



Indiana Department of Education

151 West Ohio Street
Indianapolis, Indiana 46204

MEMORANDUM

TO: Superintendents of Affected School Corporations
Principals of Affected Charter Schools and Affected Accredited Nonpublic Schools

FROM: Jeffery P. Zaring, Chief of Results and Reform

DATE: April 12, 2011

SUBJECT: Graduation Rate Audit Documentation

Several weeks ago we reminded you of your statutory obligation to provide the written documentation which supports removing a student from the 2010 graduation cohort because of transfer or any of the other circumstances enumerated in [IC 20-26-13-10](#). You may find a copy of that memo at www.doe.in.gov/gradrate.

We now request that you provide a copy of that documentation to us, within one week of receipt of this memorandum, for the following school(s):

[NAME(S) OF SCHOOL(S)]

You may send the documentation:

Graduation Rate Audit
Indiana Department of Education
151 West Ohio Street
Indianapolis, IN 46204

If the documentation is not lengthy, you may send it by facsimile to 317-232-8004 or as an email attachment to gradrate@doe.in.gov.

If we do not receive the required documentation, we must recompute your 2010 graduation rate, counting undocumented students as dropouts.

Please direct any questions to gradrate@doe.in.gov.