

**Illinois State Board of Education (ISBE)
Student Information System (SIS)
Graduation Cohort Questions**

#	Question	Answer
1.	Can't you run the reports to determine which kids are in the cohort?	Yes. In SIS go to Reports > Other Reporting > Graduation Cohort Report > Detail
2.	Do students who will graduate after this summer school session count for this year? What about a July 20 date for finishing summer school	Yes. Please include students who graduate in the summer after their fourth year of high school.
3.	E-Report Card info is due 6/20. I assume you will take graduation rate info at the later dates.	Yes.
4.	For the 2011 Report Card, do we need to enter data manually like we have done in prior years?	No. But, the review and verification process is needed.
5.	Frequently alternative school programs work with students who graduate in more than 4 years due to a year of failing grades. Am I correct that these students will never be counted as a graduate for AYP? Is this also true for students who transfer in from other states who have to complete more than 4 years due to other state graduation requirements not meshing with Illinois requirements?	The answer to the first question is Yes. The answer to the second question is No. It is the four-year graduation rate.
6.	How are you differentiating between the old state race codes and the new federal race codes?	The race codes have changed and new numbers have been assigned.
7.	How do we count special education students that continue their education beyond their senior year? (age 22)	For special education students who need to continue education until age 22, please mark them as "Certificate of Completion" once they receive their certificate. Those students will be counted as graduates who receive a regular diploma.
8.	I entered data in the e report card yesterday and sent it for verification to my supt. Will the graduation data still be able to be modified?	Yes.
9.	I have students whose high school deactivated 2 years ago and now they are tuitioned into our district from their home district. Are they calculated into our cohort?	They will be counted by their Home School. If you are the Home School then yes, they will be calculated into your cohort.

10.	I think the special ED question is related to earning a regular diploma, but not getting the diploma until they are done at age 21. Will they still be counted in the graduation rate?	Those students will still be the members of the cohort, but not counted as graduates.
11.	If a student has a different serving school, can we withdraw them as graduated from that serving school?	It is the Home School's responsibility to exit students regardless of where the student is being served. So yes, if you are the Home School and the student graduates, you will exit the student out and mark "Graduated" as the exit reason.
12.	If a student with disabilities is graduated with a diploma, but may continue until age 22. How do we graduate a student in May and re-enroll them in August? Will SIS allow that?	Yes, SIS will allow for this. Just enroll the student like any other student.
13.	If the E-report card is due on June 20 how can we use this to provide the data?	The correction window for graduation and dropout data is from July, 8 th through August 1 st .
14.	If we don't know that they are graduating, what are the chances of creating exit code "attending summer school - outcome not known"?	We will discuss the possibility of adding another exit code.
15.	If we have a student that transfers to a GED program does that now count against our graduation rate?	Yes.
16.	In regards to Special Education Students who have met graduation requirements, but will still be receiving services. How will those students be counted in the graduation rate?	Those students will still be the members of the cohort, but not counted as graduates.
17.	Is it possible to create a field in SIS that assigns students to the appropriate cohort (original year of graduation) so that the grade-level issue doesn't confuse the cohort issue?	All first time 9 th graders are listed in SIS graduation cohort report.
18.	Can you post a listing of the Exit Type Codes that will count as valid "transfer out" for the denominator of the graduation calculation?	01, 02, 03, 04, 07, 16, and 18.
19.	Is June 30th the final date for counting a graduate? What if they finish a summer school on July 10th? July 31st?	No, there is no June 30 th exit date. July 31 st it the last day to exit students. However, if you have a student who is taking summer school, wait until after summer school to exit the student.
20.	Special Ed students that do not get a regular diploma do not count as graduates. Do they count as a member of the cohort (denominator)?	Yes.
21.	A student enrolls with us as a repeating freshman, how do we indicate to SIS that the student is a repeating freshman and not a first time freshman?	You cannot just enroll the student as a Freshman. SIS can tell from past data that the student was enrolled as a Freshman the year before.

22.	Student dropped for non-attendance, later find out that the student transferred out of state -- how would that be corrected within SIS?	You will have to call the ISBE Helpdesk at 217-558-3600 and ask to speak with SIS support staff. SIS support staff can fix the exit code.
23.	In regards to the question regarding the transfer in to the cohort for a fifth year student. These students were previously transferred in to the class. They were not counted as graduates in the previous years so the District was reduced in graduation rate. The students were then transferred in during the next group. This would be true of students graduating after summer school that ends after June 30. Are we no longer getting some credit for graduating these students?	Please include students who graduate in the summer after their fourth year of high school.
24.	What is the timeline for the changing of senior status following the PSAE (students who hadn't tested the previous year), manipulating the test correction file, and classifying a student as senior status?	The correction window ends on July, 26, 2011.
25.	To previous question regarding the transfer in of a student repeating grade 11: Will we be required to claim as a non-graduate a student who transfers in and does not graduate. Previously, Districts were not impacted by these students. Only graduates were required to be included in the transfer in category. Has this changed?	Yes. You will have to count those students who transfer into your school and started 9 th grade for the first time in 2007-2008, even though these students have not graduated. This is part of the new changes.
26.	On page 16, do the students in the "High School Graduate Demographics" section have to have graduated on or before May 24? Can we enter the student counts if our students graduated on May 25 through June 20?	Yes. You may count students who graduate in the summer.
27.	On slide 16, I think I heard that we should fill out the top by June 23, but wait with the rest until after summer school grads. Is that right?	Correct.
28.	Piggy backing on Brian's recent question, that student who you do not receive a request for records, are they counted as a drop out then?	Yes, unless those students move out of the United States.
29.	re: page 7, Transfer Out: How do we handle a student who transfers out to a non-public home school?	This student will be removed from the cohort.

30.	Transfer In - - after September 30 of 9th grade year? The presentation stated after the 9th grade year.	The graduation cohort data for the first time 9 th graders are extracted from SIS the end of year data.
31.	We already submitted our E-Report Card, will we regain edit access when the new graduation fields appear on July 8th?	Yes.
32.	We understand early graduates count in the graduation rate. Do they count as graduates in their cohort group or graduates with that earlier year cohort?	Yes. They are counted as graduates in their cohort group.
33.	What about students attending summer school. I thought they were not to be exited until summer school is over.	This is correct. You will not exit these students until they have completed summer school.
34.	What about students who come to us for summer school only going into their 9th grade? They would be included in our cohort?	No, the home school will be the one responsible for these students.
35.	The original due date for the e-report card was 6/26/11. My HS data has already been approved by our Sup, how can I get the report card returned. (I didn't know this was coming down the pipe)	You can still review/mortify graduation data with e-Report Card approved.
36.	Why don't you look at the withdraw reason code to see a student should or shouldn't be included in a cohort?? If it's an erroneous enrollment then the student shouldn't probably be included.	No. The erroneous enrollment is not included.

37.	What do you do with the 9th graders that you have entered thinking they are coming and they don't show up? They might decide to attend a catholic school instead. Do these have to be counted against us if they never attended? We currently use erroneous entry code. Is this correct and how will it play into this?	In SIS you cannot enroll students with a future date. So if the student is not currently at your school, do not enroll that student.
38.	Is this report still due June 15th or can we go by your dates instead?	The due date is June, 20, 2011 for the e-Report Card and August, 1, 2011 for Graduation-Dropout data.
39.	What if a student drops and later on we get requests for records from out of state? How do we change the drop status to a transfer?	You will have to call the ISBE Helpdesk at 217-558-3600 and ask to speak with SIS support staff. SIS support staff can fix the exit code.
40.	If our summer school ends July 14th can we count them as a grad?	Yes
41.	What if the students moves to another state or another country?	Only a student who transfers out and enrolls in another school or in an educational program that culminates in the award of a regular high school diploma, emigrates to another country, or dies may be removed from a high school's or LEA's cohort. Before removing a student from a cohort, a school or LEA must obtain confirmation in writing that the student transferred out, emigrated, or is deceased. If a student transfers out of country, the written document is not required.
42.	What about the students legally in the system until 20+ (IEP) they stay beyond 4 yrs?	Those students will still be part of the cohort, but not counted as graduates.
43.	Will this Power Point be posted? If so, where?	Yes. www.isbe.net/sis
44.	With the high school e-Report Card, do you complete the attendance portion and submit the data now by the June 20 due date? And then come back to do the graduation data?	Yes.