

## Graduation Cohort Appeals Submission Instructions

This document explains how to submit appeals for your district's graduation cohort. Please follow all directions very closely to support the timely and accurate resolution of the appeals in question.

The department will begin accepting appeals via email on **July 20** and the window for submitting appeals will close at **5 p.m. CT on Aug. 7**.

1. Please fill out the "Contact\_Info" tab of the [Appeals Submission Worksheet](#) **first**.
  - a. Enter a valid date in cell B2 (format: MM/DD/YYYY).
  - b. Enter your district number in cell B3.
    - i. This should automatically populate your district name, director's name, and director's email address.
      1. Please contact us if any of the information that automatically fills in is incorrect.
  - c. Enter the name of the person who serves as the point of contact for graduation cohort data in cell B7.
  - d. Enter the email address of the graduation cohort point of contact in cell B8.
  - e. Enter the **numbers only** of the phone number for the graduation cohort point of contact in cell B9.
    - i. The numbers will automatically format.
  - f. Enter the appropriate phone extension in cell D9, if applicable.
2. Then fill out the "District\_Appeals" tab of the Appeals Submission Worksheet.
  - a. Enter the first student's state ID number into cell A2.
    - i. If you have correctly completed the "Contact\_Info" tab, your district number and district name will automatically fill in.
  - b. Enter the school number for the first student in cell D2.
    - i. You can find the school number in the Cohort application and downloadable files.
  - c. Enter the student's last name in cell E2.
  - d. Select the reason for the appeal from the dropdown menu in cell F2.
  - e. Enter an explanation of the appeal in cell G2, highlighting the details of the situation and citing relevant guidance documents as needed.
  - f. Repeat steps a-c for any remaining students.
3. Please save the Appeals Submission Worksheet Excel file using the following naming convention: **###\_Appeals\_Submission\_Worksheet** where "###" is your district number.
  - a. Please submit only one Appeals Submission Worksheet per district.
4. Please submit documentation for all appealed students as either one attachment or multiple attachments to the appeals email. **Any documentation submitted through the Cohort application after the Phase I deadline will not be considered.**
  - a. If your district is submitting documentation for specific students, please name each document as follows: **"DistrictNumber\_SchoolNumber\_StateStudentIdNumber"**
    - i. As an example, district number **001** submitting documentation for school **100** and student **1234567** would name the corresponding document: **"001\_100\_1234567"**
    - ii. If you are unable to locate your district and school number, please consult one of the CSV files previously downloaded from the Cohort application or search the [School Directory webpage](#).
  - b. If your district is submitting one file for all students, please name the file



"DistrictNumber\_SchoolNumber\_**AllStudents**"

5. Please submit your district's appeal **from your district's director of schools** to [TNEducation@tn.gov](mailto:TNEducation@tn.gov). Please attach your Appeals Submission Worksheet and all documentation to this email.

The department will post preliminary graduation rates **by 5 p.m. CT on Aug. 24** and final graduation rates by **5 p.m. CT on Sept. 14**.

The department's decisions on requested appeals will be final. No secondary or subsequent appeals will be granted to previously denied appeals.

Please contact [TNEducation@tn.gov](mailto:TNEducation@tn.gov) with any questions. Thank you for your attention to detail during this part of the process to help return quick and accurate appeals decisions.