2021-2022 Graduation Cohort Change Request Submission Instructions

Last updated on 1/31/2022

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.

District submission Date

The department will accept change request worksheets according to the timeline below. All data and documentations submitted by the specified submission date will be reviewed following the submission date. The last submission date is June 30, 2022. Any data that are remained incorrect **by 5 p.m. on June 30, 2022,** will be ineligible for appeal during Phase II.

TDOE Change Date

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 (the next day) in the Cohort application before uploading documentation. All documentations shall be uploaded **by 5 p.m. on July 1, 2022.**

Review Period

The review period is the time window that allows districts the opportunity to check and monitor change requests. During this time, it is the district's responsibility to provide the department with feedback on whether the changes have been made appropriately in the Cohort application. Any change not accurately captured in the Cohort application should be submitted via email to TNED.Graduates@tn.gov by **5 p.m. CT** on **June 30, 2022**. There is no review window for the last submission period. Districts will be able to review the department's decisions regarding the records submitted during this window in phase II.

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

Completing the Change Request

Please complete the [Change Request Worksheet](#) first. Districts may submit as many change request worksheets as needed by June 30, 2022. Each submission shall only include new changes requested.

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. 25, 2022, the file is named 099_Change_Request_Worksheet_20220225.

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

Below are the types of accepted documentation for each change request:

1. Moving a student to a different cohort year:
   a. Transcript providing evidence of the student's first entered year grade 9.
      • *Note: 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. Excluding a student who is a "No Show"
   a. Letter on official school or district letterhead from the administrator or the director of schools stating the student (with the student ID) never attended.
4. 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, 08, 10, or 17 must be submitted through the Cohort application with the appropriate documentation to be reviewed as in previous years (see table below).

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	• 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. • Please note: An age waiver signed by DCS **does not** meet requirements for use of this withdrawal code.
05	Transferred out of state	Excluded from cohort **only if** adequate documentation is provided	• 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.
06	Transferred to and enrolled in a non-public school in Tennessee	Excluded from cohort **only if** adequate documentation is provided	• Written records request from receiving non-public school; **OR** • Written acknowledgement on official letterhead from an administrator at the receiving school confirming enrollment The list of non-public schools is located in the Cohort application.

Withdrawal Code	Description	Cohort Action	Requirements/Details of Adequate Supporting Documentation
08	Deceased	Excluded from cohort **only if** adequate documentation is provided	• An obituary or funeral program. • Official written documentation, such as a death certificate, is **not** necessary.
10	Withdrawal to home school	Excluded from cohort **only if** adequate documentation is provided	• Official Intent to Home School form[1] 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	• 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.

Submitting the Change Request

Please email the change request to TNED.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 TNED.Graduates@tn.gov. Thank you for your attention to detail to make our data as accurate as possible.

---

[1] This form may be used for home school students both in Tennessee and other states.