How to Submit a Data Verification Request (DVR)

What is a DVR?

A Data Verification Request (DVR) is a request for review or potential update of specific data by an Office of Accountability team member.

When should I submit a DVR?

Submit a DVR when a record **has data that are incorrect**. For example, if a student was continuously enrolled at your school site since the beginning of the school year and has a Non-Full Academic Year (NFAY) value other than zero, submit a DVR for that record. Likewise, if a student took an assessment but has a NoScoreCode value (or the assessment is missing), please submit a DVR.

How do I view my data?

Student Assessment data can be viewed in the *Accountability Reporting* application in Single-Sign-On (SSO). To view your data, select your site and type of assessments you would like to review. *Note that DVRs may be submitted for Oklahoma School Testing Program (OSTP), College- and Career-Readiness Assessments (CCRA), Oklahoma Alternative Assessment Program (OAAP), and English Language Proficiency Assessments (Kindergarten ACCESS, ACCESS 2.0, and Alt ACCESS).*

Note that in the application, ACCESS refers to both Kindergarten ACCESS and ACCESS 2.0.

For guiding questions on what to review:

- o OSTP/CCRA/OAAP Review Guide
- o ACCESS/Alt ACCESS Review Guide

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There are two ways to submit a DVR depending on its purpose: **Missing Records** or **Existing Records**.

Missing Record: If you are submitting a DVR for a missing record (i.e., a student has an ELA but no Math record), select Create DVR for Missing Assessment(s). To do this, start with the student's STN. Then, select the missing assessment record(s). If you have supporting documentation to explain why the missing record, please upload it to the DVR. Once complete, hit Save in the top right corner.

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Existing Record: If you are submitting a DVR for one or more existing assessment records (i.e., incorrect NFAY value or NoScoreCode), select the check box next to the specific record(s). If you have supporting documentation, please upload it to the DVR. Once complete, hit Save in the top right corner.

What happens after I submit a DVR?

Once you submit a DVR you will be able to view the request in the Data Verifications Screen.

Accountability team members review DVRs daily and strive to provide timely resolutions. If appropriate, a team member may reach out to request additional information supporting the requested update. At any point, you may check the Data Verifications tab to review the status of your *In Progress* DVRs. Once data has either been verified or updated, the DVR will move to a *Closed* status, and a team member will provide resolution text in the DVR. Please note that some requests require more research and review than others. Thus, submitted DVRs might not close in the order they are received. However, Accountability will ensure that all DVRs submitted during the window receive appropriate resolution.

For questions on the DVR process, or for assistance reviewing your data, please contact the Office of Accountability at (405) 522-5169, or accountability@sde.ok.gov.