



# *Ready Graduate Appeals* Guidance

Last updated: 4/4/2019

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## Table of Contents

Section 1: Overview .....	3
Section 2: Appeals Parameters .....	4
2.1 Appeals Context .....	4
2.2 Appealable and Non-Appealable Situations .....	4
Section 3: Appeals Submission Timeline and Process .....	6
3.1 Timeline.....	6
3.2 Submission Format.....	6
3.2.1 Individual Student Submissions .....	6
3.2.2 Mass Upload Submissions.....	7
3.3 Reviewing Appeals and <i>Ready Graduate</i> Status .....	7

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## Section 1: Overview

The *Ready Graduate* appeals process allows districts to resolve any data issues in line with federal and state guidelines. These data include the following:

- ACT scores
- SAT scores
- Advanced Placement (AP) records
- International Baccalaureate (IB) records
- College Level Examination Program (CLEP) scores
- Cambridge International Examinations (CIE) records
- Local Dual Credit (LDC) records
- Statewide Dual Credit (SDC) records
- Dual Enrollment (DE) records
- Industry Certification (IC) records
- ASVAB AFQT scores

This document explains what, how, and when districts may appeal. Please contact [TNEA.Accountability@tn.gov](mailto:TNEA.Accountability@tn.gov) for questions not addressed in this document.

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## Section 2: Appeals Parameters

### 2.1 Appeals Context

*Ready Graduate* data included in accountability calculations reflect **only** the students in the prior graduation cohort who earned an on-time regular diploma. Students count in a cohort based on the year they entered grade 9. Please consult the [Graduation Rate Protocol](#) and other resources on the Cohort application for more information. Furthermore, these data are lagged by one year for calculation purposes; therefore, 2018-19 *Ready Graduate* accountability results include 2018 cohort graduates.

### 2.2 Appealable and Non-Appealable Situations

Districts may submit *Ready Graduate* appeals **only** for graduates who:

1. Have missing data and have corresponding evidence **OR**
2. Whose scores have increased to meet *Ready Graduate* qualifying criteria and have corresponding evidence

Other appeals may not be accepted. All appealable and non-appealable issues are outlined below.

#### Appealable issues:

- Missing *Ready Graduate* data
  - The district has score reports and/or data files that contain valid scores, completion/enrollment records, and/or certificates for students with missing data on the *Ready Graduate* page of the Cohort application.
- Higher *Ready Graduate* data
  - The district has documentation and/or data files that contain valid scores, completion records, and/or certificates for students whose submitted data and evidence would qualify them for *Ready Graduate* status<sup>1</sup>.
- SAT data
  - The district has score reports and/or data files that contain valid SAT scores for students with missing score information in the student-level file on the Accountability application.

#### Non-appealable issues:

- Higher ACT data
  - The district has higher scores than those listed in the student-level ACT file that **do not** put the student at 19 or above (if the student previously scored below 19) or 21 or above (if the student previously scored below 21)<sup>2</sup>.
- Cohort change
  - A student who graduated early (i.e., the year before their expected cohort graduation year) does not appear in the file.
    - Graduates must count with their graduation cohort rather than their graduating class, per federal law.
- Student demographic changes
  - All demographic data must be corrected through EIS as part of the graduation cohort process. Please consult the [Graduation Cohort Protocol](#) on the Cohort application for more information.

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<sup>1</sup> Higher values for *Ready Graduate* data may be accepted for all EPSOs. However, ACT data that does not meet the criteria list under **Non-appealable issues**, will not be considered for appeals.

<sup>2</sup> Please consult the [ACT Appeals Guidance](#) for more information.

The department requires specific documentation/evidence for each early postsecondary opportunity (EPSO) to be considered during the *Ready Graduate* appeals window. Acceptable evidence is outlined in the table below:

<b>Ready Graduate EPSO</b>	<b>Required Documentation/Evidence</b>
ACT	<ul style="list-style-type: none"> <li>• Data files from ACT that include the appealed student(s) <b>or</b></li> <li>• Student score reports from ACT</li> </ul>
SAT	<ul style="list-style-type: none"> <li>• Data files from SAT that include the appealed student(s) <b>or</b></li> <li>• Student score reports from SAT</li> </ul>
AP	<ul style="list-style-type: none"> <li>• Course enrollment (e.g., on transcript) <b>and</b> official exam score from College Board <b>or</b></li> <li>• Passing AP exam score (from College Board)</li> </ul>
IB	<ul style="list-style-type: none"> <li>• Course enrollment (e.g., on transcript) <b>and</b> official exam score from International Baccalaureate <b>or</b></li> <li>• Passing IB exam score (from International Baccalaureate)</li> </ul>
CLEP	<ul style="list-style-type: none"> <li>• Official exam score (from College Board)</li> </ul>
CIE	<ul style="list-style-type: none"> <li>• Course enrollment (e.g., on transcript) <b>and</b> official exam score from College Board <b>or</b></li> <li>• Passing AP exam score (from College Board)</li> </ul>
LDC	<ul style="list-style-type: none"> <li>• Evidence of course enrollment (including enrollment dates) with local institution <b>or</b></li> <li>• Evidence of credits earned</li> </ul>
SDC	<ul style="list-style-type: none"> <li>• Evidence of course enrollment (including enrollment dates) with local institution <b>or</b></li> <li>• Evidence of credits earned <b>or</b></li> <li>• Official spreadsheet from the Early Postsecondary Data System</li> </ul>
DE	<ul style="list-style-type: none"> <li>• Evidence of course enrollment (including enrollment dates) with local institution <b>or</b></li> <li>• Evidence of credits earned</li> </ul>
IC	<ul style="list-style-type: none"> <li>• Evidence of exam score, certificate, or license from the certifying organization</li> </ul>
ASVAB AFQT	<ul style="list-style-type: none"> <li>• Individual score report from ASVAB <b>or</b></li> <li>• Copy of the official spreadsheet containing students' scores (including test dates)</li> </ul>

Please note that the EPSOs listing more than one required documentation/evidence require **all** the evidence listed in order to be considered for review. EPSOs that are **only** documented on student transcripts are not sufficient. Additionally, the department **will not** consider the following types of documentation:

- Transcripts that list ACT or SAT scores<sup>3</sup>
- Student Information System screenshots of students' recorded scores
- Letters from schools or families stating scores

Districts will have the opportunity to upload a spreadsheet and PDF documentation of all 2018 graduates and their *Ready Graduate* data as part of their appeal. Please see [section 3.2](#) for more information about the appeals submission process.

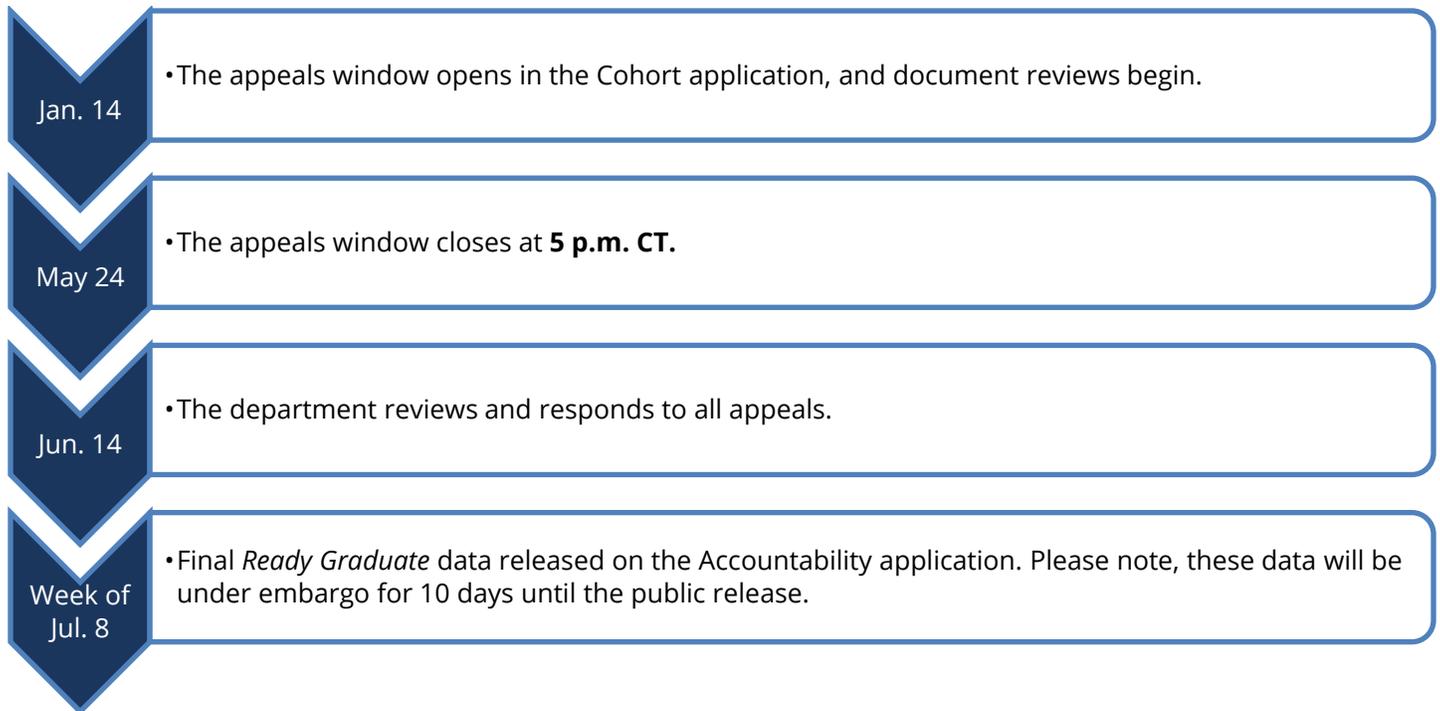
<sup>3</sup> Transcripts that include the official ACT or SAT score report stickers are considered acceptable forms of evidence.

## Section 3: Appeals Submission Timeline and Process

### 3.1 Timeline

2019 *Ready Graduate* appeals must be submitted **by Friday, May 24, at 5 p.m. CT** for 2018 graduates to be considered in 2018-19 accountability. Additional information regarding timelines, updates, and data will be included in the *Commissioner's Update for Directors*.

The timeline below outlines important dates in the *Ready Graduate* appeals process.



### 3.2 Submission Format

Districts will have two options for submitting *Ready Graduate* appeals documentation: an individual upload **or** a mass upload process. All appeals must be submitted on the *Ready Graduate* page through the Cohort application. The submissions must include files containing student evidence and **must be named with the student's state ID<sup>4</sup>** (student key). Additionally, all appeals must be submitted before **5 p.m. CT on Friday, May 24**.

#### 3.2.1 Individual Student Submissions

Districts choosing to update an individual student's *Ready Graduate* status may follow the steps outlined below:

1. Identify students who are not currently meeting *Ready Graduate* criteria. This action can be completed by selecting the "Non *Ready Graduate*" filter at the top of the page **OR** by downloading and filtering the csv file from the application.
2. In the "Upload Document" column, districts may complete the following actions: Attach or Delete.
  - a. Documentation to be attached must be in a single PDF file (multiple documents may be included in a single file, but please identify which EPSO each page represents).
  - b. The file must be saved as the student's state ID (Student Key).
  - c. Select "Upload."

<sup>4</sup> Files saved with any name other than the correct student ID will not upload automatically.

3. The "Status/Comments" column will indicate whether the department has reviewed and approved the appeal.

### 3.2.2 Mass Upload Submissions

Districts choosing to submit multiple students' *Ready Graduate* data and documentation may access the "Mass Upload" page. This page houses both the mass upload functionality for Cohort and *Ready Graduate*. To complete a *Ready Graduate* mass upload of student scores and number of EPSOs, please following steps outlined below:

1. Click the *Ready Graduate* "Mass Upload Data Template."
2. Input the data that needs updating. This should **only** include scores for ACT, SAT, and ASVAB and the number of EPSOs earned for AP, IB, CLEP, etc.
3. Save the worksheet<sup>5</sup>.
4. Select "Choose File"
5. Select the worksheet file version to upload.
6. Select "Upload"
7. The "Status/Comments" column will indicate whether the department has reviewed and approved the appeal.

As described in [section 2.2](#), the submissions must include files containing student evidence. To upload documentation using the "Mass Documentation Upload" feature, complete the following steps:

1. Save each student PDF with the file name as the student's state ID.
2. Save all student documentation to be uploaded into a zip/compressed file containing the **district number, name, and the upload number** (e.g., ###\_Apple\_Co\_Schools\_1, where ### is the three digit district number and 1 is the first mass upload performed by the district).
3. Select "Choose File"
4. Select the zip/compressed file.
5. Select "Upload."
6. The "Status/Comments" column will indicate whether the department has reviewed and approved the appeal.

Please note, student PDFs named with incorrect student IDs will return an error and will not attach to the student record on the *Ready Graduate* page. Additionally, after completing either a data or document mass upload, please review the *Ready Graduate* page to ensure the upload was successfully completed as intended.

### 3.3 Reviewing Appeals and *Ready Graduate* Status

Submissions, both documents and scores, will be reviewed. Once approved or denied, the status of the student will update accordingly. New documentation uploaded after students have been approved or denied will automatically reset their approval status. As a student's *Ready Graduate* status updates, the column identifier as "*Ready Graduate*" will update from N to Y.

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<sup>5</sup> Each template download will automatically update for version control (e.g., the second template download will read ReadyGraduateTemplate\_2017-2018 (2) identify the second version of the data).