

A large, thick black L-shaped graphic is positioned on the left and bottom edges of the slide, framing the central text.

# GRADUATION RATE TRAINING

Training for LEA Registrars and Data Specialists

# What is covered in this training?

- Graduation Rate Overview
- Deadlines
- How Cohorts are Assigned
- How a Graduating School is Assigned
- Exit and High School Completion Codes
- Checking Graduation Rates
- Updating Records
- Common Issues

# Graduation Rate Overview

- Every year a graduation rate is calculated for each high school in Utah.
- This rate is calculated based on the data entered into the LEA's Student Information System (SIS) and sent in to the state's system (UTREx).

# Graduation Rate Overview con...

- Each student who attends high school is assigned a cohort. This cohort is the school year in which the student is expected to graduate.
- At the end of their cohort year, a student is categorized as either a graduate, a non-graduate, or is excluded from graduation rate calculations.
- A school's graduation rate is the number of graduates divided by the number of students in the cohort minus the excluded students.

$$\text{Graduation Rate} = \frac{\text{Graduates}}{\text{Cohort} - \text{Excluded}}$$

# Deadlines

- ALL GRADUATION DATA IS DUE BY OCTOBER 10<sup>th</sup>. THERE ARE NO EXTENSIONS.
- Graduation rates are published in December.

## Graduation Rate Time Line



# How Cohorts are Assigned

All students are placed in a cohort when they first enter 9<sup>th</sup> grade. They are expected to graduate 4 years later.

The cohort is **set by the state** based on the data in UTREx.

A student's cohort can be looked up in the '**Student Search**' feature in UTREx.

9<sup>th</sup> Grade 2013



9<sup>th</sup> Grade 2015



Cohort Year

2015

2016

2017

2018

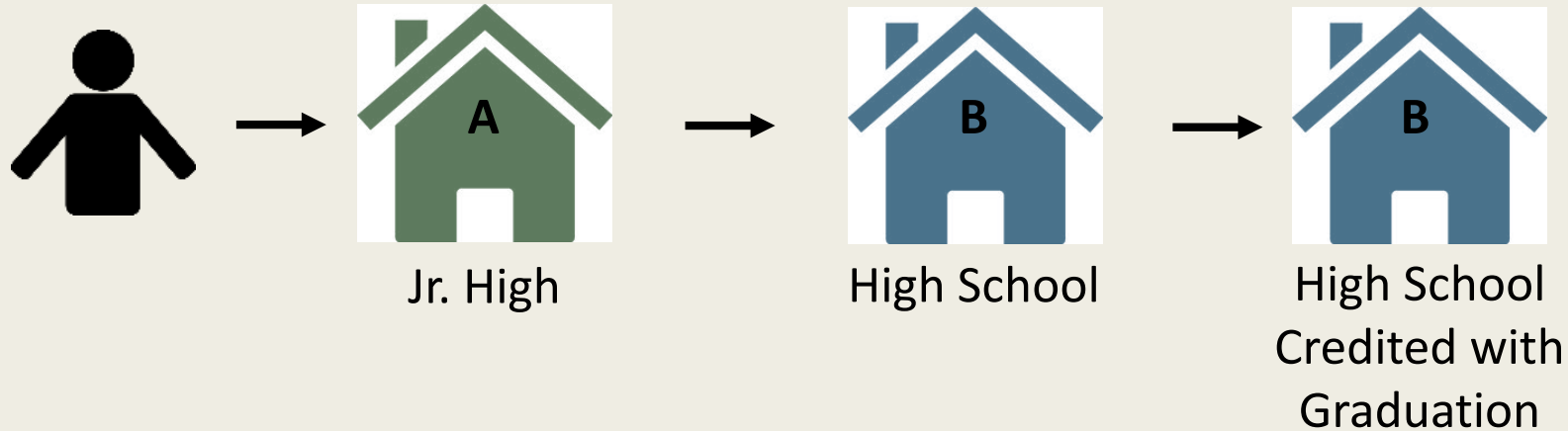
Students starting school in Utah after 9<sup>th</sup> grade have a cohort calculated based on how many years until the student is expected to graduate: 10<sup>th</sup> = 3 years; 11<sup>th</sup> = 2 years; 12<sup>th</sup> = 1 year.

# How a Graduating School is Assigned

- Each student can only be included in one school's graduation rate. There are specific rules the state uses to determine in which school's rate a student should be included. In general, a student is included in the rate of the last school they attended.
- The following slides show a few different scenarios.

# Scenario 1:

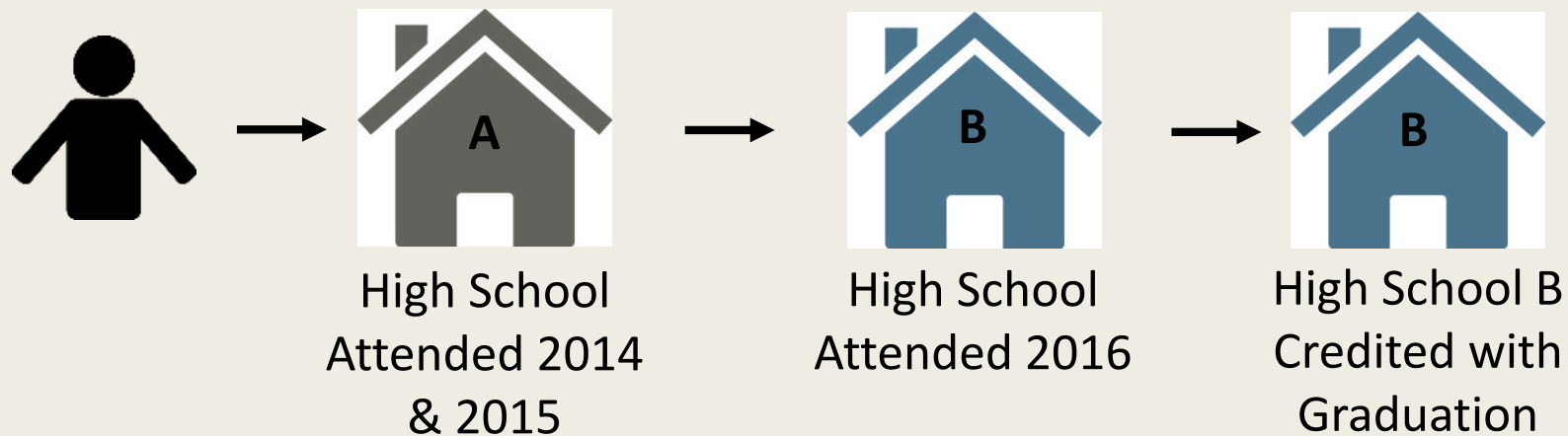
- A student attends Jr. High and then moves on to High School. The student only ever attends one high school. The student is included in the High School's graduation rate.
- This is the most common scenario.





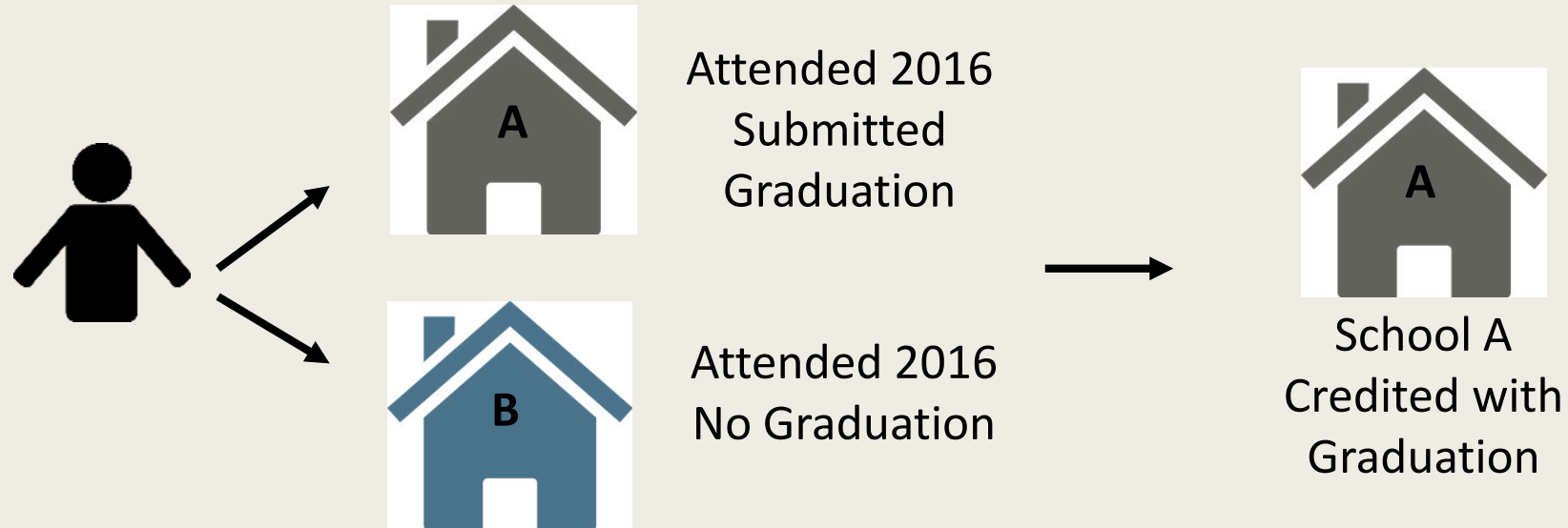
## Scenario 2:

- A student attends two different high schools. The student attends one high school in 2014 and 2015 and then transfers to another high school in 2016. The student is included in the last high school's graduating rate.



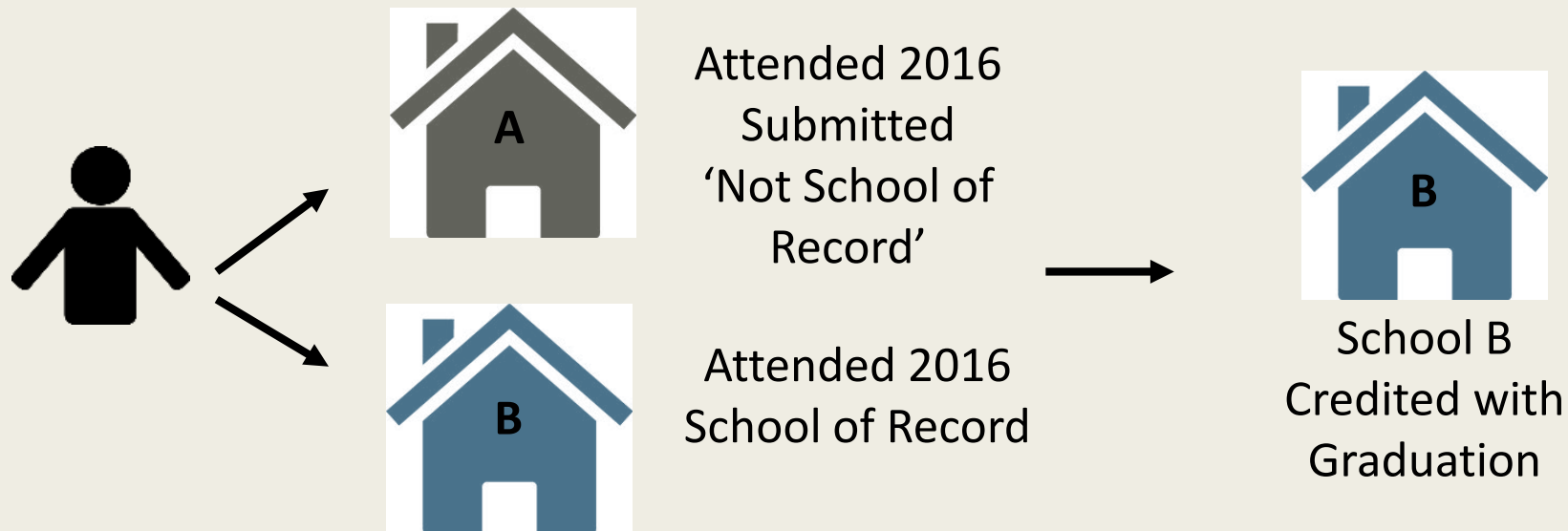
# Scenario 3:

- A student attends two schools simultaneously. One school indicates they have graduated the student. The student is included in the graduating school's rate.



## Scenario 4:

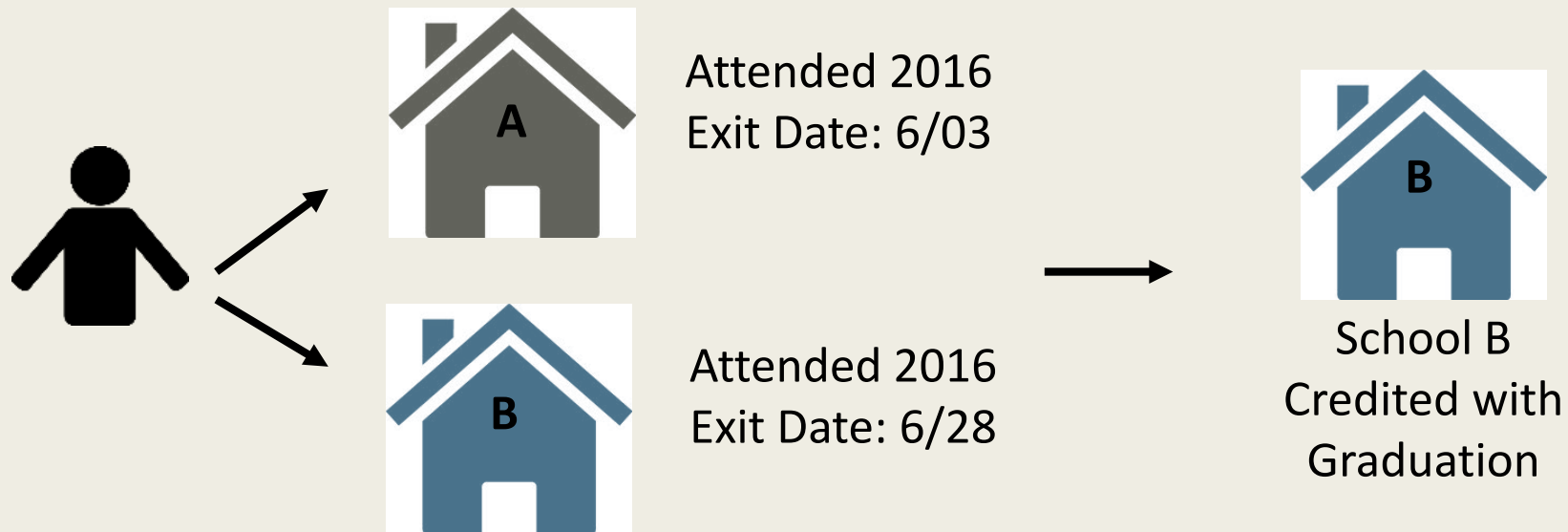
- A student attends two schools simultaneously. Neither school graduates the student. One school indicates they are 'not the school of record'. The student is included in the rate for the school marked as the 'school of record'.



A school will not receive regular funding for a student if the school is marked as 'Not School of Record'. A school should only be marked as 'not school of record' in a few circumstances. Typically it is marked if the school is an SOEP provider.

# Scenario 5:

- A student attends two high schools at the same time. Neither school graduates the student, and neither school submits as 'not school of record'. The school with the latest Exit Date (as entered in the SIS system) will be the graduating school.



# Exit and High School Completion Codes

- A high school completion code indicates whether or not a student graduated.
- If a student does not have a high school completion code it should be because they exited school before the end of their senior year. In this case, the student should have an exit code.
- These codes are entered into the LEA's Student Information System. They are then transmitted to the state's system, UTREx. Typically this submission occurs automatically each night.

# A list of Possible High School Completion Codes:

Code	Description
AO	Aged Out of Special Education
CT	Certificate of Completion
DO	Dropout
G3	Graduated UAA/DLM
GC	Adult Education High School Diploma – Carnegie Units
GG	Utah High School Completion Diploma - GED
GM	Graduate with Military Provision (Utah Code 53A-11-1404)
GP	Graduation Pending
GQ	Basic High School Diploma with Advanced Math Requirement
GR	Basic High School Diploma
RT	Retained Senior

# List of Possible Exit Codes:

Code	Description		
11	Early Graduate – 9 <sup>th</sup> , 10 <sup>th</sup> , or 11 <sup>th</sup> grade.	TH*	Transferred to Home Schooling
AE	Transferred to Adult Ed.	TR*	Transferred to a Charter School
DE	Death	TS*	Transferred to a Public School within the State
DO	Dropout	TT*	Transferred tracks within school.
EX	Expelled	TO	Transferred out of State
FE	Foreign Exchange Student	TP	Transferred to Private School
GE	Exited to Take GED	T1,T2	Early Graduate Senior Term 1 or 2
HE	Transferred to Higher Ed	UC	Transferred to UCAT
Q1, Q2, Q3	Early Graduate - 1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> Quarter of Senior Year	UN	Unknown
TC	Transferred out of Country	WD	Withdrawn
TD*	Transferred within District	WM	Withdrawn Medical

\*If the final code for a student is one of these transfer codes, and no other public school record can be found, then the student's final status will be recoded by the state as unknown.

# Final Codes

- A student is placed in one of three categories based on their final completion or exit code.

## Graduates

- Graduate w/Basic HS Diploma
- Graduate Carnegie
- Graduate Military
- Early Graduate
- Graduate w/ Basic HS Diploma with Advanced Math Requirement

## Non-Graduates

- Dropout (Unknown)
- Expelled/Suspended
- Withdraw
- Graduate Pending
- Transfer to Adult Ed, Higher Ed, or UCAT
- Retained Senior
- Aged Out
- Completion Certificate
- GED
- Graduated UAA/DLM

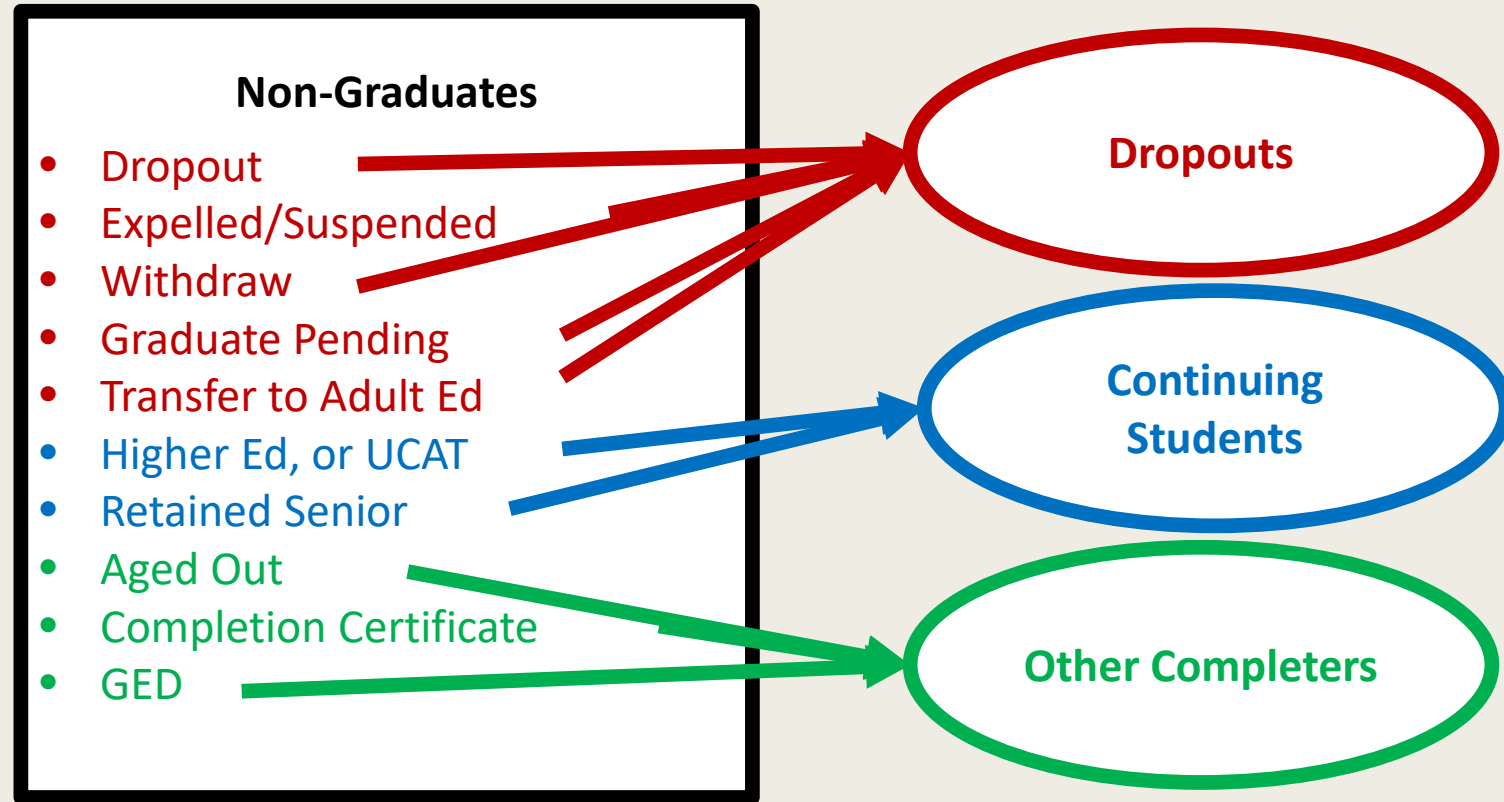
## Excluded

- Foreign Exchange Student
- Transfer out of State/Country
- Transfer to Home/Private School
- Death
- Withdraw Medical



# Final Codes Con...

- Utah reports will divide Non-Graduates into three subgroups: Dropouts, Continuing Students, and Other Completers.



# Checking Graduation Rates

- To check your graduation rates before publication, access the 'Federal Four Year Graduation Cohorts' report in UTREx. If you do not have UTREx access contact your LEA's UTREx Administrator.

The screenshot shows the UTREx Reports page with a navigation bar at the top containing 'UTREx Overview', 'Students', 'Reports', and 'Historical Updates'. Below the navigation bar is a breadcrumb trail 'UTREx Reports /'. The main content area is divided into three columns of reports:

- October Reports**
  - Consolidated Membership
  - Dropout Event Summary for SPED
  - School Summary
- December Reports**
  - Child Count by District Worksheet
  - School Summary SCRAM
  - SCRAM CCW Detail
- Year End Reports**
  - Consolidated Membership Cumulative
  - School Summary Cumulative
- Year Round Reports**
  - Active Registration
  - Discipline Incident Summary
  - Discipline Incident Summary for SPED
  - District of Residence Totals
  - Exited Students Current Year
  - Exited Students Previous Year
  - Federal Four Year Graduation Cohorts** (highlighted with a red circle and a red arrow pointing to it)
  - Grade Range Errors
  - Not Attending District of Residence Totals
  - Racial Survey and Detail of Enrollment
  - Student District of Residence
  - Student Summary
  - Students Not Attending District of Residence

This report is updated every time your LEA submits data to UTREx.

# Example Report:

**Federal Four Year Graduation Cohorts** Page:1 of 5 9/20/2016

This report is NOT the official nor final federal graduation calculations. Last minute changes by other LEAs as well as slight differences between UTREx and the official graduation database may cause the final calculations to differ slightly from those seen in this report. Please still check the official report that is sent out in July.

Cohort Year 2016							
School Name	Cohort Year	SSID	Student Name	Final Submitted Code	Code Description	Graduation Status Based On Final Code	Federal Graduation Outcome
	2016			TS	Transferred	UN	Dropout
	2016			WD	Withdraw	WD	Dropout
	2016			WD	Withdraw	WD	Dropout
	2016			WD	Withdraw	WD	Dropout
	2016			TO	Transferred Out of State	TO	Excluded
	2016			TO	Transferred Out of State	TO	Excluded
	2016			TO	Transferred Out of State	TO	Excluded
	2016			GR	Graduate	GR	Graduate
	2016			GR	Graduate	GR	Graduate

This is the code entered into your SIS system.

This is how the student is counted in the graduation rate.

# Updating Records

- If you need to update an exit/completion code in the *current school year* simply update the code in your SIS system. The next time data is submitted to UTREx this code will be updated.
- If you need to update an exit/completion code from the *previous school year* submit an x-residency (s1-x) record. An s1-x record will find the previous record for the student and update it.

# S1-X Record

- X-residency records are essentially normal enrollment records, submitted with the current year data, with the resident status marked as 'X'.
- The 'X' in the resident status field indicates this record is being submitted only to update the exit or high school completion code.
- If you need further information on how to enter a X-residency record please contact your LEA's IT department.

# Common Issue 1

<b>Issue</b>	<b>Possible Reason</b>	<b>Possible Resolutions</b>
Student transfers to another public school but is still showing on your school's graduation report.	After a student transfers out of your school the student will remain on your graduation report until the state receives a record from the new school to which the student transferred.	<ul style="list-style-type: none"><li data-bbox="1327 389 2430 654">• Check that the student actually transferred to a public school. If the student went to homeschool, a private school, or out-of-state then update the exit code accordingly.</li><li data-bbox="1327 654 2430 846">• Verify which SSID the new public school used. If they used a different SSID then request an SSID merge.</li><li data-bbox="1327 846 2430 1230">• If the student meant to transfer to another school but ended up dropping out before the new school officially enrolled the student, then the student will remain on your school's graduation report.</li></ul>

# Common Issue 2

Issue	Possible Reason	Possible Resolutions
<p>A student is showing in a different cohort than when the student graduated or will graduate (i.e. showing in the 2016 cohort when they will graduate in 2017).</p>	<p>A previous grade level was incorrectly submitted OR student repeated a grade.</p>	<ul style="list-style-type: none"><li>• If a grade was previously entered incorrectly, this could cause the cohort year to be set incorrectly. Contact your UTREx administrator to submit a historical update record to fix both the grade and cohort year.</li><li>• If a student repeated a grade in high school, then their cohort year remains the same. A cohort year is based on the first time the student entered 9<sup>th</sup> grade.</li></ul>

# Common Issue 3

Issue	Possible Reason	Possible Resolutions
<p>The student's exit code was updated in the school's SIS system but is not reflected in the state's graduation rate.</p>	<p>The exit code was updated after the school year was complete (June 30<sup>th</sup>).</p>	<ul style="list-style-type: none"><li>• Submit an s1-x record to update the final code in UTREx. After submitting the data, check the 'Federal Four Year Cohorts Report' in UTREx to make sure the update went through correctly.</li></ul>