

# Demographic Overlay Guide

Spring 2021

## Introduction

The Demographic Overlay report displays the demographic information from your Student Information System (SIS) that will be used for all assessment reporting. The purpose of this review window is to allow schools to:

- **Review** accuracy of demographic data for students who were **not enrolled** at your school at the time of the precode process but have since enrolled.
  - If data are **not correct**, we ask that you make corrections in your local student information system (SIS) so that students are displayed in the correct groups when later reported in the OSTP portal.
- Ensure the accuracy of **teacher names**, if you wish to later view assessment reports in the Oklahoma School Testing Program portal (<https://oklahoma.cognia.org/>) by classroom teacher.
- **Certify** the report once your review is completed and all needed data corrections have been made.

## Deadline

The deadline for certification of the Demographic Overlay Report is **May 14, 2021**. Upon certification, the data will be sent to the assessment vendor.

## Access to the Demographic Overlay Report

Access to the Demographic Overlay Report (facilitated through the Wave) is granted to users by the District Superintendent through the Single Sign-On System (<https://sdeweb01.sde.ok.gov/SSO2/docs/DistrictSuperintendentSecurityForm.pdf>)

The District Superintendent will need to grant access to each person that they would like to review or submit the Demographic Overlay report. This may include the site level person who will complete each site level report and any other individuals determined by the District Superintendent.

## Navigating to the Wave

To begin, go to the Single Sign-On Web site

(<https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>) log in and choose the “The Wave’s Portal” option from the list of Systems.



Please note that if you're having trouble logging into the Wave due to Microsoft login or have never had access to the Wave before, you'll need to contact OMES at servicedesk@omes.ok.gov or (405)521- 2444. For more guidance, please see <https://sde.ok.gov/sites/default/files/documents/files/WaveLoginGuidance.pdf>

## Navigating to the Report



Once in the Wave, choose the Reporting tab and then select State Reporting Certification. Scroll to the bottom of the screen and choose Demographic Overlay

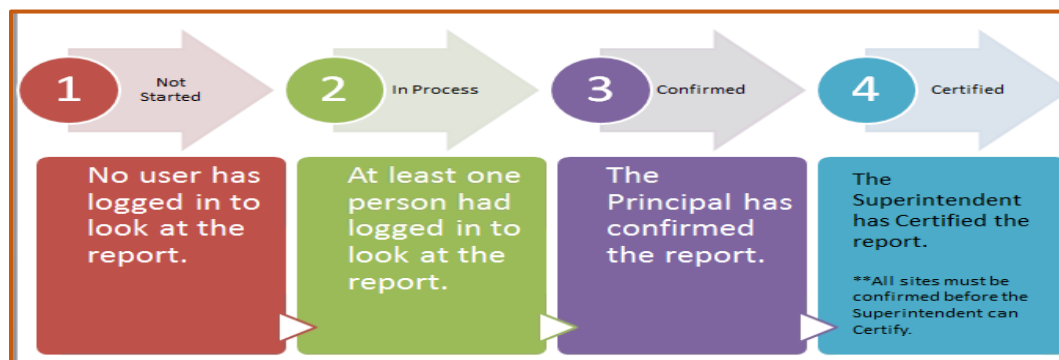
Report Link	Report Status	District Status	Report Opens	Due Date	End Date
<a href="#">Demographic Overlay</a>	Closed	Not Started	4/21/21 0:00	5/14/21 23:59	5/14/21 23:59

## Site Selection and Reporting Progress

To begin the report, click on a school within the “Site Name” column heading.

Site Name	Site Status
APPLE CREEK ES (135)	In Process
BRIARWOOD ES (145)	Not Started
BRINK JHS (610)	Not Started

For each site, there is a Site Status to indicate the progress of the report: not started, in process, confirmed, or certified. **All schools must reach a “Certified” status.** A graphical representation of the progress toward “Certified” status is shown below.



## Certifying the Report

The following certification actions are possible after review of the student data:

- **Confirm** - Only the **District Superintendent** and **Site Principal** will be able to click the "Confirm" button. This will lock the data so that it can no longer be edited. It will still be viewable.
- **Release** - Only the **District Superintendent** can click the "Release" button. This will undo the "Confirm" and allow the data to be edited again. *Only the District Superintendent can perform this task.*
- **Certify** - Only the **District Superintendent** can click the "Certify" button and only after all of the schools are listed with a status of "Confirmed." This will lock the "Release" button so that the report can no longer be edited by the district. *Only the state can unlock the Certified Report.* Please email [Accountability@sde.ok.gov](mailto:Accountability@sde.ok.gov) should you need to have the report unlocked.

## Navigation Bar

Below the general instructions on the page is the Navigation Bar, with six buttons, described in detail below.

## Site Selector

The Site Selector button allows you to go back to the Site Selector screen to view the status of other sites within your district.

## Start with the Find Missing Students tab

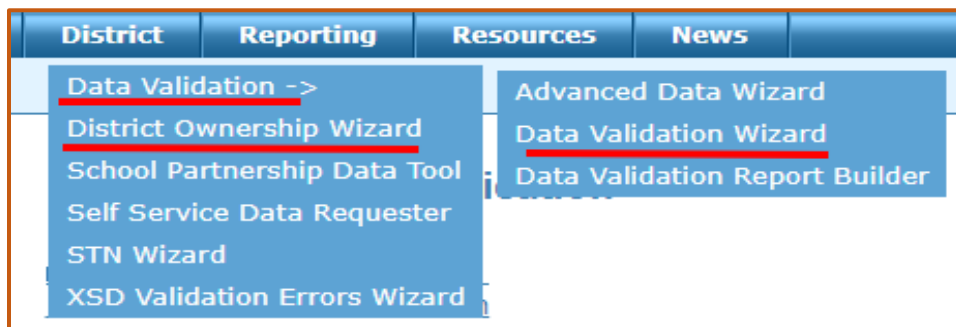
The missing students tab displays students the OSDE believes should be in your Demographic Overlay report, based on enrollment.

- If this report does not list any students, then you may continue reviewing the main report.

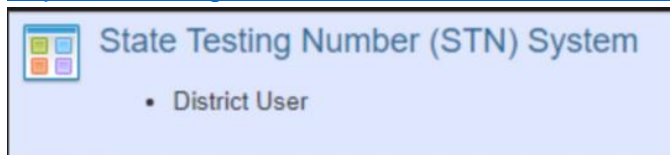


- If students are listed, use the three columns to the far right (“Wizards”) of the screen to resolve the problem(s).
- Click on the District Tab at the top of the screen and navigate to the wizard that corresponds with the issue.

Data Validation Wizard	STN Wizard	Ownership Wizard
No Issues	No Issues	Has Issues



- **District Ownership Wizard** allows you to resolve issues where a student’s STN shows enrollment in more than one school
- **Data Validation Wizard** allows you to resolve issues with enrollment records.
- **STN Wizard** allows you to resolve issues where a student is missing an STN or in cases where the student has more than one STN. To resolve this, please go to the State Testing Number (STN) System in SSO. For more guidance, please see [https://sde.ok.gov/sites/default/files/documents/files/UserGuideSTNWizardFinal%](https://sde.ok.gov/sites/default/files/documents/files/UserGuideSTNWizardFinal%201213.pdf)



## On Screen Data Entry

Use the On Screen Data Entry tab to review and update Teacher/Class Names if you wish to have this information available in the OSTP portal.



To edit a teacher name, click the Edit button that only appears after clicking the On Screen Data Entry button to the left side of the report.

This will bring up the list of Teacher/Class Names. You can edit the Teacher/Class name by typing in the provided box.

ELA Teacher/Class (Optional):	Harper Lee
Math Teacher/Class (Optional):	Isaac Newton
Science Teacher/Class (Optional):	Stephen Hawking
US History Teacher/Class (Optional):	Thomas Jefferson
Update Cancel	



## Prepopulated Data

Data displayed on this tab is pulled directly from your local SIS and allows you to make sure that data is displaying correctly. If data is not displaying correctly, you will need to make updates in your local SIS. Please note that this is unexpected, as the data is pulling directly from your SIS. If data is not pulling correctly, please contact the Office of Data Information Systems at [studentdatainfo@sde.ok.gov](mailto:studentdatainfo@sde.ok.gov).

## Final Report

The Final Report button brings up students' demographic data, as currently collected by the Wave plus any changes made in the On Screen Data Entry.

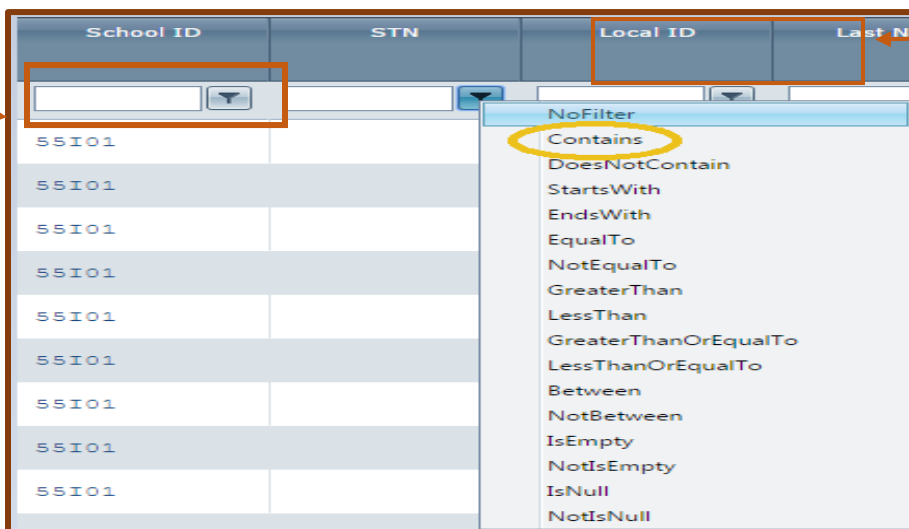
## Report Features



The Demographic Overlay Report has several useful features that allow you to select the number of records per page, sort and filter, rearrange the column order, and download the file as a Comma Separated Value file (.csv) or an Excel spreadsheet.

- To select the number of records on each page, scroll to the bottom of the report and use the drop down menu to select either 10, 20, or 50 records per page.



- To sort a column, click on the white column name in the blue report header. Click again to sort in the opposite order.
  - To filter a column, you begin by typing the filter criteria in the white box at the top of a column and clicking on the flag next to the column. This presents you with a list of filter types. The most commonly used filter is the "Contains" filter. This will display any record that contains the value entered into the white text box.
  - Another useful feature allows you to rearrange the order of the displayed columns by clicking on the column header and dragging it to your desired location.



- If you find it easier to review the data in Excel or another spreadsheet/data processing software, you can download a copy of your data.
- To download an Excel spreadsheet (.xls format), navigate to the top right of the report, and click on the button with the green Excel logo .
- To download as a Comma Separated Values (.csv) file click on the csv button. .

## Report Column Definitions

Column Header	Description	Data Source
<b>School ID</b>	The two digit County code, four character District code, and three digit Site code. When combined, they comprise a unique identifier for a school.	School Info
<b>Previous STN</b>	Previous STN assigned to the student at the time of Precode. Please note that some students may now have a different state-issued STN than what was displayed during the Precode process. While rare, the value displayed in the “STN” column (see below) reflects the active STN for the student, which is also viewable in your SIS.	Student Personal
<b>STN</b>	The STN is a ten-digit unique identifier for each student. A valid STN will begin with 100.	Student Personal
<b>Local ID</b>	The locally-assigned identifier for this student (if applicable).	Student Personal
<b>Last Name</b>	The student's last name.	Student Personal
<b>First Name</b>	The student's first name.	Student Personal
<b>Birth Date</b>	The student's birth date.	Student Personal
<b>Gender</b>	The student's gender.	Student Personal
<b>Grade</b>	The student's grade level.	Student Personal
<b>ELL</b>	An indicator of whether the student has been identified as an English Language Learner under Title III. Additional information about English Language Learners can be found at the following link: <a href="http://sde.ok.gov/sde/title-iii">http://sde.ok.gov/sde/title-iii</a>	Student Personal
<b>ELL 1st Yr. Prof</b>	An indicator of whether the student exited the English Language Learner within the past 12 months.	Student Personal
<b>ELL 2nd Yr. Prof</b>	An indicator of whether the student exited the English Language Learner within the past 13 to 24 months.	Student Personal





<b>504 Prg</b>	An indicator of whether the student is a qualified individual under Section 504 of the Rehabilitation Act. Please see the following link for more information about Section 504: <a href="http://sde.ok.gov/sde/sites/ok.gov.sde/files/documents/files/Parent-Guide-to-504.pdf">http://sde.ok.gov/sde/sites/ok.gov.sde/files/documents/files/Parent-Guide-to-504.pdf</a>	EdPlan
<b>Large Print</b>	An indicator of whether a student's IEP requires state assessments to be administered in large print format.	EdPlan
<b>Braille</b>	An indicator of whether a student's IEP requires assessments to be administered in Braille format.	EdPlan
<b>IEP</b>	An indicator of whether a student is receiving special education services under IDEA.	EdPlan
<b>Migrant</b>	An indicator of whether the student is identified as a migrant student. Please see the following link for more information on migrant students: <a href="http://sde.ok.gov/sde/title-i-part-c">http://sde.ok.gov/sde/title-i-part-c</a>	Student Personal
<b>Title X</b>	An indicator of whether the student has experienced homelessness at any point throughout the current school year. Please see the following link for more information: <a href="http://sde.ok.gov/sde/faqs/title-x-part-c-mckinney-vento-homeless-education-frequently-asked-questions#definitions">http://sde.ok.gov/sde/faqs/title-x-part-c-mckinney-vento-homeless-education-frequently-asked-questions#definitions</a>	Student Personal
<b>Economic Disadvantaged</b>	An indicator of whether the student would be eligible for free-reduced lunch based on family income, even if they are not actually receiving a free or reduced lunch.	Student Personal
<b>Hispanic</b>	An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish cultures, regardless of race. Any student that is listed as "Yes" for the Hispanic ethnicity column is considered Hispanic for Assessment and Accountability reports regardless of any of the racial identifiers.	Student Personal
<b>American Indian</b>	The student identifies as American Indian or Alaska Native.	Student Personal
<b>Asian</b>	The student identifies as Asian.	Student Personal
<b>Black</b>	The student identifies as Black or African American.	Student Personal
<b>Pacific Islander</b>	The student identifies as Pacific Islander.	Student Personal



<b>White</b>	The student identifies as White or Caucasian.	Student Personal
<b>Military</b>	An indicator of whether the student has a parent or legal guardian who is a member of the Armed Forces of the United States, a member of a reserve component of the Armed Forces of the United States, or a member of the National Guard."	Student Personal
<b>Foster</b>	An indicator of whether the student is currently in foster care.	Student Personal
<b>Gifted/Talented</b>	An indicator of whether the student is currently marked as gifted/talented	Student Personal
<b>Last Exit Date</b>	The student's most recent exit date from your school site. This will allow you to distinguish between current students and students who were enrolled at	Student School Enrollment
<b>ELA</b>	This identifies the test type of the ELA assessment (Online, Paper, list the rest).	Student Section Enrollment
<b>Math</b>	This identifies the test type of the Math assessment.	Student Section Enrollment
<b>Science</b>	This identifies the test type of the Science assessment.	Student Section Enrollment
<b>US History</b>	This identifies the test type of the US History assessment.	Student Section Enrollment
<b>ELA Teacher/Class (Optional)</b>	This identifies the ELA teacher or class name for the student.	Section Info
<b>Math Teacher/Class (Optional)</b>	This identifies the Math teacher or class name for the student.	Section Info
<b>Science Teacher/Class (Optional)</b>	This identifies the Science teacher or class name for the student.	Section Info
<b>US History Teacher/Class (Optional)</b>	This identifies the US History teacher or class name for the student.	Section Info





## Frequently Asked Questions

### How is this report populated?

This report is a current view of the demographic information submitted by your local Student Information System (SIS) to the Wave. Any changes that need to occur to your data should take place in your SIS and typically are applied overnight (i.e., viewable within 24 hours). **Please note that ONLY Teacher Name can be updated on the report screen. See below for more information on how to update Teacher Name.**

### Who should be in this report?

All students in grades 3 - 8 and 11 who are currently enrolled at your site.

### IEP/504 status for some of my students are not displaying correctly; what should I do?

Check with EdPlan to make sure that the students are showing up correctly on their end since this is being pulled from there. If the student is showing up correctly with EdPlan but incorrectly in this report, please contact the Office of Accountability at [accountability@sde.ok.gov](mailto:accountability@sde.ok.gov)

### ELA, Math, Science and US History columns aren't showing the correct test type that the student took (i.e., student took a large-print test but in the report it just shows Paper); what do I do?

This portion of Demographic Overlay will not overwrite any values on the test. Schools can ignore this. This information was certified during Precode.

### Is this where NFAY/FAY status are being pulled from?

NFAY status is displayed during the Assessment Correction window and it is not a part of the Demographic Overlay report.

### I have some students that changed STNs; what do I do?

The Office of Data and Information Systems (DIS) has worked diligently over the past several weeks to identify and correct those students assigned an incorrect STN, both currently and historically. As these updates occur, you may notice some students, whether actively enrolled or not, have been assigned a new STN that you can see in your SIS. We will continue to provide more information to affected districts as it becomes available. No action is required on any data reports submitted to the Oklahoma State Department of Education (OSDE). DIS will work with other divisions to ensure all relevant reports are updated to show the correct STN.

## Contact Information

If you encounter any issues or need more information, please contact the Office of Accountability at [accountability@sde.ok.gov](mailto:accountability@sde.ok.gov)

