OKLAHOMA SCHOOL REPORT CARD GUIDE
Data Inputs and Your Report Card

How data feeds into your report card

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Local Student Information System → Wave Reporting → Accountability Reporting Application → Data Verification Window (DVR) → Calculation Verifiication Window (CVR) → Oklahoma School Report Card
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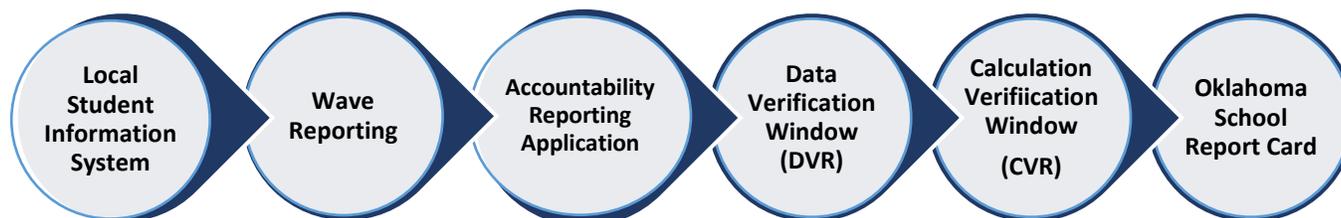
➢ A site's **Student Information System (SIS)** feeds data to the state through the **Wave**. This includes but is not limited to, enrollment, attendance, course information and student demographics.

➢ The **Accountability Reporting Application** in Single Sign-On pulls data for the report card indicators in real-time allowing sites to monitor data used for the school report card throughout the year.

➢ **Data Verification Windows (DVRs)** open for sites to review and validate their data in the Accountability Reporting application. The school district shall have at least fifteen (15) calendar days to review and request corrections to each new data component as it becomes available. No requests for changes to data shall be made after the expiration of the review period. Each DVR is researched, and a resolution provided.

➢ **Calculation Verification Review (CVR)** Prior to the final release of school performance grades, a school district shall have at least ten (10) calendar days to certify the calculation of the performance grade. If the school district determines that a different performance grade should be assigned because of the omission of certified student data, a data miscalculation, or special circumstances that might have affected the grade assigned, school districts may submit a request for a review of the data calculation to the State Department of Education. **Discrepancies in data cannot be considered during this window.** Each CVR is researched and a resolution provided.

➢ **Oklahoma School Report Cards** are finalized and presented to the State Board of Education for their approval. Once approved, each school's report card will be publicly available on go live on the public dashboard found at https://oklaschools.com.

Month and Report	Purpose	What to Check
August/September Data Verification Review (DVR) windows for the Oklahoma School Report Card, which may include ***Attendance, Graduation, ELPA, and Postsecondary Opportunities***	Data Verification Review windows: ▪ Allow sites to review and verify data within the Accountability Reporting Application in SSO; ▪ Allow sites to submit Data Verification Request (DVRs) for data discrepancies ▪ Allow submitted DVRs to be researched and resolved by SDE; ▪ Allow sites to upload supporting documentation when needed. **Data verified through these windows is used to calculate the Oklahoma School Report card.**	Check data specific to each category to verify that it accurately reflects the data for each student (e.g., you notice that a student's entry date shows a date before the first school calendar day and therefore the student has no attendance data while reviewing Attendance during the attendance DVR window). **Resources: DVR Guidance for each window will be customized and uploaded to the Accountability Reporting Application and posted at** https://sde.ok.gov/resources-accountability-reporting

Month and Report	Purpose	What to Check
School Personnel Report **Sept 1- Oct 15** **Jan 1- Feb 1** **June 1- July 15**	The School Personnel Report opens three times a year to allow schools and districts to update their personnel records. **Data certified during the Sept 1st-Oct 15th window is used to populate the superintendent and principal information on the overview page (oklaschools.com).**	Confirm or update the name/s of the superintendent and/or principal. This information can also be updated during the 2nd Review window.
Real-Time Data in Accountability Reporting Application in Single Sign-On (SSO) • **SCHOOL DATA**- School Calendars and Coursework • **STUDENT DATA**- Includes Students, Enrollments, Attendance, English Learners, and Coursework	Real-Time Accountability Tables provide the opportunity for sites to: • Monitor data in real-time to gauge how well related improvement efforts are working and inform next steps; • Compare real-time data to past data by grade-level, student groups and student; • Make corrections as needed in the site's local SIS; ▪ Confirm that changes have been made in the Accountability Reporting application after 24 hours; and ▪ Resolve Data Conflicts by either correcting the issue in your local Student Information System (SIS) or submitting a Data Conflict Resolutions (DCR) (i.*e., student was identified as an English learner at a prior site and is not marked as an EL at your site*). **Data monitored here throughout the year will be used for all indicators; therefore, there will not be a separate report window.**	**SCHOOL DATA:** ✓ **School calendar**- check that all of the calendar dates are showing and monitor attendance and enrollment data ✓ **Coursework**- check course codes, term spans and instructional levels for secondary coursework **STUDENT DATA:** ✓ **Students**-Check gender, race/ethnicity, IEP/504 status, EL/Bilingual status, Economically Disadvantaged and other demographic information (i.e., military, foster, homeless, etc.). ✓ **Enrollments**- entry and exit dates, basis of admission and exits codes ✓ **Attendance**- check absence values and dates ✓ **English Learners**- check status- on-track, not-on-track and proficient ✓ **Coursework**- check course codes, term spans, grades and instructional levels

Month and Report	Purpose	What to Check
October 1 Consolidated Report	Allows sites to review and certify data for all students **enrolled** at a site. **Used for enrollment counts and to calculate per pupil expenditure published on the dashboard at oklaschools.com**	Check that your enrollment count is accurate
October Comprehensive Exit Report (CER) **New: Graduation Audit-** utilizes enrollment and provides a place for sites to upload supporting exit documentation.	Allows sites to review and the certify exit status/reason for every student enrolled at a school during the previous school year. **This report is the only place to report 5- and 6-year graduates, as they will be absent from the Historical Adjusted Cohort Graduation Rate report (as their cohort year has already passed).** **Currently used for the Graduation Indicator, but will be replaced by the Graduation Audit report in the Accountability Reporting Application in SSO.**	Check exit codes submitted to the Wave via your SIS are correct for all students and accurately reflect the last known status for each student at your school (e.g., "12- Finished out the year" if the student completed the previous school year and returned in the current year). Resources for both the CER and Graduation Audit will be linked at https://sde.ok.gov/resources-accountability-reporting#all
November Report Card Calculation Verification Requests (CVR) Window **Certified data from previous reports and data verification windows are used in calculations for each indicator.**	The Calculation Verification Requests (CVR) window ▪ provides a school district at least ten (10) calendar days to **certify the calculation** of the performance grade; ▪ during review, if the school district determines that a different performance grade should be assigned because of o the omission of certified student data, o a data miscalculation, o or special circumstances that might have affected the grade assigned, ▪ the school districts may submit a request for a review of the data calculation to the State Department of Education **Calculation Verification for All Indicators and Overall Grade**	Districts should certify the calculation of the performance grade and look for o omission of certified student data, o a data miscalculation, o or special circumstances that might have affected the grade assigned. Resources in Accountability Reporting: Calculation Workbooks in Single Sign-on and SSO Toolkit by Indicator linked at https://sde.ok.gov/resources-accountability-reporting-sso

Month and Report	Purpose	What to Check
January/February Historical Adjusted Graduation Cohort Report	The Cohort Report provides the district-certified graduation status of every student ever enrolled at the site whose cohort year was the previous school year. The Report Category certified on this report is used to identify graduates, non-graduates, and students exiting the cohort due to transfer to another diploma issuing school, emigration, or death. **Used for the Graduation Indicator but will be replaced by the Graduation Audit report in the Accountability Reporting Application in SSO.**	Check and certify that data related to graduation status for all students assigned to the cohort are correct. **Reminder: Federal regulations require the district to maintain written documentation (e.g., a request for records) of all students exited from the cohort. Changes to a cohort require documentation (i.e., a transcript) be submitted to the Office of Accountability.**
April - June Annual Statistical Report-Student Level (ASR-SL)	The ASR-SL is the district-certified collection of attendance, membership, transportation and calendar for all students enrolled in the current school year. **Used to verify enrollment for the Chronic Absenteeism Indicator and FAY/NFAY Status for all indicators**	Check student membership, attendance and calendar data for each student enrolled at your site.
June Assessment Validation Window (OSTP, OAAP, and ELPA)	Allows sites to review data received by the assessment vendors for OSTP, OAAP, CCRA, and ELPA and to submit Data Verification Requests (DVRs) for discrepancies found. Once submitted, DVRs are reviewed by an accountability team member who researches the discrepancy/issue to provide resolution. **Used for Academic Achievement and Academic Growth Indicators**	Check for missing or duplicated students. They should also review the NoScoreCode and FAY values for each student enrolled at their site. **R**esources for Accountability Reporting- https://sde.ok.gov/resources-accountability-reporting#all

Full Academic Year (FAY) Overview

For accountability purposes, Full Academic Year (FAY) criteria is used for determination of inclusion in accountability measures. (OAC 210:10-13-2). FAY criteria applies to all indicators (with the exception of graduation). **As a reminder, a student's FAY determination uses enrollment and not attendance**.

A student is considered FAY for an indicator if he or she enrolled within the first 20 instructional days of the school year and does not have a *gap of 10 or more consecutive instructional days of enrollment* prior to the applicable FAY end date for that indicator:

Indicator	FAY END DATE
Academic Achievement & Growth Grades 3-8	**April 20, 2021** (beginning of OSTP testing window for school year 2020-21**)**
Academic Achievement Grade 11	**April 1, 2021** (beginning of testing window for CCRA Assessments)
English Language Proficiency Assessment Progress (ELPA)	**January 11, 2020** (beginning of WIDA testing window for school year 2019-2020)
Postsecondary Opportunities & Chronic Absenteeism	**End of school year** (set by district calendar)

A student may be Non-Full Academic Year (NFAY) at different levels. Please note that a blank NFAY value means that FAY cannot be calculated due to missing or invalid enrollment or calendar dates.

FAY/ NFAY	Definition
0	The student is **FAY**. The student is FAY when he/she is enrolled within the first 20 days, **and** did not have an instructional gap of 10 or more consecutive instructional days in the student's enrollment. This record will be used in **school, district and state accountability**
1	The student is **NFAY at the school level only.** This happens when the student is not enrolled within the first 20 instructional days at a site (or LEA) or they have a gap of 10 or more consecutive instructional days at the school level. For instance, a student may have switched schools but stayed within the district. This student's record will be used in **district and state accountability.**
2	The student is **NFAY at the school and district level.** This happens when the student is not enrolled within the first 20 instructional days or the student had a gap of 10 or more consecutive instructional days at the school and district level. For instance, a student may have transferred to another school in another district. This student's record will be used in **state accountability.**
3	The student is **NFAY** at the **school, district and state level**. This happens when the student was either: ✓ Enrolled in an Oklahoma public school for the first time AFTER the first 20 instructional days of the school year. ✓ Enrolled within the first 20 instructional days but has a lapse of 10 or more consecutive instructional days with no enrollment in any Oklahoma public school. This student's records are excluded from school, district and state accountability.