

# Statistical Summary Report (Oklahoma) [.2231 - .2235]

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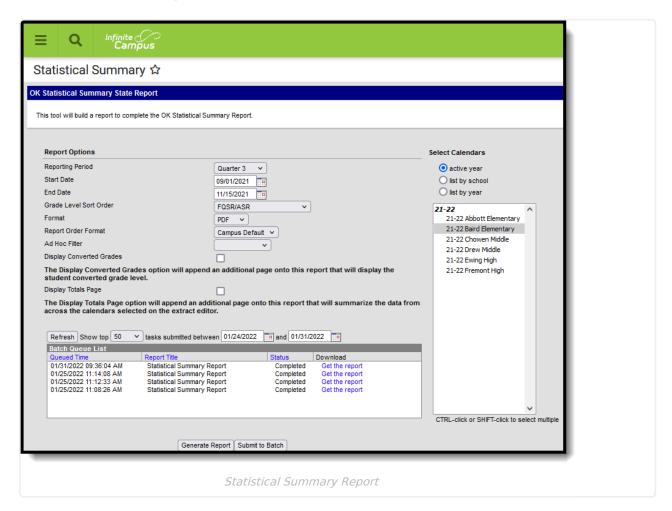
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Classic View: OK State Reporting > Statistical Summary

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The Statistical Summary report, formerly the Entries, Gains and Losses report, extracts student data by grade level regarding the number of students who entered a school, enrolled in a school and left a school. The report is due Quarter 1-4 and End of Year.



# **Report Logic**

• Only students with a Transportation Start Date that falls on or within the extract Date range



are included in the transportation section of the report.

- Student counts may only be duplicated in the Entire Period field, which will occur when students are OHP1-4 and enrolled in one of the calendar's grade levels.
- No Show enrollments do not report.
- Enrollments marked as State Exclude will not be included in calculations.
- Day counts for Transportation and Attendance data is reported based on the specific enrollment active on each day.

Only students with a SIF Admission (Student Information > General > Enrollments > SIF Fields > Admission) value of the following are included: OHP1, OHP2, OHP3, OHP4, R, OT, ET01, ET02, ET03, ET04, ET05, ET06, ET07, ET08, RVON, RVOFF. FOY, FRGN, ROP, BORDER-R

• If the student is assigned an Admission code that is NOT one of the above, the days are not counted for that student's enrollment.

#### **Attendance Logic**

The report returns attendance data for the selected reporting period (quarter or semester) for the selected calendars. Attendance is calculated as follows:

- Present when the total instructional minutes in the day is greater than 200.
  - Attendance for the AM (first half of the day) is calculated by finding all periods with a Start Time that is on or before the first half of the day (instructional minutes divided by 2).
    - If the student was present 120 minutes or more within the first half of the day, that student is counted as present.
  - Attendance for the PM (second half of the day) is calculated by finding all periods where the End Time is on or after the last half of the day (instructional minutes divided by 2).
    - If the student was present 120 minutes or more within the last half of the day, that student is counted as present.
  - Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt.
  - If the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance tab, those minutes are also counted.
  - If present minutes fall in both halves of the day, present minutes are split evenly between the two day halves.
- Present when the total instruction minutes in the day is 200 or less.
  - The student must be present for at least 120 instructional minutes in the entire day to be considered present for both AM and PM half-day periods.
  - Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt.
  - If the student is Absent or Absent/Exempt but a value other than 0 is entered for their



Present Minutes on the Attendance tab, those minutes are also counted.

- Absent when the total instructional minutes in the day is greater than 200.
  - Attendance for the AM (first half of the day) is calculated by finding all periods with a Start Time that is on or before the first half of the day (instructional minutes divided by 2).
    - If the Half Day Absence (Minutes) field on the student's Grade Level is populated (or on the Calendar if null), reports as absent if the student was absent for more than that many minutes. Otherwise, if the student was present for less than 120 minutes within the first half of the day, that student is counted as absent.
  - Attendance for the PM (second half of the day) is calculated by finding all periods where the End Time is on or after the last half of the day (instructional minutes divided by 2).
    - If the Half Day Absence (Minutes) field on the student's Grade Level is populated (or on the Calendar if null), reports as absent if the student was absent for more than that many minutes. Otherwise, if the student was present for less than 120 minutes within the last half of the day, that student is counted as absent.
  - Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt.
  - If the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance tab, those minutes are also counted.
- Absent when the total instruction minutes in the day is 200 or less.
  - If the Whole Day Absence (Minutes) field on the student's Grade Level is populated (or on the Calendar if null), reports as absent if the student was absent for more than that many minutes. Otherwise, a student present for less than 120 instructional minutes in the entire day is considered absent for both AM and PM half-day periods.
  - Period minutes are counted for all periods where the student is not marked as Absent or Absent/Exempt.
  - If the student is Absent or Absent/Exempt but a value other than 0 is entered for their Present Minutes on the Attendance tab, those minutes are also counted.

Transportation is only reported for days that the enrolled student had an active transportation record.

## **Report Editor**

Field	Description
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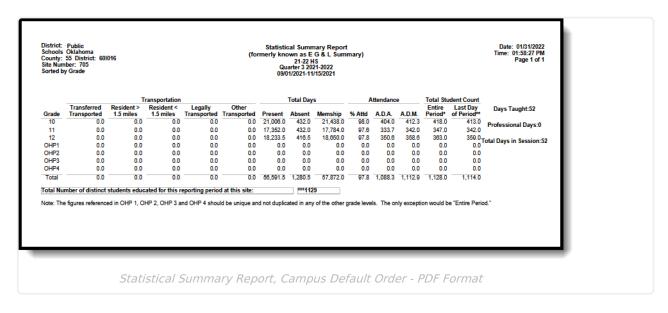
Field	Description
Reporting Period	The term period from which data is extracted. Options include the following:  • Quarters 1-4  • Semesters 1-2  • End of Year
Start Date	The date on which the reporting period begins.
End Date	The date on which the reporting periods ends.
Grade Level Sort Order	Determines 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.
Report Order Format	<ul> <li>Determines what report layout generates.</li> <li>The Campus Default option groups attendance/membership data AFTER the Transportation data.</li> <li>The State Order option groups attendance/membership data first and matches the report layout the state provides, and allows for easier reconciliation of the data.</li> </ul>
Ad hoc Filter	Limits students reported to those in an existing Ad hoc Filter.
Display Converted Grades	<ul> <li>If selected, an additional page is included in the report that displays the student's converted grade level, which is their grade level relative to their age on September 1 of the school year. The following grade levels report: <ul> <li>PK3: Students who were age 3 on 9/1 and enrolled in a State Grade Level of PK3F, PK3H, PK4F, or PK4H.</li> <li>PK: Students who were age 4 on 9/1 and enrolled in a State Grade Level of KG or KG/H.</li> <li>KG: Students who were age 5 on 9/1 and enrolled in a State Grade Level of 01.</li> </ul> </li> </ul>
Display Totals Page	Generates an additional page providing totals by calendar.
Select Calendars	At least one calendar needs to be selected in order to generate the report. Reports can be selected by Active Year, School or Year.



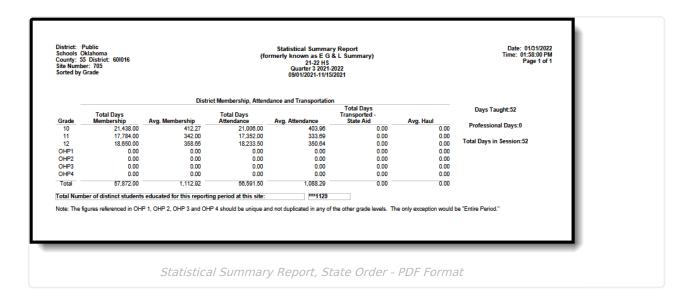
Field	Description
Report Generation	The extract can be generated immediately using the <b>Generate Report</b> button. Or, use the <b>Submit to Batch</b> button to select when the report is generated. See the Batch Queue article for more information on this functionality.

# **Generate the Report**

- 1. Select the **Reporting Period** from the dropdown list.
- 2. Enter the **Start Date** for the report.
- 3. Enter the **End Date** for the report.
- 4. Select a Grade Level Sort Order.
- 5. The extract generates in *PDF* format by default. Select a different **Format** (*CSV* or *HTML*) if desired.
- 6. Select the desired Report Order.
- 7. Select an Ad hoc Filter to limit students reported.
- 8. Mark **Display Totals Page** to generate the report with an additional page at the end that provides totals summarized by calendar.
- 9. Select the **Calendar(s)** to include in the report.
- 10. Click the **Generate Report** button to view the report in the selected format or **Submit to Batch Queue** if desired.







# **Report Layout**

Campus Default Order | State Order | Admission Codes

## **Campus Default Order**

Element	Description & Format	Campus Location
Grade	Identifies the grade levels available in the reporting calendar.  Alphanumeric, 4 characters	System Administration > Calendar > Calendar > Grade Levels; Student Information > General > Enrollments > Out of Home Placement  Enrollment.grade Enrollment.ohp



Element	Description & Format	Campus Location
Transferred Transported	Indicates the total number of days between the date range entered on the extract editor for students who have transferred are being transported by bus to the district.  If the student's In Bus is NOT blank and Admission code is OT, enrollment reports: (End Date - Start Date) - Days Absent  The Miles Transported field must not be null or 0 for this field to report.  Numeric, 6 digits, XX,XXX.X	Calculated, not dynamically stored
Resident > 1.5 Miles	Indicates the total days Resident students were transported 1.5 miles or more.  If the student's In Bus is NOT blank, Miles Transported is more than 1.5 and Admission code is R or RVON, enrollment reports: (End Date - Start Date) - Days Absent  Numeric, 6 digits, XX,XXX.X	Calculated, not dynamically stored
Resident < 1.5 Miles	Indicates the total days Resident students were transported less than 1.5 miles.  If the student's In Bus is NOT blank, Miles Transported is less than 1.5 and Admission code is R or RVON, enrollment reports: (End Date - Start Date) - Days Absent  Numeric, 6 digits, XX,XXX.X	Calculated, not dynamically stored
Legally Transported	Indicates the total days for legally transported students.  Reports the sum of Transferred Transported and Resident < 1.5 fields. If the student has an enrollment Admission Code of FOY, this field also reports any transportation entered in the Other Transported field.  Numeric, 6 digits, XX,XXX.X	Calculated, not dynamically stored



Element	Description & Format	Campus Location
Other Transported	Indicates the total days transported for tuition admitted students.  If the student's In Bus is NOT blank, and Admission code is TU, enrollment reports: (End Date - Start Date) - Days Absent  The Miles Transported field must not be null or 0 for this field to report.  Numeric, 6 digits, XX,XXX.X	Calculated, not dynamically stored
Present	Identifies the total number of days per grade level students are supposed to be present.  Numeric, 6 digits, XX,XXX.X	Calculated, not dynamically stored
Absent	Identifies the total number of days per grade level students are absent.  Numeric, 6 digits, XX,XXX.X	Calculated, not dynamically stored
Memship	Identifies the total number of days per grade level students are enrolled.  Numeric, 6 digits, XX,XXX.X	Calculated, not dynamically stored
%Attd	Indicates the percent of attendance per grade level based on the date range entered on the extract editor.  (Total Days) Present / Memship = %Attd  Numeric, 3 digits, XX.X%	Calculated, not dynamically stored
A.D.A	Identifies the average daily attendance for the date range entered on the extract editor.  Present / Total number of days between the start and end date entered on the extract editor  Alphanumeric, 3 characters	Calculated, not dynamically stored



Element	Description & Format	Campus Location
A.D.M	Identifies the average daily membership for the date range entered on the extract editor.  Memship / Total number of days between the start and end date entered on the extract editor  Alphanumeric, 3 characters	Calculated, not dynamically stored
Entire Period	Identifies the number of individual students who had at least one instructional day during the date ranged entered on the extract editor.  Numeric, 6 digits, XX,XXX.X	Calculated, not dynamically stored
Last Day of Period	Indicates the total number of individual students enrolled on the end date entered on the extract editor.  Numeric, 6 digits, XX,XXX.X	Calculated, not dynamically stored
Days Taught	Indicates the total number of days class was in session during the date range entered on the extract editor.  Reports the total number of days marked as a School Day (where this Type has a dictionary value of 01). If multiple calendars are selected, reports the sum of days across calendars.  Numeric, 6 digits, XX,XXX.X	Calculated, not dynamically stored
Professional Days	Identifies the total number of days marked as professional during the date range entered on the extract editor.  For each day on or inside the extract editor Start Date and End Date range, when a Day Event exists on the day where System Administration > Calendar > Days > Day Detail > Day Events > Type has a dictionary Value field = 01, add 1 to the "Professional Day" count. If multiple calendars are selected, reports the sum of days across calendars.  Numeric, 1 digit	Calculated, not dynamically stored



Element	Description & Format	Campus Location
Total Days in Session	Indicates the summation of Days Taught and Professional Days. If multiple calendars are selected, reports the sum of days across calendars.  Numeric, 2 digits	Calculated, not dynamically stored
Total	Indicates the column total which equals the summation of all grade level information separated by each of the thirteen extracted categories.  Numeric, 6 digits, XX,XXX.X	Calculated, not dynamically stored
Total Number of Distinct Students Educated for this Reporting Period at this Site	Identifies the total number of students who were enrolled during the date range entered on the extract editor. No student will be counted more than once.  Numeric, 6 digits, XX,XXX.X	Calculated, not dynamically stored

#### **State Order**

Element	Description & Format	Campus Location
Grade	Identifies the grade levels available in the reporting calendar.  Alphanumeric, 4 characters	System Administration > Calendar > Calendar > Grade Levels; Student Information > General > Enrollments > Out of Home Placement  Enrollment.grade Enrollment.ohp



Element	Description & Format	<b>Campus Location</b>
Total Days Membership	Reports the total number of enrolled student days for each grade level.  • Only the students with an allowed Admission Code (Student Information > General > Enrollments > SIF Fields > Admission) are counted.  • When the student is assigned to an Admission code that is NOT allows, or when their Admission field is blank, do NOT count the days for this student's enrollment.  Numeric, 7 digits (XXXXXXXX)	Calculated, not dynamically stored
Average Membership	Reports the total membership for the grade level divided by the Number of Days in the session (uses the Start and End Dates entered on the report editor.  This is the same value as the ADM field in the Campus Default layout.  Numeric, 3 digits	Calculated, not dynamically stored
Total Days Attendance	Reports the total number of days present divided by the number of days in the session (uses the Start and End Dates entered on the report editor.  This is the same value as the ADA field in the Campus Default layout.  Numeric, 6 digits	Calculated, not dynamically stored
Average Attendance	Reports the calculation result of the following:  • Total Days Attendance DIVIDED BY Days Taught  • Round to the nearest 100th (Example: 403.961 rounds to 403.96)  Numeric, 6 digits	Calculated, not dynamically stored



Element	Description & Format	<b>Campus Location</b>
Total Days Transported - State Aid	Reports the SUM of the Transferred Transporte and Resident > 1.5 fields.	Calculated, not dynamically stored
	Transferred Transported + Resident >1.5 = Legally Transported	
	Includes any transportation from the Other Transported field for those students with an enrollment Admission Code = FOY.	
	This is the same as the Legally Transported column in the Campus Default format.	
	Numeric, 6 digits	
Average Haul	<ul> <li>Report the calculation result of the following:</li> <li>Totals Days Transported - State Aid             <b>DIVIDED BY</b> Days Taught</li> <li>Round to the nearest 100th (Example:             4.047 rounds up to 4.05)</li> <li>Totals Days Transported - State Aid             <b>DIVIDED BY</b> Days Taught</li> </ul>	Calculated, not dynamically stored
	Numeric, 6 digits	
Days Taught	Indicates the total number of days class was in session during the date range entered on the extract editor.	Calculated, not dynamically stored
	Reports the total number of days marked as a School Day (where this Type has a dictionary value of 01). If multiple calendars are selected, reports the sum of days across calendars.	
	Numeric, 6 digits (XX,XXX.X)	



Element	Description & Format	<b>Campus Location</b>
Professional Days	Identifies the total number of days marked as professional during the date range entered on the extract editor.  For each day on or inside the extract editor Start Date and End Date range, when a Day Event exists on the day where System Administration > Calendar > Days > Day Detail > Day Events > Type has a dictionary Value field = 01, add 1 to the Professional Day count.  If multiple calendars are selected, reports the sum of days across calendars.  Numeric, 1 digit	Calculated, not dynamically stored
Total Days in Session	Indicates the summation of Days Taught and Professional Days. If multiple calendars are selected, reports the sum of days across calendars.  Numeric, 2 digits	Calculated, not dynamically stored
Total	Indicates the column total which equals the summation of all grade level information separated by each of the thirteen extracted categories.  Numeric, 6 digits (XX,XXX.X)	Calculated, not dynamically stored
Total Number of Distinct Students Educated for this Reporting Period at this Site	Identifies the total number of students who were enrolled during the date range entered on the extract editor. No student is counted more than once.  Numeric, 6 digits (XXXX)	Calculated, not dynamically stored

# **Admission Codes**

Code	Description
BDR	School For the Deaf/Blind. (Only used to report students to the Wave)
BORDER	Student is a resident of a bordering state
CHSP	Charter Sponsor
СООР	Co-op Student



Code	Description
COOPVOFF	Co-op, virtual online school OFF campus
COOPVON	Co-op virtual online school ON campus
FOY	Finishing Out the Year
IEPSA	IEP Service Agreement
IEPSAVOFF	IEP Service Agreement Virtual OFF campus
IEPSAVON	IEP Service Agreement Virtual ON campus
NR	Non-Resident
NRISP	Non-Resident student served by district, not a resident on an ISP
OHP1	Out of Home Placement 1
ОНР2	Out of Home Placement 2
ОНР3	Out of Home Placement 3
ОНР4	Out of Home Placement 4
ОТ	Transfer - Open Transfer
ОТН	Other
R	Resident - Legal
RBD	School For the Deaf/Blind. Boards at school
RBDTD	School For the Deaf/Blind. Transported daily to and from school
RISP	Resident student served by district on an ISP
RVOFF	Resident, virtual online school OFF campus
RVON	Resident virtual online school ON campus
то	Transportation Only. The district will receive transportation only funding.
TU	Tuition
TUVOFF	Tuition, virtual online school OFF campus
TUVON	Tuition, virtual online school ON campus