PS COURSEWORK TOOLKIT | ACCOUNTABILITY REPORTING

As a reminder, the U.S. Department of Education recently approved the Oklahoma State Department of Education's (OSDE) accountability waiver request for the 2020-21 academic year. The Office of Accountability will not be calculating or reporting accountability indicators found within the "Indicators" tab at the Oklahoma School Report Cards website (https://oklaschools.com).

Recognizing this, the Office of Accountability is not asking schools to complete the Postsecondary Opportunities Report (in the Wave) for SY 2021. However, the OSDE must still report postsecondary opportunities information for federal reporting purposes. Therefore; to ensure accurate reporting, we still *strongly* encourage high school officials to review the accuracy of postsecondary data (as previously collected from your SIS, by the Wave) within the Accountability Reporting application before your local SIS stops sending SY 2021 data to the Wave.

To do this, we ask that you log into the Accountability Reporting application, click the "Student Data" tab, then click "Coursework."

This will open a table that displays coursework for all students enrolled at your site.

Click the ▤ to open the flat file so that you can filter for PS Courses and determine their eligibility. .
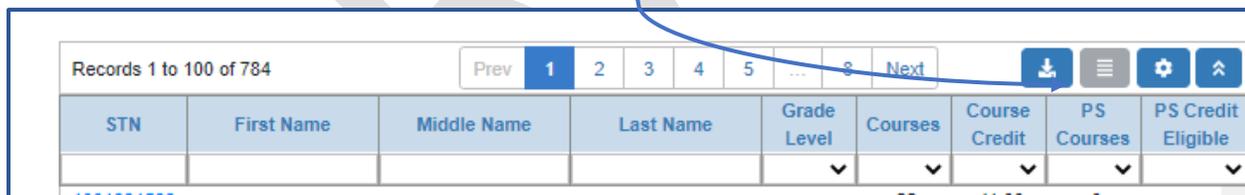
The Flat file displays all courses and associated student records. Filter the **PS Courses** column to Y to show all your PS Courses.
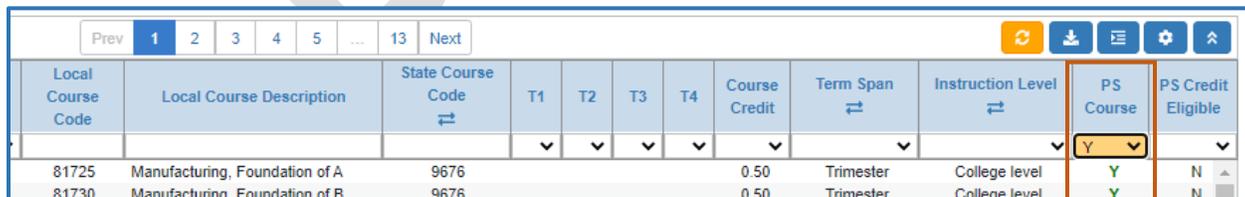
Filter the **PS Credit Eligible Column** to **N** so that you can review records that may need to be updated in your local SIS before it stops sending SY 2021 data to the Wave.

Grade Level	Course Code	Course Description	Local Course Code	Local Course Description	T1	T2	T3	T4	Term Span ⇄	Instruction Level ⇄	PS Course	PS Credit Eligible
▼					▼	▼	▼	▼	▼	▼	Y ▼	N ▼
11	9226	Administrative Support - Advance...	920001	ICTC BUS, MNGMT, & ADMIN A...	C				Semester	General	Y	N
11	5415	Advanced Placement United Stat...	541501	AP US HISTORY	A				Semester	Advanced placement	Y	N
11	5415	Advanced Placement United Stat...	541501	AP US HISTORY	A				Semester	Advanced placement	Y	N
12	9906	Automotive Service Technology	990602	ICTC AUTO SERVICE TECH PM	C	F			Semester	General	Y	N

In this example-

- **Course Code: 9226- Administrative Support- Advanced** shows a term span of semester; we would therefore expect two grades of D or higher for this course to eligible for PS credit.
- **Course Code: 5415- Advanced Placement United States History** shows a term span of semester; we would therefore expect two grades of D or higher for this course to eligible for PS credit.
- **Course Code 9906 Automotive Service Technology-** student earned an F; therefore, the course would not be eligible for credit.

Reminder: PS courses include Advanced Coursework (AP/IB), Concurrent (Dual) Enrollment, Internships, and/or Career Tech coursework leading to industry certification. Course codes that may be eligible for participation credit can be found in the [Postsecondary Opportunities Guidance](#).

How do I correct my data?

Because the Coursework table is populated with data from your local SIS, we ask that you make all corrections in your local SIS. Use the table below to see what is expected for the course to show **Y** in the **PS Credit Eligible** column.

PS Type	OCAS Course Code	Instructional Level	Term Span	# of Grades Expected
College Prep Coursework	*See PO Guidance*	*0575 (Advanced Placement)*	*Varies by site*	*Same as term span*
Dual (concurrent) enrollment	*See PO Guidance*	*0576 (College Level)*	*1 semester*	*One*
Internship	*See PO Guidance*	*05741 (General)*	*1 or 2 semester*	*minimum of 1*
Career Tech	*See PO Guidance*	*0579 (Career Tech)*	*1 or 2 semesters*	*Same as # of Semesters*

Eligible OCAS course codes for each Postsecondary (PS) type can be found in the Postsecondary Opportunities Guidance found [here.](#)

PS COURSEWORK TOOLKIT | ACCOUNTABILITY REPORTING

What do I do if our grades are not displayed?

If no grades show, please contact your vendor and have them work with the Office of Data and Information Systems, who can be reached at StudentDataInfo@sde.ok.gov

How can I confirm that our courses are coded correctly?

Go to the **School Data** tab and choose **School Courses** to determine if there are any conflicts in how the course is coded.

Local Course Code	Local Course Description	State Course Code ⇄	Course Credit	Term Span ⇄	Instruction Level Code ⇄	Student Count	Record Conflict
			∨	∨	∨		∨
90050	Academic Team	2735	0.50		0571	3	
80010	Accounting 1	8107	0.50		0571	16	
90100	ACT Prep	2740	0.50		0571	15	

(Finance Expense | School Calendars | School Courses tabs; Year: 2021; PS Coursework Toolkit; Download Graduation CVR Guide; Records 1 to 100 of 883; Prev 1 2 3 4 5 … 9 Next)

Filter the Record Conflict column to show Y. Hover over the School course Yellow boxes to get more information about each conflict.

 Note: If your table does not have this column, it indicates that you do not have any conflicts.

Local Course Code	Local Course Description	State Course Code ⇄	Course Credit	Term Span ⇄	Instruction Level Code ⇄	Student Count	Record Conflict
			∨	∨	∨		Y ∨
V_50350	VIR Geography, Human A	5790	0.50		0571	10	Y
VIR_50350	VIR Geography, Human A	5790	0.50		0571	4	Y
V_50352	VIR Geography, Human B	5790	0.50		0571	7	Y
VIR_50352	VIR Geography, Human B	5790	0.50		0571	1	Y

(Finance Expense | School Calendars | School Courses tabs; Year: 2021; PS Coursework Toolkit; Download Graduation CVR Guide; Records 1 to 4 of 4)

In this example, we see that the first course, **V_50350- Vir Geography Human A is coded 0571- General**. Because this is an AP course, we would expect the instructional level of 0575. If this is an AP course, you would need to update the instructional level in your local SIS to show that this is an Advanced Placement course. If it is not, you will not need to do anything.

Once the correction has been made in your local SIS, please allow 24 hours before returning to the **School Courses** report to confirm that the conflict has been resolved.

If you have any questions, please reach out to the Office of Accountability at accountability@sde.ok.gov or call 405-522- 5169.