



Graduation and Absenteeism Rates

Agenda

- Objectives
- Cohort Timeline and Process Review
- News and Notes
- Federal Requirements and Definitions
- Common Questions and Guidance
- Chronic Absenteeism Calculations
- Revisit Objectives
- Questions and Feedback

Objectives

- We will be able to:
 - Identify **deadlines and required actions** graduation rate calculations
 - Explain how **chronic absenteeism** is calculated
 - Identify and explain **common data entry errors** and how to avoid and resolve them

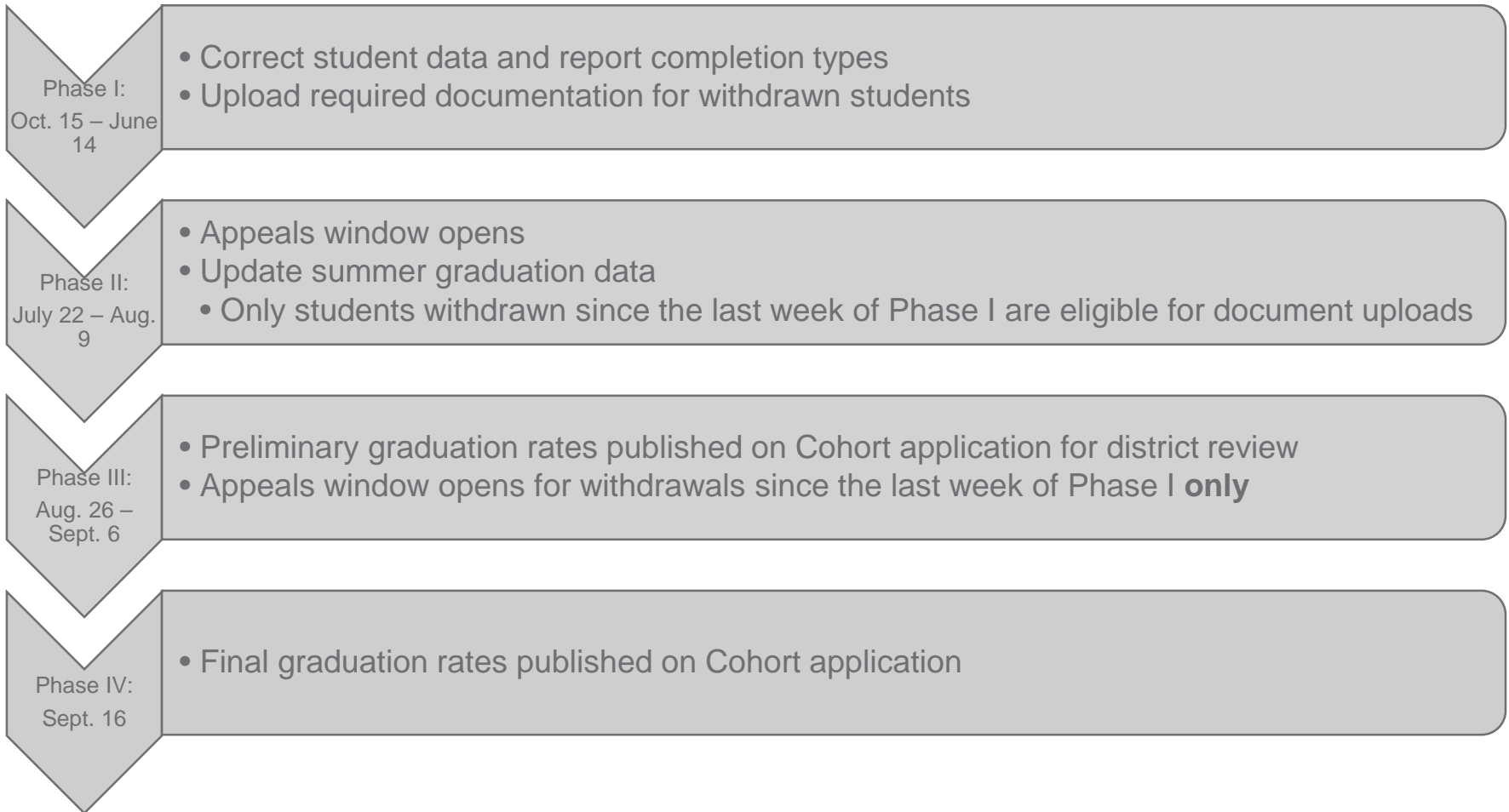
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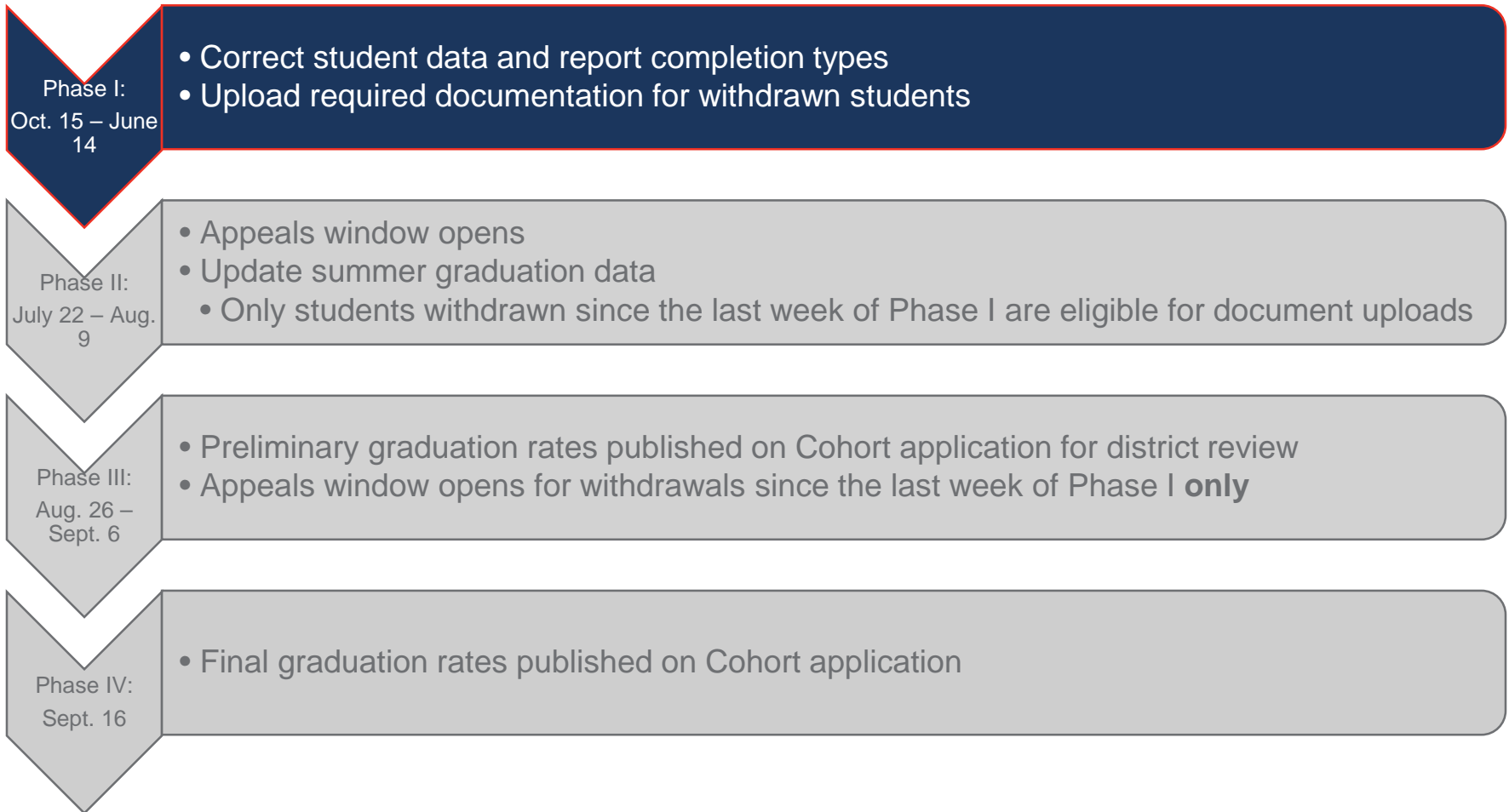
Cohort Timeline and Process Review

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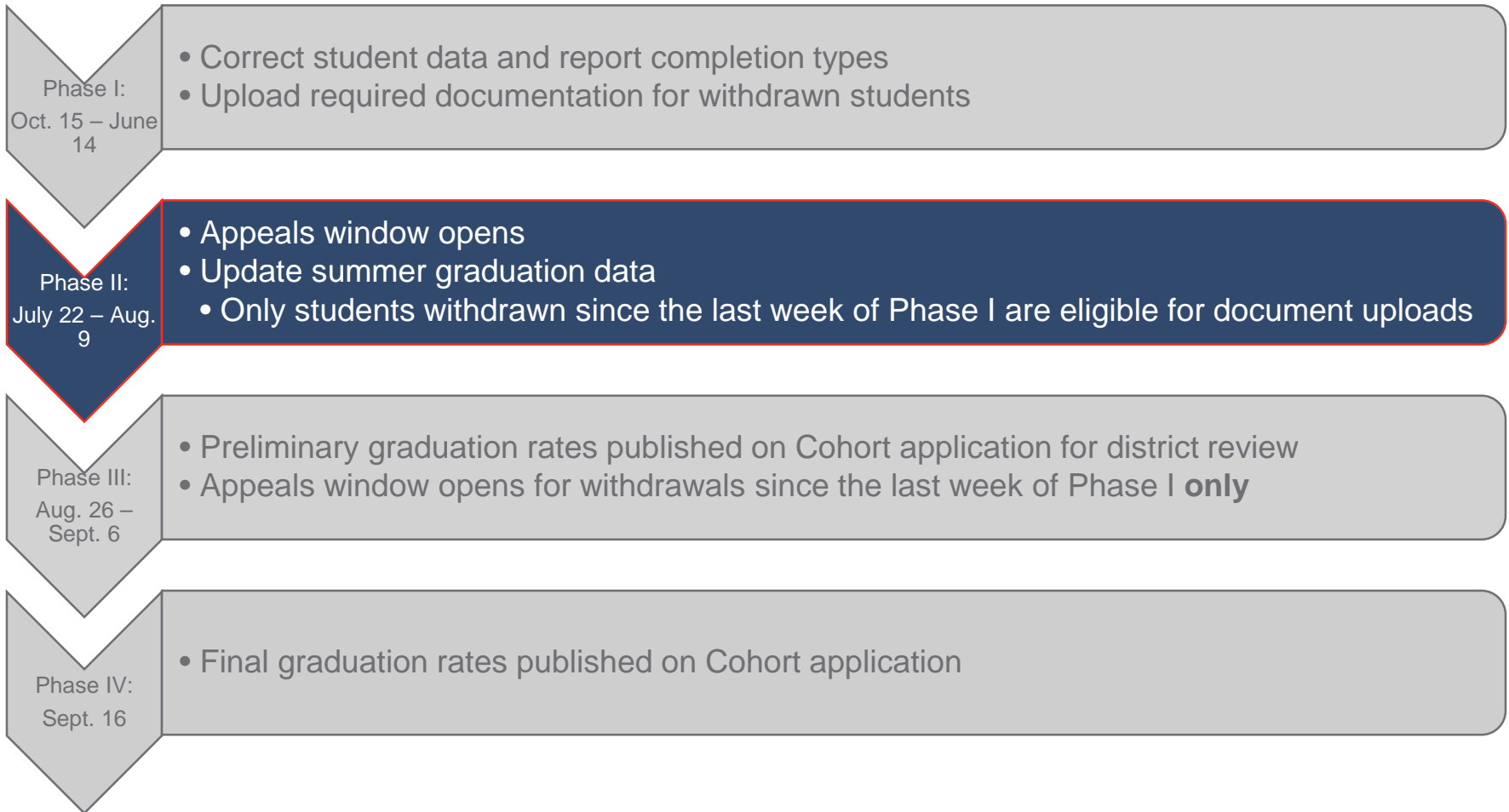
Graduation Cohort Process Timeline



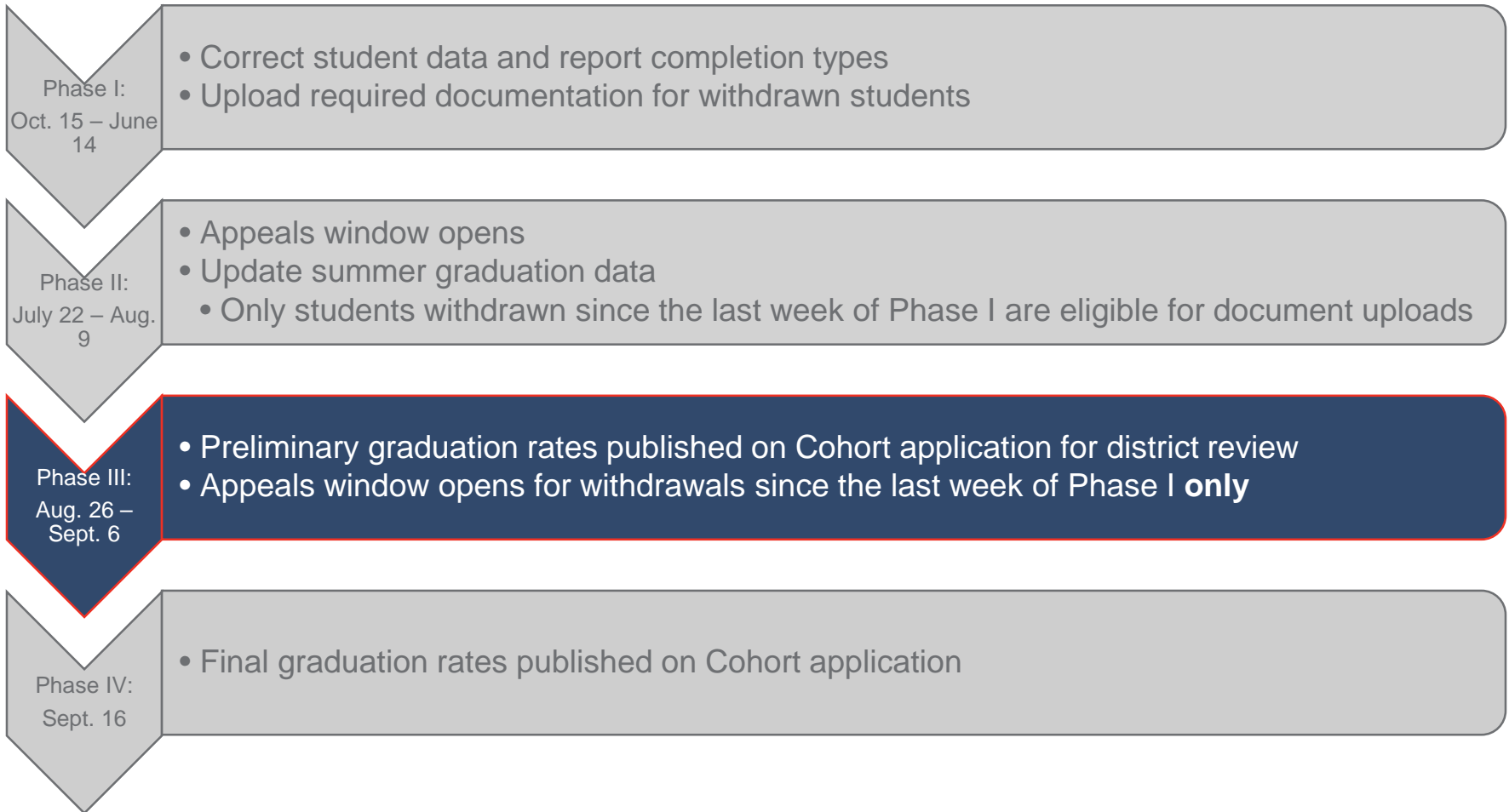
Graduation Cohort Process Timeline



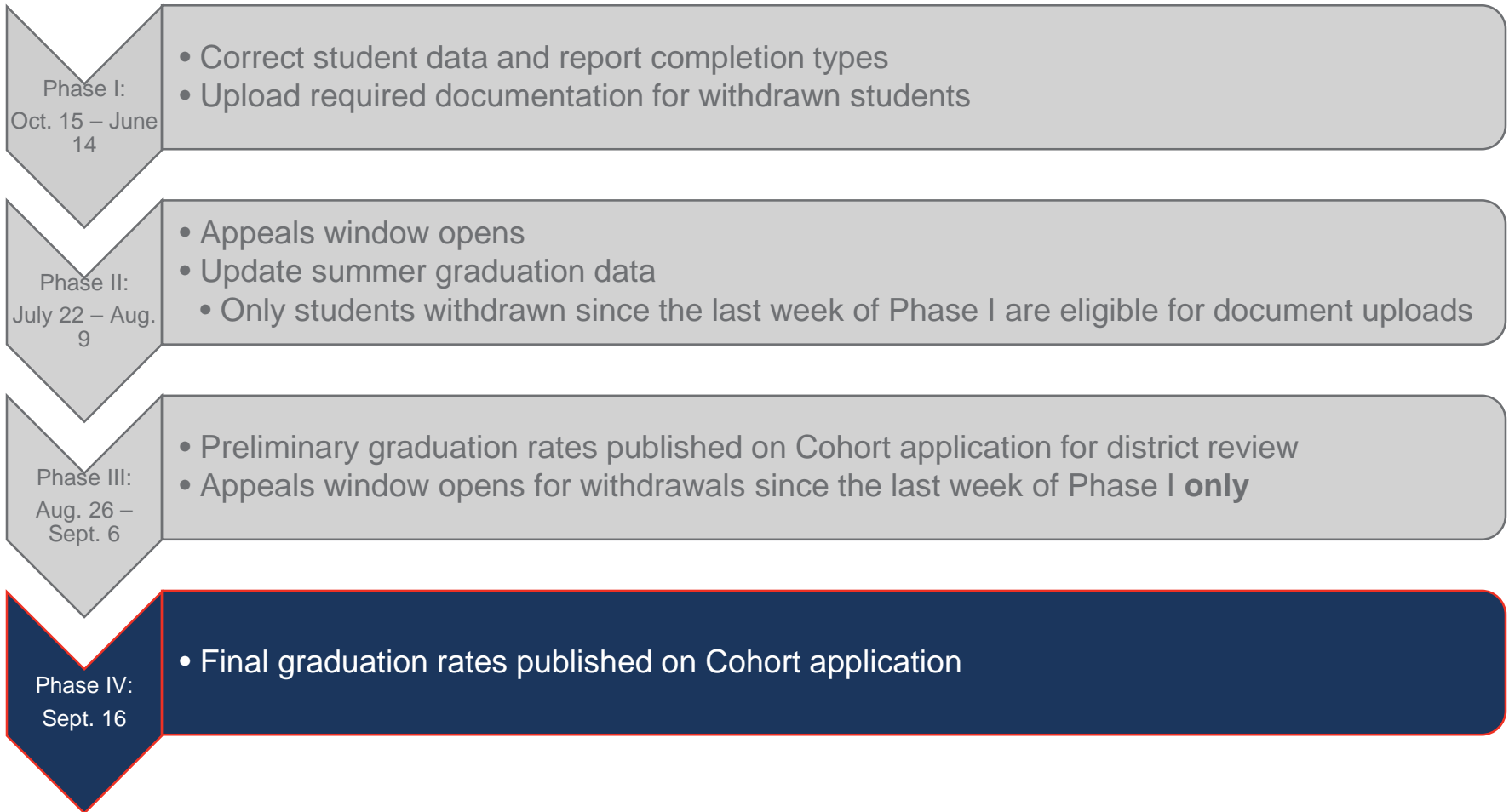
Graduation Cohort Process Timeline



Graduation Cohort Process Timeline

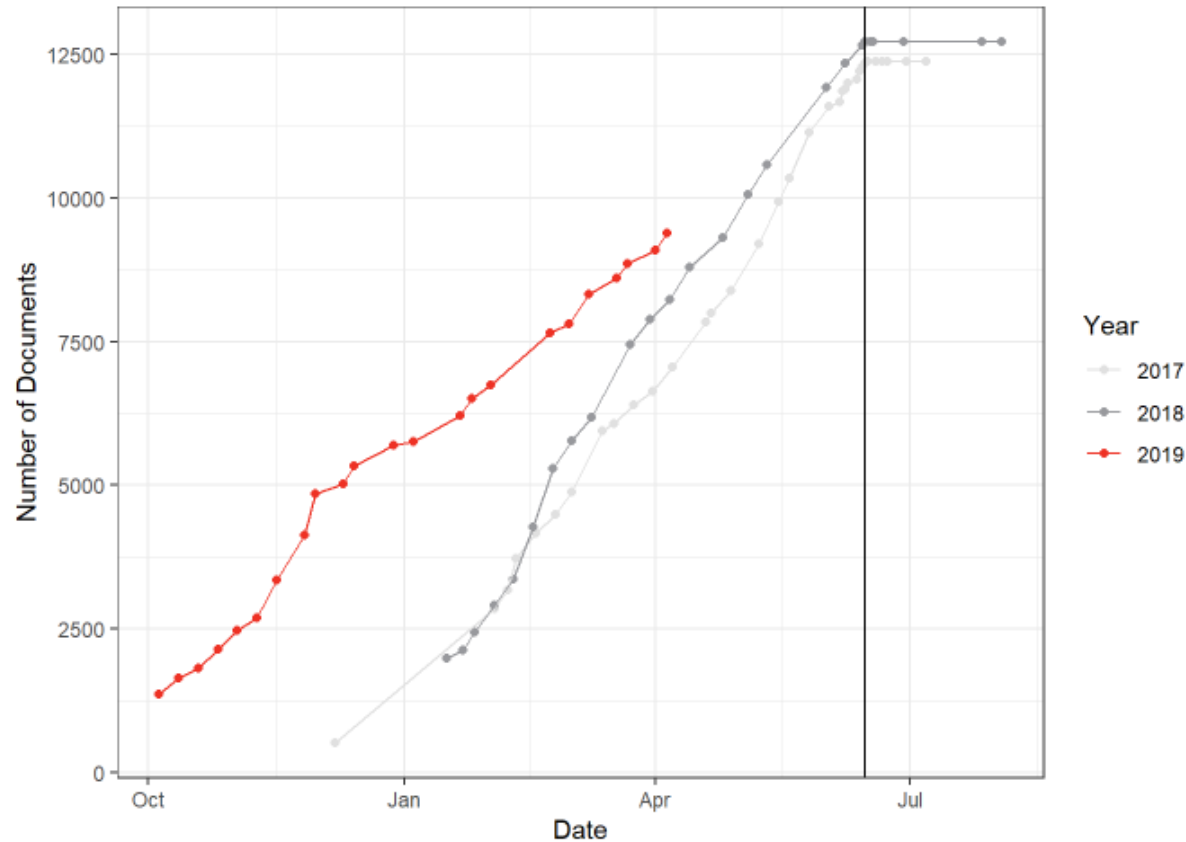


Graduation Cohort Process Timeline



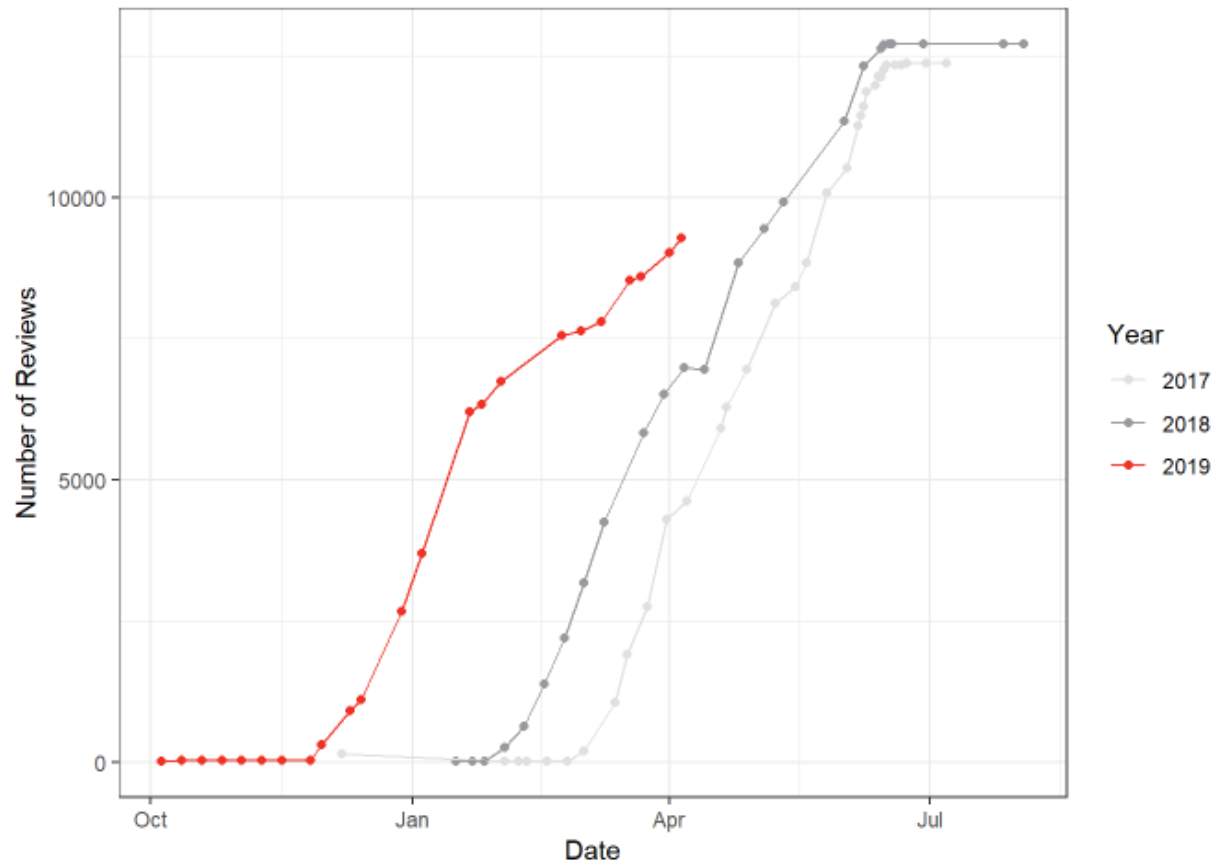
You have uploaded more documentation than at this point last year.

Districts have uploaded **1164 more** documents compared to about this time last year. There are 71 days left for districts to upload documentation.



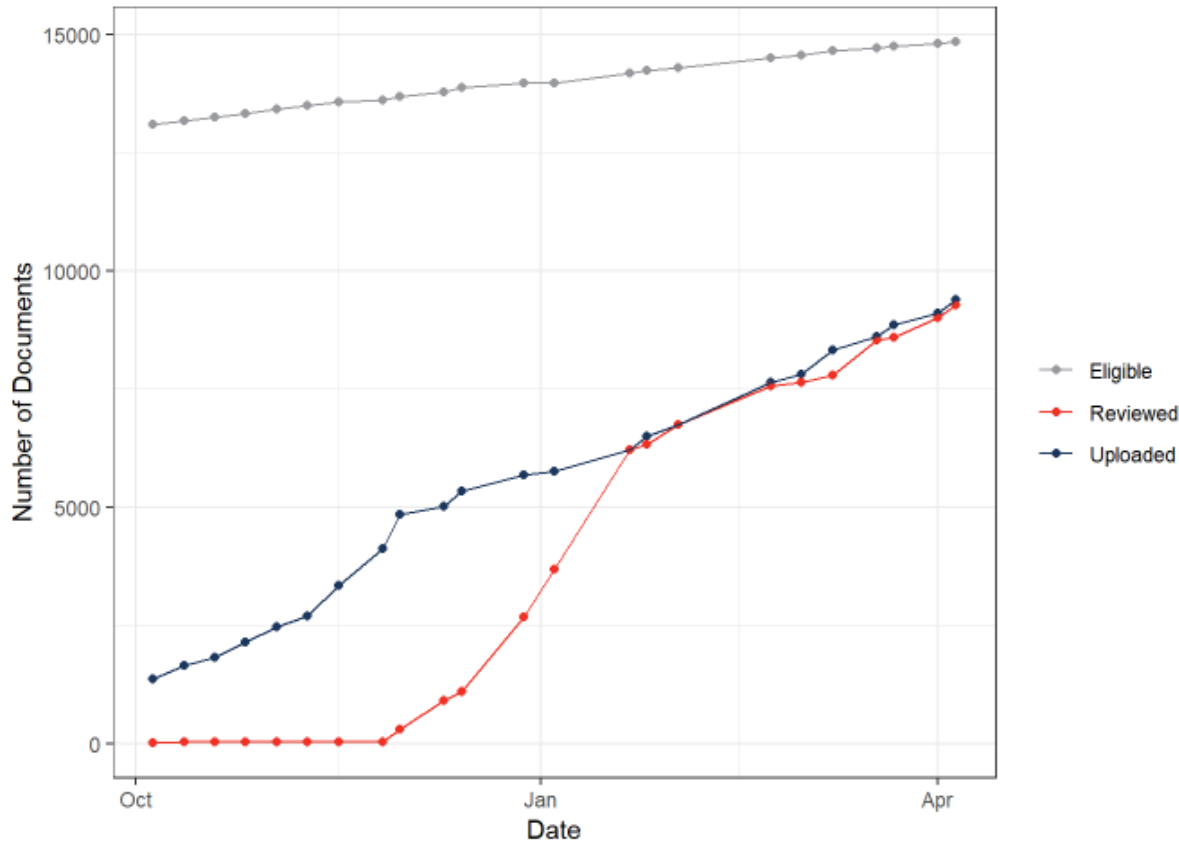
We have reviewed more submissions than at this point last year.

We have reviewed **2288 more** documents than about this time last year.



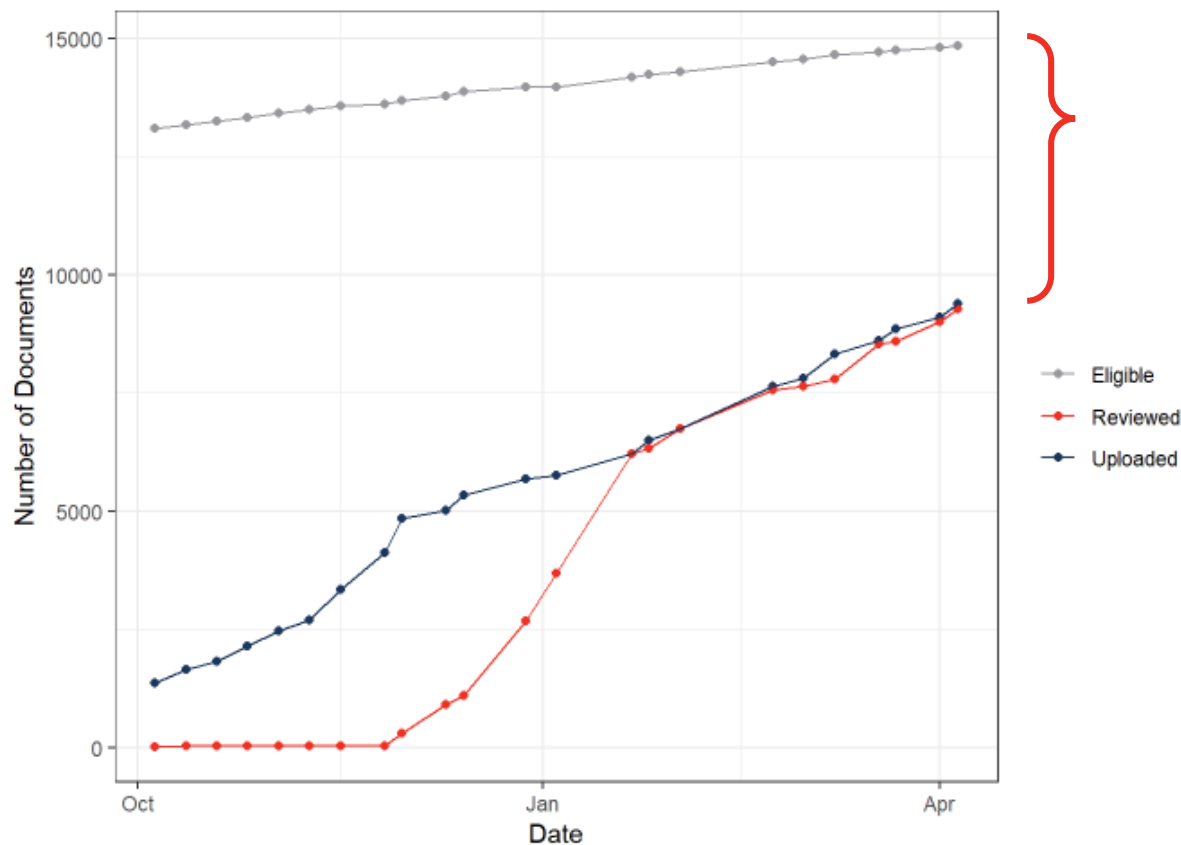
We have reviewed almost all documents that have been submitted.

Districts have uploaded **9387** documents, and we have reviewed **9276** of them (**98.8%**). If all students who are currently eligible for removal remain so, there would be **14849** documents to review.



This is what you should be working on before **June 14**.

Districts have uploaded **9387** documents, and we have reviewed **9276** of them (**98.8%**). If all students who are currently eligible for removal remain so, there would be **14849** documents to review.



Here is how we can stay ahead of schedule.

- Before **June 14**, you should be checking:
 - Students who have a withdrawal code of 02, 05, 06, 08, 10, or 17 but do not have a document uploaded
 - Students who have blank values for **both** completion type and withdrawal code in the Cohort application
 - Any unexplained students who do not have a value for completion type

Please download and use your files.

2018 - 2019 Graduating Cohort for Year Entered 9th Grade 2015

Graduation Cohort: 2018 - 2019 ▼

District: [REDACTED]

School: - All Schools - ▼

Statewide Student Key: [REDACTED]

Show Data

Doc attached

[Download CSV File](#)

Documentation upload is limited to students in grades 9 through 12 who withdrew between the 2015-16 and 2018-19 school year and who have withdrawal codes of 2,5,6,8,10, or 17).

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News and Notes

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Changes in Graduation Calculations

- Students who take the **alternate assessment** and earn an **alternate diploma** can count as graduates
 - Starting with students who entered grade 9 in 2018.
 - [TCA §49-6-6001](#)
 - [Additional resources](#)
- Districts can appeal students who are enrolled less than 60 days in the most recent year to include them in the school and district in which they were enrolled for the greatest proportion of days in grades 9-12.
 - [TCA §49-1-601](#)

Additional Notes

- ACT participation rates count the number of graduates with valid ACT composite scores out of the total number of on-time regular graduates.
 - **Note:** If your district codes a student as a regular graduate who did not earn a diploma, **this student will be expected to have a valid ACT composite score.**
- We **cannot** change these data after they are final.

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Federal Requirements and Definitions

Defining the Graduation Cohort

- “The number of students who form the original cohort of **entering first-time students in grade 9** enrolled in the high school...adjusted by—
 - Adding the students who joined that cohort, after the date of the determination of the original cohort; and
 - Subtracting only those students who left the cohort, after the date of the determination of the original cohort...”

Defining Graduates

- “The number of students in the cohort...who earned a regular high school diploma before, during, or at the conclusion of—
 - The fourth year of high school; or
 - A summer session immediately following the fourth year of high school; and
 - All students with the most significant cognitive disabilities in the cohort...assessed using the alternate assessment aligned to alternate academic achievement standards and awarded a State-defined alternate diploma”
- “Shall not include a **general equivalency diploma, certificate of completion, certificate of attendance, or similar lesser credential**”

Assigning Students to Cohorts

- The department assigns students a cohort year based on a combination of the student's enrollment record and the value submitted for their year entered grade 9 (YE9)
- Note: This **value remains fixed once assigned** and can only be changed by submitting a change request worksheet with official documentation.
 - This highlights the importance of **correct data entry**.

Removing Students from Cohorts

- “To remove a student from a cohort, a school or local education agency shall require documentation...to confirm that the student has **transferred** out, **emigrated** to another country, or transferred to a **prison** or juvenile facility, or is **deceased**.”
- The term “transferred out” means a student has left for:
 - “Another school from which the student is expected to receive a regular high school diploma”
 - “Another educational program from which the student is expected to receive a regular high school diploma...”

Required Documentation for Cohort Adjustments

- “The confirmation of a student’s transfer to another school or educational program...**requires documentation** of such transfer from the receiving school or program...”
- “A student for whom there is **no confirmation** of the student having transferred out...shall **remain in the adjusted cohort.**”
- “A student who is **retained in grade** or who is enrolled in a program leading to a general equivalency diploma, or other...**program that does not issue...a regular high school diploma**, shall not be considered transferred out and **shall remain in the adjusted cohort.**”

Review: Requirements and Definitions

- Which students count as **graduates**?
 - Students who receive a **regular education diploma within four years** plus a summer
 - **Future years**: Students who enter grade 9 in 2018 and took the **alternate assessment** who also receive an alternate diploma
- Which students count in the **cohort**?
 - Students who enter grade 9 for the first time four years earlier
 - **Plus** students who enter after the cohort is determined
 - **Minus** students for whom there is **documentation** that the student transferred out, emigrated, or passed away
- How is graduation rate calculated?
 - $$\frac{\text{Number of students who graduate in four years plus a summer}}{\text{Number of students in graduating cohort}}$$

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Common Questions and Guidance

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Phase I: Tasks to Complete

- Submit **withdrawal information** and **documentation**
 - Can only upload documents for codes 2, 5, 6, 8, 10, and 17
- Verify correct coding of early graduates
 - Withdrawal code 12, completion period “EA”
- Submit completion information
 - Must have valid completion **document type**, completion **date**, and completion **period**
- Verify student **demographics** and **subgroup** reporting
- Any data that remain incorrect and any documents not uploaded will be ineligible for appeal during Phase II

Phase I: Common Issues to Resolve

Situation	Resolution
A student withdrew to Job Corps	<ul style="list-style-type: none">• Code as 00, 01, or 05• Note: The student can only be removed with official documentation that s/he received an on-time regular diploma
A student withdrew, but there is no “Attach” link in the Cohort application	<ul style="list-style-type: none">• Ensure the correct withdrawal code was submitted in EIS; this will update in the Cohort application the following morning• Note: Only students with withdrawal codes of 2, 5, 6, 8, 10, or 17 are eligible for uploads
A student is in the wrong cohort	<ul style="list-style-type: none">• Submit official documentation (e.g., transcript, letter on letterhead from administration) confirming first enrollment in grade 9
A student rolled over into the cohort but never attended	<ul style="list-style-type: none">• Submit official letter from administrator confirming the student never attended the school in question

Phase I: Common Issues to Resolve

Situation	Resolution
A student is missing from the cohort	<ul style="list-style-type: none">• Check that the student does not appear in a different active cohort• Email TNEducation@tn.gov and include the student's state ID number, transcript, and any information as to why the data might be correct
A student is enrolled elsewhere according to EIS, but the student still appears in our district's cohort	<ul style="list-style-type: none">• Ensure the student does not have multiple ID numbers• Note: A student who enrolls in an adult or alternative school is not removed from another district's cohort, as these schools do not generate cohorts• Note: The student can only be removed with official documentation that s/he received an on-time regular diploma from the receiving school or program

Phase I: Common Issues to Resolve

Situation	Resolution
A student does not appear on the EIS Roster of Graduates	<ul style="list-style-type: none">• Contact the EIS Help Desk
A student who was initially withdrawn out of state (05) actually withdrew to an out-of-state online school (17)	<ul style="list-style-type: none">• Change the student's withdrawal code to 17• If your district's SIS package does not allow this change, email TNEd.Graduates@tn.gov
A student who was initially withdrawn to a home school (10) was actually enrolled in a non-public school (06), or vice versa	<ul style="list-style-type: none">• Ensure the withdrawal code corresponds to the actual withdrawal circumstance• Ensure the uploaded documentation matches the withdrawal code (e.g., records request for WD06 or Intent to Home School form for WD10)
A student has a withdrawal code for another school (04) or district (03), but there is no subsequent enrollment	<ul style="list-style-type: none">• Reach out to the receiving district to ensure the student's enrollment is entered• Note: Students with codes 03 or 04 can only be removed with a subsequent enrollment in EIS

Phase I: Common Document Denial Reasons

- 02:
 - Written acknowledgment must confirm that the student receives services resulting in regular diploma
- 05:
 - Notes/hearsay from friends/neighbors/pastors, etc. are not sufficient documentation for **out-of-country** withdrawals
 - *For exchange students:* Documents must come from exchange agency **and** must note year of participation
- 06/10:
 - Documentation that supports withdrawal to out-of-state online schools should use code 17
- 17
 - Screenshots of student homepage, payment receipts, and/or enrollment applications are all insufficient

Review: Phase I Tasks and Issues

- Submit **withdrawal** information and documentation
- Submit **completion information**
 - Includes completion document **type**, completion **date**, and completion **period**
- **Verify** in SIS, EIS, and the Cohort application to ensure **data updated** correctly
- Refer to **common situations to resolve** in this document, which will be available on the Cohort application

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Chronic Absenteeism Calculations

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Students who miss 10 percent or more of the instructional days they are enrolled.

- Absences:
 - Extract 049 (Student Attendance)
 - Attendance Type of A, T, U, or X
- Instructional days:
 - Extract 011 (200 Day Event Calendar)
 - School Day Type = “I” and Event Type is not “SI” or “MI”
- 50 percent enrollment:
 - Extract 041 (Student Enrollment)
 - Count of instructional days between begin and end dates
 - Students only count toward absenteeism rates if enrolled for at least half the instructional days of the school/district total

We apply other business rules to count absences appropriately.

- Absences only count if they occur on instructional days between the enrollment begin and end dates.
- Stockpiled days count as one day only both in the numerator and denominator.
- We only include absences from primary enrollments (Type of Service = "P").

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Revisit Objectives

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Objectives

- We should be able to:
 - Identify **deadlines and required actions** graduation rate calculations
 - Explain how **chronic absenteeism** is calculated
 - Identify and explain **common data entry errors** and how to avoid and resolve them

Upcoming Deadlines and Actions

- June 14:
 - All data must be correct and complete in the Cohort application
 - Withdrawal and completion data, document uploads
 - Any incorrect or missing data after June 15 will not be considered
- July 22:
 - Appeals window opens
 - Submit appeals for allowable situations only
 - Submit summer completion information
- August 9:
 - Appeals window closes; no further submissions accepted

Thank you for your partnership in this process.

- We are excited to continue to improve the process in alignment with law and policy.
- We released appeals guidance this week and will host another webinar next week.
- For questions that were not addressed today, please either consult the documentation on the Cohort application or email TNED.Graduates@tn.gov.

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**Questions?
Feedback?**



Districts and schools in Tennessee will exemplify excellence and equity such that all students are equipped with the knowledge and skills to successfully embark on their chosen path in life.

Excellence | Optimism | Judgment | Courage | Teamwork