



OKLAHOMA STATE DEPARTMENT OF  
**EDUCATION**  
— CHAMPION EXCELLENCE —

# Demographic Overlay Report

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Office of Accountability

Oklahoma State Department of Education

29 March 2018



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**EDUCATION**  
— CHAMPION EXCELLENCE —

# What is the Demographic Overlay?

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- The Demographic Overlay report certifies the student demographics for use in assessment and accountability reporting.
- This report is populated from your district SIS\* and updates nightly.
- At the close of the report, OSDE takes a snapshot of the demographic data displayed.

SIS = Student Information System  
(i.e. MAS, PowerSchool, etc.)



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# Demographic Overlay Timeline

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- The report opens on 28 March 2018
- **The final snapshot is taken 2 May 2018**
- Between 28 March and 2 May, districts should review the data to ensure that the correct demographic values are being sent to the Wave



# How do I access the report?

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- This report is located in the Wave's portal via Single Sign On:  
<https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>
- Reporting->State Reporting Certification  
->Demographic Overlay
- Report is confirmed by school principal, and certified by district superintendent



# Where does the data come from?

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- This report is populated by the local SIS
- As such, if the information is showing correctly in your SIS, and being translated to the Wave properly, there should be no errors in your data
- Discrepancies between the report and your local SIS point to a **translation error**, which **you must resolve** with your SIS vendor



# What are some common errors?

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- Fields that should be carefully reviewed include: STN, Gender, ELL, ELL 1<sup>st</sup>/2<sup>nd</sup> yr Prof, IEP/504, Migrant, Homeless, Economically Disadvantaged, Race/Ethnicity, Military
- The Office of Accountability has released FAQs regarding many of these fields on our website and linked here:

[Demographic Overlay FAQs](#)

[Demographic Technical Guidance](#)

[Economically Disadvantaged Status FAQs](#)



# How do I fix my data?

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- This report is a current view of the demographics sent by your SIS
- All corrections must be made in your SIS and **will be updated in the report nightly**
- The columns under “Find Missing Students”: **Data Validation Wizard, STN Wizard, and Ownership Wizard**, point to a specific issue that must be resolved in the Wave so that the student may be brought into the report





# How do I know what to fix?

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- If the student is showing a “Has Issues” in one of the wizards, this points to specific issues in the data. For example:
  - A Data Validation Wizard Error generally means data is missing (e.g. no ELL status was sent) or the value was invalid (e.g. birthdate=01/05/2020)
  - A STN Wizard Issue generally means an issue with the student STN assignment. This means the student is highly (78%+) matched to another, but is not an exact (100%) match based on the provided student information.
  - An Ownership Wizard error generally means more than one school is claiming the student in membership over the same period of time



# How do I know what to fix? (cont.)

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A student may not have any issues in a Wizard but still require correction:

- For example, if a student has a Basis of Admission code that does not indicate the student is in membership (e.g. STSS/NR/COOP), the student will not populate in the report
- Also, a student could not be in “Find Missing Students” but have the incorrect race/ethnicity, economically disadvantaged status, etc.

These errors will still require correction in your SIS and will be refreshed in the report in 24 hrs.



# Report Navigation



Access the report via the Wave's portal in SSO:

<https://sdeweb01.sde.ok.gov/SSO2/>

<u>Demographic Overlay</u>	Closed	Not Started	3/28/18 0:00	5/3/18 10:00
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Under State Reporting Certification, select the Demographic Overlay Report



- Site Selector
- Prepopulated Data
- On Screen Data Entry
- Final Report
- Find Missing Students**
- Reporting Tools

Prepopulated Data

Select Site:

Site Status: Not Started

We recommend beginning with “Find Missing Students” where data exist for students we believe should be in your report, but have one or more validation error

School ID	STN	Local ID	Last Name	First Name	Birth Date	Gender	Grade	ELL	ELL 1
14I029170	1099930157	8405	Student21923LastName	Student21923FirstName	4/15/2004	M	07	Yes	No
14I029170	1099927147	4259	Student22061LastName	Student22061FirstName	10/8/2002	M	08	Yes	No
14I029170	1099920918	3043	Student22173LastName	Student22173FirstName	6/18/2004	F	08	Yes	No
14I029170	1099993139	7489	Student23175LastName	Student23175FirstName	8/17/2004	F	07	No	No
14I029170	1099981853	9403	Student23979LastName	Student23979FirstName	12/10/2003	F	08	Yes	No
14I029170	1099989772	9135	Student24630LastName	Student24630FirstName	3/15/2004	M	08	No	No
14I029170	1099951785	5265	Student24696LastName	Student24696FirstName	1/31/2002	F	08	Yes	No

White/Caucasian	Military	Data Validation Wizard	STN Wizard	Ownership Wizard
Yes	No	No Issues	No Issues	Has Issues
Yes	No	No Issues	No Issues	Has Issues
Yes	Yes	No Issues	No Issues	Has Issues
Yes	No	No Issues	No Issues	Has Issues
Yes	Yes	No Issues	No Issues	Has Issues
No	No	No Issues	No Issues	No Issues

The Wizard columns identify which validation is preventing the student from population. Proceed to the appropriate wizard in the Wave to correct the error

Home **District** Reporting Resources News

- Data Validation ->
- District Ownership Wizard
- School Partnership Data Tool
- Self Service Data Requester
- STN Wizard
- XSD Validation Errors Wizard

- Advanced Data Wizard
- Data Validation Wizard
- Data Validation Report Builder

Once you have resolved your “missing students” return to prepopulated data to ensure other students’ demographics are displaying correctly



Site Selector   **Prepopulated Data**   On Screen Data Entry   Final Report   Find Missing Students   Reporting Tools

Economic Disadvantaged	Hispanic	American Indian	Asian
Yes			
Yes			
Yes			No
No			No
Yes			Yes
No			Yes
Yes			Yes
No			Yes
Yes			Yes
No			Yes
No			Yes
Yes			No
Yes			Yes
No			No
Yes			No
No			Yes

You can filter by column to check the statuses of multiple students. For example, filter by “yes” for Economically Disadvantaged to ensure all students are correctly identified.

Once all data are accurate in your SIS, and the **translation of your data are displaying correctly in the report**, you may confirm/certify your data.

# Live Demonstration

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- <http://sde-tst03.agency.ok.local/SSO2/>



# Where can I get help?

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- The Office of Accountability is here to assist you in verifying and certifying your data.
- Should you have any questions please contact [accountability@sde.ok.gov](mailto:accountability@sde.ok.gov) or call (405) 522-5169

**Important date *May 2*:** The data snapshot will be taken on *May 2* for all assessment reporting. No updates made after this time will be reflected in assessment reports. Please ensure a thorough review of your data prior to *May 2*.

