

The Oklahoma State Department of Education (OSDE) requested an assessment and accountability waiver for the 2019-20 academic year, which was later [granted](#) by the U.S. Department of Education (USDE). The USDE did not allow for the entirety of the school accountability to be waived, but OSDE did apply for all that were eligible to be waived (for more information, please see our [Accountability Reporting for 2019-20 announcement](#)). As a result, the OSDE must report on high school graduation rates, including four-year and extended-year adjusted cohort graduation rates (ACGR) (ESSA Section (h)(1)(C)(iii)). The OSDE will be publishing Graduation-related data on the public dashboard (OklaSchools.com), in compliance with federal reporting requirements.

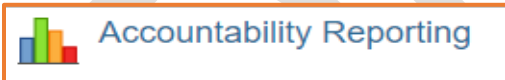
In addition, The Office of the Oklahoma State Auditor and Inspector now requires that OSDE monitor **ALL** students who are removed from a four-year cohort (those who transferred to another diploma-issuing school, emigrated or passed away).

As a result, the Office of Accountability will utilize the Graduation Audit process through the Accountability Reporting application in [Single Sign-On](#) to support both requirements.

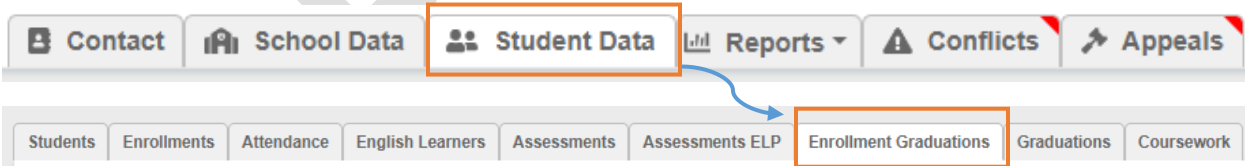
This Graduation Audit process will allow schools to:

- Review student graduation records specific to the 4-year adjusted cohort (i.e., 2019 cohort); and
- Provide documentation for record conflicts and for all students in the 2019 cohort who transferred out (Exit Codes 1907-1915 & 1919), emigrated (Exit Code 1916) or passed away (Exit Code 1823).

The Graduation Audit displays the graduation status of all students who had valid enrollment at your site for the 2019 cohort year. The Graduation Audit 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 the students enrolled in the 2019 **Cohort Year**.

School Year	Cohort Year	STN	First Name	Middle Name	Last Name	Other Placement	Graduated	Exit Code Desc	Enrollment Detail	Record Conflict
	2019									

Review Record Conflicts by selecting the **2019 Cohort Year** and then filtering for **N** in the **Graduation** column and **Y** in the **Record Conflict** column as shown in the example.

Records 1 to 7 of 7

School Year	Cohort Year	STN	First Name	Middle Name	Last Name	Other Placement	Graduated	Exit Code	Enrollment Detail	Record Conflict
2019	2019						N	1919	View	Y
2019	2019						N	1919	View	Y
2019	2019						N	1919	View	Y
2019	2019						N	1908	View	Y
2019	2019						N	1909	View	Y

Research each conflict and create a Data Verification Review (DVR) Request to upload appropriate documentation (e.g., official written documentation, Wave enrollment record, military orders, obituary, etc.). **Any student who does not have appropriate documentation provided during the Graduation Audit window will remain in the school's cohort year as a non-graduate.**

Example- Exit code 1919 indicates that the student transferred to a charter school.

Graduated	Exit Code	Enrollment Detail	Record Conflict
N			Y
N	1919	View	Y

Clicking on **VIEW** in the **Enrollment Detail** column opens a window that displays details about the student's enrollment.

Click on the to close window

<b>Entry Date</b> 08/17/2016	<b>Grade Level</b> 10
<b>Entry Code</b> 1835 -- Re-entry from the same school with no interruption of schooling	<b>Status</b> N/A
<b>Entry Other Code</b> R -- Resident -- legal. (This student is NOT a virtual student as defined by law)	<b>Days Enrolled</b> 132
<b>Exit Date</b> 03/27/2017	
<b>Exit Code</b> 1919 -- Transferred to a charter school	
<b>Exit Other Code</b> NA -- None of the available codes in this list apply to this student's exit.	

We see that the student exited on 03/27/2017 and transferred to a charter school (Exit Code 1919). We can dig deeper by clicking on the to close this window and then clicking on the student's **STN** in the enrollment graduation table. This opens a new window that displays the student's enrollment history. In this display, we do not see an enrollment record for this student after the exit date; therefore, this is a record conflict.

Enrollments | Attendances | Demographics | Graduations | Assessments

Records 1 to 7 of 7

School Year	Grade Level	Full Code	Status	Enrollment Detail	Entry Date	Entry Code	Entry Other Code	Exit Date	Exit Code	Exit Other Code	Membership Type	Record Conflict
2017	10	72i013705		View	2016-08-17	1835	R	2017-03-27	1919	NA	Home	
2016	09	72i013705		View	2015-08-19	1821	R	2016-05-30	3505	ESY	Home	
2015	08	72i013505		View	2014-08-12	1835	R				Home	
2014	07	72i013505		View	2013-08-14	1835	R	2014-05-23	3505	3505	Home	
2013	06	72i013505		View	2013-02-12	1821	R				Home	
2013	06	56i004405	FullTime	View	2012-08-09	1835	R	2013-02-10	1908	NA	Home	
2012	05	56i004405	FullTime	View	2011-08-25	1835	R				Home	

To resolve this conflict, check the DVR box for this record.

DVR	School Year	Cohort Year	STN	First Name	Middle Name	Last Name	Other Placement	Graduated	Exit Code	Enrollment Detail	Record Conflict
<input type="checkbox"/>	2019	2019						N	1919	View	Y
<input type="checkbox"/>	2019	2019						N	1919	View	Y
<input type="checkbox"/>	2019	2019						N	1919	View	Y
<input type="checkbox"/>	2019	2019						N	1919	View	Y

This will activate the **Create DVR** button at the top of the spreadsheet.

Year  **Create DVR** <sup>1</sup>

Click the **Create DVR** button to open a window that allows you to make a request and submit the documentation collected when this student transferred out of your site (e.g., official letter, record request from receiving school, etc.).

Per ESSA and [20 USC 7801](#):

(ii) **Confirmation requirements for students marked as transferring out**

- (I) **Documentation required-** The confirmation of a student's transfer to another school or educational program described in clause (i) requires documentation of such transfer from the receiving school or program in which the student enrolled
- (II) **Lack of confirmation-** A student who was enrolled in a high school, but for whom there is no confirmation of the student having transferred out, shall remain in the adjusted cohort.

**REQUEST**

Select student graduate records below to create a DVR request

Type request here...

⚠ Please type in a request before saving (minimum 20 characters)

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**SUPPORTING DOCUMENTS**

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

-- No Documents --

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

Next, you will need to submit DVRs and supporting documents (e.g., official written documentation, Wave enrollment record, military orders, obituary) for any students that emigrated (**1916**) or passed (**1923**) from your 2019 Cohort.

You should also review other records that may require a DVR request. In this example, we filtered for **Exit Code 1928** (Completed grade 12, but did not meet all graduation requirements). You would create a DVR and submit transcripts for any students that met requirements by September 30, 2019 of the following school year.

Records 1 to 22 of 22

School Year	Cohort Year	STN	First Name	Middle Name	Last Name	Other Placement	Graduated	Exit Code	Enrollment Detail	Record Conflict
2019	2019						N	1928	View	
2019	2019						N	1928	View	
2019	2019						N	1928	View	

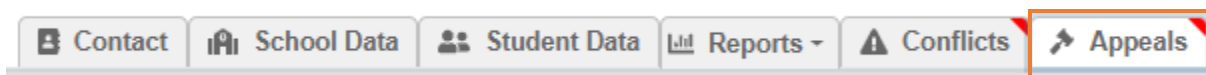
Once you have reviewed and submitted DVRs for your 2019 Cohort, change the **Cohort Year** and review records for students in the 2017 (6Y Cohort) and 2018 (5Y Cohort) **Cohort Years**.

In this 5Y cohort example, the cohort year was changed to display students enrolled in the 2018 Cohort Year. The table was filtered for **Exit Code 1928** (Completed grade 12, but did not meet all graduation requirements). You would create a DVR and submit supporting documents (i.e., student transcript) for any students that met requirements by September 30, of the following school year.

Records 1 to 3 of 3

School Year	Cohort Year	STN	First Name	Middle Name	Last Name	Other Placement	Graduated	Exit Code	Enrollment Detail	Record Conflict
2019	2018						N	1928	View	
2019	2018						N	1928	View	
2019	2018						N	1928	View	

All DVRs are reviewed and researched by a member of the Accountability Team. A member of the team may reach out if additional information is needed. A resolution for each DVR will be provided in the Appeals tab.



## Graduation Audit FAQs

### 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 (ACGR) required under (ESSA Section (h)(1)(C)(iii)). An additional Calculation Verification Review (CVR) window will open for sites to review graduation rates before the data is published on the public dashboard at [oklaschools.com](http://oklaschools.com).



## Who should be in your 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 homeschool 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 and 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 Graduation Cohort rate is looking at 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 towards graduation rates.

Additionally, students who exit your site to be homeschooled (Exit Code 1918) will not be 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 and reporting categories used in the Comprehensive Exit and Adjusted Cohort Graduation reports are shown in the table.

Report Category	SIF Code (EXIT CODE)	SIF Description	SDE Description
<b>01- Graduated</b>	1921	Graduated with regular, advanced, International Baccalaureate, or other type of diploma	Exit - Student is exiting the district. The student has graduated or received a diploma and is no longer going to be counted on membership or attendance
<b>02-Exited to another Diploma Issuing School</b>	1907	Student is in a different public school in the same local education agency	Exit - Student is changing sites in the same district (Note: If the student is changing sites from a regular site to a charter school site in the same district, utilize code 3508)
	1908	Transferred to a public school in a different local education agency in the same state	Exit - Student is exiting the district, going to another public school district in Oklahoma
	1909	Transferred to a public school in a different state	Exit - Student is exiting the district, going to another public school district in a different state.
	1910	Transferred to a private, non-religiously affiliated school in the same local education agency	Exit - Student is exiting the district, going to a non-religious private school located inside the public school district boundaries

<b>02-Exited to another Diploma Issuing School</b>	1911	Transferred to a private, non-religiously affiliated school in a different local education agency in the same state	Exit - Student is exiting the district, going to a non-religious private school located outside of the public school district's boundaries in the state of Oklahoma
	1912	Transferred to a private, non-religiously affiliated school in a different state	Exit - Student is exiting the district, going to a non-religious private school located in a different state.
	1913	Transferred to a private, religiously affiliated school in the same local education agency	Exit - Student is exiting the district, going to a religiously affiliated private school located inside the public school district boundaries
	1914	Transferred to a private, religiously affiliated school in a different local education agency in the same state	Exit - Student is exiting the district, going to a religiously affiliated private school located outside of the public school district's boundaries in the state of Oklahoma.
	1915	Transferred to a private, religiously affiliated school in a different state	Exit - Student is exiting the district, going to a religiously affiliated private school located in a different state
	1919	Transfer to charter School	Exit - Student is exiting the district, going to be attending a charter school in a different district.
	3503	Enrolled in a foreign exchange program, eligible to return	Exit - The student is exiting the district to participate in a foreign exchange program.
	3508	Student is in a charter school managed by the same local education agency	Exit - The student is exiting one site and is going to attend a charter school in the same district
<b>03-Dropped Out</b>	1927	Discontinued schooling	Exit - Student is exiting the district. The student is a drop out as defined by Oklahoma State Law
	1931	Not enrolled, unknown status	Exit - Student is exiting the district. The student is not presently enrolled and the reason for the exit is not yet known. After the district is made aware of the reason for the exit, the exit code must be changed to reflect an accurate description of the reason for exit.
	3502	Not enrolled, eligible to return	Exit - The student is exiting the district, but is eligible to return. This code may be used temporarily but does not reflect accurately the movement of the student. A student with this code will be flagged with a warning at the end of school requiring this exit code to be modified to reflect an accurate description of the reason for the exit.



<b>04-Emigrated</b>	1916	Transferred to a school outside of the country	Exit - Student is exiting the district, going to a school in a different country
<b>05-Died</b>	1923	Died or is permanently incapacitated	Exit - The student has died or is permanently-incapacitated. <b>NOTE: Exit Code 1923 should be used for permanently incapacitated)</b>
<b>06-Exited to a Non-Diploma Issuing school or institution</b>	1917	Transferred to an institution	Exit - Student is exiting the district, going to an institution. (Note: This code is used if the student is going to an institution and will no longer be counted on the membership of any public school district. If the institution the student is transferring to CANNOT offer a state certified diploma.
<b>07- Exited to Homeschooling</b>	1918	Transferred to home schooling	Exit - Student is exiting the district, going to be home schooled
<b>08- Exited-- Received their GED</b>	1922	Completed school with other credentials	Exit - The student has completed high school, but NOT by obtaining a diploma.
	3509	Completed with a state-recognized equivalency certificate	Exit - The student is exiting the district having received a state recognized equivalency certificate (Example. G.E.D.)
<b>09-Exited- Reached the Maximum Age of Services</b>	1926	Reached maximum age for services	Exit - Student is exiting the district. The student has reached the maximum age for services.
<b>10-Exited- Suspension</b>	1925	Expelled or involuntarily withdrawn	Exit - The student has been suspended
<b>11-Exited- Completed IEP, but did not receive a diploma</b>	1922	Completed school with other credentials	Exit - The student has completed high school, but NOT by obtaining a diploma. <b>NOTE: IDEA should be 'YES'</b>
	1928	Completed grade 12, but did not meet all graduation requirements	Exit - Student is exiting the district. The student has left school having completed grade 12 but does not meet all of the requirements necessary to receive a diploma and graduate. <b>NOTE: IDEA should be 'YES'</b>
<b>12-Finished Out the Year</b>	3505	Exited	Exit - This code is a general code to be used when modifying a student's record in the district. A mass exit at the end of the school year is NOT required. Examples: 1. The student is changing grade levels in the same site. This requires an exit and a new entry at the new grade level. The exit code will be 3505.



<b>13- Never Enrolled</b>	1931	Not enrolled, unknown status	Exit - Student is exiting the district. The student is not presently enrolled and the reason for the exit is not yet known. After the district is made aware of the reason for the exit, exit code must be changed.
<b>14- Exited-Over Compulsory Age</b>	-	-	-
<b>15- Permanently Incapacitated</b>	1923	Died or is permanently incapacitated	Exit - The student has died or is permanently incapacitated. Note: There should be an additional Exit Other Code associated with this determining whether the reason is "Died" or is "Permanently Incapacitated. <b>NOTE: Exit Type Other Code should be 1923P</b>

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.

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