2020 Graduation Rate Audit
Guidance & Information for High Schools
October 7 - October 30, 2020

General Information
There are three types of audits described in this document: "mandatory", "excessive homeschool exits" and "voluntary". It is possible for a high school to be selected for both a mandatory audit and an excessive homeschool audit. Furthermore, any high school may request a voluntary audit. Questions regarding this document should be directed to schoolaccountability@doe.in.gov.

Submission Requirements for all Audit Types
● All documentation must be submitted through the Accountability Portal, https://accountability.doe.in.gov. This portal utilizes the same login credentials as DOE Online. The portal will be open from October 7, 2020 at 8:00 EDT until October 30, 2020 at 11:59 pm EDT.
● **Only one audit submission per high school will be allowed.** Submit all documentation on a single audit submission, even if more than one type of audit is being submitted for the high school. Do not press the "submit" button until all documentation is attached.
● Additional documentation will _**not**_ be accepted after the audit request is submitted. School staff should coordinate to ensure that all required documentation is submitted before the "submit" button is pressed. Please review all scanned files to ensure that they are complete, legible, and do not contain blank pages.
● 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 insufficient.
● Appendix A contains a condensed list of documentation requirements for students exiting the cohort prior to July 1, 2020. This list provides the requirements that must be satisfied by submitted documentation in order to be considered sufficient and acceptable. The date on the documentation must be consistent with the student's last exit on Realtime/Enrollment Mobility as shown in the STN Application Center.
● The Indiana Graduation Rate Audit Checklist can be found in moodle at Graduation Rate/Resources/Audit/Graduation Rate Audit Checklist.pdf.

Audit Type: Mandatory Audit
● DOE will audit roughly a quarter of the high schools with a 2020 graduation cohort.
● Selected high schools will be notified in writing by the IDOE in July 2020.
● A complete list of mandatory audit schools will be published in the Accountability moodle community.

- All Students in the selected high schools who have a cohort status of "Reported to Mobility, no longer in cohort" on the "2020 Four Year Cohort Report" will be audited.
- Failure to submit acceptable documentation, as listed in Appendix A, 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 dropout.
- If sufficient documentation is not provided for a substantial portion of the students, the high school may be subject to a mandatory audit the following year.

Audit Type: Excessive Homeschool Exits
- Pursuant to IC 20-26-13-10(b) and State Board resolution, IDOE will conduct excessive homeschool exit audits for the 2020 graduation cohort.
- High schools that meet the criteria outlined in IC 20-26-13-10(b) will be notified in writing by the IDOE in July 2020.
- All students with a cohort status of "Reported to Mobility, no longer in cohort ~ Removed by Parents" on the "2020 Four Year Cohort Report" will be audited for the identified high schools.
- Failure to submit **_both_** acceptable documentation to support the exiting of a student from the cohort to homeschool **_and_** proof that the student was on track to graduate at the time of exit 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 dropout. Identified high schools will be required to submit both:
  - Official state form for withdrawals to non-accredited nonpublic schools, signed by the parent and dated; **_and_**
  - Official Transcript showing the credits that the student earned upon exit from the school. A student is considered "on-track" upon exit based on the following credit expectations:
    - Left during the 2017-2018 school year (Sophomore) ~ 10 Credits
    - Left during the 2018-2019 school year (Junior) ~ 20 Credits
    - Left during the first half of the 2019-2020 school year (Senior) ~ 30 Credits
    - Left during the second half of the 2019-2020 school year (Senior) ~ 35 Credits
- All excessive homeschool exit audit results will go to the State Board for final approval prior to any changes being made.

Audit Type: Voluntary
- Voluntary audits may be pursued by a high school to update a student's graduate status or mobility status.

- If a high school does not pursue a voluntary audit, the IDOE maintains that the high school did not identify any errors with the 2020 graduation rate, and the graduation rate was determined based on accurate data. Requests for a voluntary graduation rate audit made after October 30, 2020, including those made during the A-F Audit of 2020-2021 A-F Grades, will be denied.
- IDOE will hold harmless any high school that voluntarily submits to a graduation rate audit that results in a lowered graduation rate.
- **Please note that all requests must include sufficient documentation to support the requested change in order for the IDOE to approve the change**. Voluntary audit requests lacking supporting documentation will be denied. Schools should submit exit documentation, transcripts and proof of industry certification as applicable to prove the requested change.
- A high school submitting a voluntary audit request to exit a student using a mobility code of 20 ~ Removed by parents to Homeschool, must submit **_both_** acceptable documentation to support the exiting of a student from the cohort **_and_** proof that the student was on track to graduate. High schools will be required to submit both:
  - Official state form for withdrawals to non-accredited nonpublic schools, signed by the parent and dated; and
  - Official Transcript showing the credits that the student earned upon exit from the school. A student is considered "on-track" upon exit based on the following credit expectations:
    - Left during the 2017-2018 school year (Sophomore) ~ 10 Credits
    - Left during the 2018-2019 school year (Junior) ~ 20 Credits
    - Left during the first half of the 2019-2020 school year (Senior) ~ 30 Credits
    - Left during the second half of the 2019-2020 school year (Senior) ~ 35 Credits
- A high school submitting a voluntary audit must submit an Excel list of students for whom they are requesting the voluntary audit. The Excel template may be found in the Accountability & Accreditation Community in Moodle in /Graduation Rate/Audit. The Excel list of students must contain the following:
  - STN
  - Student Name
  - The requested result (ie., "Removal" or "Graduate")
  - The specific mobility code from the RT/EM layout being requested if the requested result is removal.
  - 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.

Audit Finalization Process

- A determination outlining the findings will be sent to the principal and superintendent. If there are insufficient findings, this email will be sent securely so detailed explanations may be provided for each student. Determinations will go out on a rolling basis starting on November 2, 2020. Please monitor spam folders and make sure principal and superintendent contact information is correct on Inview.doe.in.gov.
- For mandatory and voluntary audits: 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 as requested.
  - **Insufficient:** Documentation provided does not meet the requirements to support the cohort status. If the audit was mandatory, the student's status will be changed to "Unknown" If the audit was voluntary, no further action will be taken. The high school will be notified of any students whose status changed, provide the reasoning behind the decision, and share the amended graduation rate that results from the changes. High schools will have five (5) business days to request a review of the ***originally*** submitted documentation. Additional documentation will ***not*** be accepted or reviewed. A final determination will then be issued.
- For excessive homeschool exit audits: a recommendation will be made to the State Board for each STN of either:
  - **Sufficient:** Documentation provided meets the requirements to support the student's exit to homeschool. After approval by the State Board, no further action will be taken.
  - **Insufficient:** Documentation provided does not meet the requirements to support the exit to homeschool or that the student was on track to graduate. The high school will be notified of any student whose status is to be changed, provide the reasoning behind the decision and share the amended graduation rate that will result from the changes. High schools will have five (5) business days to request a review of the ***originally*** submitted documentation. Additional documentation will ***not*** be accepted or reviewed. A final recommendation will then be issued. After approval by the State Board, the student's cohort status will be changed to "Unknown".

Additional Information

- Professional development resources regarding cohort may be found at https://moodle.doe.in.gov/. An account is necessary to view the four videos, which can be found using the enrollment key "Cohort2019". Please note that there is a video devoted to the mandatory audit process.
- All questions should be directed to schoolaccountability@doe.in.gov.

Appendix A - Acceptable documentation for exits prior to July 1, 2020

(Condensed from the list found in RT-EM 2020 Exit Codes ~Appendix A)

Exit Code	Documentation Required
10 - Poor Health	Signed statement from physician
19 - Transferred (valid for exits prior to July 1, 2018[1])	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[2]	"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, news 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[3]	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 the US)	Signed and dated statement from parent interview with the name and location of school including the name of country
26 - Missing Students	● US Registered mail receipt to the student's last address AND ● Email verification that student was reported to Clearinghouse
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, Signed acknowledgement of enrollment by a school official on the receiving school's letterhead, or 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)

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[1] Students reported as a code 19 (transferred) after July 1, 2018 who were not picked up by another Indiana school have been made "Unknown".

[2] Excessive Homeschool and Voluntary Audits also require a transcript showing credits earned as of date of exit.

[3] For exits prior to July 1, 2018, documented multiple attempts to obtain information from receiving school is acceptable.