

**JANET BARRESI
STATE SUPERINTENDENT
OKLAHOMA STATE DEPARTMENT OF EDUCATION**

READING SUFFICIENCY ACT

BEGINNING-OF-YEAR CHILD COUNT DATA REPORT (RSA FUNDING)

Please follow these steps in order to complete the reporting process:

1. Access the [School District Reporting Site](#) via the [State Department of Education home page](#).
2. Scroll down and click on the [School District Reporting Site](#) link.
3. Enter username and password. (Our office does not issue the username or password. Please contact the superintendent or district logon administrator if you do not have a username or password.)
4. Click the logon button.
5. Scroll down on the systems menu and click on the Reading Sufficiency Act Survey link. (If this option does not show up on the systems menu, contact your superintendent or district logon administrator to obtain access to the report.)
6. In the upper right corner, please locate the dropdown box to choose a site to enter data and click select. (Even if your district has only one site where information needs to be entered, you will still have to select a site.)
7. Click the Beginning-of-Year tab to proceed to the data entry screen. There are two pages in the report that must be completed (Goal Calculator and RSA Child Count).
8. Enter the requested information to calculate the achieved goal in the goal calculator.
9. Click save to submit the data. You must click save before the report is certified, otherwise your data will not be submitted.
10. To proceed to the next page, click the RSA Child Count tab to enter information for the second page of the report.
11. Enter the requested information for the site selected. You must click save before the report is certified, otherwise your data will not be submitted. (Districts that have more than one site with Grades K-3 will repeat steps 6-12 for each site.)
12. When all of the information has been reported for your district, have the Superintendent certify each site that data is entered.

READING SUFFICIENCY ACT

REPORTING INFORMATION

Beginning-of-Year Child Count Data Report (RSA Funding)

Listed below are some key items to remember when completing the RSA online report:

- RSA data must be entered on the School District Reporting site on the Reading Sufficiency Act Survey.
- The data entered in the report must be saved before the superintendent certifies the report.
- The report cannot be completed unless the data for the students identified in need of remediation and the RSA goal percentage are both entered.
- Provide the information of the person to be contacted if there are any questions regarding the report.
- If the Reading Sufficiency Act survey link does not appear on the systems, then access will need to be granted by the superintendent or district logon administrator.
- Report the data to calculate the percentage of third-grade students reading at or above grade level, based on the 2011 third-grade Oklahoma Core Curriculum Test (OCCT) and Oklahoma Modified Alternate Assessment Program (OMAAP) reading scores.
- All students in Grades K-3 are assessed at the beginning of the year using one of the three approved screening instruments (including students on an Individualized Education Program and English language learners). Select the assessment used from the drop-down menu.
- Any kindergarten, first-, second-, or third-grade student who is assessed and found not to be reading at the appropriate grade level shall be provided a program of reading instruction (including students on an Individualized Education Program and English language learners).
- Separate data needs to be entered for each elementary site with Grades K-3.
- The superintendent must certify each RSA report. (Reports not certified are not complete.)

If there are additional questions regarding this report, please contact Teri Brecheen, Executive Director of Literacy, (405) 521-2537, or by e-mail at Teri.Brecheen@sde.ok.gov for assistance.