

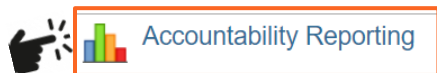
In previous years, the OSDE has provided schools with numerous opportunities to review and request adjustment of student-level graduation data through a variety of reports. To minimize the number of graduation-related reports necessary for schools to annually complete, the OSDE has automated graduation validations and calculations by using student enrollment records previously collected by The Wave. This streamlined reporting process has eliminated several graduation reports. However, this change in processes requires some schools to correct student enrollment records that display blank (or NULL) exit codes.

To allow school users to correct any blank records—which were previously collected by the Wave—the Office of Accountability is opening a process to remedy these exit codes: the **EZ Grad Entry window**. This EZ Grad Entry window will allow sites to:

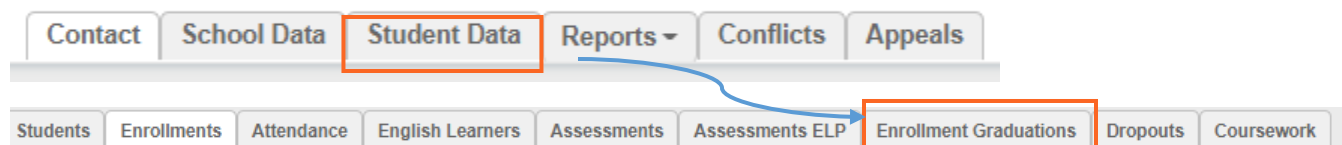
- Review SY 2021 enrollment graduation records with no exit code;
- Update the exit date and code using the new EZ Entry feature; and
- Confirm updates have been made to the Enrollment Graduation table after 24 hours.

Records that are NOT updated during this EZ Grad Entry window will require uploading supporting documentation AND creating a Data Verification Request (DVR) for each individual student during a later data reporting window. Updating exit codes in your local SIS for previous years' data cannot be collected by The Wave in the current year, meaning that these blank exit codes must be corrected within this window. In the coming weeks, the Office of Accountability will provide guidance and a tool that will alert school users when exit codes are missing for a student.

To access the EZ Grad Entry application, sign into your Accountability Reporting application in Single Sign-On and click on Accountability Reporting. If you are a district user, you will need to choose a school.



Go to your **Student Data** tab and choose **Enrollment Graduations**.

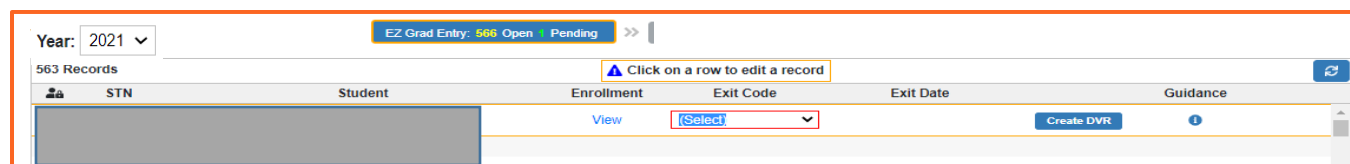


Confirm that you are in Year 2021 and click on the EZ Grad Entry button at the top of the table.



This will open a table that allows you to update each student's Exit Code and Exit Date. Click on a row to edit a record. Use the drop-down to update the **Exit Code**, add the **Exit Date** and click **Create DVR**

Note: If you are updating to Exit code 1921 (Graduated) or 3505 (exited), the date will populate automatically to match your school calendar.



Use the drop-down menu to select the **Exit Code** that describes the student's status when they exited.



Note: When you update a student’s exit code to one highlighted in **Yellow below**, the student will later display as having an enrollment conflict after the record is updated. You will be able to resolve such enrollment conflicts by submitting supporting documentation (e.g., **withdrawal forms, records requests from the receiving school, letters from foreign exchange programs, military records, obituaries, etc.**) when the SY 2021 Graduation Audit Window opens later this spring.

Exit Code	SIF Description from X Wave Requirements
1907	Student is in a different public school in the same local education agency
1908	Transferred to a public school in a different local education agency in the same state
1909	Transferred to a public school in a different state
1910	Transferred to a private, non-religiously affiliated school in the same local education agency
1911	Transferred to a private, non-religiously affiliated school in a different local education agency in the same state
1912	Transferred to a private, non-religiously affiliated school in a different state
1913	Transferred to a private, religiously- affiliated school in the same local education agency
1914	Transferred to a private, religiously- affiliated school in a different local education agency in the same state
1915	Transferred to a private, religiously- affiliated school in a different state
1916	Transferred to a school outside of the country
1917	Transferred to an institution
1918	Transferred to home schooling
1919	Transferred to a charter school
1921	Graduated with regular, advanced, International Baccalaureate, or other type of diploma
1923	Died or is permanently incapacitated
1924	Withdrawn due to illness
1926	Reached maximum age for services
1927	Discontinued schooling
1928	Completed grade 12, but did not meet all graduation requirements
1930	Enrolled in a postsecondary early admission program, eligible to return
1931	Not enrolled, unknown status
3500	Enrolled in an adult education or training program
3501	Completed a state-recognized vocational education program
3502	Not enrolled, eligible to return
3503	Enrolled in a foreign exchange program, eligible to return
3504	Withdrawn from school, under the age for compulsory attendance; eligible to return
3505	Exited- used when modifying a student’s record
3508	Student is in a charter school managed by the same local education agency
3509	Completed with a state-recognized equivalency certificate (example G.E.D.)

If you have questions, please email us at Accountability@sde.ok.gov

