Dropout Reporting Guidance for SY 2020-2021 (version 1.2)

The Office of Data Quality and Research

Table of Contents

Version History

- August 4, 2021, version 1.0

- September 21, 2021, version 1.1
    - Added Table of Contents
    - Clarified language throughout the document
    - Added additional FAQs
    - Updated Contact Information

- October 6, 2021, version 1.2
    - Minor Language Updates
    - Clarification about documentation
    - Updated visuals

Introduction

Students who fail to graduate from high school face lifelong consequences including fewer job opportunities and lower wages. To simplify dropout reporting and better aid districts' efforts to flag and recover potential student dropouts, the Oklahoma State Department of Education (OSDE) has introduced a new dropout reporting tab in the Accountability Reporting application in Single Sign-On.

The new dropout reporting tab will process up-to-date enrollment data submitted to the Wave by your Student Information System (SIS). Thus, moving forward, you will be able to identify in real-time any students who have exited your school and, based on their exit code or absence of a subsequent enrollment, may be considered a dropout for that school year, allowing ample time for dropout recovery efforts.

This new real-time application will replace the dropout report previously completed in the Wave and will allow both districts and OSDE to accurately account for students that meet the federal definition of a dropout. This dropout reporting tab will be the source data for the annual dropout report, starting with the 2020-21 dropout report.

This tool will allow districts to:

- Review the dropout status of all students (see the FAQs for the definition of dropouts);
- Easily identify and resolve data conflicts;
- Create Data Verification Requests (DVR) for any additional students whose dropout records need to be adjusted after enrollment from the previous school year has been finalized.

This new dropout reporting tab is designed to function similarly to and work with the enrollment graduations tab. Thus, any changes made on this report will automatically be applied, if applicable, to the graduation report, and vice versa.

Note: Although the dropout report is located within the Accountability Reporting application, it is supported by the Office of Data Quality and Research. Please see the FAQs for contact information.

Accessing the Dropouts Tab

The dropouts tab displays the dropout status for all students whose last enrollment record in the Wave during the reporting period is at your school (i.e., students who have a confirmed transfer will not show on the report). The dropout reporting period runs from October 1 of the current school year to September 30 of the following school year. For example, the school year 2021 dropout reporting period runs from October 1, 2020 to September 30, 2021. The dropout tab will remain open throughout the school year for the submission of DVRs or conflict resolutions. However, the deadline for any changes to be included in the federal and state 2021 dropout report is **November 8, 2021 at 12 p.m.**

The dropouts tab can be accessed by signing into your Single Sign-On account and choosing *Accountability Reporting*. If you are a district user, you will then need to select a specific school.

From Accountability Reporting, click on *Student Data* and then click the tab *Dropouts*.
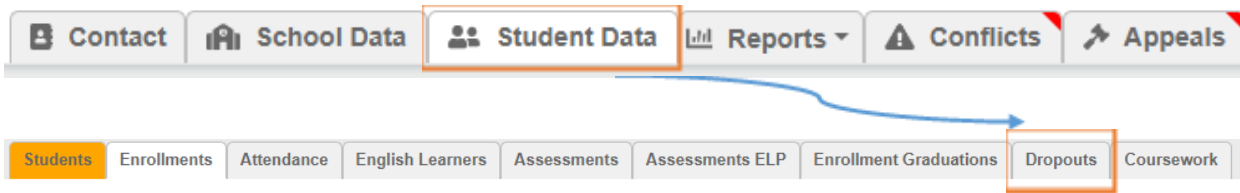
This will open a table that displays all student records for SY 2021 related to dropouts as indicated by the Year 2021 drop down.
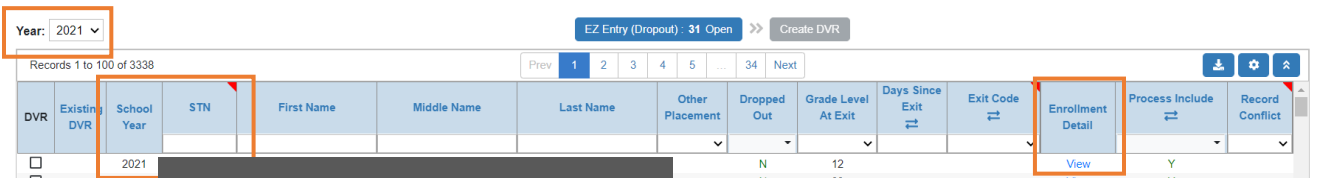
Click on a student's *STN* (Student Testing Number) to access additional student-level data including enrollment history, attendance history, demographics, assessments history, and coursework. You can also click on *View* in the *Enrollment Detail* column to open a window that displays details about the student's most current enrollment. Click ⚙ to close the window and return to your dropout table.

STUDENT ENROLLMENT (2021)

Cohort Year	2022
Grade Level	11
Status	FullTime
Days Enrolled	168

Entry Date	08/26/2020
Entry Code	1835 -- Re-entry from the same school with no interruption of schooling
Entry Other Code	R -- Resident – legal. (This student is NOT a virtual student as defined by law)

Exit Date	N/A
Exit Code	N/A
Exit Other Code	N/A

How to Complete the Dropout Report

1. Complete EZ Grad Entry under Enrollment Graduations

Before you can work on the dropout report, you must first resolve all of the EZ Grad Entry student records under the *Enrollment Graduations* tab. There is often overlap in the student records that districts need to review for both graduation and dropout reporting, so to prevent duplicating work, we encourage schools to first review and submit updates in the *Enrollment Graduations* tab. Any changes approved in the *Enrollment Graduations* tab will be applied to the *Dropouts* tab. Please see this toolkit for more information on EZ Grad Entry.

If your school is not a high school or does not have any EZ Grad Entry student records, you may skip this step.

2. Complete your EZ Entry items under Dropouts

Once all EZ Grad Entry records are complete, you can begin working on EZ Entry items under the *Dropouts* tab.

Click on the EZ Entry (Dropout) button, which will also display the number of EZ Entry student records your school has to review.

This will open a window that allows you to quickly review records and resolve data conflicts by identifying when and where the student is believed to have enrolled.

Documentation is not required for purposes of resolving dropout conflicts. However, districts are required to locally maintain documentation a minimum of five years (70 O.S. § 24-114). For any conflicts involving students in grades 9 – 12, the school may be required to provide that documentation during the Graduation Audit Window. Any documentation that is provided will be kept and applied automatically to any future reports. It will also remain available to you to download in that student's appeals history

Documentation may include a withdrawal form signed by a parent/guardian, a records request from the receiving school, a signed enrollment verification form, obituary, military orders, foreign exchange program acceptance letter or enrollment form, or an email from a parent or the receiving school.

Students coded as transferring to another public school in Oklahoma (Exit codes 1907, 1908, 1919, and 3508) but who do not have an enrollment at a new school within the same school year will also be under EZ Entry. For these students, please note which specific school or district the student intended to enroll and on what date to help OSDE in locating the student.

Click on the refresh button to reload the table

Click on *X* to close the table.

For EZ entry student records:

- update the Exit Code to the correct value, if necessary
- change the Transfer Entry Date to reflect when the student transferred or emigrated. If the student died, put the day after the exit date
- add the state or country to the Transfer Location/Status field by using the drop down menu
- add a note to support your review. If the student transferred within Oklahoma, specific which school/district they transferred to
- use the Upload button to upload any appropriate documentation (optional)
- click the Create DVR button

3. **Review remaining dropout records**

Once all EZ Entry records are complete, you will be able to review and submit DVRs for any remaining student record. You can filter the *Dropped Out* column to **Y** to review records and request updates for any remaining students that should not be flagged as a dropout. You can also filter by exit code, grade level at exit, and/or days since exit. You can also create DVRs for students not marked as a dropout that should be. Please see the FAQs at the end of this document for the definition of "dropout."

DVR	Existing DVR	School Year	STN	First Name	Middle Name	Last Name	Other Placement	Dropped Out	Grade Level At Exit	Days Since Exit	Exit Code	Enrollment Detail	Process Include	Record Conflict
								Y ▾					▾	
☐		2021						Y	10			View	Y	

Once the *Create DVR* button is available, review each remaining record in the table. Records with a yellow gavel icon 🔨 already have a DVR and do not need to be reviewed again.

If a record is incorrect (i.e., the dropout flag is wrong),

- Check the DVR box beside the record you wish to have reviewed by OSDE staff, and click the *Create DVR* button at the top of the spreadsheet as shown below.

DVR	Existing DVR	School Year	STN	First Name	Middle Name	Last Name	Other Placement	Dropped Out	Grade Level At Exit	Days Since Exit	Exit Code	Enrollment Detail	Process Include	Record Conflict
								Y ▾					▾	
☑		2021						Y	10			View	Y	

- Clicking the *Create DVR* button will open a window that allows you to explain your request and upload any supporting documentation. Please be as detailed as possible in your initial request so the OSDE staff know what updates to the enrollment are required.
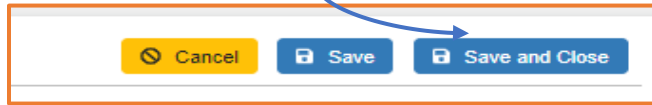
REQUEST

Type request here...

⚠ Please type in a request before saving (minimum 20 characters)

SUPPORTING DOCUMENTS

⬆ Upload...   Accepted file types are: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .png, .csv, .txt.

-- No Documents --

- Click the Save and Close button at the top of the display when you have completed your request.

- Common scenarios wherein you would need to create and submit a Data Verification Request (DVR) for review:

Scenario	Request and Documentation
The student exits your school in the current school year (e.g., 2020 – 2021 for the 2021 dropout reporting period). District receives further information about the student's exit status prior to Oct. 1 of the following school year (e.g., records request from another school, email from parent, contact and information from family or guardian, request from Job Corps, notification of receiving a GED).	Explain the change in dropout status in your request, and provide a date if applicable (e.g., student enrolled in Kansas on 08/24/2020; student received GED on 9/30/2020). Documentation should support both the change in dropout status and the date.
The exit code on the enrollment record is incorrect (click on the *view* link under	Explain what the correct exit status should be and upload supporting documentation, (i.e., "student transferred out of state instead of

enrollment detail to see what the current exit code is).	discontinuing schooling. Please update exit code to 1909").

All DVRs are reviewed and researched by an OSDE subject matter expert. This person may contact you if additional information is needed. A resolution for each DVR will be provided in the *Appeals* tab as shown below:

You can review your appeals by clicking on the link for the desired appeal type to see all the appeals submit by your school or district. You can filter and sort by any column in the table, including DVR ID, submitted date, status, STN, etc.

If you need to update an existing DVR (e.g., to respond to a request for more information), click on the DVR *ID*, as shown below.

4. Monitor Appeals

You will receive an e-mail any time there is a status change for a DVR you submitted. If the new status in "information required," then that means that either your original request was not detailed enough or OSDE has further questions about the student record. Please review the appeal (as described at the end of the previous step) to determine what is needed.

If the new status is "closed – pending update" or "closed," you can review the resolution and see what, if any, updates were applied.

5. **Relax, you're done!**

Frequently Asked Questions

General overview and definitions

Specific dropout scenarios

1) How will the data be used?

In addition to aiding schools in identifying which students may have dropped out, state statute (70 O.S. § 35 E) requires each accredited Oklahoma school with students in any of the grades 7 - 12 to report dropouts to the Oklahoma State Department of Education on an annual basis. For each academic year, the Oklahoma State Department of Education creates and publicly publishes a dropout report of school dropout rates. Oklahoma is also required to report annually the total number of dropouts to the U.S. Department of Education (USDE).

2) What is the definition of "dropout?"

State law (70 O.S. § 35 E) defines a dropout as "any student who is under the age of 19 and has not graduated from high school and is not attending any public or private

school or is otherwise receiving an education pursuant to law for the full term of the school district in which he/she resides are in session."

USDE further defines a dropout as an individual who:
1) was enrolled in school at some time during the previous school year, was not enrolled the following school year, but was expected to be in membership;
2) did not graduate from high school;
3) did not complete a state or district-approved educational program;
4) did not meet any of the following exclusionary conditions
a) transfer to another public school district, private school, or state-or district-approved educational program
b) temporary school-recognized absence due to suspension or illness
c) death

For purposes of dropout reporting, the school year is defined as the period from October 1 to September 30 of the following year. USDE previously required a strict cutoff on October 1, such that any student not enrolled on that date was considered a dropout. However, we recognize students who transfer to another school around that October 1 date but are not enrolled at their new school by October 1 should not automatically be considered dropouts. Therefore, if students exit your school within 10 school days of the October 1 deadline, they will not count as a dropout until the 10th day.

For example, a student who leaves an Oklahoma public school on September 26 and transferred to another Oklahoma public school on October 3 would not be considered a dropout under this new 10-day grace period. However, that student would show up in the dropout tab as a dropout until OSDE has record of the student's enrollment from their new district.

The following chart summarizes which exit codes are considered dropouts and what documentation is typically submitted for specific exit codes:

Category	Exit Code	Code Description	Dropout?	Action in Dropout Report
In-state transfer to another public school	1907	Student enters a different public school in the same Local Education	No	Student will be flagged as a dropout if OSDE does not find a subsequent enrollment at another Oklahoma public school. If the student did enroll at another Oklahoma public school,

		Agency (LEA)		please specify which school or district the student transferred to and on what date.
	1908	Transferred to a public school in a different LEA in the same state		
	1919	Transferred to a charter school		
	3508	Student is in a charter school managed by the same LEA		
Out-of-state transfer	1909	Transferred to a public school in a different state	No	Specify which state the student transferred to and on what date. Typical documentation includes a records request or signed withdrawal form. If a DVR or DCR with documentation is approved by OSDE, the student will also be removed from their four-year graduation cohort.
	1912	Transferred to a private non-religiously-affiliated school in a different state		
	1915	Transferred to a private, religiously-affiliated school in a		

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		different state		
In-state transfer to a private school	1910	Transferred to a private non-religiously-affiliated school in the same LEA	No	Specify which school the student transferred to and on what date. Typical documentation includes a records request or signed withdrawal form. If a DVR or DCR with documentation is approved by OSDE, the student will also be removed from their four-year graduation cohort.
	1911	Transferred to a private, non-religiously-affiliated school in a different LEA in the same state		
	1913	Transferred to a private, religiously-affiliated school in the same LEA		
	1914	Transferred to a private, religiously-affiliated school in a different LEA in the same state		
Emigrated	1916	Transferred to a school outside of the country	No	Specify which country the student transferred to and on what date.

				Typical documentation includes a signed withdrawal form or a note from the student's legal guardian. If a DVR or DCR with documentation is approved by OSDE, the student will also be removed from their four-year graduation cohort.
Transfer to institution	1917	Transferred to an institution	Depends	A student who transfers to an institution that does not offer a secondary education program will be considered a dropout. If the institution does offer a secondary education program, the student is not a dropout. Please specify which institution the student transferred to and on what date.
Home schooling	1918	Transferred to home schooling	No	Home schooled students are not dropouts but are also not considered graduates.
Graduate	1921	Graduated with regular, advanced, International Baccalaureate, or other type of diploma	No	If a student is showing up as a dropout but actually graduated, submit the student's transcript that includes their graduation date.
Completed school, non-graduate	1922	Completed school with other credentials	Yes	Students who receive their High School Equivalency (HSE) (e.g. GED or HiSET) by September 30 of the reporting year are not

	1928	Completed grade 12, but did not meet all graduation requirements		dropouts but are also not considered graduates. Exit code 1928 will not be flagged as a dropout if OSDE finds a subsequent enrollment.
	3509	Completed a state-recognized equivalency certificate	No	
Died	1923	Died or is permanently incapacitated	No	Typical documentation includes an obituary or death notice. If a DVR or DCR with documentation is approved by OSDE, the student will also be removed from their four-year graduation cohort.
Illness	1924	Withdrawn due to illness	No	
Expelled	1925	Expelled or involuntarily withdrawn	Yes	
Aged out	1926	Reached maximum age for services	Yes	
Dropout	1927	Discontinued schooling	Yes	

	1931	Not enrolled, unknown status		
	3502	Not enrolled, eligible to return		
	3504	Withdrawn from school, under the age for compulsory attendance; eligible to return		
Early admission postsecondary	1930	Enrolled in a postsecondary early admission program, eligible to return	No	Typical documentation includes an admissions letter or course schedule.
Adult education	3500	Enrolled in an adult education or training program	Yes	USDE defines that students who enroll in an adult education are counted as dropouts unless the elementary/secondary school system remains responsible for the student (i.e., is enrolled in membership).
Vocational program	3501	Completed a state-recognized vocational education program	Yes	

Foreign exchange	3503	Enrolled in a foreign exchange program, eligible to return	No	Specify the student is enrolled in a foreign exchange program and when they are expected to return. Typical documentation includes a signed withdrawal form. If a DVR or DCR with documentation is approved by OSDE, the student will also be removed from their four-year graduation cohort.
Exited	3505	Exited	No	Student will be flagged as a dropout if OSDE does not find a subsequent enrollment and one was expected.

3) How was the data and information populated in the Dropout table used for this report?

The Dropout table was populated using enrollment data submitted to The Wave by your local Student Information System (SIS) utilizing the entry and exit codes as outlined here. Therefore, it is important for districts to assign students an exit code at the end of the school year.

4) Do I still have to complete the dropout report in the Wave?

No. This new dropout tab in the Accountability Reporting application is replacing the dropout report previously completed in the Wave.

5) What does it mean when you say the application is in real-time?

Once the deadline to submit dropout DVRs or DCRs has passed (i.e., November 8), the dropout tab will begin reporting data from the current school year. If a student exits your school, they will show up on the report within 24 hours if they do not re-enter elsewhere. This will enable you to verify the student's status or, in the case of a dropout, attempt to recover the student long before they count as a dropout on the report. Additionally, if an exit code for an enrollment in the current school year is incorrect, you will be able to fix it directly in your SIS.

6) My student transferred. Why are they being counted as a dropout?

A student who has transferred may incorrectly be listed as a dropout because OSDE does not have record of a subsequent enrollment and corroborating documentation of the student's transfer has not been provided.

If your exit code indicates they transferred to another public school in Oklahoma, but OSDE did not receive another enrollment through the Wave, then the student may also be counted as a dropout. In these cases, submitting a DVR that indicates at which school the student was supposed to enroll and on what date will allow OSDE to research the student. If we find a record of the student, we will remove the student from your dropout report.

Additionally, your student may have transferred to another school after initially enrolling at your school at the beginning of the following year (e.g., the beginning of the 2021 – 2022 school year for the 2021 dropout reporting period). However, due to an enrollment lapse, they were not enrolled at the new school until after October 1 (or after the 10-day grace period).

This new dropout report is in real-time, so if a student exits your school and we do not receive an enrollment from another Oklahoma public school within 24 hours, the student will be flagged as a potential dropout. Sometimes students do not enroll at their new school for several days. Therefore, a transfer may initially show up as a potential dropout, but once OSDE receives a new enrollment record for the student at their new school, the student will no longer show up on your dropout tab. We flag students as potential dropouts within 24 hours of them leaving a school to best inform districts about where their students are and to aid in potential dropout recovery efforts. However, if a student intended to transfer to another public school in Oklahoma, districts are encouraged to wait a week before submitting a DVR to change the student's dropout status as the student may just be delayed several days in enrolling at their new school.

7) Why aren't all of the students enrolled at my school during the reporting period included in the report?

The dropout report includes all students whose last enrollment record we have is at your school. Therefore, a student who was enrolled at your school but who transferred to another Oklahoma public school before the end of the reporting period (September 30) would not be included in your school's report.

8) If I complete a DVR for a high school student in this report, will I have to request another DVR during the Enrollment Graduation Date Review window?

If you submit a DVR or DCR that includes documentation, and it is approved by OSDE staff, the student's enrollment history will be updated. You do not need to submit

another request unless you receive additional information that would require the student's enrollment history be changed again or if the student re-enters and re-exits.

Dropout DVRs or DCRs that do not include documentation cannot be used to remove the student from their four-year graduation cohort. For these students, districts may be required to submit documentation at a later date as part of the graduation report.

For example, if you provide documentation that shows a student transferred out-of-state and that enrollment is verified by OSDE, the student's enrollment history will be updated, and the student will be excluded from their four-year graduation cohort.

9) Why is my DVR button grayed out?

All EZ Entry records must be reviewed and completed prior to submitting manual DVRs. This workflow will help districts avoid submitting multiple DVRs for the same issue and reduce unnecessary work for the district.

If the EZ Entry button is grayed out as well, then your school still has unresolved EZ Grad Entry appeals. Once those are completed, the EZ Entry button on the dropout tab will become available.

If you do not see the EZ Entry button at all, then you do not have any records that meet the criteria and can review remaining dropout records.

10) My DVR status changed to information required status. What do I do?

OSDE will request additional information only if the request is unclear or incomplete. Many cases typically involve the scenario where a records request is received from another public school in Oklahoma, but the student ultimately never enrolled there.

OSDE will first research the student to see if the student was assigned a new STN or if there is a missing enrollment record that did not make it through the Wave. These cases will only be updated to "information required" if an enrollment cannot be found. If you contact the new school and request verification of enrollment in writing, then we can recreate the missing enrollment to resolve the DVR.

11) Why are elementary students showing up as dropouts?

While elementary students are not included as part of the annual dropout report mandated by state statue, it is important for schools to monitor the enrollment of elementary students – particularly those with high degrees of mobility – to help ensure they receive requisite education services.

Thus, students in all grades will show up in the dropouts tab if their final enrollment is at your school. If they meet the criteria, they will be flagged as dropouts so you can easily

identify them. If an elementary student's record indicates they transferred to another public school in Oklahoma and OSDE does not have record of a subsequent enrollment, please indicate which school or districts the student transferred to and on what date.

12) How can a student be a dropout two years in a row?

If a student drops out and does not have any subsequent enrollments, that student will only be counted as a dropout for the reporting period during which they dropped out. If a student drops out during one reporting period but then has a subsequent enrollment during the next dropout reporting period and proceeds to dropout again, that student would be counted as a dropout for both years.

13) Why is a student who was previously not listed as a dropout now showing up as a dropout?

This new dropout tab is in real-time, so if a student is enrolled at your school one day and the next day exits your school and has an exit code that indicates the student may be a dropout, the student's value in the *Dropped Out* column in the dropout tab will change from *"N" to "Y"* and changing the student's dropout status will require a DVR.

Districts are encouraged to review the dropout tab periodically throughout the year as a way to monitor for students who may have dropped out. However, districts should review the dropout tab shortly after October 1 to ensure all students who exited your school in August or September are being reported as expected.

Additionally, during the dropout reporting window (i.e., September and October), OSDE will monitor for cases where a student at your school changes to a dropout because another district originally reported the student has enrolled but later deleted the enrollment. We will flag any such student with a placeholder DVR. This will eliminate any need for you to continue manually monitoring the report once you've confirmed all of your students.

14) How can I download my list of dropouts to present to my local school board?

In the dropout tab, click the download button highlighted in the picture below to download a CSV file of your school's dropouts. This file can be imported into a Microsoft Excel spreadsheet that can be used to create pivot charts or tables as needed. Aggregations and other visualizations are planned for future iterations of the Accountability Reporting application.

Contact Information

If you have questions or need assistance with this report, please e-mail the OSDE Data Quality & Research Team using this form. Using this form will allow us to answer your questions more accurately and quickly than a generic e-mail.

For any general questions about data quality or research, you may e-mail us at dqr@sde.ok.gov or call us at 405-521-2330.