### Version control

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<th>Date</th>
<th>Description</th>
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<td>1.0</td>
<td>4/9/2018</td>
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<td>Tyler McNeely</td>
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1 – Introduction

The purpose of this document is to walk a user through reporting the Annual Statistical Report (ASR) Student Level data. The report is located on Single Sign On, the Wave under State Reporting Certification.

1.1 - Purpose

The purpose of this manual is to provide step-by-step instructions for reporting ASR data to the Wave.

1.2 - How to Use this Document

To complete this reports, 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 by holding Ctrl + click on the section you want to navigate to within the table of contents. For questions regarding ASR data, please contact the State Department of Education 405-521-3301

2 – Requirements

SIF Objects in this section are required to be accurately submitted through the Wave. Title 70, Section 3-104.

2.1 Required Objects to be sent to the Wave.

The following objects must be sent to the Wave in order to populate the student level data in the ASR application.

1. Calendar Summary
2. Calendar Date
3. Student Personal
4. Student Attendance Summary
5. Student School Enrollment
6. Student Daily Attendance
7. Attendance Code Info

If there are any issues with any element capture within any of these objects listed, check the Wave Validation Wizard under the District tab in the Wave. For information on which elements must be supplied to the Wave, reference the Wave Requirements Document in the Wave under the Resources tab.

3 - Access to the Wave

This section provides a step-by-step process for logging into the Wave to access the ASR report. Only the District Superintendent or the District Administrator will be able to grant you access to the ASR application.
3.1 Log in to the Wave
To begin, go to “Single Sign On” Web site, https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx. Enter your username and password and click the ‘Sign In’ button. Once logged in scroll to The Wave’s Portal and select the icon.
3.2 Access the ASR Report

Once you have logged in and accessed the Wave, the ASR Report is located in the State Reporting Certification application. Hold your cursor over the Reporting tab. When the drop-down menu appears, click on State Reporting Certification. If you cannot see the Reporting tab or if the State Reporting Certification link is not an available option in the drop down menu, you will need to contact your District Superintendent or District Administrator and they will need to assign that role to your Wave user account.

Once you are in the State Reporting Certification application you will then need to access the report from the report list. After which you will be navigated to the Site Selector Screen.

Only the District Superintendent or District Administrator can grant other district or site level individuals access to the ASR report.

Then you will select the Annual Statistical Report link.

Then you will need to select the site that you want to view.
4 – Certifying Calendars

Certifying the calendars is the first step in completing this report. Superintendents will need to view and verify the accuracy of all calendars within the district before certifying the calendars. After the calendars are certified the Superintendent will later have to certify the report as a whole (this will be discussed later in the document).

Users can view all calendars within the district by selecting the “District Wide Calendar Report” from the Reporting Tools screen.

4.1 Reviewing the Calendar Data.

Once you have navigated to the calendar screen you will see a list of calendars. By selecting the plus (+) sign to the far left of the calendar record will expand to the next tier of calendar information. This tier will show the days within that calendar, instructional minutes and whether that day was marked as a day of instruction, professional day, make up school day, etc. Note: for questions about the codes that describe the type of day in the calendar (instructional day, professional day, etc.) see section “7.34 CalendarDateType Code” from the 2.X Wave Requirements Document v 1.9 found under the Resources tab in the Wave.

Each calendar is designated with a Calendar Type this is determined by using the information sent to the Wave. Calendars within the district with the same number of days taught, professional days, and total days in membership will all be designated as the MAIN calendar. All schools must have at least one MAIN calendar.

It is possible to have more than one MAIN calendar listed, this simply means they have the same number of days taught, professional days and total days in session.

The other calendar types that you may see are:

- Alt Ed
- Coop
- Resident Virtual (rv)
- Other
These are designated based on the description provided from your student information system to the Wave. For example if you include the words “Alt Ed” in your description then this will be designated as an Alt Ed calendar.

The Start and End dates of the calendar indicate the first day of your school calendar and the last day. These dates may or may not indicate the first and last day of instruction. For example if you have three professional days before the students come back to class then your calendar start date would be the first day of those professional days.

ℹ️ The start date cannot be before July 1 and the end date cannot be after June 30.

The Days Taught is a summation of the dates within your school calendar that are marked as:

- INST – Instructional Day
- MKUP – makeup day
- 0848 – Early dismissal or late arrival day (like parent teacher conferences)

The days taught must be more than 114 but less than 193, if it falls outside of this range your Superintendent will not be able to certify the calendars without correcting it first.

Professional days are only those days marked as 0845 and marked as a professional day (review your Calendar Details to see which days those are).

Total Days in Session is the summation of the days taught and the professional days.

ℹ️ ALL updates to calendars are done in your local Student Information System and then sent to the Wave. No data is actually updated in the Wave.
4.2 Certifying Calendar step process.
Once you’ve selected your site you will then be directed to the Calendar Screen. Here you will see all calendars that are tied to the respective site you selected. Note: to view all calendars within a district, you will need to go to the Reporting Tools tab and select the District Calendar Report. After viewing all the calendars for your district and determining that all the calendars are accurate the Superintendent can then certify all calendars for your district by clicking on the “Certify Calendars” button at the bottom of the Calendar Screen. It is recommended that all calendars within the district are viewed and checked before certifying the calendars. Once the button is clicked all calendars within the district are certified.
4.3 If your calendar is inaccurate or incomplete.
If you find that a calendar is not showing or that the data presented is inaccurate, go to the Wave Validation Wizard in the Wave. Clear up any errors/warnings pertaining to the Calendar Summary object. Once those errors/warnings are cleared your calendar should be showing with the correct data being displayed. If you are still experiencing issues after clearing up the errors, then contact the main line 405-521-3301.

5 – Review Student Membership and Attendance
There is no right or wrong way to review the student data to ensure completeness for this report. There have been some tools developed to assist and make the process easy as possible.

5.1 Comparison of Aggregated Data Instructions
To use the comparison tool, follow the steps below;
Step 1: First you will need to navigate to the Comparison Screen. By clicking on the Comparison tab screen.

Step 2: Download the Comparison template next to the Total Days In Session display, this will be needed so you can input the number from your SIS to upload, Save this file on your computer.

Step 3: Select the Site and Calendar that you want to compare.

Step 4: Click on the “Upload” button and browse to the saved file.

Step 5: After you’ve selected the file click on the “Upload File” button to load the data onto the screen.

Step 6: Click the “Run Comparison” button and the application will highlight data that does not match. Note: If no rows are highlighted, then this means that your data from your SIS matches what is in the Wave at the aggregated level. This should not take the place of spot checking individual student records.

Step 7: If you want to re-upload the comparison table, you can select the “Clear Grid”.

If you used the Data Comparison tool and the data didn’t match here is where you can find the discrepancy at the student level. Note: Please also check the Find Missing Student Section, Data Validation Wizard, STN Wizard, and Ownership Wizard for other reasons why data would be incorrect. Before a site can confirm the student level data the calendars for the district must be certified by the Superintendent first.
5.2 Review and Verify Information

Step 1. Navigate to the Student View screen by clicking on the tab and verify that all students that are to be included in the report are listed here.

Step 2. To view membership data by entry and exit dates click on the (++) icon to expand to the next level of data. This opens up the Student View Tier 2 section. To collapse and go back to Student View Tier 1 data click on the minus (-) icon.

a. If a student was with your school for the entire school year without interruption then their membership should match the Days Taught for that school

b. A student may have more than one membership record. For example, if they have left and came back to your site.

Step 3. The attendance data can be viewed by expanding the Student View Tier 3 section, each absent day is listed for that membership record.

Step 4. The transportation information is located on the Student View Tier 1 of the student data. Verify that it is correct for each student.

a. Students are only eligible for transportation if they live more than 1.5 miles from the school, even if the school provides transportation.

Step 5. After you have finished reviewing the student level data and find everything to be correct and ready for confirmation, the Superintendent or Principal can click on the “Confirm Student Info” button to confirm your site. To un-confirm student level data the Superintendent can click on the “Un-confirm Student Info” button.
If a student has perfect attendance then no absent data will appear in the 3rd tier of data for that student.

5.3 Membership
The tier 2 or membership data shows the enrollments for that student:

- Entry & Exit Date
- How many days’ membership and attendance for that enrollment record.
- If their grade was converted to a different grade
- Basis of Admission

- If a student left and came back to the same school they can have multiple records in the tier 2 list.
- If a student started on the main calendar and you have a separate calendar for Alt Ed and they moved to the Alt Ed program they could have multiple records in tier 2.
- If a student was a resident of your school and then moved out of district and came back to you they could have multiple records for tier 2.
- Based on the students birthdate and the age that they were on September 1st.
  - If they were three years old and reported in PK then the converted grade is PK3.
  - If they were four years old and reported in KG then the converted grade is PK
  - If they were five years old and reported in 1st then the converted grade is KG.
- Only students with certain basis of admissions can be counted on this report:
  - The following is a list of basis of admission codes that qualify a student to be counted on this report.
  - OHP1, OHP2, OHP3, OHP4, R, OT, ET01, ET02, ET03, ET04, ET05, ET06, ET07, ET08, RVON, RVOFF, FOY, TO, RBD, RBDTD, FRGN, and ROP.
5.4 Attendance Data
The Attendance column shows the # of days the student was in attendance (actually came to school).

When reviewing the tier 1 information if you determine a student’s attendance is incorrect you can review the tier 3 data per enrollment.

Tier 3 shows you

- Absent Date – the date the student was marked absent
- Whether it was a full day or half day absence – all absences are round to half or full day.
- Calendar code
- Attendance code – the locally defined code for the attendance marker.
- Description – the description of the attendance code.
- Attendance type – whether the day was marked as absent, tardy, early departure, partial, present or other.
- Attendance status – whether the days was marked as excused, unexcused, unknown or NA.
- Attendance note – the text provided for the day.

6 – Certifying the Report
After all Principals have confirmed their reports, the Superintendent can log in and certify the report.

6.1 Certifying District Level Report
Check the status of all site reports to see they have been confirmed. Once all the sites have been confirmed then click on the “Certify Report” button on the Site Selector screen to certify the whole report.
6.2 Release Site Level Report
If a site has confirmed their report and they determine that they need to make a change, the Superintendent or State Aid can release the individual site by going to the site selector screen and selecting the Release button to the right of the site name.

Once the report is Certified, only State Aid or your regional Accreditation Office will be able to release it. To contact SDE call 405-521-3460.
7 – Final Report

The Final Report screen is where you can view your summary totals and averages for your membership, attendance, and total days transported on which state aid may be paid.

7.1 Using the Final Report Screen

You can view this data several different ways. As the Superintendent you can either view the aggregated summary by districts or by individual sites.

- Select the site and calendar you want to view to see the aggregated data.
- Select “All” and the “District Wide” check box to see a total aggregate of your school district including all sites and calendars.

8 – Find Missing Students

The Find Missing Student page looks through all existing Wave data for a school. It subtracts out the students who already appear on the Student View screen as their data is valid. For students that appear on this screen the Wave looks through their data and determines the reason or reasons why that student is not included in the ASR report. This screen will display those students in a grid and will highlight the data element or elements that are keeping the student from being included in the report.

To move students from the Find Missing Student list into the Report, you must correct the issue(s) in your local student information system and the data will be resubmitted to the Wave.

8.1 Common Issues

Below is a screen shot example of how Find Missing Students will highlight issues with a student. There are three columns at the end of the grid named “STN Wizard Issue”, “Data Validation Wizard Issue”, “Data Ownership Issue”.
• STN – If the STN field 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, and Gender. 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. If this field is highlighted this error can be fixed from the Data Validation Wizard column. Click on the link to “Has Issues” and this will take you to the Data Validation Wizard.

• 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. If this field is highlighted this error can be fixed from the Data Validation Wizard column. Click on the link to “Has Issues” and this will take you to the Data Validation Wizard.

• Birth Date – If not supplied, provide it. Otherwise it will usually be students older than 26 or younger than 3. If this field is highlighted this error can be fixed from the Data Validation Wizard column. Click on the link to “Has Issues” and this will take you to the Data Validation Wizard.

• Gender – Must be supplied and can only be “M” or “F”. If this field is highlighted this error can be fixed from the Data Validation Wizard column. Click on the link to “Has Issues” and this will take you to the Data Validation Wizard.

• 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. If this field is highlighted, click on the link to “Has Issues” and this
will take you to the Data Validation Wizard. Corrections will be made in your student information system.

- Basis of Admission – Must be one of the following for the ASR. OHP1, OHP2, OHP3, OHP4, R, OT, ET01, ET02, ET03, ET04, ET05, ET06 ET07, ET08, RVON, RVOFF, FOY. Basis of admission codes TO, RBD, RBDTD only applies to average daily haul and not to membership or attendance. All other Basis of Admission codes would indicate the student is not eligible for membership or attendance.

- If the last column “Ownership Wizard” has the value “Has Issues” for a student but every other column is not highlighted then you need to click on the link “Has Issues” and it will take you to the Ownership Wizard to identify district conflict. The reason a student would have this issue is because of possible overlapping of entry and exit dates from one district to another.

If the Student is NOT listed among students in the Student View section and the student is not listed in the Find Missing Student section, then check the following.

- Does this student have a valid enrollment in your local student information system.

- Is this 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.

- 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 OSDE State Aid Office, OSDE Student Information Office, or OMES Service desk to have your data re-pulled.

- 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 ensure that your students are being sent up through their appropriate accredited code even though they are tracked separately.
9 – Reporting Tools

This section allows you to generate reports.

9.1 Reports

Outlined below are steps for generating a report from this application. The manual will go on to explain each report and how you will generate each report.

Step 1: First you will need to select the site you want to generate reports.

Step 2: Select the Calendar. Note: Depending on the report selected the “Select a Calendar” option may not be applicable. List of reports where “Select a Calendar” option is applicable.

   i. Aggregated Report
   ii. Summary Report

Step 3: Select the year.

Step 4: Some reports can be viewed at a district wide level. You can view a report at a district wide level by using the “District Report” check box. Note: this is only available to district users. The following is a list of reports viewable at the district wide level.

   i. Aggregated Report
   ii. Summary Report
   iii. Detail Status Report
   iv. District Status
Below is a list of each report and a short description of each.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent Report</td>
<td>A report for the school district to see a print out of students’ absences within their site.</td>
</tr>
<tr>
<td>Aggregated Report</td>
<td>Informal summary of the site aggregated membership, attendance, and days transported on which State Aid may be paid for a select calendar.</td>
</tr>
<tr>
<td>Detail Status Report</td>
<td>This report displays the report status by site. The report statuses are as follows:</td>
</tr>
<tr>
<td></td>
<td>- Open</td>
</tr>
<tr>
<td></td>
<td>- Calendar Certified</td>
</tr>
<tr>
<td></td>
<td>- Confirmed</td>
</tr>
<tr>
<td></td>
<td>- Certified</td>
</tr>
<tr>
<td></td>
<td>- Audit complete</td>
</tr>
<tr>
<td></td>
<td>- Processing</td>
</tr>
<tr>
<td></td>
<td>- Final</td>
</tr>
<tr>
<td>District Calendar Report</td>
<td>This report displays tier 1 calendar information for all calendars within the district.</td>
</tr>
<tr>
<td>District Status Report</td>
<td>This report displays the report status for the district selected. The report statuses are as follows:</td>
</tr>
<tr>
<td></td>
<td>- Open</td>
</tr>
<tr>
<td></td>
<td>- Calendar Certified</td>
</tr>
<tr>
<td></td>
<td>- Confirmed</td>
</tr>
<tr>
<td></td>
<td>- Certified</td>
</tr>
<tr>
<td></td>
<td>- Audit complete</td>
</tr>
<tr>
<td></td>
<td>- Processing</td>
</tr>
<tr>
<td></td>
<td>- Final</td>
</tr>
<tr>
<td>Site Status Report</td>
<td>This report displays a history of status changes for a site. This report displays who and when changes were made.</td>
</tr>
<tr>
<td>Summary Report</td>
<td>Formal summary that displays the totals for membership, attendance, and total days transported on which state aid may be paid as well as the averages for membership, attendance, and average haul for a site.</td>
</tr>
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</table>

**Appendix A: Glossary**

<table>
<thead>
<tr>
<th>Term</th>
<th>Abbreviation</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Annual Statistical Report</td>
<td>ASR Student Level</td>
<td>Report Application</td>
</tr>
<tr>
<td>Student Level</td>
<td>ASR Student Level</td>
<td>A comprehensive statewide student record tracking and reporting system.</td>
</tr>
<tr>
<td>The Wave</td>
<td></td>
<td>A web portal that holds SDE applications.</td>
</tr>
<tr>
<td>Single Sign On</td>
<td>SSO</td>
<td>A web portal that holds SDE applications.</td>
</tr>
<tr>
<td>State Reporting Certification</td>
<td></td>
<td>An application built in the Wave that holds other Wave applications.</td>
</tr>
<tr>
<td><strong>District Superintendent</strong></td>
<td>In the field of education in the United States, a Superintendent of schools is an administrator or manager in charge of a number of public schools or a school district, a local government body overseeing public schools.</td>
<td></td>
</tr>
<tr>
<td>----------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Certify</strong></td>
<td>This is where the Superintendent locks down the data for his or her district. In this state the data in the application can no longer be updated.</td>
<td></td>
</tr>
<tr>
<td><strong>Confirm</strong></td>
<td>This is where the Principal locks down the report for his or her site. In this state the data within the application can no longer be updated.</td>
<td></td>
</tr>
<tr>
<td><strong>Release</strong></td>
<td>This will unlock a certified district or a confirmed site. SDE administrators have the ability to release data certified by a Superintendent. Superintendents have the ability to release data confirmed by a site only.</td>
<td></td>
</tr>
</tbody>
</table>
| **Student Information System** | SIS  
Is a management information system for school districts or educational entities to manage student data.                                                                                                           |
| **Student Testing Number** | STN  
A unique, state-provided number assigned to all students by The Wave.                                                                                                                                           |