

2020 (COVID-19) Yearend Processes and State Reporting

REMINDER: Communication between buildings and the district office is critical to successful reporting. State report files submitted using the LBL WebSIS screens, or uploaded manually, may take 1-2 hours to process at ODE. Once processing is complete, login to ODE and check for errors, make corrections, and then complete the Verify/Finalize option for the associated report. Always request a production download when you are done and save it to a secure location (Archive file).

NOTE: Even though ODE has extended reporting deadlines, all LBL automated reports must be completed by 7/10/2020. LBL ESD school rollover process and system upgrades are scheduled for the week of July 13th. WebSIS will be unavailable during that week.

ESEA McKinney-Vento: Homeless (closes 7/31/2020)

Please verify the Yes/No indicator for your district. District homeless liaisons need to work with the district state reporters to submit the file to ODE. Make sure all program enrollments, Free/Reduced Lunch information, and McKinney-Vento indicators are set before submitting.

Dental Screening (closes 7/31/2020)

There are the Student Health tab or two flags (M06 or M08) available to assist with compiling the list for the 19/20 report. Health tab Screening data will provide better reporting with expiration date and opt-out indicators.

High School CTE Assessment Reporting (closes 8/21/2020)

TSA Vendor test score information is suspended for the 2019-20 report. It will be removed completely from CTE reporting next school year 2020-21.

Basic CTE reporting process: ([training videos](#))

- High Schools complete the Course to Course linking from the Maintain Tables menu.
- Add Global level Activity flags (A__) to students.
- Add Global School-to-Work flags (W0_) to students.
- Complete final grade process and report cards.
- Complete senior diploma process.
- Verify with the district office that all Free/Reduced lunch information is up-to-date.
- Submit the CTE course and student file from the State Reporting menu > Submit option.
 - All 6 tasks and processes must be checked as complete before you can submit the file.
 - We recommend you run a TEST batch and review data before sending the file to ODE.
- Complete the verify/finalize process on the ODE website.

Class Roster (canceled!)

9th Grade On-Track (closes 7/13/2020)

Districts can submit the Freshman On-Track file which will include all 9th graders who completed 6 or more credits by the end of the current year. All grades must be processed before the district sends this report, so communication between the high school and district office is critical for this report.

High schools can verify student information using the Student Information > Diploma Tracking screen and filtering on grade 09 students. Export the list of students and filter the export on 'Earned Credit' (column N) to review which students have completed the required credits.

Discipline Incidents (closes 8/31/2020)

Schools need to complete all suspensions, expulsion and removal entries in WebSIS Behavior Tracking. Truancy thresholds must be resolved to create the Truancy incidents for reporting. Schools and the district office can run a Discipline Verification report from Report Launcher to verify all students being reported to ODE. When districts are certain that schools are done with entry, submit the Discipline Incidents file from the District Reporting menu.

Restraint & Seclusion (closes 8/31/2020)

LBL ESD currently provides a download file option for this report. Many of the required fields are completed if your district uses the WebSIS Behavior Tracking system to collect this information.

Annual ADM (closes 7/6/2020)

Update student records and verify enrollment totals, program enrollments, and graduation status. ODE will be adjusting membership to stop as of March 13, 2020 due to COVID-19 school closure. Complete this report process using normal reporting rules.

Graduating seniors returning next year for college

- ALL seniors who have *completed* their graduation requirements by the end of this year (1920) should be reported to ODE as 1920 "completers" with the correct diploma code. Essential skills information has been suspended for 1920 and 2021 reporting years.
- Graduated seniors, not participating in the Oregon Promise grant, who plan to return in the fall of 2020 to attend college need the **4G End Date Code** assigned on the WebSIS Graduation Status screen before sending the ADM file to ODE.
 - ⊖ Please do NOT change student graduation plans in WebSIS after students are reported as completers!
- Graduated seniors who return in the fall of 2020 to attend college should be enrolled as 0.0 FTE with the **Post Grad Scholar program** enrollment for tracking college credit. College grades need to be entered in grade history and identified as College Course =Yes and Credit Hours= # so students are reported correctly for funding.