

### 1. What is this report for?

This report displays the graduation status of all students who had valid enrollment at your school with the cohort year of 2018. This report certifies the cohort year and graduation status and used for the calculation of the graduation indicator for use in the Accountability system for the **school report card** and **federal reporting purposes**.

### 2. Where does this information come from?

This report uses prepopulated exit codes based on your school/district certified Comprehensive Exit Reports, October 1 reports, and Supplemental Membership Annual Reporting Totals (SMART) Report.

### 3. Who should be on this report?

Any student ever enrolled at your school with the cohort year of 2018 should be included in this report. This includes students that exited during previous years and students who graduated early but had the cohort year of 2018. As this report reflects all enrollments, not just last year, it is possible that a student is on the Historical Adjusted Graduation Cohort Report for more than one school site. Each site should report the student appropriately.

### 4. How do I find this report?

This report is through the Wave's portal in Single Sign On. Wave's Portal → Reporting Tab → State Reporting Certification → Select "Historical Adjusted Graduation Cohort" → Select a "Site Name"

### 5. What should I be looking for?

You should ensure that the Report Category is correct for all of your students. Common report categories for students who exited your school include enrolled at another diploma-issuing school (02), received a GED (08), dropped out (03), etc. If you had students graduate early (in 2017) whose cohort year was 2018, double-check that those students show Graduated (01). The report category is critical, but you should also review other fields for accuracy and ensure all appropriate students are listed.

### 6. Some of my information is not correct, how do I correct this?

Once in the report, there is a button for "On Screen Data Entry." Click this to enable editing of your data. Select the "Edit" button to the left of the student's name. Modify the incorrect field and select "Update" to save your changes. For this report, you may only change the report category. Please note that changes in the report category are highly unusual, as the field populates from a previous certified report. For any other changes, please contact the Office of Accountability at (405) 522-5169 or [accountability@sde.ok.gov](mailto:accountability@sde.ok.gov).

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

The cohort year for a student is the year he/she is expected to graduate 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

*For any additional questions on the report, please contact the Office of Accountability at (405) 522-5169 or [accountability@sde.ok.gov](mailto:accountability@sde.ok.gov).*

- 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

**8. What are the Report Categories and which are included in the graduation calculation?**

**01 – Graduated:** The student graduated prior to October 1, 2018 (Note: This report is for the 2018 cohort year. If the student will graduate in the 2018-2019 school year, they should NOT be indicated as a graduate for this report). **Only students with this category will count as a graduate for your 4-year graduation rate.**

**02 - Exited to another Diploma Issuing School:** The student left your school PRIOR to the end of the 2017-2018 school year to attend a public or private school or other institution that issues an accredited HS Diploma (Not Including GED or homeschooling). **Students with this category will not count on your 4-year graduation rate.**

**03 - Dropped Out:** The student dropped out and, as of the end of the 2017-2018 school year, has not been found to re-enter. **Students with this category will count in the denominator on your 4-year graduation rate.**

**04 – Emigrated:** The student has left the country PRIOR to the end of the 2017-2018 school year. This includes foreign exchange students returning to their home country at the end of the school year. **Students with this category will not count on your 4-year graduation rate.**

**05 - Died:** The student died during or PRIOR to the end of the 2017-2018 school year. **Students with this category will not count on your 4-year graduation rate.**

**06 - Exited to a Non-Diploma Issuing school or institution:** The student left your school PRIOR to the end of the 2017-2018 school year to attend a school or institution that does not offer a state certified diploma. **Students with this category will count in the denominator on your 4-year graduation rate.**

**07 - Exited to Homeschooling:** The student has left your school PRIOR to the end of the 2017-2018 school year to be homeschooled. (Note: If the student exited to attend an online virtual school that results in enrollment in the public school sponsoring the virtual school or virtual charter, this would NOT be considered homeschooling. You would exit these students as attending another Diploma Issuing School. If at the conclusion of the education being offered, the student can receive a state certified diploma, it would not be considered an Exit to Homeschooling). **Students with this category will count in the denominator on your 4-year graduation rate.**

**08 - Exited - Received their GED:** The student left your school PRIOR to the end of the 2017-2018 school year having received their GED. **Students with this category will count in the denominator on your 4-year graduation rate.**

**09- Exited - Reached the Maximum Age for Services:** The student left your school PRIOR to the end of the 2017-2018 school year having reached the maximum age for services as determined by state law. **Students with this category will count in the denominator on your 4-year graduation rate.**

**10 - Exited – Suspension:** The student has been suspended and that length of that suspension was through the end of the 2017-2018 school year. **Students with this category will count in the denominator on your 4-year graduation rate.**

**11 - Exited - Completed IEP, but did not receive a diploma:** The student exited having completed their IEP requirements, but the completion of the requirements did not result in a state certified diploma. **Students with this category will count in the denominator on your 4-year graduation rate.**

**12 - Finished Out the Year:** The student was enrolled at the conclusion of the 2017-2018 school year and was not determined to be a drop out over the summer. **Students with this category will count in the denominator on your 4-year graduation rate.**

**13 - Never Enrolled:** The data showing that this student was enrolled in this school is inaccurate. This student was never enrolled at this school. **Students with this category will not count on your 4-year graduation rate.**

**14 - Exited - Over Compulsory Age:** The student is over the compulsory age as defined by law for attendance. This student exited PRIOR to or at the end of the 2017-2018 school year for this reason. **Students with this category**

**will count in the denominator on your 4-year graduation rate.**

**15 - Permanently Incapacitated:** The student exited PRIOR to the end of the 2017-2018 school year because they are permanently unable to receive any form of education. **Students with this category will count in the denominator on your 4-year graduation rate.**

**9. Why is GED/Homeschooling not counted towards the numerator?**

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 which currently, GED is not recognized as a regular high school diploma by the US Department of Education. Adjusted Graduation Cohort rate includes all students who were ever enrolled at your school. It is called 'adjusted' because we do not include the number of students who transferred out, emigrated or died. For more information, please see: [https://nces.ed.gov/programs/dropout/ind\\_05.asp](https://nces.ed.gov/programs/dropout/ind_05.asp)

**10. If I make a change in my Student Information System, will it update the report?**

**No.** This data was compiled utilizing historical Wave data, state assessment data, and drop out data. It is a starter set of data for each school to begin working with. Any incorrect records must be edited manually on screen. No automatic updates will be applied to the data.