

Instructions for Using this Workbook

Disclaimer: This spreadsheet is not intended to keep track of student retakes, alternate tests, modified proficiency scores, or end of course projects. While Excel spreadsheets can be helpful in doing such tasks, this spreadsheet is not intended for that purpose.

Purpose: The purpose of this workbook is to provide districts with optional, uniform reporting tools.

Sections of This Workbook

- 1 There are four "pages" or "tabs" in this workbook following this Instructions tab.
- 2 The first tab is where you will input data regarding the number of students who are on target to graduate.
- 3 The second tab will show a graph of the data you input on the first tab.
- 4 The third tab is where you will input data by subject area regarding how your students have performed.
- 5 The fourth tab will show a graph of the data you input on the third tab.

How to Create the First Chart

- 1 On the tab labeled "% Meeting Req Data," replace the data in cells B4 through I9 with your school data.
- 2 You will be indicating the percent of students who have demonstrated mastery in one subject area, two subject areas, three subject areas, four subject areas not including Algebra I and/or English II, four subject areas including Algebra I and English II, five subject areas including Algebra I and English II, six subject areas including Algebra I and English II, and all seven subject areas.
- 3 Each row (rows 4-9) will only total to 100% in column J if you have no students that have not demonstrated mastery in at least one subject area.
- 4 This should automatically create a chart on the tab labeled "% Meeting Req Chart."
- 5 You can print this chart or export it for reporting purposes.

How to Create the Second Chart

- 1 On the tab labeled "% Proficient Data," replace the data in cells B3 through E9 with your school data.
- 2 You will be indicating the percent of students who demonstrated mastery in each subject area on their first EOI attempt, second EOI attempt or alternate test, third EOI attempt or alternate test or end of course project, and fourth EOI attempt or alternate test or end of course project.
- 3 Each row (rows 3-9) will only total to 100% in column F if you have no students that have yet to demonstrate mastery in that subject area.
- 4 This should automatically create a chart on the tab labeled "% Proficient Chart."
- 5 You can print this chart or export it for reporting purposes.

At this time, you are not required to submit this chart to the Oklahoma State Department of Education.

	1st EOI Attempt	1st Retake/Alternate	2nd Retake/Alternate/ End of Course Project	3rd Retake/Alternate/ End of Course Project		
Algebra I	75		13	8	2	98
Algebra II	65		15	9	1	90
Geometry	77		11	7	1	96
English II	84		8	8		100
English III	80		15	4		99
Biology I	75		12	3	1	91
U.S. History	72		28			100

Percent Proficient or Advanced by Opportunity

