Reminder

• Dropout Report in the Wave will open soon
  • Getting very close, expected to open this month

• Annual Statistical Report (ASR) is open
  • Look at your calendars first THEN attendance.
    • Attendance and Membership calculations are based on the calendar

• Graduation Part-time Report Qtr 3 is open
  • Make sure you have STNs
Special Education Data Exchange Project

• What is OSDE doing now?
  • Daily files exchanged with EDPlan
    • Transfers
    • Enrollments
    • Exits
    • 2 additional files at the beginning of the year
  • Data is pulled from MyData
    • Reflection of data sent to the Wave 1 or more days prior
Special Education Data Exchange Project

• Why is OSDE changing?
  • Reduced workload for all staff involved
  • Almost fully automated data exchange
    • Student Information
    • Student Enrollment Information
    • School Information
Special Education Data Exchange Project

- STNs resolution more important than ever
- Special Education Staff will be more dependent on activity in the SIS
**Special Education Data Exchange Project**

- **REMEMBER OSDE REQUESTS FOR DATA DAILY**

### Wave Data Request Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
</table>
| **Student Information:** Addresses; Demographics; Additional student information; School Enrollments  
District Information: Addresses; Contacts; Other District information  
School Information: Addresses; Attendance Codes; Calendars; Contacts | **Student Information:** Addresses; Demographics; Additional student information; School Enrollments; Course Section Enrollment; Course Grades; Transportation; Attendance  
District Information: Addresses; Contacts  
School Information: Addresses; Attendance Codes; Calendars; Contacts; Course Terms; Course Sections | **Student Information:** Addresses; Demographics; Additional student information; School Enrollments  
District Information: Addresses; Contacts; Other District information  
School Information: Addresses; Attendance Codes; Calendars; Contacts |
Special Education Data Exchange Project

• How does Data get to EDPlan? **New records**

1. Student is enrolled & data is entered into the local SIS
2. Local SIS sends data to the Wave
3. The Wave validates and assigns an STN, if possible
   • If STN is not assigned automatically, look in the STN System
   • **EVEN** if there is an existing STN in your SIS
4. If data passes all checks, data is sent to EDPlan
   • Ownership Wizard
   • STN System
   • Data Validation Wizard
Special Education Data Exchange Project

How does Data get to EDPlan? **SoonerStart & <=3 Year olds**

1. Student is enrolled & data is entered into the local SIS
2. Local SIS sends data to the Wave
3. The Wave validates and assigns an STN, if possible
   • If STN is not assigned automatically, look in the STN System
   • EVEN if there is an existing STN in your SIS
Special Education Data Exchange Project

• How does Data get to EDPlan? **Existing records**

1. Data was previously sent to the Wave

2. District makes a edit in the local SIS
   • Changes
   • Additions

3. If SIS vendor is set to send real time changes, data will be sent to the Wave within the hour.
   • Otherwise, refer to the request schedule
Special Education Data Exchange Project

• How does Data get to EDPlan? **Deleted records**

1. Data was previously sent to the Wave

2. District inactivates or deletes an enrollment or student information (**No-shows**)

3. If SIS vendor is set to send a **delete message**, data will be marked as inactive in Wave within the hour.
   • Otherwise, district staff must reach out to DIS staff to remove **Special Ed. staff will have to manually exit the student from EDPlan**
Special Education Data Exchange Project

• When will EDPlan start syncing with the Wave?
  • Over the summer
  • Within the next few weeks for existing data

• Data that is mismatched in EDPlan may be affected
Special Education Data Exchange Project

• What are risks for SIS specifically?
  1. Vendors and exits
  2. Mismatched STNs
Special Education Data Exchange Project

- STNs is the identified to transfer data from one district to another
- STN mismatches will not result in timely transfers
- Mismatched STNs
  - Wave errors
  - Non-Wave errors
Special Education Data Exchange Project
Special Education Data Exchange Project

• Mismatched STNs: Wave errors
  • Occurs when the SIS sends the Wave an STN that differs from the one assigned
  • Data Validation Wizard will say: “State Province ID does not match assigned STN”

Typically not normal occurrence but easily corrected by contacting the DIS office
Special Education Data Exchange Project

• Mismatched STNs: Non-Wave errors
  • Typically found when files don’t transfer in a timely matter & the student history does not show as expected

• Moving forward DIS staff is utilizing tools that will help find STN mismatches
Special Education Data Exchange Project

• **Remember!**
  • The STN System does not update demographic information, currently
    • *We know, and are in process of adjusting this process*
  • Be 1000% sure that a student is not assigned a new STN if they’ve ever been in a public Oklahoma school before
    • *Exceptions for court orders*
Special Education Data Exchange Project

- What will SIS staff have to do?
  - Monitor the wizards
    - STN System
    - Ownership Wizard
    - Validation Wizard
  - Checking your communication status on the Wave Homepage
Special Education Data Exchange Project

District Communication

- The Wave Homepage → District Communication

**Excellent**

The status above indicates your district's communication level updated every two hours. Each level indicates how many days it has been since the Wave last received a message from your district.

- **Excellent** = 1 day or less
- **Good** = over 1 day, but less than 2
- **Fair** = over 2 days, less than 3
- **Average** = over 3 days, less than 4
- **Below Average** = over 4 days, less than 5
- **Poor** = over 5 days, less than 6
- **No Communication** = Over 6 days without a message

A communication status of Average or above is ideal. Anything below that indicates a potential problem in communication with your district that needs to be addressed as soon as possible.

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Wen GAGE • 3/18/2021 1:51:17 PM
Special Education Data Exchange Project

• The validation wizard displays **warnings** and **errors**
  • Some **warnings** are not required to fix immediately
    • *Ex. It’s May and you have not entered a graduation date yet for your 12th graders.*
      • This is just a reminder that it needs to be entered, if applicable.
  • Most **errors** will need to be corrected in the SIS or by contacting DIS staff
    • *Ex. Student’s legal birth certificate has special characters.*
      • Contact DIS
    • *Ex. School Information is missing the county-district-site code*
      • Review the information and edit in the SIS
Special Education Data Exchange Project

• The ownership wizard displays enrollment conflicts
  • Problematic at the beginning of the school year
  • Extremely important to make sure this is reviewed daily

• Enrollment day will always be the first day the student participated in instructional activities

• Transfers will not occur in EDPlan until the enrollment date is reached
Special Education Data Exchange Project

• The ownership wizard displays enrollment conflicts
  • Problematic at the beginning of the school year
  • Extremely important to make sure this is reviewed daily

• Make sure to review who is listed as a ownership wizard conflict
  • Superintendent or SSO Administrator assigns roles
  • https://sdeweb01.sde.ok.gov/SSO2/docs/Superintendent_SSO_Manual.pdf

• Contact OMES if you can no longer edit a district users account roles
  • Servicedesk@omes.ok.gov or 405-521-2444
Special Education Data Exchange Project

• In short the following needs to be as accurate as possible
  • Student demographic information
  • Student enrollment information
  • School information
  • District information
### Special Education Data Exchange Project

- **Enrollments**
  - Entry code mappings are available
  - Email sent on 2-26-21

### TABLE TWO

<table>
<thead>
<tr>
<th>Code</th>
<th>Base (SIF) Description</th>
<th>OSDE Definition</th>
<th>Used by OSDE &amp; sent to EDPlan</th>
<th>Action In EDPlan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1821</td>
<td>Transfer from a public school in the same local education agency</td>
<td>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).</td>
<td>Yes</td>
<td>Student stays in district; auto entered to new site.</td>
</tr>
</tbody>
</table>
Special Education Data Exchange Project

- Enrollments
  - Exit code mappings are available
  - Email sent on 2-26-21

<table>
<thead>
<tr>
<th>Code</th>
<th>Base (SIF) Description</th>
<th>OSDE Definition</th>
<th>Used by OSDE</th>
<th>Action in EDPlan</th>
<th>EDPlan Exit Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>1907</td>
<td>Student enters a different public school in the same local education agency</td>
<td>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.</td>
<td>Yes</td>
<td>Student will remain in district. An exit will not be processed.</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Special Education Data Exchange Project

- Enrollments
  - Basis of Admission code mappings are available
  - Email sent on 2-26-21

<table>
<thead>
<tr>
<th>Code</th>
<th>Base (SIF) Description</th>
<th>OSDE Definition</th>
<th>Used by OSDE</th>
<th>Action In EDPlan</th>
<th>Included: SPED Child Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACEPT</td>
<td>Achieving Classroom Excellence Act (ACE) Part Time</td>
<td>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.</td>
<td>Yes</td>
<td>Student auto entered</td>
<td>No</td>
</tr>
</tbody>
</table>
Contacts

• SIS/Wave issues: StudentDataInfo@sde.ok.gov
• EDPlan record merges or duplicates: EDPlan Message Board
• Everything else: SPED Data Team
  • ginger.elliott-teague@sde.ok.gov
  • travis.thompson@sde.ok.gov
  • jack.caldwell@sde.ok.gov
• https://sde.ok.gov/student-information-documents-and-guides
Guidance

• SIS-Wave-EDPlan Integration Guidance

• https://sde.ok.gov/documents/2012-10-01/special-education-data-and-reporting-part-b-children-ages-3-through-21
  • Guidance for Enrolling 3-5 Year Olds

• https://sde.ok.gov/student-information-documents-and-guides
  • STN Assignment Guidance
  • Data Request Schedule in Plain English
  • District Ownership Wizard User Guide
  • Oklahoma State Testing Number System Guidance