



# Dropout Reporting Guidance for SY 2022-2023 (version 1.3)

## The Office of Accountability

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### Version History

- August 4, 2021, version 1.0
- September 21, 2021, version 1.1
  - Added Table of Contents
  - Clarified language throughout the document
  - Added additional FAQs
  - Updated Contact Information
- October 6, 2021, version 1.2
  - Minor Language Updates
  - Clarification about documentation
  - Updated visuals
- December 4, 2023, version 1.3
  - Updated school year specific language
  - Clarified documentation requirements for SY 2023 on page 5
  - Improved language for clarity
  - Updated visuals



## Introduction

Students who fail to graduate from high school face lifelong consequences including fewer job opportunities and lower wages. To simplify dropout reporting and better aid districts' efforts to flag and recover potential student dropouts, the Oklahoma State Department of Education (OSDE) has introduced a new dropout reporting tab in the Accountability Reporting application in Single Sign-On.

The dropout reporting tab processes up-to-date enrollment data submitted to the Wave by your Student Information System (SIS). Thus, you will be able to identify in real-time any students who have exited your school and, based on their exit code or absence of a subsequent enrollment, may be considered a dropout for that school year, allowing ample time for dropout recovery efforts.

This real-time application allows both districts and OSDE to accurately account for students that meet the [federal definition](#) of a dropout. This dropout reporting tab is the source data for the annual dropout report to the U.S. Department of Education.

This tool allows districts to:

- Review the dropout status of all students (see the [FAQs](#) for the definition of dropouts);
- Easily identify and resolve data conflicts;
- Create Data Verification Requests (DVR) for any additional students whose dropout records need to be adjusted after enrollment from the previous school year has been finalized.

The dropout reporting tab is designed to function similarly to and work with the enrollment graduations tab. Thus, any changes made on this report will automatically be applied, if applicable, to the graduation report, and vice versa.



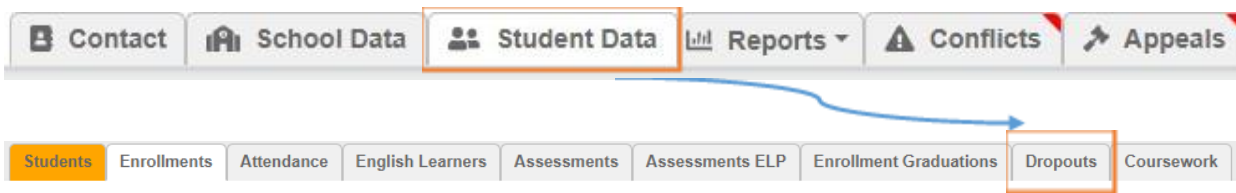
## Accessing the Dropouts Tab

The dropouts tab displays the dropout status for all students whose last enrollment record in the Wave during the reporting period is at your school (i.e., students who have a confirmed transfer will not show on the report). The dropout reporting period runs from October 1 of the current school year to September 30 of the following school year. For example, the school year 2023 dropout reporting period runs from October 1, 2022 to September 30, 2023. The dropout tab will remain open throughout the school year for the submission of DVRs or conflict resolutions. However, the deadline for any changes to be included in the federal and state 2023 dropout report is **December 22nd, 2023 at 4:30 p.m.**

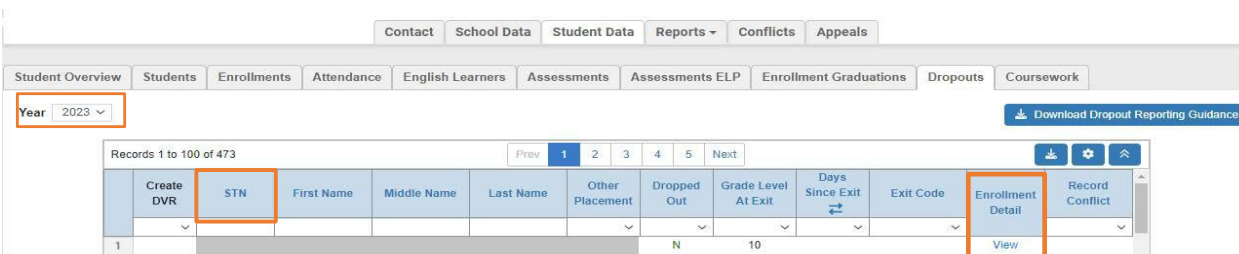
The dropouts tab can be accessed by signing into your Single Sign-On account and choosing *Accountability Reporting*. If you are a district user, you will then need to select a specific school.



From Accountability Reporting, click on *Student Data* and then click the tab *Dropouts*.



This will open a table that displays all student records for SY 2023 related to dropouts as indicated by the Year 2023 drop down.



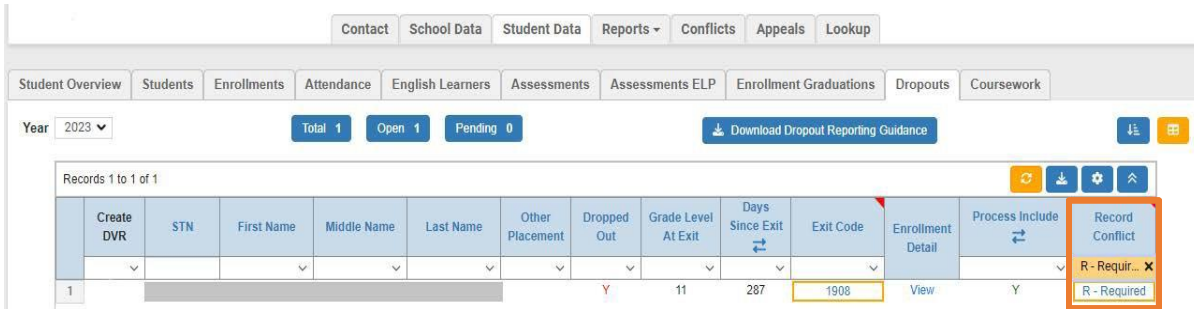
Click on a student's *STN* (Student Testing Number) to access additional student-level data including enrollment history, attendance history, demographics, assessments history, and coursework. You can also click on *View* in the *Enrollment Detail* column to open a window that displays details about the student's most current enrollment. Click to close the window and return to your dropout table.



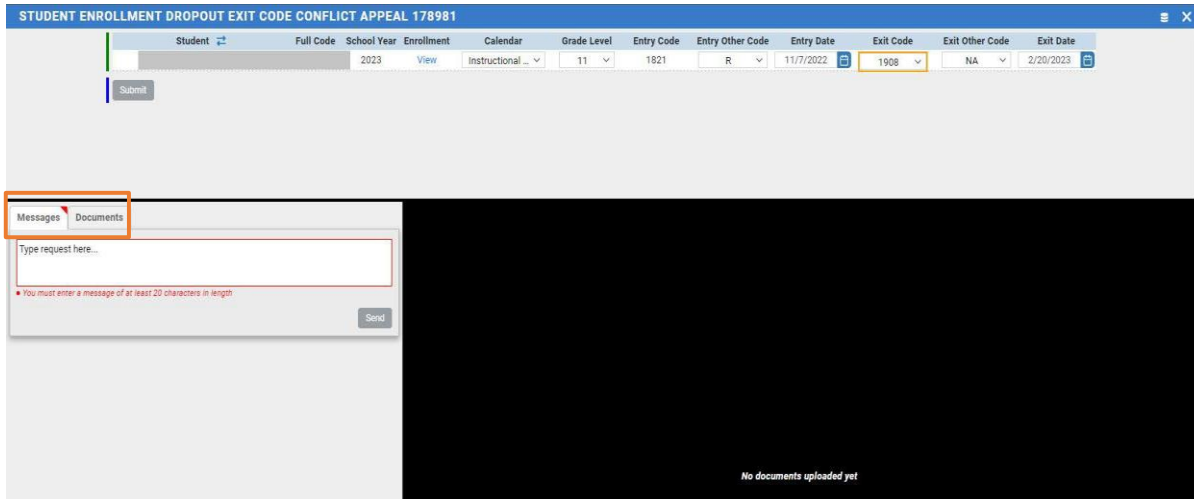
# How to Complete the Dropout Report

## 1. Resolve all required conflicts

First, resolve all the required conflicts under the Dropouts tab. You can identify these records by filtering the Record Conflict column to 'R-Required'. Any record with a required conflict needing attention has an orange box around the value causing the conflict.



Clicking the value in the box will take you to the DVR screen where you can type a message and submit documentation.



Once you have sent your message and uploaded documentation, click the Submit button. The submit button will turn blue when all submission criteria have been met.





Documentation is required for any DVR or conflict resolution that would change a student's dropout status from 'yes' to 'no'. If applicable, any documentation that is provided in a Dropout DVR will be automatically applied automatically to graduation reporting during the appropriate cohort year. It will also remain available to you to download in that student's appeals history.

Documentation may include a withdrawal form signed by a parent/guardian, a records request from the receiving school, a signed enrollment verification form, obituary, military orders, foreign exchange program acceptance letter or enrollment form, or an email from a parent or the receiving school.

Students coded as transferring to another public school in Oklahoma (Exit codes 1907, 1908, 1919, and 3508) but who do not have a subsequent enrollment at another public school in Oklahoma are considered dropouts.

However, if the school that requested records confirms the student is enrolled and the student is still showing as a dropout, the receiving school may have enrolled the student under a different STN. Please provide the student's second STN in the DVR message if possible. If the student is found under a different STN, we can merge the records and the student will be removed from your dropout report.

## 2. Review remaining dropout records

Once all conflicts have been resolved, you will be able to review and submit DVRs for the remaining student dropout record. You can filter the *Dropped Out* column to **Y** to review records and request updates for any remaining students that should not be flagged as a dropout. You can also filter by exit code, grade level at exit, and/or days since exit.

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	Create DVR	STN	First Name	Middle Name	Last Name	Other Placement	Dropped Out	Grade Level At Exit	Days Since Exit	Exit Code	Enrollment Detail	Record Conflict
	+ DVR						Y - (8)					
1	+ DVR						Y	10	200	3505	View	
2	+ DVR						Y	09	224	1927	View	
3	+ DVR						Y	11	427	3505	View	
4	+ DVR						Y	10	249	3505	View	
5	+ DVR						Y	12	428	3505	View	
6	+ DVR						Y	11	200	3505	View	
7	+ DVR						Y	09	361	1927	View	
8	+ DVR						Y	11	200	3505	View	I - Inactive





Clicking the *Create DVR* button will open a window that allows you to explain your request and upload any supporting documentation. Please be as detailed as possible in your initial request so the OSDE staff know what updates to the enrollment are required. Once again, the Submit button will turn blue after all submission criteria have been met.

Common scenarios wherein you would need to create and submit a Data Verification Request (DVR) for review:

Scenario	Request and Documentation
<p>The student exits your school in the current school year (e.g., 2022 – 2023 for the 2023 dropout reporting period). District receives further information about the student’s exit status prior to Oct. 1 of the following school year (e.g., records request from another school, email from parent, contact and information from family or guardian, request from Job Corps, notification of receiving a GED).</p>	<p>Explain the change in dropout status in your request, and provide a date if applicable (e.g., student enrolled in Kansas on 08/24/2023; student received GED on 9/30/2023).</p> <p>Documentation should support both the change in dropout status and the date.</p>
<p>The exit code on the enrollment record is incorrect (click on the <i>view</i> link under enrollment detail to see what the current exit code is).</p>	<p>Explain what the correct exit status should be and upload supporting documentation, (i.e., “student transferred out of state instead of discontinued schooling. Please update exit code to 1909”).</p>







All DVRs are reviewed and researched by an OSDE subject matter expert. This person may contact you if additional information is needed. A resolution for each DVR will be provided in the *Appeals* tab as shown below:

Navigation menu: Contact | School Data | Student Data | Reports - | Conflicts | **Appeals**

Submitted Year: 2023

Appeal Type	Total	Open	Info Required	Closed Pending	Closed
Report Card	6	5	0	0	1
Student Assessment	2	2	0	0	0
Student Assessment ELP	6	6	0	0	0
Student Enrollment	16	9	2	5	0
Student Enrollment Dropout Conflict	10	10	0	0	0
Student Enrollment Graduation Conflict	4	4	0	0	0

You can review your appeals by clicking on the link for the desired appeal type to see all the appeals submit by your school or district. You can filter and sort by any column in the table, including DVR ID, submitted date, status, STN, etc.

If you need to update an existing DVR (e.g., to respond to a request for more information), click on the DVR ID, as shown below.

Records 1 to 100 of 113

Prev 1 2 Next

ID	Submitted By	Submitted Date	Assigned To	District	School	School Year	Status	STN	Record Count	File Count	Last State Update	Last Dist / School Update	DVR Complete
27733							Closed - Pending	1002960462	1	1	2021-03-12	2021-03-12	✓

**4. Monitor Appeals**

You will receive an e-mail any time there is a status change for a DVR you submitted. If the new status in “information required,” then that means that either your original request was not detailed enough or OSDE has further questions about the student record. Please review the appeal (as described at the end of the previous step) to determine what is needed. If the status is “closed – pending update” or “closed,” you can review the resolution and see what, if any, updates were applied.

**5. Relax, you’re done!**



# Frequently Asked Questions

## General overview and definitions

- 1) [How will the data be used?](#)
- 2) [What is the definition of “dropout?”](#)
- 3) [How was the data and information populated in the Dropout table used for this report?](#)
- 4) [What does it mean when you say the application is in real-time?](#)

## Specific dropout scenarios

- 5) [My student transferred. Why are they being counted as a dropout?](#)
- 6) [Why aren't all of the students enrolled at my school during the reporting period included in the report?](#)
- 7) [If I complete a DVR for a high school student in this report, will I have to request another DVR during the Enrollment Graduation Date Review window?](#)
- 8) [My DVR status changed to information required status. What do I do?](#)
- 9) [Why are elementary students showing up as dropouts?](#)
- 10) [How can a student be a dropout two years in a row?](#)
- 11) [Why is a student who was previously not listed as a dropout now showing up as a dropout?](#)
- 12) [How can I download my list of dropouts to present to my local school board?](#)

### 1) How will the data be used?

In addition to aiding schools in identifying which students may have dropped out, state statute (70 O.S. § 35 E) requires each accredited Oklahoma school with students in any of the grades 7 - 12 to report dropouts to the Oklahoma State Department of Education on an annual basis. For each academic year, the Oklahoma State Department of Education creates and publicly publishes a [dropout report](#) of school dropout rates. Oklahoma is also required to report annually the total number of dropouts to the U.S. Department of Education (USDE).

### 2) What is the definition of “dropout?”

State law (70 O.S. § 35 E) defines a dropout as “any student who is under the age of 19 and has not graduated from high school and is not attending any public or private





school or is otherwise receiving an education pursuant to law for the full term of the school district in which he/she resides are in session.”

USDE further defines a dropout as an individual who:

- 1) was enrolled in school at some time during the previous school year, was not enrolled the following school year, but was expected to be in membership;
- 2) did not graduate from high school;
- 3) did not complete a state or district-approved educational program;
- 4) did not meet any of the following exclusionary conditions
  - a) transfer to another public school district, private school, or state-or district-approved educational program
  - b) temporary school-recognized absence due to suspension or illness
  - c) death

For purposes of dropout reporting, the school year is defined as the period from October 1 to September 30 of the following year. USDE previously required a strict cutoff on October 1, such that any student not enrolled on that date was considered a dropout. However, we recognize students who transfer to another school around that October 1 date but are not enrolled at their new school by October 1 should not automatically be considered dropouts. Therefore, if students exit your school within 10 school days of the October 1 deadline, they will not count as a dropout until the 10<sup>th</sup> day.

For example, a student who leaves an Oklahoma public school on September 26 and transferred to another Oklahoma public school on October 3 would not be considered a dropout under this new 10-day grace period. However, that student would show up in the dropout tab as a dropout until OSDE has record of the student’s enrollment from their new district.

The following chart summarizes which exit codes are considered dropouts and what documentation is typically submitted for specific exit codes:

Category	Exit Code	Code Description	Dropout?	Action in Dropout Report
<b>In-state transfer to another public school</b>	1907	Student enters a different public school in the same Local Education	No	Student will be flagged as a dropout if OSDE does not find a subsequent enrollment at another Oklahoma public school.  If the student did enroll at another Oklahoma public school,



		Agency (LEA)		please specify which school or district the student transferred to and on what date.
	1908	Transferred to a public school in a different LEA in the same state		
	1919	Transferred to a charter school		
	3508	Student is in a charter school managed by the same LEA		
<b>Out-of-state transfer</b>	1909	Transferred to a public school in a different state	No	<p>Specify which state the student transferred to and on what date.</p> <p>Typical documentation includes a records request or signed withdrawal form.</p> <p>If a DVR or DCR with documentation is approved by OSDE, the student will also be removed from their four-year graduation cohort.</p>
	1912	Transferred to a private non-religiously-affiliated school in a different state		
	1915	Transferred to a private, religiously-affiliated school in a different state		



<b>In-state transfer to a private school</b>	1910	Transferred to a private non-religiously-affiliated school in the same LEA	No	<p>Specify which school the student transferred to and on what date.</p> <p>Typical documentation includes a records request or signed withdrawal form.</p> <p>If a DVR or DCR with documentation is approved by OSDE, the student will also be removed from their four-year graduation cohort.</p>
	1911	Transferred to a private, non-religiously-affiliated school in a different LEA in the same state		
	1913	Transferred to a private, religiously-affiliated school in the same LEA		
	1914	Transferred to a private, religiously-affiliated school in a different LEA in the same state		
<b>Emigrated</b>	1916	Transferred to a school outside of the country	No	Specify which country the student transferred to and on what date.





				<p>Typical documentation includes a signed withdrawal form or a note from the student's legal guardian.</p> <p>If a DVR or DCR with documentation is approved by OSDE, the student will also be removed from their four-year graduation cohort.</p>
<b>Transfer to institution</b>	1917	Transferred to an institution	Depends	<p>A student who transfers to an institution that does not offer a secondary education program will be considered a dropout.</p> <p>If the institution does offer a secondary education program, the student is not a dropout. Please specify which institution the student transferred to and on what date.</p>
<b>Home schooling</b>	1918	Transferred to home schooling	No	Home schooled students are not dropouts but are also not considered graduates.
<b>Graduate</b>	1921	Graduated with regular, advanced, International Baccalaureate, or other type of diploma	No	If a student is showing up as a dropout but actually graduated, submit the student's transcript that includes their graduation date.
<b>Completed school, non-graduate</b>	1922	Completed school with other credentials	Yes	Students who receive their High School Equivalency (HSE) (e.g. GED or HiSET) by September 30 of the reporting year are not



	1928	Completed grade 12, but did not meet all graduation requirements		dropouts but are also not considered graduates.  Exit code 1928 will not be flagged as a dropout if OSDE finds a subsequent enrollment.
	3509	Completed a state-recognized equivalency certificate	No	
<b>Died</b>	1923	Died or is permanently incapacitated	No	Typical documentation includes an obituary or death notice.  If a DVR or DCR with documentation is approved by OSDE, the student will also be removed from their four-year graduation cohort.
<b>Illness</b>	1924	Withdrawn due to illness	No	
<b>Expelled</b>	1925	Expelled or involuntarily withdrawn	Yes	
<b>Aged out</b>	1926	Reached maximum age for services	Yes	
<b>Dropout</b>	1927	Discontinued schooling	Yes	





	1931	Not enrolled, unknown status		
	3502	Not enrolled, eligible to return		
	3504	Withdrawn from school, under the age for compulsory attendance; eligible to return		
<b>Early admission postsecondary</b>	1930	Enrolled in a postsecondary early admission program, eligible to return	No	Typical documentation includes an admissions letter or course schedule.
<b>Adult education</b>	3500	Enrolled in an adult education or training program	Yes	USDE defines that students who enroll in an adult education are counted as dropouts unless the elementary/secondary school system remains responsible for the student (i.e., is enrolled in membership).
<b>Vocational program</b>	3501	Completed a state-recognized vocational education program	Yes	





<b>Foreign exchange</b>	3503	Enrolled in a foreign exchange program, eligible to return	No	Specify the student is enrolled in a foreign exchange program and when they are expected to return.  Typical documentation includes a signed withdrawal form.  If a DVR or DCR with documentation is approved by OSDE, the student will also be removed from their four-year graduation cohort.
<b>Exited</b>	3505	Exited	No	Student will be flagged as a dropout if OSDE does not find a subsequent enrollment and one was expected.

### 3) How was the data and information populated in the Dropout table used for this report?

The Dropout table was populated using enrollment data submitted to The Wave by your local Student Information System (SIS) utilizing the entry and exit codes as outlined [here](#). Therefore, it is important for districts to assign students an exit code at the end of the school year.

### 4) What does it mean when you say the application is in real-time?

Once the deadline to submit dropout DVRs or DCRs has passed (i.e., November 8), the dropout tab will begin reporting data from the current school year. If a student exits your school, they will show up on the report within 24 hours if they do not re-enter elsewhere. This will enable you to verify the student's status or, in the case of a dropout, attempt to recover the student long before they count as a dropout on the report. Additionally, if an exit code for an enrollment in the current school year is incorrect, you will be able to fix it directly in your SIS.





## 5) My student transferred. Why are they being counted as a dropout?

A student who has transferred may incorrectly be listed as a dropout because OSDE does not have record of a subsequent enrollment and corroborating documentation of the student's transfer has not been provided.

If your exit code indicates they transferred to another public school in Oklahoma, but OSDE did not receive another enrollment through the Wave, then the student may also be counted as a dropout. In these cases, submitting a DVR that indicates at which school the student was supposed to enroll and on what date will allow OSDE to research the student. If we find a record of the student, we will remove the student from your dropout report.

Additionally, your student may have transferred to another school after initially enrolling at your school at the beginning of the following year (e.g., the beginning of the 2023 – 2024 school year for the 2023 dropout reporting period). However, due to an enrollment lapse, they were not enrolled at the new school until after October 1 (or after the 10-day grace period).

This new dropout report is in real-time, so if a student exits your school and we do not receive an enrollment from another Oklahoma public school within 24 hours, the student will be flagged as a potential dropout. Sometimes students do not enroll at their new school for several days. Therefore, a transfer may initially show up as a potential dropout, but once OSDE receives a new enrollment record for the student at their new school, the student will no longer show up on your dropout tab. We flag students as potential dropouts within 24 hours of them leaving a school to best inform districts about where their students are and to aid in potential dropout recovery efforts. However, if a student intended to transfer to another public school in Oklahoma, districts are encouraged to wait a week before submitting a DVR to change the student's dropout status as the student may just be delayed several days in enrolling at their new school.

## 6) Why aren't all the students enrolled at my school during the reporting period included in the report?

The dropout report includes all students whose last enrollment record we have is at your school. Therefore, a student who was enrolled at your school but who transferred to another Oklahoma public school before the end of the reporting period (September 30) would not be included in your school's report.

## 7) If I complete a DVR for a high school student in this report, will I have to request another DVR during the Enrollment Graduation Date Review window?

If you submit a DVR or DCR that includes documentation, and it is approved by OSDE staff, the student's enrollment history will be updated. You do not need to submit



another request unless you receive additional information that would require the student's enrollment history be changed again or if the student re-enters and re-exits.

Dropout DVRs or DCRs that do not include documentation cannot be used to remove the student from their four-year graduation cohort. For these students, districts will be required to submit another DVR with documentation during the Enrollment Graduation Review Window to remove this student. If you submit documentation now you will **not** need to submit another DVR for graduation.

For example, if you provide documentation that shows a student transferred out-of-state and that enrollment is verified by OSDE, the student's enrollment history will be updated, and the student will be excluded from their four-year graduation cohort.

### 8) My DVR status changed to information required status. What do I do?

OSDE will request additional information only if the request is unclear or incomplete. If a DVR is put in Information Required status, the user who created the DVR will receive an email stating more information is needed on the specified appeal. Please access the DVR and provide the requested information or documentation.

### 9) Why are elementary students showing up as dropouts?

While elementary students are not included as part of the annual dropout report mandated by state statute, it is important for schools to monitor the enrollment of elementary students – particularly those with high degrees of mobility – to help ensure they receive requisite education services.

Thus, students in all grades will show up in the dropouts tab if their final enrollment is at your school. If they meet the criteria, they will be flagged as dropouts so you can easily identify them. If an elementary student's record indicates they transferred to another public school in Oklahoma and OSDE does not have record of a subsequent enrollment, please indicate which school or districts the student transferred to and on what date.



## 10) How can a student be a dropout two years in a row?

If a student drops out and does not have any subsequent enrollments, that student will only be counted as a dropout for the reporting period during which they dropped out. If a student drops out during one reporting period but then has a subsequent enrollment during the next dropout reporting period and proceeds to dropout again, that student would be counted as a dropout for both years.

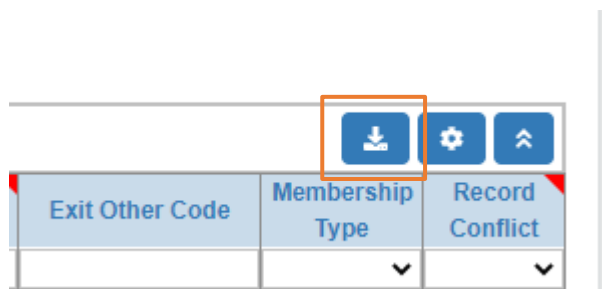
## 11) Why is a student who was previously not listed as a dropout now showing up as a dropout?

This new dropout tab is in real-time, so if a student is enrolled at your school one day and the next day exits your school and has an exit code that indicates the student may be a dropout, the student's value in the *Dropped Out* column in the dropout tab will change from "N" to "Y" and changing the student's dropout status will require a DVR.

Districts are encouraged to review the dropout tab periodically throughout the year as a way to monitor for students who may have dropped out. However, districts should review the dropout tab shortly after October 1 to ensure all students who exited your school in August or September are being reported as expected.

## 12) How can I download my list of dropouts to present to my local school board?

In the dropout tab, click the download button highlighted in the picture below to download a CSV file of your school's dropouts. This file can be imported into a Microsoft Excel spreadsheet that can be used to create pivot charts or tables as needed. Aggregations and other visualizations are planned for future iterations of the Accountability Reporting application.



## Contact Information

For any questions regarding the Dropout Window, please e-mail us at [Accountability@sde.ok.gov](mailto:Accountability@sde.ok.gov) or call us at 405-522-5169.

