

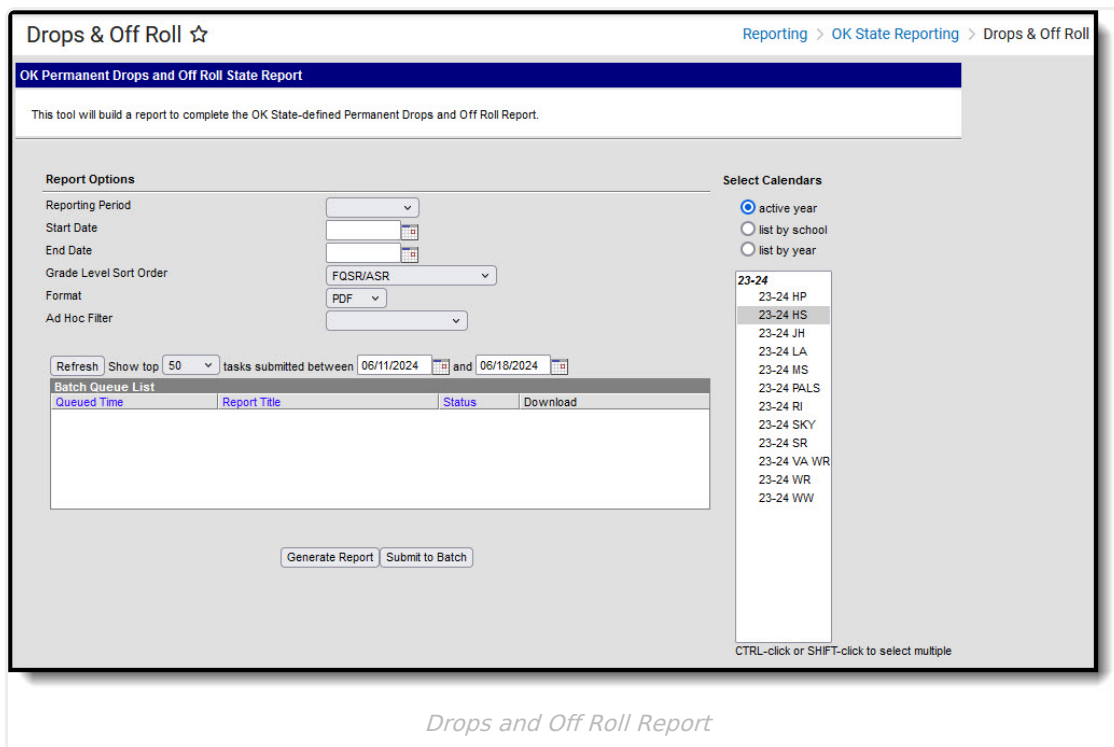
# Drops & Off Roll Report (Oklahoma)

Last Modified on 12/14/2025 8:45 pm CST

[Report Logic](#) | [Report Editor Options](#) | [Generate the Report](#) | [Drops & Off Roll Report Layout](#)

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.



The screenshot shows the 'Drops & Off Roll' report interface. At the top, there's a breadcrumb trail: 'Reporting > OK State Reporting > Drops & Off Roll'. Below this is a header 'OK Permanent Drops and Off Roll State Report'. A message states: 'This tool will build a report to complete the OK State-defined Permanent Drops and Off Roll Report.'

The interface is divided into two main sections: 'Report Options' on the left and 'Select Calendars' on the right.

**Report Options:**

- Reporting Period: A dropdown menu.
- Start Date: A date picker.
- End Date: A date picker.
- Grade Level Sort Order: A dropdown menu with 'FQSR/ASR' selected.
- Format: A dropdown menu with 'PDF' selected.
- Ad Hoc Filter: A dropdown menu.

Below these options, there are buttons for 'Refresh', 'Show top 50', and a date range filter 'tasks submitted between 06/11/2024 and 06/18/2024'. There is also a 'Batch Queue List' table with columns: 'Queued Time', 'Report Title', 'Status', and 'Download'. The table is currently empty.

At the bottom of the 'Report Options' section, there are two buttons: 'Generate Report' and 'Submit to Batch'.

**Select Calendars:**

- Radio buttons for 'active year' (selected), 'list by school', and 'list by year'.
- A list of calendars for the year '23-24':
  - 23-24 HP
  - 23-24 HS
  - 23-24 JH
  - 23-24 LA
  - 23-24 MS
  - 23-24 PALS
  - 23-24 RI
  - 23-24 SKY
  - 23-24 SR
  - 23-24 VA WR
  - 23-24 VWR
  - 23-24 VWW

At the bottom right of the 'Select Calendars' section, there is a note: 'CTRL-click or SHIFT-click to select multiple'.

Below the screenshot, the text 'Drops and Off Roll Report' is displayed in a light gray font.

## 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
<b>Calendar Reporting Period</b>	The term options associated with the desired calendar selected for the report.
<b>Start Date</b>	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.
<b>End Date</b>	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.
<b>Select Calendars</b>	The calendars that will be included in the report.
<b>Grade Level Sort Order</b>	Determines how records are sorted by grade level. Options include the following: <ul style="list-style-type: none"> <li>• <b>FQSR/SAR:</b> reports based on the Code selected for the <a href="#">Grade Level</a>.</li> <li>• <b>Grade Name:</b> reports numeric grades first, then alphabetically.</li> <li>• <b>Grade Sequence Number:</b> reports numerically by sequence.</li> </ul>
<b>Format</b>	Generate the report in PDF, CSV, or HTML format.
<b>Ad hoc Filter</b>	Limits students reported to those in an existing <a href="#">Ad hoc Filter</a> .
<b>Report Generation</b>	The report can be generated immediately using the <b>Generate Report</b> button. It can also be generated at a specific time using the <b>Submit to Batch</b> 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 <b>Refresh</b> will return 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 [Ad hoc Filter](#).
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 [Batch Queue](#) article.

Header Records:1

districtName	districtNum	county	endYear	schoolName	schoolNum	reportPeriod	periodStart	periodEnd	Date	Time
Public Schools	601016	55	2022	21-22 HS	705	Quarter 1	08/15/2021	10/30/2021	02/08/2022	14:14:14

OK Drops & Off Roll Records:30

ID	studentName	grd	sex	rce	dateOfEntry	srcOfEntry	basOfAdd	dateOfBirth	authForBirth	otherCountry	transCode	date
12345	Student, Amber	10	F	HI	08/13/2021	1832	R	05/11/2006	1	US	0	08/13/20
23456	Student, Brian	10	M	BL	08/12/2021	1821	R	10/18/2005	1	US	0	08/12/20
34567	Student, Christian	10	F	WH	08/12/2021	1822	R	08/09/2006		US	0	08/12/20
45678	Student, Dylan	10	M	IN	08/12/2021	1821	R	03/10/2005	1	US	0	08/12/20
56789	Student, Emma	10	F	AS	08/12/2021	1832	R	05/04/2006	1	US	0	08/12/20
67890	Student, Franklin	10	F	AS	08/12/2021	1821	R	04/07/2006	1	US	0	08/12/20

Drops & Off Roll - HTML Format

## Drops & Off Roll Report Layout

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

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

Element	Description & Format	Campus Location
<b>Transport Code</b>	<p>The transportation code of the student based on the number of miles he/she travels to school.</p> <ul style="list-style-type: none"> <li>• When the Miles Transported is blank or 0, a value of 0 reports.</li> <li>• 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.</li> <li>• When the Miles Transported is greater than 1.5 AND Admission = R: Resident - legal, a value of 3 reports.</li> <li>• When the Miles Transported is less than 1.5 AND Admission = Resident - legal, a value of 4 reports</li> <li>• Otherwise, a value of 6 reports.</li> </ul> <p>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.</p> <p>If the student's enrollment End Date is before the extract End Date, 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.</p> <p>If there is no active transportation record on the extract End Date, reports as 0.</p> <p><i>Calculated, 1 character</i></p>	<p>Student Information &gt; Transportation &gt; Miles Transported</p> <p>Student Information &gt; Transportation &gt; State Reporting &gt; Eligible Route</p> <p>Transportation.milesTransported RouteBus.MilesTransported</p>
<b>Date</b>	<p>The date the student started their enrollment.</p> <p><i>Date field, 10 characters</i></p>	<p>Enrollments &gt; Start Date</p> <p>Enrollment.startDate</p>

Element	Description & Format	Campus Location
<b>Bus Route</b>	<p>The In Bus/Out Bus value or Eligible Route value (Transportation 2.0) entered on the student's Transportation record.</p> <p>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.</p> <p>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.</p> <p>If there is no active transportation record on the extract End Date, reports as blank.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Student Information &gt; Transportation &gt; In Bus Student Information &gt; Transportation &gt; Out Bus</p> <p>Student Information &gt; Transportation &gt; State Reporting &gt; Eligible Route</p> <p>Transportation.inBus Transportation.outBus</p>
<b>District of Res</b>	<p>The resident district of the student.</p> <p><i>Numeric, 6 characters</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Resident District</p> <p>Enrollment.residentDistrict</p>
<b>Drop Date</b>	<p>The date the student ended their enrollment.</p> <p><i>Date field, 10 characters</i></p>	<p>Enrollments &gt; End Date</p> <p>Enrollment.endDate</p>
<b>Drop Code</b>	<p>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.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Enrollments &gt; End Status</p> <p>Enrollment.endStatus</p>