Reporting Requirements Document

State and Federal Due Dates for Oklahoma Public Schools K-12

August 2017 – July 2018

Oklahoma State Department of Education - 2500 North Lincoln Boulevard - Oklahoma City OK 73105-4599

Glossary of Abbreviations and Acronyms

ADA, ADM……..……..... Average Daily Attendance, Membership
AMO……...……..Annual Measurable Objective
ASR……..…..……..…...Annual Statistical Report
AVID……...……...Advancement via Individual Determination (Grant)
CCLC……21st Century Community Learning Centers
CDAP……Comprehensive District Academic Plan
CFR ..... Code of Federal Regulations
CNP ..... Child Nutrition Programs
CLEP .....Comprehensive Local Education Plan
DTC……District Test Coordinators
ESEA.....Elementary and Secondary Education Act
ESSA……...Every Student Succeeds Act
FBA……...…….....Flexible Benefit Allowance
FFVP……Fresh Fruit and Vegetable Program
FQSR…….....First Quarter Statistical Report
GED .....General Educational Development
HB ..... House Bill
HR ..... House Resolution
IDEA .....Individuals with Disabilities Education Act
ILC……...Inter-local Cooperative
LEA .....Local Educational Agency
MEP…….Migrant Education Program
N & D……..Neglected and Delinquent
NSLP……...National School Lunch/Breakfast Programs
OAC .....Oklahoma Administrative Code
OCAS .....Oklahoma Cost Accounting System
OECS .....Oklahoma Educator Credentialing System
O.S. . .....Oklahoma Legislation
OSTP .....Oklahoma School Testing Program
PEP…….Parent Education Program
P.L. .....Public Law
RAO……...Regional Accreditation Officers
RLIS……...Rural and Low-Income Schools
RSA .....Reading Sufficiency Act
§ and §§ .....Section(s)
SB .....Senate Bill
SBE .....State Board of Education
SBP…….School Breakfast Program
SDE .....State Department of Education
SEA .....State Educational Agency
SES……Special Education Services
SFA…….....……School Food Authority
SFSP……...Summer Food Service Program
SIS…….....Student Information System
SRSA……..…Small Rural Schools Achievement
SSO……...……...…Single Sign-On
STEM……..Science, Technology, Engineering, Mathematics
Supp .....Supplement
SWSP…….Schoolwide Schools Plan
TLE……..……...Teacher and Leader Effectiveness

Federal Programs

Title I A ..... Improving Basic Programs Operated by Local Educational Agencies
Title I C..... Education of Migratory Children
Title I D……..……Prevention and Intervention Programs for Children and Youth Who are Neglected, Delinquent, or At-Risk- Subpart 1 State Agency Programs and Subpart 2 Local Agency Programs
Title II A.....Preparing, Training and Recruiting High-Quality Teachers and Principals and Other School Leaders
Title III A .....English Language Acquisition, Language Enhancement, and Academic Achievement Act
Title IV A…….Student Support and Academic Enrichment Grants
Title IV B..... 21st Century Community Learning Centers
Title V B Rural Education Initiative…….… Subpart 1, Small, Rural School Achievement Program and Subpart 2, Rural and Low-Income School Program
Title VII……..... Indian, Native Hawaiian, and Alaska Native Education Programs
Title VIII..…..... Impact Aid Program
Title IX……..... General Provisions
Title IX A……... …..……Homeless Children and Youths

Introduction

This annual Reporting Requirements Document is to assist school administrators with due dates for school year 2017-18. Revisions will be made throughout the year on a quarterly or as needed basis. All required reports and forms referenced in this document can be accessed via Single Sign On, the Wave online, and/or http://www.sde.ok.gov/sde. **Please contact the program office responsible for the report regarding any questions.**

If a reporting deadline falls on a weekend, the official due date will be the following business day.

For the most current listing of department phone numbers please visit: SDE Staff Directory or call the SDE Main Line at 405-521-3301.

This document is embedded with hyperlinks (links underlined in blue) that go to external webpages as well as to pages within the document. In order to utilize these hyperlinks, use the control (CTRL) button on your keyboard and a left click of your mouse.

User Links

Throughout the Year		
August 2017	September 2017	October 2017
November 2017	December 2017	January 2018
February 2018	March 2018	April 2018
May 2018	June 2018	July 2018

Division of SDE

Accountability (405)522-5169	Accreditation (405)521-3335	Alternative Education (405)522-0276	Assessment (405)521-3341
Child Nutrition (405)521-3327	Counseling (405) 521-3549	Education Technology (405) 521-3364	Financial Accounting/OCAS (405) 521-2517
Instruction (405) 521-4287	Office of Federal Programs (405) 521-2846	School Personnel (405) 521-3369	School Support (405) 522-0140
Special Education (405) 521-3351	State Aid (405) 521-3460	Student Transportation (405) 521-3472	Teacher Certification (405) 521-3337
Teacher and Leader Effectiveness (TLE) (405) 522-8298			

Throughout the Year

Fresh Fruit/ Vegetable Program Claim (FFVP) (Federal)-Child Nutrition: To be completed by the 10th of each month
Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-Child Nutrition: To be completed by the 15th of each month
Data Validation Issues (State): SDE Customer Service: Throughout the Year
Demographic Overlay (State) - Assessment: **TBD**
Districts Presenting Annual College Remediation Report to Local Board of Education (State)-Accreditation: Throughout the year
Driver Education Instructor Certification, Assurances and Permit (ICAP) Forms (State)-State Aid: Throughout the Year
Electronic Application System for Indian Education (EASIE) (Federal)-Instruction: August 1 2017-June 15, 2018
School Employee Assault Report (State)-Counseling: Throughout the year
First Year Superintendents provide Professional Development Points to the SDE (State)-Accreditation: Throughout the Year
Gun-Free Schools Weapon Report (Federal)-Counseling: Throughout the Year
OCAS Annual Audit (State)-OCAS: Due within 30 days after local board presentation
Periodic Special Education Computer Generated School District Expenditure Report (State)-Special Education: Throughout the Year
Qualified Zone Academy Bond Application (Federal)-OCAS: Application remains open until funds are allocated
Review Direct Certification Report for Free Students (Federal)-Child Nutrition: 3 times during the school year AND April 3, 2018
School Bus Annual Inspection (State)-Student Transportation: Throughout the Year
School Bus Driver Annual Driving Record Report (MVR) (State)-Student Transportation: Throughout the Year
School Bus Driver Certificate Application (State) - Student Transportation: Throughout the Year (suggest annual review in May/June)
School Bus Driver: Drug and Alcohol Education Policy (Federal)-Student Transportation: Throughout the Year

School Bus Driver Health Certificate (State)-Student Transportation: Throughout the Year
School Bus Driver In-Service Verification (State)-Student Transportation: Throughout the Year
School Bus Driver Route Evaluation (State)-Student Transportation: Throughout the Year (Over the summer is recommended)
School Improvement Status Report (Federal)-School Support: Throughout the Year; July 1-June 30
Schoolwide/School Improvement Plan (Federal)-School Support: Throughout the Year: July 1-June 30
Seamless Summer Option Application (Federal)-Child Nutrition: Anytime during the school year through May 15
Student Record Check for STN match issues (State): SDE Service Desk-Throughout the Year
Student Transportation Supervisor Training (Federal)-Student Transportation: Throughout the Year
Superintendent Contracts (State)- School Personnel: Throughout the Year; due within 15 days of signing
Supplemental Appropriations (State) -OCAS: Application remains open until funds are allocated
TLE Framework Training (State)-Teacher and Leader Effectiveness: Throughout the year
Transfer Notifications- Emergency Transfer Cancellation (State)-Accreditation: Throughout the Year
Wave Ownership Wizard (State)- SDE Customer Service: Throughout the Year
XSD Validation Errors Wizard (State)-SDE Customer Service: Throughout the Year

August 2017

Assessment Correction (State)-Accountability: August
Final Special Education Computer Generated School District Expenditure Report (State)-Special Education: On or before August 1
Annual Title I and Title VI Report (Federal)-Office of Federal Programs: June-August 4
Title III Part A: Language Instruction for Limited English Proficient (LEP) English Learners and Immigrant Students Annual Performance Report (Federal)-Office of Federal Programs: June- August 7
Application for Provision 2 or 3 of the NSLP or School Breakfast Program (SBP) (Federal)-Child Nutrition: Any time prior to August 1 of current school year
Gifted and Talented Expenditure Report (State)-Instruction: August 1
School Bus Evacuation Drills (State)-Student Transportation: August-first two weeks of semester
SIF 2.X Wave Requirements Compliance by local Student Information System (State)-SDE Customer Service: August 1
Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-Child Nutrition: To be completed by the 15th of each month
Special Education Closeout Procedure (State)-Special Education: June- August 25
RSA Annual District Reading Plan (State)-Instruction: May 2- August 31
Application for the Community Eligibility Provision (Federal)-Child Nutrition: April 1-August 31

September 2017

District Request for Site Changes (State)-Accreditation: September 1
Driver Education Prior Year Reimbursement Application (State)-State Aid: September 1
Final Data for School District Expenditures and Revenue (State)-OCAS: September 1
Alternative Education Implementation Plan (State)-Alternative Education: August 1-September 15
Annual Career Tech Center Accreditation Application Forms Sent (State)-Accreditation: September 15
Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-Child Nutrition: To be completed by the 15th of each month
Project 515-2nd Year Carryover Encumbrance Deadline (Federal)-School Support: July 1-September 29
Title I Excess Carryover or 2nd Year Carryover Funds Encumbrance Deadline (Federal)- Office of Federal Programs: July 1- September 30

Food Safety Inspection Report (Federal)-Child Nutrition: Must be submitted prior to September Child Nutrition Claim for Reimbursement

October 2017

Comprehensive Exit Report (State)-Accountability: October
Flexible Benefit Allowance (FBA) (State)-State Aid: October 1, 2017 and January 1, 2018
District Test Coordinator Information (State)-Assessment: August 1-October 1
Estimate of Needs or the Budget (State)-OCAS: October 1
First Quarter Statistical Report (FQSR) (State)-State Aid: 10 days following the end of the first nine weeks
RSA Beginning of Year Reading Sufficiency Report (State)-Instruction: September 1-October 1
Special Education Child Count (State)-Special Education: Start of district school year-October 1
Special Education Child Count Certification (State)-Special Education: October 2-13
9/30 Report Submission (Federal)-Office of Federal Programs: October 1-October 13
Annual Accreditation Application (State)-Accreditation: October 1-October 15
Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-Child Nutrition: To be completed by the 15th of each month
Gifted Educational Plan Update and Budget Summary (State)-Instruction: August 15- October 15
Initial Certified Personnel Report and Initial Support Personnel Report (State)-School Personnel: September 1-October 15
October 1 Consolidated Report (State)-SDE Customer Service: September 1- October 15
Renewal of Advanced Placement Courses (State)-Instruction: August 1-October 15
School Calendar Hours Notification (State)-Accreditation: January 1-October 15
Statutory Waiver/ Deregulation (State)-Accreditation: April 1-October 1
Annual Dropout Report (State)-Alternative Education: October 19
Civil Rights Compliance Checklist (Federal)-Child Nutrition: Beginning of school year-October 31, 2016
RSA Promotion and Retention Report (State)-Instruction: August 1-October 31
Homeless Census Report (Federal)-Office of Federal Programs: September-October 31
Neglected and Delinquent (N&D) October Child Count (Federal)-Office of Federal Programs: September-October 31
Title I Part D Subpart 2: Local Agency Programs for Children/Youth who are Neglected, Delinquent or at Risk (Federal)-Office of Federal Programs: September- October 31

November 2017

Low Income Student Count Report (Federal)-Child Nutrition: must be submitted prior to submission of November claim for reimbursement
Local School District Salary Schedule (State)-School Personnel: September 1- November 15
Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-Child Nutrition: To be completed by the 15th of each month
Graduation Part-Time Enrollment Report-Quarter One (State)-Counseling: November 4-November 30

December 2017

Consolidated School Food Authority Verification Report (Federal)-Child Nutrition: Must be submitted prior to the submission of the December claim for reimbursement
Historical Graduation Cohort Report (State)-Accountability: December
Title I Excess Carryover or 2nd Year Carryover Funds Expenditure Deadline (Federal)- Office of Federal Programs: October 1-December 1

School Board Member Filing for Open Seat (State)-Accreditation: First week of December
Comparability Report Title I (Federal)-Office of Federal Programs: November-December 8
Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-Child Nutrition: To be completed by the 15th of each month
Final Changes to Previously Submitted OCAS Financial Transactions (State)-OCAS: December 15
District Bullying Prevention Policy (State)-Counseling: December 31
School Improvement Grant Application (Federal)-School Support: October-December

January 2018

Flexible Benefit Allowance (FBA) (State)-State Aid: October 2, 2017 and January 1, 2018
School Calendar Hours Notification (State)-Accreditation: January 1-October 15
Application from Independent Auditors for State Auditor & Inspector Approval (State)-OCAS: January 1Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-Child Nutrition: To be completed by the 15th of each month
3-8 and Grade 10 Assessment Pre-Code (State) - Assessment: January 4- 19
School Bus Evacuation Drills (State)-Student Transportation: January-first two weeks of semester
Impact Aid Application (Federal)-OCAS: January 31
Graduation Part-Time Enrollment Report-Quarter Two (State)-Counseling: December 29-January 31
Reading Proficiency Test Reimbursement Claims-First Semester (State)-Assessment: January 15
Oklahoma School Testing Program: Test prep in-service sessions (State)-Assessment: **TBD**
On Site Reviews for National School Lunch Program (Federal)-Child Nutrition: prior to February 1
Migrant Credit Accrual Report and Supplemental Code Forms for Fall Semester (Federal)-Office of Federal Programs: December-January 31

February 2018

Mid-Year Certified Personnel Report & Mid-Year Support Personnel Report (State)-School Personnel: January 1-February 1
Spring Testing: Student Non-Standard Accommodation Request (State)-Assessment: January 4-February 1
Private School Packet (Federal)-Office of Federal Programs: December-February 5
School Board Elections (State)-Accreditation: Second week in February
Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-Child Nutrition: To be completed by the 15th of each month

March 2018

A-F Report Card Calculation Review (State)-Accountability: Spring
Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-Child Nutrition: To be completed by the 15th of each month
Oklahoma Honor Society (State)-Accreditation: February 1- March 15
Withdrawal from Inter-Local Cooperative (State)-Accreditation: July 1, 2017-March 15, 2018
New Charter School Participation Packet (Federal)-Office of Federal Programs: February-March 30
Oklahoma Annual District Technology Survey (State)-Education Technology: January 12-March 30
Registration for Summer Food Service Program Training (Federal)-Child Nutrition: February 1- March 30
School Board Membership Report (State): Accreditation- February election date-March 30
Audits to Identify Districts Expending more than $750,000 in Federal Funds (Federal)-OCAS: March 31
Oklahoma Academic Scholars (State)-Instruction: January 15-March 31

April 2018

Paid Lunch Equity Tool (Federal)-Child Nutrition: Must be submitted prior to submission of the April claim for reimbursement
Cash Management Application (State)-State Aid: April 1
Designations Calculation Review (State)-Accountability: April
Review Direct Certification Report for Free Students (Federal)-Child Nutrition: 3 times during the school year AND April 3, 2018
Graduation Part-Time Enrollment Report-Quarter Three (State)-Counseling: March 1-April 2
Standards of Performance and Conduct for Teachers (State)-Teacher Certification: April 10
Application for Fresh Fruit and Vegetable Program (Federal)-Child Nutrition: prior to April 15
Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-Child Nutrition: To be completed by the 15th of each month
Application for Summer Food Service Program (Federal)-Child Nutrition: February 1-April 30
Audits to Identify Districts Expending less than $750,000 in Federal Funds (Federal)-OCAS: April 30

May 2018

Demographic Overlay (State) - Assessment: **TBD**
Testing Status Information for Invalidations or Exemptions (State)-Assessment: Throughout the testing window
Annual Statistical Report (ASR) (State)-State Aid: 10 days following the end of the school year
Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-Child Nutrition: To be completed by the 15th of each month
Inter-local Cooperatives (ILC)-Forms Sent (State)-Accreditation: May 15
Seamless Summer Option Application (Federal)-Child Nutrition: Anytime during the school year through May 15
Transfer Notifications- Request Open Transfer (State)-Accreditation: July 1, 2017-May 31, 2018
Open Transfer Notifications- Notice of Enrollment (State)-Accreditation: May 31- August 1
School Bus Driver Certificate Application (State)- Student Transportation: Throughout the Year (suggest annual review in May/June)
Reading Proficiency Test Reimbursement Claims- Second Semester (State)-Assessment: May 15
School-Wide Schools Plan (Federal)-Office of Federal Programs: April-May 31
Summer School Accreditation Application (State)-Accreditation: During the first week of summer school

June 2018

Summer School Accreditation Application (State)-Accreditation: During the first week of summer school
Graduation Part-Time Enrollment Report-Quarter Four (State)-Counseling: May 1-June 1
RSA End of Year Reading Sufficiency Report (State)-Instruction: May 2-June 1
State Vision Screening Report (State)-Instruction: May 1-June 1
Notification of Intent to Not Enter into a Contract with a Regularly Employed Teacher (State)-School Personnel: First Monday of June
School Bus Driver Certificate Application (State)- Student Transportation: Throughout the Year (suggest annual review in May/June)
Advanced Placement Invoice for Test Fee Discounts (State)-Instruction: May 31-June 15
Alternative Education Student Data (State)-Alternative Education: May 1-June 15
Annual Incident and Firearms Report- Unsafe School Choice Option Report (Federal)-Counseling: June 20
Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-Child Nutrition: To be completed by the 15th of each month

TLE Qualitative Report (State)-Teacher and Leader Effectiveness: May 1-June 15
Electronic Application System for Indian Education (EASIE) (Federal)-Instruction: August 1 2016-June 15, 2017
Supplemental Membership Annual Reporting Totals (SMART) Report (State)-SDE Customer Service: April 1-June 16
Advanced Coursework Report (State)-Accountability: May-June
Shared Superintendent Salary Assistance Application (State)-School Personnel: June 30
Charter School Applications and Contracts (State)-Accreditation: January 1-June 30
Comprehensive District Academic Plan (Federal)-Office of Federal Programs: May-June 29
Contract for Audit of Public Schools between Independent Auditors and School Districts (State)-OCAS: June 30
Districtwide Student Needs Assessment (State)-Alternative Education: May 1-June 30
Letter of Intent to Establish Title I Schoolwide Planning Program (Federal)-Office of Federal Programs: May-June 29
Migrant Credit Accrual Report and Supplemental Code Forms for Spring Semester (Federal)-Office of Federal Programs (Through CDAP): May-June 29
Reserve Appropriations for Contracts Pending for Outstanding Encumbrances (State)-OCAS: June 30
Special Education Budget Application (State)-Special Education: September 1 -June 29
Special Education End of Year Report (State)-Special Education: April 1- June 30

July 2018

School Accreditation Recommendations prepared and presented to the State Board of Education (State)-Accreditation: January 1-July 1
District Assurances and LEA Agreement (Federal)-Special Education: May 1-July 1
Temporary Appropriations Application (State)-OCAS: July 1
Review Free/Reduced Price Applications (Federal)-Child Nutrition: After July 1 through specific date determined by the LEA
Special Education End of Year Report Certification (State)-Special Education: July 2-13
Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program (Federal)-Child Nutrition: To be completed by the 15th of each month
End-of-Year Certified Personnel Report and End-of-Year Support Personnel Report (State)-School Personnel: June 1-July 15
Inter-local Cooperatives (ILC)-Form Submission (State)-Accreditation: May 15-July 15
Open Transfer Notifications- Approve or Deny (State)-Accreditation: May 31-July 15
Special Education High Cost Assistance Application (Federal)-Special Education: June 1-July 27
Migrant Summer School Program Report (Federal)-Office of Federal Programs: June-July 31
Migrant Education Program Selection and Priority for Services (Federal)-Office of Federal Programs: June-July 31
Summer School Accreditation Application (State)-Accreditation: During the first week of summer school
Driver Education Instructor Certification, Assurances and Permit (ICAP) Forms (State)-State Aid: Throughout the Year

Division of SDE

Accountability

A-F Report Card Calculation Review

Window: These are target dates and are contingent on receiving the data on-time from assessment vendors and other entities; Spring 2018
SDE Office: Accountability – (405) 522-5169
Legislation: OAC 210:10-13-22
Description:
Districts and Schools will have the opportunity to review the calculation components for the overall grade before public release. Due to the development of the new A-F system, the review period this year will take place in the spring of 2018.
Activity: In Single Sign, districts will review the calculations based on all data that were provided to SDE throughout the school year The Office of Accountability will provide more information as it becomes available.
Related Documents:
Home

Comprehensive Exit Report

Window: October
SDE Office: Accountability – (405) 522-5169
Description: Beginning in October of the school year, this report will provide the Exit Reason for every student in grades 9 – 12 from the previous year. It will encompass the overall reporting process that will allow for the Federal Four-Year Adjusted Graduation Rate to be calculated automatically. Note: this will be the only report where you can certify your 5th and 6th year graduates. This report will also include the annual dropouts.
Activity: In the Wave - State Reporting Certification application, districts will review the final status of the student for the given year and make changes as necessary. The Office of Accountability will provide more information on the reporting window as it becomes available.
Related Documents: Single Sign On & Comprehensive Exit Manual
Home

Historical Graduation Cohort Report

Window: November - December
SDE Office: Accountability – (405) 522-5169
Legislation: OAC 210:10-13-22
Description: This report allows districts to specify the Cohort year for students to be used in the calculation of the Federal Four-Year Adjusted Cohort Graduation Rate using student-level data transmitted to the state and certified by districts. *Contingent upon the completion of the Comprehensive Exit Report and Fourth Quarter Dropout Report.*
Activity: In the Wave - State Reporting Certification application, districts will review the cohort year for all students and make corrections as needed. The Office of Accountability will provide more information on the reporting window as it becomes available.
Related Documents: Single Sign On & Historical Graduation Cohort Manual
Home

Designations Calculation Review

Window: These are target dates and are contingent on receiving the data on-time from assessment vendors and other entities; April
SDE Office: Accountability – (405) 522-5169
Legislation: OAC 210:10-13-22
Description: The Department is required to annually identify, based on the most recent data available, (1) the lowest-performing schools in Oklahoma as "Priority" school, (2) schools that have specific ESEA subgroups with low achievement and/or graduation rates as "Focus" schools, (3) schools with under-performing graduation rates that are not already identified as Priority or Focus School as "Targeted Intervention" schools, and (4) the highest-performing schools or schools that have made the most significant progress in student achievement as "Reward" schools.
Activity: In the Single Sign On – Accountability Reporting (AMO, AYP) application, districts will review the calculations for accuracy given the available data. Note: For this school year only, new schools will not be identified. Schools that are currently designated may exit if they meet exit criteria.
Related Documents: Priority Schools Guide , Focus Schools Guide, Targeted Intervention Schools Guide, & Reward Schools Guide
Home

Advanced Coursework Report

Window: May -June
SDE Office: Accountability – (405) 522-5169
Legislation: OAC 210:10-13-22
Description: This report takes data from your local Student Information System up through the Wave to develop a list of students based on their course/section enrollments and grades that could be considered for the Postsecondary Readiness criteria for the A-F report card.
Activity: In the Wave - State Reporting Certification application, districts will review the data that is populated via their Student Information System. Corrections can be made on screen but must also be corrected in the district Student Information System. The report will be for High Schools only. The Office of Accountability will provide more information as it becomes available.
Related Documents:
Home

Assessment Correction

Window: These are target dates and are contingent on receiving the data on-time from assessment vendors and other entities; August
SDE Office: Accountability – (405) 522-5169
Legislation: OAC 210:10-13-22
Description: This report allows users to review and correct assessment information for students prior to the final release of the data for State and Federal Reporting and for the Accountability portion of the A-F Report Card. Schools are provided a 30-day window to review the Assessment Data and make any necessary corrections, including verifying STNs and assessment participation.
Activity: In the Single Sign On - Accountability (A-F Report Cards) application, districts will use the corrections report and corrections wizard to make changes to test record values. Changes must also be made to the local Student Information System. The Office of Accountability will provide more information as it becomes available.
Related Documents: Single Sign On
Home

Accreditation

Districts Presenting Annual College Remediation Report to Local Board of Education

Window: Throughout the year
SDE Office: Accreditation – (405) 521-3335
Legislation: OAC: 210-35-25-4
Description: A district shall annually review and discuss with the local board of education each site's first year college remediation rate
Activity: The high school principal or a representative from each high school site within the district shall annually review and discuss with the local board of education each site's first year college remediation rate for each subject as presented in the annual Student Remediation Report provided by the Oklahoma Regents for Higher Education within two months of receiving said report.
Related Documents: OK State Regents Reports
Home

First Year Superintendents provide Professional Development Points to the SDE

Window: Throughout the year
SDE Office: Accreditation – (405) 521-3335
Legislation: OAC: 210-20-21-1
Description: Professional development requirements shall be met by each superintendent employed for the first time in the state of Oklahoma as a district superintendent.
Activity: Verification of training shall be submitted to the director of the program at the State Department of Education. A certificate will be provided to district superintendents upon completion of the training requirements.
Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation
Related Documents:
Home

Transfer Notifications- Emergency Transfer Cancellation

Window: Throughout the year
SDE Office: Accreditation – (405) 521-3335
Statute: OAC: 210-10-1-18
Description: Transfers to another district may be approved by the board of education of the receiving school district. If the grade a student is entitled to pursue is not offered in the district where the student resides, the transfer shall be automatically approved by the receiving school district. No student may be granted more than one (1) open transfer per school year, but may qualify for additional transfers pursuant to emergency provisions of the Education Open Transfers Act or a legal change in residence.
Activity: Emergency transfers may only be cancelled with the concurrence of the board of the receiving school district and the guardian of the student. A school district must notify the guardian in writing of the date and time for which the transfer will be considered for cancellation by the school board and the written notice must be received by the guardian no less than five (5) business days prior to the date of a regularly scheduled meeting at which the proposed cancellation will be considered, or no less than forty-eight (48) hours prior to the meeting at which the proposed cancellation will be considered if it is a special meeting.
Related Documents: Single Sign On & Student Transfer Documents
Home

Transfer Notifications – Request Open Transfer

Window: July 1- May 31
SDE Office: Accreditation – (405) 521-3335
Legislation : OAC: 210-10-1-18
Description: Transfers to another district may be approved by the board of education of the receiving school district. If the grade a student is entitled to pursue is not offered in the district where the student resides, the transfer shall be automatically approved by the receiving school district. No student may be granted more than one (1) open transfer per school year, but may qualify for additional transfers pursuant to emergency provisions of the Education Open Transfers Act or a legal change in residence.
Activity: Notifications shall be provided to the SDE no later than **May 31** of the same year in which the transfer is requested. The receiving school district shall notify the resident school district that an application for transfer has been filed by the student enrolled in the resident school district.
Related Documents: Single Sign On & Student Transfer Documents
Home

District Requests for Site Changes

Window: September 1
SDE Office: Accreditation – (405) 521-3335
Legislation: 70 O.S. § 3-104
Description: Districts periodically need to change site designations regarding grades served or request a new site code due to construction or closing of a site.
Activity: Districts send a formal request by stating the specific changes to sites. The Accreditation Division then assigns a site code, if necessary, and forwards the changes on to the relevant SDE divisions. Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation
Related Documents:
Home

Annual Career Tech Center Accreditation Application Forms Sent

Window: September 15
SDE Office: Accreditation – (405) 521-3335
Legislation: 70 O.S. § 3-104.4
Description: Districts complete the accreditation application annually.
Activity: Accreditation Application to be completed and mailed to Accreditation office by October 15
Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation
Related Documents: Home

Statutory Waiver/Deregulation

Window: April 1- October 1
SDE Office: Accreditation – (405) 521-3335
Legislation: 70 O.S. § 3-126
Description: Districts may request waivers from certain Legislations and deregulations from certain administrative code.
Activity: Statutory Waivers/Deregulations for the next year will be accepted from April 1 through October 1 with some exceptions.
Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation
Related Documents: Statutory Waiver/Deregulation Application
Home

Annual Accreditation Application

Window: October 1- October 15
SDE Office: Accreditation – (405) 521-3335
Legislation: 70 O.S. § 3-104.4
Description: Districts complete the accreditation application annually.
Activity: Single Sign On: Accreditation Application
Related Documents: Single Sign On
Home

School Board Member Filing for Open Seat

Window: First Week of December
SDE Office: Accreditation – (405) 521-3335
Legislation: 26 O.S. § 13A-105
Description: Candidates who are filing to become a member of the board of education of every school district or technology center school district shall file declarations of candidacy in the same place and with the same officials as candidates for county office.
Activity: Candidates shall file on the first Monday in December through the following Wednesday
Related Documents:
Home

School Board Elections

Window: Second Tuesday in February
SDE Office: Accreditation – (405) 521-3335
Legislation: 26 O.S. § 13A-103
Description: Local school board elections are held for vacant school board seats.
Activity: The election of members of the board of education of every school district and technology center school district shall be conducted on the second Tuesday in February of each year, except in any year when a Presidential Preferential Primary is held in February, then the election shall be held on the same day as the Presidential Preferential Primary.
Related Documents:
Home

Oklahoma Honor Society

Window: February 1-March 15
SDE Office: Accreditation – (405) 521-3335
Legislation: OAC 210:35-23-2
Description: Every accredited middle, junior high, or high school in the state is eligible to organize a local chapter of the society.
Activity: Forms to be used in listing students that have been nominated for membership will be sent to the local school authorities prior to February 1 of each year. Membership will be based upon work done during the first semester of the current year and the second semester in the preceding year. Nominations should be approved by the local school officials no later than **March 15** of each year. A list of students nominated shall be provided to the Accreditation Office on forms furnished for that purpose. A certificate of membership for each person approved will be sent to the local school authorities. These certificates will be distributed in time for closing exercises of the school in the spring.
Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation
Related Documents: Honor Society Instructions
Home

Withdrawal from Inter-local Cooperative

Window: July 1- March 15
SDE Office: Accreditation – (405) 521-3335
Legislation: OAC: 210-1-9-4
Description: Notice of intent of a school district to withdraw from the cooperative agreement must be given no later than **March 15** for the ensuing school year.
Activity: Superintendents of districts currently participating in an Inter-local cooperative (ICL) must submit an "Intent to Withdraw" letter by **March 15** only if the district chooses not to participate in upcoming school year. The letter is to be submitted to the designated ILC's Executive Board members and the SDE Accreditation Director.
Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation
Home

School Board Membership Report

Window: February election date- March 30
SDE Office: Accreditation – (405) 521-3335
Legislation: 70 O.S. § 5-110.2
Description: The State Board of Education shall maintain records of attendance by school board members.
Activity: After each February election and no later than March 30, each local school district superintendent must submit a completed Annual School Board Membership Report to the Accreditation Division of the Oklahoma State Department of Education. Superintendents should also submit this report any time there is a change in their local board membership such as a resignation or newly appointed member. If a school board seat run-off election is required, the membership report is due by April 30.
Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation
Related Documents: Annual School Board Membership Report
Home

Inter-local Cooperatives (ILC)- Forms Sent

Window: May 15
SDE Office: Accreditation – (405) 521-3335
Legislation: OAC: 210-1-9-4
Description: Boards of education of two or more school districts may enter into an inter-local cooperative agreement.
Activity: Inter-local Cooperative Directors will receive the SDE required forms by **May 15**. ILC administrators must distribute these forms to participating districts.
Related Documents: Inter-local Cooperatives
Home

Charter School Applications and Contracts

Window: January 1- June 30
SDE Office: Accreditation- Charter School Program – (405) 521-3335
Legislation: 70 O.S. § 3-130 through 70 O.S. § 3-145 and OAC: 210:40-87
Description: Charter school sponsors must provide various documents to the SDE in accordance with the Oklahoma Charter School Act**.**
Activity: The charter school sponsor will send all required documents by **June 30** of the year prior to which the charter school is to begin operation.
Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation
Related Documents: Charter School Information
Home

School Accreditation Recommendations prepared and presented to the State Board of Education

Window: January 1-July 1
SDE Office: Accreditation – (405) 521-3335
Legislation: 70 O.S. § 3-104
Description: Regional Accreditation Officers (RAOs) travel to each school district and conduct accreditation site visits using the current Compliance Report and Accreditation Standards. Deficiencies are noted, if applicable, and the accreditation status to be recommended is determined.
Activity: The Office of Accreditation presents recommendations to the State Board of Education for approval. Accreditation visits are typically finished by the end of the school year, and the recommendations are usually made to the State Board of Education in July.
Related Documents: Accreditation Standards
Home

Inter-local Cooperatives (ILC) - Form Submission

Window: May 15-June 15
SDE Office: Accreditation – (405) 521-3335
Legislation: OAC: 210-1-9-4
Description: Boards of education of any two or more school districts may enter into an inter-local cooperative agreement.
Activity: Inter-local cooperatives for the following school year must submit all completed SDE forms: Participation Agreement, Authorization to Pay Funds, and the District Board Appointee with Loyalty Oath no later than **July 15**. These forms are provided by the SDE to the ILC administrators to distribute to participating districts.
Submit two copies of SDE Accreditation Application to Accreditation Division of SDE.
Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation
Related Documents: Accreditation Applications
Home

Open Transfer Notifications – Approve or Deny

Window: May 31 to July 15
SDE Office: Accreditation – (405) 521-3335
Legislation: OAC: 210-10-1-18
Description: Transfers to another district may be approved by the board of education of the receiving school district. If the grade a student is entitled to pursue is not offered in the district where the student resides, the transfer shall be automatically approved by the receiving school district. No student may be granted more than one (1) open transfer per school year, but may qualify for additional transfers pursuant to emergency provisions of the Education Open Transfers Act or a legal change in residence.
Activity: No later than **July 15** of the year in which the transfer is requested, the board of education of the receiving school district shall approve or deny the application and notify student's guardian of the decision in writing.
Open transfers may not be cancelled unless the receiving school district has notified the resident school district and guardian of the students of its intent to cancel the transfer by **July 15** prior to the school year for which the school district seeks to cancel the transfer.
Related Documents: Single Sign On & Student Transfer Documents
Home

Summer School Accreditation Application

Window: During the first week of summer school
SDE Office: Accreditation – (405) 521-3335
Legislation: 70 O.S. § 3-104.4
Description: Districts complete an annual accreditation application.
Activity: The State Department of Education must receive this application prior to or during the first week of summer school. Copies of this application are to be kept at the office of the superintendent and the administrative office for the summer school. Submit two notarized copies of this application.
Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation
Related Documents: Summer School Accreditation Application
Home

Open Transfer Notifications – Notice of Enrollment

Window: May 31 to August 1
SDE Office: Accreditation – (405) 521-3335
Legislation : OAC: 210-10-1-18
Description: Transfers to another district may be approved by the board of education of the receiving school district. If the grade a student is entitled to pursue is not offered in the district where the student resides, the transfer shall be automatically approved by the receiving school district. No student may be granted more than one (1) open transfer per school year, but may qualify for additional transfers pursuant to emergency provisions of the Education Open Transfers Act or a legal change in residence.
Activity: By **August 1**, the guardians of the student shall provide the receiving school district with written notification that the student will be enrolling. Failure of the guardians to notify may result in the loss of the student's right to enroll in the school district for that year only. If a guardian fails to notify the receiving school district that a student will be enrolling, and the receiving school district chooses to cancel the transfer, the receiving school district shall provide a written notice of the cancellation to the guardian and the resident district immediately upon cancellation.
Related Documents: Single Sign On & Student Transfer Documents
Home

School Calendar Hours Notification

Window: January 1- October 15
SDE Office: Accreditation – (405) 521-3335
Legislation: 70 O.S. § 1-109
Description: For all public schools in Oklahoma, school shall be in session and classroom instruction offered no less than one hundred eighty (180) days; or no less than one thousand eighty (1,080) hours each school year. If a district board of education adopts a school-hours policy, the district must notify the State Board of Education before **October 15** of the applicable school year.
Activity: A school district must upload to Single Sign on (SSO) a letter of notification when it chooses a calendar calculated by hours rather than days for an Accreditation approval of a 1,080 hours calendar. The letter must be signed by the district superintendent and school board president and include minutes from the local board approval meeting.
Related Documents: Days to Hours Instruction Worksheet
Home

Alternative Education

Alternative Education Implementation Plan

Window: August 1- September 15
SDE Office: Alternative Education – (405) 522-0276
Legislation: 70 O.S. § 1210.569
Description: Districts provide SDE with their plan to deliver alternative education to students. The previous school year's expenditure report must be turned in order to gain access to the current year's implementation plan.
Activity: Single Sign On-Alternative Education Implementation Plan
Related Documents: Single Sign On
Home

Annual Dropout Report

Window: October 19
SDE Office: Alternative Education – (405) 522-0276
Legislation: 70 O.S. § 35e
Description: Annual reporting of dropouts from your district.
Activity: Single Sign On-The Wave, Reporting-State Reporting Certification: Fourth Quarter Drop Out Report
Related Documents: Single Sign On
Home

Alternative Education Student Data

Window: May 1- June 15
SDE Office: Alternative Education – (405) 522-0276
Legislation: 70 O.S. § 1210.568
Description: Districts will provide alternative student data to OTAC, the SDE's external evaluator
Activity: SDE will provide a link to participating districts at the beginning of May and all data is due before the site leaves for the summer.
Related Documents: SDE will provide a link.
Home

Districtwide Student Needs Assessment

Window: May 1- June 30
SDE Office: Alternative Education – (405) 522-0276
Legislation: 70 O.S. § 1210.569
Description: Annual reporting of district student data in areas like attendance, suspension, promotion, GPA.
Activity: Single Sign On-Districtwide Student Needs Assessment
Related Documents: Single Sign On
Home

Assessment

District Test Coordinator Information

Window: August 1-October 1
SDE Office: Assessment – (405) 521-3341
Legislation: OAC 210:10-13-4
Description: Superintendents shall designate Test Coordinators for the district and all buildings; names, e-mail addresses, and telephone numbers of District Test Coordinators (DTC) will be provided.
Activity: E-mail: samantha.sheppard@sde.ok.gov with the subject line: "Test Coordinator Information"
Related Documents: Test Coordinator Information Form
Home

3-8 and Grade 10 Assessment Pre-Code

Window: January 4- January 19
SDE Office: Assessment – (405) 521-3341
Legislation: OAC 210:10-13-4
Description: The Wave will be utilizing data collected directly from each district's Student Information System (SIS) to submit the Oklahoma School Testing Program Pre-code file directly to the testing company for the district.
Activity: Single Sign On-The Wave, Reporting: Pre-Code
Related Documents: Single Sign On
Home

Spring Testing: Student Non-Standard Accommodation Request

Window: January 4- February 1
SDE Office: Assessment – (405) 522-3341
Legislation: OAC 210:10-13-11
Description: The Non-Standard Accommodation Application is intended to allow users the ability to request an ELA Read Aloud Accommodation or Unique Accommodation. The State Department of Education (SDE) will then review the application and issue a decision based on the submitted criteria.
Activity: Single Sign On-Non-Standard Accommodation Application
Related Documents: Single Sign On
Home

Demographic Overlay (New process!)

Window: Throughout the year; TBD
SDE Office: Assessment – (405) 522-3341
Legislation: OAC 210:10-13-11
Description: The Wave will be utilizing data collected directly from each district's Student Information System (SIS) to finalize student demographic information for state assessment reporting purposes.
Activity: Single Sign On-Non-Standard Accommodation Application
Related Documents: Single Sign On

Testing Status Information for Invalidations or Exemptions

Window: Throughout the testing window; May 1
SDE Office: Assessment – (405) 521-3341
Legislation: OAC 210:10-13
Description: Use this tool to submit Invalidations, ELL 1st Year In U.S. Exempt, and Emergency Exempt, and Other Placement requests to be approved by assessment staff. This tool replaces the Testing Status Application from the school district reporting site.
Activity: Single Sign On- Accountability (A-F Report Cards)
Related Documents: Single Sign On
Home

Oklahoma School Testing Program: Test prep in-service sessions

Window: TBD
SDE Office: Assessment – (405) 521-3341
Legislation: OAC 210:10-13-6
Description: Test preparation and administration sessions are required of all District Test Coordinators. Sessions will cover OSTP overview, precoding information, shipping procedures, and assessment policies.
Activity: For specific training dates and to sign up for sessions visit the SDE website
Related Documents: Sign Up: Test prep in-service session
Home

Reading Proficiency Test Reimbursement Claims- First Semester

Window: January 15
SDE Office: Assessment – (405) 521-3341
Legislation: OAC 210:10-13-15
Description: The following information is required: County Code, County Name, District Code, District Name, Number of Alternate Tests given, and Notation of 1st Semester.
Activity: E-mail: rhonda.wilson@sde.ok.gov with the subject line: "Reading Proficiency Reimbursement"
Related Documents: Information On Reading Proficiency Reimbursements
Home

Reading Proficiency Test Reimbursement Claims- Second Semester

Window: May 15
SDE Office: Assessment – (405) 521-3341
Legislation: OAC 210:10-13-15
Description: The following information is required: County Code, County Name, District Code, District Name, Number of Alternate Tests given, and Notation of 2nd Semester.
Activity: E-mail: rhonda.wilson@sde.ok.gov with the subject line: "Reading Proficiency Reimbursement"
Related Documents: Information On Reading Proficiency Reimbursements
Home

Child Nutrition

Fresh Fruit/Vegetable Program (FFVP) Claim

Window: To be completed by the 10th of each month
SDE Office: Child Nutrition – (405) 521-3327
Legislation: 7 CFR Part 201.8(b)
Description: Claim for reimbursement for fresh fruits and vegetables served during the previous month by school participating in the FFVP
Activity: Single Sign On: Child Nutrition eClaims System
Related Documents: Single Sign On
Home

Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program

Window: To be completed by the 15th of each month
SDE Office: Child Nutrition – (405) 521-3327
Legislation: 7 CFR Part 201.8(b)
Description:
Each school will enter the number of lunches, breakfasts, snacks and/or milk served during the previous month.
Activity: Single Sign On: Child Nutrition eClaims System
Related Documents: Single Sign On
Home

Review Direct Certification Report for Free Students

Window: At least 3 times during the school year AND April 3
SDE Office: Child Nutrition – (405) 522-5041
Legislation: 7 CFR Parts 245 and 272
Description: SFA must complete three times annually. Direct Certification is a method for identifying students who qualify for free meals through the National School Lunch Program (NSLP). Data from the Department of Human Services for children, ages 3-20, who are receiving SNAP/TANF benefits is shared monthly and uploaded into the Wave. School districts can pull reports that show who of their students is receiving benefits. Students on the direct certification list do not have to fill out applications to be eligible to receive free meals through the NSLP.
Activity: Single Sign On: The Wave, Reporting, Direct Certification. Information is kept by the local school district's child nutrition manager/director in an electronic form or hard copy to be presented when requested for review purposes.
Related Documents: Single Sign On
Home

Seamless Summer Option Application

Window: May apply to participate anytime during the school year through May 15
SDE Office: Child Nutrition – (405) 521-3327
Legislation: 7 CFR Part 210
Description: For SFAs to participate in the Seamless Summer Option, at least 50 percent of the children in the area to be served must be eligible for free or reduced-price school meals. SFAs basically follow the same guidelines as the NSLP, SBP, and SFSP.
Activity: Single Sign On: Child Nutrition eClaims System
Related Documents: Single Sign On
Home

Application for Provision 2 or 3 of the NSLP or School Breakfast Program (SBP)

Window: Any time prior August 1 of current school year
SDE Office: Child Nutrition – (405) 521-3327
Legislation: 7 CFR Part 210.9
Description: Community Eligibility Provision is a program that allows LEAs to feed free meals to all students enrolled in participating sites. LEAS may participate as a whole district, groups of sites, or individual sites. To be eligible the district, groups of sites or sites must have 40% or more of their enrolled students directly certified and have the documentation to back that up.
Activity: Single Sign On: Child Nutrition eClaims System
Related Documents: Single Sign On
Home

Application for the Community Eligibility Provision

Window: April 1–August 31
SDE Office: Child Nutrition – (405) 521-3327
Legislation: Healthy, Hunger-Free Kids Act of 2010
Description: Community Eligibility Provision is a program that allows LEAs to feed free meals to all students enrolled in participating sites. LEAS may participate as a whole district, groups of sites, or individual sites. To be eligible the district, groups of sites or sites must have 40% or more of their enrolled students directly certified and have the documentation to back that up.
Activity: Single Sign On: Child Nutrition eClaims System
Related Documents: Single Sign On
Home

Food Safety Inspection Report

Window: Must be submitted prior to submission of the September Child Nutrition Claim for Reimbursement
SDE Office: Child Nutrition – (405) 521-3327
Legislation: 7 CFR Parts 210.13 and 220.7
Description: Each site participating in the NSLP must submit Food Safety Inspection Reports. The SFA enters the number of sites that had one, two, or three inspections during the previous school year and maintains documentation of the reports which must be available for review at any time.
Activity: Single Sign On: Child Nutrition eClaims System
Related Documents: Single Sign On
Home

Civil Rights Compliance Checklist

Window: Beginning of the School Year- October 31
SDE Office: Child Nutrition – (405) 521-3327
Legislation: 7 CFR Part 210.23(b)
Description: As participants in the NSLP, districts must develop procedures to collect and secure civil rights data and ensure that information is made available only to authorized state and federal personnel during reviews. The checklist, an overview of requirements, must be completed each and retained in districts' CNP files.
Activity: Single Sign On: Child Nutrition eClaims System, other documents. Checklists will be maintained in district CNP files.
Related Documents: Single Sign On
Home

Low Income Student Count Report

Window: Must be submitted prior to submission of the November claim for reimbursement
SDE Office: Child Nutrition – (405) 521-3327
Legislation: Public Laws 101-647 and 101-325
Description: Districts enter the total number of on-site free-eligible and reduced-price eligible students and total on-site district enrollment after receiving their certified enrollment numbers for October and entering claims.
Activity: Single Sign On: Child Nutrition eClaims System
Related Documents: Single Sign On
Home

Consolidated School Food Authority Verification Report

Window: Must be submitted prior to submission of the December claim for reimbursement
SDE Office: Child Nutrition – (405) 522-5041
Legislation: 7 CFR Part 245.6 (a)
Description: SFAs verify their enrollment, the number of students participating in provision or CEP schools (if applicable), the number of students who qualify for free meals through direct certification, the number of students who qualify for free meals through documentation, and the number of students who qualify for reduced-priced meals. They also verify the results of their verification process.
Activity: Single Sign On: The Wave, Reporting, Direct Certification. Information is kept by the local school district's child nutrition manager/director in an electronic form or hard copy to be presented when requested for review purposes.
Related Documents: Single Sign On
Home

On Site Review for National School Lunch Program

Window: Prior to February 1
SDE Office: Child Nutrition – (405) 522-5041
Legislation: 7 CFR, Part 210.18(h) (4)
Description: Only for school districts with more than one eating site.
Activity: Maintained by the SFA
Related Documents: Single Sign On
Home

Paid Lunch Equity Tool

Window: Must be submitted prior to submission of the April claim for reimbursement
SDE Office: Child Nutrition – (405) 521-3327
Legislation:, Hunger-Free Kids Act of 2010, Section 205
Description: Schools are required to charge students for paid meals at a price that is, on average, equal to the difference between free meal reimbursement and paid meal reimbursement rates for lunch only. Schools that currently charge less are required to gradually increase their prices over time. Schools provide their paid student lunch prices to establish how much they should increase their paid lunch prices.
Activity: The PLE Tool is posted in an Excel spreadsheet for the appropriate schools when received from USDA.
E-mail completed spreadsheet to SDE: cnp.data.submissions@sde.ok.gov
Related Documents: Single Sign On
Home

Registration for Summer Food Service Program Training

Window: February 1- March 30
SDE Office: Child Nutrition – (405) 522-5041
Legislation: 7 CFR Part 225
Description: New sponsors are required to attend training conducted by CNP.
Activity: Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Child Nutrition
Fax to SDE: (405) 521-2239; Attn: Child Nutrition
E-mail to SDE: franza.schrader@sde.ok.gov
Related Documents: Training Information
Home

Application for Fresh Fruit and Vegetable Program (FFVP)

Window: Prior to April 16
SDE Office: Child Nutrition – (405) 521-3327
Legislation: National School Lunch Act, Section 19
Description: The FFVP provides all students in participating schools with a variety of free fresh fruits and vegetables throughout the school day as healthy snack options.
Activity: Single Sign On: Child Nutrition eClaims System
Related Documents: Single Sign On
Home

Application for Summer Food Service Program

Window: February 1-April 30
SDE Office: Child Nutrition – (405) 521-3327
Legislation: 7 CFR Part 225
Description: Sponsors must complete each section of the application, certify it and submit it. The application includes contact information for the sponsor, type of sites, site locations, budget information, operating hours of each site, site staff contact information, food preparation method, number of operating days, and other pertinent information.
Activity: Single Sign On: Summer Food Programs
Related Documents: Single Sign On
Home

Review Free/Reduced Price Applications

Window: After July 1, through specific date determined by the LEA
SDE Office: Child Nutrition – (405) 522-5041
Legislation: 7 CFR Part 245
Description: The application for the National School Lunch Program is completed by households at the beginning of each school year to determine the household's eligibility for free or reduced-price meals for students enrolled in the local school district. Persons completing the application must provide income information which determines eligibility.
Activity: Maintained at the school where the student is enrolled.
Related Documents: Single Sign On after July 1, 2017
Home

Counseling

Gun-Free Schools Weapon Report

Window: Throughout the year
SDE Office: Counseling – (405) 521-2106
Legislation: H.R. 1§ 4141; NCLB § 4112
Description: Due within two weeks of any incident.
Activity: Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Counseling
Fax to SDE: (405) 522-0496, Attn: Counseling
Related Documents: Gun-Free Schools Weapon Report Form
Home

School Employee Assault Report

Window: Throughout the year
SDE Office: Counseling – (405) 521-2106
Legislation: 70 O.S. 1991 § 641, 642, 646
Description: Report to the SDE only when an assault occurs.
Activity: Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Counseling
Fax to SDE: (405) 522-0496, Attn: Counseling
Related Documents: School Employee Assault Annual Report Form
Home

Graduation Part-Time Enrollment Report-Quarter One

Window: November 4-November 30
SDE Office: Counseling – (405) 521-2106
Legislation: 70 O.S. § 11-103.6
Description: On the Graduation Part-time report, districts will be required to provide the Number of Classes in a Day and the Number of Days in a Quarter for your school's calendar and schedule. Each student who did not graduate with his/her cohort due to lack of credits, and is enrolled on a part-time basis to meet graduation requirements will need to be provided, along with the number of classes enrolled, number of membership days, and actual number of days the student was in attendance. **High schools that do not have part-time students are still required to confirm and certify the report each quarter.**
Activity: Single Sign On- The Wave-Reporting-State Reporting Certification; Graduation Part-Time Report
Related Documents: Single Sign On
Home

District Bullying Prevention Policy

Window: December 31
SDE Office: Counseling – (405) 521-2106
Legislation: 70 O.S. § 24-100.4
Description: Every district is required to submit its bullying prevention policy annually.
Activity: Single Sign On- District Bullying Prevention Policy
Related Documents: Single Sign On
Home

Graduation Part-Time Enrollment Report-Quarter Two

Window: December 29- January 31
SDE Office: Counseling – (405) 521-2106
Legislation: 70 O.S. § 11-103.6
Description: On the Graduation Part-time report, districts will be required to provide the Number of Classes in a Day and the Number of Days in a Quarter for your school's calendar and schedule. Each student enrolled who did not graduate with his/her cohort due to lack of credits, and is on a part-time basis to meet graduation requirements will need to be provided, along with the number of classes enrolled, number of membership days, and actual number of days the student was in attendance. **High schools that do not have part-time students are still required to confirm and certify the report each quarter.**
Activity: Single Sign On- The Wave-Reporting-State Reporting Certification; Graduation Part-Time Report
Related Documents: Single Sign On
Home

Graduation Part-Time Enrollment Report-Quarter Three

Window: March 1- April 2
SDE Office: Counseling – (405) 521-2106
Legislation: 70 O.S. § 11-103.6
Description: On the Graduation Part-time report, districts will be required to provide the Number of Classes in a Day and the Number of Days in a Quarter for your school's calendar and schedule. Each student who did not graduate with his/her cohort due to lack of credits, and is enrolled on a part-time basis to meet graduation requirements will need to be provided, along with the number of classes enrolled, number of membership days, and actual number of days the student was in attendance. **High schools that do not have part-time students are still required to confirm and certify the report each quarter.**
Activity: Single Sign On- The Wave-Reporting-State Reporting Certification; Graduation Part-Time Report
Related Documents: Single Sign On
Home

Graduation Part-Time Enrollment Report-Quarter Four

Window: May 1- June 1
SDE Office: Counseling – (405) 521-2106
Legislation: 70 O.S. § 11-103.6
Description: On the Graduation Part-time report, districts will be required to provide the Number of Classes in a Day and the Number of Days in a Quarter for your school's calendar and schedule. Each student who did not graduate with his/her cohort due to lack of credits, and is enrolled on a part-time basis to meet graduation requirements will need to be provided, along with the number of classes enrolled, number of membership days, and actual number of days the student was in attendance. **High schools that do not have part-time students are still required to confirm and certify the report each quarter.**
Activity: Single Sign On- The Wave-Reporting-State Reporting Certification; Graduation Part-Time Report
Related Documents: Single Sign On
Home

Annual Incident and Firearms Report- Unsafe School Choice Option Report

Window: June 20
SDE Office: Counseling– (405) 521-2106
Legislation: H, R, 1, §4141; NCLB, § 4112; NCLB § 9532
Description: Every district must submit the Annual Incident and Firearms-Unsafe School Choice Option Report annually.
Activity: Single Sign On- Annual Incident and Firearms Report-Unsafe School Choice Option Report
Related Documents: Single Sign On
Home

Education Technology

Oklahoma Annual District Technology Survey

Window: January 12-March 30
SDE Office: Education Technology – (405) 521-3364
Legislation: 62 O.S. § 34.23 (D) (1) (b)
Description: In order to understand the current use of technology for the support of student learning, the Oklahoma State Department of Education requires districts to complete an annual survey of technology use. This survey includes all technology from the broadband Internet connection to the specific technology used in the classrooms. This information is also provided to the Information Services Division of OMES in support of the Oklahoma Government Telecommunications Network per legislation.
Activity: Single Sign On- Oklahoma Annual District Technology Survey
Related Documents: Single Sign On
Home

Financial Accounting/OCAS

OCAS Annual Audit

Window: Throughout the year; Due within 30 days after local board presentation
SDE Office: Financial Accounting/OCAS – (405) 521-2517
Legislation: 2 CFR Part 200, 70 O. S. 220-101-113
Description: The board of education of each school district in this state shall provide for and cause to be made an annual audit of such school district for each fiscal year. The district board of education shall forward a copy of the auditor's opinions and related financial statements to the State Board of Education and the State Auditor and Inspector within thirty (30) days after receipt of the audit.
Activity: Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting
E-mail to SDE: financial.accounting@sde.ok.gov
Related Documents: Audit, Audit Acknowledgement Form, Board Agenda, and Board Minutes
Home

Supplemental Appropriations

Window: Throughout the year; as needed for budget amendments
SDE Office: Financial Accounting/OCAS – (405) 521-2517
Legislation: 70 O.S. § 5-161, 68 O.S. § 3021, 62 O.S. § 310.5
Description: Districts must file supplemental appropriation to amend the budget.
Activity: File with the County Excise Board and State Auditor
Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting
Related Documents: S.A.& I. Form 150, 307, 308
Home

Qualified Zone Academy Bond Application

Window: Throughout the year; Application open until all funds are allocated
SDE Office: Financial Accounting/OCAS – (405) 521-2517
Legislation: 54 -c-2 IRS Code; OAC 210:40-83-3
Description: Any public school or academic program within a public school which is established by and operated under the supervision of an eligible LEA to provide education or training below the postsecondary level if such school or program is designed in cooperation with business to enhance the academic curriculum, increase graduation and employment rates, and better prepare students for the rigors of college and the increasingly complex work force; students in such public school or program will be subject to the same academic standards and assessments as other students educated by the LEA; the comprehensive education plan of such school or program is approved by the LEA; and the school is located in an empowerment zone or enterprise community or there is a reasonable expectation that at least 35 percent of the students attending the school or program will be eligible for free or reduced price lunches under the National School Lunch program.
Activity: The application is available on the Financial Accounting website
Related Documents: Financial Accounting Website
Home

Final Data for School District Expenditures and Revenue

Window: September 1
SDE Office: Financial Accounting/OCAS – (405) 521-2517
Legislation: 70 O.S. § 5-135.2
Description: Reporting expenditures and revenue for the previous year.
Activity: Single Sign On: Oklahoma Cost Accounting System
Related Documents: Single Sign On
Home

Estimate of Needs or the Budget

Window: October 1
SDE Office: Financial Accounting/OCAS – (405) 521-2517
Legislation: 70 O.S. § 5-128.1; 68 O.S. § 3002
Description: Districts on the school district budget act submit one copy.
Activity: File with the County Excise Board and State Auditor
Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting
E-mail to SDE: financial.accounting@sde.ok.gov
Related Documents: Estimate of Needs S.A. & I. Form 262R06
Home

Final Changes to Previously Submitted OCAS Financial Transactions

Window: December 15
SDE Office: Financial Accounting/OCAS – (405) 521-2517
Legislation: OAC 210:25-5-4(c)
Description: Final reporting of expenditures and revenue for the previous year.
Activity: Single Sign On: Oklahoma Cost Accounting System
Related Documents: Single Sign On
Home

Application from Independent Auditors for State Auditor and Inspection Approval

Window: January 1
SDE Office: Financial Accounting/OCAS – (405) 521-2517
Legislation: 70 O.S. § 22-104
Description: Auditors seeking approval to perform public school audits.
Activity: File with the State Auditor and Inspector's Office
Related Documents: State Auditor and Inspector's Forms
Home

Impact Aid Application

Window: January 31; due to Washington D.C. on the last working day of January
SDE Office: Financial Accounting/OCAS – (405) 521-2517
Legislation: Title VIII, 1995, 34 CFR 222.4
Description: Impact Aid grants are for local educational agencies (LEAs) that educate federally connected children. These may be children of members of the uniformed services, children who live on Indian lands, children who live on federal property or federally subsidized low rent housing, and children whose parents work on federal property.
Activity: G5 System-USDE
Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting
Related Documents: Financial Accounting Website
Home

Audits to Identify Districts Expending more than $750,000 in Federal Funds

Window: March 31
SDE Office: Financial Accounting/OCAS – (405) 521-2517
Legislation: 2 CFR 210, OAC210:25-5-5, 70 O.S. § 22-108
Description: Include acknowledgement form and school board minutes.
Activity: Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting
E-mail to SDE: financial.accounting@sde.ok.gov
Related Documents: Audit, Audit Acknowledgment, Board Agenda, Board Minutes, and Corrective Action Plan
Home

Audits to Identify Districts Expending less than $750,000 in Federal Funds

Window: April 30
SDE Office: Financial Accounting/OCAS – (405) 521-2517
Legislation: OAC210:25-5-5, 70 O.S. § 22-108
Description: Include acknowledgement form and school board minutes.
Activity: Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting
E-mail to SDE: financial.accounting@sde.ok.gov
Related Documents: Audit, Audit Acknowledgment, Board Agenda, Board Minutes, and Corrective Action Plan
Home

Contract for Audit of Public Schools between Independent Auditors and School Districts

Window: June 30
SDE Office: Financial Accounting/OCAS – (405) 521-2517
Legislation: OAC 210:25-5-5(e) (1)
Description: Each Local Education Agency (LEA) will engage an independent auditor, approved by the Oklahoma State Auditor and Inspector, to examine its financial statements. Each LEA superintendent shall notify the State Board of Education, prior to the end of the fiscal year to be audited, of the independent auditor who has been engaged to conduct the audit.
Activity: Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting
E-mail to SDE: financial.accounting@sde.ok.gov
Related Documents: Financial Accounting Website where the audit contract can be found
Home

Reserve Appropriations for Contracts Pending for Outstanding Encumbrances

Window: June 30
SDE Office: Financial Accounting/OCAS – (405) 521-2517
Legislation: 70 O.S. 5-188
Description: Lapse current appropriations and bring cash forward
Activity: Single Sign On: Oklahoma Cost Accounting System
Related Documents: Single Sign On
Home

Temporary Appropriations Application

Window: July 1
SDE Office: Financial Accounting/OCAS – (405) 521-2517
Legislation: 68 O.S. § 3020, OAC 210:25-5-2
Description: A temporary appropriation for 100% of the anticipated revenue for the current year for General Fund and Building Fund may be obtained from the County Excise Board.
Activity: File with the County Excise Board
Related Documents: S.B.E. Form 12
Home

Instruction

Gifted and Talented Expenditure Reported

Window: August 1
SDE Office: Instruction: Gifted and Talented – (405) 521-4288
Legislation: 70 O.S. § 1210.307
Description: Districts can submit their report as soon as they have expended their allocations.
Activity: E-mail to SDE: Rebecca.mclaughlin@sde.ok.gov
Related Documents:
Home

RSA Annual District Reading Plan

Window: May 2- August 31
SDE Office: Instruction: Reading/Literacy– (405) 522-3241
Legislation: O.S. 1210.508C
Description: ***RSA Annual District Reading Plan and RSA BOY Child Count Survey report must be submitted, certified, and approved by SDE before any RSA funding is allocated***. All Oklahoma School Districts must submit their district site RSA plans to meet the requirements for the reading goal, required assessments, and reporting.
Activity: Single Sign On - RSA Annual Reading Plan
Related Documents: Single Sign On
Home

RSA Beginning of Year Reading Sufficiency Report

Window: September 1- October 1
SDE Office: Instruction: Reading/Literacy– (405) 522-3241
Legislation: 70 O.S. § 1210.508C
Description: ***RSA Annual District Reading Plan and RSA BOY Child Count Survey report must be submitted, certified, and approved by SDE before any RSA funding is allocated*.** Beginning-of-Year report counts the number of students (K-3rd) who have a substantial deficiency in reading, based on one of the 13 State Board approved assessments.
Activity: Single Sign On – Reading Sufficiency Act Survey
Related Documents: Single Sign On
Home

Gifted Educational Plan Update and Budget Summary

Window: August 15- October 15
SDE Office: Instruction: Gifted and Talented – (405) 521-4288
Legislation: 70 O.S. § 1210.307
Description: In the Gifted and Talented (G/T) application on Single Sign On you must indicate whether the G/T plan needs to be updated. If you need the plan template/sample please call the Gifted and Talented Office.
Activity: Single Sign On- Gifted and Talented Report
Related Documents: Single Sign On
Home

Renewal of Advanced Placement Courses

Window: August 1- October 15
SDE Office: Instruction: Advanced Placement – (405) 521-4288
Description: AP Course Audit administrators begin renewing previously authorized courses for the 2016-17 school year.
Activity: These courses are renewed through the College Board
Related Documents: College Board
Home

RSA Promotion and Retention Report

Window: August 1-October 31
SDE Office: Instruction: Reading/Literacy – (405) 521-4096
Legislation: 70 O.S. § 1210.508C
Description: This report will provide the aggregate count of students that are being retained or have met a good-cause exemption. In order to meet RSA reporting requirements, reports must show the number of students who qualify for a good cause exemption, probationary promotion, mid-year promotion, and promotion through remediation interventions.
Activity: Single Sign On- Reading Sufficiency Act Survey
Related Documents: Single Sign On
Home

Oklahoma Academic Scholars

Window: January 15- March 31
SDE Office: Instruction: Gifted and Talented– (405) 521-4288
Legislation: 70 O.S. § 11-103.2
Description: Graduating seniors must meet requirements to be recognized by their local school district and the SBE as an Oklahoma Academic Scholar.
Activity: Single Sign On – Oklahoma Academic Scholars
Related Documents: Single Sign On
Home

State Vision Screening Report

Window: May 1- June 1
SDE Office: Instruction: PE and Health– (405) 522-4499
Legislation: OAC: 210:35-3-109
Description: School districts report students who have received, who were referred to a specialist, and also report the number of student eye exam reports received from eye care professionals.
Activity: Single Sign On – State Vision Screening Report
Related Documents: Single Sign On
Home

RSA End of Year Reading Sufficiency Report

Window: May 2- June 1
SDE Office: Instruction: Reading/Literacy– (405) 521-4096
Legislation: 70 O.S. § 1210.508C
Description: Identify number of students who completed the RSA program and are still not on level. Also identify the number of students per grade that are being retained.
Activity: Single Sign On – Reading Sufficiency Act Survey
Related Documents: Single Sign On
Home

Advanced Placement Invoice for Test Fee Discounts

Window: May 31- June 15
SDE Office: Instruction: Advanced Placement – (405) 521-4288
Description: Invoice to have student test fee discounts paid.
Activity: Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Rebecca McLaughlin
E-mail to SDE: Rebecca.mclaughlin@sde.ok.gov
Fax to SDE: 405-522-5779
Home

Electronic Application System for Indian Education (EASIE)

Window: August 1- June 15
SDE Office: Instruction: American Indian Education– (405) 521-1591
Legislation: Federal: Title VII, Part A, Subpart 1
Description: Report only grades 3-8. Title VII Student Eligibility Certification. A formula grant under the Indian Education Program to determine the number of Indian children enrolled in a district.
Activity: Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Dwight Pickering
E-mail to SDE: dwight.pickering@sde.ok.gov
Related Documents: Indian Education
Home

Office of Federal Programs

Annual Title I and Title VI Report

Window: June -August 4
SDE Office: Office of Federal Programs – (405) 521-2846
Legislation: ESSA, Title I, Part A, §1111(h)(5)
Description: Data reporting for Title I and Title VI Schools.
Activity: Single Sign On- Annual Title I and Title VI Report
Related Documents: Single Sign On
Home

Title III Part A: Language Instruction for English Learners and Immigrant Students Annual Performance Report

Window: June- August 7
SDE Office: Office of Federal Programs-Bilingual Education/Title III A – (405) 521-2846
Legislation: ESSA, Title III, Part A, §3102
Description: Districts are responsible for reporting data about personnel and professional development to the Office of Federal Programs. This report is required of all school districts, even if they do not report English language learners.
Activity: Single Sign On- Title III A: Language Instruction for English Learners and Immigrant Students Annual Report
Related Documents: Single Sign On
Home

Title I Excess Carryover or 2nd Year Carryover Funds Encumbrance Deadline

Window: July 1- September 30
SDE Office: Office of Federal Programs – (405) 521-2846
Legislation: ESSA, Public Law 114-95
Description: Timeline required for all LEAs to encumber Title I Excess Carryover or 2nd year Carryover Funds.
Activity: Single Sign On- Grants Management and Expenditure Reporting
Home

9/30 Report Submission

Window: October 1-October 13
SDE Office: Office of Federal Programs – (405) 521-2846
Legislation: ESSA, Title I, Part A, §1127(a)(b)
Description: LEAs exceeding the carryover limitation must request a one-time waiver to carry over any Title I funds in excess of 15%.
Activity: Single Sign On- Grants Management and Expenditure Reporting: Consolidated Application
Related Documents: Single Sign On
Home

Homeless Census Report

Window: September - October 31
SDE Office: Office of Federal Programs – (405) 521-2846
Legislation: ESSA, Title IX A Homeless Children and Youths
Description: All districts must complete even if you did not have any homeless students.
Activity: Single Sign On- Homeless Census FY 2016-2017
Related Documents: Single Sign On
Home

Neglected and Delinquent (N&D) October Child Count

Window: September-October 31
SDE Office: Office of Federal Programs – (405) 521-2846
Legislation: ESSA, Title I, Part D, §1401
Description: All districts are required to report an October caseload count of children or youth for whom the district provides an education and reside in eligible local institutions. If a district has no institutions, a report of a zero caseload will be reported.
Activity: The completed form will need to be emailed to SDE:
Anthony.Kibble@sde.ok.gov
Subject line: "N & D October Child Count"
Fax to SDE: (405) 521-2361; Attn: Office of Federal Programs
Related Documents:
Home

Title I Part D Subpart 2: Local Agency Programs for Children/Youth who are Neglected, Delinquent or at Risk

Window: September- October 31
SDE Office: Office of Federal Programs – (405) 521-2846
Legislation: ESSA, Title I, Part D, §1421
Description: Required for those who have a neglected and delinquent program.
Activity: Single Sign On- Title I Part D Subpart 2: Local Agency Programs for Children/Youth who are Neglected, Delinquent or at Risk
Related Documents: Single Sign On
Home

Comparability Report Title I

Window: November -December 8
SDE Office: Office of Federal Programs – (405) 521-2846
Legislation: ESSA, Title I, Part A, §1118(c)
Description: Districts must submit appropriate data to demonstrate compliance in meeting the comparability requirement of Title I. Comparability does not apply to a district with only one elementary building, one junior high building, and one high school building.
Activity: Single Sign On- Grants Management and Expenditure Reporting, Title I Comparability
Related Documents: Single Sign On
Home

Title I Excess Carryover or 2nd Year Carryover Funds Expenditure Deadline

Window: October 1- December 1
SDE Office: Office of Federal Programs – (405) 521-2846
Legislation: ESSA, Public Law 114-95
Description: LEAs must submit expenditure reports in payable form by established deadline. Expenditure reports received after the deadline will result in the loss of these funds.
Activity: Single Sign On- Grants Management and Expenditure Reporting
Home

Migrant Credit Accrual Report and Supplemental Code Forms for Fall Semester

Window: December- January 31
SDE Office: Office of Federal Programs – (405) 521-2846
Legislation: ESSA, Title I, Part C, §1301
Description: Linkage of migrant student records.
Activity: Districts will report data through the MIS 2000 System.
Home

Private School Packet

Window: December- February 5
SDE Office: Office of Federal Programs – (405) 521-2846
Legislation: ESSA, Title I, Part A, §1117(a)(A)
Description: Districts are required to have a private school meeting for consultation prior to completing this packet.
Activity: E-mail to SDE: Donna.Chisholm@sde.ok.gov
Subject line: "Private School Packet"
Home

New Charter School Participation Packet

Window: February -March 30
SDE Office: Office of Federal Programs – (405) 521-2846
Legislation: ESSA, Title I, Part A, §1111(2)(K)
Description: To be completed by newly formed charter schools.
Activity: Sent via e-mail to the Charter Schools
Home

Comprehensive District Academic Plan

Window: May -June 29
SDE Office: Office of Federal Programs – (405) 521-2846
Legislation: ESSA, Title I, Part A, §1112
Description: CDAP is required to be submitted by LEAs receiving Title I funds.
Activity: Single Sign On- Grants Management and Expenditure Reporting: Comprehensive District Academic Plan
Related Documents: Single Sign On
Home

Migrant Credit Accrual Report and Supplemental Code Forms for Spring Semester

Window: May -June 29
SDE Office: Office of Federal Programs – (405) 521-2846
Legislation: ESSA, Title I, Part C, §1301
Description: Linkage of migrant student records.
Activity: Districts will report data through the MIS 2000 System.
Home

School-Wide Schools Plan

Window: April -May 31
SDE Office: Office of Federal Programs – (405) 521-2846
Legislation: ESSA, Title I, Part A, §1114(b)
Description: For participating sites only.
Activity: Single Sign On- Grants Management and Expenditure Reporting
Related Documents: Single Sign On
Home

Letter of Intent to Establish Title I School-Wide Planning Program

Window: May -June 29
SDE Office: Office of Federal Programs – (405) 521-2846
Legislation: ESSA, Title I, Part A, §1114(b)
Description: For schools intending to participate in the year of planning and transition from Targeted Assistance Schools to Schoolwide for the first time.
Activity: Single Sign On- Grants Management and Expenditure Reporting: Comprehensive District Academic Plan (CDAP)
Related Documents: Single Sign On
Home

Migrant Summer School Program Report

Window: June -July 31
SDE Office: Office of Federal Programs – (405) 521-2846
Legislation: ESSA, Title I, Part C, §1301
Description: Linkage of migrant student records.
Activity: Districts will report data through the MIS 2000 System.
Home

Migrant Education Program Selection and Priority for Services

Window: June 2017-July 31, 2017
SDE Office: Office of Federal Programs – (405) 521-2846
Legislation: ESSA, Title I, Part C, §1301
Description: This form should be complete upon enrollment.
Activity: Must be maintained in district files and available to the Office of Federal Programs for desk and site monitoring.
Related Documents: Migrant Education Program Selection and Priority for Services Form
Home

School Personnel

Superintendent Contracts

Window: Throughout the year; due within 15 days of signing
SDE Office: School Personnel – (405) 521-3369
Legislation: 70 O.S. § 5-141(D)
Description: Upload signed contract to School Personnel Report Welcome Screen within 15 days of approval.
Activity: Single Sign On- School Personnel Report Application
Related Documents: Single Sign On
Home

Initial Certified Personnel Report and Initial Support Personnel Report

Window: September 1, 2017- October 15, 2017
SDE Office: School Personnel – (405) 521-3369
Legislation: OAC 210:25-3-4(e)
Description: Report all certified and support employee salaries and fringe benefits. This will be a projection of what is to be paid if full year/contract is fulfilled.
Activity: Single Sign On- School Personnel Report Application
Related Documents: Single Sign On
Home

Local School District Salary Schedule

Window: September 1, 2017- November 15, 2017
SDE Office: School Personnel – (405) 521-3369
Legislation: 70 O.S. § 5-141 (A)
Description: Provide all board approved certified salary schedules. This will include all "+ hour" schedules.
Activity: Single Sign On- School Personnel Report Application
Related Documents: Single Sign On
Home

Mid-Year Certified Personnel Report and Mid-Year Support Personnel Report

Window: January 1, 2018- February 1, 2018
SDE Office: School Personnel – (405) 521-3369
Legislation: OAC 210:25-3-4(g)
Description: Report all certified and support employee salaries and fringe benefits. Make necessary changes to initial data reported. (i.e. adding new employees, changing data for those who left, updating FBA totals, etc.)
Activity: Single Sign On- School Personnel Report Application
Related Documents: Single Sign On
Home

Notification of Intent to Not Enter into a Contract with a Regularly Employed Teacher

Window: First Monday in June
SDE Office: School Personnel – (405) 521-3369
Legislation: 70 O.S. § 6-101 (E)
Description: This is a notification of intent by a school district to not enter into a written contract with a regularly employed teacher for the following school year. A teacher must notify the school board of the desire to not be reemployed within fifteen days after the first Monday in June or the teacher will be deemed to be reemployed.
Activity: Mailed to teacher by registered or certified mail.
Related Documents:
Home

Shared Superintendent Salary Assistance Application

Window: By June 30, 2018
SDE Office: School Personnel – (405) 521-3369
Legislation: 70 O.S. 7-203 (B) (2)
Description: Submitted to SDE by June 30 of year prior to the year in which the mutual contract will be effective.
Activity: Mailed to SDE: 2500 N. Lincoln Blvd. Attn. School Personnel, Oklahoma City, OK, 73105;
E-mailed to SDE: Heather.Butler@sde.ok.gov
Related Documents: Blank form: Shared Superintendent Salary Assistance Application
Home

End-of-Year Certified Personnel Report and End-of-Year Support Personnel Report

Window: June 1, 2018- July 15, 2018
SDE Office: School Personnel – (405) 521-3369
Legislation: OAC 210:25-3-4(i)
Description: Report all certified and support employee salaries and fringe benefits. Certified substitutes are to be included in this submission. All data reported should be complete fiscal year totals and should match expenditures.
Activity: Single Sign On- School Personnel Report Application
Related Documents: Single Sign On
Home

School Support

School Improvement Status Report (SISR)

Window: Throughout the year; July 1-June 30
SDE Office: School Support– (405) 522-0140
Legislation: Title I 1003(a)
Description: To provide support for schools with a Priority Designation that have been awarded the School Improvement Grant (SIG). This will assist sites in meeting their individual site improvement goals according to SIG based on the Oklahoma Nine Essential Elements Framework.to meet their individual site improvement goals based on the Oklahoma Nine Essential Elements framework.
Activity: Single Sign On-Grants Management and Expenditure Reporting
Related Documents: Single Sign On
Home

Schoolwide/School Improvement Plan

Window: Throughout the year; July 1- June 30
SDE Office: School Support– (405) 522-0140
Legislation: Title I 1003(a)
Description: To provide support for schools with a Priority or Focus Designation to meet their individual site improvement goals based on the Oklahoma Nine Essential Elements framework.
Activity: Single Sign On-Grants Management and Expenditure Reporting
Related Documents: Single Sign On
Home

Project 515-2nd Year Carryover Encumbrance Deadline

Window: July 1-September 30
SDE Office: School Support– (405) 522-0140
Legislation: Public Law 107-110, § 1003(a)
Description: Timeline required for all LEAs to encumber 2nd year carryover federal funds.
Activity: Single Sign On-Grants Management and Expenditure Reporting
Related Documents: Single Sign On
Home

School Improvement Grant Application

Window: October - December
SDE Office: School Support– (405) 522-0140
Legislation: 80 FR 7224 and Title I 1003(g)
Description: School Improvement Grants for use in Title I schools identified for improvement, corrective action, or restructuring that demonstrate the greatest need for the funds and the strongest commitment to use the funds to provide adequate resources in order to raise, substantially, the achievement of their students.
Activity: Applications will be sent electronically to all schools who qualify
Related Documents: School Improvement Grant Application
Home

SDE Customer Service

Wave Ownership Wizard

Window: Throughout the Year
SDE Office: SDE Customer Service– (405) 521-3301
Description: In order to maintain reduce the number of errors during reporting time, SDE encourages districts to regularly utilize the data tools in the Wave.
Activity: Single Sign On-The Wave: District-District Ownership Wizard
Related Documents: Single Sign On
Home

Data Validation Issues

Window: Throughout the Year
SDE Office: SDE Customer Service– (405) 521-3301
Description: In order to maintain reduce the number of errors during reporting time, SDE encourages districts to regularly utilize the data tools in the Wave.
Activity: Single Sign On-The Wave: District-Data Validation-Data Validation Wizard
Related Documents: Single Sign On
Home

Student Record check for STN match issues

Window: Throughout the Year
SDE Office: SDE Customer Service– (405) 521-3301
Description: In order to maintain reduce the number of errors during reporting time, SDE encourages districts to regularly utilize the data tools in the Wave.
Activity: Single Sign On-The Wave: District-STN Wizard
Related Documents: Single Sign On
Home

XSD Validation Errors Wizard

Window: Throughout the Year
SDE Office: SDE Customer Service– (405) 521-3301
Description: In order to maintain reduce the number of errors during reporting time, SDE encourages districts to regularly utilize the data tools in the Wave. The XSD validation wizard allows districts to check student records for issues with files from their local SIS vendor.
Activity: Single Sign On-The Wave: District-STN Wizard; if there are errors on this wizard, contact your local SIS vendors.
Related Documents: Single Sign On
Home

SIF 2.X Wave Requirements Compliance by local Student Information Systems (SIS)

Window: August 1, 2016
SDE Office: SDE Customer Service– (405) 521-3301
Legislation: 70 O.S. § 3-160
Description: In order to maintain connectivity to the WAVE, local SIS must be in compliance with the updated Wave requirements document.
Activity: SDE will send communication to districts regarding the changes. Please make sure SDE has the correct contact information for your vendor. SDE will send out a communication to the vendors regarding the updates and notice of date for compliance.
Related Documents: Wave Requirements Document
Home

October 1 Consolidated Report

Window: September 1, 2016- October 15, 2016
SDE Office: SDE Customer Service– (405) 521-3301
Description: Used for the collection of statewide October 1 count of students by gender, race/ethnicity for the Accreditation Report, the Gifted and Talented Report, and the LEP/Immigrant Survey.
Activity: Single Sign On-The Wave: Reporting-State Reporting Certification: October 1 Consolidated report
Related Documents: Single Sign On
Home

Supplemental Membership Annual Reporting Totals (SMART) Report

Window: September 1, 2016- October 15, 2016
SDE Office: SDE Customer Service– (405) 521-3301
Legislation: OAC 210:10-13-22
Description: Used for the collection of supplemental count of students by gender, race/ethnicity for students that were not counted on the October 1 report, but were educated by a LEA during the school year. This report and the October 1 report allow for calculations of four-year federally adjusted graduation cohort rates. Corrections are made in the local Student Information System.
Activity: Single Sign On-The Wave: Reporting-State Reporting Certification: SMART Report
Related Documents: Single Sign On & SMART Report Manual
Home

Special Education

Periodic Special Education Computer Generated School District Expenditure Report

Window: Throughout the Year
SDE Office: Special Education – (405) 521-3351
Legislation: 70 O.S. § 210:25-3-7
Description: Submission of electronic claims.
Activity: Submit file electronically. Single Sign On-Grants Management and Expenditure Reporting → Special Education Budget Application
Related Documents: Single Sign On
Home

Final Special Education Computer Generated School District Expenditure Report

Window: On or before August 1
SDE Office: Special Education – (405) 521-3351
Legislation: 70 O.S. § 210:25-3-7
Description: Final report for IDEA federal funds reimbursement.
Activity: Submit file electronically. Single Sign On-Grants Management and Expenditure Reporting-Special Education Budget Application
Related Documents: Single Sign On
Home

Special Education Closeout Procedure

Window: June - August 25
SDE Office: Special Education – (405) 521-3351
Legislation: 70 O.S. § 210:25-3-7
Description: Final closeout report to generate carryover federal funds not yet claimed on reimbursement.
Activity: Submit file electronically. Single Sign On-Grants Management and Expenditure Reporting-Special Education Budget Application
Related Documents: Single Sign On
Home

Special Education Child Count

Window: Start of the district school year- October 1
If the reporting deadline falls on a weekend, the official due date will be the following business day.
SDE Office: Special Education – (405) 521-3351
Legislation: 70 O.S. §18-200.1, 70 O.S. §18-200.1(E)
Description: Special Education Count will occur on October 1.
Activity: Districts must verify that all students receiving special education services are correctly entered into OK EdPlan by October 1 (or the following business day). A final clean-up period will be provided from October 1-October 13 to coincide with certification.
Related Documents:
Home

Special Education Child Count Certification

Window: October 2-13
SDE Office: Special Education – (405) 521-3351
Legislation: 70 O.S. §18-200.1, 70 O.S. §18-200.1(E)
Description: District superintendents must certify the accuracy of the October special education child count.
Activity: Single Sign On
Related Documents:
Home

Special Education Budget Application

Window: September 1-June 29
SDE Office: Special Education – (405) 521-3351
Legislation: 70 O.S. § 5-135.2
Description: Districts complete the budget application annually.
Activity: Single Sign On-Grants Management and Expenditure Reporting- Special Education Budget Application
Related Documents: Single Sign On
Home

Special Education End of Year Report

Window: April 1- June 30
If the reporting deadline falls on a weekend, the official due date will be the following business day.
SDE Office: Special Education – (405) 521-3351
Legislation: 70 O.S. §18-200.1, 70 O.S. §18-200.1(E)
Description: On June 30 annually, district data is pulled for federal reporting purposes. Districts must complete a District Summary Data report to supplement IEP-based aggregate data that is collected. The summary data includes personnel and transition reporting.
Activity: Complete District Summary Data page in OK EdPlan.
Related Documents:
Home

Special Education End of Year Report Certification

Window: July 2-13
If the reporting deadline falls on a weekend, the official due date will be the following business day.
SDE Office: Special Education – (405) 521-3351
Legislation: 70 O.S. §18-200.1, 70 O.S. §18-200.1(E)
Description: On June 30 annually, district data is pulled for federal reporting purposes. District superintendents must certify the accuracy of the data collected on June 30.
Activity: Single Sign On
Related Documents:
Home

District Assurances and LEA Agreement

Window: May 1- July 1
If the reporting deadline falls on a weekend, the official due date will be the following business day.
SDE Office: Special Education – (405) 521-3351
Legislation: 34 C.F.R. § 300
Description: Districts complete Assurances and LEA agreement annually.
Activity: Single Sign On-Grants Management and Expenditure Reporting- Assurances and IDEA-LEA Agreements.
Related Documents: Single Sign On
Home

Special Education High Cost Assistance Application

Window: June 1- July 27
SDE Office: Special Education – (405) 521-3351
Legislation: 34 CFR §300.704I
Description: Districts have the option to complete an application for high cost assistance
Activity: Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Special Education
Related Documents: High Cost Assistance Application
Home

State Aid

Driver Education Instructor Certification, Assurances and Permit (ICAP) Forms

Window: Due thirty days prior to the start of the course.
SDE Office: State Aid – (405) 521-3460
Legislation: OAC 210:15-19-4 and Title 70 O.S. §19-113-123
Description: Approval by SDE and the Department of Public Safety must be completed prior to a school district offering a driver education program.
Activity: Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: State Aid
Fax to SDE: (405) 522-3359; Attn: State Aid
E-mail to SDE: state.aid@sde.ok.gov
Related Documents: Driver's Education Forms and Information
Home

Driver Education Prior Year Reimbursement Application (New!)

Window: September 1, 2017
SDE Office: State Aid – (405) 521-3460
Legislation: OAC 210:15-19-6 and Title 70 O.S. §19-117, 120 and 122
Description: For prior year reimbursement.
Activity: Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: State Aid
Fax to SDE: (405) 522-3359; Attn: State Aid
E-mail to SDE: state.aid@sde.ok.gov
Related Documents: Driver's Education Forms and Information
Home

First Quarter Statistical Report (FQSR)

Window: 10 days following the end of the first nine weeks.
SDE Office: State Aid– (405) 521-3460
Legislation: 70 O.S. § 5-128
Description: Data collection of the first nine weeks' attendance, membership, transportation, and days taught for state aid funding purposes.
Activity: Single Sign On-The Wave: Reporting, FQSR/ASR
Related Documents: Single Sign On
Home

Flexible Benefit Allowance (FBA)

Window: October 1, 2017 and January 1, 2018
SDE Office: State Aid– (405) 521-3460
Legislation: 70 O.S. § 26-105
Description: October data collection is current year qualified Certified Staff and Full-time Support Personnel used in determining the FBA funding. The January data collection is to identify qualified staff who changed status for major medical health insurance or taxable compensation during the open option period, effective January 1.
Activity: Single Sign On- State Aid Flexible Benefit Allowance
Related Documents: Single Sign On
Home

Cash Management Application

Window: December 1, 2017- April 1, 2018
SDE Office: State Aid – (405) 521-3460
Legislation: 60 O.S. § 177.2
Description: Application due for participation in the next fiscal year.
Activity: Mail to SDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: State Aid
Fax to SDE: (405) 522-3359; Attn: State Aid
E-mail to SDE: state.aid@sde.ok.gov
Related Documents: State Aid – please note: the application is not available all year.
Home

Annual Statistical Report (ASR)

Window: 10 days following the end of the school year.
SDE Office: State Aid– (405) 521-3460
Legislation: 70 O.S. § 5-128
Description: Data collection of the full year attendance, membership, transportation and days taught for state aid funding purposes.
Activity: Single Sign On-The Wave: Reporting, FQSR/ASR
Related Documents: Single Sign On
Home

Student Transportation

School Bus Evacuation Drills

Window: The SDE highly recommends that the drill occur once during the first two weeks of the Fall Semester (August) and once during the first two weeks of the Spring Semester (January).
SDE Office: Student Transportation – (405) 521-3472
Legislation: OAC 210:30-5-6
Description: At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices, and participate in emergency evacuation drills. This instruction should be conducted during the first two weeks of each semester.
Activity: A copy of the evacuation plan must be kept on file at the district.
Related Documents: Evacuation Drill Form
Home

School Bus Annual Inspection

Window: Throughout the Year: required to be updated annually
SDE Office: Student Transportation – (405) 521-3472
Legislation: OAC 210:30-5-6
Description: Each school bus must be safety-inspected once a year by a qualified bus mechanic: Inspections may be conducted any month and are valid for one year from the report date.
Activity: All bus inspections must be kept on file at the district.
Related Documents: Oklahoma School Bus Inspection Guide
Home

School Bus Driver Annual Driving Record Report (MVR)

Window: Throughout the Year: required to be updated annually
SDE Office: Student Transportation – (405) 521-3472
Legislation: OAC 210:30-5-8
Description: This report is an annual requirement that must be current in order for a school bus driver to be eligible to drive a school bus. The MVR is required for employees with an Oklahoma School Bus Driver Certificate. The rule above explains when, based on the document, a driver is disqualified.
Activity: All MVR documents regarding School Bus Driver annual driving records must be kept on file at the district.
Related Documents: Driving Record Request
Home

School Bus Driver Certificate Application

Window: Throughout the Year: it is the suggestion of SDE that all applications are reviewed annually during May/June to determine which drivers have expiring certificates.
SDE Office: Student Transportation – (405) 521-3472
Legislation: OAC 210:30-5-8
Description: Oklahoma school bus drivers must have completed requirement for the Oklahoma SDE School Bus Driver Certificate. Requirements include the appropriate CDL and endorsements, background check, driving record, health certificate, in-service verification, and compliance with Federal Drug and Alcohol testing requirements.
Activity: The application linked below is used for initial certification and renewals as well as emergency certificates. A copy of the certificate must be kept on file at the district.
Related Documents: Application for School Bus Driver Certificate
Home

School Bus Driver Drug and Alcohol Education Policy

Window: Throughout the Year
SDE Office: Student Transportation – (405) 521-3472
Legislation: 49 CFR Part 382.601
Description: Each district shall provide educational materials that explain the requirements of Federal Motor Carrier Safety Administration's and the employer's policies and procedures with respect to drug and alcohol testing.
Activity: The district shall ensure that a copy of these materials is distributed to each driver prior to the start of alcohol and controlled substances testing and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle. The district shall provide written notice to representatives of employee organizations of the availability of this information.
Related Documents: Drug and Alcohol Policy Guidance and Employer Resources
Home

School Bus Driver Health Certificate

Window: Throughout the Year: required to be updated annually
SDE Office: Student Transportation – (405) 521-3472
Legislation: OAC 210:30-5-8
Description: This certificate is required annually and must be current for a bus driver to be eligible to drive a school bus. Oklahoma school bus drivers must have a current health certificate on file. Both the SDE and the DOT Health Certificates are allowed. The SDE expires after 1 year. The DOT expiration depends on the health of the driver as determined by the examining health professional who must be listed on the DOT National Registry.
Activity: All School Bus Driver Health Certificates must be kept on file at the district.
Related Documents: School Bus Driver Health Certificate
Home

School Bus Driver In-Service Verification

Window: Throughout the Year: required to be updated annually
SDE Office: Student Transportation – (405) 521-3472
Legislation: OAC 210:30-5-8
Description: This training is an annual requirement and must be current for a bus driver to be eligible to drive a school bus. Oklahoma school bus drivers must complete at least four hours of in-service training each year in order to maintain their SDE Certification.
Activity: All forms regarding School Bus Driver annual in-service training must be kept on file at the district.
Related Documents: Annual In-Service Verification Form and SDE Approved Subjects
Home

School Bus Route Evaluation

Window: Prior to the start of the school year and ongoing as necessary; recommended to occur over the summer
SDE Office: Student Transportation – (405) 521-3472
Legislation: OAC 210:30-5-5
Description: All school bus routes shall be evaluated annually for safety and efficiency by the local school district supervisor of transportation or designee.
Activity: A copy of the evaluation should be kept on file at the district.
Related Documents: School Bus Route Evaluation Form
Home

Student Transportation Supervisor Training

Window: Once, recurrent training is not required
SDE Office: Student Transportation – (405) 521-3472
Legislation: 49 CFR Part 382.603
Description: Student Transportation supervisors must receive training to enable them to determine the criteria for a reasonable suspicion drug/alcohol test.
Activity: A copy of training documentation must be kept on file at the district.
Related Documents: Guidance on Student Transportation Supervisor Training
Home

Teacher Certification

Standards of Performance and Conduct for Teachers

Window: April 10
SDE Office: Teacher Certification – (405) 521-3337
Legislation: 70 O.S. § 6-101.21
Description: A copy of the Standards of Performance and Conduct for Teachers as adopted by SDE shall be distributed to each teacher by the local board.
Activity: Disseminate the Standards document to all teachers in the local district.
Related Documents: Standards of Performance and Conduct for Teachers
Home

Teacher and Leader Effectiveness (TLE)

TLE Framework Training

Window: Initial training for new evaluators is required prior to conducting observations; recertification is required every two years.
SDE Office: Teacher and Leader Effectiveness – (405) 522-8298
Legislation: 70 O.S. § 6-101.10
Description: Training for evaluators of certified personnel.
Activity: Contact your TLE Framework Training provider to sign up.
Related Documents: TLE Sign Up

TLE Qualitative Report

Window: May 1, 2018- June 15, 2018
SDE Office: Teacher and Leader Effectiveness – (405) 522-8298
Legislation: 70 O.S. § 6-101.17
Description: Districts submit all teacher and leader qualitative evaluation scores annually.
Activity: Single Sign On-The Wave, Reporting: State Reporting Certification
Related Documents: Single Sign On
Home