

## MEMORANDUM

**TO:** Superintendents and Principals of Public, Accredited Nonpublic and Non-State Accredited Choice Schools  
**FROM:** Office of Accountability, Indiana Department of Education  
**DATE:** March 23, 2018  
**RE:** 5 Year Graduation Rate Audit of 2016 Cohort

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The Indiana Department of Education (IDOE) is providing schools the opportunity to correct errors in the 5 year graduation rate for the **2016 cohort**. Please note that any approved changes will only affect the **5 year** graduation rate for the 2016 cohort. The final 5 year graduation rate will be used in the calculation of 2018 A-F grades to provide a bonus opportunity. A school's 5 year graduation rate is available for review in Learning Connection by choosing "5 Year Graduation Cohort Status" from the "Accountability Reports" menu.

IDOE will entertain the following audit requests:

- Students who should have been reported to mobility or whose exit codes need to be changed
  - Proper documentation must be submitted with an exit date prior to July 1, 2016 and must include student's full name and STN
  - Examples of proper documentation are in the [RT/EM Appendix A Exit Codes](#) found on Learning Connection
- Students who should have been reported as graduated
  - Proper documentation must include a transcript, type of diploma issued, date of issuance, and post-secondary plans

Audit information must be submitted through the DOE Accountability Portal found at [accountability.doe.in.gov](http://accountability.doe.in.gov) between **April 2, 2018 and April 27, 2018**. This portal uses the same username and password as DOE Online.

Please note that this audit opportunity is the last time the IDOE will review and update the 2016 cohort and school graduation rates. **Requests for audits and/or cohort changes for the 2016 cohort during the 2017-2018 A-F audit will not be accepted by the IDOE.**

Questions concerning the graduation rate/cohort audit should be submitted to [schoolaccountability@doe.in.gov](mailto:schoolaccountability@doe.in.gov).