



Reporting Requirements for 2021 - 2022

Oklahoma State Department of
Education
(405) 521-3020

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Name	OSDE Division	Start Date	End Date	Instructions	Related Links	Description	Found on	Contact	Website	Legislation	Report Type
Postsecondary Opportunities Coursework	Accountability	8/1/2021	6/30/2022	Single Sign On --> Accountability Reporting Application --> Student Data --> Coursework Districts will review the data that is populated via their Student Information System. Corrections must be made in the district Student Information System and within 24 hours, the changes will show in the coursework file	https://sde.ok.gov/resources-accountability-reporting	This report takes data from your local Student Information System through The Wave and into Accountability Reporting where you are able to filter and monitor postsecondary coursework throughout the year to ensure that data is feeding correctly and if it is not, to correct in your local Student Information System. This report will be used for the Postsecondary Opportunity Indicator for the Oklahoma School Report Cards.	Single Sign On	(405) 522-5169	https://sde.ok.gov/accountability-assessments	OAC 210:10-13-22	State
Chronic Absenteeism Medical Exemption Window	Accountability	8/1/2021	6/30/2022	Single Sign On --> Accountability Reporting Application --> Student Data --> Attendance	https://sde.ok.gov/resources-accountability-reporting	Under HB 1988, schools now have local discretion to medically exempt student's absences related to physical or mental illness, infection, injury, disease, or emotional trauma (OAC 210:10-13-25, section (c)(2)) or medically excused absences stemming from public health emergencies (see section (h)) for exclusion from Chronic Absenteeism indicator calculations. The Chronic Absenteeism Medical Exemption window will allow schools to submit supporting documentation for medically exempt absences that have been locally approved by your district's chronic absenteeism committee, based on locally approved medical exemption policies.	Single Sign On	(405) 522-5169	https://sde.ok.gov/accountability-assessments	OAC 210:10-13-25	State,Federal
Student Enrollment Graduation Data Review	Accountability	10/2/2021	1/10/2022	Single Sign On --> Accountability Reporting Application --> Student Data --> Enrollment Graduations The Enrollment Graduation Review process serves as the final opportunity for schools to review and request changes to student-level graduation data prior to graduation indicator calculations and reporting, as is federally required.	https://sde.ok.gov/resources-accountability-reporting	During this process, school users can use the Accountability Reporting application to use the EZ Entry process to upload documentation that corroborates student removal from the adjusted cohort graduation rate. Once these enrollment conflicts are resolved, school users can then create data verification requests and upload supporting documentation for all students whose exit codes may need updating. Any student without appropriate written documentation uploaded during this final review window will be included in the school's adjusted cohort graduation rate as a non-graduate.	Single Sign On	(405) 522-5169	https://sde.ok.gov/accountability-assessments	OAC 210:10-13-18(c)(6)(A)	State,Federal
Demographic Overlay	Accountability	3/1/2022	5/13/2022	Single Sign On --> The Wave --> Reporting > State Reporting Certification --> Demographic Overlay	https://sde.ok.gov/resources-accountability-reporting	The Demographic Overlay is used by the Office of Assessment. The Wave will be utilizing data collected directly from each district's Student Information System (SIS) to finalize student demographic information for state assessment reporting purposes.	Single Sign On	(405) 522-5169	https://sde.ok.gov/accountability-assessments	OAC 210:10-13-11	State
Assessment Correction	Accountability	6/1/2022	7/1/2022	Single Sign On --> Accountability Reporting Application --> Student Data --> Coursework Districts will use the application to request verification or updates of assessment data. Changes may also be made in the local Student Information System where appropriate.	https://sde.ok.gov/resources-accountability-reporting	This report allows users to review and correct assessment information for students prior to the final release of the data for State and Federal Reporting and for the Accountability portion of the Oklahoma School Report Cards. Schools are provided a minimum 15-day window to review the Assessment Data and make any necessary corrections, including verifying STNs and assessment participation.	Single Sign On	(405) 522-5169	https://sde.ok.gov/accountability-assessments	OAC 210:10-13-22	State
Dropout Report	Accountability, Student Support, Data Quality and Research, Data & Information System	10/2/2021	11/1/2021	Single Sign On --> Accountability Reporting Application --> Student Data --> Dropouts	https://sde.ok.gov/resources-accountability-reporting	This report allows district data users to review student-level data prior to state and federal dropout reporting requirements.	Single Sign On	(405) 521-3301	https://sde.ok.gov/sde-divisions/student-support	OAC:210:35-25-3	State,Federal
Transfer Notifications-Emergency Transfer Cancellation	Accreditation	7/1/2020	6/30/2021	Emergency transfers may only be cancelled with the concurrence of the board of the receiving school district and the guardian of the student. A school district must notify the guardian in writing of the date and time for which the transfer will be considered for cancellation by the school board and the written notice must be received by the guardian no less than five (5) business days prior to the date of a regularly scheduled meeting at which the proposed cancellation will be considered, or no less than forty-eight (48) hours prior to the meeting at which the proposed cancellation will be considered if it is a special meeting.	Student Transfer Documents	Transfers to another district may be approved by the board of education of the receiving school district. If the grade a student is entitled to pursue is not offered in the district where the student resides, the transfer shall be automatically approved by the receiving school district. No student may be granted more than one (1) open transfer per school year, but may qualify for additional transfers pursuant to emergency provisions of the Education Open Transfers Act or a legal change in residence.	Other	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	OAC: 210-10-1-18	State

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School Calendar Hours Notification	Accreditation	1/1/2021	10/15/2021	A school district must upload to Single Sign On (SSO) a letter of notification when it chooses a calendar calculated by hours rather than days for an Accreditation approval of a 1,080 hours calendar. The letter must be signed by the district superintendent and school board president and include minutes from the local board approval meeting.	Days to Hours Instruction Worksheet	For all public schools in Oklahoma, school shall be in session and classroom instruction offered no less than one hundred eighty (180) days; or no less than one thousand eighty (1,080) hours each school year. If a district board of education adopts a school-hours policy, the district must notify the State Board of Education before October 15 of the applicable school year.	Single Sign On	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	70 O.S. § 1-109	State
District Requests for Site Changes	Accreditation	1/3/2021	9/1/2021	Districts send a formal request by stating the specific changes to sites, along with approved board minutes. Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation		Districts periodically need to change site designations regarding grades served or request a new site code due to construction or closing of a site. Districts send a formal request by stating the specific changes to sites, along with approved board minutes. The Accreditation Division then assigns a site code, if necessary, and forwards the changes on to the relevant OSDE divisions.	Document	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	70 O.S. § 3-104	State
School Board Membership Report	Accreditation	4/6/2021	5/15/2021	After each June election and no later than August 15, each local school district superintendent must submit a completed Annual School Board Membership Report to the Accreditation Division of the Oklahoma State Department of Education. Superintendents should also submit this report any time there is a change in their local board membership such as a resignation or newly appointed member. If a school board seat run-off election is required, the membership report is due by August 15. Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation	Annual School Board Membership Report	The State Board of Education shall maintain records of attendance by school board members.	Document	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	70 O.S. § 5-110.2	State
Inter-local Cooperatives (ILC) - Forms Sent	Accreditation	6/1/2021	5/15/2022	Inter-local Cooperative Directors will receive the OSDE required forms by May 15. ILC administrators must distribute these forms to participating districts.	Inter-local Cooperatives	Boards of education of two or more school districts may enter into an inter-local cooperative agreement.	Document	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	OAC: 210-1-9-4	State
Districts Presenting Annual College Remediation Report to Local Board of Education	Accreditation	7/1/2021	6/30/2022	Related Documents: Single Sign On and Student Transfer Documents	OK State Regents Reports	A district shall annually review and discuss with the local board of education each site's first year college remediation rate.	Other	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	OAC: 210-35-25-4	State
First Year Superintendents provide Professional Development Points to the SDE	Accreditation	7/1/2021	6/30/2022	Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation	First Year Superintendents	Professional development requirements shall be met by each superintendent employed for the first time in the state of Oklahoma as a district superintendent. Verification of training shall be submitted to the director of the program at the State Department of Education. A certificate will be provided to district superintendents upon completion of the training requirements.	Document	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	OAC: 210-20-21-1	State
Transfer Notifications – Request Open Transfer	Accreditation	7/1/2021	5/31/2022	Notifications shall be provided to the OSDE no later than May 31 of the same year in which the transfer is requested. The receiving school district shall notify the resident school district that an application for transfer has been filed by the student enrolled in the resident school district.	Student Transfer Documents	Transfers to another district may be approved by the board of education of the receiving school district. If the grade a student is entitled to pursue is not offered in the district where the student resides, the transfer shall be automatically approved by the receiving school district. No student may be granted more than one (1) open transfer per school year, but may qualify for additional transfers pursuant to emergency provisions of the Education Open Transfers Act or a legal change in residence.	Other	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	OAC: 210-10-1-18	State
Annual Career Tech Center Accreditation Application Forms Sent	Accreditation	7/1/2021	9/15/2021	Mail to OSDE: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation	Student Transfer Documents	Districts complete the accreditation application annually.	Document	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	70 O.S. § 3-104.4	State
Statutory Waiver/Deregulation	Accreditation	7/1/2021	10/1/2021	Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation	Statutory Waiver/Deregulation Application	Districts may request waivers from certain Legislations and deregulations from certain administrative code.	Document	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	70 O.S. § 3-126	State

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Withdrawal from Inter-local Cooperative	Accreditation	7/1/2021	3/15/2022	Superintendents of districts currently participating in an Inter-local cooperative (ILC) must submit an "Intent to Withdraw" letter by March 15 only if the district chooses not to participate in upcoming school year. The letter is to be submitted to the designated ILC's Executive Board members and the OSDE Accreditation Director. Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation		Notice of intent of a school district to withdraw from the cooperative agreement must be given no later than March 15 for the ensuing school year.	Document	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	OAC: 210-1-9-4	State
Annual Accreditation Application	Accreditation	10/1/2021	10/15/2021	Single Sign On--> Accreditation Application		Districts complete the accreditation application annually.	Single Sign On	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	70 O.S. § 3-104.4	State
School Board Elections	Accreditation	12/6/2021	4/5/2022	The election of members of the board of education of every school district and technology center school district shall be conducted on the First Tuesday in April of each year, except in any year when a Presidential Preferential Primary is held in February, then the election shall be held on the same day as the Presidential Preferential Primary.		Local school board elections are held for vacant school board seats.	Other	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	26 O.S. § 13A-103	State
School Board Member Filing for Open Seat	Accreditation	12/7/2021	12/9/2021	Candidates shall file on the first Monday in December through the following Wednesday		Candidates who are filing to become a member of the board of education of every school district or technology center school district shall file declarations of candidacy in the same place and with the same officials as candidates for county office.	Other	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	26 O.S. § 13A-105	State
Charter School Applications and Contracts	Accreditation	1/1/2022	6/30/2022	The charter school sponsor will send all required documents by June 30 of the year prior to which the charter school is to begin operation. Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation	Charter School Information	Charter school sponsors must provide various documents to the OSDE in accordance with the Oklahoma Charter School Act.	Document	(405) 521-3335	http://sde.ok.gov/sde/oklahoma-charter-schools-program	70 O.S. § 3-130 through 70 O.S. § 3-145 and OAC: 210:40-87	State
School Accreditation Recommendations prepared and presented to the State Board of Education	Accreditation	1/1/2022	7/1/2022	The Office of Accreditation presents recommendations to the State Board of Education for approval. Accreditation visits are typically finished by the end of the school year, and the recommendations are usually made to the State Board of Education in July.	Accreditation Standards	Regional Accreditation Officers (RAOs) travel to each school district and conduct accreditation site visits using the current Compliance Report and Accreditation Standards. Deficiencies are noted, if applicable, and the accreditation status to be recommended is determined.	Other	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	70 O.S. § 3-104	State
Oklahoma Honor Society	Accreditation	2/1/2022	3/15/2022	Forms to be used in listing students that have been nominated for membership will be sent to the local school authorities prior to February 1 of each year. Membership will be based upon work done during the first semester of the current year and the second semester in the preceding year. Nominations should be approved by the local school officials no later than March 15 of each year. A list of students nominated shall be provided to the Accreditation Office on forms furnished for that purpose. A certificate of membership for each person approved will be sent to the local school authorities. These certificates will be distributed in time for closing exercises of the school in the spring. Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation	Honor Society Instructions	Every accredited middle, junior high, or high school in the state is eligible to organize a local chapter of the society.	Document	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	OAC 210:35-23-2	State
Summer School Accreditation Application	Accreditation	5/1/2022	8/1/2022	The State Department of Education must receive this application prior to or during the first week of summer school. Copies of this application are to be kept at the office of the superintendent and the administrative office for the summer school. Submit two notarized copies of this application. Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation	Summer School Accreditation Application	Districts complete an annual accreditation application.	Document	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	70 O.S. § 3-104.4	State
Inter-local Cooperatives (ILC) - Form Submission	Accreditation	5/15/2022	6/15/2022	Inter-local cooperatives for the following school year must submit all completed OSDE forms: Participation Agreement, Authorization to Pay Funds, and the District Board Appointee with Loyalty Oath no later than July 15. These forms are provided by the OSDE to the ILC administrators to distribute to participating districts. Submit two copies of OSDE Accreditation Application to Accreditation Division of OSDE. Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Accreditation	Accreditation Applications	Boards of education of any two or more school districts may enter into an inter-local cooperative agreement.	Document	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	OAC: 210-1-9-4	State

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Open Transfer Notifications – Approve or Deny	Accreditation	5/31/2022	7/15/2022	No later than July 15 of the year in which the transfer is requested, the board of education of the receiving school district shall approve or deny the application and notify student's guardian of the decision in writing. Open transfers may not be cancelled unless the receiving school district has notified the resident school district and guardian of the students of its intent to cancel the transfer by July 15 prior to the school year for which the school district seeks to cancel the transfer.	Student Transfer Documents	Transfers to another district may be approved by the board of education of the receiving school district. If the grade a student is entitled to pursue is not offered in the district where the student resides, the transfer shall be automatically approved by the receiving school district. No student may be granted more than one (1) open transfer per school year, but may qualify for additional transfers pursuant to emergency provisions of the Education Open Transfers Act or a legal change in residence.	Other	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	OAC: 210-10-1-18	State
Open Transfer Notifications – Notice of Enrollment	Accreditation	5/31/2022	8/1/2022	By August 1, the guardians of the student shall provide the receiving school district with written notification that the student will be enrolling. Failure of the guardians to notify may result in the loss of the student's right to enroll in the school district for that year only. If a guardian fails to notify the receiving school district that a student will be enrolling, and the receiving school district chooses to cancel the transfer, the receiving school district shall provide a written notice of the cancellation to the guardian and the resident district immediately upon cancellation.	Student Transfer Documents	Transfers to another district may be approved by the board of education of the receiving school district. If the grade a student is entitled to pursue is not offered in the district where the student resides, the transfer shall be automatically approved by the receiving school district. No student may be granted more than one (1) open transfer per school year, but may qualify for additional transfers pursuant to emergency provisions of the Education Open Transfers Act or a legal change in residence.	Other	(405) 521-3335	https://sde.ok.gov/accreditation-standards-division	OAC: 210-10-1-18	State
Implementation Plan	Alternative Education	8/21/2021	9/15/2021	Single Sign On--> Alternative Education Implementation Plan		Districts provide OSDE with their plan to deliver alternative education to students. The previous school year's expenditure report must be turned in order to gain access to the current year's implementation plan.	Single Sign On	(405) 521-2820	https://sde.ok.gov/alternative-education	70 O.S. § 1210.569	State
Student Data Report	Alternative Education	5/1/2022	6/30/2022	OSDE will provide a link to the survey form		Districts will provide alternative education student data to OSDE Activity: OSDE will send out a link to the emails provided by the district in the alternative education implementation plan around the beginning of May.	Survey	(405) 521-2820	https://sde.ok.gov/alternative-education	70 O.S. § 1210.568	State
District Wide Student Needs Assessment	Alternative Education	5/1/2022	6/30/2022	Single Sign On--> Districtwide Student Needs Assessment		Annual reporting of district student data in areas like attendance, suspension, promotion, GPA.	Single Sign On	(405) 521-2820	https://sde.ok.gov/alternative-education	70 O.S. § 1210.569	State
Spring Testing: Student Non-Standard Accommodation Request	Assessment	12/1/2021	2/1/2022	Single Sign On--> Non-Standard Accommodation Application		The Non-Standard Accommodation Application is intended to allow users the ability to request an ELA Read Aloud Accommodation or Unique Accommodation. The State Department of Education (OSDE) will then review the application and issue a decision based on the submitted criteria.	Single Sign On	(405) 521-3341	https://sde.ok.gov/office-assessments	OAC 210:10-13-11	State
OSTP Precode	Assessment	11/15/2021	1/12/2022	Single Sign On--> The Wave--> Reporting --> Precode		The Wave will be utilizing data collected directly from each district's Student Information System (SIS) to submit the Oklahoma School Testing Program Pre-code file directly to the testing company for the district.	Wave	(405) 521-3341	https://sde.ok.gov/office-assessments	OAC 210:10-13-4	State
Oklahoma School Testing Program: Test prep in-service sessions	Assessment	2/1/2022	2/28/2022	For specific training dates and to sign up for sessions visit the OSDE website		Test preparation and administration sessions are required of all District Test Coordinators. Sessions will cover OSTP overview, shipping procedures, and assessment policies.	SDE Website	(405) 521-3341	https://sde.ok.gov/office-assessments	OAC 210:10-13-6	State
Testing Status Information for Invalidations or Exemptions	Assessment	1/10/2022	5/21/2022	Single Sign On-->Accountability (A-F Report Cards)		Use this tool to submit Invalidations and Emergency Medical Exemptions to be approved by Assessment staff. This tool replaces the Testing Status Application from the school district reporting site.	Single Sign On	(405) 521-3341	https://sde.ok.gov/office-assessments	OAC 210:10-13	State
District Test Coordinator Designations & CCRA Selection	Assessment	8/1/2021	8/31/2021	Form found on Assessment website. E-mail: samantha.sheppard@sde.ok.gov with the subject line: "Test Coordinator Information"		Superintendents shall designate District Test Coordinators for the district and all buildings; names, e-mail addresses, and telephone numbers of District Test Coordinators (DTC) will be provided. Superintendents will also select their CCRA (SAT/ACT).	Document	(405) 521-3341	https://sde.ok.gov/office-assessments	OAC 210:10-13-4	State

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WIDA Precode	Assessment, English Language Proficiency	11/8/2021	12/1/2021	Single Sign On --> Accountability Reporting Application --> TBD (future guidance to come)	https://sde.ok.gov/resources-accountability-reporting	The WIDA Precode Report allows districts to review and confirm students currently identified as English Learners (2349), or English Learners- Declined District EL Services (1637), who will be participating in spring WIDA ACCESS assessment.	Single Sign On	(405) 522-1220	https://sde.ok.gov/english-language-proficiency-assessments	OAC 210:10-13-4	State, Federal
Application for Seamless Summer Option	Child Nutrition Programs	7/1/2021	5/15/2022	Claims, Applications and Review System (CARS) --> Checklist --> Seamless Summer Option		For School Food Authorities (SFAs) to participate in the Seamless Summer Option, at least 50 percent of the children in the area to be served must be eligible for free or reduced-price school meals (USDA Waiver for 50% eligibility until October 1). SFAs follow the same guidelines as the National School Lunch Program (NSLP) and School Breakfast Program (SBP).	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		Federal
Application for Provision 2 or 3 of the NSLP or School Breakfast Program (SBP)	Child Nutrition Programs	7/1/2021	8/1/2022	Contact the Child Nutrition Programs Office		Provision 2 or 3 are counting and claiming alternatives allowing LEAs to reduce their paperwork burden. Data obtained in a Base year of documenting free and reduced-price percentages is brought forward each year and applied to the current school year's enrollment figures. These figures then are used by the State Agency, after October enrollment is collected, to calculate claiming percentage for meal reimbursements each month.	Document	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		Federal
Food Safety Inspection Report	Child Nutrition Programs	7/1/2021	6/30/2022	Claims, Applications and Review System (CARS) --> Checklist --> Food Safety Inspection Report		Each site participating in the NSLP must post the latest Food Safety Inspection Reports. The SFA enters the number of sites that had one, two, or three inspections during the previous school year and maintains documentation of the reports which must be available for review at any time. A minimum of two inspections per site.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		Federal
Civil Rights Compliance Checklist	Child Nutrition Programs	7/1/2021	10/31/2021	Claims, Applications and Review System (CARS) --> Checklist --> Food Safety Inspection Report		The Civil Rights Compliance Checklist Form must be completed by each school site and keep on-site.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		Federal
On Site Review for National School Lunch Program	Child Nutrition Programs	7/1/2021	2/1/2022	Claims, Applications and Review System (CARS) --> Other Documents		Only for school districts with more than one eating site. A review must be conducted for each lunch site and 50% of the breakfast sites.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		Federal
Application for Fresh Fruit and Vegetable Program (FFVP)	Child Nutrition Programs	7/1/2021	6/30/2022	Claims, Applications and Review System (CARS) --> Other Documents --> 2022 Household Application		The FFVP Grant provides all students in participating Elementary schools with a variety of free fresh fruits and vegetables during the school day for children to sample.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		Federal
FY 22 Free/Reduced Meal Application / Household Application	Child Nutrition Programs	7/1/2021	6/30/2022	Claims, Applications and Review System (CARS) --> Other Documents --> 2021 Household Application		The Free and Reduced Meal Application for the National School Lunch Program is completed by households at the beginning of each school year to determine the household's eligibility for free or reduced-price meals for students enrolled in the local school district. Persons must complete the application and provide income information which determines eligibility.	Document	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		Federal
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for July	Child Nutrition Programs	8/1/2021	8/10/2021	Claims, Applications and Review System (CARS) --> Claims Program		FY 22 Renewal Application must be approved. Each school will enter by site, the number of lunches, breakfasts, afterschool snacks and/or milk(Special Milk Program) served during the previous month.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for July	Child Nutrition Programs	8/1/2021	8/15/2022	Claims, Applications and Review System (CARS) --> Claims Program		FY 22 Renewal Application must be approved. Each school will enter by site the number of lunches, breakfasts, afterschool snacks and/or milk(Special Milk Program) served during the previous month.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for August	Child Nutrition Programs	9/1/2021	9/15/2021	Claims, Applications and Review System (CARS) --> Claims Program		Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State

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Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for August	Child Nutrition Programs	9/1/2021	9/10/2021	Claims, Applications and Review System (CARS) --> Claims Program		Claim entered by school site - the number of lunches, breakfasts, afterschool snacks, and/or milk (Special Milk Program) served during the previous month.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State
Verification Report	Child Nutrition Programs	10/1/2021	11/15/2021	Claims, Applications and Review System (CARS) --> Checklist --> Low Income Report		SFAs verify their enrollment, the number of students participating in provision or CEP schools (if applicable), the number of students who qualify for free meals through direct certification, the number of students who qualify for free meals through documentation, and the number of students who qualify for reduced-priced meals. They also verify the results of their verification process.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		Federal
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for September	Child Nutrition Programs	10/1/2021	10/15/2021	Claims, Applications and Review System (CARS) --> Claims Program		Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for September	Child Nutrition Programs	10/1/2020	10/10/2021	Claims, Applications and Review System (CARS) --> Claims Program		Claim entered by school site - the number of lunches, breakfasts, afterschool snacks, and/or milk (Special Milk Program) served during the previous month.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State
Low Income Student Count Report	Child Nutrition Programs	11/1/2021	11/30/2021	Claims, Applications and Review System (CARS) --> Checklist --> Low Income Report		Opens after the district's October Claim is certified. Districts enter the total number of on-site free-eligible and reduced-price eligible students and total on-site district enrollment after receiving their certified enrollment numbers for October and entering claims. Must be submitted after the October Claim has been processed.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		Federal
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for October	Child Nutrition Programs	11/1/2021	11/15/2021	Claims, Applications and Review System (CARS) --> Claims Program		Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for October	Child Nutrition Programs	11/1/2021	11/10/2021	Claims, Applications and Review System (CARS) --> Claims Program		Claim entered by school site - the number of lunches, breakfasts, afterschool snacks, and/or milk (Special Milk Program) served during the previous month.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for November	Child Nutrition Programs	12/1/2021	12/15/2021	Claims, Applications and Review System (CARS) --> Claims Program		Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for November	Child Nutrition Programs	12/1/2021	12/10/2021	Claims, Applications and Review System (CARS) --> Claims Program		Claim entered by school site - the number of lunches, breakfasts, afterschool snacks, and/or milk (Special Milk Program) served during the previous month.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for December	Child Nutrition Programs	1/1/2022	1/15/2022	Claims, Applications and Review System (CARS) --> Claims Program		Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for December	Child Nutrition Programs	1/1/2022	1/10/2022	Claims, Applications and Review System (CARS) --> Claims Program		Claim entered by school site - the number of lunches, breakfasts, afterschool snacks, and/or milk (Special Milk Program) served during the previous month.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State

Name	OSDE Division	Start Date	End Date	Instructions	Related Links	Description	Found on	Contact	Website	Legislation	Report Type
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for January	Child Nutrition Programs	2/1/2022	2/15/2022	Claims, Applications and Review System (CARS) --> Claims Program		Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State
Application for Summer Food Service Program	Child Nutrition Programs	2/1/2022	4/30/2022	Single Sign On --> Summer Food Service Programs		Sponsors must complete each section of the application, certify it and submit it. The application includes contact information for the sponsor, type of sites, site locations, budget information, operating hours of each site, site staff contact information, food preparation method, number of operating days, and other pertinent information.	Single Sign On	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		Federal
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for January	Child Nutrition Programs	2/1/2022	2/10/2022	Claims, Applications and Review System (CARS) --> Claims Program		Claim entered by school site - the number of lunches, breakfasts, afterschool snacks, and/or milk (Special Milk Program) served during the previous month.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for February	Child Nutrition Programs	3/1/2022	3/15/2022	Claims, Applications and Review System (CARS) --> Claims Program		Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for February	Child Nutrition Programs	3/1/2022	3/10/2022	Claims, Applications and Review System (CARS) --> Claims Program		Claim entered by school site - the number of lunches, breakfasts, afterschool snacks, and/or milk (Special Milk Program) served during the previous month.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State
Application for the Community Eligibility Provision	Child Nutrition Programs	4/1/2022	8/31/2022	Contact the Child Nutrition Programs Office		Community Eligibility Provision is a program that allows LEAs to feed free meals to all students enrolled in participating sites. LEAS may participate as a whole district, groups of sites, or individual sites. To be eligible the district, groups of sites or sites must have 40% or more of their enrolled students directly certified and have the documentation in place to verify that percentage.	Document	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		Federal
Paid Lunch Equity Tool (PLE)	Child Nutrition Programs	4/1/2022	6/30/2022	The PLE Tool is posted as an Excel spreadsheet when received from USDA. Email completed spreadsheet to OSDE: cnp.data.submissions@sde.ok.gov Claims, Applications and Review System (CARS) --> Other Documents --> Paid Lunch Equity Tool (PLE Tool) Must be submitted AND approved prior to beginning the next school year Application and Agreement.		Schools are required to charge students for paid meals at a price that is, on average, equal to the difference between free meal reimbursement and paid meal reimbursement rates for lunch only. Schools that currently charge less are required to gradually increase their prices over time. Schools complete this tool to establish how much they should increase their paid lunch prices.	CARS, Document	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		Federal
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for March	Child Nutrition Programs	4/1/2022	4/15/2022	Claims, Applications and Review System (CARS) --> Claims Program		Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State
Review Direct Certification Report for Free Students	Child Nutrition Programs	4/1/2022	6/30/2022	Single Sign On --> The WAVE Portal --> Direct Certification SFA must complete three times annually, AND in April. Check Claims, Applications and Review System (CARS) messages for specific dates. Information is kept by the local school district's child nutrition manager/director in an electronic form or hard copy to be presented when requested for review purposes.		Direct Certification is a method for identifying students who qualify for free meals through the National School Lunch Program (NSLP). Data from the Department of Human Services for children, ages 3-20, who are receiving SNAP/TANF benefits is shared monthly and uploaded into The Wave. School districts can pull reports that designate their students receiving benefits. Students on the Direct Certification List do not have to fill out a Free/Reduced Meal Application to be eligible to receive free meals through the NSLP.	Single Sign On	(405) 521-3020	https://sde.ok.gov/student-information-system		State
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for March	Child Nutrition Programs	4/1/2022	4/10/2022	Claims, Applications and Review System (CARS) --> Claims Program		Claim entered by school site - the number of lunches, breakfasts, afterschool snacks, and/or milk (Special Milk Program) served during the previous month.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State

Name	OSDE Division	Start Date	End Date	Instructions	Related Links	Description	Found on	Contact	Website	Legislation	Report Type
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for April	Child Nutrition Programs	5/1/2022	5/15/2022	Claims, Applications and Review System (CARS) --> Claims Program		Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for April	Child Nutrition Programs	5/1/2022	5/10/2022	Claims, Applications and Review System (CARS) --> Claims Program		Claim entered by school site - the number of lunches, breakfasts, afterschool snacks, and/or milk (Special Milk Program) served during the previous month.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State
Claim for Fresh Fruit and Vegetable Program (FFVP) Grant for May	Child Nutrition Programs	6/1/2022	6/15/2022	Claims, Applications and Review System (CARS) --> Claims Program		Claim for reimbursement for fresh fruits and vegetables served during the previous month by schools participating in the FFVP Grant.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State
Claim for Reimbursement for Lunches, Breakfasts, Afterschool Snacks, and/or Special Milk Program for May	Child Nutrition Programs	6/1/2022	6/10/2022	Claims, Applications and Review System (CARS) --> Claims Program		Claim entered by school site - the number of lunches, breakfasts, afterschool snacks, and/or milk (Special Milk Program) served during the previous month.	CARS	(405) 521-3327	https://sde.ok.gov/child-nutrition-programs		State
Gun-Free Schools Weapon Report	Counseling	7/1/2021	6/30/2022	Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Counseling or Fax to: (405) 522-0496, Attn: Counseling	https://sde.ok.gov/sites/ok.gov.sde/files/Weapon%20Report%20Form.pdf	Due within two weeks of any incident.	Document	(405) 521-2106	https://sde.ok.gov/counseling	H.R. 1 § 4141; NCLB § 4112	State
School Employee Assault Report	Counseling	7/1/2020	6/30/2021	Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Counseling or Fax to: (405) 522-0496, Attn: Counseling	http://www.ok.gov/sde/sites/ok.gov.sde/files/School Employee Assault Report Form_0.pdf	Report to the OSDE only when an assault occurs.	Document	(405) 521-2106	https://sde.ok.gov/counseling	70 O.S. 1991 § 641, 642, 646	State
District Bullying Prevention Policy	Counseling	7/1/2021	12/30/2021	Single Sign On--> District Bullying Prevention Policy	https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx	Every district is required to submit its bullying prevention policy annually.	Single Sign On	(405) 521-2106	https://sde.ok.gov/counseling	70 O.S. § 24-100.4	State
Annual Incident and Firearms Report- Unsafe School Choice Option Report	Counseling	7/1/2021	6/30/2022	Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Counseling or Fax to: (405) 522-0496, Attn: Counseling	https://sde.ok.gov/sites/ok.gov.sde/files/WeaponReportForm.pdf	Every district must submit the Annual Incident and Firearms-Unsafe School Choice Option Report annually.	Document	(405) 521-2106	https://sde.ok.gov/counseling	H.R. 1, §4141; NCLB, § 4112; NCLB § 9532	State
Graduation Part-Time Enrollment Report-Quarter One	Counseling	10/20/2021	11/19/2021	Single Sign On--> The Wave--> Reporting --> State Reporting Certification--> Graduation Part-Time Report Qtr. 1		On the Graduation Part-time report, districts will be required to provide the Number of Classes in a Day and the Number of Days in a Quarter for your school's calendar and schedule. Each student who did not graduate with his/her cohort due to lack of credits, and is enrolled on a part-time basis to meet graduation requirements will need to be provided, along with the number of classes enrolled, number of membership days, and actual number of days the student was in attendance. High schools that do not have part-time students are still required to confirm and certify the report each quarter.	Wave	(405) 522-0031	https://sde.ok.gov/counseling	70 O.S. § 11-103.6	State
Graduation Part-Time Enrollment Report-Quarter Two	Counseling	12/29/2021	1/31/2022	Single Sign On--> The Wave--> Reporting --> State Reporting Certification--> Graduation Part-Time Report Qtr. 2		On the Graduation Part-time report, districts will be required to provide the Number of Classes in a Day and the Number of Days in a Quarter for your school's calendar and schedule. Each student who did not graduate with his/her cohort due to lack of credits, and is enrolled on a part-time basis to meet graduation requirements will need to be provided, along with the number of classes enrolled, number of membership days, and actual number of days the student was in attendance. High schools that do not have part-time students are still required to confirm and certify the report each quarter.	Wave	(405) 522-0031 Academic Counseling	https://sde.ok.gov/counseling	70 O.S. § 11-103.6	State

Name	OSDE Division	Start Date	End Date	Instructions	Related Links	Description	Found on	Contact	Website	Legislation	Report Type
Graduation Part-Time Enrollment Report-Quarter Three	Counseling	3/7/2022	4/8/2022	Single Sign On--> The Wave--> Reporting --> State Reporting Certification--> Graduation Part-Time Report Qtr. 3		On the Graduation Part-time report, districts will be required to provide the Number of Classes in a Day and the Number of Days in a Quarter for your school's calendar and schedule. Each student who did not graduate with his/her cohort due to lack of credits, and is enrolled on a part-time basis to meet graduation requirements will need to be provided, along with the number of classes enrolled, number of membership days, and actual number of days the student was in attendance. High schools that do not have part-time students are still required to confirm and certify the report each quarter.	Wave	(405) 522-0031	https://sde.ok.gov/counseling	70 O.S. § 11-103.6	State
Graduation Part-Time Enrollment Report-Quarter Four	Counseling	5/9/2022	6/3/2022	Single Sign On--> The Wave--> Reporting --> State Reporting Certification--> Graduation Part-Time Report Qtr. 4		On the Graduation Part-time report, districts will be required to provide the Number of Classes in a Day and the Number of Days in a Quarter for your school's calendar and schedule. Each student who did not graduate with his/her cohort due to lack of credits, and is enrolled on a part-time basis to meet graduation requirements will need to be provided, along with the number of classes enrolled, number of membership days, and actual number of days the student was in attendance. High schools that do not have part-time students are still required to confirm and certify the report each quarter.	Wave	(405) 522-0031	https://sde.ok.gov/counseling	70 O.S. § 11-103.6	State
Wave Ownership Wizard	Data & Information System	7/1/2021	7/29/2022	Single Sign On --> The Wave --> District --> District Ownership Wizard		This tool allows users with access to view enrollment conflicts when a student is being claimed as enrolled at more than one school at the same time. Only students not indicated as not being concurrently enrolled will be flagged.	Wave	(405) 521-3020	https://sde.ok.gov/student-information-system		State
Data Validation Issues	Data & Information System	7/1/2021	7/29/2022	Single Sign On --> The Wave --> District --> Data Validation --> Data Validation Wizard		This data tool allows users with access to view errors or warnings for inaccurate or missing data that will need to be updated in their local Student Information System.	Wave	(405) 521-3020	https://sde.ok.gov/student-information-system		State
STN Wizard	Data & Information System	7/1/2021	7/29/2022	Single Sign On --> The Wave --> District --> STN Wizard		This data tool allows users with access to decide if students who appear in this application need to be matched to an existing student with a statewide student testing number or have never had a statewide student testing number assigned.	Wave	(405) 521-3020	https://sde.ok.gov/student-information-system		State
XSD Validation Errors Wizard	Data & Information System	7/1/2021	7/29/2022	Single Sign On --> The Wave --> District --> XSD Validation Errors Wizard		The XSD validation wizard allows districts to check if data files being sent to the Wave from a student information system has failed minimum requirements to be accepted.	Wave	(405) 521-3020	https://sde.ok.gov/student-information-system		State
SIF 2.X Wave Requirements Compliance by local Student Information Systems (SIS)	Data & Information System	7/1/2021	7/29/2022	Review via OSDE website	https://sde.ok.gov/wave-requirements	The annual data requirements document is used to ensure local student information system vendors send required data and can be used to determine vendor compliance.	Wave, External Site	(405) 521-3020	https://sde.ok.gov/student-information-system	70 O.S. § 3-160	State
October 1 Consolidated Report	Data & Information System	9/1/2021	11/1/2021	Single Sign On --> The Wave --> Reporting --> State Reporting Certification --> October 1 Consolidated Report	https://sde.ok.gov/october-1-consolidated-report	Used for the collection of statewide October 1 count of students by gender, race/ethnicity for various state and federal reports.	Wave	(405) 521-3020	https://sde.ok.gov/student-information-system		State, Federal
Title I, Part A: 2nd Year Carryover Funds Encumbrance Deadline	Federal Programs	7/1/2021	9/30/2021	Single Sign On--> Grants Management and Expenditure Reporting		LEAs are required to encumber 2nd year carryover funds beginning July 1 through September 30 for all federal programs	Single Sign On	(405) 521-2846	https://sde.ok.gov/federal-programs	Section 421(b) GEPA	Federal
2nd Year Carryover Funds Expenditure Report Deadline	Federal Programs	7/1/2021	11/30/2021	Single Sign On--> Grants Management and Expenditure Reporting		LEAs must submit expenditure reports in payable form by established deadline. Expenditure reports received after the deadline will result in the loss of these funds.	Single Sign On	(405) 521-2846	https://sde.ok.gov/federal-programs	34 CFR 76.709(a)(b)	Federal
Intent to Establish Title I, Part A: School-Wide Program	Federal Programs	7/1/2021	9/30/2021	Single Sign On--> Grants Management and Expenditure Reporting: Comprehensive District Academic Plan (CDAP)		Schools implementing a school-wide program for the first time	Single Sign On	(405) 521-2846	https://sde.ok.gov/federal-programs	ESSA, Title I, Part A, §1114(a)	Federal
Intent to Establish Title I, Part A: Targeted Assistance Program	Federal Programs	7/1/2021	9/30/2021	Single Sign On--> Grants Management and Expenditure Reporting		Schools implementing a Targeted Assistance program for the first time.	Single Sign On	(405) 521-2846	https://sde.ok.gov/federal-programs	ESSA, Title I, Part A, §1115(a)	Federal

Name	OSDE Division	Start Date	End Date	Instructions	Related Links	Description	Found on	Contact	Website	Legislation	Report Type
Title I, Part C: Migrant Summer School Program Report	Federal Programs	7/1/2022	8/12/2022	Districts will report data through the MIS 2000 System.		Linkage of migrant student records.	External Site	(405) 521-2846	https://sde.ok.gov/federal-programs	ESSA, Title I, Part C, §1301	Federal
Title I, Part A: 9/30 Report Submission	Federal Programs	10/1/2021	10/22/2021	Single Sign On--> Grants Management and Expenditure Reporting: Consolidated Application		LEAs exceeding the Title I, Part A carryover limitation after September 30 must request a one-time waiver.	Single Sign On	(405) 521-2846	https://sde.ok.gov/federal-programs	ESSA, Title I, Part A, §1127(a)(b)	Federal
Title I, Part A: Comparability Report	Federal Programs	11/1/2021	12/17/2021	Single Sign On--> Grants Management and Expenditure Reporting, Title I Comparability		Districts must submit appropriate data to demonstrate compliance in meeting the comparability requirement of Title I. Comparability does not apply to a district with only one elementary building, one junior high building, and one high school building.	Single Sign On	(405) 521-2846	https://sde.ok.gov/federal-programs	ESSA, Title I, Part A, §1118(c)	Federal
Non-Public Schools- Equitable Services Packet	Federal Programs	11/8/2021	2/4/2022	E-mail to OSDE: EquitableServicesPac@sde.ok.gov Subject line: "Non-Public Schools Equitable Services Packet"		Districts are required to consult with non-public schools prior to completing the packet.	Document	(405) 521-2846	https://sde.ok.gov/federal-programs	ESSA, Title I, Part A, §1117(a)(A)	Federal
Title I, Part C: Migrant Credit Accrual Report and Supplemental Code for Fall Semester	Federal Programs	12/2/2021	1/28/2022	Districts will report data through the MIS 2000 System.		Linkage of migrant student records.	External Site	(405) 521-2846	https://sde.ok.gov/federal-programs	ESSA, Title I, Part C, §1301	Federal
New Charter School Participation	Federal Programs	4/1/2022	6/30/2022	Sent via e-mail to the Charter Schools		To be completed by newly formed charter schools.	Document	(405) 521-2846	https://sde.ok.gov/federal-programs	ESSA, Title I, Part A, §1111(2)(K)	Federal
Title I, Part A and Title V, Part B Report	Federal Programs	5/1/2022	6/30/2022	Single Sign On--> Annual Title I and Title V, Part B Report		Data reporting for Title I, Part A and Title V, Part B Districts	Single Sign On	(405) 521-2846	https://sde.ok.gov/federal-programs	ESSA, Title I, Part A, §1111(h)(5)	Federal
Title III Part A: Language Instruction for English Learners and Immigrant Students Performance Report	Federal Programs	5/1/2022	6/30/2022	Single Sign On--> Title III, Part A: Language Instruction for English Learners and Immigrant Students Performance Report		Districts are responsible for reporting data about personnel and professional development to the Office of Federal Programs. This report is required of all school districts, even if they do not report English learners.	Single Sign On	(405) 521-2846	https://sde.ok.gov/federal-programs	ESSA, Title III, Part A, §3102	Federal
Homeless Census Report	Federal Programs	5/1/2022	6/30/2022	Single Sign On--> Homeless Census FY		All districts must complete the report even if you did not serve any homeless students.	Single Sign On	(405) 521-2846	https://sde.ok.gov/federal-programs	ESSA, Title IX A Homeless Children and Youths	Federal
Title I, Part A and D, Subpart 1 and Subpart 2: Neglected or Delinquent (N or D) October Child Count	Federal Programs	9/20/2021	11/19/2021	Single Sign On--> Title I, Part D, Subpart 1 - State Agency (SA) Programs for Children/Youth Who Are Neglected, Delinquent or At-Risk		All districts and state agencies are required to report an October caseload count of children or youth for whom the district and state agencies provides an education and reside in eligible local institutions. If a district has no institutions, a report of a zero caseload will be reported.	Single Sign On	(405) 521-2846	https://sde.ok.gov/federal-programs	ESSA, Title I, Part D, §1401	Federal
Title I Part D, Subpart 1: State Agency Programs for Children/Youth who are Neglected, Delinquent or at Risk	Federal Programs	5/1/2022	6/30/2022	Single Sign On--> Title I Part D Subpart 1: State Agency Programs for Children/Youth who are Neglected, Delinquent or at Risk		Required for those who have a neglected and delinquent program.	Single Sign On	(405) 521-2846	https://sde.ok.gov/federal-programs	ESSA, Title I, Part D, Subpart 1 §1411	Federal
Title I Part D Subpart 2: LEA Programs for Children/Youth who are Neglected, Delinquent or at Risk	Federal Programs	6/1/2022	6/30/2022	Single Sign On--> Title I Part D Subpart 2: LEA Programs for Children/Youth who are Neglected, Delinquent or at Risk		Required for those who have a neglected and delinquent program.	Single Sign On	(405) 521-2846	https://sde.ok.gov/federal-programs	ESSA, Title I, Part D, Subpart 2 §1421	Federal
Comprehensive District Academic Plan (CDAP)	Federal Programs	7/1/2021	9/30/2021	Single Sign On--> Grants Management and Expenditure Reporting: Comprehensive District Academic Plan		CDAP is required to be submitted by LEAs receiving Title I funds.	Single Sign On	(405) 521-2846	https://sde.ok.gov/federal-programs	ESSA, Title I, Part A, §1112(a)	Federal
Title I, Part C: Migrant Credit Accrual Report and Supplemental Code for Spring Semester	Federal Programs	5/1/2022	6/17/2022	Districts will report data through the MIS 2000 System.		Linkage of migrant student records.	External Site	(405) 521-2846	https://sde.ok.gov/federal-programs	ESSA, Title I, Part C, §1301	Federal
Title I, Part C: Migrant Education Program State Sub-Granting Procedures Form	Federal Programs	4/30/2022	5/13/2022	Email to OSDE: Nancy.Hughes@sde.ok.gov. Subject: Migrant State Sub-granting		This form should be complete upon enrollment.	Document	(405) 521-2846	https://sde.ok.gov/federal-programs	ESSA, Title I, Part C, §1301	Federal

Name	OSDE Division	Start Date	End Date	Instructions	Related Links	Description	Found on	Contact	Website	Legislation	Report Type
OCAS Annual Audit	Financial Accounting/OCAS	7/1/2021	6/30/2022	Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting or email to Katherine.Black@sde.ok.gov		The board of education of each school district in this state shall provide for and cause to be made an annual audit of such school district for each fiscal year. The district board of education shall forward a copy of the auditor's opinions and related financial statements to the State Board of Education and the State Auditor and Inspector within thirty (30) days after receipt of the audit.	Document	(405) 521-2517	https://sde.ok.gov/financial-accounting	2 CFR Part 200, 70 O. S. 220-101.113	State
Supplemental Appropriations	Financial Accounting/OCAS	7/1/2021	6/30/2022	Forms are available on the Financial Accounting website. Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting		Districts must file supplemental appropriation to amend the budget.	Document	(405) 521-2517	https://sde.ok.gov/financial-accounting	70 O.S. § 5-161, 68 O.S. § 3021, 62 O.S. § 310.5	State
Qualified Zone Academy Bond Application	Financial Accounting/OCAS	7/1/2020	6/30/2021	Forms are available on the Financial Accounting website.		Any public school or academic program within a public school which is established by and operated under the supervision of an eligible LEA to provide education or training below the postsecondary level if such school or program is designed in cooperation with business to enhance the academic curriculum, increase graduation and employment rates, and better prepare students for the rigors of college and the increasingly complex work force; students in such public school or program will be subject to the same academic standards and assessments as other students educated by the LEA; the comprehensive education plan of such school or program is approved by the LEA; and the school is located in an empowerment zone or enterprise community or there is a reasonable expectation that at least 35 percent of the students attending the school or program will be eligible for free or reduced price lunches under the National School Lunch program.	Document	(405) 521-2517	https://sde.ok.gov/financial-accounting	54 -c-2 IRS Code; OAC 210:40-83-3	State
Final Data for School District Expenditures and Revenue	Financial Accounting/OCAS	7/1/2021	9/1/2021	Single Sign On--> Oklahoma Cost Accounting System		Reporting expenditures and revenue for the previous year.	Single Sign On	(405) 521-2517	https://sde.ok.gov/financial-accounting	70 O.S. § 5-135.2	State
Estimate of Needs or the Budget	Financial Accounting/OCAS	7/1/2021	10/1/2021	File with the County Excise Board and State Auditor. Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting or email to Katherine.Black@sde.ok.gov	https://www.sai.ok.gov/publications_forms/school_auditors.php?action=showform&formdiv=96	Districts on the school district budget act submit one copy.	Document	(405) 521-2517	https://sde.ok.gov/financial-accounting	70 O.S. § 5-128.1; 68 O.S. § 3002	State
Final Changes to Previously Submitted OCAS Financial Transactions	Financial Accounting/OCAS	7/1/2021	12/1/2021	Single Sign On--> Oklahoma Cost Accounting System		Final reporting of expenditures and revenue for the previous year.	Single Sign On	(405) 521-2517	https://sde.ok.gov/financial-accounting	OAC 210:25-5-4(c)	State
Application from Independent Auditors for State Auditor and Inspection Approval	Financial Accounting/OCAS	7/1/2020	1/1/2021	File with the County Excise Board and State Auditor.	https://www.sai.ok.gov/publications_forms/school_auditors.php?action=showform&formdiv=96	Auditors seeking approval to perform public school audits.	Other	(405) 521-2517	https://sde.ok.gov/financial-accounting	70 O.S. § 22-104	State
Impact Aid Application	Financial Accounting/OCAS	1/1/2022	1/31/2022	GS System: USDE Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting Due to Washington D.C. on the last working day of January		Impact Aid grants are for local educational agencies (LEAs) that educate federally connected children. These may be children of members of the uniformed services, children who live on Indian lands, children who live on federal property or federally subsidized low rent housing, and children whose parents work on federal property.	Document	(405) 521-2517	https://sde.ok.gov/financial-accounting	Title VIII, 1995, 34 CFR 222.4	Federal
Audits to Identify Districts Expending more than \$750,000 in Federal Funds	Financial Accounting/OCAS	7/1/2021	3/31/2022	Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting or email to Katherine.Black@sde.ok.gov		Include acknowledgement form and school board minutes.	Other	(405) 521-2517	https://sde.ok.gov/financial-accounting	2 CFR 210, OAC210:25-5-5, 70 O.S. § 22-108	Federal

Name	OSDE Division	Start Date	End Date	Instructions	Related Links	Description	Found on	Contact	Website	Legislation	Report Type
Audits to Identify Districts Expending less than \$750,000 in Federal Funds	Financial Accounting/OCAS	7/1/2021	4/30/2022	Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Financial Accounting or email to Katherine.Black@sde.ok.gov		Include acknowledgement form and school board minutes.	Other	(405) 521-2517	https://sde.ok.gov/financial-accounting	OAC210:25-5-5, 70 O.S. § 22-108	Federal
Contract for Audit of Public Schools between Independent Auditors and School Districts	Financial Accounting/OCAS	1/31/2022	6/30/2022	Audit contracts are available on the Financial Accounting website. Mail to: (click here for address information) or email to Katherine.Black@sde.ok.gov		Each Local Education Agency (LEA) will engage an independent auditor, approved by the Oklahoma State Auditor and Inspector, to examine its financial statements. Each LEA superintendent shall notify the State Board of Education, prior to the end of the fiscal year to be audited, of the independent auditor who has been engaged to conduct the audit.	SDE Website	(405) 521-2517	https://sde.ok.gov/financial-accounting	OAC 210:25-5-5(e) (1)	State
Reserve Appropriations for Contracts Pending for Outstanding Encumbrances	Financial Accounting/OCAS	7/1/2021	6/30/2022	Single Sign On--> Oklahoma Cost Accounting System		Lapse current appropriations and bring cash forward	Single Sign On	(405) 521-2517	https://sde.ok.gov/financial-accounting	70 O.S. § 5-188	State
Temporary Appropriations Application	Financial Accounting/OCAS	7/1/2021	7/1/2022	File S.B.E. Form 12 with the County Excise Board.	https://www.sai.ok.gov/publications_forms/school_auditors.php?action=showform&formdiv=96	A temporary appropriation for 100% of the anticipated revenue for the current year for General Fund and Building Fund may be obtained from the County Excise Board.	External Site	(405) 521-2517	https://sde.ok.gov/financial-accounting	68 O.S. § 3020, OAC 210:25-5-2	State
RSA Annual District Reading Plan	Instruction	5/1/2021	8/31/2021	Single Sign On --> RSA Annual Reading Plan		All Oklahoma School Districts must submit their district site RSA plans to meet the requirements for the reading goal, required assessments, and reporting.	Single Sign On	(405) 522-1591	https://sde.ok.gov/instruction-index	O.S. 1210.508C	State
Renewal of Advanced Placement Courses	Instruction	8/1/2021	10/15/2021	These courses are renewed through the College Board	http://www.collegeboard.com/html/apcourseaudit/	AP Course Audit administrators begin renewing previously authorized courses for the 2020-2021 school year.	External Site	(405) 522-3219	http://www.ok.gov/sde/advanced-placement		State
RSA Promotion and Retention Report	Instruction	8/1/2020	10/31/2020	Single Sign On--> The Wave--> Reporting --> State Reporting Certification--> 3rd Grade Promotion & Retention (July-October)		Districts will report the promotion or retention decision for all third-grade students who did not meet RSA criteria on the OSTP. For each student, districts will indicate whether the student was promoted through a screening assessment, one of the good-cause exemptions, probationary promotion, or mid-year promotion. This report is dependent on RSA scores from the OSTP.	Wave	(405) 522-1591	https://sde.ok.gov/instruction-index	70 O.S. § 1210.508C	State
Electronic Application System for Indian Education (EASIE)	Instruction	8/1/2021	6/13/2022	USDA Indian Education Office, Application can be found at this website.	https://www2.ed.gov/programs/indianformula/applicant.html	Report only grades 3-8. Title VI Student Eligibility Certification. A formula grant under the Indian Education Program to determine the number of Indian children enrolled in a district.	External Site	(405) 522-5311	https://sde.ok.gov/instruction-index	Federal: Title VI, Part A, Subpart 1	Federal
RSA Beginning of Year Reading Sufficiency Report	Instruction	8/31/2021	10/1/2021	Single Sign On --> Reading Sufficiency Act Survey		Beginning-of-Year report counts the number of students (K-3rd) who have a substantial deficiency in reading, based on one of the State Board approved assessments.	Single Sign On	(405) 522-1591	https://sde.ok.gov/instruction-index	70 O.S. § 1210.508C	State
Gifted Educational Plan Update and Budget Summary	Instruction	10/1/2021	10/15/2021	Single Sign On --> Gifted and Talented Report		Districts will complete their annual report of how they identify students, what services they provide, and how they will budget their annual gifted allowance.	Single Sign On	(405) 522-3219	https://sde.ok.gov/gifted-and-talented-education	70 O.S. § 1210.307	State
Oklahoma Academic Scholars	Instruction	1/15/2022	4/16/2022	Single Sign On --> Oklahoma Academic Scholars		Graduating seniors must meet requirements to be recognized by their local school district and the SBE as an Oklahoma Academic Scholar.	Single Sign On	(405) 522-3219	https://sde.ok.gov/instruction-index	70 O.S. § 11-103.2	State
State Vision Screening Report	Instruction	5/1/2022	6/3/2022	Single Sign On --> State Vision Screening Report		School districts report students who have received, who were referred to a specialist, and also report the number of student eye exam reports received from eye care professionals.	Single Sign On	(405) 522-1576	https://sde.ok.gov/instruction-index	OAC: 210:35-3-109	State
RSA End of Year Reading Sufficiency Report	Instruction	5/1/2022	5/31/2022	Single Sign On --> Reading Sufficiency Act Survey		Identify number of students who completed the RSA program and are still not on level. Also identify the number of students per grade that are being retained.	Single Sign On	(405) 522-1591	https://sde.ok.gov/instruction-index	70 O.S. § 1210.508C	State

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Gifted and Talented Expenditure Reported	Instruction	7/1/2022	10/1/2022	Submit via survey at https://airtable.com/shrhfjfcxZARBFbW		Districts can submit their report as soon as they have expanded their allocations.	Survey	(405) 522-3525	https://sde.ok.gov/gifted-and-talented-education	70 O.S. § 1210.307(D)	State
The Oklahoma Seal of Biliteracy report	Instruction	5/5/2022	8/13/2022	Single Sign On -->Oklahoma Academic Scholars		Oklahoma high school students qualify by completing approved criteria in English and at least one other language.	Single Sign On	(405) 522-3525	https://sde.ok.gov/gifted-and-talented-education		State
Notification of Intent to Not Enter into a Contract with a Regularly Employed Teacher	School Personnel	7/1/2021	6/6/2022	District and/or teacher must notify the other if they do not plan to continue employment for the upcoming year		This is a notification of intent by a school district to not enter into a written contract with a regularly employed teacher for the following school year. A teacher must notify the school board of the desire to not be reemployed within fifteen days after the first Monday in June or the contract is considered continuing and binding by both parties.	Other	(405) 521-3369	https://sde.ok.gov/school-personnel-records	70 O.S. § 6-101 (E)	State
Superintendent Contracts	School Personnel	7/1/2021	6/30/2022	Single Sign On --> School Personnel Report Application		Upload signed contract to School Personnel Report Welcome Screen within 15 days of approval.	Single Sign On	(405) 521-3369	https://sde.ok.gov/school-personnel-records	70 O.S. § 5-141(D)	State
Shared Superintendent Salary Assistance Application	School Personnel	7/1/2021	6/30/2022	Submit via mail, fax or email as indicated on related document.	https://sde.ok.gov/shared-superintendent-assistance	Submitted to OSDE by June 30 of year prior to the year in which the mutual contract will be effective.	Document	(405) 521-3369	https://sde.ok.gov/school-personnel-records	70 O.S. 7-203 (B) (2)	State
Initial Certified Personnel Report and Initial Support Personnel Report	School Personnel	9/1/2021	10/15/2021	Single Sign On --> School Personnel Report Application		Report all certified and support employee salaries and fringe benefits. This will be a projection of what is to be paid if full year/contract is fulfilled.	Single Sign On	(405) 521-3369	https://sde.ok.gov/school-personnel-records	OAC 210:25-3-4(e)	State
Mid-Year Certified Personnel Report and Mid-Year Support Personnel Report	School Personnel	1/3/2022	2/1/2022	Single Sign On --> School Personnel Report Application		Report all certified and support employee salaries and fringe benefits. Make necessary changes to initial data reported. (i.e. adding new employees, changing data for those who left, updating FBA totals, etc.)	Single Sign On	(405) 521-3369	https://sde.ok.gov/school-personnel-records	OAC 210:25-3-4(g)	State
End-of-Year Certified Personnel Report and End-of-Year Support Personnel Report	School Personnel	6/1/2022	7/15/2022	Single Sign On --> School Personnel Report Application		Report all certified and support employee salaries and fringe benefits. Certified substitutes are to be included in this submission. All data reported should be complete fiscal year totals and should match expenditures	Single Sign On	(405) 521-3369	https://sde.ok.gov/school-personnel-records	OAC 210:25-3-4(i)	State
Local School District Salary Schedule	School Personnel	9/1/2021	11/15/2021	Single Sign On --> School Personnel Report Application		Provide all board approved certified salary schedules. This will include all "+ hour" schedules.	Single Sign On	(405) 521-3369	https://sde.ok.gov/school-personnel-records	70 O.S. § 5-141 (A)	State
Special Education Closout Procedure	Special Education	7/1/2021	9/1/2021	Single Sign On --> Grants Management and Expenditure Reporting --> Special Education Budget Application		Final closeout report to generate carryover federal funds not yet claimed on reimbursement.	Single Sign On	(405) 521-3351	http://sde.ok.gov/sde/special-education	70 O.S. § 210:25-3-7	State
Periodic Special Education Computer Generated School District Expenditure Report	Special Education	7/1/2021	6/30/2022	Single Sign On --> Grants Management and Expenditure Reporting --> Special Education Budget Application	https://sdweb01.sde.ok.gov/SSO2/Signin.aspx	Submission of electronic claims.	Single Sign On	(405) 521-3351	http://sde.ok.gov/sde/special-education	70 O.S. § 210:25-3-7	State
Special Education Child Count	Special Education	9/1/2021	10/1/2021	Districts must verify that all students receiving special education services are correctly entered into OK EdPlan by October 1. A final clean-up period will be provided from approximately October 2 -October 15 to coincide with certification.	https://sdweb01.sde.ok.gov/SSO2/Signin.aspx	Special Education Count will occur on October 1	External Site	(405) 521-3351	http://sde.ok.gov/sde/special-education	70 O.S. §18-200.1, 70 O.S. §18-200.1(E)	State
Final Special Education Computer Generated School District Expenditure Report	Special Education	9/1/2021	8/1/2022	Single Sign On --> Grants Management and Expenditure Reporting --> Special Education Budget Application	https://sdweb01.sde.ok.gov/SSO2/Signin.aspx	Final report for IDEA federal funds reimbursement.	Single Sign On	(405) 521-3351	http://sde.ok.gov/sde/special-education	70 O.S. § 210:25-3-7	State
Special Education Budget Application	Special Education	9/1/2020	6/28/2021	Single Sign On --> Grants Management and Expenditure Reporting --> Special Education Budget Application		Districts complete the budget application annually.	Single Sign On	(405) 521-3351	http://sde.ok.gov/sde/special-education	70 O.S. § 5-135.2	State

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Special Education Child Count Certification	Special Education	10/2/2021	10/15/2021	Certify at: Single Sign On -->Special Education Child Count		District superintendents must certify the accuracy of the October special education child count.	Single Sign On	(405) 521-3351	http://sde.ok.gov/sde/special-education	70 O.S. §18-200.1, 70 O.S. §18-200.1(E)	State
District Assurances	Special Education	3/7/2022	6/30/2022	Single Sign On --> Grants Management and Expenditure Reporting- -> Assurances		Districts complete Assurances and annually.	Single Sign On	(405) 521-3351	http://sde.ok.gov/sde/special-education	34 C.F.R. § 300	State
Special Education End of Year Report	Special Education	4/1/2022	6/30/2022	Complete District Summary Data page in OK EdPlan.		On June 30 annually, district data is pulled for federal reporting purposes. Districts must complete a District Summary Data report to supplement IEP-based aggregate data that are collected. The summary data includes personnel and transition reporting.	Single Sign On	(405) 521-3351	http://sde.ok.gov/sde/special-education	70 O.S. §18-200.1, 70 O.S. §18-200.1(E)	State
LEA Agreement	Special Education	5/2/2022	6/30/2022	Mail to: 2500 N. Lincoln Blvd., Oklahoma City, OK 73105, Attn: Special Education		Districts complete LEA agreement annually.	Single Sign On	(405) 521-3351	http://sde.ok.gov/sde/special-education	34 C.F.R. § 300	State
Special Education High Cost Assistance Application	Special Education	6/6/2022	7/22/2022	Certify at: Single Sign On -->Special Education Child Count		Districts have the option to complete an application for high cost assistance	Single Sign On	(405) 521-3351	http://sde.ok.gov/sde/special-education	34 CFR §300.704I	State
Special Education End of Year Report Certification	Special Education	7/2/2022	7/15/2022	Certify at: Single Sign On -->Special Education Child Count		On June 30 annually, district data is pulled for federal reporting purposes. During the two weeks following the due date, district superintendents must certify the accuracy of the data collected on June 30.	Single Sign On	(405) 521-3351	http://sde.ok.gov/sde/special-education	70 O.S. §18-200.1, 70 O.S. §18-200.1(E)	State
Driver Education Instructor Certification, Assurances and Permit (ICAP) Forms	State Aid	7/1/2021	6/30/2022	Due thirty days prior to the start of the course. Email (Send email to State.Aid@sde.ok.gov) or send mail (ATTN: STATE AID OKLAHOMA STATE DEPARTMENT OF EDUCATION 2500 N LINCOLN BLVD OKLAHOMA CITY OK 73105)	https://sde.ok.gov/drivers-education-forms-and-information	Approval by OSDE and the Department of Public Safety must be completed prior to a school district offering a driver education program.	Document	Send email to State.Aid@sde.ok.gov.	https://sde.ok.gov/state-aid	OAC 210:15-19-4 and Title 70 O.S. §19-113-123	State
Driver Education Prior Year Reimbursement Application	State Aid	7/1/2021	9/1/2021	Send mail (Email (Send email to State.Aid@sde.ok.gov). or Send mail (ATTN: STATE AID OKLAHOMA STATE DEPARTMENT OF EDUCATION 2500 N LINCOLN BLVD OKLAHOMA CITY OK 73105)	https://sde.ok.gov/drivers-education-forms-and-information	For prior year reimbursement.	Document	Send email to State.Aid@sde.ok.gov.	https://sde.ok.gov/state-aid	OAC 210:15-19-6 and Title 70 O.S. §19-117, 120 and 122	State
First Quarter Statistical Report (FQSR)	State Aid	9/7/2021	11/30/2021	Single Sign On --> The Wave --> Reporting --> State Reporting Certification --> Student Level FQSR		Data collection of the first nine weeks' attendance, membership, transportation, and days taught for state aid funding purposes.	Wave		https://sde.ok.gov/state-aid	70 O.S. § 5-128	State
Flexible Benefit Allowance (FBA)	State Aid	10/1/2021	1/1/2022	Single Sign On --> State Aid Flexible Benefit Allowance		October data collection is current year qualified Certified Staff and Full-time Support Personnel used in determining the FBA funding. The January data collection is to identify qualified staff from October data collection that changed status for major medical health insurance or taxable compensation during the open option period, effective January 1.	Single Sign On		https://sde.ok.gov/state-aid	70 O.S. § 26-105	State
Annual Statistical Report (ASR)	State Aid	11/30/2021	6/30/2022	Single Sign On --> The Wave --> Reporting --> State Reporting Certification --> Student Level ASR		Data collection of the full year attendance, membership, transportation and days taught for state aid funding purposes.	Wave		https://sde.ok.gov/state-aid	70 O.S. § 5-128	State
School Bus Evacuation Drills 1/2	Student Transportation	7/1/2021	12/31/2021	A copy of the evacuation plan must be kept on file at the district.		At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices, and participate in emergency evacuation drills. This instruction should be conducted during the first two weeks of each semester. The OSDE highly recommends that the drill occur once during the first two weeks of the Fall Semester (August) and once during the first two weeks of the Spring Semester (January).	Document	(405) 521-4513	https://sde.ok.gov/student-transportation	OAC 210:30-5-6	State
School Bus Annual Inspection	Student Transportation	7/1/2021	6/30/2022	All bus inspections must be kept on file at the district.	Oklahoma School Bus Inspection Guide	Each school bus must be safety-inspected once a year by a qualified bus mechanic: Inspections may be conducted any month and are valid for one year from the report date.	Document	(405) 521-4513	https://sde.ok.gov/student-transportation	OAC 210:30-5-6	State

Name	OSDE Division	Start Date	End Date	Instructions	Related Links	Description	Found on	Contact	Website	Legislation	Report Type
School Bus Driver Annual Driving Record Report (MVR)	Student Transportation	7/1/2021	6/30/2022	All MVR documents regarding School Bus Driver annual driving records must be kept on file at the district.	Driving Record Request	This report is an annual requirement that must be current in order for a school bus driver to be eligible to drive a school bus. The MVR is required for employees with an Oklahoma School Bus Driver Certificate. The rule above explains when, based on the document, a driver is disqualified.	Document	(405) 521-4513	https://sde.ok.gov/student-transportation	OAC 210:30-5-8	State
School Bus Driver In-Service Verification	Student Transportation	7/1/2021	6/30/2022	All forms regarding School Bus Driver annual in-service training must be kept on file at the district.	Annual In-Service Verification Form and OSDE Approved Subjects	This training is an annual requirement and must be current for a bus driver to be eligible to drive a school bus. Oklahoma school bus drivers must complete at least four hours of in-service training each year in order to maintain their OSDE Certification.	Document	(405) 521-4513	https://sde.ok.gov/student-transportation	OAC 210:30-5-8	State
School Bus Driver Certificate Application	Student Transportation	7/1/2021	6/30/2022	The application can be used as a tool to gather required information for the Single Sign-On Bus Driver Certification program. The application may be a useful tool for initial certification and emergency certificates. A copy of the certificate may be kept on file at the district.	Application for School Bus Driver Certificate	Oklahoma school bus drivers must have completed requirement for the Oklahoma OSDE School Bus Driver Certificate. Requirements include the appropriate CDL and endorsements, background check, driving record, health certificate, in-service verification, and compliance with Federal Drug and Alcohol testing requirements.	Document	(405) 521-4513	https://sde.ok.gov/student-transportation	OAC 210:30-5-8	State
School Bus Driver Drug and Alcohol Education Policy	Student Transportation	7/1/2021	6/30/2022	The district shall ensure that a copy of these materials is distributed to each driver prior to the start of alcohol and controlled substances testing and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle. The district shall provide written notice to representatives of employee organizations of the availability of this information.	Drug and Alcohol Policy Guidance and Employer Resources	Each district shall provide educational materials that explain the requirements of Federal Motor Carrier Safety Administration's and the employer's policies and procedures with respect to drug and alcohol testing.	Document	(405) 521-4513	https://sde.ok.gov/student-transportation	49 CFR Part 382.601	State
School Bus Driver Health Certificate	Student Transportation	7/1/2021	6/30/2022	All School Bus Driver Health Certificates must be kept on file at the district.	School Bus Driver Health Certificate (PDF)	This certificate is required annually and must be current for a bus driver to be eligible to drive a school bus. Oklahoma school bus drivers must have a current health certificate on file. Both the OSDE and the DOT Health Certificates are allowed. The OSDE expires after 1 year. The DOT expiration depends on the health of the driver as determined by the examining health professional who must be listed on the DOT National Registry.	Document	(405) 521-4513	https://sde.ok.gov/student-transportation	OAC 210:30-5-8	State
School Bus Route Evaluation	Student Transportation	7/1/2021	6/30/2022	A copy of the evaluation should be kept on file at the district. Must be completed prior to the start of the school year and ongoing as necessary; recommended to occur over the summer	https://sde.ok.gov/sites/ok.gov.sde/files/%20evaluationbusrts_0.pdf	All school bus routes shall be evaluated annually for safety and efficiency by the local school district supervisor of transportation or designee.	Document	(405) 521-4513	https://sde.ok.gov/student-transportation	OAC 210:30-5-5	State
Student Transportation Supervisor Training	Student Transportation	7/1/2021	6/30/2022	A copy of training documentation must be kept on file at the district.		Student Transportation supervisors must receive training to enable them to determine the criteria for a reasonable suspicion drug/alcohol test. This training is required only once, recurrent training is not necessary.	Document	(405) 521-4513	https://sde.ok.gov/student-transportation		State
School Bus Evacuation Drills 2/2	Student Transportation	1/1/2022	6/30/2022	A copy of the evacuation plan must be kept on file at the district.		At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices, and participate in emergency evacuation drills. This instruction should be conducted during the first two weeks of each semester. The OSDE highly recommends that the drill occur once during the first two weeks of the Fall Semester (August) and once during the first two weeks of the Spring Semester (January).	Document	(405) 521-4513	https://sde.ok.gov/student-transportation	OAC 210:30-5-6	State
Standards of Performance and Conduct for Teachers	Teacher Certification	7/1/2021	4/1/2022	Disseminate the Standards document to all teachers in the local district.	Standards of Performance and Conduct for Teachers	A copy of the Standards of Performance and Conduct for Teachers as adopted by OSDE shall be distributed to each teacher by the local board.	Document	(405) 521-3337	https://sde.ok.gov/teacher-certification	70 O.S. § 6-101.21	State
TLE Framework Training	Teacher Leader & Effectiveness	7/1/2021	2/28/2022	Contact your TLE Framework Training provider to sign up	https://sde.ok.gov/tle-training	Initial training for new evaluators is required prior to conducting observations; recertification is required every two years.	External Site	(405) 522-0282	https://sde.ok.gov/tle	70 O.S. § 6-101.10	State
TLE Qualitative Report	Teacher Leader & Effectiveness	5/3/2022	6/18/2022	Single Sign On --> The Wave --> Reporting --> State Reporting Certification		Districts submit all teacher and leader qualitative evaluation scores and Professional Learning Focus information annually.	Wave	(405) 522-0282	https://sde.ok.gov/tle	70 O.S. § 6-101.17	State