



# BEST FOR ALL

We will set all students on a path to success.

## 2020 Graduation Cohort Process: Timeline and Overview

Sophie Mann | Director of Accountability | Nov. 10, 2020



# BEST FOR ALL

We will set all students on a path to success.

## ACADEMICS

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ALL TENNESSEE STUDENTS WILL  
HAVE ACCESS TO A HIGH-QUALITY  
EDUCATION, NO MATTER WHERE  
THEY LIVE

## WHOLE CHILD

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TENNESSEE PUBLIC SCHOOLS  
WILL BE EQUIPPED TO SERVE THE  
ACADEMIC AND NON-ACADEMIC  
NEEDS OF ALL STUDENTS

## EDUCATORS

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TENNESSEE WILL SET A NEW PATH  
FOR THE EDUCATION PROFESSION  
AND BE THE TOP STATE TO  
BECOME AND REMAIN A TEACHER  
AND LEADER

TN

Department of  
Education



# Agenda

- [Objectives](#)
- [Timeline and Process](#)
- [Reminders](#)
- [Federal Requirements and Definitions](#)
- [Using the Cohort Application](#)
- [Common Questions and Guidance](#)
- [Review of the Numbers](#)
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# Objectives

- We will be able to...
  - Identify **deadlines and required actions** for each phase of the graduation cohort process;
  - Define the **major legal requirements** that govern graduation rate calculations;
  - Calculate graduation rates using information from the Cohort application;
  - Identify and explain **common data entry errors** and the steps required to avoid and resolve them; and
  - Describe **why data sources may be discrepant** (e.g., SIS, EIS, Cohort application) and the steps districts can take to resolve discrepancies.



# Housekeeping and Context

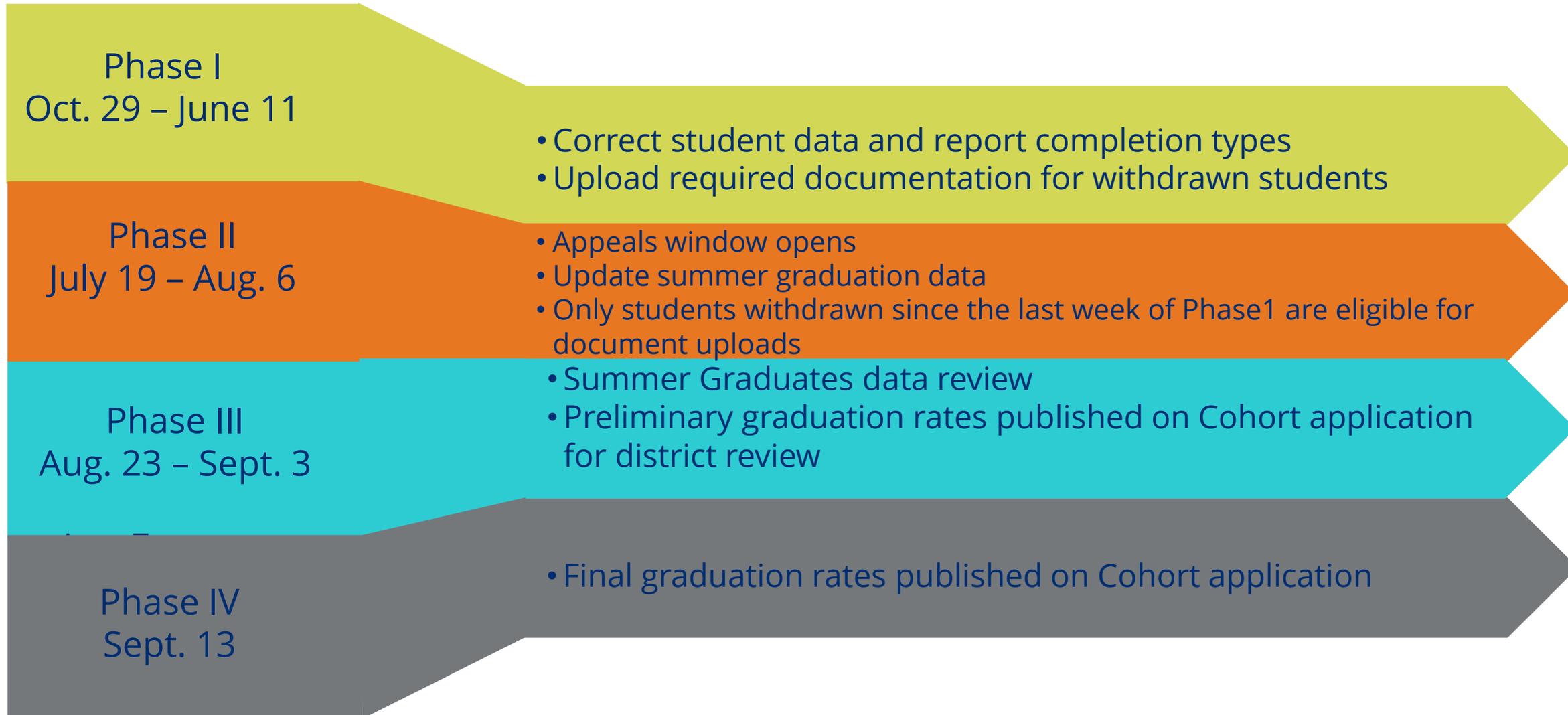
- We will post a recording of this presentation on the Cohort application.
- Please type in questions using the chat feature.



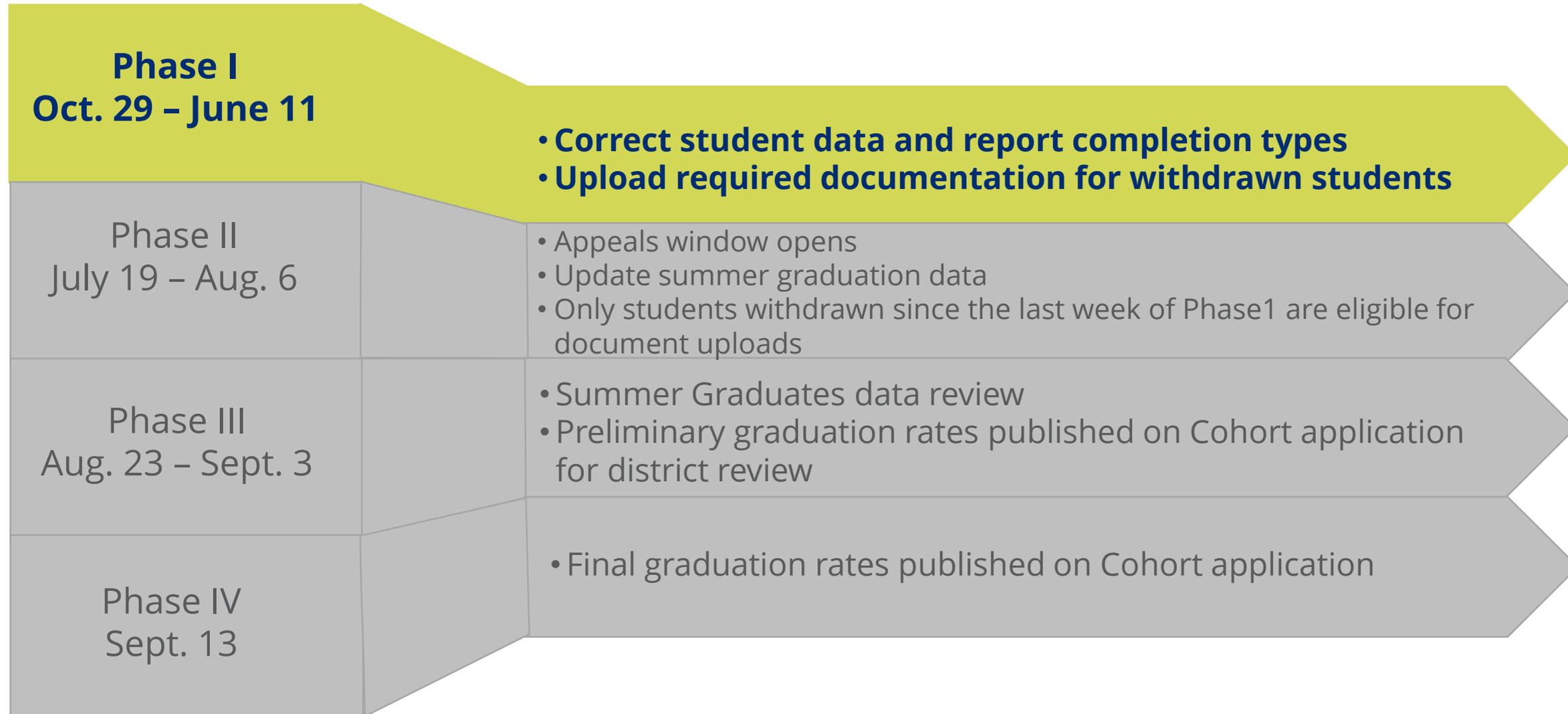
# Timeline and Process



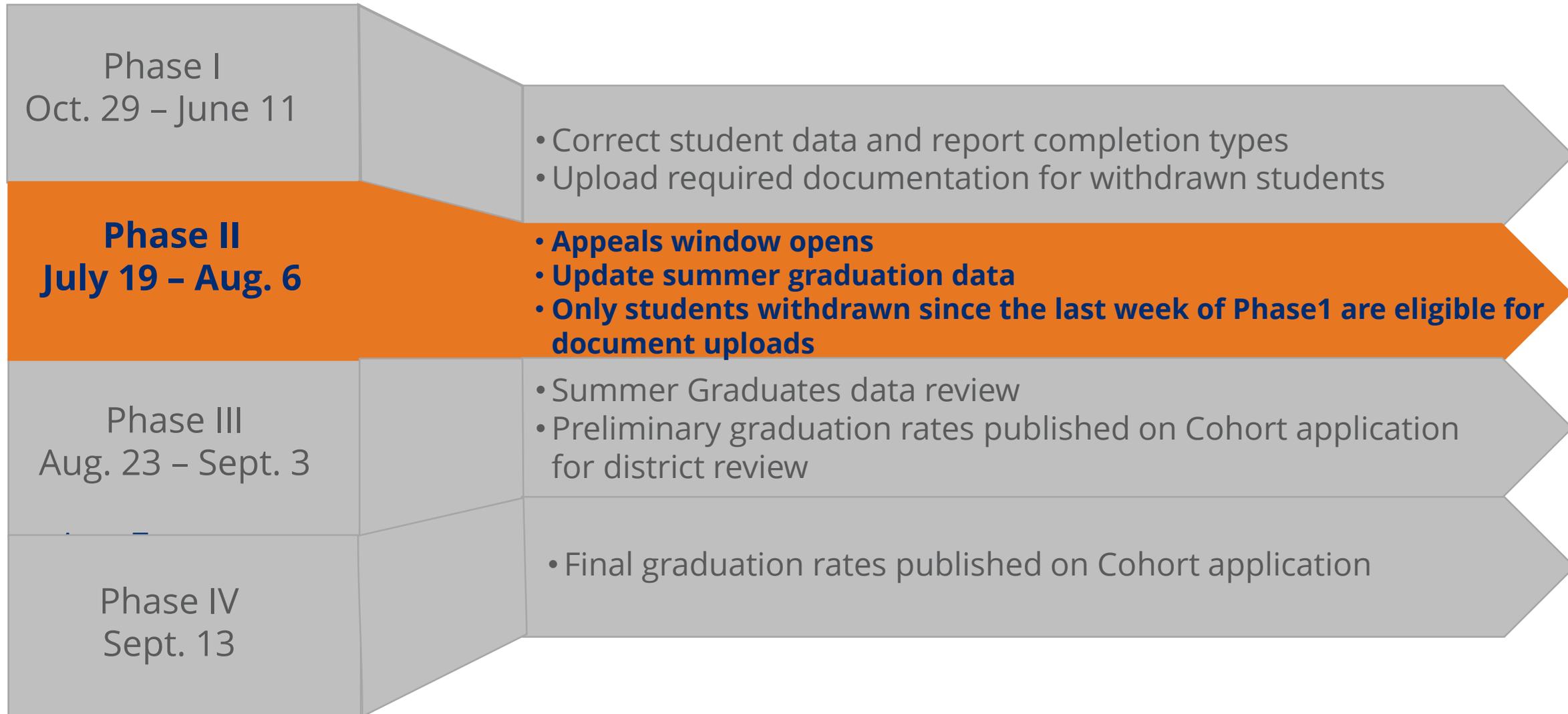
# Graduation Cohort Process Timeline



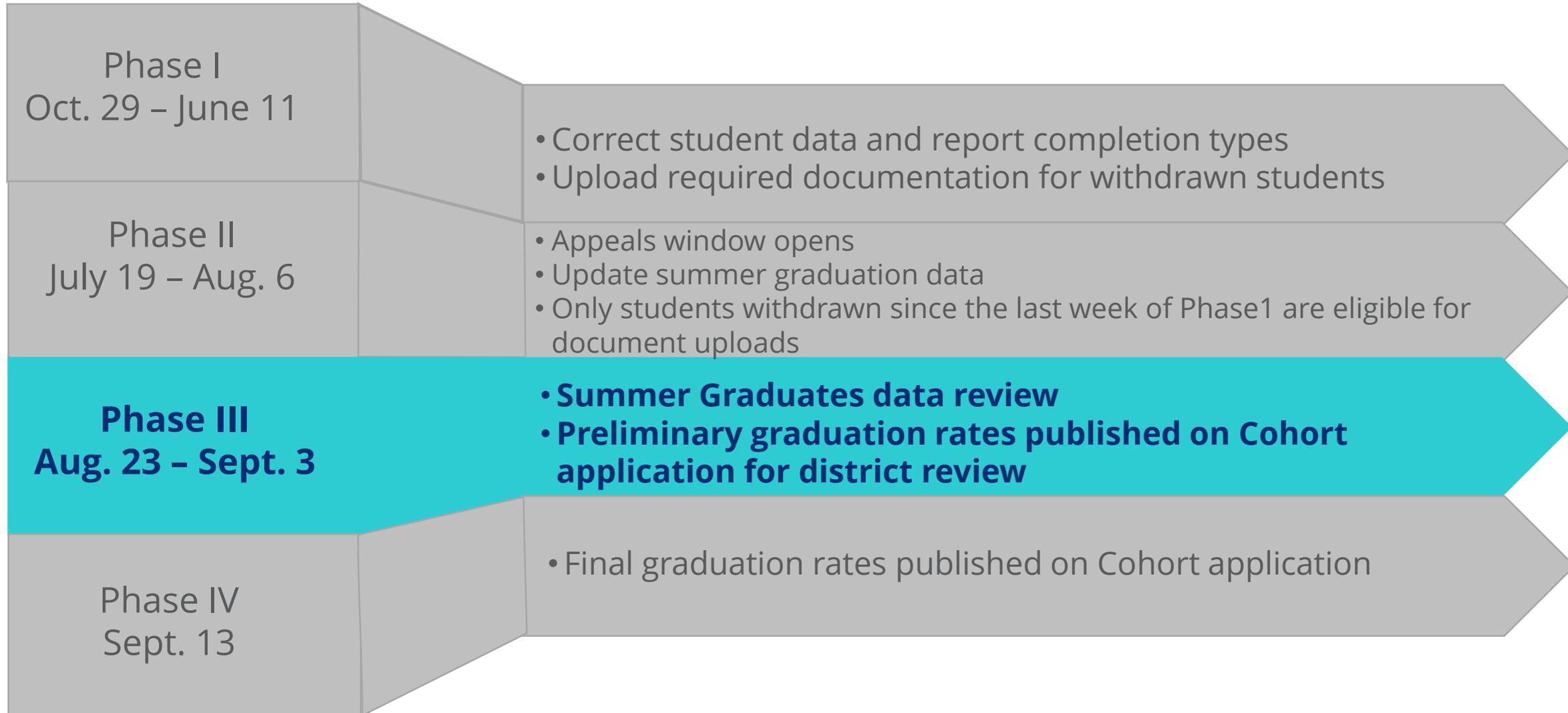
# Graduation Cohort Process Timeline



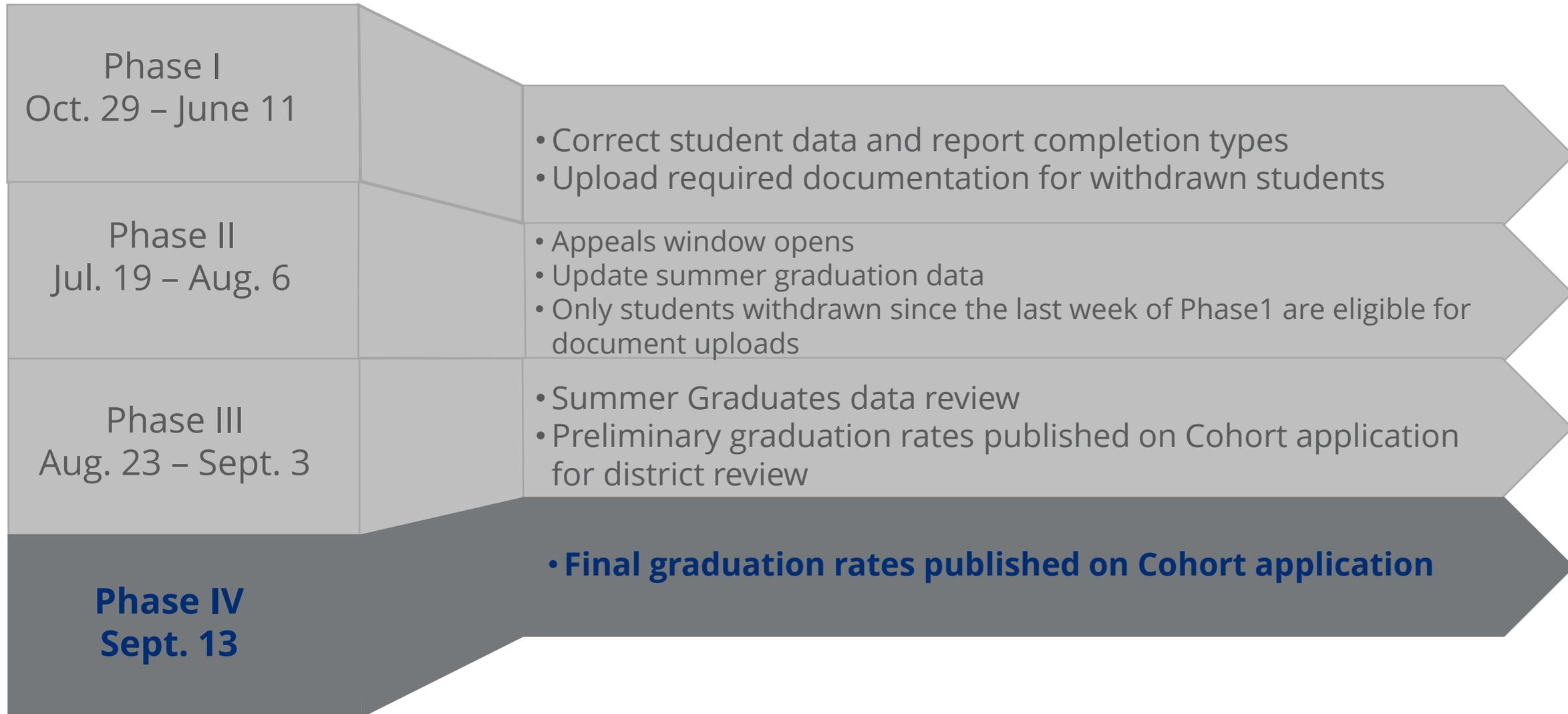
# Graduation Cohort Process Timeline



# Graduation Cohort Process Timeline



# Graduation Cohort Process Timeline



# Cohort Change Requests Process



- When to use:
  - Students who appear in the wrong cohort year (entered grade 9 in 2017, 2018, 2019, or 2020)
  - Students who have had an EIS merged Student ID
  - Students who never showed after an enrollment
- What to do:
  - Access the Cohort [Change Request Instructions](#) and [Worksheet](#)
  - Review the timeline and dates to submit changes
  - Submit in the detailed format to [TNED.Graduates@tn.gov](mailto:TNED.Graduates@tn.gov)
    - Include attachments of the worksheet and zip file with documentation
  - Use the review period to confirm changes were approved and made correctly

# Reminders and Notes



# Reminder of the changes in graduation calculations

- Beginning with those entering grade 9 in 2018, students who take the **alternate assessment** and earn an **alternate diploma** aligned to state standards can **count as graduates starting in 2021**.
  - [TCA §49-6-6001](#)
  - [Additional resources](#)
- Districts can appeal students who are enrolled less than 60 days in the most recent year to include them in the school and district in which they were enrolled for the greatest proportion of days in grades 9-12.
  - [TCA §49-1-601](#)

# How ACT Participation Rate is Calculated

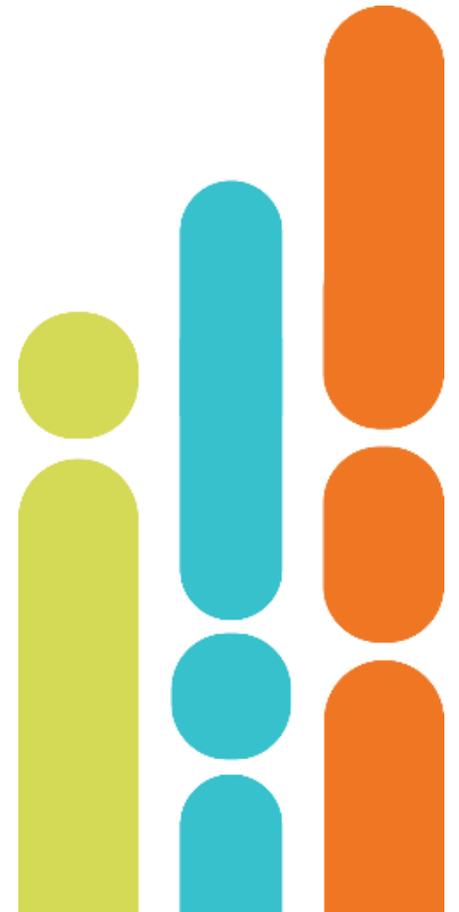
- ACT participation rate is calculated by the number of graduates with valid ACT composite scores by the **total number of on-time regular graduates**.
  - **Graduation cohort** determines the students used to calculate ACT participation rates of regular graduates and does not consider diploma status.
- We **cannot** change these data after they are final.

# Federal Requirements and Definitions



# Defining the Graduation Cohort

- “The number of students who form the original cohort of **entering first-time students in grade 9** enrolled in the high school... adjusted by --
  - Adding the students who joined the cohort, after the date of the determination of the original cohort; and
  - Subtracting only those students who left the cohort, after the date of the determination of the original cohort...”



# Defining Graduates

- “The number of students in the cohort... who earned a regular high school diploma before, during, or at the conclusion of –
  - The fourth year of high school; or
  - A summer session immediately following the fourth year of high school; and
  - Beginning in 2021, all students with the most significant cognitive disabilities in the cohort... assessed using the alternate assessment aligned to alternate academic achievement standards and awarded a State-defined alternate diploma”
- “Shall not include a **general equivalency diploma, certificate of completion, certificate of attendance**, or similar lesser credential”

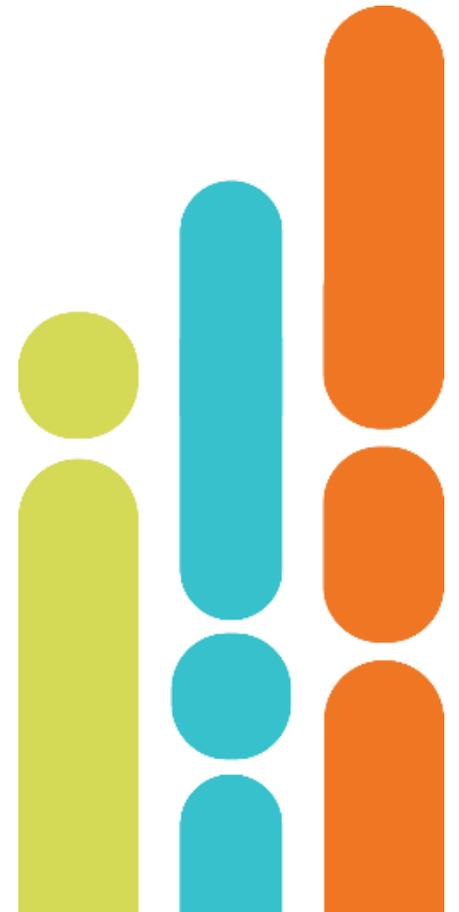
# Assigning Students to Cohorts

- The department assigns students a cohort year based on a combination of the student's enrollment record and the value submitted for their year entered grade 9 (YE9) .
- Note: This **value remains fixed once assigned** and can only be changed by submitting a change request worksheet with official documentation.
  - This highlights the importance of **correct data entry**.



# Removing Students from Cohorts

- “To remove a student from a cohort, a school or local education agency shall require documentation... to confirm that the student has **transferred** out, **emigrated** to another country, or transferred to a **prison** or juvenile facility, or is **deceased**.”
- The term “transferred out” means a student has left for:
  - “Another school from which the student is expected to receive a regular high school diploma”
  - Another educational program from which the student is expected to receive a regular high school diploma...”



# Required Documentation for Cohort Adjustments

- “The confirmation of a student’s transfer to another school or educational program... **requires documentation** of such transfer from the receiving school or program...”
- “A student from whom there is **no confirmation** of the student having transferred out... shall **remain in the adjusted cohort**”
- “A student who is **retained in grade** or who is enrolled in a program leading to a general equivalency diploma, or other... **program that does not issue... a regular high school diploma**, shall not be considered transferred out and **shall remain in the adjusted cohort.**”

# Summary: Requirements and Definitions

- Which students count as **graduates**?
  - Students who receive a **regular education diploma** within **four years** plus one summer
  - **AND** students who graduate in 2021 or later and participated the **alternate assessment** who also receive an alternate diploma.
- Which students count in the **cohort**?
  - Students who enter grade 9 for the first time four years earlier
    - **Plus** students who enter after the cohort is determined
    - **Minus** students for whom there is **documentation** that the student transferred out, emigrated, passed away, or meet the “less than 60 day” removal policy.
- How is graduation rate calculated?

$$\frac{\text{Number of students who graduate in four years plus a summer}}{\text{Number of students in graduating cohort}}$$

# Using the Cohort Application



# Districts can download guidance documents organized by header and date.

## INSTRUCTIONS

The following supplemental documents are intended to serve as a comprehensive guide to navigating the graduation rate process. If you have specific questions that are not answered in the documents below, please email [TNEd.Graduates@tn.gov](mailto:TNEd.Graduates@tn.gov) and include your name, phone number, and district name. If you have questions regarding individual students, please include the students' state ID numbers. For security reasons, please do not send emails containing any other personally identifiable information.

## 2018-19 APPROVED SCHOOL LISTS

File Name	Revised On
<a href="#">2018 Non-Public List</a>	9/4/2018 10:20:00 AM
<a href="#">DCS Affiliated Schools</a>	3/20/2019 10:36:00 AM

## 2018-19 COHORT RESOURCES

File Name	Revised On
<a href="#">Graduation Cohort Change Request Worksheet</a>	8/28/2018 12:51:00 PM
<a href="#">Cohort File Layout</a>	10/23/2018 7:35:00 AM
<a href="#">Graduation Cohort FAQ</a>	10/23/2018 7:40:00 AM
<a href="#">Graduation Cohort Protocol</a>	11/27/2018 9:49:00 AM
<a href="#">Graduation Cohort Change Request Instructions</a>	12/4/2018 7:45:00 AM
<a href="#">Appeals Submission Worksheet</a>	4/3/2019 8:13:00 AM
<a href="#">Appeals Submission Instructions</a>	4/3/2019 8:15:00 AM
<a href="#">Cohort Appeals Guidance</a>	5/31/2019 10:57:00 AM

## 2019-20 APPROVED SCHOOL LISTS

File Name	Revised On
<a href="#">DCS Affiliated Schools</a>	10/15/2019 8:36:00 AM
<a href="#">2019-20 Non-Public List</a>	10/15/2019 10:59:00 AM

## 2019-20 COHORT RESOURCES

File Name	Revised On
<a href="#">Cohort Change Request Worksheet</a>	10/15/2019 8:22:00 AM
<a href="#">2019-20 Cohort Change Request Instructions</a>	10/15/2019 8:25:00 AM
<a href="#">2020 Cohort File Layout</a>	10/15/2019 8:27:00 AM
<a href="#">2019-20 Graduation Cohort Protocol</a>	10/15/2019 10:30:00 AM
<a href="#">2019-20 Graduation Cohort FAQ</a>	10/15/2019 10:32:00 AM

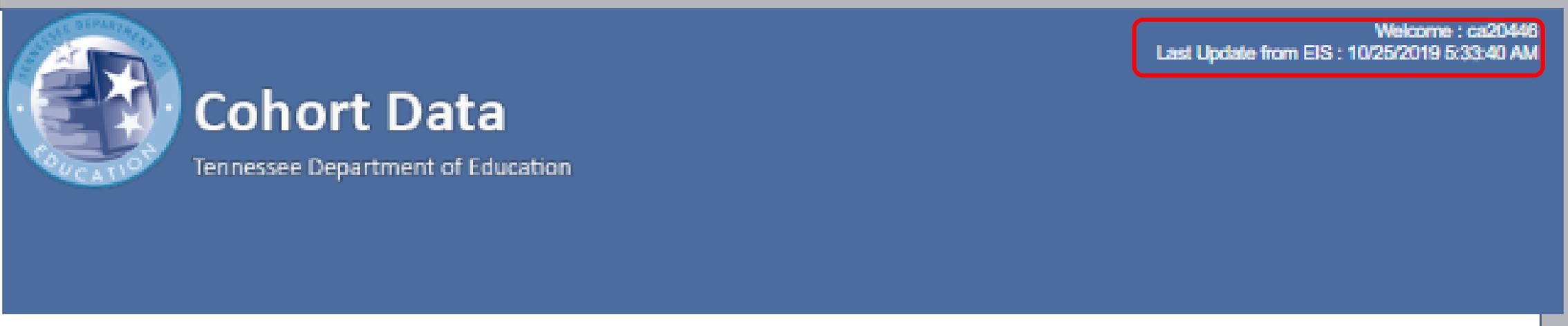
# Users can view data by agreeing they read the news.

## WEBINAR MATERIALS AND RECORDINGS

File Name	Revised On
<a href="#">Graduation Cohort Appeals Webinar Slides</a>	4/26/2018 3:03:00 PM
<a href="#">Graduation Cohort Appeals Webinar Recording</a>	4/26/2018 3:09:00 PM
<a href="#">Graduation Cohort Process Webinar</a>	10/23/2018 3:06:00 PM
<a href="#">Graduation Cohort Process Webinar Recording</a>	10/24/2018 8:15:00 AM
<a href="#">Ready Graduate Appeals Webinar</a>	2/11/2019 7:42:00 AM
<a href="#">Ready Graduate Appeals Webinar Recording</a>	2/11/2019 8:17:00 AM
<a href="#">2018-19 Cohort Appeals Webinar</a>	4/12/2019 9:06:00 AM
<a href="#">Ready Graduate Appeals Review Webinar Slides</a>	5/2/2019 12:07:00 PM
<a href="#">Ready Graduate Appeals Review Webinar Recording</a>	5/2/2019 12:08:00 PM

[I agree / I acknowledge that I have read the news](#)

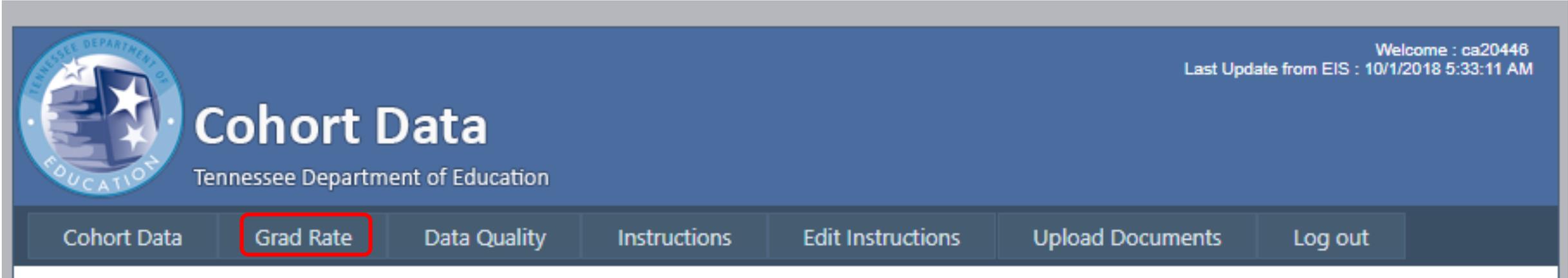
# Districts can view the date the cohort data were last updated.



 **Cohort Data**  
Tennessee Department of Education

Welcome : ca20448  
Last Update from EIS : 10/25/2019 5:33:40 AM

The Grad Rate tab displays real-time graduation rates according to the data districts submit.



The screenshot shows the top navigation bar of the Tennessee Department of Education's Cohort Data system. On the left is the Tennessee Department of Education logo, which features a blue circle with a white star and the text 'TENNESSEE DEPARTMENT OF EDUCATION'. To the right of the logo, the text 'Cohort Data' is displayed in a large, bold, white font, with 'Tennessee Department of Education' in a smaller font below it. In the top right corner, the text 'Welcome : ca20446' and 'Last Update from EIS : 10/1/2018 5:33:11 AM' is visible. Below the main header is a dark blue navigation bar with several tabs: 'Cohort Data', 'Grad Rate', 'Data Quality', 'Instructions', 'Edit Instructions', 'Upload Documents', and 'Log out'. The 'Grad Rate' tab is highlighted with a red rectangular border.

# Districts can download .csv files.



## Cohort Data

Tennessee Department of Education

Welcome : ca20446  
Last Update from EIS : 10/1/2018 5:33:11 AM

Cohort Data
Grad Rate
Data Quality
Instructions
Edit Instructions
Upload Documents
Log out

**2018 - 2019 Graduating Cohort for Year Entered 9th Grade 2015**

Graduation Cohort: 2018 - 2019 ▼

District: 7 ▼

School: ▼

Statewide Student Key:

Show Data
 Doc attached
   
[Download CSV File](#)

Documentation upload is limited to students in grades 9 through 12 who withdrew between the 2015-16 and 2018-19 school year and who have withdrawal codes of 2,5,6,8,10, or 17).

Student Key ▼	Name	Date of Birth	Completion Type	Withdrawal Reason	Included In Cohort	Revised Included In Cohort	Supporting Document	Upload Document	Status/Comments	Comment Description
					Y					
					Y					
					Y					
					Y					
				17	P			<a href="#">Attach</a>		
					Y					
				3	Y					
				6	P			<a href="#">Attach</a>		
				17	P			<a href="#">Attach</a>		
					Y					
				5	P			<a href="#">Attach</a>		
					Y					
					Y					
					Y					
					Y					
					Y					
					Y					
					Y					
					Y					
				12	Y					

# Districts can see who is included in the cohort.



Welcome : ca20446  
Last Update from EIS : 10/1/2018 5:33:11 AM

## Cohort Data

Tennessee Department of Education

Cohort Data | Grad Rate | Data Quality | Instructions | Edit Instructions | Upload Documents | Log out

**2018 - 2019 Graduating Cohort for Year Entered 9th Grade 2015**

Graduation Cohort: 2018 - 2019 ▼

District: ▼

School: ▼

Statewide Student Key:

Doc attached  
[Download CSV File](#)

Documentation upload is limited to students in grades 9 through 12 who withdrew between the 2015-16 and 2018-19 school year and who have withdrawal codes of 2,5,6,8,10, or 17).

Student Key ▼	Name	Date of Birth	Completion Type	Withdrawal Reason	Included In Cohort	Revised Included In Cohort	Supporting Document	Upload Document	Status/Comments	Comment Description
					Y					
					Y					
					Y					
					Y					
				17	P			<a href="#">Attach</a>		
					Y					
					Y					
				3	Y					
				6	P			<a href="#">Attach</a>		
				17	P			<a href="#">Attach</a>		
					Y					
				5	P			<a href="#">Attach</a>		
					Y					
					Y					
					Y					
					Y					
					Y					
					Y					
					Y					
					Y					
				12	Y					

# Districts can add, remove, and replace documents easily.



## Cohort Data

Tennessee Department of Education

Welcome : cs20446  
Last Update from EIS : 10/1/2018 5:33:11 AM

Cohort Data
Grad Rate
Data Quality
Instructions
Edit Instructions
Upload Documents
Log out

**2018 - 2019 Graduating Cohort for Year Entered 9th Grade 2015**

Graduation Cohort: 2018 - 2019 ▼

District: [Redacted] ▼

School: [Redacted] ▼

Statewide Student Key: [Redacted]

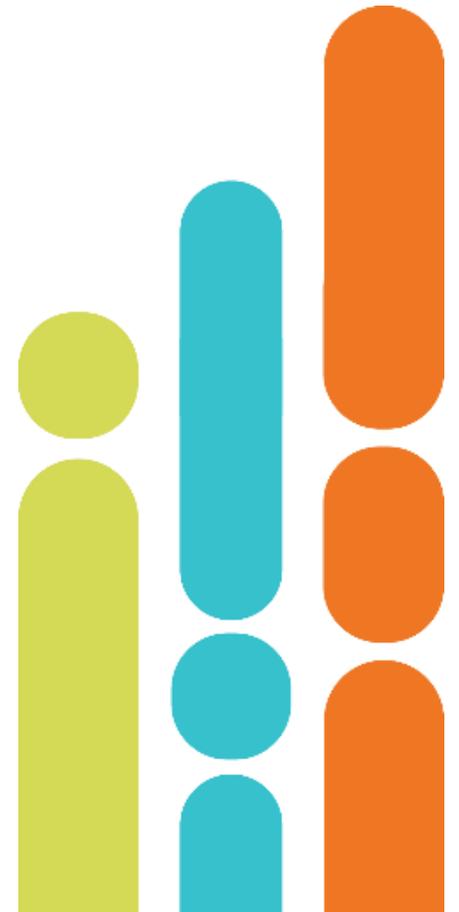
Doc attached  
[Download CSV File](#)

Documentation upload is limited to students in grades 9 through 12 who withdrew between the 2015-16 and 2018-19 school year and who have withdrawal codes of 2,5,6,8,10, or 17).

Student Key ▼	Name	Date of Birth	Completion Type	Withdrawal Reason	Included In Cohort	Revised Included In Cohort	Supporting Document	Upload Document	Status/Comments	Comment Description
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Y					
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Y					
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Y					
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Y					
[Redacted]	[Redacted]	[Redacted]	[Redacted]	17	P			<a href="#">Attach</a>		
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Y					
[Redacted]	[Redacted]	[Redacted]	[Redacted]	3	Y					
[Redacted]	[Redacted]	[Redacted]	[Redacted]	6	P			<a href="#">Attach</a>		
[Redacted]	[Redacted]	[Redacted]	[Redacted]	17	P			<a href="#">Attach</a>		
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Y					
[Redacted]	[Redacted]	[Redacted]	[Redacted]	5	P			<a href="#">Attach</a>		
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Y					
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Y					
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Y					
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Y					
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[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Y					
[Redacted]	[Redacted]	[Redacted]	[Redacted]	12	Y					

# Review: Using the Cohort Application

- Download **new** guidance documents
- Click “I agree” to view data
- Note date last updated
- Review real-time graduation rates
- Download data files
- View included students
- Upload and remove documentation



# Common Questions and Guidance



# Phase I: Tasks to Complete

- Submit **withdrawal information** and **documentation**
  - Can only upload documents for codes 2, 5, 6, 8, 10 and 17
- Verify correct coding of early graduates
  - Withdrawal code 12, completion period “EA”
- Submit completion information
  - Must have valid completion **document type**, completion **date**, and completion **period**
- Verify student **demographics** and **subgroup** reporting
- **Any data that remain incorrect and any documents not uploaded will be ineligible for appeal during Phase II.**



# Phase I: Common Issues to Resolve

Situation	Resolution
A student is missing from the cohort	<ul style="list-style-type: none"><li>• Check that the student does not appear in a different active cohort</li><li>• Follow the Cohort Change Request process</li></ul>
A student is enrolled elsewhere according to EIS, but the student still appears in our district's cohort	<ul style="list-style-type: none"><li>• Ensure the student does not have multiple ID numbers</li><li>• <b>Note:</b> A student who enrolls in an <b>adult</b> or <b>alternative school</b> is not removed from another district's cohort, as these schools do not generate cohorts</li><li>• <b>Note:</b> The student can only be removed with official documentation that they received an on-time regular diploma from the receiving school or program</li></ul>

# Phase I: Common Issues to Resolve

Situation	Resolution
A student withdrew to Job Corps	<ul style="list-style-type: none"><li>• Code as 00, 01, or 05</li><li>• <b>Note:</b> The student can only be removed with official documentation that they received an on-time regular diploma</li></ul>
A student withdrew, but there is no “Attach” link on the Cohort application	<ul style="list-style-type: none"><li>• Ensure the correct withdrawal code was submitted in EIS; this will update in the Cohort application the following morning</li><li>• <b>Note:</b> Only students with withdrawal codes of 2, 5, 6, 8, 10 or 17 are eligible for uploads</li></ul>
A student is in the wrong cohort	<ul style="list-style-type: none"><li>• Submit official documentation (e.g. transcript, letter on letterhead from administration) confirming first enrollment in grade 9 through the Change Request Process</li></ul>
A student rolled over into the cohort but never attended	<ul style="list-style-type: none"><li>• Submit official letter from administrator confirming the student never attended the school in question</li></ul>

# Phase I: Common Issues to Resolve

Situation	Resolution
A student does not appear in the EIS Roster of Graduates	<ul style="list-style-type: none"><li>• Contact the Help Desk at <a href="mailto:DT.Support@tn.gov">DT.Support@tn.gov</a></li></ul>
A student who was initially withdrawn out of state (05) actually withdrew to an out-of-state online school (17)	<ul style="list-style-type: none"><li>• Change the student's withdrawal code to 17</li><li>• If your district's SIS package does not allow this change, email <a href="mailto:TNED.Graduates@tn.gov">TNED.Graduates@tn.gov</a></li></ul>
A student who was initially withdrawn to a home school (10) was actually enrolled in a non-public school (06), or vice versa	<ul style="list-style-type: none"><li>• Ensure the withdrawal code corresponds to the actual withdrawal circumstance</li><li>• Ensure the uploaded documentation matches the withdrawal code (e.g. records request for WD06 or Intent to Home School form for WD10)</li></ul>
A student has a withdrawal code for another school (04) or district (03), but there is no subsequent enrollment	<ul style="list-style-type: none"><li>• Reach out to the receiving district to ensure the student's enrollment is entered</li><li>• <b>Note:</b> Students with codes 03 and 04 can only be removed with a <b>subsequent enrollment</b> in EIS</li></ul>

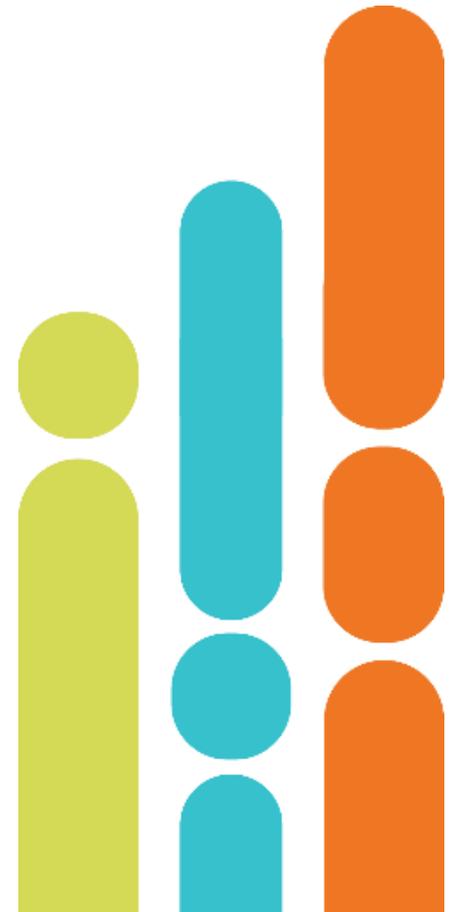
# Phase I: Common Document Denial Reasons

- 02
  - Written acknowledgement must confirm that the student receives services resulting in regular diploma
- 05
  - Notes/hearsay from friends/neighbors/pastors/pictures, etc. are not sufficient documentation for **out-of-country** withdrawals
  - *For exchange students:* Document must come from exchange agency **and** must note year of participation
- 06/10
  - Documentation that supports withdrawal to out-of-state online schools should use code 17
- 17
  - Screenshots of student homepage, payment receipts, and/or enrollment applications are all insufficient



# Review: Phase I Tasks and Issues

- Submit **withdrawal** information and documentation
- Submit **completion information**
  - Includes completion document **type**, completion **date**, and completion **period**
- **Verify** in SIS, EIS, and the Cohort application to ensure **data updated** correctly
- Refer to **common situations to resolve** in this document, which will be available on the Cohort application

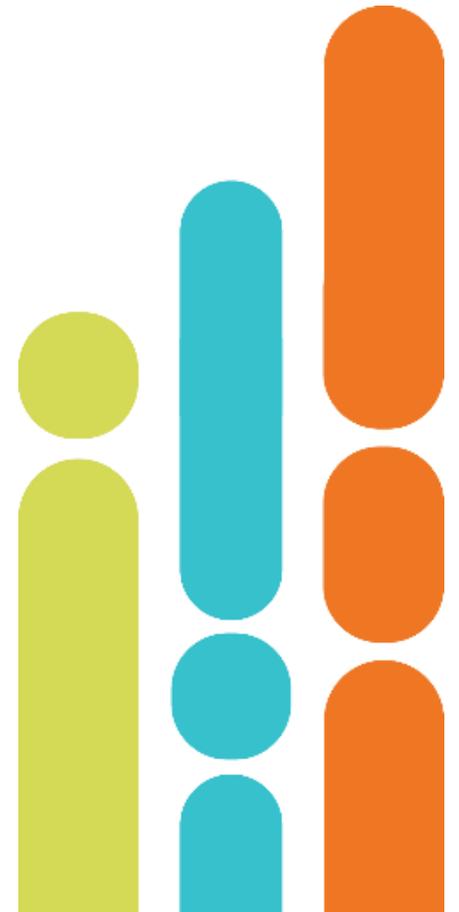


# Next Steps



# Here is how we can stay ahead of schedule.

- Between **now** and **June 11**, you should be checking:
  - Students who have a withdrawal code of 02, 05, 06, 08, 10, or 17 but do not have a document uploaded
  - Students with the above withdrawal codes and documentation that was denied
  - Students who have blank values for **both** completion types and withdrawal code in the Cohort application
  - Any unexplained students who do not have a value for completion type
  - Any students who should not be in the cohort or should be added to the cohort (Cohort Change Request process)



# Review the Numbers



# Review of the numbers for 2019-20

- 12,840 documents reviewed for the 2019-20 graduates
- 148 submitted appeals for the 2019-20 graduates
- 77 percent of appeals approved for the 2019-20 graduates

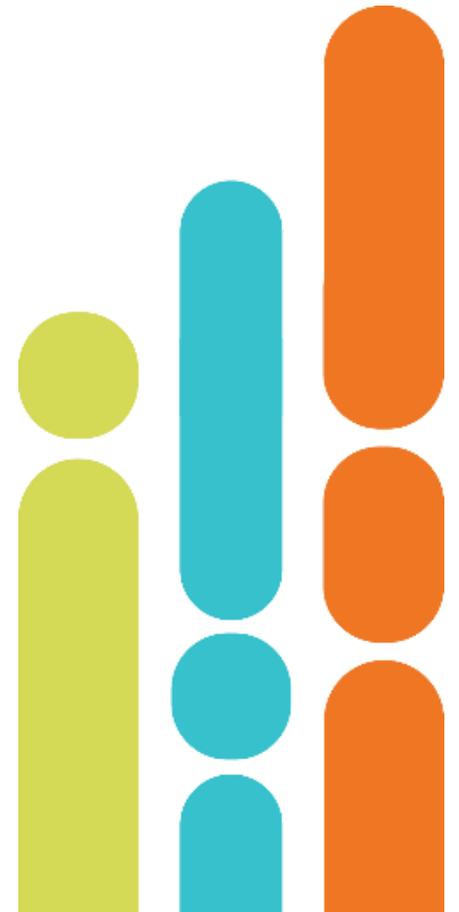


# Revisit Objectives



# Objectives

- We will be able to...
  - Identify **deadlines and required actions** for each phase of the graduation cohort process;
  - Define the **major legal requirements** that govern graduation rate calculations;
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  - Identify and explain **common data entry errors** and the steps required to avoid and resolve them; and
  - Describe **why data sources may be discrepant** (e.g., SIS, EIS, Cohort application) and the steps districts can take to resolve discrepancies.



# Upcoming Deadlines and Actions



- **June 11:**
  - All data must be correct and complete in the Cohort application.
    - Withdrawal and completion data, document uploads
  - Any incorrect or missing data after June 11 will not be considered.
- **July 19:**
  - Appeals window opens
  - Submit appeals for allowable situations only
  - Submit summer completion information
- **August 6:**
  - Appeals window closes; no further submissions accepted

# Questions? Feedback?

Thank you for your partnership!

We are excited to continue to improve the process in alignment with law and policy. We will release the appeals guidance in the spring and host another webinar.

For further questions, please consult the documentation on the Cohort application or email [TNEducation@tn.gov](mailto:TNEducation@tn.gov).

