

## Why the Data are Collected

The purpose of this data collection is to gather student information on students who graduated with a diploma, or left school with a certificate of completion, after September 30, 2017 and before October 1, 2018. These data are collected in order to provide data for the following state statutes.

- ✓ IC 20-26.13 – Graduation Rate Calculation
- ✓ IC 20-20-8 – APR (Annual Performance Report)
- ✓ IC 20-43-10-3 Version C – Annual Performance Grant
- ✓ IAC 6.2-10 – Accountability Rule
- ✓ IC 21-12-10 – Mitch Daniels Scholarship
- ✓ IC 20-43-1-3 – Honors Diploma Award

## What the Data Impact

- ✓ A-F Calculation
- ✓ Graduation Rate
- ✓ Compass
- ✓ Data share agreements with other state agencies

## Audience

This is a required collection for schools with graduating students that are:

- ✓ Public schools (Traditional and Charter)
- ✓ Accredited Nonpublic schools (Fully Accredited and Freeway).
- ✓ Non-state-accredited nonpublic schools participating in the Choice Scholarship program during the current reporting year.

## Instructions

- The required data should be collected, combined into a file, and submitted to the Department of Education through the Application Center.
- Submit the file, check the processing results for errors (make any necessary corrections or additions) and review the graduate reports for accuracy.
- Complete the online signoff to verify the accuracy of reported data, and print a final copy for your records.
- The file may be any of the formats contained in this document and must contain all the fields in the order described.

### **READ THIS – IT IS IMPORTANT**

#### **NEW FOR 2017-2018**

Three new optional fields have been added for the **2017-18** data collection to facilitate the collection of data on students who graduate after completing the Graduation Pathways. These fields must only be submitted for students who utilized the Graduation Pathways to graduate (i.e. they did not pass the necessary Graduation Qualifying Exams (GQE) or meet the GQE waiver requirements). These fields will **NOT** be available for submission until **after** the State Board of Education issues guidance on Graduation Pathways during the summer. Questions regarding Graduation Pathway requirements should be directed to Alicia Kielmovitch ([akielovitch@sboe.in.gov](mailto:akielovitch@sboe.in.gov)) at the State Board of Education.

Graduation data may be reported utilizing five (5) original graduate fields **IF** students **DO NOT** utilize the Graduation Pathways to graduate. Schools do not have to wait to report data if the Graduation Pathways were not utilized.

## Collection Phase

Collection Phase	Begins	Ends	Notes
Submission and Sign Off	May 18 , 2018 8:00 a.m.	October 5, 2018, 4:00 p.m.	During this time you are required to submit the file and check the processing results for errors. Submit ALL students completing graduate requirements by Sep. 30 <sup>th</sup> including summer graduates, re-testers and early graduates (6 or 7 semester grads)

**When a collection closes and the data are considered final by the state, no corrections or additions are allowed.**

**NOTE!** The AT-GR Reconciliation Report has been created to allow processing of DOE-GR records for students who do not have Attendance (DOE-AT) records at the reporting/issuing school. Records for students will be processed, but the DOE-GR record must be verified in this report prior to sign off on this collection.

## Reporting Students as Graduates

1. Students earning a diploma before October 1 following an academic year may be reported on the DOE-GR.
2. Students attending an Adult Secondary Credit (ASC) program to obtain credit toward their diploma during the evening or after school hours **AND** enrolled at the high school. Report student as “Y” yes on field 5 (ASC Placement).
3. Students completing their graduation requirements EARLY; whether a year early **OR** semester early (the student will remain in their cohort and will be reflected as an early graduate; the student’s cohort year does NOT change).
4. Student graduated in a previous year and was omitted from the DOE-GR submission.
5. Students completing their graduation requirements while attending an alternative education program, adult secondary credit program not located in the issuing diploma high school.
6. Students completing their graduation requirements while attending their last year of school in a foreign country as an exchange student.
7. Students completing their graduation requirements while attending somewhere other than the issuing diploma high school for other reasons.
8. **REMINDER** – Only 2018 (and prior) Cohort Students are eligible for a waiver.

**Additional Guidance for students in #4 - #7 above:** A warning will be received that the student does not have an Attendance (DOE-AT) record at the reporting school. After you have confirmed that this student is eligible to receive the diploma or certificate indicated, go to the AT-GR Reconciliation Report under Data Verification > Reports > Graduate and mark the checkbox next to the student to verify that the student was eligible for the diploma. (If the student is found to be submitted in error, the student can be deleted in the GR Input Form or the Student Detail Screen of STN Lookup).

## Students Not Reported as Graduates

1. **Foreign Exchange student** returning to his/her country before graduating; and is issued a local certificate.
2. **HSE Recipients** – students earning their High School Equivalency are not reported on the graduate collection; but, are reported on real time with an exit code of 30.
3. **Students who have not completed** all requirements and will be returning next school year to obtain a diploma.
  - a. Exceptions
    - i. A Certificate of Course Completion (Code 6) issued to a special education student who completed the public education program pursuant to the student’s IEP
    - ii. A student who has completed the minimum courses for graduation but did not meet GQE or GQE waiver requirements (Code 7, Course Completion).
    - iii. Students receiving any other certificates should NOT be reported on the GR report and should be reported on any necessary reports for the following school year **if** the student returns to school.

While students who earn a Certificate of Course Completion (Code 6) or Course Completion (Code 7) will be reported on the DOE-GR, these students have the constitutional right to return to school to continue to work toward earning a diploma. In these instances, the students should be reported as usual for the DOE-ME, DOE-RT and other data collections. **However, if they return to school in the fall and complete the requirements for a diploma before October 1, they would be reported only once on the DOE-GR with the appropriate code for their diploma/designation type, and like other late graduates who complete diploma requirements prior to October 1, would not be reported on any collections (except the DOE-AL if they participated in an approved Alternative Education program).**

For more information, see [DOE Guidance regarding Certificates and Diplomas](#)

## Before Signoff / Verify Data Submitted

- Check your GR Summary Report to verify your counts. Locate the GR Summary report in the Application Center at Data Verification > Reports > Graduate > GR Summary Report
- The AT-GR Reconciliation Report must be verified. Find this report in the Application Center at Data Verification > Reports > Graduate > AT-GR Reconciliation Report
- Review the two reports listed below in the Learning Connection. The path to view these reports can be found by clicking Reports on the dashboard, then Accountability Reports.
  - Historical Graduation Report-provides cohort counts for the last 5 years for the school for comparison purposes. This report also lists all students in the cohort who have not yet been reported as graduates.
  - Cohort Report-provides a list of all students in the cohort, their status (graduate, still in school, etc.) and their graduation qualifying exam status.

## Signoff

- You can sign off under Data Verification > Collection Management. Sign off indicates that the final reports have been reviewed and approved by the responsible business owners of the data for your school or corporation.

## Where to Report

STN Application Center: <https://appcenter.doe.in.gov/login.aspx?ReturnUrl=%2f>

## Graduate Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1 A	School Number	4	State-Assigned School ID  <b>Required Field:</b> Yes	School building issuing the diploma or certificate
2 B	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student  <b>Required Field:</b> Yes	Must exist in the STN Lookup
3	Post Graduate Information	1	What type of higher education is the student now pursuing?  <b>Allowable Codes Are:</b>  1 = Four (4) year or more College or University 2 = Two (2) year College or University 3 = Vocational/Technical School 4 = Military	For students earning a diploma, use Codes 1-5.  For students not earning a diploma (Codes 6 and 7 in Field 4) use Code 6 only for this field.  Post Graduate information is used for but not limited to the Annual

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
C			<p>5 = Not pursuing Higher Ed 6 = Not applicable; student did not receive a diploma</p> <p><b>Required Field:</b> Yes</p>	Performance Report (APR). (See Other Specific Reporting Questions for guidance.)
4	Type of Graduate or Student Exiting	2	<p>What diploma designation or document did the graduating student receive?</p> <p><b>Allowable Codes Are:</b> 01 – 22, except 05, 08, 10 and 17.</p> <p>01 = General (Passed GQE or met Graduation Pathway)</p> <p>02 = Core 40 with Academic Honors (Passed GQE or met Graduation Pathway)</p> <p>03 = Core 40 only (Passed GQE or met Graduation Pathway)</p> <p>04 = General (Evidence-based waiver)</p> <p>[Code 05 no longer available]</p> <p>06 = Certificate of Completion (IEP program Completed)</p> <p>07 = Course Completion</p> <p>[Code 08 no longer available]</p> <p>09 = Core 40 with Technical Honors (Passed GQE or met Graduation Pathway)</p> <p>[Code 10 no longer available]</p> <p>11 = General (Work Readiness Waiver)</p> <p>12 = International Baccalaureate Diploma</p> <p>13 = Core 40 Only (Evidence-based waiver or Waiver from Postsecondary Readiness Competency Requirements for Graduation Pathways)</p>	<p>For the 2018 cohort, GQE consists of the Algebra I ECA and the English 10 ECA. Passage of the CCRA or ISTEP 10 also meets the requirement. For the 2019 cohort, GQE consists of the ISTEP 10 only.</p> <p><b>NOTE: A Graduate record must be reported prior to submitting a Special Education Termination Record (“TR”).</b></p> <p>1 = Students who passed GQE or completed a Graduation Pathway and received a General Designation</p> <p>2 = Students who passed GQE or completed a Graduation Pathway and received an Indiana Academic Honors Designation.</p> <p>3 = Students who passed GQE or completed a Graduation Pathway and received a Core 40 Designation but <u>not</u> an Indiana Academic Honors or Technical Honors Designation.</p> <p>4 = Students who did not pass GQE or complete a Graduation Pathway but received a General Designation using the evidence-based waiver.</p> <p>6 = Special Education Students who were not able to earn a diploma, but who completed the public school educational program prescribed in the student’s IEP. <b>Note: This is not considered a diploma; student is exiting the educational system but is entitled to return to pursue a diploma.</b></p> <p>7 = Students who completed the minimum courses required for High School graduation but did not meet the GQE or Graduation Pathway requirement or meet the</p>

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
			<p>14 = Core 40 with Academic Honors (Evidence-based waiver)</p> <p>15 = Core 40 with Technical Honors (Evidence-based waiver)</p> <p>16 = Core 40 with Academic and Technical Honors (Passed GQE or met Graduation Pathway)</p> <p>[Code 17 no longer available]</p> <p>18 = Core 40 with Academic and Technical Honors (Evidence-based waiver)</p> <p>19 = Core 40 Only (Work-Readiness Waiver)</p> <p>20 = Core 40 with Academic Honors (Work-Readiness Waiver)</p> <p>21 = Core 40 with Technical Honors (Work-Readiness Waiver)</p> <p>22 = Core 40 with Academic &amp; Technical Honors (Work-Readiness Waiver)</p>	<p>requirements for a waiver. <b>Note: This is not considered a diploma; student is exiting the educational system but is entitled to return to pursue a diploma.</b></p> <p>9 = Students who passed GQE or completed a Graduation Pathway and received a Technical Honors Designation.</p> <p>11 = Students who did not pass the GQE but received a General Designation using the Work Readiness Waiver Option.</p> <p>12 = Students who received the International Baccalaureate Diploma, as prescribed by the International Baccalaureate Organization.</p> <p>13 = Students who received the Core 40 Designation using the evidence-based waiver process or the Waiver from Postsecondary Readiness Competency Requirements for Graduation Pathways but NOT an Academic Honors or Technical Honors Designation.</p> <p>14 = Students who received an Indiana Academic Honors Designation using the evidence-based waiver.</p> <p>15 = Students who did not pass GQE but received a Core 40 with Technical Honors Designation with an evidence-based waiver.</p> <p>16 = Students who passed the GQE or completed a Graduation Pathway and received an Indiana Core 40 with Academic and Technical Honors Designation.</p> <p>18 = Students who did not pass GQE but received a Core 40 with Academic and Technical Honors Designation using the evidence-based waiver.</p>

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
D				<p>19 = Students who did not pass GQE but received a Core 40 Designation with Work-Readiness Waiver.</p> <p>20 = Students who did not pass GQE but received a Core 40 with Academic Honors Designation with Work-Readiness Waiver.</p> <p>21 = Students who did not pass GQE but received a Core 40 with Technical Honors Designation with Work-Readiness Waiver.</p> <p>22 = Students who did not pass GQE but received a Core 40 with Academic &amp; Technical Honors Designation with Work-Readiness Waiver.</p>
5	ASC Placement	1	<p>Did the student obtain the diploma (e.g., through credit recovery) when placed in Adult Secondary Credit?</p> <p><b>Allowable codes are:</b> Y = Yes N = No</p>	<p>Adult Secondary Credit (ASC) is <u>not</u> the same as Indiana High School Equivalency Diploma or Adult Basic Education.</p> <p>The student did not dropout and was still enrolled in the high school that is reporting the graduate while the student attended an ASC program to earn credits that were accepted toward receiving a high school diploma.</p>
E			<p><b>Required Field:</b> Yes</p>	<p>See Common Scenarios Section</p>
6	Employability Skills	1	<p>Which Employability skill standard did the student demonstrate?</p> <p><b>Allowable codes are:</b> 0 = Not Applicable or Did not Demonstrate Employability Skills</p> <p>1 = Project-Based Learning Experience</p> <p>2 = Service-Based Learning Experience</p> <p>3 = Work-Based Learning Experience</p>	<p>This field will not be available until <b>after</b> the State Board of Education issues Graduation Pathway Guidance this summer. This is only applicable for student(s) graduating using the Graduation Pathways.</p> <p>Questions regarding Employability Skills should be sent to Alicia Kielmovitch (akielmovitch@sboe.in.gov) at the Indiana State Board of Education.</p>
F			<p><b>Required Field:</b> N</p>	





## Example Data File Formats

The following section contains example data files in the allowed comma delimited and XML formats.

### Comma Delimited Format

```
0001,000102001,1,05,N,0,00,10000
0001,000102999,5,01,N,1,01,10000
0002,000202001,1,01,N,2,02,10000
0002,000202999,4,02,Y,3,09,99999
```

### E(x)tensible Markup Language (XML) Format

```
<XIF_GRData>
  <Corporation Id="8800">
    <School Id="0001">
      <Student STN="000102001">
        <SchoolUse PostGradInfo="1" GraduationType="05" ASC="N" LearningExperience="1"
        PostSecondReady="01" LocalPathway="00001" />
      </Student>
      <Student STN="000102999">
        <SchoolUse PostGradInfo="5" GraduationType="01" ASC="N" LearningExperience="0"
        PostSecondReady="00" LocalPathway="00000" />
      </Student>
    </School >
    <School Id="0002">
      <Student STN="000202001">
        <SchoolUse PostGradInfo="1" GraduationType="01" ASC="N" LearningExperience="2"
        PostSecondReady="02" LocalPathway="00020" />
      </Student>
      <Student STN="000202999">
        <SchoolUse PostGradInfo="4" GraduationType="02" ASC="Y" LearningExperience="3"
        PostSecondReady="03" LocalPathway="00300"/>
      </Student>
    </School>
  </Corporation>
</XIF_GRData>
```

## OTHER SPECIFIC REPORTING QUESTIONS

### **What is an International Baccalaureate (IB) Diploma?**

The International Baccalaureate® Diploma Program is a challenging two-year curriculum, primarily aimed at students aged 16 to 19. It leads to a qualification that is widely recognized by the world's leading universities (see: [www.ibo.org](http://www.ibo.org)). **Only** schools approved by the IB Organization can offer this type of diploma. If your school is not approved by the IB Organization, you will receive an error message if you try to report a student as receiving an IB Diploma.

### **Should we report post-graduate information for students who did not receive a diploma?**

No, If a student receives a Certificate of Completion (Code 6) or Course Completion (Code 7) in Field 4, please use Code 6 (Not applicable; student did not receive a diploma) for Post Graduate Information.

### **What is the purpose of the Post Graduate Information (field 3) collection and where might we obtain this information?**

Post Graduate Information is collected for, but not limited to, the Annual Performance Report. Examples of ways to obtain this information might include results from the Indiana College and Career Counseling Survey (<http://www.asainstitute.org/rsc/welcome-all.html>), results from the student profiles on the ACT or SAT, or a school developed student survey.



**What is an Adult Secondary Credit (ASC) graduate?**

An ASC graduate is someone who graduates by obtaining credit through an ASC program. There are three types of formal adult education programs in Indiana:

1. Adult Basic Education (ABE)
2. Indiana High School Equivalency
3. Adult Secondary Credit (ASC)

Of the three types of adult education programs, only Adult Secondary Credit culminates in a high school diploma and must be reported on the GR report.

**We have an 11<sup>th</sup> grade student who will be graduating a year early. Should we or can we change the student's grade level to grade 12 for reporting Real Time/Enrollment Mobility and Attendance?**

This is a Local Decision:

You may update the student's grade level to report as 12<sup>th</sup> grade (skipping 11<sup>th</sup> grade) in reporting of Real Time or Enrollment Mobility. IDOE understands the need for schools to make this change in their databases so the student receives important notifications for seniors, ease of scheduling, etc. **HOWEVER**, it is important to understand these students may qualify for the [Mitch Daniels Early Graduate Scholarship](#). IF the school decides to report the student as 12<sup>th</sup> grade **DO NOT** show any 11<sup>th</sup> grade RT-EM data as this appears the student attended more than 3 years of high school, which would disqualify them for this scholarship. You would also need to report these students on the Graduate Report during the year that they graduate (not the year their original cohort graduates). While reported this way, their data will actually be applied towards their original cohort for accountability purposes.

**References and Contacts**

<https://help.doe.in.gov/> -reference collection in subject line #GR, provide Corp/School #, provide STN only

Mitch Daniels Early Graduate Scholarship (MDEGS): <http://www.in.gov/che/4508.htm>

Graduation Rate Information: <https://www.doe.in.gov/accountability/graduation-rate>

Graduation Rate Calculation: <http://iga.in.gov/legislative/laws/2016/ic/titles/020/articles/026/chapters/013/>

DOE Guidance re Certificates versus Diplomas: <https://www.doe.in.gov/sites/default/files/student-assistance/certificates-and-diplomas-memo-april-2018-final.pdf>

Meeting the Assessment Requirement for Graduation/Waiver Process:

<https://www.doe.in.gov/sites/default/files/student-assistance/ways-meet-gqe-or-grad-pathways-req-2018-19-final.pdf>

State Board of Education: <http://www.in.gov/sboe/>

International Baccalaureate: [www.ibo.org](http://www.ibo.org)

**Document Change History**

The following section contains a history of changes made to the document from the prior version.

<b>Version Number</b>	<b>Change History</b>
04.13.18	Added link for updated DOE Guidance regarding Certificates and Diplomas on page #3 in box regarding information on certification of completion and course completion and on page #9 under references Added link under references on page #9 for Meeting the Assessment Requirement for Graduation/Wavier Process
04.05.18	Added Read This Box with important updates for 2017-2018 reporting Added #8 Reminder under Reporting Students as Graduates Updated Field 4-Type of Graduate or Student Exiting with Pathway information and definition of GQE. Added Field 6-Employability Skills (optional field) Added Field 7-Postsecondary-Ready Competencies (optional field) Added Field 8-Local Pathway (optional field)
03.01.18	Changed "Purpose" to "Why the Data is Collected" and "Impacts" to "What the Data Impacts". Updated Collection dates and links. Added You will want to review two reports listed in the Learning Connection on page #3
<b>Start of 2017-2018 Collection</b>	
12.29.17	The opening dates were adjusted for 2018 The links were updated on page #7
03.06.17	Corrected closing date of Submission only phase Added Submission and Signoff phase
02.20.17	Updated Collection dates. Removed GED notes on page #4,5 Updated links on page #6 (Added the following to page #6) You would also need to report these students on the Graduate Report during the year that they graduate (not the year their original cohort graduates). While reported this way, their data will actually be applied towards their original cohort for accountability purposes.
<b>Start of 2016-2017 Collection</b>	
12.06.16	Added the following to page #1 Determination of Annual Performance Grant IC 20-43-10-3(version c) <a href="http://iga.in.gov/legislative/laws/2016/ic/titles/020/articles/043/chapters/010/#section-3">http://iga.in.gov/legislative/laws/2016/ic/titles/020/articles/043/chapters/010/#section-3</a>
05.11.16	Updated web link Under Students not reported as graduates: this link needs to be updated. <a href="http://www.doe.in.gov/sites/default/files/student-assistance/certificates-and-diplomas-memo-spring-2014.pdf">http://www.doe.in.gov/sites/default/files/student-assistance/certificates-and-diplomas-memo-spring-2014.pdf</a> Updated Graduation plan link to <a href="http://www.doe.in.gov/sites/default/files/student-assistance/grad-plan-q-2015-16-05-02-2016.pdf">http://www.doe.in.gov/sites/default/files/student-assistance/grad-plan-q-2015-16-05-02-2016.pdf</a>
05.10.16	Updated reference for Meeting the Assessment Requirement for Graduation/Waiver Process Updated Notes in Field 3 for Post Graduate information Corrected format of text under Students Not Reported as Graduates
04.19.16	Updated to new layout format Updated Collection Dates Added STN support under references and contacts
02.15.16	Corrected links under references – Meeting the Assessment Requirement for Graduation/Waiver Process Corrected link to Student Graduation Plan
07.24.15	Updated Impacts
<b>Start of 2015-2016 Collection</b>	
05.29.15	Updated Collection Close Date Added Impacts
03.19.15	Updated collection dates Removed Positional Data section Incorporated various changes, suggestions, etc. following review by Amanda Culhan
<b>Start of 2014-2015 Collection</b>	
04.23.14	Updated collection dates Changed Collection Window to Collection Phase Field 3: Added information in the 'Notes' Column that post grad information is used in APR Field 4: Removed information notes regarding code changes from previous years

	Reporting Students FAQ 3: Edited for clarity Other Specific Reporting Questions FAQs: Added FAQ 4 re Post Graduate Information References: Updated
	<a href="#">Start of 2013-2014 Collection</a>