

Cohort Graduation Rates



District Level Instructions

Arkansas Department of Education
Public School Accountability/School Performance Unit
Class of 2015 Graduation Corrections
January 2016

Please use this step by step guide as your District makes corrections in the Graduation Rate Review and Corrections System.

Log In:

- Go to the ADE DATA Center
- <https://adedata.arkansas.gov>
- Click on the Graduation Rate Review and Corrections System icon.

The image shows a screenshot of the ADE DATA Center's 'All Tools' page. On the left side, there is a vertical navigation menu with six colored buttons: 'All Tools' (red), 'For ADE Staff' (blue), 'For Educators' (green), 'For Parents' (purple), 'For Data' (orange), and 'External Links' (teal). The main area is a grid of 50 tool icons arranged in 10 rows and 5 columns. A red arrow points from the right edge of the grid to the icon for 'Graduation Rate Review & Corrections System', which is located in the 4th row, 4th column. A white box with a red border and the text 'Graduation Rate Icon' is positioned at the end of the arrow.

Row	Column 1	Column 2	Column 3	Column 4	Column 5
1	ACT Reports	Accountability Reports Center	ADE Abstract of Assessment Reporting System	ADE Acronym Translator	ADE ARVA Portal System
2	ADE Schools of Innovation Application	ADE Staff Directory	ADE State Data Warehouse	ADE Technology Plan System	Arkansas Student Intervention System
3	Arkansas Educator Licensure System	Arkansas School Performance Report Card	Arkansas School Performance Report Card - By LEA	studentGPS Arkansas studentGPS Dashboards	Assessment Correction Engine
4	Community Advisory Board Application	Contact Person Address Book	Course Code Management System	Data Act Reporting System	District Access Information
5	Duplicate Enrollment Audit System	Educator Preparation Performance Reports	GIS Maps	Graduation Rate Review & Corrections System	System
6	LEA Management System	NCES Directory System	Neglected & Delinquent Data System	Online Forms	Online Assessment Readiness Survey
7	Roster Verification	School Board	Security	Standards Annual	Statewide

- To login, the user must have a District level TRIAND account.
- Users will log on using their TRIAND Username and Password.
- If you experience any difficulties using your TRIAND Username or Password, please consult with your District TRIAND Administrator.
 - *For questions regarding your TRIAND username or password, please contact the ADE Data Quality Office by calling 501.683-5660.*

Welcome to Graduation Rate Review and Corrections System!

Graduation Rate Review & Corrections System - 2015

Review Records | Archives

Tutorial | Export to Excel | Filtered | All | Add Student

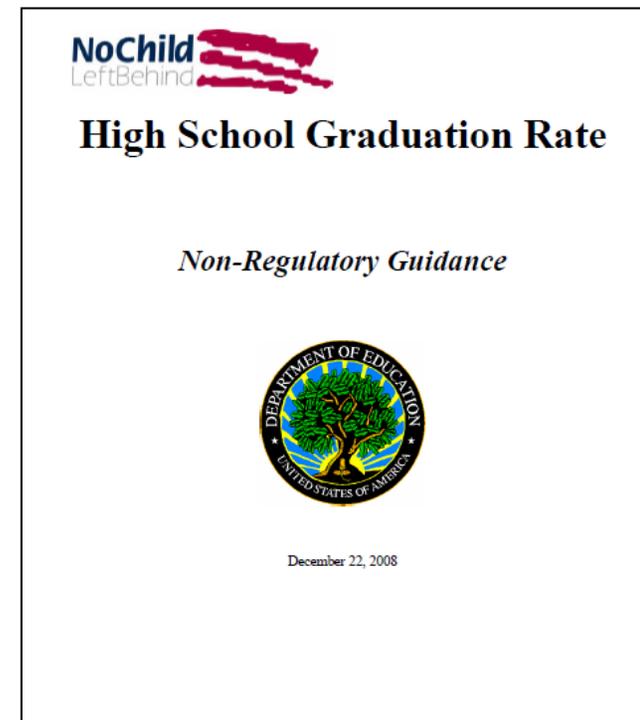
STATUS	EXPECTED GRAD. YEAR	SCHOOL LEA	SCHOOL NAME	SSN (LAST 4 DIGIT)	STATE ID	LAST NAME	FIRST NAME	RACE	GENDER	ECONOMICALLY DISADVANTAGED	SPED	LEP	ACTUAL GRAD.	TOOLS
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							White	M	No	No	No	No	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							Black/African American	M	No	No	No	Yes	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	M	Yes	No	No	No	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction

Page size: 10 | 1373 items in 138 pages

- In this screen, a district can see all of their schools and graduates.
- Districts can use the Export to Excel tool to transfer the data to an Excel Spreadsheet.
 - *Please note that we have redacted School LEA, School Name, SSN, State ID, Last Name and First Name to protect student privacy.*

Types of Corrections

- **There are three types of corrections that can be made.**
 - Removing a student from a cohort.
 - Adding a student to a cohort.
 - Correcting a student's demographic information.
- **All corrections must have proper documentation.**
 - Acceptable forms of documentation and additional information can be found in the United States Department of Education High School Graduation Rate Non-Regulatory Guidance.
 - <https://www2.ed.gov/policy/elsec/guid/hsgrguidance.pdf>



Deleting a Student Record

Which students may be removed from a cohort?

- Only a student who transfers out and enrolls in **another Arkansas school, homeschool, emigrates to another country, moves out of state or dies** may be removed from a high school's cohort.
- Before removing a student from a cohort, **a school must obtain written confirmation that the student transferred to another Arkansas school, was homeschooled, emigrated, moved out of state or is deceased.**
- *A student who is retained in a grade or enrolls in a GED program may not be removed from the cohort.*
- Thus, schools must ensure that a student who drops out of high school is not deemed a transfer for purposes of calculating graduation rate; rather, the student must remain in the adjusted cohort – that is, the denominator of the graduation rate calculation.

How to Remove a Student Record:

Graduation Rate Review & Corrections System - 2015

STATUS	EXPECTED GRAD YEAR	SCHOOL LEA	SCHOOL NAME	SSN (LAST 4 (RGT))	STATE ID	LAST NAME	FIRST NAME	RACE	GENDER	ECONOMICALLY DISADVANTAGED	SPED	IEP	ACTUAL GRAD	TOOLS
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							White	M	No	No	No	No	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							Black/African American	M	No	No	No	Yes	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	M	Yes	No	No	No	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction

- Select a student and click on [Make Correction](#) at the end of the student's row.

Graduation Rate Review & Corrections System - 2015

Student Record Correction

Student Information Summary

District: [Redacted] Race: Black/African American
 School: [Redacted] Gender: M
 Student Name: [Redacted] Economic Disadvantage: Yes
 SSN (last 4 digits): [Redacted] SPED: No
 State ID: [Redacted] Migrant: No
 LEP: No
 Actual Grad: No

Correction Type:

Correct Cohort Student Record
 Delete Cohort Student Record

Cancel

For Technical Support

Your Name:

Your Email:

Your Message:



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Graduation Rate Review & Corrections System - 2015

Student Record Correction

Student Information Summary

District: [Redacted] Race: Black/African American
 School: [Redacted] Gender: M
 Student Name: [Redacted] Economic Disadvantage: Yes
 SSN (last 4 digits): [Redacted] SPED: No
 State ID: [Redacted] Migrant: No
 LEP: No
 Actual Grad: No

Correction Type:

Correct Cohort Student Record
 Delete Cohort Student Record

Mandatory Supporting Document

Note: In order to proceed, a supporting document is required. You can type a supporting information on the comments or upload a supporting document.

District Comment:

Use this tool to give a brief statement to why the student should be deleted from the Cohort.

Upload File: No file selected.

All Corrections *must* have documentation.

Please see:
<https://www2.ed.gov/policy/el/sec/guid/hsgguidance.pdf>

District User Information

District Name: District District
 District Email: district@stateator.com
 District Phone:

Click here to complete the correction for the student.

For Information:
 Your Name:
 Your Email:
 Your Message:



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Adding a Student Record

Which student can be added to a cohort?

- Only a student that was an actual on time graduate can be added to a cohort.
- An actual graduate may be added when a copy of an official transcript is uploaded into the system.
- *No other students may be added to the cohort.*

How to Add a Student Record:

The screenshot displays the 'Graduation Rate Review & Corrections System - 2015' interface. At the top, there is a navigation bar with the ADE Data Center logo and various utility icons. Below the navigation bar, the main content area features a table of student records. The table has the following columns: STATUS, EXPECTED GRAD YEAR, SCHOOL LEA, SCHOOL NAME, SSN (LAST 4 DIGIT), STATE ID, LAST NAME, FIRST NAME, RACE, GENDER, ECONOMICALLY DISADVANTAGED, SPED, LEP, ACTUAL GRAD, and TOOLS. The table contains several rows of data, with a large black redaction box covering the 'SCHOOL LEA' and 'SCHOOL NAME' columns. A red arrow points to the 'Add Student' button located in the top right corner of the table area. The bottom of the interface shows a pagination control with 'Page size: 10' and '1373 items in 138 pages'.

- Click Add Student

Graduation Rate Review & Corrections System - 2015

Add Student Record

Student Information

District:

School:

Student First Name:
 Student Last Name:

Student State ID:

Student SSI:

Student Grade Level:

Race:

Gender:

Was the student on free or reduced lunch status?

Was the student enrolled in the special education program as of October 1 of their ninth grade year?

Was the student enrolled in a Migrant Education program their 9th grade year?

Was the student enrolled in a Limited English Proficiency (LEP/ELL) program as of October 1 of their ninth grade year?

Was the student an on-time graduate at your school district?

Mandatory Supporting Document *

Note: In order to proceed, a supporting document is required. You can type a supporting information on the comments or upload a supporting document.

District Comment:

Upload File: No file selected.

District User Information

District Name:

District District:

District Email:

District Phone:

For Technical Support

Your Name:

Your Email:

Your Message:



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When adding a student, it is important to fill out each box. Please double check your information for accuracy.

Note:
When adding a student, please be mindful that the information that is entered may impact your TAGG numbers as well as other subgroups.

Correcting a Student's Demographic Information

What student demographic information can be corrected in a cohort?

- Only students with an incorrect race, gender, free or reduced lunch, special education, or Limited English Proficiency status code can be changed.
- When changing a student's demographic information, a district must submit supporting documentation.

How to Correct a Student's Demographic Information

Graduation Rate Review & Corrections System - 2015

STATUS	EXPECTED GRAD. YEAR	SCHOOL LEA	SCHOOL NAME	SSM (LAST 4 DIGIT)	STATE ID	LAST NAME	FIRST NAME	RACE	GENDER	ECONOMICALLY DISADVANTAGED	SPED	LEP	ACTUAL GRAD.	TOOLS
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							White	M	No	No	No	No	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							Black/African American	M	No	No	No	Yes	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	M	Yes	No	No	No	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction

- Select a student and click on [Make Correction](#) at the end of the student's row.

Graduation Rate Review & Corrections System - 2015

Student Record Correction

Student Information Summary

District: [REDACTED] Race: Hispanic
School: [REDACTED] Gender: M
Student Name: [REDACTED] Economic Disadvantage: No
SSN (last 4 digits): [REDACTED] SPED: No
State ID: [REDACTED] Migrant: No
LEP: No
Actual Grad: Yes

Correction Type:

Correct Cohort Student Record **Select Correct Cohort Student Record**

Correct Cohort Student Record

Race: No Change
Gender: No Change
Was the student on free or reduced lunch status? No Change
Was the student enrolled in the special education program as of October 1 of their ninth grade year? No Change
Was the student enrolled in a Migrant Education program their 9th grade year? No Change
Was the student enrolled in a Limited English Proficiency (LEP/ELL) program as of October 1 of their ninth grade year? No Change
Was the student an on-time graduate at your school district? No Change

Select the demographic change.

Mandatory Supporting Document

Note: In order to proceed, a supporting document is required. You can type a supporting information on the comments or upload a supporting document.

District Comment:

Give a reason for the change.

Upload file:
 No file selected.

Upload supporting documentation

District User Information

District Name:
District District
District Email:
district@mailinator.com
District Phone:

Select Make a Correction

For Technical Support

Your Name
Your Email
Your Message


Type the code from the image



ARKANSAS
DEPARTMENT
OF EDUCATION

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Key Things to Remember:

- The ADE looks at the number of years it takes to graduate a student; we do not look at the number of credits.
- A GED is not considered to be a “regular diploma.”
- All students must be on time graduates. If a student repeats a grade and it takes a student more than four years to graduate, the student is considered to be a late graduate.
- Arkansas has a summer lag, which allows students to be on time graduates if they receive a “regular diploma” no later than August 15th.

Questions?

Please contact the School Performance Unit at (501)682-7339 for additional assistance.