

# School Wave Info

- School Name
- Grade Level
- Session Type
- Lunch Provision Type
- Title I Status
- NCES ID
- State Province ID
- Latitude
- Longitude
- School Status
- School Category
- Focus Type
- National School Lunch Program Status Type
- Url
- Principal Name
- Principal Title

To Add School Wave Info:

1. Go to **School Main > WAVE/SIF Data > School WAVE Info > Edit**
2. This page will allow you to view and edit data your school is required to submit to the WAVE. Please refer to the WAVE if you have questions about which values apply to your school.

Helpful KBs:


- [How do I enter school data for the Oklahoma Wave?](#)
- [How do I enter LEA data for the Oklahoma Wave?](#)
- [How do I Find Latitude and Longitude Coordinates?](#)
- [How do Oklahoma schools report their lunch provision program?](#)

# Academic Calendar

Configure Calendar Dates:

- 165 total days includes:
  - 158 days of instruction
  - 2 parent teacher conference days
  - 5 professional days
  - 1080 total hours

To update your calendar, do the following for each month in your academic year:

1. Go to **Main > Academic Calendar**
2. Click on the Calendar Day icon (  )
3. Edit a month
4. Select the **Calendar Date Code**
5. Set **Report As** to N/A
6. **Set School Time**
  - a. Leave blank for all standard length days
  - b. Only **Set School Time** for non-standard length days
7. Daily Instructional Minutes
  - a. Leave blank for all standard length days
  - b. Only enter **Daily Instructional Minutes** for non-standard length days
8. **Save**

Edit Calendar Summary:

- Days of Calendar
- Days of Attendance
- Days of the Week
- Instructional Min
- Minutes per day
- Lunch Minutes
- Date when First Nine Weeks Ends (FQSR)
- Graduation Date
- Grade Levels
- Calendar Type

To Enter Calendar Summary Data on the Academic Calendar:

9. Go to **Main > Academic Calendars**
10. Click on the 3 vertical dots
11. Click on Edit
12. Enter the total yearly **Instructional Minutes**
13. Enter **Minutes Per Day**
14. Enter **Lunch Minutes**
15. Enter **Date When First Nine Weeks Ends**
16. Enter **the Graduation Date**
17. Select a **Calendar Type**
18. **Save**

Helpful KBs:

- [How do I enter calendar summary data for the Oklahoma Wave?](#)
- [How do I Calculate calendar summary minutes for the Oklahoma Wave?](#)
- [How do I update Oklahoma Wave calendar days?](#)

- [How do I Report Professional and Parent/Teacher Calendar Days to the WAVE?](#)

## Grading Periods

- Start/End Dates for the Regular Grading Period
- Start/End Dates for the Summary Grading Period

To configure grading periods:

1. Go to **Main > Grading Periods**
2. Select a grading period
3. Move your mouse over the grading period and click on **edit**
4. Enter the grading period **Start Date** and **End Date**
5. Select the grading period **Term Span**
6. **Save**

Helpful KBs:

- [How do I enter Oklahoma grading period data?](#)

## Student Enrollment

- Delete student enrollments not returning for the academic year
- Mass edit Entry Date and Description
- Mass edit Transportation code

To delete a student that was promoted into the upcoming academic year:

1. Go to **School Main > Student Single-View (beta)**
2. Select the upcoming **Academic Year** using the drop-down list
3. Find the student
4. **More > Delete Student**
5. Check the box next to **ONLY** the academic year you wish to delete the student from.
6. **Delete Student**
7. Read the pop-up and ensure you selected the correct academic year to delete the student from
8. **OK**

To mass add Entry Date/Description and Transportation Code:

1. Go to **School Main > Student Multi-View**

2. **Mass Edit**
3. Fill out the **fields** you wish to edit (eg. Entry Date, Entry Description and Transportation Code)
4. Select the **students** you want to apply the change to
5. **Save**


Helpful KBs:

- [How do I handle students who aren't returning to my school next year?](#)

## Student Participation Programs


- Enter Annual Program Data for qualified students
  - Alt Ed
  - Free/Reduced Lunch
    - Economically Disadvantaged
  - Homeless
  - Foster Care
- Update/Enter Multi-Year Program data
  - English Learner (EL)
  - Bilingual
  - Immigrant/Migrant
  - Gifted & Talented
  - Indian Education
  - Special Education
  - Section 504

To enter student program participation en masse:


1. Go to **Main > Wave/SIF Data > Student Program Mass Entry**
2. Select a **Program**
3. Scroll to a student
4. **Enter** Program Data
  - Program Placement
  - Program Type
  - Effective Date
  - (Optional) Exit Date
  - (Optional) Exit Type
5. Click on  to select a **Placement Reason**
  - If applicable, scroll to the right to find and enter additional program data
6. (Optional) Click on **+** to add a new program enrollment
7. Scroll to the next student

8. Repeat steps 4 through 7
9. **Save**

To individually enter student participation program data:

1. Go to **Main > Student - Single View (beta)**
2. Search for and **select** the student
3. Go to **General >** Select the **tab** based on the [this table](#)
4. Click the **pencil icon** () to edit
5. (Optional) Click the **plus icon** to add a new row to the program
6. Complete the program data
7. **Save**

To edit lunch program data for a single student:

1. Go to **Main > Student - Single View (beta)**
2. Search for the student
3. Go to **General Demographics**
4. Click the pencil icon  to edit the **Demographics** section
5. Select the student's **Lunch Program**
6. Enter the lunch program **Effective Date**
7. Select the **Direct Certified** indicator
8. Select a **Placement Reason**
9. **Save**

Oklahoma schools are also required to enter in the Lunch Eligibility Determination.

1. Go to **Main > Student - Single View (Beta)**
2. Search for the student
3. **Edit** the student
4. Select a value for **Lunch Eligibility Determination**
5. **Save**

To mass add student lunch programs:


1. Go to **School Main > Lunch > Student Lunch Program**
2. **Mode > Mass Add**
3. Under Data to Add
  - Select a **Lunch Program**
  - Enter a different **Effective Date**
  - Select a **Direct Certified** status
  - Select a **Placement Reason**
4. Select your students

5. **Save**

To mass add student lunch programs:

6. Go to **School Main > Lunch > Student Lunch Program**
7. **Mode > Mass Edit**
8. Under **Data to Add**
  - Select a **Lunch Program**
  - Enter a different **Effective Date**
  - Select a **Direct Certified** status
  - Select a **Placement Reason**
9. Select your students
10. **Save**

To edit Student Special Education Participation Programs for a student:

1. Go to **Main > Student - Single View (beta)**
2. Search and select the student
3. Select the **General** tab
4. Select the **SPED** subtab
5. Select the pencil icon( ) to **Edit Student Participation Programs - SPED**
  - Select the **Program Type**
    - Click on **+** to add a new entry if applicable
  - Enter the **Placement Date**
  - Enter the **Exit Date** if applicable
6. **Save**

To enter Indian Education program participation data:

1. Go to **School Main > Student Single View (beta)**
2. Search and select a student
3. Go to **General > Miscellaneous**
4. **Edit Misc Info**
5. Find **Indian Education**
6. Enter the **Placement Reason** and **Effective Date**
7. **Save**

To enter Tribal Citizenship and Affiliation data:

1. Go to **School Main > Student Single View (beta)**
2. Search for a student
3. Go to **General > Miscellaneous**
4. Edit Misc Info
5. Find **Tribal Affiliation** and select a value

6. Find **Tribal Citizenship** and select value
7. **Save**

Helpful KBs:

- [Oklahoma Student Participation Programs](#)
- [How do Oklahoma Schools Manage Student Lunch Program Data](#)
- [Manage Student Economically Disadvantaged Status](#)
- [How do I edit student Special Education Participation Programs?](#)
- [When to enter Indian Education Participation Data](#)
- [Managing Oklahoma Direct Certifications](#)

## Classes

- Assign Instructors
- Roster Students
- Schedule Classes
- Assign Room number
- Medium of Instruction
- Location of Instruction

To edit a single class:

1. Go to **School Main > Classes/Sections**
2. Find and **Edit** the class
3. Set the required data fields
4. **Save**

The Wave data fields that can be updated via Mass Edit are:

- Medium of Instruction
- Location of Instruction

To mass edit class data fields:

1. Go to **School Main > Classes/Sections > Mass Edit**
2. Under **Data to Edit**, find the data field that you intend to update
3. (Optional) Use the Filter classes to find certain classes
4. Scroll down to find the class listing
5. Select the classes to be updated
6. **Save**

Helpful KBs:

- [How do I enter Oklahoma Wave class data?](#)

# Copy Report Cards

- Copy over the Report Card

To copy report cards:

1. Go to **School Main > Grade Reporting > Define Report Cards**
  - a. Or **District Main > Grade Reporting > Report Cards**
2. Set the **Academic Year** to the year that has the report card you would like to copy
3. Click on the **Copy Report Cards** button
4. Check the **checkbox** next to any report card you would like to copy
5. Select the **academic year** to copy the report cards to
6. **Copy**

- Copy over the Report Card Item List

To copy report card item lists:

1. Go to **School Main > Grade Reporting > Report Card Item Lists**
  - a. Or **District Main > Grade Reporting > Report Card Item Lists**
2. Set the **Academic Year** to the year that has the report card item lists you would like to copy
3. Click on the **Copy Report Card Item Lists** button
4. Check the **checkbox** next to any report card item list you would like to copy
5. Select the **academic year** to copy the report card item lists to
6. **Copy**

Helpful KBs:

- [How do I roll over report cards to the next academic year?](#)