

1. Definitions Used in Producing Cohort Outcome Data

The definitions and business rules used to develop the 4-year adjusted cohort and to calculate the graduation rate are sourced from the U.S. Department of Education’s *High School Graduation Rate - Non-regulatory Guidance, December 22, 2008*

(<http://www2.ed.gov/policy/elsec/guid/hsgrguidance.pdf>).

1.1. Adjusted Cohort

The 4-year Adjusted Cohort forms the basis for calculating graduation rates, dropout rates, and other related rates. The cohort is the group of students that could potentially graduate during a 4-year time period (grade 9 through grade 12). The 4-year Adjusted Cohort includes students who enter 9th grade for the first time in the initial year of the 4-years used for the cohort. This cohort is then adjusted by:

- Adding students who later transfer into the cohort during grade nine (year 1), grade 10 (year 2), grade 11 (year 3) , and grade 12 (year 4); and
- Subtracting students who transfer out, emigrate to another county, or die during the 4-year period.

Students who drop out during the four year period remain in the cohort, as well as students that complete 12th grade and exit the educational system without graduating. Students that take longer than four years to graduate or remain enrolled after four years are also included as part of the cohort.

Students are removed from the cohort when the last exit for that student includes any of the following student school exit category codes:

Exit Code	Description
E130	Died
T180	Transfer to a private school
T200	Transfer to a school outside of California
T240	Transfer out of the U.S
T260	Transfer to an adult education program
T280	Transfer to college
T310	Transfer to a health facility
T370	Transfer to an institution with a high school diploma program
T460	Transfer to home school program
T470	No show other (first time pre-register and did not show)

The following types of student school exit transfer category codes may be used to remove a student from a school- or district-level cohort: (T160) Transfer to CA school regular; (T165) Transfer to CA school, disciplinary; (T167) Transfer to CA school, referral, or (E230) (480 exit completion code) promoted/matriculated. When a subsequent enrollment is found for any of T160, T165, T167, E230-480 the student will be removed from the district- and school-level cohort. When a subsequent enrollment is not found and the last exit is any of T160, T165, T167, or E230-480, the student record remains in the cohort and is treated as a “lost transfer” dropout.

1.2. 4-year Adjusted Cohort Graduation Rate - The four-year graduation rate is calculated by dividing the number of students in the 4-year adjusted cohort who graduate in four years or less with either a traditional high school diploma, an adult education high school diploma, or have passed the California High School Proficiency Exam (CHSPE) by the number of students who form the adjusted cohort for that graduating class. The following formula provides an example of the four-year graduation rate for the cohort entering grade 9 for the first time in the fall of the year 1 of the cohort and graduating by the end of year 4 of the cohort.

Number of cohort members who earned a regular high school diploma by the end of year 4 in the cohort divided by Number of first-time grade 9 students in year 1 (starting cohort) plus students who transfer in, minus students who transfer out, emigrate, or die during school years 1, 2, 3, and 4.
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The following student school exit categories and student school completion status codes were used to identify high school graduates:

Exit/Completion Code	Description
E230/100	Graduated, standard high school diploma
E230/106	Graduated, CAHSEE mods & waiver for special education
E230/108	Graduated, CAHSEE special education exempt
E230/250	Adult education high school diploma
E230/330	Passed California High School Proficiency Exam

1.3. 4-year Adjusted Cohort Dropout Rate - This is the rate of students that leave the 9-12 instructional system without a high school diploma, GED, or special education certificate of completion and do not remain enrolled after the end of the 4th year. The formula is similar to the formula listed in 1.2, but the numerator is replaced with the number of students in the 4-year cohort that dropped out by the end of year 4 of the cohort.

Any "last" SSID record with an exit code other than those specified in 1.2 (Graduation Rate), 1.4 (GED Passer Rate), 1.5 (Special Education certificate of completion rate), or 1.6 (Still Enrolled Rate), is counted in the dropout category. Note special handling for transfer codes T160, T165, and T167 described in 1.1 (Adjusted Cohort.)

1.4. 4-year Adjusted Cohort General Education Development (GED) Passer Rate – This is the rate of students that leave the 9-12 instructional system without a high school diploma, but have passed the GED test. The formula is similar to the formula listed in 1.2, but the numerator is replaced with the number of students in the 4-year cohort that passed the GED test by the end of year 4 of the cohort.

The following student school exit category and student school completion status code were used to identify a GED passer:

Exit/Completion Code	Description
E230/320	Completed GED (and no standard HS diploma).

1.5. 4-year Adjusted Cohort Special Education Certificate of Completion Rate - This is the rate of special education students that leave the 9-12 instructional system without a high school diploma, but have completed requirements necessary to obtain a special education certificate of completion. The formula is similar to the formula listed in 1.2, but the numerator is replaced with the number of students in the cohort that received his/her special education certificate of completion by the end of year 4 of the cohort.

The following student school exit category and student school completion status codes were used to identify a special education student that received a special education certificate of completion:

Exit/Completion Code	Description
E230/120	Special Education certificate of completion

1.6. 4-year Adjusted Cohort Still Enrolled Rate – This is the rate of students that remain enrolled in the 9-12 instructional system without a high school diploma after the end of the 4th year of high school. The formula is similar to the formula listed in 1.2, but the numerator is replaced with the number of students that were enrolled after the end of the 4th year.

2. Sources of Data

2.1. Data collected and imported into CALPADS ODS

- 2007-08 9th grade enrollment was sourced from the 2007-08 CSIS certified Annual Maintenance.
- 2008-09: 10th grade enrollment and 2007-08 student exits were sourced from 2008-09 CSIS certified Annual Maintenance.

2.2. Data collected through CALPADS

- 2009-10 11th grade enrollment and 2008-09 exits were sourced from the 2009-10 CALPADS Fall 1 data collection (the ODS) in order to include late revisions that took place after the snapshot deadline.
- 2010-11 12th grade enrollment and 2009-10 exits were sourced from the 2010-11 CALPADS Fall 1 data collection.

3. Business Rules for Creating Cohort Outcome Data

3.1. School Rates

A graduation rate will be created for any school that has grade 12 enrollment during year 4 of the cohort or any school that has at least one graduate in the numerator of the cohort graduation rate.

3.2. District Rates

A graduation rate will be created for any district that has grade 12 enrollment during year 4 of the cohort or any district that has at least one graduate in the numerator of the cohort graduation rate. (District rates will include NPS schools.)

3.3. School Grade Span

- Schools must have a grade 12 at some point during year 4 of cohort or have at least one graduate in the numerator of the cohort rate.
- Schools with a 9-12 grade-span will receive a 4-year rate.
- Schools with a 10-12 grade span will receive a 3-year rate.
- Schools with an 11-12 grade span will receive a 2-year rate.
- Schools that only have a grade 12 will receive a 1 year rate.

3.4. Retired SSIDs

All RETIRED SSIDs will be replaced with REPLACEMENT SSIDs.

3.5. School Closure

- School must be open during year 4 of the cohort to receive a cohort graduation rate for accountability.
- Direct-funded charter schools that have closed at any time in the four year cohort time period will not have their data roll up to the district. However, their data will be included in the countywide rate.
- Schools that close prior to year 4 of the cohort will have their closed status and year of closure displayed on Dataquest.

3.6. School Opened

Schools that opened during year 2, year 3, or year 4 of the cohort will have a graduation rate calculated if they have grade 12 enrollment in year 4 or at least on graduate in the numerator of the cohort graduation rate (see Processing Rule 3.3).

3.7. School Moved to a New School District

The graduation rate will be attributed to the LEA responsible for administering the school in year 4 of the cohort, regardless of the LEA responsible for administering the school in year 1, year 2, or year 3 of the cohort.

3.8. Charter Schools

- Direct funded charter schools will be recognized as an LEA and receive their own school and district graduation rate. Direct funded charters school data will NOT be included in authorizing district roll-ups.
- Direct funded charter schools that are ASAM or COE administrated schools will receive their own school and district graduation rate. These schools will not be included in the authorizing district roll-ups.
- Statewide benefit charters will be recognized as an LEA.
- State Board of Education approved charter schools will be recognized as an LEA.
- All other types of charter schools will receive a school-level graduation rate and their data WILL BE rolled up into district totals.

3.9. ASAM (Alternative Schools Accountability Model) Schools

ASAM schools that are not direct funded charter schools and not COE administered schools will receive the district-wide rate (e.g., the combined rate of all students in the district) if they have grade 12 enrollment or at least one graduate.

3.10. County Office of Education Administered Schools

County operated schools that are not direct funded charter schools will receive the countywide rate (e.g., the combined rate of all students attending districts in the county and in county operated schools) if they have grade 12 enrollment or at least one graduate.

3.11. State Special Schools

State special schools (i.e., schools for the deaf and blind) will receive the countywide rate (e.g., the combined rate of all students attending districts in the county and in county operated schools) if they have grade 12 enrollment or at least one graduate.

3.12. First-time 9th Grader

Students identified as 9th graders in the 2006-07 data files sourced from the 2006-07 CSIS certified Annual Maintenance and imported into CALPADS will be removed from the 4-year cohort.

3.13. Subgroup Rates

Subgroup inclusion will be determined by looking at program participation records for an SSID across 4 years of data. For example, if a student was designated as an English learner (EL) in year 1 in one SSID enrollment record, the student is counted in the EL subgroup, even if the student was not designated as an EL in any of the years 2, 3, or 4 of the cohort.

Subgroup rates are calculated for:

- Socioeconomically disadvantaged students
- Migrant education students
- English learners
- Special education students

3.14. Ethnicity/Race Categorization

- Data prior to 2008-09 will be converted to use the new federal Hispanic Ethnicity category and race categories.
- A multiple race category will be included.
- A missing race and/or ethnicity category will be included for DataQuest reporting only. For Accountability purposes, a missing race will be reported in the schoolwide-only graduation rate.

3.15. Redaction of Low N Data

- LEAs, schools, and student groups with less than 50 students in the denominator will not be accountable for graduation rates for AYP purposes.
- All LEAs, schools, and student groups will receive a published rate, unless the LEA, school, or student group contains less than 11 students - (DataQuest and AYP reports).

3.16. Early Graduates

Students that graduate early (in less than 4 years) are counted in their original cohort based upon their original first-time 9th grade year.

3.17. Date Range Used in 4-year Cohort

8/16 to 8/15 is used to define an academic school year in order to include late summer graduates.

3.18. No-shows

When a student's last exit record is (N420) no show same school and a subsequent enrollment is not found, the student record remains in the cohort and is treated as a dropout.

3.19. Districts and Independently reporting charter schools that did not certify CALPADS data

- Districts that do not certify their CALPADS data in year 4 of the cohort rate will be assigned a zero graduation rate at the district-level and for each of their schools.
- Independently reporting charter schools that did not certify their CALPADS data in year 4 of the cohort rate will be assigned a zero graduation rate.

4. Errors in Cohort Data

The 4-year adjusted cohort outcome data are based upon student-level data collected through CSIS, as well as, student-level data collections using the CALPADS. We are aware of some potential errors that may exist in the data.

4.1. Conversion of CSIS Data to CALPADS Format – A small number of SSIDs were lost during the conversion of CSIS data to CALPADS format as the original source data did not meet the validation and data requirements for CALPADS.

4.2. Mis-assigned Statewide Student Identifier (SSID) - If an LEA inadvertently requests a new SSID for a student that already has been assigned an SSID, the student will have more than one SSID. When the data are used longitudinally, the link between student records for that student will be lost and the student may be reported as a dropout if the mis-assignment is not corrected. LEAs are notified of SSIDs that appear to have this type of problem and are given an opportunity to resolve the duplicate SSID. The threshold for LEA certification is less than 2% of this multiple identification problem.

4.3. Incorrect Identification of Student's Entry or Exit Grade-level and Year - The 4-year adjusted cohort is based on correctly identifying first time 9th grade students in year 1, 10th grade students in year 2, 11th grade students in year 3, and 12th grade students in year 4. Therefore, the adjusted cohort will be incorrect if a student's grade level enrollment, and/or exit year were incorrectly identified.

4.4. Incorrect Exit Code - Each of the individual rates (graduation, dropout, still enrolled, GED passer, and special education certificate of completion) are dependent on the LEA correctly identifying the type of exit. Therefore, the individual rates will be incorrect if the type of exit was

incorrectly identified. For example, if the type of exit was identified as a dropout exit, but the student actually enrolled in private school, the dropout rate will be overstated by one student.