Adjusted Cohort Graduation Rate 2018

Attention Administrators of Schools with Students in Grades 9-12

This message is relevant for any school that has grade 12 students and issues diplomas, else please disregard.

To ensure your School Year 2018 data is accurate in the Illinois Report Card on October 31, 2018 and your Summative Designation is accurate, review and finalize your Adjusted Cohort Graduation Rate data for students in grade 9-12:

1. Exit all Student Enrollments before accurate Adjust Cohort Graduation Rate data can be calculated. Exit deadline is **July 31, 2018.**
2. When all students have been exited, verify your data by running the **Adjusted Cohort Graduation Rate Reports**.
3. Review the summary report. For "Promoted" students, verify the **Enrollment Exit Type** using the online **Adjust Cohorts** screen.
4. Although the SIS enrollment exit deadline is July 31, 2018, you can still verify and change Exit Types until **August 15, 2018 at 4:00 PM**.

Steps for accessing IWAS and pulling these reports are included.

Where does this data come from and who is included in this report?
1. This report includes 9-12 grade students enrolled in an Illinois public school on or before 10/02/2017 and exited on or after 5/01/2018.
2. Metric source includes this school year and past SIS student enrollment data. The adjusted cohort graduation rate is calculated using student enrollments and the additional verification of Enrollment Exit Codes for tracking.

Reviewing 4-year adjusted cohort graduation rate in SIS

View the **Adjusted Cohort Graduation - Rate Overview (Summary)** Report in SIS.

1. Login to SIS via IWAS.
2. Click on **Reports** in the menu on the left.
3. Click on the **Plus Sign** (+) next to **State Reporting** to go to the "**Adjusted Cohort Graduation Rate**" section.
4. Click on **Rate Overview (Summary)**.
5. Select Report Criteria: Options are:
   - Leave defaults as is, or
   - Select individual high school (by default, the report will only select student's grades 9 - 12).
6. Verify that *2015* is in the **First Year in 9th Grade** field and *2018 4-Year Cohort*' is in **Graduation Year** field.
7. Click on **Create PDF Report** button to display report.

Reviewing 5-year adjusted cohort graduation rate in SIS

Repeat Steps 1 - 4 above with the changes below:

5. Select *2014* for **First Year in 9th Grade** field.
6. Select *2018 5-Year Cohort* for **Graduation Year** field.
7. Click on **Create PDF Report** button to display report.

<u>Verifying a student's *Enrollment Exit Type*</u>

1. Use the Adjusted Cohort Graduation Rate by Exit Type (Summary) Report to identify Non-graduate students to review their Exit Types.
2. The Cohort Enrollment Exit Type Code is initially set to the student's general Enrollment Exit Type Code, and it can be verified (as appropriate) using the related online screens.
3. For "Promotions," verify the Exit Type by clicking the **Adjusted Cohorts** link. With proper documentation, select the **Verify** checkbox.

For additional information, see the archived SIS webinar, "End of School Year eReport Card Data Verification" for directions on how to verify the **Exit Type** for promotions.

If you have questions, please call the ISBE Help Desk at 217-558-3600 Option 3 or send an email to help@isbe.net.