

## Graduation Cohort Change Request Submission Instructions

### Overview

This document explains how to submit change requests for your district's graduation cohort. Please follow all directions closely to support the efficiency and accuracy of the change(s) requested.

The department will accept [change request worksheets](#) according to the timeline below. If you miss a submission date, please wait until the next date to send in your change request. Additionally, the review period, is time window that allows districts the opportunity to check and monitor change requests. During this time, it is the district's responsibility is to provide the department feedback whether the changes have been made appropriately. All requests should be submitted by **5 p.m. CT**.

Submission Date	Change Date	Review Period
Oct. 31	Nov. 1	Nov. 4-15
Nov. 21	Nov. 22	Nov. 25-Dec. 6
Dec. 19	Dec. 20	Dec. 23-Jan. 10
Jan. 30	Jan. 31	Feb. 3-14
Feb. 27	Feb. 28	March 2-13
March 26	March 27	March 30-April 10
April 16	April 17	April 20-22
April 23	April 24	April 27-April 29
April 30	May 1	May 4-6
May 7	May 8	May 11-13
May 14	May 15	May 18-20
May 21	May 22	May 25-27
May 28	May 29	June 1-3
June 4	June 5	June 8-10
June 11	June 12	None

### Completing the Change Request

Please complete the [Change Request Worksheet](#) first.

#### **Contact Information**

1. Enter a valid date in cell B2 (format: MM/DD/YYYY)
2. Enter your district number in cell B3.
  - a. This should automatically populate your district name, director's name, and director's email.
3. Enter the name of the person who serves as the point contact for graduation cohort data in cell B7, if it is not automatically populated with the most updated contact.
4. Enter the email address of the graduation point of contact in cell B8, if it is not automatically populated with the most updated email address.

### ***Cohort Changes***

1. Enter students' state IDs into column A.
  - a. If you have correctly entered the "Contact\_Info" tab, your district number and name will automatically populate.
2. Enter school numbers in column D.
  - a. School numbers can be identified in the Cohort application and in the files that are downloadable on the "Cohort Data" page of the application.
3. Enter students' last names in column E.
4. Enter students' first names in column F.
5. Enter changes requested to be made from the dropdown menu in column G.
  - a. For changing cohort years, please select the appropriate year the student entered grade 9.
  - b. For student ID mergers, please list the ID being **excluded** from the cohort.
  - c. For adding students to the cohort, please list the ID being **included** in the cohort.
6. Enter explanations of the requests in column H.

### **Saving the Change Request**

Please save the Change Request Worksheet as an **Excel file** using the following naming convention: "**###\_Change\_Request\_Worksheet\_20YYMMDD**," where ### is your **district number** and 20YYMMDD is the **date of submission**. For example, district 99 is submitted their worksheet on Feb. 27, 2020, the file is named 099\_Change\_Request\_Worksheet\_20200227.

### **Saving Documentation**

Please submit student documentation as a **zip file** containing **individual PDF files**. Please follow the naming conventions as stated:

1. Zip Files - **###\_Change\_Request\_Documentation\_20YYMMDD**, where ### is your **district number** and 20YYMMDD is the **date of submission**.
2. Student Documentation - Please save all student documentation as a **PDF** and name the file by only the **student's state ID number**. You can locate state student IDs on the Cohort application or consult EIS records.

### ***Types of Accepted Documentation***

1. Moving a student to a different cohort year:
  - a. Transcript providing evidence of the student's first entered year grade 9: This only applies to future cohort years. Students that should have been included in prior years may not be moved, as it impacts the data quality.
2. Merger of two student IDs:
  - a. Screenshot of EIS and the duplicate records
3. Moving a student into the cohort:
  - a. Transcript providing evidence of the student's first entered year grade 9: This only applies to students who have NOT been previously included in prior years, as it impacts the data quality.

\*All withdrawal documentation for codes 02, 05, 06, 07, 08, 09, 10, 11, 12, 13 must be submitted through the

Cohort application with the appropriate documentation to be reviewed as in previous years.

### **Submitting the Change Request**

Please email the change request to [TNE.D.Graduates@tn.gov](mailto:TNE.D.Graduates@tn.gov) with the subject line in the following naming convention: **### Cohort Change Request #**, where ### is your **district number** and # is **the number of submissions** for the district. For example, if district 99 is submitting their third change request, the subject line is 099 Cohort Change Request 3.

Submissions must follow the schedule outlined at the top of this document and should be submitted no later than **5 p.m. CT** on the day outlined. Please use the review period indicated to confirm the changes were made correctly. Please provide feedback if the changes have not been made appropriately.

Submit all changes and any questions to [TNE.D.Graduates@tn.gov](mailto:TNE.D.Graduates@tn.gov). Thank you for your attention to detail to make our data as accurate as possible.