



Oklahoma State Department of Education

Historical Adjusted Graduation Cohort Report

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VERSION 02.00

Oklahoma State Department of Education
2500 North Lincoln Boulevard
Oklahoma City, OK 73105-4599

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1 – Introduction

The Oklahoma State Department of Education (OSDE) has developed an implementation plan to calculate the state's Federal Four-Year Adjusted Cohort Graduation Rate using student-level data transmitted to the state and certified by districts. The student-level data is received at the state from myriad local student information systems via the Oklahoma's statewide SIF infrastructure and captured by the real-time Wave state student information system.

The five-year implementation plan will cover the graduation cohorts of 2012 (entering 9th graders in 2008-09) through 2016 (entering 9th graders in 2012-13). Overtime, transitional applications and procedures will gradually be integrated into or replaced by a permanent system that will include the Federal Four-Year Adjusted Cohort Graduation Rate report.

The OSDE will rely on the transitional process established to validate the members of 2012 graduation cohort (in year one of the implementation plan) in order to validate both the members of the 2016 graduation cohort and the permanent system used to produce the Federal Four-Year Adjusted Cohort Graduation Rate report (in year five of the implementation plan). For a detailed 5 year please go to Appendix A in this manual.

1.1 - Purpose

The purpose of this manual is to provide a step-by-step resource for accessing and submitting the historical adjusted cohort report to The Oklahoma State Department of Education for review and approval.

1.2 - How to use this document

This document is intended to be a step-by-step guide for reviewing and submitting the historical adjusted cohort report. To access successfully, follow the steps outlined in this document. For assistance with a specific section, identify the exact area in the Table of Contents and navigate to that section with a click of the mouse to follow the instructional steps. If you have any questions regarding this report, please contact the State Department of Education at 405.521.3301 for assistance. For IT related issues please contact the Statewide IT Service Desk 405.521.2444.

2 – Access to the Historical Adjusted Graduation Cohort Report

Access to the Historical Adjusted Graduation Cohort Report is provided to a user by the District Superintendent through the Single Sign On System

The Superintendent will need to grant each person access that they would like to review or submit the report. This will include the site level person who will complete each site level report and any other individuals.

2.1 Go to the Wave Portal

To begin, go to *the Single Sign On Web site* (<https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>) log in and choose the “the Wave’s Portal” option from the list of Systems. The list of systems will vary person-to-person depending on what other applications they have access to.

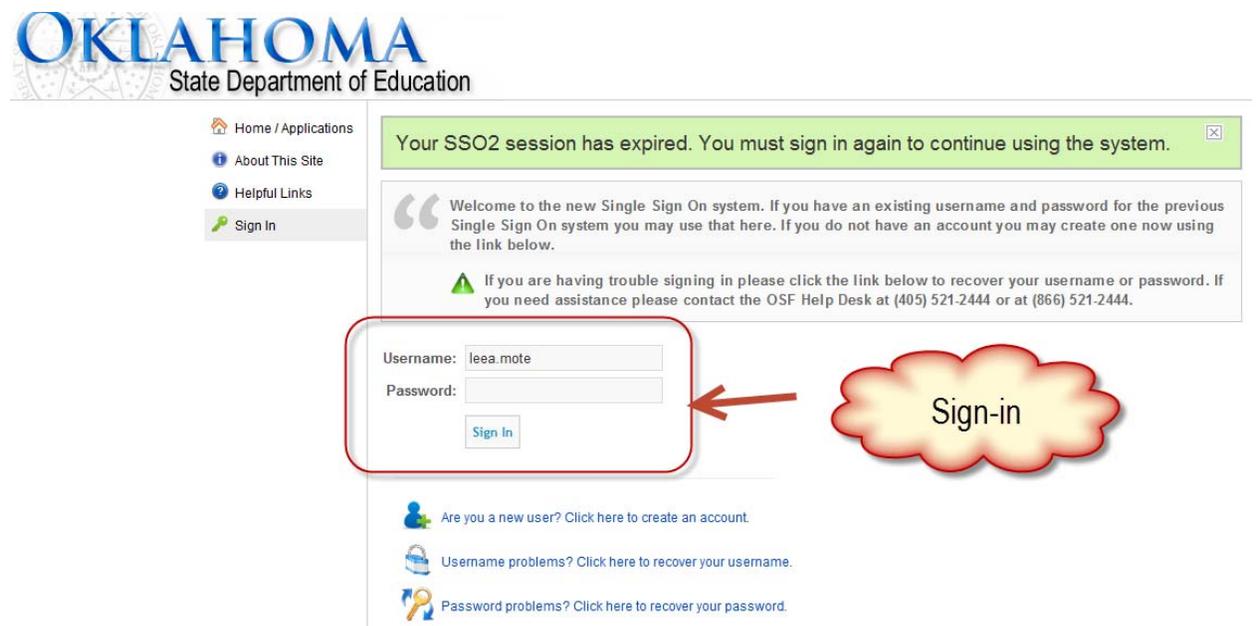


Figure 1 - Single Sign On Log-in Screen

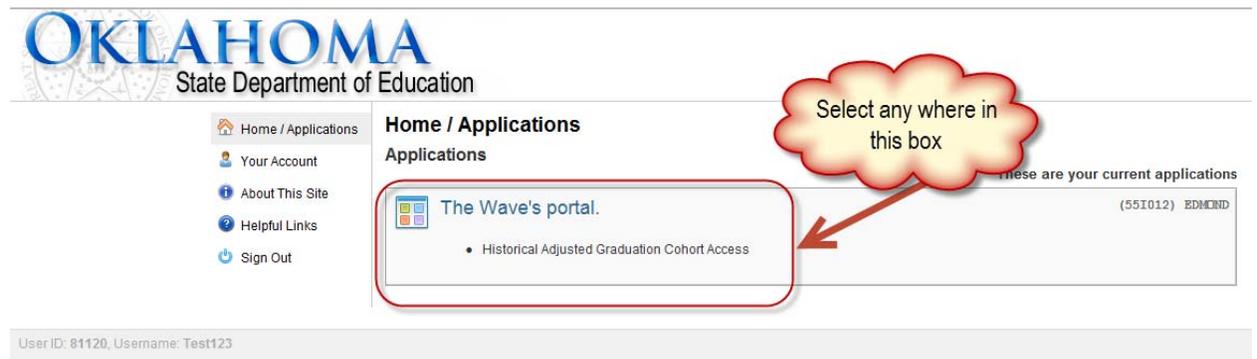


Figure 2 - Single Sign On Application List

2.2 Go to the Historical Adjusted Graduation Cohort Report

Once into the Wave go to the Reporting tab and select State Reporting Certification. This is the application where reporting certification will take place. Once into the State Reporting Certification Application you can scroll to the bottom of the screen and it will list all of the current reports. Select the Historical Adjusted Graduation Cohort in the Report Link column. Below is a list of the different columns in this table.

Column Descriptions:

- **Report Link** - The link that will take you into the actual report
- **Status** - The "District" status. This will only change to the next level when all school sites associated with that report for your district reach the next level. There are four levels "Not Started," "In Process," "Confirmed," and "Certified."
- **Report Opens** - The first day you can access the report.
- **Due Date** - The day the report is due certified.
- **Contingent Report(s)** - This indicates the report requires another report to be completed first. You will not be permitted to begin a report that is contingent upon another until the other report shows a status of "Certified." If "None" is listed, the report is NOT contingent and can be started on or after the "Report Opens" date.
- **Report Note** - This is a summary about the report. Clicking on this will provide you with information related to this report (e.g. Purpose, applicable state or federal laws, new additions or functions in the report).
- **Program Area / Phone #** - The State Department of Education program area responsible for the collection of this report and the phone number you should call with questions related to this report.

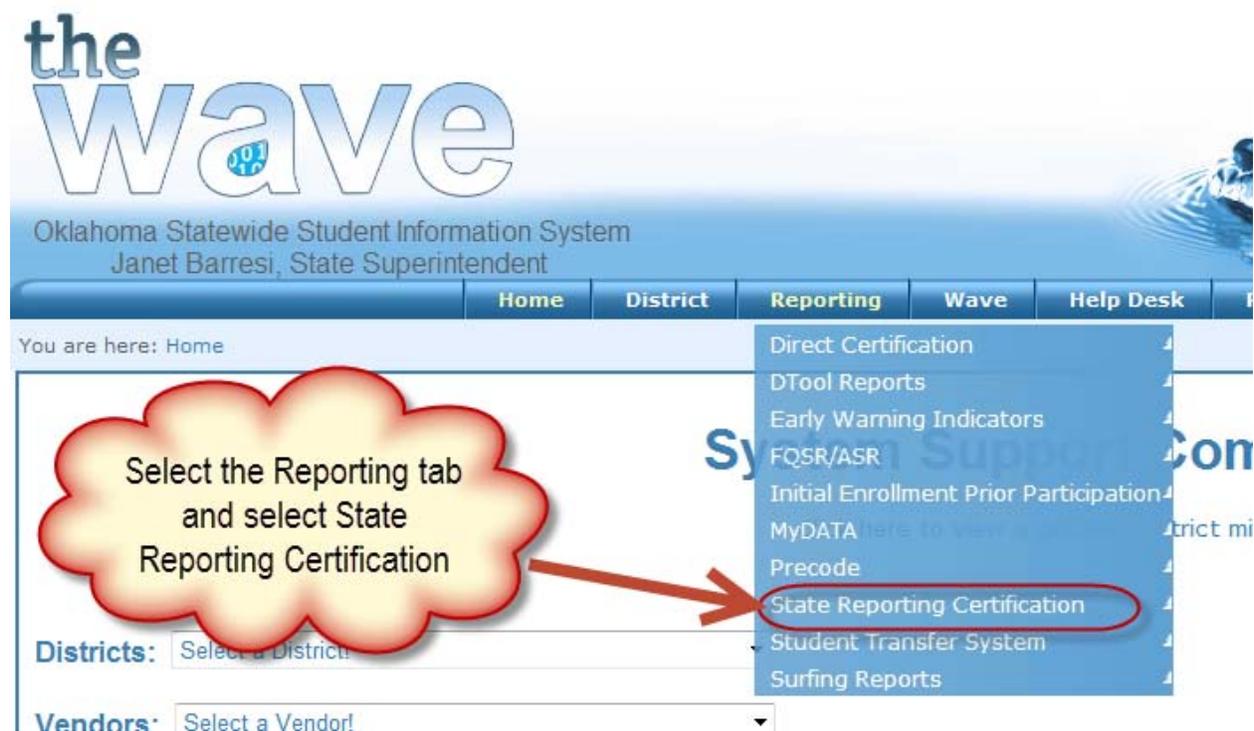


Figure 3 - The Wave Reporting Tab, State Reporting Certification



Figure 4 - State Reporting Dashboard

2.3 Select Site and Reporting Status

To begin the report click on a school in the school list under the column heading “Site Name”. For each site there is a site status to indicate what part in the process the school is in. All schools must reach a “Certified” status. Below is a graphical representation of the status’ that the report goes through. On this screen the following functions are available:

Functions:

- Confirm - Only the Superintendent and Site Principal will be able to click the "Confirm" button. This will lock the data so that it can no longer be edited. It will still be viewable.
- Release - Only the Superintendent can click the "Release" button. This will undo the "Confirm" and allow the data to be edited again. Do not call the state to have a report "Released" from Confirmation. Only the Superintendent can perform this task.
- Certify - Only the Superintendent can click the "Certify" button and only after all of the schools are listed with a status of "Confirmed." This will lock the "Release" button so that the report can no longer be edited by the district. Only the state can unlock the Certified Report. Call the phone number on the State Reporting Certification Dashboard associated with this report to have the report unlocked.



Figure 5 - Reporting Status'

Figure 6 - Site Status Screen

2.4 General Navigation

Once in the Historical Adjusted Graduation Cohort report, there are standard buttons and links on every screen. The Navigation buttons at the top allow you to go between different sections of the application. Site Selector takes you back to the Site Status screen to choose a different site. On Screen Data Entry is where the data is for you to review, correct, and submit. Final Report is the final version of the report once all changes have been completed in the On Screen Data Entry section. Reporting Tools shows some reports off of the data you are completing and also some reports from additional data that you have submitted before to help you in completing this report.

The screenshot shows the 'State Reporting Certification' web application interface. It features a top navigation bar with a 'State Reporting Home Page' link and buttons for 'Site Selector', 'On Screen Data Entry', 'Final Report', and 'Reporting Tools'. Below this is the 'On Screen Data Entry' section, which includes a 'Select Site' dropdown menu (currently showing 'TempName (999)') and a 'Site Status: In Process' label. At the bottom is a table with columns for 'Report Category', 'School', 'Grade', 'Cohort Class Of', 'STN', 'Local ID', 'Last Name', 'First Name', 'Middle Name', and 'Birth Date'. The table contains two rows of data, each with an 'Edit' button. Red cloud-shaped callouts with arrows point to the 'Navigation' bar, the 'Site Selector' dropdown, and the 'Report' button area.

	Report Category	School	Grade	Cohort Class Of	STN	Local ID	Last Name	First Name	Middle Name	Birth Date	
<input type="button" value="Edit"/>	01 - Graduated	29I099999	12	2012	1001666999	123456	Brown	Duane	J	7/9/1993	No
<input type="button" value="Edit"/>	01 - Graduated	29I099999	10	2012	1001666998	123	Fonda	Jane	Sue	4/4/1995	No

Figure 7 - Navigation

3 – On Screen Data Entry

This section provides a step-by-step process for completing the One Screen Data Entry.

3.1 Navigation

The data in the On Screen Data Entry page is a compilation of Historical Data from the Wave, and multiple other reports for the last four years prior to this current school year. Though the data contains “Wave” data, it is no longer updated by your local student information system. The data is considered a starter set of data for you to begin working with. Any changes made in your local student information system will NOT affect this data. Only changes made manually on screen will add to or edit the information reported.

Once in the Historical Adjusted Graduation Cohort report you have the ability to add a new Record, edit an Existing Record, Re-arrange the columns to your liking, and filter the report view to only show you filter criteria. The steps to complete this report are detailed below.

How to complete this report:

1. Verify that all 9th through 12th grade students who attended this school during the previous school year are on this report. Add any that are not listed by clicking “Add New Record.”
2. Add any student who began high school 5 years ago (e.g. If the Current School Year is FY2014, 5 years ago would be the 2009-2010 school year) and who graduated and is not listed on this report. These would ALL be early graduates who completed in 3 years or less.
3. Verify the “Cohort Class Of” year for each student on the report.
4. Verify the indicators (Race, Ethnicity, Gender, ELL, IEP, Migrant, and Economic Disadvantage) for each student on the report.
5. Verify the “Report Category” for each student on the Report so that it indicates the last known status of the student for this school.

At the conclusion of this report, the list should contain all students who attended your school last year, all students who dropped out during the last four years and who had a cohort class of (last FY year), and any student who graduated early who had a cohort class of (last FY year).

The additional students listed who had a different cohort class will not be used in calculating your four-year adjusted cohort graduation rate.

The information will be kept and will be utilized for the report in the following school year if their cohort year is greater than last year.

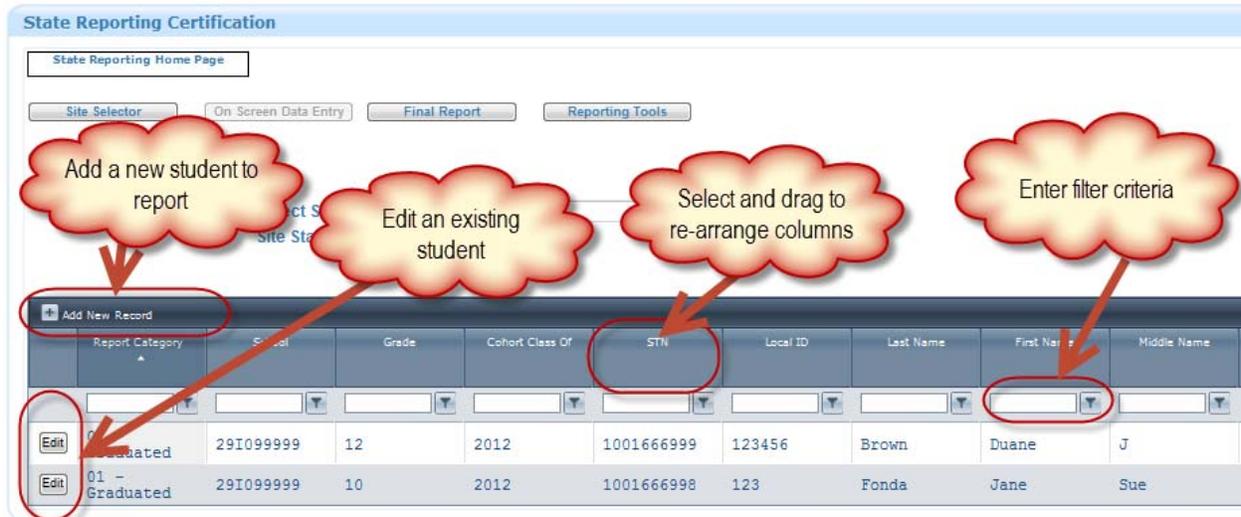


Figure 8 – On Screen Data Entry Navigation

3.2 Add Record (Student)

In the On Screen Data Entry page you can add a student by selecting the “Add New Record” button at the top of the table. This will open an edit screen with various drop-down boxes to complete. All fields on this screen are required to add a new student. Make sure and select Insert at the bottom of the edit screen to save the new record.

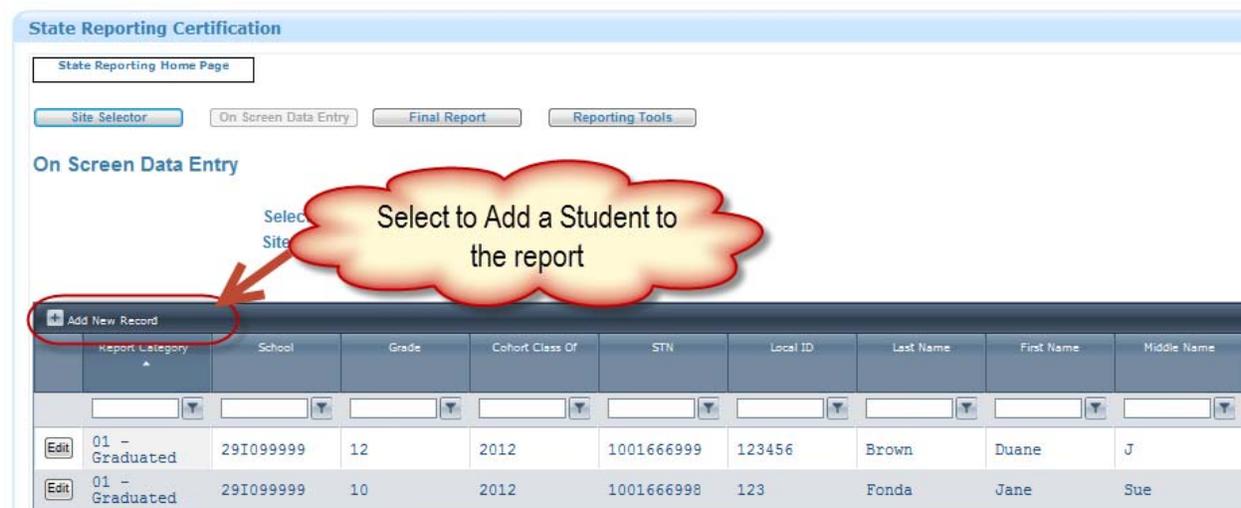


Figure 9 - Add New Record Button

The screenshot shows a web-based form titled "Add New Record". At the top, there are five tabs: "Report Category", "School", "Grade", "Cohort Class Of", and "STN". Below these are five dropdown menus. The main form area contains the following fields:

- Report Category: Select One
- Grade: Select One
- Cohort Class Of: Select One
- STN: [Text Box]
- Local ID: [Text Box]
- Last Name: [Text Box]
- First Name: [Text Box]
- Middle Name: [Text Box]
- Birth Date: [Text Box]
- Hispanic Latino: Select One
- American Indian: Select One
- Asian: Select One
- Black: Select One
- Pacific Islander: Select One
- White: Select One
- Gender: Select One
- ELL: Select One
- IEP: Select One
- Economic Disadvantage: Select One
- Migrant: Select One
- Drop Out Reported FY: Not Applicable
- Drop Out Quarter: Not Applicable
- Drop Out Month: Not Applicable
- Most Recent Entry Date: [Text Box]

At the bottom left, there are two buttons: "Insert" and "Cancel". The "Insert" button is circled in red. A red arrow points from the "Insert" button to a callout bubble that says "Make sure to select 'Insert' to save the record." Another red arrow points from the "Hispanic Latino" dropdown to a callout bubble that says "Complete for your new record (All fields are required)".

Figure 10 - Add New Record Screen

3.3 Edit Record (Student)

In the On Screen Data Entry page you can edit a student's existing record by selecting the "Edit" button to the left of their name in the table. This will open an edit screen with various drop-down boxes to complete.

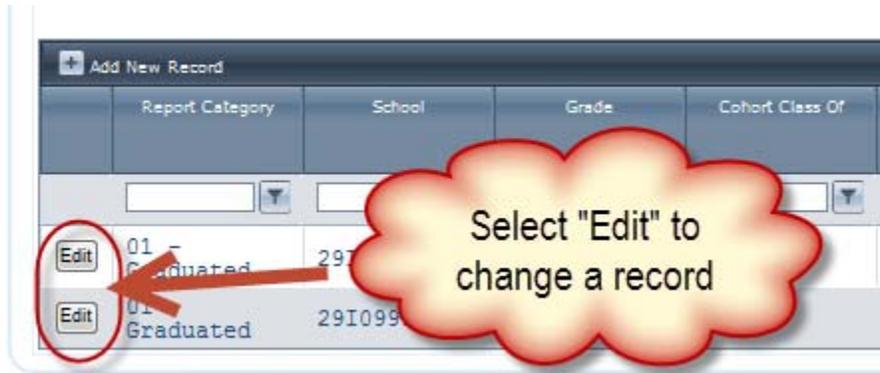


Figure 11 - Edit Button

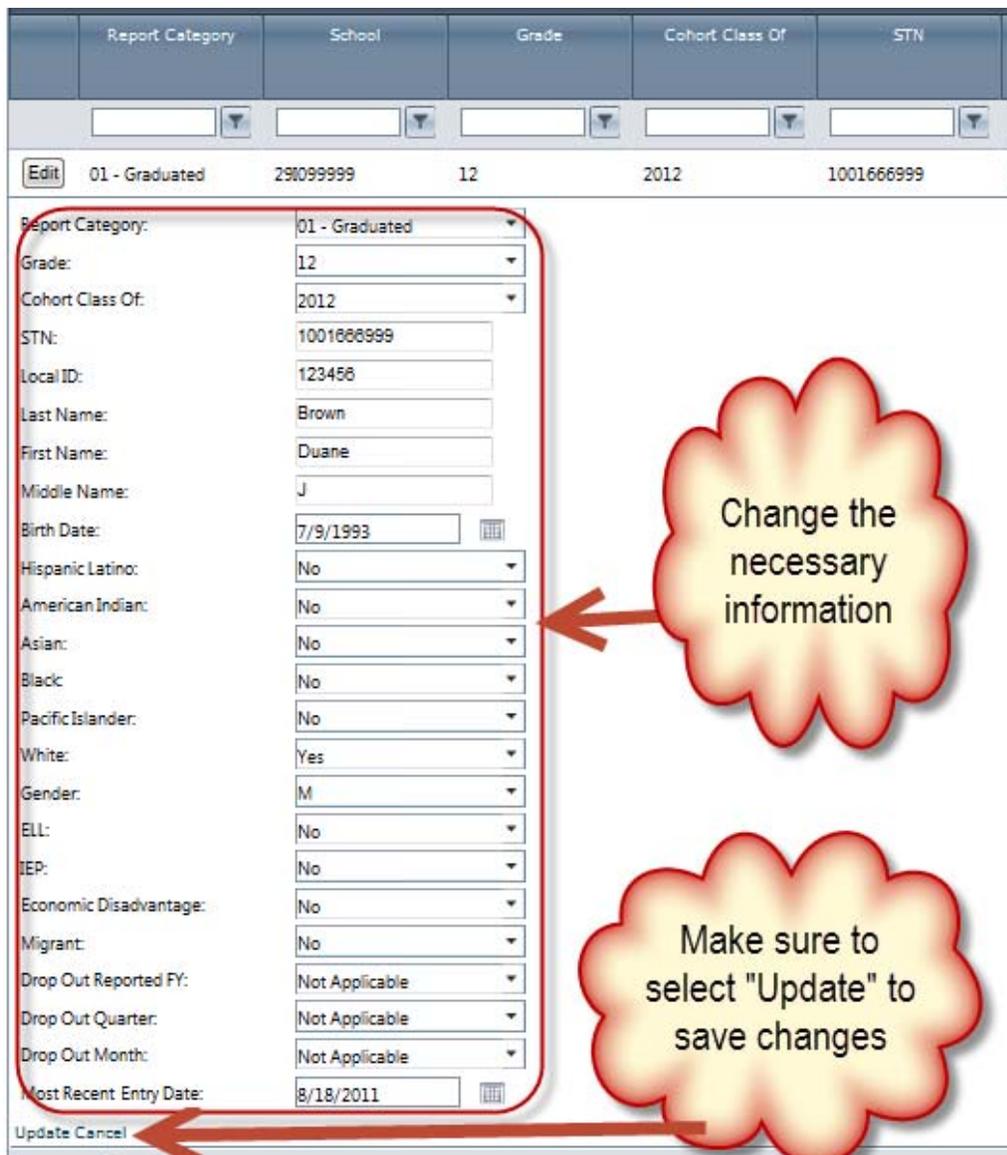


Figure 12 - Edit Record Screen

3.4 Adding and Editing Data Business Rules

When a record is added new or edited, there are certain requirements that must be met for the data to be saved. Below are the data fields and the requirements around each:

Column Name	Rule
Report Category	Must Select One
Grade	Must Select One
Cohort Class Of	Must Select One – this is the fiscal year the student would have been expected to graduate assuming four years after the student first entered high school (e.g. First time enrolled is 2009-2010, Cohort Class Of = 2013)
STN	Optional, but strongly recommended if missing. Must be 10 numerical digits in length and must begin with 1001 or 1002. If reported, no other student listed for your school district can have this STN on their record.
Local ID	Optional, but recommended. If reported, no other student listed for your school district can have this Local ID on their record.
Last Name	Required
First Name	Required
Middle Name	Optional, but recommended if known.
Birth Date	Required – Must be no older than 27 and no younger than 12.
Hispanic Latino	Required
American Indian	Required
Asian	Required
Black	Required
Pacific Islander	Required
White	Required
Gender	Required
ELL	Required
IEP	Required
Economic Disadvantage	Required
Migrant	Required
Drop Out Reported FY	Defaults to “Not Applicable” – Only to be used if the student is being added new as a drop out that was not correctly reported in the past on the certified drop out report.
Drop Out Quarter	Defaults to “Not Applicable” – Only to be used if the student is being added new as a drop out that was not correctly reported in the past on the certified drop out report.
Drop Out Month	Defaults to “Not Applicable” – Only to be used if the student is being added new as a drop out that was not correctly reported in the past on the certified drop out report.
Most Recent Entry Date	Required – this should be the Entry Date of the student when they last entered this school (e.g. If the student entered in August 2012 and then exited in November of 2012. Then in February of 2013 the student re-entered the school again, this date would be the February 2013 entry date.

3.5 Filter Grid

The data grid can be filtered based on filter criteria you enter. At the top of each column under the column header there is a space for you to enter filter criteria, once you enter your filter criteria select the icon that looks like a cone . This will bring up a list of filter options (contains, equal to, etc.) select an option and the report will filter based on your selection. You can filter on multiple columns at one time. For example Grade and Cohort Class. When you want to remove the filter criteria select the filter button again, and select “NoFilter”, this will remove the filter and return the list to all records. (If you filtered in multiple columns you will need to do this for each column to remove ALL filters.)

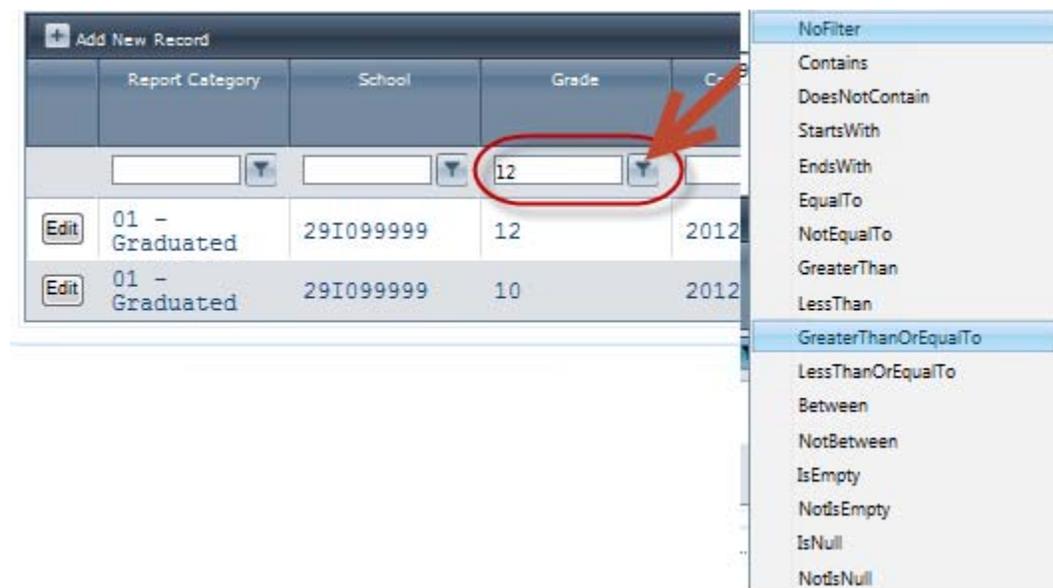
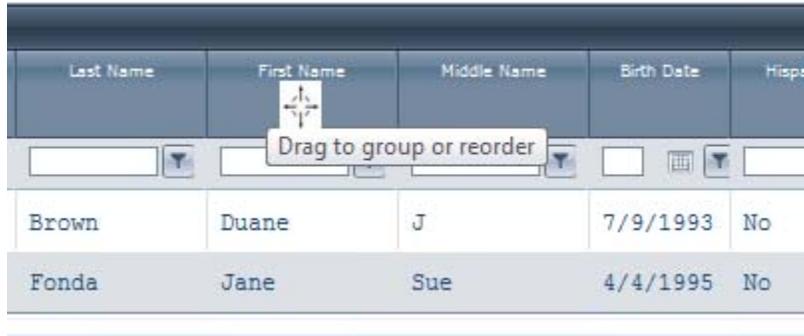


Figure 13 - Enter Filter Criteria and select Filter Button

3.6 Change the Report View

In the grid view you can change the order of the columns by dragging the column and placing it where you would like for it to appear. Hover over the column that you would like to move until it looks like crosshairs; , select the column and hold down, drag to where you want the column to move to and de-select, this will release the column and move it to that location.

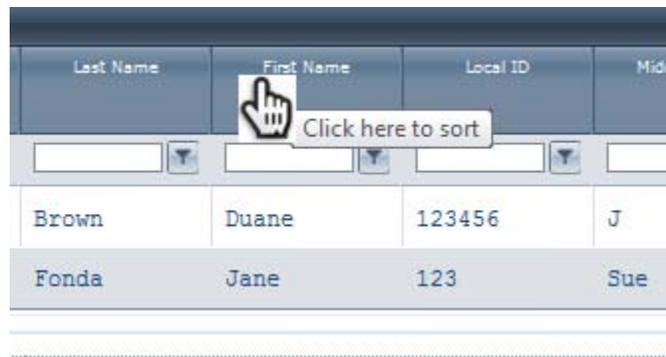
You can also sort the report by select the column title, this will sort the report alphabetically based on the column header you selected.



A screenshot of a web-based table interface. The table has five columns: Last Name, First Name, Middle Name, Birth Date, and Hispanic. A mouse cursor is positioned over the 'First Name' column header, and a tooltip with the text 'Drag to group or reorder' is displayed. Below the header, there are two rows of data: one for 'Brown Duane J' with birth date '7/9/1993' and 'No' for Hispanic, and another for 'Fonda Jane Sue' with birth date '4/4/1995' and 'No' for Hispanic.

Last Name	First Name	Middle Name	Birth Date	Hispanic
Brown	Duane	J	7/9/1993	No
Fonda	Jane	Sue	4/4/1995	No

Figure 14 - Dragging to Reorder Columns



A screenshot of a web-based table interface. The table has four columns: Last Name, First Name, Local ID, and Middle Name. A mouse cursor is positioned over the 'First Name' column header, and a tooltip with the text 'Click here to sort' is displayed. Below the header, there are two rows of data: one for 'Brown Duane' with 'Local ID' '123456' and 'Middle Name' 'J', and another for 'Fonda Jane' with 'Local ID' '123' and 'Middle Name' 'Sue'.

Last Name	First Name	Local ID	Middle Name
Brown	Duane	123456	J
Fonda	Jane	123	Sue

Figure 15 - Column Sorting

4 – Final Report (to Confirm)

This section provides instructions for user to view, certify, and export the Final Report. Once all changes have been completed in the On Screen Data Entry screen the Principal can log-in and view the final report; if needed the report can be exported to CSV or XLS (Excel) format.

4.1 Navigating to the Final Report

Once all changes have been completed in the On Screen Data Entry screen the Principal can log-in and view the final report. The Final Report is the navigation button next to the On Screen Data Entry (Default Screen).



Figure 16 - Final Report Navigation Button

4.2 Export the Final Report

To the far right of the grid there are two small icons that will allow you to export to XLS (Excel) or CSV  . After you select the icon look for a pop-up at the bottom of the screen (this may vary depending on what version of windows or other operating system you are using.)



Figure 17 - Export Report

4.3 Confirm the Report

There are two ways to confirm the report, through the Final Report screen or on the Site Selector Screen. On the Final Report page a person with the “Principal” role will see the “Confirm” button activated, if you do not see this button activated and your report is in the In Process status then you do not have the proper authority to Confirm the report.

The other method to confirm the report is on the Site Selector Screen, to the right of the sites name the Confirm button will be available to those with the appropriate access.

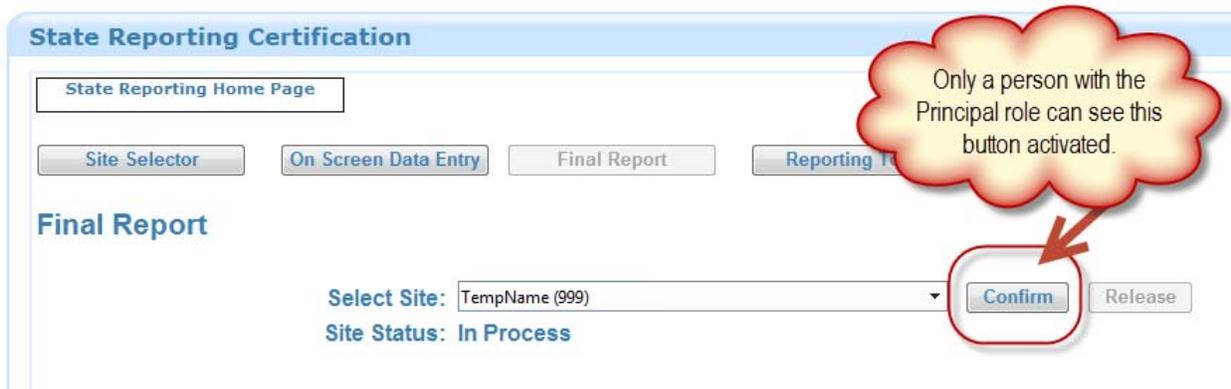


Figure 18 - Confirm Button on the Final Report page



Figure 19 - Confirm Button on Site Selector page

5 – Reporting Tools

This section provides instructions for the Reporting Tools section of the report. There are several reports to view to assist with Historical Adjusted Cohort Report.

- **Complete Drop-Out Report (2009-2012)** - This report lists all of the drop-outs reported by the selected school for the last four years. It includes those indicated as re-entry as well. In addition to this it also includes extra data that shows where the Wave data was used to determine if the student was found to have enrolled in subsequent years and to which school they were found at. It also includes a column that indicates whether or not the student reported was found to be duplicable reported over multiple years and therefore excluded because they were reported again in a later year by the same or different school.
- **Un-Official Calculated Graduation Rate** - This is a preliminary rate calculated based off of the data found in the "Final Report" page. As you make changes in the On Screen Data Entry page, those changes are applied to the "Final Report" and also will adjust this preliminary rate. The rate should not be considered official, but can assist you in closely determining what the rate will be. Other factors may weigh in that will adjust the rate. One such factor will be the "Most Recent Entry Date" column reported on the "On Screen Data Entry" page. If one student is found to be reported by two different schools, the most recent entry date will inform as to which school the student should be counted at. Each student should only be counted once statewide in the cohort calculation. (E.g. a Student should not be considered a drop out at two different schools, but at only the last school to have had ownership of the student.)
- **Historical Adjusted Graduation Cohort** - This is the same report as the Final Report, but on this page, if you are a district level user and you mark the "District" box, you will be able to export the entire district at once utilizing this report link.
- **Student History** – This report will provide you with the known “Wave” history of a student who attended your school during the last four years. If the student attended more than one school, the information about that enrollment will be included in the list. As a result, a student could be repeated multiple times in this report. The purpose is to help you discover the last school to have membership of this student.
- **Dropout Report (FY2013)** – Last year’s dropout report data.

5.1 Navigating the Report

On the Reporting Tools page choose a report from the drop-down list then if applicable select the checkbox next to District Report, select the view report button. The District Report checkbox is optional and should only be used by district users to show all sites under a particular district. *All reports open up in a new window.*

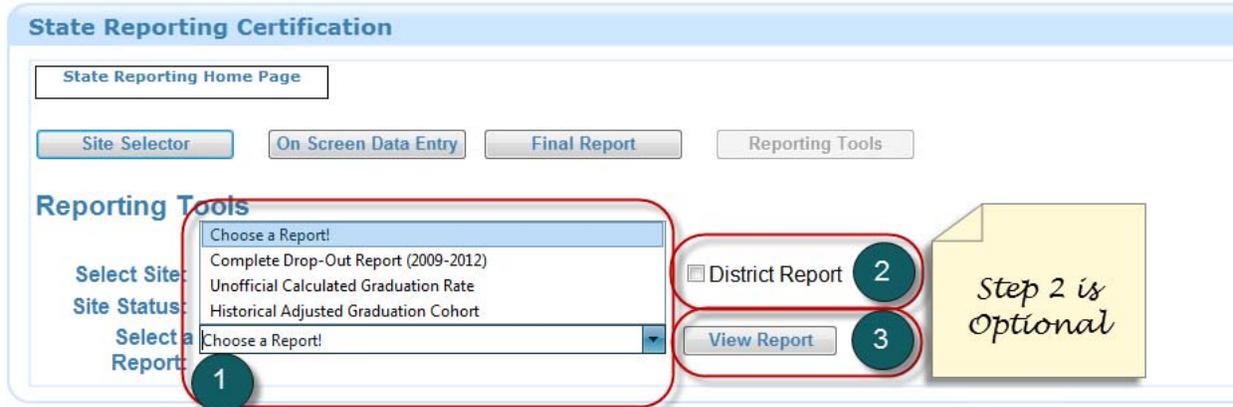


Figure 20 - Reporting Tools Screen Navigation

After clicking “View Report” a new screen will appear with the Report Information. Select a format from the drop down box at the top of the screen (e.g. Excel, Word, or PDF) and click “Export.” You will then be prompted to either “Open” or “Save” the document. Choose “Open” and the document format you selected will appear. For this report, Excel is probably the best option to choose for viewing the data.

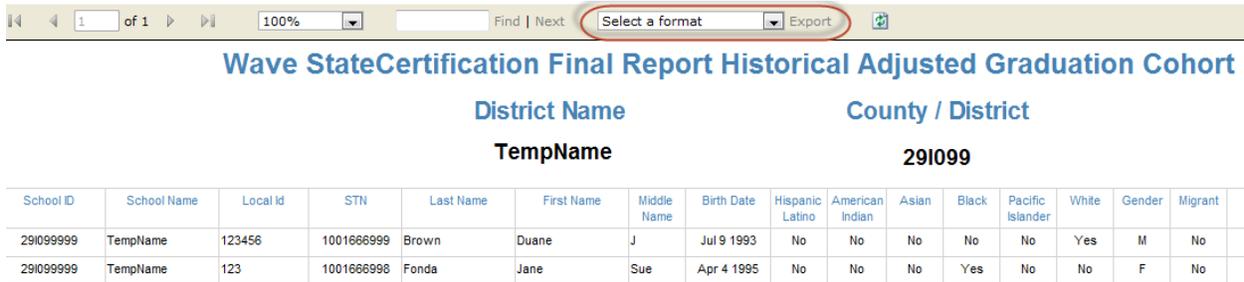


Figure 21 - Reporting Tools Screen Navigation Formatting

6 – Superintendent Responsibilities

In this section we will review how the District Superintendent is to “Certify” the Historical Adjusted Graduation Cohort report.

6.1 Certifying the Report

To officially submit the report to OSDE for reporting the District Superintendent must select the “Certify” button located on the Site Selector screen. This can only be done when all sites list are in the Confirmed status.

State Reporting Certification

County/District Code:
551012 - OKLAHOMA / EDMOND

Select Site **Select a school site to review by clicking on the site name.**

Superintendent must CERTIFY for the report to be officially submitted to OSDE

The Certify button will be enabled for the District Superintendent when all Site Statuses are indicated as Confirmed.

Site Name	Site Status
MEMORIAL HS (705)	In Process
NORTH HS (715)	Not Started
SANTA FE HS (720)	Not Started

Figure 22 - Confirm Button

6.2 Releasing the Report

If a site has already confirmed their report and they determine they need to make some additional changes, the District Superintendent has the authority to “Release” the site report for them to go back and make changes on the On Screen Data Entry screen. Doing this will change the report site status to “In Process” so the Principal will need to re-confirm the report and then the Superintendent can Certify.

The screenshot shows the 'State Reporting Certification' interface. At the top, there is a 'County/District Code' dropdown menu set to '55012 - OKLAHOMA / EDMOND'. Below this, there are 'Certify' and 'Decertify' buttons. A text box explains that the 'Certify' button is enabled for the District Superintendent when all site statuses are 'Confirmed'. A table lists three sites: MEMORIAL HS (705) with status 'In Process', NORTH HS (715) with status 'Not Started', and SANTA FE HS (720) with status 'Not Started'. Each site has 'Confirm' and 'Release' buttons. A red box highlights the 'Release' buttons for all three sites. A callout bubble points to these buttons, stating: 'Superintendent can "Release" to go back to the In Process status to make changes'. There are also 'Edit Report Settings' and 'Page' links at the top right.

Site Name	Site Status	Confirm	Release
MEMORIAL HS (705)	In Process	Confirm	Release
NORTH HS (715)	Not Started	Confirm	Release
SANTA FE HS (720)	Not Started	Confirm	Release

Figure 23 - Release Button

6.3 Decertification

If the Superintendent has already Certified the report and the site/district determines they need to make additional changes to the report, they can call the OSDE to De-Certify their report. This will put it back to the Confirmed status and allow the Superintendent to Release the individual sites that need to make corrections.

7 – Appendix A

This section describes the 5 year implementation plan for full implementation of the Four-year Adjusted Cohort Graduation Rate.

YEAR ONE: The 2012 Graduation Cohort

The OSDE will develop a list of individual students to calculate the 2012 Four-year Adjusted Cohort Graduation Rate for the state of Oklahoma. It will include:

1. Students who graduated
2. Students who left school
3. Students who remain enrolled

This list will be based on data in the Wave and it will be verified and certified by districts.

GRADUATES

To be listed as graduates, students must meet one or more of the following criteria in the Wave:

1. **Cohort Assignment:** The student was assigned the scheduled graduation data of “2012” (an indicator that should have been assigned when the student started the 9th grade in 2008-09 or when the student entered the state on track to graduate in 2012).
2. **Enrolled and On-Track:** The student was enrolled in 2011-12 as a 12th grader. The OSDE will validate enrollment in earlier years and earlier grades (in 2010-11 as an 11th grader, in 2009-10 as a 10th grader, in 2008-09 as a 9th grader, and/or in 2007-08 as an 8th grader -- in other words, likely to have been on-track to graduate in 2012 as a member of the 2012 graduation cohort).
3. **Assessed and On-Track:** The student’s assessment history indicates that he/she entered the ninth grade in 2008-09 (e.g., has an 8th grade test result from 2007-08 and a 10th grade test result from 2009-10).

LEAVERS

The OSDE will eliminate duplicate leavers and appropriately re-categorize those students who left school and subsequently re-enrolled prior to the end of 2012 as either graduates or remainders. The agency will then analyze the remaining leavers in order to determine their appropriate graduation cohort year:

1. **Cohort Assignment:** same as above.
2. **Enrolled and On-Track:** same as above
3. **Assessed and On-Track:** same as above
4. **Enrolled and Off-Track:** Similar to **Enrolled and On-Track**, the student could be placed in the 2012 Graduation Cohort based on earlier years, but later appeared to shift to a subsequent cohort based on one or more repeated grades.
5. **Assessed and Off-Track:** Similar to **Assessed and On-Track**, the student could be placed in the 2012 Graduation Cohort based on earlier tests taken, but later appeared to shift to a subsequent cohort based on one or more repeated assessments.

REMAIN ENROLLED

Students listed as enrolled non-graduates must meet one or more of the following criteria in the Wave:

1. **Cohort Assignment:** same as above.
2. **Enrolled and On-Track:** same as above
3. **Assessed and On-Track:** same as above
4. **Enrolled and Off-Track:** same as above
5. **Assessed and Off-Track:** same as above
6. **Not a graduate**
7. **Not a drop-out**
8. **Enrolled on the last day of the 2011-12 school year**

Districts will review this unduplicated list of students and certify whether students are accurately represented as graduates, leavers or enrolled as well as each student’s demographic information (including race, ethnicity, IEP, Migrant and ELL).

The OSDE will factor the certified **graduates** of the 2012 Graduation Cohort into the numerator and denominator of the Four-Year Adjusted Cohort Graduation Rate calculation for the school from which the students graduated. The **leavers** who are certified as members of the 2012 Graduation Cohort will be factored into the denominator of the Four-Year Adjusted Cohort Graduation Rate calculation for the school from which the students left. The **enrolled** members of the 2012 Graduation Cohort will be factored into the denominator of the Four-Year Adjusted Graduation Rate calculation for the school at which the students were enrolled on the last day of the 2011-12 school year.

The final formula for the Four-Year Adjusted Cohort Graduation Rate for 2012 will be

$$\frac{\text{Graduates}}{\text{Graduates} + \text{Dropouts} + \text{Remain Enrolled}}$$

NOTE: If any of the criteria appear to be in conflict (e.g., enrollment history suggest that a student is a member of the 2012 Graduation Cohort while assessment history suggests the 2013 Graduation Cohort), it will be the responsibility of the district to certify the appropriate graduation cohort. Students certified as members of the 2013 Graduation Cohort will be flagged for the 2013 Graduation Cohort analysis to be performed in 2014.

YEAR TWO: The 2013 Graduation Cohort

The OSDE will use a certified list of individual students to calculate the 2012 Adjusted Cohort Graduation Rate for the state of Oklahoma. This list will include:

1. Students who graduated
2. Students who left school
3. Students who remain enrolled

GRADUATES

Graduates on this list will be a result of the new Graduation and Exit reports that districts will have certified in the fall of 2013 (including cohort year and demographics).

The OSDE will use the process for identifying graduates in the 2012 Graduation Cohort (including the “carry-over” members of the 2013 Graduation Cohort) to validate graduates from the 2013 Graduation and Exit reports. The validation procedures will use the same

criteria as in Year One:

1. **Cohort Assignment**
2. **Enrolled and On-Track:** The enrollment data will be strengthened for the 2012-13 school year using the new, student-level October 1 snap shot child count (fall 2013) and supplemental membership report (end of the 2012-13 school year). The OSDE will have as a result, a certified record of the students who entered and exited any public school in Oklahoma.
3. **Assessed and On-Track**

LEAVERS

The leavers on the list are gathered from the new certified, student-level exit report, along with the leavers from the past five years: school years 2008-09 through 2012-13. The OSDE will use the process for identifying leavers in the 2012 Graduation Cohort (including the “carry-over” members of the 2013 Graduation Cohort) to validate the leavers from the 2013 Graduation and Exit reports. The validation procedures will use the same criteria as in Year One:

1. **Cohort Assignment**
2. **Enrolled and On-Track:** see note above regarding new October 1 and supplemental membership reports
3. **Assessed and On-Track**
4. **Enrolled and Off- Track:** see note above regarding new October 1 and supplemental membership reports
5. **Assessed and Off-Track**

REMAIN ENROLLED

The enrolled non-graduates will be generated using data from the new October 1 and supplemental membership. The OSDE will use the process for identifying **enrolled** members of the 2012 Graduation Cohort (including the “carry-over” members of the 2013 Graduation Cohort) to validate the list of students from the 2013 child count reports. The validation procedures will use the same criteria as Year One:

1. **Cohort Assignment**
2. **Enrolled and On- Track:** see note above regarding new October 1 and supplemental membership reports
3. **Assessed and On-Track**
4. **Enrolled and Off- Track:** see note above regarding new October 1 and supplemental membership reports
5. **Assessed and Off-Track**
6. **Not a graduate**
7. **Not a drop-out**
8. **Enrolled on the last day of the 2012-13 school year**

Districts will have the opportunity to resolve any inconsistencies between the new Graduation report, Exit report, and child count reports and the validation review of the OSDE. After the review window closes, the OSDE will factor the certified **graduates** of the 2013 Graduation Cohort into the numerator and denominator of the Four-Year Adjusted Cohort Graduation Rate calculation for the school from which the students graduated; the certified **leavers** of the 2013 Graduation Cohort will be factored into the denominator of the Four-Year Adjusted Cohort Graduation Rate calculation of the school from which the

students left; and the **enrolled** members of the 2013 Graduation Cohort will be factored into the denominator of the Four-Year Adjusted Cohort Graduation Rate calculation for the school at which the students were enrolled on the last day of the 2012-13 school year.

The final formula for the Four-Year Adjusted Cohort Graduation Rate for 2013 will be

$$\frac{\text{Graduates}}{\text{Graduates} + \text{Dropouts} + \text{Remain Enrolled}}$$

NOTE: If any of the criteria appear to be in conflict (e.g., enrollment history suggest that a student is a member of the 2013 Graduation Cohort while assessment history suggests the 2014 Graduation Cohort), it will be the responsibility of the district to certify the appropriate graduation cohort. Students certified as members of the 2014 Graduation Cohort will be flagged for the 2014 Graduation Cohort analysis to be performed in 2015.

YEAR THREE and FOUR: The 2014 and 2015 Graduation Cohorts

Following the pattern established for the 2013 Graduation Cohort, for the next two years, OSDE will continue to rely on the data available from the new October 1 and supplemental membership reports, as well as from the new Graduation and Exit reports. The OSDE will also continue to use the processes for the 2012 Graduation Cohort to validate the data from the new reports. The final formula for the Four-Year Adjusted Cohort Graduation Rate for 2014 and 2015 will be

$$\frac{\text{Graduates}}{\text{Graduates} + \text{Dropouts} + \text{Remain Enrolled}}$$

YEAR FIVE: The 2016 Graduation Cohort

In the final year, 2016, of the five-year implementation, the OSDE will be able to use certified data from the October 1, supplemental membership, Graduation and Exit reports to produce the Four-Year Adjusted Cohort Graduation Rate, including the following:

- The student’s cohort year
- The student’s demographic information
- The student’s entry and exit dates from every public high school in Oklahoma the student attended
- Whether the student exited
 - As a graduate (including how the student successfully completed the required courses and passed the required assessments)
 - As a drop-out
 - As a transfer to a regular-diploma-issuing high school in the state of Oklahoma (with a documented request for records)
 - As a transfer out of state or out of the U.S. (with a documented request for records)
 - As a transfer without a documented request for records (including home school)
- Whether the student died or was permanently incapacitated

The OSDE will validate the data from these four reports and generate a list using the process initially used for the 2012 Graduation Cohort, and will ask districts to review the data and

calculations before the final Four-Year Adjusted Cohort Graduation Rate report is released. The final formula for the Four-Year Adjusted Cohort Graduation Rate for 2016 will be

$$\frac{\text{Entering 9}^{\text{th}} \text{ Graders (2012)} + \text{Transfers In} - \text{Valid Transfers Out} - \text{Excluded from Cohort}}{\text{Graduates (2016)}}$$

Number of cohort members who earned a regular high school diploma by the end of the 2011-2012 school year

Number of first-time 9th graders in fall 2008 (starting cohort) plus students who transfer in, minus students who transfer out, emigrate, or die during school years 2008-2009, 2009-2010, 2010-2011, and 2011-2012