



**OKLAHOMA**  
Education

## **District Ownership Wizard**

# **District Ownership Wizard User Guide**

# Contents



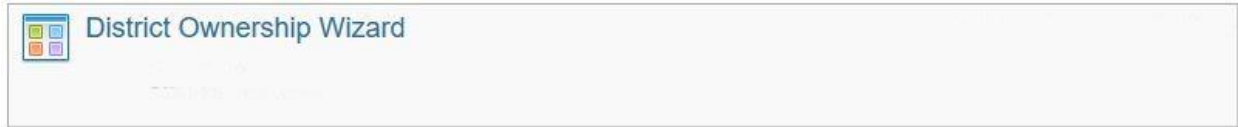
**OKLAHOMA**  
**Education**

## District Ownership Wizard

- Accessing District Ownership Wizard.....3
- Welcome to the District Ownership Wizard.....4
- Choose Your District.....4
- Select Your School(s).....5
- Select Your View.....6
- Report by Student.....6
- Report by District.....7
- Contact District Staff.....8
- Create Report File.....9
- Export Data (.csv).....9
- Print Report (pop-up).....11
- Navigating the Application.....14

# Accessing District Ownership Wizard

To access this application login to Single Sign-On (<https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>). Once you have logged in locate the application titled “District Ownership Wizard”.



To continue to the application the “FERPA” agreement must be accepted by clicking the “I AGREE” button located at the bottom of the text box. Pressing “I DO NOT AGREE” will take you back to the homepage of Single Sign-On.

You must agree to this FERPA agreement before accessing the District Ownership Wizard application.

- Do keep only those individual student records necessary for the fulfillment of your teaching and advising responsibilities. Private notes of a faculty member concerning a student and intended for the faculty member's own use are not part of the student's educational records.
- Do keep any personal professional records relating to individual students separate from their educational records. Private records of instructional, supervisory, and administrative personnel and ancillary educational personnel are to be kept in the sole possession of the maker and are not to be accessible or revealed to any other person, except a substitute.
- Do not change factual information regarding grades and performance in an educational record when the student is able to provide valid Documentation that information is inaccurate or misleading. The substantive judgment of a faculty member about a student's work, expressed in grades and/or evaluations, is not within the purview of students' right to challenge their educational records.
- Do not display student scores or grades publicly in association with names, Social Security Numbers, or other personal identifiers. If scores or grades are posted, use some code known only to you and the individual student.
- Do not put anything containing student names and grades in publicly accessible places. Students are not to have access to the scores and grades of others in class in ways that allow other students to be identified.
- Do not request information from the educational record custodian without a legitimate educational interest and the appropriate authority to do so.
- Do not share student educational record information, including grades or grade point averages, with other faculty or staff members unless their official responsibilities identify their "legitimate educational interest" in that information for that student.
- Do not share information from student educational records, including grades or grade point averages, with parents or others outside the institution, including letters of recommendation, without written permission from the student.
- Do not provide anyone with lists or photos of students for any commercial use.
- Do not provide anyone with student schedules or assist anyone in finding a student.
- When in doubt, err on the side of caution and Do not release student educational information.
- You should NEVER allow anyone to login under your login or password.
- Logout of this system whenever you will not be at your desk. The institution is responsible for any unauthorized persons. Laptops need to be placed in a secure place at all times. Do not store personally identifiable student information on your laptop.
- Be aware of the positioning of your computer screen so that it is not visually available to unauthorized persons. Laptops need to be placed in a secure place at all times. Do not store personally identifiable student information on your laptop.
- Paperwork containing student identifiable information should be put away whenever you are not at your desk.

I AGREE I DO NOT AGREE

# Welcome to the District Ownership Wizard

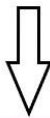
Once you have accessed the District Ownership Wizard click on the “Next” button located at the bottom right of the screen.

- 1 Welcome
- 2 Select a district
- 3 Select school(s)
- 4 Select report view
- 5 Report

## Welcome to the District Ownership Wizard

This tool will allow you to view the student enrollment conflicts for your district or school(s).

Please click “Next” at the bottom-right corner of this screen to begin the process. At any point in the process, you can click on a previous step in the header above to return to that step.



Next

# Choose Your District

From the dropdown located in the middle of the screen choose your district to view then click the “Next” button at the bottom right of the screen.

- 1 Welcome
- 2 Select a district
- 3 Select school(s)
- 4 Select report view
- 5 Report

## Step 1: Choose District

Select the district for your report. The next step will allow you to choose the school or school(s) within the selected district.

Filter by District Category (click to expand) 

Filter by Text (click to expand) 

Select a district... 



Previous Next

# Select Your School(s)

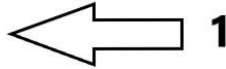
To choose a school site, click on the check boxes next to each school you wish to view. Once your school(s) have been selected click the “Next” button on the bottom right of the screen.

## Step 2: Select School(s)

In this step, select the school or schools you would like to view in your report.

Select All   Deselect All

- 141029107 - LAKEVIEW ES
- 141029110 - ADAMS ES
- 141029112 - CLEVELAND ES
- 141029115 - JACKSON ES
- 141029120 - JEFFERSON ES
- 141029122 - KENNEDY ES
- 141029125 - LINCOLN ES
- 141029130 - MADISON ES
- 141029135 - MCKINLEY ES
- 141029140 - EISENHOWER ES
- 141029145 - WILSON ES
- 141029150 - MONROE ES
- 141029153 - ROOSEVELT ES
- 141029155 - TRUMAN ES
- 141029160 - WASHINGTON ES
- 141029500 - IRVING MS
- 141029501 - ALCOTT MS
- 141029502 - LONGFELLOW MS
- 141029504 - WHITTIER MS
- 141029705 - NORMAN HS
- 141029710 - NORMAN NORTH HS
- 141029165 - TRUMAN PRIMARY SCHOOL
- 141029740 - DIMENSIONS ACADEMY
- 141029170 - DIMENSIONS ACADEMY
- 141029151 - RONALD REAGAN ES



Select All   Deselect All

Previous   Next

# Select Your View

Select the view you would prefer to use while looking through the report. You can choose to view by student or by district. Once selected click the “Finish” button in the bottom right of the screen.



- 1 Welcome
- 2 Select a district
- 3 Select school(s)
- 4 Select report view
- 5 Report

## Step 3: Select View

In this step, select the view you would like for your report.

By Student

By District



[Previous](#)
[Finish](#)

# Report by Student

Report by Student will provide enrollment conflict details by student. By default the report will list each student who has a conflict in the school(s) selected in step 3. By clicking the “+” to the left of the student name\* you can view which district and site has an enrollment conflict and for which dates. You can also press the “Expand All” button to expand all information for every student listed.

\*Note: Due to FERPA, information has been blocked out to protect the data of the student(s).

## Results by Student

To view the enrollment conflict details, click the “+” sign next to the student you would like to view.

Expand All Collapse All Export Data (.csv) Print Report (pop-up)

Expand	First Name	Middle Name	Last Name ↑	Gender	Student Local ID	Student State ID	School Name
	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>
							14I029140 - EISENHOWER ES
							14I029112 - CLEVELAND ES
Enrollments							
Expand	Entry Date	Exit Date	District Name	School Name			
+	8/24/20	10/22/20	NORMAN	Cleveland Elementary School			
+	10/20/20	Currently Enrolled	PUTNAM CITY	Western Oaks Elementary School			

Items per page: 20 | 1 - 2 of 2

# Report by District

Report by District report will provide enrollment conflict details by district. By clicking the “+” on the left side of the district name you can view each student\* that has a conflict. By clicking the “+” to the left of the student name\* you can view which district and site has an enrollment conflict and for which dates. You can also press the “Expand All” button to expand all information for every student listed.

\*Note: Due to FERPA, information has been blocked out to protect the data of the student(s).

## Results by District

To view the enrollment conflict details, click the “+” sign next to the district you would like to view.

Expand All Collapse All Export Data (.csv) Print Report (pop-up)

Expand	District Name ↑	County/District					
<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>					
<input type="checkbox"/>	EPIC ONE ON ONE CHARTER	552001					
<input type="checkbox"/>	PUTNAM CITY	551001					
Students							
Expand	First Name	Middle Name	Last Name ↑	Gender	Student Local ID ⓘ	Student State ID ⓘ	School Name
<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>
<input type="checkbox"/>							141029112 - CLEVELAND ES
Enrollments							
Expand	Entry Date	Exit Date	District Name	School Name			
+	8/24/20	10/22/20	NORMAN	Cleveland Elementary School			
+	10/20/20	Currently Enrolled	PUTNAM CITY	Western Oaks Elementary School			

## Contacting District Staff

After selecting a student and expanding their enrollments, there is a third tier that list the staff who should be contacted about the enrollment conflict. Please refer to [This Guide](#) on how to add or change who is listed as a district contact. Click the “+” next to the enrollment to get the contact information for the staff that assists with resolving enrollment conflicts. To email a specific user click on the hyperlinked email address\*; to email multiple staff click on the checkbox for the users you wish to email and then click “E-mail selected contacts”\*.

\*Note: When clicking on the email address or “E-mail selected contacts” this will auto populate a new message. If your current email program has not been configured as the default device, then this option will not work for you. Please copy and paste the email address into a “new message” from the email program you are using.

The screenshot shows the 'Enrollments' section for a student. The enrollment entry for 'Cleveland Elementary School' is expanded. Below it, the 'School Contact Details' section lists 'John Doe' with the email address 'JohnDoe@email.com'. A red box highlights the email address. To the right of the contact list are checkboxes for each contact and buttons for 'Select All' and 'Deselect All'. Above the contact list are options for 'Email selected contacts' and 'Copy selected email addresses'.

### Individual staff email

This screenshot shows the 'Enrollments' section with two enrollment entries expanded. The first entry is for 'Cleveland Elementary School' and the second is for 'Western Oaks Elementary School'. In the 'School Contact Details' for the first enrollment, the 'Email selected contacts' checkbox is checked and highlighted with a red box. An arrow labeled '2' points to this checkbox. Another arrow labeled '1' points to the 'Select All' button. The 'JohnDoe@email.com' link is also visible. The second enrollment entry shows 'Currently Enrolled' status for 'PUTNAM CITY' at 'Western Oaks Elementary School'.

### Multiple Staff Email



# Create Report File

While viewing the report there is an option to “Export” or “Print Report” into a digital file.

## Export Data (.csv)



1 Welcome 2 Select a district 3 Select school(s) 4 Select report view 5 Report

### Results by Student

To view the enrollment conflict details, click the “+” sign next to the student you would like to view.

Expand All Collapse All

Expand	First Name	Middle Name	Last Name ↑	Gender	Student Local ID	Student State ID	School Name
+	Enter filter criteria...	Enter filter criteria...	Enter filter criteria...	Enter filter criteria...	Enter filter criteria...	Enter filter criteria...	Enter filter criteria...
+							141029140 - EISENHOWER ES
-							141029112 - CLEVELAND ES
Enrollments							
Expand	Entry Date	Exit Date	District Name	School Name			
+	8/24/20	10/22/20	NORMAN	Cleveland Elementary School			
+	10/20/20	Currently Enrolled	PUTNAM CITY	Western Oaks Elementary School			



Export Data (.csv) Print Report (pop-up)

Once you have clicked on “Export Data (.csv)” you will receive a pop-up.

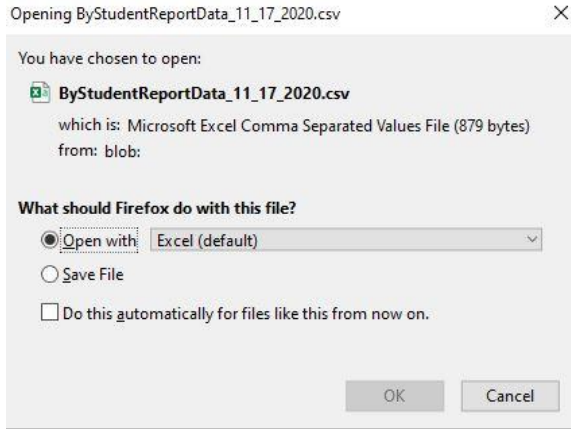
### Select Export Type

Please note: If you have applied any filters to the report, only the filtered data will be exported.

- Minimal - Contains only minimal student, school and enrollment data
- Basic - Each record contains more detailed data
- Full - Contains all data (student, enrollment, contacts, etc.)

Continue Cancel

Choose your preferred option for viewing data then click “Continue”. This should provide another pop-up for you to select how to view the information. Confirm you have “Excel” as the viewing option and select “OK”



Once you have opened the excel file you will be able to view the same information from the Wizard\*.

\*Note: Due to FERPA, information has been blocked out to protect the data of the student(s). Information marked with "\*" has been blocked.

Student State ID	Student Full Name	School Name 1	Entry Date 1	Exit Date 1	School Name 2	Entry Date 2	Exit Date 2
		EPIC CHARTER ELEM SCHOOL	2020-09-08T00:00:00	Currently Enrolled	Eisenhower Elementary School	2020-11-18T00:00:00	Currently Enrolled
		Oklahoma Virtual Charter Academy - Elementary School	2020-08-12T00:00:00	Currently Enrolled	Eisenhower Elementary School	2020-11-30T00:00:00	Currently Enrolled
		Oklahoma Virtual Charter Academy - Elementary School	2020-08-12T00:00:00	Currently Enrolled	Eisenhower Elementary School	2020-11-30T00:00:00	Currently Enrolled
		Cesar Chavez ES	2020-10-19T00:00:00	Currently Enrolled	Wilson Elementary School	2020-11-03T00:00:00	Currently Enrolled

### Minimal View

A	B	C	D	E	F	G	H	I	J	K	L
1 Student State ID	Student Full Name	District 1	School ID 1	School Name 1	Entry Date 1	Exit Date 1	District 2	School ID 2	School Name 2	Entry Date 2	Exit Date 2
2 *	*	EPIC ONE ON ONE CHARTER	552001970	EPIC CHARTER ELEM SCHOOL	2020-09-08T00:00:00	Currently Enrolled	NORMAN	141029140	Eisenhower Elementary School	2020-11-18T00:00:00	Currently Enrolled
3 *	*	EPIC ONE ON ONE CHARTER	552001971	EPIC CHARTER MIDDLE SCHOOL	2020-09-08T00:00:00	Currently Enrolled	NORMAN	141029502	Longfellow Middle School	2020-11-30T00:00:00	Currently Enrolled
4 *	*	NORMAN	141029112	Cleveland Elementary School	2020-08-24T00:00:00	2020-10-22T00:00:00	PUTNAM CITY	551001130	Western Oaks Elementary School	2020-10-20T00:00:00	Currently Enrolled

### Basic View

A	B	C	D	E	F	G	H
1 Student Header	First Name	Middle Name	Last Name	Gender	Local ID	State ID	School Name
2 Student Detail	*	*	*	*			141029140 - EISENHOWER ES
3 -	Enrollment Header	Entry Date	Exit Date	District Name	School Name		
4 -	Enrollment Detail	2020-09-08T00:00:00	Currently Enrolled	EPIC ONE ON ONE CHARTER	EPIC CHARTER ELEM SCHOOL		
5 -	-	Enrollment Contact Header	Name	Email			
6 -	-	Enrollment Contact Detail	*	*			
7 -	Enrollment Detail	2020-11-18T00:00:00	Currently Enrolled	NORMAN	Eisenhower Elementary School		
8 -	-	Enrollment Contact Header	Name	Email			
9 -	-	Enrollment Contact Detail	*	*			
10 -	-	Enrollment Contact Detail	*	*			
11 -	-	Enrollment Contact Detail	*	*			
12 -	-	Enrollment Contact Detail	*	*			

### Full View

# Print Report (pop-up)



1 Welcome 2 Select a district 3 Select school(s) 4 Select report view 5 Report

## Results by Student

To view the enrollment conflict details, click the "+" sign next to the student you would like to view.

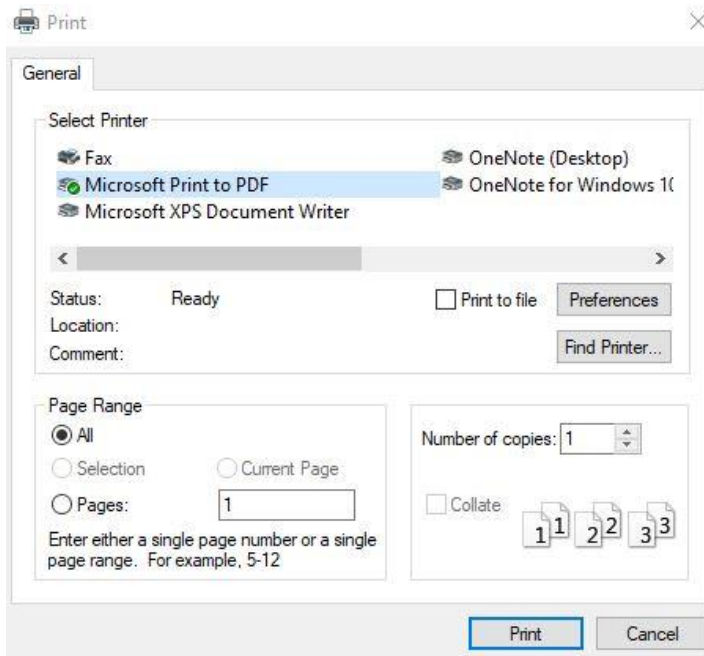
Expand All Collapse All Export Data (.csv) **Print Report (pop-up)**

Expand	First Name	Middle Name	Last Name ↑	Gender	Student Local ID	Student State ID	School Name
+							14I029140 - EISENHOWER ES
-							14I029112 - CLEVELAND ES

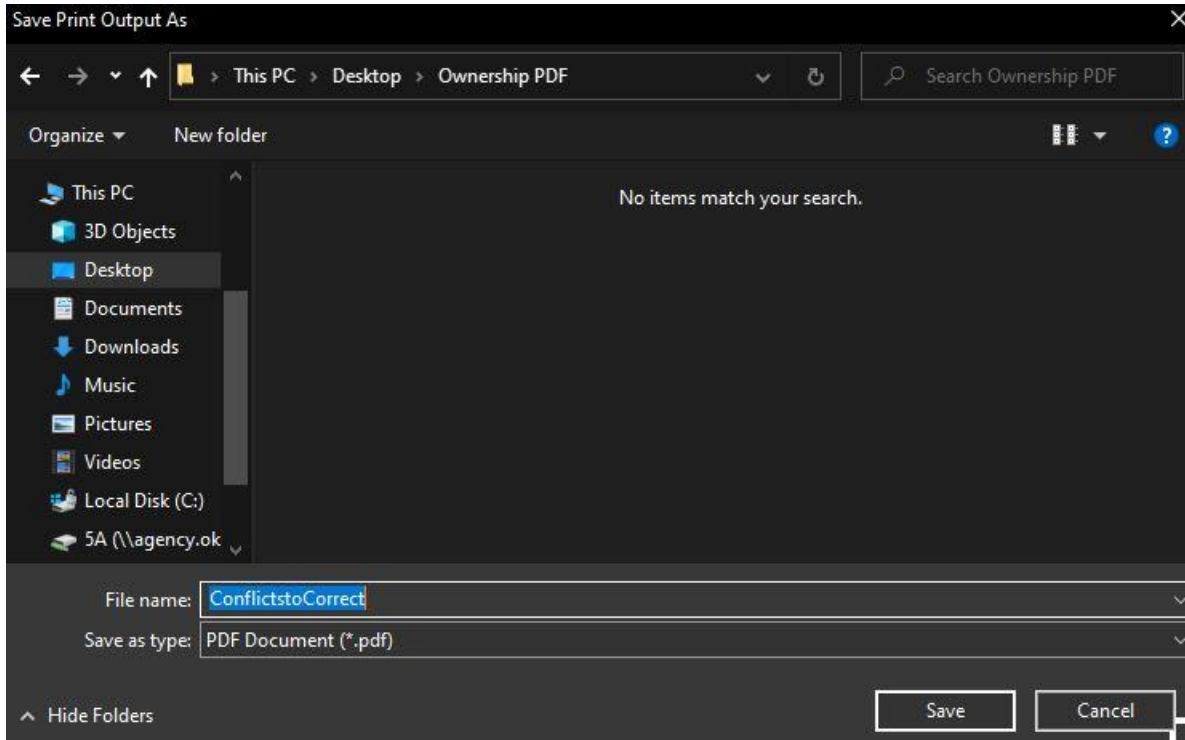
### Enrollments

Expand	Entry Date	Exit Date	District Name	School Name
+	8/24/20	10/22/20	NORMAN	Cleveland Elementary School
+	10/20/20	Currently Enrolled	PUTNAM CITY	Western Oaks Elementary School

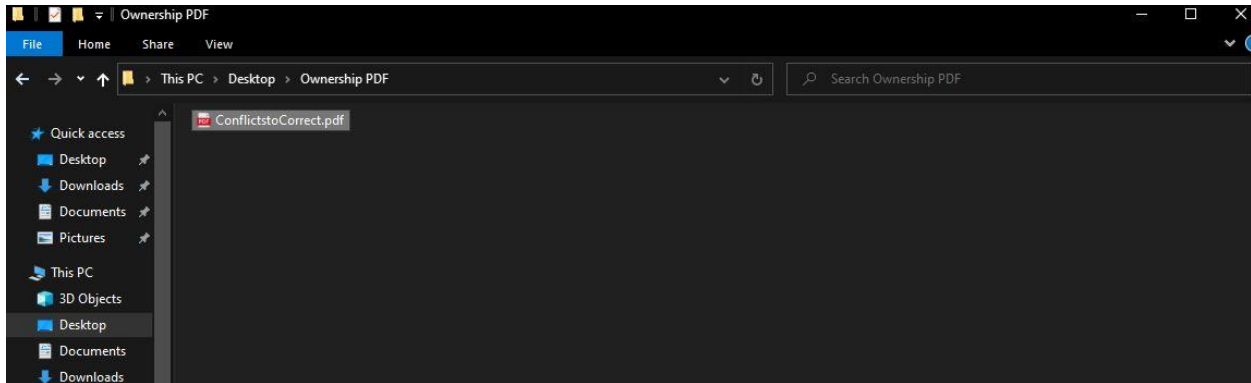
After clicking "Print Report" this will provide you the option for printing or to save this file as PDF. To save the file as a PDF, select the option that has "Print to PDF" and click "Print".



This will open a window to “Save Print Output As”. Chose a location you wish to save this file and click “Save”.



After you have saved the file, locate the file in the location it has been saved to. Double click on the file to open the file for viewing.



This will provide a PDF version of the data that is on the Wizard\* that can be used as needed if all FERPA guidelines are followed.

\*Note: Due to FERPA, information has been blocked out to protect the data of the student(s).

Results By Student

## Results By Student

First Name	Middle Name	Last Name	Gender	Student Local Id	Student State ID	School Name
						141029140 - EISENHOWER ES
<b>Enrollments</b>						
Entry Date	Exit Date	District Name	School Name			
9/8/20	Currently Enrolled	EPIC ONE ON ONE CHARTER	EPIC CHARTER ELEM SCHOOL			
<b>School Contact Details</b>						
11/18/20	Currently Enrolled	NORMAN	Eisenhower Elementary School			
<b>School Contact Details</b>						

						141029502 - LONGFELLOW MS
<b>Enrollments</b>						
Entry Date	Exit Date	District Name	School Name			
9/8/20	Currently Enrolled	EPIC ONE ON ONE CHARTER	EPIC CHARTER MIDDLE SCHOOL			
<b>School Contact Details</b>						
11/30/20	Currently Enrolled	NORMAN	Longfellow Middle School			
<b>School Contact Details</b>						

# Navigating the Application

When viewing a report with a large amount of information, clicking on “Go to Top” will bring you back to the top of the screen.



- 1 Welcome
- 2 Select a district
- 3 Select school(s)
- 4 Select report view
- 5 Report

## Results by Student

To view the enrollment conflict details, click the “+” sign next to the student you would like to view.

Expand All Collapse All

Export Data (.csv) Print Report (pop-up)

Expand	First Name	Middle Name	Last Name ↑	Gender	Student Local ID	Student State ID	School Name
+							14J029140 - EISENHOWER ES
-							14J029112 - CLEVELAND ES

Enrollments					
Expand	Entry Date	Exit Date	District Name	School Name	
+	8/24/20	10/22/20	NORMAN	Cleveland Elementary School	
+	10/20/20	Currently Enrolled	PUTNAM CITY	Western Oaks Elementary School	

Items per page: 20 1 - 2 of 2



Previous **Go to Top** Restart Wizard

To navigate back click on “Previous” to return to a previous screen. You can also click on any of the tabs at the top of the screen to go directly to the specific section.

1 Welcome 2 Select a district 3 Select school(s) 4 Select report view 5 Report

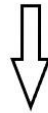
### Results by Student

To view the enrollment conflict details, click the “+” sign next to the student you would like to view.

Expand All Collapse All Export Data (.csv) Print Report (pop-up)

Expand	First Name	Middle Name	Last Name ↑	Gender	Student Local ID ?	Student State ID ?	School Name
+	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>
+							14J029140 - EISENHOWER ES
-							14J029112 - CLEVELAND ES
Enrollments							
Expand	Entry Date	Exit Date	District Name	School Name			
+	8/24/20	10/22/20	NORMAN	Cleveland Elementary School			
+	10/20/20	Currently Enrolled	PUTNAM CITY	Western Oaks Elementary School			

Items per page: 20 1 - 2 of 2 < >



Previous Go to Top Restart Wizard

By clicking “Restart Wizard” in the bottom right will take you back to the “Welcome screen”.

1 Welcome 2 Select a district 3 Select school(s) 4 Select report view 5 Report

### Results by Student

To view the enrollment conflict details, click the “+” sign next to the student you would like to view.

Expand All Collapse All

Export Data (.csv) Print Report (pop-up)

Expand	First Name	Middle Name	Last Name ↑	Gender	Student Local ID	Student State ID	School Name
<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>	<input type="text" value="Enter filter criteria..."/>

+							141029140 - EISENHOWER ES
-							141029112 - CLEVELAND ES

Enrollments						
Expand	Entry Date	Exit Date	District Name	School Name		
+	8/24/20	10/22/20	NORMAN	Cleveland Elementary School		
+	10/20/20	Currently Enrolled	PUTNAM CITY	Western Oaks Elementary School		

Items per page: 20 1 - 2 of 2



Previous Go to Top Restart Wizard