

Graduation Rate Data Reporting Quick Guide

For full training on entering Exit Codes and HS Completion Status Codes provided by USOE Data & Statistics see <http://www.schools.utah.gov/data/Student-Enrollment-and-Exit-Code-Training/Exit-Codes-and-HS-Completion.aspx>

What: The graduation rate uses a 4-year cohort that begins tracking individual students starting when a student first enters the 9th grade.

When: Graduation rates are calculated after the October Fall Enrollment data submission. Thus, schools have until then to submit correct exit codes and high school completion status codes for students who were set to graduate the prior summer. For example, data for students in the 2013 graduating cohort could be corrected until October 10, 2013. Within-year enrollment rates are calculated after year-end.

How it is Calculated: Using the SSID, USOE looks at all enrollments submitted by a Utah public school. USOE uses students' final exit code or HS completion status to categorize as a graduate or non-graduate.

How Codes Can Be Updated: Submit an S1 X Record. This is a type of student enrollment record submitted to UTREx where the residency status is 'X'. You will need to ensure that the record has an entry and exit date in the current school year; else it will not get updated in UTREx. We recommend that the grade level on the S1 X Record be 12 and 0 membership submitted. Also, since some Student Information Systems do not submit records where the entry and exit dates are the same, we suggest using an exit date that is one day after the entry date. For example, use an entry date of 8/20 and an exit date of 8/21.

Troubleshooting: Review the report(s) sent to you via MoveIT by Sarah Wald and resolve any issues prior to October. This report is typically sent out the end of July.

Issue	Possible Reason(s)	Resolution
A student is showing as a dropout for our school, but we know the student graduated from another school in the state.	Most likely, the student was assigned two different SSIDs. A student with two different SSIDs will appear to USOE as being two different students unless the SSIDs are merged.	First, verify from the other LEA that this is the same student and get from them what SSID they used. If there were two SSIDs submitted for the same student, submit an SSID merge to ssidhelp@schools.utah.gov .

Issue	Possible Reason(s)	Resolution
<p>A student is showing in a different cohort than when the student graduated or will graduate (i.e. showing in the 2013 cohort when the student will be graduating in 2014).</p>	<p>A student's grade was previously incorrectly submitted thereby placing the student in the wrong cohort. A student's cohort is set based on the first time any enrollment from a Utah public school is submitted with a grade level 9-12.</p>	<p>Contact Sarah Wald (sarah.wald@schools.utah.gov).</p>
	<p>A student repeated a grade in high school and therefore is graduating later.</p>	<p>There is no fix to this. The graduation rate reflects the rate of who graduates on-time, meaning 4 years. The cohort is set at 4 years from when the student first enters the 9th grade. Students who take longer than the 4 years will be counted as non-graduates.</p>
<p>We have a large number of students being marked as UN (unknown). If the exit code showed that a student exited to another school in the state (TD, TN, TR, TS, TT) but they never show as attending another school in the state, or the student's last enrollment has no exit code or HS completion status, the student's status is set to UN. These will become dropouts unless resolved.</p>	<p>The student did not attend the later school because they dropped out.</p>	<p>There is no fix to this. Since the student last attended your school before dropping out, it is attributed to your school, not the school they were supposed to have transferred to.</p>
	<p>The student may have enrolled in a school that does not submit data to USOE, such as a private school, a school out of the state, or entered homeschooling.</p>	<p>The exit code needs to be updated to reflect what happened to the student. You will need to update the student's status by sending in an S1 X record.</p>
	<p>The student may have attended another school in the state but were assigned a different SSID, thereby appearing to USOE as two different students.</p>	<p>First, verify from the other LEA that this is the same student and get from them what SSID they used. Then, if there were two SSIDs submitted for the same student, submit an SSID merge to ssidhelp@schools.utah.gov.</p>

Issue	Possible Reason(s)	Resolution
A student left our school to go to homeschool, private school or a school outside of Utah, but they are now showing as a dropout for our school.	Most likely the wrong exit code was used.	Update the student's status by sending in an S1 X record.
We never gave a student an exit code because they completed the entire year, but now they are showing as a dropout for our school.	The student has no later enrollment data, so the enrollment record you submitted for that student is the last enrollment record submitted. Since there is no exit or HS completion status submitted in the record you submitted for the student, the student's status becomes UN (unknown) which becomes a dropout.	You will need to find what happened to the student and update accordingly. See the resolutions for having a large number of students being marked as UN.
A student was enrolled at our school the same time as they were enrolled at another school. We were not the school of record, but the student is counting as a dropout in our graduation rate.	The entry and exit dates for the two enrollments, show the enrollment at your school as the last enrollment. This causes the student to be counted in your graduation rate.	If you are not the school of record, always exit the student the day after they finish all coursework. If a student is going to count in your graduation rate, you will need to update the student's status to the appropriate exit or HS completion status code by sending in an S1 X record.
We believe our early graduates are being counted as dropouts.	Early graduates <u>are not</u> counted as dropouts. The graduation rate is based on the data LEAs submit to USOE. If early graduates are given the appropriate codes they will be counted as graduates for their cohort (not for the year they graduated).	Early graduates <u>are not</u> counted as dropouts. If the correct code was not used, you can update their status by sending in an S1 X record.

Issue	Possible Reason(s)	Resolution
We updated an exit code in our SIS, but it did not get updated in UTREx.	Either no S1 X Record was submitted, or the S1 X Record was submitted incorrectly. Merely making the change in your SIS does not guarantee that the change gets submitted to UTREx. Further, if an S1 X Record was updated for a previous year this information will not be submitted to UTREx. UTREx accepts only current year data.	Submit an S1 X Record in the correct format with the appropriate information. See “How Codes Can Be Updated” above.
Our reported graduation rate is “wrong”.	The underlying data is correct; we believe there was a mathematical or technical error in how the rate was calculated.	Immediately contact Sarah Wald (sarah.wald@schools.utah.gov) and provide details on where you believe the error is taking place. <u>Do not</u> email student level information.
	There is an issue in the data that causes students to be incorrectly identified.	All corrections <u>must</u> be made prior to the October UTREx fall enrollment submission (October 15 th). Any data corrected for past cohorts’ graduation rates will not change the reported graduation rate.