Cohort Graduation Rates

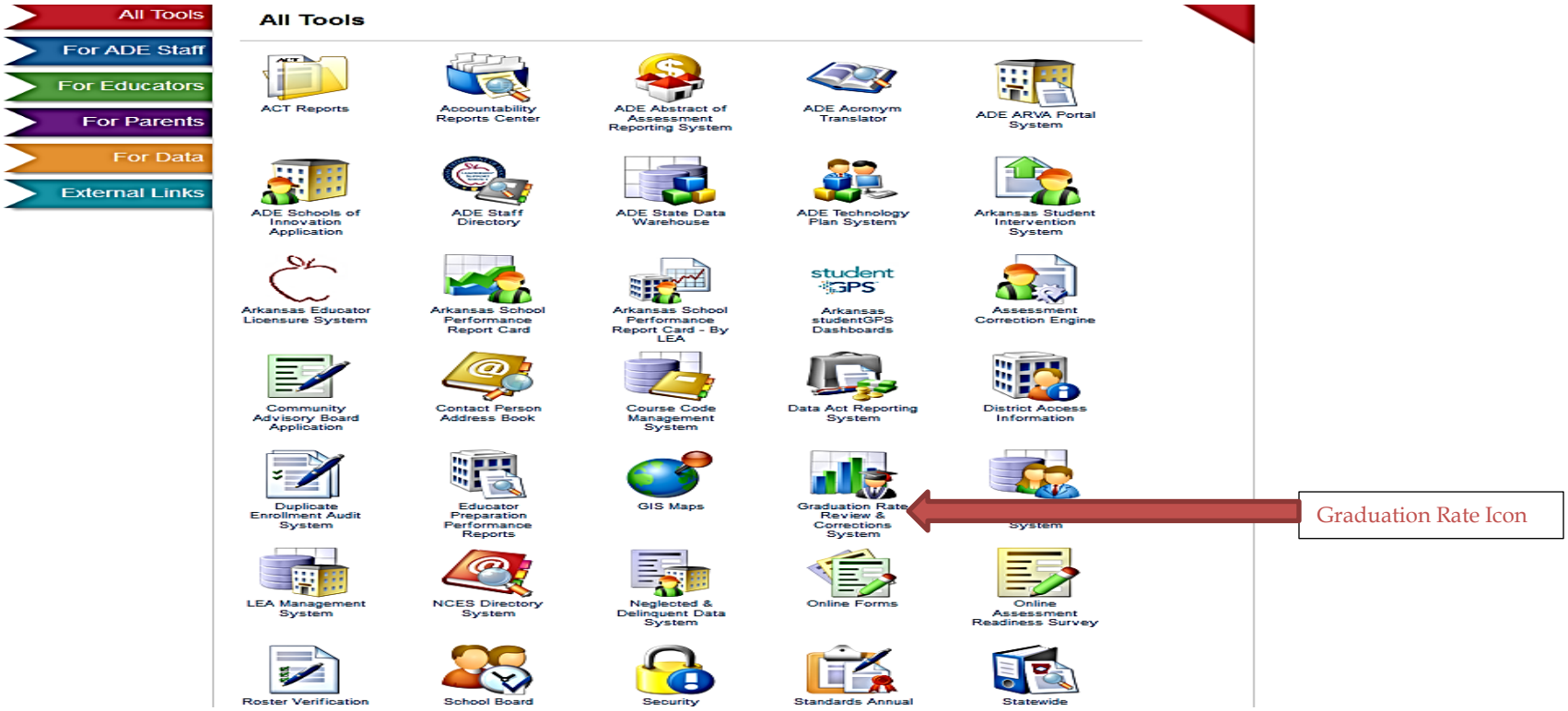
District Level Instructions

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.

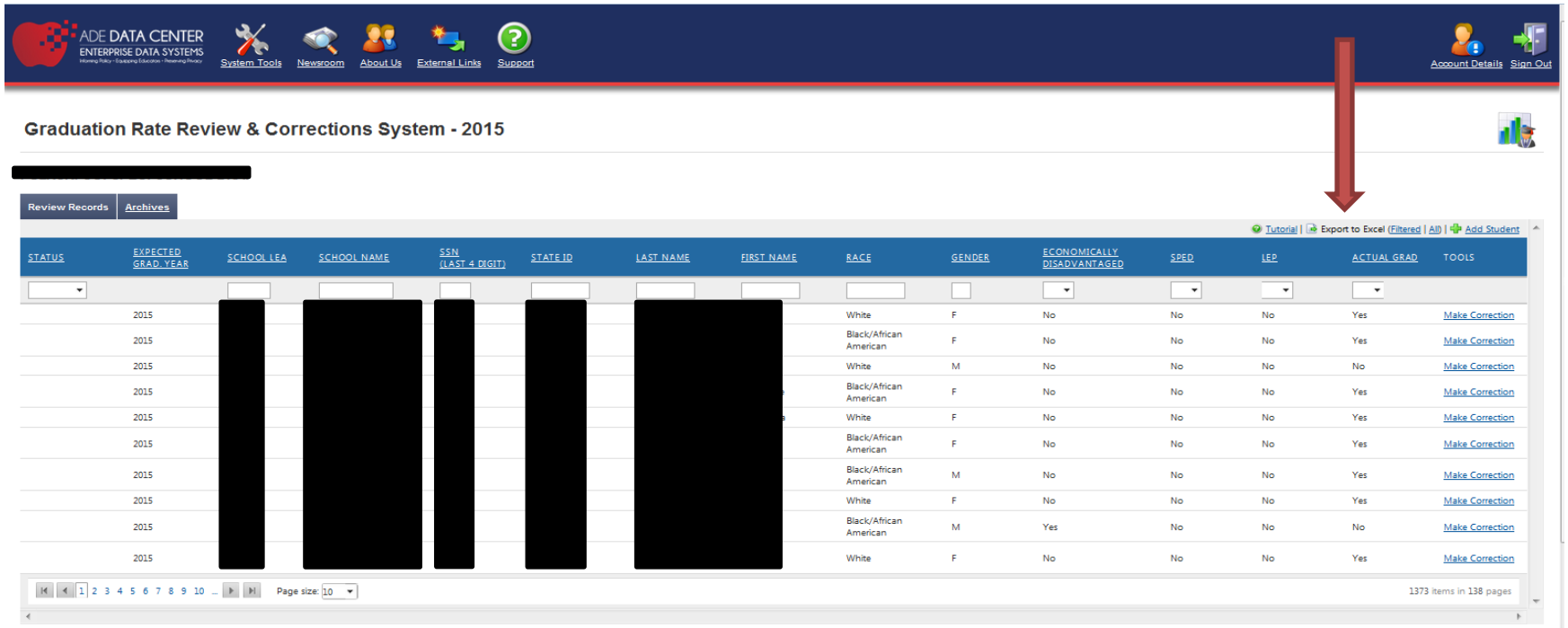
Log In:

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



- 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!

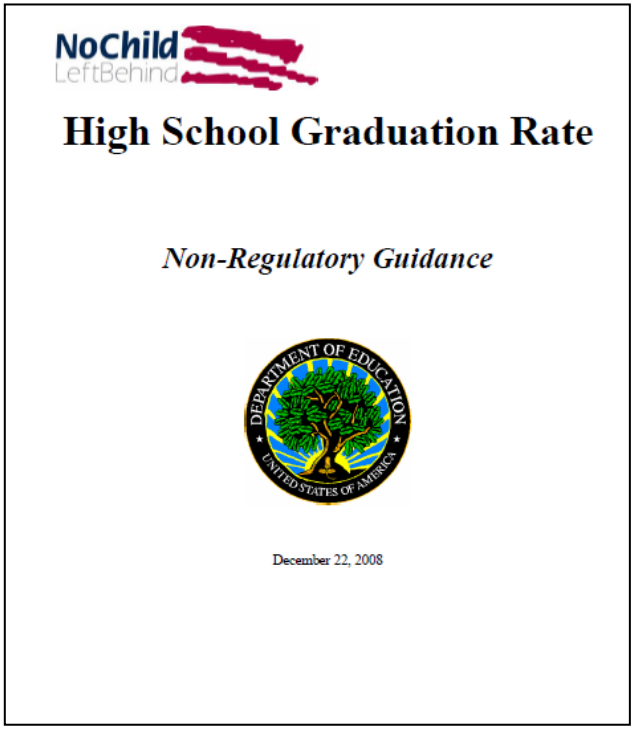


- In this screen, a district can see all of their schools and graduates.
- Districts can use the Export to Excel tool to transfer the data to an Excel Spreadsheet.
    - *Please note that we have redacted School LEA, School Name, SSN, State ID, Last Name and First Name to protect student privacy.*

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

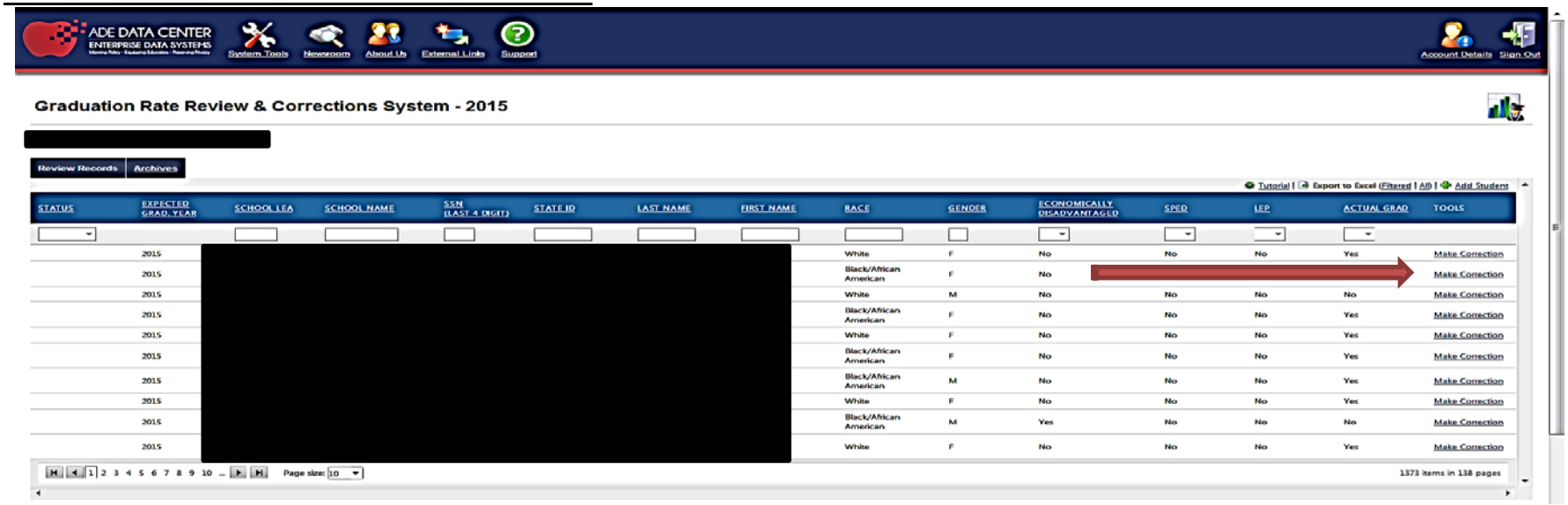


Deleting a Student Record

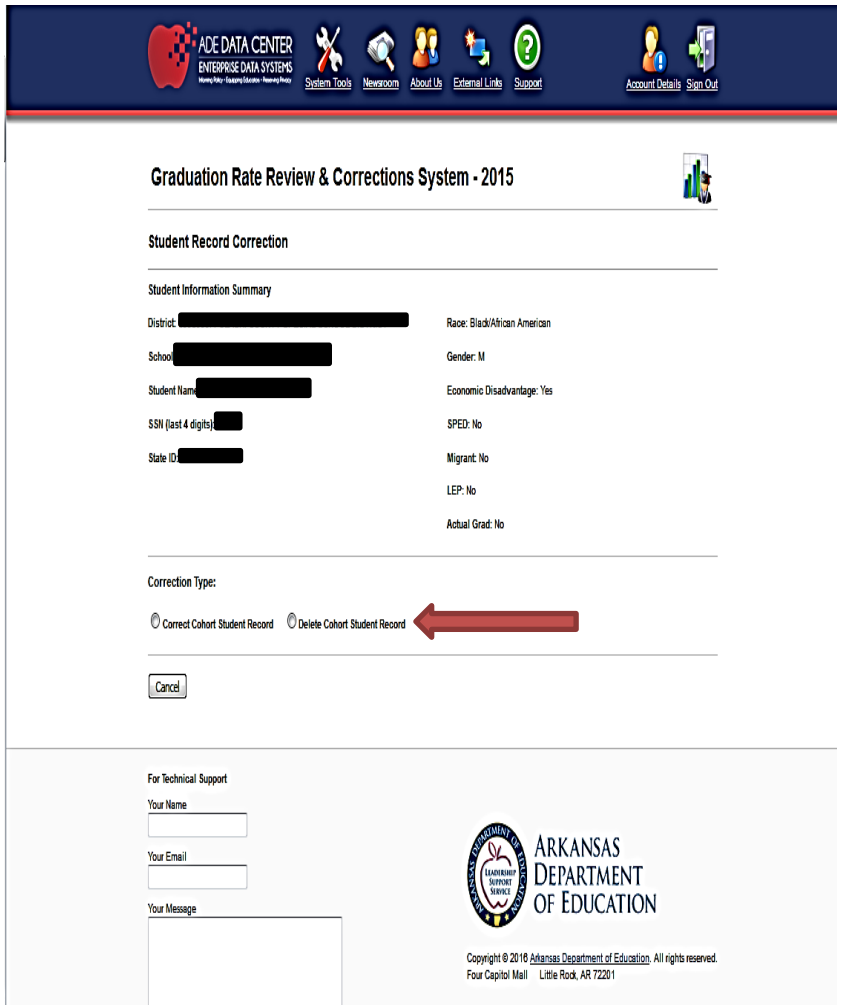
Which students may be removed from a cohort?

- 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:



- Select a student and click on Make Correction at the end of the student's row.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Graduation Rate Review & Corrections System - 2015
Student Record Correction
Student Information Summary
District:
School:
Student Name:
SSN (last 4 digits):
State ID:
Race: Black/African American
Gender: M
Economic Disadvantage: Yes
SPED: No
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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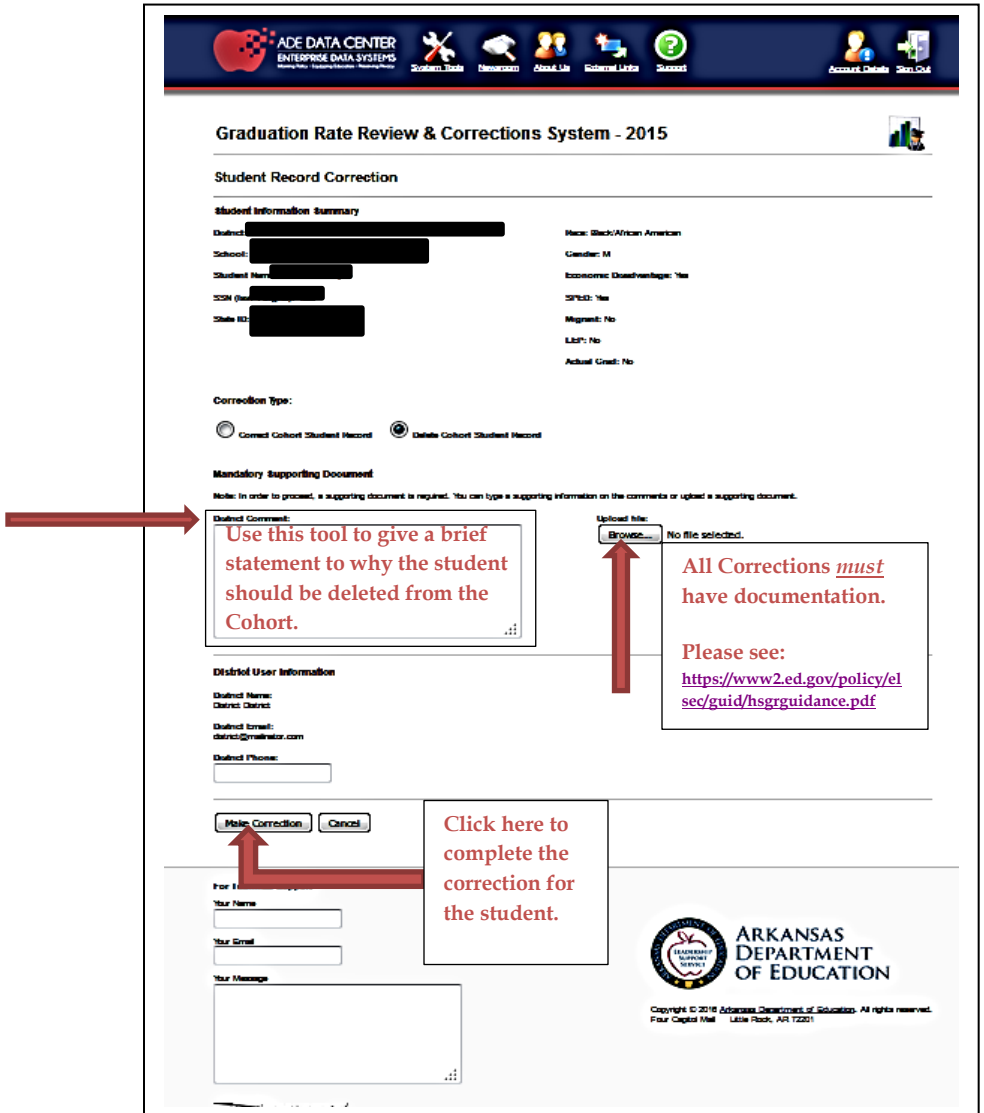
ADE DATA CENTER
ENTERPRISE DATA SYSTEMS
Graduation Rate Review & Corrections System - 2015
Student Record Correction
Student Information Summary
Correction Type:
Correct Cohort Student Record
Delete Cohort Student Record
Mandatory Supporting Document
District Comment:
Use this tool to give a brief statement to why the student should be deleted from the Cohort.
Upload file:
Browse...
No file selected.
All Corrections must have documentation.
Please see:
https://www2.ed.gov/policy/elsec/guid/hsgrguidance.pdf
District User Information
Make Correction
Cancel
Click here to complete the correction for the student.
Your Name
Your Email
Your Message
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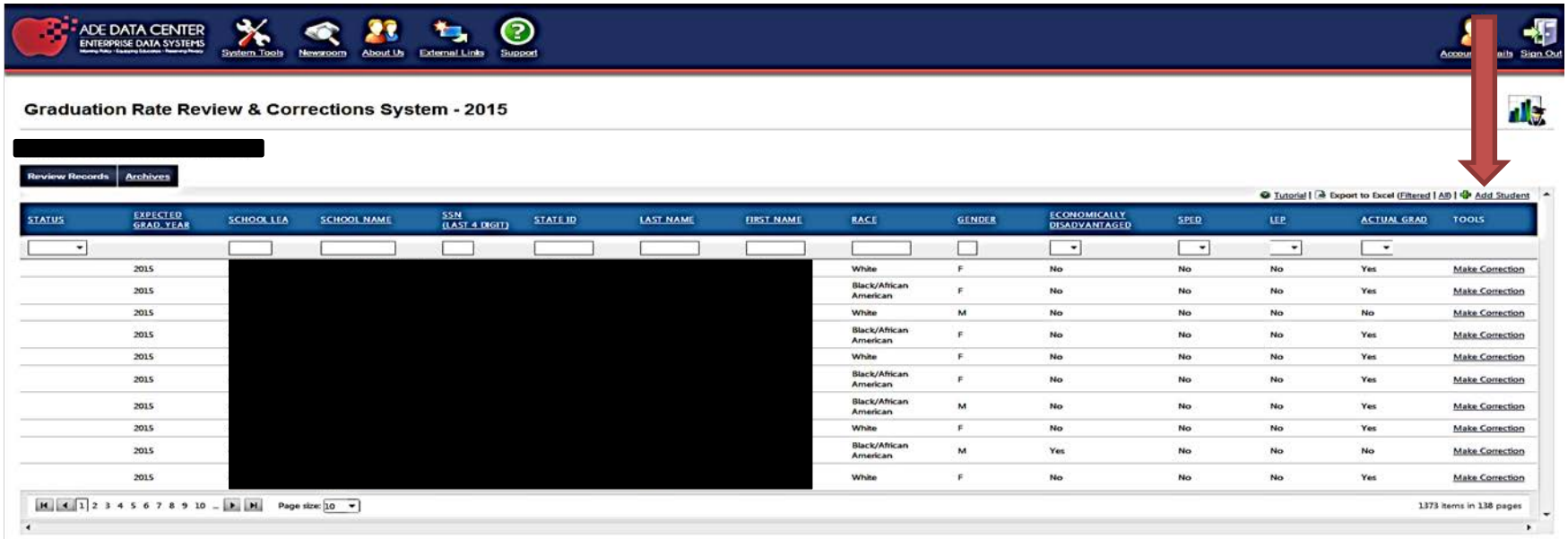
Adding a Student Record

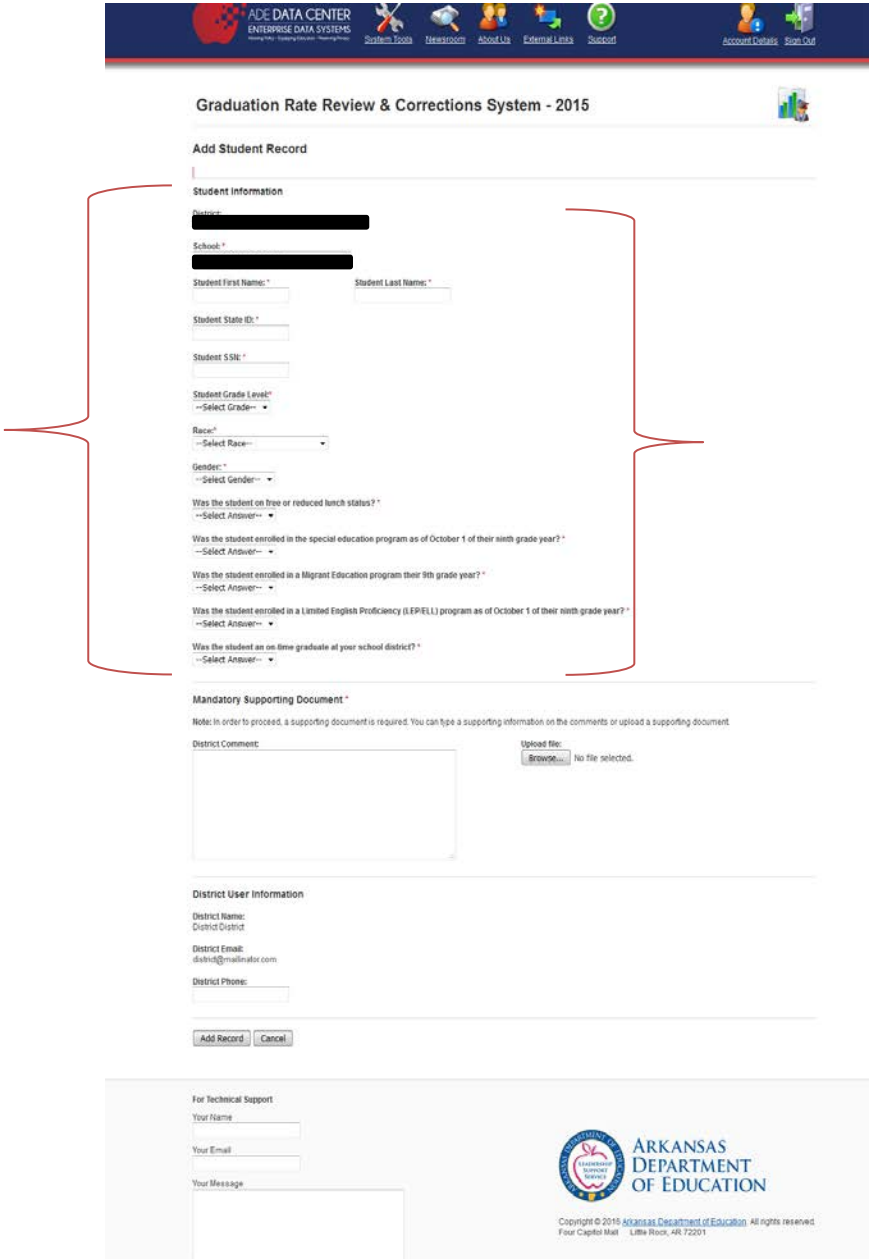
Which student can be added to a cohort?

- 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:



- Click Add Student



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

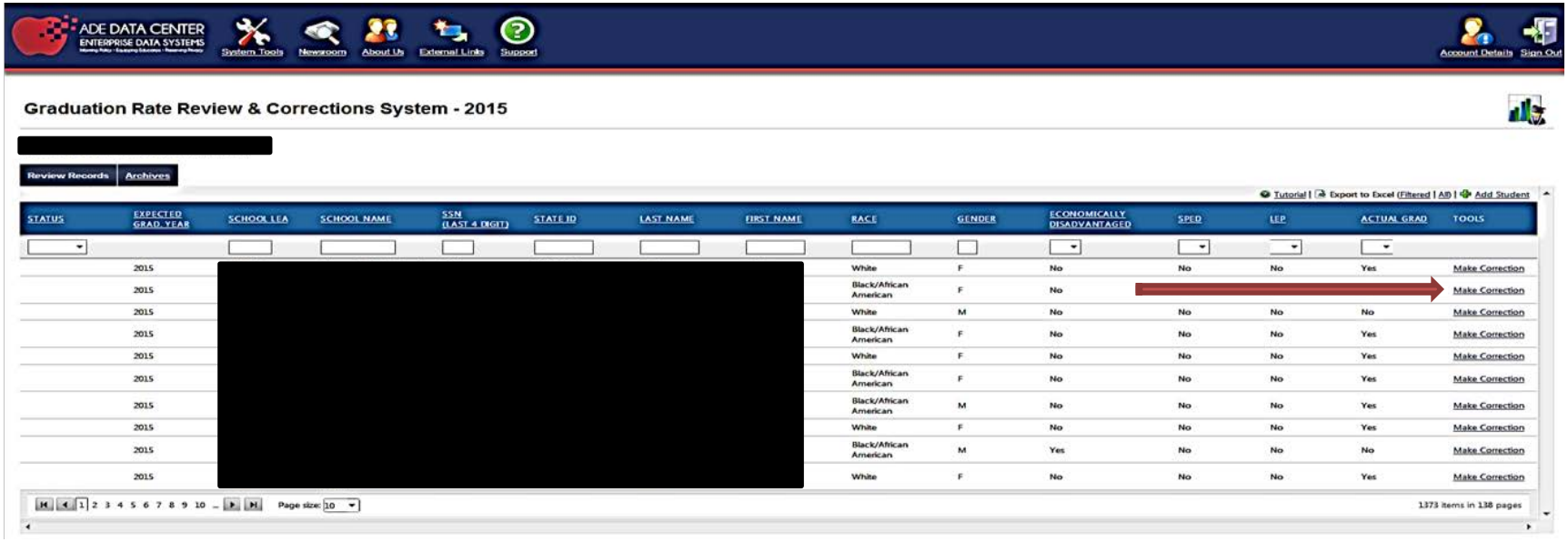
Note:
When adding a student, please be mindful that the information that is entered may impact your TAGG numbers as well as other subgroups.

Correcting a Student's Demographic Information

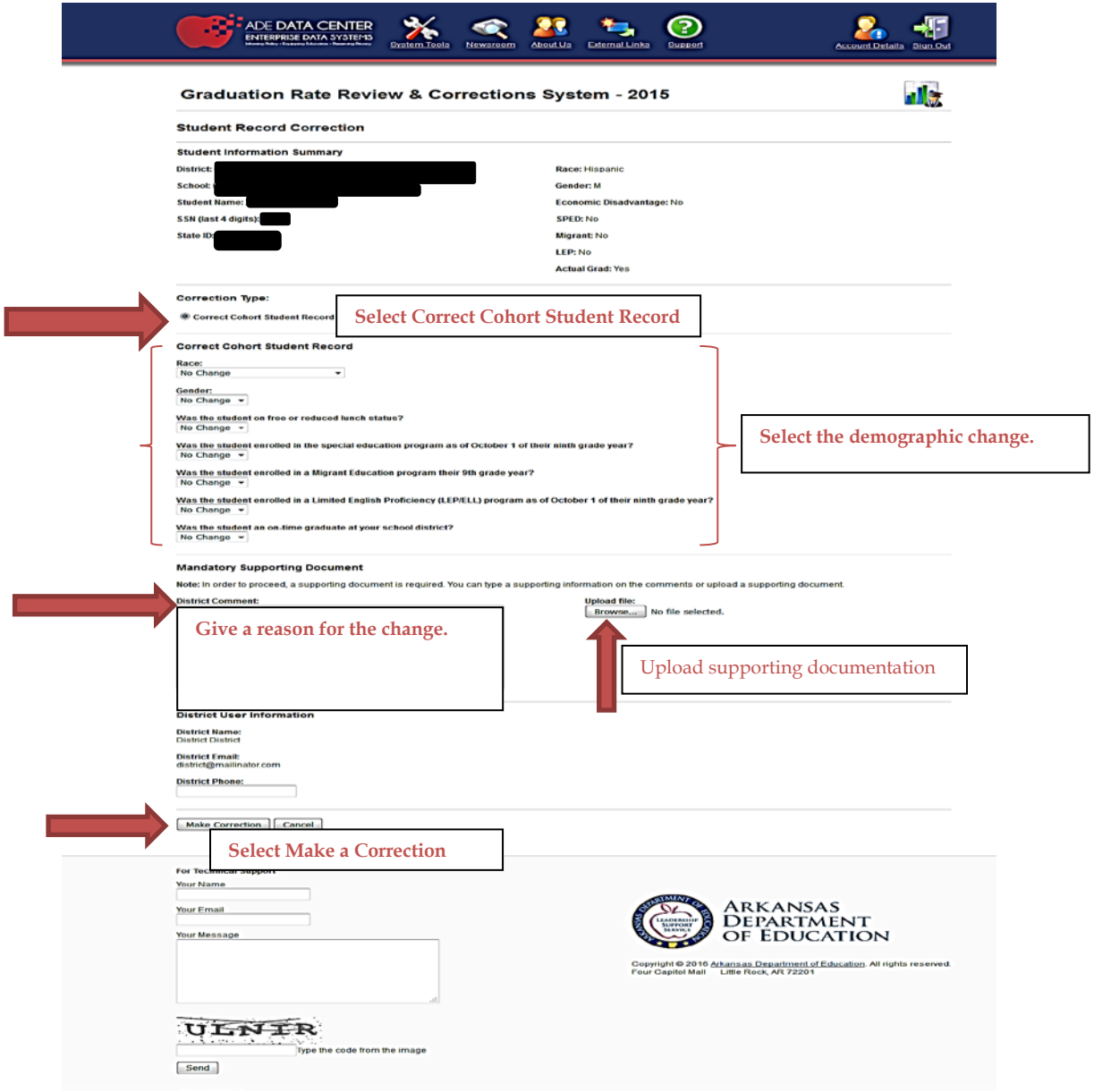
What student demographic information can be corrected in a cohort?

- 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



- Select a student and click on Make Correction at the end of the student's row.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Graduation Rate Review & Corrections System - 2015
Student Record Correction
Student Information Summary
District:
School:
Student Name:
SSN (last 4 digits):
State ID:
Race: Hispanic
Gender: M
Economic Disadvantage: No
SPED: No
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:
Browse...
No file selected.
Upload supporting documentation
District User Information
District Name:
District District
District Email:
district@maillinator.com
District Phone:
Make Correction
Cancel
Select Make a Correction
For Technical Support
Your Name
Your Email
Your Message
Type the code from the image
Send
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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.