

WEB APPLICATION USER GUIDE

Cohort Graduation Rate Preview



IDAHO STATE DEPARTMENT OF EDUCATION
ASSESSMENT AND ACCOUNTABILITY

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“An adjusted cohort graduation rate will improve our understanding of the characteristics of the population of students who do not earn regular high school diplomas or who take longer than four years to graduate.”

– The U.S. Department of Education

If you have any questions or would like to receive additional information, contact:

Idaho State Department of Education
Assessment and Accountability Department
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Phone: 208-332-6926
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Any important changes made to this document since last year have been underlined in red.

QUICK GUIDE

Preview Process



View and manage your current and future cohort members in this application.

Access

Contact your IT department to gain access to the application.

STEP 01



STEP 02

Verify

Explore the list of current and future cohort members.

Correct

Notify your ISEE Coordinator in the event of missing or erroneous data.

STEP 03



STEP 04

Track

Follow up with the receiving school on the incomplete in-state transfers.

Submit

Submit documentation* for transferred students.

STEP 05



*For students with incorrect exit code, go back to Step 02.

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INTRODUCTION

Cohort Graduation Rate

As defined [ESEA Section 8101\(25\)](#), the four-year cohort graduation rate is the number of students who graduate in four 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.

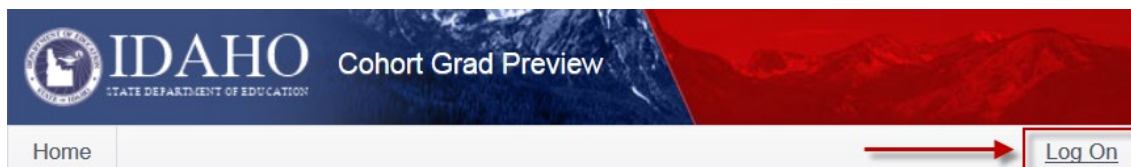
This Application

Districts and schools can remove those students who transfer out of the Idaho’s public education system from their cohort by uploading proper documentation into this preview application. The application also allows districts and schools to track future (up to five years) cohort members and identify students who have been retained, demoted, or skipped a grade in previous school(s). It is our intention to replace and enhance what is previously known as “Preview Window” with this application, as well as to promote data transparency and management.

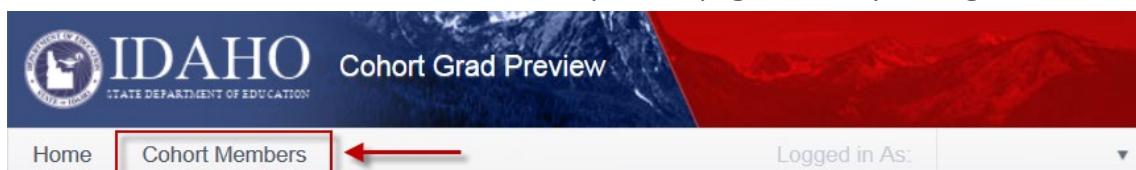
LOG IN TO COHORT GRADUATION RATE PREVIEW APPLICATION

Follow the instruction below to access the application:

1. Go to the [Cohort Graduation Rate Preview application](#). Sign into the application by clicking on the Log On button at the top of the page. Contact your IT department to gain an appropriate role in the Admin Tool.



2. Click on the Cohort Members button at the top of the page, to find your organization.



3. Select the Cohort Graduation Year. Cohort Graduation Year is the year a student is expected to graduate based on the year the student started grade 9 for the first time four years ago.

Cohort Grad Rate Preview

The following data is based on the state's latest ISEE enrollment data. Note that this data will not reflect district data that has changed since the last ISEE data submission period.

Cohort Graduation Year: 2017-2018

4. Click on the arrow to the left of each district and each school, to drill down to student level data.

	Name	a	Students in Cohort	Transfer(non-grads)	Non-graduates	Unexpected Grade	Potential Grads	Graduates
▶	State Total							

5. (Optional) Click on the Download button to download student level data.
6. Click on the arrow to the left of each student, to view the [Student Cohort Enrollment Details](#) (p.9).

Download Students												
Edu Id	Family Names	Given Names	Birthdate	Grade	Pvt/HS	Enroll	Exit	Exit Reason	Grad Status a	Docs Status b		
									Transfer(Non Grad)	Submit Docs		

Note: The student level data includes all students who are part of the cohort for the selected year of graduation. Within each displayed group of students based on the [Grad Status](#), students for whom documentation has been submitted appear first. The application shows the current status of the documentation, followed by the students for whom documentation has not been submitted.

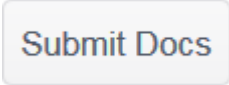
a. Grad Status

See below for a list of grad statuses and their description.

GRAD STATUS	DESCRIPTION
Students in Cohort	A total number of students in the selected cohort.
Transfer (non-grad(s))	<p>(A total number of) students transferred out of the Idaho’s public education system based on the enrollment records submitted via ISEE. The SDE considers these students as non-graduates, until the sending school submits an official written documentation from the receiving school.</p> <p>See the Supporting Documentation manual available on the Preview Application for more information on acceptable documentations.</p>
Non-Graduate(s)	<p>(A total number of) students exited but did not transfer out of the Idaho’s public education system (i.e. dropouts), as well as students who did not receive a regular high school diploma within four years, including students who completed a general education diploma (GED) and students with disabilities participating in community based transition services.</p> <p>IMPORTANT: The application does not accept any supporting documentation for non-graduates.</p>
Unexpected Grade	(A total number of) students retained, demoted, or skipped a grade based on the enrollment records submitted via ISEE.
Potential Grad(s)	(A total number of) students “on track” to graduate in four years based on the enrollment records submitted via ISEE.
Out of Cohort	(A total number of) students removed from the denominator and are excluded from the calculation.
Graduate(s)	(A total number of) students already graduated.

b. Docs Status

The Submit Docs button only appears for those students who have transferred out of the Idaho's public education system, based on the enrollment records submitted by each district and charter school via ISEE. See below for a list of doc statuses and their description.

DOCS STATUS	DESCRIPTION
Blank	<p>The student is not considered a transfer or emigrant based on the enrollment records submitted via ISEE, and no documentation can be submitted for the student in this application.</p> <p>IMPORTANT: <i>If you believe that the exit reason displayed is not correct, contact your district's ISEE coordinator to update the information or wait for the appeals window to submit the corresponding documentation.</i></p>
Submit Docs (Button) 	<p>The student is considered a transfer or emigrant based on the enrollment records submitted via ISEE, but no documentation has been submitted for the student.</p> <p>Click on the Submit Docs button to submit necessary documentation.</p>
Submitted	The district or school has submitted documentation for the student, but the documentation has yet to be reviewed by the SDE.
In Review	The district or school has submitted documentation for the student, and the documentation is currently in review by the SDE.
Approved	The district or school has submitted documentation for the student, and the documentation has been approved by the SDE.
Denied	The district or school has submitted documentation for the student, and the documentation has been denied by the SDE due to unacceptable documentation/information provided in the submission process.
Returned	The district or school has submitted documentation for the student, and the documentation has been returned by the SDE to the submitter due to insufficient documentation/information. Until sufficient documentation/information is submitted, the grad status of the student will NOT be updated for the graduation rate calculation.
Resubmitted	The documentation was returned and then submitted again by the district or school, but the documentation has yet to be reviewed and/or approved by the SDE.

Student Cohort Enrollment Details

Student Cohort Enrollment Details					
Cohort Start:		School Year:		Grade:	
Last Data:		School Year:		Grade:	
Enrolled:		Exited:		Exit Reason:	
5th Year:		School Year:		Grade:	
Enrolled:		Exited:		Exit Reason:	

See below for a list of field names and their description:

FIELD NAME	DESCRIPTION
Cohort Start	The cohort start field shows the student's initial enrollment record available in the SLDS submitted via ISEE. The enrolment record displayed on the screen was used to assign the student to the school year cohort that you have selected.
Last Data	The last data field shows the student's latest enrollment record available in the SLDS submitted via ISEE at the end of the four-year cohort period. The enrollment record displayed on the screen was used to assign the student to the corresponding school and to determine the student's graduation status.
5 th Year	The 5th year field shows the student's latest enrollment record available in the SLDS submitted via ISEE for the 5th year, if any. If a student graduated during the summer following the end of 4th year, and the student's summer enrollment record was submitted via ISEE, the summer enrollment record is displayed here as well.

PREPARE FOR SUBMISSION

The SDE encourages districts and schools to ask the following questions when preparing documentation for submission:

1. [Is the Cohort and School Assignment Correct?](#)
2. [Is Proper Documentation Available?](#)

Is the Cohort and School Assignment Correct?

The SDE creates a list of cohort members based on the enrollment records submitted by each district and charter school to the SLDS via ISEE. A list may or may not contain certain students, based on the data available to the SDE. Contact your district or charter school's ISEE Coordinator or the SDE if you have any questions about the information displayed in the application.

See below for a list of common concerns and suggested actions:

CONCERN	SUGGESTED ACTIONS
Within or across district or charter school transfer is still listed in the sending school's cohort.	Contact the school to which the student transferred.
Dual-enrolled student is or is not claimed by another school.	Contact your ISEE Coordinator.
Transfer with no show is listed in the receiving school's cohort.	Contact your ISEE Coordinator.
Late transfer is received with no possible remediation time.	Contact the school from which the student transferred.
Student has multiple EDUIDs.	Contact the SDE support desk at 208-332-6987 or at support@sde.idaho.gov .
Student is in the wrong cohort (i.e. wrong grade was submitted via ISEE).	Contact the SDE support desk at 208-332-6987 or at support@sde.idaho.gov .

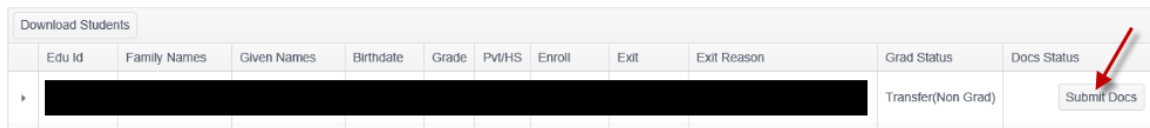
Is Proper Documentation Available?

Refer to the Supporting Documentation manual available on the [Preview Application](#).

SUBMIT DOCUMENTATION

Follow the instruction below to submit documentation:

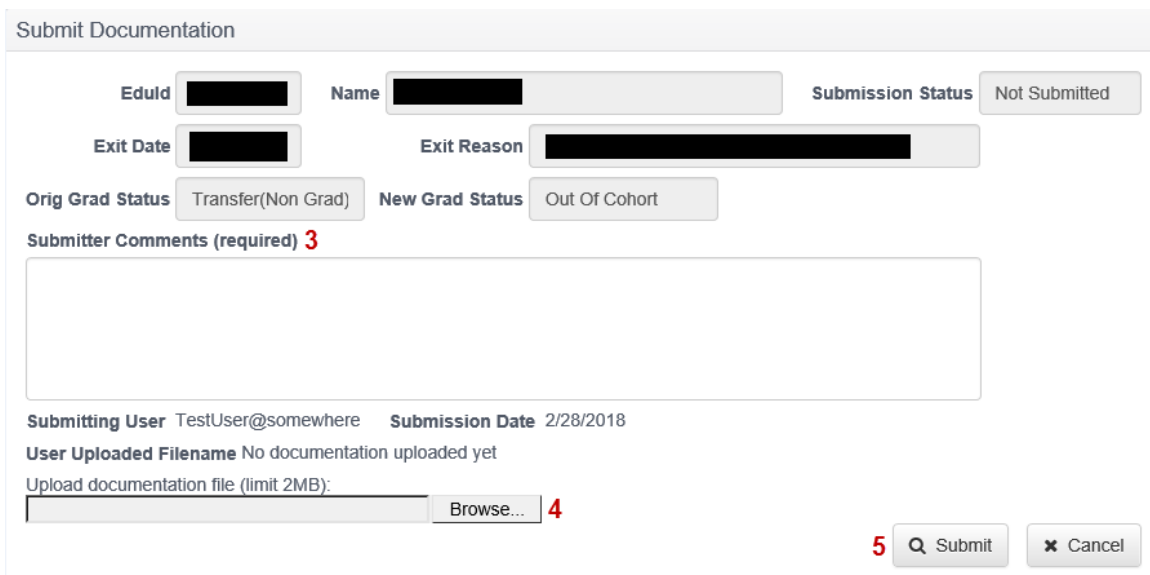
1. [Log in to Cohort Graduation Rate Preview Application](#) (p.6).
2. Click on the Submit Docs button.



The screenshot shows a table titled "Download Students" with columns: Edu Id, Family Names, Given Names, Birthdate, Grade, Pvt/HS, Enroll, Exit, Exit Reason, Grad Status, and Docs Status. A red arrow points to the "Submit Docs" button in the "Docs Status" column of the first row.

Edu Id	Family Names	Given Names	Birthdate	Grade	Pvt/HS	Enroll	Exit	Exit Reason	Grad Status	Docs Status
									Transfer(Non Grad)	Submit Docs

3. Provide comments to describe the document (required). Insufficient or incomplete comments will delay the review process.
4. Click on the browse button to select a file containing official written documentation from your computer to upload to the application (required).
5. Click on the Submit button to submit the document.



The screenshot shows the "Submit Documentation" form. It includes fields for Eduld, Name, Submission Status, Exit Date, Exit Reason, Orig Grad Status, and New Grad Status. A large text area for "Submitter Comments (required)" is marked with a red "3". Below this, it shows "Submitting User" and "Submission Date". The "User Uploaded Filename" field is empty, and the "Upload documentation file (limit 2MB):" section has a "Browse..." button marked with a red "4". At the bottom right, there are "Submit" and "Cancel" buttons, with the "Submit" button marked with a red "5".

Submit Documentation

Eduld: [Redacted] Name: [Redacted] Submission Status: Not Submitted

Exit Date: [Redacted] Exit Reason: [Redacted]

Orig Grad Status: Transfer(Non Grad) New Grad Status: Out Of Cohort

Submitter Comments (required) **3**

Submitting User: TestUser@somewhere Submission Date: 2/28/2018

User Uploaded Filename: No documentation uploaded yet

Upload documentation file (limit 2MB):

[Redacted] Browse... **4**

5 [Submit] [Cancel]

Districts and schools are encouraged to track their own submissions and download the finalized data to capture any information that they would like to retain.

FREQUENTLY ASKED QUESTIONS (FAQ)

Refer to the Cohort Graduation Rate FAQ available on the [Preview Application](#).

BUSINESS RULES

Refer to the Cohort Graduation Rate Business Rules Document available on the [Preview Application](#).