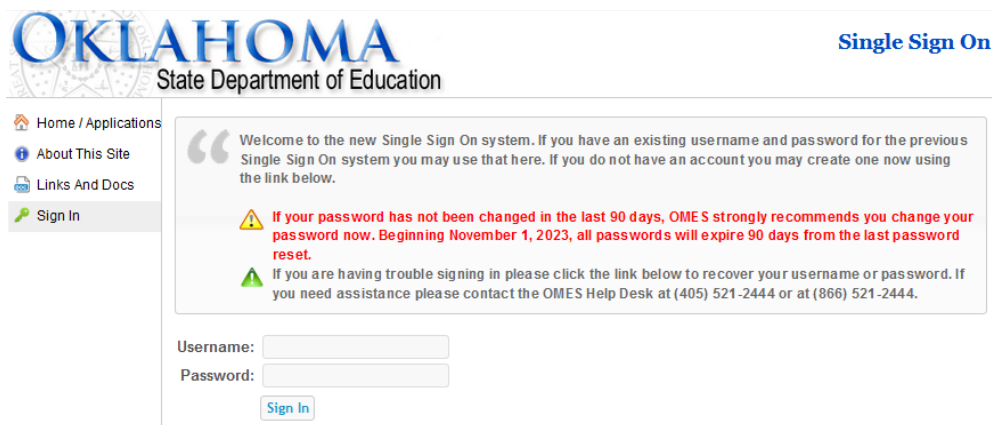# October 1 Consolidated Report

Report Access

The October 1 Consolidated Report is located in WAVE, which requires two accounts to access. Ensure required staff have the appropriate access to both sites listed below well in advance of the reporting period.

- [Sign into Single Sign On](#) (SSO), which requires an account to access. SSO accounts for district staff are managed by the superintendent or the SSO Administrator in each district.

- Sign into WAVE from SSO, which requires an Affiliates account issued by OMES. The Affiliates account provides a second secure authentication to access the WAVE. First the superintendent must assign the new user a role in WAVE. Then, the user must request an Affiliates account by [clicking here](#).

An Affiliates account may take up to one week to procure. Districts must be proactive and request this account early.

Purpose

The October 1 Consolidated Report is the first official student enrollment count of schools in Oklahoma. The number of students enrolled on October 1 each year, (or the nearest school day if October 1 falls on a weekend) and the demographics and attribute status of each enrolled student is used for state and federal reporting. The counts of students in specific programs are used for state and federal funding for schools.

Students in the following scenarios are NOT included in the Consolidated report:

- Students who have withdrawn prior to October 1, or the designated count day.

- Students who enroll after October 1, or the designated count day.

Only students enrolled in school on October 1, or the designated count day, are included in the Consolidated Report.

Preparation

Reporting Dates

For school year (SY) 2024, the October 1 Consolidated Report will open for review on September 1, 2023 and is due on October 31, 2023. Certification of the report must be completed by the due date to ensure appropriate funding. It is highly recommended that districts complete and certify the report in mid-October. Districts with pending special ed appeals may not be able to certify until the end of October.

Due dates are not suggestions, they are required deadlines.

Identify Roles and Responsibilities

The October 1 Consolidated Report requires collaboration with Directors and Coordinators of various programs in a district. District leadership should decide who has the overall responsibility for this report, or if the responsibility will be shared.

- Identify responsible staff

- Provide training for staff

- Coordinate with the director or coordinator of the following programs:

  o Special Education

- o Child Nutrition
- o English Language Learner
- o Bilingual
- o Gifted and Talented
- o Homeless
- o Student Enrollment
- o Immigrant & Migrant

Only one person should be responsible for confirming each school site.

Validation Process

The Student Grid provides an overview of all students enrolled in the district on October 1, or the designated count day. Working with one school at a time using the column filter tools, compare the total number of students in the October 1 Consolidated Report to local student information system (SIS) reports based on October 1, or the designated count day.

School ID	STN	Local ID	Last Name	First Name	Middle Name	Birth Date	Gender	Grade	Race/Ethnicity	English Learner
14I0	10028	1077199	A		'H	7/1/2014	F	04	Hispanic	No
14I0	10020	1065985	ř		JS	12/9/2012	F	05	Native Hawaiian/Pacific Islander	No
14I	10030	1085093	A......	....	......	7/21/2016	M	02	Hispanic	No

Economic Disadvantage	Free/Reduced	Lunch Eligibility Determination	SIS IEP	Section 504	Gifted/Talented	Gifted/Talented Identified	Migrant	Immigrant	Alt Ed	Basis of Admission
Yes	Free	01	No	No	Yes	MULTI	No	No	No	R
Yes	Free	10	Yes	No	No	DNMCR	No	No	No	R
Yes	Free	01	No	No	No	DNMCR	No	No	No	R

Compare the number of students in each grade level to the number of students reported in the SIS. If the numbers to do not match:

- Click the Find Missing Students button within the report. Any students with errors that are blocking them from the report will be displayed. See the *Missing Student section* on the next page for resolution options

- Run a SIS report with a list of grade level students. Compare the SIS report to the list of the same grade level students in the WAVE report. Locate the missing student and research for causes, which may include:

  - Invalid Basis of Admission

  - Grade level in the SIS if different from WAVE grade level

  - Enrollment status, entry and exit dates

A similar process must be done for each demographic and program status. Coordinate with the leader of various programs in the district as well as using reports from the local SIS. Ensure the counts of each attribute represent the student's status as of October 1, or the designated count day.

During September, work with each program to be sure any assessments that are required will be completed and documented on time, for programs such as EL, GT, Special Ed. Confirm that requested records have been received for any new student and that participation in any programs have been identified and correctly communicated to the registrar. Students must be correctly recorded in the SIS to accurately appear on the report.

- Students who are identified with a specific status **after** October 1, or the designated count day, **will not** be included in the count for that attribute or program.

- Students who have been identified with a specific status **before or on** October 1, or the designated count day, **will be** included in the count for that attribute or program.

Student status on October 1, or the designated count day.

The Special Education Child Count is now embedded in the October 1 Consolidated Report. Special education student counts as reported from the SIS will be displayed in a column in the student grid. The Special Education Child Count from EdPlan is accessed from the Special Education tab.

The special education student counts from both the SIS and EdPlan must match. If they do not, follow the same procedures listed in the *Validation* section on the previous page to identify any missing students. There is a Find Missing Students button specifically for locating missing special education students. If there are pending special education appeals, the student counts will not match until those are resolved.

| Site Selector | Final Report | Find Missing Students | Reporting Tools | Special Education | Spec Ed Find Missing Students |

Special Education

ESY for MD	Private	Educational Environment	Primary Disability	Secondary Disability	Suspected Disability	Concomitant Disabilities	Related Services
☐ ▼	☐ ▼	▼	▼	▼	▼	▼	▼
False	False	LRE- 80%+	Visual Impairment	No Value	No Value		
False	False	LRE- 40%-79%	Developmental Delays	Speech or Language Impairment	Other Health Impairments		8
False	False	LRE- 80%+	Developmental Delays	No Value	Speech or Language Impairment		8

Missing Students

Several tools exist for locating students that should be in the report but are not displaying.

- Wave Data Validation Wizard

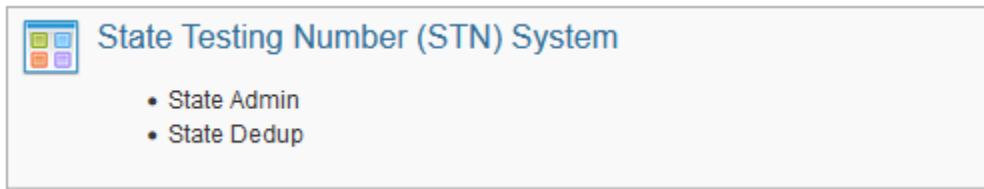| Home | District | Reporting | Wave | Help Desk | Resources | Admin |

Data Validation ->   Data Validation Wizard
Self Service Data Requester   Data Validation Report Builder
XSD Validation Errors Wizard

- State Testing Number App (SSO)

State Testing Number (STN) System
- State Admin
- State Dedup

- District Ownership Wizard (SSO)
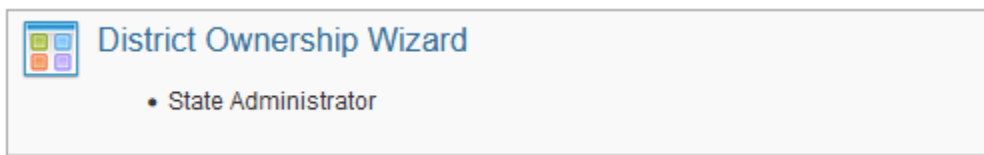
District Ownership Wizard
- State Administrator

- Find Missing Students Tab, within the October 1 Consolidated Report

| Find Missing Students | Reporting Tools | Special Education | Spec Ed Find Missing Students |

- Spec Ed Find Missing Students Tab, within the October 1 Consolidated Report

| Find Missing Students | Reporting Tools | Special Education | Spec Ed Find Missing Students |
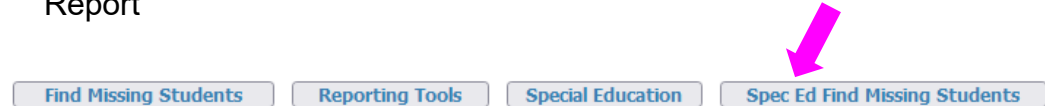
STN	Last Name	First Name	Birth Date	Gender	Grade	ESY for MD	Private	Educational Environment
1003	Co	Da	7/19/2016	M	02	False	False	LRE- 80%+
1002	S	Da	7/9/2014	M	03	False	False	LRE- 80%+

Confirmation & Certification

School Site Confirmation

When a school site is satisfied with all data that is reported, the administrator with assigned rights may confirm the site. Confirming the report locks, or freezes, the report data in its current state and it will no longer be updated from the WAVE. The report may be released from the confirmed state by the authorized administrator at the district prior to certification if an update is required.

Final Report

Select Site: [ES (105)] ▼ [Confirm] [Release] [Refresh Data]

Site Status: In Process   Latest Update From Site: 9/16/2022 3:00:53 PM   Last Refresh Date/Time:

District Certification

The superintendent will certify the district data when all school sites are in a confirmed state. Once certified, the report can only be re-opened by OSDE. Reports cannot be re-opened after the due date. Upon certifying, the superintendent is attesting the student data is reported accurately and is ready to submit for state and federal reporting and funding.

State Reporting Home Page

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

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

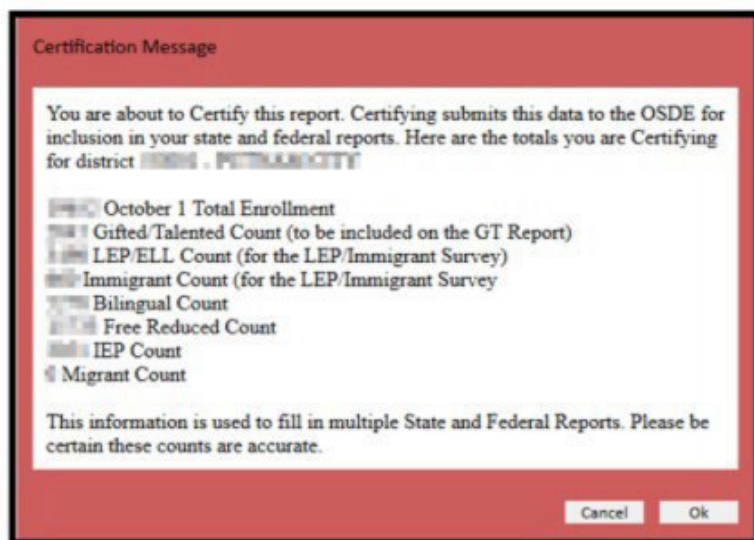| Site Name	Site Status
ES (105)	Confirmed
HS (705)	Confirmed

District Certification Messages

Confirmation messages for conflicting data may display if conflicts exits. The listed conflicts must be resolved before certifying the report.
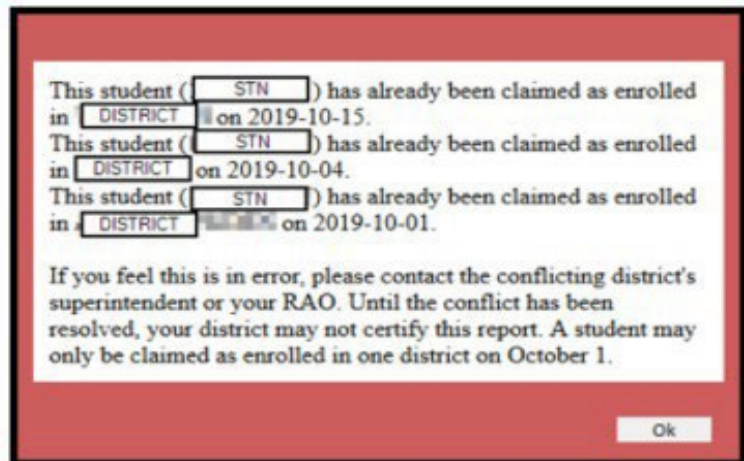
Site totals will be displayed for a quick check of student totals for specific program counts.

Reporting Tools

There are a number of reports that should be run and saved locally after certification. Although the reports may be used during the validation process and may be run at any time, the certified reports should be saved as they will provide quick access to student counts during the year. Select a site report or a district report, then choose the school year.

| Site Selector | Final Report | Find Missing Students | Reporting Tools | Special Education |

Reporting Tools

Select Site: APPLE CREEK ES (135) ▼   ☐ District Report
Site Status: **Not Started**
Select a Report: Choose a Report! ▼   View Report
Select a School Year: 2024 ▼

Select the report to run from the Select a Report drop down list. Click the View Report Button.

Select a Report: Choose a Report! ▼   View Report

Select a School Year:

Choose a Report!
Alternative Education Comparison Count
Bilingual Comparison Counts
Economically Disadvantaged Comparison Counts
Gifted and Talented Comparison Counts
Oct 1 Bilingual Count
Oct 1 Gifted Talented Grade Grid
Oct 1 Immigrant Count
Oct 1 LEP Grade Grid
Oct 1 Student Demographic
October 1 Overall Comparison Counts
RAO Audit Bilingual Count
Special Ed Weights Table
Student Enrollment Count

©2007 OSDE

ct the Wave | OSDE Wel