



# 2023-24 *Ready Graduate* Appeals Guide

Last updated: 1/24/2024

## **Important Reminders for 2023-24**

- Districts will receive email notifications after appeal records have been processed on the Cohort application.
- The department will not accept ACT/SAT appeals during the *Ready Graduate* appeals window. ACT/SAT appeals should have been submitted during the ACT/SAT appeals process in Oct/Nov 2023 as stated in the [2023-24 ACT/SAT Appeals Guide](#).
- All applicable data for students in the 2023 Graduating Cohort provided by districts and verified by the department during the 2023 College and Career Readiness Data Verification Process is included in the initial *Ready Graduate* data. As course enrollment was not verified during the CCR process, districts may need to submit additional evidence of enrollment to have EPSO data count toward *Ready Graduate* status.

Please reach out to [TNEducation@tn.gov](mailto:TNEducation@tn.gov) for all questions related to the *Ready Graduate* Appeals process.

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# 1. Ready Graduate Overview

The Every Student Succeeds Act (ESSA) requires a system of annual meaningful differentiation of schools across several indicators, including at least one measure of school quality and/or student success. To measure how successful Tennessee high schools are at preparing their students for post-secondary life, Tennessee created the *Ready Graduate* indicator. The *Ready Graduate* indicator measures the percentage of students who earn a **regular diploma** or **alternate academic diploma** from a Tennessee high school who also meet the criteria of post-secondary readiness outlined below. The intent of this indicator is to recognize and reward schools and districts whose high school graduates demonstrate readiness for post-secondary education, training programs, and/or workforce entry.

The purpose of this document is twofold. First, it serves as the reference guide for the *Ready Graduate* indicator, including the criteria for a student to be considered a *Ready Graduate*, as well as details about each indicator element. Second, this document provides guidance for the appeals process, including the appeals timeline (see [Section 3](#)), appeals submission guidelines (see [Section 2.2](#)), and documentation needed to support an appeal (see [Section 2.2.3](#)).

## 1.1. Ready Graduate Calculations and Criteria

As outlined in [Tennessee's state ESSA plan](#), the *Ready Graduate* indicator<sup>1</sup> is calculated for all schools **with at least 30 students** in a graduation cohort. The indicator is calculated by dividing the number of students who graduated in four years plus a summer that met at least one *Ready Graduate* criterion by the total number of students in that graduating cohort.<sup>2</sup>

The *Ready Graduate* Rate calculation formula is below:

$$\frac{\text{\# of graduates meeting at least one Ready Graduate criterion}}{\text{\# of students in the graduating cohort}} \star 100$$

It is important to note that the numerator of the *Ready Graduate* indicator uses the definition of a graduate used in the Tennessee graduation rate for its calculations. This means that *all students who graduated with a regular diploma or an alternative academic diploma*, including those with Individualized Education Programs (IEPs) that obtained a regular diploma while utilizing SBE-allowed substitutions for required coursework,<sup>3</sup> are counted as graduates for the purposes of this indicator. For more information on the difference between the federal graduation rate and the Tennessee graduation rate, please consult Section 2 of the [2023-2024 Graduation Cohort Protocol](#). *Ready Graduate* data are lagged by one year for calculation purposes; therefore, the 2023-24 *Ready Graduate* indicator includes graduates from the 2022-2023 graduating cohort.

For students to be considered *Ready Graduates*, they must meet at least one of the following four *Ready Graduate* criteria (students can only be “counted” once):

1. Score of **21 or higher on ACT** (or 1060 or higher on the SAT); or
2. Complete **4 early postsecondary opportunities (EPSOs)**; or
3. Complete **2 EPSOs and** earn an **industry credential**<sup>4</sup>; or
4. Complete **2 EPSOs and** earn a score indicating military readiness (i.e., 31 or higher) on the **Armed Services Vocational Aptitude Battery (ASVAB) Armed Forces Qualifying Test (AFQT)**.

<sup>1</sup> Attaining *Ready Graduate* status is not a requirement for graduation.

<sup>2</sup> The graduation cohort includes graduates and non-graduates. See the [2023-2024 Graduation Cohort Protocol](#) for more information.

<sup>3</sup> See [SBE Rule 0520-01-03-06-12-c](#) and [SBE Rule 0520-01-03-06-13-a](#).

<sup>4</sup> The two EPSOs and industry credential used to attain *Ready Graduate* status do not have to be from the same CTE program of study.

### 1.1.1 ACT or SAT

Students with a composite ACT score equal to or greater than 21 or a total SAT score equal to or greater than 1060 are counted as *Ready Graduates*. Table 1 provides an overview of the department’s data source for ACT/SAT data and requirements for the use of ACT/SAT data towards meeting *Ready Graduate* status.

**Table 1. ACT/SAT Data Sources and Inclusion Requirements**

Element	Data Source	Requirements for Inclusion
<a href="#">ACT</a> or <a href="#">SAT</a>	<ul style="list-style-type: none"> <li>ACT, Inc. will provide a score file to the department that includes all students who attempted the exam and their highest composite score, including scores from national administrations.</li> <li>The College Board will provide a score file to the department that includes all students who attempted the SAT exam on an in-school or national test administration.</li> </ul>	<ul style="list-style-type: none"> <li>Earn an ACT composite score of 21 or higher. If a student takes the exam multiple times, a student’s highest composite score from one single administration (not a combined “super score”) will be recognized.</li> <li>Earn a SAT total score of 1060 or higher. If a student takes the exam multiple times, a student’s highest total score from one single administration will be recognized.</li> </ul>

**Note.** The department will not accept appeals to ACT/SAT data during the *Ready Graduate* appeals window. ACT/SAT appeals should have been submitted during the ACT/SAT appeals process in Oct.-Nov. 2023 as stipulated in the [2023-24 ACT/SAT Appeals Guide](#).

### 1.1.2 Early Postsecondary Opportunities (EPSOs)

EPSOs offer students a chance to earn postsecondary credits while in high school. Through exposure to post-secondary material, EPSOs allow students to become familiar with post-secondary rigor and expectations and develop the confidence and skills necessary for success in post-secondary learning. One EPSO credit is intended to approximate the awarding of 3-4 credits, or the equivalent of approximately 30 clock hours, in a postsecondary program.

The department recognizes seven types of EPSOs including:

1. Advanced Placement (AP)
2. Cambridge International Examinations (CIE)
3. College Level Examination Program (CLEP)
4. Dual Enrollment (DE)
5. International Baccalaureate (IB)
6. Local Dual Credit (LDC)
7. Statewide Dual Credit (SDC)

More information on the department-recognized EPSOs is available [on the department’s website](#).

A student must complete<sup>5</sup> the EPSO for that opportunity to count toward the indicator. Some opportunities award college credit through an exam; for those EPSOs, students **must** sit for the aligned exam<sup>6</sup> for it to be recognized. However, except for the CLEP EPSO (for which students must earn a score of 50 or higher),

<sup>5</sup> Students must attend at least 50 percent of any of the EPSO courses (i.e., 50 percent enrollment rule) to be considered for completion status. Students who withdrew from the course will not be considered for completion status, even if they meet the 50 percent enrollment rule.

<sup>6</sup> This requirement may be dependent on third-party administration of the exam. If the responsible third party (i.e., postsecondary institution) did not administer a normally required EPSO exam (i.e., local dual credit exam), districts must submit documentation from the responsible third-party showing exam cancellation to waive this requirement during appeals.

students **do not** need to earn a passing score on an EPSO-aligned exam to have that EPSO count toward *Ready Graduate* status. Documentation must be provided to show a student attempted the exam.

**Note.** While the department may not require a student to pass an EPSO-aligned exam to earn credit towards *Ready Graduate* status, the amount of college credit awarded at a participating postsecondary institution is dependent on that institution’s requirements.

**Implications of COVID-19:** Students who were enrolled in any AP, IB, or SDC courses during the 2019-20 school year will automatically receive EPSO credit. Credit for these exams is based on course completion<sup>7</sup> at the end of the 2019-20 school year. Students who were enrolled in CIE or LDC courses during the 2019-20 school year can receive EPSO credit with appropriate documentation proving exam cancellation that year.

Table 2 provides an overview of the department’s data source for each EPSO type, as well as the requirements for counting a student as having completed a particular EPSO for the purpose of meeting *Ready Graduate* status.

**Table 2. EPSO Data Sources and Inclusion Requirements**

Element	Data Source	Requirements for Inclusion
<a href="#"><u>Advanced Placement (AP)</u></a>	<ul style="list-style-type: none"> <li>Student information system (SIS) data on course enrollment in AP courses will be obtained from the Education Information System (EIS).</li> <li>The College Board will provide a score file to the department that includes all students who attempted an AP exam.</li> </ul>	<ul style="list-style-type: none"> <li>Complete course and attempt exam (no minimum score required)</li> <li><b>For 2019-20 school year only: Automatic EPSO credit for course completion</b></li> </ul>
<a href="#"><u>Cambridge International Examinations (CIE)</u></a>	<ul style="list-style-type: none"> <li>SIS data on course enrollment in Cambridge International Education courses will be obtained from EIS.</li> <li>Cambridge International Education will provide a score file to the department that includes all students who attempted a Cambridge exam.</li> </ul>	<ul style="list-style-type: none"> <li>Complete course and attempt exam (no minimum score required)</li> <li><b>For 2019-20 school year only: EPSO credit for course completion with documentation proving exam cancellation</b></li> </ul>
<a href="#"><u>College Level Examination Program (CLEP)</u></a>	<ul style="list-style-type: none"> <li>The College Board will provide a score file to the department that includes all students who attempted a CLEP exam.</li> </ul>	<ul style="list-style-type: none"> <li>Earn a passing score of 50 or higher</li> </ul>
<a href="#"><u>Dual Enrollment (DE)</u></a>	<ul style="list-style-type: none"> <li>SIS data on dual enrollments will be obtained from EIS.</li> <li>The Tennessee Higher Education Commission (THEC) will submit postsecondary student enrollment information to the state’s longitudinal data system (P20Connect), which will provide a matched data file to the department.</li> </ul>	<ul style="list-style-type: none"> <li>Complete course</li> </ul>
<a href="#"><u>International Baccalaureate (IB)</u></a>	<ul style="list-style-type: none"> <li>SIS data on course enrollment in IB courses will be obtained from EIS.</li> <li>International Baccalaureate will provide a score file to the department that includes all students who attempted an IB exam.</li> </ul>	<ul style="list-style-type: none"> <li>Complete course and attempt exam (no minimum score required)</li> <li><b>For 2019-20 school year only: Automatic EPSO credit for course completion</b></li> </ul>

<sup>7</sup> Students must attend at least 50 percent of any of the EPSO courses (i.e., 50 percent enrollment rule) to be considered for their course completion status.

Element	Data Source	Requirements for Inclusion
<a href="#">Local Dual Credit (LDC)</a>	<ul style="list-style-type: none"> <li>SIS data on course enrollment in high school courses that have been appropriately flagged as “local dual credit” will be obtained from EIS.</li> </ul>	<ul style="list-style-type: none"> <li>Complete course and attempt exam (no minimum score required) <sup>8</sup></li> <li><b>For 2019-20 school year only: EPSO credit for course completion with documentation proving exam cancellation</b></li> </ul>
<a href="#">Statewide Dual Credit (SDC)</a>	<ul style="list-style-type: none"> <li>SIS data on course enrollment in high school courses that have been appropriately flagged as “statewide dual credit” will be obtained from EIS.</li> <li>Results of the challenge exam will be provided through the Early Postsecondary (EPS) Data System.</li> </ul>	<ul style="list-style-type: none"> <li>Complete course and attempt exam (no minimum score required)</li> <li><b>For 2019-20 school year only: Automatic EPSO credit for course completion</b></li> </ul>

**Note:** While some EPSOs are aligned with a CTE program of study (POS), all of a students’ EPSOs do not need to be within the same POS to count toward the attainment of *Ready Graduate* status.

### 1.1.3 Industry Credentials

Industry credentials are awarded to students based on the mastery of a specific set of industry or job-related competencies. Industry credentials are usually developed in collaboration with employers and validated through a third-party vendor which uses an assessment to determine mastery. Industry credentials are typically valid for a limited time but may be renewed. Each industry credential is different, so the department has developed resources to aid in district implementation of each credential, which include criteria for obtaining the credential. More information on these resources may be found on the department’s industry credential [webpage](#).

**Industry Credential Credit.** Only industry credentials included in the [department promoted list](#) will count toward the *Ready Graduate* indicator. A student must earn the industry credential, meaning they must complete all testing and/or licensing requirements (not just sit for the exam), for the credential to count. Some industry credentials may align with a Tennessee College of Applied Technology (TCAT) course or courses at other postsecondary institutions and convert to EPSO credits. Please consult the [Industry Credential and EPSO conversion chart](#)<sup>9</sup> for more information.

**Industry Credentials and CTE Coursework.** The department encourages interested students to pursue credentials aligned to coursework, as students who have progressed through the sequence of courses in a Career and Technical Education (CTE) [program of study](#) (POS) aligned to a specific industry credential will be more likely to earn a credential than students who sit for an exam without appropriate coursework and training.

However, participation in a POS is not a requirement for participation in an industry credential examination, nor is it necessary for students to participate in an aligned POS to count a successful industry credential examination towards the attainment of *Ready Graduate* status. If a student feels confident sitting for an industry credential exam because of their experience outside the classroom, we encourage them to test.

**Industry Credential Completion Timeline.** There may be some factors (such as age or work experience) that prevent a student from completing the credential exam or licensing process prior to high school graduation. To ensure students who obtain credentials the summer after their high school graduation are included in a school’s *Ready Graduate* count, the data for credentials will be pulled no earlier than **Aug. 1** each year. After a student graduates, they

<sup>8</sup> This requirement may be dependent on third party administration of the exam. If the responsible third party (i.e., postsecondary institution) does not administer a normally required EPSO exam, documentation from the responsible third party showing exam cancellation will be required for appeals.

<sup>9</sup> The conversion chart was last updated in 2019. If districts have established additional agreements with local postsecondary higher education institutions since then, districts can submit a statement detailing the conversion agreement on postsecondary institution letterhead for appeals.

have the following summer to complete the requirements of the credential, prior to the department tabulating the accountability data. This timeframe parallels the time allotted for students to complete the graduation requirements necessary to receive their high school diploma (i.e., four years plus a summer).

Table 3 provides an overview of the department’s data source for Industry Credentials, as well as the requirements for counting an Industry Credential for the purpose of meeting *Ready Graduate* status.

**Table 3. IC Data Source and Inclusion Requirements**

Element	Data Source	Requirements for Inclusion
<a href="#">Industry Credential (IC)</a>	<ul style="list-style-type: none"> <li>Districts provided the department with data that includes all students who successfully earned a credential during the window from March to June.</li> </ul>	<ul style="list-style-type: none"> <li>Complete all requirements of a specific credential included on the <a href="#">department’s promoted list</a>, including earning a passing score on any assessment(s) and/or completing licensure application<sup>10</sup></li> </ul>

**1.1.4 Armed Services Vocational Aptitude Battery (ASVAB) Armed Forces Qualifying Test (AFQT)**

Students can demonstrate military readiness by earning a minimum ASVAB AFQT score of 31<sup>11</sup> - the score necessary for admission into at least one branch of the military – thereby making progress toward *Ready Graduate* status.

Table 4 provides an overview of the department’s data source for ASVAB AFQT scores, as well as the requirements for using the AFQT to meet *Ready Graduate* status.

**Table 4. ASVB AFQT Data Sources, Inclusion Requirements**

Element	Data Source	Requirements for Inclusion
<a href="#">Armed Services Vocational Aptitude Battery (ASVAB) Armed Forces Qualifying Test (AFQT)</a>	<ul style="list-style-type: none"> <li>The U.S. Department of Defense will provide results to districts, who will then provide data to the department with supporting documentation during the <i>Ready Graduate</i> Appeals window.</li> <li>Scores in Arithmetic Reasoning, Word Knowledge, Paragraph Comprehension, and Mathematics Knowledge are combined to create the Armed Forces Qualifying Test (AFQT) score.</li> </ul>	<ul style="list-style-type: none"> <li>Students must earn a minimum ASVAB AFQT score required to qualify for admission in-to at least one branch of the military (as of June 1 following a student’s graduation) to demonstrate military readiness for the indicator. 2023 graduates need to earn an AFQT score of 31.</li> </ul>

<sup>10</sup> Please consult the department’s industry credential [webpage](#) for the specific requirements for each credential.

<sup>11</sup> The “passing” score for military aptitude may change in the future. Annual determination of military readiness for the purposes of the *Ready Graduate* indicator will be the minimum ASVAB AFQT score required to qualify for admission into at least one branch of the military as of June 1 following a student’s graduation. Scores will be determined on June 1 annually for the following year’s accountability. More information about U.S. military enlistment eligibility is available [here](#).

## 2. Appeal Parameters and Required Documentation

The *Ready Graduate* appeals process allows districts an opportunity to review their initial *Ready Graduate* data and correct any issues by submitting additional documentation to the Department. This section provides an explanation of what issues are appealable, as well as how and when districts may submit appeals for *Ready Graduate* data. Please contact [TNEducation@tn.gov](mailto:TNEducation@tn.gov) for answers to any additional questions not already addressed in this document.

### 2.1. Initial Data Sources

Prior to the start of the *Ready Graduate* appeals process, the department collects data related to the *Ready Graduate* status of students in the graduating cohort from several different sources.

#### 2.1.1 Course Enrollment Data

Since the 2015-16 school year, specific course codes for AP, IB, CIE, and DE courses have been specified in the [Correlation of Course Codes](#) document and in local student information systems (SIS). In 2018-19, specific codes for SDC courses were also added. SIS packages also provide a “flag” option for all high school course codes available to be taught as a LDC course, which districts should use if an articulation agreement with a local postsecondary institution to provide a culminating exam is in place. To prepare the initial *Ready Graduate* data files, the department pulls these course codes from EIS to help determine which students have completed EPSOs.

For all *Ready Graduate* elements where course enrollment information is obtained through EIS, a student must be appropriately placed in the correct course code, and/or the appropriate flags must be checked to reflect that the course was offered as an early postsecondary course eligible for postsecondary credit. For SDC courses, the department provides specific enrollment and flagging instructions to SDC coordinators. For questions about early postsecondary course enrollment, please email [Early.Postsecondary@tn.gov](mailto:Early.Postsecondary@tn.gov).

In addition to local student information systems, DE course information is also collected from the state’s longitudinal data system, P20Connect, where it is provided by the Tennessee Higher Education Commission at the conclusion of each semester. To ensure students who successfully earn college credit at a Tennessee public postsecondary institution prior to high school graduation are captured in this indicator, a student who is identified as completing a course in P20Connect will be given credit for the EPSO, regardless of whether they have any matching DE course codes in their high school student information system.

**Note.** Students must attend at least 50 percent of any of the EPSO courses (i.e., 50 percent enrollment rule) to be considered for their course completion status. For students who do not meet this criterion, their EPSO records will not appear on the Cohort application’s *Ready Graduate* page. Additionally, the records of students who withdrew from the course will not appear on the *Ready Graduate* page even if they meet the 50 percent enrollment rule.

#### 2.1.2 Exam Data

Student ACT/SAT data is obtained and confirmed prior to the start of the *Ready Graduate* appeals process (see the [2023-24 ACT/SAT Appeals Guide](#) for more information).

To be credited with some EPSOs, students must sit for (or, in the case of the CLEP EPSO, pass) an aligned exam (see [Section 1.1.2](#) for more information). To confirm exam participation, the department obtains data files containing AP/CLEP, CIE, IB, and SDC-aligned exam data from the College Board, Cambridge International Education, International Baccalaureate, and the Early Postsecondary Data System, respectively.

#### 2.1.3 Industry Credential Data



The department collected Industry Credential data from districts from March 2023 to October 2023. This data is compiled and uploaded to the Cohort application prior to the 2023-2024 *Ready Graduate* window. For Industry Credentials that provide bonus EPSO credits, the department credits additional EPSOs to a students' file.<sup>12</sup>

### **2.1.4 College and Career Readiness Data Verification Process**

During the 2023 College and Career Readiness (CCR) Data Verification Process, the department collected additional EPSO data from districts. All applicable data for students in the 2023 Graduating Cohort provided by districts and verified by the department during the 2023 College and Career Readiness Data Verification Process is included in the initial *Ready Graduate* data. As course enrollment was not verified during the CCR process, districts may need to submit additional evidence of enrollment to have EPSO data count toward *Ready Graduate* status.

**Note.** While the department collected information regarding student exam performance on aligned exams for the AP, CIE, IB and SDC EPSOs, it did not verify information regarding course enrollment. To receive credit for AP, CIE, IB, and SDC EPSOs not in a district's initial *Ready Graduate* file, districts must submit documentation that a student completed an AP, CIE, IB, or SDC course. For more information on supporting documentation, please see [Section 2.2.3](#). For more information on the 2023 College and Career Readiness Data Verification Process, please consult the [2023 College and Career Readiness Guide](#).

## **2.2. Ready Graduate Data Review and Appeals**

Once the department has collected initial *Ready Graduate* data, it will upload the data to the Cohort application prior to the opening of the *Ready Graduate* appeals window. Through the Cohort application's *Ready Graduate* page, districts should review their initial *Ready Graduate* data and, when necessary, submit an appeal with appropriate documentation to prove a student meets one or more *Ready Graduate* criteria.

To make the appeal process easier for districts, the Cohort application was updated by the department to highlight students for appeals. Students highlighted in green meet *Ready Graduate* criteria. Students who are "greyed out" and missing an "attach" link are the students who have been removed from the original cohort and will not count for or against the school or district's *Ready Graduate* calculation.

Appealable and non-appealable issues are outlined in the next section.

### **2.2.1 Appealable issues:**

- Missing *Ready Graduate* data
  - The district has score reports and/or data files that contain valid scores, completion/enrollment records, and/or certificates for students with missing data on the *Ready Graduate* page of the Cohort application.
  - ASVAB AFQT data must come from districts<sup>13</sup>, and districts must provide score reports and/or data files provided by the U.S. Department of Defense. This data will only be reflected if districts submit them during the *Ready Graduate* appeals window.
- Corrected *Ready Graduate* data

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<sup>12</sup> See the [Industry Credential and EPSO conversion chart](#) for more information.

<sup>13</sup> The U.S. Department of Defense does not share ASVAB AFQT data with the department; therefore, ASVAB AFQT are left blank on the Cohort application by default. Districts must submit the score file provided by the Department of Defense during the appeal window to account for the data.

- The district has documentation and/or data files that contain valid scores, completion records, and/or certificates for students whose current data do not qualify them for one or more *Ready Graduate* criterion.

### **2.2.2 Non-appealable issues:**

- ACT/SAT data
  - All ACT/SAT appeals should have been addressed during the ACT appeals window in October/November 2023. ACT/SAT data cannot be changed past the ACT/SAT Appeals timeline.
- Data without required evidence
  - The request to update student data must be supported by the appropriate documentation as described in [Section 2.2.3](#). Requests without proper evidence will be denied.
- Cohort change
  - A student who graduated early (i.e., the year before their expected cohort graduation year) will not appear in the file, but rather, with their original graduating cohort the following year per federal guidelines.
- Adding or removing a student into or from the cohort
  - These types of changes should have been made during the Graduation Cohort review and appeal process. Cohort data cannot be changed past the Graduation Cohort appeal timeline.
- Student demographic data change
  - All demographic data should have been corrected in the education information system (EIS) as part of the Graduation Cohort review and appeal process. Student demographic data cannot be changed past the Graduation Cohort appeal timeline.

### **2.2.3 Required Documentation for Ready Graduate Appeals**

To appeal a student's *Ready Graduate* data, districts must submit official documentation indicating that the student achieved the *Ready Graduate* criterion in question.

For *Ready Graduate* criteria that involve course completion, districts should submit a student's official transcript indicating the completion of an AP, CIE, IB, DE, SDC, or LDC course, with flags (i.e., "DE") as appropriate. The student's name and other identifiers (e.g., date of birth, student ID) should be clearly visible, and the course in question should be highlighted appropriately on the student's transcript. Unofficial transcripts will not be accepted.

For *Ready Graduate* criteria that involve passing and/or attempting an aligned exam, districts should submit either an official score file or official score report from the exam vendor indicating that the student made a valid exam attempt. The student's name and other identifiers (e.g., date of birth, student ID) should be clearly visible. Unofficial score files or score reports or transcript data indicating a student's exam score will not be accepted.

See Table 5 below for the appropriate documentation for each *Ready Graduate* element eligible for appeal. Appeals with inappropriate or incomplete documentation will be denied.

**Table 5. *Ready Graduate* Elements and the Required Documentation/Evidence**

<b>Ready Graduate Element</b>	<b>Required Documentation/Evidence</b>
<a href="#"><u>Advanced Placement (AP)</u></a>	<ul style="list-style-type: none"> <li>An official transcript indicating course completion <b>AND</b></li> <li>An official score file or score report from the College Board indicating that the student made a valid exam attempt (not required for 2019-20 school year)</li> </ul>
<a href="#"><u>Cambridge International Examinations (CIE)</u></a>	<ul style="list-style-type: none"> <li>An official transcript indicating course completion <b>AND</b></li> <li>An official score file or score report from Cambridge International Examinations indicating that the student made a valid exam attempt <b>OR</b></li> <li>Documentation from responsible third-party provider proving exam cancellation (2019-20 school year only)</li> </ul>
<a href="#"><u>College Level Examination Program (CLEP)</u></a>	<ul style="list-style-type: none"> <li>An official score file or score report from the College Board indicating that the student earned a passing score of 50 or higher on exam</li> </ul>
<a href="#"><u>International Baccalaureate (IB)</u></a>	<ul style="list-style-type: none"> <li>An official transcript indicating course completion <b>AND</b></li> <li>An official score file or score report from International Baccalaureate indicating that the student made a valid exam attempt (not required for 2019-20 school year)</li> </ul>
<a href="#"><u>Dual Enrollment (DE)</u></a>	<ul style="list-style-type: none"> <li>An official transcript indicating course completion (i.e., transcript includes DE flag)</li> </ul>
<a href="#"><u>Local Dual Credit (LDC)</u></a>	<ul style="list-style-type: none"> <li>An official transcript indicating course completion (i.e., transcript includes LDC flag) <b>AND</b></li> <li>An official score file or score report from partner institution indicating that the student made a valid exam attempt <b>OR</b></li> <li>Documentation from responsible third-party provider proving exam cancellation (2019-20 school year only)</li> </ul>
<a href="#"><u>Statewide Dual Credit (SDC)</u></a>	<ul style="list-style-type: none"> <li>An official transcript indicating course completion (i.e., transcript includes SDC flag) <b>AND</b></li> <li>An official score file or score report from the Tennessee Board of Regents indicating that the student made a valid exam attempt (not required for 2019-20 school year)</li> </ul>
<a href="#"><u>Industry Credential (IC)</u></a>	<ul style="list-style-type: none"> <li>An official certificate or license from the certifying organization <b>OR</b></li> <li>An official score file or score report indicating that the student earned a credential</li> </ul>
<a href="#"><u>Armed Services Vocational Aptitude Battery (ASVAB)</u></a>	<ul style="list-style-type: none"> <li>An official score file or score report from the U.S. military indicating that the student earned an AFQT score of 31 or higher</li> </ul>

### 3. Appeals Timeline

The 2023-2024 *Ready Graduate* appeals process begins on **February 19, 2024**, and closes on **July 5, 2024**. The key milestones are summarized in Table 6. Please note that **districts must submit all appeals and corresponding documentation by 9 p.m. CT on June 14, 2024**. Any new appeals submitted after the specified timeline will be denied.

The department will review *Ready Graduate* appeals on an ongoing basis as they are submitted. Districts will receive email notifications as their records are being approved or denied on the Cohort application by the department. Once documentation is approved or denied, the status of the student will be updated accordingly on the Cohort application. New documentation uploaded after students have been approved or denied will automatically reset their approval status. As a student's *Ready Graduate* status changes due to meeting one or more criterion, the column identifier "*Ready Graduate*" will update from N to Y.

The department will review all data submitted by the June 14th deadline and provide an initial response on the Cohort application by June 21st. Districts will then have the opportunity to submit additional documentation to correct any issues that resulted in the denial of a *Ready Graduate* appeal by 9 p.m. CT on June 28, 2024. This

documentation will be reviewed by the department to make a final decision. The department will not review any remediation documentation submitted after June 28, 2024.

By July 5, 2024, the department will complete the review of all pending issues, and *Ready Graduate* data will be updated and finalized on the Cohort application. **Appeals decisions made by July 5 are final.** Ready Graduate data will be embargoed until the 2023-24 State Report Card public release.

**Table 6. Ready Graduate Appeals: Milestones and Key Dates**

Date	Milestone	Delivery Medium
February 16, 2024	<i>Ready Graduate</i> data released to districts for review	Cohort Application
February 19, 2024	<i>Ready Graduate</i> appeals window opens	Districts upload documentation for review directly to the Cohort Application
June 14, 2024	<i>Ready Graduate</i> submission window closes	Cohort Application
June 21, 2024	Department approves or denies documentation	Cohort Application
June 24-28, 2024	Districts provide additional documentation needed to resolve any pending issues with a previously submitted appeal	Cohort Application
July 5, 2024	Department completes review of resubmitted documentation; <i>Ready Graduate</i> data finalized.	Cohort Application

## 4. Appeals Submission Process

Districts should submit appeals to *Ready Graduate* data via the Cohort Application. The process for uploading documentation for review is outlined below.

### 4.1 Appeals Submission Format

Districts will have two options for submitting *Ready Graduate* appeals documentation: An individual upload for a single student’s appeal **or** a combined upload for appeals for multiple students. All appeals must be submitted on the *Ready Graduate* page through the Cohort application. The submissions must include files containing student evidence and **must be named with the student’s state ID**<sup>14</sup> (student key).

#### 4.1.1 Individual Student Submissions

Districts choosing to update an individual student’s *Ready Graduate* status may follow the steps outlined below:

<sup>14</sup> Files saved with any name other than the correct student ID will return with an error and will not attach to the student record on the *Ready Graduate* page.

1. Identify students who are not currently meeting *Ready Graduate* criteria. This action can be completed by selecting the “Non-Ready Graduate” filter at the top of the page **OR** by downloading and filtering the .CSV file from the application.
2. In the “Upload Document” column, districts may complete the following actions: Attach or Delete.
  - a. Documentation to be attached must be in a single PDF file (multiple documents may be included in a single file, but please identify which EPSO each page represents).
  - b. The file must be saved as the student’s state ID (Student Key).
  - c. Select “Upload.”
3. The “Status/Comments” column will indicate whether the department has reviewed and approved or denied the appeal.

#### **4.1.2 Combined Upload Submissions**

Districts choosing to submit multiple students’ *Ready Graduate* data and documentation may access the “Combined Upload” page. This page houses both the combined upload functionality for Cohort data and *Ready Graduate* data. To upload documentation using the “Combined Documentation Upload” feature, complete the following steps:

1. Save each student PDF with the file name as the student’s state ID.
2. Save all student documentation to be uploaded into a zip/compressed file containing the **district number, district name, and the upload number** (e.g., ###\_Apple\_Co\_Schools\_1, where ### is the three-digit district number and 1 is the first combined upload performed by the district).
3. Select “Choose File.”
4. Select the zip/compressed file.
5. Select “Upload.”
6. The “Status/Comments” column will indicate whether the department has reviewed and approved the appeal.

Please note, student PDFs named with incorrect student IDs will be returned with an error and will not attach to the student record on the *Ready Graduate* page. Additionally, after completing either a single document or combined document upload, please review the *Ready Graduate* page to ensure the upload was successfully completed as intended.

## **5. Questions or Feedback?**

To provide feedback on any of the information in this document, or to ask clarifying questions, please email [TNEd.Graduates@tn.gov](mailto:TNEd.Graduates@tn.gov).