



GRADUATE, DROPOUT, AND COHORT

This checklist and procedures must be completed prior to 10/10/25.

The Graduate, Dropout, and Cohort Collection finalizes graduates, dropouts, and cohorts for the prior year. A student is counted as a prior year graduate if they finish their graduation requirements prior to the first day of school in the current year. A student who left during 2024-2025 school year has until September 30, 2025, to re-enroll in school, including students who dropped out in the summer of 2024. Students who fail to re-enroll by September 30th are counted as dropouts. Students who completed the prior school year, but fail to re-enroll, are not counted as a dropout until the following year.

Checklist:

- ✓ Review previous school year (2024-25) data validation dropout data check reports.
- ✓ Modify the end status to a nondropout end status for any students who dropped out and have returned to a district in the state by 9/30/25.
- ✓ Review previous year graduates using the data validation reports, ensuring that accurate End Status, Diploma Date, Diploma Type and Diploma Period are assigned.
- ✓ Review Cohort records and verify that appropriate supporting documentation has been received for students removed from the cohort.
- ✓ After 9/30/25 and before 10/10/25, certify prior year dropout, graduate, and cohort records.

[Graduate, Dropout, Cohort Collection](#)

PATH: *Reporting>Data Validation>Validation Groups or Data Validation Report*

Graduate Validation:

Run the Data Validation group/report **Graduate Data Validations** to identify potential errors to correct. This report includes: Graduates not grade 12, graduates identified as Foreign Exchange, graduates missing graduation data (Diploma Date, Diploma Type, Diploma Period), and graduates counts and lists.

Dropout Validation

Run the Data Validation groups/reports **7-8 Dropout Data Validations** and **9-12 Dropout Data Validations** to identify potential errors to correct.

7-8 Dropout Data Validations - This report shows students in grade levels 7-8, with enrollment records that have a dropout end status but have since re-enrolled into another district in MT. These students may need to have their end status changed to a non-dropout reason.

The validation group includes:

- 7-8 DROPOUT Re-Enrolled - List students in grades 7-8 with a dropout end status and have a newer subsequent enrollment in the previous or current year.
- 7-8 DROPOUT Count - Count of students dropped out in grade levels 7-8
- 7-8 DROPOUT List - List of students in grade levels 7-8 that have dropped out.

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9-12 Dropout Data Validations - This report provides a list of students in grade levels 9-12 that have a dropout enrollment end status but have since re-enrolled in another school. These students must have their enrollment end status changed to be a non-dropout.

- 9-12 DROPOUT Re-Enrolled - List students in grades 9-12 with a dropout end status and have a newer subsequent enrollment in the previous or current year.
- 9-12 DROPOUT Count - Count of students dropped out in grade levels 9-12.
- 9-12 DROPOUT List - List of students in grade levels 9-12 that have dropped out.

Cohort Validation

Run the Data Validation groups/reports ***Cohort Data Validations*** to identify potential errors to correct.

Cohort Data Validations - This report lists students whose cohort data needs to be checked and/or corrected before the data is certified for the OPI.

Cohort reporting is the relationship between students who start 9th grade in a certain year and those that graduate at the end of 4 years. Between the first day of 9th grade and the last day of 12th grade students both enter and exit the cohort. There are specific Federal requirements regarding the removal of a student from the cohort. Please refer to the [Montana High School Completer & Dropout Data Collection Handbook](#) for more information.

NOTE: To remove a student from the cohort, a school or LEA must confirm, in writing, that the student transferred out, emigrated to another county, transferred to a prison or juvenile facility, or is deceased. To confirm that a student transferred out, the school or LEA must have official written documentation that the student enrolled in another school or in an educational program that culminates in the award of a regular high school diploma. A student who is retained in grade, enrolls in a GED program, or leaves school for any other reason, may not be counted as having transferred out for the purpose of calculating graduation rate and must remain in the adjusted cohort.

(ESEA sections 1111(h)(1)(C)(iii)(II) and 8101(23), (25) (20 USC 6311(h)(1)(C)(iii)(II) and 7801(23), (25))).

Correcting Errors

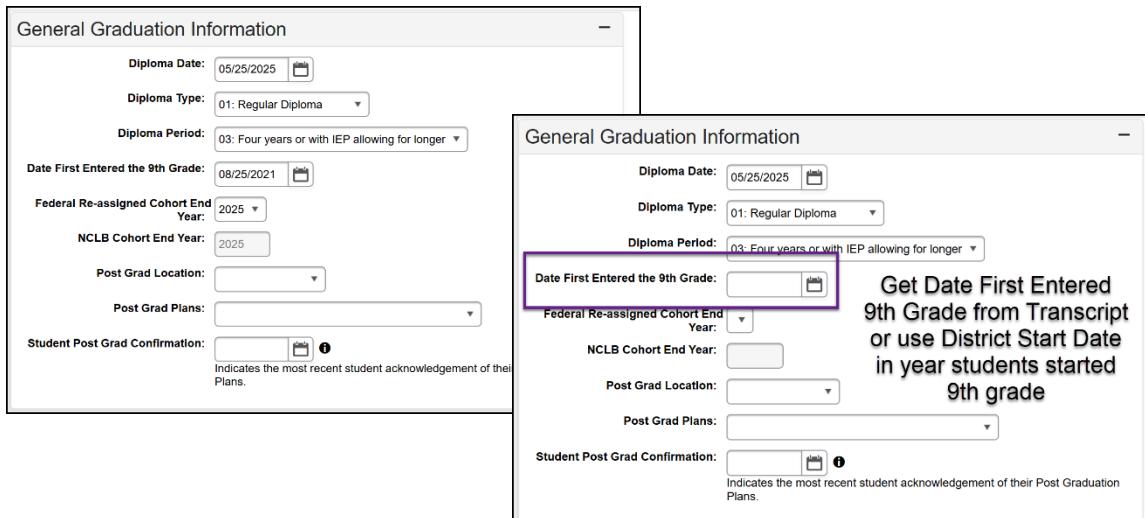
Use the enrollment Editor to modify incorrect end statuses.

PATH: *Student Information>General>Enrollments* to modify Enrollment information.

Enrollment Editor				
Grade	Type	Calendar	Start Date	End Date
12	P	24-25 Custer Co District High	08/26/2024	05/25/2025
		Start Status: 02 Continued enrollment same school, no interruption		
		End Status: 400 Graduated		
11	P	23-24 Custer Co District HS	08/28/2023	05/30/2024
		Start Status: 02 Continued enrollment same school, no interruption		
		End Status: 100 End of year, returning to same school next year		
10	P	22-23 Custer Co District High	08/29/2022	05/26/2023
		Start Status: 02 Continued enrollment same school, no interruption		
		End Status: 100 End of year, returning to same school next year		
09	P	21-22 Custer Co District High	08/25/2021	05/27/2022
		Start Status: 04 Transfer from public school in district or state		
		End Status: 100 End of year, returning to same school next year		

Use the State Graduation Record to modify incorrect diploma information.

PATH: *Student Information>General>Graduation* to modify diploma or Date First Entered the 9th Grade if it's incorrect.



Data Certification

The OPI sets up Data Certification events to allow districts to create their own certified snapshots for data collections. Districts should follow the steps for Data Validation prior to certifying any data collection.

Data Certification Setup

PATH: *Reporting>Data Certification>Type Membership Setup*

Once a Certification Event is published, districts assign one or more staff members as Primary or Secondary certifiers. Primary certifiers are responsible for actual certification of the event. Secondary

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certifiers only have the rights to review the certification and associated validation reports. Districts may have different certifiers for each type of event.

To add a member:

1. Select a Type (Certification Event).
2. Click New Member.
3. Enter a Name or click the magnifying glass to view all eligible certifiers (certifiers must be active staff members).
4. Select a Type (Primary or Secondary).
5. Click Save.

The image shows two overlapping application windows. The top window is titled 'Type Membership Setup' and contains buttons for 'New Member' (labeled 2), 'Save' (labeled 5), and a dropdown menu 'Type: Graduate, Dropout, Cohort Data' (labeled 1). The bottom window is titled 'Data Certification Membership Detail' and contains fields for 'Staff State ID' and 'Name' (labeled 3). Below these are sections for 'Staff State ID' and 'Name', and a radio button group for 'Type' (Primary or Secondary) (labeled 4). A checked checkbox 'Active' is also present.

To modify a member:

1. Select a Type (Certification Event).
2. Click the member's name.
3. Change Type or check/un-check Active.
4. Click Save.

The image shows two overlapping application windows. The top window is titled 'Type Membership Setup' and contains buttons for 'New Member' (labeled 4), 'Save' (labeled 1), and a dropdown menu 'Type: Graduate, Dropout, Cohort Data' (labeled 2). The bottom window is titled 'Data Certification Membership Detail' and shows a list with 'Willcut, Justin' (labeled 3). The 'Name' field is populated with 'Willcut, Justin'. The 'Type' section shows 'Secondary' selected. A checked checkbox 'Active' is also present.

Data Certification

PATH: *Reporting>Data Certification>Event Certification*

It is important to carefully read the Event Description for an event prior to certification. The Event Description outlines the requirements for each certification, the importance of the certification (what the data will be used for), and instructions for validating the event prior to certification. It is also important to run ALL Validation Reports at both the district and state prior to certification, to ensure that all data is fully synced prior to certification.

Follow these steps to complete a data certification event:

- Select a certification event.
 - Must be a Primary member to Certify and Submit.
 - It's recommended to have only one Primary member. If there are multiple Primary members, all of them must Certify before it will show Certified.
- Read the Event Detail carefully for Certification Date and Event Description.
- Click Certify & Submit to finalize certification.

The screenshot illustrates the Data Certification process. It consists of two main windows: 'Event Detail' on the left and 'Review Snapshot' on the right.

Event Detail:

- Event Name:** Graduate, Dropout, Cohort Certification 2024-25
- Reporting Year:** 2025
- Event Start:** 09/10/2025
- Snapshot Available:** 09/30/2025 12:00 AM
- Certification Opens:** 10/01/2025 12:00 AM
- Event End:** 10/10/2025
- Data Certification Type:** Graduate, Dropout, Cohort Data
- Event Description:** Graduate Certification 2024-25.
Graduates include students who complete regular district requirements, student who complete the state minimum MCA, students who obtain a MT Youth Challenge prof 10-10-1402, MCA, and a include students who complete graduation requirements, student who complete the st 7-1330, MCA, students who obtain a MT Youth Challe under 10-10-1402 MCA and a proficiency diploma is

Review Snapshot:

- Status:** Please review all data for this event before clicking the Certify & Submit button.
- Certify & Submit** button (highlighted with a red arrow).
- View District Certification Status** and **State-Report Output** sections.
- Batch Queue List** table with columns: Queued Time, Report Title, Status, Download.

Note: Districts may Recertify & Submit at any time during the collection window if an error in data reporting is discovered. Contact the EDUCATE unit to be uncertified first.

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