

**OKLAHOMA STATE DEPARTMENT OF
EDUCATION**

— CHAMPION EXCELLENCE —

**Comprehensive Exit
Report Manual**

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1- Introduction

The Oklahoma State Department of Education (OSDE) has developed an implementation plan to calculate the state's Federal Four-Year Adjusted Cohort Graduation Rate using student-level data transmitted to the state and certified by districts. The student-level data is received at the state from the school's local student information systems via the Oklahoma's statewide SIF infrastructure and captured by the real-time Wave.

Three reports will encompass the overall reporting process that will allow for the Federal Four- Year Adjusted Cohort Graduation Rate to be calculated automatically beginning in 2016.

1. Comprehensive Exit Report – Beginning in October of the 2013-2014 school year, this report will provide the Exit Reason for every student in grades 7 – 12 from the previous school year.
2. October 1 Consolidated Report – In addition to providing the necessary information for state and federal reporting in a consolidated report, this report, beginning in October of the 2013-2014 school year, will provide a longitudinal look at students and their grade levels and allow for the cohort year to be set accordingly.
3. Historical Adjusted Graduation Cohort Report – This includes all the students who had a valid enrollment at the school who has the previous school year's cohort year. This certifies the final graduation status of these students that will be used in the official graduation rates for Accountability and for federal reporting purposes.

1.1 - Purpose

The purpose of this manual is to provide a step-by-step resource for accessing and submitting the Comprehensive Exit Report to The Oklahoma State Department of Education for review and approval.

1.2 - How to use this document

This document is intended to be a step-by-step guide for reviewing and submitting the Comprehensive Exit Report. To access successfully, follow the steps outlined in this document. For assistance with a specific section, identify the exact area in the Table of Contents and navigate to that section with a click of the mouse to follow the instructional steps. If you have any questions regarding this report, please contact the State Department of Education at 405-522-5169 for assistance.

1.3 - Version Changes

- Removed the Drop Out Report as one of the reports that will be used in the calculation of the Adjusted Cohort Graduation Rate.
- Updated rules on using 'On Screen Data Entry'

2 – Access to the Comprehensive Exit Report

Access to the Comprehensive Exit Report is provided to a user by the District Superintendent through the Single Sign-On System. Individuals who already have the “District Superintendent,” “Site Principal,” or “District Administrator” role assigned to them in the Wave will automatically be granted access to the Comprehensive Exit Report. All others will need to have the “Comprehensive Exit Report Access” role assigned to them.

The Superintendent will need to grant access to each person whom they would like to review or submit the report. This will include the site level person who will complete each site level report and any other individuals.

2.1 - Go to the Wave Portal

To begin, go to the *Single Sign On* website (<https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>), log in and choose the “The Wave’s Portal” option from the list of systems. The list of systems will vary person-to-person depending on what other applications they have access to.

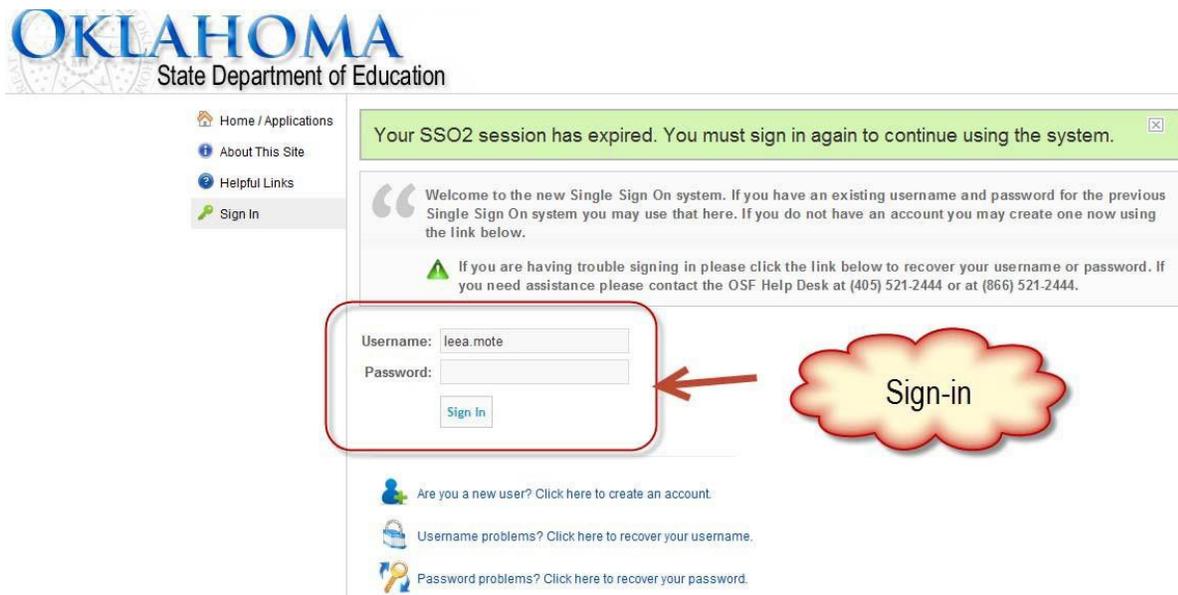


Figure 1 - Single Sign On Log-in Screen



Figure 2 - Single Sign On Application List

2.2 - Go to the Comprehensive Exit Report

Once into the Wave go to the Reporting tab and select State Reporting Certification. This is the application where reporting certification will take place. Once into the State Reporting Certification Application, you can scroll to the bottom of the screen and it will list all of the current reports. Select the Comprehensive Exit Report in the Report Link column. Below is a list of the different columns in this table.

Column Descriptions:

- **Report Link** - The link that will take you into the actual report
- **Status** - The "District" status. This will only change to the next level when all school sites associated with that report for your district reach the next level. There are four levels "Not Started," "In Process," "Confirmed," and "Certified."
- **Report Opens** - The first day you can access the report.
- **Due Date** - The day the report is due to be certified.
- **Contingent Report(s)** - This indicates the report requires another report to be completed first. You will not be permitted to begin a report that is contingent upon another until the other report shows a status of "Certified." If "None" is listed, the report is NOT contingent and can be started on or after the "Report Opens" date.
- **Report Note** - This is a summary of the report. Clicking on this will provide you with information related to this report (e.g. purpose, applicable state or federal laws, new additions or functions in the report).
- **Program Area / Phone #** - The State Department of Education program area responsible for the collection of this report and the phone number you should call with questions related to this report.



Figure 3 - The Wave Reporting Tab, State Reporting Certification

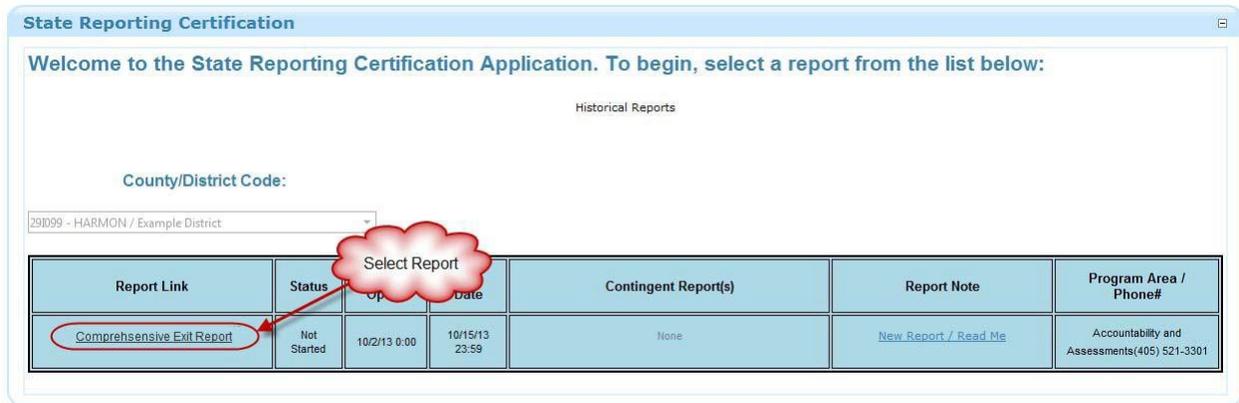


Figure 4 - State Reporting Dashboard

2.3 - Select Site and Reporting Status

To begin the report click on a school in the school list under the column heading "Site Name". For each site, there is a site status to indicate what part in the process the school is in. All schools must reach a "Certified" status. Below is a graphical representation of the statuses that the report goes through. On this screen the following functions are available:

- **Confirm** - Only the Superintendent and Site Principal will be able to click the "Confirm" button. This will lock the data so that it can no longer be edited. It will still be viewable.
- **Release** - Only the Superintendent can click the "Release" button. This will undo the "Confirm" and allow the data to be edited again. Do not call the State Department of Education to have a report "Released" from Confirmation. Only the Superintendent can perform this task.
- **Certify** - Only the Superintendent can click the "Certify" button and only after all of the schools are listed with a status of "Confirmed." This will lock the "Release" button so that the report can no longer be edited by the district. Only the state can unlock the Certified Report. Call the phone number on the State Reporting Certification Dashboard associated with this report to have the report unlocked.



Figure 5 - Reporting Status'

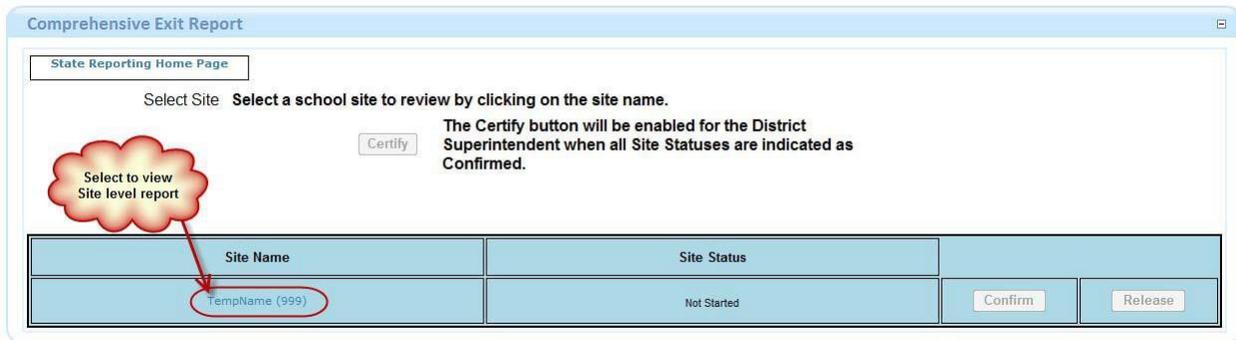


Figure 6 - Site Status Screen

2.4 - General Navigation

Once in the Comprehensive Exit Report, there are standard buttons and links on every screen. The Navigation buttons at the top allow you to go between different sections of the application.

- **Site Selector** – this returns you to the Site Status screen to select a different site or Confirm/Certify.
- **On Screen Data Entry** – This page will list all of the students who attended your school last year in grades 9 – 12. You will have the ability to Edit three pieces of information about the student on this page: 1. The “Cohort Class Of,” the “Graduation Date” (if applicable), and the “Report Category.”
- **Final Report** – The Final Report page will simply be a copy of the On Screen Data Entry date but without the editing functionality.
- **Reporting Tools** – Contains reports that will assist you in completing the Comprehensive Exit Report.



Figure 7 - Navigation

3 – On Screen Data Entry

This section provides a step-by-step process for completing the On Screen Data Entry page.

3.1 - Reporting the Data

The data in the On Screen Data Entry page is entirely pre-populated from other reports, but may be in need of editing. The information contained on this page DOES NOT come directly from your local Student Information System. Changes made in your local system WILL NOT affect this report. It is a static report that is populated from other reports and all edits will be made on screen in the application.

The October 1 Consolidated Report and the SMART Report from the previous school year should have contained the names of every student who attended your school last year. The names of these students were carried over into this report. In addition to the name of the student, other fields were populated with information:

- **Report Category** – The Report Category concludes the statement “The last time my school had this student in membership during the previous school year they...” (Section 3.2)
- **Cohort Class Of** – This is a four-digit year. This year is determined the first time a student enters ninth grade and should not be changed again. It is the expected graduation year for a student who would graduate in four years. (Section 3.3)
- **Graduation Date** – If the student graduated during the previous school year, this should be the graduation date.
- **Enrolled in OK** – After filling in the students from last year, the system looked through the current year’s data to see if the student was enrolled in an Oklahoma school this year. If it found the student, it placed a “Yes” in this box and fill in the Current School column with the County/District/Site code of the current school. This is simply a tool to assist you in locating the student to help you fill in the Report Category. It does not need to be filled in or edited.
- **Current School** – As mentioned above, this is the school or a school the student was found to be enrolled in for the current year as of September 30th. It does not need to be filled in or edited. It is simply a tool to assist you in filling in the correct ReportCategory.

All of the data was pre-populated into the report using multiple sources of data to attempt to determine the Report Category, the Cohort Class Of, and the Graduation Date. It is very likely that some of the data may be inaccurate as the Wave system does not contain data from out of state or from private schools within the state. The last known status of the student over the summer cannot be determined by the Wave system in many instances. A best “guess” was placed in these categories for the student.

How to complete this report:

Review the Report Category, the Cohort Class Of and the Graduation Date. Make any necessary changes to correct the Report Category data on the screen. Please note that this is the only field that can be edited. If you have any questions regarding the Cohort Class of, please contact the Accountability Office at 405-522-5169

3.2 - Report Category

The Report Category finishes the statement “statement “The last time my school had this student in membership during the previous school yearthey...”

Report Category	Description and Use Cases
Graduated	The student completed all of the requirements to receive a standard High School diploma on or before September 30th of the following school year.
Exited to Another Diploma Issuing School	The student exited prior to the end of school or exited during the summer to go to another diploma issuing school. This includes a different school in the same district (LEA).
Dropped Out	The State’s Definition of Drop Out. If a student drops out but can be placed on the 4th quarter re-entry report, this code would not apply because a different code above or below is more applicable.
Emigrated	The student left the country prior to attending school in the following school year.
Died	The student passed away prior to attending school in the following school year.
Exited to a Non-Diploma Issuing School or Institution	The student exited to attend a school that does not provide a standard diploma. OR The student exited due to incarceration in a facility that does not provide educational services that can lead to a standard diploma. OR The student left to go to any other facility or location that does not provide educational services that lead to a standard diploma.
Exited to Homeschooling	The student left to be homeschooled. (Important: Do not use this code if the student exited to attend an online virtual school that is accredited by the State Department of Education – in that instance, it would be an exit to a diploma issuing school.)
Exited – Received their GED	The student left and has passed the GED.

<p>Exited – Reached the Maximum Age for Services</p>	<p>The student has reached the maximum age for services and thus cannot be counted as a dropout.</p>
<p>Exited – Suspension</p>	<p>The last known exit for this student was a suspension, but the student is not considered a drop out because the time for the suspension is not completed. This is typically used in the cases where a long-term suspension is in place that will span across more than one school year or when the suspension occurs right at the end of the school year. Please note that the school year 2017 – 2018 would be that last year that we would expect this report category. Starting the school year 2018- 2019, students who are suspended out of school for any length of time is no longer dropped from the roll. For more information, please see the Guidance for Attendance and Suspensions</p>
<p>Exited – Completed IEP, but did not receive a diploma</p>	<p>The student completed all of the requirements on the IEP but did not receive a standard diploma because they are unable to meet the requirements of a standard diploma and they will no longer be returning to school.</p>
<p>Finished Out the Year – Returned next fall (same school)</p>	<p>The student was in membership on the last day of school and returned to the same school in the fall.</p>
<p>Exited – Over Compulsory Age</p>	<p>The student is over the compulsory age for attendance and thus cannot be counted on the dropout report.</p>
<p>Permanently Incapacitated</p>	<p>The student is permanently incapacitated.</p>

3.3 - Cohort Class of

The Cohort Class Of is set the first time a student enters the ninth grade. After it has been set, it is not changed regardless of what happens to the student in relation to retention or graduating.

To determine the Cohort Class of:

1. Determine the year the school year the student first entered ninth grade (e.g. 2018-2019)
2. Add four to the year when the student first entered ninth grade (e.g. 2018 + 4 = Cohort Class Of 2022)

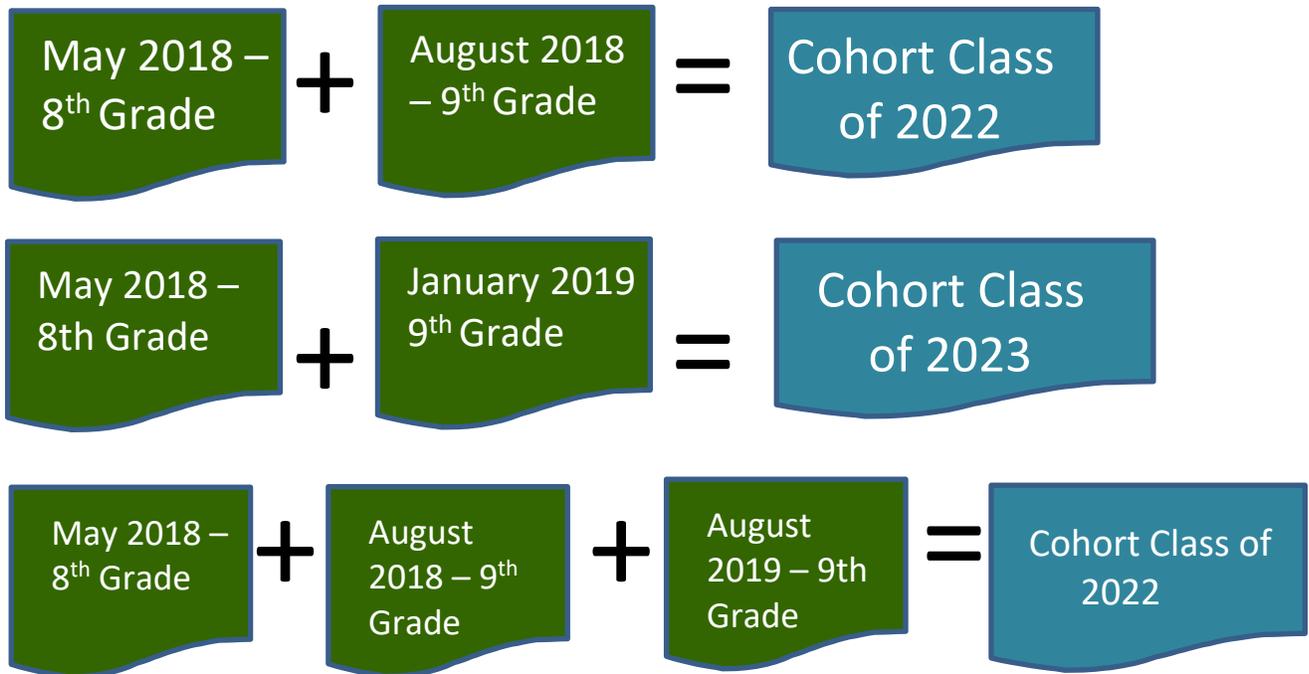


Figure 8 – Determining Cohort Examples

3.4 - Report Category Update Process

In order to make changes on the student’s Report Category, simply click the “Edit” button located to the left of the individual record and correct the record.

State Reporting Home Page

Site Selector On Screen Data Entry Final Report Reporting Tools

On Screen Data Entry

Select Site: Example School (705) Site Status: In Process Restore Original File

	School ID	Grade	Report Category	STN	Local ID	First Name	Middle Name	Last Name
Edit	780001705	09	12 - Finished Out the Year	1001123456	123456	John	Doe	Smith
Edit	780001705	09	12 - Finished Out the Year	1001654321	654321	Jane	Doe	Smith
Edit	780001705	10	02 - Exited to another Diploma Issuing School	1001555555	555555	William	John	Jones

Figure 9 – Update Report Category

3.5 - Filter Grid

The data grid can be filtered based on filter criteria you enter. At the top of each column under the column header there is a space for you to enter filter criteria, once you enter your filter criteria select the icon that looks like a cone (▼). This will bring up a list of filter options (contains, equal to, etc.). Select an option and the report will filter based on your selection. You can filter on multiple columns at one time (e.g. Grade and Gender). When you want to remove the filter criteria select the filter button again, and select “NoFilter.” This will remove the filter and return the list to all records. (If you filtered in multiple columns, you will need to do this for each column to remove ALL filters.)

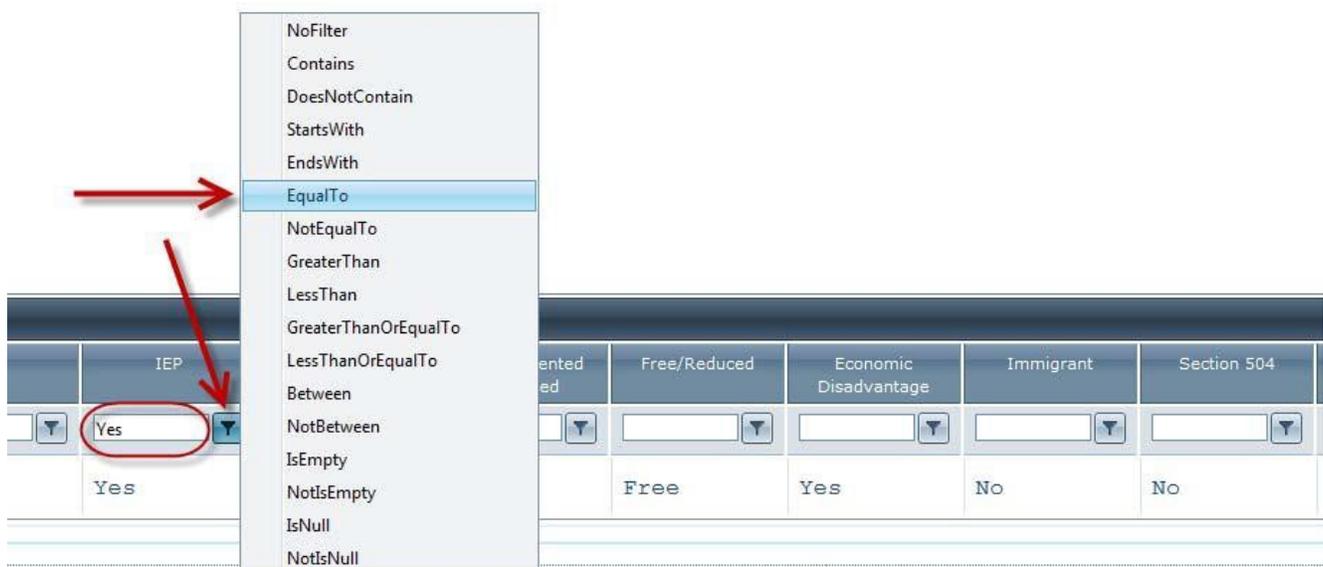


Figure 15 - Enter Filter Criteria and select Filter Button

3.6 - Change the Report View

In the grid view, you can change the order of the columns by dragging the column and placing it where you would like for it to appear. Hover over the column that you would like to move until it looks like crosshairs; , select the column and left click and hold the mouse button down, drag to where you want the column to move and release the button. This will release the column and move it to that location.



Figure 16 - Dragging to Reorder Columns

You can also sort the report by selecting the column title. This will sort the report alphabetically based on the column header you selected.

Last Name	First Name	Local ID	Middle
Brown	Duane	123456	J
Fonda	Jane	123	Sue

Figure 17 - Column Sorting

3.7 - Confirm the Report

There are two ways to confirm the report, through the Final Report screen or on the Site Selector Screen. On the Final Report page, a person with the “Site Principal” role or the District Superintendent will see the “Confirm” button activated. If you do not see this button activated and your report is in the “In Process” status, you do not have the proper authority to “Confirm” the report.

The other method to confirm the report is on the Site Selector Screen. To the right of the site’s name, the “Confirm” button will be available to those with the appropriate access.



Figure 12 - Confirm Button on the Final Report page



Figure 18 - Confirm Button on Site Selector page

4- Reporting Tools

This section provides instructions for the Reporting Tools section of the report. There is only one report currently available for the Comprehensive Exit Report.

- **Counts by Report Category** – This report will list the counts of students by grade level for each Report Category that exists for the particular school.

The screenshot shows a web-based reporting tool interface. At the top, there is a navigation bar with a search box containing '1 of 1', a zoom level of '100%', and buttons for 'Find | Next', 'Select a format', and 'Export'. Below the navigation bar, the main title is 'State Certification Comprehensive Exit Report'. Underneath, the 'District Name' is 'Example District' and the 'County / District' is '781001'. The main content is a table with the following data:

School ID	School Name	Report Category Description	Grade Level	Student Count
781001705	Example School	01 - Graduated	12	47
781001705	Example School	02 - Exited to another Diploma Issuing School	09	16
781001705	Example School	02 - Exited to another Diploma Issuing School	10	2
781001705	Example School	02 - Exited to another Diploma Issuing School	11	5
781001705	Example School	03 - Dropped Out	11	4
781001705	Example School	03 - Dropped Out	12	1
781001705	Example School	12 - Finished Out the Year	09	48
781001705	Example School	12 - Finished Out the Year	10	52
781001705	Example School	12 - Finished Out the Year	11	44
781001705	Example School	12 - Finished Out the Year	12	2
781001705	Example School	14 - Exited - Over Compulsory Age	12	1

Figure 20 – Report Example

4.1 – Navigating the Report

On the Reporting Tools page choose a report from the drop-down list. Then if applicable select the checkbox next to District Report, and select the “View Report” button. The District Report checkbox is optional and should only be used by district users to show all sites under a particular district. *All reports open up in a new window.*

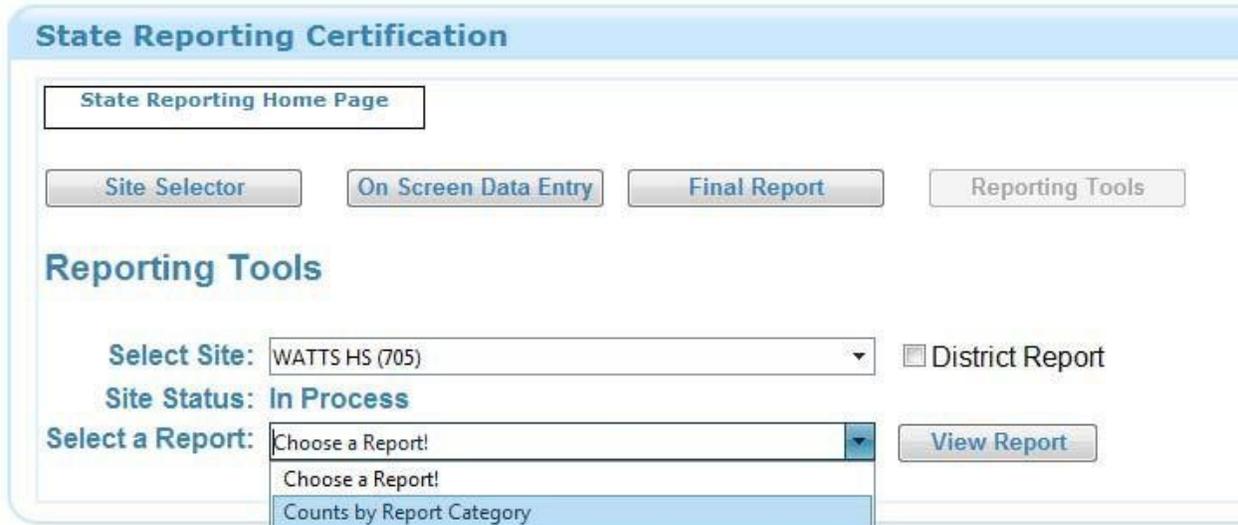


Figure 21 - Reporting Tools Screen Navigation

After clicking “View Report” a new screen will appear with the Report Information. Select a format from the drop-down box at the top of the screen (e.g. Excel, Word, or PDF) and click “Export.” You will then be prompted to either “Open” or “Save” the document. Choose “Open” and the document format you selected will appear. For this report, Excel is probably the best option to choose for viewing the data.

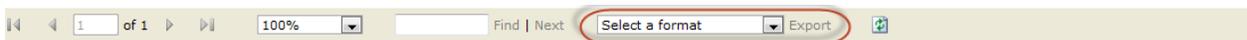


Figure 22 - Reporting Tools Screen Navigation Formatting

5 – Superintendent Responsibilities

In this section, we will review how the District Superintendent is to “Certify” the Comprehensive Exit Report.

5.1 - Certifying the Report

To officially submit the report to OSDE for reporting, the District Superintendent must select the “Certify” button located on the Site Selector screen. This can only be done when all sites listed are in the Confirmed status.

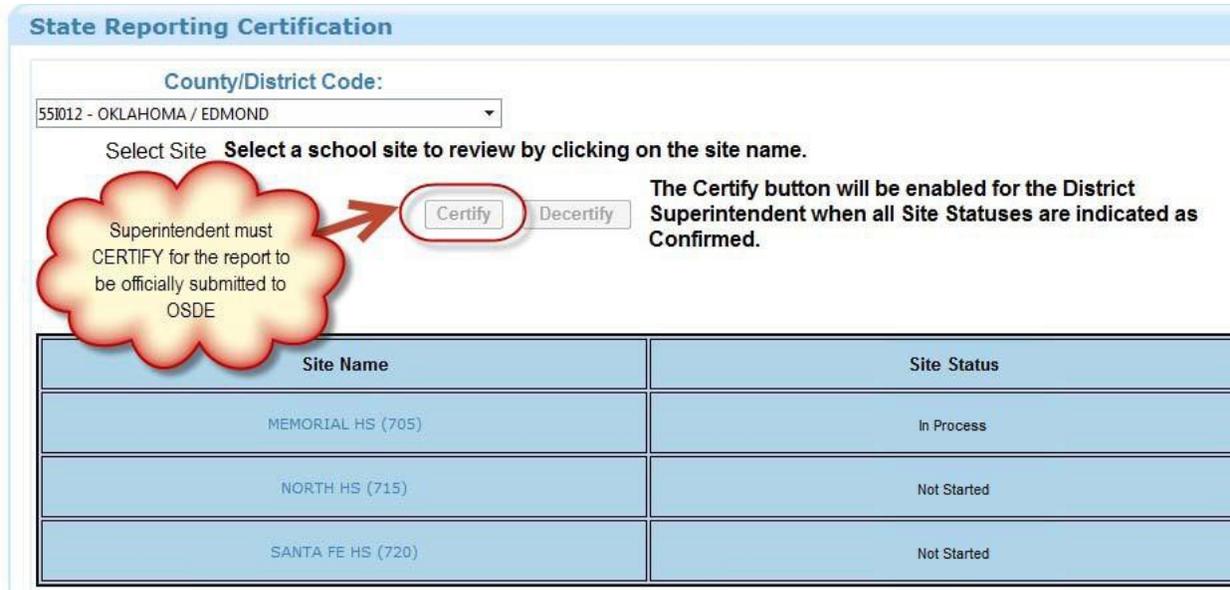


Figure 23 - Certify Button

5.2 - Releasing the Report

If a site has already confirmed their report and they determine the need to make some additional changes, the District Superintendent has the authority to “Release” the site report for them to go back and make changes on the On Screen Data Entry screen. Doing this will change the report site status to “In Process” so the Principal will need to re-confirm the report and then the Superintendent can “Certify”.

State Reporting Certification

County/District Code: 551012 - OKLAHOMA / EDMOND

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

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

Site Name	Site Status	Confirm	Release
MEMORIAL HS (705)	In Process	<input type="button" value="Confirm"/>	<input type="button" value="Release"/>
NORTH HS (715)	Not Started	<input type="button" value="Confirm"/>	<input type="button" value="Release"/>
SANTA FE HS (720)	Not Started	<input type="button" value="Confirm"/>	<input type="button" value="Release"/>

Superintendent can "Release" to go back to the In Process status to make changes

Figure 24 - Release Button

5.3 - Decertification

If the Superintendent has already certified the report and the site/district determines they need to make additional changes to the report, they can call the OSDE to De-Certify their report. This will put it back to the Confirmed status and allow the Superintendent to Release the individual sites that need to make corrections.