


# Data and Information Systems

*First Quarter Statistical Report (FQSR)*

June Gerred, Program Manager




## Student Information Systems (SIS)



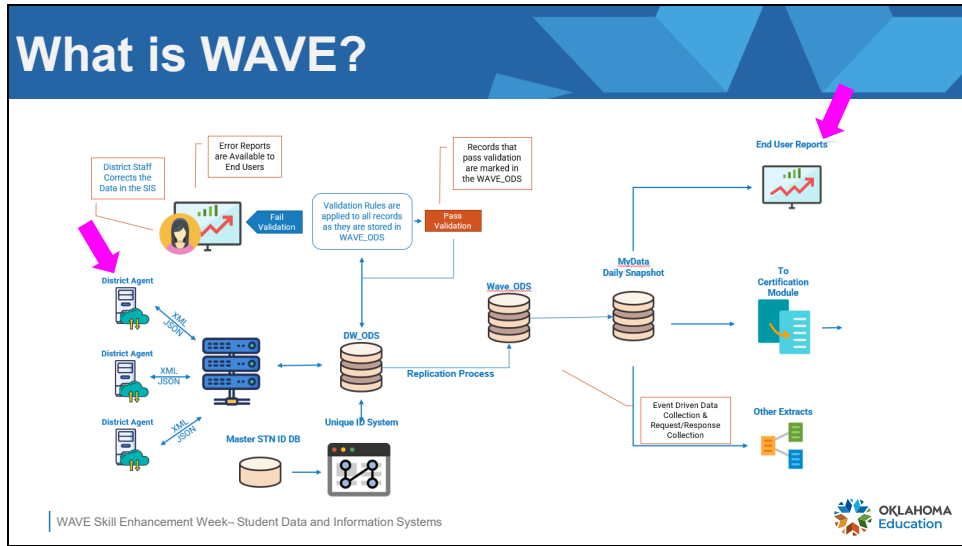
The slide features a blue header with the text "Student Information Systems (SIS)". Below the header, four logos are displayed in a 2x2 grid. The top-left logo is "SchoolInsight Student Management System" in blue and green. The top-right logo is "Infinite Campus" in blue and yellow. The bottom-left logo is "PowerSchool" in white on a dark blue background. The bottom-right logo is "sylogist ed" in blue and orange.

WAVE Skill Enhancement Week— Student Data and Information Systems



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There are four student information systems approved to work with OSDE for SY 2024. Understanding how your SIS interacts with the OSDE through the SIF agent will help you send high quality data to the WAVE.



This diagram represents the complexity of data that is sent from your vendor, through a SIF agent where it is validated and prepared for state and federal reporting.

Slide 4

The screenshot displays two web pages from the Oklahoma State Department of Education. The top page is titled "Single Sign On (SSO)" and features the OSDE logo and navigation links. It includes a welcome message, a "Sign In" button, and a "Are you a New User?" link with the text "Click here to create an account." The bottom page is titled "WAVE Access" and features a "Wave" icon, a list of roles (Administrators and Student Transfer State), and a "Request an Affiliates Account from OMES" link. The footer of the bottom page includes the text "4 | WAVE Skill Enhancement Week-- Student Data and Information Systems" and the OSDE logo.

Two accounts are required to access WAVE. One for access to Single Sign on where apps are located. A second account to access the WAVE application. SSO access is granted by the SSO Administrator in the district. After the SSO Administrator in the district has added one WAVE permission to a user account, the user must request an Affiliates account from OMES using the link provided on the slide. The Affiliates account is a Microsoft account created for the user as an affiliate of OSDE. The first time it is used, the user will sign into the WAVE app, then be asked to sign into Microsoft with the newly created Affiliates email address. If the user has more than one Microsoft account, select the Affiliates account to use for WAVE access.

This requires some planning ahead as the account set up process can take up to a week during busy times.

Slide 5

The image shows two screenshots of a web portal. The top screenshot is titled "Single Sign On (SSO)" and displays a list of applications. The first application is "The Wave's portal", which includes a sub-menu with "Administrators" and "Student Transfer State". A pink arrow points to the "The Wave's portal" icon. Below it is "Title I, Part A and Title V, Part B Report" with a sub-menu for "SDE View Only". The bottom screenshot is titled "WAVE" and shows the "the wave" logo with the text "Oklahoma Statewide Student Information System" and "Ryan Walters, State Superintendent". A navigation menu includes "Home", "District", "Reporting", "Wave", "Help Desk", "Resources", and "Admin". At the bottom left, it says "WAVE Skill Enhancement Week-- Student Data and Information Systems" and at the bottom right is the "OKLAHOMA Education" logo.

First, log into Single Sign On (SSO), then select the WAVE app from the list. Sign into WAVE with the user's Affiliate account.

The graphic features a white background with a blue horizontal band across the middle. On the left, there are icons of a male and female figure next to the text 'First Quarter Statistical Report'. The blue band contains the acronym 'FQSR' in white. On the right, a large orange circle contains a list of metrics. At the bottom left, there is a small text line: 'WAVE Skill Enhancement Week-- Student Data and Information Systems'. At the bottom right is the 'OKLAHOMA Education' logo.

First Quarter  
Statistical Report

**FQSR**

- Total Membership Days
- Average Daily Membership ADM
- Total Days Attended
- Average Daily Attendance ADA
- Overall Attendance Percentage
- Total Days Transported
- Average Daily Haul

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The First Quarter Statistical Report (FQSR) is the enrollment and attendance record of all students who have been enrolled in a school at any time during the first quarter of the school year.

## Purpose of FQSR

- The number of days reported for each student:
  - Of enrollment (membership)
  - Attended
  - Of qualified transportation

## FQSR Funding

- The Average daily numbers of:
  - Membership (ADM) – State Aid formula, mid-year final allocation, Redbud
  - Attendance (ADA) – Tax Commission, textbook
  - Transportation (ADH) – State Aid

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The FQSR reports the number of days each student:

- was enrolled in a school, (membership),
- was present in school (attendance),
- was qualified for transportation funding.

Any student that attended the school anytime during the 1<sup>st</sup> quarter will be included in the **FQSR**. Any student that attended the school anytime during the year will be included in the **ASR**. As opposed to the October 1 Consolidated Report which includes only students who were enrolled on October 1, or the designated count day.

### **Funding:**

ASR - Initial state aid funding based on the highest number from either the current school year or the previous school year. Ex: the highest numbers from either ASR SY2023 or ASR SY2022 would be used for SY2024 state aid funding.

FQSR - Mid-year state aid funding, which would be the final allocation for SY2024.

ADM – State aid formula for funding which has a huge impact on school funds. ADM is used for Redbud funding.

ADA – Used by the Oklahoma Tax Commission and for local funding. Textbook allocations are based on the district's ADA.

ADH – State aid funding for students eligible for transportation to and from school.


### FQSR Coordination

- Enrollment Office
- Attendance Office
- Transportation Department
- Set due dates for all departments to complete:
  - Entry and exit dates
  - Attendance updates
  - Transportation entries

### First Quarter Lock Out

Establish a lock out time at the end of the 1<sup>st</sup> Quarter to ensure data is static and ready to validate.

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Before completing the final validation of the FQSR it is important to ensure all involved departments or staff at each school site has the enrollment, attendance and transportation data completed for the 1<sup>st</sup> quarter of the school year. Publish an expected date of completion to site users. Most SIS programs have a method of locking 1<sup>st</sup> quarter data, which prohibits updates to student data in these 3 areas. This allows updates or corrections to data only to be made by staff with approved authorization.



**Reporting Menu**

Home District Reporting Resources

Direct Certification  
MyDATA  
State Reporting Certification  
Student Transfer System

**Select Report**

Report Link	Report Status	District Status	Report Opens	Due Date	End Date
<a href="#">October 1 Consolidated Report</a>	Open	Not Started	9/1/23 0:00	10/31/23 23:59	10/31/23 23:59
<a href="#">RSA Promotion &amp; Retention Report</a>	Open	Not Started	9/1/23 0:00	11/1/23 23:59	11/1/23 23:59
<a href="#">Student Level FQSR</a>	Open	Open	8/10/23 0:00	11/30/23 23:59	11/30/23 23:59

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Inside WAVE, select the State Reporting Certification option from the WAVE menu located at the top of the display. A list of WAVE reports will be displayed. Locate the Student Level FQSR in the report list. Take note of the date the report will open, giving the user access to begin reviewing data. The FSQR is due ten days after the end of the first quarter, or before the audit. The due date is specific to each district. The assigned Regional Accreditation Officer (RAO) will set a date with the district to complete the FQSR audit.

The displayed due date for the FQSR represents the last day the RAO can access the report for audit purposes.

This report demands significant time to complete and requires precise validation of the reported data.

### Select Report

Report Link	Report Status	District Status	Report Opens	Due Date	End Date
<a href="#">October 1 Consolidated Report</a>	Open	Not Started	9/1/23 0:00	10/31/23 23:59	10/31/23 23:59
<a href="#">RSA Promotion &amp; Retention Report</a>	Open	Not Started	9/1/23 0:00	11/1/23 23:59	11/1/23 23:59
<a href="#">Student Level FQSR</a>	Open	Open	8/10/23 0:00	11/30/23 23:59	11/30/23 23:59

### School Status

Site Name	Site Status		
ES (105)	Open	<input type="button" value="Confirm Site Report"/>	<input type="button" value="Release Site Report"/>
HS (705)	Open	<input type="button" value="Confirm Site Report"/>	<input type="button" value="Release Site Report"/>
MS (505)	Open	<input type="button" value="Confirm Site Report"/>	<input type="button" value="Release Site Report"/>

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Select and open the FQSR, then select the specific school from the site list. Notice the report status of each school site:

- Not Started
- Open
- Confirmed
- Certified

Buttons to the right of the site can be used to confirm or release a school. When the school is in a confirmed state, the report can no longer be updated to reflect changes from the student information system (SIS). The report remains locked when it is confirmed. The principal, or designated staff person responsible for confirming the school site also has the ability to release the report to update from the SIS when needed.

The slide features a central orange circle containing a list of fields: Calendar Name, Start Date, End Date, Instruction Day, School Day, Instructional Minutes, Full Day Minutes, Day Event Type, and Day Type Other Code. To the right of the circle is a blue banner with the word 'Calendar' in white. Above the banner is a calendar icon with a clock face and the text 'Days to Hours'. At the bottom left, there is a small text string 'WAVE Skill Enhancement Week-- Student Data and Information Systems'. At the bottom right is the Oklahoma Education logo.

Calendar Name  
Start Date  
End Date  
Instruction Day  
School Day  
Instructional Minutes  
Full Day Minutes  
Day Event Type  
Day Type Other Code

Days to Hours

Calendar


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Calendars must be accurate for the correct display of student data in the FQSR.

## Calendars

- Linked to specific schools
- Schools may have more than one
- Establish a descriptive naming convention
- Elementary & secondary must have unique calendars
- Students must be associated with home school of record
- Audit calendars (SIS, Accountability, ASR)



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Calendars are the underlying foundation of student enrollment, attendance and transportation. It is important to understand the calendar process for the district's specific SIS vendor.

Calendars are linked to a specific school site. Some vendors limit one calendar to each school site, while other vendors allow a school to have one or more calendar. Both processes are fine as long as the calendar links to the correct school ID, or school state province ID.

Elementary schools (grades PK-8) and high schools (grades 9-12) cannot share the same calendars. There are different reporting requirements for these grade level students. All students must be associated with their school of membership and must be associated with the calendar for that school site as their "home" membership. For example, an 8<sup>th</sup> grader who may be taking classes at the high school, must have their home member associated with the school that serves 8<sup>th</sup> grade students. There are methods that will allow the student to be "concurrently" enrolled in another site that may be providing services to the student, but the student's **primary** or **home** membership must be the school of record and the student must report with that school and grade in state reports.

Calendar Date Type	
<b>Code Set 1.32</b> <ul style="list-style-type: none"><li>• *INST- Instructional (Y)</li><li>• MKUP- Make up (Y)</li><li>• *0845 - Teacher (N)</li><li>• 0846 - Holiday (N)</li><li>• 0848 - Early/late dismissal (Y)</li><li>• 0849 - Emergency/weather (N)</li><li>• 3421 - Strike (N)</li><li>• 9999 - Other (N)</li></ul>	<b>Other Code Set 1.33</b> <ul style="list-style-type: none"><li>• *INST- Instructional (Y)<ul style="list-style-type: none"><li>• 03 - Virtual day (Y)</li></ul></li><li>• *0845 - Teacher<ul style="list-style-type: none"><li>• 01 - Professional (N)</li><li>• 02 - Parent/teacher conference (Y)</li></ul></li><li>• NA - Not applicable (N)</li></ul>

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Calendars have global settings and day settings. Code sets 1.32 and 1.33 allow the districts to designate specific days on a school calendar that differ from a regular school day. Using the SIF codes as provided in this slide to create day events on the school calendar. Codes that reflect an instructional day are indicated with a (Y) and codes that will not count as a day of instruction are indicated by a (N).

Notice that a few codes require additional information in the form of an “other code”.

Calendar Validation

State Reporting Home Page

Site Selector Calendars Student View AEd Student View Final Report Find Missing Students Reporting Tools

### Calendar Summary

School ID	Local ID	Calendar Type	Calendar Description	Start Date	End Date
+ 01I025705	726	Other	OKLAHOMA SCHOOL OF DEAF-HS Site Calendar	8/1/2023	5/23/2024
+ 01I	71510	Main	Academic Academy Grade 10 Calendar	8/3/2023	5/17/2024
+ 01I025705	71509	Main	Academic Academy Grade 09 Calendar	8/3/2023	5/17/2024
+ 01I	71511	Main	Academic Academy Grade 11 Calendar	8/3/2023	5/17/2024

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The calendar summary will display the name of the school calendar or a calendar type depending on the SIS vendor. If the calendar type is displayed, there may not be enough information for the district to easily identify the calendar, in which case the displayed Local ID of the calendar will be useful.

Select the Calendar tab from the FQSR menu options. Validate the accuracy of each listed calendar for the 1<sup>st</sup> quarter by:

- Confirming the calendar start and end dates

State Reporting Home Page

Site Selector Calendars Student View AltEd Student View Final Report Find Missing Students Reporting Tools

### Calendar Summary

Start Date	End Date	First Instructional Date	End Of First Nine Weeks	Days Taught	Professional Days	Total Days In Session
8/1/2023	5/23/2024	8/4/2023	10/5/2023	36	3	39
8/3/2023	5/17/2024	8/10/2023	10/6/2023	40	3	43
8/3/2023	5/17/2024	8/10/2023	10/6/2023	40	3	43
8/3/2023	5/17/2024	8/10/2023	10/6/2023	40	3	43
8/3/2023	5/17/2024	8/10/2023	10/6/2023	40	3	43

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Continue to validate the additional calendar attributes by:

- Checking the 1<sup>st</sup> Instructional day
- Checking the date when the 1<sup>st</sup> Quarter, or 1<sup>st</sup> 9 weeks of school has ended
- Confirm the number of Days Taught
- Verify the number of Professional Days
- Confirm the Total Days in Session

The number of days taught + the number of professional days = the total days in session.

Evaluate each calendar in the list for consistency in each column or understand why there is a difference.

- An Alt Ed calendar may have a different number of days and instructional minutes, which may require a site exception.
- Calendars that reflect School for the Deaf or School for the Blind most likely will have a different number of days and instructional minutes, as these calendars must reflect the academic calendar for either of these schools.


### Calendar Validation

School ID	Local ID	Calendar Type	Calendar Description	Start Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
+ 726	726	Other	OKLAHOMA SCHOOL OF DEAF-HS Site Calendar	8/1/2023	5/23/2024
+ 71510	71510	Main	Academic Academy Grade 10 Calendar	8/3/2023	5/17/2024

### Calendar Details

Calendar Date	Calendar Code	Daily Instructional Minutes
<input type="text"/>	<input type="text"/>	<input type="text"/>
8/8/2023	0845	0
8/9/2023	0845	0
8/10/2023	INST	224
8/11/2023	INST	224
8/12/2023	9999	0
8/13/2023	9999	0
8/14/2023	INST	224
8/15/2023	INST	224
8/16/2023	INST	224

WAVE Skill Enhancement Week-- Student Data and Information Systems



Click the plus sign to the left of a calendar in the summary to expand for a detailed view of each calendar day.



### Calendar Validation

Calendar Date	Calendar Code	Daily Instructional Minutes
8/3/2023	0845	0
8/4/2023	0845	0
8/7/2023	0845	0
8/8/2023	0845	0
8/9/2023	0845	0


Filter dropdown menu options:

- NoFilter
- Contains
- DoesNotContain
- StartsWith
- EndsWith
- EqualTo

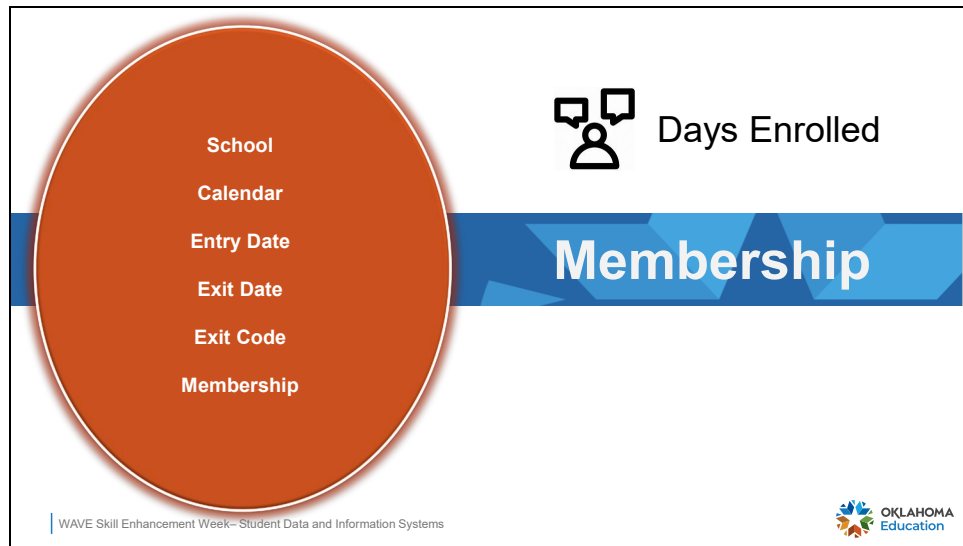
### Calendar Details

Calendar Date	Calendar Code	Daily Instructional Minutes
8/10/2023	INST	224
8/11/2023	INST	224
8/14/2023	INST	224
8/15/2023	INST	224
8/16/2023	INST	224
8/17/2023	INST	224

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- Ensure each calendar day is reporting with the correct day code as listed in slide 13. Use the filter tools to perform checks for day types.
- Verify early release days or site wide distance learning/virtual days are documented with the correct day code.
- The data certified in the FQSR will be used to produce a Days to Hours report for accreditation beginning in SY2025.



Membership, or student enrollment, is the total number of days in which the student belonged to the district. State Aid funding for a school is based on the combined Average Daily Membership (ADM) of all students in a school.

The Non-Full Academic Year (NFAY) status of a student on the School Report Card is determined via the enrollment records certified through this report. The NFAY calculation is dependent on the entry and exit dates for a student. A student is considered Full Academic Year (FAY) if the student enrolls within the first 20 instructional days of the school year and does not have a gap of 10 or more consecutive instructional days of enrollment prior to an applicable FAY end date.

## Reporting Tools Summary Report

Student Level FQSR

State Reporting Home Page

Site Selector Admin    Calendars    Student View    AIEd Student View    Final Report

**Reporting Tools - You have no unread notes!**

Select Site: ES (105)     District Report

Site Status: Open

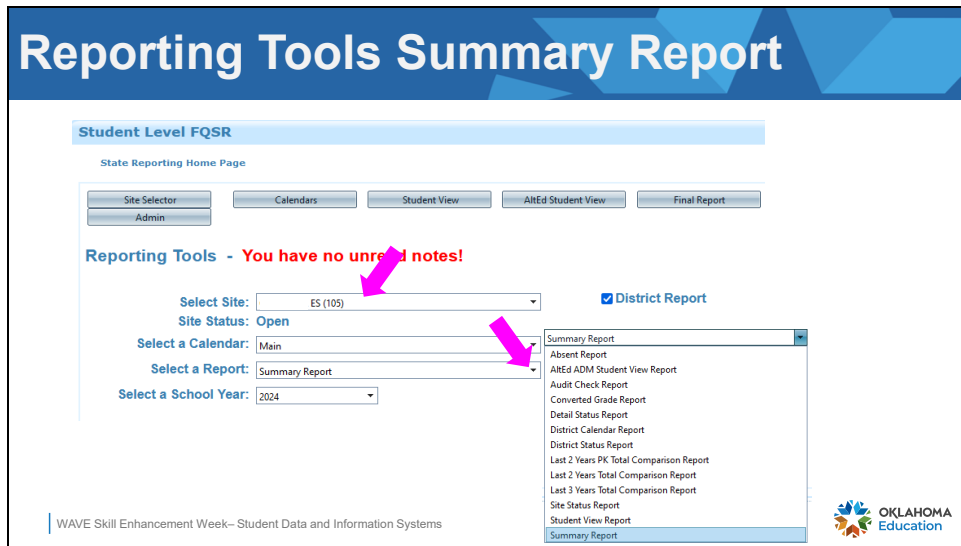
Select a Calendar: Main

Select a Report: Summary Report

Select a School Year: 2024

- Summary Report
- Absent Report
- AIEd ADM Student View Report
- Audit Check Report
- Converted Grade Report
- Detail Status Report
- District Calendar Report
- District Status Report
- Last 2 Years PK Total Comparison Report
- Last 2 Years Total Comparison Report
- Last 3 Years Total Comparison Report
- Site Status Report
- Student View Report
- Summary Report

WAVE Skill Enhancement Week— Student Data and Information Systems



To begin working with the FQSR, it is most useful to start with the Summary Report.

Access the Reporting Tools tab. Check the District Report check box. Expand the Select a Report drop down list and choose the Summary report.

## Reporting Tools Summary Report

District General Information						
Days Actually Taught						45
Number of professional days						4
Days in Session						49

District Membership, Attendance and Transportation							
Grade	Total Days Membership	Avg. Membership	Total Days Attendance	Avg. Attendance	Overall Attendance Percentage	Total Days Transported On Which State Aid May Be Paid	Avg. Haul
PK 3	2.00	0.04	2.00	0.04	100.00	0.00	0.00
PK Full Day	7,172.00	159.38	6,771.00	150.47	94.41	2,308.50	51.30
K/G Full Day	8,292.00	184.27	7,901.00	175.58	95.26	2,806.00	62.38
01	9,328.00	207.24	8,948.00	198.64	95.95	3,732.00	82.93
02	9,177.00	203.93	8,876.50	197.26	96.75	3,656.50	81.26
03	9,825.00	218.33	9,482.00	210.93	96.61	4,079.50	90.66
04	10,106.00	224.56	9,734.50	216.32	96.32	4,284.00	95.20
05	9,118.00	202.62	8,760.00	194.67	96.07	5,121.00	113.80
06	9,844.00	218.76	9,389.50	208.21	95.16	6,254.00	138.98
<b>Grand Total</b>	<b>126,590.00</b>	<b>2,813.11</b>	<b>120,983.00</b>	<b>2,688.51</b>	<b>95.51</b>	<b>58,950.00</b>	<b>1,310.24</b>

WAVE Skill Enhancement Week-- Student Data and Information Systems

The Summary Report displays a grid view of the total for each reported grade and category. Compare the FQSR summary to the statistical or summary report provided by the SIS for state reporting. Each vendor may use a different name. As mentioned earlier in the presentation, knowledge of the SIS process specific to each vendor is very important.

There are many ways to manage comparisons. One method is to use a spreadsheet to create a side-by-side grid to compare the FQSR grade level numbers to the SIS grade level numbers.

## Student Tier 1 Summary

- Summary of:
  - Membership – number of school enrollment days
  - Attendance – number of days in attendance
  - Transportation – number of days transported
- Demographics, including:
  - Reported Grade – grade listed in the SIS
  - Converted Grade – student age grade level

Understanding the report grid will enhance the user's ability to work with report data. The FQSR has 3 levels, or tiers, of student data. The default view is a summary display of each student and their days of membership, attendance, and transportation. In addition to the summary, some identifying student demographics are also displayed. Notice there are two grade columns displayed that represent the grade assigned by the school and the grade that is converted by OSDE based on the student's age.


### Student View

- Students may be listed twice in the same school
  - Grade level change
- Students may be listed twice in the same district
  - Transfer between schools in same district

### Student Summary

School Name	Local ID	STN	Membership	Attendance	Transportation	Gender	Reported Grade	Converted Grade
+ Elementary School	801	7459	32.00	32.00	32.00	F	04	04
+ Elementary School	801	7459	13.00	13.00	13.00	F	03	03

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For example, a student would be considered “overage” if they began 1<sup>st</sup> grade at age 5. OSDE will convert the student’s grade of 01 to KG for funding purposes. This will occur for any student who is overage in KG or 1<sup>st</sup> grade. If the student started school at:

- **three** years of age and reported in PK, then the converted grade is PK3.
- **four** years of age and reported in KG, then the converted grade is PK
- **five** years of age and reported in 1<sup>st</sup> grade, then the converted grade is KG.

Students may be reported in more than one grade if they were demoted or reclassified during the 1<sup>st</sup> quarter after school began.

Students may be listed at more than one school they have moved between schools in the district


## Student View

Site Selector   Calendars   **Student View**   AltEd Student View   Final Report   Find Missing Students

## Student Summary

Last Name	Birth Date	Membership	Attendance	Transportation	Gender	Reported Grade	Converted Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ab	3/25/2008	40.00	36.00	36.00	M	10	10
Ac	3/4/2007	40.00	40.00	40.00	M	11	11
Al	1/30/2006	40.00	38.50	38.50	F	11	11
Al	8/13/2007	40.00	31.50	0.00	M	11	11
Al	7/15/2007	40.00	39.00	39.00	F	10	10

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The FQSR defaults to the student view. The Student View tab is grayed out, identifying the current view in the student grid. The students listed in this report may be referred to as, “active this year” as opposed to the October 1 Consolidated Report which refers to students who are “active” on a given day


### Student View Tier 1

- Membership summary
  - Total number of days each student is enrolled in the school

### Student View Tier 2

- Membership details
  - Entry date
  - Exit date
  - Exit reason
  - Membership days

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Membership Tier 1 level provides the total number of enrollment days for the student in the 1<sup>st</sup> quarter of school.

Membership details for each student are displayed in Tier 1.




## Find Missing Students

Site Selector   Calendars   Student View   AltEd Student View   Final Report   **Find Missing Students**

### Student Summary

STN	Membership	Basis Of Admission	Entry Date	Under 4 & No IEP	Over 21 & No IEP	Data Validation Wizard	STN Wizard	Ownership Wizard
1003	5.00	R	10/9/2023	False	False	No Issues	No Issues	Has Issues
	8.00	R	10/4/2023	False	False	Has Issues	Has Issues	No Issues
	8.00	R	10/4/2023	False	False	Has Issues	Has Issues	No Issues
1003	38.00	R	8/21/2023	False	False	No Issues	No Issues	Has Issues
	5.00	OT	10/9/2023	False	False	Has Issues	Has Issues	No Issues
	5.00	OT	10/9/2023	False	False	Has Issues	Has Issues	No Issues

WAVE Skill Enhancement Week-- Student Data and Information Systems



Use the Find Missing Students tab to locate any student that may be missing from the report.

Some students displayed in Missing Students are there because they do not belong in the report and should remain in the missing student list such as students with a basis of admission of PK3, Pre-ISP, or ACEPT.

Other students are missing from the report due to data quality issues which must be resolved. The highlighted cells in the grid will draw attention to the missing value. The columns on the right will direct the user to the data validation wizard to be used for correction of the error.

## Student Validation

Compare student counts by grade level for each school to the SIS.

## Student Filter & Sort

Student View Tier 1 Refresh

Last Name	Birth Date	Membership	Attendance	Transportation	Gender	Reported Grade	Converted Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="01"/>	<input type="text"/>
AL	11/5/2016	44.00	42.50	0.00	M	01	01
AL1	8/16/2017	44.00	44.00	44.00	F	01	01
AY	1/30/2017	42.00	40.00	0.00	M	01	KG
BAR	9/7/2016	44.00	38.50	0.00	F	01	01
BAZ	1/20/2017	44.00	40.00	0.00	F	01	01

77 items in 2 pages

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Membership validation begins with the summary reports as discussed earlier on slide 19 and 20. If the summaries do not match, then next step is to validate data in Tier 1, or the summary level. Filter the Reported Grade for one grade level at a time. Using the correct report from the SIS, compare the total number of students in the FQSR grid to the number of students in the SIS Statistical report.

- Each header may be sorted in ascending or descending order.
- A total count for the filtered selection will be displayed in the lower right corner of the student grid.

Again, users may find it useful to create a spreadsheet to document totals between the FQSR and the SIS to keep track of the validation process. The student grid may also be exported for easier manipulation. Districts with advanced technology staff may create other processes for comparing the FQSR to the SIS.

## Student Validation

Compare Student counts by grade & gender for each school to the SIS.

### Student Filter & Sort

Last Name	Birth Date	Membership	Attendance	Transportation	Gender	Reported Grade	Converted Grade
AL	11/5/2016	44.00	42.50	0.00	M	01	01
AL1	8/16/2017	44.00	44.00	44.00	M	01	01
AY	1/30/2017	42.00	40.00	0.00	M	01	KG
BAR	9/7/2016	44.00	38.50	0.00	M	01	01
BAZ	1/20/2017	44.00	40.00	0.00	M	01	01

35 items on 1 page

WAVE Skill Enhancement Week— Student Data and Information Systems

If the numbers do not match, compare by gender as well as grade level to help identify where the discrepancy may be. The filter and sorting tools in the grid will be helpful. It will become necessary to do a student-by-student comparison between the FQSR grid and a list of students in the SIS to identify any missing students.

When the students that are missing from the report are identified, the cause for the mismatched student must be determined and corrections made.

**Student View Tier 1**

School Name	Local ID	STN	First Name	Middle Name	Last Name	Birth Date	Membership
+ Elementary School	77	10021	Ki	Fe	Be	5/13/2014	13.00

**Student View Tier 2 – Enrollment Details**

Name	Middle Name	Last Name	Birth Date	Membership	Attendance	Transportation	Gender	Reported Grade	Conv. Grade
ynn	Fe	Be	5/13/2014	13.00	13.00	13.00	F	03	

**Student View Tier 2**

Entry Date	Exit Date	Exit Reason	Membership	Attendance	Basis Of Admission
8/10/2023	8/28/2023		13.00	13.00	OT

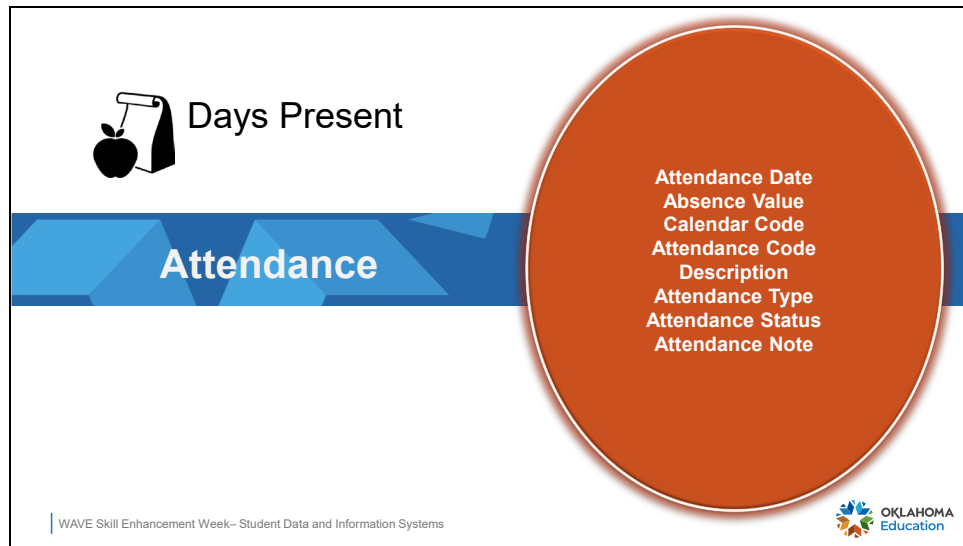
WAVE Skill Enhancement Week— Student Data and Information Systems

OKLAHOMA Education

Click the plus sign to the left of the student in the tier 1 summary to open the student’s membership details. View the enrollment details in tier 2 confirming the entry and exit dates with SIS enrollment records.

More than one calendar may be displayed depending on how they are used at the school. For example, a school may use one calendar to manage their virtual students, and another one to manage their brick ‘n mortar students. Both calendars belong to the same school. Movement between the calendars will be reflected in tier 2.

The Exit Reason will not display for the FQSR but will for the ASR and support Accountability reporting.



The slide features a central blue banner with the word "Attendance" in white. To the left, there is an icon of a clipboard with an apple and the text "Days Present". To the right, a large orange circle contains a list of data fields: Attendance Date, Absence Value, Calendar Code, Attendance Code, Description, Attendance Type, Attendance Status, and Attendance Note. At the bottom left, it says "WAVE Skill Enhancement Week— Student Data and Information Systems" and at the bottom right is the "OKLAHOMA Education" logo.

The student daily attendance (ADA) is used as a funding source.

Accountability uses these certified attendance data for the identification of students considered chronically absent. A student is considered chronically absent if 10% or more instructional day are missed in a school year.


## Attendance Validation

Compare Student counts by grade for each school to the SIS.

## Attendance Summary

Last Name	Birth Date	Membership	Attendance	Transportation	Gender	Reported Grade	Converted Grade
AI	11/5/2016	44.00	42.50	0.00	M	01	01
ALV	8/16/2017	44.00	44.00	44.00	F	01	01
AY	1/30/2017	42.00	40.00	0.00	M	01	KG
BAR	9/7/2016	44.00	38.50	0.00	F	01	01
BAZ	1/20/2017	44.00	40.00	0.00	F	01	01

WAVE Skill Enhancement Week— Student Data and Information Systems



Validate attendance data similarly to the way membership was validated, starting with the overall grade level summaries references on slides 19 & 20. To validate further, use a report from the SIS to compare SIS attendance to the FQSR attendance. Use the filter tools to select 1 grade level and carefully validate the attendance summary value for each student. Missing students should have already been identified during membership validation process.

### Attendance Tier 1

Student View Tier 1

School Name	Local ID	STN	First Name	Middle Name	Last Name	Birth Date	Membership	Attendance
Elementary	774	1003	Mac	Chr	Ben	8/4/2016	44.00	37.50


### Attendance Tier 2

Student View Tier 2

School Name	Local ID	STN	First Name	Middle Name	Last Name	Birth Date	Membership	Attendance	Transportation	Gender
Elementary	77	100	Ma	Chr	Be	8/4/2016	44.00	37.50	0.00	M

School	Calendar Type	Entry Date	Exit Date	Exit Reason	Membership	Attendance
013105	Main	8/11/2023			44.00	37.50

WAVE Skill Enhancement Week-- Student Data and Information Systems




If student attendance summary values do not match:

- Click the plus sign to the left of the student in tier 1
- Click the plus sign to the left of the membership detail records in tier 2

## Attendance Details Tier 3

Student View Tier 2						
School	Calendar Type	Entry Date	Exit Date	Exit Reason	Membership	Attendance
721	Main	8/14/2023			43.00	32.00
Student View Tier 3 (Absences)						
Absence Date	Absence (Half/Full Day)	Calendar Code	Attendance Code	Description	Attendance Type	Attendance Status
8/21/2023	Missed Half Day		ABV		Absent	Excused
8/31/2023	Missed Full Day		ABD		Absent	Excused
9/6/2023	Missed Full Day		ABV		Absent	Excused
9/12/2023	Missed Full Day		ABU		Absent	Unexcused
9/14/2023	Missed Half Day		ABD		Absent	Excused
9/15/2023	Missed Full Day		ABD		Absent	Excused
9/21/2023	Missed Full Day		ABU		Absent	Unexcused
9/22/2023	Missed Full Day		ABU		Absent	Unexcused
9/25/2023	Missed Full Day		ABU		Absent	Unexcused
9/26/2023	Missed Full Day		ABU		Absent	Unexcused
9/27/2023	Missed Full Day		ABU		Absent	Unexcused
9/28/2023	Missed Full Day		ABU		Absent	Unexcused

WAVE Skill Enhancement Week— Student Data and Information Systems 

Attendance details in tier 3 will display a list of all absences for the student. Compare absence dates and duration to the SIS attendance records for the student. Use the SIS attendance register report or SIS student attendance in the UI for validation.

**Absence (Half/Full Day), Attendance Code, Description, Attendance Type, Attendance Status** are provided in AttendanceCodeInfo (SIF object), this links the date of absence to the school's attendance codes provided by the SIS to the Wave. OSDE only accepts the following to display on this report.

- 0.0, 0.5, or 1.0 absences
- absence values of 0.5 and 1.0

Attendance codes and descriptions are unique to each school, but must indicate absence type (absent, tardy, partial) and attendance status (excused, unexcused).

Recent absences may not be displayed in the details immediately until the 1<sup>st</sup> Q has ended. It Remember, it is a good practice to lock user access after the 1<sup>st</sup> quarter has been completed so attendance data remains static during the reporting period. That will force school users to reach out to the SIS administrator to make any required corrections.



Assigned Bus Miles to School

> 1.5 miles

Transfer miles

Eligibility

**Transportation**

WAVE Skill Enhancement Week— Student Data and Information Systems

OKLAHOMA Education

Transportation for eligible students is a funding source for districts.


## Transportation Summary

- Transportation summary
  - Total number of days each student is eligible for state aid for transportation.

## Transportation Guidelines

- Displays reimbursable transportation
  - > 1.5 miles
  - FOY
  - Transfer students

WAVE Skill Enhancement Week— Student Data and Information Systems



Student transportation records should be created for every student who is eligible to ride a school bus. Eligibility is established by §70-9-101.

- Students who live outside of 1.5 miles of the school are eligible for state aid funding.
- Schools may transport students who live less than 1.5 mile from the school but will not receive state aid funding for doing so.
- Students who are eligible for transpiration and have moved out of the district (FOY) may continue to qualify for transportation for the remainder of the school year.
- Students who have transferred into the district are eligible for transportation within the district boundaries.

## Transportation Tier 1

Student View Tier 1 Refresh

Last Name	Birth Date	Membership	Attendance	Transportation	Gender	Reported Code	Converted Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	02	<input type="text"/>
Ac	4/28/2016	45.00	39.00	0.00	M	02	02
Ac	4/8/2016	45.00	45.00	45.00	M	02	02
A.	5/11/2016	45.00	45.00	45.00	F	02	02
Ar	8/31/2016	45.00	45.00	0.00	M	02	02
Ar	12/18/2015	45.00	42.50	42.50	M	02	02

WAVE Skill Enhancement Week-- Student Data and Information Systems  OKLAHOMA Education

Only eligible transportation will be displayed in the student grid. Any missing student should have been resolved in the membership validation. Compare the transportation numbers in the summary to the SIS report for transportation as demonstrated on slides 19 & 20. Pay attention to the correct transportation code in the SIS report. Transportation overall numbers can be evaluated between the FQSR and the SIS. If the grade level totals do not match, a student-by-student comparison must be done to locate the student with mismatched values.

If the student has the same transportation record for the entire 1<sup>st</sup> quarter, the transportation numbers should match the attendance numbers. If transportation does not match attendance:

- Check the enrollment start date and end date and compare it to the transportation start date and end date in the SIS
- Verify the transportation record is coded correctly using the miles transported value
- Check the attendance details for accuracy
- Check the basis of admission for accuracy

If the student qualified for transportation eligibility after the start of school, the student's transportation summary will not match the attendance summary.

If the student moved within in the district and lost or gained transportation eligibility, the student's transportation summary will not match the attendance summary.

← Alt Ed →

## Alternative Education

Reduce Dropouts  
Enhance Graduation Rates  
Individualized Instruction  
Effective Instruction  
Clear & Measurable Goals  
Life Instruction Skills  
Individual Graduation Plans

missy.corn@sde.ok.gov

\$ Funding Allocation

WAVE Skill Enhancement Week— Student Data and Information Systems

OKLAHOMA Education

Students who are served in an alternative educational pathway in an approved program will qualify for funding.

## Alt Ed - Student Grid


Alt Ed Indicator

Not used for Alt Ed Report


No impact on funding

Migrant	Immigrant	Alt Ed	Basis of Admission	Entry Date
<input type="text"/>	<input type="text"/>	yes	<input type="text"/>	<input type="text"/>
No	No	Yes	R	8/14/2023
No	No	Yes	R	8/14/2023
No	No	Yes	R	8/10/2023
No	No	Yes	R	8/21/2023

WAVE Skill Enhancement Week— Student Data and Information Systems



The Alternative Education student counts will no longer come from the data in the October 1 Consolidated Report. While the column is still present in the report, the data may or may not accurately reflect the number of Alt Ed students served in the district. The data displayed here is coming from a Student Personal Indicator, which many districts continue to use, but are not required to use. Continued use of this indicator is recommended as it will be helpful for districts to use as a check and balance of their data. Even though the Alternative Education data for funding is no longer from this report, details about Alternative Education will be presented in the following slides to assist in preparation of this student count.

<b>Alt Ed - Student Participation</b>
<ul style="list-style-type: none"><li>• Required for SY2024</li><li>• Start Date &amp; End Date</li><li>• Entry Reason</li><li>• Exit Reason</li></ul>
<b>Membership Days (ADM)</b>
<ul style="list-style-type: none"><li>• Required for funding</li><li>• Accommodates multiple entries</li></ul>
<p data-bbox="370 846 764 865">  WAVE Skill Enhancement Week— Student Data and Information Systems</p> 

The reporting requirement for alternative education students has been changed by law. Students must now report the number of days in which they enroll, or participate, in the Alternative Education Program of a school. Students must now have a Student Participation record for alternatively served students with entry and exit dates reflecting a total number of participation days within a school year. Vendors may refer to this as a “program” in the SIS. Contact the school’s SIS vendor for specific guidance creating student participation records for each student.

## Alt Ed - Student Participation

Tier 1 displays Alt Ed ADM data.

**Student Level ASR**

State Reporting Home Page


**AltEd Student View - You have 4 unread notes!**

Select Site:  Select Calendar:

Site Status: | In Progress

AltEd Student View Tier 1							
School Name	Local ID	STN	First Name	Middle Name	Last Name	Birth Date	AltEd Membership
+ High School	62614051	1001			Al	11/29/2005	175.00
+ High School	62613645	1001			Al	8/8/2004	175.00
+ High School	771120	1001			Bk	4/10/2005	28.00
+ High School	772133	1001			Ca	1/3/2006	28.00
+ High School	62614902	1001			C1	10/27/2004	132.00

| WAVE Skill Enhancement Week-- Student Data and Information Systems



Alternative education students are displayed in the FQSR and ASR reports. The First Quarter Statistical Report (FQSR) is due 10 days after the end of the 1<sup>st</sup> 9 weeks of school. The Alt Ed information is for review purposes only in the FQSR but will be certified for funding in the ASR due 10 days after the last day of school.

Alt Ed students are located from the AltEd Student View tab. The AltEd Student View Tier 1 displays a summary of students with a Student Participation record and the total number of days the student has participated in the program to date.

## Alt Ed – Tier 2

Tier 2 displays school enrollment & Alt Ed enrollment details

AltEd Student View Tier 1											
School Name	Local ID	STN	First Name	Middle Name	Last Name	Birth Date	AltEd Membership	Gender	Reported Grade	Converted Grade	
Righ	1044252	1002	XJ	BE	ST	2/10/2005	26.00	M	11	11	

Student View Tier 2								
School	Calendar Type	Entry Date	Exit Date	Exit Reason	AltEd Start Date	AltEd End Date	AltEd Membership	Basis Of Admission
141C	Main	1/6/2023	2/14/2023	3505 - Exited	1/6/2023	2/1/2023	16.00	R

## Validating Students

- All corrections done in SIS, student participation record
- No on-screen data entry
- Certified numbers from Alt Ed tab only

| WAVE Skill Enhancement Week— Student Data and Information Systems

Expand the summary view of a student by clicking the “+” sign to the left of the student’s row. This action will open the Student View Tier 2, which displays:

- the school enrollment entry and exit date,
- the Alt Ed program entry and exit date.

These entry and exit dates will be different if the student has moved in and out of the Alt Ed program while enrolled at the same school. If dates are not accurate, corrections must be made in the student’s participation record in the SIS. There is no onscreen data entry.

Only students reported in the AltEd Student View tab will be included in the ASR certified report. No corrections to Alt Ed student counts will be made after the ASR due date. Alt Ed data that is certified by the superintendent will be used for Alt Ed funding allocations.



## Alternative Education – Export

Refresh

Middle Name	Last Name	Birth Date	AltEd Membership	Gender	Reported Grade	Converted Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Save Certified Report - CSV

	A	B	C	D	E	F	G	H	I	J	K
1	School Name	Local ID	STN	First Name	Middle Name	Last Name	Birth Date	AltEd Membership	Gender	Reported Grade	Converted Grade
2	High	1087	1002	P		B	10/19/2005	174	F	11	11
3	High	1087	1002	P		B	1/28/2007	174	M	10	10
4	High	1083	1002	D		B	12/29/2003	169	M	12	12
5	High	1042	1002	JJ		B	8/2/2006	174	M	11	11
6	High	1083	1002	JC		B	4/23/2008	11	F	9	9
7	High	1056	1002	P		C	7/13/2007	174	M	9	9
8	High	1091	1002	JC		C	8/22/2006	174	M	11	11

WAVE Skill Enhancement Week— Student Data and Information Systems

An effective method for capturing report student counts for Alt Ed is exporting a CSV file from the Alt Ed Student View Tier 1.

The screenshot shows the 'Reporting Tools' interface. At the top, there are navigation tabs: 'Site Selector', 'Final Report', 'Find Missing Students', 'Reporting Tools', and 'Special Education'. The 'Reporting Tools' tab is active. Below the tabs, there are three dropdown menus: 'Select Site:' (set to 'APPLE CREEK ES (135)'), 'Select a Report:' (set to 'Choose a Report'), and 'Select a School Year:' (set to '2024'). A 'District Report' checkbox is also present. A list of reports is displayed on the right, with 'Summary Report' selected. A large orange circle with white text is overlaid on the interface, stating: 'Access to this data will be needed throughout the year.' Three pink arrows point to the 'Select Site:', 'Select a Report:', and 'Summary Report' dropdowns. At the bottom left, it says 'WAVE Skill Enhancement Week-- Student Data and Information Systems'. At the bottom right is the 'OKLAHOMA Education' logo.

The Reporting Tools may be used at any time to assist with the validation of the report. It is strongly recommended that school level and district wide reports be saved locally. Reports that are specific to programs within the district should be sent to program directors to assist with additional reporting within SSO.

The certified student counts in these reports will be useful for various data requests a district may receive throughout the school year, including Accreditation and ROA audits.

## Reporting Tools Summary Report

District General Information						
Days Actually Taught						45
Number of professional days						4
Days in Session						49

District Membership, Attendance and Transportation							
Grade	Total Days Membership	Avg. Membership	Total Days Attendance	Avg. Attendance	Overall Attendance Percentage	Total Days Transported On Which State Aid May Be Paid	Avg. Haul
PK 3	2.00	0.04	2.00	0.04	100.00	0.00	0.00
PK Full Day	7,172.00	159.38	6,771.00	150.47	94.41	2,308.50	51.30
K/G Full Day	8,292.00	184.27	7,901.00	175.58	95.26	2,806.00	62.38
01	9,328.00	207.24	8,948.00	198.64	95.95	3,732.00	82.93
02	9,177.00	203.93	8,876.50	197.26	96.75	3,656.50	81.26
03	9,825.00	218.33	9,482.00	210.93	96.61	4,079.50	90.66
04	10,106.00	224.56	9,734.50	216.32	96.32	4,284.00	95.20
05	9,118.00	202.62	8,760.00	194.67	96.07	5,121.00	113.80
06	9,844.00	218.76	9,389.50	208.21	95.11	6,254.00	138.98
<b>Grand Total</b>	<b>126,590.00</b>	<b>2,813.11</b>	<b>120,983.00</b>	<b>2,688.51</b>	<b>95.51</b>	<b>58,950.00</b>	<b>1,310.24</b>

WAVE Skill Enhancement Week-- Student Data and Information Systems

The Summary Report will be required during the FQSR audit with the district's RAO

**Review & Confirm**

**Final Report**

Select Site:  **Confirm** **Release** **Refresh Data**

Site Status: [In Process](#) Latest Update From Site: 9/16/2022 3:00:53 PM Last Refresh Date/Time: 9/16/2022 3:24:16 AM

**Superintendent Certify**

**October 1 Consolidated Report**

State Reporting Home Page

Select Site **Select a school site to review by clicking on the site name.** **Certify** The Certify button will be enabled for the District Superintendent when all Site Statuses are indicated as Confirmed.

Site Name	Site Status
ES (105)	Confirmed
HS (705)	Confirmed

WAVE Skill Enhancement Week— Student Data and Information Systems

OKLAHOMA Education

Know what you are certifying.  
Review data, check reports.  
It's your responsibility.

The designated staff person will confirm the school level report after all student counts for all demographics and attributes have been validated as correct by clicking the **Confirm** button for the school site as shown in the top portion of this slide. A school site that is in the confirmed state is locked, or frozen for that point in time. The report will no longer update with any changes from the SIS. If an update needs to be made, the designated staff person has the ability to release the confirmed status and allow data to once again flow from the SIS. The confirmed status may not be released by designated staff when the report certified.

The superintendent is responsible for certifying that the data in the report for each school in the district is complete and accurate. The **Certify** button is accessible only by the superintendent as shown in the lower portion of the slide. The action of certifying data in a report communicates to the state that the superintendent is knowledgeable of the data that is received by the state, is attesting that the data is complete and accurate, and the numbers reported are ready for any funding allocations.

Corrections that need to be made before the due date may be done by contacting OSDE to open a certified report. Corrections to reported numbers in the report cannot be made after the due date.



## WAVE Skills Enhancement Week

**WAVE - Data Quality** - *Target Audience:* Novice, intermediate users  
*Description:* This session will address guidance and best practices for access to WAVE, WAVE navigation, student testing Numbers (STN) SSO App, Ownership SSO App, WAVE data validation errors and warnings, data update schedule, and how to get support.

**WAVE - Codes, Codes and More Codes** - *Target Audience:* Enrollment staff, registrars, attendance staff, database administrators, schedulers  
*Description:* Discuss requirements of student enrollment, attendance, basis of admission, course codes, alternative diploma, free/reduced records for CEP or Provision schools, and direct certification with Medicaid.

**WAVE - State Reporting I** - *Target Audience:* Superintendents, principals, directors  
*Description:* Best practice and guidance for completing the October 1 Consolidated Report and the FQSR/ASR.

Registration now open for September 20<sup>th</sup> & 21<sup>st</sup> sessions.

OSDE offers 50-minute virtual training session in August and September to equip staff in their roles with student data and state reporting. Participation in the training sessions improve data quality, reporting accuracy, and accurate funding for the district.

## WAVE Skills Enhancement Week

**WAVE - State Reporting II** - *Target Audience:* Superintendents, principals, directors

*Description:* Best practice and guidance for completing the Graduation Part-time Report, Alternate Education (Alt Ed) Report, 3rd Grade Retention & Promotion Report, Title 1, School Incident Report.

**WAVE - Data Quality Troubleshooting** - *Target Audience:* Database administrators, and novice users

*Description:* Guidance for understanding and working with the WAVE data validation wizard, understanding errors and warnings, introduction to XML files, and understanding WAVE specification documents and WAVE code sets. Best practices for communicating errors to SDE and the SIS vendor.

**Accountability - Postsecondary Coursework** - *Target Audience:* Superintendents, principals, directors, counselors, high school schedulers

*Description:* Best practices and guidance for setting up coursework for postsecondary for maximum participation credit. Discuss critical factors for ensuring accurate reporting and credit.

OSDE offers 50-minute virtual training session in August and September to equip staff in their roles with student data and state reporting. Participation in the training sessions improve data quality, reporting accuracy, and accurate funding for the district.

The screenshot displays a web application titled "Reporting Requirements". On the left, there is a calendar for "23-24 Reporting". The calendar shows September 2023 with dates 1 through 30, and October 2023 with dates 1 through 31. A "View Detail" dropdown menu is open, showing the following information:

- Report Name:** First Quarter Statistical Report (FQSR)
- Division:** State Aid
- Start Date:** 09/05/23
- Due Date:** 11/30/23
- Instructions:** Single Sign On → The Wave → Reporting → State Reporting Certification → Student Level FQSR
- Related Links:** (empty)

Below the calendar, there is a "Close" button. At the bottom of the interface, it says "WAVE Skill Enhancement Week— Student Data and Information Systems" and the "OKLAHOMA Education" logo.

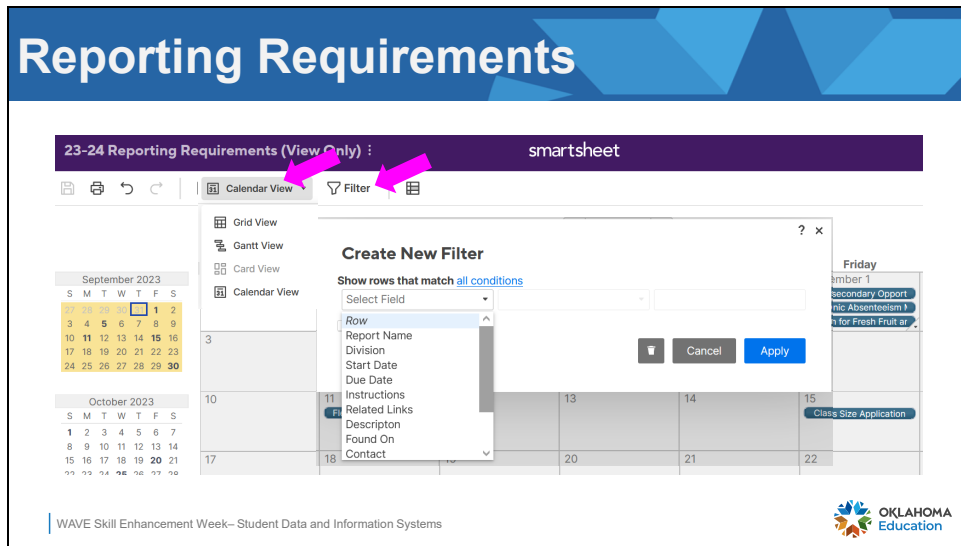
On the right side of the interface, there is a window titled "Row 146: First Quarter Statistical Report ...". It contains a circular icon with a bar chart and a speech bubble, with the text "Conversations in the context of your work". Below this, there is a list of reports for "Friday" in "September 1":

- Postsecondary Opport
- Chronic Absenteeism
- Claim for Fresh Fruit ar
- 8
- 15
- Class Size Application
- 22

OSDE has a published calendar on the website for all state reporting requirements that occur during the school year. The data is in the form of a Smartsheet. The user may:

- Select the month to review,
- Click on a report title in the calendar to open for details,
- Change the calendar view,
- Filter the calendar based on parameters.

OSDE also has links on the website to access the reporting requirements in an excel spreadsheet or subscribe to a Google or Outlook calendar.







OSDE has a published calendar on the website for all state reporting requirements that occur during the school year. The data is in the form of a Smartsheet. The user may:

- Select the month to review,
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- Change the calendar view,
- Filter the calendar based on parameters.

OSDE also has links on the website to access the reporting requirements in an excel spreadsheet or subscribe to a Google or Outlook calendar.



## Connect with Us

-  [Weekly Wave Meetings](#)
-  [Teams Channel](#)
-  [Student Accounting Consortium](#)
-  [Data & Student Information Listserv](#)


WAVE Skill Enhancement Week— Student Data and Information Systems

OKLAHOMA Education

Communication is a key factor in keeping staff connected and “in the know.”

- Weekly Wave Meetings occur on Tuesdays at 10:00. Use the link in the slide to register for this weekly event.
- The Data & Information Department (DIS) encourages district users to connect to our Team channel to locate valuable resources and easy chat access to the DIS team.
- The Student Accounting Consortium meets on the 1<sup>st</sup> Monday of each month with topics expanding beyond WAVE. Use the link in the slide to request membership in this consortium.
- Subscribe to receive newsletters and email communication from various OSDE departments with the link provided in the slide. It is recommended that users subscribe to the following:
  - Data & Student Information
  - Accountability Reporting
  - Admin Newsletter

## SDE Resources

 Reporting Requirement Smartsheet

 SIF Object Mapping

 SIF Code Sets

Use the links in the slide to quickly access the listed documents.

[Reporting Requirement Smartsheet](#)

[SIF Object Mapping](#)

[SIF Code Set](#)