

**2013-14**  
**Cohort Graduation and Dropout (P210)**  
**User Guide**

**April 2014**

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# Using the Application

## ***Introduction***

The 2013-14 application will be used to:

- Review lists of students determined to be members of either the 4- or 5-year Cohort for the reporting school year whose final enrollment reported in Washington is in your district
- Review the final reported enrollment status of students identified as being members of the cohorts calculated for the reporting school year
- Review student detail reports that indicate where and when a student was first identified as a member of the reporting cohort(s)
- Review student reports that identify students as members of the cohort group who are being excluded from cohort calculations
- Review students initially reported as an in-district transfer who will be included as either continuing or dropped out for cohort calculation purposes
- Display the final 4- and 5-year cohort graduation and dropout results for schools and districts identified as having students in the cohort population for the reporting school year

## **Updates and Notices beginning with school year 2014**

- Students populated in the 5-year cohort reports are being populated from:
  - CEDARS data submitted for schools years 2009-10 through 2013-14
- All reports provided within the cohort graduation/dropout application may be downloaded in excel
- Data for school years prior to 2012-13, cohort and 'old estimated' results are available in a separate tab within the application and will appear when a school year prior to 2012-13 is selected

## Accessing the Report

The application defaults to the most recent year of data to be reviewed. The user may choose to review information from a previous school year by selecting the Home tab from the Menu Bar and then clicking on the 'Select School Year' tab on the left hand side and, using the drop down menu, select which year to review.

If school year 2013-14 is selected the user will have access to the Graduation/Dropout Data 2012-13 & Forward tab.

The screenshot shows the OSPI P210 application interface. The header includes the OSPI logo, the title "Dropout/Graduation Reporting P210", and navigation links for Home, Help, and Feedback. The main menu bar has tabs for Home, Cohort Graduation/Dropout Data 2012-13 & Forward, and Admin. The left sidebar contains links for Select Organization and Select School Year. The main content area displays a Welcome message from the Office of Superintendent of Public Instruction, the title "Adjusted Cohort Graduation Application (P210)", and the selected School Year: 2013-2014. Below this, there are sections for Application TIPS and FOR ASSISTANCE, both providing information about the renamed application and contact details for technical assistance.

**Welcome** Office of Superintendent of Public Instruction

**Adjusted Cohort Graduation Application (P210)** School Year: 2013-2014

**Application TIPS:**

The P210 application has been renamed to the Adjusted Cohort Graduation Application (P210) in order to better indicate the purpose of this data review process.

For documentation about Adjusted Cohort Graduation Application (P210) please refer to the [Help page](#).

**FOR ASSISTANCE:**

For technical assistance or questions regarding either the Adjusted Cohort Graduation Application (P210), please email [CustomerSupport@k12.wa.us](mailto:CustomerSupport@k12.wa.us) or call 1-800-725-4311.

If a school year prior to 2012-13 is selected the user will have access to the Graduation/Dropout Data prior to 2012-13 tab.

The screenshot shows the OSPI P210 application interface for a previous school year. The header and main menu bar are identical to the previous screenshot. The left sidebar shows the same navigation options. The main content area displays the same Welcome message, but the title is "Adjusted Cohort Graduation Application (P210)" and the selected School Year is 2011-2012. The Application TIPS and FOR ASSISTANCE sections are also present, providing the same information about the renamed application and contact details for technical assistance.

**Welcome** Office of Superintendent of Public Instruction

**Adjusted Cohort Graduation Application (P210)** School Year: 2011-2012

**Application TIPS:**

The P210 application has been renamed to the Adjusted Cohort Graduation Application (P210) in order to better indicate the purpose of this data review process.

For documentation about Adjusted Cohort Graduation Application (P210) please refer to the [Help page](#).

**FOR ASSISTANCE:**

For technical assistance or questions regarding either the Adjusted Cohort Graduation Application (P210), please email [CustomerSupport@k12.wa.us](mailto:CustomerSupport@k12.wa.us) or call 1-800-725-4311.

Once the user clicks on a tab in the menu bar, they will be directed to the appropriate applications page. Links to all student level and summary reports are located on the left side of the screen.

# Graduation/Dropout Data 2012-13 & Forward

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Dropout/Graduation Reporting  
P210

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**Student Research**

- Individual Student
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**Graduation/Dropout Calculation**

**Adjusted Cohort Graduation Application (P210) reports**

School Year: 2013-2014

Select reports from the list on the left to view your Adjusted Cohort Graduation Application (P210) data. Student Details provide student level data. Exception reports display errors that are to be reviewed and updated as appropriate.

All Adjusted Cohort Graduation Application (P210) data comes from your district's CEDARS submissions. All necessary updates and changes must be made through CEDARS.

Only those students identified as members of the 4- or 5-year cohort group, for the year being reviewed, are included in the P210.

For questions about your CEDARS data, please contact your CEDARS district administrator(s):

Name	Year	Status
...	...	...
...	...	...
...	...	...
...	...	...

## *Identification and placement of students in 4- and 5-year cohort*

Students are identified as members of the 2013-14 4-year cohort based upon:

- Student is identified as enrolled in grade 9 for the first time at the start of a cohort, e.g., 2010-11 for the 2013-14 4-year cohort, with a graduation requirements year of 2014
- If student enrolls in Washington after the start of the cohort, their graduation requirements year is used to determine cohort placement

Students are identified as members of the 2013-14 5-year cohort based upon:

- Student is identified as enrolled in grade 9 for the first time at the start of a cohort, e.g., 2009-10 for the 2013-14 5-year cohort, with a graduation requirements year of 2013
- If student enrolls in Washington after the start of the cohort, their graduation requirements year is used to determine cohort placement

The actual adjusted cohort graduation rate calculation follows students from their first appearance in the state on or after 9<sup>th</sup> grade until they leave the state public school system or the cohort period has ended.

The federal cohort guidelines, <http://www2.ed.gov/policy/elsec/guid/hsgrguidance.pdf>, do not allow for the any exceptions or exclusions of students based upon Special Education, Bilingual/LEP or Migrant status.

## Exceptions

Reviewing your exception report is an important step in assuring your district data is complete and accurate. Issues listed in this report have the potential to affect your cohort results. All updates and changes must be made through CEDARS.

Click on the Exceptions Tab, then using the drop-down menu select cohort group, 4- or 5-year, that you wish to view.

### Possible Cohort Exceptions

- Student must be reported with Graduation Requirements Year
- Student not identified with school of primary responsibility and will be excluded from final cohort results
- Skill Center cannot be the school of primary responsibility for a student

## Student Details

Within each of the reports contained under Students Details, click on the desired report and, using the drop-down menu, select the cohort group, 4- or 5-year, that you wish to view.

**Cohort Determination.** This report allows the user to view the students identified as members of the 4- or 5-year cohort in your district for the school year being reviewed and provides information as to where the students was first identified as a member of the cohort. Click on Next to proceed to the selected report.

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Exceptions

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**Graduation / Dropout Calculation**

**Cohort Determination** School Year: 2013-2014

Select the report criteria below and click "Next" to view the report.

School: School District

Cohort: 4-Year

First Name:

Last Name:

SSID:

District Student Code:

Next

This report displays students identified as members of the 4- or 5-year cohort in your district for the school year being reviewed and provides information as to where the student was first identified as a member of the cohort.

The last four columns of this report indicate how the student was selected for the cohort, where the student started the 9th grade or was a transfer in to the cohort (district/school), and in what school year that first record was submitted.

Business rules outlining how students are determined as members of a reporting cohort are included in the User Guide located within the Help section of this application.

**Students Excluded.** This report displays student identified as belonging to the cohort group for the school year being reviewed, but who are excluded from cohort results due to specific business rules. The cohort placement column in the report provides the exclusion reason. Students are excluded from cohort results for three reasons:

- Student is reported with a status of IsPrimary=No



- Students last reported enrollment is in a Juvenile Detention Center School hosted by the district being reviewed
- Students only enrollment in district being reviewed is in a Skill Center hosted by district

When you have selected the appropriate cohort to view click on Next to proceed to the selected report.

The screenshot shows the OSPI P210 Dropout/Graduation Reporting interface. The top navigation bar includes the OSPI logo, the title 'Dropout/Graduation Reporting P210', and links for Home, Help, and Feedback. Below this is a secondary navigation bar with 'Home', 'Cohort Graduation/Dropout Data 2012-13 & Forward', and 'Admin'. The main content area is titled 'Graduation/Dropout Calculation' and 'Students Excluded'. It includes a sidebar with navigation links: Exceptions, Student Details (Cohort Determination, Students Excluded, Modified Enrollment Status, Cohort List), Cohort Grad Rates, Certification, and Student Research (Individual Student, District Dataset). The main content area has a 'School Year: 2013-2014' label and a 'Select the report criteria below and click "Next" to view the report.' instruction. Below this are dropdown menus for 'School: [ ] School District' and 'Cohort: 4-Year', followed by a 'Next' button. A section titled 'Students excluded from cohort assembly:' explains that the report displays students identified as belonging to the cohort group for the school year being reviewed, but who are excluded from cohort results due to specific business rules. The cohort placement column in the report provides the exclusion reason.

**Modified Enrollment Status.** This report displays students who were last reported in your district as:

- Currently enrolled (no School Exit Date) and counted as continuing (E0), but does not have any enrollment in the final school year and will be considered as Unknown dropouts (U1).
- Students who were reported with a school withdrawal code of T1 – confirmed transfer to another school within your district. Students in report have not yet been identified as enrolling in another school within your district or elsewhere in Washington. For cohort calculation purposes the status of the students will be either continuing or dropped out:
  - Student(s) reported with final enrollment status of T1 after May 31st of final cohort year will be considered actively enrolled (continuing)
  - Student(s) reported with final enrollment status of T1 prior to June 1st of final cohort year will be considered Unknown dropouts

When you have selected the appropriate cohort to view click on Next to proceed to the selected report.

The screenshot shows the OSPI P210 Dropout/Graduation Reporting interface, similar to the previous one but for the 'Students with Modified Enrollment Status' report. The top navigation bar and secondary navigation bar are identical. The main content area is titled 'Graduation/Dropout Calculation' and 'Students with Modified Enrollment Status'. The sidebar navigation links are the same. The main content area has a 'School Year: 2013-2014' label and a 'Select the report criteria below and click "Next" to view the report.' instruction. Below this are dropdown menus for 'School: [ ] School District' and 'Cohort: 4-Year', followed by a 'Next' button. A section titled 'Students identified in the list below are being counted using an enrollment status that has been modified from what was reported. These modification fall into one of two categories.' lists two categories: 1. Students who were reported as currently enrolled (no School Exit Date) and counted as E0, but does not have any enrollment in the final school year will be considered Unknown dropouts (U1). 2. Students who were reported with a final School Withdrawal Status of T1 – Transfer to Another School Within Reporting District, but have not yet been identified as enrolled in another school within your district or elsewhere in Washington. For cohort calculation purposes, their status will be either continuing or dropped out, according to the following rules:
 

- Student(s) reported with final enrollment status of T1 after May 31st of final cohort year will be considered actively enrolled (continuing)
- Student(s) reported with final enrollment status of T1 prior to June 1st of final cohort year will be considered Unknown dropouts

**Cohort List.** Students displayed in this report are those identified as belonging to the cohort group for the school year being reviewed whose enrollment in Washington was last reported in your district. When you have selected the appropriate cohort to view click on Next to proceed to the selected report.

The cohort list displays the final reported enrollment status, and race/ethnicity information reported for the student. In addition, sub-group information (Free/Reduced Eligibility, Special Education, Bilingual/LEP, Migrant, 504 Plan and Foster Care information about the student is provided. If the student is identified, at any time during the cohort time frame, as a member of the sub-group being displayed their status will be ‘Y’ through the end of the cohort. It is important to review all pieces of information displayed for students in the cohort to ensure that all data is accurate.

Graduation and dropout statistics are required to be reported, at the local, state and federal level, for the All Students group and for each of the reported sub-groups. It is very important to ensure that the data represented for each of the students contained within the enrollment report is accurate.

A Final Cohort Determination, indicating the final enrollment status of the student and how they are being considered for cohort calculation purposes is included in this list.

**Important Note;** students identified as enrolled in another school/district in Washington – following their reported enrollment in your district – have been removed from the cohort list. If you need details regarding these students, please review either the Withdrawal Preview Report or the Search Students feature within CEDARS.

## Cohort Graduation Rates

There are two separate cohort graduation rates calculated

- **The actual adjusted *four-year on-time* cohort graduation rate.** The calculation follows students for four years from the beginning of 9<sup>th</sup> grade to the end of 12<sup>th</sup> grade. Only students that graduate “on-time” (before the end of their first 12<sup>th</sup> grade year) appear in the numerator.
- **The actual adjusted *five-year* cohort *extended* graduation rate.** The calculation follows students for five years from the beginning of 9<sup>th</sup> grade to the year after they are expected to graduate. It is called the “extended” rate because it essentially provides a one-year extension for students to graduate and still be included in the graduation rate.



**Cohort Grad Rates.** This link takes you to the drop-down menu listed within this section, select the level of report (district or school), cohort group, 4- or 5-year, and either All Students or the sub-group of students you wish to view. Click on Next to proceed to the selected report.

Within the selected 4- or 5-year cohort report, to view the students included in the final cohort results click on the name of the school or district. A list of the students with detail information related to the cohort will appear in a separate window.

Results for institutions and unaffiliated buildings will be displayed with the district they are affiliated with, but are excluded from district totals. They will be included in the state totals.

The cohort graduation rates displayed for your district and school(s) will be refreshed nightly. If updates or changes are submitted to CEDARS that affect the results for your cohorts they will be reflected the following day.

The 5-year cohort results for your district and school(s) will be used to determine High School Other Indicator status for federal accountability in spring 2015.

**WASHINGTON STATE OSPI** Office of Superintendent of Public Instruction **P210** Drop-out/Graduation Reporting

Home Cohort Graduation/Dropout Data 2012-13 & Forward Admin

Exceptions

**Student Details**

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**Graduation/Dropout Calculation**

**Grad Rates** School Year: 2013-2014

Please review the explanation below the table, titled 'Understanding this report', for details regarding which students are contained in this report and how to interpret the data. In addition, directly below the table is a link to the federal policy and guidelines OSPI is required to use when producing the actual cohort graduation results. This report is ONLY about the students who were last reported in the district/school(s) below. Students who left and enrolled in another Washington school or who were reported as a T0 within the cohort period are not captured in this report. In other words, these are only the students in the adjusted cohort for the district/school(s) below.

Reminder, the information displayed in your graduation and dropout report will be included in the state report and data downloads available on the OSPI web page. It is very important to ensure that all data reflected are accurate prior to accepting this report.

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5-year cohort Graduation school year: 2013-2014  
9th grader start year: 2009-2010  
-All Students

District Code	School Code	School Name	Adjusted Cohort	Drop Outs					Graduates	Continuing	Graduation Rate
				Year 1	Year 2	Year 3	Year 4	Year 5			

A full explanation of the methodology and its rationale is described in here: <http://www.ed.gov/policy/dlsc/guid/hsenrollment.pdf>

**Understanding this report:**

- Adjusted Cohort:** From the beginning of 9th grade, students who are entering that grade for the first time form a cohort that is subsequently "adjusted" by adding any students who transfer into the cohort later during the 9th grade and the next four years and subtracting any students who transfer out, emigrate to another country, or die during that same period.
- Dropouts - Year 1:** The number of students who dropped out in the first year of the five year period.
- Dropouts - Year 2:** The number of students who dropped out in the second year of the five year period.
- Dropouts - Year 3:** The number of students who dropped out in the third year of the five year period.
- Dropouts - Year 4:** The number of students who dropped out in the fourth year of the five year period.
- Dropouts - Year 5:** The number of students who dropped out in the fifth year of the five year period.
- Graduates:** The number of students who graduated on or before the extended graduation year.
- Continuing:** The number of students who neither transferred out nor graduated in the five year period.
- Graduation rate:** Graduates/(Beginning 9 graders + Transferred In - Transferred Out)

## Certifying your Cohort Data

Once the review of the 4- and 5-year cohort data is complete, with all applicable updates made through CEDARS resubmission, the final step is to certify your data.

The Certification link, for the 2013-14 school year will be available in late summer 2014.

**Certification.** Click on the Certification link to be directed to the final certification page. To certify the 4- and 5-year cohort data represented for your district click on the button displayed at the top of the Certification page.

By certifying your data you are confirming that you have reviewed and are accepting the following:

- Exceptions
- Student Detail Reports
  - Cohort Determination
  - Students Excluded
  - Modified Enrollment Status
  - Cohort List
- 4- and 5-Year Cohort Graduation Results

Please note, certifying your cohort data does not lock your data. If additional information is submitted to CEDARS that will update students status in either of your cohorts, these changes will be reflected in your final cohort results. An example of a change that may occur is:

- Student identified in your district with a final enrollment status that is negative, but is identified as enrolled in another educational entity in Washington will be removed from your cohort results.

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**Graduation/Dropout Calculation**

**Certification**

School Year: 2013-2014

☐ I, Lisa Ireland, certify that I have reviewed the items listed below for the 4- and 5-year cohort data provided for my district/schools for the current reporting school year:

- Exceptions
- Student Detail Reports
  - Cohort Determination
  - Students Excluded
  - Modified Enrollment Status
  - Cohort List
- Cohort Graduation Rates

This data may change up until the day the application closes based upon the info submitted by yours and other districts.

Certify

## Student Research

Within each of the reports contained under Students Research, click on the desired report and using the drop-down menu select cohort group, 4- or 5-year, that you wish to view.

**Individual Student.** Click on the Individual Student link to be directed to the student search page. Select the cohort you wish to search, 4- or 5-year, and enter the ssid of the student you wish to research.

Displayed will be the following information

- Students final status in the cohort
- How the Student was Included in the Cohort (how student was first identified as a member of the cohort)
- Enrollment Data – this displays all enrollments reported for the student, across all schools/districts, during the cohort window.

## Exceptions

## Student Details

- Cohort Determination
- Students Excluded
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- Cohort List

## Cohort Grad Rates

## Certification

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## Graduation/Dropout Calculation

## Student Research

School Year: 2013-2014

Select the report criteria below and click "Next" to view the report.

Cohort:

SSID:

[Next >](#)