



FBA / FQSR / ASR

Regional Accreditation Officers

Ryan Pieper—Executive Director of Accreditation

Regional Accreditation Officers

- Brent Meeks
- Crystal Shaw
- Don Gray
- Jim Gilmartin
- Kim Hale
- Kirk Warnick
- LeGay Riggs
- Leslie Janis
- Mat Luse
- Mike Lemon
- Mike Teel
- Patrick Gay

Flex Benefit Allowance

General Information

- Flexible Benefit Allowance will be referred to as FBA throughout this presentation
- FBA is a state paid statutory benefit covering the cost of health insurance for state public school employees and is **not** dependent upon funding from the state
- Qualifying employees opting to **not** take insurance, may take the “In Lieu of FBA” benefit as **taxable** compensation
- FBA extends over a twelve (12) month period
- The FBA audit is for the collection of the current fiscal year’s data
- Do not send this audit information to State Aid

General Information Cont.

- FBA employment numbers are reported two times a year based on the counts on October 1 and January 1
- Initial FBA Allocations are based upon the previous year's January audited FBA count. Adjustments to the district's allocation will be made after the Oct. audit
- The January audit will identify any personnel that have made changes in their benefits during the open option period in October. This will then be reflected by another allocation adjustment
- Starting in January, allocation amounts will be calculated at the "new" Health Choice High Option premium rate

FBA Amounts

- FBA amounts change at the start of a new plan year each January. In Lieu of is a constant amount until changed in law

▪ FY 2020 (July 2019 – June 2020)	July-Dec.	Jan.-June
Certified: FBA (Taking Insurance)	\$ 594.90	\$ 615.90
Certified: In Lieu of (Taxable)	\$ 69.71	\$ 69.71
Support: FBA (Taking Insurance)	\$ 594.90	\$ 615.90
Support: In Lieu of (Taxable)	\$ 189.69	\$ 189.69

Reimbursement Comparisons

Calendar Comparison

Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
------	------	------	------	-----	------	------	------	-------	------	------	------	------	------	------	------	-----	------	------	------	-------	------	------	------

Fiscal Year



(Funding)

Plan Year

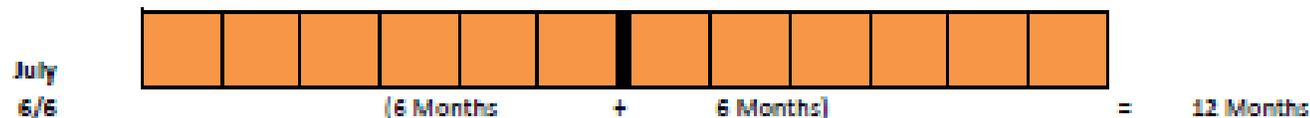


(Insurance)

Contract Year

FBA

(Principals and Support Staff)



(Teachers & Support Staff)



(Teachers & Support Staff)



Timeline for FBA

- RAO's will begin audits on October 1st
- Your RAO will set an appointment to do your audit
- Schools will use October 1 Payroll to validate employee count
- Corrections/Adjustments may be made to the computer employee printout as needed
- New hires pending board action no later than the October meeting should be added in and counted on the FBA. If a position is not filled by the October board meeting, the position can not be counted
- All new hires are based on contract date - NOT start date
- If you find an error or have questions, do not hesitate to contact your RAO

Qualified Employees

- FBA reports utilize two separate counts:
 - 1) **Certified Personnel:** Total count of all certified staff **excluding** the Superintendent, which is a position **not** eligible for the state-paid FBA. A district may choose to pay the FBA for the Superintendent from local funds. EGID requires 4 hours/day or 20 hours/week to be eligible for the plan. Districts are obligated to pay 100% of Health Choice High for any new position created **after** the Oct. count if that employee chooses insurance.
 - 2) **Support Personnel:** Total count for all **full-time** staff from all funds.
 - a) Full-time staff employed a minimum of six or more hours/day who hold a position defined as a minimum of 172 days or 1032 hours/year.
 - b) If an employee does **not** meet the definition of 6 hours/day, EGID requires 4 hours/day or 20 hours/week to be eligible for the plan. In this case, the district is obligated to pay 50% of the premium which will not be counted on the FBA.

Qualified Employees Cont.

- **Certified Personnel**

- Working 1 hour a day allows benefit of cash in lieu

- **Retired Personnel**

- Working 4/7ths of a day allows for district paid health insurance and retirement benefits
- Retired staff can earn \$15,000 salary the first calendar year and the insurance/cash in lieu is in addition to that salary
- After 36 months of retired status, the employee can then earn unlimited salary plus FBA
- If they opt to take cash in lieu, teacher retirement will not count this against their 15K salary

Open Positions

Oct. 1

- Districts may include “newly” created October 1 positions that are **pending an individual’s hire approval to start to work on the district’s scheduled October Board Meeting** (must provide Board Minutes)
- If a filled position within the current school year was vacated prior to the October 1 audited count. The vacated position may still be counted if the district is actively seeking to re-fill the position (ads placed, employment agency, etc.). The vacated position will be counted in the October count as the type of benefit the position held prior to leaving
- Vacant position(s) on October 1, which have not been filled prior to the Oct. Board meeting will **not** be counted on the Oct. FBA count

Changed/New Positions

January 1

- Employees may opt to change their status in taking major medical health insurance or In Lieu Cash during the open option period. New employees hired for a “new” position that was created after the October 1 audit and not approved by the scheduled October Board Meeting can **NOT** be added to this count. However, the district is still responsible for benefits obligations
- If a current year vacated position (district actively seeking to fill in October) is still vacated by January 1, position must be dropped from the January 1 audited count
- If on the January 1 count, the district realizes that eligible positions were missed on the October 1 count, they may notify the RAO. If RAO agrees, they will notify State Aid to release October 1 for revision. **NOTE:** October revisions are required to be recertified and audit completed prior to the January 1 count and audit

M.A.S. Instructions

- Go into Payroll
- Choose FBA Helper
- Export button on right of screen & export to Word
- Delete the 2nd column showing employee SS numbers before printing
- Each of the four category has it's own count
- All new hires are based on contract date-**NOT** start date; therefore you must review every name to be sure it is in the correct contract month. Check names against actual contract dates-not first day of employment & label those to be manually moved into the correct category

This is a clip from a compacted MAS printout showing all four FBA Types identified by count.

For example: Cert has total of 53

Contract begin 07/2019 count=3

Contract begin 08/2019 count=49

Contract begin 09/2019 count=1

Totaled together=53

Vendor No	SSN	State Pr ID
FBA Type: CERT (Count=53)		
FBA Begin: 201907 (Count=3)		
FBA Begin: 201908 (Count=49)		
FBA Begin: 201909 (Count=1)		
FBA Type: CERTINLIEU (Count=8)		
FBA Begin: 201908 (Count=8)		
FBA Type: SUPP (Count=18)		
FBA Begin: 201907 (Count=7)		
FBA Begin: 201908 (Count=11)		
FBA Type: SUPPINLIEU (Count=6)		
FBA Begin: 201907 (Count=1)		
FBA Begin: 201908 (Count=5)		

FBA Audit Helper

Vendor No	SSN	State Pr ID	Alpha Name	Fund	Active	Hire Date	End Date	FBA Type	FBA Begin
FBA Type: SUPP (Count=15)									
FBA Begin: 201907 (Count=3)									
80115				11	Checked	8/10/2009		SUPP	201907
80000		151129		11	Checked	9/1/2018		SUPP	201907
80004		0		11	Checked	7/1/2003		SUPP	201907
FBA Begin: 201908 (Count=10)									
80064				11	Checked	8/1/1998		SUPP	201908
1403				11	Checked	8/1/2017		SUPP	201908
1231				11	Checked	9/1/2015		SUPP	201908
80166				11	Checked	8/1/2012		SUPP	201908
80135				11	Checked	8/15/2017		SUPP	201908
80167				11	Checked	8/6/2012		SUPP	201908
1537				11	Checked	12/10/2018		SUPP	201908
1348				11	Checked	1/23/2017		SUPP	201908
1252				11	Checked	1/11/2016		SUPP	201908
80057		0		11	Checked	8/1/1999		SUPP	201908
FBA Begin: 201909 (Count=2)									
1630				11	Checked	8/30/2019		SUPP	201909
1611				11	Checked	7/29/2019		SUPP	201909
FBA Type: SUPPINLIEU (Count=9)									
FBA Begin: 201908 (Count=5)									
80148				11	Checked	8/1/2011		SUPPINLIEU	201908
1227				11	Checked	10/7/2015		SUPPINLIEU	201908
1395		OK		11	Checked	5/8/2017		SUPPINLIEU	201908
80054				11	Checked	1/1/1996		SUPPINLIEU	201908
80063		0		11	Checked	8/1/2005		SUPPINLIEU	201908
FBA Begin: 201909 (Count=4)									
1621				11	Checked	8/14/2019		SUPPINLIEU	201909
1617				11	Checked	8/6/2019		SUPPINLIEU	201909
1618				11	Checked	8/1/2019		SUPPINLIEU	201909
1612				11	Checked	7/29/2019		SUPPINLIEU	201909

This is a clip from an expanded MAS printout showing Support counts for both Insured & In Lieu.

In this example, review of the 09/2019 count is needed to be sure those are accurate contract months, not just start dates. If incorrect, these will be manually moved to the correct contract month.

A.D.P.C. (Trends) Instructions

- Trends Payroll
- New Payroll Quick Entry
- Select Payee Description Button
- Select Payroll Income or Fringes
- Select Flex Benefit Cash or Fringe
 - Flex Benefit Cash-CP (certified personnel)-print page
 - Flex Benefit Cash-NCP (non-cert personnel)-print page
 - Flex Benefit Fringe-CP (certified personnel)-print page
 - Flex Benefit Fringe-NCP (non-cert personnel)-print page
- Please have the FBA payment printout ***highlighted and numbered*** for each full-time employee (certified and support, excluding Superintendents) on the payroll report printouts

This is a clip from an ADPC printout for all Certified employees who receive Insurance (top) & In Lieu Cash (bottom). It shows markings that help RAO's know reimbursable positions to be counted in FBA.

Flex Benefit Fringe-CP - 36 Listed - \$20,342.06

Employee Name	Account Code	Enc Number	Amount
[Redacted]	01151110001104291013210105	70032	594.90
[Redacted]	01100010001101001050210105	70033	594.90
[Redacted]	01100024101100000000112715	70001	594.90
[Redacted]	01141110001103118000210715	70005	594.90
[Redacted]	01100010001101005120210715	70054	401.78
[Redacted]	01100010001101001052210105	70034	486.42
[Redacted]	01100010001101001195210505	70056	594.90
[Redacted]	01100023301102390000109050	70057	594.90
[Redacted]	01156110001134241134207105	70035	594.90
[Redacted]	01100010001101005334210715	70058	594.90
[Redacted]	01100010001101001054210105	70036	401.78
[Redacted]	01100010001101004048210715	70059	594.90
[Redacted]	01100010001101001051210105	70037	594.90
[Redacted]	01100010001101003310210505	70061	594.90
[Redacted]	01100010001101002204210505	70074	594.90
[Redacted]	01100010001102391024210105	70038	401.78
[Redacted]	0114111000110315800210715	70090	594.90
[Redacted]	01158821201101000000203105	70039	594.90
[Redacted]	01100010001101001055210105	70040	550.00
[Redacted]	01100010001106003330210505	70063	594.90
[Redacted]	01100010001101001183210105	70041	594.90
[Redacted]	01100024101100000000112105	70002	594.90
[Redacted]	01100010001101001360210105	70042	594.90
[Redacted]	01100010001101001052210105	70047	486.42
[Redacted]	01100010001101001013210105	70043	594.90
[Redacted]	01100010001101001054210105	70044	401.78
[Redacted]	01100010001101001173210505	70062	594.90
[Redacted]	01100010001101001024210105	70045	594.90
[Redacted]	01100010001101002300210505	70073	594.90
[Redacted]	01100010001101001053210105	70048	594.90
[Redacted]	01100010001101001051210105	70046	594.90
[Redacted]	01156110001134241134207105	70050	594.90
[Redacted]	01100010001101001335210505	70072	594.90
[Redacted]	01100010001101004411210505	70069	594.90
[Redacted]	01100010001101001952210105	70051	594.90
[Redacted]	01100021521102391950353050	70052	594.90

msj HS Principal
Cly Ed Teacher

Elean Principal

July = 3 August = 33 September = 0

Flex Benefit Cash-CP- 8 Listed - \$557.68

Employee Name	Account Code	Enc Number	Amount
[Redacted]	01100021201102510000203505	70065	69.71
[Redacted]	01156110001101002200210105	70016	69.71
[Redacted]	01156122201101000000206050	70060	69.71
[Redacted]	01100010001101004045210505	70071	69.71
[Redacted]	01100010001101002204210505	70070	69.71
[Redacted]	01100010001101002806210715	70065	69.71
[Redacted]	01100010001102390000213105	70066	69.71
[Redacted]	01100010001101001114210505	70067	69.71

July = 0 August = 8 September = 0



This is a clip from an ADPC printout for the Non-Certified employees who receive Insurance (top) & In Lieu Cash (bottom). It shows markings that help RAO's know reimbursable positions to be counted in FBA.

Flex Benefit Fringe-NCP- 19 Listed - \$11,109.98

Employee Name	Account Code	Enc Number	Amount
[Redacted]	0115110001204291013414105	70024	594.90
[Redacted]	02100026201200000000707050	70007	401.78
[Redacted]	01100027201200000000801050	70013	594.90
[Redacted]	01162110001202391050414715	70017	594.90
[Redacted]	02100026201200000000707050	70014	594.90
[Redacted]	01100021121200000000309050	70018	594.90
[Redacted]	02276331201207000000063505	70003	594.90
[Redacted]	02100026201200000000707050	70017	594.90
[Redacted]	02100026201200000000707050	70004	594.90
[Redacted]	01162110001202391050414105	70027	594.90
[Redacted]	01100025111200000000909050	70006	594.90
[Redacted]	02100026201200000000707050	70001	594.90
[Redacted]	01100023211200000000909050	70004	594.90
[Redacted]	0115110001204291130414105	70028	594.90
[Redacted]	02276431201207000000063715	70004	594.90
[Redacted]	0115110001204291013414105	70030	594.90
[Redacted]	0115110001204291130414105	70031	594.90
[Redacted]	02100026201200000000707050	70012	594.90
[Redacted]	01100027201200000000801050	70014	594.90

July = 8 August = 11 September = 0

Flex Benefit Cash-NCP- 14 Listed - \$2,655.66

Employee Name	Account Code	Enc Number	Amount
[Redacted]	01156110001202391024414105	70022	189.69
[Redacted]	01100021121200000000614715	70015	189.69
[Redacted]	0115110001204291130414105	70023	189.69
[Redacted]	0115110001204291130414105	70025	189.69
[Redacted]	01100021121200000000614105	70026	189.69
[Redacted]	01162110001202391050414105	70019	189.69
[Redacted]	01162110001202391050414105	70020	189.69
[Redacted]	02238531201207000000063105	70002	189.69
[Redacted]	02100026201200000000707050	70002	189.69
[Redacted]	02200031201207000000063050	70001	189.69
[Redacted]	02100026201200000000707050	70005	189.69
[Redacted]	01162110001202391050414105	70029	189.69
[Redacted]	01100010001201004400414715	70021	189.69
[Redacted]	01100027201200000000801050	70086	189.69

July = 4 August = 10 September = 0



FBA Application

You are now ready to input your school's data in the Flexible Benefit Allowance Audit forms found on the State Department of Education website's Single Sign On under "State Aid – Flexible Benefit Allowance" tab.

Home



Family



Administrators



Educators



Community

What's New



One Final Thank You



Oklahoma among top states in national comparability for academic expectations



Hofmeister congratulates Oklahoma Educators Hall of Fame inductees



Hofmeister announces Public School Classroom Support Grants totaling \$70,000

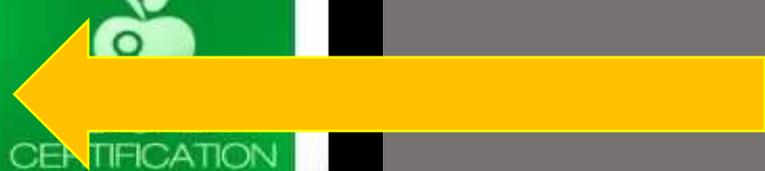
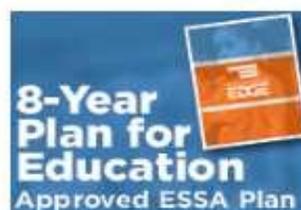


Hofmeister announces Oklahoma Teacher of the Year finalists

Featured Videos



On Spotlight



FBA Application in SSO

OKLAHOMA
State Department of Education

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Applications These are your current applications

- Accountability Reporting
SDEViewOnly
- Accreditation/HQT/School Improvement
SDE View Only
- School Personnel Reports for FY 2018-2019
SDE View Only
- School Personnel Reports for FY 2019-2020
SDE View Only
- State Aid - Flexible Benefit Allowance**
Accreditation RAO - Review all. Update only on RAO designated fields. Data entry to specific fields.
- Statewide Local School Board Tracking System
SDE Admin - SDE Administrators
- The Wave's portal. No District Association
 - Accreditation RAO
 - LCF Report State View

**Click on:
State Aid-
Flexible Benefit
Allowance**

Flexible Benefit Allowance

70 O.S., §§ 26-101 through 26-105

FY20

Choose District: Search By Code District County

Fiscal Year

Data Collection

Status: Not Started

This district does not qualify to participate in the Flexible Benefit Allowance program

Number of Staff Identified for Flexible Benefit Allowance for Current Fiscal Year

Certified Personnel																	
Payment of Insurance How is your insurance paid? (Choose one) <input type="radio"/> Month of Coverage <input type="radio"/> In Arrears of Coverage <input type="radio"/> In Advance of Coverage <input type="radio"/>																	
Report below (1 & 2) a "head count" of all certified personnel as identified on the "Oklahoma Annual Certified Personnel report" (excluding Superintendents). Be sure to include personnel from <u>all funds</u> .																	
(1) FBA as Insurance (Major Medical Insurance) Start of Contract: <table border="1" style="margin-left: 20px; width: 80%;"> <tr><td>July (6/6)</td><td style="text-align: center;">0</td></tr> <tr><td>Aug (5/7)</td><td style="text-align: center;">0</td></tr> <tr><td>Sept (4/8)</td><td style="text-align: center;">0</td></tr> <tr><td>Total</td><td style="text-align: center;">0</td></tr> </table>	July (6/6)	0	Aug (5/7)	0	Sept (4/8)	0	Total	0	(2) In Lieu of FBA (Taxable Compensation) Start of Contract: <table border="1" style="margin-left: 20px; width: 80%;"> <tr><td>July (6/6)</td><td style="text-align: center;">0</td></tr> <tr><td>Aug (5/7)</td><td style="text-align: center;">0</td></tr> <tr><td>Sept (4/8)</td><td style="text-align: center;">0</td></tr> <tr><td>Total</td><td style="text-align: center;">0</td></tr> </table>	July (6/6)	0	Aug (5/7)	0	Sept (4/8)	0	Total	0
July (6/6)	0																
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Total	0																
July (6/6)	0																
Aug (5/7)	0																
Sept (4/8)	0																
Total	0																
Total should equal total employees for this category Total will be multiplied by \$594.90/\$615.90 for adjusted allocation																	
District Note (1)	District Note (2)																
RAO's Note (1)	RAO's Note (2)																
Admin Note (1)	Admin Note (2)																

Support Personnel																	
Payment of Insurance How is your insurance paid? (Choose one) <input type="radio"/> Month of Coverage <input type="radio"/> In Arrears of Coverage <input type="radio"/> In Advance of Coverage <input type="radio"/>																	
Report below (3 & 4) only those support personnel employed a minimum of six (6) or more hours per day who hold a "position" that is defined as a minimum of 172 days or a minimum of 1,032 hours per year from <u>all funds</u> .																	
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Total	0																
Total should equal total employees for this category Total will be multiplied by \$594.90/\$615.90 for adjusted allocation																	
Total should equal total employees for this category Total will be multiplied by \$189.69 for adjusted allocation																	
District Note (3)	District Note (4)																
RAO's Note (3)	RAO's Note (4)																
Admin Note (3)	Admin Note (4)																

FBA Instructions

- There is an area entitled “Payment of Insurance” on the FBA form with three boxes: “Month of Coverage, In Arrears of Coverage, and Pay in Advance of Coverage.” The method you use to pay your insurance (check only one box) will help in determining the months where your staff is shown (July, August, or September)
- On the FBA audit, there are three (3) boxes/months (July, August, and September) for each FBA category with fractions underneath each month. Each FBA category has a statement, “Start of Contract,” which is the key for recording a position appropriately in the months indicated, depending on how your district pays health insurance. For each FBA category, if the first month of an employee’s contract/insurance begins in July or August or September, you would record the total number of positions in each of those respective months

FBA Instructions Cont.

- A few district/charter schools that do not participate in the State health insurance program should check the box “district does not qualify to participate in the Flexible Benefit Allowance for Current Fiscal Year”. Once this has been checked, no other data can be entered
- Check to be sure you are entering in the correct month-Oct. or Jan.
- All of the individual boxes need a numeric digit. If there is no amount, then a zero “0” needs to be inserted for the formulas to work
- You will also put in any notes in the “Districts Notes” section. Good notes really help explain unusual circumstances in the report & will help remind everyone of the details at a later viewing
- Be sure to hit the ‘**SAVE**’ button at the bottom so you don’t have to redo! If you hit the ‘certify’ button before you save, all data will default to zero

FBA Instructions Cont.

- Don't forget to let the Superintendent know the report is complete and ready for them to certify!
- If there are corrections to be made on a count that has been certified, the district should contact their RAO or State Aid to re-open the form. If the report has been Audit Completed by the RAO, only State Aid can reopen the report
- An employee can change from one category during Fall to another category during Winter audit. Even though they may change “boxes”, they won't change rows because that is reflective of their contract month
- There is an online user guide available if needed

Step 1 to User Guide

[Go to sde.ok.gov](http://sde.ok.gov)

OKLAHOMA
STATE DEPARTMENT OF EDUCATION
STATE SUPERINTENDENT JOY HOFMEISTER

OK.GOV Flexible Benefit Allowance GO

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... Drivers Education **Flexible Benefit Allowance** County Four-Mill Submission ...

[Flexible Benefit Allowance](#)

A state paid statutory **benefit** for covering the cost of health insurance over a twelve (12) month ... of FBA" **benefit** as taxable compensation. **Flexible Benefit Allowance** District User Guide **Flexible Benefit Allowance** ...

[Reporting Requirements Calendar - State Aid](#)

... Single Sign On > The Wave > Reporting > FQSR/ASR **Flexible Benefit Allowance** (FBA) Window : October 1 and January 1 ...

[Reporting Requirements Calendar](#)

... or the Budget Opens in August **Flexible Benefit Allowance** (FBA) Statutory Waiver/Deregulation ...

[Website A-Z Guide](#)

... Adult Education Farm-to-School FBA - **Flexible Benefit Allowance** Federal Compliance Reports - Financial Accounting ...

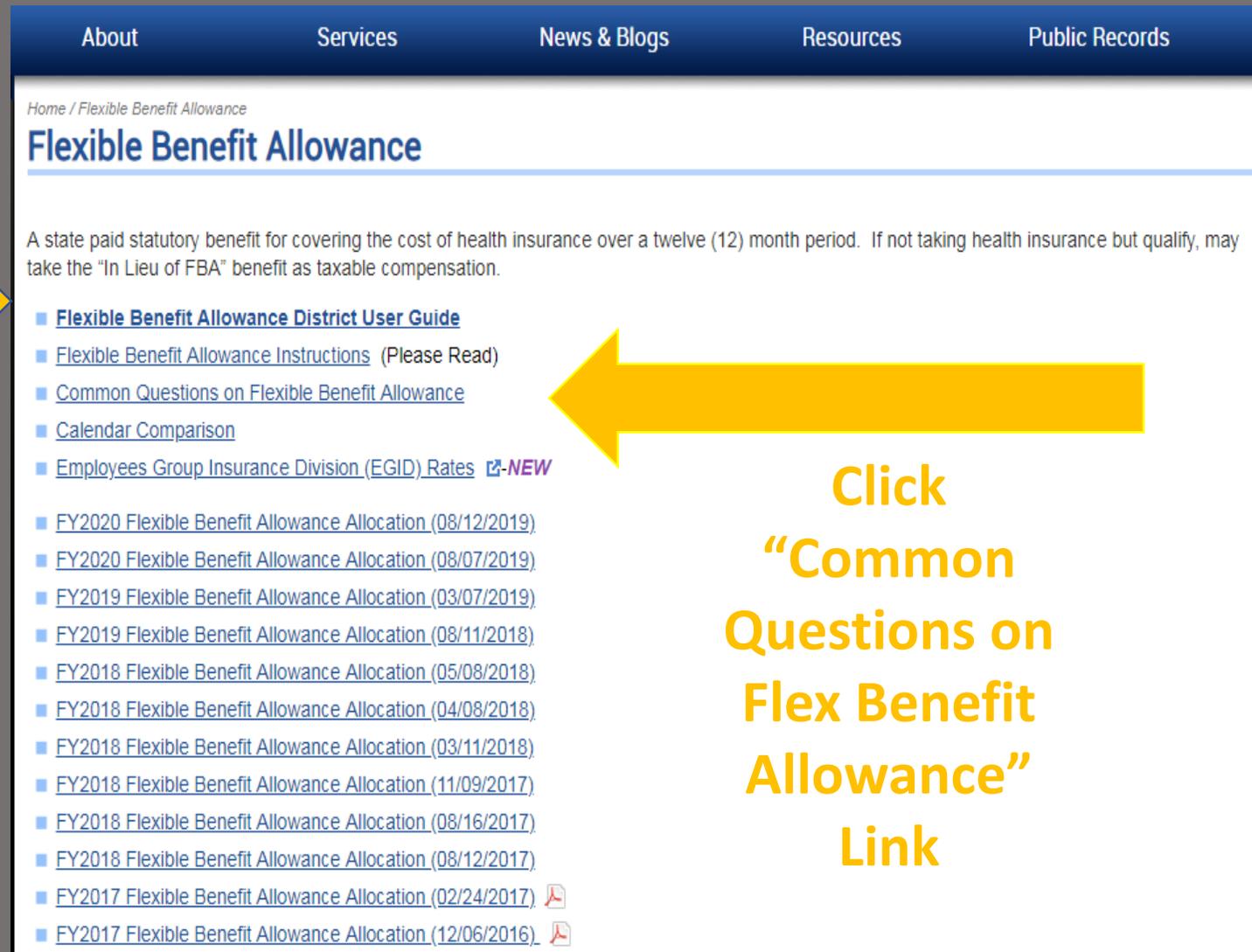
[FY19 Flexible Benefit Allowance](#)

FY19 Initial 081118 FBA Allocation Q & A Revised Sept. 2018 FBA Instructions Sept. 2018 FY19 FBA Allocations 03/07/19



Click
"Flexible
Benefit
Allowance"
Link

Step 3 to User Guide



The screenshot shows a website header with navigation tabs: About, Services, News & Blogs, Resources, and Public Records. Below the header is a breadcrumb trail: Home / Flexible Benefit Allowance. The main heading is 'Flexible Benefit Allowance'. A paragraph of text explains that it is a state-paid statutory benefit for health insurance. Below this is a list of links, with a yellow arrow pointing to the first link, 'Flexible Benefit Allowance District User Guide'. Another yellow arrow points to the link 'Common Questions on Flexible Benefit Allowance'.

Home / Flexible Benefit Allowance

Flexible Benefit Allowance

A state paid statutory benefit for covering the cost of health insurance over a twelve (12) month period. If not taking health insurance but qualify, may take the "In Lieu of FBA" benefit as taxable compensation.

- [Flexible Benefit Allowance District User Guide](#)
- [Flexible Benefit Allowance Instructions \(Please Read\)](#)
- [Common Questions on Flexible Benefit Allowance](#)
- [Calendar Comparison](#)
- [Employees Group Insurance Division \(EGID\) Rates](#) **NEW**
- [FY2020 Flexible Benefit Allowance Allocation \(08/12/2019\)](#)
- [FY2020 Flexible Benefit Allowance Allocation \(08/07/2019\)](#)
- [FY2019 Flexible Benefit Allowance Allocation \(03/07/2019\)](#)
- [FY2019 Flexible Benefit Allowance Allocation \(08/11/2018\)](#)
- [FY2018 Flexible Benefit Allowance Allocation \(05/08/2018\)](#)
- [FY2018 Flexible Benefit Allowance Allocation \(04/08/2018\)](#)
- [FY2018 Flexible Benefit Allowance Allocation \(03/11/2018\)](#)
- [FY2018 Flexible Benefit Allowance Allocation \(11/09/2017\)](#)
- [FY2018 Flexible Benefit Allowance Allocation \(08/16/2017\)](#)
- [FY2018 Flexible Benefit Allowance Allocation \(08/12/2017\)](#)
- [FY2017 Flexible Benefit Allowance Allocation \(02/24/2017\)](#) 
- [FY2017 Flexible Benefit Allowance Allocation \(12/06/2016\)](#) 

Click
"Flexible
Benefit
Allowance
User
Guide"
Link

Click
"Common
Questions on
Flex Benefit
Allowance"
Link

FBA User Guide

Flexible Benefit Allowance (FBA) User Manual



**Flexible Benefit Allowance
District User Guide**

Questions about FBA?

Department of State Aid

state.aid@sde.ok.gov

(405) 521-3460

Renée McWaters, Executive Deputy Director of State Aid

Kim Ivester, Assistant Deputy Director of State Aid



First Quarter Statistical Report

Annual Statistical Report

FQSR/ASR

- First Quarter Statistical Report will be referred to as FQSR
- Annual Statistical Report will be referred to as ASR
- Student Information System will be referred to as SIS
- Annual Daily Membership will be referred to as ADM
- Annual Daily Attendance will be referred to as ADA

- The FQSR/ASR audits result in the majority of the school district's state funding
- RAO's are available to work with your district prior to your audit



Student Information System

- The first and **most important** step is making sure **all** student information is put in the system correctly. Provide training to your staff to make sure they understand the BIG picture. It may cost your district money if you do not take steps to make sure all information is correct. All district personnel need to understand the importance of entering and maintaining current and accurate data

Accuracy is extremely important!

Garbage In = Garbage Out

- Much is pulled from the School's SIS and ALL should be accurate and current. The data you enter that is directly related to FQSR/ASR is student Membership, Attendance, Transportation & Age

Student Information System

- **Membership:** this number will be the number of days a student is counted on roll from the first date of entry to the day the report is run. Entry dates, by law, are the first day the student is present for the school year. If a student is rolled over from the end of the previous year and does **not** attend the first day, they should be dropped. Students can be re-enrolled when they actually show up
- **Attendance:** this number should reflect the absences of students. For better accuracy, this should be kept up with on a daily basis, with good documenting notes. Once the reports are run, any changes made to a student's attendance will result in having to start all over. For this reason, some SIS have made available a "lock down" function

Student Information System

- **Transportation:** All students must be entered in one of the following categories
 - Under 1½ miles
 - **Over 1½ miles**
 - **TRT: Transferred Transported**
 - OTH (Other): Do **not** use except under rare circumstances
 - Recheck incoming grades entering new sites-it's possible students category moved from Under 1½ to Over 1½ miles or Over 1½ to Under 1½ miles
 - Students who attend the Oklahoma School for the Deaf or the Oklahoma School for the Blind can only count transportation. (Daily for students that do not reside at the facility, and weekly for students that reside at the facility)
 - When entering the transportation data, use data from column labeled "State Eligible Transportation"

Calendars

- One of the first steps to maintaining accurate data is a correct school calendar put into the SIS. If applicable, make sure that every site has input the same calendar dates. Because different people input data at different sites, it might be beneficial for each site to print calendars, compare and make any adjustments before there is a problem
- Remember to include parent teacher conferences as days taught in the student information calendar
- If any changes were made to the calendar throughout the year, verify the calendar in the SIS was updated at all sites and that they match
- Verify the calendars for any CO-OP students including special education and alternative education programs
- Verify that the calendar in your SIS matches the WAVE Student Level Data calendar

Initial Preparations

Before you run state reports from your SIS, there are some maintenance items to check and be sure your data is accurate

- Although you will have corrected any student ownership issues in the Oct. 1 data, there could be more that have appeared since then. So make sure that there are not any students ownership conflicts with other districts and that all conflicts are resolved
- Check for Missing Students in the Wave State Reporting Certification under Reporting tab
- Make sure all attendance issues are resolved
- Again, verify your SIS calendar with the other sites in your district. THEN compare SIS calendar against the WAVE Student Level Data calendar. These **MUST** match!



Oklahoma Statewide Student Information System
Joy Hofmeister, State Superintendent

Need assistance? Contact Data & Information Systems at
StudentDataInfo@sde.ok.gov or (405) 521-3020

- Home
- District
- Reporting
- Help Desk
- Resources
- My Apps

You are here: Home

- Data Validation ->
- District Ownership Wizard
- STN Wizard
- XSD Validation Errors Wizard

Communication

[Click here to view a detailed district missing object report.](#)

Under District tab, schools District Ownership Wizard

- Error/Issues
- STN Wizard
- Ownership Wizard
- Data Validation Wizard

Districts:

Vendors:

Select a Communication Status below to view all districts with the associated status:

Excellent	541
Good	0
Fair	0
Average	0
Below Average	0
Poor	0
No Communication	0

Last Checked: 11/3/2019 12:00:01 PM

Show Image Editor

State Note One
Reach us via email at
StudentDataInfo@sde.ok.gov.

State Certification Reports

As of 10/30/2019

Issues related to on screen data entry, report certification/confirmation, and reporting tools are being addressed.

Currently affecting the following reports: October 1 Consolidated Report, Comprehensive Exit Report, Student Level FQSR.

Student-level FQSR

If your membership/attendance/transportation has not updated or is not lining up correctly with your SIS, send an [email](#) like this:

Re-pull my attendance data for *Oklahoma City 551089*.

Students' STNs with issues are: 1001234567,1001234568, ... (or say district-wide issue)

Put your district name and county/district code in the email to help us handle these requests more efficiently.



District Ownership Wizard

Welcome to the District Ownership Wizard!

Over the next few steps, you will choose the necessary information to view the ownership issues for the sites you care for.

Please click next at the bottom right corner of this screen to begin the process.

Click Next & follow easy steps to find ownership issues



Exception Reports

- An Exception Report is a separate report called a **Site Exception** and must be submitted when a district serves any resident student on a different calendar or with a different educational opportunity (i.e. Sp. Ed. Co-op, Alt. Ed., etc.)
- A separate audit will be completed on these sites, therefore, separate attendance & transportation reports must be run. An exception note describing the site should be labeled on the report
- A district can decide whether to include resident virtual students in their site reports or run a separate site exception for them

Exception Reports, Cont.

- The School must set up a separate calendar(s) in their SIS to track students' membership, attendance & transportation. It must match the Serving School's calendar/dates
- The Serving School must send membership & attendance information to the Resident School Districts periodically (every 2 weeks-quarterly). Immediately after the close of the first 9 weeks, those numbers should be verified to match at the sending and receiving districts

Special Education: Three-Year-Olds

- Three-year-old students will be entered in the SIS under **Basis of Admission** Code “PK3”. This will enable special education teachers to use the Ed Plan, but will not count on ADA/ADM until eligible. Please note that the non-graded code (NG) no longer exists
- If/When a three-year-old becomes eligible for special services and is placed on an IEP, change the basis of admission to “Resident” effective the date the IEP starts
- Do not place student on roll to be counted until they are officially placed on an IEP
- Do not add transportation unless the district offers transportation
- Provide a copy of the first page of the IEP to your RAO if you are counting any three-year-old students for ADA/ADM

Under Age Students

ELEMENTARY: Provide a list of students who are UNDER AGE in grades PK4, KG or 1st only. This list will be filtered by grade, then sorted by birthday. Do not list over age students. Use school records showing birthdates of students in these grades. Have each of these students' days of membership, attendance & transportation listed. Manually 'move' data totals of the underage students to the 'age appropriate' grade and enter as such on the WAVE Traditional Report. Do not move underage students in the SIS. Provide documentation to show subtraction from grade enrolled and addition to the 'age appropriate grade'

Over Age Student

HIGH SCHOOL: Provide a list of students who are **OVERAGE** (over 21). Confirm those overage students being served on an IEP by providing documentation (first page of IEP) to be verified by the RAO. *You may educate overage students that are not on an IEP, but are not allowed to receive state funding for them. Provide a list of names & show these students' days of membership, attendance and transportation so the numbers may be subtracted from the totals

Out of Home Placement

- Out of Home Placement category includes students that are residing within a district in therapeutic foster care, treatment facilities, detention centers, etc.
- Provide documentation for out of home placement students and/or special sites with verification of attendance and membership

Absence Printouts

Within your SIS, you will be able to filter for absence type.

The following will need to be printed:

- 1) Provide a list of all PK-12th grade students who had ten consecutive absences and were not dropped from the membership. You may filter for 10 or more consecutive absences, then provide an explanation as to why these students were not dropped
- 2) Provide a list of 7th-12th grade student's activity absences. You may filter for 10 or more activity absences. Please provide documentation of an Activity Absence Committee Meeting for any student(s) having more than 10 activity absences per year
- 3) Provide a list of suspended students with grade level, number of days suspended & date(s) of suspension(s)

Printing Reports

All pages of the reports should be run on the same day when not accessible for anyone to change data!

- Print a Site Grade Summary Sheet (formerly called Entry, Gain and Loss (EG&L) OR equivalent statistical report(s) showing all grades of student's membership, attendance and total days transported
- Print a full set of Site Student Attendance Registers **by grade** showing each student's membership and attendance. These numbers should match the above Summary Sheet. If not, correct and rerun report
- Run a full set of Site Transportation Report **by grade**. These must match the transportation on the above Summary Sheet. If not, correct and rerun report
- Run a full set of Site Rosters **by grade**



Printing Reports

- **Print a District Wide Grade Summary Sheet** (formerly called First Quarter Entry, Gain and Loss (EG&L) OR equivalent statistical report(s) showing all grades of student's membership, attendance and total days transported. Adding Site totals together should equal District totals (sites with like calendars)
- **ONLY** when **all** numbers from the SIS match the Traditional FQSR/ASR & the Student Level Data FQSR/ASR should you certify the reports on Single Sign-On
- **Print a certified copy of the District's TRADITIONAL FQSR/ASR**
- **Print a certified copy of the District's Student Level Data FQSR/ASR**
- **All reports** should be **certified** before the RAO visits to review your school's data

AFFIDAVIT

- Principals can delegate assignments, but they can not delegate responsibility. The affidavit is the principal's assurance that he or she has verified the data on the reports is current and accurate and the information on the FQSR/ASR report matches the data on the reports
- When the RAO arrives for the Statistical Audit, the principal should have a **printed signed & notarized site affidavit**. The original copy should be kept with the site's attendance register. The RAO does not need a copy

DAYS TO HOURS WORKSHEETS

- Please provide your RAO with a **signed copy of your days to hours worksheet**. The days taught should match your ASR/WAVE information. If they do not match look for an error. This type of an error can cost your district money!

Check for Accuracy & Compare Data

- Accuracy is crucial- so carefully review this year's information to ensure that it is correct
- It is helpful to compare to previous year's Statistical Reports
- No changes should be made to the data in your SIS once you begin to run the reports
- If the numbers do not match, find out why and make corrections. Do not hesitate to call State Aid or your RAO for assistance
- Remember, you can delegate job tasks, but you can not delegate responsibility. If someone else enters your student information, you **MUST** verify that it is correct **before** it is submitted!



Prepare for your audit

- Check It Again!
- Use a binder or file box to organize audit materials
- Do **NOT** use plastic sleeves
- Organize your supporting evidence in the order requested

Audit Concerns

Below are some **Red Flags** that will be noticed by your RAO!

- Are students off roll for a random day that does not match the school calendar?
- Are there any patterns of irregularity in the attendance?
- Are students entered (rolled over) on the first day, but followed by absences?
- Are students all added on the first day and not added and dropped throughout the school year?
- Are students dropped from roll after ten days of consecutive absences?
- Do the Session days match the FQSR/ASR days?

Accessing the First Quarter Statistical Report Annual Statistical Report

Home



Family



Administrators



Educators



Community

What's New



One Final Thank You



Oklahoma among top states in national comparability for academic expectations



Hofmeister congratulates Oklahoma Educators Hall of Fame inductees



Hofmeister announces Public School Classroom Support Grants totaling \$70,000



Hofmeister announces Oklahoma Teacher of the Year finalists

Featured Videos



On Spotlight



Accreditation RAO - Review all. Update only on RAO designated fields. Data entry to specific fields.

 [State Aid: Class Size \(Offline\)](#)

The Class Size Audit data will not be collected for the FY2019 school year per 70 O.S., §3-104.4. Should you have any questions, please contact the State Aid Section of the Oklahoma State Department of Education at State.Aid@sde.ok.gov or (405) 521-3460.

 [Statewide Local School Board Tracking System](#)

SDE Admin - SDE Administrators



[Testing Status Application \(Offline\)](#)

This application is not accepting any new requests, but the status of previous submissions may be viewed.



[The Wave's portal.](#)

No District Association

- Accreditation RAO
- ACE Report State View
- Comprehensive Exit Report State View
- Data Validation Wizard State
- District Ownership Wizard State
- EWI State
- FQSR/ASR Data Release
- FQSR/ASR RAO
- MyDATA State
- October 1 Consolidated Report State View
- Registered Users
- Student Transfer State Read Only
- Subscribers
- Wave Team
- XSD Validation Errors Wizard



 [TLE Reports](#)

Student Level Data FQSR/ASR



Oklahoma Statewide Student Information System
Joy Hofmeister, State Superintendent

Need assistance? Contact Data & Information Systems at
StudentDataInfo@sde.ok.gov or (405) 521-3020

- Home
- District
- Reporting
- Help Desk
- Resources
- My Apps



You are here: Home

- Direct Certification
- FQSR/ASR
- MyDATA
- Oct 1 RAO Audit
- State Reporting Certification
- Student Transfer System

System Communication

Click here to view the following object report.

Districts:

Vendors:

Select a Communication Status below to view all districts with the associated status:

Excellent	541
Good	0
Fair	0
Average	0
Below Average	0
Poor	0
No Communication	0

Last Checked: 11/2/2019 8:00:35 PM

Show Image Editor

Under reporting tab, click State Reporting Cert. for the Student Level Data FQSR/ASR Reports

Error/Issues	
STN Wizard	460
Ownership Wizard	318
Data Validation Wizard	19,512

State Note One
 Reach us via email at
StudentDataInfo@sde.ok.gov

State Certification Reports

As of 10/30/2019

Issues related to on screen data entry, report certification/confirmation, and reporting tools are being addressed.

Currently affecting the following reports: October 1 Consolidated Report, Comprehensive Exit Report, Student Level FQSR.

Student-level FQSR

If your membership/attendance/transportation has not updated or is not lining up correctly with your SIS, send an [email](#) like this:

Re-pull my attendance data for *Oklahoma City 551089*.
 Students' STNs with issues are: 1001234567 1001234568 (or say district-wide issue)



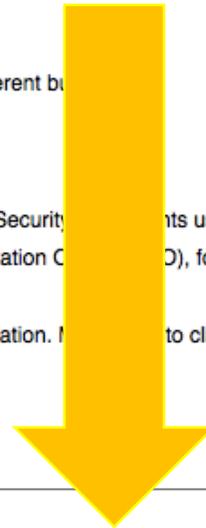
FQSR/ASR

Main Page

—Instructions—

- To begin, enter select your calendar year, County, District and Site, if not already provided.
- To enter the standard calendar, click on the Edit link.
- If you need to add an exception, click on "Add New Exception" link.
- If you need to add a virtual student, click on "Add Resident Virtual Student".
- Fill in the information requested on the form. When you have completed, you can click on four different buttons:
 - Save: This button will let you save your data and let you continue editing.
 - Save and Back: This button will let you save your data to return to it at a later date.
 - Save and Confirm: This button Confirms the Site data to the Superintendent - Site Principal Security Role grants use of this button.
 - Save and Certify: This button Certifies all District data to State Aid and the Regional Accreditation Commission (RAC), for audit review - District Superintendent Security Role grants use of this button under district information.
- Your session will timeout after 60 minutes without clicking save or by navigating through the application. Make sure to click save at least once every hour.
- Contact information:
 - State Aid (405) 521-3460 or email: State.Aid@sde.ok.gov

Access Report



Access Report

Change Status

Column Descriptions:

- **Report Link** - The link that will take you into the actual report.
- **Report Status** - An indication as to whether or not this report is "Open" or "Closed." A closed report cannot be worked on, but historical information can be viewed in the report.
- **District Status** - The "District" status. This will only change to the next level when all school sites associated with that report for your district reach the next level. There are four levels "Not Started," "In Process," "Confirmed," and "Certified."
- **Report Opens** - The first day you can access the report.
- **Due Date** - The day the report is due certified.
- **Contingent Report(s)** - This indicates the report requires another report to be completed first. You will not be permitted to begin a report that is contingent upon another until the other report shows a status of "Certified." If "None" is listed, the report is NOT contingent and can be started on or after the "Report Opens" date.
- **Report Note** - This is a summary about the report. Clicking on this will provide you with information related to this report (e.g. Purpose, applicable state or federal laws, new additions or functions in the report).
- **Program Area / Phone #** - The State Department of Education program area responsible for the collection of this report and the phone number you should call with questions related to this report.

CHARTER SCHOOL REPORTING: All Charter School data has been converted to be reported through the charter school regardless of how the data is transmitted to the Wave. So all Charter schools will log in via their "district" account to review, confirm, and certify the data. If you are a sponsoring school district, the charter school site will still appear in your list of school sites, but will not contain any data. You will have to "confirm" the empty site before you can certify your report.

State Reporting Certification

Welcome to the State Reporting Certification Application. To begin, select a report from the list below:

[District Statuses](#) [View SSO2 Active/Offline Report](#)

County/District Code:
State Level Report Administration:

Report Link	Report Status	District Status	Report Opens	Due Date	Contingent Report(s)	Report Note	Program Area / Phone#
October 1 Consolidated Report	Open*	Certified	9/13/19 0:00	10/31/19 23:59	None	No Change / Read Report	Data and Information Systems(405) 521-3020
Comprehensive Exit Report	Open	Certified	10/23/19 0:00	11/8/19 17:00	None	No Change / Read Report	Accountability(405) 522-5169
Student Level FQSR	Open	Audit Complete	9/16/19 7:00	11/30/19 23:59	None	No Change / Read Report	State Aid(405) 521-3460
			7/15/19	10/31/19			Curriculum &

Click on Student Level FQSR or ASR Link



[FQSR/ASR Training Video](#)

[FQSR/ASR Training Manual](#)

The Annual Statistical Report is to collect the necessary information in order to calculate the Average Daily Membership, Average Daily Attendance, and Average Daily Haul so that State Aid funds can be distributed.

To Begin, click on a school below listed in the "Site Name" column.

Column Descriptions:

- Site Name - The name of the school and the link to enter the report for that particular school.
- Status - The status of that particular school. All schools must reach a "Certified" status. There are four statuses: "Not Started," "In Process," "Confirmed," and "Certified."

Functions:

- Confirm - Only the Superintendent and Site Principal will be able to click the "Confirm" button. This will lock the data so that it can no longer be edited. It will still be viewable.
- Release - Only the Superintendent can click the "Release" button. This will undo the "Confirm" and allow the data to be edited again.
- Certify - Only the Superintendent can click the "Certify" button and only after all of the schools are listed with a status of "Confirmed." This will lock the "Release" button so that the report can no longer be edited by the district. Only the State Aid Office can unlock the Certified Report.
- **Please note, the superintendent must certify the calendars before certifying the student view.**

Contact information:

- State Aid (405) 521-3460 or email: State.Aid@sde.ok.gov

Student Level FQSR

State Reporting Home

Page

County/District Code:

Audit Complete

Processing

Finalize

Select Site **Select a school site to review by clicking on the site name.**

Certify Report

Release Report

The Certify button will be enabled for the District Superintendent when all Site Statuses are indicated as Confirmed.

Site Name	Site Status		
High School Site	Audit Complete	Confirm	Release
Middle School Site	Audit Complete	Confirm	Release
Elementary Site	Audit Complete	Confirm	Release

Choose Site



General Instructions

[FQSR/ASR Training Video](#)

[FQSR/ASR Training Manual](#)

Please note, the Superintendent must certify the calendars before Principals can confirm the Student View for their respective sites.

- To view a different site, click on the Select Site drop down and select the site you want to view.
- To view each day for a selected calendar click on the (+) icon to expand the days for the calendar selected.
- To view all calendars within your district, generate the "District Calendar Report" under the **Reporting Tools** tab.
- To certify all calendars click on the **Certify Calendars** button.

If you request to have your calendars released, please note that releasing the calendars will release all calendars for all sites.

- Contact information:
- State Aid (405) 521-3460 or email: State.Aid@sde.ok.gov

These buttons allow you to go into several views, find missing students & print the finished report

Student Level FQSR

State Reporting Home
Page

- Site Selector
- Calendars
- Student View
- Comparison
- Final Report
- Find Missing Studen
- Reporting Tools



Calendars

Select Site:
Site Status: **Audit Complete**

	School ID	Local ID	Calendar Type	Calendar Description	Start Date	End Date	First Instructional Date	End Of First Nine Weeks	Days Taught	Professional Days	Total Days In Session
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
+			Coop		8/12/2019	5/21/2020	8/15/2019	10/21/2019	43	3	46
+			Main	SCHOOL Site Calendar	8/19/2019	5/15/2020	8/22/2019	10/11/2019	35	3	38

- Certify Calendars
- Release Calendars

Refresh

General Instructions

The reporting tools allows you to pull various reports to assist in completing the report. Select the site you want to run the report for, select the calendar and the report, then select View Report. The following reports are available:

- **Absent Report** - this shows the students who have absences.
- **Aggregated Report** - an informal summary of the site aggregated data for membership, attendance, and days transported on which state aid may be paid for the selected calendar.
- **District Calendar Report** - displays top tier calendar information for all calendars.
- **Site Status Report** - shows the status for when each step was completed and by whom.
- **Summary Report** - shows a summary of the data for ADA, ADM & ADH.

Student Level FQSR

State Reporting Home
Page

Site Selector

Calendars

Student View

Comparison

Final Report

Find Missing Studen

Reporting Tools

Reporting Tools

Select Site: District Report

Site Status: Audit Complete

Select a Calendar: Main

Select a Report: Summary Report

View Report

Select a School Year: 2020

To print report,
click Reporting
Tools,
checkmark
District Report,
choose
Summary
Report, then
click the view
report button

Oklahoma State Department of Education

Summary Report

2019 - 2020

County: 1

District:

Site: 105

The data in this report had a status of Audit Complete on 10/28/2019 11:01:41 AM

Site General Information

Days Actually Taught	43
Number of professional days	2
Days in Session	45

District Membership, Attendance and Transportation

Grade	Total Days Membership	Avg. Membership	Total Days Attendance	Avg. Attendance	Total Days Transported On Which State Aid May Be Paid	Avg. Haul
PK 3	0.00	0.00	0.00	0.00	0.00	0.00
PK Half Day	0.00	0.00	0.00	0.00	0.00	0.00
PK Full Day	344.00	0.00	335.00	0.00	335.00	0.00
KG Half Day	0.00	0.00	0.00	0.00	0.00	0.00
KG Full Day	467.00	0.00	447.50	0.00	405.00	0.00
01	559.00	0.00	550.00	0.00	550.00	0.00
02	616.00	0.00	595.00	0.00	595.00	0.00
03	603.00	0.00	592.50	0.00	592.50	0.00
04	379.00	0.00	367.00	0.00	367.00	0.00
05	696.00	0.00	677.00	0.00	677.00	0.00
06	611.00	0.00	588.50	0.00	588.50	0.00
07	774.00	0.00	730.00	0.00	730.00	0.00
08	430.00	0.00	418.00	0.00	418.00	0.00
09	0.00	0.00	0.00	0.00	0.00	0.00
10	0.00	0.00	0.00	0.00	0.00	0.00
11	0.00	0.00	0.00	0.00	0.00	0.00
12	0.00	0.00	0.00	0.00	0.00	0.00
OHP 1	0.00	0.00	0.00	0.00	0.00	0.00
OHP 2	0.00	0.00	0.00	0.00	0.00	0.00
OHP 3	0.00	0.00	0.00	0.00	0.00	0.00
OHP 4	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	5,479.00	0.00	5,300.50	0.00	5,258.00	0.00

CHECK IT AGAINST YOUR NUMBERS FROM SIS & TRADITIONAL FQSR/ASR ONE LAST TIME!

Traditional FQSR/ASR



Oklahoma Statewide Student Information System
Joy Hofmeister, State Superintendent

Need assistance? Contact Data & Information Systems at
StudentDataInfo@sde.ok.gov or (405) 521-3020

- Home
- District
- Reporting
- Help Desk
- Resources
- My Apps



You are here: Home

 Search

System Communication

Click here to view the system communication object report.

- Direct Certification
- FQSR/ASR
- MyDATA
- Oct 1 RAO Audit
- State Reporting Certification
- Student Transfer System

Districts:

Vendors:

Select a Communication Status below to view all districts with the associated status:

Excellent	541
Good	0
Fair	0
Average	0
Below Average	0
Poor	0
No Communication	0

Last Checked: 11/2/2019 8:00:35 PM

Show Image Editor

Under the reporting tab, click FQSR/ASR for the Traditional Report, then Access Report

Error/Issues

STN Wizard	460
Ownership Wizard	318
Data Validation Wizard	19,512

State Note One

Reach us via email at
StudentDataInfo@sde.ok.gov

State Certification Reports

As of 10/30/2019

Issues related to on screen data entry, report certification/confirmation, and reporting tools are being addressed.

Currently affecting the following reports: October 1 Consolidated Report, Comprehensive Exit Report, Student Level FQSR.

Student-level FQSR

If your membership/attendance/transportation has not updated or is not lining up correctly with your SIS, send an email like this:

Re-pull my attendance data for Oklahoma City 551089.

Students' STNs with issues are: 1001234567 1001234568 (or say district-wide issue)

FQSR/ASR

Main Page

—2019 - 2020 First Quarter Statistical Report - Report Criteria—

Your report is due no later than ten (10) calendar days after the end of the first nine weeks of school and/or prior to your Regional Accreditation Officer's visit.

Contact Information:

State Aid (405) 521-3460 or email: State.Aid@sde.ok.gov

—Search Reports—

Academic Year: Report Period:
County: District: Site:

**Be sure you are in the
correct year and on the
correct report provided
by the dropdowns**

FQSR/ASR

Main Page

—2019 - 2020 First Quarter Statistical Report - Report Criteria—

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Contact Information:
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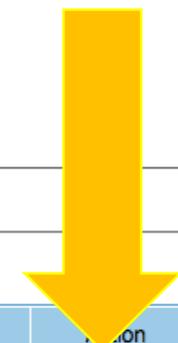
**Click
view or
edit to
open
report**

—Search Reports—

Academic Year: Report Period:
 County: District: Site:

—District Information—

ID	Name	Days Taught	Professional Days	Total Days in Session	Status	Action
1007		35	3	38	Final	View
705		43	3	46		View



—Site Information—

ID	Name	Days Taught	Professional Days	Total Days in Session	Reason	Status	Action
105		35	3	38		Confirmed	View
610		35	3	38		Confirmed	View
705		35	3	38		Confirmed	View

Days Taught:
 Number of Professional Days:
 Total Days in Session:

Exception Note:

You will input data in the white boxes for days, membership, attendance & transportation. The gray boxes are locked & you will not use those. Be sure to hit one of the SAVE buttons

District Membership, Attendance & Transportation

Grade	Total Days Membership	Avg. Membership	Total Days Attendance	Avg. Attendance	Total Days Transported On Which State Aid May be Paid	Avg. Haul
09	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
10	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
11	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
12	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
OHP 1	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
OHP 2	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
OHP 3	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
OHP 4	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Grand Total	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

District Report
 First Quarter Statistical Report
 For the First 9 Weeks 2018
 Oklahoma State Department of Education

The data in this report had a status of Final on 11/8/2017 7:44:28 AM

County _____ District _____

District General Information	
Days Actually Taught	45
Number of professional days	4
Days in Session	49

District Membership, Attendance and Transportation						
Grade	Total Days Membership	Avg. Membership	Total Days Attendance	Avg. Attendance	Total Days Transported On Which State Aid May Be Paid	Avg. Haul
PK 3	132.00	2.93	132.00	2.93	132.00	2.93
PK Half Day	0.00	0.00	0.00	0.00	0.00	0.00
PK Full Day	437.00	9.71	409.00	9.09	409.00	9.09
KG Half Day	0.00	0.00	0.00	0.00	0.00	0.00
KG Full Day	315.00	7.00	300.50	6.68	300.50	6.68
01	688.00	15.29	652.50	14.50	652.50	14.50
02	601.00	13.36	586.00	13.02	586.00	13.02
03	656.00	14.58	639.00	14.20	639.00	14.20
04	596.00	13.24	582.50	12.94	582.50	12.94
05	522.00	11.60	498.50	11.08	498.50	11.08
06	636.00	14.13	598.50	13.30	598.50	13.30
07	374.00	8.31	347.50	7.72	347.50	7.72
08	487.00	10.82	466.00	10.36	466.00	10.36
OHP 1	0.00	0.00	0.00	0.00	0.00	0.00
OHP 2	0.00	0.00	0.00	0.00	0.00	0.00
OHP 3	0.00	0.00	0.00	0.00	0.00	0.00
OHP 4	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	5,444.00	120.97	5,212.00	115.82	5,212.00	115.82

**BUTTON FOR
 FINAL
 PRINTOUT OF
 TRADITIONAL
 FQSR/ASR IS
 FOUND ON
 BOTTOM OF
 REPORT.**

**CHECK IT
 AGAINST
 YOUR
 NUMBERS
 FROM SIS &
 STUDENT
 LEVEL DATA
 ONE LAST
 TIME!**

Questions about FQSR/ASR?

Department of State Aid

state.aid@sde.ok.gov

(405) 521-3460

Renée McWaters, Executive Deputy Director of State Aid

Lori Kimbrough, Financial Analyst

Mitzy Perry, Financial Specialist

