
Quick Reference Guide:

Graduate and Dropout Verification

This guide will explain the basic process for verifying students counted as graduates and dropouts for the 2010-11 year.

Topics covered in this Quick Reference Guide include:

- Graduates
- Dropouts



The Graduate and Dropout Verification prepares districts for the certification of their graduate and dropout numbers for the 2010-11 year. Districts should verify the Diploma Date, Diploma Type, Diploma Period and Date First Entered 9th Grade for all graduates and Race/Ethnicity data for dropouts.



Before beginning, consider the following:

1. What information is required for graduates?

- Graduates should have a Diploma Date, Diploma Type, Diploma Period and Date First Entered the 9th Grade entered for all students. *page 2*

2. How do I verify graduates?

- Graduation data can be verified using Ad Hoc filters. *page 3*

3. What criteria are used to identify dropouts?

- Dropouts are students who are no longer continuing their education in a K-12 setting. Their last district of enrollment counts them as a dropout, regardless of the length of enrollment. *page 3*

4. How do I verify dropouts?

- Dropout data can be verified using Ad Hoc filters. *page 3*

5. What if I think a student is not a dropout?

- Districts should make every effort to follow up with students to verify they are currently enrolled in a K-12 education program that will lead to high school graduation. *page 5*

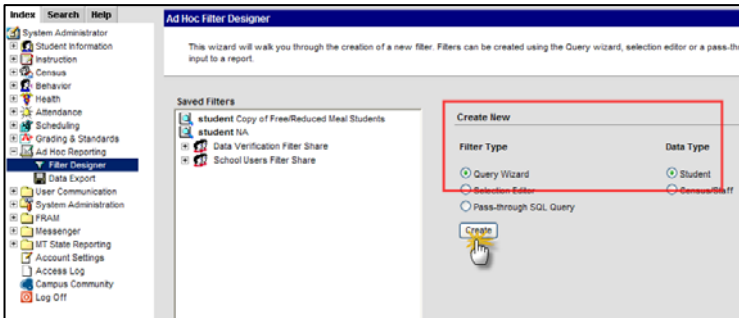
6. What do I do once I verify my data?

- The OPI will send instructions for printing Graduate and Dropout Reports. Those reports must be signed by a district administrator and returned to the OPI. *page 8*

GRADUATE VERIFICATION

Students with an End Status of 400: Graduated are counted as graduates. All graduates should have a Diploma Date, Diploma Type, Diploma Period, and Date First Entered the 9th Grade data can be verified using the Ad Hoc Filters.

Ad Hoc filters will show missing data for graduates and verify that data entered is correct.



Ad Hoc Reports

From the **Index**, expand **Ad Hoc Reporting** and select **Filter Designer**.

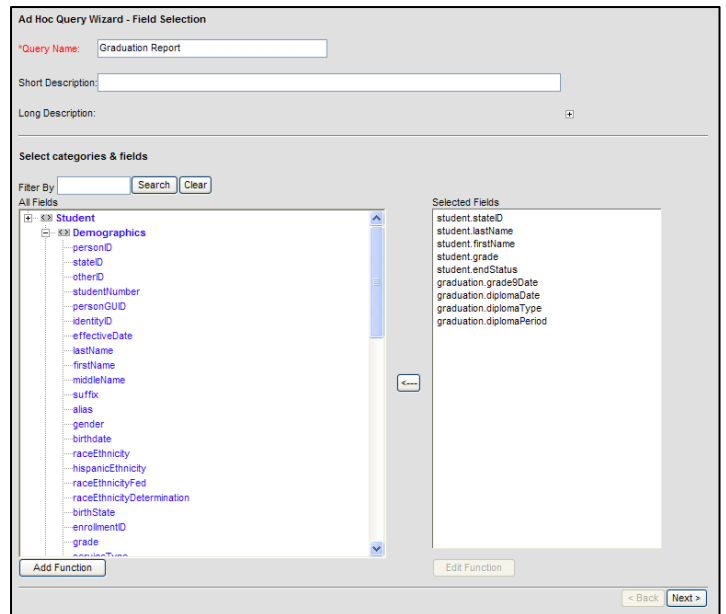
From **Create New**, select **Filter Type: Query Wizard** and **Data Type: Student**.

Click **Create**.

Complete **Query Name**, **Short Description** (optional) and **Long Description** (optional).

Choose the following fields:

- **Demographics**
 - *stateID*
 - *lastName*
 - *firstName*
 - *grade*
 - *endStatus*
- **Learner**
 - **Graduation elements**
 - *grade9Date*
 - *diplomaDate*
 - *diplomaType*
 - *diplomaPeriod*



Click **Next**.

Ad Hoc Query Wizard - Filter Parameters

*Query Name:

Short Description:

Long Description:

Filter the data

Field	Operator	Value
student.stateID		
student.lastName		
student.firstName		
student.grade		
student.endStatus	=	400
graduation.gradeDate		
graduation.diplomaDate		
graduation.diplomaType		
graduation.diplomaPeriod		

Save To: User Account
 Folder:
 User Groups

For **Field** *student.endStatus*, select **Operator** "=" and **Value** "400".

Click **Next**.

For **Field** *student.endStatus*, un-check **Output**.

Click **Save**.

Format the output file/report.

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.stateID	<input checked="" type="checkbox"/>						
student.lastName	<input checked="" type="checkbox"/>						
student.firstName	<input checked="" type="checkbox"/>						
student.grade	<input checked="" type="checkbox"/>						
student.endStatus	<input type="checkbox"/>						
graduation.gradeDate	<input checked="" type="checkbox"/>						
graduation.diplomaDate	<input checked="" type="checkbox"/>						
graduation.diplomaType	<input checked="" type="checkbox"/>						
graduation.diplomaPeriod	<input checked="" type="checkbox"/>						

Save To: User Account
 Folder:
 User Groups

Index Search Help

Data Export Wizard

This wizard will dump the result of a filter into a data file (.csv, tab delimited, xml) or a simple list report.

Saved Filters:

- 1. **Graduation Report** (Selected)
- 2. **State Published**

Pick an Export Format:

HTML list report
 XML
 Delimited values (CSV)
 Fixed width
 PDF report

Return to the **Index**. Expand **Ad Hoc Reporting** and select **Data Export**.

From **Saved Filters**, select *Graduation Report*. Choose an **Export Format**.

Click **Export**.

NOTE: Select *Year 10-11* and a district high school.

Verify that all students have *Diploma Date, Diploma Type, Diploma Period* and *Date First Entered the 9th Grade* **and** that the data entered is accurate.

Graduation Report Total Records:11							
All Records							
student.stateID	student.lastName	student.firstName	student.grade	graduation.grade9Date	graduation.diplomaDate	graduation.diplomaType	graduation.diplomaPeriod
412049774	Aguilera	Christina	12	08/23/2007	05/28/2011		
703556120	Bhant	James	12	08/23/2007	05/28/2011	01	03
282085655	Carey	Mariah	12	08/23/2007	05/28/2011	01	03
457835962	Clapton	Eric	12		05/28/2011	01	03
312500076	Clarkson	Kelby	12	08/23/2007	05/28/2011	01	03
891858263	Jackson	Michael	12	08/24/2006	05/28/2011	01	03
968306954	Lopez	Jennifer	12	08/23/2007	05/28/2011	01	03
517914166	Mars	Bruno	12	08/23/2007	05/28/2011	01	03
586558229	Perry	Katy	12	08/23/2007	05/28/2011	01	03
211022845	Ritchie	Lionel	12		05/28/2011	01	03
659914149	Simpson	Jessica	12	08/23/2007	05/28/2011	01	03

Aguilera, Christina
#132 DOB:01/20/1993 Gender:F

Save

The following fields can only be filled out once a student has entered 9th grade:
Date First Entered the 9th Grade
NGA Cohort End Year
NCLB Cohort End Year

Enrollment Data: Cascade Public Schools (0280)
Graduation Detail: Cascade Public Schools (0280)
General Graduation Information

Diploma Date: 05/28/2011

Diploma Type: [Dropdown]

Diploma Period: [Dropdown]

Date First Entered the 9th Grade: 08/23/2007

NGA Cohort End Year: 2011

NCLB Cohort End Year: 2011

Post Grad Location: [Dropdown]

Post Grad Plans: [Dropdown]

State Reporting Graduation Fields
Cohort Grad Year: [Text]

If data is missing or inaccurate, make corrections to the data.

Click the **Search** tab. **Search for a: Student.** Enter the student's last name and click **Go**.

Click the **Graduation** tab. Make corrections to the data as appropriate. Click **Save**.

NOTE: Students entering from another school (public, private, home school) or from out-of-state may not have a *Date First Entered the 9th Grade*. The district will need to research that date from prior transcripts.

Clapton, Eric
#129 DOB:12/24/1992 Gender:M

Save

The following fields can only be filled out once a student has entered 9th grade:
Date First Entered the 9th Grade
NGA Cohort End Year
NCLB Cohort End Year

Enrollment Data: Cascade Public Schools (0280)
Graduation Detail: Cascade Public Schools (0280)
General Graduation Information

Diploma Date: 05/28/2011

Diploma Type: 01: Regular Diploma

Diploma Period: 03: Four years or with IEP allowing for longer

Date First Entered the 9th Grade: [Text]

NGA Cohort End Year: [Dropdown]

NCLB Cohort End Year: [Text]

Post Grad Location: [Dropdown]

Post Grad Plans: [Dropdown]

State Reporting Graduation Fields
Cohort Grad Year: [Text]

Jackson, Michael
#123 DOB:12/06/1992 Gender:M

Save

The following fields can only be filled out once a student has entered 9th grade:
Date First Entered the 9th Grade
NGA Cohort End Year
NCLB Cohort End Year

Enrollment Data: Cascade Public Schools (0280)
Graduation Detail: Cascade Public Schools (0280)
General Graduation Information

Diploma Date: 05/28/2011

Diploma Type: 01: Regular Diploma

Diploma Period: 03: Four years or with IEP allowing for longer

Date First Entered the 9th Grade: 08/24/2006

NGA Cohort End Year: 2010

NCLB Cohort End Year: 2010

Post Grad Location: [Dropdown]

Post Grad Plans: [Dropdown]

State Reporting Graduation Fields

Should be 04:
Graduated in more than 4 years

Jackson, Michael
#123 DOB:12/06/1992 Gender:M

Print Enrollment History

Enrollment Editor	Ed	Grade	Type	Calendar	Start Date	End Date
12	P	Cascade High School 10-11			05/25/2010	05/27/2011
Start Status: 02 Continued enrollment same school, no interruption						
End Status: 400 Graduated						
12	P	09-10 Cascade High School			09/02/2009	06/03/2010
Start Status: 02 Continued enrollment same school, no interruption						
End Status: 100 End of year, returning to same school next year						
11	P	08-09 Cascade High School			08/21/2008	05/28/2009
Start Status: 02 Continued enrollment same school, no interruption						
End Status: 100 End of year, returning to same school next year						
10	P	07-08 Cascade High School			05/23/2007	05/30/2008
Start Status: 02 Continued enrollment same school, no interruption						
End Status: 100 End of year, returning to same school next year						
09	P	Cascade High School(0157)			08/24/2006	06/01/2007
Start Status: 02 Continued enrollment same school, no interruption						
End Status: 100 End of year, returning to same school next year						

DROPOUTS

Dropouts are students no longer continuing with their K-12 education. They may be enrolled in a non-diploma program, working toward a GED or no longer enrolled in any type of school. Students will be counted as dropouts in the 10-11 year if they completed the 09-10 year, but failed to show for the 10-11 year.

Students in AIM are identified as dropouts if they have an enrollment with an End Status of 300, 310, 320, 330 or 340. They must also have a corresponding Dropout Reason. Students are dropouts when they are no longer attend their last school of enrollment – regardless of the length of enrollment in the school.

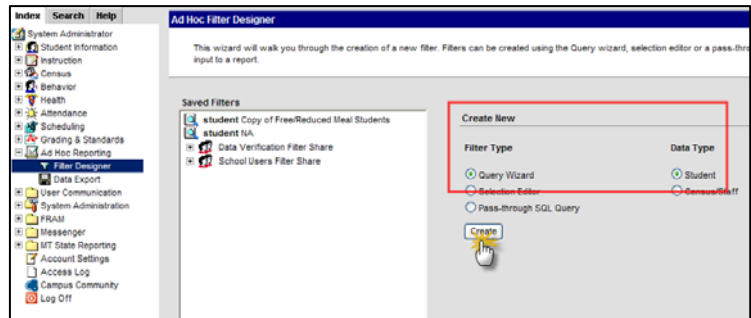
Ad Hoc filters can be used to identify students coded as dropouts in AIM and their Race/Ethnicity.

Ad Hoc Reports

From the **Index**, expand **Ad Hoc Reporting** and select **Filter Designer**.

From **Create New**, select **Filter Type: Query Wizard** and **Data Type: Student**.

Click **Create**.

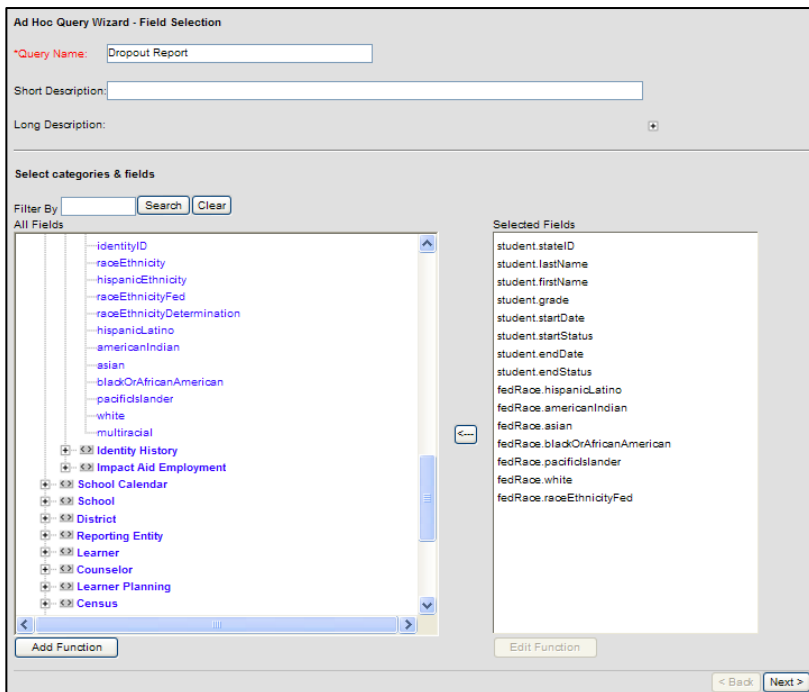


Complete **Query Name**, **Short Description** (optional) and **Long Description** (optional).

Choose the following fields:

- **Demographics**
 - *stateID*
 - *lastName*
 - *firstName*
 - *grade*
 - *startDate*
 - *startStatus*
 - *endDate*
 - *endStatus*
- **Demographics**
 - **Federal Race**
 - *hispanicLatino*
 - *americanIndian*
 - *asian*
 - *blackOrAfricanAmerican*
 - *pacificIslander*
 - *white*
 - *raceEthnicityFed*

Click **Next**.



For **Field** *student.endStatus*, select **Operator** "Like" and **Value** "3%".

Click **Next**.

Choose **Sort** criteria if desired.

Click **Save**.

Return to the **Index**. Expand **Ad Hoc Reporting** and select **Data Export**.

From **Saved Filters**, select **Graduation Report**. Choose an **Export Format**.

Click **Export**.

NOTE: Select **Year 10-11** and a district high school.

Verify that data entered is correct.

Dropout Report Total Records:2											
All Records											
student.stateID	student.lastName	student.firstName	student.grade	student.startDate	student.startStatus	student.endDate	student.endStatus	fedRace.hispanicLatino	fedRace.americanIndian	fedRace.asian	fedRace.blackOrAfrican
554982835	Cyrus	Miley	12	08/25/2010	02	08/25/2010	340	0	0	0	
759518121	West	Kanye	12	01/18/2011	06	02/11/2011	300	0	0	0	1
All Records											

Race/Ethnicity (Edit)

State Race/Ethnicity:

Federal Designation: 4:Black or African American

Race(s): Black or African American

Hispanic/Latino: N:No

Race/Ethnicity Determination:

If Race/Ethnicity data is incorrect, make the appropriate changes.

Click the Search tab. Search for a: All People. Enter the student's last name and click Go.

Click the student's name. On the Demographics tab, click Edit.

Make changes to the Race/Ethnicity. Click Save.

Note: *Is the individual Hispanic/Latino?* and *Is the individual from one or more of these races?* are the only two required race fields. Federal Designation is calculated from data entered in these two fields.

If a district thinks that a student should not be counted as a dropout, they should make every effort to verify the student's continued enrollment in a K-12 educational program leading to high school graduation. If the student enrolls in another school in accordance with rule, the End Status and Dropout Reason may be changed to reflect the student's new enrollment status.

Example #1: Student completes the 09-10 year, but does not return to school at the beginning of the 10-11 year. The student has until 10/3/2011 to re-enroll in school before being counted as a dropout (colony students who do not register with the County Superintendent as home schools are counted as dropouts).

Example #2: Student does not complete the 10-11 year (drops out in April 2011), but re-enrolls at the beginning of the 11-12 year. The *End Status* of the 10-11 enrollment is changed to *295: Dropped out, subsequent re-enrollment* and the *Dropout Reason* is blank.

Example #3: Student does not complete the 10-11 year (drops out in April 2011), and does not re-enroll at the beginning of the 11-12 year. The student only has until 10/3/2011 to re-enroll before being counted as a dropout in the 10-11 year.

GRADUATE AND DROPOUT VERIFICATION

Districts will be contacted by the OPI in September to verify their graduate and dropout counts. A username and password to the OPI Reporting Center will be provided, along with instructions for verifying counts. Districts that use this guide to verify counts prior to receiving this information will be in a better position to complete that verification.

