

BUSINESS RULES DOCUMENT

Cohort Graduation Rate



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Any important changes made to this document since last year have been underlined in red.

QUICK GUIDE

Four-year (five-year) adjusted cohort graduation rate for 2019 is calculated as follows:

$$\frac{\text{Number of 2019 (2018) cohort members who earned a regular high school diploma that fully aligns with the Idaho Content Standards through summer 2019}}{\text{Number of students in grade 9 for the first time in fall 2015 (2014) plus students who transfer in minus students who transferred out, emigrated, or died during the school years 201516, 201617, 201718, and 201819 (201415, 201516, 201617, 201718, and 201819)}}$$

	REVIEW WINDOW	APPEALS WINDOW	FOLLOW-UP WINDOW
WHEN	<u>Now - Oct 18</u>	<u>Oct 21 – Nov 1</u>	<u>Dec 2– Dec 6</u>
WHERE (4YR)	Preview Application	Four-year Cohort Appeals Application	Four-year Cohort Appeals Application
WHERE (5YR)	Five-year Cohort Appeals Application	Five-year Cohort Appeals Application	Five-year Cohort Appeals Application
WHY	To fix incorrect exit dates and reasons through ISEE and To remove transferred members from the denominator (only in Preview Application).	To remove cohort members from the denominator.	To follow-up on returned appeals.
WHAT	Resubmit ISEE files and Submit supporting documentation for any transfers (only in Preview Application).	Submit appeals and supporting documentation (required).	Resubmit returned appeals with additional information.

NOW - OCT 18

TO FIX INCORRECT DATA
THROUGH ISEE

TO REMOVE
TRANSFERRED MEMBERS
(IN THE PREVIEW APP)

REVIEW



[HTTPS://APPS2.SDE.IDAHO.GOV/COHORTGRADPREVIEW/](https://apps2.sde.idaho.gov/cohortgradpreview/)
[HTTPS://APPS2.SDE.IDAHO.GOV/COHORT5YRGRADAPPEALS/](https://apps2.sde.idaho.gov/cohort5yrgradappeals/)



OCT 21 - NOV 1

APPEAL

TO APPEAL INCORRECT
EXIT REASON

[HTTPS://APPS2.SDE.IDAHO.GOV/COHORTGRADAPPEALS/](https://apps2.sde.idaho.gov/cohortgradappeals/)
[HTTPS://APPS2.SDE.IDAHO.GOV/COHORT5YRGRADAPPEALS/](https://apps2.sde.idaho.gov/cohort5yrgradappeals/)

DEC 2 - 6

TO FOLLOW-UP ON
RETURNED APPEALS

FOLLOW



[HTTPS://APPS2.SDE.IDAHO.GOV/COHORTGRADAPPEALS/](https://apps2.sde.idaho.gov/cohortgradappeals/)
[HTTPS://APPS2.SDE.IDAHO.GOV/COHORT5YRGRADAPPEALS/](https://apps2.sde.idaho.gov/cohort5yrgradappeals/)

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INTRODUCTION

Cohort Graduation Rate

As defined in [ESEA Section 8101\(23\)](#) and [ESEA Section 8101\(25\)](#), the four-year (five-year) cohort graduation rate is the number of students who graduate in four (five) years with a regular high school diploma divided by the number of students who form the adjusted cohort for the graduating class. From the beginning of 9th grade, students who are entering that grade for the first time form a cohort that is subsequently “adjusted” by adding any students who transfer into the cohort later during the 9th grade and the next three years and subtracting any students who transfer out, emigrate to another country, or die during that same period.

This Document

This document describes business rules and computation methodologies of four-year and five-year graduation rates. To remove a student from a cohort, a school or local education agency (LEA) must submit documentation to confirm that the student has transferred out, emigrated to another country, or is deceased, using the Idaho State Department of Education (SDE)’s web applications:

- [Cohort Graduation Rate Preview Application](#)
- [Cohort Graduation Rate Appeals Application \(4YR\)](#)
- [Cohort Graduation Rate Appeals Application \(5YR\)](#)

For more information on these applications, click on the corresponding link.

COHORT MEMBERS (DENOMINATOR)

The SDE creates a list of cohort members and their graduation status based on the enrollment records submitted by each district and charter school via ISEE. A list may or may not contain certain students, based on the data available to the SDE. The identification of cohort members consists of two distinct steps:

- [Cohort Assignment](#) (p.8); and
- [School Assignment](#) (p.10)

The former assigns students to a certain cohort, and the latter assigns students to a particular school.

Cohort Assignment

The SDE uses the initial enrollment entry date and grade level submitted via ISEE to the Idaho Statewide Longitudinal Data System (SLDS) to assign a student into a specific cohort. Each school year's cohort would include those high school students whose initial enrollment entry date for the corresponding grade level was submitted via ISEE, see [Table 1](#) (p.8)

Table 1. List of Cohort Year and Corresponding Grade Level

COHORT YEAR	9TH GRADE	10TH GRADE	11TH GRADE	12TH GRADE
2017-18	2014-15	2015-16	2016-17	2017-18
2018-19	2015-16	2016-17	2017-18	2018-19
2019-20	2016-17	2017-18	2018-19	2019-20
2020-21	2017-18	2018-19	2019-20	2020-21
2021-22	2018-19	2019-20	2020-21	2021-22

For example, if a student in grade 11 transfers into a public school in Idaho for the first time in the [2017-18](#) school year, the student is considered to be part of the [2018-19](#) school year's cohort.

Students Repeated or Skipped Grade(s)

The SDE assigns a student to a cohort, using the initial enrollment entry date and grade level submitted to the SLDS via ISEE, regardless of the enrollment, dropout, and grade advancement history. This assignment prevents students from being included in two separate cohorts – the

cohort in which they originally started 9th grade and the cohort in which they repeated 9th grade.

For example, if a student (assigned to the [2020-21](#) Cohort) drops out in the [2018-19](#) school year and then re-enrolls in the [2019-20](#) school year, regardless of the grade level assigned to the student in the [2019-20](#) school year, the student remains in the [2020-21](#) cohort.

Dual Enrolled Students (Private/Homeschooled)

The SDE does not use any enrollment records submitted to the SLDS via ISEE with the phSchool field being flagged to assign a student into a cohort.

If a student has ever been enrolled and attended at any Idaho district or charter school in grade 9 through 12 with no phSchool flag as submitted to the SLDS via ISEE, the SDE assigns the student to the cohort in which the student was a member when he or she started 9th grade for the first time, regardless of his/her current enrollment status.

Cohort Assignment Exclusions

Any enrollment records submitted to the SLDS via ISEE that are associated with the following entities (if any) cannot set the cohort for a student. See [Appendix I](#) (p.19) for the list of shared time schools.

- Juvenile Detention Centers governed by school district
- Idaho Digital Learning Academy (IDLA)
- Schools governed by:
 - Idaho Department of Correction
 - Idaho Department of Juvenile Corrections
 - Idaho Educational Services for the Deaf and Blind
 - Tribal organizations
- Shared-time Schools
- Summer schools/programs

Note: Shared time is an indication that a school primarily offers career and technical education or targeted curriculum in which the majority of students are enrolled at a separate school of record and attend the shared-time school on a part-time basis.

School Assignment

For the cohort graduation rate calculation purposes, the SDE determines home/base school based on the student's latest exit date and base school submitted to the SLDS via ISEE. All public schools in Idaho with a grade configuration of grades 9 through 12, or any combination thereof, are included in the cohort graduation rate calculation, regardless of whether the school actually offered a regular high school diploma or not during the four years of the cohort.

Dual Enrolled Students (Public)

If districts or charter schools submit overlapping enrollment records for a student to the SLDS via ISEE, the SDE assigns the student to a school with the latest exit date or the latest entry date in case of a missing exit date, unless the school is excluded from the school assignment. See the [School Assignment Exclusions](#) section (p.11) for more information on school exclusion.

For example, if a dual-enrolled student exits from School A on March 15 and from School B on March 30 of the same calendar year, School B's enrollment record supersedes School A's enrollment record. Thus, the SDE assigns the student to School B. If the same student is still enrolled in both schools, the SDE assigns the student to the school with the latest entry date.

In-State Transfers

If a student transfers within or across districts or charter schools, the SDE assigns the student to the receiving school only when the student's enrollment record for the receiving school is submitted via ISEE to the SLDS, unless the school is excluded from the school assignment. See the [School Assignment Exclusions](#) section (p.11) for more information on school exclusion.

Districts and charter schools must submit enrollment records via ISEE for any students who have ever attended their school. If a student enrolls but never shows, the district or charter school is not responsible for submitting the student's enrollment record via ISEE.

Transfers to Other In-State LEAs

If a student transfers to a school governed by one of the following LEAs, the SDE assigns the student to a school where the student was last enrolled prior to being enrolled in that school. The sending school must submit a records request to remove the student from the cohort.

- Idaho Department of Correction
- Idaho Department of Juvenile Corrections
- Idaho Educational Services for the Deaf and Blind
- Tribal organizations

Students in Alternative Programs

The SDE assigns all students enrolled in an alternative program as defined in Idaho Administrative Code (IDAPA) 08.02.02.140.01 to a district designated sponsoring school with grade 12. The alternative program must have a one-to-one relationship with its sponsoring school. See [Appendix I](#) (p.19) for the list of alternative programs and corresponding sponsoring schools.

Students in Schools without Grade 12

The SDE assigns any students in grades 9 through 11, whose latest enrollment record in the SLDS belongs to a school that did not offer grade 12 in the corresponding cohort school year, to a district or charter school designated feeder school with grade 12. The school without grade 12 must have a one-to-one relationship with its feeder school with grade 12. For those charter schools that are considered their own LEAs for federal program purposes with grades 9 through 11 but not grade 12, the students remain assigned to those schools and are reported only at the state level. See [Appendix I](#) (p.19) for the list of schools without grade 12 and corresponding feeder schools.

Students in Closed Schools

The SDE assigns any students whose latest enrollment record in the SLDS belongs to a closed school to a district or charter school designated inheriting school with grade 12. The closed school must have a one-to-one relationship with its inheriting school with grade 12. In case of the closure of a charter school that is considered its own LEA for federal program purposes, any remaining students are assigned to the closed charter school and are reported only at the state level. See [Appendix I](#) (p.19) for the list of closed schools and corresponding inheriting schools.

School Assignment Exclusions

The SDE does not calculate cohort graduation rates for the entities that do not offer an educational program that culminates in the award of a regular high school diploma. If a student's latest enrollment record submitted to the SLDS via ISEE (if any) belongs to one of the following entities, the SDE assigns the student to a school where the student was last enrolled prior to being enrolled in that entity. A records request from these entities is not accepted as evidence of transfer. See [Appendix I](#) (p.19) for the list of shared time schools.

- Juvenile Detention Centers governed by school district
- Idaho Digital Learning Academy (IDLA)
- Shared-time Schools
- Summer schools/programs

ADJUSTING THE DENOMINATOR

There are four ways to adjust the denominator:

- [Correct Cohort Assignment via ISEE](#) (p.12)
- [Correct School Assignment via ISEE](#) (p.12)
- [Correct Exit Reason via ISEE](#) (p.13)
- [Submit Transfer Documentation](#) (p.13)

IMPORTANT: Any ISEE corrections have to be completed prior to the appeals window. Once the appeals window opens, the SDE locks the data.

Correct Cohort Assignment via ISEE

If a student is assigned to a wrong cohort, districts and charter schools can adjust the cohort assignment by resubmitting grade level or the phSchool indicator via ISEE PRIOR TO the appeals window.

Contact your ISEE Coordinator, if the following students are flagged as private/homeschooled:

- Students with disabilities who have been placed in a private facility by their IEP team
- Students who are finishing their last semester by enrolling part-time
- Students who are homebound
- Students who are dual-enrolled but are pursuing a diploma from an Idaho public school

Contact Ayaka Nukui at anukui@sde.idaho.gov or 208-332-6926 if an error in the cohort assignment is discovered during the appeals window.

Correct School Assignment via ISEE

If a student is assigned to a wrong school, districts and charter schools can adjust the school assignment by resubmitting enrollment records via ISEE PRIOR TO the appeals window.

- Contact your ISEE coordinator if you find a student with multiple EDUIDs, a student with no attendance, or a dual-enrolled student whose intention is to graduate from another Idaho public school.
- Contact Ayaka Nukui at anukui@sde.idaho.gov or 208-332-6926 if an error in the school assignment is discovered during the appeals window.

Correct Exit Reason via ISEE

If the data was submitted in error and was not accurate as of the corresponding ISEE submission date, districts and charter schools should adjust the exit reason by resubmitting exit reason via IEE PRIOR TO the appeals window.

Submit transfer documentation, if an error in the exit reason is discovered during the appeals window.

IMPORTANT: *Any appeals or documentation submitted to the cohort graduation rate applications themselves will NOT change the underlying data submitted via ISEE and may delay the appeals process. If not corrected, the erroneous underlying data may be used to fulfill internal and external data requests and reports, including but not limited to: legislative reports, federal reports, and public record requests.*

The following students are automatically removed from the denominator ONLY WHEN they are correctly coded via ISEE:

Foreign Exchange Students

Students who returned to their home country after the completion of a foreign exchange program are removed automatically from the assigned cohort, only when their latest enrollment record submitted via ISEE contains the correct exit code of Transferred out of Foreign Exchange Program (5F).

Deceased Students

Students who are deceased are removed automatically from the assigned cohort, only when their latest enrollment record submitted via ISEE contains the correct exit code of Deceased (6A).

Submit Transfer Documentation

Districts and schools can remove students who transfer out, emigrate to another country, or die prior to the end of their cohort years from the assigned cohort by submitting proper written documentation to the SDE's web applications. The following sections describe what is considered proper written documentation for each transfer type.

IMPORTANT: *DO NOT SEND any documentation via email. Email is not secure and could expose student data.*

Transfer to Another Idaho Public School

No documentation accepted. Follow up with the receiving school.

Transfer to Private School

Submit a records request or enrollment verification form from the private school.

Transfer to Online School

Submit a records request or enrollment verification form from the online school.

Transfer to Homeschool

Submit a written notice (letter/email/secure web form) from the **parent or guardian** or a withdrawal form signed by the **parent or guardian** (phasing out in 2022).

[IDAPA 08.02.03.118](#) states, “any student not attending a public or private school within the state of Idaho may, as an alternative, receive educational instruction in a home school setting at the direction of the student’s parent or guardian.” Homeschool is not a self-study and is the education of a child conducted by the parent or guardian.

Transfer to Another State Agency

Submit a records request or enrollment verification form from a school governed by one of the following LEAs:

- Idaho Department of Correction
- Idaho Department of Juvenile Corrections
- Tribal organizations

Transfer to Job Corps

Submit a records request or enrollment verification form from the Job Corps program.

Transfer out of Country (Emigration)

Submit a records request from a foreign school, withdrawal form signed by parent/guardian, or letter signed by principal or superintendent.

Transfer out of Foreign Exchange Program

Submit a copy of the student’s ~~passport~~/VISA or written confirmation from the program agency or host family.

Deceased

Submit a written record of a response from parent/guardian or a copy of (online) obituary. Official written documentation of a student's death, such as a death certificate is not necessary.

Transfer Status Exclusions

The following entities typically do NOT offer an educational program that culminates in the award of a regular high school diploma. Thus, students transferring to these entities remain in their assigned cohort, unless the district or school can prove otherwise.

- GED preparation programs
- Community based transition services
- Residential facilities contracting with the district
- Rehabilitation/treatment facilities
- Hospitals
- Detention centers
- County jails

GRADUATES (NUMERATOR)

Students either graduate or do not graduate by the end of their four or five cohort years, as long as they remain in their assigned cohort. All dropouts are considered non-graduates, but not all non-graduates are considered dropouts for federal reporting purposes.

Graduation Status Assignment

Graduates must have received a regular high school diploma that fully aligns with the state content standards, as shown in the following exit codes submitted to the SLDS via ISEE:

- 4A (Graduated – Met State Standards)
- 4G, 4H, and 4I (Early Graduates)

Summer Graduates

Graduates include those students who graduate in the summer, prior to the beginning of the subsequent cohort year.

Contact your district or charter school's ISEE Coordinator to update and resubmit the ISEE June file if your district or charter school does not offer a summer alternative program.

Graduation Status Exclusions

The following students are not considered graduates for federal and state reporting purposes:

- Completed a general education diploma (GED)
- Completed adapted (modified or differentiated) coursework as outlined in an IEP
- Re-enrolled in the following fall semester
- Delayed graduation in order to access the Fast Forward funds

ADJUSTING THE NUMERATOR

Districts and charter schools must make corrections to the graduation status assignment by resubmitting exit reason via ISEE. If an error in the graduation status is discovered during the appeals window, submit a copy of a transcript in the appeals application for consideration.

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Appendix I. List of Schools

All public schools in Idaho with a grade configuration of grades 9 through 12, or any combination thereof, are included in the cohort graduation rate calculation, regardless of whether the school actually offered a regular high school diploma or not during the four years of the cohort. However, some schools are not reported based on the following exclusion rules. See the [School Assignment](#) section (p.10) for more information on school assignments.

List of Alternative Programs

The following alternative programs do not receive their own graduation rate. However, the enrollment records at these programs are treated as if they were part of the sponsoring school. Contact Michelle Clement Taylor at 208-332-6963 or mtaylor@sde.idaho.gov, for more information on the sponsoring school designations.

ID	DISTRICT	ID	FEEDER SCHOOL	ID	SPONSORING SCHOOL
371	Payette Joint District	1064	Payette Alternative High	0162	Payette High School
083	West Bonner County District	1172	Prep (Alt) High School	0048	Priest River Lamanna High
433	Midvale District	1113	Midvale Alternative School	0286	Midvale School
381	American Falls Joint District	0261	American Falls (Alt.) Academy	0168	American Falls High School
041	St. Maries Joint District	1138	St Maries Community Ed (Alt)	0029	St Maries High School
261	Jerome Joint District	1272	Falls City Academy	0118	Jerome High School
291	Salmon District	9014	Salmon Alternative School	0136	Salmon Jr./Sr. High School
431	Weiser District	1067	Indianhead Academy Alternative Hs	0192	Weiser High School

List of Schools without Grade 12

The following schools with grades 9 through 11 or any combination thereof but not 12 do not receive their own graduation rate. The enrollment records at these schools are included in the feeder school.

ID	DISTRICT	ID	SCHOOL WITHOUT GRADE 12	ID	FEEDER SCHOOL
001	Boise Independent District	0677	East Junior High School	0243	Timberline High School
001	Boise Independent District	0002	Fairmont Junior High School	0009	Capital Senior High School
001	Boise Independent District	0003	Hillside Junior High School	0007	Boise Senior High School
001	Boise Independent District	0206	Les Bois Junior High School	0243	Timberline High School
001	Boise Independent District	0004	North Junior High School	0007	Boise Senior High School
001	Boise Independent District	0242	Riverglen Junior High School	0009	Capital Senior High School
001	Boise Independent District	0005	South Junior High School	0008	Borah Senior High School
001	Boise Independent District	0676	West Junior High	0008	Borah Senior High School
131	Nampa School District	1394	Treasure Valley Leadership Academy	*	
321	Madison District	0145	Madison Junior High School	0146	Madison Senior High School
340	Lewiston Independent District	0152	Jenifer Junior High School	0153	Lewiston High School
340	Lewiston Independent District	0151	Sacajawea Junior High School	0153	Lewiston High School
513	Project Impact STEM Academy, Inc.	1413	Project Impact Stem Academy	*	

* For those schools with grades 9 through 11 but not grade 12, the students remain assigned to those schools and are reported only at the LEA and state level. See the [Students in Schools without Grade 12](#) section (p.11) for more information.

List of Inactive/Closed Schools

The following inactive or closed schools do not receive a graduation rate. The enrollment records for students at these schools included in the inheriting school.

ID	DISTRICT	ID	CLOSED/INACTIVE SCHOOL (YR CLOSED)	ID	INHERITING SCHOOL
<u>083</u>	<u>West Bonner County District</u>	<u>1172</u>	<u>Prep (Alt) High School (2018)</u>	<u>0048</u>	<u>Priest River Lamanna High</u>
093	Bonneville Joint District	1158	Teton Peaks Academy BHC (2015)	1053	Lincoln High School
093	Bonneville Joint District	1159	Telford Academy (Alt) (2016)	1053	Lincoln High School
131	Nampa School District	1052	Parkview Alternative High School (2015)	1154	Union High School
<u>139</u>	<u>Vallivue School District</u>	<u>1296</u>	<u>Vallivue Virtual Academy (2018)</u>	<u>9017</u>	<u>Vallivue Academy</u>
232	Wendell District	1363	Hub City Alternative High School (2016)	0209	Wendell High School
<u>371</u>	<u>Payette Joint District</u>	<u>1064</u>	<u>Payette Alternative High School (2018)</u>	<u>0162</u>	<u>Payette High School</u>
<u>371</u>	<u>Payette Joint District</u>	<u>1318</u>	<u>Payette Alternative Center (2018)</u>	<u>0162</u>	<u>Payette High School</u>
<u>455</u>	<u>Upper Carmen Public Charter School</u>	<u>1379</u>	<u>Compass Public Charter School Jr/Sr High (2018)</u>	<u>0575</u>	<u>Compass Public Charter School</u>
<u>486</u>	<u>Upper Carmen Public Charter School</u>	<u>1378</u>	<u>Upper Carmen Charter High School (2018)</u>	<u>1366</u>	<u>Upper Carmen Public Charter School</u>

* For those closed charter schools that are considered their own LEAs for federal program purposes, any remaining students are assigned to the closed charter school and are reported only at the state level. See the [Students in Closed Schools](#) (p.10) for more information.

List of Shared-time Schools

The following shared time schools do not receive their own graduation rate. Any enrollment records associated with these schools are excluded from both cohort and school assignments.

ID	DISTRICT	ID	SHARED TIME SCHOOL
001	Boise Independent District	0563	Dehryl A Dennis Professional Technical Center
001	Boise Independent District	0573	Treasure Valley Math/Science
002	Joint School District No. 2	0564	Ada Professional Technical Center
025	Pocatello District	0565	Gateway Professional Technical School
091	Idaho Falls District	0566	Eastern Id Professional Technical High School
131	Nampa School District	0567	Idaho Center of Advanced Technology
151	Cassia County Joint District	0568	Cassia Regional Technical Center
201	Preston Joint District	1349	Southeast Idaho Professional Technical School
221	Emmett Independent District	1249	Payette River Technical Academy
242	Cottonwood Joint District	0569	Region II Professional Technical Academy
321	Madison District	1407	Madison Career Technical School
331	Minidoka County Joint District	0639	ARTEC Charter School
371	Payette Joint District	1400	Treasure Valley Tech (TVT) – Idaho
411	Twin Falls District	0572	Magic Valley Coop School Service Agency
555	Canyon-Owyhee School Service Agency (COSSA)	9512	COSSA Regional Technology & Educational Center (CRTECT)
641	KTEC - Kootenai Tech Ed Campus	1351	KTEC School
<u>518</u>	<u>Advanced Regional Technical Education Industrial, Inc.</u>	<u>1414</u>	<u>ARTE I RPTCS (Regional Professional Technical Charter School)</u>

Appendix II. Glossary

Regular (High School) Diploma Under 34 C.F.R. §200.19(b)(1)(iv), a “regular high school diploma” means the standard high school diploma awarded to students in a state that is fully aligned with the state’s academic content standards and does not include a GED credential, certificate of attendance, or any alternative award. The term “regular high school diploma” also includes a “higher diploma” that is awarded to students who complete requirements above and beyond what is required for a regular diploma.