

TO: Special Education Directors

The Oklahoma State Department of Education would like to thank you for your continued patience as we work to implement the new Special Education OKEdPlan system into Oklahoma. This new system will help to support Oklahoma in monitoring their compliance on the Individuals with Disabilities Education Act (IDEA) and Section 504 to ensure we are providing Oklahoma students with disabilities with the support necessary to receive an excellent education that meets their unique needs.

In an effort to ensure consistency between all state systems, the student level information in OK EdPlan is being populated by the WAVE. The following data elements are being sent from the Wave to OK EdPlan:

- Last Name
- First Name
- Middle Name
- Gender
- Race
- Date of Birth
- District/School Enrollment
- Home Language
- ELL Indicator
- Grade
- Primary Language
- Instructional Language

During this time of change, we understand that things can become frustrating and challenging. We are working with the OK EdPlan team to ensure all districts are assisted with any questions or concerns. With most district starting soon (or already started), questions continue to arise about the data within OK EdPlan. If you are having data issues please review the situations below to determine the plan of action to be taken. If your situation is not described below, please contact the OK EdPlan Message Board with the concern.

**1. You have NO (as in zero) students showing up in OK EdPlan**

- Log into the WAVE and proceed to the Reporting tab and MyDATA (this will require that the Superintendent or District Log on Administrator has given access).
- Select the District or school tab
- Select the “Students” button on the left. In the dropdown for Current View select “All”
- Ensure School Year 2016 is selected.

- Select View Report. If there are students listed, please contact the Office of Management Enterprise Services (OMES) Service Desk to have them determine the issue at 405-521-2444.
- If there are NO students listed in MyDATA, go to the District tab and select XSD Validation Errors Wizard. If there are errors in the following object types, contact your Schools Interoperability Framework (SIF) Vendor to determine the issue: Student Personal, Student Demographics, Student School Enrollment, School Information, and/or District Information.
- If there are NO students and NO errors then please contact your SIF vendor to determine the issue. It may be that the year has not been rolled over to 2016 on SIF agent.

## **2. You have some students but not all are showing up in OK EdPlan**

- Log into the WAVE and proceed to the Reporting tab and MyDATA (this will require that the Superintendent or District Log on Administrator has given access). Select the District or school tab.
- Select the “Students” button on the left. In the dropdown for Current View select “All.”
- Ensure School Year 2016 is selected
- Select View Report. Please look through the list for your missing students. If they are in the MyDATA list, contact the OMES Service Desk to have them determine the issue.
- If students are not listed in MyDATA, go to the District tab and select XSD Validation Errors Wizard. If there are errors in the following object types, contact your SIF Vendor to determine the issue: Student Personal, Student Demographics, Student School Enrollment, School Information, or District Information. One of these errors could be keeping the data from getting to the WAVE.
- If students are not listed in MyDATA and there are NO errors, contact the OMES Service Desk to have them troubleshoot the issue at 405-521-2444.

## **3. You have some students information but their demographic information is not showing up (refer to the list above for what items are being sent from the Wave) in OK EdPlan**

- Log into the Wave and proceed to the Reporting tab and MyDATA (this will require that the Superintendent or District Log on Administrator has given access). Select the District or school tab.
- Select the “Students” button on the left. In the dropdown for Current View select “All.”
- Ensure School Year 2016 is selected.
- Select “View Report.”
- Look through the list for missing students. If missing data in OKEdPlan is showing up in MyDATA, then please contact the OMES Service Desk to have them determine the issue.
- If the missing data is not in MyDATA, go to the District tab and select XSD Validation Errors Wizard.
- If there are errors in the following object types, contact your SIF Vendor to determine the issue: Student Personal, Student Demographics. One of these errors could be keeping the data from getting to the Wave.

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- If missing data is not in MyDATA and there are NO errors, contact the OMES Service Desk to have them troubleshoot the issue 405-521-2444.

#### **4. You have your students but there are no compliance dates in EdPlan**

This could be two reasons. First, a file containing compliance dates was not previously uploaded to OK EdPlan. Second, the uploaded file to OK EdPlan was incomplete and had some missing compliance dates.

- Contact OK EdPlan through the Message Board to review the compliance dates import on a case by case basis.