![TN Department of Education logo]

2016 Guidance for Cohort Documentation Review

In recent years, the department has catalogued common issues with respect to documentation uploaded to the Cohort application. The present document aims to respond to common questions, errors, and misconceptions.

Column Definitions

The "WITHDRAWAL REASON" column reflects the withdrawal code used for the student in question. Please note that there are two "INCLUDED IN COHORT" columns. The first of these columns details the original status of the student's inclusion in the cohort, as of the start of Phase III, and the second details the revised inclusion decision during Phase IV.

Documentation Submission and Review

If a district uploads documentation that does not support the information in the Cohort application, it will not be considered sufficient. Once documentation has been reviewed and a determination has been made, it will not be revisited even if something later changes in the Cohort application. For this reason, if data in the Cohort application must be corrected, **districts should submit documentation only after the correction is reflected in the application**.

During Phase I, the Cohort application is refreshed each morning. Before documentation can be uploaded, a district must correct the withdrawal code or other data element in EIS and wait until the correction is visible in the Cohort application itself. Reviewers must be able to match documentation to data in the Cohort application at the time of review as a condition of the documentation being considered sufficient.

The tables on the following pages outline the process for documentation review and decisions based on different withdrawal codes.

Year Entered Grade 9	With-drawal Code	Description	Comments/Supporting Documentation	Included in Cohort
2012	0	Dropout, under 18	• Only excluded from cohort with other valid withdrawal code and adequate supporting documentations.	Y
2012	1	Dropout, 18 and over	• Only excluded from cohort with other valid withdrawal code and adequate supporting documentations.	Y
2012	2	Transferred to state institution with education program culminating in regular diploma	• Transferred to an approved DCS school, **AND** • Written acknowledgement on official letterhead from an administrator that the student is receiving educational services that culminate in a regular high school diploma.	N
			• School is not on the DCS list, **OR** • Documentation does not include a letter from an administrator on letterhead, **OR** • The educational program does not culminate in a regular high school diploma.	Y
2012	3	Transferred to, and enrolled in, another TN school district	• Student's subsequent enrollment is documented in EIS.	N
			• There is no subsequent enrollment documented in EIS. (In this case, the district should work with the receiving school to secure the proper documentation **by the end of Phase I**.)	Y
			• There is no subsequent enrollment either because the student was withdrawn to home school (in which case code 10 should be used and the proper documentation uploaded) or because the student has multiple IDs (in which case the district should contact the [EIS help desk](#)).	Y
2012	4	Transferred to, and enrolled in, another school in the same TN district	• Please refer to the comments/supporting documentation for withdrawal code 3.	See code 3
2012	5	Transferred to, and enrolled in, another out-of-state school or transferred out of the country	• District has received written records request from out-of-state school, **OR** • Written acknowledgement on official letterhead of enrollment from an administrator at the receiving school, **OR**	N
			• **If the student has moved out of the country,** a written confirmation from the parent, **OR** • Documentation of a school administrators confirmatory conversation	N

			• **For a foreign exchange student**, a copy of the official exchange program documents or forms on exchange agency letterhead.	N
			• There is no indication the student transferred to an educational program that culminates in the award of a regular high school diploma. Written acknowledgement on official letterhead from an administrator at the receiving school or a records request is required.	Y
2012	6	Transferred to, and enrolled in, non-public TN school	• School appears on the list of non-public schools, **AND** • **EITHER** District receives a written records request from the receiving school, **OR** • Written acknowledgement on official letterhead from an administrator at the receiving school.	N
			• **EITHER** the school does not appear on the list of non-public schools, **OR** • The district does not receive a written records request or official acknowledgement on letterhead from a receiving school administrator.	Y
2012	7	Doctor certified permanent withdrawal	• USED guidance states that only a student who emigrates to another country, dies, or who transfers to and enrolls in another school or in an educational program that culminates in the award of a regular high school diploma may be removed from a district's cohort. In these cases, the corresponding withdrawal code and documentation would be required.	Y
2012	8	Deceased	• District **EITHER** uploads an obituary **OR** funeral program. • Please note that an official death certificate is not necessary.	N
2012	9	Deleted	• All students with withdrawal code 9 will be included in the cohort. • Districts wishing to change the withdrawal code will need to update EIS accordingly and provide the required documentation.	Y
2012	10	Withdrawal to home school	• Official withdrawal form must be signed by the parent.	N
			• If documentation contains a records request from a TN non-public school, the district must change the withdrawal code to 6 and upload the supporting documentation again. • If documentation contains a records request from an out-of-state school, the district must change the withdrawal code to 5 and upload the supporting documentation again. • District uploads a screen shot from Student Information System, which is not	Y

			sufficient documentation.	
2012	11	Court ordered or other government mandated placement such as jail or prison	• A student withdrawn using code 11 will be included in the cohort because the student did not transfer to an educational program that culminates in the award of a regular high school diploma.	Y
			• The student's withdrawal code is listed as 11; however, the student was remanded to a facility included on the DCS list. Thus, the student should have been withdrawn using code 2 and supporting documentation should be uploaded **only after** the district changes the withdrawal code in EIS.	N
2012	12	Early graduate	• Students graduating early require **both** completion information **and** withdrawal code 12 in order to be included in the *number of graduates* in the graduation rate calculation.	Y
2012	13	Permanent dismissal from voluntary pre-K program	• Program must provide to state a written request and justification for permanent dismissal of any child from Tennessee's voluntary pre-K program. No student should be permanently dismissed without consultation and agreement between the grantee and the department.	N/A
2012	14	Withdrawn under public school choice (Title 1, part A, Section 1116)	• The receiving school enrollment is entered in EIS.	N
			• There is no subsequent enrollment.	Y
2012	15	TEIS transition, non-eligible for special education services	• Students assigned to Grade P3 who are transitioning from Tennessee Early Intervention Services may be withdrawn due to non-eligibility for special education services.	N/A
2012	16	Permanent withdrawal of a special education student	• Please note that this code only applies to a special education student who was included in a prior cohort's graduation rate and returned to school after previously receiving a special education completion document. • When the student is withdrawn permanently, withdrawal code 16 should be used. Withdrawal code 16 should not be used in instances when a student is returning to school the following year	Y – in only one cohort
2012	17	Transferred to, and enrolled in, out-of-state online school	• District uploads a written records request from the online school, OR • Written acknowledgement of enrollment from an administrator at the online school on official letterhead. • Please note that withdrawal code 17 should only be used for students who	N

			withdraw from traditional schools to enroll in a school in which content is delivered via the Internet and the school location is not in Tennessee.	
			• There is no indication that the student is officially enrolled in an online school that culminates in the award of a regular high school diploma. Written acknowledgement of official letterhead from an administrator at the online school, or a records request, is required.	Y
2013 **OR** 2014 **OR** 2015	*none*	Student's year entered grade 9 is not for the current cohort	• If the student has withdrawn, please use the appropriate code and upload supporting documentation, if applicable.	Y
2012	*none*	The student has no withdrawal code, however the student transferred to another TN public school	• The district must withdraw the student using code 3 and work with the receiving school to report the student's subsequent enrollment in EIS.	Y
2012	*none*	The student never showed up for school on the first day of grade 9; the school has never served the student and has no knowledge of where she/he went	• When a student completes grade 8, she/he is required to be automatically enrolled in the next school of progression, which would be the high school. The district and school are responsible for the student and must determine where the student attended grade 9 and withdraw the student with the appropriate code and documentation, if applicable. If the student's location is not known, the student must be withdrawn as a dropout.	