

School Year 2023-2024

Enrollment and Attendance

Guidance

Last Update: August 1, 2023

In School Year (SY) 2020-21, OSDE implemented new calendar and attendance codes while clarifying the agency's definition of what traditional, blended, and virtual learning means to account for adjustments made due to the COVID-19 Pandemic. This document now reflects updated definitions consistent with Oklahoma's *Return to Normal* following the COVID-19 Pandemic.

Throughout this document language specific to the SIF standard will be used, each student information system may have different naming conventions for ease of use. The definitions for vendor-specific codes should line up with the SIF/OSDE definition used. Throughout the document, if a SIF code is used, it will be enclosed in quotes (e.g., "*SIF code*") the description for the code will be enclosed in parenthesis (e.g., (Description)).

Instructional Environments

- **Traditional** – Traditional learning places students on-site and instruction will be through traditional methods. While technology may be utilized within classrooms, the methods of teaching are in-person.
- **Distance learning** – Distance learning is used for temporary placements away from traditional learning in accordance with the district's distance learning policies. A district would follow its plan for distance learning and educate its students appropriately. These offerings could include virtual online instruction, as well as the use of packets. An expanded definition of Distance Learning Post-COVID is located at the end of this document.
- **Virtual Learning** – Virtual learning is when a student receives all instruction away from the brick-and-mortar school. This would include students who take all courses away from brick-and-mortar buildings.
- **Blended learning** – Blended learning is a combination of a virtual learning environment and on-site brick-and-mortar placement. Examples of this would be



flex labs, students with alternative schedules, Part-time Virtual learning placements, etc.

Choosing a Basis of Admission for Enrollment

A Basis of Admission (BOA) is a code used to determine the type of entry into the school. A student's entry type could be an open transfer, or simply resident if the student lives within the boundaries of a specific district. Students who exit and re-enroll may have two different BOA codes, one for each enrollment. It is expected that a student will exit and re-enroll when changing instructional environments within the same school year. [The Enrollment and Attendance FAQ](#) may provide additional information.

For BOA code definitions, review the code table 1.2 – “Basis of Admission” found in the [WAVE Framework Code-Set](#). Typically, students will fall into 4 categories:

1. **Traditional and/or Distance Learning:** These students will typically use the basis of admission “R” (Resident). These types of enrollments are expected to be instructed 100% in person.
2. **Virtual Learning:** The basis of admission of **RVOFF** (virtual off campus) or **TRVOFF** (transfer virtual off campus) will be used for students expected to be instructed virtually, offsite, or through other distance learning 100% of the time. Virtual sections must include the following indicators:
 - a. Medium of Instruction code 0608 from table 1.19 in the [WAVE Framework Code-Set](#).
 - b. Location of Instruction code other than 0340 from table 1.20 in the [WAVE Framework Code-Set](#).
3. **Blended Learning:** The basis of admission of **RVON** (virtual on campus) or **TRVON** (transfer virtual on campus) for students that are instructed both in person and virtually via a district-defined distance learning model. All sections must use the appropriate Medium of Instruction and Location of Instruction codes.
4. **Transfer Students:** The only acceptable codes for transfer students are OT, TRVON, or TRVOFF.

Tracking scheduled Distance/Virtual Learning Days

When a district opts to create a school or district-wide instructional distance/virtual learning day into its school calendar, the district will code the Calendar day as “INST”



(Instructional) and the other code will be “03” (Distance/Virtual Day). All students associated with a calendar using a distance/virtual day would be considered distance learners for that day.

To summarize, for any calendar date that will have a distance/virtual learning day associated with it, OSDE expects to receive the following information:

1. Calendar Date Type Code = INST (Instructional)
2. Calendar Date Other Code = 03 (Distance/Virtual Day)

Tracking Attendance

Districts will continue to use state statutes for tracking attendance for students attending traditional classes and full-time virtual students.

Use the following guidelines for student attendance in a Distance Learning environment:

1. If a student is distance learning and is meeting the attendance expectations set by the district’s approved policy for distance learning, keeping in line with the expectation of half and full-day attendance, the student’s attendance should be coded as follows:
 - a. Attendance Code = “DVAP”
 - b. Attendance Type = “Present”
 - c. Attendance Status = “Excused”
 - d. Description = “Distance Learning Present”
2. If a student is distance learning and **absent or not** meeting the attendance expectations set by the district’s approved policy for distance learning, keeping in line with the expectation of half and full-day attendance, the student’s attendance should be coded as follows:
 - a. Attendance Codes = “DVA”, “DVA5”, “DVAU”, “DVAE”
 - b. Attendance Type = “Absent”
 - c. Attendance Status = “Excused” or “Unexcused”
 - d. Absence Value = “1.0” or “0.5”
 - e. Description = “Distance Learning Absent”





DVA = Distance/Virtual Learning absent (Full Day)

DVA5 = Distance/Virtual Learning absent (Half Day)

DVAP = Distance/Virtual Learning present

Distance Learning Guidance Post-COVID

Distance learning is a method of education that is designed to keep students engaged in learning when a prolonged absence is expected. Distance Learning is a **temporary** change in placement from the student's scheduled classes in which the student will return after distance learning.

Examples of a prolonged absence might include a broken leg, recovering from surgery, travel for death in the family, travel for competitive sports, or other similar activity that the school does not sponsor. Student instruction and learning should be comparable to instruction and learning in the classroom. Distance learning is only an option when a student is able to participate in learning and meet the district's board-approved policy, or back to learning plan for distance learning attendance. Sick students are not participating in learning. **Distance learning is not intended to replace or do away with typical absences.**

Guidelines: Qualified absences to exceed 4 days but no longer than 3 weeks with administrative approval.

Assistance

For any questions regarding the process or procedures for reporting students through your Student Information System, please contact your student information system vendor and/or StudentDataInfo@sde.ok.gov.

