

*Managing your Graduation Rate* is a multi-part series, published in Dr. McCormick's Friday Weekly Update, and in the Accountability Moodle Community. This series provides information to educate schools about cohort and the calculation of graduation rates. Please forward any questions to [schoolaccountability@doe.in.gov](mailto:schoolaccountability@doe.in.gov).

### **Installment #3: Tasks for Managing Your Graduation Rate**

Ensuring the accuracy of the graduation rate takes a significant amount of work and communication on the part of many people in the high school. Registrars, school counselors, principals, and data personnel must all work together for the best result. The following steps should be considered the bare minimum "cohort to do list" so that issues are found and corrected early.

1. Check the cohort as soon as it is created in the late fall/early winter. For example, the 2023 cohort was created in December 2019. Make sure that all the students on the cohort report (in Learning Connection) were enrolled on or after October 1. Verify that exit documentation is in order for those students who have already exited.
2. Check all the cohorts at least monthly during the school year. Verify that exit documentation is in order for those students who have already exited. Fix any students with a status of "Unknown" where a different status is correct. **Suggestion:** *Review the freshman cohort the first Friday of the month, the sophomore cohort the second Friday of the month, etc.* There is a document in Moodle, entitled "Unknowns in the Cohort" that outlines common ways to fix Unknowns.
3. At the beginning of the school year, verify the graduation qualifying exam status for all students in the Junior and Senior cohorts to make sure the school's records agree with the DOE's records. This is especially important for students who are not using Graduation Pathways to graduate.
4. In late winter check the senior class cohort, (for this year, the 2020 cohort) against the list of students for whom diplomas are being printed and/or caps and gowns are being ordered. Verify the graduation qualifying exam status for all seniors who are not graduating using Graduation Pathways to graduate.
5. Submit graduates as soon as the diplomas are issued. Review the cohort report in Learning Connection to ensure that all students are showing the correct status. Review the Historical Graduation Report, also in Learning Connection which shows a 5 year trend of many statistics related to graduation rate, including counts by diploma type. This report also lists students in the cohort who have not yet been reported as graduates. If an issue is encountered, email the School Accountability team at [schoolaccountability@doe.in.gov](mailto:schoolaccountability@doe.in.gov) for assistance.

#### **Next Installment**

Next week's installment will review the particularities that exist for the 2020-2023 cohorts, since requirements and testing are different.