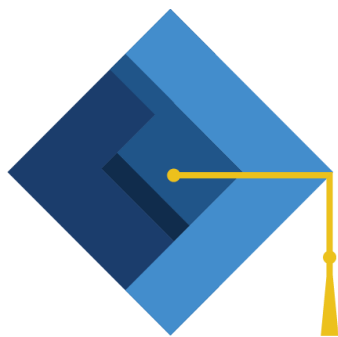

Reporting Requirements Document



OKLAHOMA STATE DEPARTMENT OF
EDUCATION
— CHAMPION EXCELLENCE —

State and Federal Due Dates for Oklahoma Public Schools K-12

August 2018 – July 2019

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Introduction

This annual Reporting Requirements Document is to assist school administrators with due dates for the 2018-2019 school year. Revisions will be made throughout the year on a quarterly or as needed basis. All required reports and forms referenced in this document can be accessed via Single Sign On, The Wave online, and/or <http://www.sde.ok.gov/sde>.

Please contact the program office responsible for the report regarding any questions.

If a reporting deadline falls on a weekend, the official due date will be the following business day.

For the most current listing of department phone numbers please visit: [OSDE Staff Directory](#) or call the [OSDE Main Line](#) at 405-521-3301.

This document is embedded with hyperlinks (links underlined in blue) that go to external webpages as well as to pages within the document. In order to utilize these hyperlinks, use the control (CTRL) button on your keyboard and a left click of your mouse.

Glossary of Abbreviations and Acronyms

ADA, ADM.....	Average Daily Attendance, Membership
AMO.....	Annual Measurable Objective
ASR.....	Annual Statistical Report
AVID.....	Advancement via Individual Determination (Grant)
CCLC.....	21st Century Community Learning Centers
CDAP.....	Comprehensive District Academic Plan
CFR.....	Code of Federal Regulations
CNP.....	Child Nutrition Programs
CLEP.....	Comprehensive Local Education Plan
DTC.....	District Test Coordinators
ESEA.....	Elementary and Secondary Education Act
ESSA.....	Every Student Succeeds Act
FBA.....	Flexible Benefit Allowance
FFVP.....	Fresh Fruit and Vegetable Program
FQSR.....	First Quarter Statistical Report
GED.....	General Educational Development
HB.....	House Bill
HR.....	House Resolution
IDEA.....	Individuals with Disabilities Education Act
ILC.....	Inter-local Cooperative
LEA.....	Local Educational Agency
MEP.....	Migrant Education Program
N & D.....	Neglected and Delinquent
NSLP.....	National School Lunch/Breakfast Programs
OAC.....	Oklahoma Administrative Code
OCAS.....	Oklahoma Cost Accounting System
OECS.....	Oklahoma Educator Credentialing System
O.S.....	Oklahoma Legislation
OSDE.....	Oklahoma State Department of Education
OSTP.....	Oklahoma School Testing Program
PEP.....	Parent Education Program
P.L.....	Public Law
RAO.....	Regional Accreditation Officers
RLIS.....	Rural and Low-Income Schools
RSA.....	Reading Sufficiency Act
§ and §§.....	Section(s)
SB.....	Senate Bill
SBE.....	State Board of Education
SBP.....	School Breakfast Program
SDE.....	State Department of Education
SEA.....	State Educational Agency
SES.....	Special Education Services
SFA.....	School Food Authority
SFSP.....	Summer Food Service Program
SIS.....	Student Information System
SRSA.....	Small Rural Schools Achievement
SSO.....	Single Sign-On
STEM.....	Science, Technology, Engineering, Mathematics
Supp.....	Supplement
SWSP.....	School-wide Schools Plan
TLE.....	Teacher and Leader Effectiveness

Federal Programs

- Title I A Improving Basic Programs Operated by Local Educational Agencies
- Title I C..... Education of Migratory Children
- Title I D..... Prevention and Intervention Programs for Children and Youth Who are Neglected, Delinquent, or At-Risk- Subpart 1 State Agency Programs and Subpart 2 Local Agency Programs
- Title II A.....Preparing, Training and Recruiting High-Quality Teachers and Principals and Other School Leaders
- Title III AEnglish Language Acquisition, Language Enhancement, and Academic Achievement Act
- Title IV A.....Student Support and Academic Enrichment Grants
- Title IV B..... 21st Century Community Learning Centers
- Title V B Rural Education Initiative..... Subpart 1, Small, Rural School Achievement Program and Subpart 2, Rural and Low-Income School Program
- Title VII..... Indian, Native Hawaiian, and Alaska Native Education Programs
- Title VIII..... Impact Aid Program
- Title VIII B..... General Provisions
- Title IX A.....Homeless Children and Youths

Divisions of OSDE

Each box below is a clickable link that will take you to a particular division’s report(s).

Accountability (405)522-5169	Accreditation (405)521-3335	Alternative Education (405)522-0276	Assessment (405)521-3341
Child Nutrition (405)521-3327	Counseling (405) 521-3549	Education Technology (405) 521-3364	Financial Accounting/OCAS (405) 521-2517
Instruction (405) 521-4287	Office of Federal Programs (405) 521-2846	School Personnel (405) 521-3369	School Support (405) 522-0140
Special Education (405) 521-3351	State Aid (405) 521-3460	Student Information (405) 521-3020	Student Transportation (405) 521-3472
Teacher Certification (405) 521-3337	Teacher and Leader Effectiveness (TLE) (405) 522-8298		

Calendar of Due Dates

Each box below is a clickable link that will take you to a particular month’s list of reports that are due.

Throughout the Year		
August 2018	September 2018	October 2018
November 2018	December 2018	January 2019
February 2019	March 2019	April 2019
May 2019	June 2019	July 2019

Expanded Calendar of Due Dates

Throughout the Year:

- [Annual Statistical Report \(ASR\)](#) (**Due 10 days following the end of the school year**)
- [Application for Provision 2 or 3 of the NSLP or School Breakfast Program](#) (**Due by August 1st**)
- [Application for Fresh Fruit and Vegetable Program \(FFVP\)](#) (**Due by April 30th**)
- [Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program](#) (**Due monthly by the 15th**)
- [Data Validation Issues](#)
- [Districts Presenting Annual College Remediation Report to Local Board of Education](#)
- [Demographic Overlay](#) (*Opens in March*)
- [Driver Education Instructor Certification, Assurance and Permit \(ICAP\) Forms](#) (**Due 30 days prior to start of course**)
- [First Year Superintendents provide Professional Development Points to the SDE](#)
- [First Quarter Statistical Report \(FQSR\)](#) (**Due 10 days following the end of the first nine weeks**)
- [Fresh Fruit/Vegetable Program \(FFVP\) Claim](#) (**Due monthly by the 10th**)
- [Gun-Free Schools Weapon Report](#)
- [OCAS Annual Audit](#) (**Due 30 days after district presentation to the Local Board of Education**)
- [On Site Review for National School Lunch Program](#) (**Due by February 1st**)
- [Periodic Special Education Computer Generated School District Expenditure Report](#)
- [Qualified Zone Academy Bond Application](#)
- [Review Direct Certification Report for Free Students](#)
- [Review Free/Reduced Price Applications](#) (*Opens after July 1st*)
- [School Bus Annual Inspection](#)
- [School Bus Driver Annual Driving Record Report \(MVR\)](#)
- [School Bus Driver Certificate Application](#) (**Suggested completion: May/June**)
- [School Bus Driver Drug and Alcohol Education Policy](#)
- [School Bus Driver Health Certificate](#)
- [School Bus Driver In-Service Verification](#)
- [School Bus Route Evaluation](#) (**Suggested completion: Prior to start of school year**)
- [School Employee Assault Report](#)
- [STN Wizard](#)
- [Student Transportation Supervisor Training](#)
- [Superintendent Contracts](#)
- [Supplemental Appropriations](#)
- [Summer School Accreditation Application](#) (**Due during the first week of summer school**)
- [Title I, Part A and D, Subpart 1 and Subpart 2: Neglected or Delinquent \(N or D\) October Child Count](#)
- [TLE Framework Training](#)
- [Transfer Notifications- Emergency Transfer Cancellation](#)
- [Wave Ownership Wizard](#)
- [XSD Validation Errors Wizard](#)

August 2018:

During this Month:

- [School Bus Evacuation Drills](#) (***Suggested completion: during the first two weeks***)

August 1st:

- [Final Special Education Computer Generated School District Expenditure Report](#)
- [Gifted and Talented Expenditure Reported](#)
- [Open Transfer Notifications – Notice of Enrollment](#) (*Opens in May*)

August 31st:

- [Application for the Community Eligibility Provision](#) (*Opens in April*)
 - [RSA Annual District Reading Plan](#) (*Opens in May*)
-

September 2018:

During this Month:

- [A-F Report Card Calculation Review](#)
- [Food Safety Inspection Report](#) (***Due before Claim for Reimbursements Report***)

September 1st:

- [District Requests for Site Changes](#)
- [Driver Education Prior Year Reimbursement Application](#)
- [Final Data for School Districts Expenditures and Revenue](#)

September 4th:

- [Special Education Closeout Procedure](#)

September 6th:

- [Establish Title I, Part A: Targeted Assistance Program](#) (*Opens in May*)
- [Letter of Intent to Establish Title I, Part A: School-Wide Program](#) (*Opens in May*)

September 15th:

- [Annual Career Tech Center Accreditation Application Forms Sent](#)
- [Alternative Education Implementation Plan](#) (*Opens in August*)

September 28th:

- [Title I, Part A: 2nd Year Carryover Funds Encumbrance Deadline](#) (*Opens in July*)

October 2018:

During this Month:

- [Comprehensive Exit Report](#)

October 1st:

- [District Test Coordinator Designations & CCRA Selection](#) (*Opens in August*)
- [Estimate of Needs or the Budget](#) (*Opens in August*)
- [Project 515-2nd Year Carryover Encumbrance Deadline](#) (*Opens in July*)
- [Statutory Waiver/Deregulation](#) (*Opens in April*)

October 12th:

- [Title I, Part A: 9/30 Report Submission](#)

October 15th:

- [Annual Accreditation Application](#)
- [Gifted Educational Plan Update and Budget Summary](#) (*Opens in August*)
- [Initial Certified Personnel Report and Initial Support Personnel Report](#) (*Opens in September*)
- [October 1 Consolidated Report](#) (*Opens in September*)
- [Renewal of Advanced Placement Courses](#) (*Opens in August*)
- [School Calendar Hours Notification](#) (*Opens in January*)

October 31st:

- [Civil Rights Compliance Checklist](#) (*Opens at beginning of school year*)
- [RSA Promotion and Retention Report](#) (*Opens in August*)

November 2018:

During this Month:

- [Designations Calculation Review](#)
- [Low Income Student Count Report](#) (***Due before Claim for Reimbursements Report***)

November 15th:

- [Local School District Salary Schedule](#) (*Opens in September*)

November 30th:

- [2nd Year Carryover Funds Expenditure Report Deadline](#)
- [Graduation Part-Time Enrollment Report-Quarter One](#)

December 2018:

During this Month:

- [Consolidated School Food Authority Verification](#) (**Due before Claim for Reimbursements Report**)
- [Historical Graduation Cohort Report](#) (*Opens in November*)
- [School Board Member Filing for Open Seat](#) (**Due during the first week**)
- [School Improvement Grant Application](#) (*Opens in October*)

December 14th:

- [Final Changes to Previously Submitted OCAS Financial Transactions](#)
- [Title I, Part A: Comparability Report](#) (*Opens in November*)

December 31st:

- [District Bullying Prevention Policy](#)
-

January 2019:

During this Month:

- [School Bus Evacuation Drills](#) (**Suggested completion: during the first two weeks**)

January 1st:

- [Application from Independent Auditors for State Auditor and Inspection Approval](#)
- [Flexible Benefit Allowance \(FBA\)](#) (*Opens in October*)

January 19th:

- [OSTP Precode](#) (*Opens in January*)

January 31st:

- [Graduation Part-Time Enrollment Report-Quarter Two](#) (*Opens in December*)
 - [Impact Aid Application](#)
 - [Title I, Part C: Migrant Credit Accrual Report and Supplemental Code for Fall Semester](#) (*Opens in December*)
-

February 2019:

During this Month:

- [Oklahoma School Testing Program: Test prep in-service sessions](#)
- [School Board Elections](#) (**Due during the second week**)

February 1st:

- [Mid-Year Certified Personnel Report and Mid-Year Support Personnel Report](#) (*Opens in January*)
- [Spring Testing: Student Non-Standard Accommodation Request](#) (*Opens in January*)

February 8th:

- [Non-Public Schools- Equitable Services Packet](#) (*Opens in November*)

March 2019:

During this Month:

- [Oklahoma Annual District Technology Survey](#)
- [SIF 2.X Wave Requirements Compliance by local Student Information Systems](#)

March 15th:

- [Oklahoma Honor Society](#) (*Opens in February*)
- [Withdrawal from Inter-local Cooperative](#) (*Opens in July*)

March 29th:

- [New Charter School Participation Packet](#) (*Opens in February*)

March 30th:

- [Registration for Summer Food Service Program Training](#) (*Opens in February*)
- [School Board Membership Report](#)

March 31st:

- [Audits to Identify Districts Expending more than \\$750,000 in Federal Funds](#)

April 2019:

During this Month:

- [Paid Lunch Equity Tool](#) (***Due before Claim for Reimbursements Report***)

April 1st:

- [Cash Management Application](#) (*Opens in December*)
- [Oklahoma Academic Scholars](#) (*Opens in January*)

April 2nd:

- [Graduation Part-Time Enrollment Report-Quarter Three](#) (*Opens in March*)

April 3rd:

- [Review Direct Certification Report for Free Students](#)

April 10th:

- [Standards of Performance and Conduct for Teachers](#)

April 30th:

- [Application for Summer Food Service Program](#) (*Opens in February*)
- [Audits to Identify Districts Expending less than \\$750,000 in Federal Funds](#)

May 2019:

May 1st:

- [Testing Status Information for Invalidations or Exemptions](#) (*Opens during testing window*)

May 15th:

- [Inter-local Cooperatives \(ILC\) - Forms Sent](#)
- [Seamless Summer Option Application](#)

May 31st:

- [Graduation Part-Time Enrollment Report-Quarter Four](#) (*Opens in May*)
- [RSA End of Year Reading Sufficiency Report](#) (*Opens in May*)
- [Transfer Notifications – Request Open Transfer](#) (*Opens in July*)

June 2019:

During this Month:

- [Assessment Correction](#)
- [Notification of Intent to Not Enter into a Contract with a Regularly Employed Teacher](#) (***Due on the first Monday***)
- [Postsecondary Opportunities Report](#) (*Opens in May*)
- [Shared Superintendent Salary Assistance Application](#) (***Due by the 30th***)
- [Supplemental Membership Annual Reporting Totals \(SMART\) Report](#) (*Opens in April*)

June 3rd:

- [State Vision Screening Report](#) (*Opens in May*)

June 14th:

- [Electronic Application System for Indian Education \(EASIE\)](#) (*Opens in August*)
- [TLE Qualitative Report](#) (*Opens in May*)

June 15th:

- [Alternative Education Student Data](#) (*Opens in May*)
- [Inter-local Cooperatives \(ILC\) - Form Submission](#) (*Opens in May*)

June 17th:

- [Advanced Placement Invoice for Test Fee Discounts](#) (*Opens in May*)

June 20th:

- [Annual Incident and Firearms Report- Unsafe School Choice Option Report](#)

June 28th:

- [Comprehensive District Academic Plan \(CDAP\)](#) (*Opens in May*)
- [Homeless Census Report](#) (*Opens in May*)
- [Special Education Budget Application](#) (*Opens in September*)
- [Title I, Part A and Title V, Part B Report](#) (*Opens in May*)
- [Title I, Part C: Migrant Education Program State Sub-Granting Procedures Form](#) (*Opens in May*)
- [Title I, Part C: Migrant Credit Accrual Report and Supplemental Code for Spring Semester](#) (*Opens in May*)
- [Title I, Part D Subpart 1: State Agency Programs for Children/Youth who are Neglected, Delinquent or at Risk](#) (*Opens in May*)
- [Title I, Part D Subpart 2: LEA Programs for Children/Youth who are Neglected Delinquent or at Risk](#) (*Opens in May*)
- [Title III, Part A: Language Instruction for English Learners and Immigrant Students Performance Report](#) (*Opens in May*)

June 30th:

- [Charter School Applications and Contracts](#) (*Opens in January*)
- [Contract for Audit of Public Schools between Independent Auditors and School Districts](#)
- [District Assurances](#) (*Opens in March*)
- [Districtwide Student Needs Assessment](#) (*Opens in May*)
- [LEA Agreement](#) (*Opens in May*)
- [Reserve Appropriations for Contracts Pending For Outstanding Encumbrances](#)

July 2019:July 1st:

- [School Accreditation Recommendations prepared and presented to the State Board of Education](#) (*Opens in January*)
- [Temporary Appropriations Application](#)

July 15th:

- [End-of-Year Certified Personnel Report and End-of-Year Support Personnel Report](#) (*Opens in June*)
- [Open Transfer Notifications – Approve or Deny](#) (*Opens in May*)

July 27th:

- [Special Education High Cost Assistance Application](#) (*Opens in June*)

July 31st:

- [Title I, Part C: Migrant Summer School Program Report](#)

Divisions of OSDE:

Accountability

A-F Report Card Calculation Review

Window: These are target dates and are contingent on receiving the data on-time from assessment vendors and other entities; September

OSDE Office: [Accountability](#) – (405) 522-5169

Legislation: OAC 210:10-13-22

Description: Districts and Schools will have the opportunity to review the calculation components for the overall grade before public release.

Activity: In Single Sign On, districts will review the calculations based on all data that were provided to OSDE throughout the school year. The Office of Accountability will provide more information as it becomes available.

Related Documents:

[Home](#)

Comprehensive Exit Report

Window: October

OSDE Office: [Accountability](#) – (405) 522-5169

Description: 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.

Activity: Single Sign On--> The Wave--> Reporting --> State Reporting Certification

Districts will review the final status of the student for the given year and make changes as necessary. The Office of Accountability will provide more information on the reporting window as it becomes available.

Related Documents: [Single Sign On](#) and [Comprehensive Exit Manual](#)

[Home](#)

Historical Graduation Cohort Report

Window: November - December

OSDE Office: [Accountability](#) – (405) 522-5169

Legislation: OAC 210:10-13-22

Description: 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.*

Activity: Single Sign On--> The Wave--> Reporting --> State Reporting Certification

Districts will review the cohort year for all students and make corrections as needed. The Office of Accountability will provide more information on the reporting window as it becomes available.

Related Documents: [Single Sign On](#) and [Historical Graduation Cohort Manual](#)

[Home](#)

Designations Calculation Review

Window: These are target dates and are contingent on receiving the data on-time from assessment vendors and other entities; November

OSDE Office: [Accountability](#) – (405) 522-5169

Legislation: OAC 210:10-13-22

Description: The Department is required to annually identify, based on the most recent data available, schools that meet designation criteria as Comprehensive, Targeted, or Reward schools. Due to new assessments and designation criteria under ESSA, Targeted schools will not be identified until SY2020.

Activity: Single Sign On--> Accountability Reporting application

Districts will review the calculations for accuracy given the available data.

Related Documents:

[Home](#)

Postsecondary Opportunities Report

Window: May -June

OSDE Office: [Accountability](#) – (405) 522-5169

Legislation: OAC 210:10-13-22

Description: This report takes data from your local Student Information System up through The Wave to develop a list of students based on their course/section enrollments and grades that could be considered for the Postsecondary Readiness criteria for the A-F report card.

Activity: Single Sign On--> The Wave --> Reporting --> State Reporting Certification

Districts will review the data that is populated via their Student Information System. Corrections can be made on screen but must also be corrected in the district Student Information System. The report will be for High Schools only. The Office of Accountability will provide more information as it becomes available.

Related Documents:

[Home](#)

Assessment Correction

Window: These are target dates and are contingent on receiving the data on-time from assessment vendors and other entities; June

OSDE Office: [Accountability](#) – (405) 522-5169

Legislation: OAC 210:10-13-22

Description: 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 A-F Report Card. Schools are provided a minimum 15-day window to review the Assessment Data and make any necessary corrections, including verifying STNs and assessment participation.

Activity: Single Sign On --> Accountability application

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. The Office of Accountability will provide more information as it becomes available.

Related Documents: [Single Sign On](#)

[Home](#)

Supplemental Membership Annual Reporting Totals (SMART) Report

Window: April 2019- June 2019

OSDE Office: [Accountability](#) – (405) 522-5169

Legislation: OAC 210:10-13-22

Description: Used for the collection of supplemental count of students by gender, race/ethnicity for students that were not counted on the October 1 report, but were educated by a LEA during the school year. This report and the October 1 report allow for calculations of four-year federally adjusted graduation cohort rates. Corrections are made in the local Student Information System.

Activity: Single Sign On-The Wave: Reporting-State Reporting Certification: SMART Report

Related Documents: [Single Sign On](#) and [SMART Report Manual](#)

[Home](#)

Demographic Overlay

Window: Throughout the year; TBD

OSDE Office: [Accountability](#) – (405) 522-5169

Legislation: OAC 210:10-13-11

Description: 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.

Activity: Single Sign On--> The Wave--> Reporting --> Demographic Overlay

Related Documents: [Single Sign On](#)

[Home](#)

Accreditation

Districts Presenting Annual College Remediation Report to Local Board of Education

Window: Throughout the year

OSDE Office: [Accreditation](#) – (405) 521-3335

Legislation: OAC: 210-35-25-4

Description: A district shall annually review and discuss with the local board of education each site's first year college remediation rate.

Activity: The high school principal or a representative from each high school site within the district shall annually review and discuss with the local board of education each site's first year college remediation rate for each subject as presented in the annual Student Remediation Report provided by the Oklahoma Regents for Higher Education within two months of receiving said report.

Related Documents: [OK State Regents Reports](#)

[Home](#)

First Year Superintendents provide Professional Development Points to the SDE

Window: Throughout the year

OSDE Office: [Accreditation](#) – (405) 521-3335

Legislation: OAC: 210-20-21-1

Description: Professional development requirements shall be met by each superintendent employed for the first time in the state of Oklahoma as a district superintendent.

Activity: 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 OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation

Related Documents: [First Year Superintendents](#)

[Home](#)

Transfer Notifications- Emergency Transfer Cancellation

Window: Throughout the year

OSDE Office: [Accreditation](#) – (405) 521-3335

Statute: OAC: 210-10-1-18

Description: 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.

Activity: 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.

Related Documents: [Single Sign On](#) and [Student Transfer Documents](#)

[Home](#)

Transfer Notifications – Request Open Transfer

Window: July 1- May 31

OSDE Office: [Accreditation](#) – (405) 521-3335

Legislation: [OAC: 210-10-1-18](#)

Description: 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.

Activity: 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.

Related Documents: [Single Sign On](#) and [Student Transfer Documents](#)

[Home](#)

District Requests for Site Changes

Window: September 1

OSDE Office: [Accreditation](#) – (405) 521-3335

Legislation: 70 O.S. § 3-104

Description: Districts periodically need to change site designations regarding grades served or request a new site code due to construction or closing of a site.

Activity: Districts send a formal request by stating the specific changes to sites. The Accreditation Division then assigns a site code, if necessary, and forwards the changes on to the relevant OSDE divisions.

Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation

Related Documents:

[Home](#)

Annual Career Tech Center Accreditation Application Forms Sent

Window: September 15

OSDE Office: [Accreditation](#) – (405) 521-3335

Legislation: 70 O.S. § 3-104.4

Description: Districts complete the accreditation application annually.

Activity: Accreditation Application to be completed and mailed to Accreditation office by October 15

Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation

Related Documents:

[Home](#)

Statutory Waiver/Deregulation

Window: April 1- October 1

OSDE Office: [Accreditation](#) – (405) 521-3335

Legislation: 70 O.S. § 3-126

Description: Districts may request waivers from certain Legislations and deregulations from certain administrative code.

Activity: Statutory Waivers/Deregulations for the next year will be accepted from April 1 through October 1 with some exceptions.

Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation

Related Documents: [Statutory Waiver/Deregulation Application](#)
[Home](#)

Annual Accreditation Application

Window: October 1- October 15

OSDE Office: [Accreditation](#) – (405) 521-3335

Legislation: 70 O.S. § 3-104.4

Description: Districts complete the accreditation application annually.

Activity: Single Sign On--> Accreditation Application

Related Documents: [Single Sign On](#)
[Home](#)

School Board Member Filing for Open Seat

Window: First Week of December

OSDE Office: [Accreditation](#) – (405) 521-3335

Legislation: 26 O.S. § 13A-105

Description: 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.

Activity: Candidates shall file on the first Monday in December through the following Wednesday

Related Documents:
[Home](#)

School Board Elections

Window: Second Tuesday in February

OSDE Office: [Accreditation](#) – (405) 521-3335

Legislation: 26 O.S. § 13A-103

Description: Local school board elections are held for vacant school board seats.

Activity: The election of members of the board of education of every school district and technology center school district shall be conducted on the second Tuesday in February 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.

Related Documents:
[Home](#)

Oklahoma Honor Society

Window: February 1-March 15

OSDE Office: [Accreditation](#) – (405) 521-3335

Legislation: OAC 210:35-23-2

Description: Every accredited middle, junior high, or high school in the state is eligible to organize a local chapter of the society.

Activity: 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 OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation

Related Documents: [Honor Society Instructions](#)

[Home](#)

Withdrawal from Inter-local Cooperative

Window: July 1- March 15

OSDE Office: [Accreditation](#) – (405) 521-3335

Legislation: OAC: 210-1-9-4

Description: 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.

Activity: 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 OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation

Related Documents:

[Home](#)

School Board Membership Report

Window: February election date- March 30

OSDE Office: [Accreditation](#) – (405) 521-3335

Legislation: 70 O.S. § 5-110.2

Description: The State Board of Education shall maintain records of attendance by school board members.

Activity: After each February election and no later than March 30, 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 April 30.

Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation

Related Documents: [Annual School Board Membership Report](#)

[Home](#)

Inter-local Cooperatives (ILC) - Forms Sent

Window: May 15

OSDE Office: [Accreditation](#) – (405) 521-3335

Legislation: OAC: 210-1-9-4

Description: Boards of education of two or more school districts may enter into an inter-local cooperative agreement.

Activity: Inter-local Cooperative Directors will receive the OSDE required forms by **May 15**. ILC administrators must distribute these forms to participating districts.

Related Documents: [Inter-local Cooperatives](#)

[Home](#)

Charter School Applications and Contracts

Window: January 1- June 30

OSDE Office: [Accreditation- Charter School Program](#) – (405) 521-3335

Legislation: 70 O.S. § 3-130 through 70 O.S. § 3-145 and OAC: 210:40-87

Description: Charter school sponsors must provide various documents to the OSDE in accordance with the Oklahoma Charter School Act.

Activity: 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 OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation

Related Documents: [Charter School Information](#)

[Home](#)

School Accreditation Recommendations prepared and presented to the State Board of Education

Window: January 1-July 1

OSDE Office: [Accreditation](#) – (405) 521-3335

Legislation: 70 O.S. § 3-104

Description: 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.

Activity: 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.

Related Documents: [Accreditation Standards](#)

[Home](#)

Inter-local Cooperatives (ILC) - Form Submission

Window: May 15-June 15

OSDE Office: [Accreditation](#) – (405) 521-3335

Legislation: OAC: 210-1-9-4

Description: Boards of education of any two or more school districts may enter into an inter-local cooperative agreement.

Activity: 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 OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation

Related Documents: [Accreditation Applications](#)

[Home](#)

Open Transfer Notifications – Approve or Deny

Window: May 31 to July 15

OSDE Office: [Accreditation](#) – (405) 521-3335

Legislation: OAC: 210-10-1-18

Description: 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.

Activity: 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.

Related Documents: [Single Sign On](#) and [Student Transfer Documents](#)

[Home](#)

Summer School Accreditation Application

Window: During the first week of summer school

OSDE Office: [Accreditation](#) – (405) 521-3335

Legislation: 70 O.S. § 3-104.4

Description: Districts complete an annual accreditation application.

Activity: 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 OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation

Related Documents: [Summer School Accreditation Application](#)

[Home](#)

Open Transfer Notifications – Notice of Enrollment

Window: May 31 to August 1

OSDE Office: [Accreditation](#) – (405) 521-3335

Legislation: OAC: 210-10-1-18

Description: 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.

Activity: 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.

Related Documents: [Single Sign On](#) and [Student Transfer Documents](#)

[Home](#)

School Calendar Hours Notification

Window: January 1- October 15

OSDE Office: [Accreditation](#) – (405) 521-3335

Legislation: 70 O.S. § 1-109

Description: 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.

Activity: 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.

Related Documents: [Days to Hours Instruction Worksheet](#)

[Home](#)

Alternative Education

Alternative Education Implementation Plan

Window: August 1- September 15

OSDE Office: [Alternative Education](#) – (405) 522-0276

Legislation: 70 O.S. § 1210.569

Description: 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.

Activity: Single Sign On--> Alternative Education Implementation Plan

Related Documents: [Single Sign On](#)

[Home](#)

Alternative Education Student Data

Window: May 1- June 15

OSDE Office: [Alternative Education](#) – (405) 522-0276

Legislation: 70 O.S. § 1210.568

Description: 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.

Related Documents: OSDE will provide a link, through either Google Forms or Survey Monkey.

[Home](#)

Districtwide Student Needs Assessment

Window: May 1- June 30

OSDE Office: [Alternative Education](#) – (405) 522-0276

Legislation: 70 O.S. § 1210.569

Description: Annual reporting of district student data in areas like attendance, suspension, promotion, GPA.

Activity: Single Sign On--> Districtwide Student Needs Assessment

Related Documents: [Single Sign On](#)

[Home](#)

Assessment

District Test Coordinator Designations & CCRA Selection

Window: August 1-October 1

OSDE Office: [Assessment](#) – (405) 521-3341

Legislation: OAC 210:10-13-4

Description: 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).

Activity:

E-mail: samantha.sheppard@sde.ok.gov with the subject line: “Test Coordinator Information”

Related Documents: Test Coordinator Information Form found on the Assessment page

[Home](#)

OSTP Precode

Window: January 4- January 19

OSDE Office: [Assessment](#) – (405) 521-3341

Legislation: OAC 210:10-13-4

Description: 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.

Activity: Single Sign On--> The Wave--> Reporting --> Precode

Related Documents: [Single Sign On](#)

[Home](#)

Spring Testing: Student Non-Standard Accommodation Request

Window: January 4- February 1

OSDE Office: [Assessment](#) – (405) 522-3341

Legislation: OAC 210:10-13-11

Description: 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.

Activity: Single Sign On--> Non-Standard Accommodation Application

Related Documents: [Single Sign On](#)

[Home](#)

Demographic Overlay

Window: Throughout the year; TBD

OSDE Office: [Assessment](#) – (405) 522-3341

Legislation: OAC 210:10-13-11

Description: 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.

Activity: Single Sign On--> The Wave--> Reporting --> Demographic Overlay

Related Documents: [Single Sign On](#)

[Home](#)

[Testing Status Information for Invalidations or Exemptions](#)

Window: Throughout the testing window; May 1

OSDE Office: [Assessment](#) – (405) 521-3341

Legislation: OAC 210:10-13

Description: Use this tool to submit Invalidations, Emergency Medical Exemptions, and certain Other Placement requests to be approved by Assessment and Accountability staff. This tool replaces the Testing Status Application from the school district reporting site.

Activity: Single Sign On--> Accountability (A-F Report Cards)

Related Documents: [Single Sign On](#)

[Home](#)

[Oklahoma School Testing Program: Test prep in-service sessions](#)

Window: February

OSDE Office: [Assessment](#) – (405) 521-3341

Legislation: OAC 210:10-13-6

Description: Test preparation and administration sessions are required of all District Test Coordinators. Sessions will cover OSTP overview, shipping procedures, and assessment policies.

Activity: For specific training dates and to sign up for sessions visit the OSDE website

Related Documents: [Sign Up: Test prep in-service session](#)

[Home](#)

Child Nutrition

Fresh Fruit/Vegetable Program (FFVP) Claim

Window: To be completed by the 10th of each month

OSDE Office: [Child Nutrition](#) – (405) 521-3327

Legislation: 7 CFR Part 201.8(b)

Description: Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP

Activity: Single Sign On--> Child Nutrition eClaims System

Related Documents: [Single Sign On](#)

[Home](#)

Claim for Reimbursements for Lunches, Breakfasts, Snacks, and/or Special Milk Program

Window: To be completed by the 15th of each month

OSDE Office: [Child Nutrition](#) – (405) 521-3327

Legislation: 7 CFR Part 201.8(b)

Description:

Each school will enter the number of lunches, breakfasts, snacks and/or milk served during the previous month by sight

Activity: Single Sign On--> Child Nutrition eClaims System

Related Documents: [Single Sign On](#)

[Home](#)

Review Direct Certification Report for Free Students

Window: At least 3 times during the school year AND April 3

OSDE Office: [Child Nutrition](#) – (405) 522-5041

Legislation: 7 CFR Parts 245 and 272

Description: SFA must complete three times annually. 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 show who of their students is receiving benefits. Students on the direct certification list do not have to fill out applications to be eligible to receive free meals through the NSLP.

Activity: Single Sign On--> The Wave--> Reporting --> Direct Certification.

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.

Related Documents: [Single Sign On](#)

[Home](#)

Seamless Summer Option Application

Window: May apply to participate anytime during the school year through May 15

OSDE Office: [Child Nutrition](#) – (405) 521-3327

Legislation: 7 CFR Part 210

Description: For 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 basically follow the same guidelines as the NSLP, SBP, and SFSP.

Activity: Single Sign On--> Child Nutrition eClaims System

Related Documents: [Single Sign On](#)

[Home](#)

Application for Provision 2 or 3 of the NSLP or School Breakfast Program (SBP)

Window: Any time prior to August 1 of current school year

OSDE Office: [Child Nutrition](#) – (405) 521-3327

Legislation: 7 CFR Part 210.9

Description: 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.

Activity: Single Sign On--> Child Nutrition eClaims System

Related Documents: [Single Sign On](#)

[Home](#)

Application for the Community Eligibility Provision

Window: April 1–August 31

OSDE Office: [Child Nutrition](#) – (405) 521-3327

Legislation: Healthy, Hunger-Free Kids Act of 2010

Description: 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.

Activity: Single Sign On--> Child Nutrition eClaims System

Related Documents: [Single Sign On](#)

[Home](#)

Food Safety Inspection Report

Window: Must be submitted prior to submission of the September Child Nutrition Claim for Reimbursement

OSDE Office: [Child Nutrition](#) – (405) 521-3327

Legislation: 7 CFR Parts 210.13 and 220.7

Description: Each site participating in the NSLP must submit 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.

Activity: Single Sign On--> Child Nutrition eClaims System

Related Documents: [Single Sign On](#)

[Home](#)

Civil Rights Compliance Checklist

Window: Beginning of the School Year- October 31

OSDE Office: [Child Nutrition](#) – (405) 521-3327

Legislation: 7 CFR Part 210.23(b)

Description: 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 districts' CNP files.

Activity: Single Sign On--> Child Nutrition eClaims System, other documents.

Checklists will be maintained in district CNP files.

Related Documents: [Single Sign On](#)

[Home](#)

Low Income Student Count Report

Window: Must be submitted prior to submission of the November claim for reimbursement

OSDE Office: [Child Nutrition](#) – (405) 521-3327

Legislation: Public Laws 101-647 and 101-325

Description: 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.

Activity: Single Sign On--> Child Nutrition eClaims System

Related Documents: [Single Sign On](#)

[Home](#)

Consolidated School Food Authority Verification Report

Window: Must be submitted prior to submission of the December claim for reimbursement

OSDE Office: [Child Nutrition](#) – (405) 522-5041

Legislation: 7 CFR Part 245.6 (a)

Description: 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.

Activity: Single Sign On--> The Wave--> Reporting --> Direct Certification.

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.

Related Documents: [Single Sign On](#)

[Home](#)

On Site Review for National School Lunch Program

Window: Prior to February 1

OSDE Office: [Child Nutrition](#) – (405) 522-5041

Legislation: 7 CFR, Part 210.18(h) (4)

Description: Only for school districts with more than one eating site.

Activity: Maintained by the SFA

Related Documents: [Single Sign On](#)

[Home](#)

Paid Lunch Equity Tool

Window: Must be submitted prior to submission of the April claim for reimbursement

OSDE Office: [Child Nutrition](#) – (405) 521-3327

Legislation: Hunger-Free Kids Act of 2010, Section 205

Description: 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 provide their paid student lunch prices to establish how much they should increase their paid lunch prices.

Activity: The PLE Tool is posted in an Excel spreadsheet for the appropriate schools when received from USDA.

E-mail completed spreadsheet to OSDE: cnp.data.submissions@sde.ok.gov

Related Documents: [Single Sign On](#)

[Home](#)

Registration for Summer Food Service Program Training

Window: February 1- March 30

OSDE Office: [Child Nutrition](#) – (405) 522-5041

Legislation: 7 CFR Part 225

Description: New sponsors are required to attend training conducted by CNP.

Activity: Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Child Nutrition

Fax to OSDE: (405) 521-2239; Attn: Child Nutrition

E-mail to OSDE: dee.houston@sde.ok.gov

Related Documents: [Training Information](#)

[Home](#)

Application for Fresh Fruit and Vegetable Program (FFVP)

Window: Prior to April 31

OSDE Office: [Child Nutrition](#) – (405) 521-3327

Legislation: National School Lunch Act, Section 19

Description: The FFVP provides all students in participating schools with a variety of free fresh fruits and vegetables throughout the school day as healthy snack options.

Activity: Single Sign On--> Child Nutrition eClaims System

Related Documents: [Single Sign On](#)

[Home](#)

Application for Summer Food Service Program

Window: February 1-April 30

OSDE Office: [Child Nutrition](#) – (405) 521-3327

Legislation: 7 CFR Part 225

Description: 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.

Activity: Single Sign On--> Summer Food Programs

Related Documents: [Single Sign On](#)

[Home](#)

Review Free/Reduced Price Applications

Window: After July 1, through specific date determined by the LEA

OSDE Office: [Child Nutrition](#) – (405) 522-5041

Legislation: 7 CFR Part 245

Description: The 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 completing the application must provide income information which determines eligibility.

Activity: Maintained at the school where the student is enrolled.

Related Documents: [Single Sign On](#)

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Counseling

Gun-Free Schools Weapon Report

Window: Throughout the year

OSDE Office: [Counseling](#) – (405) 521-2106

Legislation: H.R. 1§ 4141; NCLB § 4112

Description: Due within two weeks of any incident.

Activity: Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Counseling

Fax to OSDE: (405) 522-0496, Attn: Counseling

Related Documents: [Gun-Free Schools Weapon Report Form](#)

[Home](#)

School Employee Assault Report

Window: Throughout the year

OSDE Office: [Counseling](#) – (405) 521-2106

Legislation: 70 O.S. 1991 § 641, 642, 646

Description: Report to the OSDE only when an assault occurs.

Activity: Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Counseling

Fax to OSDE: (405) 522-0496, Attn: Counseling

Related Documents: [School Employee Assault Annual Report Form](#)

[Home](#)

Graduation Part-Time Enrollment Report-Quarter One

Window: November 4-November 30

OSDE Office: [Counseling](#) – (405) 521-2106

Legislation: 70 O.S. § 11-103.6

Description: 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.**

Activity: Single Sign On--> The Wave--> Reporting --> State Reporting Certification--> Graduation Part-Time Report Qtr. 1

Related Documents: [Single Sign On](#)

[Home](#)

District Bullying Prevention Policy

Window: December 31

OSDE Office: [Counseling](#) – (405) 521-2106

Legislation: 70 O.S. § 24-100.4

Description: Every district is required to submit its bullying prevention policy annually.

Activity: Single Sign On--> District Bullying Prevention Policy

Related Documents: [Single Sign On](#)

[Home](#)

Graduation Part-Time Enrollment Report-Quarter Two

Window: December 29- January 31

OSDE Office: [Counseling](#) – (405) 521-2106

Legislation: 70 O.S. § 11-103.6

Description: 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 enrolled who did not graduate with his/her cohort due to lack of credits, and is 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.**

Activity: Single Sign On--> The Wave--> Reporting --> State Reporting Certification--> Graduation Part-Time Report Qtr. 2

Related Documents: [Single Sign On](#)

[Home](#)

Graduation Part-Time Enrollment Report-Quarter Three

Window: March 1- April 2

OSDE Office: [Counseling](#) – (405) 521-2106

Legislation: 70 O.S. § 11-103.6

Description: 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.**

Activity: Single Sign On--> The Wave--> Reporting --> State Reporting Certification--> Graduation Part-Time Report Qtr. 3

Related Documents: [Single Sign On](#)

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Graduation Part-Time Enrollment Report-Quarter Four

Window: May 1- May 31

OSDE Office: [Counseling](#) – (405) 521-2106

Legislation: 70 O.S. § 11-103.6

Description: 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.**

Activity: Single Sign On--> The Wave--> Reporting --> State Reporting Certification--> Graduation Part-Time Report Qtr. 4

Related Documents: [Single Sign On](#)

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[Annual Incident and Firearms Report- Unsafe School Choice Option Report](#)

Window: June 20

OSDE Office: [Counseling](#)– (405) 521-2106

Legislation: H, R, 1, §4141; NCLB, § 4112; NCLB § 9532

Description: Every district must submit the Annual Incident and Firearms-Unsafe School Choice Option Report annually.

Activity: Single Sign On--> Annual Incident and Firearms Report-->Unsafe School Choice Option Report

Related Documents: [Single Sign On](#)

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Education Technology

[Oklahoma Annual District Technology Survey](#)

Window: January - March

OSDE Office: [Education Technology](#) – (405) 521-3364

Legislation: 62 O.S. § 34.23 (D) (1) (b)

Description: In order to understand the current use of technology for the support of student learning, the Oklahoma State Department of Education requires districts to complete an annual survey of technology use. This survey includes all technology from the broadband Internet connection to the specific technology used in the classrooms. This information is also provided to the Information Services Division of OMES in support of the Oklahoma Government Telecommunications Network per legislation.

Activity: Single Sign On--> Oklahoma Annual District Technology Survey

Related Documents: [Single Sign On](#)

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Financial Accounting/OCAS

OCAS Annual Audit

Window: Throughout the year; Due within 30 days after local board presentation

OSDE Office: [Financial Accounting/OCAS](#) – (405) 521-2517

Legislation: 2 CFR Part 200, 70 O. S. 220-101-113

Description: 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.

Activity: Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting
E-mail to OSDE: Katherine.Black@sde.ok.gov

Related Documents: Audit, Audit Acknowledgement Form, Board Agenda, and Board Minutes

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Supplemental Appropriations

Window: Throughout the year; as needed for budget amendments

OSDE Office: [Financial Accounting/OCAS](#) – (405) 521-2517

Legislation: 70 O.S. § 5-161, 68 O.S. § 3021, 62 O.S. § 310.5

Description: Districts must file supplemental appropriation to amend the budget.

Activity: File with the County Excise Board and State Auditor

Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting

Related Documents: S.A. & I. Form 150, 307, and 308

[Home](#)

Qualified Zone Academy Bond Application

Window: Throughout the year; Application open until all funds are allocated

OSDE Office: [Financial Accounting/OCAS](#) – (405) 521-2517

Legislation: 54 -c-2 IRS Code; OAC 210:40-83-3

Description: 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.

Activity: The application is available on the Financial Accounting website

Related Documents: [Financial Accounting Website](#)

[Home](#)

Final Data for School District Expenditures and Revenue

Window: September 1

OSDE Office: [Financial Accounting/OCAS](#) – (405) 521-2517

Legislation: 70 O.S. § 5-135.2

Description: Reporting expenditures and revenue for the previous year.

Activity: Single Sign On--> Oklahoma Cost Accounting System

Related Documents: [Single Sign On](#)

[Home](#)

Estimate of Needs or the Budget

Window: October 1

OSDE Office: [Financial Accounting/OCAS](#) – (405) 521-2517

Legislation: 70 O.S. § 5-128.1; 68 O.S. § 3002

Description: Districts on the school district budget act submit one copy.

Activity: File with the County Excise Board and State Auditor

Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting

E-mail to OSDE: Katherine.Black@sde.ok.gov

Related Documents: Estimate of Needs S.A. & I. Form 262R06

[Home](#)

Final Changes to Previously Submitted OCAS Financial Transactions

Window: December 14

OSDE Office: [Financial Accounting/OCAS](#) – (405) 521-2517

Legislation: OAC 210:25-5-4(c)

Description: Final reporting of expenditures and revenue for the previous year.

Activity: Single Sign On--> Oklahoma Cost Accounting System

Related Documents: [Single Sign On](#)

[Home](#)

Application from Independent Auditors for State Auditor and Inspection Approval

Window: January 1

OSDE Office: [Financial Accounting/OCAS](#) – (405) 521-2517

Legislation: 70 O.S. § 22-104

Description: Auditors seeking approval to perform public school audits.

Activity: File with the State Auditor and Inspector's Office

Related Documents: [State Auditor and Inspector's Forms](#)

[Home](#)

Impact Aid Application

Window: January 31; due to Washington D.C. on the last working day of January

OSDE Office: [Financial Accounting/OCAS](#) – (405) 521-2517

Legislation: Title VIII, 1995, 34 CFR 222.4

Description: 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.

Activity: G5 System: USDE

Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting

Related Documents: [Financial Accounting Website](#)

[Home](#)

Audits to Identify Districts Expending more than \$750,000 in Federal Funds

Window: March 31

OSDE Office: [Financial Accounting/OCAS](#) – (405) 521-2517

Legislation: 2 CFR 210, OAC210:25-5-5, 70 O.S. § 22-108

Description: Include acknowledgement form and school board minutes.

Activity: Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting

E-mail to OSDE: Katherine.Black@sde.ok.gov

Related Documents: Audit, Audit Acknowledgment, Board Agenda, Board Minutes, and Corrective Action Plan

[Home](#)

Audits to Identify Districts Expending less than \$750,000 in Federal Funds

Window: April 30

OSDE Office: [Financial Accounting/OCAS](#) – (405) 521-2517

Legislation: OAC210:25-5-5, 70 O.S. § 22-108

Description: Include acknowledgement form and school board minutes.

Activity: Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting

E-mail to OSDE: Katherine.Black@sde.ok.gov

Related Documents: Audit, Audit Acknowledgment, Board Agenda, Board Minutes, and Corrective Action Plan

[Home](#)

Contract for Audit of Public Schools between Independent Auditors and School Districts

Window: June 30

OSDE Office: [Financial Accounting/OCAS](#) – (405) 521-2517

Legislation: OAC 210:25-5-5(e) (1)

Description: 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.

Activity: Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting

E-mail to OSDE: Katherine.Black@sde.ok.gov

Related Documents: [Financial Accounting Website](#) where the audit contract can be found

[Home](#)

[Reserve Appropriations for Contracts Pending for Outstanding Encumbrances](#)

Window: June 30

OSDE Office: [Financial Accounting/OCAS](#) – (405) 521-2517

Legislation: 70 O.S. 5-188

Description: Lapse current appropriations and bring cash forward

Activity: Single Sign On--> Oklahoma Cost Accounting System

Related Documents: [Single Sign On](#)

[Home](#)

[Temporary Appropriations Application](#)

Window: July 1

OSDE Office: [Financial Accounting/OCAS](#) – (405) 521-2517

Legislation: 68 O.S. § 3020, OAC 210:25-5-2

Description: 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.

Activity: File with the County Excise Board

Related Documents: S.B.E. Form 12

[Home](#)

Instruction

Gifted and Talented Expenditure Reported

Window: August 1

OSDE Office: [Instruction: Gifted and Talented](#) – (405) 522-3219

Legislation: 70 O.S. § 1210.307

Description: Districts can submit their report as soon as they have expanded their allocations.

Activity: E-mail to OSDE: Ashlea.Morgan@sde.ok.gov

Related Documents:

[Home](#)

RSA Annual District Reading Plan

Window: May 1- August 31

OSDE Office: [Instruction: Reading/Literacy](#)– (405) 522-1591

Legislation: O.S. 1210.508C

Description: ***RSA Annual District Reading Plan and RSA BOY Child Count Survey report must be submitted, certified, and approved by OSDE before any RSA funding is allocated.*** All Oklahoma School Districts must submit their district site RSA plans to meet the requirements for the reading goal, required assessments, and reporting.

Activity: Single Sign On--> RSA Annual Reading Plan

Related Documents: [Single Sign On](#)

[Home](#)

RSA Beginning of Year Reading Sufficiency Report

Window: August 31- October 1

OSDE Office: [Instruction: Reading/Literacy](#)– (405) 522-1591

Legislation: 70 O.S. § 1210.508C

Description: ***RSA Annual District Reading Plan and RSA BOY Child Count Survey report must be submitted, certified, and approved by OSDE before any RSA funding is allocated.*** 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.

Activity: Single Sign On--> Reading Sufficiency Act Survey

Related Documents: [Single Sign On](#)

[Home](#)

Gifted Educational Plan Update and Budget Summary

Window: August 15- October 15

OSDE Office: [Instruction: Gifted and Talented](#) – (405) 522-3219

Legislation: 70 O.S. § 1210.307

Description: In the Gifted and Talented (G/T) application on Single Sign On you must indicate whether the G/T plan needs to be updated. If you need the plan template/sample please call the Gifted and Talented Office.

Activity: Single Sign On--> Gifted and Talented Report

Related Documents: [Single Sign On](#)

[Home](#)

Renewal of Advanced Placement Courses

Window: August 1- October 15

OSDE Office: [Instruction: Advanced Placement](#) – (405) 522-3219

Description: AP Course Audit administrators begin renewing previously authorized courses for the 2016-17 school year.

Activity: These courses are renewed through the College Board

Related Documents: [College Board](#)

[Home](#)

RSA Promotion and Retention Report

Window: August 1-October 31

OSDE Office: [Instruction: Reading/Literacy](#) – (405) 522-1591

Legislation: 70 O.S. § 1210.508C

Description: 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.

Activity: Single Sign On--> Reading Sufficiency Act Survey

Related Documents: [Single Sign On](#)

[Home](#)

Oklahoma Academic Scholars

Window: January 15- April 1

OSDE Office: [Instruction: Gifted and Talented](#)– (405) 522-3219

Legislation: 70 O.S. § 11-103.2

Description: Graduating seniors must meet requirements to be recognized by their local school district and the SBE as an Oklahoma Academic Scholar.

Activity: Single Sign On--> Oklahoma Academic Scholars

Related Documents: [Single Sign On](#)

[Home](#)

State Vision Screening Report

Window: May 1- June 3

OSDE Office: [Instruction: PE and Health](#)– (405) 522-1576

Legislation: OAC: 210:35-3-109

Description: 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.

Activity: Single Sign On--> State Vision Screening Report

Related Documents: [Single Sign On](#)

[Home](#)

[RSA End of Year Reading Sufficiency Report](#)

Window: May 1- May 31

OSDE Office: [Instruction: Reading/Literacy](#)– (405) 522-1591

Legislation: 70 O.S. § 1210.508C

Description: 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.

Activity: Single Sign On--> Reading Sufficiency Act Survey

Related Documents: [Single Sign On](#)

[Home](#)

[Advanced Placement Invoice for Test Fee Discounts](#)

Window: May 31- June 17

OSDE Office: [Instruction: Advanced Placement](#) – (405) 522-3219

Description: Invoice to have student test fee discounts paid.

Activity: Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Ashlea Morgan

E-mail to OSDE: Ashlea.Morgan@sde.ok.gov

Fax to OSDE: 405-522-5779

[Home](#)

[Electronic Application System for Indian Education \(EASIE\)](#)

Window: August 1- June 14

OSDE Office: [Instruction: American Indian Education](#)– (405) 522-5311

Legislation: Federal: Title VI, Part A, Subpart 1

Description: 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.

Activity: USDA Indian Education Office, Application can be found at this [website](#).

Related Documents: [Indian Education](#) , [Application](#)

[Home](#)

Office of Federal Programs

Title I, Part A and Title V, Part B Report

Window: May- June 28

OSDE Office: [Office of Federal Programs](#) – (405) 521-2846

Legislation: ESSA, Title I, Part A, §1111(h)(5)

Description: Data reporting for Title I, Part A and Title V, Part B Districts.

Activity: Single Sign On--> Annual Title I and Title V, Part B Report

Related Documents: [Single Sign On](#)
[Home](#)

Title III Part A: Language Instruction for English Learners and Immigrant Students Performance Report

Window: May- June 28

OSDE Office: [Office of Federal Programs-Bilingual Education/Title III A](#) – (405) 521-2846

Legislation: ESSA, Title III, Part A, §3102

Description: 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.

Activity: Single Sign On--> Title III, Part A: Language Instruction for English Learners and Immigrant Students Performance Report

Related Documents: [Single Sign On](#)
[Home](#)

Title I, Part A: 2nd Year Carryover Funds Encumbrance Deadline

Window: July 1- September 28

OSDE Office: [Office of Federal Programs](#) – (405) 521-2846

Legislation: ESSA, Public Law 114-95

Description: LEAs are required to encumber 2nd year carryover funds beginning July 1 through September 30 for all federal programs.

Activity: Single Sign On--> Grants Management and Expenditure Reporting
[Home](#)

Title I, Part A: 9/30 Report Submission

Window: October 1- October 12

OSDE Office: [Office of Federal Programs](#) – (405) 521-2846

Legislation: ESSA, Title I, Part A, §1127(a)(b)

Description: LEAs exceeding the Title I, Part A carryover limitation after September 30 must request a one-time waiver.

Activity: Single Sign On--> Grants Management and Expenditure Reporting: Consolidated Application
Related Documents: [Single Sign On](#)
[Home](#)

Homeless Census Report

Window: May- June 28

OSDE Office: [Office of Federal Programs](#) – (405) 521-2846

Legislation: ESSA, Title IX A Homeless Children and Youths

Description: All districts must complete the report even if you did not serve any homeless students.

Activity: Single Sign On--> Homeless Census FY

Related Documents: [Single Sign On](#)

[Home](#)

Title I, Part A and D, Subpart 1 and Subpart 2: Neglected or Delinquent (N or D) October Child Count

Window: TBD

OSDE Office: [Office of Federal Programs](#) – (405) 521-2846

Legislation: ESSA, Title I, Part A, §1000 and Title I, Part D, §1401

Description: 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.

Related Documents: [Single Sign On](#)

[Home](#)

Title I Part D, Subpart 1: State Agency Programs for Children/Youth who are Neglected, Delinquent or at Risk

Window: May- June 28

OSDE Office: [Office of Federal Programs](#) – (405) 521-2846

Legislation: ESSA, Title I, Part D, Subpart 1 §1411

Description: Required for those who have a neglected and delinquent program.

Activity: Single Sign On--> Title I Part D Subpart 1: State Agency Programs for Children/Youth who are Neglected, Delinquent or at Risk

Related Documents: [Single Sign On](#)

[Home](#)

Title I Part D Subpart 2: LEA Programs for Children/Youth who are Neglected, Delinquent or at Risk

Window: May- June 28

OSDE Office: [Office of Federal Programs](#) – (405) 521-2846

Legislation: ESSA, Title I, Part D, Subpart 2 §1421

Description: Required for those who have a neglected and delinquent program.

Activity: Single Sign On--> Title I Part D Subpart 2: LEA Programs for Children/Youth who are Neglected, Delinquent or at Risk

Related Documents: [Single Sign On](#)

[Home](#)

Title I, Part A: Comparability Report

Window: November -December 14

OSDE Office: [Office of Federal Programs](#) – (405) 521-2846

Legislation: ESSA, Title I, Part A, §1118(c)

Description: 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.

Activity: Single Sign On--> Grants Management and Expenditure Reporting, Title I Comparability

Related Documents: [Single Sign On](#)

[Home](#)

2nd Year Carryover Funds Expenditure Report Deadline

Window: November 30

OSDE Office: [Office of Federal Programs](#) – (405) 521-2846

Legislation: ESSA, Public Law 114-95

Description: 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.

Activity: Single Sign On--> Grants Management and Expenditure Reporting

[Home](#)

Title I, Part C: Migrant Credit Accrual Report and Supplemental Code for Fall Semester

Window: December- January 31

OSDE Office: [Office of Federal Programs](#) – (405) 521-2846

Legislation: ESSA, Title I, Part C, §1301

Description: Linkage of migrant student records.

Activity: Districts will report data through the MIS 2000 System.

[Home](#)

Non-Public Schools-Equitable Services Packet

Window: November- February 8

OSDE Office: [Office of Federal Programs](#) – (405) 521-2846

Legislation: ESSA, Title I, Part A, §1117(a)(A)

Description: Districts are required to consult with non-public schools prior to completing the packet.

Activity: E-mail to OSDE: EquitableServicesPac@sde.ok.gov

Subject line: "Non-Public Schools Equitable Services Packet"

[Home](#)

New Charter School Participation Packet

Window: February -March 29

OSDE Office: [Office of Federal Programs](#) – (405) 521-2846

Legislation: ESSA, Title I, Part A, §1111(2)(K)

Description: To be completed by newly formed charter schools.

Activity: Sent via e-mail to the Charter Schools

[Home](#)

Comprehensive District Academic Plan (CDAP)

Window: May -June 28

OSDE Office: [Office of Federal Programs](#) – (405) 521-2846

Legislation: ESSA, Title I, Part A, §1112

Description: CDAP is required to be submitted by LEAs receiving Title I funds.

Activity: Single Sign On--> Grants Management and Expenditure Reporting: Comprehensive District Academic Plan

Related Documents: [Single Sign On](#)

[Home](#)

Title I, Part C: Migrant Credit Accrual Report and Supplemental Code for Spring Semester

Window: May - June 28

OSDE Office: [Office of Federal Programs](#) – (405) 521-2846

Legislation: ESSA, Title I, Part C, §1301

Description: Linkage of migrant student records.

Activity: Districts will report data through the MIS 2000 System.

[Home](#)

Letter of Intent to Establish Title I, Part A: School-Wide Program

Window: May – September 6

OSDE Office: [Office of Federal Programs](#) – (405) 521-2846

Legislation: ESSA, Title I, Part A, §1115

Description: Schools implementing a school-wide program for the first time and Targeted Assistance schools transitioning to a school-wide program.

Activity: Single Sign On--> Grants Management and Expenditure Reporting: Comprehensive District Academic Plan (CDAP)

Related Documents: [Single Sign On](#)

[Home](#)

Establish Title I, Part A: Targeted Assistance Program

Window: May – September 6

OSDE Office: [Office of Federal Programs](#) – (405) 521-2846

Legislation: ESSA, Title I, Part A, §1115

Description: Schools implementing a Targeted Assistance program for the first time.

Activity: Single Sign On--> Grants Management and Expenditure Reporting

Related Documents: [Single Sign On](#)

[Home](#)

Title I, Part C: Migrant Summer School Program Report

Window: July 31

OSDE Office: [Office of Federal Programs](#) – (405) 521-2846

Legislation: ESSA, Title I, Part C, §1301

Description: Linkage of migrant student records.

Activity: Districts will report data through the MIS 2000 System.

[Home](#)

[Title I, Part C: Migrant Education Program State Sub-Granting Procedures Form](#)

Window: May-June 28

OSDE Office: [Office of Federal Programs](#) – (405) 521-2846

Legislation: ESSA, Title I, Part C, §1301

Description: This form should be complete upon enrollment.

Activity: Email to OSDE: Nancy.Hughes@sde.ok.gov.

Subject: Migrant State Sub-granting

[Home](#)

School Personnel

Superintendent Contracts

Window: Throughout the year; due within 15 days of signing

OSDE Office: [School Personnel](#) – (405) 521-3369

Legislation: 70 O.S. § 5-141(D)

Description: Upload signed contract to School Personnel Report Welcome Screen within 15 days of approval.

Activity: Single Sign On--> School Personnel Report Application

Related Documents: [Single Sign On](#)

[Home](#)

Initial Certified Personnel Report and Initial Support Personnel Report

Window: September 1- October 15

OSDE Office: [School Personnel](#) – (405) 521-3369

Legislation: OAC 210:25-3-4(e)

Description: 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.

Activity: Single Sign On--> School Personnel Report Application

Related Documents: [Single Sign On](#)

[Home](#)

Local School District Salary Schedule

Window: September 1- November 15

OSDE Office: [School Personnel](#) – (405) 521-3369

Legislation: 70 O.S. § 5-141 (A)

Description: Provide all board approved certified salary schedules. This will include all “+ hour” schedules.

Activity: Single Sign On--> School Personnel Report Application

Related Documents: [Single Sign On](#)

[Home](#)

Mid-Year Certified Personnel Report and Mid-Year Support Personnel Report

Window: January 1- February

OSDE Office: [School Personnel](#) – (405) 521-3369

Legislation: OAC 210:25-3-4(g)

Description: 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.)

Activity: Single Sign On--> School Personnel Report Application

Related Documents: [Single Sign On](#)

[Home](#)

Notification of Intent to Not Enter into a Contract with a Regularly Employed Teacher

Window: First Monday in June

OSDE Office: [School Personnel](#) – (405) 521-3369

Legislation: 70 O.S. § 6-101 (E)

Description: 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 teacher will be deemed to be reemployed.

Activity: Mailed to teacher by registered or certified mail.

Related Documents:

[Home](#)

Shared Superintendent Salary Assistance Application

Window: By June 30

OSDE Office: [School Personnel](#) – (405) 521-3369

Legislation: 70 O.S. 7-203 (B) (2)

Description: Submitted to OSDE by June 30 of year prior to the year in which the mutual contract will be effective.

Activity: Mailed to OSDE: 2500 N. Lincoln Blvd. Attn. School Personnel, Oklahoma City, OK, 73105;
E-mailed to OSDE: Heather.Butler@sde.ok.gov

Related Documents: Blank form: [Shared Superintendent Salary Assistance Application](#)

[Home](#)

End-of-Year Certified Personnel Report and End-of-Year Support Personnel Report

Window: June 1- July

OSDE Office: [School Personnel](#) – (405) 521-3369

Legislation: OAC 210:25-3-4(i)

Description: 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.

Activity: Single Sign On--> School Personnel Report Application

Related Documents: [Single Sign On](#)

[Home](#)

School Support

[Project 515-2nd Year Carryover Encumbrance Deadline](#)

Window: July 1-October 1

OSDE Office: [School Support](#)– (405) 522-0140

Legislation: Public Law 107-110, § 1003(a)

Description: Timeline required for all LEAs to encumber 2nd year carryover federal funds.

Activity: Single Sign On--> Grants Management and Expenditure Reporting

Related Documents: [Single Sign On](#)

[Home](#)

[School Improvement Grant Application](#)

Window: October - December

OSDE Office: [School Support](#)– (405) 522-0140

Legislation: 80 FR 7224 and Title I 1003(g)

Description: School Improvement Grants for use in Title I schools identified for improvement, corrective action, or restructuring that demonstrate the greatest need for the funds and the strongest commitment to use the funds to provide adequate resources in order to raise, substantially, the achievement of their students.

Activity: Single Sign On--> Grants Management and Expenditure Reporting

Related Documents: [School Improvement Grant](#)

[Home](#)

State Aid

[Driver Education Instructor Certification, Assurances and Permit \(ICAP\) Forms](#)

Window: Due thirty days prior to the start of the course.

OSDE Office: [State Aid](#) – (405) 521-3460

Legislation: OAC 210:15-19-4 and Title 70 O.S. §19-113-123

Description: Approval by OSDE and the Department of Public Safety must be completed prior to a school district offering a driver education program.

Activity: Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: State Aid
E-mail to OSDE: state.aid@sde.ok.gov

Related Documents: [Driver's Education Forms and Information Home](#)

[Driver Education Prior Year Reimbursement Application](#)

Window: September 1, 2018

OSDE Office: [State Aid](#) – (405) 521-3460

Legislation: OAC 210:15-19-6 and Title 70 O.S. §19-117, 120 and 122

Description: For prior year reimbursement.

Activity: Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: State Aid
E-mail to OSDE: state.aid@sde.ok.gov

Related Documents: [Driver's Education Forms and Information Home](#)

[First Quarter Statistical Report \(FQSR\)](#)

Window: 10 days following the end of the first nine weeks.

OSDE Office: [State Aid](#)– (405) 521-3460

Legislation: 70 O.S. § 5-128

Description: Data collection of the first nine weeks' attendance, membership, transportation, and days taught for state aid funding purposes.

Activity: Single Sign On--> The Wave--> Reporting --> FQSR/ASR

Related Documents: [Single Sign On Home](#)

[Flexible Benefit Allowance \(FBA\)](#)

Window: October 1, 2018 and January 1, 2019

OSDE Office: [State Aid](#)– (405) 521-3460

Legislation: 70 O.S. § 26-105

Description: 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.

Activity: Single Sign On--> State Aid Flexible Benefit Allowance

Related Documents: [Single Sign On Home](#)

[Cash Management Application](#)

Window: December 1, 2018- April 1, 2019

OSDE Office: [State Aid](#) – (405) 521-3460

Legislation: 60 O.S. § 177.2

Description: Application due for participation in the next fiscal year.

Activity: Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: State Aid

E-mail to OSDE: state.aid@sde.ok.gov

Related Documents: [State Aid](#) – please note: the application is not available all year.

[Home](#)

[Annual Statistical Report \(ASR\)](#)

Window: 10 days following the end of the school year.

OSDE Office: [State Aid](#)– (405) 521-3460

Legislation: 70 O.S. § 5-128

Description: Data collection of the full year attendance, membership, transportation and days taught for state aid funding purposes.

Activity: Single Sign On--> The Wave--> Reporting --> FQSR/ASR

Related Documents: [Single Sign On](#)

[Home](#)

Special Education

Periodic Special Education Computer Generated School District Expenditure Report

Window: Throughout the Year

OSDE Office: [Special Education](#) – (405) 521-3351

Legislation: 70 O.S. § 210:25-3-7

Description: Submission of electronic claims.

Activity: Submit file electronically.

Single Sign On--> Grants Management and Expenditure Reporting--> Special Education Budget Application

Related Documents: [Single Sign On](#)

[Home](#)

Final Special Education Computer Generated School District Expenditure Report

Window: On or before August 1

OSDE Office: [Special Education](#) – (405) 521-3351

Legislation: 70 O.S. § 210:25-3-7

Description: Final report for IDEA federal funds reimbursement.

Activity: Submit file electronically.

Single Sign On--> Grants Management and Expenditure Reporting- -> Special Education Budget Application

Related Documents: [Single Sign On](#)

[Home](#)

Special Education Closeout Procedure

Window: June – September 4

OSDE Office: [Special Education](#) – (405) 521-3351

Legislation: 70 O.S. § 210:25-3-7

Description: Final closeout report to generate carryover federal funds not yet claimed on reimbursement.

Activity: Submit file electronically.

Single Sign On--> Grants Management and Expenditure Reporting--> Special Education Budget Application

Related Documents: [Single Sign On](#)

[Home](#)

Special Education Budget Application

Window: September 1-June 28

OSDE Office: [Special Education](#) – (405) 521-3351

Legislation: 70 O.S. § 5-135.2

Description: Districts complete the budget application annually.

Activity: Single Sign On--> Grants Management and Expenditure Reporting--> Special Education Budget Application

Related Documents: [Single Sign On](#)

[Home](#)

District Assurances

Window: March 9 – June 30

If the reporting deadline falls on a weekend, the official due date will be the following business day.

OSDE Office: [Special Education](#) – (405) 521-3351

Legislation: 34 C.F.R. § 300

Description: Districts complete Assurances and annually.

Activity: Single Sign On--> Grants Management and Expenditure Reporting--> Assurances.

Related Documents: [Single Sign On](#)

[Home](#)

LEA Agreement

Window: May 1 - June 30

If the reporting deadline falls on a weekend, the official due date will be the following business day.

OSDE Office: [Special Education](#) – (405) 521-3351

Legislation: 34 C.F.R. § 300

Description: Districts complete LEA agreement annually.

Activity: Single Sign On --> Grants Management and Expenditure Reporting--> IDEA-LEA Agreements.

Related Documents: [Single Sign On](#)

[Home](#)

Special Education High Cost Assistance Application

Window: June 1- July 27

OSDE Office: [Special Education](#) – (405) 521-3351

Legislation: 34 CFR §300.704I

Description: Districts have the option to complete an application for high cost assistance

Activity: Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Special Education

Related Documents: [High Cost Assistance Application](#)

[Home](#)

Student Information

Wave Ownership Wizard

Window: Throughout the Year

OSDE Office: [Student Information](#) – (405) 521-3020

Description: In order to maintain/reduce the number of errors during reporting time, OSDE encourages districts to regularly utilize the data tools in The Wave.

Activity: Single Sign On --> The Wave --> District --> District Ownership Wizard

Related Documents: [Single Sign On](#)

[Home](#)

Data Validation Issues

Window: Throughout the Year

OSDE Office: [Student Information](#) – (405) 521-3020

Description: In order to maintain/reduce the number of errors during reporting time, OSDE encourages districts to regularly utilize the data tools in The Wave. 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.

Activity: Single Sign On --> The Wave --> District --> Data Validation --> Data Validation Wizard

Related Documents: [Single Sign On](#)

[Home](#)

STN Wizard

Window: Throughout the Year

OSDE Office: [Student Information](#) – (405) 521-3020

Description: In order to maintain/reduce the number of errors during reporting time, OSDE encourages districts to regularly utilize the data tools in The Wave. 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.

Activity: Single Sign On --> The Wave --> District --> STN Wizard

Related Documents: [Single Sign On](#)

[Home](#)

XSD Validation Errors Wizard

Window: Throughout the Year

OSDE Office: [Student Information](#) – (405) 521-3020

Description: In order to maintain/reduce the number of errors during reporting time, OSDE encourages districts to regularly utilize the data tools in The Wave. The XSD validation wizard allows districts to check student records for issues with files from their local SIS vendor.

Activity: Single Sign On --> The Wave --> District --> XSD Validation Errors Wizard

Related Documents: [Single Sign On](#)

[Home](#)

[SIF 2.X Wave Requirements Compliance by local Student Information Systems \(SIS\)](#)

Window: March

OSDE Office: [Student Information](#)– (405) 521-3020

Legislation: 70 O.S. § 3-160

Description: In order to maintain connectivity to The Wave, local SIS must be in compliance with the updated Wave Requirements Document.

Activity: OSDE will send communication to districts regarding the changes. Please make sure OSDE has the correct contact information for your vendor. OSDE will send out a communication to the vendors regarding the updates and notice of date for compliance.

Related Documents: [Wave Requirements Document](#)
[Home](#)

[October 1 Consolidated Report](#)

Window: September 1 - October 15th

OSDE Office: [Student Information](#)– (405) 521-3020

Description: Used for the collection of statewide October 1 count of students by gender, race/ethnicity for the Accreditation Report, the Gifted and Talented Report, and the LEP/Immigrant Survey.

Activity: Single Sign On --> The Wave --> Reporting --> State Reporting Certification --> October 1 Consolidated Report

Related Documents: [Single Sign On](#)
[Home](#)

[Supplemental Membership Annual Reporting Totals \(SMART\) Report](#)

Window: April 2019- June 2019

OSDE Office: [Student Information](#)– (405) 521-3020

Legislation: OAC 210:10-13-22

Description: Used for the collection of supplemental count of students by gender, race/ethnicity for students that were not counted on the October 1 report, but were educated by a LEA during the school year. This report and the October 1 report allow for calculations of four-year federally adjusted graduation cohort rates. Corrections are made in the local Student Information System.

Activity: Single Sign On-The Wave: Reporting-State Reporting Certification: SMART Report

Related Documents: [Single Sign On](#) and [SMART Report Manual](#)
[Home](#)

Student Transportation

School Bus Evacuation Drills

Window: 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).

OSDE Office: [Student Transportation](#) – (405) 521-4513

Legislation: OAC 210:30-5-6

Description: 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.

Activity: A copy of the evacuation plan must be kept on file at the district.

Related Documents: [Evacuation Drill Form](#)

[Home](#)

School Bus Annual Inspection

Window: Throughout the Year: required to be updated annually

OSDE Office: [Student Transportation](#) – (405) 521-4513

Legislation: OAC 210:30-5-6

Description: 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.

Activity: All bus inspections must be kept on file at the district.

Related Documents: [Oklahoma School Bus Inspection Guide](#)

[Home](#)

School Bus Driver Annual Driving Record Report (MVR)

Window: Throughout the Year: required to be updated annually

OSDE Office: [Student Transportation](#) – (405) 521-4513

Legislation: OAC 210:30-5-8

Description: 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.

Activity: All MVR documents regarding School Bus Driver annual driving records must be kept on file at the district.

Related Documents: [Driving Record Request](#)

[Home](#)

School Bus Driver In-Service Verification

Window: Throughout the Year: required to be updated annually

OSDE Office: [Student Transportation](#) – (405) 521-4513

Legislation: OAC 210:30-5-8

Description: 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.

Activity: All forms regarding School Bus Driver annual in-service training must be kept on file at the district.

Related Documents: [Annual In-Service Verification Form and OSDE Approved Subjects](#)

[Home](#)

School Bus Driver Certificate Application

Window: Throughout the Year: it is the suggestion of OSDE that all applications are reviewed annually during May/June to determine which drivers have expiring certificates.

OSDE Office: [Student Transportation](#) – (405) 521-4513

Legislation: OAC 210:30-5-8

Description: 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.

Activity: The application linked below 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.

Related Documents: [Application for School Bus Driver Certificate](#)
[Home](#)

School Bus Driver Drug and Alcohol Education Policy

Window: Throughout the Year

OSDE Office: [Student Transportation](#) – (405) 521-4513

Legislation: 49 CFR Part 382.601

Description: 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.

Activity: 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.

Related Documents: [Drug and Alcohol Policy Guidance](#) and [Employer Resources](#)
[Home](#)

School Bus Driver Health Certificate

Window: Throughout the Year: required to be updated annually

OSDE Office: [Student Transportation](#) – (405) 521-4513

Legislation: OAC 210:30-5-8

Description: 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.

Activity: All School Bus Driver Health Certificates must be kept on file at the district.

Related Documents: [School Bus Driver Health Certificate](#)
[Home](#)

School Bus Route Evaluation

Window: Prior to the start of the school year and ongoing as necessary; recommended to occur over the summer

OSDE Office: [Student Transportation](#) – (405) 521-4513

Legislation: OAC 210:30-5-5

Description: All school bus routes shall be evaluated annually for safety and efficiency by the local school district supervisor of transportation or designee.

Activity: A copy of the evaluation should be kept on file at the district.

Related Documents: [School Bus Route Evaluation Form](#)
[Home](#)

Student Transportation Supervisor Training

Window: Once, recurrent training is not required

OSDE Office: [Student Transportation](#) – (405) 521-4513

Legislation: 49 CFR Part 382.603

Description: Student Transportation supervisors must receive training to enable them to determine the criteria for a reasonable suspicion drug/alcohol test.

Activity: A copy of training documentation must be kept on file at the district.

Related Documents: [Guidance on Student Transportation Supervisor Training](#)
[Home](#)

Teacher Certification

[Standards of Performance and Conduct for Teachers](#)

Window: April 10

OSDE Office: [Teacher Certification](#) – (405) 521-3337

Legislation: 70 O.S. § 6-101.21

Description: 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.

Activity: Disseminate the Standards document to all teachers in the local district.

Related Documents: [Standards of Performance and Conduct for Teachers](#)

[Home](#)

Teacher and Leader Effectiveness (TLE)

TLE Framework Training

Window: Initial training for new evaluators is required prior to conducting observations; recertification is required every two years.

OSDE Office: [Teacher and Leader Effectiveness](#) – (405) 522-8298

Legislation: 70 O.S. § 6-101.10

Description: Training for evaluators of certified personnel.

Activity: Contact your TLE Framework Training provider to sign up.

Related Documents: [TLE Sign Up](#)

TLE Qualitative Report

Window: May 1, 2019- June 14, 2019

OSDE Office: [Teacher and Leader Effectiveness](#) – (405) 522-8298

Legislation: 70 O.S. § 6-101.17

Description: Districts submit all teacher and leader qualitative evaluation scores and Professional Learning Focus information annually.

Activity: Single Sign On--> The Wave --> Reporting --> State Reporting Certification

Related Documents: [Single Sign On](#)

[Home](#)