



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: March 7, 2011

SUBJECT: Graduation Rate Audit

Indiana Code 20-26-13-12 provides that the Department of Education shall calculate, for each public and accredited nonpublic high school, an estimated graduation rate that is determined by the total number of graduates for a particular year divided by the total number of students enrolled in Grade 9 at the school three years before that year. For any school where the difference between the estimated graduation rate and the reported four-year cohort graduation rate is more than five percent, the Department must request the written documentation which supports removing a student from the cohort because of transfer or any of the other circumstances enumerated in IC 20-26-13-10.

For any school that cannot provide written proof supporting the removal of a student from the cohort, the Department shall require the publication of a corrected graduation rate in the next school year's Annual Performance Report under IC 20-20-8-3.

Under the requirements of the statute, you are required to compile documentation for the 2010 graduating cohort of the following:

[NAME(S) OF SCHOOL(S)]

Go to the Learning Connection Graduation Cohort Status Report for the 2010 Graduation Cohort. The students for whom written documentation must be provided are indicated with Cohort Status of "Reported to Mobility, no longer in cohort." The Mobility Reason also is indicated. These students were reported as mobile students by your school or school corporation. They were not subsequently reported in an STN report submitted by a school corporation or accredited nonpublic school.

The type of written documentation which satisfies state and federal requirements is noted on the attached summary.

On or about April 1, 2011, you may be contacted to send your documentation, either in hard copy or electronically at your election, to the Department. You also may be contacted to schedule an onsite visit to review your documentation.

Graduation Cohort Documentation

DOE Mobility Code	Documentation
10 = Poor Health	Written statement from Physician
19 = Transferred	Written transcript request; or Written acknowledgment of enrollment
20 = Removed by parents to provide Home schooled instruction	Written statement from parent
21 = Deceased	Obituary; or Letter from parent
22 = Incarcerated	Court order; or Transcript request
23 = Placement by court order or Department of Child Services	Court or DCS order; or Transcript request
24 = Enrollment in a virtual school on a fulltime basis	Written statement from parent; Transcript request; or Written acknowledgment of enrollment
25 = Transferred out of state	Transcript request; or Written acknowledgment of enrollment
26 = Missing, students who cannot be located within boundaries, and have been reported to the Clearinghouse for Information on Missing Children.	Clearinghouse verification
27 = Foreign exchange student that returns to country of origin	Exchange program agreement
28 = Religious beliefs (e.g., Amish) removes this student from further public education	Written statement from parent
31=Transferred to a non-accredited non-public school	Written transcript request; or Written acknowledgment of enrollment