



# Reporting Requirements for 2020 -2021

Office of Data & Information Systems  
Oklahoma State Department of Education  
(405) 521-3020

Edited September 3, 2020

Report Name	OSDE Divison	Start Date	End Date	Description	Instructions	Office Contact
School Calendar Hours Notification	Accreditation	1/1/2020	10/15/2020	For all public schools in Oklahoma, school shall be in session and classroom instruction offered no less than one hundred eighty (180) days; or no less than one thousand eighty (1,080) hours each school year. If a district board of education adopts a school-hours policy, the district must notify the State Board of Education before October 15 of the applicable school year.	A school district must upload to Single Sign on (SSO) a letter of notification when it chooses a calendar calculated by hours rather than days for an Accreditation approval of a 1,080 hours calendar. The letter must be signed by the district superintendent and school board president and include minutes from the local board approval meeting.	(405) 521-3335
District Requests for Site Changes	Accreditation	1/3/2020	9/1/2020	Districts periodically need to change site designations regarding grades served or request a new site code due to construction or closing of a site. Districts send a formal request by stating the specific changes to sites, along with approved board minutes. The Accreditation Division then assigns a site code, if necessary, and forwards the changes on to the relevant OSDE divisions.	Districts send a formal request by stating the specific changes to sites, along with approved board minutes. Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation	(405) 521-3335
Statutory Waiver/ Deregulation	Accreditation	4/1/2020	10/1/2020	Districts may request waivers from certain Legislations and deregulations from certain administrative code.	Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation	(405) 521-3335
RSA Annual District Reading Plan	Instruction	5/1/2020	8/31/2020	All Oklahoma School Districts must submit their district site RSA plans to meet the requirements for the reading goal, required assessments, and reporting.	Single Sign On --> RSA Annual Reading Plan	(405) 522-1591

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
School Board Membership Report	Accreditation	6/1/2020	8/15/2020	The State Board of Education shall maintain records of attendance by school board members.	After each June election and no later than August 15, each local school district superintendent must submit a completed Annual School Board Membership Report to the Accreditation Division of the Oklahoma State Department of Education. Superintendents should also submit this report any time there is a change in their local board membership such as a resignation or newly appointed member. If a school board seat run-off election is required, the membership report is due by August 15. Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation	(405) 521-3335
Special Education Closout Procedure	Special Education	6/1/2020	9/4/2020	Final closeout report to generate carryover federal funds not yet claimed on reimbursement.	Single Sign On--> Grants Management and Expenditure Reporting- -> Special Education Budget Application	(405) 521-3351
Inter-local Cooperatives (ILC) Forms Sent	Accreditation	6/1/2020	5/15/2021	Boards of education of two or more school districts may enter into an inter-local cooperative agreement.	Inter-local Cooperative Directors will receive the OSDE required forms by May 15. ILC administrators must distribute these forms to participating districts.	(405) 521-3335
Title I, Part C: Migrant Summer School Program Report	Federal Programs	7/1/2020	7/30/2020	Linkage of migrant student records.	Districts will report data through the MIS 2000 System.	(405) 521-2846
Application for Fresh Fruit and Vegetable Program (FFVP)	Child Nutrition Programs	7/1/2020	8/17/2020	The FFVP Grant provides all students in participating Elementary schools with a variety of free fresh fruits and vegetables during the school day for children to sample.	Claims, Applications and Review System (CARS) --> Checklist --> Fresh Fruit and Vegetable Program	(405) 521-3327
Annual Career Tech Center Accreditation Application Forms Sent	Accreditation	7/1/2020	9/15/2020	Districts complete the accreditation application annually.	Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation	(405) 521-3335
Intent to Establish Title I, Part A: School-Wide Program	Federal Programs	7/1/2020	9/30/2020	Schools implementing a school-wide program for the first time	Single Sign On--> Grants Management and Expenditure Reporting: Comprehensive District Academic Plan (CDAP)	(405) 521-2846

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Intent to Establish Title I, Part A: Targeted Assistance Program	Federal Programs	7/1/2020	9/30/2020	Schools implementing a Targeted Assistance program for the first time.	Single Sign On--> Grants Management and Expenditure Reporting	(405) 521-2846
Title I, Part A: 2nd Year Carryover Funds Encumbrance Deadline	Federal Programs	7/1/2020	9/30/2020	LEAs are required to encumber 2nd year carryover funds beginning July 1 through September 30 for all federal programs	Single Sign On--> Grants Management and Expenditure Reporting	(405) 521-2846
Estimate of Needs or the Budget	Financial Accounting/ OCAS	7/1/2020	10/1/2020	Districts on the school district budget act submit one copy.	File with the County Excise Board and State Auditor. Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting or email to Katherine.Black@sde.ok.gov	(405) 521-2517
Special Education Child Count	Special Education	7/1/2020	10/1/2020	Special Education Count will occur on October 1	Districts must verify that all students receiving special education services are correctly entered into OK EdPlan by October 1. A final clean-up period will be provided from approximately October 2 - October 15 to coincide with certification.	(405) 521-3351
Civil Rights Compliance Checklist	Child Nutrition Programs	7/1/2020	10/31/2020	As participants in the NSLP, districts must develop procedures to collect and secure civil rights data and ensure that information is made available only to authorized state and federal personnel during reviews. The checklist, an overview of requirements, must be completed each year and retained in district's CNP files.	Claims, Applications and Review System (CARS) --> Checklist --> Food Safety Inspection Report	(405) 521-3327
2nd Year Carryover Funds Expenditure Report Deadline	Federal Programs	7/1/2020	11/30/2020	LEAs must submit expenditure reports in payable form by established deadline. Expenditure reports received after the deadline will result in the loss of these funds.	Single Sign On--> Grants Management and Expenditure Reporting	(405) 521-2846
Final Changes to Previously Submitted OCAS Financial Transactions	Financial Accounting/ OCAS	7/1/2020	12/1/2020	Final reporting of expenditures and revenue for the previous year.	Single Sign On--> Oklahoma Cost Accounting System	(405) 521-2517

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
District Bullying Prevention Policy	Counseling	7/1/2020	12/30/2020	Every district is required to submit its bullying prevention policy annually.	Single Sign On--> District Bullying Prevention Policy	(405) 521-2106 Prevention
School Bus Evacuation Drills 1/2	Student Transportation	7/1/2020	12/31/2020	At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices, and participate in emergency evacuation drills. This instruction should be conducted during the first two weeks of each semester. The OSDE highly recommends that the drill occur once during the first two weeks of the Fall Semester (August) and once during the first two weeks of the Spring Semester (January).	A copy of the evacuation plan must be kept on file at the district.	(405) 521-4513
Application from Independent Auditors for State Auditor and Inspection Approval	Financial Accounting/ OCAS	7/1/2020	1/1/2021	Auditors seeking approval to perform public school audits.	File with the County Excise Board and State Auditor.	(405) 521-2517
Impact Aid Application	Financial Accounting/ OCAS	7/1/2020	1/31/2021	Impact Aid grants are for local educational agencies (LEAs) that educate federally connected children. These may be children of members of the uniformed services, children who live on Indian lands, children who live on federal property or federally subsidized low rent housing, and children whose parents work on federal property.	G5 System: USDE Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting Due to Washington D.C. on the last working day of January	(405) 521-2517
On Site Review for National School Lunch Program	Child Nutrition Programs	7/1/2020	2/1/2021	Only for school districts with more than one eating site. A review must be conducted for each lunch site and 50% of the breakfast sites.	Claims, Applications and Review System (CARS) --> Other Documents	(405) 521-3327

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Withdrawal from Inter-local Cooperative	Accreditation	7/1/2020	3/15/2021	Notice of intent of a school district to withdraw from the cooperative agreement must be given no later than March 15 for the ensuing school year.	Superintendents of districts currently participating in an Inter-local cooperative (ICL) must submit an "Intent to Withdraw" letter by March 15 only if the district chooses not to participate in upcoming school year. The letter is to be submitted to the designated ILC's Executive Board members and the OSDE Accreditation Director. Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation	(405) 521-3335
Audits to Identify Districts Expending more than \$750,000 in Federal Funds	Financial Accounting/ OCAS	7/1/2020	3/31/2021	Include acknowledgement form and school board minutes.	Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting or email to Katherine.Black@sde.ok.gov	(405) 521-2517
Standards of Performance and Conduct for Teachers	Teacher Certification	7/1/2020	4/1/2021	A copy of the Standards of Performance and Conduct for Teachers as adopted by OSDE shall be distributed to each teacher by the local board.	Disseminate the Standards document to all teachers in the local district.	(405) 521-3337
Audits to Identify Districts Expending less than \$750,000 in Federal Funds	Financial Accounting/ OCAS	7/1/2020	4/30/2021	Include acknowledgement form and school board minutes.	Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting or email to Katherine.Black@sde.ok.gov	(405) 521-2517
Contract for Audit of Public Schools between Independent Auditors and School Districts	Financial Accounting/ OCAS	7/1/2020	4/30/2021	Each Local Education Agency (LEA) will engage an independent auditor, approved by the Oklahoma State Auditor and Inspector, to examine its financial statements. Each LEA superintendent shall notify the State Board of Education, prior to the end of the fiscal year to be audited, of the independent auditor who has been engaged to conduct the audit.	Audit contracts are available on the Financial Accounting website. Mail to: (click here for address information) or email to Katherine.Black@sde.ok.gov	(405) 521-2517

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Application for Seamless Summer Option	Child Nutrition Programs	7/1/2020	5/15/2021	For School Food Authorities (SFAs) to participate in the Seamless Summer Option, at least 50 percent of the children in the area to be served must be eligible for free or reduced-price school meals. SFAs follow the same guidelines as the National School Lunch Program (NSLP) and School Breakfast Program (SBP).	Claims, Applications and Review System (CARS) --> Checklist --> Seamless Summer Option	(405) 521-3327
Transfer Notifications – Request Open Transfer	Accreditation	7/1/2020	5/31/2021	Transfers to another district may be approved by the board of education of the receiving school district. If the grade a student is entitled to pursue is not offered in the district where the student resides, the transfer shall be automatically approved by the receiving school district. No student may be granted more than one (1) open transfer per school year, but may qualify for additional transfers pursuant to emergency provisions of the Education Open Transfers Act or a legal change in residence.	Notifications shall be provided to the OSDE no later than May 31 of the same year in which the transfer is requested. The receiving school district shall notify the resident school district that an application for transfer has been filed by the student enrolled in the resident school district.	(405) 521-3335
Notification of Intent to Not Enter into a Contract with a Regularly Employed Teacher	School Personnel	7/1/2020	6/1/2021	This is a notification of intent by a school district to not enter into a written contract with a regularly employed teacher for the following school year. A teacher must notify the school board of the desire to not be reemployed within fifteen days after the first Monday in June or the contract is considered continuing and binding by both parties.	District and/or teacher must notify the other if they do not plan to continue employment for the upcoming year	(405) 521-3369
Annual Incident and Firearms Report-Unsafe School Choice Option Report	Counseling	7/1/2020	6/30/2021	Every district must submit the Annual Incident and Firearms-Unsafe School Choice Option Report annually.	Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Counseling or Fax to: (405) 522-0496, Attn: Counseling	(405) 521-2106 Prevention

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Districts Presenting Annual College Remediation Report to Local Board of Education	Accreditation	7/1/2020	6/30/2021	A district shall annually review and discuss with the local board of education each site's first year college remediation rate.	Related Documents: Single Sign On and Student Transfer Documents	(405) 521-3335
Final Data for School District Expenditures and Revenue	Financial Accounting/ OCAS	7/1/2020	6/30/2021	Reporting expenditures and revenue for the previous year.	Single Sign On--> Oklahoma Cost Accounting System	(405) 521-2517
First Year Superintendents provide Professional Development Points to the SDE	Accreditation	7/1/2020	6/30/2021	Professional development requirements shall be met by each superintendent employed for the first time in the state of Oklahoma as a district superintendent. Verification of training shall be submitted to the director of the program at the State Department of Education. A certificate will be provided to district superintendents upon completion of the training requirements.	Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation	(405) 521-3335
Food Safety Inspection Report	Child Nutrition Programs	7/1/2020	6/30/2021	Each site participating in the NSLP must post the latest Food Safety Inspection Reports. The SFA enters the number of sites that had one, two, or three inspections during the previous school year and maintains documentation of the reports which must be available for review at any time. A minimum of two inspections per site.	Claims, Applications and Review System (CARS) --> Checklist --> Food Safety Inspection Report	(405) 521-3327
Free/Reduced Meal Application / Household Application	Child Nutrition Programs	7/1/2020	6/30/2021	The Free and Reduced Meal Application for the National School Lunch Program is completed by households at the beginning of each school year to determine the household's eligibility for free or reduced-price meals for students enrolled in the local school district. Persons must complete the application and provide income information which determines eligibility.	Claims, Applications and Review System (CARS) --> Other Documents --> 2021 Household Application	(405) 521-3327



Report Name	OSDE Divison	Start Date	End Date	Description	Instructions	Office Contact
Gun-Free Schools Weapon Report	Counseling	7/1/2020	6/30/2021	Due within two weeks of any incident.	Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Counseling or Fax to: (405) 522-0496, Attn: Counseling	(405) 521-2106 Prevention
OCAS Annual Audit	Financial Accounting/ OCAS	7/1/2020	6/30/2021	The board of education of each school district in this state shall provide for and cause to be made an annual audit of such school district for each fiscal year. The district board of education shall forward a copy of the auditor's opinions and related financial statements to the State Board of Education and the State Auditor and Inspector within thirty (30) days after receipt of the audit.	Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting or email to Katherine.Black@sde.ok.gov	(405) 521-2517
Periodic Special Education Computer Generated School District Expenditure Report	Special Education	7/1/2020	6/30/2021	Submission of electronic claims.	Single Sign On--> Grants Management and Expenditure Reporting--> Special Education Budget Application	(405) 521-3351

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Qualified Zone Academy Bond Application	Financial Accounting/ OCAS	7/1/2020	6/30/2021	Any public school or academic program within a public school which is established by and operated under the supervision of an eligible LEA to provide education or training below the postsecondary level if such school or program is designed in cooperation with business to enhance the academic curriculum, increase graduation and employment rates, and better prepare students for the rigors of college and the increasingly complex work force; students in such public school or program will be subject to the same academic standards and assessments as other students educated by the LEA; the comprehensive education plan of such school or program is approved by the LEA; and the school is located in an empowerment zone or enterprise community or there is a reasonable expectation that at least 35 percent of the students attending the school or program will be eligible for free or reduced price lunches under the National School Lunch program.	Forms are available on the Financial Accounting website.	(405) 521-2517
Reserve Appropriations for Contracts Pending for Outstanding Encumbrances	Financial Accounting/ OCAS	7/1/2020	6/30/2021	Lapse current appropriations and bring cash forward	Single Sign On--> Oklahoma Cost Accounting System	(405) 521-2517
School Bus Annual Inspection	Student Transportation	7/1/2020	6/30/2021	Each school bus must be safety-inspected once a year by a qualified bus mechanic: Inspections may be conducted any month and are valid for one year from the report date.	All bus inspections must be kept on file at the district.	(405) 521-4513

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
School Bus Driver Annual Driving Record Report (MVR)	Student Transportation	7/1/2020	6/30/2021	This report is an annual requirement that must be current in order for a school bus driver to be eligible to drive a school bus. The MVR is required for employees with an Oklahoma School Bus Driver Certificate. The rule above explains when, based on the document, a driver is disqualified.	All MVR documents regarding School Bus Driver annual driving records must be kept on file at the district.	(405) 521-4513
School Bus Driver Certificate Application	Student Transportation	7/1/2020	6/30/2021	Oklahoma school bus drivers must have completed requirement for the Oklahoma OSDE School Bus Driver Certificate. Requirements include the appropriate CDL and endorsements, background check, driving record, health certificate, in-service verification, and compliance with Federal Drug and Alcohol testing requirements.	The application can be used as a tool to gather required information for the Single Sign-On Bus Driver Certification program. The application may be a useful tool for initial certification and emergency certificates. A copy of the certificate may be kept on file at the district.	(405) 521-4513
School Bus Driver Drug and Alcohol Education Policy	Student Transportation	7/1/2020	6/30/2021	Each district shall provide educational materials that explain the requirements of Federal Motor Carrier Safety Administration's and the employer's policies and procedures with respect to drug and alcohol testing.	The district shall ensure that a copy of these materials is distributed to each driver prior to the start of alcohol and controlled substances testing and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle. The district shall provide written notice to representatives of employee organizations of the availability of this information.	(405) 521-4513
School Bus Driver Health Certificate	Student Transportation	7/1/2020	6/30/2021	This certificate is required annually and must be current for a bus driver to be eligible to drive a school bus. Oklahoma school bus drivers must have a current health certificate on file. Both the OSDE and the DOT Health Certificates are allowed. The OSDE expires after 1 year. The DOT expiration depends on the health of the driver as determined by the examining health professional who must be listed on the DOT National Registry.	All School Bus Driver Health Certificates must be kept on file at the district.	(405) 521-4513

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
School Bus Driver In-Service Verification	Student Transportation	7/1/2020	6/30/2021	This training is an annual requirement and must be current for a bus driver to be eligible to drive a school bus. Oklahoma school bus drivers must complete at least four hours of in-service training each year in order to maintain their OSDE Certification.	All forms regarding School Bus Driver annual in-service training must be kept on file at the district.	(405) 521-4513
School Bus Route Evaluation	Student Transportation	7/1/2020	6/30/2021	All school bus routes shall be evaluated annually for safety and efficiency by the local school district supervisor of transportation or designee.	A copy of the evaluation should be kept on file at the district. Must be completed prior to the start of the school year and ongoing as necessary; recommended to occur over the summer	(405) 521-4513
School Employee Assault Report	Counseling	7/1/2020	6/30/2021	Report to the OSDE only when an assault occurs.	Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Counseling or Fax to: (405) 522-0496, Attn: Counseling	(405) 521-2106 Prevention
Student Transportation Supervisor Training	Student Transportation	7/1/2020	6/30/2021	Student Transportation supervisors must receive training to enable them to determine the criteria for a reasonable suspicion drug/alcohol test. This training is required only once, recurrent training is not necessary.	A copy of training documentation must be kept on file at the district.	(405) 521-4513
Supplemental Appropriations	Financial Accounting/OCAS	7/1/2020	6/30/2021	Districts must file supplemental appropriation to amend the budget.	Forms are available on the Financial Accounting website. Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting	(405) 521-2517

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Transfer Notifications- Emergency Transfer Cancellation	Accreditation	7/1/2020	6/30/2021	Transfers to another district may be approved by the board of education of the receiving school district. If the grade a student is entitled to pursue is not offered in the district where the student resides, the transfer shall be automatically approved by the receiving school district. No student may be granted more than one (1) open transfer per school year, but may qualify for additional transfers pursuant to emergency provisions of the Education Open Transfers Act or a legal change in residence.	Emergency transfers may only be cancelled with the concurrence of the board of the receiving school district and the guardian of the student. A school district must notify the guardian in writing of the date and time for which the transfer will be considered for cancellation by the school board and the written notice must be received by the guardian no less than five (5) business days prior to the date of a regularly scheduled meeting at which the proposed cancellation will be considered, or no less than forty-eight (48) hours prior to the meeting at which the proposed cancellation will be considered if it is a special meeting.	(405) 521-3335
Temporary Appropriations Application	Financial Accounting/ OCAS	7/1/2020	7/1/2021	A temporary appropriation for 100% of the anticipated revenue for the current year for General Fund and Building Fund may be obtained from the County Excise Board.	File S.B.E. Form 12 with the County Excise Board.	(405) 521-2517
Application for Provision 2 or 3 of the NSLP or School Breakfast Program (SBP)	Child Nutrition Programs	7/1/2020	8/1/2021	Provision 2 or 3 are counting and claiming alternatives allowing LEAs to reduce their paperwork burden. Data obtained in a Base year of documenting free and reduced-price percentages is brought forward each year and applied to the current school year's enrollment figures. These figures then are used by the State Agency, after October enrollment is collected, to calculate claiming percentage for meal reimbursements each month.	Contact the Child Nutrition Programs Office	(405) 521-3327
Superintendent Contracts	School Personnel	8/1/2020	7/30/2020	Upload signed contract to School Personnel Report Welcome Screen within 15 days of approval.	Single Sign On --> School Personnel Report Application	(405) 521-3369

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for July	Child Nutrition Programs	8/1/2020	8/10/2020	Each school will enter the number of lunches, breakfasts, afterschool snacks and/or milk served during the previous month by site.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for July	Child Nutrition Programs	8/1/2020	8/15/2020	Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327
District Test Coordinator Designations & CCRA Selection	Assessment	8/1/2020	8/31/2020	Superintendents shall designate District Test Coordinators for the district and all buildings; names, e-mail addresses, and telephone numbers of District Test Coordinators (DTC) will be provided. Superintendents will also select their CCRA (SAT/ACT).	Form found on Assessment website. E-mail: samantha.sheppard@sde.ok.gov with the subject line: "Test Coordinator Information"	(405) 521-3341
Driver Education Prior Year Reimbursement Application	State Aid	8/1/2020	9/1/2020	For prior year reimbursement.	Send mail (Email (Send email to State.Aid@sde.ok.gov). or Send mail (ATTN: STATE AID OKLAHOMA STATE DEPARTMENT OF EDUCATION 2500 N LINCOLN BLVD OKLAHOMA CITY OK 73105)	Send email to State.Aid@sde.ok.gov.
Implementation Plan	Alternative Education	8/1/2020	9/15/2020	Districts provide OSDE with their plan to deliver alternative education to students. The previous school year's expenditure report must be turned in order to gain access to the current year's implementation plan.	Single Sign On--> Alternative Education Implementation Plan	(405) 521-2820
Renewal of Advanced Placement Courses	Instruction	8/1/2020	10/15/2020	AP Course Audit administrators begin renewing previously authorized courses for the 2020-2021 school year.	These courses are renewed through the College Board	(405) 522-3219

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
RSA Promotion and Retention Report	Instruction	8/1/2020	10/31/2020	This report will provide the aggregate count of students that are being retained or have met a good-cause exemption. In order to meet RSA reporting requirements, reports must show the number of students who qualify for a good cause exemption, probationary promotion, mid-year promotion, and promotion through remediation interventions.	Single Sign On --> Reading Sufficiency Act Survey	(405) 522-1591
SIF 2.X Wave Requirements Compliance by local Student Information Systems (SIS)	Data & Information System	8/1/2020	4/1/2021	The annual data requirements document is used to ensure local student information system vendors send required data and can be used to determine vendor compliance.	Review via OSDE website	(405) 521-3020
Electronic Application System for Indian Education (EASIE)	Instruction	8/1/2020	6/14/2021	Report only grades 3-8. Title VI Student Eligibility Certification. A formula grant under the Indian Education Program to determine the number of Indian children enrolled in a district.	USDA Indian Education Office, Application can be found at this website.	(405) 522-5311
Driver Education Instructor Certification, Assurances and Permit (ICAP) Forms	State Aid	8/1/2020	6/30/2021	Approval by OSDE and the Department of Public Safety must be completed prior to a school district offering a driver education program.	Due thirty days prior to the start of the course. Email (Send email to State.Aid@sde.ok.gov) or send mail (ATTN: STATE AID OKLAHOMA STATE DEPARTMENT OF EDUCATION 2500 N LINCOLN BLVD OKLAHOMA CITY OK 73105)	Send email to State.Aid@sde.ok.gov.
Shared Superintendent Salary Assistance Application	School Personnel	8/1/2020	6/30/2021	Submitted to OSDE by June 30 of year prior to the year in which the mutual contract will be effective.	Submit via mail, fax or email as indicated on related document.	(405) 521-3369
Data Validation Issues	Data & Information System	8/1/2020	7/30/2021	This data tool allows users with access to view errors or warnings for inaccurate or missing data that will need to be updated in their local Student Information System.	Single Sign On --> The Wave --> District --> Data Validation --> Data Validation Wizard	(405) 521-3020

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Postsecondary Opportunities Coursework	Accountability	8/1/2020	7/30/2021	This report takes data from your local Student Information System through The Wave and into Accountability Reporting where you are able to filter and monitor postsecondary coursework throughout the year to ensure that data is feeding correctly and if it is not, to correct in your local Student Information System. This report will be used for the Postsecondary Opportunity Indicator for the Oklahoma School Report Cards.	Single Sign On --> Accountability Reporting Application --> Student Data --> Coursework  Districts will review the data that is populated via their Student Information System. Corrections must be made in the district Student Information System and within 24 hours, the changes will show in the coursework file	(405) 522-5169
STN Wizard	Data & Information System	8/1/2020	7/30/2021	This data tool allows users with access to decide if students who appear in this application need to be matched to an existing student with a statewide student testing number or have never had a statewide student testing number assigned.	Single Sign On --> The Wave --> District --> STN Wizard	(405) 521-3020
TLE Framework Training	Teacher Leader & Effectiveness	8/1/2020	7/30/2021	Initial training for new evaluators is required prior to conducting observations; recertification is required every two years.	Contact your TLE Framework Training provider to sign up	(405) 522-0282
Wave Ownership Wizard	Data & Information System	8/1/2020	7/30/2021	This tool allows users with access to view enrollment conflicts when a student is being claimed as enrolled at more than one school at the same time. Only students not indicated as not being concurrently enrolled will be flagged.	Single Sign On --> The Wave --> District --> District Ownership Wizard	(405) 521-3020
XSD Validation Errors Wizard	Data & Information System	8/1/2020	7/30/2021	The XSD validation wizard allows districts to check if data files being sent to the Wave from a student information system has failed minimum requirements to be accepted.	Single Sign On --> The Wave --> District --> XSD Validation Errors Wizard	(405) 521-3020
RSA Beginning of Year Reading Sufficiency Report	Instruction	8/31/2020	10/1/2020	Beginning-of-Year report counts the number of students (K-3rd) who have a substantial deficiency in reading, based on one of the State Board approved assessments.	Single Sign On --> Reading Sufficiency Act Survey	(405) 522-1591



Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for August	Child Nutrition Programs	9/1/2020	9/10/2020	Each school will enter the number of lunches, breakfasts, afterschool snacks and/or milk served during the previous month by site.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for August	Child Nutrition Programs	9/1/2020	9/15/2020	Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327
October 1 Consolidated Report	Data & Information System	9/1/2020	10/30/2020	Used for the collection of statewide October 1 count of students by gender, race/ethnicity for various state and federal reports.	Single Sign On --> The Wave --> Reporting --> State Reporting Certification --> October 1 Consolidated Report	(405) 521-3020
Special Education Budget Application	Special Education	9/1/2020	6/28/2021	Districts complete the budget application annually.	Single Sign On --> Grants Management and Expenditure Reporting --> Special Education Budget Application	(405) 521-3351
Final Special Education Computer Generated School District Expenditure Report	Special Education	9/1/2020	8/1/2021	Final report for IDEA federal funds reimbursement.	Single Sign On --> Grants Management and Expenditure Reporting --> Special Education Budget Application	(405) 521-3351
First Quarter Statistical Report (FQSR)	State Aid	9/7/2020	11/30/2020	Data collection of the first nine weeks' attendance, membership, transportation, and days taught for state aid funding purposes.	Single Sign On --> The Wave --> Reporting --> State Reporting Certification --> Student Level FQSR	
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for September	Child Nutrition Programs	10/1/2020	10/10/2020	Each school will enter the number of lunches, breakfasts, afterschool snacks and/or milk served during the previous month by site.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327
Annual Accreditation Application	Accreditation	10/1/2020	10/15/2020	Districts complete the accreditation application annually.	Single Sign On--> Accreditation Application	(405) 521-3335

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for September	Child Nutrition Programs	10/1/2020	10/15/2020	Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327
Gifted Educational Plan Update and Budget Summary	Instruction	10/1/2020	10/15/2020	Districts will complete their annual report of how they identify students, what services they provide, and how they will budget their annual gifted allowance.	Single Sign On> Gifted and Talented Report	(405) 522-3219
Title I, Part A: 9/30 Report Submission	Federal Programs	10/1/2020	10/15/2020	LEAs exceeding the Title I, Part A carryover limitation after September 30 must request a one-time waiver.	Single Sign On--> Grants Management and Expenditure Reporting: Consolidated Application	(405) 521-2846
Comprehensive Exit Report	Accountability	10/1/2020	10/30/2020	Beginning in October of the school year, this report will provide the Exit Reason for every student in grades 9 – 12 from the previous year. It will encompass the overall reporting process that will allow for the Federal Four-Year Adjusted Graduation Rate to be calculated automatically. Note: this will be the only report where you can certify your 5th and 6th year graduates. This report will also include the annual dropouts.	Single Sign On --> The Wave --> Reporting > State Reporting Certification --> Comprehensive Exit Report  During this window, districts will only be able to update report category.	(405) 522-5169
Verification Report	Child Nutrition Programs	10/1/2020	11/15/2020	SFAs verify their enrollment, the number of students participating in provision or CEP schools (if applicable), the number of students who qualify for free meals through direct certification, the number of students who qualify for free meals through documentation, and the number of students who qualify for reduced-priced meals. They also verify the results of their verification process.	Claims, Applications and Review System (CARS) --> Checklist --> Low Income Report	(405) 521-3327

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Flexible Benefit Allowance (FBA)	State Aid	10/1/2020	1/1/2021	October data collection is current year qualified Certified Staff and Full-time Support Personnel used in determining the FBA funding.  The January data collection is to identify qualified staff from October data collection that changed status for major medical health insurance or taxable compensation during the open option period, effective January 1.	Single Sign On --> State Aid Flexible Benefit Allowance	
Special Education Child Count Certification	Special Education	10/2/2020	10/15/2020	District superintendents must certify the accuracy of the October special education child count.	Certify at: Single Sign On --> Special Education Child Count	(405) 521-3351
Low Income Student Count Report	Child Nutrition Programs	10/31/2020	11/26/2020	Districts enter the total number of on-site free-eligible and reduced-price eligible students and total on-site district enrollment after receiving their certified enrollment numbers for October and entering claims. Must be submitted after the October Claim has been processed.	Claims, Applications and Review System (CARS) --> Checklist --> Low Income Report	(405) 521-3327
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for October	Child Nutrition Programs	11/1/2020	11/10/2020	Each school will enter the number of lunches, breakfasts, afterschool snacks and/or milk served during the previous month by site.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for October	Child Nutrition Programs	11/1/2020	11/15/2020	Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327
Title I, Part A: Comparability Report	Federal Programs	11/1/2020	12/17/2020	Districts must submit appropriate data to demonstrate compliance in meeting the comparability requirement of Title I. Comparability does not apply to a district with only one elementary building, one junior high building, and one high school building.	Single Sign On--> Grants Management and Expenditure Reporting, Title I Comparability	(405) 521-2846

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Non-Public Schools-Equitable Services Packet	Federal Programs	11/1/2020	2/8/2021	Districts are required to consult with non-public schools prior to completing the packet.	E-mail to OSDE: EquitableServicesPac@sde.ok.gov Subject line: "Non-Public Schools Equitable Services Packet"	(405) 521-2846
ELPA Precode	Assessment	11/4/2020	11/26/2020	The Wave will be utilizing data collected directly from each district's Student Information System (SIS) to submit the ACCESS for ELLs Pre-code file directly to the testing company for the district.	Single Sign On--> The Wave--> Reporting --> Precode	(405) 521-3341
Graduation Part-Time Enrollment Report-Quarter One	Counseling	11/4/2020	11/30/2020	On the Graduation Part-time report, districts will be required to provide the Number of Classes in a Day and the Number of Days in a Quarter for your school's calendar and schedule. Each student who did not graduate with his/her cohort due to lack of credits, and is enrolled on a part-time basis to meet graduation requirements will need to be provided, along with the number of classes enrolled, number of membership days, and actual number of days the student was in attendance. High schools that do not have part-time students are still required to confirm and certify the report each quarter.	Single Sign On--> The Wave--> Reporting --> State Reporting Certification--> Graduation Part-Time Report Qtr. 1	(405) 522-0031 Academic Counseling
Annual Statistical Report (ASR)	State Aid	11/30/2020	6/30/2021	Data collection of the full year attendance, membership, transportation and days taught for state aid funding purposes.	Single Sign On --> The Wave --> Reporting --> State Reporting Certification --> Student Level ASR	
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for November	Child Nutrition Programs	12/1/2020	12/10/2020	Each school will enter the number of lunches, breakfasts, afterschool snacks and/or milk served during the previous month by site.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for November	Child Nutrition Programs	12/1/2020	12/15/2020	Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327
Historical Graduation Cohort Report	Accountability	12/1/2020	1/29/2021	This report allows districts to specify the Cohort year for students to be used in the calculation of the Federal Four-Year Adjusted Cohort Graduation Rate using student-level data transmitted to the state and certified by districts. Contingent upon the completion of the Comprehensive Exit Report and Fourth Quarter Dropout Report.	Single Sign On--> The Wave --> Reporting > State Reporting Certification --> Historical Graduation Cohort	(405) 522-5169
Title I, Part C: Migrant Credit Accrual Report and Supplemental Code for Fall Semester	Federal Programs	12/1/2020	1/29/2021	Linkage of migrant student records.	Districts will report data through the MIS 2000 System.	(405) 521-2846
Spring Testing: Student Non-Standard Accommodation Request	Assessment	12/1/2020	2/1/2021	The Non-Standard Accommodation Application is intended to allow users the ability to request an ELA Read Aloud Accommodation or Unique Accommodation. The State Department of Education (OSDE) will then review the application and issue a decision based on the submitted criteria.	Single Sign On--> Non-Standard Accommodation Application	(405) 521-3341
Cash Management Application	State Aid	12/1/2020	4/1/2021	Application due for participation in the next fiscal year.	Email (Send email to State.Aid@sde.ok.gov) or send mail (ATTN: STATE AID OKLAHOMA STATE DEPARTMENT OF EDUCATION 2500 N LINCOLN BLVD OKLAHOMA CITY OK 73105)	Send email to State.Aid@sde.ok.gov.
School Board Member Filing for Open Seat	Accreditation	12/7/2020	12/9/2020	Candidates who are filing to become a member of the board of education of every school district or technology center school district shall file declarations of candidacy in the same place and with the same officials as candidates for county office.	Candidates shall file on the first Monday in December through the following Wednesday	(405) 521-3335

Report Name	OSDE Divison	Start Date	End Date	Description	Instructions	Office Contact
School Board Elections	Accreditation	12/7/2020	4/6/2021	Local school board elections are held for vacant school board seats.	The election of members of the board of education of every school district and technology center school district shall be conducted on the First Tuesday in April of each year, except in any year when a Presidential Preferential Primary is held in February, then the election shall be held on the same day as the Presidential Preferential Primary.	(405) 521-3335
OSTP Precode	Assessment	12/22/2020	1/12/2021	The Wave will be utilizing data collected directly from each district's Student Information System (SIS) to submit the Oklahoma School Testing Program Pre-code file directly to the testing company for the district.	Single Sign On--> The Wave--> Reporting --> Precode	(405) 521-3341
Graduation Part-Time Enrollment Report-Quarter Two	Counseling	12/29/2020	1/31/2021	On the Graduation Part-time report, districts will be required to provide the Number of Classes in a Day and the Number of Days in a Quarter for your school's calendar and schedule. Each student who did not graduate with his/her cohort due to lack of credits, and is enrolled on a part-time basis to meet graduation requirements will need to be provided, along with the number of classes enrolled, number of membership days, and actual number of days the student was in attendance. High schools that do not have part-time students are still required to confirm and certify the report each quarter.	Single Sign On--> The Wave--> Reporting --> State Reporting Certification--> Graduation Part-Time Report Qtr. 2	(405) 522-0031 Academic Counseling
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for December	Child Nutrition Programs	1/1/2021	1/10/2021	Each school will enter the number of lunches, breakfasts, afterschool snacks and/or milk served during the previous month by site.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for December	Child Nutrition Programs	1/1/2021	1/15/2021	Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327
Mid-Year Certified Personnel Report and Mid-Year Support Personnel Report	School Personnel	1/1/2021	2/1/2021	Report all certified and support employee salaries and fringe benefits. Make necessary changes to initial data reported. (i.e. adding new employees, changing data for those who left, updating FBA totals, etc.)	Single Sign On --> School Personnel Report Application	(405) 521-3369
Charter School Applications and Contracts	Accreditation	1/1/2021	6/30/2021	Charter school sponsors must provide various documents to the OSDE in accordance with the Oklahoma Charter School Act.	The charter school sponsor will send all required documents by June 30 of the year prior to which the charter school is to begin operation. Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation	(405) 521-3335
School Bus Evacuation Drills 2/2	Student Transportation	1/1/2021	6/30/2021	At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices, and participate in emergency evacuation drills. This instruction should be conducted during the first two weeks of each semester. The OSDE highly recommends that the drill occur once during the first two weeks of the Fall Semester (August) and once during the first two weeks of the Spring Semester (January).	A copy of the evacuation plan must be kept on file at the district.	(405) 521-4513
School Accreditation Recommendations prepared and presented to the State Board of Education	Accreditation	1/1/2021	7/1/2021	Regional Accreditation Officers (RAOs) travel to each school district and conduct accreditation site visits using the current Compliance Report and Accreditation Standards. Deficiencies are noted, if applicable, and the accreditation status to be recommended is determined.	The Office of Accreditation presents recommendations to the State Board of Education for approval. Accreditation visits are typically finished by the end of the school year, and the recommendations are usually made to the State Board of Education in July.	(405) 521-3335
Oklahoma Academic Scholars	Instruction	1/15/2021	4/20/2021	Graduating seniors must meet requirements to be recognized by their local school district and the SBE as an Oklahoma Academic Scholar.	Single Sign On --> Oklahoma Academic Scholars	(405) 522-3219

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for January	Child Nutrition Programs	2/1/2021	2/10/2021	Each school will enter the number of lunches, breakfasts, afterschool snacks and/or milk served during the previous month by site.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for January	Child Nutrition Programs	2/1/2021	2/15/2021	Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327
Oklahoma School Testing Program: Test prep in-service sessions	Assessment	2/1/2021	2/28/2021	Test preparation and administration sessions are required of all District Test Coordinators. Sessions will cover OSTP overview, shipping procedures, and assessment policies.	For specific training dates and to sign up for sessions visit the OSDE website	(405) 521-3341
Oklahoma Honor Society	Accreditation	2/1/2021	3/15/2021	Every accredited middle, junior high, or high school in the state is eligible to organize a local chapter of the society.	Forms to be used in listing students that have been nominated for membership will be sent to the local school authorities prior to February 1 of each year. Membership will be based upon work done during the first semester of the current year and the second semester in the preceding year. Nominations should be approved by the local school officials no later than March 15 of each year. A list of students nominated shall be provided to the Accreditation Office on forms furnished for that purpose. A certificate of membership for each person approved will be sent to the local school authorities. These certificates will be distributed in time for closing exercises of the school in the spring. Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation	(405) 521-3335



Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Application for Summer Food Service Program	Child Nutrition Programs	2/1/2021	4/30/2021	Sponsors must complete each section of the application, certify it and submit it. The application includes contact information for the sponsor, type of sites, site locations, budget information, operating hours of each site, site staff contact information, food preparation method, number of operating days, and other pertinent information.	Single Sign On --> Summer Food Service Programs	(405) 521-3327
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for February	Child Nutrition Programs	3/1/2021	3/10/2021	Each school will enter the number of lunches, breakfasts, afterschool snacks and/or milk served during the previous month by site.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for February	Child Nutrition Programs	3/1/2021	3/15/2021	Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327
Graduation Part-Time Enrollment Report-Quarter Three	Counseling	3/1/2021	4/2/2021	On the Graduation Part-time report, districts will be required to provide the Number of Classes in a Day and the Number of Days in a Quarter for your school's calendar and schedule. Each student who did not graduate with his/her cohort due to lack of credits, and is enrolled on a part-time basis to meet graduation requirements will need to be provided, along with the number of classes enrolled, number of membership days, and actual number of days the student was in attendance. High schools that do not have part-time students are still required to confirm and certify the report each quarter.	Single Sign On--> The Wave--> Reporting --> State Reporting Certification--> Graduation Part-Time Report Qtr. 3	(405) 522-0031 Academic Counseling

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Demographic Overlay	Accountability	3/1/2021		The Demographic Overlay is used by the Office of Assessment. The Wave will be utilizing data collected directly from each district's Student Information System (SIS) to finalize student demographic information for state assessment reporting purposes.	Single Sign On --> The Wave --> Reporting > State Reporting Certification --> Demographic Overlay	(405) 522-5169
District Assurances	Special Education	3/9/2021	6/30/2021	Districts complete Assurances and annually.	Single Sign On --> Grants Management and Expenditure Reporting --> Assurances	(405) 521-3351
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for March	Child Nutrition Programs	4/1/2021	4/10/2021	Each school will enter the number of lunches, breakfasts, afterschool snacks and/or milk served during the previous month by site.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for March	Child Nutrition Programs	4/1/2021	4/15/2021	Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327
Testing Status Information for Invalidations or Exemptions	Assessment	4/1/2021	5/21/2021	Use this tool to submit Invalidations and Emergency Medical Exemptions to be approved by Assessment staff. This tool replaces the Testing Status Application from the school district reporting site.	Single Sign On-->Accountability (A-F Report Cards)	(405) 521-3341
New Charter School Participation	Federal Programs	4/1/2021	6/30/2021	To be completed by newly formed charter schools.	Sent via e-mail to the Charter Schools	(405) 521-2846
Paid Lunch Equity Tool (PLE)	Child Nutrition Programs	4/1/2021	6/30/2021	Schools are required to charge students for paid meals at a price that is, on average, equal to the difference between free meal reimbursement and paid meal reimbursement rates for lunch only. Schools that currently charge less are required to gradually increase their prices over time. Schools complete this tool to establish how much they should increase their paid lunch prices.	The PLE Tool is posted as an Excel spreadsheet when received from USDA. Email completed spreadsheet to OSDE: <a href="mailto:cnp.data.submissions@sde.ok.gov">cnp.data.submissions@sde.ok.gov</a> Claims, Applications and Review System (CARS) --> Other Documents --> Paid Lunch Equity Tool (PLE Tool) Must be submitted AND approved prior to beginning the next school year Application and Agreement.	(405) 521-3327

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Review Direct Certification Report for Free Students	Child Nutrition Programs	4/1/2021	6/30/2021	Direct Certification is a method for identifying students who qualify for free meals through the National School Lunch Program (NSLP). Data from the Department of Human Services for children, ages 3-20, who are receiving SNAP/TANF benefits is shared monthly and uploaded into The Wave. School districts can pull reports that designate their students receiving benefits. Students on the Direct Certification List do not have to fill out a Free/Reduced Meal Application to be eligible to receive free meals through the NSLP.	Single Sign On --> The WAVE Portal --> Direct Certification SFA must complete three times annually, AND in April. Check Claims, Applications and Review System (CARS) messages for specific dates. Information is kept by the local school district's child nutrition manager/director in an electronic form or hard copy to be presented when requested for review purposes.	(405) 521-3020
Special Education End of Year Report	Special Education	4/1/2021	6/30/2021	On June 30 annually, district data is pulled for federal reporting purposes. Districts must complete a District Summary Data report to supplement IEP-based aggregate data that are collected. The summary data includes personnel and transition reporting.	Complete District Summary Data page in OK EdPlan.	(405) 521-3351
Application for the Community Eligibility Provision	Child Nutrition Programs	4/1/2021	8/31/2021	Community Eligibility Provision is a program that allows LEAs to feed free meals to all students enrolled in participating sites. LEAS may participate as a whole district, groups of sites, or individual sites. To be eligible the district, groups of sites or sites must have 40% or more of their enrolled students directly certified and have the documentation in place to verify that percentage.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for April	Child Nutrition Programs	5/1/2021	5/10/2021	Each school will enter the number of lunches, breakfasts, afterschool snacks and/or milk served during the previous month by site.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for April	Child Nutrition Programs	5/1/2021	5/15/2021	Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327
Graduation Part-Time Enrollment Report-Quarter Four	Counseling	5/1/2021	5/31/2021	On the Graduation Part-time report, districts will be required to provide the Number of Classes in a Day and the Number of Days in a Quarter for your school's calendar and schedule. Each student who did not graduate with his/her cohort due to lack of credits, and is enrolled on a part-time basis to meet graduation requirements will need to be provided, along with the number of classes enrolled, number of membership days, and actual number of days the student was in attendance. High schools that do not have part-time students are still required to confirm and certify the report each quarter.	Single Sign On--> The Wave--> Reporting --> State Reporting Certification--> Graduation Part-Time Report Qtr. 4	(405) 522-0031 Academic Counseling
RSA End of Year Reading Sufficiency Report	Instruction	5/1/2021	5/31/2021	Identify number of students who completed the RSA program and are still not on level. Also identify the number of students per grade that are being retained.	Single Sign On --> Reading Sufficiency Act Survey	(405) 522-1591
State Vision Screening Report	Instruction	5/1/2021	6/3/2021	School districts report students who have received, who were referred to a specialist, and also report the number of student eye exam reports received from eye care professionals.	Single Sign On --> State Vision Screening Report	(405) 522-1576
Comprehensive District Academic Plan (CDAP)	Federal Programs	5/1/2021	6/30/2021	CDAP is required to be submitted by LEAs receiving Title I funds.	Single Sign On--> Grants Management and Expenditure Reporting: Comprehensive District Academic Plan	(405) 521-2846
District Wide Student Needs Assessment	Alternative Education	5/1/2021	6/30/2021	Annual reporting of district student data in areas like attendance, suspension, promotion, GPA.	Single Sign On--> Districtwide Student Needs Assessment	(405) 521-2820
Homeless Census Report	Federal Programs	5/1/2021	6/30/2021	All districts must complete the report even if you did not serve any homeless students.	Single Sign On--> Homeless Census FY	(405) 521-2846
LEA Agreement	Special Education	5/1/2021	6/30/2021	Districts complete LEA agreement annually.	Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Special Education	(405) 521-3351

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Student Data Report	Alternative Education	5/1/2021	6/30/2021	Districts will provide alternative education student data to OSDE Activity: OSDE will send out a link to the emails provided by the district in the alternative education implementation plan around the beginning of May.	OSDE will provide a link to the survey form	(405) 521-2820
Title I Part D Subpart 2: LEA Programs for Children/Youth who are Neglected, Delinquent or at Risk	Federal Programs	5/1/2021	6/30/2021	Required for those who have a neglected and delinquent program.	Single Sign On--> Title I Part D Subpart 2: LEA Programs for Children/Youth who are Neglected, Delinquent or at Risk	(405) 521-2846
Title I Part D, Subpart 1: State Agency Programs for Children/Youth who are Neglected, Delinquent or at Risk	Federal Programs	5/1/2021	6/30/2021	Required for those who have a neglected and delinquent program.	Single Sign On--> Title I Part D Subpart 1: State Agency Programs for Children/Youth who are Neglected, Delinquent or at Risk	(405) 521-2846
Title I, Part A and Title V, Part B Report	Federal Programs	5/1/2021	6/30/2021	Data reporting for Title I, Part A and Title V, Part B Districts	Single Sign On--> Annual Title I and Title V, Part B Report	(405) 521-2846
Title I, Part C: Migrant Credit Accrual Report and Supplemental Code for Spring Semester	Federal Programs	5/1/2021	6/30/2021	Linkage of migrant student records.	Districts will report data through the MIS 2000 System.	(405) 521-2846
Title I, Part C: Migrant Education Program State Sub-Granting Procedures Form	Federal Programs	5/1/2021	6/30/2021	This form should be complete upon enrollment.	Email to OSDE: Nancy.Hughes@sde.ok.gov. Subject: Migrant State Sub-granting	(405) 521-2846
Title III Part A: Language Instruction for English Learners and Immigrant Students Performance Report	Federal Programs	5/1/2021	6/30/2021	Districts are responsible for reporting data about personnel and professional development to the Office of Federal Programs. This report is required of all school districts, even if they do not report English learners.	Single Sign On--> Title III, Part A: Language Instruction for English Learners and Immigrant Students Performance Report	(405) 521-2846

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Title I, Part A and D, Subpart 1 and Subpart 2: Neglected or Delinquent (N or D) October Child Count	Federal Programs	5/1/2021	7/16/2021	All districts and state agencies are required to report an October caseload count of children or youth for whom the district and state agencies provides an education and reside in eligible local institutions. If a district has no institutions, a report of a zero caseload will be reported.	Single Sign On--> Title I, Part D, Subpart 1 - State Agency (SA) Programs for Children/Youth Who Are Neglected, Delinquent or At-Risk	(405) 521-2846
Summer School Accreditation Application	Accreditation	5/1/2021	8/1/2021	Districts complete an annual accreditation application.	The State Department of Education must receive this application prior to or during the first week of summer school. Copies of this application are to be kept at the office of the superintendent and the administrative office for the summer school. Submit two notarized copies of this application. Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation	(405) 521-3335
TLE Qualitative Report	Teacher Leader & Effectiveness	5/3/2021	6/18/2021	Districts submit all teacher and leader qualitative evaluation scores and Professional Learning Focus information annually.	Single Sign On --> The Wave --> Reporting --> State Reporting Certification	(405) 522-0282
Inter-local Cooperatives (ILC) Form Submission	Accreditation	5/15/2021	6/15/2021	Boards of education of any two or more school districts may enter into an inter-local cooperative agreement.	Inter-local cooperatives for the following school year must submit all completed OSDE forms: Participation Agreement, Authorization to Pay Funds, and the District Board Appointee with Loyalty Oath no later than July 15. These forms are provided by the OSDE to the ILC administrators to distribute to participating districts. Submit two copies of OSDE Accreditation Application to Accreditation Division of OSDE. Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation	(405) 521-3335

Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
Open Transfer Notifications – Approve or Deny	Accreditation	5/31/2021	7/15/2021	Transfers to another district may be approved by the board of education of the receiving school district. If the grade a student is entitled to pursue is not offered in the district where the student resides, the transfer shall be automatically approved by the receiving school district. No student may be granted more than one (1) open transfer per school year, but may qualify for additional transfers pursuant to emergency provisions of the Education Open Transfers Act or a legal change in residence.	No later than July 15 of the year in which the transfer is requested, the board of education of the receiving school district shall approve or deny the application and notify student's guardian of the decision in writing.  Open transfers may not be cancelled unless the receiving school district has notified the resident school district and guardian of the students of its intent to cancel the transfer by July 15 prior to the school year for which the school district seeks to cancel the transfer.	(405) 521-3335
Open Transfer Notifications – Notice of Enrollment	Accreditation	5/31/2021	8/1/2021	Transfers to another district may be approved by the board of education of the receiving school district. If the grade a student is entitled to pursue is not offered in the district where the student resides, the transfer shall be automatically approved by the receiving school district. No student may be granted more than one (1) open transfer per school year, but may qualify for additional transfers pursuant to emergency provisions of the Education Open Transfers Act or a legal change in residence.	By August 1, the guardians of the student shall provide the receiving school district with written notification that the student will be enrolling. Failure of the guardians to notify may result in the loss of the student's right to enroll in the school district for that year only. If a guardian fails to notify the receiving school district that a student will be enrolling, and the receiving school district chooses to cancel the transfer, the receiving school district shall provide a written notice of the cancellation to the guardian and the resident district immediately upon cancellation.	(405) 521-3335
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for May	Child Nutrition Programs	6/1/2021	6/10/2021	Each school will enter the number of lunches, breakfasts, afterschool snacks and/or milk served during the previous month by site.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for May	Child Nutrition Programs	6/1/2021	6/15/2021	Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	Claims, Applications and Review System (CARS) --> Claims Program	(405) 521-3327



Report Name	OSDE Division	Start Date	End Date	Description	Instructions	Office Contact
End-of-Year Certified Personnel Report and End-of-Year Support Personnel Report	School Personnel	6/1/2021	7/15/2021	Report all certified and support employee salaries and fringe benefits. Certified substitutes are to be included in this submission. All data reported should be complete fiscal year totals and should match expenditures	Single Sign On --> School Personnel Report Application	(405) 521-3369
Special Education High Cost Assistance Application	Special Education	6/1/2021	7/27/2021	Districts have the option to complete an application for high cost assistance	Certify at: Single Sign On --> Special Education Child Count	(405) 521-3351
Assessment Correction	Accountability	6/30/2021		This report allows users to review and correct assessment information for students prior to the final release of the data for State and Federal Reporting and for the Accountability portion of the Oklahoma School Report Cards. Schools are provided a minimum 15-day window to review the Assessment Data and make any necessary corrections, including verifying STNs and assessment participation.	Single Sign On --> Accountability Reporting Application --> Student Data --> Coursework  Districts will use the application to request verification or updates of assessment data. Changes may also be made in the local Student Information System where appropriate.	(405) 522-5169
Special Education End of Year Report Certification	Special Education	7/1/2021	7/15/2021	On June 30 annually, district data is pulled for federal reporting purposes. During the two weeks following the due date, district superintendents must certify the accuracy of the data collected on June 30.	Certify at: Single Sign On --> Special Education Child Count	(405) 521-3351
Gifted and Talented Expenditure Reported	Instruction	7/1/2021	8/1/2021	Districts can submit their report as soon as they have expanded their allocations.	Submit via survey at <a href="https://airtable.com/shrhfJfcxFZARbBW">https://airtable.com/shrhfJfcxFZARbBW</a>	(405) 522-3525
Initial Certified Personnel Report and Initial Support Personnel Report	School Personnel	9/1/2021	10/15/2021	Report all certified and support employee salaries and fringe benefits. This will be a projection of what is to be paid if full year/contract is fulfilled.	Single Sign On --> School Personnel Report Application	(405) 521-3369
Local School District Salary Schedule	School Personnel	9/1/2021	11/15/2021	Provide all board approved certified salary schedules. This will include all "+ hour" schedules.	Single Sign On --> School Personnel Report Application	(405) 521-3369



Report Name	OSDE Divison	Start Date	End Date	Description	Instructions	Office Contact
Annual Dropout Report	Data & Information System			Pre-populated report used for reporting the state and federally required drop out data. The report will be collected twice, once at the end of the school year, then again for students who enrolled by September 30 of the following school year.	Single Sign On --> The Wave --> Reporting --> State Reporting Certification	(405) 521-3020