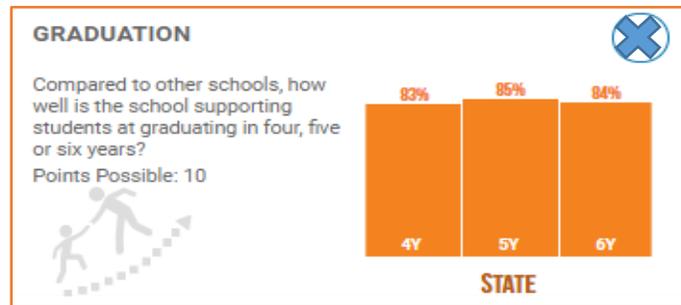


High school graduation is an essential milestone for many students that enables them to choose a future path – whether at a two- or four-year college, technical school, workforce training program or military – that aligns with their talents and passions. In accordance with federal reporting requirements, the Oklahoma State Department of Education (OSDE) will be publishing required contextual and Graduation-related data on the public dashboard (OklaSchools.com). Data displayed for the Graduation Indicator will include graduation rates for students in your 2017 [6Y], 2018 [5Y] and 2019 [4Y] adjusted cohorts, without a letter grade on the SY2019-20 Oklahoma School Report Card.



Graduation-related data collected through the Oklahoma School Report Card reflects how well schools are providing guidance and supports to ensure that all students have the opportunity to attain a high school diploma. Extended-year graduation rates display schools' additional efforts to provide personalized paths to graduation for students who may need more time.

As directed through [OAC 210:10-13-18\(c\)\(6\)\(A\)](#), a Calculation Verification Request (CVR) window will be opened to confirm the calculation of the Graduation indicator (i.e., four, five and six-year rates) prior to release on the public dashboard. As with previous years, Oklahoma Administrative Code allows for at least 10 calendar days for the CVR window to remain open for the school to review (OAC 210:10-13-18(c)(6)(B)) the calculations. Once submitted, each CVR is researched by a member of the Accountability team and a resolution is provided.

This Graduation CVR window, facilitated through the Accountability Reporting Application in Single Sign-On, allows schools to:

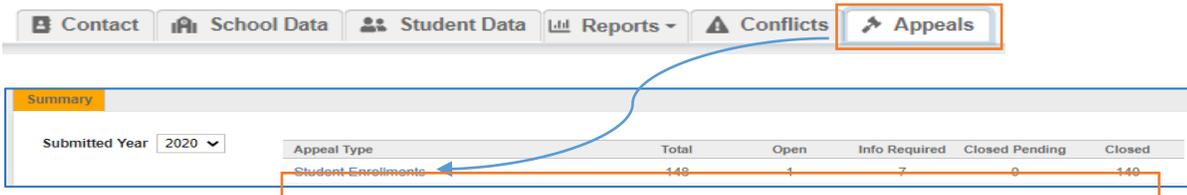
- Review student graduation records to confirm that updates approved through the graduation audit data verification review (DVR) process have been made (e.g., confirming that exit code was updated to 1921 for approved request submitted with transcript);
- Certify the calculation of the Graduation indicator score (i.e., four-year [2019 cohort], five-year [2018 cohort] and six-year [2017 cohort] graduation rates); and
- Create a CVR to request a review of the data calculation for instances where the school district determines that a different performance grade should be assigned because of the omission of certified student data, a data miscalculation, or special circumstances that might have affected the grade assigned.
- Reminder: **Discrepancies in data cannot be considered during this window.**

Accessing Resolutions for DVRs submitted through the Graduation Audit

To get started, sign into your Single Sign-On account and choose Accountability Reporting.



From Accountability Reporting, click on the Appeals tab. This will open a Summary page that displays an overview of the Data Verification Review (DVR) requests made by your site during the recent Graduation Audit Window.



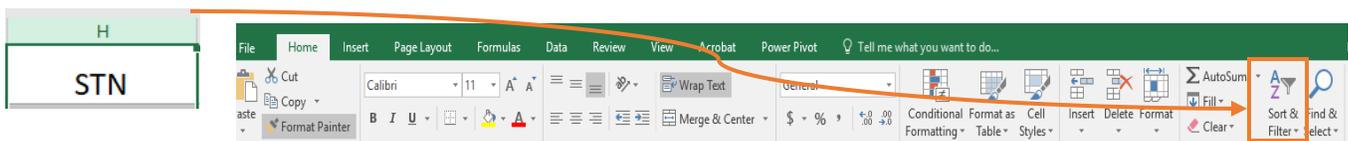
Click on Student Enrollments to open a table that displays information and resolutions for each DVR. Click the at the top of the table to download as an Excel spreadsheet.



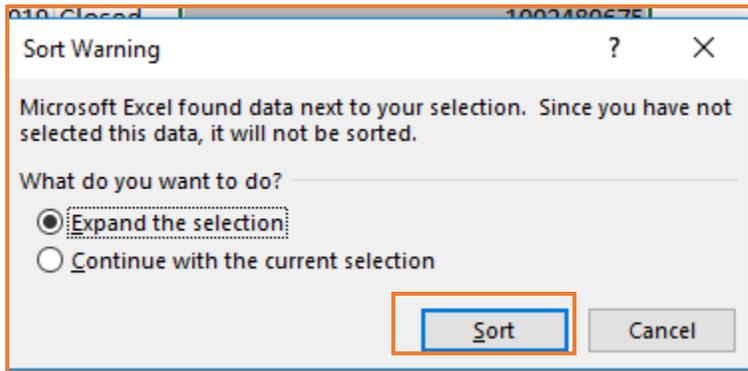
You can then sort and filter feature in Excel the STN column to order the STNS from Lowest to Highest. Doing so makes it easier to compare with the data in the Graduation Report Card table outlined in the next section

ID	Submitted By	Submitted Date	School	Full Code	School Year	Status	STN	Record Count	File Count	Last State Update	Last Dist / School Update	Request	Resolution
2146								1	1	1/28/2021	11/17/2020	Student n	SDE did not find
2146								1	1	1/28/2021	11/17/2020	Student n	Looks like this w
2145								1	1	12/2/2020	11/17/2020	Student n	Based on the do
2145								1	1	12/8/2020	11/17/2020	Student n	Based on the do
2145								1	1	12/2/2020	11/17/2020	Student n	Based on the do

To Sort and Filter your STNs, highlight the STN column and then click on the the Sort and Filter icon at the top of the spreadsheet

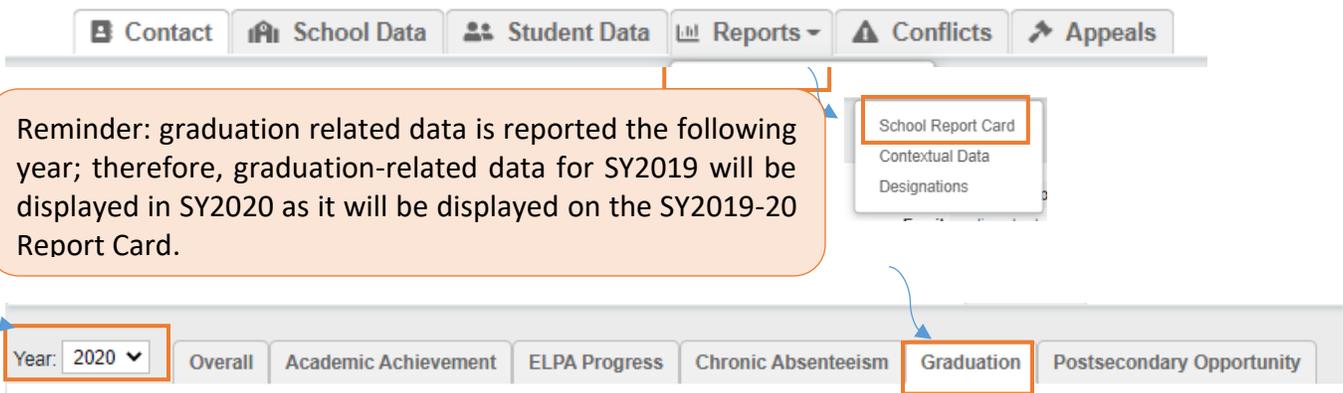


Choose how you wish to sort, Highest to Lowest or Lowest to Highest and then make sure that the Expand the selection option is chosen before you click Sort.



You should now have a spreadsheet that is easier to cross-reference when looking at the Graduation Tables in the Report Card tab.

Use your ordered spreadsheet to check that the resolutions displayed in the appeals tab to confirm that updates approved through the graduation audit DVR process were made by going to the **Reports** tab and choosing **School Report Card**. From the Report Card and then clicking on the **Graduation** tab. If you are a district user, you will first need to choose a specific high school.



Reminder: graduation related data is reported the following year; therefore, graduation-related data for SY2019 will be displayed in SY2020 as it will be displayed on the SY2019-20 Report Card.

Data displayed on the Graduation Report Card tab shows the Adjusted Cohort Graduation Rate (ACGR) for each of the three cohorts. Scores reflect the adjusted cohort graduation rates. Overall Score, points and letter grade were waived for the SY2019 report and will not show in the SY2019 report.

The Graduation indicator extends the 4-year Adjusted Cohort Graduation Rate (ACGR) by adding in fifth and sixth year graduates. The graduation rate uses a federally required definition determined by dividing the number of graduates in a given cohort year by the number of students in that cohort. Students are assigned a four-year cohort year upon entering high school and remain in the assigned cohort year until they graduate.

[Download Graduation Indicator Guide](#)
[Download Graduation CVR Guide](#)
[Create CVR](#)

VIEW BY STUDENT GROUP ▾

SCORE 100

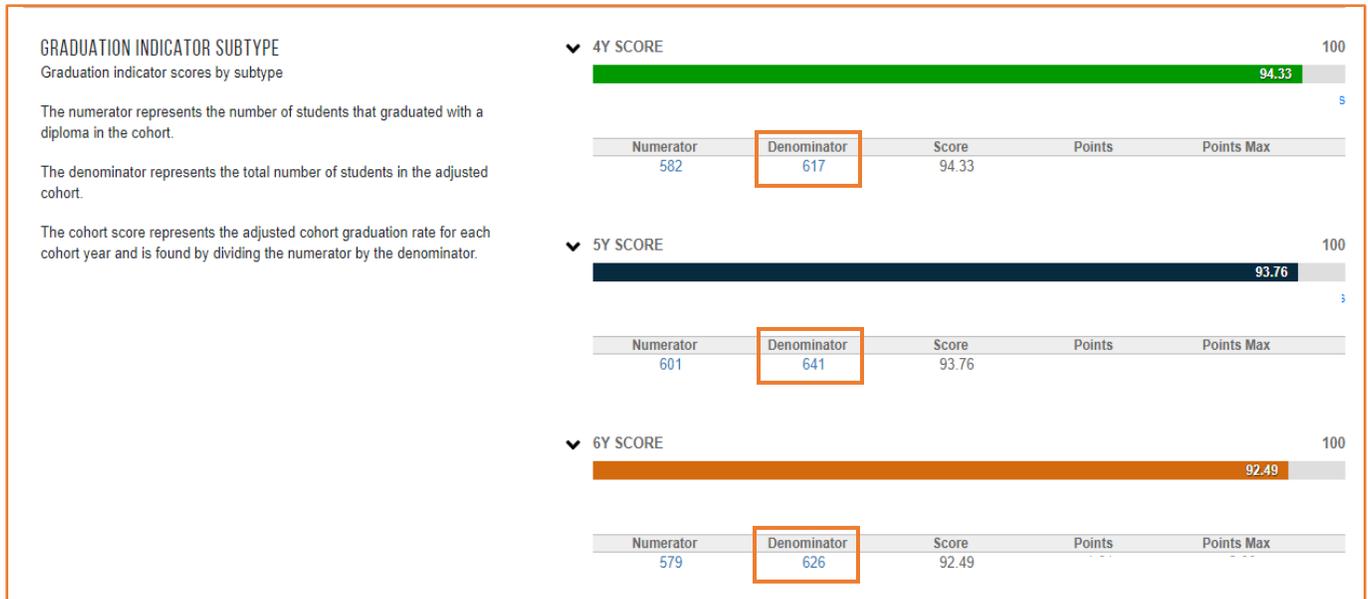
Indicator Subtype	Score	Points	Points Max	Total Score	Letter Grade
4Y	81.03				
5Y	90.48	X		X	X
6Y	80.72	X		X	X
				80.30	

Overall score, points and letter grade were waived for the SY2019 Report

Checking that records approved for updates have been updated

Use your spreadsheet to check that updates approved through the graduation audit DVR window were made by clicking on the denominator for each cohort: 4Y, 5Y and 6Y.

Reminder- students approved for removal from a cohort will not show in the denominator



This will open a table that displays students in their cohort, as well as their graduation status. The table displayed here was populated using data from the student-level Enrollment Graduation table you reviewed and certified during the recent Graduation Audit Window. You can also download this as a spreadsheet to compare records and make sure that students that were approved for removal are not showing and that other approved updates (i.e., exit code was updated to 1921 based on transcript submitted during the DVR window) have been made.

School Year	Cohort Year	STN	First Name	Middle Name	Last Name	Target	Points	Graduated	Grade Level At Exit	Exit Code	Enrollment Detail
2019	2019					1	1	Y	12	1921	View
2019	2019					1	1	Y	12	1921	View

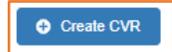
Additional features in this table:

Click [View](#) in the Enrollment Detail column to view details for a particular student's enrollment status relative to the 2018-2019 academic year.

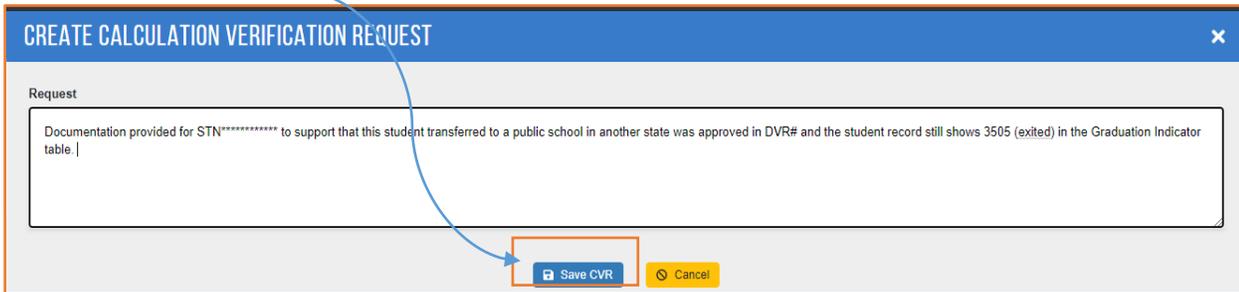
Data can be filtered to show **Graduated Y or N**, **Exit Code** and **Grade Level At Exit**.

Creating a CVR

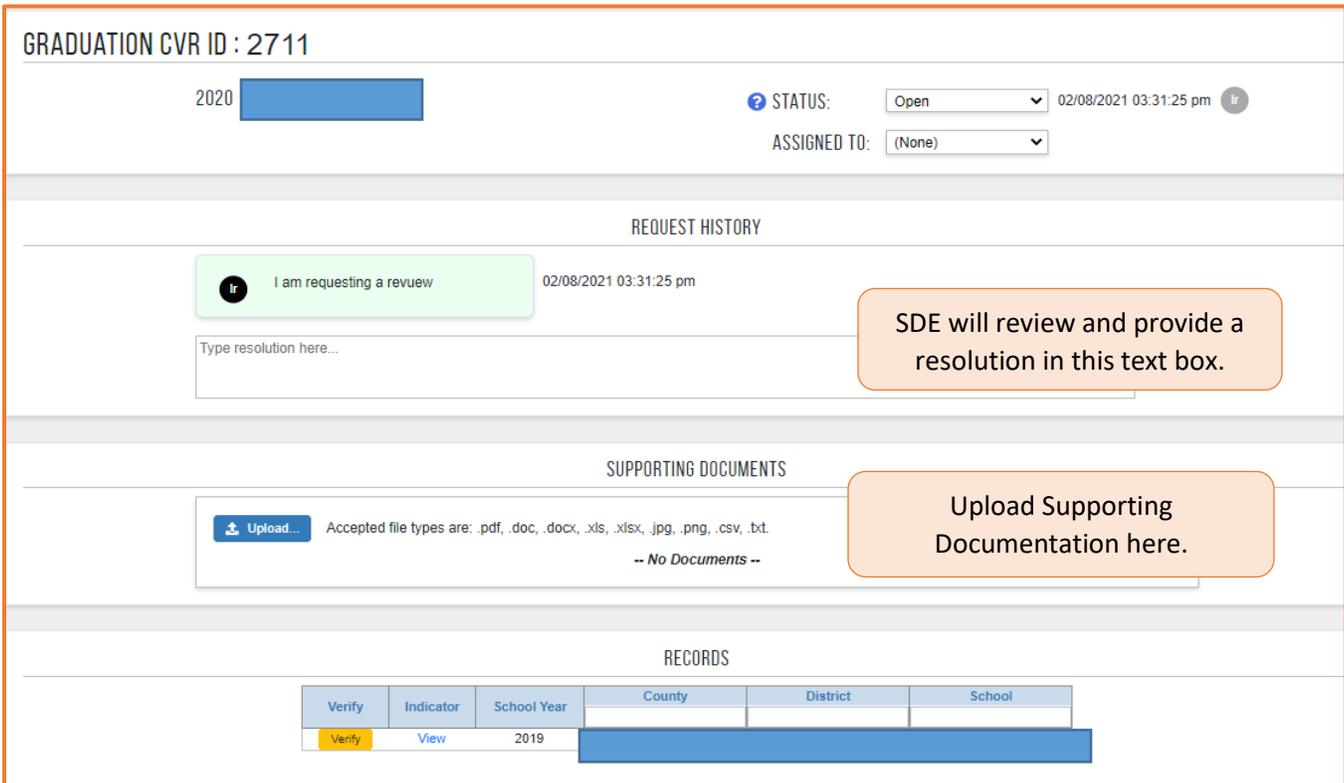
If all of the records have been updated based on the resolutions you see in your appeals tab, you can move on to the checking the calculations. If you find records that were not updated and were approved to be updated based on the resolution displayed on the Appeals tab, you will need to create a CVR. To create a CVR, you will click on the Create CVR button located in the top tile.



This will open a window for you that allows you to create a CVR request. Type your findings in the **Request Text Box** and then click the **Save CVR** button located below the Request Text Box.



This will create a CVR that will then appear in your Appeals tab. Upload any supporting documentation using the Upload feature on the CVR page.



GRADUATION CVR ID : 2711

2020 [Redacted]

STATUS: Open 02/08/2021 03:31:25 pm

ASSIGNED TO: (None)

REQUEST HISTORY

I am requesting a review 02/08/2021 03:31:25 pm

Type resolution here...

SDE will review and provide a resolution in this text box.

SUPPORTING DOCUMENTS

Upload... Accepted file types are: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .png, .csv, .txt

-- No Documents --

Upload Supporting Documentation here.

RECORDS

Verify	Indicator	School Year	County	District	School
Verify	View	2019	[Redacted]	[Redacted]	[Redacted]

You will also see a message on the **Graduation** page communicating that you have created a CVR

A CVR has been created for this indicator. [Click here to review the CVR](#)

Checking graduation indicator calculations

The **4Y, 5Y, and 6Y Scores** represent your adjusted cohort graduation rates. In Single-Sign-On this calculation is displayed by the numerator, denominator and score. The score is calculated by dividing the number of students graduating with a diploma by the total number of students in the adjusted cohort.



Numerator	Denominator	Score	Points	Points Max
582	617	94.33	4.33	5.00

$$\frac{582 \text{ (Number of Graduates with a Diploma)}}{617 \text{ (Number of Students in Adjusted Cohort)}} \times 100 = 94.33 \% \text{ (4Y ACGR Score; round to 2 decimal points)}$$

Use this space to calculate your scores (adjusted cohort graduation rate [ACGR]) for each of your cohorts. If you find an error in the calculated adjusted cohort rates, you will need to submit a Calculation Review Request (CVR). To create a CVR, follow the steps outlined on page 4.

Our 4Y Score (ACGR) for the 2019 cohort

$$\frac{\text{_____ (number of graduates with a diploma)}}{\text{_____ (number of students in adjusted cohort)}} \times 100 = \text{_____ (Our 4Y Score)}$$

Our 5Y Score (ACGRA) for the 2018 Cohort

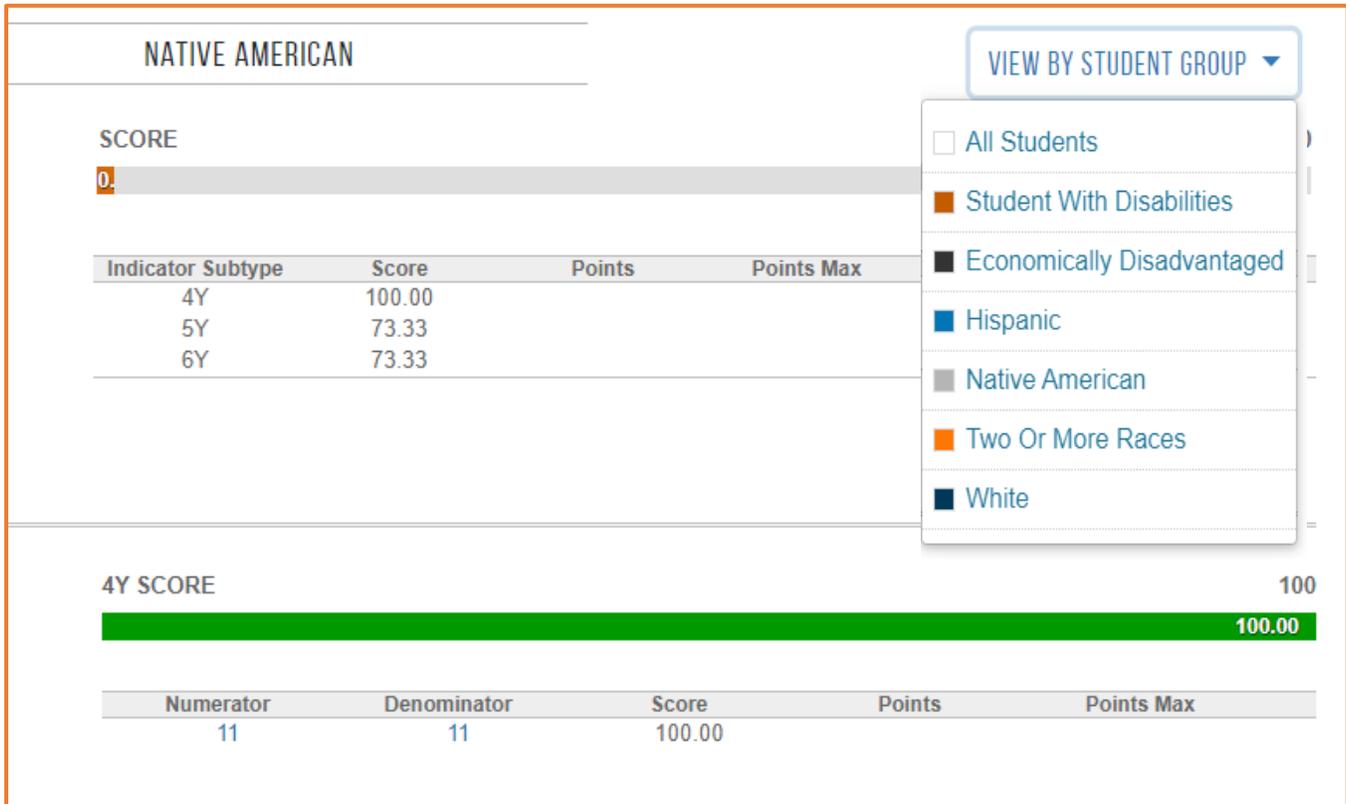
$$\frac{\text{_____ (number of graduates with a diploma)}}{\text{_____ (number of students in adjusted cohort)}} \times 100 = \text{_____ (Our 5Y Score)}$$

Our 6Y score (ACGR) for our 2017 Cohort

$$\frac{\text{_____ (number of graduates in adjusted cohort)}}{\text{_____ (number of students in adjusted cohort)}} \times 100 = \text{_____ (Our 6Y Score)}$$

As a reminder, students with an Out-of-Home Placement (OHP) status are not included in your school's adjusted cohort. Graduation rates for OHP students are done at the state level and are displayed here: <https://oklaschools.com/school/1980/>.

The **VIEW BY STUDENT GROUP** feature allows you to compare adjusted cohort graduation rates across student groups. Doing so allows you to identify existing equity or opportunity gaps (as evidenced in the data) and plan actions to close those gaps.



If you have any questions, please reach out to the Office of Accountability at accountability@sde.ok.gov