

Wave Guidance - Completing the WIDA Precode Report

The purpose of the WIDA Precode report is to allow districts to review and confirm those students who are currently identified as either English Learners (2349) or English Learners-Declined District EL Services (1637), who will be participating in spring WIDA assessment.

Additionally, the “[Find Missing Students](#)” feature of the site-level report is specifically designed to identify any former EL students who may be currently misidentified. A brief instructional video is available [here](#).

Please note the following points:

- Confirmed student data generated from this report will be used to precode students in the WIDA-AMS system for the purposes of spring WIDA ACCESS assessment.
- Any district staff that require review-access to this report will need to be assigned “Precode Report Access” permissions in the Single Sign-on system. Instruction to do so are located in the [District Superintendent SSO Manual \(pdf\)](#).
- Site-level reports may only be confirmed by the site principal.
 - The WIDA Precode report only requires confirmation at the site level; final district certification is not required.
- The site-level student rosters generated in the report will not include any current Pre-K EL students, as these students do not participate in spring WIDA assessment.
- Even if a district believes that a site is serving no EL students, running the “Find Missing Students” function for each district site will better ensure any potential ELs are not being overlooked.

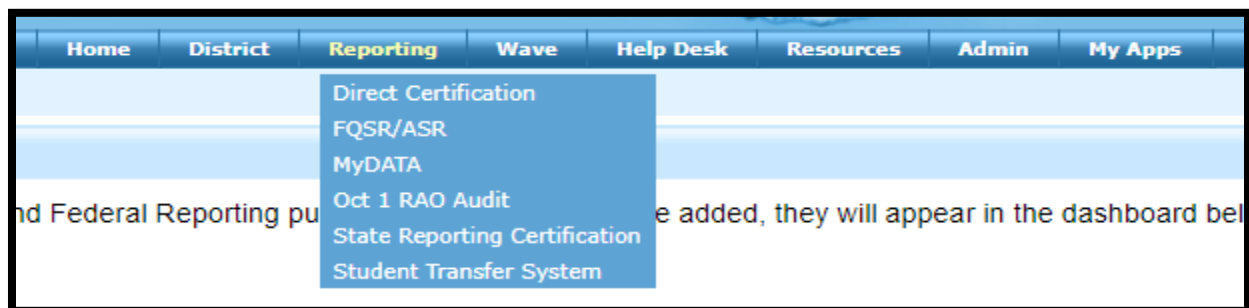
Step 1.

Log on and navigate to the Wave through the Single Sign-on system.



Step 2.

Select “State Reporting Certification” from the Reporting dropdown menu.



Step 3.

Select “WIDA Precode” from either the report link or the dropdown menu.

WIDA Precode	Closed	Not Started	11/3/19 0:00	11/3/19 23:59	None	No Change / Read Report	Assessments(405) 521-3301
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Step 4.

Select a site by clicking on the site name.

Site Name

ACADEMY CENTRAL ES (103)

ADDAMS ES (105)

ALCOTT ES (110)

Step 5.

Verify alignment of prepopulated data with that in the local student information system.

Note: this screen will populate all students at the selected site who are currently enrolled and coded as English Learners (2349) or English Learners- Declined District EL Services (1637), and their relevant demographic information. Only students populated on this screen will be uploaded to the WIDA-AMS system for automatic test assignment.

Prepopulated Data

Select Site:

Site Status: Inactive

School ID	STN	Last Name	First Name	Birth Date	Grade	EL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No records to display.

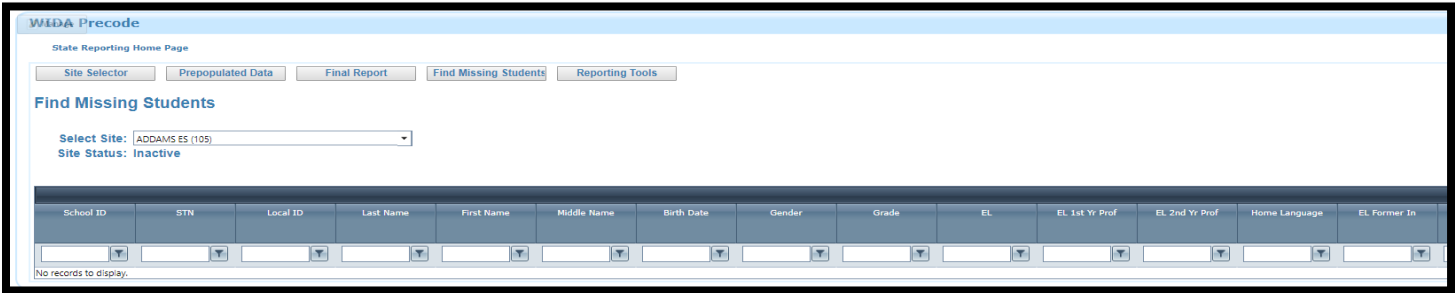
Step 6.

Click on the “Find Missing Student” button to review students that could be on the report but is not due to potential coding or data issues.

Find Missing Students

Step 7.

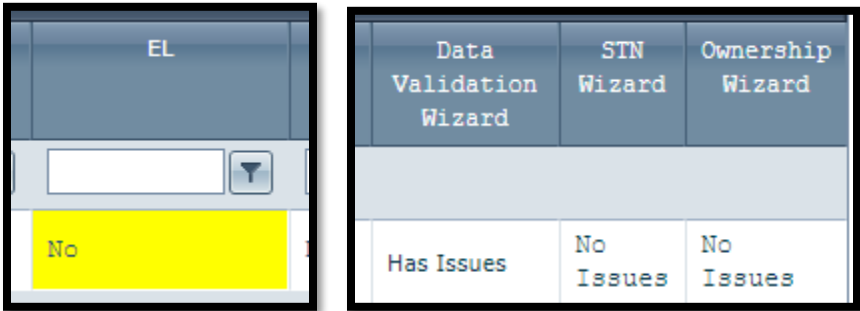
Any one or more of the following three scenarios will populate a student on the “Find Missing Students” screen.



- 1. If the EL column is highlighted yellow and no other column is highlighted: Any students currently enrolled at the site that are coded as a Native English Speaker (1633), Fluent English Speaker (1634), or Other (9997), but who have also been identified as English Learners (2349) within the past 12 months will be identified. Please note that a student’s presence on this page for this reason does not necessarily mean that the student is currently coded incorrectly, only that there may be a potential issue with the language coding of the identified student(s). In cases where the “Find Missing Students” report has generated students, districts should work to ensure the student(s) listed are currently coded correctly by reviewing language history, previous district enrollments, enrollment documentation, etc.

If a student is found by the district to be currently identified incorrectly as a Native English Speaker (1633), a Fluent English Speaker (1634), or Other (9997) and the student should be coded as either an English Learner (2349) or English Learner-Declined District EL Services (1637), correcting the coding in the local student information system should remove the student from the “Find Missing Students” page and populate the student to the “Prepopulated Data” page. **Please note that any changes in the local student information system may take up to 24 hours to be reflected in the Wave.**

Students identified with the code progression detailed above will be identified as “No” in the EL column with the cell highlighted in yellow. A clickable “Has Issues” link in the “Data Validation Wizard” column on the far right hand side of the row will be available for you to review the issues if applicable.



Note: If when clicking this link a blank validation wizard screen is generated (make sure pop-ups are allowed from the Wave in your browser settings), the only issue with the student is the coding error detailed above. If the validation wizard screen populates with additional information, there is another issue with student data in addition to the coding error detailed above. **For the purposes of this report, the primary concern is to ensure all students that should be identified as EL are coded appropriately in the local student information system.** Additional errors aside from proper identification as an EL identified through the Data Validation Wizard may be dealt with at a later date. If a district concludes that the current coding of a student listed on the “Find Missing Students” page is indeed correct, no further action needs to be taken and the report may be confirmed for that site.

The screenshot shows a web interface with two input fields labeled 'First Name' and 'Middle Name', each with a dropdown arrow. Below these fields is a message: 'There were no items to show in this report.' At the bottom, there are navigation buttons (back, previous, 1, next, forward) and a 'Page size: 10' dropdown.

Student with coding only issue

The screenshot shows a web interface with two input fields labeled 'First Name' and 'Middle Name', each with a dropdown arrow. Below these fields are two tabs: 'TEST' and 'STUDENT'. The 'STUDENT' tab is active, showing a table with two columns: 'Error Description' and 'Date of Error'. The table contains one row with the error 'GradeLevelCode does not align for site.' and the date '1/01/0001 12:00:00'. At the bottom, there are navigation buttons (back, previous, 1, next, forward) and a 'Page size: 10' dropdown.

Student with coding and data validation issues

2. If the Ownership column is highlighted yellow: Any student with an STN currently tied to two or more active enrollments will generate an active “Has Issues” link in the “Ownership Wizard” column in the student row at the far right of the screen. Clicking this link will generate the “Ownership Wizard” screen and the district can work to address the issue.
3. If the STN column is highlighted yellow: Any student that has no STN assigned will generate an active “Has Issues” link in the “STN Wizard” column in the student row at the far right of the screen. Clicking this link will generate the “STN Wizard” screen and the district can work to address the issue.

Step 8.

Repeat steps 4 through 7 for each active site in the district. Please note that the WIDA Precode report only requires confirmation at the site level, final district certification is not required.

For questions, please contact the Office of English Language Proficiency:

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For support in correcting issues with Data Validation Wizard, STN Wizard and Ownership Wizard, please contact Data & Information Systems at StudentDataInfo@sde.ok.gov.