL NUMBER OF STUDENTS SERVED: <input type="text" value="0"/> | | | | | | | | | | | | | | | |
| US ED Mandated Ethnicity and Race (E&R) Tabulation Categories | | | | | | | | | | | | | | | |
| <i>Ethnicity and Race columns are in a different order from previous applications.</i> | | | | | | | | | | | | | | | |
| Only non-Hispanics should be counted in race tabulation categories below. | | | | | | | | | | | | | | | |
| | A | | B | | C | | D | | E | | F | | G | | H |
| | Ethnicity | | Race tabulations of non-Hispanic students reporting only one race | | | | | | | | | | | | |
| GRADE | Hispanic/Latino | | American Indian or Alaskan Native | | Asian | | Black or African American | | Native Hawaiian or Other Pacific Islander | | White | | Two or More Races (Non Hispanic) | | |
| | M | F | M | F | M | F | M | F | M | F | M | F | M | F | TOTAL |
| Grade PreK | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Figure 20 – Gifted Talented Report Grade Grid

| | | | | | | | | | | | | | | | |
|--------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Grade 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Grade 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Grade 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Grade 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Grade 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Grade 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Grade 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Grade 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Grade 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Grade 11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Grade 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GRAND TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Number of identified, but not served, gifted/talented students. (This number not included in any other reported data.)

Save

[Previous](#) [Next](#)

For assistance call the Office of Gifted and Talented Education @ (405) 521-4287

Figure 21 – Gifted Talented Report Grade Grid

7.4 Certifying the Gifted Talented Report

The Gifted Talented Report cannot be certified by the District Superintendent until the Wave October 1 Consolidated Report has been certified. Once the October 1 Consolidated Report is certified, the counts on the Student Count page for the Gifted Talented Report will appear. If the Wave October 1 Consolidated Report should be decertified at the request of the district, the Gifted Talented Report will be marked decertified as well and the counts will be removed from the report pending a recertification of the Wave October 1 Consolidated Report.

7.5 LEP/Immigrant Survey

The LEP/Immigrant Survey will be almost entirely pre-populated by the Wave October 1 Consolidated Report. The only exception is the Languages spoken page. Districts will still complete this manually on the screen. The counts for LEP and Immigrants will automatically appear after the Wave October 1 Consolidated Report has been certified by the District Superintendent.

There are three pages on the LEP/Immigrant Survey that will be pre-populated using data from the Wave October 1 Consolidated Report:

1. LEP/Immigrant Home Page – The LEP/Immigrant Home page contains two questions.
 - a. Does this site serve Immigrant students? – This will be answered “Yes” if the school site contains at least one student on the Wave October 1 Consolidated Report where Immigrant = Yes. Otherwise it will be answered “No.”

- b. Does this site serve LEP students? – This will be answered “Yes” if the school site contains at least one student on the Wave October 1 Consolidated Report where ELL = Yes. Otherwise it will be answered “No.”

Limited English Proficient(LEP)/Immigrant Home Page

Instructions

1. Select a school site from the drop down menu in the upper right-hand corner.
2. Complete and save each page of the LEP Survey.
3. Certify LEP Survey.
4. Repeat process for each school site.

Does this site serve Immigrant students?
 Yes No

Does this site serve LEP students?
 Yes No

Figure 22 – LEP/Immigrant Home Page

- 2. Immigrant Counts – The immigrant counts page contains two counts of students:
 - a. Total number of Immigrants at this site – This count will be pre-populated by the Wave for every student where Immigrant = Yes.
 - b. Total number of Immigrants who are also LEP – This count will be pre-populated by the Wave for every student where Immigrant = Yes AND ELL = Yes.

Instructions

1. Report the number of students enrolled on October 1, 2012 that meet the federal definition of Immigrant (below). If unable to collect data for October 1, use the closest day possible.

Enter the total number of Immigrants at this site.

Enter the total number of Immigrants at this site that are also LEP.

Figure 23 – LEP/Immigrant Immigrant Counts

- 3. LEP Count/Grid – The grid that contains the counts of LEP students by Race/Ethnicity, Gender, and Grade level will be populated by the Wave. The counts will be pre-populated for any student where ELL = Yes. The sub group breakdown by Race/Ethnicity, Gender, and Grade Level will be the same as the Accreditation report discussed in section 7.1. The only

exception will be that the LEP Count/Grid does not contain PK3, Half-Day or Full-Day, or OHP students.

| US ED Mandated Ethnicity and Race (E&R) Tabulation Categories | | | | | | | | | | | | | | | |
|--|-------------------|----------|---|----------|----------|----------|---------------------------|----------|---|----------|----------|----------|----------------------------------|----------|----------|
| <i>Ethnicity and Race columns are in a different order from previous applications.</i> | | | | | | | | | | | | | | | |
| Only non-Hispanics should be counted in race tabulation categories below. | | | | | | | | | | | | | | | |
| | A | | B | | C | | D | | E | | F | | G | | H |
| GRADE | Ethnicity | | Race tabulations of non-Hispanic students reporting only one race | | | | | | | | | | | | TOTAL |
| | Hispanic / Latino | | American Indian or Alaskan Native | | Asian | | Black or African American | | Native Hawaiian or Other Pacific Islander | | White | | Two or More Races (Non Hispanic) | | |
| | M | F | M | F | M | F | M | F | M | F | M | F | M | F | |
| 06 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 07 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 08 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| GRAND TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Figure 24 – LEP/Immigrant LEP Count/Grid

7.6 Certifying the LEP/Immigrant Survey

The LEP/Immigrant Survey cannot be certified by the District Superintendent until the Wave October 1 Consolidated Report has been certified. Once the October 1 Consolidated Report is certified, the counts on the LEP/Immigrant Survey will appear. If the Wave October 1 Consolidated Report should be decertified at the request of the district, the LEP/Immigrant Survey will be marked decertified as well and the counts will be removed from the report pending a recertification of the Wave October 1 Consolidated Report.

8 – Other Indicators on October 1 Consolidated

In addition to collecting information to pre-populate the portions of the Accreditation Report, Gifted Talented Report, and LEP Immigrant Survey, there will be other indicators listed on the Wave October 1 Consolidated Report that will be used for other data reporting both short and long term.

1. IEP – An indication of whether or not the child is on an IEP will be on this report. The Wave October 1 Consolidated Report is NOT the source for the Special Education Child count this year, but every effort should be made to ensure the count on the Wave of IEP students matches the child count numbers. The IEP information for the Wave October 1 Consolidated will be used as a sub group of the federal four year adjusted graduation cohort rate as required by federal law.
2. Migrant – An indication of whether or not the child is Migrant. This indicator will be used as a sub group of the federal four year adjusted graduation cohort rate as required by federal law.
3. Free/Reduced and Economic Disadvantage – An indication of whether or not the child is eligible for Free or Reduced price lunch which indicates the child is economically disadvantaged. This indicator will be used as a sub group of the federal four year adjusted graduation cohort rate as required by federal law.
4. Section 504, ELL 1st Year Proficient, ELL 2nd Year Proficient – This information is being gathered as part of the overall Longitudinal Data System.