

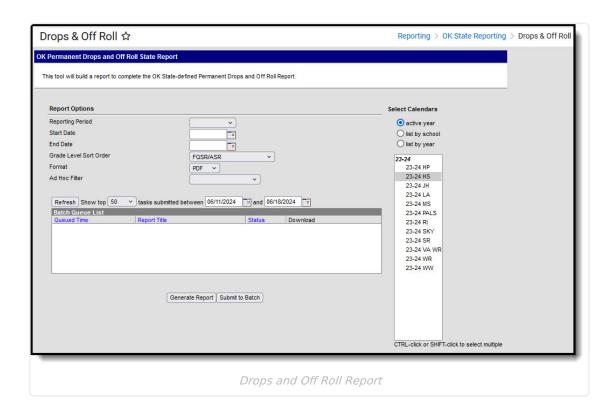
Drops & Off Roll Report (Oklahoma)

Last Modified on 10/15/2025 7:26 am CDT

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Tool Search: Drops and Off Roll

The OK Permanent Drops & Off Roll Report is used to define students who have ended or exited their enrollment within the school during the selected year and specified date range.



Report Logic

The following report logic is enforced:

- If the student's enrollment record has an End Date which falls on or after the Start Date entered on the extract editor and on or before the End Date entered on the extract editor, the enrollment record is reported.
- Only students with a SIF Admission (Enrollments > SIF Fields > Admission) value of the following are included: R, OT, ET01, ET02, ET03, ET04, ET05, ET06, ET07, ET08, RVON, RVOFF, FOY, ROP, ACEPT, BDR, BORDER-NR, TRVOFF, TRVON.
- If the student is assigned an Admission code that is NOT one of the above, that student's enrollment is not reported.



Report Editor Options

Field	Description
Calendar Reporting Period	The term options associated with the desired calendar selected for the report.
Start Date	The first date of the reporting period from which the data is being extracted. Dates are entered in <i>mmddyy</i> format, or use the calendar icon to select a date.
End Date	The last date of the reporting period from which the data is being extracted. Dates are entered in <i>mmddyy</i> format, or use the calendar icon to select a date
Select Calendars	The calendars that will be included in the report.
Grade Level Sort Order	Determines how records are sorted by grade level. Options include the following: • FQSR/SAR: reports based on the Code selected for the Grade Level. • Grade Name: reports numeric grades first, then alphabetically. • Grade Sequence Number: reports numerically by sequence.
Format	Generate the report in PDF, CSV, or HTML format.
Ad hoc Filter	Limits students reported to those in an existing Ad hoc Filter.
Report Generation	The report can be generated immediately using the Generate Report button. It can also be generated at a specific time using the Submit to Batch button. This allows the report to generate in the background and viewed at a later time, which keeps computing resources free for other tasks. To view reports that have been previously generated, you may choose how many reports to display and a date range for when the reports were generated. Selecting Refresh will returns these fields to their default values.

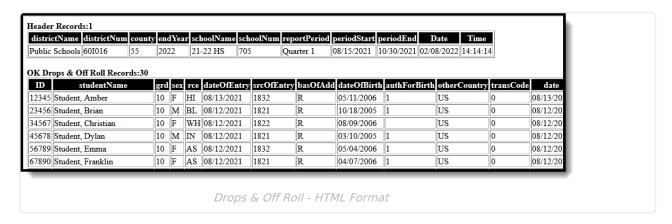
Generate the Report

- 1. Select the **Calendar Reporting Period**. This value does not impact reported enrollment record.
- 2. Enter the **Start Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. Enrollment records with End Dates that fall on or after this date are included. Acts as the first date within the date range.
- 3. Enter the **End Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. Enrollment records with End Dates that fall on or before this date are included. Acts as the end date within the date range.
- 4. Select a **Grade Level Sort Order**. Options include the following:
 - FQSR/SAR: reports based on the Code selected for the Grade Level.
 - Grade Name: reports numeric grades first, then alphabetically.
 - **Grade Sequence Number**: reports numerically by sequence.



- 5. Select the desired **Format** PDF, CSV or HTML.
- 6. Select an **Ad hoc Filter** to limit students reported to those in an existing <u>Ad hoc Filter</u>.
- 7. Select which **Calendar(s)** to include in the report.
- 8. Click **Generate Extract** to generate the report in the indicated format or **Submit to Batch** to schedule when the report will generate.

Users have the option of submitting a Drops & Off Roll report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process will allow larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the <u>Batch Queue</u> article.



Drops & Off Roll Report Layout

Element	Description & Format	Campus Location
ID	District-assigned student number.	Demographics > Student Number
	Numeric, 7 digits	Person.studentNumber
Student Name	The student's last name, first name, middle name.	Demographics > Last Name, First Name, Middle Name
	Alphanumeric, 30 characters	Identity.lastName Identify.firstName Identity.middleName
Grade	The grade level in which the student is enrolled in. This field reports the mapped State Grade Level code. Alphanumeric, 2 characters	Enrollments > Grade Enrollment.Grade
		Grade Level Setup > State Grade Level Code
Sex	The student's gender.	Demographics > Gender
	M or F, 1 character	Identity.gender



Element	Description & Format	Campus Location
Race	The student's race ethnicity. Alphanumeric, 2 characters	Demographics > Race/Ethnicity > Race(s) RaceEthnicity.code
Date of Entry	The student's first day of enrollment in the school. Date field, 10 characters	Enrollments > Start Date Enrollment.startDate
Source of Entry	The first four character of the Standard Code associated with the Start and End Status codes on the student's enrollment record. If the Standard Code field is null, 9999 reports. Alphanumeric, 4 characters	Enrollments > Start Status, End Status Enrollments.startStatus Enrollments.endStatus
Bas of Add	The reason the student was admitted to the school. Alphanumeric, 1 character	Enrollments > SIF Fields > Admission Enrollment.stateAid
Date of Birth	The student's date of birth. Date field, 10 characters	Demographics > Date of Birth Identity.birthDate
Auth of Birth	Indicates the method used to verify the person's identity. Alphanumeric, 4 characters	Demographics > Birth Verification Identity.birthVerification
Other Country	The country in which the student was born in. Alphanumeric, 2 characters	Demographics > Birth Country Identity.birthCountry



travels to school. • When the Miles Transported is blank or 0, a value of 0 reports. • When the Miles Transported is 0 and the student's grade level begins with H or the Admissions code is OHP1, a value of 1 reports. • When the Miles Transported is greater than 1.5 AND Admission = R: Resident - legal, a value of 3 reports. • When the Miles Transported is less than 1.5 AND Admission = Resident - legal, a value of 4 reports • Otherwise, a value of 6 reports. If the student's enrollment End Date is on or after the extract End Date or is null, the Transportation Code reports from the Transportation record that has a Start Date on or before the extract End Date and an End Date that is on or after the extract End Date, the Transportation Code reports from the Transportation record that has a Start Date on or before the extract End Date and an End Date that is on or after the extract End Date, the Transportation record that has a Start Date on or before the enrollment End Date and an End Date that is on or after the enrollment End Date on or defore the enrollment End Date and an End Date that is on or after the enrollment End Date, reports as 0. Calculated, 1 character Date The date the student started their enrollment.	Element	Description & Format	Campus Location
enrollment.	_	 based on the number of miles he/she travels to school. When the Miles Transported is blank or 0, a value of 0 reports. When the Miles Transported is 0 and the student's grade level begins with H or the Admissions code is OHP1, a value of 1 reports. When the Miles Transported is greater than 1.5 AND Admission = R: Resident - legal, a value of 3 reports. When the Miles Transported is less than 1.5 AND Admission = Resident - legal, a value of 4 reports Otherwise, a value of 6 reports. If the student's enrollment End Date is on or after the extract End Date or is null, the Transportation Code reports from the Transportation record that has a Start Date on or before the extract End Date and an End Date that is on or after the extract End Date or null. If the student's enrollment End Date is before the extract End Date, the Transportation Code reports from the Transportation Code reports from the Transportation record that has a Start Date on or before the enrollment End Date and an End Date that is on or after the enrollment End Date or null. If there is no active transportation record on the extract End Date, reports as 0. 	Transportation > Miles Transported Student Information > Transportation > State Reporting > Eligible Route Transportation.milesTransported
Date field, 10 characters	Date	enrollment.	Enrollments > Start Date Enrollment.startDate



Element	Description & Format	Campus Location
Bus Route	The In Bus/Out Bus value or Eligible Route value (Transporation 2.0) entered on the student's Transportation record. If the student's enrollment End Date is on or after the extract End Date or is null, the Bus Route reports from the Transportation record that has a Start Date on or before the extract End Date and an End Date that is on or after the extract End Date or null. If the student's enrollment End Date is before the extract End Date, the Bus Route reports from the Transportation record that has a Start Date on or before the enrollment End Date and an End Date that is on or after the enrollment End Date or null. If there is no active transportation record on the extract End Date, reports as blank. Alphanumeric, 1 character	Student Information > Transportation > In Bus Student Information > Transportation > Out Bus Student Information > Transportation > State Reporting > Eligible Route Transportation.inBus Transportation.outBus
District of Res	The resident district of the student. Numeric, 6 characters	Enrollments > State Reporting Fields > Resident District Enrollment.residentDistrict
Drop Date	The date the student ended their enrollment. Date field, 10 characters	Enrollments > End Date Enrollment.endDate
Drop Code	The end status assigned to the ended enrollment record. Reports from the Standard Code of the code selected in the End Status. If null, 9999 reports. Alphanumeric, 4 characters	Enrollments > End Status Enrollment.endStatus