



OKLAHOMA STATE  
DEPARTMENT *of* EDUCATION  
OFFICE OF SPECIAL EDUCATION SERVICES  
OFFICE OF DATA & INFORMATION SYSTEMS

**SY 2020-2021 FAQ:**  
**Updating EdPlan Records at Enrollment**

**Table of Contents**

Introduction .....	1
Process .....	1
Frequently Asked Questions	
A. I have a student who is new to my district and is not showing in EdPlan .....	2
B. A student record has disappeared from EdPlan .....	3
C. I have a student in EdPlan who should not be here.....	3
D. My new student is in EdPlan, but not his or her SPED records .....	4

## 1 – Introduction

The purpose of this document is to provide guidance to frequently ask questions or concerns regarding the enrollment of special education students and the transfer of their information into EdPlan. Please read the following sections to understand the processes involved and what to do about student records that are either missing or incorrect.

## 2 – Process Steps

1. The statewide student data system (herein called the Wave) completes its rollover to the 2020-2021 school year. This was finished around August 1. (The Office of Data & Information Systems has sent out communication to superintendents and student information admins noting that the Wave rollover process has begun. Another email was sent out noting its completion.)
2. Once rollover is completed, an automatic request will be sent out to all Local Educational Agency (LEA) student information systems to send 2020-2021 student demographic, contact and enrollment information to the state.
3. Student information systems will begin sending data to the state, which will populate the Wave. Prior to the first day of school, these files are considered “re-enrollment” records.
  - a. All student records are subject to validation checks. If a record does not pass validation, it will be held for review in the Data Validation Wizard. Certain errors will also prevent STN assignment. See <https://sde.ok.gov/documents/2020-07-23/stn-assignment-process> for more information.
  - b. Every student record must also pass an “ownership” check to verify that the student is not simultaneously enrolled in another district in Oklahoma. If the student has a second enrollment, the record will be held for review in the Ownership Wizard.
  - c. Every student record will proceed through one additional check to identify the student testing number (STN). Generally, if a student was previously enrolled in an accredited Oklahoma public school, then their 2020-2021 STN should revert to the 2019-2020 (or another school year) STN. If the student has never been enrolled in an Oklahoma school before, they will be assigned a new STN. If the student’s record is ambiguous (meaning the system cannot tell if it is a match to a previous record or new), the record will be held for manual review in the STN Wizard found in the Wave.
  - d. **Some validation/ownership errors and STN concerns will prevent students’ records from appearing in EdPlan.** If there are no validation errors or STN concerns, students’ demographic, contact, and enrollment information will appear in EdPlan 24 to 72 hours after enrollment.
4. Wave enrollment files will be sent nightly to EdPlan to update student records.

***EdPlan administrator:***

- a. If you do not see 2020-2021 enrollment updates:
  - i. Verify that the school year is set to 2020-2021 in “School System” under the Administrator tab.
  - ii. Verify that pre-enrollment/enrollment files have been sent by your district to the Wave. If they have not yet been sent (possibly because the district waits until the first day of school), you will need to complete any “pre” IEP work on paper if the student does not have an active record in EdPlan.
- b. Do not exit students from EdPlan or add students to it. The enrollment file will automatically update EdPlan records.
  - i. Adding student records or reactivating old records (other than those shared by SoonerStart) may cause additional work for your district, including the need to resolve duplicate records, re-write workspace documentation, or redo documents.

**\*\*\* Note: Student records will not pull over into EdPlan if the school site names and site codes are not correct in EdPlan. Add new sites and update site information as soon as possible prior to the start of school. \*\*\***

***SIS administrator:***

- a. Make sure that your SIS is sending 2020-2021 data.
- b. Exit your “no show” students as soon as possible to prevent ownership challenges.
- c. Check your districts’ Wave wizards (STN Wizard, Ownership Wizard, and Data Validation Wizard) frequently to ensure that errors are not holding up data sharing with EdPlan.

**\*\*\* Note: Enrollment files are sent to EdPlan each evening. The system updates between 24 and 72 hours later. \*\*\***

## **3 – Frequently Asked Questions**

**A. I have a student who is new to my district and is not showing in EdPlan.**

***EdPlan administrator:***

- 1. Make sure the student is enrolled in your SIS with the correct entry/“basis of admission” (BOA) code.
  - a. Wait 24 to 72 hours for the student to populate EdPlan once enrolled in the SIS.
- 2. Ensure that the school site code to which the student will be assigned is recorded correctly in EdPlan.

3. Talk to your SIS administrator to verify that all validation, ownership or STN errors have been resolved.

***SIS administrator:***

1. Make sure the student is enrolled in your SIS with the correct entry/"basis of admission" (BOA) code. Additionally, any student with a future entry date will not appear in EdPlan until that date.
2. Verify that there are no validation, ownership or STN errors. Resolve any errors that exist.

**\*\*\* Note: The primary reason that a student does not show in EdPlan is that the record has ownership, validation, and/or STN errors. If you have resolved these errors (and waited 24-72 hours) and a student still does not show in EdPlan, please contact the Data and Information Systems Office at StudentDataInfo@sde.ok.gov. \*\*\***

**B. A student record has disappeared from EdPlan.**

***EdPlan administrator:***

1. If a student's record is "inactive" in EdPlan, first verify the student's enrollment status.
  - a. If enrolled, check whether the student is present and attending, and has the correct BOA code.
  - b. If not enrolled, he or she has transferred to another district or chose not to enroll this year. Do not reactive this student.

***SIS administrator:***

1. If enrolled, check whether the student is present and attending and has the correct BOA code. The student will only disappear from EdPlan if another district has enrolled them or your district has exited the student accidentally.
2. If not present and attending, exit the student from your SIS.

**\*\*\* Note: If the student is enrolled, present and attending and still does not show in EdPlan after 24-72 hours, please contact the Data and Information System Office at StudentDataInfo@sde.ok.gov. \*\*\***

**C. I have a student in EdPlan who should not be here.**

***EdPlan and SIS administrators:***

1. Verify enrollment status.
  - a. If you verify that the student is not enrolled, wait 24-72 hours for the student's records to be removed automatically from EdPlan.
  - b. If the student is enrolled but not present and attending, wait for the student to attend.

- c. If the student is enrolled but should not be, exit the student from the SIS.

**D. My new student showed up in EdPlan, but his/her records did not transfer.**

***EdPlan administrator:***

1. Did you wait 24-72 hours? If not, please wait for the records to appear.
2. Check whether the student's STNs match in EdPlan and your SIS, and in the previous district (was not assigned a new STN).
  - a. *If they do not match*, work with your SIS administrator and contact DIS at StudentDataInfo@sde.ok.gov to review the STNs and link them if necessary.
3. Check that the student's name (first, middle, last) is the same as in the previous district.
  - a. *If they do not match exactly but the STN is the same*, send a message through EdPlan requesting a records transfer. Only do this if the student already appears in EdPlan but does not have any SPED records after several days.
  - b. If they do not match exactly, you may also find that a new STN has been created for the student. Please refer to D.2.
4. Once STNs and/or names are resolved, please wait 24-72 hours for records to appear.

**\*\*\* Note: Names can create many problems for the transfer process. For example, errors in the automated transfer process will occur in these cases and ones like them: 1) a last name is hyphenated in one district but has a space between two names in another district (e.g., Smith Jones versus Smith-Jones), 2) the order of the names is reversed from one district to another, or 3) your record has a first name with an apostrophe in it and the prior record does not (Ka'Janae versus KaJanae). \*\*\***