



## DROPOUT, GRADUATE, AND COHORT

This checklist and procedures must be completed prior to 10/16/24.

The Dropout, Graduate, and Cohort Collection finalizes dropouts, graduates, 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 2023-2024 school year has until September 30, 2024 to re-enroll in school, including students who dropped out in the summer of 2023. Students who fail to re-enroll by September 30<sup>th</sup> 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 (2023-24) 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 9/30/24.
- ✓ 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 9/30/24 and before 10/16/24, certify prior year dropout, graduate, and cohort records.

### Dropout, Graduate, and Cohort Collection

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

#### 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.

#### AIM Unit Contact Information

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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.

Graduate Validation:

Run the Data Validation group/report **Graduate Data Validations** to identify potential errors to correct. This report includes:

- Graduate Not Grade 12 - Students who have a 400 end status but are not grade 12.
- Graduate Excluded as Foreign Exchange - Students with a graduate end status who will be excluded due to being marked as foreign exchange.
- Graduate Missing Diploma Information - Students who are missing Diploma date, diploma type or diploma period.
- Graduate Count – Count of students that are graduates, excluding foreign exchange students.
- Graduate List – All district students with a 400 end status, diploma information, start 9<sup>th</sup> grade, excluding foreign exchange students.

## 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.

- These are students in grade levels 9-12 who are missing their 'Date First Time Entered 9th Grade'.
- This data is located in the students Graduation tab.
- Please fix those students who are on this list by going to their Graduation tab and completing or correcting their 'Date First Entered the 9th Grade' (anywhere in the world).
- When the fixed data is saved, it will automatically populate the students' 'NCLB Cohort End Year'.

Cohort reporting is the relationship between students who start 9<sup>th</sup> grade in a certain year and those that graduate at the end of 4 years. Between the first day of 9<sup>th</sup> grade and the last day of 12<sup>th</sup> 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.

Grade	Type	Calendar	Start Date	End Date
12	P	23-24 Jefferson High School	08/22/2023	05/31/2024
<small>Start Status: 02 Continued enrollment same school, no interruption End Status: 400 Graduated</small>				
11	P	22-23 Jefferson High School	08/22/2022	05/25/2023
<small>Start Status: 02 Continued enrollment same school, no interruption End Status: 100 End of year, returning to same school next year</small>				
10	P	21-22 Jefferson High School	08/23/2021	05/26/2022
<small>Start Status: 02 Continued enrollment same school, no interruption End Status: 100 End of year, returning to same school next year</small>				
09	P	20-21 Jefferson High School	08/24/2020	05/27/2021
<small>Start Status: 04 Transfer from public school in district or state End Status: 100 End of year, returning to same school next year</small>				

Use the State Graduation Record to modify incorrect diploma information.

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

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

State Graduation Record —

Earliest Grade 9 Enrollment Information Modified Date: 06/12/2024

Grade 9 Date	NCLB Cohort Year	District Number	District Name
08/24/2020	2024	1033	Jefferson High School

Enrollment Data: Jefferson High School (1033) —

Calendar: 23-24 Jefferson High School +

Calendar: 20-21 Jefferson High School +

Graduation Detail: Jefferson High School (1033) —

General Graduation Information —

GRAD Score: 123 ⓘ

Diploma Date: 05/26/2024 📅

Diploma Type: 01: Regular Diploma ▾

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

Date First Entered the 9th Grade: 08/24/2020 📅

Federal Re-assigned Cohort End Year: 2024 ▾

NCLB Cohort End Year: 2024

Post Grad Location: OS: Out-of-State ▾

Post Grad Plans: 4U: Four-year College (Public) ▾

## 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 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 screenshots from a web application. The left screenshot, titled 'Type Membership Setup', shows a 'New Member' button (2), a 'Save' button (5), and a dropdown menu (1) set to 'Type: Graduate, Dropout, Cohort Data'. The right screenshot, titled 'Data Certification Membership Detail', shows a 'Staff Search' section with input fields for 'Staff State ID' and 'Name' (3), and a '\*Type' section (4) with radio buttons for 'Primary' and 'Secondary', and a checked 'Active' checkbox.

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 screenshots from a web application. The left screenshot, titled 'Type Membership Setup', shows a table with one member: 'Willcut, Justin' (2), with 'Active' status and 'Secondary' type. The right screenshot, titled 'Data Certification Membership Detail', shows the details for 'Willcut, Justin' (3), with 'N/A' for 'Staff State ID', 'Secondary' selected for '\*Type' (3), and 'Active' checked.

## 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.

Event Detail	
Event Name:	GRADUATE List and Count to Certify
Reporting Year:	2024
Event Start:	08/30/2024
Snapshot Available:	10/02/2024 12:00 AM
Certification Opens:	10/02/2024 12:00 AM
Event End:	10/27/2024
Data Certification Types:	Graduate, Dropout, Cohort Data
Event Description:	List and count of graduates to certify
External Data Links:	
Ad Hoc Data Links:	
Data Validation Groups:	<a href="#">GRADUATE List and Counts - To Certify</a>   <a href="#">Run At State</a>

Review Snapshot			
Snapshot has been captured. Click below to review the data.			
<a href="#">Review Snapshot</a>			
Status			
Please review all data for this event before clicking the Certify & Submit button.			
<a href="#">Certify &amp; Submit</a>			
- Certified on 02/14/2023 11:59			
<a href="#">View District Certification Status</a>			
State-Report Output			
Refresh   Show top 50 tasks submitted between 08/28/2023 and 09/04/2023			
Batch Queue List			
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. If an error is discovered after the collection window closes, contact the AIM Unit for assistance.

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