

# Dropout Report Calculations

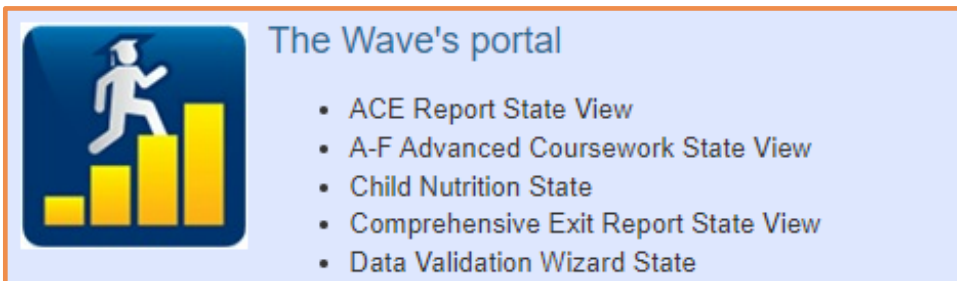
State statute (70 O.S. § 35 E) requires each accredited Oklahoma school with students in any of the grades 7 - 12 to report dropouts to the Oklahoma State Department of Education (OSDE) on an annual basis for state and federal reporting requirements.

For the 2021 dropout report only, preliminary calculations are being sent to you as a .csv file via e-mail so that you may review while the calculation report web page is being built on Accountability Reporting. The purpose of this document is to assist you in reviewing the calculations in your .csv file.

## Denominators (Columns G – J)

As part of the dropout rate, the denominator used for all calculations is the school's certified enrollment count on the October 1 report.

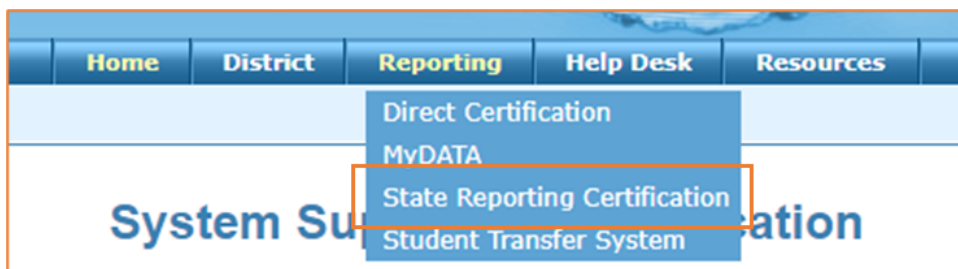
To begin verifying student counts, first log in to the Wave Portal in Single Sign On.



The Wave's portal

- ACE Report State View
- A-F Advanced Coursework State View
- Child Nutrition State
- Comprehensive Exit Report State View
- Data Validation Wizard State

Click the Reporting tab and then State Reporting Certification.



Home District Reporting Help Desk Resources

Direct Certification  
MyDATA  
State Reporting Certification  
Student Transfer System

Scroll down and select the appropriate county/district, select October 1 Consolidated Report, and then select a site from what you see listed.



**State Reporting Certification**

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

County/District Code:

Select a District!

- 01C001 - ADAIR / SKELLY
- 01C019 - ADAIR / PEAVINE
- 01C022 - ADAIR / MARYETTA
- 01C024 - ADAIR / ROCKY MOUNTAIN
- 01C028 - ADAIR / ZION
- 01C029 - ADAIR / DAHLONEGAH

State Level Report Administration:

Select a Report!

- October 1 Consolidated Report
- 3rd Grade Promotion & Retention (July-October)
- Graduation Part-time Report Qtr 1
- Student Level FQSR
- Comprehensive Exit Report
- Graduation Part-time Report Qtr 2
- Graduation Part-time Report Qtr 4

Site Name	Site Status	View Report	Print Report
[Redacted]	Certified	View Report	Print Report
[Redacted]	Certified	View Report	Print Report
[Redacted]	Certified	View Report	Print Report
[Redacted]	Certified	View Report	Print Report
[Redacted]	Certified	View Report	Print Report

After selecting a school, click the reporting tools tab, select Oct 1 Student Demographic as the report and 2021 as the school year.

Site Selector    Final Report    Find Missing Students    **Reporting Tools**

**Reporting Tools**

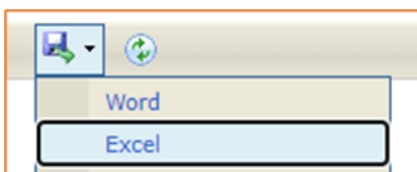
Select Site: [Redacted]     District Report

Site Status: Certified

Select a Report: Oct 1 Student Demographic    **View Report**

Select a School Year: 2021

Now, click view report, and near the top of the report page you'll be able to save your report as an Excel file.

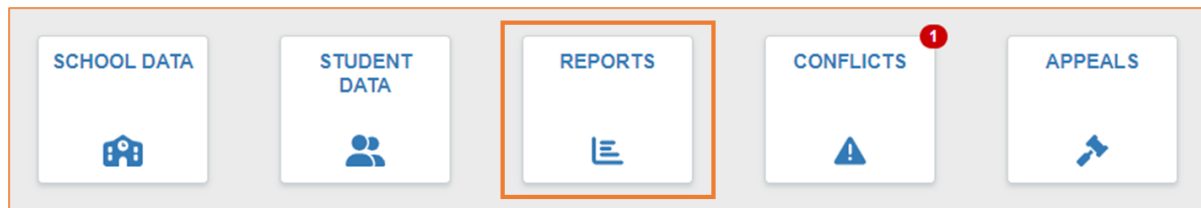


With this Excel file, you'll be able to filter by grade level and age to confirm student counts. To meet state reporting requirements, we used the age (via Date of Birth) of the student as of Oct 1, 2020 to filter out students aged 19 or older in column I.

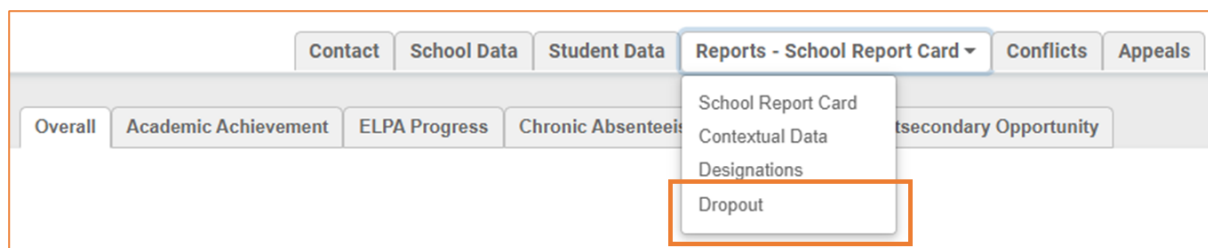
## Numerators (Columns M, O, Q – AL)

Because required state and federal reporting have different specifications for how the dropout numerator is calculated, there are several columns representing numerators based on both state and federal requirements.

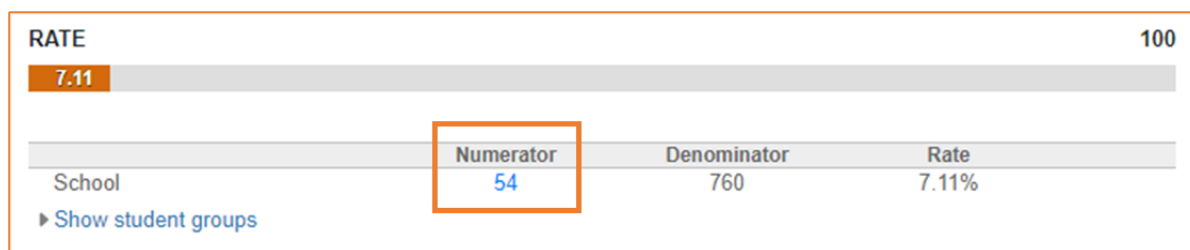
Dropout counts can be verified through the dropout report in the Accountability Reporting application. After logging in to SSO and clicking into the app, click the Reports tab.



Next, select the dropout report from the Reports dropdown list.



Click the blue numerator link. Every demographic needed to filter for the appropriate numerator (grade, date of birth for age, gender, and race/ethnicity) are included in this pop-out.



Dropout	Entry Date	Entry Type Code	Entry Type Other Code	Exit Date	Exit C
Y					

## OHP and exceptions (Columns AM – AQ)

Students identified as Out-of-home placement are not included in your official dropout rate. For greater transparency, they are separated out in their own calculation. Because of the high mobility of these students, the denominator includes the total number of OHP students served by your school or district during the school year.

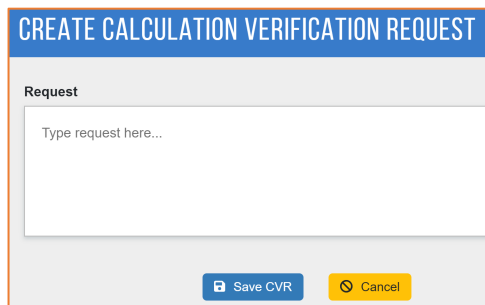
Exceptions are students for whom you provided documentation showing that records were requested or provided for purposes of enrolling in another Oklahoma school, but the student never actually enrolled. These students are not included in your official numerator, but they are shown here in an unadjusted dropout rate. **Neither** the unadjusted dropout rate **nor** the exception count will be included in the public report.

## Verifying Rates

Dropout rates can be verified by dividing the appropriate numerator by the denominator. The formula for each rate is specified in the included data dictionary

## How to ask us a question about the calculations

If you have evidence that any of the preliminary numbers are incorrect, if a documented rule is not being followed, or if you believe that an appeal was not applied appropriately, you may use the same application to submit a question or concern for us to review.

A screenshot of a web form titled "CREATE CALCULATION VERIFICATION REQUEST". The form has a header bar with the title in white text on a blue background. Below the header is a section labeled "Request" with a text input field containing the placeholder "Type request here...". At the bottom of the form are two buttons: "Save CVR" (blue with a white floppy disk icon) and "Cancel" (yellow with a white X icon).

Please keep in mind that we are only able to review inquiries relating to reviewing aggregations, and this should not be used as a forum to submit Data Verification Requests.

We ask that you please send us any concerns by 12:00 PM on Monday, April 25<sup>th</sup>, 2022. At the time, we will begin work and finalizing data for public reporting.

If you have any additional questions, please do not hesitate to email us at [dqr@sde.ok.gov](mailto:dqr@sde.ok.gov) or call us at 405-521-2330.

The Data Quality and Research Team

