

# Louisiana Believes

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Verifying Graduation Data for High Schools and  
Alternative Schools

# Agenda

## **Part I: Cohort Graduation Policy and Data Certification**

- 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

## **Part II: New Alternative School Indices and Rosters**

- New alternative school accountability indices
- New students and new rosters provided in data certification
- Resources and Contact Information



# Part I: Cohort Graduation Policy and Data Certification

# Defining a Graduation Cohort



# Defining A Graduation Cohort

Bulletin 111, Chapter 7 defines a cohort as all students who entered regular 9<sup>th</sup> 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).

Students must graduate no later than August 31<sup>st</sup> of the fourth year to be counted as an on-time graduate. This 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 with 2016-2017 SIS records, 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) .

	3 <sup>rd</sup> Year	4 <sup>th</sup> 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 10<sup>th</sup> 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 31st.

## **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 Participate in Alternate Assessments

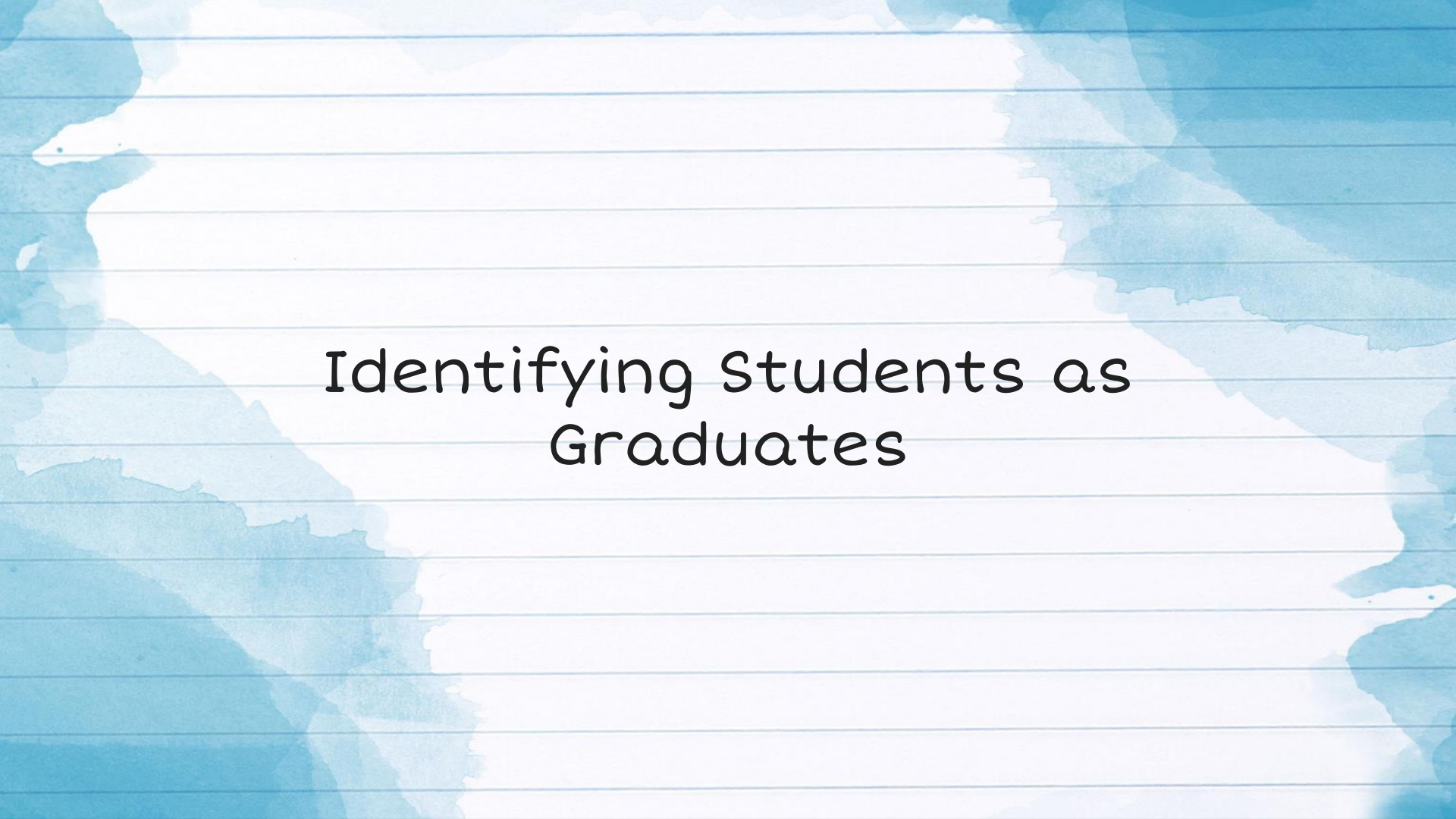
## Cohort assignment

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 5<sup>th</sup> or 6<sup>th</sup> 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 Augusts 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 may audit high school test records of students who graduate.

# Identifying Students as 5<sup>th</sup> or 6<sup>th</sup> Year Graduates

**In addition to requirements for all graduates, the 5<sup>th</sup> or 6<sup>th</sup> 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 5<sup>th</sup> or 6<sup>th</sup> 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).

# Jumpstart Diploma for Students Who Participate in Alternate Assessment (L1):

## **How Are Students Included in Accountability?**

- 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 as long as they remain continuously enrolled.

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

- Students must be exited from SIS no later than August 31 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 LEAP Connect ELA/LAA 1 assessments and correctly identified in SER.
- Student must have taken all EOCs to earn course credit for EOC-eligible courses.

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# 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 information (for test scores of 1 or 2) from official transcript	Student Transcript System (STS)
International Bacclaureate (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. Students do not necessarily have the entire cohort window.

Example:

A student in the 2017-2018 graduation cohort exited on February 18, 2016. The student earned a HiSET on November 3, 2017. This student will not be credited for earning a HiSET because the student only had to October 1, 2016 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.

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# Identifying and Verifying 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.

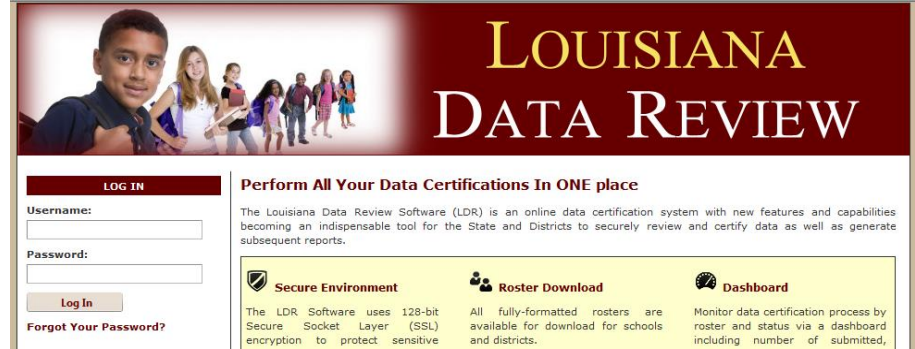


# Certifying Cohort Graduation Data



# Certifying Cohort Graduation Data: Online System

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



Access: Individual emails with login information are sent only to accountability contacts and backup contacts of record, along with:

- Directions on how to use the system
- Guides 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?)
- 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. N
5. S

**Status:** N/A **New Student:** No

**Data Certification Fields** | **Description & Support Documents**

**Test Type:** 4 - iLEAP **Flag For Removal:**  No  Yes (fields are locked)

**Student Information**

**Site/LEA Information**

Test Year: 2013  
Test Month: 03 - Spring  
LEA Code: 001  
Site Code: 001001

**Demographics**

Gender: Female

**Student Identification**

First Name: R  
Last Name: A  
Middle Initial: J  
Date of Birth: 7  
GUID: 9850298189

**Other**

Ed. Class: 0 - Regular

# 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

Status: N/A      New Student: No

**Data Certification Fields**      **Description & Support Documents**

Description:

Documents:

No attachments found.



# Certifying Cohort Graduation Data: Requests for Change

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

- Enrollment data-Student Information System (SIS)
  - Changes will not be approved when changes are not possible for SIS.
- Credential data-Student Transcript System (STS)
- HiSET- Completion report or Test Records

<b>Status:</b> N/A	<b>New Student:</b> No
<b>Data Certification Fields</b>	<b>Description &amp; Support Documents</b>
<b>Description:</b>	<input type="text"/>
<b>Documents:</b>	<input type="text"/> <input type="button" value="Select"/>
<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">No attachments found.</div>	

# 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

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

Submit All Eligible Students for Review

 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

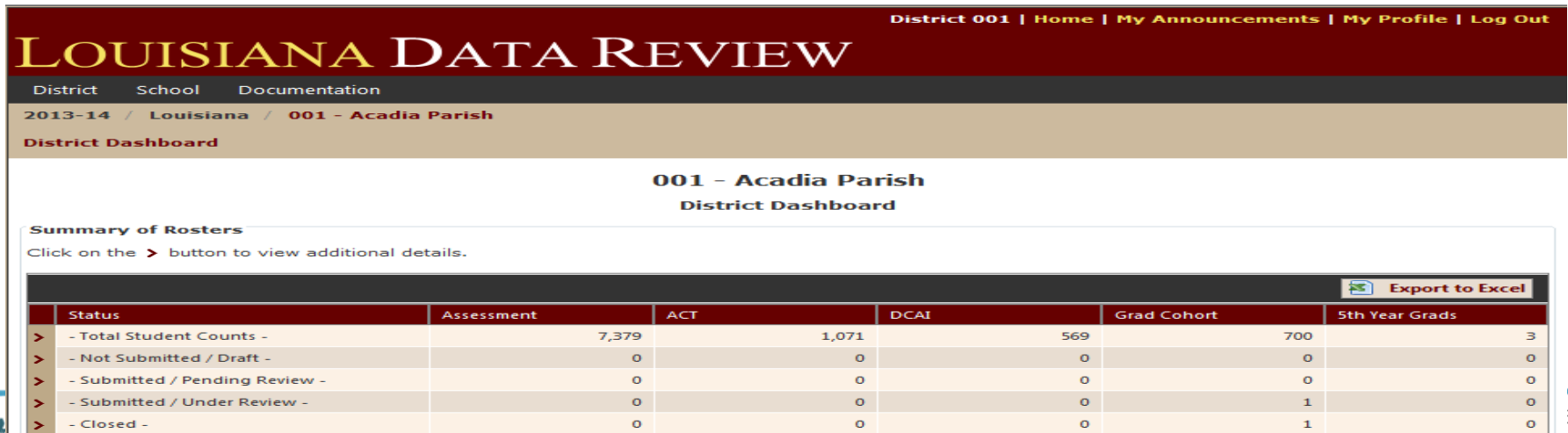
New/Removed

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 incomplete submissions**



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.

[Export to Excel](#)

	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

# 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			
ANI	E			
K	J			
IE	T			
Y	M			
LA	A			
ASTY	M			
OLAF	W			

Cohort Graduation Indices Used  
in  
School Performance Scores



# Accountability Formula: Graduation Rate


Graduation Rate Ranges	Points Awarded
0-75	$\text{CGR} * .9$
76-90	$\text{CGR} * 1.111112$
91-100	For 90, award 100 points. For each percent increase, add 5 points (91=105, 92=110, etc.)

# Accountability Formula: Strength of Diploma Index

Student Result	Points
HS Diploma plus Associate's Degree	160
HS Diploma plus (a) AP score of 3 or higher, IB Score of 4 or higher, or CLEP score of 50 or higher OR (b) Advanced statewide Jump Start credential *Students achieving both (a) and (b) will generate 160 points.	150
HS Diploma plus (a) At least one passing course grade for TOPS core curriculum credit of the following type: AP**, college credit, dual enrollment, or IB** OR (b) Basic statewide Jump Start credential *Students achieving both (a) and (b) will generate 115 points. **Students must take the AP/IB exam and pass the course to earn 110 points.	110
Four-year graduate (includes Career Diploma student with a regional Jump Start credential)	100
Five-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 score of 50 or higher, or an Advanced statewide Jump Start credential will generate 140 points. Five-year graduates who earn an Associate's Degree will generate 150 points.	75
Six-year graduate with any diploma	50
HiSET plus Jump Start credential	40
HiSET	25
Non-graduate without HiSET	0

# Certifying Cohort Graduation Data: Checklist

- Notify the LDOE of changes in the official accountability contact for your school system. These are the only individuals who will be assigned log-in permissions.
- Ensure that all graduates have been exited in the Student Information System (SIS) with an exit code of 04 AND have graduation dates on transcripts in STS no later than Aug. 31, 2018.
- 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.
- Retrieve 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.



Part II:  
New Alternative School  
Indices and Rosters

# Alternative School Accountability Framework

BESE approved a new accountability framework for alternative schools beginning in 2018-2019. As a result, some new students will be added to the cohort graduation roster and some new rosters will be provided for information only.

Index Type	Weight in K8 SPS 2019	Weight in HS SPS 2019
Progress Index	100%	25%
Core Credit Attainment	0%	25%
New DCAI	0%	25%
Credential Attainment	0%	25%
Interests and Opportunities	Not included in 2019	



New Students on Cohort Roster  
and New Rosters

# New Students on Cohort Roster: New Alternative School Accountability Credit Attainment Index

The cohort graduation rosters will include some new students that will need to be checked prior to the calculation of the credential attainment index that will be used in the calculation of the 2019 school and school system performance scores. Requests for changes should be submitted when data are not updated or accurate.

The new credit attainment index measures the outcomes of students in grade 12 in alternative schools, and may also include students in grade 11 with specific exit codes. Some of these students may also be members of the 2017-2018 graduation cohort and will be included in the school system graduation rate.

# New Students on Cohort Roster: New Alternative School Accountability Credit Attainment Index, cont.

Rosters will include:

- Students who were enrolled in grade 12 at the beginning of the year and meet the full academic year requirements (same FAY as all other schools) for the alternative school.
- Students who were enrolled in grade 11 at the beginning of the year, meet full academic year requirements, and have exit codes that match the categories in the table (04-diploma; 05-HiSET)

For these students, it will be very important to check for AP, DE, CLEP and Jump Start credentials.

# New Alternative School Accountability DCAI Rosters

Three new alternative school rosters will be posted to the La Data Review system as downloadable roster files. They are provided for information only and there will be no changes submitted for them.

- 1. *Simulated Prior Year Student Roster for DCAI:*** These rosters will include students who met the enrollment requirement for the 2016-2017 school year and will include credits for any subject that were reported in STS in 2017-2018. If student was not in a high school grade in 2017-2018, they will not be included in the index.
- 2. *Simulated School Level Result Roster:*** This roster will include simulated prior year results for the alternative school DCAI for all alternative schools in the school system.

# New Alternative School Accountability DCAI Rosters, cont.

**3. Current Year Student List:** These rosters will include students who met the enrollment requirement for the 2017-2018 school year and will be included in the new indices and SPS calculated for alternative schools in 2019. Credits will not be reported on the roster since all credits will not be finalized until the end of the academic year. The school in which the student is currently enrolled will be provided in the rosters.

- As with the regular school DCAI, students may be in any public or scholarship high school in Louisiana in 2018-2019 and meet full academic year requirements.
- Dropouts will be counted as zeros regardless of credit count.



# New Alternative School Accountability Core Academic Credit Accumulation Rosters

In addition to the new DCAI rosters, three new alternative school rosters will be posted to the La Data Review system related to the core credit accumulation index as downloadable roster files. They are provided for information only and there will be no changes submitted for them.

- 1. *Simulated Prior Year Student Roster for Core Credit:*** These rosters will include high school students who met one or both semester enrollment requirement for the 2017-2018 school year and will include ELA, math, science and social studies credits that were reported for them in STS in 2017-2018 and earned at the alternative school.
- 2. *Simulated School Level Result Roster:*** This roster will include simulated prior year results for the core academic credit index for all alternative schools in the school system.

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# New Alternative School Accountability Core Academic Credit Accumulation Rosters, cont.

**3. Current Year Student List:** These rosters will include students who met one or both semester enrollment requirement for the 2018-2019 school year and will be included in the new indices and SPS calculated for alternative school scores in 2019. Credits will not be reported on the roster since all credits will not be finalized until the end of the academic year. The current school will be provided in the rosters.

- Dropouts will be counted as zeros regardless of credit count.

# Contact Information:

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