

The *Managing your Graduation Rate* feature launched last week. This multi-part series, published in Dr. McCormick's Weekly Update, and in the Accountability Moodle Community, provides information to educate schools about cohort and the calculation of graduation rates. Please forward any questions to schoolaccountability@doe.in.gov.

Managing your Graduation Rate Installment #2: Graduation Rate and Cohort Definitions

Cohort - Class of students who attend the same high school; and are considered to have entered grade 9 in the same year. Each cohort is defined and referred to by the expected graduation year. For example, the 2020 cohort is a group of students who entered high school in grade 9 during the 2016-2017 school year, and are expected to graduate at the end of the 2019-2020 school year.

Cohort Lock Date - June 30 of the expected graduation year; in other words, the last day of the school year that the student is expected to graduate; student cannot be exited from or enter a cohort after this date.

Dropout - Student who has stopped pursuing a high school diploma; this includes students attending a career center, Hoosier Youth Challenge Academy, or working toward a HSE/GED. This includes students who may have been court ordered to pursue a high school equivalency or GED. Although the school reports the student's exit from school, when the exit code indicates a dropout, the student is not exited from the cohort.

Exited Student- A student who leaves a school to continue the pursuit of a high school diploma at another institution, including a homeschool or other non-accredited non-public school. This does include foreign exchange students who return to their home country. Students who pass away are also considered to have exited the cohort. Schools report the student's exit on RT/EM using an exit code that corresponds to the student's exit reason.

GR - Graduate collection; this data collection lists all students who earned a diploma between October 1 of the prior year and September 30 of the current year.

Graduate - Student who met graduation requirements and earned a high school diploma by September 30 of the expected graduation year.

Graduation Rate - Calculated using the formula: $\# \text{ of Graduates} / \# \text{ of Students in the Cohort}$

RT/EM - Realtime/Enrollment Mobility collections; these collections list students who are enrolled and attending school; Realtime (RT) is submitted by public schools, while Enrollment Mobility (EM) is submitted by non-public schools. The cohort process utilizes these reports to place newly arrived students into the cohort and to exit students for whom an appropriate exit code has been reported.

Sufficient Documentation - Documentation that supports the exit code that was reported to the IDOE. In general, information about sufficient documentation can be found in [Appendix A of the RT/EM layout](#).

Next Installment

Next week's installment will outline five tasks every school should complete to ensure their graduation rate is accurate.