

Louisiana Believes

Understanding Cohort Graduation Start to Finish

Objectives

The objective of this presentation is to answer frequently-asked questions related to:

- Key policies used to define cohort membership and recognize the accomplishments of students upon high school exit,
- The processes and systems used to collect data,
- The resources and tools that are available to verify the accuracy of data, and
- The way the data are used to calculate School and School System Performance Scores

Agenda

Objectives

- Define a Graduation Cohort
- Review how students are identified as graduates
- Identify and Verify Legitimate Leavers
- Discuss certification of cohort graduation data
- Provide SPS cohort graduation index formulae
- Resources and Contact Information

Defining a Graduation Cohort

Defining A Graduation Cohort

Bulletin 111, Chapter 7 defines a cohort as all students who entered regular 9th grade for the first time in the state of Louisiana in a given academic year. All students must be included in the state cohort unless they transfer out as legitimate leavers. Each cohort of students will be tracked for four years, from entry as first-time ninth graders through four academic years (see other rule for students participating in alternate assessment).

NEW: Students must graduate no later than August 31st of the fourth year to be counted as an on-time graduate. This new date aligns with the Student Transcript System and LOSFA requirements.

Defining a Graduation Cohort

- A graduation cohort changes across the four year timeline. It is adjusted by students who transfer into and out of Louisiana public schools.
- Dropouts must be included in the graduation cohort and are assigned to the last school of record, regardless of the length of enrollment at the school. Beginning in 2016-2017, a school that sends a request for records becomes the last school even if the student is never enrolled, unless the student was expelled (not applicable to prior years) .

Cohort Assignment to School System/School Based on Enrollment

	3 rd Year	4 th Year
Counts at LEA	Enrolled on October 1	Enrolled on October 1
Counts at School	Enrolled at any school in LEA on October 1	Enrolled at school on October 1 and no break of 45+ days
Dropout	Enrolled any time in four year period Counts at last LEA and school of record	

Defining a Graduation Cohort: Atypical Graduation Timeline

First record is not grade 9:

- Students who are enrolled in high school for the first time in grade 10 are assigned to the cohort for other 10th grade students (3 years to graduate).
- Students in T9 will enter a graduation cohort the year after they are enrolled in T9 and will have four years to graduate regardless of grade level assignment.

Diploma earned in summer:

- Students are considered on time graduates if they earn a diploma no later than August 31 of the year they are expected to graduate.

Diploma earned in 3 years:

- Students who graduate in three years will be banked and included with their regular cohort at the end of their fourth year of school.

Diploma earned after more than 4 years:

- Students who graduate in five or six years can earn points in the strength of diploma index, but they must be counted as a non-graduate with their cohort.

Defining a Graduation Cohort: Students who are on Jump Start pathway for Alternate Assessments

Cohort assignment

Rules are the same as for other graduates.

Graduation Timeline

- Student has more than four years to graduate as long as they remain continuously enrolled. Student must earn diploma by the time they reach the age of 22.
- Student will count with cohort that is expected to graduate the same year that the student graduates.
- If a student is no longer enrolled on October 1 of a year prior to graduation, the student will be considered a non-graduate in the year that they are not enrolled. They will be eligible for 5th or 6th year points in the strength of diploma index if they re-enroll.

Identifying Students as Graduates

Identifying Students as Graduates

SIS record

- A student must be exited in the Student Information System (SIS) with exit code reason 04 with exit date no later than August 31 of expected graduation year.

STS record

- A student must have a graduation date on the official transcript in the Student Transcript System (STS)
- Students who are not exited correctly or who do not have a graduation date on the transcript in STS will be listed as non-graduates on the cohort graduation roster.

Test History

Students are expected to have a high school test score for all test-eligible courses that were completed in a Louisiana public or scholarship school and must meet testing requirements for graduation. The LDOE is developing an audit of the high school tests that were taken by students who graduate.

Identifying Students as 5th or 6th Year Graduates

In addition to requirements for all graduates, the 5th or 6th year graduates will count in the SPS if:

- The student is exiting from the same LEA (school system) in which they were enrolled at the end of the cohort period based on Student Information System (SIS) enrollment.
- The student is not exiting from the same LEA (school system) but has been continuously enrolled in the school for 45 or more days based on SIS enrollment.
- The points awarded for 5th or 6th year graduation will be included with the cohort that was expected to graduate the same year that the student actually graduated.
- The student will not be included in the graduation rate again (counted as non-graduate in their expected graduation year).

Alternate Pathway to the Jumpstart Career Diploma for Students Assessed on LAA1 (L1): Accountability

How Are Students Included in Accountability?

- Beginning with 2016-17 cohort, students are counted as graduates for both the graduation rate and the strength of diploma index the year in which they graduate and no later than age 22.

What Is Needed to Verify the On-Time Graduation Exit?

- Students must be exited from SIS no later than October 1 of the graduation year with exit code 04 and option code 09.
- Students must have a transcript that meets all experiences/credits requirements and assessment requirements, with a graduation date no later than October 1.
- Students must have participated in LAA 1 assessments and correctly identified in SER.
- Student must have taken all EOCs to earn course credit for EOC-eligible courses.

Determining Additional Credentials

The table below provides information on how the LDOE determines when a student is eligible for additional points in the Strength of Diploma Index.

Credential	Data Source	LDOE System
Advanced Placement (AP)	AP test data from vendor. AP course (for test scores of 1 or 2) information from official transcript	Student Transcript System (STS)
International Bacclaireate (IB)	Data file from vendor	N/A
TOPS-aligned Dual Enrollment (DE)	From course number or type on transcript	Student Transcript System (STS)
Jump Start Basic or Advanced Credential	From record on transcript	Student Transcript System (STS)
HiSET/GED	Exit code 05	Student Information System (SIS)
CLEP	College Board	N/A

Earning HiSET/GED

Students must earn a HiSET or GED no later than October 1 of the academic year following the student's last exit. They do not have the entire cohort window.

Example:

A student in the 2016-2017 graduation cohort exited on February 18, 2015. The student earned a HiSET on November 3, 2016. This student will not be credited for earning a HiSET because the student only had to October 1, 2015 to complete it.

- Students who are not properly exited in SIS with 05 will need a copy of the test report that shows when the student earned the HiSET/GED.
- Students who earn a HiSET are counted as non-graduates in the graduation rate.
- Districts were provided with completer lists in secure ftp site.

Identify and Verify Legitimate Leavers

Identifying Legitimate Leavers

Per federal guidelines, student can be removed from the cohort for five reasons.

	Exit Code	Required documentation
Student is deceased	07	Death certificate, obituary
Transfer to out-of-state school that awards diplomas	10	Request for records or enrollment verification from receiving school or statement written and signed by the parent indicating reason for transfer
Transfer to approved nonpublic school that awards diplomas	14	Request for records or enrollment verification from receiving school or statement written and signed by the parent indicating reason for transfer
Transfer to BESE-approved home study	16	Approved application or quarterly report from LDOE
Early College Enrollment	20	Verification of enrollment

Auditing Legitimate Leavers

Each year, the LDOE audits students who have been exited using one of the legitimate leaver codes.

- Districts are provided with a list of randomly-selected students who exited to an out-of-state school or nonpublic school
 - The district must submit documentation for the exit that existed at the time that the code was applied.
 - The only acceptable documentation includes
 1. an official request for records from the receiving school or official verification of enrollment from the receiving school or
 2. a note written by the parent and signed by the parent that clearly indicates the reason that the student is transferring
- Districts are provided with a complete list of students who exited to BESE-approved home study and do not have an approval on file with the LDOE.
 - The only acceptable documentation includes an approved application signed by BESE or the quarterly report sent to school systems.

Certifying Cohort Graduation Data

Certifying Cohort Graduation Data: Online System

Process

- Each year in spring, school systems receive cohort graduation rosters through a secure web-based platform known as Louisiana Data Review.



The screenshot shows the Louisiana Data Review website. At the top, there is a banner with a group of diverse students and the text "LOUISIANA DATA REVIEW" in large, bold letters. Below the banner, there is a "LOG IN" button. To the right of the login button, there is a heading "Perform All Your Data Certifications In ONE place" and a paragraph of text describing the system. Below this, there are three columns of information: "Secure Environment" (with a shield icon), "Roster Download" (with a group of people icon), and "Dashboard" (with a gear icon). Each column contains a brief description of the feature.

- Access is only granted to persons who are identified as official accountability contacts.
- Individual emails are sent to accountability contacts which provide:
 - Login information
 - Directions on how to use the system
 - A guide that provides policy information, documentation requirements, file layout
 - Deadlines for completion of review and requests for change

Certifying Cohort Graduation Data: Review

When users login into the system, they will be able to download rosters in Excel format for each school in their LEA. The accountability contact is responsible for providing the rosters to schools and developing their own system for receiving requests for change.

Accountability contacts will need to develop a timeline with school personnel that allows them sufficient time to complete all requests by the deadline.

First Name	Last Name	Birth Date	Gender	Ethnicity	Economically Disadvantaged	LEP	Special Education Code	Migrant	Last Grade Placement	Exit Date	Exit Code	Drop Flag	Grad Flag	End Category Description	Site Flag	LEA Flag	Secure ID	Grad Point
K	CRE	15	F	Two or more races	Y	01	0	N	12	05/26/2016	04	N	Y	Graduate	Y	Y	7823779595	110

Certifying Cohort Graduation Data: Requests for Change

For each student on the roster, accountability contacts are provided with important data about the student, many of which can be edited by a documented request:

- Demographic information
- Inclusion (Does the student count at the school system? At the school?)
- Exit codes and exit dates as recorded in the state official Student Information System (SIS)
- Graduation Status
- Additional credentials: Advanced Placement, IB, CLEP, Dual Enrollment, Jump Start Basic or Advanced credential
- Dropout Indication (Flag)
- Number of points that will be awarded to the school for the student

Certifying Cohort Graduation Data: Requests for Change

In order for the LDOE to approve and apply a change, the school system must complete ALL of the following steps for each request. (Shown live in system for presentation.)

1. Select a school
2. Select a student and locate the edit screen
3. On the first tab of the screen labeled “ Data Certification Fields”
4. Make at least one change to a data element on the screen
5. SAVE the change

The screenshot shows a web application interface for editing student data. At the top, there are two tabs: "Data Certification Fields" (selected) and "Description & Support Documents". Above the tabs, the status is "N/A" and "New Student: No".

Under the "Data Certification Fields" tab, the "Test Type" is "4 - iLEAP". To the right, there is a "Flag For Removal" section with two radio buttons: "No" (selected) and "Yes (fields are locked)".

The main content area is divided into three sections:

- Student Information:** This section is further divided into:
 - Site/LEA Information:** Test Year: 2013, Test Month: 03 - Spring, LEA Code: 001, Site Code: 001001 (dropdown).
 - Demographics:** Gender: Female (dropdown).
 - Student Identification:** First Name: [Redacted], Last Name: [Redacted], Middle Initial: J, Date of Birth: 7/ [Redacted] (calendar icon), GUID: 9850298189.
 - Other:** Ed. Class: 0 - Regular (dropdown).

Certifying Cohort Graduation Data: Requests for Change

Requesting a change, cont.

6. Select the second tab labeled “Description and Support Documents”
7. Provide a brief description of the request in the text box
8. Attach documentation that supports the request (will review in another slide)
9. SAVE this page as well.

Status: N/A	New Student: No
Data Certification Fields	Description & Support Documents
Description:	<input type="text"/>
Documents:	<input type="text"/> <input type="button" value="Select"/>
	No attachments found.

Certifying Cohort Graduation Data: Requests for Change

Requesting a change, cont.

Documentation for some requests must be from state records. See below:

- Enrollment data-Student Information System (SIS)
- Credential data-Student Transcript System (STS)
- HiSET- Completion report or Test Records

Status: N/A	New Student: No
Data Certification Fields	Description & Support Documents
Description:	<input type="text"/>
Documents:	<input type="text"/> <input type="button" value="Select"/>
No attachments found.	

Certifying Cohort Graduation Data: Requests for Change

Continue to enter all requests for the school. When all requests for a school are completed:

- Return to roster screen
- Locate the submission button
- The system will show the user how many records were successfully submitted.
- A submission does not prevent the user from adding requests later.

001005 - Church Point High School (8-12) Assessment Roster

Filter Options

Search by Name:

Submission ID:

Grade Level:

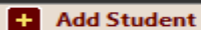
Status:

Search

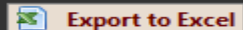
Show All

Submit All Eligible Students for Review

Click on the **View** link or double-click on a row to view student details.

 Add Student

Filter by Last Name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [All](#)

 Export to Excel

LEA Code

Site Code

Site Name

Last Name

First Name

Middle Initial

Submission ID

New/Removed

Status

Certifying Cohort Graduation Data: Using the Dashboard

The dashboard provides important information that is constantly updated, including:

- Number of records that are included on rosters
- Number of records that are submitted to the LDOE
- Number of submissions that have been reviewed and are complete
- Number of submissions that have not been completed
 - **IMPORTANT: LDOE reviewers cannot see or access the submissions that are incomplete**

District 001 | Home | My Announcements | My Profile | Log Out

LOUISIANA DATA REVIEW

District School Documentation

2013-14 / Louisiana / 001 - Acadia Parish

District Dashboard

001 - Acadia Parish

District Dashboard

Summary of Rosters

Click on the > button to view additional details.

Status	Assessment	ACT	DCAI	Grad Cohort	5th Year Grads
> - Total Student Counts -	7,379	1,071	569	700	3
> - Not Submitted / Draft -	0	0	0	0	0
> - Submitted / Pending Review -	0	0	0	0	0
> - Submitted / Under Review -	0	0	0	1	0
> - Closed -	0	0	0	1	0

Export to Excel

Certifying Cohort Graduation Data: Approvals

Users can see when a student's status has been updated. On the roster in the system, the status will be updated to show when a submission exists under the column labeled **Submission ID** and when it is reviewed under the column labeled **Status**.

<u>Name</u>	<u>Middle Initial</u>	<u>Submission ID</u>	<u>New/Removed</u>	<u>Status</u>
ITI	F	001001.1		Rejected
ANNA	J	001001.2		Approved
TER	S			
	P			
INY	E			
ALIE	J			
INI	E			
K	J			
IE	T			
Y	M			
LA	A			
ASTY	M			
OLAF	W			



New Cohort Graduation Indices Used in School Performance Scores

Accountability Formula: Graduation Rate

The new accountability formula for awarding points in the SPS for a school or school system graduation rate is found below. The graduation rate for an “A” has moved from 75 to 90.

Graduation Rate Ranges	2016-2017 (2015-2016 Cohort)	2017-2018 (2016-2017 Cohort)
0-60	CGR * 1.166667	
61-100	(CGR * 2) - 50	
0-75		CGR * .9
76-90		CGR * 1.111112
91-100 (A)		For 90, 100. Add 5 pts for each percent increase; 91=105, 92=110

Accountability Formula: Strength of Diploma Index

Quality of Diploma (Graduation Index): Student Results	Points Awarded
HS Diploma plus Additional points awarded for students who graduate on time and meet requirements for one or more of the following: <ul style="list-style-type: none"> • Advanced Placement • International Baccalaureate • JumpStart credentials • CLEP • TOPS-aligned dual enrollment course completion • Associates Degree (NEW) 	110-160
Four-year graduate (Includes Career Diploma students with a regional Jump Start credential, as well as students earning a Jump Start diploma who are assessed on alternate assessment)	100
Five and six-year graduate with any diploma (Five-year graduates who earn an AP score of 3 or higher, an IB score of 4 or higher, a CLEP of 50 or higher, or an Advanced statewide Jump Start credential will generate 140 points.)	50-75
HiSET/GED + Statewide JumpStart credential (NEW)	40
HiSET/GED (earned no later than October 1 following last exit record)	25
Non-graduate without HiSET/GED	0

Next Steps

Certifying Cohort Graduation Data: Checklist

In preparation for the opening of cohort graduation data certification, the LDOE recommends that you:

- Notify the LDOE about any changes in the official accountability contact for your school system
- Ensure that all graduates, especially summer graduates, have been properly exited in the Student Information System (SIS) with an exit code of 04 AND have a graduation date on their transcripts in STS
- Ensure that all students have credentials added to the Student Transcript System (STS)
- Identify a contact at each school who will be responsible for viewing the roster
- Review policy with school staff who will review the rosters and remind them to be ready to provide documentation for exit code reviews
- Locate quarterly reports or approval letters provided to the school system for students exited to BESE-approved home study
- Retrieved the HiSET/GED completer file posted to the ftp earlier this year
- Discuss upcoming data certification with your data manager who may need to assist with updates in STS

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