



Oklahoma State Department of Education

Supplemental Membership Annual Reporting Totals (SMART) Report

MAY 29, 2013
VERSION 01.00

Oklahoma State Department of Education
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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 Supplemental Membership Annual Reporting Totals (SMART) 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 the grade levels they are in allowing 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 students educated who were not reported on October 1. This report will be completed at the conclusion of each school year.

1.1 - Purpose

The purpose of this manual is to provide a step-by-step resource for accessing and submitting the SMART 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 SMART 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. For IT related issues please contact the Statewide IT Service Desk 405.521.2444.

2 – Access to the SMART Report

Access to the SMART 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 SMART Report. All others will need to have the “SMART Report Access” role assigned to them.

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

2.1 Go to the Wave Portal

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

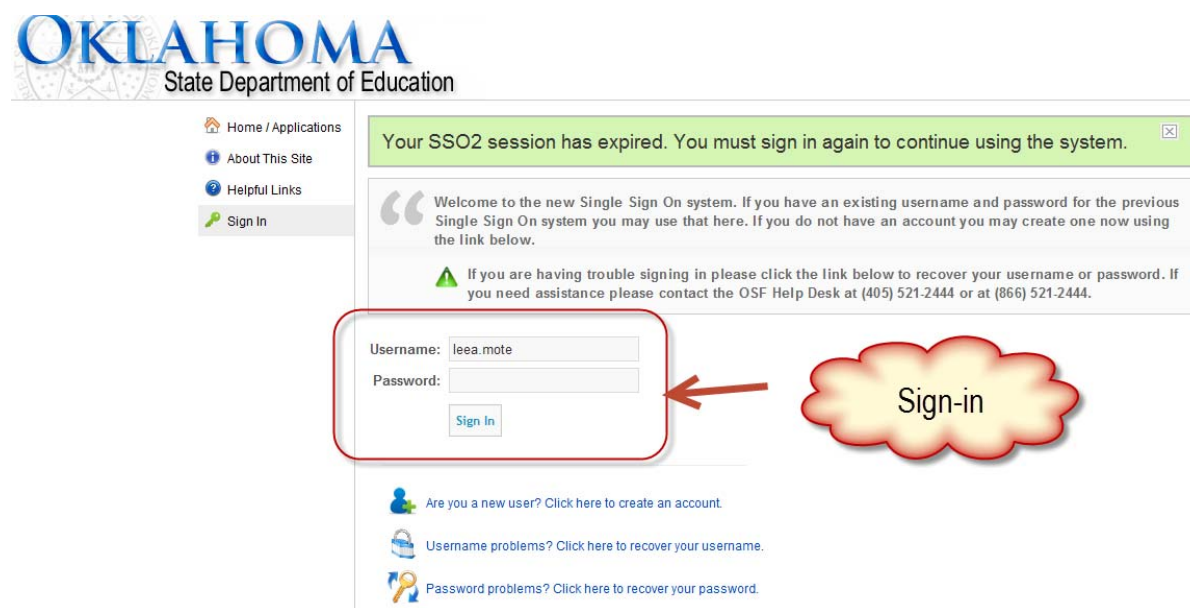


Figure 1 - Single Sign On Log-in Screen



Figure 2 - Single Sign On Application List

2.2 Go to the SMART 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 SMART 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 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.

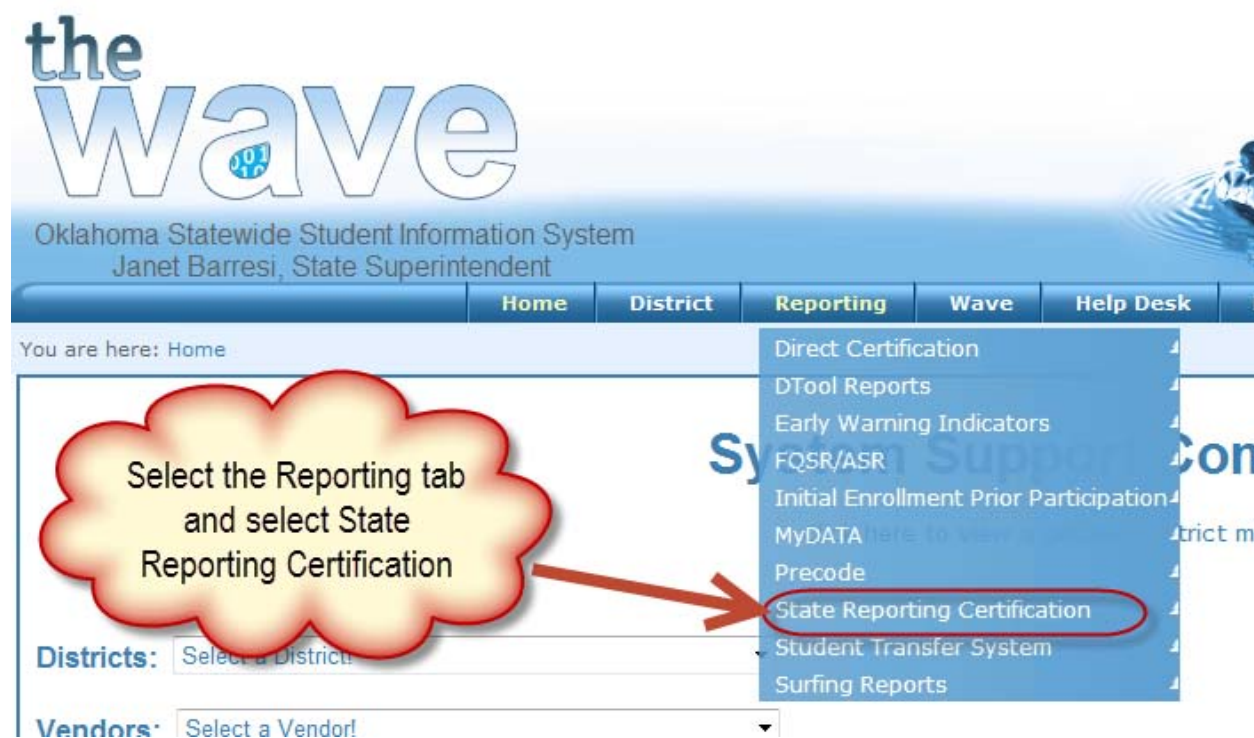


Figure 3 - The Wave Reporting Tab, State Reporting Certification

State Reporting Certification

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

County/District Code:

Report Link	Status	Report Opens	Due Date	Contingent Report(s)	Report Note	Program Area / Phone#
Historical Adjusted Graduation Cohort	In Process	4/20/13 0:00	6/10/13 23:59	None	New Report / Read Me	Accountability and Assessments (405) 521-3301
A-F Advanced Coursework	Not Started	5/29/13 0:00	6/28/13 23:59	None	New Report / Read Me	Accountability and Assessments(405) 521-3301
Assessment Post-Code: Correction Window for Grades 3 - 8	Not Started	5/29/13 0:00	6/28/13 23:59	None	New Report / Read Me	Accountability and Assessments(405) 521-3301
Assessment Post-Code: Correction Window for End-of-Instruction	Not Started	5/29/13 0:00	6/28/13 23:59	None	New Report / Read Me	Accountability and Assessments(405) 521-3301
SMART Report (Supplemental Membership Annual Reporting Totals)	Not Started	5/29/13 0:00	6/28/13 23:59	None	New Report / Read Me	Accountability and Assessments(405) 521-3301

Note: A red callout bubble labeled "Select Report" points to the "SMART Report (Supplemental Membership Annual Reporting Totals)" link, which is also circled in red.

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 status' 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 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'

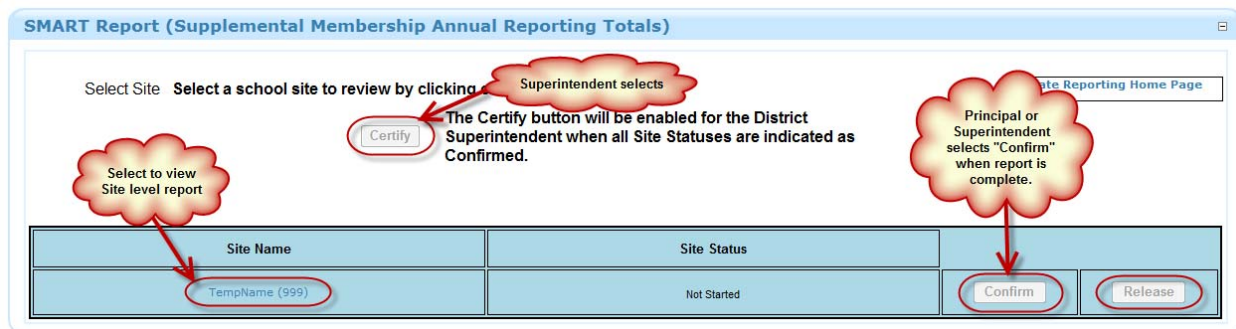


Figure 6 - Site Status Screen

2.4 General Navigation

Once in the SMART 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 if any changes are 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 the student from appearing on the report.

- **Reporting Tools** – Contains reports that will assist you in completing the SMART Report. The October 1 Consolidated Report is included in the list as all students reported on the October 1 Consolidated Report would NOT be included on the SMART Report.

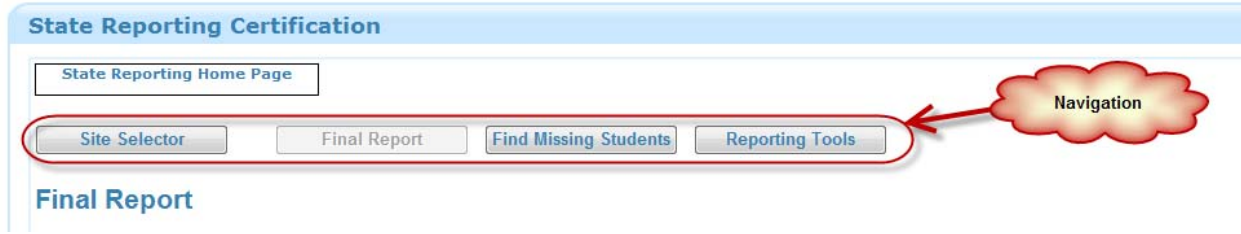


Figure 7 - Navigation

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 SMART Report is a supplement to the October 1 Consolidated Report. The purpose is to ensure all students, their demographic information, and their indicators are reported at least once on either the October 1 Consolidated Report or on the SMART Report for any given school year for each school in the state. Students reported on the October 1 Consolidated Report for your school WILL NOT be reported on the SMART Report. Students who were NOT reported on your school's October 1 Consolidated Report WILL be reported on the SMART Report. Note: This will lead to multiple schools in your school district reporting the same student if the student attended more than one school in your district. This is to be expected to account for every location the student was in during the year.

There is also the possibility that not all students who were in membership on October 1 were reported on the October 1 Consolidated Report. In these instances, these students should also be reported on the SMART Report.

1. Compile a list of every student educated in your school from your local student information system.
2. Subtract from that list all students reported on the October 1 Consolidated Report for your school. This data is available using the October 1 Certified Students Report located on the "Reporting Tools" page.
3. You now have the complete list of students who should be reported on the SMART Report for your school. Make certain that all students who should be reported are on the SMART Report. Again, more than one school in your district may be required to report this student if they attended more than one school in your district.
4. Review their demographic information (Race, Gender, etc.). Review their Indicators (Migrant, ELL, IEP, etc.) to verify the information is correct.
5. Verify all of the data listed in the grid for each student for accuracy at that particular school.
6. Make any necessary corrections in your local student information system and wait for the changes to take effect the next morning.
7. When all of the data is accurate, the superintendent or principal can confirm the site level report and the superintendent can certify all of the schools once confirmed.

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.

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 IEP). 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.)

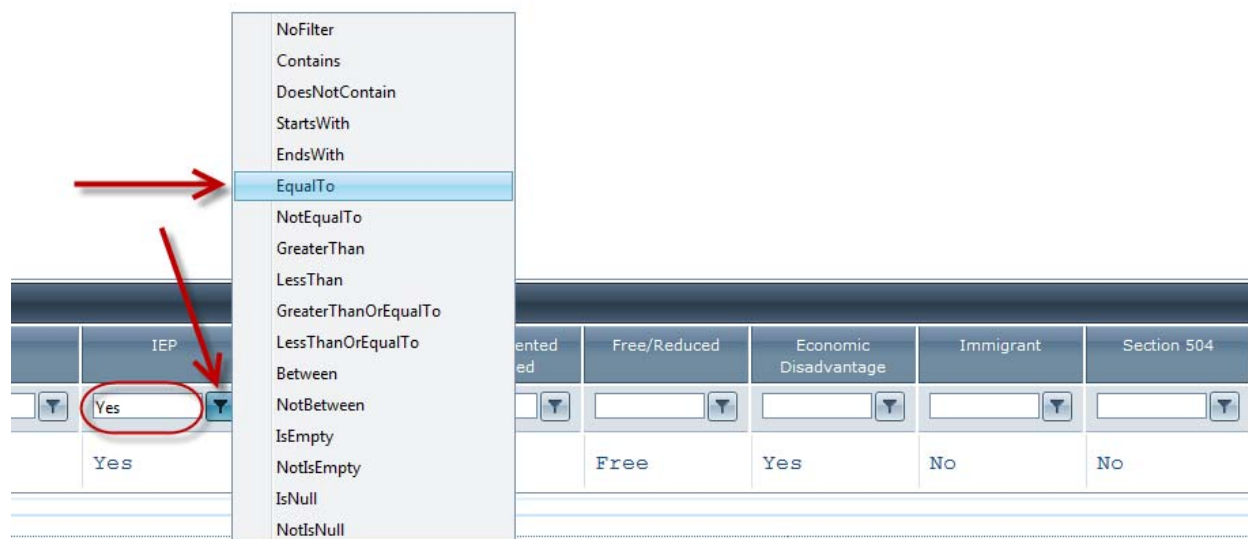



Figure 8 - Enter Filter Criteria and select Filter Button

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 to and release the button, this will release the column and move it to that location.

You can also sort the report by select the column title, this will sort the report alphabetically based on the column header you selected.

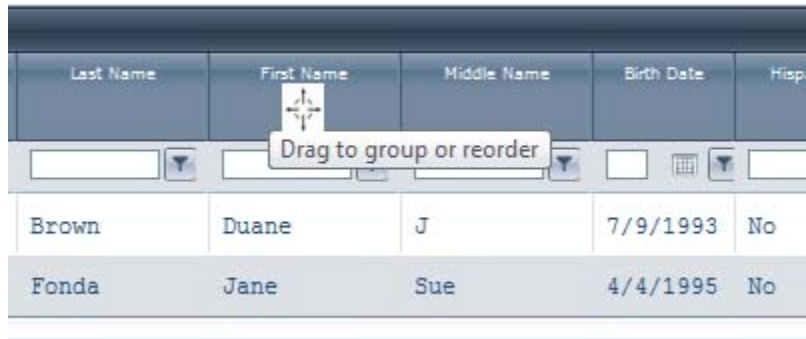


Figure 9 - Dragging to Reorder Columns

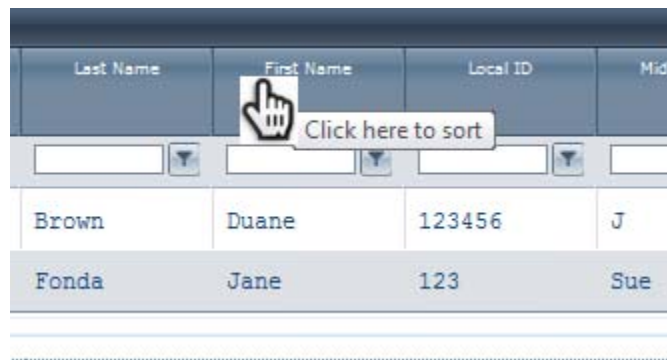




Figure 10 - Column Sorting

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).

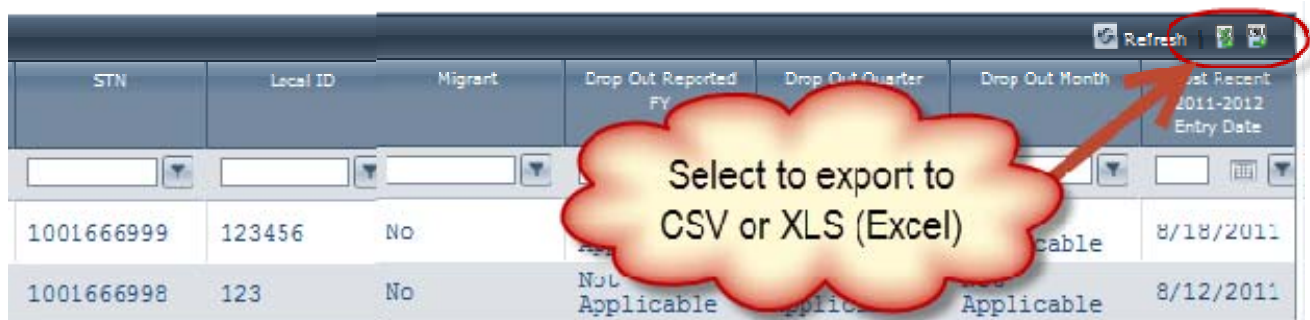


Figure 11 - Export Report

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 then 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.

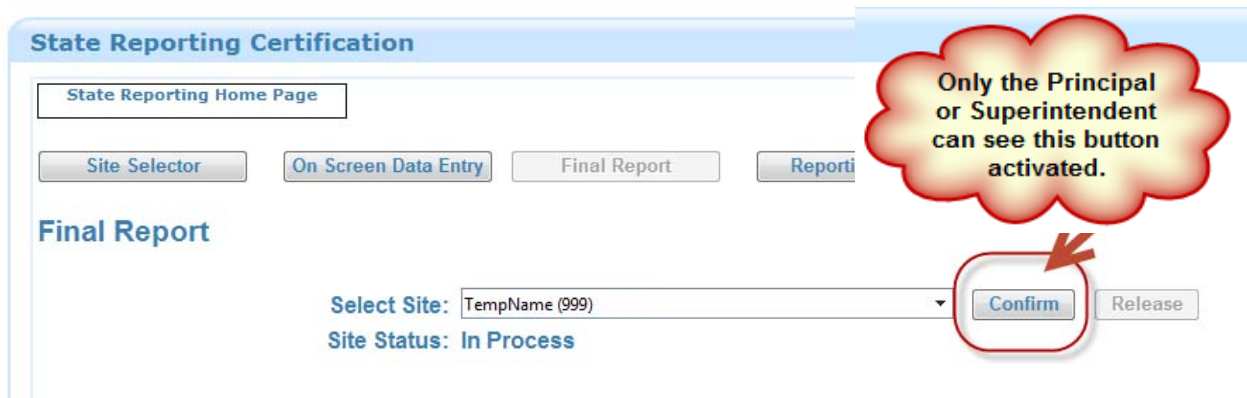


Figure 12 - Confirm Button on the Final Report page

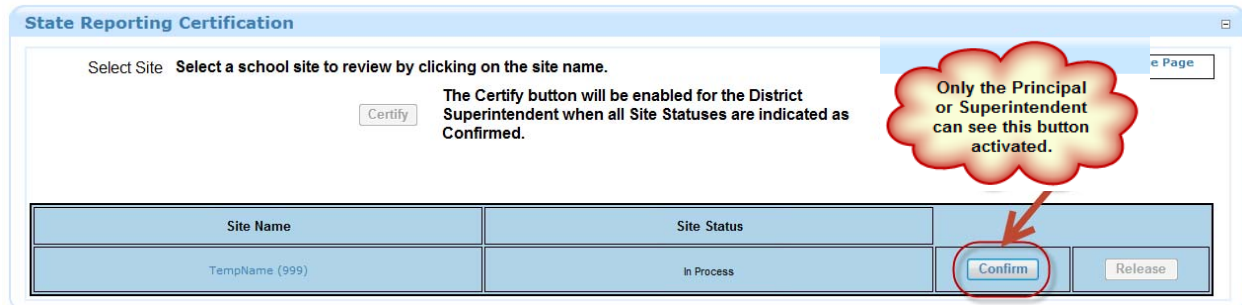


Figure 13 - Confirm Button on Site Selector page

4 – Find Missing Students

This section provides instructions for using the Find Missing Students Page

4.1 Find Missing Students Page

After completing step 4 in section 3.1 above, you will have a complete list of students who must be reported on the SMART Report. If after navigating to the SMART 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.

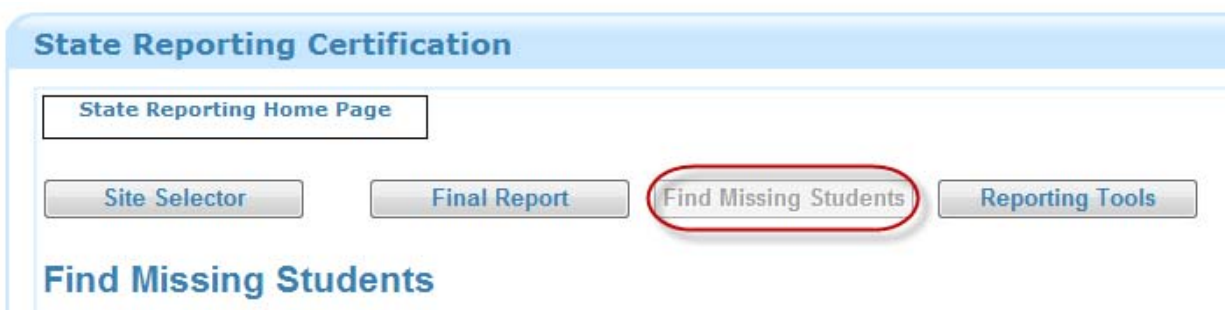


Figure 14 – Find Missing Students Navigation Button

The Find Missing Student page looks through all of the existing Wave data for a school, subtracts out any student reported on the October 1 Consolidated Report for that school and subtracts out any student currently listed on the Final Report section of the SMART Report. If any students are left, it displays those students in a grid and highlights the data element keeping that student from appearing on the Final Report section. To move this student from the Find Missing Students list to the Final Report, you must correct the highlighted issue or issues in your local student information system or by navigating to the STN Wizard if the issue is simply a student without errors waiting to be assigned an STN. The following day, the student will appear in the Final Report.

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, the other 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 SMART 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. Please Note: If the student is NOT in membership at your school, but you are educating them, they will appear in this list.

- **STN** – If the STN is highlighted and the following columns are not – the student is on the STN Wizard waiting to either 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, 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 are 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. Mattheew – notice the three T’s), special characters, more than one space in between a name that has multiple names.
- 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.
- 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.
- Immigrant – Must be supplied and must be either “Yes” or “No.” “Unknown” is not valid.
- 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.

If the Student is NOT on the October 1 Consolidated Report, and the Student is not listed on the Final Report for the SMART Report, and the student is not listed in the Find Missing Students and the student has a valid enrollment this school year in the school, check the XSD Validation Errors Wizard located under the “District” tab (contact your Superintendent or Logon Administrator if you do not have access) for any “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 Validation Wizard so that it can be corrected. After they verify the issue has been corrected, contact the SDE Service Desk to have your data re-pulled.

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. There is currently one report available in this section.

- October 1 Certified Students** - This report contains all of the students reported on the October 1 Consolidated Report last fall. If viewed at the site level, it will list all students reported for that school. If you have access, you can click the “District Report” check box and view the entire report for the district.

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, 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.*

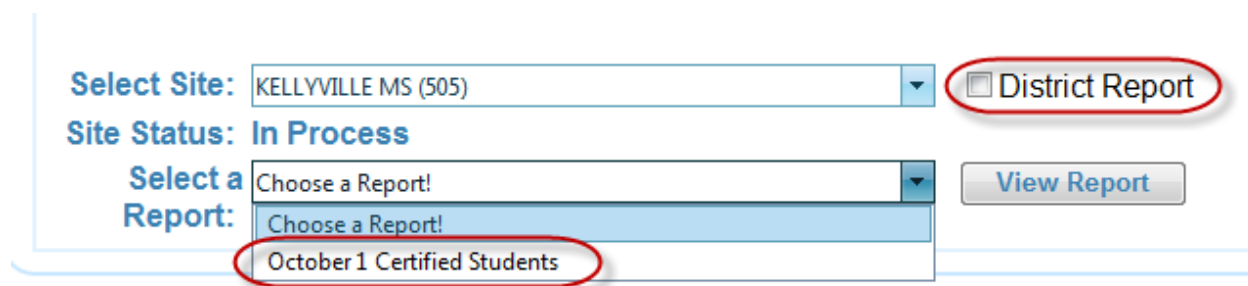


Figure 15 - Reporting Tools Screen Navigation

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.

Wave State Certification Final Report Historical Adjusted Graduation Cohort															
District Name										County / District					
TempName										291099					
School ID	School Name	Local Id	STN	Last Name	First Name	Middle Name	Birth Date	Hispanic Latino	American Indian	Asian	Black	Pacific Islander	White	Gender	Migrant
291099999	TempName	123456	1001666999	Brown	Duane	J	Jul 9 1993	No	No	No	No	No	Yes	M	No
291099999	TempName	123	1001666998	Fonda	Jane	Sue	Apr 4 1995	No	No	No	Yes	No	No	F	No

Figure 16 - Reporting Tools Screen Navigation Formatting

6 – Superintendent Responsibilities

In this section we will review how the District Superintendent is to “Certify” the SMART 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 list 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.**

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

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

Figure 17 - Certify Button

6.2 Releasing the Report

If a site has already confirmed their report and they determine they 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 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.