

# School Year 2024-2025

## Enrollment and Attendance

### Guidance

Last Update: August 27, 2024

Throughout this document language specific to the SIF standard will be used, each student information system may have different naming conventions for ease of use. The definitions for vendor-specific codes should line up with the SIF/OSDE definition used. Throughout the document, if a SIF code is used, it will be enclosed in quotes (e.g., “*SIF code*”) and the description for the code will be enclosed in parenthesis (e.g., (Description)).

### Instructional Environments

- **Broadcast** – The course is taught via live or taped broadcast over open air, closed circuit, or cable television systems.
- **Correspondence** – The course is taught via hard or electronic copy or media (CD, DVD, video cassette) and the student works at their own pace usually without an instructor present, but generally under the supervision of LEA. Includes “packet” programs.
- **EarlyCollege** – Course is taught by institution of higher education but does NOT qualify as concurrent.
- **AudioVideo** – Course is taught via remote interactive receiver or via streaming media technologies.
- **Online** – The course is taught through a website, web application, or app on an internet-connected device.
- **IndependentStudy** – Structured learning experience is recognized for credit but is not under supervision of the LEA.
- **FaceToFace** – Course is being taught primarily in person and usually in a conventional classroom or lecture hall.



- **BlendedLearning** – Course uses a blended learning model that includes Face to Face and Online components.

## Choosing a Basis of Admission for Enrollment

A Basis of Admission (BOA) code is used to determine the type of entry into the school. A student’s entry type could be an open transfer, or simply resident if the student lives within the boundaries of a specific district. Students who exit and re-enroll may have two different BOA codes, one for each enrollment. It is expected that a student will exit and re-enroll when changing instructional environments within the same school year.

For BOA code definitions, review the code table 3.16.33.b – “Basis of Admission” found in the Code Table SIF 2.7 and 4.3 document. Typically, students will fall into 4 categories:

1. **FaceToFace**: These students will typically use the basis of admission “**R**” (Resident). These types of enrollments are expected to be instructed 100% in person.
2. **Online Learning**: The basis of admission of **RVOFF** (virtual off campus) or **TRVOFF** (transfer virtual off campus) will be used for students expected to be instructed virtually, offsite 100% of the time. Virtual sections must include the following indicators:
  - a. Instructional Delivery Mode (replacing Medium of Instruction) code “online” from table 3.16.17.a in the Code Table SIF 2.7 and 4.3 document.
  - b. Location of Instruction code that indicates the student is not at the school of membership, from table 3.16.17.c in the Code Table SIF 2.7 and 4.3
3. **BlendedLearning**: The basis of admission of **RVON** (virtual on campus) or **TRVON** (transfer virtual on campus) for students that are instructed both in person and virtually One or more courses are face-to-face instruction in a traditional classroom setting on campus and one or more courses are virtual in a setting off a school campus. Each section must use the appropriate Instruction Delivery Mode (replacing Medium of Instruction) and Location of Instruction codes.
  - a. Instructional Delivery Mode (replacing Medium of Instruction) code “BlendedLearning” from table 3.16.17.a in the Code Table SIF 2.7 and 4.3 document.





- b. Location of Instruction code that indicates where the student is receiving the instruction for each section from table 3.16.17.c in the Code Table SIF 2.7 and 4.3 document.
4. **Transfer Students:** The only acceptable codes for transfer students are OT, TRVON, or TRVOFF.

## Tracking scheduled Distance/Virtual Learning Days

When a district opts to create a school or district-wide instructional distance/virtual learning day into its school calendar, the district will code the calendar day as “InstructionalDay” (Instructional) with an other code of “03” (Virtual Instructional Day). All students associated with a calendar using a virtual instruction day would be considered distance learners for that day.

To summarize, for any calendar date that will have a virtual instructional learning day associated with it, OSDE expects to receive the following information:

1. Calendar Date Type Code = “InstructionalDay”
2. Calendar Date Other Code = “03” (Virtual Instructional Day)

## Learning Methods & Attendance

1. **Traditional:** Students are expected in the classroom, on campus as scheduled and are absent if they are not.
2. **Virtual:** Students are expected to meet the virtual attendance policies of the district and are absent when those expectations are not met.
3. **Blended:** Students are expected in the classroom for sections in which they are enrolled that are delivered in the school setting and are absent for that section if they are not. Students are expected to work from an off campus setting only for the virtual sections in which are enrolled, following virtual attendance policies.



## Tracking Attendance

Districts will continue to use state statutes for tracking attendance for students attending traditional classes, full-time virtual students, in-school suspensions, and out-of-school suspensions.

Use the following guidelines for student attendance in a Distance Learning environment:

1. If a student is distance learning and is meeting the attendance expectations set by the district's approved policy for distance learning, keeping in line with the expectation of half and full-day attendance, the student's attendance should be coded as follows:
  - a. Attendance Code = "DVAP" (*Distance/Virtual Learning present*)
  - b. Attendance Type = "DailyAttendance"
  - c. Attendance Status = "Present"
  - d. Description = "Distance Learning Present"
2. If a student is removed from their scheduled classroom to an in-school suspended environment, all days in the location must use this attendance code, and the status of present and a value of 0.5 or 1.0
  - a. Attendance Codes = "ISS" (*In School Suspension*)
  - b. Attendance Type = "DailyAttendance"
  - c. Attendance Status = Present
  - d. Description = "In School Suspension"
3. If a student is suspended from school, all suspended days must use the code with a value of 0.5 or 1.0 regardless of the student's participation in an off campus learning environment.
  - a. Attendance Code = "OSS" (*Out of School Suspension*)
  - b. Attendance Type = "DailyAttendance"
  - c. Attendance Status = "ExcusedAbsence"
  - d. Description = "Out of School Suspension"





## Distance Learning Guidance (DVAP)

Distance learning is a method of education designed to keep students engaged in learning when a prolonged absence is expected. Distance Learning is a **temporary** change in placement from the student's scheduled classes in which the student will return after distance learning.

Examples of a prolonged absence might include a broken leg, recovering from surgery, travel for death in the family, travel for competitive sports, or other similar activities that the school does not sponsor. Student instruction and learning should be comparable to instruction and learning in the classroom. Distance learning is only an option when a student can participate in learning and meet the district's board-approved policy, or back to learning plan for distance learning attendance. Sick students are not participating in learning.

**Distance learning is not intended to replace or do away with typical absences.**

**Guidelines:** Qualified absences to exceed 4 days but no longer than 3 weeks with administrative approval.

**Distance Learning/Virtual Calendar Days:** The distance learning guidelines for individual students in this section has no impact on days in which the district or school has site wide distance learning days designated on the school calendar.

## Assistance

For any questions regarding the process or procedures for reporting students through your Student Information System, please contact your student information system vendor and/or [StudentDataInfo@sde.ok.gov](mailto:StudentDataInfo@sde.ok.gov).

