JOY HOFMEISTER
STATE SUPERINTENDENT
OKLAHOMA STATE DEPARTMENT OF EDUCATION

Reading Sufficiency Act Survey

Data Reporting Process

Please follow these steps in order to complete the reporting process:

1. Access the Single Sign On link via the State Department of Education home page.

2. Enter username and password. (Our office does not issue the username or password. Please contact the superintendent or district logon administrator if you do not have a username or password.)

3. Scroll down on the "Home/Applications" menu and click on the Reading Sufficiency Act Survey link. (If this option does not show up on the systems menu, contact your superintendent or district logon administrator to obtain access to the report.)

4. In the upper right corner, please locate the dropdown box to choose a site to enter data and click select. (Even if your district has only one site where information needs to be entered, you will still have to select a site.)

5. Click the appropriate tab to proceed to the data entry screen. (Beginning-of-Year, Summer Academy, or End-of-Year reports.)

6. Enter your data and click "save" to submit the data. (Districts that have more than one site with Grades K-3 will repeat steps 6-12 for each site.) You must click save before the report is certified, otherwise your data will not be submitted.

7. When all of the information has been reported for your district, have the Superintendent certify each site.

To print a copy of the data entered for your report, click on the "Reports" tab. Select the report you want to print from the box on the upper left side of the page. Click "Request Report" then "Click to View." Your report should open in a "pdf" file, and you should be able to print it.

If there are additional questions regarding this process, please contact Michele Sprague, by e-mail at Michele.Sprague@sde.ok.gov, for assistance.