ASR CHECKSHEET 2020-2021

***If you have any questions, contact State Aid or Data & Info System.***  Do **NOT** contact the help desk for assistance. State Aid can fix most issues: Lori Kimbrough [405-522-0139](tel:405-522-0139) & Mitzi Perry [405-522-0120](tel:405-522-0120)

\_\_\_\_\_ 1. **Check the Ownership Wizard on the Wave & Correct ALL of these PRIOR to running reports.**

\_\_\_\_\_ 2. Compare calendars & SIS Attendance Documents numbers with the Wave Student Level Data. **DO NOT** certify reports if numbers don’t match. **CALL STATE AID FOR ASSISTANCE.** You can confirm each site whose numbers match. Go to the Wave, reporting tab, state reporting certification link, Student Level ASR link, select site, click final report button, compare, and verify the numbers are correct, once correct, print report for each site.

\_\_\_\_\_ 3. In CO-OP situations (alternative schools, special ed.) the sending schools are to report their own “traveling” student population data on the SDE statistical reports. This may require setting up a second or third calendar in your student information system to track those students’ membership, attendance, and transportation.

\_\_\_\_\_ 4. Districts serving students from other districts or co-op host sites MUST send membership and attendance information to all sending or home districts during the year, and that calendar & attendance should be verified to match at the sending and receiving districts.

\_\_\_\_\_ 5. Run ALL reports on the same day when not accessible for anyone to change data! To be sure that all days are included and the calendar matches the Wave & Days to Hours Worksheet, it is best to print entire year, not just days taught.

Reports to **email** to me: Please send in 5 files A, B, C, D with E & F & G combined into one Miscellaneous File. Name files according to item.

1. **District** YEARLY LEA Grade Summary Sheet AND a Days to Hour Work Sheet.
2. **Each Sites** QUARTERLY Grade Summary Sheets. These sheet totals must match the LEA Yearly Summary Sheet.
3. **Each Sites** YEARLY student attendance registers *by grade*. These totals must match the above LEA Summary Sheet.
4. **District** YEARLY transportation reports *by grade*. These totals must match the transportation on the above LEA Summary Sheet.
5. List of suspended students including grade level, number of days suspended & date(s).
6. List of EVERY students with 10 consecutive absences.
7. Out of Home Placement – documentation of out of home placement students (students who are resident by virtue of placement or address, but technically not residents of the district) and/or special sites with verification of attendance and membership (**i.e.**, treatment centers, detention centers, therapeutic foster children, etc.). Wave description codes below:
   1. OHP1=students are in DHS therapeutic foster care of a family or shelter within the district
   2. OHP2=students are in a 10 bed Juvenile Detention facility
   3. OHP3=students are in a 8 bed Juvenile Detention facility
   4. OHP4=students are in a 6 bed Juvenile Detention facility

---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

You will **NOT** email the following to me but may choose to keep in your records: grade rosters, list of activity absences, overage students, underage students & 3-year-old IEP students.