

2018 Graduation Rate Audit
Guidance & Information for Schools
October 10 - November 7, 2018

General Information

There are two types of audit that this document will describe, Mandatory and Voluntary. Be sure to review the information that pertains to both types of audits on Page 2.

- **Mandatory Audit**

- IDOE will audit roughly a quarter of the high schools with a 2018 graduation cohort.
- Selected schools will be notified in writing by the IDOE in August 2018.
- All Students in the selected schools who have a Cohort Status of “Reported to Mobility, no longer in cohort” on the 2018 4 Year Cohort Report will be audited.
- Failure to submit acceptable documentation to support the exiting of a student from the cohort will result in the student’s reentry into the cohort with an updated exit status of “Unknown”. A student with an “Unknown” status counts in the graduation rate as a non-graduate.
- If sufficient documentation is not provided for a substantial portion of the students, the school may be required to undergo training, sign assurances, and/or be subject to a mandatory audit the next year.

- **Voluntary Audit**

- Any school may request a voluntary audit if it finds an issue with its 2018 graduation rate. Schools subject to the mandatory audit may also request a voluntary audit.
- ***If a school does not pursue an audit, the IDOE maintains that the school did not identify any errors with the 2018 graduation rate and the graduation rate was determined based on accurate data. Therefore, requests for a voluntary graduation rate audit made after November 7, 2018, including those made during the A-F Audit of 2018-2019 A-F Grades, will be denied.***
- Schools may request a voluntary audit to update a student’s graduate status or mobility status. **Please note that all requests must include sufficient documentation to support the requested update in order for the IDOE to approve the update. Voluntary audit requests lacking supporting documentation will be denied.**
- IDOE will hold harmless any school that voluntarily submits to a graduation rate audit that results in a lowered graduation rate.
- A school submitting a voluntary audit shall also submit an excel list of students for whom they are requesting the voluntary audit. The excel template can be found in the Accountability & Accreditation Community in Learning Connection in Files & Bookmarks/Graduation Rate/Audit. The list shall contain the following:
 - STN
 - Student Name
 - The requested result (“Removal” or “Graduate”)
 - The specific mobility code from the RT/EM layout being requested if the requested result is removal.

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- The type of diploma code from the GR layout if the requested result is graduate.
- The post-secondary plan code from the GR layout if the requested result is graduate.
- Employability Skill and Post-secondary Competency if the graduate is utilizing a Graduation Pathway.
- **Mandatory & Voluntary Audits**
 - **Only 1 audit submission per school will be allowed. If both a mandatory and a voluntary audit are being submitted, submit both on a single audit submission. Therefore, do not press the submit button until all documentation is attached. Additional documentation will not be accepted after the audit request is submitted.**
 - All documentation must be submitted through the Accountability Portal, <https://accountability.doe.in.gov>. The accountability portal utilizes the same login credentials as DOE Online.
 - The accountability portal will open on October 10, 2018 at 8:00 am EST.
 - All audit requests and supporting documentation must be submitted to the accountability portal and received by the IDOE no later than November 7, 2018 at 11:59 pm EST.
 - Each piece of documentation provided must be clearly labeled with the student's STN and first and last name. Documentation not clearly labeled may be found to be insufficient.
 - A determination will be made for each STN of either:
 - **Sufficient:** Documentation provided meets the requirements to support cohort status. If the audit was mandatory, no further action will be taken. If voluntary, the status will be changed.
 - **Insufficient:** Documentation provided does not meet the requirements to support the cohort status. If the audit was voluntary, no further action will be taken. If the audit was mandatory, the student's status will be changed to Unknown. The IDOE will notify the school of any student whose status changed, provide the reasoning behind the decision, and share the amended graduation rate that results from the changes.
 - Reviewers maintain confidentiality of all audits and do not discuss the contents of audits with anyone during the audit other than IDOE staff necessary to the completion of the audit.
 - Appendix A contains a condensed list of documentation requirements for students exiting the cohort prior to July 1, 2018.
 - To support a graduate status update, a transcript showing the graduation or a copy of the diploma issued to the student is required.
 - Professional development regarding cohort can be found at <https://moodle.doe.in.gov/>. An account is necessary to view the 3 videos which can be found using the keyword "accountability2018".
 - All questions should be sent to schoolaccountability@doe.in.gov

Appendix A - Acceptable documentation for exits prior to July 1, 2018¹

- 10 – Poor Health
 - Signed statement from physician
- 19 – Transferred
 - Signed transcript request on the receiving school’s letterhead
 - Signed acknowledgement of enrollment by a school official on the receiving school’s letterhead
- 20 – Removed by parents to provide home schooled instruction
 - Withdrawal to a non-accredited nonpublic school form, signed by parent (or by student if 18 years of age or older and clearly marked as such)
- 21 – Deceased
 - Obituary, Funeral Program, article, or signed letter from parent
- 22 – Incarcerated or placement by Court order in DCS
 - Court Order
 - Verification from DOC detention facility of student detainment AND evidence student was detained for more than 20 calendar days
- 25 – Transferred out of state
 - Signed transcript request on the receiving school’s letterhead
 - Signed acknowledgement of enrollment by a school official on the receiving school’s letterhead
 - Documented multiple attempts (fax, email, certified letter) to obtain information from receiving school
- 25 – Transferred out of state (students transferring out of US)
 - Signed statement from parent interview with the name and location of school including name of country
- 26 – Missing Students
 - US Registered mail receipt that the student was reported missing to the Clearinghouse for information on Missing Children AND clearinghouse email verification.
- 27 – Foreign Exchange
 - Exchange program agreement
- 28 – Religious Beliefs
 - Signed statement from parent interview
 - Documented multiple attempts (fax, email, certified letter) to obtain information from parent or student
- 31 – Transferred to a non-accredited non-public school
 - Signed transcript request on the receiving school’s letterhead
 - Signed acknowledgement of enrollment by a school official on the receiving school’s letterhead
 - Withdrawal to a non-accredited nonpublic school form, signed by parent (or by student if 18 years of age or older and clearly marked as such)

¹ This list is condensed from the list found in [RT-EM 2018 Exit Codes \(Appendix A\)](#) found in Learning Connection, Data Collection Community.