



BEST FOR ALL

We will set all students on a path to success.

2022 Graduation Cohort Process: Phase I Tasks and Timeline

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BEST FOR ALL

We will set all students on a path to success.

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ACADEMICS

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

STUDENT READINESS

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

EDUCATORS

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

2020-21 Graduation Data Reviews

- 12,705 documents reviewed in Phase I
 - 98% (n = 12,964) approved for the 2020-21 graduates
 - 2% (n = 254) records were not approved (can be appealed with appropriate documentation in Phase II).





Agenda

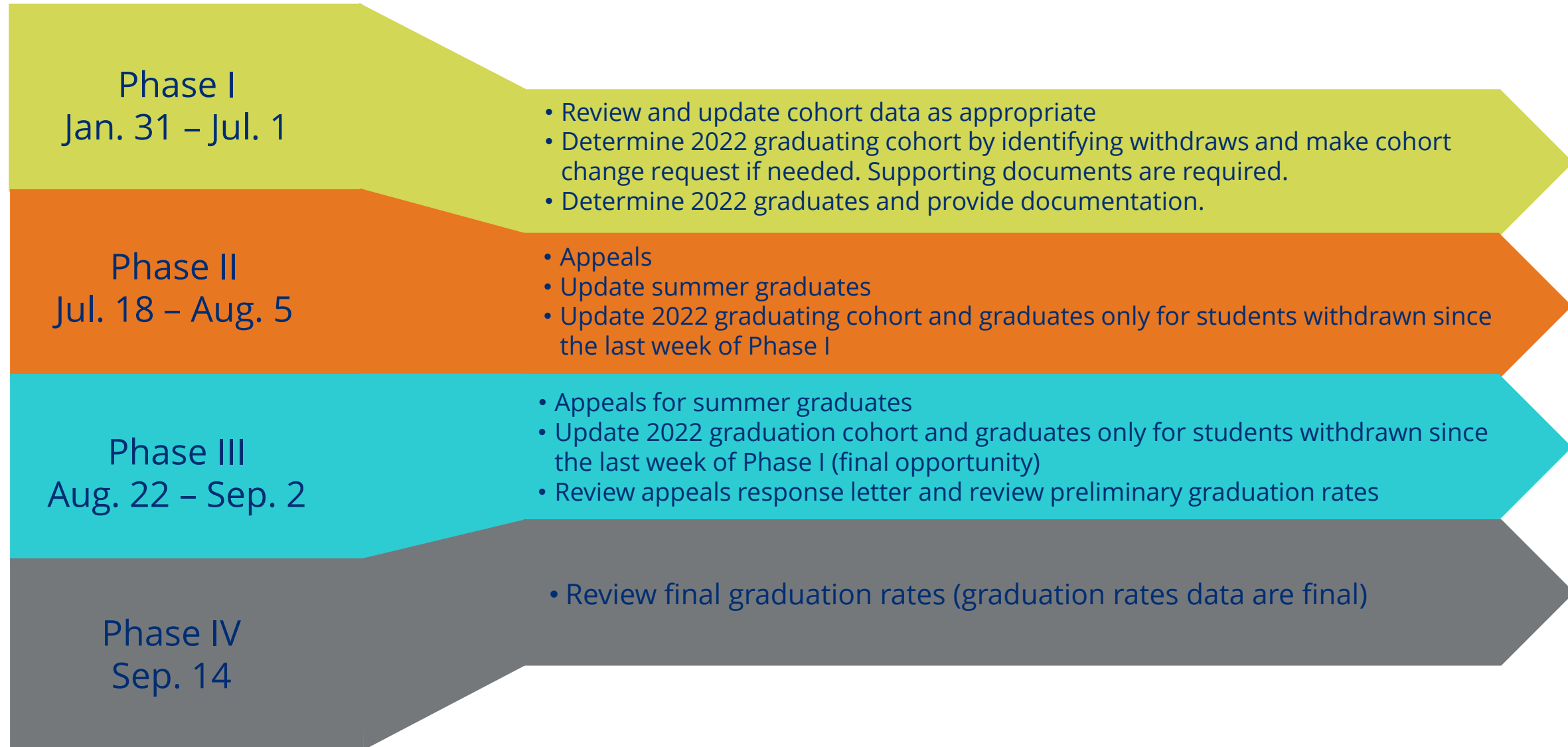
- Objectives
- Processes and Timeline
- Federal Requirements and Definitions
- Graduation Cohort Data Verification Process and Timeline: Phase I
- Using the Cohort Application

Objectives

- We will be able to...
 - Define the **major legal requirements** that govern graduation rate calculations
 - Identify **deadlines and required actions** for Phase I
 - Identify **appropriate documents** to support the reported completion and withdraw status
 - Understand how to **use Cohort application** to complete Phase I Tasks



Process and Timeline



Housekeeping

- **Resources available on Cohort Application**
 - Recording of this presentation
 - Slides of this presentation
 - [2022 Graduation Cohort Protocol](#)
 - [2022 Cohort Change Instructions](#)
 - [Cohort FAQs](#)
- **More Questions?**
 - If you have any questions after this presentation, please consult the above resources on the Cohort application or email TNED.Graduates@tn.gov.



Federal Requirements and Definitions

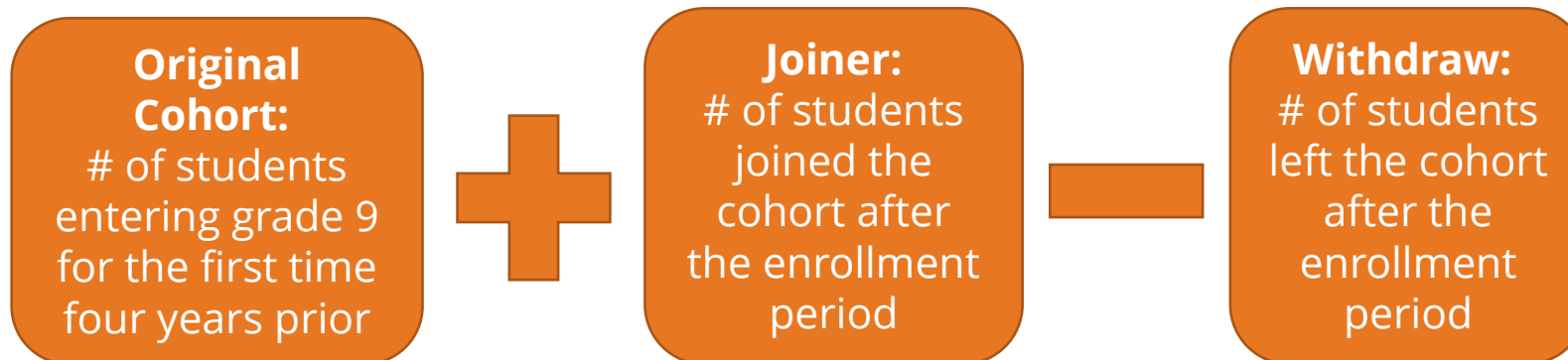


Federal Definitions

- Graduation Rate (Four-Year Adjusted Cohort Formula)

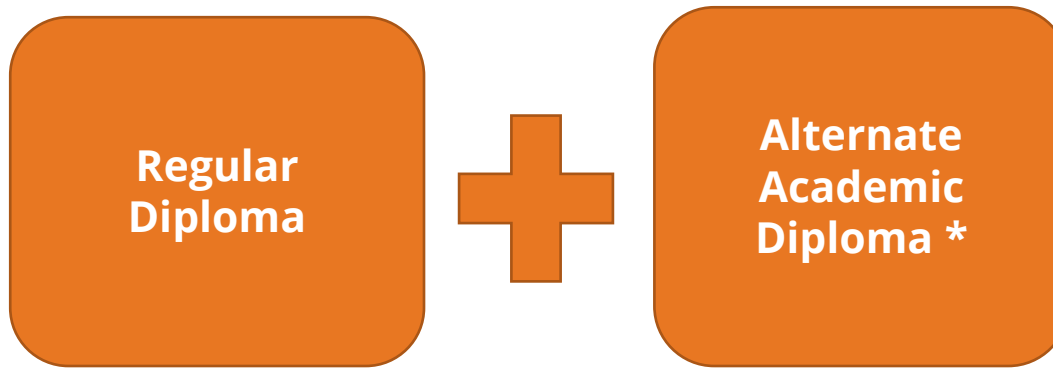
$$\frac{\text{Number of students who graduated in four years plus a summer (\# Graduates)}}{\text{Number of students in graduating cohort (\# Graduating Cohort)}} * 100$$

- # Graduating Cohort



Federal Definitions

- # Graduates



* Students who took the alternate assessment and earned a state-defined alternate diploma count as graduates.

- Diploma must be earned 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.
- Students with a ***general equivalency diploma, certificate of completion, certificate of attendance***, or similar lessor credential **CANNOT** count as graduates.



Federal Definitions

- Defining 2022 Graduating Cohort
 - **Original Cohort** includes students entering grade 9 for the first time in the fall of 2018.
 - **Joiner** includes students enrolled after grade 9 enrollment period.
 - **Withdraw** includes students left after grade 9 enrollment period.
- Defining 2022 Graduates
 - Students of the 2022 graduating cohort who earned a regular diploma or an alternative academic diploma by 8/5/2022.



Summary

- Which students count as **graduates**?
 - Students who receive a **regular diploma** or **an alternate academic diploma** within four years plus one summer.
- Which students count as **graduating cohort**?
 - Students who enter grade 9 for the first time four years earlier
 - **Adding** students who enter after grade 9 enrollment
 - **Removing** students who left after grade 9 enrollment **AND** for whom there is appropriate withdraw code assigned and appropriate documentation in files.
- How is **graduation rate** calculated?

$$\frac{\text{Number of Graduates}}{\text{Number of Graduating Cohort}} * 100$$

Graduation Cohort Data Verification Process and Timeline: Phase I



Review and Update Cohort Data

- Verify data in SIS, EIS, and the Cohort application to ensure data are entered correctly.
- Verify student demographic and subgroup reporting
- Make sure students are assigned to the right cohort
 - TDOE assigns students a cohort year based on the enrollment record (YE9). If YE9 is inaccurate, a cohort change request shall be submitted to TNED.Graduates@tn.gov.
- Identify and remove duplicated student IDs
 - Reach out to DT support (DT.Support@tn.gov) to get the IDs merged.
 - Submit a cohort change request to TNED.Graduates@tn.gov to remove the duplicated ID.



Review and Update Cohort Data—*Cont.*

- Enter/update students enrolled after 9th grade enrollment period
- Enter/update withdrawal codes after 9th grade enrollment period
 - Students with withdrawal codes of **00** (dropout, under 18) and **01** (dropout, above 18) are counted as dropouts. Appropriate documents need to be uploaded **only** when districts need to change these two codes to other withdrawal codes.
 - Students with withdrawal codes of **03** (transferred to another TN district) or **04** (transferred to another school in the same district) shall stay in the cohort until the receiving school confirms the student's subsequent enrollment in EIS; otherwise, they will be counted as dropouts.



Review and Update Cohort Data—*Cont.*

- Enter/update withdrawal codes after 9th grade enrollment period—*Cont.*
 - Students with withdrawal codes of **02, 05, 06, 08, 10, 17** may be removed from the Cohort when certain criteria are met, and appropriate documentations are uploaded.
- Scenarios when removing students from the cohort is inappropriate:
 - A student with a withdrawal code of 03 (transferred to another TN district) or 04 (transferred to another school in the same district) shall remain in the cohort and count as a dropout when there is no confirmation of the student's subsequent enrollment in EIS.
 - A student who is retained in grade should remain in the cohort.
 - A student who is transferred to a school or an educational program that does not issue a regular high school diploma or an alternate academic diploma shall remain in the cohort.

Appropriate Documentations for a Withdraw Code of 02

Withdrawal Code	Description	Cohort Action	Requirements/Details of Adequate Supporting Documentation
02	Transferred to a state institution with an education program culminating in a regular high school diploma	Excluded from cohort only if adequate documentation is provided	<ul style="list-style-type: none">• Transfer must be to an approved DCS school or institution (please consult the list of DCS-approved schools); AND• Written acknowledgement on official letterhead from an administrator at the state institution that the student is receiving educational services that culminate in a regular high school diploma.• Note. An age waiver signed by DCS does not meet requirements for use of this withdrawal code.

Appropriate Documentations for Withdraw Codes of 03 and 04

Withdrawal Code	Description	Cohort Action	Requirements/Details of Adequate Supporting Documentation
03	Transferred to another Tennessee public school district	Included in cohort until receiving school reports subsequent enrollment in EIS; otherwise, counted as dropout if there is no subsequent enrollment	<ul style="list-style-type: none">Receiving school enrollment must be entered in EIS.
04	Transferred to and enrolled in another school in the same district	Included in cohort until receiving school reports subsequent enrollment in EIS; otherwise, counted as dropout if there is no subsequent enrollment	<ul style="list-style-type: none">Receiving school enrollment must be entered in EIS.

Appropriate Documentations for a Withdraw of 05

Withdrawal Code	Description	Cohort Action	Requirements/Details of Adequate Supporting Documentation
05	Transferred out of state	Excluded from cohort only if adequate documentation is provided	<ul style="list-style-type: none">• Written records request from receiving out-of-state public or private high school, OR• Written acknowledgement on official letterhead from an administrator at the receiving school confirming enrollment, OR• Official records/transcripts from the receiving out-of-state public or private high school• If a student has moved out of the country, written confirmation from the parent or a school administrator's documented conversation with the parent will be accepted if any of the above three types of documentation are unavailable.• For foreign exchange students, a copy of the official exchange program paperwork reflecting the year of participation on exchange agency letterhead.

Appropriate Documentations for Withdraw codes of 06 and 08

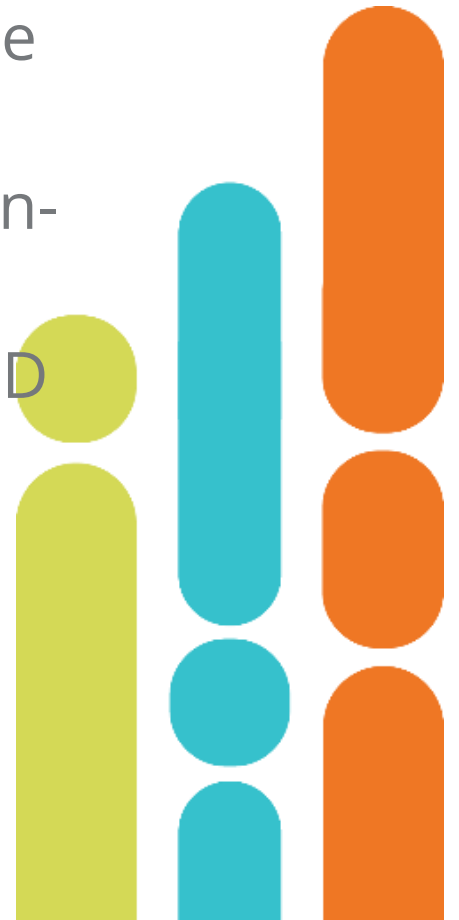
Withdrawal Code	Description	Cohort Action	Requirements/Details of Adequate Supporting Documentation
06	Transferred to and enrolled in a non-public school in Tennessee	Excluded from cohort only if adequate documentation is provided	<ul style="list-style-type: none">Written records request from receiving non-public school; ORWritten acknowledgement on official letterhead from an administrator at the receiving school confirming enrollment Note. The list of non-public schools is published in the Cohort application.
08	Deceased	Excluded from cohort only if adequate documentation is provided	<ul style="list-style-type: none">An obituary or funeral program.Official written documentation, such as a death certificate, is not necessary.

Appropriate Documentations for Withdraw codes of 10 and 17

Withdrawal Code	Description	Cohort Action	Requirements/Details of Adequate Supporting Documentation
10	Withdrawal to home school	Excluded from cohort only if adequate documentation is provided	<ul style="list-style-type: none">• Official Intent to Home School form must be signed by the parent or guardian.
17	Transferred to and enrolled in out-of-state online school	Excluded from cohort only if adequate documentation is provided	<ul style="list-style-type: none">• Written records request from the online school; OR• Written acknowledgement on official letterhead from an administrator at the online school confirming enrollment• Withdrawal code 17 should only be used for students who withdraw from traditional bricks-and-mortar schools to enroll in a school in which the content is delivered via the Internet and the school location is not in Tennessee.

Enter Completion Information for Graduates

- Districts shall submit completion information to EIS and identify their completion status, completion type, and completion date.
 - Completion status associated with a completion code of 01, 08, 11, 12, or 13 shall be supported with appropriate documentation (see next slide).
 - During phase I, completion information for early and on-time graduates shall be entered by June 30, 2022.
 - **Note.** Early graduates shall have a completion code AND a withdrawal code of 12.



Appropriate Documentation for Completion Status

Document Code	Completion Document Short Description
1	Regular Diploma
3	Special Education Diploma and did not take alternate assessments
4	High School Certificate- met graduation credit, attendance and conduct standards but not proficiency or competency test standards No longer used as of 2017-18 school year
5	No Diploma, Senior but did not complete
6	GED
7	Occupational Diploma (Valid as of 2015-16) - Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA) and two years of paid or non-paid work experience
8	Alternate Academic Diploma - Students graduating with a special education diploma who are taking the alternate assessment and who meet the graduation requirements set by the state board
11	Regular Diploma with Foreign Language Waiver
12	Regular Diploma with Fine Arts Waiver
13	Regular Diploma with Foreign Language and Fine Arts Waiver



Phase I Timeline (January 31, 2021–July 1, 2022)

- Data entry and correction should be completed by **5 p.m. CT on June 30, 2022**
- All support documentations shall be uploaded by **5 p.m. CT on July 1, 2022**
- For ***cohort change requests***, please follow the submission timeline below

District Submission Date	TDOE Change Date	Review Period
February 17	February 18	February 28-March 4
March 24	March 25	March 28-April 1
April 21	April 22	April 25-27
April 28	April 29	May 2-4
May 5	May 6	May 9-11
May 12	May 13	May 16-18
May 19	May 20	May 23-25
May 26	May 27	May 30- June 1
June 2	June 3	June 6-8
June 9	June 10	June 13-15
June 16	June 17	June 20-22
June 23	June 24	June 27-29
June 30	July 1	None



Cohort Change Request Instructions

Change Request Worksheet

Contact Info

Date:
District Number:
District Name:
Director Name:
Director Email:
Graduation Contact Name:
Graduation Contact Email:

Requested Change
Move to next year's cohort
Move to this year's cohort
Move to another cohort (specify which in Explanation section)
Exclude the student from the cohort



Cohort Change Tab							
Student ID	District Number	District Name	School Number	Student Last Name	Student First Name	Requested Change	Explanation (Required)

Change Request Worksheet: Format and Naming Convention

- Saving and Submit the Change Request Worksheet
 - Save the worksheet as an **Excel** file
 - Naming convention: **###_Change_Request_Worksheet_20YYMMDD**, where **###** is district number, and **20YYMMDD** is the date of submission. An example:
 - 099_Change_Request_Worksheet_20220225
- Saving and Submit Documentation
 - Individual document should be saved in **PDF** format and name the file by using only the student's state ID number.
 - Submit documentations as a **zip file** containing individual PDF files. The naming convention is **###_Change_Request_Documentation_20YYMMDD**, where **###** is your district number **and** **20YYMMDD** is the date of submission.
- Districts may submit as many change request worksheets as needed by **June 30, 2022**. Each submission shall only include new requests.

Process and Timeline Recap

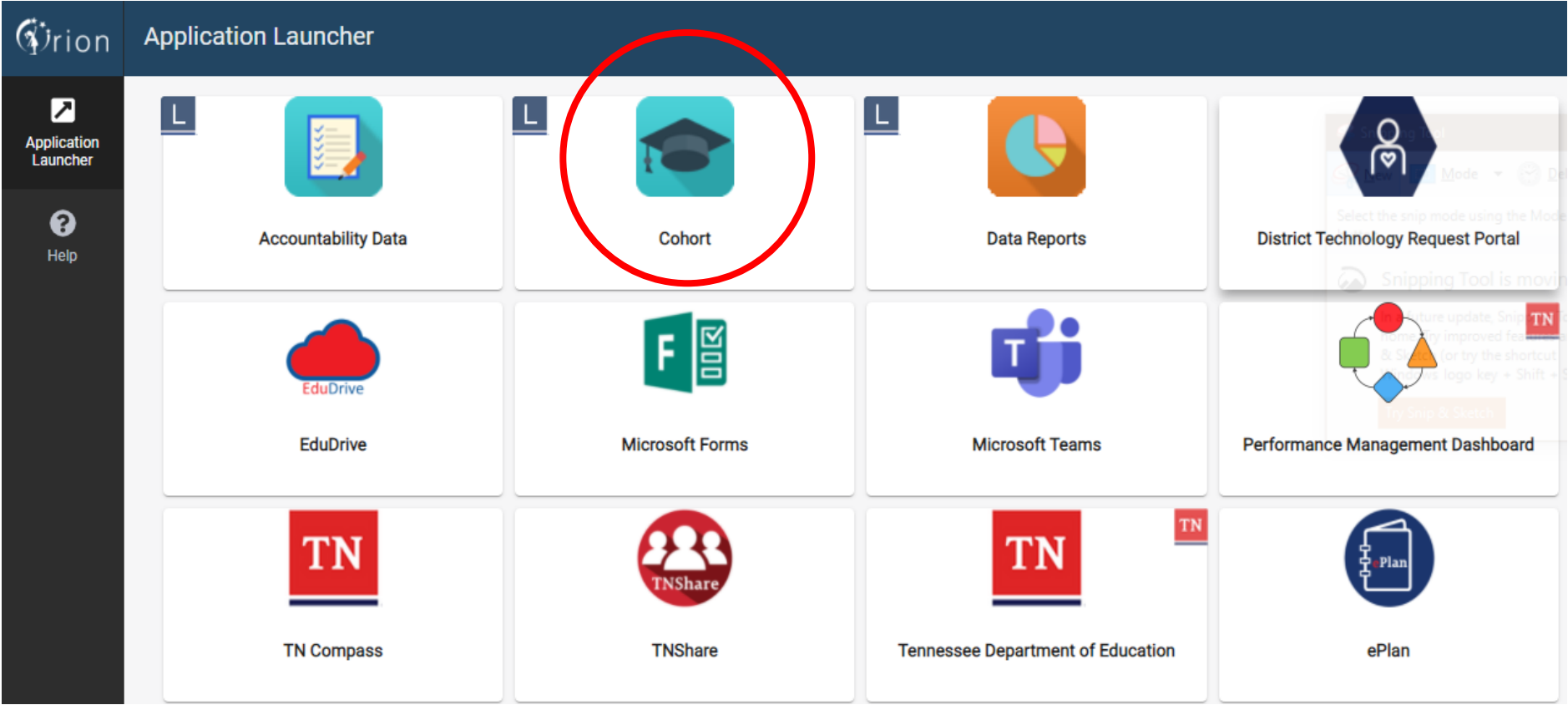
- What are the major tasks to complete in Phase I?
 - Review and update cohort data
 - Submit cohort change request(s) as needed.
 - Review approval decisions
- When to make a cohort change request?
 - When a student has an incorrect YE9
 - When a student has a merged ID
- When is the last date to enter/update data or submit a cohort change request?
 - **Any data that remain incorrect by June 30, and any documents not uploaded by 5 p.m. CT on July 1 will be ineligible for appeal during Phase II.**



Using the Cohort Application



Launch Cohort App from Orion Dashboard



Timeline

Listed below is the graduation rate process timeline. Please make a note of the key dates as any materials or data that are submitted pay special attention to the July 1, 2022 deadline for uploading required documentation and submitting completion information deadline.

Phase	Estimated Dates	Tasks to be Completed
I	Jan. 31, 2022– July 1, 2022	<ul style="list-style-type: none">• Correct student data in EIS• Report completion types in EIS• Upload required documentation for students withdrawn from the district• Resolve duplicate state student IDs and/or students with more than one state ID (submit Cohort Change Request to TNEd.Graduates@tn.gov using the guidance below)• Reconcile with receiving schools students who have withdrawn using codes 03, 04, or 14 for whom there is no subsequent enrollment in EIS• Resolve elementary or middle schools with graduation cohorts, which usually results from an enrollment record grade 9 that is not valid; thus enrollment needs to be updated with correct grade assignments in EIS• Document early graduates with the appropriate completion type, completion period, completion date, and withdrawal code 12• Update incorrect withdrawal codes• Verify accurate reporting of student subgroup(s), as federal law requires state reporting of graduation rate disaggregated by subgroups• Resolve students in the incorrect cohort year (submit Cohort Change Request to TNEd.Graduates@tn.gov using the guidance below)

Scroll down to the Instructions section. Districts can download guidance documents organized by header and date.

2021-22 COHORT RESOURCES

File Name	Revised On
Cohort Change Request Worksheet	1/27/2022 8:50:00 AM
2021-22 Cohort Change Request Instructions	1/27/2022 8:50:00 AM
2021-22 Graduation Cohort Protocol	1/27/2022 8:50:00 AM
2021-22 Graduation Cohort FAQ	1/27/2022 8:50:00 AM


COHORT FILE LAYOUT

File Name	Revised On
Cohort Download File Layout	1/27/2022 8:50:00 AM

Scroll to the bottom and check “I agree/I acknowledge that I have read the news” to proceed forward and view Cohort data

☒ I agree / I acknowledge that I have read the news

Landing Page



Cohort Data

Tennessee Department of Education

Cohort Data

Grad Rate

Ready Graduates

Data Quality

Combined Upload

Instructions

Log out

2021 - 2022 Graduating Cohort for Year Entered 9th Grade 2018

Graduation Cohort:

2021 - 2022

District:

Anderson County (10)

School:

- All Schools -


Statewide Student Key:

Show Data

☐ Doc attached

Documentation upload is limited to students in grades 9 through 12 who withdrew between the 2018-19 and 2021-22 school year and who have withdrawal codes of 2,5,6,8,10, or 17).

Review Cohort Data



Cohort Data

Tennessee Department of Education

Cohort Data

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Combined Upload

Instructions

Log out

2021 - 2022 Graduating Cohort for Year Entered 9th Grade 2018

Graduation Cohort: 2021 - 2022

District:

School:

Statewide Student Key:

Show Data

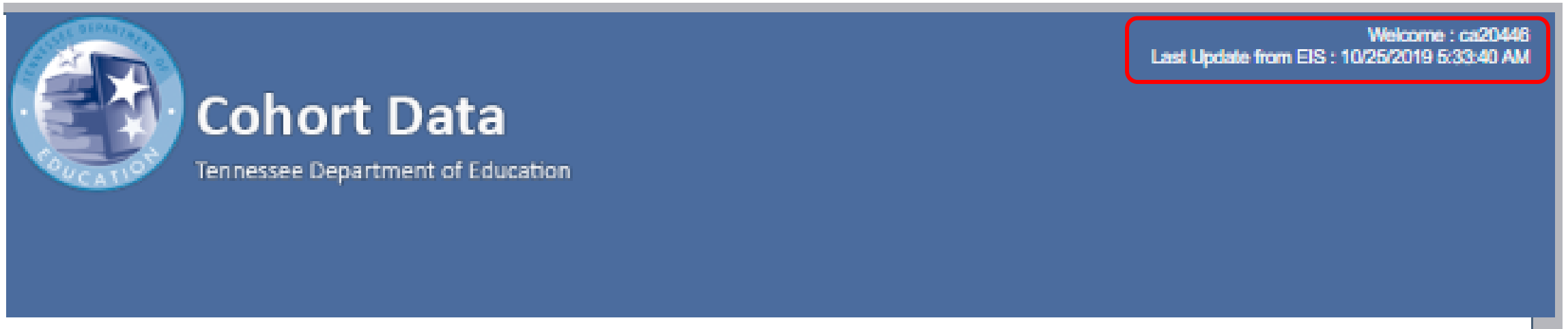
☐ Doc attached

[Download CSV File](#)

Documentation upload is limited to students in grades 9 through 12 who withdrew between the 2018-19 and 2021-22 school year and who have withdrawal codes of 2,5,6,8,10, or 17).


<u>Student Key</u> ▼	<u>Name</u>	<u>Date of Birth</u>	<u>Completion Type</u>	<u>Withdrawal Reason</u>	<u>Included In Cohort</u>	<u>Revised Included In Cohort</u>	<u>Supporting Document</u>	<u>Upload Document</u>	<u>Status/Comments</u>	<u>Comment Description</u>
			13		Y					
					Y					
					Y					
			1	12	Y					
			1	12	Y					
				5	P			Attach		
					Y					

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



The department updates Cohort application data nightly during Phase I. Districts must correct withdrawal codes or other data in EIS and wait until the correction loads in the Cohort application before uploading documentation.

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



Cohort Data

Tennessee Department of Education

Cohort Data

Grad Rate

Ready Graduates

Data Quality

Combined Upload

Instructions

Log out

2021 - 2022 Graduating Cohort for Year Entered 9th Grade 2018

Graduation Cohort:

2021 - 2022

District:

Anderson County (10)

School:

- All Schools -

Statewide Student Key:

Show Data

☐ Doc attached

Documentation upload is limited to students in grades 9 through 12 who withdrew between the 2018-19 and 2021-22 school year and who have withdrawal codes of 2,5,6,8,10, or 17).

Questions and Feedback?

Thank you for your partnership!

We are excited to continue to improve the process in alignment with law and policy. We will release specific guidance and instructions for the Phases II-IV process in spring 2022.

For further questions, please consult the documentation on the Cohort application or email TNED.Graduates@tn.gov.

