

ENROLLMENT GRADUATION REVIEW| ACCOUNTABILITY REPORTING

Graduation rates are an outcome indicator of how well high schools support all students in graduating with a diploma. Recognizing that high school graduation is an essential milestone, Oklahoma's long-term goal is to be among the top ten states for students graduating in the four, five and six- year cohorts. The state will reach this goal when 90% of our students across all student groups graduate. Graduating from high school enables students to choose a future path – whether at a two- or four-year college, technical school, workforce training program or military – that aligns with their talents and passions.



Data reviewed during the **Enrollment Graduation Data Review** and later reported helps us to:

- ask questions to gauge how well strategies are working to support all students in earning a diploma in four, five or six years;
- make connections with site-level data and data from other indicators;
- gauge effectiveness of policies and practices in place to make adjustments; and
- identify what's working and what may need to improve to plan next steps.

In addition, data verified through the Enrollment Graduation Data Review process will be used to calculate the four, five, and six-year adjusted cohort graduations rates (ACGRs) that will be displayed on the public dashboard at oklaschools.com for the 2022 reporting year.

Pursuant to [OAC 210:10-13-18\(c\)\(6\)](#), the Enrollment Graduation Data Review process facilitated through the Accountability Reporting application in Single Sign-On will allow schools to:

- Review student enrollment and graduation records for SY 2020-2021 specific to the 2021 (4-year), 2020 (5-year), and 2019 (6-year) adjusted cohorts to confirm that data that will be used to calculate graduation-related measures are accurate prior to the calculation; and
- Use the Data Verification Review (DVR) process to submit requests to change exit codes and upload transcripts when you are requesting that the exit code be updated to 1921 (Graduated).

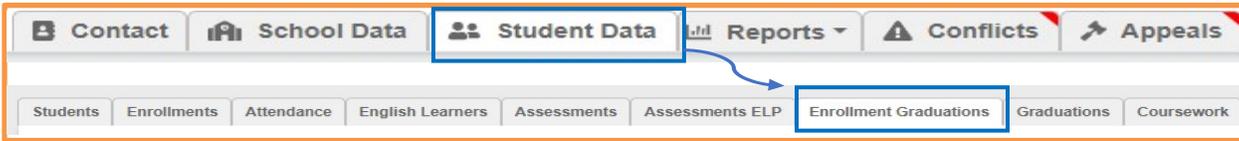
Please note, once DVRs submitted through this window are resolved, a Graduation Audit window will be opened to meet the Office of the State Auditor and Inspector's requirements. During this later window, schools will be required to submit the supporting documentation they have maintained at the school pursuant to federal law and [OAC 210:35-3-47](#) for students that have transferred to another diploma issuing school (exit codes 1907-1915 & 1919), emigrated (exit code 1916), or passed away (exit code 1923).

Accessing the Enrollment Graduation Records to Review:

The Enrollment Graduation records to review for the SY 2020- 2021 report can be accessed by signing into your Single Sign-On account and choosing Accountability Reporting.



From Accountability Reporting, click on **STUDENT DATA** and then choose **Enrollment Graduations**. If you are a district user, you will first need to choose a high school.



This will open a table that displays the graduation status for all students who have an enrollment graduation record at your site for SY 2020-2021. This includes enrollment records for students in the 2021 (4-year), 2020 (5-year), and 2019 (6-year) adjusted cohorts. To ensure that you are reviewing the right records, ensure that the **Year 2021** is showing.

A screenshot of the software's data table. At the top, there is a "Year: 2021" dropdown and a "Create DVR" button. Below the table header, there are navigation buttons: "Prev", "1", "2", "3", "4", "5", "10", "Next". The table has columns: DVR, Existing DVR, School Year, Cohort Year, STN, First Name, Middle Name, Last Name, Other Placement, Grade Level At Exit, Days Since Exit, Graduated, Exit Code, Enrollment Detail, Process Include, and Record Conflict. The first three rows of data are visible, with the first row having a blue bar over the name columns.

DVR	Existing DVR	School Year	Cohort Year	STN	First Name	Middle Name	Last Name	Other Placement	Grade Level At Exit	Days Since Exit	Graduated	Exit Code	Enrollment Detail	Process Include	Record Conflict
<input type="checkbox"/>		2021	2021						11	271	N	1908	View	Y	Y
<input type="checkbox"/>		2021	2021						10	348	N	3802	View	Y	
<input type="checkbox"/>		2021	2021						12	188	N	3805	View	Y	

Information in the table includes:

- **Existing DVR** allows you to see which records have a DVR as indicated by a gavel. Hovering over the gavel allows you to see the status of the request. Clicking on the gavel takes you to the appeal record so that you can monitor progress and see the resolution.
- **Cohort Year** allows you to filter and identify students in each of your adjusted cohorts.
- **STN** allows you to access additional longitudinal data for a particular student including enrollment and attendance records for each year that the student has been enrolled in a public Oklahoma school.
- **Days Since Exit** allows you to identify which students have exited and have no further enrollment record in an Oklahoma school.
- **Enrollment Detail** allows you to open a window that displays details about the student's most current enrollment. Click the to close the window and return to your enrollment graduation table.
- **Record Conflicts marked as Y** allows you to identify which students transferred out (exit codes 1907-1915 & 1919), emigrated (exit code 1916), or passed away (exit code 1923). These records will be audited during the Graduation Audit window where you will be asked to upload the supporting documentation you have maintained at your school (e.g., **withdrawal forms, records requests from the receiving school, letters from foreign exchange programs, military records, obituaries, etc.**) pursuant to [OAC§ 210:35-3-47](#) and as required by the Office of the State Auditor.

Reviewing Non-Graduates in your 4Y (2021), 5Y (2020) and 6Y (2019) Adjusted Cohorts

To get started, filter the information in the **Graduated** column to **N** and then filter the **Record Conflict** column to **(blank)**. Doing so allows you to review enrollment graduation records for students identified as non-graduates for SY 2020-2021.

DVR	Existing DVR	School Year	Cohort Year	STN	First Name	Middle Name	Last Name	Other Placement	Grade Level At Exit	Days Since Exit	Graduated	Exit Code	Enrollment Detail	Process Include	Record Conflict
<input type="checkbox"/>		2021	2021						12	188	N	3505	View	Y	(blank)
<input type="checkbox"/>		2021	2021						09	730	N	1918	View	Y	(blank)
<input type="checkbox"/>		2021	2021						12	188	N	3505	View	Y	(blank)

Review each record to determine if the exit code correctly reflects the status of the student. You can filter records by **Cohort Year** or **Exit Code** if you choose.

In this view, we filtered by **Cohort Year** to show the non-graduates in the 2020 Cohort:

DVR	Existing DVR	School Year	Cohort Year	STN	First Name	Middle Name	Last Name	Other Placement	Grade Level At Exit	Days Since Exit	Graduated	Exit Code	Enrollment Detail	Process Include	Record Conflict
<input type="checkbox"/>		2021	2020						10	730	N	3505	View	Y	(blank)
<input type="checkbox"/>		2021	2020						11	428	N	3502	View	Y	(blank)
<input type="checkbox"/>		2021	2020						12	730	N	3502	View	Y	(blank)
<input type="checkbox"/>		2021	2020						11	730	N	1931	View	Y	(blank)
<input type="checkbox"/>		2021	2020						12	567	N	3505	View	Y	(blank)
<input type="checkbox"/>		2021	2020						10	730	N	1931	View	Y	(blank)

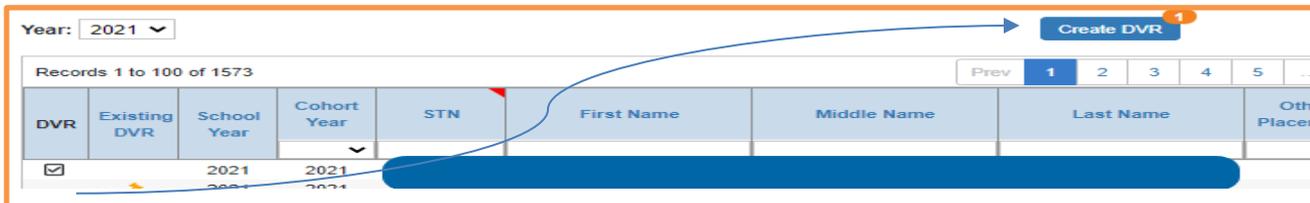
We see that two of the students have an exit code of 3505 (Exited), two have an exit code of 3502 (Not enrolled, eligible to return), and two have an exit code of 1931 (Not enrolled, unknown status).

- If these exit codes **are correct**, you do not need to do anything.
- If these exit codes are **not correct**, and you **did not** create a DVR during the Dropout report, you will need to **create a DVR** to request changes to these records (as outlined in the next section: [Creating and Submitting a DVR](#)).

Creating a Data Verification Request (DVR)

During your review, you may encounter student records that will necessitate review by an OSDE staffer. You can prompt further review by creating a DVR, which can be done by following these steps:

- Check the DVR box beside the specific record you wish to have reviewed by OSDE staff. This will activate the **Create DVR** button at the top of the spreadsheet, as shown below:



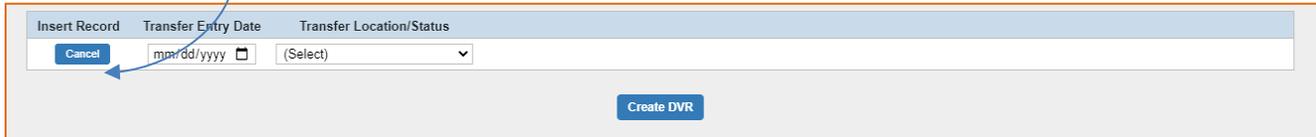
- Click the **Create DVR** button to open an application that allows you to update the exit code, change the exit date, add a note to explain why the update is needed, and upload supporting documentation as explained below in each of the scenarios below.



- **Student is marked as a Non-Graduate and Student graduated with a diploma. Note: this is the only request that requires you to upload supporting documentation during this window.**
 - Use the drop-down menu to change the exit code to 1921 if student completed requirements prior to 09/30
 - Update the exit date to match date on transcript if needed
 - Add a **Note** that student graduated,
 - Use the **Upload** feature under **Files** to upload the transcript:
 - Click **Create DVR**
- **Student completed grade 12 but did not meet requirements to graduate**
 - Use the drop-down menu to change the exit code to 1928
 - Update exit date to correspond with last day of school year
 - Add a **Note** that student completed grade 12 but did not graduate
 - Click **Create DVR**
- **Student discontinued school, withdrew to be homeschooled, or withdrew to pursue a GED (Note: these will all be considered as non-graduates, per federal reporting definitions.)**
 - Use the drop-down menu to change the exit code to reflect the status of the student when they exited ([see exit codes](#))
 - Update exit date to correspond with the last day student was in attendance
 - Add a **Note** to explain request
 - Click **Create DVR**

- **Student transferred, emigrated, or passed away**

- Use the drop-down menu to change the exit code to reflect where student went after their exit ([see a detailed list of all exit codes](#))
- Update Exit date to reflect student's last day in attendance if needed
- Add a **Note** to explain the request
- *In the later Graduation Audit window, you will be able to provide documentation for students flagged as needing further review. There is no need to upload documentation for these students during this current window.*
- Use the **Insert Record** feature to update the Transfer Entry date and then use the drop-down menu to provide the Transfer Location/Status
- Click **Create DVR**



The screenshot shows a form titled 'Insert Record' with three main sections: 'Insert Record', 'Transfer Entry Date', and 'Transfer Location/Status'. The 'Transfer Entry Date' field contains a date picker with the placeholder 'mm/dd/yyyy'. The 'Transfer Location/Status' field is a dropdown menu with '(Select)' as the current selection. A blue arrow points from the 'Create DVR' button in the list above to the 'Cancel' button in the form. A 'Create DVR' button is also visible at the bottom center of the form.

- **Please note: records updated to reflect that student transferred out, emigrated, or passed will now show as a Record Conflict.** These records will be audited during the later Graduation Audit window where you will be asked to upload the supporting documentation you have maintained at your school (e.g., **withdrawal forms, records requests from the receiving school, letters from foreign exchange programs, military records, obituaries, etc.**) pursuant to [OAC§ 210:35-3-47](#) and as required by the Office of the State Auditor and Inspector.

Next, filter the **Record Conflict** column to **(Y)**. Doing so allows you to review enrollment graduation records for students that have been reported as transferred, emigrated, or passed to confirm that their exit status is correct.

- **Student is coded as transferring or emigrating, but discontinued school, withdrew to be homeschooled, or withdrew to pursue a GED** (*Note: these will all be considered as non-graduates*)
 - Use the drop-down menu to change the exit code to reflect the status of the student when they exited ([see exit codes](#))
 - Update exit date to correspond with the last day student was in attendance
 - Add a **Note** to explain request (i.e., parent withdrew student to be homeschooled).
 - Click **Create DVR**

Submitting a Data Verification Request

When you click **Create DVR**, a new window will open to show that your DVR has been created.

The screenshot shows the 'STUDENT ENROLLMENT DVR' interface. At the top, there are dropdown menus for 'Assigned To' (None) and 'Status' (Open). Below this is a table with columns: Verify, Exception, Student, Full Code, School Year, Enrollment, Entry Code, Entry Other Code, Entry Date, Exit Code, and Exit Other Code. A row is visible with values: Verify (Verify), Exception (Create), Student (redacted), Full Code (141029705), School Year (2021), Enrollment (View), Entry Code (1835), Entry Other Code (R), Entry Date (08/24/2020), Exit Code (3505), and Exit Other Code (ESY). A modal window is open with the title 'Student exited' and a text input field for resolution.

A yellow gavel will also appear in your Enrollment Graduation table in the Existing DVR column

DVR	Existing DVR	STN	First Name	Middle Name	Last Name	Cohort Year	Other Placement	Grade Level At Exit	Days Since Exit	Graduated	Exit Code	Enrollment Detail
<input type="checkbox"/>						2019		12		Y	1921	View
						2021		12	195	N	3505	View

Your DVRs will also become visible on your Appeals tab under Student Enrollment Graduation. This allows you to monitor their progress and resolution.

The screenshot shows the 'Appeals' tab interface. At the top, there is a navigation menu with buttons for 'Contact', 'School Data', 'Student Data', 'Reports', 'Conflicts', and 'Appeals'. Below the menu is a summary table for 'Submitted Year 2021' with columns: Appeal Type, Total, Open, Info Required, Closed Pending, and Closed. A blue arrow points from the 'Appeals' tab to the 'Student Enrollment Graduation' row in the table.

All DVRs are reviewed and researched by a member of the Accountability team. While reviewing, a member of the team may reach out with a time-sensitive request if additional information is needed. A resolution for each DVR will be provided in your Appeals tab.

Enrollment Graduation Data Review FAQs

Why do we have numerous graduation-related-data review windows?

OSDE is continuously working to improve processes and reduce the amount of time and effort each review window requires in an effort to reduce the burden on school administrators. Towards this effort, the OSDE has automated graduation validations and calculations by using student enrollment records previously collected by The Wave. Windows associated with the graduation-related data include:

- **EZ Grad Entry** window allows school to correct blank or null exit codes previously collected by the Wave using the EZ Entry feature.
 - **Note:** For SY 2021-2022, the Annual Statistical Review (ASR) report facilitated through the Wave application will require that exit codes be certified replacing the EZ Grad Entry report.
- **Enrollment Graduation Data Verification Review (DVR)** window allows schools to review graduation related records and request changes pursuant to Pursuant to [OAC 210:10-13-18\(c\)\(6\)](#).
- **Graduation Audit** window allows schools to submit supporting documentation for students who transferred out (exit codes 1907-1915 & 1919), emigrated (exit code 1916), or passed away (exit code 1923), as required federally and by the Office of the Oklahoma State Auditor and Inspector.
- **Graduation Calculation Verification Review (CVR)** window allows sites to confirm that updates approved through the Graduation Enrollment Data Verification Review (DVR) window were made; certify the calculation of the Graduation indicator score (i.e., four-year 2021 [4-year], 2020 [5-year], and 2019 [6-year] graduation rates); and, create a CVR to request a review of the data calculation pursuant to [OAC 210:10-13-18\(c\)\(6\)](#).

How does the Enrollment Graduation DVR window differ from the Dropout Reporting window?

The Dropout tab in the Accountability Reporting application replaced the dropout report previously completed in the Wave and is now the source data for the annual dropout report. Moving forward, student records displayed on the Dropout tab will process up-to-date enrollment data submitted to the Wave by your Student Information System (SIS). Doing so will allow schools to identify in real-time any students who have exited your school and based on their exit code or absence of a subsequent enrollment, may be considered a dropout for that school year, allowing ample time for dropout recovery efforts.

This new dropout reporting tab is designed to function similarly to and work with the enrollment graduations tab. Thus, any changes made during the dropout report will automatically be applied, if applicable, to the graduation report, and vice versa.

Note: Although the dropout report is located within the Accountability Reporting application, the Office of Data Quality and Research support this report For more information on the dropout report- see [Dropout Reporting Guidance](#)

How will the data verified through this Enrollment Graduation Review window be used?

Data verified through this review will be used to calculate the four-year and extended-year adjusted cohort graduation rates (ACGRs) required under ESSA (Section (h)(1)(C)(iii)). An additional Calculation Verification Review (CVR) window will open for sites to review SY 2021 graduation rates before the data is published on the public dashboard at oklaschools.com

Who should be in our enrollment graduation table?

This report is based on an individual student's entry and exit codes submitted through your local Student Information System (SIS) via the Wave. Students whose last enrollment record is at your site will be included in the appropriate cohort. This includes students who graduated early. Students that graduate early will count as a graduate in their cohort year based on the federal definition for a cohort.

How is a student assigned into a cohort?

The four-year ACGR is the number of students who graduate from high school in four years with a regular high school diploma. The cohort is based on the number of students who enter grade 9 for the first time adjusted by adding into the cohort any student who transfers in later during grade 9 or during the next three years and subtracting any student from the cohort who transfers out, emigrates to another country, transfers to a prison or juvenile facility, or dies during that same period. Schools or LEAs must confirm, using appropriate documentation during the Graduation Audit window, that the student can be removed from the four-year cohort.

How is a cohort year assigned?

The cohort year for a student is the year he/she is expected to graduate with a diploma in order to be considered an on-time graduate. The cohort year is assigned on the first enrollment to high school in an Oklahoma public school.

The cohort year is assigned by:

- If a student is transitioning from middle school to high school and enrolled before 12/01, the cohort is SY + 3
- If a student is transitioning from middle school to high school and enrolled on or after 12/01, the cohort is SY + 4
- If there is no history of a student transitioning from middle school to high school then the cohort is assigned by:
 - 9th grade: SY + 3
 - 10th grade: SY + 2
 - 11th grade: SY + 1
 - 12th grade: SY

How were exit codes populated in this report?

The Enrollment Graduation table was populated using enrollment data submitted to The Wave via your local Student Information System (SIS) utilizing the entry and exit codes as outlined [here](#). Exit codes used in the enrollment graduation table are provided in the table below.

Exit Code	SIF Description from Wave Requirements
1907	Student is in a different public school in the same local education agency
1908	Transferred to a public school in a different local education agency in the same state
1909	Transferred to a public school in a different state
1910	Transferred to a private, non-religiously affiliated school in the same local education agency
1911	Transferred to a private, non-religiously affiliated school in a different local education agency in the same state
1912	Transferred to a private, non-religiously affiliated school in a different state
1913	Transferred to a private, religiously- affiliated school in the same local education agency
1914	Transferred to a private, religiously- affiliated school in a different local education agency in the same state
1915	Transferred to a private, religiously- affiliated school in a different state
1916	Transferred to a school outside of the country
1917	Transferred to an institution
1918	Transferred to home schooling
1919	Transferred to a charter school
1921	Graduated with regular, advanced, International Baccalaureate, or other type of diploma
1922	Completed school with other credentials
1923	Died or is permanently incapacitated
1924	Withdrawn due to illness
1925	Expelled or involuntarily withdrawn
1926	Reached maximum age for services
1927	Discontinued schooling
1928	Completed grade 12, but did not meet all graduation requirements

1930	Enrolled in a postsecondary early admission program, eligible to return
1931	Not enrolled, unknown status
3499	Student is in the same local education agency and receiving education services, but is not assigned to a particular school (Note: This is presently not valid in Oklahoma)
3500	Enrolled in an adult education or training program
3501	Completed a state-recognized vocational education program
3502	Not enrolled, eligible to return
3503	Enrolled in a foreign exchange program, eligible to return
3504	Withdrawn from school, under the age for compulsory attendance; eligible to return
3505	Exited- used when modifying a student's record
3508	Student is in a charter school managed by the same local education agency
3509	Completed with a state-recognized equivalency certificate (example G.E.D.)

Note: Exit codes highlighted in Yellow are subject to an audit during the Graduation Audit to meet the Office of the State Auditor's requirements. During this window schools will be required to submit the supporting documentation they have maintained at the school pursuant to federal law and [OAC 210:35-3-47](#) for students that have transferred to another diploma issuing school (exit codes 1907-1915 & 1919), emigrated (exit code 1916), or passed away (exit code 1923).

Why is GED/Homeschooling not counted as graduating?

Per federal guidelines, adjusted cohort graduation rates are comprised of the percentage of students who graduated within 4 years and received their regular high school diploma. Currently, GED is not recognized as a regular high school diploma by the US Department of Education and therefore does not count toward graduation rates.

Additionally, students who exit your site to be homeschooled (exit code 1918) are not able to earn a regular high school diploma and will count as a dropout.

For more information, please see:

<https://www2.ed.gov/policy/elsec/leg/essa/essagradrateguidance.pdf>

If you have any questions, please reach out to the Office of Accountability at accountability@sde.ok.gov or call 405-522- 5169.