

Adjusted Cohort Graduation Rate 2018

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.
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.

Steps for updating exit enrollments using the Adjusted Cohorts tab in SIS online.

1. Log in to SIS.
2. Select Adjusted Cohorts tab on the left hand side.
3. Enter in the SID and first or last name of the student.
4. Select the Edit button.
5. Update the Enrollment Exit Type as applicable and check mark the box with verified local evidence supporting my selection.
6. Select the Submit button.

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. The 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.

Verifying a student's *Enrollment Exit Type*

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.