



Guidance for Attendance and Suspensions

Office of Data & Information Systems
Oklahoma State Department of Education
(405) 521-3020

Governor Fallin approved several changes to Oklahoma Administrative Code 210:10-1-5 that will change the way that attendance is recorded on the Student Attendance Register. **It is appropriate for districts to implement the new rule for the entirety of SY 2018-19**, although the official effective date is September 14, 2018. According to the new rule, a student should only be “dropped” or “exited” when that student is no longer receiving services or expected to receive services from the LEA in which they were “on roll” or “in membership.” This change has several ramifications:

Suspensions Guidance

- It is no longer appropriate to “drop” or “exit” a student who is suspended out of school for any length of time as long as the school district is continuing to provide education services to the student. Services may include support for the education plan required for a student suspended more than 5 days under 70 O.S. § 24-101.3(D)—such as tutoring or regular contact with one or more teachers—and any services determined appropriate by the district for a student suspended 5 days or fewer. A suspended student’s basis of admission should remain the same and the student should remain “on roll” or “in membership.”
 - OSDE expects to receive the following fields/elements within the Attendance Code Info object when a student is absent due to a suspension:
 - Attendance Code = "OSS"
 - Attendance Type = "Absent"
 - Attendance Status = "Excused"
 - Absence Value = 0.5 or 1.0

Updated Entry/Exit Language

- All Entries and Exits are to be entered on the day the transaction occurs. Students are not considered “on roll” or “in membership” until they actually attend class or participate in instructional activities. “Future” enrollment records may be processed in the Student Information System prior to attending class or participating in instructional activities.
 - Students are considered “on roll” or “in membership” of the school until an exit date and an exit code are entered.

Partial Day/Partial Week Rules

- Students authorized by law to attend a partial school day or partial school week schedule shall not be counted as absent if they are in attendance during their scheduled education program.
 - Home-based pupils are considered “on roll” or “in membership” and in attendance for the duration of the time period they receive offsite education services from the school district.
 - Out-of-home placement students are carried “on roll” or “in membership” and are considered in attendance if they are present for their scheduled education program, whether at a school site or through offsite services provided by the district.
- Only three (3) year olds who are *currently* receiving services under IDEA should be assigned a basis of admission code other than “PK3” (“R”, “OT”, “ET”, etc.). All other three (3) year olds who are enrolled should be assigned a basis of admission code of “PK3.” (Attachment 1)
- Students that are receiving services under IDEA should not be indicated as absent if they are in attendance for their scheduled education program, including partial school day or partial school week instructional schedules.

Clarified Definitions

- Home-based program- An educational program for special education students who are unable to participate in a full-day educational program at school, or for students who are unable to attend school in person for a period of time due to extended medical or other issues, and who receive education services from the school district at their home or an equivalent non-school site such as a hospital, provided by one or more certified teachers.

For any questions regarding process or procedure for reporting students through your Student Information System, please contact Erik Friend @ (405) 521-2198 or erik.friend@sde.ok.gov or Lakisha Simon @ (405) 521-3020 or lakisha.simon@sde.ok.gov.

Attachment 1

Enrollment Guidance: Three Year Olds

Oklahoma State Department of Education

Question: How do you “enroll” a three-year-old child in your Student Information System (SIS)?

Response: This depends on whether the child is present for special education services and/or a regular education program.

- A. If the child is enrolling in a PK3 program and is *not* seeking special education services, enroll the child with a Basis of Admission code PK3.
- B. If the child is seeking special education services (regardless of the availability of a PK3 program in your district or if the child should be in a PK4 program but one is not offered in your district), create a basic student profile in your SIS with the Basis of Admission code PK3. *This should be done several days prior to the Special Education Department evaluating the prospective student to allow time for the Wave to find or assign a State Testing Number (STN) and EdPlan to populate the prospective student into the system (if not coming from SoonerStart).*
 - a. If the child **IS** determined eligible for services:
 - i. Complete the child’s enrollment and modify the Basis of Admission code to an appropriate code (such as R, OT, etc.).
 - ii. Develop the Individualized Education Program (IEP).
 - iii. Provide services.
 - b. If the child **IS NOT** eligible for services:
 - i. If the child is enrolling in a PK3 program provided by the district, complete the child’s enrollment leaving the Basis of Admission code PK3.
 - ii. If the child **IS NOT** enrolling in a PK3/PK4 program provided by the district, inactivate the child profile in your SIS using Exit code 3504.

Decision Flowchart

