

# 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 and make adjustments;
- identify what's working and what may need to improve;
- expand access to resources and opportunities; and
- plan equitable 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](https://oklaschools.com) for the 2021 reporting year.

The Enrollment Graduation table displays the graduation status for all students who have an enrollment graduation record at your site for the 2019-20 school year (i.e., SY 2020). This includes enrollment records for students in the 2018, 2019 and 2020 cohorts. 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 specific to the 4-year adjusted cohort (i.e., 2020 cohort);

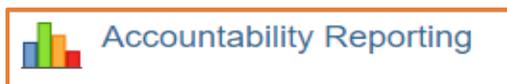


- For students marked as having an enrollment conflict, provide documentation for students who transferred out (exit codes 1907-1915 & 1919), emigrated (exit code 1916), or passed away (exit code 1923), as required federally and by the Office of the Oklahoma State Auditor and Inspector; and
- Create Data Verification Review (DVR) Requests and upload documentation for students whose records need to be updated (e.g., update an existing exit status of 3505 [exited] to another exit code).

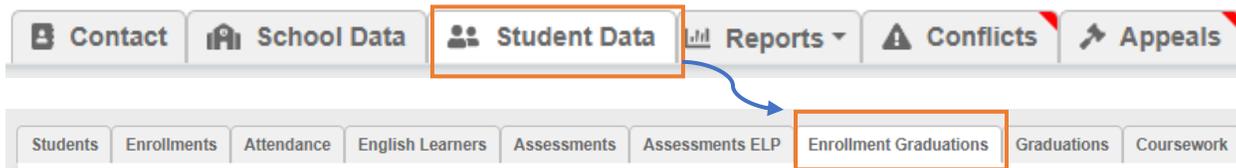
This review process is comprised of two phases. First, during the **EZ Entry** phase, you will update student exit codes and exit dates (and provide appropriate written documentation) for students marked as having a records conflict (e.g., transferred to a high school in another state). Once this is completed, you will review student records displaying as non-graduates and will have the ability to submit **Data Verification Requests** (DVRs) to request records updates, as necessary.

### Accessing the Enrollment Graduation Records to Review:

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



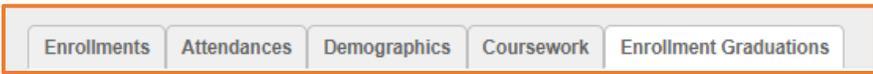
From Accountability Reporting, click on **STUDENT DATA** and then choose **Enrollment Graduations**. If you are a district user, you will first need to choose a high school.



This will open a table that displays all student records for SY 2020 related to enrollment graduation. In the **Year** drop down menu, ensure that **2020** is selected.



Additional information about each student can be accessed by clicking their STN. Information includes:



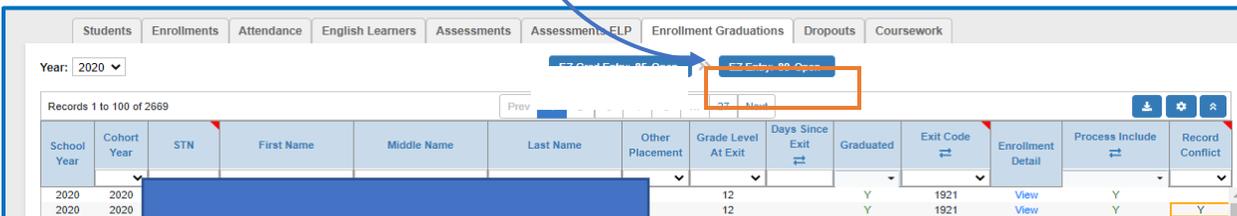
- **Enrollments**- displays the student’s enrollment history in an Oklahoma public school
- **Attendances**- displays the student’s attendance history for each year that they have been enrolled in an Oklahoma public school
- **Demographics**- displays the student’s demographic membership for each year of enrollment in an Oklahoma public school
- **Coursework**- displays the student’s coursework history and grades since SYs 2018 and 2019
- **Enrollment Graduations**- displays the student’s cohort and graduation status.

Clicking on **View** in the **Enrollment Detail** column opens 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.



## 1. EZ Entry (Students that transferred, exited, passed away, or have a blank or null exit code)

Use the to update records for students that transferred, emigrated, passed away, or have a blank or null exit code. This requires that you upload supporting documentation. The EZ Entry process allows you to resolve all students having a record conflict—that is, students who required having documentation reviewed by OSDE prior to removing the students from the adjusted cohort graduation rate.



Click on the EZ Entry button to open the application and show all of the enrollment records for SY 2020 for students who transferred out (Exit Codes 1907-1915 & 1919), emigrated (Exit Code 1916), passed away (Exit Code 1923), or have a blank or null exit code.



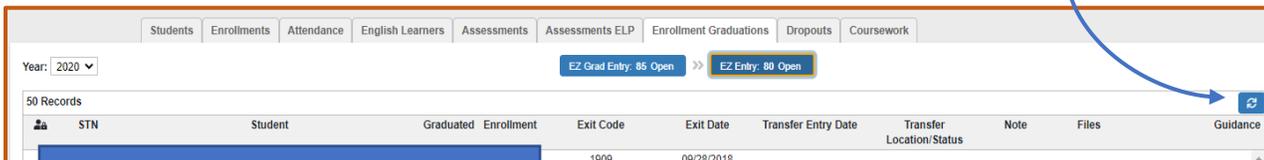
Click on the EZ button to close the table

EZ Entry: 80 Open

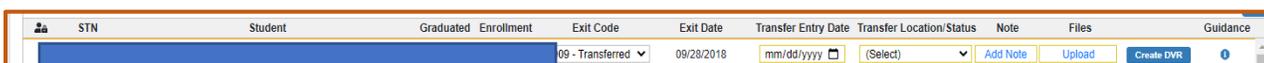
Click on the refresh button to refresh the table



To update a student's information and upload supporting documentation, click on a row to open the record (as outlined below):



The screenshot shows a navigation bar with tabs: Students, Enrollments, Attendance, English Learners, Assessments, Assessments ELP, Enrollment Graduations, Dropouts, Coursework. Below the navigation bar, there are buttons for 'EZ Grad Entry: 85 Open' and 'EZ Entry: 80 Open'. A table with 50 records is displayed. The selected row has the following data: STN, Student, Graduated, Enrollment, Exit Code (1909), Exit Date (09/28/2018), Transfer Entry Date, Transfer Location/Status, Note, Files, and Guidance. A refresh button is highlighted in the top right corner of the table.



The screenshot shows the record form for the selected student. The form includes fields for Exit Code (09 - Transferred), Exit Date (09/28/2018), Transfer Entry Date (mm/dd/yyyy), Transfer Location/Status ((Select)), Note (Add Note), Files (Upload), and a Create DVR button.

Review each record and confirm that the exit code is correct

- If the **Exit code is incorrect:** (for example, exit code is **1908** and student transferred out of state so exit code is being updated to **1909**)
  - Update the exit code and then follow the steps as shown below.
- If the **Exit code is correct:**
  - update the Transfer Entry Date to what is shown on your documentation OR to one day after the student's exit from your site;
  - use the drop down menu to add the state or country in the Transfer Location/Status field (for students that transferred to a school in another state or country);
  - add a note to support your updates (e.g., "Student transferred to Kansas on 9/13/19");
  - upload appropriate documentation (e.g., withdrawal form signed by parent, records request from receiving school, enrollment verification form, notes in local student information system [that go beyond data previously collected from The Wave], obituary, military orders, acceptance letter or enrollment form for a foreign exchange program, email from receiving school or parent); and then
  - click the Create DVR button when you are ready to submit the record updates for review.

Please note that an exit code of 1908 indicates that SDE has not found an enrollment record to support that the student transferred to another diploma issuing school within an Oklahoma public school. If an enrollment record was found, the student would not appear in your EZ Entry table, and no action is necessary.



## 2. Reviewing Non-Graduates in your 4Y (2020), 5Y (2019) and 6Y (2018) Adjusted Cohorts

The **DVR Boxes** and **Create DVR Button** will be visible once you complete the **EZ Entry**. Meaning, you have updated exit codes or exit dates or provided appropriate documentation for all students labeled as having a Record Conflict following the graduation audit.

Filter the **Graduated** column to **N** to review all SY 2020 enrollment records associated with non-graduates in your 4Y (2020), 5Y (2019) and 6Y (2018) adjusted cohorts. Review all records and request updates for as need for students in your in **4-, 5- or 6-year adjusted cohorts**. **Note:** You can filter by exit code and/or cohort year, if that works best for your site.

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	Record Conflict
<input type="checkbox"/>		2020	2020							250	N	9999	View	
<input type="checkbox"/>		2020	2020							250	N	3505	View	
<input type="checkbox"/>		2020	2020							609	N	3505	View	
<input type="checkbox"/>		2020	2020							250	N	3505	View	
<input type="checkbox"/>		2020	2020							492	N	1927	View	

**Filtering by Cohort:** Keep the **Year** drop-down at **2020** so that it reflects SY 2020 enrollment records aligned to each cohort. Change the cohort year to show records for your 2018, 2019, or 2020 cohorts. (NOTE: Do not change the Year drop-down, but instead adjust the cohort year within the Cohort Year column.) In this example, we have filtered to show the SY 2020 enrollment records for the 2019 cohort:

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
2020	2019								N	3505	View	Y	
2020	2019								N	3505	View	Y	
2020	2019								N	1927	View	Y	
2020	2019								N	3505	View	Y	
2020	2019								N	1927	View	Y	
2020	2019								N	1927	View	Y	

We see that three of the students have an exit code of 3505 (exited), and three have an exit code of 1927 (discontinued schooling). If these are correct, you do not need to do anything. If these are not correct, you will **create a DVR** to request changes to these records (as outlined in the [Creating a DVR](#) section).



**Filtering by Exit Code:** Keep the year drop-down at 2020 so that it reflects SY 2020 enrollment records aligned to each of your cohorts. Then, choose a specific exit code to display all student records associated with that code. In this example, we filtered for 3505 (Exited).

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
2020	2020						11	688	N	3505	View
2020	2020						11	688	N	3505	View
2020	2020						10	688	N	3505	View

We see that there are 118 records with this exit code across all three adjusted cohorts. Review each record and submit a DVR, as needed (and as outlined in the [Creating a DVR](#) section).

You can also click on  beneath Exit Code to change the display and show what each exit code means.

School Year	Cohort Year	STN	First Name	Middle Name	Last Name	Other Placement	Grade Level At Exit	Days Since Exit	Graduated	Exit Code Desc	Enrollment Detail
2020	2020						09	730	N	Exited	View
2020	2020						10	730	N	Discontinued...	View
2020	2020						12	688	N	Exited	View

**Filtering by Cohort and Exit Code:** Keep the Year drop-down at 2020, then choose a cohort year and then choose an exit code. In this example, we filtered to show SY 2020 records for students in the 2019 adjusted cohort. We then filtered to show records that had an exit code of 9999 (other).

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
2020	2019						11	329	N	9999	View
2020	2019						10	730	N	9999	View
2020	2019						12	329	N	9999	View



We see that there are three records having an exit code of 9999. Because this code is not valid, you will need to review each record and submit a DVR to update the exit code to reflect the status of the student when they exited.

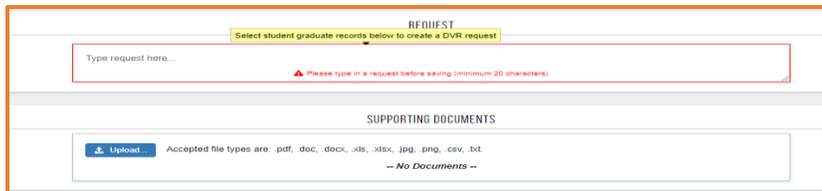
## Creating and Submitting a Data Verification Request (DVR)

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:

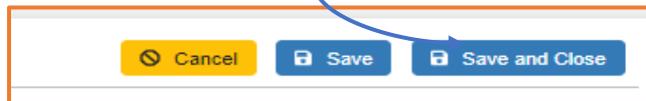
- Check the DVR box beside the specific record you wish to have reviewed by OSDE staff. This will activate the **Create DVR** button at the top of the spreadsheet, as shown below:



- Click the **Create DVR** button to open a window that allows you to explain your request and upload supporting documentation.



- Click the **Save and Close** button at the top of the display when you have completed your DVR.



- Once submitted, your DVRs become visible on your Appeals tab. This allows you to monitor their progress and resolution.



Common scenarios wherein you would need to create and submit a Data Verification Request (DVR) for review include the following:

Scenario	Request and Documentation
<p>Student met graduation requirements before 09/30 of the following school year</p>	<p>If requirements were met prior to 09/30/2019 or 09/30/2020:</p> <p><b>Request Example:</b> exit code should be 1921, as this student graduated with a diploma as evidenced by the uploaded student transcript</p> <p>If the requirements were met <b>after</b> 09/30/2020, the request will need to be made when the SY 2021 Enrollment Graduation Review opens.</p>
<p>Student exit code displays as 9999 (error) or 3505 (exited)</p>	<p><b>Request Example:</b> student discontinued schooling, please update exit code to 1927). (Note: No documentation needed as this student will count as a non-graduate)</p> <p><b>Request Example:</b> Please update this student’s exit status to 1921 as the student returned and graduated per transcript. (<b>Note:</b> In this case you would need to upload the student’s transcript to support that the student be counted as a graduate.)</p>
<p>District receives further information about the student’s exit status (e.g., records request from another school, email from parent, contact and information from family or guardian, request from Job Corps) and the exit code no longer reflects what happened to the student when they exited your site.</p>	<p><b>Request Example:</b> Please update this student’s exit status based on record request from a school in another state and upload records request as documentation.</p>

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

### What is the rationale for using this new process to review graduation records?

In previous years, the OSDE has provided schools with numerous opportunities to review and request adjustment of student-level graduation data through a variety of reports (e.g., Comprehensive Exit Report, Historical Adjusted Graduation Cohort Report). In an effort to minimize the number of graduation-related reports necessary for schools to annually complete, the OSDE has been able to automate graduation validation and calculations by using student enrollment records previously collected by The Wave. Beginning in Fall 2021, we plan to open this process so that sites can submit documentation to support student transfer, emigration or passing.

### How will the data verified through this audit be used?

Data verified through this audit 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 2020 graduation rates before the data is published on the public dashboard at [oklaschools.com](https://oklaschools.com) in Fall 2020, as required.

### 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 do I know what cohort a student should be in?

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

## If a student was enrolled in high school in another state or was homeschooled how is their cohort year determined?

The cohort year would be based on how the student was processed in your local SIS. Example, the student entered an Oklahoma school during their 10th grade year, the cohort would be calculated as SY + 2.

## 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://nces.ed.gov/programs/dropout/ind\\_05.asp](https://nces.ed.gov/programs/dropout/ind_05.asp)



How was the data and information populated in the Enrollment Graduation table used for this audit?

The Enrollment Graduation table was populated using enrollment data submitted to The Wave by 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

<b>1925</b>	Expelled or involuntarily withdrawn
<b>1926</b>	Reached maximum age for services
<b>1927</b>	Discontinued schooling
<b>1928</b>	Completed grade 12, but did not meet all graduation requirements
<b>1930</b>	Enrolled in a postsecondary early admission program, eligible to return
<b>1931</b>	Not enrolled, unknown status
<b>3499</b>	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)
<b>3500</b>	Enrolled in an adult education or training program
<b>3501</b>	Completed a state-recognized vocational education program
<b>3502</b>	Not enrolled, eligible to return
<b>3503</b>	Enrolled in a foreign exchange program, eligible to return
<b>3504</b>	Withdrawn from school, under the age for compulsory attendance; eligible to return
<b>3505</b>	Exited- used when modifying a student's record
<b>3508</b>	Student is in a charter school managed by the same local education agency
<b>3509</b>	Completed with a state-recognized equivalency certificate (example G.E.D.)

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

