TECHNICAL GUIDE ON

PROCEDURES FOR REVIEWING AND UPDATING THE

2014-15 COHORT FILES

FOR THE FOUR-YEAR GRADUATION RATE

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Table of Contents

Introduction

Accurate data are necessary to build reliable historical information, measure the achievement of state goals and report district and state graduation and dropout rates appropriately. Aggressive follow-up on students who have been assigned non-completer withdrawal codes will provide more accurate information and can effectively reduce school and district dropout rates and improve graduation rates.

Each district is strongly encouraged to properly utilize withdrawal codes to accurately reflect the circumstances under which students leave the district. While the Florida Department of Education (FDOE) does allow the opportunity to review and update prior year data for the cohort, districts must strive to submit accurate withdrawal data during the *current* school year surveys. Accurate data submitted the first time will make the final review process less time-consuming and will most likely yield more accurate results.

This document is not intended to provide guidance on how students and withdrawal codes should be reported. School-level staff should direct basic database reporting questions to their local district MIS staff. Further, this document is not intended to cover or address *all* possible circumstances that may occur across the state.

The cohort review and graduation rate calculation processes are overseen by the Bureau of Education Information and Accountability Services and are separate processes from the school grading calculations overseen by the Bureau of Accountability Reporting. The cohort review process serves as the "appeals" process for graduation rates.

This document contains the following information:

- Timeline for review
- File formats
- File names and descriptions
- List of withdrawal codes and descriptions
- Sample reports
- Recommendations for reviewing files
- Definition of how rates are calculated
- Frequently asked questions (FAQs)

Procedures for Reviewing and Updating the 2014-15 Cohort File

The cohort review process involves working from a consolidated file with an individual listing of all students in the unadjusted cohort and making corrections directly to this file.

The review process for the cohort:

1. Provides districts with an easy method to review and update student data in the cohort.
2. Allows districts the opportunity to review and revise prior year data as needed for cohort purposes only and to submit corrections as often as needed during the update window.
3. Provides transparency and accountability regarding how students are counted in the graduation rate.
4. Allows flexibility for districts to review and analyze their own data.
5. Uses staff and technical resources more efficiently.
6. Allows districts to download the final student-level file that will be used in the graduation rate calculations.

Key Changes

1. Districts can send updates as often as necessary (one per day) during the review window.
2. A revised file is generated after each update occurs.
3. Specific edit reports are available after every submission.
4. Only two file names are used throughout the entire review process.

Cohort Graduation Rate Overview

Florida's high school graduation rate is the percentage of students who graduated with a standard diploma within four years of their initial enrollment in ninth grade in the district. Incoming transfer students are included in the appropriate cohort based on their grade level and year of entry. Deceased students and students who withdrew to attend school in another school system that will culminate with a standard diploma are removed from the cohort. Each student in the resulting adjusted cohort receives a final classification as a graduate, dropout or non-graduate. The exact calculation is provided in Appendix F.

Cohort Build Overview

Formats and elements specific for the cohort build process are the same as in prior years and are listed below. The programming steps used to build the cohort are provided in Appendix G.

    Student Demographic Information

        District Number, Current Enrollment

        School Number, Current Enrollment

        Student Number Identifier, Florida

        Student Name, Legal

        Survey Period Code

        Grade Level

        Birth Date

        Year

        Student Number Identifier-Alias, Florida

        Gender

        Race/Ethnicity

        Lunch Status

        English Language Learner, PK-12

        Migrant

    Prior School Status/Student Attendance

        District Number, Current Enrollment

        School Number, Current Enrollment

        Student Number Identifier, Florida

        School Year

        Survey Period Code

Withdrawal Code, PK-12

Withdrawal Date

Student Course Schedule

District Number, Current Enrollment

School Number, Current Enrollment

Student Number Identifier, Florida

Survey Period Code

Fiscal Year

Course Number

Student End-of-Year Status

District Number, Current Enrollment

School Number, Current Enrollment

Student Number Identifier, Florida

School Year

Survey Period Code (always 5)

Grade Promotion Status

Diploma Type

Withdrawal Reason

Grade Level

Withdrawal Date

The cohort is built first by including the following:

- All first-time 9th graders in the district in fall 2011-12 membership
- Incoming transfers on the same schedule to graduate

  o New 9th graders in 2011-12
  o New 10th graders in 2012-13
  o New 11th graders in 2013-14
  o New 12th graders in 2014-15

Adjusting the Cohort*

The cohort is then "adjusted" by removing the following:

Transfers to other public schools (excluding DJJ/jail facilities) (W3A, W3B)

Transfers to private schools (W04)

Transfers to home education programs (W24)

Deceased students (W12)

How to download the files

The data file DPS##.GQ.F63494.Y14155.P4 must be downloaded from Northwest Regional Data Center (NWRDC) and then imported into appropriate software, such as Excel, Access or SAS, for reviewing and editing. The file format is provided in Appendix B. Only those staff with privileges to NWRDC can download this file.

The first preliminary file with data for the first three years of the cohort (2011-12 to 2013-14) was made available on April 20, 2015. (See Appendix A for a complete timeline with due dates and file names.)

*Different rules apply for DJJ students.

Recommendations for Reviewing the Cohort File

Ensure there are no duplicates within the district

This is the first step that should be done at the district level. The file is already sorted alphabetically and should be reviewed by district-level staff to determine duplicates within their district before any other sorting. Sorting the entire file by name will allow the district to determine if there are any duplicated students within the district. FDOE programming uses the Alias ID as the key field to build the cohort. Therefore, if the district erroneously assigns the same student a different Alias ID Number, this student will be listed twice in the cohort, especially if the student changed schools within the district. This alpha listing is a good first look in reviewing your cohort list. Individual schools would not see the entire cohort list from the other schools and therefore would not know if a student is also on another school's list, so it is very important that district-level staff review the file for duplicates before disseminating to school-level staff.

Sort the files

The files can be sorted in various ways:

1. Alphabetically
2. School Number
3. Withdrawal Code
4. Subgroup, such as Race or At-Risk

Ensure there are no duplicates within the state

Report **DPS##.GQ.F63494.Y14155.DUPS** will be available November 5, at the same time as the unadjusted file, to assist with locating those students who are coded as dropouts or non-graduates in your cohort but may be enrolled in another district in the state. **DO NOT SORT THIS FILE**. The DUPs file is a listing of all students in the 2014-15 cohort who have been enrolled in more than one school district during the four-year window. Being in the file does not automatically indicate a student has been coded incorrectly, it merely means that the student has been enrolled in more than one district during the past four years.

THIS IS NOT A VERIFICATION FILE. It is to be used only as a tool to assist with locating DNEs, dropouts and other possible non-graduates. No action is required for this file.

Districts should be aware that the Alias ID, while it should be the same, may not be the same from district to district. Therefore, it is necessary to use Last Name along with First Name and the Identifier, Florida ID Number, to search for duplicates. This file serves as an excellent tool for each district to review in order to determine if any of their students were enrolled in another district after leaving their district.

It is the district's responsibility to review this file and make the appropriate revisions in the cohort file if a student in the district was later enrolled in another district. Appendix H gives more specific instructions and provides a sample of how the file will be displayed.

Enlist the assistance of school-level staff

Sorting by school number (after reviewing for duplicates within the district) provides an easy way to divide the list by school in order to distribute school lists to school-level staff. It is recommended that the districts develop a secure process for providing the student-level files to the schools. If districts choose to e-mail their reports, they must ensure that the file is password protected.

It is recommended that district staff require a school designee to verify by signature that their school's data have been reviewed for accuracy prior to submission to the FDOE. High schools cannot appeal their school grades because of the graduation rate. District-level staff should review the final data file prior to submitting it to the FDOE.

Pay special attention to those students who count against the cohort

Sorting by withdrawal codes allows the districts to generate reports based upon a certain withdrawal code. For example, districts may wish to sort by a specific withdrawal code, such as W15 or DNE, to see how many dropouts there are in the district.

The most critical withdrawal codes to review are those codes that count against your district or school cohort: students coded as dropouts, students coded as still being enrolled in school (W01 or W02), or students coded as certificate of completion recipients.

Students coded with transfer codes or a withdrawal designation of W3A, W3B, W04, W24 and W12 will be removed from the school/district unadjusted cohort.

Three-year preliminary file

Some districts request a three-year preliminary file to review prior to the close of the current Survey 5 data. It is not a requirement to review this file. Districts must remember that the three-year preliminary file has the data for years 2011-12 to 2013-14 only. This file provides districts with the opportunity to start reviewing those students reported with DNE or dropout codes. Those students incorrectly reported as DNEs or dropouts must be updated in the preliminary four-year file available in September. **Corrections cannot be made to the three-year preliminary file.**

Most students in the three-year preliminary file will have a withdrawal code of W01, indicating that they are still in school.

Is the school number correct?

An incorrect school number should not occur very often. School number corrections to a DJJ or jail facility and adult education centers are not accepted, and the school number must be in the Master School Identification (MSID) file.

Is the withdrawal date correct?

Districts should ensure that the withdrawal date is as accurate as possible.

It is not uncommon for students to withdraw at the end of the school year in their fourth year of high school with a W3A, W3B, W04 or W24 code; however, these codes indicate the student did not graduate within four years. It is very important that the correct withdrawal date appears in the file.

Technically, any code other than the diploma code for students withdrawing at the end of the school

year in May or June 2015 indicates the students did not graduate within four years.

Transfers to adult education centers

Students transferring to an adult education center located in another district or state must be reported with a **withdrawal code of W26 and not a W3A or W3B.** If it is determined via a records request or some other means that the student actually enrolled in another K-12 school and *not* the adult education center, then the transfer code may be changed to a W3A or W3B.

The W3A code can only be used for the student transferring to a public high school in Florida that is listed in the MSID file.

Should this student be in this cohort?

The cohort is built upon the grade level of a student, but mid-year promotions, credit recovery programs, grade skipping, etc. cause some students to be included in a cohort a year early. If you find a student listed in the cohort too early, mark this student as a DEL in the update field. In so doing, the district should keep records of this student as the student must be manually added into the following year's cohort file in order to be counted as a graduate in the correct cohort.

Districts must be cautious when reviewing credits and assigning grade levels to incoming students, especially the mid-year promotions or transfers from other countries.

Incoming 8th graders with high school credits

All students matriculating from middle school to high school should be coded as a 9th grader at the beginning of the school year regardless of the number of high school credits the student has earned.

Early graduates

Diploma codes for students graduating with 18 credit hours or in less than four years are not counted until their cohort is scheduled to graduate.

Students scheduled to graduate in 2015-16 but who actually graduated in 2014-15 are **NOT TO BE ADDED TO THE 2014-15 COHORT FILE**. These students should count as graduates with their cohort in 2015-16 and will appear in that file.

It is very important that the early graduates are counted with their cohort.

Does this school serve 9th through 12th grade?

Pay special attention to the types of schools included in the file. The cohort is built based upon the **grade level** and not the school type. A student enrolled in an elementary or middle school and incorrectly reported with a grade level of 9-12 will cause a cohort to be generated for that school and will be included in the district's totals. These students should be updated with DEL to be removed from the cohort. This is a quality check that should be done at the district level.

Review students flagged as "At-Risk"

While the graduation rate for those students identified as "At-Risk" is no longer included in the high school grades calculations, it is still very important for federal reporting. Students identified as "at-risk" are considered as those students in the lowest performing subgroup. Sorting by this subgroup for all students coded "Y" will provide the exact list of students in your cohort identified as "At-Risk". This code can be updated if our data is incorrect. This designation is applicable only to those students enrolled in

the 8th grade in a Florida public school. Students not enrolled in a public school in Florida in the 8th grade are considered NOT "At-Risk".

Reporting adult diplomas and GEDs

Districts should report adult diploma or GED data, if available, for all students listed in their cohort. Adult students who earned adult diplomas or GEDs in your district but are not listed in your district's cohort file should not be added to your cohort file. The adult diploma or GED is credited to the high school the student attended—not the adult education center.

Review all W02 withdrawal codes

Districts must pay special attention to the W02 transfer code. If this is the last withdrawal code for a student within the district, he or she is considered a NON-GRADUATE. This code indicates that the student is still enrolled in the district and thus did not graduate; otherwise, the student would have a diploma code or a dropout code. If the student transferred to another district, change the code to a W3A. Updating to a W02 code will result as a non-graduate.

Identifying DJJ Students in the Cohort

Students who transfer from other states into DJJ facilities in Florida remain with the DJJ school's cohort. Students who transfer from another district within Florida should be credited back to their most recent home district and count in that cohort per federal guidelines. **This step is performed after Survey 5 because of the high mobility of this student population.**

The FDOE has made concentrated efforts to reduce districts' burden in reviewing for these students. Districts will note changes to the file format to accommodate the DJJ review. Prior to release of the cohort files, the following steps were implemented by the FDOE:

- Removing DJJ students counted in a prior cohort
  Compares the list of students assigned to a DJJ facility during the four-year window to three prior year cohorts to eliminate as many of those that were positively identified and counted in a prior cohort. (This is done by checking the list of DJJ students against the final cohort files for 2013-14, 2012-13 and 2011-12). Students are removed from the 2014-15 cohort file if they are found in a prior cohort. This check is based upon the student's ID number, birth date, last name, first name and gender.

- Checking for enrollment in a regular high school after the DJJ sentence
  If the student was enrolled in a regular school subsequent to his or her DJJ enrollment, the DJJ record has been removed from our end in the district file and no further action is required for that student. Since this is a small population, a statewide comparison is feasible.

- Flagging all remaining DJJ students to their most recent regular high schools
  The DJJ school number, DJJ district number, DJJ withdrawal date and DJJ withdrawal code for the DJJ facility will be provided in the review file with the credited regular high school.

Assignment of withdrawal codes for DJJ students: (Please see Appendix C for more specific programming information.)

The withdrawal codes from the DJJ centers will follow the students back to the regular high schools; however, certain transformation rules will apply.

Rule #1.   All diploma codes and completer codes will take precedence regardless of withdrawal date and will be used as the Final Withdrawal Code Definition for calculations.

Rule #2.   W12 will take precedence over transfer codes of W01, W02, W3A, W3B, W04, W24 or W26 and dropout codes DNE, W05, W13, W15, W18, W21, W22, W23 or W26. The Final WD Code Definition will be "OtherTrans".

Rule #3.   Prior School WD Codes of W3B, W04 or W24 will be counted as transfers for the Final WD Code regardless of the withdrawal code from the DJJ facility. These transfer codes indicate there was a "break" in the Florida public school service (transfers to a public school out of state, a private school or a home education program). The Final WD Code Definition will be "OtherTrans".

   a.   Example: A student was at High School AB in 9th grade (2011-12) but transferred during the summer to 10th grade at a private school for the 2012-13 school year. During the winter break in 2012-13, the student was arrested and sent to a DJJ facility in Florida. The student should not be in the cohort for High School AB, even though this is how the student shows up in our system. Districts should also review the duplicates file to ensure those students are not showing up in more than one **non-DJJ** school or district: File DPS##.GQ.F63494.Y1415.DUPS.

Rule #4.   DJJ students with W01, W02 or W3A transfer codes will be counted as non-graduates when they are assigned back to a regular high school if no other transformation rule applies. The last code we would expect to see for any student in the cohort is a diploma code. This follows the same logic as the W02 (transfer within the same district) code, which indicates that the student is still enrolled somewhere in the district and therefore is not a graduate. The Final Withdrawal Code Definition will be "DJJNGD".

Rule #5.   If none of the rules above apply, then the withdrawal code with the most recent withdrawal date, regardless of school type, becomes the Final Withdrawal Code Definition for the graduation rate calculation for the regular high school. In most cases, this should be from the DJJ facility.

Reviewing/Updating/Correcting the Data

Districts are to make corrections to the CORRECT WD CODE, CORRECT WD DATE, CORRECT SCHOOL NUMBER and CORRECT AT-RISK FLAG. Guidelines for corrections to the file are below.

Correct WD Code (CCC)

Withdrawal/diploma code should be updated. This information will serve as a record of changes that were made to the file. This field is defaulted to CCC and should only be changed for those records that need to be updated. All PK-12 withdrawal codes and only the adult student completer/diploma codes are accepted. Any other adult student transfer codes will be rejected. Additional applicable codes are as follows:

- DUP = Student is a duplicate. **Mark only the duplicated student record that should be deleted**. These students will be programmatically removed from the cohort.

- DEL = Student should not be in this cohort. An example of this would be 8th graders incorrectly reported as 9th graders or repeaters. **DO NOT DELETE THIS RECORD. PROGRAMMING WILL PULL ALL RECORDS CODED "DEL" FROM THE FILE BEFORE CALCULATIONS.**

- ADD = Use this field to add a student who **should** be in the current cohort but is not. Generally, this occurs when a student is pulled into the cohort a year early. This can occur when an 8th grade student is placed into 9th grade for summer school preceding the student's first regular school year as a 9th grader. It can also occur when students receive mid-year promotions, bumping them ahead of their cohort. During the prior year, when these students first appeared in the cohort a year early, they should have been deleted from that year's cohort. However, they will need to be added manually back into the cohort for the appropriate year. **ALL FIELDS MUST BE PROVIDED FOR STUDENTS ADDED TO THE FILE**.

  - NOTE: JUST BECAUSE A STUDENT GRADUATES THIS YEAR DOES NOT MEAN THE STUDENT SHOULD BE IN THIS COHORT.

- NOT is for DJJ students only and indicates the DJJ student should remain with the DJJ facility and not with the regular school. This code should only be used if the district determines the student attributed to the district is not the same person and was never enrolled in the district.

Correct WD Date (CCYYMMDD)

Provide this only if the withdrawal date is incorrect. The date must be submitted in the format CCYYMMDD.

Correct School Number (SSSS)

Data must be entered as a four-digit number. Updates to a school number that is not listed as open on the current year MSID file will be rejected. Updates from a regular high school number to a DJJ or jail facility number will be rejected. Updates from a regular high school to an adult school will be rejected.

Correct At-Risk Flag (Y/N/N/A)

The FCAT 2.0 data the district has on file are the official data. This field should be corrected if the district determines the at-risk flag is wrong for a particular student.

Other Important Notes

Alias ID Number

DO NOT CHANGE A STUDENT'S ALIAS ID NUMBER! The file has already been built. Don't delete a student and then add a student back with a correct ID number. The primary objective of this file is to ensure that the student's final withdrawal code is correct. No corrections are made to the automated student database from this file. This file is strictly used to calculate the graduation rate.

School Number Updates

The school number must exist on the MSID file, or the update will not be processed. Adult schools are not included in the graduation rate; therefore, adult school numbers are not accepted on the file. Updates to a DJJ or jail facility number are not allowed.

Adult Withdrawal Codes

Only adult completer codes (W43, W45, W52, W54 or W55) should be submitted on this file. All other adult transfer/withdrawal codes corrections will be rejected.

All Withdrawal Codes

Districts must ensure they have proper documentation, such as a records request, before updating any withdrawal codes, per the guidelines in the Automated Student Attendance Recordkeeping System Handbook:

> "Each district shall maintain attendance, absence, and withdrawal information on students enrolled in the district and be able to prepare, upon request, a record of each student's entry, reentry, and withdrawal dates as well as that student's days present and absent."

The handbook further stipulates:

> A withdrawal is official when one or more of the following occurs:
>
> 1. A parent or legal guardian notifies the school that the child is permanently leaving the school to enroll in another school or in home education.
> 2. A request for the student's school record is received from a public or private school, in- or out-of-state, in which the student is enrolled or plans to enroll.
> 3. The student has been transferred within the school or district by school officials.
> 4. The student has been promoted, graduated, has earned a certificate of completion or special certificate of completion, or holds a valid certificate of exemption from the superintendent as provided under section 1003.21(3), Florida Statutes.
> 5. The student has died.
> 6. A student formally terminates school enrollment and the school satisfies the requirements of section 1003.21(1)(C), Florida Statutes. (This should include information to the student related to driving privileges, CINS/FINS (Child-in-Need-of-Services/Families-in-Need-of-Services) providers, and the Learnfare Program; **or** a school documents that the requirements of sections 1003.26 and 1003.27, Florida Statutes, have been attempted in good faith and that the student left school voluntarily with no intention of returning.

Submitting Corrections

The complete four-year cohort file which includes the 2014-15 Survey 5 data will be available November 5, 2015. Districts will then have until December 11, 2015, to submit all corrections.

Once corrections have been made, the file must be saved in the same format as it was received and then transferred back to the FDOE via NWRDC as **DPS##.GQ.F71407.Y14155**. Processing will occur automatically at 8:00 AM EST daily, and all files received by that time will be processed. The edit reports will be available later that same day. File F71407 will be saved to a backup library and deleted after the edit report is generated, so this same file name is to be used for all updates.

Districts can continue to send updated files (only one per day) until the close of the processing window, December 11, 2015.

> **NOTE: Corrections for the current year Survey 5 data must be submitted via this file as well as the regular Survey 5 processing. However, corrections must be made to the cohort file in order to be included in the graduation rate calculations. The file will not be re-aggregated against the database.**

Cohort Review Window

During the cohort review window, the following occurs:
1. Computer programs and automated procedures at NWRDC detect the presence of the district cohort file.
2. Appropriate programs are run to process the file and edit the data.
3. Edit reports are created.
4. The district downloads and uses the edit reports to correct the errors in the file. Please note that action on the part of the district is required to download the reports; they are not automatically sent.
5. The district continues to submit updates to the cohort file, as necessary, to NWRDC.
6. The process begins again until all necessary updates have been applied to the cohort file.

Edits

1. School Number must be numeric in the range 0001 to 9899, excluding 9001, Adult Centers and be listed in the MSID file—*or the update will be rejected*.
2. School Number must not be updated to a DJJ or jail facility number or adult education center number—*or the update will be rejected*.
3. Withdrawal code must be listed in Appendix A, W43, W45, W52, W54, W55, DUP, DEL, ADD or NOT—*or the update will be rejected*.
4. Withdrawal date must be in format CCCCMMDD—*or withdrawal date update will be rejected.*
5. At-Risk field must be updated to N, Y or NA—*or the update will be rejected*.
6. If a Withdrawal Code update is "ADD", then the fields School #, Last Name, First Name, Student ID, Alias ID, Birth Date, Grade Level, Race and Gender must be complete—*or the update will be rejected*.

Edits and Reports

An edit report is available daily after the updated file is processed, **DPS##.GQ.F63494.Y14155.EDITS.** This report will indicate how many updates were made to your cohort file and if any were rejected and why:

- Total Records Processed (number of students in the file)
- Total WD Code Changes Applied (a list of students whose WD Code was updated)
- Total ADDs Applied (a list of students who were added to the file)
- Total DELETES Removed (a list of students who were coded as DEL)
- Total DUPLICATED Removed (a list of students identified as being duplicated in the file)
- Total NOTs Removed (only for those DJJ students that are not the same person from your district)

Final Reports

Districts will not have an opportunity to update their data after the due date. Many other offices depend upon this data, so it is critical that it be correct and final by the established timelines. There is no appeal process for school grades based upon an inaccurate graduation rate. During a typical year, the review process begins in early April and the graduation rates are calculated in late October, allowing sufficient time to review this data and ensure accurateness before school grades are calculated and released.

The cohort graduation rate has become high stakes, and one student can make a difference. Therefore, it is strongly recommended that districts require a school official to verify by signature that the school's report is correct.

Appendix A: Timeline for 2014-15 Cohort Graduation Rate Review

This schedule is subject to change.

Date	Activity
February 27, 2015	Final amendment date for 2013-14 Survey 5 data; Survey 5 closes
April 20, 2015	DPS##.GQ.F63494.Y14155.P3YR
	DPS##.GQ.F63494.Y14155.DUPS
July 31, 2015	Due Date for 2014-15 Survey 5.
August 28, 2015	Survey 5 state processing window closes; all updates must be submitted by this date to be included in the 4-year cohort build
November 5, 2015	Cohort review and update process begins
	DPS##.GQ.F63494.Y14155.P4
	DPS##.GQ.F63494.Y14155.DUPs
	DPS##.GQ.F71407.Y14155 is the file name to be used to submit corrections
	Batches processed at 8:00 AM daily; edit reports available after the file is processed
	DPS##.GQ.F63494.Y14155.EDITS
December 11, 2015	Close of review and update window
TBA	Final student-level file is available
TBA	DPS##.GQ.F63494.F14155.FINAL.ADJCOH
TBA	Graduation rates are released

Appendix B: DPS##.GQ.F63494.Y14155.P4

Format for Raw Data File F63494

Field	Beginning	Ending	Length	Definition
DISTRICT	1	2	2	
SCHOOL	4	7	4	
LAST_NAME	9	25	17	
APPENDAGE	27	29	3	
FIRST_NAME	31	42	12	
STUDENT_ID	44	53	10	
ALIAS_STUDENT_ID	55	64	10	
BIRTH_DATE	66	73	8	CCYYMMDD
GRADE_LVL	75	76	2	
RACE	78	78	1	
GENDER	80	80	1	
PRIMARY EXCEP	82	82	1	
OTHER EXCEPTIONALITY	84	92	9	
SWD (Y/N flag)	94	94	1	
LUNCH (Y/N flag)	96	96	1	
ELL (Y/N flag)	98	98	1	
MIGRANT (Y/N flag)	100	100	1	
HOMELESS (Y/N flag)	102	102	1	
WITHDRAWAL_DATE	104	111	8	CCYYMMDD
WITHDRAWAL/DIPLOMA_CD	113	115	3	
WD CODE DEFINITION	117	126	10	
AT-RISK* (Y/N/NA)	128	130	3	
DUPLICATED WITHIN STATE (Y/N)	132	132	1	
DJJ STUDENT WALKED BACK (Y/N)**	134	134	1	
YEAR ENTERED NINTH GRADE	136	143	8	00000000 (most recent provided)
CORRECT WD CODE	145	147	3	Update WD Code
CORRECT WD DATE	149	156	8	CCYYMMDD Update WD Date
CORRECT SCHOOL #	158	161	4	SSSS – Update School Number
CORRECT AT-RISK	162	163	2	If the at-risk is incorrect

*At Risk:
Y = Scored Level 2 or below on both Grade 8 FCAT Reading and Grade 8 FCAT Mathematics
N = Scored Level 3 or above on either the Grade 8 FCAT Reading or Grade 8 FCAT Mathematics
N/A = No Grade 8 FCAT Reading and/or Grade 8 FCAT Mathematics scores were available for this student, who is therefore not considered as "at-risk" for graduation rate purposes.

**DJJ Student Walked Back:
Y = DJJ student walked back to your regular high school from DJJ facility
N = No prior school found for this DJJ student (remains at the DJJ facility cohort)
Blank = Non-DJJ student

Year Entered Ninth Grade:
The most current data submitted via the student database for this data element is included in this file. No updates are required for this field; however, this field may assist with identifying any student who should not be in this cohort. For the 2014-15 Cohort, *Year Entered Ninth Grade* should equal 20112012. Review those students where this date is not equal to 20112012.

WD Code Transformation/Conversion Rules (DJJ students walked back to a regular school)

WD Status Definition for DJJ students walked back to a regular high school will equal the highest ranking withdrawal code, regardless of withdrawal date, using the following hierarchy:

1. If either school contains a standard diploma code (W06, W6A, W6B, W43, W52, WD1, WFW, WFT, WFA, WFB, WRW, WXL, WXT, WXW, W54 or W55), the WD Status Definition will be StandDip, regardless of the most current WD Date.

2. If either school contains a special diploma code (W07 or W27), the WD Status Definition will be SpDip, regardless of the most current WD Date.

3. If either school contains a GED code (W10, WGD or WGA), the WD Status Definition will be GEDs, regardless of the most current WD Date.

4. If either school contains an adult GED code (W45), the WD Status Definition will be GEDs, regardless of the most current WD Date.

5. If either school contains a certificate of completion code (W08, W8A, W8B, W8C, or W09), the WD Status Definition will be CertComp, regardless of the most current WD Date.

6. If Prior School WD Code equals W12, the WD Status Definition will be "OtherTrans" and treated as a transfer.

7. If Prior School WD Code equals W3B, W04 or W24, the WD Status Definition will be "OtherTrans" and treated as a transfer. These transfer codes indicate there was a break in public education services prior to adjudication to the DJJ facility.

8. If none of the above rules applies, then the WD Status Definition for DJJ students will equal the withdrawal code with the most current Withdrawal Date.

9. W01, W02, W3A or W26 will be counted as a non-graduate and the WD Status Definition will be "DJJNGD".

WD Definitions for Cohort File Only

These are general descriptions for the specific withdrawal codes. Please refer to Appendix E for the exact calculation.

StanDip	W06, W6A, W6B, W43, W52, WFW, WFT, WFA, WFB, WXL, WXT, WXW, W54 and W55 NEW: WD1, WRW
SpDip	W07, W27
GEDs	W10, WGD, WGA
AdultGED	W45
CertComp	W08, W8A, W8B, W8C, W09
AdultTrans	W26
OtherTrans	W3A, W3B, W04, W24, W12
Dropout	DNE, W05, W13, W15, W18, W21, W22, W23
OtherNGD	W01, W02, any other code not listed above, or if no code was provided
DJJNGD	W01, W02, or W3A DJJ facility withdrawal code attributed back to the regular high school

Appendix C: Submitting Corrections and Receiving Edit Report

Corrected files are to be sent as **DPS##.GQ.F71407.Y14155** and this file will be processed daily. The same file name is used through the entire process.

Appendix D: Examples

Example 1: Sorted by Last Name

File DPS.GQ.F63494.Y14155.P4**

District	School	Last Name	First Name	Student_ID	Alias_Student_ID	Withdrawal Date	Withdrawal Code	Correct WD Code	Correct WD Date
37	2121	Arbor	Tree	888888888X	888888888X	5/23/2010	W01		
37	3456	Hubert	Sunny	777777777X	777777777X	11/1/2009	W15		
37	2121	Jones	Jacob	123456789X	123456789X	2/3/2009	DNE		
37	3333	Roberts	Daphne	343434343X	343434343X	5/23/2010	W01		
37	3456	Smith	Joe	999999999X	999999999X	5/23/2010	W22		
37	2121	Thomas	Bob	676767676X	676767676X	3/9/2008	DNE	DUP	
37	3456	Thomas	Bob	198989898X	198989898X	5/23/2012	W06		
37	3333	White	Thelma	456456456X	456456456X	5/23/2010	W01		

Bob Thomas's Alias was changed when he transferred to school 3456. Therefore, he shows up in two different school cohorts.
In the Action Field, put DUP. Programming will remove him from the cohort for school 2121.
All other records are correct, so nothing is required.
NOTE: If the student's Alias ID changed from one year to the next within the district, he will show up in the cohort as two different students. Sorting by last name allows staff to check for duplicate students in the cohort more easily.

Example 2: Sorted by School

File DPS.GQ.F63494.Y14155.P4**

District	School	Last Name	First Name	Student_ID	Alias_Student_ID	Withdrawal Date	Withdrawal Code	Correct WD Code	Correct WD Date
37	2121	Arbor	Tree	888888888X	888888888X	5/23/2010	W01		
37	2121	Jones	Jacob	123456789X	123456789X	2/3/2009	DNE	W3A	20090203
37	2121	Thomas	Bob	676767676X	676767676X	3/9/2008	DNE		
37	3333	Roberts	Daphne	343434343X	343434343X	5/23/2010	W01		
37	3333	White	Thelma	456456456X	456456456X	5/23/2010	W01		
37	3456	Hubert	Sunny	777777777X	777777777X	11/1/2009	W15		
37	3456	Smith	Joe	999999999X	999999999X	5/23/2010	W22		
37	3456	Thomas	Bob	198989898X	198989898X	5/23/2010	W01		

Sorting by school number makes it easier to disseminate files to the individual schools for review.
Jacob Jones was found in another district in August 2010; he is really a transfer. Put the transfer code in the Action Field and the date he enrolled in the other district as the Action Date. He will now be transferred out of the cohort for school 2121.

Example 3: Sorted by Withdrawal Code

File DPS**.GQ.F63494.Y14155.P4

District	School	Last Name	First Name	Student_ID	Alias_Student_ID	Withdrawal Date	Withdrawal Code
37	2121	Jones	Jacob	123456789X	123456789X	2/3/2009	DNE
37	2121	Thomas	Bob	676767676X	676767676X	3/9/2008	DNE
37	2121	Arbor	Tree	888888888X	888888888X	5/23/2010	W01
37	3333	Roberts	Daphne	343434343X	343434343X	5/23/2010	W01
37	3456	Thomas	Bob	198989898X	198989898X	5/23/2010	W01
37	3333	White	Thelma	456456456X	456456456X	5/23/2010	W01
37	3456	Hubert	Sunny	777777777X	777777777X	11/1/2010	W15
37	3456	Smith	Joe	999999999X	999999999X	5/23/2010	W22

Sorting by withdrawal code allows district staff to spend resources on verifying those codes that negatively affect a school's graduation rate, such as the dropout codes.

Example 4: Four-Year File Sorted by Withdrawal Code

All corrections should be recorded on the four-year file.

File DPS**.GQ.F63494.Y14155.P4

District	School	Last Name	First Name	Student_ID	Alias_Student_ID	Grade Level	ESE Flag	Withdrawal Date	Withdrawal Code	Action Field	Action Date
37	2121	Jones	Jacob	123456789X	123456789X	10	N	2/3/2009	DNE	W3A	20100823
37	2121	Arbor	Tree	888888888X	888888888X	12	N	5/23/2010	W01		
37	3333	Roberts	Daphne	343434343X	343434343X	12	N	5/23/2010	W06		
37	3456	Thomas	Bob	198989898X	198989898X	12	N	5/23/2010	W06		
37	3333	White	Thelma	456456456X	456456456X	12	N	5/23/2010	W07		
37	2121	Thomas	Bob	676767676X	676767676X	9	N	3/9/2008	DNE	DUP	20110608
37	3456	Hubert	Sunny	777777777X	777777777X	10	Y	11/1/2009	W15		
37	3456	Smith	Joe	999999999X	999999999X	11	N	5/23/2010	W22		

This file includes the final status at the end of the four-year window. At this point, all W01s for students in the 12th grade should be verified, as well as W02s. Is Tree Arbor still in school as this report shows, or has her diploma code not been updated? Did Thelma White really get a special diploma (W07)? Her SWD flag indicates she is not an exceptional education student (gifted excluded)
.

Appendix E: Withdrawal Codes and Definitions

Please refer to the Automated Student Database Manuals online for a complete list of withdrawal codes: (http://www.fldoe.org/accountability/data-sys/database-manuals-updates/2014-15-student-info-system/index.stml).

WITHDRAWAL CODE/DIPLOMA TYPE AND DEFINITION	HOW WITHDRAWAL CODE IS COUNTED IN THE GRADUATION RATE CALCULATION
DNE – Any PK-12 student who was expected to attend a school but did not enter as expected for unknown reasons	Dropout
W01 – Any PK-12 student promoted, retained or transferred to another attendance reporting unit in the same school	Non-graduate – still in school thus counted as a non-graduate
*W02 – Any PK-12 student promoted, retained or transferred to another school in the same district	Non-graduate, if it's the last WD code for the student (though the student transferred out of the school, the code indicates the student has not yet graduated)
**W3A – Any PK-12 student who withdraws to attend a PK-12 public school in another district in Florida	Transferred out of cohort
W3B – Any PK-12 student who withdraws to attend another PK-12 public school out of state	Transferred out of cohort
W04 – Any PK-12 student who withdraws to attend a nonpublic PK-12 school in or out of state	Transferred out of cohort
W05 – Any student age 16 or older who leaves school voluntarily with no intention of returning	Dropout
W06 – Any student who graduated from school and met all of the requirements to receive a standard diploma	Graduate
W6A – Any student who graduated from school and met all of the requirements to receive a standard diploma based on the 18-credit college preparatory graduation option	Graduate
W6B – Any student who graduated from school and met all of the requirements to receive a standard diploma based on the 18-credit career preparatory graduation option	Graduate
W07 – Any student who graduated from school with a special diploma based on option one – mastery of Sunshine State Standards for Special Diploma	Non-graduate
W08 – Any student who received a certificate of completion	Non-graduate
W8A – Any student who met all of the requirements to receive a standard diploma (24-credit option) except passing the State approved graduation test and received a certificate of completion and is eligible to take the Postsecondary Education Readiness Test (P.E.R.T.) and be admitted to remedial or credit courses at a state community college as appropriate.	Non-graduate

WITHDRAWAL CODE/DIPLOMA TYPE AND DEFINITION	HOW WITHDRAWAL CODE IS COUNTED IN THE GRADUATION RATE CALCULATION
W8B – Any student who received a certificate of completion. The student met the minimum credits, but did not pass the state approved graduation test or an alternate assessment, and/or did not achieve the required GPA. (Certificate of Completion, 18-Credit Option)	Non-graduate
W8C - Any student who met all of the requirements to receive a standard diploma (18-credit option) except passing the State approved graduation test and received a certificate of completion and is eligible to take the Postsecondary Education Readiness Test (P.E.R.T.) and be admitted to remedial or credit courses at a state community college as appropriate.	Non-graduate
W09 – Any student who received a special certificate of completion	Non-graduate
W10 – Any student in a GED Exit Option Model who passed the GED Tests and the graduation test and was awarded a standard diploma	Non-graduate
W12 – Any PK-12 student withdrawn from school due to death	Transferred out of cohort
W13 – Any PK-12 student withdrawn from school due to court action	Dropout
W15 – Any PK-12 student who is withdrawn from school due to nonattendance	Dropout
W18 – Any PK-12 student who withdraws from school due to medical reasons	Dropout
W21 – Any PK-12 student who is withdrawn from school due to being expelled	Dropout
W22 – Any PK-12 student whose whereabouts is unknown	Dropout
W23 – Any PK-12 student who withdraws from school for any reason other than W01 – W22 or W24 – W27	Dropout
W24 – Any PK-12 student who withdraws from school to attend a home education program	Transferred out of cohort
W25 – Any student under the age of 6 who withdraws from school	N/A
W26 – Any student who withdraws from school to enter the adult education program prior to completion of graduation requirements **NOTE: Transfers to adult education centers in another district or state must be coded W26 – not W3A or W3B.**	Non-graduate - remains in the cohort
W27 – Any student who graduated from school with a special diploma based on option two—mastery of employment and community competencies	Non-graduate

WITHDRAWAL CODE/DIPLOMA TYPE AND DEFINITION	HOW WITHDRAWAL CODE IS COUNTED IN THE GRADUATION RATE CALCULATION
W43 – Any adult student who graduated from school with a standard diploma	Graduate
W45 – Any adult student who left school with a State of Florida diploma (GED)	Non-graduate
W52 – Any adult student who graduated from school with a standard diploma and satisfied the graduation test requirement through an alternate assessment	Graduate
WD1 – Any student with disabilities who met all of the requirements to receive a standard diploma who deferred receipt of the diploma to remain eligible for FAPE, per section 1003.4282(11)(c), F.S.	Graduate (added in 2014-15)
WFW – Any student who graduated from school with a standard diploma and an FCAT waiver	Graduate
WFT – Any student who graduated from school with a standard diploma and satisfied the graduation test requirement through an alternate assessment (For students meeting accelerated high school graduation option requirements, see WFA and WFB.)	Graduate
WFA – Any student who graduated from school with a standard diploma based on an 18-credit college preparatory graduation option and satisfied the graduation test requirement through an alternate assessment	Graduate
WFB – Any student who graduated from school with a standard diploma based on an 18-credit career preparatory graduation option and satisfied the graduation test requirement through an alternate assessment	Graduate
WGA – Any student in a GED Exit Option Model who passed the GED Tests, satisfied the graduation test requirement through an alternate assessment and was awarded a standard diploma	Non-graduate
WGD – Any student participating in the GED Exit Option Model who passed the GED Tests but did not pass the graduation test and was awarded a State of Florida diploma	Non-graduate
WPO – Any student who is withdrawn from school subsequent to receiving a W07, W08, W8A, W09 or W27 during the student's year of high school completion (Example: ESE student who opts to remain in school for an additional year)	Non-graduate
WRW – Any student with disabilities who graduated from school with a standard diploma and a Statewide Standardized Assessment Results Waiver.	Graduate (added in 2014-15)

WITHDRAWAL CODE/DIPLOMA TYPE AND DEFINITION	HOW WITHDRAWAL CODE IS COUNTED IN THE GRADUATION RATE CALCULATION
WXL – Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, s. 1002.3105(3), F.S.	Graduate (added in 2013-14)
WXT – Any student who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, s. 1002.3105(3), F.S., and satisfied the state graduation test requirement through an approved state alternate assessment score	Graduate (added in 2013-14)
WXW - Any student with disabilities who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, s. 1002.3105(3), F.S., and satisfied the state graduation test requirement with an approved statewide assessment waiver	Graduate (added in 2013-14)
W54 – Adult standard high school diploma (ACCEL) 18-credit option	Graduate (added in 2013-14)
W55 – Adult standard high school diploma (ACCEL), alternate assessment score, 18-credit option	Graduate (added 2013-14)
Students transferred to DJJ facilities	Assigned back to most recent regular school

*The W02 is counted as a non-graduate if the code is at the last school of enrollment for the student.

**The W3A is converted to a non-graduate for DJJ students if it is walked back to the most recent regular high school and the home high school has no other completion code. That school or another school should have a more recent withdrawal code. If the DJJ facility has a W3A, then this student should already be counted at a regular high school. If not, it means this student is still in school.

Appendix F: How to Calculate Your Federal Uniform Graduation Rates

Numerator: All applicable diploma codes

W06, W6A, W6B, W43, W52, WD1, WFW, WFT, WFA, WFB, WRW, WXL, WXT, WXW, W54 or W55

Or Numerator: All application definitions = StandDip

Denominator: All students in the adjusted cohort

Total records in the file minus the following codes: W3A, W3B, W04, W12 and W24. (Codes W3A and W02 from the DJJ/jail facilities are converted to non-graduates at the regular high school.)

Appendix G: Programming Steps to Build Cohort File

General Description of Process

1. Pull 9th grade students using Survey 2 data (from <u>Student Demographic Information</u>) four years prior to the year of graduation (the beginning year of the cohort).

2. Check to ensure that students are actually enrolled during Survey 2 in the beginning year of the cohort by verifying that the students have course records on the <u>Student Course Schedule</u> format.

NOTE: Steps 1 and 2 provide the initial cohort of students to be tracked over four years.

3. Pull out 9th grade repeaters from this group by looking for retentions from the two prior years' <u>Student End-of-Year Status</u> format using the *Grade Promotion Status* data element (coded "R" for students who are retained) and by matching against any students who were coded as 9th grade students the prior year, again using <u>Student End-of-Year Status</u> records.

4. Review the <u>Student End-of-Year Status</u> format for each of the four years to identify incoming transfers on the same schedule to graduate as students in the initial cohort.

Data elements used in this step are the following:

- District Number, Current Enrollment
- School Number, Current Enrollment
  - ○ Except schools 3518, N998, N999
- Student Number Identifier, Florida
- Grade Level

Add the incoming transfers to the group of students being tracked (cohort).

5. For this combined population, use the <u>Prior School Status/Student Attendance</u> format to determine *Withdrawal Codes* and the <u>Student End-of-Year Status</u> format to determine *Withdrawal Reason* and *Diploma Type.*

Apply the withdrawal status based upon the definitions listed below.

WD Status Definitions

StanDip	W06, W6A, W6B, W43, W52, WD1, WFW, WFT, WFA, WFB, WRW, WXL, WXT, WXW, W54, W55
SpDip	W07, W27
GEDs	W10, WGD, WGA
AdultGED	W45
CertComp	W08, W8A, W09
AdultTrans	W26
OtherTrans	W3A, W3B, W04, W24, W12
Dropout	DNE, W05, W13, W15, W18, W21, W22, W23
OtherNGD	W01, W02 (if code is at school of enrollment), other than code listed above, or no code provided

Appendix H: Using the File DPS##.GQ.F63494.Y14155.DUPS

This file contains a list of all students who have been identified as being enrolled in multiple school districts within the state and is to be used in conjunction with the preliminary files. **DO NOT SORT THIS FILE IN ANY WAY.** This file is to be used as a tool to assist in locating those students coded as dropouts or non-graduates in your district who may be enrolled in another district. **DO NOT UPDATE THIS FILE IN ANYWAY.**

The file is already sorted to show the most recent enrollment first, and this is the district that "keeps" the student. If your district was not the most recent to have the student, then update the withdrawal code accordingly on the P4YR file. If the student is listed more than once for your district (this may be because of misspellings of the name, different ID numbers, etc.), then code these students as DUP. If it is determined that the students flagged as duplicates ARE NOT duplicates, then leave the record as it is and the action field blank.

Students who are verified as being enrolled in multiple districts or schools should be corrected on the DPS##.GQ.F63494.Y14155.P4 file. Do only one of the following:

1. Enter appropriate transfer code (W3A) in the CORRECT WD CODE field and the withdrawal date in the CORRECT WD DATE field if the student was enrolled in another district more recently than yours.

2. DUP should be used if the student is duplicated within your district. Duplication usually occurs when the same student is assigned different ID numbers.

DPSXX.GQ.F63494.Y14155.DUPS

Field	Beginning	Ending	Length	
DISTRICT	1	2	2	
SCHOOL	4	7	4	
LAST_NAME	9	25	17	
APPENDAGE	27	29	3	
FIRST_NAME	31	42	12	
STUDENT_ID	44	53	10	
ALIAS_STUDENT_ID	55	64	10	
BIRTH_DATE	66	73	8	CCYYMMDD
GRADE_LVL	75	76	2	
RACE	78	78	1	
GENDER	80	80	1	
PRIMARY EXCEP	82	82	1	
OTHER EXCEPTIONALITY	84	92	9	
SWD (Y/N flag)	94	94	1	
LUNCH (Y/N flag)	96	96	1	
ELL (Y/N flag)	98	98	1	
MIGRANT (Y/N flag)	100	100	1	
HOMELESS (Y/N flag)	102	102	1	
WITHDRAWAL_DATE	104	111	8	CCYYMMDD
WITHDRAWAL_CD	113	115	3	
WD STATUS DEFINITION	117	126	10	
AT-RISK (Y/N/NA)	128	130	3	
DUPLICATED WITHIN STATE (Y/N)	132	132	1	Available after close of Survey 5
DJJ STUDENT WALKED BACK (Y/N)	134	134	1	
YEAR ENTERED NINTH GRADE	136	143	8	

This page reflects a screen print for a sample report Palm Beach may have received.

DPS50.GQ.F63494.Y14155.DUPS
DO NOT SORT!!!!

DIST#	SCHL#	Last Name	First Name	ID#	Alias ID	DOB	Grade	Race	Gender	SWD	Lunch	ELL	Migrant	Homeless	WD Date	WD	Definition	At-Risk	DUP?
50	1234	Last Name	JACOB	46	46	6-Jul	9	W	F	N	N	N	N	N	20100107	W04	OTHERTRANS	N	Y
6	4567	Last Name	JACOB	84	84	6-Jul	9	W	F	N	N	N	N	N	20090820	W3B	OTHERTRANS	N	Y
50	1234	Last Name	GABRIELLE	6X	53	18-Feb	11	H	F	N	N	N	N	N	20120603	W3A	OTHERTRANS	N	Y
42	4567	Last Name	GABRIELLE	68	68	18-Feb	9	H	F	N	N	N	N	N	20100604	W01	OTHERNGD	N	Y
48	1234	Last Name	JONATHAN	3X	3X	13-Nov	10	H	M	N	N	N	N	N	20120720	W01	OTHERNGD	N/A	Y
50	4567	Last Name	JONATHAN	69	69	13-Nov	9	M	M	N	N	N	N	N	20100604	W3A	OTHERTRANS	N/A	Y
50	1234	Last Name	JOHN	73	73	23-Jul	11	W	M	Y	N	N	N	N	20120603	W01	OTHERNGD	N	Y
13	4567	Last Name	JOHN	7X	7X	23-Jul	9	W	M	Y	N	N	N	N	20100605	W3A	OTHERTRANS	N	Y
50	1234	Last Name	JOSUE	42	42	13-Apr	10	A	M	N	N	N	N	N	20101110	WGD	GEDS	N/A	Y
56	4567	Last Name	JOSUE	23	23	13-Apr	9	W	M	N	N	N	N	N	20100520	W02	OTHERNGD	N/A	Y
47	5678	Last Name	JOSUE	54	54	13-Apr	9	H	M	N	Y	N	N	N	20100415	W3A	OTHERTRANS	N/A	Y
50	1234	Last Name	TRAY	6X	6X	29-Mar	11	B	M	N	N	N	N	N	20120603	W01	OTHERNGD	Y	Y
13	4567	Last Name	TROY	6X	6X	29-Mar	9	B	M	N	N	N	N	N	20100220	W02	OTHERNGD	Y	Y
50	1234	Last Name	CHRISTY	0X	0X	29-Apr	11	W	F	N	N	N	N	N	20120603	W01	OTHERNGD	N	Y
56	4567	Last Name	CHRISTY	0X	10	29-Apr	9	W	F	N	N	N	N	N	20100611	W01	OTHERNGD	N	Y
50	1234	Last Name	BRYAN	43	43	17-May	11	H	M	Y	Y	N	N	N	20120603	W01	OTHERNGD	Y	Y
6	4567	Last Name	BRYAN	1X	1X	17-May	10	H	M	Y	N	N	N	N	20110115	W3A	OTHERTRANS	Y	Y
50	1234	Last Name	HEATHER	1X	1X	11-Oct	11	B	F	N	Y	N	N	N	20120603	W01	OTHERNGD	Y	Y
48	4567	Last Name	HEATHER	1X	88	11-Oct	10	B	F	N	Y	N	N	N	20101207	W3A	OTHERTRANS	Y	Y
5	1234	Last Name	CAMRYN	20	20	28-Apr	11	W	F	N	N	N	N	N	20120622	W01	OTHERNGD	N	Y
40	4567	Last Name	CAMRYN	0X	0X	28-Apr	11	W	F	N	Y	N	N	N	20120604	W01	OTHERNGD	N	Y
50	5678	Last Name	CAMRYN	5X	5X	28-Apr	11	W	F	N	N	N	N	N	20120324	W3A	OTHERTRANS	N	Y
50	1234	Last Name	BRENDA	7X	84	1-Apr	10	W	F	N	N	N	N	N	20120121	W3A	OTHERTRANS	N	Y
6	4567	Last Name	BRENDA	12	12	1-Apr	10	H	F	N	N	N	N	N	20110212	W15	DROPOUT	N	Y
50	1234	Last Name	JOHN	9X	9X	31-May	11	B	M	N	N	N	N	N	20120816	W01	OTHERNGD	Y	Y
6	4567	Last Name	JOHN	9X	9X	31-May	11	B	M	N	Y	N	N	N	20120609	W3A	OTHERTRANS	Y	Y
55	1234	Last Name	JOHN	9X	9X	31-May	10	B	M	N	N	N	N	N	20110610	W01	OTHERNGD	Y	Y
45	4567	Last Name	JOHN	9X	9X	31-May	9	B	M	N	Y	N	N	N	20100728	W3A	OTHERTRANS	Y	Y

St. Lucie should change Josue and Christy to W3A. Dade should change Troy to W3A. Madison should change Camryn to W3A. Broward should change Brenda to W3A, and St. Johns should change John to W3A.

Districts must not make changes to this file! Corrections must be made to the DPS##.GQ.F63494.Y1415.P4 file

Appendix J: List of All Applicable File Names and Reports

FILE NAME	FILE DESCRIPTION
DPS##.GQ.F63494.Y14155.P3YR	Used for review and research only. Do not send any corrections made to this file to the FDOE. This file contains data for years 2011-12, 2012-13 and 2013-14. Districts should note most of the W01s are seniors and their codes will be updated when the 2014-15 data are pulled in.
DPS##.GQ.F63494.Y14155.P4	Contains data for all four years (2011-12 to 2014-15). Corrections should be made to this file.
DPS##.GQ.F63494.Y14155.DUPS	Contains names of students located in multiple districts. Use this file to locate students reported in your file as dropouts or non-graduates. Do not alter this file in any way. Do not make any corrections in this file.
DPS##.GQ.F63494.Y14155.EDITS	Contains a summary of changes applied to the district file, if any were rejected, and why.
DPS##.GQ.F71407.Y14155	File name to use when sending up corrections.
DPS##.GQ.F63494.Y14155.ADJCOH	Rates will be calculated from this file.

Appendix K: Frequently Asked Questions about Florida's Cohort Graduation Rates

What is a cohort?

For graduation rate purposes, a cohort is a group of students who enter the 9th grade at the same time on the same schedule to graduate four years later.

How is the cohort graduation rate calculated?

The graduation rate is the number of standard diploma recipients (numerator) divided by the total number of students in the adjusted cohort (denominator).

The denominator (adjusted cohort) is attained by compiling and classifying four years of individual student records to determine which students entered 9th grade for the first time four years prior to the year of the rate calculation; which students transferred into the cohort as 9th graders in year one, 10th graders in year two, 11th graders in year three, and 12th graders in year four; and which students from the group transferred out or died.

The numerator is the number of standard diploma recipients from the adjusted cohort.

Are graduation rates disaggregated by student subgroups?

Yes. The graduation rates are disaggregated by race/ethnicity, gender, disabled, English Language Learners, economically disadvantaged (students eligible for free/reduced-price lunches), at-risk, and migrant students. For federal reporting purposes, a rate is also calculated for the subgroup for students identified as at-risk.

What are the advantages to using a cohort graduation rate method?

The cohort method allows for the adjustment of student mobility, thus providing a more accurate picture of the students' progress and outcomes.

How are students appropriately assigned to a cohort?

Students are assigned to a cohort based upon their initial entry into 9th grade in the district. Incoming students are included in the cohort for which they were originally scheduled to graduate. For example, students transferred into the cohort as 9th graders in year one, 10th graders in year two, 11th graders in year three, and 12th graders in year four.

How are students appropriately removed from a cohort?

Students transferring to another public or private school or a home education program in addition to deceased students are removed from the cohort.

There is a school listed on my cohort file that has been closed. Why is that and how can it be corrected?

Districts should ensure that all students in the closed school have been properly and accurately transferred out and coded correctly. However, it is conceivable for students to be coded as dropouts prior to the closing of the school. In these circumstances, data for that school will still be included in the district's graduation rate calculation and a rate will be calculated for that school.

Districts should keep in mind that the graduation rate covers a four-year window. Example: Jake was in the 9th grade at School B in 2011-12, but he dropped out in the 10th grade during the 2012-13 school year. Then School B closed in 2012-13. Jake still must count as a dropout in the 2014-15 cohort at School B. Every student must be accounted for.

How can I identify which students are going to be in my school's cohort?

The FDOE builds the three-year preliminary list of students in a district/school cohort each April and provides it to the districts to begin reviewing. This file does not include the data from year four of the cohort, since that year's data is not due until after the school year ends. (Survey dates are listed online every year at http://www.fldoe.org/accountability/data-sys/database-manuals-updates.) If a school would like to know which students are in its cohort prior to then, the school should work with their local MIS staff to develop such reports. MIS staff are provided the general programming steps required to build the cohort. Districts and schools are cautioned, though, that much can happen during the last four to five months in a school year, and whatever report they receive will be *very* tentative.

Some districts use the data element "Year Entered Ninth Grade, Graduation Requirements Determination" to build a report to identify the possible students in a certain cohort. Districts are cautioned that this is not the intent of this data element at this time and would not yield exact results, but it is a workable method for estimating purposes.

Where can I find a complete list of the withdrawal and diploma codes used in Florida?

Appendices A and B in the Database Manuals for the Automated Student Database System, online at http://www.fldoe.org/accountability/data-sys/database-manuals-updates/2014-15-student-info-system/index.stml, define all the withdrawal and diploma codes.

If a dropout re-enrolls in another high school, how is this student counted in the four-year graduation rate?

The goal of the cohort graduation rate is to determine the final educational outcome for all students during the four-year window. So, for graduation rate purposes, a prior dropout should be updated to a transfer if the student is later found enrolled in another school.

How are students who are retained handled?

The student remains in the same cohort no matter how many times he or she is retained. Again, an accurate graduation rate can only occur when students are counted in only one cohort. Unless the retained student can "catch up" with his cohort by making up credits, etc., the student will be a non-graduate in the cohort rate.

What happens if a student who was retained in 9th grade in year one of the cohort transfers to another school in the district in year two of the cohort?

This student remains in the original cohort. The student does not "start over" in another cohort. The graduation rate is based upon the student's initial entry into 9th grade in the district; it is not based upon his/her initial entry into 9th grade at a particular school. An accurate graduation rate reflects the final outcome of all students four years after their initial entry into 9th grade. Cohort-based graduation rates are accurate only if each student is assigned to a single cohort. The USED's Non-Regulatory Guidance paper for NCLB addresses this issue:

"If a student who has repeated a grade transfers into a school, the student should be assigned to the cohort in which the student started 9th grade for the first time. This assignment prevents the student from being included in two separate cohorts of 9th graders—the cohort in which the student originally started 9th grade and the cohort in which the student was assigned in the school to which he or she transferred. Unless the student skipped a grade later in high school or caught up with the original cohort in some other manner, that student could not graduate within four years of starting 9th grade."[1]

How are students who graduated early, such as those who graduate with the 18 credit hour diploma, counted?

Students who graduate early are still counted in the cohort for which they were originally assigned. Example: A student entered ninth 9th in 2011-12. She is expected to graduate within four years, by 2014-15. She graduated a year early (2013-14) but will not be counted until 2014-15. We look for the educational outcome during the four-year period.

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[1] NCLB High School Graduation Rate, Non-Regulatory Guidance, December 2008.

How should students completing credits through virtual school be coded for graduation? Should the virtual school number or their zoned school number be used?

If the virtual school is coded and reported as the school of enrollment and can issue diplomas, then a rate is calculated for that school. If the zoned school is the student's school of enrollment, be sure to code the virtual courses as school of instruction.

The school of enrollment issues the diploma and is used for cohort purposes. A virtual school can issue a diploma for a student who is full-time at the virtual school.

What about students who take longer than four years to graduate?

Students taking longer than four years to graduate would be considered non-graduates in the four-year cohort graduation rate.

Are summer graduates included in the graduation rate?

Yes, summer graduates are counted if they graduate by the end of the current school year, which includes summer school.

If a student gets a certificate of completion at the end of the year but takes a course in summer school to earn the 2.0 GPA, does the student count in the graduation rate if the student gets the GPA before June 30?

Yes, if the student is reported with an applicable diploma type on the Student End of Year Status records submitted to the FDOE for that school year. If the student is not reported with a diploma on the end-of-year records for that year, the student would not be counted as a graduate.

Does the student who earns a certificate of completion but has not passed the FCAT 2.0 count if the student takes the ACT or SAT in June and gets the concordant score before June 30?

The student will count if the student is awarded a diploma by the district and it is reported with a diploma code on the end-of-year record for the applicable school year.

The FDOE will identify graduates for the graduation rate based on the diploma type reported for students on the Student End of Year Status record format. Survey 5 data collected on end-of-year records covers students who were enrolled at any time during the 180-day school year as well as during the school year's associated summer session, as reported by the districts. A student who is not reported with a diploma type on end-of-year records would not be counted as a graduate. A student's status is determined by the most recently reported withdrawal code, certificate type, or diploma type on the end-of-year records.

What is the "federal or uniform" graduation rate?

As defined in 34 C.F.R. §200.19(b)(1)(i)-(iv), "the four-year adjusted cohort graduation rate (hereafter referred to as 'the four-year 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."

Only standard diploma recipients are counted as graduates, and transfers can only be removed from the cohort if the student transfers to an educational program that culminates with a standard diploma.

Florida already had the tracking system in place to calculate the cohort graduation rate. However, Florida had to adjust its list of applicable graduates and transfers in order to fully comply with the new rules as set forth in Section 200.19(b)(1)(ii)(B)(1).

Federal guidelines stipulate that only students who transfer to another school or educational program that *culminates with a standard diploma* can be removed from the cohort.

Why can't the graduation rate and the dropout rate be added together to get 100%?

The rates apply to different periods of measurement.

Graduation rate is a four-year, cohort-based indicator.

Dropout rate is a single-year indicator.

The rates apply to different populations.

Graduation rate tracks the progress of a group of students who entered the same grade at the same time over a four-year period.

Dropout rate tracks *all* students in grades 9 through 12 in a *single* year.

Not all non-graduates in the cohort are dropouts. Some students have been retained and are still in school, or some students received certificates of completion. These completers are considered non-graduates, not dropouts.