



GRADUATION RATE TRAINING

Training for LEA Registrars and Data Specialists



What is covered in this training?

- Graduation Rate Overview
- Deadlines
- How Cohorts are Assigned
- How a Graduating School is Assigned
- Exit and High School Completion Codes
- Checking Graduation Rates
- Updating Records
- Common Issues

Graduation Rate Overview

- Every year a graduation rate is calculated for each high school in Utah.
- This rate is calculated based on the data entered into the LEA's Student Information System (SIS) and sent in to the state's system (UTREx).

Graduation Rate Overview con...

- Each student who attends high school is assigned a cohort. This cohort is the school year in which the student is expected to graduate.
- At the end of their cohort year, a student is categorized as either a graduate, a non-graduate, or is excluded from graduation rate calculations.
- A school's graduation rate is the number of graduates divided by the number of students in the cohort minus the excluded students.

$$\text{Graduation Rate} = \frac{\text{Graduates}}{\text{Cohort} - \text{Excluded}}$$

Deadlines

- ALL GRADUATION DATA IS DUE BY OCTOBER 10th. THERE ARE NO EXTENSIONS.
- Graduation rates are published in December.

Graduation Rate Time Line



How Cohorts are Assigned

All students are placed in a cohort when they first enter 9th grade. They are expected to graduate 4 years later.

The cohort is **set by the state** based on the data in UTREx.

A student's cohort can be looked up in the '**Student Search**' feature in UTREx.

9th Grade 2013



9th Grade 2015



Cohort Year

2015

2016

2017

2018

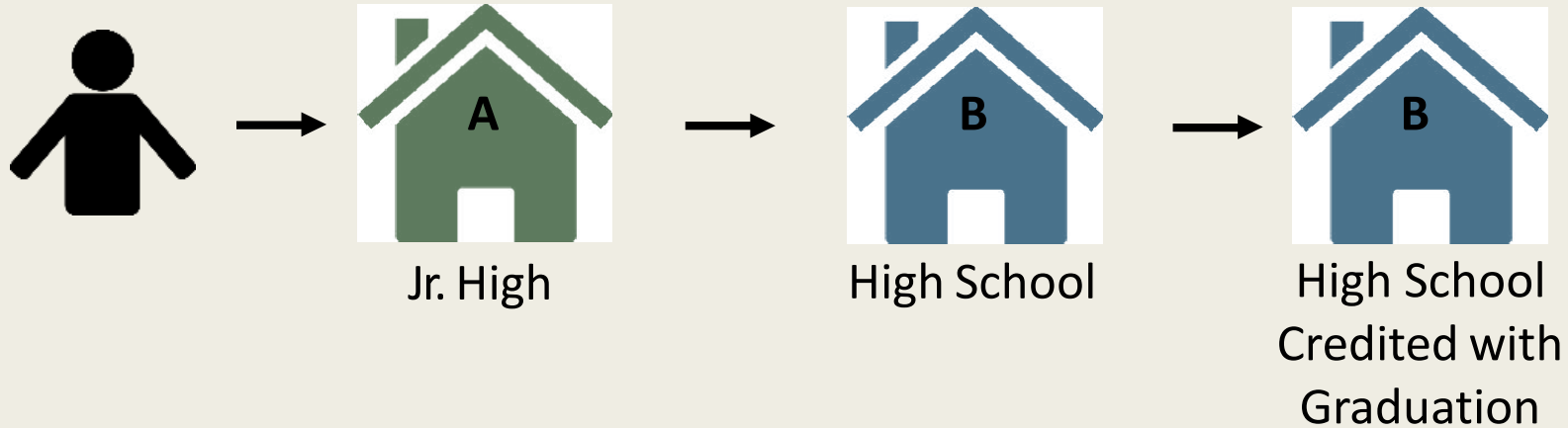
Students starting school in Utah after 9th grade have a cohort calculated based on how many years until the student is expected to graduate: 10th = 3 years; 11th = 2 years; 12th = 1 year.

How a Graduating School is Assigned

- Each student can only be included in one school's graduation rate. There are specific rules the state uses to determine in which school's rate a student should be included. In general, a student is included in the rate of the last school they attended.
- The following slides show a few different scenarios.

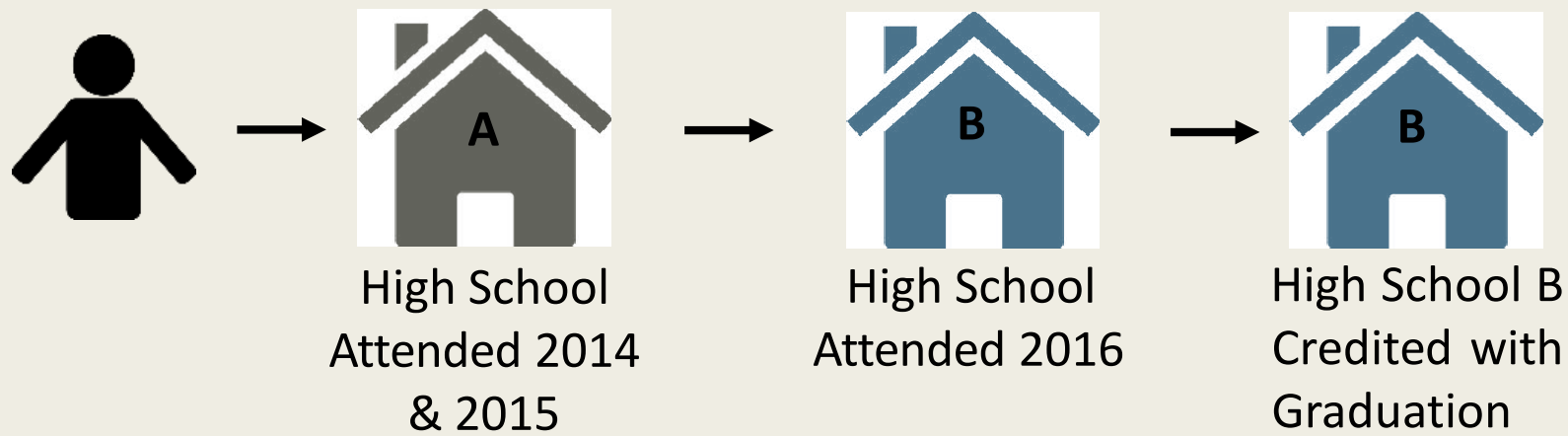
Scenario 1:

- A student attends Jr. High and then moves on to High School. The student only ever attends one high school. The student is included in the High School's graduation rate.
- This is the most common scenario.



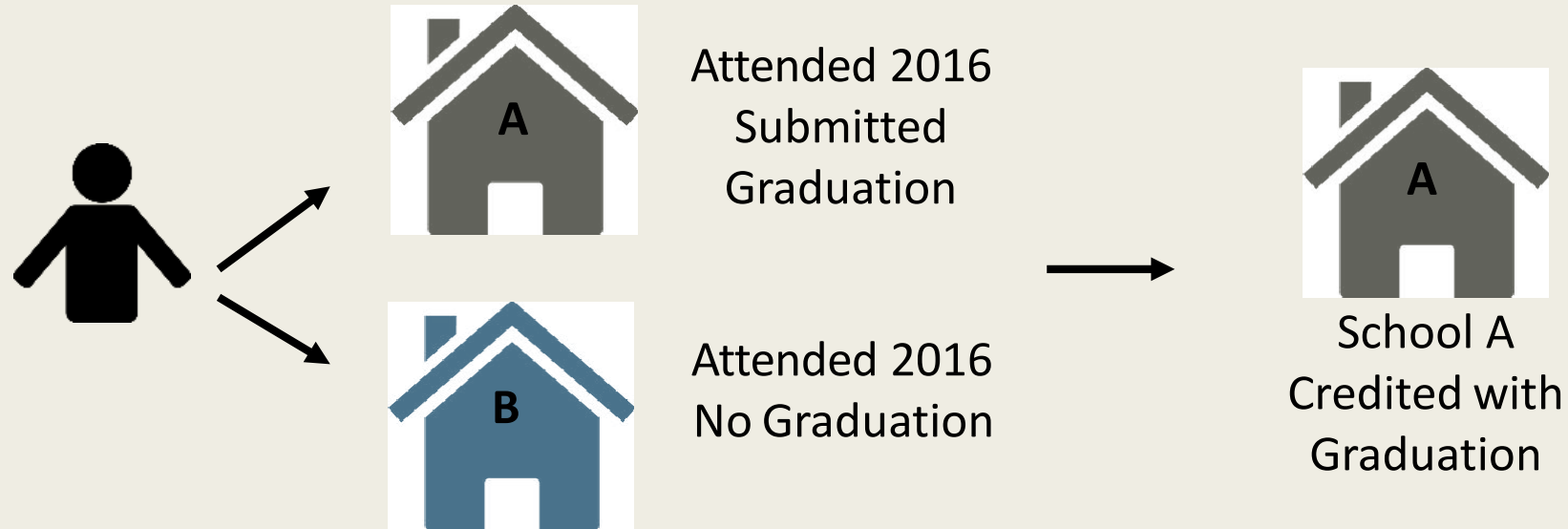
Scenario 2:

- A student attends two different high schools. The student attends one high school in 2014 and 2015 and then transfers to another high school in 2016. The student is included in the last high school's graduating rate.



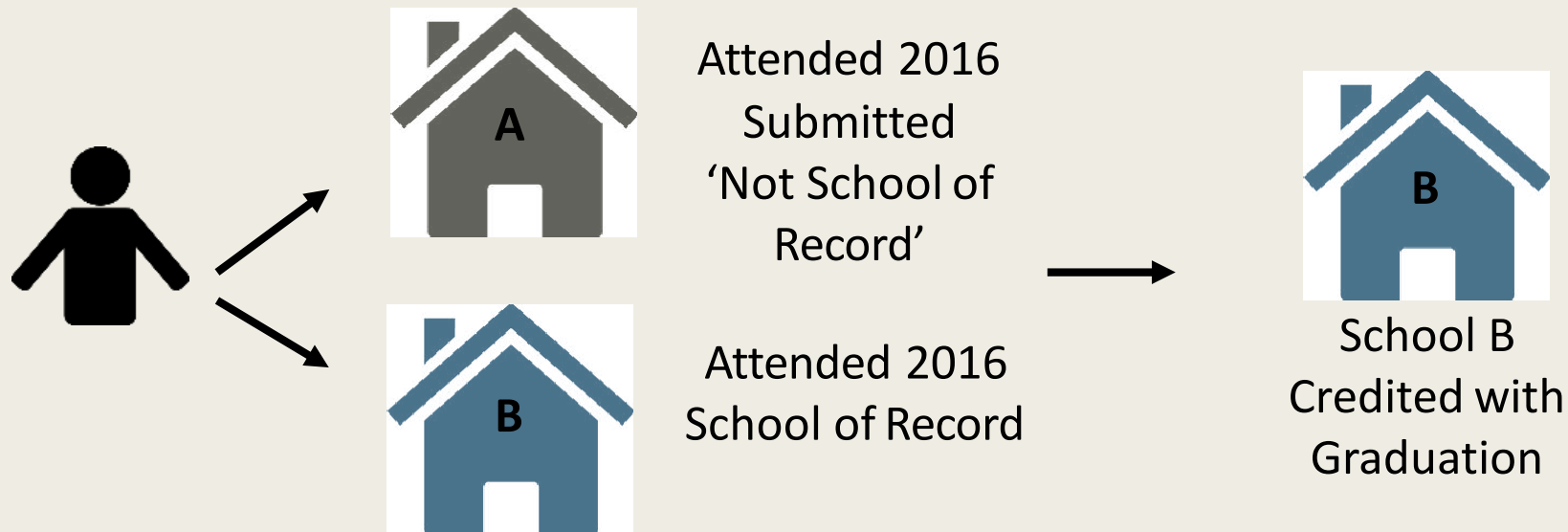
Scenario 3:

- A student attends two schools simultaneously. One school indicates they have graduated the student. The student is included in the graduating school's rate.



Scenario 4:

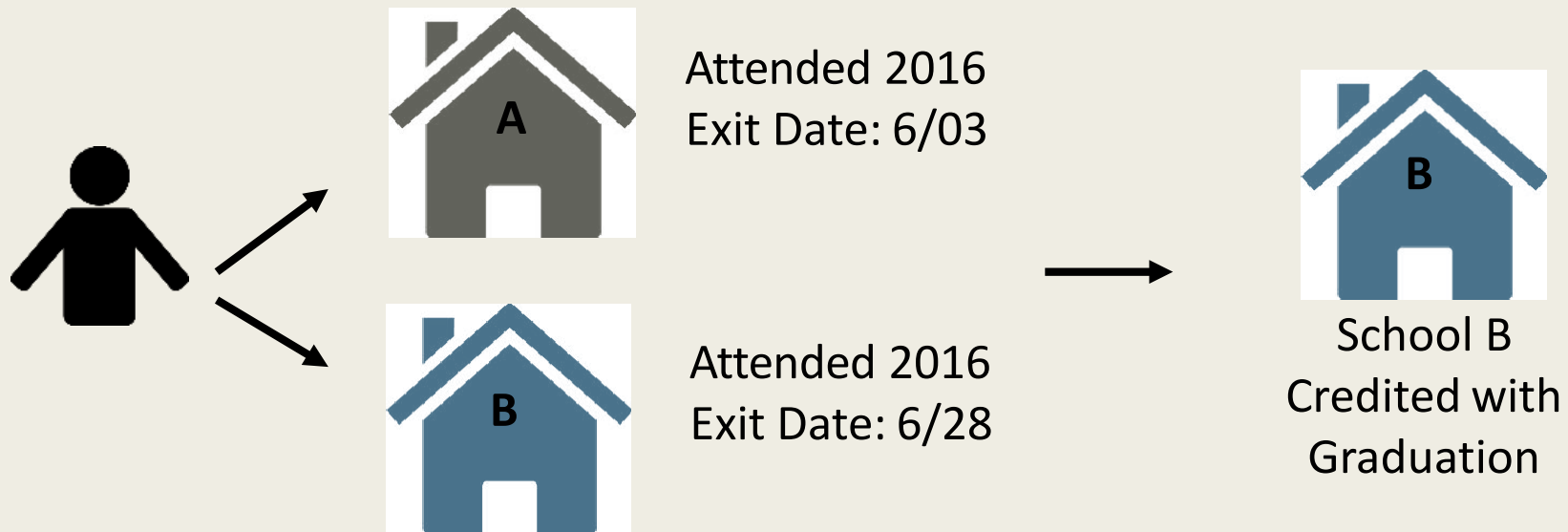
- A student attends two schools simultaneously. Neither school graduates the student. One school indicates they are 'not the school of record'. The student is included in the rate for the school marked as the 'school of record'.



A school will not receive regular funding for a student if the school is marked as 'Not School of Record'. A school should only be marked as 'not school of record' in a few circumstances. Typically it is marked if the school is an SOEP provider.

Scenario 5:

- A student attends two high schools at the same time. Neither school graduates the student, and neither school submits as 'not school of record'. The school with the latest Exit Date (as entered in the SIS system) will be the graduating school.



Exit and High School Completion Codes

- A high school completion code indicates whether or not a student graduated.
- If a student does not have a high school completion code it should be because they exited school before the end of their senior year. In this case, the student should have an exit code.
- These codes are entered into the LEA's Student Information System. They are then transmitted to the state's system, UTREx. Typically this submission occurs automatically each night.

A list of Possible High School Completion Codes:

Code	Description
AO	Aged Out of Special Education
CT	Certificate of Completion
DO	Dropout
G3	Graduated UAA/DLM
GC	Adult Education High School Diploma – Carnegie Units
GG	Utah High School Completion Diploma - GED
GM	Graduate with Military Provision (Utah Code 53A-11-1404)
GP	Graduation Pending
GQ	Basic High School Diploma with Advanced Math Requirement
GR	Basic High School Diploma
RT	Retained Senior

List of Possible Exit Codes:

Code	Description		
11	Early Graduate – 9 th , 10 th , or 11 th grade.	TH*	Transferred to Home Schooling
AE	Transferred to Adult Ed.	TR*	Transferred to a Charter School
DE	Death	TS*	Transferred to a Public School within the State
DO	Dropout	TT*	Transferred tracks within school.
EX	Expelled	TO	Transferred out of State
FE	Foreign Exchange Student	TP	Transferred to Private School
GE	Exited to Take GED	T1,T2	Early Graduate Senior Term 1 or 2
HE	Transferred to Higher Ed	UC	Transferred to UCAT
Q1, Q2, Q3	Early Graduate - 1 st , 2 nd , or 3 rd Quarter of Senior Year	UN	Unknown
TC	Transferred out of Country	WD	Withdrawn
TD*	Transferred within District	WM	Withdrawn Medical

*If the final code for a student is one of these transfer codes, and no other public school record can be found, then the student's final status will be recoded by the state as unknown.

Final Codes

- A student is placed in one of three categories based on their final completion or exit code.

Graduates

- Graduate w/Basic HS Diploma
- Graduate Carnegie
- Graduate Military
- Early Graduate
- Graduate w/ Basic HS Diploma with Advanced Math Requirement

Non-Graduates

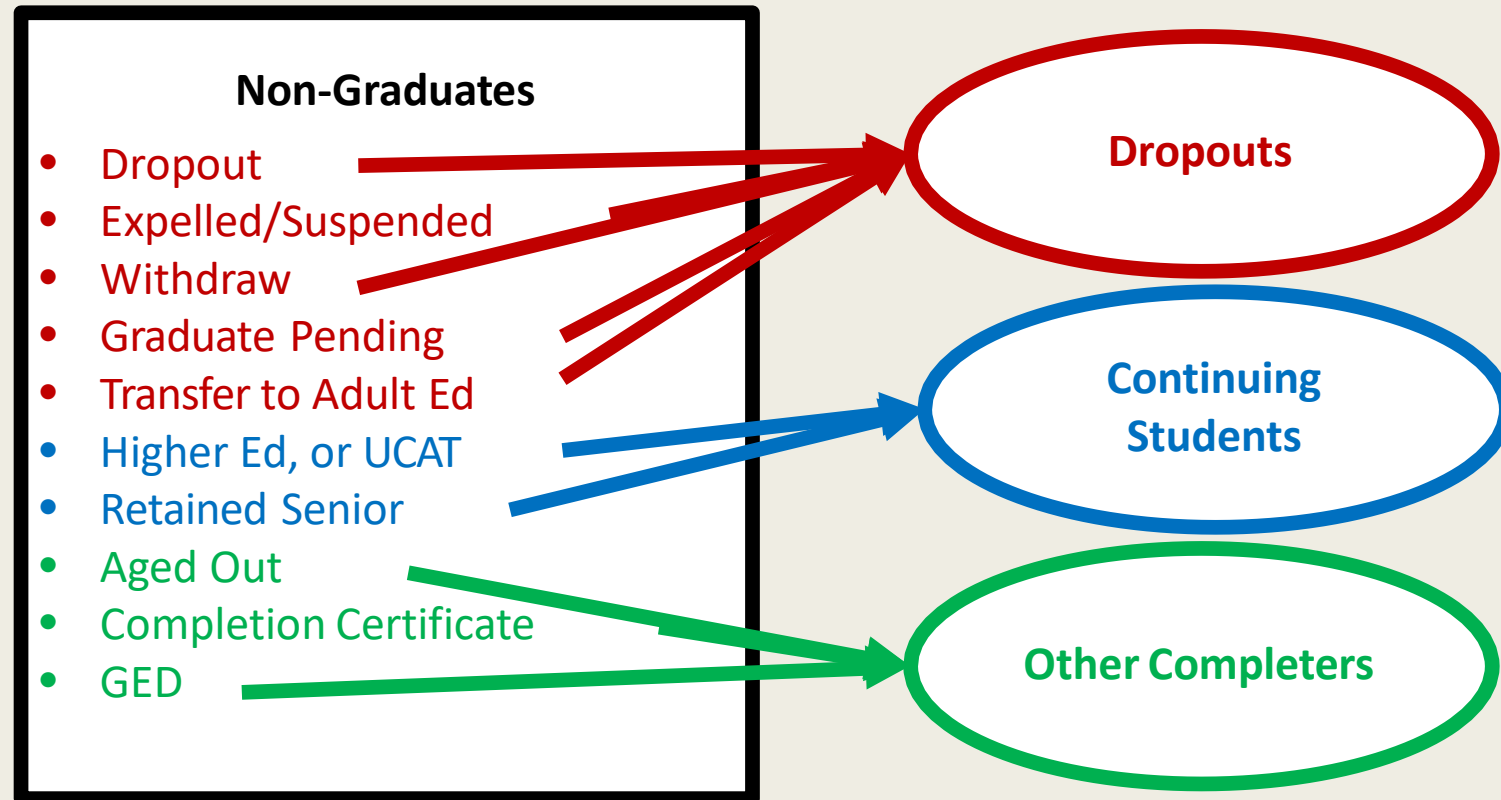
- Dropout (Unknown)
- Expelled/Suspended
- Withdraw
- Graduate Pending
- Transfer to Adult Ed, Higher Ed, or UCAT
- Retained Senior
- Aged Out
- Completion Certificate
- GED
- Graduated UAA/DLM

Excluded

- Foreign Exchange Student
- Transfer out of State/Country
- Transfer to Home/Private School
- Death
- Withdraw Medical

Final Codes Con...

- Utah reports will divide Non-Graduates into three subgroups: Dropouts, Continuing Students, and Other Completers.



Updating Records

- If you need to update an exit/completion code in the *current school year* simply update the code in your SIS system. The next time data is submitted to UTREx this code will be updated. If you need to update an exit/completion code for the previous year, follow the instructions of your district LEA UTREx administrator.

Common Issue 1

Issue	Possible Reason	Possible Resolutions
Student transfers to another public school but is still showing on your school's graduation report.	After a student transfers out of your school the student will remain on your graduation report until the state receives a record from the new school to which the student transferred.	<ul style="list-style-type: none"><li data-bbox="1327 389 2430 654">• Check that the student actually transferred to a public school. If the student went to homeschool, a private school, or out-of-state then update the exit code accordingly.<li data-bbox="1327 654 2430 846">• Verify which SSID the new public school used. If they used a different SSID then request an SSID merge.<li data-bbox="1327 846 2430 1230">• If the student meant to transfer to another school but ended up dropping out before the new school officially enrolled the student, then the student will remain on your school's graduation report.

Common Issue 2

Issue	Possible Reason	Possible Resolutions
<p>A student is showing in a different cohort than when the student graduated or will graduate (i.e. showing in the 2016 cohort when they will graduate in 2017).</p>	<p>A previous grade level was incorrectly submitted OR student repeated a grade.</p>	<ul style="list-style-type: none">• If a grade was previously entered incorrectly, this could cause the cohort year to be set incorrectly. Contact your UTREx administrator to submit a historical update record to fix both the grade and cohort year.• If a student repeated a grade in high school, then their cohort year remains the same. A cohort year is based on the first time the student entered 9th grade.

This information is courtesy of
Planning and Student Services and the
Utah State Board of Education.
For questions, feel free to call
Planning and Student Services.