SY 2020 EZ GRAD ENTRY TOOLKIT

OKLAHOMA Education

In previous years, the OSDE has provided schools with numerous opportunities to review and request adjustment of student-level graduation data through a variety of reports (e.g., Comprehensive Exit Report, Historical Adjusted Graduation Cohort Report). In an effort to minimize the number of graduation-related reports necessary for schools to annually complete, the OSDE has been able to automate graduation validation and calculations by using student enrollment records previously collected by The Wave. This new, streamlined reporting process has eliminated the need for additional graduation reports. However, this change in processes has resulted in students having blank (or NULL) exit codes as presently displayed in the SY 2020 Enrollment Graduation table (in the Accountability Reporting application).

The Wave collects data specific to the current school year, meaning any changes made to SY 2020 data after The Wave "rolled over" will not display in OSDE records. Recognizing this, the Office of Accountability is opening a new, one-time process to remedy these exit codes: the **EZ Grad Entry window**. This EZ Grad Entry window will allow sites to:
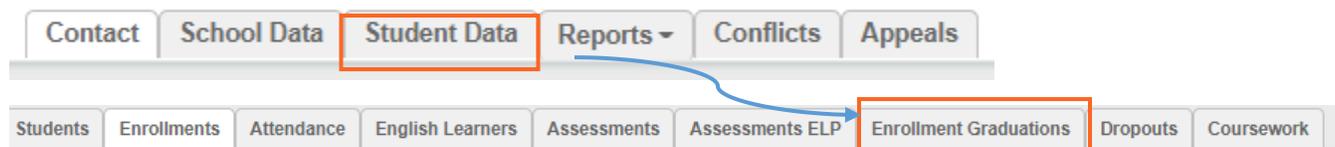
- Review SY 2020 enrollment graduation records with no exit code;
- Update the exit date and code using the new EZ Entry feature; and
- Confirm updates have been made to the Enrollment Graduation table after 24 hours.

Records that are NOT updated during this EZ Grad Entry window will require uploading supporting documentation AND creating a Data Verification Request (DVR) for each individual student during a later data reporting window.

To access the EZ Grad Entry application, sign into your Accountability Reporting application in Single Sign-On and click on Accountability Reporting. If you are a district user, you will need to choose a school.

Accountability Reporting

Go to your **Student Data** tab and choose **Enrollment Graduations**.

| Contact | School Data | Student Data | Reports ▾ | Conflicts | Appeals |

| Students | Enrollments | Attendance | English Learners | Assessments | Assessments ELP | Enrollment Graduations | Dropouts | Coursework |

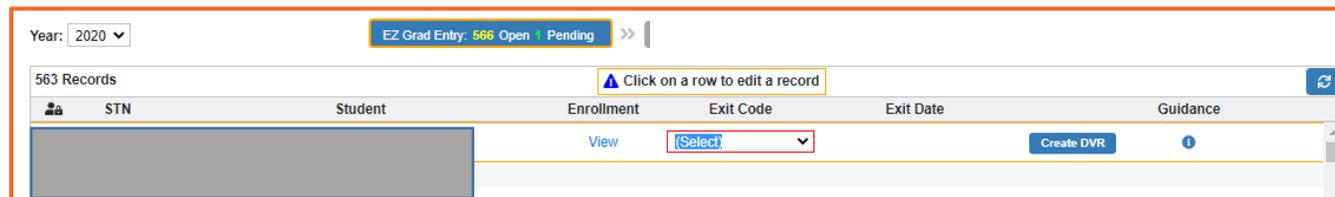Confirm that you are in Year 2020 and click on the EZ Grad Entry button at the top of the table.

Year: 2020 ▾   EZ Grad Entry: 567 Open

This will open a table that allows you to update each student's Exit Code and Exit Date. Click on a row to edit a record. Use the drop-down to update the **Exit Code**, add the **Exit Date** and click [Create DVR]

Note: If you are updating to Exit code 1921 (Graduated) or 3505 (exited), the date will populate automatically to match your school calendar.

Year: 2020 ▾	EZ Grad Entry: 566 Open 1 Pending »

563 Records   ⚠ Click on a row to edit a record

👥	STN	Student	Enrollment	Exit Code	Exit Date	Guidance
			View	(Select) ▾		Create DVR ⓘ

SY 2020 EZ GRAD ENTRY TOOLKIT

OKLAHOMA
Education

Use the drop-down menu to select the **Exit Code** that describes the student's status when they exited.

Note: When you update a student's exit code to one highlighted in Yellow below, the student will later display as having an enrollment conflict after the record is updated. You will be able to resolve such enrollment conflicts by submitting supporting documentation (e.g., **withdrawal forms, records requests from the receiving school, letters from foreign exchange programs, military records, obituaries, etc.)** when the SY 2020 Graduation Audit Window opens later this spring.

Exit Code	SIF Description from X Wave Requirements
1907	Student is in a different public school in the same local education agency
1908	Transferred to a public school in a different local education agency in the same state
1909	Transferred to a public school in a different state
1910	Transferred to a private, **non-religiously affiliated** school in the **same local education agency**
1911	Transferred to a private, **non-religiously affiliated** school in a different local education agency in the **same state**
1912	Transferred to a private, **non-religiously affiliated** school in a **different state**
1913	Transferred to a private, **religiously- affiliated** school in the **same local education agency**
1914	Transferred to a private, **religiously- affiliated** school in a different local education agency in the **same state**
1915	Transferred to a private, **religiously- affiliated** school in a **different state**
1916	Transferred to a school outside of the country
1917	Transferred to an institution
1918	Transferred to home schooling
1919	Transferred to a charter school
1921	Graduated with regular, advanced, International Baccalaureate, or other type of diploma
1923	Died or is permanently incapacitated
1924	Withdrawn due to illness
1926	Reached maximum age for services
1927	Discontinued schooling
1928	Completed grade 12, but did not meet all graduation requirements
1930	Enrolled in a postsecondary early admission program, eligible to return
1931	Not enrolled, unknown status
3500	Enrolled in an adult education or training program
3501	Completed a state-recognized vocational education program
3502	Not enrolled, eligible to return
3503	Enrolled in a foreign exchange program, eligible to return
3504	Withdrawn from school, under the age for compulsory attendance; eligible to return
3505	Exited- used when modifying a student's record
3508	Student is in a charter school managed by the same local education agency
3509	Completed with a state-recognized equivalency certificate (example G.E.D.)

If you have questions, please email us at Accountability@sde.ok.gov