# 2017-18 Cohort Graduation and Dropout (P210) User Guide

**May 2018** 

# **Table of Contents**

Using the Application	3
Introduction	3
Updates and Notices for school years 2013-14 and on	3
Accessing the Report	4
Graduation/Dropout Data 2012-13 & Forward	5
Identification and placement of students in a 2017-18 cohort in review	6
Exceptions	7
Student Details	7
Cohort Determination.	7
Students Excluded.	8
Modified Enrollment Status.	8
Cohort List.	9
Cohort Graduation Rates	10
Cohort Grad Rates.	10
Verify and Approve your Cohort Data	11
Verify and Approve.	11
Student Research	12
Individual Student	12

# **Using the Application**

## Introduction

The 2017-18 application will be used to:

- Review lists of students determined to be members of one of the cohorts in review for the reporting school year whose final enrollment reported in Washington is in your district
- Produce the 4-, 5-, 6- and 7-year cohort results
- 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-, 5-, 6- and 7-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 for school years 2013-14 and on

- Students populated in the 5-, 6- and 7-year year cohort reports are being populated from:
  - o CEDARS data submitted for all schools year represented in current cohort(s)
- 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 can be found within the Education Data System (EDS). Access to this application requires an EDS login account and password. For assistance with your EDS account, please contact your <u>District Data</u> Security Manager.

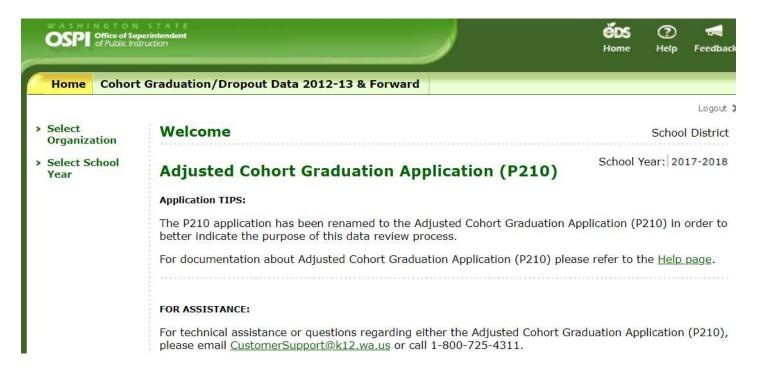
Users with the following roles can access this application:

- CEDARS District Administrator
- P210 User

Once you have logged into EDS, the application will be in your Applications List under "Adjusted Cohort Graduation Application (P210).

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 2017-18 is selected the user will have access to the Graduation/Dropout Data 2012-13 & Forward tab.

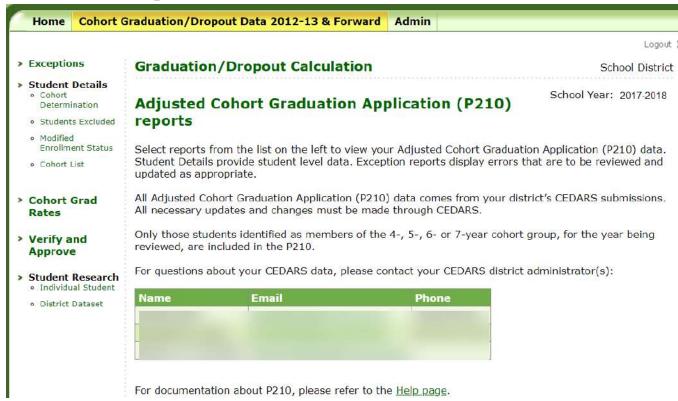


If a school year prior to 2012-13 is selected the user will have access to the Graduation/Dropout Data prior to 2012-13 tab.



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**



## Identification and placement of students in a 2017-18 cohort in review

Students are identified as members of the 2017-18 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., 2014-15 for the 2017-18 4-year cohort, with a graduation requirements year of 2018
- 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 2017-18 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., 2013-14 for the 2017-18 5-year cohort, with a graduation requirements year of 2017
- 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 2017-18 6-year cohort based upon:

- Student is identified as enrolled in grade 9 for the first time at the start of a cohort, e.g., 2012-13 for the 2017-18 6-year cohort, with a graduation requirements year of 2016
- 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 2017-18 7-year cohort based upon:

- Student is identified as enrolled in grade 9 for the first time at the start of a cohort, e.g., 2011-12 for the 2017-18 7-year cohort, with a graduation requirements year of 2015
- 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 <u>federal cohort guidelines</u> 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.

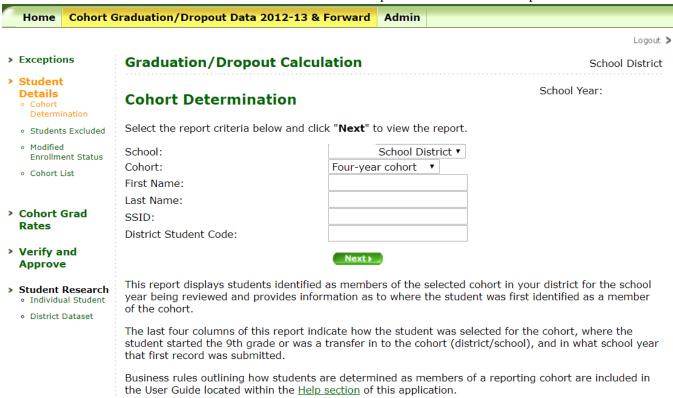
### **Possible Cohort Exceptions**

- 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.

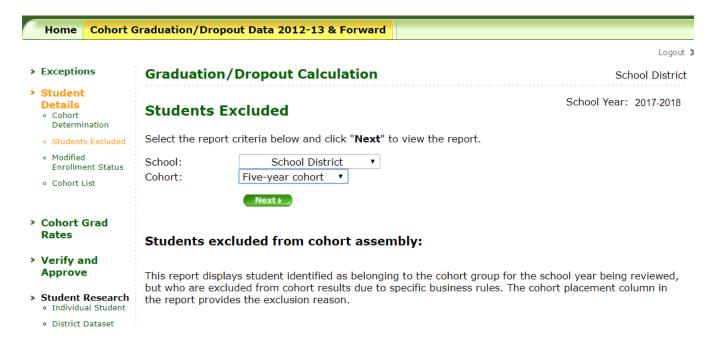
**Cohort Determination.** This report allows the user to view the students identified as members of the 4-, 5-, 6- or 7-year cohort in your district for the school year being reviewed and provides information as to where the students was first identified as a member of the cohort. Click on Next to proceed to the selected report.



**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

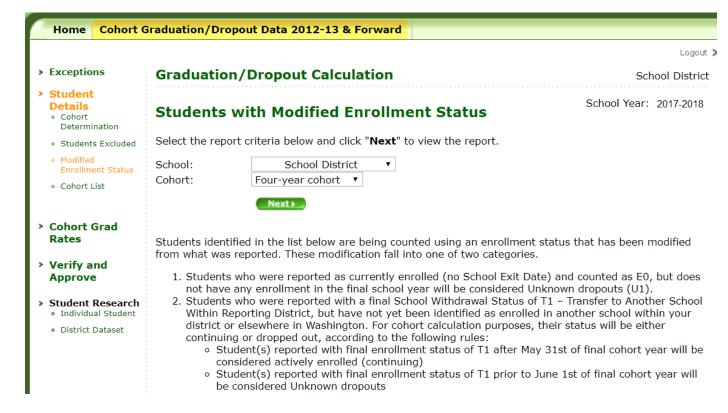
When you have selected the appropriate cohort to view click on Next to proceed to the selected report.



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:
  - O Student(s) reported with final enrollment status of T1 after May 31st of final cohort year will be considered actively enrolled (continuing)
  - o 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.



**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 four 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.
- The actual adjusted six-year cohort extended graduation rate. The calculation follows students for six 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 two-year extension for students to graduate and still be included in the graduation rate.
- The actual adjusted seven-year cohort extended graduation rate. The calculation follows students for seven 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 three-year extension for students to graduate and still be included in the graduation rate.

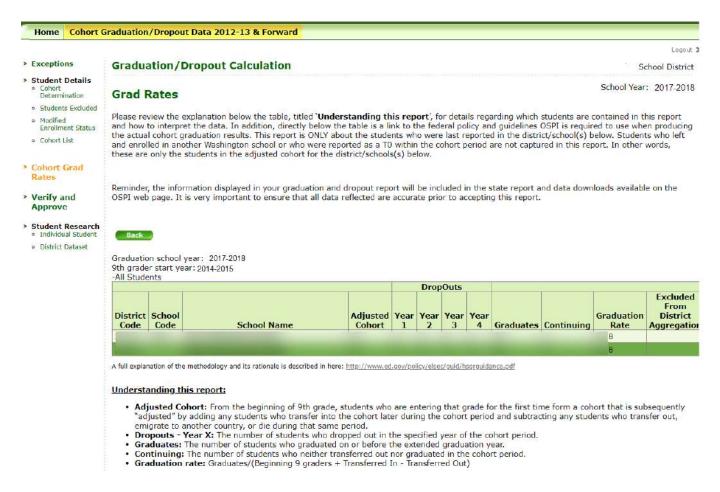
**Cohort Grad Rates.** This link takes you to the drop-down menu listed within this section, select the level of report (district or school), cohort group, 4- 5-, 6- or 7-year, and either All Students or the sub-group of students you wish to view. Click on Next to proceed to the selected report.

Within the selected 4- 5-, 6- or 7-year cohort reports, 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 <u>Washington School Improvement Framework</u> (WSIF) utilizes school level adjusted cohort results as one of the indicators when calculating results for schools. Information as to how these results are included are available on the <u>WSIF</u> page.



## Verify and Approve your Cohort Data

Once the review of the 4-5-, 6- and 7-year cohort data is complete, with all applicable updates made through CEDARS resubmission, the final step is to verify and accept your data.

The Verify and Approve link for the 2017-18 school year will be available in late summer 2018.

**Verify and Approve.** Click on the Verify and Accept link to be directed to the final verify and accept page. To verify and approve the 4-5-, 6- and 7-year cohort data represented for your district click on the button displayed at the top of the Verify and Approve page.

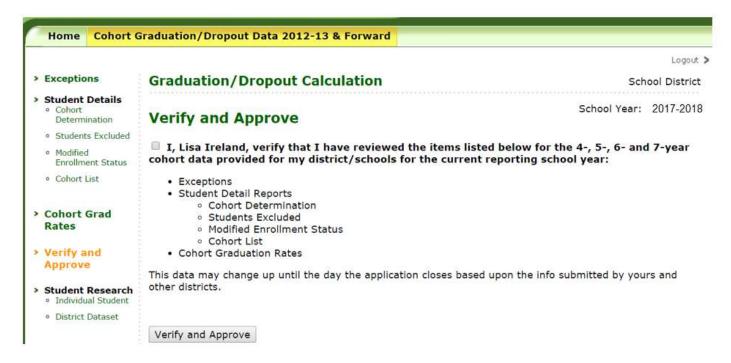
By verifying and accepting your data you are confirming that you have reviewed and are approving the following:

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

• 4-5-, 6- and 7-year Cohort Graduation Results

Please note, verifying and accepting 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.



#### 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, 4-5-, 6- or 7-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.

Home C	ohort Graduation/Dropout Data 2012-13 & Forward	
		Logout
> Exceptions	Graduation/Dropout Calculation	School District
<ul> <li>Student Det</li> <li>Cohort</li> <li>Determinati</li> </ul>		School Year: 2017-2018
Students Ex		
<ul> <li>Modified</li> <li>Enrollment</li> </ul>	Select the report criteria below and click "Next" to view the report.	
Cohort List	SSID:	
	Next)	
> Cohort Gra Rates	n <b>d</b>	
<ul><li>Verify and Approve</li></ul>		
> Student Research • Individual S		