

STATE OF OKLAHOMA
STUDENT DROPOUT REPORTING PROCEDURES MANUAL
Revised March 2012

I. Background

A. Purpose

The purpose of the student dropout report is to collect data from each school site in Oklahoma for Grades 7 through 12 to determine the number of students who have dropped out of school prior to graduation. Dropouts from both public and state-accredited private schools are to be considered in accumulating dropout statistics. The information gathered is to be used by the State Department of Education (SDE) in preparing an annual dropout report, showing results at the state, county, district, and site level.

It is intended that information reflected in the annual dropout report will be useful to school systems and other entities throughout the state in their efforts to keep students in school until graduation or to provide services to those who have dropped out.

B. Statutory Requirements

70 O.S. § 35e of the Oklahoma statutes provides under Item A that *“it shall be the duty of the superintendent, principal, or head teacher of each public or private middle, junior high and high school accredited by the State Department of Education in the state of Oklahoma to notify the State Department of Education quarterly as scheduled by the department of the name, address, race, and age of any pupil dropping out from such school during the preceding quarter.”* (The reporting interval was changed from monthly to quarterly by House Bill 1927 during the 1994 legislative session, effective with the 1994-95 school year).

Item B of this section provides that *“the State Board of Education shall cause these statistics of school dropouts to be tabulated by grade and school district. Information of school dropouts shall be made available to the Oklahoma Department of Career and Technology Education, the Oklahoma Indian Affairs Commission, the Bureau of Indian Affairs, and the Department of Health, Education and Welfare.”*

It is further mandated in Item C of this section that *“The State Department of Education shall make an annual report to the Legislature prior to convening of each regular session thereof of information received and tabulated pursuant to this section.”*

Finally, Item D defines a dropout for purposes of this section as *“Any student who is under the age of nineteen (19) and has not graduated from high school and is*

not attending any public or private school or is otherwise receiving an education pursuant to law for the full term the schools of the school district in which he (she) resides are in session.” (The age level for dropout reporting was changed from “*under eighteen*” to “*under nineteen*” by House Bill 1927 in 1994, effective with the 1994-95 school year.)

In addition, House Bill 1017, passed in 1990, provides that the number of dropouts be included as a component of the Oklahoma Educational Indicators Program. Senate Bill 810, signed into law May 23, 2001, provides that the number of dropouts be included as a component of the Academic Performance Index (API).

II. Reporting Procedures

A. Quarterly Reporting and Processing

Each accredited Oklahoma school site with students in any of the Grades 7 through 12 must report dropouts to the SDE on a quarterly basis. The schedule for reporting student dropouts is October 1 of one school year through September 30 of the following school year. The four quarterly reporting periods are the three-month periods ending December 31, March 31, June 30, and September 30.

The “Student Dropout Report” is submitted online effective September 30, 2005. **Each school site is required to report each quarter whether such school has any dropouts or not.** If a school has no dropouts for a particular quarter, a report should be submitted to the SDE showing the notation “0” (zero) in the “Total Number of Dropouts for This Quarter” space located on the welcome screen. After the quarterly report has been completed, the report is to be certified and sent electronically to the SDE.

Instructions for preparing the report are online. The online dropout report screens have a Help link with specific instructions for each of the screens. The report contains the following information: county, district, and site code information; the quarter and year under report; the name, telephone number and e-mail address of school site staff; total number of dropouts; and personal data for each dropout (i.e., month dropped, name, address, birth date, race/ethnicity, gender, grade level, disability, and economic disadvantage status). Economic disadvantage is determined by free and reduced-price meals eligibility.

Definitions

B. School Year

Oklahoma statute 70 O.S. § 1-109 provides that public schools in Oklahoma shall consist of at least ten (10) months of four (4) weeks each, during which time school shall actually be in session and instruction offered for not less than one hundred eighty (180) days. Five (5) days of this time may be used for professional meetings. In emergency situations, a school may maintain classes

for less than a full term due to conditions beyond its control, but only with the concurrence of the State Board of Education.

C. Dropout Reporting Year

For purposes of reporting student dropouts, a dropout reporting year is defined as October 1 of one school year through September 30 of the subsequent school year.

D. Student Attendance

According to Oklahoma statutes (70 O.S. § 10-105), children are required to attend school until they are eighteen (18) years old, with the general exceptions listed below. **Even though children may be legally exempt from school attendance, they may still be subject to dropout reporting when they leave school.** The exemptions from mandatory school attendance are listed as follows, with the recommended dropout reporting treatment shown if the involved student drops out of school during the year under report for one of the reasons shown:

<u>Reason for Exemption from School Attendance</u>	<u>Place Student on Dropout Report?</u>
1. Students sixteen (16) and older, when there is a written joint agreement between the school administration and the parent or guardian covering unusual circumstances.	Yes
2. Married students under age eighteen (18). (Married students aged eighteen and over are not legally required to attend school, but they must be counted as dropouts, if they leave school prior to graduating.)	Yes
3. Students taking instruction by correspondence for the full school term for the purpose of obtaining a high school diploma, or otherwise receiving instruction equivalent to that given in accredited public schools.	No
4. Students who have documentation in their file signed and dated by the parent or legal guardian stating that they are schooled at home.	No
5. Students with a mental or physical disability which prevents them from attending school, based upon a licensed physician's written opinion, and approved by the district board of education.	No*

*Students who are declared fit to attend school after a period of illness or disability but fail to return are subject to dropout reporting in accordance with the rules set forth in Section II, Item E.

Note 1: Students may also be excused from attending school in emergency situations and for certain religious purposes, when requested by the parent or guardian and agreed to by the school officials. These cases are normally for periods of short duration and, as such, do not require dropout reporting. However, if there is no intention to return or otherwise take qualified instruction such as that specified in Item 3 or 4 (above), dropout reporting is required.

E. Reportable Dropouts

In general, students in Grades 7 through 12 who leave school before graduation and do not enroll elsewhere should be reported as dropouts. Although the statutes limit the definition of a dropout to a student who is “*under the age of nineteen (19)*,” it is important that all dropouts enrolled in Grades 7-12 be reported if the SDE and the Oklahoma Department of Career and Technology Education (Career Tech) are to have a record of all dropouts for contact purposes. A student need not be reported as a dropout until he or she has been absent from school for at least ten (10) consecutive school days (with no request for records from another school). This is known as the “10-day rule.” A “no-show” is a student who has completed the spring school term but fails to enroll by September 30 in the subsequent fall term. Rules to be observed in determining whether or not a student should be reported as a dropout are detailed as follows:

RULES FOR REPORTING DROPOUTS
(For Students in Grade 7 through Grade 12)

<u>Situation</u>	<u>Place Student on Dropout Report</u>
1. Graduated.	No
2. Left school to get married.	Yes
3. Deceased.	No
4. Left school during the current dropout reporting year, prior to graduation, and has not enrolled elsewhere, including those who have moved out of the district.	Yes
5. Left school during the current dropout reporting year and has enrolled in another state-accredited school either in Oklahoma or in another state, with records having been requested from the receiving school.	No
6. Did not reenroll by September 30 for the current school year	

after having completed the previous spring term, and educational status is unknown (no-show). Yes

Note 2: Students should not be reported as dropouts if requests for their records have been received from another school accepting their enrollment.

7. Students graduating from an elementary district who fail to enroll in the high school they had designated on the transfer form should be reported as a dropout by the high school, unless there has been a request for records by another school. Yes

8. Did not reenroll by September 30 for the current school year after having completed the spring term, but records have been requested from another school. No

9. Transferred to a private school which does provide an educational program leading to a standard high school diploma. No

10. Transferred to a private school which does not provide an educational program leading to a standard high school diploma. Yes

11. A student leaving school to enter a GED study program should be reported as a dropout. However, if such student earns a GED in that same dropout reporting year, reentry is appropriate. Yes*

*The Lifelong Learning section of the SDE may be contacted at (405) 521-3321 for information regarding the GED status for individuals.

12. Transferred to an institution which does provide a state-approved educational program leading to a high school diploma, e.g., alternative education center, youth correctional institution, technical college, or special state school. No

13. Transferred to an institution that does not provide an educational program leading to a high school diploma, e.g., military academy, trade school, hospital, rehabilitative facility, or adult correctional

	facility.	Yes
14.	Regular handicapped students who have completed the requirements of an Individual Education Program (IEP).	No
15.	Profoundly handicapped students who enter a residential or day care facility or who reach the age of 21 without completing the requirements of an IEP.	No
16.	Attended summer school only, following the prior school year (i.e., was not enrolled during the regular school year).	No
17.	Left school because of a school-recognized illness or disability, as determined by the local school board (with a certificate from a licensed physician) which prevents the student from attending school.	No
	<u>Note 3:</u> If the condition is temporary and the student fails to return at the end of the temporary period, the student should be reported as a dropout.	
18.	Suspended or expelled with the option to return within the current dropout reporting year: a. At the time of suspension. b. Failure to return at the end of suspension period. (Report as dropout in <u>current dropout reporting year.</u>)	No Yes
19.	Suspended or expelled for the remainder of the current dropout reporting year with the option to return during the next dropout reporting year: a. At the time of suspension. b. Failure to return next dropout reporting year. (Report as dropout in <u>subsequent dropout reporting year.</u>)	No Yes
20.	Suspended or expelled and transferred to another district, with a request from the receiving district for the student's records.	No
21.	Expelled with no option to return and with no request for records from another school.	Yes
22.	Transferred to home schooling with official notification from the parent(s) or legal guardian.	No

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| 23. | Transferred to school-approved homebound instruction. | No |
| 24. | Left school before graduating to enroll in a junior college or other full-time higher education program. | No |
| 25. | Left school after attaining age 16 before graduating, upon the exercise of a written agreement between the school administration and the parent or guardian.* | Yes |

*The state law requires school attendance until reaching age 18, but a student between the ages of 16 and 18 may legally leave school with a written agreement between the school administration and the parent or guardian. With or without an agreement, a dropout should be reported when a student leaves school before graduating, regardless of age.

F. Month Dropped

The month during which the student dropped out of school shall be entered. If a student drops out and subsequently reenters during the same quarter, this activity should not be reported to the SDE. Also, if a student is a no-show in August but reenters in September, i.e., in the same quarter, and remains in attendance through the end of the quarter, there should be no reporting to the SDE. **The student's status at the end of the quarter under report determines whether a dropout should be reported to the SDE, regardless of how many times the student may have dropped out or reentered during that quarter.**

G. Ethnicity

Hispanic/Latino: A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

Race

Dropout statistics are maintained separately for the following racial groups:

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White – A person having origins in any of the original peoples of Europe, Middle East, or North Africa.

H. Grade Level

In compliance with Oklahoma law, dropout statistics are reported and maintained for students in middle schools, junior high schools, and senior high schools, i.e., those in Grades 7 through 12. The grade level to be reported for a student dropout is the level attended at the time of dropping out, with one exception: for no-shows, the level to be reported is the next grade level following the grade completed the previous spring. For example, a student who completed Grade 8 but did not return for Grade 9 or transfer elsewhere would be reported as a 9th grade dropout by the school responsible for the student.

Ungraded students, if any, should be assigned nominal grade levels. The nominal grade level should be determined by subtracting the number six (6) from the age of the student at the beginning of the current school year. For example, the nominal grade level for an ungraded 15-year-old student would be Grade 9.

I. Disabilities

“The State must have on file with the Secretary information to demonstrate that the state – (a) Has established goals for the performance of children with disabilities in the State that – (1) Will promote the purposes of this part, as stated in § 300.1; and (2) Are consistent, to the maximum extent appropriate, with other goals and standards for all children established by the State; (b) Has established performance indicators that the State will use to assess progress toward achieving those goals that, at a minimum, address the performance of children with disabilities on assessments, dropout rates, and graduation rates; (c) Every two years, will report to the Secretary and the public on the progress of the State, and of children with disabilities in the State, toward meeting the goals established under paragraph (a) of this section; and (d) Based on its assessment of that progress, will revise its State improvement plan under subpart 1 of Part D of the Act as may be needed to improve its performance, if the State receives assistance under that subpart.” (Authority: 20 U.S.C. 1412 [a][16])

One of the following disability codes, based on IDEA, Part B, criteria, must be recorded for each dropout.

<u>CODE</u>	<u>DISABILITY</u>
00	No Disability
03	Hearing Impairment
04	Deafness

05	Speech or Language Impairment
06	Visual Impairment
07	Emotional Disturbance
08	Orthopedic Impairment
09	Other Health Impairment
10	Specific Learning Disability
11	Deaf-Blindness (student must be deaf and blind)
12	Multiple Disabilities
13	Autism
14	Traumatic Brain Injury
16	Mental Retardation

J. Economic Disadvantage Status

Economic disadvantage status is determined by free and reduced-price meals eligibility. Indicate the economic disadvantage status for each student reported as a dropout. A "Y" indicates the individual is economically disadvantaged, an "N" indicates the student is not economically disadvantaged.

K. Migrant Education Program (MEP) Status

Indicate the Migrant Education Program (MEP) status for each student reported as a dropout. A "Y" indicates the individual is identified by the MEP for eligibility and has a certification number. An "N" indicates the student is not in the MEP.

L. Limited English Proficient (LEP) Status

Indicate the Limited English Proficient (LEP) status for each student reported as a dropout. A "Y" indicates the individual is identified as LEP based on the Home Language Survey as well as a qualifying score (below 4.8) on the ACCESS for English Language Learners (ELLs) Test. An "N" indicates the student is not identified as LEP.

III. Annual Processing

A. Dropout Deficiency Report

Periodically during the school year, the Alternative Education Office staff will prepare a "Dropout Deficiency Report" that contains a list of sites that have been delinquent in reporting dropouts for any of the four quarters in the dropout reporting year. The SDE will notify each site of the delinquent status. It will then be the responsibility of each school cited to submit a report to the Alternative Education Office for each delinquent quarter. Those schools failing to submit reports will be listed in the annual School Indicators Report as being delinquent. **If dropout reports are not submitted on time, the District will be recommended for a deficiency by the Regional Accreditation Officer at the time of the accreditation visit.**

B. Reentries

Each school site that reports one or more dropouts from October 1 through September 30 will be required to submit an online **Reentry Checklist by October 19 of each year**. A reentry is a student reported as a dropout who, **during that same dropout reporting year**, (October 1 through September 30), either reenrolls at the same school site, has their records requested by another school, earns a GED, or provides documentation of home schooling. Reentries are not reported to the SDE as they occur during the year. Instead, the SDE will supply a complete list (Reentry Checklist) of dropouts to each school site at the completion of the dropout reporting year. If a site has reported one or more dropouts during the dropout reporting year, (October 1 through September 30), a REENTRY tab will immediately appear (by the WELCOME tab and the REPORTS tab) when the fourth quarter report is certified. School officials are to record the appropriate reentry code and month opposite the name of each student previously recorded as a dropout. When the Reentry Checklists are submitted online to the SDE, the reentry codes cancel related dropout reporting previously recorded. If there are no dropouts reported during the entire year, a reentry tab will not appear.

Note 4: **If a student drops out and reenters during the same quarter and is still in school at the end of the quarter, a dropout should not be reported to the SDE for such student. The student's status at the end of the quarter under report determines whether a dropout should be reported, regardless of how many times he or she may have dropped out or reentered during that quarter. At the end of the dropout reporting year, reentries should be reported on the Reentry Checklist for those students previously reported to the SDE as dropouts at the end of a quarter or those reported as dropouts in error.**

Note 5: It is recognized that a student who has previously been reported to the SDE as a dropout may reenter and subsequently drop out again during the same dropout reporting year. In such cases, the subsequent dropout should be reported to the SDE only if it occurred in a different quarter. At the end of the dropout reporting year, reentries properly reported on the Reentry Checklist for each affected student will cancel the effect of previously reported dropouts, so not more than one dropout record will be reflected on the final report for any student.

C. Reentry Checklist Deficiency Report

The Alternative Education Office will prepare a list entitled "Reentry Checklist Deficiency Report" containing sites that are delinquent in submitting the reentry checklist. The SDE will notify each site of the delinquent status. **If reentry reports are not submitted on time, the District will be recommended for a deficiency by the Regional Accreditation Officer at the time of the accreditation visit.**

D. Annual Dropout Statistics

Upon completion of the reentry checklist described in Item B above, statistics are compiled from the SDE Data Center's master dropout file for the *Annual Dropout Report*, the *Annual Indicators Reports*, and the *Academic Performance Index* which are described in Section IV.

IV. **Annual Reports**

A. Annual Dropout Report

After the number of dropouts has been finalized by certifying the reentry checklist, duplicates are removed and the SDE Data Center's computer dropout file containing final results for the current reporting year is ready for the preparation of the annual *Oklahoma Dropout Report*. The report is prepared for issuance by the Alternative Education Office in cooperation with the SDE Data Center. The annual report provides school officials, school patrons, legislators, various state agencies, and other interested parties with information on students who left school with no evidence of enrollment elsewhere during the dropout reporting year.

B. Annual Indicators Reports

Dropout statistics are included as a component of the Oklahoma Educational Indicators Program, as mandated in House Bill 1017, which was passed in 1990. This program is the basis for the annual *Indicators Reports* issued each year by the Office of Accountability. Based upon those students under age nineteen in Grades 9 through 12, a dropout rate is published as an educational indicator for each school site and for each school district in the state. Supplemental information regarding dropouts may also be shown in the *Indicators Reports*.

C. Academic Performance Index

Senate Bill 810, signed into law May 23, 2001, provides that the number of dropouts by site be included as a component of the *Academic Performance Index* (API).

D. Annual Student Dropout Reports to Local School Boards

The following rule was approved at the April 24, 2008, Oklahoma State Board of Education meeting and signed by the Governor on June 10, 2008.

SUBCHAPTER 25. STUDENT ENTRANCE AND PROGRESSION THROUGH THE SYSTEM

210:35-25-3. Annual student dropout reports to local school boards

(a) The principal or a representative of each site serving students in Grades 7-12 shall review and discuss with the local school board, the certified annual site dropout report submitted by the school district to the State Department of Education. The local review and discussion shall occur at the next open school board meeting after the district certifies the Annual Report (Reentry Checklist).

(b) Each school site that serves students in Grades 7-12 is required to submit online its accounting of dropouts to the State Department of Education quarterly and annually. Each report is certified locally as an accurate accounting of the dropouts for each site. The annual reentry checklist report is due to the State Department of Education no later than October 19 of each year for inclusion in the annual state dropout report to the State Board of Education, the Governor, and the State Legislature. This reentry report should be used to compile data for the annual report to the local school board.