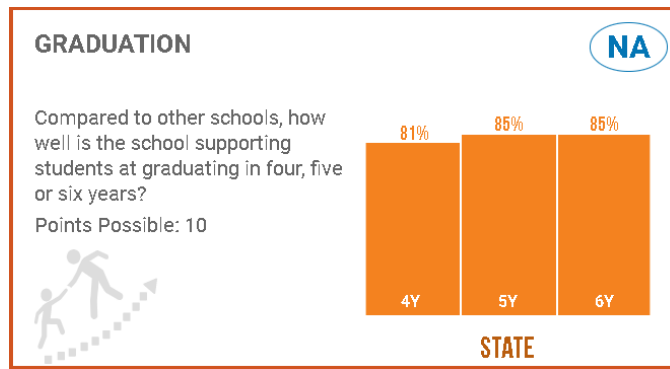


Graduation CVR | Accountability Reporting

High school graduation is an outcome indicator that marks an essential milestone for many students. Aligned with a student's passions and interests, high school graduation supports a student's future career path – whether at a two- or four-year college, technical school, workforce training program or military. To support the public's understanding of how well Oklahoma schools are providing guidance and supports to ensure that all students have the opportunity to attain a high school diploma; OSDE is federally required to publish Graduation-related data on the public dashboard (OklaSchools.com).



Data displayed for the Graduation Indicator will include graduation rates for students in your school and district's 2018 [6Y], 2019 [5Y] and 2020[4Y] adjusted cohorts, without a letter grade on the SY 2020-2021 Oklahoma School Report Card. 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 at oklaschools.com. 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 the calculations (OAC 210:10-13-18(c)(6)(B)). 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 enrollment 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 [2020 cohort], five-year[2019 cohort] and six-year [2018 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 score should be assigned because of the omission of certified student data, a data miscalculation, or special circumstances that might have affected the calculated score.
- **Reminder:** No updates to previously collected and reviewed data can be considered during this window.



Graduation CVR | Accountability Reporting

Accessing Resolutions for DVRs submitted through the Enrollment Graduation Window

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 all the Data Verification Review (DVR) requests made by your site.

Submitted Year	Search DVRs	Appeal Type	Total	Open	Info Required	Closed Pending	Closed
2021		ELPA Band Committee Exit Request	1	0	0	0	1
		Student Assessment	11	0	0	0	11
		Student Enrollment Dropout	16	16	0	0	0
		Student Enrollment Dropout Conflict	7	4	0	0	3
		Student Enrollment Graduation	10	0	0	0	10
		Student Enrollment Graduation (Exit Code is null)	140	0	0	0	140
		Student Enrollment Graduation Conflict	10	0	0	0	10

Appeals submitted during the earlier Enrollment Graduation Review windows include:

- **Student Enrollment Graduation:** contains records for appeals requesting a change to an exit code
- **Student Enrollment Graduation (Exit Code is Null):** contains records for appeals made to update blank exit codes
- **Student Enrollment Graduation Conflict:** contains records for appeals made to remove a student from a cohort and provide supporting documentation

Click on the Appeal Type to open a table that displays information and resolutions for each DVR.

ID	Submitted By	Submitted Date	Assigned To	District	School	School Year	Status	STN	Record Count	File Count	Last State Update	Last Dist / School Update	Verified	Request	Resolution
									1	2	05/14/2021	05/05/2021	✓	1909 transfer - Mailed records to Lake Hamilton HS. Percy, AR on 9.15.16	Verified that the student moved to another school in a different state. The enrollment record will be updated to reflect this record.
									1	2	05/14/2021	05/05/2021	✓	1919 transfer - Was a foreign exchange student. Returned to Italy for 1920	Verified that the student was a foreign exchange student. The enrollment record will be updated to reflect this record.

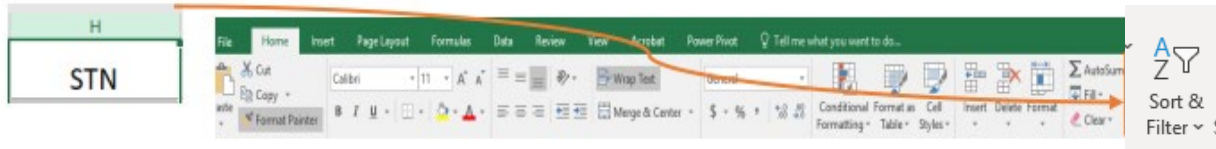


K	L	M	N	O	P	Q	R	S	T
STN	Record Co	File Count	Last State Update	Last Dist / Sch	Verified	Request	Resolution		
	1	2	5/26/2021	5/25/2021	yes	I do not have any supportin	In order for students to be		
	1	2	5/14/2021	5/5/2021	yes	1909 transfer - Mailed recor	Verified that the student r		
	1	2	5/14/2021	5/5/2021	yes	1919 transfer - Was a forein	Verified that the student		

You can then use the sort and filter feature in Excel 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

Graduation CVR | Accountability Reporting

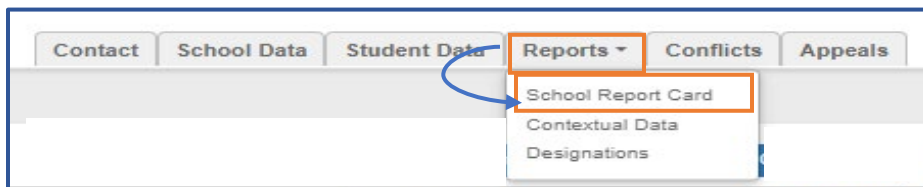
To Sort and Filter your STNs, highlight the STN column and then click on the Sort and Filter icon at the top of the spreadsheet.



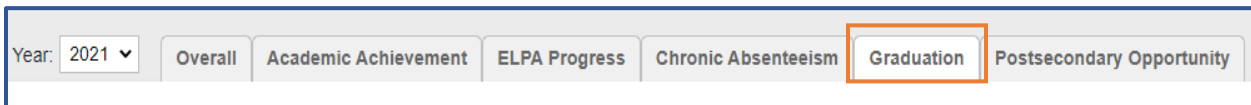
Choose how you wish to sort (Highest to Lowest or Lowest to Highest) and then make sure that the Expand the selection option is chosen before you click Sort. You should now have a spreadsheet that is easier to cross-reference when looking at the Graduation Tables displayed on the Report Card tab.

Checking that records approved for updates have been updated

Use your ordered spreadsheet to confirm that resolutions displayed in the appeals tab were applied to the records in the **Reports** tab by clicking the Reports tab and choosing **School Report Card**.



From the **School Report Card** tab, click on the **Graduation** tab to access records related to your graduation rates for your 4Y, 5Y, and 6Y adjusted cohorts.

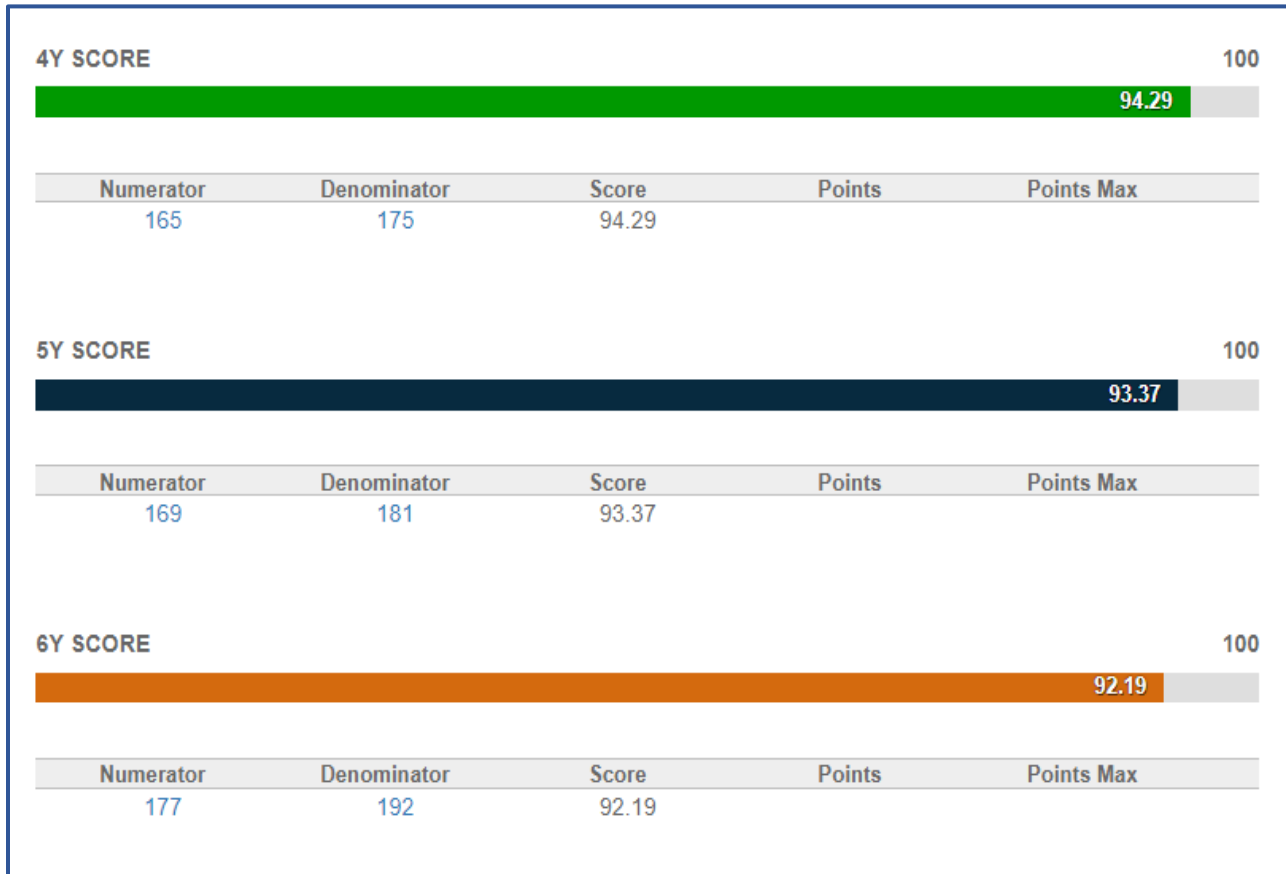


Data displayed on the **Graduation Report Card** tab shows the Adjusted Cohort Graduation Rate (ACGR) for each of the three cohorts. Scores reflect the adjusted cohort graduation rates. Because Overall Score, Points and letter grades were waived for the SY 2020-2021, they are not displayed in the report.

SCORE						100
Indicator Subtype	Score	Points	Points Max	Total Score	Letter Grade	
4Y	94.29					
5Y	93.37					
6Y	92.19					

Graduation CVR | Accountability Reporting

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



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 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 (e.g., exit code was updated to 1921 based on transcript submitted during the DVR window) have been made.

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

Records 1 to 100 of 665

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 2019-2020 academic year.

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



Graduation CVR | Accountability Reporting

Creating a CVR

- If all the records have been updated based on the resolutions you see in your appeals tab, go to 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



This will open a window 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 open a new page that allows you upload any supporting documentation.

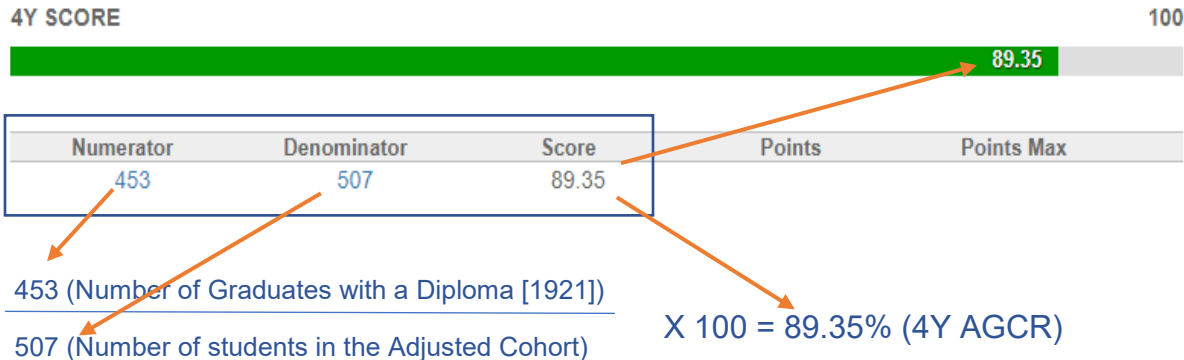
Once saved, you will see a message on the **Graduation** page communicating that you have created a CVR. The saved CVR will appear on your Appeals tab so that you can monitor its progress and have a record of the resolution.

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

Graduation CVR | Accountability Reporting

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 (exit code 1921) by the total number of students in the adjusted cohort. The rate is then rounded to the nearest hundredth.



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) using the steps outlined in [Creating a CVR](#).

Our 4Y Score (ACGR) for the 2020 cohort

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

Our 5Y Score (ACGRA) for the 2019 Cohort

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

Our 6Y score (ACGR) for our 2018 Cohort

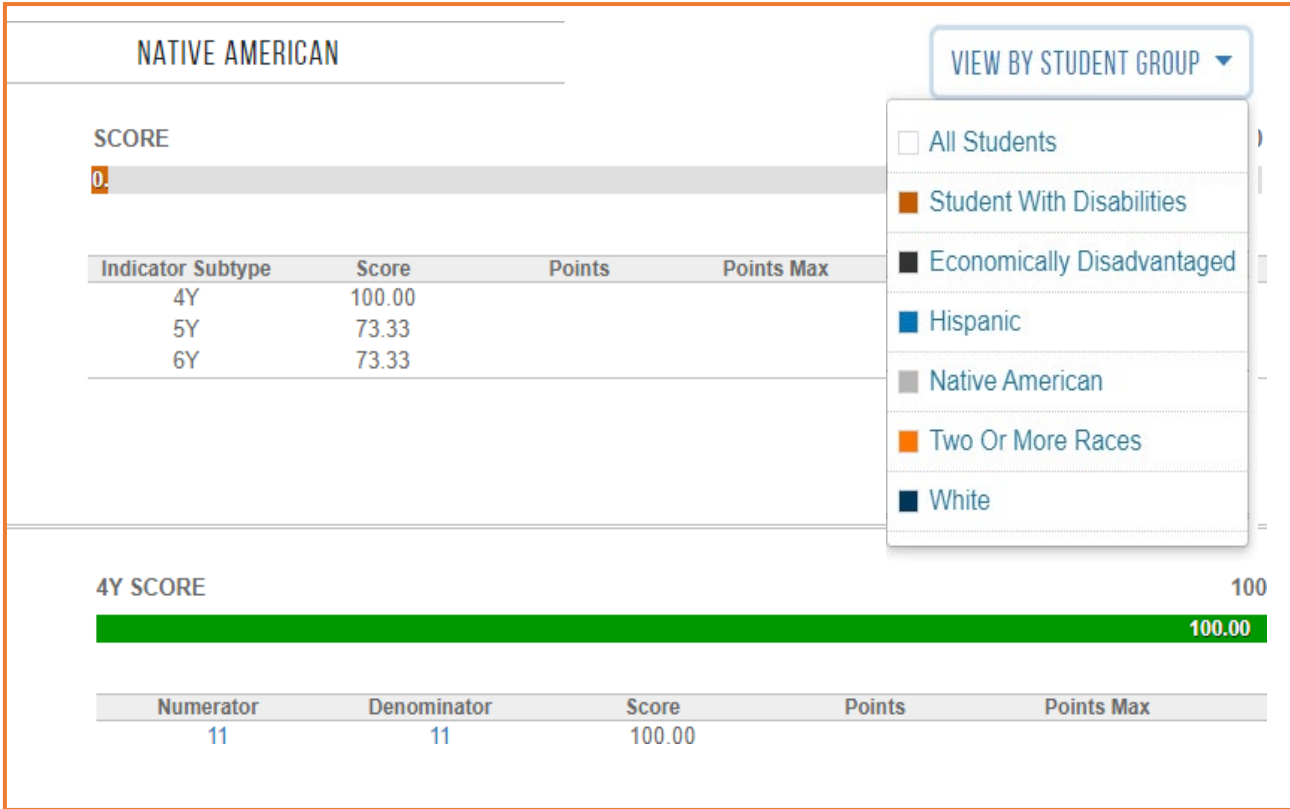
$$\frac{\text{_____ (number of graduates with a diploma)}}{\text{_____ (number of students in the Adjusted Cohort)}} \times 100 = \text{_____ (Our 6Y Score)}$$

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 calculated at the state level and are displayed here: <https://oklaschools.com/school/1980/>.



Graduation CVR | Accountability Reporting

The **VIEW BY STUDENT GROUP** feature allows you to compare adjusted cohort graduation rates across student groups. Doing so allows you to identify potential barriers to graduation or other 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

