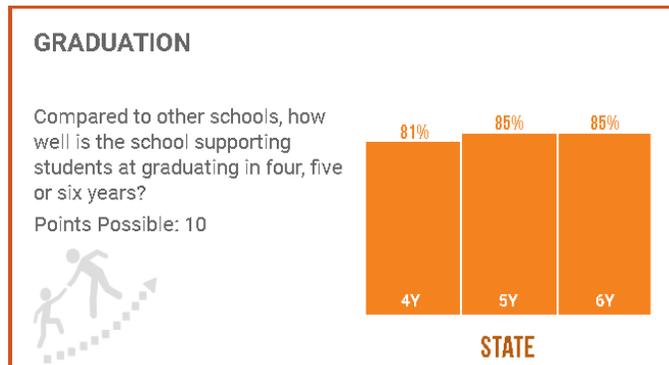


## Graduation Calculation Review Request

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 support 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](https://OklaSchools.com)).



Data displayed for the Graduation Indicator will include graduation rates for students in your school and district's six-year [6Y], five-year [5Y], and four-year [4Y] adjusted cohorts. 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](https://OklaSchools.com). 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; 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.

## 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.

| Appeal Type                                       | Total | Open | Info Required | Closed Pending | Closed |
|---|-------|------|---------------|----------------|--------|
| ELPA Band Committee Exit Request                  | 1     | 0    | 0             | 0              | 1      |
| Student Assessment                                | 11    | 0    | 0             | 0              | 11     |
| Student Enrollment Dropout                        | 18    | 18   | 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; and
- **Student Enrollment Graduation Conflict:** contains records for appeals made to remove a student from a cohort and provide supporting documentation.



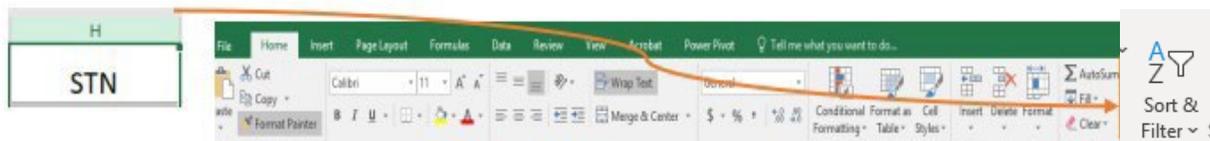
Click on the Appeal Type to open a table that displays information and resolutions for each DVR.

| 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          |                   |                           | ✓        | 1909 transfer - Mailed records to Lake Hamilton HS, Percy AR on 8.15.18    | Verified that the student moved to another school in a different state. The enrollment record will be updated to reflect this record. |
|    |              |                |             |          |        |             |        |     | 1            | 2          |                   |                           | ✓        | 1918 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          |                   |                 | yes      | I do not have any supportin  | In order for students to be |   |   |
|     | 1         | 2          |                   |                 | yes      | 1909 transfer - Mailed recor | Verified that the student r |   |   |
|     | 1         | 2          |                   |                 | yes      | 1918 transfer - Was a foreig | Verified that the student   |   |   |

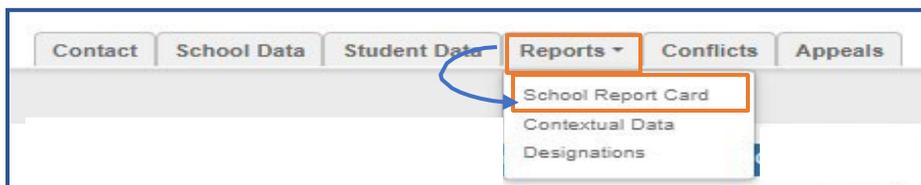
You can then use the sort and filter feature in Excel to order the STNs from Lowest to Highest. Doing so makes it easier to compare with the data in the Graduation Report Card table. To Sort and Filter your STNs, highlight the STN column and then click on the Sort and Filter icon at the top of the spreadsheet.



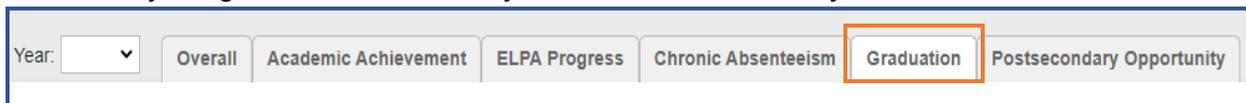
Choose how you wish to sort (Highest to Lowest or Lowest to Highest) and then make sure that the Expand the selection option is chosen before you click Sort. You should now have a spreadsheet that is easier to cross-reference when looking at the Graduation Tables displayed on the Report Card tab.

### 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 |        |            |             |              |     |

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.

| 4Y SCORE  |             |       |        |            | 100 |
|-----------|-------------|-------|--------|------------|-----|
|           |             |       |        |            |     |
| Numerator | Denominator | Score | Points | Points Max |     |
| 165       | 175         | 94.29 |        |            |     |
| 5Y SCORE  |             |       |        |            | 100 |
|           |             |       |        |            |     |
| Numerator | Denominator | Score | Points | Points Max |     |
| 169       | 181         | 93.37 |        |            |     |
| 6Y SCORE  |             |       |        |            | 100 |
|           |             |       |        |            |     |
| Numerator | Denominator | Score | Points | Points Max |     |
| 177       | 192         | 92.19 |        |            |     |

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

| School Year | Cohort Year | STN | First Name | Middle Name | Last Name | Target | Points | Graduated | Grade Level At Exit | Exit Code | Enrollment Detail |
|-------------|-------------|-----|------------|-------------|-----------|--------|--------|-----------|---------------------|-----------|-------------------|
|             |             |     |            |             |           | 1      | 1      | Y         | 12                  | 1921      | View              |
|             |             |     |            |             |           | 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 academic year.

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

### Creating a CVR

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

**CREATE CALCULATION VERIFICATION REQUEST** ✕

Request

DVR number \*\*\*\*\* shows that student was approved for removal from the cohort based on the supporting documentation provided and student is still showing as a non-graduate in the denominator.

Save CVR

Cancel



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

REQUEST HISTORY

Wednesday, November 17, 2021

LR

DVR number \*\*\*\* shows that students was approved for removal from the cohort based on the supporting documentation provided and they are still showing in the denominator

10:14 am

Type resolution here...

Send

SUPPORTING DOCUMENTS

Upload...

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

-- No Documents --

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

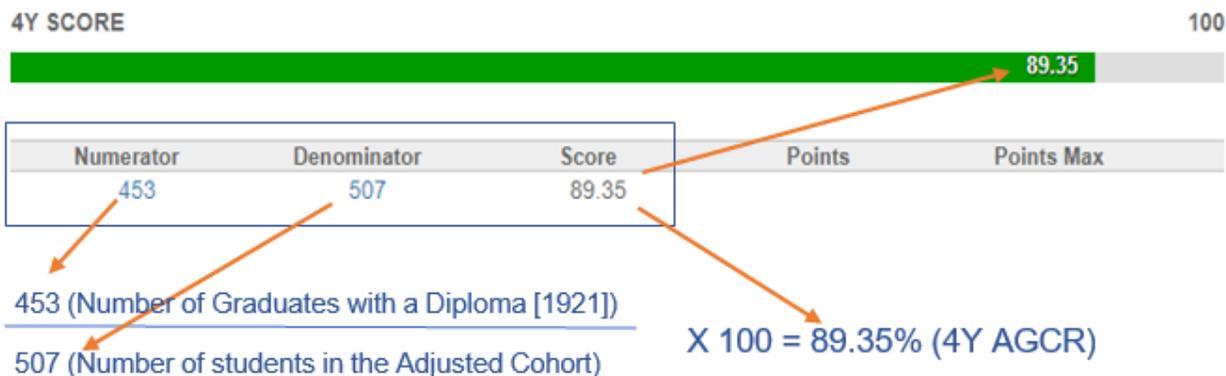
Upload any supporting documentation here.

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](#)

### 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).

**Our 4Y Score (ACGR) for the 2020 cohort**

\_\_\_\_\_ (number of graduates with a diploma)



\_\_\_\_\_ (number of students in the Adjusted Cohort)

X 100 = \_\_\_\_\_ (Our 4Y Score)

**Our 5Y Score (ACGRA) for the 2019 Cohort**

\_\_\_\_\_ (number of graduates with a diploma)



\_\_\_\_\_ (number of students in the Adjusted Cohort)

X 100 = \_\_\_\_\_ (Our 5Y Score)

**Our 6Y score (ACGR) for our 2018 Cohort**

\_\_\_\_\_ (number of graduates with a diploma)



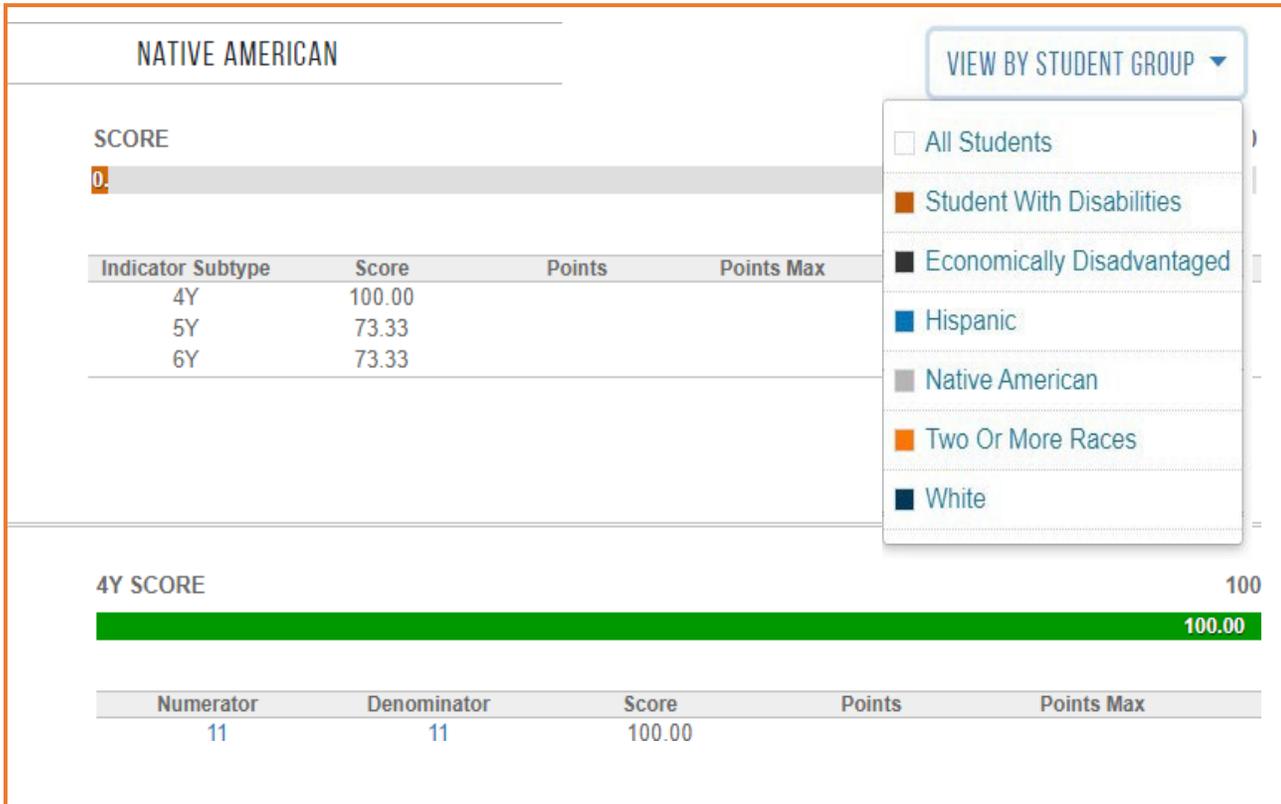
\_\_\_\_\_ (number of students in the Adjusted Cohort)

X 100 = \_\_\_\_\_ (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/>.



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](mailto:accountability@sde.ok.gov).

