

Comprehensive Exit Report FAQs

Oklahoma State Department of Education, Office of Accountability (Fall 2018)

What is the Comprehensive Exit Report?

The Comprehensive Exit report is a district-certified report containing exit reasons for all students in grades 7 – 12 from the previous school year. **Additionally, this report is the only place to report 5th and 6th year graduates for the new accountability system.**

Who should be on this report?

All students in grades 7 – 12 included in membership at your school/district last year. These students were reported on either the certified October 1 report or Supplemental Membership Annual Reporting Totals (SMART) Report during the 2017-2018 school year. As this is all students who enrolled, a student may exist on more than one site's Comprehensive Exit Report.

How do I find this report?

Districts may access the report via the Wave's portal in Single Sign On. Wave's Portal → Reporting Tab → State Reporting Certification → Select "Comprehensive Exit Report" → Select a "Site Name"

What should I be looking for?

Districts should review that all data in the report are accurate. **Particular care should be given to the Report Category and the CohortClassOf (for high school ONLY) for all students.** Common report categories include: students who exited to enroll at another diploma-issuing school (02), received a GED (08), dropped out (03), and finished out the year (12). As this report feeds the graduation report and is used for the graduation rate indicator, please carefully review that all graduates including early grads, 5th or 6th year grads, and on-time graduates are all reported as (01)-Graduated.

For a step by step guidance, please see our Comprehensive Exit Report Manual (Link).

Some of my information is not correct, how do I correct this?

This report is prepopulated from other certified reports and data submitted by your student information system (SIS). As such, corrections are not expected and are highly unusual. Only the Report Category may be edited in the application (via "On Screen Data Entry"). For questions regarding and other field, including the Cohort Class Of, please contact the Office of Accountability at 405-522-5169.

How do I know a student's correct cohort year?

The cohort year for a student is when the student is expected to graduate in order to be considered an on-time graduate. The cohort year is 4 years after the student enrolled in 9th grade for the first time. If the student enrolled after December 1, the following year is considered year 1.

If I make a change in my Student Information System, will it update the report?

No. This data was compiled utilizing historical Wave data. **The student's report category is the only field that can be updated using the "On Screen Data Entry".** For a detailed description of all Report Categories, please see the tables on the next several pages.

For any additional questions on the report, please contact the Office of Accountability at (405) 522-5169 or accountability@sde.ok.gov.



Office of Accountability
Oklahoma State Department of Education
Fall 2018

What are the Report Categories and how are they populated?

Report categories are populated based on the Exit Code submitted to the Wave from your local SIS.

Below is a chart that demonstrates which codes populate which Report Categories.

Report Category	SIF Code	SIF Description	SDE Description
01- Graduated	1921	Graduated with regular, advanced, International Baccalaureate, or other type of diploma	Exit - Student is exiting the district. The student has graduated or received a diploma and is no longer going to be counted on membership or attendance
02-Exited to another Diploma Issuing School	See codes below		
	1907	Student is in a different public school in the same local education agency	Exit - 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)
	1908	Transferred to a public school in a different local education agency in the same state	Exit - Student is exiting the district, going to another public school district in Oklahoma
	1909	Transferred to a public school in a different state	Exit - Student is exiting the district, going to another public school district in a different state.
	1910	Transferred to a private, non-religiously affiliated school in the same local education agency	Exit - Student is exiting the district, going to a non-religious private school located inside the public school district boundaries
	1911	Transferred to a private, non-religiously affiliated school in a different local education agency in the same state	Exit - Student is exiting the district, going to a non-religious private school located outside of the public school district's boundaries in the state of Oklahoma
	1912	Transferred to a private, non-religiously affiliated school in a different state	Exit - Student is exiting the district, going to a non-religious private school located in a different state.
	1913	Transferred to a private, religiously affiliated school in the same local education agency	Exit - Student is exiting the district, going to a religiously affiliated private school located inside the public school district boundaries

	1914	Transferred to a private, religiously affiliated school in a different local education agency in the same state	Exit - Student is exiting the district, going to a religiously affiliated private school located outside of the public school district's boundaries in the state of Oklahoma.
	1915	Transferred to a private, religiously affiliated school in a different state	Exit - Student is exiting the district, going to a religiously affiliated private school located in a different state
	1919	Transfer to charter School	Exit - Student is exiting the district, going to be attending a charter school in a different district. (Note: If the student will be attending a charter school in the same district, utilize code 3508.)
	3503	Enrolled in a foreign exchange program, eligible to return	Exit - The student is exiting the district to participate in a foreign exchange program.
	3508	Student is in a charter school managed by the same local education agency	Exit - The student is exiting one site and is going to attend a charter school in the same district
03-Dropped Out	1927	Discontinued schooling	Exit - Student is exiting the district. The student is a drop out as defined by Oklahoma State Law
	1931	Not enrolled, unknown status	Exit - Student is exiting the district. The student is not presently enrolled and the reason for the exit is not yet known. This code will commonly be used only for a short period of time. A student may have exited and the district is not yet aware of the reason. A request for records may not have been received. After the district is made aware of the reason for the exit, the exit code must be changed to reflect an accurate description of the reason for exit.
	3502	Not enrolled, eligible to return	Exit - The student is exiting the district, but is eligible to return. This code may be used temporarily but does not reflect accurately the movement of the student.
04-Emigrated	1916	Transferred to a school outside of the country	Exit - Student is exiting the district, going to a school in a different country
05-Died	1923	Died or is permanently incapacitated	Exit - The student has died or is permanently incapacitated. Note: There should be an additional Exit Other Code associated with this determining whether the reason is "Died" or is "Permanently Incapacitated. NOTE: ExitType_OtherCode should be 1923D

06-Exited to a Non-Diploma Issuing school or institution	1917	Transferred to an institution	Exit - Student is exiting the district, going to an institution. (Note: This code is used if the student is going to an institution and will no longer be counted on the membership of any public school district. If the student will still be counted on the membership of a public school district, a different code will be utilized). In addition, this code should only be utilized if the institution the student is transferring to CANNOT offer a state certified diploma. If a diploma can be achieved by the student while attending this institution, a different exit code should be used.
07- Exited to Homeschooling	1918	Transferred to home schooling	Exit - Student is exiting the district, going to be home schooled
08- Exited- Received their GED	1922	Completed school with other credentials	Exit - The student has completed high school, but NOT by obtaining a diploma.
	3509	Completed with a state-recognized equivalency certificate	Exit - The student is exiting the district having received a state recognized equivalency certificate (Example. G.E.D.)
09-Exited- Reached the Maximum Age of Services	1926	Reached maximum age for services	Exit - Student is exiting the district. The student has reached the maximum age for services.
10-Exited-Suspension	1925	Expelled or involuntarily withdrawn	Exit - The student has been suspended
11-Exited- Completed IEP, but did not receive a diploma	1922	Completed school with other credentials	Exit - The student has completed high school, but NOT by obtaining a diploma. NOTE: IDEA should be 'YES'
	1928	Completed grade 12, but did not meet all graduation requirements	Exit - Student is exiting the district. The student has left school having completed grade 12 but does not meet all of the requirements necessary to receive a diploma and graduate. NOTE: IDEA should be 'YES'
12-Finished Out the Year	3505	Exited	Exit - This code is a general code to be used when modifying a student's record in the district. A mass exit at the end of the school year is NOT required. Examples: 1. The student is changing grade levels in the same site. This requires an exit and a new entry at the new grade level. The exit code will be 3505. 2. The student was a Full Time Kindergarten student and is now a Part Time Kindergarten student in the same site. This requires an exit and a new entry. The exit code will be 3505.

13- Never Enrolled	1931	Not enrolled, unknown status	Exit - Student is exiting the district. The student is not presently enrolled and the reason for the exit is not yet known. This code will commonly be used only for a short period of time. A student may have exited and the district is not yet aware of the reason. A request for records may not have been received. After the district is made aware of the reason for the exit, the exit code must be changed to reflect an accurate description of the reason for exit. Note: This is not a valid code for the end of the school year. A student with this code will be flagged with a warning at the end of school requiring this exit code to be modified.
14- Exited-Over Compulsory Age	-	-	* The Wave validation checks for the birthday and IDEA = no
15- Permanently Incapacitated	1923	Died or is permanently incapacitated	Exit - The student has died or is permanently incapacitated. Note: There should be an additional Exit Other Code associated with this determining whether the reason is "Died" or is "Permanently Incapacitated. NOTE: ExitType_OtherCode should be 1923P

For any additional questions on the report, please contact the Office of Accountability at (405) 522-5169 or accountability@sde.ok.gov.