

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

READING SUFFICIENCY ACT

END-OF-YEAR DATA REPORT

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

1. Access the [School District Reporting Site](http://www.sde.state.ok.us) via the State Department of Education home page <http://www.sde.state.ok.us>.
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 enter the county number and district number in the boxes where indicated and then click change to access the information for your district.
7. A dropdown box will appear with the site information for your district. Locate the site that the information will be reported and then click select. **(Even if your district has only one site where information needs to be entered, you will still have to select a site.)**
8. Click the End-of-Year Report tab to proceed to the data entry screen.
9. Enter the requested information for the site selected.
10. Click **save** to submit the data entered. **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 7-9 for each site.)**
11. When all of the information has been reported for your district, have the Superintendent certify that data.

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PRINTING REPORTS

1. Print a copy of the data entered for your records by clicking on the reports tab.
2. Select the report for printing from the box on the upper left. (Example: End-of-Year Report)
3. Click Request Report.
4. Click on the link Click to View.
5. Print when report opens.