To: Superintendents and Principals of Public, Accredited Nonpublic and Non-State Accredited Choice Schools

From: Office of Accountability

Date: April 2, 2021

Subject: Five-Year Graduation Rate Audit of 2019 Cohort open April 12 – April 30, 2021

The Indiana Department of Education (IDOE) is providing schools the opportunity to audit and correct errors in the five-year graduation rate for the **2019 cohort**. A school's five-year graduation rate is available for review in Learning Connection by choosing "5 Year Graduation Cohort Status" from the "Reports" then "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.
  Note: Student needed to have exited the school prior to July 1, 2019.
- Students who graduated prior to October 1, 2020 who have not been reported as a graduate.

To submit an audit request, please complete the following steps:
1. Login to the School Accountability & Accreditation Community on Moodle[1] and download the Voluntary Graduation Rate Audit Template (Graduation Rate > Audits)
2. List all students for whom an audit is being requested in the Excel template. Complete all applicable fields of the Excel template. Be sure to save the spreadsheet for later submission.
3. Gather documentation regarding all applicable students and scan. If uploading multiple documents, please name each one to allow for efficient review. **Sufficient documentation must be submitted in order to make a change.**
   a. Appendix A contains a condensed list of documentation requirements for students exiting the cohort prior to July 1, 2019. The date on the documentation must be consistent with the student's last exit as shown in the STN Application Center.
   b. Sufficient documentation for graduates is a transcript that shows the date a diploma was issued.
4. Login into the DOE Accountability portal between **Monday**, **April 12 and Friday, April 30**. (This portal uses the same username and password as DOE Online). Upload the spreadsheet created in Step 2 and the file(s) created in Step 3. Each school will only have *one opportunity* to submit an audit, so be sure to include all documentation.

Please note that this voluntary audit opportunity is the *last time* IDOE will review and update the 2019 cohort and school graduation rates. **Requests for audits and/or cohort changes for the 2019 cohort during any subsequent audits will not be accepted.**

Questions concerning the graduation rate/cohort audit should be submitted to schoolaccountability@doe.in.gov.

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[1] To join the community, go to moodle.doe.in.gov. Search "Accountability", use enrollment key "AccountabilityCommunity"

Appendix A - Acceptable documentation for exits prior to July 1, 2019
(Condensed from the list found in RT-EM 2019 Exit Codes ~ Appendix A)

Exit	Documentation Required
10 – Poor Health	• Signed statement from physician
19 – Transferred (valid for exits prior to July 1, 2018)[2]	• Signed transcript request on the receiving school's letterhead **OR** • 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[3], signed by parent/guardian[4]
21 – Deceased	• Obituary, funeral program, article, or signed letter from parent
22 – Incarcerated or placement by Court order in DCS	• Court Order **OR** • Verification from DOC detention facility of student detainment **AND** • Evidence student was detained for more than 20 calendar days
25 – Transferred out of state[5]	• Signed transcript request on the receiving school's letterhead **OR** • Signed acknowledgement of enrollment by a school official on the receiving school's letterhead
25 – Transferred out of state (students transferring out of US)	• Signed and dated statement from parent/guardian interview with the name and location of school, including name of country
26 – Missing Students	• Returned 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
31 – Transferred to a non-accredited non-public school (not to be used for Homeschool)	• Signed transcript request on the receiving school's letterhead **OR** • Signed acknowledgement of enrollment by a school official on the receiving school's letterhead **OR** • Withdrawal to a non- accredited nonpublic school form[3], signed by parent/guardian[4]

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[2] Starting with the 2018-2019 school year, students must be picked up by another Indiana school on RT/EM after code 19 is reported. If the student is not picked up by another Indiana school on RT/EM, then the student will be listed as "unknown". A status of "unknown" is considered a dropout.

[3] The required documentation for exits on or after July 1, 2018 is the State Board of Education approved _Withdrawal to Non-Accredited NonPublic School Located in Indiana_ form, signed and dated by the parent/guardian and explicitly indicating the exit type.

[4] Or by student if 18 years old or older and clearly marked as such.

[5] For exits prior to July 1, 2018, documented multiple attempts (fax, email, certified letter) to obtain information from receiving school is acceptable.