Full SIS-Wave-EDPlan Integration Guidance

One recent goal of the Office of Special Education Services at the Oklahoma State Dept. of Education (OSDE-SES) and the Office of Data & Information Systems (DIS) has been to streamline the transfer of data from the local student information systems (SIS) managed by districts to Oklahoma EDPlan, where student data regarding special education eligibility and services are stored and managed. The purpose of this effort is to simplify the transfer of data and increase the accuracy of student EDPlan records by tying them directly to local systems via the Wave.

OSDE-SES has worked with several state and contracted entities over the past two years to develop the background infrastructure to realize this goal. The outcome is a fully integrated system, whereby changes in a local SIS are sent to the state information system (the "Wave") where they are processed and validated, and then automatically forwarded to EDPlan without manual updates or interference. Student information should transfer more timely, with enhanced updates to personal information.

The system is online, and Wave data are actively being sent to EDPlan for all districts in Oklahoma that are sending current school year data. Relying on the SIS to activate and inactivate records will cause some initial headaches, depending on how a district and its SIS vendor share information with the state Wave database.

To ease some of these concerns, we have developed this guidance document for SIS and special education personnel that explains how the various entry and exit codes and reasons translate in EDPlan. We have also highlighted a few SIS concerns that could cause complications in EDPlan. We encourage all enrollment and special education personnel to work closely together to avoid major problems in the summer and fall as students return to school.

Please note that new versions of this document will be published when the guidance is updated or clarified.

What this Means for Special Education

The base record in EDPlan—the "personal" file of each student—is defined by the information entered in the local SIS student record. Names, dates of birth, race, and all other demographic information—including school site and grade—will reflect the SIS entries. Entry and exit dates and reasons will also reflect what is submitted to the Wave. Parent information will depend on what is entered in the SIS, also, but can be edited and supplemented with additional contact information.

Some limits will be put in place:
1. Demographic information (names, local IDs, school site, etc.) can only be edited in the SIS. ("Enrollment Status" and "Next School" will remain open for edit.)

2. District personnel will not be able to manually create records. A student must have at least a 'soft' enrollment in the SIS to be in EDPlan. See the STN Assignment Process document for more information (https://sde.ok.gov/documents/2020-07-23/stn-assignment-process).
   ➢ A soft enrollment involves adding just enough information in the SIS to trigger the generation of a State Testing Number (STN). Once generated, the student record will be created in EDPlan.

Some permissions will continue:
1. All student special education data that is currently editable by EDPlan administrators and educators will remain so, including all parent/guardian and student contact information (email addresses will not be imported at all).

2. Student records can be manually exited, but **may** not remain exited if the exit is processed incorrectly in the SIS or if a data element updates the enrollment or exit status in some way.

Transfers from other districts will process in one of two ways, depending on the phase of the school year. In either case, the transfer depends on **clear ownership in the Wave** and the student being inactive in all other EDPlan sites or active in only one other location (the transfer will then trigger an auto-exit).

Waiting for ownership conflicts to clear requires that districts review the Ownership Wizard frequently prior to the start of the school year (and through-out) to avoid delayed transfers in EDPlan. Please work with your SIS administrators to be notified of ownership conflicts, since a resolved conflict may result in a student record suddenly leaving your EDPlan system.

1. In July, August and through the second Friday in September, records will move from one district to another based on the new enrollment status and PRIOR TO the official entry date, once ownership is cleared. This will facilitate access to records in the new district as the school year begins.

2. The rest of the school year, records will move from one district to another based on the new enrollment status but ON the official entry date, once ownership is cleared. If a student has a future entry date in the SIS, the records will not transfer until that date. This ensures that the district currently serving the student has access to those records until the student officially enrolls in another location.

Troubleshooting

The solutions and recommendations highlighted here will resolve most record issues. For others, please reach out to the Special Education Data Team. You can reach the SPED Data Team members through these email addresses: ginger.elliott-teague@sde.ok.gov, jack.caldwell@sde.ok.gov, and travis.thompson@sde.ok.gov.

A. I have a student who is new to my district and is not showing in EDPlan.

A student will not appear in EDPlan until a State Testing Number (STN) is assigned to the student. This can take up to ten days at times, even if the student already has an STN in the local SIS.

EDPlan administrator:

1. Talk to your SIS administrator to verify that all validation, ownership or STN errors have been resolved. Students waiting in the Single Sign-on STN System for resolution will not move to EDPlan until resolved.

2. Ensure that the school site code to which the student will be assigned is recorded correctly in the site description in EDPlan.

3. Check that the local ID assigned to the new student does not match the local ID of a student record already in EDPlan (active *and* inactive). If the local ID is a duplicate, one or the other must be changed.

SIS administrator:

1. Make sure the student is enrolled in your SIS with the correct entry & "basis of admission" (BOA) codes (see Tables 2 & 3). Additionally, any student with a future entry date will not appear in EDPlan until that date.

2. Verify that there are no validation, ownership or STN errors. Resolve any errors that exist. Students waiting in the Single Sign-on STN System for resolution will not move to EDPlan until resolved.

*** **Note: The primary reason that a student does not show in EDPlan is that the record has ownership, validation, and/or STN errors. If you have resolved these errors (and waited 24-72 hours) and a student still does not show in EDPlan, please contact the DIS Office at StudentDataInfo@sde.ok.gov. ***

B. A student record has disappeared from EDPlan.

A student will disappear from EDPlan if certain entry, BOA or exit codes have been applied. Review Tables 2 through 4 for correct code information.

EDPlan and SIS administrators:

1. If a student's record is suddenly "inactive" in EDPlan, first verify the student's enrollment status.

   a. If enrolled, check whether the student is present and attending, and has the correct entry and BOA codes (see Tables 2 & 3).

2. If not present and attending, exit the student from your SIS.

3. If not enrolled, then an exit has been processed. Check that the exit code is accurate.

*** **Note: If the student is enrolled, present and attending and still does not show in EDPlan after 24-72 hours, please review the correction steps in (A). ***

C. I have a student in EDPlan who should not be here.

   EDPlan and SIS administrators:

   1. Verify enrollment/exit status.

      a. If you verify that the student is not enrolled, check the exit code. If the code translates to 3505 (exited) in the Wave, the student will not exit EDPlan. The code must be updated to a valid district exit code described in Table 4.

      b. If the student is enrolled but not present and attending, wait for the student to attend.

      c. If the student is enrolled but should not be, exit the student from the SIS.

   2. If the district deleted the student's enrollment, the student must be manually exited from EDPlan.

D. My new student showed up in EDPlan, but his/her records did not transfer.

   EDPlan administrator:

   1. Verify that the student had eligibility/IEP records in his or her most recent district. If the records are from a prior district—and the most recent did not have them—the records can only be transferred manually. Request a transfer through the EDPlan Message Board or to the SPED Data Team.

   2. Check whether the student's STN is the same in EDPlan, your SIS, and in the previous district (to ensure the student was not assigned a new STN).

      a. *If the new STN and the former STN do not match*, work with your SIS administrator and contact DIS at StudentDataInfo@sde.ok.gov to review the STNs and join them if necessary.

      b. Once STNs are resolved, please wait 24-72 hours for records to appear.

   3. If the STN in EDPlan is different from the resolved STN, the STN should update automatically once resolved (unless there is a local ID conflict).

      a. The records will transfer if the STN matches the one in the previous district.

      b. If they do not match, you must request a manual transfer and STN update or merge through the EDPlan Message Board or to the SPED Data Team.

      c. If a record with the new STN is created (a duplicate entry), request assistance through the EDPlan Message Board or from the SPED Data Team.

   4. Did you wait 24-72 hours? If not, please wait for the records to appear.

SIS to EDPlan Coding Guidance

A record will appear or activate in EDPlan based on the local entry and basis of admission codes and a correct STN, while it will inactivate based on the exit code used. Activation and transfers will depend solely on the STN, so it will be more critical than ever that cases when a student has two STNs are resolved as quickly as possible. (See the STN creation flowchart at https://sde.ok.gov/documents/2020-07-23/stn-assignment-process for details on how STNs are assigned.)

Each SIS vendor uses its own codes that are translated to the Wave through the "Schools Interoperability Framework" data-sharing specifications. When applied across systems, "SIF" standards allow different software applications to interoperate and share data smoothly. This ensures that all districts' data, when sent to the Wave, are reported to EDPlan the same way, regardless of the local codes.

This means that local enrollment personnel must be knowledgeable of two aspects of their local SIS that will affect entry into and exit from EDPlan:

1. Entry and exit codes used locally are mapped to the Wave codes (using SIF specifications). Vendors create those maps, not OSDE. Be sure that the codes are mapped as expected.

2. Some district and vendor system practices will affect EDPlan records, particularly for exits. We have highlighted known issues in Table 1. These issues will have to be resolved by the district with the vendor.

Systemic Practices

Table 1 highlights system-level practices of districts and vendors and the likely effects in EDPlan. Most problems have to do with exiting practices. We highly recommend that practices that prevent timely exits are reconsidered by the districts and vendors, to ensure that students in EDPlan are inactivated on the day they actually leave the district.

TABLE ONE	
Practice	**Effects in EDPlan**
Deleting enrollment records instead of exiting students	The exit will not be processed automatically in EDPlan *if the student does not subsequently enroll elsewhere*, and the student will remain active until manually exited. (**UPDATED**)
Ignoring STNs needing resolution in the STN System in Single Sign-On (SSO)	Until assigned an STN, the record will not appear or activate in EDPlan.
Ignoring ownership challenges posted in the Ownership Wizard in SSO	Student record will not appear in EDPlan and transfer will not occur.

Using an exit code (commonly used for rollover exits from one site/grade to another) that translates to "3505" in the Wave	Exit will not occur automatically, and the student will remain active in EDPlan, until manually exited. If manually exited, the record will re-activate if the SIS record changes in any way.
Waiting to exit students *en masse* at the end of the school year instead of individually on the day of the actual exit	Exits will not occur automatically, and all students will remain active in EDPlan until manually exited. If manually exited, the record will re-activate if the SIS record changes in any way.
Waiting until after June 30 to exit graduating students	Exits will not process until after the end of year data are collected, *and* students may appear enrolled at the start of the school year when they should not.
Allowing the SIS to rollover without submitting exit dates or reasons, causing a need to delete records at the start of the year	Student exits may not accurately reflect exit dates and reasons in EDPlan. Deleted records may require manual exits.

Wave Enrollment Coding: Tables and Notes

ENTRY CODE DESCRIPTIONS

Every student must have an entry code that describes the nature of the entry into the district. Table 2 describes every code that is allowed. Vendor codes may differ from the state Wave codes. Please refer to your vendor's documentation to review the mapping specifications between your SIS and the Wave.

Only one entry code (9999/Other) will prevent entry into EDPlan, but a student record may not automatically activate or enter EDPlan if a secondary "Basis of Admission" code is not also coded correctly. Table 3 describes those codes.

General points:

1. If a student enrolls in your district and was previously enrolled in another Oklahoma public school in the same or prior school year, any special education records will automatically transfer from the prior district (as long as the STNs match).

   ➢ *If the STNs do not match*, contact studentdatainfo@sde.ok.gov for assistance (review Troubleshooting (D) guidance as well, on pages 3-4).

2. If a student enrolls in your district and was *not* enrolled recently in another Oklahoma public school, records may not automatically transfer.

   ➢ Contact the EDPlan Message Board for assistance with a manual transfer if the most recent enrollment is more than three years old.

3. If the student was previously enrolled in your district…

   a. And no other district since, the inactive file will re-activate and no additional records will transfer.

   b. And was enrolled in another district since, the inactive file will re-activate and additional records will transfer from the most recent district if the student had an IEP.

4. Students who most recently were enrolled at private schools will not have a uniform transfer process. It will depend on whether they were served on ISPs and where they were enrolled.

	TABLE TWO			
Code	**Base (SIF) Description**	**OSDE Definition**	**Used by OSDE & sent to EDPlan**	**Action In EDPlan**
1821	Transfer from a public school in the same local education agency	Entry - Student is changing sites in the same district. This can occur during the school year. This code would also be used at the beginning of the school year if a student is changing sites (e.g. Student is changing from junior high to high school).	Yes	Student stays in district; auto entered to new site.
1822	Transfer from a public school in a different local education agency in the *same* state	Entry - Student is entering the district, coming from another public district in Oklahoma.	Yes	Student auto entered. Files from prior district will be transferred, if applicable.
1823	Transfer from a public school in a *different* state	Entry - Student is entering the district, coming from another public school in a different state.	Yes	Student auto entered. No file transfer.
1824	Transfer from a private, non-religiously-affiliated school in the same local education agency	Entry - Student is entering the district, coming from a non-religious private school located inside the public district's boundaries.	Yes	Student auto entered or record updated. Possible file transfer.
1825	Transfer from a private, non-religiously-affiliated school in a different local education agency in the same state	Entry - Student is entering the district, coming from a non-religious private school located outside of the public district's boundaries in the state of Oklahoma.	Yes	Student auto entered. Possible file transfer.
1826	Transfer from a private, non-religiously-affiliated school in a different state	Entry - Student is entering the district, coming from a non-religious private school located in a different state.	Yes	Student auto entered. No file transfer.

1827	Transfer from a private, religiously-affiliated school in the same local education agency	Entry - Student is entering the district, coming from a religiously-affiliated private school located inside the public district's boundaries.	Yes	Student auto entered or record updated. Possible file transfer.
1828	Transfer from a private, religiously-affiliated school in a different local education agency in the same state	Entry - Student is entering the district, coming from a religiously-affiliated private school located outside of the public district's boundaries in the state of Oklahoma.	Yes	Student auto entered. Possible file transfer.
1829	Transfer from a private, religiously-affiliated school in a different state	Entry - Student is entering the district, coming from a religiously-affiliated private school located in a different state.	Yes	Student auto entered. No file transfer.
1830	Transfer from a school outside of the country	Entry - Student is entering the district, coming from a school outside of this country, but has been educated in the United States previously.

Note: If the student has not received some form of education in the United States prior to this entry, the appropriate code would be either 1839 or 1840. | Yes | Student auto entered. No file transfer. |
| 1831 | Transfer from an institution | Entry - Student is entering the district having formerly been educated in an institution *other* than the following: Charter school, private school, home school, public school. | Yes | Student auto entered. Files transferred, if applicable. |
| 1832 | Transfer from a charter school | Entry - Student is entering the district, coming from a charter school located in the state of Oklahoma.

Note: If the charter school is sponsored by the same district, utilize this code rather than 1821. | Yes | Student auto entered. Files transferred, if applicable. |

1833	Transfer from home schooling	Entry - Student is entering the district, coming from home schooling.	Yes	Student auto entered. Possible file transfer.
1835	Re-entry from the same school with no interruption of schooling	Entry - Student is re-entering the same district Note: This is the code for rollover from one year to the next. This is also the code used if a student changes grade levels in the same district but does not change sites. This is also the default code to be used anytime a new entry date is created and none of the other entry reasons are applicable if the student remains in the same district and is not changing sites.	Yes	Student file re-activated, if it was inactive.
1836	Re-entry after a voluntary withdrawal	Entry - Student is re-enrolled after exiting, but did not attend a different district, private school, charter school, or home schooling. For this entry code to be applicable, an interruption of schooling has to have taken place. Example: The parent/guardian indicates to the district they are leaving. The district drops the student from membership. Later the student returns, but was not schooled anywhere else. This code would be indicated on the enrollment.	Yes	Student file re-activated.
1838	Original entry into a United States school	Entry - Student is being educated for the first time in the United States. Prior to this entry, the student has had no other form of education (charter school, private school, home school, institution) anywhere in the world. This would primarily be placed on Pre-Kindergarten or Kindergarten students.	Yes	Student auto entered.

1839	Original entry into a United States school from a foreign country with no interruption in schooling	Entry - Student is being educated for the first time in the United States. Prior to this entry, the student has had no other form of education (charter school, private school, home school, institution) in the United States, but has been educated in another country. There has been no interruption of schooling for this student for any reason. (This code is used for newly arrived Foreign Exchange Students.) If the student is entering the country, but has been schooled in the US before, use 1830.	Yes	Student auto entered. No file transfer.
1840	Original entry into a United States school from a foreign country with an interruption in schooling	Entry - Student is being educated for the first time in the United States. Prior to this entry, the student has had no other form of education (charter school, private school, home school, institution) in the United States, but has been educated in another country. There has been an interruption of schooling for this student prior to this entry.	Yes	Student auto entered. No file transfer.
9999	Other	OSDE does not ever expect to receive code 9999 – Other. This code is reserved for emergency legislative updates or mid-year policy changes and is not valid for any other reason. If you cannot find a code that fits a scenario, please call OSDE.	No	Student will **not** be auto entered. Entry code **must be updated to another code.**

BASIS OF ADMISSION CODES

Students are assigned "Basis of Admission" codes along with an entry code at enrollment. Both are required for every student, and a missing BOA code may prevent activation in EDPlan. Table 3 lists every possible BOA code in the Wave and information about the resulting action in EDPlan. Errors in either entry or BOA codes may cause a record to not auto-enter in EDPlan when expected. Vendor codes may differ from the state Wave codes; please refer to your vendor's documentation to review the mapping specifications between your SIS and the Wave.

General points about BOA:
1. If your district has a student attending OSD or OSB, do not use R as the basis of admission code. Only RBD or RBDTD is valid.

2. If you are serving a student on an ISP (who is home-schooling or in a private school), use NRISP or RISP depending on their district residency status.

3. OSDE provides specific guidance for enrolling very young students for evaluation, prior to full enrollment. Please refer to: https://sde.ok.gov/sde/sites/ok.gov.sde/files/documents/files/PK3%20BOA%20Code%20Guidance.pdf.

		TABLE THREE			
Code	**Base (SIF) Description**	**OSDE Definition**	**Used by OSDE**	**Action In EDPlan**	**Included: SPED Child Count**
ACEPT	Achieving Classroom Excellence Act (ACE) Part Time	Part time. A student denied a standard diploma by the school district due to a lack of required credits in either College Preparatory/Work Ready Curriculum or Core Curriculum that reenrolls in that same school district on a part-time basis to meet the unfulfilled graduation requirements. This is in accordance with Senate Bill 1105 (70 O.S. § 11-103.6). Students can only enroll in courses or periods necessary to meet the graduation requirements.	Yes	Student auto entered.	No

BDR	Oklahoma School of the Blind or Deaf Resident	This code should ONLY be used by the School for the Deaf or School for the Blind in their student information system for the purposes of reporting students to The Wave. This code should NOT be used by other public school districts.	Yes	Student auto entered into OSD or OSB if the resident district uses code RBD.	Yes
BORDER	Residency of Bordering State	This student is a resident of a bordering state. The district will not receive any state aid for membership or attendance for this student and will not receive any state funded weights. This district may receive Federal funding where applicable for the services they provide to the students. The Basis of Admission Code BORDER indicates a student who is a resident of a bordering state, but who attends school full time in a public district in the state of Oklahoma.	Yes	Student auto entered.	Yes
CHSP	Charter Sponsor	Charter Sponsor. This student is being reported to The Wave by the school district that is the sponsor district for this student. The purpose of using this Basis of Admission is for tracking purposes only by the sponsoring district. The student is also being reported by the charter directly using a different basis of admission code. Note: This code will result in no conflict of ownership, but students reported with this code will not be counted on any report for funding or other state or federal reporting. The actual charter school should not use this code.	Yes	Student not entered in sponsor district.	No

COOP	Co-op Student	Co-op Student. Any student enrollment with this code will not be used for any report.	Yes	Student not entered in sponsor district.	No
COOPVOFF	Co-op Student Virtual Off-Campus	Co-op student who is attending a virtual online school OFF campus. Any student enrollment with this code will not be used for any report.	Yes	Student not entered in sponsor district.	No
COOPVON	Co-op Student Virtual On-Campus	Co-op student who is attending a virtual online school ON campus. Any student enrollment with this code will not be used for any report.	Yes	Student not entered in sponsor district.	No
ET01	Emergency Transfer - Reason 1	Destruction or partial destruction of a school building. (This student is NOT a virtual student as defined by law.)	Yes	Student auto entered.	Yes
ET02	Emergency Transfer - Reason 2	Inability to offer the subject a pupil desires to pursue, if the pupil becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfer. (This student is NOT a virtual student as defined by law.)	Yes	Student auto entered.	Yes
ET03	Emergency Transfer - Reason 3	Catastrophic medical problem of a student which for purposes of this section shall mean an acute or chronic serious illness, disease, disorder or injury which has permanently detrimental effect on the body's system or renders the risk unusually hazardous. (This student is NOT a virtual student as defined by law.)	Yes	Student auto entered.	Yes
ET04	Emergency Transfer - Reason 4	Total Failure of Transportation Facilities. (This student is NOT a virtual student as defined by law.)	Yes	Student auto entered.	Yes

ET05	Emergency Transfer - Reason 5	Concurrence of both the sending and receiving school district. (This student is NOT a virtual student as defined by law.)	Yes	Student auto entered.	Yes
ET06	Emergency Transfer - Reason 6	Unavailability of remote or on-site internet-based instruction (by course title) for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in this state during the previous three (3) years in the district of residence. [70 O.S. § 8-104]. (This student is NOT a virtual student as defined by law.)	Yes	Student auto entered.	Yes
ET07	Emergency Transfer - Reason 7	Unavailability of a specialized deaf education program for a student who is deaf or hearing impaired. (This student is NOT a virtual student as defined by law.)	Yes	Student auto entered.	Yes
ET08	Emergency Transfer - Reason 8	When a student has been the victim of harassment, intimidation and bullying as defined in Title 70 O.S. § 24-100.3, upon verification by the Receiving District that the student has been the victim of harassment, intimidation or bullying, and that the Sending District was notified of the incident(s) prior to the filing of the application for transfer. (This student is NOT a virtual student as defined by law.)	Yes	Student auto entered.	Yes
FOY	Finishing Out the Year	Finishing Out the Year. This student is no longer a resident of this school district, but was at one point a resident during this school year. This student is NOT on an Open or Emergency transfer. The student is finishing out the school year as authorized by 70 O.S. § 18-111 and Oklahoma Administrative Code 210:10-1-17.	Yes	Student auto entered.	Yes

FRGN	Foreign Exchange Student	A foreign exchange student that is temporarily being educated in the United States and has plans to return to his/her home country.	Yes	Student auto entered.	No
IEPSA	IEP Service Agreement	Student who is on an IEP and is NOT the resident of this district, but there is instead an agreement to provide service in place between this district and the resident district of this student. Note: This would NOT be considered an Emergency Transfer.	Yes	Student not entered in serving district.	No
IEPSAVOFF	IEP Service Agreement Virtual OFF campus	Student who is on an IEP and is NOT the resident of this district, but there is instead an agreement to provide service in place between this district and the resident district of this student and the student is attending a virtual online school OFF campus. Note: This would NOT be considered an Emergency Transfer.	Yes	Student not entered in serving district.	No
IEPSAVON	IEP Service Agreement Virtual ON campus	Student who is on an IEP and is NOT the resident of this district, but there is instead an agreement to provide service in place between this district and the resident district of this student and the student is attending a virtual online school ON campus. Note: This would NOT be considered an Emergency Transfer.	Yes	Student not entered in serving district.	No
NR	Non-Resident	Non-Resident. The student is a Non-Resident and no other Basis of Admission code applies.	Yes	Student not entered.	No
NRISP	Non-Resident Individualized Service Plan (Private School)	A student who is being served on an Individualized Service Plan (ISP) by a district of which the student is NOT a resident. The district DOES NOT receive state aid membership, transportation or attendance funding for this student (e.g., a student receiving speech services who is a resident of another public school district, but attends a private school in this district).	Yes	Student auto entered.	Yes

OHP1	Out-of-home placement - Reason 1	Out-of-home placement 1. The student is a resident by virtue of placement or address. Out-of-home placement for students who are not residents of the school district in which they are receiving educational services.	Yes	Student auto entered.	Yes
OHP2	Out-of-home placement - Reason 2	Out-of-home placement 2. The student is a resident by virtue of placement or address. Out-of-home placement in a ten (10) bed Juvenile Detention Facility.	Yes	Student auto entered.	Yes
OHP3	Out-of-home placement - Reason 3	Out-of-home placement 3. The student is a resident by virtue of placement or address. Out-of-home placement in an eight (8) bed Juvenile Detention Facility.	Yes	Student auto entered.	Yes
OHP4	Out-of-home placement - Reason 4	Out-of-home placement 4. The student is a resident by virtue of placement or address. Out-of-home placement in a six (6) bed Juvenile Detention Facility.	Yes	Student auto entered.	Yes
OT	Open Transfer	The transfer of a student from the district in which the student resides to another school district furnishing the grade the student is entitled to pursue.	Yes	Student auto entered.	Yes
OTH	Other	None of the other categories apply for the reason why this student is attending or is being tracked with an enrollment in the local student information system.

Note: This code will result in no conflict of ownership, but students reported with this code will not be counted on any report for funding or other state or federal reporting. | Yes | Student auto entered. | No |

PK3	Pre-enrollment of public school students for IDEA evaluation purposes	This code is used for all students who are age 3 and are enrolled in a general education program and are not eligible under IDEA,
		
		OR
		
		This code is used as a temporary code for determining IDEA eligibility for students ages 2 through 5 when:
		    A. a general education program is not available, or
		    B. a LEA would not typically enroll the student using standard procedures.
		
		NOTE: If the student is determined to be eligible for services, the basis of admission code must be changed to R or another appropriate code.
			Yes	Student auto entered.	No

Pre-ISP	Pre-enrollment of private school students for IDEA evaluation purposes	This code is used as a temporary code while determining IDEA eligibility for a student who attends a private school in the district. If the student is determined to be eligible for services, the basis of admission code must be changed to RISP or NRISP.	Yes	Student auto entered.	No
R	Resident	Resident – legal. (This student is NOT a virtual student as defined by law.)	Yes	Student auto entered.	Yes
RBD	Resident of Oklahoma School for the Blind or Oklahoma School for the Deaf	This student is a resident of a local public district but boards at the School for the Deaf and School for the Blind during the week. The resident district will use this code. The IEP will be housed in the OSB or OSD EDPlan system.	Yes	Student not entered.	No

RBDTD	Student of Oklahoma School for the Blind or Oklahoma School for the Deaf - Transported Daily	This student is a resident of a local public district and is transported daily to and from the School for the Deaf or School for the Blind. The resident district will use this code. The IEP will be housed in the resident district's EDPlan system. Only transportation and special education weights will be counted for this student.	Yes	Student auto entered.	Yes
RISP	Resident Individualized Service Plan (Private School)	Resident Student who is being served by the district on an Individualized Service Plan (ISP). The district DOES NOT receive state aid membership, transportation, or attendance funding for this student. (e.g., a student receiving speech services, but attends a private school or is home schooled.)	Yes	Student auto entered.	Yes
ROP	Resident Other Placement	Resident other placement is a resident student who is placed in a state juvenile or full-time residential facility within their resident district. For students who are not residents of that district, but are placed in a state juvenile or full-time residential facility, the appropriate OHP basis of admission code should be used.	Yes	Student auto entered. If a student previously, the record will not change.	Yes
RVOFF	Resident Virtual OFF Campus	Resident student who is attending a virtual online school OFF campus. (This student IS a virtual student as defined by law.)	Yes	Student auto entered. If a student previously, the record will not change.	Yes

RVON	Resident Virtual ON Campus	Resident student who is attending a virtual online school ON campus. (This student IS a virtual student as defined by law.)	Yes	Student auto entered. If a student previously, the record will not change.	Yes
TO	Transportation Only	Transportation Only. This student is only tracked because the district will receive transportation funding for this student. The student is not educated by this district, but they are transported by this district.	Yes	Student not entered.	No
TU	Tuition student	Tuition student – The student is NOT a resident and is NOT on an Open or Emergency Transfer. The student is paying tuition to attend school here. This is NOT the code that would be used when a contract or "bill back" has been made with another district to provide services.	Yes	Student auto entered.	No
TUVOFF	Tuition student Virtual OFF Campus	Tuition student who is attending a virtual online school OFF campus.	Yes	Student auto entered.	No
TUVON	Tuition student Virtual ON Campus	Tuition student who is attending a virtual online school ON campus.	Yes	Student auto entered.	No

EXIT CODE DESCRIPTIONS

Nearly every valid exit code will be applied through the SIS-Wave exit process (see Table 4). Only students who accept the Lindsey Nicole Henry Scholarship and exit to a private school must have the exit reason changed, since that information will not come from the SIS.

The most common reason why a student is not inactivating in EDPlan is the use of 3505 to indicate a district exit. Vendors have mapped certain SIS codes to 3505, which indicates an intra-district change, not a true district exit. To avoid this, OSDE recommends updating the exit code to one that aligns precisely to one of the other base descriptions below. Please refer to your vendor's documentation to review the mapping specifications between your SIS and the Wave if there are questions about which local code to use.

General points about exits:

1. Exit reasons will update in EDPlan if the exit code is updated in the SIS.

2. Deleting a SIS enrollment complicates the status of a record in EDPlan. A deletion does not send an exit date or reason to EDPlan, so the exit cannot be executed. A deleted enrollment will require a manual exit in EDPlan <u>if the student does not subsequently enroll in a public school elsewhere in the state</u>.

3. For federal, state and district reports for graduation and dropout, exit reasons in EDPlan for 14 to 21 year olds will be compared to the Wave exit codes. If the two do not align, districts may be required to validate the correct reason starting this year. This will typically happen when an exit has not cleanly processed in the Wave or when someone enters a reason in EDPlan that does not reflect the SIS exit code.

TABLE FOUR					
Code	Base (SIF) Description	OSDE Definition	Used by OSDE	Action In EDPlan	EDPlan Exit Reason
1907	Student enters a different public school in the same local education agency	Student is changing sites in the same district. Note: If the student is changing sites from a regular site to a charter school site in the same district, utilize code 3508.	Yes	Student will remain in district. An exit will not be processed.	N/A

1908	Transferred to a public school in a different local education agency in the same state	Student is exiting the district, going to another public school district in Oklahoma.	Yes	Student will be auto exited.	Transfer to another school system
1909	Transferred to a public school in a different state	Student is exiting the district, going to another public school district in a different state.	Yes	Student will be auto exited.	Transfer to another school system
1910	Transferred to a private, non-religiously-affiliated school in the same local education agency	Student is exiting the district, going to a non-religious private school located inside the public school district boundaries.	Yes	Student will be auto exited.	Exit to private school
1911	Transferred to a private, non-religiously-affiliated school in a different local education agency in the same state	Student is exiting the district, going to a non-religious private school located outside of the public school district's boundaries in the state of Oklahoma.	Yes	Student will be auto exited.	Exit to private school
1912	Transferred to a private, non-religiously-affiliated school in a different state	Student is exiting the district, going to a non-religious private school located in a different state.	Yes	Student will be auto exited.	Exit to private school
1913	Transferred to a private, religiously-affiliated school in the same local education agency	Student is exiting the district, going to a religiously-affiliated private school located inside the public school district boundaries.	Yes	Student will be auto exited.	Exit to private school
1914	Transferred to a private, religiously-affiliated school in a different local education agency in the same state	Student is exiting the district, going to a religiously-affiliated private school located outside of the public school district's boundaries in the state of Oklahoma.	Yes	Student will be auto exited.	Exit to private school

1915	Transferred to a private, religiously-affiliated school in a different state	Student is exiting the district, going to a religiously-affiliated private school located in a different state.	Yes	Student will be auto exited.	Exit to private school
1916	Transferred to a school outside of the country	Student is exiting the district, going to a school in a different country. This exit code is used for Foreign Exchange students who are returning to their home country.	Yes	Student will be auto exited.	Transfer to another school system
1917	Transferred to an institution	Student is exiting the district, going to an institution. Note: This code is used if the student is going to an institution and will no longer be counted on the membership of any public school district. If the student will still be counted on the membership of a public school district, a different code is used. This code should only be utilized if the institution the student is transferring to CANNOT offer a state certified diploma. If a diploma can be achieved by the student while attending this institution, a different exit code should be used.	Yes	Student will be auto exited. Student is counted as a dropout for Special Education Reporting purposes.	Dropped out of school
1918	Transferred to home schooling	Student is exiting the district, going to be home schooled.	Yes	Student will be auto exited.	Home-schooled
1919	Transferred to a charter school	Student is exiting the district, going to be attending a charter school in a different district. Note: If the student will be attending a charter school in the same district, utilize code 3508.	Yes	Student will be auto exited.	Transfer to another school system

1921	Graduated with regular, advanced, International Baccalaureate, or other type of diploma (Oklahoma currently offers a regular diploma only)	Student is exiting the district. The student has graduated or received a diploma and is no longer going to be counted on membership or attendance. Note: An Exit Type Other Code is expected with this code to indicate the number of years it took the student to graduate.	Yes	Student will be auto exited.	Graduated with diploma
1922	Completed school with other credentials	The student has completed high school, but NOT by obtaining a diploma.	Yes	Student will be auto exited. Student is counted as a dropout for Special Education Reporting purposes.	Dropped out of school
1923	Died or is permanently incapacitated	The student has died or is permanently incapacitated. Note: There should be an additional Exit Type Other Code associated with this determining whether the reason is "Died" or is "Permanently Incapacitated."	Yes	Student will be auto exited.	Deceased
1924	Withdrawn due to illness	Student is exiting the district. The student has withdrawn due to illness and is no longer being counted on membership or attendance.	Yes	Student will be auto exited. Student is counted as a dropout for Special Education Reporting purposes.	Dropped out of school

1926	Reached maximum age for services	Student is exiting the district. The student has reached the maximum age for services.	Yes	Student will be auto exited.	Exceeded maximum age
1927	Discontinued schooling	Student is exiting the district. The student is a drop out as defined by Oklahoma State Law.	Yes	Student will be auto exited. Student is counted as a dropout for Special Education Reporting purposes.	Dropped out of school
1928	Completed grade 12, but did not meet all graduation requirements	Student is exiting the district. The student has left school having completed grade 12 but does not meet all of the requirements necessary to receive a diploma and graduate.	Yes	Student will be auto exited. Student is counted as a dropout for Special Education Reporting purposes.	Dropped out of school
1930	Enrolled in a postsecondary early admission program, eligible to return	Student is exiting the district. The student is enrolled in a postsecondary early admission program, but is not receiving services from the district. *Student has not graduated.*	Yes	Student will be auto exited. Student is counted as a dropout for Special Education Reporting purposes.	Dropped out of school

1931	Not enrolled, unknown status	Student is exiting the district. The student is not presently enrolled and the reason for the exit is not yet known. This code will commonly be used only for a short period of time. A student may have exited and the district is not yet aware of the reason. A request for records may not have been received. After the district is made aware of the reason for the exit, the exit code must be changed to reflect an accurate description of the reason for exit. *Note: This is not a valid code for the end of the school year.*	Yes	Student will be auto exited. Student is counted as a dropout for Special Education Reporting purposes.	Unknown
3500	Enrolled in an adult education or training program	Student is exiting the district. The student has left the district and is now enrolled in an adult education or training program Student is working toward a state approved GED program.	Yes	Student will be auto exited. Student is counted as a dropout for Special Education Reporting purposes.	Dropped out of school
3501	Completed a state-recognized vocational education program	The student is exiting the district by completing a state-recognized vocational education program.	Yes	Student will be auto exited. Student is counted as a dropout for Special Education Reporting purposes.	Dropped out of school

3502	Not enrolled, eligible to return	The student is exiting the district, but is eligible to return. This code may be used temporarily but does not reflect accurately the movement of the student. A student with this code will be flagged with a warning at the end of school requiring this exit code to be modified to reflect an accurate description of the reason for the exit.	Yes	Student will be auto exited. Student is counted as a dropout for Special Education Reporting purposes.	Dropped out of school
3503	Enrolled in a foreign exchange program, eligible to return	The student is exiting the district to participate in a foreign exchange program. Note: These are American students exiting the country for a foreign exchange program.	Yes	Student will be auto exited.	Transfer to another school system
3504	Withdrawn from school, under the age for compulsory attendance; eligible to return	The student is exiting the district and is under the age for compulsory attendance (the student is age 5 or younger).	Yes	Student will be auto exited.	Withdrawn from school, under the age for compulsory attendance
3505	Exited	This code is a general code to be used when modifying a student's record *in* the district. Examples: 1. The student is changing grade levels in the same site. This requires an exit and a new entry at the new grade level. 2. The student was a full-time Kindergarten student and is now a part-time Kindergarten student in the same site. This requires an exit and a new entry.	Yes	Student will **not** be auto exited. Exit code **must be updated to another code.**	N/A

3508	Student is in a charter school managed by the same local education agency	The student is exiting one site and is going to attend a charter school in the same district.	Yes	Student will be auto exited if the charter school is a separate LEA, otherwise the student will remain in the district.	Transfer to another school system
3509	Completed with a state-recognized equivalency certificate	The student is exiting the district having received a state-recognized equivalency certificate (Example. G.E.D.).	Yes	Student will be auto exited. Student is counted as a dropout for Special Education Reporting purposes.	Dropped out of school
9999	Other	OSDE does not ever expect to receive code 9999 – Other. This code is reserved for emergency legislative updates or mid-year policy changes and is not valid for another reason. If you cannot find a code that fits a scenario, please call OSDE.	Conditional	Student will **not** be auto exited. Exit code **must be updated to another code.**	N/A