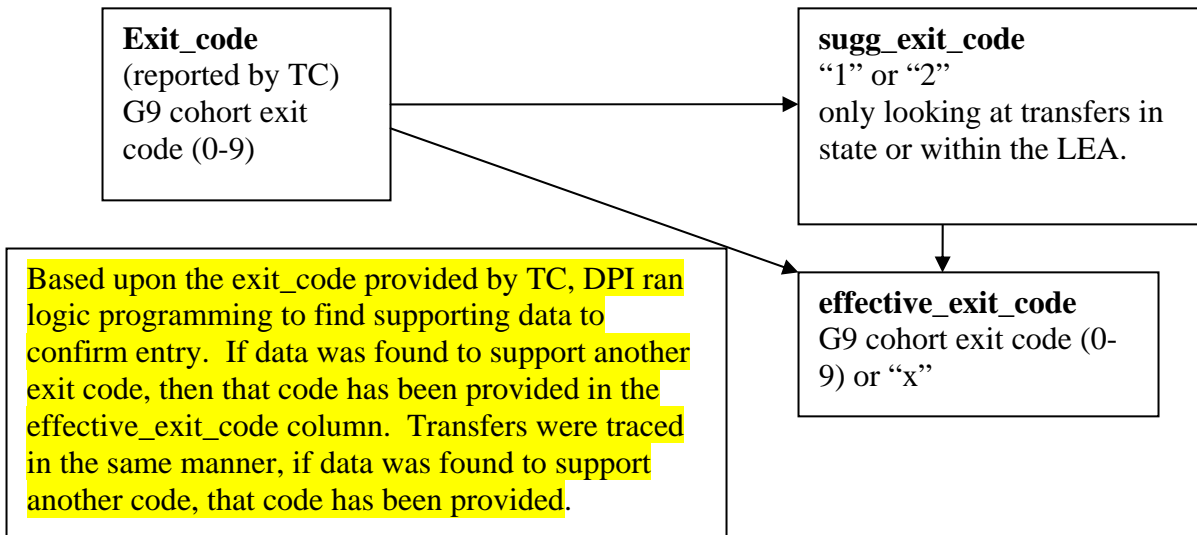


Cohort Graduation Rate Checklist

- Step #1** Review CGRAUDIT###.TXT file located at 2006/CGRAUDIT###.TXT in LEA directory. **It is for information purposes only and should not be edited.**
- Step# 2** Go to 2006/CGREXIT###.TXT in LEA directory. Download the file it contains.
- Step#3** Open CGRAUDIT###.TXT file into Excel.
- Step#4** Sort the file by gradrate_numerator and gradrate_denominator. For students who have a “N” for the numerator and a “Y” for the denominator look at the sugg_exit_code, exit_code and effective_exit_code..



Decision Rules

The exit_code provided by the TC can be overridden in certain cases. The effective_exit_code reflects these overrides. Below is the override logic given in order of precedence:

- 1) If exit_code=X, then effective_exit_code=X
- 2) If graduate=Y, then effective_exit_code=9
- 3) If dropout=Y, then effective_exit_code=4
- 4) If exit_code=1 and xfer_confirmed=N, then effective_exit_code=0
- 5) If exit_code=2 and xfer_confirmed=N, then effective_exit_code=0
- 6) Otherwise, effective_exit_code = exit_code

G9 Cohort Editor Codes

Has not left this school	0
Left to another school in the same system	1
Left to another system	2

Left the state to another state's school system	3	(includes home schools and non-public schools)
Dropped out	4	
Temporarily withdrawn due to suspension or school approved illness	5	
Death	6	
Other	7	
Visiting student	8	
Graduated		9
Exclusion "does not belong in cohort file".	x	

Step #5 Check the students with a sugg_exit_code showing "1" or "2" or the effective exit code does not match the exit_code column.

<u>Sugg exit code</u>	<u>exit code</u>	<u>effective exit code</u>
→ 1	-	1
→ 2	-	2
-	6	6
-	5	4 ←
1	3	3
-	1	3 ←

Step #6 If the TC agrees with sugg_exit_code or the TC has a different exit code to apply, open and change the exit_code columns in the CGREXIT###.TXT file.

school_code	student_id	exit_code	xfer_school_code
#####			
#####			

Step #7 After inserting a new exit code, if appropriate enter a school or LEA code to which the student transferred and the student_i.d (if known).
Review the xfer_confirmed column. All students should have "Y" for data confirmation. If "N", review newly reflected exit code and make needed corrections.

Step #8 Save the file as CGREXIT###.TXT.

Step #9 Manually upload the file to 2006/CGREXIT###.TXT in the LEA's directory

Step #10 Look for an updated cohort file shortly to confirm changes were applied.

DESCRIPTION OF FILES

Filename: CGRAUDIT###.TXT

Purpose: For LEA testing coordinator audit of student information used in calculating the cohort graduation rate.

Process: This file is automatically generated and updated by the server. **It is for information purposes only and should not be edited.**

1. To control how the student records affect to the graduation rate, edit or add records to the CGREXIT###.TXT file,
2. Save it back to the server, and recheck CGRAUDIT###.TXT after it is reprocessed by the server.

Columns

school_code	-	school code
student_id	-	student id (primary/converted)
last_name	-	last name
first_name	-	first name
minority_code	-	AMIN=1 ASIA=2 BLCK=4 HISP=3 MULT=6 WHITE=5
sex	-	M/F
lep	-	LEPFlag
frl	-	frlunch
ec	-	ec code
init_year	-	first/initial year student found in school (2003,2004,2005 Mastrbld or 2006 FDS AccDemo)
init_last_name	-	last name from initial source
init_first_name	-	first name from initial source
init_student_id	-	student id from initial source
init_alt_id	-	alt id from initial source
init_grade	-	grade from initial source
init_g8year	-	reporting year of latest 8th grade EOG (MA or RD)
last_year	-	last reporting year student found in school
graduate	-	Y/N (if found in 2006 FDS Grad table, or pre-06 MB retnflag)
grad_year	-	reporting year of graduation
grad_last_name	-	last name from graduate source
grad_first_name	-	first name from graduate source
grad_student_id	-	student id from graduate source
grad_alt_id	-	alt id from graduate source
dropout	-	Y/N (if reported as dropout
dropout_year	-	reporting_year of dropout (last year in school)
dropout_last_name	-	last name from dropout source
dropout_first_name	-	first name from dropout source
dropout_student_id	-	student id from dropout source
dropout_alt_id	-	alt id from dropout source
exit_code	-	exit code reported by LEA TC (CGREXIT###.TXT) (originally from g9 cohort editor)
exit_last_name	-	last name (originally from g9 cohort editor)
exit_first_name	-	first name (originally from g9 cohort editor)
xfer_school_code	-	school code transfered to (from CGREXIT###.TXT)
xfer_student_id	-	student id at xfer school (from CGREXIT###.TXT)
xfer_confirmed	-	Y/N/Null (if exit code 2 or 3 confirmed by xfer info, TC or DPI)
sugg_xfer_school_code	-	xfer school from DPI automatic search

sugg_xfer_student_id	-	xfer student id from DPI automatic search
sugg_xfer_year	-	reporting year from DPI automatic search
sugg_xfer_last_name	-	last name from DPI automatic search
sugg_xfer_first_name	-	first name from DPI automatic search
sugg_exit_code	-	suggested exit code from DPI
on_track	-	Y/N (if "on track" and considered a "transfer-in")
effective_exit_code	-	exit code assigned to student based on all data presented
exit_exempt	-	Y/N (if exempted from gradrate calculation based on exit code)
gradrate_denominator	-	Y/N (if counted in cohort graduation rate denominator for school)
gradrate_numerator	-	Y/N (if counted in cohort graduation rate numerator for school)

Filename: CGREXIT###.TXT

Purpose: Allows LEA testing coordinator to supply exit codes to be included in the cohort graduation rate audit table (CGRAUDIT###.TXT)

Process: This file was initially populated by exit codes from the g9cohort online editor.

1. The TC can create new rows in order to specify exit codes for “transfer-in” students that have left the school before graduating. Only the school_code, student_id, and exit_code columns are required to add a new row. For transfer-out students, if the student cannot be confirmed automatically, the TC can supply the school code and student id used in the new school so that the transfer-out exit code can be confirmed.
2. This CGREXIT###.TXT will be read periodically on the server in order to update the CGRAUDIT###.TXT file.

Columns:

school_code	-	school code
student_id	-	student id used for matching
alt_student_id	-	alternate id for reference
last_name	-	last name for reference
first_name	-	first name for reference
exit_code	-	g9cohort exit code
xfer_school_code	-	school code that student transferred to if exit code 2 or 3
xfer_student_id	-	student id to find student at xfer_school_code
aux1	-	reserved for future use
aux2	-	reserved for future use
aux3	-	reserved for future use
aux4	-	reserved for future use
aux5	-	reserved for future use
aux6	-	reserved for future use
aux7	-	reserved for future use
aux8	-	reserved for future use
