

# SCHOOL RECONCILIATION

After your registration is approved, 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. Please be prepared with the following information:



**SCHOOL  
FEDERAL EMPLOYER  
IDENTIFICATION  
NUMBER (FEIN)**



**NUMBER OF  
INSTRUCTIONAL DAYS  
PER SEMESTER**



**ENROLLMENT BY  
SEMESTER FOR EACH  
STUDENT**

- Full Enrollment
- Partial Enrollment
- None



**PARTIAL SEMESTER  
STUDENTS**

You will be required to enter the number of instructional days the student was enrolled (not attended) in your school.

*Reconciliation is due by November 1, 2024, which is before the end of the semester. For students fully enrolled at your school at the time you complete the reconciliation process, you should enter "full enrollment."*



**OKLAHOMA**  
Tax Commission