

GRADUATION RATE

Timelines and Business Rules for High School Graduation Calculations



What is a “Four-Year Adjusted Cohort Graduation Rate”?

- As defined in 34 C.F.R. §200.19(b)(1)(i)-(iv), the four-year adjusted cohort graduation rate is the number of students who graduate in four years with a regular high school diploma divided by the number of students who form the adjusted cohort for the graduating class.
- The cohort is “adjusted” by adding any students transferring into the cohort and by subtracting any students who transfer out, emigrate to another country, or die during the years covered by that cohort’s rate calculation.

Regular High School Diploma

- The standard high school diploma awarded to students that is fully aligned with the state's academic content standards and does not include a GED credential, certificate of attendance, or an alternative award.
- Alternative graduation credentials that are not fully aligned with Delaware's academic content standards may not be counted as a regular high school diploma for the purpose of calculating the four-year graduation rate.

Transfer into

- A *transfer into* a cohort occurs when a student enrolls after the beginning of the entering cohort's first year in high school, up to and including in grade 12. A *transfer in* may be from another public school in Delaware, a nonpublic school in Delaware or a student transferring in from another state or country.

Transfer Out

- A *transfer out* of a cohort occurs when a student leaves a Delaware public school and enrolls in another public or nonpublic school within Delaware or out of state or in an educational program that culminates in the award of a regular high school diploma. *Transfers out* must have appropriate documentation, otherwise the students will be considered a drop out.

Business Rules--Calculation

- Graduation Rate Calculation =
$$\frac{\text{On-time graduates in year } x}{(\text{First-time entering ninth graders in year } X-4) + (\text{transfers in}) - (\text{transfers out})}$$
- Important...each student is assigned to a single cohort. The cohort is based only on students who are “first time” 9th graders.

Business Rules

- Students who drop out before beginning 9th grade are not included in the cohort.
- Students who change subgroup membership are assigned to the subgroup that are in at the time of graduation.
- For AYP purposes, graduation calculations “lag” in order to include summer graduates.
- Only students who graduate with a regular high school diploma in four years or less may be included in the numerator of the four-year graduation rate.

Business Rules

- **All coding of student ‘actions/changes’ is the responsibility of the district/school.**
- eSchoolPlus codes will drive the transfer out calculation decisions.
- Students who transfer within the state should be recoded to the correct school.
- Unknowns will be considered dropouts if there is no exit code in eSchoolPlus and they are not in the Diploma table.

Business Rules-Transfer Out Documentation

- To confirm that a student transferred out, a school must have “official written documentation” that a student transferred to another school or to an educational program that culminates in the award of a regular high school diploma.
- **Proof/Documentation Needed:**
 - ❖ Copy of student DELSIS record with proper coding to support transfer; (Code 08) or (Code 06) or (Code 07 for Groves)
 - ❖ School records request from a public or private receiving school or program or a written record of a response from an official in the receiving school or program acknowledging the student’s enrollment.

Business Rules-Transfer Out Documentation

- To confirm that a student transferred out and is being home schooled, a school must have “official written documentation” that a student has transferred out.
- **Proof/Documentation Needed:**
 - ❖ Copy of student DELSIS record with proper coding to support transfer; (09)
 - ❖ A letter of withdrawal or other written confirmation from the parent or guardian;
 - ❖ DDOE home school verification letter

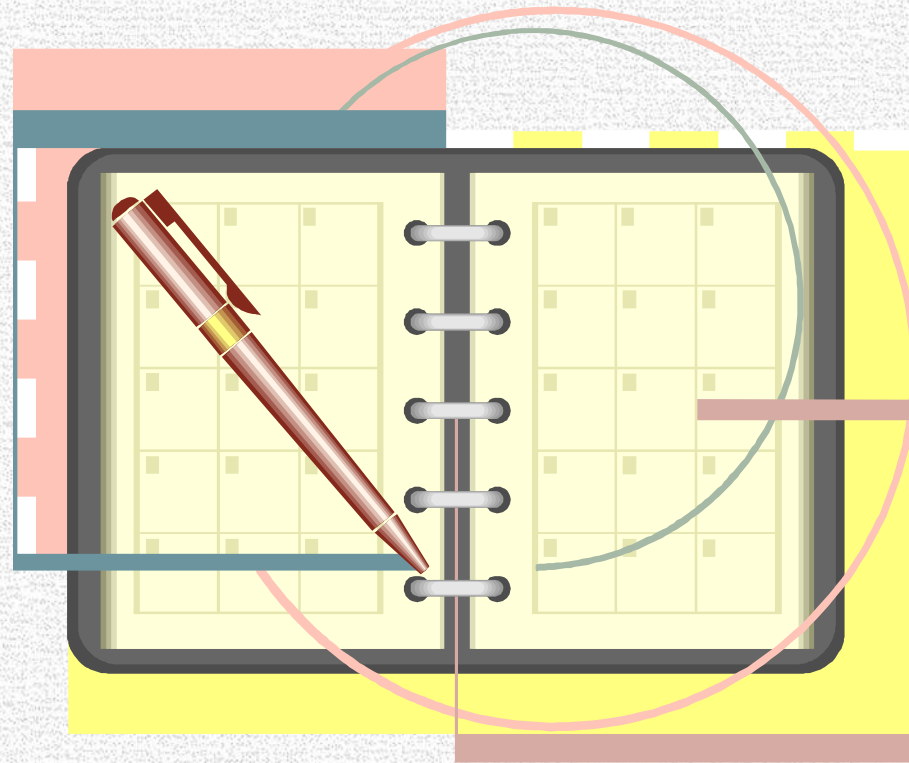
Business Rules—Transfer Out Documentation

- A school must have written confirmation that a student has emigrated to another country but need not obtain “official written documentation.” If a parent informs a school administrator that the family is leaving the country, the school administrator may document the conversation in writing and include it in the student’s file. This is sufficient documentation.
- Copy of student DELSIS record with proper coding to support transfer. (Code 57)

Business Rules-Transfer Out Documentation

- An incarcerated student may be considered a transfer only if the prison or juvenile facility to which the student is confined has a school (as defined under State law) or provides an educational program that culminates in the award of a regular high school diploma; otherwise the student remains in the denominator of the calculation.

Timeline for High School Graduation Calculations



SEPTEMBER 2, 2014

- At the beginning of each school year, DOE will notify each high school of the graduation verification process. Designated school personnel (school's diploma order coordinator) are required to verify graduates of the previous school year.

October 15, 2014

- **Deadline for verification of graduates by each high school.**

November 3-November 25, 2014

- Cohort Management System (CoMS 2.0) opens for districts and charters to begin a review of their previous school year's graduation cohort list. Steps to review are:
- Website : www.doe.k12.de.us
- Select Identity Management System (IMS) from “Teachers & Administrators” section at the bottom of the web page
- Select Cohort Management System (CoMS 2.0)
- Graduation Cohort will be displayed
- Select year “2014”
- Select School
- Review list for your school; click “details” button to the right of the student's name to review enrollment history for that student.

November 3-November 25,2014

- Submit a challenge for students that you believe to be incorrect
- To challenge-click on “Appeal” on the left side of the screen; instructions will be displayed
- The following 4 items **must be** provided or request will be returned to you:
 - Official documentation to support the reason for each appeal
 - A hard copy of the cover sheet for your supporting documentation
 - Signed letter from the district office
 - Attach copy of each student’s DELSIS record

Sending Appeal Documents

- Please send all the documents listed on the previous slide to the attention of:

Challis Breithaupt

Delaware Department of Education

35 Commerce Way, Suite 1

Dover, Delaware 19904

(302) 857-3361

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December 15, 2014

- All appeal decisions are updated and appear in CoMS for schools/districts to review.

January 15, 2015

- Final school graduation rates released to school profiles upon DOE verification of additional December graduates.
- Final graduation data is presented to the State Board of Education and then released on the state website for review.

Contact Information

- For technical assistance please contact:

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