

SCHOOL RECONCILIATION

**RECONCILIATION IS DUE BY ANUALLY JUNE 15
FOLLOWING THE PREVIOUS TAX YEAR**

You can complete the reconciliation process by logging on to OkTAP. As a reminder, your changes will not be saved automatically. If you intend on completing the reconciliation process in more than one sitting, you will need to click save draft before you exit. Be prepared with the following information:



NUMBER OF INSTRUCTIONAL DAYS



STUDENT GRADE-LEVEL



SCHOLARSHIP AND/OR DISCOUNTS

- Lindsey Nicole Henry Scholarship
- Other Scholarships and/or Discounts



ENROLLMENT FOR EACH STUDENT

- Full Enrollment
- Partial Enrollment
 - For partial enrollment students, you will be required to enter their number of instructional days for the full school year. All students who were partially enrolled should plan to receive a reconciliation notice. Parents and schools will need to work with the Oklahoma Tax Commission to make any necessary corrections.
- None



OKLAHOMA
Tax Commission