

Annual Statistical Report Quick Guide for Student-level Data

(Source for **Chronic Absenteeism Indicator** on New School Report Card)

What?

The **Annual Statistical Report** certifies attendance and membership data for the current school year. The student-level data, accessible in the “**Student View**” tab, serves as the district-certified attendance data. Note that the “**Student View**” tab is new to the report for 2018. The Chronic Absenteeism indicator on the new School Report Card uses these certified attendance data for identification of students considered chronically absent. If a student has missed 10% or more of instructional days at their school, he or she is considered chronically absent. The Chronic Absenteeism indicator comprises approximately 11% of the overall grade for the new School Report Card in the accountability system.

Why?

Chronic absenteeism is linked to diminished academic outcomes. For more information on the rationale and intent of this indicator, please see the [Chronic Absenteeism FAQs](#). The ASR enables districts to review and certify the membership and attendance data for students to ensure accuracy. The ASR student-level data serves as the certified attendance records to identify students who were chronically absent at your school. Schools will receive points under the Chronic Absenteeism indicator based on the percentage of students not identified as chronically absent.

Where?

The ASR can be accessed via the Wave’s Portal in Single Sign-On. Select “State Reporting Certification” under the “Reporting” tab. Select the “Annual Statistical Report,” and then the “**Student View**” tab.

When?

The ASR is currently open. It opens in April of each school year and must be certified within ten days following a district’s last instructional day. We encourage an early review of the data to ensure that corrections may be made in your local SIS prior to RAO audits/visits.

How?

Once you are in the “**Student View**” in the report, you can review the Membership versus Attendance values. Again, any student for whom $(Attendance)/(Membership) \leq 90\%$ will be identified as chronically absent. To look at an individual student’s absences, select the “+” next to their LocalID. This expands Tier 2 for the student and shows their assigned calendar. Selecting the “+” next to the School in this view will expand Tier 3, which provides the Half/Full Day absence value, Absence date, Description, Status, and Attendance note. If appropriate, corrections to this data should be applied within your SIS and will be refreshed in the report nightly.

A provision for **medical exemptions** to the chronic absenteeism calculation can be accessed [here](#). Student absences that meet this criteria may be exempted from the calculation of $(Attendance)/(Membership)$. Following the ASR-certification, Accountability will provide districts the opportunity to review students identified as chronically absent (based on the ASR data), and submit exemption applications and documentation via Single Sign-On. This exemption window will open after the finalization of the ASR, in late-June/early-July. Additional guidance on exemption request procedures will be available prior to the opening of the exemption request window.

For questions, please contact the Office of Accountability at (405) 522-5169 or accountability@sde.ok.gov.