

## 2016 Graduation Rate Process FAQs

This document aims to address common questions that arise during the graduation cohort process, especially during the window in which districts may submit required documentation and make changes in EIS.

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### Why are the changes I made in EIS not reflected in the Cohort application?

Changes in EIS will only update automatically on a once-daily basis during Phase I of the graduation rate process. During Phase II, the department will allow completion type and completion date updates for summer graduates **only**. In order to make sure the data in EIS are accurately reflected in the Cohort application, please ensure that the changes were made on the correct screen(s) for the correct field(s) for the correct student(s) in your Student Information System or the Enhanced Data Entry screen **well before the June 15 deadline**.

Please note that only EIS changes made during Phase I will automatically update in the Cohort application. It is the district's responsibility to ensure the Cohort application has been updated with all changes reported to EIS **before the close of Phase I**. Please periodically check to ensure all changes are accurately reflected in the Cohort application.

### What should I do if the cohort has a student with multiple state IDs or two students with the same ID?

These cases can arise when students transfer between districts or because of atypical enrollment situations. In order to reconcile these records, please contact the EIS Help Desk at [EIS.Help@tn.gov](mailto:EIS.Help@tn.gov).

### What should I do if our district has documentation that a student transferred to another school/district but there is no subsequent enrollment in EIS?

In order for a student to be removed from the cohort, he or she must be reported in EIS by the receiving school. Students with withdrawal codes 3, 4, or 14—indicating a transfer to another Tennessee district or school—who do not have a subsequent enrollment, will be flagged in the Cohort application, and the student will remain in your cohort unless proper action is taken. The district must work with the receiving school to have the student's subsequent enrollment reported in EIS by the end of Phase I. If this does not occur, the student cannot be automatically removed from the cohort. For this reason, the department encourages districts to check periodically and follow up with the receiving school if the subsequent enrollment is not reflected in EIS.

### How should I update EIS to reflect a student who was placed in jail or the custody of the Department of Children's Services (DCS)?

Withdrawal code 2 should be used **only** if the student transfers to a DCS school or a state-approved institution that offers an education program culminating in a regular high school diploma. Districts must submit documentation that the student is receiving educational services. If the documentation does not support that the student was receiving educational services while at the DCS or state-approved institution, the request will be denied.

Withdrawal code 2 is **not** to be used for students placed in jail or prison where no education program culminating in a regular high school diploma is offered. Withdrawal code 11 should be used for students withdrawn under court order or other government placement, such as jail or prison.

### How should I update EIS to document early graduates?

In order for an early graduate to be properly documented in the cohort, districts must accurately report in EIS **all of the three following components** in their Student Information System before the end of Phase I on June 15, 2016:

1. The withdrawal code for the early graduate should be 12,
2. The listed graduation date should be before spring graduation, and
3. The completion type should be 1 for regular high school diploma.

### How should I document an exchange student in the cohort who will not receive a diploma?

Students who are enrolled under a student exchange program who will not receive a diploma should be withdrawn using code 5 as an out-of-state transfer. For an explanation of required documentation by withdrawal code, please refer to the “2016 Withdrawal Code Guidance” document located on the [Instructions](#) tab of the Cohort application.

### Why does the department require accurate information regarding student subgroup inclusion, and what should I do if our subgroup information is inaccurate?

The Every Student Succeeds Act (ESSA) requires that states calculate and report disaggregated subgroup graduation rates. At a minimum, every student must be included in a race/ethnicity subgroup.

Where appropriate, students may also be flagged as Economically Disadvantaged (ED), English Learners (EL), Students with Disabilities (SWD), or Career and Technical Education (CTE). Students should be included in the ED, EL, or SWD subgroup(s) if the student was included in the subgroup at any time since entering high school. For instance, if a student was receiving special education service for two years in high school but was no longer receiving services at the time of graduation, the student must still be flagged for inclusion in the SWD subgroup for the purposes of graduation rate calculations. Please verify student subgroup assignment(s) in the cohort .CSV download file.

### Why does the “Included in Cohort” column show a “P”?

The “P” reflects the fact that the student’s inclusion in the cohort is “pending.” Unless required supporting documentation is submitted for pending students during Phase I and approved by the department, the code will automatically change to a “Y” to signify that the student **is** included in the cohort. If the documentation is approved, the code will be changed to a “N” to signify that the student **is not** included in the cohort. These decisions and changes to the cohort will be reported during Phase III.

### Which withdrawal codes require supporting documentation, and how can I upload these documents?

Districts must upload supporting documentation for students withdrawn using codes 2, 5, 6, 8, 10, and 17 for school years 2012-13, 2013-14, 2014-15, and 2015-16. Districts can upload required documentation using the **Attach** link. For a more comprehensive list of adequate documentation for each applicable withdrawal code, please consult the “2016 Withdrawal Code Guidance” document located on the [Instructions](#) tab.

### What should I do if I believe the year entered grade 9 is listed incorrectly in the Cohort application?

In the event of a disputed year entered grade 9, the district must provide a transcript documenting that the actual year the student entered grade 9 was prior to the year reported in the Cohort application. However, if the student was not properly included in the prior year’s graduation rate, the request may be denied.

### What should I do if a student repeated a grade and I want to include them in a subsequent cohort?

The U.S. Department of Education requires that the cohort is composed based on the year the student first entered grade 9. For example, if a student first entered grade 9 in the 2012-13 school year but was retained and repeated grade 9 during the 2013-14 school year, the student must be included in the 2012 cohort, per federal guidelines. Any request to the contrary will thusly be denied.

## How should I document a student in EIS who is enrolled at an alternative school but will graduate from their original high school with a regular diploma?

In order to be counted as a *graduate*, students must graduate from a regular high school, not an alternative high school, on time and with a regular diploma. According to TCA §49-6-3402(b): “All course work completed and credits earned in the alternative schools shall be transferred to and recorded in the student’s home school, which shall grant credit earned and progress thereon as if earned in the home school.” Three actions are required in order for this to take effect:

1. The student must be withdrawn from the alternative school on or before the penultimate day of the school year.
2. The student must be enrolled in the regular high school on or before the penultimate day of the school year.
3. The graduation date and completion type must be entered in EIS, and the graduation date must fall within the school’s defined calendar in EIS.