

Private School Dropout Reporting

Students who fail to graduate from high school face lifelong consequences including fewer job opportunities and lower wages. The Oklahoma State Department of Education (OSDE) strives to improve its collection of data on students who drop out of school to better aid efforts to identify potential dropouts and assist them in completing high school.

Oklahoma law 70 O.S. § 35e instructs OSDE to collect a list of student dropouts from all private middle, junior high, and high schools (grades 7 – 12) accredited by OSDE, so data on these students can be included in OSDE's [annual report](#) of Oklahoma student dropout rates.

Participation in the 2020-2021 dropout report, which runs from October 1, 2020 to September 30, 2021, will be voluntary for private schools as we transition to a more formal reporting process. For private schools who choose to participate in the 2020-2021 dropout report, all data is due to OSDE by **January 28, 2022**. For school year 2021-2022 (October 1, 2021 to September 30, 2022), we expect to be able to receive data from all accredited private schools.

Below is guidance for private schools in creating and reviewing their 2020-2021 dropout report before submitting it to OSDE. If you have questions or need assistance with this report, please e-mail the OSDE Data Quality and 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, you may e-mail us at dqr@sde.ok.gov or call us at 405-521-2330.

Thank you for helping us improve data quality in education to contribute to student success.

Creating the 2020-2021 Dropout Report

OSDE aims in the future to create an online platform through which private schools can submit their dropout data. However, for now, OSDE will accept .xlsx or .csv file submissions for the dropout report. If another file type would be easier, please reach out to OSDE to discuss which file types are acceptable.

Oklahoma law 70 O.S. § 35e requires the following data elements for each student identified as a dropout to be included in this report:

- FirstName: Student's first name
- MiddleName: Student's middle name





- LastName: Student’s last name
- GradeLevel: Student’s grade level at the time of dropping out
- Age: Student’s age at the time of dropping out
- Address: Student’s primary address
- RaceEthnicity: Student’s resolved race/ethnicity category according to federal reporting standards

The following elements, although not required by law, will help us better track students who transition between public and private schools:

- STN: Student Testing Number (if the student was previously enrolled in a public school and the number is known)
- EntryDate: Student’s entry date at school in the given school year/reporting period
- ExitDate: Student’s exit date from school
- ReasonForExit: Reason for exiting (more guidance below)

Please refer to this [template](#) as guidance for reporting dropouts.

Dropout Reporting FAQs

How will the data be used?

In addition to aiding schools in identifying which students may have dropped out, state statute (70 O.S. § 35e) requires every school, public or private, accredited by the State Board of Education to annually report dropouts in grades 7 - 12 to the Oklahoma State Department of Education. 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).

What is the definition of “dropout?”

State law (70 O.S. § 35e) 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 (i.e., on October 1), 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. Thus, every student enrolled during that time period that meets the criteria for dropout as of October 1 of the following school year should be reported. The following chart summarizes different scenarios, if that student would be considered a dropout or not, and what to put for the ReasonForExit variable if the student is a dropout.

| Exit Category | Dropout? | Action in Dropout Report/Notes |
|--|----------|--|
| Student is still enrolled as of October 1 of the following year | No | None. |
| In-state transfer to another public, private, or charter school | No | None. |
| Out-of-state transfer to a public, private, or charter school | No | None. |
| Transferred to a school outside of the country | No | None. |
| Transfer to an institution offering a secondary education program (e.g., Job Corps) | No | None. |
| Transfer to an institution not offering a secondary education program (e.g., an adult detention center that does not offer educational services) | Yes | A student who transfers to an institution that does not offer a secondary education program will be considered a dropout. ReasonForExit should be listed as institution . |
| Graduated | No | None. |
| Transferred to home schooling | No | None. |
| Completed grade 12 but did not meet all graduation requirements | Yes | If a student completed 12 th grade without meeting graduation requirements, this is a dropout. ReasonForExit should be listed as complete12 . |
| Completed a state-recognized equivalency certificate | No | None. Students who receive a High School Equivalency (HSE) certificate by September 30 of the reporting year are not dropouts. |



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|--|-----|---|
| Withdrawn due to illness | No | None. |
| Died or is permanently incapacitated | No | None. |
| Expelled or involuntarily withdrawn | Yes | ReasonForExit should be listed as expelled . |
| Reached maximum age for services (i.e., turned 22 on or before September 1 of the reporting year). | Yes | ReasonForExit should be listed as agedout . |
| Enrolled in a postsecondary early admission program, eligible to return | No | None. |
| Enrolled in an adult education or training program (e.g., student is enrolled in a GED program, but does not have their HSE as of September 30). | 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. ReasonForExit should be listed as adult . |
| Enrolled in a foreign exchange program, eligible to return | No | None. |
| Exited at end of the school year and has not returned as of Oct. 1 | Yes | Student will be a dropout if they do not return the following school year but were expected to be enrolled. ReasonForExit should be listed as exited . |
| Discontinued schooling or status unknown | Yes | ReasonForExit should be listed as dropout . |

Can a student be a dropout two years in a row?

If a student drops out and does not have any further 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.

What if one of my students transfers around the October 1 deadline, but are not enrolled precisely on October 1?

Dropout reporting is contingent on enrollment on October 1. 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, students are allowed a 10-day grace period, such that 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 exits your school on September 26 and



you get a records request from another Oklahoma school on October 3, that student would not be considered a dropout under this 10-day grace period.

