Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters

SDRR Dropout Student Listing User Manual

Kentucky Department of Education

Office of Assessment and Accountability

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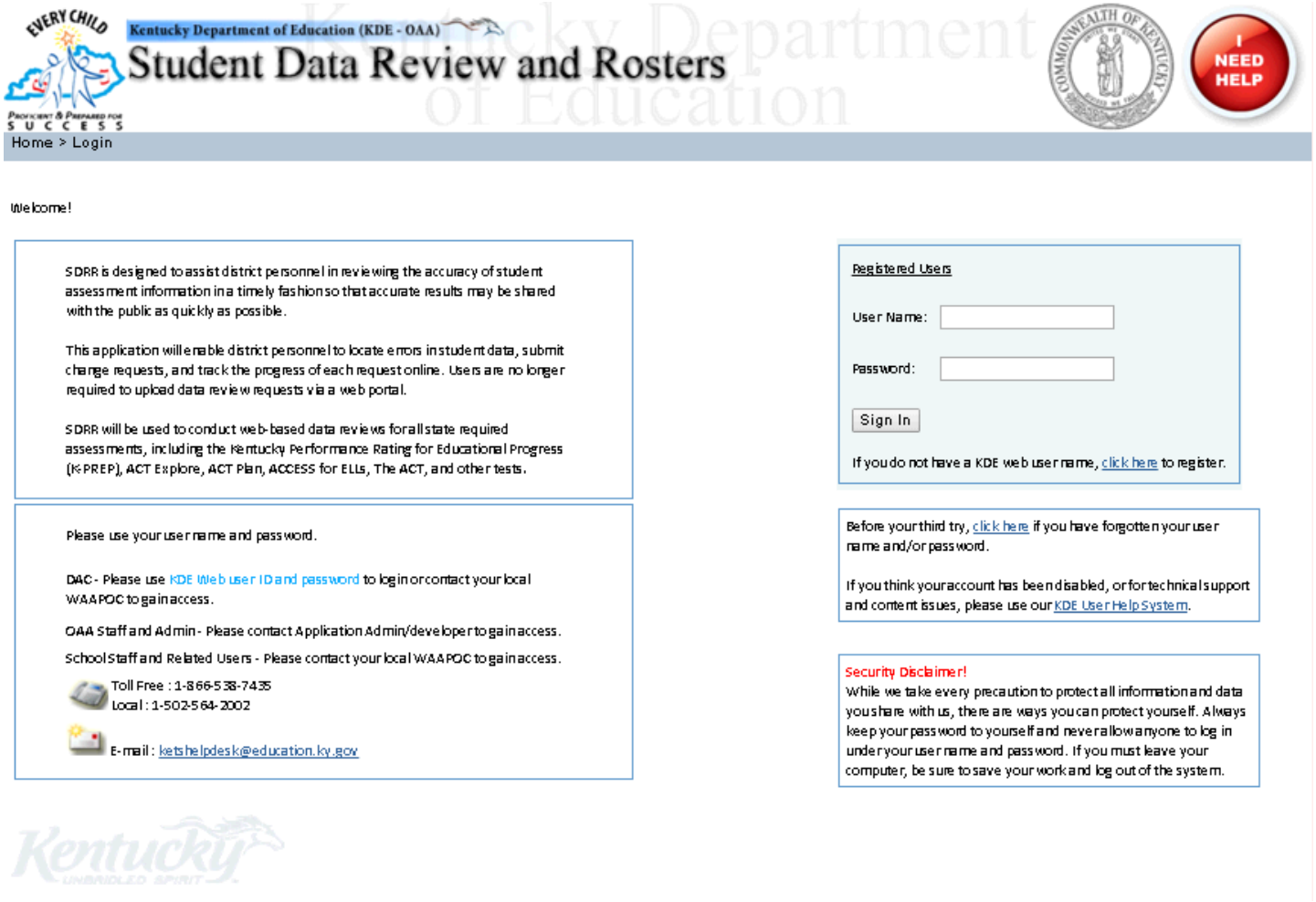
Welcome Screen

To log in, open your web browser, and navigate to https://oaa-adc.education.ky.gov/. You will see this page.

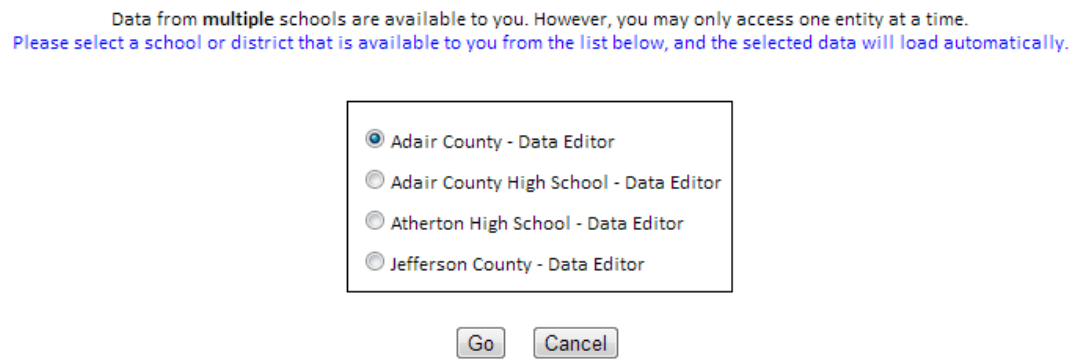


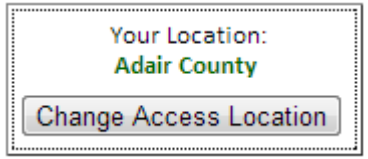
Please note that SDRR now works in Internet Explorer, Firefox, Safari, and Chrome. The application works on PC or Mac. There is no need to change the screen resolution.

District Assessment Coordinators (DACs) will log in with the same user name (which must be in ALL CAPS) and password used to access the secure web applications provided by the Office of Knowledge, Information and Data Services (KIDS). All DACs have already been provided access, and the District WAAPOC can add school and district level users access by granting them the appropriate permissions for their school(s) upon request of the DAC. **The Office of Assessment and Accountability does not manage user names or passwords; those are handled on a local level by the District WAAPOC.** There is a link below the log in box to request a hint if you have forgotten your user name and/or password.

Log In

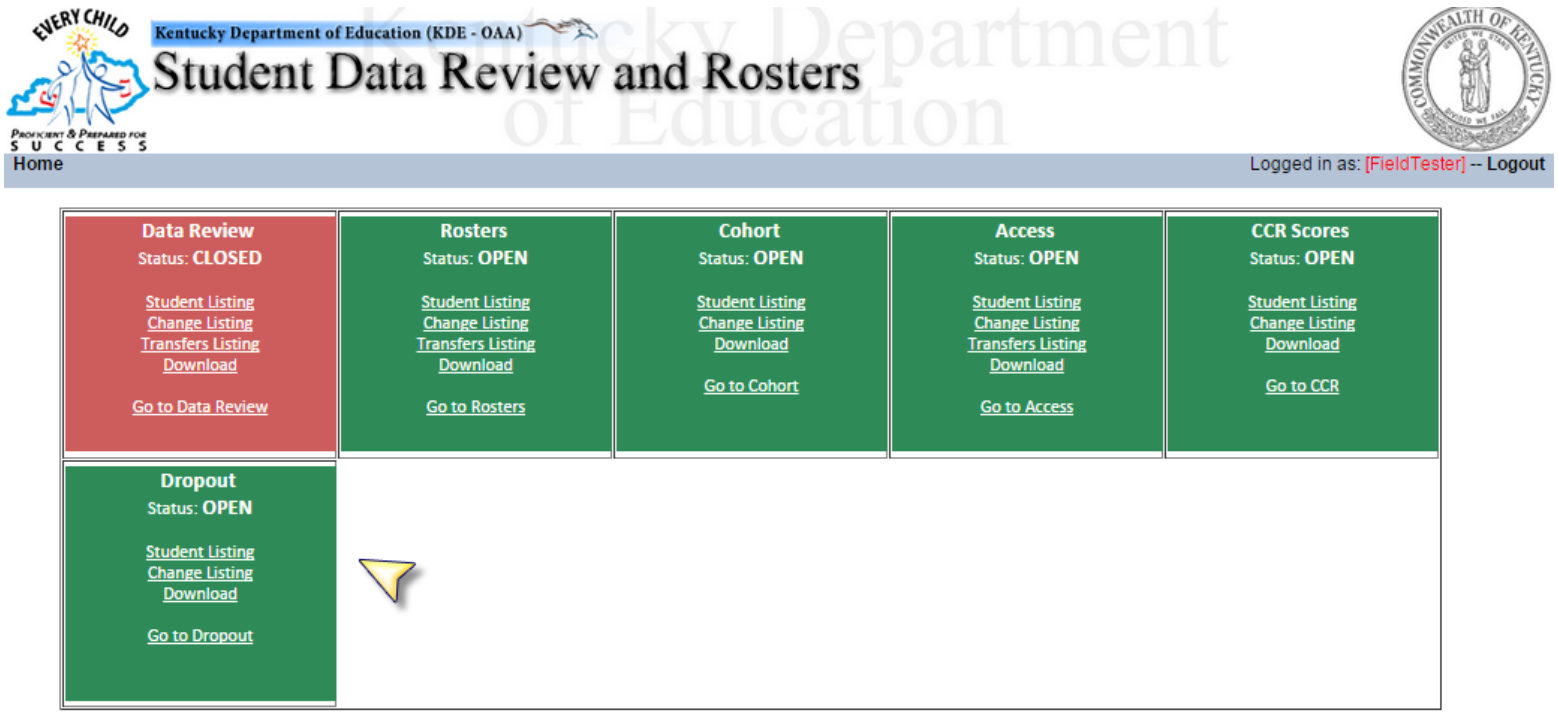
Enter your user name and password where indicated, in the blue box on the right side of the log in page. If you are a DAC, district-level user, or a BAC with access to multiple schools, you will see a pop-up box (as shown below) appear asking you to select the data you wish to view. This can be changed later without logging out (also as shown below). DACs are encouraged to select the district, as this will give access to all schools' data. BACs with access to multiple buildings should select the first school they wish to review.



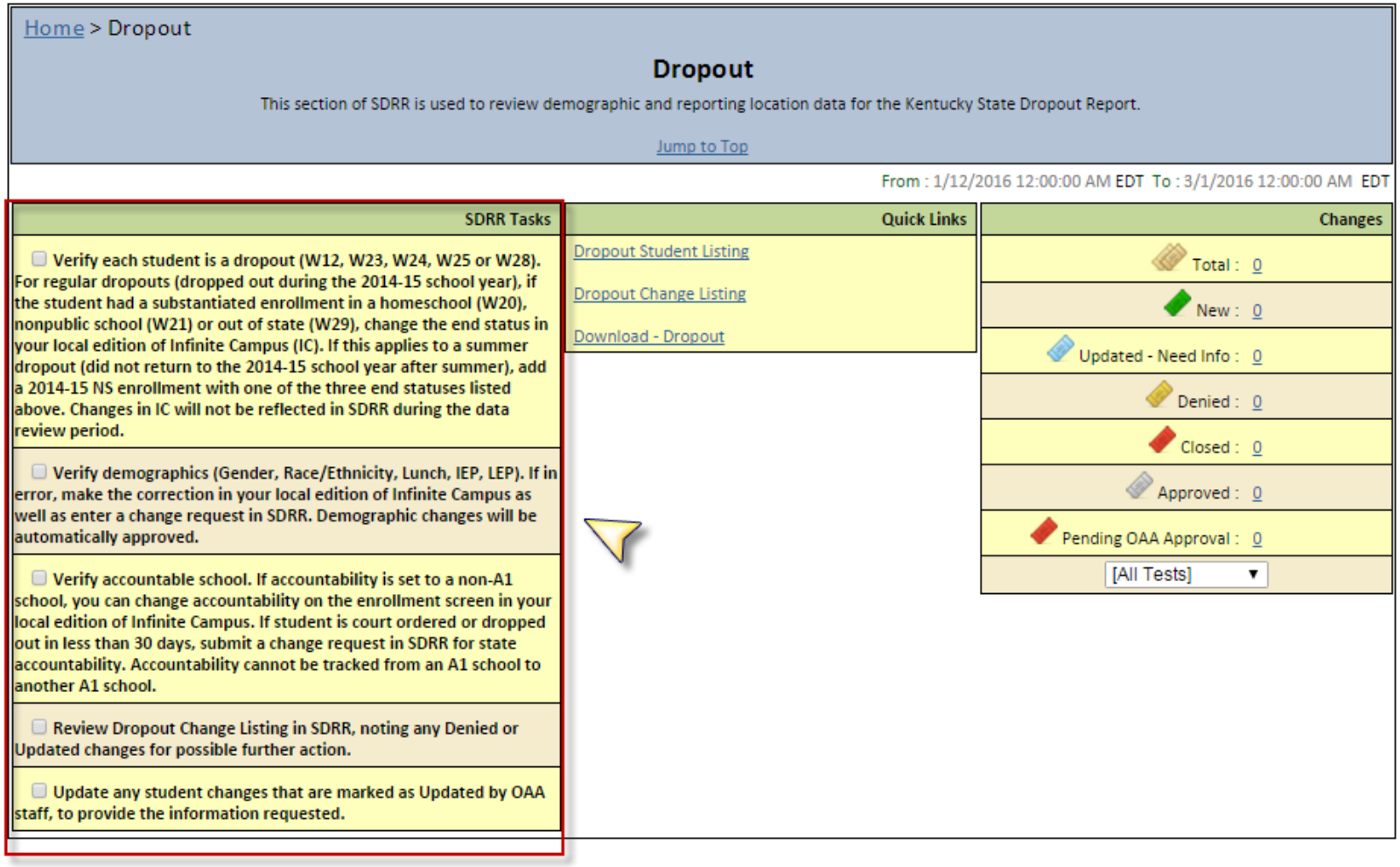


Home Page

After log in, the Home Page will appear. For Dropout, users will click on the Dropout box.

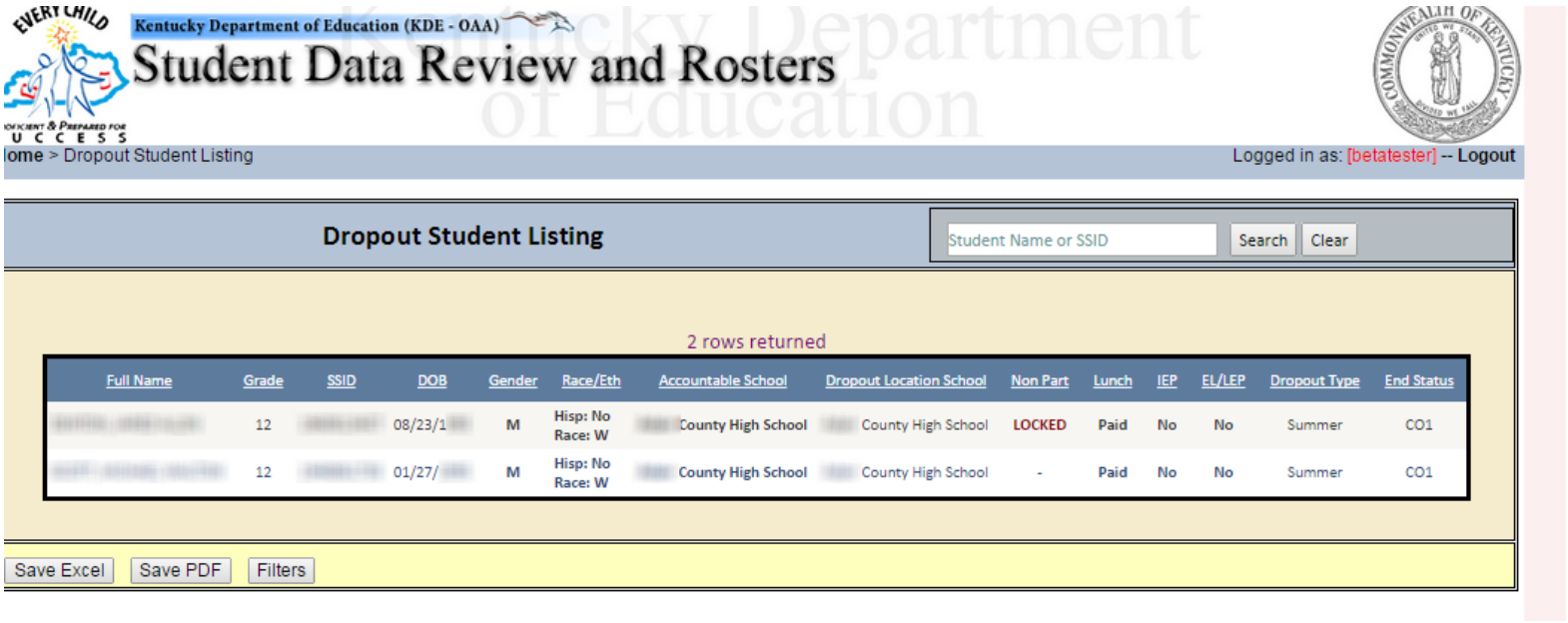


Clicking on the Dropout box will take you to to the Dropout Section as shown below.



- On the left side of the SDRR application (screen shot above), there is a list of tasks that should be completed during the initial viewing of the Dropout data. As the tasks are completed users can check them off on the list, and any incomplete tasks will be shown in bold for a quick visual check of remaining work to do during data review.

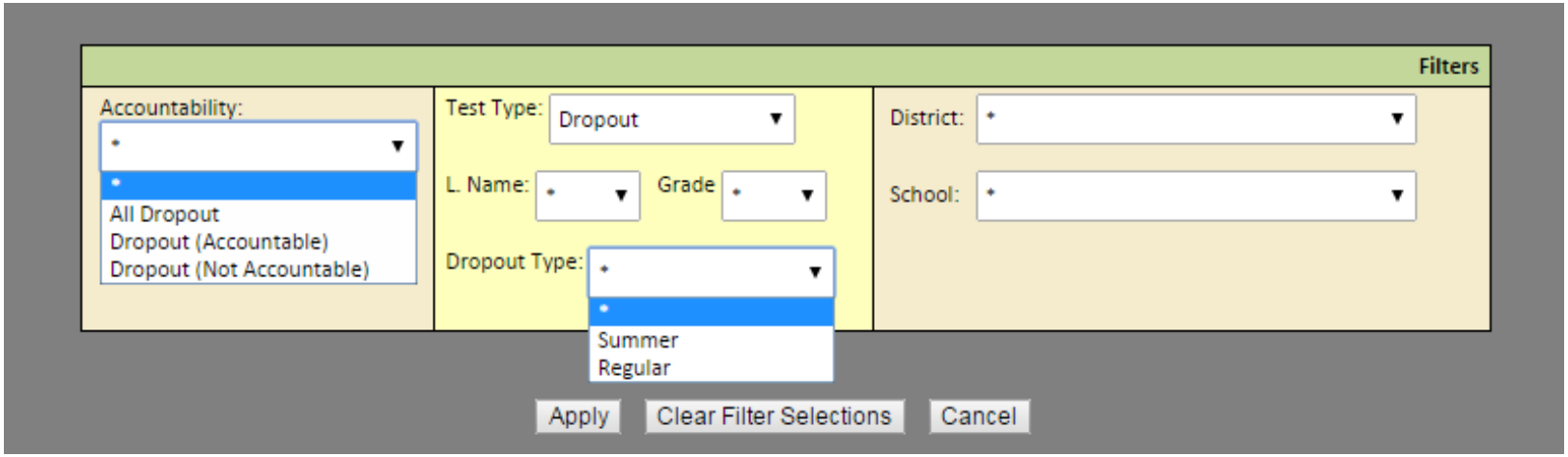
Dropout Student Listing



- Click on Dropout Student Listing.
- The Dropout student listing may be saved/exported in Excel or PDF formats by clicking on the buttons at the bottom left.

Filters

1. Click on the Filters button at the bottom left.
2. You can filter the student list to view different groups as follows:
    - By All Dropouts, Dropouts (Accountable) and Dropouts (Not Accountable)
    - By First Letter of Last Name
    - By Grade Level
    - By Dropout Type (Regular, Summer)
    - By District/School



3. District level users will also be able to filter by schools within their district. School level users will only see their own school.

Select as many filters as you wish, and click Apply. To reset filter selections and start over, click the Clear Filter Selections button. Click the Cancel button to close the filter menu and return to the student list.

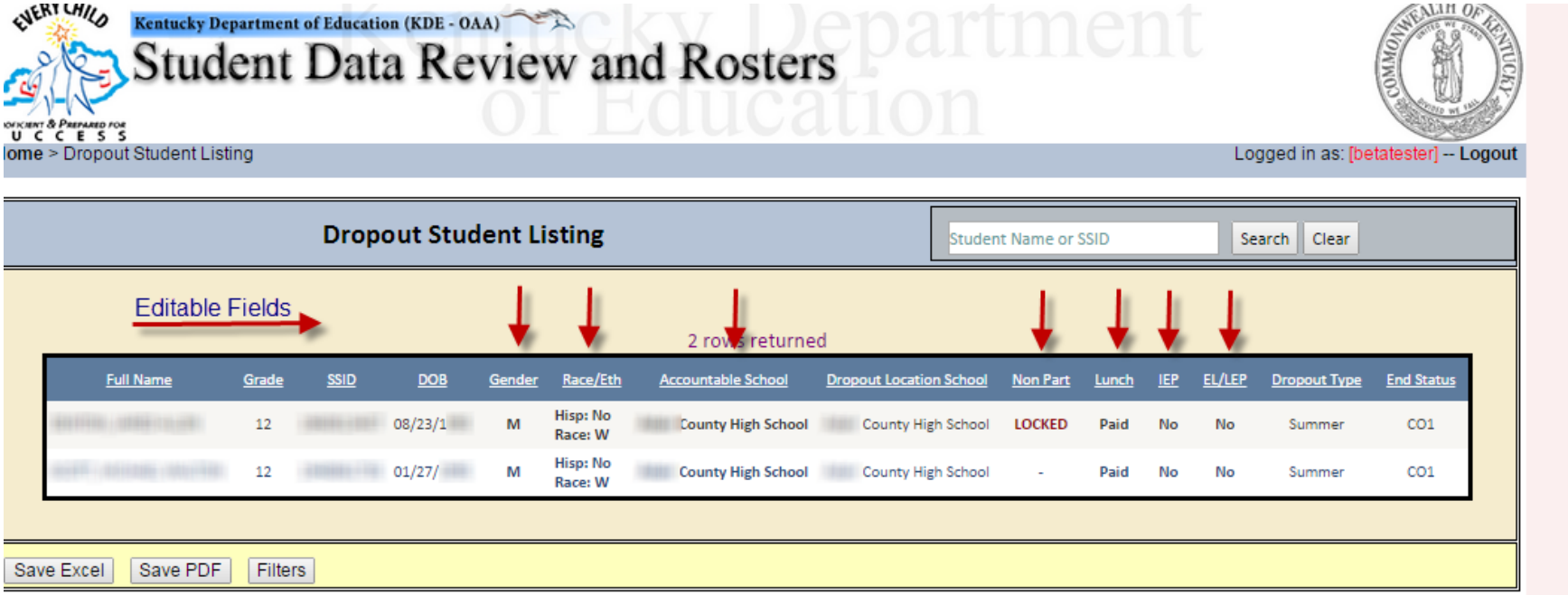
As shown above, there are several accountability filters:

- All Students or * – **this is the default view on the filter for data review**, and includes all students in specific cohort.
- Accountable – Students Accountable to district or school (Yes) or Not Accountable, such as accountable to state (No). If filters have been applied, the export will reflect those selections.

Change Student Information

- All student information can be viewed on the Student Listing, and fields in bold (gender, race/ethnicity, accountable entity, non-participation status, lunch status, IEP, and EL/LEP) can be changed by double clicking the relevant item Full name, grade, SSID, DOB, dropout location school, dropout type and end status cannot be changed during data review. In the rare situation that any of these fields needs to be changed, users may send an e-mail to KDEAssessment@education.ky.gov.

- To change items onscreen, double click on the relevant field, use the drop downs or checkboxes to make changes, and click the Submit button, depending on the field being changed. Click the Cancel button to return to the Student Listing without making any changes to the student.



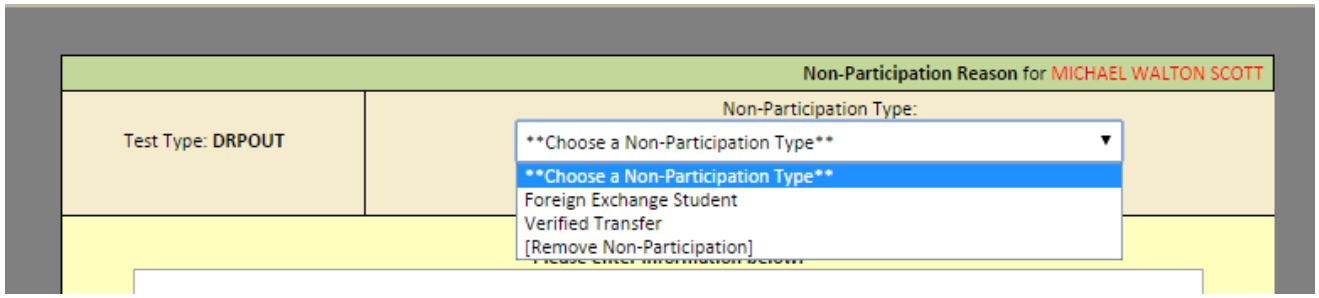
Non-Participation Status

To mark a student as Non-Participating:

- Double click on the student's row in the Non Part column on the Student Listing.
- Use the drop down to select the appropriate reason, and complete the information requested onscreen. The information requested will vary by Non-Participation type.
- **Verified Transfer**: Has end status of W20 (homeschool), W21 (private school) or W29 (out of state school).

  Note: See complete list of Withdrawal codes in Appendix A on page 16.

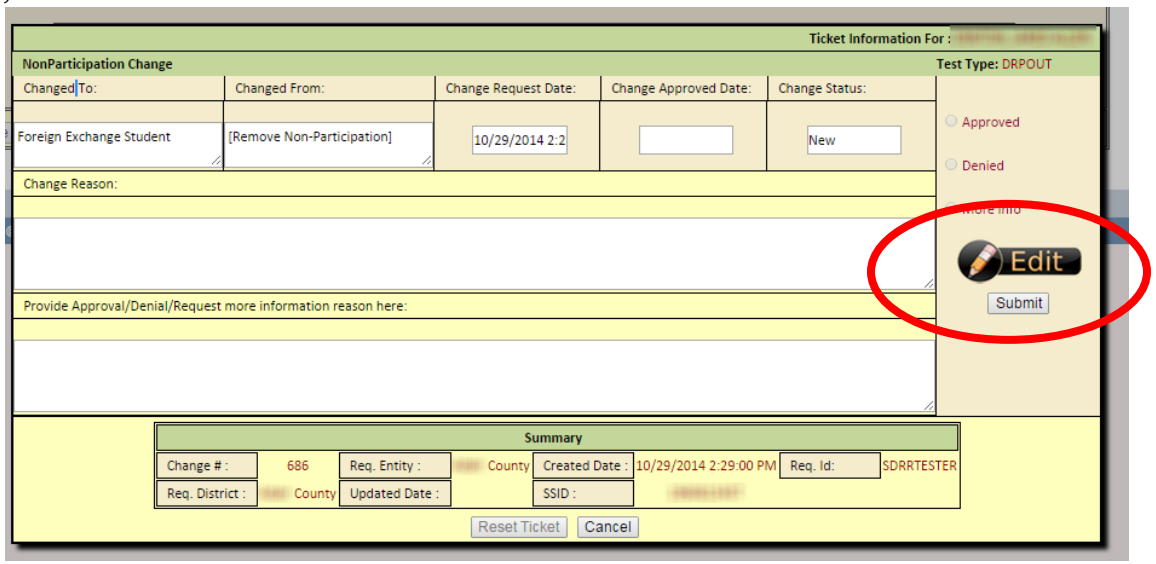
  Please note: If Non-Participation is approved for a student, the accountability will be N/A on the student listing. There is no need to change accountability unless Non-Participation is denied by OAA.



Edit Change Requests

When there is an open change request, it can be edited either by clicking on LOCKED on the student listing for that particular student, or by viewing the New, Updated – Need Info, or Pending OAA Approval counts on the home page of SDRR. Note that users can change the reason for non-participation request, or change the accountable entity when an accountability change has been requested. But users cannot change a request for non-participation into an accountability change request, for example.

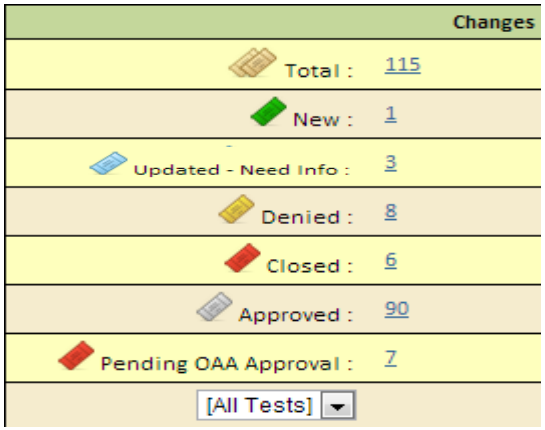
To edit an open change request, click on the Edit button as shown below:



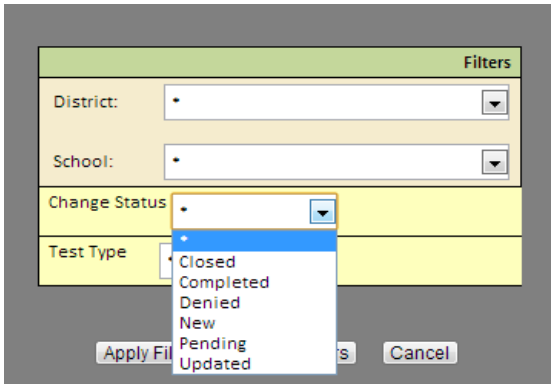
Update the change request as needed, and click on Submit.

Data Review Change Listing

- Click on Data Review Change Listing on the home page, or click on the appropriate link on the right side of the home page. The counts on the Home page are clickable links – if the user clicks on the number of Updated or New changes on the home page, that subset of changes will appear onscreen.



- The default view on the Change Listing is Total – which includes all changes submitted for this school/district.
- You can filter the list to view the following change statuses:



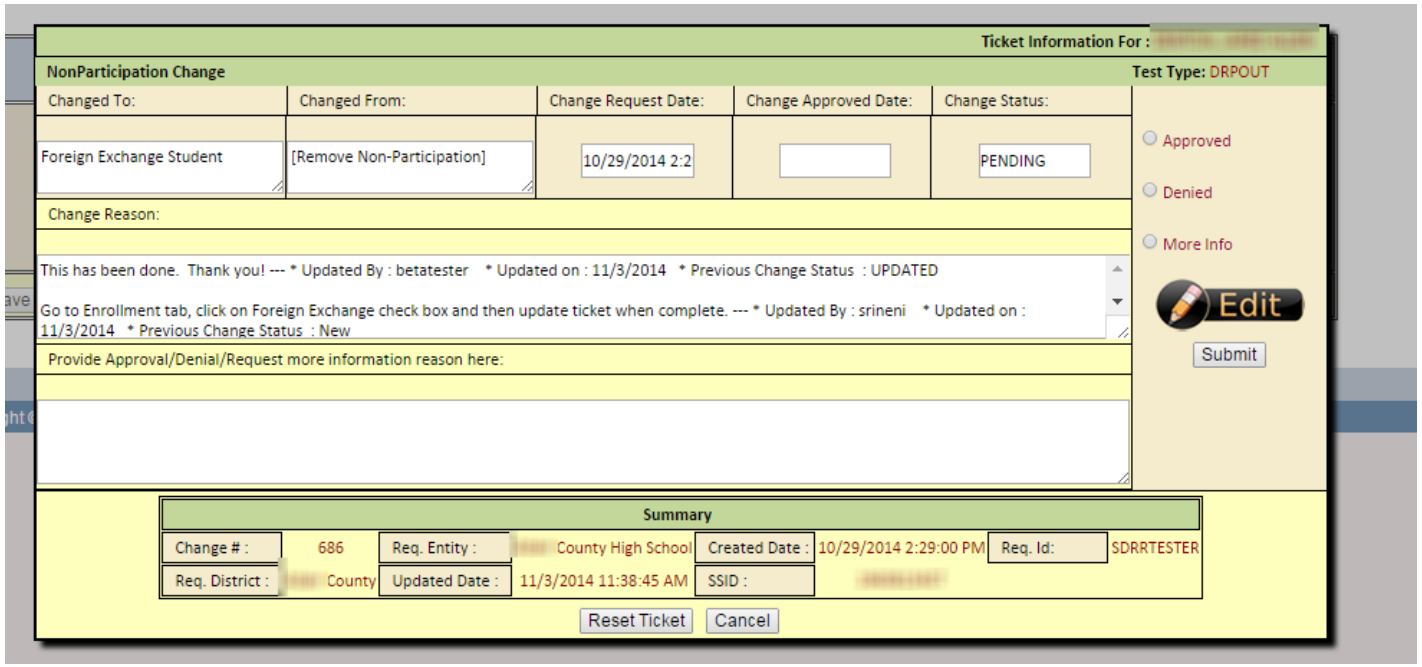
- The asterisk (*) will include all change statuses.

- On this screen, you can view the detailed information about the change request, see the status of your submitted changes, view/update the information on change requests, and cancel the change if needed.
- Changes can be cancelled by clicking on the red X by that student's name.
- Click on the icon in the Details column to view or update the change request for this student. Only changes that have not yet been completed may be updated.

Details	Cancel Change	Test Type	Full Name	Requester	Requesting Entity	Change Type	Submitted	Updated	Completed
		ACCR	[illegible]	BetaTester	Adair County	IEP/LEP Accommodation	10/16/2013 2:30:00 PM	10/16/2013 2:30:23 PM	10/16/2013 2:30:00 PM
		EXPL	[illegible]	SDRRTESTER	Adair County	Accountable School	9/11/2013 9:29:00 AM	11/5/2013 4:14:38 PM	-
		EXPL	[illegible]	SDRRTESTER	Adair County	Accountable School	9/11/2013 9:23:00 AM	9/12/2013 2:59:58 PM	9/12/2013 3:00:00 PM
		EXPL	[illegible]	SDRRTESTER	Adair County	Accountable School	9/11/2013 8:55:00 AM	9/12/2013 3:00:26 PM	9/12/2013 3:00:00 PM
		EXPL	[illegible]	SDRRTESTER	Adair County	Accountable School	9/11/2013 8:47:00 AM	1/14/2014 1:58:42 PM	1/14/2014 1:59:00 PM
		EXPL	[illegible]	FieldTester	Adair County	Accountable School	9/10/2013 9:07:00 AM	11/5/2013 11:25:38 AM	-
		EXPL	[illegible]	FieldTester	Adair County	Accountable School	9/9/2013 1:36:00 PM	11/5/2013 2:34:08 PM	-
		EXPL	[illegible]	FieldTester	Adair County	Accountable School	9/9/2013 11:44:00 AM	-	-
		EXPL	[illegible]	FieldTester	Adair County	IEP Accommodation	9/9/2013 10:00:00 AM	9/9/2013 10:00:13 AM	9/9/2013 10:00:00 AM
		EXPL	[illegible]	FieldTester	Adair County	Accountable School	9/9/2013 6:49:00 AM	9/9/2013 6:50:56 AM	9/9/2013 6:51:00 AM
		EXPL	[illegible]	SDRRTESTER	Adair County	NonParticipation	9/7/2013 11:14:00 AM	9/7/2013 11:16:34 AM	9/7/2013 11:17:00 AM
		EXPL	[illegible]	SDRRTESTER	Adair County	Accountable School	9/7/2013 11:14:00 AM	9/7/2013 11:16:29 AM	9/7/2013 11:16:00 AM
		PLAN	[illegible]	SDRRTESTER	Adair County	Accountable School	9/7/2013 11:12:00 AM	9/7/2013 11:16:20 AM	9/7/2013 11:16:00 AM
		EXPL	[illegible]	SDRRTESTER	Adair County	NonParticipation	9/7/2013 11:12:00 AM	9/7/2013 11:16:14 AM	9/7/2013 11:16:00 AM
		EXPL	[illegible]	SDRRTESTER	Adair County	Accountable School	9/7/2013 11:12:00 AM	9/7/2013 11:16:07 AM	9/7/2013 11:16:00 AM
		PLAN	[illegible]	SDRRTESTER	Adair County	Accountable School	9/7/2013 11:12:00 AM	9/7/2013 11:16:01 AM	9/7/2013 11:16:00 AM
		EXPL	[illegible]	SDRRTESTER	Adair County	NonParticipation	9/7/2013 11:11:00 AM	9/7/2013 11:15:56 AM	9/7/2013 11:16:00 AM

- If a change request has been denied, it will remain in the SDRR system so there is a complete record. However, a new change may be made for the student, and OAA staff will be clear in stating why the change was denied. Users should review Denied requests to determine if further action is needed for the student.
- Users with district level access can view, update and close changes submitted by school level users.
- Users should review Updated change requests – these are changes that cannot be approved without additional information as requested by OAA.

- To update a change when OAA has requested additional information, use the filter to select Updated changes. Click on the icon on the left to open the change request. Type any new or requested information in the text box, as shown below, and click Submit.



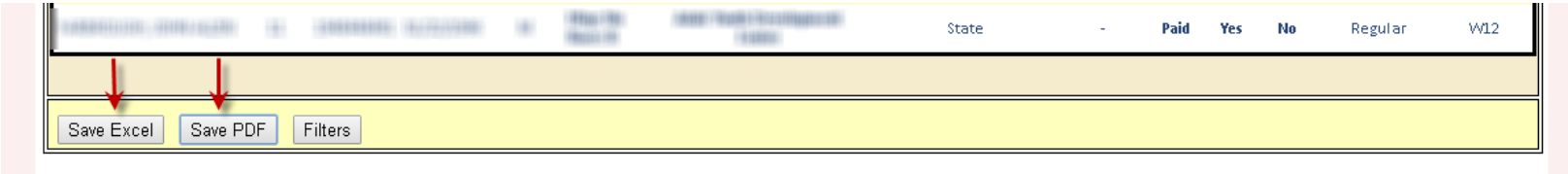
The field on the student listing will show as LOCKED until an open change request is resolved, and no additional changes can be made to this field until this change is finalized. If the change request needs to be updated with additional information, it can be accessed either by double clicking on the LOCKED field on the Student Listing, or by clicking on Data Review Change Listing on the Home Page.

Please note that all information requested by OAA must be updated in SDRR. Information cannot be provided by phone or e-mail. This is to ensure that there is a complete, auditable record of all student-level changes.

If additional requested information is not provided by the school/district, the change will not be approved and no changes will be made to the students' accountability or non-participation status. For that reason, it is important to respond to requests for more information and review Updated changes periodically.

Export to Excel or PDF

The student listing may be exported, and filters may be applied prior to exporting if needed. Below the student listing, there are options for saving to Excel, PDF or applying Filters.



IMPORTANT NOTE: The Excel and PDF exports are provided as a convenience to school and district staff, and are intended to be used in identifying students whose information is incorrect and to provide information about changes. Making changes to an exported file will NOT result in SDRR changes. Requests for SDRR changes MUST be made online in the application.

Questions

For questions regarding password or access, contact the local district WAAPOC. For Dropout specific questions, send an e-mail to the KDE Assessment mailbox at kdeassessment@education.ky.gov. Or to contact us via phone, call Tina Logan at (502) 564-9853 extension 4740 or David Curd at (502) 564-9853 extension 4744.

Appendix A: Withdrawal Codes Definitions

W01 - A pupil transferred to *another grade* in the same school. The reentry code to use with W01 shall be R01.

W02 - A pupil transferred to *another public school* in the same public school district. The reentry code to use with W02 shall be R02.

W07 - A pupil withdrawn due to those *communicable medical conditions* that pose a threat in school environments listed in 902 KAR 2:020, Section 1(1), accompanied by a doctor's statement certifying the condition, or any *other health related condition* for which the student is too ill to participate in regular school attendance or local homebound instructional services, or if the student has obtained a doctor's statement certifying the condition. The reentry code to use with W07 shall be R06.

W08 - A pupil withdrawn due to *death*

W12 - A pupil under the *jurisdiction of the court*. For purposes of the W12 code, a pupil may be considered under the jurisdiction of the court on the day the petition is filed with the court. The reentry code to use with W12 shall be R06.

Note: For accountability purposes, a ***W12 shall be considered a dropout <u>if</u> the district cannot substantiate enrollment in the proper educational setting as designated by the court***.

W17 - An entry level student in the primary program, withdrawn during the first two (2) months enrolled due to immaturity or mutual agreement by the parent, guardian or other custodian and the school in accordance with 704 KAR 5:060.

W20 - A pupil transferred to a *home school*. The reentry code to use with W20 shall be R20.

W21 - A pupil transferred to a *nonpublic school* (excluding home school). The reentry code to use with W21 shall be R21.

W22 - A pupil who has transferred to *another public school district* and for whom a request for student records has been received or enrollment has been substantiated. **Note: Beginning with the current school year (2014-2015), W22 withdrawals are only used for transfers between Kentucky Public Schools. Out of state enrollments are indicated with an end status of W29. If a school ends an enrollment with a W22 and there is not an enrollment in another Kentucky public school, after the W22, the student will remain a dropout. This applies to students with No Show enrollments at the beginning of the 2014-2015 school year.**

W23 - A pupil withdrawn for a second or subsequent time who initially withdrew as a W24 or W25 during the current school year

W24 - A pupil who has moved out of this public school district for whom enrollment elsewhere has not been substantiated

W25 - Prior to the 2017-18 school year, a pupil who is at least the local board policy's minimum age for withdrawal and has withdrawn from public

school; beginning with the 2017-18 school year, a pupil who is at least eighteen (18) years of age and has withdrawn from public school;

W27 - A student who has withdrawn from school ***and subsequently received a GED prior to October 1, 2014.***

W28 – A pupil who has reached the maximum age for education services without receiving a diploma or alternative high school diploma.

W29 - A pupil who has moved out of state or outside of the United States

W30- A pupil with an IEP enrolled in Grade 14 who has previously received an Alternative High School Diploma, reenrolled and withdrew prior to the end of the reporting school year.

C01 – a pupil who completes the school year in the school of the most current enrollment;

G01 – a pupil who graduates in less than four (4) years;

G02 – a pupil who graduates in four (4) years;

G03 – a pupil who graduates in five (5) years;

G04 – a pupil who graduates in six (6) or more years, and;

NS – a pupil who completed the prior year with a C01 and was expected to enroll in the district but did not enroll by October 1 of the current year whose enrollment elsewhere cannot be substantiated. **A no show would be a summer dropout if that student fails to enroll elsewhere prior to October 1.**

Safe School Codes Definitions

Board Discipline Codes as used in the Student Information System (Infinite Campus) for entry of Safe Schools Incidents:

Board Discipline Id	Board Discipline Description
SSP1	Expelled, receiving services
SSP2	**Expelled, not receiving services**
SSP3	Out of school suspension
SSP4	Alternative Placement (does not create an incident)
SSP5	Corporal Punishment
SSP6	Law only

Dropout codes are in bold face: **W23, W24, W25**, and **SSP2**. Students withdrawn with a **W12** is a dropout **if** it cannot be verified that the student is receiving approved educational services. **If a school ends an enrollment with a W22 and there is not an enrollment in another Kentucky public school, after the W22, the student will remain a dropout. This applies to students with No Show enrollments at the beginning of the 2014-2015 school year.** Students who withdraw and receive their GED as either a **W26 or W27** are dropouts if they did not receive a GED prior to October 1, 2015.