The Wave October 1 Consolidated Report

This document is intended to be a brief outline of what to expect in relation to the Wave October 1 Consolidated report and how it connects with three other reports (Accreditation Report, Gifted Talented Report, LEP Immigrant Survey).

What is the Wave October 1 Consolidated Report?

The Wave October 1 Consolidated Report is a student-level report containing all of the students in membership on October 1st. The purpose of the report is to better align October 1 reporting in the state of Oklahoma and to reduce the reporting burden on districts by completing multiple report counts through the use of one report. Portions of this data are also used to assist long-term in calculating the Federal Four Year Adjusted Graduation Cohort.

When released, the report will be on the Wave website located under the "Reporting" tab inside the "State Reporting Certification" application. Districts will be notified as soon as the report is open. Prior to the report opening, districts can get a head start by ensuring that their data in their local Student Information Systems are correct and by addressing data errors in the Wave wizards. The steps districts can take to prepare for this report are explained more fully at the end of this document.

The information collected in the October 1 Consolidated report will be used to populate some of the data for the following reports:

1. **The Accreditation Report** – The statistical grid (also known as the grade grid) on the Accreditation report was previously a grid into which school districts could key aggregate numbers that represented the total count of students in membership on October 1 by Grade Level, Race, and Gender. This year the Accreditation report will still have the grade grid, but the aggregate data will be pre-populated using the Student Level data located on the Wave October 1 Consolidated Report. When you arrive at your Accreditation Report this year, you will see the grade grid and will be able to click on a field to reveal the students who make up those counts.   You will not be able to certify your Accreditation Report until the Wave October 1 Consolidated Report has been certified.

2. **The Gifted and Talented Report** – The Student Count page on the Gifted Talented Report was previously a grid into which school districts could key aggregate numbers that represented the total count of students in membership on October 1 by Grade Level, Race, and Gender who were participating in Gifted and Talented programs and the way those students were identified for Gifted and Talented programs. This year the Gifted Talented Report will still have the Student Count page, but the aggregate data will be pre-populated using the Student Level data located on the Wave October 1 Consolidated Report. When you arrive at your Gifted Talented report this year, you will see the grid, and it will not be filled in with any counts until the Wave October 1 Consolidated Report is marked as Certified by the District Superintendent. Gifted Talented coordinators who report this data need to work with the individuals who will be reporting the Wave October 1 Consolidated Report data to ensure that the Gifted Talented information for each student is accurate.

3. **Title III – Limited English Proficient (LEP)/Immigrant Survey** – The Immigrant Count and LEP Enrollment grid was previously completed by school districts entering aggregate numbers into the report that represented the total count of students in membership on October 1 by Grade Level, Race, and Gender who were Immigrant or Limited English Proficient. This year, the LEP/Immigrant survey will still contain these reports, but the data will be pre-populated using the Student Level data located on the Wave October 1 Consolidated Report. When you arrive at your LEP/Immigrant Survey report this year, you will see the grid, and it will not be filled in with any counts until the Wave October 1 Consolidated Report is marked as Certified by the District Superintendent. LEP and Immigrant program coordinators who report this data will need to work with the individuals who will be reporting the Wave October 1 Consolidated Report data to ensure the Immigrant and LEP information for each student is accurate.

In addition to pre-populating the report above, the information will also be used to establish and continue to monitor the Federal Adjusted Graduation Cohort information by providing the required four indicators (ELL, Migrant, Economic Disadvantage, and IEP) as well as establishing the cohort for students entering 9th grade for the first time.

What will be included on the Wave October 1 Consolidated Report?

The following columns for each student will appear on the Wave October 1 Consolidated Report:

First Name	The student's first name
Middle Name	The student's middle name
Last Name	The student's last name
Birth Date	The student's date of birth
Local ID	The Id assigned locally by the district's Student Information System
Student Testing Number	The Id assigned by the state to associate the student longitudinally to records
Hispanic Latino	An indication of whether or not the student or guardian has identified the student as Hispanic Latino
Race	The student's race
Gender	The student's gender
Grade Level	The grade the student is or was enrolled in on October 1st.
Gifted Talented	An indication of whether or not the student is or was being served in Gifted or Talented programs on October 1st.

Gifted Talented Identified	An indication of how the student was identified as Gifted or Talented. The Wave will receive one of three codes from your Student Information System: 1. THREE – Identified by scoring in the top 3% on any national standardized test of intellectual ability. (Gifted and Talented Regulations and Program Approval Standards, Subchapter 23, 210: 15-23) 2. MULTI – Identified by one or more multi-criteria 3. DNMCR – Does not meet criteria for Gifted or Talented.
ELL	English Language Learner – Limited English Proficient indicator
Immigrant	Immigrant Indicator – is the student an Immigrant
Migrant	Migrant Indicator – is the student a Migrant
English Proficiency Code	An indicator of the student's English Proficiency Level. This indicator along with the indicator below (English Proficiency Other Code) will be used to determine the Bilingual status of a student as well as their 1st or 2nd year proficiency status.
English Proficiency Other Code	An indicator of the proficiency/bilingual status of a student
Free Reduced	An indication of whether or not the student is receiving Free or Reduced price lunch
Economic Disadvantage	An indication of whether or not the student would qualify for Free or Reduced price lunch regardless of being served.
IEP	IEP indicator – is the student on an IEP
Section 504	Section 504 indicator – is the student Section 504

Students will appear on the report if their Entry Date and Exit Date (if exited) indicate they were in membership at a school on October 1st.

The data in these columns will be codes collected by the Wave from your local student information system. They may not be exactly the same as what you report inside your system, but your vendor has translated the codes into the Wave codes for reporting. If you not sure how to code a student in your local system to indicate that student is Gifted Talented, ELL, Immigrant, IEP, etc., you will need to contact the customer service support for your local vendor to learn the process for coding that student appropriately in your system.

What can I do now to prepare for this report?

There are several tasks that can be completed to ensure your district and/or school is prepared for the Wave October 1 Consolidated Report so that your Accreditation Report, Gifted Talented Report and LEP/Immigrant Survey can be completed on time.

1. **Coordinate efforts** – These reports comprise what could be multiple individuals or groups of individuals at your school or district who collect a subset of data on students. In the past these individuals would report their data separately to the state. This data will now be reported in a consolidated fashion. Be sure to include all individuals necessary when completing the Wave October 1 Consolidated Report.
2. **Enter the data into your Student Information System** – If you would normally not have housed some of these indicators in your local Student Information System, now is the time to get that data entered so that it will have time to populate the Wave data. Be sure all of the indicators listed above are accurately reported in your local system for each student.
3. **Check and Correct the Wave Wizards** – The Wave website has multiple wizards that look at your data to assist in data quality. Before October 1 your STN Wizard and District Ownership Wizard need to be cleared to ensure all of your students will be reported. On the Data Validation Wizard be sure to clear the "Student Demographics" section from any errors or warnings as well as the "Student School Enrollment" section as these will adversely affect your report. The rest of the categories should have no impact on your October 1 Reporting.

Where can I find more information/resources?

Prior to the opening of the Wave October 1 Consolidated Report, several resources will be made available:

1. Step-by-Step Manual – A step by step manual is being prepared for the release of the Wave October 1 Consolidated Report.
2. FAQ – An FAQ document will be made available inside the instructions of the actual report as districts ask questions when the report is open.
3. Video Training – A video training course will be available explaining the Wave October 1 Consolidated Report and how to navigate through it.
4. Live call Webinars – In the month of October live call webinars about the Wave October 1 Consolidated Report will be available to answer questions and discuss the report in progress.

All of the above information will be released throughout the month of September at the Student Information Page of the State Department of Education's website http://www.ok.gov/sde/student-information-system. Email alerts and tweets will go out when the information is available.