Superintendents,

There have been several questions about the graduation rate and the process a student undergoes to be coded as either a graduate or a non-graduate.

Please remember that we are mandated to report a 4-year cohort (all students from 9-12th grade) for 4-year high schools and a 3-year cohort (all students from 10-12th grade) for 3-year and 4-year high schools.

Below is a detailed explanation as well as some typical examples.

- 1. Johnny enters 9th grade in Apple High, a 4 year high school. He stays in Apple High for all four years of high school and graduates at the end of his senior year. Johnny is coded as a GR (or the equivalent GM; see code sheet) and is considered a graduate in Apple High's 3-year and 4-year graduation rates and in Apple School District's 4 year graduation rates.
- 2. Jennie enters Orange School District as a 9th grader but due to district policy, stays in the district's junior high. In 10th grade she transfers from Orange Jr. High to Orange High school and stays there until she graduates at the end of her senior year. Jennie is coded as a GR (or GM) and is considered a graduate in Orange High's 3-year graduation rate and Orange School District's 4-year graduation rates.
- 3. Billy is a 10th grader. He transfers to either a private school (TP), to home school (TH), to a school in another state (TO)/country (TC), or dies (DE) in the middle of the school year. The high school should code him correctly. USOE will exclude Billy from all school and LEA graduation rates.
- 4. Susan is a 10th grader and transfers to either a private school, to home school, to a school in another state/country, dies, or finishes her foreign exchange program (FE) *during the summer*. The high school does NOT re-enroll Susan the following year in order to exit her; instead there is an exit status record submitted to USOE during the October 1 data submission. USOE will exclude Susan from all school and LEA graduation rates.
- 5. Robert is an 11th grader at Apple High in Apple School District and transfers to Orange High in Orange School District. Apple High codes Robert as a TS (transfer within state). He eventually graduates from Orange High. Robert is not considered a dropout from Apple High since USOE considers the last enrollment of a student when calculating graduation rates. However, if Orange High does not find Robert in the SSID system and instead assigns him a new SSID, Robert is considered a dropout from Apple High since that would be the last known enrollment for him. This problem is fixed by submitting SSID merge requests.
- 6. Jill is a senior dual enrolled in both Apple High and Virtual High. Both schools give her an exit date of June 30th. However, because her primary school is Apple High, Apple High claims Jill using the school of record flag. Jill will be a graduate at Apple High and excluded from Virtual High's graduation rate.
- 7. James is a student with a disability who has spent four years in high school. Because he continues to qualify for services, he returns to school for another year. At the end of his fourth year in high school, he should be coded as a retained senior (RT) for each and every year afterwards. James will count as a non-graduate and will be dropped from all future cohorts, even if he is still enrolled in school. If he drops out after his fourth year of high school, he will be counted as a single-year dropout.
- 8. Jane leaves Apple High as an 11th grader and transfers to Adult Ed (AE). She will be counted as a dropout for the single-year rate that year and will count as a dropout when her cohort graduates the following year unless she receives her GED (GG) or Carnegie Unit Diploma (GC) by September 30th her senior year. Note: Adult Ed provides a file via Moveit to LEAs every year that details the students that received a GG or GC. It is up to each LEA to update their student records with the new Adult Ed information.

- 9. John leaves at the end of his junior year and moves out of state. He informs the school and they code him correctly (TO). However, in August, the high school automatically re-enrolls him and then exits him with a TS or UN code after taking 10 days of membership. This overwrites the old correct code causing John to be counted in the graduation rate as a dropout. Note: This automatic enrollment issue is a problem with MANY LEAs.
- 10. Mary repeats 10th grade twice; thus, she does not graduate in four years with her cohort. She will be considered a dropout in the cohort graduation rate and will be dropped from all future cohorts. In other words, she will never be considered a graduate. This is due to very strict federal guidelines that only include *on-time* graduates.
- 11. Luke is a student with a disability who has spent four years in high school. Because he continues to qualify for services, the school knows he will be returning the following year. However, he walks with his class and receives a certificate of completion/award of completion from the LEA. Luke should NOT be coded with a high school completion status of CT, or certificate of completion, if the LEA knows he will be returning. Instead, Luke is coded as a retained senior (RT) each and every year until he finally completes his high school career, at which time the LEA can code him as aged out, or AO.
- 12. Emma is at the end of her senior year and realizes she has one more class she needs to complete before she can graduate. The school codes Emma as a pending graduate (GP), she finishes her summer class, and in the fall an ES record of GR is submitted for her. If that ES record is never submitted, Emma is considered a dropout.
- 13. Peter decides to transfer to UCAT (UC) or an institution of higher education (HE) before receiving his high school diploma. Peter is not considered a graduate or a dropout; rather, he will be coded as a non-graduate, or more specifically, a continuing student.
- 14. Kate is a 22 year old student with a disability who has not completed her high school requirements. Because she is ineligible for services, the LEA should code her as an AO, which means she aged out of services. She will not be considered a dropout but will be considered a non-graduate, or more specifically, an other completer.
- 15. Billy goes to jail before completing high school and should be coded as a dropout.

High School Completion Status—Determinations for Graduation Rates		
Code	Federal Rate	Description
GR	Graduate	Basic High School Diploma
G3	Other Completer	Basic High School Diploma—Diploma awarded though UAA
GM	Graduate	Basic High School Diploma—military children, not GR or GC
GC	Graduate	Adult Education Secondary Diploma—Carnegie Units
GG	Other Completer	Utah High School Completion Diploma—GED
RT	Continuing	Retained Senior
	Student	
CT	Other Completer	Certificate of Completion—Awarded by LEA (May need new
		code for non-sped CT students)
GP	Dropout	Graduation Pending
AO	Other Completer	Aged Out of Special Education
DO	Dropout	Dropout

Exit Codes—Determinations for Graduation Rates			
Code	Federal Rate	Description	
DE	Excluded	Death	
FE	Excluded	Foreign Exchange Student	
HE	Continuing	Transferred to Higher Education, except UCAT	
	Student		
TC	Excluded	Transferred out of the country	
TH	Excluded	Transferred to home schooling	
TO	Excluded	Transfer out of state	
TP	Excluded	Transferred to a Private School	
UC	Continuing	Transferred to Utah College of Applied Technology (UCAT)	
	Student		
WD	Dropout	Withdraw	
AE	Dropout	Transferred to Adult Education (Dropout to Adult Education)	
DO	Dropout	Dropout	
EX	Dropout	Expelled (or long term suspension)	
GE	Dropout	GED	
UN	Dropout	Unknown	
OG	Graduate	Other graduate (needs a completion status)	
Q1	Graduate	Early graduate	
Q2	Graduate	Early graduate	
Q3	Graduate	Early graduate	
11	Graduate	11 th grade graduate	
T1	Graduate	Early graduate	
T2	Graduate	Early graduate	