

Weekly Wave

Data & Information Systems



OKLAHOMA
Education



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

Monday	Tuesday	Wednesday
<p>Student Information: Addresses; Demographics; Additional student information; School Enrollments</p> <p>District Information: Addresses; Contacts; Other District information</p> <p>School Information: Addresses; Attendance Codes; Calendars; Contacts</p>	<p>Student Information: Addresses; Demographics; Additional student information; School Enrollments; Course Section Enrollment; Course Grades; Transportation; Attendance</p> <p>District Information: Addresses; Contacts</p> <p>School Information: Addresses; Attendance Codes; Calendars; Contacts; Course Terms; Course Sections</p>	<p>Student Information: Addresses; Demographics; Additional student information; School Enrollments</p> <p>District Information: Addresses; Contacts; Other District information</p> <p>School Information: Addresses; Attendance Codes; Calendars; Contacts</p>

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

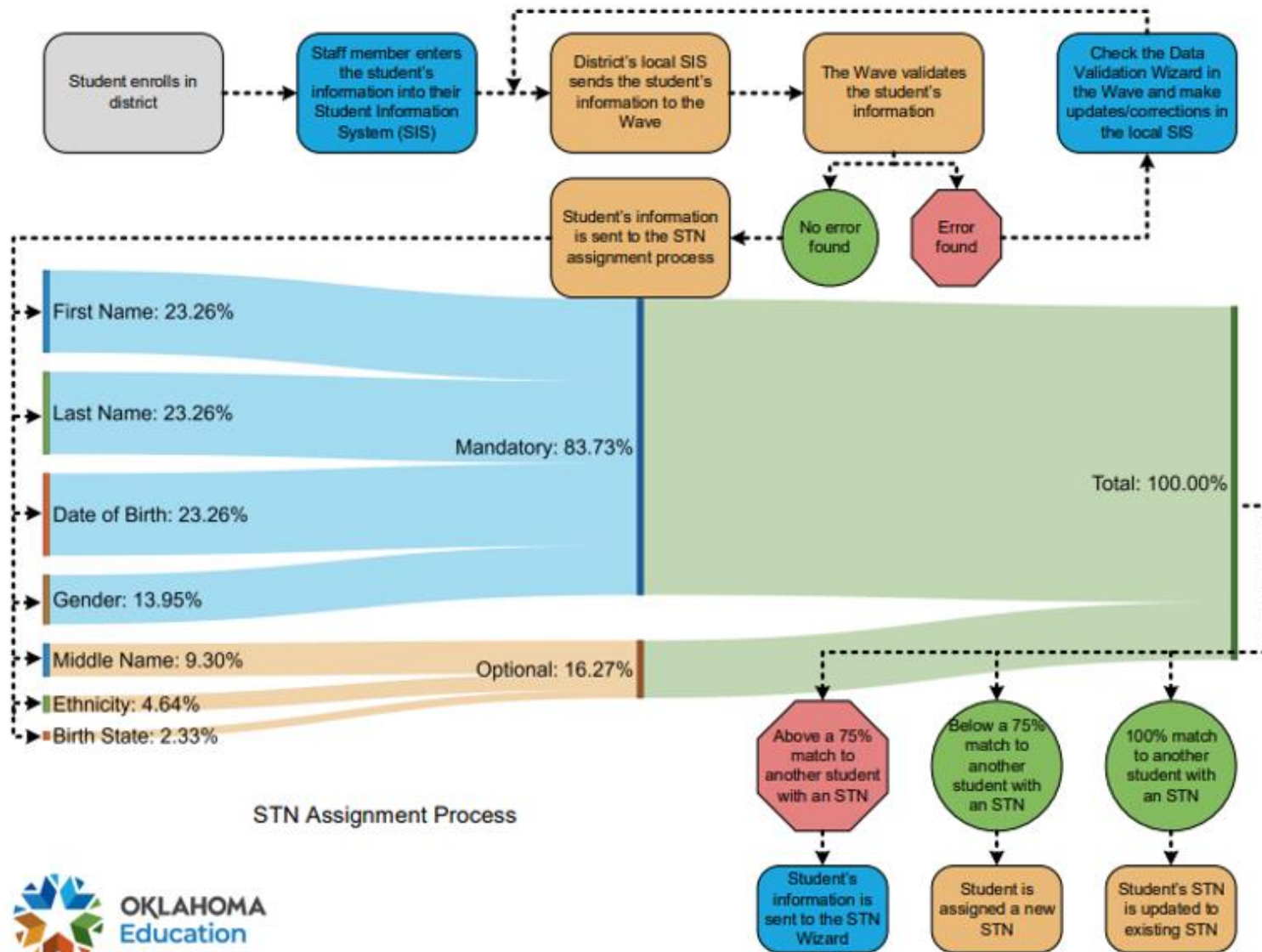
Special Education Data Exchange Project

- 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	
<p>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.</p> <ul style="list-style-type: none">▪ 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 <p>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.</p>	
Wen-GAGE i-SI	Last Communication 3/10/2021 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				
Code	Base (SIF) Description	OSDE Definition	Used by OSDE & sent to EDPlan	Action In EDPlan
1821	Transfer from a public school in the same local education agency	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).	Yes	Student stays in district; auto entered to new site.

Special Education Data Exchange Project

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

TABLE FOUR					
Code	Base (SIF) Description	OSDE Definition	Used by OSDE	Action In EDPlan	EDPlan Exit Reason
1907	Student enters a different public school in the same local education agency	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.	Yes	Student will remain in district. An exit will not be processed.	N/A

Special Education Data Exchange Project

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

TABLE THREE					
Code	Base (SIF) Description	OSDE Definition	Used by OSDE	Action In EDPlan	Included: SPED Child Count
ACEPT	Achieving Classroom Excellence Act (ACE) Part Time	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.	Yes	Student auto entered.	No

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