Demographic Overlay FAQs – Spring 2018

Office of Accountability, Oklahoma State Department of Education

What is the Demographic Overlay Report?

The Demographic Overlay is a report completed in the spring to certify demographic data that will be used for Assessment and Accountability. This report certifies the following information: Gender, IEP/504 status, EL status, EL 1st/2nd year proficient, Migrant, Title X (Homeless), Economically Disadvantaged status, Ethnicity/Race, Military, Foster, Most Recent Exit Date, and Teacher names for class reports.

Where can I find the report?

This report can be completed in The Wave's Portal under State Reporting Certification.

How is this report populated?

This report is a **current** view of the demographic information submitted by your local Student Information System (SIS) to the Wave. Any changes that need to occur to your data should take place in your SIS, and will be refreshed in the report in 24 hours. *Please note that Teacher Name ONLY, can be updated on the report screen. Please see below for more information on how to update Teacher Name.

What should I check first when looking at this report?

We recommend that you begin your review of the report with the "Find Missing Students" Tab. This will display any students for which there is currently a validation error. Once the error has been corrected in your local SIS, the record will move from "Find Missing Students" to the "Final Report" screen. Note that some students may remain in the "Find Missing Students" Tab if they have a Basis of Admission code that excludes them from State Reporting.

Some of my data are wrong, how do I fix it?

This report is a **current** display of your student information translated to the Wave. Thus, all updates must be made in your SIS and will be reflected in the report the following day. If you are unsure of what to update in your SIS to correct the error, please contact the Office of Accountability at (405) 522-5169 or accountability@sde.ok.gov. Please note that the Wave is a ***translation*** from your SIS. As we are unable to see your SIS from the local side, you may need to contact your SIS vendor in order to resolve the error.

How do I update the Teacher name?

You can review the teacher assignment within your SIS. The Teacher name is the ***only*** field that can be updated in the report in SSO, but we recommend attempting to resolve in your SIS first and only updating within the report as a last measure. Save these corrections for last! Updating information in the report application will ***freeze*** your data. This removes the ability to update information in your SIS to then be refreshed in the report. Teacher names must be manually corrected in the "On Screen Data Entry" tab in the report. **We recommend checking all other fields for accuracy first.**

When is this report due?

This report will close **on May 2nd, 2018**. This is the final snapshot date for demographics to be used for assessment records. No updates to demographics after this date will be reflected in students' assessments. Please ensure that your data are accurate prior to May 2nd. After the close of the report, the data will continue to be visible. Thus, you will be able to view any updates made in your SIS after the snapshot date by viewing the report. Again, these updates **will not be reflected** in state assessment reports. Those reports will use the data as is from May 2nd.

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