# Graduation Audit Toolkit

During the **Graduation Audit Window**, schools must upload documentation for students prior to their removal from the adjusted cohort graduation rate (ACGR). As required federally and by the Office of the Oklahoma State Auditor and Inspector, students whose exit codes correspond to transferred out (exit codes 1907-1915 and 1919), emigrated (exit code 1916), or passed away (exit code 1923) must have documentation reviewed prior to removal from the adjusted cohort. This is the final review window for student-level graduation data prior to public reporting.

Completing the Audit

❏ Go to the **Accountability Reporting** application in Single Sign-On (SSO) and then click the **Student Data** tab. Next, click on the **Enrollment Graduations** tab
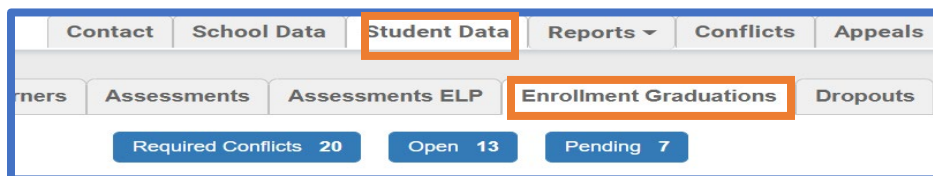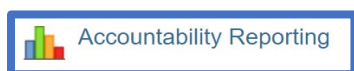
❏ Three buttons will show:

  ❏ The **Required Conflicts** button indicates the total number of student records being audited through this window.
  ❏ The number value displayed in the **Open** button changes as you review records. This number indicates how many records still need to be reviewed.
  ❏ The value in the **Pending** button also changes as you review records. This value indicates the number of records that have been submitted for review.

❏ Click the **Open** button to view and upload supporting documentation for the displayed students. These students have data conflicts that require resolution.
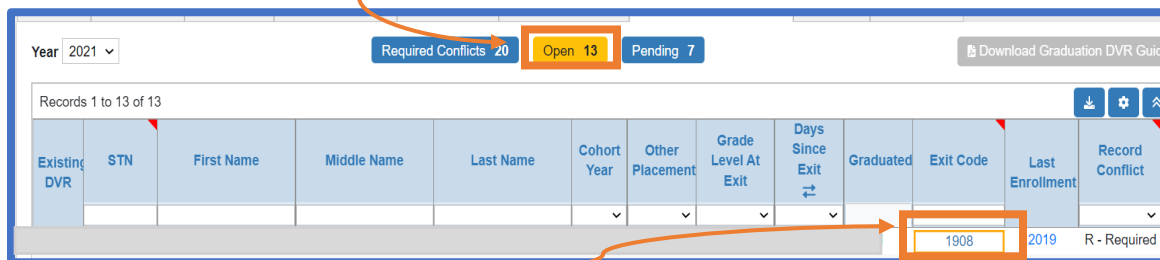
❏ Click on the **Exit Code** to open a window that allows you to type your request and upload supporting documentation (e.g., withdrawal forms, records requests from the receiving school, letters from foreign exchange programs, military records, obituaries, etc.), pursuant to OAC§ 210:35-3-47.

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❑ Use the **Request Screen** to update the **Transfer Entry Date** as needed, type your request, and upload the required supporting documentation.

❑ Press **Send** to complete the audit for this record and then click the **X** beside the Student Enrollment Appeal at the top of the screen to view the next record.

❑ If you do not have supporting documentation, update the exit code to 1927, 1928, 3505, or 1931 and in the Message box type -- Supporting documentation could not be found. Such students will remain in the adjusted cohort graduation rate as a non-graduate.

❑ Supporting documentation is needed for any exit code that would allow for the removal of the student from the adjusted cohort.

Recap and Reminders

❑ The Graduation Audit Window allows sites to submit supporting documentation for students that have transferred out, emigrated, or passed away to allow for cohort removal. Failure to provide documentation during this window will result in students remaining in your ACGR.

❑ Contact the Office of Accountability at accountability@sde.ok.gov or (405) 522-5169 with additional questions.