

Cohort Graduation Rate Guide

April, 2013

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).

YEAR ONE: The 2012 Graduation Cohort

The OSDE will develop a list of individual students to calculate the 2012 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 date 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

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

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

In order for districts to certify their annual Adjusted Graduation Cohort report, they must complete the following steps:

- a. The appropriate district administrator logs into the Wave and selects the *Report* tab.
- b. District administrator selects *Historical Adjusted Graduation Cohort* report from the list.

Welcome to the State Reporting Certification Application. To begin, select a report from the list below:

View Historical Reports

County/District Code:

County/District Code:

Report Link	Status	Report Opens	Due Date	Contingent Report(s)
Oct 15, 2012 Consolidated	Final	October 1, 2012	October 15, 2012	None
Complete Exit Report	Certified	October 1, 2012	October 15, 2012	Yes/View Contingent Report(s)
Historical Adjusted Graduation Cohort	Open	April 15, 2013	June 15, 2013	None
Drop Out Qt. 1	Certified	October 10, 2012	January 5, 2013	None
Drop Out Qt. 2	Open	January 10, 2013	April 5, 2013	Yes/View Contingent Report(s)
Drop Out Qt. 3	Not Available	April 10, 2013	June 20, 2013	None
Drop Out Qt. 4	Not Available	July 15, 2013	October 5, 2013	None
Assessment Correction Window (3-8)	Not Available	May 15, 2013	May 31, 2013	None
Assessment Correction Window (9-12)	Not Available	May 15, 2013	May 31, 2013	None
Annual Statistical Report	Not Available	May 15, 2013	Two Weeks after School Ends	Yes/View Contingent Report(s)

- c. District Administrator selects a site to review.

Historical Adjusted Graduation Cohort

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

[State Reporting Home Page](#)

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

Site Name	Status		
High School (705)	In Process	<input type="button" value="Confirm"/>	<input type="button" value="Release"/>
South High School (715)	Not Started	<input type="button" value="Confirm"/>	<input type="button" value="Release"/>
North High School (710)	In Process	<input type="button" value="Confirm"/>	<input type="button" value="Release"/>

[District View \(All Sites Combined\)](#)

- d. District Administrator verifies/edits the report category, cohort year and demographic information for each student listed on the On Screen Data Entry screen.
- e. If changes need to be made, the District Administrator will click the *Edit* button and make the necessary changes in the edit screen.

Assessment Label Correction Window (Grades 3 - 8)

[State Reporting Home Page](#)

On Screen Data Entry

	Report Category	School	Grade	Cohort Class Of	STN	Local ID	Last Name	First Name
<input type="button" value="Edit"/>	01-Graduated	55I089705	12	2012	100199999	12345	Brown	John
<input type="button" value="Edit"/>	03-Exited To Diploma Issuing	55I089705	12	2012	100188888	54321	Smith	Henry
<input type="button" value="Edit"/>	02-DropOut	55I089705	11	2013	100177777	56789	Jones	Sara
<input type="button" value="Edit"/>	12-Finish Out The School Year	55I089705	12	2012	100166666	98765	Carter	Jane
<input type="button" value="Edit"/>	09-Exit(Reached Maximum Age)	55I089705	11	2012	100155555	55559	Wilson	Fred
<input type="button" value="Edit"/>	10-Exit(Long Term Suspension)	55I089705	11	2011	100144444	99995	Adams	William
<input type="button" value="Edit"/>	01-Graduated	55I089705	12	2012	100133333	11113	Davis	Carl
<input type="button" value="Edit"/>	01-Graduated	55I089705	12	2012	100122222	33331	Franks	Samantha
<input type="button" value="Edit"/>	02-DropOut	55I089705	12	2013	100111111	85285	Davidson	Esther
<input type="button" value="Edit"/>	01-Graduated	55I089705	12	2013	100299988	25825	Black	Katie

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- f. The “Reported Category” options that a school can choose for each student are as follows:
- a. Graduated
 - b. Emigrated
 - c. Exited – to another Diploma Issuing School
 - d. Exited – to a Non-Diploma Issuing school or institution
 - e. Exited – Received their GED
 - f. Exited – Completed IEP, but did not receive a diploma
 - g. Exited – Long Term Suspension
 - h. Exited – Over Compulsory Attendance Age (By State Law)
 - i. Exited – to Homeschooling
 - j. Exited – Reached Maximum Age for Services
 - k. Finished out the Year – Enrolled at the end of the school year
 - l. Dropped Out
 - m. Permanently Incapacitated
 - n. Died

- g. If the District Administrator needs to add a student, they will click *Add New Student* on the On Screen Data Entry screen, complete the required fields, and then click the *Add New Student* button at the bottom of the screen.

The screenshot shows a web-based form for adding a new student. The form includes the following fields and options:

- Report Category: 01-Graduated (dropdown)
- School: 55I089705 (text input)
- Grade: 09 (dropdown)
- Cohort Class Of: 2012 (dropdown)
- STN: (text input)
- Local ID: (text input)
- Last Name: (text input)
- First Name: (text input)
- Middle Name: (text input)
- Birth Date: (text input)
- Hispanic Latino: Select One (dropdown)
- American Indian: No (dropdown)
- Asian: No (dropdown)
- Black: No (dropdown)
- Pacific Islander: No (dropdown)
- White: No (dropdown)
- Gender: Select One (dropdown)
- ELL: Select One (dropdown)
- IEP: Select One (dropdown)
- Economic Disadvantage: Select One (dropdown)
- Migrant: Select One (dropdown)
- Most Recent 2011-2012 Entry Date: (text input)

At the bottom of the form, there are two buttons: "Add New Student" and "Cancel". A large green arrow with a black outline points to the "Add New Student" button.

- h. Once all necessary changes have been made and the data has been verified by the schools, the District Superintendent must then Confirm the report.

Assessment Label Correction Window (Grades 3 - 8)

State Reporting Home Page

Site Selector On Screen Data Entry Final Report Reporting Tools

Final Report

Confirm Release

Report Category	School	Grade	Cohort Class Of	STN	Local ID	Last Name	First Name	
01-Graduated	55I089705	12	2012	100199999	12345	Brown	John	
03-Exited To Diploma Issuing	55I089705	12	2012	100188888	54321	Smith	Henry	
02-DropOut	55I089705	11	2013	100177777	56789	Jones	Sara	
12-Finish Out The School Year	55I089705	12	2012	100166666	98765	Carter	Jane	
09-Exit(Reached Maximum Age)	55I089705	11	2012	100155555	55559	Wilson	Fred	
10-Exit(Long Term Suspension)	55I089705	11	2011	100144444	99995	Adams	William	
01-Graduated	55I089705	12	2012	100133333	11113	Davis	Carl	
01-Graduated	55I089705	12	2012	100122222	33331	Franks	Samantha	
02-DropOut	55I089705	12	2013	100111111	85285	Davidson	Esther	
01-Graduated	55I089705	12	2013	100299988	25825	Black	Katie	

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