

## MEMORANDUM

**TO:** Superintendents and Principals of Public, Accredited Nonpublic and Non-State Accredited Choice Schools  
**FROM:** Office of Accountability, Indiana Department of Education  
**DATE:** June 26, 2020  
**RE:** 5 Year Graduation Rate Audit of 2018 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 **2018 cohort**. Please note that any approved changes will only affect the **5 year** graduation rate for the 2018 cohort. The final 5 year graduation rate will be used in the calculation of 2020 A-F State accountability 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.  
Note: Student needed to have exited the school prior to July 1, 2018.
- Students who graduated prior to October 1, 2019 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 and download the Voluntary Graduation Rate Audit Template 2018 5 Year (Go to the Graduation Rate folder, then the Resources folder, then the Audit folder)
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 students and scan. (While it does not matter how many scans are created, naming the scans thoughtfully is appreciated.)
  - a. Appendix A contains a condensed list of documentation requirements for students exiting the cohort prior to July 1, 2018. The date on the documentation must be consistent with the student's last exit as shown in the STN Application Center. **Sufficient documentation must be submitted in order to make a change.**
  - b. Sufficient documentation for graduates are transcripts or copies of the diploma that show the date issued. **Sufficient documentation must be submitted in order to make a change.**
4. Login into the DOE Accountability portal ([accountability.doe.in.gov](http://accountability.doe.in.gov)) between **July 6, 2020 and July 24, 2020**. (This portal uses the same username and password as DOE Online.) Upload the list of students spreadsheet created in Step 2 and the file(s) created in Step 3. Each school will only have one (1) opportunity to submit an audit, so be sure to include all documentation.

Please note that this audit opportunity is the last time the IDOE will review and update the 2018 cohort and school graduation rates. **Requests for audits and/or cohort changes for the 2018 cohort during the 2019-2020 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).

**Appendix A - Acceptable documentation for exits prior to July 1, 2018<sup>1</sup>**

- 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 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
  - 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)

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<sup>1</sup> This list is condensed from the RT-EM 2018 Exit Codes (Appendix A)