

Dropout Reporting Guidance Toolkit

Introduction

Students who fail to graduate from high school face lifelong consequences including fewer job opportunities and lower wages. The dropout reporting tab in the Accountability Reporting application in Single Sign-On aims to simplify dropout reporting and better aid districts' efforts to flag and recover potential student dropouts.

The dropout reporting tab processes 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 real-time application will allow both districts and OSDE to accurately account for students that meet the [federal definition](#) of a dropout. This dropout reporting tab is the source data for the reports to the U.S. Department of Education and the state 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) during a Fall reporting window for students who were enrolled the previous year and transferred, exited to homeschool, etc. over the summer or in the following fall.

The 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.

Contact Information

If you have questions or need assistance with this report, please e-mail the OSDE Office of Accountability Team accountability@sde.ok.gov or call us at 405-522-5169.



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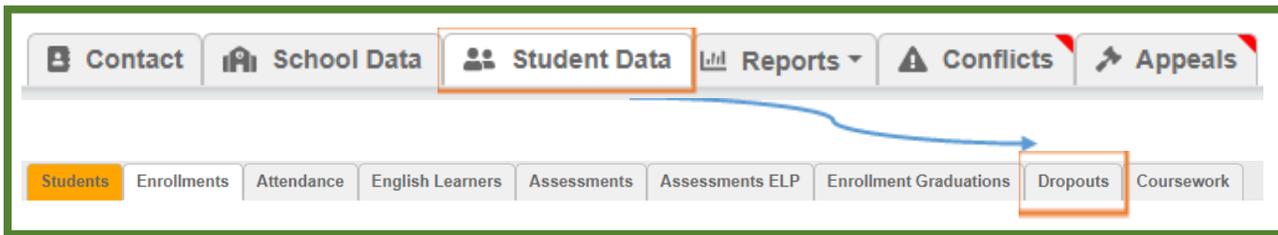
Accessing the Dropouts Tab

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 2022 dropout reporting period runs from October 1, 2021 to September 30, 2022. The dropout tab will remain open throughout the school year for review. However, DVRs for over-the-summer transfers, fall re-entries, etc. will only be available during a specific fall reporting window (further details are given later in this document).

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*.



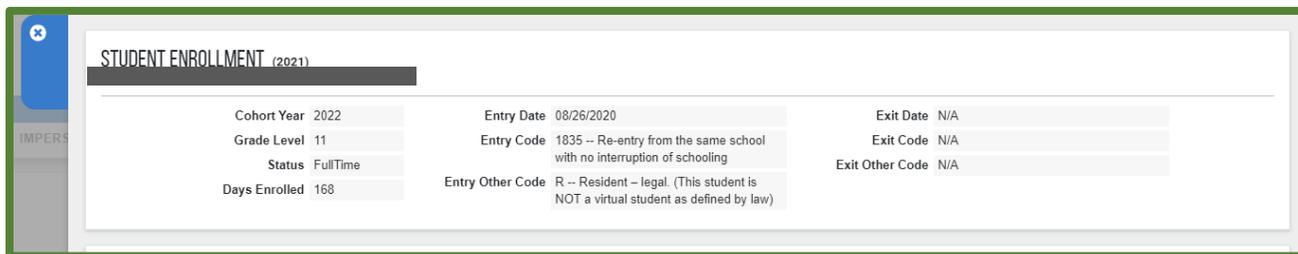
This will open a table that displays all student records for the selected school year related to dropouts as indicated by the Year drop down. To review your current dropout list, you can filter the *Dropped Out* column to **Y**. This will return any student who, as of that day, would be considered a drop out if nothing else changes. You can also filter by exit code, grade level at exit, and/or days since exit.



Click on a student's *STN* (State 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.



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| STUDENT ENROLLMENT (2021) | | | | | |
|---------------------------|----------|------------------|---|-----------------|-----|
| Cohort Year | 2022 | Entry Date | 08/26/2020 | Exit Date | N/A |
| Grade Level | 11 | Entry Code | 1835 -- Re-entry from the same school with no interruption of schooling | Exit Code | N/A |
| Status | FullTime | Entry Other Code | R -- Resident -- legal. (This student is NOT a virtual student as defined by law) | Exit Other Code | N/A |
| Days Enrolled | 168 | | | | |

How to Complete the Dropout Report

During the current school year

1. Monitor your in-state transfers during the school year

When you withdraw a student with the expectation that they will enroll in another public school district in Oklahoma, you can use this tab to verify whether the student has enrolled. If the student is no longer showing on the dropout tab, that means that another district has enrolled them. If the student is still showing as a dropout, that means the student has yet to enroll in another school district.

Students who are coded as transferring to another public school in Oklahoma (exit codes 1907, 1908, 1919, and 3508) will display as having a conflict and show as a dropout until OSDE's data systems display subsequent enrollment or the exit code is updated. If a student is still showing as a dropout for two weeks or longer after the student withdraws to another in-state school or after you receive a records request from another Oklahoma school district, that student is at risk for being a dropout on the final report. You may follow up with these students or with the requesting school to verify the student's enrollment. If there is still a conflict showing after the two-week period and after reaching out to verify the enrollment, you'll need to resolve the conflict. Instructions for resolving enrollment conflicts can be found [here](#).

Note: if the school that requested records confirms the student is enrolled and they are still showing as a dropout, then the new school may have accidentally given the student a new STN. Please make sure when resolving conflicts to include the name of the requesting school and contact information.

2. Ensure all your exit codes are correct before certifying the ASR

Beginning with 2021-2022 school year, the Annual Statistical Report (ASR) will require districts to certify the accuracy of enrollment-based data (e.g., exit codes, exit dates). Before certifying your enrollment records in the ASR (within the Wave), please review the students in the dropout tab to verify how the exit code correlates to dropout status. If you see students marked as dropouts because they have an



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incorrect exit code, update the exit code in your SIS before certifying the ASR. Please see the table in the FAQ for which exit codes correspond to which scenario.

Please note that your local SIS may or may not use the same exit codes as displayed in the FAQ. Please follow your vendor's instructions to make sure the correct code is being reported.

It is vital that your district first confirms all exit codes and exit dates (and in turn, dropout statuses) are correct prior to certifying the ASR. When you certify your ASR, your enrollment records will be locked, and you will not be able to request a DVR to change a certified exit code.

During the following school year

3. Continue to handle your in-state transfers during the school year and ensure all your exit codes are correct before certifying the FQSR

During the first part of the school year (beginning of the year through October), you should continue to monitor any in-state transfers that occur during this period as you did for the previous school year (steps 1 and 2). Any school whose students exit before the end of **the first quarter shall confirm all exit codes and exit dates are correct prior to certifying the First Quarter Statistical Report (FQSR).**

4. Submit DVRs for students whose dropout status changed over the summer.

During the dropout DVR window, after your [conflicts have been addressed](#), you may submit DVRs for students who did not re-enroll at your school in the fall because they transferred out of state, to a private school, emigrated, exited to homeschooling, obtained their GED, or passed away during the summer/fall.

Because prior year exit codes were already certified via the ASR, DVRs should only be used if you received information after the end of the school year that would update a student's dropout status. For example, if you receive a records request from an out-of-state school for a student over the summer or in the fall, you may submit a DVR for that student. DVRs are also accepted for students who graduate over the summer. **Making changes to data for the previous school year within your SIS will not be collected by the Wave, so such changes must be noted within a dropout DVR.**

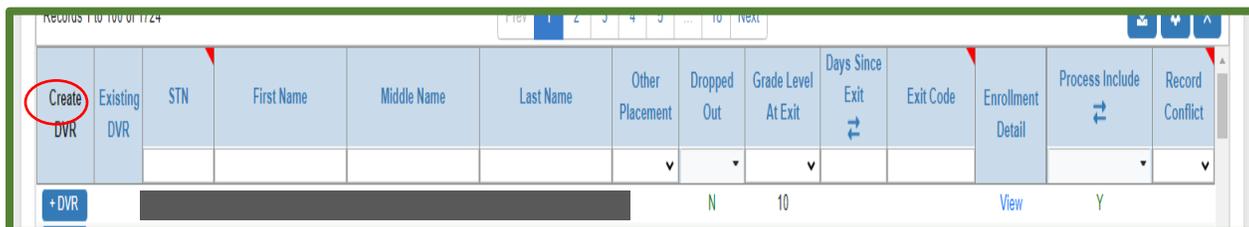
Once the *Create DVR* button is available, review all records that still have a value of 'Y' under the "Dropped Out" column. Records with a yellow gavel icon  already have a DVR and do not need to be reviewed again.



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To submit a DVR

- Click the **+ DVR** button beside the record you wish to have reviewed by OSDE staff. A window will open that will allow you to report any changes that would affect a student's dropout status that occurred over the summer or in the fall.



The screenshot shows a table with the following columns: Create DVR, Existing DVR, STN, First Name, Middle Name, Last Name, Other Placement, Dropped Out, Grade Level At Exit, Days Since Exit, Exit Code, Enrollment Detail, Process Include, and Record Conflict. A red circle highlights the 'Create DVR' button in the first row. Below the table, there is a row with values: '+DVR', a redacted name, 'N', '10', 'View', and 'Y'.

- Districts must maintain supporting documentation locally (e.g., withdrawal forms, records requests from the receiving school, letters from foreign exchange programs, military records, obituaries, etc.), pursuant to OAC§ 210:35-3-47, for any changes to student enrollment status. Districts may be asked to provide these records by OSDE.
- A DVR is appropriate for the following scenarios that occur after the last day of the previous school year but on or before October 1 of the current school year
 - Student passed away
 - Student transferred to either a private school or out-of-state school
 - Student emigrated or returned to another country
 - Student exiting to homeschooling (not home-based virtual school)
 - Student obtained GED (actively pursuing a GED is not sufficient)
 - Student withdrew due to illness
 - Student transferred to another public school in Oklahoma *and* you have verification of enrollment
- You will need to select a status from a drop-down menu that best corresponds to one of the scenarios described above.
- The transfer entry date should be the date in which the status change occurs. If another school does not explicitly say the date in which the student enrolled, the entry date would then be the date you received the records request.
- Add a note to describe your request. This will help us ensure that any updates to dropout status is consistent with your intent.
- The following scenarios are examples of when you should not submit a DVR:



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- Transfers to another public school in Oklahoma without verification of enrollment
- To confirm the student is a dropout when they are already identified as such.
- To change a previously certified exit code

A resolution for each DVR will be provided in the *Appeals* tab as shown below:

| Submitted Year | 2021 | Appeal Type | Total | Open | Info Required | Closed Pending | Closed |
|----------------|------|--|-------|------|---------------|----------------|--------|
| | | Report Card | 6 | 5 | 0 | 0 | 1 |
| | | Student Assessment | 2 | 2 | 0 | 0 | 0 |
| | | Student Assessment ELP | 6 | 6 | 0 | 0 | 0 |
| | | Student Enrollment | 18 | 9 | 2 | 5 | 0 |
| | | Student Enrollment Dropout Conflict | 10 | 10 | 0 | 0 | 0 |
| | | Student Enrollment Graduation Conflict | 4 | 4 | 0 | 0 | 0 |

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.

| ID | Submitted By | Submitted Date | Assigned To | District | School | School Year | Status | STN | Record Count | File Count | Last State Update | Last Dist / School Update | DVR Complete |
|-------|--------------|----------------|-------------|----------|--------|-------------|--------|-----|--------------|------------|-------------------|---------------------------|--------------|
| 27733 | | | | | | | | | 1 | 1 | 2021-03-12 | 2021-03-12 | ✓ |

5. Monitor Appeals

You will receive an e-mail any time there is a status change for a DVR you submitted. If the new status is “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.

6. Relax, you’re done!



Frequently Asked Questions

General overview and definitions

- 1) [How will the data be used?](#)
- 2) [What is the definition of “dropout?”](#)
- 3) [How was the data and information populated in the Dropout table used for this report?](#)
- 4) [Do I still have to complete the dropout report in the Wave?](#)
- 5) [What does it mean when you say the application is in real-time?](#)
- 6) [Why does the DVR window have to wait until the FQSR is complete?](#)

Specific dropout scenarios

- 7) [My student transferred, graduated, etc. over the summer. I can't create a new enrollment for them, so how do I change their dropout status?](#)
- 8) [The exit code on my student's enrollment record is wrong, how do I fix it?](#)
- 9) [I coded my student as a transfer to another public school in Oklahoma. Why are they being counted as a dropout?](#)
- 10) [Why aren't all of the students enrolled at my school during the reporting period included in the report?](#)
- 11) [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?](#)
- 12) [Why is my DVR button not available?](#)
- 13) [My DVR status changed to information required status. What do I do?](#)
- 14) [Why are elementary students showing up as dropouts?](#)
- 15) [How can a student be a dropout two years in a row?](#)
- 16) [Why is a student who was previously not listed as a dropout now showing up as a dropout?](#)

- 1) [How will the data be used?](#) ([back to top](#))

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).



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2) What is the definition of “dropout?” [\(back to top\)](#)

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; or
 - 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 action may be required for specific exit codes:

| Category | Exit Code | Code Description | Dropout? | Action in Dropout Report |
|----------|-----------|------------------|----------|--------------------------|
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| In-state transfer to another public school | 1907 | Student enters a different public school in the same Local Education Agency (LEA) | No | <p>Student will be flagged as a dropout if OSDE does not find a subsequent enrollment at another Oklahoma public school.</p> <p>If you have confirmation from the legal guardian or school that the student did indeed enroll, you may submit a data conflict resolution specifying which school or district the student transferred to and on what date so that we may search for the missing enrollment.</p> |
| | 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 | <p>No action is required in the dropout report, but this record may be selected for review during the Office of Accountability's Graduation Audit Window.</p> |
| | 1912 | Transferred to a private non-religiously-affiliated school in a different state | | |
| | 1915 | Transferred to a private, religiously-affiliated | | |



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| | | school in a different state | | |
| In-state transfer to a private school | 1910 | Transferred to a private non-religiously-affiliated school in the same LEA | No | No action is required in the dropout report but this record may be selected for review during the Office of Accountability's Graduation Audit Window. |
| | 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 | No action is required in the dropout report, but this record may be selected for review during the Office of Accountability's Graduation Audit Window. |



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|---------------------------------------|-------------|--|----------------|---|
| <p>Transfer to institution</p> | <p>1917</p> | <p>Transferred to an institution</p> | <p>Depends</p> | <p>A student who transfers to an institution that does not offer a secondary education program will be considered a dropout.</p> <p>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.</p> <p>An example of a secondary education program is where students have the opportunity to earn HS credit while enrolled. The institution itself does not need to offer a diploma.</p> |
| <p>Home schooling</p> | <p>1918</p> | <p>Transferred to home schooling</p> | <p>No</p> | <p>Homeschooled students are not dropouts but are also generally not considered graduates.</p> <p>Some homeschool programs are accredited. These programs submit records requests just like a public or private school. If a student enrolls in one of these programs, they may also be removed from your cohort (A graduation DVR is required).</p> |
| <p>Graduate</p> | <p>1921</p> | <p>Graduated with regular, advanced, International Baccalaureate, or other type of diploma</p> | <p>No</p> | <p>No action required.</p> <p>This exit code is intended for HS graduates only.</p> |



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|---------------------------------------|------|--|-----|--|
| Completed school, non-graduate | 1922 | Completed school with other credentials | Yes | <p>Students who receive their High School Equivalency (HSE) (e.g., GED or HiSET) by September 30 of the reporting year are not dropouts but are also not considered graduates.</p> <p>Exit code 1928 will not be flagged as a dropout if OSDE finds a subsequent enrollment.</p> |
| | 1928 | Completed grade 12, but did not meet all graduation requirements | | |
| | 3509 | Completed a state-recognized equivalency certificate | No | |
| Died | 1923 | Died or is permanently incapacitated | No | No action is required in the dropout report, but this record may be selected for review during the Office of Accountability's Graduation Audit Window. |
| 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 | |



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|--------------------------------------|------|--|-----|---|
| | 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 | This code would be used rarely and would in most cases only apply to HS enrollments. Documentation may be requested for records with this code. |
| Adult education | 3500 | Enrolled in an adult education or training program | Yes | USDE defines students who enroll in an adult education 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 | |



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|-------------------------|------|--|----|--|
| Foreign exchange | 3503 | Enrolled in a foreign exchange program, eligible to return | No | No action is required in the dropout report, but this record may be selected for review during the Office of Accountability's Graduation Audit Window. |
| 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? [\(back to top\)](#)

The Dropout table is populated using enrollment data submitted to The Wave by your local Student Information System (SIS) utilizing the entry and exit codes as outlined [here](#). When districts certify their Annual Statistical Report (ASR) at the end of the academic year, those enrollments become locked and can no longer be edited. Therefore, districts must be sure to include exit codes on enrollments prior to certifying their ASR.

4) Do I still have to complete the dropout report in the Wave? [\(back to top\)](#)

No. This dropout tab in the Accountability Reporting application has replaced the dropout report previously completed in the Wave.

5) What does it mean when you say the application is in real-time? [\(back to top\)](#)

Dropout statuses are refreshed daily from the most recent enrollment records submitted by your SIS to the Wave. 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. After you certify your ASR, enrollments from that school year will no longer be refreshed, and dropout statuses will not be refreshed until we begin receiving enrollments from the following school year.



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6) How is the FQSR connected to the dropout report? ([back to top](#))

Because the dropout period is from October 1 of the previous school year to September 30 of the current school year, enrollments spanning August to October 1 should match what is certified in the FQSR.

7) My student transferred, graduated, etc. over the summer. I can't create a new enrollment for them, so how do I change their dropout status? ([back to top](#))

You may submit a DVR during the fall reporting period for students whose dropout status changed after the last day of the school calendar. Examples of scenarios where a DVR would be accepted include, but are not limited to, transferring out-of-state or to a private school over the summer, graduating over the summer, beginning the new school year in homeschooling, etc.

8) I coded my student as a transfer to another public school in Oklahoma. Why are they being counted as a dropout? ([back to top](#))

A student coded as transferred may be listed as a dropout because OSDE expects a subsequent enrollment based on the exit code, but one has not been reported. If your exit code indicates they transferred to another public school in Oklahoma (i.e., 1907, 1908, 1919, or 3508) but OSDE did not receive another enrollment through the Wave, then the student will be counted as a dropout unless we receive an enrollment from another school on or before October 1. Even if another school sends a records request in anticipation of a student enrolling, they may not always show up. If the student is still displaying as a dropout even after receiving a records request, please double-check with the parent or the school.

- If you receive verification from the requesting school that they did in fact enroll the student, it is possible that the school created a new STN for that student or is having difficulty submitting the enrollment to the WAVE. In that case, please [submit a CVR](#) with the requesting school's information and contact Data and Information Systems (studentdatainfo@sde.ok.gov) for assistance in getting the enrollment resolved.
- If you cannot confirm that the student enrolled in the requesting school, then you will need to update the exit code on the enrollment to reflect what happened with the student. For example, if you find that the student's guardian decided to homeschool instead, you may change the exit code to 1918 in your SIS. For SY 2022 enrollments, an exit code change will need to be made through [submission of a conflict resolution](#).



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If the transfer occurs between October 1 and the end of your school year, you must make any exit code change prior to certifying your ASR. If the transfer occurs between the start of the next school year and September 30, you must make any changes prior to the close of the dropout reporting window. You may also attempt to recover that student. If the student re-enrolls at your school (or any public school in Oklahoma) prior to October 1, they will no longer be identified as a dropout for your school. If the exit code is not changed and the student is not enrolled in any school by October 1, they will count as a dropout.*

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 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 contacting OSDE to give the new school time to submit the enrollment record.

*If you receive additional information over the summer that affects dropout status (e.g., an out-of-state records request in July), please see question 6 for guidance.

9) Why aren't all the students enrolled at my school during the reporting period included in the report? [\(back to top\)](#)

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.

10) 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? [\(back to top\)](#)

No. Any DVRs submitted for dropout reporting will be automatically applied to the graduation report unless that student later re-enrolls in your school.

11) Why is my DVR button not available? [\(back to top\)](#)

DVRs are only available during the designated DVR submission period. Enrollment conflict resolutions are available to submit year round.

12) My DVR status changed to information required status. What do I do? [\(back to top\)](#)

OSDE will request additional information only if the request is unclear or incomplete. Please follow the instructions given in OSDE's response to resolve the appeal.



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13) Why are elementary students showing up as dropouts? [\(back to top\)](#)

While elementary students are not included as part of the annual dropout report mandated by state statute, there is value in giving schools a tool 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 elementary students meet the criteria, they will be flagged as dropouts so you can easily identify them, however, **no action is required** for these students. It is for informational purposes only.

14) How can a student be a dropout two years in a row? [\(back to top\)](#)

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.

15) Why is a student who was previously not listed as a dropout now showing up as a dropout? [\(back to top\)](#)

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."

Districts may review the dropout tab throughout the year as a way to monitor for students who may have dropped out. However, districts should do a final review of 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, districts should monitor for cases where a student's status changes to dropout because another district originally reported a subsequent enrollment for the student but then later deleted it.

